ORDINARY COUNCIL MEETING

OPEN



KOUGA
local municipality
Good Governance through Service Excellence

DATE: 30 July 2024
TIME: 10:00
Virtual

KOUGA MUNICIPALITY (EC108)	UMASIPALA I-KOUGA (EC108)	MUNISIPALITEIT KOUGA (OK108)
NOTICE CONVENING A MEETING	**ISAZISO NGENTLANGANISO**	**KENNISGEWING VAN VERGADERING**
NOTICE IS HEREBY GIVEN that in terms of Section 19 of the Local Government: Municipal Systems Act, 2000 (Act No.32 of 2000) that an Ordinary Council Meeting will be held virtually on	**ISAZISO** sikhutshiwe ukuba ngokwe Candelo-19 uMthetho weeNkqubo zikaMasipala, (uMthetho 32 ka-2000), ukuba kubanjwe intlanganiso ebonakalayo yesigqeba Ye khansile	**KENNIS GESKIED HIERMEE** dat ingevolge Artikel 19 van die Wet op Munisipale Stelsels, 2000 (Wet No.32 of 2000), dat 'n virtuele raadsvergadering gehou sal word op
DATE: 30 July 2024	**UMHLA: 30 EyeKhala 2024**	**DATUM: 30 Julie 2024**
TIME: 10:00	**IXESHA: 10:00**	**TYD: 10:00**
B. WILLIAMS **SPEAKER**	**B. WILLIAMS** **USOMLOMO**	**B. WILLIAMS** **SPEAKER**

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

A G E N D A

1. **NOTICE OF MEETING**
2. **OPENING AND WELCOME**
3. **ABSENT WITH LEAVE**
4. **ABSENT WITHOUT LEAVE**
5. **PRESENTATIONS**

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

11.1 Minutes of an Ordinary Council meeting held on 28 June 2024

Pages: 8 – 17

12. **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).

13. **REPORTS OF COMMITTEES OF COUNCIL**

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

None

13.2 **KOUGA AUDIT COMMITTEE**

None

13.3 **RULES & ETHICS COMMITTEE**

None

13.4 **MUNICIPAL PUBLIC ACCOUNTS COMMITTEE**

None

14. **REPORT BACK: MUNIMEC**

None

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

24/07/MM2 Council resolutions as at 28 June 2024

Pages: 20 – 101

24/07/MM3 Report for final approval of Organisational Structure 2024/2025

Pages: 102 – 178

24/07/MM4 2024/25: Service Delivery and Budget Implementation Plan: amendment

Pages: 179 – 254

24/07/MM5 Addendums to 2023/24 performance plans of senior Managers following amendments to the 2023/24 Service Delivery and Budget Implementation Plan

Pages: 255 – 322

24/07/MM6 Report on the delegated authority exercised by the Executive Mayor

Pages: 323 – 335

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

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

24/07/FED8 Authorisation for Kouga delegation to participate and exhibit Kouga locally produced products at the China International Import Expo (CIIE): 5 to 10 November 2024

Pages: 338 – 345

24/07/FED16 Supply Chain Management year ending stocktaking as at the end of 30 June 2024: S40 Disposal Management (disposal of slow-moving stock, redundant stock and damaged stock items)

Pages: 346 – 357

24/07/FED17 Auction of redundant assets and scrap metal

Pages: 358 – 364

24/07/FED18 Approval of the ABSA bank facility agreement and the general terms and conditions of the facility

Pages: 365 – 368

24/07/FED19 Monthly budget statements for the period July to May 2024 and financial state of affairs of the Municipality as at 30 June 2024 (2023/24 financial year)

Pages: 369 – 421

24/07/FED20 Budget and Treasury: withdrawals from Municipal bank account for the quarter ended 30 June 2024

Pages: 422 – 427

24/07/FED21 Supply Chain Management: 4th quarterly report for the period ending 30 June 2024

Pages: 428 – 466

24/07/FED22 Approval of electricity tariffs for the period 1 July 2024 to 30 June 2025

Pages: 467 – 477

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

24/07/EMS6 Report: industrial and commercial tariff rectification

Pages: 479 – 481

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

24/07/PD3 Acceptance of land purchased by the Provincial Human Settlements department for the Kouga Municipality: erf 9932 Jeffreys Bay

Pages: 483 – 486

24/07/PD4 Request for Council's final approval: alienation (lease) of erf 7292, Jeffreys Bay

Pages: 487 – 511

24/07/PD6 Request to rescind previous Council resolution & Council's in-principle approval for the subdivision and rezoning of erf 1324, Humansdorp

Pages: 512 – 518

24/07/PD7 Request for Council's final approval: selling of erf 1085, Patensie to African Gospel Church

Pages: 519 – 527

24/07/PD9 Bulk-link infrastructure in support of ISUP projects

Pages: 528 – 536

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 COUNCIL MEETING

KOUGA
local municipality
Good Governance through Service Excellence

MINUTES OF A VIRTUAL ORDINARY COUNCIL MEETING OF KOUGA MUNICIPALITY HELD ON FRIDAY, 28 JUNE 2024 AT 10:00 AM

PRESENT: Councillors	Ald B Williams	(Speaker)
	T Jantjes	(Acting Executive Mayor)
	Ald D Benson	
	B Dhludhlu	
	W Gertenbach	
	H Murray	
	R Foley	
	F Heystek	
	S Ruth	
	J Alexander	
	C August	
	M Nicholls	
	M van Niekerk	
	N Ntengwane	
	L Maree	
	M Valgee	
	G Stuurman	
	W van der Linde	
	K Ndzelani	
	N Ntshota	
	V Zana	
	E Mbuqu	
	M Mbandana	
	M Yali	
	P Oliphant	
	L Nkilishane	
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)
	C de Kock	(Director: Civil & Water Services)
	L Ramakuwela	(Acting Director: Planning & Development)
	T Madatt	(Director: Electro-Mechanical Services)
	K Minnaar	(Chief of Staff)
	M Rossouw	(Manager: Administration & Auxiliary Services)
	C Prinsloo	(Legal Officer: Office of the Speaker)
	E Goliath	(Manager: Public Participation)
	M Basson	(Manager: Media & Communication)
	M Julius	(Senior Admin Officer: Committees)
	N Mazibuko	(Committee Clerk/Scribe)

1. **NOTICE OF MEETING**

The Speaker read the notice convening the meeting in terms of Section 19 of the Local Government: Municipal Systems Act, 2000 (Act No.32 of 2000) that an Ordinary Council Meeting will be held virtually on 28 June 2024 at 10:00 a.m.

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**

H Bornman	(Executive Mayor)
W Petersen	
B Human	
N Machelesi	(Director: Community Services)

4. **ABSENT WITHOUT LEAVE**

V Gunuza

5. **PRESENTATIONS**

None.

6. **ACKNOWLEDGEMENTS, CONDOLENCES & CONGRATULATIONS**

Cllr Oliphant requested an opportunity to table a Motion of Exigency.

The Speaker granted that the Motion of Exigency be presented at the end of the Open agenda discussions.

Ald Benson extended birthday wishes to the following Councillors:

22 May – Cllr Foley
26 May – Cllr August
14 June – Cllr Ntshota
25 June – Cllr van Niekerk and Valgee

Cllr Alexander congratulated Jaco Smit who would be participating in the Paris 2024 Paralympic Games and hoped that Council would honour Mr Smit upon his return.

Cllr Zana extended his condolences to the family of Kobus, an employee who worked at the Kouga dam as well as the two South African soldiers who lost their lives in the Democratic Republic of Conga (DRC) due to a mortar attack by the M23 rebels.

He further congratulated and wished the Proteas well for their upcoming T20 finals game as well as Bafana Bafana for playing well against Nigeria on 7 June and their victory against Zimbabwe.

He also congratulated Ms Asanda Tebekana, a former employee of Kouga Local Municipality, who was elected as a member of the Eastern Cape Provincial Legislature and wished her well on her new endeavour.

Cllr Foley expressed his condolences to the family of Alderman Ben Rheeder, who served as an employee of Kouga Local Municipality for over 20 years.

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

Good morning Honourable Mayor, Councillors, Municipal Manager and officials. Welcome to the June Council meeting and I am sure we will have a productive engagement this morning.

The Office of the Speaker has been involved in trying to solve the problems that, in particular, our Ward Councillors are experiencing with liquor license applications.

It has been discovered that some applicants work through the Ward Councillors as legislation dictates, while others are submitting applications to the administration and possibly even directly to the Liquor Board.

It is also clear that the Eastern Cape Liquor Act of 2003 is not being adhered to in that all applications have to be submitted to Council and this is not taking place. We also cannot work with the application form sent to us by the Liquor Board as the new regulation has yet to be promulgated, adding to the confusion that currently exists.

It is appreciated that most Ward Councillors attended the meeting this week with the Liquor Board and a communication will go out from my office requesting all Wards to submit a list to my office of all establishments in their Ward that are selling liquor.

We can then compare this to the establishments that have been granted licenses to trade by the Liquor Board to determine who is trading legally and illegally and whether due process has been followed.

I wish to thank all political parties who contested the May 2024 elections and that everything went peacefully in Kouga and voters could exercise their democratic right to vote in a conducive environment.

This is a sign of a maturing democracy within the borders of Kouga Municipality and we only experienced minor mishaps at some voting stations that were resolved as voters congregated on their Voting Districts.

As we enter the new financial year, our Public Participation Unit will continue to support engagements with communities so we can improve upon our commitment to bringing government to the people of Kouga Municipality.

I thank you all.

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

None.

9. **DISCLOSURE OF INTEREST**

None.

10. **STATUTORY MATTERS**

None.

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

11.1 **MINUTES OF THE MAYORAL COMMITTEE MEETING HELD ON 16 APRIL 2024**

Resolved (28 June 2024)

1. That the minutes of the Mayoral Committee meeting held on 16 April 2024 be noted.

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

12.1 **MINUTES OF THE SPECIAL COUNCIL MEETING HELD ON 10 MAY 2024**

Resolved (28 June 2024)

1. That the minutes of the Special Council meeting held on 10 May 2024 be approved.

Proposed: Cllr W Gertenbach Seconded: Cllr S Ruth

12.2 **MINUTES OF THE ORDINARY COUNCIL MEETING HELD ON 31 MAY 2024**

Cllr Gertenbach referred to page 35 and requested that an amendment be made to the spelling of St Francis Bay.

Resolved (28 June 2024)

1. That the minutes of the Ordinary Council meeting held on 31 May 2024 be approved.

Proposed: Cllr W Gertenbach Seconded: Cllr M van Niekerk

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

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

14. **REPORTS OF COMMITTEES OF COUNCIL**

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

None.

14.2 **KOUGA AUDIT COMMITTEE**

None.

14.3 **RULES & ETHICS COMMITTEE**

None.

14.4 **MUNICIPAL PUBLIC ACCOUNTS COMMITTEE**

24/06/MPAC1 MINUTES OF THE MUNICIPAL PUBLIC ACCOUNTS COMMITTEE (MPAC)

Resolved (28 June 2024)

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

24/06/MPAC2 MUNICIPAL PUBLIC ACCOUNTS COMMITTEE (MPAC) – ANNUAL WORK PLAN

Resolved (28 June 2024)

1. That the MPAC Annual Workplan be approved.

15. **REPORT BACK: MUNIMEC**

None.

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

24/06/MM1 COUNCIL RESOLUTIONS AS AT 31 MAY 2024

Cllr Zana referred to page 63 and requested feedback on the status of the *Social Housing Partnership (FLISP)*. On the *Establishment of an Autism Centre*, he noted that the public participation process was due to be completed on 17 June 2024 and enquired about the progress of the process.

On the *Relocation of Unlawful Dwellers in the Aston Bay Caravan Park*, he enquired on the status of the relocation and applauded the department for addressing most issues.

