# ORDINARY COUNCIL MEETING

## OPEN



KOUGA
local municipality
Good Governance through Service Excellence

DATE: 31 August 2023
TIME: 10:00
Virtual

| 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) that a Ordinary Council Meeting will be held virtually on | **ISAZISO** sikhutshiwe ukuba ngokweCandelo-19 uMthetho weeNkqubo zikaMasipala, (uMthetho 32 ka-2000), ukuba kubanjwe intlanganiso ebonakalayo yesigqeba Ye khansile | **KENNIS GESKIED HIERMEE** dat ingevolge Artikel 19 van die Wet op Munisipale Stelsels, 2000 (Wet No.32 of 2000), dat 'n virtuele raadsvergadering gehou sal word op |
| **DATE: 31 August 2023** | **UMHLA: 31 EyeThupha 2023** | **DATUM: 31 Augustus 2023** |
| **TIME: 10:00** | **IXESHA: 10:00** | **TYD: 10:00** |
| **C. DU PLESSIS**<br>**MUNICIPAL MANAGER** | **C. DU PLESSIS**<br>**UMPHATHI MASIPALA** | **C. DU PLESSIS**<br>**MUNISIPALE BESTUURDER** |

***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 of 20 June 2023

Pages: 8 - 15

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

12.1 Minutes of the Ordinary Council Meeting of 28 July 2023

Pages: 17- 38

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

14.3 **MUNICIPAL PUBLIC ACCOUNTS COMMITTEE**

**23/08/MPAC1** Municipal Public Accounts Committee (MPAC) – Annual Work Plan

Pages: 42 - 46

15. **REPORT BACK: MUNIMEC**

None

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

**23/08/MM5** Council Resolutions as at 28 July 2023

Pages: 48 - 69

**23/08/MM4** Public Participation Report: June 2023 to July 2023 Reporting Period

Pages: 70 - 82

**23/08/MM6** Approval to Re-advertise the Approved Vacancy of the Position: Director: Planning & Development

Pages: 83 - 85

**23/08/MM7** Request for Council to Investigate an Alleged Breach of Code of Conduct: Cllr. B. Human

Pages: 86 - 90

**23/08/MM8** Request for Council to Investigate an Alleged Breach of Code of Conduct: Cllr. W. Petersen

Pages: 91 - 95

**23/08/MM9** Request for Council to Investigate an Alleged Breach of Code of Conduct: Cllr. P. Oliphant

Pages: 96 - 101

**23/08/MM10** Approval of the Integrated Development Plan (IDP) and Budget Process Plan Time Schedule of Key Deadlines for the Review of 2023/2024 and Subsequent Implementation in 2024/2025 Financial Year

Pages: 102 - 139

**23/08/MM11** Submission of Performance Agreements: Section 56 and Section 57 Employees: 2023/24 Financial Year

Pages: 140 - 271

**23/08/MM12** Kouga Municipality: First Unaudited Draft: Annual Report (2022/2023)

Pages: 272 - 514

**23/08/MM13** Service Delivery Budget Implementation Plan: 2023/24 Financial Year

Pages: 515 - 545

17. **REPORT BY THE OFFICE OF THE DEPUTY MUNICIPAL MANAGER**

**23/08/DMM2** Election of Deputy Executive Mayor

Pages: 547 - 548

18. **REPORTS BY THE EXECUTIVE MAYOR**

18.1 **REPORTS BY THE PORTFOLIO CHAIRPERSON: FINANCE AND ECONOMIC DEVELOPMENT**

**23/08/FED2** Supply Chain Management Year Ending Stocktaking as at the End of 30 June 2023: S40 Disposal Management (Disposal of Slow-Moving Stock, Redundant Stock and Damaged Stock Items)

Pages: 551 - 561

**23/08/FED3** Supply Chain Management: Quarterly Report for the Period Ending 30 June 2023

Pages: 562 - 567

**23/08/FED4** Authorisation for Kouga Municipality Delegation to Participate and Exhibit Kouga Locally Produced Products at the International Import Expo 5-10 November 2023

Pages: 568 - 591

18.2 **REPORTS BY THE PORTFOLIO CHAIRPERSON: CIVIL AND WATER SERVICES**

**23/08/CWS1** Registering of New Projects on MIG

Pages: 593 - 594

**23/08/CWS2** Credit Payment Due to Market Demand Trading 22 (Pty) LTD.

Pages: 595 - 600

18.3 **REPORTS BY THE PORTFOLIO CHAIRPERSON: PLANNING AND DEVELOPMENT**

**23/08/PD2** Request for Council's Final Approval: Selling of Vacant Municipal Erven Within the Kouga Municipal Area

Pages: 602 - 607

**23/08/PD3** Moratorium on the Sale of Municipal Owned Land

Pages: 608 - 610

**23/08/PD4** Alienation of Erf 2330, Humansdorp to the Moravian Church of South Africa

Pages: 611 - 615

**23/08/PD5** Extension of Lease of Land for a Cellular Base Station (Vodacom Proprietary Limited) – a Portion of Erf 873, Jeffreys Bay (The Jeffreys Bay Golf Course)

Pages: 616 - 624

**23/08/PD6** 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 Reservoir)

Pages: 625 - 634

**23/08/PD7** Extension of Lease of Land for a Cellular Base Station (Vodacom Proprietary Limited) – a Portion of Erf 406, Paradise Beach (Paradise Beach Water Reservoir)

Pages: 635 - 644

**23/08/PD8** Allocation of Street and Area Names: Various Government Subsidised Housing Project: Kruisfontein and Pellsrus

Pages: 645 - 661

19. **CLOSURE**

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**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
Good Governance through Service Excellence

**MINUTES OF A MAYORAL COMMITTEE MEETING OF THE KOUGA MUNICIPALITY HELD ON TUESDAY, 20 JUNE AT 08:00**

**Present:**

| | | |
|---|---|---|
| **Councillors** | Ald H Hendricks | (Executive Mayor) |
| | H Bornman | (Executive Deputy Mayor) |
| | L Maree | |
| | T Jantjes | |
| | Ald D Benson | |
| **Councillors as Observers** | | |
| | B Dhludhlu | |
| | W van der Linde | |
| | W Gertenbach | |
| | F Heystek | |
| **Officials** | C du Plessis | (Municipal Manager) |
| | D de Jager | (Deputy Municipal Manager) |
| | M Rossouw | (Manager: Administration & Auxiliary) |
| | N Machelesi | (Director: Community Services) |
| | C de Kock | (Director I&E) |
| | R Lorgat | (CFO) |
| | E Goliath | (Manager: Public Participation) |
| | L Opperman | (Acting Director: PDT) |
| | M Basson | (Communications Specialist) |
| | M Julius | (Senior Admin Officer: Committees) |

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 Mr Goliath opened with a prayer.

3. **ABSENT WITH LEAVE**

S Ruth

B Williams

4. **ABSENT WITHOUT LEAVE**

None

5. **PRESENTATIONS**

None

6. **ACKNOWLEDGEMENTS, CONDOLENCES & CONGRATULATIONS**

None

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

The Executive Mayor indicated that he would not be making an official statement but relayed his gratitude for the continuous support he received.

8. **DISCLOSURE OF INTEREST**

None

9. **STATUTORY MATTERS**

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

**Resolved (20 June 2023)**

1. That the minutes of the Mayoral Committee meeting held on 19 April 2023 be accepted.

Proposed: H Bornman Seconded: D Benson

11. **REPORTS BY THE OFFICE OF THE MUNICIPAL MANAGER**

**23/06/MM1 MAYORAL RESOLUTIONS AS AT 19 APRIL 2023**

Cllr Gertenbach questioned the number of outstanding Mayoral resolutions contained in the action sheets.

The Deputy Municipal Manager stated that work was underway regarding procuring a web-based committee software that would provide for resolution tracking. The tender would be advertised the following week and the rollout plan was set to start at 1 September 2023.

The Executive Mayor requested that a report on the software be submitted to the next Corporate & Digital Services Portfolio meeting. A report on the Delegations Register had to be submitted as well.

**Resolved (20 June 2023)**

1. That the updated Action Sheets reflecting resolutions of the Mayoral Committee meeting as at 19 April 2023, 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.

4. That a status report be prepared on the software solution for managing action sheets for submission to the next Corporate & Digital Services Portfolio Committee Meeting.

5. That a status report be prepared on the Delegations Register for submission to the next Corporate & Digital Services Portfolio Committee Meeting.

**23/06/MM2 SPECIAL PROGRAMMES UNIT REPORT: MARCH 2023 TO MAY 2023**

**Resolved (20 June 2023)**

1. That the SPU report for the March 2023 to May 2023 reporting period be noted.

**23/06/MM3 MEDIA AND COMMUNICATION REPORT: APRIL TO MAY 2023 REPORTING PERIOD**

The Executive Mayor raised concern about the website and requested a report on its status.

**Resolved (20 June 2023)**

1. That the media report for the April to May 2023 reporting period be noted.

2. That a report on the status of the Municipal website be submitted to the next Corporate & Digital Services Portfolio Committee Meeting.

**23/06/MM4 CALL CENTRE REPORT FOR THE APRIL 2023 TO MAY 2023 REPORTING PERIOD**

The Executive Mayor's request for the Call Centre to be active 24/7 was discussed. The Deputy Municipal Manager raised that work to implement the request was underway

The Executive Mayor stated that a Media Release had to be prepared for when the Call Centre went live 24/7.

The Deputy Municipal Manager indicated that the release would be prepared once planning for the implementation of a 24/7 Call Centre was complete.

**Resolved (20 June 2023)**

1. That the committee notes the report.

**23/06/MM5 PUBLIC PARTICIPATION REPORT: MARCH 2023 TO MAY 2023 REPORTING PERIOD**

The Executive Mayor stated that imbizos were coming up in July and that preparation had to be completed accordingly.

The Public Participation Manager raised the matter of Community Development Worker vacancies and the lack of support from EC COGTA.

**Resolved (20 June 2023)**

1. That the Public Participation report for the March 2023– May 2023 reporting period be noted.

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

12.1 **REPORTS BY THE CHAIRPERSON: FINANCE**

**23/06/F10 REPORT ON THE PERFORMANCE (SDBIP) FOR FINANCE – ENDING 31 MARCH 2023**

**Resolved (20 June 2023)**

1. That progress on the Operational and Capital SDBIP as at 31 March 2023 be noted.

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

**23/06/PDT3 ALIENATION OF ERF 588, PELLSRUS TO THE ETHIOPIAN EPISCOPAL CHURCH**

**Resolved (20 June 2023)**

1. That the Council grant **in-principle approval** for alienation of Erf 588, Pellsrus to Ethiopian Episcopal Church, at the fair market related value in terms of the policy of Council.

2. That Council grant authorization to the Accounting Officer to advertise the immovable property herein for public comment and/or objections.

3. That Council confirms that the land is not needed to provide the minimum level of basic municipal services.

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

**23/06/PDT4 ALIENATION (LEASE) OF ERVEN 27, 28, 29 AND 30, LOERIEHEUWEL**

**Resolved (20 June 2023)**

1. That Council grant **in-principle** approval for the lease of Erven 27, 28, 29 and 30, Loerieheuwel for 9 years and 11 months.

2. That Council grant authorization to the Accounting Officer to advertise the immovable property herein for public comments and/or objections.

3. That Council confirms that the land is not needed to provide the minimum level of basic municipal services.

4. That Council consider the market related valuation of the immovable property.

5. 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.

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

**23/06/PDT6** **ALIENATION (LEASE) OF A PORTION OF ERF 231, PELLSRUS AND ERVEN 36 AND 37 PELLSRUS**

**Resolved (20 June 2023)**

1. That Council grant in-principle approval for the lease of a portion of Erf 231, Pellsrus as well as Erven 36 and 37, Pellsrus for a period of 9 years and 11 months.

2. That Council grant authorization to the Accounting Officer to advertise the immovable property herein for public comment and/or objections.

3. That Council confirms that the land is not needed to provide the minimum level of basic municipal services.

4. That Council obtain and consider the market related valuation of the immovable property.

5. That a land surveyor be appointed to attend and conclude the subdivision, consolidation and rezoning and that all other administrative costs be borne by the applicant.

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

**23/06/PDT8** **APPROVAL OF GENERAL CAPACITATION GRANT FUNDING FOR SOCIAL HOUSING**

The Acting Director: PDT clarified that the grant funding for social housing was for the development of policy. The R700 000 would be allocated for drafting a policy which was for how the housing would be managed and this was required before the project was implemented

**Resolved (20 June 2023)**

1. That Council confirms and accepts the General Capacitation Grant for the development process of the Rental housing Strategy/Policy.

2. That Council authorizes the Accounting Officer to enter into an Institutional Grant Agreement with the SHRA.

3. That Council adheres to the conditions of the General Capacitation Grant Funding.

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

**23/06/PDT10** **LAND PURCHASE: PORTION 7 OF FARM GEELHOUTEBOOM 688, HUMANSDORP ROAD, EASTERN CAPE PROVINCE**

**Resolved (20 June 2023)**

1. That Council confirm and accept the purchase of Portions 7,14, 15, 17, 18, and 21 of Geelhouteboom 688, Humansdorp by the HDA for an amount of **R18 000 000.**

2. That Council confirms that the land parcels contemplated herein will be utilized for the development of integrated human settlements that will assist in addressing the current housing backlog.
3. That the Acting Director: Planning Development and Tourism submit a development plan indicating that the land will be used for integrated human settlements projects as outlined in the Housing Code.

4. That Council take note of the Deed of Sale signed by the Accounting Officer in line with the delegated authorities of the Accounting Officer.

5. That the updated item be submitted to the next Council meeting.

**23/06/PDT12** **ANNUAL REVIEW OF THE KOUGA MUNICIPALITY SPATIAL DEVELOPMENT FRAMEWORK**

**Resolved (20 June 2023)**

1. That the Committee take note of the urgent need for the amendment or review of the MSDF.

2. That the Report be tabled to Council for the consideration to be reviewed.

**23/06/PDT14** **REPORT ON AMENDMENTS EFFECTED AS PER COUNCIL RESOLUTION 23/05/PDT8 - APPROVED INTEGRATED DEVELOPMENT PLAN (IDP) OF 2023/2024**

**Resolved (20 June 2023)**

1. That the Mayoral Committee takes note of the amendments affected on the 2023/2024 Approved Annual Reviewed IDP attached as **Annexure A**.

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

**23/06/CDS3** **DIGITAL SERVICES REPORT FOR MARCH AND APRIL 2023**

**Resolved ( 20 June 2023)**

1. That the Digital Services report for the period March and April 2023 be noted.

**23/06/CDS5** **ABANDONED/NOT ANSWERED CALLS FOR MARCH TO APRIL 2023**

The case of workers unplugging their landline telephones in their offices was discussed. It was agreed that officials unplugging their phones had to be held accountable.

After further discussion it was agreed that Top Management meet to resolve the matter.

**Resolved ( 20 June 2023)**

1. That the Abandoned/not answered Calls for March to April 2023 be noted.

2. That the Auxiliary Section meets with each directorate to assess whether additional IP Phones are required, update of IVR is required or if IP Phones require repairing.

3. That an SOP be developed in consultation with each Director, and include the following: Telephone etiquette (taking messages, answering calls, etc.) Reporting of absenteeism to Call Centre.

3. That Abandoned/Not Answered Calls be discussed at the next Top Management meeting whereafter feedback must be provided at the next Kouga Collective.

**23/06/CDS6** **CORPORATE & DIGITAL SERVICES OPERATIONAL AND CAPITAL SDBIP REPORT AS AT END APRIL 2023**

**Resolved (20 June 2023)**

1. That progress on the Operational and Capital SDBIP as at end April 2023 be noted.

**23/06/CDS7** **KOUGA MUNICIPALITY –CALENDAR OF MEETINGS: 1 JULY 2023 TO 30 JUNE 2024**

The Institutional Calendar was discussed and in terms of Delegations Register, it was advised that calendar be approved and then it be amended once the Delegations Register was reviewed. The MPAC and KAC dates had to be amended as well.

The CFO indicated that Top Management had met and agreed to streamline meeting days.

It was agreed that the Calendar could be left as is and submitted to Council.

It was discussed that there had to be a mechanism for transversal discussions and it was agreed that a provision for transversal reports be added to the Collective agenda.

**Resolved (20 June 2023)**

1. That the Calendar of Meetings for the period 01 July 2023 to 30 June 2024, be approved by the Mayoral Committee.

2. That the item be referred to the next Council Meeting.

3. That the MPAC and KAC meeting dates be amended on the calendar.

4. That provision be made in Kouga Collective agendas for transversal reports.

13. **CLOSURE**

The meeting ended at 11.45

**H HENDRICKS**
**EXECUTIVE MAYOR**

**DATE**

# CONFIRMATION OF MINUTES OF PREVIOUS COUNCIL MEETING

KOUGA
local municipality
Good Governance through Service Excellence

**MINUTES OF AN ORDINARY COUNCIL MEETING OF KOUGA MUNICIPALITY HELD ON FRIDAY, 28 JULY 2023 AT 10:00**

| | | |
|---|---|---|
| **PRESENT: Councillors** | Ald B Williams | (Speaker) |
| | H Bornman | (Executive Mayor) |
| | Ald D Benson | |
| | B Dhludhlu | |
| | T Jantjes | |
| | W Gertenbach | |
| | W van der Linde | |
| | H Murray | |
| | R Foley | |
| | F Heystek | |
| | C August | |
| | M Biko | |
| | M van Niekerk | |
| | J Alexander | |
| | L Maree | |
| | G Stuurman | |
| | N Ntshota | |
| | N Ntengwane | |
| **Officials & Municipal Manager** | C du Plessis | (Municipal Manager) |
| | D de Jager | (Deputy Municipal Manager) |
| | L Opperman | (Acting Director: Planning, Tourism, & Development) |
| | R Lorgat | (Chief Financial Officer) |
| | N Machelesi | (Director: Community Services) |
| | C de Kock | (Director: Infrastructure & Engineering) |
| | E Goliath | (Manager: Public Participation) |
| | K Minnaar | (Chief of Staff) |
| | M Basson | (Media Specialist) |
| | M Julius | (Acting Manager: Administration & Auxiliary) |
| | C Prinsloo | (Intern) |
| | L Cronjé | (Committee Clerk) |

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 an Ordinary Council Meeting will be held.

2. **OPENING AND WELCOME**

The Speaker welcomed all those in attendance and asked Cllr Ntshota to open with a prayer.

3. **ABSENT WITH LEAVE**

Cllr S Ruth

4. **ABSENT WITHOUT LEAVE**

V Gunuza

B Human
M Mbandana
E Mbuqu
M Valgee
M Yali
V Zana
W Petersen
K Ndzelani

5. **PRESENTATIONS**

None

6. **ACKNOWLEDGEMENTS, CONDOLENCES & CONGRATULATIONS**

In addition to congratulating the Links Royal House for reaching a new milestone, Cllr Petersen read a letter he had received on 31 March 2023 from the Minister of Forestry, Fisheries, and Environmental Affairs concerning the Biodiversity Stewardship Agreement in the pursuit of establishing a Biodiversity Cultural Educational Centre.

Cllr Nkilishane congratulated the Economic Freedom Fighters (EFF) on the party's 10th anniversary.

Cllr Gunuza congratulated Cllr Lucas for being elected as the new Executive Mayor of Sarah Baartman District Municipality. She expressed her condolences to the families of the children who died in recent gangsterism incidents in Humansdorp.

Cllr Yali expressed his condolences to Cllr Ndzelani and his family following the passing of Sibusiso Khuswayo, whom Kouga Local Municipality also employed. The Speaker concurred.

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

Good morning, Mayor, Councillors, Municipal Manager, officials, and our observers in the meeting today.

We are one month into the new financial year, and it is pleasing to note that, yet again, all 15 of our ward committees met in July. I ask the ward councillors to express my gratitude to the ward committee members who are diligently serving their communities at a grassroots level and bringing government to the people of Kouga in a real and meaningful manner.

Action sheets are developed from ward committee minutes taken in ward committee meetings for the inputs of the relevant department/section to resolve and provide feedback within the stipulated timeframes.

A total of six public street meetings also took place during July and well done to the ward councillors of wards 2, 4, 6,10, 13, and 14 who are leading the way in this regard.

It can often be uncomfortable facing our communities when there are burning service delivery matters to be resolved and it is great to see how committed our ward councillors are in providing feedback to their respective communities.

Our Public Participation Unit was engaged in several Intergovernmental Stakeholder Activities during the month of July, including crime prevention meetings, handing over of toilets to needy communities and land and agriculture meetings.

It is of concern, Mayor, to note the departments who seem to be no longer attending IGR meetings and this is something we need to solve so meaningful dialogue takes place between the various key stakeholders who have a role to play to strengthen our service delivery issues. The lack of attendance of the Department of Water and Sanitation is of particular concern.

Towards the end of June, the Moral Regeneration Movement (MRM) held a meeting in Jeffreys Bay. On 14 July 2023, representatives of the MRM attended the Crime Prevention Launch hosted by South African Police Services (SAPS).

Quarterly sectoral meetings are held with Cooperative Governance and Traditional Affairs (CoGTA) to evaluate the functionality of Kouga's public participation mechanisms/structures.

Community Development Workers (CDWs) are employed by CoGTA and placed in the various wards, however, Kouga Local Municipality (KLM) have only 7 out of fifteen CDWs with no additional warm bodies provided since 2013.

Despite numerous attempts from KLM Public Participation Unit to get a formal response from CoGTA with respect to the MOU for CDWs (i.e., Duties & Reports), none has been forthcoming since June 2022.

It is noted with concern that no formal communication has been received from CoGTA to indicate how and when this long outstanding matter will be concluded.

I thank the administration for the support received by my office and look forward to a productive Council meeting today.

Thank you.

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

Good morning, goeie môre, molweni,

Today, 28 August, marks exactly 4 weeks as Executive Mayor. In spite of my vast experience in Council thus far, these past twenty-eight days have been momentous. The past 4 weeks have been incredibly rewarding, heartwarming, fulfilling and mostly encouraging. They have also been positively challenging, revealing and in some cases, rather concerning.

Above all else, Speaker, these past twenty-eight days have blessed me with a vigorous renewed energy and commitment to the livelihood of every resident in this region. In 4 weeks, I was reminded of 4 valuable lessons, which I believe are worth reminding and sharing with Council today.

**Lesson 1: If it's not right, don't do it. If it's not true, don't say it.**
Let us be reminded, for we can never remind ourselves enough, of our commitment to getting things done right and our commitment to truthful and transparent governance. Never forget that residents deserve the absolute

truth. Where we have made mistakes, we must admit them and swiftly rectify them to ensure excellence.

**Lesson 2: If everyone is moving forward together, success takes care of itself.**
If we are to realise the municipality we envision, we will require every one of us in Kouga to move forward together. The whole-of-society approach requires everyone: Politicians of all affiliations, NGOs, businesses, Provincial Government, partners, and residents to work together to achieve success.

**Lesson 3: There is no greater burden than an unfulfilled potential.**
This unique and special municipality has the potential to become the blueprint of what a flourishing South Africa can look like. If we move forward together, we can achieve this success.

**Lesson 4: True leadership is servanthood.**
Remember, if you (politician or official) do not place the interest of our residents at the centre of every decision you make, you will not be moving forward with us.

I believe if we keep these lessons at the forefront of our minds on a daily basis we will achieve our current priorities.

**Roads:**
Speaker, whilst there is a tremendous amount of work in front of us, we are moving forward. We need to continue moving forward with the maintenance and upgrading of our admittedly inadequate roads. The "Rehabilitation and Upgrading of Municipal Roads" plan presented by the Sarah Baartman District Municipality, published:

- There are 1469.5 km of road in Kouga.
- 70.49 km is the authority of SANRAL (5.1%).
- 973.8 km is the authority of the Provincial Government (71.4%).
- 420.9 km is the authority of Kouga Municipality (28.6%).
- Of the 420.9 km of our roads 70% is paved and 30% is unpaved.
- It would cost us an estimated R350 million to repair our roads.

Kouga alone does not have a sufficient budget to completely rehabilitate and maintain all the roads within the municipality. I resonate with the frustration of our residents and want to give them assurance that we do have a plan. We are doing everything we can with the resources available and want to thank our workers facing the brunt on a daily basis for fixing close to 3 000 potholes in the past twenty-eight days.

**Water:**
Speaker, we are moving forward with our drought mitigation plan. I am pleased that all 4 of our water purification plants are now fully operational. Whilst urgent maintenance is necessary by some, we can, at full capacity, now treat an average of fifteen megalitres of water per day.

We will begin upgrading the Humansdorp Wastewater Treatment Works (WWWT) within the coming weeks through an R42 million Municipal Infrastructure Grant (MIG) project, which will not only improve our water purification process but will assist in alleviating treated water flowing outside of the plant too.

**Electricity:**

We must also continue moving forward in our efforts to reduce reliance on ESKOM. We intend phase 1 to roll out after the feasibility study currently being conducted. This project remains a priority and a step toward the self-sufficient municipality we aspire toward.

**In conclusion, Speaker:**
Whilst these are two critical areas of focus, there are many more areas that require urgent attention (such as our bulk infrastructure maintenance, sewer, accounts, and the upgrading of informal settlements).

All departments and sectors will be guided by a service delivery charter which we will be launching in due course and will speak to what, how, and by when basic services must be rendered.

I believe that if we all move forward together to get things done right and in a truthful manner through servanthood leadership, we will realise our potential.

And I, again, ask Council to join me; join me to dare greatly.

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 MEETING**

12.1 **MINUTES OF THE ORDINARY COUNCIL MEETING OF 30 JUNE 2023**

Cllr Yali suggested that the administration not include the times when warnings and fines were issued. He clarified that the word "not" in his statement - regarding the Deputy Mayor absorbing the responsibilities of the former Executive Mayor - was incorrectly captured.

Cllr Petersen referred to the incorrect spelling of Bramley on page 9. He further queried why the Administration omitted to include the ruling to cast votes in private. Furthermore, the Councillor stated that he required assistance in comprehending the second paragraph found on page 23. He contended that the recommendation on the same page needed to be corrected.

Cllr Gertenbach referred to the typographical error of "Councillors" on page 23.

Cllr Yali asked why the Administration omitted his statement about the leading party dismissing the previous Executive Mayor as he had congratulated the party for doing so.

Cllr Human referred to the inauguration minutes on Page 10 and noted that the Speaker stated the minutes are available upon written request. He stated that he had yet to receive the minutes, although the Speaker stated that the

minutes of the inauguration would be sent. In response, the Speaker reminded Council that the minutes are available on the website.

**Resolved (28 July 2023)**

1. That the minutes of the Ordinary Council Meeting held on 30 June 2023 be approved subject to amendments.

Proposed: W Gertenbach Seconded: L Maree

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

14.3 **MUNICIPAL PUBLIC ACCOUNTS COMMITTEE**

None

15. **REPORT BACK: MUNIMEC**

None

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

**23/07/MM1 COUNCIL RESOLUTIONS AS AT 30 JUNE 2023**

Cllr Zana referred to page 47 and enquired about the status of the Umzamowethu sanitation system.

It was requested that the status of the roads scheduled for upgrades under phase 2 of the gravel road contract be updated. Cllr Zana requested the date of commencement.

Cllr Gertenbach raised concern over the many incomplete items on the action sheet. He, therefore, recommended that individual departments with whom things must be arranged or addressed scrutinise outstanding actions on or before 15 August 2023, as there will be consequences otherwise.

Cllr van der Linde seconded the proposal and, in addition, urged that incomplete items take priority. Cllr Dhludhlu concurred.

In response to Cllr Zana, the Director: Infrastructure and Engineering explained that the master plan is in its development phase. He clarified that the grading of roads and the Yellow Plant occur periodically. Systematically addressing areas where roads need attention will be part of an official plan. He said the challenges coupled with the Umzamowethu Sanitation System and confirmed that the department is investigating best practices and options. Formulating a joint activity and venture is in the planning phase since outside funders agreed to assist.

In response to the Speaker advising that the road upgrade programme be inclusive of dates, the Director: Infrastructure and Engineering explained that they could not provide dates due to it still being in the planning phase.

The Executive Mayor suggested separating different matters and programs to avoid uncertainty.

The Speaker remarked that all members of the Council who serve on the Infrastructure and Engineering Portfolio must directly engage on the item at the following Portfolio meeting.

In response to queries relating to dates not coupled with the master plan, the Director: Infrastructure and Engineering explained that the master plan indicates the status quo. Road lengths, advice on road requirements, and budget-wise estimates have been provided in addition to statistics.

He explained that the Municipality must organise the information, ensure affordability, choose priorities, and establish timelines to proceed. The director further highlighted how the public helped and that he was pleased about the forward-thinking process.

**Resolved (28 July 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.

3. That individual departmental meetings be arranged to address and scrutinise outstanding actions on or before 15 August 2023 otherwise there will be consequence management.

Proposed: W Gertenbach Seconded: W van der Linde

**23/07/MM2 <u>FINAL ADOPTION OF THE ORGANISATIONAL STRUCTURE: 2023/2024</u>**

Cllr Zana remarked that the African National Congress (ANC) did not support the item because they believed the institution did not follow the correct processes. He highlighted that there needed to be inputs from the Local Labour Forum (LLF) component and proposed a Special Council meeting to deliberate on the matter. Cllr Petersen and Cllr Human agreed.

Cllr Jantjes referred to Page 61 and announced that the Call Centre division would return to the Administration and Auxiliary section.

Cllr Maree proposed splitting the Infrastructure & Engineering department and appointing Mr Theo Madatt as the Acting Director for the Electro-Mechanical section.

Cllr Human raised concerns regarding the delayed receipt of a letter from the Member of the Executive Council (MEC) and the 30 days given for response. He also expressed worry about the lack of provision for the Office of the Deputy Municipal Manager, despite its inclusion in the organogram. According to him, the letter's contents had yet to be considered, and thus no decision could be made at the current Council meeting.

The Speaker called a break at 10:56 to consult with the Manager: Legal Services on speaking in Afrikaans.

Upon return at 11:04, the Manager: Legal Services confirmed that the communication policy makes provision for Afrikaans, English, and Xhosa.

The Executive Mayor seconded the proposals of Cllr Maree and Cllr Jantjes. He exemplified that the MEC addressed the letter of 17 July to Cllr Hendricks in error. The Staff Regulations, Section 67, clearly state what the Municipality can do. He emphasised that the Municipality followed the correct steps during the process and that the MEC should have responded more effectively. He reiterated that Council must only consider the suggestions and, in addition, explained how the Staff Regulations and the Systems Act clearly state that the Deputy Municipal Manager is under different regulations than the Municipal Manager.

At 11:22, Cllr Gunuza received a warning for speaking out of turn.

Cllr Human and Cllr Zana's concerns were clarified by the Executive Mayor. In response to the Electro-Mechanical portfolio concern raised, he read a list of accepted portfolios which confirmed accuracy.

The Speaker warned the Chief Whips that warnings will be issued if disruptions continue.

Cllr Yali concurred with Cllr Human and asked whether the 30 days referred to are working days.

At 11:37, Cllr Yali received a warning for being disruptive and out of line.

At 11:39, Cllr Oliphant received a warning for speaking out of turn. In the same minute, he received another warning for discourteous behaviour and persistently raising his voice over the Speaker.

The Manager: Legal Services clarified that regarding regulations and correspondence received from the MEC, it is essential to note that the MEC's response confirmed that all regulations were followed. She stated that, in addition, the Municipality responded to the specific concerns that the MEC raised. She explained that circulating the correspondence was to give clarity and, as a collective, respond to that. She read Regulations 6, Subsection 8, of the Staff Regulations. She confirmed that

the approved staff establishment had been submitted but that the MEC should have responded within or provided their comments within the prescribed period regarding the regulation. She clarified that, from the Council's side, it was a courtesy to circulate the comments to give input or consider comments from the MEC.

The Deputy Municipal Manager ascribed the timelines of responses received.

Cllr Zana requested a caucus at 11:45.

Upon return at 11:57, Cllr Zana reported back on the Caucus. He again proposed deliberating the matter in a special council meeting and asked for clarity on how many days the MEC had to respond. He implored that the organogram must motivate skills development as some employees feel they have reached the ceiling. In closing, he said that the ANC would write to the MEC as they feel they were not allowed to engage on the item meaningfully.

The Deputy Municipal Manager clarified that - as stated in the previous Council meeting and the report to the MEC - the Municipality had consulted with IMATU, which currently has a functioning structure within the Municipality. He indicated that the Municipality cannot have a LLF due to the refusal to elect new Shop Stewards. The dismissal of Shop Stewards in 2021 was due to an unlawful strike. He added that the Municipality could not force the election of new Shop Stewards as it is a matter for the Labour Union and that SAMMU must resolve any issues.

The Speaker called for Cllr Zana's proposal to be voted upon by a show of hands:

In favour: 13
Not in favour: 16

The Speaker called for Cllr Maree's proposal to be voted upon by a show of hands:

In favour: 16
Not in favour: 13

**Resolved (28 July 2023)**

1. That the Final Organisational Structure for the 2023/2024 period be adopted by Council.

2. That the filling of positions be prioritised subject to the budgetary provision and organisational priorities.

3. That the Call Centre division be moved back to Administration & Auxiliary Services.

   Proposed: T Jantjes Seconded: H Bornman

4. That Mr Theo Madatt be appointed as Acting Director: Electro-Mechanical Services.

Proposed: L Maree Seconded: H Bornman

**23/07/MM3 ELECTION OF DEPUTY EXECUTIVE MAYOR**

The item was withdrawn.

**23/07/MM4 REPLACEMENT OF A REPRESENTATIVE TO SARAH BAARTMAN DISTRICT MUNICIPALITY**

**Resolved (28 July 2023)**

1. That Council note that Cllr F Heystek will replace Cllr H Bornman on the Democratic Alliance list for Sarah Baartman District Council in terms of Schedule 2 of the Local Government: Municipal Structures Act, 1998.

2. That the Sarah Baartman District Municipality be informed accordingly.

**23/07/MM5 RESTRUCTURING OF MEMBERS TO SECTION 80 COMMITTEES**

The Executive Mayor announced the new chairpersons of the Section 80 Committees as follows:

| | |
|---|---|
| Planning and Development: | Cllr Ruth |
| Community and Safety Services: | Cllr Benson |
| Corporate and Communication Services: | Cllr Alexander |
| Civil and Water Services: | Cllr Foley |
| Electro-Mechanical Services: | Cllr Jantjes |
| Finance and Economic Development: | Cllr Maree |

Cllr Benson proposed that within 7 days, a list with Section-80 Committee Members be supplied to the Office of the Speaker. He was seconded by Cllr Jantjes.

**Resolved (28 July 2023)**

1. That Council resolve to compose the Section 80 Committee as per the amendment of the organogram as follows, per Committee:

1.1 A minimum of 10 (ten) committee members.

1.2 Allocation of seats for members will be 5 (five) DA Councillors, 2 (two) ANC Councillors, 1 (one) PA Councillor, 1 (one) EFF Councillor and 1 (one) FFP Councillor

1.3 Allocation of seats for alternate Councillors will be 2 (two) DA Councillors and 1 (one) ANC Councillor

2. That the following Section 80 Portfolio Committees be constituted as follows:

**Corporate & Communication Services Portfolio Committee:**

| **Committee Members** | **Alternate members:** |
|---|---|
| Chairperson: Cllr J. Alexander | Cllr…… |

| | |
|---|---|
| Cllr…… | Cllr…… |
| Cllr…… | Cllr…… |
| Cllr…… | |
| Cllr…… | |
| Cllr…… | |
| Cllr…… | |
| Cllr…… | |
| Cllr…… | |
| Cllr…… | |

**Planning and Development Portfolio Committee:**

| **Committee Members** | **Alternate members:** |
|---|---|
| Chairperson : Cllr S. Ruth | Cllr…… |
| Cllr…… | Cllr…… |
| Cllr…… | Cllr…… |
| Cllr…… | |
| Cllr…… | |
| Cllr…… | |
| Cllr…… | |
| Cllr…… | |
| Cllr…… | |

**Community and Safety Services Portfolio Committee:**

| **Committee Members** | **Alternate members:** |
|---|---|
| Chairperson : Cllr D. Benson | Cllr…… |
| Cllr…… | Cllr…… |
| Cllr…… | Cllr…… |
| Cllr…… | |
| Cllr…… | |
| Cllr…… | |
| Cllr…… | |
| Cllr…… | |
| Cllr…… | |
| Cllr…… | |

**Civil & Water Services Portfolio Committee:**

| **Committee Members** | **Alternate members:** |
|---|---|
| Chairperson : Cllr R. Foley | Cllr…… |
| Cllr…… | Cllr…… |
| Cllr…… | Cllr…… |
| Cllr…… | |
| Cllr…… | |
| Cllr…… | |
| Cllr…… | |
| Cllr…… | |
| Cllr…… | |
| Cllr…… | |

**Electro-Mechanical Services Portfolio Committee:**

| **Committee Members** | **Alternate members:** |
|---|---|
| Chairperson : Cllr T. Jantjes | Cllr…… |
| Cllr…… | Cllr…… |
| Cllr…… | Cllr…… |
| Cllr…… | |
| Cllr…… | |
| Cllr…… | |
| Cllr…… | |
| Cllr…… | |
| Cllr…… | |
| Cllr…… | |

**Finance & Economic Development Portfolio Committee:**

| **Committee Members** | **Alternate members:** |
|---|---|
| Chairperson : Cllr L. Maree | Cllr…… |
| Cllr…… | Cllr…… |
| Cllr…… | Cllr…… |
| Cllr…… | |
| Cllr…… | |
| Cllr…… | |
| Cllr…… | |
| Cllr…… | |
| Cllr…… | |
| Cllr…… | |

3. That a list of Section-80 Committee Members be supplied to the Office of the Speaker within 7 days.

Proposed: D Benson Seconded: T Jantjes

**23/07/MM6 REVIEW COMPOSITION OF MEMBERS TO THE SECTION 79 COMMITTEES AND SECTION 79(A) COMMITTEE**

The Executive Mayor proposed that Cllr van der Linde remain the Rules & Ethics Committee Chairperson.

He proposed that Cllr Biko be elected as the Chairperson for the Municipal Bylaws and Policies Committee. Cllr Jantjes seconded.

He proposed that Cllr van Niekerk be elected the new Chairperson of the Monitoring and Evaluation Committee. Cllr Maree seconded.

Finally, he proposed that Cllr Dhludhlu be elected the new Chairperson of the Municipal Public Accounts Committee. Cllr Foley seconded.

Cllr Human expressed unease over the compilation of the committees. He proposed that all parties be represented in the Monitoring and Evaluation Committee and the Municipal Bylaws and Policy Committee.

At 12:17, Cllr Benson called for a 10-minute caucus.

The Executive Mayor proposed that the Municipal Bylaws and Policies Committee, the Rules & Ethics Committee, and the Monitoring and Evaluation Committee reflect the same proportion as the Municipal Public Accounts Committee. Cllr van der Linde seconded his proposal.

Cllr Benson proposed that, within 7 days, a list with Section-79 Committee Members be supplied to the Office of the Speaker. Cllr Gertenbach seconded the proposal.

Cllr Zana nominated Cllr Human as the new Chairperson of the Municipal Public Accounts Committee, and was seconded by Cllr Yali.

At 13:11, the Speaker called for a lunch break.

A vote was held by secret ballot as indicated below:

Those in favour of Cllr B Dhludhlu as MPAC Chairperson: 16 votes

Those in favour of Cllr B Human as MPAC Chairperson: 13 votes

**Resolved (28 July 2023)**

1. That Council resolves that the chairpersons for the respective Section 79 committees and Section 79(A) committee be elected as follows:

1.1 That Cllr W van der Linde be elected as chairperson of the Disciplinary Committee (Rules and Ethics Committee).

Proposed: H Bornman Seconded: T Jantjes

1.2 That Cllr M Biko be elected as chairperson of Municipal By-laws and Policy Committee (MBPC).

Proposed: H Bornman Seconded: T Jantjes

1.3 That Cllr N van Niekerk be elected as chairperson of Monitoring and Evaluation Committee(M&E).

Proposed: H Bornman Seconded: L Maree

1.4 That Cllr B Dhludhlu be elected as chairperson of Municipal Public Accounts Committee (MPAC).

Proposed: H Bornman Seconded: R Foley

2. That the proportional representation of the Disciplinary Committee (Rules and Ethics Committee), the Municipal By-laws and Policy Committee (MBPC), and the Monitoring and Evaluation Committee (M&E) be amended to reflect the same proportion as MPAC.

Proposed: H Bornman Seconded: W van der Linde

3. That Council resolve on the composition of members for the respective Section 79 committees as follows:

***Disciplinary Committee (Rules and Ethics Committee):***

| **Committee Members** |
|---|
| Chairperson : Cllr W. van der Linde |
| Cllr…… |
| Cllr…… |
| Cllr…… |
| Cllr…… |
| Cllr…… |
| Cllr…… |

***Municipal By-laws and Policy Committee:***

| **Committee Members** |
|---|
| Chairperson : Cllr M. Biko |
| Cllr…… |
| Cllr…… |
| Cllr…… |
| Cllr…… |
| Cllr…… |
| Cllr…… |

***Monitoring and Evaluation Committee:***

| **Committee Members** |
|---|
| Chairperson : Cllr M. van Niekerk |
| Cllr…… |
| Cllr…… |
| Cllr…… |
| Cllr…… |
| Cllr…… |
| Cllr…… |

4. That Council resolve on the composition of members for the Section 79(A) committee as follows:

***Municipal Public Accounts Committee:***

| **Committee Members** |
|---|
| Chairperson : Cllr B. Dhludhlu |
| Cllr…… |
| Cllr…… |
| Cllr…… |
| Cllr…… |
| Cllr…… |
| Cllr…… |
| Cllr…… |
| Cllr…… |
| Cllr…… |
| Cllr…… |

5. That a list with Section-80 Committee Members be supplied to the Office of the Speaker within 7 days.

Proposed: H Bornman Seconded: W Gertenbach

**23/07/MM7 REQUEST FOR COUNCIL TO INVESTIGATE AN ALLEGED BREACH OF CODE OF CONDUCT - CLLR HUMAN**

Cllr Human refused to recuse himself from the meeting.

Cllr Zana stated that the ANC is not in support of the item.

Cllr Gertenbach reminded the Council that there are rules of order in place to maintain control and discipline.

At 12:44, Cllr Dhludhlu received a fine for speaking out of place.

Cllr Benson urged Councillors to study the Rules of Order and the Code of Conduct and use it as a guide to avoid being referred to the Rules & Ethics Committee.

The Speaker called for a vote by a show of hands on the recommendations as per the item:

In favour: 15
Not in favour: 12

**Resolved (28 July 2023)**

1. That Council notes the item submitted herein.

2. That Council authorises the Rules and Ethics Committee to investigate and recommend an appropriate finding on the alleged breach of the Code of Conduct for Councillors by Councillor Human.

**23/07/MM8 REQUEST FOR COUNCIL TO INVESTIGATE AN ALLEGED BREACH OF CODE OF CONDUCT - CLLR OLIPHANT**

Cllr Oliphant refused to recuse himself from the meeting.

A fine was imposed on Cllr Oliphant for speaking out of place and constantly raising his voice over the Speaker's voice at 12:49.

Cllr Zana stated that the ANC did not support the item. Cllr Human and Cllr Nkilishane concurred.

At 12:54, Cllr Oliphant received a fine for being out of line. He continued to raise his voice over the Speaker.

Cllr Nkilishane stated that the EFF does not support the item and felt that the EFF should also form part of the Rules & Ethics Committee.

At 12:55, the Speaker called a 5-minute recess with the Chief Whips.

Upon return, the Speaker warned the Council that if the meeting proceeded with disruptions and without discipline, the meeting would reconvene virtually.

Cllr Human stated that the PA was not in support of the item.

Cllr Benson urged Council members to become more familiar with both the Code of Conduct and the Rules of Order.

The Speaker called for a show of hands to vote on the recommendations as per the item:

In favour: 15
Not in favour: 12

**Resolved (28 July 2023)**

1. That Council notes the item submitted herein.

2. That Council authorises the Rules and Ethics Committee to investigate and recommend an appropriate finding on the alleged breach of the Code of Conduct for Councillors by Councillor Oliphant.

**23/07/MM9** **REQUEST FOR COUNCIL TO INVESTIGATE AN ALLEGED BREACH OF CODE OF CONDUCT - CLLR GUNUZA**

Cllr Gunuza refused to recuse herself from the meeting.

Cllr Zana stated that the ANC did not support the item. In addition, Cllr Human expressed concern over the Initiator being based in Cape Town.

Cllr Benson reminded members of Council that members are bound by the Code of Conduct and the Rules of Council.

The Speaker called for a show of hands to vote on the recommendations as per the item:

In favour: 15
Not in favour: 12

**Resolved (28 July 2023)**

1. That Council notes the item submitted herein.

2. That Council authorises the Rules and Ethics Committee to investigate and recommend an appropriate finding on the alleged breach of the Code of Conduct for Councillors by Councillor Gunuza.

**23/07/MM10** **APPOINTMENT OF KOUGA AUDIT COMMITTEE MEMBER AND CONDONEMENT OF THE EXTENSION OF THE TERM OF THE CHAIRPERSON**

Cllr Petersen opposed recommendation 7.2, emphasising the importance of providing opportunities to others in the oversight committees.

Cllr Zana concurred with Cllr Petersen and stressed that the Municipality should consider Kouga locals.

The Executive Mayor explained that the Municipality must follow the set requirements and select the best applicant.

The Speaker forewarned members of the Council that if disruptions in the Council meeting continue, the meeting will adjourn and continue virtually.

The Speaker called for a show of hands to vote on Cllr Petersen's proposal:

In favour: 13
Not in favour: 16

The Speaker called for a show of hands to vote on the recommendations as per the item:

In favour: 16
Not in favour: 13

Upon further disruptions, the Speaker again warned that the meeting would adjourn and continue virtually if disorderly behaviour continued.

**Resolved (28 July 2023)**

1. That Council approves the appointment of George Sarpong as a member of the Kouga Audit Committee for a period of 2 years (ending 31 July 2025).

2. That Council condones the extension of the term of Gregory Bilson as Chairperson for a period of two years (ending 30 June 2025).

17. **REPORTS BY THE EXECUTIVE MAYOR**

17.1 **REPORTS BY THE CHAIRPERSON: FINANCE**

**23/07/F1** **MONTHLY BUDGET STATEMENTS FOR THE PERIOD OF JULY 2022 TO JUNE 2023 AND FINANCIAL STATE OF AFFAIRS OF THE MUNICIPALITY AS AT 30 JUNE 2023 (2022/23 FINANCIAL YEAR)**

After Cllr Ganuza spoke out of turn, the Speaker warned that the meeting would be adjourned and continued virtually in 45 minutes if any further disruptions occurred.

The Executive Mayor tabled the item.

At 14:20 pm, the Executive Mayor was interrupted by Cllr Gunuza, leading to the Speaker adjourning the meeting. The members of the Council were informed that the meeting would resume virtually after 45 minutes.

The meeting reconvened virtually at 15:00

Cllr Dhludhlu requested clarity on the low ratios and the Main Revenue Sources Budget that reflected an increase of 222.97%.

Cllr Heystek referred to the Overdue Consumer Debt that increased by R77.14 million and requested the reasons. He further asked for clarity on the Unspent Conditional Grants that indicated unspent grants of R48 million.

The CFO went over the ratios and highlighted that, from a ratio point of view, the Debtor's Collection Rate is the only concern, as 87% was achieved instead of the budgeted 95%. The reason for this is the low collection rate of only 38% since the start of July 2022. He explained that catching up to the 90 %s was challenging throughout the year. He further described that the normal on which to start the year is between 65-69% due to the charged annual rates. He reported that other than this, the institution achieved and exceeded targets.

In response to Cllr Dhludhlu, the CFO communicated that the Municipality budgeted for interest on external investments at R3 million and up, achieving R6.8 million. He clarified that the increase in funds resulted from receiving extra grants throughout the year and needing to utilise the additional grant funds fully. He said the additional grants received in the year were not considered when budgeted. It was based on the MIG and the expected conditional grants at the beginning of the year.

In response to Cllr Heystek, he stated that the debtor's book increased by R77 million because they only achieved 87% of the budgeted target of 95%.

He, in addition, explained that there was R48 million that was unspent. A significant contributor to that was the Human Settlements project. He explained that the department had raised concerns with the service provider, resulting in the expenditure slowing down. He further explained that as of the end of March, the department transferred the total project amount to the Municipality as their yearend was end of March, and they would have had to apply rollovers or have lost the money to Treasury.

**Resolved (28 July 2023)**

1. That Council note the Accounting Officer'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.

**23/07/F2** **BUDGET AND TREASURY: WITHDRAWALS FROM MUNICIPAL BANK ACCOUNT FOR THE QUARTER ENDED 30 JUNE 2023**

**Resolved (28 July 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 30 June 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.

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

**23/07/I&E1** **2023/24 ADJUSTMENTS BUDGET FOR THE ADDITIONAL TRANSFERS OF MUNICIPAL DISASTER RESPONSE GRANT (MDRG) FUNDING**

The council voted on the recommendations. As the majority was in favour, the recommendations were therefore approved.

**Resolved (28 July 2023)**

1. 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 28 of the Local Government: Finance Management Act, Act No 56 of 2003, approves the following adjustments budget:

| Town | Project Description | U-key Nr. | Allocated amount |
|---|---|---|---|
| St Francis Bay | Support Structures for the bridge gave way during torrential rains and flooding experienced in St Francis Bay. | | R 3,000,000.00 |
| Total | | | R 3,000,000.00 |

**23/07/I&E2** **REPORT: THE COMPILATION AND SUBMISSION OF A COST OF SUPPLY STUDY**

Cllr Maree revised the second paragraph under point 2 on page 206 to instead read: "The current tariff does not reflect all costs, and in some instances, we are incurring additional expense.". She also amended the third paragraph: "The study of the cost of supply will indicate actions needed to rectify the recurring expense."

Cllr van der Linde enquired about the cost of the study.

Cllr Heystek referred to page 207. He remarked that the Municipality must account for its electrical consumption and enquired whether there are plans to implement this as per the NERSA rules.

Cllr Maree responded that the study must still happen. The Director: Infrastructure and Engineering explained that the item is to upgrade

the best practices by ensuring that what is available in-house, in terms of cost and supply, is accurate. He added that a consultant did it and that the item will be tabled at the following portfolio meeting if the cost is available. He added that once the cost of supply is available, it will speak to the Municipality's efficiency and use.

Cllr van der Linde enquired whether the Municipality released a tender for the Consultant.

The Director: Infrastructure and Engineering answered that a consultant is assisting with this space and will be covered by the current contractor that is rendering this service.

There was a vote on the recommendations.

Those in favour of the recommendations: 15

**Resolved (28 July 2023)**

1. That the Council approves the compilation of a Cost of Supply study to be completed within the next 12 months as required by NERSA.

**23/07/I&E3** **REPORT: KOUGA ENERGY PLAN**

Cllr Maree recommended the Kouga Energy Plan align with the South African Renewable Energy Master Plan. The Executive Mayor seconded the proposal.

**Resolved (28 July 2023)**

1. That Council notes the report.

2. That a Kouga Energy Plan be developed to mitigate load shedding within the Kouga Municipal area.

3. That the Kouga Energy Plan be aligned with the South African Renewable Energy Master Plan

   Proposed: L Maree Seconded: H Bornman

**23/07/I&E4** **ELECTRICAL DEPARTMENT STATUS REPORT**

Cllr van der Linde noted the report's urgency and encouraged Councillors to pay attention to the directors' comments and the legal implications. He proposed that an action plan be developed to implement the recommendations in the report. The Executive Mayor seconded his proposal.

**Resolved (28 July 2023)**

1. That Council note the report and that an action plan be drawn up to implement the recommendations in the report.

   Proposed: W van der Linde Seconded: H Bornman

**23/07/I&E5** **REPORT: VANDALISM AND INCREASED CABLE THEFT IN KOUGA**

The Executive Mayor noted that he is wary of committing the Infrastructure & Engineering department to make budget commitments for a brand-new department. He recommended that Council rather consider making provisions in the budget for upgrading security infrastructure. Cllr Maree seconded the proposal.

**Resolved (28 July 2023)**

1. That Council considers making provisions in the budget to include the upgrading of security infrastructure. The cost estimate is to be determined by the Leading Department responsible for Safety and Security and supported by all departments which have to rely on security services towards infrastructure.

   Proposed: H Bornman Seconded: L Maree

2. That Council strengthens our law enforcement & security division to act against criminals.

3. That the required additional service be determined as a matter of priority.

**23/07/I&E6** **APPROVED ELECTRICAL TARIFFS BY NERSA 2023/24 FINANCIAL YEAR**

**Resolved (28 July 2023)**

1. That Council hereby approves the Electricity tariffs for the 2023/24 financial year, as approved by NERSA. (Annexure A)

2. That Council notes the approval of the electricity tariff letter by NERSA. (Annexure B)

**23/07/I&E7** **SEA VISTA ERF 3854: GRAND COMORES AUGMENTATION FEES**

The Executive Mayor proposed that Council amends recommendation 7.1 to read instead that Council approve the phased payment of the augmentation fee, that the first payment of half the total value of augmentation be paid, and the rest be paid in batches per batch of ten building plan submissions as proposed within the signed SLA.

Proposed: H Bornman Seconded: W van der Linde

**Resolved (28 July 2023)**

1. That Council approves the phased payment of the augmentation fee, that a first payment of half the total value of augmentation be paid, and the rest be paid in batches per batch of 10 (ten) building plan submissions as proposed within the signed SLA.

   Proposed: H Bornman Seconded: W van der Linde

2. That the SLA be updated based on the recalculated value of the augmentation fee, based on the increased number of equivalent erven.

3. That the augmentation fees be ringfenced and secured and explicitly earmarked for the relevant directorate for the upgrade of bulk infrastructure as intended by the augmentation policy.

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

**23/07/CS1 2023/24 ADJUSTMENTS BUDGET FOR THE 2022/23 UNSPENT GRANT (DEDEAT-EPWP)**

The recommendations were unanimously approved.

**Resolved (28 July 2023)**

1. 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 28 of the Local Government: Finance Management Act, Act No 56 of 2003, approves the following budget adjustments.

| Department | Ukey Nr. | Project Name | Adjusted Budget 2022/23 | Actuals as at 30 June 2023 | Amount to be rolled over to the 2023/24 FY |
|---|---|---|---|---|---|
| Environmental Management | 20220707986901 | Keep Kouga Clean and Green | 4,452,888 | 1,441,946.42 | 3,010,941.58 |
| Environmental Management | 20220707988219 | Uniform & Protective Clothing | 475,750 | 299,200.30 | 176,549.70 |
| **Total** | | | **4,928,638** | **1,741,146.72** | **3,187,491.28** |

18. **CLOSURE**

The meeting closed at 15:47

_____ _____

**B WILLIAMS** **DATE**

**SPEAKER**

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

KOUGA
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# REPORTS OF COMMITTEES OF COUNCIL:

KOUGA
local municipality
Good Governance through Service Excellence

# MUNICIPAL PUBLIC ACCOUNTS COMMITTEE

KOUGA
local municipality
Good Governance through Service Excellence

**KOUGA MUNICIPALITY (EC108)**

**ORDINARY COUNCIL MEETING**

**MUNICIPAL PUBLIC ACCOUNTS COMMITTEE**

**DATE: 31 AUGUST 2023** **ITEM NO: 23/08/MPAC1**

**MUNICIPAL PUBLIC ACCOUNTS COMMITTEE (MPAC) – ANNUAL WORK PLAN**

1. Introduction

The Municipal Public Accounts Committee (MPAC) is established in terms of sections 79 and 79A of the Local Government: Municipal Structures Act, No. 117 of 1998, as amended and performs an oversight function on behalf of Council and is not a duplication of other committees of Council, such as the Finance Committee or that of the Audit Committee.

MPAC may undertake and manage similar functions and responsibilities for the municipality, as undertaken by the Standing Committee on Public Accounts in the national and provincial legislature, except for certain powers regarding subpoena of individuals. In the case of irregular expenditure or any fruitless and wasteful expenditure incurred by the municipality, MPAC will have the right to call upon the accounting officer of the municipality or his/her delegatee to appear before it to provide information or clarity.

MPAC must develop its work programme annually and link such programmes to the overall planning cycle of Council.

2. Background

Primary functions of the Municipal Public Accounts Committee shall be:

(i) To review the Auditor-General's reports and comments of the management committee and the audit committee and make recommendations to the municipal Council

(ii) To review the internal audit reports together with comments from the management committee and the audit committee and make recommendations to municipal Council

(iii) To initiate and develop the oversight report on annual reports contemplated in section 129 of the Municipal Finance Management Act

(iv) To attend to and make recommendations to the municipal Council on any matter referred to it by the municipal Council, Executive Committee, a committee of Council, a member of this committee (MPAC), a Councillor and the Municipal Manager

(v) To, on its own initiative, subject to the direction of the municipal Council, investigate and report to the municipal Council on any matter affecting the Kouga Municipality

(vi) To perform any other functions assigned to it through a resolution of Council within its area of responsibility.

3. Recommendation

3.1 That Dates for Annual Work Plan for the Municipal Public Accounts Committee be determined by the Committee.

3.2 That the final Work Plan be referred to Council for approval.



**MPAC Chairperson**

| | | | | | | |
|---|---|---|---|---|---|---|
| **DAY** | **MONTH** | **YEAR** | **REPORTS TO BE TABLED** | **DEPARTMENT** | **SECTION** | **RESPONSIBLE PERSON** |
| N/A | July | 2023 | None | | | |
| | | | | | | |
| 29 | August | 2023 | Section 52 report for the current year | Finance | BTO | Manager: BTO |
| | | | 4th quarter Performance report for the current year | MM | DMM | Manager: PMS |
| | | | | | | |
| 19 | September | 2023 | Report on confirmation of AFS and Annual Report submitted to AG for prior year | Finance | BTO | Manager: BTO |
| | | | Section 71 report | Finance | BTO | Manager: BTO |
| | | | Draft Annual report | MM | DMM | Manager: PMS |
| | | | | | | |
| N/A | October | 2023 | None | | | |
| | | | | | | |
| 28 | November | 2023 | Section 52 report for the current year | Finance | BTO | Manager: BTO |
| | | | 1st quarter Performance report for the current year | MM | DMM | Manager: PMS |
| | | | Report on implementation of recommendation from prior year (FY 2021_22) oversight report | MM | MM | MM |
| | | | Draft Annual report - I&E | MM | DMM | Manager: PMS |
| | | | | | | |
| N/A | December | 2023 | None | | | |
| | | | | | | |
| 23 | January | 2024 | Review/confirm implementation of annual action plan/audit plan | Finance | BTO | Manager: BTO |

| | | | | | | |
|---|---|---|---|---|---|---|
| | | | Draft Annual report - Community Services | MM | DMM | Manager: PMS |
| | | | Submission of Audit Report | Finance | BTO | Manager: BTO |
| | | | Section 71 report | Finance | BTO | Manager: BTO |
| | | | | | | |
| 13 | February | 2024 | Section 52 report for the current year | Finance | BTO | Manager: BTO |
| | | | 2nd quarter Performance report for the current year | MM | DMM | Manager: PMS |
| | | | Progress of action plan/audit plan | Finance | BTO | Manager: BTO |
| | | | Draft Annual report - Corporate Services & PDT | MM | DMM | Manager: PMS |
| 28 | February | 2024 | Additional MPAC Meeting - Draft Annual report - Finance and office of the MM | MM | DMM | Manager: PMS |
| | | | | | | |
| 12 | March | 2024 | Compilation of oversight report on AR for the prior year | | | |
| | | | Report on unauthorised, irreg, wasteful expend | Finance | SCM/Expenditure | Manager: SCM, Manager: Expenditure |
| | | | | | | |
| N/A | April | 2024 | None | | | |
| | | | | | | |
| 21 | May | 2024 | Section 52 report for the current year | Finance | BTO | Manager: BTO |
| | | | 3rd quarter Performance report for the current year | MM | DMM | Manager: PMS |
| | | | Progress of action plan/audit plan | Finance | BTO | Manager: BTO |

| | | | |
|---|---|---|---|
| N/A | June | 2024 | None |

# REPORTS BY THE OFFICE OF THE MUNICIPAL MANAGER

KOUGA
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**KOUGA MUNICIPALITY (EC108)**

**ORDINARY COUNCIL MEETING**

**OFFICE OF THE MUNICIPAL MANAGER**

**DATE: 31 AUGUST 2023** **ITEM NO: 23/08/MM5**

**COUNCIL RESOLUTIONS AS AT 28 JULY 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 Deputy Municipal Manager

Noted

3.2 Director: Community Services

Noted

3.3 Director: Civil & Water Services

Noted

3.4 Chief Financial Officer

Report Noted

3.5 Acting Director Planning & Development

The report is noted, and recommendations supported.

3.6 Acting Director: Electro-Mechanical Services

Noted

3.7 Municipal Manager

One on one meetings were held with Directors to update progress on action sheets and monitor the implementation of Council Resolutions.

The Municipal Manager will continue to monitor the implementation of outstanding Council Resolutions.

4. Financial implications

None

5. Legal implications

None

6. Recommendations:

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 : The Deputy Municipal Manager**

**Item endorsed by : The Chief Financial Officer**

**Item endorsed by : The Acting Director: Planning & Development**

**Item endorsed by : The Director: Civil & Water Services**

**Item endorsed by : The Director: Community Services**

**Item endorsed by : The Director: Electro-Mechanical Services**

**Item approved by : The Municipal Manager**

## FINANCE - ACTION SHEET - COUNCIL

| MEETING DATE | ITEM NO | ITEM DESCRIPTION | RESOLUTION | ACTION TAKEN | PROGRESS | RESPONSIBLE OFFICIAL | CURRENT STATUS<br>COMPLETED<br>NOT COMPLETE<br>IN PROGRESS<br>ON GOING<br>NO ACTION REQUIRED |
|---|---|---|---|---|---|---|---|
| 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 | |
| | | | | | | | |
| 31-Jan-23 | 23/01/F2 | 2022/23 ADJUSTMENTS BUDGET | That the list of gravel roads to be upgraded be circulated to all Councillors. | Roads actions included under I&E | Roads actions included under I&E | Director: I&E | |
| | | | | | | | |
| 28-Jul-23 | 23/07/F1 | MONTHLY BUDGET STATEMENTS FOR THE PERIOD OF JULY 2022 TO JUNE 2023 AND FINANCIAL STATE OF AFFAIRS OF THE MUNICIPALITY AS AT 30 JUNE 2023 (2022/23 FINANCIAL YEAR) | That the monthly budget statements accordingly be submitted to Provincial Treasury as stipulated in Section 71(1) of the MFMA. | Report submitted to Treasury | Completed | CFO | |
| | 23/07/F2 | MONTHLY BUDGET STATEMENTS FOR THE PERIOD OF JULY 2022 TO JUNE 2023 AND FINANCIAL STATE OF AFFAIRS OF THE MUNICIPALITY AS AT 30 JUNE 2023 (2022/23 FINANCIAL YEAR) | That the report accordingly be submitted to the Provincial treasury and Auditor-General as determined by section 11(4) (b) of the MFMA. | Report submitted to Treasury and AG | Completed | CFO | |

## COMMUNITY SERVICES: ACTION SHEET - COUNCIL

| MEETING DATE | ITEM NO | ITEM DESCRIPTION | RESOLUTION | ACTION TAKEN | PROGRESS | RESPONSIBLE OFFICIAL | CURRENT STATUS<br>COMPLETED<br>NOT COMPLETE<br>IN PROGRESS<br>ON GOING<br>NO ACTION REQUIRED |
|---|---|---|---|---|---|---|---|
| 28-Jul-23 | 23/07/CS1 | 2023/24 ADJUSTMENTS BUDGET FOR THE 2022/23 UNSPENT GRANT (DEDEAT-EPWP) | 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 28 of the Local Government: Finance Management Act, Act No 56 of 2003, approves the following adjustments budget.<br><br>**Department:** Environmental Management<br>**Ukey Nr.**: 20220707986901<br>**Project name:** Keep Kouga Clean and Green<br>**Adjusted Budget 2022/23:** 4,452,888<br>**Actuals as at 30 June 2023:** 1,441,946.42<br>**Amount to be rolled over to the 2023/24 FY:** 3,010,941.58<br><br>**Department:** Environmental Management<br>**Ukey Nr.:** 20220707988219<br>**Project name:** Uniform & Protective Clothing<br>**Adjusted Budget 2022/23:** 475,750<br>**Actuals as at 30 June 2023:** 299,200.30<br>**Amount to be rolled over to the 2023/24 FY:** 176,549.70<br><br>**TOTAL Adjusted Budget 2022/23:** 4,928,638<br>**TOTAL Actuals as at 30 June 2023:** 1,741,146.72<br>**TOTAL Amount to be rolled over to the 2023/24 FY:** 3,187,491.28 | NOTED | NO ACTION REQUIRED | Director: Community Services | |

## CORPORATE SERVICES: ACTION SHEET COUNCIL

| MEETING DATE | ITEM NO | ITEM DESCRIPTION | RESOLUTION | ACTION TAKEN | PROGRESS | RESPONSIBLE OFFICIAL | CURRENT STATUS<br>COMPLETED<br>NOT COMPLETE<br>IN PROGRESS<br>ON GOING<br>NO ACTION<br>REQUIRED |
|---|---|---|---|---|---|---|---|
| 11-Nov-22 | 22/11/CDS8 | ESTABLISHMENT OF A SECTION 79 COMMITTEE | That the Terms of Reference for the Monitoring and Evaluation Committee be drafted and referred to a future Council meeting for approval | Email sent to Chairperson to confirm availability of members for first meeting to take place in Jan 2023 | As at June 2023. Awaiting feedback on finalisation of TOR Currently awaiting sitting of committee. | Acting Director: Corporate & Digital Services | |

# INFRASTRUCTURE & ENGINEERING: ACTION SHEET - COUNCIL

| MEETING DATE | ITEM NO | ITEM DESCRIPTION | RESOLUTION | ACTION TAKEN | PROGRESS | RESPONSIBLE OFFICIAL | CURRENT STATUS<br>COMPLETED<br>NOT COMPLETE<br>IN PROGRESS |
|---|---|---|---|---|---|---|---|
| 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, | Tender submitted and approved at Bid spec. Tender was advertised on 21 June 2023 and closed on 20 July 2023. To go to BEC. | Manager: PMU | In Progress |
| 29-Apr-22 | 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. | Loadshedding created an opportunity for criminals to vandalise/ destroy our infrastructure. Law enforcement has taken the lead in fighting this erresion of standards and currently in the forfront to fight this new tendancy. Humansdorp hotspots identified and Jeffreys Bay as well. i suggest cameras be installed to monitor these activities. | 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. | Manager electrical draft a letter inviting Eskom management to Kouga to discuss crucial urgent matters. Should the meeting realise we will address the issue of streetlight in the GV as a matter of urgency. | 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. | Fencing tender and Tender to appoint PSPs approved at bid Spec. Fencing tender advertised on 21 June 2023 and closing 20 July 2023. Tendder for PSP advertised on 21 June 2023 and closes 20 July 2023. | PMU Manager | In progress |
| | | | | | | | |
| **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. | First negotiations happened 8 June 2023. | Manager: Civil | In progress |
| | | | 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. | Accoding 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. | Policy Workshop still to be held. | Manager Civil | Ongoing |
| | | | That the Augmentation Policy be reviewed. | The draft augmentation submitted to a policy workshop which has been postponed | | Manager Civil | |
| | **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. | SLA finalized | | Legal | |
| | | | That the finalized SLA be approved by the Municipal Manager as the delegated official. | SLA finalized | | 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** | 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&E2** | **STATUS OF THE UMZAMOWETHU SANITATION SYSTEM** | That the 6 affected households be serviced with new conservancy tanks. | An consultant, Gert Vorster is appointed to approached the Windfarm for funding to replace the 6 conservancy tanks. | Project approved at Council to be registered as a MIG project. To be submitted at the next DAC meeting. | PMU Manager | In progress |
| | | | That a submission of business plans be made to Kouga Windfarms for funding. | Gert Foster to deal with this. | | Director | |
| | | | | | | | |
| **06-Apr-23** | **oads** | **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. | | Scribante will finish 2 roads in Humansdorp that was part of their original appointment. The bulk of the Phase 2 roads construction will only commence in the 24/24 FY. | | 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. | A revised Item to Council will be submitted. | | Manager PMU | ONGOIING |
| **31-May-23** | **23/05/I&E1** | **REPORT: INTEGRATED NATIONAL ELECTRIFICATION PROGRAM (INEP) ALLOCATION FOR 2023/2024 FINANCIAL YEAR** | That the report for the conditions to receive the R4.7m INEP funding be considered and action required to retain the funding be implemented. | Montly meetings to be implemented between the two departments Human settlements & I&E to streamline processes to free unlock development opertunities. Item has been submitted to PC explaining the procedure. | The project has been moved to Humansdorp, due to housing project phase 2 in Jeffreys bay not ready by the time of the award. | Manager: Electricity | |
| | | | That the Human Settlements department of Kouga be ready with registered erven and occupied erven and to benefit from the grant. | Discussions between the departments to create this environment be ongoing, with action to follow. | No further progress to report on this item. | Manager: Human settlements | |
| | **23/05/I&E2** | **REPORT: CLEARING OF SERVITUDES THROUGHOUT KOUGA OBSTRUCTING ACCESS TO WATER INFRASTRUCTURE AND POWERLINES FROM KOUGA AND ESKOM** | That Council compels the relevant Directorate responsible to keep servitudes clear to do so and apply the law should it be necessary. | No action taken yet. | In the discussions on the 13 June 2023 the humansettlements department indicated that they need assistance with more workers to go to site and assist with this project. | Manager: Human settlements | |
| | | | That PDT leads the discussions between the departments. | No action taken yet. | June 2023 the humansettlements department indicated that they need | Manager: Human settlements | |
| | **23/05/I&E3** | **REGISTERING OF NEW PROJECTS ON MIG** | That a Transversal Committee be appointed, and that their minutes be referred to the Mayoral Committee for oversight purposes. | | | Manager PMU | Not completed. |
| | | | | | | | |
| **30-Jun-23** | **23/06/I&E14** | **TEMPORARY TRANSFER OF FUNDS FROM THE BUDGETED ENERGY PROGRAM TO THE URGENT REPAIR OF HANKEY WWTW AND KWANOMZAMO SEWAGE PUMP STATION** | 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 amendments to the 2023/2024 Capital Budget as follows:<br><br>Project description: Solar Panels Installation project<br>Approved Budget 2023/24: 12 000 000,00<br>Adjustment: - 6 380 525,00<br>Final Amended Budget 2023/24: 5 619 475,00<br><br>Project description: Hankey WWTW<br>Approved Budget 2023/24: --<br>Adjustment: 5 155 634,00<br>Final Amended Budget 2023/24: 5 155 634,00<br><br>Project description: Kwanomzamo Sewerage Pumo Station<br>Approved Budget 2023/24: --<br>Adjustment: 1 224 891,00<br>Final Amended Budget 2023/24: 1 224 891,00 | 1 Appropriate RFP to be drafted, approved, and advertised.<br><br>2. Most appropriate response and proposal to be utilised and converted into tender document<br><br>3. Appoint suitable contractor to conduct appropriate work at both Hankey and Kwanomzamu Pump Station | PMU busy preparing tender document to appoint PSP. | Manager PMU | In progress |
| | | | | | | | |

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| **28-Jul-23** | **23/07/I&E1** | **2023/24 ADJUSTMENTS BUDGET FOR THE ADDITIONAL TRANSFERS OF MUNICIPAL DISASTER RESPONSE GRANT (MDRG) FUNDING** | 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 28 of the Local Government: Finance Management Act, Act No 56 of 2003, approves the following adjustments budget:<br>**Town:** St Francis Bay<br>**Project Description:** Support Structures for the bridge gave way during torrential rains and flooding experienced in St Francis Bay.<br>**U-key Nr.**<br>**Allocated amount:** R 3,000,000.00<br>**TOTAL: R 3,000,000.00** | | | | |
| | **23/07/I&E2** | **REPORT: THE COMPILATION AND SUBMISSION OF A COST OF SUPPLY STUDY** | That the Council approves the compilation of a Cost of Supply study to be completed within the next 12 months as required by NERSA. | | Item has been approved, the appointement will now be made to commence with the COS to assist Kouga for the submission to NERSA. | Manager Electrical | |
| | **23/07/I&E3** | **REPORT: KOUGA ENERGY PLAN** | That a Kouga Energy Plan be developed to mitigate loadshedding within the Kouga Municipal area. | | The plan has been tabled to council and a resolution taken to adopt. We currently actioning the plan but doing our first installtion less than 1 MW as well as our feasibility study for the 20MW installtion. | Manager Electricity | |
| | | | That the Kouga Energy Plan be aligned with the South African Renewable Energy Master Plan | | The plan is in line with the EnergySA energy master plan | Manager Electricity | |
| | **23/07/I&E4** | **ELECTRICAL DEPARTMENT STATUS REPORT** | That Council note the report and that an action plan be drawn up to implement the recommendations in the report. | | The electrical department has been split from the civils department which is a positive development. More emphasis will be placed on the roles the electricity department play and its significance in terms onergy security and service delivery. HR to assist with an action plan to task the content within the report. | Manager Electricity | |
| | **23/07/I&E5** | **REPORT: VANDALISM AND INCREASED CABLE THEFT IN KOUGA** | That Council must consider making provision in the budget to include the upgrading of security infrastructure. The cost estimate to be determined by the Leading Department responsible for Safety and Security and supported by all departments which have to rely on security services towards infrastructure. | | no progress yet, a list with all critical infrastructure has been submitted for attention to the security cluster. | Acting Director: Electro and Mechanical Services | |
| | | | That Council strengthen our law enforcement & security division to act against the criminals. | | To be tasked by safty & security | Acting Director: Electro and Mechanical Services | |
| | | | That the required additional service be determined as a matter of priority. | | To be tasked by safty & security | Acting Director: Electro and Mechanical Services | |
| | **23/07/I&E6** | **APPROVED ELECTRICAL TARIFFS BY NERSA 2023/24 FINANCIAL YEAR** | That Council hereby approve the Electricity tariffs for the 2023/24 financial year, as approved by NERSA. (Annexure A) | | Tariffs has been approved by NERSA 2nd of June 23 and send to council for adoption in the next meeting. | Manager Electricity | |
| | **23/07/I&E7** | **SEA VISTA ERF 3854: GRAND COMORES AUGMENTATION FEES** | That council approve the phased payment of the augmentation fee, that a first payment of half the total value of augmentation be paid, and the rest be paid in batches per batch of 10 (ten) building plan submissions as proposed within the signed SLA. | | | | |
| | | | That the SLA be updated based on the recalculated value of the augmentation fee, based on the increased number of equivalent erven. | | | | |
| | | | That the augmentation fees be ringfenced and secured and explicitly earmarked for the relevant directorate for the upgrade of bulk infrastructure as intended by the augmentation policy. | | | | |
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| OFFICE OF THE MM: ACTION SHEET - COUNCIL | | | | | | | |
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| **MEETING DATE** | **ITEM NO** | **ITEM DESCRIPTION** | **RESOLUTION** | **ACTION TAKEN** | **PROGRESS** | **RESPONSIBLE OFFICIAL** | **CURRENT STATUS**<br>COMPLETED<br>NOT COMPLETE<br>IN PROGRESS<br>ON GOING<br>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 | |
| | | | | | | | |
| **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. | | the containerized toilets as a solution for bucket eradication has failed and that current containers availale wil be re-allocated to sporting facilities | Acting 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). | Completed. I& E has implemented various measures to address unaccounted water (e.g calculations used for unaccounted water, bulk metereing in conjuctin with the metro, inclusio of all water carting) preliminary water loss indicates substantial reduction | Director: I&E | |
| | | | That measures be implemented to reduce electricity losses to more acceptable levels. | Revenue manager & Electricity Manager monitor losses | Completed | Director: I&E | |
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| 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 Council Agenda following the next Mayoral Committee - to follow after internal review completed | Workshop was held, mayor to decide which powers to be delegated to the different portfolio MMC's, Matter referred to Collective. Awaitig feedback from Mayor | Legal Manager | |
| | | | | | | | |
| 31-Mar-22 | 22/03/MM2 | 2020/21 ANNUAL REPORT: MUNICIPAL PUBLIC ACCOUNTS COMMITTEE: OVERSIGHT REPORT | 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 | Director: I&E | |
| | | | 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 | Director: PDT | |
| | | | 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 participaton process will be coordinated with provincial Roads Section. Discussions are ongoing. | Director: I&E | |
| | | | 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 | Busy drafting marketin plan will be submitted to October Portfolio Comm | | |
| | | | 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. | Sports Council has been established | SPU | |
| | | | | | | | |
| 09-Dec-22 | 22/12/MM1 | COUNCIL RESOLUTIONS AS AT 28 OCTOBER AND 11 NOVEMBER 2022 | 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 | |
| | | | | | | | |
| 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. Completed | | |
| | 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 | |
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| 30-Mar-23 | 23/03/MM2 | ANNUAL REPORT (2021/2022) | That measures be put in place to turn around the decline in the financial health of the municipality. | Completed | Completed | CFO | |
| | | | That measures be put in place to turn around the decline in the financial health of the municipality. | Completed | Completed | CFO | |
| | 23/03/MM3 | 2021/22 ANNUAL REPORT: MUNICIPAL PUBLIC ACCOUNTS COMMITTEE: OVERSIGHT REPORT | That measures be put in place to turn around the decline in the financial health of the municipality. | Completed | Completed | 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 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 | Completed | CFO | |
| | | | That MPAC be furnished with quarterly progress reports on the implementation of procurement plan. | The Audit Action Plan will be submitted Quarterly to MPAC | Completed | CFO | |
| | | | That a report be submitted to MPAC on turnaround times on land use and building applications and town planning applications. | | Completed | | |
| | | | That the relocation of residents after removal from informal settlements and the removal of old shacks be guided by a Relocation Plan | | Completed | | |
| | | | 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 | 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 | Completed submitted to MPAC | HR Manager | |
| | | | That the replacement of the bucket to a more acceptable sanitation service, be prioritized | | the replacement of buckets has been prioritized with the programme of HDA | Manager: Civil | |
| | | | That consideration be given to implement an electronic booking system for caravan parks. | Included in SDBIP by Manager: Parks & Amenities as tartget for 23/24 | | Director: Community Services | |
| | | | That the development of Roads Master Plan be prioritised. | | Completed | | |
| | | | 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, to be submitted to the next Portfolio Committee Meeting | Director: Community Services | |
| | | | 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. | | | | |
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| 31-May-23 | 23/05/MM5 | PETITIONS RECEIVED FROM KOUGA LOCAL CLINICS 2023 | That all petitions submitted to Kouga Municipality surrounding the circumstances of the abovementioned clinics be referred to the Eastern Cape Provincial Legislature, the MMC for Health, the Provincial Petitions Commission, and the Public Protector. | Process underway | Awaiting response from MEC | Office of the Speaker | |
| | 23/05/MM6 | DISCIPLINARY ENQUIRY HELD BY THE RULES AND ETHICS COMMITTEE - CLLR. P OLIPHANT | That the following sanction 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:<br>- **In respect of Charges 1; 2; 3; 5; 6 and 7 – That Councillor P. Oliphant be removed from office.** | | | Office of the Speaker | |
| | | | That the following sanction 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:<br>- **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.** | Process underway | | Office of the Speaker | |
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| 28-Jul-23 | 23/07/MM1 | COUNCIL RESOLUTIONS AS AT 30 JUNE 2023 | That the action sheet be tabled at Top Management for discussion and actioning. | | Completed | | |
| | | | That individual departmental meetings be arranged to address and scrutinise outstanding actions on or before 15 August 2023 otherwise there will be consequence management. | | Completed | | |
| | 23/07/MM2 | FINAL ADOPTION OF THE ORGANISATIONAL STRUCTURE: 2023/2024 | That the Final Organisational Structure for the 2023/2024 period be adopted by Council. | | Completed. | | |
| | | | That the filling of positions be prioritised subject to budgetary provision and organizational priorities. | | Completed | | |
| | | | That the Call Centre division be moved back to Administration & Auxiliary Services. | | Completed. | | |
| | | | That Mr Theo Madatt be appointed as Acting Director: Electro-Mechanical Services. | | Completed. | | |
| | 23/07/MM4 | REPLACEMENT OF A REPRESENTATIVE TO SARAH BAARTMAN DISTRICT MUNICIPALITY | That the Sarah Baartman District Municipality be informed accordingly (that Cllr F Heystek will replace Cllr H Bornman on the Democratic Alliance list for Sarah Baartman District Council in terms of Schedule 2 of the Local Government: Municipal Structures Act, 1998.). | | Completed. | | |
| | 23/07/MM5 | RESTRUCTURING OF MEMBERS TO SECTION 80 COMMITTEES | That the following Section 80 Portfolio Committees be constituted as follows:<br>Chairperson of Corporate & Communication Services Portfolio Committee: Cllr J Alexander<br>Chairperson of Planning and Development Portfolio Committee: Cllr S Ruth<br>Chairperson of Community and Safety Services Portfolio Committee: Cllr D Benson<br>Chairperson of Civil & Water Services Portfolio Committee: Cllr R Foley<br>Chairperson of Electro-Mechanical Services Portfolio Committee: Cllr T Jantjes<br>Chairperson of Finance & Economic Development Portfolio Committee: Cllr L Maree | | Completed. | | |
| | | | That a list of Section-80 Committee Members be supplied to the Office of the Speaker within 7 days. | | Awaiting list from ANC | Office of the Speaker | |
| | 23/07/MM6 | REVIEW COMPOSITION OF MEMBERS TO THE SECTION 79 COMMITTEES AND SECTION 79(A) COMMITTEE | That Cllr W van der Linde be elected as chairperson of the Disciplinary Committee (Rules and Ethics Committee).<br>That Cllr M Biko be elected as chairperson of Municipal By-laws and Policy Committee (MBPC).<br>That Cllr N van Niekerk be elected as chairperson of Monitoring and Evaluation Committee(M&E).<br>That Cllr B Dhludhlu be elected as chairperson of Municipal Public Accounts Committee (MPAC). | | Completed | | |
| | | | That the proportional representation of the Disciplinary Committee (Rules and Ethics Committee), the Municipal By-laws and Policy Committee (MBPC), and the Monitoring and Evaluation Committee (M&E) be amended to reflect the same proportion as MPAC. | | | | |
| | | | That Council resolve on the composition of members for the respective Section 79 committees as follows:<br>Chairperson of Disciplinary Committee (Rules and Ethics Committee): Cllr W van der Linde<br>Chairperson of Municipal By-laws and Policy Committee: Cllr M Biko<br>Chairperson of Monitoring and Evaluation Committee: Cllr M van Niekerk | | Completed. | | |
| | | | That Council resolve on the composition of members for the Section 79(A) committee as follows:<br>Chairperson of Municipal Public Accounts Committee: Cllr B Dhludhlu | | Completed. | | |
| | | | That a list with Section-80 Committee Members be supplied to the Office of the Speaker within 7 days. | | Awaiting list from ANC | | |
| | 23/07/MM7 | REQUEST FOR COUNCIL TO INVESTIGATE AN ALLEGED BREACH OF CODE OF CONDUCT – CLLR HUMAN | That Council authorises the Rules and Ethics Committee to investigate and recommend an appropriate finding on the alleged breach of the Code of Conduct for Councillors by Councillor Human. | | Completed | | |
| | 23/07/MM8 | REQUEST FOR COUNCIL TO INVESTIGATE AN ALLEGED BREACH OF CODE OF CONDUCT – CLLR OLIPHANT | That Council authorises the Rules and Ethics Committee to investigate and recommend an appropriate finding on the alleged breach of the Code of Conduct for Councillors by Councillor Oliphant. | | Completed | | |
| | 23/07/MM9 | REQUEST FOR COUNCIL TO INVESTIGATE AN ALLEGED BREACH OF CODE OF CONDUCT – CLLR GUNUZA | That Council authorises the Rules and Ethics Committee to investigate and recommend an appropriate finding on the alleged breach of the Code of Conduct for Councillors by Councillor Gunuza. | | Completed | | |
| | 23/07/MM10 | APPOINTMENT OF KOUGA AUDIT COMMITTEE MEMBER AND CONDONEMENT OF THE EXTENSION OF THE TERM OF THE CHAIRPERSON | That Council approves the appointment of George Sarpong as a member of the Kouga Audit Committee for a period of 2 years (ending 31 July 2025). | | Completed. | | |
| | | | That Council condones the extension of the term of Gregory Bilson as Chairperson for a period of two years (ending 30 June 2025). | | Completed | | |
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# PLANNING & DEVELOPMENT: ACTION SHEET - COUNCIL

| MEETING DATE | ITEM NO | ITEM DESCRIPTION | RESOLUTION | ACTION TAKEN | PROGRESS | RESPONSIBLE OFFICIAL | CURRENT STATUS<br>COMPLETED<br>NOT COMPLETE<br>IN PROGRESS |
|---|---|---|---|---|---|---|---|
| 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:<br><br>Farm 448 portion 15 — Uitenhage RD<br>Pellsrus: 677; 678; 733; 751 ; 753; 794;812 826; 854; 862<br><br>Humansdorp: 1 968<br><br>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 | Matter was referred to top management and it was resolved that the item be sent back to Council with new | Item to be taken back to the September Council Meeting. | 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: Human Settlements | 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. We had a meeting with ..... SP was appointment to determine floodline determination for FLISP/Social Housing. SP complete floodline determination was completed by ..... | the resolution will be implemented upon submission of Building plans for the development. Ongoing, project is still on pre-planning phase.Resolution will be actioned during project commencement. | Dir:PDT / Manager Human Settlements | 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. | Three quotations to be obtained from service providers for the rezoning of erf 560. | Once all three qoutations have been received a requisition will be prepared to SCM to process same. | 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. | Engagements with Ward Councillors to commence from week of 14 Augsut 2023. | 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. | Dir: PDT / Manager P&D | In Progress |
| | | | | | No | | |

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| 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. | Awaiting proposal from Consultant - 14 Aug 2023 | 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 SETTLEMENTS | That a report on the joint planning between Infrastructure and Human Settlements serve at the next Portfolio Committee. | Enagagements 20/06/2023, 29/06/2023, 03/07/2023 held between the implementing agent - HDA and KLM department (Human Settlements and I&E) | Contractor was only appointed. Site development is complete, CLO's are appointed. SMME's are appointed. Engagaments held with the Implementing Agent - HDA on the progress of the project. Human Settlements and I&E are working closer on the project and reports will be provided to portfolio. Contractor started on site February 2023 in No R10 Informal Settlement and Ocean View 1250 Informal Settlement with the installation of Interim Services (Toilets) | Dir: PDT/ Manager: Human Settlements | In progress |
| | | | | | No R10 Informal Settlements 22 Toilets installed. 190 Toilets installed in Ocean View 1250 Informal Settlement. | Dir: PDT/ Manager: Human Settlements | Completed |
| | 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 PRECINCT, CAPE ST FRANCIS, OYSTER BAY, SEA VISTA TOWN, ST FRANCIS BAY LIGHT INDUSTRIAL AREA, IN | 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.<br>Attorneys to confirm way forward.Manager Legal to appoint a SP to assist with draft.Advised that the by-law route would cumbersome and that the matter can be addressed under the Land Use Scheme - overlay. An item is to be prepared for the Portfolio Committee recommending that the guidlines is to be done through the amendment of a Land Use Scheme. | The Dept has commence with an inhouse review and will be escalated to Legal for further comments/inputs. | Manager: LPA<br>See previous comments on item) | 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. | | All parties that objected will be notified during the Public Participation process. | | |
| | | | That all the objectors be notified timeously of the date and venue for the virtual hearing. | | | | |
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| 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. | Three qoutations for rezoning was received and requisition has been submitted to SCM on 28 July 2023 under **requisition number 150707** awaiting order. | 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 public place closure of erf 1331 has been finalised. Quotations for rezoning of subdivided portion to residential purposes in pro. | Subdivision and gazetting completed. Request three quotations for rezoning will be done during the week of 14 August 2023. | Director: PDT/ 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. It was indicated that Mr. Johansens is out of the country. | Manager: Legal Services / 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 / 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. | Matter was referred to top management and it was resolved that the item be sent back to Council with new | Item to be taken back to the September Council Meeting. | Director:PDT/ Manager L&P | In Progress |
| | 21/05/PD11 | LAND SWOP: 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. Communication between our Legal Services and appointed conveyancer on 7 July 2023 advising the service provider to first register erf 6650 as it is an unregistered erf, the swop of erf 6649 and 6650 will proceed thereafter. | 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: -<br><br>**13/05/FAME26 APPLICATION FOR LAND – PORTION OF FARM 347 PORTION 4 (ZWARTENBOSCH)**<br><br>Resolved: (30 May 2013) | 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 was submitted at the April 2023 Portfolio Meeting with a request that the department investigate the name changes of the applicant. | Item for final approval was submitted to Portfolio Committee, however clarity was seeked in respect of the applicant due to the number of name changes of the NPO. Feedback will be provided to the Portfolio Committee in September 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 |
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| 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. | An amount of R25 689 286.32 was paid over to KLM on 01 March 2023. | The completion certificate for phase 1 of the project was signed on the 24th of July 2023. A new procurement for phase 2 internal streets and stormwater infrustructure has commenced. and is currently at BSC. | Dir:PDT/ Manager:HS/ Manager: | In Progress |
| | | | 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 | Expenditure report was submitted to the Department of Human Settlements (Province) on 17 July 2023 | Awaiting feedback from Department of Human Settlements. | Manager HS | In Progress |
| | | | | | | | |
| 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. | Three qoutations for rezoning was received and requisition has been submitted to SCM on 28 July 2023 under **requisition number 150707** awaiting order. | Director:PDT/ Manager L&P | In progress - **Please note the item is duplicated** |
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| 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/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 | On-going | Director:PDT / Manager Human Settlements | Ongoing |
| | | | That all planned human settlements pipeline projects be included in the Implementation Protocol between the Kouga Municipality and the HDA. | Informal discussions on the Implementation Protocol but not finalised yet therefor are ongoing | On-going | Director:PDT / Manager Human Settlements | Ongoing |
| | | | That the Municipal Manager be granted Power of Attorney to sign the Implementing Protocol on behalf of the Municipality. | No Action required | On-going | Director:PDT / Manager Human Settlements | Ongoing |
| | 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. | Service Provider has been appointed for closure of public places. | A item will be prepared for council for final approval and service provider will be informed on which propertyties to be excluded from list for alienation. | 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 |
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| 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. | Matter was referred to top management and it was resolved that the item be sent back to Council with new | Item to be taken back to the September Council Meeting. | 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 on 04 April 2023 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. No confirmation from the Department as yet. | Director:PDT / Manager Human Settlements | In Progress |
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| 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 | Completed | Dir PDT / Events Officer | Completed **Remove from PD Action Sheets** |
| | 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 2023. KLM met with officials from Department of Human Settlements during the week of 08 May 2023 and discuss the devolution of these land parcels and revert back to the Municipality | Awaiting feedback from the Provincial Department. | Dir. PD&T | In Progress |
| | 22/03/PDT8 | | 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 was awarded end of July 2023. | MM / PDT | Complete |
| | | | 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 committed to a 6 month overlap period for migration. | MM / PDT | In Progress |
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| **29-Apr-22** | **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 **Remove from P&D Action Sheet** |
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| **31-May-22** | **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 Resolution - 22/05/PDT2 . | Building Control to investigate -legal requirement This a not a statutory Standards but it's a best practise standard.<br><br>This should be in terms of R2(2) which refers to R1(1) of the National Building Regulations.Municipalities Stormwater Engineering Department should deal with the aspect as rainwater is related to stormwater. Best Practise is advisable, not enforceable.(as Discussed with Act. Director)<br>It was advised that the mater be dealt with under I&E rainwater harvesting | 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. | P&D engaged finance department wrt progress on the study. | | FINACE | Ongoing |
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| **29-Jun-22** | **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. | TOR drafted for appointment of EIA specialist (February 2023) the scope of work has chnge to include "solar farm" and the current Erf 499 development. in terms of SPLUMA-Sec 42(2), no application can be approved without environmental uthorisation. | Tender closed in July 2023 Tender to be awared in terms of progress.Confirmation of budget to be provided. | Manager PD | 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. | | | | |
| | | | 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. | | | | |
| | **22/06/PDT18** | **DISPOSAL AND ALIENATION OF COUNCIL PROPERTIES LEASED TO EARLY CHILDHOOD DEVELOPMENT CENTRES (CRECHES) TO** | 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. | Feedback received from Top Management in respect of the method of disposal. it was agreed for Council to enter into long term lease agreements with ECD Centres. Application forms was provided on 6 July 2023 to ECD's to complete and once all received will be presented to Council to obtain approval. Sofar the department received three completed applications back. Item will be taken to August 2023 Council Meeting to rescind previous resolution and submitted new applications to Council for long-term leases. | Director:PDT/ Manager L&P | In progress |
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| **29-Jul-22** | **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. | BC implementing the Building Deposit" Sub-economic" as per Fees and Tariffs | To investigate, Building Control is implementing the Building Plans deposit fee for "Sub-Economic" and other as per Fees and tariffs. | CBCO | On-Going |
| | | | 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 |

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| 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. | In-principle Council approval was received. | Item has been placed in abeyance to consider the outcome of the hydrological study currently conducted on erf 499. | Director:PDT/ Manager L&P | On-going |
| | | | 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 | On-going |
| | | | 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 | On-going |
| | | | 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 | On-going |
| | 22/08/PDT8 | EXTENSION OF LEASE OF LAND FOR A CELLULAR BASE STATION (VODACOM PROPRIETARY LIMITED) – A PORTION OF ERF 406, | 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. | Council granted in-principle approval on 31 August. | Item for final approval will be submitted to August Council Meeting as the public participation is completed. Advert was placed and has closed on 23 May, no objections was received. | Manager Land & Properties | In progress |
| | | | That all other administrative costs (valuation, advertisement, etc.) be for the cost of the applicant. | Applicant responsible for costs | Cost recovery will commence once final approval received | 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. | Council granted in-principle approval on 31 August. | Item for final approval will be submitted to August Council Meeting as the public participation is completed. Advert was placed and has closed on 23 May, no objections was received. | Manager Land & Properties | In progress |
| | | | That all other administrative costs (valuation, advertisement, etc.) be for the cost of the applicant. | Applicant responsible for costs | 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 | 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. | Council granted in-principle approval on 31 August. | Item for final approval will be submitted to August Council Meeting as the public participation is completed. Advert was placed and has closed on 23 May, no objections was received. | Manager Land & Properties | In progress |
| | | | 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. Municipal Manager Office reported that there was engagement with Provincial Roads recently. | 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 |
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| **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 UPGRADE OF ST** | 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 final approval was granted on 31 May. Transfer process will now commence. | Refer to Legal Services for transfer. | Manager: Land & Property Admin | In Progress |
| | | | That the Department of Public Works be liable for all cost derived from the transfer. | The applicant was informed of final approval and conveyancer will be in contact with the Department. | This will be implemented after final approval from Council. This process will now proceed. | 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 a feedback report be tabled to Council after the event. | Waiting for event organiser for final report after numerous reminders. | Reminder forwarded to event organiser again for close-out report. Still awaiting feedback and report. Final reminder forwarded to Event Organiser for close-out report. | Dir PDT / Events Officer | In progress |
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| **09-Dec-22** | **22/12/PDT1** | **FINAL APPROVAL FOR ALIENATION OF UNREGISTERED ERF 4593, KRUISFONTEIN: JABES CHURCH** | 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. Service provider appointed to attend to the transfer. | 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. | 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 outstanding balance if any, before the transfer of the property. | Proof of paymement received and provided to Legal Services | Legal services to appoint a service provider | 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 services to appoint a service provider | 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). | 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.<br>First Draft Document completed. Final Public Participation round to be conducted before Council Approval in May /June. A meeting was held on 10 August 2023 with the service provider and Ward 12 Councillor to address issues raised by the members of the Portfolio. Written comments to be sent by members of the Portfolio by no later tahn 18 August 2023. | A report requesting Council's permission to allow the service provider and the steering committe to start with public participation processes was prepared, but unfortunatley it was not part of the Agenda for Portfolio Committee- it did not serve- the matter was however discussed and MMC and members of the Portfolio indicated their dissatisfaction with the First Drafts. | 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. Draft Grant-in-Aid policy nearly finalized. Waiting LED Office to be tranferred to Finance Department and decision to be taken on future of Grant-in-Aid and specifications for it. | LED Office | In progress **Remove from P&D Action Sheets** |
| | | | mb | Feasibility done by the Office - item will be tabled at next Council Meeting | Item was tabled on 30 May 2023 in Council and feedback report was accepted. In progress with draft SLA and receiving all required documentation from the Organisation. Payment of R100,000-00 in progress. | LED Office | In progress **Remove from P&D Action Sheets** |

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| 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 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. | Objections received against alienation of Erf 5972, Jeffreys Bay. | Item to September 2023 Council to consider the objections and comments. | 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. | | | Manager: L&PA | In progress |
| | | | That it be noted that the NPO will be responsible for all administrative costs in respect of the development of the property. | | | Manager: L&PA | In progress |
| | | | That public participation process and stakeholder engagement be embarked on after which an agreement be concluded. | | | Manager: L&PA | In progress |
| | | | That a Service Level Agreement (SLA) be concluded with the successful NPO for the funding of the Shelter. | | | Manager: L&PA | In progress |
| 31-May-23 | 23/05/PDT1 | REPORT: LAND EVALUATION COMMITTEE - NEW APPLICATION ON MUNICIPAL LAND & SECTION 14 COMMENTS | 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 was presented to May 2023 Council Meeting for noting | Three individual items that forms part of the report has been prepared and submitted to the Portfolio Committee for in-principle approval. The three items has flown through to Mayoral and Council Meeting where in-principle approval was granted. A number of applications that was part of the LEC Report has been prepared for the Portfolio Committee Meeting in 01 August 2023. | Manager: L&PA | Completed |
| | 23/05/PDT3 | PARTNERSHIP AGREEMENT WITH GAMTOOS TOURISM TO HOST THE JAZZ IN THE PARK AT YELLOWOODS FESTIVAL | That Council authorize the Accounting Officer to conclude a Sponsorship Agreement / SLA with Gamtoos Tourism in respect of sponsorship stated in (1.) above. | SLA currently with Legal Department | SLA finalized and signed. Payment process in action currently. Waiting POP | Events/Legal | In Progress Remove |
| | 23/05/PDT4 | ESKOM FUNDING ALLOCATION FOR THE INSTALLATION OF ELECTRICAL CONNECTIONS FOR THE 2023/2024 FINANCIAL YEAR | That all type 1 infill houses to be electrified in Cyril Ramaphosa be within a 50 metre radius from the nearest point of supply. | Verification of of houses within the 50 metre radius completed and meeting has been set-up with ESKOM for 22 June 2023. On site meeting held with Eskom on 10 August 2023. Housing Officials on site to identify households that meets the requirements. | Identifying of houses within 50 metre radius complete. | Act. Manager: Human Settlements | In Progress |
| | | | 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. | Meeting arranged for the 22nd of June 2023. | Meeting has been arranged. | Act. Manager: Human Settlements | Completed |
| | 23/05/PDT5 | PATENSIE 6 RECTIFICATION PROJECT: APPROVAL OF PROJECT | That priority for the construction of these houses be given to SMMEs that reside within the KLM area. | Item submitted to BSC to start with the formal procurement process to appoint suitable service providers for the demolition and construction of 6 houses | Addendum for Funding Agreement for Rectification received and signed, procurement for service provider will soon commence | Act. Manager: Human Settlements | In progress |
| | | | 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. | | | | |
| | 23/05/PDT6 | MUNICIPAL FUNDED EVENT CLOSEOUT REPORT: 2022 ALOE CUP RUGBY & NETBALL | That Council authorises the Accounting Officer to conclude a Sponsorship Agreement / SLA with Jeffreys Bay Primary School in respect of sponsorship stated in "2" above. | Completed | Payment done and waiting close-out report after the event. | Events/legal | In progress **Remove from P&D Action Sheets** |
| | 23/05/PDT7 | MUNICIPAL FUNDED EVENT CLOSEOUT REPORT FOR THE 2022 J-BAY SURF FESTIVAL AND 2023 SPONSORSHIP PROPOSAL | 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 "2." above. | All relevant documentation and approvals received.<br>Currently with legal department to finalize SLA. | SLA signed and waiting for Proof of Payment. | Events/legal | In progress **Remove from P&D Action Sheets** |
| | 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 | That the Department of Public Works be liable for all cost derived from the transfer. | See comments 22/10/PDT1 | Council granted final approval. Transfer will now commence. | Manager L&P | In progress |
| | 23/05/PDT10 | REQUEST FOR COUNCIL'S FINAL APPROVAL: SELLING OF VACANT MUNICIPAL RESIDENTIAL ERVEN WITHIN THE KOUGA MUNICIPAL AREA | 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. | Will form part of the instruction to Legal in order to considered during the disposal and transfer process. | Instruction has been given to the Legal Department | Manager L&P | Completed |
| | | | That the Council grant authorisation to the Accounting Officer to enter into a Deed of Sale for the purpose of transferring the properties to the successful bidders. | Will form part of the disposal and transfer process. | Instruction has been given to the Legal Department | Manager L&P | Completed |
| | | | That the land is sold voetstoots. | Will form part of the disposal and transfer process. | Instruction has been given to the Legal Department and Transferring Conveyancers | Manager L&P | Completed |
| | | | That the Environmental Officers provide a recommendation on whether the vacant municipal residential erven should not be sold and rather be kept as urban flood mitigation. | Request has been sent to Community Services to confirm the use of the erven. | Further consultation with Community services required. | Manager L&P | In progress |
| | 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 | 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. | Item prepared for final approval Council Meeting 31 August 2023 | In-principle approval received from Council. | Manager L&P | In progress |
| | | | That the leading department finalise the rezoning of the property. | A request has been forwarded to the Town Planning Department for rezoning. | Service provider to be appointed for the rezoning | Manager L&P | In progress |
| | | | That all administrative costs, including the rezoning of the property, be for the account of the applicant. | This will form part of the disposal process | Cost will be recovered from applicant where necessary. Awaits final approval of application. the process is dependent on final approval and relocation of the Museum to the next premises. | Manager L&P | In progress |
| | | | That Council grant the Accounting Officer authorisation to enter into a Right-to-Use Agreement with the applicant once all processes are concluded. | This will form part on the finalisation of disposal process. | | Manager L&P | In progress |
| | | | 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. | Will commence with maintenance after final approval and relocation. | | Manager L&P | In progress |
| | | | | | | | |

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| 30-Jun-23 | 23/06/PDT3 | ALIENATION OF ERF 588, PELLSRUS TO THE ETHIOPIAN EPISCOPAL CHURCH | That the Council grant in-principle approval for alienation of Erf 588, Pellsrus to Ethiopian Episcopal Church, at the fair market related value in terms of the policy of Council. | Item was tabled in June 2023 Council Meeting | In-principle approval received | Manager L&P | In progress |
| | | | That Council grant authorization to the Accounting Officer to advertise the immovable property herein for public comment and/or objections. | Memorandum for approval to advertise is being prepared | Advert placed for comments and objections closing 17 August 2023 | Manager L&P | In progress |
| | 23/06/PDT4 | ALIENATION (LEASE) OF ERVEN 27, 28, 29 AND 30, LOERIEHEUWEL | That Council grant in-principle approval for the lease of Erven 27, 28, 29 and 30, Loerieheuwel for 9 years and 11 months. | Item was tabled in June 2023 Council Meeting | In-principle approval received | Manager L&P | In progress |
| | | | That Council grant authorization to the Accounting Officer to advertise the immovable property herein for public comments and/or objections. | Memorandum for approval to advertise is being prepared | Advert placed for comments and objections closing 17 August 2023 | Manager L&P | In progress |
| | | | That Council confirms that the land is not needed to provide the minimum level of basic municipal services. | Application was taken to LEC to get comments from departments | Section 14 confirmations completed | Manager L&P | Completed |
| | | | That Council consider the market related valuation of the immovable property. | In the process to appoint professional valuer | Qoutations to be obtained and requisition to be prepared | 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. | In the process to appoint service provider | Qoutations to be obtained and requisition to be prepared | Manager L&P | In progress |
| | 23/06/PDT6 | ALIENATION (LEASE) OF A PORTION OF ERF 231, PELLSRUS AND ERVEN 36 AND 37, PELLSRUS | That Council grant in-principle approval for the lease of a portion of Erf 231, Pellsrus as well as Erven 36 and 37, Pellsrus for a period of 9 years and 11 months. | Item was tabled in June 2023 Council Meeting | In-principle approval received | Manager L&P | In progress |
| | | | That Council grant authorization to the Accounting Officer to advertise the immovable property herein for public comment and/or objections. | Memorandum for approval to advertise has been approved | Advert placed for comments and objections closing 17 August 2023 | Manager L&P | In progress |
| | | | That Council confirms that the land is not needed to provide the minimum level of basic municipal services. | Application was taken to LEC to get comments from departments | Section 14 confirmations completed | Manager L&P | Completed |
| | | | That Council obtain and consider the market related valuation of the immovable property. | In the process to appoint professional valuer | Requisition was submitted to SCM on 28 July 2023 | Manager L&P | In progress |
| | | | That a land surveyor be appointed to attend and conclude the subdivision, consolidation and rezoning and that all other administrative costs be borne by the applicant. | In the process to appoint service provider | Qoutations to be obtained and requisition to be prepared | Manager L&P | In progress |
| | 23/06/PDT8 | APPROVAL OF GENERAL CAPACITATION GRANT FUNDING FOR SOCIAL HOUSING | That Council confirms and accepts the General Capacitation Grant for the development process of the Rental housing Strategy/Policy. | No action required | | Act Manager Human Settlements | |
| | | | That Council authorizes the Accounting Officer to enter into an Institutional Grant Agreement with the SHRA. | Draft Agreement provided by SHRA perused and amended and returned to SHRA for finalization | | Act Manager Human Settlements | COMPLETE |
| | | | That Council adheres to the conditions of the General Capacitation Grant Funding. | No action required | | Act Manager Human Settlements | |
| | 23/06/PDT10 | PORTION 7 OF FARM GEELHOUTEBOOM 688, HUMANSDORP ROAD, EASTERN CAPE PROVINCE – LAND PURCHASED BY HDA FOR THE KOUGA MUNICIPALITY | That Council confirm and accept the property described as Portions 7,14, 5, 17, 18, and 21 of Geelhouteboom 688, Humansdorp as purchased by the HDA for an amount of R18 000 000 on behalf of the Kouga Municipality. | No action required | | Manager L&P | |
| | | | That Council confirms that the land parcels contemplated herein will be utilized for the development of integrated human settlements that will assist in addressing the current housing backlog. | No action required | | Manager L&P | |
| | | | That the Acting Director: Planning Development and Tourism submit a development plan indicating that the land will be used for integrated human settlements projects as outlined in the Housing Code. | Town Planning and Human Settlements engaging on the development of a layout plan | A Formal layout plan not ready for approval yet | Act. Manager: Human Settlements | In progress |
| | | | That Council take note of the Deed of Sale signed by the Accounting Officer in line with the delegated authorities of the Accounting Officer. | No action required | | Manager L&P | |
| | 23/06/PDT12 | ANNUAL REVIEW OF THE KOUGA MUNICIPALITY SPATIAL DEVELOPMENT FRAMEWORK | That Council approve the review of the Municipal Spatial Development Framework. | Procurement Process to commence for the review of the SDF | Appointment of Service provider. | Manager P&D | In progress |
| | | | That, before the SDF is circulated for public review, Councillors are workshopped on SPLUMA, the Spatial Development Framework, guides compiled, and the impact that it has on spatial planning and development. | Compilation of Terms of Reference for the appointment of a service provider. | SPLUMA By-law under review. | Manager P&D | In progress |
| | 23/06/PDT15 | TAX REFUNDABLE PAYMENT BETWEEN KOUGA LOCAL MUNICIPALITY AND THE SOUTHERN AFRICA PGA TOUR NPC FOR THE 2023 SDC CHAMPIONSHIP | That Council approves the Refundable output Tax Payment towards the SDC Championship hosted in St Francis Bay for R225,000.00 (Two hundred and twenty-five thousand rand) | Payment processed in the amount of R225 000 | Awaiting proof of payment from expenditure | Acting Director PDT/Events Office | In progress Remove from P&D Action Sheets |
| | | | That Council authorizes the Accounting Officer to finalize the payment for refundable tax amount to Southern Africa PGA Tour. | | | | |
| | 23/06/PDT16 | REQUEST FOR COUNCIL TO RESCIND COUNCIL RESOLUTION-21/09/PDT9, GRANT AUTHORISATION TO TAKE TO PUBLIC PARTICIPATION THE INTENTION OF COUNCIL TO ALIENATE ERF 3291, HUMANSDORP (KOUGA CULTURAL CENTRE) | That Council rescind previous council resolution, 21/09/PD9. | Item was presented to the June 2023 Council Meeting | In-principle approval has been obtain from Council | Manager L&P | In progress |
| | | | That Council, in terms of Reg 6(a) and (b) of the MATR and Policy on disposal of immovable assets, in principle, approve the alienation of the said Erf 3291, Humansdorp and grant authorization to the Accounting Officer to advertise and commence public participation, on Council9s intention to alienate the immovable property, Erf 3291, Humansdorp (Kouga Cultural Centre) and dispose of the immovable property by way of a competitive alienation process. | Item was presented to the June 2023 Council Meeting | In-principle approval has been obtain from Council | Manager L&P | In progress |
| | | | That a 30-day process of advertisement, consultation and invitation for public commentary be implemented. | Memorandum for approval to advertise is being prepared | Advert placed for comments and objections closing 28 August 2023 | Manager L&P | In progress |
| | | | That the Department of Land & Property Administration finalizes the Section 14 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. | Has started with the process to confirm section 14s | It is anticipated that Section 14s will be confirmed before the item goes back to Council | Manager L&P | In progress |
| | | | That the market related value for the immovable properties contemplated in be confirmed through independent or alternatively the latest municipal valuation. | In the process to appoint professional valuer | Quotations to be obtained and requisition to be prepared | Manager L&P | In progress |
| | | | That an independent valuation report and the section 14 report be submitted to Council after completion of the processes stated in 3. to 5. above. | In the process to appoint professional valuer | Quotations to be obtained and requisition to be prepared | Manager L&P | In progress |
| | | | That the current facility be secured to prevent further damage and vandalism subject to financial implication. | Fence was repaired, gates installed and no entry signs placed August 2022. | Building has been secured | Manager L&P | Completed |
| | | | That the Municipal Manager compiles a report on the insurance of municipal buildings. | | | MM | |
| | 23/06/PDT17 | GRANT-IN-AID 2022/2023 FEEDBACK REPORT TO COUNCIL: SALVATION SA KRUISFONTEIN KOUGA FUTURE FARMERS. | That Council approves the recommendation of the Grant- in- aid Committee as submitted (Item 22/12/PDT 6) in respect of Salvation South Africa Kouga (Kruisfontein Future Farmers) to allocate funds as follows:<br><br>ORGANISATION: Salvation South Africa Kouga Kruisfontein Future Farmers<br>GRANT ALLOCATION: R100 000.00<br>DIRECTORATE: Planning, Development & Tourism | SLA drafted for the payment of the grant-in-aid and payment process commenced with. | Grant-in-Aid SLA signed and payment processed | Legal/Events Office | **Completed** |
| | | | That the Accounting Officer be authorized to enter into a Funding Agreement in respect of the approved funding in 1. above. | | | | |

**KOUGA MUNICIPALITY (EC 108)**

**ORDINARY COUNCIL MEETING**

**OFFICE OF THE MUNICIPAL MANAGER**

**DATE: 31 AUGUST 2023** **ITEM NO: 23/08/MM4**

**PUBLIC PARTICIPATION REPORT: JUNE 2023 TO JULY 2023 REPORTING PERIOD**

1. Introduction

The purpose of the report is to provide an overview of public participation activities and operations by the Office of the Executive Mayor/Speaker for June 2023 to July 2023 reporting period.

2. Background

The Constitution of the Republic of South Africa, 1996, sets the requirement for effective public participation in municipalities, as section 152, setting out the objectives of local government, states as follows: *152. Objects of local government. - The objects of local government are – (e) to encourage the involvement of communities and community organisations in the matters of local government.*

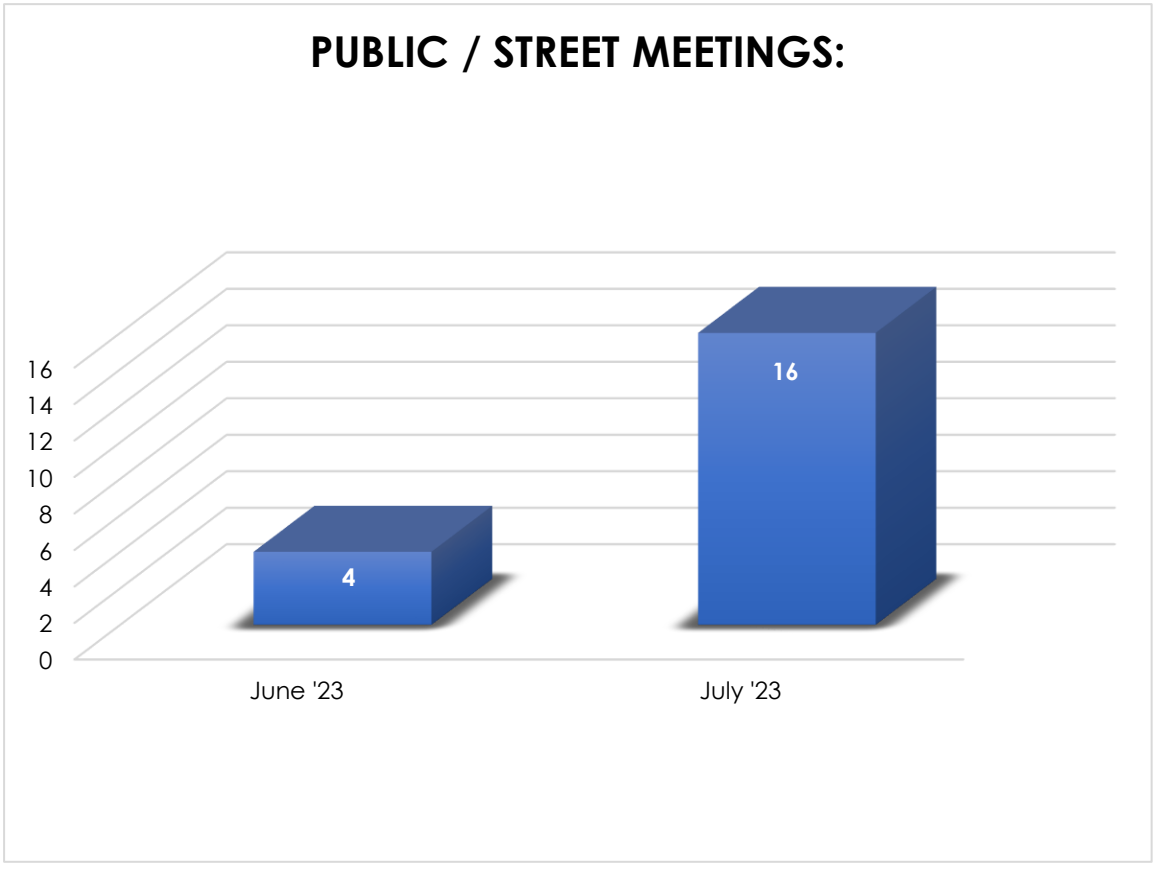
Local municipalities are compelled by law to ensure that they provide mechanisms for citizens to participate in the affairs of local government. The National Policy Framework for Public Participation (2013) defines public participation as "an open, accountable process through which individuals and groups within selected communities can exchange views and influence decision-making".

Public Meetings/Support

The PPU is responsible for the governance support function in respect of the public meetings *(i.e., Ward Councillor feedback-, Imbizos, MRM, CDW forums, Ward Committees, etc.)*. As per the previous report, a schedule of meetings was developed and presented to the Executive Mayor and Speaker for approval and inclusion on the KLM meeting schedule.

As at, 26th July 2023, the cumulative total of 231 ward committee meetings and 98 public meetings was held in all wards. Meetings will continue as per planned ward committee schedule for the first quarter of 2023/2024 financial year as well as quarterly public report-back meetings.


WARD COMMITTEE MEETINGS
16
14
12
10
8
6
4
2
0
15
15
June '23
July '23


PUBLIC / STREET MEETINGS:
16
14
12
10
8
6
4
2
0
4
16
June '23
July '23

**Public Report / Street Meeting** (Breakdown per ward).

| June 2023 | July 2023 |
|---|---|
| Wards | Wards |
| 4, 5, 9, 11 | 2, 2, 4, 4, 4, 4, 4, 6, 10, 10, 10, 13, 13, 13, 13, 14 |

*Ward Committee Meetings (Supporting Pictures)



Ward 4: Ward Committee Meeting (06 June 2023)



Ward 14: Ward Committee Meeting (10 July 2023)

*Public Feedback Meeting (Supporting Pictures)




Ward 6: Public Feedback Meeting (KwaNomzamo Civic Hall, 06 July 2023)



Ward 4: Public Feedback Meeting (11 June 2023)

Ward Committee Meetings

As per clause 10.1 in Ward Committee Policy, it is stated that "The Ward Councillor must convene meetings of the Ward Committee at least once a month (except for December), and a list of the meeting dates must be supplied to the Office of the Speaker for inclusion in the official municipal calendar", for

administration purposes, meetings must be held before the 10th of each new month.

Action sheets are developed from ward committee minutes taken in ward committee meetings for the inputs of the relevant department/section for resolve & provide feedback within the stipulated timeframes. Updated actions sheets are communicated to Ward Offices/Committees on monthly basis.

The PPU has now digitalized the action sheets through a live link, which allows department/section to provide input/update at anytime and allows for live tracking including the author's name and date of input/comments.

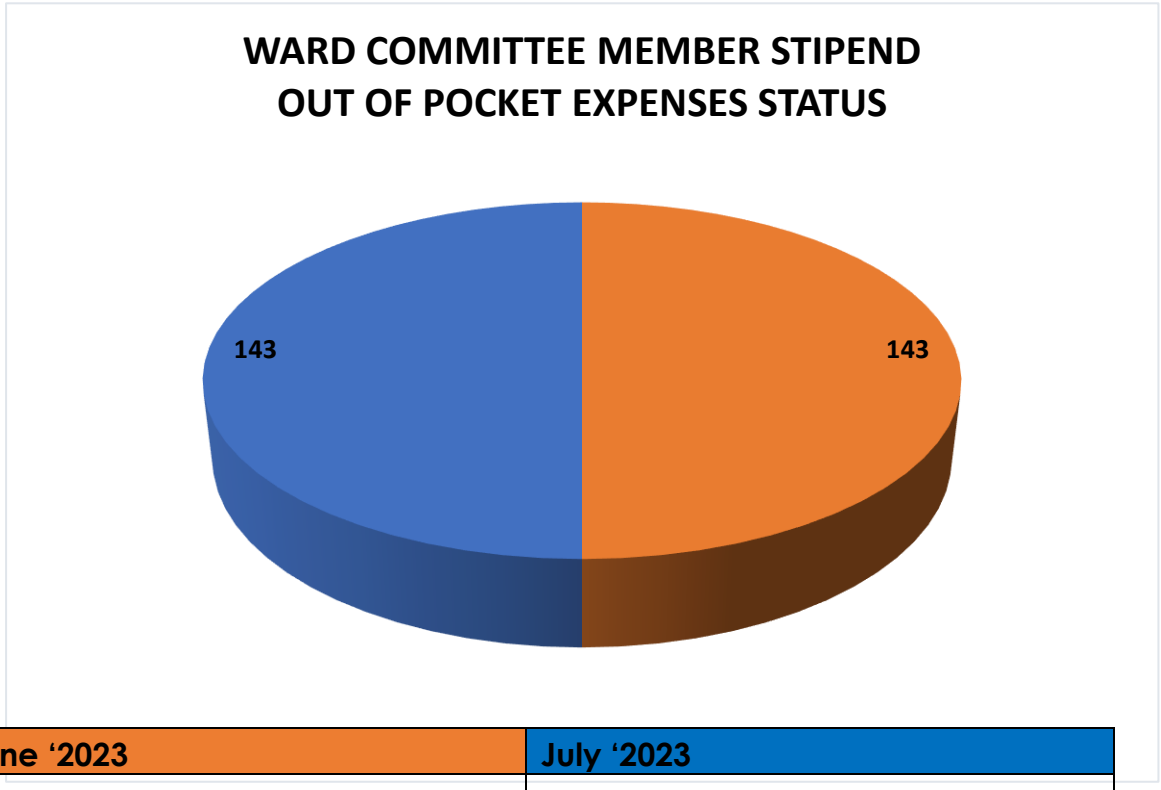
*NB: All Action Sheets for the period of March 2022 to June 2023 were submitted to the relevant portfolio meetings for Council oversight and interrogation.*

Community Participation Structure

Ward Committees

As per previous report, 15 ward committees were elected and ten committee members appointed for each ward.

In terms of, payment of "out-of-pocket expenses" for up to 25 July 2023, all payment documentation was submitted to HR and ward committee members were paid on the 25th of each month in line with the approved council ward committee policy.




| June '2023 | July '2023 |
|---|---|
| **W1=** x1 Absent | **W2=** x1 Absent |
| **W6=** x2 Absent | **W3=** x1 Vacancy |
| **W7=** x1 Vacancy | **W7=** x1 Vacancy |
| **W12=** x2 No Stipends | **W9=** x1 Vacancy |

| | |
|---|---|
| **W15=** x1 Absent | **W12=**x2 No Stipends |
| | **W15=** x1 Vacancy |

*Summary Breakdown

Intergovernmental Stakeholder Support

The PPU interacts with all district/provincial/national sector departments *(i.e., DoH, DoE, DEL, COGTA, etc.)* to ensure that public participation mechanisms are effective, efficient, and actively encourage meaningful participation by all municipal stakeholders.

The IGR and IDP Representative forum relationship building between Kouga LM sector departments, NGOs, and Private Organisations *(i.e., Kouga Windfarm, CPFs, DEDEAT, etc.)* yielded positive results. The schools ablution facilities upgrade phase 1 funded through the Kouga Windfarm Community Trust to the amount of R3million.

Other social-compact initiatives relating to crime prevention was facilitated through SAPS and the Humansdorp CPF. These interventions seeks to address the scourge of violent crimes committed in the Kruisfontein and Kwanomzamo communities.

The various communities benefitted from sector departments of Agriculture and Economic Development, where the Minister of Agriculture did oversight visits and to ascertain the needs of emerging farmers in and around Patensie.
The Office of the Speaker: PPU was engaged in the following Intergovernmental Stakeholder Activities.



Ward 6: Social Crime Prevention Plenary Meeting (06 June 2023)



Ward 6: KWF handing over Toilets in Mzingisi Primary (06 July 2023)



Ward 6: Social Crime Prevention Campaign (19 June 2023)



Ward 10: Minister of Land & Reform Agricultural Meeting (08 June 2023)



Ward 10: Plenary Meeting (Momen's workshop with Economic Development Environmental Affairs& Tourism (21July 2023)

Inter-governmental Relations Forum (IGR)

The Office of the Executive Mayor held a Mayoral IGR Meeting on the 03rd of March 2023, where IDP Section presented the Integrated Development Plans for 2022/2027.

The purpose of the report was to prepare the road ahead for the conduct of Intergovernmental Relations in the Republic, showing the decisions needed in terms of refining and strengthening the system, and demonstrating where there is evidence of innovation and good practice in an evolving system.

In the fourth quarter of 2022/23 financial year, the Mayoral IGR Meeting was scheduled and convened on 22nd June 2023, see below invitation & attendance register.

Kouga Mayoral IGR Agenda - 22 June 2023

LC Liezl Cronje

Accept | Tentative | Decline

Required: KLM - Councillors; **KLM Directors**; Lee-ann Opperman; cjarbrowne@gmail.com; leon.els@dedea.gov.za; LekelaN@ecdhs.gov.za; **+19 others**

Wed 2023/06/14 21:43

Optional: Chanell Prinsloo; Linda Wessels; Kyle Minnaar; Jaydee Booysen; pamayor; paspeaker; Yvonne Herbst; Carla Schoeman; Chantal van Niekerk; Nolusindiso Zode; **+14 others**

Mayoral IGR Meeting - 22 June 2023.pdf
7 MB

Thursday, 22 June 2023 09:00-13:30 | Mentorskraal Wedding & Conference Centre (N2, Eastern Cape, South Africa)

Good Day,

On behalf of the Executive Mayor: Ald. H. Hendricks, we look forward to welcoming you to the Kouga Mayoral IGR meeting.

Kindly note the below meeting details:
**DATE: 22 June 2023**
**TIME: 09h00**
**VENUE: Mentorskraal, Jeffreys Bay**

*__Attendance Register__

KOUGA

ATTENDANCE REGISTER

MEETING: IGR
TIME:
DATE: 22 JUNE 2023
VENUE: MENTORSKRAAL

| SURNAME | INITIALS | DESIGNATION | CELL/E-MAIL | SIGNATURE |
|---|---|---|---|---|
| Mbewu | S.A. | Area Manager | 0609076688 | |
| Van Niekerk | C | Financial Administrator | 0793289617 | |
| Mianus Samuels | MS | Office of Executive mayor | 064 6862338 | |
| Arosi | M-T. | ED Manager | trevor@kougawindform.co.za | |
| Sheraan Swartker | S.L | Financial Manager | sheraan@kougawindform.co.za | |
| Williams | B.W | Accountant /SED | brunie@kougawindform.co.za | |
| Ruth. | Shena | MMC PDT | sruth@kouga.gov.za | |
| Dyabaza | Jongi | Eskom: Koebag | 064 510 6700 Dyabazaj@eskom.co.za | |
| Maree | J.L | Cllr - Kouga | 082 592 4064 / Maree@kouga.gov.za | |
| Olivier | E. | Mon: Mon | 067-055-1028 | |
| Gunuza | V.P. | PR Cllr Kouga | 0786641855 vgunuza@kouga.gov.za | V.P. Gunuza |
| Dodo Shuping | D | DEPUTY DIRECTOR COSTA | DODO.SHUPING@ecosta.gov.za | |
| Basson | M | KLM Mayor | 082 219 9169 | |
| SCHOEMAN | C | KLM MAYOR'S OFFICE | 084 704 6973 | |
| Booysen | J J | SPU | 083 759 3131 | |
| Tebekana | AJ | IDP Coordinator | 071 8455720 | |
| Dlova | N | KLM IDP | 078 155 9307 | |
| Swart | A | IDP Coordinator | 0671097606 | |
| Olivier | E | Stat: Manager | 067-055-1028 | |
| Kops | S.E. | Station Manager | 0833780565 | |
| Mulingi | C. | Projects Officer | 0824301904 | |
| MATONSI | PM | GM | 0796246917 | |
| Van Niekerk | ML | KLM Councillor | 085 2509570 | |
| Bilo | MF | KLM Councillor | 0838007343 | |
| [illegible] | M | Intern [illegible] | [illegible] | |
| [illegible] | [illegible] | [illegible] | [illegible] | |
| MBANDANA | MG | WARD 10 Cllr | 0649013618 | |
| ZAMA | V.C | WARD 13 Cllr | 0718575601 | |
| Foley | R | Cllr (Ward 8) | 0837378808 | |
| E.S | [illegible] | RJ: DEDEAT | 0827969573 leon.els@dedea.gov.za | |
| Alexander | J.E. | WARD 4 Cll | 0622862604 | |
| GOLIATH | E A | Manager: PPU | 0671098558 | |

The attendance of sector departments are tabled for scrutiny to ensure functionality/participation and efficacy of this structure.

Moral Regeneration Movement

Section 17(2) requires a municipality to establish appropriate mechanisms, processes, and procedures to enable the local community to participate effectively in the affairs of the municipality.

MRM spearheaded by the Office of the Speaker at Kouga Municipality, the recently established Moral Regeneration Movement (MRM) had beautiful festivities and the secretary of MRM was doing face paints, Law Enforcement & SAPS department was showcasing teargas/ grenades and had other we care events.

On 27 of June 2023, MRM had their meeting that took place at Kouga Council Chambers, Jeffreys Bay. On 14th July 2023, representatives of the MRM attended the Crime Prevention Launch hosted by South African Police Services (SAPS). The Manager: PPU champions the administrative support to the MRM with its activities and reports directly to the Speaker on programmes/year-plan implementation through quarterly reports.



MRM: Meeting (Council Chambers, 27 June 2023)




Crime Prevention Launch (Humansdorp Sportfield, 14 July 2023)

Community Development Workers Forum (CDWF)

Section 18 provides that a municipality must communicate the public participation mechanisms, processes, and procedures, as well as matters which require community participation, to the community to encourage and facilitate community participation. Quarterly sectoral meetings are held with COGTA to evaluate the functionality of KLM's public participation mechanisms/structures. CDWs are employed by COGTA and placed in the various wards, however KLM have only 7 out of 15 CDWs with no additional warm bodies provided since 2013.

