

ORDINARY COUNCIL MEETING

OPEN

KOUGA MUNICIPALITY (EC108) <u>NOTICE CONVENING A MEETING</u> NOTICE IS HEREBY GIVEN that 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 virtually on <u>DATE:</u> 28 February 2024 <u>TIME:</u> 10:00  <u>B. WILLIAMS</u> SPEAKER	UMASIPALA I-KOUGA (EC108) <u>ISAZISO NGENTLANGANISO</u> ISAZISO sikhutshiwe ukuba ngokwe Candelo-19 uMthetho weeNkqubo zikaMasipala, (uMthetho 32 ka-2000), ukuba kubanjwe intlanganiso ebonakalayo yesigqeba Ye khansile <u>UMHLA:</u> 28 EyoMdumba 2024 <u>IXESHA:</u> 10:00  <u>B. WILLIAMS</u> USOMLOMO	MUNISIPALITEIT KOUGA (OK108) <u>KENNISGEWING VAN VERGADERING</u> 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 <u>DATUM:</u> 28 Februarie 2024 <u>TYD:</u> 10:00  <u>B. WILLIAMS</u> SPEAKER
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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**

Minutes of the Mayoral Committee Meeting held on 30 November 2023

Pages: 7 – 35

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

12.1 Minutes of the Ordinary Council Meeting held on 30 January 2024

Pages: 37 – 52

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**

24/02/SBDM1 Report Back: Sarah Baartman District Representatives

Pages: 56 – 65

14.2 **KOUGA AUDIT COMMITTEE**

24/02/KAC1 Minutes of the Kouga Audit Committee

Pages: 67 – 94

14.3 **RULES & ETHICS COMMITTEE**

24/02/R&E1 Disciplinary Enquiry Held by Rules and Ethics Committee – Councillor Bazil Human

Pages: 96 – 98

24/02/R&E2 Disciplinary Enquiry Held by Rules and Ethics Committee – Councillor Phumzile Oliphant

Pages: 99 – 101

14.4 **MUNICIPAL PUBLIC ACCOUNTS COMMITTEE**

24/02/MPAC1 Minutes of the Municipal Public Accounts Committee

Pages: 103 – 108

15. **REPORT BACK: MUNIMEC**

None.

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

24/02/MM2 Council Resolutions as at 30 January 2024

Pages: 110 – 144

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

17.1 **REPORTS BY THE CHAIRPERSON: FINANCE & ECONOMIC DEVELOPMENT**

24/02/FED15 2023 Humansdorp Community Festival Closeout and 2024 Sponsorship Proposal

Pages: 147 – 171

24/02/FED16 2024 SDC DP World Tour Golf Tournament Sponsorship

Pages: 172 – 188

17.2 **REPORTS BY THE CHAIRPERSON: PLANNING & DEVELOPMENT**

24/02/PD6 Request for Alienation (Lease) of a Portion of Erf 300, Patensie

Pages: 190 – 196

24/02/PD8 Request for Council's Final Approval & Authorisation for the Relocation of the Humansdorp Museum from Erf 216 To Erf 440, Humansdorp and Subsequent Lease of Municipal Property by way of Right-To-Use

Pages: 197 – 201

24/02/PD9 Alienation (Lease) of a Portion of Erf 231, Pellsrus and Erven 36 and 37, Pellsrus

Pages: 202 – 232

24/02/PD10 Request for Council's Final Approval for the Disposal of Erf 600, Pellsrus

Pages: 233 – 241

24/02/PD11 Request for Council's Final Approval for the Disposal of Erf 2734, Sea Vista

Pages: 242 – 250

17.3 **REPORTS BY THE CHAIRPERSON: ELECTRO-MECHANICAL SERVICES**

24/02/EMS6 Report: Thornhill Electrical Network Transfer from Nelson Mandela Metropolitan Municipality to Kouga Local Municipality

Pages: 252 – 264

24/02/EMS7 Report: 20mw Renewable Energy Construction Plans For Kouga Municipality

Pages: 265 – 293

17.4 **REPORTS BY THE CHAIRPERSON: CIVIL& WATER SERVICES**

24/02/CWS13 Water Losses Reduction Plan

Pages: 295 – 300

17. **CLOSURE**

Distribution list:

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

CONFIRMATION OF MINUTES OF PREVIOUS MAYORAL MEETING

**MINUTES OF A MAYORAL COMMITTEE MEETING OF THE KOUGA MUNICIPALITY HELD
IN THE COUNCIL CHAMBERS, JEFFREYS BAY ON THURSDAY, 30 NOVEMBER 2023 AT
14:00**

Present:

Councillors

H Bornman	(Executive Mayor)
T Jantjes	(Executive Deputy Mayor)
L Maree	
S Ruth	
J Alexander	
R Foley	
Ald D Benson	

Councillors

as Observers

Ald B Williams
B Dhludhlu
W van der Linde
G Stuurman
F Heystek
H Murray

Officials

D de Jager	(Deputy Municipal Manager)
T Madatt	(Acting Director: Electro-Mechanical)
E Goliath	(Manager: Public Participation)
L Ramakuwela	(Acting Director: Planning & Development)
L Opperman	(Manager: Legal Services)
C de Kock	(Director: Civil & Water Services)
S Abrahams	(Manager: Budget & Treasury)
C Venter	(Acting Director: Community Services)
N Swarts	(Manager: Assets)
M Basson	(Manager: Communication)
M Julius	(Senior Admin Officer: Committees)
R Swart	(Committee Clerk)
N Mazibuko	(Committee Clerk/Scribe)

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 all present and Cllr J Alexander opened with a prayer.

3. **ABSENT WITH LEAVE**

C du Plessis (Municipal Manager)
R Lorgat (CFO)
N Machelesi (Director: Community Services)

4. **ABSENT WITHOUT LEAVE**

5. **PRESENTATIONS**

6. **ACKNOWLEDGEMENTS, CONDOLENCES & CONGRATULATIONS**

Cllr Alexander requested that the Committee keep Councillor Human and his family in their prayers as well as the family of the missing person.

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

The Executive Mayor thanked the Mayoral Committee, Municipal Manager, and the Directors for a successful Strategic Planning Session that was held in the previous week which marked as a step in the right direction towards service delivery.

He expressed his satisfaction with the process of developing structured KPIs and the hard work in the preparations for the festive season by the Community Services & Safety Department.

8. **DISCLOSURE OF INTEREST**

9. **STATUTORY MATTERS**

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

Cllr Foley requested a correction on his initials as well as the attendance of Cllr Petersen.

Resolved (30 November 2023)

1. That the minutes of the Mayoral Committee meeting held on 15 August 2023 be accepted.

Proposed: Cllr T Jantjes

Seconded: Cllr R Foley

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

23/11/MM1 MAYORAL RESOLUTIONS AS AT 15 AUGUST 2023

The Speaker referred to page 19 on the *Report of Flooding Incident in Kouga Local Municipality and Surrounding Areas* and sought clarity on no action being required for the issue.

On the OHS Risk Assessment, he probed the contradicting comments for action taken and the actual progress of the matter.

He further urged that Directorates start taking the action sheets seriously to ensure attention to detail.

Cllr Ruth requested that the *Action taken* items highlighted by the Speaker be amended accordingly.

Resolved (30 November 2023)

1. That the updated Action Sheets reflecting resolutions of the Mayoral Committee meeting as at 15 August 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.

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

23/11/DMM1 OFFICE OF THE DEPUTY MUNICIPAL MANAGER: INSTITUTIONAL SDBIP AND SDBIP REPORT AS AT END AUGUST 2023

The Speaker raised concerns about the title of the report and indicated that the document was not updated since Portfolio Committee meetings took place. He sought clarity on the content of the report as the document needs to be updated by the relevant departments, and the information reflected in the SDBIP was not updated.

He noted that the Institutional SDBIP was not included in the agenda and indicated that a letter would be drafted to the Municipal Manager to investigate the reasons for the Institutional SDBIP not being included in the December 2023 upcoming Council agenda.

The Executive Mayor enquired on when the Quarter 2 information will be available for inclusion in the SDBIPs.

In response, the Deputy Municipal Manager clarified that the financial information is available ten working days after the end of the quarter and that Quarter 1 would have been finalised by 15 October 2023. He added that some officials were not aware of the Council items closing date.

The Executive Mayor further enquired whether a decision was made at Portfolio Committee level for departmental SDBIPs to be submitted to the Mayoral Committee.

The Deputy Municipal Manager in response indicated that the matter was raised at the Portfolio Committee level and it was resolved that Departmental SDBIPs would be submitted. However, other Departmental SDBIPs were referred back.

The Executive Mayor clarified that there was no need for Departmental SDBIPs to be submitted to the Mayoral Committee, however, the Institutional SDBIP must be submitted to the Mayoral Committee.

The Deputy Municipal Manager requested clarity on whether the SDBIPs should be submitted individually by the Departments or collectively through the office of the Municipal Manager.

The Executive Mayor in response stated that a combined Institutional SDBIP report should be submitted to the Mayoral Committee and flow to the Council.

Resolved (30 November 2023)

1. That progress on the Institutional SDBIP as at end August 2023, including comments, be noted.

23/11/DMM2 MANDATORY GRANT FUNDING: LGSETA TRAINING AND DEVELOPMENT

Cllr Alexander noted that the Tourism Internship stipend is R4000, however, the recommendations reflect a limited amount of R3500 per month.

The Deputy Municipal Manager stated that the LGSETA amount is R3500, however, a consistent amount needs to be implemented to ensure that a uniform amount is paid to all interns.

Resolved (30 November 2023)

1. That the Mayoral Committee recommends that the mandatory grant fundings as received quarterly from the LGSETA be ringfenced for placement of interns and unemployed graduates.
2. That the monthly stipend be limited to an amount of R3 500.00 per month for the duration of placement.
3. That the budget be placed within the Skills Development Unit for management and placement of interns.
4. That the report be submitted to the next Council meeting.

23/11/DMM3 MAYOR'S OFFICE REPORT: AUGUST – NOVEMBER 2023

Resolved (30 November 2023)

1. That the Mayor's Office report from August – November 2023 be noted.

23/11/DMM4 PUBLIC PARTICIPATION REPORT: AUGUST 2023 TO OCTOBER 2023 REPORTING PERIOD

Resolved (30 November 2023)

1. That the Public Participation report for the August 2023 – October 2023 reporting period be noted.
2. That proposed plans and activities in support of institutionalizing Public Participation be supported by all Directorates.
3. That the PPU be allowed to submit the application to the Department of Science and Innovation for the FY2024-2025 to join the ePPMOSA project.
4. That the institutionalising of ePPMOSA through Artificial Intelligence “AI” in the IDP, Community Surveys, Data Collection, Access to Information processes, etc. be supported to enhance e-Participation in the decision-making of municipality.

12. REPORTS BY THE PORTFOLIO COMMITTEE CHAIRPERSONS

12.1 REPORTS BY THE CHAIRPERSON: FINANCE & ECONOMIC DEVELOPMENT

23/11/FED5 REPORT ON THE PERFORMANCE (SDBIP) FOR FINANCE AND ECONOMIC DEVELOPMENT – ENDING 31 AUGUST 2023

The Speaker highlighted that the CFO had committed that a new target would be included on the number of residents that are not on the Indigents Register, however, the target has not been included.

He questioned when the target will be included in the Departmental SDBIP as indicated by the CFO at the Portfolio Committee meeting.

The Manager: Budget & Treasury stated that the SDBIP is usually updated for the Adjustments Budget, therefore, the amendment to include the Indigent target would be executed then.

Resolved (30 November 2023)

1. That the SDBIP Report be noted.

23/11/FED6 KOUGA LOCAL TOURISM ORGANISATION 2022/2023 ANNUAL EXPENDITURE REPORT AND THE KLTO 2023/2024 BUSINESS AND BUDGET PLAN TO MARKET KOUGA AS A DESTINATION OF CHOICE

The Executive Mayor suggested that an additional recommendation be added to outline that the KLTO and the internal tourism department have a strategic planning session within the next 2 months on the way forward.

Cllr Maree proposed and was seconded by Cllr Foley.

Resolved (30 November 2023)

1. That the annual report on the 2022/2023 FY funding paid to Kouga Local Tourism Organisation be noted.
2. That Council approves the funding of R 300, 000-00 (Three Hundred Thousand Rands only all-inclusive for 2023/2024 FY only.
3. That Council authorises the Accounting Officer to conclude a Funding Agreement / SLA with Kouga Local Tourism Organisation in respect of funding stated in (2) above.
4. That a strategic planning session be held with the KLTO and LED department within the next 2 months.

Proposed: Cllr L Maree

Seconded: Cllr R Foley

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

23/11/FED7

SUPPLY CHAIN MANAGEMENT REPORT FOR THE MONTHS: JULY AND AUGUST 2023**Resolved (30 November 2023)**

1. That the monthly reports for the months July and August 2023 starting 1 July 2023 and ending of 31 August 2023 submitted to Council for approval.
2. That the report be submitted to the next Council meeting.

23/11/FED8

SUPPLY CHAIN MANAGEMENT: ANNUAL REPORT FOR THE FINANCIAL YEAR ENDING 30 JUNE 2023**Resolved (30 November 2023)**

1. That the report be submitted to Council for approval as per the reporting requirements.
2. That the report be submitted to the next Council meeting.

23/11/FED9

MONTHLY BUDGET STATEMENTS FOR THE PERIOD JULY 2023 TO SEPTEMBER 2023 AND FINANCIAL STATE OF AFFAIRS OF THE MUNICIPALITY AS AT 30 SEPTEMBER 2023 (2023/24 FINANCIAL YEAR)

The Speaker referred to page 180 on the *Capital Expenditure* and noted that the approved budget of 83.04%. He questioned whether 100% of the budget should have been anticipated to be spent.

The Executive Mayor noted the improved cost coverage and questioned the reasons for the decrease in the debtor's collection rate.

Cllr Alexander referred to page 140 and sought clarity on the budget for the *Burial Services*.

The Manager: Budget & Treasury responded that the decrease in the debtor's collection rate was due to the increased water charges which escalated more than 100% in the first few months before the Council resolved to go back to Part B of the Water Charges Policy.

On the Cash Reserve Ratio (CRR), he stated that there is currently no CRR. However, it will be included in the adjustments budget. He added that the Policy outlines that a portion of the available savings year-on-year must go to the CRR for future capital replacements, and the additional savings will be absorbed into the operations of the Institution.

Resolved (30 November 2023)

1. That the Executive Mayor notes the Municipal Manager's report on the monthly budget statements, in accordance with Section 71(1) of the Municipal Finance Management Act.
2. The Executive Mayor's report on the implementation of the budget and the financial state of affairs of the municipality, in accordance with Section 52(d) of the MFMA be noted.
3. That the monthly budget statements accordingly be submitted to Provincial Treasury as stipulated in Section 71(1) of the MFMA.

23/11/FED10 MONTHLY BUDGET STATEMENTS FOR THE PERIOD JULY 2023 TO OCTOBER 2023 AND FINANCIAL STATE OF AFFAIRS OF THE MUNICIPALITY AS AT 31 OCTOBER 2023 (2023/24 FINANCIAL YEAR)

Resolved (30 November 2023)

1. That the Executive Mayor notes Municipal Manager's report on the monthly budget statements, in accordance with Section 71(1) of the Municipal Finance Management Act.
2. That the monthly budget statements accordingly be submitted to Provincial Treasury as stipulated in Section 71(1) of the MFMA.

23/11/FED11 BUDGET AND TREASURY: VIREMENTS REPORT FOR THE QUARTER ENDED 30 SEPTEMBER 2023

Resolved (30 November 2023)

1. That the Mayoral Committee notes the Municipal Manager's report on all virements approved during the quarter ended 30 September 2023.

23/11/FED12 SPONSORSHIP AGREEMENT BETWEEN KOUGA LOCAL MUNICIPALITY AND NELSON MANDELA BAY AQUATICS FOR THE 2024 SOUTH AFRICAN NATIONAL OPEN WATER CHAMPIONSHIP

The Speaker expressed his dissatisfaction that the event was not included in the budget and that there was no interaction with the event organisers by the relevant department which could have resulted in the forfeiture of the event.

Cllr Maree proposed a correction to the period of the agreement to 3 years and was seconded by Cllr Foley.

Cllr Alexander proposed that the *Other Implications* be added as an additional recommendation.

Resolved (30 November 2023)

1. That the event be noted, and the Event Organiser be advised to apply for approval of the event in line with the Council-approved Events Policy.
2. That the Council approves the funding of R 150,000-00 (One Hundred and Fifty Thousand Rand) only, VAT-inclusive.
3. That the Council authorises the Accounting Officer to conclude a Sponsorship Agreement with Nelson Mandela Bay Aquatics for staging the 2024 – 2026 South African National Open Water Championship Event in respect of funding stated in (2) above.
4. That a full report be provided in respect of the intended local economic benefits and such an event would add to the Kouga municipal area.

Proposed: Cllr J Alexander

Seconded: Cllr R Foley

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

23/11/FED13 HUMANSDORP MUSEUM ASSOCIATION 2022/2023 ANNUAL REPORT AND THE 2023/2024 BUSINESS AND BUDGET PLAN TO PRESERVE THE NATURAL AND CULTURAL HERITAGE OF KOGA

Cllr Foley highlighted that the report makes reference to the Grant-In Aid process and suggested that the Grant-In Aid Policy be workshopped urgently at the next Policy Workshop.

Resolved (30 November 2023)

1. That the 2022/2023 FY Annual Report be noted.
2. That Council approves the annual funding of R 200,000-00 (Two Hundred Thousand Rand) only, VAT-inclusive.
3. That Council authorises the Accounting Officer to conclude a Funding Agreement with Humansdorp Museum Association in respect of funding stated in (2) above.
4. That the report be submitted to the next Council meeting.

12.2 REPORTS BY THE CHAIRPERSON: PLANNING & DEVELOPMENT

23/11/PD3 SDBIP PERFORMANCE REPORT: 2023/2024 FINANCIAL YEAR: 1ST QUARTER PERIOD 01 JULY 2023 TO 30 SEPTEMBER 2023 – INSTITUTIONAL REPORT

Resolved (30 November 2023)

1. That the content of the Quarter 1 Institutional Performance Report on the implementation of the 2023/24 Service Delivery and Budget Implementation Plan for the period 01 July 2023 to 30 September 2023 be noted.

23/11/PD4 PROGRESS REPORT: LAND EVALUATION COMMITTEE SITTINGS

Resolved (30 November 2023)

1. That Council takes note of the Land Evaluation Committee progress report.
2. That Council confirms that the applications “not supported” by the LEC be considered refused and that such applicants be informed accordingly in writing regarding the outcome of their applications.
3. That Council will consider the “supported” applications by the LEC individually for consideration and approval.
4. That Council notes the deferred items, and further investigation or additional information be sought for further evaluation by the Land Evaluation Committee.
5. That the report be submitted to the next Council meeting.

23/11/PD5 ALIENATION (LEASE) OF ERF 512, HANKEY

Resolved (30 November 2023)

1. That Council grant in-principle approval for the long-term lease of Erf 512, Hankey for 9 years and 11 months.
2. That Council authorizes the Accounting Officer to advertise Council's intention to alienate the property by way of a long-term lease agreement.
3. That Council confirms that the land is not needed to provide the minimum level of basic municipal services.
4. That Council authorises the Accounting Officer to obtain the market-related rental valuation for consideration.

5. That Council authorises the Accounting Officer to obtain the services of a registered professional to submit building plans for approval.
6. That all other administrative costs including the departure application, building renovations and valuation be for the cost of the applicant.
7. That the flood line in relation to the building on the property be determined.
8. That the project be registered with the LED Section, Finance Department.
9. That unless any approval/certification is received from the National Heritage Council of South Africa no renovations may take place on the building.
10. That the Building Control department engage with the South African Heritage and Resource Agency (SAHRA) on the guidelines to be followed on the renovation of the building by the Applicant.
11. That the report be submitted to the next Council meeting.

23/11/PD6

**LEASE OF LAND FOR A 21M MONOPOLE TELECOMMUNICATIONS MAST
(MOROPA SITE SOLUTIONS) – A PORTION OF ERF 835, PARADISE BEACH**

Resolved (30 November 2023)

1. That Council **grant in-principle approval** for the long term of the lease of a portion of Erf 835, Paradise Beach for a 21m High Telecommunications Mast to Moropa Site Solutions for 9 years and 11 months years.
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 authorisation to the Accounting Officer to advertise Council's intention to lease immovable for public participation.
4. That relevant Ward Councilor addresses the application herein at a ward committee meeting during the public participation period referred to in 3.
5. That Council authorises the Accounting Officer to obtain the market-related rental valuation for consideration.
6. That all other administrative costs including the application for departure, valuation and advertisement cost be for the applicant.
7. That the position of the towers be as such where it can be disguised if possible.
8. 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

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

23/11/PD7 LEASE OF ERF 1244, PELLSRUS FOR AN OLD AGE SERVICE CENTRE

Resolved (30 November 2023)

1. That Council grant in-principle approval for the lease of Erf 1244, Pellsrus 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 authorisation to the Accounting Officer to advertise Council's intention to lease immovable for public participation.
4. That Council authorises the Accounting Officer to obtain the services of a registered professional to submit building plans for approval.
5. That Council consider the market related valuation of the immovable property, in line with the provisions of the approved Asset and Disposal Policy of Council for Social Care uses.
6. That all other administrative costs (valuation, advertisement, etc.) and in relation to the land use application, be for the cost of the applicant.
7. That the report be submitted to the next Council meeting.

23/11/PD8 LEASE OF LAND FOR A 15M HIGH TELECOMMUNICATIONS MAST (INSITE TOWERS) A PORTION OF ERF 1259, JEFFREYS BAY

The Committee was not in support of the item.

Resolved (30 November 2023)

1. That Council **grant in-principle approval** for the extension of the lease of a portion of Erf 1259, Jeffreys Bay for a 15m High Telecommunications Mast to Insite Towers 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 authorisation to the Accounting Officer to advertise Council's intention to lease immovable for public participation.
4. That relevant Ward Councilor addresses the application herein at a ward committee meeting during the public participation period referred to in 3.
5. That Council authorises the Accounting Officer to obtain the market-related rental valuation for consideration.
6. That all other administrative costs including the application for departure, valuation and advertisement cost be for the applicant.
7. That the position of the towers be as such where it can be disguised if possible.
8. That the report be submitted to the next Council meeting.

23/11/PD9 ALIENATION (LEASE) OF ERF 1567, PELLSRUS

Resolved (30 November 2023)

1. That Council **grant in-principle** approval for the lease of Erf 1567, Pellsrus for 9 years and 11 months.
2. That Council grant authorisation to the Accounting Officer to advertise Council's intention to alienate vacant stand, Erf 1567, Pellsrus by way of a long- term lease agreement.
3. That Council confirms that the land is not needed to provide the minimum level of basic municipal services.
4. That Council authorises the Accounting Officer to obtain the market-related rental valuation for consideration.
5. That the property be used for the purpose applied for, and for no other purpose whatsoever, unless prior written consent has been obtained from the Lessor.
6. That the lease be cancelled if not implemented within 3 years from date of the signed lease agreement.
7. That all other administrative costs including the valuation be for the cost of the applicant.
8. That the report be submitted to the next Council meeting.

23/11/PD10 LEASE OF LAND FOR A 35M MONOPOLE TELECOMMUNICATIONS MAST (ORION TRUST) – A PORTION OF ERF 1996, SEA VISTA

The Speaker highlighted that a Ward Councillor addresses a Ward Committee which is not considered public participation.

The Executive Mayor proposed that recommendation points 7.3 and 7.4 be combined to read that the public participation process take place as coordinated by the internal department.

Cllr Jantjes seconded the proposal.

Resolved (30 November 2023)

1. That Council **grant in-principle approval** for the long term of the lease of A portion of Erf 1996, Sea Vista for a 35m High Telecommunications Mast to Orion Trust 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 the public participation process take place as coordinated by the internal department.

Proposed: Cllr H Bornman

Seconded: Cllr T Jantjes

4. That all other administrative costs including the application for departure, valuation and advertisement cost be for the applicant.
5. 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
6. That the report be submitted to the next Council meeting.

23/11/PD11 LEASE OF LAND FOR A 15M HIGH TELECOMMUNICATIONS MAST (INSITE TOWERS) – A PORTION OF ERF 2434, JEFFREYS BAY

The Committee was not in support of the item.

Resolved (30 November 2023)

1. That Council **grant in-principle approval** for the extension of the lease of a portion of Erf 2434, Jeffreys Bay for a 15m High Telecommunications Mast to Insite Towers 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 authorisation to the Accounting Officer to advertise Council's intention to lease immovable for public participation.
4. That relevant Ward Councilor addresses the application herein at a ward committee meeting during the public participation period referred to in 3.
5. That Council authorises the Accounting Officer to obtain the market-related rental valuation for consideration.
6. That all other administrative costs including the application for departure, valuation and advertisement cost be for the applicant.
7. That the report be submitted to the next Council meeting.

23/11/PD12 ALIENATION OF ERF 2593, SEA VISTA (ANNIE DANIELS)

Resolved (30 November 2023)

1. That Council **grant's in-principle approval** for the out-of-hand alienation of Erf 2593, Sea Vista.
2. That Council grant authorisation to the Accounting Officer to advertise Council's intention to alienate the property by way of a permanent disposal.
3. That Council confirms that the land is not needed to provide the minimum level of basic municipal services.
4. That it be noted that Council approved the selling price of R9,234.00 for Erf 2593, Sea Vista in 2004.
5. That all administrative costs for the transfer, etc. be for the account of the applicant.
6. That the report be submitted to the next Council meeting.

23/11/PD13 ALIENATION (LEASE) OF ERF 3087, SEA VISTA

Resolved (30 November 2023)

1. That Council **grant in-principle** approval for the lease of Erf 3087, Sea Vista for 9 years and 11 months.
2. That Council grant authorisation to the Accounting Officer to advertise Council's intention to alienate the property by way of a long-term lease agreement.

3. That Council confirms that the land is not needed to provide the minimum level of basic municipal services.
4. That Council authorises the Accounting Officer to obtain the market-related rental valuation for consideration.
5. That all other administrative costs including the valuation be for the cost of the applicant.
6. That it be noted that if space is needed by St Francis Tourism on Erf 3087, Sea Vista for their market, it be availed for such purpose.
7. That the contract outlines that an approval process be followed for the construction of additional buildings/containers with the Building Control department pending extensive discussions with the Planning & Development Department before construction takes place.
8. That the report be submitted to the next Council meeting.

23/11/PD14 LEASE OF LAND FOR A 15M HIGH TELECOMMUNICATIONS MAST (INSITE TOWERS) – A PORTION OF ERF 4568, JEFFREYS BAY

The Committee was not in support of the item.

Resolved (30 November 2023)

1. That Council **grant in-principle approval** for the extension of the lease of a portion of Erf 4568, Jeffreys Bay for a 15m High Telecommunications Mast to Insite Towers 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 authorisation to the Accounting Officer to advertise Council's intention to lease immovable for public participation.
4. That relevant Ward Councilor addresses the application herein at a ward committee meeting during the public participation period referred to in 7.3.
5. That Council authorises the Accounting Officer to obtain the market-related rental valuation for consideration.
6. That all other administrative costs including the application for departure, valuation and advertisement cost be for the applicant.
7. That the report be submitted to the next Council meeting.

23/11/PD15 ALIENATION (LEASE) OF ERF 130, PELLSRUS

Resolved (30 November 2023)

1. That Council **grant in-principle approval** for the lease of Erf 130, Pellsrus for 9 years and 11 months.
2. That Council authorises the Accounting Officer to advertise Council's intention to alienate the property by way of a long-term lease agreement.
3. That Council confirms that the land is not needed to provide the minimum level of basic municipal services.
4. That Council authorises the Accounting Officer to obtain the market-related rental valuation for consideration.
5. That Council authorises the Accounting Officer to obtain the services of registered professional to submit building plans for approval.
6. That the lead department obtain letter of authority and duly signed constitution from the applicant.
7. That all other administrative costs in relation to the land use application and valuation be for the cost of the applicant.
8. That it be noted that if the project is not successful, the lease be reviewed for possible cancellation.
9. That the report be submitted to the next Council meeting.

23/11/PD16 ALIENATION OF ERF 137, PELLSRUS (LIZO PATRICK LETSEKHA)

Resolved (30 November 2023)

1. That Council **grant's in-principle approval** for the out-of-hand alienation of Erf 137, Pellsrus.
2. That Council grant authorisation to the Accounting Officer to advertise the immovable property herein.
3. That Council confirms that the land is not needed to provide the minimum level of basic municipal services.
4. That Council authorises the Accounting Officer to enter into a Deed of Sale for the purpose of transferring the said property.
5. That the property be transferred through the Extended Enhance Discount Benefit Scheme (EEDBS) which makes provision for properties erected pre-1994 which is still in the possession of state organs.
6. That the report be submitted to the next Council meeting.

23/11/PD17 LEASE OF LAND FOR A 15M HIGH TELECOMMUNICATIONS MAST (INSITE TOWERS) – A PORTION OF ERF 4667, JEFFREYS BAY

The Committee was not in support of the item.

Resolved (30 November 2023)

1. That Council **grant in-principle approval** for the lease of a portion of Erf 4667, Jeffreys Bay for a 15m High Telecommunications Mast to Insite Towers 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 authorisation to the Accounting Officer to advertise Council's intention to lease immovable for public participation.
4. That relevant Ward Councilor addresses the application herein at a ward committee meeting during the public participation period referred to in 3
5. That Council authorises the Accounting Officer to obtain the market-related rental valuation for consideration.
6. That all other administrative costs including the application for departure, valuation and advertisement cost be for the applicant.
7. That the position of the towers be as such where it can be disguised if possible.
8. That the report be submitted to the next Council meeting.

23/11/PD18 REQUEST FOR FINAL APPROVAL TO ALIENATE AND TRANSFER OF ERVEN 2216, 2217, 2225 AND 2226 (UNREGISTERED ERF 2994), HANKEY TO THE OLD APOSTOLIC CHURCH – HANKEY

Resolved (30 November 2023)

1. That Council **grant final approval** for the alienation of Erven 2216, 2217, 2225 and 2227, Hankey to The Old Apostolic Church, at the fair market related value of R40 000, 00.
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 the rezoning of the property be final and the applicant responsible for all costs.
4. That Council authorises the Accounting Officer to enter into a Deed of Sale for the property contemplated herein.

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

23/11/PD19 ALIENATION (LEASE) OF A PORTION OF ERF 164, JEFFREYS BAY

Resolved (30 November 2023)

1. That Council **take note of the Section 14 comments** and if recommended, **grant in-principle** approval for the lease of a portion of Erf 164, Jeffreys Bay for 9 years and 11 months.
2. That Council grant authorisation to the Accounting Officer to advertise the immovable property herein.
3. That Council confirms that the land is not needed to provide the minimum level of basic municipal services.
4. That Council obtain the market related valuation of the immovable property.
5. That the applicant submits consent use application and all other administrative costs be for the account of the applicant.
6. That the report be submitted to the next Council meeting.

23/11/PD20 LEASE OF A PORTION OF ERF 164, JEFFREYS BAY FOR A HIGH TELECOMMUNICATIONS MAST – (MTN TOWER/INSRI BASE STATION)

Resolved (30 November 2023)

1. That Council **grant in-principle approval** for the lease of a portion of Erf 164, Jeffreys Bay (100m²) for a 15m High Telecommunications Mast to IHS 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 authorisation to the Accounting Officer to advertise Council's intention to lease immovable for public participation.
4. That relevant Ward Councilor addresses the application herein at a ward committee meeting during the public participation period referred to in 3.
5. That Council authorises the Accounting Officer to obtain the market-related rental valuation for consideration.
6. That all other administrative costs including the application for departure, valuation and advertisement cost be for the applicant.
7. That the position of the towers be as such where it can be disguised if possible.

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

23/11/PD21 ALIENATION (RIGHT-TO-USE LEASE) OF A PORTION OF ERF 164, JEFFREYS BAY (MTN TOWER BUILDING)

Resolved (30 November 2023)

1. That Council **grant in-principle** approval for the lease (right-to-use) of a portion (approximately 100m²) of Erf 164, Jeffreys Bay for 9 years and 11 months.
2. That Council grant authorisation to the Accounting Officer to advertise Council's intention to alienate a portion of Erf 164, Jeffreys Bay to the NSRI by way of a long-term lease agreement.
3. That Council confirms that the land is not needed to provide the minimum level of basic municipal services.
4. That applicant submits a departure application and any other administrative costs be for the cost of the applicant.
5. That Council grant authorisation to the Accounting Officer to enter into long term right-to-use agreement of 9 years and 11 months with National Sea Rescue Institute.
6. That the report be submitted to the next Council meeting.

23/11/PD22 LEASE OF A PORTION OF ERF 719, SEA VISTA FOR A HIGH TELECOMMUNICATIONS MAST

The Committee was not in support of the item.

Resolved (30 November 2023)

1. That Council **grant in-principle approval** for the lease of a portion of Erf 719, Sea Vista (100m²) for a High Telecommunications Mast to IHS 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 authorisation to the Accounting Officer to advertise Council's intention to lease immovable for public participation.
4. That relevant Ward Councilor addresses the application herein at a ward committee meeting during the public participation period referred to in 3.
5. That Council authorises the Accounting Officer to obtain the market-related rental valuation for consideration.

6. That all other administrative costs including the application for departure, valuation and advertisement cost be for the applicant.
7. That the report be submitted to the next Council meeting.

23/11/PD23 ALIENATION OF A PORTION OF ERF 873, JEFFREYS BAY: JEFFREYS BAY BOWLING CLUB

Resolved (30 November 2023)

1. That the Council **grant in-principle** approval for alienation of a portion of Erf 873, Jeffreys Bay to Jeffreys Bay Bowling Club, at 25% of the fair market related value in terms of the policy of Council.
2. That Council confirms that the land is not needed to provide the minimum level of basic municipal services.
3. That Council authorises the Accounting Officer to advertise Council's intention to alienate the property by way of an out-of-hand sale.
4. That the subdivision processes be finalised for the property contemplated herein and all related administrative cost be for the cost of the applicant.
5. That the report be submitted to the next Council meeting.

23/11/PD24 ALIENATION (LEASE) OF A PORTION OF ERF 843, JEFFREYS BAY

The Speaker urged that the Service Level Agreement (SLA) include the marketing conditions of the lease.

Resolved (30 November 2023)

1. That Council **take note of the Section 14 comments** and if recommended, **grant in-principle** approval for the lease of a portion of Erf 843, Jeffreys Bay for 9 years and 11 months.
2. That Council grant authorisation to the Accounting Officer to advertise the immovable property herein.
3. That Council confirms that the land is not needed to provide the minimum level of basic municipal services.
4. That Council grant authorisation to the Accounting Officer to obtain the market related rental valuation of the immovable property.
5. That the departure application be submitted by applicant and all other administrative costs be for the account of the applicant.
6. That the report be submitted to the next Council meeting.

23/11/PD25 REQUEST COUNCIL'S IN-PRINCIPLE APPROVAL TO ALIENATION (LEASE) & AUTHORISATION TO ADVERTISE: ERF 1160, HUMANSDORP: HALALISANA TOWNSHIP INCUBATOR

Resolved (30 November 2023)

1. That Council **grant in-principle** approval for the lease of Erf 1160, Humansdorp for a period of 9 years and 11 months.
2. That Council grant authorisation to the Accounting Officer to advertise Council's intention to alienate vacant stand, Erf 1160, Humansdorp by way of a long-term lease agreement.
3. That Council confirms that the land is not needed to provide the minimum level of basic municipal services.
4. That Council authorises the Accounting Officer to obtain the market-related rental valuation for consideration.
5. That the property be used for the purpose applied for, and for no other purpose whatsoever, unless prior written consent has been obtained from the Lessor.
6. That the lease be cancelled if purpose applied for is not implemented within 3 years from date of the signed lease agreement.
7. That all other administrative costs including the valuation be for the cost of the applicant.
8. That the report be submitted to the next Council meeting.

23/11/PD26 REQUEST FOR COUNCIL'S IN-PRINCIPLE APPROVAL & AUTHORISATION TO ADVERTISE: ALIENATION (LEASE) OF ERF 7263, JEFFREYS BAY (OCEANVIEW)

Resolved (30 November 2023)

1. That Council **grant in-principle** approval for the lease of Erf 7263, Jeffreys Bay (Oceanview) for 9 years and 11 months.
2. That Council grant authorisation to the Accounting Officer to advertise Council's intention to alienate the property by way of a long-term lease agreement.
3. That Council confirms that the land is not needed to provide the minimum level of basic municipal services.
4. That Council authorises the Accounting Officer to consider the market-related rental valuation.

5. That the property be used for the purpose applied for, and for no other purpose whatsoever, unless prior written consent has been obtained from the Council.
6. That the lease be cancelled if purpose applied for is not implemented within 3 years from date of the signed lease agreement.
7. That all other administrative costs including the valuation be for the cost of the applicant.
8. That the report be submitted to the next Council meeting.

23/11/PD27 REQUEST FOR COUNCIL'S IN-PRINCIPLE APPROVAL & AUTHORISATION TO ADVERTISE: ALIENATION (LEASE) OF A PORTION FARM 346/4, HUMANSDORP RD (RHEEBOKSFONTEIN) AND A PORTION OF ERF 499, HUMANSDORP

The Committee was not in support of the item.

Resolved (30 November 2023)

1. That Council **grant in-principle approval** for the lease of a portion of Farm 346/4 (Rheeboksfontein), Humansdorp RD and a portion of Erf 499, Humansdorp for 9 years and 11 months.
2. That Council grant authorisation to the Accounting Officer to advertise the immovable property herein.
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 in terms of the Policy of Council and any applicable legislation.
5. That the property be used for the purpose applied for, and for no other purpose whatsoever, unless prior written consent has been obtained from the Council.
6. That the lease be cancelled if purpose applied for is not implemented within 3 years from date of the signed lease agreement.
7. That the applicant submits land use application for departure as well as all other administrative costs for the applicant.
8. That the Municipal Manager engages further with the Zwartbosch Golf Club and the Golf Academy on the possibility of merging the two golf organizations.
9. That the report be submitted to the next Council meeting.

23/11/PD28 REQUEST FOR COUNCIL'S IN-PRINCIPLE APPROVAL & AUTHORISATION TO ADVERTISE: ALIENATE (LEASE): A PORTION OF ERF 1 HUMANSDORP, ERVEN 2084 AND 2085, HUMANSDORP AS WELL AS A PORTION OF ROAD (ERF 2077, HUMANSDORP)

Resolved (30 November 2023)

1. That Council **grant in-principle approval** for the alienation (lease) of Erven 2084 and 2085, Humansdorp as well as closure and alienation of a portion of Road (Erf 2077, Humansdorp).
2. That Council grant authorisation to the Accounting Officer to advertise the immovable property herein.
3. Council confirms that the land is not needed to provide the minimum level of basic municipal services.
4. That Council obtain the market related rental valuation of the immovable property.
5. That the property be used for the purpose applied for, and for no other purpose whatsoever, unless prior written consent has been obtained from the Council.
6. That the lease be cancelled if purpose applied for is not implemented within 3 years from date of the signed lease agreement.
7. That a land surveyor be appointed to attend and conclude the closure of public road, subdivision, consolidation and rezoning as well as all other administrative activities be for the cost of the applicant.

23/11/PD29 REQUEST FOR COUNCIL'S IN-PRINCIPLE APPROVAL & AUTHORISATION TO ADVERTISE: ALIENATION (LEASE) OF A PORTION ERF 2, KRUISFONTEIN

Resolved (30 November 2023)

1. That Council **grant in-principle approval** for the lease of a portion of Erf 2, Kruisfontein for 9 years and 11 months and in the extent of 2 hectares.
2. That Council grant authorisation to the Accounting Officer to advertise the immovable property herein.
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 rental valuation of the immovable property.
5. That a land surveyor be appointed to attend and conclude the subdivision, Environmental Impact Assessment as well as all other administrative costs be for the cost of the applicant.

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

23/11/PD30 REQUEST FOR COUNCIL TO RESCIND A SECTION OF COUNCIL RESOLUTION, GRANT AUTHORISATION TO ADVERTISE AND IN-PRINCIPLE APPROVAL TO ALIENATE: ERF 1044, SEA VISTA (MUNICIPAL HOUSE)

Resolved (30 November 2023)

1. That Council **rescinds** Section 5 (d) of council resolution (21/06/CF18) that resolved for erf 1044, Sea Vista to be leased at market related value and **grants in-principle approval** for erf 1044, Sea Vista to be alienated out-of-hand to Mr. B.W. Bosch based on the extensive period (26 years) the incumbent has resided in the premises.
2. That Council grant authorisation to advertise for comments and objections the intended alienation of the immovable property.
3. That Council has confirmed that the following property is not needed to provide the minimum level of basic municipal services.
4. 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.
5. That it be noted that the purchaser will be responsible for all administrative costs in respect of the alienation and transfer of the property.
6. That Council authorizes the Accounting Officer to enter into a Deed of Sale for the alienation of the property.
7. That the report be submitted to the next Council meeting.

23/11/PD31 ALLOCATION OF STREET NAMES: GOVERNMENT SUBSIDIZED HOUSING PROJECT (WARD 6) & PRIVATE DEVELOPMENTS IN JEFFREYS BAY & CAPE ST FRANCIS

Resolved (30 November 2023)

1. That Council **grant in-principal approval** for the proposed street names as contemplated in the layout maps for the Kwanomzamo and Kruisfontein in Humansdorp, Fig Tree Estate in Jeffreys Bay, St Francis Field in Cape St Francis.
2. That Council grant authorisation to the Accounting Officer to advertise the proposed street herein, for public participation.
3. That Council makes budgetary provision for the erection of the street names contemplated herein, upon the final approval of such street names.
4. That the report be submitted to the next Council meeting.

23/11/PD32 ALIENATION (LEASE) OF ERF 7292, JEFFREYS BAY (OCEANVIEW)

Resolved (30 November 2023)

1. That Council grant **in-principle** approval for the lease of Erf 7292, Jeffreys Bay for 9 years and 11 months through a competitive process.
2. That Council confirms that the land is not needed to provide the minimum level of basic municipal services.
3. That Council authorises the Accounting Officer to obtain the market related Rental of the property.
4. That Council authorises the Accounting Officer to advertise Council's intention to alienate the property by way of a long-term lease agreement.
5. That all costs pertaining to the installation of municipal services be borne by the successful applicant.
6. That the report be submitted to the next Council meeting.

23/11/PD33 ALIENATION (PURCHASE) OF A PORTION OF ERF 164 (A PORTION OF ROAD RESERVE VERGE IN DROMMEDARIS STREET) TO CONSOLIDATE WITH ERF 269, JEFFREYS BAY

Resolved (30 November 2023)

1. That Council **grant in-principle** approval for the purchase of a portion of Erf 164 (road reserve verge of Drommedaris Street), Jeffreys.
2. That Council grant authorisation to the Accounting Officer to advertise the immovable property herein.
3. That Council confirms that the land is not needed to provide the minimum level of basic municipal services.
4. That Council grant authorisation to the Accounting Officer to obtain the market related valuation of the immovable property.
5. That the subdivision, consolidation, rezoning and all other administrative costs be for the account of the applicant.
6. That the report be submitted to the next Council meeting.

23/11/PD34 PORTION 20 OF FARM KLAARENFONTEIN 449, UITENHAGE ROAD, EASTERN CAPE PROVINCE – LAND PURCHASED BY HDA FOR THE KOGUA MUNICIPALITY

Resolved (30 November 2023)

1. That the Committee accept the property described as Portion 20 of Farm Klaarefontein 449, Uitenhage RD, Eastern Cape, as purchased by the HDA for an amount of R6 000 000 on behalf of the Kouga Municipality.
2. That the Committee 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 and Development submit a development plan indicating that the land will be used for integrated human settlements projects as outlined in the Housing Code.
4. That the Committee take note of the Deed of Sale signed by the Accounting Officer in line with the delegated authorities of the Accounting Officer.

23/11/PD35 AMENDMENT OF KOGUA LOCAL MUNICIPALITY LAND USE SCHEME, 2021

Resolved (30 November 2023)

1. That the Council grant approval to proceed with the amendment of Kouga Local Municipality Land Use Scheme, 2021.
2. That the Council approve the establishment of a Project Committee, comprising of the following persons:
 - i) The Municipal Manager
 - ii) Manager: Legal Services
 - iii) Director: Planning & Development (or representative)
 - iv) Director: Infrastructure & Engineering (or representative)
 - v) Director: Community Services (or representative)
 - vi) Environmental Officer
 - vii) Manager Town Planning
 - viii) Other members to be co-opted as needed.
3. That the Director: Planning & Development be nominated as chairperson of the Project Committee.
4. That, in terms of Section 18(b) of the Spatial Planning & Land Use Management By-law: Kouga Municipality, 2016, a notice be published in the local media, in respect of the amendment of the Kouga Local Municipality Land Use Scheme, 2021.
5. That, in terms of Section 18(c) of said by-law, the Member of the Executive Council be informed of the municipality's intention to amend the Kouga Local Municipality Land Use Scheme, 2021.

6. That, in terms of Section 18(d) of said by-law, relevant stakeholders be invited to comment on the amendments made to the land use scheme.
7. That the report be submitted to the next Council meeting.

23/11/PD36 REQUEST FOR COUNCIL'S FINAL APPROVAL: A PORTION OF PORTION 4 OF THE FARM ZWARTENBOSCH NO. 347: TEEN CHALLENGE SA (NEW NAME SALVATION SOUTH AFRICA KOUGA)

Resolved (30 November 2023)

1. That Council **grants final approval** for the disposal of a portion of portion 4 of the farm Zwartembosch No. 347 out-of-hand to Salvation SA Kouga as a social care user, at the fair market related value of 25% of R770 000.00 (R192 500.00) in terms of the policy of Council.
2. That Council confirmed that the land is not needed to provide the minimum level of basic municipal services.
3. That the subdivision and rezoning of the land be attended to and concluded.
4. That the property be used for the purpose applied for, and for no other purpose whatsoever, unless prior written consent has been obtained from the Council.
5. That the purchaser obtain consent from the Council should they want to sell erf in future.
6. That Council grant authorization to the Accounting Officer to enter into a Deed of Sale with the Salvation SA Kouga.
7. That the report be submitted to the next Council meeting.

23/11/PD37 SDBIP PERFORMANCE REPORT: 2023/2024 FINANCIAL YEAR: 1ST QUARTER PERIOD 01 JULY 2023 TO 30 SEPTEMBER 2023 –DEPARTMENTAL REPORT

Item Deferred

12.3 REPORTS BY THE CHAIRPERSON: CIVIL & WATER SERVICES

23/11/CWS1 RE: PROGRESS ON GRANT FUNDING (MIG AND EPWP) AS AT 25 SEPTEMBER 2023

Resolved (30 November 2023)

1. That the Committee note the report.

23/11/CWS2 REQUEST FOR APPROVAL OF ADDITIONAL WSIG PROJECTS TO BE IMPLEMENTED WITH THE 23/24 FY WSIG GRANT FUNDING

Resolved (30 November 2023)

1. That the Committee note the Item.

23/11/CWS3 WATER QUALITY REPORT (POTABLE WATER)**Resolved (30 November 2023)**

1. That the Council note the water quality report.

23/11/CWS4 PROGRESS ON THE WAYLEAVE BY-LAW POLICY AND APPLICATION FORM**Resolved (30 November 2023)**

1. That the wayleave item be noted.

12.4 REPORTS BY THE CHAIRPERSON: COMMUNITY & SAFETY SERVICES**23/11/CSS1 AUTHORISATION FOR THE ESTABLISHMENT OF A DISASTER MANAGEMENT ADVISORY FORUM AND THE APPROVAL OF THE TERMS OF REFERENCE OF THE DISASTER MANAGEMENT ADVISORY FORUM FOR KOUGA LOCAL MUNICIPALITY****Resolved (30 November 2023)**

1. That Council grants the authorisation for the establishment of a Disaster Management Advisory Forum for Kouga Municipality.
2. That the Disaster Management Advisory Forum Terms of Reference be approved.
3. That the item be submitted to the next Council meeting.

23/11/CSS2 PROGRESS REPORT ON THE IMPLEMENTATION OF THE INSTITUTIONAL SERVICE DELIVERY BUDGET IMPLEMENTATION PLAN (SDBIP) AS AT 30 SEPTEMBER 2023*Item deferred***12.5 REPORTS BY THE CHAIRPERSON: ELECTRO-MECHANICAL SERVICES****23/11/EMS1 REPORT: ON THE PERFORMANCE CAPITAL (SDBIP) AND OPERATIONAL PERFORMANCE REPORTING'S FOR ELECTRO-MECHANICAL ENGINEERING SERVICES AS AT 29 SEPTEMBER 2023***Item deferred***23/11/EMS2 REPORT: ELECTRO-MECHANICAL ON REFURBISHMENT OF SAFFREY STREET SUB STATION****Resolved (30 November 2023)**

1. That Council take note of the success of the Saffery substation project, this should be the standard throughout Kouga in all substations and will reduce overtime cost by a large margin over time.

23/11/EMS3 REPORT TRAINING REQUIREMENTS FOR EM DEPARTMENT

Resolved (30 November 2023)

1. That the item be supported by Council.
2. That the Directorate submit a full report on training needs to the HR Section.
3. That the report be submitted to the next Council meeting.

23/11/EMS4 REPORT: OCEANVIEW PHASE 1 200 ELECTRIFICATION & BULK PROJECT: PROGRESS AND SPENDING TO DATE

Resolved (30 November 2023)

1. That the report on the progress for electrification in Jeffreys bay (Oceanview)phase 1 be noted by the Committee.
2. That the Committee consider all undeveloped areas earmarked for low-cost housing to comply with the requirements from the DMRE in order to receive funding to proceed with electrification projects throughout Kouga. The requirements is the following: general layouts of all areas approved by Council, registered erven, beneficiaries on the erven occupying their erven.