Cllr Foley referred to page 92 on the *Alienation of Erf 512* comment that the function of determining a flood line lies with the Civil and Water Services department and requested clarity on whether the comment was well grounded. On page 112, he requested an update on the finalisation of the Economic Development Strategy and an update on the *Restructuring of Members to Section 80 Committees* as a list was awaited by the Office of the Speaker from the ANC.

Cllr Alexander referred to page 62 on the *Selling of 98 High Water Table Human Settlements Erven* and requested that the items be combined into one actionable task. He further noted that the Human Settlements department was scheduled to visit the residents of the 98 Wet Erven on 17 June 2024 and enquired whether the visit took place.

Cllr van der Linde referred to page 79 on the *Transfer of Provincial Roads: Da Gama, St Francis Drive and Woltemade Street to Kouga Municipality* and requested an update on the transfer.

He further highlighted that at the last Planning & Development Portfolio Committee meeting the Municipal Manager assured the Committee that new land would be earmarked for the development of the homeless shelter and enquired on the status of the commitment made by the Municipal Manager.

The Speaker requested feedback on the following matters:

- On the *Public Works Properties to be Transferred to Kouga Municipality*, page 61, he enquired whether feedback from the Department of Public Works was received.
- On page 66, he enquired on the status of rezoning erf 1331 in Pellsrus.
- On the *Application to Purchase a Portion of Portion 4 (Zwartenbosch),* page 68, he enquired about the progress of evaluating the portion of land.
- On page 81, he enquired about the current status of disposing and transferring erf 3085.
- On page 140, he requested a timeline on when the tender relating to the *20MW Renewable Energy Construction Plan* will be drafted.
- On page 119, he enquired whether the fencing tender for the Weston Waste Water Treatment Works was submitted to the BAC for approval.
- On page 113, he enquired about the commencement of the public participation process after re-engagements have been held with the Development Bank of Southern Africa (DBSA).
- On page 115, he enquired whether the public auction took place as scheduled on 4 June 2024 regarding the *Capital Items to be Disposed.*

In response to the status of the *Social Housing Partnership (FLISP),* the Acting Director: Planning & Development explained that a response was sent to the Department of Environmental Affairs on issues that were raised, however, feedback was still awaited from the department.

On the public participation process relating to the establishment of the Autism Centre, he stated that the matter was finalised as the item was considered by the Municipal Planning Tribunal (MPT). On the relocation of unlawful dwellers at the Aston Bay Caravan Park, he highlighted that the matter was transferred to the Office of the Municipal Manager.

On the *Selling of 98 High Water Table Human Settlements Erven,* he stated that there was an intention to conduct a survey, however, the process had not commenced as there were other projects and plans to start the process in the following week were in place.

On the *Application to Purchase a Portion of Portion 4 (Zwartenbosch),* he confirmed that valuations on the property have been received and that a request for service providers to perform the necessary land use processes to acquire land use rights would be published in the following week.

On the current status of disposing and transferring erf 3085, he stated that the matter was referred to Legal Services for finalisation. On the transfer of Public Works properties to the Municipality, he highlighted that feedback was received from the Department of Public Works that the process would be finalised through the Office of the MEC.

On the status of rezoning erf 1331 in Pellsrus, he stated that there was a requirement to sub-divide the property and that a Surveyor was appointed, however, a new service provider would be appointed to commence with the rezoning of the property in July 2024.

On the Relocation of Unlawful Dwellers in the Aston Bay Caravan Park, the Municipal Manager highlighted that there was no progress made on the matter as the matter has been exhausted.

On the 20MW Renewable Energy Construction Plan tender, the Director: Electro-Mechanical stated that a service provider will be appointed to compile the tender on the project in the new financial year.

On the fencing tender for the Weston Waste Water Treatment Works, the Director: Civil and Water Services confirmed that the tender was submitted to the BAC on 12 June 2024 and was awarded to MB Fencing And Civils (Pty) Ltd.

On the *Transfer of Provincial Roads*, he stated that the matter was currently being handled by the Legal Services department.

The Manager: Legal Services explained that an application to transfer the provincial roads with the Department of Public Works was submitted and feedback was awaited.

On the finalisation of the Economic Development Strategy, the CFO stated that all internal departments were engaged in the implementation strategies which have been developed and that the document was expected to be finalised in the next two to three weeks before submission to Council and the public participation process.

On the commencement of the public participation process relating to the re-engagements held with the DBSA, he stated that the public participation process would commence once a proposal has been received from DBSA because all the required documentation has been submitted. Once received, the Board will approve the proposal thereafter the public participation process can commence.

On the scheduled public auction, he confirmed that the auction was extended as more time was requested to market and it subsequently took place on 25 June 2024.

On the development of the homeless shelters, the Municipal Manager stated that there were plans to purchase the self-storage units near the Jeffreys Bay Secondary School, however, the units have been sold. He added that a church has been identified as a possible site and that the process will be carried out to establish a possible site.

On the determination of the flood line, the Director: Civil and Water Services clarified that the determination of a flood line was conducted through a specialised study by a Specialist.

On the *Restructuring of Members to Section 80 Committees*, the Speaker highlighted that the list has been received and that the action needed to be reflected as '*completed*'.

Resolved (28 June 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.

17. REPORTS BY THE OFFICE OF THE DEPUTY MUNICIPAL MANAGER

24/06/DMM1 KOUGA MUNICIPALITY INSTITUTIONAL CALENDAR

Resolved (28 June 2024)

1. That Council approve the institutional calendar for the period 1 July 2024 to 30 June 2025.

18. REPORTS BY THE PORTFOLIO COMMITTEE CHAIRPERSONS

18.1 REPORTS BY THE CHAIRPERSON: COMMUNITY & SAFTEY SERVICES

24/06/CSS1 REVISED PREVENTION OF PUBLIC NUISANCE AND KEEPING OF ANIMALS BY-LAW

Item withdrawn

24/06/CSS2 TREE MANAGEMENT POLICY

Cllr Maree applauded the department for drafting the Policy and requested that the Policy be distributed accordingly.

Resolved (28 June 2024)

1. That the Council approves the Tree Management Policy.

2. That the approved Policy be placed on the Kouga Municipal Website.

MOTION OF EXIGENCY:

PREMATURE IMPLEMENTATION OF THE RULES AND ETHICS COMMITTEE RECOMMENDATIONS AGAINST COUNCILLOR PHUMZILE OLIPHANT

Cllr Oliphant tabled a Motion of Exigency under Rule 30 of the Standing Rules and Orders for meetings of Council and all its Committees on the premature implementation of the disciplinary hearing sanctions by the Rules and Ethics Committee where sanctions were imposed before an appeal was finalised with the MEC of Cooperative Governance and Traditional Affairs (EC CoGTA). Under Rule 30.1, he requested that the matter be considered as a motion of exigency.

Cllr Zana seconded the proposal to table the motion.

At 10:56, the Speaker called for a 10-minute caucus.

Upon return at 11:11, the Speaker called for a vote on the tabling of the motion:

In Favour: 25
Not in Favour: 1
Abstained: 0

Cllr Oliphant tabled the motion and outlined that a disciplinary hearing was held by the Rules and Ethics Committee where he was found guilty. The sanctions outlined in the Rules and Ethics Committee's recommendations were then approved by Council.

He added that Schedule 6 of the Municipal Systems Act allows for a Councillor to appeal with the Office of the MEC for Cooperative Governance and Traditional Affairs (EC CoGTA), however, during the appeal process the sanctions were implemented and a deduction was made.

He stated that the actions were unfair, premature and irregular requesting that Council rescind the resolution and that he be reimbursed for the monies deducted from his salary pending feedback from the Office of the MEC.

The Manager: Legal Services highlighted that *Schedule 7* of the Municipal Structures Act provides for an investigation to be conducted on any breach of the Code of Conduct or Rules of Order for Council and that the Rules and Ethics Committee can investigate the allegations and make recommendations to Council.

Once the recommendations have been approved, the Office of the Speaker must inform the Office of the MEC of proposed sanctions. *Item 16(3)* of *Schedule 7* provides that a Councillor who has been sanctioned has an opportunity to appeal with the Office of the MEC within 14 days of being notified.

She stated that to date, no supporting evidence or confirmation was received that an appeal was made with the Office of the MEC and that *Item 16(4)* also provides that the Office of the MEC must provide Council with a copy of the appeal, which has not been received. As a result, the sanctions were implemented.

Cllr van der Linde stated that reimbursement would be considered should the Office of the MEC communicate that the sanction was implemented prematurely.

Cllr Zana requested a 5-minute Caucus.

At 11:23, the Speaker granted a 5-minute caucus.

Upon return at 11:28, Cllr Zana highlighted that the ANC considered the sanction imposed as premature and requested that the sanction be rescinded pending feedback from the Office of the MEC as the appeal was submitted within the 14 days.

The Speaker called for a division of votes on the acceptance of the proposal to rescind the sanction.

In Favour: 8
Not in Favour: 16
Abstained: 2

19. **CLOSURE**

The meeting closed at 11:37

_____ _____

B WILLIAMS **DATE**

SPEAKER

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

KOUGA
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REPORTS BY THE OFFICE OF THE MUNICIPAL MANAGER

KOUGA
local municipality

KOUGA MUNICIPALITY (EC 108)
ORDINARY COUNCIL MEETING
OFFICE OF THE MUNICIPAL MANAGER
OPEN
DATE: 30 JULY 2024
ITEM NO: **24/07/MM2**

COUNCIL RESOLUTIONS AS AT 28 JUNE 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**

Failure to maintain and update the Action sheet may result in the non-compliance to Section 55(1)(k) of the Local Government: Municipal Systems Act, No. 32 of 2000.

7. **Other Implications**

None.

8. **Comments by Directorates:**

8.1 **Chief Financial Officer:**

Report noted

8.2 **Acting Director: Planning & Development**

Noted

8.3 **Director: Civil & Water Services**

Item noted.

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

Noted

8.5 **Acting Director: Community Services**

Noted

8.6 **Deputy Municipal Manager**

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



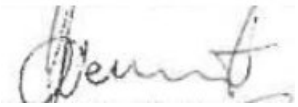
Item endorsed by the: Director: Civil & Water Services



Item endorsed by the: Acting Director: Electro-Mechanical



Item endorsed by the: Acting 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/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 workshopped, after the public participation process, with Councillors before its resubmission to Council.	Item submitted to Council for Approval 28-Jun-24	Item Withdrawn from Council.	Acting Manager: Rean Nel/Manager: Waste and Environmental	**IN PROGRESS**
	24/01/CSS3	**DRAFT TREE MANAGEMENT POLICY**	That the approved Draft Tree Management Policy be workshopped, after the public participation process, with Councillors before its resubmission to Council.	Council Approved 28-Jun-24 Council Resolution 24/06/CSS2	Completed	Manager: Waste and Environmental	**COMPLETED**
28-Jun-24	**24/06/CSS2**	**TREE MANAGEMENT POLICY**	That the approved Policy be placed on the Kouga Municipal Website.	Tree Management policy placed on KM Website 04-Jul-24	Completed	Manager: Waste and Environmental	**COMPLETED**