Despite numerous attempts from KLM Public Participation Unit to get a formal response from COGTA in respect the MOU for CDWs *(i.e., Duties & Reports)*, none has been forthcoming since June 2022.

It is noted with concern that no formal indication is given from COGTA to indicate as to how and when this long outstanding matter will be concluded.

Presidential Hotline

The PPU is responsible for the complaints management system *(i.e., service-delivery queries, KLM Presidential Hotline platform)* including the customer satisfaction survey. KLM have now closed all outstanding complaints *(resolved in October 2022)* on the Presidential Hotline reporting tool, KLM resolved this through EC technical team and now as per table below shows 100% completion, however the inaccessibility of the system on the side of the Office of the Premier continued to be a challenge for all users of Local Municipalities within the EC Province.

ITSM training was provided on 08-09June 2023 on the ITSM for all system administrators, that allows KLM Public Participation Unit to update the system directly instead of sending the information to the OTP for updating.

Province of the
EASTERN CAPE
OFFICE OF THE PREMIER

**ATTENDANCE REGISTER**

**EASTERN CAPE PLO FORUM SESSIONS**

**VENUE: STEVE BIKO CENTRE - GINSBURG**

**DATE: 08 – 09 JUNE 2023**

**TIME: 09H00 - 15H30**

Internal Stakeholder

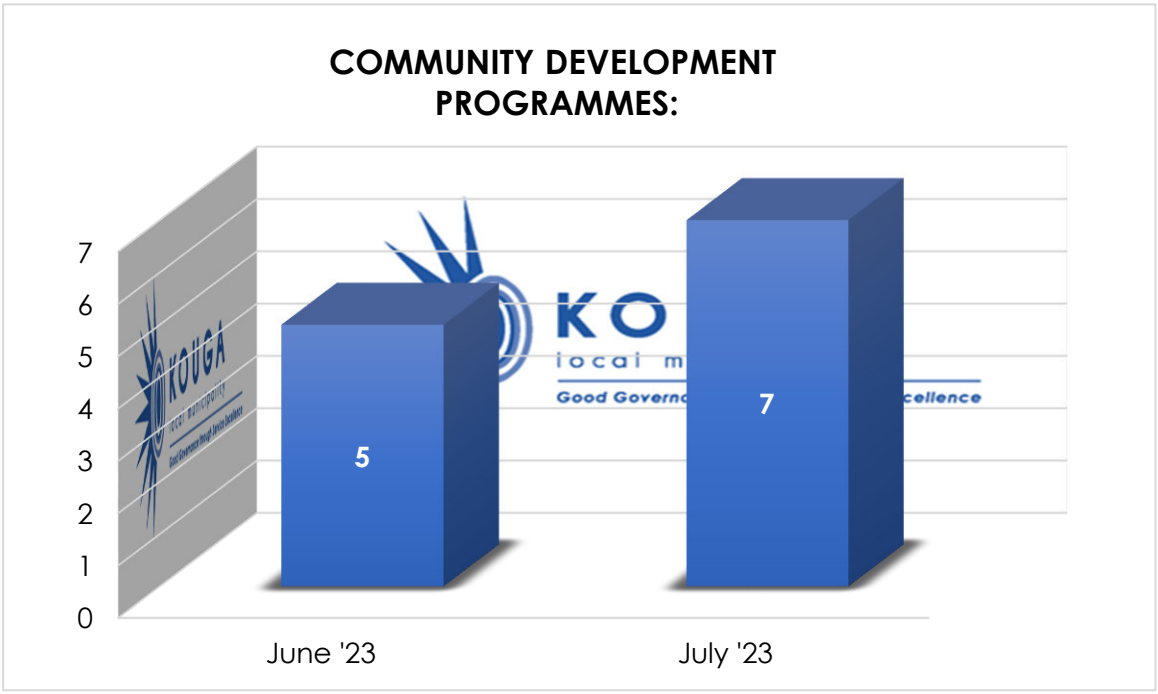
The PPU coordinates the public participation activities in the Kouga Local Municipality and is primarily responsible for developing and coordinating the public participation year-plan as per the approved Council policy.

Once the Public Participation year-plan has been developed it must be submitted to Senior Management for consideration and approval to ensure ownership at the Executive Council level.

Despite numerous requests to all Directorates through written communication to submit their quarterly, half-yearly and or annual public participation year-plans, none has been forthcoming, resulting in conflicting events *(i.e., Human Settlement, Town Planning, etc.)* on the same day in the same communities.

The PPU continues to support all internal departments through the provision of the public participation committee framework. Activity support is provided at community engagements *(i.e., electrifications projects, housing developments, environmental clean-ups, customary/traditional events etc.)*.

*A cumulative total of 109 community development programmes was held by the different wards supported by the PPU from July 2022 to date.




| June '23 | July '23 |
|---|---|
| **Ward** | **Ward** |
| 2, 4, 6, 12, 13 | 2, 2, 4, 4, 6, 6, 13 |

**See below supporting pictures;*







Ward 13: Mandela Day, Cleaning of Community Halls



Ward 10: Youth Holiday Programme

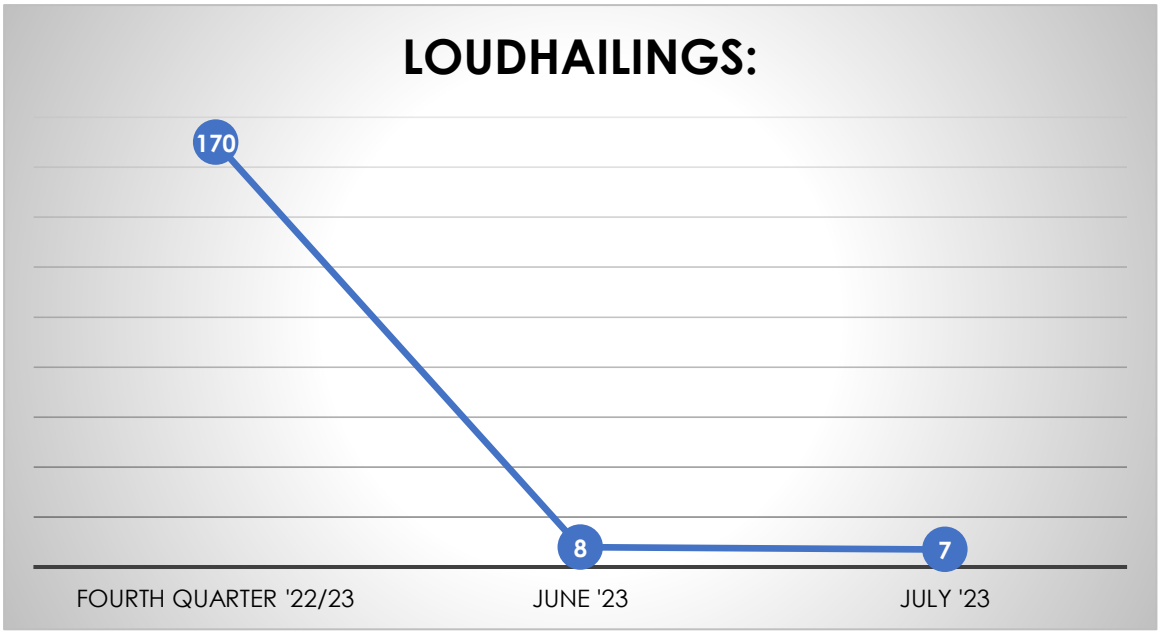
Ward 13: Youth Day

Disaster Management Support

Disaster Management activities *(i.e., disease control, floods, fire, drought, etc.)* are duly supported through loudhailing, pamphlet distribution and awareness programme support to requesting departments across the KLM directorates.

A cumulative total of 170 loudhailing notices to communities was done and on-site support for disease control *(i.e., African Swine Fever- Ward 14 & 1)*

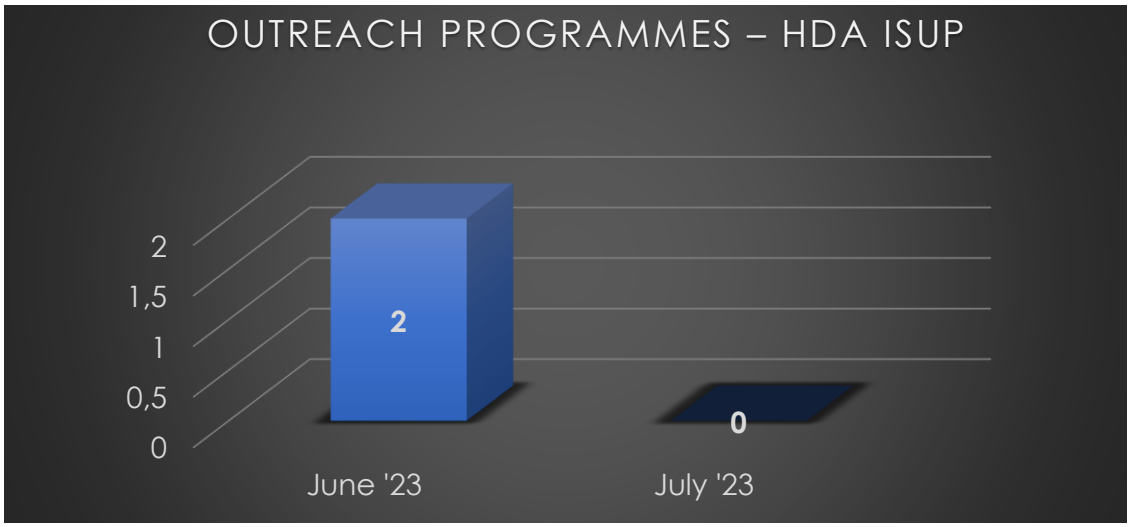
***HOTSPOT:**
**Ward 10**
- Jonas family house burned on the 25 June 2023
- Basotho foreigners shack burned: In progress




Outreach Programmes- HDA ISUP

The PPU supports various outreach programmes with the different Directorates in all wards of KLM. The HSD held stakeholder/beneficiary outreach programmes on the HDA ISUP in participating wards, where interim services will be upgraded to inform the communities of the content of the project.

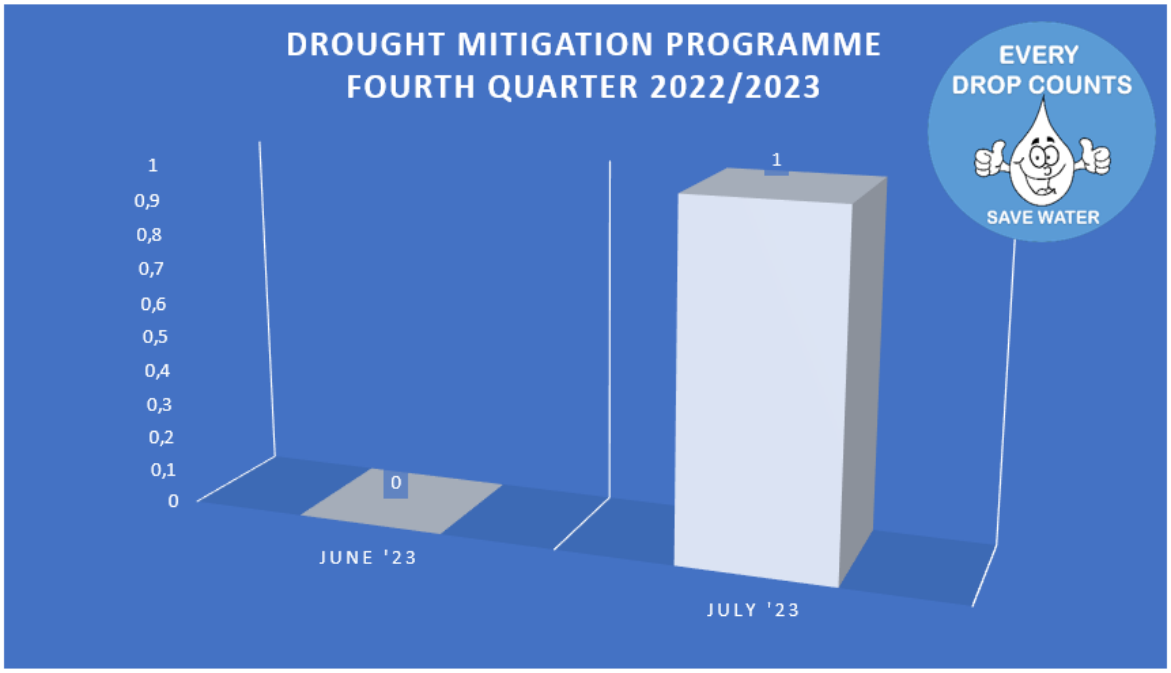
Other departments will be assisted with public participation planning to support the "*government on your stoep*" vision as expressed by the Executive Mayor during the SOMA address and also the upcoming Mayoral Imbizos during Q1.



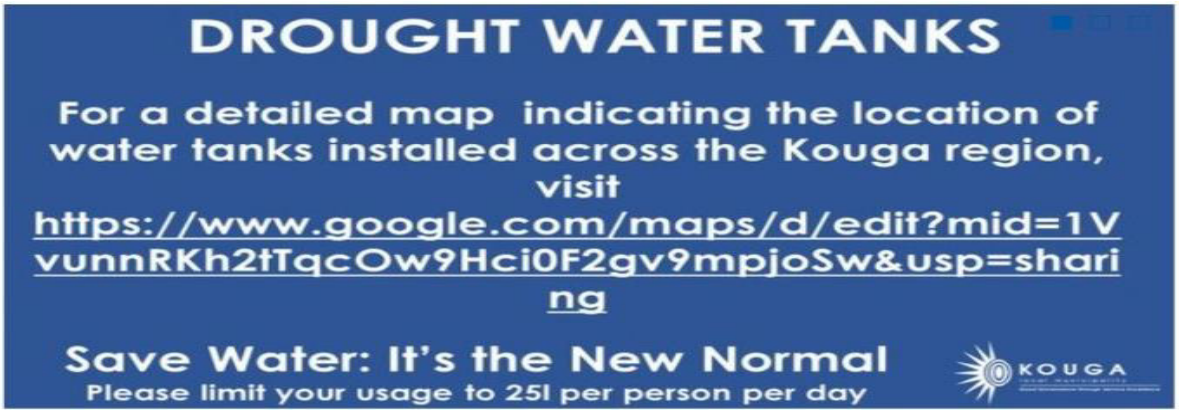

| June '2023 | July '2023 |
|---|---|
| Wards | Wards |
| 2, 10 | 1, 6, 15 |

<u>Drought Mitigation Communication Support</u>

Drought Mitigation Ward Base Outreach activities are supported by all ward offices *(PPOs, Ward Assistants & Ward Councillors)* by conducting house visits, loud hailing, distribution of pamphlets and public awareness meetings. Only two ward-base outreach activities were performed, and no other activities performed by leading department (I&E).



| June '23 | July '23 |
|---|---|
| **Wards** | **Wards** |
| | 12 |




3. Comments by Directorates:

3.1 Deputy Municipal Manager

That the report be noted with appreciation.

3.2 Municipal Manager

Report is noted.

3.3 Director: Community Services

Noted

3.4 Director: Finance and Economic Development

Report noted

3.5 Director: Civil & Water Services

Item noted

3.6 Acting Director: Planning and Development

Item is noted

3.7 Acting Director: Electro-Mechanical Services

Noted

4. Financial Implications

None

5. Legal Implications

None

6. Other Implications

None

7. Recommendations:

7.1 That the Public Participation report for the June 2023– July 2023 reporting period be noted,

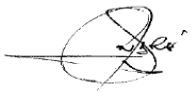
7.2 That the submission of the Departmental year-plans be made compulsory and form part of the departmental SDBIPs.

7.3 That Council note the lack of support from EC COGTA to Kouga LM with the filling of CDW vacancies and signing of a MOU including operational support to communities within the various wards.

7.4 That Council write to the MEC: COGTA and request immediate intervention on this matter emanating from 2013.

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

**Item prepared by : The Manager Public Participation: Office of the Speaker**



**Item approved by : The Deputy Municipal Manager**



**Item endorsed by : The Municipal Manager**



**Item approved by : The Speaker**



**KOUGA MUNICIPALITY**

**ORDINARY COUNCIL MEETING**

**OFFICE OF THE MUNICIPAL MANAGER**

**DATE: 31 AUGUST 2023** **ITEM NO: 23/08/MM6**

**APPROVAL TO RE-ADVERTISE THE APPROVED VACANCY OF THE POSITION: DIRECTOR PLANNING & DEVELOPMENT**

1. Introduction

The purpose of this item is to seek Council's approval to re-advertise the vacant position of Director: Planning and Development, following the concluded shortlisting process.

2. Background

Following the approval from Council to commence the recruitment process of the Director: Planning and Development position as resolved on the 31st of May 2023, the advertisement was placed in the national newspapers as well as published on the LinkedIn platform. A total of 46 applications were received following the closing date of the 14th of July 2023.

Shortlisting

The panel as constituted by Council met on the 11th of August 2023 to conduct shortlisting of the above-mentioned position. On the applicant list of 46 only 4 candidates were meeting the preliminary requirements as per the advertisement.

On further scrutiny from the panel members these applicants were eliminated for the following reasons:

| Candidate Number | Reason |
|---|---|
| 6 | No town planning experience |
| 8 | No town planning experience and no professional registration |
| 16 | Minimal town planning experience detected from the provided CV. |
| 25 | No baseline for town planning experience |

Recommendation from Panel

After deliberations from the panel, the final four applicants didn't meet the final requirements and the panel resolved to recommend to re-advertise the position.

This would be in line with the Municipal Systems Act regulations for Appointment of Senior Managers as contained in 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:

Municipal Manager in support of recommendations.

4. Financial implications:

None as no appointment is made. No additional costs for a service provider as no appointment has been made.

5. Legal implications

Local Government: Municipal Systems Act 32 of 2000, as amended during 2022 and promulgated on the 1st of November 2022 must be strictly complied with and non-compliance can lead to the process being declared null and void.

6. Other implications

None

7. Recommendations:

7.1. That Council approves the re-advertisement of the approved, vacant post of Director: Planning and Development, and invites applications from suitably qualified candidates, and for a permanent position.

7.2 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 the date of the Council resolution.

7.3 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)

7.4 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:

7.4.1 the Municipal Manager, who will be the chairperson;

7.4.2 a member of the mayoral committee or councillor who is the portfolio head of the relevant portfolio which will be Cllr. S. Ruth;

7.4.3 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: The Deputy Municipal Manager:** 

**Item approved by: The Municipal Manager:** 

**KOUGA MUNICIPALITY (EC108)**

**ORDINARY COUNCIL MEETING**

**OFFICE OF THE MUNICIPAL MANAGER**

**DATE: 31 AUGUST 2023** **ITEM NO: 23/08/MM7**

**REQUEST FOR COUNCIL TO INVESTIGATE AN ALLEGED BREACH OF CODE OF CONDUCT: CLLR. B. HUMAN**

1. Introduction

The purpose of this item is to advise the Municipal Council of an alleged breach of the Code of Conduct for councillors (hereinafter referred to as the Code), as set out in Schedule 7 of the Local Government: Municipal Structures Act 117 of 1998, as amended.

2. Background

It is alleged that Councillor Human has acted in breach of Item 2(a) and(b) which reads as follows:

The Code of Conduct for Councillors in terms of **item 4(b)** states that a councillor must attend each meeting of the municipal council and of a committee of which that councillor is a member of, except when, that councillor is required in terms of this Code to withdraw from the meeting.

An item was tabled on the agenda in relation to Councillor Human. It transpired during the Ordinary Council meeting held on 28 July 2023 at the Main Municipal Building, Jeffreys Bay, that Councillor Human was instructed by the Speaker, Alderman Brenton Williams, to recuse himself from the Council meeting which he refused.

In terms of the Standing Rules of Order for the meetings of Council and all its committees, it specifically states in **Rule 36.3**, the Speaker or Chairperson may exclude from a meeting, for such a period of time during the meeting as he/she deems fit, any member who has so committed an act of misconduct or behaved in an unseemly manner or persistently obstructed the business of the meeting or disregarded the authority of the Chair, provided that a formal process will be initiated after the conclusion of the meeting.

The Standing Rules and Orders provides in **Rule 52.1**, that any person who wilfully 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.

Correspondence, 04 August 2023 and attached as annexure A hereto, was put to Councillor Human, setting out the allegations. Cllr Human did not respond to said correspondence within seven (7) days as required.

As stated in the Standing Rules and Procedures: "If the councillor elects not to comment, or after receipt of the comments of the councillor or investigator, the Speaker is of the opinion that there are indeed grounds to continue with a disciplinary hearing, he must refer the matter to the Rules and Ethics Committee as soon as possible but in any case, within 30 calendar days, and inform the Municipal Manager."

Item 15 of the Code makes provision that if the Speaker of the Municipal Council, on reasonable suspicion, is of the opinion that a provision of the Code of Conduct has been breached, the Speaker must authorise an investigation of the facts and circumstances of the alleged breach and give the councillor reasonable opportunity to reply in writing regarding the alleged breach and report the matter to a meeting of the Municipal Council.

Item 15(5) provides that if the Speaker refuses to authorise an investigation, the Council must establish a special committee to investigate and make a finding on any alleged breach of the Code.

Item 16(1) (b) of the Code provides that Council may establish a special committee to investigate and make findings on any alleged breach of the Code and make appropriate recommendations to the Council.

3. Comments by Directorates:

Not applicable.

4. Financial implications:

None.

5. Legal implications:

In referring the matter to a special committee, the committee would be at liberty to investigate the allegation and make a finding and make appropriate recommendations to Council.

Should the committee find that the Councillor is in breach of the Code, the council may issue a formal written warning to the Councillor, reprimand the Councillor, request that the MEC for Local Government in the province to suspend the Councillor for a certain period, fine the Councillor or request the MEC to remove the Councillor from office. The Speaker must inform the MEC concerned within 14 days of the finding and sanction decided on by council.

Any investigation in terms of Item 16 must be in accordance with section 3 of the Promotion of Administrative Justice Act 3 of 2000.

6. Other Implications

None.

7. Recommendations:

7.1 That Council notes the item submitted herein.

7.2 That Council authorises the Rules and Ethics Committee to investigate and make a finding on the alleged breach of the Code of Conduct for Councillors by Councillor Human.

**Item prepared by:** **The Municipal Manager**

**Item noted by:** **The Speaker**

ANNEXURE A

**Office of the Speaker: Councillor Brenton Williams**

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Fax: 042 200 8606
Email: registry@kouga.gov.za
Website: www.kouga.gov.za

04 August 2023

Dear, Councillor Human.

**IN RE: ALLEGED BREACH OF THE CODE OF CONDUCT OF COUNCILLORS AS CONTAINED IN SCHEDULE 7 OF THE LOCAL GOVERNMENT MUNICIPAL STRUCTURES ACT 117 OF 1998, AS AMENDED.**

The above matter refers.

The correspondence serves as a written notice as contemplated in the Policy on the Standing Rules and Procedures regarding Disciplinary Matters against Kouga Municipal Councillors.

You are reminded of the statutory functions of the Speaker, as stipulated in *Section 37* of the *Local Government Municipal Structures Act 117 of 1998, as amended*, provides that the Speaker must ensure compliance in Council and Council Committees with the Code of Conduct.

The Code of Conduct for Councillors in terms of **item 4(b)** states that a Councillor must attend each meeting of the municipal council and of a committee of which that Councillor is a member of, except when, that Councillor is required in terms of this Code to withdraw from the meeting.

Item 23/07/MM7 was dealt with on the agenda in relation to yourself. It transpired during the ordinary council meeting held on 28 July 2023 at the Main Municipal Building, Jeffreys Bay that you were instructed by me to recuse yourself from the Council Meeting which you refused to do as instructed.

In terms of the Standing Rules and Orders for the meetings of council and all its committees, it specifically stated in **Rule 36.3**, The Speaker or Chairperson may exclude from a meeting, for such a period of time during the meeting as he/she deem fit, any member who has so committed an act of misconduct or behaved in an unseemly manner or persistently obstructed the business of the meeting or disregarded the authority of the Chair, provided that a formal process will be initiated after the conclusion of the meeting.

The Standing Rules and Orders provides in **Rule 52.1**, that any person who wilfully 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.

You are hereby requested to give written responses in respect to the allegations set out herein within **seven (7) calendar days** from the date of receipt hereof.



**BRENTON WILLIAMS**

**SPEAKER**

**KOUGA MUNICIPALITY (EC108)**

**ORDINARY COUNCIL MEETING**

**OFFICE OF THE MUNICIPAL MANAGER**

**DATE: 31 AUGUST 2023** **ITEM NO: 23/08/MM8**

**REQUEST FOR COUNCIL TO INVESTIGATE AN ALLEGED BREACH OF CODE OF CONDUCT: CLLR. W. PETERSEN**

1. Introduction

The purpose of this item is to advise the Municipal Council of an alleged breach of the Code of Conduct for councillors (hereinafter referred to as the Code), as set out in Schedule 7 of the Local Government: Municipal Structures Act 117 of 1998, as amended.

2. Background

It is alleged that Councillor Petersen has acted in breach of Item 2(a) and (b) which reads as follows:

**General Conduct of Councillors:**

Item 2 (a) – A councillor must at performs the functions of office in good faith, honestly and in a transparent manner;

Item 2(b) – A councillor must at all times act in the best interest of the municipality and in such way that the credibility and integrity of the municipality are not compromised.

It is alleged that on 1 August 2023, an incident occurred inside the municipality building after the Planning, Development, and Tourism meeting. It is alleged that Cllr Petersen made offensive remarks towards Cllr Cynthia August on the said day.

The Councillor's actions brought the Municipality into disrepute by failing to act in the best interest of the Municipality and compromised the credibility and integrity of the Municipality.

Correspondence, dated 04 August 2023 and attached as annexure A hereto, was put to Cllr Petersen, setting out the allegations. Cllr Petersen responded as attached Annexure B, but failed to respond to the allegation that was put to him.

As stated in the Standing Rules and Procedures: "If the Councillor elects not to comment, or after receipt of the comments of the councillor or investigator, the Speaker is of the opinion that there are indeed grounds to continue with a disciplinary hearing, he must refer the matter to the Rules and Ethics Committee

as soon as possible but in any case, within 30 calendar days, and inform the Municipal Manager."

Item 15 of the Code makes provision that if the Speaker of the Municipal Council, on reasonable suspicion, is of the opinion that a provision of the Code of Conduct has been breached, the Speaker must authorise an investigation of the facts and circumstances of the alleged breach and give the councillor reasonable opportunity to reply in writing regarding the alleged breach and report the matter to a meeting of the Municipal Council.

Item 15(5) provides that if the Speaker refuses to authorise an investigation, the Council must establish a special committee to investigate and make a finding on any alleged breach of the Code.

Item 16(1) (b) of the Code provides that Council may establish a special committee to investigate and make findings on any alleged breach of the Code and make appropriate recommendations to the Council.

3. Comments by Directorates:

Not applicable.

4. Financial implications:

None.

5. Legal implications:

In referring the matter to a special committee, the committee would be at liberty to investigate the allegation and make a finding and make appropriate recommendations to council.

Should the committee find that the Councillor is in breach of the Code, the council may issue a formal written warning to the Councillor, reprimand the Councillor, request that the MEC for Local Government in the province to suspend the Councillor for a certain period, fine the Councillor or request the MEC to remove the Councillor from office. The Speaker must inform the MEC concerned, within 14 days of the finding and sanction decided on by council. Any investigation in terms of Item 16 must be in accordance with section 3 of the Promotion of Administrative Justice Act 3 of 2000.

6. Other Implications

None.

7. Recommendations:

7.1 That Council notes the item submitted herein.

7.2 That Council authorises the Rules and Ethics Committee to investigate and make a finding on the alleged breach of the Code of Conduct for Councillors by Councillor Petersen.

**Item prepared by: The Municipal Manager** 

**Item noted by: The Speaker** 

ANNEXURE A

**Office of the Speaker: Councillor Brenton Williams**

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Fax: 042 200 8606
Email: registry@kouga.gov.za
Website: www.kouga.gov.za

03 August 2023

Dear, Councillor Petersen.

**IN RE: ALLEGED BREACH OF THE CODE OF CONDUCT OF COUNCILLORS AS CONTAINED IN SCHEDULE 7 OF THE LOCAL GOVERNMENT MUNICIPAL STRUCTURES ACT 117 OF 1998, AS AMENDED.**

The above matter refers.

The correspondence serves as a written notice as contemplated in the Policy on the Standing Rules and Procedures regarding Disciplinary Matters against Kouga Municipal Councillors.

You are reminded of the statutory functions of the Speaker, as stipulated in *Section 37(j)* of the *Local Government Municipal Structures Act 117 of 1998, as amended*, provides that the Speaker is responsible for the ethics and accountability of the municipal council and must ensure compliance in Council and Council Committees with the Code of Conduct.

It has come to my attention that you have allegedly breached the Code of Conduct for Councillors in that you have acted in contravention of item 2 (a) and (b) of the Code of Conduct, in that you have failed to perform the functions of office in good faith, honestly and in a transparent manner. As Councillor, you also allegedly failed to act in the best interest of the municipality and as a result of your actions you have compromised the credibility and integrity of the municipality.

It is alleged that on **01 August 2023**, an incident occurred after the Planning, Development and Tourism Portfolio meeting between yourself and Councillor Cynthia August at the Main Municipal Building, Jeffrey's Bay. It was brought under my attention that you made offensive remarks towards Councillor Cynthia August on the said day.

You are hereby requested to give written responses in respect to the allegations set out herein within **seven (7) calendar days** from the date of receipt hereof.

**BRENTON WILLIAMS**

**SPEAKER**

**ANNEXURE B**

**From:** Wayne P <wbramleyp@gmail.com>
**Sent:** Friday, August 4, 2023 9:00 PM
**To:** paspeaker <paspeaker@kouga.gov.za>
**Cc:** Wayne Petersen <wpetersen@kouga.gov.za>; Chanell Prinsloo <cprinsloo@kouga.gov.za>
**Subject:** Re: CORRESPONDENCE

Good evening Hon Speaker,

In order for me to respond to the allegations I must know what these allegations are. Kindly indicate to me what allegations was brought before you so as to enable me to respond.

I will await your swift response.

Kind regards
Gaokx'aob Xammi

**KOUGA MUNICIPALITY (EC108)**

**ORDINARY COUNCIL MEETING**

**OFFICE OF THE MUNICIPAL MANAGER**

**DATE: 31 AUGUST 2023** **ITEM NO: 23/08/MM9**

**REQUEST FOR COUNCIL TO INVESTIGATE AN ALLEGED BREACH OF CODE OF CONDUCT: CLLR. P. OLIPHANT**

1. Introduction

The purpose of this item is to advise the Municipal Council of an alleged breach of the Code of Conduct for councillors (hereinafter referred to as the Code), as set out in Schedule 7 of the Local Government: Municipal Structures Act 117 of 1998, as amended.

2. Background

It is alleged that Councillor Oliphant has acted in breach of Item 2(a) and (b) which reads as follows:

The Code of Conduct for Councillors in terms of **item 4(b)** states that a Councillor must attend each meeting of the municipal council and of a committee of which that Councillor is a member of, except when, that Councillor is required in terms of this Code to withdraw from the meeting.

An item was tabled on the agenda in relation to Councillor. Oliphant. It transpired during the Ordinary Council meeting held on 28 July 2023 at the Main Municipal Building, Jeffreys Bay, in that Councillor Oliphant was instructed by the Speaker, Alderman Brenton Williams, to recuse himself from the Council Meeting which he refused.

In terms of the Standing Rules of Order for the meetings of Council and all its committees, it specifically states in **Rule 36.3**, the Speaker or Chairperson may exclude from a meeting, for such a period of time during the meeting as he/she deems fit, any member who has so committed an act of misconduct or behaved in an unseemly manner or persistently obstructed the business of the meeting or disregarded the authority of the Chair, provided that a formal process will be initiated after the conclusion of the meeting.

The Standing Rules of Order provides in **Rule 52.1**, that any person who wilfully 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.

Correspondence, 04 August 2023 and attached as annexure A hereto, was put to Cllr Oliphant, setting out the allegations. Cllr Oliphant did respond as per Annexure B but failed to respond to the allegations put to him.

As stated in the Standing Rules and Procedures: "If the Councillor elects not to comment, or after receipt of the comments of the Councillor or investigator, the Speaker is of the opinion that there are indeed grounds to continue with a disciplinary hearing, he must refer the matter to the Rules and Ethics Committee as soon as possible but in any case, within 30 calendar days, and inform the Municipal Manager."

Item 15 of the Code makes provision that if the Speaker of the Municipal Council, on reasonable suspicion, is of the opinion that a provision of the Code of Conduct has been breached, the Speaker must authorise an investigation of the facts and circumstances of the alleged breach and give the Councillor reasonable opportunity to reply in writing regarding the alleged breach and report the matter to a meeting of the Municipal Council.

Item 15(5) provides that if the Speaker refuses to authorise an investigation, the Council must establish a special committee to investigate and make a finding on any alleged breach of the Code.

Item 16(1) (b) of the Code provides that Council may establish a special committee to investigate and make findings on any alleged breach of the Code and make appropriate recommendations to the Council.

3. Comments by Directorates:

Not applicable.

4. Financial implications:

None.

5. Legal implications:

In referring the matter to a special committee, the committee would be at liberty to investigate the allegation and make a finding and make appropriate recommendations to council.

Should the committee find that the Councillor is in breach of the Code, the council may issue a formal written warning to the Councillor, reprimand the Councillor, request that the MEC for Local Government in the province to suspend the Councillor for a certain period, fine the Councillor or request the MEC to remove the Councillor from office. The Speaker must inform the MEC concerned within 14 days of the finding and sanction decided on by council.

Any investigation in terms of Item 16 must be in accordance with section 3 of the Promotion of Administrative Justice Act 3 of 2000.

6. Other Implications

None.

7. Recommendations:

7.1 That Council notes the item submitted herein.

7.2 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 Councillor Oliphant.

**Item prepared by: The Municipal Manager** 

**Item noted by: The Speaker** 

ANNEXURE A

**Office of the Speaker: Councillor Brenton Williams**

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Fax: 042 200 8606
Email: registry@kouga.gov.za
Website: www.kouga.gov.za

04 August 2023

Dear, Councillor Oliphant.

**IN RE: ALLEGED BREACH OF THE CODE OF CONDUCT OF COUNCILLORS AS CONTAINED IN SCHEDULE 7 OF THE LOCAL GOVERNMENT MUNICIPAL STRUCTURES ACT 117 OF 1998, AS AMENDED.**

The above matter refers.

The correspondence serves as a written notice as contemplated in the Policy on the Standing Rules and Procedures regarding Disciplinary Matters against Kouga Municipal Councillors.

You are reminded of the statutory functions of the Speaker, as stipulated in *Section 37* of the *Local Government Municipal Structures Act 117 of 1998, as amended*, provides that the Speaker must ensure compliance in Council and Council Committees with the Code of Conduct.

The Code of Conduct for Councillors in terms of **item 4(b)** states that a Councillor must attend each meeting of the municipal council and of a committee of which that Councillor is a member of, except when, that councillor is required in terms of this Code to withdraw from the meeting.

Item 23/07/MM8 was dealt with on the agenda in relation to yourself. It transpired during the ordinary council meeting held on 28 July 2023 at the Main Municipal Building, Jeffreys Bay that you were instructed by myself to recuse yourself from the Council Meeting which you refused to do as instructed.

In terms of the Standing Rules and Orders for the meetings of council and all its committees, it specifically stated in **Rule 36.3**, The Speaker or Chairperson may exclude from a meeting, for such a period of time during the meeting as he/she deem fit, any member who has so committed an act of misconduct or behaved in an unseemly manner or persistently obstructed the business of the meeting or disregarded the authority of the Chair, provided that a formal process will be initiated after the conclusion of the meeting.

The Standing Rules and Orders provides in **Rule 52.1**, that any person who wilfully 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.

You are hereby requested to give written responses in respect to the allegations set out herein within **seven (7) calendar days** from the date of receipt hereof.



**BRENTON WILLIAMS**

**SPEAKER**

**ANNEXURE B**

**From:** Phumzile Oliphant <poliphant@kouga.gov.za>
**Sent:** Monday, August 7, 2023 2:29 PM
**To:** paspeaker <paspeaker@kouga.gov.za>
**Cc:** Chanell Prinsloo <cprinsloo@kouga.gov.za>
**Subject:** Re: CORRESPONDENCE

Greetings Speaker

Your electronic communication together with its content is hereby noted

As mentioned, to you before its regrettable that you are si determined to harass and victimize opposition Cllrs

The case at point us the matter if misconduct against your DA MPAC Cllrs you intentionally and deliberately opted to ignore my formal complaint

Ii refuse to allow you to abuse the office of the speaker to suppress non-DA Cllrs

Regards

Cllr Phumzile Oliphant

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**KOUGA MUNICIPALITY (EC 108)**

**ORDINARY COUNCIL MEETING**

**OFFICE OF THE MUNICIPAL MANAGER**

**DATE: 31 AUGUST 2023** **ITEM NO: 23/08/MM10**

**APPROVAL OF THE INTEGRATED DEVELOPMENT PLAN (IDP) AND BUDGET PROCESS PLAN TIME SCHEDULE OF KEY DEADLINES FOR THE REVIEW OF 2023/2024 AND SUBSEQUENT IMPLEMENTATION IN 2024/2025 FINANCIAL YEAR**

1. Introduction

The purpose of this report is to afford Council an opportunity to consider and approve the attached Process Time Schedule as a 'roadmap' for the review of the IDP as well as the formulation of the budget.

2. Background

Section 21 (1) (b) of the Local Government: Municipal Finance Management Act 56 of 2003 stipulates that the Executive Mayor must, at least ten months before the start of a budget year, table in the Municipal Council a time schedule outlining the key deadlines for –

(i) the preparation, tabling and approval of the annual budget;
(ii) the annual review of –
    (aa) the integrated development plan in terms of Section 34 of the Municipal Systems Act; and

    (bb) the budget-related policies;

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

The Process Time Schedule as attached in **Annexure "A"** of the item seeks to outline a process specifying the timeframes for the different planning steps and to outline appropriate mechanisms, processes and procedures for consultation and participation of local communities, organs of state and other role-players in the IDP and Budget process.

3. Comments by Directorates:

3.1 Municipal Manager

Process Plan is supported.

3.2 Deputy Municipal Manager

Supported

3.3 Chief Financial Officer

Recommendations supported

3.4 Director: Civil and Water Services

Supported.

3.5 Acting Director: Electro-Mechanical Services

Supported

3.6 Director: Community Services

Noted

3.7 Acting Director: Planning and Development

The item is noted.

4. Financial implications

None

5. Legal implications

All legal requirements have been covered in Item 2 above.

6. Other implications

None

7. Recommendations:

7.1 That the IDP Process Plan (Time Schedule) for the review of 2023/2024 and subsequent implementation in the 2024/2025 financial year attached as Annexure "A" to the item be approved.

7.2 That the provisions of Section 21 (1) (b) and Section 32 of the Local Government Municipal Systems Act, 32 of 2000 be complied with.

7.3 That the IDP Process Plan (Time Schedule) for 2024/ 2025 be submitted to the MEC and relevant stakeholders within 10 days after adoption by Council.

**Item prepared by : The Manager IDP:** 

**Item approved by : The Municipal Manager:** 

**Annexure "A"**

# IDP, PMS AND BUDGET TIME SCHEDULE (PROCESS PLAN) OF KEY DEADLINES FOR REVIEW OF 2023/2024 FOR IMPLEMENTATION IN 2024/2025










**Approved by Council: 31 August 2023**
**Council Resolution No:**

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# 1. INTRODUCTION

Integrated Development Planning is an elaborate and dynamic process which produces a strategic plan to guide the municipality to eradicate service delivery backlogs, encourage socio-economic development, preserve the natural environment as well as address the spatial disparities of development. The end result should not only be the drafting of the IDP document but rather the implementation of programmes and projects in an integrated sustainable manner which will ultimately create a conducive environment which enhances the socio-economic prosperity for all people in the Kouga Municipal Area.

The Kouga Municipality is committed to bring good governance and service delivery to the people within its jurisdiction as expressed in its vision. The Vision has a clear direction and that is to govern the municipality effectively and efficiently and to render the best basic services to the community. Its aim is also to inspire to community to enhance public participation and to attract the best talent and investment to the municipality.

| VISION | Good governance through service excellence |
|---|---|

**MISSION**

- To create a government that addresses the needs and respects the values of Ubuntu in our communities.
- To create a better life for all through delivering inclusive and affordable services to residents.
- To create a safe environment with diverse opportunities for economic growth and development.
- To create a responsive, accountable and caring government for all its people.
- To create an efficient, well-managed, corruption free and legally compliant municipality.
- To create and maintain an effectively governed administration that is committed to financial sustainability.

The process plan briefly outlines the activities in the processes which the municipality will undertake in drafting its 2024/25 Review of IDP and Budget. It furthermore substantiates the need for increased citizen involvement through municipal driven structures such as ward committees, and representative forums.

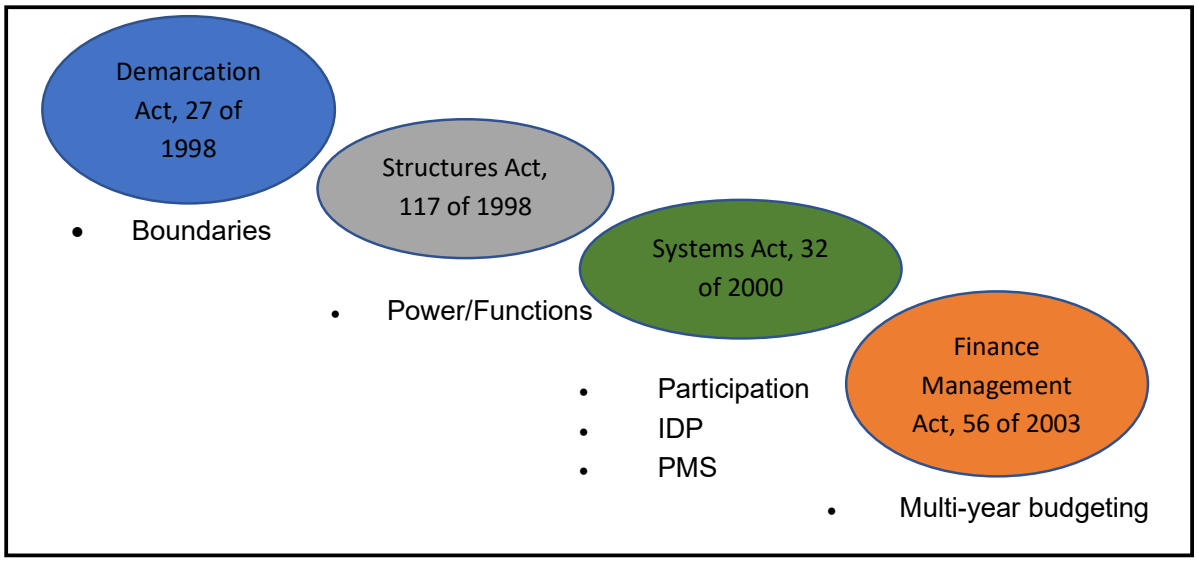
## 2. LEGAL FRAMEWORK OF IDP AND BUDGET PROCESS

Section 28(1) of the Local Government: Municipal Systems Act, no 32 of 2000 prescribes that a municipal council must adopt a process set out in writing to guide the planning, drafting and review of its integrated development plan. The plan must include the following:

- A programme specifying the time frames for the different planning phases;
- Appropriate mechanisms, processes and procedures for consultation and participation of local communities, organs of state, traditional authorities, and other role players in the IDP drafting process;
- An indication of the organizational arrangements for the IDP process;
- Binding plans and planning requirements, i.e. policy and legislation; and
- Mechanisms and procedures for vertical and horizontal alignment.

Section 21(1) of the Municipal Finance Management Act No 56 of 2003 further prescribes that the mayor of a municipality must co-ordinate the processes of preparing the annual budget and for reviewing the municipality's IDP. It is therefore imperative that a time schedule outlining the key activities in the process with deadlines for attainment be tabled to Council for approval ten (10) months prior to the final approval of the IDP and Budget.

In order to ensure certain minimum quality standards of the IDP process and a proper coordination between and within the spheres of government, the preparation of the planning process is regulated by the following legislation:



## 2.1 Integrated Development Plan (IDP)

**Chapter 5, Section 25(1) of the Municipal Systems Act No 32 of 2000 indicates that:**

*Each municipal council must, within a prescribed period after the start of its elected term, adopt a single, all-inclusive and strategic plan for the development of the municipality which:*

*(a) Links, integrates and coordinates plans and takes in account proposals for the development of the municipality;*

*(b) Aligns the resources and capacity of the municipality with the implementation of the plan;*

*(c) Complies with the provisions of this Chapter; and*

*(d) Is compatible with national and provincial development plans and planning requirements binding on the municipality in terms of legislation.*

## 2.2 Core Components of the IDP

Section 26 of the MSA prescribes the core components of an IDP and states that an IDP must reflect:

| CORE COMPONENTS | | |
|---|---|---|
| • Council's Vision | • Assessment of existing Level of Development | • Council's Operational Strategies |
| • Long Term Development | • Identification of Communities who does not have access to Basic Services | • Council's Development Priorities and Objectives |
| • Critical Development | • Spatial Development Framework | • LED Development Aims |
| • Transformation Needs | • Integrated Land-use Management System | • Internal Transformation Needs |
| • Council's Development Strategies | • Financial Plan | • Key Performance Indicators |
| • Aligned with National and Provincial Sector Plans | • Budget Projection for at least 3-years | • Performance Targets |
| • Planning requirements binding in terms of Legislation | • Disaster Management Plans | |

**Section 28 of the Municipal Systems Act, No. 32 of 2000 prescribes that:**

*(1) Each municipal council, within a prescribed period after the start of its elected term, must adopt a process set out in writing to guide the planning, drafting, adoption and review of its integrated development plan.*

*(2) The municipality must through appropriate mechanisms, processes and procedures established in terms of Chapter 4, consult the local community before adopting the process.*

*(3) The municipality must give notice to the local community to particulars of the process it intends to follow.*

***Section 29(1) of the Municipal Systems Act, No. 32 of 2000 prescribes that:***

*(a) The process must be in accordance with a predetermined programme specifying timeframes for the different steps;*

*(b) through appropriate mechanisms, processes and procedures established in terms of Chapter 4, allow for –*

*(i) the local community to be consulted on its development needs and priorities;*

*(ii) the local community to participate in the drafting of the integrated development plan; and*

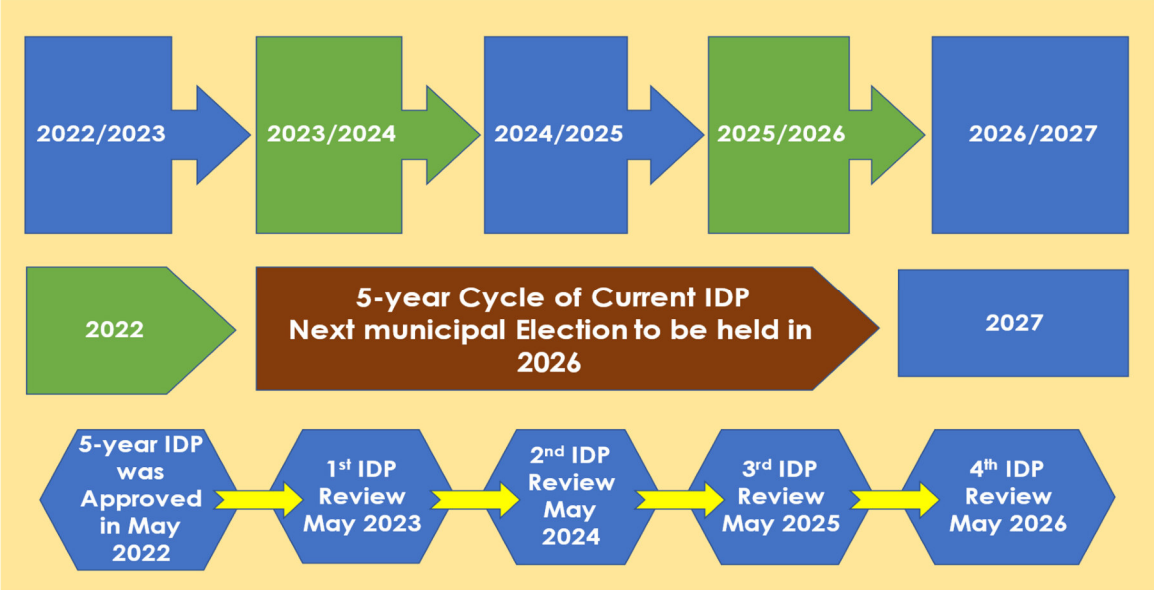
*(iii) organs of the state, including traditional authorities, and other role players to be identified and consulted on the drafting of the integrated development plan;*

*(c) provide for the identification of all plans and planning requirements binding on the municipality in terms of national and provincial legislation; and*

*(d) be consistent with any other matters that may be prescribed by regulation.*

## 2.3 Life Cycle of IDP

The table below illustrates the life cycle of the Integrated Development Plan *of 2022/2027*.



## 2.4 Municipal Spatial Development Framework (MSDF)

The MSDF makes specific recommendations concerning the following elements:

- Bio–regions
- Spatial Planning Categories (SPCs) for Land Use Management
- Sustaining the economy
- Major infrastructure projects
- Major Tourism Destinations
- Land Reform
- Urban Related Development
- Climate change adaptation
- Urban design guidelines
- Potential rural nodes and periodic rural markets; and
- Settlement hierarchy and structure.

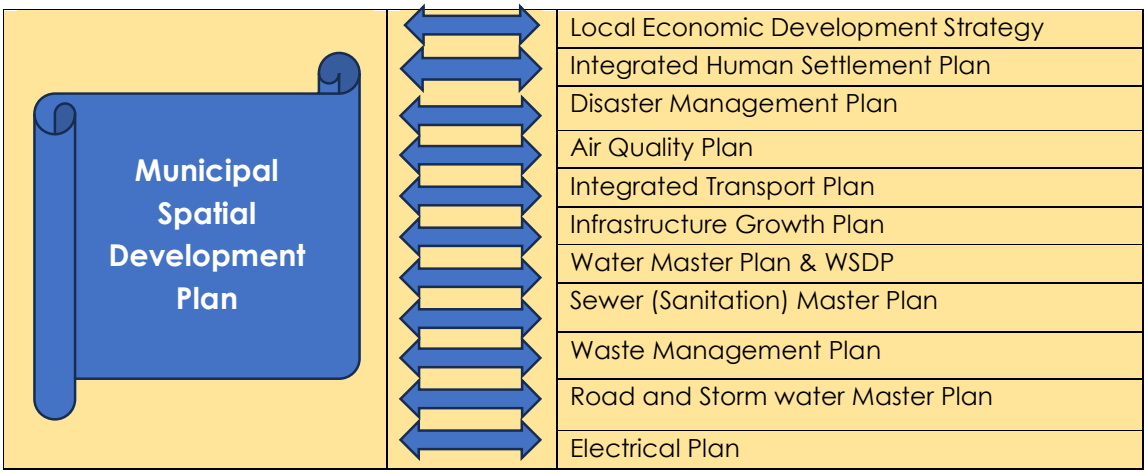
"Objectives of Kouga MSDF:

- A spatial vision for the future of the municipality
- Implementation plans together with the necessary public sector resources to deliver them
- A framework for private investment

The following diagram hereunder illustrates the alignment of the sector plans with the Municipal Spatial Development Framework (MSDF).

The ultimate objective of this one holistic planning approach which commences with developmentof an SDF (that is inclusive of all current and future developments) is to inform and align operational plans ensuring planning is streamlined across sector departments.

Below is an example of the alignment of the MSDF and the Sector Plans:



## 2.5 Annual Budget

The annual budget and the IDP are inextricably linked to one another, something that has been formalized through the promulgation of the Municipal Finance Management Act No. 56 of 2003.

**Chapter 4, Section 21(1) of the Municipal Finance Management Act (MFMA) indicates that:**

*The Mayor of a municipality must:*

*(b) at least 19 months before the start of the budget year, table in the municipal council a time schedule outlining key deadlines for:*

*(i) the preparation, tabling and approval of the annual budget;*

*(ii) the annual review of:*

*aa) the integrated development plan in terms of section 34 of the Municipal Structures Act; and*

*bb) the budget related policies.*

*(iv) the tabling and adoption of any amendments to the integrated development plan and the budget-related policies; and*

*(v) the consultative processes forming part of the processes referred to in subparagraphs (i), (ii) and (iii).*

## 2.6 Service Delivery and Budget Implementation Plan (SDBIP)

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

*Section 1 of the MFMA defines the SDBIP as:*

*(a) detailed plan approved by the mayor of a municipality in terms of section 53(1)(c)(ii) for implementing the municipality's delivery of services and the execution of its annual budget and which must include (as part of the top-layer) the following:*

*(i) revenue to be collected, by source; and*

*(ii) operational and capital expenditure, by vote.*

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

## 2.7 Performance Management

The Constitution of the Republic of South Africa, Chapter 7 of Act. No. 108 of 1996, delas exclusively with the local sphere of government and lists the objects and developmental duties of municipalities. Section 19 (1) of the Municipal Structures Act states that a municipal council must strive within its capability to achieve the objectives as set out in Section 152 of the Constitution. Section 19 (2) of the Municipal Structures Act also states that a municipal council must annually review its overall performance in achieving the objectives referred to in subsection (1). The municipality will by implementing performance management will manage and ensure that its developmental objectives have been met, through the performance management system.

# 3. INVOLVEMENT OF COMMUNITIES

The municipality needs to establish a set of organizational arrangements to:

- Institutionalize the participation process of all stakeholders
- Effectively manage outputs; and
- Give affected parties access to contribute to the decision-making process.

The municipality should consider existing arrangements, use and adapt them, if necessary, and avoid duplication of mechanisms. This section deals with the organizational structure and the terms of reference for each of the arrangements/structures.

## 3.1 IDP and Budget Steering Committee

As part of the IDP & Budget preparation process the Executive Mayor must establish an IDP & Budget Steering Committee which is constituted as per section 4 of the Local Government: Budget and Reporting Regulations as follow:

***Section 4(1) the mayor of a municipality must establish a budget steering committee to provide technical assistance to the mayor in discharging the responsibilities set out in section 53 of the Act.***

The committee will act as an advisory and support structure to the Executive Mayor in providing a platform for her to provide political guidance and to monitor progress made in the IDP and budget process. National Treasury has introduced a new Standard Charter of Accounts commonly referred to as msCOA. The municipality has already established a mSCOA Budget Steering Committee which comprise of the following councillors and officials as prescribed in section 4(2) of the Budget and Reporting Regulations:

- Executive Mayor
- Mayoral Committee
- Municipal Manager
- Deputy Municipal Manager
- Chief Financial Officer
- All Senior Managers
- Manager IDP
- Manager Budget and Treasury

## 3.2 Terms of reference for the IDP and Budget Steering Committee

The terms of reference for the IDP and Budget Steering Committee are as follows:

- Provides terms of reference for the various planning activities
- Commissions research studies
- Process, summarize and document outputs
- Makes recommendations
- Prepare, facilitate and document meetings
- Compile a status quo report in respect of spatial planning
- Consider and process all comments received from various stakeholders in respect of the draft IDP, budget and SDF subsequent to a public participation process.

## 3.3 IDP Representative Forum

The IDP Representative Forum is constituted as part of the preparations phase of the IDP and will continue its functions throughout the IDP Review process. The composition of the IDP Representative Forum is as follows:

- Executive Mayor
- Mayoral Committee
- Councillors
- Ward Committees
- Community Development Workers (CDW's)
- Municipal Manager
- All senior managers
- National and Provincial Departments
- Stakeholder representatives of organized sector groups
- NGO's
- Parastatals
- Business Forums

## 3.4 Terms of reference of the IDP Representative Forum

The forum will be responsible for:

(a) Representing the interests of their constituents in the IDP process

(b) Providing an organizational mechanism for discussion, negotiation and decision-making between the stakeholders and the municipality to fulfil the public participation requirements in terms of the budgeting, performance management and service level agreement processes;

(c) Ensuring communication between all the stakeholder representatives;

(d) Monitoring the performance of the planning and implementation process;

(e) Discuss and comment on the draft IDP and Budget.

## 3.5 Ward Committees

The ward committees will serve as the official advisory and consultation platform with the community of Kouga throughout the IDP and budget process. The role of ward committees in respect of the IDP and budget will be to:

- Assist the ward Councillor to identify service delivery needs and development challenges
- Mobilize communities to attend IDP/Budget meetings
- All committee members must be present at the IDP community meetings to assist marginalized groups and those who cannot read or write
- Participate in the ward-based planning process
- Prioritize the community inputs and determine the top five (5) priorities of the ward
- Give details on priority issues and problems
- Monitor the implementation of projects and programmes in the ward

# 4. ROLES AND RESPONSIBILITIES

## 4.1 Internal Stakeholders

| | ROLE-PLAYER | ROLES AND RESPONSIBILITIES |
|---|---|---|
| INTERNAL ARRANGEMENT | **Council** | • Approves and adopts the IDP process plan and budget timetable<br>• Approves the IDP and Budget<br>• Monitors the implementation of the IDP and budget and consider any amendments of the plan when necessary |
| | **Executive Mayor and Mayoral Committee** | • Consider the IDP Process Plan and Budget timetable and submit it to the Council for approval<br>• Overall management, coordination and monitoring of the IDP and budget process<br>• Assign and delegate responsibilities to the Municipal Manager. Submit the draft and final IDP and Budget to Council for approval<br>• Provide political guidance in respect of the IDP and budget process |
| | **Speaker** | • Overall monitoring of the public participation process.<br>• Establishment and oversight of the ward committee system |
| | **Ward Councillors** | • Liaison between the public and the municipality<br>• Assist to facilitate meaningful participation by the public and relevant stakeholders in the IDP and Budget processes<br>• Oversee the public meetings and other engagements in their respective wards<br>• Monitor the implementation of the IDP with respect of their wards |
| | **Municipal Manager** | • Fulfil the duties and responsibilities of the Accounting Officer as per the MFMA<br>• Managing and coordinate the entire IDP and budget process<br>• Chairperson of the IDP and Budget Steering Committee |
| | **Deputy Municipal Manager** | • ????? |
| | **Chief Financial Officer** | • Performs all the budgeting duties as delegated by the Accounting Officer in terms of Section 81 of the MFMA<br>• Managing and co-ordinates the entire budgeting process<br>• Ensures proper alignment and implementation of programmes/projects identified in the IDP |
| | **IDP Manager** | • Prepare the IDP process plan and co-ordinate the implementation thereof<br>• Manage and co-ordinate the day-to-day activities of the entire IDP process |

| | | |
|---|---|---|
| | | • Facilitate effective engagements for public and stakeholder participation in all wards<br>• Represent the municipality at inter-governmental engagements with other spheres of government<br>• Drafting of all IDP documentation<br>• Submit the draft IDP to the MEC for comment<br>• Publish the draft IDP for comment to the public<br>• Ensure alignment of the municipal IDP with the IDP Framework of the District Municipality<br>• Facilitate alignment between the IDP and Budget<br>• Amend the IDP document in accordance with the comments of the MEC |
| | **Senior Managers** | • Provide technical and financial information in respect of analyzing the priority issues of communities<br>• Provide technical and budgetary input in respect of the development and operational strategies of the municipality<br>• Preparation of project proposals and business plans for priority projects<br>• Ensure integration of all projects and programmes culminating from the IDP process<br>• Submit project proposals and business plans to the relevant authorities for funding and or technical support<br>• Facilitate the incorporation and updating of all relevant sector plans in the IDP |

## 4.2 Municipality and External Stakeholders

| | ROLE-PLAYER | ROLES AND RESPONSIBILITIES |
|---|---|---|
| **INTERNAL ARRANGEMENT** | **Kouga Municipality** | • Prepare and adopt the IDP<br>• Undertake the overall planning, management and coordination of the IDP Process<br>• Consider the comments of the MEC on the IDP and adjust the IDP if necessary<br>• Ensure the linkage between the Budget and IDP |
| | **Local communities, residents and stakeholders** | • Represents interests and contributes knowledge and ideas in the IDP process by participating in and through the ward committee<br>• Keep constituencies informed on IDP activities and outcomes |
| | **Sarah Baartman District Municipality** | • Ensuring vertical and horizontal alignment of the IDP between the municipality and the district municipality as well as neighbouring municipalities<br>• Facilitate district wide IDP engagements to foster cross-border planning between municipalities and the Sarah Baartman District<br>• Facilitate joint planning initiatives between municipalities in the district with national and provincial spheres of government structured inter-governmental engagements between the municipality and provincial government<br>• Assessment of the MTREF to improve the responsiveness of the budget |

| | | |
|---|---|---|
| | | • Preparation of joint strategy workshops with local municipalities; provincial and national role-players and other subject matter specialists. |
| | **Provincial Government: Cogta and DLGTA** | • Ensure horizontal alignment of the municipal IDP with all the relevant provincial sector departments<br>• Facilitate structured inter-governmental engagements between the municipality and provincial government<br>• Participate in the IDP processes through local offices<br>• Assessment and commenting on draft IDP's strengthen the credibility thereof<br>• Assessment of the MTREF to improve the responsiveness of the budget to the priority needs of communities<br>• Provincial Treasury provide guidelines for the preparation<br>• Efficient financial management of provincial IDP grants<br>• Monitor the progress of the IDP process<br>• Facilitate resolution of disputes related to the IDP<br>• Assist municipalities in the IDP drafting process where required; and<br>• Coordinate and manage the MEC's assessment of IDP's. |
| | **Sector Departments** | • Contribute sector expertise and technical knowledge to the formulation of municipal strategies and projects;<br>• Provide sector plans and programmes for inclusion in the IDP |
| | **National Government** | • National Treasury issues guidelines on the manner in which municipal councils should process their annual budgets<br>• Assist with funding and technical support in respect of projects and programmes emanating from the IDP process |

# 5. MECHANISM FOR PUBLIC PARTICIPATION

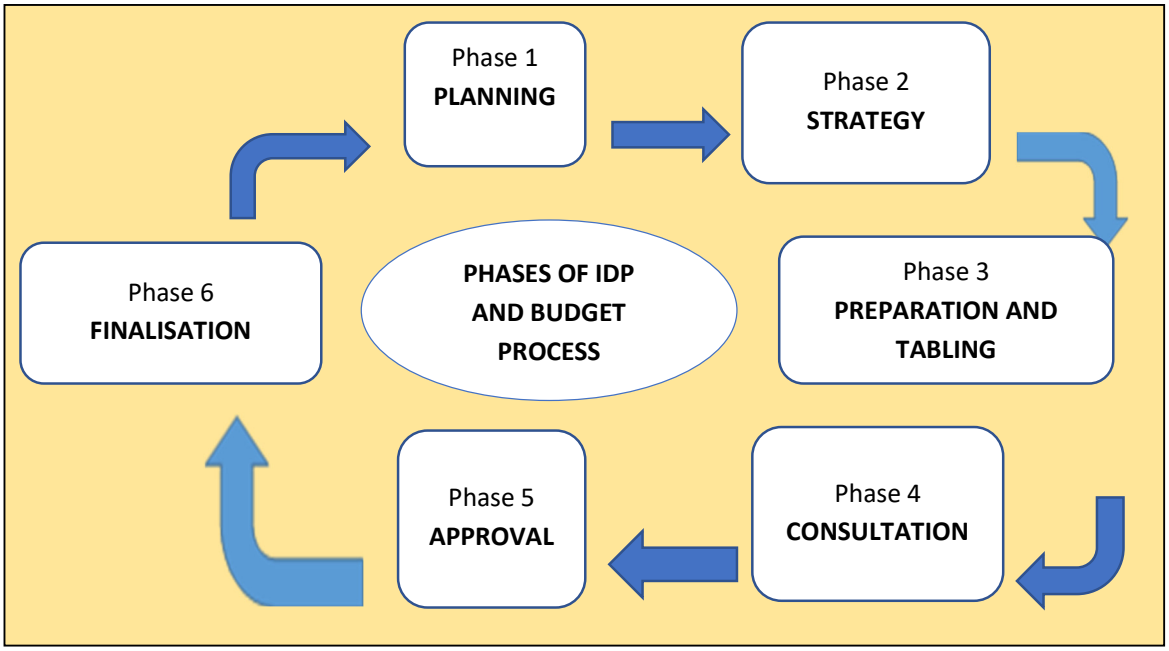
The involvement of the community stakeholders in the IDP process is one of the main features of the review process. Participation by all stakeholders ensures that the IDP addresses issues experienced by the communities. The following means of communication can be utilized:

- Municipal website and intranet
- Notices at all municipal offices
- Municipal newsletters and press releases
- Loud hailing prior to the public meetings
- Adverts in local newspapers
- Radio announcements
- Emails and bulk SMSs to all on consolidated municipal database
- Social media platforms i.e., Facebook

| MECHANISM | REASON |
|---|---|
| **Newspaper publications** | • To invite comments from the public for both the draft and the final documents<br>• To ensure the municipality adheres to legislation in terms of publishing notices in the local newspapers |
| **Loud hailing** | • To alert the community on the IDP process as well to ensure the message is carried out within the community to attend the public participation meetings in order to identify needs |
| **Ward Committee Meetings** | • Ward committees serves as an official specialized participatory structure within the municipality and a mobilizing agent for community agent for community action within the wards<br>• Ensure constructive and harmonious interaction between the municipality and community through the use and co-ordination of ward residents' meetings and other community development forums. |
| **Mayoral roadshows** | • To interact with communities in the different wards in order to keep track of the issues they face as well as give feedback regarding various municipal matters |
| **Public engagements** | • Ensure that venues for public meetings is selected in a manner that enables easy access for community members to attend. |

## 6. PHASES OF THE IDP AND BUDGET PROCESS

The phases of the IDP/Budget process are indicated in the diagram below. The process speaks to planning, preparation, implementation & monitoring of the




IDP/Budget/PMS.

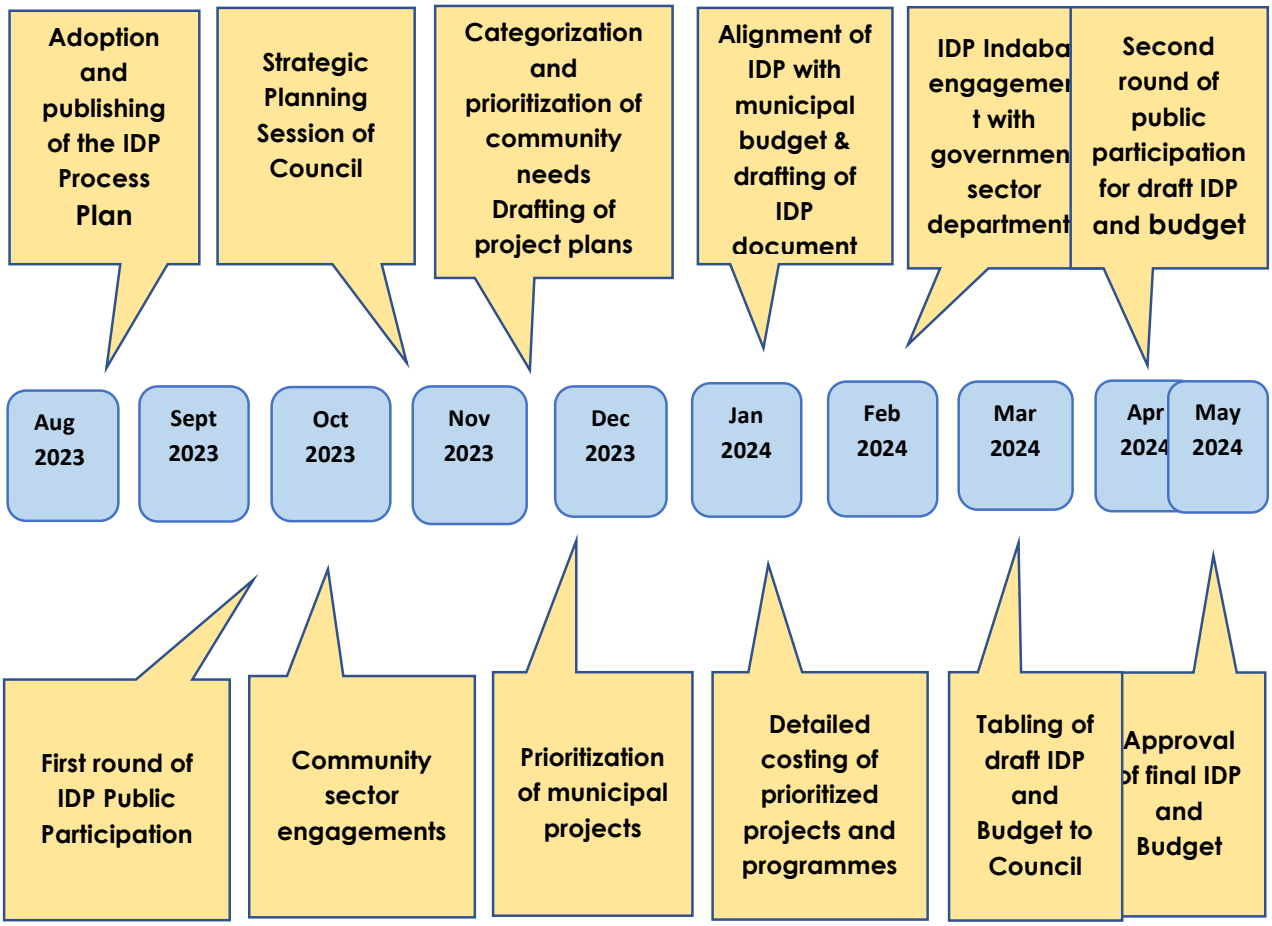
The table below summarizes the important activities and deliverables to be considered during the different phases of the IDP Process:

| PHASE | ACTIVITIES | DIRECTORATE/STRUCTURE |
|---|---|---|
| **Preparation** | • Approval of IDP Process Plan | • Council |
| **Analysis** | • Establishment of ward committees | • PPU |
| | • Conduct community needs analysis through a comprehensive process of public participation | • Executive Mayor<br>• IDP Manager |
| | • Conduct a socio-economic analysis | • All directorates |
| | • Develop ward-based development plans | • IDP Manager |
| | • Conduct an organizational SWOT analysis | • Municipal Manager |
| **Strategy** | • Develop strategic objectives through a strategic planning session of Council | • Council |
| | • Set specific service delivery and development targets | • Council |
| | • Review all sector plans | • All directorates |
| **Projects** | • Develop business plans to give effect to the strategic objectives of Council | • All directorates |
| **Integration** | • Horizontal and vertical alignment of council strategic objectives with other spheres of government | • Municipal Manager |
| | • Actively participate in relevant inter-governmental engagements | • Council<br>• All directorates |

| | | |
|---|---|---|
| **Approval** | • Apply all legislative requirements to ensure the credibility of the IDP process | • Executive Mayor<br>• Council |

The summary below illustrates the different phases of the drafting of the 2024/2025 IDP Review with key milestones:

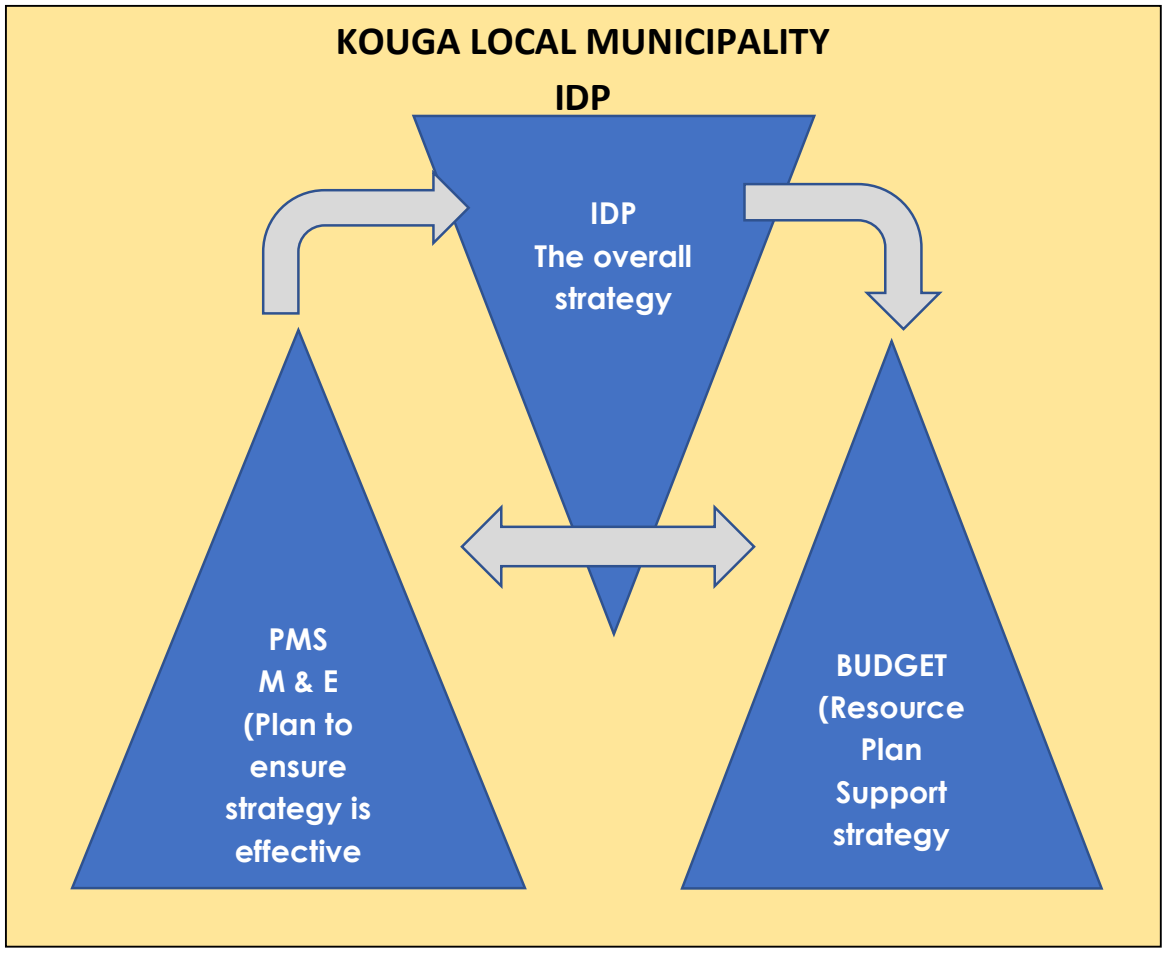
The illustration below describes processes followed to develop the IDP of the Kouga Local Municipality:



# 7. INTER-GOVERNMENTAL ALIGNMENT

## 7.1 Alignment of the IDP, Budget and Performance Management

The IDP review process is mainly geared towards identifying early-warning signs for corrective action whenever it is required. The performance indicators are flowing from the IDP and constitute the heart of the Performance Management System. The IDP Process Plan 2024/2025 aligns the IDP, Budget Process and Performance Management in order to adhere to the legislative requirements. The linkages of the three processes are summarized in the following diagram:




## 7.2 Horizontal and Vertical Alignment

### 7.2.1 District Alignment

Sarah Baartman District Municipality has established a District IDP Engagement Forum which is attended by the Department of Co-operative Governance, Human

Settlements and Traditional Affairs and the Office of the Premier to provide strategic direction in terms of IDP's. The IDP preparation process utilizes this forum to ensure vertical and horizontal alignment.

### 7.2.2 Alignment with Sector Departments

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

# 8. REPORTING REQUIREMENTS

| FREQUENCY | MSA/MFMA – PMS | SECTION |
|---|---|---|
| **Quarterly reporting** | • The municipal manager collates the information and draft the organizational performance report, which is submitted to Internal Audit.<br>• The Internal Auditors (IA) must submit quarterly reports to the Municipal Manager. | *MSA Regulation 14(1)(c)* |
| **Mid-year reporting** | • The Performance Audit Committee must review the PMS and make recommendations to the Council. | *MSA Regulation 14(4)(a)* |
| | • The Performance Audit Committee must submit a report at least twice during the year a report to Council. | *MSA Regulation 14(4)(a)* |
| | • The municipality must report to Council at least twice a year. | *MSA Regulation 14(4)(a)* |
| | • The Accounting Officer must by 25 January of each year assess the performance of the municipality and submit a report to the Mayor, National Treasury and the relevant Provincial Department. | *MFMA S72* |
| **Annual Reporting** | • The annual report of a municipality must include the annual performance report and any recommendations of the municipality's audit committee. | *MFMA S121(3)(c)(j) & MSA S46* |
| | • The Accounting Officer of a municipality must submit the performance report to the Auditor-General for auditing within two months after the end of the financial year to which that report relates. | *MFMA S126(1)(a)* |
| | • The Auditor-General must audit the performance report and submit the report to the accounting officer within three months of receipt of the performance report. | *MFMA S126(3)(a)(B)* |
| | • The Mayor of a municipality must, within seven months after the end of the financial year, table in the municipal council the annual report of the municipality. | *MFMA S127(2)* |
| | • The Auditor-General may submit the performance report and audit report of a municipality directly to the municipal council, the National Treasury, the relevant provincial treasury, the MEC responsible for local government in the province and any prescribed organ of state, if the accounting officer of the entity fails to comply with subsection (2) and (3). | *MFMA S127(4)(a)* |
| | • Immediately after an annual report is tabled in the council, the accounting officer of the municipality must submit the annual report to the Auditor-General, the relevant provincial treasury and the provincial department responsible for local government in the province. | *MFMA S127(5)(b)* |
| | • The Council of the municipality must consider the annual report by no later than two months, from the date on which the annual report was tabled, adopt an oversight report containing council's comments on the annual report | *MFMA S129(1)* |
| | • The meetings of a municipal council at which an annual report is to be discussed or at which decisions concerning and annual report are to be | *MFMA S130(1)* |

| | | |
|---|---|---|
| | taken, must be open to the public and any organ of state. | |
| | • The cabinet member responsible for local government must annually report to Parliament on actions taken by the MEC's for local government to address issues by the Auditor-General. | *MFMA S134* |

## IDP AND BUDGET TIME SCHEDULE OF KEY DEADLINES/PROCESS PLAN FOR 2023/2024 FOR IMPLEMENTATION 2024/2025 FINANCIAL YEAR

| Nr. | DELIVERABLE AND PROCESS MANAGEMENT | LEGISLATIVE REQUIREMENT | ACTIVITY | RESPONSIBILITY | OUTPUT | TIMEFRAME |
|---|---|---|---|---|---|---|
| | **PREPARATION PHASE** | | | | | |
| 1. | Development of IDP & Budget Time Schedule including internal consultations with key stakeholders | MFMA S21 | Develop IDP & Budget Time Schedule | IDP, Planning & Budget Offices | Approved IDP and Budget Time Schedule | 31 August 2023 |
| 2. | Provincial IDP Annual Assessment Session on Final IDP by Provincial COGTA | MSA s31(a) | IDP Assessments | Provincial COGTA | Assessment of Reviewed IDP | August 2024 |
| 3. | **Reporting: SDBIP 2022/23**<br><br>Quarterly SDBIP performance progress report for 4th Quarter of 2022/23 and finalise Annual Performance Evaluation | MPPMR 27(4)(d) and (e) | Reporting on quarterly performance | MM and Mayor | Proof of Submission to Council | August 2023 |
| 4. | **Performance Review: 2022/23**<br><br>4th Quarter SDBIP Performance Review by Internal Audit | MPPMR 14(1)(a) and (b)1 | Prepare of Annual Performance Report for MPAC | MM, PMS Manager and Internal Audit Unit | Performance Report | September 2023 |
| 5. | **Performance Review: 2022/23** | MFMA Circular 63<br><br>MSA S126(1)(a)<br><br>MFMA S129 | Moderate Performance Evaluation Reports in preparation for | MPAC and Council | Moderated Reports adopted by Council | March 2024 |

| Nr. | DELIVERABLE AND PROCESS MANAGEMENT | LEGISLATIVE REQUIREMENT | ACTIVITY | RESPONSIBILITY | OUTPUT | TIMEFRAME |
|---|---|---|---|---|---|---|
| | Review of performance by MPAC and adoption by Council | | Council's consideration for adoption | | | |
| 6. | **Performance Agreements: 2023/24**<br><br>Finalise Performance Agreements of Municipal Manager and Manager reporting to the Municipal Manager: -<br><br>- Submit to MEC<br><br>- Publicise within 14 days (incl. placing on the municipal website | MSA S56&S57 | Comply with provisions of Section 57 of the MSA | Municipal Manager | Signed agreements and Proof of website publication | 31 July 2023 |
| 7. | Place 4th Quarter Performance Report 2022/23 on website (must be placed on website not later than 5 days) after its tabling in the council or on the date on which it must be made public, whichever occurs first) | MFMA S75(2)<br><br>MSA 21(b) | Performance Report publicised | Manager: PMS | Notice on website | June 2024 |
| 8. | Submit 4th Quarter Performance Report 2022/23 SDBIP and Finance Performance Reports to | MPPMR – Reg 13 | Submit Q4 Performance Report | Manager PMS | Acknowledgment of receipt | September 2023 |

| Nr. | DELIVERABLE AND PROCESS MANAGEMENT | LEGISLATIVE REQUIREMENT | ACTIVITY | RESPONSIBILITY | OUTPUT | TIMEFRAME |
|---|---|---|---|---|---|---|
| | National Treasury and Provincial Treasury | | | | | |
| 9. | **COUNCIL MEETING:** Approval of the IDP, MSDF & Budget Time Schedule | MFMA S21(1)(b) | Council Adoption | Council | Council Resolution | 31 August 2023 |
| 10. | **Annual Report & AFS**<br>- Submit Annual Financial Statement (AFS) and Annual Performance Report | MFMA S126 (1)(a)<br>MSA S46 (1) (2) | Submission of AFS & APR to the AG | Budget & MM Office | Proof of submission/ acknowledgment of receipt | 31 August 2023 |
| 11. | Place advertisement to notify the public of the approved Time Schedule on website, local newspaper and notice boards. | MFMA – Sec 75 (2)<br>MSA- S21A & 21B | Notify stakeholder of key milestones and encourage participation in these processes | IDP Office | Advertisement/Notice | September 2023 |
| 12. | Submit the adopted Time Schedule to the MEC for Local Government | MSA S32(1)(b)(i) | Submission of Time Schedule | IDP Office | Proof of submission/ acknowledgment of receipt | September 2023 |
| **ANALYSIS PHASE** | | | | | | |
| 1. | IDP and Budget Steering Committee Meeting | | | Executive Mayor | | September 2023 |
| 2. | District IDP Rep Forum | MSA 29(3) | | IDP Office | Alignment of processes | 14 September 2023 |
| **3.** | **Reporting: SDBIP 2023/24** | MPPMR 14(1)(a) and (b)1 | Reporting on quarterly performance | Office of the Municipal Manager (PMS Unit) | SDBIP performance report noted | 14 November 2023 |

| Nr. | DELIVERABLE AND PROCESS MANAGEMENT | LEGISLATIVE REQUIREMENT | ACTIVITY | RESPONSIBILITY | OUTPUT | TIMEFRAME |
|---|---|---|---|---|---|---|
| | Quarterly SDBIP performance report for 1st Quarter 2023/24 to Council | | | | | |
| **4.** | **Annual Report: 2022/23**<br><br>Q1 Review by Internal Audit | MPPMR 14(1)(a) and (b) | Prepare Annual Performance Report for MPAC | MM<br><br>PMS Manager<br><br>Internal Audit | Draft Annual Performance Report | November 2023 |
| **5.** | **Review of Performance by MPAC** | MFMA Circular 63<br><br>MSA S126(1)(a)<br><br>MFMA S129 | Moderate Performance Evaluation Reports preparation for Council | MPAC<br><br>Council | Moderated Reports and adopted by Council | December 2023 |
| **ANALYSIS PHASE** | | | | | | |
| **1.** | Conduct situational Analysis update the status quo | MSA S26 | Produce an updated situational analysis Chapter of the IDP (informed by new trends, sources of information and new information from Directorates) | IDP Office<br><br>All Directors | Reviewed strategic intent | November/December 2023 |
| **2.** | **STRATEGIC PLANNING SESSION:** | N/A | Determine the 2024/2025 | Council/MM/Deputy/MM | Reviewed strategic intent | November 2023 |

| Nr. | DELIVERABLE AND PROCESS MANAGEMENT | LEGISLATIVE REQUIREMENT | ACTIVITY | RESPONSIBILITY | OUTPUT | TIMEFRAME |
|---|---|---|---|---|---|---|
| | | | strategic objective | Councillors and Directors | | |
| 3. | **First round of public participation with all the 15 ward committees:**<br>▪ To provide feedback on progress made on existing projects and share information on future projects; and<br>▪ To afford the ward committees an opportunity to review ward priorities and make further submissions | MSA-S29 (1) (b)(i) | Public engagements | IDP Office & ALL Directors | Determine and assess the current level of development and the emerging challenges, opportunities and priority issues | October 2023 |
| 4. | Prepare a report on the outcomes of the public participation process and present it to the IDP and Budget Steering Committee | MSA-S29 (1) (b)(i) | Prepare outcomes Report on Public participation | IDP Office | Determine and assess current level of development and the emerging challenges, opportunities and priority issues | November 2023 |
| 5. | Capture and refine all community inputs from the needs analysis process and sector engagement | Not applicable | Capture and refine community needs | IDP Office | Refined list of priorities | November 2023 |
| 6. | Produce and updated situational analysis Chapter of the IDP (informed by new trends, sources of information and new | MSA 26 | Capture after Public Consultation | IDP Office | Refined existing situational analysis | November 2023 |

| Nr. | DELIVERABLE AND PROCESS MANAGEMENT | LEGISLATIVE REQUIREMENT | ACTIVITY | RESPONSIBILITY | OUTPUT | TIMEFRAME |
|---|---|---|---|---|---|---|
| | information from Directorates) | | Engagements with communities | | | |
| 7. | **SDBIP 2023/24 Amendments:**<br><br>Directorates to submit current year SDBIP amendments to MM's Office (PMS Unit) | MFMA S54(1) | Amend/revise 2023/24 SDBIP | All Directorates | SDBIP amendments | December 2023 |
| 8. | **SDBIP 2023/24 Amendments**<br><br>Submit amended SDBIP to the Council for approval | MFMA S54(1) | Amend/revise 2023/24 SDBIP | Municipal Manager | Council Resolution | 28 February 2023 |
| 9. | **Budget 2023/24**<br><br>Table the 2023/24 Adjustment Budget | MFMA S28<br><br>MBRR Reg. 23 (1); 25(1) | Legal compliance, if necessary to adjust the budget | MM &CFO | Council resolution on the adjustment budget | 31 January 2024 |
| 10. | Submission of tabled Adjustments Budget to National & Provincial Treasury (within 10 working days after tabling to Council) | MFMA S28<br><br>MBRR Reg. 24 & 27 | Submit tabled adjustments budget | MM &CFO | Proof of submission (Email) | February/March 2024 |
| 11. | Amend SDBIP following adjustment budget | MFMA S54 (1) (c) | Submit amendments to the SDBIP following | PMS | Council Resolution | March 2024 |

| Nr. | DELIVERABLE AND PROCESS MANAGEMENT | LEGISLATIVE REQUIREMENT | ACTIVITY | RESPONSIBILITY | OUTPUT | TIMEFRAME |
|---|---|---|---|---|---|---|
| | | | adjustment budget | | | |
| **STRATEGY PHASE** | | | | | | |
| 1 | Section 56/57 Managers' half-yearly evaluations for 2023/24 | MSA S56 of 57 | Conduct mid-year evaluations | MM & Executive Mayor | Performance evaluated | January- March 2024 |
| 2. | Executive Mayor tables adjustments budget for approval by Council **MFMA Section 28** | MSA S28 | Table of Adjustment Budget | Executive Mayor | Approved adjustments budget | February 2024 |
| 3. | **IDP and Budget Steering Committee:** Directors present priority issues/proposed projects | Compliance on Legislative Requirements | Facilitate IDP and Budget Steering Committee meetings | IDP& Budget Steering Committee | Develop objectives for priority issues and determine programmes to achieve strategic intent including the development of the Strategic Scorecard | February 2024 |
| 4. | Mid-year budget and performance assessment visit | MSA S31 (a) (b) & (c) | To monitor the budget process and ensure that timeframes and compliance issues are met | IDP Office, MM, CFO and All Directors | | 16 February 2024 |
| 5. | Produce and outline Budget strategy with high level estimates | MFMA, MBRR and mSCOA regulations | A budget process plan outlining the 2024/25 draft operating and capital budget inputs, legislation | Budget Office | | February 2024 |

| Nr. | DELIVERABLE AND PROCESS MANAGEMENT | LEGISLATIVE REQUIREMENT | ACTIVITY | RESPONSIBILITY | OUTPUT | TIMEFRAME |
|---|---|---|---|---|---|---|
| | | | requirements and engagement schedule is circulated to all directorates. | | | |
| 6. | Review tariffs and budget policies | MFMA S75, 87 &68 | To determine increase to be undertaken to cover service delivery | CFO | | February - May 2024 |
| 7. | District IDP Forum | MSA S 29 (3) | Workshop with all SBDM Local Municipalities on IDP alignment | IDP Office | | 22 February 2024 |
| 8. | Review / confirm the Municipal Vision, Mission, Strategic Goals and Values | MSA S26 (a) | Reconfirm the Vision, Mission, Strategic Goals and Values | IDP& Budget Steering Committee | | February 2024 |
| 9. | Council adopts Annual & Oversight Report by 31 March **MFMA Section 129(1)** | MFMA S129 (1) | Annual & Oversight Report to table to Council | MM & Executive Mayor | Oversight report approved | March 2024 |
| 10. | Adopted Annual Report including Oversight Report made public within seven days of adoption **MFMA Section 129(3) & MSA Section 21A** | MFMA S 129 (3) & MSA Section 21 (A) | Annual Report & Oversight Report to be made public in newspaper | MM and PMS Manager | | April 2024 |

| Nr. | DELIVERABLE AND PROCESS MANAGEMENT | LEGISLATIVE REQUIREMENT | ACTIVITY | RESPONSIBILITY | OUTPUT | TIMEFRAME |
|---|---|---|---|---|---|---|
| 11. | Within seven days of adoption of Annual & Oversight Report submit to Provincial Legislature and relevant MECs | MFMA S 129 (3) & MSA Section 21 (A) | Documents to be submitted | MM | | April 2024 |
| 12. | Setting up of Key Performance Indicators and targets linked to the municipal strategic objectives including predetermined objectives | MFMA S53 (1) (b) | Draft SDBIP | PMS Office | Draft SDBIP | March 2024 |
| **PROJECT PHASE** | | | | | | |
| 1. | **IGR Co-ordination Engagements** | MSA S 29 (1) (iii) | Legal compliance. Align provincial & national programmes to IDP | Sector Departments, IDP Office, MM and All Directors | | February- March 2024 |
| 2. | Finalisation of the draft IDP and Budget | MFMA s16(2) | Draft Budget Document will be submitted to Council in line with the requirements of MFMA, MBRR and mSCOA regulations. | IDP/Budget Office | | February – March 2024 |

| Nr. | DELIVERABLE AND PROCESS MANAGEMENT | LEGISLATIVE REQUIREMENT | ACTIVITY | RESPONSIBILITY | OUTPUT | TIMEFRAME |
|---|---|---|---|---|---|---|
| 3. | Co-ordinate the development of draft 2024/25 SDBIP<br>▪ One on one with all Directorates to confirm KPIs and performance targets | MFMA S53 (1) (b) | Draft SDBIP | PMS Office | | March 2024 |
| 4. | District IDP Representative Forum | MSA29 (3) | Legal compliance | IDP Office | Incorporate programmes and projects in the IDP | 04 April 2024 |
| 5. | Provincial IDP Managers Forum | MSA S31 | Legal compliance | IDP Office | Incorporate programmes and projects in the IDP | March 2024 |
| | Integration of sector plans and institutional programmes | MSA S41 | To inform the review and updating of IDP and Institutional SDBIP | IDP Office, MM and All Directors | | March 2024 |
| **APPROVAL PHASE** | | | | | | |
| 1. | Tabling of the Draft IDP and Budget in Council | MFMA S16 (2), MFMA S25 & MBRR – Part 3 | Council to consider and adopt budget and IDP | Executive Mayor | Approved IDP, budget and Service Delivery and Budget Implementation Plan | March 2024 |
| 2. | Submission of draft IDP and budget to relevant institutions | MFMA S 22 (b), MSA S 32(1), MBRR – Reg. 20 | Pre-assessment inter-action | IDP/Budget Office/MM | | April 2024 |

| Nr. | DELIVERABLE AND PROCESS MANAGEMENT | LEGISLATIVE REQUIREMENT | ACTIVITY | RESPONSIBILITY | OUTPUT | TIMEFRAME |
|---|---|---|---|---|---|---|
| 3. | Budget and Benchmark Assessments | MSA 31 (a) (b) & (c) | To monitor the budget process and ensure that timeframes and compliance issues ate met | IDP Office, MM and All Directors | | 18 April 2024 |
| 4. | **Second round of public participation:**<br>❖ Invite public comments on Draft IDP Review and Budget including engagements with all the 15 ward committees;<br>❖ To provide feedback on current and future IDP projects as proposed by wards; and<br>❖ To create an opportunity for further inputs on key highlights & proposals from the Draft Budget | MPPR Reg. 15 | Consultation with Public stakeholders and IDP Rep-forum | ALL | | April/May 2024 |
| 5. | District IDP Representative Forum | MSA S29 (3) | Workshop with SBDM on IDP Alignment | IDP Office | Alignment of IDP | 21 May 2024 |

| Nr. | DELIVERABLE AND PROCESS MANAGEMENT | LEGISLATIVE REQUIREMENT | ACTIVITY | RESPONSIBILITY | OUTPUT | TIMEFRAME |
|---|---|---|---|---|---|---|
| 6. | Council meeting to adopt final IDP, Budget and Budget Related Policies | MFMA S16 (2) and S17 (3) | Legal compliance and access to strategic documents | Council | Approval of IDP and Budget for 2024/2025 | May 2024 |
| 7. | Submission of Final IDP and budget to relevant institutions | MBRR Reg. 20 (2) & MFMA S24 (3) | Legal compliance | IDP/Budget Office/MM | Approval of IDP and Budget for 2024/2025 | June 2024 |
| 8. | Approved IDP and budget made public | MSA S21 | Legal compliance | IDP/Budget Office | | June 2024 |
| 9. | Finalisation and submission of draft 2024/25 SDBIP and annual performance agreements by Municipal Manager to the Executive Mayor. | MFMA S53 (1) (b) & MSA S57 | Legal compliance | MM | Approved SDBIP and annual performance agreements | June/July 2024 |
| 10. | Executive Mayor approves the 2024/2025 SDBIP and annual performance agreements of the Municipal Manager and Senior Managers within 28 days after the approval of the IDP and budget. | MFMA S53 | Legal Compliance | Executive Mayor | | June/July 2024 |
| 11. | Submit the approved SDBIP and performance agreements to MEC Local | MSA S53 (3) (b) | Legal compliance | MM/ IDP/ Budget Office | | |

| Nr. | DELIVERABLE AND PROCESS MANAGEMENT | LEGISLATIVE REQUIREMENT | ACTIVITY | RESPONSIBILITY | OUTPUT | TIMEFRAME |
|---|---|---|---|---|---|---|
| | Government within 14 days after approval | | | | | July/ August 2024 |

It is hereby certified that the IDP Review and Budget Process Plan and Time Schedule for 2024/2025 has been tabled to Council at a Council Meeting held on 31 August 2023.

| Designation | Name | Date | Signature |
|---|---|---|---|
| **Manager IDP** | Thobeka Twani | | |
| **Act. Director of PDT** | Lee-Ann Opperman | | |
| **Chief Financial Officer** | Riaaz Lorgat | | |
| **Municipal Manager** | Charl Du Plessis | | |
| **Executive Mayor** | Cllr. Hattingh Bornman | | |

**KOUGA MUNICIPALITY (EC 108)**

**ORDINARY COUNCIL MEETING**

**OFFICE OF THE MUNICIPAL MANAGER**

**DATE: 31 AUGUST 2023** **ITEM NO: 23/08/MM11**

**SUBMISSION OF PERFORMANCE AGREEMENTS: SECTION 56 AND SECTION 57 EMPLOYEES: 2023/24 FINANCIAL YEAR**

1. Introduction:

The purpose of this report is to table the 2023/24 Performance Agreements and Performance Plans for Senior Managers to Council for information in compliance with legislative requirements in this regard.

The Performance Agreements are attached hereto. The performance plan and agreement for the Acting Director: Electro-mechanical will be tabled at the next Council meeting.

2. Background

In terms of legislative provisions, the content of the performance agreements is based on the approved 2023/24 SDBIP and is concluded between the Executive Mayor and the Municipal Manager, in respect of the Municipal Manager, and between the Municipal Manager and Senior Managers.

3. Comments by Directorates:

3.1 Municipal Manager

The performance plans of the Municipal Manager and Directors are based on the Service Delivery and Budget Implementation Plan for the 2023/24 year as approved by the Executive Mayor.

The 2023/24 Performance Plans include operational targets not included in the Institutional SDBIP.

In terms of legislative provisions, the performance agreement of the Municipal Manager is concluded with the Executive Mayor and the performance agreements of Directors are concluded with the Municipal Manager. The new organogram was taken into consideration and the performance agreements were amended accordingly.

The Municipal Manager's Performance plan will be submitted at the next Council meeting.

3.2 Deputy Municipal Manager

Noted

3.3 Chief Financial Officer

Report Noted

3.4 Director: Civil and Water Services

Report noted.

3.5 Acting Director: Electro-Mechanical Services

Noted

3.6 Director: Community Services

Noted

3.7 Acting Director: Planning and Development

Item is noted and recommendations supported.

4. Financial Implications

None

5. Legal Implications

Section 57(1)(b) and (2)(a)(i)(ii) of the Local Government Municipal Systems Act 32 of 2000 provides that a person appointed as Municipal Manager and a person appointed as a manager directly accountable to the Municipal Manager may only be appointed to such a position subject to a separate performance agreement concluded annually within one month of the beginning of each financial year provided that in the instance of new appointments, the performance agreement must be concluded within 60 days from date of appointment,

The Act further provides that the contract of employment of any such Manager shall lapse where the provisions with regard to the conclusion of the performance agreements have not been complied with.

Section 53(3) of the Local Government Municipal Finance Management Act 56 of 2003 requires the performance agreements of Municipal Managers and Directors to be submitted to the MEC for Local Government.

Section 75(1)(d) of the Local Government Municipal Finance Management Act requires the performance agreements to be made public after tabling to Council.

6. Other Implications

None

7. Recommendations:

7.1 That the Performance Agreements and supporting Performance Plans for the 2023/24 financial year in respect of the Municipal Manager and Directors be noted.

7.2 That in terms of the provisions of Section 53(3) of the Local Government Municipal Finance Management Act 56 of 2003 the Performance Agreements of the Municipal Manager and Directors for the 2023/24 financial year be submitted to the MEC for Local Government and be made public by publication on the Municipal Website.

**Item prepared by : The Manager PMS**



**Item approved by : The Municipal Manager**



Kouga Municipality

KOUGA
local municipality
Good Governance through Service Excellence

# PERFORMANCE AGREEMENT

## MADE AND ENTERED INTO BY AND BETWEEN:

## KOUGA MUNICIPALITY
## HEREIN REPRESENTED BY

## MR C DU PLESSIS

## AND

## MR D DE JAGER
## EMPLOYED BY KOUGA MUNICIPALITY AS
## DEPUTY MUNICIPAL MANAGER

## FOR THE

## FINANCIAL YEAR: 1 JULY 2023 TO 30 JUNE 2024

## WHEREBY IT IS AGREED AS FOLLOWS:

## 1. INTRODUCTION

1.1 The Employer has entered into a contract of employment with the Employee in terms of section 57(1) (a) of the Local Government: Municipal Systems Act 32 of 2000 ("the Systems Act"). The Employer and the Employee are hereinafter referred as "the Parties".

1.2 Section 57(1)(b) of the Systems Act, read with the Contract of Employment concluded between the parties, requires the parties to conclude an annual performance Agreement.

1.3 The parties wish to ensure that they are clear about the goals to be achieved and secure the commitment of the Employee to a set of outcomes that will ensure the achievement of local government policy goals.

1.4 The parties wish to ensure that there is compliance with Sections 57(4) and 57(5) of the Systems Act.

## 2. PURPOSE OF THIS AGREEMENT

2.1 Comply with the provisions of Section 57(1)(b),(4) and (5) of the Systems Act as well as the Contract of Employment entered into between the parties;

2.2 Specify objectives and targets established for the Employee and to communicate to the Employee the Employer's expectations of the Employee's performance and accountabilities.

2.3 Specify accountabilities as set out in the Performance Plan.

2.4 Monitor and measure performance against set targeted outputs.

2.5 Use the Performance Agreement and Performance Plan as the basis for assessing whether the Employee has met the performance expectations applicable to his job.

2.6 Appropriately reward the Employee in accordance with the Employer's performance management policy in the event of outstanding performance; and

2.7 Give effect to the Employer's commitment to a performance-orientated relationship with the Employee in attaining equitable and improved service delivery.

## 3. DELIVERY

3.1 This Agreement will commence on 1 July 2023 and will remain in force until 30 June 2024, where after a new Performance Agreement and Performance Plan shall be concluded between the parties for the next financial year or any portion thereof.

3.2 The parties will review the provisions of this Agreement during June of each year. The parties will conclude a new Performance Agreement and Performance Plan that replaces this Agreement, at least once a year by not later than 31 July of each successive financial year.

3.3 This Agreement will terminate on the termination of the Employee's contract of employment for whatever reason.

3.4 The content of this Agreement may be revised at any time during the abovementioned period to determine the applicability of the matters agreed upon.

3.5 If at any time during the validity of this Agreement the work environment alters (whether as a result of government or council decisions or otherwise) to the extent that the contents of this Agreement are no longer appropriate, the contents shall immediately be revised.

## 4. PERFORMANCE OBJECTIVES

4.1 The Performance Plan attached to this Agreement sets out –

4.1.1 The performance objectives and targets that must be met by the Employee; and

4.1.2 The time frames within which those performance objectives and targets must be met.

4.2 The performance objectives and targets reflected in the Performance Plan are set by the Employer in consultation with the Employee and are based on the Integrated Development Plan, Service Delivery and Budget Implementation Plan (SDBIP) and the Budget of the Employer and includes key objectives; key performance indicators; target dates and weightings.

4.3 The key objectives describe the main tasks that need to be performed. The key performance indicators provide the details of the evidence that must be provided to show that a key objective has been achieved. The target dates describe the timeframe in which the work must be achieved. The weightings show the relative importance of the key objectives to each other.

4.4 The Employee's performance will, in addition, be measured in terms of contributions to the goals and strategies set out in the Employer's Integrated Development Plan.

4.5 It is specifically agreed that in preparation for the implementation of standardized national key performance indicators for local government institutions, that the Employee, at the indicated intervals, shall provide operational statistical information to be used as performance baselines for the 2024/25 financial year with the submission of performance reports at the agreed submission dates. The performance of the Employee shall not be measured on such information for the 2023/24 year.

## 5. PERFORMANCE MANAGEMENT SYSTEM

5.1 The Employee agrees to participate in the performance management system that the Employer adopts or introduces for the Employer, management and municipal staff of the Employer.

5.2 The Employee accepts that the purpose of the performance management system will be to provide a comprehensive system with specific performance standards to assist the Employer, management and municipal staff to perform to the standards required.

5.3 The Employer will consult with the Employee about the specific performance standards that will be included in the performance management system as applicable to the Employee.

## 6. THE EMPLOYEE AGREES TO PARTICIPATE IN THE PERFORMANCE MANAGEMENT SYSTEM THAT THE EMPLOYER ADOPTS.

6.1 The Employee undertakes to actively focus towards the promotion and implementation of the Key Performance Areas KPA's (including special projects relevant to the employee's responsibilities) within the local government framework.

6.2 The Employee undertakes to submit performance evidence in a format the Employer may require at times and intervals as set out herein to enable the Employer to evaluate the performance of the Employee.

6.2.1 The Employee undertakes to consult MFMA Circular 88 in order to ensure that the Circular 88 reporting component of the Performance Plan of the Employee complies with the Technical Indicator Descriptions so as to ensure that performance evidence supplied in this regard shall in future withstand audit scrutiny.

6.3 The criteria upon which the performance of the Employee shall be assessed shall consist of two components, both of which shall be contained in the Performance Agreement.

6.3.1 The Employee must be assessed against both components, with a weighting of 80:20 allocated to the Key Performance Areas (KPA's) and the Core Competencies Requirements (CCR's) respectively.

6.3.2 Each area of assessment will be weighted and will contribute a specific part to the total score.

6.3.3 KPA's covering the main areas of work will account for 80% and CCR's will account for 20% of the final assessment.

6.4 The Employee's assessment will be based on his/her performance in terms of the outputs/outcomes (performance indicators) identified as per attached Performance Plan (Annexure A), which are linked to the KPA's, and will constitute 80% of the overall assessment

result as per the weightings agreed to between the Employer and Employee:

| Kpa No | Key Performance Area | Weight |
|---|---|---|
| 1 | Financial Viability and Management | 25 |
| 2 | Good Governance and Public Participation | 50 |
| 3. | Operational Targets | 25 |
| | Total | 100 |

6.4.1 The Core Competency Requirements provided for in the Local Government: Municipal Performance Regulations for Municipal Managers and Managers directly accountable to Municipal Managers, R805 dated 1 August 2006 as listed hereunder will make up the other 20% of the Employee's assessment score:

| CCR No | Core Competency Requirement | Weight |
|---|---|---|
| | **Core Managerial Competencies** | |
| 1 | Strategic Capability and Leadership | 5% |
| 3 | Financial Management | 5% |
| 4 | Change Management | 10% |
| 7 | Problem Solving and Analysis | 10% |
| 8 | People Management and Empowerment | 10% |
| 9 | Client Orientation and Customer Focus | 10% |
| 10 | Communication | 10% |
| 11 | Honesty and Integrity | 10% |
| CORE OCCUPATIONAL COMPETENCIES | | |
| 13 | Interpretation and implementation within the legislative and national policy frameworks | 10% |
| 14 | Knowledge of developmental government | 15% |
| 16 | Knowledge of global and South African specific political, social and economic contexts | 5% |
| | | 100% |

## 7. PERFORMANCE EVALUATIONS

7.1 The Performance Plan annexed to this Agreement sets out –

7.1.1 The standards and procedures for evaluating the Employee's performance; and

7.1.2 The intervals for the evaluation of the Employee's performance.

7.2 Despite the establishment of agreed intervals for evaluation, the Employer may in addition review the Employee's performance at any stage while the contract of employment remains in force.

7.3 Personal growth and development needs identified during any performance review discussion must be documented in a Personal Development Plan as well as the actions agreed to and implementation must take place within set time frames.

7.4 The Employee's performance will be measured in terms of contributions to the goals and strategies set out in the Employer's Integrated Development Plan (IDP).

7.5 The annual performance appraisal will involve:

7.5.1 Assessment of the achievement of results as outlined in the performance plan:

7.5.1.1. Each KPA should be assessed according to the extent to which the specified standards or performance indicators have been met and with due regard to ad hoc tasks that had to be performed under the KPA.

7.5.1.2. An indicative rating on the five-point scale should be provided for each KPA.

7.5.1.3. The applicable assessment rating calculator (refer to paragraph 7.5.3 below) must then be used to add the scores and calculate a final KPA score.

7.5.2 Assessment of the CCR's

7.5.2.1. Each CCR should be assessed according to the extent to which the specified standards have been met.

7.5.2.2. An indicative rating on the five-point scale should be provided for each CCR.

7.5.2.3. The applicable assessment rating calculator (refer to paragraph 7.5.3) must then be used to add the score and calculate a final CCR score.

7.5.3 Overall rating

An overall rating is calculated by using the applicable assessment-rating calculator which could also be incorporated in the performance management system utilized by the Employer. Such overall rating represents the outcome of the performance appraisal. The assessment of the performance of the Employee will be based on the following rating scale for KPA's and CCR's:

| Level | Terminology | Description | Rating | | | | |
|---|---|---|---|---|---|---|---|
| | | | 1 | 2 | 3 | 4 | 5 |
| 5 | **Outstanding performance** | Performance far exceeds the standard expected of an employee at this level. The appraisal indicates that the Employee has achieved above fully effective results against all performance criteria and indicators as specified in the PA and Performance plan and maintained this in all areas of responsibility throughout the year. | | | | | |
| 4 | **Performance significantly above expectations** | Performance is significantly higher than the standard expected in the job. The appraisal indicates that the Employee has achieved above fully effective results against more than half of the performance criteria and indicators and fully achieved all others throughout the year. | | | | | |
| 3 | **Fully effective** | Performance fully meets the standards expected in all areas of the job. The appraisal indicates that the Employee has fully achieved effective results against | | | | | |

| | | | |
|---|---|---|---|
| | | all significant performance criteria and indicators as specified in the PA and Performance Plan. | |
| **2** | **Not fully effective** | Performance is below the standard required for the job in key areas. Performance meets some of the standards expected for the job. The review/assessment indicates that the employee has achieved below fully effective results against more than half the key performance criteria and indicators as specified in the PA and Performance Plan. | |
| **1** | **Unacceptable performance** | Performance does not meet the standard expected for the job. The review/assessment indicates that the employee has achieved below fully effective results against almost all of the performance criteria and indicators as specified in the PA and Performance Plan. The employee has failed to demonstrate the commitment or ability to bring performance up to the level expected in the job despite management efforts to encourage improvement. | |

7.6 For purposes of evaluating the annual performance of the Employee, an evaluation panel constituted of the following persons will be established –

7.6.1 Municipal Manager.

7.6.2 Chairperson of the Performance Audit Committee or the Audit Committee in the absence of a performance audit committee.

7.6.3 Member of the Mayoral Committee or Executive Committee or in respect of a plenary-type municipality, another member of council; and

7.6.4 Municipal Manager from another Municipality.

## 8. SCHEDULE FOR PERFORMANCE REVIEWS

8.1 The performance of the Employee in relation to his performance agreement shall be reviewed on the following dates:

| | | |
|---|---|---|
| **First Quarter** | : | **July- September 2023** |
| Submission of evidence | : | 15 October 2023 |
| Review | : | 29 October 2023 |
| **Second Quarter** | : | **October – December 2023** |
| Submission of evidence | : | 15 January 2024 |
| Review | : | 28 January 2024 |
| **Third quarter** | : | **January-March 2024** |
| Submission of evidence | : | 15 April 2024 |
| Review | : | 29 April 2024 |
| **Fourth quarter** | : | **April-June 2024** |
| Submission of evidence | : | 22 July 2024 |
| Review | : | 23 September 2024 |

8.2 The Employer shall keep a record of the mid-year review and annual assessment meetings.

8.3 Performance feedback shall be based on the Employer's assessment of the Employee's performance.

8.4 The Employer will be entitled to review and make reasonable changes to the provisions of the Performance Plan from time to time for operational reasons. The Employee will be fully consulted before any such change is made.

8.5 The Employer may amend the provisions of the Performance Plan whenever the performance management system is adopted, implemented and/or amended as the case may be. In that case, the Employee will be fully consulted before any such change is made.

## 9. OBLIGATIONS OF THE EMPLOYER

9.1 The Employer shall-

9.1.1 Create an enabling environment to facilitate effective performance by the employee.

9.1.2 Provide access to skills development and capacity building opportunities.

9.1.3 Work collaboratively with the Employee to solve problems and generate solutions to common problems that may impact on the performance of the Employee.

9.1.4 On the request of the Employee delegate such powers reasonably required by the Employee to enable him to meet the performance objectives and targets established in terms of this Agreement; and

9.1.5 Make available to the Employee such resources as the Employee may reasonably require from time to time, assisting him to meet the performance objectives and targets established in terms of this Agreement.

## 10. CONSULTATION

10.1 The Employer agrees to consult the Employee timeously where the exercising of the powers of the Employer will have amongst others-

10.1.1 A direct effect on the performance of any of the Employee's functions.

10.1.2 Commit the Employee to implement or to give effect to a legitimate decision made by the Employer; and

10.2 The Employer agrees to inform the Employee of the outcome of any decisions taken pursuant to the exercise of powers contemplated in clause 10.1 as soon as is practically possible to enable the Employee to take any necessary action without delay.

## 11. MANAGEMENT OF EVALUATION OUTCOMES

11.1 The evaluation of the Employee's performance will form the basis for rewarding outstanding performance or correcting unacceptable performance.

11.2 A performance bonus between 5% to 14% of the Employee's inclusive annual remuneration package as detailed in the relevant policy, may be paid to the Employee in recognition of outstanding performance subject to the provisions of applicable legislation in this regard.

11.3 Whereas the Employee's contract of employment provides in clause 2.4 that the appointment is subject to the conclusion of a performance agreement annually within one (1) month after the commencement of the new financial year and whereas parties to this agreement agrees that performance reporting by Directorates is an indispensable component of the management of Kouga Municipality.

11.3.1 It is herewith specifically agreed that the Employee shall utilize the performance management system of the Municipality on a continuous basis and the Employee shall ensure that performance reporting is completed within a period of eleven (11) working days immediately following any performance reporting period, unless otherwise stated herein, with the provision that where any performance information is subject to Audit, provisional performance reporting and the submission of performance evidence shall be completed within the stipulated reporting period.

11.3.2 The Employee herewith acknowledge and agree that failure to comply with performance reporting periods, time frames and the submission of performance evidence shall impact on the ability of the Employer to comply with legislated and stipulated performance reporting and as such may non-compliance with completion of performance reports by the Employee or the submission of performance evidence result in any performance reward that may be due or may become due may be forfeited in part or in full at the discretion of the Employer.

## 12. DISPUTE RESOLUTION

12.1 Any disputes about the nature of the Employee's performance agreement, whether it relates to key responsibilities, priorities, methods of assessment and/or any other matter provided for, shall be mediated by –

12.1.1 The Mayor of the Employer within thirty (30) days of receipt of a formal written dispute from the Employee provided that where the dispute relates to the outcome of the performance evaluation, the Mayor shall appoint a member of Council to consider submissions on performance whose decision shall be final and binding.

12.2 Any disputes about the outcome of the Performance Evaluations shall within thirty (30) days of receipt of a formal written dispute from the Employee be mediated by a member of the Kouga Municipal Council, provided that such Councillor was not part of the evaluation panel contemplated in paragraph 7 herein, whose decision shall be final and binding on both parties.

12.3 In the event that the mediation process contemplated above fails, clause 16 of the Contract of Employment shall apply.

## 13. GENERAL

13.1 The contents of this agreement and the outcome of any review conducted in terms of this agreement may be made available to the public by the Employer.

13.2 Nothing in this agreement diminishes the obligations, duties or accountabilities of the Employee in terms of his/her contract of employment, or the effects of existing or new regulations, circulars, policies, directives or other instruments.

## 14. PERSONAL DEVELOPMENT PLAN

14.1 The personal development plan of the Employee is attached hereto.

Kouga Municipality

Thus done and signed at JEFFREYS BAY on this the 30 day 30 JULY 2023 of 2023.

**AS WITNESSES:**

1. _____

2. _____

_____
**EMPLOYEE**

_____
**MUNICIPAL MANAGER**

Annexure A

KOUGA
local municipality
*Good Governance through Service Excellence*

# PERFORMANCE PLAN

**Entered into by and between**

**THE MUNICIPALITY OF KOUGA**

**AS REPRESENTED BY THE MUNICIPAL MANAGER**

**MR C DU PLESSIS**

**AND**

**D DE JAGER**

**THE EMPLOYEE OF THE MUNICIPALITY**

**DEPUTY MUNICIPAL MANAGER**

**PERIOD: 1 JULY 2023 TO 30 JUNE 2024**

# 1. PURPOSE

The performance plan defines the Council's performance expectations of the Deputy Municipal Manager and has the purpose of the alignment of such performance expectations with the Integrated Development Plan as provided for in Section 57 (5) of the Municipal Systems Act.

# 2. KEY RESPONSIBILITIES

It is expressly agreed that while certain key responsibilities of the Deputy Municipal Manager shall be measured in terms of the Performance Agreement and the Performance plan, the duties of the Deputy Municipal Manager shall not be restricted to the measured responsibilities only.

# 3. PERFORMANCE REPORTING

3.2 The provision of the Performance Agreement relative to performance reporting time frames and the time frames for the submission of supporting performance evidence is herewith re-confirmed.

3.3 Whereas Section 57 of the Local Government Municipal Systems Act, 2000 provides that the appointment of the Employee is subject to participation in the performance management system of the Employer, the Parties herewith agree that the non-submission of performance information and/or performance evidence, on the electronic performance management systems and/or manually, on due dates as set out in the Performance Agreement may result therein that any possible performance reward due to the Employee may be forfeited at the discretion of the Employer.

3.4 It is herewith agreed that in instances where it becomes clear that any set target in respect of any reporting period cannot/shall not be achieved and/or has not been achieved, the Employee shall prepare a Memorandum addressed to the Municipal Manager detailing the following:

- Key Performance Indicator and target for the reporting period.
- Actual achievements on the target in accordance with the Key Performance Indicator.
- Reasons why the target could not be fully achieved.
- Proposals on corrective actions to be implemented to ensure that the target shall be achieved at a date and time indicated in the corrective actions which shall be prior to the end of the reporting year.
- Provided that were the non-achievement becomes evident at such a late stage that corrective actions shall not result in achievement of the target prior to the year end, corrective actions must indicate how the matter shall be dealt with to ensure achievement in the shortest possible time after year end.

Only where the Municipal Manager has approved the reasons for the non-achievement of a target shall the Employee report the non-achievement of the target as part of the performance reporting cycle and the Employee shall at all times attach the Memorandum directed to the Municipal Manager as well as the

approval of the Municipal Manager to such reporting on the electronic performance management system.

## 4. KEY PERFORMANCE AREAS

The following Key Performance Areas (KPA's) as set in consultation with the employee inform the strategic objectives, listed in the table below:

| KPA No | Key Performance Area | Weight |
|---|---|---|
| 1 | Infrastructure and Basic Service Delivery | 65 |
| 2. | Municipal Financial Viability and Management | 10 |
| 3. | Good Governance and Public Participation | 10 |
| 4. | Operational Targets | 15 |
| | Total | 100 |

## 5. INSTITUTIONAL SERVICE DELIVERY AND BUDGET IMPLEMENTATION PLAN KEY PERFORMANCE INDICATORS ALLOCATED TO THE DEPUTY MUNICIPAL MANAGER

5.1 The following Key Performance Indicators (KPI's) provide the details of the evidence that must be provided to show that a key objective has been obtained. The target dates describe the timeframe in which the work must be achieved. The weightings show the relative importance of the key objectives to each other.

| SDBIP NO | IDP REF | KEY PERFORMANCE AREA | IDP: INSTITUTIONAL GOAL | KEY PERFORMANCE INDICATOR | WEIGHT | TARGET | QUARTERLY TARGETS | | | | EVIDENCE | VERIFICATION | STANDARDS |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | | | Q1 | Q2 | Q3 | Q4 | | | |
| 24 | - | KPA 3: Financial viability and management | Goal 3: Build the financial sustainability of Kouga by empowering staff to achieve good governance and clean administration which is committed to prudent management of funds by promoting accuracy and transparency | % of total operational expenditure attributable to staff costs | 7.1% | 35% | 35% | 35% | 35% | 35% | Total operational expenditure and total staff cost | Calculate total staff costs as a percentage of total operational expenditure | 1 = more than 38%<br><br>2 = 36 to 37%<br><br>3 = 35% (Where average vacancy period exceed 3 months from date of approval for filling)<br><br>4/5 = 35% where funded vacancies are filled within a period of 3 months from approval for filling. |
| 29 | MM 036<br><br>MM 037 | KPA 4: Good Governance and Public Participation | Goal 1: Provide quality sustainable municipal infrastructure to consistently maintaining and improving the needs of the people of Kouga | % Expenditure of Ward Development Fund (Capex and Opex) | 7.1% | 95% | 5 of 95% | 40 of 95% | 75 of 95% | 95 of 95% | Ward Development fund budget provisions (Capex and Opex) and expenditure reports on ward development fund | Calculate percentage expenditure on budget provisions for ward development fund | 1 = less than 75%<br><br>2 = 76 to 94%<br><br>3 = 95%<br><br>4 = 96 to 97%<br><br>5 = more than 97% |

| SDBIP NO | IDP REF | KEY PERFORMANCE AREA | IDP: INSTITUTIONAL GOAL | KEY PERFORMANCE INDICATOR | WEIGHT | TARGET | QUARTERLY TARGETS | | | | EVIDENCE | VERIFICATION | STANDARDS |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | | | Q1 | Q2 | Q3 | Q4 | | | |
| 30 | | KPA 4: Good Governance and Public Participation | Goal 5: Provide professional, people centered human resources and administrative services to Kouga citizens, staff and council for a transformed equitable and efficient local government | Number of Occupational Health and Safety Committee Meetings held | 7.1% | 4 | 1 of 4 | 2 of 4 | 3 of 4 | 4 of 4 | Minutes of the meetings of the OHS Committee | Count the number of meetings held by the OHS Committee | 1 = none<br>2 = 1 to 3<br>3= 4<br>4 = 5<br>5 = more than 5 |
| 32 | | KPA 5: Institutional Development and Transformation | Goal 5: Provide professional, people centered human resources and administrative services to Kouga citizens, staff and council for a transformed equitable and efficient local government | Number of appointments made in the top three layers of employment in compliance with the Employment Equity Plan | 9AM, 13CM, 2IM, 13 WM, 5AF, 8CF, 0IF, 4WF | 1AM/1AF and 1AF/1WF | - | - | - | 1AM/ 1AF and 1AF/1 WF | Employment Equity Plan and proof of appointments made in the top three layers | Count the number of appointments made in the top three layers of employment in compliance with the Employment Equity Plan | 1= None<br>2 = 1 appointment<br>3 = 2 Appointments<br>4 =3 appointments<br>5 = more than 3 |
| 33 | I&E085 | KPA 5: Institutional development and transformation | Goal 5: Provide professional, people centered human resources and administrative services to Kouga citizens, staff and | % Expenditure of LGSTA grant funding for staff development | 7.1% | 100% | 5 of 100 % | 40 of 100% | 75 of 100% | 100 of 100% | LGSETA grant funding received and expenditure reports against grant | Calculate percentage expenditure for staff development on LGSETA | 1 = less than 75%<br>2 = 76 to 94%<br>3 = 95% |

| SDBIP NO | IDP REF | KEY PERFORMANCE AREA | IDP: INSTITUTIONAL GOAL | KEY PERFORMANCE INDICATOR | WEIGHT | TARGET | QUARTERLY TARGETS | | | | EVIDENCE | VERIFICATION | STANDARDS |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | | | Q1 | Q2 | Q3 | Q4 | | | |
| | | | council for a transformed equitable and efficient local government | | | | | | | | funding received | grant funding received | 4 = 96 to 97%<br>5 = more than 97% |

## 6. OPERATIONAL KEY PERFORMANCE INDICATORS ALLOCATED TO THE DEPUTY MUNICIPAL MANAGER

6.1 The following Key Performance Indicators (KPI's) has been allocated to the Deputy Municipal Manager and the Deputy Municipal Manager shall provide the details of the evidence that must be provided to show that a key objective has been obtained. The target dates describe the timeframe in which the work must be achieved. The weightings show the relative importance of the key objectives to each other. These operational Key Performance Indicators shall be taken into account in all performance reviews and performance evaluations of the Deputy Municipal Manager relevant to the 2023/24 year.

| KEY PERFORMANCE AREA | IDP: INSTITUTIONAL GOAL | KEY PERFORMANCE INDICATOR | WEIGHT | TARGET | QUARTERLY TARGETS | | | | EVIDENCE | VERIFICATION | STANDARDS |
|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | Q1 | Q2 | Q3 | Q4 | | | |
| KPA 1: Infrastructure and Basic Service Delivery | Goal 1: Provide quality sustainable municipal infrastructure to consistently maintaining and improving the needs of | % Of multiyear tenders extended as a result of not making an appointment in time | 7.1% | 0% | 0% | 0% | 0% | 0% | Contract register and list of multiyear tenders expiring in reporting period and proof of | Calculate percentage of multiyear tenders extended after contract termination date | 1= More than 4%<br>2 = 3%<br>3=2%<br>4=1% |

| KEY PERFORMANCE AREA | IDP: INSTITUTIONAL GOAL | KEY PERFORMANCE INDICATOR | WEIGHT | TARGET | QUARTERLY TARGETS | | | | EVIDENCE | VERIFICATION | STANDARDS |
|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | Q1 | Q2 | Q3 | Q4 | | | |
| | the people of Kouga | | | | | | | | appointments made | | 5=0% |
| KPA 3: Financial viability and management | Goal 3: Build the financial sustainability of Kouga by empowering staff to achieve good governance and clean administration which is committed to prudent management of funds by promoting accuracy and transparency | % compliance with the 10-working day turnaround target for the certification of invoices **(Standard Procurement of Goods and Services)** for payment and resubmission to finance calculated from date of receipt by the Directorate. | 7.1% | 100% | 100% | 100% | 100% | 100% | Invoice Register with return dates of certified invoices as received by Finance | Calculate the percentage of invoices resubmitted to Finance within the specified turnaround time | 1 = less than 75%<br>2 = 76 to 94%<br>3 = 95%<br>4 = 96 to 98%<br>5 = more than 98% |
| KPA 3: Financial viability and management | Goal 4: Create and environment for active public participation and administrative | % Compliance with the implementation of then Audit Corrective Action Plan relevant to the | 7.1% | 100% | 0 of 100% | 0 of 100% | 15 of 100% | 100 of 100% | Audit Corrective Action Plan and measures implemented | Count number of actions required and number of actions implemented and calculate | 1= less than 60%<br>2 = 61 to 90%<br>3 = 90% |

| KEY PERFORMANCE AREA | IDP: INSTITUTIONAL GOAL | KEY PERFORMANCE INDICATOR | WEIGHT | TARGET | QUARTERLY TARGETS | | | | EVIDENCE | VERIFICATION | STANDARDS |
|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | Q1 | Q2 | Q3 | Q4 | | | |
| | culture characterized by accountability, transparency and efficiency. | 2022/23 financial year. | | | | | | | | percentage implemented | 4 = 91 to 95%<br><br>5 =f more than 95% |
| KPA 4: Good Governance and Public Participation | Goal 4: Create and environment for active public participation and administrative culture characterized by accountability, transparency and efficiency. | Number of digitization projects implemented by 31 December 2023 (Agenda and Meeting Management) | 7.1% | 1 | 0 of 1 | 1 of 1 | - | - | Proof of digitization project implemented and date of implementation | Count number of digitization projects implemented by 31 December 2023 | 1 = Not done<br><br>2 = completed after due date<br><br>3 = completed on due date<br><br>4 = completed 14 days before due date<br><br>5 = completed more than 14 days before due date |

| KEY PERFORMANCE AREA | IDP: INSTITUTIONAL GOAL | KEY PERFORMANCE INDICATOR | WEIGHT | TARGET | QUARTERLY TARGETS | | | | EVIDENCE | VERIFICATION | STANDARDS |
|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | Q1 | Q2 | Q3 | Q4 | | | |
| KPA 4: Good Governance and Public Participation | Goal 4: Create and environment for active public participation and administrative culture characterized by accountability, transparency and efficiency. | Number of digitization projects implemented by 31 December 2023 (Records Management) | 7.1% | 1 | 0 of 1 | 1 of 1 | - | - | Proof of digitization project implemented and date of implementation | Count number of digitization projects implemented by 31 December 2023 | 1 = Not done<br><br>2 = completed after due date<br><br>3 = completed on due date<br><br>4 = completed 14 days before due date<br><br>5 = completed more than 14 days before due date |
| KPA 4: Good Governance and Public Participation | Goal 4: Create and environment for active public participation and | Number of Annual Customer Satisfaction Surveys conducted by | 7.1% | 1 | 1 of 1 | - | - | - | Customer Satisfaction Survey Results | Count number of customer satisfaction surveys conducted by | 1 = Not done<br><br>2 = completed after due date |

| KEY PERFORMANCE AREA | IDP: INSTITUTIONAL GOAL | KEY PERFORMANCE INDICATOR | WEIGHT | TARGET | QUARTERLY TARGETS | | | | EVIDENCE | VERIFICATION | STANDARDS |
|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | Q1 | Q2 | Q3 | Q4 | | | |
| | administrative culture characterized by accountability, transparency and efficiency. | 30 September 2023 | | | | | | | | 30 September 2023 | 3 = completed on due date<br><br>4 = completed 14 days before due date<br><br>5 = completed more than 14 days before due date |
| KPA 4: Good Governance and Public Participation | Goal 4: Create and environment for active public participation and administrative culture characterized by accountability, transparency and efficiency. | % Up-time of the ICT Server System | 7.1% | 98% | 98% | 98% | 98% | 98% | Records of ICT Server up-time | Calculate % server uptime | 1 = less than 75%<br><br>2 = 76 to 94%<br><br>3 = 95%<br><br>4 = 96 to 97%<br><br>5 = more than 97% |

| KEY PERFORMANCE AREA | IDP: INSTITUTIONAL GOAL | KEY PERFORMANCE INDICATOR | WEIGHT | TARGET | QUARTERLY TARGETS | | | | EVIDENCE | VERIFICATION | STANDARDS |
|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | Q1 | Q2 | Q3 | Q4 | | | |
| KPA 4: Good Governance and Public Participation | Goal 4: Create and environment for active public participation and administrative culture characterized by accountability, transparency and efficiency. | % Up-Time of internet connectivity | 7.1% | 98% | 98% | 98% | 98% | 98% | Records of Internet Connectivity up-time | Calculate % internet connectivity | 1 = less than 75%<br>2 = 76 to 94%<br>3 = 95%<br>4 = 96 to 97%<br>5 = more than 97% |
| **Total weight (Institutional and Operational Indicators)** | | | **100%** | | | | | | | | |

Thus, done and signed on this 30 / 15 day of JULY 2023 in the presence of the undersigned witnesses

~~EMPLOYEE~~ EMPLOYER

EMPLOYER

**WITNESSES:** _____

_____

KOUGA
local municipality
Good Governance through Service Excellence

# PERFORMANCE AGREEMENT

## MADE AND ENTERED INTO BY AND BETWEEN:

## KOUGA MUNICIPALITY
## HEREIN REPRESENTED BY

## MR C DU PLESSIS

## AND

## ME N MACHELESI
## EMPLOYED BY KOUGA MUNICIPALITY AS
## DIRECTOR COMMUNITY SERVICES

## FOR THE

## FINANCIAL YEAR: 1 JULY 2023 TO 30 JUNE 2024

## WHEREBY IT IS AGREED AS FOLLOWS:

## 1. INTRODUCTION

1.1 The Employer has entered into a contract of employment with the Employee in terms of section 57(1) (a) of the Local Government: Municipal Systems Act 32 of 2000 ("the Systems Act"). The Employer and the Employee are hereinafter referred as "the Parties".