13. CLOSURE

The meeting adjourned at 16:52



H BORNMAN
EXECUTIVE MAYOR

16 February 2024

DATE

CONFIRMATION OF MINUTES OF PREVIOUS COUNCIL MEETING

MINUTES OF A VIRTUAL ORDINARY COUNCIL MEETING OF KOUGA MUNICIPALITY HELD ON THURSDAY, 30 JANUARY 2024 AT 10:00AM

PRESENT: Councillors

Ald B Williams	(Speaker)
H Bornman	(Executive Mayor)
Ald D Benson	
B Dhludhlu	
T Jantjes	
W Gertenbach	
H Murray	
R Foley	
F Heystek	
S Ruth	
C August	
M Nicholls	
M van Niekerk	
J Alexander	
L Maree	
G Stuurman	
P Oliphant	
M Yali	
W van der Linde	
K Ndzaleni	
N Ntshota	
B Human	
V Gunuza	
V Zana	
E Mbuqu	
M Mbandana	
N Ntengwane	
W Petersen	

**Officials &
Municipal Manager**

C du Plessis	(Municipal Manager)
D de Jager	(Deputy Municipal Manager)
R Lorgat	(CFO)
C Venter	(Acting Director: Community Services)
L Opperman	(Manager: Legal Services)
T Madatt	(Acting Director: Electro-Mechanical Services)
L Ramakuwela	(Acting Director: Planning & Development)
C de Kock	(Director: Civil & Water Services)
E Goliath	(Manager: Public Participation)
C Prinsloo	(Legal Officer: Office of the Speaker)
K Minnaar	(Chief of Staff)
A Koegelenberg	(Manager: PMS)
M Basson	(Manager: Media & Communication)
M Rossouw	(Manager: Administration & Auxiliary Services)
M Julius	(Senior Admin Officer: Committees)
S Sidjiyo	(Committee Officer)

N Mazibuko (Committee Clerk/Scribe)

Stakeholders

G Billson	(Chairperson: Kouga Audit Committee)
B Vanda	(EC CoGTA)
R Purushotaman	(AGSA)

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 virtually on 30 January 2024 at 10:00 AM.

2. **OPENING AND WELCOME**

The Speaker welcomed everyone present to the meeting and requested Cllr Dhludhlu to open the meeting in prayer.

3. **ABSENT WITH LEAVE**

Cllr L Nkilishane
N Machelesi (Director: Community Services)

4. **ABSENT WITHOUT LEAVE**

Cllr M Valgee

5. **PRESENTATIONS**

None.

6. **ACKNOWLEDGEMENTS, CONDOLENCES & CONGRATULATIONS**

Cllr van Niekerk extended birthday wishes to Cllr Heystek.

Cllr Zana applauded the South African government for its Genocide case against Israel in the International Court of Justice (ICJ) as well as the measures that will be implemented against Israel.

He further congratulated the matric class of 2023, especially in the Eastern Cape and Kouga region given the challenges faced, in achieving a pass mark above 80%. He then wished Bafana Bafana all the best ahead of their match at the AFCON tournament.

Cllr Gunuza wished the Sarah Baartman District Municipality Executive Mayor, Cllr Deon De Vos, a happy birthday and congratulated the matric class of 2023.

Cllr Alexander congratulated Mr Selvyn Davids, who hails from Jeffreys Bay, for being Captain of the South African Sevens Rugby team.

Cllr Petersen congratulated Kruisfontein United on holding a successful Annual General Meeting (AGM) where the new leadership of the rugby club was re-elected. He further condemned the actions of Israel on the people of Gaza and emphasised on the importance of standing in solidarity with the people of Palestine.

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

Good morning Honourable Mayor, Councillors, Municipal Manager and all officials.

Welcome to the first Council meeting of 2024.

It is pleasing to note that our Finance Directorate has once again tabled the Adjustment Budget earlier than required by legislation which will again afford the institution the opportunity to spend more time on the draft budget for the 2024/25 financial year.

We also have the Draft Annual Report tabled before Council today and as it is a draft, I urge all Cllrs to engage with the Annual Report and to submit all proposed amendments to my office as soon as possible.

I also thank the Mayor and the Administration for being proactive and recommending that the Annual Report be workshopped with all Cllrs by mid February 2024.

Council can feel proud that Kouga hosted Compact Citizen based Monitoring training last week which was attended by representatives of the European Union as well as other partners such as Integrity Action, Pari – who is the Public Affairs Research Institute as well as Salga.

It was clear from the engagements that Kouga is regarded as one of the top two Municipalities in South Africa when it comes to public participation and that we have a vibrant and innovative Public Participation Unit within the Municipality.

The training session included our ward assistants as well as other community stakeholders and we want to move to the next level where communities are equipped and empowered to play a monitoring role and become a partner in local government with us.

Two projects have been identified in this regard and they are the upgrades to the Paradise Beach Water Tower as well as the Kwanomzamo Waste Water Treatment Works. Kouga has received recognition for our Ward Committee Action Sheets which are live documents and while we haven't reached perfection yet, we are making progress and are empowering the Ward Councillors to be able to provide feedback to their ward committees and to ensure we are bringing government to the people.

I wish to express my appreciation to the Manager of the Public Participation Unit, Mr Eugene Goliath for his hard work and commitment in taking Kouga to the level where overseas organizations recognise us as being a leader in fulfilling our legislative mandate to ensure public participation is receiving the attention it requires.

We will be convening the next ward Councillor forum on 21 February when we will be discussing in more detail the implementation of citizen monitoring tools.

There is a long agenda that we have to engage with today with lots of legislative requirements that have to be complied with and I look forward to meaningful debate.

Thank you.

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

I hereby firstly wish to welcome back council and officials from what was, for some, a well deserved break. I am immensely proud of our municipality for ensuring yet another safe and successful festive season.

This initial January Council meeting marks the commencement of the review the financial results of the first six months of the financial year, but also where we receive the audited annual financial statements for the year ending 30 June 2023 which is incorporated in the draft annual report for the year which is tabled today.

This also marks the commencement of the Adjustment Budget to be completed today and the Draft Budget process for the year commencing on 1 July 2024 that will be informed by the review of the Integrated Development Plan in the coming months.

We undertake this review in the context of the economic circumstances influencing Kouga Municipality.

In a study entitled **Growth through Inclusion** undertaken for National Treasury by Harvard University's reputed Growth Lab they highlighted our country's weakening in economic prospects from 47th position to 70th, declining drastically in the past 20 years.

South Africa's income per capita has been falling for over a decade with unemployment at over 33%, the world's highest. They attribute the causes to the collapse of state capacity across several government functions that are essential for a functioning economy, and to spatial exclusion.

The collapse of state capacity is seen in electricity loadshedding, collapse of transport infrastructure, water and sanitation, security, as some examples, exacerbated by the consequences of corruption and preferential procurement policies.

Kouga Municipality remains resilient, having been said to be one of only four functioning Local Municipalities in the Province at a recent MM forum.

In Kouga Municipality, managing of the population growth rate of 3.22% (the highest local municipality in the EC and the 14th highest in the country) that we are experiencing adds to the complexities that our Administration and Council faces in ensuring we uphold a delicate balance in dealing with a range of challenges, whilst prioritizing 4 key objectives.

1. Rehabilitating our road infrastructure
2. Continue taking strides toward reducing reliance on ESKOM
3. Streamline customer service and
4. Improve our green drop compliance by upgrading our waste-water treatment works

Whilst this growth does create new challenges, it remains one of our greatest opportunities which must be nurtured. People from across the country continue finding a home in Kouga, with close to 800 **new** building applications approved in just the past 6 months. As a caring municipality, we must continue cutting costs for residents where we can as the cost of living in South Africa continues to spiral out of control.

I urge the Council to reflect on these national, provincial and local complexities as we become even more agile in 2024 to adapt to the challenges as we continue building Kouga Municipality as a **blueprint of what a flourishing South Africa can look like.**

Lastly, I want to extend my sincere appreciation to our departments, particularly Civil and Water, Electro and Mechanical and Community Services for their efforts during the festive season. Your service to our residents and visitors was of the highest standard. I also wish to thank all of our staff who work throughout the year, in all weather conditions to keep Kouga clean, safe and serviced.

Let us recommit ourselves to demonstrating our caring and compassionate spirit for each other during these difficult economic times.

Let us recommit ourselves toward our key objectives as council in this new year.

Let us recommit ourselves to ensuring service excellence through good governance.

Thank you

9. **DISCLOSURE OF INTEREST**

None.

10. **STATUTORY MATTERS**

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

Resolved (30 January 2024)

1. That the Minutes of the Mayoral Committee Meeting held on 15 August 2023 be noted.

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

12.1 **MINUTES OF THE ORDINARY COUNCIL MEETING HELD ON 14 DECEMBER 2023**

Resolved (30 January 2024)

1. That the Minutes of the Ordinary Council Meeting held on 14 December 2023 be approved.

Proposed: W Gertenbach

Seconded: C August

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

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**

Item Withdrawn

15. **REPORT BACK: MUNIMEC**

None.

REPORTS BY THE OFFICE OF THE MUNICIPAL MANAGER

24/01/MM2 COUNCIL RESOLUTIONS AS AT 14 DECEMBER 2023

Cllr Zana referred to page 64 and enquired on the status of the establishment of the Kouga SMME Forum as it will play a critical role in addressing issues faced by SMMEs.

On page 65, he requested a status update on the implementation of the Water Amnesty and questioned whether there were active applicants or any beneficiaries.

On page 74, he enquired about the current status of the Umzamowethu Sanitation System as well as the progress of the fencing tender for the Weston Waste Water Treatment Works.

Cllr van der Linde referred to page 72 and enquired on the reasons for no action taken to date on the clearing of servitudes throughout Kouga and requested an update on the matter.

The Speaker raised the following matters:

- On page 64, he requested an update on the sewerage report which was supposed to be tabled at the next Finance Portfolio Committee meeting.
- On page 65, he requested an update on the process of incurring the long-term debt with DBSA.
- On page 65, he enquired about the progress of the sponsorship agreement between the Municipality and the Challenge Family Multi-festival for Kouga.
- On page 69, he questioned when the Monitoring and Evaluation Committee will sit to table the Mid-Year Institutional Performance Report 2022/23.
- On page 72, he requested a status update on the installation and repair of streetlights by Eskom, and whether action has been taken on the clearing of servitudes through the appointment of more workers to assist.
- On page 73, he enquired about the progress of the reporting on the training requirements by the relevant department.

In response, the CFO highlighted that there are applicants for the Water Amnesty with close to 300 resolved incidents and 300 applications that are in progress. He urged that Ward Councillors assist in encouraging residents to apply for the Water Amnesty.

On the DBSA matter, he indicated that engagements have been held with DBSA where institutional, financial and technical information was requested. However, the technical information has not been provided as the relevant department had to engage with the Consultant to determine the current status and useful life of the roads.

On the sponsorship agreement, he stated that the event organiser has moved the event to November 2024 which has shifted the event to the new budget cycle. The initial approved sponsorship amount will be included in the draft budget and presented to the Council in March 2024 for final approval in May 2024. Upon approval, the SLA will be signed immediately thereafter.

On the establishment of the SMME Forum, he highlighted that the strategy is currently being developed and that SMME and Entrepreneurship Development are a critical part of the strategy. SMMEs are being engaged in capital projects and their respective requirements.

The Director: Civil & Water Services added that the technical information required by DBSA includes several aspects which are currently being identified such as the assessment of priority roads in order to determine the exact amount that is required from DBSA.

On the Umzamowethu Sanitation System, he mentioned that huge support is being provided by the Windfarm Trust and the upgrading of housing structures in Umzamowethu has commenced where a long-term solution is being initiated, and the upgrading will also include the sewerage system which has been ailing.

On the fencing tender for the Weston Waste Water Treatment Works, he highlighted that the tender is in the process of being evaluated.

He further stated that the sewerage report should have been concluded and submitted, however, since the release of the green drop report which reflects data captured in the review cycle July 2020 – June 2021, a full audit is being conducted by the team and will be submitted to the Civil & Water Portfolio Committee between March and April.

On the progress of the transfer of funds to repair the Hankey Waste Water Treatment Works and the Kwanomzamo pump station, he indicated that a single tender document was compiled for both sites and was advertised in September 2023 and is expected to conclude by the end of January 2024.

On the tabling of the Mid-Year Institutional Performance Report, the Municipal Manager responded that the Monitoring and Evaluation Committee will sit on the 5th of March 2024.

On the installation of the streetlights by Eskom, the Acting Director: Electro-Mechanical Services stated that Eskom had committed to appoint a contractor to commence with repairs. However, the contractor was still awaiting materials to be delivered as a result no repairs have been done, and regular follow-ups will be made on the matter and feedback will be provided to the relevant Ward Councillors.

On the clearing of the servitudes, he mentioned that the process is more complex than initially anticipated as it involves the appointment of additional staff from the Human Settlements section as well as identifying a new settlement for the residents to be relocated.

On the training requirements, he highlighted that quotations are received for the training requirements and that free training has been offered by the Nelson Mandela Bay Municipality (NMBM) for the High Voltage regulations.

Resolved (30 January 2024)

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.

24/01/MM3 KOUGA MUNICIPALITY: DRAFT: 2022/23 ANNUAL REPORT

Cllr Maree proposed an additional recommendation to read that all additions and corrections be emailed to the Office of the Speaker before the Councillors workshop in mid-February 2024.

Cllr Zana proposed the recommendations as amended.

Cllr Oliphant seconded.

Resolved (30 January 2024)

1. That in terms of the provisions of Section 127 (2) of the Local Government Municipal Finance Management Act, 56 of 2003, the submission of the Draft 2022/23 Annual Report be noted.
2. That in terms of the provisions of Section 127 (5)(a) of the Local Government Municipal Finance Management Act, 56 of 2003, the Draft 2022/23 Annual Report be made public, and the local community be invited to make presentations in connection with the Draft 2022/23 Annual Report.
3. That in terms of the provisions of Section 127 (5)(b) of the Local Government Municipal Finance Management Act, 56 of 2003, the Draft 2022/23 Annual Report be submitted to the Auditor General, Provincial Treasury and the Provincial Department of Cooperative Government and Traditional Affairs.
4. That in terms of the provisions of Section 129 of the Local Government Municipal Finance Management Act, 56 of 2003, the Draft 2022/23 Annual Report be submitted to the Municipal Public Accounts Committee for purposes of preparing an Oversight Report on the Draft 2022/23 Annual Report for submission to Council by 27 March 2024.
5. That the Draft 2022/23 Annual Report be workshopped with all Councillors by mid-February 2024.
6. That all additions and corrections be emailed to the Office of the Speaker prior to the workshop as referred to above.

Proposed: V Zana

Seconded: P Oliphant

24/01/MM4 MID-YEAR INSTITUTIONAL PERFORMANCE REPORT: 2023/24 FINANCIAL YEAR: PERIOD 1 JULY 2023 TO 31 DECEMBER 2023

Resolved (30 January 2024)

1. That the 2023/24 Mid-Year Performance Report be noted.
2. That all areas of underperformance be discussed at Portfolio Committee level to determine and agree on corrective actions to be implemented to ensure targets are achieved by year-end.

24/01/MM5 DISCIPLINARY ENQUIRY HELD BY RULES AND ETHICS COMMITTEE – COUNCILLOR VUYOKAZI GUNUZA

Cllr Gunuza was recused from the meeting at 11:16

At 11:20 Cllr Zana requested a five-minute caucus for the ANC.

Upon return at 11:25, the ANC expressed that it was not in support of the item.

The Speaker called for a vote on the acceptance of the recommendations as is.

In Favour: 17

Not in Favour: 9

Resolved (30 January 2024)

1. That the recommendation made by the Rules and Ethics Committee herein be upheld.
2. That the following sanction be implemented against Councillor Gunuza in respect of the charge laid against her and for which charge the Councillor pleaded guilty.
 - 2.1 That in respect of Charge 1 – the sanction is a fine equivalent to 50% of Councillor Gunuza's monthly salary, but suspended for the balance of her term in office, subject to her not being found guilty for the same offence.

Cllr Gunuza was admitted back into the meeting.

24/01/MM6 DISCIPLINARY ENQUIRY HELD BY RULES AND ETHICS COMMITTEE – COUNCILLOR WAYNE PETERSEN

At 11:39 Cllr Petersen was recused from the virtual meeting.

Cllr Human expressed that he is not in support of the recommendations as outlined and proposed an amendment to point 10.2.1 to read that Councillor Petersen be fined with half a month's salary payable over 4 months.

Cllr Zana seconded the amendment.

The Speaker noted the proposed amendment and requested a vote on the approval of the recommendations as amended.

In Favour: 5

Not in Favour: 18

The Speaker called for a vote on the approval of the recommendations as originally outlined in the agenda.

In Favour: 17

Not in Favour: 7

Resolved (30 January 2024)

1. That the recommendation made by the Rules and Ethics Committee herein be upheld.
2. That the following sanction be implemented against Councillor Petersen in respect of the charge laid against him and for which charge the Councillor was found guilty by the Committee.

2.1 That in respect of Charge 2 – Councillor Petersen is fined with one month's salary, payable over two months.

Cllr Petersen was admitted back into the meeting.

24/01/MM7 REPORT ON EXERCISE OF DELEGATED AUTHORITY BY THE EXECUTIVE MAYOR

Cllr Oliphant conveyed the ANC's non-support of the item due to the nature of the existing transport industry in the Kouga region.

The Executive Mayor requested a five-minute DA caucus at 12:17 ahead of the voting.

Upon return at 12:22, the Speaker called for a vote on the acceptance of the recommendations as is.

In Favour: 17
Not in Favour: 7

Resolved (30 January 2024)

1. That the report on Delegated Authority by the Executive Mayor be confirmed.

16. REPORTS BY THE OFFICE OF THE DEPUTY MUNICIPAL MANAGER

24/01/DMM1 MEDIA AND COMMUNICATION STRATEGY ADOPTION AND IMPLEMENTATION WITHIN KOUGA LOCAL MUNICIPALITY

Resolved (30 January 2024)

1. That the Media and Communication Strategy be approved by Council.

24/01/DMM2 KOUGA MUNICIPALITY AMENDED INSTITUTIONAL CALENDAR

Resolved (30 January 2024)

1. That Council approves the amended institutional calendar.

At 12:30, the Speaker called for a 20-minute comfort break and Council resumed at 12:50.

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

17.1 **REPORTS BY THE CHAIRPERSON: FINANCE & ECONOMIC DEVELOPMENT**

24/01/FED1 MID-YEAR FINANCIAL REPORT FOR THE PERIOD OF JULY TO DECEMBER 2023 AND FINANCIAL STATE OF AFFAIRS OF THE MUNICIPALITY AS AT 31 DECEMBER 2023 (2023/24 FINANCIAL YEAR)

Cllr Zana suggested the implementation of a ward based-approach to track the financial spending of the Municipality per ward in relation to capital projects.

Cllr Oliphant added that a ward based budget be considered to ensure that financial spending in each ward is monitored.

In response, the CFO explained that during the Draft Budget process there was an attempt to allocate the capital projects to different wards but the operational process becomes challenging. However, more effort will be made during the Draft Budget discussions to encourage each department to indicate the ward where funds will be spent.

In order to do this, planning needs to be done at a high level to avoid a generalisation of fund allocations.

Resolved (30 January 2024)

1. That the Municipal Manager's report on the Mid-year Budget and Performance Assessment of the municipality, in accordance with Section 72(1)(a) of the MFMA, be noted.
2. That the Executive Mayor's report on the implementation of the budget and the financial state of affairs of the municipality, in accordance with Sections 52(d), 54(1)(f) and 72 of the MFMA, be noted.
3. That an Adjustments Budget, based on the realistically anticipated revenues, in line with section 18 and 28 of the MFMA, be tabled by the Executive Mayor to the Council.
4. That the Mid-year report accordingly be submitted to National Treasury and Provincial Treasury, in line with Section 72(1) (b) of the MFMA.

24/01/FED2 2023/24 MID-YEAR ADJUSTMENTS BUDGET

The ANC expressed that it is not in support of the item.

The Speaker called for a verbal vote on the acceptance of the Mid-Year Adjustments Budget report.

In Favour: 17

Not in Favour: 8

Resolved (30 January 2024)

1. That the Executive Mayor recommends 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: Municipal Finance Management Act, Act 56 of 2003, approves the 2023/24 Adjustments Budget as set-out in the following tables:
 - Table 4 - B1 Adjustments Budget Summary.
 - Table 5 - B2 Adjustments Budget Financial Performance (revenue and expenditure by standard classification).
 - Table 6 - B3 Adjustments Budget Financial Performance (revenue and expenditure by municipal vote).
 - Table 7 - B4 Adjustments Financial Performance (revenue and expenditure by type).
 - Table 8 - B5 Adjustments Budget Capital Expenditure by vote and standard classification and funding source.
 - Table 9 - B6 Adjustments Budget Financial Position.
 - Table 10 - B7 Adjustments Budget Cash Flows.
 - Table 11 - B8 Cash backed reserves/accumulated surplus reconciliation.
 - Table 12 - B9 Asset Management, and
 - Table 13 - B10 Basic service delivery measurement.

24/01/FED3 BUDGET AND TREASURY: WITHDRAWALS FROM THE MUNICIPAL BANK ACCOUNT FOR THE QUARTER ENDED 31 DECEMBER 2023

Resolved (30 January 2024)

1. That the Council notes the withdrawals that were made in terms of section 11(1) (b) to (j) of the MFMA for the quarter ended 31 December 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: PLANNING & DEVELOPMENT**

24/01/PD1 AMENDMENT OF KOGUA LOCAL MUNICIPALITY SPATIAL PLANNING AND LAND USE MANAGEMENT BY-LAW, 2016

Resolved (30 January 2024)

1. That the Council grant approval to proceed with the process of amending the Kouga Local Municipality Spatial Planning and Land Use Management By-Law, 2016.
2. That the Kouga Municipality By-Law & Policy Review Committee be informed of the intention to amend the Kouga Local Municipality Spatial Planning and Land Use Management By-Law, 2016.
3. That a notice be published informing the public of the Kouga Municipality's intention to amend the Kouga Local Municipality Spatial Planning and Land Use Management By-Law, 2016.

17.3 **REPORTS BY THE CHAIRPERSON: CIVIL & WATER SERVICES**

24/01/CWS1 APPROVAL OF THE DRAFT PROJECT IMPLEMENTATION PLAN (PIP) FOR THE 24/25 FY MIG ALLOCATED GRANT FUNDING

Resolved (30 January 2024)

1. That the draft Project Implementation Plan for MIG projects for the 24/25 FY be approved by Council.
2. That the final Council approved PIP for the 24/25 FY be submitted by 30 April 2024 to CoGTA.

17.4 **REPORTS BY THE CHAIRPERSON: COMMUNITY & SAFETY SERVICES**

24/01/CSS1 SPONSORSHIP REQUEST OF R100 000 FOR LIFESAVING CHAMPIONSHIPS TO BE HOSTED IN KOGUA ON THE 24TH AND 25TH FEBRUARY 2024

Cllr Zana conveyed the ANC's non-support of the item.

The Speaker called for a verbal vote on the acceptance of the recommendations.

In Favour: 16

Not in Favour: 9

Resolved (30 January 2024)

1. That Council approves the funding amount of R100 000.00 (One Hundred Thousand Rands only) including VAT towards the Lifesaving Championships hosted by Kouga Local Municipality on the 24th and 25th of February 2024.

2. That Council authorizes the Accounting Officer to conclude a Sponsorship Agreement / SLA with Lifesaving Nelson Mandela Bay in respect of sponsorship stated above and that the Municipality is at liberty to request any further and/or additional information in respect of the expenditure report and company to comply with all reporting, financial management and auditing requirements as stipulated in this Agreement.

24/01/CSS2 REVISED PREVENTION OF PUBLIC NUISANCE AND KEEPING OF ANIMALS BY-LAW

Cllr Maree proposed an additional recommendation to read that the approved Prevention of Public Nuisance and Keeping of Animals By-Law be workshopped, after the public participation process, with Councillors to review all public inputs before its resubmission to Council.

Cllr Dhludhlu seconded the additional recommendation.

Resolved (30 January 2024)

1. That Council approves the revised Kouga Municipality Prevention of Public Nuisance and Keeping of Animals By-Law.
2. That the approved Prevention of Public Nuisance and Keeping of Animals By-Law be advertised for public comments.
3. That the approved Prevention of Public Nuisance and Keeping of Animals By-Law be workshopped, after the public participation process, with Councillors before its resubmission to Council.

Proposed: L Maree

Seconded: B Dhludhlu

24/01/CSS3 DRAFT TREE MANAGEMENT POLICY

Cllr Oliphant proposed the withdrawal of the item as the function lies with the Provincial Department of Environmental Affairs.

Cllr Petersen expressed his non-support of the item.

Cllr Maree proposed an additional recommendation to read that the approved Draft Tree Management Policy be workshopped, after the public participation process, with Councillors to review all public inputs before its resubmission to Council.

The Speaker called for a verbal vote on the approval of the recommendations as amended.

In Favour: 17

Not in Favour: 8

Resolved (30 January 2024)

1. That Council authorises the Municipal Manager to commence with a public participation process for the Draft Tree Management Policy.
2. That the approved Draft Tree Management Policy be workshopped, after the public participation process, with Councillors before its resubmission to Council.

Proposed: L Maree

Seconded: W Gertenbach

18. **CLOSURE**

The meeting closed at 14:37

B WILLIAMS**DATE****SPEAKER**

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

REPORTS OF COMMITTEES OF COUNCIL:

REPORT BACK: SARAH BAARTMAN DISTRICT MUNICIPALITY REPRESENTATIVE





KOUGA MUNICIPALITY (EC 108)
 ORDINARY COUNCIL MEETING
 OPEN
 DATE: 28 FEBRUARY 2024
 ITEM NO: **24/02/SBDM1**

REPORT BACK: SARAH BAARTMAN DISTRICT REPRESENTATIVES

1. Introduction

The purpose of this item is to provide report back to Council from the Sarah Baartman District Representatives on matters related to Kouga Municipality.

2. Background

Kouga Municipality Councillors nominated as representatives for the Sarah Baartman District Municipality are to report back to Council.

3. Discussion

Extracts of the Sarah Baartman District Municipality minutes, relevant to Kouga Municipality, are attached as Annexure A.

4. Financial Implications

Completed by BTO -	None
Project Description	
Ukey no.	
Budgeted Amount	
Amount spent and committed to date	
Amount Available	
Comment	
BTO Signature	

5. Applicable Legislation

Section 23 of the Local Government: Municipal Structures Act No.117 of 1998, as amended. Section 23(4) provides that a local council must appoint its representative to the district Council.

6. Legal Implications

None

7. **Other Implications**

None

8. **Comments by Directorates:**

Not applicable

9. **Delegated Authority**

Council

10. **Recommendations**

10.1 That the report be noted.

Item approved by the Municipal Manager:

A handwritten signature in black ink, appearing to read 'du Plessis', written over a horizontal line.

2.2.2 Planning Progress Report

Purpose

The purpose of this report is to provide a progress update to Mayoral Committee on the implementation of the planning function. The items make recommendation for council to approve changes on how the tribunal functions, including the review of tribunal terms of reference; inclusion of Koukamma Local Municipality in the tribunal and addition of non-municipal members.

Background

Sarah Baartman District Municipality (SBDM) has invested in the process of ensuring all its local municipalities become compliant to the Spatial Planning and Land Use Management Act (SPLUMA). This has resulted in the District investing its own funding to finance planning tools for over 5 years. The Municipalities within the District have been able to be SPLUMA compliant, with one municipality finalising its Spatial Development Framework (SDF).

One of the critical challenges of planning expertise has shown an improvement over the last few months. All the municipalities have inhouse town planners. The next goal is to ensure all municipalities have a capacitated and functional planning units with more than one town planner.

SPLUMA compliance and capacity at the District

MUNICIPALITY	COMPLIANCE						CAPACITY			
	AUTHORISED OFFICIAL	BY LAW GAZETTED	MPT OPTION	CALL FOR NOMINATIONS	MPT GAZETTED	APPEAL AUTHORITY ESTABLISHED	PLANNER	GIS	ADMIN	COMMENTS
KOUKAMMA	Yes	Yes	Single	Yes	Yes	Yes	1	0	0	Limited capacity, unit with limited support
KOUGA	Yes	Yes	Single	Yes	Yes	Yes	3	1	1	Good planning capacity
BLUE CRANE	Yes	Yes	District	Yes	Yes	Yes	1	0	1	Limited capacity, unit with limited support
MAKANA	Yes	Yes	District	Yes	Yes	Yes	2	0	1	Adequate capacity, but has lost planners this financial year
NDLAMBE	Yes	Yes	Single	Yes	Yes	Yes	2	0	1	Adequate capacity
SUNDAYS RIVER	Yes	Yes	District	Yes	Yes	Yes	1	0	1	Limited capacity, unit with limited support
BEYERS NAUDE	Yes	Yes	Single	Yes	Yes	Yes	1	0	1	Limited capacity, unit with limited support

The District has made strides in pursuing district wide compliance of the Spatial Planning and Land use Management Act of 2013 (SPLUMA), with most all our municipalities having established functional Municipal Planning Tribunal. The tribunals being the first term since the enactment of SPLUMA, there have been a number of challenges due to municipalities and tribunal members being part of this type of decision-making process for the 1st time.

MPT Name	MPT Term of Office	
	Establishment date of MPT	End date of MPT
SBDM MPT (SRVM, Koukamma, Makana & BCRM)	30 Nov 2020	29 Nov 2023
Kouga (SINGLE)	2023	2028
Ndlambe (SINGLE)	2023	2028
Dr Beyers Naude (SINGLE)	2023	2028

Challenges:

- Continuous postponement of meetings due to poor attendance by members
- Differing items due to poor quality reports from LMs causing delay in development
- Tribunals overstepping their authority with the applicant
- Delays in the finalising of applications
- Lack of commitment from appointed members
- Administrative expertise in managing the resolutions of tribunal, exposing municipalities to possible litigation.

Compliance of SDF and ILUS

Municipality	SDF		Zoning Scheme / ILUS		Comments SDF & Zoning Scheme
	Yes/No	Year	Yes/No	Year	
Blue Crane	Yes	2022-23	yes	2023	Compliant
Makana	yes	2019	yes	2019	Compliant
Dr Beyers Naude	Under review	2023-24	Yes	2023	Compliant
Kouga	Yes	2020-21	Yes	2021	Compliant
Kou-Kamma	Yes	2022-23	Yes	2023-24 (adopted July 2023)	Compliant
Ndlambe	Yes	2023-24 (adopted May 2023)	Yes	2019	Compliant
Sunday Valley	Yes	2023-24 (adopted June 2023)	Yes	2023-24 (adopted June 2023)	Compliant

2.2.3 Request for a Budget Adjustment

The item seeks to obtain approval from the Council on the adjustments proposed to the 2023/2024 Original Operational and Capital Budget.

In terms of Section 28(2)(b) of the Municipal Finance Management Act, 2003 (Act No. 56 of 2003) (MFMA) and Section 23(3) of the Municipal Budget and Reporting Requirements (MBRR), municipalities must adjust their 2022/2023 MTREF budgets to account for the revised funding allocations that were made available.

Section 28 of the Municipal Finance Management Act, 2003 (MFMA) allows a municipality to revise its approved annual budget through an adjustments budget.

An adjustments budget –

- Must adjust the revenue and expenditure estimates downwards if there is a material under-collection of revenue during the current year;
- May appropriate additional revenues that have become available over and above those anticipated in the annual budget, but only to revise or accelerate spending programmes already budgeted for;
- May, within a prescribed framework, authorise unforeseeable and unavoidable expenditure recommended by the mayor of the municipality;
- May authorise the utilisation of projected savings in one vote towards spending under another vote;
- May authorise the spending of funds that were unspent at the end of the past financial year where the under-spending could not reasonably have been foreseen at the time to include projected roll-overs where the annual budget for the current year was approved by the council;
- May correct any errors in the annual budget, and
- May provide for any other expenditure within a prescribed framework.

The administration of SBDM has interrogated the budget and considered the need for certain budget adjustments based on under/over estimating project expenditure and omissions in the budget in the 2023/2024 financial year.

Attached hereto are schedules that details the expenditure budget adjustment requests.

Project Budget - ANNEXURE "D" (page: 340)

Operating Budget – ANNEXURE "E" (page:341)

Capital Budget – ANNEXURE "F" (page: 342))

Adjustment Budget B – Schedules - ANNEXURE "G" (pages:343 - 384)

Financial Comment

Vote number	Revised/ Adjusted budget Amount	Actual expenditure	Total commitments	Other projects not recorded in system to date	Balance available
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				(Other Tenders to be awarded)	
The amounts detailed in the Annexures are correct as at 21 December 2023. The adjustment budget is needed to have a more realistic budget.					

Based on the above, it is

Recommended

that it be recommended to Council as follows:

- (a) that in terms of Section 28(2)(b) of the MFMA, the 2023/2024 Operating Revenue Budget from Department of Human Settlements Grant be increased by R36 300 000;
- (b) that in terms of Section 28(2)(b) of the MFMA, the 2023/2024 Operating Revenue Budget from Department of Transport Grant be increased by R30 000 000;
- (c) that in terms of Section 28(2)(b) of the MFMA, the 2023/2024 Operating Revenue Budget from Own revenue be increased by R12 154 600;
- (d) that in terms of Section 28(2)(f) of the MFMA, the 2023/2024 Operating Expenditure Budget be increased by R94 298 640 for the various votes as detailed in Annexure "D" and Annexure "E";
- (e) that in terms of Section 28(2)(f) of the MFMA, the 2023/2024 Operating Expenditure Budget be decreased by R15 844 040 for the various votes as detailed in Annexure "D" and Annexure "E";
- (f) that in terms of Section 28(2)(f) of the MFMA, the 2023/2024 Capital Budget be increased by R930 000 for the various items as detailed in Annexure "F";
- (g) that the adjustment budget B- Schedules as detailed in Annexure "G" be adopted;
- (h) that the Service Delivery and Budget Implementation Plan be updated accordingly.

The above report was considered by the Mayoral Committee Meeting held on Wednesday, 10 January 2024

The Director: Finance and Corporate Services presented the report.

She indicated that an additional recommendation was to be relating to Annexure G, encompassing the B schedules mandated by the National Treasury for mSCOA reporting.

ADJUSTMENT - PROJECTS

ANNEXURE A

PROJECT NO	ACCOUNT DESCRIPTION	ANNUAL BUDGET 2023/24	EXPENDITURE UP TO 01/12/2023	AMOUNT UNSPENT	ADJUSTMENT REQUIRED	ADJUSTED ANNUAL BUDGET 2023/24	FUNDING SOURCE	MOTIVATION
	DEPARTMENT: INFRASTRUCTURE DEVELOPMENT & COMMUNITY SERVICES							
	PROJECT MANAGEMENT (MSC 0032)							
IN050	UPGRADING OF INFORMAL SETTLEMENT PROGRAMME (KOGA CHAL)	13 700 000	-	13 700 000	(13 700 000)	-	DHS Grant	Funds will be paid directly to Kogal by DHS
IN005	UPGRADING OF INFORMAL SETTLEMENT PROGRAMME (NEW)	-	-	-	50 000 000	50 000 000	DHS Grant	New funding agreement with DHS amounting to 100mm for the three-year period
	ROADS							
IN249	UPGRADING OF MACHANDA TAXI ROUTES (DOT)	18 136 000	596 064	10 579 936	30 000 000	49 136 000	DOT Grant	Additional funds required for the appointment of the contractor - based on quotes obtained
	FIRE SERVICES (MSC 0113)							
IN014	CONTRIBUTION TO MUNICIPALITIES - FIRE SERVICES	16 760 000	9 753 961	11 006 049	4 965 000	10 770 000	Surplus	Remaining half of the Annual Fire Allocation (2023-24) provided as LMs contributed to spend prior year rebudgets
	WATER SERVICES AUTHORITY (MSC 0108)							
IN021	WASA SUPPORT FOR LMS	2 000 000	1 395 951	614 079	2 000 000	4 000 000	Surplus	Additional funds requested by DGRN and KwaZulu-LM
	DEPARTMENT - PLANNING AND ECONOMIC DEVELOPMENT							
	MANAGEMENT (MSC 0147)							
ED004	SRM SWM SUPPORT PROGRAMME	1 000 000	870 390	129 610	900 000	1 900 000		Additional funds requested (Director PED to expand on motivation)
	TOURISM PROMOTION & DEVELOPMENT (MSC 0408)							
TO003	TOURISM MARKETING	2 500 000	1 594 681	513 319	1 900 000	4 400 000	Surplus	Additional funds requested for local and international tourism events
	TRADE AND INVESTMENT (MSC 0148)							
TO021	PROJECT DEVELOPMENT AND PACKAGING (NEW)	-	-	-	120 000	120 000		New Project (Director PED to expand on motivation)
	TOTAL ADJUSTMENTS - PROJECTS				76 185 000			

THE COMMITTEE RECOMMENDS:

- (a) that in terms of Section 28(2)(b) of the MFMA, the 2023/2024 Operating Revenue Budget from Department of Human Settlements Grant be increased by R36 300 000;
 - (b) that in terms of Section 28(2)(b) of the MFMA, the 2023/2024 Operating Revenue Budget from Department of Transport Grant be increased by R30 000 000;
 - (c) that in terms of Section 28(2)(b) of the MFMA, the 2023/2024 Operating Revenue Budget from Own revenue be increased by R12 154 600;
 - (d) that in terms of Section 28(2)(f) of the MFMA, the 2023/2024 Operating Expenditure Budget be increased by R94 298 640 for the various votes as detailed in Annexure "D" and Annexure "E";
 - (e) that in terms of Section 28(2)(f) of the MFMA, the 2023/2024 Operating Expenditure Budget be decreased by R15 844 040 for the various votes as detailed in Annexure "D" and Annexure "E";
 - (f) that in terms of Section 28(2)(f) of the MFMA, the 2023/2024 Capital Budget be increased by R930 000 for the various items as detailed in Annexure "F";
 - (g) that the adjustment budget B-Schedules as detailed in Annexure "G" be adopted;
 - (h) that the Service Delivery and Budget Implementation Plan be updated accordingly.
-

9.3.4

Network Connectivity in Gamtoos Valley

In terms of the cellular connectivity of Gamtoos Valley, Cllr Mey requested updates and clarity on the issue of contract files. He referred to the day when he visited Gamtoos Valley where the network was connecting to MTN, but if people using Vodacom visited the area, they would not be able to connect to the network.

The Municipal Manager advised that she spoke with the Municipal Manager of Kouga Municipality, Mr du Plessis about the connectivity of MTN and Vodacom in Gamtoos Valley. She mentioned that there was a need for business sense in

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terms of the Service Providers to provide services. She highlighted the issue of the numbers of the community requiring the services needed to make business sense to Service Providers. She added that the matter was a standing item to the District Mayors Forum and both stakeholders attended the District Mayors Forum meeting to provide information regarding what they were doing across the SBDM Region.

NOTED

VIREMENTS

PROCESSED DURING PERIOD October 2023 TO December 2023

FROM		TO		REASON
ACCOUNT	AMOUNT	ACCOUNT	AMOUNT	
INTERNET EXPENSES	20 000.00	LICENCES - IT	20 000.00	INSUFFICIENT FUNDS
CATERING	20 000.00	LOCAL FLIGHTS - EXECUTIVE COMMITTEE	20 000.00	INSUFFICIENT FUNDS
CATERING	20 000.00	OUTREACH PROGRAMMES - CATERING	20 000.00	INSUFFICIENT FUNDS
CONFERENCE FEES LOCAL - COUNCIL EXPENSES	5 000.00	ACCOMMODATION LOCAL - COUNCIL EXPENSES	5 000.00	INSUFFICIENT FUNDS
INTERGOVERNMENTAL RELATIONS - LOCAL	10 000.00	STATIONERY - MANAGEMENT MM	10 000.00	INSUFFICIENT FUNDS
BASIC SALARY - PEOPLE MANAGEMENT	15 000.00	HOUSING SUBSIDY - PEOPLE MANAGEMENT	15 000.00	INSUFFICIENT FUNDS
CATERING	20 000.00	ACCOMMODATION LOCAL - EXECUTIVE COMMITTEE	20 000.00	INSUFFICIENT FUNDS
CATERING	20 000.00	ACCOMMODATION LOCAL - COUNCIL EXPENSES	20 000.00	INSUFFICIENT FUNDS
CONFERENCE FEES LOCAL - COUNCIL EXPENSES	5 000.00	ACCOMMODATION LOCAL - COUNCIL EXPENSES	5 000.00	INSUFFICIENT FUNDS
INTERGOVERNMENTAL RELATIONS - LOCAL	10 000.00	STATIONERY - MANAGEMENT MM - NEW	10 000.00	INSUFFICIENT FUNDS
CONTRIBUTIONS TO MUNICIPALITIES - TRANSFERS TO LM'S	4 848 000.00	CONTRIBUTION TO LM FIRE - KOUGA	1 582 000.00	SPLITTING OF FUNDS
		CONTRIBUTION TO LM FIRE - BEYERS NAUDE	2 184 000.00	SPLITTING OF FUNDS
		CONTRIBUTION TO LM FIRE - NDLAMBE	1 082 000.00	SPLITTING OF FUNDS
LOCAL FLIGHTS - MANAGER CORPORATE SERVICES	3 000.00	KITCHENWARE	3 000.00	INSUFFICIENT FUNDS
4 996 000.00		4 996 000.00		

KOUGA AUDIT COMMITTEE





KOUGA MUNICIPALITY (EC 108)
 ORDINARY COUNCIL MEETING
 KOUGA AUDIT COMMITTEE
 OPEN
 DATE: 28 FEBRUARY 2024
 ITEM NO: **24/02/KAC1**

MINUTES OF THE KOUGA AUDIT COMMITTEE

1. Introduction

The purpose of this item is to refer to Council the minutes of the Kouga Audit Committee.

2. Background

The confirmed minutes of the Kouga Audit Committee are referred to Council for noting.

3. Discussion

Council is advised that the Kouga Audit Committee held a meeting on 18 August 2023 as well as a Special meeting on 28 August 2023. The Minutes of the respective meetings are attached for ease of reference.

4. Financial Implications

Completed by BTO -	Not applicable
Project Description	
Ukey no.	
Budgeted Amount	
Amount spent and committed to date	
Amount Available	
Comment	
BTO Signature	

5. Applicable Legislation

Section 166 of the Local Government: Municipal Finance Management Act, No. 56 of 2003 provides that each municipality must have an audit committee, subject to the provisions of the said section 166, and which Audit Committee serves as an independent advisory body.

6. **Legal Implications**

None.

7. **Other Implications**

None

8. **Comments by Directorates:**

8.1 **Chief Financial Officer:**

Not applicable

8.2 **Acting Director: Planning & Development**

Not applicable

8.3 **Director: Civil & Water Services**

Not applicable

8.4 **Acting Director: Electro-Mechanical Services**

Not applicable

8.5 **Director: Community Services**

Not applicable

8.6 **Deputy Municipal Manager**

Not applicable

8.7 **Municipal Manager**

Not applicable

9. **Delegated Authority**

Council

10. **Recommendations**

10.1 That the minutes of the Kouga Audit Committee be noted.

Item prepared by the: Kouga Audit Committee Chairperson

A handwritten signature in black ink, consisting of a circle with a vertical line through it and a horizontal line extending to the right.

MINUTES OF A KOUGA AUDIT COMMITTEE MEETING HELD ON FRIDAY, 18 AUGUST 2023 AT 08:00

PRESENT	Mr G Billson Mr R Moodaley	(Chairperson) (Member)
COUNCILLORS	Cllr L Maree	(Portfolio Chairperson: Finance & Economic Development)
OFFICIALS	Mr C du Plessis Mr D de Jager Mr A Koegelenberg Mr R Lorgat Mr C de Kock Ms N Machelesi Mr I Fakir Ms S Mpumela Mr A Mpange Mr T Madatt Ms L Opperman Mr M Goduka Ms N Mazibuko	(Municipal Manager) (Deputy Municipal Manager) (Manager: PMS) (CFO) (Director: Civil & Water Services) (Director: Community & Safety Services) (Manager: Risk & Internal Audit) (Internal Auditor) (Senior Internal Auditor) (Acting Director: Electro & Mechanical Services) (Acting Director: Planning & Development) (Manager: IT) (Scribe)
STAKEHOLDERS	Ms S Budaza Mr M Ngwadla Ms S Thompson Mr T Somya Ms V Kaleni	(Eastern Cape Provincial Treasury) (Eastern Cape Provincial Treasury) (Eastern Cape Provincial Treasury) (Eastern Cape Provincial Treasury) (Eastern Cape Provincial Treasury)

1. OPENING AND WELCOME

The Chairperson welcomed everyone present and read the notice convening the meeting.

2. ATTENDANCE REGISTER

Noted for circulation.

3. APOLOGIES

Mr G Sarpong	(Member)
Ald B Williams	(Speaker)

4. CONFIRMATION OF AGENDA

Noted.



5. **DECLARATION OF INTEREST**

None.

6. **CONFIRMATION OF MINUTES OF PREVIOUS MEETING**

6.1 **MINUTES OF THE KOUGA AUDIT COMMITTEE MEETING HELD ON 26 MAY 2023**

The Chairperson referred to page 8, *par. 2*, and requested that '*standing items*' be amended to '*outstanding*'.

Resolved: (18 August 2023)

1. That the Minutes of the Kouga Audit Committee Meeting held on 26 May 2023 be approved.

Proposed: Mr G Billson

Seconded: Mr R Moodaley

7. **REPORT BY THE MUNICIPAL MANAGER**

The Municipal Manager stated that the Municipality was not as successful financially as anticipated and that more properties were included in the valuation roll which saved the Municipality. He further highlighted that the current payment rate and calculation resulted in a decrease to 7%, whereas, maintenance costs were below 5% of operating expenditure.

Without loadshedding the Municipality would have expected to sell R400 million worth of electricity but instead managed to sell a quarter less of what was anticipated. He further raised concerns on the structure of the tariffs as it resulted in a loss of electricity. Loadshedding has also resulted in increased additional costs.

He stated that there has been a significant increase in the local construction industry despite the economic challenges experienced by the middle class and that major repairs need to be done on the Waste Water Treatment Plants but there is limited funding available. He added that the resealing of infrastructure is required.

8. **MATTERS FOR DISCUSSION**

23/08/KAC1

MATTERS ARISING REGISTER AS AT JULY 2023

The Chairperson proposed the following amendments:

1. That the original item description be maintained.
2. That a target dates column be added to the Register.
3. That the action taken be updated as per the recommendations made by the Committee.

He enquired on the current status of the Draft Internal Audit Plan in relation to the filing of vacancies.



The Manager: Risk & Internal Audit stated that the Manager Risk & Internal Audit vacancy has been filled, a Senior Internal Auditor has been appointed, Mr Asenathi Mpange. He highlighted that an interim intern was selected in the previous week and will be appointed on a 3 year basis for the unfunded Internal Auditor vacancy.

The Chairperson enquired whether the interim intern will be remunerated as the position is unfunded.

The Manager: Risk & Internal Audit highlighted that a separate contract process was undertaken to procure the intern.

The Chairperson enquired on the current status of the ICT Disaster Recovery Plan.

The Deputy Municipal Manager stated that an assessment was conducted which uncovered challenges with data backlogs and data recovery, however, a new system has been introduced to perform backups which has been tested and approved.

A new Firewall was also introduced as the previous Firewall was outdated and a new ICT Strategy has been initiated to address the issues and risks experienced. The ICT Strategy will be presented to the next Policy Workshop and submitted to Council for approval.

He highlighted that specifications were submitted to SCM for the appointment of a new interim service provider for a Cloud-Based Data Backup System. Specifications were also submitted for LAN connectivity and new telephone systems to ensure that IT is more stable, reliable and that risks are mitigated.

The Chairperson requested clarity on whether the current backup systems are off-site and not cloud based.

The Deputy Municipal Manager responded that the backups are cloud based via the Microsoft backup software and are done off-site.

The Chairperson enquired whether the backup systems have been tested.

The Deputy Municipal Manager confirmed that testing was done for all the current back up systems.

The Chairperson requested clarity on the reasons for the Draft Medium-Term Revenue and Expenditure Framework (MTREF) being incomplete.



The CFO explained that the MTREF was adopted by Council, subsequently, the recommendations made from the long-term plan were implemented into the budget related policies which were approved by Council, together with the budget, on 31 May 2023.

The MTREF was supposed to be included in the agenda as the information has already been submitted.

The Chairperson questioned the reasons for the status of the Performance Report 2023/24 being in-progress.

The Manager: PMS clarified that the Annual Performance Report will be submitted for the Council meeting scheduled for 31 August 2023, but will be ready for submission in the next Kouga Audit meeting.

The Chairperson enquired whether the Draft Annual Report for Quarter 4 will be available for submission to the upcoming Special Kouga Audit meeting.

The Municipal Manager stated that there is information that still needs to be verified before a submission can be made to the Kouga Audit Committee.

The Chairperson enquired whether the Assets Register has been updated to outline sites that have pending contracts.

The Manager: Risk & Internal Audit highlighted that the Assets Register was submitted late and therefore could not be examined timeously to determine whether it has been updated.

The Chairperson further enquired on whether the Property Register was submitted.

The Manager: Risk & Internal Audit stated that the Leased Property Register was submitted.

The Chairperson that information on both registers be forwarded to the Audit Committee members.

Resolved (18 August 2023)

1. That the Matters Arising Register as at July 2023 be updated and amended accordingly to include target dates.



23/08/KAC2

SUMMARY OF INTERNAL AUDIT FINDINGS INCLUDING DETAIL FINDINGS LISTING

The Chairperson reiterated his concerns on the lack of progress by management in addressing the findings by the Auditor General.

He further highlighted that there was mention in the previous meeting that the lack of progress was a result of staff changes and questioned whether the nature of the findings have been conveyed to the new incumbents to ensure risk mitigation.

The Manager: Risk & Internal Audit stated that the findings have not been discussed because focus was given to risks that have not been addressed in ± 2 years.

A meeting will be scheduled on the findings from prior years specifically for the Director: Infrastructure & Engineering.

The Chairperson stated that findings dating back to 2019 were discussed in the previous meeting, however, the findings as at 27 July 2023 date back to 2021. He enquired whether there are findings that have not been included in the summary document.

The Manager: Risk & Internal Audit explained that the department was founded and in-sourcing commenced in 2019, however, internal audit reports were only drafted and channelled out as of the 2020/21 financial year.

The Chairperson requested that a column be added for the *Internal Audit Findings status : Combined Directorates* that reads 'Tested and implemented' as well as 'Tested and not implemented' to ensure that risks are mitigated.

If findings from Internal Audit and the Auditor General are not being implemented, the Municipality remains vulnerable to operating in a high risk environment.

The Manager: Risk & Internal Audit added that a new process has been initiated where the statistics on findings will be reported monthly to the Top Management meetings to ensure that the Municipal Manager is aware of the progress made in addressing the findings.

The Chairperson urged that significant findings such as the 71 awaited responses from directorates be discussed with the relevant Directorates to ensure that there is a clear understanding of the findings and a possible way of addressing them.

A handwritten signature in black ink, consisting of a stylized 'S' or 'G' shape with a long horizontal line extending to the left.