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
29-Apr-22	**22/04/PDT14**	**ESTABLISHMENT AND RECOGNITION OF THE KOUGA SMME FORUM**	That the item be deferred to the next Council meeting.	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.	Currently in progress to finalize draft ED Strategy. 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	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.	Currently in progress to finalize draft ED Strategy. Part of the Strategy is looking at current structures and new structures needed for implementation within KLM jurisdiction	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.	No Bids were received. DBSA has been re-enagged and Public Participation will follow thereafter.	CFO	
07-Nov-23	**23/11/FED3**	**IMPLEMENTATION OF A WATER AMNESTY FOR A 3 MONTH PERIOD**	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	Policy has been reviewed and will be submitted to the next Policy Workshop.	CFO	
14-Dec-23		**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 (AMENDMENT)**	That a strategic planning session be held with the KLTO and LED department within the next 2 months	Part of ED Strategy process	Part of workshops planned for workshopping draft ED strategy.	CFO	
	23/12/FED6	**SPONSORSHIP AGREEMENT BETWEEN KOUGA LOCAL MUNICIPALITY AND NELSON MANDELA BAY AQUATICS FOR THE 2024 SOUTH**	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.	SP reminded to submit Close-out report	CFO	

		AFRICAN NATIONAL OPEN WATER CHAMPIONSHIP					
	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 KOUGA**	That the Khoi and San structure form part of the Tourism Strategy.	The Khoi and San will be consulted in the development of the ED Strategy.	Currently in progress to finalize draft ED Strategy.	CFO	
27-Mar-24	**24/03/FED12**	**CAPITAL ITEMS TO BE DISPOSED (MOVABLE ASSETS)**	That the condemn/redundant assets listed above be disposed of in terms of the Supply Chain Management Policy through a public auction/donation in line with the provisions of section 40(4)(c) and Section 40(4)(h) of the said Policy.	The assets being disposed off will be disposed through a public auction which will take place on 4 June 2024	The Auction took place and a Report is included in the Agenda.	CFO	

31-May-24	**24/05/FED16**	**MEDIUM-TERM REVENUE AND EXPENDITURE FRAMEWORK (MTREF)- BUDGET FOR 2024/25 TO 2026/27 FINANCIAL YEARS**	That the tariffs be increased as follows, with effect from 1 July 2024: Property rates 5.5% Water 7.25% Sanitation 6.5% Refuse 6.5% Electricity (average increase in electricity income) 12.7% Environmental Management Fee 6.5% a) Indicative tariffs for 2025/26 and 2026/27 will be increased as follows: **2025/26** **2026/27** Property rates 5.5% 5.5% Water 7.25% 7.25% Sanitation 6.5% 6.5% Refuse 6.5% 6.5% Electricity (average increase in electricity income) 15.7% 15.7% Environmental Management Fee 6.5% 6.5%	All tariffs will be updated on the Financial System in July 2024.	All tariffs was updated on the financial system	CFO	

PLANNING & DEVELOPMENT: ACTION SHEET - COUNCIL							
MEETING DATE	**ITEM NO**	**ITEM DESCRIPTION**	**RESOLUTION**	**ACTION TAKEN**	**PROGRESS**	**RESPONSIBLE OFFICIAL**	**CURRENT STATUS** COMPLETED NOT COMPLETE IN PROGRESS ON GOING NO ACTION REQUIRED
30-May-19	**19/05/PD6**	**PUBLIC WORKS PROPERTIES TO BE TRANSFERRED TO KOUGA MUNICIPALITTY**	That Council accepts the following erven from Public Works and that they are added to the asset register of Kouga Municipality: Farm 448 portion 15 — Uitenhage RD Pellsrus: 677; 678; 733; 751 ; 753; 794;812 826; 854; 862 Humansdorp: 1 968 Thornhill: 221 ; 237 333; 334; 342;362;376;751v; 762; 763; 775; 776; 777; 778; 779; 780; 781 ; 782; 783; 784; 785; 788; 789; 790; 791 ; 792; 805; 845; 846; 849; 850; 852; 855; 857; 859; 860; 861 ; 862; 863; 865; 866; 868; 870; 874; 875; 883; 884; 885; 886; 887; 888; 889; 891; 892; 894; 895; 897; 898; 896	The finalisation of the transfer of Public Work properties to Kouga Municipality in progress	The IGR Land Forum was resusitated on 24 March with intention of bring all outstanding council resolutions 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. A meeting was held with Public Works in Gqeberha on 27	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.	February 2024 to discuss current status and progress on the transfer of land between Kouga Municipality and Public Works. Public Works indicated that they are still awaiting signature of the MEC. We also resolved to meet regulary until these matters are concluded (11/03/2024). The matter on outstanding donations was raised at the IGR on 2 April 2024 requesting the Director-General at Provincial Public Works to assist in expiditing the conclusion of transfer process (15 April 2024). On 14 May 2024 our Department met in telephonic meeting with the HOD and Regional Director to discuss progress of the bulk transfer of properties to Kouga. They undertook to submit a formal submission to the Head Office and provide the municipality with feedback in due course. (16 May 2024) Our Department are still awaiting feedback from Public Works and will do a follow-up during the week of 17 June 2024. (12/06/2024) **We received written correspondence on 12 July and a copy of a letter that was sent to Chief Director of Public Works requesting that the bulk transfer of properties to Kouga**		

					Municipality be finalised. (12/07/024)		
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 beneficiearies. (11/03/2024) It is aniticipated that an item will be tabled to the May Council Meeting. (15 April 2024). A meeting was held with the affected residents on 30 April 2024 to discuss the way forward on disposal (free of charge) and different options that residents need to decide upon as well as the implications to take into consideration. It was also agreed that residents to visit the office once they have decided on the option they want to go with. (16 May 2024) **The Human Settlements**	CFO/ Dir: PDT	In Progress

					Department visited the 98 Wet Erven residents during the week of 13 July 2024 to do a survey and obtain confirmation from individual residents on the option they have decided upon. An item will be submitted for the next Portfolio Commiitee.(15/07/2024)		
29-May-20	**20/05/PD2**	**REPORT ON THE PROGRESS AND STATUS OF THE SOCIAL HOUSING PARTNETSHIP FOR THE DEVELOPMENT OF A SOCIAL AND (FLISP) HOUSING PROJECT ON Erf 335, JEFFERYS BAY**	That the plans scrutiny and approval fees be dealt with on the same basis as BNG/RDP housing projects.	The resolution will be implemented upon submission of Building plans for the development. Ongoing, project is still on planning phase.Resolution will be actioned during project commencement	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. latest follow up was sent to DEDEAT on 5 April 2024. To date we have not received any response. **8/06/2024 . A site visit was requested by DEDEA together with Department of Human Settlemts. the visit is scheduled to take place on 06 August 2024. (15/07/2024)**	Dir:PDT / Manager: Human Settlements	ongoing

			That the plans scrutiny and approval fees be dealt with on the same basis as BNG/RDP housing projects.	The resolution will be implemented upon submission of Building plans for the development. Ongoing, project is still on planning phase.Resolution will be actioned during project commencement. We had a meeting with Bosch Projects (SP) who was appointment to determine floodline determination for FLISP/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. Application was submitted on 14 February on Ovvio portal under reference number JC2324-00025 (11/03/2024). The land use right application for rezoning was advertised for public participation in terms of SPLUMA on 21 March 2024 (15 April 2024). Public participation completed (16 May 2024). Application awaiting comments from some service department whereafter it will be allocated to a town planner to prepare report for MPT. (12/06/2024)	Manager :L&PA	In Progress

					Still awaiting comments from some departments whereafter the town planners report will be prepared for MPT. (12/07/2024)		
	20/05/PDT5	**APPROVAL FOR THE COMMENCEMENT TO ESTABLISH "AESTHETICS AND HERITAGE BUILDING COMMITTEE" FOR THE ST FRANCIS BAY VILLAGE AND CANALS, SANTAREME, HARBOUR PRECINCT, CAPE ST FRANCIS, OYSTER BAY, SEA VISTA TOWN, ST FRANCIS BAY LIGHT INDUSTRIAL AREA IN THE KOUGA LOCAL MUNICIPALITY AREA**	That Aesthetic Committees be established in all Wards, if required, to maintain uniform architecture design for specific areas be included in the Terms of Reference.	The Department has developed a draft by-law which will make provision for Aesthetics and Heritage Committee.	The item has served before Council to establish a "Aesthetics Committee" for SFBay area , but was put on hold due to the "guidelines" is not legally enforceble and a way was seek to have it enacted in a "by-law" or within the town planning scheme. Council has granted permision 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 draft by-law was refered to Legal Depatment for comments. (15/07/2024)	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.	Erf 8783 Ocean View is to be included in the Review of the SDF. **12/07/2024**	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. The SG Diagram and Regulation 38 Certifcate to be submitted, the transfer process is ongoing.	Manager: Legal Services	In Progress
11-Dec-20	**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.	Draft completed.Legal to check it .Published document for comments in March . See previous comments for 20/05/PDT5. Draft By-Law with attorneys.Had discussion with Attorneys to find an alternative way to promulgate said regulations. 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 item has served before Council to establish a "Aesthetics Committee" for SFBay area , but was put on hold due to the "guidelines" is not legally enforceble and a way was seek to have it enacted in a "by-law" or within the town planning scheme. Council has granted permision 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 draft by-law was refered to Legal Depatment for comments. (15/07/2024)	Manager: LPA See previous comments on item)	In progress
			That a date and venue be determined as to when such meeting will take place for a virtual hearing and that it be published in the local newspaper and on the website.		All parties that objected will be notified during the Public Participation process.		

			That all the objectors be notified timeously of the date and venue for the virtual hearing.				
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 department is in the process of appointing a service provider to finalise the rezoning. Three qoutations has been received and requisition will be prepared and submitted to SCM. (15/04/2024). The service provider who initially did the subdivision informed the office that the subdivision was not completed due to outstanding approval letter hence rezoning cant be commence until the erf has been formally subdivided. The department is in the process of appointing a service provider for the rezoning of the the subdivided portion. (12/07/2024)	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.	Power of Attorney was granted to the applicant to enable him to bring land use application.	POA was provided to applicant. Awaiting application from applicant. It was indicated that Mr. Johansens is out of the country. Follow up will was done on 2 February 2024 with no sucess reaching applicant. Made contact with former Councillor Rheeder in an attempt to obtain contact details and whereabout of Mr.	Manager: Legal Services / Manager L&P	In Progress

					Johansens (11/04/2024) **Still no success in making contact with the applicant. (12/07/2024)**		
			That the newly created erf be transferred only once the formal closure has been concluded, and the conveyance cost be carried by the applicant.	Will be incorporated in the deed of sale	Will form part of the transfer process.	Manager: Legal Services / Manager L&P	In Progress
31-May-21	**21/05/PD1**	**PROGRESS REPORT: ALIENATION OF 98 WET ERVEN: KRUISFONTEIN**	That Council grant authorization to the Accounting Officer to the conclude Option to Purchase agreements as the Grantor on behalf of the Municipality.	Matter was referred to top management and it was resolved that the item be sent back to Council with new	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 beneficiearies. (11/03/2024) It is aniticipated that an item will be tabled to the May Council Meeting. (15 April 2024). **A meeting was held with the affected residents on 30 April 2024 to discuss the way forward on disposal (No cost) and different options that residents need to decide upon as well as the implications to take into consideration. Verification of beneficiaries concluded on the weekend of 13 July 2024. An item will be tabled at the next Portfolio Meeting. 15/07/2024**	Director:PDT/ Manager L&P	In Progress