1.2 Section 57(1)(b) of the Systems Act, read with the Contract of Employment concluded between the parties, requires the parties to conclude an annual performance Agreement.

1.3 The parties wish to ensure that they are clear about the goals to be achieved and secure the commitment of the Employee to a set of outcomes that will ensure the achievement of local government policy goals.

1.4 The parties wish to ensure that there is compliance with Sections 57(4) and 57(5) of the Systems Act.

## 2. PURPOSE OF THIS AGREEMENT

2.1 Comply with the provisions of Section 57(1)(b),(4) and (5) of the Systems Act as well as the Contract of Employment entered into between the parties;

2.2 Specify objectives and targets established for the Employee and to communicate to the Employee the Employer's expectations of the Employee's performance and accountabilities.

2.3 Specify accountabilities as set out in the Performance Plan.

2.4 Monitor and measure performance against set targeted outputs.

2.5 Use the Performance Agreement and Performance Plan as the basis for assessing whether the Employee has met the performance expectations applicable to his job.

2.6 Appropriately reward the Employee in accordance with the Employer's performance management policy in the event of outstanding performance; and

2.7 Give effect to the Employer's commitment to a performance-orientated relationship with the Employee in attaining equitable and improved service delivery.

## 3. DELIVERY

3.1 This Agreement will commence on 1 July 2023 and will remain in force until 30 June 2024, where after a new Performance Agreement and Performance Plan shall be concluded between the parties for the next financial year or any portion thereof.

3.2 The parties will review the provisions of this Agreement during June of each year. The parties will conclude a new Performance Agreement and Performance Plan that replaces this Agreement, at least once a year by not later than 31 July of each successive financial year.

3.3 This Agreement will terminate on the termination of the Employee's contract of employment for whatever reason.

3.4 The content of this Agreement may be revised at any time during the abovementioned period to determine the applicability of the matters agreed upon.

3.5 If at any time during the validity of this Agreement the work environment alters (whether as a result of government or council decisions or otherwise) to the extent that the contents of this Agreement are no longer appropriate, the contents shall immediately be revised.

## 4. PERFORMANCE OBJECTIVES

4.1 The Performance Plan attached to this Agreement sets out –

4.1.1 The performance objectives and targets that must be met by the Employee; and

4.1.2 The time frames within which those performance objectives and targets must be met.



NM

4.2 The performance objectives and targets reflected in the Performance Plan are set by the Employer in consultation with the Employee and are based on the Integrated Development Plan, Service Delivery and Budget Implementation Plan (SDBIP) and the Budget of the Employer and includes key objectives; key performance indicators; target dates and weightings.

4.3 The key objectives describe the main tasks that need to be performed. The key performance indicators provide the details of the evidence that must be provided to show that a key objective has been achieved. The target dates describe the timeframe in which the work must be achieved. The weightings show the relative importance of the key objectives to each other.

4.4 The Employee's performance will, in addition, be measured in terms of contributions to the goals and strategies set out in the Employer's Integrated Development Plan.

4.5 It is specifically agreed that in preparation of the implementation of standardized national key performance indicators for local government institutions, the performance plan of the Employee includes a section requiring the Employee, at the indicated intervals, to provide operational statistical information to be used as performance baselines for the 2024/25 financial year. The performance of the Employee shall not be measured on such information for the 2023/24 year.

## 5. PERFORMANCE MANAGEMENT SYSTEM

5.1 The Employee agrees to participate in the performance management system that the Employer adopts or introduces for the Employer, management and municipal staff of the Employer.

5.2 The Employee accepts that the purpose of the performance management system will be to provide a comprehensive system with specific performance standards to assist the Employer, management and municipal staff to perform to the standards required.

5.3 The Employer will consult with the Employee about the specific performance standards that will be included in the performance management system as applicable to the Employee.

## 6. THE EMPLOYEE AGREES TO PARTICIPATE IN THE PERFORMANCE MANAGEMENT SYSTEM THAT THE EMPLOYER ADOPTS.

6.1 The Employee undertakes to actively focus towards the promotion and implementation of the Key Performance Areas KPA's (including special projects relevant to the employee's responsibilities) within the local government framework.

6.2 The Employee undertakes to submit performance evidence in a format the Employer may require at times and intervals as set out herein to enable the Employer to evaluate the performance of the Employee.

6.2.1 The Employee undertakes to consult MFMA Circular 88 in order to ensure that the Circular 88 reporting component of the Performance Plan of the Employee complies with the Technical Indicator Descriptions so as to ensure that performance evidence supplied in this regard shall in future withstand audit scrutiny.

6.3 The criteria upon which the performance of the Employee shall be assessed shall consist of two components, both of which shall be contained in the Performance Agreement.

6.3.1 The Employee must be assessed against both components, with a weighting of 80:20 allocated to the Key Performance Areas (KPA's) and the Core Competencies Requirements (CCR's) respectively.

6.3.2 Each area of assessment will be weighted and will contribute a specific part to the total score.

6.3.3 KPA's covering the main areas of work will account for 80% and CCR's will account for 20% of the final assessment.

6.4 The Employee's assessment will be based on his/her performance in terms of the outputs/outcomes (performance indicators) identified as per attached Performance Plan (Annexure A), which are linked to the KPA's, and will constitute 80% of the overall assessment



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result as per the weightings agreed to between the Employer and Employee:

| KPA I | Key Performance Area | Weight |
|---|---|---|
| 1 | Infrastructure and Basic Services | 60 |
| 2. | Financial Viability and Management | 5 |
| 2 | Good Governance and Public Participation | 5 |
| 3. | Operational Targets | 30 |
| | Total | 100 |

6.4.1 The Core Competency Requirements provided for in the Local Government: Municipal Performance Regulations for Municipal Managers and Managers directly accountable to Municipal Managers, R805 dated 1 August 2006 as listed hereunder will make up the other 20% of the Employee's assessment score:

| CCR No | Core Competency Requirement | Weight |
|---|---|---|
| | **Core Managerial Competencies** | |
| 2 | Programme and Project Management | 9 |
| 3 | Financial Management | 8 |
| 5 | Knowledge Management | 8 |
| 6 | Service Delivery Innovation | 9 |
| 8 | People Management and Empowerment | 8 |
| 9 | Client Orientation and Customer Focus | 10 |
| 10 | Communication | 8 |
| CORE OCCUPATIONAL COMPETENCIES | | |
| 12 | Competence in Self Management | 8 |
| 13 | Interpretation and implementation within the legislative and national policy frameworks | 8 |
| 15 | Knowledge of Performance Management and Reporting | 8 |
| 17 | Competence in policy conceptualization, analysis and implementation | 8 |
| 21 | Competence as required by other national line sector departments | 8 |
| Total | | 100 |

## 7. PERFORMANCE EVALUATIONS

7.1 The Performance Plan annexed to this Agreement sets out –

7.1.1 The standards and procedures for evaluating the Employee's performance; and

7.1.2 The intervals for the evaluation of the Employee's performance.

7.2 Despite the establishment of agreed intervals for evaluation, the Employer may in addition review the Employee's performance at any stage while the contract of employment remains in force.

7.3 Personal growth and development needs identified during any performance review discussion must be documented in a Personal Development Plan as well as the actions agreed to and implementation must take place within set time frames.

7.4 The Employee's performance will be measured in terms of contributions to the goals and strategies set out in the Employer's Integrated Development Plan (IDP).

7.5 The annual performance appraisal will involve:

7.5.1 Assessment of the achievement of results as outlined in the performance plan:

7.5.1.1. Each KPA should be assessed according to the extent to which the specified standards or performance indicators have been met and with due regard to ad hoc tasks that had to be performed under the KPA.

7.5.1.2. An indicative rating on the five-point scale should be provided for each KPA.



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7.5.1.3. The applicable assessment rating calculator (refer to paragraph 7.5.3 below) must then be used to add the scores and calculate a final KPA score.

7.5.2 Assessment of the CCR's

7.5.2.1. Each CCR should be assessed according to the extent to which the specified standards have been met.

7.5.2.2. An indicative rating on the five-point scale should be provided for each CCR.

7.5.2.3. The applicable assessment rating calculator (refer to paragraph 7.5.3) must then be used to add the score and calculate a final CCR score.

7.5.3 Overall rating

An overall rating is calculated by using the applicable assessment-rating calculator which could also be incorporated in the performance management system utilized by the Employer. Such overall rating represents the outcome of the performance appraisal. The assessment of the performance of the Employee will be based on the following rating scale for KPA's and CCR's:

| Level | Terminology | Description | Rating | | | | |
|---|---|---|---|---|---|---|---|
| | | | 1 | 2 | 3 | 4 | 5 |
| 5 | **Outstanding performance** | Performance far exceeds the standard expected of an employee at this level. The appraisal indicates that the Employee has achieved above fully effective results against all performance criteria and indicators as specified in the PA and Performance plan and maintained this in all areas of responsibility throughout the year. | | | | | |

| | | | |
|---|---|---|---|
| 4 | **Performance significantly above expectations** | Performance is significantly higher than the standard expected in the job. The appraisal indicates that the Employee has achieved above fully effective results against more than half of the performance criteria and indicators and fully achieved all others throughout the year. | |
| 3 | **Fully effective** | Performance fully meets the standards expected in all areas of the job. The appraisal indicates that the Employee has fully achieved effective results against all significant performance criteria and indicators as specified in the PA and Performance Plan. | |
| 2 | **Not fully effective** | Performance is below the standard required for the job in key areas. Performance meets some of the standards expected for the job. The review/assessment indicates that the employee has achieved below fully effective results against more than half the key performance criteria and indicators as specified in the PA and Performance Plan. | |
| 1 | **Unacceptable performance** | Performance does not meet the standard expected for the job. The review/assessment indicates that the employee has achieved below fully effective results against almost all of the performance criteria and indicators as specified in the PA and Performance Plan. The employee has failed to demonstrate the commitment or ability to bring performance up to the level expected in the job despite management efforts to encourage improvement. | |



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7.6 For purposes of evaluating the annual performance of the Employee, an evaluation panel constituted of the following persons will be established –

7.6.1 Municipal Manager.

7.6.2 Chairperson of the Performance Audit Committee or the Audit Committee in the absence of a performance audit committee.

7.6.3 Member of the Mayoral Committee or Executive Committee or in respect of a plenary-type municipality, another member of council; and

7.6.4 Municipal Manager from another Municipality.

## 8. SCHEDULE FOR PERFORMANCE REVIEWS

8.1 The performance of the Employee in relation to his performance agreement shall be reviewed on the following dates:

| | | |
|---|---|---|
| **First Quarter** | : | **July- September 2023** |
| Submission of evidence | : | 15 October 2023 |
| Review | : | 29 October 2023 |
| **Second Quarter** | : | **October – December 2023** |
| Submission of evidence | : | 15 January 2024 |
| Review | : | 28 January 2024 |
| **Third quarter** | : | **January-March 2024** |
| Submission of evidence | : | 15 April 2024 |
| Review | : | 29 April 2024 |
| **Fourth quarter** | : | **April-June 2024** |
| Submission of evidence | : | 22 July 2024 |
| Review | : | 23 September 2024 |

8.2 The Employer shall keep a record of the mid-year review and annual assessment meetings.

8.3 Performance feedback shall be based on the Employer's assessment of the Employee's performance.

8.4 The Employer will be entitled to review and make reasonable changes to the provisions of the Performance Plan from time to time for operational reasons. The Employee will be fully consulted before any such change is made.

8.5 The Employer may amend the provisions of the Performance Plan whenever the performance management system is adopted, implemented and/or amended as the case may be. In that case, the Employee will be fully consulted before any such change is made.

## 9. OBLIGATIONS OF THE EMPLOYER

9.1 The Employer shall-

9.1.1 Create an enabling environment to facilitate effective performance by the employee.

9.1.2 Provide access to skills development and capacity building opportunities.

9.1.3 Work collaboratively with the Employee to solve problems and generate solutions to common problems that may impact on the performance of the Employee.

9.1.4 On the request of the Employee delegate such powers reasonably required by the Employee to enable him to meet the performance objectives and targets established in terms of this Agreement; and

9.1.5 Make available to the Employee such resources as the Employee may reasonably require from time to time, assisting him to meet the performance objectives and targets established in terms of this Agreement.

## 10. CONSULTATION

10.1 The Employer agrees to consult the Employee timeously where the exercising of the powers of the Employer will have amongst others-

10.1.1 A direct effect on the performance of any of the Employee's functions.

10.1.2 Commit the Employee to implement or to give effect to a legitimate decision made by the Employer; and

10.2 The Employer agrees to inform the Employee of the outcome of any decisions taken pursuant to the exercise of powers contemplated in clause 10.1 as soon as is practically possible to enable the Employee to take any necessary action without delay.

## 11. MANAGEMENT OF EVALUATION OUTCOMES

11.1 The evaluation of the Employee's performance will form the basis for rewarding outstanding performance or correcting unacceptable performance.

11.2 A performance bonus between 5% to 14% of the Employee's inclusive annual remuneration package as detailed in the relevant policy, may be paid to the Employee in recognition of outstanding performance subject to the provisions of applicable legislation in this regard.

11.3 Whereas the Employee's contract of employment provides in clause 2.4 that the appointment is subject to the conclusion of a performance agreement annually within one (1) month after the commencement of the new financial year and whereas parties to this agreement agrees that performance reporting by Directorates is an indispensable component of the management of Kouga Municipality.

11.3.1 It is herewith specifically agreed that the Employee shall utilize the performance management system of the Municipality on a continuous basis and the Employee shall ensure that performance reporting is completed within a period of eleven (11) working days immediately following any performance reporting period, unless otherwise stated herein, with the provision that where any performance information is subject to Audit, provisional performance reporting and the submission of performance evidence shall be completed within the stipulated reporting period.

11.3.2 The Employee herewith acknowledge and agree that failure to comply with performance reporting periods, time frames and the submission of performance evidence shall impact on the ability of the Employer to comply with legislated and stipulated performance reporting and as such may non-compliance with completion of performance reports by the Employee or the submission of performance evidence result in any performance reward that may be due or may become due may be forfeited in part or in full at the discretion of the Employer.

## 12. DISPUTE RESOLUTION

12.1 Any disputes about the nature of the Employee's performance agreement, whether it relates to key responsibilities, priorities, methods of assessment and/or any other matter provided for, shall be mediated by –

12.1.1 The Mayor of the Employer within thirty (30) days of receipt of a formal written dispute from the Employee provided that where the dispute relates to the outcome of the performance evaluation, the Mayor shall appoint a member of Council to consider submissions on performance whose decision shall be final and binding.

12.2 Any disputes about the outcome of the Performance Evaluations shall within thirty (30) days of receipt of a formal written dispute from the Employee be mediated by a member of the Kouga Municipal Council, provided that such Councillor was not part of the evaluation panel contemplated in paragraph 7 herein, whose decision shall be final and binding on both parties.

12.3 In the event that the mediation process contemplated above fails, clause 16 of the Contract of Employment shall apply.

## 13. GENERAL

13.1 The contents of this agreement and the outcome of any review conducted in terms of this agreement may be made available to the public by the Employer.



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13.2 Nothing in this agreement diminishes the obligations, duties or accountabilities of the Employee in terms of his/her contract of employment, or the effects of existing or new regulations, circulars, policies, directives or other instruments.

## 14. PERSONAL DEVELOPMENT PLAN

14.1 The personal development plan of the Employee is attached hereto.

Thus done and signed at Jeffreys Bay on this the 31 day of July 2023.

**AS WITNESSES:**

1. _____

2. _____

_____
**EMPLOYEE**

_____
**MUNICIPAL MANAGER**

Annexure A

KOUGA
local municipality
Good Governance through Service Excellence

# PERFORMANCE PLAN

**Entered into by and between**

**THE MUNICIPALITY OF KOUGA**

**AS REPRESENTED BY THE MUNICIPAL MANAGER**

**MR C DU PLESSIS**

**AND**

**N MACHELESI**

**THE EMPLOYEE OF THE MUNICIPALITY**

**DIRECTOR COMMUNITY SERVICES**

**PERIOD: 1 JULY 2023 TO 30 JUNE 2024**



NM VR SD

# 1. PURPOSE

The performance plan defines the Council's performance expectations of the Director Community Services and has the purpose of the alignment of such performance expectations with the Integrated Development Plan as provided for in Section 57 (5) of the Municipal Systems Act.

# 2. KEY RESPONSIBILITIES

It is expressly agreed that while certain key responsibilities of the Director Community Services shall be measured in terms of the Performance Agreement and the Performance plan, the duties of the Director Community Services shall not be restricted to the measured responsibilities only.

# 3. PERFORMANCE REPORTING

3.2 The provision of the Performance Agreement relative to performance reporting time frames and the time frames for the submission of supporting performance evidence is herewith re-confirmed.

3.3 Whereas Section 57 of the Local Government Municipal Systems Act, 2000 provides that the appointment of the Employee is subject to participation in the performance management system of the Employer, the Parties herewith agree that the non-submission of performance information and/or performance evidence, on the electronic performance management systems and/or manually, on due dates as set out in the Performance Agreement may result therein that any possible performance reward due to the Employee may be forfeited at the discretion of the Employer.

3.4 It is herewith agreed that in instances where it becomes clear that any set target in respect of any reporting period cannot/shall not be achieved and/or has not been achieved, the Employee shall prepare a Memorandum addressed to the Municipal Manager detailing the following:

- Key Performance Indicator and target for the reporting period.
- Actual achievements on the target in accordance with the Key Performance Indicator.
- Reasons why the target could not be fully achieved.
- Proposals on corrective actions to be implemented to ensure that the target shall be achieved at a date and time indicated in the corrective actions which shall be prior to the end of the reporting year.
- Provided that were the non-achievement becomes evident at such a late stage that corrective actions shall not result in achievement of the target prior to the year end, corrective actions must indicate how the matter shall be dealt with to ensure achievement in the shortest possible time after year end.

Only where the Municipal Manager has approved the reasons for the non-achievement of a target shall the Employee report the non-achievement of the target as part of the performance reporting cycle and the Employee shall at all times attach the Memorandum directed to the Municipal Manager as well as the

approval of the Municipal Manager to such reporting on the electronic performance management system.

## 4. KEY PERFORMANCE AREAS

The following Key Performance Areas (KPA's) as set in consultation with the employee inform the strategic objectives, listed in the table below:

| KPA No | Key Performance Area | Weight |
|---|---|---|
| 1 | Infrastructure and Basic Service Delivery | 60 |
| 2. | Municipal Financial Viability and Management | 5 |
| 3. | Good Governance and Public Participation | 5 |
| 4. | Operational Targets | 30 |
| | Total | 100 |

## 5. INSTITUTIONAL SERVICE DELIVERY AND BUDGET IMPLEMENTATION PLAN KEY PERFORMANCE INDICATORS ALLOCATED TO THE DIRECTOR COMMUNITY SERVICES

5.1 The following Key Performance Indicators (KPI's) provide the details of the evidence that must be provided to show that a key objective has been obtained. The target dates describe the timeframe in which the work must be achieved. The weightings show the relative importance of the key objectives to each other.

| NO | IDP REF | KEY PERFORMANCE AREA | IDP: INSTITUTIONAL GOAL | KEY PERFORMANCE INDICATOR | WEIGHT | TARGET | QUARTERLY TARGET | | | | EVIDENCE | VERIFICATION | STANDARDS |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | | | Q1 | Q2 | Q3 | Q4 | | | |
| 10 | | KPA 1: Infrastructure and Basic Service Delivery | Goal 1: Provide quality sustainable municipal infrastructure to consistently maintaining and improving the needs of the people of Kouga | Number of Seekoei Estuary Management plan reviewed and submitted to DEDEA by 30th April 2024. | 25 | 1 | 0 of 1 | 0 of 1 | 1 of 1 | 1 of 1 | Proof of Acknowledgement by DEDEA of receipt of the Seekoei Estuary Management plan by 30th April 2024.<br><br>Proof of Submission from Service Provider + Plan. | Count the number of Seekoei Estuary Management plan to be submitted to the DEDEA by 30th April 2024. | 1 = Not done<br><br>2 = completed after due date<br><br>3 = completed on due date<br><br>4 = completed 14 days before due date<br><br>5 = completed more than 14 days before |

| NO | IDP REF | KEY PERFORMANCE AREA | IDP: INSTITUTIONAL GOAL | KEY PERFORMANCE INDICATOR | WEIGHT | TARGET | QUARTERLY TARGET | | | | EVIDENCE | VERIFICATION | STANDARDS |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | | | Q1 | Q2 | Q3 | Q4 | | | |
| | | | | | | | | | | | | | due date |
| 11 | | KPA 1: Infrastructure and Basic Service Delivery | Goal 1: Provide quality sustainable municipal infrastructure to consistently maintaining and improving the needs of the people of Kouga | Number of Dune Management plans for Kabeljauws to Paradise, developed and submitted to DEDEA by 30th June 2024 | 25 | 1 | 0 of 1 | 0 of 1 | 0 of 1 | 1 of 1 | Proof of Acknowledgement by DEDEA of receipt of the Dune Management Plan for Kabeljauws to Paradise by 30th June 2024.<br><br>Proof of Submission from Service Provider + Plan. | Count the number of Dune Management plan completed by 30th June 2024 | 1 = Not done<br><br>2 = completed after due date<br><br>3 = completed on due date<br><br>4 = compiet ed 14 days before due date<br><br>5 = completed more than 14 days before |

| NO | IDP REF | KEY PERFORMANCE AREA | IDP: INSTITUTIONAL GOAL | KEY PERFORMANCE INDICATOR | WEIGHT | TARGET | QUARTERLY TARGET | | | | EVIDENCE | VERIFICATION | STANDARDS |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | | | Q1 | Q2 | Q3 | Q4 | | | |
| | | | | | | | | | | | | | due date |
| 12 | | KPA 1: Infrastructure and Basic Service Delivery | Goal 1: Provide quality sustainable municipal infrastructure to consistently maintaining and improving the needs of the people of Kouga | Number of EIA Applications for Loerie & KwaNomzamo Cemetery extensions to be submitted to the DEDEA by 30 April 2024. | 10 | 2 | 0 of 1 | 0 of 1 | 0 of 1 | 2 of 2 | Proof of Acknowledgement by DEDEA of receipt of the EIA for Loerie and KwaNomzamo Cemetery Extensions by 30th April 2024.<br><br>Proof of Submission from Service Provider + Plan. | Count number of EIA applications submissions completed by 30 April 2024 for the extension of the Loerie & KwaNomzamo Cemetery. | 1 = Not done<br>2 = completed after due date<br>3 = completed on due date<br>4 = completed 14 days before due date<br>5 = completed more than 14 days before due date |
| 13 | | KPA 1: Infrastructure and Basic Service Delivery | Goal 1: Provide quality sustainable municipal infrastructure to | % Compliance with the 15 minute response time for reported fire and rescue | 20 | 75% | 75% | 75% | 75% | 75% | Control Room Incident Register and Response Reports. | Calculated % compliance with the 15-minute response time | 1 = less than 70% |

| NO | IDP REF | KEY PERFORMANCE AREA | IDP: INSTITUTIONAL GOAL | KEY PERFORMANCE INDICATOR | WEIGHT | TARGET | QUARTERLY TARGET | | | | EVIDENCE | VERIFICATION | STANDARDS |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | | | Q1 | Q2 | Q3 | Q4 | | | |
| | | | consistently maintaining and improving the needs of the people of Kouga | incidents (Hankey, Humansdorp, Jeffreys Bay and St Francis Bay) | | | | | | | | for fire and rescue incidents | 2 = Less than 75%<br><br>3 = 75%<br><br>4 = 80%<br><br>5 = more than 85% |
| 14 | | KPA 1: Infrastructure and Basic Service Delivery | Provide professional, efficient, people-centered human resources and administrative to Kouga citizens, staff and council for a transformed, equitable and efficient local government | Number of digitization projects implemented by 31st March 2024 (Community Services) | 20 | 2 | 0 of 2 | 0 of 2 | 2 of 2 | 2 of 2 | Proof of Implementation of the project by 31st March 2024. | Count the number of completed Digital Projects by 31st March 2024 | 1 = Not done<br><br>2 = completed after due date<br><br>3 = completed on due date<br><br>4 = completed 14 days before |

| NO | IDP REF | KEY PERFORMANCE AREA | IDP: INSTITUTIONAL GOAL | KEY PERFORMANCE INDICATOR | WEIGHT | TARGET | QUARTERLY TARGET | | | | EVIDENCE | VERIFICATION | STANDARDS |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | | | Q1 | Q2 | Q3 | Q4 | | | |
| | | | | | | | | | | | | | due date<br><br>5 = completed more than 14 days before due date |
| **Total Institutional** | | | | | **100%** | | | | | | | | |

## 6. OPERATIONAL KEY PERFORMANCE INDICATORS ALLOCATED TO THE DIRECTOR COMMUNITY SERVICES

6.1 The following Key Performance Indicators (KPI's) has been allocated to the Director Community Services and the Director Community services shall provide the details of the evidence that must be provided to show that a key objective has been obtained. The target dates describe the timeframe in which the work must be achieved. The weightings show the relative importance of the key objectives to each other. These operational Key Performance Indicators shall be taken into account in all performance reviews and performance evaluations of the Director Community Services relevant to the 2023/24 year.

| KEY PERFORMANCE AREA | IDP: INSTITUTIONAL GOAL | KEY PERFORMANCE INDICATOR | WEIGHT | TARGET | QUARTERLY TARGET | | | | EVIDENCE | VERIFICATION | STANDARDS |
|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | Q1 | Q2 | Q3 | Q4 | | | |
| KPA 1: Infrastructure and Basic Service Delivery | Climate Change Management | Number of Projects of KLM Climate Change Strategy implemented by 30th June '24 | 10 | 4 | 1 of 4 | 2 of 4 | 3 of 4 | 4 of 4 | Implementation of Reports to Portfolio by 30th June 2024. | Count the number of Climate Change projects Implemented by 30th June '24 | 1 = None<br>2 = 2 of 4<br>3 = 4 of 4<br>4 = 5<br>5 = More than 6 |

| KEY PERFORMANCE AREA | IDP: INSTITUTIONAL GOAL | KEY PERFORMANCE INDICATOR | WEIGHT | TARGET | QUARTERLY TARGET | | | | EVIDENCE | VERIFICATION | STANDARDS |
|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | Q1 | Q2 | Q3 | Q4 | | | |
| KPA 3: Financial viability and management | Goal 3: Build the financial sustainability of Kouga by empowering staff to achieve good governance and clean administration which is committed to prudent management of funds by promoting accuracy and transparency | % compliance with the 10-working day turnaround target for the certification of invoices **(Standard Procurement of Goods and Services)** for payment and re-submission to finance calculated from date of receipt by the Directorate. | 5 | 100 % | 100% | 100% | 100% | 100% | Invoice Certification Register | Calculate the percentage of invoices re-submitted to Finance within the specified turnaround time | 1 = less than 75%<br>2 = 76 to 94%<br>3 = 95%<br>4 = 96 to 98%<br>5 = more than 98% |
| KPA 4: Good Governance and Public Participation | Goal 4: Create and environment for active public participation and administrative culture characterized by accountability, transparency and efficiency. | Number of Reports Submitted on the Implementation of Ward Based Priorities by 30th June 2024. | 10 | 4 | 1 of 4 | 2 of 4 | 3 of 4 | 4 of 4 | Proof of Implementation Report to Portfolio. | Count the Number of Ward Based Priorities Reports Submitted by 30th June 2024. | 1 = None<br>2 = 2 of 4<br>3 = 4 of 4<br>4 = 5<br>5 = More than 6 |

| KEY PERFORMANCE AREA | IDP: INSTITUTIONAL GOAL | KEY PERFORMANCE INDICATOR | WEIGHT | TARGET | QUARTERLY TARGET | | | | EVIDENCE | VERIFICATION | STANDARDS |
|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | Q1 | Q2 | Q3 | Q4 | | | |
| KPA 1: Basic Services and Infrastructure | Review and implement Animal By-Law | Number of Animal By-Law Reviewed and Submitted to Council by 31st March 2024. | 10 | 1 | 0 of 1 | 0 of 1 | 1 of 1 | 1 of 1 | Proof of Submission to Council. | Minutes of the Meeting of Council where the Animal By-Law was approved. | 1 = Not done<br>2 = completed after due date<br>3 = completed on due date<br>4 = completed 14 days before due date<br>5 = completed more than 14 days before due date |
| KPA 1: Basic Services and Infrastructure | Develop Air Quality Management Plan | Number of Developed Air Quality Management Plan and Submitted to DEDEA by 30th June 2024 | 10 | 1 | 0 of 1 | 0 of 1 | 0 of 1 | 1 of 1 | Proof of Acknowledgement by DEDEA of receipt of the Air Quality Management Plan 30th June 2024.<br>Proof of Submission from Service Provider + Plan. | Count the Number of Air Quality Management Plan Submitted 30th June 2024. | 1 = Not done<br>2 = completed after due date<br>3 = completed on due date<br>4 = completed 14 days before due date<br>5 = completed more than 14 days before due date |

| KEY PERFORMANCE AREA | IDP: INSTITUTIONAL GOAL | KEY PERFORMANCE INDICATOR | WEIGHT | TARGET | QUARTERLY TARGET | | | | EVIDENCE | VERIFICATION | STANDARDS |
|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | Q1 | Q2 | Q3 | Q4 | | | |
| KPA 1: Basic Services and Infrastructure | Provide quality, sustainable municipal infrastructure to consistently maintaining and improving the needs of the people of Kouga | Number of public safety projects implemented by 30 June 2024 | 10 | 4 | 1 of 4 | 2 of 4 | 3 of 4 | 4 of 4 | Quarterly Implementation Reports to Portfolio | Count the Number of Reports Submitted to Portfolio. | 1 = None<br>2 = 1 of 4<br>3 = 4 of 4<br>4 = 5 of 4<br>5 = More than 6 |
| KPA 1: Basic Services and Infrastructure | Provide quality, sustainable municipal infrastructure to consistently maintaining and improving the needs of the people of Kouga | Number of MOU/MOA Concluded Partnerships for Integrated Waste Management by 31st March 2024. (Waste Minimization) | 15 | 2 | 0 of 2 | 0 of 2 | 2 of 2 | 2 of 2 | 2 x Signed MOU/MOA Partnerships implemented for Integrated Waste Management by 31st March 2024. (Waste Minimization) | Count the Number of Partnerships implemented for Integrated Waste Management by 31st March 2024. (Waste Minimization) | 1 = None<br>2 = 1 of 2<br>3 = 2 of 2<br>4 = 3 of 2<br>5 = More than 4 |
| KPA 1: Basic Services and Infrastructure | Provide quality, sustainable municipal infrastructure to consistently maintaining and improving the | Tons of waste recycled at the Humansdorp Landfill Waste Site by 30th June 2024. | 10 | 2 500 | 625 | 1250 | 1875 | 2500 | Proof of Quarterly Recycling Reports to Portfolio. | Confirmation of recycling tonnages by Submitting Quarterly Recycling Reports. | 1 = None<br>2 = 1250 of 2500<br>3 = 2500 of 2500<br>4 = more than 2500 |

| KEY PERFORMANCE AREA | IDP: INSTITUTIONAL GOAL | KEY PERFORMANCE INDICATOR | WEIGHT | TARGET | QUARTERLY TARGET | | | | EVIDENCE | VERIFICATION | STANDARDS |
|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | Q1 | Q2 | Q3 | Q4 | | | |
| | needs of the people of Kouga | | | | | | | | | | 5 = More than 3000 |
| | Provide quality, sustainable municipal infrastructure to consistently maintaining and improving the needs of the people of Kouga | % Compliance with Waste Site Licensing Conditions (Hankey and Humansdorp Landfill Sites)<br><br>30th June 2024. | 10 | 65 % | 50 % of 65 % | 55 % of 65% | 60 % of 65 % | 65 % of 65 % | Quarterly Internal Audit Reports by Waste and Environmental Management..<br><br>External Annual Audit Report. | Quarterly Internal Audits + Annual External Audit Report. | 1 = less than 55 %<br><br>2 = 55 % of 65 %<br><br>3 = 65 % of 65 %<br><br>4 = 68 %<br><br>5 = more than 68 % |
| KPA 1: Basic Services and Infrastructure | Develop Flood Management Plan. | Number of Flood Management Plan Developed and Submitted to Council by 30th April 2024 | 10 | 1 | 0 of 1 | 0 of 1 | 0 of 1 | 1 of 1 | Proof of Submission to Council. | Council Resolution of the Flood Management Plan by 30th April 2024 | 1 = Not done<br><br>2 = completed after due date<br><br>3 = completed on due date<br><br>4 = completed 14 days before due date |

| KEY PERFORMANCE AREA | IDP: INSTITUTIONAL GOAL | KEY PERFORMANCE INDICATOR | WEIGHT | TARGET | QUARTERLY TARGET | | | | EVIDENCE | VERIFICATION | STANDARDS |
|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | Q1 | Q2 | Q3 | Q4 | | | |
| | | | | | | | | | | | 5 = completed more than 14 days before due date |
| **Total Operational** | | | **100%** | | | | | | | | |

Thus, done and signed on this 30 day of JULY 2023 in the presence of the undersigned witnesses

**EMPLOYEE**

**EMPLOYER**

**WITNESSES:** 1

KOUGA
local municipality
Good Governance through Service Excellence

# PERFORMANCE AGREEMENT

## MADE AND ENTERED INTO BY AND BETWEEN:

## KOUGA MUNICIPALITY
## HEREIN REPRESENTED BY

## MR C DU PLESSIS

## AND

## MR R LORGAT
## EMPLOYED BY KOUGA MUNICIPALITY AS
## CHIEF FINANCIAL OFFICER

## FOR THE

## FINANCIAL YEAR: 1 JULY 2023 TO 30 JUNE 2024

## WHEREBY IT IS AGREED AS FOLLOWS:

## 1. INTRODUCTION

1.1 The Employer has entered into a contract of employment with the Employee in terms of section 57(1) (a) of the Local Government: Municipal Systems Act 32 of 2000 ("the Systems Act"). The Employer and the Employee are hereinafter referred as "the Parties".

1.2 Section 57(1)(b) of the Systems Act, read with the Contract of Employment concluded between the parties, requires the parties to conclude an annual performance Agreement.

1.3 The parties wish to ensure that they are clear about the goals to be achieved and secure the commitment of the Employee to a set of outcomes that will ensure the achievement of local government policy goals.

1.4 The parties wish to ensure that there is compliance with Sections 57(4) and 57(5) of the Systems Act.

## 2. PURPOSE OF THIS AGREEMENT

2.1 Comply with the provisions of Section 57(1)(b),(4) and (5) of the Systems Act as well as the Contract of Employment entered into between the parties;

2.2 Specify objectives and targets established for the Employee and to communicate to the Employee the Employer's expectations of the Employee's performance and accountabilities.

2.3 Specify accountabilities as set out in the Performance Plan.

2.4 Monitor and measure performance against set targeted outputs.

2.5 Use the Performance Agreement and Performance Plan as the basis for assessing whether the Employee has met the performance expectations applicable to his job.

2.6 Appropriately reward the Employee in accordance with the Employer's performance management policy in the event of outstanding performance; and

2.7 Give effect to the Employer's commitment to a performance-orientated relationship with the Employee in attaining equitable and improved service delivery.

## 3. DELIVERY

3.1 This Agreement will commence on 1 July 2023 and will remain in force until 30 June 2024, where after a new Performance Agreement and Performance Plan shall be concluded between the parties for the next financial year or any portion thereof.

3.2 The parties will review the provisions of this Agreement during June of each year. The parties will conclude a new Performance Agreement and Performance Plan that replaces this Agreement, at least once a year by not later than 31 July of each successive financial year.

3.3 This Agreement will terminate on the termination of the Employee's contract of employment for whatever reason.

3.4 The content of this Agreement may be revised at any time during the abovementioned period to determine the applicability of the matters agreed upon.

3.5 If at any time during the validity of this Agreement the work environment alters (whether as a result of government or council decisions or otherwise) to the extent that the contents of this Agreement are no longer appropriate, the contents shall immediately be revised.

## 4. PERFORMANCE OBJECTIVES

4.1 The Performance Plan attached to this Agreement sets out –

4.1.1 The performance objectives and targets that must be met by the Employee; and

4.1.2 The time frames within which those performance objectives and targets must be met.

4.2 The performance objectives and targets reflected in the Performance Plan are set by the Employer in consultation with the Employee and are based on the Integrated Development Plan,

Service Delivery and Budget Implementation Plan (SDBIP) and the Budget of the Employer and includes key objectives; key performance indicators; target dates and weightings.

4.3 The key objectives describe the main tasks that need to be performed. The key performance indicators provide the details of the evidence that must be provided to show that a key objective has been achieved. The target dates describe the timeframe in which the work must be achieved. The weightings show the relative importance of the key objectives to each other.

4.4 The Employee's performance will, in addition, be measured in terms of contributions to the goals and strategies set out in the Employer's Integrated Development Plan.

4.5 It is specifically agreed that in preparation for the implementation of standardized national key performance indicators for local government institutions, that the Employee, at the indicated intervals, shall provide operational statistical information to be used as performance baselines for the 2024/25 financial year with the submission of performance reports at the agreed submission dates. The performance of the Employee shall not be measured on such information for the 2023/24 year.

## 5. PERFORMANCE MANAGEMENT SYSTEM

5.1 The Employee agrees to participate in the performance management system that the Employer adopts or introduces for the Employer, management and municipal staff of the Employer.

5.2 The Employee accepts that the purpose of the performance management system will be to provide a comprehensive system with specific performance standards to assist the Employer, management and municipal staff to perform to the standards required.

5.3 The Employer will consult with the Employee about the specific performance standards that will be included in the performance management system as applicable to the Employee.

## 6. THE EMPLOYEE AGREES TO PARTICIPATE IN THE PERFORMANCE MANAGEMENT SYSTEM THAT THE EMPLOYER ADOPTS.

6.1 The Employee undertakes to actively focus towards the promotion and implementation of the Key Performance Areas KPA's (including special projects relevant to the employee's responsibilities) within the local government framework.

6.2 The Employee undertakes to submit performance evidence in a format the Employer may require at times and intervals as set out herein to enable the Employer to evaluate the performance of the Employee.

6.2.1 The Employee undertakes to consult MFMA Circular 88 in order to ensure that the Circular 88 reporting component of the Performance Plan of the Employee complies with the Technical Indicator Descriptions so as to ensure that performance evidence supplied in this regard shall in future withstand audit scrutiny.

6.3 The criteria upon which the performance of the Employee shall be assessed shall consist of two components, both of which shall be contained in the Performance Agreement.

6.3.1 The Employee must be assessed against both components, with a weighting of 80:20 allocated to the Key Performance Areas (KPA's) and the Core Competencies Requirements (CCR's) respectively.

6.3.2 Each area of assessment will be weighted and will contribute a specific part to the total score.

6.3.3 KPA's covering the main areas of work will account for 80% and CCR's will account for 20% of the final assessment.

6.4 The Employee's assessment will be based on his/her performance in terms of the outputs/outcomes (performance indicators) identified as per attached Performance Plan (Annexure A), which are linked to the KPA's, and will constitute 80% of the overall assessment result as per the weightings agreed to between the Employer and Employee:

| Kpa No | Key Performance Area | Weight |
|---|---|---|
| 1 | Infrastructure and Basic Service Delivery | 10 |
| 2 | Financial Viability and Management | 50 |
| 3. | Operational Targets | 40 |
| | Total | 100 |

6.4.1 The Core Competency Requirements provided for in the Local Government: Municipal Performance Regulations for Municipal Managers and Managers directly accountable to Municipal Managers, R805 dated 1 August 2006 as listed hereunder will make up the other 20% of the Employee's assessment score:

| CCR No | Core Competency Requirement | Weight |
|---|---|---|
| | **Core Managerial Competencies** | |
| 1 | Strategic Capability and Leadership | 20 |
| 3 | Financial Management | 20 |
| 7 | Problem Solving and Analysis | 20 |
| 8 | People Management and Empowerment | 20 |
| 9 | Client Orientation and Customer Focus | 20 |
| | Total | 100% |

## 7. PERFORMANCE EVALUATIONS

7.1 The Performance Plan annexed to this Agreement sets out –

7.1.1 The standards and procedures for evaluating the Employee's performance; and

7.1.2 The intervals for the evaluation of the Employee's performance.

7.2 Despite the establishment of agreed intervals for evaluation, the Employer may in addition review the Employee's performance at any stage while the contract of employment remains in force.

7.3 Personal growth and development needs identified during any performance review discussion must be documented in a Personal Development Plan as well as the actions agreed to and implementation must take place within set time frames.

7.4 The Employee's performance will be measured in terms of contributions to the goals and strategies set out in the Employer's Integrated Development Plan (IDP).

7.5 The annual performance appraisal will involve:

7.5.1 Assessment of the achievement of results as outlined in the performance plan:

7.5.1.1. Each KPA should be assessed according to the extent to which the specified standards or performance indicators have been met and with due regard to ad hoc tasks that had to be performed under the KPA.

7.5.1.2. An indicative rating on the five-point scale should be provided for each KPA.

7.5.1.3. The applicable assessment rating calculator (refer to paragraph 7.5.3 below) must then be used to add the scores and calculate a final KPA score.

7.5.2 Assessment of the CCR's

7.5.2.1. Each CCR should be assessed according to the extent to which the specified standards have been met.

7.5.2.2. An indicative rating on the five-point scale should be provided for each CCR.

7.5.2.3. The applicable assessment rating calculator (refer to paragraph 7.5.3) must then be used to add the score and calculate a final CCR score.

7.5.3 Overall rating
An overall rating is calculated by using the applicable assessment-rating calculator which could also be incorporated in the performance management system utilized by the Employer. Such overall rating represents the outcome of the performance appraisal. The assessment of the performance of the Employee will be based on the following rating scale for KPA's and CCR's:

| Level | Terminology | Description | Rating | | | | |
|---|---|---|---|---|---|---|---|
| | | | 1 | 2 | 3 | 4 | 5 |
| 5 | **Outstanding performance** | Performance far exceeds the standard expected of an employee at this level. The appraisal indicates that the Employee has achieved above fully effective results against all performance criteria and indicators as specified in the PA and Performance plan and maintained this in all areas of responsibility throughout the year. | | | | | |
| 4 | **Performance significantly above expectations** | Performance is significantly higher than the standard expected in the job. The appraisal indicates that the Employee has achieved above fully effective results against more than half of the performance criteria and indicators and fully achieved all others throughout the year. | | | | | |
| 3 | **Fully effective** | Performance fully meets the standards expected in all areas of the job. The appraisal indicates that the Employee has fully achieved effective results against all significant performance criteria and indicators as specified in the PA and Performance Plan. | | | | | |
| 2 | **Not fully effective** | Performance is below the standard required for the job in key areas. Performance meets some of the standards expected for the job. The review/assessment indicates that the employee has achieved below fully effective results against more than half the key performance criteria and indicators as specified in the PA and Performance Plan. | | | | | |

| | | | |
|---|---|---|---|
| 1 | **Unacceptable performance** | Performance does not meet the standard expected for the job. The review/assessment indicates that the employee has achieved below fully effective results against almost all of the performance criteria and indicators as specified in the PA and Performance Plan. The employee has failed to demonstrate the commitment or ability to bring performance up to the level expected in the job despite management efforts to encourage improvement. | |

7.6 For purposes of evaluating the annual performance of the Employee, an evaluation panel constituted of the following persons will be established –

7.6.1 Municipal Manager.

7.6.2 Chairperson of the Performance Audit Committee or the Audit Committee in the absence of a performance audit committee.

7.6.3 Member of the Mayoral Committee or Executive Committee or in respect of a plenary-type municipality, another member of council; and

7.6.4 Municipal Manager from another Municipality.

## 8. SCHEDULE FOR PERFORMANCE REVIEWS

8.1 The performance of the Employee in relation to his performance agreement shall be reviewed on the following dates:

| | | |
|---|---|---|
| **First Quarter** | : | **July- September 2023** |
| Submission of evidence | : | 15 October 2023 |
| Review | : | 29 October 2023 |
| **Second Quarter** | : | **October – December 2023** |
| Submission of evidence | : | 15 January 2024 |
| Review | : | 28 January 2024 |
| **Third quarter** | : | **January-March 2024** |
| Submission of evidence | : | 15 April 2024 |

| | | |
|---|---|---|
| Review | : | 29 April 2024 |
| **Fourth quarter** | : | **April-June 2024** |
| Submission of evidence | : | 22 July 2024 |
| Review | : | 23 September 2024 |

8.2 The Employer shall keep a record of the mid-year review and annual assessment meetings.

8.3 Performance feedback shall be based on the Employer's assessment of the Employee's performance.

8.4 The Employer will be entitled to review and make reasonable changes to the provisions of the Performance Plan from time to time for operational reasons. The Employee will be fully consulted before any such change is made.

8.5 The Employer may amend the provisions of the Performance Plan whenever the performance management system is adopted, implemented and/or amended as the case may be. In that case, the Employee will be fully consulted before any such change is made.

## 9. OBLIGATIONS OF THE EMPLOYER

9.1 The Employer shall-

9.1.1 Create an enabling environment to facilitate effective performance by the employee.

9.1.2 Provide access to skills development and capacity building opportunities.

9.1.3 Work collaboratively with the Employee to solve problems and generate solutions to common problems that may impact on the performance of the Employee.

9.1.4 On the request of the Employee delegate such powers reasonably required by the Employee to enable him to meet the performance objectives and targets established in terms of this Agreement; and

9.1.5 Make available to the Employee such resources as the Employee may reasonably require from time to time,

assisting him to meet the performance objectives and targets established in terms of this Agreement.

## 10. CONSULTATION

10.1 The Employer agrees to consult the Employee timeously where the exercising of the powers of the Employer will have amongst others-

10.1.1 A direct effect on the performance of any of the Employee's functions.

10.1.2 Commit the Employee to implement or to give effect to a legitimate decision made by the Employer; and

10.2 The Employer agrees to inform the Employee of the outcome of any decisions taken pursuant to the exercise of powers contemplated in clause 10.1 as soon as is practically possible to enable the Employee to take any necessary action without delay.

## 11. MANAGEMENT OF EVALUATION OUTCOMES

11.1 The evaluation of the Employee's performance will form the basis for rewarding outstanding performance or correcting unacceptable performance.

11.2 A performance bonus between 5% to 14% of the Employee's inclusive annual remuneration package as detailed in the relevant policy, may be paid to the Employee in recognition of outstanding performance subject to the provisions of applicable legislation in this regard.

11.3 Whereas the Employee's contract of employment provides in clause 2.4 that the appointment is subject to the conclusion of a performance agreement annually within one (1) month after the commencement of the new financial year and whereas parties to this agreement agrees that performance reporting by Directorates is an indispensable component of the management of Kouga Municipality.

11.3.1 It is herewith specifically agreed that the Employee shall utilize the performance management system of the Municipality on a continuous basis and the Employee shall

ensure that performance reporting is completed within a period of eleven (11) working days immediately following any performance reporting period, unless otherwise stated herein, with the provision that where any performance information is subject to Audit, provisional performance reporting and the submission of performance evidence shall be completed within the stipulated reporting period.

11.3.2 The Employee herewith acknowledge and agree that failure to comply with performance reporting periods, time frames and the submission of performance evidence shall impact on the ability of the Employer to comply with legislated and stipulated performance reporting and as such may non-compliance with completion of performance reports by the Employee or the submission of performance evidence result in any performance reward that may be due or may become due may be forfeited in part or in full at the discretion of the Employer.

## 12. DISPUTE RESOLUTION

12.1 Any disputes about the nature of the Employee's performance agreement, whether it relates to key responsibilities, priorities, methods of assessment and/or any other matter provided for, shall be mediated by –

12.1.1 The Mayor of the Employer within thirty (30) days of receipt of a formal written dispute from the Employee provided that where the dispute relates to the outcome of the performance evaluation, the Mayor shall appoint a member of Council to consider submissions on performance whose decision shall be final and binding.

12.2 Any disputes about the outcome of the Performance Evaluations shall within thirty (30) days of receipt of a formal written dispute from the Employee be mediated by a member of the Kouga Municipal Council, provided that such Councillor was not part of the evaluation panel contemplated in paragraph 7 herein, whose decision shall be final and binding on both parties.

12.3 In the event that the mediation process contemplated above fails, clause 16 of the Contract of Employment shall apply.

## 13. GENERAL

13.1 The contents of this agreement and the outcome of any review conducted in terms of this agreement may be made available to the public by the Employer.

13.2 Nothing in this agreement diminishes the obligations, duties or accountabilities of the Employee in terms of his/her contract of employment, or the effects of existing or new regulations, circulars, policies, directives or other instruments.

## 14. PERSONAL DEVELOPMENT PLAN

14.1 The personal development plan of the Employee is attached hereto.

Thus done and signed at JEFFREYS BAY on this the 15th day JULY of 2023.

**AS WITNESSES:**

1. _____

2. _____

_____
**EMPLOYEE**

_____
**MUNICIPAL MANAGER**

Annexure A

KOUGA
local municipality
Good Governance through Service Excellence

# PERFORMANCE PLAN

**Entered into by and between**

**THE MUNICIPALITY OF KOUGA**

**AS REPRESENTED BY THE MUNICIPAL MANAGER**

**MR C DU PLESSIS**

**AND**

**R LORGAT**

**THE EMPLOYEE OF THE MUNICIPALITY**

**CHIEF FINANCIAL OFFICER**

**PERIOD: 1 JULY 2023 TO 30 JUNE 2024**

# 1. PURPOSE

The performance plan defines the Council's performance expectations of the Chief Financial Officer and has the purpose of the alignment of such performance expectations with the Integrated Development Plan as provided for in Section 57 (5) of the Municipal Systems Act.

# 2. KEY RESPONSIBILITIES

It is expressly agreed that while certain key responsibilities of the Chief Financial Officer shall be measured in terms of the Performance Agreement and the Performance plan, the duties of the Chief Financial Officer shall not be restricted to the measured responsibilities only.

# 3. PERFORMANCE REPORTING

3.2 The provision of the Performance Agreement relative to performance reporting time frames and the time frames for the submission of supporting performance evidence is herewith re-confirmed.

3.3 Whereas Section 57 of the Local Government Municipal Systems Act, 2000 provides that the appointment of the Employee is subject to participation in the performance management system of the Employer, the Parties herewith agree that the non-submission of performance information and/or performance evidence, on the electronic performance management systems and/or manually, on due dates as set out in the Performance Agreement may result therein that any possible performance reward due to the Employee may be forfeited at the discretion of the Employer.

3.4 It is herewith agreed that in instances where it becomes clear that any set target in respect of any reporting period cannot/shall not be achieved and/or has not been achieved, the Employee shall prepare a Memorandum addressed to the Municipal Manager detailing the following:

- Key Performance Indicator and target for the reporting period.
- Actual achievements on the target in accordance with the Key Performance Indicator.
- Reasons why the target could not be fully achieved.
- Proposals on corrective actions to be implemented to ensure that the target shall be achieved at a date and time indicated in the corrective actions which shall be prior to the end of the reporting year.
- Provided that were the non-achievement becomes evident at such a late stage that corrective actions shall not result in achievement of the target prior to the year end, corrective actions must indicate how the matter shall be dealt with to ensure achievement in the shortest possible time after year end.

Only where the Municipal Manager has approved the reasons for the non-achievement of a target shall the Employee report the non-achievement of the target as part of the performance reporting cycle and the Employee shall at all times attach the Memorandum directed to the Municipal Manager as well as the

approval of the Municipal Manager to such reporting on the electronic performance management system.

## 4. KEY PERFORMANCE AREAS

The following Key Performance Areas (KPA's) as set in consultation with the employee inform the strategic objectives, listed in the table below:

| KPA No | Key Performance Area | Weight |
|---|---|---|
| 1 | Infrastructure and Basic Service Delivery | 10 |
| 2. | Municipal Financial Viability and Management | 50 |
| 3. | Operational Targets | 40 |
| | Total | 100 |

## 5. INSTITUTIONAL SERVICE DELIVERY AND BUDGET IMPLEMENTATION PLAN KEY PERFORMANCE INDICATORS ALLOCATED TO THE CHIEF FINANCIAL OFFICER

5.1 The following Key Performance Indicators (KPI's) provide the details of the evidence that must be provided to show that a key objective has been obtained. The target dates describe the timeframe in which the work must be achieved. The weightings show the relative importance of the key objectives to each other.

| NO | IDP REF | KEY PERFORMANCE AREA | IDP: INSTITUTIONAL GOAL | KEY PERFORMANCE INDICATOR | WEIGHT | TARGET | QUARTERLY TARGET | | | | EVIDENCE | VERIFICATION | STANDARDS |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | | | Q1 | Q2 | Q3 | Q4 | | | |
| 2 | I&E 003 | KPA 1: Infrastructure and Basic Service Delivery | Goal 1: Provide quality sustainable municipal infrastructure to consistently maintaining and improving the needs of the people of Kouga | % Water losses compared to previous year | 14.3% | 35% | 45% | 40% | 35% | 35% | Records of water purchased/ produced and records of water sold/ accounted for | Calculate percentage reduction in water losses against the 2022/23 year water losses | 1 = less than 50%<br>2 = 49 to 36%<br>3 = 35%<br>4 = 34 to 30%<br>5 = less than 30% |
| 22 | | KPA 3: Financial viability and management | Goal 3: Build the financial sustainability of Kouga by empowering staff to achieve good governance and clean administration which is committed to prudent management of funds by promoting accuracy and transparency | Current Ratio equal to or higher than target | 14.3% | 0.95:1 | 0.95:1 | 0.95:1 | 0.95:1 | 0.95:1 | Records of current assets and current liabilities | Divide current assets by current liabilities | 1 = less than 0.90:1<br>2 = 0.91:1 to 0.94:1<br>3 = 0.95:1<br>4 = 0:96:1 to 0.99:1<br>5 = better than 1.0:1 |

| NO | IDP REF | KEY PERFORMANCE AREA | IDP: INSTITUTIONAL GOAL | KEY PERFORMANCE INDICATOR | WEIGHT | TARGET | QUARTERLY TARGET | | | | EVIDENCE | VERIFICATION | STANDARDS |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | | | Q1 | Q2 | Q3 | Q4 | | | |
| 23 | | KPA 3: Financial viability and management | Goal 3: Build the financial sustainability of Kouga by empowering staff to achieve good governance and clean administration which is committed to prudent management of funds by promoting accuracy and transparency | Liquidity Ratio equal to or higher than target | 14.3% | 0.04:1 | 0.04:1 | 0.04:1 | 0.04:1 | 0.04:1 | Monetary assets or cash and cash equivalents and current liabilities | Monetary assets or cash and cash equivalents divided by current liabilities | 1 = less than 0.03:1<br>2 = 0.03:1<br>3 = 0.04:1<br>4 = 0.05:1 to 0.09:1<br>5 = better than 0.09:1 |
| 25 | FIN 003 | KPA 3: Financial viability and management | Goal 3: Build the financial sustainability of Kouga by empowering staff to achieve good governance and clean administration which is committed to | % of indigent residents as per the indigent register with access to free basic services | 14.3% | 100% | 100% | 100% | 100% | 100% | Indigent Register and records of free basic services | Calculate percentage of residents registered on the Indigent Register with access to free basic services | 1 = less than 90%<br>2 = 91 to 99%<br>3 = 100%<br>4 = 100% with one indigent |

| NO | IDP REF | KEY PERFORMANCE AREA | IDP: INSTITUTIONAL GOAL | KEY PERFORMANCE INDICATOR | WEIGHT | TARGET | QUARTERLY TARGET | | | | EVIDENCE | VERIFICATION | STANDARDS |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | | | Q1 | Q2 | Q3 | Q4 | | | |
| | | | prudent management of funds by promoting accuracy and transparency | | | | | | | | | | registration drive<br><br>5 = 100% with more than one indigent registration drive |
| 26 | FIN 001 | KPA 3: Financial viability and management | Goal 3: Build the financial sustainability of Kouga by empowering staff to achieve good governance and clean administration which is committed to prudent management of funds by promoting accuracy and transparency | % Revenue collected against revenue raised | 14.3% | 95% | 95% | 95% | 95% | 95% | Financial records on revenue raised on municipal service accounts and financial records on revenue received on municipal service accounts | Calculate percentage revenue received on service accounts against revenue raised in service accounts | 1 = less than 90%<br><br>2 = 90% to 92%<br><br>3 = 92.1% to 93%<br><br>4 = 93.1% to 94.9%<br><br>5 = more than 95% |
| 27 | FIN 002 | KPA 3: Financial | Goal 3: Build the financial sustainability | % Creditors paid within 30 days of | 14.3% | 100% | 100% | 100% | 100% | 100% | Invoice register and proof of | Calculate percentage creditors paid | 1 = less than 75% |

| NO | IDP REF | KEY PERFORMANCE AREA | IDP: INSTITUTIONAL GOAL | KEY PERFORMANCE INDICATOR | WEIGHT | TARGET | QUARTERLY TARGET | | | | EVIDENCE | VERIFICATION | STANDARDS |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | | | Q1 | Q2 | Q3 | Q4 | | | |
| | | viability and management | of Kouga by empowering staff to achieve good governance and clean administration which is committed to prudent management of funds by promoting accuracy and transparency | compliant invoice | | | | | | | payment and payment dates | within 30 days of receipt of a compliant invoice | 2 = 76 to 94%<br>3 = 95%<br>4 = 96 to 98%<br>5 = more than 98% |
| 15 | | KPA 2: Local Economic Development | Goal 2: Create and facilitate a conducive environment that builds inclusive local economies, sustainable and decent employment | Number of FTE jobs created through LED initiatives and Capital Projects | 14.2% | 110 | 1 of 110 | 25 of 110 | 75 of 110 | 110 of 110 | Proof of jobs created | A full-time equivalent job (FTE) refers to one person-year of employment. One person-year is equivalent to 230 person days of work. Person-years of employment | 1 = less than 90<br>2 = 91 to 109<br>3 = 110<br>4 = 111 to 115<br>5 = more than 115 |

| NO | IDP REF | KEY PERFORMANCE AREA | IDP: INSTITUTIONAL GOAL | KEY PERFORMANCE INDICATOR | WEIGHT | TARGET | QUARTERLY TARGET | | | | EVIDENCE | VERIFICATION | STANDARDS |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | | | Q1 | Q2 | Q3 | Q4 | | | |
| | | | | | | | | | | | | = total number of person days of employment created for targeted labour during the year divided by 230. For task-rated workers, tasks completed should be used as a proxy for 8 hours of work per day. | |
| **TOTAL WEIGHT (INSTITUTIONAL SDBIP)** | | | | | **100%** | | | | | | | | |

## 6. OPERATIONAL KEY PERFORMANCE INDICATORS ALLOCATED TO THE CHIEF FINANCIAL OFFICER

6.1 The following Key Performance Indicators (KPI's) has been allocated to the Chief Financial Officer and the Chief Financial Officer shall provide the details of the evidence that must be provided to show that a key objective has been obtained. The target dates describe the timeframe in which the work must be achieved. The weightings show the relative importance of the key objectives to each other. These operational Key Performance Indicators shall be taken into account in all performance reviews and performance evaluations of the Chief Financial Officer relevant to the 2023/24 year.

| KEY PERFORMANCE AREA | IDP: INSTITUTIONAL GOAL | KEY PERFORMANCE INDICATOR | WEIGHT | TARGET | QUARTERLY TARGET | | | | EVIDENCE | VERIFICATION | STANDARDS |
|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | Q1 | Q2 | Q3 | Q4 | | | |
| KPA 3: Financial viability and management | Goal 3: Build the financial sustainability of Kouga by empowering staff to achieve good governance and clean administration which is committed to prudent management of funds by promoting accuracy and transparency | Number of automations of residential meter reading projects implemented by 31 December 2023 | 15% | 1 | - | 1 of 1 | - | - | Proof of implementation | Count number of automated reading meter reading projects implemented by 31 December 2023 | 1 = Not done<br><br>2 = completed after due date<br><br>3 = completed on due date<br><br>4 = completed 14 days before due date<br><br>5 = completed more than 14 days |

| KEY PERFORMANCE AREA | IDP: INSTITUTIONAL GOAL | KEY PERFORMANCE INDICATOR | WEIGHT | TARGET | QUARTERLY TARGET | | | | EVIDENCE | VERIFICATION | STANDARDS |
|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | Q1 | Q2 | Q3 | Q4 | | | |
| | | | | | | | | | | | before due date |
| KPA 3: Financial viability and management | Goal 3: Build the financial sustainability of Kouga by empowering staff to achieve good governance and clean administration which is committed to prudent management of funds by promoting accuracy and transparency | Number of Adjustments Budgets approved by Council by 28 February 2024 | 15% | 1 | 0 of 1 | 0 of 1 | 1 of 1 | | Council Resolution on the adjustments budget submission | Count the number of adjustments budgets submitted to Council by 28 February 2024 | 1 = Not done<br>2 = completed after due date<br>3 = completed on due date<br>4 = completed 14 days before due date<br>5 = completed more than 14 days before due date |
| KPA 3: Financial viability and management | Goal 3: Build the financial sustainability of Kouga by | Number of Draft Budgets approved by | 20% | 1 | 0 of 1 | 0 of 1 | 1 of 1 | | Council Resolution on the draft | Count the number of draft budgets submitted to | 1 = Not done<br>2 = completed |

| KEY PERFORMANCE AREA | IDP: INSTITUTIONAL GOAL | KEY PERFORMANCE INDICATOR | WEIGHT | TARGET | QUARTERLY TARGET | | | | EVIDENCE | VERIFICATION | STANDARDS |
|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | Q1 | Q2 | Q3 | Q4 | | | |
| | empowering staff to achieve good governance and clean administration which is committed to prudent management of funds by promoting accuracy and transparency | Council by 31 March 2024 | | | | | | | budget submission | Council by 31 March 2024 | after due date<br><br>3 = completed on due date<br><br>4 = completed 14 days before due date<br><br>5 = completed more than 14 days before due date |
| KPA 3: Financial viability and management | Goal 3: Build the financial sustainability of Kouga by empowering staff to achieve good governance and clean administration which is committed to | Number of Budgets approved by Council by 31 May 2024 | 20% | 1 | 0 of 1 | 0 of 1 | 0 of 1 | 1 of 1 | Council Resolution on the budget submission | Count the number of budgets submitted to Council by 31 May 2024 | 1 = Not done<br><br>2 = completed after due date<br><br>3 = completed on due date |

| KEY PERFORMANCE AREA | IDP: INSTITUTIONAL GOAL | KEY PERFORMANCE INDICATOR | WEIGHT | TARGET | QUARTERLY TARGET | | | | EVIDENCE | VERIFICATION | STANDARDS |
|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | Q1 | Q2 | Q3 | Q4 | | | |
| | prudent management of funds by promoting accuracy and transparency | | | | | | | | | | 4 = completed 14 days before due date<br><br>5 = completed more than 14 days before due date |
| KPA 3: Financial viability and management | Goal 3: Build the financial sustainability of Kouga by empowering staff to achieve good governance and clean administration which is committed to prudent management of funds by promoting accuracy and transparency | % compliance with the 10-working day turnaround target for the certification of invoices **(Standard Procurement of Goods and Services)** for payment and resubmission to finance calculated from date of receipt by the Directorate. | 15% | 100% | 100% | 100% | 100% | 100% | Invoice Register with return dates of certified invoices as received by Finance | Calculate the percentage of invoices resubmitted to Finance within the specified turnaround time | 1 = less than 75%<br><br>2 = 76 to 94%<br><br>3 = 95%<br><br>4 = 96 to 98%<br><br>5 = more than 98% |

| KEY PERFORMANCE AREA | IDP: INSTITUTIONAL GOAL | KEY PERFORMANCE INDICATOR | WEIGHT | TARGET | QUARTERLY TARGET | | | | EVIDENCE | VERIFICATION | STANDARDS |
|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | Q1 | Q2 | Q3 | Q4 | | | |
| | | | | | | | | | | | |
| KPA 3: Financial viability and management | Goal 4: Create and environment for active public participation and administrative culture characterized by accountability, transparency and efficiency. | % Compliance with the implementation of then Audit Corrective Action Plan relevant to the 2022/23 financial year for the Directorate Finance. | 15% | 100% | 0 of 100% | 0 of 100% | 15 of 100% | 100 of 100% | Audit Corrective Action Plan and measures implemented for the Directorate Finance | Count number of actions required and number of actions implemented for the Directorate Finance and calculate percentage implemented | 1= less than 60%<br><br>2 = 61 to 90%<br><br>3 = 90%<br><br>4 = 91 to 95%<br><br>5 = more than 95% |
| **Total Weight (Operational Indicators)** | | | **100%** | | | | | | | | |

Thus, done and signed on this 15th day of JULY 2023 in the presence of the undersigned witnesses

**EMPLOYEE** **EMPLOYER**

**WITNESSES:**

KOUGA
local municipality
Good Governance through Service Excellence

# PERFORMANCE AGREEMENT

## MADE AND ENTERED INTO BY AND BETWEEN:

## KOUGA MUNICIPALITY
## HEREIN REPRESENTED BY

## MR C DU PLESSIS

## AND

## MR C DE KOCK
## EMPLOYED BY KOUGA MUNICIPALITY AS
## DIRECTOR CIVIL AND WATER SERVICES

## FOR THE

## FINANCIAL YEAR: 1 JULY 2023 TO 30 JUNE 2024

## WHEREBY IT IS AGREED AS FOLLOWS:

## 1. INTRODUCTION

1.1 The Employer has entered into a contract of employment with the Employee in terms of section 57(1) (a) of the Local Government: Municipal Systems Act 32 of 2000 ("the Systems Act"). The Employer and the Employee are hereinafter referred as "the Parties".

1.2 Section 57(1)(b) of the Systems Act, read with the Contract of Employment concluded between the parties, requires the parties to conclude an annual performance Agreement.

1.3 The parties wish to ensure that they are clear about the goals to be achieved and secure the commitment of the Employee to a set of outcomes that will ensure the achievement of local government policy goals.

1.4 The parties wish to ensure that there is compliance with Sections 57(4) and 57(5) of the Systems Act.

## 2. PURPOSE OF THIS AGREEMENT

2.1 Comply with the provisions of Section 57(1)(b),(4) and (5) of the Systems Act as well as the Contract of Employment entered into between the parties;

2.2 Specify objectives and targets established for the Employee and to communicate to the Employee the Employer's expectations of the Employee's performance and accountabilities.

2.3 Specify accountabilities as set out in the Performance Plan.

2.4 Monitor and measure performance against set targeted outputs.

2.5 Use the Performance Agreement and Performance Plan as the basis for assessing whether the Employee has met the performance expectations applicable to his job.

2.6 Appropriately reward the Employee in accordance with the Employer's performance management policy in the event of outstanding performance; and

2.7 Give effect to the Employer's commitment to a performance-orientated relationship with the Employee in attaining equitable and improved service delivery.

## 3. DELIVERY

3.1 This Agreement will commence on 1 July 2023 and will remain in force until 30 June 2024, where after a new Performance Agreement and Performance Plan shall be concluded between the parties for the next financial year or any portion thereof.

3.2 The parties will review the provisions of this Agreement during June of each year. The parties will conclude a new Performance Agreement and Performance Plan that replaces this Agreement, at least once a year by not later than 31 July of each successive financial year.

3.3 This Agreement will terminate on the termination of the Employee's contract of employment for whatever reason.

3.4 The content of this Agreement may be revised at any time during the abovementioned period to determine the applicability of the matters agreed upon.

3.5 If at any time during the validity of this Agreement the work environment alters (whether as a result of government or council decisions or otherwise) to the extent that the contents of this Agreement are no longer appropriate, the contents shall immediately be revised.

## 4. PERFORMANCE OBJECTIVES

4.1 The Performance Plan attached to this Agreement sets out –

4.1.1 The performance objectives and targets that must be met by the Employee; and

4.1.2 The time frames within which those performance objectives and targets must be met.



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4.2 The performance objectives and targets reflected in the Performance Plan are set by the Employer in consultation with the Employee and are based on the Integrated Development Plan, Service Delivery and Budget Implementation Plan (SDBIP) and the Budget of the Employer and includes key objectives; key performance indicators; target dates and weightings.

4.3 The key objectives describe the main tasks that need to be performed. The key performance indicators provide the details of the evidence that must be provided to show that a key objective has been achieved. The target dates describe the timeframe in which the work must be achieved. The weightings show the relative importance of the key objectives to each other.

4.4 The Employee's performance will, in addition, be measured in terms of contributions to the goals and strategies set out in the Employer's Integrated Development Plan.

4.5 It is specifically agreed that in preparation of the implementation of standardized national key performance indicators for local government institutions, the performance plan of the Employee includes a section requiring the Employee, at the indicated intervals, to provide operational statistical information to be used as performance baselines for the 2024/25 financial year. The performance of the Employee shall not be measured on such information for the 2023/24 year.

## 5. PERFORMANCE MANAGEMENT SYSTEM

5.1 The Employee agrees to participate in the performance management system that the Employer adopts or introduces for the Employer, management and municipal staff of the Employer.

5.2 The Employee accepts that the purpose of the performance management system will be to provide a comprehensive system with specific performance standards to assist the Employer, management and municipal staff to perform to the standards required.

5.3 The Employer will consult with the Employee about the specific performance standards that will be included in the performance management system as applicable to the Employee.

## 6. THE EMPLOYEE AGREES TO PARTICIPATE IN THE PERFORMANCE MANAGEMENT SYSTEM THAT THE EMPLOYER ADOPTS.

6.1 The Employee undertakes to actively focus towards the promotion and implementation of the Key Performance Areas KPA's (including special projects relevant to the employee's responsibilities) within the local government framework.

6.2 The Employee undertakes to submit performance evidence in a format the Employer may require at times and intervals as set out herein to enable the Employer to evaluate the performance of the Employee.

6.2.1 The Employee undertakes to consult MFMA Circular 88 in order to ensure that the Circular 88 reporting component of the Performance Plan of the Employee complies with the Technical Indicator Descriptions so as to ensure that performance evidence supplied in this regard shall in future withstand audit scrutiny.

6.3 The criteria upon which the performance of the Employee shall be assessed shall consist of two components, both of which shall be contained in the Performance Agreement.

6.3.1 The Employee must be assessed against both components, with a weighting of 80:20 allocated to the Key Performance Areas (KPA's) and the Core Competencies Requirements (CCR's) respectively.

6.3.2 Each area of assessment will be weighted and will contribute a specific part to the total score.

6.3.3 KPA's covering the main areas of work will account for 80% and CCR's will account for 20% of the final assessment.

6.4 The Employee's assessment will be based on his/her performance in terms of the outputs/outcomes (performance indicators) identified as per attached Performance Plan (Annexure A), which are linked to the KPA's, and will constitute 80% of the overall assessment result as per the weightings agreed to between the Employer and Employee:

| KPA No | Key Performance Area | Weight |
|---|---|---|
| **1.** | Infrastructure and Basic Service Delivery | **60** |
| **2.** | Municipal Financial Viability and Management | **20** |
| **3** | Good Governance and Public Participation | **10** |
| **4.** | Operational Targets | **10** |
| | Total | **100** |

6.4.1 The Core Competency Requirements provided for in the Local Government: Municipal Performance Regulations for Municipal Managers and Managers directly accountable to Municipal Managers, R805 dated 1 August 2006 as listed hereunder will make up the other 20% of the Employee's assessment score:

| CCR No | Core Competency Requirement | Weight |
|---|---|---|
| | **Core Managerial Competencies** | |
| 1 | Strategic Capability and Leadership | 10 |
| 2 | Program and Project Management | **15** |
| 3 | Financial Management | 10 |
| 6 | Service Delivery Innovation | **10** |
| 7 | Problem Solving and Analysis | **10** |
| 8 | People Management and Empowerment | 10 |
| 9 | Client Orientation and Customer Focus | 15 |
| CORE OCCUPATIONAL COMPETENCIES | | |
| 12 | Competence in Self-Management | **10** |
| 22 | Exceptional and dynamic creativity to improve the functioning of the municipality | **10** |
| | | **100%** |

## 7. PERFORMANCE EVALUATIONS

7.1 The Performance Plan annexed to this Agreement sets out –

7.1.1 The standards and procedures for evaluating the Employee's performance; and

7.1.2 The intervals for the evaluation of the Employee's performance.

7.2 Despite the establishment of agreed intervals for evaluation, the Employer may in addition review the Employee's performance at any stage while the contract of employment remains in force.

7.3 Personal growth and development needs identified during any performance review discussion must be documented in a Personal Development Plan as well as the actions agreed to and implementation must take place within set time frames.

7.4 The Employee's performance will be measured in terms of contributions to the goals and strategies set out in the Employer's Integrated Development Plan (IDP).

7.5 The annual performance appraisal will involve:

7.5.1 Assessment of the achievement of results as outlined in the performance plan:

7.5.1.1. Each KPA should be assessed according to the extent to which the specified standards or performance indicators have been met and with due regard to ad hoc tasks that had to be performed under the KPA.



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7.5.1.2. An indicative rating on the five-point scale should be provided for each KPA.

7.5.1.3. The applicable assessment rating calculator (refer to paragraph 7.5.3 below) must then be used to add the scores and calculate a final KPA score.

7.5.2 Assessment of the CCR's

7.5.2.1. Each CCR should be assessed according to the extent to which the specified standards have been met.

7.5.2.2. An indicative rating on the five-point scale should be provided for each CCR.

7.5.2.3. The applicable assessment rating calculator (refer to paragraph 7.5.3) must then be used to add the score and calculate a final CCR score.

7.5.3 Overall rating

An overall rating is calculated by using the applicable assessment-rating calculator which could also be incorporated in the performance management system utilized by the Employer. Such overall rating represents the outcome of the performance appraisal. The assessment of the performance of the Employee will be based on the following rating scale for KPA's and CCR's:

| Level | Terminology | Description | Rating | | | | |
|---|---|---|---|---|---|---|---|
| | | | 1 | 2 | 3 | 4 | 5 |
| 5 | **Outstanding performance** | Performance far exceeds the standard expected of an employee at this level. The appraisal indicates that the Employee has achieved above fully effective results against all performance criteria and indicators as specified in the PA and Performance plan and maintained this in all areas of responsibility throughout the year. | | | | | |



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| | | | |
|---|---|---|---|
| **4** | **Performance significantly above expectations** | Performance is significantly higher than the standard expected in the job. The appraisal indicates that the Employee has achieved above fully effective results against more than half of the performance criteria and indicators and fully achieved all others throughout the year. | |
| **3** | **Fully effective** | Performance fully meets the standards expected in all areas of the job. The appraisal indicates that the Employee has fully achieved effective results against all significant performance criteria and indicators as specified in the PA and Performance Plan. | |
| **2** | **Not fully effective** | Performance is below the standard required for the job in key areas. Performance meets some of the standards expected for the job. The review/assessment indicates that the employee has achieved below fully effective results against more than half the key performance criteria and indicators as specified in the PA and Performance Plan. | |
| **1** | **Unacceptable performance** | Performance does not meet the standard expected for the job. The review/assessment indicates that the employee has achieved below fully effective results against almost all of the performance criteria and indicators as specified in the PA and Performance Plan. The employee has failed to demonstrate the commitment or ability to bring performance up to the level expected in the job despite management efforts to encourage improvement. | |

7.6 For purposes of evaluating the annual performance of the Employee, an evaluation panel constituted of the following persons will be established –

7.6.1 Municipal Manager.

7.6.2 Chairperson of the Performance Audit Committee or the Audit Committee in the absence of a performance audit committee.

7.6.3 Member of the Mayoral Committee or Executive Committee or in respect of a plenary-type municipality, another member of council; and

7.6.4 Municipal Manager from another Municipality.

## 8. SCHEDULE FOR PERFORMANCE REVIEWS

8.1 The performance of the Employee in relation to his performance agreement shall be reviewed on the following dates:

| | | |
|---|---|---|
| **First Quarter** | : | **July- September 2023** |
| Submission of evidence | : | 15 October 2023 |
| Review | : | 31 October 2023 |
| **Second Quarter** | : | **October – December** |
| Submission of evidence | : | 15 January 2024 |
| Review | : | 31 January 2024 |
| **Third quarter** | : | **January-March 2024** |
| Submission of evidence | : | 15 April 2024 |
| Review | : | 29 April 2024 |
| **Fourth quarter** | : | **April-June 2024** |
| Submission of evidence | : | 22 July 2024 |
| Review | : | 23 September 2024 |

8.2 The Employer shall keep a record of the mid-year review and annual assessment meetings.

8.3 Performance feedback shall be based on the Employer's assessment of the Employee's performance.



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8.4 The Employer will be entitled to review and make reasonable changes to the provisions of the Performance Plan from time to time for operational reasons. The Employee will be fully consulted before any such change is made.

8.5 The Employer may amend the provisions of the Performance Plan whenever the performance management system is adopted, implemented and/or amended as the case may be. In that case, the Employee will be fully consulted before any such change is made.

## 9. OBLIGATIONS OF THE EMPLOYER

9.1 The Employer shall-

9.1.1 Create an enabling environment to facilitate effective performance by the employee.

9.1.2 Provide access to skills development and capacity building opportunities.

9.1.3 Work collaboratively with the Employee to solve problems and generate solutions to common problems that may impact on the performance of the Employee.

9.1.4 On the request of the Employee delegate such powers reasonably required by the Employee to enable him to meet the performance objectives and targets established in terms of this Agreement; and

9.1.5 Make available to the Employee such resources as the Employee may reasonably require from time to time, assisting him to meet the performance objectives and targets established in terms of this Agreement.

## 10. CONSULTATION

10.1 The Employer agrees to consult the Employee timeously where the exercising of the powers of the Employer will have amongst others-



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10.1.1 A direct effect on the performance of any of the Employee's functions.

10.1.2 Commit the Employee to implement or to give effect to a legitimate decision made by the Employer; and

10.2 The Employer agrees to inform the Employee of the outcome of any decisions taken pursuant to the exercise of powers contemplated in clause 10.1 as soon as is practically possible to enable the Employee to take any necessary action without delay.

## 11. MANAGEMENT OF EVALUATION OUTCOMES

11.1 The evaluation of the Employee's performance will form the basis for rewarding outstanding performance or correcting unacceptable performance.

11.2 A performance bonus between 5% to 14% of the Employee's inclusive annual remuneration package as detailed in the relevant policy, may be paid to the Employee in recognition of outstanding performance subject to the provisions of applicable legislation in this regard.

11.3 Whereas the Employee's contract of employment provides in clause 2.4 that the appointment is subject to the conclusion of a performance agreement annually within one (1) month after the commencement of the new financial year and whereas parties to this agreement agrees that performance reporting by Directorates is an indispensable component of the management of Kouga Municipality.

11.3.1 It is herewith specifically agreed that the Employee shall utilize the performance management system of the Municipality on a continuous basis and the Employee shall ensure that performance reporting is completed within a period of eleven (11) working days immediately following any performance reporting period, unless otherwise stated herein, with the provision that where any performance information is subject to Audit, provisional performance reporting and the submission of performance evidence shall be completed within the stipulated reporting period.



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11.3.2 The Employee herewith acknowledge and agree that failure to comply with performance reporting periods, time frames and the submission of performance evidence shall impact on the ability of the Employer to comply with legislated and stipulated performance reporting and as such may non-compliance with completion of performance reports by the Employee or the submission of performance evidence result in any performance reward that may be due or may become due may be forfeited in part or in full at the discretion of the Employer.

## 12. DISPUTE RESOLUTION

12.1 Any disputes about the nature of the Employee's performance agreement, whether it relates to key responsibilities, priorities, methods of assessment and/or any other matter provided for, shall be mediated by –

12.1.1 The Mayor of the Employer within thirty (30) days of receipt of a formal written dispute from the Employee provided that where the dispute relates to the outcome of the performance evaluation, the Mayor shall appoint a member of Council to consider submissions on performance whose decision shall be final and binding.

12.2 Any disputes about the outcome of the Performance Evaluations shall within thirty (30) days of receipt of a formal written dispute from the Employee be mediated by a member of the Kouga Municipal Council, provided that such Councillor was not part of the evaluation panel contemplated in paragraph 7 herein, whose decision shall be final and binding on both parties.

12.3 In the event that the mediation process contemplated above fails, clause 16 of the Contract of Employment shall apply.

## 13. GENERAL

13.1 The contents of this agreement and the outcome of any review conducted in terms of this agreement may be made available to the public by the Employer.



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13.2 Nothing in this agreement diminishes the obligations, duties or accountabilities of the Employee in terms of his/her contract of employment, or the effects of existing or new regulations, circulars, policies, directives or other instruments.

## 14. PERSONAL DEVELOPMENT PLAN

14.1 The personal development plan of the Employee is attached hereto.

Thus done and signed at JEFFREYS BAY on this the 15th day JULY of 2023.

**AS WITNESSES:**

1. _____

2. _____

_____
**EMPLOYEE**

_____
**MUNICIPAL MANAGER**

Annexure A

KOUGA
local municipality
Good Governance through Service Excellence

**PERFORMANCE PLAN**

**Entered into by and between**

**THE MUNICIPALITY OF KOUGA**

**AS REPRESENTED BY THE MUNICIPAL MANAGER**

**MR C DU PLESSIS**

**AND**

**C DE KOCK**

**THE EMPLOYEE OF THE MUNICIPALITY**

**DIRECTOR: CIVIL AND WATER SERVICES**

**PERIOD: 1 JULY 2023 TO 30 JUNE 2024**



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# 1. PURPOSE

The performance plan defines the Council's performance expectations of the Director Civil and Water Services and has the purpose of the alignment of such performance expectations with the Integrated Development Plan as provided for in Section 57 (5) of the Municipal Systems Act.

# 2. KEY RESPONSIBILITIES

It is expressly agreed that while certain key responsibilities of the Director Civil and Water Services shall be measured in terms of the Performance Agreement and the Performance plan, the duties of Director Civil and Water Services shall not be restricted to the measured responsibilities only.

# 3. PERFORMANCE REPORTING

3.2 The provision of the Performance Agreement relative to performance reporting time frames and the time frames for the submission of supporting performance evidence is herewith re-confirmed.

3.3 Whereas Section 57 of the Local Government Municipal Systems Act, 2000 provides that the appointment of the Employee is subject to participation in the performance management system of the Employer, the Parties herewith agree that the non-submission of performance information and/or performance evidence, on the electronic performance management systems and/or manually, on due dates as set out in the Performance Agreement may result therein that any possible performance reward due to the Employee may be forfeited at the discretion of the Employer.

3.4 It is herewith agreed that in instances where it becomes clear that any set target in respect of any reporting period cannot/shall not be achieved and/or has not been achieved, the Employee shall prepare a Memorandum addressed to the Municipal Manager detailing the following:

- Key Performance Indicator and target for the reporting period.
- Actual achievements on the target in accordance with the Key Performance Indicator.
- Reasons why the target could not be fully achieved.
- Proposals on corrective actions to be implemented to ensure that the target shall be achieved at a date and time indicated in the corrective actions which shall be prior to the end of the reporting year.
- Provided that were the non-achievement becomes evident at such a late stage that corrective actions shall not result in achievement of the target prior to the year end, corrective actions must indicate how the matter shall be dealt with to ensure achievement in the shortest possible time after year end.

Only where the Municipal Manager has approved the reasons for the non-achievement of a target shall the Employee report the non-achievement of the target as part of the performance reporting cycle and the Employee shall at all times attach the Memorandum directed to the Municipal Manager as well as the

approval of the Municipal Manager to such reporting on the electronic performance management system.

## 4. KEY PERFORMANCE AREAS

The following Key Performance Areas (KPA's) as set in consultation with the employee inform the strategic objectives, listed in the table below:

| KPA No | Key Performance Area | Weight |
|---|---|---|
| 1 | Infrastructure and Basic Service Delivery | **65** |
| 2. | Municipal Financial Viability and Management | **10** |
| 3. | Good Governance and Public Participation | **10** |
| 4. | Operational Targets | **15** |
| | Total | **100** |

## 5. INSTITUTIONAL SERVICE DELIVERY AND BUDGET IMPLEMENTATION PLAN KEY PERFORMANCE INDICATORS ALLOCATED TO THE DIRECTOR CIVIL AND WATER SERVICES

5.1 The following Key Performance Indicators (KPI's) provide the details of the evidence that must be provided to show that a key objective has been obtained. The target dates describe the timeframe in which the work must be achieved. The weightings show the relative importance of the key objectives to each other.

| SDBIP NO | IDP REF | KEY PERFORMANCE AREA | IDP: INSTITUTIONAL GOAL | KEY PERFORMANCE INDICATOR | WEIGHT | TARGET | QUARTERLY TARGET | | | | EVIDENCE | VERIFICATION | STANDARDS |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | | | Q1 | Q2 | Q3 | Q4 | | | |
| 1 | cp19003<br>Cp19004<br>Cp19005<br>Cp78001<br>Cp78002<br>Cp78003<br>Cp78004<br>Cp78005<br>Cp56001<br>Cp72002<br>Cp98012<br>Cp98013 | KPA 1: Infrastructure and Basic Service Delivery | Goal 1: Provide quality sustainable municipal infrastructure to consistently maintaining and improving the needs of the people of Kouga | % Expenditure of Capital budget provision for capital projects | 16.6% | 95% | 5 of 95% | 40 of 95% | 75 of 95% | 95 of 95% | Capital budget provisions and capital budget expenditure reports | Calculate percentage expenditure of capital budget provisions | 1 = less than 75%<br>2 = 76 to 94%<br>3 = 95%<br>4 = 96 to 97%<br>5 = more than 97% |
| 2 | I&E 003 | KPA 1: Infrastructure and Basic Service Delivery | Goal 1: Provide quality sustainable municipal infrastructure to consistently maintaining and improving the needs of | % Water losses compared to previous year | 16.6% | 35% | 45% | 40% | 35% | 35% | Records of water purchased/ produced and records of water sold/ accounted for | Calculate percentage reduction in water losses against the 2022/23 year water losses | 1 = less than 50%<br>2 = 49 to 36%<br>3 = 35%<br>4 = 34 to 30% |

| SDBIP NO | IDP REF | KEY PERFORMANCE AREA | IDP: INSTITUTIONAL GOAL | KEY PERFORMANCE INDICATOR | WEIGHT | TARGET | QUARTERLY TARGET | | | | EVIDENCE | VERIFICATION | STANDARDS |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | | | Q1 | Q2 | Q3 | Q4 | | | |
| | | | the people of Kouga | | | | | | | | | | 5 = less than 30% |
| 4 | cp19003<br>Cp19004<br>Cp19005<br>Cp78001<br>Cp78002<br>Cp78003<br>Cp78004<br>Cp78005<br>Cp56001<br>Cp72002 | KPA 1: Infrastructure and Basic Service Delivery | Goal 1: Provide quality sustainable municipal infrastructure to consistently maintaining and improving the needs of the people of Kouga | % MIG grant funding expenditure by 30 June 2023 | 16.6% | 100% | 5 of 100% | 45 of 100% | 75 of 100% | 100 of 100% | Records of MIG grant funding and MIG grant funding expenditure records | Calculate percentage expenditure of MIG grant funding | 1 = less than 75%<br>2 = 76 to 94%<br>3 = 95%<br>4 = 96 to 98%<br>5 = more than 98% |
| 7 | | KPA 1: Infrastructure and Basic Service Delivery | Goal 1: Provide quality sustainable municipal infrastructure to consistently maintaining and improving the needs of | % Expenditure of WSIG grant funding | 16.6% | 100% | 5 of 100% | 45 of 100% | 75 of 100% | 100 of 100% | Records of WSIG grant funding and WSIG grant funding expenditure records | Calculate percentage expenditure of WSIG grant funding | 1 = less than 75%<br>2 = 76 to 94%<br>3 = 95%<br>4 = 96 to 98% |

| SDBIP NO | IDP REF | KEY PERFORMANCE AREA | IDP: INSTITUTIONAL GOAL | KEY PERFORMANCE INDICATOR | WEIGHT | TARGET | QUARTERLY TARGET | | | | EVIDENCE | VERIFICATION | STANDARDS |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | | | Q1 | Q2 | Q3 | Q4 | | | |
| | | | the people of Kouga | | | | | | | | | | 5 = more than 98% |
| 9 | I&E 004 | KPA 1: Infrastructure and Basic Service Delivery | Goal 1: Provide quality sustainable municipal infrastructure to consistently maintaining and improving the needs of the people of Kouga | % SANS compliance for drinking water across all parameters | 16.6% | 100% | 100% | 100% | 100% | 100% | Laboratory reports on drinking water quality testing | Calculate percentage samples tested that are fully compliant | 1= less than 90%<br><br>2 = 91 to 99%<br><br>3 = 100% compliant with up to 10 incidents or exceptions<br><br>4 = 100% compliant with up to 5 incidents or exceptions<br><br>5 = 4 = 100% compliant with up to no incidents or exceptions |

| SDBIP NO | IDP REF | KEY PERFORMANCE AREA | IDP: INSTITUTIONAL GOAL | KEY PERFORMANCE INDICATOR | WEIGHT | TARGET | QUARTERLY TARGET | | | | EVIDENCE | VERIFICATION | STANDARDS |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | | | Q1 | Q2 | Q3 | Q4 | | | |
| 16 | | KPA 2: Local Economic Development | Goal 2: Create and facilitate a conducive environment that builds inclusive local economies, sustainable and decent employment | Number of FTE jobs created through the EPWP program | 16.6% | 110 | 1 of 110 | 25 of 110 | 75 of 110 | 110 of 110 | Proof of jobs created | A full-time equivalent job (FTE) refers to one person-year of employment. One person-year is equivalent to 230 person days of work. Person-years of employment = total number of person days of employment created for targeted labour during the year divided by 230. For task-rated workers, tasks completed should be used as a proxy for 8 | 1 = less than 90<br>2 = 91 to 109<br>3 = 110<br>4 = 111 to 115<br>5 = more than 115 |

| SDBIP NO | IDP REF | KEY PERFORMANCE AREA | IDP: INSTITUTIONAL GOAL | KEY PERFORMANCE INDICATOR | WEIGHT | TARGET | QUARTERLY TARGET | | | | EVIDENCE | VERIFICATION | STANDARDS |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | | | Q1 | Q2 | Q3 | Q4 | | | |
| | | | | | | | | | | | | hours of work per day. | |
| Total weight (Institutional Indicators) | | | | | 100% | | | | | | | | |

## 6. OPERATIONAL KEY PERFORMANCE INDICATORS ALLOCATED TO THE DIRECTOR CIVIL AND WATER SERVICES

6.1 The following Key Performance Indicators (KPI's) has been allocated to the Director Civil and Water Services and the Director Civil and Water Services shall provide the details of the evidence that must be provided to show that a key objective has been obtained. The target dates describe the timeframe in which the work must be achieved. The weightings show the relative importance of the key objectives to each other. These operational Key Performance Indicators shall be taken into account in all performance reviews and performance evaluations of the Director Civil and Water Services relevant to the 2023/24 year.

| KEY PERFORMANCE AREA | IDP: INSTITUTIONAL GOAL | KEY PERFORMANCE INDICATOR | WEIGHT | TARGET | QUARTERLY TARGET | | | | EVIDENCE | VERIFICATION | STANDARDS |
|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | Q1 | Q2 | Q3 | Q4 | | | |
| KPA 3: Financial viability and management | Goal 3: Build the financial sustainability of Kouga by empowering staff to achieve good governance and clean administration which is committed to prudent management of funds by promoting accuracy and transparency | % compliance with the 15-working day turnaround target for the certification of invoices **(Construction Contracts)** for payment and resubmission to finance calculated from date of receipt by the Directorate. | 50% | 100% | 100% | 100% | 100% | 100% | Invoice Register with return dates of certified invoices as received by Finance | Calculate the percentage of invoices resubmitted to Finance within the specified turnaround time | 1 = less than 75%<br>2 = 76 to 94%<br>3 = 95%<br>4 = 96 to 98%<br>5 = more than 98% |
| KPA 3: Financial viability and management | Goal 3: Build the financial sustainability of Kouga by empowering staff to achieve good governance and clean administration which is committed to | % compliance with the 10-working day turnaround target for the certification of invoices **(Standard Procurement of Goods and Services)** for payment and | 50% | 100% | 100% | 100% | 100% | 100% | Invoice Register with return dates of certified invoices as received by Finance | Calculate the percentage of invoices resubmitted to Finance within the specified turnaround time | 1 = less than 75%<br>2 = 76 to 94%<br>3 = 95%<br>4 = 96 to 98% |

| KEY PERFORMANCE AREA | IDP: INSTITUTIONAL GOAL | KEY PERFORMANCE INDICATOR | WEIGHT | TARGET | QUARTERLY TARGET | | | | EVIDENCE | VERIFICATION | STANDARDS |
|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | Q1 | Q2 | Q3 | Q4 | | | |
| | prudent management of funds by promoting accuracy and transparency | resubmission to finance calculated from date of receipt by the Directorate. | | | | | | | | | 5 = more than 98% |
| **Total Weight (Operational Indicators)** | | | **100%** | | | | | | | | |

Thus, done and signed on this 30th day of JULY 2023 in the presence of the undersigned witnesses

**EMPLOYEE** **EMPLOYER**

**WITNESSES:**

KOUGA
local municipality
Good Governance through Service Excellence

# PERFORMANCE AGREEMENT

## MADE AND ENTERED INTO BY AND BETWEEN:

## KOUGA MUNICIPALITY
## HEREIN REPRESENTED BY

## MR. C DU PLESSIS

## AND

## MRS L OPPERMAN
## EMPLOYED BY KOUGA MUNICIPALITY AS
## ACTING DIRECTOR PLANNING, DEVELOPMENT AND TOURISM

## FOR THE PERIOD:

## 1 JULY 2023 TO 30 JUNE 2024

## WHEREBY IT IS AGREED AS FOLLOWS:

## 1. INTRODUCTION

1.1 The Employer has entered into a contract of employment with the Employee in terms of section 57(1) (a) of the Local Government: Municipal Systems Act 32 of 2000 ("the Systems Act"). The Employer and the Employee are hereinafter referred as "the Parties".

1.2 Section 57(1)(b) of the Systems Act, read with the Contract of Employment concluded between the parties, requires the parties to conclude an annual performance Agreement.

1.3 The parties wish to ensure that they are clear about the goals to be achieved and secure the commitment of the Employee to a set of outcomes that will ensure the achievement of local government policy goals.

1.4 The parties wish to ensure that there is compliance with Sections 57(4) and 57(5) of the Systems Act.

## 2. PURPOSE OF THIS AGREEMENT

2.1 Comply with the provisions of Section 57(1)(b),(4) and (5) of the Systems Act as well as the Contract of Employment entered into between the parties;

2.2 Specify objectives and targets established for the Employee and to communicate to the Employee the Employer's expectations of the Employee's performance and accountabilities.

2.3 Specify accountabilities as set out in the Performance Plan.

2.4 Monitor and measure performance against set targeted outputs.

2.5 Use the Performance Agreement and Performance Plan as the basis for assessing whether the Employee has met the performance expectations applicable to his job.

2.6 Give effect to the Employer's commitment to a performance-orientated relationship with the Employee in attaining equitable and improved service delivery.



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## 3. DELIVERY

3.1 This Agreement will commence on 1 July 2023 will remain in force for the duration of the Employee's contractual acting appointment.

3.2 The content of this Agreement may be revised at any time during the abovementioned period to determine the applicability of the matters agreed upon.

3.3 If at any time during the validity of this Agreement the work environment alters (whether as a result of government or council decisions or otherwise) to the extent that the contents of this Agreement are no longer appropriate, the contents shall immediately be revised.

## 4. PERFORMANCE OBJECTIVES

4.1 The Performance Plan attached to this Agreement sets out –

4.1.1 The performance objectives and targets that must be met by the Employee; and

4.1.2 The time frames within which those performance objectives and targets must be met.

4.2 The performance objectives and targets reflected in the Performance Plan are set by the Employer in consultation with the Employee and are based on the Integrated Development Plan, Service Delivery and Budget Implementation Plan (SDBIP) and the Budget of the Employer and includes key objectives; key performance indicators; target dates and weightings.

4.3 The key objectives describe the main tasks that need to be performed. The key performance indicators provide the details of the evidence that must be provided to show that a key objective has been achieved. The target dates describe the timeframe in which the work must be achieved. The weightings show the relative importance of the key objectives to each other.

4.4 The Employee's performance will, in addition, be measured in terms of contributions to the goals and strategies set out in the Employer's Integrated Development Plan.

4.5 It is specifically agreed that in preparation of the implementation of standardized national key performance indicators for local government institutions, the performance plan of the Employee includes a section

requiring the Employee, at the indicated intervals, to provide operational statistical information to be used as performance baselines for the 2024/25 financial year. The performance of the Employee shall not be measured on such information for the 2023/24 year.

## 5. PERFORMANCE MANAGEMENT SYSTEM

5.1 The Employee agrees to participate in the performance management system that the Employer adopts or introduces for the Employer, management and municipal staff of the Employer.

5.2 The Employee accepts that the purpose of the performance management system will be to provide a comprehensive system with specific performance standards to assist the Employer, management and municipal staff to perform to the standards required.

5.3 The Employer will consult with the Employee about the specific performance standards that will be included in the performance management system as applicable to the Employee.

## 6. THE EMPLOYEE AGREES TO PARTICIPATE IN THE PERFORMANCE MANAGEMENT SYSTEM THAT THE EMPLOYER ADOPTS.

6.1 The Employee undertakes to actively focus towards the promotion and implementation of the Key Performance Areas KPA's (including special projects relevant to the employee's responsibilities) within the local government framework.

6.2 The Employee undertakes to submit performance evidence in a format the Employer may require at times and intervals as set out herein to enable the Employer to evaluate the performance of the Employee.

6.2.1 The Employee undertakes to consult MFMA Circular 88 in order to ensure that the Circular 88 reporting component of the Performance Plan of the Employee complies with the Technical Indicator Descriptions so as to ensure that performance evidence supplied in this regard shall in future withstand audit scrutiny.

6.3 The criteria upon which the performance of the Employee shall be assessed shall consist of two components, both of which shall be contained in the Performance Agreement.

6.3.1 The Employee must be assessed against both components, with a weighting of 80:20 allocated to the Key Performance Areas (KPA's) and the Core Competencies Requirements (CCR's) respectively.

6.3.2 Each area of assessment will be weighted and will contribute a specific part to the total score.

6.3.3 KPA's covering the main areas of work will account for 80% and CCR's will account for 20% of the final assessment.

6.4 The Employee's assessment will be based on his/her performance in terms of the outputs/outcomes (performance indicators) identified as per attached Performance Plan (Annexure A), which are linked to the KPA's, and will constitute 80% of the overall assessment result as per the weightings agreed to between the Employer and Employee:

| KPA I | Key Performance Area | Weight |
|---|---|---|
| 1 | Institutional Development and Transformation | 35 |
| 2. | Municipal Financial Viability and Management | 25 |
| 3 | Good Governance and Public Participation | 25 |
| 4. | Operational Targets | 15 |
| | Total | 100 |

6.4.1 The Core Competency Requirements provided for in the Local Government: Municipal Performance Regulations for Municipal Managers and Managers directly accountable to Municipal Managers, R805 dated 1 August 2006 as listed hereunder will make up the other 20% of the Employee's assessment score:

| CR No | Core Competency Requirement | Weight |
|---|---|---|
| | **Core Managerial Competencies** | |
| 1 | Strategic Capability and Leadership | 7 |
| 2 | Programme and Project Management | 5 |
| 3 | Financial Management | 5 |
| 4 | Change Management | 6 |
| 5 | Knowledge Management | 5 |
| 6 | Problem Solving and Analytical Thinking | 6 |
| 7 | People and Diversity Management | 7 |
| 8 | Client Orientation and Customer Focus | 7 |
| 9 | Communication | 5 |
| 10 | Honesty and integrity | 7 |
| | **Core Occupational Competencies** | |
| 11 | *Competence in Self-Management* | 6 |
| 12 | *Interpretation of and implementation within the legislative and national policy frameworks* | 5 |
| 13 | *Knowledge of Developmental Local Government* | 6 |

| | | |
|---|---|---|
| 14 | *Knowledge of Performance Management and Reporting* | **5** |
| 15 | *Competence in policy conceptualization, analysis and implementation* | **6** |
| 16 | *Knowledge of more than one functional municipal field/discipline* | **5** |
| 17 | *Exceptional and dynamic creativity to improve the functioning of the municipality* | **7** |
| **TOTAL** | | **100** |

## 7. PERFORMANCE EVALUATIONS

7.1 The Performance Plan annexed to this Agreement sets out –

7.1.1 The standards and procedures for evaluating the Employee's performance; and

7.1.2 The intervals for the evaluation of the Employee's performance.

7.2 Despite the establishment of agreed intervals for evaluation, the Employer may in addition review the Employee's performance at any stage while the contract of employment remains in force.

7.3 Personal growth and development needs identified during any performance review discussion must be documented in a Personal Development Plan as well as the actions agreed to and implementation must take place within set time frames.

7.4 The Employee's performance will be measured in terms of contributions to the goals and strategies set out in the Employer's Integrated Development Plan (IDP).

7.5 The annual performance appraisal will involve:

7.5.1 Assessment of the achievement of results as outlined in the performance plan:

7.5.1.1. Each KPA should be assessed according to the extent to which the specified standards or performance indicators have been met and with due regard to ad hoc tasks that had to be performed under the KPA.

7.5.1.2. An indicative rating on the five-point scale should be provided for each KPA.

7.5.1.3. The applicable assessment rating calculator (refer to paragraph 7.5.3 below) must then be used to add the scores and calculate a final KPA score.

7.5.2 Assessment of the CCR's

7.5.2.1. Each CCR should be assessed according to the extent to which the specified standards have been met.

7.5.2.2. An indicative rating on the five-point scale should be provided for each CCR.

7.5.2.3. The applicable assessment rating calculator (refer to paragraph 7.5.3) must then be used to add the score and calculate a final CCR score.

7.5.3 Overall rating

An overall rating is calculated by using the applicable assessment-rating calculator which could also be incorporated in the performance management system utilized by the Employer. Such overall rating represents the outcome of the performance appraisal. The assessment of the performance of the Employee will be based on the following rating scale for KPA's and CCR's:

| Level | Terminology | Description | Rating | | | | |
|---|---|---|---|---|---|---|---|
| | | | 1 | 2 | 3 | 4 | 5 |
| 5 | **Outstanding performance** | Performance far exceeds the standard expected of an employee at this level. The appraisal indicates that the Employee has achieved above fully effective results against all performance criteria and indicators as specified in the PA and Performance plan and maintained this in all areas of responsibility throughout the year. | | | | | |
| 4 | **Performance significantly above expectations** | Performance is significantly higher than the standard expected in the job. The appraisal indicates that the Employee has achieved above fully effective results against more than half of the performance criteria and | | | | | |

| | | | |
|---|---|---|---|
| | | indicators and fully achieved all others throughout the year. | |
| **3** | **Fully effective** | Performance fully meets the standards expected in all areas of the job. The appraisal indicates that the Employee has fully achieved effective results against all significant performance criteria and indicators as specified in the PA and Performance Plan. | |
| **2** | **Not fully effective** | Performance is below the standard required for the job in key areas. Performance meets some of the standards expected for the job. The review/assessment indicates that the employee has achieved below fully effective results against more than half the key performance criteria and indicators as specified in the PA and Performance Plan. | |
| **1** | **Unacceptable performance** | Performance does not meet the standard expected for the job. The review/assessment indicates that the employee has achieved below fully effective results against almost all of the performance criteria and indicators as specified in the PA and Performance Plan. The employee has failed to demonstrate the commitment or ability to bring performance up to the level expected in the job despite management efforts to encourage improvement. | |

## 8. SCHEDULE FOR PERFORMANCE REVIEWS

8.1 The performance of the Employee in relation to his performance agreement shall be reviewed on the following dates:

**First Quarter** : **July- September 2023**
Submission of evidence : 15 October 2023

| | | |
|---|---|---|
| Review | : | 31 October 2023 |
| **Second Quarter** | : | **October – December** |
| Submission of evidence | : | 15 January 2024 |
| Review | : | 31 January 2024 |
| **Third quarter** | : | **January-March 2024** |
| Submission of evidence | : | 15 April 2024 |
| Review | : | 29 April 2024 |
| **Fourth quarter** | : | **April-June 2024** |
| Submission of evidence | : | 22 July 2024 |
| Review | : | 23 September 2024 |

8.2 Performance feedback shall be based on the Employer's assessment of the Employee's performance.

8.3 The Employer will be entitled to review and make reasonable changes to the provisions of the Performance Plan from time to time for operational reasons. The Employee will be fully consulted before any such change is made.

8.4 The Employer may amend the provisions of the Performance Plan whenever the performance management system is adopted, implemented and/or amended as the case may be. In that case, the Employee will be fully consulted before any such change is made.

## 9. OBLIGATIONS OF THE EMPLOYER

9.1 The Employer shall-

9.1.1 Create an enabling environment to facilitate effective performance by the employee.

9.1.2 Work collaboratively with the Employee to solve problems and generate solutions to common problems that may impact on the performance of the Employee.

9.1.3 On the request of the Employee delegate such powers reasonably required by the Employee to enable him to meet the performance objectives and targets established in terms of this Agreement; and

9.1.4 Make available to the Employee such resources as the Employee may reasonably require from time to time, assisting him to meet the performance objectives and targets established in terms of this Agreement.

## 10. CONSULTATION

10.1 The Employer agrees to consult the Employee timeously where the exercising of the powers of the Employer will have amongst others-

10.1.1 A direct effect on the performance of any of the Employee's functions.

10.1.2 Commit the Employee to implement or to give effect to a legitimate decision made by the Employer; and

10.2 The Employer agrees to inform the Employee of the outcome of any decisions taken pursuant to the exercise of powers contemplated in clause 10.1 as soon as is practically possible to enable the Employee to take any necessary action without delay.

## 11. PERFORMANCE REPORTING

11.3.1 It is herewith specifically agreed that the Employee shall utilize the performance management system of the Municipality on a continuous basis and the Employee shall ensure that performance reporting is completed within a period of eleven (11) working days immediately following any performance reporting period, unless otherwise stated herein, with the provision that where any performance information is subject to Audit, provisional performance reporting and the submission of performance evidence shall be completed within the stipulated reporting period.

11.3.2 The Employee herewith acknowledge and agree that failure to comply with performance reporting periods, time frames and the submission of performance evidence shall impact on the ability of the Employer to comply with legislated and stipulated performance reporting.

## 12. DISPUTE RESOLUTION

12.1 Any disputes about the nature of the Employee's performance agreement, whether it relates to key responsibilities, priorities, methods of assessment and/or any other matter provided for, shall be mediated by –

12.1.1 The Mayor of the Employer within thirty (30) days of receipt of a formal written dispute from the Employee provided that where the dispute relates to the outcome of the performance evaluation, the Mayor shall appoint a member of Council to consider submissions on performance whose decision shall be final and binding.

12.2 Any disputes about the outcome of the Performance Evaluations shall within thirty (30) days of receipt of a formal written dispute from the Employee be mediated by a member of the Kouga Municipal Council, provided that such Councillor was not part of the evaluation panel contemplated in paragraph 7 herein, whose decision shall be final and binding on both parties.

12.3 In the event that the mediation process contemplated above fails, clause 16 of the Contract of Employment shall apply.

## 13. GENERAL

13.1 The contents of this agreement and the outcome of any review conducted in terms of this agreement may be made available to the public by the Employer.

13.2 Nothing in this agreement diminishes the obligations, duties or accountabilities of the Employee in terms of his/her contract of employment, or the effects of existing or new regulations, circulars, policies, directives or other instruments.

Thus done and signed at Jeffreys Bay on this the 16th day August of 2023.

**AS WITNESSES:**

1. Read

2. _____

**EMPLOYEE**

**MUNICIPAL MANAGER**

Annexure A

KOUGA
local municipality
Good Governance through Service Excellence

**PERFORMANCE PLAN**

**Entered into by and between**

**THE MUNICIPALITY OF KOUGA**

**AS REPRESENTED BY THE MUNICIPAL MANAGER**

**MR C DU PLESSIS**

**AND**

**L OPPERMAN**

**THE EMPLOYEE OF THE MUNICIPALITY**

**ACTING DIRECTOR PLANNING, DEVELOPMENT**

**PERIOD: 1 JULY 2023 TO 30 SEPTEMBER 2023**

# 1. PURPOSE

The performance plan defines the Council's performance expectations of the Acting Director Planning and Development and has the purpose of the alignment of such performance expectations with the Integrated Development Plan as provided for in Section 57 (5) of the Municipal Systems Act.

# 2. KEY RESPONSIBILITIES

It is expressly agreed that while certain key responsibilities of the Acting Director Planning and Development shall be measured in terms of the Performance Agreement and the Performance plan, the duties of the Acting Director Planning and Development shall not be restricted to the measured responsibilities only.

# 3. PERFORMANCE REPORTING

3.2 The provision of the Performance Agreement relative to performance reporting time frames and the time frames for the submission of supporting performance evidence is herewith re-confirmed.

3.3 Whereas Section 57 of the Local Government Municipal Systems Act, 2000 provides that the appointment of the Employee is subject to participation in the performance management system of the Employer, the Parties herewith agree that the non-submission of performance information and/or performance evidence, on the electronic performance management systems and/or manually, on due dates as set out in the Performance Agreement may result therein that any possible performance reward due to the Employee may be forfeited at the discretion of the Employer.

3.4 It is herewith agreed that in instances where it becomes clear that any set target in respect of any reporting period cannot/shall not be achieved and/or has not been achieved, the Employee shall prepare a Memorandum addressed to the Municipal Manager detailing the following:

- Key Performance Indicator and target for the reporting period.
- Actual achievements on the target in accordance with the Key Performance Indicator.
- Reasons why the target could not be fully achieved.
- Proposals on corrective actions to be implemented to ensure that the target shall be achieved at a date and time indicated in the corrective actions which shall be prior to the end of the reporting year.
- Provided that were the non-achievement becomes evident at such a late stage that corrective actions shall not result in achievement of the target prior to the year end, corrective actions must indicate how the matter shall be dealt with to ensure achievement in the shortest possible time after year end.

Only where the Municipal Manager has approved the reasons for the non-achievement of a target shall the Employee report the non-achievement of the target as part of the performance reporting cycle and the Employee shall at all times attach the Memorandum directed to the Municipal Manager as well as the

approval of the Municipal Manager to such reporting on the electronic performance management system.

## 4. KEY PERFORMANCE AREAS

The following Key Performance Areas (KPA's) as set in consultation with the employee inform the strategic objectives, listed in the table below:

| KPA No | Key Performance Area | Weight |
|---|---|---|
| 1. | Local Economic Development | 50 |
| 2. | Municipal Financial Viability and Management | 10 |
| 3. | Good Governance and Public Participation | 10 |
| 4. | Operational Targets | 30 |
| | Total | 100 |

## 5. INSTITUTIONAL SERVICE DELIVERY AND BUDGET IMPLEMENTATION PLAN KEY PERFORMANCE INDICATORS ALLOCATED TO THE DIRECTOR PLANNING AND DEVELOPMENT

5.1 The following Key Performance Indicators (KPI's) provide the details of the evidence that must be provided to show that a key objective has been obtained. The target dates describe the timeframe in which the work must be achieved. The weightings show the relative importance of the key objectives to each other.

| SDBIP NO | IDP REF | KEY PERFORMANCE AREA | IDP: INSTITUTIONAL GOAL | KEY PERFORMANCE INDICATOR | WEIGHT | TARGET | QUARTERLY TARGET | | | | EVIDENCE | VERIFICATION | STANDARDS |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | | | Q1 | Q2 | Q3 | Q4 | | | |
| 1 | Cp9, cp17001 | KPA 2: Local Economic Development | Goal 2: Create and facilitate a conducive environment that builds inclusive local economies, sustainable and decent employment | % Expenditure of Capital budget provision for capital projects | 7.7% | 95% | 5 of 95% | 40 of 95% | 75 of 95% | 95 of 95% | Capital budget provisions and capital budget expenditure reports | Calculate percentage expenditure of capital budget provisions | 1 = less than 75%<br>2 = 76 to 94%<br>3 = 95%<br>4 = 96 to 97%<br>5 = more than 97% |
| 13 | | KPA 2: Local Economic Development | Goal 2: Create and facilitate a conducive environment that builds inclusive local economies, sustainable and decent employment | Number of Precinct Development Plans approved by 31 January 2024 (Hankey and St Francis Bay) | 7.7% | 2 | 0 of 2 | 0 of 2 | 2 of 2 | - | Council Resolutions adopting the Hankey and St Francis Bay Precinct Plans | Count number of precinct plans for Hankey and St Francis Bay approved by Council by 31 January 2024 | 1 = Not done<br>2 = completed after due date<br>3 = completed on due date<br>4 = completed 14 days before due date |

| SDBIP NO | IDP REF | KEY PERFORMANCE AREA | IDP: INSTITUTIONAL GOAL | KEY PERFORMANCE INDICATOR | WEIGHT | TARGET | QUARTERLY TARGET | | | | EVIDENCE | VERIFICATION | STANDARDS |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | | | Q1 | Q2 | Q3 | Q4 | | | |
| | | | | | | | | | | | | | 5 = completed more than 14 days before due date |
| 14 | MM 006 | KPA 2: Local Economic Development | Goal 2: Create and facilitate a conducive environment that builds inclusive local economies, sustainable and decent employment | Number of settlements/ Informal settlements formalized by 1 April 2024 | 7.7% | 2 two informal settlements formalized | 0 of 2 | 0 of 2 | 2 of 2 | | Pegged sites (Informal layout plan) and proof of shared services. | Count number of informal households on newly formalized sites | 1= none<br>2 = 1<br>3 = 2<br>4 = 3<br>5 = more than 3 |
| 18 | | KPA 2: Local Economic Development | Goal 2: Create and facilitate a conducive environment that builds inclusive local economies, sustainable and decent employment | Number of Annual Informal Household Audits conducted. By **30 December** 2023. (Full socio-economic survey with growth indicators from previous | 7.7% | 1 | 1 of 1 | - | - | - | Informal Household Audit | Count number of Informal Household Audits conducted by 30 September 2023 | 1 = Not done<br>2 = completed after due date<br>3 = completed on due date<br>4 = completed |

| SDBIP NO | IDP REF | KEY PERFORMANCE AREA | IDP: INSTITUTIONAL GOAL | KEY PERFORMANCE INDICATOR | WEIGHT | TARGET | QUARTERLY TARGET | | | | EVIDENCE | VERIFICATION | STANDARDS |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | | | Q1 | Q2 | Q3 | Q4 | | | |
| | | | | survey per area and consolidated) | | | | | | | | | 14 days before due date<br><br>5 = completed more than 14 days before due date |
| 19 | | KPA 2: Local Economic Development | Goal 2: Create and facilitate a conducive environment that builds inclusive local economies, sustainable and decent employment | % Of compliant building plans for building smaller than 500m2 finalized within 30 days of submission | 7.7% | 100% | 100% | 100% | 100% | 100% | Building Plan Register and Building Plan approvals | Count number of compliant building plans less than 500m2 submitted, and count number of building plans finalized within 30 days of submission and calculate percentage | 1= less than 90%<br><br>2 = 91 to 94%<br><br>3 = 95%<br><br>4 = 96 to 97%<br><br>5 = more than 97% |
| 20 | | KPA 2: Local Economic Development | Goal 2: Create and facilitate a conducive environment | % Of compliant building plans for building larger than | 7.7% | 100% | 100% | 100% | 100% | 100% | Building Plan Register and | Count number of compliant building plans | 1= less than 90% |

| SDBIP NO | IDP REF | KEY PERFORMANCE AREA | IDP: INSTITUTIONAL GOAL | KEY PERFORMANCE INDICATOR | WEIGHT | TARGET | QUARTERLY TARGET | | | | EVIDENCE | VERIFICATION | STANDARDS |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | | | Q1 | Q2 | Q3 | Q4 | | | |
| | | | that builds inclusive local economies, sustainable and decent employment | 500m2 finalized within 30 days of submission | | | | | | | Building Plan approvals | larger than 500m2 submitted, and count number of building plans finalized within 30 days of submission and calculate percentage | 2 = 91 to 94%<br><br>3 = 95%<br><br>4 = 96 to 97%<br><br>5 = more than 97% |
| 21 | | KPA 2: Local Economic Development | Goal 2: Create and facilitate a conducive environment that builds inclusive local economies, sustainable and decent employment | % Of land use applications finalized within 90 days of objection/ comment closing date | 7.7% | 100% | 100% | 100% | 100% | 100% | Land Use Planning Register and approvals | Count number of land use applications at closing date for comment/ objections and count number of days for finalization and calculate percentage finalized within 90 days of closing date | 1= less than 90%<br><br>2 = 91 to 94%<br><br>3 = 95%<br><br>4 = 96 to 97%<br><br>5 = more than 97% |

| SDBIP NO | IDP REF | KEY PERFORMANCE AREA | IDP: INSTITUTIONAL GOAL | KEY PERFORMANCE INDICATOR | WEIGHT | TARGET | QUARTERLY TARGET | | | | EVIDENCE | VERIFICATION | STANDARDS |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | | | Q1 | Q2 | Q3 | Q4 | | | |
| | | | | | | | | | | | | of notice period. | |

## 6. OPERATIONAL KEY PERFORMANCE INDICATORS ALLOCATED TO THE DIRECTOR PLANNING AND DEVELOPMENT

6.1 The following Key Performance Indicators (KPI's) has been allocated to the Director Planning, Development and Tourism and the Director Planning, Development and Tourism shall provide the details of the evidence that must be provided to show that a key objective has been obtained. The target dates describe the timeframe in which the work must be achieved. The weightings show the relative importance of the key objectives to each other. These operational Key Performance Indicators shall be taken into account in all performance reviews and performance evaluations of the Director Planning, Development and Tourism relevant to the 2022/23 year.

| KEY PERFORMANCE AREA | IDP: INSTITUTIONAL GOAL | KEY PERFORMANCE INDICATOR | WEIGHT | TARGET | QUARTERLY TARGET | | | | EVIDENCE | VERIFICATION | STANDARDS |
|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | Q1 | Q2 | Q3 | Q4 | | | |
| KPA 1: Infrastructure and Basic Service Delivery | Goal 1: Provide quality sustainable municipal infrastructure to consistently maintaining and improving the needs | % Of multiyear tenders extended as a result of not making an appointment in time | 7.7% | 0% | 0% | 0% | 0% | 0% | Contract register and list of multiyear tenders expiring in reporting period and proof of | Calculate percentage of multiyear tenders extended after contract | 1= More than 4%<br>2 = 3%<br>3=2%<br>4=1% |

| KEY PERFORMANCE AREA | IDP: INSTITUTIONAL GOAL | KEY PERFORMANCE INDICATOR | WEIGHT | TARGET | QUARTERLY TARGET | | | | EVIDENCE | VERIFICATION | STANDARDS |
|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | Q1 | Q2 | Q3 | Q4 | | | |
| | of the people of Kouga | | | | | | | | appointments made | termination date | 5=0% |
| KPA 1: Infrastructure and Basic Service Delivery | Goal 1: Provide quality sustainable municipal infrastructure to consistently maintaining and improving the needs of the people of Kouga | % Reduction on energy consumption of administrative municipal buildings compared to the 2022/23 year | 7.7% | -5% | 0 of -5% | -2 of -5% | -3 of -5% | -5 of -5% | Records of energy consumption for administrative municipal buildings for the current and previous year | Calculate percentage reduction in energy consumption for administrative municipal buildings between the current and previous year | 1 = no reduction<br>2 = 1 to 4% reduction<br>3 = 5% reduction<br>4 = 5.1 to 6% reduction<br>5 = more than 6% reduction |
| KPA 3: Financial viability and management | Goal 3: Build the financial sustainability of Kouga by empowering staff to achieve good governance and clean administration which is committed to prudent management of funds by promoting accuracy and transparency | % compliance with the 10-working day turnaround target for the certification of invoices **(Standard Procurement of Goods and Services)** for payment and resubmission to finance calculated from date of receipt by the Directorate. | 7.7% | 100% | 100% | 100% | 100% | 100% | Invoice Register with return dates of certified invoices as received by Finance | Calculate the percentage of invoices resubmitted to Finance within the specified turnaround time | 1 = less than 75%<br>2 = 76 to 94%<br>3 = 95%<br>4 = 96 to 98%<br>5 = more than 98% |

| KEY PERFORMANCE AREA | IDP: INSTITUTIONAL GOAL | KEY PERFORMANCE INDICATOR | WEIGHT | TARGET | QUARTERLY TARGET | | | | EVIDENCE | VERIFICATION | STANDARDS |
|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | Q1 | Q2 | Q3 | Q4 | | | |
| | | | | | | | | | | | |
| KPA 4: Good Governance and Public Participation | Goal 4: Create and environment for active public participation and administrative culture characterized by accountability, transparency and efficiency. | % Completion of the identification, quantification and costing of ward-based priorities by 31 October 2023 | 7.7% | 100% | 0 of 100% | 100 of 100% | - | - | Ward Based Priorities with priority listing, quantity and cost per priority | Calculate % ward-based priorities identified, quantified and costed by 31 October 2023 | 1 = less than 75%<br>2 = 76 to 94%<br>3 = 95%<br>4 = 96 to 97%<br>5 = more than 97% |
| **Total weighting (Institutional and Operational indicators)** | | | **100%** | | | | | | | | |

Thus, done and signed on this 15th day of August 2023 in the presence of the undersigned witnesses.

**EMPLOYEE** **EMPLOYER**

**WITNESSES:**

**KOUGA MUNICIPALITY (EC 108)**

**ORDINARY COUNCIL MEETING**

**OFFICE OF THE MUNICIPAL MANAGER**

**DATE: 31 AUGUST 2023** **ITEM NO: 23/08/MM12**

**KOUGA MUNICIPALITY: FIRST UNAUDITED DRAFT: ANNUAL REPORT (2022/2023)**

1. Introduction

A draft Annual Report must be submitted to the Office of the Auditor General by not later than 31 August each year.

The First Draft of the 2022/23 Unaudited Annual Report has been prepared and is herewith submitted for information to Council.

It must be noted that the First Draft of the Unaudited Annual Report is subject to scrutiny by the Municipal Public Accounts Committee and the Auditor General and the content of the report is subject to change.

It must further be noted that Financial Information shall only be included in the Annual Report after the finding/opinion of the Auditor General has been issued on the 2022/23 Financial Statements.

2. Background

The First Draft of the 2022/23 Annual Report reflects the information available as at 15 August 2023. It must be noted that some of the information not included in the annual report is in the process of being verified for correctness to ensure that information submitted during the oversight processes is correct and can be substantiated.

3. Comments Directorates:

3.1 Municipal Manager

The report is noted and approved. The status of the Annual Report is a reflection as at 15 August and will be further updated after verification before submission to the AG on the 31st of August.

3.2 Deputy Municipal Manager

No comment

3.3 Chief Financial Officer

Report Noted

3.4 Director: Civil and Water Services

Report is noted

3.5 Acting Director: Electro-Mechanical Services

Noted

3.6 Director: Community Services

Noted

3.7 Acting Director: Planning and Development

The item is noted, and recommendations supported.

4. Financial Implications

None

5. Legal Implications

MFMA Circular 63 dated September 2012 provides guidance that the Unaudited Annual Report be submitted to Council during August each year.

6. Other Implications

None

7. Recommendations:

7.1 That it be noted that the First Draft of the 2022/23 Annual Report shall be submitted to the Office of the Auditor General by not later than 31 August 2023.

7.2 That it be noted that financial information shall only be included in the 2022/23 Annual Report on receipt of the findings of the Auditor General on the 2022/23 Financial Statements.

7.3 That it be noted that the First Draft of the 2022/23 Annual Report shall be submitted to the Municipal Public Accounts Committee for scrutiny and preparation of an Oversight Report.

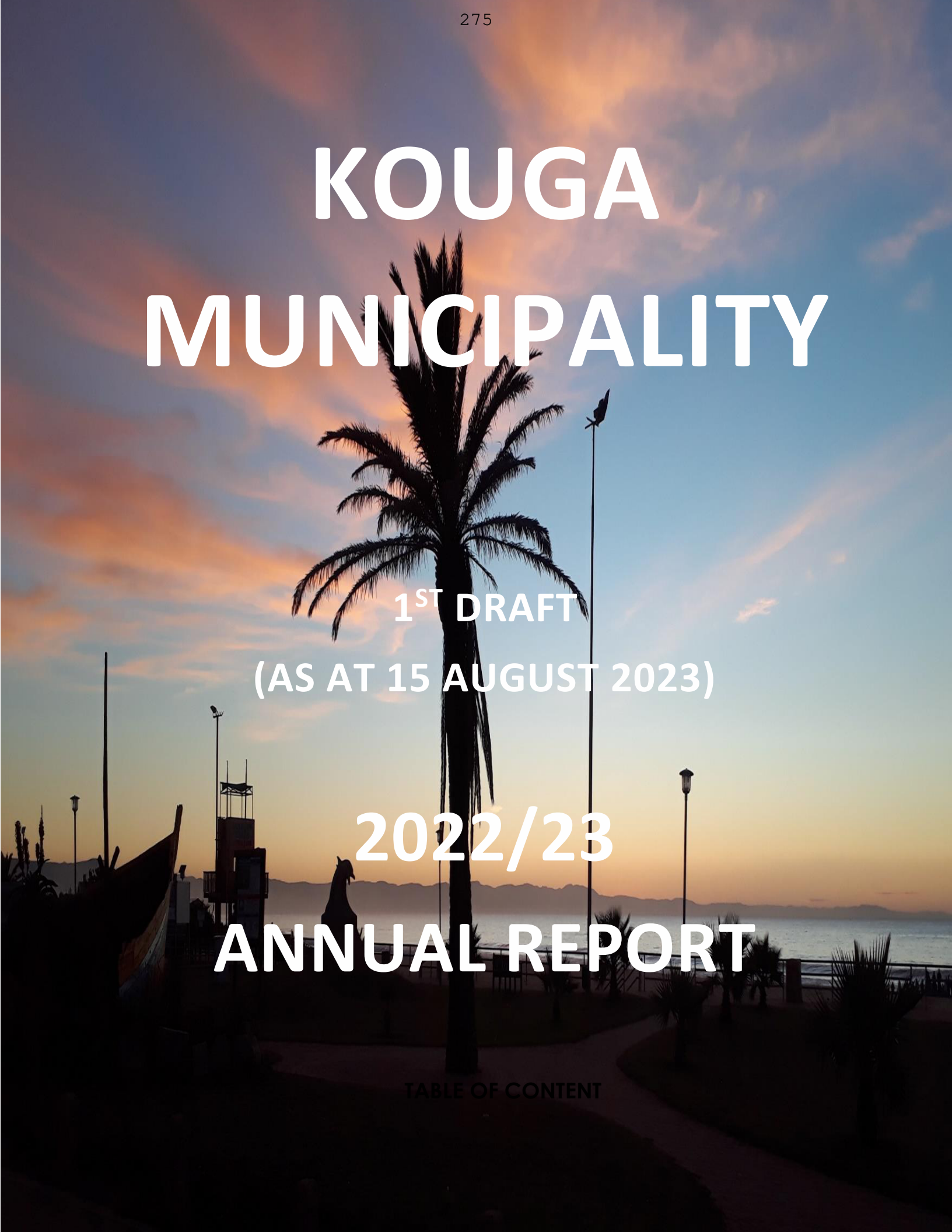
7.4 That Directorates responsible for the verification of information not included in the First Draft of the 2022/23 Annual Report, expedite the verification process to ensure that all information is verified before the commencement of the oversight processes by the Municipal Public Accounts Committee and the January 2024 submission of the 2022/23 Annual Report to Council.