The Municipal Manager stated that a Directorate can implement the internal audit plan timeously, therefore, progress in this regard is foreseeable.

Resolved (18 August 2023)

1. That a column be added for the *Internal Audit Findings status* :Combined Directorates that reads 'Tested and implemented' as well as 'Tested and not implemented'.
2. That significant findings such as the 71 awaited responses from directorates be discussed with the relevant Directorates

23/08/KAC3

PERFORMANCE MANAGEMENT SYSTEM REVIEW REPORT

The Chairperson highlighted that there were discussions on KPIs being measurable and a request was made for Directors/Section 56 Managers to carefully consider their performance contracts to avoid KPIs being disregarded.

He raised concerns that the report poses a risk that could have been avoided in relation to final performance measurements.

The Municipal Manager responded that the report is concerning and highlighted that political influence cannot be ignored in relation to the IDP, the Draft Budget, SDBIP and Performance Contracts. Politicians do not have enough knowledge to make additions to the performance targets.

By the end of November, performance targets for the following year need to be concluded to ensure that they can be adjusted and improved.

Resolved (18 August 2023)

1. That the Performance Management System Review Report be noted.

23/08/KAC4

SUPPLY CHAIN MANAGEMENT REVIEW REPORT – QUARTER 4

Resolved (18 August 2023)

1. That the Supply Chain Management Review Report – Quarter 4 be noted.

23/08/KAC5

PROGRESS VS INTERNAL AUDIT PLAN – JULY 2023

The Chairperson enquired on whether rollovers from the previous financial year are included in the Audit Plan.



The Manager: Risk & Internal Audit confirmed that the plan does include rollovers from the previous financial year.

Resolved (18 August 2023)

1. That the Progress vs Internal Audit Plan – July 2023 be noted.

23/08/KAC6

AUDIT ACTION PLAN

The Chairperson requested clarity on who the process owner of the relevant findings is.

The Manager: Risk & Internal Audit stated that Internal Audit's responsibility is to test the findings to give assurance that they have been implemented and addressed accordingly.

The Chairperson enquired on whether Internal Audit provides assistance to Finance for the checking of testing for specific past findings.

The Manager: Risk & Internal Audit stated that the checking of testing has not taken place yet, however, there has been communication with the Chief Accountant who highlighted that Internal Audit will be alerted should any Directorate be ready for testing.

The Chairperson enquired on the individual responsible for driving the process and whether relevant Directorates have been given a specific age in findings that have been noted.

The Manager: Risk & Internal Audit stated that communication was sent to Directors, however, confirmation cannot be given on the feedback of that communication.

The CFO responded that the action plan designates himself and the Performance Manager.

The Chairperson proposed that items be replaced as review items, per Directorate, of the Auditor General's findings. The action owners per Directorate should be outlined and Internal Audit should assist in carrying out the relevant testing to ensure that the items are being addressed.

On finding 7, he further requested clarity on whether the 'Material misstatements' for the Annual Financial Statements was a mapping issue.

The CFO responded that material adjustments had to be made in terms of work in progress on infrastructure assets where Occupation Certificates were issued by the I&E department but the assets were



not recorded accordingly as information was not forwarded to the Assets department.

The Chairperson referred to finding 8 on *Strategic Planning and Performance Management* and enquired on whether the Implementation and monitoring over the controls has been actioned.

The Municipal Manager confirmed that the controls have been actioned and there is continuous improvement of the implementation.

The Chairperson questioned whether a repeat finding is not expected.

The Municipal Manager confirmed that a repeat finding is not anticipated.

The Chairperson referred to finding 9 on the *Audit Recommendations* and questioned whether the Implementation and monitoring over the controls has been actioned.

The Municipal Manager confirmed that the controls have been actioned. A number of challenges were experienced, as a result a Monitoring & Evaluation Portfolio Committee was established to ensure that in-depth oversight is conducted.

The Chairperson referred to finding 11 on the *Annual Financial Statements* and enquired on the list of items that were not carried through from the previous financial year.

The CFO confirmed that items from the Auditor-General's report were not carried through and explained that whenever there is a material adjustment, standard findings are carried through as reviewed adequately.

The Chairperson enquired on who conducts the review of the standard findings.

The CFO confirmed that Management conducts the review.

The Chairperson requested clarity on whether there was a backlog issue in relation to conducting of the review.

The CFO explained that whenever there is a material adjustment, the Auditor General's standard reports highlight the leadership and management review challenges.

He further highlighted that Finance does not have sufficient time to compile financial reports as information is either received late or not at



all from respective Departments. However, there are hopes that the challenges will be addressed because the issues have a ripple effect.

The Chairperson enquired on how the issues will be prevented from reoccurring in the following year.

The CFO stated that Departments need to manage their orders to avoid old invoices being issued late or processed timeously.

The Chairperson requested clarity whether the delay/non-submission of invoice submission is ascribed to Managers or service providers.

The CFO confirmed that the delay/non-submission is ascribed to service providers.

The Chairperson questioned whether it makes sense to call for the invoices from the service providers after year-end.

The CFO stated that it is necessary because the impact of invoices being submitted after year-end is that there will be no budget.

The Chairperson enquired whether the call for invoice submissions should be done earlier.

The CFO stated that the call is usually sent out in May.

The Chairperson questioned whether the call can be sent out every month.

The CFO stated that it is not Finance's responsibility to ensure that invoices are managed but that of the relevant Managers and Directors.

The Chairperson questioned whether there might be a training issue for Managers and Directors.

The Municipal Manager stated that the I&E department, for instance, has been destabilised for the last two years and is generally a department with a lot of deviations in relation to emergency maintenance of infrastructure. There are hopes that the issue will not reoccur.

Resolved (18 August 2023)

1. That items in the Audit Action Plan be replaced as review items of the Auditor General's findings outlining action owners per relevant Directorate.

23/08/KAC7

FINAL ANNUAL BUDGET REPORT

The Chairperson highlighted that the 2023/24 Annual Budget was requested in the previous meeting, however, it has already



been approved by Council therefore reviewing it would be in vain.

He further highlighted that the quarter 3 financials have also not been submitted and as a result the quarter 4 financials cannot be assessed.

Resolved (18 August 2023)

1. That the Final Annual Budget Report be noted as approved by Council.

23/08/KAC8

UNAUTHORISED, IRREGULAR, FRUITLESS AND WASTEFUL EXPENDITURE REGISTER

The Chairperson referred to page 418 and requested clarity on the nature of the incidents with the Nelson Mandela Metro Municipality.

The Director: Civil & Water Services responded that the accounts for the bulk meters are received from the Nelson Mandela Metro Municipality and are verified by Kouga Municipality.

However, discrepancies are usually detected therefore making it difficult for the Municipality to sign off on what has been measured by the Metro.

He stated that interest is charged monthly on the estimates that are provided, therefore when a dispute is lodged on the estimates interest is still charged.

The Chairperson questioned the reasons for the interest not being credited if evidence is provided that estimates are inaccurate.

The Director: Civil & Water Services stated that it is not easy to prove that estimates are inaccurate because the meters belong to the Metro Municipality and that the matter has been ongoing.

A procedure has been initiated where both Municipalities can examine the water meters jointly on the same day.

The Chairperson enquired whether there is a standard water meter reading date.

The Director: Civil & Water Services stated that standardizing a date was attempted to ensure that there is accountability, however, another challenge was that some of the water meters are estimate water meters.



The Chairperson enquired on the number of water meters in discussion.

The Director: Civil & Water Services responded that there are 17 water meters and highlighted that a condition was resolved by Top Management that the accounts forwarded by the Metro Municipality will be signed off if a verification is permitted for recalculations to be completed.

The Chairperson enquired whether the R25 266,64 includes interest.

The Director: Civil & Water Services stated that the amount includes interest.

The Chairperson further enquired whether the interest is charged monthly, consolidated or is a once off charge.

The Director: Civil & Water Services highlighted that the meter estimation is possibly inclusive of interest charged, hence, an image of the meter estimation reading is kept on file.

The problem arose when the Metro Municipality's reading did not correspond to the image on file.

The Chairperson referred to page 420 and requested clarity on the nature of the large expenditure of R33 870,97 for the Nelson Mandela Bay Metro.

He questioned whether the amount includes the interest charged on the repayments.

The CFO stated that the amount reflects the current year expenditure.

Resolved (18 August 2023)

1. That the Unauthorised, Irregular, Fruitless & Wasteful Register be noted.

23/08/KAC9

DATA CLEANSING REPORT

The Chairperson enquired whether field workers were dismissed due to non-performance.

The CFO stated that field workers were appointed on a long-term contract and performance was measured by the number of completed houses per day, which is an average of 8.

The Chairperson referred to page 428 on the *Baseline data* and questioned whether the total difference between the 'N.o of



Properties' and *'Data package'* is due to additional homes on the same land parcel.

The CFO confirmed that the different totals are indeed a result of additional homes.

The Chairperson referred to page 429 where he raised concerns that 6.4% of the total 12159 property visits were not completed correctly the first time, resulting in a high failure and revisitation rate.

The outcomes could be a reflection of a process management issue which could result in a projection of 3 years.

The CFO stated that there is a verification process in place which is defaulted to fail until it is successful.

The Chairperson enquired on the services being checked during the verification process.

The CFO confirmed that all services are being verified namely property verifications, contact details and the services used on the property.

The Chairperson further enquired whether the process verifies whether the occupants are ATP beneficiaries.

The CFO confirmed that the information is verified during the process.

The Chairperson questioned whether A2A's provide back office support.

The CFO highlighted that the project management team manages the field workers.

The Chairperson enquired whether the system is the project managers' IP on the system.

The CFO confirmed that it is and there is an annual license for it.

The Chairperson questioned the purpose of an annual license and how often an exercise is conducted.

The CFO clarified that a DMS system is used which requires a project manager to carry out the Asset Management module as they understand the environment fully.

Resolved (18 August 2023)

1. That the Data Cleansing Report be noted.



23/08/KAC10

KOUGA RISK REGISTER

The Chairperson highlighted that in the previous meeting, the Risk Register was not updated and requested an overview update.

The Manager: Risk & Internal Audit stated that the Risk Register as at July 2023 was updated with inputs from all Directorates and that risks were categorised as per residual risk exposure - highest risks at the top and lower risks at the bottom.

The Risk Management Process consists of five steps: Identification of Context, Risk Identification, Risk Assessment, Organisation and Risk Response & Monitoring.

He highlighted that the risk management function of the institution has been fixed on Risk Assessment & Prioritization with a slight advancement to risk response and less progress in risk monitoring.

The Risk Register now outlines the progress made by risk action owners.

He stated that certain risk have been reassessed especially the Infrastructure & Engineering related risks, therefore no risk monitoring progress has been reported on for the current quarter as re-assessments were recently conducted in the department.

The Risk and Internal Audit department will comprehensively analyse progress quarterly and will engage the relevant Directorates on the progress reported.

The Chairperson requested that dates be outlined under the 'Progress to Date: Current' column.

On the *Financial Sustainability* risk, he proposed an amendment to the phrasing of the second root cause to read 'Reprioritization of external funding sourced due to drought' and noted that there are no controls in place for the 4th and 5th root causes. He requested clarity on the matter.

The Manager: Risk & Internal Audit stated that during discussions held with the CFO, it was highlighted that the matters stem from the way SLA's are constructed.

The CFO clarified that the SLA matter relates to the *Lack of full enforcements of agency agreements (Fire Services)*.

The Chairperson requested further clarity on the matter.

The CFO explained that the grounds for the 'Incompleteness of revenue' root cause are that the District Municipality held discussions to hand over the entire function to the Municipality as it can no longer be funded by the District Municipality.

On the *Lack of full enforcements of agency agreements (Fire Services)* root cause, he highlighted that fire services are a joint responsibility between the District and Local Municipality,

however, more money is being spent than is received from the District Municipality for the services. Therefore it is not sustainable.

He stated that small arrangements were made for different services that the Municipality is looking into to assist in addressing the issues, but those that require legislative intervention are out of the Municipality's control.

The Chairperson referred to the mitigation action stating that 'DBSA Loan to be sourced' and highlighted that it does not guarantee financial sustainability.

The CFO stated that R50 million of the loan was for the drought and R35 million for the front loading of MIG which was short-term. The impact of the front loading is that there is infrastructure benefit and to show that the MIG was spent upfront.

If the MIG is spent upfront, there is an automatic allocation of additional funds.

The R50 million was for the installation of water meters in Gamtoos Valley as a lot of water is utilised in the area by indigents, as a result, water losses have reduced and the debtors balance is controlled.

The Chairperson further enquired on whose account will be billed for the fire incidents.

The CFO stated that the account is covered by the insurance company after an incident.

Resolved (18 August 2023)

1. That the Kouga Risk Register include dates under the 'Progress to Date: Current' column.
2. That the Kouga Risk Register be amended accordingly.

23/08/KAC11

MASTER POLICY REGISTER

The Chairperson highlighted that the Register still does not outline the last approval date and future review date. He requested that the Register be updated accordingly to reflect the dates.

The Deputy Municipal Manager confirmed that the Register will be updated accordingly by the relevant officials.

The Chairperson enquired on the reasons for a Policy not being uploaded on the website.

The Deputy Municipal Manager stated that the Registry department is responsible for ensuring that approved Policies are uploaded on the Municipal website, however, Directorates



have the responsibility of ensuring that the respective Policies are approved by Council.

Resolved (18 August 2023)

1. That the Master Policy Register be updated accordingly to reflect the last approval date and future review date per Policy.

23/08/KAC12

REPORT ON VACANCIES PER APPROVED ORGANOGRAM

The Chairperson requested clarity on the Community Services 'Budget used for Drought Programme in 2021-22 till 30 June 2023' status.

The Deputy Municipal Manager explained that there was a settlement agreement in 2018 for long-term disputes, as a result the contracts were extended for 8 years unlawfully which contravened Section 190(b) of the Labour Relations Act.

A resolution was taken to re-appoint the workers that were registered with Trade Unions over a 3 year cycle, however, all the Shop Stewards have since been dismissed. As a result, the settlement agreement was not implemented further as the legislation changed.

He highlighted that the posts could not be filled at the time of compiling the report due to the settlement agreement, however, the posts will now be advertised and filled on a permanent basis.

Resolved (18 August 2023)

1. That the Report on Vacancies per Approved Organogram be noted.

23/08/KAC13

MINUTES OF AN ICT STEERING COMMITTEE MEETING HELD ON 24 MAY 2023

Resolved (18 August 2023)

1. That the Minutes of an ICT Steering Committee Meeting held on 24 May 2023 be noted.

23/08/KAC14

ICT FRAMEWORK PROGRESS PLAN

The Chairperson enquired on the current status of ICT within the Municipality including current challenges and immediate actions to be taken.

The Manager: IT highlighted that the first priority area is ensuring connectivity stability.



In efforts to address the challenge, the department has restructured how connectivity is provided throughout the Municipality which will ensure efficiency and security.

A bid for a software defined work area network is underway and will be a long-term solution which will be handled in the current financial year - if all goes well. He highlighted that immediate short-term solutions have also been undertaken such as the upgrading of the feed to 100Mbps.

Other short-term solutions include ensuring that the primary and secondary lines are able to withstand the implications of loadshedding, which has been a successful initiative.

He stated that computing utilization is over 80% of the available 100Mbps which results in slow internet speed.

Another immediate challenge is the illegal electricity connections in the Gamtoos Valley area which resulted in radio links not being fully functional. In response, an LTE based option was implemented to address the issues of connectivity.

He highlighted that the hopping of internet feeding is a challenge, in response, inverters were installed in order to feedback electricity.

Another issue was ensuring business continuity in relation to reliance on the server room. An impromptu solution was initiated where backups were done on the Cloud, whereas, a number of services were being operated internally in the server room.

To ensure that the server room is fully functional, an inverter was installed to assist with computing functionalities in the server room. However, longer hours of loadshedding affected the inverter as a longer supply of electricity was required. Therefore, a generator was utilised, which was a more expensive alternative.

The short-term solution to the issue was to insert batteries in the inverter and the long-term solution was to completely utilise the Cloud. He added that the software defined work area network bid will ensure that the use of the server room is discontinued.

He added that another challenge was in relation to backups where the Municipality procured a solution without a service contract which proved to be a challenge. In response, a temporary method of performing backups through the Microsoft windows server functionality was utilised.

Another issue is the limitation of computing tools such as laptops and desktops which is dependant on the Municipality's financial capability.

A handwritten signature in black ink, consisting of a stylized 'S' or 'G' shape with a long horizontal line extending to the left.

On the systems that are not integrated and efficient, he stated that a review process started a few months ago and actions are now being implemented.

He further highlighted that the use of the DMS system is being expanded and that the process of procuring a relevant system to implement the functionalities of the GIS planning is underway, however, the current priority is to stabilise existing systems.

The telephone challenge is also being addressed by expanding the services of the current PABX infrastructure in an attempt to stabilise the functionality of telephone systems.

The Chairperson enquired whether Internal Audit has conducted an exercise of limiting and monitoring access to the system by non-employees.

The Manager: Risk & Internal Audit confirmed that the exercise has not been conducted and highlighted that special services would need to be procured in the next calendar year for the exercise he stated that an overview can be conducted in collaboration with the Manager: IT.

The Deputy Municipal Manager appreciated the recommendation by the Chairperson as it will strengthen the Municipality's security system.

The Chairperson stated that a process guide of what to do when an employee resigns needs to be established to ensure that system security and access are maintained.

The Manager: IT stated that the Auditor General's previous report listed a finding on auditing user access, as a result, IT has started with the process of ensuring that old users do not have access to the system.

Resolved (18 August 2023)

1. That the ICT Framework Progress Plan be noted.

23/08/KAC15

AUDITOR GENERAL'S ICT FINDINGS TRACKER AS AT 25 JULY 2023

Resolved (18 August 2023)

1. That the Auditor General's ICT Findings Tracker as at 25 July 2023 be noted.



23/08/KAC16

KOUGA ICT RISK REGISTER

Resolved (18 August 2023)

1. That the Kouga ICT Risk Register be noted.

9. **DATES OF NEXT MEETING**

28 August 2023

10. **CLOSURE**

The Chairperson thanked everyone present for their inputs and declared the meeting closed.

Meeting Adjourned at 10:38

A handwritten signature in black ink, consisting of a large, stylized 'G' followed by a horizontal line and a small flourish.

**MR. G. BILLSON
CHAIRPERSON**

29 January 2024

DATE

MINUTES OF A VIRTUAL SPECIAL KOUGA AUDIT COMMITTEE MEETING HELD ON MONDAY, 28 AUGUST 2023 AT 14:00

PRESENT	Mr G Billson Mr G Sarpong Mr R Moodaley	(Chairperson) (Member) (Member)
COUNCILLORS	Ald B Williams Cllr L Maree Cllr B Dhludhlu Cllr S Ruth	(Speaker) (Portfolio Chairperson: Finance & Economic Development) (Chairperson: MPAC) (Portfolio Chairperson: Planning & Development)
OFFICIALS	Mr C du Plessis Ms N Machelesi Mr C de Kock Mr T Madatt Mr A Koegelenberg Mr R Lorgat Mr I Fakir Ms S Mpumela Mr A Mpange Mr S Abrahams Ms N Mate Mr N Swarts Ms M Julius Ms N Mazibuko	(Municipal Manager) (Director: Community & Safety Services) (Director: Civil & Water Services) (Acting Director: Electro & Mechanical Services) (Manager: PMS) (CFO) (Manager: Risk & Internal Audit) (Internal Auditor) (Senior Internal Auditor) (Manager: Budget & Treasury) (Manager: Expenditure) (Manager: Assets) (Senior Admin Officer: Committees) (Scribe)
STAKEHOLDERS	Ms G Hammond Mr M Ngwadla Ms M van der Mescht	(Provincial Treasury: Eastern Cape) (Provincial Treasury: Eastern Cape) (Altimax)

1. OPENING AND WELCOME

The Chairperson welcomed everyone present and read the notice convening the meeting.

2. ATTENDANCE REGISTER

Noted for circulation.

3. APOLOGIES/LEAVE OF ABSENCE

Mr D de Jager (Deputy Municipal Manager)

4. CONFIRMATION OF AGENDA

Noted.



5. **DECLARATION OF INTEREST**

None.

6. **PRESENTATION - ALTIMAX**

Ms Marlene van der Mescht from Altimax presented the Independent Review of the Annual Financial Statements (AFS) for the year ended 30 June 2023.

The Chairperson appreciated the presentation and enquired whether the recommendations had been implemented.

The Manager: Budget & Treasury stated that to date 55 of the findings have been updated, some findings will be implemented once the financial statements are completed – costing and cash flow and amendments to budget vs actual report.

Contact will be maintained with Altimax as there are three items reflected under non-compliance.

The Chairperson highlighted that in the previous KAC meeting, there were items on the financial statements that required updates and requested a list of the items. He further enquired whether the updates have been implemented or not.

The Manager: Budget & Treasury stated that there were two major areas: the restatements on the assets that were in progress, the statements of changes in Net assets as well as cashflow. The three areas were 'in progress' because one area in the balance sheet was incorrect which affected the outcome.

He further highlighted that outstanding invoices are still being received for the financial year under review but will be updated subsequent to finalisation.

The Chairperson enquired whether there are recommendations in the Independent Review by Altimax which management is opposing.

The Manager: Budget & Treasury stated that there are a few items that are under the non-compliance section which are questionable as the Municipality notes the investment property cost equal to the residual value, therefore, the note should be updated to outline that the cost equals residual value.

As a result, depreciation does not flow through the income statements and balance sheet and questioned whether the accounting policy should be updated.

The CFO stated that the findings are technical and the same process is followed in relation to Internal Audit. Every review is done differently by different companies but improvements will be implemented. He highlighted that costing and cashflow will be implemented and further stated that the GRAP recommendations are important to ensure compliance.



The Chairperson stated that a signed copy of the 2022/23 financial statements were not forwarded to the Audit Committee, therefore comparisons could not be made to prior years.

Ms van der Mescht was excused from the meeting.

7. MATTERS FOR DISCUSSION

23/08/KAC1 ANNUAL FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2023

The Speaker referred to page 11 on the *Unspent Conditional Grants and Receipts* and enquired whether a roll-over would have to be applied. He further enquired on the reasons for the R26 180 909 reflecting on the balance sheet for the current year.

The CFO stated that multiple grants were received in the current year and that a 50% portion of INEP was spent, the remainder of the amount was unspent because it was received later during the financial year.

The R24 million is linked to the housing project which is underway where a roll over application is required as the project is funded through a provincial grant. He further stated that an application for the Integrated National Electrification Programme grant (INEP) needs to be done.

The Speaker referred to page 12 on the *Fines, Penalties and Forfeits* which have increased to R135 910 909 and noted that the amount reflected on page 82, Note 20, does not include the 'impairments'.

On page 11, the 'receivables from exchange transactions' amount of R63 million is reflected as a net amount and questioned whether it is acceptable for gross amounts to be captured in one place and net amounts elsewhere.

On page 12, he noted that 'impairment losses' have increased to R220 million and questioned the increase.

The Manager: Budget and Treasury stated that the statement of financial position reflects net amounts and that the GRAP standard requires that the amount be impaired, hence the increase in impairment losses.

The Speaker enquired on how the impairments are written off and whether they remain reflected in the financial statements.

The Manager: Budget and Treasury explained that the provision for impairments has increased and once written off, the impaired amount will reduce in the balance sheet.



The Chairperson further clarified that the provision has increased, thereafter, the cost is increased to equal the final balance in the statement of financial position.

He then referred to page 16 on the *Inventories explanations* and enquired whether the 'slow moving, redundant and obsolete stock' should have been written off at year end.

The Manager: Budget and Treasury stated that the obsolete stock has been accounted for and that the statement is updated.

The CFO clarified that the statement was due to an increase in the pricing of goods which resulted in an increased balance at year end.

The Chairperson requested that the 'employee related costs' on page 20 be updated as the percentage in the final budget is reflected as zero.

On the *External Interest & Dividends Received*, he questioned the reasons for a downward adjustment.

The Manager: Budget and Treasury highlighted that the anticipated cash on hand was around R2.5 million for the 2022/23 financial year, however, due to underspending, the cash on hand increased resulting in nearly R100 million in investments.

The Chairperson stated that the adjustment was 81% down with existing funds being placed on a fixed deposit and requested clarity whether the anticipation was for the deposits to mature, not reinvested.

The Manager: Budget and Treasury stated that none of the funds were fixed deposits but were all based on capital expenditure programmes and the Municipality's operational requirements. The anticipated spending over the last 6 months reflects an increase in expenditure. Once all tenders are awarded, the excess funds are usually depleted by the second half of the year.

The Chairperson enquired whether the lack of capital project roll-outs should be recorded as such.

The Manager: Budget and Treasury stated that the matter will be considered and updated accordingly.

The Chairperson referred to page 48 on *Receivables from Exchange Transactions* in relation to the impairment of 85% and enquired whether there are monthly actions in place for Service Debtors to recover the amounts, as more than 25% of the Municipality's income is anticipated for impairment.

He further enquired whether services to relevant debtors been suspended.



The Speaker noted an R80 million increase in impairments and questioned whether it should be a concern. He further enquired on the action taken to address the matter as the figure continuously increases year on year but is never written off.

The CFO stated that the Finance department is conservative in writing off of debt, however, a more aggressive approach needs to be implemented because issues of water leaks and the charging of services that are not provided in informal settlements are apparent.

A write-off can be actioned through an investigation but the Technical department needs to work closely with Finance to identify all the outstanding debt issues and the reasons for the high water accounts.

The water category will be used as a basis because it impacts the increase in the debtors book and that the debtors book reduction plan will be established to ensure that the issues are addressed.

He highlighted that recoverable debt has to be disclosed, which is why impairments are done. The grounds for calculating the irrecoverable debt is based on an individual assessment of payments within the period.

The Chairperson enquired whether a property validation exercise is underway to capture data on all properties & services and whether it includes the outstanding debt to determine whether the property owner can afford to make payments.

The CFO stated that from an indigent stance, it is incorporated in the data cleansing project. When an individual is identified to be eligible, the necessary process would have to followed and that a write off on the account is permitted once the account holder registers as an indigent.

The Chairperson enquired on the percentage of the current gross total over 1 year.

The CFO responded that GRAP requires over 90 days and that the information is available which will be used to come up with the debtors reduction plan.

The Chairperson referred to page 59 and requested clarity on the reasons for the R4 300 382 adding (positive) to the carrying cost of land under *Land decommissioning & other liabilities*.

The CFO stated that the amount could have been misplaced but will be corrected accordingly.

The Chairperson referred to page 62 questioned the R275 credit under 'other assets' and if it is an impairment.



The CFO noted the question and that the matter will be looked into.

Ms Hammond referred to page 64 and highlighted that the carrying value of R869 780 as at 30 June 23 does not balance to the total balance of R567 747.

The Chairperson referred to page 72 and enquired whether an actuarial evaluation on post retirement Benefits & Liabilities has been conducted.

The CFO confirmed that an evaluation was conducted.

Ms Hammond referred to page 64 and highlighted that the balance of Note 14 '*unspent conditional grants & receipts*' does not align to the Note 22 balance.

The Chairperson referred to page 82 and enquired whether a fixed SLA is in place or commission on fines issued for collections made by the service provider responsible for collecting fines.

The CFO explained that service providers, in terms of SLA, are paid per completed incident. Once payment of a fine is received, the service provider is entitled to their fixed fee.

The Chairperson enquired whether the fee is a percentage of the fine.

The CFO clarified that a fixed fee of R110 is paid.

The Speaker referred to page 118 on the *labour matter* claim - for automatic unfair dismissal - and requested a status update on the matter.

The Chairperson requested that an update be forwarded on the labour matter and that additional queries be submitted.

Resolved (28 August 2023)

1. That the Annual Financial Statements for the year ended 30 June 2023 be noted and amended accordingly.

23/08/KAC2 2022/23 SERVICE DELIVERY AND BUDGET IMPLEMENTATION PLAN: ANNUAL PERFORMANCE REPORT

Report not discussed.

8. DATE OF NEXT MEETING

To be confirmed.



9. CLOSURE

The Chairperson thanked everyone for their inputs and declared the meeting closed.

The meeting adjourned at 16:08



MR. G. BILLSON
CHAIRPERSON

29 January 2024

DATE

RULES AND ETHICS





KOUGA MUNICIPALITY (EC 108)
 ORDINARY COUNCIL MEETING
 RULES AND ETHICS COMMITTEE
 DATE: 28 FEBRUARY 2024
 ITEM NO: **24/02/R&E1**

DISCIPLINARY ENQUIRY HELD BY RULES AND ETHICS COMMITTEE – COUNCILLOR BAZIL HUMAN

1. Introduction

The purpose of this item is to advise Council on the outcome of the disciplinary enquiry held by the Rules and Ethics Committee on 23 January 2024.

2. Background

Charge 1 – On 28 July 2023 during Council Meeting held at the Main Municipal Building, Councillor Human failed to recuse himself from the meeting after being instructed by the Speaker to do so. The aforesaid conduct is a violation of item 2 of Schedule 7 to the Local Government: Municipal Structures Act 117 of 1998 (as amended).

3. Discussion

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

4. Financial Implications

Completed by BTO -	Not Applicable
Project Description	
Ukey no.	
Budgeted Amount	
Amount spent and committed to date	
Amount Available	
Comment	
BTO Signature	

5. **Applicable Legislation**

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

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

The Policy on Standing Rules and Procedures with regard to Disciplinary Matters against Kouga Municipal Councillors (approved 28/02/2020) provides that the finding of the Committee and the recommendations on a sanction must be submitted to the Council at its first possible meeting and that Council decides on the sanction after consideration of the recommendation of the Committee.

The Structures Act 117 of 1998 provides in Item 16(3), the Speaker must inform the MEC for local government within 14 days of the finding and sanction decided on by council.

The Act furthermore stipulates in Item 16(4)(a), that any councillor who has been warned, reprimanded or fined in terms of sub item (2) may within 14 days of having been notified of the decision of Council appeal to the MEC for local government in writing setting out the reasons on which the appeal is based.

6. **Legal Implications**

In terms of Item 16(4)(d), the MEC may after having considered the appeal, confirm, set aside or vary the decision of the council and inform the Councillor and the council of the outcome of the appeal.

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

7. **Other Implications**

None.

8. **Comments by Directorates:**

8.1 **Chief Financial Officer:**

Not applicable.

8.2 **Acting Director: Planning & Development**

Not applicable.

8.3 **Director: Civil & Water Services**

Not applicable.

8.4 **Acting Director: Electro-Mechanical Services**

Not applicable.

8.5 **Director: Community Services**

Not applicable.

8.6 **Deputy Municipal Manager**

Not applicable.

8.7 **Municipal Manager**

Not applicable.

9. **Delegated Authority**

Council

10. **Recommendations**

10.1 That the recommendation made by the Rules and Ethics Committee herein be upheld.

10.2 That the following sanction be implemented against Councillor Human in respect of the charge laid against him and for which charge the Councillor was found guilty.

10.2.1 That in respect of Charge 1 – the sanction is a fine equal to 50% of Councillor Human's salary, suspended for the balance of his term in office, subject to him not being found guilty for the same offence.

Approved by the Chairperson of Rules and Ethics Committee



KOUGA MUNICIPALITY (EC 108)
 ORDINARY COUNCIL MEETING
 RULES AND ETHICS COMMITTEE
 DATE: 28 FEBRUARY 2024
 ITEM NO: **24/02/R&E2**

DISCIPLINARY ENQUIRY HELD BY RULES AND ETHICS COMMITTEE – COUNCILLOR PHUMZILE OLIPHANT

1. Introduction

The purpose of this item is to advise Council on the outcome of the disciplinary enquiry held by the Rules and Ethics Committee on 24 January 2024.

2. Background

Charge 1 – On 28 July 2023 during Council Meeting held at the Main Municipal Building, Councillor Oliphant failed to recuse himself from the meeting after being instructed by the Speaker to do so. The aforesaid conduct is a violation of item 2 of Schedule 7 to the Local Government: Municipal Structures Act 117 of 1998 (as amended).

3. Discussion

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

4. Financial Implications

Completed by BTO -	Not Applicable
Project Description	
Ukey no.	
Budgeted Amount	
Amount spent and committed to date	
Amount Available	
Comment	
BTO Signature	

5. **Applicable Legislation**

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

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

The Policy on Standing Rules and Procedures with regard to Disciplinary Matters against Kouga Municipal Councillors (approved 28/02/2020) provides that the finding of the Committee and the recommendations on a sanction must be submitted to the Council at its first possible meeting and that Council decides on the sanction after consideration of the recommendation of the Committee.

The Structures Act 117 of 1998 provides in Item 16(3), the Speaker must inform the MEC for local government within 14 days of the finding and sanction decided on by council.

The Act furthermore stipulates in Item 16(4)(a), that any councillor who has been warned, reprimanded, or fined in terms of sub item (2) may within 14 days of having been notified of the decision of Council appeal to the MEC for local government in writing setting out the reasons on which the appeal is based.

6. **Legal Implications**

In terms of Item 16(4)(d), the MEC may after having considered the appeal, confirm, set aside, or vary the decision of the Council and inform the councillor and the council of the outcome of the appeal.

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

7. **Other Implications**

None.

8. **Comments by Directorates:**

8.1 **Chief Financial Officer:**

Not applicable.

8.2 **Acting Director: Planning & Development**

Not applicable.

8.3 **Director: Civil & Water Services**

Not applicable.

8.4 **Acting Director: Electro-Mechanical Services**

Not applicable.

8.5 **Director: Community Services**

Not applicable.

8.6 **Deputy Municipal Manager**

Not applicable.

8.7 **Municipal Manager**

Not applicable.

9. **Delegated Authority**

Council

10. **Recommendations**

10.1 That the recommendation made by the Rules and Ethics Committee herein be upheld.

10.2 That the following sanction be implemented against Councillor Oliphant in respect of the charge laid against him and for which charge the Councillor was found guilty.

10.2.1 That in respect of Charge 1 – the sanction is a fine equal to one (1) month's salary payable in one month's installment.

Approved by the Chairperson of Rules and Ethics Committee

MUNICIPAL PUBLIC ACCOUNTS COMMITTEE





KOUGA MUNICIPALITY (EC 108)
 ORDINARY COUNCIL MEETING
 MUNICIPAL PUBLIC ACCOUNTS
 COMMITTEE
 OPEN
 DATE: 28 FEBRUARY 2024
 ITEM NO: 24/02/MPAC1

MINUTES OF THE MUNICIPAL PUBLIC ACCOUNTS COMMITTEE

1. Introduction

The purpose of this item is to refer to Council the minutes of the Municipal Public Accounts Committee.

2. Background

The confirmed minutes of the Municipal Public Accounts Committee are referred to Council for noting.

3. Discussion

Council is advised that the Municipal Public Accounts Committee had a meeting on 8 December 2023 and the minutes of the meetings are attached for ease of reference.

4. Financial Implications

Completed by BTO -	Not applicable
Project Description	
Ukey no.	
Budgeted Amount	
Amount spent and committed to date	
Amount Available	
Comment	
BTO Signature	

5. Applicable Legislation

Local Government: Municipal Structures Amendment Act 3 of 2021

6. Legal Implications

None.

7. **Other Implications**

None

8. **Comments by Directorates:**

8.1 **Chief Financial Officer:**

Not applicable

8.2 **Acting Director: Planning & Development**

Not applicable

8.3 **Director: Civil & Water Services**

Not applicable

8.4 **Acting Director: Electro-Mechanical Services**

Not applicable

8.5 **Director: Community Services**

Not applicable

8.6 **Deputy Municipal Manager**

Not applicable

8.7 **Municipal Manager**

Not applicable

9. **Delegated Authority**

Council

10. **Recommendations**

10.1 That the minutes of the Municipal Public Accounts Committee be noted.

Item prepared by the MPAC Chairperson:



MINUTES OF A MUNICIPAL PUBLIC ACCOUNTS COMMITTEE MEETING HELD ON FRIDAY, 8 DECEMBER 2023 AT 08:35 IN THE COUNCIL CHAMBERS
--

Present: Committee Members

Cllr. B. Dhludhlu	(Chairperson)
Cllr. C. August	
Cllr. H. Murray	
Cllr. M. Nicholls	
Cllr. W. Gertenbach	
Cllr. B. Human	

Officials

Mr. D. de Jager	(Deputy Municipal Manager)
Ms. C. Venter	(Acting Director: Community Services)
Mr. J. du Toit	(Manager :PMU)
Ms. L. Opperman	(Manager: Legal Services)
Mr. A. Koegelenberg	(Manager: PMS)
Mr. T. Madatt	(Acting Director: EMS)
Mr. L. Ramakuwela	(Acting Director: PD)
Mr. N. Swarts	(Manager: Assets)
Ms. M. Julius	(Scribe)
Mr. S. Sidjiyo	(Committee Officer)

Stakeholders

Ms. L. Mostert	(Public Representative)
Adv. A Kloppe	(Public Representative)

1. **OPENING AND WELCOME**

The Chairperson read the notice convening the meeting.

The Chairperson welcomed the new Committee Officer, Mr Siyolise Sidjiyo.

2. **DECLARATION OF INTEREST**

None of the members had anything to declare.

3. **APPLICATION FOR LEAVE OF ABSENCE/ABSENT WITH APOLOGY/ABSENT WITHOUT APOLOGY**

3.1 **ABSENT WITH APOLOGY**

Cllr. W. van der Linde
Cllr. L. Nklishane
C du Plessis
F Heystek

3.2 **ABSENT WITHOUT APOLOGY**

Cllr M. Mbandana
Cllr P. Oliphant

4. **PRESENTATIONS**

None.

5. **CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS**

5.1 **MINUTES OF MUNICIPAL PUBLIC ACCOUNTS COMMITTEE MEETING HELD ON 19 SEPTEMBER 2023**

Resolved (8 December 2023)

1. That the minutes of the Municipal Public Accounts Committee meeting held 19 September 2023 be accepted.

Proposed by: H Murray Seconded by: C August

6. **MATTERS FOR DISCUSSION**

23/12/MPACC1 ACTION SHEETS

Resolved to Recommend (8 December 2023)

1. That the updated Action Sheets reflecting outstanding resolutions of MPAC as at 19 September 2023 be noted.

23/12/MPACC2 DIGITAL SERVICES REPORT

Adv Klopper Budget raised concern about the mention of inadequate budget in the item and questioned how this would be addressed.

The DMM responded that there had been historic underbudgeting but this was all being addressed. There was mitigation in place but prioritisation was key.

CIlr Human queried the integration of software.

The DMM stated ESRI has been implemented and by the end of June Ovvio would be taken over with ESRI implementation in place. There is a new Customer portal service provider which is fully integrated into our system and ESRI was fully integrated as well.

Resolved to Recommend (8 December 2023)

1. That the Digital Services report for the period July to September 2023 be noted.

23/12/MPACC3

KOUGA MUNICIPALITY: FIRST DRAFT: ANNUAL REPORT (2022/23)

Cllr Gertenbach stated that he would submit corrections in writing. He questioned why the 2021 population figures are not included on page 9 and where the rest of the Service delivery overview was for page 11. He added that the Public meeting dates reflected were for the current financial year and not the past.

The Manager: PMS stated that the report was being updated.

On financial information, he stated that finance waits for AFS to be issued and the CFO indicated that it would be submitted to by 14 December 2023. He would be in a position to complete the Annual Report by end of December and then send to Committee services for distribution.

Cllr Human requested a report on outstanding information.

The Manager: PMS clarified he did not have an issue regarding outstanding information but highlighted that some information was only available at certain times of the year.

He stated that following submission to Council there will be a recommendation in January 2024 for Oversight report to be prepared and by March 2024 the oversight report had to be submitted.

Resolved to Recommend (8 December 2023)

1. That the Municipal Public Accounts Committee in terms of the provisions of Section 129 of the Local Government Municipal Finance Management Act, 56 of 2003 commence with the scrutiny of the draft 2022/23 Annual Report with the purpose of the preparation of an Oversight Report on the 2022/23 Annual Report for Kouga Municipality.

23/12/MPACC4

MONTHLY BUDGET STATEMENTS FOR THE PERIOD JULY 2023 TO SEPTEMBER 2023 AND FINANCIAL STATE OF AFFAIRS OF THE MUNICIPALITY AS AT 30 SEPTEMBER 2023 (2023/24 FINANCIAL YEAR)**Resolved to Recommend (8 December 2023)**

1. That the Committee notes Municipal Manager's report on the monthly budget statements, in accordance with Section 71(1) of the Municipal Finance Management Act.
2. The Executive Mayor's report on the implementation of the budget and the financial state of affairs of the municipality, in accordance with Section 52(d) of the MFMA be noted.

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

23/12/MPACC5

MPAC WORKSHOP PRESENTATIONS

Resolved to Recommend (8 December 2023)

1. That the presentations be noted.

7. **DATE OF NEXT MEETING**

23 January 2023

8. **CLOSURE**

The Chairperson thanked the Committee and all officials present for their valuable input and for attending the meeting.

The meeting adjourned at 9:45



Cllr B Dhludhlu
CHAIRPERSON

08/02/2024
DATE

REPORTS BY THE OFFICE OF THE MUNICIPAL MANAGER





KOUGA MUNICIPALITY (EC 108)
 ORDINARY COUNCIL MEETING
 OFFICE OF THE MUNICIPAL
 MANAGER
 OPEN
 DATE: 28 FEBRUARY 2024
 ITEM NO: **24/02/MM2**

COUNCIL RESOLUTIONS AS AT 30 JANUARY 2024

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. Discussion

None.

4. Financial Implications

Completed by BTO -	Not applicable
Project Description	
Ukey no.	
Budgeted Amount	
Amount spent and committed to date	
Amount Available	
Comment	
BTO Signature	

5. Applicable Legislation

Section 55 of the Local Government: Municipal Systems Act, No. 32 of 2000, provides in subsection 1(k) that a Municipal Manager is responsible and accountable for carrying out the decisions of the political structures and political offices bearers of the municipality.

6. Legal Implications

None.

7. **Other Implications**

None.

8. **Comments by Directorates:**

8.1 **Chief Financial Officer:**

Report noted

8.2 **Acting Director: Planning & Development**

Item noted

8.3 **Director: Civil & Water Services**

Item noted.

8.4 **Acting Director: Electro-Mechanical Services**

Item noted

8.5 **Director: Community Services**

Noted.

8.6 **Deputy Municipal Manager**

Report noted.

8.7 **Municipal Manager**

Noted.

9. **Delegated Authority**

Council

10. **Recommendations**

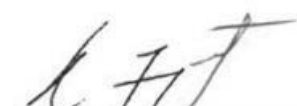
10.1 That the updated Action Sheets reflecting resolutions of previous Council meetings, be noted.

10.2 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 Acting Director: Electro-Mechanical



Item endorsed by: The Director: Community Services



Item approved by: The Municipal Manager:



COMMUNITY SERVICES: ACTION SHEET - COUNCIL							
MEETING	ITEM NO	ITEM DESCRIPTION	RESOLUTION	ACTION TAKEN	PROGRESS	RESPONSIBLE OFFICIAL	CURRENT STATUS COMPLETED NOT COMPLETE IN PROGRESS ON GOING NO ACTION REQUIRED
30-Jan-24	24/01/CSS1	SPONSORSHIP REQUEST OF R100 000 FOR LIFESAVING CHAMPIONSHIPS TO BE HOSTED IN KOUGA ON THE 24TH AND 25TH FEBRUARY 2024	That Council authorizes the Accounting Officer to conclude a Sponsorship Agreement / SLA with Lifesaving Nelson Mandela Bay in respect of sponsorship stated above and that the Municipality is at liberty to request any further and/or additional information in respect of the expenditure report and company to comply with all reporting, financial management and auditing requirements as stipulated in this Agreement.				ON GOING
	24/01/CSS2	REVISED PREVENTION OF PUBLIC NUISANCE AND KEEPING OF ANIMALS BY-LAW	That the approved Prevention of Public Nuisance and Keeping of Animals By-Law be advertised for public comments.	The information will be disseminated on the Website and in Public Spaces (Ward Offices/Libraries) by the end of February '24.			IN PROGRESS
			That the approved Prevention of Public Nuisance and Keeping of Animals By-Law be workshopped, after the public participation process, with Councillors before its resubmission to Council.	Virtual Meeting - Mid March with the Cllrs			IN PROGRESS
	24/01/CSS3	DRAFT TREE MANAGEMENT POLICY	That Council authorises the Municipal Manager to commence with a public participation process for the Draft Tree Management Policy.	The information will be disseminated on the Website and in Public Spaces (Ward Offices/Libraries) by the end of February '24.			IN PROGRESS
			That the approved Prevention of Public Nuisance and Keeping of Animals By-Law be workshopped, after the public participation process, with Councillors before its resubmission to Council.	Virtual Meeting - Mid March with the Cllrs			IN PROGRESS

FINANCE & ECONOMIC DEVELOPMENT - ACTION SHEET - COUNCIL							
MEETING DATE	ITEM NO	ITEM DESCRIPTION	RESOLUTION	ACTION TAKEN	PROGRESS	RESPONSIBLE OFFICIAL	CURRENT STATUS COMPLETED NOT COMPLETE IN PROGRESS ON GOING NO ACTION REQUIRED
31-Jan-22	22/01/F3	SUPPLY CHAIN MANAGEMENT: QUARTERLY REPORT FOR THE PERIOD ENDING 31 DECEMBER 2021	That a full report on sewerage issues within the Municipality be tabled at the next Infrastructure & Engineering Portfolio Committee meeting.	Report will be submitted to next portfolio committee meeting		I&E	
			That site visits be conducted with the relevant departments.	Report will be submitted to next portfolio committee meeting		I&E	
29-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	ED & Tourism moved to Finance Department on 1 August 2023. Currently in progress to finalize draft ED Strategy. Will be submitted to Council in 2024 and thereafter all policies and by-laws will be drafted. Part of the Strategy is looking at current structures and new structures needed for implementation within KLM jurisdiction.	CFO	
09-Dec-22	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.	ED & Tourism moved to Finance Department on 1 August 2023. Currently in progress to finalize draft ED Strategy. Will be submitted to Council in 2024 and thereafter all policies and by-laws will be drafted and workshopped. GIA process and policy will be workshopped and looked at after approved ED Strategy for future guidelines and guidance.	CFO	
31-May-23	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.	Surf music festival close-out report received - still waiting for WSL J-Bay Open close-out report.	received from EO and for submission to PC.	CFO	
27-Oct-23	23/10/FED17	INCURRING LONG TERM DEBT IN TERMS OF SECTION 17, 19 & 46 OF THE MFMA	That the formal processes of sourcing external loan funding be initiated with immediate effect, in line with section 17, 19 & 46 of the MFMA, for an amount of R200 million to repair the roads within Kouga.	DBSA has been engaged. Information is been collected for submission to DBSA.	Formal competitive Tender process in progress - Specifications drafted and submitted to BSC	CFO	

07-Nov-23	23/11/FED2	SPONSORSHIP AGREEMENT BETWEEN KOUGA LOCAL MUNICIPALITY AND CHALLENGE FAMILY - MULTI FESTIVAL FOR KOUGA	That Council authorizes the Accounting Officer to conclude a Sponsorship Agreement with Africa Premier Events (Pty) Ltd for staging a live Triathlon Sporting Event organized by Challenge Family in respect of funding stated above.	Legal informed about Council resolution and that SLA will be drawn up with EO.	Event Organisers moved event to November 2024. SLA in progress	Events Officer/Legal	
			That a close report be prepared by the Event Organizer and submitted to Council within 1 month after the event.	Will be included in the SLA.	Will be included in SLA.	Events Officer/Legal	
	23/11/FED3	IMPLEMENTATION OF A WATER AMNESTY FOR A 3 MONTH PERIOD	That Council approves a Water Amnesty, for a period of 4 months, commencing on 1 November 2023 and ending 29 February 2024; whereafter a report be tabled to Council and an extension be considered.	Water Amnesty period effected and in progress	In Progress	CFO	
			That for delayed meter, non-read, and estimated readings, the account will be corrected and charged for preceding period of up to 3 months' monthly consumption only, at the current approved tariffs	Water Amnesty period effected and in progress	In Progress	CFO	
			That for all water leak queries: 1.The customer be required to submit the current meter reading with all supporting evidence that the leak has been repaired; 2.That a 100% write-off of the water leak be considered and only the average monthly consumption be charged; 3.The average monthly consumption must be calculated using 3 months consumption prior to the water leak. 4. That the requirement for photos to accompany applications for the amnesty period be waived.	Water Amnesty period effected and in progress	In Progress	CFO	
			That the billing period be reduced from 2 months in arrears to 1 month in arrears by adding an additional 10 days consumption to the next 3 months billing;	Arrear billing effected in December 2024 for 10 days. Mayor approved that the 20 days remaining be billed over the next 5 months to reduce the financial burden on consumers.	In Progress	CFO	
			That the Customer Care Credit Control and Debt Collection Policy be fully implemented after the Amnesty period; and	Water Amnesty period effected and in progress	In Progress	CFO	
			That the Customer Care Credit Control and Debt Collection Policy be reviewed to take the above challenges into account when the Policy is reviewed during the Budget process	Policy is being reviewed and will be submitted to Council with the Draft Budget on 31 March 2024	In Progress	CFO	
			That tenants be included in the 4 month amnesty period	Water Amnesty period effected and in progress	In Progress	CFO	
			23/11/FED4	SPONSORSHIP AGREEMENT BETWEEN KOUGA LOCAL MUNICIPALITY AND JEFFREYS BAY TOURISM TO HOST THE J-BAY SUMMER FUN PROGRAMME 2023	That a close report be prepared by the Event Organizer and submitted to Council within 1 month after the event.	Received	Report submitted to the Portfolio Committee February 2024