	21/05/PD11	**LAND SWOP: A PORTION OF ERF 6650 IN FAVOUR OF ERF 6649, JEFFREYS BAY: MR. S. STANLEY**	That the Municipality be liable for all Transfer, subdivision and consolidation costs linked to this transaction.	Transfer of new erf (11163) in progress. All land related processes completed.	Transfer attorney has been appointed and busy with transfer. Communication between our Legal Services and appointed conveyancer on 7 July 2023 advising the service provider to first register erf 6650 as it is an unregistered erf, the swop of erf 6649 and 6650 will proceed thereafter. The transfer of erf 11163 has been assigned to appointed attorney to do the transfer. **Transfer still in progress. (12/07/2024)**	Director:PDT/ Manager L&P	In Progress
	21/05/PD15	**APPLICATION TO PURCHASE: A PORTION OF PORTION 4 OF THE FARM ZWARTENBOSCH NO. 347: TEEN CHALLENGE SA**	That the subdivision and rezoning of the land be attended to and concluded.	Will be attended to should final approval be granted by Council.	**A terms of reference for a 7-day notice have been prepared to appoint a service provider to commence with subdivision and rezoning. (12/07/2024)**	Director:PDT/ Manager L&P	In progress
			That Council consider disposing the immovable property contemplated herein to Teen Challenge as a social care user at 25% of the fair market value.	Will be considered in the sale agreement.	To commence once council's final approval has been obtained.	Director:PDT/ Manager L&P	In progress
			That if the land was to be sold by the applicant, it only be sold back to Council.	Will be considered in the sale agreement.	To commence once council's final approval has been obtained.	Director:PDT/ Manager L&P	In progress
30-Jun-21	**21/06/CF18**	**REPORT ON THE ASSESSMENT OF MUNICIPAL PROPERTIES**	That Council confirms that the following properties are not needed to provide the minimum level of basic municipal services. a. Hankey - Erf 543 b. Jeffreys Bay - Erf 5830 c. Kruisfontein - Erf 696, 699 and 1566 d. Pellsrus - Erf 180, 181, 185, 186, 187 and 438 e. Sea Vista - Erf 2317, 2318, 2319, 2320, 2322, 2324, 2330, 2332 2336, 2534, 2535, 2536, 2537, 2538, 2539, 2540, 2541	Confirmation already obtained	Completed	Manager :L&PA	Completed

			That a fair market value be obtained for all properties in (1) above, for Council to consider in line with Section 14(2) of the Municipal Finance Management Act;	Service provider already appointed	valuations to be conducted	Manager :L&PA	In progress
			That In terms of the Regulation 5(1) (b) of the Municipal Approval Transfer Regulations (2008), Council grants in-principle approval for the disposal of all properties in (1) above;	Department in consultation with all the lesees.	All lessees has been notified in respect of the resolution of council.	Manager :L&PA	In progress
			That Council grant authorization to advertise the intended disposal of the immovable properties in (1) above;	In the process to prepare advert.	Advert will be submitted for publication before 30 April 2024. (17/04/2024)	Manager :L&PA	In progress
			That the current lessees be given first option to purchase their current leased property, for all properties in (1) above, subject to a competitive process being followed as per the Council approved Policy;	Notices was send to all lessees.	**Two lessees opted to vacate. In the process to evict one lessee who are not willing to pay the new monthly rental. The rest of the lessees requested to continue with the rental agreement. (12/06/2024)**	Manager :L&PA	In progress
			That the current lessees be given first option to lease their current leased properties at the fair market value, for all properties in (5) above, prior to following a competitive process as per the Council approved Policy.	Notices was send to all lessees.	**Two lessees opted to vacate. In the process to evict one lessee who are not willing to pay the new monthly rental. The rest of the lessees requested to continue with the rental agreement. (12/06/2024)**	Manager :L&PA	In progress
30-Jul-21	**21/07/PD9**	**APPOINTMENT OF KOUGA MUNICIPALITY AS AN IMPLEMENTING AGENT FOR THE CONSTRUCTION OF INTERNAL SERVICES FOR**	That the interest accumulated from the grant funding be ringfenced for future Human Settlements projects.	To be confirmed	Awaitng confirmation if money can be reinfenced.	CFO	In progress

		THE HANKEY 990 HOUSING PROJECT	That monthly, quarterly and annual expenditure reports with supporting documentation be reported to Council and ECDHS; and	Expenditure report was submitted to the Department of Human Settlements (Province) on 17 July 2023	A new expenditure report will be submitted by the end of September 2023. Montly report is submitted to PDoHS on a monthly basis in respect interest incurred on grant funding. The interest incurred on the grant funding received from the PDoHS amounts to **R 1 538 530.76 as of 02 February 2024.** Rudcor Engineering was appointed by KLM on 18 March 2024. Project is in progress(10/06/2024). The appointed Contractor is performing well and within timeframe. The project is on-going and Contractor is currently busy with construction of roads. (11 July 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 rezoninng. 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 to confirm if they still proceeding with development. 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 Ovvio System on 31 January 2024 for processing and consideration under reference no. JL2324-00105. (11/03/2024). Rezoning application in progress (17 April 2024). Application for rezoning was advertised in the local newspaper on 16 May 2024 for public participation. (16 May 2024) Public participation will be completed on 17 June 2024 (12/07/2024) **Public participation**	Director:PDT/ Manager L&P	In progress

					completed. Town Planner report to be prepared for submission to the MPT (12/07/2024)		
30-Sep-21	**21/09/PD10**	**RELOCATION OF THE UNLAWFUL DWELLERS OF THE ASTON BAY CARAVAN PARK**	That the Municipal Manager be allowed to negotiate with the Department of Public Works on the relocation costs.	Addressed the matter in the engagement with the departjment public works	No final decision taken as there is no final eviction order granted.	MM	Ongoing

	21/09/PD16	**IN PRINCIPLE APPROVAL: DISPOSAL & ALIENATION OF ERVEN 887, 1259 & 2496 SEA VISTA**	That Council authorizes the Planning & Development Department to embark on a process to close and rezone the above public open spaces to Residential.	Service Provider has been appointed for closure of public places.	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 beneficiearies. (11/03/2024) It is aniticipated that an item will be tabled to the May Council Meeting. (15 April 2024). A meeting was held with the affected residents on 30 April 2024 to discuss the way forward on disposal (free of charge) and different options that residents need to decide upon as well as the implications to take into consideration. It was also agreed that residents to visit the office once they have decided on the option they want to go with. (16 May 2024) **The Human Settlements Department will visit the 98 Wet Erven residents during the week of 13 July 2024 to do a survey and obtain confirmation from individual residents on the option they have decided upon (12/07/2024)**	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

	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
14-Oct-21	**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.	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 beneficiearies. (11/03/2024) It is aniticipated that an item will be tabled to the May Council Meeting. (15 April 2024). A meeting was held with the affected residents on 30 April 2024 to discuss the way forward on disposal (free of charge) and different options that residents need to decide upon as well as the implications to take into consideration. It was also agreed that residents to visit the office once they have decided on the option they want to go with. (16 May 2024) **The Human Settlements Department will visit the 98 Wet Erven residents during the week of 13 July 2024 to do a survey and obtain confirmation from individual residents on the option they have decided upon (12/07/2024)**	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 Asssociates 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 Setlements and Municipalities in SBD to discuss TOR of appointed conveyances. Deed of sales wil 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. **Transfer of properties in progress. (12/07/2024)**	Director:PDT / Manager Human Settlements	In Progress
31-Mar-22	**22/03/PDT7**	**DEVOLUTION (OFFER) OF LAND PARCELS OWNED BY THE FORMER NATIONAL HOUSING BOARD TO KOUGA LOCAL MUNICIPALITY**	That Council grants authorization to the Accounting Officer to enter into relevant agreement with the Provincial Department of Human Settlement for transfer of the property to KLM.	Council resolution has been taken to accepts the land the Department of Human Settlements wants to devolve to Kouga Municipality. Matter was discussed at the IGR Land Forum Meeting on 24 March 2023. KLM met with officials from Department of Human Settlements during the week of 08 May 2023 and discuss the devolution of these land parcels and revert back to the Municipality	Awaiting feedback from the Provincial Department. **An email was sent to the Provincial Department of Human Settlements on 28 August 2023 to enquire on the request to consider devolving former National Housing Board properties which includes Papiesfontein properties to Kouga Municipality. Papiesfontein to be transfered to DEDEAT. (12//072024)**	Dir. PD&T	In Progress
	22/03/PDT8		That Council engage in Change management and Intensive 1 month testing of the implementation before implementation.	The testing before implementation of new system	**End user training is currently being conducted with user departments (16 May 2024)**	MM / PDT	In Progress

31-May-22	**22/05/PDT2**	**IMPOSING OF MANDATORY INSTALLATION OF RAINWATER HARVESTING TANKS FOR NEW BUILDINGS IN KOUGA MUNICIPALITY IN RESPONSE TO DROUGHT**	That the Planning, Development and Tourism Directorate engage in public awareness programmes, including engagement with Kouga Architectural designers' Forums to ensure compliance with the mandatory requirement for the provision of rainwater tanks for all new buildings plans to be submitted.	Building Control to facilitate (July 2022) engagement for comment with Kouga Architectural Designer's Forum (KDF) on implementation of Resolution - 22/05/PDT2 .	Building Control to investigate -legal requirement This a not a statutory Standards but it's a best practise standard. Building Control can advice public/RP to add rain water harvesting to applications-This is a best practise which is not enforcable.- 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	Building Control to investigate -legal requirement This a 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 enforcable.- 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	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 HUMANSDORP NO. 499, FROM "AGRICULTURAL**	That Council grants in-principle approval principle for the rezoning of a portion of Portion 1 of the Farm Humansdorp No.499, as described in the item.	TOR drafted for appointment of EIA specialist (February 2023) the scope of work has chnge to include "solar farm" and the current Erf 499 development. in	The scope of work was amended to commence with feasibility study. **Tender already**	dw	In Progress

		ZONE 1" TO "SPECIAL ZONE" FOR THE PURPOSE OF A MIXED USE FOR INDUSTRIAL PURPOSES AND ANXULLARY USE (INTEGRATED INDUSTRIAL DEVELOPMENT ZONE)	That Council authorizes the Department Planning & Development to proceed with the rezoning of a portion of Portion 1 of the Farm Humansdorp No.499 from "Agricultural Zone 1" to "Special Zone' to accommodate the intended uses for an" Integrated Industrial Development Zone" as previously described. That Council authorizes the Municipal Manager to sign a "Power of Attorney" on behalf of Council and any other applicable documentation in support of the application.	terms of SPLUMA-Sec 42(2), no development can be commence without environmental uthorisation.	**advertised for a feasibility study**. Tender adjudicated on 10/05/2024. Briefing meeting scheduled to take place on 18 June 2024. tender already awarded. Inception meeting held on 12/07/2024. Project is in progress. (15/07/2024)		
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.	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 499, HUMANSDORP TO CD FREIGHT LOGISTICS FOR INDUSTRIAL PURPOSE**	That Council grant in-principle approval for the lease of a portion of Erf 499, Humansdorp for 9 years and 11 months.	In-principle Council approval was received.	Item for final approval has been prepared for next Council Meeting, however a condition wiil be included that the applicant can only proceed with the development once outcome of the hydrological study that is currently conducted on erf 499 has been received. Council granted final approval on 31 October 2023 with conditions that must be met before development commence. (16 May 2024) **Confirmation was received from the applicant that they have commenced with the environmental impact assessment and awaiting the outcome thereof (12/07/2024)**	Director:PDT/ Manager L&P	On-going
			That a land surveyor be appointed to attend and conclude the subdivision, etc. as well as all other administrative costs for the cost of the applicant.	Town Planning in the process to procure services of a Service Provider to conduct EIA, subdivision and rezoning.	The Town Planning Department busy with the procurement process to appoint service provider to conduct specialist studies. **The applicant has commenced with specialist studies (12/06/2024)**	Director:PDT/ Manager L&P	On-going
			That all applicable SPLUMA By-Law and ILUS requirements are met prior operations	Application will done in line with SPLUMA legislation	Awaiting appointment of service provider		
			That all bulk services that are required, needs to be provided by the developer with no financial implications to Council.		Applicant to liaise with I&E on bulk service requirements	Director:PDT/ Manager L&P	On-going
	22/08/PDT8	**EXTENSION OF LEASE OF LAND FOR A CELLULAR BASE STATION (VODACOM PROPRIETARY LIMITED) – A PORTION OF ERF 406, PARADISE BEACH**	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 Janaury 2024 and referred to	Applicant	In progress