**Item prepared by : The Manager PMS**



**Item approved by : The Municipal Manager**





# KOUGA MUNICIPALITY

## 1ST DRAFT

## (AS AT 15 AUGUST 2023)

# 2022/23

# ANNUAL REPORT

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## CHAPTER 1: MAYOR'S FOREWORD AND EXECUTIVE SUMMARY

### COMPONENT A: MAYOR'S FOREWORD

**TO BE DRAFTED ON CONCLUSION OF AUDITOR GENERALS REPORT AND INCLUDED FOR THE JANUARY 2024 SUBMISSION OF THE ANNUAL REPORT TO COUNCIL**

| COMPONENT B: | EXECUTIVE SUMMARY |
|---|---|
| 1.1 | MUNICIPAL MANAGER'S OVERVIEW |



**MUNICIPAL MANAGER CHARL DU PLESSIS**

The 2022/23 financial year Annual Report is characterised by a national economy with a low growth rate, rising interest rates and severe electricity loadshedding impacting the local economy as well as the cost-of-service delivery by the municipality. Kouga Municipality had to introduce mitigating measures to deal with the impact of electricity load shedding by ESKOM to ensure that waterworks and sewer networks continue to operate. These measures came at a significant additional cost for diesel and security.

One of the highlights of the financial year was the completion of the emergency water supply projects aimed at securing the water security of Kouga Municipality. Additional ground water sources were developed and brought online to be treated at new water treatment plants built in St Francis, Jeffreysbay, Humansdorp and Hankey. Together with good precipitation in the catchment areas resulting in good improvements in water supply levels in dams, the water security of Kouga Municipality has improved remarkedly.

Kouga Municipality could only deliver quality services if the municipality is properly resourced from a Human Resource perspective. The vacancy rate of the municipality was kept at a very manageable 2.4% of total posts. Salary expenditure as a percentage of expenditure for the financial year was measured at 34.11% well below the budgeted target. An amount of R 1 157 187 was spent on staff development to upskill our workforce.

On the environmental side Kouga Municipality has prepared and approved a climate change strategy for Kouga Municipality while a dune management plan for Cape St Francis was completed and submitted for approval. As part of its climate change strategy more than 1000 trees were planted threw out Kouga Municipality during the financial year. A new by-law for Waste Management was promulgated and recycling initiatives continue to thrive in Kouga Municipality. Dolphin Beach in Jeffreysbay and the Cape St Francis main beach was awarded Blue Flag Beach status during the financial year. A Keep Kouga Clean and Green project funded by a R5 million DEDEAT grant was successfully completed and assisted in cleaning up our beaches and public open spaces in the Municipality.

Kouga Municipality also became the home of a very successful Labyrinth which was developed by private local community interest groups in co-operation with Kouga Municipality Parks section. The Labyrinth is welcome addition to the Kouga Municipalities tourist attractions and was well received and attracts tourists to the park. The Pellsrus Park as well as the Yellowoods Park in Hankey was significantly upgraded and are popular visiting spots.

The safety and security of our residents and tourists visiting our municipality is of paramount importance for Kouga Municipality and a total of 66 different security camaras were introduced threw out Kouga Municipality during the financial year. These camaras are supported by a camara monitoring centre located at the Fire Department in Humansdorp.

Kouga Municipality remains a well-supported investment destination where the construction industry continues to provide robust growth opportunities. A total of 1938 new building plan applications were received during the 2022/23 financial year. A total of 1402 building plans were approved during the financial year. This translates to an approximate value of R 1,45 billion of new construction approved in Kouga Municipality for the financial year. This compares with the R1.15 billion of new construction approved in the 2021/22 financial year.

The governance structures of Kouga Municipality has been fully functional with regular Council, Mayoral and Committee meetings taking place. All Ward Committees have been fully functional with regular meetings taking place. Under the guidance of the Speaker the different ward committees have successfully spent all their allocated ward development funds. The Kouga Municipality Audit Committee was fully functional and together with the Internal Audit Section have ensured that a full Audit Plan was implemented during the financial Year. MPAC has also had regular meetings and is a fully functional accounts committee.

In spite of challenging conditions created by severe load shedding and a weakening national economy with high interest rates, Kouga Municipality has managed to complete a satisfactory financial year while improving its financial ratios.

I would like to convey my appreciation to my Senior Management Team and Executive Mayor and his Mayoral Committee for their support and contribution in ensuring that another successful financial year with high service delivery standards could be completed.



**CHARL DU PLESSIS**
**MUNICIPAL MANAGER**

## 1.2 MUNICIPAL FUNCTIONS, POPULATION AND ENVIRONMENTAL OVERVIEW

**OUR VISION** *Good Governance through Service Excellence*

To create a better life for its people by providing effective and efficient service delivery, enabling the sustainable harnessing of its environmental assets, supported by inclusive governance and stakeholder participation, derived from the shared values of its people and its legislated mandate.

The Values underpinning our Vision and Mission are:

- Honesty
- Integrity
- Professionalism
- Transparency
- Consistency
- People-centred
- Accountability
- Accessibility
- Equality
- Batho Pele

**FUNCTIONS**

In terms of Circular 8/2009: Adjustment of Powers and Functions between District and Local Municipalities, the Kouga Municipality has the following powers and functions to fulfil.

| POWERS AND FUNCTIONS | |
|---|---|
| Abattoirs | Air Pollution |
| Beaches and Amusement Facilities | Billboards and the Display of Advertisements in Public Places |
| Building Regulation | Cemeteries, Funeral Parlours and Crematoriums |
| Child Care Facilities | Control of Selling Liquor |
| Control of the Public Nuisances | Electricity Reticulation |
| Facilities for the Accommodation, Care and Burial of Animals | Fire Fighting |

| POWERS AND FUNCTIONS | |
|---|---|
| Health and Environmental Health Services | Licensing and Control of Food Sold to the Public |
| Local Amenities | Local Tourism and Economic Development |
| Local Sports Facilities | Markets |
| Municipal Airports | Municipal Planning |
| Public Transport | Sanitation |
| Storm Water | Trading Regulations |
| Water (Potable) | |

**POPULATION** Despite it being the second smallest region in the Sarah Baartman District, covering only 4,1% of the district's land area, Kouga is the most populous region in the district with a population of 112 941 (Community Survey 2016), representing approximately 22% of the total population of the district.

Kouga also has the fastest annual growth rate in the district. Since 1996, the population has increased at an average of 2, 4% per annum compared to the annual growth rate of 1,1% in the district and 0,3% in the province.

Kouga is characterised by vast differences in population density from one area to the next. These variations have an impact on the cost-of-service delivery, while migration to the urban areas place additional pressure on the existing infrastructure of these high-density areas.

The Influx of job seekers has also impacted negatively on employment figures. According to "Labour Force Survey Data" for 1995 to 2010 (Stats SA), employment in the region declined by 11,7% between 1995 and 2010 while the working age group increased by 25%. This means that 80,3% of the working age group had employment in 1995, compared to 56,8% in 2010.

**LOCATION** Kouga Local Municipality forms part of the Sarah Baartman District Municipality in the Eastern Cape Province of South Africa. It is situated west of Nelson Mandela Bay Municipality (Port Elizabeth, Uitenhage, and Despatch) and covers a total land area of 2 418km².

The nine towns included in Kouga are Jeffreys Bay, Humansdorp, St Francis Bay, Cape St Francis, Oyster Bay, Patensie, Hankey, Loerie, and Thornhill.

**TOPOGRAPHY AND CLIMATE** Kouga is largely an urban area, with three main topographical regions. The coastal region stretches from the Van Staden's River in the east to the Tsitsikamma River in the west. This zone includes the towns of Jeffreys Bay, St Francis Bay, Cape St Francis and Oyster Bay. The coast serves as a major tourism attraction.

The Gamtoos River Valley is characterized by wide, fertile flood plains associated with low-lying land. Steep and less-fertile slopes flank the Valley. The towns of Hankey, Patensie, Loerie and Thornhill are focal points of this high-potential agricultural region.

The Humansdorp area, including Kruisfontein, is characterized by moderate slopes in the south, with steeper slopes towards the north and northwest.

The four main rivers in the area – the Kromme, Seekoei, Kabeljauws and Gamtoos – are tidal rivers. Dams constructed above the tidal zone in the Kromme River and Gamtoos River are significant sources of water supply. Ground water is another major component of domestic water supply. Aquifers are also utilized in the agricultural sector for irrigation.

There are numerous areas of wetland adjacent to the region's rivers and on the coastal platform which are extremely sensitive to disturbances such as agricultural activities and development, accommodating high species diversity and fulfil natural water purification and flood retention roles.

The climate of the Kouga region is subtropical, which makes the area conducive to a range of outdoor activities and various types of agricultural production. Rainfall varies between 650 mm per year (St Francis Bay area) to 400 mm (Gamtoos River Valley). The area is generally described as windy.

**ECONOMY** Kouga's total output / Gross Value Added (GVA), which is used to measure the value of production in a region, has shown erratic growth since 1996. "Regional Income and Production Data" for 1995 to 2010 (Stats SA) indicates that the economic sector of Kouga is dominated by secondary and tertiary activity.

In 2010 the leading industries were finance, insurance, and real estate (FIR) at 33,3%, manufacturing (MAN) at 19,1% and general government (GG) at 14,2%. With its growth outpacing all other industries, FIR has since 1996 overtaken wholesale and retail trade, catering, and accommodation (WRCA) as the largest contributor to GVA. WRCA's proportion to Kouga's output has plummeted from 21% in 1995 to 10,3% in 2010.

The contribution of the main primary sector – agriculture, forestry, and fishing (AFF) – has also decreased from 11,8% in 1995 to 3,5% in 2010. However, manufacturing proportion saw an increase of 4,8% over the same period. Whilst the primary sector dominated employment up until 2005, the tertiary sector has since taken over this role.

According to the 2011 Census, Kouga Municipality is currently the fastest growing economy in the country. With the onset of several megaprojects in the area, there is phenomenal growth and influx of people into the area, and this has a big impact on the economy. It also impacts on the services of the area as well. This has the positive effect of job creation and added business opportunities for Kouga. It is said that there is 3,22% growth rate in the population and Kouga is ranked 114th by population size in the country.

## 1.3 SERVICE DELIVERY OVERVIEW

Corporate Services
Administration

- Committee services is the engine room of Corporate Services, being the interface between the political leadership and administration. The standard of services rendered by Committee services continues to improve thus enabling the politicians to exercise greater oversight over the administration. The Committee Services Team for the FY 22/23 has implemented Sharepoint to allow collaboration on documents. This allows the internal team and Directors to access and work on documents collaboratively in real time.
- Reports on printing usage, telephone usage, advertising costs, building maintenance costs was created to allow Council to exercise greater oversight.
- Several Ward Cllr offices and Administrative Buildings were renovated, thus improving the working environment in compliance with the Occupational Health and Safety Act. 94% of the allocated budget was spent.
- Telkom landline total costs from FY 2018/19 to FY 2022/23 decreased significantly by 98% (From R728 162,08 to R12 240,52).
- Various SOP's (Processing of Notices and publication of adverts, procedure for requesting of telephones, telephone pins, etc, procedure for requesting building maintenance) has been developed to ensure efficiency within the Administration section.
- PAIA and POPIA manual developed.

Human resources

- Achieved a 6th straight clean audit in HR with no queries being raised for 2021/2022 Financial year.

- Submitted ROE (Return of Earnings) to the Department of Labour and the municipality is still in Good Standing with the Department of Labour, for the 2021/ 2022 financial year.
- Submitted a credible Employment Equity report online to the Department of Labour in January 2022.
- Submitted a credible Workplace Skills Plan to LGSETA on the 30th of April 2022.
- Reduced Labour Related matters by 60%, due to effective management of Labour Relations.

## CHAPTER 2: GOVERNANCE

Governance is the processes and culture that guides the activities of the municipality beyond its basic legal obligations. Good governance ensures the proper utilization of all state resources for its citizens thus ensuring sustainable development. Political leaders and the heads of administration have a responsibility to the communities they serve to ensure good governance. Good governance in local government is when elected political leaders:

- Act with the highest ethical standards.
- Understand their role and the role of others.
- Foster trusting and respectful relationships.
- Show a commitment to risk management.
- Engage in effective strategic planning.
- Follow a transparent and accountable decision-making process.
- Make good decisions that promote the interests of the community they serve.
- Understand and abide by the law.
- Commit to continuous improvement.
- Have sound judgement.

Good governance is essential because it supports Council to make decisions and to act in the best interests of the community.




**Good Governance is Accountability.** Accountability is a fundamental requirement of good governance. Local government has an obligation to report, to explain and to be answerable for the decisions it has made on behalf of the community it represents and serves.

**Good Governance is Transparency.** People should be able to follow and understand the decision-making process. This means that they can clearly see how and why a decision was made – what information, advice, and consultation a Council considered, and which legislative requirements a Council followed.

**Good Governance is being Law-Abiding.** Decisions must be consistent with relevant legislation and be within the powers of local government.

**Good Governance is Responsive.** Local government should always try to represent and serve the needs of the entire community while balancing competing interests in a timely, appropriate, and responsive manner.

**Good Governance is being Equitable.** A community's wellbeing depends on all its members feeling that their interests have been considered by their municipality in the decision-making process. All groups, particularly the most vulnerable, should have opportunities to participate in the decision-making process.

**Good Governance is being Participatory and Inclusive.** Anyone affected by, or interested in, a decision should have the opportunity to participate in the decision-making process. Participation can happen in several ways – community members may be provided with information or asked for their opinion via a public participation process.

**Good Governance is being Effective and Efficient.** Local government should implement decisions and follow processes that make the best use of the available people, resources, and time, to ensure the best possible results for their community.

**Good Governance is Consensus Oriented.** Wherever possible, good governance involves considering the different views and interests in a municipality to reach a majority position on what is in the best interests of the whole community, and how it can be achieved.

| COMPONENT A: | POLITICAL AND ADMINISTRATIVE GOVERNANCE |
|---|---|
| 2.1 | POLITICAL GOVERNANCE |

Kouga is a Category C Local Municipality with an Executive Mayoral System where powers are vested in the Executive Mayor elected by the Council. The Executive Mayor has appointed a Mayoral Committee to which he delegated certain responsibilities.

The Council established several Committees to enable it to deliver on its constitutional mandate.

**Section 80 Committees**

The following Portfolio Committees have been established in terms of Section 80 of the Municipal Structures Act to assist the Mayor and the Mayoral Committee:

a) Community Services Portfolio Committee
b) Infrastructure and Engineering Portfolio Committee
c) Finance Portfolio Committee
d) Corporate & Digital Services Portfolio Committee
e) Planning, Development & Tourism Portfolio
f) Monitoring and Evaluation Portfolio Committee (November 2021 to December 2022)

Each of the Support Committees deliberates on matters that fall within its specific terms of reference and makes recommendations to the Mayoral Committee for final approval by full Council where necessary.

The Mayoral Committee has wide ranging delegations except for the powers provided to Council in terms of Section 160 (2) of the Constitution of the Republic of South Africa, 1996.

The following functions may not be delegated by a Municipal Council:

- The passing of by-laws
- The approval of budgets
- The imposition of rates and other taxes, levies, and duties
- The raising of loans.

The Mayoral Committee makes recommendations for approval by Council on such matters.

**Section 79 Committees**

In addition, Council has established the following Committee in terms of Section 79 of the Municipal Structures Act:

a) **Municipal Public Accounts Committee**

The Municipal Public Accounts Committee which is made up of non-executive Councillors ensures that the Administration is held accountable for the management of municipal funds and assets, and to ensure the efficient and effective utilisation of council resources. The Committee also considers the Annual Report and makes recommendations to Council on the Annual Report by submission of an Oversight Report. The Committee's Oversight Report is published separately in accordance with the Municipal Finance Management Act.

b) **Rules and Ethics Committee**

The Rules and Ethics Committee is a Disciplinary Committee established in terms of Schedule 7, Section 14(1)(b) of the Code of Conduct for Councillors, which states that a Municipal Council may: "(b) establish a special committee- (i) to investigate and make a finding on any alleged breach of this Code; and (ii) to make appropriate recommendations to the council."

c) **Municipal By-Laws and Policy Committee**

The Municipal By-Laws and Policy Committee ensures the review of Municipal by-laws and policies, and the development of new by-laws and policies.

d) **Monitoring and Evaluation Committee**

The Monitoring and Evaluation Committee performs the oversight function over the executive and administration in respect of monitoring and evaluation of the institutional performance.

**Statutory Committees**

Administrative Committees

Council has also established administrative committees as follows:

a) Audit/Performance Audit Committee

b) Bid Specification Committee

c) Bid Evaluation Committee
d) Bid Adjudication Committee.

The Audit Committee is established in terms of Section 166 of the Municipal Finance Management Act. It is an independent external committee, which provides an oversight, compliance, and advisory function.

The Municipal Supply Chain Management Regulations requires a committee system for competitive bids, consisting of a Bid Specification, a Bid Evaluation, and a Bid Adjudication Committee.

The Bid Specification Committee compiles the specifications for all goods or services procured by the municipality.

The Bid Evaluation Committee evaluates bids in accordance with the specifications for a specific procurement, and the points system set out in the SCM (Supply Chain Management) Policy and Regulations and as prescribed in terms of the Preferential Procurement Policy Framework Act.

The Bid Adjudication Committee considers reports and recommendations of the bid evaluation committee and makes a recommendation to the Accounting Officer to make the final award; or makes another recommendation to the Accounting Officer on how to proceed with the relevant procurement.

## 2.2 ADMINISTRATIVE GOVERNANCE







**Municipal Manager**
**C du Plessis**

**Deputy Municipal Manager and Acting Director Corporate Services**
**D de Jager**

**Chief Financial Officer**
**R Lorgat**



**Director Community Services**
**N Machelesi**



**Director Infrastructure and Engineering**
**C de Kock**



**Acting Director Planning, Development and Tourism**
**L Opperman**

## INTRODUCTION TO ADMINISTRATIVE GOVERNANCE

In terms of the MFMA section 60(b), the Municipal Manager is the Accounting Officer and must provide guidance on compliance with this Act to political structures, political office bearers, and officials of the municipality.

As head of administration, the Municipal Manager ensures that the municipality is managed in accordance with all legislation applicable to local government. He undertakes various administrative responsibilities in relation to Council such as advising the political structures and political office bearers of the municipality; managing the communications between the municipality's administration and its political structures and office bearers; and carrying out the decisions of the political structures and political office bearers of the municipality. In addition, he is responsible for the human resources of the municipality ensuring that the municipality has the requisite human resources who are functioning at an optimal level to enable it to deliver on its mandate.

As the Accounting Officer, the Municipal Manager is responsible for general management of municipal finances, including asset and liability management, revenue and expenditure management and budget implementation. In his role as Accounting Officer, he must also assist the Executive Mayor in performing the budgetary functions assigned to the Mayor in terms of Chapters 4 and 7; and

provide the Executive Mayor with the administrative support, resources and information necessary for the performance of those functions.

There are five Directorates which report to the Municipal Manager. Each Directorate is responsible for a Service Cluster (Key Performance Area) with some overlapping responsibilities:

| DIRECTORATE | FUNCTION |
|---|---|
| Community Services | Basic Service Delivery |
| Corporate & Digital Services | Good Governance and Public Participation<br>Institutional Development and Transformation |
| Planning, Development & Tourism | Town Planning, Spatial Development, Local Economic Development and Tourism |
| Infrastructure & Engineering | Infrastructure and Basic Service Delivery |
| Financial Services | Financial Viability and Management |

## COMPONENT B: INTERGOVERNMENTAL RELATIONS

## 2.3 INTERGOVERNMENTAL RELATIONS

Kouga Municipality has been compliant with holding quarterly IGR's as per below:

| Date | Number of Attendees |
|---|---|
| 20 October 2022 | 62 |
| 3 March 2023 | 33 |
| 22 June 2023 | 30 |

## COMPONENT C: PUBLIC PARTICIPATION

## 2.4 PUBLIC MEETINGS

Kouga engaged with communities at commemorative events, public hearings, workshops, project launches and meetings during the 2022/23 period as reflected hereunder.

PUBLIC PARTICIPATION UNIT

| DATE | PROGRAMME | VENUE |
|---|---|---|
| 08 September 2022 | | Mzamowethu Community Hall, Sea Vista |
| | | Kwanomzamo Community Hall, Humansdorp |
| 13 September 2022 | Public | Kruisfontein Civic Hall, Kruisfontein |
| 15 September 2022 | Feedback | Tokyo Sports field, Jeffrey's Bay |

| | | |
|---|---|---|
| 21 September 2022<br>30 September 2022 | meeting | Kwanomzamo Community Hall, Humansdorp<br>Dan Sandi Community Hall, Patensie |
| 14 February 2023 | Sarah Baartman Heritage Centre: Minister Mthethwa site visit | Vusumzi Landu Hall, Hankey |
| 14 March 2023 | Performance & Copy right Bill amendment hearing | Newton Hall, Jeffrey's Bay |
| 03 April 2023<br><br>12 April 2023<br>13 April 2023<br>20 April 2023 | Public Feedback Meeting<br><br>Public Street Meeting<br><br>Public Feedback Meeting | Loerie Community Hall, Loerie<br><br>Wonderboom Street, Jeffrey's Bay<br>Across Checkers, Sable, Jeffrey's Bay<br>Oyster Bay |
| 11 May 2023<br>14 May 2023<br>24 May 2023<br>30 May 2023 | Public Feedback Meeting | Andrieskraal Hall, Andrieskraal<br>Mzamowethu Community Hall, Sea Vista<br>Kwanomzamo Community Hall, Humansdorp<br>St Francis Bay Private Venue |
| 07 June 2023<br>07 June 2023<br>09 June 2023<br>11 June 2023<br>20 June 2023<br>21 June 2023<br><br>22 June 2023 | National road & Traffic Amendment Bill hearing<br>Public Participation Week<br><br>Public Feedback Meeting | Gelvandale Community Hall, Gqeberha<br>Tokyo Sports field, Jeffrey's Bay<br>Kruisfontein Civic Hall<br>Kruisfontein Civic Hall, Kruisfontein<br>Kwanomzamo Community Hall, Humansdorp<br>Newton Hall, Jeffrey's Bay<br><br>Arcadia Park Street, Humansdorp |

| | | |
|---|---|---|
| | Public Street Meeting | |
| 02 July 2023<br>06 July 2023<br>09 July 2023<br>11 July 2023<br>13 July 2023<br>17 July 2023<br>19 July 2023<br>25 July 2023<br>27 July 2023<br>29 July 2023 | Public Feedback Meeting | Kruisfontein Church, Kruisfontein<br>Kwanomzamo Community Hall, Humansdorp<br>Donkerhoek/MooiuiTsig<br>Kampini Apostolic Church, Milton Farm<br>Andrieskraal Hall<br>Aston Bay Hall<br>Pellsrus Community Hall, Jeffrey's Bay<br>St Francis Bay Private venue<br>Vusumzi Landu Hall, Hankey<br>Vusumzi Landu Hall, Hankey |

SPECIAL PROGRAMMES UNIT

| DATE | PROGRAMME | VENUE |
|---|---|---|
| 18July 2022<br><br>18 July 2022 | Coding Competition: Coding & Robotics<br>Mandela Day: renovating old and disabled lady's home. | Fathers house Church, Jeffreys Bay<br><br>Thornhill |
| 1 – 31 August 2022 | Women's Wellness Campaign Internal & External | Jeffreys Bay/Humansdorp/St Francis/Gamtoos Valley |
| 17 September 2022 | Community development: Family Fun Day | Jeffreys Bay |
| November 2022<br>01-03 November 2022<br><br><br>05 November 2022<br>29 & 30 November 2022<br>29Tth November | Matric Programme<br>Services on Wheels(Health, SASSA, Social Development, SAPS,Kouga)<br>Rainbow Disabled day<br>GBV Workshop | Humansdorp/Jeffreys Bay/Gamtoos Valley<br>Vaaldam<br>Kwanomzamo<br>Tocyo Sexwale<br>Graslaagte Humansdorp<br>Graslaagte, Humansdorp<br>Humansdorp Senior Secondary School |

| | | |
|---|---|---|
| 2022 | Bursary Donation | |
| 03 December 2022<br>06 December 2022 | Cancer High Tea<br>World AIDS Day | Thornhill<br>Kwanomzamo, Humansdorp |
| 31st January 2023 | Back to school leadership camp | Oyster Bay (Jeffreysbay Comprehensive School) |
| 01 February 2023<br>27th February 2023 | Teacher Appreciation Day<br>Keep a child in School program<br>100 school shoes Donated | Jeffreysbay (Jeffreysbay Comprehensive High School)<br>Graslaagte (St Patricks Promary School) |
| 14th -15th March 2023<br><br>24th and 28th March 2023<br><br>29th March 2023<br><br>31st March 2023 | Services on Wheels to the Community (Dept. of Health and Kouga )<br><br>Keep a child in School Campaign (Donations of Stationary)<br><br>Safe water Campaign at Schools -Schools won Eco tanks<br><br>Championship Change in Schools Ambassadors Graduation | Patensie and Hankey Community hall<br><br>Sea Vista, Jeffreysbay, Patensie<br><br>Jeffreysbay, Hankey,Humansdorp<br><br>Humansdorp – 9 Schools were presented from Kouga |
| April 2023 | Sports development: Mayoral Cup 2023 | Kouga Area |
| May 2023<br><br>30 May 2023 | Sports development: Mayoral Cup 2023<br><br>Library Books | Gamtoos Valley/St Francis Bay/Thornhill/Jeffreys Bay<br><br>Jeffreysbay |

| | | |
|---|---|---|
| | Donations to 8 Schools in Kouga | |
| 30 June 2023 | Youth Summit | Kruisfontein, Humansdorp |

## 2.5 COMMUNICATION

### 2.5.1 WEBSITE

The official website of Kouga Municipality (www.kouga.gov.za) is one of the most important communication tools available to the municipality. It is updated regularly and used to disseminate a wide variety of information to both internal and external stakeholders. This includes residents, business owners, non-profit organisations, and employees.

Information uploaded includes, but are not limited to, reports and documents which municipalities are legally required to make public, such as the Integrated Development Plan (IDP) and the Medium-Term Revenue and Expenditure Framework (MTREF), as well as quarterly and monthly finance reports which are compiled and published in accordance with the Municipal Finance Management Act (MFMA) and Division of Revenue Act (DORA).

Tender advertisements, notices and vacancies are also published on the website to ensure a wide a reach as possible. Other information placed on the website includes municipal contact numbers and media releases, as well as events and photos.

Application and registration forms can also be downloaded from the website.

The following documents must appear on the website after approval:

- Annual Report.
- Integrated Development Plan.
- Service Delivery Budget Implementation Plan.
- Performance Agreements of S57 and S56 Managers.
- List of disposed assets.
- Supply Chain Contracts.
- Long-term Borrowing Contracts.
- Public Private Partnership Agreements.
- Service Delivery Agreements.
- Section 52(d) Reports for the Fourth Quarter.

| Municipal Website: Content and Currency of Material | | | |
|---|---|---|---|
| **Documents Published on the Municipal Website** | | **Yes/No** | **Dat Published** |
| 1 | Annual Budget 2023/2024 | YES | 06 June 2023 |
| 2 | Final IDP 2023/2024 | YES | 05 June 2023 |
| 3 | All budget policies | YES | Various dates |
| 4 | All service delivery agreements | NO | N/A |
| 5 | All long-term borrowing contracts | YES | Various dates |
| 6 | All SCM contracts above R100 000 per quarter | YES | Various dates |
| 7 | Public-private partnership agreements | N/A | N/A |
| 8 | Service Delivery and Budget Implementation Plan: 2022/2023 | YES | 12 April 2023 |
| 9 | Performance Agreements 2021/22: Senior Managers | YES | 01 February 2023 |
| 10 | 2021/2022 Annual Report | YES | 12 April 2023 |
| 11 | 2021 Employment Equity Plan | YES | 22 February 2022 |
| 12 | Performance Plans 2021/2022 | YES | 31 August 2021 |
| 13 | General Valuation 2023/2027 | YES | 06 February 2023 |

There is also a special section for ratepayers where they can register to view their accounts and property information online.

### 2.5.2 INTERNAL COMMUNICATION

Internal Communication is about promoting effective communication among employees within the municipality. It involves producing and delivering messages and campaigns on behalf of the various departments, management, and Council. It further assists to facilitate a dialogue with employees.

Internal Communication can vary from announcing a new policy or informing people of an upcoming event, to conducting a municipal wide engagement.

The Internal Communication Section was officially launched in October 2020 (Corporate Services) and has since played an instrumental role in the municipality.

In July 2023, Internal Communication has merged with Media and Communication (external media) under the Office of the Deputy Municipal Manager in the Office of the Municipal Manager.

It has kept employees abreast of upcoming events, policy changes and engagement initiatives. It has further assisted in redefining and moulding the

organisational culture to uplift employee morale. It has also allowed them to engage on relevant matters which have facilitated a bottom-up approach of communications.

Internal Communication has kept employees informed in times of crisis, be it drought-related information or the way forward during the ongoing load shedding implemented by Eskom.

It has supported initiatives that are close to the hearts of employees and residents such as the introduction of the Most Value-Driven Female Employee competition, the first family fun day, blood drives, and wellness days, as well as recycling, Mandela Day and breast cancer awareness.

**Email & WhatsApp.** The bulk of the internal communication was done through Kouga Municipality's internal email communication platform and WhatsApp. The number of emails sent from July 2022 to June 2023 were 556, while 250 WhatsApps were sent.

**Corporate Shop.** In July 2021, Internal Communications opened a Corporate Shop with various Kouga Municipality branded clothing for employees – serving as a branding tool.

Items were procured and are resold to employees at no profit. Employees can buy clothing and pay over a period of one to three months (deductible fom their salary).

As at 30 June 2023, there were approximately 638 clothing items on the inventory list of the Corporate Shop, with a total worth of R72 960.00. To improve day-to-day operations, a system was developed that allows the administrator to post stock codes and descriptions of the available clothing items.

The money accumulated is reverted back to the budget.

### 2.5.3 EXTERNAL COMMUNICATIONS

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 Media and Communication Unit, located in the Office of the Municipal Manager, is responsible for coordinating communication activities in the municipality – providing information to its internal and external stakeholders about

municipal programmes and services in an accurate, timeous, relevant, and understandable manner.

In this regard, the Media and Communication Unit develop and implement communication plans and produce publications for information dissemination.

Responsibilities include the following:
- Media.
- Publicity.
- Speechwriting.
- Providing communication support to campaigns and events.
- Designing and printing communication materials.
- Social Media.
- Advertising.
- Branding and corporate identity.

**Social Media.** For the 2022/2023 financial year, the bulk of communication was done through Kouga Municipality's official Facebook Page, with the number of page likes increasing by 8 781, from 22 914 to 31 695, from July 2022 to June 2023.

A total of 1 534 posts were uploaded during the same period.

Some 60.7% of these likes are female followers and 39.3% are male followers, with most followers between the ages of 25 to 44. As at 30 June 2023, followers are from Kouga (46.7%), followed by Gqeberha (17.4%), Cape Town (4.9%), and Uitenhage (2.1%).

A municipal Instagram page was also created in July 2020. The number of followers as at 30 June 2023 stood at 1 312.

A municipal LinkedIn account was created in September 2022 to advertise municipal vacancies – especially higher task grade vacancies. The number of followers stood at 232 as at 30 June 2023.

**External Media.** The municipality issued 288 media statements/releases from July 2022 to June 2023, as well as 126 sound bites and videos. Some 217 media queries were received and attended to.

The municipality secured seven front pages in the Kouga Express for the same period, the community newspaper with the widest reach in the region, as well as nationally through News24 and Netwerk24.

There were also 18 advertorials in the Kouga Express from July 2022 to June 2023, as well as 54 paid advertisements and 41 free advertisements.

Some 12 interviews were conducted on Oasis FM from July 2022 to June 2023. The interviews were aired on the radio station and streamed live on Facebook.

A total of 96 Save Water messages were aired on Algoa FM for the same period.
**WhatsApp.** A total of 16 Kouga WhatsApp groups (two for Ward 12) were created in March 2022 for the 15 wards in the Kouga region to timeously inform residents of service alerts and other important information. The average number of messages send from July 2022 to June 2023 were 359.

**Awareness Campaigns.** The following awareness campaigns took place during the 2022/ 2023 financial year:

- Drought.
- Service Delivery Highlights.
- Integrated Development Plan.
- Easter Festival.
- Kouga Mayor's Cup
- Youth Month.
- War on Waste.
- 16 Days of Activism.
- Women's Month.
- Tourism/Heritage Month.
- State of the Municipality Address.
- External Events.
- National/International Days.

**Media and Communication Policy.** The new and updated Media and Communication Policy was revised on 20 September 2022 and approved by Council on 31 May 2023 (Council Resolution 23/05/MM4).

## 2.6 PUBLIC SATISFACTION

The customer satisfaction survey is conducted towards the end of each financial year i.e., around May/June.

Through an integrated strategy to improve on previous year participation and responses, the customer satisfaction survey was conducted through various platforms (i.e., printed forms, Facebook-, WhatsApp- and Internet links) to ensure that a more users of municipal services participate.

With the Public Satisfaction survey conducted as reported in the 2021/22 Annual Report, 397 surveys were completed and submitted by the different wards. It was evident that the approach where notices were published, and survey forms being made available at all municipal offices did not achieve the desired result, especially in the Gamtoos Valley areas. It is worth noting that the new initiative to make use of other forms of communication, e.g., social media platforms yielded a 90% increase (from 39 to 397) in customer responses to the survey as opposed to the previous surveys.

The Satisfaction Survey shows that the respondents were satisfied with the overall service delivery experience by Kouga Local Municipality and the way the municipality is governed.

| **Satisfaction Surveys Undertaken during: Year 2019 and Year 2022** | | | | |
|---|---|---|---|---|
| **Subject matter of survey** | **Survey method** | **Survey date** | **No. of people included in survey** | **Survey results indicating satisfaction or better (%) *** |
| **Overall satisfaction with:** | Forms, Social Media Platforms & Internet Links | 01 Jun – 15 Jul '22 | 397 | 81% |
| (a) Municipality | | | | 73% |
| (b) Municipal Service Delivery | | | | 85% |
| (c) Mayor | | | | 85% |
| **Satisfaction with:** | | | | |
| (a) Refuse Collection | | | | 85% |
| (b) Road Maintenance | | | | 85% |
| (c) Electricity Supply | | | | 85% |
| (d) Water Supply | | | | 85% |
| (e) Information supplied by municipality to the public | | | | 51% |
| (f) Opportunities for consultation on municipal | | | | 44% |

| Satisfaction Surveys Undertaken during: Year 2019 and Year 2022 | | | | |
|---|---|---|---|---|
| **Subject matter of survey** | **Survey method** | **Survey date** | **No. of people included in survey** | **Survey results indicating satisfaction or better (%) *** |
| affairs | | | | |

# Kouga Municipality Customer Satisfaction Survey

| 397 | 09:10 | Closed |
|---|---|---|
| Responses | Average time to complete | Status |

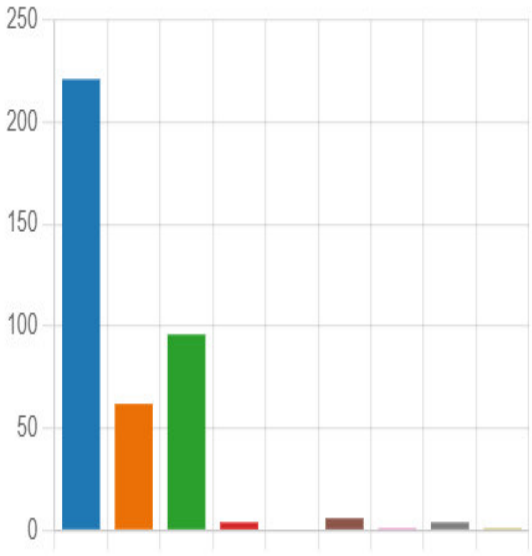
View results

Open in Excel ...

1. **Please indicate the area in which you reside?**

More Details

| | |
|---|---|
| Jeffreys Bay | 221 |
| Humansdorp | 62 |
| St Francis Bay/ Cape St Francis | 96 |
| Oyster Bay | 4 |
| Gamtoos Mouth | 0 |
| Hankey | 6 |
| Loerie | 1 |
| Patensie | 4 |
| Thornhill | 1 |




Extract from online responses

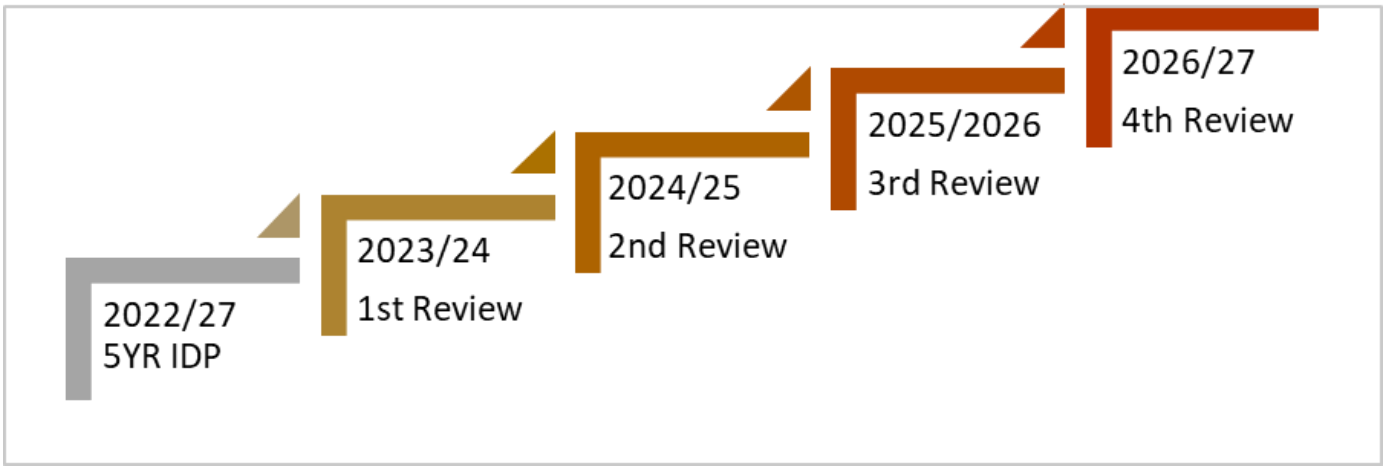
## 2.7 IDP PARTICIPATION AND ALIGNMENT

Strategic development of the Kouga Municipality is driven by the IDP, that requires a comprehensive planning process and the involvement of different stakeholders who are internal and external. Such a process must be properly organised and prepared. An inherent part of the IDP process is the annual and medium-term revenue and capital expenditure framework (MTREF) which is based upon the key performance areas set out in the IDP.

The annual Service Delivery and Budget Implementation Plan (SDBIP) ensures that the municipality implements programmes and projects based on the IDP targets and associated budgets. The performance of the municipality is reported in Quarterly and Mid-yearly Performance Assessment Reports, as well as in the Annual Report.

A clear distinction must also be made between the main IDP which is compiled every five years (or if a new council comes into power within the five-year period and does not accept the previous council's IDP) and the annual review of the IDP. The annual review is not a replacement of the five-year IDP, and its purpose is not to interfere with the long-term strategic orientation of the municipality. The annual review reflects and reports on progress made concerning the five-year strategy (and strategic goals) and proposes adjustments to the strategy, if necessary, because of changing internal and external circumstances that impact the appropriateness of the IDP.

**5-Year IDP Cycle**




The Integrated Development Plan of the municipality was adopted on 31 May 2022, and it went through an intensive reviewed period between 4-22 October 2022. 15 Ward Based Plans were developed and compiled for each of the 15 wards where a brief situational analysis of the wards was included.
During the public participation consultation for 2023/2024 the following platforms and methods were used to engage the public of the municipality:

- Emails
- 23 Public Consultation Meetings were held in each of the 15 wards

- 1056 members of the community, Mayoral Committee, Senior as well as Middle Managers and the Integrated Development Plan Team attended the consultation meetings.

Since the process of drafting the five-year IDP was undertaken concurrently with the establishment of Ward Committees, an opportunity was created for the latter to review their ward needs and reprioritise where necessary. This process took place during October 2022 and was facilitated as part of the first round of public participation towards the review of the 2023-2024 IDP. This was concluded by a IDP Representative Forum meeting with various Sector Departments in the Eastern Cape.

## KEY DELIVERABLES IN DEVELOPING THE 2021/22 IDP

- Tabled the IDP Process Plan for the 2020/21 IDP Review on 31 August 2022, Council Resolution 22/08/PDT

- The Municipality embarked on an intensive public participation drive, with community engagement programmes such as the Community Based Planning which was conducted during the month of October 2022.

- 25 August 2022 Provincial Government IDP Assessment of the 5 Year(2022/27) IDP.

- The Municipality embarked on an IDP/Budget Roadshow between 11 April and 10 May 2023

- On 31 March 2023 the Draft IDP Review 2023/24, Draft 2023/24 MTREF Budget and Draft top layer SDBIP 2020/21 were tabled in Council.

- The Final amended IDP was tabled in Council on 31 May 2023.

## PUBLIC PARTICIPATION TURNOUT 11 APRIL 2023 – 10 MAY 2023

| Date | TIME | WARD | COUNCILL OR PRESENT | STAFF PRESENT | WARD COMMITTEE PRESENT | CDW PRESENT | COMMUNITY MEMBERS PRESENT | TOTAL |
|---|---|---|---|---|---|---|---|---|
| 11/04/23 | 14:00 | Aston Bay – Ward 2 | 3 | 21 | - | - | 14 | 38 |
| | 18:00 | Pellsrus – Ward 2 | 4 | 10 | 2 | - | 22 | 38 |
| 12/04/03 | 14:00 | St Francis Bay – Ward 12 | 3 | 8 | 4 | - | 21 | 36 |
| | 18:00 | Sea Vista – Ward 1 | 3 | 11 | 4 | - | 69 | 87 |

| | | | | | | | | |
|---|---|---|---|---|---|---|---|---|
| **13/04/23** | 18:00 | Oyster Bay – Ward 1 | 2 | 9 | 2 | - | 45 | **58** |
| **17/04/23** | 14:00 | Lower Wavecrest- Ward 3 | 5 | 8 | 5 | - | 23 | **52** |
| | 14:00 | Upper Wavecrest – Ward 8 | | | 4 | - | | |
| | 14:00 | Jeffreys Bay C-Place – Ward 11 | | | 7 | - | | |
| | 18:00 | Humansdorp Town - Ward 15 | 4 | 14 | 1 | - | 96 | **122** |
| | 18:00 | Kwanomzamo- Ward 6 | | | 4 | - | | |
| | 18:00 | Ward 1 Lower Golf Course | | | 3 | - | | |
| **18/04/23** | 18:00 | Arcadia – Ward 5 | 3 | 16 | 5 | - | 30 | **57** |
| | 18:00 | Moeraas – Ward 15 | | | 3 | - | | |
| **19/04/23** | 18:00 | 7de Laan / Gill Marcus – Ward 4 | 2 | 16 | 7 | 1 | 33 | **59** |
| **20/04/23** | 18:00 | Loerie - Ward 7 | 2 | 11 | 4 | 1 | 27 | **57** |
| **24/04/23** | 18:00 | Thornhill – Ward 7 | 2 | 14 | 8 | 1 | 51 | **76** |
| **25/04/23** | 18:00 | Phillipsville – Ward 9 | 4 | 10 | 5 | - | 49 | **68** |
| **26/04/23** | 18:00 | Tokyo Sexwale | 2 | 15 | 8 | 1 | 65 | **91** |
| **02/05/23** | 18:00 | Ramaphosa Village – Ward 10 | 2 | 6 | 4 | 1 | 25 | **38** |
| **03/05/23** | 18:00 | Andrieskraal – Ward 10 | 3 | 10 | 2 | 1 | 24 | **40** |
| **04/05/23** | 18:00 | Weston – Ward 13 | 3 | 13 | 5 | - | 43 | **64** |
| **08/05/23** | 18:00 | Centerton – Ward 13 | 3 | 18 | - | - | 11 | **32** |
| **09/05/23** | 18:00 | Paradise - Ward 12 | 2 | 7 | - | - | 17 | **26** |
| **10/05/23** | 14:00 | Kouga Business Forum | 3 | 11 | - | - | 3 | **17** |
| **TOTAL NUMBER OF ATTENDANCE** | | | | | | | | **1056** |

## ANNUAL IDP ASSESSMENT FOR THE REVIEW PERIOD 2022/27

The Eastern Cape Government annually assesses the Draft IDP's of municipalities and a report which encapsulates the comments of the MEC for COGTA are issued to all municipalities in the Eastern Cape.

The Department has embarked on a District Cluster Approach where municipalities were assessed per district area.

The overall findings on the Final IDP 2022/27 of the Kouga Local Municipality can be summarized as follows:

- The municipality has tabled, adopted, and submitted its 2022/27 5 Year Integrated Development Plan for assessment.
- The municipality has conformed to the Council approved IDP Process Plan.
- The municipality has conformed to the core components of the IDP as prescribed by Section 26 of the Municipal Systems Act (MSA), 2000 as amended.
- The municipality will refer to its Individual Assessment Report, however a summary of salient issues of the gaps identified per KPA during the assessment will be provided.

The table below illustrates the comparative ratings of the review periods 2020/21 and 2021/22, 2022/2023.

| KPAs | Ratings 2020/2021 IDP Review | Ratings 2021/2022 IDP Review | Ratings 2022/2023 IDP Review |
|---|---|---|---|
| KPA 1: Service Delivery & Infrastructure Planning | **High** | **High** | **High** |
| KPA 2: Financial Planning & Budgets | **High** | **High** | **High** |
| KPA 3: Local Economic Development | **High** | **High** | **High** |
| KPA 4: Good Governance & Public Participation | **High** | **High** | **High** |
| KPA 5: Institutional Arrangements | **High** | **High** | **Medium** |
| KPA 6: Spatial Planning, Land Use, Human Settlements, Environmental Management | **High** | **High** | **Medium** |
| **Overall Rating** | **High** | **High** | **High** |

The municipality received an overall **HIGH** rating from the Office of the MEC which places the municipality in a benchmarking category. All six (6) key performance areas received a high score. This is a significant progress from the previous years as can be

seen in the table above. The municipality maintained a trend of **HIGH** scoring over the period of its IDP assessment cycle of the 2017-22 IDP.

The table below provides feedback on action taken by the Kouga Municipality on the MEC Comments/Findings on the municipality's IDP for the 2022/23 financial year:

### Action Sheet on MEC Comments/Findings on Kouga Municipality's IDP

| ASSESSMENT OF THE IDP 2022/2023 ACTION SHEET | | | | | |
|---|---|---|---|---|---|
| **KPA** | **ITEM DESCRIPTION** | **COMMENTS BY MEC** | **ACTION TAKEN** | **LEADING DEPARTMENT** | **CURRENT STATUS** |
| **KPA 1** | Spatial Planning, Land, Human Settlements and Environmental Management | The Municipality must expedite land audit develop land invasion policies. | By-law relating to Land Invasion and Management & Control of Informal Settlements has been approved by Council and submitted for promulgation in the Provincial Government Gazette. Service Provider appointed for the purposes of conducting a land audit on all municipal owned land. | Planning Development & Tourism | **Addressed** |
| **KPA 2** | Service Delivery and Infrastructure Planning | The Municipality must develop Storm-Water Management Plan | Budget availability hinders the immediate development of Master Plan - Roads and Storm Water. To be included in the 2023/2024 budget | Infrastructure & Engineering Services | **In progress** |
| **KPA 2** | Service Delivery and Infrastructure Planning | The Municipality must indicate availability of an approved Integrated Development Plan and budget for | | MM Office | **Addressed** |

| | | | | | |
|---|---|---|---|---|---|
| | | activities emanating from the plan. | | | |
| **KPA 2** | Service Delivery and Infrastructure Planning | The Municipality must develop, gazette and enforce waste management by-laws to address illegal dumping and littering in compliance with national Environmental Management; Waste Act (NEMWA), No.59 of 2008. | Kouga Municipality Waste Management By law was promulgated in February 2023 and fines approved by Court. | Community Services | **Addressed** |
| **KPA 2** | Service Delivery and Infrastructure Planning | The Municipality must conduct investigation on best alternative sources of renewable energy. | The Municipality is going out on expression of interest for alternative renewable energy solutions | Infrastructure & Engineering Services | **In progress** |
| **KPA 2** | Service Delivery and Infrastructure Planning | The municipality must develop specific disaster management emergency procurement measures | All emergency procurement is covered in KM SCM policy including disaster management | Community Services | **Addressed** |
| **KPA 2** | Service Delivery and Infrastructure Planning | The Municipality must develop Infrastructure Maintenance Plan to enable proper asset management | Budget availability hinders the immediate development of Master Plan - Infrastructure and Asset Maintenance. To be included in the 2023/2024 budget | Infrastructure & Engineering Services | **In progress** |
| **KPA 3** | Financial Planning & budget | The Municipality must incorporate an Annual Financial Statement / year end preparation plan into the IDP | Noted, it will be written into the IDP. | Budget | **Addressed** |

| | | | | | |
|---|---|---|---|---|---|
| **KPA 3** | Financial Planning & budget | The municipality must budget at least 8% for Repairs and Maintenance as per Circular 51 of the Municipal Finance Management Act, No.56 of 2003. | In terms of the long-term financial plan, the R&M will remain between 2% & 3%. | Budget | **In progress** |
| **KPA 3** | Financial Planning & budget | The municipality must spend 100% of capital budget. | The municipality has been spending 100% of the conditional grants and is confident to spend 100% in 2022/23 FY | Budget | **In progress** |
| **KPA 3** | Financial Planning & budget | The municipality must service its creditors within 30 days as per norms and standards. | The municipality has been implementing its own internal controls to monitor compliance | Finance | **On Going** |
| **KPA 3** | Financial Planning & budget | The municipality must develop mechanisms to curb water losses. | The municipality is focusing on providing meters to all consumers and is investigating the implementation of smart meter reading to reduce water losses. | Finance | **On Going** |
| **KPA 3** | Financial Planning & budget | The municipality must reflect on Municipal Standard Chart of Accounts (mSCOA) resolution, implementation plan; Standard Chan of Accounts (SCOA) champions and SCOA oversight committee | Fully implemented in KLM. | Finance | **Addressed** |

| | | | | | |
|---|---|---|---|---|---|
| **KPA 3** | Financial Planning & budget | The municipality is required to detail the cost of Free Basic Services for the previous two years. | The cost of FBS in calculated in the basis of the number of the registered indigent households, will be included in the IDP. | Finance | **On Going** |
| **KPA 4** | Local Economic Development | The municipality has reflected positively in all issues concerning this KPA | Comment is noted - and further positive outcomes can be expected | LED | **No action required** |
| **KPA 5** | Good Governance and Public Participation | The municipality must develop an action plan to address issues raised by the MEC in the previous IDP Assessment | The comment is noted and will be actioned accordingly. | IDP | **Addressed** |
| **KPA 5** | Good Governance and Public Participation | The municipality must reflect on implementation of the Integrated Service Delivery Model (ISDM) | Done through portfolio structures (MAYCO) where institutional & departmental objectives (SDBIP) are assessed as per the IDP. | Public Participation Unit | **On Going** |
| **KPA 5** | Good Governance and Public Participation | The municipality must reflect the functionality of War Rooms | The Municipality applies the participatory democracy model (Ward committees) that supports the Ward Councillor & Community in terms of service delivery targets. | Public Participation Unit | **On Going** |
| **KPA 5** | Good Governance and Public Participation | The municipality must develop and adopt public participation and stakeholder communication strategies. | Fully fledged/staffed PPU that is responsible for institutionalizatio n of Public Participation. Furthermore, PPU & WCM | Public Participation Unit | **On Going** |

| | | | | | |
|---|---|---|---|---|---|
| | | | policies are adopted & serve as a baseline for the implementation of all Public Participation strategies. Local and District IDP representative Forums are active & constitutes Public Participation interactions at a strategic level. | | |
| **KPA 5** | Good Governance and Public Participation | The municipality must institutionalize complaint management system to provide a clear channeling of complaints | System is in place | Corporate Services | **Addressed** |
| **KPA 5** | Good Governance and Public Participation | The municipality must ensure that council and its structures are convened in accordance with the adopted council calendar. | Calendar in place and adhered to | Corporate Services | **Addressed** |
| **KPA 5** | Good Governance and Public Participation | The municipality must establish a Risk Management Committee and monitor its functionality | Quarterly reporting to the Audit Committee | MM Office | **Addressed** |
| **KPA 5** | Good Governance and Public Participation | The municipality must reflect audit findings on predetermined objectives and compliance issues over the last-three years | Audit Action Plan developed and implemented accordingly | MM Office | **In progress** |
| | | The municipality must develop- | Audit Action Plan adopted | BTO | **Addressed** |

| | | | | | |
|---|---|---|---|---|---|
| | | and adopt an adopted audit action plan to address-issues raised by the Auditor General. | by Council | | |
| **KPA 6** | Institutional Arrangements | The municipality must indicate the political and administrative seats | Noted, it will be written into the IDP. | Corporate Services | **Addressed** |
| **KPA 6** | Institutional Arrangements | The municipality must indicate mechanisms that are in place for proper management of satellite offices | Satellite Offices are connected to the main office through the financial management system. Departmental area management systems are in place. | Corporate Services | **Addressed** |
| **KPA 6** | Institutional Arrangements | The municipality must reflect whether duties are performed in accordance with assigned Powers and Functions. | Noted, it will be written into the IDP. | Corporate Services | **Addressed** |
| **KPA 6** | Institutional Arrangements | The municipality must indicate availability of a council approved organisational structure/organogram that aligns to the long-term development plans of the municipality. | Organisational structure is reflected and resolved on yearly. Will be attached as an Annexure to the 2023/24 IDP. | Corporate Services | **Addressed** |
| **KPA 6** | Institutional Arrangements | The municipality must provide brief analysis of its organisational structure and indicate filled and vacant posts per department. | Noted, it will be written into the IDP. | Corporate Services | **In progress** |

| | | | | | |
|---|---|---|---|---|---|
| **KPA 6** | Institutional Arrangements | The municipality must reflect on platforms /strategies to discuss matters of mutual interest between the employer and the employee | LLF currently not functional due to legal disputes | Corporate Services | **In progress** |
| **KPA 6** | Institutional Arrangements | The municipality must reflect strategies on employee wellness. | The existing contract Service provider for the employee wellness has ended and we will be going out on tender again. | Corporate Services | **In progress** |
| **KPA 6** | Institutional Arrangements | The municipality must reflect on compliance with Occupational Health Safety measures. | OHS fully functional and medical surveillance in place | Corporate Services | **Addressed** |
| **KPA 6** | Institutional Arrangements | The municipality must reflect on records keeping. | The municipality has record keeping system in place and is currently investigating alternative solutions. | Corporate Services | In progress |

## COMPONENT D: CORPORATE GOVERNANCE
## DIRECTORATE: CORPORATE SERVICES

**OVERVIEW OF CORPORATE GOVERNANCE**

Corporate Governance encompasses the structures and processes associated with management, decision-making, and control in the municipality. Corporate governance is based on principles of conducting business with integrity and fairness, being transparent regarding all transactions, making all the necessary disclosures and decisions, complying with all the laws of the land, accountability

and responsibility towards the stakeholders and commitment to conducting business in an ethical manner.

The following four ethical values underpin good corporate governance:

(a) **Responsibility:** Council should assume responsibility for the assets and actions of the municipality and be willing to take corrective action to keep the municipality on a strategic path that is ethical and sustainable.

(b) **Accountability:** Council should be able to justify its decisions and actions to its stakeholders and communities.

(c) **Fairness:** Council should ensure that it considers the legitimate interests and expectations of its communities and stakeholders.

(d) **Transparency:** Council and Administration should disclose information in a manner that enables the AG and relevant bodies and communities to make an informed analysis of the municipality's performance and sustainability.

## 2.8 TARGETS AND ACHIEVEMENTS

| DEPT. ANNUAL TARGETS | ACHIEVEMENT 2022/23 | ACHIEVEMENT 2021/22 | PRIOR ACHIEVEMENT 2020/21 | PRIOR YEAR ACHIEVEMENT 2019/20 | PRIOR YEAR ACHIEVEMENT 2018-19 | COMMENT |
|---|---|---|---|---|---|---|
| Imaging and storage of Records | None for the FY. For the new FY 2023/24, The registry section will embark on a project to verify, scan and profile securities(title deeds/agreements/lease agreements), to assist the Town planning section. | To date 4,355,098 documents scanned and imaged. documents | To date 4,252,088 documents scanned and imaged. | Service Provider appointed | Appoint a Service provider | The tender for document imaging and storage was awarded on 31 August 2019. Since then, the appointed service provider has been actively scanning documents and images into Datastore ie the EDMRS System. |
| Reduction of Telkom phone bill by R60 000 per month | The Telkom bill has continued to decrease, the total Telkom landline costs between FY 2018/19 vs. FY 2022/23 has decreased with 98% | During FY 2020/21 to FY 2021/22 the Telkom bill increased with R3891,46. This was due to Telkom not billing Kouga Municipality. Since FY 2018/19 to FY 21/22 the | The Telkom phone bill was reduced further by 93% from FY 2019.20 to FY 2020.21 | The Telkom phone bill was reduced by -95% from FY 2018.19 to FY 2019.20 | The Telkom phone bill was reduced by an average of R107 000 per month | The total Telkom landline costs between FY 18/19 vs 19/20 decreased significantly by 95% and has further decreased by 93% between FY |

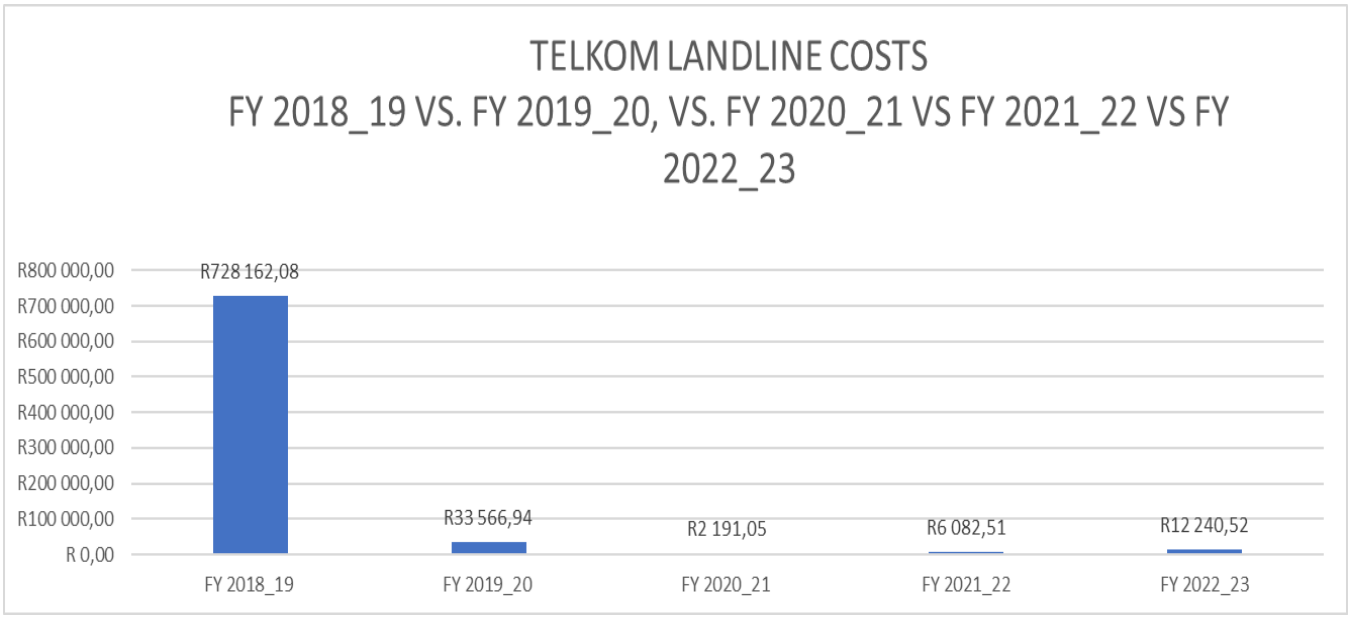
| DEPT. ANNUAL TARGETS | ACHIEVEMENT 2022/23 | ACHIEVEMENT 2021/22 | PRIOR ACHIEVEMENT 2020/21 | PRIOR YEAR ACHIEVEMENT 2019/20 | PRIOR YEAR ACHIEVEMENT 2018-19 | COMMENT |
|---|---|---|---|---|---|---|
| | | Telkom bill has decreased tremendously from R728 162,08 to R6082,51, the difference being R734 244,59 | | | | 19/20 vs 20/21. The difference in cost between FY 18/19 to 21/22 is a staggering R 734 244,59. |
| Acquire New copier/printers and related equipment | Tender has been awarded and roll out of printers has taken place. The billing system has not been implemented as budget is required. To obtain in FY 2023/24 | During FY 2020/21 to FY 2021/22 the cost of printing has increased by 19% due to high volume printing by certain departments. The new printing tender will be advertised, and a billing system will be implemented to bill for personal printing and to monitor wasteful printing. | To date - 41% decrease in costs | Equipment has been installed and is in use. | A Tender was awarded for the supply and installation of copier/printers and related equipment for the organization | The total cost of printing in FY 18/19 vs 19/20 decreased significantly by 42%. The total cost of printing in FY 19/20 vs 20/21 increased 4%. Since FY 18/19 up to FY 20/21, costs decreased by 41%. The cost of leasing printers decreased from FY 2018/19 to FY 2020/21 from R1 263 000.00 to R780 000.00. This represents a 38% decrease in leasing printers. |
| Acquire new Cell phones | Tender for FY 2022/23 has been advertised, award to take place in FY 2023/24 | Current contract still in use. | New Specifications sent to BSC and Tender for new cell Phone contract was awarded. | All cell phones acquired are in use. Contract Ends Oct 2020. Specifications to be submitted to BSC for new Cell Phone Tender | Telkom was appointed as the Cellular services provider for the Municipality | Cell phone contract ends October 2020. In the year in question the Telkom contract was in its second year of the contract. The acquisition of the smart cell phones has had a benefit to the |

| DEPT. ANNUAL TARGETS | ACHIEVEMENT 2022/23 | ACHIEVEMENT 2021/22 | PRIOR ACHIEVEMENT 2020/21 | PRIOR YEAR ACHIEVEMENT 2019/20 | PRIOR YEAR ACHIEVEMENT 2018-19 | COMMENT |
|---|---|---|---|---|---|---|
| | | | | | | institution and has assisted enormously with service delivery. |
| Call Centre (Service Delivery) | | For FY 2021/22 Reported service delivery requests decreased by 32% as FY 2020/21 recorded the highest number, with 54 539 service delivery requests reported. | FY 2020/21 Reported service delivery requests has increased by 69% | Call Centre Operator's compliment is at X10, including X1 Call Centre Supervisor | A Call Centre was established in October 2017. As of April 2019, the Call Centre handles service delivery account queries | The Call Centre Team is responsible for the receiving, logging, and dispatching of all service delivery requests. As a result of high call volumes received for account balances by the Revenue section, the necessary software has been installed for the Call Centre staff to issue out account balances to the public. |
| Buildings | On-going repairs and maintenance to Ward Cllr Offices and Administrative Buildings. As at FY 22/23 R942 243,77 has been spent on building maintenance | On-going repairs and maintenance to Ward Cllr Offices and Administrative Buildings. As at 21/22 FY R1 883 193,08 has been spent on building maintenance. | Spending on repairs and maintenance increased by 57%. As at 20/21 FY R1 934 485.19 had been spent compared to R835 768.44 in the 19/20 FY. | Administrative Buildings and Ward offices repaired / renovated | 0 | On-going repairs and maintenance to Ward Cllr Offices and Administrative Buildings. |

Below graphs indicates targets met during FY 2022/23 and indicates a comparison on previous Financial Years

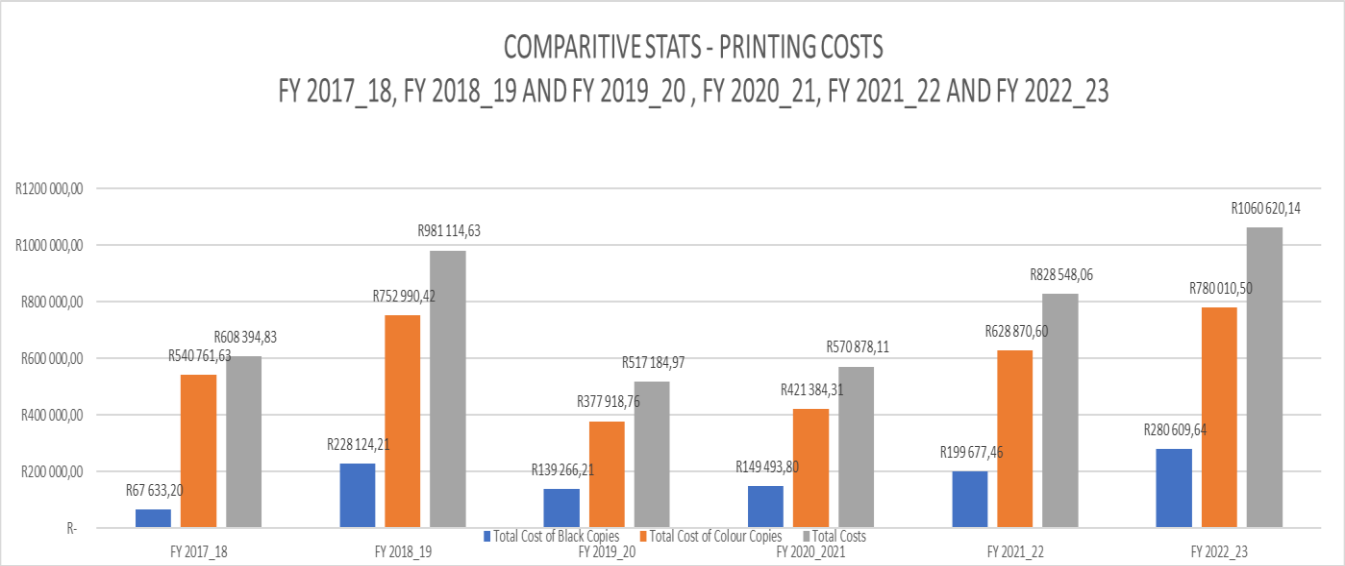
**TELKOM LANDLINE COST**

GRAPH 1:




The total Telkom landline costs The total Telkom landline costs between FY 2018/19 vs. FY 2022/23 has decreased significantly with 98%

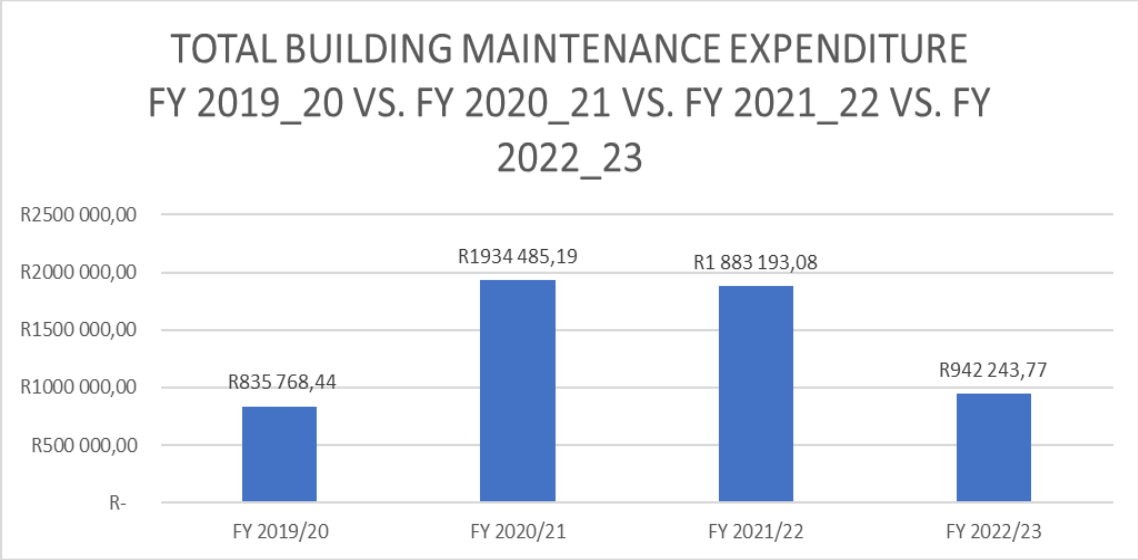
**YEAR ON YEAR COMPARATIVE PRINTING STATS - FY 2017/18 to 2022/2023**
GRAPH 1:




The total cost of printing completed in FY 2021_22 increased from R 828 548,06 to R 1 060 620,14 in FY 2022_23. The Auxiliary Department will need to monitor printing per Department and Section and implement a billing system, in order to bill those employees completing personal printing.

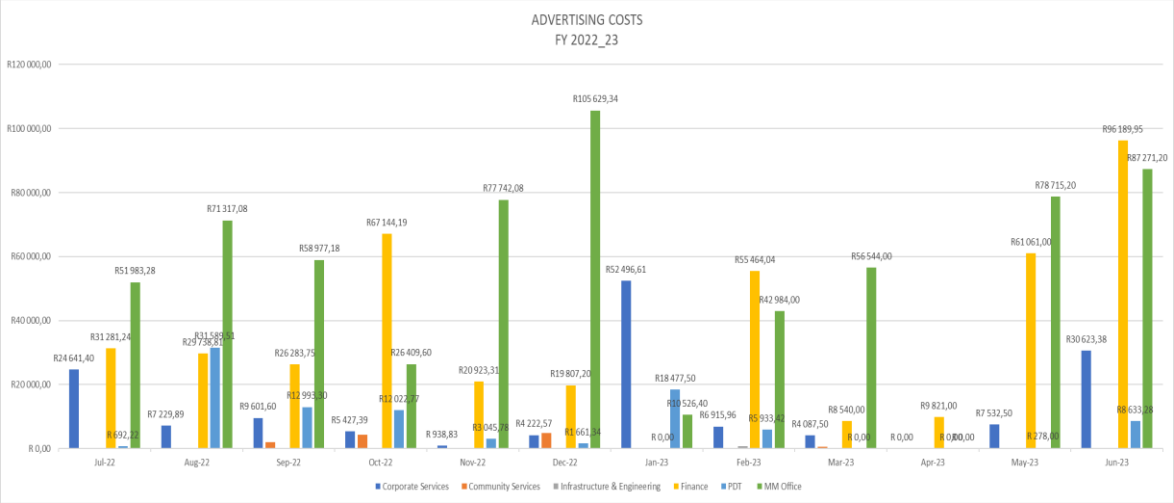
**BUILDING MAINTENANCE EXPENDITURE – FY 2019/2020 VS FY 2020/21 VS FY 2021/22 VS FY 2022/23**

GRAPH 1:



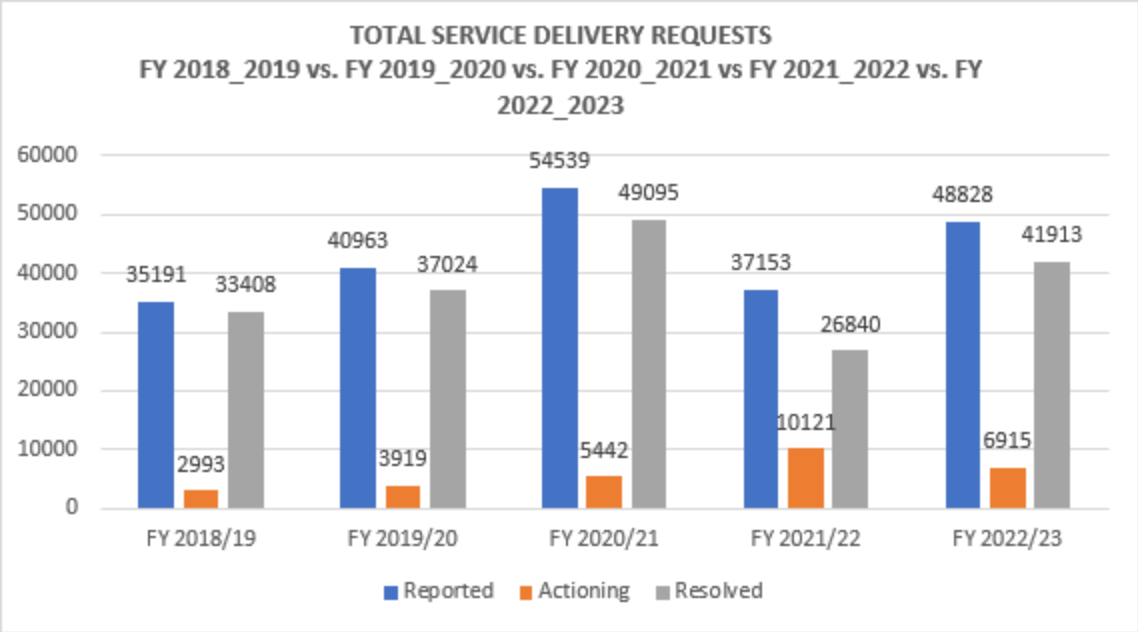

For the 2022/23 financial year R942 243,77 had been spent on administrative buildings and Ward Offices.

## ADVERTISING EXPENDITURE – FY 2022/23




## CALL CENTRE STATISTICS

| | 2018/19 | 2019/20 | 2020/21 | 2021/22 | 2022/23 |
|---|---|---|---|---|---|
| **Reported** | 35191 | 40963 | 54539 | 37153 | 48828 |
| **Actioning** | 2993 | 3919 | 5442 | 10121 | 6915 |
| **Resolved** | 33408 | 37024 | 49095 | 26840 | 41913 |
| **Resolution Rate** | 95% | 90% | 90% | 72% | 85.84% |




## 2.9 HUMAN RESOURCES

INTRODUCTION TO HUMAN RESOURCE SERVICES

"Human Resources isn't a thing we do. It's the thing that runs our organization."

The Human Resources Section handles a range of different functions within the municipality. The Section is responsible for the Organizational Development & recruitment, disciplining of employees, training staff, maintaining interpersonal relationships, occupational health and safety and interpreting employment/labour law. The section works diligently behind the scenes to ensure the municipality runs efficiently. The HR section's main responsibilities are:

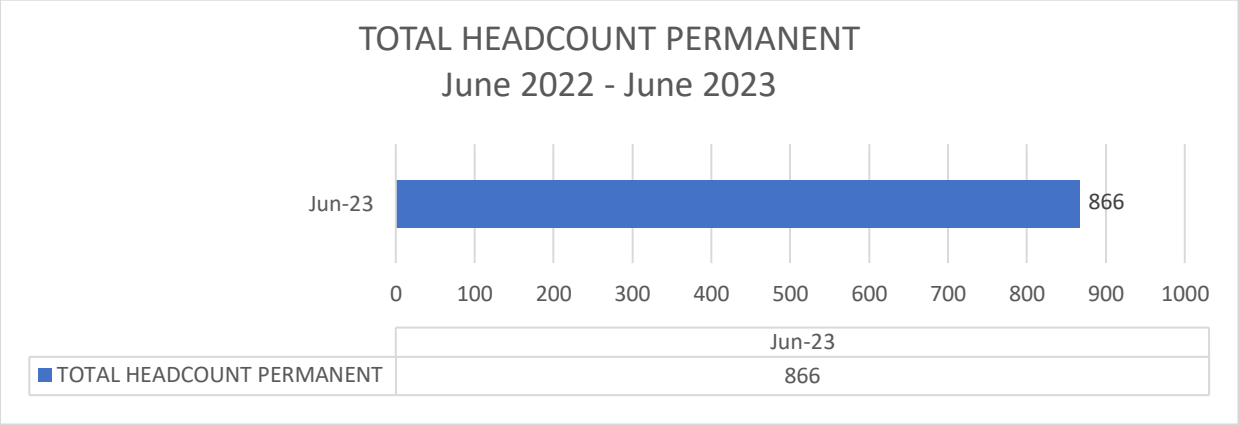
- Employee Benefits
- Occupational Health and Safety
- Labour Relations
- Skills Development
- Organisational Development.

### 2.9.1 HEADCOUNT STATISTICS

The table below is a representation of the number of permanent as at June 2023, as well as temporary employees.

As at June 2023, the total staff compliment was 866. This is due to the number of projects that management embarked on, and the number of temporary employees stood at 96. This is indicative of the municipality's commitment to employment creation and service delivery.

| Year ending | June 2023 |
|---|---|
| Permanent Employees (Including Section 56 & 57 employees) | 866 |
| Temporary contract employees | 96 |







### 2.9.1.1 HEADCOUNT STATISTICS: HUMAN RESOURCES

| Job Level | Employees | Vacancies (fulltime equivalents) |
|---|---|---|

| | No. | No. |
|---|---|---|
| 0 - 3 | 151 | |
| 4 - 6 | 277 | 2 |
| 7 - 9 | 233 | 6 |
| 10 - 12 | 149 | 7 |
| 13 - 15 | 35 | 4 |
| 16 - 18 | 21 | 2 |
| 19 - 20 | | |
| Total | 866 | 21 |

### 2.9.1.2 HEADCOUNT STATISTICS PER SECTION

| Section | 2022/2023 | |
|---|---|---|
| | Employees | Vacancies |
| Municipal Manager | 40 | |
| Water | 95 | 1 |
| Wastewater (Sanitation) | 83 | 3 |
| Electricity | 35 | |
| Waste Management | 87 | |
| Housing | 10 | 1 |
| Wastewater (Stormwater Drainage) | 52 | 3 |
| Roads | 44 | |
| Transport | | |
| Planning | 9 | |
| Local Economic Development | 3 | 2 |
| Planning (Strategic & Regulatory) | | |
| Local Economic Development | | |
| Community & Social Services | 105 | 3 |

| Section | 2022/2023 | |
|---|---|---|
| | Employees | Vacancies |
| Finance | 87 | 7 |
| Health | 10 | |
| Security and Safety | 124 | |
| Sport and Recreation | 15 | |
| Corporate Policy Offices and Other | 75 | 1 |
| Totals | 866 | 21 |

### 2.9.1.3 VACANCY RATE

| Departments | Vacancy Rate |
|---|---|
| | No. |
| Municipal Manager | 2.2% |
| Community Services | 1% |
| Infrastructure and Engineering | 2.1% |
| Corporate Services | 1.6%% |
| Planning, Development & Tourism | 11.7% |
| Finance | 6.4% |
| Overall Total | 2.4% |

### 2.9.1.4 STAFF TURNOVER

| Turn-over Rate | | | |
|---|---|---|---|
| Details | Total Staff Compliment as of 1 June 2023<br>No. | Terminations during the Financial Year (all categories)<br>No. | Turn-over Rate* |
| Year 2022/23 | 866 | 112 | 12.9% |

### 2.9.2 SERVICE STATISTICS

Comparative Pension/Provident Fund membership on 30 June 2023 is as follows:

| FUND | 30 June 2023 |
|---|---|
| Consolidated retirement fund | 475 |
| Consolidated Retirement Fund (No CC) | 5 |
| National Fund for Municipal Workers | 4 |
| SA Local Authorities Pension Fund | 4 |
| Municipal Workers Retirement Fund | 137 |
| Momentum Provident Fund | 148 |
| Municipal Councillors Pension Fund | 1 |
| Consolidated Retirement Fund Cllrs | 7 |
| LA Retirement Fund | 4 |
| Total | 785 |

Comparative Medical Aid membership on 30 June 2023 is as follows:

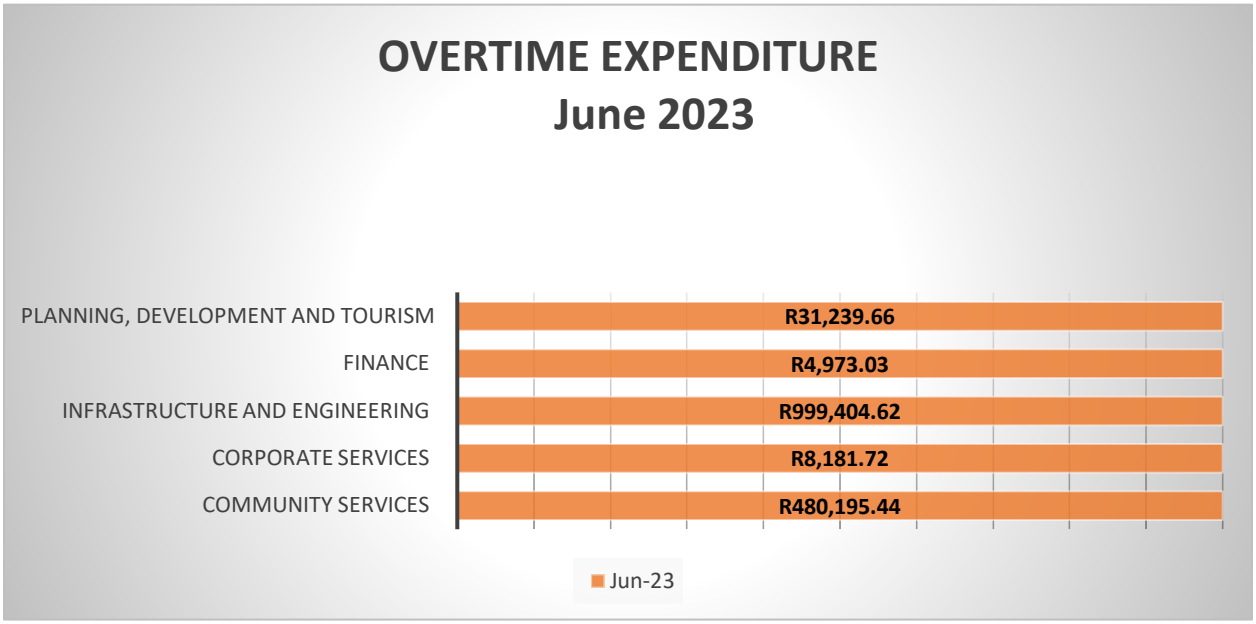
| MEDICAL AID | 30 June 2023 |
|---|---|
| Bonitas | 169 |
| Key Health | 18 |
| Hosmed | 46 |
| LA Health | 249 |
| SAMWU Med | 55 |
| Total | 507 |

It must be noted that participation in a medical scheme is not compulsory.

Comparative Trade Union membership on 30 June 2022 is as follows:

| TRADE UNION | 30 June 2023 |
|---|---|
| SAMWU | 475 |
| IMATU | 262 |

It must be noted that there has been a reduction in overtime from June 2021 to June 2022.




This reduction in overtime can be attributed to more efficient internal controls such as Overtime Policy, and new overtime forms requiring pre-approval of overtime and submission of proper evidence supporting overtime claims.

### 2.9.3 WORKPLACE CAPACITY DEVELOPMENT




From the graph above, Kouga Local Municipality's investment in human capital spending/capacity building is commendable and its evident that the municipality is serious in ensuring that the employees and councillors is capacitated. For the 2022/23 Financial year the Municipality's expenditure on staff development was R1 157,187.52. It must be noted for the 2022/2023 financial year and due the budget cut for drought mitigation and the constant electrical power outages, however, the Municipality still spent 86% which is a major achievement taking into consideration the challenges we were and are faced with.

The training expenditure trend is indicative of the Municipality's commitment to enhancing the skills, talent, development, and expertise of its most important asset.

The MSA 2000 S68 (1) requires municipalities to develop their human resource capacity to a level that enables them to perform their functions and exercise their powers in an economical, effective, efficient, and accountable way. Kouga Municipality established a Skills Development Section which was intended to address the skills development needs of the Institution.

Training needs are assessed annually and is based on the results of an employee skills audit. Training needs per position/incumbent are aligned to the audit and requirements as assessed by the various Directorates. The information is compiled in the form of an annual Workplace Skills Plan which guides and directs the implementation of skills development initiatives.

| TRAINING COSTS | Actual<br>June 2023 |
|---|---|
| Training Cost | R1,157,187.52 |
| Associated costs | R0.00 |
| Categories of Beneficiaries | |
| Legislators | 48 |
| Managers | 17 |
| Professionals | 36 |
| Technicians and Associate Professionals | 11 |
| Clerical Support Workers | 78 |
| Service & Sales Workers | 18 |
| Skilled Agricultural, Fishery and Related Trade Workers | 0 |
| Plant & Machine Operators and Assemblers | 13 |
| Elementary Occupations | 34 |
| Total Number of beneficiaries | 255 |

As per the table above Kouga embarked on extensive training for its employees in the 2022/2023 financial year.

Municipal Finance Management Programme (MFMP)

In 2007, the minimum competencies for officials responsible for financial and supply chain management, were regulated. Minimum higher education qualifications: work related experience and core managerial and occupational competencies are among the aspects covered by the regulations.

The minimum competency levels also seek to professionalize the local government sector and to make it a career choice for talented officials and to some extent mitigate some of the root causes of poor financial management and service delivery experienced at Local Governmental level. It is also required to report to National Treasury on a quarterly basis on the progress of the Minimum competency levels.

| Position | Highest Education Qualification | Work Related Experience | Performance Agreement Signed (where required) | Completed Required Unit Standards | Requirements Met | Compliant (consider Budget) |
|---|---|---|---|---|---|---|
| Accounting Officer | ✓ | ✓ | ✓ | ✓ | 4 | ✓ |
| Senior Manager (MSA S56) | ✓ | ✓ | ✓ | ✓ | 4 | ✓ |
| Senior Manager (MSA S56) | ✓ | ✓ | ✓ | ✓ | 4 | ✓ |
| Senior Manager (MSA S56) | ✓ | ✓ | ✓ | ✓ | 4 | ✓ |
| Senior Manager (MSA S56) | ✓ | ✓ | ✓ | ✓ | 4 | ✓ |
| Senior Manager (MSA S56) | ✓ | ✓ | ✓ | ✓ | 4 | ✓ |
| Chief Financial Officer - | ✓ | ✓ | ✓ | ✓ | 4 | ✓ |

| Position | Highest Education Qualification | Work Related Experience | Performance Agreement Signed (where required) | Completed Required Unit Standards | Requirements Met | Compliant (consider Budget) |
|---|---|---|---|---|---|---|
| Municipality | | | | | | |
| Middle Manager: Finance | ✓ | ✓ | ✓ | ✓ | 4 | ✓ |
| Supply Chain Management Manager | ✓ | ✓ | ✓ | ✓ | 4 | ✓ |
| Middle Manager: Finance | ✓ | ✓ | ✓ | ✓ | 4 | ✓ |
| Middle Manager: Finance | ✓ | ✓ | ✓ | ✓ | 4 | ✓ |
| Middle Manager: Finance | ✓ | ✓ | ✓ | ✓ | 4 | ✓ |
| Middle Manager: Finance | ✓ | ✓ | ✓ | ✓ | 4 | ✓ |
| Middle Manager: Finance | ✓ | ✓ | ✓ | ✓ | 4 | ✓ |
| Middle Manager: Finance | ✓ | ✓ | ✓ | ✓ | 4 | ✓ |

The Municipality had a severe backlog of financial officials not having achieved the Minimum Competency levels. To remedy this, the Municipality appointed FACHS Training Institute, through a Section 32 procurement process, to facilitate the required MFMP training. A Service

Level Agreement was signed between FACHS and the Municipality which ensured that the training of our finance and non-finance staff runs according to plan.

37 officials were earmarked to attend the training, to ensure they comply with the said regulations.

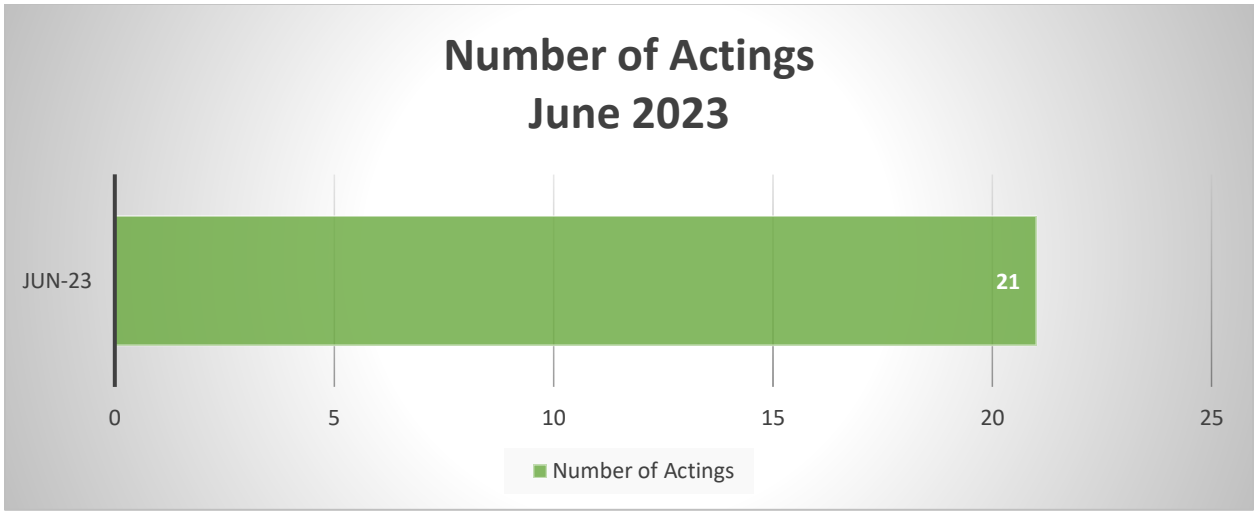
Above table is indictive of the progress the Municipality made in ensuring compliance in terms of the 2007 Minimum Competency Regulations for officials responsible for financial and supply chain management.

### 2.9.4 ACTING APPOINTMENTS

The number of employees appointed in acting positions decreased, from a high of 24 in June 2021, to just 13 as at June 2022. This represents a 54% decrease. There is also a link between the reduction in acting appointments and promotions.

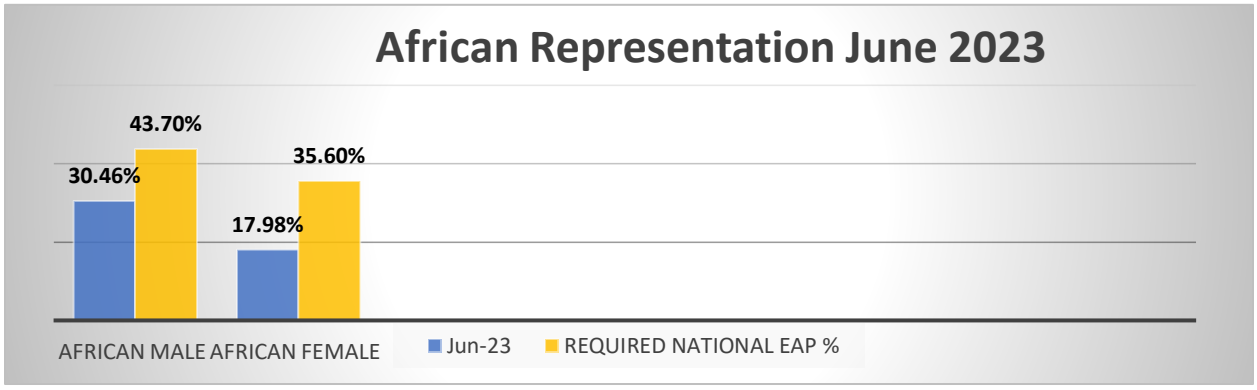
Prolonged periods of acting appointments can also lead to unnecessary disputes. Therefore, it is advisable to keep acting appointments to a minimum.

The graph below, shows the trend with acting.




### 2.9.5 EMPLOYMENT EQUITY

The table and graph below, illustrates the trend in the number African Females as well as African Males from June 2017 to June 2021. the Municipality has made a concerted effort to employ people from previously disadvantaged groups, especially from African demographics.



The Table below indicates the progress that the Municipality has made in terms of its numerical targets as set out in the Employment Equity Plan. The table depicts the status of the workforce profile at end of December 2022, the numerical targets that are set out in the new Employment Equity Plan, and the current profile as at 30 June 2023.

| | | Male Race | | | Female Race | | | | | Foreign Nationals | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | A | C | I | W | A | C | I | W | Male | Female | |
| | Top management | | | | | | | | | | | |
| SEPTEMBER 2023<br>TARGET | | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| December 2022 | | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| June 2023 | | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| | Senior management | | | | | | | | | | | |
| SEPTEMBER 2023 TARGET | | 1 | 0 | 1 | 0 | 2 | 0 | 1 | 0 | 0 | 0 | 5 |
| December 2022 | | 0 | 0 | 1 | 1 | 2 | 0 | 0 | 0 | 0 | 0 | 4 |
| June 2023 | | 0 | 0 | 1 | 2 | 1 | 0 | 0 | 0 | 0 | 0 | 4 |
| | Professionally qualified and experienced specialists and mid-management | | | | | | | | | | | |
| SEPTEMBER 2023 TARGET | | 7 | 11 | 1 | 10 | 5 | 6 | 0 | 6 | 0 | 0 | 46 |
| December 2022 | | 8 | 14 | 1 | 7 | 4 | 7 | 0 | 4 | 0 | 0 | 45 |
| June 2023 | | 9 | 13 | 1 | 10 | 4 | 8 | 0 | 4 | 0 | 0 | 49 |

| | | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | Skilled technical and academically qualified workers, junior management, supervisors, foremen, and superintendents | | | | | | | | | | | |
| SEPTEMBER 2023 TARGET | | 44 | 48 | 1 | 15 | 38 | 28 | 0 | 13 | 0 | 0 | 187 |
| December 2022 | | 39 | 61 | 1 | 15 | 41 | 30 | 1 | 13 | 0 | 0 | 201 |
| June 2023 | | 39 | 58 | 1 | 17 | 38 | 30 | 1 | 13 | 0 | 0 | 197 |
| | Semi-skilled and discretionary decision making | | | | | | | | | | | |
| SEPTEMBER 2023 TARGET | | 169 | 139 | 0 | 7 | 63 | 42 | 0 | 5 | 0 | 0 | 425 |
| December 2022 | | 183 | 168 | 0 | 11 | 64 | 54 | 0 | 7 | 0 | 0 | 487 |
| June 2023 | | 170 | 157 | 0 | 10 | 60 | 57 | 0 | 9 | 0 | 0 | 463 |
| | Unskilled and defined decision making | | | | | | | | | | | |
| SEPTEMBER 2023 TARGET | | 75 | 40 | 0 | 2 | 68 | 32 | 0 | 4 | 0 | 0 | 221 |
| December 2022 | | 53 | 22 | 0 | 1 | 57 | 23 | 0 | 2 | 0 | 0 | 158 |
| June 2023 | | 50 | 22 | 0 | 1 | 54 | 23 | 0 | 2 | 0 | 0 | 152 |

It is very pleasing to note from the above figures, that the Municipality is edging towards the achievement of its targets.

With regards to staff with disabilities,16 staff have been identified. The Municipality continues to encourage employees to voluntarily disclose their disability.

### 2.9.6 LEAVE STATISTICS




In the graph above the total sick leave stood at 1562 in June 2023.

The improved statistics can be attributed to positive morale, work ethic, and more efficient supervision and oversight. In addition, ongoing medical surveillance has enabled the municipality to identify employees with chronic medical conditions and address such issues either through incapacity processes or correct treatment.

### 2.9.7 DISCIPLINARY MATTERS

The graph below depicts matters referred to Arbitration for the 2022/2023 financial year. Matters at Arbitration stood at 4 in June 2023. This is attributed to the Human Resource Section dealing with the substantive and procedural fairness of cases, and the management thereof.




## 2.10 OCCUPATIONAL HEALTH AND SAFETY

The Kouga Local Municipality is in Good Standing with the Department of Labour for 2022/2023 financial year.

ROE's already submitted for the 2023/ 2024 financial year at the end of May 2023.

## 2.11 HUMAN RESOURCE POLICIES

The following HR related policies and staff documents have been developed and

has been approved by Council and it must be noted that all Human Resources policies is going to be reviewed in the 2023/2024 financial year.

Standard Operating procedures will also be updated to assist the section in enhancing support to produce the best services to Kouga.

| NO | POLICY |
|---|---|
| 1 | Acting Policy |
| 2 | Health and Safety Policy |
| 3 | Overtime Policy |
| 4 | Recruitment and Selection Policy |
| 5 | Leave Policy |
| 6 | Absenteeism and Reporting Absence from work Policy |
| 7 | Sexual Harassment Policy |
| 8 | Scarce Skills |

| NO | POLICY |
|---|---|
| 9 | Vehicle allowance Policy |
| 10 | Essential user Policy |
| 11 | Code of Conduct |
| 12 | Training Policy |
| 13 | S&T Policy |
| 14 | Acting Policy for Section 57 Managers |
| 15 | COVID-19 Policy |
| 16 | Prevention and Elimination of Harassment in the Workplace |

## 2.12 STAFF COSTS

| Years | Total number of staff | Actual Operational Expenditure | Personnel expenditure (salary and salary related) | Percentage of expenditure |
|---|---|---|---|---|
| 2015/2016 | 860 | R 619,357,681 | R 228,746,553 | 36,93% |
| 2016/2017 | 824 | R 672,685,052 | R 224,583,364 | 33.39% |
| 2017/2018 | 873 | R 740,044,276 | R 245,776,991 | 32.21% |
| 2018/2019 | 924 | R820 968 796 | R274,158,400.02 | 33.39% |
| 2019/2020 | 960 | R902 792 776 | R293,708,032.70 | 32.53% |
| 2020/2021 | 904 | R980 060 968 | R335,334,005.39 | 34.21% |
| 2021/2022 | 874 | R1 042 562 741 | R331 397 764 | 31.78% |
| 2022/2023 | 866 | R1 014 904 858 | R346 216 762 | 34.11% |

## 2.13 DIGITAL SERVICES



Kouga Local Municipality has identified improved connectivity as one of the critical strategic elements for the municipality. A process of implementing a new strategy is underway. The strategy is characterised by network efficiency, cost effectiveness, security, redundancy features and Disaster Recover features.

The GV Areas posed challenges in

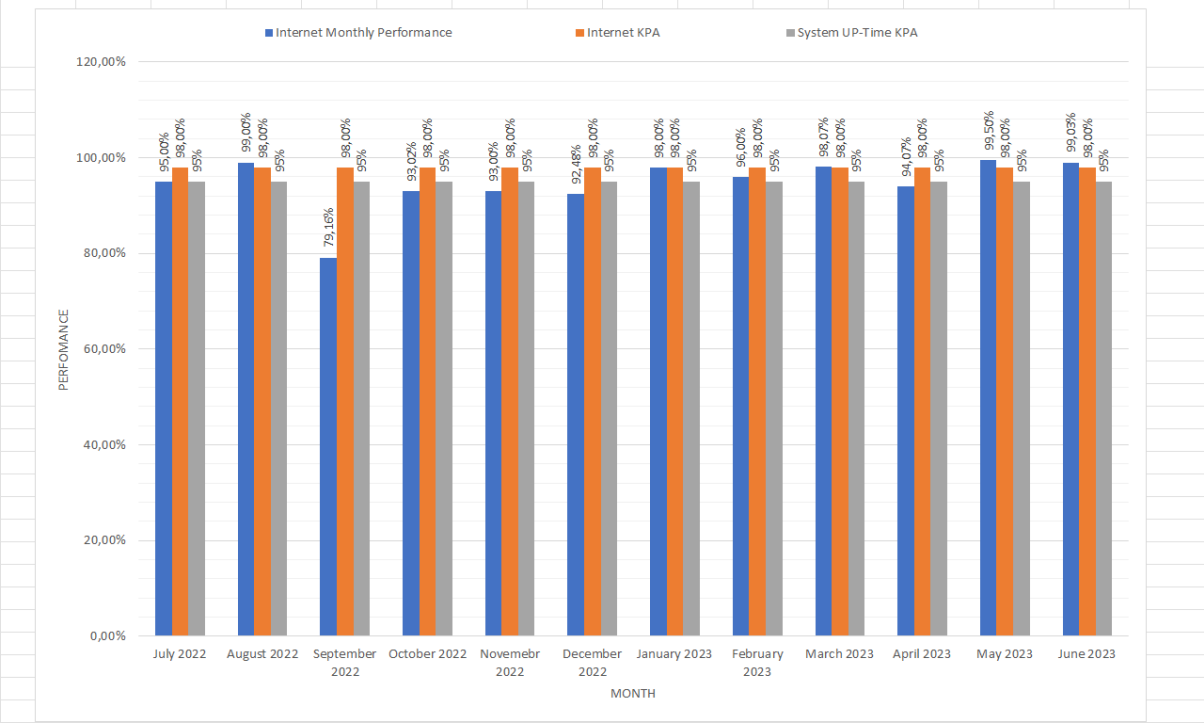
connectivity, which largely those challenges were caused by socio-economic issue in the area. Interventions were put in place to mitigate the risks associated with the challenges. KLM exploited the mobile telecommunications infrastructure to provide alternative communications network means to GV area. The strategy has proven to be very effective for the size of KLM operations in the area.

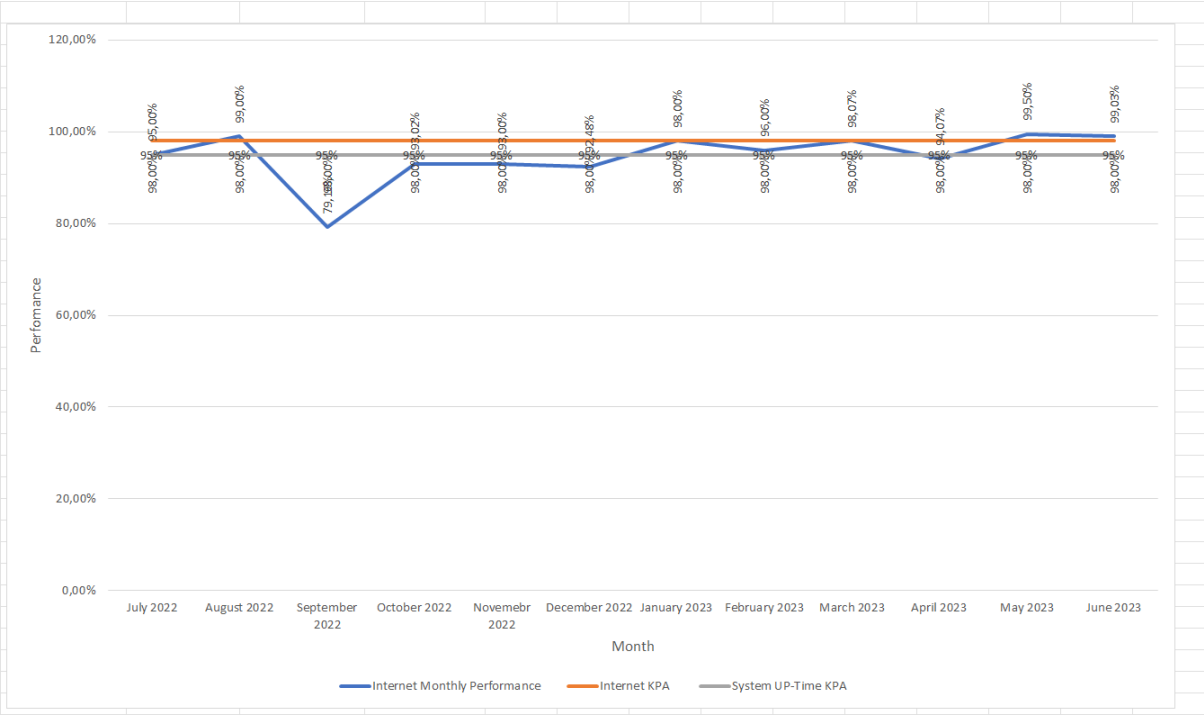
Loadshedding is a major risk to KLM Data Centre (Servers operations) which will affect systems availability KPA. Digital Services unit has resolved to put a special focus to transform the organisation towards the total Cloud Service strategy. The strategy will enable the ability for KLM to transact with systems directly from the Cloud instead of the local Server Room and make provision of Disaster Recovery Plan and Data Centre Continuity Plan for the KLM ICT systems.

The two mentioned strategies bring about opportunities for KLM to implement systems that help in improving KLM internal efficiencies and position the municipality for 4th Industrial Revolution readiness.

The municipality has started processes to implement projects that will revolutionize much of the KLM core-business operations and capabilities. Such projects will rely mostly on the stability of the ICT infrastructure (Cloud Services and Connectivity).

Upon the conclusion of the priority projects as discussed above, the following statistics will improve greatly. Which then will be one of the indicators for Digital Services performance.






The two graphs above show the performance of both the ICT Systems availability and Connectivity availability against the expectation. The drop in performance in other months is mostly caused by Loadshedding effect. It is for that reason that Digital Services has decided on the Cloud Services and SD WAN strategies which together are targeting minimum of 98% performance.

### 2.13.1 ICT Corporate Governance

The following governance processes are in place and have gone through the processes with Information and Communications Technology steering Committee, and they due for the approval stages:

1. KLM ICT Strategy
2. ICT Disaster Recovery Policy
3. ICT User Access Management Policy

The ICT Steering Committee was held three (3) times during the financial year 2022/23. The situation will be improved in the 2023/24 financial year to at least 4 times a year. The reason for missing the target of 4 meeting was caused by management changes which has slightly slowed down the performance and functioning of the unit.

## 2.14 LEGAL SERVICES

The role of the legal services function is to render continuous effective and efficient legal support and advise to Council, Committees of Council, the Executive Mayor, the Speaker, Municipal Manager, Directorates and Managers and ensure legal compliance considering applicable legislation, regulations, relevant case law and emerging legal trends. It is the role of the legal services department to provide legal opinions, submissions or input on Policies, Contracts, Agreements, Legislation, By-laws, Authorities, and items referred to Council or Committees of Council, all with the aim of ensuring legally compliant council resolutions resolved on by Council, avoiding litigation, mitigating legal risks, and safeguarding the municipality's interests.

**Highlights**

| Highlight | Description |
|---|---|
| Functional Legal Services Department | No formal appeals lodged against the municipality regarding the award of tenders. |
| | The municipality once again managed to reduce contingent liability. |
| | Thanks to an ongoing strong HR component, Labour matters are dealt with speedily, within the confines of the law and with success to the Employer. |
| | The municipality continues to experience an increase in the provision of legal updates, legal advice and general legal assistance to Council and the respective user departments. |
| | The Legal Services functions continues to provide Council with a detailed Report on Legal Matters, allowing Council to effectively implement its oversight function. |
| | By-laws and Policies has been reviewed and/or approved in the 2022/23 financial year, standard operating procedure approved by for legal services department. We look forward to additional reviews of outdated by-laws and policies in the coming financial year, this is an ongoing exercise with the intention of updated the Municipal Code in line with the changing legislation, local government environment and precedent setting court judgements. |
| Panel of Legal Services Providers and legal matters instituted against the municipality | The Panel of Legal Services Providers continues to render external legal services in respect of the different areas of law applicable to the municipality is functioning well. A new procurement process will be embarked upon in the 2023/24 financial year due to the termination of the 3-year contract period. |
| | The municipality started the year off with ten (10) litigation matters instituted against the municipality and closed the year off with eleven (11) matters instituted againts the |

| REGISTER OF LEGAL SERVICE PROVIDERS 2021/22 | | | | |
|---|---|---|---|---|
| **SERICE PROVIDER** | **CONTACT PERSON** | **CONTACT NUMBER** | **EMAIL** | **POSTAL & PHYSICAL ADDRESS** |
| SIYATEMBA SOKUTU ATTORNEYS INC | MR. SOKUTU | 043 735 1312 / 082 608 1093 | april@solutuattorneys.co.za | P O BOX 8151, NAHOON, EAST LONDON, 5210 / UNIT 1 KENNINGTON RD, NAHOON |
| KUBAN CHETTY INC | MR. KUBAN CHETTY | 041 373 1706 / 082 780 1173 | kuban@kubanchettyinc.com | 163 CAPE ROAD, MILL PARK, GQEBERHA, 6001 |
| LULAMA PRINCE INC | MRS. PRINCE | 041 484 1004 / 061 416 4214 | lulama@lulamaprince.co.za | P O BOX 27696, GREENACRES, 6050 / 184 CAPE RD, MILL PARK, GQEBERHA 6001 |
| FREDERICKS INC | MRS. FREDERICKS | 041 363 8506 / 082 612 1657 | tasneem@fredericksinc.co.za | 43 PARLIAMENT STREET, CENTRAL, GQEBERHA, 6000 |
| McWILLIAMS & ELLIOT INC | MR. ED MURRAY | TEL: 041 582 1250 / FAX : 041 585 1274, 041 585 3615 / CELL; 082 330 1177, 083 274 5959 | imraan@mcwilliams.co.za; andy@mcwilliams.co.za | P O BOX 45, GQEBERHA, 6000 / 152 CAPE ROAD, MILL PARK, 6001 |
| C W MALAN JEFFREYS BAY INC | MR. RENCKE DE SWARDT | TEL:042 293 1053 / FAX: 042 293 2693 | comalan@intekom.co.za ; rencke@comalan.co.za ; amanda@comalan.co.za | P O BOX 273, JEFFREYS BAY, 6330 / 15 OOSTERLAND STREET, JEFFREYS BAY , 6330 |
| BONQWANA BURNS INC | MR. SHANE DE BEER | 041 364 2039 / 065 932 0568 | shayne@bonqwanaburns.com | BOQWANA HOUSE, 84 6TH AVENUE, NEWTON PARK, GQEBERHA |
| KARSANS INC | MANOJ KARSAN | 041 991 1320 / 082 881 0965 | mkarsan@karsans.co.za | 235 CELEDON STREET, CENTRAL, KARIEGA |
| LABUSCHAGNE VAN DER WALT INC | MR. TEWIS LABUSCHAGNE | TEL: 041 582 2069/ FAX: 086 669 1511/ CELL: 083 304 4590/ 084 441 7289 | info@lvdw.co.za | P O BOX 70541. THE BRIDGE, GQEBERHA, 6032 / 6 CUYLER STREET, CENTRAL, GQEBERHA, 6000 |
| GOLDBERG DE VILLIERS INC | MS. TRACEY-LEE MOUTON | 041 501 9800 / FAX: 041 585 1076 | traceym@goldlaw.co.za | 13 BIRD STREET, CENTRAL, GQEBERHA, 6001 |
| BILLET GOUWS ATTORNEYS | MR. JOHN BILLET | TEL: 042 293 0191 CELL: 081 049 5198, 082 874 0096 | john@billettgouws.co.za; elizna@billettgows.co.za; info@billetgouws.co.za | P O BOX 1651, JEFFREYS BAY, 6330 / GLOBAL STAR HOUSE, UNIT 1, TOP FLOOR, 79 DA GAMA ROAD, JEFFREYS BAY 6330 |
| BLC ATTORNEYS | MS. DELIA CHAMBERLAIN | 041 506 3700 / 082 745 4596 | stifloen@blclaw.co.za | 4 CAPE ROAD, CENTRAL, GQEBERHA, 6001 |
| BATE, CHUBB & DICKSON | ASHLEY KRETZMANN | 043 701 4500 / FAX: 043 726 3777/ 082 655 7145 | ashley@batechubb.co.za | 34 WESTERN AVENUE, VINCENT, EAST LONDON, 5217 |
| C W MALAN INC. | MR. EDDIE ALBERTYN | 422,951,056 | eddie@cwmalan.co.za | 37 CHURCH STREET, HUMANSDORP, 6300 |
| | | | | |
| SPANGENBERG ATTORNEYS | MR.HEIN SPANGENBERG | TEL: 042 291 1144, CELL: 082 820 7007 | hein@hjsproc.co.za | P O BOX 501, HUMANSDORP,6300 CORNER OF DU PLESSIS & KEMP STREET, HUMANSDORP, 6300 |

**NOTE:** LINE ITEM 20 IS NOT PART OF PANEL BUT HAS ONE MATTER STILL ONGOING

| Highlight | Description |
|---|---|
| | municipality. |

## CHAPTER 3: SERVICE DELIVERY PERFORMANCE

## DIRECTORATE INFRASTRUTURE AND ENGINEERING

| COMPONENT A: | BASIC SERVICES |
|---|---|
| 3.1 | PROVISION OF WATER |

The Constitution of South Africa assigns the responsibility of ensuring access to water services to Local Government. Furthermore, the Water Services Act entrusts the local municipality with provision of affordable, efficient, effective on-going water services which is sustainable. The Directorate Infrastructure and Engineering envisages an area that is supported by an efficient and well-maintained service infrastructure network, which allows all citizens and stakeholders access to a growing base of innovative, safe, reliable, and affordable services. Service delivery requires the provision of new services as well as the maintenance of existing services.

The Present Consumer Water Quantities are:
**FIGURES IN PROCESS OF VERIFICATION FOR SUBMISSION TO THE JANUARY 2024 ANNUAL REPORT SUBMISSION**

**Key Stakeholders**
The towns of Hankey and Patensie obtain raw water from the Kouga Dam via the canal system which is operated by the Gamtoos Irrigation Board on behalf of the Department of Water and Sanitation. Raw water is treated at the Patensie and Hankey water treatment works to potable standard before distribution. A new borehole supplying Hankey with water has been equipped and piped to the Hankey water treatment works to supplement supply from the Kouga dam.

The towns of Loerie, Thornhill, Jeffreys Bay, Humansdorp and St Francis Bay obtain potable water from the Nelson Mandela Metro. The water supply of Jeffreys Bay and Humansdorp are augmented by underground water. The town of Oyster Bay is solely dependent on ground water obtained from boreholes and springs.

**Level and Standard in Water Services**
All the consumers within the Kouga Municipality receive water services at or above RDP standards (access to communal water standpipe in informal areas within 200m distance) Based on the Service Level Policy of Kouga to provide higher level of service, first order of assessment indicates that Kouga requires R82 million to service and provide house connections to all residents in informal settlements once formalized (excluding Bulk). Our Regional Bulk Infrastructure Programme for water services requirement is estimated to be R 652 million.

Kouga Municipality is committed and endeavours to conform to the norms and standards of SANS 214 and blue drop requirements with regards to water quality.

Due to the prolonged drought conditions and low rainfall that persisted during 2021/2022 resulted in that the major storage dams serving the area have reached critical low levels. The current drought conditions are having disastrous and far-reaching negative

implications for the entire western region of the Eastern Cape Province and the Kouga area.

Reduced water quotas were imposed on abstraction from the Algoa System and stricter water restrictions were implemented during 2021/2022 throughout the Kouga area.

| Water Scheme Area | Schedule of Restrictions |
|---|---|
| Gamtoos Irrigation Board: Patensie/Hankey | 30% of quota |
| Loerie/Summit pipeline: Loerie and Thornhill | Water supplied by Nelson Mandela Metro 50% restriction imposed on quota by Metro |
| Churchill/Impofu: Humansdorp, St Francis Bay, Jeffreys Bay | Water supplied by Nelson Mandela Metro 50% restriction imposed on quota by Metro |

It was required to continue with Water shedding in the towns of Patensie and Hankey since 2017, to ensure usage remain within the allowable quota. The water is provided to residents via the reticulation system for 3 hours in the morning and 3 hours in the afternoon only.

Water collection station is in place (JoJo tanks) and water is distributed by means of water trucks to the communities daily.

Water is also distributed to communities of Loerie and Thornhill by means of water tanker due to erratic water supply from the Metro Summit pipeline.

## 3.2 SANITATION PROVISION

The policy of Kouga LM, adopted during 2015, provides that the minimum acceptable standard for sanitation services will be a waterborne system in all areas. Due to the limited own capital funding for projects, bulk infrastructure upgrading/ rehabilitation is mostly funded by grant funds. The backlog that presently exists at all Kouga Wastewater Treatment Plants in terms of over capacitation and ageing Infrastructure, is 10,5 Ml/Day.

**Levels and Standards in Sanitation Services**

**FIGURES IN PROCESS OF VERIFICATION FOR SUBMISSION TO THE JANUARY 2024 ANNUAL REPORT SUBMISSION**

## 3.3 ELECTRICITY



The Kouga Municipality is the registered Supply Authority for the towns of Humansdorp, Jeffreys Bay, St Francis Bay, Cape St Francis, and Oyster Bay, and at each town bulk supply is taken from the Eskom grid. Maintenance of the internal distribution networks is done by Kouga Municipality.

The Municipality's role is to construct, operate, and maintain the distribution network for electricity service delivery to residential, commercial, and industrial consumers in each town, which includes street lighting and supplying pump stations, etc. with electricity. Hankey, Patensie and Loerie are supplied with electricity by Eskom, while Thornhill is supplied with electricity by the Nelson Mandela Municipality.

The present consumer quantities for electricity are:

| Town | New Residential Consumers 2020/2021 | New Institutional Commercial Industrial 2021/22 | Total 2020/21 | New Residential Consumers 2021/22 | New Institutional Commercial Industrial 2022/23 | Total 2022/23 |
|---|---|---|---|---|---|---|
| Humansdorp | 346 | 2 | 348 | 15 | 2 | 17 |
| Jeffreys Bay | 314 | 5 | 319 | 309 | 3 | 312 |
| St Francis Bay | 28 | 2 | 30 | 78 | 1 | 79 |
| Cape St Francis | 9 | 0 | 9 | 12 | 0 | 12 |
| Oyster Bay | 4 | 0 | 4 | 2 | 0 | 2 |
| **Total** | **1 314** | **9** | **23 410** | **416** | **6** | **23 818** |

Note: Total excludes vacant erven.

The key factors in the service delivery strategies are to maintain a high standard of service and to ensure that electricity is available to all commercial properties, households (both formal and informal) also new development within acceptable norms prescribed the ERA of 2006.

This standard is set to reduce the financial burden on consumers and ensure the security of uninterrupted quality of electricity supply. This particularly in terms of the

capital as well as technical requirements for new distribution networks, substations as well as new generation in line with the SDP. Applications for funding infrastructure projects are being made on a continuous bases to all relevant institutions for financial assistance as legally allowed by the regulation.

**Level and Standards in Electricity Services**
Quality assurance is a standard requirement for Kouga's electrical network. The objective is for the levels and standards for the provision of the electricity services, to be compliant with the requirements of the National Energy Regulator (NER) and the quality of service and supply standards of NRS 047 & 048. Annual reports in this regard were submitted to NER based on information obtained from data loggers installed at various locations in the network.

Electricity is made available to all potential consumers in the areas for which the Municipality is permitted to supply in terms of its licence conditions and demarcating. The target is revised annually in accordance with the demand informed by our human settlements master planning or town planning's SDP that that navigate our development target.
This information is critical and support Kouga's annual applications to the Department of Minerals & Energy (DMRE) to apply for funding to further strengthen and extend our electricity infrastructure.

During 2022/23 financial year, the Department of Minerals & Energy allocated Kouga Municipality funding to the amount of R8.1 million for the upgrade of bulk infrastructure and the electrification of phase 1 (200) housing project in Jeffreys bay Oceanview. The R 8.1m was divided into two projects,, under the bulk section of the work, Kouga replaced a part of the 66kV overhead line between Melkhout and Jeffreys Bay spending approximately R4.4m on the project, the remaining R 3.7m was spend on the electrification of the 200 houses being built in Oceanview phase 1.

A feasibility study to construct Kouga's own, 20MW solar PowerStation to reduce our reliance on Eskom and reduce our Eskom energy purchases. The study is a basic study as per the requirement for a connection of this size, this came at a cost of R540 00.00.

A further R 400 000.00 was spend on compilation of of our wheeling policy, planning and designs of 2 more substations and further amendments to the electrical master plan, for future planning.

Saffery substation upgrade finalising the three (3) year project totalling approximately R 4m, old redundant switchgear was replaced with new modern switchgear that is able to handle higher load. This upgrade is inline with the

network expansion to the lower part of the town in Humansdorp and Kwanomzamo. This is a phased in approach and to completely address the load challenge in Kwanmzamo and lower CBD in Humansdorp, more investment in the electrical infrastructure is required.

The severity and the amount of interruptions due to loadshedding increase exponentially in the 2022/23 financial year. During loadshedding before power is interrupted, the demand increase, if electricity is restored the load increase even higher, Kouga's electrical staff always make sure that the power is not switched on all at once but in sequence. Infrastructure damage due to loadshedding is unavoidable and all our weak spots in the network is being attacked.

A significant amount of our operational budget went into replacement and repairs of faulty equipment, transformers, switchgear, electronics and cables.

**Annual Performance as per Key Performance Indicator in Electricity Services**

| | Indicator name | Total number of household/ customers expected to benefit | Estimated backlogs (actual numbers) | Target set for the FY under review (actual numbers) | Number of HH/customer reached during the FY | Percentage achievement during the year |
|---|---|---|---|---|---|---|
| 1 | House-holds with access to electricity services | 23 818 | 0 | 200 | 408 | 100% |
| 2 | Indigent house-holds with access to basic electricity services | 7 338 | 0 | 200 | 200 | 100% |
| 3 | Indigent house-holds with access to free energy | 0 | 0 | 0 | 0 | 0% |

| | Indicator name | Total number of household/ customers expected to benefit | Estimated backlogs (actual numbers) | Target set for the FY under review (actual numbers) | Number of HH/customer reached during the FY | Percentage achievement during the year |
|---|---|---|---|---|---|---|
| | sources | | | | | |

**Major Challenges in Electricity Services and Remedial Actions**

The upgrade of infrastructure (primary network) to meet future demand and finding the necessary funds through grants etc.

Improve quality of supply and general service delivery.

The prevention of tampering and illegal connection. Own funding used to irradicate illegal connections over the next year as government doesn't fund electrification of informal areas.

The impact of loadshedding on our network is immense, this highlight the need to replace old switchgear and equipment with new, smarter, safer technology.

**Remedial Actions**

Master planning and stringent programmes to implement measures, resources to fund further programmes to be supported by Council.

Annual Review of augmentation levy (contribution by new developments and existing consumers requiring upgrading of their supplies to augment the primary network) and consumption tariffs to meet capital programme to upgrade infrastructure is undertaken.

Appoint additional staff to monitor quality supply and level of services and enforce methods to rectify any deficiencies in the electrical supply.

The appointment of a service provider to investigate and prevent tampering, this will support the project to re-programme all prepaid meters before November 2024.

**Renewable energy**

Kouga is planned over a short term to install approximately 600Kw to the grid, this pilot is envisaged at our water treatment works. Its success will determine future developments. The feasibility for the 20WM plant is an enormous project and a milestone for Kouga. This will contribute to lower consumption in energy from Eskom and will reduce our electricity account with a great margin.

**B: ELECTRICITY**

| | Indicator Name | Total Number of household/ customers expected to benefit | Estimated backlogs (actual Numbers) | Prior year achievement 2019/20 | Target set for the year under review 2020/21 (Actual numbers) | Number of households reached during the financial year | Achievement percentage during the year |
|---|---|---|---|---|---|---|---|
| 1. | % House-holds with access to electricity services (Serviced by Kouga) | 23 818 | 0 | 23 410 | 200 | 418 | 100% |
| 2. | % Indigent house-holds with access to basic electricity services (Serviced by Kouga) | 7 138 | 0 | 6 793 | 200 | 200 | 100% |
| 3. | % Indigent house-holds with access to free alternative energy | None | None | None | 0 | 0 | 0% |

| | Indicator Name | Total Number of household/ customers expected to benefit | Estimated backlogs (actual Numbers) | Prior year achievement 2019/20 | Target set for the year under review 2020/21 (Actual numbers) | Number of households reached during the financial year | Achievement percentage during the year |
|---|---|---|---|---|---|---|---|
| | sources | | | | | | |

## 3.4 ROADS AND STORMWATER

**The road network within Kouga falls under the jurisdiction of the following authorities**

| Road Authority | Length (km) |
|---|---|
| SANRAL (N2) | 68,97 km |
| Eastern Cape Department of Roads | 915,31 km |
| **Kouga Municipality** | **415.77 km** |
| **Total** | **1 400,05 km** |

**Levels and Standard in Roads Maintenance Services**

The condition of roads in the Greater Kouga Municipal area deteriorated rapidly over
the past few years due to ageing infrastructure, increase traffic volumes, insufficient
funding for maintenance and the impact of flooding over the past few years.

The standard of roads maintenance in all areas in the Kouga is the same whether it's
re-gravelling or resealing or pothole repair. Due to the lack of a pavement management system, visual inspection of tarred roads is performed to prioritize the reseal of tarred roads in all wards.

Low level road maintenance services are done through a complaint's register kept at

each Administrative Unit.

High level maintenance and repairs are determined through community participation
at budget meetings.

The various levels and standards of the road network under the jurisdiction of the Municipality are reflected in the table below.

**Road network under jurisdiction of Kouga Municipality**

**FIGURES IN PROCESS OF VERIFICATION FOR SUBMISSION TO THE JANUARY 2024 ANNUAL REPORT SUBMISSION**

The Kouga Municipality utilizes own funds for the maintenance and repair of Provincial roads located within our town boundaries. The following are Provincial roads located within town boundaries:




Provincial Road MR00381 runs from Humansdorp, between St Francis Bay and the St Francis Links Development to Cape St Francis where it runs the full length of St Francis Way into Seal Point Boulevard to the end of Seal Point Boulevard.



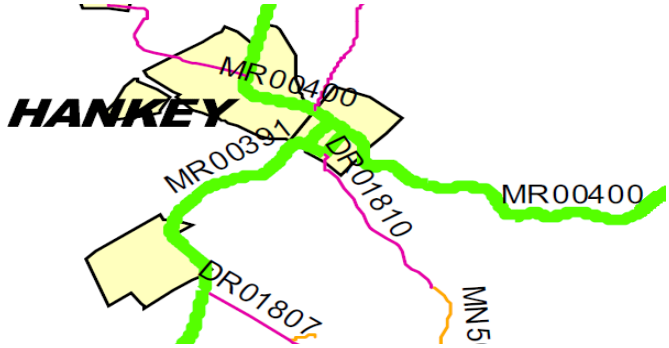

Provincial Road MR00389 runs the length of Da Gama Road

up to Woltemade Street, then Woltemade Street up to St Francis Street and up the length of St Francis Street where it turns towards Humansdorp at the Fountains Mall.
Provincial Road DR 0177 links the Fountain Mall to Provincial Road MR00389 at Kabeljouws Provincial
road MR 00392 links the Fountains Mall to the N2.

Provincial Road MR00389 enters Humansdorp from the east and runs the length




of Voortrekker Road where MR00389 ends at the intersection with Main Road. From the Main Road Voortrekker Road Intersection TR04403 continues in westerly direction as Voortrekker Road. MR00391 from Hankey enters Humansdorp and runs for the full length of Main Road up to Park Street intersection. MR 00381 from St Francis Bay enters Humansdorp and runs the full length of Park Street up to where it intersects with Voortrekker Road (TR0443).




Provincial Road MR00391 from Humansdorp enters Hankey and forms Main Street up to the intersection with Metlerkamp Street. MR0040 runs the full length of Metlerkamp Street and continues to Patensie.




Provincial Road MR0040 runs the full length of Fred Street. MN50261 runs from the Fred Street turn off to Cyril Ramaphosa as Tier Street to the point where it becomes Stuurman Street up

to the intersection with Kloofnek Street.

**Backlogs**
The construction and surfacing of gravel roads (backlog) is approximately 83,57 km.
It is anticipated that an estimated amount of R380 million will be required for the elimination of this backlog.

**Infrastructure and Engineering: Overall Service Delivery Backlogs: Formal residential**
**Areas**

**FIGURES IN PROCESS OF VERIFICATION FOR SUBMISSION TO THE JANUARY 2024 ANNUAL REPORT SUBMISSION**

## 3.5 MUNICIPAL INFRASTRUCTURE GRANT IMPLEMENTATION

This report outline how Kouga Municipality effectively and efficiently managed the PMU, specifically in alignment with the principles and objectives underpinning the design of the programme as contained in the MIG Policy Framework.

The Municipality confirms that the operational outcomes of the PMU did:

- Acknowledge and adhere to all aspects including all principles, objectives, sector conditions and outcomes contained within the MIG Guideline Document and the MIG Policy Framework Document.
- Ensure adherence to the Labour-Intensive objectives as detailed in the Expanded Public Works Framework Document and the Code of Good Practice for Special Public works.

**Background**
The programme is entering its fourteenth year of implementation this year. The MIG is the municipal funding arrangement which combined the existing capital grants for municipal infrastructure into a single consolidated grant.