14-Dec-23	23/12/FED1	KOGUA LOCAL TOURISM ORGANISATION 2022/2023 ANNUAL EXPENDITURE REPORT AND THE KLTO 2023/2024 BUSINESS AND BUDGET PLAN TO MARKET KOGUA AS A DESTINATION OF CHOICE (AMENDMENT)	That the Accounting Officer concludes a Funding Agreement / SLA with Kouga Local Tourism Organisation in respect of funding of R 300, 000-00 (Three Hundred Thousand Rands only all-inclusive for 2023/2024 FY only	SLA signed by MM and Museum Association. Payment processed	Complete	Acting Manager: ED & Tourism Tourism & Information Officer	
			That a strategic planning session be held with the KLTO and LED department within the next 2 months	Part of ED Strategy process	Discussions to be part of ED Strategy.	Acting Manager: ED & Tourism Tourism & Information Officer	
	23/12/FED6	SPONSORSHIP AGREEMENT BETWEEN KOGUA LOCAL MUNICIPALITY AND NELSON MANDELA BAY AQUATICS FOR THE 2024 SOUTH AFRICAN NATIONAL OPEN WATER CHAMPIONSHIP	That the Accounting Officer concludes a Sponsorship Agreement with Nelson Mandela Bay Aquatics for staging the 2024 to 2026 South African National Open Water Championship Event in respect of funding of R 150,000-00 (One Hundred and Fifty Thousand Rand) only, VAT-inclusive.	Council resolution received.	Council resolution received - waiting for EO for 2022/2023 close-out report and documentation to finalize SLA and payment. Legal department in contact with the EO regarding outstanding documentation.	Acting Manager: ED & Tourism Tourism & Information Officer	
			That a full report be provided in respect of the intended local economic benefits that such an event would add to the Kouga municipal area.	EO reminded that a close-out report must be submitted within 1 month after event.	EO reminded that a close-out report must be submitted within 1 month after event.	Events Management Officer	
	23/12/FED7	HUMANSDORP MUSEUM ASSOCIATION 2022/2023 ANNUAL REPORT AND THE 2023/2024 BUSINESS AND BUDGET PLAN TO PRESERVE THE NATURAL AND CULTURAL HERITAGE OF KOGUA	That Council authorises the Accounting Officer to conclude a Funding Agreement with Humansdorp Museum Association in respect of funding of R 200,000-00 (Two Hundred Thousand Rand) only, VAT-inclusive.	SLA signed by MM and Museum Association. Payment processed	Complete	Events Management Officer	
			That the Khoi and San structure form part of the Tourism Strategy.	The Khoi and San will be consulted in the development of the Tourism Strategy	In Progress with finalization of ED Strategy	Acting Manager: ED & Tourism Tourism & Information Officer	
30-Jan-24	24/01/FED1	MID-YEAR FINANCIAL REPORT FOR THE PERIOD OF JULY TO DECEMBER 2023 AND FINANCIAL STATE OF AFFAIRS OF THE MUNICIPALITY AS AT 31 DECEMBER 2023 (2023/24 FINANCIAL YEAR)	That the Mid-year report accordingly be submitted to National Treasury and Provincial Treasury, in line with Section 72(1) (b) of the MFMA.	Report submitted to Treasury	Complete	CFO	
	24/01/FED3	BUDGET AND TREASURY: WITHDRAWALS FROM THE MUNICIPAL BANK ACCOUNT FOR THE QUARTER ENDED 31 DECEMBER 2023	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	Complete	CFO	

DMM: ACTION SHEET COUNCIL

MEETING DATE	ITEM NO	ITEM DESCRIPTION	RESOLUTION	ACTION TAKEN	PROGRESS	RESPONSIBLE OFFICIAL	CURRENT STATUS COMPLETED NOT COMPLETE IN PROGRESS ON GOING NO ACTION REQUIRED
14-Dec-23	23/12/DMM2	COUNCIL RECESS: DELEGATED AUTHORITY: EXECUTIVE MAYOR	That the Executive Mayor be granted delegated authority to deal with all Council affairs during the recess from 15 December 2023 to 14 January 2024, subject to the following undermentioned conditions: a) The Exercise of delegated authority shall exclude the passing of a by-law; approval of the budget; the imposition of rates and other taxes levies and duties; the raising of loans, the amendment of tariffs, the approval or amendment of the IDP; b) That the parameters of the Procurement Policy be complied with.	All tasks completed	All tasks completed		
			That all matters dealt with by the Executive Mayor, which would conventionally have required a resolution of the Council be submitted to Council in report format for information or review at the first Ordinary Council Meeting for 2024.	All tasks completed	All tasks completed		

PLANNING & DEVELOPMENT: ACTION SHEET - COUNCIL							
MEETING DATE	ITEM NO	ITEM DESCRIPTION	RESOLUTION	ACTION TAKEN	PROGRESS	RESPONSIBLE OFFICIAL	CURRENT STATUS COMPLETED NOT COMPLETE IN PROGRESS ON GOING NO ACTION REQUIRED
30-May-19	19/05/PD6	PUBLIC WORKS PROPERTIES TO BE TRANSFERRED TO KOUGA MUNICIPALITY	That Council accepts the following erven from Public Works and that they are added to the asset register of Kouga Municipality: Farm 448 portion 15 — Uitenhage RD Pellarus: 677; 678; 733; 751 ; 753; 794;812 826; 854; 862 Humansdorp: 1 968 Thornhill: 221 ; 237 333; 334; 342;362;376;751v; 762; 763; 775; 776; 777; 778; 779; 780; 781 ; 782; 783; 784; 785; 788; 789; 790; 791 ; 792; 805; 845; 846; 849; 850; 852; 855; 857; 858; 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 resuscitated 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. On 11 October 2023 follow-up was made, Public Works confirmed that bulk submission was approved for transfer of PW properties to Kouga Municipality by Premier and is awaiting signature from MEC.	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 method of disposal.	The Department had to reevaluate the beneficiaries. Meeting was held with the Cllr to discuss the implication. A new item to be tabled to Council after consultation with the affected beneficiaries. 13/02/2024	CFO/ Dir: PDT	In Progress

29-May-20	20/05/PD2	REPORT ON THE PROGRESS AND STATUS OF THE SOCIAL HOUSING PARTNERSHIP FOR THE DEVELOPMENT OF A SOCIAL AND (FLSP) HOUSING PROJECT ON Erf 335, JEFFERYS BAY	That the plans scrutiny and approval fees be dealt with on the same basis as BNGRDP 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	DEDEAT was approached to attend to the outstanding EIA authorisation awaiting feedback from DEDEA. Draft response received from consultants on 18 January 2024. Consolidated response sent to DEDEAT on 05 Feb 2024. Awaiting outcome. 12/02/2024	Dir: PDT / Manager: Human Settlements	ongoing
			That the plans scrutiny and approval fees be dealt with on the same basis as BNGRDP 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 Bosch Projects (SP) who was appointment to determine floodline determination for FLSP/Social Housing. Bosch Projects (SP) complete floodline determination was completed by 21 August 2023.	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.	Requisition has been received and submitted to SCM in order to prepare a order. Order received from SCM and service provider has been appointed. Instruction was given on 12 December 2023 to proceed with rezoning and service provider busy preparing report for submission. Follow-up was done 13 February on the status and it was confirmed that application will be submitted.	Manager: L&PA	In Progress
	20/05/PD5	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.	The Dept P&D is currently engaging with Ward Councilors on the roles and responsibilities of Aesthetics Committees further to confirm if the Committee is required for the respective wards.	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 enforceable and a way was seek to have it enacted in a "by-law" or within the town planning scheme. Council has granted permission to proceed with amendment of the ILUS. Notices already published for I&A to register in January 2024. The department is finalising the draft by-laws. The intention is to include it in the March Policy Workshop. 13/02/2024	Dir: PDT / Manager P&D	In Progress
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.	Proposal received from consultant and to be discussed internally. Item will be submitted as part of Quarter 2 Portfolio Committee report.	No	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.	Engagements 21/09/2023 held between the implementing agent- HDA , provincial Dept of Human Settlements and KLM department (Human Settlements and I&E) to discuss the challenges regarding the installation of interim services.	KLM was appointed as implementing agent for installation of permanent services on 21/08/2023 in the nine informal Settlements (Bangalows, Cyril Ramaphosa, No. R10, Ocean view, Shukushukuma, Pola park 553, Pola Park 257 , Donkerhoek, Thornhill) for a period of 9 months. Amended appointment letter received by the Provincial Department of Human Settlements (PDohS) on 30 October 2023. Planning meetings are being held between Internal Departments as well as with the PDohS to kick start permanent services. Progress meetings will also be held weekly between PDohS and KLM to ensure successful implementation of project. Business Plan submitted to the Department. Awaiting feedback. Business Plans were discussed with the PDohS on 17 January 2024 and Project Manager of PDohS will met with Head Office to discussed submitted Business Plans. Municipality still awaits the decision from PDohS.	Dir: PDT/ Manager: Human Settlements	Ongoing
	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 THE KOUGA LOCAL MUNICIPALITY AREA IN TERMS OF SECTION 13 OF THE MSA,2000: OBJECTIONS RECEIVED	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. That a date and venue be determined as to when such meeting will take place for a virtual hearing and that it be published in the local newspaper and on the website. That all the objectors be notified timeously of the date and venue for the virtual hearing.	Draft completed. Legal to check it. Published document for comments in March . See previous comments for 20/05/PD7S. Draft By-Law with attorneys. Had discussion with Attorneys to find an alternative way to promulgate said regulations. 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 has been approved by Council to commence with the amendment of the Land Use Scheme.	The Dept P&D has commenced with an inhouse review and will be escalated to Legal for further comments/inputs. Permission was granted by Council to commence with review. The department is finalising the draft document. Intention is to include in the March Policy Workshop. All parties that objected will be notified during the Public Participation process.	Manager: LPA See previous comments on item)	In progress
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 rezoning. Requisition was submitted on 28 July 2023 to SCM for an order.	Three quotations for rezoning was received and requisition has been submitted to SCM on 28 July 2023 under requisition number 150707 awaiting order. Order was received from SCM and instruction was given to service provider on 11 September 2023 to proceed with the rezoning of erf 5812. It was requested that the Department establish whether the applicant still want to continue with the project as it would appear the applicant are not proceeding with the development. A letter was sent to applicant. Written reply was received from applicant on 5 February 2024, applicant indicated that they will still develop the Autism Centre on erf 5812. The rezoning application was formally submitted on the Ovio System for processing and consideration under reference no. JL2324-00105.	Dir: PDT/ Manager L&P	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 process.	Subdivision and gazetting completed. The service provider to finalise the rezoning should be appointed before 29 February 2024.	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. That the newly created erf be transferred only once the formal closure has been concluded, and the conveyance cost be carried by the applicant.	Power of Attorney was granted to the applicant to enable him to bring land use application. Will be incorporated in the deed of sale	POA was provided to applicant. Awaiting application from applicant. It was indicated that Mr. Johansens is out of the country. Follow up will be done on 2 February 2024 with no success reaching applicant. Will form part of the transfer process.	Manager: Legal Services / Manager L&P Manager: Legal Services / Manager L&P	In Progress 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	Another survey was conducted. Some beneficiaries qualify for housing subsidy. Therefore, a different method of disposal is considered after discussion with the Cllr. An item will be taken to Council after consultation with affected beneficiaries.	Director:PD/T/ 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. The transfer of erf 11163 has been assigned to appointed attorney to do the transfer.	Director:PD/T/ 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 Zwartbosch No. 347 to Teen Challenge which reads as follows: - 13/05/FAME26 APPLICATION FOR LAND – PORTION OF FARM 347 PORTION 4 (ZWARTENBOSCH) Resolved: (30 May 2013)	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 sought in respect of the applicant due to the number of name changes of the NPO. Feedback will be provided to the Portfolio Committee on 12 October 2023. The Council granted final approval on 14 December 2024.	Director:PD/T/ 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.	A 7-day notice will be prepared for placement during the week of 19 February 2024 to appoint a service provider to commence with subdivision and rezoning.	Director:PD/T/ 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 Zwartbosch No 347.	Will be considered in the sale agreement.	Completed. Market valuation has been obtained.	Director:PD/T/ Manager L&P	Completed
			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:PD/T/ 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:PD/T/ Manager L&P	In progress
30-Jul-21	21/07/PD9	APPOINTMENT OF KOUGA MUNICIPALITY AS AN IMPLEMENTING AGENT FOR THE CONSTRUCTION OF INTERNAL SERVICES FOR THE HANKEY 990 HOUSING PROJECT	That the CFO places the received grant funding in a dedicated interest-bearing account.	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 infrastructure has commenced, and is currently at BSC. The original scope was reduced. Contractor currently off-site. Procurement for new contractor in progress. Item already served on 04 September 2023 at the BSC meeting. Municipality plan to appoint Contractor before end of November 2023. Due to some delays appointment was not yet done. Second bidder withdraw from project. A Internal Service Virtual Meeting were held on 14 December 2023 and a Compulsary Site Briefing Meeting were held on 11/01/2024. Tender close on 26 January 2024. The Municipality concluded the Supply Chain processes and are in the process to appoint the successful bidder. 12 February 2024	Dir:PD/T/ 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 ECDS, and	Expenditure report was submitted to the Department of Human Settlements (Province) on 17 July 2023	A new expenditure report will be submitted by the end of September 2023. Monthly report is submitted to PDcHS on a monthly basis in respect interest incurred on grant funding. The interest incurred on the grant funding received from the PDcHS amounts to R 1 538 530.76 as of 02 February 2024.	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 rezoning. Requisition was submitted on 28 July 2023 to SCM for an order.	Three quotations for rezoning was received and requisition has been submitted to SCM on 28 July 2023 under requisition number 150707 awaiting order. Order was received from SCM and instruction was given to service provider on 11 September 2023 to proceed with the rezoning of erf 5812. It was requested that the Department establish whether the applicant still want to continue with the project as it would appear the applicant are not proceeding with the development. A letter was sent to applicant. Written reply was received from applicant on 5 February 2024, applicant indicated that they will still develop the Autism Centre on erf 5812. The rezoning application was formally submitted on the Ovio System for processing and consideration under reference no. JL2324-00105.	Director/PDT/ Manager L&P	In progress - Please note the item is duplicated
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 department public works	No final decision taken as there is no final eviction order granted.	MM	Ongoing
	21/09/PD16	IN PRINCIPLE APPROVAL: DISPOSAL & ALIENATION OF ERVEN 887, 1239 & 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.	After internal discussion the department will present an item to remove some of the erven from the list and consider rescinding the resolution. A new item will be tabled to the next Council Meeting.	Director/PDT/ Manager L&P	In Progress
			That a fair market value be obtained for Council to consider in line with Section 14(2) of the Municipal Finance Management Act.	Market valuations will be determined once rezoning has been completed.	Will commence once rezoning is completed	Director/PDT/ Manager L&P	In Progress
			That the revenue generated from the sale be ringfenced for waterborne sewerage systems.	This will done during the sale of properties.	Will commence once the properties has been disposed.	Director/PDT/ Manager L&P	In Progress
14-Oct-21	21/10/PD1	ERF 4587 & 4588 (KRUISFONTEIN) ERF 190 (PELLSRUS) ERF 8813 (OCEAN VIEW): VICTORY 4 ALL	That the Finance department expedite the bad debt review process on the outstanding debt and advise the client by 30 October 2021.	Indication was given that a report for write-off was to be tabled to Council.		Finance	In Progress
	21/10/PD3	SALE OF 98 WET ERVEN	That the proceeds from the Sale of 98 Wet erven be ring-fenced for roads upgrades and social infrastructure in the 98 wet erven area.	Matter was referred to top management and it was resolved that the item be sent back to Council with new method of disposal.	Item to be taken back to Council after consultation with the affected beneficiaries.	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. De Wet & Stryder. W Langson and Associates where appointed by the Dept of Human Settlements to attend to the pre-94 transfers.	Meeting where held on the 20th September 2023 at the Provincial Dept of Human Settlements and Municipalities in SBD to discuss TOR of appointed conveyances. Deed of sales will be submitted on the 27th of September 2023. All Deed of Sales submitted to appointed service provider. Power of Attorneys and Rates Clearance signed in December 2023 and submitted to Conveyancer. Awaiting transfer of properties	Director/PDT / Manager Human Settlements	In Progress
31-Mar-22	22/03/PD17	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 accept 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/PD18		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
31-May-22	22/05/PD12	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/PD12.	Building Control to investigate -legal requirement This is not a statutory Standards but it's a best practise standard. Building Control can advice public/RP to add rain water harvesting to applications-This is a best practise which is not enforceable. - 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) It was advised that the matter be dealt with under I&E rainwater harvesting	CBCO	In progress Add to I&E Action Sheet
			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.		FINANCE	Ongoing

29-Jun-22	22/06/PDT17	REZONING OF A PORTION 1 OF THE FARM HUMANSORP NO. 499, FROM "AGRICULTURAL ZONE 1" TO "SPECIAL ZONE" FOR THE PURPOSE OF A MIXED USE FOR INDUSTRIAL PURPOSES AND ANXILLARY USE (INTEGRATED INDUSTRIAL DEVELOPMENT ZONE)	That Council grants in-principle approval principle for the rezoning of a portion of Portion 1 of the Farm Humansorp No.499, as described in the item. That Council authorizes the Department Planning & Development to proceed with the rezoning of a portion of Portion 1 of the Farm Humansorp 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.	TOR drafted for appointment of EIA specialist (February 2023) the scope of work has chng to include "solar farm" and the current Erf499 development. In terms of SPLUMA-Sec 42(2), no development can be commence without environmental authorisation.	The scope of work was amended to commence with feasibility study. Tender already advertised for a feasibility study. 12/02/2024	Manager PD	In Progress
29-Jul-22	22/07/PDT4	EXPANDED DEFINITION OF BUILDING DEPOSITS FEES AND CHARGES FOR THE 2022-23 FINANCIAL YEAR	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	On-Going
31-Aug-22	22/08/PDT3	IN PRINCIPLE APPROVAL FOR LONG TERM LEASE OF A PORTION ERF 489, HUMANSORP TO CD FREIGHT LOGISTICS FOR INDUSTRIAL PURPOSE	That Council grant in-principle approval for the lease of a portion of Erf489, Humansorp for 9 years and 11 months. 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. That all applicable SPLUMA By-Law and ILUS requirements are met prior operations That all bulk services that are required, needs to be provided by the developer with no financial implications to Council.	In-principle Council approval was received. Town Planning in the process to procure services of a Service Provider to conduct EIA, subdivision and rezoning. Application will done in line with SPLUMA legislation	Item for final approval has been prepared for next Council Meeting, however a condition will be included that the applicant can only proceed with the development once outcome of the hydrological study that is currently conducted on erf489 has been received. Council granted final approval on 31 October 2023 with condition that must be met before development commence. The Town Planning Department busy with the procurement process to appoint service provider to conduct specialist studies. Awaiting appointment of service provider	Director:PD/T Manager L&P Director:PD/T Manager L&P Director:PD/T Manager L&P	On-going On-going On-going
	22/08/PDT8	EXTENSION OF LEASE OF LAND FOR A CELLULAR BASE STATION (VODACOM PROPRIETARY LIMITED) – A PORTION OF ERF 406, PARADISE BEACH (PARADISE BEACH WATER RESERVOIR)	That 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. The applicant was again engaged on 17 January 2024 and referred to Town Planning in order to submit the application for telecom mast.	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 all other administrative costs (valuation, advertisement, etc.) be for the cost of the applicant. That only upgrades be allowed on the municipal property but no new infrastructure.	Applicant responsible for costs Will be implemented in accordance with resolution	Cost recovery will commence once final approval received. The applicant was again engaged on 17 January 2024 and referred to Town Planning in order to submit the application for telecom mast. This will be a condition in the agreement	Applicant Manager Land & Properties	In progress 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, HUMANSORP RD (SEA VISTA WATER RESEVOIR)	That all other administrative costs (valuation, advertisement, etc.) be for the cost of the applicant. That only upgrades be allowed on the municipal property but no new infrastructure.	All cost for the applicant Will be implemented in accordance with resolution	Cost recovery will commence once final approval received. The applicant was again engaged on 17 January 2024 and referred to Town Planning in order to submit the application for telecom mast. This will be a condition in the agreement	Applicant Manager Land & Properties	In progress 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 Gama Road, St Francis Drive, Main Road-Humansorp and Woltemade Street to Kouga Municipality in order to manage and maintain the roads contemplated herein. 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-Humansorp and Woltemade Street. That Council make budgetary provision for the management and maintenance of the roads contemplated in point 2.	Council granted in-principle approval on 31 August 2022. Accounting Officer and Legal responsible I&E responsible	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. A mandatory public participation meeting was held on 30 January 2024 in respect of the de-proclamation of provincial roads in the Newton Hall. The deed of sale will be addressed once final approval is obtained	Manager Land & Properties MM/Legal I&E	In progress In progress In progress

28-Oct-22	22/10/PDT1	REQUEST FOR COUNCIL AUTHORISATION TO ADVERTISE AND IN-PRINCIPLE APPROVAL FOR ALIENATION OF ERF 2599, SEA VISTA- APPLICATION FROM ROTARY CLUB OF ST FRANCIS FOR THE EXTENSION AND UPGRADE OF ST FRANCIS BAY CLINIC	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.	Legal Services has drafted deed of donation and same was provided to the Department of Public Works. Public Works are responsible for the transfer of the property. Public Works indicated they are in the process to finalise the transfer of the property.	Manager: Land & Property Admin	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
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.	All processes has been concluded. 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	Completed. Proof of payment was provided.	Completed. Proof of payment was provided.	Completed
			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 payment received and provided to Legal Services	Completed. Proof of payment was provided to Legal Services.	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. Transferring attorney has been appointed to effect transfer.	Manager: Legal Services	In Progress
	22/12/PDT4	TOWN PLANNING PROGRESS REPORT: PREPARATION OF ST FRANCIS BAY CBD & HANKEY CBD PRECINCT PLAN: 1 JULY 2022 TO 30 SEPTEMBER 2022	That Council supports that the Service Provider to embark on a Public / Stakeholder engagement Process as outlined in the Project Implementation Plan (Phase 2).	Consultative meeting to be conducted on the 16 & 17 February with I & A parties in St Francis Bay & Hankey, I & A parties for Both Hankey and St Francis were engaged on 16 & 17 February 2023. First Draft Document completed. Final Public Participation round to be conducted before Council Approval in May / June. A meeting was held on 10 August 2023 with the service provider and Ward 12 Councilors to address issues raised by the members of the Portfolio. Written comments to be sent by members of the Portfolio by no later than 18 August 2023.	A report requesting Council's permission to allow the service provider to start with public participation processes was prepared for the next Portfolio & Council meeting. Public participation will commence after approval by Council. 26/09/2023. Awaiting revised draft report from service provider 22/01/2024.	Manager: P&D	In Progress
31-Jan-23	23/01/PDT1	AUTHORISATION TO TAKE TO PUBLIC PARTICIPATION THE INTENTION OF COUNCIL TO ALIENATE CERTAIN PORTIONS OF ERF 873, ERF 5478, 5479, 5480, 5481 AND 8825 JEFFREYS BAY	That the market related value for the immovable properties contemplated in 1. be confirmed through independent or second latest valuation.	Quotations has been requested from service providers	TOR to be submitted to supply chain to call for development proposals.	Manager Land & Properties	In progress
28-Feb-23	23/02/PDT11	ALIENATION OF UNREGISTERED ERF 3085, SEA VISTA: ST FRANCIS BOWLING CLUB	The registration of the subdivided portion of Erf 554 (now Erf 3085), Sea Vista be finalized.	Subdivision has lapsed and consent letter has been written.	Completed. Subdivision has been reinstated.	Manager Land & Properties	Completed
			The land shall be solely used for the purposes of conducting thereon a bowling club and related purposes.	This will be included as a condition in deed of sale	Legal service provider will ensure this condition is included in deed of sale.	Manager Land & Properties	In progress
			In the event of the property not being used for the purpose for which it was sold or no longer required for such purpose, it shall revert back to the Council without payment of compensation for any improvements effected to or on the property.	This will be included as a condition in deed of sale	Legal service provider will ensure this condition is included in deed of sale.	Manager Land & Properties	In progress
			That Council authorizes the Accounting Officer to enter into a Deed of Sale for the purposes of transferring the said property.	Instruction to Legal Services expanded to included the subdivision registered and application for lost title deed.	Instruction was given to Legal	Manager Land & Properties/MM/Legal	In progress
			That the bowling club facility be availed to the Ward 12 Community as a Community Hall.	This will be included as a condition in deed of sale	Instruction was given to Legal	Manager Land & Properties	In progress

06-Apr-23	23/03/PDT4	REQUEST FOR COUNCIL AUTHORISATION TO ADVERTISE AN IN-PRINCIPLE APPROVAL TO DEVELOP A SHELTER FOR THE HOMELESS ON ERF 5972, JEFFREYS BAY	That in terms of Reg 5(1)(b)(i) 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.	Three alternative sites has been identified and will be tabled to LEC in February 2024 to get comments and inputs from service departments. Item will be presented to next Portfolio Committee Meeting for consideration.	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/PDT3	PARTNERSHIP AGREEMENT WITH GAMTOOS TOURISM TO HOST THE JAZZ IN THE PARK AT YELLOWWOODS 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/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	TOR was sent to SCM for the appointment of contractors for the construction of 6 houses. Meeting will take place on the 28th of September with SCM. Tender was advertised and Virtual Bid Clarification meeting were held on 23 October 2023. The tender closes on 13 November 2023. Currently evaluating bids with Supply Chain Appointment of Service Provider will be done by end of January 2024. Bid for the construction of six (6) houses in Patensie was awarded by BAC on 31 January 2024. It is anticipated that Contractor will start construction of houses once contract is signed.	Act. Manager: Human Settlements	On-going
			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/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	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 has been prepared for final approval to next Council Meeting.	Item included in the 28 February Council agenda for final approval. 13/02/2024	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.	It was confirmed that rezoning is not required as the current zoning "Authority Zone" includes the use of a museum.	Manager L&P	Completed
			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	Council granted final approval.	Manager L&P	Completed
			That Council grant authorization to the Accounting Officer to advertise the immovable property herein for public comment and/or objections.	No objections received.	Completed. Advert was placed for comments and objections closed on 17 August 2023.	Manager L&P	Completed
	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 for final approval.	Council granted final approval. Agreement signed.	Manager L&P	Completed
			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	Quotations 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	Item included in the 28 February Council Agenda for final approval. 13/02/24	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	Quotations to be obtained and requisition to be prepared	Manager L&P	In progress
	23/06/PDT8	APPROVAL OF GENERAL CAPACITATION GRANT FUNDING	That Council confirms and accepts the General Capacitation Grant for the development process of the Rental housing Strategy/Policy.	No action required	Human Settlements awaits the appointment of Service Provider from SHRA to assist the Municipality with the formulation of Social Housing Policy	Act Manager Human Settlements	In Progress
	23/06/PDT10	PORTION 7 OF FARM GEELHOUTEBOOM 688, HUMANSDOORP ROAD, EASTERN CAPE PROVINCE - LAND PURCHASED BY HDA FOR THE KOUGA	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	In progress to appoint service provider to do the lay-out.	Act. Manager: Human Settlements	In progress
	23/06/PDT12:	ANNUAL REVIEW OF THE KOUGA MUNICIPALITY SPATIAL DEVELOPMENT	That Council approve the review of the Municipal Spatial Development Framework.	Procurement Process to commence for the review of the SDF	TOR submitted to BSC for appointment of Service provider. The tender was advertised, Supply Chain confirmed that Bids were received- BD evaluation in progress 12/02/2024	Manager P&D	In progress
			That, before the SDF is circulated for public review, Councilors are workshoped 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. A report has been prepared requesting Council to allow Town Planning to proceed with the amendment of the By-Law	Manager P&D	In progress
	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, HUMANSDOORP (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 obtained from Council. An item will be submitted to March 2024 Council Meeting	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 Council's 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	Public participation completed.	Manager L&P	Completed
			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 Municipal Manager compiles a report on the insurance of municipal buildings.	The structures on Erf 3291 is on our insurance listing. The building burned in 2021 and a process to demolish the building was initiated. Currently the fence and all other items within the vicinity is insured.	Reported by Assets on monthly basis.	MM	Ongoing

15-Aug-23	23/08/PD3	MORATORIUM ON THE SALE OF MUNICIPAL OWNED LAND	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.	Approval received from Council.	Will be implemented in line with council resolution.	Manager L&P	On-going
			That Council grant authorization to the Accounting Officer to advertise the intention of the moratorium on the alienation/ disposal of municipal owned immovable property.	Notice has been drafted public participation.	Completed. Notice has been placed in the local newspaper on 5 October 2023.	Manager L&P	Completed
			That Council be informed of the progress on a quarterly basis in order to review the moratorium on the sale of land.	Item was submitted to Council for approval on 31 August 2023.	Approval received from Council on 31 August.	Manager L&P	In progress
			That a comprehensive land audit report on industrial land, public open spaces and residential plots belonging to the Municipality be prepared and submitted to the next Portfolio Committee meeting and Council.	Item was submitted to Council for approval on 31 August 2023.	Leading department finalizing audit to prepare report to Council.	Manager L&P	In progress
	23/08/PD4	ALIENATION OF ERF 2330, HUMANSDOORP TO THE MORAVIAN CHURCH OF SOUTH AFRICA	That Council authorizes the Accounting Officer to enter into a Deed of Sale for the purpose of transferring the said property.	Item was submitted to Council for final approval on 31 August 2023 and final approval was granted.	Instruction given to Legal Services to proceed with disposal and transfer process. Transfer in progress	Manager L&P	In progress
	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)	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 was submitted to Council for final approval on 31 August 2023 and final approval was granted.	Instruction given to Legal Services to proceed with drafting new lease agreement, however Vodacom to comply with Town Planning requirements and required to submit land use application.	Manager L&P	In progress
			That the applicant obtains the necessary land use rights by submitting an application for temporary departure to the Town Planning department for approval before finalizing the lease agreement.	Item was submitted to Council for approval on 31 August 2023.	Approval letter will be sent to applicant during the week of 2 October 2023. Meeting requested with Town Planning to finalize application.	Manager L&P	Completed
	23/08/PD6	EXTENSION OF LEASE OF LAND FOR A CELLULAR BASE STATION (VODACOM PROPRIETARY LIMITED) – A PORTION OF FARM 1746, PORTION 72, HUMANSDOORP RD (SEA VISTA WATER RESERVOIR)	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 was submitted to Council for final approval on 31 August 2023 and final approval was granted.	Instruction given to Legal Services to proceed with disposal and transfer process.	Manager L&P	In progress
			That the applicant obtains the necessary land use rights by submitting an application for temporary departure to the Town Planning department for approval before finalizing the lease agreement.	Item was submitted to Council for approval on 31 August 2023.	Approval letter will be sent to applicant during the week of 2 October 2023. Meeting requested with Town Planning to finalize application.	Manager L&P	In progress
	23/08/PD7	EXTENSION OF LEASE OF LAND FOR A CELLULAR BASE STATION (VODACOM PROPRIETARY LIMITED) – A PORTION OF ERF 408, PARADISE BEACH (PARADISE BEACH WATER RESERVOIR)	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 was submitted to Council for final approval on 31 August 2023 and final approval was granted.	Instruction given to Legal Services to proceed with disposal and transfer process.	Manager L&P	In progress
			That the applicant obtains the necessary land use rights by submitting an application for temporary departure to the Town Planning department for approval before finalizing the lease agreement.	Item was submitted to Council for approval on 31 August 2023.	Approval letter will be sent to applicant during the week of 2 October 2023. Meeting requested with Town Planning to finalize application.	Manager L&P	In progress
	23/08/PD8	ALLOCATION OF STREET AND AREA NAMES: VARIOUS GOVERNMENT SUBSIDISED HOUSING PROJECT: KRUISFONTEIN AND PELLSRUS	That the Infrastructure and Engineering Directorate erect the street and area names in accordance with the approved street and area names contemplated in point 1 above.	Item was submitted to Council for final approval on 31 August 2023 and final approval was granted.	Council resolution was circulated to Technical Services to implement resolution in respect of the erection of street names.	Manager L&P	In progress
			That the street name register and the cadastral layers on Council's GIS be updated in accordance with resolution 1 above.	Item was submitted to Council for final approval on 31 August 2023 and final approval was granted.	Council resolution was circulated to the GIS Technician to implement resolution in respect of the updating of street names GIS layer.	Manager L&P	In progress
			That the process of allocating street names be restarted in Kruisfontein 391, Kruisfontein 205, Kruisfontein 219 and Jeugklamp 85.	Item was submitted to Council for final approval on 31 August 2023. Council referred the street names back and process needs to be restarted.	Council resolution was circulated to the GIS Technician to implement resolution and restart the process of allocating street names in line with policy provisions.	Manager L&P	In progress

27-Oct-23	23/10/PD44	APPOINTMENT OF THE APPEAL AUTHORITY (EXECUTIVE MAYOR) AND INTERNAL	That Council approves the members of the Mayoral Committee to serve as internal advisors to the SPLUMA Appeal Authority.	Resolution finalised			
			That Council note, the appointment of external technical experts to serve on an advisory capacity to the Kouga Municipality Appeal Authority by the Municipal Manager as prescribed by Section 39(1) of the Spatial Planning and Land Use Management Act, 2013 (Act No. 16 of 2013). The Technical experts appointed are: a) Phumzile Hubert Songo- Legal Expert b) Michael Coleman- Appeal Expert with Town Planning Background	Names already gazetted	Complete	Manager Planning & Development	
			That Council approves that the Appeal Authority and its Technical & internal advisors be published in the Provincial Gazette and Local Newspaper as required in terms of Section 27 (1) of the Spatial Planning and Land Use Management Regulations: Land Use Management and General Matters, 2015 and the Kouga Municipality Spatial Planning and Land Use Management By-law, 2016 (as gazetted in Gazette No. 3613, Dated 4 March 2016).	Names already gazetted	Complete	Manager Planning & Development	
	23/10/PD45	REQUEST FOR COUNCIL'S FINAL APPROVAL: ALIENATION (LONG-TERM LEASE) OF A PORTION ERF 499,	That the Town Planning Department conclude all planning activities associated with development of an Industrial Development Zone for a portion of erf 499, Humansdorp.	Ongoing	Council resolution was circulated to Town Planning to implement resolution.	Manager Planning & Development	On-going
			That Council grant authorisation to the Accounting Officer to enter into a long-term lease agreement for a period of 9-years and 11 months with CD Freight Logistics (Pty) Ltd	Legal instructed to proceed with the Lease Agreement for the property.	Council resolution was circulated to Legal Services to implement resolution in respect of the Long-term Lease Agreement. Draft agreement provided to lead department	Manager Legal	completed
	23/10/PD46	REQUEST FOR COUNCIL'S FINAL APPROVAL TO	That Council authorises the Accounting Officer to enter into a Deed of Sale for the purpose of transferring the said property.	Legal instructed to proceed with the disposal and transfer of the property. Service provider to be appointed to attend to the transfer.	Council resolution was referred to Legal Services to implement resolution in respect of the Long-term Lease Agreement	Manager Legal	In progress
	23/10/PD47	REQUEST FOR COUNCIL FINAL APPROVAL:	That Council consider the market related rental of R340,00 for the properties.	To be included in the Lease Agreement.	Concluded	Manager L&P	In progress
			That a land surveyor be appointed to attend and conclude the consolidation of the properties and that all administrative costs be for the cost of the applicant	Service Provider to be appointed.	Quotations to be requested.	Manager L&P	In progress
	07-Nov-23	23/11/PD1	REQUEST TO RESCIND PREVIOUS COUNCIL RESOLUTION AND GRANT COUNCIL'S INPRINCIPLE APPROVAL TO ALIENATE (LEASE) OF COUNCIL PROPERTIES TO EARLY CHILDHOOD DEVELOPMENT CENTRES (CRECHES) TO REGISTERED SOCIAL CARE USERS	That Council rescind Council resolution 22/06/PD718 and grant in-principle approval for the alienation (long-term lease) of property to the Registered Organizations (Social Care Users) currently operating on the properties with 53 restrictive conditions in respect of the land usage for the sole purposes of social care uses.	An item for final approval was tabled to a Special Council Meeting on 7 November 2023.	In-principle approval was obtained from Council.	Manager L&P
			That Council grant authorization to the Accounting Officer to advertise Council's intention to alienate the properties by way of a long-term lease.	In-principle approval obtained from Council to advertise.	Advertise to be placed during the week of 22 January 2024.	Manager L&P	In progress
			That town planning activities and all other administrative processes be finalized	In-principle approval received from Council to proceed with planning processes.	Department in the process to appoint service provider.	Manager L&P	In progress
			That Council authorizes the Accounting Officer to obtain the market-related rental valuation for consideration	Approval received to obtain market-related rental valuation.	Department has requested for quotations to appoint service provider.	Manager L&P	In progress
			That Council authorizes the Accounting Officer to enter into long-term lease agreements with creches contemplated herein.	In-principle approval received from Council.	Council will enter into long-term agreements with ECDC's once final approval has been obtained	Manager L&P	In progress

14-Dec-23	23/12/PD1	PROGRESS REPORT: LAND EVALUATION COMMITTEE SITTINGS	That Council will consider the “supported” applications by the LEC individually for consideration and approval.	Most of the supported applications had been prepared.	24 of the application was presented to Council on 14 December 2023 for in-principle approval.	Manager LP	In Progress
	23/12/PD2	ALIENATION (LEASE) OF ERF 512, HANKEY	That Council grant in-principle approval for the long-term lease of Erf 512, Hankey for 9 years and 11 months.	Item was tabled in December 2023 Council Meeting	In-principle approval received. Item will be prepared for final approval for next Council Meeting.	Manager L&P	In Progress
			That Council authorises the Accounting Officer to obtain the market-related rental valuation for consideration.	Qoutations to be obtained and requisition to be prepared	Service Provider to be appointed and cost be recovered from the applicant.	Manager L&P	In Progress
			That Council authorises the Accounting Officer to obtain the services of a registered professional to submit building plans for approval.	Qoutations to be obtained and requisition to be prepared	Service Provider to be appointed and cost be recovered from the applicant.	Manager L&P	In Progress
			That the flood line in relation to the building on the property be determined.	In-principle approval received from Council.	Environmental Services, Community Services Department to be requested to determine flood line. CS Comment: The function for the	Manager L&P	In Progress

					flood line determination lies with the Water Services authority (Civil and Water Dept) and not Community Services Dept.		
			That the project be registered with the LED Section, Finance Department.	In-principle approval received from Council.	Economic Development Section, Finance Department be requested to register the project.	Manager L&P	In Progress
			That the Building Control department engage with the South African Heritage and Resource Agency (SAHRA) on the guidelines to be followed on the renovation of the building by the Applicant.	In-principle approval received from Council.	Building Control department to be requested to engage with the South African Heritage and Resource Agency (SAHRA) on the guidelines to be followed on the renovation of the building by the Applicant.	Manager L&P	In Progress
			That an annual escalation be included in the lease agreement.	In-principle approval received from Council.	Legal Department to be informed of the annual escalation.	Manager L&P	In Progress

	23/12/PD3	LEASE OF LAND FOR A 21M MONOPOLE TELECOMMUNICATIONS MAST (MOROPA SITE SOLUTIONS) – A PORTION OF ERF 835, PARADISE BEACH	That Council grant in-principle approval for the long term of the lease of a portion of Erf 835, Paradise Beach for a 21m High Telecommunications Mast to Moropa Site Solutions for 9 years and 11 months years.	Item was tabled in December 2023 Council Meeting	In-principle approval received. Item will be prepared for final approval for next Council Meeting.	Manager L&P	In Progress
			That relevant Ward Councilor addresses the application herein at a ward committee meeting during the public participation period referred to above.	In-principle approval received from Council.	That the Ward Councilor be informed accordingly.	Manager L&P	In Progress
			That Council authorises the Accounting Officer to obtain the market-related				
			a) rental valuation for consideration.	Quotations to be obtained and requisition to be prepared	Service Provider to be appointed and cost be recovered from the applicant.	Manager L&P	In Progress
	23/12/PD4	LEASE OF ERF 1244, PELLSRUS FOR AN OLD AGE SERVICE CENTRE	That an annual escalation be included in the lease agreement.	In-principle approval received from Council.	Legal Department to be informed of the annual escalation.	Manager L&P	In Progress
			That Council grant in-principle approval for the lease of Erf 1244, Pellsrus for 9 years and 11 months.	Item was tabled in December 2023 Council Meeting	In-principle approval received. Item will be prepared for final approval for next Council Meeting.	Manager L&P	In Progress
			That Council authorises the Accounting Officer to obtain the services of a registered professional to submit building plans for approval.	Quotations to be obtained and requisition to be prepared	Service Provider to be appointed and cost be recovered from the applicant.	Manager L&P	In progress

			That Council consider the market related valuation of the immovable property in line with the provisions of the approved Asset and Disposal Policy of Council for Social Care uses.	Qoutations to be obtained and requisition to be prepared	Service Provider to be appointed and cost be recovered from the applicant.	Manager L&P	In progress
			That an annual escalation be included in the lease agreement.	In-principle approval received from Council.	Legal Department to be informed of the annual escalation.	Manager L&P	In progress
	23/12/PD6	ALIENATION (LEASE) OF ERF 1567, PELLSRUS	That Council grant in-principle approval for the lease of Erf 1567, Pellsrus for 9 years and 11 months.	Item was tabled in December 2023 Council Meeting	In-principle approval received. Item will be prepared for final approval for next Council Meeting.	Manager L&P	In Progress
			That Council authorises the Accounting Officer to obtain the market-related rental valuation for consideration.	Qoutations to be obtained and requisition to be prepared	Service Provider to be appointed and cost be recovered from the applicant.	Manager L&P	In progress
			That an annual escalation be included in the lease agreement.	In-principle approval received from Council.	Legal Department to be informed of the annual escalation.	Manager L&P	In progress
	23/12/PD7	LEASE OF LAND FOR A 35M MONOPOLE TELECOMMUNICATIONS MAST (ORION TRUST) – A PORTION OF ERF 1996, SEA VISTA	That Council grant in-principle approval for the long term of the lease of a portion of Erf 1996, Sea Vista for a 35m High Telecommunications Mast to Orion Trust for 9 years and 11 months.	Item was tabled in December 2023 Council Meeting	In-principle approval received. Item will be prepared for final approval for next Council Meeting.	Manager L&P	In Progress
			That an annual escalation be included in the lease agreement.	In-principle approval received from Council.	Legal Department to be informed of	Manager L&P	In progress

					the annual escalation.		
	23/12/PD9	ALIENATION OF ERF 2593, SEA VISTA (ANNIE DANIELS)	That Council grant's in-principle approval for the out-of-hand alienation of Erf 2593, Sea Vista.	Item was tabled in December 2023 Council Meeting	In-principle approval received. Item will be prepared for final approval for next Council Meeting.	Manager L&P	In Progress
	23/12/PD10	ALIENATION (LEASE) OF ERF 3087, SEA VISTA	That Council grant in-principle approval for the lease of Erf 3087, Sea Vista for 9 years and 11 months.	Item was tabled in December 2023 Council Meeting	In-principle approval received. Item will be prepared for final approval for next Council Meeting.	Manager L&P	In progress
			That Council authorises the Accounting Officer to obtain the market-related rental valuation for consideration.	Qoutations to be obtained and requisition to be prepared	Service Provider to be appointed and cost be recovered from the applicant.	Manager L&P	In progress
			That the contract outlines that an approval process be followed for the construction of additional buildings/containers with the Building Control department pending extensive discussions with the Planning & Development Department before construction takes place.	In-principle approval received from Council.	Building Control and Town Planning be informed.	Manager L&P	In progress
			That an annual escalation be included in the lease agreement.	In-principle approval received from Council.	Legal Department to be informed of the annual escalation.	Manager L&P	In progress

	23/12/PD12	ALIENATION (LEASE) OF ERF 130, PELLSRUS	That Council grant in-principle approval for the lease of Erf 130, Pellsrus for 9 years and 11 months.	Item was tabled in December 2023 Council Meeting	In-principle approval received. Item will be prepared for final approval for next Council Meeting.	Manager LP	In Progress
			That Council authorises the Accounting Officer to obtain the market-related rental valuation for consideration.	Qoutations to be obtained and requisition to be prepared	Service Provider to be appointed and cost be recovered from the applicant.	Manager L&P	In progress
			That Council authorises the Accounting Officer to obtain the services of registered professional to submit building plans for approval.	Qoutations to be obtained and requisition to be prepared	Service Provider to be appointed and cost be recovered from the applicant.	Manager L&P	In progress
			That the lead department obtain letter of authority and duly signed constitution from the applicant.	In-principle approval received from Council.	Letter requested from Applicant.	Manager L&P	In progress
			That an annual escalation be included in the lease agreement.	In-principle approval received from Council.	Legal Department to be informed of the annual escalation.	Manager L&P	In progress
	23/12/PD13	ALIENATION OF ERF 137, PELLSRUS (LIZO PATRICK LETSEKHA)	That Council grant's in-principle approval for the out-of-hand alienation of Erf 137, Pellsrus.	Item was tabled in December 2023 Council Meeting	In-principle approval received. Item will be prepared for final approval for next Council Meeting.	Manager L&P	In progress
			That Council authorises the Accounting Officer to enter into a Deed of Sale for the purpose of transferring the said property.	In-principle approval received from Council.	Instruction given to Legal Services to proceed with disposal and transfer process.	Manager L&P	In progress

			That the property be transferred through the Extended Enhance Discount Benefit Scheme (EEDBS) which makes provision for properties erected pre-1994 which is still in the possession of state organs.	In-principle approval received from Council.	Human Settlements will be instructed to proceed with the disposal and transfer of the property through the Extended Enhance Discount Benefit Scheme (EEDBS) after final approval was granted by Council.	Manager L&P	In progress
	23/12/PD15	REQUEST FOR FINAL APPROVAL TO ALIENATE AND TRANSFER OF ERVEN 2216, 2217, 2225 AND 2226 (UNREGISTERED ERF 2994), HANKEY TO THE OLD APOSTOLIC CHURCH – HANKEY	That the rezoning of the property be final and the applicant responsible for all costs.	Qoutations to be obtained and requisition to be prepared	Service Provider to be appointed and cost be recovered from the applicant.	Manager L&P	In progress
			That Council authorises the Accounting Officer to enter into a Deed of Sale for the property contemplated herein.	Final approval received from Council.	Instruction given to Legal Services to proceed with disposal and transfer process.	Manager L&P	In progress
	23/12/PD16	ALIENATION (LEASE) OF A PORTION OF ERF 164, JEFFREYS BAY	That Council take note of the Section 14 comments and if recommended, grant in-principle approval for the lease of a portion of Erf 164, Jeffreys Bay for 9 years and 11 months.	Item was tabled in December 2023 Council Meeting	In-principle approval received. Item will be prepared for final approval for next Council Meeting.	Manager L&P	In progress

			That Council obtain the market related valuation of the immovable property	Qoutations to be obtained and requisition to be prepared	Service Provider to be appointed and cost be recovered from the applicant.	Manager L&P	In progress
			That the applicant submits consent use application and all other administrative costs be for the account of the applicant.	Qoutations to be obtained and requisition to be prepared	Service Provider to be appointed and cost be recovered from the applicant.	Manager L&P	In progress
			That an annual escalation be included in the lease agreement.	In-principle approval received from Council.	Legal Department to be informed of the annual escalation.	Manager L&P	In progress
	23/12/PD17	LEASE OF A PORTION OF ERF 164, JEFFREYS BAY FOR A HIGH TELECOMMUNICATIONS MAST – (MTN TOWER/INSRI BASE STATION)	That Council grant in-principle approval for the lease of a portion of Erf 164, Jeffreys Bay (100m²) for a 15m High Telecommunications Mast to IHS for 9 years and 11 months.	Item was tabled in December 2023 Council Meeting	In-principle approval received. Item will be prepared for final approval for next Council Meeting.	Manager L&P	In progress
			That relevant Ward Councilor addresses the application herein at a ward committee meeting during the public participation period referred to in 3.	In-principle approval received from Council.	That the Ward Councillor be informed accordingly.	Manager L&P	Progress
			That Council authorises the Accounting Officer to obtain the market-related rental valuation for considerationz.	Qoutations to be obtained and requisition to be prepared	Service Provider to be appointed and cost be recovered from the applicant.	Manager L&P	Progress
			That an annual escalation be included in the lease agreement.	In-principle approval received from Council.	Legal Department to be informed of the annual escalation.	Manager L&P	Progress

	23/12/PD18	ALIENATION (RIGHT-TO-USE LEASE) OF A PORTION OF ERF 164, JEFFREYS BAY (MTN TOWER BUILDING)	That Council grant in-principle approval for the lease (right-to-use) of a portion (approximately 100m ²) of Erf 164, Jeffreys Bay for 9 years and 11 months.	Item was tabled in December 2023 Council Meeting	In-principle approval received. Item will be prepared for final approval for next Council Meeting.	Manager L&P	In progress
			That applicant submits a departure application and any other administrative costs be for the cost of the applicant.	Qoutations to be obtained and requisition to be prepared	Service Provider to be appointed and cost be recovered from the applicant.	Manager L&P	In progress
	23/12/PD20	ALIENATION OF A PORTION OF ERF 873, JEFFREYS BAY: JEFFREYS BAY BOWLING CLUB	That the Council grant in-principle approval for alienation of a portion of Erf 873, Jeffreys Bay to Jeffreys Bay Bowling Club, at 25% of the fair market related value in terms of the policy of the Council.	Item was tabled in December 2023 Council Meeting	In-principle approval received. Item will be prepared for final approval for next Council Meeting.	Manager L&P	In progress
			That the Council grant in-principle approval for alienation of a portion of Erf 873, Jeffreys Bay to Jeffreys Bay Bowling Club, at 25% of the fair market related value in terms of the policy of the Council.	Item was tabled in December 2023 Council Meeting	In-principle approval received. Item will be prepared for final approval for next Council Meeting.	Manager L&P	In progress
			That the subdivision processes be finalised for the property contemplated herein and all related administrative cost be for the cost of the applicant.	Qoutations to be obtained and requisition to be prepared	Service Provider to be appointed and cost be recovered from the applicant.	Manager L&P	In progress

	23/12/PD21	ALIENATION (LEASE) OF A PORTION OF ERF 843, JEFFREYS BAY	That Council take note of the Section 14 comments and if recommended, grant in-principle approval for the lease of a portion of Erf 843, Jeffreys Bay for 9 years and 11 months.	Item was tabled in December 2023 Council Meeting	In-principle approval received. Item will be prepared for final approval for next Council Meeting.	Manager L&P	In progress
			That Council grant authorisation to the Accounting Officer to obtain the market related rental valuation of the immovable property.	Qoutations to be obtained and requisition to be prepared	Service Provider to be appointed and cost be recovered from the applicant.	Manager L&P	In progress
			That the departure application be submitted by applicant and all other administrative costs be for the account of the applicant.	Qoutations to be obtained and requisition to be prepared	Service Provider to be appointed and cost be recovered from the applicant.	Manager L&P	In progress
			That an annual escalation be included in the lease agreement.	In-principle approval received from Council.	Legal Department to be informed of the annual escalation.	Manager L&P	In progress
	23/12/PD22	REQUEST COUNCIL'S IN-PRINCIPLE APPROVAL TO ALIENATION (LEASE) & AUTHORISATION TO ADVERTISE: ERF 1160, HUMANSDORP: HALALISANA TOWNSHIP INCUBATOR	That Council grant in-principle approval for the lease of Erf 1160, Humansdorp for a period of 9 years and 11 months.	Item was tabled in December 2023 Council Meeting	In-principle approval received. Item will be prepared for final approval for next Council Meeting.	Manager L&P	In progress
			That Council authorises the Accounting Officer to obtain the market-related rental valuation for consideration.	Qoutations to be obtained and requisition to be prepared	Service Provider to be appointed and cost be recovered from the applicant.	Manager L&P	In progress

			That an annual escalation be included in the lease agreement.	In-principle approval received from Council.	Legal Department to be informed of the annual escalation.	Manager L&P	In progress
23/12/PD23	REQUEST FOR COUNCIL'S IN-PRINCIPLE APPROVAL & AUTHORISATION TO ADVERTISE: ALIENATION (LEASE) OF ERF 7263, JEFFREYS BAY (OCEANVIEW)	That Council grant in-principle approval for the lease of Erf 7263, Jeffreys Bay (Oceanview) for 9 years and 11 months.		Item was tabled in December 2023 Council Meeting	In-principle approval received. Item will be prepared for final approval for next Council Meeting.	Manager L&P	In progress
		That an annual escalation be included in the lease agreement.		In-principle approval received from Council.	Legal Department to be informed of the annual escalation.	Manager L&P	In progress
23/12/PD25	REQUEST FOR COUNCIL'S IN-PRINCIPLE APPROVAL & AUTHORISATION TO ADVERTISE: ALIENATE (LEASE): A PORTION OF ERF 1 HUMANSDORP, ERVEN 2084 AND 2085, HUMANSDORP AS WELL AS A PORTION OF ROAD (ERF 2077, HUMANSDORP)	That Council grant in-principle approval for the alienation (lease) of Erven 2084 and 2085, Humansdorp as well as closure and alienation of a portion of Road (Erf 2077, Humansdorp).		Item was tabled in December 2023 Council Meeting	In-principle approval received. Item will be prepared for final approval for next Council Meeting.	Manager L&P	In progress
		That Council obtain the market related rental valuation of the immovable property.		Quotations to be obtained and requisition to be prepared	Service Provider to be appointed and cost be recovered from the applicant.	Manager L&P	In progress
		That a land surveyor be appointed to attend and conclude the closure of public road, subdivision, consolidation and rezoning as well as all other administrative		Quotations to be obtained and requisition to be prepared	Service Provider to be appointed and cost be recovered from the applicant.	Manager L&P	In progress

			activities be for the cost of the applicant.				
			That an annual escalation be included in the lease agreement.	In-principle approval received from Council.	Legal Department to be informed of the annual escalation.	Manager L&P	In progress
	23/12/PD26	REQUEST FOR COUNCIL'S IN-PRINCIPLE APPROVAL & AUTHORISATION TO ADVERTISE: ALIENATION (LEASE) OF A PORTION ERF 2, KRUISFONTEIN	That Council grant in-principle approval for the lease of a portion of Erf 2, Kruisfontein for 9 years and 11 months and in the extent of 2 hectares.	Item was tabled in December 2023 Council Meeting	In-principle approval received. Item will be prepared for final approval for next Council Meeting.	Manager L&P	In progress
			That a land surveyor be appointed to attend and conclude the subdivision, Environmental Impact Assessment as well as all other administrative costs be for the cost of the applicant.	Quotations to be obtained and requisition to be prepared	Service Provider to be appointed and cost be recovered from the applicant.	Manager L&P	In progress
			That an annual escalation be included in the lease agreement.	In-principle approval received from Council.	Legal Department to be informed of the annual escalation.	Manager L&P	In progress
	23/12/PD27	REQUEST FOR COUNCIL TO RESCIND A SECTION OF COUNCIL RESOLUTION, GRANT AUTHORISATION TO ADVERTISE AND IN-PRINCIPLE APPROVAL TO ALIENATE: ERF	That Council rescinds Section 5 (d) of council resolution (21/06/CF18) that resolved for erf 1044, Sea Vista to be leased at market related value and grants in-principle approval for erf 1044, Sea Vista to be alienated out-of-hand to Mr. B.W. Bosch	Item was tabled in December 2023 Council Meeting	In-principle approval received. Item will be prepared for final approval for next Council Meeting.	Manager L&P	In progress

		1044, SEA VISTA (MUNICIPAL HOUSE)	based on the extensive period (26 years) the incumbent has resided in the premises.				
			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.	Qoutations to be obtained and requisition to be prepared	Service Provider to be appointed and cost be recovered from the applicant.	Manager L&P	In progress
	23/12/PD28	ALLOCATION OF STREET NAMES: GOVERNMENT SUBSIDIZED HOUSING PROJECT (WARD 6) & PRIVATE DEVELOPMENTS IN JEFFREYS BAY & CAPE ST FRANCIS	That Council grant in-principal approval for the proposed street names as contemplated in the layout maps for the Kwanomzamo and Kruisfontein in Humansdorp, Fig Tree Estate in Jeffreys Bay, St Francis Field in Cape St Francis	Item was tabled in December 2023 Council Meeting	In-principle approval received. Item will be prepared for final approval for next Council Meeting.	Manager L&P	In progress
			That Council makes budgetary provision for the erection of the street names contemplated herein, upon the final approval of such street names.	In-principle approval received from Council.	Finance Department be informed accordingly.	Manager L&P	In progress
	23/12/PD29	ALIENATION (LEASE) OF ERF 7292, JEFFREYS BAY (OCEANVIEW)	That Council grant in-principle approval for the lease of Erf 7292, Jeffreys Bay for 9 years and 11 months through a competitive process.	Item was tabled in December 2023 Council Meeting	In-principle approval received. Item will be prepared for final approval for next Council Meeting.	Manager L&P	In progress

			That Council authorises the Accounting Officer to obtain the market related Rental of the property.	Qoutations to be obtained and requisition to be prepared	Service Provider to be appointed and cost be recovered from the applicant.	Manager L&P	In progress
			That an annual escalation be included in the lease agreement	In-principle approval received from Council.	Legal Department to be informed of the annual escalation.		In progress
	23/12/PD30	ALIENATION (PURCHASE) OF A PORTION OF ERF 164 (A PORTION OF ROAD RESERVE VERGE IN DROMMEDARIS STREET) TO CONSOLIDATE WITH ERF 269, JEFFREYS BAY	That Council grant in-principle approval for the purchase of a portion of Erf 164 (road reserve verge of Drommedaris Street), Jeffreys.	That Council grant in-principle approval for the purchase of a portion of Erf 164 (road reserve verge of Drommedaris Street), Jeffreys.	Item was tabled in December 2023 Council Meeting	Manager L&P	In progress
			That Council grant authorisation to the Accounting Officer to obtain the market related valuation of the immovable property	That Council grant authorisation to the Accounting Officer to obtain the market related valuation of the immovable property	Service Provider to be appointed and cost be recovered from the applicant.	Manager L&P	In progress
	23/12/PD31	AMENDMENT OF KOGUA LOCAL MUNICIPALITY LAND USE SCHEME, 2021	That the Council grant approval to proceed with the amendment of Kouga Local Municipality Land Use Scheme, 2021	Item submitted to Council for approval.			