		(PARADISE BEACH WATER RESERVOIR)			Town Planning in order to submit the application for telecom mast. A meeting was scheduled to take place on 5 March 2024 between Vodacom and Town Planning. (11/03/2024) **Awaiting land use application submission from applicant (12/07/2024)**		
	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.	Applicant responsible for costs	Cost recovery will commence once final approval received. The applicant was again engaged on 17 Janaury 2024 and referred to Town Planning in order to submit the application for telecom mast. A meeting was scheduled to take place on 5 March 2024 between Vodacom and Town Planning. (11/03/2024) **Awaiting land use application submission from applicant (12/07/2024)**	Applicant	In progress
			That only upgrades be allowed on the municipal property but no new infrastructure.	Will be implemented in accordance with resolution	This will be a condition in the agreement	Manager Land & Properties	In progress
	22/08/PDT10	**EXTENSION OF LEASE OF LAND FOR A CELLULAR BASE STATION (VODACOM PROPRIETARY LIMITED) – A PORTION OF FARM 746, PORTION 72, HUMANSDORP RD (SEA VISTA WATER RESEVOIR)**	That all other administrative costs (valuation, advertisement, etc.) be for the cost of the applicant.	All cost for the applicant	Cost recovery will commence once final approval received. The applicant was again engaged on 17 Janaury 2024 and referred to Town Planning in order to submit the application for telecom mast. A meeting was scheduled to take place on 5 March 2024 between Vodacom and Town Planning. (11/03/2024) **Awaiting land use application submission from applicant (12/07/2024)**	Applicant	In progress

			That only upgrades be allowed on the municipal property but no new infrastructure.	Will be implemented in accordance with resolution	This will be a condition in the agreement	Manager Land & Properties	In progress
	22/08/PDT11	**ACQUISITION OF IMMOVABLE ASSET: TRANSFER OF PROVINCIAL ROADS: DA GAMA ROAD, ST. FRANCIS DRIVE & WOLTEMADE STREET TO KOUGA MUNICIPALITY**	That Council grant in-principle approval for the transfer of Da Gama Road, St Francis Drive, Main Road-Humansdorp and Woltemade Street to Kouga Municipality in order to manage and maintain the roads contemplated herein.	Coucil granted in-principle approval on 31 August 2022.	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 provinvial roads in the Newton Hall. Item is dealt with by Roads Department** (15/07/2024)	Manager Land & Properties	In progress
			That the Council grant authorisation to the Accounting Officer to enter into a transfer agreement with the Provincial Department of Transport in respect of Da Gama Road, St Francis Drive, Main Road-Humansdorp and Woltemade Street.	Accounting Officer and Legal responsible	The deed of sale will be addressed once final approval is obtained	MM	In progress
			That Council make budgetary provision for the management and maintenance of the roads contemplated in point 2.	I&E responsible		I&E	In progress

28-Oct-22	**22/10/PDT1**	**REQUEST FOR COUNCIL AUTHORISATION TO ADVERTISE AND IN-PRINCIPLE APPROVAL FOR ALIENATION OF ERF 2599, SEA VISTA -APPLICATION FROM ROTARY CLUB OF ST FRANCIS FOR THE EXTENSION AND 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. (11/03/2024) **Disposal and transfer in progress. (12/07/2024)**	Manager: Land & Property Admin	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. (12/07/2024)**	Manager: Legal Services	In Progress
	22/12/PDT3	**ALIENATION OF ERF 1787, HANKEY (HENRY MASETI)**	That based on the information from the transferring conveyancers, the purchaser settles any outstanding balance if any, before the transfer of the property.	Proof of paymement received and provided to Legal Services	Completed. Proof of payment was provided to Legal Services. **Transfer of property in progress. (12/07/2024)**	Manager: L&PA	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 Councillor to address issues raised by the members of the Portfolio. Written comments to be sent by members of the Portfolio by no later tahn 18 August 2023.	A report requesting Council's permission to allow the service provider 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. Item to be tabled at the next Portfolio Meeting. 11/03/2024	Manager: P&D	In Progress

18-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 submitted to supply chain to call for development proposals. 11/03/2024. **The TOR advert has been retracted. (15 May 2024) Application placed abeyance. (12/07/2024)**	Manager Land & Properties	In progress
28-Feb-23	**23/02/PDT11**	**ALIENATION OF UNREGISTERED ERF 3085, SEA VISTA: ST FRANCIS BOWLING CLUB**	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. Service provider appointed to give effect to the resolution and transfer. (11/03/2024) Disposal and transfer in progress. (12/06/2024) **Disposal and transfer has been completed. (12/07/2024)**	Manager Land & Properties/MM/Legal	Completed
			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. Service provider appointed to give effect to the resolution	Manager Land & Properties	Completed
06-Apr-23	**23/03/PDT4**	**REQUEST FOR COUNCIL AUTHORISATION TO ADVERTISE AN IN-PRINCIPLE APPROVAL TO DEVELOP A SHELTER FOR THE HOMELESS ON ERF 5972, JEFFREYS BAY**	That in terms of Reg 5(1)(b)(ii) of the MATR and Policy on disposal of immovable assets, the Council grants in-principle approval to alienate erf 5972, Jeffreys Bay for the development of a Shelter for the Homeless on a long-term lease basis to an NPO.	Objections received against alienation of Erf 5972, Jeffreys Bay.	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. (11/03/2024). Three alternative sites was tabled to the LEC Meeting to obtain comments and recommend to Council. (15 April 2024) An item	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.		was taken to the May Portfolio Meeting with the options. (16 May 2024) Item was tabled to the Portfolio Meeting but was withdrawn to investigate other potential land parcels (12/06/2024) **Negotiations is underway with owner of potential property for homeless shelter. (12/07/2024)**	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/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 send to SCM for the appointment of contractors for the construction of 6 houses. Meeting wil 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. Appointed Contractor currently busy with the submission of building plans and the enrolement of the project to the NHBRC. 11 April 2024. Contractor to start with	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.				

					demolition of current structures before end of May. Construction of houses will commence first week in June 2024. **(09 May 2024).** The appointed contractor experienced some challenges in respect of the submission of building plans. However, this matter is resolved and construction of these houses will commence soon, once building plans are approved. (11 July 2024)		
	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	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. (11/03/2024) **Disposal and transfer in progress. (12/07/2024)**	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 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.	Council granted final approval on 28 February 2024. (15 April 2024) **The Humansdorp Museum has started to relocate the new premises in Voortrekker Road. (16 May 2024) Community Services (Fire) will be utilize the building at erf 216 Humansdorp once the Humansdorp Museum has relocated to the building at erf 440 Humandorp (new premises) (12/07/2024)**	Manager L&P	Completed
			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.			In progress

	23/06/PDT4	**ALIENATION (LEASE) OF ERVEN 27, 28, 29 AND 30, LOERIEHEUWEL**	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	It is aniticipated that a service provider will be appointed in the new financial year. (12/06/2024) **Terms of reference for a 7 day notice has been prepared and service provider will be appointed. (12/07/2024)**	Manager L&P	In progress
	23/06/PDT6	**ALIENATION (LEASE) OF A PORTION OF ERF 231, PELLSRUS AND ERVEN 36 AND 37, PELLSRUS**	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	It is aniticipated that a service provider will be appointed in the new financial year. (12/06/2024) **Terms of reference for a 7 day notice has been prepared and service provider will be appointed. (12/07/2024)**	Manager L&P	In progress
	23/06/PDT8	**APPROVAL OF GENERAL CAPACITATION GRANT FUNDING FOR SOCIAL HOUSING**	That Council confirms and accepts the General Capacitation Grant for the development process of the Rental housing Strategy/Policy.	No action required	Human Settlements awaits the appointment of Service Provider from SHRA to assist the Municipality with the formalation of Social Housing Policy. Department to follow up. This matter is still outstnading and further engagements with SHRA will be facilitated. (09 May 2024). This matter is still outstanding and an urgent meeting will be set up with SHRA. (11 July 2024)	Act Manager Human Settlements	In Progress

	23/06/PDT10	**PORTION 7 OF FARM GEELHOUTEBOOM 688, HUMANSDORP ROAD, EASTERN CAPE PROVINCE – LAND PURCHASED BY HDA FOR THE KOUGA MUNICIPALITY**	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	Meeting were arranged between GIC Consultatnts, KLM and PDoHs on the 19th of April 2024 to discussed the appointment of a PSP for the development of Portion 7 of the Farm Geelhouteboom 688, Humansdorp. Assurance that project will form part of the scope of GIC was confirmed. Letter of support was sent to the PDoHS w.r.t acceptance of the appointed PSP. GIC has commenced with feasibility study and layout designs. 08/06/2024. Follow-up meetings with GIC and Kouga Municipality are on-going. Inception meeting were held on 25 June 2024 and a Project Steering Committee were elected consisting out of Kouga Municipal Officials and the Appointed Service Provider. (11 July 2024)	Act. Manager: Human Settlements	
	23/06/PDT12	**ANNUAL REVIEW OF THE KOUGA MUNICIPALITY SPATIAL DEVELOPMENT FRAMEWORK**	That Council approve the review of the Municipal Spatial Development Framework.	Procurement Process to commence for the review of the SDF	TOR submitted to BSC for appointment of Service provider. The tender was advertised, Supply Chain confirmed that Bids were recieved- BID evaluation in progress. **Tender adjudicated. Service provider currently working on Status Quo Report. 15/07/2024**	Manager P&D	In progress
			That, before the SDF is circulated for public review, Councillors are workshopped on SPLUMA, the Spatial Development Framework, guides compiled, and the impact that it has on spatial planning and development.	Compilation of Terms of Reference for the appointment of a service provider.	SPLUMA By-law under review. A report has been prepared requesting Council to allow Town Planning to proceed with	Manager P&D	In progress

					the amendment of the By-Law		
	23/06/PDT16	**REQUEST FOR COUNCIL TO RESCIND COUNCIL RESOLUTION-21/09/PDT9, GRANT AUTHORISATION TO TAKE TO PUBLIC PARTICIPATION THE INTENTION OF COUNCIL TO ALIENATE ERF 3291, HUMANSDORP (KOUGA CULTURAL CENTRE)**	That Council rescind previous council resolution, 21/09/PD9.	Item was presented to the June 2023 Council Meeting	In-principle approval has been obtained from Council. **An item will be submitted to June 2024 Council Meeting. The department are in the process to go out on tender to demolish the building on erf 3291 and has submitted specifications to SCM (12/06/2024)**	Manager L&P	In progress
			That the market related value for the immovable properties contemplated in be confirmed through independent or alternatively the latest municipal valuation.	In the process to appoint professional valuer	Quotations to be obtained and requisition to be prepared	Manager L&P	In progress
			That an independent valuation report and the section 14 report be submitted to Council after completion of the processes stated in 3. to 5. above.	In the process to appoint professional valuer	Quotations to be obtained and requisition to be prepared	Manager L&P	In progress
15-Aug-23	**23/08/PD3**	**MORATORIUM ON THE SALE OF MUNICIPAL OWNED LAND**	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. (11/03/2024)	A progress report was submitted to March 2024 Portfolio Committee Meeting. (11/04/2024) An item has been prepared for the July Portfolio Meeting. (12/06/2024) **An item served at the July Portfolio Meeting (12/07/2024)**	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.	Report will be submitted to the next Portfolio Committee Meeting. (12/06/2024) **An item served at the July Portfolio Committee Meeting. (12/07/2024)**	Manager L&P	In progress
	23/08/PD4	**ALIENATION OF ERF 2330, HUMANSDORP 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. **Disposal and transfer in progress (12/07/2024)**	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.	Cost recovery will commence once final approval received. The applicant was again engaged on 17 Janaury 2024 and referred to Town Planning in order to submit the application for telecom mast. A meeting was scheduled to take place on 5 March 2024 between Vodacom and Town Planning. (11/03/2024) **Awaiting land use submission from applicant. (12/07/2024)**	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 was 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 746, PORTION 72, HUMANSDORP 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.	Cost recovery will commence once final approval received. The applicant was again engaged on 17 Janaury 2024 and referred to Town Planning in order to submit the application for telecom mast. A meeting was scheduled to take place on 5 March 2024 between Vodacom and Town Planning. (11/03/2024) **Awaiting land use submission from applicant. (12/07/2024)**	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 was 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 406, 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.	Cost recovery will commence once final approval received. The applicant was again engaged on 17 Janaury 2024 and referred to Town Planning in order to submit the application for telecom mast. A meeting was scheduled to take place on 5 March 2024 between Vodacom and Town Planning. (11/03/2024) **Awaiting land use submission from applicant. (12/07/2024)**	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 was 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 Techncical 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 Techncian 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 Jeugkamp 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 Techncian 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/PD45**	**REQUEST FOR COUNCIL'S FINAL APPROVAL: ALIENATION (LONG-TERM LEASE) OF A PORTION ERF 499, HUMANSDORP**	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	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 erf 499 has been received. Council granted final approval on 31 October 2023 with conditions that must be met before development commence. (16 May 2024) **Confirmation was**	Manager Planning & Development	On-going