Since the programme is aimed at subsidising capital costs to the poor, priority was given to meeting the basic infrastructure needs. The programme was also aligned to cater for bulk infrastructure for new housing developments.

| | **2020/21** | **2021/22** | **2022/23** |
|---|---|---|---|
| Approved Budget Amount | R 31 578 000.00 | R 33 413 000.00 | R 35 891 000.00 |
| Adjusted Budget Amount | R 0.00 | R 0.00 | R 0.00 |
| Spent Budget Amount | R 25 227 084.87 | R 33 413 000.00 | R 0.00 |
| Difference | R 5 962 915.13 | R 0.00 | R 0.00 |

**Part 1: Progress to date**

All aspects contained within the business plan including all principles, objectives, sector conditions and outcomes contained within the MIG Guideline Document and
the MIG Policy Framework Document were adhered to.

The following positions as per the "Guide for the Establishment of a Project Management Unit (PMU) by municipalities" were filled to perform the different Functions within the unit.

- PMU Manager (Vacant)
- PMU Technician (Part-Time)
- PMU Administrator (Vacant)
- Account (Part-Time)
- Secretary (Vacant)
- Data Capturer (Full-Time)

It should be noted that not all operational responsibilities/outputs as highlighted in the guide could be achieved.

**Part 2: Monitoring**

Monthly the PMU meet with the Area Engineers and Director to capture the statistics of
services rendered in term of backlogs per area.

Data forms part of the KPI of the Directorate: Infrastructure and Engineering in terms of
targets for the directorate.

Monthly and Quarterly reports are given to council on statistics and performance.

**Part 3: What are the results and who benefited?**

| Project Description | Project Status | Beneficiaries (h/h) | Job Creation | Informal Training | SMME's Utilized |
|---|---|---|---|---|---|
| **2021/22 Projects** | | | | | |
| Upgrading of the Sanitation System in Old Hankey | 95 % complete | 3300 | 55 | 5 | 10 |
| Upgrading of Gravel Roads in Kouga | 95 % complete | 225003 | 32 | 4 | |
| Upgrading/Improvement of Sport Facilities within Kouga region – **Loerie** | On Design and tender stage | 22 5003 | 0 | 0 | 0 |
| **2020/21 Rollover Projects** | | | | | |
| Upgrading/Improvement of Sport Facilities within Kouga region – **Sea Vista** | 95% Complete | 22 5003 | 11 | 3 | 2 |
| Upgrading of the Sanitation System in Old Hankey | 95 % complete | 3300 | 55 | 5 | 10 |
| Mini Fresh Food Market in Hankey | 65% Complete | 3300 | 5 | 4 | 5 |

The above table illustrates the projects implemented and still under construction for the 2021/2022 financial year. The figures reflected above are at the time of the report and will increase as the project progress. Some of the Projects are multi-year Projects
Objectives as set out in the business plans were mostly achieved when projects were implemented.

**Conclusion**
The MIG programme is aimed at the following:

1) To provide a basic level of service to the people.
2) To target the poor and alleviate poverty.

Implementation costs can be justified, and many people benefited from the programme and their living conditions were directly and indirectly improved by providing them sufficient bulk infrastructure to continuously assure them at least the basic level of service.

All activities of this programme should continue because it is assisting the municipality with huge bulk infrastructure challenges and provide basic service delivery to the community.

## 3.6 EXTENDED PUBLIC WORKS PROGRAMME

Kouga Municipality entered into an agreement with the Department of Roads and Public Works to spend the full integrated grant funding and creating the targeted FTE's. This effort follows clause 3.1.6 of the Protocol Agreement signed between the Minister responsible for Public Works, The MEC of Roads and Public Works, Eastern Cape, the Mayor of Kouga Local Municipality, to specify the institutional structures that will oversee, monitor, and report on progress in implementing the EPWP and achieving the EPWP targets; and 3.1.7, to provide for mutual assistance and support in respect of the programmes and initiatives of the EPWP.

## 3.7 MUNICIPAL WORKSHOP

**Vision**

Our vision is to see to it that the fleet of Kouga Municipality is upgraded and maintained to always be in a proper running condition, and to ensure that each person in the Kouga Municipal district is getting a high standard of service delivery from the Municipality. The only way the Municipality can achieve its goal of Service Excellence towards the community is, when the fleet is in a proper safe running condition. It is the Fleet departments vision to expand the current fleet of the Municipality to such an extent that not only the basic service needs are met, but that all other challenges can be dealt with efficiently and effectively as to take Kouga Municipality to a higher level.

**Mission**

As a support section it is the Fleet department's mission to see that all the vehicles are properly maintained and that the fleet policy will be enforced to prevent damages and misuse of council valuable resources. It is also our mission to expand the current fleet of Kouga Municipality to such an extent that all departments can achieve their goals of rendering an excellent service towards all inhabitants of the Kouga jurisdiction.

**Prevention**

The fleet section aims to reduce incidents, severity of emergencies and accidents with council vehicles through proper maintenance, regular services of vehicles and fault repairs on all vehicles so that a high standard of service delivery towards the community can be achieved. Annual inspections are done by sending vehicles for Certificate of Fitness (COF). According to SANS 10090: 2003

The Fleet department is a support section and understands the fact that if the fleet section can't achieve its goal to keep all vehicles in a proper running condition it will have a devastating effect on service delivery.

**Main functions of the fleet section are as follows.**

- To see to it that financial and management controls are operating effectively.
- All hiring of vehicles for sections and oversee all purchasing of new vehicles.
- To enforce the fleet policy.
- Monitor access to fleet vehicles that it is properly authorized and not operated by unauthorized users.
- All logbooks are reviewed once a month as to give accurate reports.
- To see that the fleet is properly maintained and inspected on a regular basis according to the fleet policy.
- That fleet vehicles are protected against damages, theft and abuse.
- See that all fleet vehicles are licensed once a year and that all trucks are sent for Certificate of fitness according to traffic regulations.
- Adequate monitoring of fleet usage/cost of fleet.
- Monitoring the fuel usage of each vehicle and small plant.
- Adequate monitoring of the tracker system.
- To give adequate reports regarding all cost for maintaining vehicles.

**Preparedness**

The thirteen (13) employees, of which five (5) are office bound and strive to do their utmost best towards the service and up keeping of Kouga Municipality's fleet and plant. Our day-to-day service helps to keep the two hundred and thirty (251) vehicles in a proper running condition so that in the event of an emergency, there will always be enough vehicles in a roadworthy condition. This may include conducting risk assessments (likelihood and severity), planning for the continued availability of essential services and identifying ways to mitigate the potential impacts of an emergency.

Fleet department is proud to state that during the lockdown period the normal operations of fleet were only lightly affected. Fleet could see to it that during the 2022 - 2023 financial year between 90% and 95% of all municipal vehicles had been in operational condition continuously. All challenges that were encountered by the fleet department during the lock down could be successfully accomplished.

**Key Challenges**

- Upgrading the workshop to a higher level of proficiency by sending staff on training courses.

- All mechanical staff needs to be sent for a refresher course.
- Although some staff were appointed there are still positions available on the organogram that needs to be funded so that the required staff can be appointed. **This is getting critical that staff be appointed to lighten the workload on the eight workshop staff members.**

**Recommended Solutions**

- Adequate budget needs to be made available for the upgrading of infrastructure and the staff component in the fleet section. If the vacant positions can be filled, the fleet section could be much more effective and productive.

**Legal requirements**

In terms of Section 84(1) (j) of the Local Government: Municipal Structures Act, 1998 (Act No. 117 of 1998), the Kouga Municipality is responsible for the functions mentioned below:

- Coordination of the standardisation of infrastructure, vehicles, equipment and procedures.
- Training of mechanical technicians.

The Fleet department of Kouga Municipality is responsible to ensure the roadworthiness of all Municipal vehicles so that it can comply with the requirements of the National Road traffic act 93 of 96, and occupational health and safety regulations.

**Daily operations.**

During 2022/2023 this service handled a total of 4459 incidents, this comes to an average of 371 job cards opened and completed per month, which includes servicing and repairing of vehicles, repairing COF faults, and doing preventative maintenance as well as fitment of tyres and tyre repairs.

**BELOW IS A TABLE OF JOB CARDS, REQUISITIONS AND MONEY SPENT FOR 01 JULY 2022 TO 30 JUNE 2023**

| ANNUAL REPORT 01 JULY 2022 TO 30 JUNE 2023 | | | | | | |
|---|---|---|---|---|---|---|
| **ITEM** | **JULY/AUG & SEPT 2022** | **OCT/NOV/DEC 2022** | **JAN/FEB 2023** | **MARCH/APRIL 2023** | **MAY/JUNE 2023** | **TOTAL** |
| WORKSHOP JOB CARDS OPENED | 575 | 600 | 413 | 392 | 408 | **2388** |
| SERVICE PROVIDER JOB CARDS OPENED | 255 | 237 | 141 | 142 | 138 | **913** |
| TYRE JOB CARDS OPENED [PROCURED] | 81 | 89 | 59 | 45 | 63 | **337** |

| ANNUAL REPORT 01 JULY 2022 TO 30 JUNE 2023 | | | | | | |
|---|---|---|---|---|---|---|
| **ITEM** | **JULY/AUG & SEPT 2022** | **OCT/NOV/DEC 2022** | **JAN/FEB 2023** | **MARCH/APRIL 2023** | **MAY/JUNE 2023** | **TOTAL** |
| TYRE JOB CARDS OPENED [REPAIRED] | 128 | 144 | 102 | 115 | 172 | **661** |
| JOB CARDS OPENED FOR 2ND HAND TYRES | 46 | 45 | 20 | 19 | 30 | **160** |
| TYRES PROCURED | 181 | 147 | 125 | 93 | 111 | **657** |
| 2ND HAND TYRES STILL USABLE FITTED FOR VARIOUS REASONS – USED FOR SPARE WHEELS | 50 | 47 | 22 | 22 | 33 | **152** |
| TUBES PROCURED | 0 | 0 | 0 | 1 | 0 | **1** |
| TUBES AMOUNT PROCURED | R - | R - | R - | R 121.85 | R - | **R 121.85** |
| TYRES AMOUNT PROCURED | R 416,492.47 | R 347,841.13 | R 291,858.61 | R 249,260.20 | R 334,349.01 | **R 1,639,801.42** |
| TYRES REPAIRED | 148 | 163 | 108 | 128 | 173 | **720** |
| TUBES REPAIRED | 0 | 0 | 0 | 0 | 0 | 0 |
| VEHICLES LICENSE AMOUNT PAID | R 190,339.60 | R 260,962.75 | R 40,746.00 | R 61,002.63 | R 352,010.10 | **R 905,061.08** |
| COF AMOUNT PAID | R 5,500.00 | R 2,794.00 | R - | R 1,128.00 | R 1,128.00 | **R 10,550.00** |
| HIRED VEHICLES AMOUNT PAID | R 102,539.24 | R 271,740.45 | R 115,828.24 | R 18,018.99 | R 164,436.85 | **R 672,563.77** |
| REQUISITIONS TO SCM | 500 | 400 | 264 | 234 | 261 | **1659** |
| ORDERS RECEIVED | 464 | 395 | 244 | 215 | 251 | **1569** |
| ORDERS AMOUNT PAID TO S/PROVIDER | R 1,970,107.14 | R 2,371,976.32 | R1,195,501.68 | R 1,154,208.90 | R 1,383,235.63 | **R 8,075,029.67** |
| FUEL USAGE VEHICLES SMALL PLANT AND VOUCHERS 01 JULY 2022 TO 30 JUNE 2023 | R 5,641,894.56 | R 6,940,722.29 | R4,243,806.45 | R 3,898,773.16 | R 3,838,880.56 | **R 24,564,077.02** |

## DIRECTORATE COMMUNITY SERVICES

The community services directorate comprises of the following departments.

- Waste and Environmental Management
- Fire and Disaster
- Safety and Security
- Parks and Amenities

Below is a summary of the different departments and how they serve the community of Kouga.

## WASTE AND ENVIRONMENTAL MANAGEMENT



The Waste and Environmental Management Department in Kouga is responsible for Integrated Waste Management, implementing Environmentally sustainable practices and Environmental Health Services (mainly preventive health services and are therefore largely protecting public health and preventing health hazards, risks and diseases).

Key aspects of the section's responsibilities are as follows:

- Waste Collection, Disposal and Recycling: The section provides waste collection and disposal services, promoting the separation of recyclable materials from general waste and promoting the waste hierarchy.
- Landfill Management: Ensuring proper landfill management, the section implements measures to minimize environmental contamination and maintains compliance with waste disposal regulations.
- Public Awareness: The section conducts educational campaigns to raise awareness among residents about climate change, waste minimization, recycling, responsible waste disposal practices, environmental health and environmental responsibilities.
- Environmental Protection: The section works to protect and preserve natural resources. This includes initiatives to maintain biodiversity, manage protected areas, and promote sustainable land use.
- Nature Conservation: the conservation movement focuses on protecting species from extinction, maintaining and restoring habitats, enhancing ecosystem services, and protecting biological diversity.
- Green Initiatives: By encouraging green practices, such as promoting eco-friendly products, reducing single-use plastics, tree planting and the removal of alien vegetation, the section aims to minimize the ecological footprint in Kouga.
- Environmental Compliance: The section ensures adherence to environmental laws and regulations, collaborating with the local, district, provincial and national authorities, and environmental organizations to enforce responsible environmental practices.
- Climate Change mitigation and adaptation.
- Environmental / Municipal Health Services: The section is responsible for water quality, health surveillance of premises, pauper burials, exhumations and reburials, surveillance and prevention of communicable diseases, vector control, evaluation of cemeteries, mortuaries, and funeral undertakers' premises, business registration, hawker programs, and animal care.

Kouga Waste and Environmental Management Section actively contributes to a cleaner, greener and more sustainable environment by implementing effective integrated waste management strategies, addressing climate change and ensuring healthy communities.

## FIRE AND DISASTER

The Fire and Disaster Department in Kouga is dedicated to safeguarding lives, property, and the environment from fire incidents and other emergencies.

Their responsibilities encompass the following key areas:

- Firefighting Services: The department maintains a well-trained team of firefighters and the necessary equipment to respond quickly and efficiently to fire emergencies.
- Fire Prevention: They conduct fire risk assessments, inspections, and public awareness campaigns to minimize fire hazards and promote fire safety practices within the community.
- Emergency Response Planning: The department develops comprehensive emergency response plans to handle various types of disasters, such as floods, wildfires, and chemical spills.
- Rescue Operations: They are responsible for conducting rescue operations during incidents such as building collapses, vehicle accidents, or water-related emergencies.
- Collaboration with Other Agencies: The department collaborates with other emergency services, law enforcement, and local authorities to coordinate disaster response efforts effectively.
- Public Education Awareness: The department conducts educational programs and drills to educate the public on emergency preparedness and response procedures.
- Disaster Management: The department's effective response to and recover from disaster. As they aim to minimize the impact of disasters, protect lives and property, and create secure and a resilient environment for the community.

Kouga Fire and Disaster Department plays a crucial role in protecting the community from fire-related incidents and other emergencies. Their proactive approach to fire prevention and efficient emergency response efforts contribute significantly to the safety and well-being of Kouga's residents.

## SAFETY AND SECURITY

The Safety and Security Department in Kouga plays a critical role in ensuring the well-being and protection of its residents and visitors.

The department's primary objectives are to prevent crime, respond to emergencies, and maintain a safe environment for all.

To achieve these goals, the following key areas are addressed:

- Law Enforcement: The department collaborates with the local police force, SAPS, Dept of Home Affairs, private Security Agencies and Neighborhood Watch to uphold law and order. They conduct patrols and enforce traffic, regulations, and handle incidents promptly.

- Community Policing: Emphasizing community engagement, the department fosters strong relationships with residents. They organize awareness programs, neighborhood watch initiatives, and crime prevention workshops.

- Emergency Response: The Safety and Security Department is responsible for coordinating emergency services. This includes responses to accidents, natural disasters, and other incidents that require immediate attention.

- CCTV Surveillance: Implementing a network of security cameras, the department enhances monitoring and detection capabilities, aiding in crime prevention and investigation.

- Disaster Preparedness: The department conducts regular drills and training sessions to ensure readiness for any potential disasters, such as floods, fires, or earthquakes.

- Public Safety Campaigns: Through educational campaigns, they raise awareness about safety measures, personal security, and the reporting of suspicious activities.

Kouga Safety and Security Department works tirelessly to create a safe and secure environment for all residents and visitors, encouraging active participation from the community in achieving these goals.

## PARKS AND AMENITIES




The Parks and Amenities Department in Kouga is responsible for maintaining and enhancing public spaces, ensuring recreational opportunities for residents and visitors alike. The department focuses on the following key areas:

- Park Maintenance: The department diligently maintains parks, playgrounds, and green spaces, ensuring they are safe, clean, and aesthetically pleasing for public use.

- Landscaping and Beautification: They design and implement landscaping projects to enhance the visual appeal of public areas, contributing to a positive environment.

- Recreational Facilities: The department provides and manages various recreational amenities, such as sports fields, picnic areas, ablution facilities, community halls, libraries, cemeteries and walking trails, offering diverse options for leisure and physical activity.

- Community Events: The department organizes community events and activities in parks, fostering a sense of community and encouraging social interaction.

- Accessibility: Ensuring inclusivity, the department strives to make parks and recreational facilities accessible to people with disabilities, promoting equal participation in outdoor activities.

Kouga Parks and Amenities Department plays a crucial role in enhancing the quality of life for residents by maintaining and improving public spaces, encouraging outdoor activities, and fostering a sense of community.

## 3.8 WASTE AND ENVIRONMENTAL MANAGEMENT



The Community Services, Waste and Environmental Management section includes all activities relating to Integrated Waste Management, Environmental Health and Environmental Management.

The strategic objective of the Waste and Environmental Management section (W&E) is that all the communities of Kouga Municipality live in a clean and healthy environment that the environment is protected, maintained and managed in a sustainable manner for future generations.

Kouga Municipality's Waste and Environmental Management Section's approach to changing course is informed by the Integrated Development Plan (IDP) and Service Delivery and Budget Implementation Plan (SDBIP), which responds to the global, national, and regional challenges of climate change, resource constraints, the triple challenge of poverty, unemployment, and inequality, as well as improving the overall governance and compliance environment in the municipality.

**Highlights 2022/23**

- Climate Change Strategy approved for implementation.
- Public open spaces cleared and beautified in partnership with "Dorp van Drome", Patensie Pronk, Woodlands Dairy, JBAY Surfers, community groups and schools during 2022/23.
- Mandela Day 18 July 2022 – clean ups in Humansdorp, Pellsrus, Kruisfontein, Loerie, Aston Bay and main Beach Jeffreys Bay.

- Environmental Education School Programme implemented.
- The tree planting drive continued as a commitment to combating climate change. Over a thousand trees were planted
- The Cape St Francis dune management plan was submitted for approval.
- By-laws for Waste Management promulgated with fines.
- Recycling was introduced in schools, blue-flag beaches and shopping centers.
- Kouga Municipality awarded Blue Flag Beach status for Dolphin Beach and Cape St Francis
- Received R5m for DEDEAT for Keep Kouga Clean and Green
- EPWP funding approved by DFFE.
- Environmental days clean up campaigns - International Coastal Clean Up - 21 September 2022.
- Sculpture of the historic dog BRAG unveiled at Dolphin Beach.
- The section participated in the activities of Arbor Day and planted several trees.

The “Dorp van Drome” and “Patensie Pronk” continues to play a major role in the beautification of the Jeffreys Bay and Patensie areas.

Key Issues for 2022/23

- Climate Change
- Rapidly growing population
- Growing per capita waste disposal from rising income and consumption levels
- Pervasive throw-away culture of disposal and illegal dumping.
- Broader development imperatives with financial implications.
- Aged workforce and vacant posts.
- Vandalism of infrastructure.
- Lack of security (fencing) at landfills with number of waste pickers growing.
- Animal farming in residential areas.
- Spaza shops not adhering to by laws.

### 3.8.1 WASTE MANAGEMENT

To align with IDP, SDBIP and the Polokwane Declaration of zero waste to landfill sites, Kouga Municipality’s Waste and Environmental Management section is changing its approach to waste management. A paradigm shift is needed to understand that waste is not “rubbish”, but a resource or a raw material. This requires a ‘full cycle’ approach to waste management, with waste products becoming input materials to other value chains.

This requires increased focus on activities that will lead to waste minimisation and waste diverted away from landfill sites. It focuses on improved modes of collection, infrastructure, recycling, and production partnerships and aims to change behaviour and create awareness.

Kouga Municipality’s Waste section will take leadership in changing course, however, the public’s participation in waste minimisation initiatives is key to the programme’s success. Kouga Municipality’s Waste section will commit to implementing waste minimisation and recycling projects across Kouga Municipality area; however, communities will also need to be mobilised to sort waste at a household level to reduce waste going to landfills. Kouga Municipality’s Waste and Environmental section is in the process of developing the following practical criteria to commence the changing course programme:

- Do away with the culture of abundance - change the way we do things within the constraints of limited resources.
- Increase productivity – doing more with less and managing our resources effectively, including landfill airspace, human capital, budget, and others.
- Develop measurable output indicators, which address the desired outcomes in the IDP.
- Utilise an integrated approach to ensure co-ordination of programmes and to work towards greater impact, working with all departments within Kouga Municipality with various responsibilities.
- Develop ward by ward, based remodelling programme, to align with the changing course.

### 3.8.2 REFUSE COLLECTION

The planning, control and alignment of all refuse collection and transportation services that provides for specific waste management measures, will be aligned to the norms and standards in terms of the National Environmental Management Act and Integrated Waste Management Plan.

**Strategic Objectives**

That communities enjoy a clean and healthy environment that is managed and maintained in a sustainable manner.

**Description of Activities**

The refuse collection functions of the municipality are administered as follows:

- Waste Avoidance
- Waste Stream Composition
- Waste Characterisation Results
- Domestic and Commercial Refuse Removal
- Waste disposal and landfill management

Residential areas, both formal and informal in the larger towns (Humansdorp) are serviced twice weekly and the other towns (Jeffreys Bay, Hankey, Patensie, St Francis, Cape St Francis, Oyster Bay, Loerie, Thornhill) are serviced once a week.

The table below indicates areas serviced once a week, by Kouga Municipality.

Table: Areas serviced for round-collected refuse.

| | | | |
|---|---|---|---|
| Jeffreys Bay | *Humansdorp | *Oyster Bay | Patensie |
| *Aston Bay | *KwaNomzamo | Sea Vista | Hankey |
| *Pellsrus | *Vaal dam | *St Francis Bay | Loerie |
| Paradise Beach | *Arcadia | *St Francis Bay | Thornhill |

Residential areas, both formal and informal in the larger towns (Humansdorp) are serviced twice weekly and the other towns (Jeffreys Bay, Hankey, Patensie, St Francis, Cape St Francis, Oyster Bay, Loerie, Thornhill) are serviced once a week.

Refuse Collection is done 3 times a week at all commercial businesses.

Equipment for Round Collected Refuse (RCR), skip bin collection and illegal dumping.

**TABLE: WASTE COLLECTION EQUIPMENT**

| AREA SERVICED | 2022/2023 EQUIPMENT |
|---|---|
| Jeffreys Bay | 3 x Compactor Trucks<br>3 Ton Truck/ Skip Truck/TLB/Tipper |
| Humansdorp | 2 x Compactor Trucks<br>TLB/Tipper/Skip truck |
| Gamtoos Valley | 1 x Compactor Truck<br>TLB/Tipper |
| St Francis Bay | 1 x Compactor Truck |

**WEEKLY REFUSE REMOVAL PROGRAMME**

| DAY | | DESCRIPTION OF WORK CARRIED OUT |
|---|---|---|
| MONDAY | | Phillipa Place to Otters Landing, St Francis Bay and Cape St Francis (Business + Domestic) |
| TUESDAY | | Shore Rd to Diana Crescent, Assisi Drive to Lyme Rd (Domestic refuse) |
| WEDNESDAY | | Cape St Francis, St Francis Bay and Cape St Francis (Business + Domestic) |
| THURSDAY | | Oyster Bay (Domestic, shops and Industrial area) |
| FRIDAY | | Sea Vista domestic, businesses and shops, Harbour, Links |

**ST FRANCIS BAY**

| DAY | | DESCRIPTION OF WORK CARRIED OUT |
|---|---|---|
| MONDAY | | Patensie, Hankey, Weston (Business) |
| TUESDAY | | Gamtoos mouth, Thornhill, Crossways, Nulaid, Loerie (Business + Domestic). |
| WEDNESDAY | | Old Hankey, Phillipsville Ext 4, Rosedale, Plakkerskamp Domestic/Business |
| THURSDAY | | Patensie town, (Business + farms). |
| FRIDAY | | Ramaphosa village, Centerton |

**GAMTOOS VALLEY**

**JEFFREYS BAY**

| DAY | | DESCRIPTION OF WORK CARRIED OUT |
|---|---|---|
| MONDAY | | Beaufort Flats, Jeffreysrus, Paradise (Business + Domestic). Businesses. Caravan Parks<br>All Parks along the beach, entrances, town and townships. Litter Picking bags. |
| TUESDAY | | Wavecrest East, Old Town, C/Place, Central town domestic, , Ferreira Town<br>All Parks along the beach, entrances, town and townships. Litter Picking bags. |
| WEDNESDAY | | Jeffreysrus, Ocean View (part) Domestic,Business, Caravan Park, Island Vibe, Supertubes<br>All Parks along the beach, entrances, town and townships. Litter Picking bags. |
| THURSDAY | | Wavecrest (lower) c,, Kabeljous, All Parks along the beach, entrances, town and townships. Litter Picking bags. |
| FRIDAY | | Pellsrus, Tokyo Sexwale, Business, Mandela Bay, , Caravan Park, All Parks along the beach, entrances, town and townships. Litter Picking bags. |

| DAY | | DESCRIPTION OF WORK CARRIED OUT |
|---|---|---|
| MONDAY | | West side of Town, Melt Melville Business in Voortrekker weg, Panorama, Main Street, Kynoch, Koelkor, Midas, Jet, Saverite, Motolek, Midas, Spar, 95 on Main, Kouga Kitchen, Madida House, Hospital, Country Club, Nico Malan and Arcadia Shopping Centre |
| TUESDAY | | East side of town, Boskloof, Ambulance Boblok, Graslaagte, St Patrics School, Pep Stores, Mr Price, Mzingisi School, Lungiso, Trade Value, P.Z. Meyer Hospital, All Shops and Taverns in Kwanomzamo and Moeras Rivier formal houses |
| WEDNESDAY | | Kwanomzamo, Main Street, Kekkel and Kraai, Old Mutual Building, Engine, Spar, Kruisfontein School and Kruisfontein and Vaaldam household refuse |
| THURSDAY | | Maak n Laas, 7 de Laan, Donkerhoek, Gill Marcus, Johnson Ridge, Arcadia-Graslaagte School, Clinic Koelkor, Midas, Jet, Saverite, Motolek, Midas, Spar, 95 on Main, Kouga Kitchen, Madida House, Hospital, Country Club, Nico Malan, Kooperasie, All Shops and Taverns in Kwanomzamo and Arcadia Shopping Centre. Pola Park, Golf Course and Old Arcadia household refuse. |
| FRIDAY | | West Side of Town, Mat Mellville, Engine, Main Street, Kynoch, East of town and Spar, P. Z. Meyer Hospital and Arcadia Shopping Centre. |

**HUMANSDORP**

**BUSINESS, COMMERCIAL AND OTHER WASTE COLLECTION**

Waste is collected from businesses weekly in all towns.. Some of the main commercial centres in Humansdorp are serviced twice a week, businesses in these areas have limited space for waste storage. Other commercial businesses in Jeffreys Bay receives a 3X collection a week.

Waste is removed from schools, retirement villages weekly and Humansdorp Hospital three times per week, excluding medical waste.

Illegal dumping spots have been identified and a programme is in place to eradicate and beautify these spots.

SALGA, in collaboration with Kouga Local Municipality hosted an integrated waste management training at the Newton Hall. Officials from DFFE and other municipalities attend the training and presented on how they deal with waste in their own spheres of work. The Waste Management Knowledge Sharing and Training Workshop 2023 provided an excellent opportunity for cities/municipalities as well as private sectors, industry, financial institutions, research organizations, NGOs, among others, to discuss the important areas for collaboration towards realizing resource efficient and zero waste societies, building on the recommendations in the COP27 Declaration.

Kouga Municipality's Waste and Environmental Section attended a workshop hosted by the Department of Fisheries, Forestry and Environment on 23 November 2022 at the Sarah Baartman District Municipality to participate in the development of a waste economy masterplan for South Africa. Kouga Municipality participate in the National and Provincial waste forums and during this quarter new waste legislation was discussed. South Africa's waste management legislation is not only aimed at addressing "top-level" challenges but also has its focus on the challenges that face waste management in local government companies operating in the industry.

**Some of these challenges are:**

- Costs of waste management are not appreciated by consumers and industry.
- Lack of recycling facilities
- Landfill disposal is free due to site not fenced andtreatment costs are high.
- Too few compliant waste management facilities hinder the safe disposal of waste streams.

**COMMUNITY WORKS PROGRAMME AND EXPANDED PUBLIC WORKS PROGRAMME**

Kouga Municipality benefits from both the CWP and EPWP government's key programs aimed at providing poverty and income relief through temporary work for the unemployed.

**LANDFILL MANAGEMENT**

Waste volume received for the period July 2022 to June 2023

**HANKEY**

The table below indicates the waste received from July 2022 – June 2023, in $m^3$

| Jul 22 | Aug 22 | Sept 22 | Oct 22 | Nov 22 | Dec 22 | Jan 23 | Feb 23 |
|---|---|---|---|---|---|---|---|
| 1 524$m^3$ | 2 179$m^3$ | 1 840$m^3$ | 1 483$m^3$ | 1 487$m^3$ | 1 059$m^3$ | 1 467$m^3$ | 1 895$m^3$ |
| **Mar 23** | **Apr 23** | **June 23** | **Jun 23** | **Total** | | | |
| 2 264$m^3$ | 1 440$m^3$ | 1 349$m^3$ | 1 610$m^3$ | **19 597$m^3$** | | | |

**HUMANSDORP**

The table below represent a summary waste landfilled for the Period June 2023- June 2023 in $m^3$.

| Jul 2022 | Aug 2022 | Sept 2022 | Oct 2022 | Nov 2022 | Dec 2022 | Jan 2023 | Feb 2023 |
|---|---|---|---|---|---|---|---|
| 13 425$m^3$ | 14 724$m^3$ | 16 466$m^3$ | 15 494$m^3$ | 18 144$m^3$ | 13 990$m^3$ | 15 599$m^3$ | 15 164$m^3$ |
| **Mar 2023** | **Apr 2023** | **June 2023** | **Jun 2023** | **Total** | | | |
| 15 577$m^3$ | 12 667$m^3$ | 14 526$m^3$ | 12 742$m^3$ | **178 518$m^3$** | | | |

Table: Recycling Humansdorp July 2022 to June 2023

| Item | Ton | | | | | | | | | | | | Total |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | Jul '22 | Aug '22 | Sep '22 | Oct '22 | Nov '22 | Dec '22 | Jan '23 | Feb '23 | Mar '23 | Apr '23 | May '23 | Jun '23 | |
| Steel | 11.4 | 7.8 | 18.6 | 21.9 | 27.1 | 18.9 | 19.7 | 13.4 | 11.2 | 9.7 | 6.9 | 7.5 | 174.1 |
| Copper | 0.2 | 0.2 | 0.3 | 0 | 0 | 0 | 0.2 | 0.1 | 0.1 | 0.1 | 0 | 0 | 1.2 |
| Aluminium | 0.7 | 0.7 | 1.0 | 1.0 | 1.0 | 0.8 | 1.0 | 0.7 | 0.4 | 0.2 | 0.2 | 0.2 | 7.9 |
| Alu Cans | 1.8 | 1.3 | 1.7 | 2.1 | 2.4 | 4.0 | 5.2 | 2.0 | 2.1 | 1.5 | 1.4 | 1.1 | 26.6 |
| Brass | 0.1 | 0.1 | 0.1 | 0.1 | 0.1 | 0.1 | 0.1 | 0.1 | 0.1 | 0 | 0 | 0 | 0.9 |
| Glass | 12.5 | 8.3 | 5.4 | 4.6 | 3.5 | 10.0 | 3.3 | 4.5 | 3.8 | 4.9 | 4.6 | 20.0 | 85.4 |
| K4 | 153.1 | 153.5 | 174.7 | 178.5 | 133.0 | 165.5 | 166.7 | 144.5 | 117.5 | 122.7 | 100.5 | 102.6 | 1 712.8 |
| HL1 | 8.1 | 5.9 | 6.4 | 7.9 | 9.3 | 7.1 | 12.9 | 9.0 | 7.4 | 6.2 | 6.4 | 6.8 | 93.4 |
| Paper (Other) | 3.4 | 2.4 | 2.5 | 3.4 | 6.1 | 3.8 | 6.0 | 5.1 | 3.3 | 3.5 | 2.5 | 2.8 | 44.8 |
| PET | 30.9 | 22.0 | 29.3 | 22.2 | 23.7 | 23.5 | 32.2 | 24.6 | 19.0 | 17.8 | 12.7 | 11.3 | 269.2 |
| Mixed Plastic | 4.3 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 4.3 |
| Steel Cans | 6.6 | 5.7 | 6.8 | 6.7 | 7.7 | 2.5 | 2.8 | 5.2 | 6.4 | 5.6 | 5.9 | 5.6 | 67.5 |
| HD Plastic | 14.5 | 19.7 | 26.6 | 23.4 | 21.3 | 18.0 | 21.3 | 23.9 | 26.9 | 28.8 | 30.8 | 25.2 | 280.4 |
| Batteries | 0.2 | 0.1 | 0.2 | 0.3 | 0.3 | 0.1 | 0.4 | 0.2 | 0.2 | 0.1 | 0.1 | 0 | 2.2 |
| E-Waste | 0.1 | 0.1 | 0.1 | 0.1 | 0.1 | 0.1 | 0.1 | 0.1 | 0.1 | 0 | 0 | 0 | 0.9 |
| Bricks | 0 | 4.9 | 3.8 | 10.4 | 3.2 | 2.5 | 2.7 | 5.3 | 7.2 | 6.3 | 2.5 | 6.0 | 54.8 |
| Other | 0 | 0 | 0.1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0.1 | 0.1 | 0.3 |
| **Total:** | **247.9** | **232.7** | **277.6** | **282.6** | **238.8** | **256.9** | **274.6** | **238.7** | **205.7** | **207.4** | **174.6** | **189.2** | **2826.7** |

COMPONENT D: COMMUNITY AND SOCIAL SERVICES

| | |
|---|---|
| 3.9 | LIBRARIES, MUSEUMS AND COMMUNITY FACILITIES |
| 3.9.1 | LIBRARIES |

Kouga Municipality Libraries provide the community of Kouga with access to educational, informational, and recreational material in general or for specific users regardless of race, gender, age, language, financial or educational status.

**Strategic Objective**

- To ensure that the communities of Kouga have access to facilities and resources that libraries offer.
- To develop skills, preserve and conserve their culture and natural heritage.
- Provision of a safe and free library service for reading and learning.
- Provision of a free and guided access to knowledge and information to support formal and informal education.

**The following library information services are at the libraries:**

- Computers for staff
- Computers for public
- Telephone Lines
- Internet Services

**Helpdesk Computers, Network and Telephones**

Out of fourteen libraries of Kouga Local Municipality, the computers and network connections of twelve are fully operational. Thornhill and Ukhanyiso Libraries both have working computers but no network connection. Seven Libraries have working telephones. Hankey North & South, Patensie, Loerie, Mbuyiseli Nkosinkulu, N.B. Mathodlana, Tokyo Sexwale, Ukhanyiso and Thornhill Libraries that have no telephones.

Gamtoos Valley Telephone lines and internet in most Municipal Offices not working due to connectivity problems in the entire GV Areas. The connectivity problem in the area is being attended to.

| | | Reference | Data Element | Q1 – Q4 | Sources |
|---|---|---|---|---|---|
| HS3.6 | Average number of library visits per library | HS3.6(1) | (1) Total Number of Library Visits | 44 374 | Community Services |
| | | HS3.6(2) | (2) Count of Municipal Libraries | 14 | Community Services |

**Jeffreys Bay Library Renovation and Extensions Project**

Jeffreys Bay Library was renovated and extended; the project was funded by DSRAC at **cost of R12 949 842.15.**

**Circulation Services**

Circulation of Books from **01 July 2022 – 30 June 2023** = **90 558**

Total Number of Walk in Patrons that used the library = **44 374**

Total Number of Registered Members of the Library that used the library = **243 209**

## 3.9.2 PARKS AND OPEN SPACES




The establishment and maintenance of public open spaces within the Kouga area.

**Strategic Objective**

The Communities have access to Public Open Spaces and Gardens which are well managed and maintained.

**Description of Activities**

- Mowing of Grass (Verges, Picnic Areas, Public Open Spaces, Play Parks, Municipal installations, and offices)
- Alien Vegetation/ Bush Clearing.
- Removal of debris.
- Beautification of open spaces, gardens, and entrances.
- Development of new play parks.
- Planting, Trimming, and felling of trees.

| Reference | Performance Indicator | 2021/22 | Source |
|---|---|---|---|
| C53. | Square meters of maintained public outdoor recreation space | 185859,6 sq meters | Community Services |
| C54. | Number of municipality-owned community halls | 13 | Community Services |

**Highlights:**

Upgrading of the Parks for Recreational purposes

- Dogwood Labyrinth launched in July 2022.
- Pellsrus Park upgraded (work included painting of umbrellas and chairs including concrete bollards, install 2 x ablution containers (male/female) installation of lights, installation of notice boards.
- Yellowwoods Parks ablutions upgraded (works included: Painting, upgrading of the showers, toilets, tiling, installation of toilet cistern, hand basins, ceiling and electrical works and fixing swings and bush clearing was done, installation of notice boards)
- Patensie Park (installation of steel doors and painting of ablution blocks)
- Jeffreys Bay dog-friendly park is re placed by Pellsrus 220 Park. Work included (creating playpark out of tyres and other recyclable material, painting playpark equipment, maintaining the garden planting more of plants)

- General maintenance of park in Johnsonridge & Pelikaan Street, (cutting of grass and general cleaning)

**LAUNCH OF LABYRINTH – 5 JULY 2022**







**UPGRADING OF PELLSRUS 220 PARK**

**BEFORE**



**AFTER**



**PARTNERSHIPS:**

Kouga participated in activities initiated by different partners (“Dorp van Drome,

Patensie Pronk, J-Bay Surfers and Woodlands Dairy to keep Kouga clean and green.

**PATENSIE PRONK**



**DORP VAN DROME – ZOETELIEF AND NSRI**




**SUPERTUBES PARK WILDLIFE RETURNING**



3.9.3 CEMETERIES

The identification of land, planning and co-ordination of all cemetery management activities throughout the Kouga (17 cemeteries with 8 active cemeteries).

**Strategic Objective**

Communities to have access to affordable and adequate cemetery services.

**Description of Activities**

- Identification and applications for the establishment of new cemeteries.
- Maintenance of existing cemeteries.
- Digging, trimming, and closing of graves.
- Cleaning and beautification of cemeteries.
- Cleansing of public amenities at cemeteries.
- Administration and maintenance of The Wall of Remembrance.

**Challenges**

- Most cemeteries have reached full capacity.
- Fencing of new and old Cemeteries was identified.

**Solutions**

- Apply for Environmental authorization for more new Cemeteries.
- Budget provisions for Fencing of Cemeteries.

**STATUS QUO OF CEMETERIES**

| AREA | WARD | BURIALS PER YEAR 2020/21 | BURIALS PER YEAR 2021/22 | BURIALS PER YEAR 2022/23 | AVAILABLE SPACE |
|---|---|---|---|---|---|
| **HUMANSDORP** | | | | | |
| Town | 15 | 192 | 274 | 212 | Yes |
| Kwanomzamo | 6 | 77 | 106 | 88 | Yes |
| Graslaagte | 15 | None | None | None | Full |
| Jeugkamp | 4 | None | None | None | Full |
| **JEFFREYS BAY** | | | | | |
| C-Place | 11 | 191 | 205 | 171 | Yes |
| Dr BB Keet | 8 | None | 5 | 2 | Full |
| Pellsrus Duine Weg | 2 | None | None | None | Full |
| Pellsrus Roman Str | 2 | None | None | None | Full |
| **GAMTOOS VALLEY** | | | | | |

| AREA | WARD | BURIALS PER YEAR 2020/21 | BURIALS PER YEAR 2021/22 | BURIALS PER YEAR 2022/23 | AVAILABLE SPACE |
|---|---|---|---|---|---|
| Centerton | 9 | 2 | 5 | 5 | Full |
| Hankey Town | 9 | 81 | 5 | None | Full |
| Milton | 9 | 111 | 24 | None | Full. Congregational Church Cemetery used |
| Hankey Town New | 9 | | 110 | 117 | New Hankey Cemetery approved through EIA process |
| Weston | 13 | 4 | 6 | 4 | Almost Full Congregational Church Cemetery used |
| Ramaphosa | 10 | None | None | None | Full |
| Patensie Town | 10 | 75 | 99 | 65 | Almost Full<br>New Patensie Cemetery approved through EIA process |
| Thornhill<br>Private Land | 7 | 9 | 8 | 10 | New Thornhill Cemetery approved through EIA process |
| Loerieheuwel | 7 | 22 | 19 | 20 | Almost Full |

## COMPONENT E : ENVIRONMENTAL MANAGEMENT

### 3.10 ENVIRONMENTAL RESOURCE MANAGEMENT

Environmental resource management is the management of the interaction and impact of human societies on the environment. Environmental resources management aims to ensure that ecosystem services are protected and maintained for future human generations, and also maintain ecosystem integrity through considering ethical, economic, and scientific (ecological) variables. Environmental resource management tries to identify factors affected by conflicts that rise between meeting needs and protecting resources. It is thus linked to environmental protection, sustainability and integrated landscape management. Kouga Municipality strives to have zero impact on the environment throughout its operations.

The long-term vision is to manage, protect and sustainably use the natural assets of all Kouga areas, in partnership with the relevant communities, to preserve and ensure the continued existence of our rich biodiversity and its associated ecological processes and services of our environment.

**WASTE MINIMISATION**

The various waste management options can be placed in an order known as the Waste Management Hierarchy which reflects the relative sustainability of each. One of the key principles underlying waste management policy is to ensure that waste is dealt with as high up the Waste Management Hierarchy as possible. Since all waste disposal options have some impact on the environment, the only way to avoid impact is not to produce waste in the first place, and waste reduction is therefore at the top of the hierarchy. Re-use, followed by recovery techniques (recycling, composting and generating energy from waste) follow, while disposal to landfill or by incineration, the worst options, are at the bottom of the hierarchy.

The following recycling initiatives were undertaken:

- RECYCLING WITH "GOD SE HANDE IN PATENSIE"
- RECYCLING STATION AT SUPERTUBES/CAPE ST FRANCIS
- HUMANSDORP RECYCLING CENTRE
    - Since 2019 to date, we constantly refined the recording of the waste received as well as recycled to align with the National Waste Information system. Recycling is done at the tip face of the landfill site and recyclables are taken to the recycling facility at the Humansdorp landfill site.
- E – WASTE RECYCLING
    - October is earmarked for E-waste International day. Kouga Municipality participated by sharing information with Kouga Municipality Business forum and residents to encourage businesses and residents to implement the producer pay principal by taking back all e-waste to producers or retailers.
- PARADISE BEACH DROP OFF
- ST FRANCIS BAY AND OCEAN VIEW DROP-OFF SITES
- RECYCLING AT St FRANCIS AIRFIELD
- INTERNATIONAL DAY OF ZERO WASTE
    - The day was introduced to make people aware of the amount of valuable material that is discarded and to encourage people to reduce, reuse, recycle and think of what they do with waste.
- RECYCLING VENDING MACHINE
    - A project in collaboration with Woodland's dairy.
- EVENTS RECYCLING
- ZERO PLASTIC BAGS

**KEEP KOUGA GREEN (KKG)**

The Keep Kouga Green campaign was launched on 7 February 2020 at Nico Malan High School, Humansdorp and has continued during 2022/23. The purpose of Keeping Kouga Green is to offset Greenhouse gases emitted by human activities that can range from complex industrial production processes to simply driving a car. The projects include awareness campaigns regarding green communities to planting trees and beautifying the environment. The trees planted will absorb carbon dioxide from the atmosphere and provide health benefits, as well as environmental benefits, such as

water and air quality preservation, and biodiversity protection. The KKG campaign is to mitigate and adapt to Climate Change.

The campaign seeks to establish a way to raise awareness about climate change and how to respond to global warming. It focuses on communities by promoting positive environmental behaviour and facilitating the sustainable growth within communities.

The Objective of Keep Kouga Green is to:

- Improve climate change adaptation through minimization of biodiversity loss and planting of indigenous trees,
- Encourage use of greener technologies to mitigate against environmental degradation, protection and enhancement of ecosystems,
- Restoration, enhancing, protecting and rehabilitation of open spaces,
- Maximize measures towards pollution mitigation,
- Recycling initiatives.

Kouga Municipality has initiated a Green Waste Strategy under the of Keep Kouga Clean and Green. The purpose of the strategy to mitigate against CO2 emissions and other greenhouse gas emissions, while reducing the green waste going to landfill. Projects such as Composting and Biochar production have materialised from this strategy.

GREENEST MUNICIPALITY

Kouga Municipality was placed second in the 2022 Eastern Cape Greenest Municipality Awards (GMA) – for the second time.

The awards, aimed to encourage sustainable development at local government level, was initiated in 2001 with a primary focus in implementing the national Waste Management Strategy – promoting a healthy environment, as well as green and clean towns in municipal areas.

**TREE PLANTING**

Kouga Municipality has initiated a tree planting drive as a commitment to combating climate change. Trees do not only create the oxygen we breathe and need to survive, but they also remove harmful greenhouse gases from the air and plays a major role in cooling down the planet. During the financial year 2022/2023 Kouga Municipality planted over 1 000 trees around Kouga. As part of Nature Conservation legislation Kouga Municipality needs to develop a Management Plan for all the relevant nature reserves and coastal areas.

The Department of Forestry, Fisheries and the Environment (DFFE) established the National Arbor City Awards (NACA) in 2002. The NACA are a quest to promote environmental greening and development thereby securing sustainable and healthy living environment for settlement areas in South Africa.

The NACA competition provides incentives and rewards to Municipalities who are doing their best in terms of greening, especially in townships and new settlement areas. The Kouga Local Municipality has been shortlisted for the 2023 NACA Competition.

**KEEP KOUGA CLEAN**

Kouga Municipality embarked on Operation Coca – Maak Skoon for the residents of Kouga as part of the Keep Kouga Clean programme. The programme started on Monday 17 January until 28 January 2023. The residents were allowed to place unwanted goods on the pavement for collection by the Municipality. The Municipality also identified central areas where skip bins were placed for Garden refuse and builders' rubble. Part of the programme was road marking, compliance and enforcement inspections by the Environmental Health Practitioners and Law Enforcement. Grass cutting, bush clearing and removal of unwanted goods in all areas was conducted. Traffic services conducted road marking and painted a total 47 roads during the operation and covered all the areas.

Jeffrey's Bay, South Africa is home to approximately 50 362 people (United Nations 2022). This population is expected to generate 5 657 kg of plastic waste per day (based on the South African average waste generation; IUCN, EA-QUANTIS 2020). Considering that Jeffrey's Bay is a coastal town, and assuming that 5% of plastic waste in South Africa ends up in rivers or the oceans (IUCN, EA-QUANTIS 2020), up to 283 kgs of plastic waste may enter the ocean from Jeffrey's Bay daily.

The Kouga Municipality are taking action to address the waste pollution issue in Jeffrey's Bay. As part of this initiative, they have consulted *Sustainable Seas Trust*, a non-governmental organisation based in Gqeberha, , on how to intercept plastic waste in stormwater systems by installing litter traps at Dolphin Beach stormwater outlet.

As part of compliance the W&E section does inspections for compliance and enforcement. The table below shows the inspections completed:

| **Site Inspections Type** | **No.** |
|---|---|
| Plot clearing, indigenous bush clearing, open spaces, greenbelts and fire breaks | 13 |
| Protected Trees | 15 |
| Complaints received and responded | 36 |
| Site Inspections with other departments (internal & external) | 14 |
| Sand Dune erosion and accretion | 8 |
| Wetland or Water recourse disturbance | 5 |
| Sewage spillages/run-off | 13 |
| Other | 3 |

**TREE MANAGEMENT/PLOT CLEARING**

Overgrown plots have been a challenge in all Kouga areas and creates a health and fire risks. The department started with a private plot clearing programme to reduce the risk.

A Bush Clearing Policy was adopted in 2021 and it includes the clearing of private plots. Community Services Department is inundated with complaints from residential areas of overgrown private plots posing a fire, safety and security or health risk. The policy covers operational management principles, procedures and processes on public and privately-owned land for the following purposes only:

- Control and elimination of fire hazards.
- Combating and control of vegetation that is a verified fire hazard and other threatening danger.
- To protect and avoid communities that's surrounded by natural overgrown bush areas that endanger the communities.

Compliance notices are served to the landowners per registered post and by email as a courtesy where such information is provided in the municipal data base. Very few landowners respond to the notices and the Department identified high priority risk areas of privately owned properties as phase one for clearing by SMME's.

Part of W&E's scope of work is to ensure residents follow the proper channels when removing protected trees due to damage to infrastructure or for maintenance purposes. Therefore, to ensure compliance with legislation, W&E assists residents to obtain the permits from DFFE when they want to remove or prune protected trees. Site inspections were conducted at multiple locations for residents that wanted to prune Milkwood trees.

### 3.10.1 ENVIRONMENTAL PROTECTION

Environmental protection is a practice of protecting the natural environment on an individual, organization and government level, for the benefit of both the environment and humans.

Due to the pressure of overconsumption, population and technology, the biophysical environment is being degraded, sometimes permanently. This has been recognised, and government has started placing restraints on activities that cause environmental degradation.

Kouga Municipality landfill sites are licensed through the National Environmental Management: Waste Act of 2008 and Environmental Conservation Act of 1989 that set out the conditions which we must comply with to ensure that the environment is protected against any degradation or pollution. To comply with the set conditions and to ensure that there is minimal damage to the environment, legal compliance audits are conducted quarterly and annually by an independent auditor and on an ad-hoc basis by the licensing authorities. In addition, inspections are conducted monthly at waste drop off sites and landfill sites to monitor the level of compliance with the various statutory licenses and best environmental practices.

The section's strategy is premised on waste minimisation to remedy and minimise the negative environmental impact caused by its operations to the environment and has appointed a recycling service provider. The recycling programme is aimed at socio-economic upliftment of communities as they are based on partnerships with the community. The implementation of the programme recovers recyclable material from drop off centres, commercial businesses, and events.

The section is increasing its focus on partnerships and stakeholder involvement to change behaviour and create awareness. During the year various successful events were held in collaboration with partners including the "Keep Kouga Clean" campaigns in collaboration with the Mayor and special day events such as Mandela Day.

Signage was installed at dune areas to inform the public that these are sensitive areas that the municipality is actively trying to rehabilitate. If residents avoid these sensitive areas, the areas stand a better chance to be rehabilitated over time. Rehabilitation of these dunes will help delay the encroachment process until the dunes can be stabilised with enough vegetation.

**POPLAR DAM**

The Poplar dam has been invaded by an invasive plant species known as *Salvinia Molesta* known as Kariba weed. The Kouga Local Municipality in partnership with the Centre for Biological Control (CBC) from Rhodes University has established a weevil rearing program aimed at controlling the invasive plant species. The Rhodes University is also using this site as a research project. The rearing facility has been erected at the Poplar dam.

The containers that house the weevils has been filled with water, the food source (Kariba weed) has been added to the containers and the first few batches of weevils have been released into the containers. The weevils will need time to multiply before release into the Poplar dam can commence. Monitoring is being done on a weekly basis which includes testing the pH in the containers, adding nutrients when necessary and opening/ closing the greenhouse during warm/cold days to ensure optimal temperatures are maintained due to the weevil being very susceptible to temperature changes.

Most recently more than 90% of the invasive plant has been physically removed with the help of residents that live near the dam. The reeds around the dam were also cleared in order to gain access to the Kariba weed that was stuck between and around them. There were unfortunately setbacks when it came to releasing the first batch of weevils onto the dam. The weevil population did not have sufficient numbers that would allow us to release them onto the dam in the time frames we had hoped for this was due to increased temperatures within the greenhouse as a result of a very hot summer season. However, the Kariba weed can quickly regrow as it is very difficult to remove every single Kariba plant and constant future monitoring will be necessary to ensure it does not take over the dam completely again. In the meantime, the rearing of the weevils will continue to help combat the regrowth of the Kariba weed.

### 3.10.2 POLLUTION CONTROL

Sarah Baartman District Municipality has embarked on development of a District Wide Environmental Pollution Control plan and other environmental management strategies.

Pollution Control is the process of reducing or eliminating the release of pollutants (contaminates, usually human – made) into the environment. It is regulated by various environmental agencies that establish limits for the discharge of pollutants into the air, water, and land. A wide variety of devices and systems have been developed to control air and water pollution and solid waste.

Air pollution control can be divided into two categories: the control of particulate emissions and the control of gaseous emissions.

Environmental Management and Environmental Health share this mandate due to the nature of contaminants that affect people and the environment. Pollution cases that have been reported were pertaining to sewage spills and illegal dumping have been referred to the relevant department.

Beaches are cleaned constantly and further provides protection services to ensure discipline, but there is currently not enough capacity to do this on a fulltime basis. Visits are seasonal and weather permitting.

Site inspection and selection for oil spill contingency training provided by the DFFE Oceans & Coasts branch:

Multiple sites were inspected with the DFFE O&C branch to look at all our beaches and estuaries within the Kouga area. The purpose was to visually assess the vulnerabilities of our beaches and estuaries in case of an oil spill. The goal is to include oil spill contingency plans for all our beaches and estuaries and to ensure that all relevant municipal staff are educated and trained on the procedures of an oil spill contingency plan.

### 3.10.3 BIODIVERSITY PROTECTION

The functions of biodiversity reside with Department of Economic Development and Environmental Affairs as the municipality does not have capacity. The municipality supports the mission to conserve the rich biodiversity and promotes initiatives to proclaim protected areas in terms of NEMA: Protected Areas Act while enhancing ecotourism through our nature reserves.

Our mission is to conserve the rich biodiversity, diverse natural ecosystems, and cultural heritage characteristics of our environment through the implementation of management programmes that have clearly defined management goals and objective for the enlightenment, enjoyment, and benefit of present and future generations.

The municipality has partnered with FOSTER to protect the nature reserves in Cape St Francis. Additional properties have been identified of high ecological and biodiversity importance and will be consolidated into the Erma Booysen Nature Reserve.

| Reference | Performance Indicator | Reference | Data Element | 2020/21 Baseline | 2021/22 Annual | 2022/23 Annual | Source |
|---|---|---|---|---|---|---|---|
| ENV4.11 | Percentage of biodiversity priority area within the municipality | ENV4.11(1) | (1) Total land area in hectares classified as "biodiversity priority areas" | Not available (To be determined) | 198ha | 198ha | Community Services |
| | | ENV4.11(2) | (2) Total municipal area in hectares | | 241800ha | 241800ha | Community Services/ IDP |

| Reference | Performance Indicator | Reference | Data Element | 2020/21 Baseline | 2021/22 Annual | 2022/23 Annual | Source |
|---|---|---|---|---|---|---|---|
| ENV4.21 | Percentage of biodiversity priority areas protected | ENV4.21(1) | (1) Area of priority biodiversity area in hectares which is protected | Not available (To be determined) | 127ha | 127ha | Community Services/ IDP |
| | | ENV4.21(2) | (2) Total area identified as a priority biodiversity area in hectares | Not available (To be determined) | 75ha | 75ha | Community Services |

### 3.10.4 COASTAL MANAGEMENT

KM has adopted a Coastal Management Plan in terms of the Integrated Coastal Management Act. Coastal Management is having an impact on various functions within the Municipality such as Planning & Development as well as Infrastructure and Engineering. The Sarah Baartman District Municipality has established a district Coastal & Environmental Management Committee and the 1st meeting was on 28 Sep 2022.

Climate Change Greenbook roll out initiatives in partnership with CSIR and Santam took place at SBDM, and indicators identified. The identified indicators demonstrate areas within the district that may experience high risk of climate change impacts.

- Agriculture – manage food insecurity.

- Biodiversity & Environment – the following are identified:
    - manage change in land-use,
    - rehabilitate degraded landscape.
    - stabilize sand dunes in coastal areas (setback lines).
    - manage loss of priority wetlands and river ecosystem.
    - manage alien clearing and
    - promoting greening

- Human settlement and human health – manage population growth and housing demand; improve municipal health services.

- Disaster management – manage disaster management – flooding, wildfires, etc.

- Infrastructure and water management – the following are identified:
    - manage drought.
    - manage drinking water quality in the district – testing and invest in water conservation measures.
    - measures to improve storm water management – poor drainage system.
    - improve water quality in municipal ecosystem – wetlands rehabilitation programs.
    - manage water and sanitation infrastructure.
    - manage waste infrastructure.

- Tourism and LED – the following are identified:
    - manage and maintain tourism attraction areas in the district - 7wonders etc.
    - maintain and manage economic investments in the district – promoting SMMEs and external investors.

SALGA/VVSG refresher training, localising service delivery and IVR call centre programme took place at the Community Services boardroom on 22 September 2022. This is an application to report complaints.

**BLUE FLAG STATUS**

The Blue Flag Programme promotes sustainable development in freshwater and marine areas. It challenges local authorities and beach operators to achieve high standards in the four categories of: water quality, environmental management, environmental education and safety. Over the years, the Blue Flag has become a highly respected and recognized eco-label working to bring together the tourism and environmental sectors at local, regional and national levels.

Three beaches in the Kouga region have been awarded Blue Flag world-class status and the right to wave their Blue Flag Status on 3 November 2022.

Dolphin Beach in Jeffreys Bay once again got the nod from the adjudicators to fly the blue flag.

Another addition to Kouga's achievement was Cape St Francis Beach and Marina Martinique (a private beach) - both receiving Blue Flag Status.

Blue Flag Status is awarded for excellence in safety, amenities, cleanliness, and environmental standard.

**BLUE FLAG PROGRAMS**

**Lifeguards' water safety education and awareness.**

The Lifesaving Service section focuses on creating awareness through water safety programmes towards schools and the community, providing training for locals, preventing, or reducing the risk of drownings, mitigating the severity of emergencies, emergency preparedness, rapid and effective response to emergency situations and post emergency assistance.

During November and December 2022, the lifeguards at Dolphin Beach did education and awareness campaigns around water safety with Jeffreys Bay Primary School. The lifeguards also did the same campaign in Hankey at Yellowwoods Nature Reserve with Hankey Primary School.

**CAPE ST FRANCIS DUNE MANAGEMENT**

Kouga Municipality undertook a Basic Assessment application for the maintenance and management of Cape St Francis Dunes. The application was submitted in terms of the EIA Regulations (as amended 7 April 2017) under the ambit of the National Environmental Management Act (No. 107 of 1998) as amended. On 18 April 2023, the Eastern Cape Department of Economic Development, Environmental Affairs and Tourism (DEDEAT) issued an Environmental Authorisation (EA) for the application (DEDEAT Reference EC08/C/LN1&3/M/32-2022.

**OYSTER BAY – DUNE REHABILITATION**

The Kouga Local Municipality in partnership with the Rate Payers Association appointed a consultant to developed a Maintenance Management Plan (MMP) for the dune systems in Oyster Bay.
Implementation of the approved Plans commenced in 2019.

The MMP were developed to address the threat of dune enchroachment onto properties and critical infrastructure. The goal of the MMP is to stabilise the fore-dune systems by creating vegetated berms to trap the sand and eventually form stable vegetated berms.

The coastal habitat acts as a major ecological corridor and is of great importance for climate change adaptation as it is the first line of defence for landward areas from impacts of sea-level rise and storm surges.

To date berms have been created and brush packed with cleared alien invasive vegetation until such time that vegetation of the berms can commence. The implementation of the MMP has not been without its setbacks. The Kouga area has been declared a drought disaster area which has made revegetation efforts challenging since watering of the vegetation, especially in the initial stages is cruical for the success and survival rate of the planted vegetation. However, there has been success in getting pioneer grassess and other dune vegetation to take root on the fore-dunes.

In February 2019 the department commenced with the removal of sand which were encroaching on Brander Street and adjacent properties in Oyster Bay.

Approximately 80% of the dunes overrunning Brander Street have been pushed back, except for one dune where the Black Oyster birds were nesting.



**Brander Street and Adjacent Properties in Oyster Bay**

**SEEKOEI ESTUARY MANAGEMENT**

W&E does water monitoring monthly at all estuaries within the municipal area as well as its Blue Flag beaches to ensure safe water quality for the community and tourist. Microbiological and chemical water sample are taken. The artificial breaching of the estuary mouth commenced in June 2023 after NEMA Section 30A application was approved by the Department of Economic Development, Environmental Affairs and Tourism (DEDEAT). The opening of the estuary mouth was clearly successful with respect to objectives set.

### 3.10.5 CLIMATE CHANGE

Kouga Municipality has adopted a Climate Change Strategy and the Strategy is aligned with the Sustainable Developmental Goals 2030 and the IDP. Priority areas has been identified and an implementation plan with resource allocation, costs and timeframes are being developed from the strategy. Due to the importance of climate change adaptation and mitigation several workshops are planned, and climate change documents needs to be reviewed.

Kouga Municipality hosted a climate change workshop in partnership with Green Cape. This workshop series aims to enhance participants' understanding of the opportunities for, and challenges to the adoption of clean/green solutions in their contexts. It further seeks to accelerate green economic innovation and growth by showcasing the methods of overcoming barriers to green innovation.

## 3.10.6 ENVIRONMENTAL ACTIVITIES

**CLEAN UP CAMPAIGNS - SURF SCHOOL KIDS CLEAN UP**











**INTERNATIONAL CLEAN UP AND RECYCLING DAY 7 SEPTEMBER 2022**









**SCHOOL PROJECTS - TRAINING AND EDUCATION**










**PRESERVING LOCAL HISTORY**

Preserving the local history is an important part of not losing touch with the history of Kouga. By showcasing our local history, the community does not forget these historical moments that brought communities together. W&E section is coordinating the launching of historical projects that included Geelstert and BRAG (A fisherman's mate)

Geelstert, fishing boat of Jeffreys Bay, dates to the sixties. Geelstert was one of the last two of the original 20 working fishing boats in Jeffreys Bay. In a staged mock-up many visitors took part in the historic manoeuvre of fishing boats from the sea. On this occasion Theuns Jordaan performed "Skipskop" and SABC TV filmed the procedures.




**THE GREEN GARDEN/**
**COMMUNITY GARDEN**

The Green Garden is a community established garden and vegetable garden that is managed and maintained by the community. People from the community can collect vegetables grown at these gardens. The purpose of the community garden is to raise awareness on food security and that with little effort, people








can create their own food gardens at home.

## 3.11 ENVIRONMENTAL HEALTH

### 3.11.1 SERVICE DELIVERY STRATEGY

To improve the health status of communities through the identification, evaluation and control of critical factors that affect the physical, social, and mental well–being of communities.

Environmental Health Services are mainly preventive health services and are therefore largely protecting public health and preventing health hazards/risks and diseases.

**FUNCTIONS OF ENVIRONMENTAL HEALTH SERVICES**

- The functions of Environmental / Municipal Health Services for the Municipality are as follows:
- Water Quality Monitoring,
- Food Control,
- Waste Management: illegal dumping,
- Health Surveillance of premises,
- Pauper Burials: attending to applications for exhumations and reburials,
- Surveillance and Prevention of Communicable Diseases,
- Vector Control,
- Environmental Pollution Control, attending to complaints and health nuisances,
- Evaluation of Cemeteries, Mortuaries, and funeral undertakers' premises,
- Active Environmental Education Sessions and Awareness Campaigns / Programmes,
- Business registration & hawker programmes

The above functions as rendered by the Municipality excludes Port Health, Malaria Control and Hazardous Substances which are functions and competency of the Eastern Cape Department of Health.

**ANNUAL PERFORMANCE AS PER KEY PERFORMANCE INDICATORS IN ENVIRONMENTAL HEALTH SERVICES**

| Description of the Activity and Analysis of the Function | Environmental Health | 2021/22<br>No. of Facilities | 2021/22<br>No. of Visits | 2022/23<br>No. of Facilities | 2022/23<br>No. of Visits |
|---|---|---|---|---|---|
| Surveillance of premises | Inspection and evaluation of food premises, milk farms and other facilities to ensure compliance to all Health Regulations and to ensure that products sold to the public is fit for consumption | 827 | 2399 | 820 | 2305 |
| Water Quality Monitoring | Water Quality Monitoring: Sampling of water for bacteriological and chemical analysis to ensure compliance with SANS 241 and to ensure that the water is fit for human consumption. | 35 Sampling Points 12 X 35 Bacteriological Samples 4 X 35 Chemical Samples<br><br>Extra for Covid19: 156 Bacteriological Samples<br><br>Failure Resamples: 90 samples | 806 | Sampling Points 12 X 35 Bacteriological Samples 4 X 35 Chemical Samples<br><br>Additional Samples: 101 Bacteriological Samples<br><br>Failure: 14 Resamples | 675 |
| Waste Management | Waste Management: identification of illegal dumping sites to ensure a clean and healthy environment. | 15 Illegal Dumping Sites | 25 | 12 Illegal Dumping Sites | 24 |

| Description of the Activity and Analysis of the Function | Environmental Health | 2021/22<br>No. of Facilities | 2021/22<br>No. of Visits | 2022/23<br>No. of Facilities | 2022/23<br>No. of Visits |
|---|---|---|---|---|---|
| Health Surveillance of Premises | Health Surveillance of Premises: Assessment of factors including ventilation, lighting, moisture, and approval of building plans to ensure safety. | 235<br>Building Plans & Land Use Applications | 235 | 213<br>Building Plans & Land Use Applications | 213 |
| Surveillance & Prevention of communicable diseases | Surveillance & Prevention of communicable diseases: Health and hygiene promotion to prevent communicable diseases and disease outbreaks. | Ongoing as per visit to facilities | Ongoing as per visit to facilities | Ongoing as per visit to facilities | Ongoing as per visit to facilities |
| Vector Control | Vector Control: Vector control of public health interest including the control of anthropoids, rodents, and other alternative hosts of diseases. | 15<br>Facilities (Municipal Buildings) | 10 | 15<br>Facilities (Municipal Buildings) | 10 |
| Environmental Pollution Control | Environmental Pollution Control: Identification of polluting agents and their sources to ensure hygienic working living and recreational environment, e.g., management of overgrown plots. | 319<br>Notices Issued | Cleared by Owners: 17 | 166<br>Notices Issued | Cleared: 22 |
| Disposal of the Dead | Disposal of the Dead: Manage, control and monitoring exhumations and reburial or disposal of human remains | 16 Application | 16 Approved | 8 Applications | 8 Approved |

| Description of the Activity and Analysis of the Function | Environmental Health | 2021/22<br>No. of Facilities | 2021/22<br>No. of Visits | 2022/23<br>No. of Facilities | 2022/23<br>No. of Visits |
|---|---|---|---|---|---|
| Business Registration & Hawkers Programme | Business Registration & Hawkers Programme: Registration of all new businesses in terms of the Business Act, including hawkers. | 67 Applications | 67 Approved | 53 Applications | 33 Approved |

**NELSON MANDELA UNIVERSITY'S 4TH YEAR ENVIRONMENTAL HEALTH STUDENTS – EDUCATIONAL TOUR – SEPTEMBER 2022**

Environmental Health students from Nelson Mandela University visit the Municipality once a year for a weeklong practical tour in the field of Environmental Health. It has been a long-standing collaboration between the Municipality and the University, for more than fifteen years, but due to Covid 19, the students could not be accommodated for the educational tour due to the restrictions that were in place.

This year, the educational tour was revived, and the fourth-year students visited the Municipality from Monday, 26 September until Friday, 30 September 2022, with a total of twenty-one students accompanied by two lecturers. As part of the students' in-service training, they come to the Municipality to get the necessary practical exposure.

The Environmental Health Practitioners together with the Nelson Mandela University lecturers takes these students on day trips to different premises/facilities to introduce and give the students the necessary experience as to the scope of practice of environmental health, pertaining to Municipal Health services.

The students were exposed to some of the services the Municipality offer to the community, such as the waste / landfill site, wastewater treatment works, and water treatment works. They were also presented with discussions around waste management, occupational health and safety, climate change strategies as well as drought mitigation. They were educated on the link between Environmental Health, in particular Municipal Health services, and other service delivery elements.






**HEALTH EDUCATION & AWARENESS PROGRAM IN LINE WITH WORLD ENVIRONMENTAL HEALTH DAY (WEHD) AT DAYCARE CENTERS – SEPTEMBER 2022**

World Environmental Health Day is celebrated on 26 September every year by the International Federation of Environmental Health (IFEH) to promote the awareness of different issues surrounding environmental health. This event is celebrated annually and globally. Environmental Health addresses all the physical, chemical, and biological factors external to a person, and all the related factors impacting behaviours. It encompasses the assessment and control of those environmental factors that can potentially affect health**.** It is targeted towards preventing disease and creating health-supportive environments.

The purpose of the program is to educate the children and caregivers on the importance of health and hygiene, water conservation, the effects of illegal dumping on the environment and to encourage the residents on the importance of caring and taking ownership of their health and environment. This section identified four day-care centres within Kouga Local Municipality where the program was conducted, and these are as follows: Madiba Bay, Masikhule, Ethembeni and Siembamba

The focus of the education and awareness program was the following:

- Health education and awareness
- The importance of hand washing for health
- Demonstration of how to wash hands properly.
- Clean up in and around the grounds.
- Planting of trees in and around the grounds

Each of the creches / day-care centres were presented with educational material, hand sanitizers, hand soap, disinfectant, trees and goodie packets for the learners.

**ENVIRONMENTAL HEALTH GLOBAL HANDWASH DAY: SCHOOLS FOOD SAFETY & HYGIENE AWARENESS PROGRAM**:

Celebrated annually on October 15, Global Handwashing Day (GH Day) is a global advocacy day dedicated to increasing awareness and understanding about the importance of handwashing with soap as an easy, effective, and affordable way to prevent diseases and save lives.

The 2022 Global Handwashing Day theme focused on the links between handwashing and food including food hygiene and nutrition. Hand Hygiene is an important part of keeping food safe, preventing diseases, and helping children grow strong.

The Environmental Health Section identified Schools which participate in the schools feeding scheme program to conduct health education and awareness around food safety and hand hygiene. The focus of the program was food handlers involved in the preparation of food for school children. The following topics were discussed with the food handlers:

- Food safety & hygiene
- Personal and environmental hygiene
- Compliance to R638

A total of 21 schools were reached with the program.

**EDUCATION & AWARENESS PROGRAM: DROUGHT MITIGATION & WATER CONSERVATION IN LINE WITH NATIONAL WATER WEEK (APRIL 2023)**

The National Water Week campaign is aimed at educating the public about their responsibility in water conservation initiatives, raising awareness around the need to protect and conserve the country's water resources. The Department of Water and Sanitation celebrates Water Week by urging everyone to use water sparingly to ensure **Water for All.** The theme for National Water Week 2023 is "Accelerating Change".

Kouga Environmental Health celebrated this important campaign by visiting Grade 5 learners at several schools within the Kouga Municipal Area during the month of April 2023. The purpose of the program was to educate the Grade 5 learners on topics not only limited to water conservation and drought but also to general health and hygiene as follows:

| **Importance of Water** | **Personal Hygiene** | **Environmental Hygiene** |
|---|---|---|
| - Importance of water for life<br>- Water conservation<br>- Protection of our water sources<br>- Link between water and health<br>- The meaning of drought and the effects thereof | - What is Personal Hygiene<br>- Washing of Hands<br>- When to Wash Hands<br>- How to Wash Hands | - What is Environmental Hygiene<br>- Cleaning & Sanitizing of surfaces and equipment |

**ANIMAL MANAGEMENT**

Outbreak of African Swine Fever.

On 2 January 2023 the Community Services Department was informed of pigs that have died in Ocean View. After investigation it was found that several pigs died and many were disorientated the services of a specialist vet was called in and assisted with an autopsy on some of the pigs and it was found that the pigs were dying from African Swine Fever. Community Services immediately started with community engagement by doing door to door visits, loud hailing and community meetings. The worst outbreak was in Ocean View but dead pigs were also reported in Sea Vista, Kwanomzano and Thornhill. All areas were visited by Animal Care organisations, the State Vet department and Community Services. Since the outbreak 420 pigs died. The conditions were the pigs are living are not suitable and it needs to be addressed as a matter of urgency.





Other activities undertaken by animal rescue organisations supported by Community Services included:

| | |
|---|---|
| Spaying and Neutering - dogs | 1 403 |
| Spaying and neutering cats | 488 |
| Mange treatment - at least | 1 601 |
| Parvo treatment 5 per day - at least | 2 186 |
| Vaccinations | 2 229 |

**Out Reach Days**

| | |
|---|---|
| Kareedouw | 12 |
| Thornhill | 12 |
| Loerie | 12 |
| Tokyo Sexwale Town ship | 48 |
| Humansdorp Landfill | 48 |
| Joubertina | 4 |
| Hankey | 12 |

| | |
|---|---|
| Patensie | 12 |
| Oysterbay | 2 |
| Unchain the dog | 12 |
| **Adoptions Cats and Dogs** | 265 |
| Deworming - low estimate | 5200 |
| Euthanizing cats and dogs ** | 480 |
| Dead seal removal | 9 |

**Urgent need for cremation facility for pets in Kouga.

## COMPONENT F: FIRE AND RESCUE SERVICE

### 3.12 FIRE SERVICES AND DISASTER MANAGEMENT

The Kouga Fire Department serves the community by delivering swift and quality services to the public. It consists of four fire stations based in Humansdorp, Hankey, Jeffreys Bay, and St. Francis Bay and these stations serve a jurisdictional area of 2670 square kilometers.

Firefighters are responsible for the protection of life, properties, and the environment. This is accomplished through the suppression of fires, rescuing persons from danger and mitigation of hazards. Work is usually performed under adverse conditions and requires the use of sound judgment and the ability to make rational decisions under stressful and emergency circumstances.

The Fire and Disaster Services attended to 511 incidents during the year and achieved a response time of 83.82% within 15 minutes from call received until the time of arrival at the incident. The service strives to improve on response times by establishing volunteer fire fighting teams in the outlying areas to empower the community and enable them to practice better and smarter fire safety techniques. The aim is to train community members on basic firefighting in the wards and provide them with basic firefighting equipment.
The Fire Service also established overall good relationships with the community which leads to positive and successful cohesion during incidents.

Working On Fire strengthened their relationship with Kouga Municipality Fire Services by signing a five-year agreement until 2028. A new base was also established in Humansdorp to assist with bush clearing in the various wards of Humansdorp. Bush clearing and the maintenance of fire breaks is ongoing and there is vast improvement with the identified risk areas in the wards. Working on Fire has also assisted the municipality with two (2) chipper machines as per their mandate to address overgrown areas and maintain fire belts/breaks within the Kouga area.

Fire awareness campaigns and yearly evacuation drills were held at various public institutions like the hospitals in Humansdorp, Hankey Magistrate court and Old Age Homes in Humansdorp and Jeffreysbay. Evacuation drills and basic firefighting training with municipal staff has also improved. Evacuation drill and simulation exercises between Woodlands Dairy, the Windfarm and the Kouga municipal fire teams are a yearly arrangement and highlight for the service. Fire awareness and safety education at schools in Kouga is also a highlight and very important to the service. Schools all over Kouga jurisdictional wards were visited as below:

| Awareness and Training | 1st Quarter July – September 2022 | 2nd Quarter October – December 2022 | 3rd Quarter Jan -March 2023 | 4th Quarter April - June 2023 | Grand Total 2022/2023 |
|---|---|---|---|---|---|
| Number of civilians reached | 75 | 229 | 50 | 53 | 407 |
| Type of institutions visited.<br>(e.g., Old age home/Hospital / Clinic / Factory / Govt. buildings / Library etc.) | Awareness and training were conducted at various institutions and community members in the wards.<br>Shops, Restaurants, Humansdorp & Isivivana Hospital, Woodlands Diary, Old Age Homes, Townhouse complexes, Dept of justice<br>St. Francis Links, Fountains mall, Elmo's Furniture Factory<br>Woodlands Dairy, Kouga Partnership Hospital ,Isivivana Hospital<br>Kouga municipal buildings, The Windfarm, St. Francis Links | | | | |
| Number of children and teachers reached | 0 | 1025 | 126 | 18 | 2001 |
| Number of schools covered | 0 | 8 | 3 | 2 | 13 |

| Awareness and Training | 1st Quarter July – September 2022 | 2nd Quarter October – December 2022 | 3rd Quarter Jan -March 2023 | 4th Quarter April - June 2023 | Grand Total 2022/2023 |
|---|---|---|---|---|---|
| • Smiley Kids - Ward 11<br>• Pellsrus Primary School – Ward 2<br>• Kings College - Ward 14<br>• Jeffreys Bay Comprehensive High School - Ward 11<br>• Graslaagte Primary School – Ward 4<br>• Hankey Primary & Bambi Pre-Primary School - Ward 9<br>• Kate van der Merwe Primary School – Ward 5<br>• Centre of Grace Foundation – Ward 11<br>• Loerieheuwel Primary School – Ward 7<br>• Kleine Engele Daycare – Ward 15<br>• Eagles Accolades - Ward 11<br>• Sea Vista Primary School - Ward 1<br>• Makhunyane Primary School - Ward 2<br>• Kingdom Rise School - Ward 2<br>• Nolutho Day Care - Ward 6 | | | | | |

The rise in structural fires is a concern for the department since loadshedding increased, which encouraged firefighters to embark on door-to-door awareness and educational programmes within the wards of KwaNomzamo, Thornhill and Oceanview. This exercise is ongoing and continue daily.

| | | | | | 2022/23 | | | |
|---|---|---|---|---|---|---|---|---|
| Reference | Performance Indicator | Reference | Data Element | 2020/21 Baseline | Q1 | Q2 | Q3 | Q4 |
| FD1.11 | Percentage of compliance with the required attendance time for structural firefighting incidents | FD1.11(1) | (1) Number of structural fire incidents where the attendance time was less than 15 minutes | | 26<br>Structural Fires from July to September 2022 | 27<br>Structural Fires from October - December 2022 | 23<br>Structural Fires from January to March 2023 | 14<br>Structural Fires from April to June 2023 |

| | | | | | 2022/23 | | | |
|---|---|---|---|---|---|---|---|---|
| Reference | Performance Indicator | Reference | Data Element | 2020/21 Baseline | Q1 | Q2 | Q3 | Q4 |
| | | FD1.11(2) | (2) Total number of distress calls for structural fire incidents received | | 29<br>Distress Calls for Structural Fires During July – September 2022. | 33<br>Distress Calls for Structural Fires in October – December 2022 | 25<br>Distress Calls for Structural Fires from January – March 2023 | 14<br>Distress Calls for Structural Fires from April to June 2023 |

The procurement of 2 x 4 X4 LDV's for bushfire fighting purposes is also very encouraging for the service to complement the old and existing fleet. This project is funded by the Sarah Baartman District Municipality as per Service Level Agreement.

The Community Fire Safety Bylaw was approved and workshopped with stakeholders for the enforcing of the bylaws and transgressions.

## 3.13 DISASTER RISK MANAGEMENT

The Disaster management section and Kouga Municipality dealt with the devastating effects of drought, loadshedding and floods during the year.

The following disaster management policies have been developed to enhance the coordination and the management of disastrous incidents.

The Disaster Management Plan for the Kouga Local Municipality has been reviewed and adopted by Council.
Preparedness and Contingency plans have been developed and are ready for policy discussion and approval by the policy committee.

A term of reference for a Municipal interdepartmental committee for disaster risk management has been circulated to different stake holders for inputs and comments. This is a crucial document in which internal stakeholders or municipal departments and entities are identified and their roles and responsibilities in disaster risk management agreed upon and adopted.

Standard operating procedures for disaster management response and recovery have also been developed for all stakeholders and is due for policy discussion session and approval. This document

outlines Standard Operating Procedures and the roles and responsibilities of relevant stakeholders during disaster response and recovery phase of disaster continuum.

A terms and references for Disaster Management Advisory Forums have also been developed and it is ready for the policy discussion and adoption. This arrangement is significant for the disaster management section and municipality. Internal and external role players utilize their expertise to advise the municipality for disaster management decision-making.

Disaster management response teams have been established in most of the wards. Its functions, roles and responsibilities are to assist and facilitate coordination of disaster risk reduction at the community level. Training of these structures are ongoing.

Kouga Municipality was also declared a state of disaster, due to the on-going drought and received assistance in the form of a grant National and Provincial Disaster Management for drought relieve and mitigation. A Joint Operating Committee was established to coordinate, discuss and monitor progress on all drought related activities. This forum met bi- weekly and at regular intervals as the need arose.

Drought intervention measures and strategies have been put in place are as follows:

- Trucking of water to affected communities.
- Upgrade of Jeffreys Bay Borehole & Water Treatment Works
- Upgrade of the Humansdorp ground water treatment plant
- Upgrade of the Hankey groundwater treatment plant
- Equipping of borehole GWA-HD7 in Humansdorp
- Upgrade of the St Francis Bay groundwater treatment plant
- Development of the Kruisfontein groundwater treatment plant
- Upgrade and development of the Thornhill Groundwater treatment plant.
- Installation of JOJO tanks at strategic points in the community.
- Water bottle distribution at various schools, Humansdorp & PZ Meyer hospitals, and old age homes.

Early warnings have been received from the South African Weather Services and Provincial Disaster Management Centre. Media platforms such as social media, community radio stations, SMS and loud hailing have been utilised to make communities aware of these early warnings.

Over two thousand five hundred (2500) sandbags have been distributed to flood risk communities of almost every ward in anticipation of a looming flood disasters. Demonstrations on how to use sandbags have also been conducted in this regard**.**

There are several contingency plans and Standard Operating procedures that have been developed, such as:

- Kouga Local Municipality flood plan
- Standard Operating Procedures for disaster response and recovery
- Power outage contingency plan
- Drought plan

**DISASTER TRAINING, EDUCATION AND AWARENESS**

An integrated education and awareness strategy is on the conceptual stage.
Planning meetings for disaster education and awareness programme has been initiated with Ward Councillors and committees, especially in the flood-prone areas, but will be escalated to all wards.
Training of registration of disaster volunteers is also a continuous activity.

**DISASTER RESPONSE AND RECOVERY**

**QUARTER 2**

| AREA | INCIDENT | NUMBER OF AFFECTED DWELLINGS OR STRUCTURES | NUMBER OF AFFECTED PEOPLE | NUMBER OF DISPLACED PEOPLE |
|---|---|---|---|---|
| Ward 6 | Flooding | 15 | 30 | 0 |
| Ward 14 | Structural Fire | 7 | 16 | 16 |
| Ward 9 | Structural Fire | 1 | 3 | 3 |
| Ward 6 | Structural Fire | 1 | 6 | 6 |
| Ward 6 | Structural Fire | 1 | 10 | 2 |
| Ward 7 | Structural Fire | 1 | 4 | 4 |
| Ward 1 | Structural Fire | 16 | 35 | 35 |
| **TOTAL** | | **42** | **104** | **66** |

**QUARTER 3**

| AREA | INCIDENT | NUMBER OF AFFECTED DWELLINGS OR STRUCTURES | NUMBER OF AFFECTED PEOPLE | NUMBER OF DISPLACED PEOPLE |
|---|---|---|---|---|
| Ward 1 | Structural Fire | 3 | 5 | 5 |
| Ward 5 | Structural Fire | 1 | 5 | 5 |
| Ward 6 | Structural Fire | 1 | 2 | 2 |
| Ward 10 | Flooding | 0 | 0 | 0 |
| Ward 14 | Structural Fire | 6 | 7 | 7 |
| **TOTAL** | | **11** | **19** | **19** |

**QUARTER 4**

| AREA | INCIDENT | NUMBER OF AFFECTED DWELLINGS OR STRUCTURES | NUMBER OF AFFECTED PEOPLE | NUMBER OF DISPLACED PEOPLE |
|---|---|---|---|---|
| Ward 10 | Structural Fire | 1 | 5 | 5 |
| Ward 15 | Flooding | 5 | 23 | 0 |
| Ward 6 | Flooding | 10 | 35 | 0 |
| Ward 1 | Flooding | 7 | 20 | 0 |

| | | | | |
|---|---|---|---|---|
| Ward 4 | Flooding | 2 | 7 | 0 |
| Ward 5 | Flooding | 2 | 5 | 0 |
| Ward 13 | Flooding | 3 | 9 | 0 |
| Ward 7 | Flooding | 2 | 0 | 0 |
| Ward 14 | Flooding | 5 | 12 | 0 |
| Ward 9 | Flooding | 35 | 85 | 18 |
| Ward 2 | Flooding | 15 | 25 | 0 |
| Ward 2 | Structural Fire | 3 | 7 | 7 |
| Ward 15 | Structural Fire | 2 | 42 | 30 |
| **TOTAL** | | **92** | **275** | **60** |

## 3.14. LIFESAVING SERVICES

**LIFESAVING**

Blue Flag status was awarded to Dolphin beach in Jeffreysbay and Cape St. Francis main beach.

Summer in South Africa coincides with the Christmas holiday period, making our coastline a popular destination for locals and visitors alike, and Kouga is no stranger to this as it is home to one of the most beautiful shores and is among highly esteemed holiday destinations in the world, due to this fact, annually it is confronted with an influx of both local beach goers and tourists to their shores. However, the coast also has many risks and hazards that may be hard to recognise – especially when visiting an unfamiliar location. Many do not understand the risks and hazards along the coast, leading to numerous rescues, first aid treatment and other interventions provided by Surf Lifeguard services. tragically, it has also led to fatal incidents, in particular drowning deaths. Our surf lifeguards worked in close collaboration with other emergency services to help manage the safety of beach goers and should be commended for their efforts through what was another challenging season.

Despite being faced with a daunting task of safeguarding a total of 13 bathing areas, flocked by thousands of locals and visitors who are determined to engage in some form of water activity along the coast of Kouga Municipality, with limited staff, the highest standard of lifeguard services continued to be delivered throughout the region. A total of 54 seasonal lifeguards was appointed for the festive season and present on Blue Flag and other beaches of Kouga.

Between the 15 December 2022 and the 5 January 2023 which was the peak of the season; surf lifeguards rescued more than 200 bathers, treated 25 patrons for major injuries or medical complaints, countless blue bottle sting treatments, and performed thousands of preventative actions to minimise drowning incidents and first aid accidents.

The following areas have been identified as drowning hot spots and the relevant warnings signs have been erected.

**PELLSRUS BEACH:**

- Between the reef right in front of the Pellsrus park.

**DOLPHIN BEACH:**

- The rip current opposite kitchen windows reef.

**ASTON BAY:**

- At the Paradise/Aston Bay estuary mouth.

**CHECKERS BEACH:**

- This beach has been deemed as a no swimming area due to the reef that is spread across the whole stretch of beach area thereby creating permanent and strong rip currents.

**GRANNY'S POOL:**

- The rocks on the shore of granny's pool reef create a pool during high tide that is deep enough for children to swim in. In-between these rocks are a slipway used to launch waterpower crafts. A strong rip current develops at the end of the slipway when the water draws back for low tide. Due to the above, this area has discreet hazards to those who have limited knowledge of the aquatic environment and has resulted in major first aid cases and even drowning.

Lifesaving Awareness Campaigns were conducted in the wards and mostly schools were visited to increase knowledge regarding water safety of and introducing lifesaving skills through training.

| LIFE-SAVING AWARENESS CAMPAIGNS |
|---|
| • Water Safety and Awareness for Children at Main Beach - Ward 11<br>• Senior Lifeguards Visited Schools in Hankey, Patensie and Thornhill - Wards 7 ,9 & 10<br>• Makukhanye Primary School – Ward 2<br>• Joint NSRI & Lifeguards Training at Dolphin Beach - Ward 11<br>• Awareness Campaign at Pellsrus Beach - Ward 2<br>• Awareness Campaign at Humansdorp Fire Station - Ward 15<br>• Awareness Campaign at Thornhill Community Hall - Ward 7 |

The Lifesaving Eastern Cape Championship was hosted on the main beach in Jeffreys Bay.

The lifeguards assisted with water safety during the Corona Open working hand in hand with safety officials to ensure the safety of all participants.

The lifeguards also assisted at the South Africa Open Water Championships which were hosted at the Marina Martinique.

## 3.15 SAFETY AND SECURITY




In terms of safety and security, we want to assure the community of Kouga that we strive to create a safe and secure environment, our main objective is to save and protect the lives and property of our residents and holiday makers.

Traffic law enforcement have a good working relationship with other law enforcement agencies e.g. South African Police Services (SAPS), Security Companies, Neighbourhood Watch to combat crime.

## 3.16. TRAFFIC LAW ENFORCEMENT

Traffic law enforcement focus on keeping National, Provincial and Local roads/streets in the municipal area safer and to minimize road fatalities.

Daily visible patrols and policing to ensure compliance and adherence to the National Road Traffic Act 93/1996, National Land Transportation Act 5/2009 and the Criminal Procedure Act 51/1977.

Traffic Safety is the mandate of the Department of Transport and has been delegated to Provincial and local authorities.

Scholar Patrols are performed on various National, Provincial and Local roads/streets in the Kouga area.

There are nine (9) schools that are participating in the scholar patrol programme.

| SCHOOL | WARD | AREA |
|---|---|---|
| Graslaagte primary school | 5 | Acadia |
| St. Patrick's primary school | 15 | Graslaagte |
| Stulting primary school | 15 | Humansdorp |
| Mzingisi primary school | 6 | Kwa Nomzamo |
| Hankey primary school | 9 | Phillipsville |
| Makhukanye primary school | 2 | Tokyo Sexwale |
| Sea-Vista primary school | 1 | Sea vista |
| Jeffreys Bay Primary school | 11 | Central J-Bay |
| Kings College | 14 | Ocean view |

Our operational activities include roadblocks at strategic areas and joint operations with other stakeholders to ensure driver and vehicle fitness and public transport compliance.

Camera speed checking and manual operations is conducted on a daily basis.

**Traffic Control Activities**

| Description | 2021/22 | 2022/23 |
|---|---|---|
| | Total | Total |
| Handwritten fines | 6146 | 7098 |
| Paid fines | 1142 | 997 |
| Disable Parking discs | 117 | 150 |
| Warrant of Arrests | 554 | 1247 |
| TMT Camera Fines | | 203 012 |
| Roadblocks | 27 | 54 |

**Motor Vehicle Accidents/Incidents**

Accidents with serious injuries and fatalities mostly happen on the N2, R102 and R330.
Driving behaviour is the common cause of accidents.

Accidents Stats per area below:

| J'Bay | H'Dorp | Thornhill | Hankey | Patensie | St Francis | Total |
|---|---|---|---|---|---|---|
| 279 | 303 | 71 | 66 | 48 | 102 | **869** |

**Number of injuries/fatalities through Motor Vehicle Accidents:**

12 – Fatalities
187 – Injuries (minor-serious)






**Roadblocks**

## 3.16.2 REGISTRATION AND LICENSING/ DRIVERS LICENSE/ VEHICLE TESTING

**REGISTRATION AND LICENSING**

Municipalities act as Agents for the Department of Transport to register and license vehicles and conducting driver/ learners' licenses. The municipality receives a 19 % agency fee for rendering this service.

- The registration and licensing as well as deregistration of motor vehicles within the jurisdiction of the Kouga Area.
- The capturing of data onto the e-Natis system is done daily.
- The forwarding of complicated vehicle registration transactions to the Provincial Department of Transport helpdesk for support and advice.
- Motor Vehicle Disbursement Reports are compiled on a weekly basis for direct payment to the Provincial Department of Transport.
- Audits are being performed by the Provincial Department of Transport once a year to determine compliance of the National Road Traffic Act.

**REGISTRATION & LICENCING TRANSACTIONS**

| Description | 2021/22 Total | 2022/23 Total |
|---|---|---|
| Duplicate Certificates | 207 | 260 |
| Special Permits | 19 | 19 |
| Temporary Permits | 39 | 33 |
| Search Fees | - | - |
| Duplicate Certificates | 11 | 38 |
| Special Permits | 6 | - |

**DRIVERS LICENCE SECTION (DLTC)**

**Driving Licence Testing Centre and Vehicle Testing Station**

The driving license testing centre (DLTC) makes provision to test learner's licences, light and heavy motor vehicle driving licence tests, as well as renewal of driver licenses and professional driving permits for the community of Kouga municipality and neighbouring municipalities. Humansdorp and Hankey driving licence testing centres operate 5 days a week.

Hankey driving license testing centre is fully operational and does renewal of driving licences and professional driving permits.

The Vehicle Testing Station (VTS) in Humansdorp is operational.

**Driving License testing centre (DLTC) statistics: Humansdorp and Hankey**

| Description | 2021/22 Total | 2022/2023 Total |
|---|---|---|
| Learners License Applications | 2744 | 1997 |
| Applicants passed | 1690 | 431 |
| Driving License Renewals | 5512 | 6822 |
| Driving License tests light m/v | 1231 | 715 |
| Driving License tests heavy m/v | 766 | 847 |
| Applicants passed | 1038 | 675 |
| Roadworthy tests conducted | 57 | 95 |

e-NATIS system instability affects the issuing of learners/drivers licenses and the renewal of cards on a regular basis.

Disciplinary procedures have resulted in the dismissal of an examiner.

**Highlights:**

- Two posts for examiners of driving licences have been filled.
- The backlog of applications to cancel fingerprint reference images (758's) have been significantly reduced.
- Communication and assistance from department of Transport has improved through the establishment of regional helpdesks.
- In an interprovincial intelligence investigation between SAPS, Law Enforcement and NAVIC, suspects were arrested for the possession of abalone and vehicles seized.

## 3.17 SECURITY SERVICES

This section performs access control, monitoring and visible patrolling on a 24-hour basis, to ensure Municipal key areas e.g., water treatment plants, sewerage etc. are guarded. Currently there are 29 permanently employed and 21 contractual guards.

A private security service provider has been appointed to perform monitoring and response of alarms as well as ad hoc guarding of municipal infrastructure.

**INCIDENT COMMAND CENTRE (ICC)**

This section consists of the following staff:

- Principal Security Officer
- Security Officer
- 7 x Contractual CCTV Operators.

**Number of Security Cameras - Live and Static**

A total of 66 cameras were installed in the following areas:

- 16 -License Plate Recognition – Wards 3, 7 & 10
- 3- Point Zoom and Tilt – Wards 2, 8 & 11
- 45- Bullet Wards 2, 3, 4, 5, 7, 8, 11 & 14
- 2- Panoramic – Wards 4 & 15
- 1- Mobile - All Wards

Crime prevention remains an on-going struggle but the cameras are a deterrent and with the assistance of SAPS, Law Enforcement, Security Companies and Neighborhood Watch we have successfully apprehended and prosecuted suspects, we endeavor to making Kouga safer for our residents.






**ICC OFFICE, HUMANSDORP**

## 3.17.`1 LAW ENFORCEMENT

The Law Enforcement Section is responsible for Law Enforcement through Municipal Law Enforcement which is mandated by Government Gazette 23868 of 26 September 2002, to address short falls and hardships experienced by Municipalities in South Africa relating by-law empowerment. To ensure all municipal bylaws are adhered too, and that the law and order in respect to the regulations of Kouga Municipality legislation are adhered to by the residents and visitors.

Law Enforcement Officers do daily patrols and attend to complaints, protect municipal infrastructure. co-operate with other law enforcement agencies SAPS, Dept of Home Affairs, Private Security Agencies and Neighbourhood Watch on a regular basis.

A total number of **132 joint operations** were conducted in all wards.

These operations include:

- Illegal Electrical Connections
- Illegal Dog Breeding (Pit Bull)
- Illegal Taverns And Spaza Shops
- Removal Of Vagrants

| **Description** | **2021/22 Total** | **2022/23 Total** |
|---|---|---|
| Impoundment Of Animals, (Cattle, Goats, And Pigs) | 57 | 94 |
| Complaints Investigated | 670 | 754 |
| Arrests | 12 | 33 |
| Fine Issued | 702 | 917 |
| Operations In Humansdorp Joint Hankey, Patensie, St Francis Bay Thornhill And Loerie | 60 | 74 |
| Illegal Signage | 219 | 354 |

**"Boots on the Ground"** initiative program was established for the festive season of December 2022 to assist law enforcement. A number of forty-two (42) incumbents were trained and appointed as Peace Officers under the program.




**BOOTS ON THE GROUND TEAM**

COMPONENT H: SPORTS AND RECREATION

3.18 CARAVAN PARKS AND CAMPING

PARKS & AMENITIES

**Strategic Objective**

- The Communities have access to caravan parks and resorts which are well managed and maintained.
- Description of activities
- The maintenance of all Council Caravan Parks and Resorts
- To identify needs and respond to customer complaints to ensure customer satisfaction.
- Reconciliations of bookings and invoices.
- Reservations and bookings

**Challenges:**

- No marketing plan for the parks.
- Vandalism at Gamtoos Mouth Caravan Park and Yellowwoods

**Solutions**:

- Plans are in progress to develop a marketing strategy in conjunction with the Tourism sector.
- Security Cameras are to be installed.

**Highlights:**

3 x Caravan Parks (Pellsrus Caravan Park, Jeffreys Bay Caravan Park and Yellowwoods) were maintained and upgraded.

**Pellsrus Caravan Park Upgrades**






## 3.19 SPORTS AND RECREATION

**Strategic Objective**

Communities have access to affordable sporting and community recreation facilities that are well-maintained and managed.

**Description of the Activity:**

The provision of various community and social services within the municipality is administered as follows and includes:

- Control of all existing sport facilities
- Control of all existing community recreation facilities
- Maintenance programs for both sport & recreation facilities
- Marking of pitches
- Preparation for special events at all facilities.
- Identification and application for new facilities as the need arises.
- Handling of reservations
- Reconciliations
- Procurement of required amenity equipment.

**Challenges:**

- Vandalism of Sport fields is still challenging.

**Solutions**:

- Installing Security Cameras to all hotspot facilities.
- Council is in a process of entering into a custodianship with sport clubs for the upkeep and maintenance of the existing sport facilities.

**Highlights:**

Sea Vista sports field upgrading was completed and handed over to Community Services, the sports field is in use now.

**RENOVATING COMMUNITY HALLS**

- **Andrieskraal Hall**
  (Painted, tiling, toilet cisterns and hand basins installed, ceiling and roof repaired + electrical works)
- **Newton Hall**
  (Ablutions tiled and painted)
- **Pellsrus Hall**
  (Window frames replaced and new stage was installed)
- **Oyster Bay Hall**
  (Material supplied to repair roof)

**UPGRADING OF SPORTS FIELDS**

- **Kruisfontein Sports Field Clubhouse**
  (Painting inside, tiling, installation of toilet cisterns and hand basins, ceiling)
- **Tokyo Sports Field**
  (Installation of heavy duty security door, installation of geysers, replacement of hand basis and toilets, installation of 50m barbwire fence)
- **Hankey Phillipsville Sports Field**
  (Repairing the fence, gate, closing of windows at the clubhouse and repairing the pitch.)
- **Pellsrus Sports Field**
  (Repairing of outside plumbing, replacement of hand basin and toilets, installation of 50m barbwire fence, changeroom painting, inside doors replaced, painting of outside wall and rocklas)

Maintenance of flood lights at Pellsrus, Tokoyo and Kruisfontein Sports field was done. Phillipsville Sports field maintenance was done (painting of the roof, painting inside, installing ceilings, finalising the plumbing work – general maintenance of the pitch)

**PAINTING OF ROCKLAS AT PELLSRUS SPORTS FIELD**

**Before**



**After**



## 3.20 BEACHES AND ABLUTION FACILITIES

Communities have access to clean beaches with clean facilities that are well maintained.

The provision of various beach ablution facilities within the municipality is administered as follows and includes cleaning ablution facilities and the beach areas.

Due to vandalism of our facilities, especially after hours, cameras are being installed in all hotspot areas.

**Highlights:**

A total of 26 toilets were upgraded in St Francis Bay, Jeffrey's Bay and the GV area.

# DIRECTORATE PLANNING, DEVELOPMENT AND TOURISM

# COMPONENT G: PLANNING AND DEVELOPMENT

## 3.21 SPATIAL PLANNING AND LAND USE MANAGEMENT

**KOUGA MUNICIPAL SPATIAL DEVELOPMENT FRAMEWORK**

The Kouga Municipal Spatial Development Framework (SDF) was reviewed and adopted by the Council on 26 February 2021(Council resolution No. 21/02/PD11). It was reviewed in compliance with the provisions of section 26(e) of the Municipal Systems Act (MSA) 2000 and Spatial Planning and Land Use Management Act (SPLUMA) 2013.

In 2022/23 financial year the Town Planning Department finalised/compiled the annual performance review of the Kouga Municipal Spatial Development Framework. The annual Municipal Spatial Development Framework review took the form of an annual performance report that is included in the Annual "IDP Review Report" or report on the "Review of the IDP" for "2022/23 IDP Review Report".

The annual performance review of the Kouga Municipal Spatial Development Framework concluded that there are errors that triggers the amendment of the MSDF. The following issues were highlighted:

- The preparation of the existing MSDF took place during COVID-19 Pandemic and critical steps or phases of the MSDF were not adequately considered; this includes thorough public participation (Community engagements) not everyone had access to internet to participate on virtual meetings arranged for public participations.

- The errors in the MSDF need to be rectified as a matter of urgency, a comprehensive CEF chapter is required. “Rural Development Edges” are incorrectly delineated in the MSDF.
- The MSDF was adopted by the outgoing Council in February 2021- new Council took office in December 2021 and the “changing circumstances” (such as change in political leadership, drought, climate change- have substantive impact on the MSDF) and this “annual performance review as submitted” triggers an amendment/compilation of the MSDF.

**1. LOCAL SPATIAL DEVELOPMENT FRAMEWORK: PRECINCT PLANS**

**St Francis Bay CBD and Hankey CBD Precinct Plans**

Urban Dynamics EC were appointed as the service provider for the development of both the precinct plans for St Francis Bay CBD and Hankey CBD in February 2022. The main purpose of the precinct plan is to set a vision for the future development of the area and Urban Regeneration Strategy.

Project Implementation Plan (Project Phases, Action, Deliverables & Timeframes):

The service provider was given a period of **9 months** to complete the project. The project is divided into 5 Phases.

**Phase 1: Inception**- this phase is 100% complete. The Project Inception Meeting was held virtually on 26 May 2022, Project Inception Report was presented to the Working Group/ Project Technical Steering Committee. A letter was sent to the MEC and a notice placed in the Newspaper indicating Kouga Municipality’s intention to develop Precinct Plans for Both Hankey and St Francis Bay CBD’s and calling for registration of I & AP.
**Phase 2: Status Quo Analysis**- This phase is 100% complete. Status Quo Report for both Hankey CBD and St Francis Bay CBD was presented to the Project Technical Steering Committee on 5 September 2022. All comments and inputs were considered. An updated and consolidated draft Status Quo report was shared with the Project Technical Steering Committee. Engagement with the Interested & Affected Parties Meeting was scheduled for December 2022 and February 2023 - inputs and comments were incorporated into the First draft report for both Precinct Plans.
**Phase 3: First Draft CBD Precinct Plan**- This phase is 100% complete. The First Draft for both Hankey CBD and St Francis Bay CBD precinct plan is complete.
**Phase 4: Public Participation**- The target date for public participation was January 2023- due to unforeseen circumstances and rescheduling of meeting with interested and affected parties (I&AP’s) made it difficult to meet this deadline. The Council’s permission to commence with public participation process will ensure that the project gets finalised, the intention was to have the project finalised by 30 June 2023, this is no longer possible.
**Phase 5: Final Submission & Approval of the CBD Precinct Plan**-target date end of October 2023

**2. ESTABLISHMENT OF THE APPEAL AUTHORITY**

Kouga Municipality Council through (Council resolution: 22/06/PDT12) **approved** the appointment of the Executive Mayor: Alderman Horatio Hendricks as the Kouga Municipality’s SPLUMA Appeal Authority, to consider all appeals relating to land development in terms of Section 51(1) of the Spatial Planning and Land Use Management Act, 2013 (Act No. 16 of 2013).

Kouga Municipality Council further **approved** the members of the Mayoral Committee to serve as internal advisors to the SPLUMA Appeal Authority:

The Municipal Manager appointed external advisors to the Appeal Authority- as authorized by the above-mentioned Council Resolution.

The first Appeal Authority Sitting was on 1 March 2023- A total of 7 Appeals were received, 6 were finalized, 1 not finalized (cannot get hold of the applicant).

**LAND USE MANAGEMENT AND ADMINISTRATION**

All Land Use Management is done in accordance with legislation requirements e.g., Zoning Scheme Regulations, Kouga Spatial Planning and Land Use Management By-law, 2016, and other applicable legislation.

The land use management application process has also been converted to an online submission via the OVVIO portal. All planning applications are captured on the land use application portal. The Town Planning section can now monitor all the necessary processes that have to be followed for an application to be finalized and approved.

The following Land Use Management applications for 2022/2023 have been dealt with in terms of said legislation: The table underneath depict the number of applications received during the financial year.

| | 0 Site Development Plan Submission | 0_2 Occupational Practice - Other Rights | 0_4 Zoning Certificate | 57 Not in Use - Other Applications | 57(n) Site Development Plan Amendment | 59 Sub-division application (Into 2 Erven) | 59_1 Sub-division application (Into 3 - 250 Erven) | 59-1-c Combined Application - Rezoning, Sub-Division, Departure (Into 3 - 250 Erven) | 59-c Combined Application - Rezoning, Sub-Division, Departure (Into 2 Erven) | 64 Extension of the validity period of an approval - fee to be determined |
|---|---|---|---|---|---|---|---|---|---|---|
| Amaninzi | | | | | | | | | | |
| Aston Bay | | | **30** | | | | | | | **1** |
| Crossways | | | **29** | | | | | | | |
| Hankey | | | **5** | | | | | | | |
| Humansdorp | **6** | | **12** | | | | | | | |
| Humansdorp RD | **2** | | **12** | | **1** | **2** | | **1** | **3** | |
| Jeffreys Bay | **7** | | **129** | | **4** | **1** | **4** | **1** | | |
| Kaap St Francis | | | **13** | | | | | | | |
| Oesterbaai | | | **1** | | | | | | | |
| Paradysstrand | | | **2** | | | | | | | |
| Patensie | | | **5** | | | | | | | |
| Pellsrus | | | **2** | | | | | | | |

| | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|
| Sea Vista | **5** | | **64** | | | | **2** | | | |
| St Francis Links | **1** | | **14** | | | | **1** | | | |
| Uitenhage RD | | | **4** | | | | **1** | | | |
| Loerieheuwel | | | | | | | | | | |
| Kruisfontein | | | **9** | | | | | | **1** | |
| Grand Total | **21** | **0** | **331** | | **5** | **4** | **8** | **2** | **3** | **1** |

| | 65 Amendment of Subdivision Plan - Sec 57 Splum by-law | 66 Application for exemption from Municipal Approval (Sec 66 SPLUM by-law) | 68 Rezoning application | 69 Removal of restrictive title deed conditions | 69_com Combined Application - Removal of restrictive title deed conditions and Departure | 71 Consolidation | 74 Consent use application | 76 Departure application (Permanent/Temporary) | 76_1 Permanent departure (Building Line) | 76_2 Permanent departure (Building Line) RDP | 76a Not in Use - Temporary departure | Grand Total |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Amaninzi | | | | | | | | | | | | |
| Aston Bay | | | | **1** | **1** | | **3** | **3** | **3** | | | |
| Crossways | | **1** | | | | | | | | | | |
| Hankey | | | **1** | | | **1** | **1** | | | | | |
| Humansdorp | | | **3** | **1** | | | **3** | **1** | **1** | | | |
| Humansdorp RD | | **12** | **6** | | | **1** | **2** | **3** | **2** | | | |

| | | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Jeffreys Bay | | **2** | **9** | **6** | **12** | | **22** | **7** | **31** | | | |
| Kaap St Francis | | | | **4** | **2** | **1** | **2** | | **1** | | | |
| Oesterbaai | | | | | **2** | | | **1** | **1** | | | |
| Paradysstrand | | | | **2** | **2** | **2** | **2** | **1** | **2** | | | |
| Patensie | | | | | | | | **1** | **1** | | | |
| Pellsrus | | | | | | | | | | | | |
| Sea Vista | | **4** | **8** | **9** | **7** | **2** | **7** | **4** | **5** | | | |
| St Francis Links | | **1** | | | | | | | **1** | | | |
| Uitenhage RD | **3** | | | | | | | | | | | |
| Loerieheuwel | | | | | | | | | | | | |
| Kriusfontein | | | | **1** | | | | | | | | |
| Grand Total | **3** | **20** | **27** | **24** | **26** | **10** | **42** | **21** | **48** | | | |

A total of 265 land-use applications was recorded for abovementioned period.

OFFICIAL RESOLUTION REGISTER: 1 July 2021 – 30 June 2022

| AUTHORISED OFFICIAL LAND USE DECISIONS: Quarter 1 : 01 July 2022 – 30 September 2022 | | | | | |
|---|---|---|---|---|---|
| | Application No. | Property description | Date submitted | Application type | Decision |
| 1. | JL1920-00161 | ERF 328, Humansdorp RD | 23/03/2020 | Application for Temporary Departure for telecommunication mast | 24/08/2022 Approved |
| 2. | JL1920-00209 | Erf 1541, Jeffreys Bay | 20/12/2019 | Application for Permanent Departure to relax building lines | 15/09/2022 Approved |

| AUTHORISED OFFICIAL LAND USE DECISIONS: Quarter 1 : 01 July 2022 – 30 September 2022 | | | | | |
|---|---|---|---|---|---|
| | Application No. | Property description | Date submitted | Application type | Decision |
| 3. | JL1920-00213 | Erf 118, Pellsrus | 20/04/2020 | Application for Temporary Departure for telecommunication mast | 27/06/2022 Refused |
| 4. | JL2021-00046 | Erf 6596, Jeffreys Bay | 06/08/2020 | Application for Permanent Departure to relax building lines | 25/08/2022 Approved |
| 5. | JL2021-00154 | Erf 1396, Jeffreys Bay | 20/03/2021 | Application for Consent Use for an additional dwelling unit | 18/08/2022 Approved |
| 6. | JL2021-00172 | Erf 8665, Jeffreys Bay | 07/05/2021 | Site Development Plan | 01/09/2022 Approved |
| 7. | JL2021-00174 | Erf 6576. Jeffreys Bay | 10/05/2021 | Application for Permanent Departure to relax building lines | 30/08/2022 Refused |
| 8. | JL2021-00177 | Erf 702, Aston Bay | 11/05/2021 | Application for Permanent Departure to relax building lines | 18/08/2022 Approved |
| 9. | JL2122-00007 | Erf 695, Aston Bay | 08/07/2021 | Application for Permanent Departure to relax building lines | 18/08/2022 Approved |
| 10 | JL2122-00008 | Erf 942, Humansdorp | 08/07/2021 | Application for Permanent Departure to relax building lines | 30/09/2022 Approved |
| 11 | JL2122-00015 | Farm 809 of Humansdorp RD, Portion 8 | 23/07/2021 | Exemption: Application for the Subdivision of Portion 8 of Farm 809 | 08/09/2022 Approved |
| 12 | JL2122-00025 | Erf 2243, Jeffreys Bay | 06/08/2021 | Application for Consent Use for Home Occupation | 15/09/2022 Approved |
| 13 | JL2122-00036 | Erf 1255, Aston Bay | 19/08/2021 | Site Development Plan | 23/08/2022 Approved |
| 14 | JL2122-00045 | Erf 875, Patensie | 10/09/2021 | Site Development Plan for existing development (additional dwelling units) | 28/07/2022 Approved |
| 15 | JL2122-00046 | Erf 8667, Jeffreys Bay | 13/09/2021 | Site Development Plan | 04/08/2022 Approved |
| 16 | JL2122-00051 | Erf 5856, Jeffreys Bay | 13/09/2021 | Site Development Plan | 04/08/2022 Approved |
| 17 | JL2122-00052 | Erf 1307, Sea Vista | 23/09/2021 | Application for Permanent Departure to relax building lines | 30/08/2022 Approved |
| 18 | JL2122-00066 | Erf 154, Oesterbaai | 15/10/2021 | Site Development Plan | 02/11/2021 Approved |

| AUTHORISED OFFICIAL LAND USE DECISIONS: Quarter 1 : 01 July 2022 – 30 September 2022 | | | | | |
|---|---|---|---|---|---|
| | Application No. | Property description | Date submitted | Application type | Decision |
| 19 | JL2122-00072 | Erf 141, Aston Bay | 27/10/2021 | Application for Permanent Departure to relax building lines | 15/09/2022 Approved |
| 20 | JL2122-00086 | Erf 1751, Jeffreys Bay | 25/11/2021 | Application for Permanent Departure to relax building lines | 18/08/2022 Approved |
| 21 | JL2122-00104 | Erf 8218, Jeffreys Bay | 12/01/2022 | Application for Permanent Departure to relax building lines | 15/09/2022 Approved |
| 22 | JL2122-00137 | Erf 630, Jeffreys Bay | 09/03/2022 | Site Development Plan | 13/09/2022 Approved |
| 23 | JL2122-00169 | Erf 1194, Jeffreys Bay | 22/04/2022 | Application for Permanent Departure to relax building lines | 24/08/2022 Approved |
| 24 | SL2021-00017 | Erf 492, Humansdorp | 12/03/2021 | Application for Temporary Departure for telecommunication mast | 28/07/2022 Approved |
| 25 | SL2122-00015 | Erf 2900, Sea Vista | 16/02/2022 | Amendments to previously approved Site Development Plan | 04/08/2022 Approved |

| AUTHORISED OFFICIAL LAND USE DECISIONS: Quarter 2 : 01 October 2022 – 31 December 2022 | | | | | |
|---|---|---|---|---|---|
| | Application No. | Property description | Date submitted | Application type | Decision and Date |
| 26. | JL2122-00049 | Erf 408, Kaap St Francis | 20/09/2021 | Application for Permanent Departure to relax building lines | 31/10/2022Deferred: in light of new information at the disposal of the Town Planning Department on Restrictive Title Deed Conditions and extensive discussion by the Municipal Planning Tribunal (MPT) is required in order to |

| AUTHORISED OFFICIAL LAND USE DECISIONS: Quarter 2 : 01 October 2022 – 31 December 2022 | | | | | |
|---|---|---|---|---|---|
| | Application No. | Property description | Date submitted | Application type | Decision and Date |
| | | | | | take an informed decision. |
| 27 | JL2122-00165 | Erf 3538, Jeffreys Bay | 13/04/2022 | Application for Permanent Departure to relax building lines | 30/09/2022 Approved |
| 28. | JL2223-00045 | Erf 424, St Francis Links | 23/09/2022 | Amended Site Development Plan | 22/10/2021 Approved |
| 29. | SL2122-00011 | Erf 1287 Sea Vista | 26/10/2021 | Revised Site Development Plan | 12/12/2021 Approved |
| 30 | SL2122-00018 | Erf 1860, Sea Vista | 09/05/2022 | Application for Consent Use for an additional dwelling unit | 09/03/2023 Approved |

| AUTHORISED OFFICIAL LAND USE DECISIONS: Quarter 3 : 1 January 2023 – 31 March 2023 | | | | | |
|---|---|---|---|---|---|
| | Application No. | Property description | Date submitted | Application type | Decision and Date |
| 31. | JL1920-00218 | Erf 1929 Kruisfontein | 11/07/2019 | Application for Temporary Departure for off-site liquor business | 23/02/2023 Refused |
| 32. | JL2021-00159 | Farm 745 of Humansdorp RD: Portion 117 | 12/04/2021 | Application for Permanent Departure to relax building lines | 20/06/2023 Approved |
| 33. | JL2122-00044 | Erf 1510, Jeffreys Bay | 09/09/2021 | Application for Permanent Departure to relax building lines and Municipal Consent Use in terms of | 20/03/2023 Refused. |

| AUTHORISED OFFICIAL LAND USE DECISIONS: Quarter 3 : 1 January 2023 – 31 March 2023 | | | | | |
|---|---|---|---|---|---|
| | Application No. | Property description | Date submitted | Application type | Decision and Date |
| | | | | the Title Deed | |
| 34. | JL2122-00087 | Erf 6639, Jeffreys Bay | 25/11/2021 | Application for Subdivision of land into two portions | 15/03/2023 Approved |
| 35. | JL2122-00088 | Erf 5014, Jeffreys Bay | 25/11/2021 | Application for Permanent Departure to relax building lines | 20/03/2023 Approved |
| 36. | JL2122-00090 | Erf 6703, Jeffreys Bay | 30/11/2021 | Site Development Plan | 12/01/2023 Approved |
| 37. | JL2122-00106 | Erf 2962, Jeffreys Bay | 19/01/2022 | Application for Permanent Departure to relax building lines | 20/03/2023 Approved |
| 38. | JL2122-00121 | Erf 1294, Aston Bay | 22/02/2022 | Application for Subdivision of land into two portions | 27/02/2023 Approved |
| 39. | JL2122-00136 | Erf 706, Pellsrus | 08/03/2022 | Application for Permanent Departure to relax building lines | 17/03/2023 Approved |
| 40. | JL2122-00171 | Erf 1958, Humansdorp | 22/04/2022 | Site Development Plan | 02/02/2023 Approved |
| 41. | JL2122-00177 | Erf 6239, Jeffreys Bay | 09/05/2022 | Application for Permanent Departure to increase the maximum coverage | 27/02/2023 Approved |
| 42. | JL2122-00207 | Erf 1837, Jeffreys Bay | 21/06/2022 | Application for Consent Use for an additional dwelling unit | 29/03/2023 Approved |
| 43. | JL2223-00033 | Erf 3107, Sea Vista | 01/09/2022 | Application for Subdivision | 31/05/2023 Approved |
| 44. | JL2223-00077 | Erf 189, Jeffreys Bay | 20/11/2022 | Application for Permanent Departure to relax building lines | 10/03/2023 Approved |
| 45. | Sl2223-00006 | Erf 3120 Sea Vista | 18/08/2022 | Site Development Plan | 02/02/2023 Approved |

| AUTHORISED OFFICIAL LAND USE DECISIONS: Quarter 4 : 1 April 2023 – 30 June 2023 | | | | | |
|---|---|---|---|---|---|
| | Application No. | Property description | Date submitted | Application type | Decision and Date |
| 46. | JL1920-00226 | Erf 8655 Jeffreys Bay | 12/11/2019 | Application for Consent Use for House of Worship | 12/06/2023 Approved |
| 47. | JL2021-00155 | Erf 1870, Jeffreys Bay | 29/03/2021 | Application for Permanent Departure to relax building lines | 12/06/2023 Refused |
| 48. | JL2021-00160 | Erf 2279, Jeffreys Bay | 25/03/2021 | Application for Permanent Departure to relax building lines | 12/06/2023 Refused |
| 49 | JL2021-00162 | Erf 439, Kaap St Francis | 20/04/2021 | Application for Permanent Departure to relax building lines | 22/05/2023 Approved |
| 50. | JL2021-00188 | Erf 3370, Jeffreys Bay | 04/06/2021 | Application for Permanent Departure to relax building lines | 12/06/2023 Approved |
| 51. | JL2021-00215 | Erf 1023, Jeffreys Bay | 08/04/2021 | Application for Permanent Departure to relax building lines | 12/06/2023 Refused |
| 52. | JL2122-00061 | Erf 8580, Jeffreys Bay | 12/10/2021 | Application for Permanent Departure to relax building lines | 12/06/2023 Refused |
| 53. | JL2122-00069 | Erf 659, Humansdorp | 21/10/2021 | Application for Consent Use for an additional dwelling unit, application for Permanent Departure from the zoning scheme provision to allow for a third dwelling unit and Permanent Departure to relax building lines | 22/05/2023<br>Application for additional dwelling unit – Approved<br>Application for |

| AUTHORISED OFFICIAL LAND USE DECISIONS: Quarter 4 : 1 April 2023 – 30 June 2023 | | | | | |
|---|---|---|---|---|---|
| | Application No. | Property description | Date submitted | Application type | Decision and Date |
| | | | | | Permanent Departure from the zoning scheme to allow for a third dwelling unit- Refused<br><br>Application for Permanent Departure to relax building line – Approved |
| 54. | JL2122-00085 | Erf 2995, Sea Vista | 19/11/2021 | Application for Permanent Departure to relax building lines. | 13/04/2023 Approved |
| 55. | JL2122-00089 | Farm 335 of Humansdorp RD (Portion 1) | 29/11/2021 | Site Development Plan | 05/04/2023 Approved |
| 56. | JL2122-00100 | Erf 3642, Jeffreys Bay | 19/12/2021 | Application for Consent Use for additional dwelling unit | 12/06/2023 Refused |
| 57. | JL2122-00101 | Farm 818 of Humansdorp RD | 22/12/2021 | Application for Consent Use for an agricultural industry | 12/06/2023 Approved |
| 58. | JL2122-00124 | Erf 1623, Jeffreys Bay | 28/02/2022 | Application for Permanent Departure to relax building lines. | 22/05/2023 Approved |
| 59. | JL2122-00145 | Erf 4096, Jeffreys Bay | 08/11/2022 | Application for Consent Use for an additional dwelling unit | 12/06/2023 Approved |
| 60. | JL2122-00172 | Farm 691 of Humansdorp RD (Portion 12) | 26/04/2022 | Application for Special Consent Use for a home occupation and Application for Permanent Departure to permit 8 employees | 22/05/2023 Approved |

| AUTHORISED OFFICIAL LAND USE DECISIONS: Quarter 4 : 1 April 2023 – 30 June 2023 | | | | | |
|---|---|---|---|---|---|
| | Application No. | Property description | Date submitted | Application type | Decision and Date |
| 61. | JL2122-00174 | Erf 1508, Jeffreys Bay | 27/04/2022 | Application for Consent Use for an additional dwelling unit | 12/06/2023 Approved |
| 62. | JL2122-00183 | Erf 1275, Aston Bay | 24/05/2022 | Application for Permanent Departure to relax building lines | 08/05/2023 Approved |
| 63. | JL2122-00190 | Erf 385, Aston Bay | 27/05/2022 | Application for Consent Use for an additional dwelling unit | 22/05/2023 Approved |
| 64. | JL2122-00202 | Erf 2676, Jeffreys Bay | 07/06/2022 | Application for Permanent Departure to relax building lines | 12/06/2023 Approved |
| 65. | Jl2122-00205 | Erf 317, Loerieheuwel | 28/09/2021 | Application for Consent Use for an additional right to operate a liquor shop | 12/06/2023 Refused |
| 66. | JL2122-00211 | Farm 452 of Humansdorp RD (Portion 6) | 27/06/2022 | Application for Consent Use to allow and support a local shop/retail facility | 22/05/2023 Approved |
| 67. | JL2223-00013 | Erf 1019, Patensie | 26/07/2022 | Application for Permanent Departure to relax building lines | 12/06/2023 Refused |
| 68. | JL2223-00022 | Erf 2680, Sea Vista | 17/08/2022 | Application for Permanent Departure to relax height restrictions | 08/05/2023 Approved |
| 69. | JL2223-00104 | Farm 335 of Humansdorp RD (Portion 58) | 02/02/2023 | Site Development Plan | 25/04/2023 Approved |
| 70. | JL2223-00109 | Erf 3033, Jeffreys Bay | 08/02/2023 | Application for Consolidation of two erven | 04/05/2023 Approved |

| MUNICIPAL PLANNING TRIBUNAL MEETING: Quarter 1 : 01 July 2022 – 30 September 2022 | | | | | |
|---|---|---|---|---|---|
| | Application No. | Property description | Date submitted | Application type | Decision |
| 71. | JL1617-00002 | Farm 342 of Humansdorp RD | 31/10/2016 | Application for Subdivision and Removal of Restrictive Title Deed Conditions | 02/08/2022 Approved |
| 72. | JL2021-00080 | Erf 386, Humansdorp | 19/10/2020 | Application for Temporary Departure for Telecommunication mast and Application for Permanent Departure to relax height restrictions | 27/06/2022 Approved |
| 73. | JL2021-00130 | Erf 658, Aston Bay | 02/02/2021 | Application for Temporary Departure for Telecommunication mast | 22/09/2022 Refused |
| 74. | JL2021-00182 | Farm 854 of Humansdorp RD (Portion 7) | 27/05/2021 | Application for Consent Use for intensive feed farming | 21/10/2022 Approved |
| 75. | JL2021-00205 | Erf 1088, Jeffreys Bay | 30/06/2021 | Application Removal of Restrictive Title Deed Conditions | 21/10/2022 Refused |
| 76. | JL2122-00004 | Erf 7761, Jeffreys Bay | 06/07/2021 | Application for Rezoning from Open Space 2 to Special Zone | 21/10/2022 Approved |
| 77. | JL2122-00021 | Erf 99, Patensie | 01/08/2021 | Application Removal of Restrictive Title Deed Conditions | 01/09/2022 Approved |
| 78. | JL2122-00024 | Erf 3804, Sea Vista | 05/08/2021 | Application for Rezoning from Residential Zone 1 to Business Zone 1 | 30/08/2022 Approved |
| 79. | JL2122-00038 | Erf 79, Oestebaai | 21/08/2021 | Application Removal of Restrictive Title Deed Conditions and Application for Permanent Departure to relax building lines | 16/09/2022 Approved |

| MUNICIPAL PLANNING TRIBUNAL MEETING: Quarter 1 : 01 July 2022 – 30 September 2022 | | | | | |
|---|---|---|---|---|---|
| | Application No. | Property description | Date submitted | Application type | Decision |
| 80. | JL2122-00108 | Erf 35, Sea Vista | 21/01/2022 | Application for Rezoning from Residential Zone 1 to Business Zone 2 and Application for Removal of Restrictive Title Deed Conditions | 26/09/2022 Approved |
| 81. | JL2122-00149 | Erf 308, Humansdorp | 29/03/2022 | Application for Rezoning from Residential Zone 1 to Business Zone 2 | 21/10/2022 Approved |
| 82. | JL2122-00206 | Erf 1382, Sea Vista | 17/06/2022 | Approval of Site Development Plan | 11/04/2023 Approved |
| 83. | SL2021-00002 | Erf 862, 871 and 872, Kaap St Francis, | 07/08/2020 | Application for the Rezoning of land and Application for Removal of Restrictive Title Deed Conditions | 30/08/2022 Approved |

| MUNICIPAL PLANNING TRIBUNAL MEETING: Quarter 2: 01 October 2022 – 31 December 2022 | | | | | |
|---|---|---|---|---|---|
| | Application No. | Property description | Date submitted | Application type | Decision |
| 84. | JL1920-00215 | Erf 983, Sea Vista | 12/12/2019 | Application for Removal of Restrictive Title Deed Conditions and Application for Permanent Departure to relax building lines | 18/03/2021 Approved |

| MUNICIPAL PLANNING TRIBUNAL MEETING: Quarter 2: 01 October 2022 – 31 December 2022 | | | | | |
|---|---|---|---|---|---|
| | Application No. | Property description | Date submitted | Application type | Decision |
| 85. | JL2021-00132 | Erf 67, Patensie | 02/02/2021 | Application for Removal of Restrictive Title Deed Conditions and Application for Consent Use for Flats and Place of Assembly | 23/12/2022 Approved |
| 86. | JL2122-000140 | Erf 1249, Sea Vista | 17/03/2022 | Application for Removal of Restrictive Title Deed Conditions and Application for Permanent Departure to relax building lines | 06 March 2023 Approved |
| 87. | JL2122-000155 | Erf 136, and Erf 173 Crossways | 05/04/2022 | Application for Subdivision, Consolidation and Rezoning | 02/02/2023 Approved |
| 88. | JL2122-000159 | Erf 154, Crossways | 06/04/2022 | Application for Rezoning from Agriculture Zone 1 to Special Zone and Application for subdivision into 4 portions | 06/03/2023 Approved |
| 89. | SL2021-00011 | Erf 46, Sea Vista | 17/12/2020 | Application for Removal of Restrictive Title Deed Conditions and Application for Permanent Departure to relax building lines | 02/02/2023 Approved |

| 23 MUNICIPAL PLANNING TRIBUNAL MEETING: Quarter 3: 01 January 2023 – 31 March 2023 | | | | | |
|---|---|---|---|---|---|
| | Application No. | Property description | Date submitted | Application type | Decision |
| 90 | JL2021-00135 | Erf 1354, Humansdorp | 16/02/2021 | Application for Rezoning from Residential Zone 1 to Community Zone. Application for Consent Use to permit a Parsonage and application for Permanent Departure | 21/06/2023 Refused |

| 23 MUNICIPAL PLANNING TRIBUNAL MEETING: Quarter 3: 01 January 2023 – 31 March 2023 | | | | | |
|---|---|---|---|---|---|
| | Application No. | Property description | Date submitted | Application type | Decision |
| | | | | to permit the erection of a 50m telecommunication mast and base station | |
| 91. | JL2021-00214 | Erf 598 and 599 Humansdorp | 24/05/2021 | Application for Exemption of Consolidation and Application of Rezoning of Erf 598 and Erf 599 from Residential Zone 1 to Business Zone 2 | 23/01/2023 Approved |
| 92. | JL2122-00043 | Erf 5082 Jeffreys Bay | 08/09/2021 | Application for Rezoning from Residential Zone 1 to Community Zone and Application for Permanent Departure to relax building lines | 23/042023 Approved |
| 93 | JL2122-00119 | Erf 901 Sea Vista | 22/02/2022 | Application for Remanent Departure to relax building lines | 02/02/2023 Approved |
| 94 | JL2122-00130 | Farm 501 of Uitenhage RD (Portion 220) | 02/03/2022 | Application for Consolidation and Application for Subdivision | 20/04/2023 Approved in part |
| 95. | JL2122-00170 | Farm 688 of Humansdorp RD (Portion 2) and Farm 689 of Humansdorp RD (Portion 15) and 868 of Humansdorp RD (Portion 1) | 22/04/2022 | Application for extension of validity periods | 29/02/2023 Approved |
| 96 | JL2122-00181 | Erf 24, Sea Vista | 09/05/2022 | Application for Rezoning from Residential Zone 1 to Business Zone 2 and Application for Removal of Restrictive Title Deed Conditions | 29/02/2023 Approved |
| 97. | JL2122-00182 | Erf 1339, Jeffreys Bay | 23/05/2022 | Application for Removal of Restrictive Title Deed Conditions, application for Permanent Departure to relax building lines and Permanent Departure to relax height restrictions | 29/02/2023 Approved |
| 98 | JL2223-00021 | Erf 844, Paradysstrand | 17/08/2022 | Application for Removal of Restrictive Title Deed Conditions | 20/04/2023 Deferred |
| 99. | JL2223-00101 | 715 of Humansdorp RD (Portion | 01/02/2023 | Application for amendment of existing | 31/03/2023 Approved |

| 23 MUNICIPAL PLANNING TRIBUNAL MEETING: Quarter 3: 01 January 2023 – 31 March 2023 | | | | | |
|---|---|---|---|---|---|
| | Application No. | Property description | Date submitted | Application type | Decision |
| | | 5), 715 of Humansdorp RD (Portion 6), 716 of Humansdorp RD (Portion 1), 716 of Humansdorp RD (Portion 3), 716 of Humansdorp RD (Portion 4), 716 of Humansdorp RD (Portion 5), 732 of Humansdorp RD (Portion 17), 733 of Humansdorp RD (Portion 4), 737 of Humansdorp RD, 799 of Humansdorp RD, 945 of Humansdorp RD | | approval: Impofu Wind Farms | |
| 100. | JL2223-00102 | 676 of Humansdorp RD (Portion 1), 676 of Humansdorp RD (Portion 2), 676 of Humansdorp RD (Portion 3), 716 of Humansdorp RD, 716 of Humansdorp RD (Portion 3), 716 of Humansdorp RD (Portion 4), 717 of Humansdorp RD (Portion 1), 818 of Humansdorp RD | 01/02/2023 | Application for amendment of existing approval: Impofu Wind Farms | 31/03/2023 Approved |
| 101 | JL2223-00103 | 675 of Humansdorp RD, 675 of Humansdorp RD (Portion 3), 676 of Humansdorp RD (Portion 1), 818 of Humansdorp RD, 675 of Humansdorp RD (Portion 5), 851 of Humansdorp RD (Portion 1) | 01/02/2023 | Application for amendment of existing approval: Impofu Wind Farms | 31/03/2023 Approved |

| MUNICIPAL PLANNING TRIBUNAL MEETING: Quarter 4: 01 April 2023 – 30 June 2023 | | | | | |
|---|---|---|---|---|---|
| | Application No. | Property description | Date submitted | Application type | Decision |
| 104. | JL2122-00041 | Erf 474, Kaap St Francis | 05/09/2021 | Application for Removal of Restrictive Title Deed Conditions and Application for Permanent Departure to relax building lines | 29/06/2023 Approved |
| 105. | JL2122-00064 | Erf 466, Jeffreys Bay | 12/10/2021 | Application for Removal of Restrictive Title Deed Conditions, Application for Permanent Departure to relax building lines and Application for Consent Use for a Home Occupation | 29/06/2023 Approved |
| 106. | JL2122-00131 | Erf 1270, Jeffreys Bay | 03/03/2022 | Application for Removal of Restrictive Title Deed Conditions | 29/06/2023 Approved |
| 107. | JL2122-00142 | Erf 631, Paradysstrand | 21/03/2023 | Application for Removal of Restrictive Title Deed Conditions | 29/06/2023 Approved |
| 108 | JL2122-00157 | Farm 151, Crossways | 05/04/2022 | Application for Rezoning from Open Space to Special Zone and Application for Subdivision into three | 29/06/2023 Approved |

| MUNICIPAL PLANNING TRIBUNAL MEETING: Quarter 4: 01 April 2023 – 30 June 2023 | | | | | |
|---|---|---|---|---|---|
| | Application No. | Property description | Date submitted | Application type | Decision |
| | | | | portions | |
| 109 | JL2122-00166 | Erf 26, Patensie | 20/04/2022 | Application for Removal of Restrictive Title Deed Conditions and Application for Subdivision | 29/06/2023Approved |
| 110. | JL2223-00015 | Erf 758, Humansdorp | 01/08/2022 | Application for Rezoning from Residential Zone 1 to Business Zone 2 | 29/06/2023 Approved |
| 111. | JL2223-00073 | Erf 279, Kaap St Francis | 09/11/2022 | Application for Removal of Restrictive Title Deed Conditions and Application for Permanent Departure to relax building lines | 29/06/2023 Approved |
| 112. | SL2122-00016 | Erf 159, Kaap St Francis | 07/03/2022 | Application for Removal of Restrictive Title Deed Conditions | 29/06/2023 Approved |

| SPECIAL MUNICIPAL PLANNING TRIBUNAL MEETING: 10 OCTOBER 2021 | | | | | |
|---|---|---|---|---|---|
| | Item | Property description | Date submitted | Application type | Decision |
| 20. | SMPT 1 | Erf 922 and 958 Cape St Francis | 09 March 2022 | Application for Rezoning of Erf 922, Consolidation of Erf 922 and Erf 958, Subdivision of the Consolidated Erf into 41 Portions, Consent Use of Town Housing Development of the Consolidated Erf and Access Servitude over Portion 62 of the Farm Ongegunde Vryheid NO 746 | 23/05/2023 Deferred: The application needs to be amended in terms of Section 100 of the Spatial Planning and Land Use Management By-Law: Kouga Municipality, 2016.<br><br>The application needs to address the comments raised by the Electricity Department. That the applicant's Power of Attorney needs to be |

| SPECIAL MUNICIPAL PLANNING TRIBUNAL MEETING: 10 OCTOBER 2021 | | | | | |
|---|---|---|---|---|---|
| | Item | Property description | Date submitted | Application type | Decision |
| | | | | | corrected. The application is not in line with the Spatial Development Framework. |

**GIS Working Group**

The Kouga Local Municipality has embarked on the establishment of a GIS Working Group to capture and consolidate all spatially relevant data into a central, well-structured GIS database to manage data which is currently fragmented and saved in different formats. The process started with the identification of GIS Champions from each directorate. The GIS Working Group Induction Meeting convened on 5th of September 2022 at the Council Chambers, a representative of each directorate attended the first meeting. The purpose of the group is to ensure the collection of accurate and consistently formatted datasets to be able to develop spatial tools and technologies between departments of each directorate.