			That the Council approve the establishment of a Project Committee, comprising of the following persons: i) The Municipal Manager ii) Manager: Legal Services iii) Director: Planning & Development (or representative) iv) Director: Civil & Water Services (or representative) v) Director: Community Services (or representative) vi) Environmental Officer vii) Manager Town Planning viii) Other members to be co-opted as needed.	A letter has been sent to the MEC Cogta, informing him of the Municipality's intention to amend the Land Use Scheme. Furthermore, media notice informing the public of the municipal intention to amend its Land Use Scheme was published. The department is to publish a second notice.12/02/2024	Notices published January 2024.	Manager: TP	IN PROGRESS
	23/12/PD32	REQUEST FOR COUNCIL'S FINAL APPROVAL: A PORTION OF PORTION 4 OF THE FARM ZWARTENBOSCH NO. 347: TEEN CHALLENGE SA (NEW NAME SALVATION SOUTH AFRICA KOUGA)	That the subdivision and rezoning of the land be attended to and concluded	Applicant informed accordingly.	Department will now proceed to appoint service provide for subdivision and rezoning.	Manager L&P	In progress
			That Council grant authorisation to the Accounting Officer to enter into a Deed of Sale with the Salvation SA Kouga	Final approval had been received from Council	Instruction will be given to Legal Service during the week of 22 January 2024 to proceed with the disposal	Manager L&P	In progress

					process and deed of sale.		
30-Jan-24	24/01/PD1	AMENDMENT OF KOUGA LOCAL MUNICIPALITY SPATIAL PLANNING AND LAND USE MANAGEMENT BY-LAW, 2016	That the Kouga Municipality By-Law & Policy Review Committee be informed of the intention to amend the Kouga Local Municipality Spatial Planning and Land Use Management By-Law, 2016.	The draft by-law will be presented to the Policy Review Committee before April 2024.	Council Resolution to proceed with the amendment of the By-Law obtained. The notice informing the public of Kouga Municipality's intention to amend the By-Law will be published. The draft amended By-law will be forwarded to Legal Department. Once Legal Department has finalised or confirmed the "legal compliance" of the Draft amendment-an Item will be tabled to Council to request permission to start with public participation processes. 15 February 2024	Manager P&D	In progress
			That a notice be published informing the public of the Kouga Municipality's intention to amend the Kouga Local Municipality Spatial Planning and Land Use Management By-Law, 2016	Notice to be published in March 2024		Manager: Legal	In Progress

REPORTS BY THE EXECUTIVE MAYOR



REPORTS BY THE PORTFOLIO CHAIRPERSON: FINANCE AND ECONOMIC DEVELOPMENT



2023 HUMANSDORP COMMUNITY FESTIVAL CLOSEOUT AND 2024 SPONSORSHIP PROPOSAL

1. Introduction

The purpose of this item is to present the closeout report of the 2023 Mayoral Humansdorp Community Festival. Additionally, it seeks approval for the sponsorship of the 2024 event scheduled to take place in Humansdorp from 22 – 23 March 2024.

2. Background

The 2023 Humansdorp Community Festival, organized in partnership with the Khoi Kulcha Foundation and Kouga Municipality Mayor's Office, aimed to bring the community together and uplift the town through a family-oriented event. The festival showcased various live performances, activities, and local talent, attracting both residents and visitors. Additionally, as part of the community outreach initiative, a back-to-school event was organized to benefit the local community.

3. Discussion

3.1 2023 Humansdorp Community Festival Closeout Report:

Job Creation: The 2023 Humansdorp Community Festival played a crucial role in generating employment opportunities within the local community. A total of 51 individuals were employed in various capacities, including event management, security, hospitality, and vendor services. This not only provided much-needed income for residents but also contributed to the overall economic vitality of the area.

Community Benefits: Beyond its economic impact, the festival provided numerous social benefits to the community. By offering a diverse range of entertainment and activities, the event fostered a sense of community cohesion and pride. Residents of all ages were able to come together in a shared celebration of local talent and culture, strengthening social bonds and promoting inclusivity.

Support for Local Businesses: The festival served as a platform for local vendors and artists to showcase their products and talents. Over 30 vendors participated in the event, offering a variety of goods and services to attendees. Additionally, 12 local artists were given the opportunity to perform and showcase their work, thereby supporting entrepreneurship and creativity within the community.

Cultural Enrichment: Through live performances, cultural showcases, and interactive activities, the festival enriched the cultural fabric of Humansdorp and its surrounding areas. Attendees had the opportunity to engage with diverse forms of expression and celebrate the unique heritage of the region, promoting cross-cultural understanding and appreciation.

3.2 **2024 Humansdorp Festival Sponsorship Proposal**

Additionally, approval is sought for sponsorship of the 2024 Humansdorp Festival.

Building upon the success of the 2023 event, the 2024 Humansdorp Festival aims to create even more employment opportunities for local residents. With an expanded lineup of attractions and activities, additional staff will be needed to support event operations, including logistics, hospitality, and security. This will further contribute to job creation and economic empowerment within the community.

The 2024 festival will continue to prioritize community engagement and participation. By offering a wide range of activities, from live performances to recreational sports tournaments, the event will provide opportunities for residents of all ages to come together and connect. Furthermore, initiatives such as the back-to-school event will ensure that the festival extends its benefits beyond just entertainment, directly impacting the lives of local families and children.

Similar to the 2023 event, the 2024 Humansdorp Festival will support local businesses and artisans by providing them with a platform to showcase their products and talents. Additionally, the festival's partnership with sponsors and vendors will inject revenue into the local economy, benefiting businesses and residents alike.

The 2024 festival will continue to celebrate the rich cultural heritage of Humansdorp and its surrounding areas. Through a diverse lineup of live performances, arts and crafts exhibitions, and culinary experiences, attendees will have the opportunity to immerse themselves in the vibrant tapestry of local culture. This celebration of diversity and creativity will further strengthen community bonds and promote pride in local identity.

While recognizing the significance of supporting local events and promoting tourism in our region, it's important to note that the available budget for sponsorship is limited to R 150,000.00.

The continued support for community events aligns with the council's objectives of promoting local engagement, economic development, and cultural enrichment within the municipality. Furthermore, endorsing the 2024 festival will contribute to the ongoing revitalization efforts and enhance the quality of life for residents while attracting visitors to the region.

For reference of the above item please see attached Annexure A and B as follows:

Annexure A: 2023 Humansdorp Festival Closing Report

Annexure B: 2024 Humansdorp Festival Sponsorship Proposal

4. Financial Implications

Completed by BTO -	
Project Description	Destination marketing
Ukey no.	20210710001472
Budgeted Amount	R150,000.00
BTO Signature	KOUGA MUNICIPALITY 2024-02-05 BUDGET & TREASURY
DATE	05-02-2024
Amount spent and committed to date	R28 947.26
Amount Available	R471 052.74
Comment	

5. Applicable Legislation

Funds transferred to external organisations or bodies must comply with section 67 of the MFMA, Act 56 of 2003:

MFMA, Act 56 of 2003: section 67.

Funds transferred to organisations and bodies outside government 67. - (1)

Before transferring funds of the municipality to an organisation outside any sphere of government otherwise than in compliance with a commercial or other business transaction, the accounting officer must be satisfied that the organisation or body-

(a) has the capacity and has agreed-

(i) to comply with any agreement with the municipality;

(ii) for the period of the agreement to comply with all reporting, financial management and auditing requirements as may be stipulated in the agreement;

(iii) to report at least monthly to the accounting officer on actual expenditure against such transfer; and

(iv) to submit its audited financial statements for its financial year to the accounting officer promptly;

(b) implements effective, efficient and transparent financial management and 15 internal control systems to guard against fraud, theft and financial mismanagement; and

(c) has in respect of previous similar transfers complied with all the requirements of this section.

(2) If there has been a failure by an organisation or body to comply with the

20 requirements of subsection (1) in respect of a previous transfer, the municipality may despite subsection (l)(c) make a further transfer to that organisation or body provided that-

(a) subsection (l)(a) and (b) is complied with, and

(b) the relevant provincial treasury has approved the transfer.

(3) The accounting officer must through contractual and other appropriate mechanisms enforce compliance with subsection (1).

6. **Legal Implications**

The Municipality must ensure that beneficiaries have complied with their contractual duties, as required by the MFMA. Failure to comply with the MFMA may result in the transaction being classified as authorised, irregular, or fruitless and wasteful expenditure, and which may pose a risk to the financial audit qualifications of the Municipality.

7. **Other Implications**

None

8. **Comments by Directorates:**

8.1 **Chief Financial Officer:**

Recommendation supported.

8.2 **Acting Director: Planning & Development**

Supported

8.3 **Acting Director: Civil & Water Services**

Item noted.

8.4 **Director: Electro-Mechanical Services**

Item Supported

8.5 **Director: Community Services**

Noted

8.6 **Deputy Municipal Manager**

Supported

8.7 **Municipal Manager**

Supported

9. **Delegated Authority**

Council

10. **Recommendations**

- 10.1 That Council note the 2023 Humansdorp Community Festival close-out report.
- 10.2 That Council approves the allocation of R 150,000.00 (One Hundred and Fifty Thousand Rand) only, VAT-inclusive, to support the 2024 Humansdorp Community Festival.
- 10.3 That Council authorizes the Accounting Officer to conclude a Sponsorship Agreement with Khoi Kulcha Foundation for staging the 2024 Humansdorp Community Festival, in accordance with the funding allocated in recommendation 10.2 above.

Item prepared by the Acting Manager EDT: 

Item approved by the Chief Financial Officer: 

Item endorsed by the Municipal Manager: 

Item noted by the Portfolio Chairperson: 

Khosi bulcha
FOUNDATION

KOUGA
LOCAL MUNICIPALITY
Good Governance Through Active Participation

HUMANSDORP Festival

RIDES FROM R20 - R60pp

**TWISTERS, VOSLOOPARK
WEST GATE RD. HUMANSDORP**

31 MAR. - 1 APR.

FT. TEMPLE BOYS
OUMA SARIE | STEPHANIE & MANY MORE LOCAL ARTISTS

**Fri. 4PM - 10PM
Sat. 9AM - 10PM**

ENTRANCE FEES
Adults R80pp,
Children R40pp
Weekend Passes available.
Tickets at the gate or
online: www.quicket.co.za

**CARNIVAL • FOOD • DRINKS • KIDS AREA
FASHION SHOW • FIVE A SIDE • MUSIC & MORE**

TUNFAIR 2023/24

TICKETS & MORE INFO : 073 944 8442, 078 571 3213

VISA, Mastercard, iQoo, ePay, and other payment logos.

Humansdorp festival Report 2023

Overview

Humansdorp family fest in partnership with Khoi Kulcha Foundation and Kouga Municipality as Head sponsor. Made it possible to host a Family festival to bring back to the community of Humansdorp. The event was a family fun event for the community of Humansdorp and surrounding areas. The event was one of the very first in its area filled with great live performances by Trending SA boy band Temple boys, Soapie star Stephanie, sensational Comedian and Actor Ouma Sarie as Mc and local Artist, local DJs such as Dj Tebza, dj Garland just to name a few, fun activities for the kids and adults and great food options.

The objective of the event was not only for the community to have a good day out with their family but to uplift the community, giving the community something to look forward to and to bring families together, with all the negativity and Social economic challenges we're facing we addressed and add value to our beautiful town and attract positivity and good vibes and hope to our community through this project.

The festival will be an annual event, that will attract national and international tourists to the town in the near future, increasing community access to participation, job creation through the event staffing and through our stalls to mention a few.

Highlights of the event

1. We have reached over 2000 kids under 14 years and over 1000 adults over the weekend through the gates.
2. We employed a staff of 51 people: 25 marshals, 8 cleaners, 4 runners, 6 bar staff and a team of 8 to plan the event.
3. We hosted local over 30 vendors over the weekend
4. We gave a platform to 12 local artists.
5. We hosted the Mr & Miss Humansdorp Festival 2023.
6. We hosted a 5 A side soccer tournament.

Activities

- Live stage performances
- Soccer tournament
- Mr & Miss Humansdorp Festival

- Carnival rides
- Kids amusements
- Variety of Food Stalls & general Vendors
- Gin garden and beer tent

Income and Expenses

I. Expenses

Event Fundamentals R110,000	Entertainment R43,500
- EVENT MANAGEMENT PLAN - STAGE & STRUCTURES - MARKETING & DESIGNS - POWER & LIGHTING - BOOKINGS, CERTIFICATES & LICENSE(S) - VENUE HIRE & LIABILITY - Tents - Soccer tournament (Prices money and food) - Mr & Miss Humansdorp Festival (Prices and food)	- ARTISTS : - Temple boys - Stephanie - Ouma Sarie - Local Artist

SAFETY & SECURITY - R35,000	FOOD & HOSPITALITY R 41753
- MANAGEMENT TEAM - SECURITY & EMS (SAFETY) PLAN - Marshalls -Runners - Gate control arm bands	- Cleaners - STAFF, MEDIA , ARTISTS & GUESTS - DECOR & SIGNAGE - REFRESHMENTS & LIQUOR STATION - TOOLS & EQUIPMENT -Accomodation -Flights

Income

Entrance R100950.4	Bar and Vendors R23600
- Ticket Sales - Gate collection	- Vendors - Bar

- Online tickets	

Sponsorship

Kouga Municipality R100,000	
Heineken R33,000	
Score R8000	

Community outreach

II. Back to School Community Event

As per agreement, we were Instructed to Do a community event and give back to the community. As promised, Khoi Kulcha Foundation (NPO) that hosted "Humansdorp Festival 2023" arranged and managed (back to school bash) on the 14th of July in ward 4 as part of our commitment to give back to the community as per agreement.

The program included

- A 5 side soccer
- Touch rugby
- Board games
- live music (Performances)

All the above will include prizes as well.

Lucky draws.

We have reached between 300-500 kids and adults.

We distributed over 350 sandwiches, 350 cups of soup and bread 150 gift packs (with sweets , chips and fruits)

All the above value of R12500.

We are looking forward to

Partner with Kouga Municipality to host the 2024 Humansdorp Festival.







9





Community Project July 2023 Ward 4











For more photos and videos See Humansdorp festival Facebook page or Kouga Municipality Facebook page.

Annexure B: 2024 Humansdorp Festival Sponsorship Proposal:

HUMANSDORP Festival

22- 23 MARCH 2024

HUMANSDORP COMMUNITY FESTIVAL

KHOI KULCHA EVENTS HAS SUCCESSFULLY HOSTED NUMEROUS FESTIVALS & LIFESTYLE RELATED EVENTS IN OUR INDUSTRY IN THE PAST. IN 2023 WE PARTNERED WITH KOUGA MUNICIPALITY AND HOI KULCHA FOUNDATION A NPO THAT SERVES YOUTH EMPOWERMENT & JOB CREATION

WELCOME TO HUMANSDORP FESTIVAL 2024, AN EVENT AIMED AT GENERATING A WIDE VARIETY OF FESTIVAL GOERS, TOURISTS & LOCALS FROM IN AND AROUND THE KOUGA REGION. THE EVENT WILL BE HOSTED OVER A LIVE ENTERTAINMENT AND CARNIVAL RIDES FIVE A SIDE SOCCER TOURNAMENT AND VARIETY OF STALLS





OVERVIEW



Humansdorp family fest in partnership with Khoi Kulcha Foundation to host and plan a Family festival to give back to the community. The proposed event will be a family fun event for the community of Humansdorp and surrounding areas, also to attract tourist around the globe to give them a platform to experience all our offerings in our beautiful town . The event will the second run in 2024 since the successful launch in 2023.its A fun filled event with lots to offer, with great live performances, dj's, fun activities for the kids and adults and great food options.

The objective of the event is not only for the community to have a good day out with their family but to uplift the community, giving the community something to look forward to and to bring families together, with all the negativity and Social economic challenges we're facing, we would like to address and add value to our beautiful town and attract positivity and good vibes and hope to our community.

- The community are having one of its kind major music festivals, increasing community access to participation, job creation through the event staffing and through our stalls to mention a few.



EVENT PLAN

Date: 22 - 23 March 2024
Time: 9am - 10pm
Venue: Twisters Humansdorp
Venue capacity : 5000





OUR PRODUCTS/SERVICES

1. Humansdorp family fest is a fun filled event that has something for the entire family such as:
2. Food Trucks
3. Variety of stalls (Arts and Crafts)
4. Carnival Rides (Fun for you)
5. Quad biking and hiking trails
6. Swimming pool
7. Live entertainment
8. Beer Tent
9. Gin Garden
10. Five a side soccer Tournament



PRICING/PACKAGES

Humansdorp Community Festival

The festival is affordable for the community and accessible

Weekend passes

Adults R100

Kids under 12

Daily passes

R50

Vip weekend passes

R200



COMMUNITY DEMOGRAPHICS

Community demographics Below is further information about our demographics:

- Age: the largest segment is between the ages of 15 and 34 (39.2%) and consists of 19.6% males and 19.6% females.
- Ethnic group: Coloured (56.8%) and Black / African (42.3%).
- Education: the largest portion (36.2%) has completed secondary education followed by a 20.4% that completed primary education.
- Employment 30.3% of the market is economically active, from which 39.9% are employed, mostly in business services and the manufacturing sectors. From this employed portion:
 - Semi-skilled occupations contribute the highest percentage (35.6%) of employment of which service workers, shop and market sales workers, and clerks are the most prominent.
 - Low-skilled occupations contribute 29.4% to the total employed persons, where elementary occupations are the most prominent.

ARTIST LINE UP

Early B

Aidam – John

Junior King (Pe Boys)

The Switch Dance Crew

Nevan Ferris

Renay Nell

Local Artist





2023 SPONSORS



CONTACT US

Stall Coordinator:

Lizz Ann : +27 (78) 089-8191

Marketing & General Management Rohey : 0783767848

Project manager :

Cliveon Walters : +27 (73) 944-8442

Facebook : Humansdorp Festival|



Humansdorp Festival

22- 24 March 2024

Twisters sports field

I. Budget

Event Fundamentals R150 000	Entertainment R150 000
- EVENT MANAGEMENT PLAN - STAGE & STRUCTURES - MARKETING & DESIGNS - POWER & LIGHTING - BOOKINGS, CERTIFICATES & LICENSE(S) - - VENUE HIRE & LIABILITY - Tents - Soccer tournament (Prices money and food) - Mr & Miss Humansdorp Festival (Prices and food)	- ARTISTS : - Early B - Aidam - John - Pé Boys - Local Artist - Renay Nell - Nevan Ferris

SAFETY & SECURITY - R45 000	FOOD & HOSPITALITY R 50 000
- MANAGEMENT TEAM - SECURITY & EMS (SAFETY) PLAN - Marshalls -Runners - Gate control arm bands	- Cleaners - STAFF, MEDIA , ARTISTS & GUESTS - - DECOR & SIGNAGE - REFRESHMENTS & LIQUOR STATION - - TOOLS & EQUIPMENT -Accommodation -Flights



KOUGA MUNICIPALITY (EC 108)

ORDINARY COUNCIL MEETING
FINANCE & ECONOMIC
DEVELOPMENT
OPEN

DATE: 28 FEBRUARY 2024

ITEM NO: **24/02/FED16**

2024 SDC DP WORLD TOUR GOLF TOURNAMENT SPONSORSHIP

1. Introduction

The purpose of this item is to seek approval for the 2024 SDC DP World Tour golf tournament hosted at the St Francis Links from 29 February 2024 to 3 March 2024.

2. Background

The 2023 SDC Championship was a huge success and well attended. The event will be a professional tournament co-sanctioned by two of the leading international men's tours namely the Sunshine Tour and DP World Tour. Through pressure from the international and national professionals this event was placed on the golfing circuit at STF Links for 2024 again, with prize money to the value of USD 1,500,000.

3. Discussion

The 2023 Championship delivered a total Linear TV Net Sponsorship Value of about R 68,9 million from 274 hours of coverage. Consequently, Africa and the Middle East generated the highest value, with about R 47,8 million (70.8% of total value) derived from 162 hours of coverage (59.2% of total). South Africa used the host-market hype to produce 81 hours of coverage worth about R 30,6 million. This was supplemented by Pan Africa (Sub Sahara), which provided about R 17,2 million (the second highest) for 81 hours of coverage. Europe, the second most valuable continent converted 28.5% of the total coverage (78 hours) to 18.2% of the total value (R 12,4 million).

Kouga branding was visible throughout the World Feed for the tournament. This exposure resulted in the branding being on screen for an average of 1:41 for every hour of coverage. In turn, this branding generated a total Net Sponsorship Value of R 2,197,998-62. Tee Fence generated R1,092,878-03 of its total value on Dedicated TV, contributing 70.4% to Kouga's dedicated TV total.

The 2024 Tournament will be hosting 78 Sunshine Tour players and 78 DP World Tour players.

The program is as follows:

Monday – practice day

Tuesday – practice day

Wednesday – Pro-Am

Thursday & Friday – Day 1, Day 2 professional golf tournament

Saturday – Day 3 professional golf tournament

Sunday – Final round professional golf

STF Links, SDC and KLM, partnered in 2023 with the vision for a skills development academy. This has been over a year in making. The HOA has purchased land and several engagements have already been made with stakeholders such as STF Football, Rotary and individuals about partnering to see this vision become reality.

The Journey of Development – “Field of Dreams” – could include 2 soccer fields, one which will accommodate multisport, a golf facility and a building which divides into multiple classrooms. Youth development and education are the biggest priorities for training like first aid, firefighting, agriculture, sport, and the establishment of a food garden. This will have an enormous impact on the economy of the area.

The continued support for community events aligns with the Council's objectives of promoting local engagement, economic development, and cultural enrichment within the municipality. Furthermore, endorsing the 2024 Championship will contribute to the ongoing revitalization efforts and enhance the quality of life for residents while attracting visitors to the region.

For reference of the above item please see attached Annexure A as follows:

Annexure A: 2024 SDC DP World tour golf tournament proposal

4. Financial Implications

Completed by BTO -	
Project Description	SDC DP World Golf tournament
Ukey no.	20240131064505
Budgeted Amount	R400 000
BTO Signature	
DATE	07-02-2024
Amount spent and committed to date	R0
Amount Available	R400 000
Comment	

5. **Applicable Legislation**

Funds transferred to external organisations or bodies must comply with section 67 of the MFMA, Act 56 of 2003:

67. *Funds transferred to organisations and bodies outside government –*
 (1) *Before transferring funds of the municipality to an organization or body outside any sphere of government otherwise than in compliance with a commercial or other business transaction, the Accounting Officer must be satisfied that the organization or body:-*

- (a) has the capacity and has agreed-*
 - i. to comply with any agreement with the municipality;*
 - ii. for the period of the agreement to comply with all reporting, financial management and auditing requirements as may be stipulated in the agreement;*
 - iii. to report at least monthly to the Accounting Officer on actual expenditure against such transfer; and*
 - iv. to submit its audited financial statements for its financial year to the Accounting officer promptly;*
- (b) implements effective, efficient and transparent financial management and internal control systems to guard against fraud, theft and financial management; and*
- (c) has in respect of previous similar transfers complied with all the requirements of this section.*

(2) If there has been a failure by an organisation or body to comply with the requirements of subsection (1) in respect of a previous transfer, the municipality may delegate subsection (1) (c) make a further transfer to that organisation or body provided that-

- (a) subsection (1) (a) and (b) is complied with; and*
- (b) the relevant provincial treasury has approved the transfer.*
- (c) The accounting officer must through contractual and other appropriate mechanisms enforce compliance with subsection (1).*

6. **Legal Implications**

The Municipality must ensure that beneficiaries have complied with their contractual duties, as required by the MFMA. Failure to comply with the MFMA may result in the transaction being classified as authorized, irregular, or fruitless and wasteful expenditure, and which may pose a risk to the financial audit qualifications of the Municipality.

7. **Other Implications**

None

8. **Comments by Directorates:**

8.1 **Chief Financial Officer:**

Recommendations supported.

8.2 **Acting Director: Planning & Development**

Item noted

8.3 **Director: Civil & Water Services**

Item noted.

8.4 **Acting Director: Electro-Mechanical Services**

Item noted

8.5 **Director: Community Services**

Noted.

8.6 **Deputy Municipal Manager**

Noted.

8.7 **Municipal Manager**

Noted.

9. **Delegated Authority**

Council.

10. **Recommendations**

10.1 That Council approves the allocation of R 400 000-00 (Four hundred thousand rand) + VAT, to support the 2024 Golf tournament at ST Francis Links.

10.2 That Council authorises the Accounting Officer to conclude a Sponsorship Agreement with St Francis Links for staging the 2024 SDC DP Work tour golf tournament, in accordance with the funding allocated in recommendation 10.1 above.

Item prepared by the Acting Manager EDT:

Item approved by the Chief Financial Officer:

Item endorsed by the Municipal Manager:

Item noted by Portfolio Chairperson:

A Jonck
C 77
C. M.
L. M. Kree

Annexure A:



THE SDC CHAMPIONSHIP
at St Francis Links

A Sunshine Tour / DP World Tour Co-Sanctioned Event
29 February – 3 March 2024

KOUGA
local municipality
Good Governance Through Service Excellence

SDC,
CHAMPIONSHIP

SUNSHINE TOUR GREATNESS
DP WORLD TOUR

Contents | The Sunshine Tour



St Francis Links

1. Event Details
2. A Journey of Development
3. Tournament Media Exposure
4. Sponsorship Rights
5. Investment



KOUGA
local municipality
Good Governance Through Service Excellence

SUNSHINE TOUR GREATNESS
DP WORLD TOUR



EVENT DETAILS






Co-Sanctioned | The Sunshine Tour



This event will be a professional men's tournament co-sanctioned by two of the leading International men's tours namely the Sunshine Tour and DP World Tour



The Sunshine Tour is the recognised controlling body of professional tournament golf in South Africa, Sub-Saharan Africa and Indian Ocean Islands.



The Sunshine Tour and the DP World Tour will co-host six events that will form part of their official schedule for 2023. The DP World Tour will represent a truly global tour through an international schedule, that will feature a minimum of 47 tournaments in 27 different countries.



Tournament | Details



Dates: 29 February - 3 March 2024

Venue: St Francis Links

Field Size: 156

- 78 Sunshine Tour players
- 78 DP World Tour players

Prize Fund: USD 1,500,000

Pro-Am:

Official Pro-Am hosted on the Wednesday of Tournament Week

VIP:

Official VIP hosted during Rounds 3 & 4 (Sat & Sun)

Programme of the Week:

- **Monday** – Practice day
- **Tuesday** – Practice day
- **Wednesday** – Pro-Am
- **Thursday & Friday** – Day 1, Day 2 professional golf tournament
- **Saturday** - Day 3 professional golf tournament | VIP Hospitality
- **Sunday** - Final round professional golf | VIP Hospitality



PHILOSOPHY

A Journey of Development



Philosophy | A Journey of Development

St Francis Links has a vision for a skills development academy. This has been over a year in the making. To this end, the HOA has purchased land from our developer and we have already engaged with stakeholders such as St Francis Football, Rotary and passionate individuals about partnering with us to see this vision become reality.

Our Journey of Development "*Field of Dreams*" could include two soccer fields, one of which can accommodate multisport (netball / hockey), a golf facility and a building which divides into multiple classrooms. This facility can be orderly and carefully utilised for education of our youth (first aid / fire-fighting / agronomy / agriculture / sport / establishment of a community garden).

Investment in a golf tournament is about more than just 4 days of golf ...

Our vision is for the event to provide long-term benefits and to shine a much-needed spotlight on development in our area.



Concept

Let's achieve positive and measurable socio-economic impact together.



MEDIA EXPOSURE FOR KOUGA MUNICIPALITY



Television Broadcast Details | The Sunshine Tour



The SDC Championship will be broadcast via the following mediums:



SuperSport

- Live TV on SuperSport via dedicated golf channel 213
- Feature in preview shows
- Highlights package
- Featured on DSTV CatchUp



DP World Tour

- Highlights package
- Global Audience
- 165 million Global Potential Household Reach



Global Television Reach | The Sunshine Tour



Global potential household reach over 68m households



INTERNATIONAL BROADCASTERS : 33

BROADCASTERS INCLUDE:

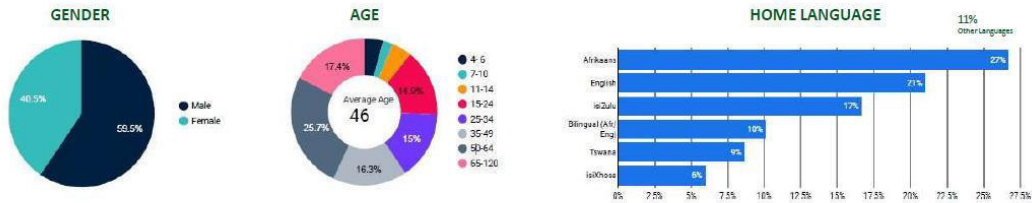
- SUPERSPORT
- SKY SPORTS (UK, GERMANY, AUSTRIA)
- CANAL + (FRANCE & FRENCH SPEAKING AFRICAN TERRITORIES)
- VIASAT GOLF (SCANDANAVIA)
- FOX SPORT (AUSTRALIA)
- GOLF CHANNEL (US & CANADA)
- SINA SPORT (CHINA)



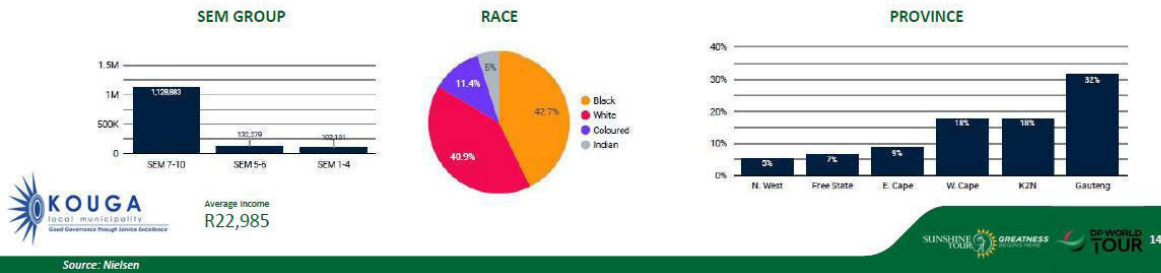
Source: YouGov



Television Viewership Analytics (SuperSport Broadcast within South Africa) | The Sunshine Tour & DP World Tour



TOTAL UNIQUE AUDIENCE of 526.9k during the Sunshine Tour Season



MEDIA EXPOSURE OVERVIEW | The Sunshine Tour & DP World Tour

To ensure maximum visibility for the tournament and its associated sponsors and partners, the following media channels will be used to communicate:

- Social Media Channels of Sunshine Tour, DP World Tour and SuperSport
 - St Francis Links Website and Social Media Platforms
 - Tour Websites
 - Regular Press Releases
 - Radio
 - Television
 - PMG Outdoor
 - Airport Ads
 - Golf TV

The expected exposure values are based on externally audited values based on a similar event the proposed event



SOCIAL MEDIA | The Sunshine Tour & DP World Tour

St Francis Links

DP WORLD
TOUR



494k



632k



820k

SUNSHINE
TOUR GREATNESS
BEGINS HERE



20.5k



37k



21.1k



3.1m



6.1m



1.1m

The 2023 SDC Championship held at St Francis Links generated the following in Social Media Exposure:



89.8 million impressions



1.4 million Video Views



\$ 663,578 in net sponsorship value

Source: YouGov

SUNSHINE TOUR GREATNESS BEGINS HERE DP WORLD TOUR 13

Online Press Coverage | The Sunshine Tour & DP World Tour

St Francis Links

The 2023 SDC Championship held at St Francis Links generated the following in Online Press Coverage:



Total articles:
1,151 Articles



Cumulative readership:
481m Readers



Online press:
\$ 2m Net Sponsorship Value



Source: YouGov

SUNSHINE TOUR GREATNESS BEGINS HERE DP WORLD TOUR 14

Television Viewership Analytics | The Sunshine Tour & DP World Tour



The 2023 SDC Championship held at St Francis Links generated the following Television Analytics:



Total live coverage:
48 hours



Total coverage:
281 hours



Gross advertising value:
\$9.4m



Source: YouGov

SUNSHINE TOUR GREATNESS DP WORLD TOUR 15



SPONSORSHIP RIGHTS



SUNSHINE TOUR GREATNESS DP WORLD TOUR 16

LOGO REPRESENTATION

- **Logo representation** on tournament collateral
- **Logo on sponsor** and partner boards
- **Logo representation** on interview boards
- **Logo representation** on all partner related social media
- **Right to use the approved tournament logo** for any marketing and/or promotions related to the tournament

On Course Branding

- 1 Tee box board (with other event partners)
- 1 Fairway board (with other event partners)



MARKETING RIGHTS

- **Logo inclusion** on all marketing material, billboards, digital marketing boards
- **1 social media post** featuring on the Sunshine Tour platforms covering the Event



TICKETING AND PRO-AM

VIP Hospitality – 8 tickets per day

- Saturday & Sunday
- Includes premium viewing area
- Catering and Bar Service

Pro-Am – 1 player

- 18 holes with a professional golfer on the tournament course
- Welcome function & Prize giving function
- Green fees with a cart/caddie
- Meals and drinks during and after golf

The Pro-Am is the perfect business-building exercise as you will have the opportunity to host your respective stakeholders in this unique event.



EXPERIENTIAL

Monday Golf – 8 Spots

- A hosted golf day following the Sunday final round of the SDC Championship
- Play St Francis Links like the professionals did the day before



INVESTMENT

INVESTMENT | The Sunshine Tour & DP World Tour

SPONSORSHIP

The **sponsorship** for the rights contained in this proposal is as follows:

R400 000 + VAT

Our philosophy to sponsorship is one of **partnership**.

We will work with you to ensure both the event objectives as well as your brand objectives are met.



KOUGA MUNICIPALITY

2024/25-07

BUDGET & TREASURY

VS-F03RS - Cost allocation

Local Authority: KOUGA MUNICIPALITY

Financial Year:

Unique internal key: Cost allocation:

Opening Balance		VAT Indicator (V02)	N (V03) N	Function	301
Actual Balance		Locked onto		Planning and Development	
Shadow Balance		Asset ID		Economic	
Balance Total				N.T.Item	4200 NT Cashflow Item
Provisional Costs		Job-costing type		Contracted Services	
Amended Budget	400000.00	Unallocated Job Budget		UKey Closed?	N
Available	400000.00			Associated Cost Code Closed?	N

Vote/Subvote:

Item	Business and Advisory:Project Management	Expenditure:Contracted Services:Outsourced Services:Business and Advisory:Project Management
Function	Core Function:Tourism	Function:Other:Core Function:Tourism
Project	DP WORLD TOUR	Operational:Typical Work Streams:Functions and Events:Special Events and Functions
Fund	Property Rates:Levies	Fund:Operational Revenue:General Revenue:Taxes:Property Rates:Levies
Region	EC108 Kouga:Whole of the Municipality	Regional:Regional Identifier:Local Government by Province:Eastern Cape:District Municipalities:DC10 Sarah
Costing	Default	Costing:Default
Own	TOURISM	OV000006000401

REPORTS BY THE PORTFOLIO CHAIRPERSON: PLANNING AND DEVELOPMENT





KOUGA MUNICIPALITY (EC 108)
 ORDINARY COUNCIL MEETING
 PLANNING & DEVELOPMENT
 OPEN
 DATE: 28 FEBRUARY 2024
 ITEM NO: **24/02/PD6**

REQUEST FOR ALIENATION (LEASE) OF A PORTION OF ERF 300, PATENSIE

1. Introduction

The purpose of this item is to provide feedback on the investigation conducted on Erf 300, Patensie and for Council to reconsider the application received from Seven Cents Private Ltd. (Registration Number: 2022 / 692373 / 07) for the lease of the subject portion of the property.

2. Background

An item was previously presented to inform the Council of an application received from Seven Cents Private Ltd. (Registration Number: 2022 / 692373 / 07) for the lease of a portion of Erf 300, Patensie. The application was however deferred for further investigation as per resolution **23/10/PD31**. Please see attached (Annexure A).

3. Discussion

Upon presentation of item for the lease of portion of Erf 300, Patensie to Seven Cents Private Ltd, the Executive Mayor raised concerns and questioned whether it is practically possible to alienate a smaller portion of the property. He further highlighted that the full portion of the property cannot be leased, because permission was granted by the Municipality to the owner of the nursery to access his property through the land, which is now used as a formal entrance. On this basis, the item was deferred for further investigation.

The findings of the investigation revealed that there is a servitude (Annexure B) of 326m² on Erf 300 Patensie in favor of the Municipality, accommodating the entrance of the nursery. The nursery can still be accommodated to its entrance via the servitude and Seven Cents Private Limited can be considered for the utilization of the remainder of Erf 300, Patensie being approximately 2900m² in extend.

The request that was presented previously was for the lease of a portion of Erf 300, Patensie to Seven Cents Private Ltd. for the harnessing of undesired fruit waste and convert it into fruit juice. There are no such facilities in the area and goes all unwanted fruit to the waste sites.

The company also looks to address the need through the transfer of skills in manufacturing, agricultural activities and programmes.

The same request is again being presented as investigation has been concluded for the consideration of Council taking into account the findings of the investigation.

4. Financial Implications

Completed by BTO -	
Project Description	Expenditure: Contracted Services: Consultants and Professional Services: Business and Advisory: Research and Advisory. Land Valuations & surveyor & planning services
Ukey no.	20210710001552
Budgeted Amount	R150 000
Amount spent and committed to date	R80 014.18 KOUGA MUNICIPALITY 2024/24-24 BUDGET & TREASURY
Amount Available	R69 985.82
Comment	

5. Applicable Legislation

The provisions of the Municipal Finance Management Act, Act 56 of 2003 as well as the approved Policy and Procedure on the disposal of immovable assets and the Leasing Policy for municipally owned immovable property.

6. 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.

7. Other Implications

Attached as Annexure "C".

8. **Comments by Directorates:**

8.1 **Chief Financial Officer:**

Recommendation supported.

8.2 **Acting Director: Planning & Development**

Item noted.

8.3 **Director: Civil & Water Services**

Item noted.

8.4 **Director: Electro-Mechanical Services**

Item noted.

8.5 **Director: Community Services**

Noted.

8.6 **Deputy Municipal Manager**

Noted

8.7 **Municipal Manager**

Noted.

9. **Delegated Authority**

Council

10. **Recommendations**

10.1 That Council grant **in-principle** approval for the lease of a portion of Erf 300, Patensie to Seven Cents Private Ltd. for 9 years and 11 months.

10.2 That Council grant authorisation to the Accounting Officer to advertise Council's intention to alienate a portion of Erf 300, Patensie by way of a long-term lease agreement.

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

10.4 That Council authorises the Accounting Officer to obtain the market-related rental valuation for consideration.

- 10.5 That the property be used for the purpose applied for, and for no other purpose whatsoever, unless prior written consent has been obtained from the Council.
- 10.6 That the lease be cancelled if purpose applied for is not implemented within 3 years from date of the signed lease agreement.
- 10.7 That all other administrative costs including the valuation be for the cost of the applicant.

Item prepared by the: Manager: Land & Property Admin



Item approved by the: Acting Director: P&D



Item endorsed by the Municipal Manager:



Item noted by Portfolio Chairperson:



Annexure “A”

23/10/PD31 REQUEST ALIENATION (LEASE) OF A PORTION OF ERF 300, PATENSIE

The Executive Mayor raised concerns on the decisions that were made on the erf and questioned whether it is practically possible to alienate the land unless a smaller portion of the property is alienated.

He referred to page 528 and highlighted that the full portion of the property cannot be used because permission was granted by the Municipality to the owner of the nursery to access his property through the land, which is now used as a formal entrance.

The Acting Manager: Land & Property Administration stated that there is no record of permission granted to the nursery owner for the portion of land hence the application was approved by the Land Evaluation Committee. He requested that a copy of the agreement be provided to ensure that the Land Evaluation Committee relooks at the matter.

The Executive Mayor highlighted that the recommendation served at Council three years ago and requested that the item be deferred back to the department to ensure that all legalities are covered.

The Committee recommended that the item be withdrawn and deferred back to the department for further investigation.

Resolved to recommend (12 October 2023)

1. That the item be deferred back to the department for further investigation.

Annexure "B"

Sides Metres			Angles of Direction		CO-ORDINATES Y System WG 25 X			S.G. No. 1348/2021	
			Constant		+0,00	+3700000,00			
AB	2,59	302 37 10	A	+16822,58	+37730,92			Approved <i>F. Mgweni</i> for Surveyor-General 2021-09-29	
BC	31,31	35 38 00	B	+16820,39	+37732,32				
CD	18,30	116 30 50	C	+16838,63	+37757,76				
DA	37,42	240 04 10	D	+16855,01	+37749,59				
		(272) AFRIC (234) PATENTIE	Δ	+17563,96	+39359,69				
			Δ	+15897,72	+37060,11				
BEACONS: 15mm iron peg: A, C, D Drill hole in paving: B									
Scale 1:500									
The figure A B C D represents 326 square metres of land, being <u>SERVITUDE ROAD AREA OVER ERF 300 PATENSIE</u> situate in the Kouga Municipality. Administrative District of Humansdorp. Province of Eastern Cape Surveyed in July 2021 by us.									
D.E. Lategan (PLS 1168) Professional Land Surveyor.									
J.D.T Bester (PLS 1056) Professional Land Surveyor.									
This diagram is annexed to			The original diagram is			File No. Humd.65			
No. dated i.f.o.			No. 351/1909 annexed to Transfer/Grant No. 1911- 99 -6309			S.R. No. 402/2021 Comp BN-8BAB(4271)			
Registrar of Deeds						LPI C0340012			

CERTIFIED COPY FOR REGISTRATION
FOR SURVEYOR GENERAL - *H. Mb*
DATE: 30-09-2021

EXEMPT FROM PROVISIONS OF SECTIONS 66(6)
OF THE SURVEY BY-LAW:
KOUGA MUNICIPALITY 2016
DATE: 06 AUGUST 2021

EXEMPT FROM PROVISIONS OF
ACT No. 70 OF 1970
SECTION 1(a)

[SERVITUDE DIAGRAM]

1348/2021

Annexure “C”

Section 14 comments from service departments

ERF	AREA	LAND USE SCHEME	BUILDING CONTROL	MANAGEMENT
Erf 300	Patensie	Proposal entails industrial use. Spatial Planning to confirm compliance of proposal with SDF. If compliant with SDF, developer/applicant must obtain appropriate land use rights (Consent Use) in terms of SPLUM By-law. Title deed restrictions, if any, should be adhered to.	Comply with town planning regulations.	Spatial Planning: Initial application for Erf 1052, Patensie is not supported as it is on boundary of mixed zone, not supported - not in line with zoning. A portion of Erf 300, Patensie supported. General: Supported for a portion of Erf 300, Patensie


KOUGA MUNICIPALITY (EC 108)

ORDINARY COUNCIL MEETING

PLANNING & DEVELOPMENT

OPEN

DATE: 28 FEBRUARY 2024

 ITEM NO: **24/02/PD8**
REQUEST FOR COUNCIL'S FINAL APPROVAL & AUTHORISATION FOR THE RELOCATION OF THE HUMANSDORP MUSEUM FROM ERF 216 TO ERF 440, HUMANSDORP AND SUBSEQUENT LEASE OF MUNICIPAL PROPERTY BY WAY OF RIGHT-TO-USE
1. Introduction

The purpose of this report is to request Council's final approval and authorization for the relocation of the Humansdorp Museum from Erf 216 to Erf 440 in Humansdorp (Municipal House) and subsequent lease of the municipal property, by way of right-to-use.