					received from the applicant that they have commenced witht the environmental impact assessment and awaiting the outcome thereof (12/07/2024)		
	23/10/PD46	**REQUEST FOR COUNCIL'S FINAL APPROVAL TO ALIENATION OF ERF 588, PELLSRUS TO THE ETHIOPIAN EPISCOPAL CHURCH**	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 reffered to Legal Services to implement resolution in respect of the disposal. **D**isposal and transfer in progress. (16 May 2024). **Service provider has been appointed and deed of sale drafted for signature by both parties. The original title deed is not available and a Regulation 68(1) application for a lost title deed is being implemented which may delay the transfer process. Terms of reference will be prepared during the week of 15 July for rezoning and consolidation of the properties (12/07/2024)**	Manager Legal	In progress
	23/10PD47	**REQUEST FOR COUNCIL FINAL APPROVAL: ALIENATION (LEASE) OF ERVEN 27, 28, 29 AND 30, LOERIEHEUWEL**	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.	**It is aniticipated that a service provider will be appointed in July 2024. (12/07/2024)**	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**	That town planning activities and all other administrative processes be finalized	In-principle approval received from Council.	Department to appoint service provider/s once final approval obtained. Department will now proceed with appointment of service providers to	Manager L&P	In progress

		PROPERTIES TO EARLY CHILDHOOD DEVELOPMENT CENTRES (CRECHES) TO REGISTERED SOCIAL CARE USERS			finalise planning activities. (15 April 2024)		
			That Council authorizes the Accounting Officer to enter into long-term lease agreements with creches contemplated herein.	In-principle approval received from Council. **Final approval requested at March 2024 Council Meeting.** (11/03/2024)	Council will enter into long-terms agreements with ECDC's once final approval has been obtained. Instruction was sent to Legal Services to proceed with drafting of long-term agreements (15 April 2024) Draft long term agreements was obtained from Legal Services on 14 May 2024 and has been provided to ECDC principals for consideration and inputs. (16 May 2024) We received back some of the draft lease agreements with some amendments to be made whereafter it should be ready for signing (12/06/2024) **Amendments to lease agreements completed and Municipal Manager has signed all the lease agreements. A number of principals has already signed and collected lease agreements. (12/07/2024)**	Manager L&P	In progress
14-Dec-23	**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. Application received one objection during public participation, a meeting has been setup for the week of 11 March 2024 with current lessee to negotiate the possibility of the two parties to work together on the property. An item will then be crafted for the April Council Meeting. (11/03/2024)	In-principle approval received. **A meeting had been scheduled for 13 June 2024 with the current lessee. (12/06/2024) Meeting was held with current leasees who indicated that they do not have a problem for Mr. Tee to**	Manager L&P	In Progress

					utilise the building. An item will be tabled to the next August Council Meeting for final approval (12/07/2024)		
			That Council authorises the Accounting Officer to obtain the market-related rental valuation for consideration.	Quotations to be obtained and requisition to be prepared. **The appointment of service provider was hold back awaiting the outcome of negotiations.** (11/03/2024)	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.	Quotations to be obtained and requisition to be prepared. **The appointment of service provider was hold back awaiting the outcome of negotiations.** (11/03/2024)	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-priciple approval received from Council.	Environmental Services, Community Services Department to be requested to determine flood line. **CS Comment: The function for the flood line determination lies with the Water Services authority (Civil and Water Dept) and not Community Services Dept.**	Manager L&P	In Progress
			That the project be registered with the LED Section, Finance Department.	In-priciple 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-priciple 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-priciple 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**	That an annual escalation be included in the lease agreement.	Final approval received from Council. Instruction was given to legal services to	Instruction was given and our Legal Services is	Manager L&P	In Progress

		TELECOMMUNICATIONS MAST (MOROPA SITE SOLUTIONS) – A PORTION OF ERF 835, PARADISE BEACH		attend to the transfer of property. (11/03/2024)	busy preparing long-term lease agreement (12/06/2024) **Awaiting draft lease agreement from Legal Services. (12/07/2024)**		
	23/12/PD4	**LEASE OF ERF 1244, PELLSRUS FOR AN OLD AGE SERVICE CENTRE**	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	**Provision has been made in the 24/25 budget to appoint service providers to finalise outstanding activities. (12/06/2024)**	Manager L&P	In progress
			That an annual escalation be included in the lease agreement.	Final approval received from Council. Instruction was given to legal services to attend to the transfer of property. (11/03/2024)	Legal Department to be informed of the annual escalation. The draft long-term lease agreement has been reveived from Legal Services and forward for consideration and inputs to the applicant (12/06/2024)**Awaiting draft lease agreement from the applicant. (12/07/2024)**	Manager L&P	In progress
	23/12/PD6	**ALIENATION (LEASE) OF ERF 1567, PELLSRUS**	That an annual escalation be included in the lease agreement.	Final approval received from Council. Instruction was given to legal services to attend to the transfer of property. (11/03/2024)	Instruction was given and our Legal Services is busy preparing long-term lease agreement (12/06/2024) Awaiting lease agreement from Legal Services. (12/07/2024)	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 an annual escalation be included in the lease agreement.	Final approval received from Council. Instruction was given to legal services to attend to the transfer of property. (11/03/2024)	Instruction was given and our Legal Services is busy preparing long-term lease agreement (12/06/2024) **Awaiting draft lease agreement from Legal Services. (12/07/2024)**	Manager L&P	In progress

	23/12/PD10	**ALIENATION (LEASE) OF ERF 3087, SEA VISTA**	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.	Final approval received from Council. Instruction was given to legal services to attend to the transfer of property. (11/03/2024)	Instruction was given and our Legal Services is busy preparing long-term lease agreement (12/06/2024) **Awaiting draft lease agreement from Legal Services. (12/07/2024)**	Manager L&P	In progress
			That an annual escalation be included in the lease agreement.	Final approval received from Council. Instruction was given to legal services to attend to the transfer of property. (11/03/2024)	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 authorises the Accounting Officer to obtain the services of registered professional to submit building plans for approval.	Preparing terms of reference for appointment of service provider.	Provision has been made in the 24/25 budget to appoint service providers to finalise outstanding activities. (10/06/2024) **In the process to obtain quatations for the rezoning of erf 130, Pellsrus. (12/07/2024)**	Manager L&P	In progress
			That an annual escalation be included in the lease agreement.	Final approval received from Council. Instruction was given to legal services to attend to the transfer of property. (11/03/2024)	Legal Department to be informed of the annual escalation. Legal Services in the process to draft long-term lease agreement (12/06/2024) **Awaiting draft lease agreement from Legal Services. (12/07/2024)**	Manager L&P	In progress
	23/12/PD13	**ALIENATION OF ERF 137, PELLSRUS (LIZO PATRICK LETSEKHA)**	That Council authorises the Accounting Officer to enter into a Deed of Sale for the purpose of transferring the said property.	Final approval received from Council. Instruction was given to legal services to attend to the transfer of property. (11/03/2024)	Instruction given to Legal Services to proceed with disposal and transfer process. **Disposal and transfer in progress (12/07/2024)**	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.	Final approval received from Council. Instruction was given to legal services to attend to the transfer of property. (11/03/2024)	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. **Disposal and transfer in progress (12/07/2024)**	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 Council authorises the Accounting Officer to enter into a Deed of Sale for the property contemplated herein.	Final approval received from Council. **Instruction was given to legal services to attend to the transfer of property.** (11/03/2024)	Instruction given to Legal Services to proceed with disposal and transfer process. **Disposal and transfer in progress (12/07/2024)**	Manager L&P	In progress
	23/12/PD16	**ALIENATION (LEASE) OF A PORTION OF ERF 164, JEFFREYS BAY**	That an annual escalation be included in the lease agreement.	Final approval received from Council. Instruction was given to legal services to attend to the transfer of property. (11/03/2024)	Legal Department to be informed of the annual escalation. Legal Services in the process to draft long-term lease agreement (12/06/2024) **Awaiting draft lease agreement from Legal Services. (12/07/2024)**	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 an annual escalation be included in the lease agreement.	Final approval received from Council. Instruction was given to legal services to attend to the transfer of property. (11/03/2024)	Legal Department to be informed of the annual escalation. Legal Services in the process to draft long-term lease agreement (12/06/2024) **Awaiting draft lease agreement from Legal Services. (12/07/2024)**	Manager L&P	Progress
	23/12/PD21	**ALIENATION (LEASE) OF A PORTION OF ERF 843, JEFFREYS BAY**	That the departure application be submitted by applicant and all other administrative costs be for the account of the applicant.	Quotations to be obtained and requisition to be prepared	Legal Department to be informed of the annual escalation. Legal Services in the process to draft long-term lease agreement (12/06/2024) **Awaiting draft lease agreement from Legal Services. (12/07/2024)**	Manager L&P	In progress