An Enterprise GIS Strategy and Policy was developed, the intention from the department is to:

- Develop an organization-wide GIS approach using standards and consistent methodologies that address the needs of all units within the organization.
- Migrating existing GIS applications and data to GIS technology capable of supporting all potential users in a cohesive manner.
- Integrating GIS data and services with other information systems within the organization as part of an overall enterprise information systems solution.
- Adapting the GIS staffing structure (inclusion of the GIS Champions) to support the enterprise approach.
- Training the GIS staff to assist and provide input to design, develop, and maintain the enterprise GIS resources.
- Training staff in the departments which are new to GIS in the effective use of GIS specific to their business needs.

Extract of meeting agenda:

**NOTICE IS HEREBY GIVEN** that a GIS Working Group Induction Meeting will be held on **Monday, 5 September 2022 at 10:00**.

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

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**AGENDA**

1. **OPENING AND WELCOME**
2. **APOLOGIES / LEAVE OF ABSENCE**
3. **MATTERS FOR DISCUSSION**

3.1 Introduction

3.2 Purpose of the meeting

3.3 Terms of reference

3.4 Way forward

4. **CLOSURE**

**Spatial Data Sets**

The GIS Unit currently have the following spatial data sets:

Administrative

- Cadastre, Ward Boundaries (2020) and previous years, Provincial Boundaries, Municipal Boundaries, Zonings, Facilities (Schools, clinics, churches, caravan parks ect.)

Infrastructure

- Water, Sewer, Electricity (reticulation and asset/facilities), Stormwater, Road Infrastructure (culverts, etc.)

Transport

- Road Centrelines, Street Addresses, Street Names, Road Condition

**It should be noted that most of the datasets needs to be updated especially infrastructure datasets as significant gaps exists where no services are reflected in the GIS.

**Incremental approach to implement Enterprise GIS**

The department has developed a work plan for implementation of Enterprise GIS. The work plan provides an incremental approach for migrating from the existing GIS to the Enterprise GIS which is an essential tool for achieving success. The incremental approach recognizes the substantial investment in GIS made by the Municipality to date and provides a path forward that sustains and enhances the prior investment.

In particular, the work plan identifies how the GIS data, system resources, and to a lesser extent, GIS application investments can be brought forward as parts of the new Enterprise GIS. As these prior investments are sustained, the addition of further GIS capabilities enables the value of these investments to be leveraged for further benefit to departments and the public.

The goal of the work plan is to establish a foundation that brings widespread use of GIS, ensuring success is built on at each step in the implementation process. Within the work plan, it is important to set reasonable goals for each step and to produce tangible results.

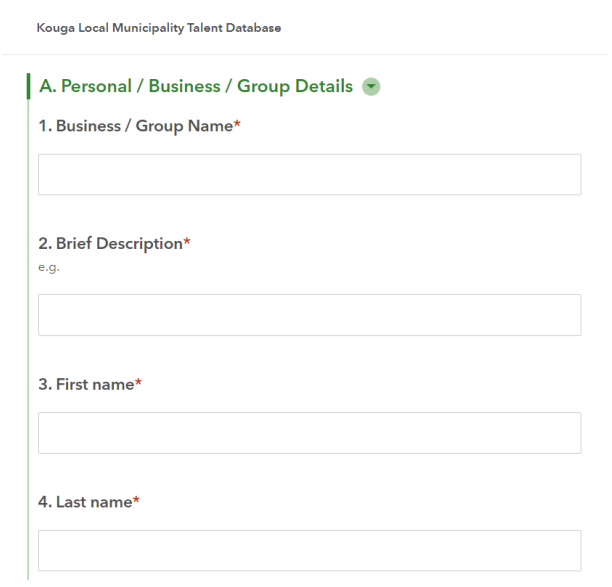
We believe that the advantage of an incremental approach includes lower start-up costs, lower risk, better knowledge of requirements gained through experience, ability to keep up with the latest technology because the initial investment is smaller, less disruption to the existing organization, and greater acceptance by staff because introduction of Enterprise GIS is gradual.

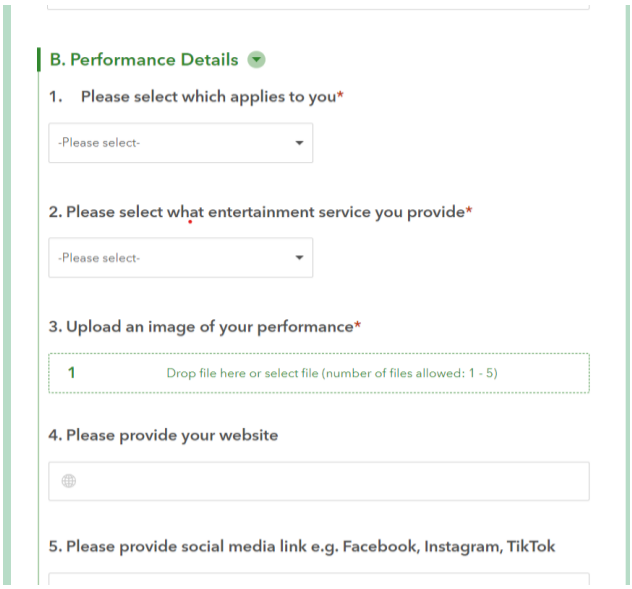
The anticipated incremental approach to implement Enterprise GIS for Kouga Municipality will be phased as follows:

| | |
|---|---|
| **Phase 1** | • Develop an inter-departmental GIS user community across the institution by identifying “GIS Champions” from each directorate to serve on GIS Working Group<br>• Develop training opportunities for GIS Champions<br>• Business analysis, needs and requirements gathering for an Enterprise GIS platform,<br>• Develop GIS documentation (GIS Policy and GIS Strategy) |
| **Phase 2** | • Begin development of Enterprise GIS system and viewer portal<br>• Implement strategies to advance transformative technologies throughout the Municipality<br>• Share standards document/s with internal departments<br>• Implement GIS training for other staff within the municipality.<br>• Schedule a list of datasets for enhancement and required data, e.g., updating of infrastructure, cemetery data, informal settlements.<br>• Review internal applications to find opportunities to integrate with GIS, e.g., cemeteries.<br>• Identify opportunities to implement a field data collection program; develop a training program and user guide for available solutions like Field Maps and Survey123 to capture field data, eg. individual shacks with attribute data<br>• Schedule quarterly reviews/audits of data to determine what is still being used, who maintains the data, if it can be archived. |
| **Phase 3** | • Evaluate status of Enterprise GIS and implement any outstanding goals from phases 1 and 2.<br>• Review progress and success of both internal and inter-departmental initiatives implemented in phases 1 and 2 |

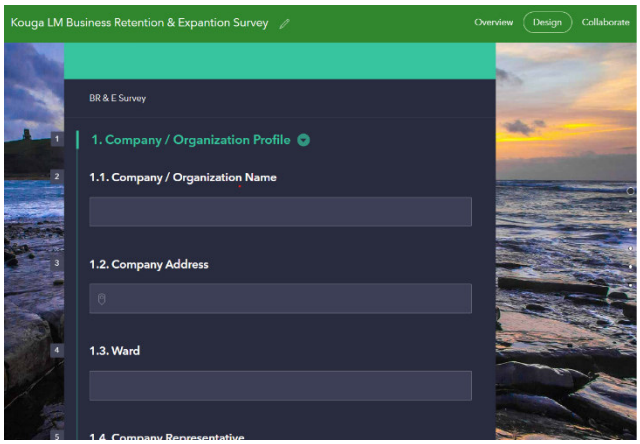
**Festive Season Street Float Parade: Expression of Interest survey and Kouga Talent Database**

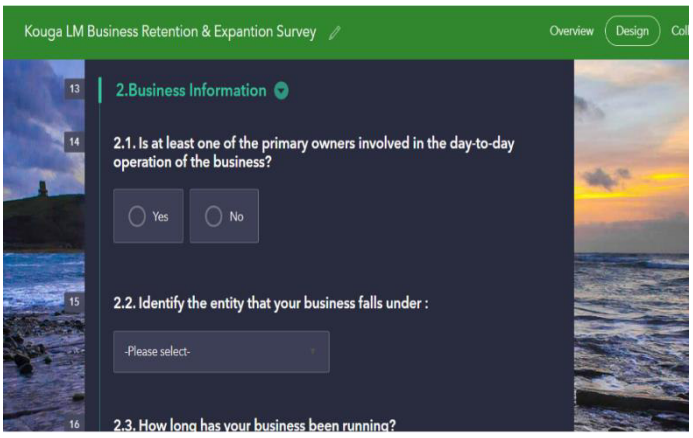
In September 2022 the GIS Unit developed a survey and/ or databases for the Festive Season Street Float Parade: Expression of Interest survey and Kouga Talent Database that has information of all members of the municipality that have an interest in being part of any events that are conducted by the municipality.




The LED office also requested a Business Retention and Expansion Survey for the Construction Sector. In this regard, the GIS Unit developed a web-based survey which allowed SMMEs in the municipality to register their respective businesses that can be shared to all relevant municipal officials in a form of report.



**GIS Workshop**

On the 19th of October 2022 a GIS Workshop was held at Mentorskraal Conference Centre where GIS was being launched to the top management in the municipality. Ms. Sihlahla and Mr. Khutswa from EC CoGTA presented on the Establishment of Enterprise GIS for local municipalities. Mr. Mkhatshwa from Sarah Baartman District Municipality delivered a presentation on 'GIS in response to natural disasters'. Mr. Nhleko from Stellenbosch Local Municipality presented on the Esri Arc-GIS for Local Authorities (AFLA).

The outcomes of the workshop were to ensure that members of the municipality understand the steps and processes involved in developing an enterprise GIS for Local municipalities and to provide Kouga Municipality with clear way forward. Further outcomes of the workshop were: (1) To clarity and understand the role of GIS Unit within the Municipality; (2) Ensuring that the change management process in implementing Enterprise GIS is understood; (3) Communicating the benefits of implementing an Enterprise GIS; (4) To lay a foundation for breaking down silos through GIS within the municipality; (5) Sharing lessons learnt from other institutions that have established an enterprise GIS; (6) Build relationship and collaborate in terms of available support and capacity building from the Provincial (EC CoGTA), District municipality and other local municipalities.

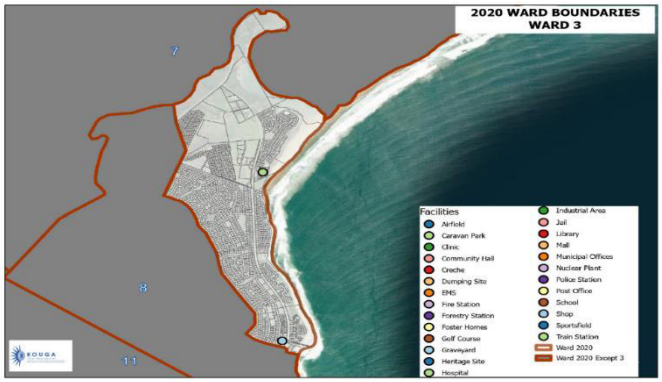





**Ward Based planning and the Reviewal of the**

**Integrated Development plan and Mapping**

Ward-based planning is a form of participatory planning which has been designed to promote community action and link to the integrated Development Plan (IDP). Within a ward, there can be a wide variety of resources, including natural assets, infrastructure and NGOs and businesses (small /big). A resource mapping exercise was conducted in order to identify potential collaborations and funding.




Maps were created of Facilities, Ward infrastructure analysis, and land use and zoning information per ward map for all 15 Wards in the municipality for the ward-based planning reports for 2023/2024 period. The GIS Unit also assisted with compiling some of the reports and attending all the ward-based meetings.

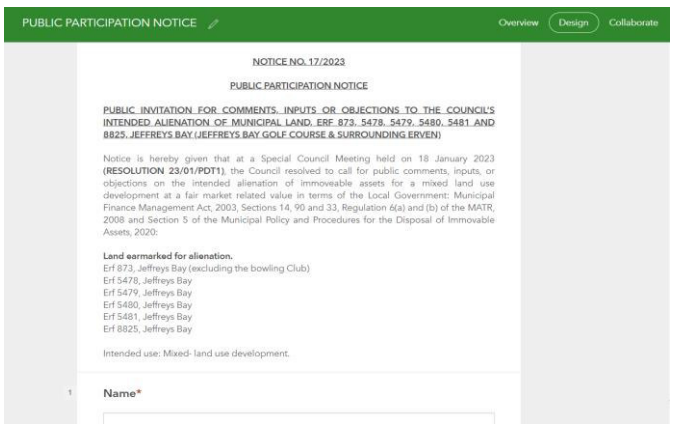
**2021 Ward Boundaries**

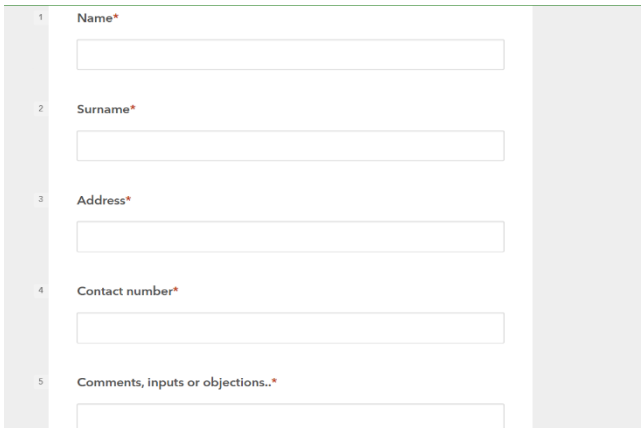
**2021 Ward**

**Land and Properties**

## Department – Public Participation Notice

In January the GIS Unit was tasked to assist the Land and Properties department to develop a public participation Notice Survey for comments, inputs, or objections to any a notice for land earmarked for alienation. The survey was well received by the public as there were more than 200 respondents, this method was convenient and better to use than sending an email.




## Training opportunities

In consultation with the members of the working group, a need for **Basic GIS training** was identified as being essential to ensure success of the working group in capturing spatial data of the municipality.

Eastern Cape Department of Cooperative Governance and Traditional Affairs (CoGTA) provided training in GIS specifically in QGIS software on the 6th and 7th of February 2023. This training encouraged the members of the working group to seek more GIS training to ensure that their data is well represented spatially.

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& TRADITIONAL AFFAIRS

**Directorate of Spatial Planning**
Tyamzashe Building | Civic Square | Bisho | 5605
P/Bag X0035 | Civic Square | Bisho | 5605
Tel: +27 (0)40 940 7333 | Fax: +27 (0)40 609 5525

**PROPOSED AGENDA FOR GIS TRAINING AT KOUGA LM: 6-7 FEBRUARY 2023**

**Venue**: Kouga LM

| SESSIONS | TOPIC | PRESENTER | DURATION |
|---|---|---|---|
| 09h00 | Welcome & Purpose | Chairperson | 10 Minutes |
| 09h10 | Introductions | All | 10 minutes |
| 09h20 | Installation of QGIS Software and Training Data | All | 10 minutes |
| 09h30 | EC COGTA GIS Portal Live Demo | Z. Sihlahla | 15 minutes |
| 09h45 | Sarah Baartman District GIS Portal Live Demo | S. Mkhatshwa | 15 minutes |
| 10h00 | Tea Break | | 15 minutes |

Sarah Baartman
DISTRICT MUNICIPALITY
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*progress through development*

**AGENDA**

**GIS WORKING GROUP MEETING**

**Date: 17th FEBRUARY 2023**

| ITEMS | | |
|---|---|---|
| 1. | Opening and Welcoming | Mr. Maqokolo |
| 2. | Introduction/Apologies | All |
| 3. | Adoption of the agenda | All |
| 3. | Purpose of the Meeting | Mr. Maqokolo |
| 5. | COGTA GIS support | Ms. Z. Sihlahla |

## Virtual BCM District Working Group

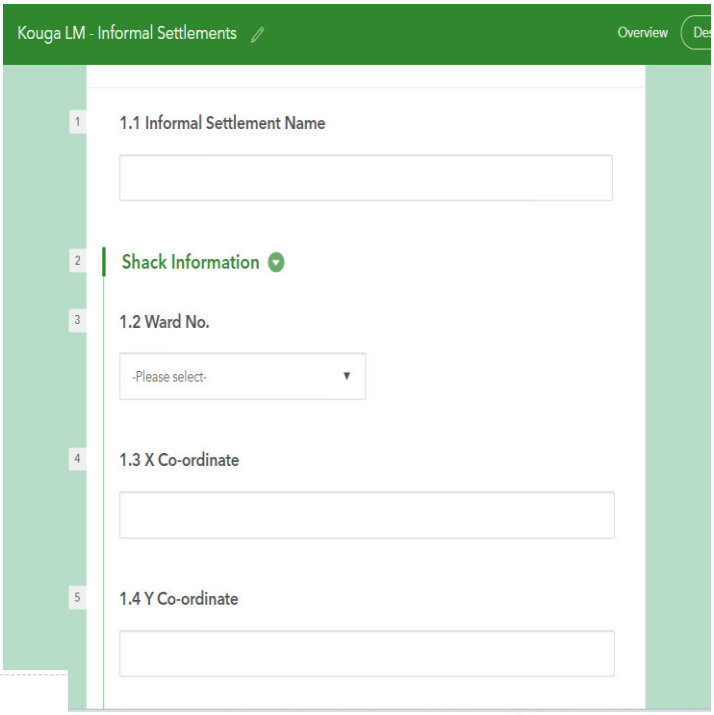
GIS Unit attended the Virtual District Working Group on the 17th of February 2023, KLM is currently the only Local Municipality in the Sarah Baartman District Municipality that has a GIS Unit. In the other municipality there is a town planning official in support or doing most of the GIS work.




**Provincial Local Government Geospatial Forum (LGGF)**

On the 21st - 22nd of June, the GIS Unit was invited to attend the Provincial Local Government Geospatial Forum (LGGF) which was hosted in East London. The following were presented: Eastern Disaster Risk Profile; National CoGTA Support available to local municipalities; SASDI /SDI presentation; STATSTSA presented on systems available to municipalities in collecting ward-based statistical information. Each District municipality presented their quarterly GIS projects.

Members of the GIS Working Group were encouraged to be part of a national program by CoGTA to train municipal officials in training/courses that are provided by Esri. Kouga Municipality, through the GIS Unit, submitted a list of officials interested in different courses at the end of June 2023. The interested officials are only awaiting a response from the department on training dates.




**Informal Settlements Survey**

The GIS Unit has developed a Web-based Survey for the human settlements

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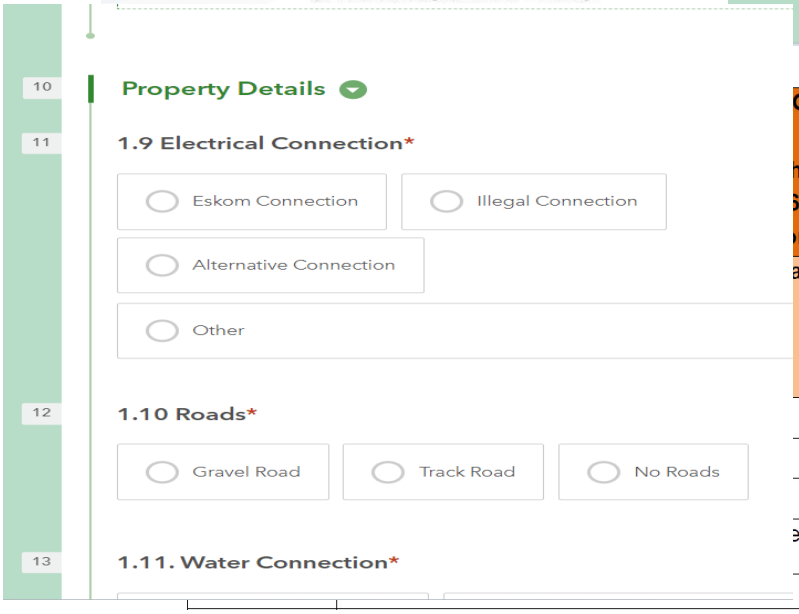
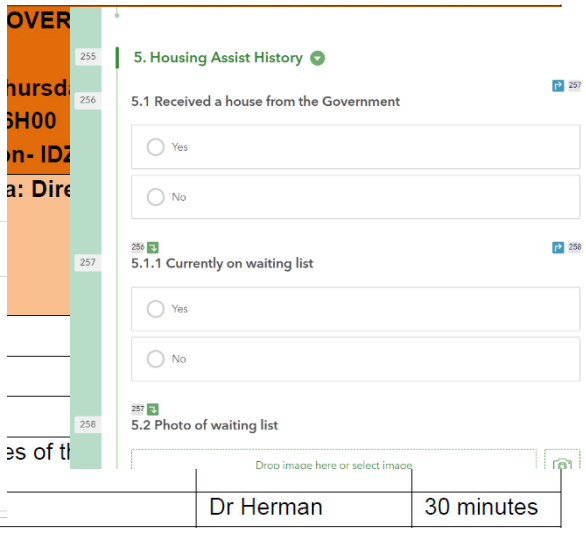



| | |
|---|---|
| Dr Herman | 30 minutes |

department to provide a digital option in addition to the paper-based survey that is currently being utilized by the officials and clerks in the unit. This survey will assist the officials in ensuring that the number of people living in informal settlements are captured on site to limit having to duplicate data and information. This information will help to provide information of access to water, sanitation, electricity, and other services and can be used as a form of report to be sent to Infrastructure and Engineering directorate to provide such services.

**Municipal Streets Naming and Streets Renaming**

Street Naming Committee meeting was held on the 28th of June 2023. The committee facilitates the naming and renaming process. The committee also deals with all applications, submissions, and reports pertaining to the naming and renaming of street within the Municipality's jurisdiction. GIS Unit updated maps with proposed street names and numbering as per the submissions from Ward Councillors, developers, and the public in respect of the committee meeting. Preparation of the agenda and coordination of the meeting was the responsibility of the GIS Unit. In line with GIS




responsibilities, minutes were compiled and distributed to committee members, and the final recommendations and reports are yet to be submitted to Portfolio Committee for approval.

The following proposals for street names were received by the committee:

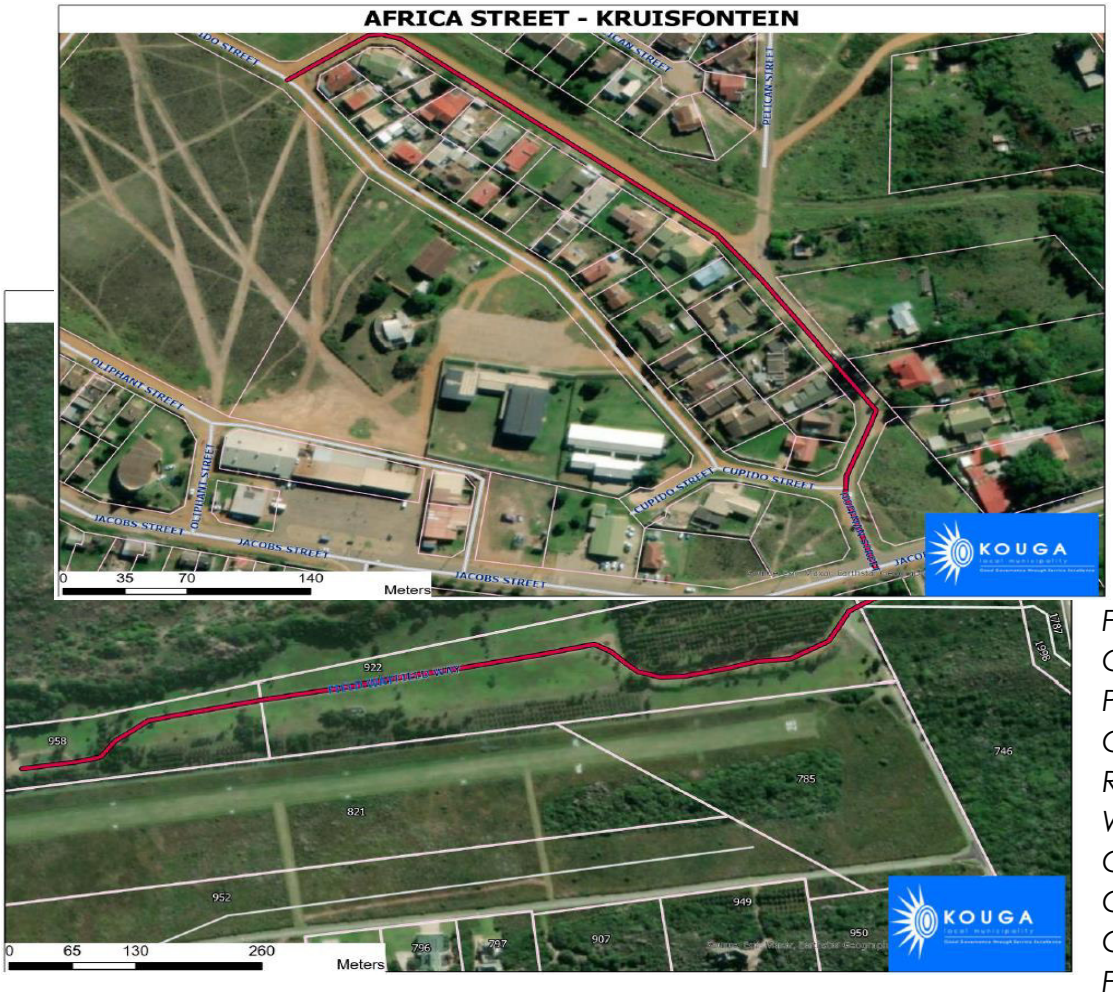
**Ward 6 Committee: Proposed Street Names for Kwanomzamo (Humansdorp)**

- *P.X. Mabindla Road, Mxolisi Swepu Road, A. Mlindazwe Street, S. Mpevana Street, Lindi Street, Ndlovu Street, Mpemvu Street, Dlamini Street, Ndzeya Street, Mpondo Street, Jola Street, Tabata Street, Tana Street, Siheula Street, Lengs Street,Dlamini Street,Jackie Phiri Street, Noma Street, Hermanus Street, Nodaka Street, Dlova Street, Mamatu Street, Jali Street.*

**Ms Botha: Proposed Renaming of Hoffman Street in Kruisfontein (Humansdorp)**

- *Rename from Hoffman Street to Africa Street*

**Fig Tree Estate: Proposed Street Names within the estate in Jeffreys Bay**




*Forestfig Close, Pondofig Close, Rockfig, Wildfig Close, Clusterfig Close, Figtree Avenue, Waterfig Avenue, Mountainfig Avenue*

**Mr Krüger: Proposed Street Name in St Francis Bay**

- *Field Way*

**Development of Suburbs Layer**




Suburbs Layer was also developed and the following areas were demarcated : Arcadia, Aston Bay, C-Place, Cape St Francis / St. Francis, CBD, Certeeton, Die Berg, Eden Glen Retirement Village – 1st Phase, Extension 4, Gamtoos Mouth, Graslaagte, Hankey, Hankey Central, Hopeville, Humansdorp, Humansdorp Central, Industrail Area, Jeffrey's Bay,

Jeffrey's Bay – Ferreira Town, Johnsons Ridge, Kabeljauws, Kleinrivier, Kruisfontein, Kwanoxolo, Loerie, Loots Park IDZ, Maak 'N Las, Madiba Bay, Marina Martiniqu, Matt Melville, Milton, Moersarivier, Ocean View, Old Hankey, Old Kwanomzamo, Oyster Bay, Panorama, Paradise Beach, Patensie, Pearl Road, Pellsrus, Phillipsville, Ramaphosa Village, Rosedale, Sewende Laan, Shushukuma, Sitrus, The Sands, Thornhill, Tokyo Sexwale, Upper Golf Course, Vaaldam, Van Stadensriviermond, Vergenoeg, Vregenoeg, Wavecrest, Weston, and Youth Camp.




**GIS Planning System Tender**

The GIS Unit was tasked with facilitation of a process for procurement of a new electronic system for Planning and Building Control processes. Land and Properties, and Cemeteries modules are to be incorporated into the system. The tender process has been initiated in this regard. To date, Terms of Reference have been developed and proposals were received from service providers across the country in a bid for the required system.

**Common challenges Encountered:**

- Resistance to change by colleagues in most directorates.
- Requesting the user's inputs and requirements has been a challenge as there are misconceptions that GIS is there to replace officials which is untrue. Any system or software needs a human aspect to operate and function properly.
- Management needs to be bold and unsure that users use the system and software effectively.
- There needs to be identified 'champion/s' that take responsibility for their data, as most feel that it is the sole function of the GIS Unit.
- One man run GIS unit, there is a need for a more GIS officials to ensure that unit grows within the municipality.

**IT Infrastructure**

- As the solutions are web based decent internet speeds and uptime is required, and it can be verified accordingly that Kouga LM meets those criteria.

As the solutions are web based therefore decent internet speeds and uptime is required.

## 3.21.1 BUILDING CONTROL

### BUILDING CONTROL SECTION ANNUAL REPORT 2022/23

The 2022/23 financial year was the **third** year since the implementation of the electronic plan submission using the *Ovvio* portal. This enables Registered Professionals (RPs) of the South African Council for the Architectural Profession (SACAP) from anywhere in South Africa, and the world, to submit building plans in a fully electronic and paperless channel to Kouga Municipality.

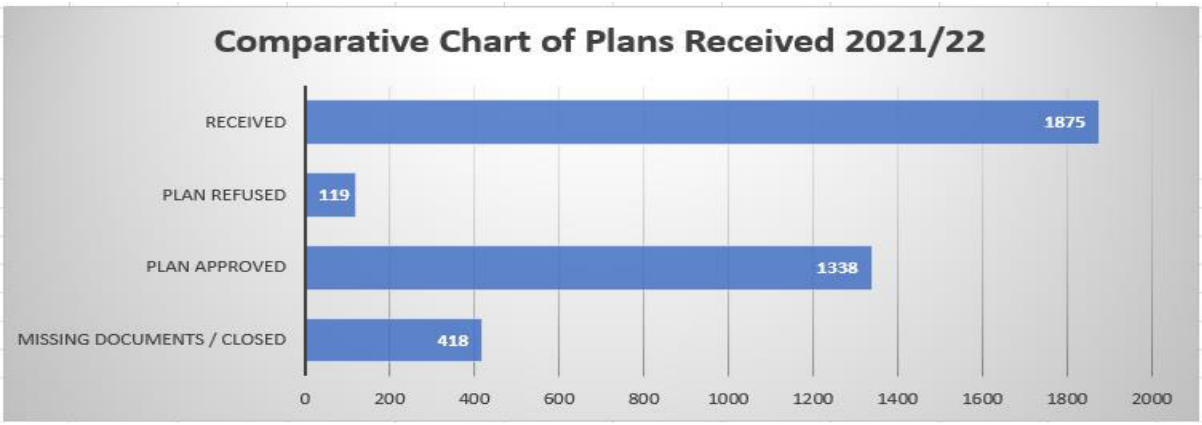
Primary data from the 2022/23 financial year shows the following key trends:

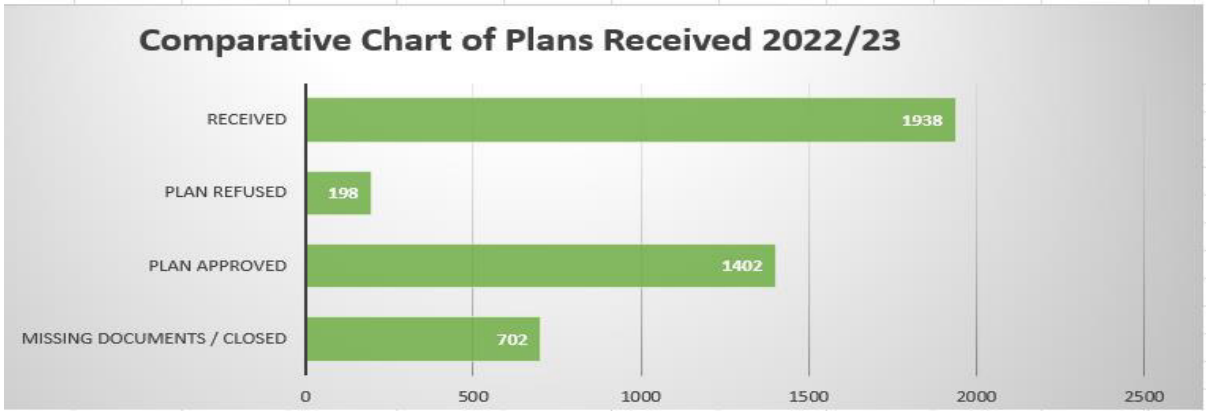
- **1938** Building plan applications were received in the 2022/23 financial year. This represents a 2.8% increase compared to plans received for the 2021/22 financial year (See "**Comparative chart of plans received 2021/22 vs 2022/23**").
  ***Table 1*** shows the detailed breakdown of areas where building plan submissions occurred in the 2022/23 financial year.

- Of the 1938 plans received in the financial year, a total of 1035 *(53.4%)* plans were approved. *(Note that an **additional 367** plans were approved within this financial year which was captured in the previous financial year **(total 1035 + 367 = 1402 plans approved)**.*

- Of the 1938 plans received in the financial year, a total of 198 (10.2%) were refused. *(Note that an **additional 1150** plans were* refused *within this financial year which was captured in the previous financial year **(total 198 + 1150 = 1348 plans* refused)**.*

This is reflective of the removal of the "deferment" of plans that were not compliant to align with the legislative requirement of the National Building Regulations and Building Standards Act (107 of 1977 as amended) for a local authority to give a decision in the stipulated time periods (30 days for building plan applications with 500m$^2$ or less and 60 days for building plan applications greater for work greater than 500m$^2$).




The following tables are a detailed overview of building plans received, approved, and refused in the 2022/23 financial year.

| Building Applications Date Captured between 1 Jul 2022 and 30 Jun 2023 | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|
| Area in Kouga | Churches | Garden Walls and Fixed Fences | General Building Work | Industrial Rural | Minor building applications (< 10m²) | RDP Informal Housing | Revised Plan | Swimming Pool | Total |
| Aston Bay | 0 | 1 | 124 | 0 | 8 | 0 | 27 | 2 | **162** |
| Crossways | 0 | 0 | 37 | 0 | 1 | 0 | 7 | 0 | **45** |
| Gamtoos Mouth | 0 | 0 | 54 | 0 | 6 | 0 | 13 | 0 | **73** |
| Hankey | 0 | 0 | 6 | 0 | 0 | 0 | 1 | 0 | **7** |
| Humansdorp | 0 | 0 | 27 | 0 | 7 | 0 | 6 | 0 | **40** |
| Humansdorp RD | 0 | 0 | 80 | 5 | 5 | 1 | 1 | 0 | **92** |
| Jeffreys Bay | 1 | 2 | 473 | 1 | 63 | 0 | 170 | 12 | **722** |
| Kaap St Francis | 0 | 0 | 78 | 0 | 11 | 0 | 15 | 1 | **105** |
| Kruisfontein | 0 | 0 | 10 | 0 | 0 | 3 | 4 | 0 | **17** |
| Oesterbaai | 0 | 0 | 25 | 0 | 1 | 0 | 1 | 0 | **27** |
| Paradysstrand | 0 | 0 | 92 | 1 | 4 | 0 | 16 | 1 | **114** |
| Patensie | 0 | 0 | 3 | 0 | 0 | 0 | 2 | 0 | **5** |
| Pellsrus | 0 | 0 | 6 | 5 | 0 | 4 | 0 | 0 | **15** |
| Sea Vista | 0 | 1 | 278 | 0 | 35 | 1 | 49 | 1 | **365** |
| St Francis Links | 0 | 0 | 92 | 0 | 7 | 0 | 21 | 2 | **122** |
| Twin Valley | 0 | 0 | 7 | 0 | 0 | 0 | 0 | 0 | **7** |
| Uitenhage RD | 0 | 0 | 16 | 0 | 2 | 0 | 2 | 0 | **20** |
| Grand Totals | 1 | 4 | 1408 | 12 | 150 | 9 | 335 | 19 | 1938 |

**Table 1: Building Plan Applications - 2022/23 Financial Year**

| Building Application Approved between 1 Jul 2022 and 30 Jun 2023 | | | | |
|---|---|---|---|---|
| Area in Kouga | Floor Area (square meters) | | Estimated Cost | Number |
| Aston Bay | 8826 | R | 47,692,350.00 | 103 |
| Crossways | 4589 | R | 29,637,250.00 | 30 |
| Gamtoos Mouth | 5422 | R | 41,450,000.00 | 52 |
| Hankey | 508 | R | 5,670,000.00 | 4 |
| Humansdorp | 2541 | R | 9,146,000.00 | 16 |
| Humansdorp RD | 17880 | R | 160,793,250.00 | 40 |
| Jeffreys Bay | 62106 | R | 444,938,250.00 | 618 |
| Kaap St Francis | 7979 | R | 54,622,000.00 | 73 |
| Kruisfontein | 214 | R | 1,664,100.00 | 5 |
| Oesterbaai | 1759 | R | 12,732,250.00 | 11 |
| Paradysstrand | 14093 | R | 93,374,150.00 | 95 |
| Patensie | 178 | R | 1,349,100.00 | 3 |
| Pellsrus | 84 | R | 704,950.00 | 3 |
| Sea Vista | 43363 | R | 336,245,550.00 | 243 |
| St Francis Links | 24330 | R | 179,008,350.00 | 106 |
| Twin Valley | 2003 | R | 19,587,650.00 | 5 |
| Uitenhage RD | 866 | R | 6,718,250.00 | 13 |
| Total | 196740 | R | 1,445,333,450.00 | 1402 |

**Table 2: Number of Compliant Building Plan Applications supported and approved in the 2022/23 Financial Year.**

| Building Application Refused between 1 Jul 2022 and 30 Jun 2023 | | | | |
|---|---|---|---|---|
| Area in Kouga | Floor Area (square meters) | | Estimated Cost | Number |
| Aston Bay | 10082 | R | 55,660,650.00 | 112 |
| Crossways | 5233 | R | 46,541,900.00 | 17 |
| Gamtoos Mouth | 5600 | R | 35,343,750.00 | 53 |
| Hankey | 508 | R | 5,670,000.00 | 4 |
| Humansdorp | 2863 | R | 14,503,100.00 | 29 |
| Humansdorp RD | 14621 | R | 57,023,900.00 | 42 |
| Jeffreys Bay | 65535 | R | 532,840,800.00 | 582 |
| Kaap St Francis | 7005 | R | 55,392,050.00 | 61 |
| Kruisfontein | 1307 | R | 11,907,100.00 | 8 |
| Oesterbaai | 2011 | R | 15,536,850.00 | 20 |
| Paradysstrand | 18204 | R | 126,642,550.00 | 106 |
| Patensie | 1186 | R | 3,147,900.00 | 4 |
| Pellsrus | 166 | R | 779,900.00 | 6 |
| Sea Vista | 53421 | R | 408,004,050.00 | 228 |
| St Francis Links | 10134 | R | 68,516,250.00 | 51 |
| Twin Valley | 2587 | R | 22,957,950.00 | 7 |
| Uitenhage RD | 1356 | R | 11,743,400.00 | 19 |
| Total | 201820 | R | 1,472,212,100.00 | 1348 |

*Table 3: Number of Compliant Building Plan Applications Not Supported and Refused in 2022/23 Financial Year.*

Building plan applications and approvals and occupation certificate issuance should be viewed as major measuring tools for economic activity. The estimated costs of building plans approved provide a leading indicator of the kind of economic activity, job creation, and downstream Local Economic Development (LED) for what is likely to be generated over the subsequent financial year.

Additionally, Tracking the issuance of occupation provides an even clearer picture of the actual economic activity over a financial.

In the 2022/23 financial year the economic data revealed that:

- A total proposed new and additional building area of 19670m$^2$ at an estimated value of R1,45 billion was approved for construction by Kouga Municipality in the 2022/23 financial year (See **Table 4**). This represents a 20.35% growth (in rand value) in proposed building work compared to the R1,15 billion in estimated value reported in the 2021/22 financial year.

- A total amount of **R 5,258,960.30** in building plan application fees was received for the 2022/23 financial year. This was a 4.0% increase in revenue from application fees as compared to the 2021/22 financial year.

| Approved Building Application Evaluations<br>Evaluation Date between 1 Jul 2022 and 30 Jun 2023 | | | |
|---|---|---|---|
| Area in Kouga | Floor Area (square meters) | | Estimated Cost |
| Aston Bay | 8826 | R | 47,692,350.00 |
| Crossways | 4589 | R | 29,637,250.00 |
| Gamtoos Mouth | 5422 | R | 41,450,000.00 |
| Hankey | 508 | R | 5,670,000.00 |
| Humansdorp | 2541 | R | 9,146,000.00 |
| Humansdorp RD | 17880 | R | 160,793,250.00 |
| Jeffreys Bay | 62106 | R | 444,938,250.00 |
| Kaap St Francis | 7979 | R | 54,622,000.00 |
| Kruisfontein | 214 | R | 1,664,100.00 |
| Oesterbaai | 1759 | R | 12,732,250.00 |
| Paradysstrand | 14093 | R | 93,374,150.00 |
| Patensie | 178 | R | 1,349,100.00 |
| Pellsrus | 84 | R | 704,950.00 |
| Sea Vista | 43363 | R | 336,245,550.00 |
| St Francis Links | 24330 | R | 179,008,350.00 |
| Twin Valley | 2003 | R | 19,587,650.00 |
| Uitenhage RD | 866 | R | 6,718,250.00 |
| **Total** | **196740** | **R** | **1,445,333,450.00** |

**Table 4: Total floor area (square meters) and estimated cost of building activity approved in the 2022/23 Financial Year.**

| Building Applications<br>Date Captured between 1 Jul 2022 and 30 Jun 2023 | | | |
|---|---|---|---|
| **Area in Kouga** | **Number** | **Income Received** | |
| **Aston Bay** | 162 | R | 327,080.42 |
| **Crossways** | 45 | R | 138,304.72 |
| **Gamtoos Mouth** | 73 | R | 124,066.05 |
| **Hankey** | 7 | R | 14,472.78 |
| **Humansdorp** | 40 | R | 77,084.83 |
| **Humansdorp RD** | 92 | R | 400,538.47 |
| **Jeffreys Bay** | 718 | R | 1,747,729.53 |
| **Kaap St Francis** | 105 | R | 218,108.45 |
| **Kruisfontein** | 17 | R | 24,741.41 |
| **Oesterbaai** | 27 | R | 47,910.45 |
| **Paradysstrand** | 114 | R | 397,167.22 |
| **Patensie** | 5 | R | 1,035.00 |
| **Pellsrus** | 15 | R | 2,689.54 |
| **Sea Vista** | 362 | R | 1,152,286.86 |
| **St Francis Links** | 122 | R | 509,398.26 |
| **Twin Valley** | 7 | R | 30,116.89 |
| **Uitenhage RD** | 20 | R | 46,229.42 |
| **Total** | **1938** | **R** | **5,258,960.30** |

***Table 5: Total** building plan application fees was received for the 2022/23 financial year.*

## BUILDING INSPECTIONS AND OCCUPATION CERTIFICATES ISSUED

The National Building Regulations and Building Standards Act (107 of 1977 as amended) gives local authorities the responsibility to regulate all construction that takes place within its area of jurisdiction. Building inspections, conducted according to the prescripts of the Act with the technical guidance of South African National Standards 10400 (SANS 10400) are an integral part of ensuring that building work takes place according to legislation.

Successful building inspections terminate with the issuance of an Occupation Certificate (OC) which signifies compliance of a building with the Act. Occupation Certificates issued are important data informing the municipality of the actual economic spending and activity that took place in the financial year 2022/23. The findings are:

- A total of 742 OCs were issued in 2022/23 against 617 in 2021/22 (a 16.8% increase) where an estimated R577 million in 2022/23 was spent by built environment stakeholders against R377 million spent in 2021/22 (a 34.5% increase). A total of 84 692m$^2$ of building area was added in 2021/2023 against 56 680m$^2$ in 2020/21 (a 33.1% increase). This newly built area is equivalent to 15 football fields of new building work added in Kouga Municipality.

| Occupation Certificates<br>Date of Issue between 1 Jul 2022 and 30 Jun 2023 | | | | |
|---|---|---|---|---|
| **Area in Kouga** | **Floor Area** | | **Estimated Cost** | **Number** |
| **Aston Bay** | 5438.63 | R | 39,951,950.00 | **54** |
| **Crossways** | 1237.9 | R | 9,068,950.00 | **11** |
| **Gamtoos Mouth** | 1924.13 | R | 12,732,200.00 | **23** |
| **Humansdorp** | 185.93 | R | 599,600.00 | **4** |
| **Humansdorp RD** | 1429.89 | R | 9,523,250.00 | **14** |
| **Jeffreys Bay** | 39634.28 | R | 268,027,600.00 | **385** |
| **Kaap St Francis** | 4293.3 | R | 28,119,100.00 | **46** |
| **Oesterbaai** | 705 | R | 5,246,500.00 | **3** |
| **Paradysstrand** | 3814.71 | R | 27,659,100.00 | **39** |
| **Patensie** | 206 | R | 1,573,950.00 | **2** |
| **Sea Vista** | 13600.62 | R | 85,488,200.00 | **92** |
| **St Francis Links** | 12103.23 | R | 88,264,150.00 | **65** |
| **Uitenhage RD** | 118 | R | 747,500.00 | **4** |
| **Total** | **84691.62** | **R** | **577,002,050.00** | **742** |

***Table 6: Occupancy Certificates issued in the 2022/23 Financial Year.***

- A total of 2410 stage inspections were conducted in the 2022/23 Financial year compared to 2173 (9.8% increase) in the previous financial year. The breakdown is as follows:

    - 789 Foundation inspections
    - 623 Drainage inspections
    - 764 Final inspections
    - 116 Re-inspections of foundations
    - 24 Re-inspections of drainage
    - 10 Final re-inspections
    - 20 Routine inspections

| Building Application Inspections<br>Date between 1 Jul 2022 and 30 Jun 2023 | |
|---|---|
| **Inspection Type** | **Number** |
| **Drainage** | 623 |
| **Final** | 764 |
| **Foundation** | 789 |
| **General** | 64 |
| **Re-Drainage** | 24 |
| **Re-Final** | 10 |
| **Re-Foundation** | 116 |
| **Routine** | 20 |
| Total | 2410 |

**Table 7: Building site inspections carried out in the 2022/23 Financial Year.**

- An estimated 312 general and routine inspections were conducted to respond to resident complaints and tip-offs of unauthorized or suspected

illegal building work, with an average of 26 general and routine inspections conducted per month.

## BUILDING CONTROL HIGHLIGHTS & ACHIEVEMENTS 2022/23

1. **Kouga Municipality's Building Control Department was the first in the Eastern Cape to host the National Building Control Officers Convention.**




2. **Our Building Future**

Kouga Municipal Building Control section together with NRCS hosted the event under the Theme" **Our Building Future"** on the 17th and 18th of November 2022 at Cape St Francis Resort.

Various Stakeholders, mostly comprise Building Control Officers from various Municipalities across the Country and other Registered Professionals & Engineers from the Built Environment and construction industries.

The BCO Convention is rotated country-wide (from Province to Province) to facilitate greater access, attendance, and participation by BCOs from all regions, and nationally. The NRCS together with the National Building Control Forum (NBCF) partners with volunteering Municipalities to host the event on an annual basis. The Kouga Municipality has been requested by the NBCF to host the BCO Convention for the year 2022.

The NRCS is a public entity established and mandated in terms of the National Regulator for Compulsory Specifications Act, 2008 (Act no. 5 of 2008) for the administration and maintenance of compulsory specifications (otherwise known as technical regulations) in the interests of public health and safety, and protection of the environment as well as the promotion of fair trade. It is responsible for the implementation of a regulatory and compliance system for compulsory specifications {also known as technical regulations) on behalf of the Minister of Trade, Industry, and Competition (the dtic).

The NRCS is also responsible for the administration of the National Building Regulations and Building Standards Act, 1977 (Act No. 103 of 1977) herein referred to as the NBR Act. The objective of the NBR Act is to provide for the promotion of uniformity in the law relating to the erection of buildings in the areas of jurisdiction of local authorities; for the prescribing of building standards; and for matters connected therewith.

## 3. National Building Control Forum: 2nd Quarter Meeting

Local Authority
BUILDING CONTROL
Authority with Responsibility

NRCS | national regulator for compulsory specifications

Head Office:
SABS Campus, 1 Dr Lategan Drive, Groenkloof, Pretoria
NRCS, Private Bag X25, Brooklyn, 0075
Tel + 27 12 428 5000 •Sharecall 0860 722 700 •Fax +27 12 428 5199
Web www.nrcs.org.za

The meeting was held on 29 June 2023 at Boardroom 213, ETA Building, Second Floor - 30 Archie Gumede Place.

Matters discussed:

3.1 Clarity regarding the framework of the interpretation, application, and enforcement for compliance with the NBR Act referring to section 7 of any other applicable law.

3.2 The enforcement of the NBR&BS Act on informal structures on municipal / provincial / national land.

3.3 Election of Executive Committee – urgent (5 or 7 members).

3.4 Finalising of the TOR – Urgent.

3.5 TC-60 reporting.

3.6 NBC Convention - Urgent

- Theme
- Date
- Speakers

3.7 Chairpersons Vision/goals – Short presentation

3.8 Urgent Official NBCF letters to be issued for deliberation:

- SACAP – (Draft) IDOW matrix - comment
- Importance of attendance of BCO officials to attend NBCF – to all Local Authorities
- SAHRIS – All Heritage Authorities to develop a uniform simple framework template for Grade III accreditation for Local Authorities.

**Under item 3.3 above, (Election of Executive Committee) the Acting BCO, Mr. Adrian Thorne, attended his first meeting.**

**The Acting Chief Building Control Officer, Mr. Nico Lappert, has been elected to serve on the Executive Committee.**

**DEVELOPMENT FACILITATION PROJECTS**

**1. ERF 2304 Sea Vista, St. Francis Bay** -

The first intention is to increase the floor area of the existing shop and service building from about 510sqm to about 1314sqm which will bring more offering and variety of products for the community. Estimated Cost 13,755,000.00, Floor Area 1,314.35 sqm. However, due to some signs of decay in the building and many columns that rendered the building impractical and therefore force it to demolish and a build completely new building. Most importantly, we are proving a high-speed pump for the benefit of boat vehicles to ease traffic congestion, especially during the holiday season. (See 3D artistic impression below).






## 2. ERF 3854 SEA VISTA – THE GRAND CAMOROS RETIREMENT ESTATE

- Spanning an area of over 60 hectares in the heart of St Francis, The Grand Comoros is an architecturally designed and carefully planned, secure retirement estate, boasting 130+ units, with multiple design options on offer, a clubhouse for all residents to enjoy, as well as medical amenities and a gym. With a project estimate of around R 500 million, the estate will be benefitting the area by creating an influx of additional capital and further job creation, all while keeping within the look and feel of the town in order to maintain the charm of St Francis. (See 3D artistic impression below).





## 3. Erf 3924 St Francis Bay - Homestead

- Estimated Value - 8 million per block (5 Blocks).

  (See 3D artistic impression below).

**BLOCK A**

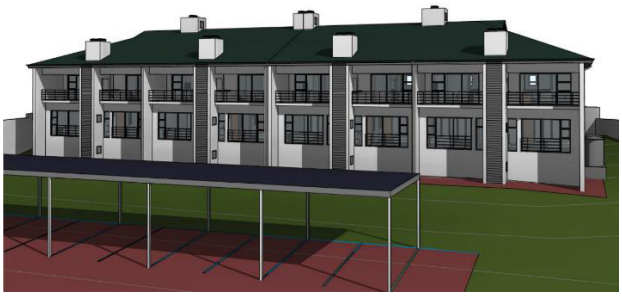


**BLOCK B**

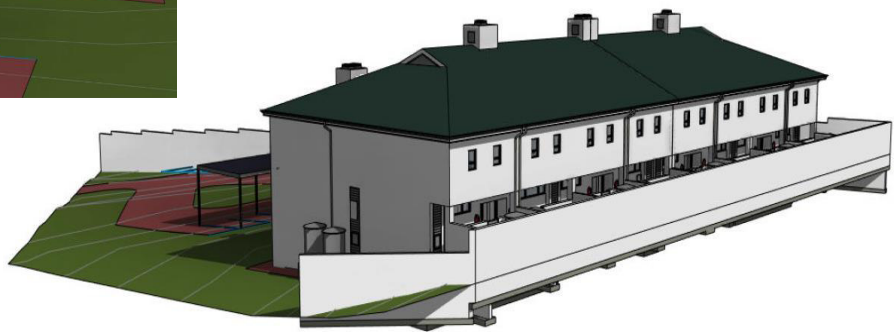


**4. Erf 11225 Project (Figtree)**

Floor Area 1156 sqm, Estimated Cost 12,180,000.00.



(See 3D artistic impression below).



**5. Erf 3862 Sea View - St Francis Bay - Village2 La Digue Place**

- Floor Area 1204sqm, Estimated Cost R12,600,000.00







## 6. CONCLUSION

Building Control and Outdoors Advertising Compliance Section has shown an improvement in the previous financial year, 22/23 versus the 21/22 financial year. Our Department Enforced Outdoor Advertising laws and removing of illegal signage across the Kouga region, a meeting was conducted by the committee to discuss operation WAILS (War Against Illegal Signage). The department initiated the Application of Information process as a prospective to generate more income for the municipality due to the requirement of payment fees. We are in the process of establishing a Kouga Architectural Forum to assist the public and RPs to iron out challenges and bottlenecks. We strive towards higher approval and less refusal rate, to contribute and stimulate the building industry, generate more income for our Municipality and more job creation opportunities. Thus our departmental vision and objective for the 23/24 Financial Year is to become the best Building control Section in Eastern Cape and South – Africa.

## 3.22 LOCAL ECONOMIC DEVELOPMENT

### ROLE PLAYERS

1. **Political Role Players**
   The Unit reports to the Planning, Development and Tourism Portfolio Committee which is chaired by the Portfolio Chairperson for Planning, Development and Tourism.

2. **Staff Role Players**
   The staff component comprises of the following:

| Filled positions | Acting positions | Vacant positions | Contract appointments |
|---|---|---|---|
| Senior LED Officer x 1<br><br>(Contract) | | Manager LED & Tourism | LED Agriculture Officer x 1 |

| | | | |
|---|---|---|---|
| Senior Tourism, Marketing and Branding officer x 1 (Contract) | Manager LED & Tourism | SMME LED Officer x 2 | Snr LED Officer |
| Tourism, Marketing, and Information Officer x 1 | | Admin Clerk x 2 | Snr Tourism, Marketing, events and Branding Officer |
| Events Management Officer x 1 | | | |

**3. Other Role Players**

As part of inter-governmental relations, the LED/Tourism department works in collaboration with many partners to facilitate the functioning of the department.

These include amongst others:

- South African Local Government Association (SALGA)
- Dept. of Rural Development and Land Reform (DRDLR)
- Dept. of Rural Development and Agrarian Reform (DRDAR)
- Dept. of Economic Development, Environmental Affairs and Tourism (DEDEAT)
- Dept. of Trade and Industry (DTI)
- Dept. of Social Development,
- Coega Development Corporation (CDC)
- National Youth Development Agency (NYDA)
- Small Enterprise Development Agency (SEDA)
- Gamtoos Irrigation Board (GIB),
- Dept. Water and Sanitation,
- Fishing and Forestry (DAFF)
- Cooperative Governance and Traditional Affairs (COGTA)
- Sarah Baartman District Municipality (SBDM)
- Kouga Wind Farms
- Eastern Cape Parks and Tourism Agency (ECPTA)
- South African Tourism (SAT)

**4. Community Role Players**

These include:

- Kouga Local Economic Development Forum
- Kouga Business Forum (KBF)
- Kouga Emerging Farmers Forum
- Kouga Cooperatives Forum
- Kouga SMME Forum

- Kouga Local Tourism Organization (KLTO)
- Various event organizers that are responsible for staging and organizing events in Kouga
- Members of the public who visit the offices daily.

The department also collaborates with the Wind farms to bring about career opportunities for the youth as well as creating an ambling platform for job opportunities for SMME's.

## LOCAL ECONOMIC DEVELOPMENT

1. **Local Economic Development Forum**

The Kouga Local Economic Development (LED) Forum is a multi-stakeholder platform that is coordinated by the LED Unit quarterly and Chaired by the Portfolio Chairperson for Local Economic Development and Tourism. The Kouga LED Forum offers Kouga Municipality, Government Sector Departments, Private Sector and Non-Governmental Organisations the opportunity to share information.

The white paper on Local Government (1998) clearly explains that LED is about creating a platform and environment where investment and entrepreneurship thrives. The white
paper further states that: "Local Government is not directly responsible for creating jobs.
Rather, it is responsible for taking active steps to ensure that the overall economic and
social conditions of the locality are conductive to the creation of employment opportunities".

Section 152 (1) of the Constitution spells out the objects of local government as follows:

a. To provide democratic and accountable government for local communities,
b. To promote social and economic development.
c. To encourage the involvement of communities and community organisations in the matter of local government.

Section 153 of the South African Constitution states that: "A municipality must structure and manage its administration, budgeting, and planning processes to give priority to the basic needs of the community and to promote the social and economic development of the community".

The LED Forum thereof offers Local Government, Private Sector, Non-Profit Sectors, and the Local Community the opportunity to work together to improve the local

economy. It aims to enhance competitiveness and thus encourage sustainable growth that is inclusive.

**The Objectives of the Forum**

The overall objective of the LEDF is to drive and steer the local economic development agenda of the local municipality, in collaboration with relevant strategic partners/stakeholders. All activities of the partnership platform will give expression to this objective with the aim of developing an inclusive local economy and contributing towards strategic economic growth.

| **Meeting Dates for 2022/2023 FY** | |
|---|---|
| Quarter 1 | 23 September 2022 |
| Quarter 2 | 12 December 2022 |
| Quarter 3 | 24 March 2023 |
| Quarter 4 | Meeting will be held in July 2023 |

## 2. Training, Workshops, Seminars and SMME Registration Sessions

| **Name** | **Date** |
|---|---|
| Entrepreneurship Training – Kouga Artisans | 17 September 2022 |
| KLM SMME Database Update and Registration | 22, 26, 27 September 2022 |
| Cooperative Workshop | 1 – 3 November 2022 |
| SMME Tender Advise Workshop | 16 - 18 November 2022 |

## 3. LED Projects

**BR&E Programme in the Construction Sector:**
Kouga Local Municipality identified and interviewed 65 businesses across Kouga in the Construction Sector. These in-person surveys known as Business Retention and Expansion (BR+E) provide baseline information about each business, their future plans and challenges with doing business in the community. BR+E project serves as an important resource for informing Economic Development priorities and work plans. They also provide a natural opportunity for outreach to the business community to identify any immediate needs that may be impeding business growth which in return gives the Municipality the opportunity to have an in-depth look at the health and vitality of each sector of our economy in Kouga.



**National Youth Development Agency Training:**
This was a collaboration effort between Kouga Municipality and the National Youth Development Agency and was held on the 8 -12 November 2021, and its aim was to equip young and upcoming entrepreneurs on how to start and manage their businesses. The programme was aimed to create a conducive environment for young entrepreneurs to access relevant entrepreneurship skills, knowledge, values, and attitudes for their businesses. About 18 young people participated in the training which included the following aspects:

| | |
|---|---|
| Generating your business idea, | Business Plan |
| Start your business, | Marketing Plan |
| Improve your business, | Organization and Management |
| Business Plan, | Financial Plan and Costing |
| Marketing Plan | Organization and Management |

**Ocean View Business Support Centre:**
The LED & Tourism Department has renovated what was the Ocean View bakery into a business support centre located in Ocean View. The purpose of the centre will be to provide expert business training, advice, and facilitate linkages to emerging entrepreneurs with a desire to succeed in business.

**Kouga Entrepreneurship Academy Portal Launch:**
Council authorized the Accounting Officer to conclude a partnership agreement with Start-up tribe for the setting up of the Kouga -Entrepreneurship Academy web-based platform.

Council Resolution: 22/03/PDT2 was given for partnership with the start Up Tribe that offers youth development. The Startup Tribe is a global initiative led by York Zucchi to provide organisations tools to tackle youth unemployment and support small businesses. They do this by giving a free custom branded entrepreneurship academy which the organisation can deploy in their communities. This academy offers free online courses to people who are wanting to start or grow their businesses.

An MOU has been submitted to the municipality by the organisation, and has been signed by the accounting officer, LED and tourism office will formally launch the academy in the new financial year. This is an ongoing project.

4. **LED Key Performance Areas:**

| **KPIs** | **Annual Target** | **Achievement level during the year** | **Achievement during the 2022/23 FY** |
|---|---|---|---|
| LED Budget Spent on LED related Activities | 90% | Full Budget was spent | 100% |
| LED Stakeholder Forum Meetings | 4 | LED Forums are successful held quarterly | 75% (3 Meetings held) |
| Number of SMME's that have benefitted from an SMME Support Programme | 550 SMME's | Local SMMEs exposed and supported through Training workshops and Outreaches collaborating with other sector departments | 736 |
| Job opportunities created through PPP: (LED and Tourism). | 100 | The LED Department promotes an enabling environment for job creation. | 431 |

**Job Creation through Local Economic Development Initiatives**

| Total Jobs created / Top 3 | Jobs created through LED & Tourism No. |
|---|---|

| | |
|---|---|
| initiatives | |
| Reporting Period | 431 |

**COMMENT ON LOCAL ECONOMIC DEVELOPMENT CAPITAL PERFORMANCE OVERALL:**

Oceanview Business Capital Project – capital fully spend.

## TOURISM

The priorities of this section are Local Economic Development, tourism development, destination marketing and, heritage management as well as promoting and managing events in Kouga area.

This section's annual implementation strategy was derived from the IDP and approved budget of the financial year. From the Service Delivery, Budget and Implementation Plan (SDBIP), work plans were created to determine the detailed implementation plans for the year. This was monitored continuously and reported to the Portfolio Committee at least once per quarter.

The municipality continues to have strategic private partnerships with the private sector that serves and project implementing agents for tourism, heritage, and events.

Each of these partners are constituted and registered Non-Government Organizations. Memorandum of agreements are in place with each of these private partners. Grant-in-aid, as well as funding for special projects are allocated to each for administrative purposes and furthering the development and marketing of tourism and museums in the Kouga Municipal area.

**TOURISM DEVELOPMENT, MARKETING:**

1. **Kouga Attended World Travel Market (WTM) & Travel Africa Indaba 2023**
   SBDM tourism provides international marketing platforms, marketing material and uniforms for local municipalities and Local tourism organisations. KLM has been part of the World Travel market in Cape Town and Travel Indaba in Durban, and a number of projects are emerging from the two shows, these platforms share on new tourism trends which assist local tourism in shaping the destination based on current demand and trends. KLTO still to update KLM of business opportunities and partnerships from the two shows.

The district covers all the exhibition costs and the LTO and LM's cover transportation and accommodation.

The reason to attend the trade show was to get exposure to new trends,

- New types of tourism; looking at the emerging micro and macro tourism niches,
- Travel technology and its impact on our future; this looked at the travellers expectation from tech empowered travel,
- How can the African tourism sector take full advantage of virtual reality as an innovative and effective technology tool.
- Mixing MICE business with pleasure; mixing events with tourism proving to be successful within the MICE industry.
- Best digital marketing strategies and tactics to increase direct ecotourism bookings.
- Creating an Inclusive Business: How Internal Policies Can Help to Better Welcome LGBTQ+ Travelers.

All these seminars have assisted the municipality in set up tourism project for growth. New tourism businesses and partnerships for Kouga,






**WTM**






**Travel Africa Indaba**

2. **Kouga products for China Expo:**
   LED and Tourism identified an opportunity for local businesses in Kouga to be part of an international product expo in China. This project is facilitated by Sarah Baartman Development Agency and the municipality.

   Local businesses need to be flexible and efficient enough to gear for new market opportunities, it means some gaps and challenges may not be dealt with utilising traditional way of doing business (inclusive of post covid strategies for local business and the municipal economy). Professional advising and support are important to realize the opportunity, to bridge the gap KLM has initiated to be part of an international expo and open local production to international export.

   Destination marketing is a key component of development for Kouga, exhibiting on an international platform that will assist the municipality to understand the requirements and standards for the Chinees market. This will create investment opportunities and demand from the international market.

**Opportunities: Business promotion**

The platform focuses on investment, tourism, to promote and facilitate business partnerships. The objective is to identify and realize the business opportunities.

**Export facilitation**

An enabling environment to local business to export products and services to China, assist to identify the strategic buying, bridging channel and test the market for export investment.

**Sourcing service**

Provide local SMMEs with competitive and value for money product exchange channels. Destination readiness to provide suitable packages.

**Consulting service**

Provision of professional consulting services that assists with addressing challenges for investors and businesses to realize and ventures between China and Southern Africa.

Kouga municipality in support of local product producers, sent a request to the Kouga Local Tourism Organization to assist with products that the municipality can

showcase in China. Out of the 10 products that showed interest in the Expo, 7 local products have been approved for exhibition in China after an extensive application process. For economic support and growth, the municipality recommended to purchase these products at cost as part of local economic development, therefore for all cost incurred by the product owner the municipality will be invoiced, and the budget for SMME support will be utilised.

**Selected products**

- Gin- One33 (delivery received)
- Coffee- Infood coffee roastery (delivery received)
- African Accessories- Be original (delivery received)
- Snails- Pabala (delivery received)
- Honey- Pabala (not delivered)
- Coffee- First Light (to deliver)
- Rum- Ferreira Distillery (unable to secure a hygiene/health certificate or a certificate of origin as part of the requirements).
- KLTO- Marketing martial (delivery received).

Exhibition costs: SBDM covered costs for product exporting for exhibition, marketing material, exhibition stand and accreditation.



3. **Township tourism**
   The tourism section budgeted R200 000 for sponsorship events for township tourism events. This concept is to start with supporting township tourism development, activities and events. Two proposals were received one for Jeffreys and

Humansdorp, but due to the second applicant encountering issues, one event was supported by KLM with R150 000.00










4. **Kouga Tourism Indaba Media Launch and Kouga Indaba**
   The Kouga Tourism Indaba media launch was phase one of a continues programme that would have taken place till the implementation of on the KTI.

   Invitations were sent to media houses to cover the event for publicity, and inclusion of critical stakeholders and investors. This was a way of getting a buy in from different stakeholders and the community of Kouga. This programme had a positive impact as the municipality is receiving positive feedback from interested parties to be part of the event to ensure success.

   The tourism officer worked with LED office and the municipal communications office to execute the project.

   Response to invitations was received from the following media houses:

   - Herald new paper

- SABC
- Oasis FM
- Bay FM
- Netpos online
- St Francis today
- St Francis chronicle

Several tourism stakeholders were invited from national to local, due to September being tourism month a number of stakeholders had prior engagements.

The program is supported by the Eastern Cape Parks and Tourism Agency (ECPTA) which is the provincial tourism entity.

An invitation was also sent to the Department of Economic Development, Environmental Affairs and Tourism (DEDEAT) and Sahara Baartman district Municipality (SBDM) that supported the program in absentia.

The Kouga business forum (KBF) and Kouga Local Tourism Organisation (KLTO) was amongst the stakeholders that are in support of the planned event and offered to assist the municipality to making sure that the event is a success and attract tourists and investors to the region.

The Mayor and other stakeholders were interviewed by media houses that attended the launch, and those interviews where published, therefore the Tourism & LED team regards the event as a success.

**Internal processes for the project**

- With the above background Tourism officer prepared a tender specification,
- The internal SCP processes followed, BSC, BEC, BAC
- Tender was approved and advertised,
- **Tender was cancelled due to the project not being funded for the implementation phase in 2023 and no budget support were approved.**

# Kouga planning tourism indaba for 2023

**Simtembile Mgidi**
mgidis@theherald.co.za

A planned Kouga Tourism Indaba was launched yesterday with the aim of promoting the municipality as a tourist destination of choice.

Kouga mayor Horatio Hendricks said focusing on the area's heritage was how the municipality planned on drawing in tourists during the Kouga Tourism Indaba in September next year.

Hendricks was speaking during the media launch of the indaba at the Intle Game Lodge in Thornhill.

He said Kouga wanted to be the events capital of SA.

Hendricks said the indaba was a way to bring all role players in the tourism sector under one roof to exhibit what Kouga had to offer.

Having seen the effect of using culture and heritage in Prince Edward County in Canada, Hendricks said they repurposed their heritage towards fitting into the tourism industry.

"We have a rich heritage in Khoi and San along with African heritage.

"How do you repurpose that so that people are interested in it?

"That is what we are trying to launch in the tourism indaba."

He said a legacy project would see a heritage route called Route 66 that went through Thornhill, Loerie, Hankey, Patensie, Humansdorp and Jeffreys Bay.

The route would offer small-town glamour, agri-tourism, the Sarah Baartman and Dawid Stuurman grave sites along with the Sarah Baartman memorial.

It would also include an experience of township vibes in KwaNomzamo.



**LOOKING AHEAD: Kouga mayor Horatio Hendricks speaks at the launch of the Kouga Tourism Indaba** Picture: SIMTEMBILE MGIDI

Eastern Cape Parks and Tourism Agency regional development manager Duma Maqubela said the indaba fitted perfectly with the UN's world tourism organisation 2022 theme, "Rethinking Tourism".

"We are coming out of the Covid-19 pandemic, tourism has declined, so we support initiatives of this nature, especially places that emphasise our own heritage and intensify digital platforms to promote tourism," Maqubela said.

Kouga business forum committee member Wayne Furphy said they were fully behind tourism development in the region.

"If a decade ago there were a million visitors coming into this region, there are about 500,000 people now.

"I think it is possible for us to reach a million mark and more," Furphy said.

5. **Local Tourism Organisation Support and Funding**

Kouga Local Municipality entered into a service level agreement with Kouga tourism organisation for destination marketing function, which caters for three tourism offices operations, social media, and provision of tourism statistics to the municipality.

The organization consists of member representatives of our three geographic Tourism Information Centres in Jeffreys Bay, St Francis Bay and Gamtoos. The financial support of R300,000.00 provided by Kouga Municipality in the 2022/2023 financial year included the support to the smaller tourism offices for general administration, office operations and eMarketing.

The Kouga Local Tourism Office submits reports to Kouga Municipality throughout the year on performance and expenditure and regular meetings held for monitoring and evaluation purposes.

6. **Local Museums**

We have two museums in the Kouga Municipal area, namely the Humansdorp Museum and the Shell Museum in Jeffreys Bay. Both buildings housing the museums belongs to the Kouga Municipality.

The artefacts in the Humansdorp Museum belongs to the Humansdorp Museum Association, whereas the artefacts in the Shell Museum belongs to the Kouga Municipality. Both Shell Museum and Humansdorp Museum are managed by the

Humansdorp Museum Association, a private partner of the Kouga Municipality, registered as a non-profit organization.

During the financial year Kouga municipality through its grant in aid funded the Humansdorp Museum Association with an amount of R 200 000.00 for general administration, events, repairs and maintenance.

The Museum Association submits quarterly reports on progress, and the Kouga Municipality has meetings and monitors and manages their performance.

The refurbishment of the fisherman's grave was done through the Museum. An appointment of a service provider to install grave crosses at a total cost of R8 8100.00.

**Museum priorities**

- To develop and promote heritage in the Kouga area.
- To build a positive image and manage museums as sought-after heritage and tourism destinations.
- Maintain museums and preserve heritage assets linked to the museums.

The Humansdorp Museum is open to visitors and tourists 5 days a week and the Shell Museum six days a week. The museums are manned with one full time staff each, and managed by the Museum Association, a voluntary Non-Profit-Organization.

**Improvements, Repairs, and Maintenance to Heritage Assets**

- Humansdorp Museum:
  Plumbing for water supply at the bathroom
  Replacement of four signs
  Locks for shell Booths
  Building of bookshelves
  Furniture
  Frames
- Shell Museum:
  Electrical appliances
  Paint
  Shelves
  Plumbing
  Keys

7. **Procurement of Promotional Material and Branding**
   The LED and tourism office has procured promotion items for destination marketing and tourism awareness.

| | |
|---|---|
| Branded promotional items | R 134,031.72 |
| LED and Tourism, KLTO co-branding | R 82,826.68 |

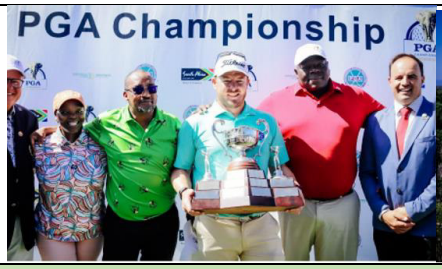
Branding items procured were used to do destination marketing of Kouga at all municipal and funded events. Unfortunately, at these events a lot of the items were damaged. Additional feather banners, pull-up banners, gazebos, 3 backdrop wall banners and canvasses were to be procured.

## EVENTS:

### 1. Event Funding Support

| **Quarter 1** | |
|---|---|
| **Event** | **World Surf League: J-Bay Open Surf** |
| **Date** | 12 – 21 July 2022 |
| **Amount** | R1.5 million |
| **Council Resolution** | 2022/04/PDT13 |
| **Town** | Jeffreys Bay |
| **Type** | Funded global event that is part of the WSL world tour hosted by the WSL |
| **Job Creation** | 88 permanent event jobs created and 120 event casual jobs |
| **Gallery** |   |
| **Event** | **J-Bay Surf Festival** |
| **Date** | 13 – 21 July 2022 |
| **Amount** | R200,000.00 |
| **Council Resolution** | 22/06/PDT14 |
| **Town** | Jeffreys Bay |
| **Type** | Funded local festival hosted by a local events company in conjunction with the global WSL: J-Bay Open Surf event. |
| **Job Creation** | 42 |

| | |
|---|---|
| **Gallery** |   |
| **Event** | **South African Longboard Championship** |
| **Date** | August 2022 |
| **Amount** | R300,000.00 |
| **Council Resolution** | 22/04/PDT8 |
| **Town** | Jeffreys Bay |
| **Type** | Funded event national event hosted by Surfing South Africa |
| **Job Creation** | 64 |
| **Gallery** |   |
| **Event** | **Calamari Festival** |
| **Date** | September 2022 |
| **Amount** | R200,000.00 |
| **Council Resolution** | 22/08/PDT6 |
| **Town** | St Francis Bay |
| **Type** | Funded local festival event hosted by the St Francis Local Tourism Organisation |
| **Job Creation** | 24 |
| **Gallery** |   |
| **Quarter 2** | |
| **Event** | **Concours Sur Mesure Festival** |
| **Date** | October 2022 |
| **Amount** | R250,000.00 |
| **Council Resolution** | 22-04PDT7 |
| **Town** | St Francis Bay |
| **Type** | Funded local festival event hosted by |
| **Job Creation** | Not available |

| | |
|---|---|
| **Gallery** |  |
| **Event** | **PGA Golf Tournament – South Africa** |
| **Date** | 31 October – 6 November 2022 |
| **Amount** | R500,000.00 |
| **Council Resolution** | 21/09/LED&T3 |
| **Town** | St Francis Bay |
| **Type** | Global/National golf event hosted by the Professional Golfers Association of South Africa |
| **Job Creation** | 158 |
| |   |
| **Event** | **Kouga Summer Festival** |
| **Date** | 10 – 31 December 2022 |
| **Amount** | R500,000.00 |
| **Council Resolution** | 22/12/PDT2 |
| **Type** | Municipal festive season event project hosted by KLM for the people and seasonal visitors of Kouga. |
| **Gallery** |   |
| **Event** | **J-Bay Annual Picnic** |
| **Date** | 23 December 2022 |
| **Amount** | R150,000.00 |
| **Council Resolution** | 22/12/PDT5 |
| **Type** | Funded event in support of Township Tourism Events |

| | |
|---|---|
| **Gallery** |   |
| **Quarter 3** | |
| **Event** | **National Open Water Swim Championship** |
| **Date** | 10 – 12 March 2023 |
| **Amount** | R130,000.00 |
| **Council Resolution** | 22/10/PDT2 |
| **Type** | Funded national swim event. |
| **Job Creation** | 21 |
| **Gallery** |  |
| **Event** | **SDC Championship** |
| **Date** | 13 – 20 March 2023 |
| **Amount** | R1,7 million |
| **Council Resolution** | 23/02/PDT12 |
| **Type** | Funded event that comprises of 2 national and 2 local sport events. |
| **Job Creation** | 102 |
| **Gallery** |   |
| **Quarter 4** | |
| **Event** | **St Francis Amanzi Challenge** |
| **Date** | 17 – 21 March and 1-2 April 2023 |
| **Amount** | R300,000.00 |
| **Council Resolution** | 23/02/PDT13 |
| **Type** | Funded event that comprises of 2 national and 2 local sport events. |
| **Job Creation** | 18 |

| | |
|---|---|
| **Gallery** |   |
| **Event** | **Aloe Cup Rugby & Netball Tournament** |
| **Date** | 22 – 24 June 2023 |
| **Amount** | R70,000.00 |
| **Council Resolution** | 23/05/PDT6 |
| **Type** | Funded local primary school sports event |
| **Job Creation** | 30 |
| **Gallery** |   |
| **Event** | **Yellowwoods Music Festival** |
| **Date** | TBA – event date was supposed to be 2 – 4 June 2023 however the date had to change as council resolution done at May 2023 council meeting |
| **Amount** | R500,000.00 |
| **Council Resolution** | 23/05/PDT3 |
| **Type** | Funded local festival event hosted by the Gamtoos Local Tourism Organisation in partnership with KLM for 3 years. |
| **Job Creation** | Event have not taken place - TBA |

## 2. Events Planning Committee – Event Application Approvals

| **Quarter 1** | | |
|---|---|---|
| **EPC Meeting Date** | **Event Applications Received** | **Event Applications Approved** |
| 28 July 2022 | 7 | 6 |
| 25 August 2022 | 13 | 13 |
| 21 September 2022 | 37 | 37 |

| **Quarter 2** | | |
|---|---|---|
| **EPC Meeting Date** | **Event Applications Received** | **Event Applications Approved** |

| | | |
|---|---|---|
| 27 October 2022 | 10 | 10 |
| 23 November 2022 | 4 | 4 |
| **Quarter 3** | | |
| **EPC Meeting Date** | **Event Applications Received** | **Event Applications Approved** |
| 19 January 2023 | 6 | 6 |
| 16 February 2023 | 10 | 10 |
| 16 March 2023 | 6 | 6 |
| **Quarter 4** | | |
| **EPC Meeting Date** | **Event Applications Received** | **Event Applications Approved** |
| 13 April 2023 | 6 | 6 |
| 18 May 2023 | 12 | 12 |
| 15 June 2023 | 9 | 9 |

## GRANT IN AID

| Name of Applicant | Budget Allocation | Council Resolution |
|---|---|---|
| Kouga Local Tourism Organisation | R300,000.00 | 22/11/PDT16 |
| Humansdorp Museum Association | R200,000.00 | 22/12/PDT6 |
| Kouga Business Forum | R100,000.00 | 22/11/PDT17 |
| Jeffreys Bay Animal Rescue | R 85,000.00 | 22/11/PDT18 |
| St Francis Bay Animal Rescue | R 85,000.00 | 22/11/PDT19 |
| SPCA ASSISI | R250,000.00 | 22/11/PDT20 |
| National Sea Rescue Institute | R250,000.00 | 22/11/PDT21 |
| Sakhe Singamadoda Youth Program | R 33,750.00 | 22/12/PDT6 |
| Salvation SA Kouga Kruisfontein Farmers | R 100000.00 | Needs approval from Council still. |
| On Eagles Wings Multi-Purpose Centre | R 50,000.00 | 22/12/PDT6 |

### 3.23 LAND AND PROPERTY ADMINISTRATION

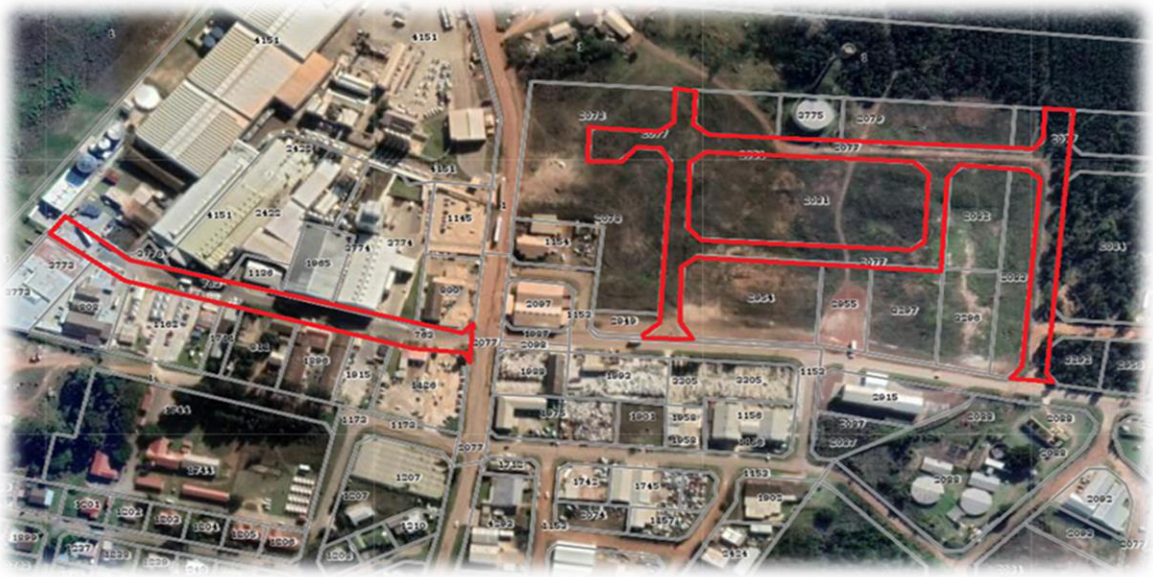
The Land and Properties Administration Department has recorded the following activities during the 2022/23 financial year:

Some of the most significant municipal land disposals recorded includes the following:

**Disposals**

**Disposal of erven 4159 and 4160 – Woodlands Dairy**

The disposal of municipal erven 4159 and 4160 (streets) to Woodlands Dairy was concluded in November 2022. The erven (streets) disposed is totally surrounded by erven 2078, 2079, 2081, 2082, 3296 and 3297 which is already owned by Woodlands Dairy. The intention of Woodlands Dairy is to consolidate all the erven into one entity. Securing the land means that there is potential for expansion and creating more job opportunities. Woodlands Dairy plays a vital role in socio-economic well-being of the Kouga Municipal area and is also amongst the biggest employers of local labour.



**Disposal of erf 1382 Sea Vista – Grand Comoros Retirement Estate**

The disposal and transfer of erf 1382 Sea Vista has been completed in May 2023. The development has already commenced. The envisaged capital investment for this development is estimated at R350 million. The development will generate a much-need financial injection into the Kouga Municipal area by creating 250 direct jobs to all sectors of the community. On completion the development will also ensure an increased source of revenue to the municipality.

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**Disposal of erf 2896 Sea Vista – Nexus Yachts**

The disposal of a portion of erf 2895 Sea Vista to Nexus Yachts. Nexus Yachts has completed the building recently. The company employs ±100 people from Jeffreys Bay, Humansdorp and Sea Vista and has a training programme in place for employees for the upliftment of specific skills. However, the increased floor area of the factory will result in more employment and skills development of the local communities.





**Tender No 137/2021 – Disposal of Municipal Residential Properties**

Council received offers from the Panel of Estate Agents that was established to sell municipal owned residential properties. The Council granted final approval in May 2023 for the disposal of 27 vacant municipal residential properties at a value of R7,167,000.00.

**Council granted final approval for the alienation of the following municipal owned properties:**

Alienation of erf 2599, Sea Vista - Extension and upgrade of St Francis Bay Clinic



Alienation of unregistered erf 4593, Kruisfontein - Church



Alienation of erf 3085, Sea Vista: St Francis Bay - Bowling Club



Alienation of erf 1787, Hankey – Residential Property



**Leases**

The Department are also responsible for concluding new leases on municipal land as well administering current leases. There is currently 65 leases that is being administered.

Please find below a table with lease:

| Leasing Entity | Account Number | Type | Property Description | Commencement Date | Termination Date | Contract | Monthly Rental Amount | Billing in place (Y/N) |
|---|---|---|---|---|---|---|---|---|
| MILTON FARMERS ASSOCIATION | 2000017158 | AGRICULTURAL | PTN OF FARM 17, HANKEY | 10 MARCH 2023 | 9 MARCH 2026 | Y | 2,500.00 | Y |
| **TOTAL** | | | | | | | **2,500.00** | |

| Leasing Entity | Account Number | Type | Property Description | Commencement Date | Termination Date | Contract | Monthly Rental Amount | Billing in place (Y/N) |
|---|---|---|---|---|---|---|---|---|
| MINET NETWORKS | | COMMERCIAL TELECOMMUNICATIONS/TOWERS | ERF 745, PORTION 103, SEA VISTA | 17 MAY 2021 | 16 MAY 2024 | Y | 0.00 | Y |
| MINET NETWORKS | | COMMERCIAL TELECOMMUNICATIONS/TOWERS | ERF 2088, HUMANSDORP | 17 MAY 2021 | 16 MAY 2024 | Y | 0.00 | Y |
| MINET NETWORKS | | COMMERCIAL TELECOMMUNICATIONS/TOWERS | ERF 1455, HANKEY | 17 MAY 2021 | 16 MAY 2024 | Y | 0.00 | Y |
| MINET NETWORKS | | COMMERCIAL TELECOMMUNICATIONS/TOWERS | ERF 5903, JEFFREYS BAY | 17 MAY 2021 | 16 MAY 2024 | Y | 0.00 | Y |
| High Five Solar t/a Cape Carbon | 3000499195 | COMMERCIAL | ERF 499, HUMANSDORP | 1 SEPTEMBER 2020 | 31 JULY 2030 | Y | 3,450.00 | Y |
| OASIS FM | 4005830013 | COMMERCIAL | ERF 5830, JEFFREYS BAY | 18 SEPTEMBER 2020 | 17 SEPTEMBER 2023 | Y | 4,400.00 | Y |
| LERIZO INTERNATIONAL INVESTMENT CC | 4500032033 | COMMERCIAL | ERF 32, LOERIEHEUWEL | 8 June 2021 | 7 June 2024 | Y | 270.00(329.13) | Y |
| LERIZO INTERNATIONAL INVESTMENT CC | 6000259512 | COMMERCIAL | ERF 259, PATENSIE | 8 June 2021 | 7 June 2024 | Y | 320.00(339.20) | Y |
| LERIZO INTERNATIONAL INVESTMENT CC | 4007294022 | COMMERCIAL | ERF 7294, JEFFREYS BAY | 1 September 2021 | 30 August 2024 | Y | 960.00(1170.24) | Y |
| LERIZO INTERNATIONAL INVESTMENT CC | 2001826519 | COMMERCIAL | ERF 1826, HANKEY | 14 May 2021 | 13 May 2024 | Y | 280.00(341.32) | Y |
| JC VORSTER | 3000275027 | COMMERCIAL | ERF 275, HUMANSDORP | 26 May 2021 | 25 May 2024 | Y | 2000.00 | Y |
| Limitless Racing Group | 5000150117 | RECREATIONAL | Erf 150, Oyster Bay | N/A | September 2023 | Y | 7,600.00 | Y |
| Jeffreys Bay Golf Club | 4000873048 | RECREATIONAL | Erf 873, Jeffreys Bay | 22 June 2021 | 22 May 2031 | Y | 7,460.00 | Y |
| J. Ackerman | 4000013505 | COMMERCIAL | Erf 13, Aston Bay | 28 July 2021 | 27 July 2024 | Y | 100.00 | Y |
| T. A. Bamba | 3004833023 | COMMERCIAL | Erf 4833, Kruisfontein | 20 October 2022 | 19 October 2025 | Y | 120.00 | Y |
| BET-EL REVIVAL CENTRE | 3006199020 | RECREATIONAL | ERF 6199, KRUISFONTEIN | 7 APRIL 2022 | 6 APRIL 2025 | Y | 560.00 | Y |
| LITTLE URCHINS MONTESSORI CULTURE | 7003087038 | PRIMARY PRIVATE SCHOOL | ERF 3087, SEA VISTA | 14 February 2021 | 13 February 2022 | Y | 2800.00 | Y |
| IMPACT CENTRE | | RECREATIONAL | ERF 7293, JEFFREYS BAY | 23 JANUARY 2023 | 22 JANUARY 2026 | Y | 330.00 | Y |
| **TOTAL** | | | | | | | **30200.00** | |

| Leasing Entity | Account Number | Type | Property Description | Location | Commencement Date | Termination Date | Contract | Annual Rental Amount | Billing in place (Y/N) |
|---|---|---|---|---|---|---|---|---|---|
| JEFFREYS BAY EDUCARE | 4000033936 | CRECHE | ERF 33 | PELLSRUS | 1 SEPTEMBER 2018 | MONTH-TO-MONTH | Y | 10.00 | Y |
| BIMBO CRECHE | 3000085039 | CRECHE | ERF 85 | KRUISFONTEIN | 1 SEPTEMBER 2018 | MONTH-TO-MONTH | Y | 10.00 | Y |
| ELDRID GROEP CRECHE | 4001568015 | CRECHE | ERF 1568 | PELLSRUS | 1 SEPTEMBER 2018 | MONTH-TO-MONTH | Y | 10.00 | Y |
| TOKYO SEXWALE CRECHE | 4000492982 | CRECHE | ERF 492 | PELLSRUS | 1 SEPTEMBER 2018 | MONTH-TO-MONTH | Y | 10.00 | Y |
| MKHUSELI KOLITI CRECHE | 8000074003 | CRECHE | ERF 74 | THORNHILL | 1 SEPTEMBER 2018 | MONTH-TO-MONTH | Y | 10.00 | Y |
| UMZAMOMHLE CRECHE | 2000695019 | CRECHE | ERF 2236 | HANKEY | 1 SEPTEMBER 2018 | MONTH-TO-MONTH | Y | 10.00 | Y |
| PHILLIPSVILLE CRECHE | 2000015101 | CRECHE | ERF 15 | HANKEY | 1 SEPTEMBER 2018 | MONTH-TO-MONTH | Y | 10.00 | Y |
| LOERIEHEUWEL CRECHE | 4500001932 | CRECHE | ERF 47 | LOERIE | 1 SEPTEMBER 2018 | MONTH-TO-MONTH | Y | 10.00 | Y |
| KABOUTER HESS & FREE CRECHE | 6000586005 | CRECHE | ERF 1057 | PATENSIE | 1 SEPTEMBER 2018 | MONTH-TO-MONTH | Y | 10.00 | Y |
| NOXOLO CRECHE | 6000570000 | CRECHE | ERF 570 | PATENSIE | 1 SEPTEMBER 2018 | MONTH-TO-MONTH | Y | 10.00 | Y |
| NOAH'S ARCH CRECHE | 4000190116 | CRECHE | ERF 190 | PELLSRUS | 1 SEPTEMBER 2018 | MONTH-TO-MONTH | Y | 10.00 | Y |
| HAASBEKKIES | 3002088320 | CRECHE | ERF 5060 | KRUISFONTEIN | 1 SEPTEMBER 2018 | MONTH-TO-MONTH | Y | 10.00 | Y |
| KOKKEWIET SPEELSKOOL | | CRECHE | ERF 500 | OYSTER BAY | 1 SEPTEMBER 2018 | MONTH-TO-MONTH | Y | 10.00 | Y |

| | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|
| DINKY DOT CRECHE | 3001961002 | CRECHE | ERF 1853 | KRUISFONTEIN | 1 SEPTEMBER 2018 | MONTH-TO-MONTH | Y | 10.00 | Y |
| NKQUBELA CRECHE | 3002739129 | CRECHE | ERF 2739 | HUMANSDORP | 1 SEPTEMBER 2018 | MONTH-TO-MONTH | Y | 10.00 | Y |
| ETHEMBENI DAY CARE | | CRECHE | ERF 2014 | HANKEY | 1 SEPTEMBER 2018 | MONTH-TO-MONTH | Y | 10.00 | Y |
| MASIKHULE CRECHE / PRE SCHOOL | 3000349007 | CRECHE | ERF 1301 | HUMANSDORP | 1 SEPTEMBER 2018 | MONTH-TO-MONTH | Y | 10.00 | Y |
| SIEMBAMBA CRECHE | 3090008558 | CRECHE | ERF 2 | KRUISFONTEIN | 1 SEPTEMBER 2018 | MONTH-TO-MONTH | Y | 10.00 | Y |
| MADIBA BAY CRECHE | 4001244036 | CRECHE | ERF 1244 | PELLSRUS | 1 SEPTEMBER 2018 | MONTH-TO-MONTH | Y | 10.00 | Y |
| DISNEY CRECHE | 7002539123 | CRECHE | ERVEN 2596, 2597, 2598 | SEA VISTA | 1 SEPTEMBER 2018 | MONTH-TO-MONTH | Y | 10.00 | Y |
| **TOTAL** | | | | | | | | **200.00** | |

| Leasing Entity | Account Number | Type | Property Description | Location (Address) | Termination Date | Contract | Monthly Rental Amount | Billing in place (Y/N) |
|---|---|---|---|---|---|---|---|---|
| L SEPTEMBER | 4006175001 | MUNICIPAL HOUSES | ERF 6175 | 6 CHRISTIAAN STREET, JEFFREYS BAY | MONTH TO MONTH | Y | 1553.79 | Y |
| F WINDVOGEL | 4000187011 | MUNICIPAL HOUSES | ERF 187 | 31 SEEKAT STREET, PELLSRUS | MONTH TO MONTH | Y | 1168.96 | Y |
| WB BOSCH | 7001044105 | MUNICIPAL HOUSES | ERF 1044 | 11 PALMA ROAD, SEA VISTA | MONTH TO MONTH | Y | 2936.86 | Y |
| NA MALGAS-GOEDA | 7002293003 | MUNICIPAL HOUSES | ERF 2293 | 154 ST FRANCIS DRIVE, SEA VISTA | MONTH TO MONTH | Y | 9150.00 | Y |
| VACANT | | MUNICIPAL HOUSES | ERF 2291 | 2 DIANA ROAD, SEA VISTA | N/A | N/A | N/A | N/A |
| VACANT | | MUNICIPAL HOUSES | ERF 1053 | 12 MAJORCA CRESCENT, SEA VISTA | N/A | N/A | N/A | N/A |
| LR VAALTYN | 3000437113 | MUNICIPAL HOUSES | ERF 437 | VOORTREKKER ROAD, HUMANSDORP | MONTH TO MONTH | Y | 1013.98 | Y |
| VACANT | | MUNICIPAL HOUSES | ERF 440 | VOORTREKKER ROAD, HUMANSDORP | N/A | N/A | N/A | N/A |
| B JAFTA | 6000013011 | MUNICIPAL HOUSES | ERF 13 | PATENSIE | MONTH TO MONTH | Y | 1347.74 | Y |
| DF SWEPU | 3001324045 | MUNICIPAL HOUSES | ERF 1324 | KWANOMZAMO, HUMANSDORP | MONTH TO MONTH | Y | 1316.04 | Y |
| VACANT | | MUNICIPAL HOUSES | ERF 543 | HANKEY | N/A | N/A | N/A | N/A |
| MM VAN DER MERSCHT | 2000543101 | MUNICIPAL HOUSES | ERF 543 | HANKEY | MONTH TO MONTH | Y | 1275.00 | Y |
| **TOTAL** | | | | | | | **19762.37** | |

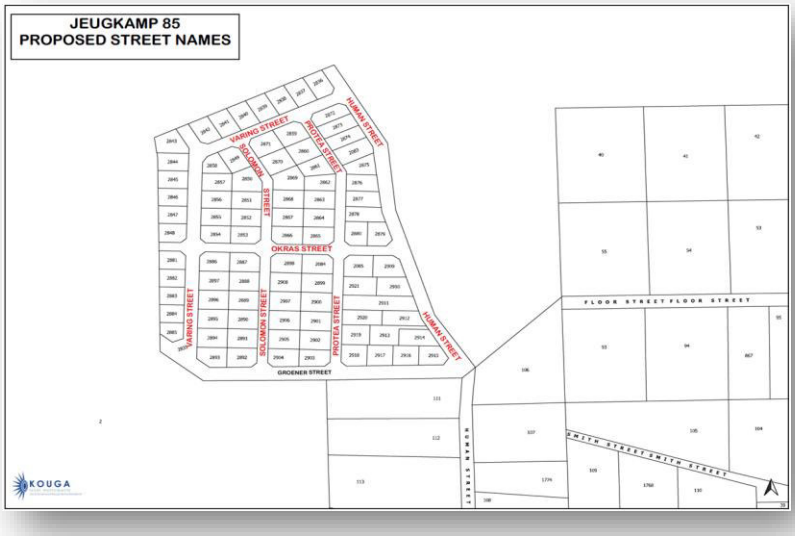
| Leasing Entity | Account Number | Type | Property Description | Commencement Date | Termination Date | Contract | Monthly Rental Amount | Billing in place (Y/N) |
|---|---|---|---|---|---|---|---|---|
| HERITAGE CENTRE HARBOUR ROAD | 7002116117 | RECREATIONAL | ERF 2116, SEA VISTA | 1 JULY 2019 | 31 MAY 2029 | Y | 1,950.00 | Y |
| A PETERSEN BRAND-ON | 3002360112 | BUSINESS | ERF 2360, KRUISFONTEIN | OCTOBER 2020 | SEPTEMBER 2023 | Y | 170.00 | Y |
| M & J ENTERPRISES | 3002094112 | STORAGE | ERF 2094, HUMANSDORP | 15 DECEMBER 2021 | 15 NOVEMBER 2030 | Y | 4,400.00 | Y |
| **TOTAL** | | | | | | | **6,520.00** | |

| Leasing Entity | Type | Account Number | Property Description | Commencement Date | Termination Date | Contract | Monthly Rental Amount | Billing in place (Y/N) |
|---|---|---|---|---|---|---|---|---|
| JBAY ANIMAL RESCUE | ANIMAL RESCUE | NOT YET CREATED | ERF 8783, JEFFREYS BAY | 9 SEPTEMBER 2020 | 8 SEPTEMBER 2023 | Y | 0.00 | ZERO BILLING |
| PARADISE BEACH AIRFIELD | PPP | NOT YET CREATED | ERF 1373, PARADISE BEACH | N/A | N/A | Y | 0.00 | ZERO BILLING |
| GAM-INQUA KHOISAN TRIBAL HOUSE | TRIBAL HOUSE | NOT YET CREATED | PTN 2 OF FARM 781 | JUNE 2021 | MAY 2024 | Y | 0.00 | ZERO BILLING |
| GAM-INQUA KHOISAN TRIBAL HOUSE | TRIBAL HOUSE | NOT YET CREATED | PTN OF ERF 2 | JUNE 2021 | MAY 2024 | Y | 0.00 | ZERO BILLING |
| RED LIONS RUGBY CLUB | RECREATIONAL | 2000515003 | ERF 515, HANKEY | 29 APRIL 2019 | 31 MAY 2029 | Y | 0.00 | ZERO BILLING |
| RED LIONS RUGBY CLUB | RECREATIONAL | 2000515003 | ERF 512, HANKEY | 29 APRIL 2019 | 31 MAY 2029 | Y | 0.00 | ZERO BILLING |
| SUPERTUBES SURFING FOUNDATION | NURSERY | NOT YET CREATED | ERF 2716, JEFFREYS BAY | 2 SEPTEMBER 2021 | 1 SEPTEMBER 2024 | Y | 0.00 | ZERO BILLING |
| JBSD T/A HYDRO RUBBER | MAINTAINING PROPERTY | NOT YET CREATED | ERF 445, JEFFREYS BAY | 3 AUGUST 2021 | 2 AUGUST 2024 | Y | 0.00 | ZERO BILLING |
| P. J COETZEE | AGRICULTURAL | 4005465000 | ERF 5465, JEFFREYS BAY | Lease expired | Month to month | Y | 0.00 | ZERO BILLING |
| ASTON BAY RATE PAYERS AND RESIDENTS ASSOCIATION (ABRRA) | COMMUNITY HALL | | ERF 315, ASTON BAY | 29 JULY 2022 | 29 JUNE 2032 | Y | 0.00 | ZERO BILLING |
| PATENSIE PIGGERY FARMING GROUP | LAND USE | NOT YET CREATED | ERF 223, PATENSIE | | | Y | 0.00 | ZERO BILLING |
| **TOTAL** | | | | | | | **0.00** | |

**Street Naming Committee**

The Street Naming Committee has dealt with proposed street and place names for various government subsidised housing projects in Ward 2, 4 and 5 which includes Kruisfontein and Pellsrus. These are existing RDP housing projects that has never been provided with street names in the past. The street and place names have already served at the Portfolio

Committee and Mayoral Committee Meeting and will be presented to Council in the first quarter of the new financial year to consider granting final approval.




New proposals on street names have also been received from Ward 6 Committee (Kwanomzamo), Fig Tree Development (Jeffreys Bay) and St Francis Field which was presented to the Street Naming Committee on 28 June 2023. It is anticipated that the proposed street names will be presented to the Portfolio Committee Meeting in August 2023.




**Strategic Objectives and Considerations**

The Department has established the Land Evaluation Committee (LEC) in February 2023 which consist of relevant service departments and recommends on applications received for municipal land.

The LEC considers the applications received and informs the section 14 confirmations by the service department. The comments flows to the Portfolio Committee in the form of an item for in principle approval after which the public participation calling for comments or objections on the application received. The committee had several meetings since its establishment in an effort to deal with the large number of applications. The Department currently have to deal with the implementation of both new and historic council resolutions which was never finalized. Progress is being made in this regard in the sense that a number of current and historic council resolutions has been implemented or has been presented to council for final approval.

An example of this is the Ethiopian Episcopal Church on erf 588 Pellsrus which has been presented to Council for in-principle approval to alienate. The Ethiopian Episcopal Church has been on the property since the 1940's.

The Department is also keen on addressing land for churches and making the existing municipal land zoned for churches available. The Department has concluded its verification of available church land and will present to Council for in-principle approval to alienate.

Another critical consideration is to address issues pertaining to the availability of land for commonages. The Department are looking into available municipal land and also opportunities that exist with land belonging to other spheres of Government. In order to deal effectively with the available land, the Department together with the Local Economic Development Department are working on Commonage Management Plan. We also want to work closer with the Provincial Department of Rural Development and Agrarian Reform to support and assist emerging farmers by tapping into funding opportunities.

The Department want to embark developing a land management strategy for all its available land in order to deal in a more effective manner with its assets and provide an improved service to the communities.

## 3.24 HOUSING

**APPOINTMENT OF SERVICE PROVIDER FOR THE CONSTRUCTION OF 200 TOP STRUCTURE IN OCEAN VIEW 1500 HOUSING PROJECT**





The Provincial Department of Human Settlements appointed Kontinental Engineering on 29 April 2022 for the construction of 200 Top Structures as phase one in Ocean View 1500 Housing Project. The Official site hand-over was on the 14th of June 2022 and was attended by all stakeholders.

The first phase of this project will cater for the most vulnerable beneficiaries approved in this project, namely your elderly and disabled beneficiaries. Currently there are 16 disabled beneficiaries and 186 elderly beneficiaries listed in this project. Several housing meetings were held with the project beneficiaries, and SMME's so as to get buy in and ownership of the project.

This project is still on-going, and the achievements reach until 13 June 2023 is as follows:

- Various stages : 85
- Slabs : 85
- Walls : 41
- Roofs : 14

**APPOINTMENT OF IMPLEMENTING AGENT FOR THE CONSTRUCTION OF 468 TOP STRUCTURES IN THE OCEAN VIEW 1500 HOUSING PROJECT.**





The Eastern Cape

Provincial Department of Human Settlements appointed Coega Development Corporation as implementing agent for the second phase of the Ocean View 1500 Housing Project. Their appointment is for 468 top-structures. CDC was introduce on 14 April 2023 to the Municipality by the ECDHS. They are currently busy with the procurement of a suitable service provider for the construction of the 468 top-structures.

**APPOINTMENT OF SERVICE PROVIDER FOR THE INSTALLATION OF SERVICES IN HANKEY 990 HOUSING PROJECT**

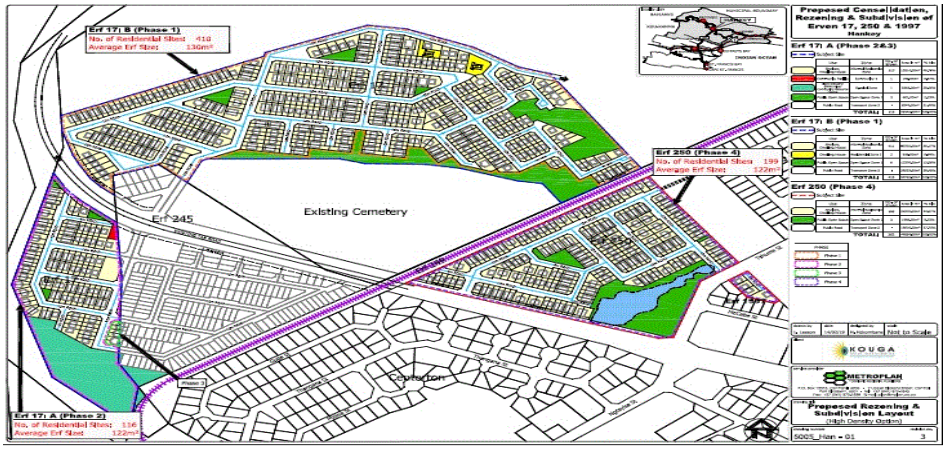
The Municipality was appointed as implementing agent by the Eastern Cape Department of Human Settlements. The Municipality after being appointed as the Implementing Agent, started with the procurement process to identify a suitable Service Provider for the installation of services. Thusega Maps JV was appointed on 29 November 2021. The anticipated date for completion of this project is in December 2022.

This project is still on-going and the total overall progress by the appointed Service Provider by the end of June 2023 was 60% of work complete.

The revised date for the completion of this project was 21 June 2023, however the Service Provider failed to complete all outstanding works. The contractor requested some of the works to be de-scope. Due to non-performance by the contractor a decision was made to terminate the contract of the contractor.








## HANDOVER CEREMONY OF PPC LAND IN HANKEY





The official handover of the PPC land in hankey was done on Thursday 21 April 2022. The donation of the 1.9 hectares of land by PPC will ensure that there is enough land available for the construction of the 990 services and the provision of 990 top structures planned. The municipality has already started with planning on this piece of land, which includes the provisional layout plan and the submission of the application for Environmental Approval.

Work has commenced on the PPC land and the following services were installed, namely installation of sewer and water connection on the site. Until 30 June 2023, good progress was made on-sit

## ELECTRIFICATION OF WESTON 71 AND LOERIEHEUWEL 154 INFORMAL SETTLEMENTS

Eskom appointed Likhanye Consulting Engineers for the provision of electricity supply to 215 informal houses in Weston (62) and Loerieheuwel (153) in December 2021. The official site

handover was on 10 December 2021. The project commenced in February 2022 and was completed on 18 July 2022

**LAUNCH OF SOCIAL HOUSING AND FLISP DEVELOPMENT**



Finance Linked Individual Subsidy Programme is an instrument that assists qualifying households by providing a once off down payment to those households who have secured mortgage finance to acquire a residential property for the first time.

Depending on their income level, a qualifying beneficiary will qualify for a subsidy of between R 27 000 – R 121 626.

Social Housing programme provides for grant funding to establish, capacitate and capitalise social housing institutions which may develop, hold and administer affordable rental units within identified restructuring zones.

The FLISP and affordable Social Housing rental opportunities will be constructed at the corner of Koraal Street and Dolphin Street in Oceanview. Launched in February 2021, the project will open housing opportunities for residents that do not qualify for Breaking New Ground Houses opportunities (RDP). The appointed Service Provider for this pilot project is Own Haven Housing Association. They submitted the layout plans to the PD&T portfolio meeting and plans were approved on 29 June 2022.

This programme targets moderate income households, earning between R 1,850 -R 22 000,00 per month with quality and affordable rental housing opportunities in well located areas. Construction will commence in the 2023/24 financial year. Planning and environmental issues are being finalized.

**APPROVAL OF NATIONAL UPGRADING SUPPORT PROGRAMMES (NUSP)**

A funding application for the upgrading of informal settlements was submitted to the ECDHS. Funding approval of R 18 055 384.92 for the upgrading of nine informal settlements was approved and announced by the MEC for Human Settlements on 31 July 2020.

Funding approval is for the provision of basic services like water, sewer, electricity, access roads, refuse points and removal.

The following informal settlements were approved for upgrading under the NUSP Programme;

The municipality submitted a claim of R 14 000 000.00 to the HDA for interim services rendered by the municipality for the Informal Settlements below.

**Donkerhoek 363** - interim services to permanent services

**Oceanview 1250** - interim services to permanent services

**Cyril Ramaphosa 278-** Permanent services

**Polar Park 257-** interim services to permanent services

**Shukushukuma 93-** interim services to permanent services

**Thornhill 160**- Permanent services

**Bungalows 103**- interim services to permanent services

**Golf Course 553**- interim services to permanent services

**No. R10 191**- interim services

The upgrading of the remaining 12 informal settlements will be approved in the 2022/23 financial year.

Funding agreement for the approved upgrading plans was entered between ECDHS and HDA who will act as an Implementing Agent.

ECDHS and the HDA appointed a District Professional Resource Team (PRT) to assist the Municipality with the implementation of upgrading plans. Interim and permanent engineering designs are being finalised.

HDA appointed V3 consulting Engineers in November 2021 as consulting engineers for the upgrading of the abovementioned informal settlements. V3 Consulting Engineers appointed Baledi Re-Engineering Solutions on 22 November 2022 for the construction of interim engineering infrastructure services (Water, Sanitation, Roads, Stormwater, Waste Management and Electricity).

Baledi Re-Engineering Solutions started the installation of temporary (poor flush) toilets in the following informal settlements, namely Nr10 Informal Settlement and the Ocean View 1250 Informal Settlements. The progress until June 2023 is the installation of 22 poor flush toilets in Nr 10 Informal settlements and in Ocean View 1250 Informal settlement a total of 180 poor flush toilets were installed out of 250.





**HANDING OVER OF 70 SITES TO 10 LOCAL CONTRACTOR**

HANDING OVER OF 70 SITES TO 10 LOCAL CONTRACTOR

A total of 70 sites for the construction of houses in Ocean View, Jeffreys Bay were handed over to 10 local Small, Medium, and Micro Enterprises (SMME's) on 16 January 2023. The total package is valued at R 8.75 million. The appointment letters for the construction of these 70 houses which farms part of phase 1 (200) of the Ocean View 1500 Housing project. The appointment letters between Kontinental Engineering and the SMME's were signed on the 15th of November 2022.





**APPROVAL OF FUNDING FOR THE CONSTRUCTION OF SIX (6) HOUSES IN PATENSIE**

The Eastern Cape Department of Human Settlements approved funding for the construction of six (6) delipidated houses in Patensie. The total amount that was approved amounts to R 1 153 141.40 and was signed by the Provincial Department of Human Settlements on the 13th of March 2023.

Levels and Standards in Housing Services

The objective of the levels and standards for the provision of sustainable and integrated human settlements is to be fully in compliance with the minimum norms and standards as outlined in the provisions of the National Housing Code of 2009. It spells out the minimum standard that a municipality may use for the connection and installation of internal reticulated infrastructure for subsidised housing. Quality control is also monitored internally by the building control section, provincial inspectors, as well as the National Home Builders Regulatory Council (NHBRC).

**Annual Performance as per Key Performance Indicators in Human Settlements Services**

| | Indicator name | Total number of house-hold s/customers expected to benefit | Estimated backlogs (Actual numbers) | Target set for the FY under review | Number of households/ customers reached | Percentage of achievement during the year |
|---|---|---|---|---|---|---|
| 1 | Percentage of households living in informal settlements | 100% | 7427 | 200 | 200 | 100% |
| 2 | Percentage of informal settlements that have been provided with basic services | 100% | 7427 | 5450 | 5450 | 100% |
| 3 | Percentage of households in formal housing that conforms to the minimum building standards for residential houses | 100% | 8997 | 220 | 220 | 100% |

# CHAPTER 4: FINANCIAL PERFORMANCE

## 4.1 FINANCIAL HEALTH OVERVIEW

**Information on Financial Performance shall only be included on receipt of the Auditor General's report on the Financial Statements for the 2022/23 year.**

### 4.1.1. STATEMENT OF FINANCIAL PERFORMANCE (refer to AFS page 8)

**Information on Financial Performance shall only be included on receipt of the Auditor General's report on the Financial Statements for the 2022/23 year.**

### 4.1.2 STATEMENT OF FINANCIAL POSITION (refer to AFS page 7)

**Information on Financial Performance shall only be included on receipt of the Auditor General's report on the Financial Statements for the 2022/23 year.**

### 4.1.3 FINANCIAL INDICATORS (refer to AFS pages 7 - 10)

**Information on Financial Performance shall only be included on receipt of the Auditor General's report on the Financial Statements for the 2022/23 year.**

#### 4.1.3.1 CAPITAL CHARGES TO OPERATING EXPENDITURE

**Information on Financial Performance shall only be included on receipt of the Auditor General's report on the Financial Statements for the 2022/23 year.**

#### 4.1.3.2 BORROWED FUNDING OF CAPITAL EXPENDITURE

**Information on Financial Performance shall only be included on receipt of the Auditor General's report on the Financial Statements for the 2022/23 year.**

#### 4.1.3.3 DEBT SERVICING COST TO OPERATING REVENUE RATIO

**Information on Financial Performance shall only be included on receipt of the Auditor General's report on the Financial Statements for the 2022/23 year.**

#### 4.1.3.4 CURRENT RATIO

**Information on Financial Performance shall only be included on receipt of the Auditor General's report on the Financial Statements for the 2022/23 year.**

#### 4.1.3.5 LIQUIDITY RATIO

**Information on Financial Performance shall only be included on receipt of the Auditor General's report on the Financial Statements for the 2022/23 year.**

#### 4.1.3.6 ANNUAL DEBTORS' COLLECTION RATE

**Information on Financial Performance shall only be included on receipt of the Auditor General's report on the Financial Statements for the 2022/23 year.**

#### 4.1.3.7 COST COVERAGE

**Information on Financial Performance shall only be included on receipt of the Auditor General's report on the Financial Statements for the 2022/23 year.**

#### 4.1.3.8 EMPLOYEE COSTS AS A % OF TOTAL OPERATING EXPENDITURE

**Information on Financial Performance shall only be included on receipt of the Auditor General's report on the Financial Statements for the 2022/23 year.**

#### 4.1.3.9 REPAIRS AND MAINTENANCE AS A % OF TOTAL OPERATING EXPENDITURE

**Information on Financial Performance shall only be included on receipt of the Auditor General's report on the Financial Statements for the 2022/23 year.**

#### 4.1.3.10 REPAIRS AND MAINTENANCE AS A % OF THE BOOK VALUE OF PROPERTY, PLANT AND EQUIPMENT (PPE)

**Information on Financial Performance shall only be included on receipt of the Auditor General's report on the Financial Statements for the 2022/23 year.**

#### 4.1.3.11 OWN REVENUE GENERATION

**Information on Financial Performance shall only be included on receipt of the Auditor General's report on the Financial Statements for the 2022/23 year.**

#### 4.1.3.12 CAPITAL BUDGET SPENDING

**Information on Financial Performance shall only be included on receipt of the Auditor General's report on the Financial Statements for the 2022/23 year.**

### 4.1.3.13 FINANCIAL VIABILITY AND MANAGEMENT

**Information on Financial Performance shall only be included on receipt of the Auditor General's report on the Financial Statements for the 2022/23 year.**

### 4.1.3.14 ARREARS IN PROPERTY RATES AND SERVICE CHARGES

**Information on Financial Performance shall only be included on receipt of the Auditor General's report on the Financial Statements for the 2022/23 year.**

## COMPONENT B: OTHER FINANCIAL MATTERS

### 4.2 SUPPLY CHAIN MANAGEMENT

**Information on Financial Performance shall only be included on receipt of the Auditor General's report on the Financial Statements for the 2022/23 year.**

### 4.3 RISK MANAGEMENT

Risk management is as much about identifying opportunities as avoiding or mitigating losses. It is a logical and systematic process of establishing the context, analysing, evaluating, treating, monitoring, and communicating risks associated with any activity, function, or process, in a way that enables an organisation to minimise losses and maximise opportunities.

The drive for local government transformation with limited resources has tended to force municipalities into taking a less conservative approach to service delivery with a proportional increase in their risk exposure. Ongoing local government reforms have provided a broad administrative framework for further improvements to occur. These include more stringent corporate governance requirements, greater flexibility and a focus on results and accountability.

Risk management trends and components already overlap with those of internal auditing, performance management, programme and project management, financial management, change management, customer care, communication, etc. and require incremental inclusion in current and future plans of the entire organisation.

The management of risk by implication is a managerial function, even though individual sections, departments and directorates differ in their exposure and reaction to risks and thus departments, sections and individuals form a vital part of the overall risk management process within the Municipality.

In our continuously changing governance environment, it is imperative that Council remains updated on key changes and challenges and how this affects the operation of business in today's environment. This will not be achieved without an effective, efficient, soundly funded, and managed risk strategy that seeks to maximize its impact on the organization with minimum resources at its disposal.

National Treasury Public Sector Risk Management Framework affirms that no organization has a luxury of functioning in a risk-free environment and public institutions are especially vulnerable to risk associated with fulfilling their mandates.

**The table below indicate the top five risks within the Municipality:**

| | Risk | Root Causes |
|---|---|---|
| **1** | Water Security and Load Shedding | 1. Drought<br>2. Increase in demand for water<br>3. Increase in population<br>4. Limited allocations from Water supply sources<br>5. Eskom loadshedding during winter |
| **2** | Increase in capacity of bulk infrastructure (Elec, water, sewerage)<br><br>Too many residents- too small treatment capacity<br><br>(Note :" Lack of" refers to land and illegal informal settlements that cannot be serviced by bulk due to, amongst other, location which makes it impossible to be connected to existing services roads, Stormwater, waste) | 1. Inability to plan for informal developments occurring in Kouga (linked with no.4)<br>2. Lack of ability to provide strategic planning by Infrastructure Department for haphazard informal settlement formations(linked with no.4)<br>3. Lack of availability of land (cemeteries)<br>4. Lack of some bulk infrastructure master plan (Elec, water, sewerage, roads, Stormwater)<br>5. Lack of funding and management of augmentation (not utilized for upgrading of infrastructure)<br>6. Lack of integration in planning and development (housing and infrastructure)<br>7. Lack of housing bulk housing plan - I&E not being involved in process, shared with the plan |
| 3 | Water losses | 1. Linking of meters with Erven not completed<br>2. Tampering<br>3. Incorrect billing data and information<br>4. Old water meters running slower |
| 4 | Electricity losses | 1. Linking of meters with Erven not completed<br>2. Illegal connections<br>3. Tampering<br>4. Incorrect classification as qualifying for lower electricity<br>5. Incorrect billing data and information |
| 5 | Adverse Impact of COVID -19 on KLM | 1. COVID-19 pandemic occurring<br>2. Unplanned expenditure due to COVID<br>3. Loss of revenue due to residents being unable to pay (KLM having to give payment holidays, reduce property rates, unable to charge interest on overdue accounts)<br>4. Budgets need to be readjusted/realigned for COVID- |

| | Risk | Root Causes |
|---|---|---|
| | | 19 Priorities |

## 4.4 FRAUD AND ANTI-CORRUPTION

Section 83(c) of the MSA refers to the implementation of effective bidding structures to minimise the possibility of fraud and corruption and the Municipal Finance Management Act (MFMA), section 112(1) (m)(i) identifies supply chain measures to be enforced to combat fraud and corruption, favouritism, and unfair and irregular practices. Section 115(1) of the MFMA states that the Accounting Officer must take steps to ensure mechanisms and separation of duties in supply chain management system to minimise the likelihood of corruption and fraud.

The Anti-corruption strategy and fraud prevention strategy were both approved on the 1 August 2017. There were no corrupt practices reported and therefore the employees seem to be aware of the section 3 contained in the Prevention and Combating of Corruption.