2. Background

Council is reminded that this item served before Council and whereby Council granted an in-principle approval for the intended relocation of the Museum and the right of use granted in respect of erf 440 Humansdorp. In line with the Council resolution, Council's intention was advertised, and no objections and/or comments were received in this regard.

3. Discussion

In line with the Council resolution, the Section 14 comments were obtained from relevant departments (Land Evaluation Committee). The application was also advertised under Notice 138/2023 for public participation and no objections were received in respect of the intended Right of Use to be granted to the Museum on Erf 440, Humansdorp. **See Annexure "A"**.

4. Financial Implications

Completed by BTO -	
Project Description	Land Valuations & surveyor & planning services
Ukey no.	20240212015325
Budgeted Amount	R 200 000
BTO Signature	KOUGA MUNICIPALITY 2024/02-12  BUDGET & TREASURY
Date	
Amount spent and committed to date	R0

Amount Available	R200 000
Comment	

5. **Applicable Legislation**

Municipal Finance Management Act 56 of 2003
Municipal Asset Transfer Regulations
Kouga Municipal Disposal of Immovable Assets Policy of 2020

6. **Legal Implications**

Once final approval granted, the accounting officer will be authorized to enter into a suitable written agreement with the intended lessee, in line with the resolution of Council.

7. **Other Implications**

None.

8. **Comments by Directorates:**

8.1 **Chief Financial Officer:**

Report noted

8.2 **Acting Director: Planning & Development**

Recommendation is supported.

8.3 **Director: Civil & Water Services**

Item noted.

8.4 **Acting Director: Electro-Mechanical Services**

Item noted

8.5 **Director: Community Services**

Noted.

8.6 **Deputy Municipal Manager**

Supported.

8.7 **Municipal Manager**

Supported.

9. **Delegated Authority**

Council

10. **Recommendations**

- 10.1 That Council **grants final approval** for the relocation of the Humansdorp Museum to Erf 440, Humansdorp by means of Right-to-Use Agreement for a period of 9 years and 11 months.
- 10.2 That Council confirms that the land is not needed to provide the minimum level of basic municipal services.
- 10.3 That the applicant be responsible for all town planning and building plan processes for the intended use and that all costs be for the account of the applicant.
- 10.4 That Council grant the Accounting Officer authorization to enter into a Right-to-Use Agreement with the applicant once all processes are concluded.
- 10.5 That the required maintenance be affected to the Municipal building located on Erf 216, Humansdorp and that it be leased, subject to a competitive process being followed as per applicable legislation and the Council approved Policy.

Item prepared by the: Manager Land & Property Administration



Item approved by the: Act. Director P&D



Item endorsed by the Municipal Manager:



Item noted by Portfolio Chairperson:



Annexure "A"

ERF	AREA	TOWN PLANNING	BUILDING CONTROL	MANAGEMENT
Erf 440	Humansdorp	Zoning = "Residential zone 1" To be rezoned to "authority "	Building Plans to be submitted after land use authorization	Asset Section: No objection from asset and investment management. Technical Services: No Objections from electrical Human Settlements: No objections from Human Settlements. Community Services: EHP and OHS: With the Municipal court coming to the Humansdorp Main building the EHP and OHS Section won't have office space. Consideration has to be given in this regard. Environmental: Not Supported. Building required for EHP offices. Traffic: No objection.



KOUGA

local municipality

Good Governance through Service Excellence

KOUGA MUNICIPALITY (EC108)

NOTICE NO 138/2023

PUBLIC INVITATION FOR COMMENTS AND OBJECTIONS TO THE COUNCIL'S INTENDED DISPOSAL BY WAY OF A RIGHT-TO-USE AGREEMENT OF MUNICIPAL PROPERTY FOR A MUSEUM

Notice is hereby given that at a Council Meeting held on 31 May 2023 (RESOLUTIONS 23/05/PDT11), the Council resolved to call for public comments and objections on the intended disposal, by way of a right-to-use agreement of immovable assets to the Humansdorp Museum for the purpose of operating a museum, in accordance with all applicable Legislation and the Municipal Policy and Procedures of Immovable Assets:

Land earmarked for Disposal (Right-to-use)

Erf 440, Voortrekker Road, Humansdorp

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 Thursday, 20 July 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. E. GOLIATH
ACTING DEPUTY MUNICIPAL MANAGER
MUNICIPAL MANAGER

P.O. Box 21
Jeffreys Bay
6330

2023.1184



KOUGA MUNICIPALITY (EC 108)

ORDINARY COUNCIL MEETING

PLANNING & DEVELOPMENT

OPEN

DATE: 28 FEBRUARY 2024

ITEM NO: **24/02/PD9**

ALIENATION (LEASE) OF A PORTION OF ERF 231, PELLSRUS AND ERVEN 36 AND 37, PELLSRUS

1. **Introduction**

The purpose of this item is to inform Council of the application received from Astro Zone for the lease of a portion of Erf 231, Pellsrus as well as Erven 36 and 37, Pellsrus for the development of an Outdoor Astro Zone Beachfront Sports facility / Action Sports facility. ****See Annexure "A"**

2. **Background**

Mr. Afzal Ally identified the need for a Multi-purpose Sports and Recreation facility with a combination of commercial and free activities to the community. The use of the facility will be free to primary schools in the area that have a structured sports program in the sporting disciplines provided by the facility i.e. soccer, cricket, netball and hockey. The proposal stipulates temporary employment will be available initially eg. Referees and grounds keeper. The need for employees will increase as the facility is developed over stages 2 and 3. ****See Annexure "B"**.

The objective of the Facility is to provide and promote healthy living and a safe environment for people from all ages as well as the promotion of Tourism to the Main Beach area.

The outdoor gym on a portion of Erf 231, Pellsrus will be relocated to Erf 1342, Pellsrus as most of the users of the infrastructure / equipment is located in that area and all costs for the relocation will be borne by the applicant.

The application as well as the land parcel information and aerial images are provided as attachment. ****See Annexure "C"**.

Section 14 comments by Directorates and Public Participation process are attached as **Annexure "D"**.

Notice 151 of 2023, calling for comments and/or objections, was placed on 20 July 2023 and no objections were received from the public. ****See Annexure "E"**. In addition, a public meeting was also held on 17 August 2023 to present the application to the community and solicit comments. The application was welcomed by the community.

3. Discussion

Permission was requested and granted by EC CoGTA on condition that the Assets be relocated to the new premises on the Asset Register. Confirmation was provided by Finance: Assets and Investments Section.

All costs in respect of the subdivision, rezoning, surveying, valuation report and consolidation costs shall be borne by the applicant. Costs pertaining to the installation of municipal services or relocation thereof shall be borne by the applicant.

Valuation report attached as **Annexure "F"**.

4. Financial Implications

Completed by BTO -	
Project Description	Land Valuations & surveyor & planning services
Ukey no.	20210710001552
Budgeted Amount	R203 548
Amount spent and committed to date	R80 014.18 
Amount Available	R123 533.82
Comment	

5. Applicable Legislation

Municipal Finance Management Act 56 of 2003

Municipal Asset Transfer Regulations

Kouga Municipal Disposal of Immovable Assets Policy of 2020

6. Legal Implications

Once final approval granted, the accounting officer will be authorized to enter into a suitable written agreement with the intended lessee, in line with the resolution of Council.

7. Other Implications

None

8. Comments by Directorates:

8.1 Chief Financial Officer:

Recommendations supported

8.2 **Acting Director: Planning & Development**

Recommendations supported.

8.3 **Director: Civil & Water Services**

Item noted.

8.4 **Acting Director: Electro-Mechanical Services**

Item noted

8.5 **Director: Community Services**

Noted.

8.6 **Deputy Municipal Manager**

Noted.

8.7 **Municipal Manager**

Noted

9. **Delegated Authority**

Council

10. **Recommendations**

- 10.1 That Council **grant final 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 to Astro Zone.
- 10.2 Council confirms that the land is not needed to provide the minimum level of basic municipal services.
- 10.3 That Council consider the market related lease valuation of the immovable property.
- 10.4 That a service provider be appointed to attend and conclude the subdivision, consolidation, rezoning and that all other administrative costs be borne by the applicant.
- 10.5 That Council authorizes the Accounting Officer to enter into lease agreement for a period of 9 years and 11 months with Astro Zone.

Item prepared by the: The Manager: Land & Property Administration



Item approved by the: Acting Director: Planning & Development



Item endorsed by the Municipal Manager:



Item noted by Portfolio Chairperson:



Annexure A



Cape St Francis
Hankey
Humansdorp
Jeffreys Bay
Lorrie
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

APPLICATION FOR MUNICIPAL LAND

APPLICATION TO PURCHASE/LEASE/CONSENT USE OF VACANT KOUGA MUNICIPAL LAND – INDIVIDUALS/PRIVATE

NAME: Astro Zone

ID NUMBER:

CONTACT DETAILS:

ERF/PROPERTY APPLYING FOR:

AREA: PELLUSKUS

ERF NUMBER: PORTION OF 231

ADDRESS: DUINE ROAD

PURPOSE OF APPLICATION:

TO DEVELOP THE SITE AND CREATE A MULTI-PURPOSE SPORTS CENTRE IN COOPERATION WITH THE MUNICIPALITY.

MOTIVATION:

THERE IS A NEED FOR A MULTI-PURPOSE SPORTS FACILITY IN JEFFREYS BAY. THE CLOSEST SUCH FACILITY ONLY EXISTS IN THE NELSON MANDELA BAY MERU. RESIDENTS AND VISITORS ARIKE WOULD BENEFIT FROM HAVING A SPORTS FACILITY IN THE LOCAL KOUGA AREA

NAME: Azam Ally

SIGNATURE:

DATE: 11/01/2023

Annexure “B”**-Pellsrus Proposal-****Astro Zone vision statement:**

To develop a Sports & Recreation facility in collaboration with the Municipality that promotes social unity, healthy living and local economic development.

Our aim is to build a facility that not only serves the youth but also extends to all ages in the Community of Jeffreys Bay and surrounding areas.

A Facility that promotes social unity, fun and exercise in a safe environment.



Astro Zone
-Unleash your Passion-

DOCUMENT OWNER – PRIVATE AND CONFIDENTIAL

Note: Standard Non-Disclosure terms apply

<u>Table of contents:</u>	<u>Page:</u>
1. Executive Summary	3
2. Overview	4
3. Proposed solution	5
4. Court description	6
5. Project summary and key benefits	7
7. Key benefits and Conclusion	8
8. Sample Images	9-11

Note: Standard Non-Disclosure terms apply

Executive Summary

The proposal presented in this submission is for the construction of a multi-purpose action sports centre in the form of a new facility on Duine Road in Pellsrus, Jeffreys Bay. The proposed facility is intended to provide a new attraction for sports enthusiasts as well as new sports infrastructure for the Kouga region.

The site:

The proposed site: Duine Road, part of erf 231, erven 36 & 37.
+/- 200m away from the Jbay Surf Village.



Note: Standard Non-Disclosure terms apply

Overview

There is significant interest in sport among the urban population in the Kouga Region. The interest cuts across all age-groups, though children/adolescents/youths – relative to other age groups – engage more in active sport.

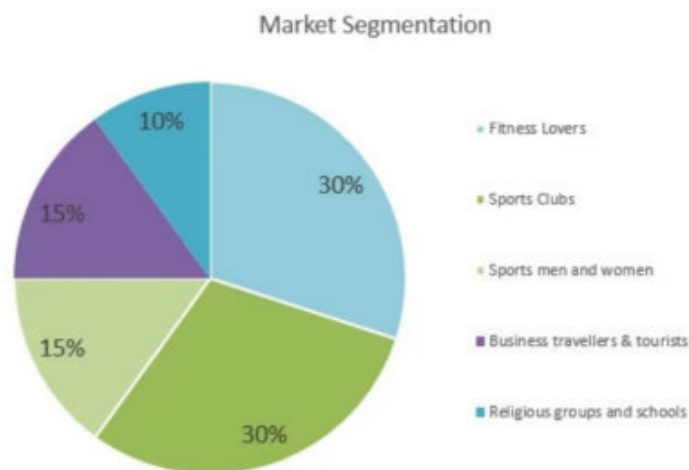
Outdoor sport is land-intensive and hence the enthusiast does not always expect the facility to be in the immediate vicinity of his location. **Action sports however, is not space-intensive.** It is possible to bring action sports within the convenient reach of sport enthusiasts.

To date, in the Kouga area, such possibility has not been exploited by private entrepreneurs. How does an ordinary person, willing to incur moderate expenditure, access action sports activities such as 5-a-side soccer, action netball, action cricket and action hockey? There is no easy access as these facilities exist largely in the Port Elizabeth Metro area.

On the whole, a multi-purpose sports court, within a manageable distance and at a reasonable price, is not available to the Kouga population and this reality offers an entrepreneurial opportunity as well as an opportunity to the Kouga Municipality to overcome one of the challenges listed in its annual report of last year.

Furthermore, the choice of the location for this facility allows for much needed Socio-economic support to the Pellsrus area and will provide a safe environment for all ages of the immediate and surrounding community to engage in recreational sport, fitness and general wellbeing at an affordable price. It also provides a much needed year round attraction to local residents, as well as holiday makers during the holiday seasons.

The figure below represents the current market segmentation estimation in the Kouga area.



Note: Standard Non-Disclosure terms apply

Proposed solution

This proposal centers around forming an agreement between the local Kouga Municipality (KM) and Astro Zone (AZ) for the establishment of a Multi-purpose sports Centre in Jeffreys Bay.

The 2 entities as listed above will provide support as follows:

KM

1. Make the land at the proposed site available in the form of a lease agreement.
2. Assist with connection of services (Water, sewage and electrical) in preparing the area for construction.
3. Provide partial capital – possible amount to be agreed upon.

AZ

1. Provide and source capital required to construct the facility.
2. Manage the facility as per the terms of the lease agreement. This will eliminate the identified ongoing challenge of vandalism for the Municipality.
3. Responsible for ALL maintenance and running costs of the facility so that this burden is removed from KM.
4. Provide all required sports and operating equipment.
5. Promote the facility in the Kouga area and provide support for youth development with local sports clubs and Schools.

Note: Standard Non-Disclosure terms apply

Court Description:

- Proposal to construct 2 action sports courts.
- The total land area required per court is 15m x 30m – 450 square meters.
- The courts playing area will be 14.5m x 28m x 4m high.
- The design of the court includes a Sub-base, Astro-turf playing surface and sports netting.
- There are 2 lockable access gates on each court.
- A 2 tier raised grandstand for spectators on the East and West side of the courts.
- Sports court will include line markings to cater for the following sporting codes:
 - Soccer, Netball, Cricket, Hockey and Basketball
 - Touch Rugby can also be played on the Astroturf surface.
- The playing area is enclosed with 4m high sports netting.
- Roof net included to enclose one court to accommodate action cricket.
- Floodlights are included around the court to allow for night games.



Note: Standard Non-Disclosure terms apply

Project summary:

- The proposed works as described in this submission are the most appropriate and cost effective way to provide such community infrastructure in the Kouga region. Our aim is to have the facility developed in 3 phases.
 - **Phase 1:**
 - Remove and relocate the existing outdoor gym equipment to a new site (already identified).
 - Upgrade the boundary fence and add electric fencing.
 - Remove paving for re-use after courts are erected.
 - Level the area in preparation for court design, layout and placement.
 - **Phase 2:**
 - Finalize layout and design.
 - Construct the 2 multi-purpose courts to accommodate soccer, netball, action cricket, action hockey and basketball.
 - Make provision for an office, storage facility and hydration station.
 - Construct temporary ablution facility.
 - **Phase 3:**
 - Construct Padel Tennis court which will also be used for U10 Soccer and tennis coaching.
 - Prepare design for enclosure construction which will make it an indoor facility.
 - Obtain approval and build clubhouse including change rooms and ablution facility.
 - Obtain approval and build the enclosure to make it an indoor facility.

Note: Standard Non-Disclosure terms apply

Key Benefits:

- The proposed Sports Court will meet the current and medium-term needs of the community of Jeffreys Bay and surrounding areas.
- The proposed infrastructure will create both short and long term, as well as, temporary and permanent job opportunities for the local community and help develop the local skills base in the form of training coaches, referees and fitness trainers.
- The facility will provide an added attraction for local residents all year round as well as for holiday makers during the holiday seasons.
- The facility will be equipped to host local tournaments and events which will bring support to businesses in the immediate surroundings of the main beach area.
- The facility will also provide a platform for local youth development in various sports disciplines as well as provide a safe, health conscious environment where the youth can go to spend their free time.
- The facility will be an added attraction to local families who can do fun activities together and promote healthy living, fitness and exercise throughout the year.

Conclusion:

All things considered, our primary objective was to highlight that the entire community will benefit from having a multi-purpose sports court as described in this proposal. My hope is that the Municipality will be as passionate, excited and committed as we are to this project and, more importantly, support us in making it a reality.

Having this facility as the pilot project, the potential then exists to roll-out similar facilities across our region in the future, making each one unique to its location.

Nelson Mandela said,

“Sport has the power to unite people in a way that little else can.

Sport can create hope where there was only despair. It breaks down racial barriers. It laughs in the face of all kinds of discrimination.

Sport speaks to people in a language they can understand”

Note: Standard Non-Disclosure terms apply

Sample Images



Note: Standard Non-Disclosure terms apply



Note: Standard Non-Disclosure terms apply



Note: Standard Non-Disclosure terms apply

Annexure "C"

A PORTION OF ERF 231, PELLSRUS

OVvio

https://gis.kouga.gov.za/ovvio/genericList.do?id=21345&table=LandParcel

Properties Incidents Assets Planning Projects Layers General Support Logout

Land Parcel Information

Edit Audit Trail

Bookmark Layout Help

Prev Next Go To Home Return

Display GIS Print Export Documents Comments Tasks and Questions Incidents Non-Sectional Units Businesses Title Deed Search Google Map View Google Street View Mapillary

Erf	Address	SG Number	Municipality	Township/Holding	Suburb	Centroid	Sectional Title	Extent	Extent (SG)	Extent (Title Deed)
231 of Pellrus	STREET UNKNOWN	C03400130000023100000	Kouga	Pellrus	Pellrus (40017)	34.059613645502245 24.921341169502984E	No	5.3292Ha	5.3292Ha	800 DUM

Zoning: Financials	Zoning	Land Usage: Financials	Ward: Financials	Ward: Demarcation Board	Sources	Effective
UNDET	Kouga Municipality Land Use Scheme - Transport Z one 1		Kouga 2	Deeds Office, Surveyor General, Financials		

Name	Status	Type	Size	Sub Docs	Date Modified
Projects/Standard Notifications/2018 General Valuation		Folder	1 item		05 Oct 2020 05:28:25

Comment	Type	User Name	Date Made
PUBLIC OPEN SPACE		marinda (Marinda van der Merwe)	26 Jun 2014 11:08

Tasks and Questions and eForms						
Land Parcels for Incident						

Title Deeds						
Owner	Title Deed	Share	Purchased	Registered	Price (Alpha)	New No
Mun Kouga	T13634/1972	0.0000		13 Jun 1972	R	
Mun Jeffreys Bay	T13634/1972	0.0000		13 Jun 1972		T21948/1999
Dorgansraad-Jeffreys Bay	T13634/1972	0.0000		13 Jun 1972	SECT 16	T22624/2009

Type here to search

13°C 9:19 AM 5/22/2023

ERF 36, PELLSRUS

OVvio

https://gis.kouga.gov.za/ovvio/genericList.do?id=21166&table=LandParcel

Properties Incidents Assets Planning Projects Layers General Support Logout

Land Parcel Information

Edit Audit Trail

Bookmark Layout Help Messages

Prev Next Go To Home Return

Display GIS Print Export Documents Comments Tasks and Questions Incidents Non-Sectional Units Businesses Title Deed Search Google Map View Google Street View Mapillary

Erf	Address	SG Number	Municipality	Township/Holding	Suburb	Centroid	Sectional Title	Extent	Extent (SG)	Extent (Title Deed)
36 of Pellrus	4 Tormyn Street	C03400130000003600000	Kouga	Pellrus	Pellrus (40017)	34.058788776444215 24.922817795434526E	No	545sqm	545sqm	545 SQM

Zoning: Financials	Zoning	Land Usage: Financials	Ward: Financials	Ward: Demarcation Board	Sources	Effective
AUTH	Kouga Municipality Land Use Scheme - Authority Z one		Kouga 2	Deeds Office, Surveyor General, Financials		

Name	Status	Type	Size	Sub Docs	Date Modified
Projects/Standard Notifications/2018 General Valuation		Folder	1 item		05 Oct 2020 05:28:22

Comment	Type	User Name	Date Made

Tasks and Questions and eForms						
Land Parcels for Incident						

Title Deeds						
Owner	Title Deed	Share	Purchased	Registered	Price (Alpha)	New No
Mun Kouga	T13634/1972	0.0000		13 Jun 1972	R	
Mun Jeffreys Bay	T13634/1972	0.0000		13 Jun 1972	T/T	T22624/2009

Financial Accounts				
Account	Debtor	ID Number	Debtor Type	Owner Tenant
004000036018	Kouga Municipality (Jeffreys B)		Departmental (DEPAR)	Owner (Kouga)

Type here to search

15°C 9:45 AM 5/22/2023

ERF 37, PELLSRUS

OVVIO x +

https://gis.kouga.gov.za/ovvio/genericList.do?id=21167&table=LandParcel

Properties Incidents Assets Planning Projects Layers General Support Logout

Land Parcel Information

Erft 37 of Pellsrus
Address 2 Torrinn Street
SG Number C03400130000003700000
Municipality Kouga
Township/Holding: Title Deed Pellsrus
Suburb: Financials Pellsrus (40017)
Centroid 34.058750186660515 24.922999557055288E
Sectional Title No
Extent 545sqm
Extent (SG) 545sqm
Extent (Title Deed) 545 SQM

Zoning: Financials AUTH
Zoning Kouga Municipality Land Use Scheme - Authority Z one
Land Usage: Financials
Ward: Financials
Ward: Demarcation Board Kouga 2
Sources Deeds Office, Surveyor General, Financials
Effective

Linked Documents

Name	Status	Type	Size	Sub Docs	Date Modified
Projects/Standard Notifications/2018 General Valuation		Folder	1 item		05 Oct 2020 05:28:22

Comments

Tasks and Questions and eForms

Land Parcels for Incident

Title Deeds

Owner	Title Deed	Share	Purchased	Registered	Price (Alpha)	New No
Mun Kouga	T13634/1972	0.0000		13 Jun 1972	R	
Mun Jeffreys Bay	T13634/1972	0.0000		13 Jun 1972	T/T	T22624/2009

Financial Accounts

Account	Debtor	ID Number	Debtor Type	Owner Tenant
004000037019	Kouga Municipality (Jeffreys B)		Departmental (DEPAR)	Owner (Kouga)

Display GIS
Print
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Documents
Comments
Tasks and Questions
Incidents
Non-Sectional Units
Businesses
Title Deed Search
Google Map View
Google Street View
Mapillary

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15°C 9:46 AM 5/22/2023

LOCALITY MAP – ERVEN 36, 37 AND A PORTION OF 231, PELLSRUS

OVVIO x +

chief surveyor general - S... x Chief Surveyor General x ArcGIS Enterprise x Property Search x +

https://csggis.drdr.gov.za/psv/

Property Search May 2023 Version

Find address or place

PELLSRUS 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50 51 52 53 54 55 56 57 58 59 60 61 62 63 64 65 66 67 68 69 70 71 72 73 74 75 76 77 78 79 80 81 82 83 84 85 86 87 88 89 90 91 92 93 94 95 96 97 98 99 100

100ft

24.923 -34.059 Degrees

Esri South Africa, Esri, HERE, Garmin

esri

Type here to search

15°C 9:48 AM 5/22/2023

ERF 1342, PELLSRUS

The screenshot displays the OVvio web application interface. The browser address bar shows the URL: <https://gis.kouga.gov.za/ovvio/genericList.do?id=22445&table=LandParcel>. The application has a top navigation bar with links: Properties, Incidents, Assets, Planning, Projects, Layers, General, Support, Logout. The main content area is titled "Land Parcel Information" and contains several sections:

- Land Parcel Information:** A table with details for ERF 1342 of Pellrusus, including Address (Steve Biko Avenue), SG Number (C03400130000134200000), Municipality (Kouga), Township/Holding: Title Deed (Pellrusus), Suburb: Financials (Mandela Bay (40012)), Centroid (34.0645858379004455 24.914908895215042E), Sectional Title (No), Extent (1180sqm), Extent (SG) (1178sqm), and Extent (Title Deed) (1180 SQM).
- Zoning:** Financials, PUBOS, Kouga Municipality Land Use Scheme - Open Space Zone 1.
- Land Usage:** Financials.
- Ward:** Financials.
- Ward: Demarcation Board:** Kouga 2.
- Sources:** Deeds Office, Surveyor General, Financials.
- Effective:**
- Linked Documents:** A table with columns: Name, Status, Type, Size, Sub Docs, Date Modified. It lists "Projects/Standard Notifications/2018 General Valuation" as a Folder with 1 item, modified on 05 Oct 2020 05:28:39.
- Comments:**
- Tasks and Questions and eForms:**
- Land Parcels for Incident:**
- Title Deeds:** A table with columns: Owner, Title Deed, Share, Purchased, Registered, Price (Alpha), New No. It lists "Mun Kouga" as the Owner of Title Deed "T3149/2002" with a Share of 0.0000, purchased on 16 Jan 2002, for R.
- Financial Accounts:** A table with columns: Account, Debtor, ID Number, Debtor Type, Owner Tenant. It lists "004001342017" as the Account, "Kouga Municipality (Jeffreys B)" as the Debtor, and "Owner (Kouga)" as the Owner Tenant.
- Properties:**

The right sidebar contains various utility links: Display GIS, Print, Export, Documents, Comments, Tasks and Questions, Incidents, Non-Sectional Units, Businesses, Title Deed Search, Google Map View, Google Street View, and Mapillary.

LOCALITY MAP – ERF 1342, PELLSRUS

The screenshot displays the OVvio web application interface showing a locality map. The browser address bar shows the URL: <https://csggis.drdr.gov.za/psv/>. The application has a top navigation bar with links: Chief Surveyor General, ArcGIS Enterprise, Property Search. The main content area is titled "Property Search" and shows a map of the locality. The map displays several land parcels outlined in green, with ERF 1342, PELLSRUS highlighted in red. The map includes a search bar at the top right with the text "Find address or place". The bottom of the map shows a scale bar and coordinates: 24.915 -34.064 Degrees. The bottom right corner of the map area says "Esri South Africa, Esri, HERE, Garmin".

Annexure “D”Section 14 comments by Directorates

ERF	AREA	LAND USE SCHEME	BUILDING CONTROL	MANAGEMENT
A portion of Erf 231 as well as Erven 36 and 37, Pellsrus	Pellsrus	Developer must obtain land use rights (Consent Use) for private development and finalize the subdivision, consolidation and rezoning.	Building plans to be submitted after land use approval	AS: Supported TS: Supported. All services connections or relocation to be for the Developer. TP: Supported. Due to parking concerns, the adjacent properties (Erven 36 and 37) to be included in the proposal. CS: No objection. Sufficient space for ablution facilities and parking to be considered. HS: No objection LA: Supported. Erven 36 and 37 also to be included in the proposal.

Annexure "E"

KOUGA MUNICIPALITY (EC108)NOTICE NO 151/2023PUBLIC PARTICIPATION NOTICEPUBLIC INVITATION FOR COMMENTS AND OBJECTIONS TO THE COUNCIL'S
INTENDED DISPOSAL BY WAY OF A LONG-TERM LEASE AGREEMENT OF MUNICIPAL
PROPERTIES FOR AN ASTRO ZONE SPORTS FACILITY / ACTION SPORTS FACILITY

Notice is hereby given that at a Council Meeting held on 30 June 2023 (RESOLUTION 23/06/PDT6), the Council resolved to call for public comments and objections on the intended disposal, by way of a long-term lease agreement of immovable assets for the purpose of an Astro Zone Sports facility / Action Sports facility, in accordance with all applicable Legislation and the Municipal Policy and Procedures of Immovable Assets:

Land earmarked for lease:

A Portion of Erf 231, erven 36 and 37, Pellsrus

Members of the public or interested parties are hereby invited to submit comments and objections, on the intention of the municipality to alienate municipal land in writing to the following addresses: via post to The Municipal Manager, P.O Box 21, Jeffreys Bay, 6330, per hand delivery to Kouga Local Municipality, Registry Section, Jeffreys Bay, 6330 or by email to jreed@kouga.gov.za on or before Thursday, 17 August 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: 042 200 2168.



Mr. D De JAGER
DEPUTY MUNICIPAL MANAGER

P.O. Box 21
JEFFREYS BAY
6330

For placement:

Kouga Express
Municipal Notice Boards
Municipal Website

Extension of Public Participation, 17 August 2023

MINUTES OF MEETING PUBLIC PARTICIPATION MEETING

**MEETING NAME: COUNCIL'S INTENDED DISPOSAL BY WAY OF A LONG-TERM LEASE
AGREEMENT OF MUNICIPAL PROPERTIES FOR AN ASTRO ZONE SPORTS
FACILITY / ACTION SPORTS FACILITY: PTN OF ERF 231 AND ERVEN 36 &
37 PELLSRUS, JEFFREYS BAY**

VENUE: PELLSRUS COMMUNITY HALL (WARD 2)

TIME: 17:30

1.	OPENING WELCOME & PURPOSE	Cllr H. MURRAY	Cllr Murray opened the meeting, welcomed everyone present and requested Mama Nomzamo Williams to open the meeting in prayer. After opening prayer Cllr Murray indicated that the purpose of the meeting is to receive solicited views of the community within ward 5 of the proposed long-term lease of Erf 231 where the outdoor gym is and erven 36 and 37 for an indoor Astro/Action Sports Facility
2.	IMPORTANCE OF PUBLIC ENGAGEMENT MEETINGS	Mr. S. GROOTBOOM	Mr. Grootboom explained that in accordance with legislation after council has granted in-principle approval and authorization for alienation of municipal property public participation must be conducted. A notice was already issued in the newspaper and website requesting comments and objections for the intended long term-lease. This public engagement is an extension of the public participation. Once comments are received, the proposed alienation will be reverted back to council for further consideration

3.	PRESENTATION OF ITEM	Mr. M. GYSMAN – Presentation attached	Mr. Gysman presents the application with two proposals – attached as annexure. Mr. Gysman explained that the application for the Astro Zone Sports Facility was submitted before the netball world cup, with the intention of concluding the application by then. He also explained that the first presentation indicated a different location by at decision making stage another project took preference of location, erf 231 and 36 and 37 Pellsrus were identified later as a possible space to accommodate the Astro Zone. Importantly to note is that erf 231 is hosting an outdoor gym facility and the removal of the current gym equipment would be at the cost of the applicant. The applicant will also be responsible for zoning and surveying related costs. Another factor which was important to consider are the proposed spaces to which the gym facility is to be relocated.
4.	QUESTIONS AND RESPONSES	OPEN TO ALL MR ALWYN KLOPPERS 6 Queries	Query 1: Why will Kouga Municipality contribute 8 million towards the project. Query 1: Response – Applicant Mr. Afzal Ally: After verifying on the proposals there was no contribution of 8 million from Kouga Municipality indicated on the proposal. Query 2: The target date on proposal was November last year, why has it taken so long to process application.

			Query 2: Response 2 Applicant Mr. Afzal Ally: The initial application was lodged last year; with initial target date for facility to be operational last year before the Netball world cup, however due to not being able to find suitable space the target date was missed. Query 3: Why is there a temporal ablution facility? Query 3: Response Applicant Mr. Afzal Ally: The facility will commence as an outdoor facility and will eventually progress to be an indoor facility. Whilst the centre is an outdoor facility a temporal ablution facility will be used. A permanent ablution facility will be erected once the centre is fully converted to indoor, this is to avoid unnecessary expenditure in erecting a permanent ablution facility without the certainty of the layout of the indoor facility. Query 4: How many pitches will the facility accommodate? Query 4: Response Applicant Mr. Afzal Ally: There will be 2 pitches, and 2 cricket action courts and phase 3 will consist of a soccer paddle court.
		MS NOMZAMO WILLIAMS	Query 5: Which facilities will be commercial?

		Request Query 5: Response Applicant Mr. Afzal Ally: The facility must maintain itself whatever assets are built by Astro Zone will belong to the municipality. The facility must generate its own revenue to be maintained. MS. VERUSHE BROUE Query Query 6: Will there be an entrance fee? Query 6: Response Applicant Mr. Afzal Ally: There will be a playing fee and no fee for spectators. Fee structure will be determined by the maintenance fee. Appeals that consideration for the relocation of gym be considered for Mandela Bay specifically close to Sunshine Old Age Service Centre where the elderly can have easy access to the gym facility, as currently there are no recreation activities to accommodate the elderly. MR ELVIS OLIVIER Comments and queries Query 1: How many young people will be employed, and they will benefit. Query 1: Response Applicant Mr. Afzal Ally: The facility if not of nature to provide permanent employment. However, can commit opportunity to individuals who want to earn an income by training them to be coaches and referees. If the referees have potential, they can be national coaches.
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			In terms of management the facility does not require a lot of staff, there is no daily staff compliment. Query 2: Has the correct process been followed to hold the public participation meeting, was the meeting publicized 7 days before the time, seeing that there are 10 members of public present at meeting and was a ward committee meeting held? Query 2: Response-Cllr Murray Ward Councilor Ward 2: Councilor Murray confirmed that application was discussed at ward level on the 7th of July 2023. The Stakeholders supported the Astro Turf. Query 3: What is purpose of meeting is if the commenting and objecting period is closing the same night? Query 3: Response- Mr. Gysman: Kouga Municipality Financial Administrator- Land and Property: This is an extension of the public participation. All comments and objections received will be considered when assessing and presenting the application to council for final approval. Comment 1: Erven 36 and 37 and authority zoned Comment 1: Response- Mr. Gysman: Kouga Municipality Financial Administrator- Land and Property: Erven
--	--	--	--

			36 and 37 are zoned authority, for parking consideration the LEC requested that both properties be included for the facility. Comment 2: The gym was constructed by CoGTA and DASRAC to the value of 2.3 million. Comment 2: Response- Mr. Gysman: Kouga Municipality Financial Administrator- Land and Property: Comments have been requested from CoGTA and awaiting response. Comment 3: How is the traffic going to be dealt with in Duine Road and the risk that it is close to the beach front. Comment 4: Requests that application be referred back to LEC as the committee could not have taken an informed decision as the proposal indicated different erven. Query 2: Why will the municipality be contributing to the project? Query 2: Response-Applicant Mr. Afzal Ally: In liaison with the Municipal Manager there was potential contribution from the municipality, but it was not a guaranteed commitment. Comment 4: The proposal is commendable and is a wonderful idea
--	--	--	--

			however it is requested that processed by followed accordingly.
5.	CLOSURE	Cllr H. MURRAY	Cllr Murray indicated that it is sad to see that community member are not attending meetings. Cllr thanked everyone that was present



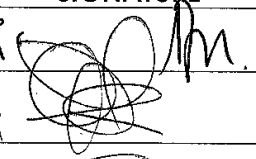
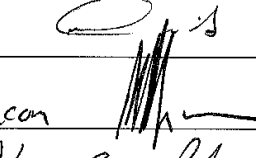
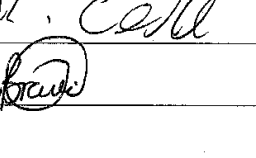
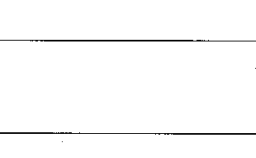
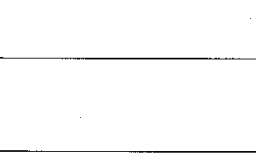


ATTENDANCE REGISTER



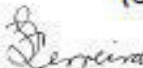
MEETING: Public Participation Meeting: Lease Application-Ptn of Erf 231 and Erven 36 and 37 Pellsrus, Jeffreys Bay
DATE: 17 August 2023
TIME: 17: 30
VENUE: Pellsrus Community Centre

No.	NAME and SURNAME	CONTACT NO	EMAIL ADDRESS	SIGNATURE
1.	K. D. DODDY	0837608678	kdrilld@koga	[Signature]
2.	H. MURPHY	0724626454	Wkkl-kogel	[Signature]
3.	M. Gysman	0812486787	mgysma@koga.gov.za	[Signature]
4.	S. Groothoorn	0718621718	sgroothoorn@koga.gov.za	[Signature]
5.	A. AUY	0716700842	afay2605@gmail.com	[Signature]
6.	V. Barendse	0615869285	bvredelish@g.mml.co.za	[Signature]
7.	LIVERZAINE TITU	073 022 0934	LIVERZAINETITUS@GMAIL.COM	[Signature]
8.	DEIDRE DE LANGE	073 260 3016	dllange@koga.gov.za	[Signature]
9.	N.E. WILLIAMS	0732173472	nomamocephlinia	[Signature]
10.	Bonita Mobs	073 487 2215	ward2@koga.gov.za	[Signature]

No.	NAME and SURNAME	CONTACT NO	EMAIL ADDRESS	SIGNATURE
11.	ALWIN KLOPPERS	082400358	alwinclippers@yahoo.com	
12.	Elvis Oliver	067-055-1028	2010terakmga@gmail.com	
13.	DOMOVAN Periks	0726524597	periksclonovan@gmail.com	
14.	Rashied Abdham	0839510697	en/legalscnsntant@gmail.com	
15.	Nogoli Cell	083 593 6846		N. Cell
16.	Verushca Brau	065 605 0258	biowngail770@gmail.com	
17.				
18.				
19.				
20.				
21.				
22.				
23.				

Annexure "F"

Valuation report

 EVERGREEN VALUERS Pty Ltd <i>Year Round Meticalpas</i>	
PROPERTY DESCRIPTION: ERF 36, ERF 37 & A PORTION OF ERF 231 PELLSRUS, EASTERN CAPE (Vacant land) 3450m²	
This one-page certificate has been prepared on instruction received from Kouga Municipality, as represented by Marius Gysman.	
	
08/09/2023	
DEFINITION OF MARKET RENTAL: Market Rent is the estimated amount for which an interest in real property should be leased on the valuation date between a willing lessor and a willing lessee on appropriate lease terms in an arm's length transaction, after proper marketing and where the parties had each acted knowledgeably, prudently and without compulsion.	
I the undersigned, L. Ferreira, consider this valuation to be a true reflection and a fair assessment of the subject property as on the date of valuation.	
R1 250.00 (One Thousand Two Hundred and Fifty Rand Only) - per month	
 L. Ferreira Professional Valuer (SACPVP Reg. No.: 7007/2)	Date: 10 September 2023
<u>Comments:</u>	
This one-page valuation certificate has been prepared on the basis that full disclosure of all information and factors, which may affect the valuation should have been made available to ourselves and we cannot accept any liability or responsibility whatsoever for the valuation if any information was withheld.	
We have assumed that the property and its value are unaffected by any statutory notice, and that neither the property nor its condition, current use or intended use, is or will be unlawful.	
Neither the valuer, nor Evergreen Valuers (Pty) Ltd, have any interest in this property or any other properties which would affect the statements or values contained in this valuation report. All figures quoted are exclusive of Value Added Tax.	
1 Page EVERGREEN VALUERS Pty Ltd © Le-Shaun Ferreira: 0833546797 info@evergreenvaluers.co.za www.evergreenvaluers.co.za	


KOUGA MUNICIPALITY (EC 108)

ORDINARY COUNCIL MEETING
PLANNING & DEVELOPMENT
OPEN

DATE: 28 FEBRUARY 2024

ITEM NO: **24/02/PD10**

REQUEST FOR COUNCIL'S FINAL APPROVAL FOR THE DISPOSAL OF ERF 600, PELLSRUS
1. Introduction

The purpose of this item is to inform Council of the application received from Uniting Reformed Church of SA for the transfer of Erf 600, Pellsrus.

2. Background

On 19 December 2017, Council granted an in principle approval (**Resolution 17/12/F12**) to dispose of Erf 600, Pellsrus to Uniting Reformed Church of SA for provision of parking bays. ****See attached as Annexure "A"**. A notice was subsequently published (Notice no. 44/2018) for comments/input on 29 March 2018 and no objections were received. ****See attached as Annexure "B"**.

3. Discussion

Uniting Reformed Church of SA has built their church on the adjacent property, Erf 599, Pellsrus but the property is not big enough to accommodate the required parking bays. It is the intention of the applicant to consolidate the Erf 599 with the subject property for provision of parking.

An application will be taken to the Municipality once received to conclude the above.

The land parcel information and aerial images are provided as attachments. ****See Annexure "C"**.

4. Financial Implications

Completed by BTO -	
Project Description	Land Valuations & surveyor & planning services
Ukey no.	20210710001552
Budgeted Amount	R203 548
Amount spent and committed to date	R80 014.18 KOUGA MUNICIPALITY 2024-25-12 BUDGET & TREASURY
Amount Available	R123 533.82

Comment	
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5. **Applicable Legislation**

Municipal Finance Management Act 56 of 2003
Municipal Asset Transfer Regulations
Kouga Municipal Disposal of Immovable Assets Policy of 2020

6. **Legal Implications**

Once final approval granted, the accounting officer will be authorized to enter into a deed of sale agreement with the intended purchaser, in line with the resolution of Council.

7. **Other Implications**

None

8. **Comments by Directorates:**

8.1 **Chief Financial Officer:**

Report noted

8.2 **Acting Director: Planning & Development**

Recommendations supported.

8.3 **Director: Civil & Water Services**

Item noted.

8.4 **Acting Director: Electro-Mechanical Services**

Item noted

8.5 **Director: Community Services**

Noted.

8.6 **Deputy Municipal Manager**

Noted.

8.7 **Municipal Manager**

Noted.

9. **Delegated Authority**

Council

10. **Recommendations**

- 10.1 That Council **grant final approval** for the disposal and transfer of Erf 600, Pellsrus to Uniting Reformed Church of SA at R5,750.00 which is 25% of the latest municipal valuation of R23,000.00 in terms of the policy of Council.
- 10.2 Council confirms that the following immovable property is not needed for the provision of the minimum level of basic municipal services.
- 10.3 That a service provider be appointed to attend and conclude the rezoning and that all other administrative costs be borne by the applicant.
- 10.4 That Council authorizes the Accounting Officer to enter into a Deed of Sale for the purposes of transferring the said property.

Item prepared by the: The Manager: Land & Property Admin



Item approved by the: Acting Director: Planning & Development



Item endorsed by the Municipal Manager:



Item noted by Portfolio Chairperson:



Annexure “A”

17/12/F12 LAND ADVISORY COMMITTEE MINUTES – NOVEMBER 2017

Resolved: (19 December 2017)

- i) That the recommendations of the Land Advisory Committee meetings, held on 2 and 20 November 2017, as amended and reflected below, be approved.
- ii) That the placing of a notice in the local newspaper, on the municipality's website and the municipality's notice boards calling for objections, relating to the alienation and leasing of municipal land and property, be approved.
- ii) That it be noted that a progress report, as contemplated above, will be submitted to the next Finance Portfolio Committee Meeting to be held on February 2018.

Stulting Primary School

- i) That the land required by Stulting Primary School – erf 346 Portion 4 of Humansdorp – be donated to the school on condition of the erf swap from the Department of Education – erf 3840 Wavecrest (9,264Ha).
- ii) That a Deed of Donation to the Department of Education be drawn up.
- iii) That erf 346 portion to be sub-divided according to the extent required by the new school.
- iv) That the Municipal Manager and the GIS Mapper meet with the Headmaster of Stulting to discuss the extent required including a sports field etc.

St Patricks Primary School

- i) That a Deed of Donation be drawn up – the erf number and extent to be confirmed as soon as sub-divisions have been completed.
- ii) That the GIS Mapper confirm the extent of the land required.
- iii) That a trade-off be done with the Department of Education – land swap will be identified.
- iv) That the sports field be made available to the school as well as the community.

Erf 620 Oyster Bay – “Sandwater Primary School”

- i) The erf 620 be transferred to the Department of Public Works by means of the Deed of Donation that has been signed by all parties, be supported.

Erf 3481 Sea Vista – “United Ministries”

- i) That the GIS Mapper be requested to compile a comprehensive list of all the properties in Kouga zoned as church sites.
- ii) That a Special Land Advisory Committee meeting be held in January 2018 to discuss portions of land to be made available for the development of churches.
- iii) That all the church applications be discussed at a Special Land Advisory Committee meeting to be held in January 2018.
- iv) That the land be made available to churches through open and transparent processes.

Erf 600 Pellsrus – “Uniting Reformed Church In Southern Africa”

- i) That the current valuation for erf 600 Pellsrus is obtained.
- ii) That the selling price of erf 600 Pellsrus be tabled to Council for approval.
- iii) That erf 600 Pellsrus be re-zoned for the construction of a church in terms of Section 14.

Annexure "B"

Public Participation – 44/2018:

KOUGA MUNICIPALITY (EC108)

NOTICE NO. 44/2018

PUBLIC INVITATION FOR COMMENTS/INPUTS TO THE INTENDED ALIENATION / LEASE OF MUNICIPAL LAND FOR CHURCHES/RESIDENTIAL/BUSINESSES

Notice is hereby given that at a Council Meeting held on 7 March 2018 (RESOLUTION 18/03/F2) the Council resolved to call for public input for objections on the lease/rental and alienation of immovable assets for Churches and disposing of land for business of the below-mentioned erven at fair market related rental as indicated in the Municipal Finance Management Act:

Land earmarked for church sites

ERF 7263 – Ocean View
 ERF 7517 – Ocean View
 ERF 7355 – Ocean View
 ERF 7263 – Ocean View
 ERF 6857 – Ocean View

ERF 1245 – Pellsrus
 ERF 1714 – Pellsrus
 ERF 854 – Pellsrus

ERF 2675 – Sea Vista
 ERF 3481 – Sea Vista
 ERF 2734 – Sea Vista
 ERF 3493 – Sea Vista

ERF 3147 – Kruisfontein
 ERF 4897 – Kruisfontein
 ERF 1522 – Kruisfontein
 ERF 1853 – Kruisfontein
 ERF 2307 – Kruisfontein
 ERF 3065 – Kruisfontein
 ERF 4593, Portion ERF 2 – Kruisfontein

ERF 849 – Thornhill
 ERF 891 – Thornhill
 ERF 2252 – Hankey
 ERF 3316 – Hankey

ERF 835 – Patensie

Council Land earmark for Lease/Rental

ERF 8782 – Ocean View
 ERF 300 – Patensie (Farming – Agriculture)
 ERF 275 – Humansdorp

ERF 184 Portion 29 – Humansdorp RD (Farming – Agriculture)

ERF 199 – Humansdorp (Portion of Erf to Place Container)

Residential Land earmark for sale

ERF 2337 - Sea Vista
ERF 2789 – Kruisfontein
ERF 225 – Pellsrus

ERF 3049 – Humansdorp
ERF 2330 – Humansdorp

ERF 898 – Patensie
ERF 908 – Patensie
ERF 940 - Patensie
ERF 898 – Patensie
ERF 1074 - Patensie
ERF 952 – Patensie
ERF 703 – Patensie
ERF 701 – Patensie
ERF 702– Patensie
ERF 930 – Patensie
ERF 929– Patensie
ERF 936– Patensie
ERF 938– Patensie
ERF 900– Patensie
ERF 871– Patensie
ERF 939– Patensie

Land Earmark for Business

ERF 7292 – Ocean View
ERF 600 -Pellsrus
ERF 275 – Humansdorp
ERF 891 – Thornhill
ERF 32 – Loerie
ERF 1826 – Hankey
ERF 349 – Patensie
Erf 259 – Patensie
ERF 7294 – Ocean View

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 Friday, 20 April 2018.

C. DU PLESSIS
MUNICIPAL MANAGER

P.O. Box 21
JEFFREYS BAY

Annexure "C"

ZONING – ERF 599, PELLSRUS

Land Parcel Information

Erf	599 of Pellrus	Zoning: Financials	SRESB
Address	24 Seekoel Road	Zoning	Kouga Municipality Land Use Scheme - Residential Zone 1
SG Number	C03400130000059900000	Land Usage: Financials	
Municipality	Kouga	Ward: Financials	Kouga 14
Township/Holding: Title Deed	Pellrus	Ward: Demarcation Board	Kouga 14
Suburb: Financials	Tokyo Sexwale (40019)	Sources	Deeds Office, Surveyor General, Financials
Centroid	34.059551586328025 24.916808129347736E	Effective	
Sectional Title	No		
Extent	465sqm		
Extent (SG)	467sqm		
Extent (Title Deed)	465 SQM		

Linked Documents

Name	Status	Type	Size	Sub Docs	Date Modified
Projects/Standard Notifications/2018 General Valuation		Folder	1 item		05 Oct 2020 05:28:29

Document Preview

Comments

Tasks and Questions and eForms

Land Parcels for Incident

Title Deeds

Owner	Title Deed	Share	Purchased	Registered	Price (Alpha)	New No
Mun Kouga	T64860/2008	0.0000		8 Oct 2008	G/P	

ZONING – ERF 600, PELLSRUS

Land Parcel Information

Erf	600 of Pellrus	Zoning: Financials	SRESB
Address	22 Seekoel Road	Zoning	Kouga Municipality Land Use Scheme - Residential Zone 1
SG Number	C034001300000600000000	Land Usage: Financials	
Municipality	Kouga	Ward: Financials	Kouga 14
Township/Holding: Title Deed	Pellrus	Ward: Demarcation Board	Kouga 14
Suburb: Financials	Tokyo Sexwale (40019)	Sources	Deeds Office, Surveyor General, Financials
Centroid	34.0596723683403945 24.916640095368813E	Effective	
Sectional Title	No		
Extent	454sqm		
Extent (SG)	455sqm		
Extent (Title Deed)	454.0000SQM		

Linked Documents

Comments

Tasks and Questions and eForms

Land Parcels for Incident

Title Deeds

Owner	Title Deed	Share	Purchased	Registered	Price (Alpha)	New No
Mun Kouga	T64860/2008	0.0000		8 Oct 2008	G/P	

Financial Accounts

Properties

Current Municipal Information

Valuations and Surveys

Project	Category / Usage	H Area	P/C	M/S	Status	Review Status	Current Value
Interim Valuation 2009-02	Unknown (As Per MPRA)	Unknown			Valued		51,000.00
2008 GV (from TruVal data)	Sect 8(2)(a) - Residential (As Per MPRA)	OLD RDP			Valued		46,000.00
2013 - 2018_DDP Valuation Roll as Printed	2h-02 (Municipal-Vacant Land) (Kouga)	Unknown			Valued		49,000.00
2018 General Valuation	MUNICIPAL PROPERTY (GV2018)	Unknown			Valued		20,000.00
2023 General Valuation	MUNICIPAL PROPERTIES 2023 (2023 General Valuation)	Unknown			Valued		23,000.00

LOCALITY MAP – ERF 599 (IN YELLOW) AND 600 (IN RED)




KOUGA MUNICIPALITY (EC 108)

ORDINARY COUNCIL MEETING

PLANNING & DEVELOPMENT

OPEN

DATE: 28 FEBRUARY 2024

 ITEM NO: **24/02/PD11**
REQUEST FOR COUNCIL'S FINAL APPROVAL FOR THE DISPOSAL OF ERF 2734, SEA VISTA
1. Introduction

The purpose of this item is to request Council's final decision on the application received from Shekinah Ministries for the disposal and transfer of Erf 2734, Sea Vista for a Place of Worship. ****See attached as annexure "A"**

2. Background

On 7 March 2018, Council granted an in-principle approval (**Resolution No. 18/03/F2**) to dispose of Erf 2734, Sea Vista to Shekinah Ministries for church purposes. A notice was subsequently published (Notice no. 44/2018) for comments/input on 29 March 2018 and no objections were received. ****See attached as Annexure "B"**.