			That an annual escalation be included in the lease agreement.	Final approval received from Council. Instruction was given to legal services to attend to the transfer of property. (11/03/2024)	Legal Department to be informed of the annual escalation. Legal Services in the process to draft long-term lease agreement (12/06/2024) **Awaiting draft lease agreement from Legal Services. (12/07/2024)**	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 an annual escalation be included in the lease agreement.	Final approval received from Council. Instruction was given to legal services to attend to the transfer of property. (11/03/2024)	Legal Department to be informed of the annual escalation. Legal Services has drafted the long-term lease agreement and was forwarded to the applicant for perusal and consideration (16 May 2024) **Awaiting the lease agreement from applicant (12/07/2024)**	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 an annual escalation be included in the lease agreement.	Final approval received from Council. Instruction was given to legal services to attend to the transfer of property. (11/03/2024)	Legal Department to be informed of the annual escalation. Legal Services in the process to draft long-term lease agreement (12/06/2024) **Awaiting draft lease agreement from Legal Services. (12/07/2024)**	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 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.	Quotations to be obtained and requisition to be prepared	Meeting was held with the applicant based on the approval that was granted by Council for a Medical Cannabis Facility and where the applicant now want to develop a Electrical Motor Charging Facility. The applicant also want enter into a lease that is for a period longer than 9 years and 11 months (12/06/2024) The Ap**plicant recently submitted the site development plan for Electrical Motor Charging Facility in**	Manager L&P	In progress

					order for the LEC members to comment on the proposal, once comments is solicit an item will be tabled to the Portfolio Committee. (12/07/2024)		
			That an annual escalation be included in the lease agreement.	In-priciple 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 an annual escalation be included in the lease agreement.	Final approval received from Council. Instruction was given to legal services to attend to the transfer of property. (11/03/2024)	Legal Department to be informed of the annual escalation. Legal Services in the process to draft long-term lease agreement (12/06/2024) **Awaiting draft lease agreement from Legal Services. (12/07/2024)**	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 August Council Meeting (12/07/2024)**	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 consideration by Council at April Council Meeting however an item has been prepared for the March Council to advise Council on current progress and wayforward. The intention is to request both parties to submit proposal and to dispose through a auction for the rental of the property. (11/04/2024) Both applicants was contacted and given until 31 May 2024 to submit business proposals (16 May 2024) **Received proposal only from one of the applicants. Item will be tabled to next Portfolio Meeting (12/06/2024) Item was presented for final approval to the July Portfolio Meeting and will now proceed to Mayoral and Council Meeting (12/07/2024)**	Manager L&P	In progress
			That an annual escalation be included in the lease agreement	In-priciple approval received from Council.	Legal Department to be informed of the annual escalation.		In progress
	23/12/PD31	**AMENDMENT OF KOUGA LOCAL MUNICIPALITY LAND USE SCHEME, 2021**	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)	A letter has been sent to the MEC Cogta, informing him of the Municipality's intention to amend the Land Use Scheme. Futrthermore, media notice informing the public of the municipal intention to amend its Land Use Scheme was published. The department is to publish a seconf notice.12/02/2024	Notices published January 2024. Draft to be presented at the next Policy Workshop 10/07/2024	Manager: TP	In progress

			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.				
	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 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 was given to Legal Service duing the week of 22 January 2024 to proceed with the disposal process and deed of sale. **Finalisation of planning processes as well as the disposal and transfer in progress (12/07/2024)**	Manager L&P	In progress
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 Committe 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. Notices published January 2024. It is anticipated that the draft will be presented at the next Policy Workshop. 10/07/2024	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
28-Feb-24	**24/02/PD6**	**REQUEST FOR ALIENATION (LEASE) OF A PORTION OF ERF 300, PATENSIE**	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 longterm lease agreement.	Item was prepared for the February 2024 Council Meeting. Notice for public participation has been prepared and should be placed on 14 March.	In-principle approval received from Council. (11/03/2024) **Public participation completed. Item for final approval will be tabled to the Council Meeting once applicant has submitted the outstanding**	Manager L&P	In progress

					business proposals. (12/07/2024)		
			That Council authorises the Accounting Officer to obtain the market-related rental valuation for consideration.	Item was prepared for the February 2024 Council Meeting.	**Service provider to be appointed after final approval obtained from Council (12/07/2024)**	Manager L&P	In progress
			That an annual escalation on the rental amount be applied.	Item was prepared for the February 2024 Council Meeting.	Will form part of the lease agreement	Manager L&P	In progress
			That a full development plan be prepared and submitted.	Item was prepared for the February 2024 Council Meeting.	The applicant was contacted on 8 March to request the submission of development plan. Still awaiting development plan. (16 May 2024) Follow-up was done on 6 June requesting the applicant to submit the business proposal (12/06/2024) **Still awaiting business proposal from applicant. (12/07/2024)**	Manager L&P	In progress
	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**	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.	Final approval was obtained from Council.	The leading in the process to go out on a process to secure a lessee for house at erf 216 Humansdorp (11/03/2024) It was resolved the Community Services (Fire) will go into the house once the Humansdorp Museum has relocated to the new premises. (12/06/2024) **Community Services are ready to move into the premises once the Museum has removed the remaining items to their new premises in Voortrekker Road. We**	Manager L&P	In progress

					will engage the Museum during the week of 15 July to confirm when will the old premises will be cleared whereafter the maintenance will be attended to. (12/07/2024)		
	24/02/PD9	**ALIENATION (LEASE) OF A PORTION OF ERF 231, PELLSRUS AND ERVEN 36 AND 37, PELLSRUS**	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.	Final approval was obtained from Council.	Final approval granted. Will now commence with the appointment of service provider. (12/06/2024) **Terms of reference already prepared and should be submitted to SCM during week of 15 July. (12/07/2024)**	Manager L&P	In progress
			That Council authorizes the Accounting Officer to enter into lease agreement for a period of 9 years and 11 months with Astro Zone.	Item was prepared for the February 2024 Council Meeting.	Draft lease agreement have been sent to applicant for perusal and consideration on 8 March 2024. (11/03/2024) Session was held with the applicant to discuss matters to be amended in the draft agreement on April 2024. Corrections was made and sent to applicant for signature. (17 April 2024) Awaiting signed lease agreement from applicant (12/06/2024) **Lease agreement has been concluded (12/07/2024)**	Manager L&P	Completed
	24/02/PD10	**REQUEST FOR COUNCIL'S FINAL APPROVAL FOR THE DISPOSAL OF ERF 600, PELLSRUS**	That Council authorizes the Accounting Officer to enter into a Deed of Sale for the purposes of transferring the said property.	Item was prepared for the February 2024 Council Meeting.	Instruction was sent legal services to proceed with disposal and transfer. (11/03/2024) **Disposal and transfer in progress (12/07/2024)**	Manager L&P	In progress

	24/02/PD11	**REQUEST FOR COUNCIL'S FINAL APPROVAL FOR THE DISPOSAL OF ERF 2734, SEA VISTA**	That Council authorizes the Accounting Officer to enter into a Deed of Sale for the purposes of transferring the said property.	Item was prepared for the February 2024 Council Meeting.	Instruction was sent legal services to proceed with disposal and transfer. (11/03/2024) **Disposal and transfer in progress (12/07/2024)**	Manager L&P	In progress
27-Mar-24	**24/03/PD3**	**LAND AND PROPERTY ADMINISTRATION- PROGRESS REPORT: IMPLEMENTATION OF OUTSTANDING COUNCIL RESOLUTIONS**	That the moratorium be extended to 31 June 2024 for the Land and Property Administration Department to finalise outstanding Council resolutions.	Item was tabled for in-principle approval at December 2023 Council Meeting	Outstanding Items to be submitted before 30 June 2024. (15 April 2024) Item has been prepared for the June Portfolio Meeting. (12/06/2024) **An item on the progress of outstanding council resolutions was tabled at the July Portfolio Committee Meeting. (12/07/2024)**	Manager L&P	In progress
	24/03/PD6	**REQUEST FOR COUNCIL'S IN-PRINCIPLE APPROVAL FOR THE ALIENATION OF MUNICIPAL ERVEN WITHIN THE KOUGA MUNICIPAL AREA**	That Council authorizes the Accounting Officer to obtain the market-related valuation from the latest valuation roll for consideration in line with Section 14(2) of the Municipal Finance Management Act No.56 of 2003.	Item was tabled for in-principle approval at December 2023 Council Meeting	In-principle approval received from Council. The market related valuations will be confirmed before the item goes back to council for final approval. (12/06/2024) **Requisitions has been submitted to SCM to prepare orders to appoint service provider/s to attend to valuations. (12/07/2024)**	Manager L&P	In progress
	24/03/PD11	**REQUEST FOR COUNCIL'S FINAL APPROVAL FOR ALIENATION (LEASE) OF ERF 1567, PELLSRUS**	That Council authorizes the Accounting Officer to enter into long-term lease agreement with Lilungelo Lomntwana Jbay Training Centre NPC (Registration Number: 2022/770104/08) and that an annual escalation clause be included in the written lease agreement.	Item was tabled for ifinal approval to Council Meeting.	Item was submitted to Council for final approval 27 March 2024 and final approval was granted. (15 April 2024) Legal Services in the process to draft long-term lease agreement. (12/06/2024) **Awaiting draft lease agreement from Legal Services. (12/07/2024)**	Manager L&P	In progress
	24/03/PD12	**REQUEST FOR COUNCIL'S FINAL APPROVAL FOR ALIENATION (LEASE) OF**	That Council authorizes the Accounting Officer to enter into a written long-term lease agreement with Halalisana Township Incubator		Item was submitted to Council for final approval 27 March 2024 and final	Manager L&P	In progress

		ERF 1160, HUMANSDORP: HALALISANA TOWNSHIP INCUBATOR	(Registration Number: 2022 / 730757 / 08) and that the lease provides for the annual escalation of the monthly rental.		approval was granted. (15 April 2024). Legal Services has drafted the long-term lease agreement and same was forwarded to applicant for perusal and consideration. **Awaiting lease agreement from applicant (12/07/2024)**		
	24/03/PD13	**REQUEST FOR COUNCIL'S FINAL APPROVAL FOR ALIENATION (LEASE) OF ERF 843, JEFFREYS BAY**	That Council authorizes the Accounting Officer to enter into a long-term lease agreement with Smhart Guards Family Trust (2/2012), represented by Mr. Carl Trahms and that an annual escalation clause be included in the written lease agreement.	Item was tabled for final approval.	Item was submitted to Council for final approval 27 March 2024 and final approval was granted. (15 April 2024). Approval letter was given to applicant to proceed with departure application. (16 May 2024) **Awaiting submission of town planning land use right application. (12/07/2024)**	Manager L&P	In progress
	24/03/PD14	**REQUEST FOR COUNCIL'S FINAL APPROVAL FOR ALIENATION (LEASE) OF A PORTION ERF 2, KRUISFONTEIN**	That service providers be appointed to attend and conclude the subdivision and Environmental Impact Assessment and that all costs be for the applicant.	Final approval was obatined.	Legal Department to be informed of the annual escalation. Legal Services in the process to draft long-term lease agreement (12/06/2024) **Awaiting draft lease agreement from Legal Services. (12/07/2024)**	Manager L&P	In progress
			That the Accounting Officer be authorized to enter into a written Lease Agreement with the applicant herein and that an annual escalation clause be included in the written lease agreement.	Final approval was obatined.		Manager L&P	In progress
	24/03/PD15	**REQUEST FOR COUNCIL'S FINAL APPROVAL FOR ALIENATION (LEASE) OF A**	That a Land Surveyor be appointed to attend and conclude the closure of public road, subdivision, consolidation and rezoning and	Final approval was obatined.	Meeting was held with the applicant based on the approval that was granted	Manager L&P	In progress

		PORTION OF ERF 1, ERVEN 2084 AND 2085 AS WELL AS A PORTION OF ROAD ERF 2077, HUMANSDORP	other administrative costs including the valuation, be for the cost of the applicant.		by Council for a Medical Cannabis Facility and where the applicant now want to develop a Electrical Motor Charging Facility. The applicant also want enter into a lease that is for a period longer than 9 years and 11 months (12/06/2024) The Ap**plicant recently submitted the site development plan for Electrical Motor Charging Facility in order for the LEC members to comment on the proposal, once comments is solicit an item will be tabled to the Portfolio Committee. (12/07/2024)**		
			That an escalation be included in the lease agreement.	Final approval was obatined.		Manager L&P	In progress
	24/03/PD16	**REQUEST FOR COUNCIL'S FINAL APPROVAL FOR LEASE OF A PORTION OF ERF 1244, PELLSRUS FOR AN OLD AGE SERVICE CENTRE**	That an annual escalation be included in the lease agreement.	Final approval was obatined.	Item was submitted to Council for final approval 27 March 2024 and final approval was granted. (15 April 2024) Legal Services in the process to draft long-term lease agreement. (16 May 2024) Draft lease agreement received from Legal Services and forwarded to the applicant (12/06/2024) **Signing of lease agreement have been concluded. (12/07/2024)**	Manager L&P	Completed
			That Council authorizes the Accounting Officer to enter into a written long-term lease agreement with Sunshine Bay Old Age Service Centre, and that the agreement provides for an annual escalation of the monthly rental.	Final approval was obatined.	**Signing of lease agreement have been concluded**	Manager L&P	Completed