## CHAPTER 5: PERFORMANCE MANAGEMENT
## COMPONENT A: INSTITUTIONAL PERFORMANCE

| KEY PERFORMANCE A7.REA | |
|---|---|
| KPA 1 | Infrastructure and Basic Service Delivery |
| KPA 2 | Institutional Development and Transformation |
| KPA 3 | Local Economic Development |
| KPA 4 | Municipal Financial Viability and Management |
| KPA 5 | Good Governance and Public Participation |
| | **Target achieved** |
| | **Target not achieved** |

**DRAFT 2022/23 ANNUAL REPORT TO BE SUBMITTED TO COUNCIL BY 31 AUGUST 2023, FINAL ANNUAL PERFORMANCE REPORT SHALL BE INCLUDED IN ANNUAL REPORT SUBMISSION TO COUNCIL DURING JANUARY 2024**

## COMPONENT B: INSTITUTIONAL PERFORMANCE AS PER COGTA INDICATORS

### KPA 1: ORGANIZATIONAL DEVELOPMENT AND INSTITUTIONAL TRANSFORMATION

| | Indicator Name | Total number of people planned for the year | Achievement level during the year under review | Achievement percentage during the year | Comments on the gap |
|---|---|---|---|---|---|
| 1. | Vacancy rate for all approved budgeted posts | 3% | 3% | 3.2% | |
| 2 | Percentage of appointment in strategic positions (Municipal Manager and Section 57 Managers) | 6 | 5 | 83% | The filling of the post of Director I&E has been a challenge with the municipality embarking on the third round of recruitment to fill the post |
| 3. | Percentage of Section 57 Managers including Municipal Managers who attended at least 1 skills development training course within the FY | 2 | 2 | 100% | |
| 4. | Percentage of Managers in Technical Services with a professional qualification | 3 | 3 | 100% | |
| 5. | Level of PMS effectiveness in the DM (DM to report) | To be reported by the Sarah Baartman District Municipality | | | |

| | Indicator Name | Total number of people planned for the year | Achievement level during the year under review | Achievement percentage during the year | Comments on the gap |
|---|---|---|---|---|---|
| 6. | Level of effectiveness of PMS in the LM (LM to report | Performance Management currently only rolled out to the Municipal Manager and Section 57 Managers | | | |
| 7. | Percentage of staff that have undergone a skills audit (Including competency profiles) within the current 5-year term | 874 | 874 | 100% | |
| 8. | Percentage of Councillors who attended a skills development training within the current 5-year term | 29 | 29 | 100% | |
| 9. | Percentage of staff complement with a disability | 1,5% | 1,5% | 1,5% | |
| 10. | Percentage of female employees | 35% | 35% | 35% | |
| 11. | Percentage of employees that are aged 35 or younger | 25% | 25% | 25% | |
| 12. | Adoption and implementation of a HRD including a Workplace Skills Plan | Yes | yes | Completed | |

## KPA 2: INFRASTRUCTURE AND BASIC SERVICE DELIVERY

## A: WATER

**FIGURES IN PROCESS OF VERIFICATION FOR SUBMISSION TO THE JANUARY 2024 ANNUAL REPORT SUBMISSION**

## KPA 5: GOOD GOVERNANCE AND PUBLIC PARTICIPATION

| | Indicator Name | Target set for the year | Achievement level for the year (Absolute figure) | Achievement percentage during the year |
|---|---|---|---|---|
| 1. | % of Ward Committees established | 100% | 100% (15 ward committees) | 100% |
| 2. | % of Ward Committees that are functional | 100% | 100% (15 ward committees) | 100% |
| 3. | Existence of an effective system to monitor CDW's | The CDW's are administered through the Office of the Speaker and the Public Participation Officer meet monthly with CDW's to track progress and receive submissions by CDW's. | | |
| 4. | Existence of an effective IGR Strategy | No adopted IGR Strategy | | |
| 5. | Effective IGR structural meetings | All Muni-Mec meetings are attended, all District IGR Meetings are attended, No IGR meetings held from Lockdown other than Covid-19 related meetings. . | | |
| 6. | Existence of an effective communication strategy | Communication Strategy in place and communication is effective. | | |
| 7. | Number of Mayoral Imbizo's conducted | 1 Mayoral Imbizo conducted | | |
| 8. | Existence of a fraud prevention mechanism | Anti-*Corruption* and Fraud Prevention Policy approved by Council 1 August 2017 | | |

## COMPONENT C: INDIVIDUAL PERFORMANCE

The Performance Management Section currently administers Institutional Performance and Individual Performance to the level of the Municipal Manager and Directors reporting directly to the Municipal Manager.

The purpose of the performance management section is to provide Councillors and Top Management with performance reports to allow them the opportunity of oversight and timeous corrective action where it is evident that set institutional targets may not be achieved.

In compliance with the legislative provisions does the Integrated Development Plan for the year under review form the basis of the Institutional Service Delivery and Budget Implementation Plan. The Institutional Service Delivery and Budget Implementation plan forms the basis for the individual performance agreements of the Municipal Manager and Directors.

Performance agreements are concluded annually before 31 July with the Municipal Manager and Directors and performance reviews must be conducted on a quarterly basis with the annual performance review conducted by an Evaluation Panel appointed in terms of the Performance Management Regulations consisting of the following members:

- Municipal Manager Performance Evaluation Panel:
    - Executive Mayor
    - Chairperson of the Audit Committee
    - Member of the Mayoral Committee
    - Mayor/Municipal Manager from another municipality
    - Member of a word committee as nominated by the Executive Mayor
- Other Senior Manager's Performance Evaluation Panel:
    - Municipal Manager
    - Chairperson of the Audit Committee
    - Member of the Mayoral Committee
    - Municipal Manager from another municipality

Performance bonusses are only paid after evaluation and only on approval of the evaluation results by Council and the adoption of the annual report for the period under review subject to affordability.

The roll-out of performance to levels below Senior Management as required in terms of the provisions of Section 34 of the Local Government Municipal Staff Regulations, R890 dated 20 September 2021 has commenced and performance agreements were concluded with Line Managers and first line Superintendents.

Substantial progress has been made to ensure that all staff members participate in the performance management system as from 1 July 2023.

## CHAPTER 6: AUDITOR GENERAL OPINION ON FINANCIAL STATEMENTS

### 6.1 AUDITOR GENERAL REPORT

**SHALL BE INSERTED ON RECEIPT FOR INCLUSION IN THE ANNUAL REPORT SUBMISSION TO COUNCIL DURING JANUARY 2024**

## 6.2 AUDIT CORRECTIVE ACTION PLAN

**CAN ONLY BE COMPLETED ON RECEIPT OF THE REPORT OF THE AUDITOR GENERAL AND SHALL BE INSERTED IN THE ANNUAL REPORT SUBMISSION TO COUNCIL DURING JANUARY 2024**

## APPENDICES

**ALL APPENDICES TO BE INCLUDED IN THE SUBMISSION OF THE 2022/23 ANNUAL REPORT TO COUNCIL DURING JANUARY 2024**

## APPENDIX A: COUNCILLORS, COMMITTEE ALLOCATION AND COUNCIL ATTENDANCE

## APPENDIX B : COMMITTEEE AND COMMITTEE PURPOSE

## APPENDIX C : ADMINISTRATIVE STRUCTURE

## APPENDIX D: FUNCTIONS OF THE MUNICIPALITY

**FUNCTIONS** - In terms of Circular 8/2009: Adjustment of Powers and Functions between District and Local Municipalities, the Kouga Municipality has the following powers and functions to fulfil:

| POWERS AND FUNCTIONS | |
|---|---|
| Abattoirs | Air Pollution |
| Beaches and Amusement Facilities | Billboards and the Display of Advertisements in Public Places |
| Building Regulation | Cemeteries, Funeral Parlours and Crematoriums |
| Child Care Facilities | Control of Selling Liquor |
| Control of the Public Nuisances | Electricity Reticulation |
| Facilities for the Accommodation, Care and Burial of Animals | Fire Fighting |
| Health and Environmental Health Services | Licensing and Control of Food Sold to the Public |
| Local Amenities | Local Tourism and Economic Development |
| Local Sports Facilities | Markets |
| Municipal Airports | Municipal Planning |
| Public Transport | Sanitation |
| Storm Water | Trading Regulations |
| Water (Potable) | |

## APPENDIX E : WARD REPORTING

| | |
|---|---|
| **APPENDIX G:** | **RECOMMENDATIONS BY THE MUNICIPAL AUDIT COMMITTEE** |
| **APPENDIX J:** | **DISCLOSURE OF FINANCIAL INTEREST** |
| **APPENDIX K:** | **REVENUE COLLECTION PERFORMANCE** |
| **APPENDIX K(i):** | **REVENUE BY VOTE** |
| **APPENDIX K(ii)** | **REVENUE BY SOURCE** |
| **APPENDIX L:** | **CONDITIONAL GRANT EXPENDITURE (EXCL MIG)** |
| **APPENDIX M:** | **CAPITAL BUDGET EXPENDITURE** |
| **APPENDIX N:** | **CAPITAL PROGRAMME BY PROJECT** |

## APPENDIX O: CAPITAL PROJECT BY WARD

## APPENDIX P: SERVICE DELIVERY BACKLOG AT SCHOOLS AND CLINICS

| DEPARTMENT | PROJECT DESCRIPTION |
|---|---|
| Department of Education | • Overcrowding at all Kouga Schools<br>• Need for Kouga FET College<br>• Future use of unused (2) school sites in Jeffreys Bay |
| Department of Health | • Staffing of clinics in Ward 1,2, 4, 5, 9, 13 &14<br>• New clinics or extension to existing ones in ward 2 & 6<br>• Mobile more clinics in ward 4 (Kruisfontein and Die Berg) & ward 14 |

## APPENDIX Q: SERVICE DELIVERY BACKLOGS WHERE OTHER SPHERES OF GOVERNMENT IS RESPONSIBLE FOR SERVICE DELIVERY

| DEPARTMENT | PROJECT DESCRIPTION |
|---|---|
| Department of Agriculture | • Support and education to emerging farmers<br>• Access to water<br>• Supply of plant and equipment<br>• Release and or lease of state and municipal land for commonage and emergency farming |
| Department of Community Safety/SAPS | • Satellite police station for Ward 1<br>• Collaboration with municipal law enforcement to maximise safety in wards<br>• Gangsterism at schools and townships<br>• Involvement of SA Army<br>• Establishment of community police forums<br>• Enforcement of non-compliance of liquor on and off consumption in townships |
| Department of Education | • Overcrowding at all Kouga Schools<br>• Need for Kouga FET College<br>• Future use of unused (2) school sites in Jeffreys Bay |
| Department of Sports, Arts and Culture | • Maintenance of sports fields (Backlogs) and new facility for cricket in ward 4 & 5<br>• Construction of inclusive multi-purpose sports centres in Ward 4, 6, 7 and 14.<br>• Library in Andrieskraal, Ward 1,10 & 14<br>• Wi-fi for all libraries |

| DEPARTMENT | PROJECT DESCRIPTION |
|---|---|
| Department of Health | • Staffing of clinics in Ward 1,2, 4, 5, 9, 13 &14<br>• New clinics or extension to existing ones in ward 2 & 6<br>• Mobile more clinics in ward 4 (Kruisfontein and Die Berg) & ward 14 |
| Department of Land Reform and Rural Development | • Release and or lease of state and municipal land for commonage and emergency farming in ward 1,4,7,9,10 and 14<br>• Comprehensive rural development programme for Ward 4, 7, 9, 10, 14<br>• Land for housing for farming community in Andrieskraal (Ward 9 & 10)<br>• Outstanding land claims in Ward 13 and 9 |
| Department of Social Services | • Increase social development programmes i.e. drug abuse, alcohol abuse etc in ward 1,2,4,5,6,7,9,13,14 and 15<br>• Consider building of old age and frail centres for the less privileged communities<br>• Educational programmes to address decrease gr8 and gr12 school leavers |
| Department of Human Settlement | • Consider the housing needs register applications to do allocations in terms of national criteria<br>• Rectification of the RDP houses in Kouga<br>• Rectification of historical mud houses in Ward 13<br>• Refurbishment of ageing infrastructure of PRE/POST State funded houses<br>• Unlocking of blocked housing projects<br>• Destitute and vulnerable project in ward 2<br>• Formalisation of informal settlements (NUSP)<br>• Multi-purpose centres and social amenities for all housing projects on provincial database<br>• Release of state land (Papiesfontein) |
| Department of Environmental Affairs | • Recycling projects, campaign and environmental education<br>• Assistance required for Paradise Beach Causeway<br>• Vehicles on demarcated high and low tide beach areas in ward 2 and 14 |
| Department of Transport | • Live Capturing Units equipment and staff needed |

## APPENDIX R: DECLARATION OF GRANTS AND LOANS

## APPENDIX S: DECLARATIONS OF SECTION 71 MFMA RETURNS NOT MADE

All Section 71 declarations were made

## APPENDIX T: NATIONAL AND PROVINCIAL OUTCOMES FOR LOCAL GOVERNMENT

| NATIONAL DEVELOPMENT PILLARS | NATIONAL AND PROVINCIAL PRIORITIES | MUNICIPAL PRIORITIES |
|---|---|---|
| PILLAR 1:<br>DEMOGRAPHIC CHANGE AND PEOPLE DEVELOPMENT | Priority 3: Education, Skills and Health<br>Priority 4: Consolidating the Social Wage through Reliable and Quality Basic Services<br>Priority 6: Social Cohesion and Safer Communities | 1. Improve Service Delivery<br>2. Socio-Economic upliftment |
| PILLAR 2:<br>ECONOMIC POSITIONING | Priority 2: Economic Transformation and Job Creation | 1. Job creation<br>2. Local Economic Development |
| PILLAR 3:<br>SPATIAL RESTRUCTURING AND ENVIRONMENTAL SUSTAINABILITY | Priority 5:<br>Spatial Integration, Human Settlements and Local Government | 1. Spatial Integration |
| PILLAR 4:<br>INFRASTRUCTURE ENGINEERING | Priority 2:<br>Economic Transformation and Job Creation<br>Priority 5:<br>Spatial Integration, Human Settlements and Local Government | 1. Basic Service Delivery and Infrastructure |
| PILLAR 5:<br>INTEGRATED SERVICE PROVISIONING | Priority 4:<br>Consolidating the Social Wage through reliable and Quality Basic Services | 1. Basic Service Delivery and Infrastructure |
| PILLAR 6:<br>GOVERNANCE AND FINANCE | Priority 1:<br>A Capable, Ethical and Developmental State<br>Priority 7:<br>A Better Africa and World | 1. Build Institutional Capacity and Financial Viability<br>2. Governance and Public Participation<br>3. Municipal Transformation and Organizational Development |

## APPENDIX U: ANNUAL FINANCIAL STATEMENTS

**KOUGA MUNICIPALITY (EC108)**

**ORDINARY COUNCIL MEETING**

**OFFICE OF THE MUNICIPAL MANAGER**

**DATE: 31 AUGUST 2023** **ITEM NO: 23/08/MM13**

**INSTITUTIONAL SERVICE DELIVERY BUDGET IMPLEMENTATION PLAN: 2023/24 FINANCIAL YEAR**

1. Introduction

It is the purpose of this report to submit to Council the Institutional Service Delivery Budget Implementation Plan for the 2023/24 Financial Year as approved by the Executive Mayor for the information of the Council.

2. Background

The Service Delivery and Budget Implementation Plan as approved by the Executive Mayor and submitted to Council for information.

3. Comments Directorates:

3.1 Municipal Manager

This report is the institutional SDBIP and will serve as the basis for departmental SDBIPS which will include operational targets for different sections in departments. The departmental SDBIPS and contracts need to be completed by the end of August 2023.

3.2 Deputy Municipal Manager

Report Noted

3.3 Chief Financial Officer

Report Noted

3.4 Director: Civil and Water Services

Report Noted

3.5 Acting Director: Electro-Mechanical Services

Supported

3.6 Director: Community Services

Noted

3.7 Acting Director: Planning and Development

The item is noted and supported.

4. Financial Implications

None

5. Legal Implications

Legislative provisions direct the approval of the Service Delivery and Budget Implementation plan as set out hereunder.

In terms of Section 53(1)(c)(ii) of the Municipal Financial Management Act (MFMA), the SDBIP is defined as a detailed plan approved by the mayor of a municipality for implementing the municipality's delivery of municipal services, and its annual budget, and must indicate the following:

(a) Projections for each month of:

(i) revenue to be collected, by source; and

(ii) operational and capital expenditure, by vote

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

(c) Other matters prescribed.

In terms of the provisions of Section 53 of the MFMA, the Executive Mayor of the Municipality must approve the SDBIP within 28 days of the approval of the budget.

The content of the Service Delivery and Budget Implementation Plan forms the basis of the Performance Agreements of Section 57 Employees.

6. Other Implications

None

7. Recommendations:

7.1 That the Service Delivery and Budget Implementation Plan for the 2023/24 financial year as approved by the Executive Mayor be noted.

7.2 That the Municipal Manager oversees the quarterly submission of departmental progress reports to Council on the implementation of the Service Delivery and Budget Implementation Plan.

**Item prepared by :** **The Manager: Performance Management**

**Item approved by :** **The Municipal Manager**

KOUGA
local municipality
Good Governance through Service Excellence

# Service Delivery & Budget Implementation Plan

# 2023/2024

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## 1. INTRODUCTION

The Service Delivery and Budget Implementation Plan (SDBIP) gives effect to the IDP and the budget of the municipality. It is an expression of the objectives of the Municipality in quantifiable outcomes that will be implemented by the administration for the financial period from 1 July 2023 to 30 June 2024 (the Municipal financial year).

It includes the service delivery targets and performance indicators for each quarter which is linked to the performance agreements of senior management. It therefore facilitates oversight over financial and non-financial performance of the municipality and allows the Municipal Manager to monitor the performance of the Directors, the Mayor/Council to monitor the performance of the Municipal Manager, and the Community to monitor the performance of the Municipality as a whole.

The primary objective of the Service Delivery and Budget implementation Plan is to detail the implementation of the IDP and budget of Kouga Municipality by setting in year quarterly targets for each of the annual targets as set out in the Integrated Development Plan.

The secondary objective is to reduce to writing the objectives of the organization and in doing so, clarifying the required performance levels, and allocating accountability to officials which in turn allows oversight of overall institutional performance.

The layers of this document will see the objectives reported by the following listed components as well as the comparisons to the Organizational Performance and in turn linked to the individual Directors and their activities within their votes.

The major components of the SDBIP are:

- Quarterly projections of budgeted income and actual income per vote and per activity.
- Quarterly projections of budgeted expenditure, both operating and capital, against actual per vote and per activity.
- Quarterly projections of the service levels (KPA) achieved against budget spending and comment.
- Quarterly projections of service levels in non-financial targets.

## 2. IMPLEMENTATION

The Service Delivery and Budget Implementation Plan (SDBIP) gives effect to the implementation of the IDP and the budget and as such it calls for stringent oversight to ensure that the objectives of Council for the year is achieved and corrective actions can be implemented in good time where required.

## 2.1 Reporting and Oversight

To enable and facilitate oversight over the performance of the Institution and the Directorates, the following reporting requirements shall be adhered to:

- Monthly progress reports on the implementation of the SDBIP shall be submitted as follows:
  - The Municipal Manager to the Executive Mayoral Committee in so far as it relates to those Key Performance Indicators where the Municipal Manager is listed as the project Driver.
  - Directors to the relevant Portfolio Committee in so far as it relates to those Key Performance Indicators assigned to the Director as Program Driver, provided that where any Portfolio Committee does not meet monthly, reports shall be submitted on a bi-monthly basis.
- Submissions on monthly performance progress reports shall also be submitted to the Office of the Municipal Manager by the Directors within ten (10) working days of the end of each month.
- The Portfolio Councillor shall after the submission of the Departmental SDBIP Implementation Performance Report to the Portfolio Committee make a submission to the Executive Mayor on the performance of the Directorate on the implementation of the SDBIP.
- Quarterly progress reports on the overall implementation of the SDBIP shall be submitted to Council and the Performance Audit Committee.
- The quarterly Institutional SDBIP Implementation Reports must be submitted by Ward Councillors at Ward Committee level for discussion on a quarterly basis.

## 3. APPROVAL

**In terms of the provisions of Section 53(1)(c)(ii) of the Local Government Municipal Finance Management Act (56/2003), the 2023/24 Service Delivery and Budget Implementation Plan is herewith approved.**

30 June 2023

**H. BORNMAN**
**EXECUTIVE MAYOR**

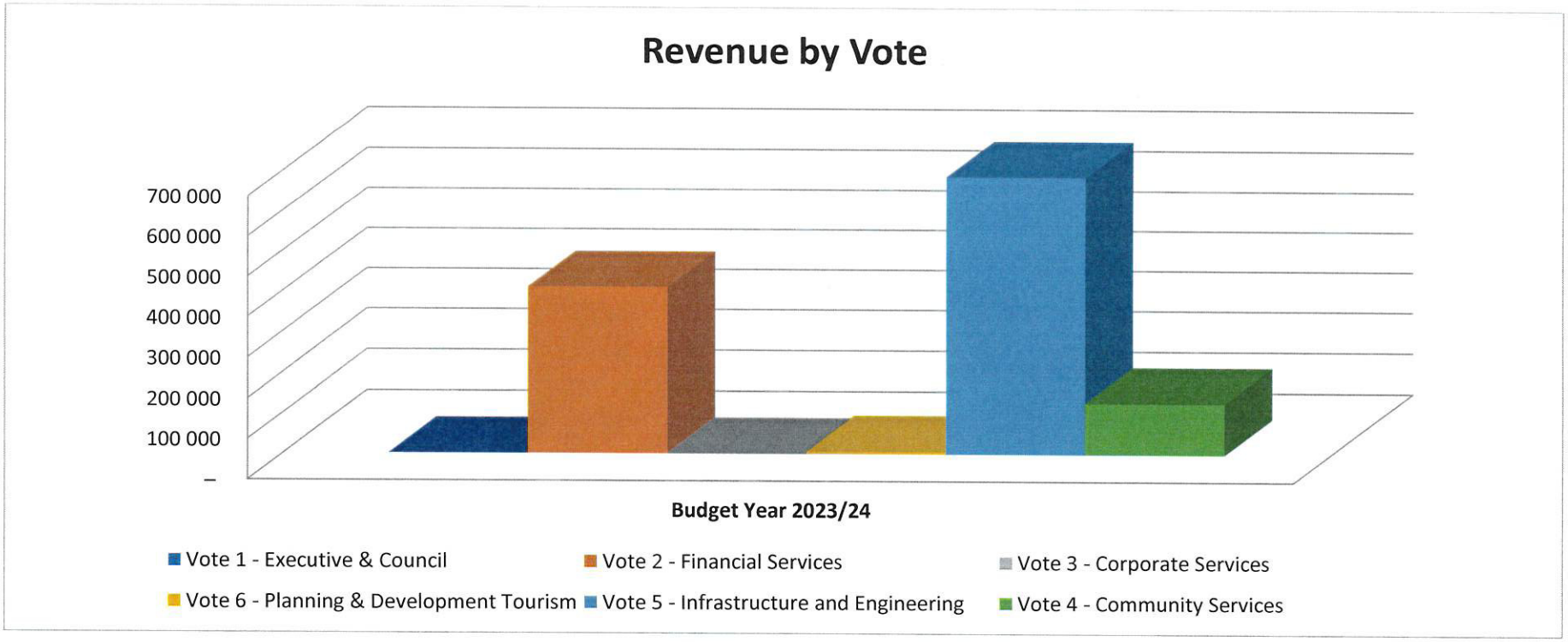
## 4.1 Revenue by Source

| Description | Budget 2023/24 | | Quarter 1 | | Quarter 2 | | Quarter 3 | | Quarter 4 | | |
|---|---|---|---|---|---|---|---|---|---|---|---|
| R thousands | Budget Year | YearTD actual | Budget Year | YearTD actual | Budget Year | YearTD actual | Budget Year | YearTD actual | Budget Year | YearTD actual | % of budget |
| **Revenue** | | | | | | | | | | | |
| **Exchange Revenue** | | | | | | | | | | | |
| Service charges - Electricity | 390,731 | | 97,683 | | 195,366 | | 293,049 | | 390,731 | | |
| Service charges - Water | 101,425 | | 25,356 | | 50,712 | | 76,069 | | 101,425 | | |
| Service charges - Waste Water Management | 63,314 | | 15,829 | | 31,657 | | 47,486 | | 63,314 | | |
| Service charges - Waste Management | 66,396 | | 16,599 | | 33,198 | | 49,797 | | 66,396 | | |
| Sale of Goods and Rendering of Services | 7,790 | | 1,948 | | 3,895 | | 5,843 | | 7,790 | | |
| Agency services | 1,000 | | 250 | | 500 | | 750 | | 1,000 | | |
| Interest earned from Receivables | 18,595 | | 4,649 | | 9,297 | | 13,946 | | 18,595 | | |
| Interest earned from Current and Non Current Assets | 4,598 | | 1,150 | | 2,299 | | 3,449 | | 4,598 | | |
| Rental from Fixed Assets | 3,295 | | 824 | | 1,647 | | 2,471 | | 3,295 | | |
| Licence and permits | 3,021 | | 755 | | 1,511 | | 2,266 | | 3,021 | | |
| Operational Revenue | 2,174 | | 543 | | 1,087 | | 1,630 | | 2,174 | | |
| **Non-Exchange Revenue** | | | | | - | | - | | - | | |
| Property rates | 281,488 | | 70,372 | | 140,744 | | 211,116 | | 281,488 | | |
| Fines, penalties and forfeits | 10,334 | | 2,583 | | 5,167 | | 7,750 | | 10,334 | | |
| Licences or permits | 10,668 | | 2,667 | | 5,334 | | 8,001 | | 10,668 | | |
| Transfer and subsidies - Operational | 190,883 | | 47,721 | | 95,442 | | 143,163 | | 190,883 | | |
| Interest | 3,244 | | 811 | | 1,622 | | 2,433 | | 3,244 | | |
| **Total Revenue (excluding capital transfers and contributions)** | **1,158,957** | | **289,739** | | **579,479** | | **869,218** | | **1,158,957** | | |

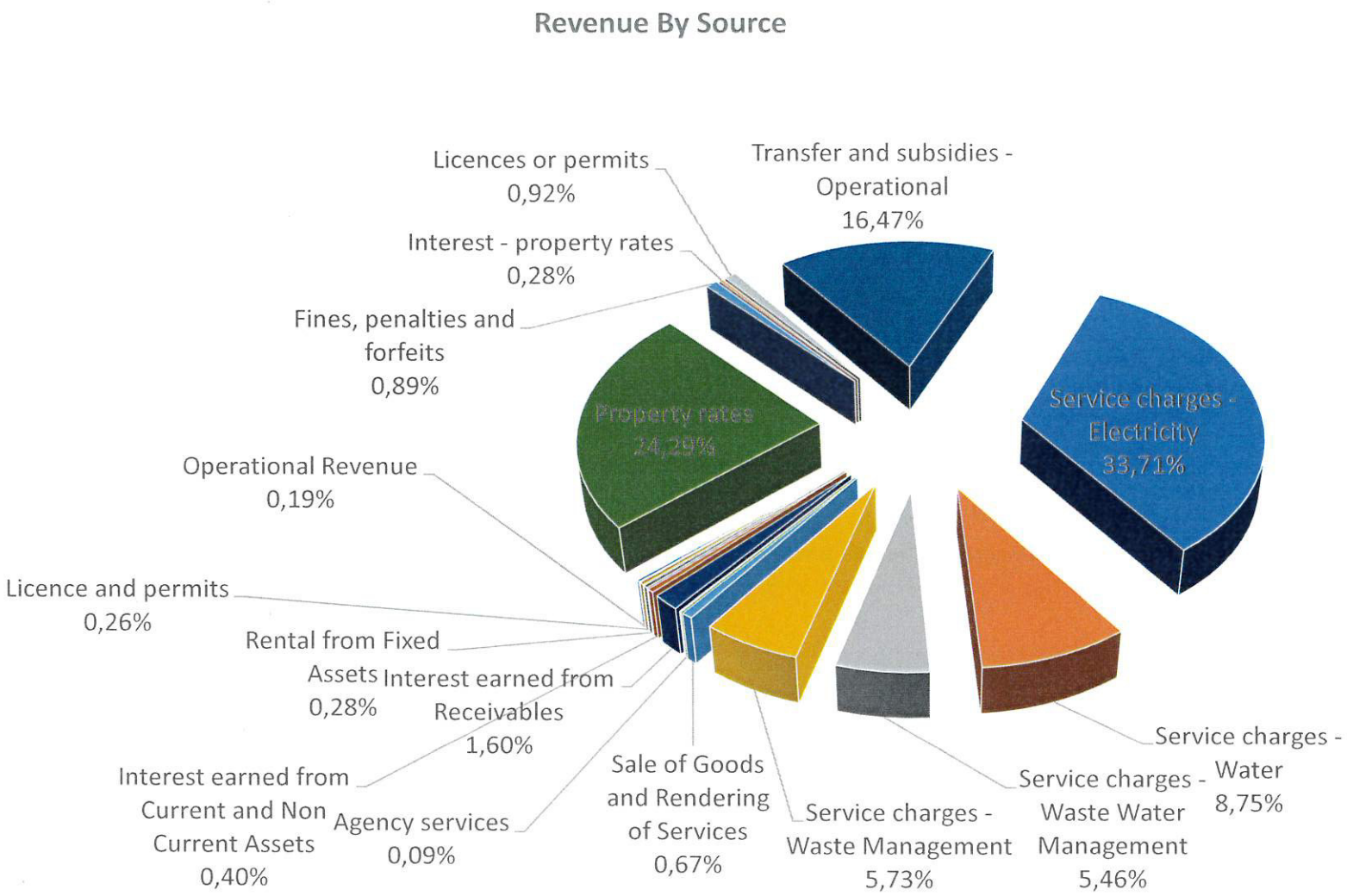
## 4.2 Revenue by Vote

| Vote Description | Budget 2023/24 | | Quarter 1 | | Quarter 2 | | Quarter 3 | | Quarter 4 | | |
|---|---|---|---|---|---|---|---|---|---|---|---|
| R thousand | Budget Year | YearTD actual | Budget Year | YearTD actual | Budget Year | YearTD actual | Budget Year | YearTD actual | Budget Year | YearTD actual | % of budget |
| **Revenue by Vote** | | | | | | | | | | | |
| Vote 1 - EXECUTIVE COUNCIL | – | | – | | – | | – | | – | | |
| Vote 2 - FINANCIAL SERVICES | 410,736 | | 102,684 | | 205,368 | | 308,052 | | 410,736 | | |
| Vote 3 - CORPORATE SERVICES | 1,194 | | 299 | | 597 | | 896 | | 1,194 | | |
| Vote 4 - COMMUNITY SERVICES | 127,808 | | 31,952 | | 63,904 | | 95,856 | | 127,808 | | |
| Vote 5 - INFRASTRUCTURE AND ENGINEERING | 688,565 | | 172,141 | | 344,282 | | 516,424 | | 688,565 | | |
| Vote 6 - PLANNING DEVELOPMENT AND TOURISM | 6,215 | | 1,554 | | 3,107 | | 4,661 | | 6,215 | | |
| **Total Revenue by Vote** | **1,234,518** | | **308,629** | | **617,259** | | **925,888** | | **1,234,518** | | |

## 4.3. Budgeted Revenue Graph (illustration)



## 4.4. Source of Budgeted Income Graph (illustration)



## 5. EXPENDITURE - BUDGETS

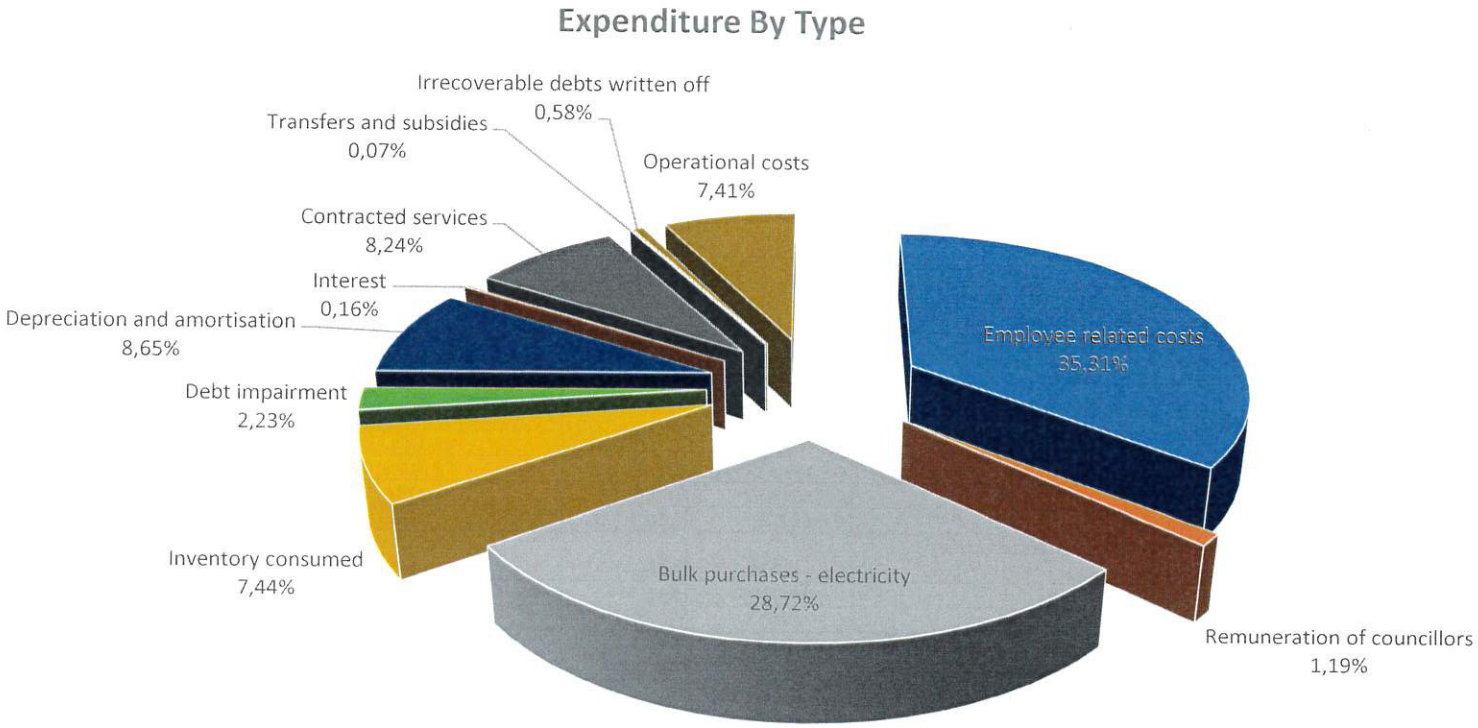
### 5.1 Operating Expenditure by Vote

| Vote Description | Budget 2023/24 | | Quarter 1 | | Quarter 2 | | Quarter 3 | | Quarter 4 | | |
|---|---|---|---|---|---|---|---|---|---|---|---|
| R thousand | Budget Year | YearTD actual | Budget Year | YearTD actual | Budget Year | YearTD actual | Budget Year | YearTD actual | Budget Year | YearTD actual | % of budget |
| Expenditure by Vote *to be appropriated* | | | | | | | | | | | |
| Vote 1 - EXECUTIVE COUNCIL | 71,422 | | 17,856 | | 35,711 | | 53,567 | | 71,422 | | |
| Vote 2 - FINANCIAL SERVICES | 115,941 | | 28,985 | | 57,971 | | 86,956 | | 115,941 | | |
| Vote 3 - CORPORATE SERVICES | 62,930 | | 15,732 | | 31,465 | | 47,197 | | 62,930 | | |
| Vote 4 - COMMUNITY SERVICES | 240,505 | | 60,126 | | 120,252 | | 180,379 | | 240,505 | | |
| Vote 5 - INFRASTRUCTURE AND ENGINEERING | 739,091 | | 184,773 | | 369,546 | | 554,318 | | 739,091 | | |
| Vote 6 - PLANNING DEVELOPMENT AND TOURISM | 38,427 | | 9,607 | | 19,214 | | 28,821 | | 38,427 | | |
| **Total Expenditure by Vote** | **1,268,316** | | **317,079** | | **634,158** | | **951,237** | | **1,268,316** | | |

## 5.2 Operating Expenditure by Type

| Description | Budget 2023/24 | | Quarter 1 | | Quarter 2 | | Quarter 3 | | Quarter 4 | | |
|---|---|---|---|---|---|---|---|---|---|---|---|
| R thousands | Budget Year | YearTD actual | Budget Year | YearTD actual | Budget Year | YearTD actual | Budget Year | YearTD actual | Budget Year | YearTD actual | % of budget |
| Expenditure | | | | | | | | | | | |
| Employee related costs | 447,813 | | 111,953 | | 223,907 | | 335,860 | | 447,813 | | |
| Remuneration of councillors | 15,140 | | 3,785 | | 7,570 | | 11,355 | | 15,140 | | |
| Bulk purchases - electricity | 364,280 | | 91,070 | | 182,140 | | 273,210 | | 364,280 | | |
| Inventory consumed | 94,345 | | 23,586 | | 47,173 | | 70,759 | | 94,345 | | |
| Debt impairment | 28,314 | | 7,079 | | 14,157 | | 21,236 | | 28,314 | | |
| Depreciation and amortisation | 109,663 | | 27,416 | | 54,831 | | 82,247 | | 109,663 | | |
| Interest | 2,090 | | 522 | | 1,045 | | 1,567 | | 2,090 | | |
| Contracted services | 104,476 | | 26,119 | | 52,238 | | 78,357 | | 104,476 | | |
| Transfers and subsidies | 924 | | 231 | | 462 | | 693 | | 924 | | |
| Irrecoverable debts written off | 7,305 | | 1,826 | | 3,653 | | 5,479 | | 7,305 | | |
| Operational costs | 93,964 | | 23,491 | | 46,982 | | 70,473 | | 93,964 | | |
| **Total Expenditure** | **1,268,316** | | **317,079** | | **634,158** | | **951,237** | | **1,268,316** | | |

## 5.3 Budgeted Expenditure Graph (illustrative)



## 6. CAPITAL EXPENDITURE

### 6.1 CAPITAL PROGRAMME: 2023/24

| PROJECT DESCRIPTION | PROJECT NR. | FUNDING | ANNUAL BUDGET 2023/24 | ANNUAL BUDGET 2024/25 | ANNUAL BUDGET 2025/26 |
|---|---|---|---|---|---|
| **EXECUTIVE & COUNCIL** | | | | | |
| Furniture and equipment | CP_9 | Internal | 10,000 | 10,460 | 10,941 |
| Ward Development Capital Projects | | Internal | 750,000 | | |
| | | | **760,000** | **10,460** | **10,941** |
| | | | | | |
| **PLANNING, DEVELOPMENT & TOURISM** | | | | | |
| Furniture and Office Equipment | CP_9 | Internal | 600,000 | 600,000 | 600,000 |
| Township Economy Support (Agriculture) | CP17001 | Internal | 100,000 | 100,000 | 100,000 |
| | | | **700,000** | **700,000** | **700,000** |
| | | | | | |
| **COMMUNITY SERVICE** | | | | | |
| Fire vehicle | | Distr. | 1,362,277 | 1,429,028 | 1,496,193 |
| | | | **1,362,277** | **1,429,028** | **1,496,193** |
| | | | | | |
| **INFRASTRUCTURE & ENGINEERING** | | | | | |
| Solar Panels Installation Project | | Internal | 12,000,000 | | |
| Energy Efficiency Projects | CP19003 | EEDSM | 3,478,260 | 4,347,826 | - |
| OceanView 1250 Electrification | CP19004 | INEP | 4,086,956 | 11,478,260 | 9,565,217 |
| Design of new High Mast Lights- Planning | CP19005 | MIG | 86,957 | 474,043 | - |
| Design for the refurbishment of the Weston Wastewater Treatment works and new sewer outfall and reticulation. | CP78005 | MIG | 430,645 | 565,217 | - |
| Upgrading of KwanoMzamo WWTW | CP78002 | MIG | 10,632,672 | 17,031,639 | 9,170,951 |
| Upgrading of the sewage infrastructure in Hankey. | CP78001 | MIG | 12,808,470 | - | - |
| La Mer New Sewer Rising Main - Planning | CP78003 | MIG | 208,695 | 347,826 | 730,434 |
| Jeffreys Bay Sewer Pipe Upgrade in Oceanview Planning stage | CP78004 | MIG | 304,347 | 345,652 | - |
| Upgrading/Improvement of Sport facilities within Kouga region: Loerie Sports Facility | CP56001 | MIG | 3,057,474 | - | - |
| Upgrading of gravel roads in Kouga Phase 2 | CP72002 | MIG | 3,339,130 | 13,400,143 | 23,614,614 |
| Mimosa Street Pipeline Replacement | CP98012 | WSIG | 16,314,317 | 8,657,772 | 6,086,956 |
| Paradise Beach Water Tower | CP9813 | WSIG | 9,772,639 | 37,880 | - |
| | | | **76,520,562** | **56,686,258** | **49,168,172** |
| | | | | | |
| | | | **79,342,839** | **58,825,746** | **51,375,306** |
| | | | | | |
| Transfers recognised - Capital | | | 65,882,839 | 58,115,286 | 50,664,365 |
| Internally generated funds | | | 13,460,000 | 710,460 | 710,941 |
| | | | **79,342,839** | **58,825,746** | **51,375,306** |
| | | | - | - | - |

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## 7. INSTITUTIONAL SERVICE DELIVERY AND BUDGET IMPLEMENTATION PLAN: 2023/24

| NO | IDP REF | KEY PERFORMANCE AREA | IDP: INSTITUTIONAL GOAL | LEADING DEPT | KEY PERFORMANCE INDICATOR | BASELINE | TARGET | QUARTERLY TARGET | | | | EVIDENCE | VERIFICATION | STANDARDS |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | | | | Q1 | Q2 | Q3 | Q4 | | | |
| 1 | Cp9, cp17-00, cp19003 Cp19004 Cp19005 Cp78001 Cp78002 Cp78003 Cp78004 Cp78005 Cp56001 Cp72002 Cp98012 Cp98013 | KPA 1: Infrastructure and Basic Service Delivery | Goal 1: Provide quality sustainable municipal infrastructure to consistently maintaining and improving the needs of the people of Kouga | All | % Expenditure of Capital budget provision for capital projects | 95% | 95% | 5 of 95% | 40 of 95% | 75 of 95% | 95 of 95% | Capital budget provisions and capital budget expenditure reports | Calculate percentage expenditure of capital budget provisions | 1 = less than 75% 2 = 76 to 94% 3 = 95% 4 = 96 to 97% 5 = more than 97% |
| 2 | I&E 003 | KPA 1: Infrastructure and Basic Service Delivery | Goal 1: Provide quality sustainable municipal infrastructure to consistently maintaining and improving the needs of the people of Kouga | I&E, F&ED | % Reduction in Water losses compared to previous year | 54% | -10% | -5% | -6% | -8% | -10% | Records of water purchased/ produced and records of water sold/ accounted for | Calculate percentage reduction in water losses against the 2022/23 year water losses | 1 = less than 2% 2 = 3 to 9% 3 = 10% 4 = 11 to 13% 5 = more than 13% |
| 3 | CP19004 | KPA 1: Infrastructure and Basic Service Delivery | Goal 1: Provide quality sustainable municipal infrastructure to consistently maintaining and improving | E&M | % of DOE grant funding by 30 June 2024 | 100% | 100% | 5 of 100% | 45 of 100% | 75 of 100% | 100 of 100% | Records of DOE grant funding and DOE grant funding expenditure records | Calculate percentage expenditure of DOE grant funding | 1 = less than 75% 2 = 76 to 94% 3 = 95% 4 = 96 to 98% |

| NO | IDP REF | KEY PERFORMANCE AREA | IDP: INSTITUTIONAL GOAL | LEADING DEPT | KEY PERFORMANCE INDICATOR | BASELINE | TARGET | QUARTERLY TARGET | | | | EVIDENCE | VERIFICATION | STANDARDS |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | | | | Q1 | Q2 | Q3 | Q4 | | | |
| | | | the needs of the people of Kouga | | | | | | | | | | | 5 = more than 98% |
| 4 | cp19003<br>Cp19004<br>Cp19005<br>Cp78001<br>Cp78002<br>Cp78003<br>Cp78004<br>Cp78005<br>Cp56001<br>Cp72002 | KPA 1: Infrastructure and Basic Service Delivery | Goal 1: Provide quality sustainable municipal infrastructure to consistently maintaining and improving the needs of the people of Kouga | I&E | % MIG grant funding expenditure by 30 June 2023 | 100% | 100% | 5 of 100% | 45 of 100% | 75 of 100% | 100 of 100% | Records of MIG grant funding and MIG grant funding expenditure records | Calculate percentage expenditure of MIG grant funding | 1 = less than 75%<br>2 = 76 to 94%<br>3 = 95%<br>4 = 96 to 98%<br>5 = more than 98% |
| 5 | - | KPA 1: Infrastructure and Basic Service Delivery | Goal 1: Provide quality sustainable municipal infrastructure to consistently maintaining and improving the needs of the people of Kouga | E&M | % Non-distribution Electricity losses | 7.3% | Less than 7% | 7.3% | 7% | 7% | 7% | Records of electricity purchases and electricity sold/ accounted for | Calculate electricity losses between purchases and electricity sold/ accounted for – 8% distribution losses and compare to previous year | 1 = more than 8%<br>2 = 7.4 to 7.9%<br>3 = 7.3%<br>4 = 7 to 7.2%<br>5 = less than 7.2% |
| 6 | CP19003 | KPA 1: Infrastructure and Basic Service Delivery | Goal 1: Provide quality sustainable municipal infrastructure to consistently maintaining and improving the needs of | Civil | % Expenditure of EEDSM funding by 30 June 2024 | New | 100% | 5 of 100% | 45 of 100% | 75 of 100% | 100 of 100% | Records of EEDSM grant funding and EEDSM grant funding expenditure records | Calculate percentage expenditure of EEDSM grant funding | 1 = less than 75%<br>2 = 76 to 94%<br>3 = 95%<br>4 = 96 to 98%<br>5 = more than 98% |

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| NO | IDP REF | KEY PERFORMANCE AREA | IDP: INSTITUTIONAL GOAL | LEADING DEPT | KEY PERFORMANCE INDICATOR | BASELINE | TARGET | QUARTERLY TARGET | | | | EVIDENCE | VERIFICATION | STANDARDS |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | | | | Q1 | Q2 | Q3 | Q4 | | | |
| | | | the people of Kouga | | | | | | | | | | | |
| 7 | | KPA 1: Infrastructure and Basic Service Delivery | Goal 1: Provide quality sustainable municipal infrastructure to consistently maintaining and improving the needs of the people of Kouga | Civil | % Expenditure of WSIG grant funding | New | 100% | 5 of 100% | 45 of 100% | 75 of 100% | 100 of 100% | Records of WSIG grant funding and WSIG grant funding expenditure records | Calculate percentage expenditure of WSIG grant funding | 1 = less than 75%<br>2 = 76 to 94%<br>3 = 95%<br>4 = 96 to 98%<br>5 = more than 98% |
| 8 | | KPA 1: Infrastructure and Basic Service Delivery | Goal 1: Provide quality sustainable municipal infrastructure to consistently maintaining and improving the needs of the people of Kouga | E&M | % Of municipal fleet in serviceable condition | 95% | 95% | 95% | 95% | 95% | 95% | List of fleet, exclusive of fleet to be written off and list of serviceable fleet | Calculate percentage of fleet in operational condition against total fleet (exclusive of fleet to be written off) | 1= less than 90%<br>2 = 91 to 94%<br>3 = 95%<br>4 = 96 to 97%<br>5 = more than 97% |
| 9 | I&E 004 | KPA 1: Infrastructure and Basic Service Delivery | Goal 1: Provide quality sustainable municipal infrastructure to consistently maintaining and improving the needs of the people of Kouga | Civil | % SANS compliance for drinking water across all parameters | 100% | 100% | 100% | 100% | 100% | 100% | Laboratory reports on drinking water quality testing | Calculate percentage samples tested that are fully compliant | 1= less than 90%<br>2 = 91 to 99%<br>3 = 100% compliant with up to 10 incidents or exceptions<br>4 = 100% compliant with up to 5 |

| NO | IDP REF | KEY PERFORMANCE AREA | IDP: INSTITUTIONAL GOAL | LEADING DEPT | KEY PERFORMANCE INDICATOR | BASELINE | TARGET | QUARTERLY TARGET | | | | EVIDENCE | VERIFICATION | STANDARDS |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | | | | Q1 | Q2 | Q3 | Q4 | | | |
| | | | | | | | | | | | | | | incidents or exceptions<br>5 = 4 = 100% compliant with up to no incidents or exceptions |
| 10 | | KPA 1: Infrastructure and Basic Service Delivery | Goal 1: Provide quality sustainable municipal infrastructure to consistently maintaining and improving the needs of the people of Kouga | CS | Number of EIA's conducted by 30 June 2024 for the Estuary and Dune Management Plan (Paradise Beach to Kabeljouws) | New | 1 | 0 of 1 | 0 of 1 | 0 of 1 | 1 of 1 | Completed EIA for the Estuary and Dune Management Plan (Paradise Beach to Kabeljouws) | Count number of EIA's completed by 30 June 2024 for the Estuary and Dune Management Plan (Paradise Beach to Kabeljouws) | 1 = Not done<br>2 = completed after due date<br>3 = completed on due date<br>4 = completed 14 days before due date<br>5 = completed more than 14 days before due date |
| 11 | | KPA 1: Infrastructure and Basic Service Delivery | Goal 1: Provide quality sustainable municipal infrastructure to consistently maintaining | CS | Number of EIA's conducted by 30 June 2024 for the extension of the Loerie Cemetery | New | 1 | 0 of 1 | 0 of 1 | 0 of 1 | 1 of 1 | Completed EIA for the extension of the Loerie Cemetery | Count number of EIA's completed by 30 June 2024 for the extension of | 1 = Not done<br>2 = completed after due date |



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| NO | IDP REF | KEY PERFORMANCE AREA | IDP: INSTITUTIONAL GOAL | LEADING DEPT | KEY PERFORMANCE INDICATOR | BASELINE | TARGET | QUARTERLY TARGET | | | | EVIDENCE | VERIFICATION | STANDARDS |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | | | | Q1 | Q2 | Q3 | Q4 | | | |
| | | | and improving the needs of the people of Kouga | | | | | | | | | | the Loerie Cemetery | 3 = completed on due date<br>4 = completed 14 days before due date<br>5 = completed more than 14 days before due date |
| 12 | | KPA 1: Infrastructure and Basic Service Delivery | Goal 1: Provide quality sustainable municipal infrastructure to consistently maintaining and improving the needs of the people of Kouga | CS | % Compliance with the 15 minute response time for reported fire and rescue incidents (Hankey, Humansdorp, Jeffreys Bay and St Francis Bay) | 75% | 75% | 75% | 75% | 75% | 75% | Fire Station incident register and response records | Calculated % compliance with the 15-minute response time for fire and rescue incidents | 1 = less than 75%<br>2 = 76 to 94%<br>3 = 95%<br>4 = 96 to 98%<br>5 = more than 98% |
| 13 | | KPA 2: Local Economic Development | Goal 2: Create and facilitate a conducive environment that builds inclusive local economies, sustainable and decent employment | PD | Number of Precinct Development Plans approved by 31 January 2024 (Hankey and St Francis Bay) | New | 2 | 0 of 2 | 0 of 2 | 2 of 2 | - | Council Resolutions adopting the Hankey and St Francis Bay Precinct Plans | Count number of precinct plans for Hankey and St Francis Bay approved by Council by 31 January 2024 | 1 = Not done<br>2 = completed after due date<br>3 = completed on due date<br>4 = completed |

| NO | IDP REF | KEY PERFORMANCE AREA | IDP: INSTITUTIONAL GOAL | LEADING DEPT | KEY PERFORMANCE INDICATOR | BASELINE | TARGET | QUARTERLY TARGET | | | | EVIDENCE | VERIFICATION | STANDARDS |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | | | | Q1 | Q2 | Q3 | Q4 | | | |
| | | | | | | | | | | | | | | 14 days before due date<br>5 = completed more than 14 days before due date |
| 14 | MM 006 | KPA 2: Local Economic Development | Goal 2: Create and facilitate a conducive environment that builds inclusive local economies, sustainable and decent employment | PD | Number of Households formalized by 1 April 2024 | 2 | 2 | 0 of 2 | 1 of 2 | 2 of 2 | | Pegged sites (Informal layout plan) and proof of shared services. | Count number of informal households on newly formalized sites | 1= none<br>2 = 1<br>3 = 2<br>4 = 3<br>5 = more than 3 |
| 15 | | KPA 2: Local Economic Development | Goal 2: Create and facilitate a conducive environment that builds inclusive local economies, sustainable and decent employment | PD | Number of FTE jobs created through LED initiatives and Capital Projects | 110 | 110 | 1 of 110 | 25 of 110 | 75 of 110 | 110 of 110 | Proof of jobs created | A full-time equivalent job (FTE) refers to one person-year of employment. One person-year is equivalent to 230 person days of work. Person-years of employment = total number of person days of | 1 = less than 90<br>2 = 91 to 109<br>3 = 110<br>4 = 111 to 115<br>5 = more than 115 |



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| NO | IDP REF | KEY PERFORMANCE AREA | IDP: INSTITUTIONAL GOAL | LEADING DEPT | KEY PERFORMANCE INDICATOR | BASELINE | TARGET | QUARTERLY TARGET | | | | EVIDENCE | VERIFICATION | STANDARDS |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | | | | Q1 | Q2 | Q3 | Q4 | | | |
| | | | | | | | | | | | | | employment created for targeted labour during the year divided by 230. For task-rated workers, tasks completed should be used as a proxy for 8 hours of work per day. | |
| 16 | | KPA 2: Local Economic Development | Goal 2: Create and facilitate a conducive environment that builds inclusive local economies, sustainable and decent employment | Civil | Number of FTE jobs created through the EPWP program | 110 | 110 | 1 of 110 | 25 of 110 | 75 of 110 | 110 of 110 | Proof of jobs created | A full-time equivalent job (FTE) refers to one person-year of employment. One person-year is equivalent to 230 person days of work. Person-years of employment = total number of person days of employment created for targeted | 1 = less than 90<br>2 = 91 to 109<br>3 = 110<br>4 = 111 to 115<br>5 = more than 115 |

| NO | IDP REF | KEY PERFORMANCE AREA | IDP: INSTITUTIONAL GOAL | LEADING DEPT | KEY PERFORMANCE INDICATOR | BASELINE | TARGET | QUARTERLY TARGET | | | | EVIDENCE | VERIFICATION | STANDARDS |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | | | | Q1 | Q2 | Q3 | Q4 | | | |
| | | | | | | | | | | | | | labour during the year divided by 230. For task-rated workers, tasks completed should be used as a proxy for 8 hours of work per day. | |
| 17 | | KPA 2: Local Economic Development | Goal 2: Create and facilitate a conducive environment that builds inclusive local economies, sustainable and decent employment | CS | Number of FTE jobs created through the CDW program | 110 | 110 | 1 of 110 | 25 of 110 | 75 of 110 | 110 of 110 | Proof of jobs created | A full-time equivalent job (FTE) refers to one person-year of employment. One person-year is equivalent to 230 person days of work. Person-years of employment = total number of person days of employment created for targeted labour during the year divided by | 1 = less than 90<br>2 = 91 to 109<br>3 = 110<br>4 = 111 to 115<br>5 = more than 115 |

| NO | IDP REF | KEY PERFORMANCE AREA | IDP: INSTITUTIONAL GOAL | LEADING DEPT | KEY PERFORMANCE INDICATOR | BASELINE | TARGET | QUARTERLY TARGET | | | | EVIDENCE | VERIFICATION | STANDARDS |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | | | | Q1 | Q2 | Q3 | Q4 | | | |
| | | | | | | | | | | | | | 230. For task-rated workers, tasks completed should be used as a proxy for 8 hours of work per day. | |
| 18 | | KPA 2: Local Economic Development | Goal 2: Create and facilitate a conducive environment that builds inclusive local economies, sustainable and decent employment | PD | Number of Annual Informal Household Audits conducted. By 30 September 2023. (Full socio-economic survey with growth indicators from previous survey per area and consolidated) | New | 1 | 1 of 1 | - | - | - | Informal Household Audit | Count number of Informal Household Audits conducted by 30 September 2023 | 1 = Not done<br>2 = completed after due date<br>3 = completed on due date<br>4 = completed 14 days before due date<br>5 = completed more than 14 days before due date |
| 19 | | KPA 2: Local Economic Development | Goal 2: Create and facilitate a conducive environment that builds inclusive local economies, | PD | % Of compliant building plans for building smaller than 500m2 finalized within | 100% | 100% | 100% | 100% | 100% | 100% | Building Plan Register and Building Plan approvals | Count number of compliant building plans less than 500m2 submitted, | 1= less than 90%<br>2 = 91 to 94%<br>3 = 95%<br>4 = 96 to 97% |

| NO | IDP REF | KEY PERFORMANCE AREA | IDP: INSTITUTIONAL GOAL | LEADING DEPT | KEY PERFORMANCE INDICATOR | BASELINE | TARGET | QUARTERLY TARGET | | | | EVIDENCE | VERIFICATION | STANDARDS |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | | | | Q1 | Q2 | Q3 | Q4 | | | |
| | | | sustainable and decent employment | | 30 days of submission | | | | | | | | and count number of building plans finalized within 30 days of submission and calculate percentage | 5 = more than 97% |
| 20 | | KPA 2: Local Economic Development | Goal 2: Create and facilitate a conducive environment that builds inclusive local economies, sustainable and decent employment | PD | % Of compliant building plans for building larger than 500m2 finalized within 30 days of submission | 100% | 100% | 100% | 100% | 100% | 100% | Building Plan Register and Building Plan approvals | Count number of compliant building plans larger than 500m2 submitted, and count number of building plans finalized within 30 days of submission and calculate percentage | 1= less than 90%<br>2 = 91 to 94%<br>3 = 95%<br>4 = 96 to 97%<br>5 = more than 97% |
| 21 | | KPA 2: Local Economic Development | Goal 2: Create and facilitate a conducive environment that builds inclusive local economies, sustainable and decent employment | PD | % Of land use applications finalized within 90 days of objection/ comment closing date | 39% | 100% | 100% | 100% | 100% | 100% | Land Use Planning Register and approvals | Count number of land use applications at closing date for comment/ objections and count number of days for finalization | 1= less than 90%<br>2 = 91 to 94%<br>3 = 95%<br>4 = 96 to 97%<br>5 = more than 97% |

| NO | IDP REF | KEY PERFORMANCE AREA | IDP: INSTITUTIONAL GOAL | LEADING DEPT | KEY PERFORMANCE INDICATOR | BASELINE | TARGET | QUARTERLY TARGET | | | | EVIDENCE | VERIFICATION | STANDARDS |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | | | | Q1 | Q2 | Q3 | Q4 | | | |
| | | | | | | | | | | | | | and calculate percentage finalized within 90 days of closing date of notice period. | |
| 22 | | KPA 3: Financial viability and management | Goal 3: Build the financial sustainability of Kouga by empowering staff to achieve good governance and clean administration which is committed to prudent management of funds by promoting accuracy and transparency | F&ED | Current Ratio equal to or higher than target | 0.12:1 | 1.0:1 | 1.0:1 | 1.0:1 | 1.0:1 | 1.0:1 | Records of current assets and current liabilities | Divide current assets by current liabilities | 1 = less than 0.90:1<br>2 = 0.91:1 to 0.99:1<br>3 = 1.0:1<br>4 = 1.1:1 to 1.5:1<br>5 = better than 1.5:1 |
| 23 | | KPA 3: Financial viability and management | Goal 3: Build the financial sustainability of Kouga by empowering staff to achieve good governance and clean administration which is | F&ED | Liquidity Ratio equal to or higher than target | 0.24:1 | 0.04:1 | 0.04:1 | 0.04:1 | 0.04:1 | 0.04:1 | Monetary assets or cash and cash equivalents and current liabilities | Monetary assets or cash and cash equivalents divided by current liabilities | 1 = less than 0.03:1<br>2 = 0.03:1<br>3 = 0.04:1<br>4 = 0.05:1 to 0.09:1<br>5 = better than 0.05:1 |

| NO | IDP REF | KEY PERFORMANCE AREA | IDP: INSTITUTIONAL GOAL | LEADING DEPT | KEY PERFORMANCE INDICATOR | BASELINE | TARGET | QUARTERLY TARGET | | | | EVIDENCE | VERIFICATION | STANDARDS |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | | | | Q1 | Q2 | Q3 | Q4 | | | |
| | | | committed to prudent management of funds by promoting accuracy and transparency | | | | | | | | | | | |
| 24 | - | KPA 3: Financial viability and management | Goal 3: Build the financial sustainability of Kouga by empowering staff to achieve good governance and clean administration which is committed to prudent management of funds by promoting accuracy and transparency | DMM | % of total operational expenditure attributable to staff costs | 35% | 35% | 35% | 35% | 35% | 35% | Total operational expenditure and total staff cost | Calculate total staff costs as a percentage of total operational expenditure | 1 = more than 40%<br>2 = 36 to 39%<br>3 = 35%<br>4 = 34%<br>5 = less than 34% |
| 25 | FIN 003 | KPA 3: Financial viability and management | Goal 3: Build the financial sustainability of Kouga by empowering staff to achieve good governance and clean administration which is committed to | F&ED | % of indigent residents as per the indigent register with access to free basic services | 100% | 100% | 100% | 100% | 100% | 100% | Indigent Register and records of free basic services | Calculate percentage of residents registered on the Indigent Register with access to free basic services | 1 = less than 90%<br>2 = 91 to 99%<br>3 = 100%<br>4 = 100% with one indigent registration drive<br>5 = 100% with more |

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| NO | IDP REF | KEY PERFORMANCE AREA | IDP: INSTITUTIONAL GOAL | LEADING DEPT | KEY PERFORMANCE INDICATOR | BASELINE | TARGET | QUARTERLY TARGET | | | | EVIDENCE | VERIFICATION | STANDARDS |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | | | | Q1 | Q2 | Q3 | Q4 | | | |
| | | | prudent management of funds by promoting accuracy and transparency | | | | | | | | | | | than one indigent registration drive |
| 26 | FIN 001 | KPA 3: Financial viability and management | Goal 3: Build the financial sustainability of Kouga by empowering staff to achieve good governance and clean administration which is committed to prudent management of funds by promoting accuracy and transparency | F&ED | % Revenue collected against revenue raised | 94.32% | 95% | 95% | 95% | 95% | 95% | Financial records on revenue raised on municipal service accounts and financial records on revenue received on municipal service accounts | Calculate percentage revenue received on service accounts against revenue raised in service accounts | 1 = less than 90%<br>2 = 91 to 94.9%<br>3 = 95% to 95.9%<br>4 = 96%<br>5 = more than 96% |
| 27 | FIN 002 | KPA 3: Financial viability and management | Goal 3: Build the financial sustainability of Kouga by empowering staff to achieve good governance and clean administration which is committed to prudent | F&ED | % Creditors paid within 30 days of compliant invoice | 90% | 100% | 100% | 100% | 100% | 100% | Invoice register and proof of payment and payment dates | Calculate percentage creditors paid within 30 days of receipt of a compliant invoice | 1 = less than 75%<br>2 = 76 to 94%<br>3 = 95%<br>4 = 96 to 98%<br>5 = more than 98% |

| NO | IDP REF | KEY PERFORMANCE AREA | IDP: INSTITUTIONAL GOAL | LEADING DEPT | KEY PERFORMANCE INDICATOR | BASELINE | TARGET | QUARTERLY TARGET | | | | EVIDENCE | VERIFICATION | STANDARDS |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | | | | Q1 | Q2 | Q3 | Q4 | | | |
| | | | management of funds by promoting accuracy and transparency | | | | | | | | | | | |
| 28 | | KPA 4: Good Governance and Public Participation | Goal 4: Create and environment for active public participation and administrative culture characterized by accountability, transparency and efficiency. | MM | Number of reports submitted to Council on actions implemented to mitigate strategic risks | 4 | 4 | 1 of 4 | 2 of 4 | 3 of 4 | 4 of 4 | Council resolutions taken on reports on actions implemented to mitigate strategic risks | Count the number of reports submitted | 1 = none<br>2 = 1 to 4<br>3 = 4<br>4 = 5 to 6<br>5 = more than 6 |
| 29 | MM 036<br>MM 037 | KPA 4: Good Governance and Public Participation | Goal 1: Provide quality sustainable municipal infrastructure to consistently maintaining and improving the needs of the people of Kouga | DMM | % Expenditure of Ward Development Fund (Capex and Opex) | New | 95% | 5 of 95% | 40 of 95% | 75 of 95% | 95 of 95% | Ward Development fund budget provisions (Capex and Opex) and expenditure reports on ward development fund | Calculate percentage expenditure on budget provisions for ward development fund | 1 = less than 75%<br>2 = 76 to 94%<br>3 = 95%<br>4 = 96 to 97%<br>5 = more than 97% |
| 30 | | KPA 4: Good Governance and Public Participation | Goal 5: Provide professional, people centered human resources and administrative | DMM | Number of Occupational Health and Safety Committee Meetings held | 4 | 4 | 1 of 4 | 2 of 4 | 3 of 4 | 4 of 4 | Minutes of the meetings of the OHS Committee | Count the number of meetings held by the OHS Committee | 1 = none<br>2 = 1 to 3<br>3= 4<br>4 = 5<br>5 = more than 5 |



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| NO | IDP REF | KEY PERFORMANCE AREA | IDP: INSTITUTIONAL GOAL | LEADING DEPT | KEY PERFORMANCE INDICATOR | BASELINE | TARGET | QUARTERLY TARGET | | | | EVIDENCE | VERIFICATION | STANDARDS |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | | | | Q1 | Q2 | Q3 | Q4 | | | |
| | | | services to Kouga citizens, staff and council for a transformed equitable and efficient local government | | | | | | | | | | | |
| 31 | | KPA 5: Institutional Development and Transformation | Goal 5: Provide professional, people centered human resources and administrative services to Kouga citizens, staff and council for a transformed equitable and efficient local government | DMM | Number of appointments made in the top three layers of employment in compliance with the Employment Equity Plan | | | | | | | Employment Equity Plan and proof of appointments made in the top three layers | Count the number of appointments made in the top three layers of employment in compliance with the Employment Equity Plan | |
| 32 | I&E085 | KPA 5: Institutional development and transformation | Goal 5: Provide professional, people centered human resources and administrative services to Kouga citizens, staff and council for a transformed equitable and | DMM | % Expenditure of LGSTA grant funding for staff development | 98% | 100% | 5 of 100% | 40 of 100% | 75 of 100% | 100 of 100% | LGSETA grant funding received and expenditure reports against grant funding received | Calculate percentage expenditure for staff development on LGSETA grant funding received | 1 = less than 75%<br>2 = 76 to 94%<br>3 = 95%<br>4 = 96 to 97%<br>5 = more than 97% |

| NO | IDP REF | KEY PERFORMANCE AREA | IDP: INSTITUTIONAL GOAL | LEADING DEPT | KEY PERFORMANCE INDICATOR | BASELINE | TARGET | QUARTERLY TARGET | | | | EVIDENCE | VERIFICATION | STANDARDS |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | | | | Q1 | Q2 | Q3 | Q4 | | | |
| | | | efficient local government | | | | | | | | | | | |

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# REPORTS BY THE OFFICE OF THE DEPUTY MUNICIPAL MANAGER

KOUGA
local municipality
Good Governance through Service Excellence

**KOUGA MUNICIPALITY (EC108)**

**ORDINARY COUNCIL MEETING**

**OFFICE OF THE DEPUTY MUNICIPAL MANAGER**

**DATE: 31 AUGUST 2023** **ITEM NO: 23/08/DMM2**

**ELECTION OF DEPUTY EXECUTIVE MAYOR**

1. Introduction

It should be noted that the Executive Deputy Mayor of the Municipal Council has elected to vacate his office as Deputy Mayor, in line with Section 59 of the Local Government: Municipal Structures Act 117 of 1998, in that he resigned and as a result the office of the Executive Deputy Mayor is thus vacant.

The Municipal Council is now required, in terms of Schedule 3 of the Local Government: Municipal Structures Act 117 of 1998 (as amended), and hereinafter referred to as the Act, to elect a Deputy Mayor.

2. Background

The Municipal Council is required, in terms of section 55(2) of the Act, to fill a vacancy in the Office of the Executive Mayor or Deputy Executive Mayor when necessary.

Section 56 (6) of the Local Government: Municipal Structures Act 117 of 1998 provides that the Deputy Executive Mayor of a municipality exercises the powers and performs the duties of the Executive Mayor if the Executive Mayor is absent, or not available or if the office of the Executive Mayor is vacant.

Section 56(7) of the Act, states that if the Executive Mayor is absent or not available and the municipality does not have a Deputy Executive Mayor or the Deputy Executive Mayor is also absent or not available, the Council must designate a Councillor to act as an executive mayor.

Schedule 3 of the Act makes provision for the election of municipal office-bearers.

2.1 Election Procedure:

2.1.1 The Speaker presiding over the meeting shall call for the nomination of candidates at the meeting.

2.1.2 A nomination will be made on the determined form and a person who is nominated must indicate acceptance of the nomination by signing nomination form (or any other form of written confirmation).

2.1.3 The Speaker presiding over the meeting will announce the names of the

nominated candidates

2.1.4 If there is only one nominated candidate, that candidate will be declared elected.

2.1.5 If more than one candidate is nominated a vote will be taken by a secret ballot and each Councillor present may cast one vote and the Speaker must declare the elected candidate who received the majority of votes.

3. Comments by Directorates:

The recommendation for this item does not require comments from the Directors.

4. Financial implications

The office and position of Executive Deputy Mayor of the Municipal Council is duly budgeted for.

5. Legal implications

Compliance In terms of Schedule 3 of the Local Government: Municipal Structures Act 117 of 1998 (as amended) is strictly required.

6. Other Implications

None

7. Recommendation:

7.1 That Councillor _____ be declared Executive Deputy Mayor of the Kouga Local Municipality for a term consistent with the provisions of Section 46 of Act 117 of 1998.

**Item prepared by : The Deputy Municipal Manager**

**Item approved by : The Municipal Manager**

**Item noted by : The Portfolio Councillor**

# REPORTS BY THE EXECUTIVE MAYOR

KOUGA
local municipality
Good Governance through Service Excellence

# REPORTS BYTHE PORTFOLIO CHAIRPERSON: **FINANCE AND ECONOMIC DEVELOPMENT**

KOUGA
local municipality
Good Governance through Service Excellence

**KOUGA MUNICIPALITY (EC108)**

**ORDINARY COUNCIL MEETING**

**FINANCE AND ECONOMIC DEVELOPMENT**

**DATE: 31 AUGUST 2023** **ITEM NO: 23/08/FED2**

**SUPPLY CHAIN MANAGEMENT YEAR ENDING STOCKTAKING AS AT THE END OF 30 JUNE 2023: S40 DISPOSAL MANAGEMENT (DISPOSAL OF SLOW-MOVING STOCK, REDUNDANT STOCK AND DAMAGED STOCK ITEMS)**

1. Introduction

The purpose of this report is to inform Council with regards to ***Section 40 "Disposal Management"*** of the SCM policy of KLM. This report provides a true reflection of the total value of inventory on-hand on 30 June 2023. This report also presents a summary of Slow Moving, Redundant and Damaged Stock for the Financial Year that Ended for 2022/23(30June 2023)

Attached hereto are the following: **Annexures** for various stock, description, quantity, and the monetary value of each stock item as at the end of 30 June 2023.

**Annexure A:** Slow Moving Items

**Annexure B:** Redundant Stock Items

**Annexure C:** Damaged Stock Items

**Annexure D:** Stock Taking Procedure*(D1,D2)Attached hereto*

**Annexure E:** Year End Stock/Inventory by 30 June 2023

2. Background

An internal communication was approved by the Accounting Officer, and disturbed accordingly and advising all directorates that the KLM Stores Section would be doing stock counting as advised. A Year End Stock Taking was done on the 30 June 2023, based on the communication that was sent to all, see attached ***Annexure D1.*** The stocktaking procedure was clearly spelt in that memo and observed by our Internal Audit Team. Auditor General was also invited and advised that our Internal Audit Team was advised to perform the sampling on behalf of AG(see attached notification).

A sampling was done to test if our calculations, records, and proceedings were in-line with stipulated requirements. Such confirmation has been submitted by Internal Audit Team in writing, see attached ***Annexure D2***, which the CFO has also confirm.

All the KLM employees that were participating in the Stocktaking are reflected on the attached memo, as reflected in ***Annexure D1.*** During counting the Stock section was able to issues emergency stock to service delivery department. Those issues that were made on that day have been recorded accordingly.

The purpose of the stocktaking exercise was to assess if the Stock/Inventory of KLM was properly managed during the financial year of 2022/23. This exercise oath to also present or talk to any weaknesses that were experienced by Stores in that period.

KLM Council plays an oversight role with regards to the implementation of the Supply Chain Management Policy as set out in section 6 of the KLM SCM Policy. The reports that are presented through ***Annexure A, B and C*** are the ones that necessitated that SCM section apply section S40 of Disposal Management. Therefore, Slow Moving and Redundant Stock must be managed at guided by Section 40 of SCM Policy (Disposal Management)

In relation to disposal management, Section 40 of the Municipality's Supply Chain Management Policy stipulates the procedure to be followed when disposing an asset, below is a procedure to be followed:

<u>S40 Disposal Management:</u>

1) In terms of section 14 of the Act, the municipality may not transfer ownership as a result of a sale or other transaction or otherwise permanently dispose of a capital asset needed to provide minimum level of basic municipal services.

2) A municipality may transfer ownership or otherwise dispose of capital asset other than one contemplated in subsection (1), but only after the council, in a meeting open to the public:

    a) has decided on reasonable grounds that the asset is not needed to provide the minimum level of basic municipal services; and
    b) has considered the fair marked value of the asset and the economic and community value to be received in exchange for the asset.

According to s40, subsection 4(c)" Movable assets are sold either by way of written price quotations, a competitive bidding process, or by public auction at the highest offered price, provided such price is market related."

This report seeks approval of council to write-off of inventory, that would be inventory listed on the aforesaid **Annexures**. The inventory in question has satisfied the following requirements:

I. The inventory has expired and is redundant.
II. The inventory is of a specialised nature and has become outdated due to introduction of upgraded and more effective products.
III. The inventory cannot be used for the purpose for which it was originally intended for.
IV. The inventory is damaged and has been rendered useless.

After approval of this request by council, the SCM section would be expected to update its inventory registry/records/database for the purpose of proper management and record keeping. All the identified stock be removed from the shelves or from bins and be kept aside till the Assets Section comes and collect them for auctioning. There were no stock damages.

3. Comments by Directorates:

3.1 Director: Finance & Economic Development

It be noted that the Stock balance on the 30 June 2023 is R 17 264 548.48, and the difference in stock is 1 cent. That could be a round from Vat calculation by the system. See, **Annexure E**

3.2 Acting Director: Planning & Development

Report Noted.

3.3 Director: Community Services

Noted.

3.4 Director: Civil & Water Services

Item is noted.

3.5 Acting Municipal Manager

Item noted.

3.6 Acting Director: Electro-Mechanical Services

Noted

4. Financial implications

None.

5. Legal implications

None.

6. Other implications

None.

7. Recommendation

7.1 That Council approve the disposal of slow-moving stock, redundant stock and damaged stock as at the Financial Year End of 2022/2023 (30 June 2023).

7.2 That the recommended disposal strategy by SCM section for redundant stock for the total value of **R 12 131.16 (Excluding Vat**) which is **Annexure B** be put on a public auction, and after approval by council these items will be removed from the shelves at stores. Thereafter be kept safe for collection by Manager Asset, so that they can be included in the list to be considered for auction.

7.3 That considering that any stock item that has not been issued by Stores Section on a minimum of three previous financial years by Stores. Those stock items allocated in those BINS must be regarded as redundant stock items.

**Item prepared by the Manager: SCM** :

**Item approved by the CFO:** :

**Item endorsed by The Municipal Manager** (Acting) :

**Item noted by the Portfolio Councillor** :

**SLOW MOVING STOCK ITEMS**

| STOCK ITEM | | LAST ISSUE/REC | QUANTITY | VALUE IN RAND |
|---|---|---|---|---|
| 03-840 | Tubes 215 x 15 | 13/09/2019 | 18 | 1256.55 |
| 03-533 | Tubes 14-28 | 07/05/2019 | 11 | 3388 |
| 02-136 | Joint C/I Long Collar | 16/01/2023 | 3 | 3118.32 |
| 02-515 | Collar short VJ Coupling 350 | 19/12/2022 | 2 | 4966.96 |
| | | | **TOTAL** | **R 12,729.83** |

**ANNEXURE A**

**ANNEXURE B**

**REDUNDANT STOCK ITEMS**

| STOCK ITEM | | LAST ISSUE/REC. | QUANTITY | VALUE IN RAND |
|---|---|---|---|---|
| 01-525 | Streetlight Poles 7m Bends | 12/12/2012 | 3 | 857.49 |
| 01-533 | Streetlight Poles Bends Steel | 22/05/2020 | 16 | 7349.04 |
| 01-315 | 400 Watt Mercy Vapour Lamp | 06/12/2012 | 20 | 522.99 |
| 03-635 | Tubes 1100 x 20 | 17/07/2018 | 6 | 983.46 |
| 03-695 | Tubes 13,6 x 24 | 20/09/2018 | 7 | 2100.00 |
| 03-368 | Tubes 15 x 30 | 06/12/2013 | 1 | 318.18 |
| | | | **TOTAL** | **12131.16** |

**ANNEXURE C**

**DAMAGE STOCK ITEMS**

| STOCK ITEM | LAST ISSUE/REC. | QUANTITY | VALUE |
|---|---|---|---|
| None | None | **TOTAL** | **0** |

- **Annexure D1, D2 Attached hereto.**

**ANNEXURE E**

| | Start Balance | Stock Issued | Stock Received | Jnl/ Return | End Balance |
|---|---|---|---|---|---|
| Balance 2022/07/01 | 15941576.16 | 1521634.81 | 1394861.86 | 89.40 | 15814892.61 |
| 8/1/2022 | 15814892.61 | 1960077.60 | 2522487.14 | 29723.73 | 16407025.88 |
| 9/1/2022 | 16407025.88 | 1147150.31 | 1707894.66 | 5069.39 | 16972839.62 |
| 10/1/2022 | 16972839.62 | 1260602.90 | 2650864.45 | 7354.28 | 18370455.45 |
| 11/1/2022 | 18370455.45 | 1822937.82 | 2039506.52 | 17011.60 | 18604035.75 |
| 12/1/2022 | 18604035.75 | 1163617.53 | 1342695.04 | -31722.77 | 18751390.48 |
| 1/1/2023 | 18751390.48 | 1174069.25 | 842025.07 | -102585.26 | 18316761.04 |
| 2/1/2023 | 18316761.04 | 1119682.04 | 1066028.01 | 18716.36 | 18281823.37 |
| 3/1/2023 | 18281823.37 | 1188202.38 | 1178678.54 | -9203.10 | 18263096.43 |
| 4/1/2023 | 18263096.43 | 1007512.81 | 1134963.36 | 3687.21 | 18394234.19 |
| 5/1/2023 | 18394234.19 | 2058076.25 | 1296201.41 | 28920.16 | 17661279.51 |
| 6/1/2023 | 17661279.51 | 1006121.11 | 572979.96 | 36410.12 | **17264548.48** |
| | | 16429684.81 | 17749186.02 | 3471.12 | |
| Opening Balance | **15941576.16** | 16429684.81 | 17749186.02 | 3471.12 | |
| Minus Issues | 16429684.81 | | | | |
| Plus Stock Receipt | 17749186.02 | | | | |
| Plus Journals/ Returns | 3471.12 | | | | |
| Balance 30/06/2023 | **17264548.49** | | | | |
| | | | | | |

KOUGA
local municipality
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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

# INTERNAL MEMORANDUM

**TO:** MUNICIPAL MANAGER
ALL DIRECTORS
ALL MANAGERS
INTERNAL AUDITORS
AUDITOR GENERAL

**FROM:** CHIEF FINANCIAL OFFICER

**DATE:** 09 JUNE 2023

**ANNUAL STOCKTAKING BY SCM UNIT AT STORES FOR 2022/2023 FINANCIAL YEAR END (30 JUNE 2023)**

1. **INTRODUCTION**

Kindly be advised that Annual Stocktaking of the Stores Section will take place on **30 June 2023** and the Stores Section will be closed from **27 June to 30 June 2023** to enable preparations for the annual stocktaking. Items will only be issued in the event of an emergency.

**STOCK-TAKING OPERATIONAL PROCUDURE WILL BE AS FOLLOWS:**

a. **Date of Physical stocktaking:**

The physical stocktaking will take place on 30 June 2023 from 07:30 am sharp.

b. **Time of stocktaking:**

All person involved in the counting must report to KLM General Stores Building in St Croix Street, at 07:20am on the 30 June 2023. A briefing session will be conducted by Mr L. Landu (SCM Manager), who will be explaining the deliverables and expectation of the process. Mr. E. Felix (Chief Accountant: Logistic and Disposal) at Stores will be present for the remainder of the day to attend to any issues that may arise during the counting. Immediately after the briefing in the morning the counting teams as listed below will commence with the counting.

c. **Locations to be counted:**

The count will be undertaken at the KLM General Store in St Croix Street.

d. **Counting Teams:**

The counting teams will conduct the physical stocktaking. A counting team consists of three (3) persons. The members of the counting teams are as follows:

| | | | |
|---|---|---|---|
| **Team A:** | A. Alexander | R. GOEDA. ~~A. Gorden~~ | ~~M. Nkosinathi~~ / M. Maseti |
| **Team B:** | D. Volontiya | S. Khuzwayo | ~~T. Joseph Konza~~ A. GORDEN. |
| **Team C:** | F. Msolo | N. Mandeka | ~~[illegible]~~ A. MFECANA. |
| **Team D:** | D. Domingo | T. Sindaphi | C. Buyana |

As a contingency measure the Fire Section has been requested for assistance to make available their staff for unforeseen cases. That has been confirmed by the team leader.

TEAM: E:- N. Mkaki D. Fortuin J. Konza.
TEAM: F:- Z. Kakoo E. Coenraad ~~[illegible]~~. / C. Didloft.

~~[illegible]~~
~~[illegible]~~

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

Ms A. Smith (Senior Accountant SCM) will capture the data provided by the teams and the check if stock is balancing as provided by datasheet that would be received from ICT on the 29 June 2023, after close of business.

Internal Auditor and Auditor-General's Office have also been requested to be present during the physical stocktaking procedure. If not available, each office would be expected to send a delegate to come and do sampling during or after the counting process.

e. **Counting Method:**

The counting teams will commence counting from different locations in the Storeroom. Once an item has been counted, a marker should be attached to the shelf to indicate that item has been counted.

All Counted stock/items must be recorded in ink and the recorder/scriber must initial any alterations/adjustment.

Stock items in the Stores, that do not appear on the printout, must be added in ink.

f. **Count Stationery and Control thereof:**

Pre-printed listing of all items on the Inventory System will be used to conduct the count. These listings will contain the following:

- The product code.
- The description of the item.
- A blank space where the quantity of the **first** count should be filled in; And
- A blank space where the quantity of the **second** count should be filled in if necessary.
- The teams on the day of counting will be depicted by different colours(coding).
- The Stores Section expect more addition employees to come and assist with counting on that day. The additional names have not been confirmed, hence not added above yet.

These listings will be pre-numbered and recorded in a register for control purposes. Stock items counted will be marked, using coloured markers (stickers), to indicate that these items have been counted.

g. **Slow moving and damaged stock and possible redundant stock:**

A separate report of slow moving and redundant stock will be compiled after the physical stocktake procedure has been concluded.

h. **Movement of stock during the stocktake:**

Various directorates have been advised that Store Section will not issue goods during the period of the stocktake unless **it is an emergency.** In the event of emergency stock being issued during the count, the following procedures should be followed:

- The Stocktake Controller must be notified immediately, before the stock is issued [that would be Mr. E. Felix (Chief Accountant: Logistic and Disposal)]
- The Storeman will issue items, whilst the requisition/s are to be handed to the Stocktake Controller for consideration and processing.
- The relevant adjustments should be made to the Stocktake Controller.
- A record must be kept of all issues during the stocktake.

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The External Auditing and Internal Audit Team have been invited to take part in the process by means of doing/taking samples and do observation in some areas. The communication inviting both parties has been sent already. Both Internal and External Audit have accepted the invite for the Stocktaking.

Please do not hesitate to contact Mr. E. Felix (Chief Accountant: Logistic and Disposal) at Stores on Tel: (042) 2002 200 Ext: 2116 should you require any further clarity pertaining to the content of this memo, please use the telephone number mentioned above.

Yours faithfully,

**Mr R. LORGAT**
**CHIEF FINANCIAL OFFICER**
**KOUGA LOCAL MUNICIPALITY**

**Mr. C. Du PLESSIS**
**MUNICIPAL MANAGER**
**KOUGA LOCAL MUNICIPALITY**

**ANNEXURE D2**

Good day Lundi

Thanks for informing us. We have asked Internal Auditors to do stock taking for us.

I will send more communication to Internal Auditors regarding stock taking.

Thank you

From: Lundi Landu <llandu@kouga.gov.za>

Sent: Tuesday, 27 June 2023 17:00

To: Isma-eel Fakir <ifakir@kouga.gov.za>

Cc: Luvuko Sibokoza <LuvukoS@agsa.co.za>

Subject: Year End Stock Taking for Stores For Financial Year End of 30 June 2023

Good Day Internal Audit and Auditor General

Please find attached as an invite to our Year End Stock Taking for 30 June 2023. The Stores Section will commence the counting sharply at 07:30 am in the morning on that day.

I would appreciate you presence on the day of counting, see you then.

Regards

Disclaimer: E-Mail sent by the Kouga Municipality is to be treated as confidential, and the information in it may not be used or disclosed except for the purpose for which it has been sent. If you have reason to believe that you are not the intended recipient of this communication, please contact the sender immediately. Please then delete the message and do not disclose its contents to any person. Neither the sender nor Kouga Municipality accepts any liability whatsoever as a result of the further dissemination of this message. Whilst all reasonable steps are taken to avoid corruption of data or information, we do not accept any liability should such corruption occur. No employee or agent is authorised to conclude any binding agreement on behalf of the Kouga Municipality with another party by e-mail without express written confirmation by the Kouga Municipality.

**ANNEXURE E**

| | Start Balance | Stock Issued | Stock Received | Jnl/ Return | End Balance |
|---|---|---|---|---|---|
| Balance 2022/07/01 | 15941576.16 | 1521634.81 | 1394861.86 | 89.40 | 15814892.61 |
| 8/1/2022 | 15814892.61 | 1960077.60 | 2522487.14 | 29723.73 | 16407025.88 |
| 9/1/2022 | 16407025.88 | 1147150.31 | 1707894.66 | 5069.39 | 16972839.62 |
| 10/1/2022 | 16972839.62 | 1260602.90 | 2650864.45 | 7354.28 | 18370455.45 |
| 11/1/2022 | 18370455.45 | 1822937.82 | 2039506.52 | 17011.60 | 18604035.75 |
| 12/1/2022 | 18604035.75 | 1163617.53 | 1342695.04 | -31722.77 | 18751390.48 |
| 1/1/2023 | 18751390.48 | 1174069.25 | 842025.07 | -102585.26 | 18316761.04 |
| 2/1/2023 | 18316761.04 | 1119682.04 | 1066028.01 | 18716.36 | 18281823.37 |
| 3/1/2023 | 18281823.37 | 1188202.38 | 1178678.54 | -9203.10 | 18263096.43 |
| 4/1/2023 | 18263096.43 | 1007512.81 | 1134963.36 | 3687.21 | 18394234.19 |
| 5/1/2023 | 18394234.19 | 2058076.25 | 1296201.41 | 28920.16 | 17661279.51 |
| 6/1/2023 | 17661279.51 | 1006121.11 | 572979.96 | 36410.12 | **17264548.48** |
| | | 16429684.81 | 17749186.02 | 3471.12 | |
| Opening Balance | **15941576.16** | 16429684.81 | 17749186.02 | 3471.12 | |
| Minus Issues | 16429684.81 | | | | |
| Plus Stock Receipt | 17749186.02 | | | | |
| Plus Journals/ Returns | 3471.12 | | | | |
| Balance 30/06/2023 | **17264548.49** | | | | |
| | | | | | |

**KOUGA MUNICIPALITY (EC108)**

**ORDINARY COUNCIL MEETING**

**FINANCE AND ECONOMIC DEVELOPMENT**

**DATE: 31 AUGUST 2023** **ITEM NO: 23/08/FED3**

**SUPPLY CHAIN MANAGEMENT: QUARTERLY REPORT FOR THE PERIOD ENDING 30 JUNE 2023**

1. Introduction

The purpose of this item is to report on the Supply Chain Management activities for the final quarter of the 2022/23 financial year, ending 30 June 2023.

2. Background

In terms of paragraph 6 of the Supply Chain Management Policy, the Council must maintain oversight over the implementation of this policy to ensure that the Accounting Officer implements all Supply Chain Management activities in accordance therewith.

3. Discussion

Below find the quarterly Supply Chain Management report for the quarter ending 30 June 2023:

**A. Compliance and Reporting**

1. National Treasury Centralised Supplier Database

The Supply Chain Management officials are listed on the National Treasury Centralised Supplier Database. The municipality has been added as a supplier on the National Treasury Centralised Supplier database, with the supplier number **MAAA0214163**. This is the very same centralised database where all companies that are doing business with the municipality are vetted from, in checking their compliance for doing business with the state.

2. Bid Committees

The committees mentioned below are established and functioning in accordance with the SCM Policy

- Bid Specification Committee (BSC)
- Bid Evaluation Committee (BEC)
- Bid Adjudication Committee (BAC)

The committees are responsible to ensure that the required procurement processes are followed in respect of formal tenders.

4. Training- Supply Chain/ Stores Section

The following SCM Officials are doing the Municipal Finance Management Programme:

- Nerina Malgas
- Elvin Felix
- Althian Alexander
- Sibusiso Khuzwayo
- Nomxolisi Mandeka
- Amelia Gorden
- Alicia Smith

5. Monthly Reports

Monthly deviations reports are submitted in terms of the SCM policy for the procurement of goods and service.

Monthly reports are required to be submitted to Provincial and National Treasury in respect of procurement of goods and services. These reports are submitted in terms of paragraph 6 of the Supply Chain Management Policy. Monthly reports are submitted to the Standing Committee meetings.

6. A) Seven Day Notices (Price Quotations) Awarded:
A total of Seven (7) Seven Day Notice was awarded for this period 01 April 2023 to 30 June 2023.

| NOTICE &DESCRIPTION | SERVICE PROVIDER | DATE OF AWARD | AMOUNT/CANCELLED |
|---|---|---|---|
| **Notice 63/2023** Supply and delivery of one (1) reconditioned complete 6hh1 engine | Phakamisa Fleet Services | 20 April 2023 | R 182 597.00 |
| **Notice 68/2023** Hiring of mulching and shredding equipment and perform mulching and shredding of alien vegetation on public open spaces and private plots in and around Jeffreys Bay, St Francis Bay and Humansdorp | Nu-Plant Projects CC | 04 May 2023 | R 131 560 |
| **87 OF 2023** Supply and Installation of a Reconditioned Service Exchange Allison Gearbox | Phakamisa Fleet Services | 17 May 2023 | R 198 800.50 |

| NOTICE &DESCRIPTION | SERVICE PROVIDER | DATE OF AWARD | AMOUNT/CANCELLED |
|---|---|---|---|
| **Notice 106/2023** Appointment Of A Service Provider For The Clearing Of Alien Vegetation At Landfill Sites And Private Plots At Kouga Local Municipality | Ndimthembile Trading | 09 June 2023 | R 188 715.00 |
| **Notice 104/2023** Appointment of a Service Provider for the Refurbishment of Municipal Stores Building at St Croix Street | Baycon (Pty) Ltd | 09 June 2023 | R 110 500.00 |
| **Notice 113/2023** Appointment of a Service Provider for the Review of the 2022/23 Annual Financial Statement of KLM | Altimax (Pty) Ltd | 14 June 2023 | R 31 970.00 |

B) Competitive Bids awarded for the period

A total of six (6) bids was tabled at BAC for this period of which four (4) was awarded and two (2) was cancelled for the period 01 April 2023 to 30 June 2023.

| NOTICE &DESCRIPTION | SERVICE PROVIDER | DATE OF AWARD | AMOUNT/CANCELLED |
|---|---|---|---|
| **Notice 33/2023** Appointment of a Service Provider to Supply Destination Marketing and Content Creation for Kouga Municipality as a Tourist Destination. | n/a | 5 April 2023 | Cancelled |
| **Notice 24/2023** Appointment of Service Provider to provide Auctioneering Services to dispose of municipal movable and immovable assets for a period of three years. | Auction- All Pty Ltd | 18 April 2023 | Percentage commission<br><br>per category |
| **Notice 23/2023** Provision of Travel Agency services for a period of three years | Hamba Umhlaba Travel Pty Ltd | 26 April 2023 | Various Rated Items |
| **Notice 25/2023** Appointment of a Service Provider For the Supply and Configuration of Cloud | n/a | 17 May 2023 | Cancelled |

| NOTICE &DESCRIPTION | SERVICE PROVIDER | DATE OF AWARD | AMOUNT/CANCELLED |
|---|---|---|---|
| DR Solution and Hosting for a period of three (3) years | | | |
| **Notice 42/2023** Facilitation of Training Interventions For a Period of 3 Years | Imbawula Training Institute (Pty) Ltd<br><br>Femtoflash CC t/a Pro Meetse | 12 June 2023 | Various Rates |
| **Notice 44/2023** Supply and Delivery of Hardware Items For a Period of 3 Years | Deefour (Pty) Ltd<br><br>JBay Soft Drinks t/a Hydrorubber (Pty) Ltd<br><br>KFC Pipes and Fittings T/A KFC Engineering & Industrial Supplies<br><br>Mazmak (Pty) Ltd<br><br>PLS Matiwane Construction and General Services | 12 June 2023 | Various Rates |

C) Section 36 Deviations in terms of Supply Chain Management Policy

The section 36 deviations for the quarter ending 30 June 2023 amounted to **R 7 884 233.98**

| **Month** | **Amount** |
|---|---|
| April 2023 | **R 3 592 664.56** |
| May 2023 | **R 1 284 314.57** |
| June 2023 | **R 3 007 254.85** |

7. Supply Chain Management Staff Component

The section consists of 13 permanent staff members of which one is on probation since March 2023 and 2 contract workers.

Below details the staff members:

- Mr. L. Landu (Manager)

| SUPPLY CHAIN MANAGEMENT | STORES |
|---|---|
| Mrs. C. Groenewald (Permanent) | Mr. E. Felix (Permanent) |
| Mrs. N. Malgas (Permanent) | Mr. Delaino Domingo (Permanent) |

| | |
|---|---|
| Mr. Thando Simon Sindaphi (Permanent – Notice period ending 30 June 2023) | Mr. D. Volontiya (Permanent) |
| Ms. A. Smith (Permanent) | Mr. F. Msolo (Permanent) |
| Ms. A. Gorden (Permanent) | Mr. C. Didloft (Contract worker) |
| Mr. S. Khuzwayo (Probation) | Mr. TJ. Konza (Contract worker) |
| Mr. A. Alexander (Permanent) | |
| Ms. N. Mandeka (Permanent) | |

There are still two employees that are on contractual employment at SCM. The contracts of two employees has been extended from 1 April 2023 till 30 June 2023.

8. Annual Stocktaking

The annual stocktaking took place on 30 June 2023. The stock balance on 30 June 2023 is **R17 264 548, 48.** A Separate report has been submitted to Council.

9. Comments by Directorates:

9.1 Director: Finance & Economic Development

Recommendations supported.

9.2 Acting Director: Planning & Development

The item is noted.

9.3 Director: Community Services

Noted

9.4 Deputy Municipal Manager

Noted

9.5 Director: Civil & Water Services

Item is noted.

9.6 Acting Municipal Manager

Noted

9.7 Acting Director: Electro-Mechanical Services

Noted

10. Financial implications

None

11. Legal implications

None

12. Other implications

None

13. Recommendation:

13.1 That Council approve the quarterly report for the period starting 1 April 2023 to 30 June 2023.

**Item prepared by the Manager: SCM** :

**Item approved by the CFO:** :

**Item endorsed by The Municipal Manager** (Acting) :

**Item Noted by the Portfolio Councillor** :

**KOUGA LOCAL MUNICIPALITY (EC108)**

**ORDINARY COUNCIL MEETING**

**FINANCE AND ECONOMIC DEVELOPMENT**

**DATE: 31 AUGUST 2023** **ITEM NO: 23/08/FED4**

# AUTHORISATION FOR KOUGA MUNICIPALITY DELEGATION TO PARTICIPATE AND EXHIBIT KOUGA LOCALLY PRODUCED PRODUCTS AT THE INTERNATIONAL IMPORT EXPO 5-10 NOVEMBER 2023

## 1. Introduction

The purpose of this item is to seek Council's approval for Kouga Municipality delegation to participate and to exhibit locally produced products in the Business Expo in Shanghai from 5-10 November 2023.

## 2. Background

The Sarah Baartman District Municipality has a standing twinning programme with China. Invitation was extended to Kouga Municipality to coordinate local producers and package products that are eligible for an export market for participation in the International Business Expo in Shanghai in November 2023.

Part of the Tourism Covid-19 pandemic Recovery Plan, the first Expo was held in November 2022, but in 2023 all local products that exhibited in 2022, were invited to participate again in 2023.

The District Municipality has encouraged local Municipalities' participation and to this extent provided financial and technical support through the SBDM to ensure that this initiative succeeds. The district support for this initiative can be summarised as follows:

- *Costs for packaging and shipping sample products from Gqeberha to Shanghai.*
- *All Registration costs for delegates at the Expo.*
- *Costs for Exhibition/Booth Space for region's products.*
- *Customs & Sample Clearances in port of entry Shanghai*
- *On-site marketing Integration and Representatives.*
- *On-site Interpreter*
- *Network facilitation*
- *Logistic Advice*

Kouga Municipality (Finance & ED) department made contact with local product owners (as indicated by SBDM) that have potential eligibility for export market. 7 local products have been contacted and 3 showed interest in the Expo. All 3 have been approved for exhibition in China and confirmed by the SBDM and Cacadu Development Agency.

Additional support from Kouga Municipality may be summarised as follows:

- Packaging and transportation of local product samples from Kouga to Gqeberha.
- Covering costs for the sample products to be exhibited.
- Liaising with SBDM and the Agency to ensure local producers meet all requirements.
- Dissemination of information and assisting with application process.
- Delivering marketing material for destination marketing of Kouga Area.

The invitation received identified the role-players and representatives that may attend the expo are listed to:

- The Kouga Executive Mayor
- The Portfolio Head: Finance & ED
- The Director: Finance & ED
- The ED & Tourism Official

Part of the programme of the Expo is visits and diplomatic discussions with identified District Municipalities to discuss matters of possible partnerships between the SBDM region municipalities and municipalities in the China regions. For this reason, the mix of officials and political heads in the delegation is emphasized.

**Motivation:**

The opportunity created for our local producers to access other markets (international) is in sync with the role of local government in Economic Development.

Additional to affording our producers an opportunity to link up with international markets, the Expo will create a good platform for Destination Marketing. Destination Marketing is a key component of development for Kouga. Exhibiting on international platform will assist the municipality to understand the requirements and standards for the Chinese market, this will create investment opportunities and demand from international market.

Participation in this platform will also unlock the following opportunities:

- Business promotion
- Export facilitation
- Sourcing services
- Consulting services

Selected products:

| *No* | *Product type* | *Producer* | *Area* | *Status* |
|---|---|---|---|---|
| 1 | Khoi Gin/Gin | One-33 | STFB | Business closed |
| 2 | Coffee | First Light | JBay | Delivered/Approved |
| 3 | Gin | Pabala | Gamtoos Valley | Cannot deliver: in process of buying One-33. |

| | | | | |
|---|---|---|---|---|
| 4 | Coffee | In-food | JBay | Waiting response from producer. |
| 5 | Honey | Pabala | Gamtoos Valley | Not delivered: due to international laws |
| 6 | Snails | Pabala | Gamtoos Valley | Delivered |
| 7 | Rum | Ferreira Distillery | JBay | Could not produce required certificates. |
| 8 | African inspired products | Be Original | JBay | Delivered/approved |
| 9 | Tourism | KLTO/KLM | All towns | Delivered/approved |

3. Comments by Directorates:

3.1 Director: Finance and Economic Development

Recommendations supported.

3.2 Acting Director: Planning and Development

Noted

3.3 Director: Community Services

Noted

3.4 Director: Civil and Water Services

Noted

3.5 Acting Director: Electro-Mechanical Services

Noted

3.6 Deputy Municipal Manager

Noted

3.7 Municipal Manager

Cost containment must be considered and the number of participants should be reduced.

4. Financial Implication

Costs for Flights and Accommodation to be covered in accordance with Municipality's S&T Policy.

ED & Tourism Budget available to cover costs for financial support rendered for procuring local sample products.

5. Legal Implications

Municipality's S&T policy regulates the domestic and international travel of officials and Councillors.

6. Other implications

None

7. Recommendation

7.1 It is recommended that Council approves the participation of Kouga LM in the International Business Expo from 05 – 10 November 2023 in Shanghai.

7.2 It is recommended that Council approves the financial support rendered to local producers for sample products to be exhibited in the Expo.

7.3 It is recommended that Council approve the following delegation to represent and participate in the International Business Expo in Shanghai:

The KLM Executive Mayor
MMC: Finance, ED & Tourism
Director: Finance, ED & Tourism
Acting Manager: ED & Tourism

**Item prepared by the Acting Manager: ED & Tourism** : A Jonck

**Item approved by the CFO:** :

**Item endorsed by The Municipal Manager** :

**Item Noted by the Portfolio Councillor** :

# CHINA INTERNATIONAL IMPORT EXPO 2022

# FACTORS

- Biggest single market (**1.4 billion** people)
- Import **US$110 billion+** Agricultural products
- Import **US$61 billion+** Food (14.6% growth – 20 yrs)
- Meat, dairy and seafood are the top 3 that represent 44.4%
- Dairy, tea, dried nuts were the biggest increasing over 30%
- Shanghai is the biggest port for food importing (13.31%)
- Africa supplies 1.2%, America 10.5%, Australia 8.9%, New Zealand 8.7%

# CHINA INTERNATIONAL IMPORT EXPO

## WHY THE EVENT IMPORTANT?

1. CIIE is t he first Import-themed national-level Expo in the world since 2018, which proposed by the Chinese President Xi Jinping.

2. The Expo is the highest level of expo in China which co-hosted by the Ministry of Commerce of China and Shanghai Municipality, the partnership includes World Trade Organization and United Nations Industrial Development Organization.

3. Over 180 countries, with 3800+ companies which include 50% of Global top 500 companies, and record of 800,000+ visitors



# WHAT IS OUR OBJECTIVES?

**Promote**

**Test**

**Connect**

# CIIE 2019 -- SBDM

- 54m² Specifically designed booth
- 6 days of exhibition and events
- 3,000+ visitors to the booth
- 500+ professional enquiry






# SBDM MISSION – CIIE 2023

1. Dates: 5-10 Nov 2023

2. District booth: 54 $m^2$

3. Sector: Food & Agriculture



# WHOM MAY ATTEND

- Business with export suitable products/services
- Business people in the region with intention of export business
- Municipal Representative (Incl. Local Municipality)

# SUPPORT FROM SBDM

- ✓ Booth space
- ✓ Registration cost
- ✓ Sample transport & clearance*
- ✓ Marketing Materials integration*
- ✓ Marketing representative on site
- ✓ Interpreter/Assistant on site*
- ✓ Networking facilitation*
- ✓ Logistic Advice

* Certain support may subject to the approval and budget availability

# SUPPORT NOT INCLUDED

- Return tickets and transport
- Accommodation
- Meal and beverage
- Passport and VISA
- Marketing materials
- Cost of the samples
- Certificates of the products
- Any other cost not included in the support list

# IMPORTANT DATES

| Important milestone | Due Date |
|---|---|
| Application close date | 11 - Aug |
| Notification of approval | 18 - Aug |
| Delivery closing date (Products/marketing materials ) | 25 - Aug |
| Cargo Loading Date* | End Aug |
| Attendance registration and clearance （Passport/Photo/Info) | 15 - Sep |
| VISA, air ticket and accommodation | 28 - Oct |
| Group departure from PE date* | 3 - Nov |
| Group arrival to PE date* | 10 - Nov |

* The recommended dates may be changed, please refer the associated notice

# CONTACT PERSON

| Name | Contact detail |
| --- | --- |
| Usisipho Klaas<br>(Business coordinator) | 041-508 7130<br>uklaas@cacadudevelopment.co.za |
| Lwando Mcako<br>(Municipal coordinator) | 041-508 7320<br>lmcako@sbdm. co. za |
| Albert Yu<br>(Project Manager) | 041-508 7130<br>albertyu@cacadudevelopment.co.za |



# SECURE THE MARKET

# SECURE THE FUTURE

## BOOTH BOOKING

**联系我们Contact us**

上海垠国际贸易有限公司
办公地址：中国上海市崧泽大道333号A区312

Shanghai Haiyin International Trade Company Co.ltd
Office Address: Buildong A,Room 312,333 Songze Avenue, Shanghai, China
Lida Sun :Tel/Wechat/Whatsup:+86-17-792-466-179




WECHAT

举办地点： 国家会展中心(上海)
举办地址： 中国上海市崧泽大道333号
主办单位： 中华人民共和国商务部 上海市人民政府
合作单位： 世界贸易组织 联合国开发计划署
联合国贸易和发展会议 联合国粮农组织
联合国工业发展组织 国际贸易中心
承办单位： 中国国际进口博览局
国家会展中心(上海)有限责任公司
网址： www.ciie.org

Venue:
National Exhibition and Convention Center (Shanghai)
Address:
333 Songze Avenue, Shanghai, China
Hosts:
Ministry of Commerce of the People’s Republic of China,
Shanghai Municipal People’s Government
Partners:
World Trade Organization,
United Nations Development Programme,
United Nations Conference on Trade and Development,
Food and Agriculture Organization of the United Nations, United Nations Industrial Development Organization,
International Trade Center
Organizers:
China International Import Expo Bureau,
National Exhibition and Convention Center (Shanghai) Co. Ltd .

中国国际进口博览会
CHINA INTERNATIONAL IMPORT EXPO

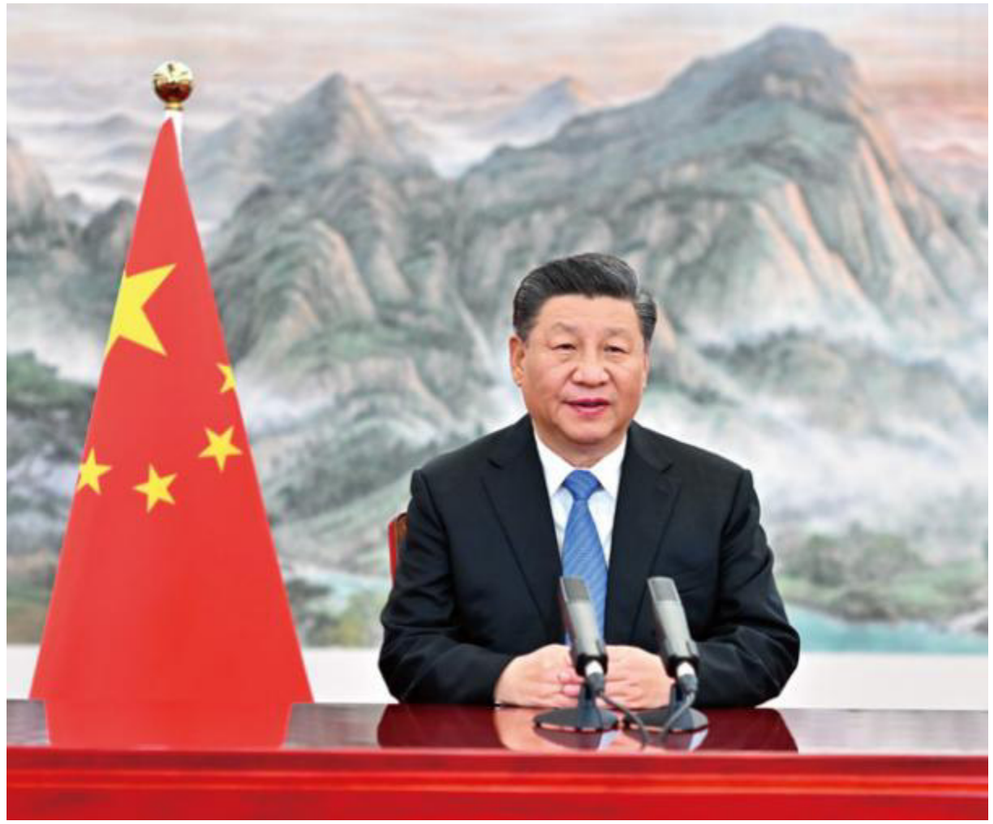
2023 5th-10th .NOV 11月5- 10日

# 第六届中国国际进口博览会
# 企业商业 展

## The 6th China International Import Expo
## Enterprise & Business Exhibition



新 时 代 共 享 未 来
NEW ERA SHARED FUTURE



**中国扩大高水平开放的决心不会变，同世界分享发展机遇的决心不会变，推动经济全球化朝着更加开放、包容、普惠、平衡、共赢方向发展的决心不会变。**

“As for China, we will not change our resolve to open wider at a high standard; we will not change our determination to share development opportunities with the rest of the world; and we will not change our commitment to an economic globalization that is more open, inclusive, balanced and beneficial for all.”



# 参展邀请
# INVITATION



举办中国国际进口博览会，是中国推进新一轮高水平对外开放的重大决策，是中国主动向世界开放市场的重大举措。进博会将充分发挥“窗口”作用，推动内外循环顺畅连接，拉紧中外经济联系纽带，为各国企业提供更加广阔的市场机遇。

Holding CIIE is an important decision made by China to pursue a new round of high-level opening-up, and is China’s major initiative to still widen market access to the rest of the world. CIIE will give full play to its role as a “window”, promote the smooth connection of internal and external circulation, tighten the economic ties between China and foreign countries, and provide enterprises of all countries with broader market.

企业商业展是进博会的重要组成部分，自首届以来，全力推动国际化策展、综合性组展、专业化办展、分行业布展，并取得丰硕成果。专业化水平进一步提高，国际化程度进一步提升，展台内容进一步丰富，贸易和投资相互促进。

As a vital part of the CIIE, since its first session, Enterprise & Business Exhibition has made every effort to promote international exhibition planning, comprehensive exhibition organizing, professional exhibition holding and industry-classified exhibition arranging, and achieved fruitful results with specialization improved, the internationalization enhanced, the contents of the booth enriched, and trade and investment promoting each other.

诚挚邀请全球参展企业、专业采购商、专业观众等各界人士参展参会，共享发展机遇。

We sincerely invite global exhibitors, professional purchasers, professional visitors and other people from all walks of life to participate in the Exhibition to share development opportunities.

# 企业商业展
## ENTERPRISE BUSINESS EXHIBITION

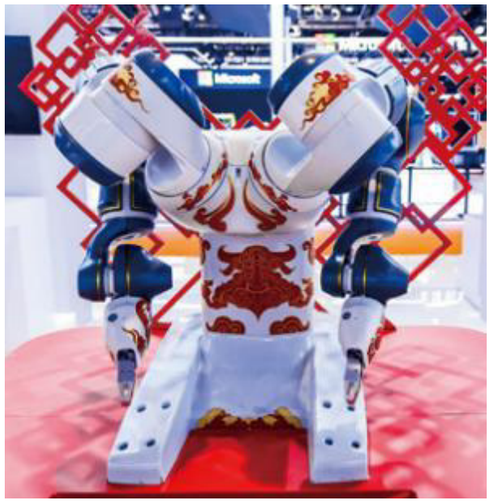
**办展理念：“综合展、专业办”。**
Philosophy: Professional Management on Comprehensive Exhibition.

由各国参展商展示商品、技术和服务，促进各国出口商、采购商相互交流和合作。紧密围绕十四五规划和二〇三五远景目标策展，围绕绿色、创新、数字化等关键词，着力汇聚行业领军和专精特新企业。

Exhibitors from all countries display their goods, technologies and services, and promote exchanges and cooperation between exporters and purchasers from all countries. Closely centering on the 14th Five-Year Plan (2021-2025) and the Long-Range Objectives Through the Year 2035, and focusing on the keywords of green, innovation and digitalization, we will gather industry leaders and specialized, refined, characteristic and novel enterprises.









第六届进博会企业商业展划分为六大展区，分别是食品及农产品、汽车、技术装备、消费品、医疗器械及医药保健、服务贸易。在展区下，根据国内进口需要和产业发展趋势，进一步将每个展区划分为不同的板块和专区，并不断优化。

The 6th CIIE Enterprise & Business Exhibition is divided into six special areas: Food and Agricultural Products, Automobile, Intelligent Industry & Information Technology, Consumer Goods, Medical Equipment & Healthcare Products, and Trade in Services. According to the domestic import needs and industrial development trend, each area is further divided into different sectors and special sections, which will be constantly optimized.

# 进博机遇
## CIIE OPPORTUNITIES

### • 搭建政企沟通平台
全年组织开展多场政商对话活动，搭建政企对话的权威平台，共同探讨行业创新发展愿景和政府产业政策，积极建言献策，传递业界声音。

**• Build Communication Platforms between Government and Enterprises**

Throughout the year, many government-enterprise dialogues were organized to build an authoritative platform, and the participants jointly discuss the industry innovation vision and government's industrial policies, actively make proposals, and help convey the message from the industry.

### • 加大品牌宣传力度
活动吸引全球媒体关注，提升品牌曝光率，扩大企业影响力。境内外多家媒体积极报道，融合电视、广播、新媒体等资源，全视角呈现多彩立体的进博会，凸显引领力、传播力和影响力。

**• Strengthen Brand Publicity**

The CIIE attracts global media attention, improves brand exposure and expands enterprise influence. A number of domestic and foreign media actively report the event by integrating television, radio, new media and other resources, so as to present a colorful and three-dimensional CIIE in an all-round way, and highlight its leadership, dissemination and influence.



### • 精准邀请专业采购商
完善市场化招商机制，强化撮合对接服务。充分利用数据资源进行精准分析，双向发布供需信息，助力供需双方精准对接。邀请境内大型、中小企业及政府参观团和境外采购商参加专场供需对接会、全国招商路演和专委会活动，促成参展企业和采购商实现精准对接。

**• Invite Professional Purchasers Accurately**

Improve the market-oriented investment promotion mechanism and strengthen matchmaking and docking services. We make full use of data resources for accurate analysis, release two-way information of supply and demand, and precisely pair up suppliers and demanders. Domestic large, small and medium-sized enterprises, government delegations and overseas purchasers were invited to participate in special supply-demand meetings, national investment roadshows and professional committee activities, so as to promote accurate matchmaking between exhibitors and purchasers.

### • 新产品新技术首发平台
“进博发布”平台举办新品发布活动，全球行业龙头企业集中发布新产品新技术新服务，汇聚前沿领先技术，展示最新成果，全球首发、亚洲首秀和中国首展众多。

**• Stage for New Products and Technologies' Debut**

The "CIIE Product Launching Center" platform holds product release activities for global industry leading enterprises to launch new products, technologies and services in a concentrated manner, gather cutting-edge technologies, and display the latest achievements, which witnesses various debuts in China, Asian and even the world.



## • 全年活动精彩纷呈

全年举办展盟及专委会活动、招商路演活动、供需对接活动、政策解读会、对接签约会、投资推介会、视频签约会等几百场活动。参展成效进一步放大，国际性、权威性、实效性进一步提升，进博会溢出效应进一步扩大。

## • Wonderful Activities Throughout the Year

Hundreds of activities were held throughout the year, including CIIE Enterprise Alliance and special committee activities, investment roadshow activities, supply-demand docking activities, policy interpretation meetings, docking and signing activities, investment promotion meetings, video signing meetings and so on, so as to boost the achievements, enhance internationality, authority and effectiveness, and expand the spillover effect of the CIIE.



## • 政策支持常态化

国家有关部门制定进博会支持政策并常态化实施。自首届进博会起，组委会各成员单位联动配合，多个国家部委持续推出税收优惠、通关便利、市场准入等多项配套的支持政策，减轻参展企业负担，提升参展便利化水平，提供优质服务保障，吸引更多企业参展，持续放大溢出带动效应。

## · Normalized Policy Support

Relevant national departments have formulated the support policies for CIIE and implemented in a normalized manner. Since the first CIIE, all member units of the Organizing Committee have cooperated with each other, and many national ministries and commissions continuously launched a number of supporting policies, including tax incentives, customs clearance facilities, market access, etc., so as to ease the burden of exhibitors, improve facilitation, provide high-quality service, attract more enterprises, and amplify the spillover driving effect.



## 其中，为支持举办进博会，经国务院批准，税收优惠政策如下：

**1.**对进博会展期内销售的合理数量的进口展品免征进口关税、进口环节增值税和消费税。享受税收优惠的展品不包括国家禁止进口商品， 濒危动植物及其产品， 烟、酒、汽车以及列入《进口不予免税的重大技术装备和产品目录》的商品。

**2.**每个展商享受税收优惠的销售数量或限额，按附件规定执行。附件所列1-5类展品，每个展商享受税收优惠政策的销售数量不超过列表规定；其他展品每个展商享受税收优惠政策的销售限额不超过2万美元。

**3.**对展期内销售的超出政策规定数量或限额的展品，以及展期内未销售且在展期结束后又不退运出境的展品，按照国家有关规定照章征税。

**4.**参展企业名单及展期内销售的展品清单，由承办单位中国国际进口博览局和国家会展中心(上海)有限责任公司向上海海关统一报送。

**For the purpose of supporting the successful holding of the CIIE， preferential tax policies approved by the State Council for CIIE are as follows:**

1. The exhibits imported in reasonable quantities and sold during the CIIE shall be exempt from import tariffs, import value-added tax and consumption tax. The exhibits eligible for tax preferences exclude goods prohibited by the state from import, endangered species of animals and plants and their products, cigarettes, alcohol, and cars and goods included in the Catalogue of Imported Crucial High-Tech Equipment and Products Not Exempted from Tax.

2. The sales quantity or limit of tax preference enjoyed by each exhibitor shall be subject to the provisions of the annex. For the 1-5 categories of exhibits listed in the annex, the sales volume of each exhibitor enjoying the preferential tax policy shall not exceed the standard in the list. For other exhibits, the sales limit of each exhibitor enjoying the preferential tax policy shall not exceed 20,000 US dollars.

3. For the exhibits sold during the CIIE that exceed the quantity or quota specified in the policy, as well as the exhibits that are not sold or returned to the exporting country after the end of the CIIE, taxes shall be levied in accordance with the relevant provisions of the state.

4. The list of exhibitors and the list of exhibits sold during the CIIE shall be uniformly submitted to Shanghai Customs by China International Import Expo Bureau and National Exhibition and Convention Center (Shanghai) Co., Ltd.



# 企业商业展布局
# LAYOUT OF ENTERPRISE & BUSINESS EXHIBITION

## 1.1馆/1.2馆/2.2馆 食品及农产品展区

蔬果和农产品、乳制品、休闲食品、甜食、调味品、饮料和酒类、肉类、水产品、冷冻食品、综合食品(包括宠物食品)、农作物种业(包括育种或栽培技术； 种业创新研发成果；农业机械；农药、微肥；水稻、小麦、瓜果、蔬菜、苗木花卉等农作物种子) 等
专区：乳制品专区、农产品专区、农作物种业专区

## Hall 1.1, 1.2, 2.2 Food and Agricultural Products

Fruits and vegetables and agricultural products, dairy products, snack foods, sweets, condiments, beverages and wines, meat, aquatic products, frozen foods, comprehensive foods (including pet food), crop seed industry (including breeding or cultivation techniques; seed industry R&D innovation; agricultural machinery; pesticide, micro fertilizer; seeds of crops such as rice, wheat, melons and fruits, vegetables, flowers and plants) etc.
Special section: dairy products, agricultural products and crop seed industry

## 2.1馆 汽车展区

乘用车、商用车、概念车、新能源车、非道路用车、摩托车，智慧出行产品及技术(新能源、自动驾驶产品技术及解决方案、智慧交通、未来出行、智能网联等)，汽车零部件及汽车电子(驱动部分、底盘部分、车身部分、轻量化、汽车内饰、车载系统等)，汽车配套产品及养护用品(汽车后市场、检测、诊断设备、润滑油等)，汽车文化及设计(老爷车、汽车赛事、汽车改装、汽车设计、汽车消费及衍生品等)
专区: 智慧出行专区、创新孵化专区(汽车领域)

## Hall 2.1 Automobile

Passenger cars, commercial vehicles, concept vehicles, new energy vehicles, off-road vehicles, motorcycles, smart mobility products and technologies (new energy, automatic driving product technologies and solutions, smart transportation, future mobility, intelligent Internet connection, etc.), automotive parts and auto electronics (drive part, chassis part, body part, lightweight, auto interior, on-board system, etc.), automobile supporting products and maintenance supplies (automobile aftermarket, testing and diagnostic equipment, lubricating oil, etc.), automobile culture and design (classic cars, automobile competitions, automobile modification, automobile design, automobile consumption and derivatives, etc.)
Special section: smart mobility and innovation incubation (automobile)

## 3馆/4.1馆/北厅 技术装备展区

数字工业：自动化、机器人、工业解决方案；
集成电路：芯片设计、制造、封测、设备、材料；
能源低碳及环保技术： 石油化工设备、新材料、新能源、电力电工、环保技术与设备、综合治理设备、垃圾处理设备；
人工智能：人机交互、数据库、物联网、通信；
光学打印： 宽幅打印机、数码复合机、标签机、扫描仪、3维激光扫描设备、专业影视设备、工业测量、显微技术；
其他： 金属切削、钣金、测量及零部件、航空航天、高技术船舶、工程机械等
专区： 能源低碳及环保技术专区、数字工业自动化专区、集成电路专区、人工智能专区、光学打印专区、创新孵化专区(装备领域)

## Hall 3, 4.1, North Hall (NH) Intelligent Industry & Information Technology

Digital industry: automation, robotics, industrial solutions;
Integrated circuit: design, manufacturing, sealing test, equipment and materials of chip;
Energy, low-carbon and environmental protection technology: petrochemical equipment, new materials, new energy, electric power and electrician, environmental protection technology and equipment, comprehensive treatment equipment, waste treatment equipment;
AI: human-computer interaction, database, Internet of Things, communications;
Optical printing: wide-format printer, digital composite machine, label machine, scanner, 3D laser scanning equipment, professional film and television equipment, industrial measurement, microscopy technology;
Others: metal cutting, metal plate, measurement and parts, aerospace, high-tech ships, construction machinery, etc.
Special section: low-carbon energy and environmental protection technology, digital industrial automation, integrated circuit, artificial intelligence, optical printing and innovation incubation (equipment).













## 5.1馆/5.2馆/6.1馆 消费品展区

面部护理及彩妆、其他护理及日化用品、消费电子及家电、家居及家饰设计、服装及配饰、宝石及珠宝、体育用品、体育赛事及电竞等
专区： 美妆及日化用品专区、时尚服饰及配饰专区、体育用品及赛事专区、绿色智能家电及家居专区、创新孵化专区(消费品领域)

## Hall 5.1, 5.2, 6.1 Consumer Goods

Facial care and make-up, other personal care and daily chemical products, consumer electronics and household appliances, home furnishings and design, fashion clothing and accessories, gemstones and jewelry, sporting goods, sports events and e-sports, etc.
Special section: beauty and cosmetics, fashion clothing and accessories, sporting and events, green and intelligent home appliances and furnishing , innovation incubation (consumer goods )

## 7.1馆/7.2馆/8.1馆 医疗器械及医药保健展区

药品、医疗器械、营养保健食品、其他： 医疗美容、医疗旅游、医疗技术、医疗服务及健康护理等
专区： 康复养老专区、生物医药专区等专区、创新孵化专区(医疗领域)

## Hall 7.1, 7.2, 8.1 Medical Equipment & Healthcare Products

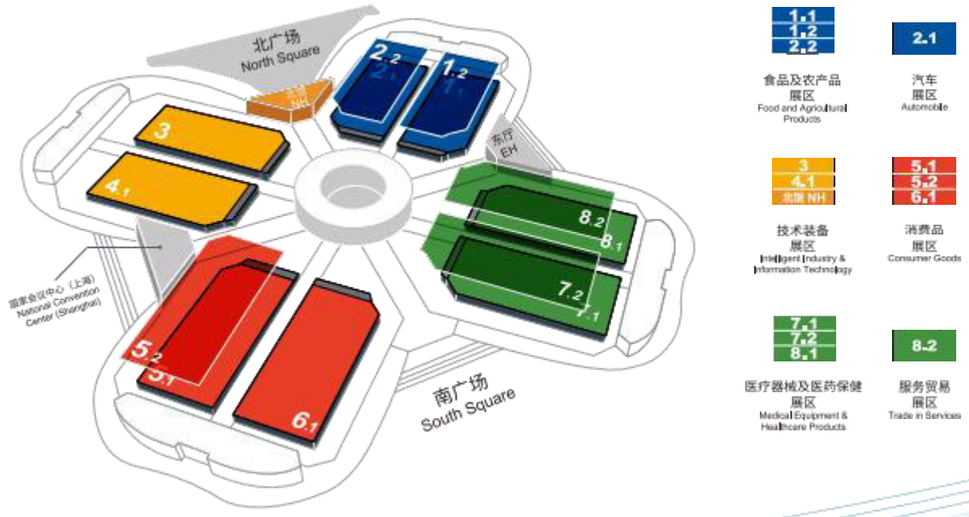
Drugs, medical devices, dietary supplements, and others： medical cosmetology, health tourism, medical technology and services, health care, etc.
Special section: rehab and elderly care, biopharm, innovation incubation (medical field).

## 8.2馆 服务贸易展区

生产性服务贸易： 金融服务(银行、保险、资产管理等)、咨询服务(设计、信息技术、检验检测等)、物流服务、供应链管理、综合服务等；
生活性服务贸易： 文化服务、旅游服务、教育服务、娱乐及授权服务等

## Hall 8.2 Trade in Services

Trade in productive services: financial services (banking, insurance, asset management, etc.), consulting services (design, information technology, inspection and testing, etc.), logistics services, supply chain management, comprehensive services, etc.;
Trade in life services: services in culture, tourism, education, entertainment and licensing, etc



# 企业商业展展位价格
## BOOTH RATES OF ENTERPRISE & BUSINESS EXHIBITION

### 室内展馆展位价格 Indoor Booth Rates

光地:
330美 元/平方米或人民币2,310元/平方米(36平方米起)
标准展位:
3,000美 元/个 或 人 民 币21,000元/个 (9平方米)

**Raw Space:**
USD 330/m² or CNY 2,310/m² (minimum 36 m²)
**Standard Booth:**
USD 3,000/9 m² or CNY 21,000/9 m²

### 室外展场展位价格 Outdoor Booth Rates

光地:
220美元/平方米或人民币1,540元/平 方米(36平方米起)

**Raw Space:**
USD 220/m² or CNY 1,540/m² (minimum 36 m²)

*2023年1月31日(含) 之前签订参展合同，可享受10%优惠。
报名截止日期：2023年5月30日
*Exhibitors that sign exhibition contracts before January 31, 2023 (included) can enjoy a 10% discount. Booking Deadline: May 30, 2023



# 会展综合体介绍
## INTRODUCTION OF THE VENUE




国家会展中心(上海) 总建筑面积超过150万平方米，包括展馆、会议中心、商业广场、办公楼和一家高端酒店，集展览、会议、活动、商业、办公、酒店等多种业态为一体，是目前世界上最大的会展综合体。

国家会展中心(上海) 位于上海虹桥商务区核心区，与虹桥交通枢纽的直线距离仅1.5公里，通过地铁与虹桥高铁站、虹桥机场紧密相连。周边高速公路网络四通八达，2小时内可到达长三角各重要城市，交通十分便利。

National Exhibition and Convention Center (Shanghai) is the world's largest convention and exhibition complex with a total construction area of more than 1.5 million m² . Facilities at NECC (Shanghai) include exhibition halls, the conference center, the commercial plaza, off¬ice buildings and a high-end hotel, integrating functions of exhibition, conference, activity, business, ¬office and hotel.

About 1.5 km away from Hongqiao Transportation Hub, NECC (Shanghai) is linked to Hongqiao Airport and Hongqiao Railway Station by the city's metro line. Because of the convenient national expressway network, the major cities in the Yangtze River Delta region are easily reachable within 2 hours.

## 展览场馆 Exhibition Hall

国家会展中心(上海)可展览面积共计近60万平方米，其中室内展厅总面积近50万平方米，北广场室外展场10万平方米，货车可直达各个室内展厅。

The area available to exhibitions at NECC (Shanghai) is nearly 600,000 m², including 500,000 m² of indoor exhibition hall and 100,000 m² outdoor area in North Square, which are all accessible to trucks.

## 会议中心Convention Center

国家会议中心(上海)是中国国际进口博览会开幕式、虹桥国际经济论坛举办地，包括84个大中小型会议室共5.6万平方米会议面积组成的国际化现代会议设施“群落”。

National Exhibition and Convention Center (Shanghai) has witnessed the opening ceremony of the CIIE as well as the Hongqiao International Economic Forum. A total of 84 conference rooms of diff¬erent sizes together with a conference area of 56,000 m² constitute a facility “community” for international modern conferences.