3. Discussion

All erven identified for disposal was recommended by the Land Evaluation Committee (LEC) and also confirmed by a section verification 14 process conducted by the leading department.

4. Financial Implications

Completed by BTO -	
Project Description	Land Valuations & surveyor & planning services
Ukey no.	20210710001552
Budgeted Amount	R203 548
Amount spent and committed to date	R80 014.18 KOUGA MUNICIPALITY 2024/25-12 BUDGET & TREASURY
Amount Available	R123 533.82
Comment	

5. **Applicable Legislation**

Municipal Finance Management Act 56 of 2003
 Municipal Asset Transfer Regulations
 Kouga Municipal Disposal of Immovable Assets Policy of 2020

6. **Legal Implications**

Once final approval granted, the accounting officer will be authorized to enter into a deed of sale agreement with the intended purchaser, in line with the resolution of Council.

7. **Other Implications**

None

8. **Comments by Directorates:**

8.1 **Chief Financial Officer:**

Report noted

8.2 **Acting Director: Planning & Development**

Recommendation supported.

8.3 **Director: Civil & Water Services**

Item noted.

8.5 **Acting Director: Electro-Mechanical Services**

Item noted

8.5 **Director: Community Services**

Noted.

8.6 **Deputy Municipal Manager**

Noted.

8.7 **Municipal Manager**

Noted.

9. **Delegated Authority**

Council

10. **Recommendations**

- 10.1 That Council **grants final approval** for the disposal and transfer of Erf 2734, Sea Vista to Shekinah Ministries at R25 000 which is 25% of the latest municipal valuation of R100,000.00 in terms of the policy of Council.
- 10.2 Council confirms that the following immovable property is not needed for the provision of the minimum level of basic municipal services.
- 10.3 That a service provider be appointed to attend and conclude the rezoning and that all other administrative costs be borne by the applicant.
- 10.4 That Council authorizes the Accounting Officer to enter into a Deed of Sale for the purposes of transferring the said property.

Item prepared by the: The Manager: Land & Property Administration



Item approved by the: Acting Director: Planning & Development



Item endorsed by the Municipal Manager:



Item noted by Portfolio Chairperson:



Annexure "A"



Church Reg. No: P774-08

08 October 2014

Municipal Manager
P O Box 21
Jeffreys Bay

Attention: Mr. S.S. Fadi

Re: Kouga Municipal Notice No117/2014

Dear Sir

We as the abovementioned church hereby refer to your notice in the Kouga Express of the 11th September 2014 and wish to be considered to be affected in respect of item 10 i.e. intention to sell Erven 3492 and 3493, Sea Vista (Institutional purposes). We hereby formally submit our input to the intention of the municipality to alienate/lease the mentioned properties.

We have been in correspondence with your office since 2009, for the purchase of, Erf 2734 Taragona Road Sea Vista St Francis Bay, for a permanent place of worship as we are currently assembling on private land with limited space.

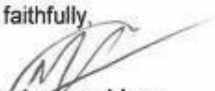
We would like to confirm that if the intention is to sell the above mentioned erf for institutional purposes we would very keen to purchase it for our church, as it would be totally suitable for the use of our congregation. Our reasons for wanting to purchase the property are the following:

- * Church Services
- * Funeral Services
- * Weddings
- * Biblical School
- * Soup Kitchen

We would appreciate if you could give this your very favourable attention. We believe we are making a difference in the community and we want to continue doing our outreach to people who need a place to congregate in acceptable premises.

For any additional information or comments you may contact us on venaandrew30@yahoo.com.

Yours faithfully,


Pastor Andrew Vena

KOUGA Municipality / Munisipaliteit
ADMINISTRATION / ADMINISTRASIE



08 OCT 2014

Ruwellyn

JEFFREYS BAY / BAAY
ADMINISTRATIVE UNIT
ADMINISTRATIEWE EENHEID

CELL NR: 082 878 0058
HOME NR: 042 294 1433

P.O. BOX 258
ST FRANCIS BAY 6312

Annexure "B"

18/03/F2

LAND ADVISORY COMMITTEE: MINUTES & REPORT BACK**Resolved (7 March 2018)**

1. That the Report on the Land Advisory Committee Meeting held on 12 February 2018 which was Workshopped on 6 March 2018, with recommendations, be accepted.

CHURCH APPLICATIONS**JEFFREYS BAY, OCEAN VIEW, PELLSRUS**

ERF NO.	ADDRESS	EXTENT	ZONING	RECOMMENDATION
Erf 7222	Street unknown, Ocean View	868m ²	Institutional 2	i) That erf 7222 be transferred to the Presbyterian Church of Africa – all the necessary processes and legislation was adhered to. The erf was awarded through the tender processes
Erf 7263	Street Unknown, Ocean View	2343 m ²	Institutional 3	i) That the erf be made available subject to the successful application to re-zone or through consent use
Erf 7517	Street unknown Ocean View	596 m ²	Institutional 2	i) That this erf be sold for the erection of a church building.
Erf 315	Swan Drive, Aston Bay	26,9672Ha	Open space 1	i) Not recommended – sensitive nature area and not conducive for the erection of a church building.
Erf 337	9 Stompkop Street Pellsrus	265m ²	Restricted Business	i) Not recommended for church purposes – extent too small
Erf 1245	Steve Biko Avenue Pellsrus	1 749 m ²	Undetermined	i) That the current lessee apply for the zoning of erf 1245. ii) That the possible subdivision of erf 1245 be investigated.
Erf 7355	Street unknown Ocean View	1263 m ²	Institutional 2	i) That this property be made available for the development of a church. ii) Investigate current status of the buildings on this erf.
Erf 5804	Nautilus Street	6468 m ²	Institutional	i) Not available
Erf 7292	Street unknown Ocean View	1200 m ²	Business	i) That erf 7292 be utilized for business development purposes
Erf 7293	Street unknown	1660 m ²	Authority	i) Not available

	Ocean View			
Erf 7515	Street unknown Ocean View	200 m ²	Restricted business	i) Not recommended. Erf extent much too small for church development
Erf 7263	Street unknown Ocean View	2343 m ²	Institutional 3	i) That the erf be made available through the process of consent use or apply for re-zoning. ii) That the possible sub- division be determined – possibly two church erven
Erf 7217	Street unknown Ocean View	210 m ²	Restricted Business	i) Not recommended Erf extent much too small for church development
Erf 1714	Mazantsi Avenue Pellsrus	1128 m ²	Institutional 2	i) That this erf be sold for the erection of a church building
Erf 588	23 Chris Hani Avenue, Pellsrus	971 m ²	Institutional 2	i) That the letter of transfer be drafted subject to confirmation of the Council resolution taken on the sale of the erf.
Erf 1773	Govan Mbeki Avenue, Pellsrus	1225 m ²	Institutional 2	i) That the letter of transfer be drafted subject to confirmation of the Council resolution taken on the sale of the erf.
Erf 1148	43 Robert Dennis Avenue, Pellsrus	1070 m ²	Open space 1	i) Not available
Erven 1610, 1611, 1612	Govan Mbeki Avenue Pellsrus	1575 m ² 1600 m ² 800 m ²	Authority Special Business Special Business	i) Consult the SDF before considering subdivisions ii) Report back on SDF before recommendation can be made on these properties by the LAC.
Erf 1244	Steve Biko Avenue Pellsrus	2300 m ²	Institutional 1	i) Not available – Future Education use
Erf 1147	Robert Dennis Avenue, Pellsrus	1208 m ²	Institutional 1	i) Not available – Future Education use
Erf 1772	Rolihlahla Mandela Road, Pellsrus	2437 m ²	Institutional 2	i) That the letter of transfer be drafted subject to confirmation of the Council resolution taken on the sale of the erf.

SEA VISTA

ERF NO.	ADDRESS	EXTENT	ZONING	RECOMMENDATION
Erf 626	Street unknown, Sea Vista	9,189Ha	Undetermined	i) Not available – school site
Erf 2675	74 Street unknown Sea Vista	1313 m ²	Special Business	i) That the erf be made available subject to the successful application to re-zone or through consent use
Erf 3481	Unknown, Sea Vista	475 m ²	Informal residential	i) That the erf be made available through the process of consent use (church).
Erf 2734	80 Taragona Street Sea Vista	514 m ²	Special Business	i) That this erf be sold for the erection of a church building



Public Participation – 44/2018:

KOUGA MUNICIPALITY (EC108)

NOTICE NO. 44/2018

PUBLIC INVITATION FOR COMMENTS/INPUTS TO THE INTENDED ALIENATION / LEASE OF MUNICIPAL LAND FOR CHURCHES/RESIDENTIAL/BUSINESSESSES

Notice is hereby given that at a Council Meeting held on 7 March 2018 (RESOLUTION 18/03/F2) the Council resolved to call for public input for objections on the lease/rental and alienation of immoveable assets for Churches and disposing of land for business of the below-mentioned erven at fair market related rental as indicated in the Municipal Finance Management Act:

Land earmarked for church sites

ERF 7263 – Ocean View
ERF 7517 - Ocean View
ERF 7355 – Ocean View
ERF 7263 – Ocean View
ERF 6857 – Ocean View

ERF 1245 - Pellsrus
ERF 1714 - Pellsrus
ERF 854 – Pellsrus

ERF 2675 – Sea Vista
ERF 3481 – Sea Vista
ERF 2734 – Sea Vista
ERF 3493 – Sea Vista

ERF 3147 - Kruisfontein
ERF 4897 – Kruisfontein
ERF 1522 – Kruisfontein
ERF 1853 – Kruisfontein
ERF 2307 – Kruisfontein
ERF 3065 – Kruisfontein
ERF 4593, Portion ERF 2 – Kruisfontein

ERF 849 – Thornhill
ERF 891 – Thornhill
ERF 2252 – Hankey
ERF 3316 – Hankey

ERF 835 - Patensie

Council Land earmark for Lease/Rental

ERF 8782 – Ocean View
ERF 300 – Patensie (Farming – Agriculture)
ERF 275 – Humansdorp

ERF 184 Portion 29 – Humansdorp RD (Farming – Agriculture)

ERF 199 – Humansdorp (Portion of Erf to Place Container)

Residential Land earmark for sale

ERF 2337 - Sea Vista
ERF 2789 – Kruisfontein
ERF 225 – Pellsrus

ERF 3049 – Humansdorp
ERF 2330 – Humansdorp

ERF 898 – Patensie
ERF 908 – Patensie
ERF 940 - Patensie
ERF 898 – Patensie
ERF 1074 - Patensie
ERF 952 – Patensie
ERF 703 – Patensie
ERF 701 – Patensie
ERF 702– Patensie
ERF 930 – Patensie
ERF 929– Patensie
ERF 936– Patensie
ERF 938– Patensie
ERF 900– Patensie
ERF 871– Patensie
ERF 939– Patensie

Land Earmark for Business

ERF 7292 – Ocean View
ERF 600 -Pellsrus
ERF 275 – Humansdorp
ERF 891 – Thornhill
ERF 32 – Loerie
ERF 1826 – Hankey
ERF 349 – Patensie
Erf 259 – Patensie
ERF 7294 – Ocean View

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 Friday, 20 April 2018.

C. DU PLESSIS
MUNICIPAL MANAGER

P.O. Box 21
JEFFREYS BAY

REPORTS BY THE PORTFOLIO CHAIRPERSON: ELECTRO-MECHANICAL SERVICES





KOUGA MUNICIPALITY (EC 108)
 ORDINARY COUNCIL MEETING
 ELECTRO-MECHANICAL SERVICES
 OPEN
 DATE: 28 FEBRUARY 2024
 ITEM NO: **24/02/EMS6**

REPORT: THORNHILL ELECTRICAL NETWORK TRANSFER FROM NELSON MANDELA METROPOLITAN MUNICIPALITY TO KOUGA LOCAL MUNICIPALITY

1. Introduction

This report gives the Council an overview of the process currently in progress with regards to the possibility of the transfer of electrical infrastructure from Nelson Mandela Metro Municipality to the Kouga Municipality.

2. Background

Thornhill is geographically located within the boundaries of Kouga Municipality. It is also on Kouga's IDP and not in the Nelson Mandela municipalities jurisdiction therefore will not receive preference treatment considering the challenges within Nelson Mandela's Electrical Infrastructure department.

The Nelson Mandela municipality's electrical department has tabled an item to their council on 21st October 2022 motivating the transfer of their electrical infrastructure to Kouga.

The following resolutions were tabled to the Metro Council.

1. That one metering point be created on the 66kV network intake.
2. All assets and the value thereof be determined.
3. An SLA be drawn up and signed between the two municipalities.

3. Discussion

Meetings commenced between the two municipalities to work towards ensuring a seamless transfer of assets from NMBM to Kouga. These meetings were supposed to happen over a series of 6 months to conclude on the plan to transfer. To date only two meetings were held. The meetings at this stage focused on establishing a steering group functional from both sides on all disciplines to be taken into consideration, for example assets, revenue, legal issues, electrical infrastructure, housing, and land.

My proposal to Kouga Council will not be to take over the entire Thornhill as it comes with many expensive challenges. A phased in approach and as a first phase only the village, as we progressively moved in the other area in phases. The current substation where the village is being fed from is challenged with no additional capacity on the 66kV side, an additional transformer only needs to be procured which is estimated at R 12m currently. The network is configured 66 000V/ 6 600V, this essentially means that the transformers currently don't form part of Kouga's transformer inventory and spare units will have to be procured. The entire area of the landscape is vast and rugged which requires a selected type of fleet to access, should the transformers be replaced, which

happens regularly, and lines need to be repaired. We currently do not have sufficient electrical staff to maintain the current network, this project, if successful, will require additional resources, for example staff, equipment, vehicles, transformers, and switchgear. The NMBM also plans to phase out the 66kV configuration further to a 132kV network, this will be an additional cost to KLM.

Refer to Annexure A, Council Resolution and Annexure B, NERSA Letter.

4. **Financial Implications**

Completed by BTO -	None
Project Description	
Ukey no.	
Budgeted Amount	
Amount spent and committed to date	
Amount Available	
Comment	Financial implications to be tabled at a later phase. A complete assessment must be done to confirm the value, condition and cost of the assets to be transferred to Kouga. Also the resources and capacity required by Kouga to receive and manage the assets.
BTO Signature	

5. **Applicable Legislation**

The provisions of the Municipal Asset Transfer Regulations, 2008 is applicable.

6. **Legal Implications**

An Asset Transfer Agreement will have to be entered into between the participating municipalities, and which Agreement will set out the specific terms, conditions, rights and obligations of the Parties thereto.

The valuation of the assets (network) to be transferred, as well as the method to determine the valuation, must also be specified in an Agreement of this nature.

7. **Other Implications**

Acceptance of the transfer of the network will have financial implications, but same has not been determined as at date of this report. The Directorate will endeavor to limit any and all financial exposure for the Kouga Municipality.

8. **Comments by Directorates:**

8.1 **Chief Financial Officer:**

An assessment of the cost implications to implement the recommendations is required before a decision can be taken.

8.2 **Acting Director: Planning & Development**

Noted.

8.3 **Director: Civil & Water Services**

Item noted. The task team referred to below to include representatives from all sectors responsible for services to the area.

8.4 **Acting Director: Electro-Mechanical Services**

As a municipality, the obvious decision to render electricity service within the informal community in Thornhill, and to provide a safe electricity connection would only be realized if we are the custodian of the network. Should we commence with a housing project in Thornhill we might face a challenge whereby we are unable to electrify the new housing development as well as the current development within Thornhill (Thoksville) as the network doesn't belong to us. Furthermore, if the decision goes ahead to accept the network, the resources need to be addressed with urgency. Also, that the task team to be established be able to attend these important meetings in order for us to manage the transfer responsibly.

8.5 **Director: Community Services**

Noted.

8.6 **Deputy Municipal Manager**

Noted.

8.7 **Municipal Manager**

Noted.

9. **Delegated Authority**

Council

10. **Recommendations**

- 10.1 That Council accept the proposal in-principle to have the Thornhill network transferred to Kouga Municipality subject to a cost assessment and feasibility study being performed.

- 10.2 That Council supports the decision to transfer the network in phases, with the first phase being the village network.
- 10.3 That Council authorise the Accounting Officer to engage and proceed with negotiations in relation to the intended transfer of the electrical network from the Nelson Mandela Metro Municipality to Kouga Municipality.
- 10.4 That a Committee be established to deal with the project's logistics around the intended network transfer, and all to be in attendance when required. This Committee will be responsible for the determination of this project's financial viability, assets, legal, and all other resources to maintain the network in the future.

Item prepared by the: Manager Electrical



Item approved by the: Acting Director Electro-Mechanical



Item endorsed by the: Municipal Manager



Item noted by Portfolio Chairperson:



**NELSON MANDELA BAY
METROPOLITAN MUNICIPALITY**



**COUNCIL MEETING
(FULLY VIRTUAL)**

**7 DECEMBER 2022
AT 10:00**

(POSTPONED FROM 1 DECEMBER 2022)

Report by Executive Mayor to
Council in terms of Section 56
7 December 2022 – Postponed from
1 December 2022

**(REPORT OF ELECTRICITY AND ENERGY COMMITTEE : MEETING HELD
21 OCTOBER 2022 – POSTPONED FROM 7 OCTOBER 2022)**

REPORT BY EXECUTIVE DIRECTOR : ELECTRICITY AND ENERGY

**10. TRANSFER OF ELECTRICAL DISTRIBUTION NETWORK OF THE THORNHILL AREA
TO KOUGA MUNICIPALITY) (Item 11 – Agenda p. 42) (Min. No. 21 /2022)**

RESOLVED:

- (a) That the NMBM provide electricity supply to the Kouga Municipality – Thornhill area through one intake point at high voltage level (66kv).
- (b) That upon approval of recommendation (a) above, the Executive Director: Electricity and Energy be granted authority to assess and determine the asset value
- (c) That the Executive Director : Electricity and Energy in collaboration with legal services, develop a service level agreement to be entered into between the NMBM and the Kouga Municipality.

**(REPORT OF HUMAN SETTLEMENTS COMMITTEE : MEETING HELD
27 OCTOBER 2022 – POSTPONED FROM 18 OCTOBER 2022)**

**REPORT BY EXECUTIVE DIRECTOR: HUMAN SETTLEMENTS (SPATIAL
MATTERS)**

- 11. SUBJECT: DEEM ZONING**
ERF: 90, CLARENDON MARINE
SITUATION: 29 BEDFORD ROAD
APPLICANTS/
OWNERS: ANTON PHILLIPES AND GEAN VAN DER LINDE
FILE: CF50/00090 (Z Dantile) (Min. No. 131) (Agenda p. 84)
APPLICATION DATE: 23 JUNE 2022

RESOLVED:

That the Deemed Zoning of Erf 90, Clarendon Marine be noted, as follows:

- (i) "Residential Zone 1" in terms of the Section 8 Scheme regulations 1988 being assigned to Erf 90, Clarendon Marine.

- (d) That an amount of R1 100 000 be transferred to Cricket Eastern Cape (Pty) Ltd and be ringfenced for utilisation in line with the VIK Proposal as outlined in the Report No. 5/2022 by the Acting Executive Director: Sport, Recreation, Arts and Cultural Services to the Sport, Recreation, Arts and Cultural Services Committee dated 6 October 2022.
- (e) That upon approval of the recommendation (d) above by Council, the City Manager be authorised to sign a Service Level Agreement with Cricket Eastern Cape (Pty) Ltd to ensure compliance with the VIK Proposal from the ICC and CSA.

(From Vote No: 2018NSRA0 5835/6426 – EPRU)

(From Vote No: 2018NSRA0 5837/6426 – Cricket SA)

(To new Vote – ICC T20 World Cup SA 2023)

ITEM 7; PAGE 527 – Periodic update of the Municipal Health By-Laws – Noted and Resolved

Noted and Resolved:

- (a) That the proposed process to review and amend, where necessary, the current Municipal Health By-Laws and the introduction of new By-Laws through a public participation process, be supported.
- (b) That the Executive Director : Public Health arrange a workshop for Councillors on the proposed amendments to the Municipal Health By-Laws as part of the public participation process.

ITEM 8; PAGE 527 – Time frames for municipal health authorisations and mandatory renewal of municipal health authorisations within the Nelson Mandela Bay Municipality (NMBM) – Noted and Resolved

Noted and Resolved:

That the proposed issuing of notices to various businesses to renew their municipal health authorisations with the Public Health Directorate, be supported.

ITEM 9; PAGE 527 – Municipal Health Services Annual Health Calendar – Noted and Resolved

Noted and Resolved:

That the Municipal Health Annual Calendar and its implementation from the current financial year (i.e. 2022) going forward, be supported.

ITEM 10; PAGE 528 – Transfer of electrical distribution network of the Thornhill Area to Kouga Municipality – Noted and Resolved

Noted and Resolved:

- (a) That the NMBM provides electricity supply to the Kouga Municipality (Thornhill area) through one intake point at high voltage level (66kv).

Minutes of Nelson Mandela Bay Metropolitan Council
7 December 2022 (Postponed from 1 December 2022
and continued on 17 January 2023)

- (b) That upon approval of recommendation (a) above, the Executive Director: Electricity and Energy be granted authority to assess and determine the asset value.
- (c) That the Executive Director : Electricity and Energy in collaboration with Legal Services, develop a service level agreement to be entered into between the NMBM and the Kouga Municipality.

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- (i) "Residential Zone 1" in terms of the Section 8 Scheme regulations 1988 being assigned to Erf 90, Clarendon Marine.

ITEM 12; PAGE 529 – Deem Zoning : Portion 26 (a portion of Portion 5) of the Farm Brakwater Flats 410 – Noted and Resolved

Noted and Resolved:

That the Deemed Zoning of Portion 26 (a portion of Portion 5) of the Farm Brakwater Flats No. 410, Clarendon Marine be noted, as follows:

- (i) "Agriculture Zone 1" in terms of the Section 8 Scheme regulations 1988 being assigned to Portion 26 (a portion of Portion 5) of the Farm Brakwater Flats No. 410.

ITEM 13; PAGE 529 – Deem Zoning : Portion 258 (a portion of Portion 103) of the Farm Chelsea No. 25 – Noted and Resolved

Noted and Resolved:

That the Deemed Zoning of Portion 258 (a portion of Portion 103) of the Farm Chelsea No. 25 be noted, as follows:

- (i) "Rural Residential" in terms of Area A Zoning Scheme being assigned to for Portion 258 (a portion of Portion 103) of the Farm Chelsea No. 25.

ITEM 14; PAGE 529 – Deem Zoning : Portion 57 of Farm Goedemoedsfontein No. 18 – Noted and Resolved

Noted and Resolved:

That the Deemed Zoning of Portion 57 (a portion of Portion 12) of the Farm Goedemoedsfontein 18 be noted, as follows:

- (i) "Residential Zone 1" in terms of the Section 8 Scheme Regulations 1988 being assigned to, Portion 57 (a portion of Portion 12 on the Farm Goedemoedsfontein 18).

Minutes of Nelson Mandela Bay Metropolitan Council
7 December 2022 (Postponed from 1 December 2022
and continued on 17 January 2023)

- (d) That an amount of R1 100 000 be transferred to Cricket Eastern Cape (Pty) Ltd and be ringfenced for utilisation in line with the VIK Proposal as outlined in the Report No. 5/2022 by the Acting Executive Director: Sport, Recreation, Arts and Cultural Services to the Sport, Recreation, Arts and Cultural Services Committee dated 6 October 2022.
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(From Vote No: 2018NSRA0 5835/6426 – EPRU)

(From Vote No: 2018NSRA0 5837/6426 – Cricket SA)

(To new Vote – ICC T20 World Cup SA 2023)

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Electricity & Energy

Your ref:18/2/3/2/3/1/18

Our ref:

Date:01 March 2023

Who deals with this: L Magalela

Tel: +27 (0) 41 392 4111

P O Box 369, Port Elizabeth, 6000
Republic of South Africa

e-Mail: electricity@mandelametro.gov.za

Chief Executive Officer
NERSA
Kulawula House
526 Madiba Street
Arcadia
Pretoria
0083

Dear Adv Sithole

Notice of Intent: To Transfer Thornhil Area Electricity Distribution to Kouga Local Municipality (Electricity Regulation Act , 2006 (Act No4 of 2006)

1. Introduction

Kouga Local Municipality is located in the Eastern Cape of South Africa, approximately 80 km West of Gqeberha, and forms part of the Sarah Baartman District Municipality. Thornhill is a town in Kouga Local Municipality.

The electrical supply to the Thornhill Area is supplied by the Nelson Mandela Bay Municipality with a single 66kV overhead line connection, transformed to 6.6kV via two 66/6.6kV transformers, The distribution voltage is 6.6kV and distributed via two bare overhead line. Currently all Thornhill customers supplied by the NMBM are metered individually and purchases electricity through NMBM vending system. The customers are low cost residential as well as agricultural (rural) customers.

2. Discussion

a) Agreement

Kouga Local Municipality falls outside the licenced area of the NMBM, however in the past the NMBM has provided electrical supply to the Thornhill area. It should be noted that currently there is no legal document between the municipalities that exist regarding the supply of electricity to the Thornhill Area, however the NMBM has been declaring to NERSA, through submission of D forms annually by indicating the supply areas outside licensed jurisdiction.

NMBM received a consent letter dated 11 June 2021 (See annexure A) from Kouga Municipality requesting the Directorate to supply additional customers within area. Subsequently, a correspondence from the Acting City Manager dated 5 July 2021, was submitted to Kouga Local Municipality stating the cost implication associated with supplying the area.

As discussed above, it is clear that a Service Level Agreement (SLA) is required between the two parties in order to ensure that there is legal compliance, clear roles and responsibilities.

b) Network Requirements

Thornhill Substation has reached life span, as the installed infrastructure average age is 40 years. The substation is non-firm and there is no spare capacity for new developments. In case whereby the 3MVA transformer is out of service, the entire area will experience load reduction and negatively affect quality of service. Capital investment is required to upgrade the infrastructure to cater for new developments. Furthermore, alternative access to the substation is required and servitude for substation and overhead lines should be secured.

c) Risks

Financial risk, capital investment will be required to address aging infrastructure and inadequate capacity to supply new developments which are largely low cost houses and agricultural customers.

The Integrated Development Plan (IDP) of the NMBM does not include the Thornhill area and capital budget of the NMBM is aligned to IDP ward priorities. There is no budget allocated to maintain and operate the infrastructure in this area as a result the Municipality cannot address the increased service delivery related demands, which result to community unrest.

Increase in non-technical losses caused by tampering and illegal connections, resulting to loss of revenue.



Technical losses as a result of aging infrastructure, multiple transformation and line losses.

d) Mitigation to Risks

It is essential to implement a bulk metering at 66kV line as a mitigation measure to the risks that are stipulated above.

3. Conclusion

The NMBM is of the view that Thornhill customers should be transferred to the Kouga Local Municipality and NMBM should provide one intake point at high voltage level (66kV).

Thus issues this notification to Nersa of its intent to transfer the electricity distribution responsibility to KLM in order not to contravene of its licence conditions issued and comply to the provision of the ERA, 2006(Act No.4, 2006), Regulation 17 and Regulation 18.

Your faithfully



**LUVUYO MAGALELA
EXECUTIVE DIRECTOR
ELECTRICITY AND ENERGY**





KOUGA MUNICIPALITY (EC 108)
 ORDINARY COUNCIL MEETING
 ELECTRO-MECHANICAL SERVICES
 OPEN
 DATE: 28 FEBRUARY 2024
 ITEM NO: **24/02/EMS7**

REPORT: 20MW RENEWABLE ENERGY CONSTRUCTION PLANS FOR KOUGA MUNICIPALITY

1. Introduction

This report gives the Council an overview of the project that has been worked on for the last year in order to reduce the load from the national grid, this will essentially reduce the Eskom account, freeing up some additional funding.

2. Background

A basic feasibility study required for generation under 20MW was conducted which only requires a six-month timeframe in the 2022/23 financial year, this was for approval of a site to accommodate the procurement of a renewable energy plant. The decision on the EIA from the Department of Economic Development, Environmental Affairs & Tourism was received on 10 November 23 where Kouga received the greenlight to commence with the project. The site of the project will be next to Eskom's Melkhout substation on portion 4 of farm Rheebofontein portion 346 in Humansdorp.

3. Discussion

Task team meetings are being held to handle the success of such a project within Kouga. This is one of the biggest projects within Kouga and requires cooperation amongst different departments. It is the first of its kind within the Eastern Cape for a municipality. We will also invite external partners like the business community, NGO's, the Nelson Mandela University. Refer to Annexure A 20MW Renewable Energy project site map.

4. Financial Implications

Completed by BTO -	
Project Description	Basic feasibility study: 20MW Solar and Battery storage renewable energy project
Ukey no.	20220707986932
Budgeted Amount	R 2 000 000
Amount spent and committed to date	R 1 689 600
Amount Available	R 310 400.00

Comment	
BTO Signature	



5. **Applicable Legislation**

The provisions of the National Environmental Management Act, as associated Regulations are applicable, more specifically in relation to the implementation of the Environmental Authorization.

Further to this the White Paper on Renewable Energy of 2003 is one of the policy documents that laid foundation for the promotion of renewable energy technologies.

6. **Legal Implications**

None.

7. **Other Implications**

None.

8. **Comments by Directorates:**

8.1 **Chief Financial Officer:**

A detailed cost-benefit financial model must be developed to assess different options of financing the implementation of the project due to the long-term nature of the project.

8.2 **Acting Director: Planning & Development**

Noted.

8.3 **Director: Civil & Water Services**

Item noted.

8.4 **Acting Director: Electro-Mechanical Services**

Considering the current electricity situation within the country, and the draft IRP whereby it is acknowledged in the document that we will have to accept that loadshedding will be reality for the next 8 years.

Government is encouraging all residents, organisations, and municipalities to do their part to reduce load from the national grid, Kouga is taking a step in the right direction to commence with the procurement process for the

construction of such a plant. The financial plan is being modelled at this stage by the appointed service providers to provide the best possible options to Kouga. A committee is established meeting Wednesday mornings chaired by the municipal manager to discuss the project ensuring all role-players within the institute is involved to drive the success of the project.

The long-term plan will be done in phases whereby phase 1 will be to take the municipal office off the grid, phase 2 will be the 20 MW plant and phase three will be the procurement of an additional 40 MW renewable energy hybrid connection and a comprehensive feasibility study as required will be starting in this financial year.

8.5 Director: Community Services

Noted.

8.6 Deputy Municipal Manager

Noted.

8.7 Municipal Manager

Supported.

9. Delegated Authority

Council

10. Recommendations

- 10.1 That Council note the progress report on the 20MW renewable energy plant that will reduce load from the national grid.
- 10.2 That a feasibility study including a detailed cost-benefit financial model be submitted to Council for approval.

Item prepared by the: Manager Electricity



Item approved by the: Acting Director Electro-Mechanical



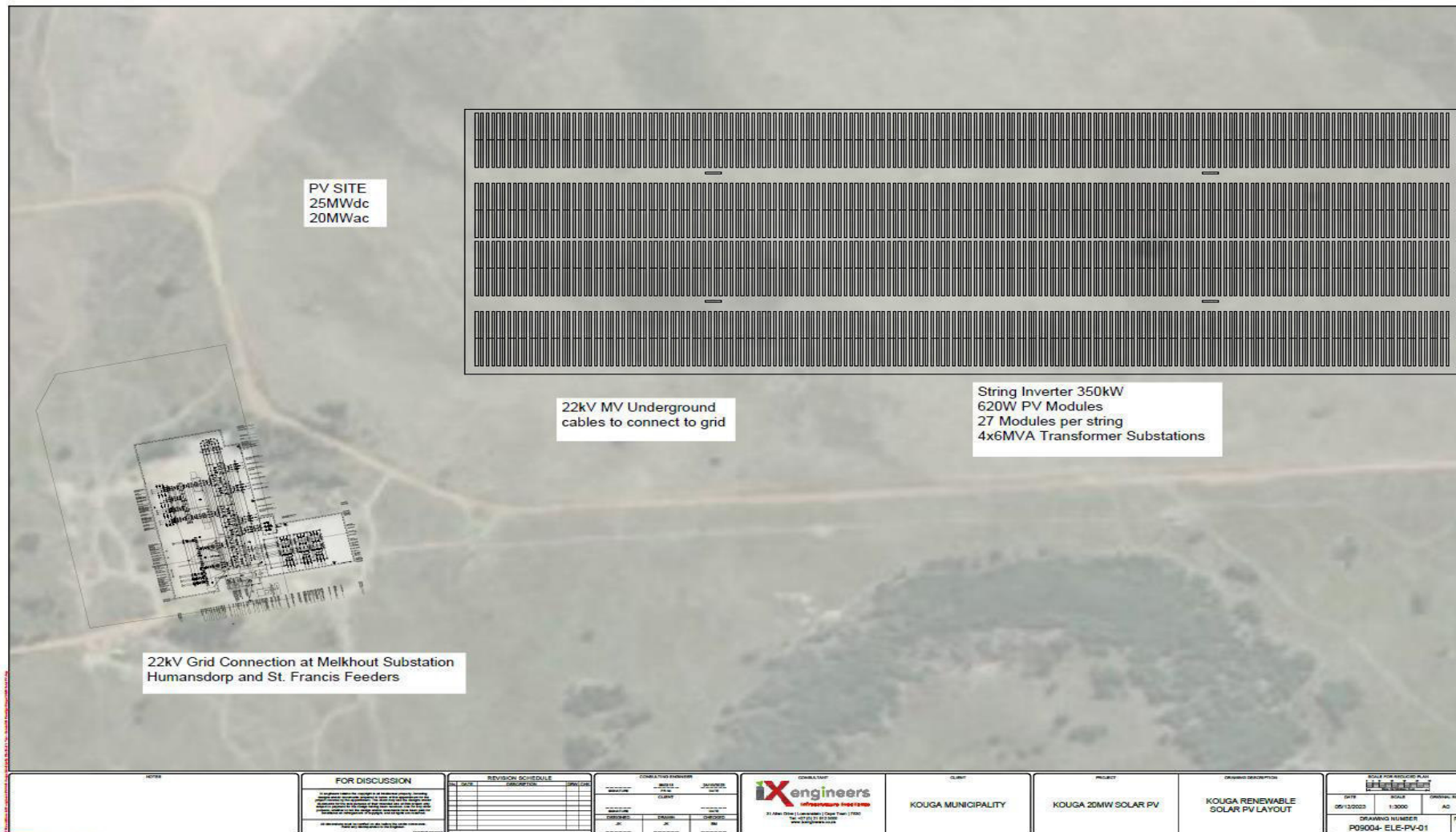
Item endorsed by the Municipal Manager



Item noted by Portfolio Chairperson



Annexure A- Renewable Energy



 Nicole Gerber
 041 508 5844
 073 022 9765
 nicole.gerber@dedea.gov.za
Ref: EC08/C/LN1&3/M/24-2023



The Municipal Manager
Kouga Local Municipality
P.O. Box 21
Jeffrey's Bay
6330

Attention: Mr Theodore Madatt

E-mail: tmadatt@kouga.gov.za

APPLICATION FOR AUTHORISATION IN TERMS OF SECTION 24 OF THE NATIONAL ENVIRONMENTAL MANAGEMENT ACT, ACT 107 OF 1998 TO UNDERTAKE A LISTED ACTIVITY AS SCHEDULED IN THE ENVIRONMENTAL IMPACT ASSESSMENT REGULATIONS, 2014, AS AMENDED: PROPOSED DEVELOPMENT OF A 19.8MW SOLAR PV PARK, WITH A BATTERY ENERGY STORAGE SYSTEM AND ASSOCIATED INFRASTRUCTURE ON PORTION 4 OF THE FARM RHEEBOKSFONTEIN 346, WITHIN THE KOUGA LOCAL MUNICIPAL AREA.

1. With reference to the above-mentioned application (Reference number EC08/C/LN1&3/M/24-2023), please be advised that **the Department has decided to grant authorisation. The Environmental Authorisation and reasons for the decision are attached herewith.**
2. In terms of Regulation 4(2) of the Environmental Impact Assessment Regulations, 2014, as amended, you are instructed to notify all registered interested and affected parties, in writing and within fourteen (14) days of the date of the Department's decision in respect of your application.
3. The written notification referred to above must –
 - 3.1. Specify the date on which the Environmental Authorisation was issued;
 - 3.2. Inform interested and affected parties of the appeal procedure provided for in terms of the National Appeal Regulations, 2014, as contained in GN R. 993 of 08 December 2014; and
 - 3.3. Advise interested and affected parties that a copy of the Environmental Authorisation and reasons for the decision will be furnished on request.
4. In the event that an appeal is lodged, copies of such appeal must be served on the applicant (if not the appellant), all registered interested and affected parties as well as juristic state departments (organ of state with interest in the matter) within 20 days of having been notified in accordance with the requirements stipulated in paragraphs 2 and 3.

Only appeals on environmental grounds can be considered. All appeals should be accompanied by relevant supporting documentation.

5. An appeal against the decision contained in this Authorisation must be submitted in writing to the MEC for Economic Development, Environmental Affairs and Tourism (hereinafter referred

ECONOMIC DEVELOPMENT, ENVIRONMENTAL AFFAIRS AND TOURISM

CHIEF DIRECTORATE: ENVIRONMENTAL AFFAIRS

to as “the MEC”) in terms of Regulation 4(1) of the Appeal Regulations, 2014 and within twenty (20) days after the appellant has been notified in terms of paragraphs 2 and 3 of the decision.

6. An Appeal Submission must be made on a form obtainable from the Department Appeal Administrator and/or the Departmental website on www.dedea.gov.za or relevant Regional Office.
7. The Appellant must also submit a copy of the appeal to the regional office that processed the application.
8. The address to which the originals of such appeal and any other documents pertaining to the appeal must be mailed is outlined below. Please note that originals may also be delivered per hand or courier.

Department	Economic Development, Environmental Affairs & Tourism
Attention	General Manager: Environmental Affairs
Postal Address	Private Bag X0054, BHISHO , 5605
Hand delivery	Old Safety and Liaison Building (Global Life Complex) opposite Engen Garage, Bhisho
In order to facilitate efficient administration of appeals <u>copies</u> of any appeal and supporting documentation must also be submitted via email as follows:	
Appeal Administrator: Mr S. Gqalangile Administrative assistant: Ms P. Gxala	Siyabonga.Gqalangile@dedea.gov.za Phumeza.Gxala@dedea.gov.za

9. In the event that an appeal is lodged with regard to this Authorisation, the listed activities described in this Authorisation may not commence prior to the resolution of the appeal and prior to the Department’s written confirmation of compliance with all conditions that must be met before construction can commence, whichever event is the latter.


DAYALAN GOVENDER**DEPUTY DIRECTOR: ENVIRONMENTAL AFFAIRS****SARAH BAARTMAN/NMB REGION****DATE:** 09 November 2023

CC: Mr Moses Kgopana
EnviroSaint (Pty) Ltd
511 Velskoen Road, Die Wilgers
Pretoria, 0184

E-mail: environment@envirosaint.co.za

 Nicole Gerber
 041 508 5844
 073 022 9765
 nicole.gerber@dedea.gov.za
Ref: EC08/C/LN1&3/M/24-2023



Environmental Authorisation

AUTHORISATION NOTICE REGISTER NUMBER	Provincial Reference Number: EC08/C/LN1&3/M/24-2023 NEAS Reference: ECP/EIA/0001409/2023
LAST AMENDED	Not applicable
HOLDER OF AUTHORISATION	Kouga Local Municipality
LOCATION OF ACTIVITY	Portion 4 of the Farm Rheebofsfontein No. 346, and the Remaining extent of Erf 499, Humansdorp Township
CO-ORDINATES OF ACTIVITY	<u>Centre Point of Solar Facility:</u> 33°59'50.12"S; 24°47'35.86"E <u>Powerline Co-ordinates:</u> Start: 33°59'54.44"S; 24°47'3.47"E End: 34° 0'4.47"S; 24°47'12.26"E

DEFINITIONS:

The following definitions are applicable to this Environmental Authorisation:

“Audit” – as used in the context of this Environmental Authorisation refers to an audit of compliance with conditions contained in this Environmental Authorisation and the requirements/stipulations of a Construction and/or Operational Environmental Management Programme and not to an Environmental Audit undertaken in terms of an accredited environmental management system by a certified environmental management systems auditor.

“BESS” – Battery Energy Storage System.

“CEMP” – Construction Environmental Management Programme.

“Commencement” – Any physical activity on site that can be viewed as associated with the development of the solar photovoltaic facility and associated infrastructure, as described under Section 2 of this Environmental Authorisation, inclusive of initial site preparation.

“EAP” – Environmental Assessment Practitioner represented by EnviroSaint (Pty) Ltd.

“EIA Regulations” – These are the 2014 Environmental Impact Assessment Regulations as amended and published in Government Notice R326 of 07 April 2017 in terms of Chapter 5 of the National Environmental Management Act, Act 107 of 1998 as amended.

“EMPr” – Environmental Management Programme titled “Environmental Management Programme Report for the Proposed Development of a 19.8MW Solar PV Park, Battery Energy Storage System and Associated Infrastructure on Portion 4 of the Farm Rheebofsfontein 346, Humansdorp, Kouga Local Municipality, Eastern Cape Province”, dated August 2023 as included in the consultants FBAR as Appendix F.

“FBAR” - Final Basic Assessment Report titled “Basic Assessment Report for the Proposed Development of a 19.8MW Solar PV Park, Battery Energy Storage System and Associated Infrastructure on Portion 4 of the Farm Rheebofsfontein 346, Humansdorp, Kouga Local Municipality, Eastern Cape Province – Final Basic Assessment Report”, dated August 2023 as compiled by EnviroSaint (Pty) Ltd.

“KLM” – Kouga Local Municipality.

“NEMA” – National Environmental Management Act, Act 107 of 1998.

“OEMPr” – Operational Environmental Management Programme.

“The Department” – The Department of Economic Development, Environmental Affairs and Tourism, Eastern Cape Province.

2. Activities and regulations for which authorisation has been granted

By virtue of the powers conferred on it by the National Environmental Management Act, Act 107 of 1998 and the NEMA Environmental Impact Assessment Regulations, 2014, the Department hereby authorises the Kouga Local Municipality, being the legal or natural person who has applied for this authorisation, with the following contact details:

Name	Kouga Local Municipality c/o the Municipal Manager		
Address	P.O. Box 21 Jeffrey's Bay 6330		
Telephone	042 200 2200	Fax	N/A
Cell	082 457 5030		
Contact	Mr Theodore Madatt	E-mail	tmadatt@kouga.gov.za

To undertake the following activity (hereafter referred to as “the activity”), in terms of the scheduled activities or activities listed in the table below:

Detailed description of activity (as extracted from the EAP's FBAR)
The project entails the proposed construction and establishment of a 19.8MW Solar PV farm and Battery Energy Storage System (BESS) near Humansdorp in the Kouga Local Municipality of the Sarah Baartman District Municipality, Eastern Cape Province. The project will incorporate the solar PV panels, the Battery Energy Storage System (BESS), a 66/22kV Substation and a short (+/-500m) 66kV Power Line connection to the adjacent existing 66kV powerline going from the Melkhout Switching Station to Jeffery's Bay via a loop in loop out connection. The switching station feeds directly into the KLM grid. The site is located on Portion 4 of the Farm Rheebofsfontein 346, and the Remaining extent of Erf 499, Humansdorp Township within the Kouga Local Municipality, Eastern Cape Province. The site is located

approximately 3km north of the town centre of Humansdorp, north of the N2 national highway and east of the R330 provincial road in the Kouga Municipality, Eastern Cape Province. The site is situated immediately northeast of the existing Eskom Substation and small Melkhout Switching Station. The development footprint will be approximately 19,8ha in extent (including the Solar PV Park and associated BESS). The proposed connection 66kv power line will be 500m long. See Figures 1 and 2 below.