# REPORTS BY THE PORTFOLIO CHAIRPERSON: **CIVIL AND WATER SERVICES**

KOUGA
local municipality
Good Governance through Service Excellence

**KOUGA MUNICIPALITY (EC108)**

**ORDINARY COUNCIL MEETING**

**CIVIL & WATER SERVICES**

**DATE: 31 AUGUST 2023** **ITEM NO: 23/08/CWS1**

**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 23/24 Financial year is as follows:

23/24 R37,367,000.00
24/25 R38,936,000.00

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

As per a Previous I&E Portfolio Meeting, it was requested that the PMU Office register the following project on MIG:

- Construct new community Hall in Ward 6 – Kwanomzamo – Design Stage: R1,600,000.00

3. Comments by Directorates:

3.1 Municipal Manager

Supported

3.2 Deputy Municipal Manager

Supported

3.3 Chief Financial Officer

Report Noted

3.4 Director: Civil and Water Services

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

3.5 Acting Director: Electro-Mechanical Services

Supported

3.6 Director: Community Services

Supported

3.7 Acting Director: Planning and Development

The item is noted and supported.

4. Financial Implications

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

years.

5. Legal implications

None

6. Other implications

7. None.

7.1 Recommendation

That the registering of the new MIG projects be approved by Council.

**Item prepared by : The PMU Manager**

**Item approved by : The Director: Civil and Water Services**

**Item noted by : The Portfolio Councillor**

**KOUGA MUNICIPALITY (EC108)**

**ORDINARY COUNCIL MEETING**

**CIVIL & WATER SERVICES**

**DATE: 31 AUGUST 2023** **ITEM NO: 23/08/CWS2**

**CREDIT PAYMENT DUE TO MARKET DEMAND TRADING 22 (PTY) LTD**

1. Introduction

On 22 November 2022 the Developer of the Proposed Apartment Blocks on Erven 3195 and 2389 at Port Village, St Francis Bay (Market Demand Trading 22 (PTY) LTD), stated in correspondence to Mr Madatt (KLM) that they desperately need to proceed with the construction work of the apartments and as the augmentation fees were not finalized, they requested that they pay the full augmentation fees not taking any credits into account, but that the credits be passed on at a later stage ( refer to the **Annexure A** Market Demand Trading letter dated 22 November 2022).

On 23 January 2023, Mr Peter King of Market Remand Trading submitted a letter to Gert Swanepoel (KLM) requesting that the credits be approved and that the due amount of R 242 035.00 be paid to the developer (refer to **Annexure B** - Letter from Market Demand dated 23 January 2023).

2. Background

The deduction/concession of credits for existing erven (1 ee per existing erf) was not finalised at the time and in order for the building work to proceed, it was decided that the developer proceed to pay the higher amount and that the concession amount will be recalculated and any over / underpayment be rectified accordingly so that the augmentation fees be regarded as preliminary finalised.

3. Comments by Directorates:

3.1 Municipal Manager

Supported

3.2 Deputy Municipal Manager

Supported

3.3 Director: Finance & Economic Development

Report Noted

3.4 Director: Civil and Water Services

The above arrangements were approved during the watch of Mr G Swanepoel (KLM). For purposes of confirming the correct detail, Mr Swanepoel was contacted telephonically, and it was confirmed that the arrangements stated are indeed correct and that the request be approved (Refer to **Annexure C** - email from Mr G Swanepoel to Mr A Botha dated 15 August 2023).

3.5 Acting Director: Electro-Mechanical Services

Noted

3.6 Director: Community Services

Noted

3.7 Acting Director: Planning and Development

The reduction of the calculated augmentation must be in line with an amended and approved Site Development Plan and the Engineering Services Agreement must be amended accordingly.

4. Financial Implications

Corrected Augmentation Fees charged and

paid.

5. Legal implications

None

6. Recommendation

6.1 That amount of R242 035.00 due to Market Demand Trading, be approved by Council to be paid back according to the motivation thereof in the item above.

**Item prepared by** : **The Manager: Civil** ABotha

**Item approved by** : **The Director: Civil and Water Services**

**Item endorsed by** : **The Municipal Manager**

**Item noted by** : **The Portfolio Councillor**

**MARKET DEMAND TRADING 22 (PTY) LTD**
**P O BOX 239, ST FRANCIS BAY, 6312**
**TEL: 042 298 0047 FAX: 042 298 0000**
**EMAIL: sealsprop@iafrica.com**

22 November 2022

Dear Mr Madatt

Augmentation Fee on Erf 3195 Block A

We find ourselves in a very difficult situation. We desperately need to proceed with construction of Block A portion of Erf 3195, but because of our query relating to Augmentation fee payable as per attached mail to Gert Swanepoel dated 9 November 2022 and our logical query, the plans are not being approved. This is another delay in the myriad of problems, encountered in trying to move forward in our development.

Could we please pay the full amount, and have your assurance that the matter will be attended to, and a credit passed if it is justified. The amount of credit we believe due is R362 000-00 minus 3x R60 445-00 = R181 335-00. As you can see this is a substantial amount.

Kind regards

S v B Malherbe

Servaas Malherbe

# MARKET DEMAND TRADING 22 (PTY) LTD

**P O BOX 139, ST FRANCIS BAY, 6312**
**TEL: 042 298 0047 FAX: 042 298 0000**
**EMAIL: sealsprop@iafrica.com**


23 January 2023

Dear Gert Swanepoel

Thank you for getting back to me. Just a summary of our request:

1) Block C
   Altrama calculated 3 equivalent erven. Block C is built on original erven 2401 and 2402, therefore we should get 2 credits. We only received 1 credit therefore R60700-00 is owing to us we paid for 2 an amount of R121 400-00.

2) Block A
   Altrama calculated 6 equivalent erven. Block A is built on ERF 2406/ 2405/ 2404. We paid for all six erven R362670-00.
   No credits were given therefore 3 credits should be given, an amount of R181 335-00 is owing to us.

Your assistance is appreciated, please will you let me know once this report has been sent to the powers above.

We believe that you owe us an amount if R242 035-00, which is a substantial amount and would like to sort out ASAP.

Kind regards

Peter King

## William Hofmeyr

**From:** Andre Botha
**Sent:** Wednesday, August 16, 2023 11:55 AM
**To:** William Hofmeyr
**Subject:** FW: Augmentation Fees payable : Peter King Development at the Port in St Francis Bay




**From:** marlswan147@gmail.com <marlswan147@gmail.com>
**Sent:** Tuesday, August 15, 2023 4:48 PM
**To:** Andre Botha <abotha@kouga.gov.za>
**Subject:** Augmentation Fees payable : Peter King Development at the Port in St Francis Bay

Hi Andre

Our telephonic discussion earlier refers.

Mr King submitted a phased development on a consolidated and rezoned erf in the St Francis Bay Port area which erf originally consisted of 4 or 5 individual residential 1 erven.

On the first submission I granted a 1 equivalent erf (ee) concession on the first phase submitted on the consolidated erf as was the custom according to my predecessors since there was no indication in the Augmentation Policy that dealt with or clarified any thing to the contrary.

Mr King then submitted further phases for development on said erf for which no other Augmentation concessions were granted, which he duly queried and I explained to him that since there was no indication in the policy document as to his request , it would have to be submitted to Council for a resolution.

In essence Mr King wanted a 1ee concession for each existing erf prior to consolidation and felt the consolidation of previous erven should not nullify the number of existing erven by allowing only 1 ee , being the consolidated erf. (normally 1000 liters of water is equal to 1ee as per the RED BOOK being the accepted norm per erf – should densification take place the Eng Services Demand Report would indicate the services demand in thousands of litres of water from which 1000 litres of water (ie 1ee) would be subtracted.

To be able to continue with the project Mr King paid the Augmentation fee as per the Eng Services Demand Report without any further augmentation concessions and asked that his request for the augmentation concession on those consolidated erven that were omitted be tabled at Council for consideration of being refunded to him.

His request was considered to be fair in consequence of which it should be tabled at Council for consideration and the decision/ resolution of Council should be incorporated into the Augmentation Policy Document for clarity in evaluation of augmentation fees payable for future developments.

Regards

Gert Swanepoel
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# REPORTS BY THE PORTFOLIO CHAIRPERSON: **PLANNING AND DEVELOPMENT**

KOUGA
local municipality
Good Governance through Service Excellence

**KOUGA MUNICIPALITY (EC 108)**

**ORDINARY COUNCIL MEETING**

**PLANNING AND DEVELOPMENT**

**DATE: 31 AUGUST 2023** **ITEM NO: 23/08/PD2**

**REQUEST FOR COUNCIL'S FINAL APPROVAL: SELLING OF VACANT MUNICIPAL 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.

2. Background

A Council resolution to dispose of Farm 184, portion 2 and Farm 182, portion 0 for gaming purposes (17/12/F12), was taken by Council on 19 December 2017 which reads as follows: -

**Farm 184 Portion 1 And Farm 182 Portion 0 Humansdorp Rd**

i) That the water quotas for the canals be verified to ensure that the alienation of this land will not influence the water supply.

Z:\Minutes\Council\2017 Council Minutes\Special Council\19 December 2017 - Special Council Meeting.docx

ii) Should there be any water quota problems the water rights on the said properties will be withheld.

iii) That the land be sold per the competitive bidding processes.

iv) That notices be published calling for any objections.

v) That it be confirmed that the land will not be required by the municipality for future development.

Council is advised that this process has never been finalized. The Land & Property department conducted the section 14(MFMA) process to obtain comments from service departments to determine whether the subject property is required for the provision of the minimum level of basic services or future development.

The below advertisement Notice 09/2018 for comments/input for the alienation of Farm 184, portion 2 and Farm 182, portion 0 was placed and no objections were received at the time.

126 / 176

KOUGA

**KOUGA MUNICIPALITY (EC108)**
**NOTICE NO. 09/2018**

**PUBLIC INVITATION FOR COMMENTS/INPUTS TO THE INTENDED ALIENATION / LEASE/CONSENT USE/DONATION OF MUNICIPAL LAND**

Notice is hereby given that at a Council Meeting held on 19 December 2017 (RESOLUTION 17/12/F12) the Council resolved to call for public input for objections on the lease /rental and alienation of immoveable assets and granting of consent use of the below-mentioned erven at fair market related rental as indicated in the Municipal Finance Management Act.

**Disposal of Land**
ERF 589 - Oyster Bay
ERF 554 - St Francis
ERF 346 - Humansdorp
ERF 2078, 2079, 2081, 2082, 3296 and 3297 - Humansdorp
ERF 275 - Humansdorp
ERF 4587, 4588 - Kruisfontein School
ERF 190 - Pellsrus Pre-Primary School
ERF 8813 - Jeffreys Bay School
ERF 184 - Portion 1, Farm 182 Humansdorp RD, Portion 0, Farm 182, Humansdorp RD - Gamtoos - Farming
Erf 2082, 3296, 3297 - Humansdorp
ERF 374 - Portion 4 Farm Zwartenbosch (Portion of portion 4) - Humansdorp

**Lease/Rental**
ERF 8783 - Jeffreys Bay - Business
Farm Geelhoutboom ERF 169 - Portion 2 & 4 - Farming
ERF 17(Portion) - Hankey

**Residential**
ERF 2337 - Sea Vista
ERF 1324 - Kwanomzamo

**Community Project**
ERF 1245 - Pellsrus

**Consent Land Use**
ERF 5465 - Jeffreys Bay - Farming
ERF 697 - Humansdorp - Community Development Program

**Deed Of Donation**
ERF 620 - Oyster Bay - Dept. Of Education
ERF 1325 - Kwanomzamo - Dept. Of Education
ERF 2253 - Hankey - Dept. Of Education
ERF 347 - Patensie - Dept. Of Education
ERF 560 - Pellsrus - Dept. Of Education
ERF 346 - Portion 4 - Humansdorp - Dept. Of Education
ERF 5059, 2306 - Kruisfontein - Dept. Of Education
ERF 8813 - Jeffreys Bay School

**Members of the public or interested parties are hereby invited to submit comments/ inputs to the intention of the municipality to lease municipal land to the Municipal Manager, 33 Da Gama Road, Jeffreys Bay on or before Thursday, 01 February 2018.**

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

PO Box 21
JEFFREYS BAY
6330

## Land Parcel

24 May 2023 14:10

| | | | |
|---|---|---|---|
| **Erf** | 182 of Humansdorp RD | **Zoning: Financials** | AGRIC |
| **Address** | Human Street ( | **Zoning** | Kouga Municipality Land Use Scheme - Agriculture Zone |
| **SG Number** | C03400000000018200000 | **Land Usage: Financials** | |
| **Municipality** | Kouga | **Ward: Financials** | Kouga 13 |
| **Township/Holding: Title Deed** | Twin Valley | **Ward: Demarcation Board** | Kouga 7 |
| **Suburb: Financials** | Humansdorp Rural District (90001) | **Sources** | Deeds Office, Surveyor General, Financials |
| **Centroid** | 33.87069395032578S 24.907770356258332E | **Effective** | |
| **Sectional Title** | No | | |
| **Farm Name** | BOSCH BOK HOEK | | |
| **Extent** | 81.9073Ha | | |
| **Extent (SG)** | 371.4487Ha | | |
| **Extent (Title Deed)** | 81.9073 H | | |

**Title Deeds**

| Owner | Title Deed | Share | Purchased | Registered | Price (Alpha) | New No |
|---|---|---|---|---|---|---|
| Mun Kouga | T21945/1966 | 0.0000 | | 20 Oct 1966 | R | |
| Mun Hankey | T21945/1966 | 0.0000 | | 20 Oct 1966 | | |
| Oorgangsraad-Hankey | T21945/1966 | 0.0000 | | 20 Oct 1966 | END | T51703/2001 |
| Mun Hankey T5939/1986 Nil | T21945/1966 | 0.0000 | | 20 Oct 1966 | | T60812/1995 |

**Financial Accounts**

| Account | Debtor | ID Number | Debtor Type | Owner Tenant |
|---|---|---|---|---|
| 009030182100 | Kouga Municipality (Humansdorp | | Departmental (DEPAR) | Owner (Kouga) |

**Properties**

| Unit | 26 Digit Code | Owner(s) and Id(s) | Scheme | Scheme Number |
|---|---|---|---|---|
| 0 | C034000000000182000000000 | Mun Kouga | | |

**Current Municipal Information**

| Valuation Date | Valuation Category | Valuation Category Tariff | Land Value | Improvements Value | Land Area | Improvements Area |
|---|---|---|---|---|---|---|
| | | Type MUN | 290000 | 0 | 819073 | 0 |

**Valuations and Surveys**

| Project | Category / Usage | H Area | P / C Status | Current Value |
|---|---|---|---|---|
| 2013 - 2018 DDP Valuation Roll as Printed | 2d-01 (Farm-Agricultural) (Kouga) | Unknown | Valued | 286,700.00 |
| 2018 General Valuation | MUNICIPAL PROPERTY (GV2018) | Unknown | Valued | 290,000.00 |

Page 1

# Land Parcel

24 May 2023 14:11

| | | | |
|---|---|---|---|
| **Erf** | 184 of Humansdorp RD (Portion 1) | **Zoning: Financials** | AGRIC |
| **Address** | Human Street | **Zoning** | Kouga Municipality Land Use Scheme - Agriculture Zone |
| **SG Number** | C03400000000018400001 | **Land Usage: Financials** | |
| **Municipality** | Kouga | **Ward: Financials** | |
| **Township/Holding: Title Deed** | Humansdorp RD | **Ward: Demarcation Board** | Kouga 7 |
| **Suburb: Financials** | Humansdorp Rural District (90001) | **Sources** | Deeds Office, Surveyor General, Financials |
| **Centroid** | 33.84720775582009S 24.90082074077402E | **Effective** | |
| **Sectional Title** | No | | |
| **Farm Name** | GAMTOUS RIVIERS WAGENDRIFT | | |
| **Extent** | 218.3343Ha | | |
| **Extent (SG)** | 200.9368Ha | | |
| **Extent (Title Deed)** | 218.3343 H | | |

## Title Deeds

| Owner | Title Deed | Share | Purchased | Registered | Price (Alpha) | New No |
|---|---|---|---|---|---|---|
| Mun Kouga | T21945/1966 | 0.0000 | | 20 Oct 1966 | R | |
| Mun Hankey | T21945/1966 | 0.0000 | | 20 Oct 1966 | | |
| Oorgangsraad-Hankey | T21945/1966 | 0.0000 | | 20 Oct 1966 | END | T51703/2001 |
| Mun Hankey T5939/86 Nil | T21945/1966 | 0.0000 | | 20 Oct 1966 | | T60812/1995 |

## Financial Accounts

| Account | Debtor | ID Number | Debtor Type | Owner Tenant |
|---|---|---|---|---|
| 009030184009 | Kouga Municipality (Humansdorp | | Departmental (DEPAR) | Owner (Kouga) |

## Properties

| Unit | 26 Digit Code | Owner(s) and Id(s) | Scheme | Scheme Number |
|---|---|---|---|---|
| 0 | C03400000000018400 00100000 | Mun Kouga | | |

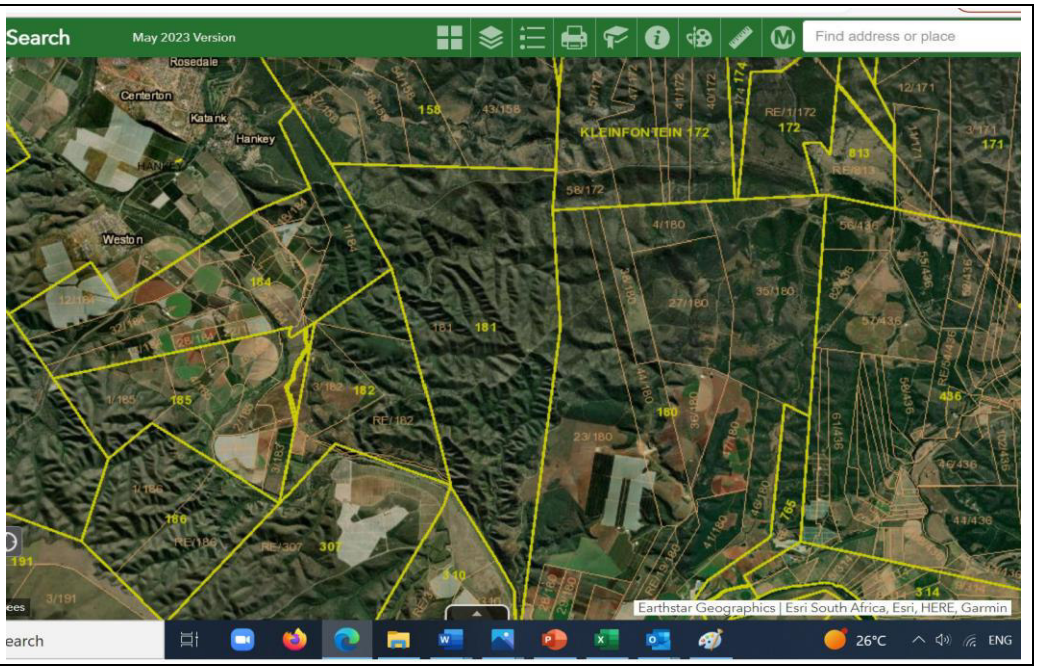
## Current Municipal Information

| Valuation Date | Valuation Category | Valuation Category Tariff | Land Value | Improvements Value | Land Area | Improvements Area |
|---|---|---|---|---|---|---|
| | | Type MUN | 830000 | 0 | 2183343 | 0 |

## Valuations and Surveys

| Project | Category / Usage | H Area | P / C | Status | Current Value |
|---|---|---|---|---|---|
| Original Values before 2008 GV (Samras 1 Jun 2009) | Unknown (As Per MPRA) | Unknown | | Valued | 220,000.00 |
| 2013 - 2018_DDP Valuation Roll as Printed | 2d-01 (Farm-Agricultural) (Kouga) | Unknown | | Valued | 764,000.00 |
| 2018 General Valuation | AGRICULTURAL PROPERTIES (GV2018) | Unknown | | Valued | 830,000.00 |
| SV4 (2018-2023) | MUNICIPAL PROPERTY (GV2018) | Unknown | | Valued | 830,000.00 |





3. Comments by Directorates:

3.1 Municipal Manager

Item supported.

3.2 Deputy Municipal Manager

Supported.

3.3 Director: Finance & Economic Development

The proceeds on the disposal of the property must be allocated to the Capital Replacement Reserve in accordance with the Reserves Policy.

3.4 Director: Civil and Water Services

Supported.

3.5 Acting Director: Electro-Mechanical Services

Noted

3.6 Director: Community Services

Noted.

3.7 Acting Director: Planning and Development

The recommendations are supported. There are a number of historic council resolutions which needs to be finalized, and the department is striving to address the backlog.

4. Financial implications

There will be no financial implications for Council. All administrative costs (transfer of property, etc.) will be for the account of the applicant.

5. Legal implications

In terms of section 14 of the MFMA, 2003, a municipality may not (*inter alia*) transfer ownership of as a result of a sale or by way of any other transaction dispose of capital assets unless the Municipal Council has, in a meeting open to the public,

- decided that the assets are not needed to provide minimum level of basic municipal services; and further, that

- it has considered the fair market value of the asset and the economic and community value to be received in exchange for the asset.

The MATR requires that the Municipal Council takes into account the considerations listed in Regulation 7 (a) to (l) as per the following excerpt:

**Consideration of proposals to transfer or dispose of non-exempted capital assets**

7. The municipal council must, when considering any proposed transfer or disposal of a non-exempted capital asset in terms of regulation 5(1)(b)(i) and (ii), take into account —

(a) whether the capital asset may be required for the municipality's own use at a later date;

(b) the expected loss or gain that is expected to result from the proposed transfer or disposal;

(c) the extent to which any compensation to be received in respect of the proposed transfer or disposal will result in a significant economic or financial cost or benefit to the municipality;

(d) the risks and rewards associated with the operation or control of the capital asset that is to be transferred or disposed of in relation to the municipality's interests;

(e) the effect that the proposed transfer or disposal will have on the credit rating of the municipality, its ability to raise long-term or short-term borrowings in the future and its financial position and cash flow;

(f) any limitations or conditions attached to the capital asset or the transfer or disposal of the asset, and the consequences of any potential non-compliance with those conditions;

(g) the estimated cost of the proposed transfer or disposal;

(h) the transfer of any liabilities and reserve funds associated with the capital asset;

(i) any comments or representations on the proposed transfer or disposal received from the local community and other interested persons;

(j) any written views and recommendations on the proposed transfer or disposal by the National Treasury and the relevant provincial treasury;

(k) the interests of any affected organ of state, the municipality's own strategic, legal and economic interests and the interests of the local community; and

(l) compliance with the legislative regime applicable to the proposed transfer or disposal.

The National Treasury guideline provides that the considerations listed in (i) and (j) should not be read as to be mandatory; however, should comments be available, it should be included.

The Kouga Municipal Disposal of Immovable Assets Policy of 2020 provides for the following:

| | |
|---|---|
| 5.10 | The Municipality may transfer ownership or otherwise dispose of a non-exempted immovable property only after the Municipal Council has, in terms of sections 14(2)(a) and (b) of the MFMA:<br>(a) decided on reasonable grounds that the immovable property is not needed to provide the minimum level of basic municipal services;<br>(b) considered the fair market value of the immovable property and the economic and community value to be received in exchange for the immovable property in accordance with Section 14(2) of the MFMA, and<br>(c) has as a consequence to 5.10(a) and (b) above approved in principle that the immovable property may be transferred or disposed of, and the method of disposal or transfer. |
| 5.11 | The Municipality may transfer ownership or otherwise dispose of a non-viable immovable property, as non-exempted immovable property which can be of no practical use to any other person, directly to adjoining property owner(s), only after the Municipal Council has, in terms of sections 14(2)(a) and (b) of the MFMA:<br>(a) decided on reasonable grounds that the non-viable immovable property is not needed to provide the minimum level of basic municipal services;<br>(b) considered the fair market value of the immovable property and the economic and community value to be received in exchange for the immovable property in accordance with Section 14(2) of the MFMA, and<br>(c) has as a consequence to 5.11(a) and (b) above approved in principle that the immovable property may be transferred or disposed, provided that, when giving the in principle approval, it is recorded in the minutes the full reasons for the Municipality preferring such direct transfer. |

6. Other implications

None

7. Recommendation

7.1 That Council grant **final approval** for the alienation of Farm 184, portion 2 and Farm 182, portion 0 at fair market related value.

7.2 That Council confirms that the property described in 7.1 above is not needed to provide the minimum level of basic municipal services.

7.3 That a fair market value be obtained for the property for Council to consider in line with Section 14(2) of the Municipal Finance Management Act.

7.4 That it be noted that the purchasers will be responsible for all administrative costs in respect of the alienation and transfer of the properties.

7.5 That Council authorizes the Accounting Officer to enter into a Deed of Sale for the alienation of the properties.

**Item prepared by: The Manager: Land & Property Admin**

**Item approved by: The Acting Director: Planning and Development**

**Item noted by: The Portfolio Councillor**

**Item endorsed by: The Municipal Manager**

**KOUGA MUNICIPALITY (EC 108)**

**ORDINARY COUNCIL MEETING**

**PLANNING AND DEVELOPMENT**

**DATE: 31 AUGUST 2023** **ITEM NO: 23/08/PD3**

**MORATORIUM ON THE SALE OF MUNICIPAL OWNED LAND**

1. Introduction

The purpose of this report is for the Council to consider the institution of a moratorium on the alienation / disposal of municipal owned immovable property and that such moratorium be in place for the remainder of the 2023/2024 financial year.

2. Background

Throughout the years, a huge number of applications have been tabled before Council and where resolutions have been taken, but to date a large number of matters of alienation resolved by Council have not been implemented or concluded.

The purpose of the proposed moratorium is thus to address all outstanding Council resolutions and update the municipal asset register and lease register accordingly. The implementation of a moratorium will effectively mean that on new applications for land disposals and alienation will be accepted, unless it is land required for development and the extent of the land applied for is equal to or greater than 2 (two)hectares.

The moratorium will assist the department in creating a better workflow and provide an enhanced service delivery.

During this period the Land and Property Administration will undertake -:

- To finalize and conclude outstanding applications, this will limit the duplication of erven applications.
- To undergo a data cleansing process to determine availability of land, ownership and inspection of records.
- To revise the Land and Property Policy and devise accompanying standard operating procedures and customizing the land application forms.
- It is anticipated that at the end of the moratorium:
    - That all outstanding resolutions be implemented and / or concluded.
    - That a new electronic management system would have been adopted that will assist in streamlining the Land and Property Administration processes.

- That a land management and disposal plan would be in place to guide the council in its decision making and preferred use of the available land.

3. Comments by Directorates:

3.1 Municipal Manager

The Municipal Manager is in support of the item and recommendations.

3.2 Deputy Municipal Manager

Supported.

3.3 Director: Finance & Economic Development

The proposed Moratorium needs to exclude disposal / lease of property for Economic Development purposes.

3.4 Director: Civil and Water Services

Noted

3.5 Acting Director: Electro-Mechanical Services

Noted

3.6 Director: Community Services

Noted.

3.7 Acting Director: Planning and Development

The recommendations are supported. Section 151(2) of the Constitution provides that the executive and legislative authority of a municipality is vested in the municipal council. Section 151(3) provides that a municipality has the right to govern on its own initiative, the local government affairs of its community, subject to national and provincial legislation.

4. Financial implications

The finalization of alienation and lease applications will translate into additional income being generated for council by way of the proceeds of a land sale or the rental income determined for leased property.

5. Legal implications

Should council agree to the moratorium on new applications for land disposals and alienation, the public at large must but be informed of Councils resolution and the period for which this moratorium will be in place.

6. Other implications

None

7. Recommendations:

7.1 That Council approves the implementation of a moratorium on the alienation / disposal (including lease) of municipal property for the remainder of the **2023/2024 financial year.**

7.2 That **no new** applications for land disposals and alienation will be accepted, unless it is land required for development and the extent of the land applied for is equal to or greater than 2 (two)hectares.

7.3 That Council grant authorization to the Accounting Officer to advertise the intention of the moratorium on the alienation/ disposal of municipal owned immovable property.

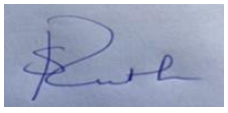
7.4 That Council be informed of the progress on a quarterly basis in order to review the moratorium on the sale of land.

**Item prepared by : The Manager: Land & Property Admin**

**Item approved by : The Acting. Director: Planning and Development**

**Item endorsed by : The Municipal Manager**

**Item noted by : The Portfolio Councillor**



**KOUGA MUNICIPALITY (EC 108)**

**ORDINARY COUNCIL MEETING**

**PLANNING AND DEVELOPMENT**

**DATE: 31 AUGUST 2023** **ITEM NO: 23/08/PD4**

**ALIENATION OF ERF 2330, HUMANSDORP TO THE MORAVIAN CHURCH OF SOUTH AFRICA**

1. Introduction

The purpose of this item is to inform Council of the application received from the Moravian Church of South Africa for the alienation of Erf 2330, Humansdorp.

2. Background

A decision to dispose of Erf 2330, Humansdorp to the Moravian Church of South Africa for church purposes (17/12/F12) was taken by Council on 19 December 2017 which reads as follows and Council's intention was advertised for public comment and objections, but no objections were received for the intended alienation at the time.

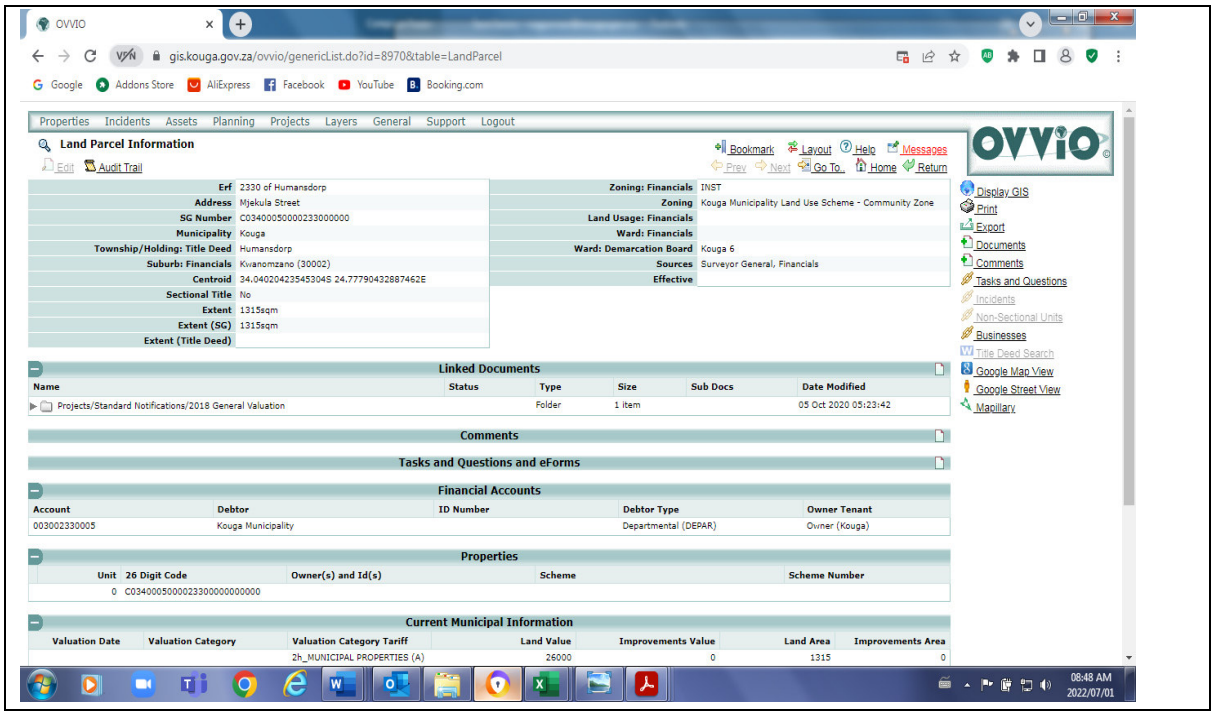
> **Moravian Church Erf 2330 Kwanomzamo Humansdorp**
>
> i) That Council notes the transfer of erf 2330 to the Moravian Church of South Africa.

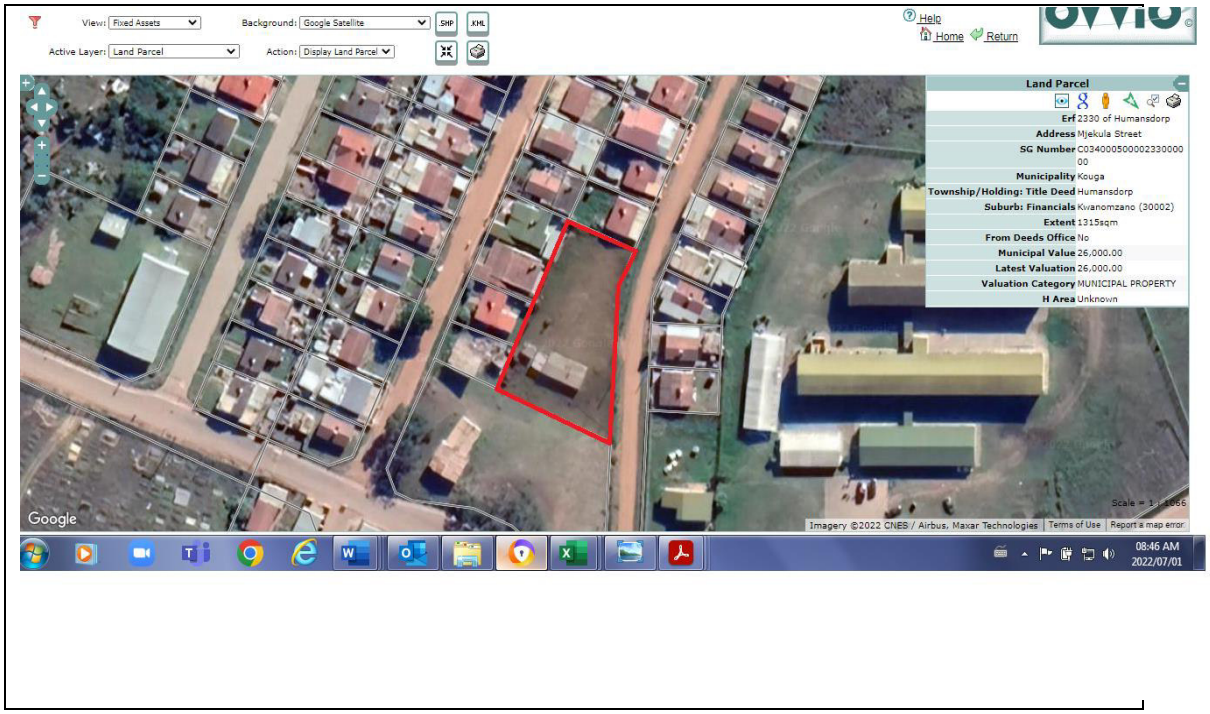
Section 14 comments from departments.

| ERF | AREA | LAND USE SCHEME | BUILDING CONTROL | MANAGEMENT |
|---|---|---|---|---|
| Erf 2330 | Humansdorp | No objection on condition that use of property is in line with the zoning. | As-built drawings will need to be formally submitted for approval, all required documentation / certificates submitted for Occupation purpose and final inspection called in order for an Occupation | TS: There is no objection, although it must be noted that there is an existing structure on the property.<br><br>AS: No objection<br><br>CS: No objection<br><br>HS: Supported |

| | | | | |
|---|---|---|---|---|
| | | | certificate to be issued. | |

Below is land parcel information of Erf 2330, Humansdorp and aerial image indicating the location of the particular property.



3. Comments by Directorates:

3.1 Municipal Manager

The item is supported.

3.2 Deputy Municipal Manager

Noted and supported.

3.3 Director: Finance & Economic Development

Report Noted

3.4 Director: Civil and Water Services

Report noted.

3.5 Acting Director: Electro-Mechanical Services

Supported

3.6 Director: Community Services

Noted.

3.7 Acting Director: Planning and Development

The recommendations are supported.

4. Financial implications

There will be no financial implications for Council.

All administrative costs (transfer of property, etc.) will be for the account of the applicant.

5. Legal implications

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. |

In addition to the above extract, regulation 13(2)(e) of the MATR must be considered, as it provides that if a municipality on account of the public interest, in particular in relation to the plight of the poor, intends to transfer a non-exempted capital asset for less than its fair market value, the municipality must, when considering the proposed transfer, take into account 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.

6. Other implications

None

7. Recommendations:

7.1 That the Council **grant final approval** for alienation of Erf 2330, Humansdorp to The Moravian Church of South Africa, at 25% of the market value, subject to a reversionary clause being registered against the title deed of the property.

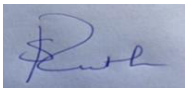
7.2 That Council confirms that the land is not needed to provide the minimum level of basic municipal services.

7.3 That Council authorizes the Accounting Officer to enter into a Deed of Sale for the purpose of transferring the said property.

**Item prepared by : The Manager: Land & Property Admin**

**Item approved by : The Acting Director: Planning and Development**

**Item endorsed by : The Municipal Manager** 

**Item noted by : The Portfolio Councillor** 

**KOUGA MUNICIPALITY (EC 108)**

**ORDINARY COUNCIL MEETING**

**PLANNING AND DEVELOPMENT**

**DATE: 31 AUGUST 2023** **ITEM NO: 23/08/PD5**

# EXTENSION OF LEASE OF LAND FOR A CELLULAR BASE STATION (VODACOM PROPRIETARY LIMITED) – A PORTION OF ERF 873, JEFFREYS BAY (THE JEFFREYS BAY GOLF COURSE)

## 1. Introduction

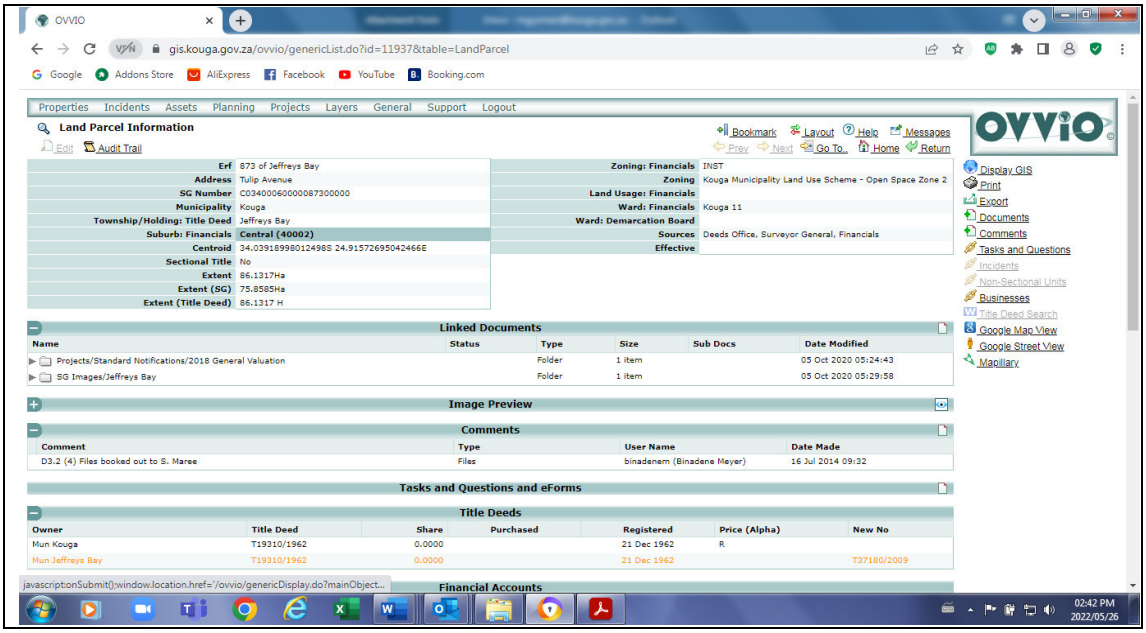
The purpose of this item is to obtain Council's final approval for the extension of the lease of a portion of Erf 873, Jeffreys Bay (The Jeffreys Bay Golf Course) to Vodacom Proprietary Limited.

## 2. Background

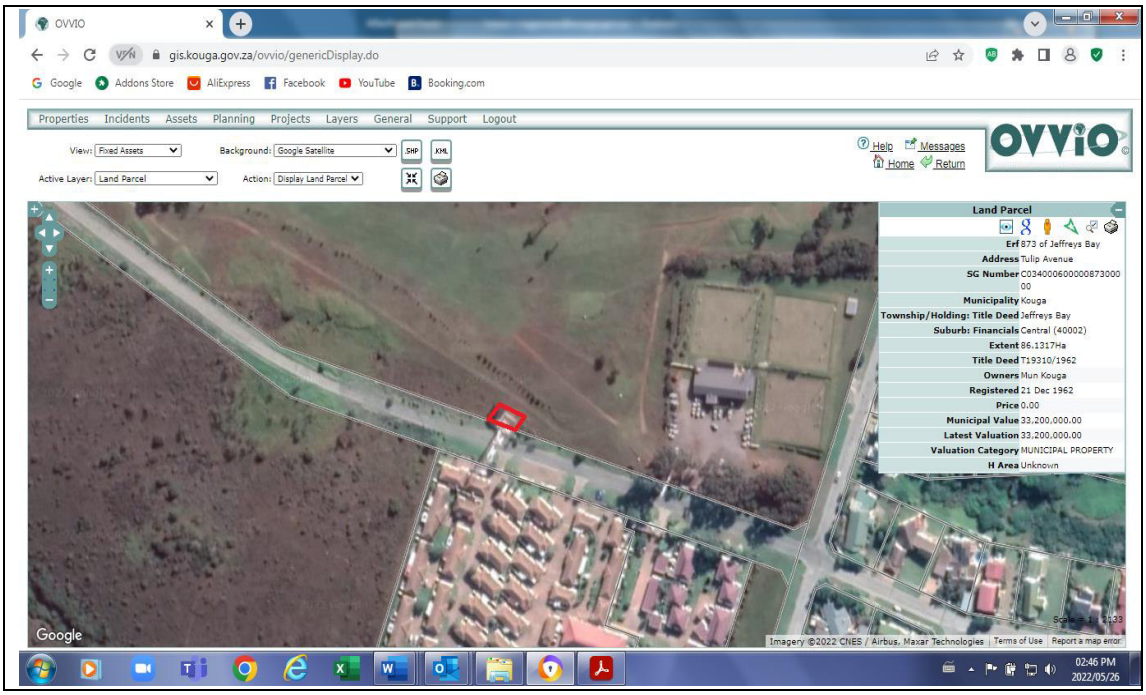
The lease expired and is currently on a month-to-month basis, whereby payment is made after submission of invoices.

It is recommended that the administrative processes be finalized in order to load the billing onto the system.

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.



The portion of land referred to is situated on a portion of Erf 873, Jeffreys Bay (The Jeffreys Bay Golf Course) and is approximately 100m² in extent.




A Council resolution for the extension of the lease of a portion of Erf 873, Jeffreys Bay (The Jeffreys Bay Golf Course) for a Cellular Base Station (22/08/PDT8) was taken by Council on 31 August 2022, which reads as follows: -

**22/08/PDT9** **EXTENSION OF LEASE OF LAND FOR A CELLULAR BASE STATION (VODACOM PROPRIETARY LIMITED) – A PORTION OF ERF 873, JEFFREYS BAY)**

**Resolved (31 August 2022)**

1. 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.

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.

3. That Council grant authorization to the Accounting Officer to advertise Council's intention to lease immovable for public participation.

4. That Council consider the market related valuation of the immovable property.

5. That all other administrative costs (valuation, advertisement, etc.) be for the cost of the applicant.

6. That only upgrades be allowed on the municipal property but no new infrastructure.

Section 14 comments from service departments

| ERF | AREA | LAND USE SCHEME | BUILDING CONTROL | MANAGEMENT |
|---|---|---|---|---|
| Erf 873 | Jeffreys Bay | The subject property is zoned Open Space Zone 2 in terms of Kouga Land Use Scheme, 2016. Telecommunication mast is not a primary right (under Open Space Zone 2), a temporary departure application for the construction of a mast should be submitted- no record for any land development application- The applicant must submit proof that they have acquired land use rights for the cell mast- Town Planning does not support the renewal of the lease before the land use rights are obtained. | Building Plans to be submitted after land use, spatial planning authorization and compliance with all other applicable legislation | AS: Supported<br><br>TS: There is municipal infra structure. The developer will have to upgrade to accommodate the tower.<br>TS: There is existing telecom infrastructure on this portion of erf 873<br><br>CS: Supported, provided that all applicable authorizations are obtained and public participation are done in all affected residential areas.<br><br>HS: No objection<br><br>TP: Not supported. Land use rights must be obtained prior to installation of telecommunication infrastructure. |

3. Comments by Directorates:

3.1 Municipal Manager

Item is supported.

3.2 Deputy Municipal Manager

Item supported.

3.3 Director: Finance & Economic Development

Recommendations supported on condition that the outstanding amount owed is paid prior to entering into the new lease agreement.

3.4 Director: Civil and Water Services

Noted. The following should be considered, OHS issues, aesthetic necessity to the surrounding suburbs.

3.5 Acting Director: Electro-Mechanical Services

Supported.

3.6 Director: Community Services

Noted.

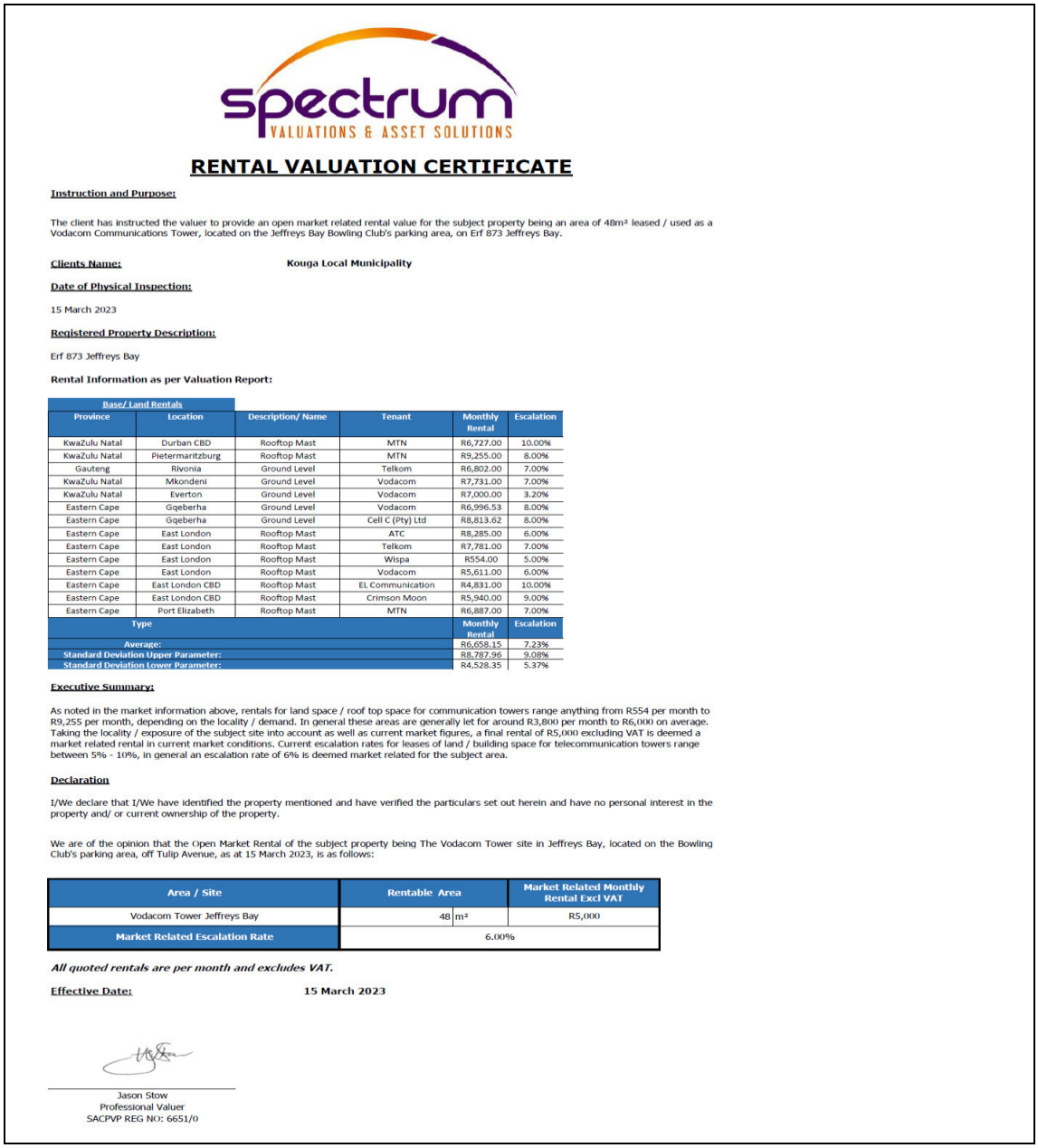
3.7 Acting Director: Planning and Development

Item is supported.

4. Financial implications

Should Council resolve to lease the property herein, the applicant shall be responsible for all administrative costs associated with the property. There would be no financial implication to council.

i) Professional valuation certificate:



spectrum
VALUATIONS & ASSET SOLUTIONS

**RENTAL VALUATION CERTIFICATE**

**Instruction and Purpose:**

The client has instructed the valuer to provide an open market related rental value for the subject property being an area of 48m² leased / used as a Vodacom Communications Tower, located on the Jeffreys Bay Bowling Club's parking area, on Erf 873 Jeffreys Bay.

**Clients Name:** **Kouga Local Municipality**

**Date of Physical Inspection:**

15 March 2023

**Registered Property Description:**

Erf 873 Jeffreys Bay

**Rental Information as per Valuation Report:**

| Base/ Land Rentals | | | | | |
|---|---|---|---|---|---|
| Province | Location | Description/ Name | Tenant | Monthly Rental | Escalation |
| KwaZulu Natal | Durban CBD | Rooftop Mast | MTN | R6,727.00 | 10.00% |
| KwaZulu Natal | Pietermaritzburg | Rooftop Mast | MTN | R9,255.00 | 8.00% |
| Gauteng | Rivonia | Ground Level | Telkom | R6,802.00 | 7.00% |
| KwaZulu Natal | Mkondeni | Ground Level | Vodacom | R7,731.00 | 7.00% |
| KwaZulu Natal | Everton | Ground Level | Vodacom | R7,000.00 | 3.20% |
| Eastern Cape | Gqeberha | Ground Level | Vodacom | R6,996.53 | 8.00% |
| Eastern Cape | Gqeberha | Ground Level | Cell C (Pty) Ltd | R8,813.62 | 8.00% |
| Eastern Cape | East London | Rooftop Mast | ATC | R8,285.00 | 6.00% |
| Eastern Cape | East London | Rooftop Mast | Telkom | R7,781.00 | 7.00% |
| Eastern Cape | East London | Rooftop Mast | Wispa | R554.00 | 5.00% |
| Eastern Cape | East London | Rooftop Mast | Vodacom | R5,611.00 | 6.00% |
| Eastern Cape | East London CBD | Rooftop Mast | EL Communication | R4,831.00 | 10.00% |
| Eastern Cape | East London CBD | Rooftop Mast | Crimson Moon | R5,940.00 | 9.00% |
| Eastern Cape | Port Elizabeth | Rooftop Mast | MTN | R6,887.00 | 7.00% |
| Type | | | | Monthly Rental | Escalation |
| Average: | | | | R6,658.15 | 7.23% |
| Standard Deviation Upper Parameter: | | | | R8,787.96 | 9.08% |
| Standard Deviation Lower Parameter: | | | | R4,528.35 | 5.37% |

**Executive Summary:**

As noted in the market information above, rentals for land space / roof top space for communication towers range anything from R554 per month to R9,255 per month, depending on the locality / demand. In general these areas are generally let for around R3,800 per month to R6,000 on average. Taking the locality / exposure of the subject site into account as well as current market figures, a final rental of R5,000 excluding VAT is deemed a market related rental in current market conditions. Current escalation rates for leases of land / building space for telecommunication towers range between 5% - 10%, in general an escalation rate of 6% is deemed market related for the subject area.

**Declaration**

I/We declare that I/We have identified the property mentioned and have verified the particulars set out herein and have no personal interest in the property and/ or current ownership of the property.

We are of the opinion that the Open Market Rental of the subject property being The Vodacom Tower site in Jeffreys Bay, located on the Bowling Club's parking area, off Tulip Avenue, as at 15 March 2023, is as follows:

| Area / Site | Rentable Area | Market Related Monthly Rental Excl VAT |
|---|---|---|
| Vodacom Tower Jeffreys Bay | 48 m² | R5,000 |
| **Market Related Escalation Rate** | 6.00% | |

***All quoted rentals are per month and excludes VAT.***

**Effective Date:** **15 March 2023**

Jason Stow
Professional Valuer
SACPVP REG NO: 6651/0

5. Legal implications

Negative implications may arise should the processes not be duly followed according to legislative prescripts as required in the Local Government: Municipal Finance Management Act, 2003 (Act 56 of 2003): Sections 14, 90 and 33 (MFMA), and further Section 63(1) and (2) of the MFMA: Asset and liability management.

The MATR requires that the Municipal Council takes into account the considerations listed in Regulation 7 (a) to (l) as per the following excerpt:

**7. Consideration of proposals to transfer or dispose of non-exempted capital assets.**—The municipal council must, when considering any proposed transfer or disposal of a non-exempted capital asset in terms of regulation 5 (1) (b) (i) and (ii), take into account—

(*a*) whether the capital asset may be required for the municipality's own use at a later date;

(*b*) the expected loss or gain that is expected to result from the proposed transfer or disposal;

(*c*) the extent to which any compensation to be received in respect of the proposed transfer or disposal will result in a significant economic or financial cost or benefit to the municipality;

(*d*) the risks and rewards associated with the operation or control of the capital asset that is to be transferred or disposed of in relation to the municipality's interests;

(*e*) the effect that the proposed transfer or disposal will have on the credit rating of the municipality, its ability to raise long-term or short-term borrowings in the future and its financial position and cash flow;

(*f*) any limitations or conditions attached to the capital asset or the transfer or disposal of the asset, and the consequences of any potential non-compliance with those conditions;

(*g*) the estimated cost of the proposed transfer or disposal;

(*h*) the transfer of any liabilities and reserve funds associated with the capital asset;

(*i*) any comments or representations on the proposed transfer or disposal received from the local community and other interested persons;

(*j*) any written views and recommendations on the proposed transfer or disposal by the National Treasury and the relevant provincial treasury;

(*k*) the interests of any affected organ of state, the municipality's own strategic, legal and economic interests and the interests of the local community; and

(*l*) compliance with the legislative regime applicable to the proposed transfer or disposal.

The National Treasury guideline provides that the considerations listed in (i) and (j) should not be read as to be mandatory; however, should comments be available, it should be included.

<u>Public Participation:</u>

**KOUGA MUNICIPALITY (EC108)**

**NOTICE NO 79/2023**

**PUBLIC PARTICIPATION NOTICE**

**PUBLIC INVITATION FOR COMMENTS AND OBJECTIONS TO THE COUNCIL'S INTENSION FOR THE EXTENSION OF THE LEASE OF MUNICIPAL PROPERTIES FOR MULTIPLE CELLULAR BASE STATIONS**

Notice is hereby given that at a Council Meeting held on 31 August 2022 (RESOLUTIONS 22/08/PDT8, 22/08/PDT9 AND 22/08/PDT10), the Council resolved to call for public comments and objections on the extension of the lease of immovable assets for Cellular Base Stations, in accordance with all applicable Legislation and the Municipal Policy and Procedures of Immovable Assets:

**Land earmarked for Lease:**

A Portion Erf 406, Paradise Beach (Paradise Beach Water Reservoir)
A portion of Erf 873, Jeffreys Bay
A Portion of Farm 747, Portion 72, Humansdorp RD (Sea Vista Water Reservoir)

Members of the public or interested parties are hereby invited to submit comments and objections, on the intention of the municipality to lease of municipal land in writing to the Municipal Manager, 33 Da Gama Road, Jeffreys Bay, or to email address: jreed@kouga.gov.za on or before Tuesday, 23 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

**For placement:**

Kouga Express
Municipal Notice Boards
Municipal Website

In this instance, no such comments and/or objections received from the public for the lease of the municipal property.

The Kouga Policy provides for the following:

| | |
|---|---|
| 5.10 | The Municipality may transfer ownership or otherwise dispose of a non-exempted immovable property only after the Municipal Council has, in terms of sections 14(2)(a) and (b) of the MFMA:<br>(a) decided on reasonable grounds that the immovable property is not needed to provide the minimum level of basic municipal services;<br>(b) considered the fair market value of the immovable property and the economic and community value to be received in exchange for the immovable property in accordance with Section 14(2) of the MFMA, and<br>(c) has as a consequence to 5.10(a) and (b) above approved in principle that the immovable property may be transferred or disposed of, and the method of disposal or transfer. |
| 5.11 | The Municipality may transfer ownership or otherwise dispose of a non-viable immovable property, as non-exempted immovable property which can be of no practical use to any other person, directly to adjoining property owner(s), only after the Municipal Council has, in terms of sections 14(2)(a) and (b) of the MFMA:<br>(a) decided on reasonable grounds that the non-viable immovable property is not needed to provide the minimum level of basic municipal services;<br>(b) considered the fair market value of the immovable property and the economic and community value to be received in exchange for the immovable property in accordance with Section 14(2) of the MFMA, and<br>(c) has as a consequence to 5.11(a) and (b) above approved in principle that the immovable property may be transferred or disposed, provided that, when giving the in principle approval, it is recorded in the minutes the full reasons for the Municipality preferring such direct transfer. |

6. Other implications

That an application form be submitted together with the following supporting documents, if needed:

- Copy of title deed (if privately owned)
- Proposed Site plans
- A comprehensive motivation
- Zoning Certificate
- Locality plan
- Power of attorney, if applicant is not the owner (Consent from the MM)
- Comments from EC Department of Environmental Affairs
- Civil Aviation Authorization

7. Recommendation

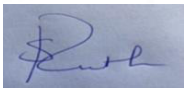
7.1 That Council **grant final approval** for the extension of the lease of a portion of Erf 873, Jeffreys Bay for a Cellular Base Station to Vodacom Proprietary Limited for 9 years and 11 months.

7.2 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.

7.3 That Council consider the market related valuation of R5,000.00 for the rental of the immovable property.

7.4 That all other administrative costs be for the cost of the applicant.

7.5 That Council authorizes the Accounting Officer to enter into a lease agreement with the applicant for a period not exceeding 9 years and 11 months.

| | | | |
|---|---|---|---|
| **Item prepared by** | **:** | **The Manager: Land & Property Admin** |  |
| **Item approved by** | **:** | **The Acting Director: Planning and Development** |  |
| **Item endorsed by** | **:** | **The Municipal Manager** |  |
| **Item noted by** | **:** | **The Portfolio Councillor** |  |

**KOUGA MUNICIPALITY (EC 108)**

**ORDINARY COUNCIL MEETING**

**PLANNING AND DEVELOPMENT**

**DATE: 31 AUGUST 2023** **ITEM NO: 23/08/PD6**

**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 RESERVOIR)**

1. Introduction

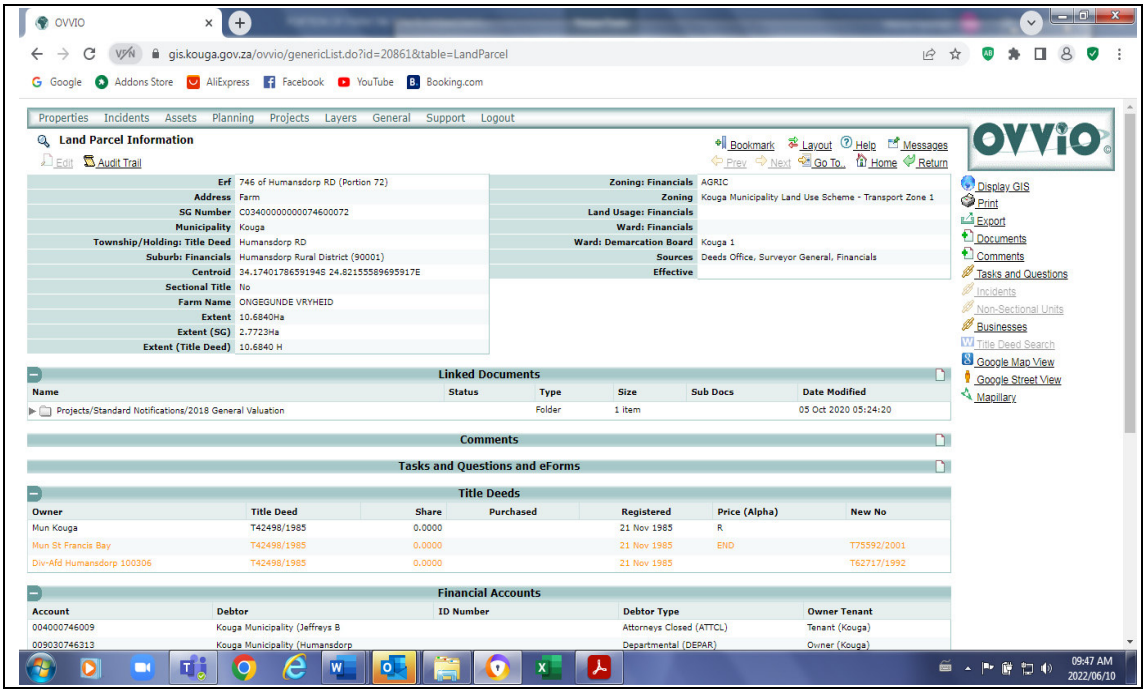
The purpose of this item is to obtain Council's final approval for the extension of the lease of a portion of Farm 746, Portion 72, Humansdorp RD (Sea Vista Water Reservoir) to Vodacom Proprietary Limited.

2. Background

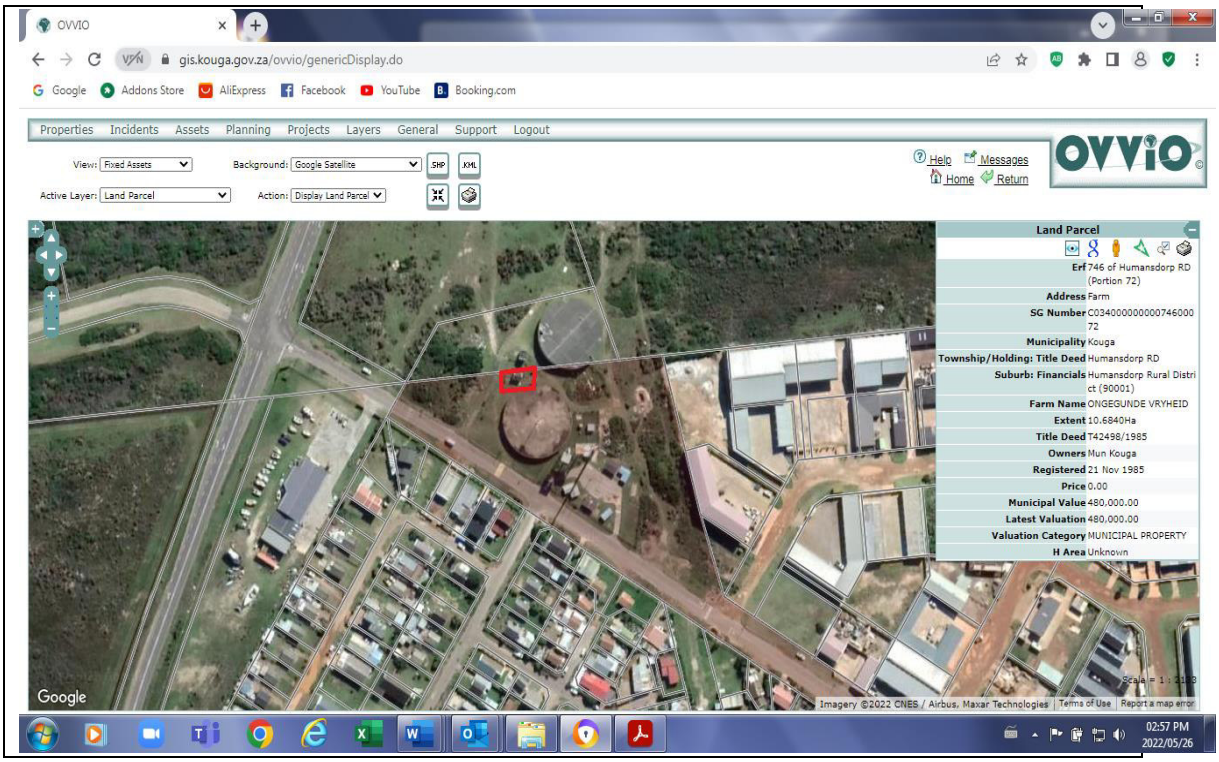
The lease expired and are currently on a month-to-month basis whereby payment is made after submission of invoices.

It is recommended that the administrative processes be finalized in order to load the billing onto the system.

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.




The portion of land referred to is situated at the Sea Vista Water Towers and is approximately 100m² in extent.




A Council resolution for the extension of the lease of a portion of Farm 746, Portion 72, Humansdorp RD (Sea Vista Water Reservoir) for a Cellular Base Station (22/08/PDT8) was taken by Council on 31 August 2022 which reads as follows: -

**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)**

**Resolved (31 August 2022)**

1. 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.

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.

3. That Council grant authorization to the Accounting Officer to advertise Council's intention to lease immovable for public participation.

4. That Council consider the market related valuation of the immovable property.

5. That all other administrative costs (valuation, advertisement, etc.) be for the cost of the applicant.

6. That only upgrades be allowed on the municipal property but no new infrastructure.

Section 14 comments from service departments

| ERF | AREA | LAND USE SCHEME | BUILDING CONTROL | MANAGEMENT |
|---|---|---|---|---|
| Farm 746/72 | Humansdorp RD | The subject property is zoned Transport Zone 1 in terms of Kouga Land Use Scheme, 2016. Telecommunication mast is not a primary right (under Transport Zone 1), a temporary departure application for the construction of a mast should be submitted- no record for any land development | Building Plans to be submitted after land use, spatial planning authorization and compliance with all other applicable legislation | AS: Supported<br><br>TS: I & E have above and below ground water infrastructure here – not supported.<br><br>CS: Supported, provided that all applicable authorizations are obtained and public participation are done in all affected residential areas. |

| | | | | |
|---|---|---|---|---|
| | | application- The applicant must submit proof that they have acquired land use rights for the cell mast- Town Planning does not support the renewal of the lease before the land use rights are obtained. | | HS: No objection<br><br>TP: Not supported. Land use right must be obtained prior to installation of telecommunication infrastructure. |

3. Comments Directorates:

3.1 Municipal Manager

Item is supported.

3.2 Deputy Municipal Manager

Noted.

3.3 Director: Finance & Economic Development

Recommendations supported subject to the outstanding amount due being paid prior to entering into the new lease agreement.

3.4 Director: Civil and Water Services

Noted, any structural adjustments to existing infrastructure to be preapproved by the Directorate. The following should be considered, OHS issues, aesthetic necessity to the surrounding suburbs.

3.5 Acting Director: Electro-Mechanical Services

Noted

3.6 Director: Community Services

Noted.

3.7 Acting Director: Planning and Development

Item is supported.

4. Financial implications

Should Council resolve to lease the property herein, the applicant shall be responsible for all administrative costs associated with the property. There would be no financial implication to council.

ii) Professional valuation certificate:

# RENTAL VALUATION CERTIFICATE

**Instruction and Purpose:**

The client has instructed the valuer to provide an open market related rental value for the subject property being an area of 45m² leased / used as a Vodacom Communications Tower, located on the St Francis Bay's Reservoir site, on Portion 72 of the farm Ongegunde Vryheid 746 Humansdorp RD, Tarragona Road, Sea Vista.

**Clients Name:** **Kouga Local Municipality**

**Date of Physical Inspection:**

15 March 2023

**Registered Property Description:**

Portion 72 of the farm Ongegunde Vryheid 746 Humansdorp RD

**Rental Information as per Valuation Report:**

**Base/ Land Rentals**

| Province | Location | Description/ Name | Tenant | Monthly Rental | Escalation |
|---|---|---|---|---|---|
| KwaZulu Natal | Durban CBD | Rooftop Mast | MTN | R6,727.00 | 10.00% |
| KwaZulu Natal | Pietermaritzburg | Rooftop Mast | MTN | R9,255.00 | 8.00% |
| Gauteng | Rivonia | Ground Level | Telkom | R6,802.00 | 7.00% |
| KwaZulu Natal | Mkondeni | Ground Level | Vodacom | R7,731.00 | 7.00% |
| KwaZulu Natal | Everton | Ground Level | Vodacom | R7,000.00 | 3.20% |
| Eastern Cape | Gqeberha | Ground Level | Vodacom | R6,996.53 | 8.00% |
| Eastern Cape | Gqeberha | Ground Level | Cell C (Pty) Ltd | R8,813.62 | 8.00% |
| Eastern Cape | East London | Rooftop Mast | ATC | R8,285.00 | 6.00% |
| Eastern Cape | East London | Rooftop Mast | Telkom | R7,781.00 | 7.00% |
| Eastern Cape | East London | Rooftop Mast | Wispa | R554.00 | 5.00% |
| Eastern Cape | East London | Rooftop Mast | Vodacom | R5,611.00 | 6.00% |
| Eastern Cape | East London CBD | Rooftop Mast | EL Communication | R4,831.00 | 10.00% |
| Eastern Cape | East London CBD | Rooftop Mast | Crimson Moon | R5,940.00 | 9.00% |
| Eastern Cape | Port Elizabeth | Rooftop Mast | MTN | R6,887.00 | 7.00% |

| Type | Monthly Rental | Escalation |
|---|---|---|
| Average: | R6,658.15 | 7.23% |
| Standard Deviation Upper Parameter: | R8,787.96 | 9.08% |
| Standard Deviation Lower Parameter: | R4,528.35 | 5.37% |

**Executive Summary:**

As noted in the market information above, rentals for land space / roof top space for communication towers range anything from R554 per month to R9,255 per month, depending on the locality / demand. In general these areas are generally let for around R3,800 per month to R6,000 on average. Taking the locality / exposure of the subject site into account as well as current market figures, a final rental of R5,000 excluding VAT is deemed a market related rental in current market conditions. Current escalation rates for leases of land / building space for telecommunication towers range between 5% - 10%, in general an escalation rate of 6% is deemed market related for the subject area.

**Declaration**

I/We declare that I/We have identified the property mentioned and have verified the particulars set out herein and have no personal interest in the property and/ or current ownership of the property.

We are of the opinion that the Open Market Rental of the subject property being The Vodacom Tower site in St Fracnis Bay, located on the St Francis bay reservoir site, just outside of town next to the industrial area, off Tarragona Road, as at 15 March 2023, is as follows:

| Area / Site | Rentable Area | Market Related Monthly Rental Excl VAT |
|---|---|---|
| Vodacom Tower Jeffreys Bay | 45 m² | R5,000 |
| **Market Related Escalation Rate** | 6.00% | |

***All quoted rentals are per month and excludes VAT.***

**Effective Date:** **15 March 2023**

Jason Stow
Professional Valuer
SACPVP REG NO: 6651/0

5. Legal implications

Negative implications may arise should the processes not be duly followed according to legislative prescripts as required in the Local Government: Municipal Finance Management Act, 2003 (Act 56 of 2003): Sections 14, 90 and 33 (MFMA), and further Section 63(1) and (2) of the MFMA: Asset and liability management.

The MATR requires that the Municipal Council takes into account the considerations listed in Regulation 7 (a) to (l) as per the following excerpt:

**7. Consideration of proposals to transfer or dispose of non-exempted capital assets.**—The municipal council must, when considering any proposed transfer or disposal of a non-exempted capital asset in terms of regulation 5 (1) (b) (i) and (ii), take into account—

(*a*) whether the capital asset may be required for the municipality's own use at a later date;

(*b*) the expected loss or gain that is expected to result from the proposed transfer or disposal;

(*c*) the extent to which any compensation to be received in respect of the proposed transfer or disposal will result in a significant economic or financial cost or benefit to the municipality;

(*d*) the risks and rewards associated with the operation or control of the capital asset that is to be transferred or disposed of in relation to the municipality's interests;

(*e*) the effect that the proposed transfer or disposal will have on the credit rating of the municipality, its ability to raise long-term or short-term borrowings in the future and its financial position and cash flow;

(*f*) any limitations or conditions attached to the capital asset or the transfer or disposal of the asset, and the consequences of any potential non-compliance with those conditions;

(*g*) the estimated cost of the proposed transfer or disposal;

(*h*) the transfer of any liabilities and reserve funds associated with the capital asset;

(*i*) any comments or representations on the proposed transfer or disposal received from the local community and other interested persons;

(*j*) any written views and recommendations on the proposed transfer or disposal by the National Treasury and the relevant provincial treasury;

(*k*) the interests of any affected organ of state, the municipality's own strategic, legal and economic interests and the interests of the local community; and

(*l*) compliance with the legislative regime applicable to the proposed transfer or disposal.

The National Treasury guideline provides that the considerations listed in (i) and (j) should not be read as to be mandatory; however, should comments be available, it should be included.

Public Participation:

**KOUGA MUNICIPALITY (EC108)**

**NOTICE NO 79/2023**

**PUBLIC PARTICIPATION NOTICE**

**PUBLIC INVITATION FOR COMMENTS AND OBJECTIONS TO THE COUNCIL'S INTENSION FOR THE EXTENSION OF THE LEASE OF MUNICIPAL PROPERTIES FOR MULTIPLE CELLULAR BASE STATIONS**

Notice is hereby given that at a Council Meeting held on 31 August 2022 (RESOLUTIONS 22/08/PDT8, 22/08/PDT9 AND 22/08/PDT10), the Council resolved to call for public comments and objections on the extension of the lease of immovable assets for Cellular Base Stations, in accordance with all applicable Legislation and the Municipal Policy and Procedures of Immovable Assets:

**Land earmarked for Lease:**

A Portion Erf 406, Paradise Beach (Paradise Beach Water Reservoir)
A portion of Erf 873, Jeffreys Bay
A Portion of Farm 747, Portion 72, Humansdorp RD (Sea Vista Water Reservoir)

Members of the public or interested parties are hereby invited to submit comments and objections, on the intention of the municipality to lease of municipal land in writing to the Municipal Manager, 33 Da Gama Road, Jeffreys Bay, or to email address: jreed@kouga.gov.za on or before Tuesday, 23 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

**For placement:**

Kouga Express
Municipal Notice Boards
Municipal Website

In this instance, no such comments and/or objections received from the public for the lease of the municipal property.

The Kouga Policy provides for the following:

| | |
|---|---|
| 5.10 | The Municipality may transfer ownership or otherwise dispose of a non-exempted immovable property only after the Municipal Council has, in terms of sections 14(2)(a) and (b) of the MFMA:<br>(a) decided on reasonable grounds that the immovable property is not needed to provide the minimum level of basic municipal services;<br>(b) considered the fair market value of the immovable property and the economic and community value to be received in exchange for the immovable property in accordance with Section 14(2) of the MFMA, and<br>(c) has as a consequence to 5.10(a) and (b) above approved in principle that the immovable property may be transferred or disposed of, and the method of disposal or transfer. |
| 5.11 | The Municipality may transfer ownership or otherwise dispose of a non-viable immovable property, as non-exempted immovable property which can be of no practical use to any other person, directly to adjoining property owner(s), only after the Municipal Council has, in terms of sections 14(2)(a) and (b) of the MFMA:<br>(a) decided on reasonable grounds that the non-viable immovable property is not needed to provide the minimum level of basic municipal services;<br>(b) considered the fair market value of the immovable property and the economic and community value to be received in exchange for the immovable property in accordance with Section 14(2) of the MFMA, and<br>(c) has as a consequence to 5.11(a) and (b) above approved in principle that the immovable property may be transferred or disposed, provided that, when giving the in principle approval, it is recorded in the minutes the full reasons for the Municipality preferring such direct transfer. |

6. Other implications

That an application form be submitted together with the following supporting documents, if needed:

- Copy of title deed (if privately owned)
- Proposed Site plans
- A comprehensive motivation
- Zoning Certificate
- Locality plan
- Power of attorney, if applicant is not the owner (Consent from the MM)
- Comments from EC Department of Environmental Affairs
- Civil Aviation Authorisation

7. Recommendations:

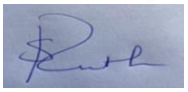
7.1 That Council **grant final approval** for the extension of the lease of a portion of Farm 746, portion 72, Humansdorp RD (Sea Vista Water Towers) for a Cellular Base Station to Vodacom Proprietary Limited for 9 years and 11 months.

7.2 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.

7.3 That Council consider the market related valuation of R5,000.00 for the rental of the immovable property.

7.4 That all other administrative costs be for the cost of the applicant.

7.5 That Council authorizes the Accounting Officer to enter into a lease agreement with the applicant for a period not exceeding 9 years and 11 months.

| | | | |
|---|---|---|---|
| **Item prepared by** | **:** | **The Manager: Land & Property Admin** |  |
| **Item approved by** | **:** | **The Acting Director: Planning and Development** |  |
| **Item endorsed by** | **:** | **The Municipal Manager** |  |
| **Item noted by** | **:** | **The Portfolio Councillor** |  |

**KOUGA MUNICIPALITY (EC 108)**

**ORDINARY COUNCIL MEETING**

**PLANNING AND DEVELOPMENT**

**DATE: 31 AUGUST 2023** **ITEM NO: 23/08/PD7**

**EXTENSION OF LEASE OF LAND FOR A CELLULAR BASE STATION (VODACOM PROPRIETARY LIMITED) – A PORTION OF ERF 406, PARADISE BEACH (PARADISE BEACH WATER RESERVOIR)**

1. Introduction

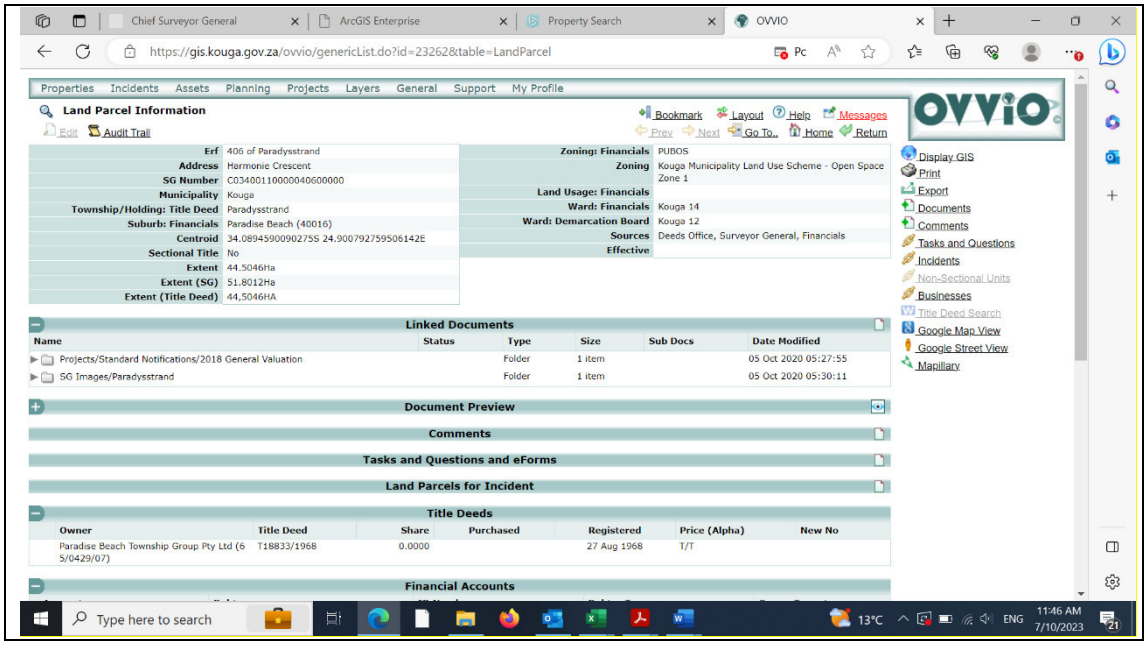
The purpose of this item is to obtain Council's final approval for the extension of the lease of a portion of Erf 406, Paradise Beach (Paradise Beach Water Towers) to Vodacom Proprietary Limited.

2. Background

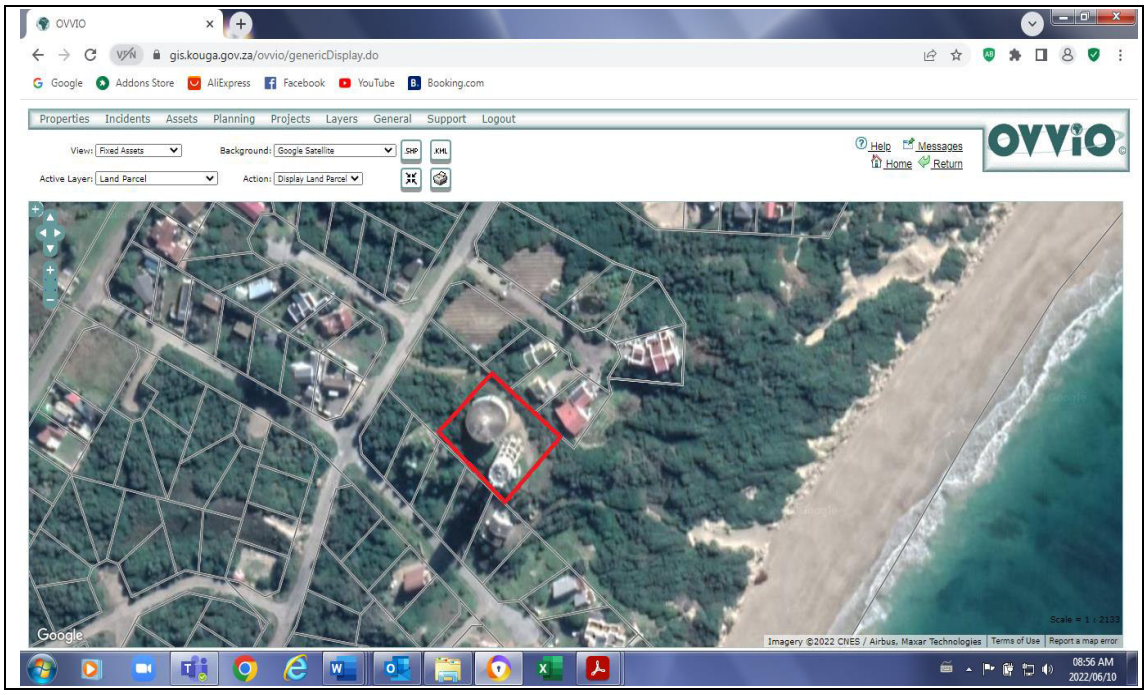
The lease expired and is currently on a month-to-month basis, whereby payment is made after submission of invoices.

It is recommended that the administrative processes be finalized in order to load the billing onto the system.

The Planning & Development 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.



The portion of land referred to is situated at the Paradise Beach Water Towers and is approximately 100m² in extent.




A Council resolution for the extension of the lease of a portion of Erf 406, Paradise Beach for a Cellular Base Station (22/08/PDT8) was taken by Council on 31 August 2022 which reads as follows: -

**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)**

**Resolved (31 August 2022)**

1. 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.

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.

3. That Council grant authorization to the Accounting Officer to advertise Council's intention to lease immovable for public participation.

4. That Council consider the market related valuation of the immovable property.

5. That all other administrative costs (valuation, advertisement, etc.) be for the cost of the applicant.

6. That only upgrades be allowed on the municipal property but no new infrastructure.

Section 14 comments from service departments

| ERF | AREA | LAND USE SCHEME | BUILDING CONTROL | MANAGEMENT |
|---|---|---|---|---|
| Erf 406 | Paradise Beach | The subject property is zoned Open Space Zone 1 in terms of Kouga Land Use Scheme, 2016. Telecommunication mast is not a primary right (under Open Space Zone 1), a temporary departure application for the construction of a mast should be submitted- no record for any land | Building Plans to be submitted after land use, spatial planning authorization and compliance with all other applicable legislation | AS: Supported<br><br>TS: Electrical supply available on street kiosk.<br>TS: I & E have water retaining infrastructure on site – no telecom infrastructure allowed on water retaining structures.<br><br>CS: Supported, provided that all applicable authorizations are |

| | | | | |
|---|---|---|---|---|
| | | development application- The applicant must submit proof that they have acquired land use rights for the cell mast- Town Planning does not support the renewal of the lease before the land use rights are obtained. | | obtained, and public participation are done in all affected residential areas.<br><br>HS: No objection<br><br>TP: Not supported. Land use right must be obtained prior to installation of telecommunication infrastructure. |

3. Comments Directorates:

3.1 Municipal Manager

Item supported, and the Lessee must be informed of the intended repairs works planned for the water tower. After repairs to the tower, all electronic equipment on top of the existing water tower will have to be removed and relocated to a tower to be erected.

3.2 Deputy Municipal Manager

That the maintenance of the inverter and battery pack to sustain internet cover for St Francis Bay be included as part of the agreement.

3.3 Director: Finance & Economic Development

Recommendations supported subject to the outstanding debt being paid prior to entering into the new lease agreement.

3.4 Director: Civil and Water Services

The lease agreement needs to be renegotiated and municipal infrastructure should be prevented of being used contrary to its original design.

3.5 Acting Director: Electro-Mechanical Services

It is difficult to get hold of the relevant company officials when challenges are encountered. The technical staff are often not aware when communication companies do work on these towers. Better controls to be proposed to address this issue. Due to the elevation, Council must safeguard itself in terms of indemnity should a contractor injure themselves.

3.6 Director: Community Services

Noted.

3.7 Acting Director: Planning and Development

Item is supported.

4. Financial implications

Should Council resolve to lease the property herein, the applicant shall be responsible for all administrative costs associated with the property. There would be no financial implication to council.

iii) Professional valuation certificate:

# RENTAL VALUATION CERTIFICATE

**Instruction and Purpose:**

The client has instructed the valuer to provide an open market related rental value for the subject property being an area on the ground as well as a section on the water tower which is leased / used as a Vodacom Communications Tower, located on Erf 406 Paradysstrand, off Harmonie Crescent, known as the Paradise Beach Water Tower.

**Clients Name:** **Kouga Local Municipality**

**Date of Physical Inspection:**

13 March 2023

**Registered Property Description:**

Erf 406 Paradysstrand

**Rental Information as per Valuation Report:**

**Base/ Land Rentals**

| Province | Location | Description/ Name | Tenant | Monthly Rental | Escalation |
|---|---|---|---|---|---|
| KwaZulu Natal | Durban CBD | Rooftop Mast | MTN | R6,727.00 | 10.00% |
| KwaZulu Natal | Pietermaritzburg | Rooftop Mast | MTN | R9,255.00 | 8.00% |
| Gauteng | Rivonia | Ground Level | Telkom | R6,802.00 | 7.00% |
| KwaZulu Natal | Mkondeni | Ground Level | Vodacom | R7,731.00 | 7.00% |
| KwaZulu Natal | Everton | Ground Level | Vodacom | R7,000.00 | 3.20% |
| Eastern Cape | Gqeberha | Ground Level | Vodacom | R6,996.53 | 8.00% |
| Eastern Cape | Gqeberha | Ground Level | Cell C (Pty) Ltd | R8,813.62 | 8.00% |
| Eastern Cape | East London | Rooftop Mast | ATC | R8,285.00 | 6.00% |
| Eastern Cape | East London | Rooftop Mast | Telkom | R7,781.00 | 7.00% |
| Eastern Cape | East London | Rooftop Mast | Wispa | R554.00 | 5.00% |
| Eastern Cape | East London | Rooftop Mast | Vodacom | R5,611.00 | 6.00% |
| Eastern Cape | East London CBD | Rooftop Mast | EL Communication | R4,831.00 | 10.00% |
| Eastern Cape | East London CBD | Rooftop Mast | Crimson Moon | R5,940.00 | 9.00% |
| Eastern Cape | Port Elizabeth | Rooftop Mast | MTN | R6,887.00 | 7.00% |

| Type | Monthly Rental | Escalation |
|---|---|---|
| Average: | R6,658.15 | 7.23% |
| Standard Deviation Upper Parameter: | R8,787.96 | 9.08% |
| Standard Deviation Lower Parameter: | R4,528.35 | 5.37% |

**Executive Summary:**

As noted in the market information above, rentals for land space / roof top space for communication towers range anything from R554 per month to R9,255 per month, depending on the locality / demand. In general these areas are generally let for around R3,800 per month to R6,000 on average. Taking the locality / exposure of the subject site into account as well as current market figures, a final rental of R5,000 excluding VAT is deemed a market related rental in current market conditions. Current escalation rates for leases of land / building space for telecommunication towers range between 5% - 10%, in general an escalation rate of 6% is deemed market related for the subject area.

**Declaration**

I/We declare that I/We have identified the property mentioned and have verified the particulars set out herein and have no personal interest in the property and/ or current ownership of the property.

We are of the opinion that the Open Market Rental of the subject property being The Vodacom Tower site in Paradise Beach, located on the Water Tower's site, off Harmonie Crescent, as at 15 March 2023, is as follows:

| Area / Site | Rentable Area | Market Related Monthly Rental Excl VAT |
|---|---|---|
| Vodacom Tower Paradise Beach | 50 m² | R5,000 |
| **Market Related Escalation Rate** | 6.00% | |

***All quoted rentals are per month and excludes VAT.***

**Effective Date:** **15 March 2023**

Jason Stow
Professional Valuer
SACPVP REG NO: 6651/0

5. Legal implications

Negative implications may arise should the processes not be duly followed according to legislative prescripts as required in the Local Government: Municipal Finance Management Act, 2003 (Act 56 of 2003): Sections 14, 90 and 33 (MFMA), and further Section 63(1) and (2) of the MFMA: Asset and liability management.

The MATR requires that the Municipal Council takes into account the considerations listed in Regulation 7 (a) to (l) as per the following excerpt:

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The National Treasury guideline provides that the considerations listed in (i) and (j) should not be read as to be mandatory; however, should comments be available, it should be included.

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**KOUGA MUNICIPALITY (EC108)**

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**Land earmarked for Lease:**

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A portion of Erf 873, Jeffreys Bay
A Portion of Farm 747, Portion 72, Humansdorp RD (Sea Vista Water Reservoir)

Members of the public or interested parties are hereby invited to submit comments and objections, on the intention of the municipality to lease of municipal land in writing to the Municipal Manager, 33 Da Gama Road, Jeffreys Bay, or to email address: jreed@kouga.gov.za on or before Tuesday, 23 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

**For placement:**

Kouga Express
Municipal Notice Boards
Municipal Website

In this instance, no such comments and/or objections received from the public for the lease of the municipal property.

The Kouga Policy provides for the following:

| | |
|---|---|
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6. Other implications

That an application form be submitted together with the following supporting documents, if needed:

- Copy of title deed (if privately owned)
- Proposed Site plans
- A comprehensive motivation
- Zoning Certificate
- Locality plan
- Power of attorney, if applicant is not the owner (Consent from the MM)
- Comments from EC Department of Environmental Affairs
- Civil Aviation Authorisation

7. Recommendations:

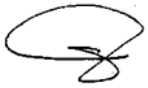
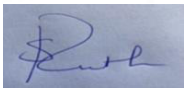
7.1 That Council **grant final approval** for the extension of the lease of a portion of Erf 406, Paradise Beach (Paradise Beach Water Towers) for a Cellular Base Station to Vodacom Proprietary Limited for 9 years and 11 months.

7.2 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.

7.3 That Council consider the market related valuation of R5,000.00 for the rental of the immovable property.

7.4 That all other administrative costs be for the cost of the applicant.

7.5 That Council authorizes the Accounting Officer to enter into a lease agreement with the applicant for a period not exceeding 9 years and 11 months.

| | | | |
|---|---|---|---|
| **Item prepared by** | **:** | **The Manager: Land & Property Admin** |  |
| **Item approved by** | **:** | **The Acting Director: Planning and Development** |  |
| **Item endorsed by** | **:** | **The Municipal Manager** |  |
| **Item noted by** | **:** | **The Portfolio Councillor** |  |

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**KOUGA MUNICIPALITY (EC 108)**

**ORDINARY COUNCIL MEETING**

**PLANNING AND DEVELOPMENT**

**DATE: 31 AUGUST 2023** **ITEM NO: 23/08/PD8**

**ALLOCATION OF STREET AND AREA NAMES: VARIOUS GOVERNMENT-SUBSIDIZED HOUSING PROJECTS: KRUISFONTEIN AND PELLSRUS**

1. Introduction

The purpose of the item is to request for Council's final approval in respect of the street and area names for various existing government-subsidised housing projects in Kruisfontein, Humansdorp & Pellsrus, Jeffreys Bay.

2. Background

Council granted an in-principle approval on 30 September 2021 for proposed street names for various government-subsidised housing projects in the Kruisfontein and Pellsrus areas.

| | |
|---|---|
| **21/09/PD7** | **ALLOCATION OF STREET NAMES AND AREA NAMES: VARIOUS GOVERNMENT SUBSIDIZED HOUSING PROJECT: KRUISFONTEIN, HUMANSDORP**<br><br>**Resolved (30 September 2021)**<br><br>1. That Council **grant in-principle approval** for the proposed street and area names as contemplated in the layout maps for the Maak 'n Las, Sewende Laan, Jeugkamp, and Kruisfontein 391government subsidized housing projects.<br><br>2. That Council grant authorization to the Accounting Officer to advertise the proposed street and area names herein, for public participation.<br><br>3. That budgetary provisions by the relevant Directorates for the erection of the street names be discussed at the next Mayco Exco Management meeting for budgeting purposes.<br><br>4. That it be noted that all vertical street names need to be included on the street maps and that the Acting Manager: Land & Property and Public Participation Co-Ordinator are in the process of liaising with the Ward Committee as the that proposed street names are to be submitted by the respective Ward Committees.<br><br>5. That it be noted that street names and area names are not to be the same when submitted by the respective Ward Committees to avoid misunderstandings in the case of emergencies. |

| | |
|---|---|
| **21/09/PD8** | **ALLOCATION OF STREET NAMES AND AREA NAMES: GOVERNMENT SUBSIDIZED HOUSING PROJECT: WARD 2: PELLSRUS 220**<br><br>**Resolved (30 September 2021)**<br><br>1. That Council **grant in-principle approval** for the proposed street names as contemplated in the layout map for the Pellsrus 220 government subsidized housing projects.<br><br>2. That Council grant authorization to the Accounting Office to advertise the proposed street and area names herein, for public participation.<br><br>3. That budgetary provisions by the relevant Directorates for the erection of the street names be discussed at the next Management meeting for budgeting purposes.<br><br>4. That it be noted that street names and area names are not to be the same when submitted by the Ward Committee to avoid misunderstandings in the case of emergencies.<br><br>5. That the street names be shortened in the report. |

3. Comments by Directorates:

3.1 Municipal Manager

Item supported.

3.2 Deputy Municipal Manager

Noted

3.3 Director: Finance & Economic Development

Report Noted

3.4 Director: Civil and Water Services

Supported

3.5 Acting Director: Electro-Mechanical Services

Supported

3.6 Director: Community Services

Noted.

3.7 Acting Director: Planning and Development

Recommendations are supported. It should be noted that the name proposals were received through a public participation process and the names recommended for approval is compliant to the applicable Policy on Street Naming and Numbering and it is proposed that the names as proposed be approved by Council.

4. Financial Implications

There will be financial implications with respect to the erection of the street names in the respective residential areas, once the proposed street names herein, receives council's final approval.

5. Legal Implications

In terms of the Council Policy on Street Naming and Numbering, Section 5 of the policy makes provision that:

| | |
|---|---|
| 5.1 | When submitting an application to Council, the applicant shall discuss the street names with the GIS Official. |
| 5.2 | If there is no duplication of street names, then the names are reflected on street name plan which is based on the proposed subdivision. The street name plan will be represented by a erf number on the proposed subdivision and no farm portions will be allowed. |
| 5.3 | In the case of Council subsidized housing projects, the proposal must be circulated additionally to the relevant Ward Committee for street names. |
| 5.4 | If the proposed street names comply with this policy, the decision to approve or not approve is taken by the Portfolio Committee: Planning & Development |
| 5.5 | The applicant is informed of their right of appeal against the decision. When an appeal(s) is submitted, it is assessed by the appropriate appeal body or bodies. |
| 5.6 | If there are no objections to the names or Council's decision is upheld to approve the street names, then the street name register and where applicable, the relevant cadastral layers on Council's GIS are updated. |
| 5.7 | Upon receipt of the approved Surveyor General Plan, street numbers will be allocated by the GIS Official and forwarded to the relevant financial department. |

Public Participation:

**KOUGA MUNICIPALITY (EC108)**

**NOTICE NO: 230/2021**

**PUBLIC PARTICIPATION NOTICE**

**ALLOCATION OF STREET NAMES AND AREA NAMES: VARIOUS GOVERNMENT SUBSIDIZED HOUSING PROJECTS: KRUISFONTEIN, WARD 4 & 5**

Notice is hereby given that at a Council Meeting held on 30 September 2021(Resolution 21/09/PD8) the Council resolved to call for public comments and objections on the intended allocation of street and area names for various government subsidised housing projects completed to date in Kruisfontein area, in accordance with the provisions of the Municipal Policy on Street Naming & Numbering:

**Ward 4 & 5 Committee: Proposals on Street Names & Place Names**
**Kruisfontein 219 (Maak 'n Las Area)**
Proposed Street Names
Allison, Crystal, Emerald, Garnet, Gemstone, Moonstone, Pearl, Ruby, Sandstone, Sapphire Street
Proposed Area Name
Rockridge

**Kruisfontein 205 (Sewende Laan Area)**
Proposed Street Names
Abelia, Acacia, Angelier, Ceader, Daisy, Dalia, Leilani, Lily, Malva, Petunia, Primrose, Sandstone (extension from Maak 'n Las), Tulip, Violet Street
Proposed Area Name
Fountainville

**Jeug Kamp 85**
Proposed Street Names
Human (extension), Okras, Protea, Solomon, Varing

**Kruisfontein 391**
Proposed Street Names
Albetros, Botterboon, Geelhout (extension), Houtkapper, Kokkewiet, Melkhout (extension), Mossie, Nerina (extension), Suikerkan (extension), Tolbos (extension)
Proposed Area Name
Van Lingen Park

**Further particulars are available for inspection** at the office of the Directorate: Planning, Development & Tourism, Municipal Offices, Planning and Development Department, 16 Woltemade Street, Jeffreys Bay. Contact Person: Mr. Sadrick Grootboom: Act. Manager: Land and Properties. Tel. 042- 2002200 or E-Mail Address: cgrootboom@kouga.gov.za

Motivated objections, if any, against the intended process, must be lodged in writing, to reach the undersigned not later than 30 days after publication of this notice.

All correspondence relating to this application must be addressed to Ms J. Reed @ E-Mail Address: jreed@kouga.gov.za

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

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

**For Publication:**

Kouga Express
Municipal Notice Boards
Municipal Website

21 October 2021

**KOUGA MUNICIPALITY (EC108)**

**NOTICE NO: 231/2021**

**PUBLIC PARTICIPATION NOTICE**

**ALLOCATION OF STREET NAMES: PELLSRUS 220 GOVERNMENT SUBSIDIZED HOUSING PROJECT: WARD 2**

Notice is hereby given that at a Council Meeting held on 30 September 2021(Resolution 21/09/PD8) the Council resolved to call for public comments and objections on the intended allocation of street names for the Pellsrus 220 housing project, in accordance with the provisions of the Municipal Policy on Street Naming & Numbering:

**Ward Committee Proposals**
Proposed Street Names
E. Hill, E. Williams, H. Pienaar, M. Mathyumza, P. Stokwe, S. Tarentaal, T. Meleni

**Further particulars are available for inspection** at the office of the Directorate: Planning, Development & Tourism, Municipal Offices, Planning and Development Department, 16 Woltemade Street, Jeffreys Bay. Contact Person: Mr. Sadrick Grootboom: Act. Manager: Land and Properties. Tel. 042- 2002200 or E-Mail Address: cgrootboom@kouga.gov.za

Motivated objections, if any, against the intended process, must be lodged in writing, to reach the undersigned not later than 30 days after publication of this notice.

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

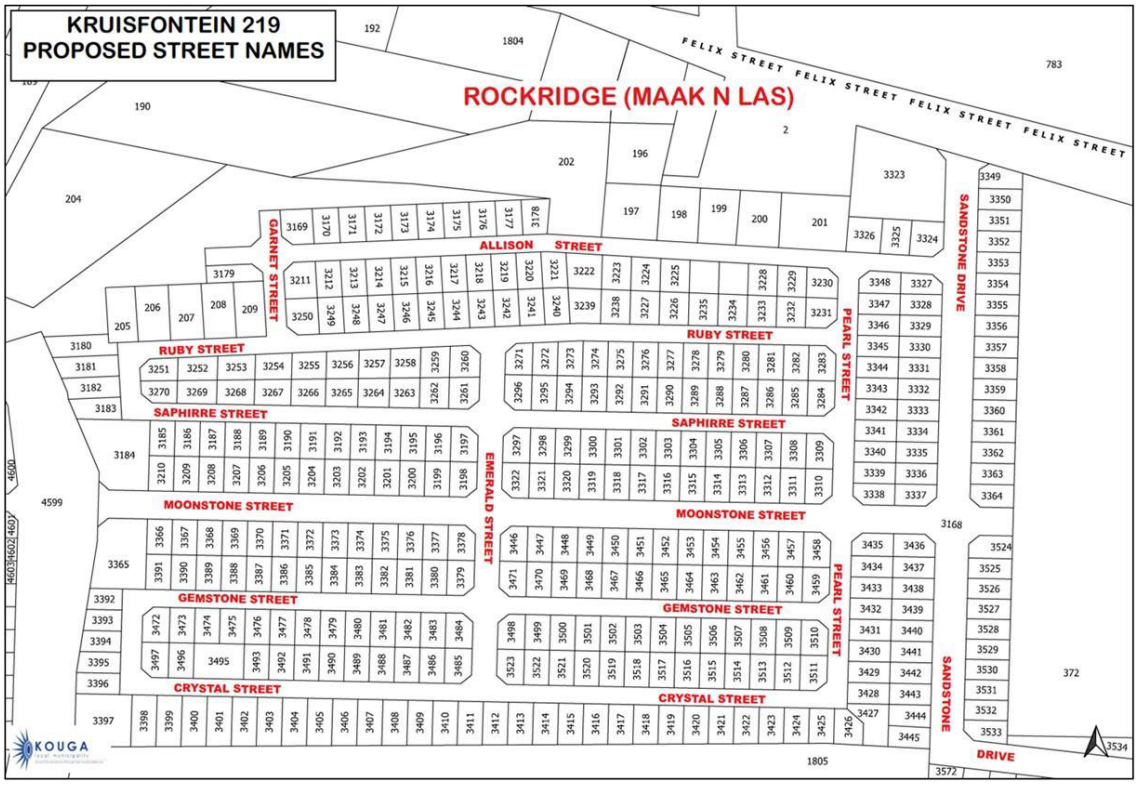
**P.O. BOX 21**
**JEFFREYS BAY**
**6330**

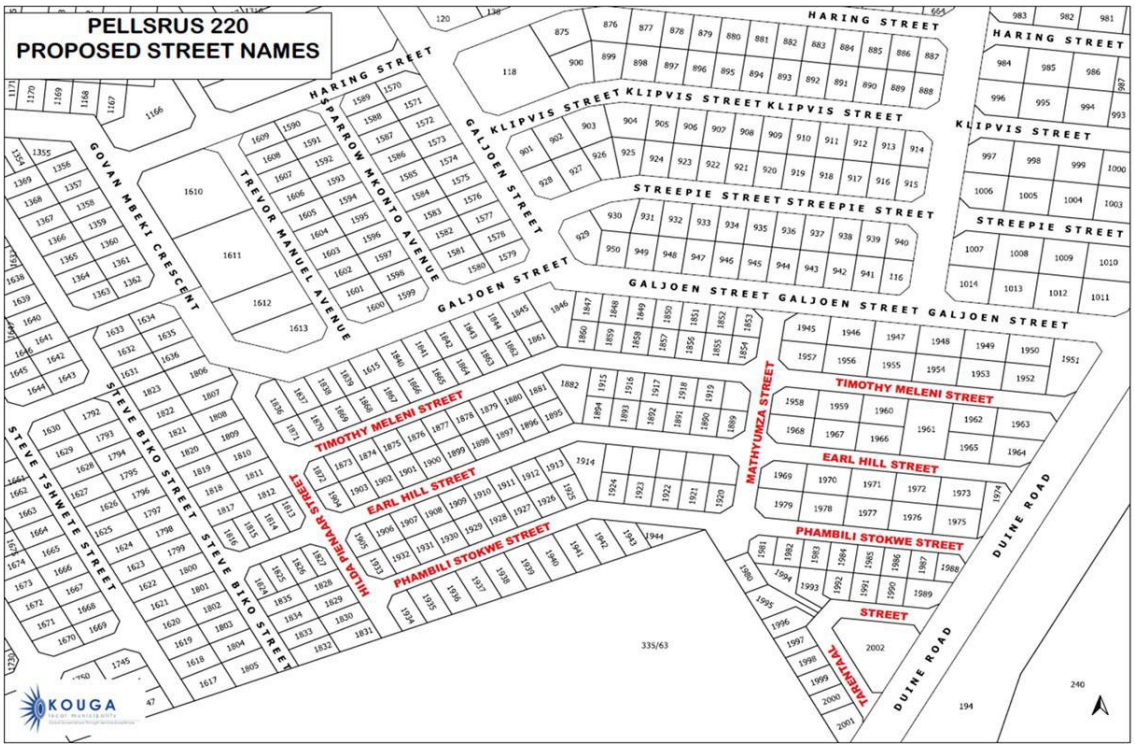
**For Publication:**

Kouga Express
Municipal Notice Boards
Municipal Website

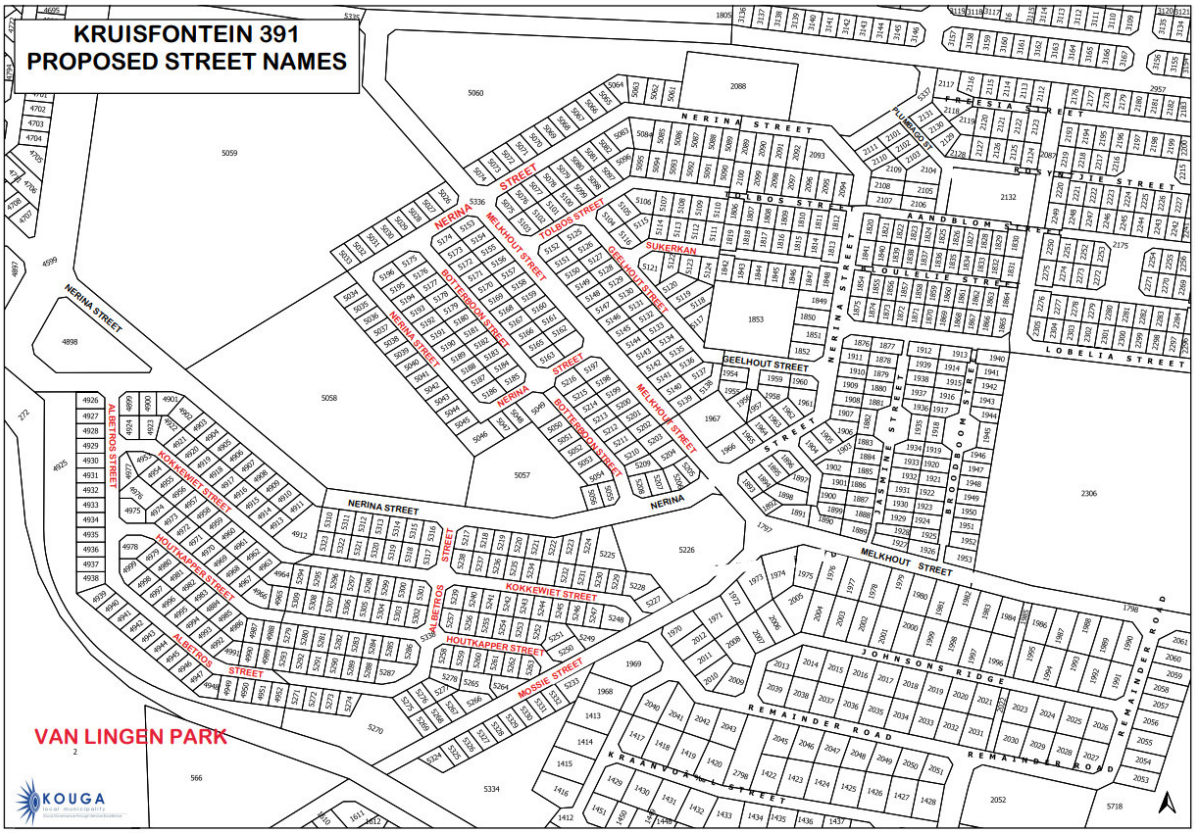
21 October 2021

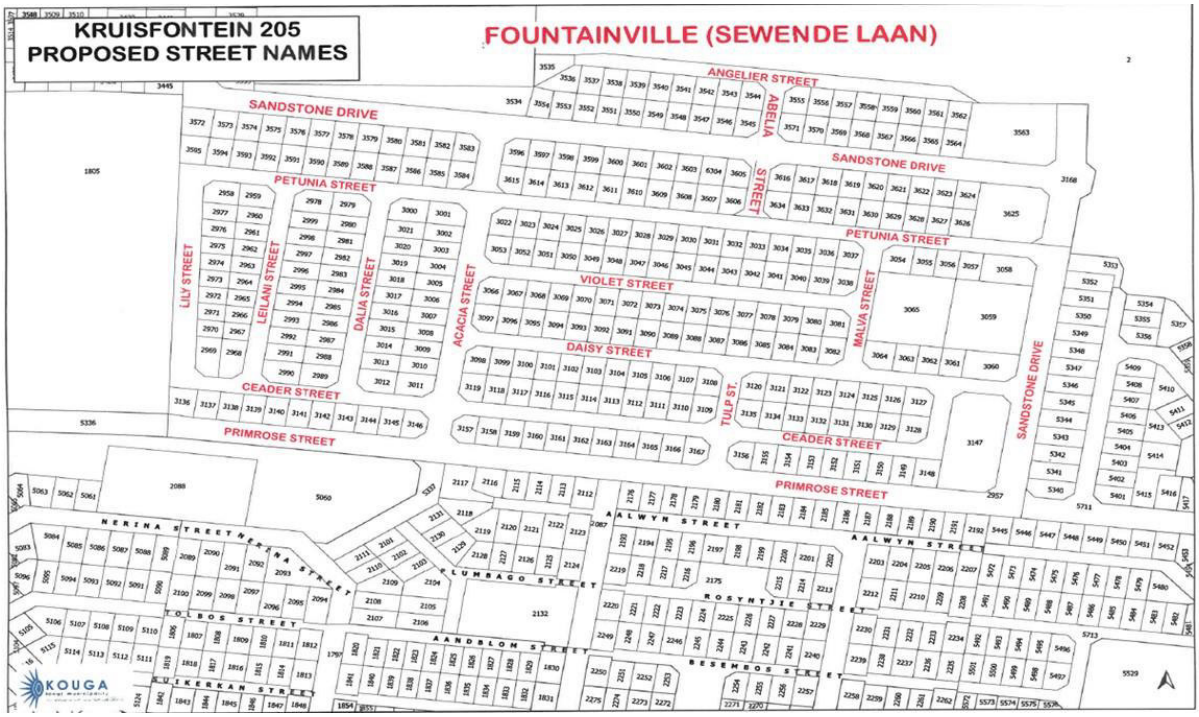
The proposed street and area names were advertised for public participation, Notice 230 & 231/2022. Objections were received against the proposed area name for the Kruisfontein 391 (Van Lingen Park) and not the proposed street names, the area name and street names for Kruisfontein 219 (Maak 'n Las) and the proposed street names for Pellsrus 220 housing projects. ****See objection on Annexure "A"**

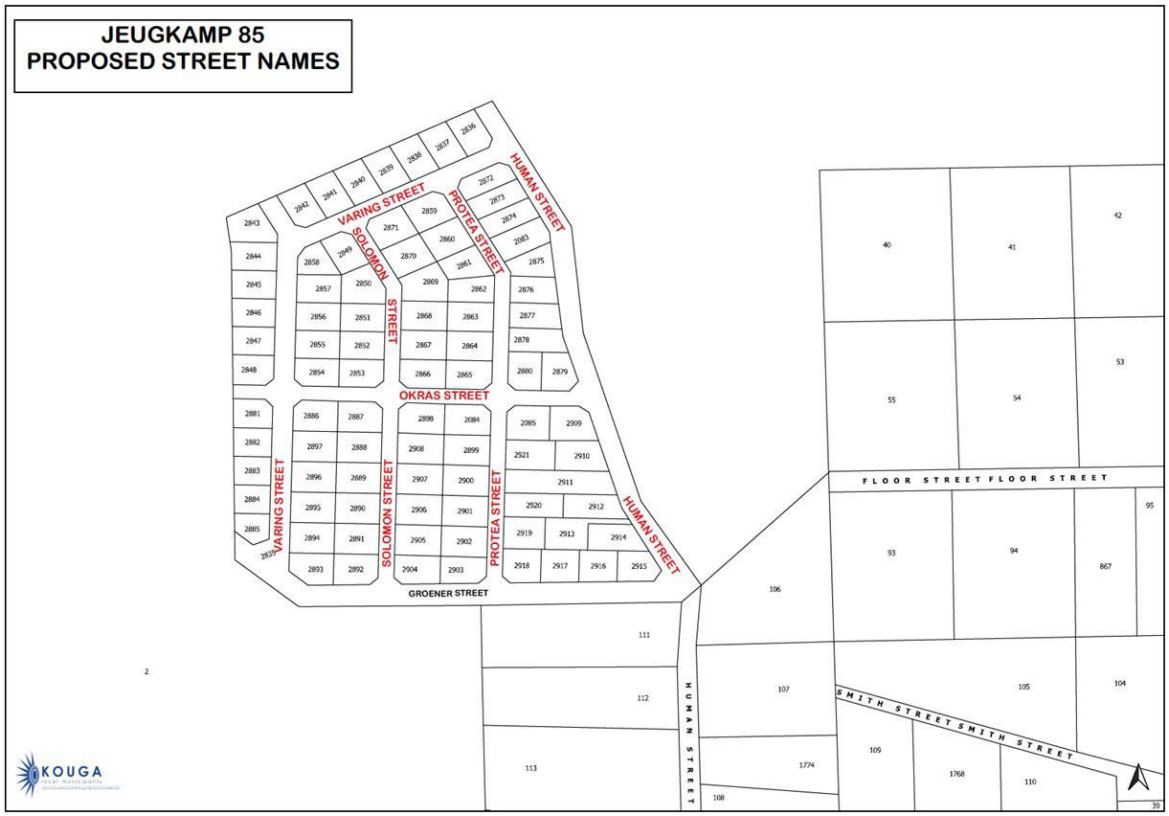



No objections were received against the proposed street names for Kruisfontein 391, the street and area names for Kruisfontein 205 and Jeugkamp 85.


KRUISFONTEIN 391
PROPOSED STREET NAMES
VAN LINGEN PARK
NERINA STREET
TOLBOS STREET
AANDBLOM STREET
ROSYNTJIE STREET
LOBELIA STREET
KOULELIE STREET
DEELHOUT STREET
MELKHOUT STREET
SUIKERKAN
GUELDERHOUT STREET
BUITENBOSCH STREET
KOKKEWIET STREET
HOUTKAPPER STREET
ALBERTOS STREET
MOSSIE STREET
JOHNSONS RIDGE
REMAINDER ROAD
KRANTZKOP STREET
KOUGA


KRUISFONTEIN 205
PROPOSED STREET NAMES
FOUNTAINVILLE (SEWENDE LAAN)
ANGELIER STREET
ABELIA STREET
SANDSTONE DRIVE
PETUNIA STREET
LILY STREET
LEILANI STREET
DALIA STREET
ACACIA STREET
VIOLET STREET
DAISY STREET
TULP ST
MALVA STREET
CEADER STREET
PRIMROSE STREET
AALWYN STREET
KLUMBAGO STREET
ROSYNTJIE STREET
TOLBOS STREET
AANDBLOM STREET
KUIKERKAN STREET
KOUGA




It be noted that the Street Naming Committee has considered the initial proposed street and area names and confirmed that the proposed names are in line with the provisions of the Policy before the proposals was taken to the PDT Portfolio Committee Meeting for consideration.

6. Other implications

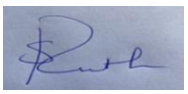
None

7. Recommendations:

7.1 That Council **grant final approval** for the street names and place names as contemplated in the street layout plans for the Kruisfontein 391, Kruisfontein 205, Kruisfontein 219, Jeugkamp 85 and Pellsrus 220 government subsidized housing projects.

7.2 That the Infrastructure and Engineering Directorate erect the street and area names in accordance with the approved street and area names contemplated in point 7.1 above.

7.3 That the street name register and the cadastral layers on Council's GIS be updated in accordance with resolution 7.1 above.

| | | | |
|---|---|---|---|
| **Item prepared by** | **:** | **The Manager: Land & Property Admin** |  |
| **Item approved by** | **:** | **The Acting Director: Planning and Development** |  |
| **Item endorsed by** | **:** | **The Municipal Manager** |  |
| **Item noted by** | **:** | **The Portfolio Councillor** |  |

**ANNEXURE A**

**OBJECTIONS AGAINST PROPOSALS FOR KRUISFONTEIN 391 & 219 HOUSING PROJECTS**

Kouga Municipality (EC 108)
Notice NO: 230/2021
Public Participation Notice

30 March 2022

**RE: ALLOCATION OF STREET NAMES AND AREA NAMES: VARIOUS GOVERNMENT SUBSIDIZED HOUSING PROJECTS: KRUISFONTEIN WARD 4/5**

On the 30 September 2021 Kouga Council take a resolution (21/09PD8) to call for public comments and objections on the intended allocation of street and are names for various municipality subsidised housing projects.

We the residence of WARD 4/5 hereby would like to submit and object the proposed names in accordance with the provisions of the Municipal Policy on Street Naming and Numbering.

We as the residence of Kouga Municipal Area proposed the Area Name for Kruisfontein 391 to be named:

**WARD 5**
**Proposed Area Name:**
Kruisfontein 391 Phase One (1)
Kruisfontein 391 Phase Two (2) separately and not Van Lingen Park

**WARD 4**
Kruisfontein 219 (Maak 'n Las)
Community proposed Street Names:
Rollison Ave, Alison Booysen Dlamini Erasmus Scorpion
**Proposed Area Name:**
Rudrichville

We've provided a list of signatories that motivate our objection in the strongest terms. We demand that Kouga Council reconsider the resolution that was being taken and that an inclusive community participation process being embark on.

Thank you for consider the Community participation which is our right and your responsibility.

Your sincerely
Kouga Residence of Ward 4&5

# PETISIE

## HUMANSDORP

**GEMEENSKAP(AREA):** KOUGA MUNICIPAL AREA

**DATUM:** 30/03/22

**Hiermee gee ek,die ondergetekede te kenne dat ek nie saamstem met die voorgestelde naams verandering vir die Area waarin ek woonagtig is nie ,soos aangedui in die Kouga munisipale (EC108) - Kennis 230/2021.**

| NO. | NAAM & VAN | ADRES | ID NOMMER | HANDTEK. |
|---|---|---|---|---|
| 1. | Katrien Stokes | 5738 Donkerhoek | 460825229432 | |
| 2. | Lena Stokes | 5738 Donkerhoek | 8102200233084 | |
| 3. | MARChell Stokes | 5738 Donkerhoek | 9902075247088 | |
| 4. | CHOLU MBUTA | 5741 Donkerhoek | 8705015429085 | |
| 5. | Francina Coenrad | 5817 Donkerhoek | 4909180334086 | |
| 6. | Anita Walters | 5829 Donkerhoek | 8303040247082 | |
| 7. | Noland Hiander | 5829 Donkerhoek | 8205125123080 | |
| 8. | SIMAkhule Libhela | 5930 Donkerhoek | 8605106326083 | |
| 9. | Vusumzi Gantsho | 5930 Donkerhoek | 6410215705083 | |
| 10. | Esmerelda Toll | 6011 Donkerhoek | 9012140394088 | |
| 11. | Michelle Petgieter | 6095 Donkerhoek | 0307091290855 | |
| 12. | Charlene Arendse | 149 Donkerhoek | | |
| 13. | John Williams | 149 Donkerhoek | | |

| | | | | |
|---|---|---|---|---|
| 103. | | | | |
| 104. | M. Jansen | New Area | S038 | |
| 105. | S. Booysen | " | S041 | |
| 106. | C. Phillander | " | S042 | |
| 107. | Christel. Botha | " | S044 | |
| 108. | David. Botha | " | S044 | |
| 109. | Nadene. Breda | " | S069 | |
| 110. | B. Maya | " | S120 | |
| 111. | C. Brunners | " | S120 | |
| 112. | N. Brunners | " | S120 | |
| 113. | M. Botha | " | S123 | |
| 114. | Siena. Koela | " | S126 | |
| 115. | Everton. Lippert | " | S136 | |
| 116. | | | | |
| 117. | | TOTAL - | | 15 |
| 118. | | | | |
| 119. | | | | |
| 120. | | | | |
| 121 | | | | |
| 122 | | | | |
| 123 | | | | |
| 124 | | | | |

**OBJECTIONS AGAINST PROPOSALS FOR PELLSRUS 220 HOUSING PROJECT**

SUGGESTED NAMES FOR 7 STREETS - 220 HOUSING PROJECT - WARD 2. KOUGA

Keep to the theme of existing street names & easy to remember / write / pronounce

| CHOKKA | OESTER | VISSERMAN | OCEAN | SNAPPER | PERLEMOEN | STRAND | DORY | SARDINE | Name & Surname | Cell nr | Signature |
|---|---|---|---|---|---|---|---|---|---|---|---|
| | ✓ | ✓ | ✓ | ✓ | | ✓ | ✓ | ✓ | Moses Zeeland | 0612554497 | |
| | ✓ | ✓ | ✓ | ✓ | | ✓ | ✓ | ✓ | Mercia Zeeland | 0714724117 | |
| | ✓ | ✓ | ✓ | ✓ | | ✓ | ✓ | ✓ | Angelina Specman | 0729402633 | |
| | ✓ | ✓ | ✓ | ✓ | | ✓ | ✓ | ✓ | Akhona Specman | 0729426333 | A.Specman |
| | ✓ | ✓ | ✓ | ✓ | | ✓ | ✓ | ✓ | Asande Specman | 0710461263 | ASpecman |
| ✓ | | ✓ | ✓ | | ✓ | ✓ | ✓ | ✓ | Thembeka Apolisi | 0834949125 | X |
| | ✓ | | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | Mxolisi Nyandeni | 0600092071 | M Nyandeni |
| ✓ | ✓ | ✓ | ✓ | | ✓ | ✓ | | ✓ | Zukiswa Bashman | 0660665481 | Z Bashman |
| | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | | ✓ | Aubrey Pedro | — | AJ. Pedro |
| ✓ | ✓ | | ✓ | ✓ | ✓ | | ✓ | ✓ | Thembalethu Andrews | — | T. Andrews |
| ✓ | ✓ | ✓ | | ✓ | ✓ | ✓ | | ✓ | Nomvula Andrews | — | N. Andrews |
| ✓ | | ✓ | | ✓ | ✓ | ✓ | ✓ | ✓ | Hanelie May | 0835637977 | Hanelie |
| ✓ | | ✓ | | ✓ | ✓ | ✓ | ✓ | ✓ | Luyanda Soga | 0835637977 | L. Soga |
| | ✓ | ✓ | ✓ | ✓ | ✓ | | ✓ | ✓ | Bianca Botha | 0604711493 | BBotha |
| | ✓ | ✓ | ✓ | ✓ | ✓ | | ✓ | ✓ | Sopheline Tibus | 0671114881 | S.Tibus |
| ✓ | ✓ | ✓ | | ✓ | ✓ | | ✓ | ✓ | Breyton Fieteise | 0638441477 | |
| ✓ | ✓ | ✓ | ✓ | ✓ | | ✓ | | ✓ | Alisha MBAMA | 0742669251 | |

SUGGESTED NAMES FOR 7 STREETS - 220 HOUSING PROJECT - WARD 2. KOUGA

Key to the theme of existing street names & easy to remember / write / pronounce

| CHOKKA | OESTER | VISSERMAN | OCEAN | SNAPPER | PERLEMOEN | STRAND | DORY | SARDINE | Name & Surname | Cell nr | Signature |
|---|---|---|---|---|---|---|---|---|---|---|---|
| ✓ | ✓ | ✓ | ✓ | | ✓ | ✓ | | ✓ | Elsabé Alexander | 0790275 8801 | E. Alexander |
| ✓ | ✓ | ✓ | ✓ | | ✓ | ✓ | | ✓ | Kaylene Van Rooyen | 0631712794 | K.v.Rooyen |
| ✓ | ✓ | ✓ | ✓ | | ✓ | ✓ | | ✓ | Jascomine Booysen | 0618697676 | J.S.Booysen |
| ✓ | ✓ | ✓ | ✓ | | ✓ | ✓ | | ✓ | Bonita Moos | 0605145183 | |
| ✓ | ✓ | ✓ | | ✓ | ✓ | | ✓ | ✓ | JOSHUA MEY | 071 9498 034 | |
| ✓ | ✓ | ✓ | ✓ | | ✓ | ✓ | | ✓ | JOZAY ROBERTS | 079025801 | J. Roberts |
| ✓ | ✓ | ✓ | | ✓ | ✓ | | ✓ | ✓ | TETICA NIGGILL | 0740208563 | |
| ✓ | ✓ | ✓ | ✓ | | ✓ | ✓ | | ✓ | Elize Alexander | 0604151897 | E. Alexander |
| | | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | LEONARD TITUS | 0715038540 | |
| | | | | | | | | | Jane Titus | 0715038540 | J.T. |
| ✓ | ✓ | ✓ | ✓ | | ✓ | ✓ | | ✓ | RYNO POTGIETER | 0728055412 | R.P. |
| ✓ | ✓ | ✓ | ✓ | | ✓ | ✓ | | ✓ | CATHY KILLIANS | / | C.W. |
| ✓ | ✓ | ✓ | ✓ | | ✓ | ✓ | | ✓ | RANDALL KAMOCTOC | / | R.K. |
| ✓ | ✓ | ✓ | ✓ | | ✓ | ✓ | | ✓ | DANIEL CAROLUS | 0640485887 | DC |
| | | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | Jillian Damons | 0724012077 | J.D. |
| ✓ | ✓ | ✓ | ✓ | | ✓ | ✓ | | ✓ | Estelle Williams | 0633311423 | |

Charl du plessis <cduplessis@kouga.gov.za>
Fri 2021/04/23 11:57
**To:** paspeaker <paspeaker@kouga.gov.za>

**From:** Petro Meyer <petro.meyer@telkomsa.net>
**Sent:** Friday, 23 April 2021 11:23
**To:** Charl du plessis <cduplessis@kouga.gov.za>
**Subject:** Straatname

More Charl,

Voorstel vir die straatname:

Vernoem die strate na die vissersgemeenskap – nie name nie slegs vanne en vereer sodoende die families:

Hier is 'n lys van 'n paar vanne:
Hammond
Jenneker
Titus
Perils
Madatt
Windbvogel
Malgas
Ruiters
Plaatjies
ens.

Groete

Petro

Goeie more MM en Joezay.

Soos bespreek was daar 'n gesprek tussen inwoners van wyk 2 wat betref die voorgestelde straatname vir die 220 behuising area in Pellsrus. Die afsnydatum vir besware is 3 April, en verskaf ons dus besware en addisionele voorstelle hier.

Daar was sterk teenkanting uitgespreek oor die voorgestelde name want 'n groot persentasie van die voorgestelde name is :
a) nie aan hulle bekend nie
b) hulle insette was nie gevra nie
c) van die persone is nie inboorlinge van Jeffriesbaai nie
d) die name volg nie die tradisie van die ouer gebied se straatname nie.

Die aangehegte voorstelle wat meer in lyn is met die bestaande straatname is dus aan inwoners voorgele en het almal keuses gemaak en daarby geteken.
Daarbenewens het hulle ook addisionele voorstelle gehad soos ondermeer:

Bootname (hierdie bote was afkomstig van en is eie aan Jeffriesbaai ) en het almal gesink waar lewens verloor was :

1. Geelstert
2. Don Clark
3. Little Girl
4. Geelbek

Asook

5. Skulpiestraat - die skulpie dames is sinoniem met Jeffriesbaai en is al dekades lank deel van die gemeenskap, die skulpies bymekaarmaak, ure lank produkte daarvan sit en maak en sodoende 'n inkomste daaruit verdien het vir hulle en hulle uitgebreide families.

Ek vertrou bogenoemde sal sterk in ag geneem word.

Baie dankie