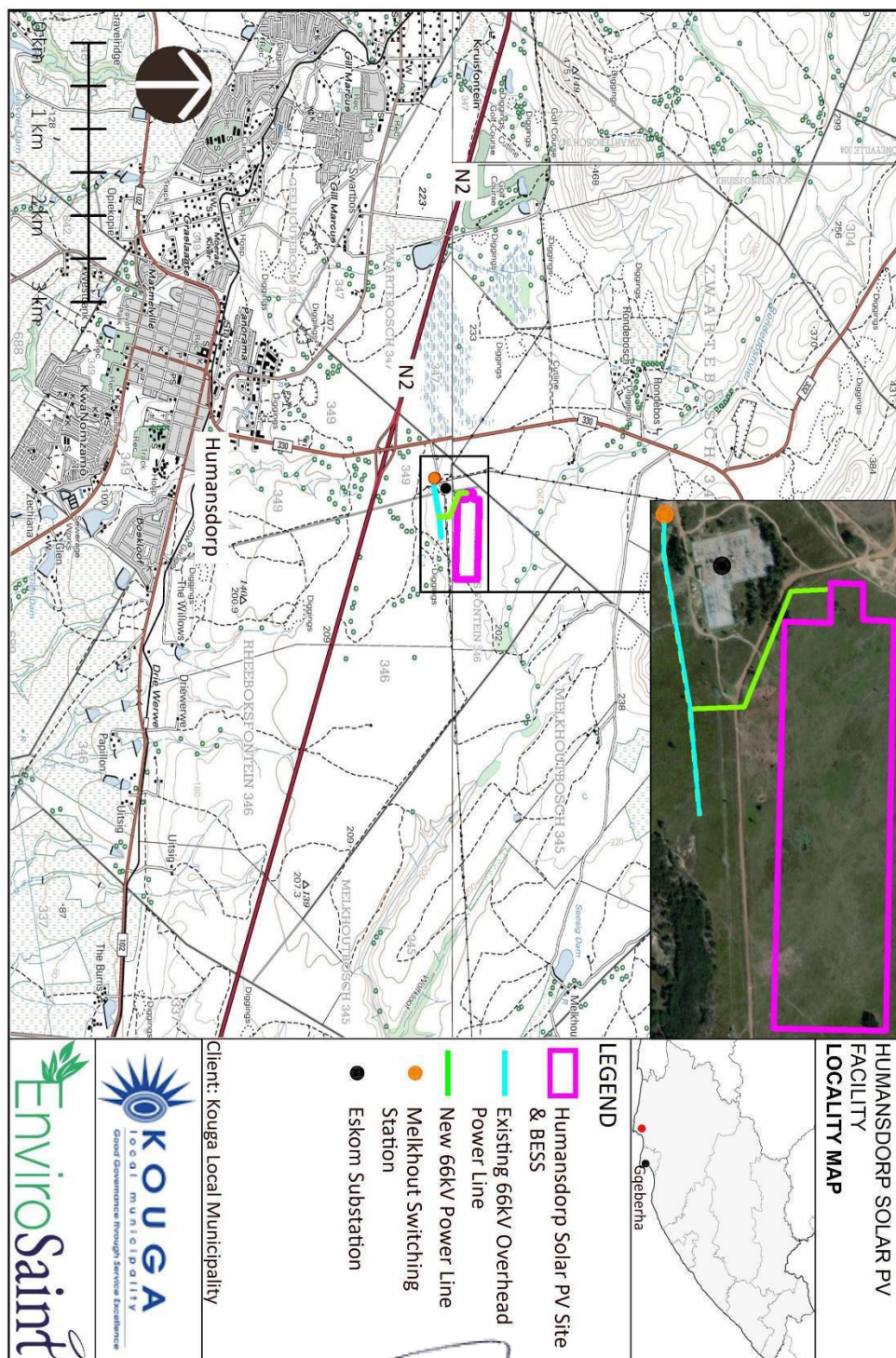


Figure 1: Locality map

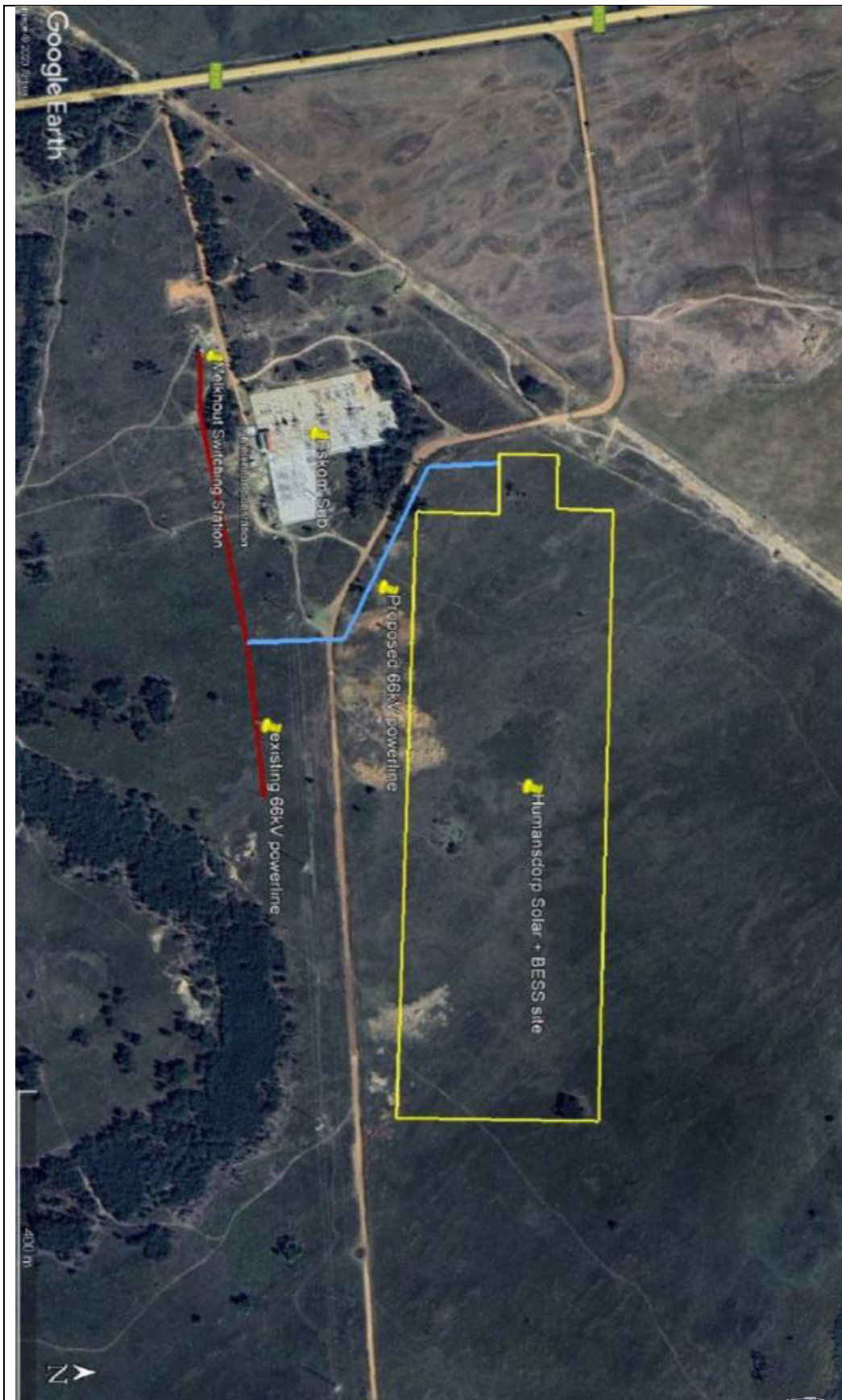


Figure 2: Site Layout Plan

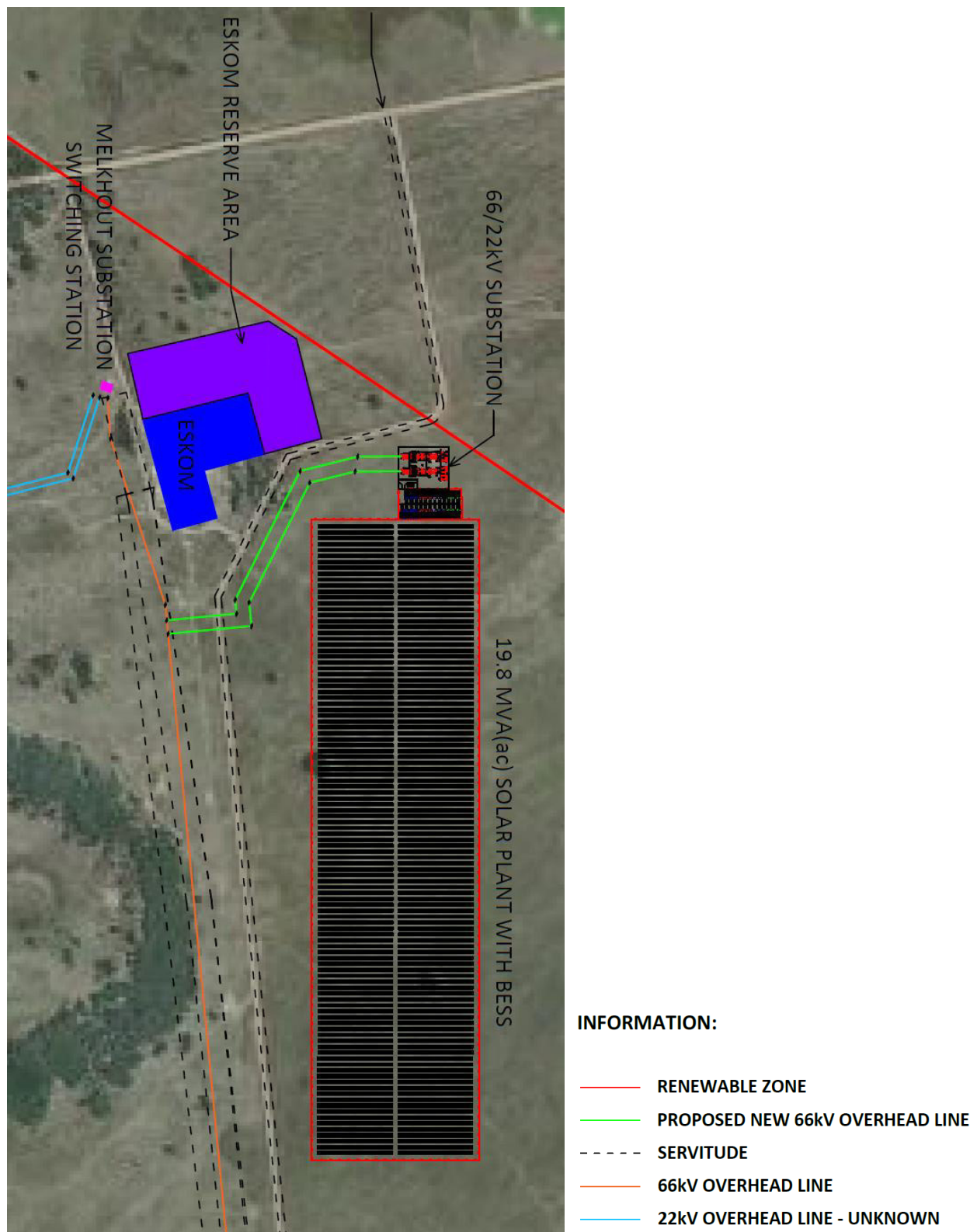
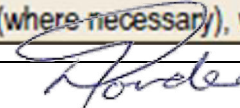


Figure 3: Facility Illustration

The PV Facility will consist of the following project components and phase activities as depicted in the following tables extracted from the consultant's FBAR:

Table 1: Technical information

Item	Applicable technical information
Power plant technology	Ground mount solar PV plant (~19,8 ha)
Solar modules	Crystalline-silicon PV technology
Structure /mounting	The PV solar modules will be installed on tracking tables which, in turn are mounted on steel supports and arranged on the site along a north-south axis. The panels rotate through the day, facing east in the morning and rotating to west in the afternoon. This is a typical arrangement for ground-mounted solar PV installations.
Inverter stations	Blocks of the above-mentioned panels will be connected to inverter stations (containerised), and a direct current (DC) combining box will be located at each of the inverter stations which will be a 2.6 m high cube container mounted on a concrete stand. Refer to Figure 4.
Battery Energy Storage System (BESS)	Lithium-ion batteries are stored in shipping containers, which are closely spaced on the side of the solar panel arrays (see Figure 3).
Access and internal roads	The existing dirt road from the R330 to the adjacent Eskom substation will be used to access the proposed facility. The access roads will be 6.8m wide gravel roads.
Ancillary infrastructure:	
– Permanent guard house	Approximately 3m high (will not exceed 1 storey) close to the existing Eskom substation.
– New fence	Around the perimeter of the site.
– Internal roads	3.4m wide, will be constructed to give access to the solar panels for performing maintenance.
– Civil services	Water and power supply. (Municipal power and water will be trucked in as needed, portable chemical toilet for guard house). Water trucked in will be used on site for various purposes, such as dust suppression during construction (where necessary), water to clean



	the solar panels where dry cleaning is not possible and water for drinking purposes.
Project life cycle	The PV Facility is not currently planned to be decommissioned. However, the typical effective life of solar panels is 20 to 25 years, after which they may be replaced with new panels to extend the life of the facility.

The single axis tracking systems will have a maximum height of less than 5 metres above natural ground level.

Table 2: Anticipated project phase activities

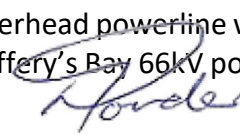
PROJECT PHASE	SUMMARY OF ASSOCIATED ACTIVITIES
Construction phase Estimated time duration: 1-2 years	• Clearing and grubbing. (No broadscale topographic levelling is planned); • Construction of internal access routes; • Preparation and use of material and equipment laydown areas; • Placement of solar collectors; • Construction of the electrical switching station; • Construction of the BESS; and • Disturbed areas, other than the internal roads and areas used for maintenance, will be revegetated after construction.
Operational phase Estimated time duration: 20-30 years	• Operation of the solar facility to produce power; • Regular monitoring and maintenance activities to ensure safe and consistent operation; • Maintenance of access roads; and • Vegetation maintenance within the solar collector field.
Decommissioning phase	• The PV Facility will not be decommissioned.

Access Roads:

- The site will be accessed off the N2 highway then via the R330 Provincial Road and an unnamed gravel road to the proposed site.
- Existing internal access roads within the site which are currently utilised for the Eskom Substation and the small Melkhout Switching Station will be utilised for construction activities involving the movement of machinery, trucks and vehicles needed for the Solar PV Park and BESS establishment activities.

The project will feed directly into the Kouga Local Municipality electrical grid.

The powerline will be a 66kV line and 500m in length. This overhead powerline will connect the proposed Solar PV Park to the existing Melkhout switching station – Jeffery's Bay 66kV powerline via a loop in loop out connection.



- Construction phase, as well as operational phase solid waste will be disposed of at the nearest licensed waste disposal site.
- During the construction phase, a two-waste bin system will be used - one bin will be marked as recyclables and the other non-recyclables in order to separate waste at source. A community-based recycling organisation will be identified where all the recyclables will be sent to. The non-recyclables will be transported to a municipal landfill site.
- Chemical portable toilets will be used on site.
- Water demand will be approximately 25 000 litres/month that will be used on site for various purposes, such as dust suppression during construction (where necessary), water to clean the solar panels where dry cleaning is not possible and water for drinking purposes. This water will be trucked in as needed.
 - Water use during the Construction Phase:
 - 23 kl/month for construction activities
 - 2 kl/month for drinking water
 - Water use during the Operational Phase:
 - <1kl/month for drinking water
 - <20kl/month for cleaning of panels (when dry cleaning is not possible – therefore this volume of water will not be used every month)
 - The water for drinking purposes will be stored in a JoJo tank or similar container.

Listed Activities triggered in terms of the NEMA EIA Regulations 2014 as amended, as contained in the application form and authorised:

LN 1: GN R. 327 – 1	The development of facilities or infrastructure for the generation of electricity from a renewable resource where— (i) the electricity output is more than 10 megawatts but less than 20 megawatts; excluding where such development of facilities or infrastructure is for photovoltaic installations and occurs— (a) within an urban area; or (b) on existing infrastructure.
LN 1: GN R. 327 – 11	The development of facilities or infrastructure for the transmission and distribution of electricity- (i) outside urban areas or industrial complexes with a capacity of more than 33 but less than 275 kilovolts; excluding the development of bypass infrastructure for the transmission and distribution of electricity where such bypass infrastructure is- (a) temporarily required to allow for maintenance of existing infrastructure; (b) 2 kilometres or shorter in length; (c) within an existing transmission line servitude; and (d) will be removed within 18 months of the commencement of development.

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LN 1: GN R. 327 – 27	The clearance of an area of 1 hectares or more, but less than 20 hectares of indigenous vegetation, except where such clearance of indigenous vegetation is required for— (i) the undertaking of a linear activity; or (ii) maintenance purposes undertaken in accordance with a maintenance management plan.
LN 1: GN R. 327 – 28	Residential, mixed, retail, commercial, industrial or institutional developments where such land was used for agriculture, game farming, equestrian purposes or afforestation on or after 01 April 1998 and where such development: (ii) will occur outside an urban area, where the total land to be developed is bigger than 1 hectare; excluding where such land has already been developed for residential, mixed, retail, commercial, industrial or institutional purposes.
LN 3: GN R. 324 – 4	The development of a road wider than 4 metres with a reserve less than 13,5 metres. a. Eastern Cape i. Outside urban areas: (ee) Critical biodiversity areas as identified in systematic biodiversity plans adopted by the competent authority or in bioregional plans.
Listed Activities triggered in terms of the NEMA EIA Regulations 2014 as amended, as contained in the application form and not authorised	
LN 3: GN R. 324 – 12	The clearance of an area of 300m ² or more of indigenous vegetation except where such clearance of indigenous vegetation is required for maintenance purposes undertaken in accordance with a maintenance management plan. a. Eastern Cape ii. Within critical biodiversity areas identified in bioregional plans. This activity is not triggered as the CBA's on the site is mapped in the Eastern Cape Biodiversity Conservation Plan which is a systematic biodiversity plan and not a bioregional plan.

At the locality defined in the Table below, and hereafter referred to as “the property”:

District	Sarah Baartman
Municipal Area	Kouga Local Municipality
Farm Name	Rheeboksfontein
Farm Number and Portion	No. 346, Portion 4 

Erf Number and Township Extension or Suburb	Remaining extent of Erf 499, Humansdorp Township			
Co-ordinates of the site boundary and transmission line	Table 5: Properties associated with the project			
	Farm Name	Surveyor-General Cadastral Code No.	Footprint	Coordinates
	Portion 4 of the Farm Rheebofsfontein 346	C03400000000034600004	19,8ha	33°59'50.12"S; 24°47'35.86"E
	Remaining Extent of Erf 499 Humansdorp and Portion 4 of the Farm Rheebofsfontein 346	C03400050000049900000 C03400000000034600004	500m (linear for the 66kV powerline)	Start: 33°59'54.44"S; 24°47'3.47"E End: 34° 0'4.47"S; 24°47'12.26"E
	Table 6: Coordinates for the Study Area			
	Position	Coordinates		
	Solar PV Park study area - Property boundary corners			
	Corner 1	33°59'50.12"S; 24°47'35.86"E		
	Corner 2	33°59'49.96"S; 24°47'5.79"E		
	Corner 3	33°59'52.02"S; 24°47'5.69"E		
Corner 4	33°59'52.02"S; 24°47'4.09"E			
Corner 5	33°59'54.20"S; 24°47'4.09"E			
Corner 6	33°59'54.46"S; 24°47'5.92"E			
Corner 7	33°59'57.76"S; 24°47'5.79"E			
Corner 8	33°59'58.54"S; 24°47'35.64"E			
66kV Powerline				
Starting Point	33°59'54.44"S; 24°47'3.47"E			
Turn 1	33°59'57.18"S; 24°47'3.68"E			
Turn 2	34° 0'0.62"S; 24°47'12.06"E			
End Point	34° 0'4.47"S; 24°47'12.26"E			
Physical address	Portion 4 of the Farm Rheebofsfontein No. 346, near Humansdorp, within the Kouga Local Municipality.			

This Environmental Authorisation is granted subject to the conditions set out below.

3. Conditions

The Department of Economic Development, Environmental Affairs and Tourism may from time to time review this Environmental Authorisation and on good grounds and after written notice to the holder thereof, suspend or amend such Environmental Authorisation.

3.1. Duration of authorisation

- 3.1.1. Construction of the solar photovoltaic facility, battery energy storage system (BESS) and associated infrastructure as authorised in this Environmental Authorisation must commence

within a period of 24 (twenty-four) months from the date of issue of this Authorisation. Should commencement of the activity not occur within this time period, this Environmental Authorisation will be deemed to have lapsed and a new application for Environmental Authorisation must be made in order for the activity to be undertaken.

- 3.1.2. Construction is to be completed within a period of 24 (twenty-four) months from the date of commencement of the activity.
- 3.1.3. An application for the amendment of the Environmental Authorisation to extend the validity thereof may be submitted to the Department on condition that the Environmental Authorisation is valid on the date of receipt of such amendment application. If no such request for amendment is received prior to the expiry of this Environmental Authorisation, the Environmental Authorisation will be deemed to have lapsed.
- 3.1.4. On receipt of any such application for amendment, the Department reserves the right to request such information as it may deem necessary to consider the application for amendment which may include but not limited to:
 - 3.1.4.1. An updated CEMPr; and
 - 3.1.4.2. Such public participation process as may be deemed necessary at the time of the application for extension.
- 3.1.5. Conditions relating to the operation of the project are valid in perpetuity.

3.2. Standard conditions and declarations

- 3.2.1. Authorisation is subject to the conditions contained in this Environmental Authorisation which conditions form part of the Environmental Authorisation and are binding on the holder thereof.
- 3.2.2. This Environmental Authorisation applies only to the activities and property described therein.
- 3.2.3. This Environmental Authorisation does not negate the holder thereof of his/her responsibility to **comply with any other statutory requirements** that may be applicable to the undertaking of the activity, including but not limited to:
 - 3.2.3.1. The Conservation of Agricultural Resources Act, Act No. 43 of 1983;
 - 3.2.3.2. The National Water Act, Act 36 of 1998;
 - 3.2.3.3. The National Environmental Management: Biodiversity Act, Act 10 of 2004;
 - 3.2.3.4. The Provincial Nature Conservation Ordinance, Ordinance 19 of 1974;
 - 3.2.3.5. The National Heritage Resources Act, Act No. 25 of 1999;
 - 3.2.3.6. The National Environmental Management Waste Act, Act No. 59 of 2008; and
 - 3.2.3.7. The Occupational Health and Safety Act, Act 85 of 1993.
- 3.2.4. The holder of this Environmental Authorisation being the Kouga Local Municipality, shall be responsible for ensuring compliance with the conditions by any person acting on his or her behalf, including but not limited to, an agent, sub-contractor, employee or person rendering a service to the holder of this Environmental Authorisation.

- 3.2.5. Should any environmental damage be detected, that in the opinion of this Department, is the result of the development, then the applicant shall be required to make good that damage to the satisfaction of the said authority at his/her own expense, this without limiting the generality of the provisions of Section 28 of the National Environmental Management Act, Act 107 of 1998.
- 3.2.6. Kouga Local Municipality will be held liable in the event of non-compliance by any contractor and/or subcontractor involved in this activity.
- 3.2.7. In the event of any dispute as to what constitutes environmental damage, this Department's opinion will prevail.
- 3.2.8. This Department reserves the right to impose additional conditions or requirements on the applicant in respect of impacts identified during the EIA process, or withdraw this authorisation, in the event that such impacts exceed its significance as predicted in the consultant's FBAR and supporting documentation referenced in Section 4.1 of this Environmental Authorisation.
- 3.2.9. **This authorisation applies strictly to the project description as outlined in Section 2 of this Authorisation read together with the Final BAR. Should the applicant wish to amend any component or aspect of the project hereby authorised, then approval will be required from this Department. The Department will advise what information is required as well as the process that must be followed in order to apply for an amendment to this Environmental Authorisation or, if needed, for authorisation in terms of the applicable EIA regulations promulgated in terms of the National Environmental Management Act, Act 107 of 1998.**
- 3.2.10. This Environmental Authorisation is issued to the applicant described above. Should the applicant wish to transfer this Environmental Authorisation to another person (whether legal or natural), such transfer is to be affected by means of an amendment to the Environmental Authorisation. Such amendment to be applied for in terms of the relevant provisions contained in the EIA Regulations that may be applicable at the time.
- 3.2.11. This Environmental Authorisation must be made available to any interested and affected party who has registered their interest in the proposed development. The applicant is responsible for ensuring that a copy of this Environmental Authorisation is given to any such interested and affected party including the neighbouring landowners within 14 (fourteen) days of receiving this Environmental Authorisation.
- 3.2.12. **This Environmental Authorisation or a certified copy thereof, must be kept on site at all times during construction.** Such must be produced to any authorised official of the Department who requests to see it and must be made available for inspection by any employee or agent of the holder of the authorisation who works or undertakes work at the site.
- 3.2.13. **Where any of the applicant's contact details change, including the name of the responsible person, the physical or postal address and/or telephonic details, the applicant must notify the Department as soon as the new details become known to the applicant.**
- 3.2.14. In all cases, the holder of the Environmental Authorisation must notify the Department, in writing, within 30 days if a condition of this authorisation is not adhered to. Any notification in terms of this condition must be accompanied by reasons for the non-compliance.

- 3.2.15. Non-compliance with a condition of this Environmental Authorisation may result in criminal prosecution or other actions provided for in the National Environmental Management Act, Act 107 of 1998 and the regulations.

3.3. Project - specific conditions in relation to the design and construction phase

- 3.3.1. Fourteen days' written notice must be given to the Department that the activity will commence. Commencement for the purposes of this condition includes site preparation. The notice must include a date on which it is anticipated that the activity will commence as well as a report indicating to what extent pre-commencement conditions have been complied with.
- 3.3.2. The facility illustration and layout plan as contained in Appendix C2 of the FBAR is hereby approved and must be adhered to during construction.
- 3.3.3. Construction of the solar photovoltaic facility, BESS and associated infrastructure must adhere to the activity description as described in Section 2 of this Environmental Authorisation and as depicted in the layout plan approved in terms of Condition 3.3.2.
- 3.3.4. Any recommendations / mitigatory measures contained in the FBAR and its appendices and not explicitly covered under the conditions contained in this Environmental Authorisation, are regarded as conditions in terms of this Environmental Authorisation. In the event that any such recommendation / mitigatory measure is contradictory to a condition contained in this Environmental Authorisation, such condition will be deemed to take precedence.
- 3.3.5. Further to Condition 3.3.4, Kouga Local Municipality, is to compile a detailed record of all Conditions, inclusive of recommendations / mitigatory measures contained in the Final BAR and any specialist studies, in tabular format for inclusion in the Construction phase Environmental Management Programme and / or Operational Phase Environmental Management Programme as applicable.
- 3.3.6. Kouga Local Municipality will be held liable in the event of non-compliance by any contractor and/or subcontractor involved in this activity.
- 3.3.7. Prior to commencement of construction, the site boundary of the solar photovoltaic facility, BESS and the associated infrastructure must be clearly demarcated. Any disturbance and all construction activities must be confined to these areas only. All construction material and machinery, stockpile areas, and the site camp and laydown area are to be located within the demarcated activity zone. No activities, stockpiling, vehicle movement, or dumping may take place outside of the demarcated activity zone.
- 3.3.8. The EMPr contained in Appendix F of the Final BAR compiled by EnviroSaint (Pty) Ltd must be amended and **submitted to the Department for approval** prior to the commencement of any site preparation or vegetation removal. The EMPr to be amended to consist of a separate CEMPr and OEMPr. The CEMPr to include the clearing and construction phase, as well as the following:

3.3.8.1 Applicable conditions as contained in this Environmental Authorisation;

3.3.8.2 Construction areas are to be clearly demarcated and all construction activities are to be restricted to within this demarcated area;

- 3.3.8.3. **Mitigatory measures and recommendations contained in the FBAR, as well as ALL specialist studies contained in the FBAR;**
- 3.3.8.4. General principles of environmental management as applicable to vegetation clearing activities including environmental best practice, erosion prevention and control, minimization of dust, etc.;
- 3.3.8.5. A clear description of the clearing and construction activities to be carried out on the site;
- 3.3.8.6. A plant relocation programme for any protected species or species of special concern that may be affected by vegetation clearing;
- 3.3.8.7. A faunal and avi-faunal relocation programme for all such species that are found within the development area;
- 3.3.8.8. Any fauna or avi-fauna outside the development area is to remain undisturbed as far as possible, and shall not be trapped/killed or otherwise caught by any contractor or individuals carrying out any clearing or construction work;
- 3.3.8.9. Construction work must be limited to normal weekday working hours being 08h00 to 17h00. No construction to take place over weekends and public holidays;
- 3.3.8.10. Provision of a suitable drinking water storage tank for personnel on site;
- 3.3.8.11. A stormwater management and erosion control plan for the vegetation clearing and construction phase;
- 3.3.8.12. An alien invasive vegetation management plan which includes a stipulation that any alien invasive species which colonizes disturbed ground must be systematically removed and destroyed prior to it attaining the seed formation stage;
- 3.3.8.13. Clear stipulations as to who is responsible and accountable for what actions;
- 3.3.8.14. Penalties for any contractor that transgresses the provisions of the CEMPr and conditions of this Environmental Authorisation;
- 3.3.8.15. A framework for all contracts associated with the construction phase of the development and the Environmental Method Statements that will be associated with such contracts; and
- 3.3.8.16. Contingency plans for any emergencies that may affect the environment during construction, such as fuel spills from the construction equipment.
- 3.3.9. General principles of environmental management as included in Condition 3.3.8.4 must be adhered to, including, amongst others, the following:
- 3.3.9.1. Management of dust that may be generated during construction activities;
- 3.3.9.2. Dust that may be generated during construction from stockpiled, excavated material must be dampened to minimize dust until such time that this material has been utilized during the rehabilitation process or that it can be removed and disposed of.

- 3.3.9.3. No cement/concrete mixing to take place on the soil surface. Cement mixers to be placed on large trays to prevent accidental spills from coming into contact with the soil surface;
- 3.3.9.4. No waste from construction or otherwise, may be disposed of on site. All waste generated on site, must be removed from site and disposed of at a registered waste disposal site. In this regard, adequate litter drums or other suitable containers must be located on site to ensure that waste generated on site is disposed of in a suitable and timeous manner;
- 3.3.9.5. Generators and fuel supply needed during construction must be placed on trays, which rest on clean sand. Once construction has been completed, this sand must be removed from site and disposed of at a registered waste disposal site;
- 3.3.9.6. Any substrate contaminated by the spillage of hydrocarbons or other pollutants to be removed from the site and disposed of at a registered waste disposal site;
- 3.3.9.7. All excess construction material and any waste generated during construction must be removed from site on an on-going basis;
- 3.3.9.8. The contractor must provide adequate waste disposal and sanitation facilities and must ensure that these facilities are properly used and maintained;
- 3.3.9.9. No servicing of vehicles and other machinery to take place on site;
- 3.3.9.10. No fuel or other hazardous material to be stored on site during construction activities; and
- 3.3.9.11. Measures to be taken to minimize soil erosion associated with construction activities.
- 3.3.10. The relevant conditions of this Environmental Authorisation as well as the relevant requirements of the CEMPr shall form part of any contracts entered into between the holder of the authorisation and any contractor/sub-contractor(s).
- 3.3.11. Further to Condition 3.3.10, a performance-based requirement with regards to environmental impact management must be included in all contracts related to any activity relating to this Environmental Authorisation inclusive of incentives and penalties.
- 3.3.12. Kouga Local Municipality must appoint a suitably qualified Environmental Control Officer (ECO) prior to the commencement of construction and the name, qualifications and contact details of the ECO to be submitted together with the 14-day notice of commencement contemplated in Condition 3.3.1.
- 3.3.13. The ECO will be responsible, amongst others, for the following:
- 3.3.13.1. **A Pre-Commencement Audit of the conditions of this Environmental Authorisation, which must be submitted prior to the notice of commencement, as referred to in Condition 3.3.1;**
- 3.3.13.2. Ensuring that the CEMPr is implemented and strictly adhered to inclusive of the relevant conditions contained within this Environmental Authorisation;
- 3.3.13.3. To keep record of all activities on site, problems identified, transgressions noted as well as a schedule of tasks undertaken by the ECO;

3.3.23. The South African Heritage Resources Agency (SAHRA) as well as the Eastern Cape Provincial Heritage Resources Authority (ECPHRA) must be contacted immediately should any archaeological, heritage or palaeontological findings be discovered during the course of the development. Should such material be exposed then work must cease in the immediate area until examined by these authorities. Special cognisance of the recommendations and procedures as included in the specialist reports in Appendix D3 and D4 of the FBAR with regards to chance finds must be taken.

3.4. **Conditions specific to the ongoing operation and management of the development**

3.4.1. The Operational Environmental Management Programme (OEMPr) contained in the EMPr in Appendix F of the Final BAR compiled by EnviroSaint (Pty) Ltd, as amended into a separate OEMPr as per Condition 3.3.8, to be submitted to the Department for approval prior to the commencement of construction and is to be adhered to during the lifespan of the project.

3.4.2. The OEMPr contemplated in Condition 3.4.1 to provide for amongst others:

- 3.4.2.1. All mitigatory measures / recommendations contained in the FBAR that are applicable to the operational phase of the development;
- 3.4.2.2. Any flora and fauna, inclusive of avi-fauna outside the development area is to remain undisturbed, and shall not be trapped/killed or otherwise caught by any contractor or individuals carrying out any operational work within the Solar PV facility;
- 3.4.2.3. All necessary precautions to prevent contamination of soil and water by fuel, oil and chemical products during the lifetime of the project are to be undertaken;
- 3.4.2.4. No servicing of vehicles or machinery is to take place on site. All such servicing is to take place at a properly appointed workshop facility;
- 3.4.2.5. A comprehensive waste management plan, such that all waste, particularly chemicals and associated containers, must be disposed of in an environmentally responsible manner;
- 3.4.2.6. Adequate measures to protect against soil erosion must be implemented in all areas, including access roads and roads within the developed area;
- 3.4.2.7. A storm water management plan;
- 3.4.2.8. Management of all effluents emanating from the facility, inclusive of the chemical toilets; as well as from any processes related to the cleaning processes of the solar panels, vehicles on site etc.;
- 3.4.2.9. Provision of a suitable drinking water storage tank for personnel on site;
- 3.4.2.10. Management / systematic removal and subsequent destruction of all alien invasive species listed in terms of CARA that may occur on the site, or that may colonise disturbed ground prior to it attaining the seed formation stage during the lifetime of the project, inclusive of ongoing monitoring and management, as well as any rehabilitation that may be required;
- 3.4.2.11. Maintenance of the fence around the facility;

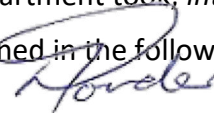
- 3.4.2.12. A Code of conduct for any contractors and or workers.
- 3.4.3. The waste management plan referred to in Condition 3.4.2.5 to address amongst others:
- 3.4.3.1. No waste disposal/landfill site to be established and operated on the property;
 - 3.4.3.2. The minimisation and sorting of waste at source;
 - 3.4.3.3. Consideration of the compacting of non-recoverable solid waste prior to it being transported to a registered waste disposal site; and
 - 3.4.3.4. Recycling of recoverable waste.
- 3.4.4. The Code of Conduct contemplated in Condition 3.4.2.12 to address amongst others:
- 3.4.4.1. Appropriate mechanisms to ensure that the conduct of any contractors, service providers, staff as well as any other visitors to the site conduct themselves in a manner which is in keeping with the norms and standards set by the code of conduct and the OEMPr; and
 - 3.4.4.2. Mechanisms to ensure the on-going overseeing of adherence to the norms and standards set by the code of conduct and the OEMPr.
- 3.4.5. A dedicated person to be designated / appointed to oversee implementation of and ongoing adherence to Operational Environmental Management Plan.
- 3.4.6. Compliance with the OEMPr to be audited on a quarterly basis and the results of such audits to be submitted to DEDEAT within one month of such audit being completed.
- 3.4.7. Kouga Local Municipality will be held liable in the event of non-compliance with any condition of this Authorisation Notice or any stipulation of the CEMPr and OEMPr by any contractor/worker associated with this activity.
- 3.4.8. Compliance with the OEMPr to be audited on an annual basis and the results of such audits to be submitted to DEDEAT within one month of such audit being completed.
- 3.4.9. Kouga Local Municipality will be held liable in the event of non-compliance with any condition of this Authorisation Notice or any stipulation of the CEMPr and OEMPr by any contractor/worker associated with this activity.
- 3.4.10. Prior to decommissioning all or part of the operations, if required in the future, the applicant must submit a decommissioning plan to DEDEAT.
- 3.4.11. All decommissioned areas must be left in a state that is equal to or better than the original environment.
- 3.4.12. Notwithstanding the provisions of any of these conditions, all recommendations, guidelines and standard conditions contained in the consultant's FBAR that are applicable to operations must be adhered to.

4. Reasons for Decision

4.1. Information considered in making the decision

In reaching its decision, the Department took, *inter alia*, the following into consideration:

- 4.1.1. The information contained in the following documentation:



- 4.1.1.1. The Application Form received on 29 May 2023;
- 4.1.1.2. The Draft Basic Assessment Report (DBAR) and associated Appendices received on 22 June 2023;
- 4.1.1.3. The FBAR received on 25 August 2023; and
- 4.1.1.4. The email from EnviroSaint (Pty) Ltd dated 02 November 2023 in response to the Department's email dated 27 October 2023 requesting a point of further clarity regarding the water supply.
- 4.1.2. Observations made by Nicole Gerber of the Department in the company of the EAP representative, Mr Tashriq Naicker of EnviroSaint (Pty) Ltd, during a site visit conducted on 01 August 2023.
- 4.1.3. The EIA Regulations of 2014 as amended and the objectives and requirements of relevant legislation, policies and guidelines, including Section 2 of the National Environmental Management Act, Act 107 of 1998.

4.2. **Key factors considered in making the decision**

- 4.2.1. The proposed activities entail the construction of a solar photovoltaic facility and associated infrastructure, as described in Section 2 of this Environmental Authorisation. The footprint for the PV facility and associated components is on Portion 4 of the Farm Rheebofsfontein No. 346, and the Remaining extent of Erf 499, Humansdorp Township. The total area of the site is 19.8 ha. The study site is located approximately 3km north of the town centre of Humansdorp in the Kouga Local Municipality, Sarah Baartman District Municipality, Eastern Cape Province.

The site is north of the N2 National Highway and east of the R330, is situated immediately northeast of the existing Eskom Substation and small Melkhout Switching Station. The topography of the study site is a very flat open plain with a slight natural slope to the north towards the river as well as a slight slope to the south. The current land use of the study site is open, degraded farmland that was previously ploughed and cultivated. The site is currently used for grazing. There is an established wind farm immediately east of the site.

- 4.2.2. As per the EAP's FBAR, the vegetation on site is classified as Kouga Grassy Sandstone Fynbos, with a conservation status of "Least Concern" however, the vegetation on the site has been degraded and only displays some features characteristic of Kouga Grassy Sandstone Fynbos, such as common grass, forbs and scattered, but sparse low shrubland. However, there is a total lack of tall shrubs or proteoid shrubs (protea and leucadendron species), which is a determining factor of pristine, healthy Sandstone Fynbos. There is also a lack of ericoid shrubs on the study site, which is another common factor of pristine vegetation of the type in which the site is located. There are a large number of invasive alien tree species (mostly acacia species) with some low levels of herbaceous alien invasive species. The Swart River occurs approximately 533 metres north of the site and there are no wetland features on the site. The site is not within an Aquatic critical biodiversity area (CBA) or ecological support area (ESA).
- 4.2.3. Furthermore, according to the FBAR, "The study site is situated within the area of the large Garden Route Biosphere Reserve, which extends from the Gamtoos River mouth east of

Jeffreys Bay, all the way to west of George and includes the entire Town of Humansdorp, as well as the study site (Figure 13). The study site is not within any other national priority areas." However, according to the Eastern Cape Biodiversity Conservation Plan (ECBCP, 2019), "the study site is situated within a demarcated Critical Biodiversity Area (CBA) (Figure 14). Critical biodiversity areas (CBAs) are terrestrial and aquatic features in the landscape that are critical for retaining biodiversity and supporting continued ecosystem functioning and services (SANBI, 2007)", but the site "is heavily degraded and can no longer be classified as a pristine CBA 1 area."

The DFFE Biodiversity Conservation Directorate commented on the DBAR and indicated that they do not support the proposed development. The EAP response in the PPP Comments and Responses Report and captured in the FBAR itself indicated the following: *"It should be kept in mind, that the Solar PV park will not require the total removal of the vegetation on site. Areas where the PV panel poles and Battery Energy Storage System will be erected will require vegetation removal. The rest of the site will remain vegetated and protected from further degradation. Protection of the environment and development of the site are not mutually opposing ideals, but rather complementing values taken into consideration by the project. The project will ultimately protect the environment and allow the vegetation on site to recover and improve as illegal dumping and overgrazing would be stopped on site."*

It is the Department's view that the development can be authorised due to the degraded nature of the site and the imperative for providing renewable energy to ease the burden of load shedding on the Kouga Local Municipality's infrastructure and its constituents, as well as fulfilling the Integrated Resource Plan (IRP) 2010-2030 and Department of Mineral Resources and Energy (DMRE) target to supply 17.8 GW electricity from renewable energy sources by 2030 which was included in the IRP as a result.

- 4.2.4. There will also be employment opportunities and economic benefits to the local and regional community which will provide "direct temporary employment during construction where the highest possible portion of construction employees will be sourced from the local area followed by the region and province. Once established, the operation of the facility would also result in direct and indirect economic opportunities. These would stem from expenditure on operations including expenditure on employees that would not otherwise have occurred particularly in the local area. Aside from these direct employment opportunities, the operational expenditure on the project and the spending of those employed directly would result in positive indirect impacts on the local and regional economy."
- 4.2.5. The impacts in terms of archaeological, heritage and palaeontological impacts were assessed as being very low, and Condition 3.3.23 of this authorisation will mitigate any impacts should any chance finds occur.
- 4.2.6. The Landscape and Visual Impact Assessment identified various potential landscape and visual impact issues and include the following:
 - 4.2.6.1. Construction and earthmoving activities, movement of vehicles and construction equipment may impact on the aesthetic environment during construction;
 - 4.2.6.2. There are likely to be visual changes to the receiving environment associated with the construction of infrastructure. These changes would mainly be related to the

removal of vegetation. Dust generation is also likely to increase (construction of internal roads through the site);

4.2.6.3. Potential glint and glare from PV panels; and

4.2.6.4. The proposed project could change the existing landscape and visual aesthetics.

The specialist study concluded the following: *“Based on the impact assessment, it was found that the various landscape and visual impacts would generally be low to very low. Proposed mitigation measures would not necessarily decrease the overall impact significance but will decrease the severity. Specific focus should be placed on the maintenance of natural vegetation and the rehabilitation of areas cleared for construction purposes which will not be used during the operational phase of the project. Avoidance of vegetation clearance is a definite priority over later rehabilitation after clearance”.*

Other considerations include the effective management of dust generation. The impact on landscape character and sense of place cannot be mitigated.”

Condition 3.3.8.3 of this Environmental Authorisation requires all mitigation measures to be included into the CEMPr for implementation which will reduce the impacts as identified.

- 4.2.7. The project has been advertised and has been subjected to Public Participation as per the EIA Regulations and only the objection discussed under point 4.2.3 above was lodged against the proposed activity. The remainder of comments received were positive. All relevant organs of state have been informed of the Environmental Impact Assessment and that the FBAR was available for comment. All comments, have been noted and addressed in the FBAR as well as the conditions in this Environmental Authorisation.
- 4.2.8. The Environmental Assessment process undertaken satisfies the procedural requirements of the EIA Regulations and provides adequate information on which to base an informed decision on the environmental implications of the proposed project.
- 4.2.9. The Department is of the opinion that after implementation of the mitigation measures described in the FBAR, the residual impacts and risks to the environment are acceptable.
- 4.2.10. The conditions set in this Authorisation have been designed to ensure that the negative impacts and risks associated with the project are identified, addressed or managed effectively.
- 4.2.11. In general, the environmental process followed is deemed to be satisfactory. It is the opinion of the Department that the information at hand is sufficient and adequate to make an informed decision. In this regard the Department is satisfied that, subject to compliance with the conditions contained in the Environmental Authorisation, the proposed activity will not conflict with the general objectives of integrated environmental management laid down in Chapter 5 of the National Environmental Management Act, Act 107 of 1998, and that any potentially detrimental environmental impacts resulting from the proposed activities can be mitigated to acceptable levels.

5. Appeal of authorisation

- 5.1. In terms of Regulation 4(2) of the Environmental Impact Assessment Regulations, 2014, as amended, you are instructed to notify all registered interested and affected parties, in

ECONOMIC DEVELOPMENT, ENVIRONMENTAL AFFAIRS AND TOURISM

CHIEF DIRECTORATE: ENVIRONMENTAL AFFAIRS

writing and within fourteen (14) days of the date of the Department's decision in respect of your application.

5.2. The written notification referred to above must –

5.2.1. Specify the date on which the Environmental Authorisation was issued;

5.2.2. Inform interested and affected parties of the appeal procedure provided for in terms of the National Appeal Regulations, 2014, as contained in GN R. 993 of 08 December 2014; and

5.2.3. Advise interested and affected parties that a copy of the Environmental Authorisation and reasons for the decision will be furnished on request.

5.3. Any appeal against the decision contained in this Authorisation must be addressed in writing, to the MEC for Economic Development, Environmental Affairs & Tourism (hereinafter referred to as "the MEC") in terms of Regulation 4(1) of the NEMA Appeal Regulations 2014 and within 20 (twenty) days after the appellant has been notified in terms of paragraphs 5.1 and 5.2 of the decision.

5.4. An Appeal Submission must be made on a form obtainable from the Department Appeal Administrator and/or the Departmental website on www.dedea.gov.za or relevant Regional Office; and

5.5. The Appellant must also serve a copy of the appeal to the regional office that processed the application.

5.6. In the event that an appeal is lodged, copies of such appeal must be served on the applicant (if not the appellant), all registered interested and affected parties as well as juristic state departments (organ of state with interest in the matter) within 20 days of having been notified in accordance with the requirements stipulated in paragraphs 5.1 and 5.2 of the decision.

Only appeals on environmental grounds can be considered. All appeals should be accompanied by relevant supporting documentation.

5.7. The address to which the **originals** of any such an appeal and any other documents pertaining to the appeal must be mailed is outlined below. Please note that originals may also be delivered per hand or courier.

Department	Economic Development, Environmental Affairs and Tourism
Attention	General Manager: Environmental Affairs
Postal Address	Private Bag X0054, BHISHO , 5605
By Hand	Old Safety and Liaison Building (Global Life Complex) Opposite Engen Garage, Bhisho, 5605

ECONOMIC DEVELOPMENT, ENVIRONMENTAL AFFAIRS AND TOURISM

CHIEF DIRECTORATE: ENVIRONMENTAL AFFAIRS

In order to facilitate efficient administration of appeals **copies** of the notice of intention to appeal and any subsequent appeal documentation must also be submitted via email as follows:

Appeal Administrator: Mr S. Gqalangile	Siyabonga.Gqalangile@dedea.gov.za
CC: Ms Phumeza Gxala – Admin support for Mr Gqalangile	Phumeza.Gxala@dedea.gov.za

- 5.8. In the event that an appeal is lodged with regard to this Environmental Authorisation, no listed activities as described in this Environmental Authorisation may commence prior to the resolution of the appeal and prior to the Department's written confirmation of compliance with all conditions that must be met before construction can commence, whichever event is the latter.


NICOLE GERBER**ENVIRONMENTAL OFFICER: EIM****SARAH BAARTMAN/NMB REGION****DATE:** 09 November 2023

DAYALAN GOVENDER**DEPUTY DIRECTOR: ENVIRONMENTAL AFFAIRS****SARAH BAARTMAN/NMB REGION****DATE:** 09 November 2023

REPORTS BY THE PORTFOLIO CHAIRPERSON: CIVIL & WATER SERVICES





KOUGA MUNICIPALITY (EC 108)
 ORDINARY COUNCIL MEETING
 CIVIL & WATER SERVICES
 OPEN
 DATE: 28 FEBRUARY 2024
 ITEM NO: **24/02/CWS13**

WATER LOSSES REDUCTION PLAN

1. Introduction

The purpose of this report is to provide the Council with an overview of the Water Losses Reduction Plan.

2. Background

The Civil and Water Services Directorate has successfully appointed an Acting Manager for Water Services Authority (WSA) in December 2023

The WSA Manager will take on the responsibility of reducing non-revenue water and conduct water meter audits and critical meter replacements where necessary. The Plan has been drafted and updated to address the challenges contributing to the losses.

Various problematic bulk water meters have already been identified and are as follows:

- St Francis incoming to main reservoir.
- Humansdorp WTW Churchill Main Supply.
- Paradise Beach outflow meter on tower.
- Hankey HA01 supply to Town Area.
- Meter at corner Seetuin and Jacaranda that feeds the Pride of India Street Network.
- St Francis Bay area meter was vandalized and needs replacement.

The above water meters have successfully been identified by the Leak Detection Unit.

3. Discussion

Refer to **Annexure A** for the water reduction action plan.

It is anticipated that once the Water Reduction Plan comes into full effect the necessary budget will be requested to fund the impact which the Water Reduction Plan is intended to have.

4. **Financial Implications**

Completed by BTO -	Various operational budgets will be used
Project Description	
Ukey no.	
Budgeted Amount	
Amount spent and committed to date	
Amount Available	
Comment	
BTO Signature	

5. **Applicable Legislation**

Water Services Act, 1997

6. **Legal Implications**

None.

7. **Other Implications**

This plan is also required to address an action in the Audit Action Plan

8. **Comments by Directorates:**

8.1 **Chief Financial Officer:**

Recommendation supported – this plan is also required to address an action in the Audit Action Plan.

The implementation of the Plan will require this Department and Finance to work much more closer to ensure optimal benefit from the implementation thereof.

8.2 **Acting Director: Planning & Development**

Noted.

8.3 **Director: Civil & Water Services**

The Water Losses Reduction Program, as requested per the AG report, will become a regular item presented to Council intended to support the drive to minimize and address Non-Revenue Water and improve the No Drop Scoring. As Non-Revenue Water has been recognized at a National Level as a key priority within all Water Services Authority, the municipal Water Services Authority office will have to expand in order to ensure compliance with regulations and minimal losses allowed.

8.4 **Acting Director: Electro-Mechanical Services**

Item supported.

8.5 **Director: Community Services**

Noted.

8.6 **Deputy Municipal Manager**

Noted.

8.7 **Municipal Manager**

Noted

9. **Delegated Authority**

Council.

10. **Recommendations**

10.1 That Council approve the Water Loss Reduction Plan.

Item prepared by the Acting Manager Water Services Authority:



Item approved by the Director Civil & Water Services:



Item endorsed by the Municipal Manager:



Item noted by Portfolio Chairperson:



Annexure A

KOUGA LOCAL MUNICIPALITY -
WATER LOSSES REDUCTION PLAN

Item No.	Problem	Action required	Department	Responsible Official	Timeframe	Output
1	Unmetered connections	Water meter audit	Finance	N Mate	Water Meter Audit	Areas that are known to not have water meters are to be identified. Unmetered points within the area to be identified. 60 Points requiring water meters per month to be identified by Leak Detection Unit. Monthly report to go to Manager WSA.
		Info assessed to prioritise areas for meter installations	Civil & Water Services	H Prince	Monthly	Prioritise areas and specific sites for new water meters to be installed and issue instructions to Area Engineers to install water meters. 30 New water meters per month to be installed.
		Costing of meter installations	Civil & Water Services	H Prince	As and when required	Details of meters required to ensure correct meter to be procured - size and quantity.
		Develop a meter installation process (SOP)	Civil & Water Services	H Prince	Monthly	Manager WSA to develop a SOP to be followed by all Area Engineers.
		Meters to be installed based on assessment	Civil & Water Services	H Prince	Monthly	Monthly report on meters installed
2	Water leaks	Top 20 Water Consumers per area be sent to C&WS	Finance	N Mate	Monthly	Monthly report to be forwarded to Manager WSA
		Top Consumers meters will be investigated by Leak Detection Team (LDT) and reported to Call Centre	Civil & Water Services	H Prince	Monthly	All high consumers raised by revenue are currently being investigated by LDT
		Promote reporting of Water Leaks to Call Centre	MM Office	M Basson	Ongoing	

		Water leaks addressed within 24 hours by Plumbing Teams	Civil & Water Services	H Prince	24hrs	Most leaks attended to within 24 hours. If leak need to be detected it may take longer as leaks are not always detected by basic visual inspections
3	Unaccounted Water	Monthly reporting on Water being carted / transported per area	Civil & Water Services	H Prince	Monthly	H Prince to liaise with G Coenraad on the details of water cart
		Monthly reports on water connections made for events	Civil & Water Services	H Prince	Monthly	Monthly reporting on temporary connections to be submitted
		Monthly reports on hydrants being flushed (a typical calculation - pressure against time and area provides a volume estimate)	Civil & Water Services	H Prince	Monthly	Monthly reporting on hydrants flushed will be provided
		Pipe bursts / leaks - estimates loss per pipe diameter must be indicated.	Civil & Water Services	H Prince	Monthly	Leak detection team currently determining volumes of water lost during pipe breaks
4	Bulk meter reading incorrect / estimated by NMBM	All Bulk Meters read monthly	Civil & Water Services	H Prince	Daily	This is done daily unless there are circumstances prohibiting the team from carrying out this duty
		All NMBM accounts to be sent to C&W monthly	Finance	N Mate	Monthly	
		Compare all Bulk Meters to NMBM accounts	Civil & Water Services	H Prince	Monthly	Monthly Bulk Meters Readings report submitted to Director C&Ws. Accounts verified and submitted to Finance.
		All differences must be addressed with the NMBM to correct	Finance	KLM Revenue (Official??)	Ongoing	
5	Measuring Water from Treatment Plant	Monthly Reporting on Water from Water Treatment Plant / bulk supply	Civil & Water Services	H Prince	Monthly	Monthly Report to Director C&WS
6	Installation on New Water Meters	Assessment of Prepaid Water Meters for GV area and costing thereof	Civil & Water Services	H Prince	30-Jun-24	Assessment report to Director C&WS

		Assessment of Smart Meters for the rest of Kouga and costing thereof	Civil & Water Services	H Prince	30-Jun-24	Initiate a pilot project to establish suitability and compatibility with current revenue collection methods.
		Develop a strategy (SOP) on how to address the installation of New Water Meters	Finance and I&E	H Prince	30-Apr-24	SOP Strategy developed.
		By-laws and Policies to be reviewed to enforce Smart Metering for all new developments	PDT	L Opperman	30-Apr-24	
7	Old Water Meters - under measuring volume	Assessment of accuracy of old meters	Civil & Water Services	H Prince	30-Apr-24	Identify 20 old meters per month (more than 8 years old) Monthly reporting
		Develop a schedule & SOP strategy for replacement of old Water Meters based on above assessment	Civil & Water Services	H Prince	30-Apr-24	SOP to be developed by 30 April 2024 and presented
		Costing and budget for replacement of old meters	Civil & Water Services	H Prince	30-May-24	Costing to be determined and reported for budget purposes.
		Replacement of inaccurate meters	Civil & Water Services	H Prince	2024/06/31 onwards	Monthly Report - Replacement of 10 inaccurate meters per month.
8	Meter readings	All water meters to read monthly	Finance	N Mate	Monthly	
		Automated meter readings to be performed (once implemented)	Finance	N Mate		
		All anomalies from meter readings to be reported to C&WS monthly	Finance	N Mate	Last working day of the month.	
		Monthly reporting on anomalies addressed by Area Engineers	Civil & Water Services	Area Engineers	Monthly	Report submitted monthly to Director C&WS