	24/03/PD17	**REQUEST FOR FINAL APPROVAL FROM COUNCIL TO DISPOSE AND TRANSFER: ERF 2593, SEA VISTA (ANNIE DANIELS)**	That Council authorizes the Accounting Officer to enter into a Deed of Sale for the disposal of the property.	Item was tabled for in-principle approval at December 2023 Council Meeting	Item was submitted to Council for final approval 27 March 2024 and final approval was granted. (15 April 2024) **Disposal and transfer in progress (12/07/2024)**	Manager L&P	In progress
	24/03/PD18	**REQUEST FOR FINAL APPROVAL FROM COUNCIL TO RESCIND A SECTION OF COUNCIL RESOLUTION, GRANT AUTHORISATION TO DISPOSE: ERF 1044, SEA VISTA (MUNICIPAL HOUSE)**	That Council authorises the Accounting Officer to enter into a Deed of Sale for the disposal of the property.	Item was tabled for in-principle approval at December 2023 Council Meeting	Item was submitted to Council for final approval 27 March 2024 and final approval was granted. (15 April 2024) **Disposal and transfer in progress (12/07/2024)**	Manager L&P	In progress
	24/03/PD19	**LAND AND PROPERTY ADMINISTRATION: DISPOSAL OF A PORTION OF ERF 873, JEFFREYS BAY (JEFFREYS BAY BOWLING CLUB)**	That the town planning processes be finalized for the portion of Erf 873, Jeffreys Bay and that the cost be for the applicant.	Final approval was obatined.	Item was submitted to Council for final approval 27 March 2024 and final approval was granted. (15 April 2024) **Disposal and transfer in progress. In the process to finalise subdivision quotation to be otained during the week of 15 July since budget have become available (12/07/2024)**	Manager L&P	In progress
			That Council authorises the Accounting Officer to enter into a Deed of Sale for the purposes of transferring the said portion of the property.	Final approval was obatined.		Manager L&P	In progress
	24/03/PD20	**REQUEST FOR COUNCIL'S FINAL APPROVAL: ALIENATION OF ERF 137, PELLSRUS (LIZO PATRICK LETSEKHA)**	That Council authorizes the Accounting Officer to enter into a Deed of Sale for the purpose of transferring the said property	Final approval was obatined.	Item was submitted to Council for final approval 27 March 2024 and final approval was granted. (15 April 2024) **Disposal and transfer in progress (12/07/2024)**	Manager L&P	In progress

	24/03/PD22	**REQUEST FOR COUNCIL'S FINAL APPROVAL FOR ALIENATION (LEASE) OF ERF 130, PELLSRUS**	That Council authorizes the Accounting Officer to obtain the services of a registered professional to submit building plans for approval and the costs be for the account of the applicant	Final approval was obatined.	Legal Department to be informed of the annual escalation. Legal Services in the process to draft long-term lease agreement (12/06/2024**) Awaiting draft lease agreement from Legal Services. (12/07/2024)**	Manager L&P	In progress
			That Council authorizes the Accounting Officer to enter into a long-term lease agreement with the Hepzibah Community Centre and that an annual escalation clause be included in the written lease agreement.	Final approval was obatined.		Manager L&P	In progress
			That the building plans and rezoning be finalized, and the costs be for the account of the applicant.	Final approval was obatined.		Manager L&P	In progress
	24/03/PD23	**REQUEST FOR COUNCIL'S FINAL APPROVAL: DISPOSAL (PURCHASE) OF A PORTION OF ERF 164 (A PORTION OF ROAD RESERVE VERGE IN DROMMEDARIS STREET) TO CONSOLIDATE WITH ERF 269, JEFFREYS BAY**	That town planning process be finalized and all other administrative costs be for the account of the applicant	Item was tabled for in-principle approval at December 2023 Council Meeting	Item was submitted to Council for final approval 27 March 2024 and final approval was granted. (15 April 2024) The department in the process to finalise subdivision, consolidation and rezoning whereafter the disposal and transfer process will commence (12/06/2024) **Budget have become available to proceed with the appointment of service provider to finalise planning activities. (12/07/2024)**	Manager L&P	In progress
			That Council authorises the Accounting Officer to enter into a Deed of Sale for the disposal of the property	Final approval was obatined.		Manager L&P	In progress
	24/03/PD24	**REQUEST FOR COUNCIL'S FINAL APPROVAL: ALIENATION (RIGHT-TO-**	That town planning process be finalized and all other administrative costs be for the account of the applicant	Final approval had been received from Council	Legal Department to be informed of the annual escalation. Legal	Manager L&P	In progress

		USE) OF A PORTION OF ERF 164, JEFFREYS BAY			Services in the process to draft long-term lease agreement (12/06/2024) **Awaiting draft lease agreement from Legal Services. (12/07/2024)**		
			That the Council authorizes the Accounting Officer to enter into a Lease Agreement (right-to-use) with the National Sea Rescue Institute (NSRI) as a Non-Profit Company, represented by Mr. Willem De Waal.	Final approval was obatined.		Manager L&P	In progress
	24/03/PD25	**REQUEST FOR COUNCIL'S FINAL APPROVAL: ALIENATION (LEASE) OF A PORTION OF ERF 164 (A PORTION OF ROAD RESERVE VERGE IN FERREIRA STREET), JEFFREYS BAY**	That town planning process be finalized and all other administrative costs be for the account of the applicant.	Final approval was obatined.	Legal Department to be informed of the annual escalation. Legal Services in the process to draft long-term lease agreement (12/06/2024) **Awaiting draft lease agreement from Legal Services. Applicant has proceeded with land use right application and application was placed in the local newspaper for public participation. (12/07/2024)**	Manager L&P	In progress
			That the Accounting Officer be authorised to enter into a written lease agreement with the Applicant, and that the written lease agreement makes provision for an annual escalation of the monthly rental amount.	Final approval was obatined.		Manager L&P	In progress
			That the administration considers the possibility and feasibility of permanently alienating the land within 1 year.	Final approval had been received from Council		Manager L&P	In progress
	24/03/PD26	**REQUEST FOR COUNCIL'S FINAL APPROVAL: ALIENATION (LEASE) OF LAND FOR A 21m MONOPOLE TELECOMMUNICATIONS MAST (MOROPA SITE SOLUTIONS) – A PORTION**	That Council authorizes the Accounting Officer to enter into a written long-term lease agreement with Insite Towers, and that the written agreement provides for the annual escalation of the monthly rental.	Item was tabled for in-principle approval at December 2023 Council Meeting	Legal Department to be informed of the annual escalation. Legal Services in the process to draft long-term lease agreement (12/06/2024) **Awaiting draft lease**	Manager L&P	In progress

		OF ERF 835, PARADISE BEACH			**agreement from Legal Services. (12/07/2024)**		
	24/03/PD27	**REQUEST FOR COUNCIL'S FINAL APPROVAL: ALIENATION (LEASE) OF LAND FOR A 35m MONOPOLE TELECOMMUNICATIONS MAST (ORION TRUST) – A PORTION OF ERF 1996, SEA VISTA**	That Council authorizes the Accounting Officer to enter into a written long-term lease agreement with Orion Trust, and that the agreement make provision for the annual escalation of the monthly rental.	Item was tabled for in-principle approval at December 2023 Council Meeting	Legal Department to be informed of the annual escalation. Legal Services in the process to draft long-term lease agreement (12/06/2024) **Awaiting draft lease agreement from Legal Services. (12/07/2024)**	Manager L&P	In progress
	24/03/PD28	**REQUEST FOR COUNCIL'S FINAL APPROVAL FOR ALIENATION (LEASE) OF ERF 3087, SEA VISTA**	That Council authorizes the Accounting Officer to enter into long-term lease agreement with Little Urchins, Montessori (Registration Number: 2021/497872/07) and which agreement must make provision for an annual escalation of the monthly rental.	Item was tabled for in-principle approval at December 2023 Council Meeting	Legal Department to be informed of the annual escalation. Legal Services in the process to draft long-term lease agreement (12/06/2024) **Awaiting draft lease agreement from Legal Services. (12/07/2024)**	Manager L&P	In progress
	24/03/PD29	**REQUEST FOR COUNCIL'S FINAL APPROVAL FOR ALIENATION (LEASE) OF ERF 7263, JEFFREYS BAY (OCEANVIEW)**	That Council authorizes the Accounting Officer to enter into a written long-term lease agreement with Mizamoyethu Community Centre.	Item was tabled for in-principle approval at December 2023 Council Meeting	Legal Department to be informed of the annual escalation. Legal Services in the process to draft long-term lease agreement (12/06/2024) **Awaiting draft lease agreement from Legal Services. (12/07/2024)**	Manager L&P	In progress

	24/03/PD30	**TO UPDATE COUNCIL ON THE APPLICATION (LEASE) OF ERF 7292, JEFFREYS BAY (OCEANVIEW) AND TO CALL FOR BUSINESS PROPOSALS FOR A RESTAURANT/TAKEAWAYS/ TSHISANYAMA**	That both applicants be requested to submit business proposals for the long-term lease of the municipal property and that the property be disposed through an auction to the highest bidder.	Item was tabled for in-principle approval at December 2023 Council Meeting	In-principle approval received. Item will be prepared for final consideration by Council at April Council Meeting however an item has been prepared for the March Council to advise Council on current progress and wayforward. The intention is to request both parties to submit proposal and to dispose through a auction for the rental of the property. (11/04/2024) Both applicants was contacted and given until 31 May 2024 to submit business proposals (16 May 2024) **Received proposal only from one of the applicants. Item will be tabled to next Portfolio Meeting (12/06/2024) Item was presented for final approval to the July Portfolio Meeting and will now proceed to Mayoral and Council Meeting (12/07/2024)**	Manager L&P	In progress
	24/03/PD31	**REQUEST TO GRANT COUNCIL'S FINAL APPROVAL TO ALIENATE (LEASE) OF COUNCIL PROPERTIES TO EARLY CHILDHOOD DEVELOPMENT CENTRES (CRECHES) TO REGISTERED SOCIAL CARE USERS**	That town planning activities and all other administrative processes be finalized	Item was tabled for in-principle approval at December 2023 Council Meeting	**Council will enter into long-terms agreements with ECDC's once final approval has been obtained. Instruction was sent to Legal Services to proceed with drafting of long-term agreements (15 April 2024) Draft long term agreements was obtained from Legal Services on 14 May 2024 and has been provided to ECDC principals for consideration and**	Manager L&P	In progress

					inputs. (16 May 2024) We received back some of the draft lease agreements with some amendments to be made whereafter it should be ready for signing (12/06/2024) Amendments to lease agreements completed and Municipal Manager has signed all the lease agreements. A number of principals has already signed and collected lease agreements. (12/07/2024)		
			That Council authorizes the Accounting Officer to enter into long-term lease agreements with creches contemplated herein.	Item was tabled for in-principle approval at December 2023 Council Meeting		Manager L&P	In progress
30-Apr-24	**24/04/PD5**	**HOUSING DISPUTE: ERF 1314: KWANOMZAMO: HUMANSDORP: SIBENGILE/LUZIPHO**	That Erf 1314 Kwanomzamo, Humansdorp be transferred to the current occupant, Ms TL Luzipho, in line with and subject to the provisions of the National Housing Programme known as the Enhanced Extended Discount Benefit Scheme (EEDBS) and in line with the Deed of Sale dated 16 January 1990		**Meeting arranged with all affected parties.**	Manager:HS	
			That Erf 1439 Kwanomzamo, Humansdorp be transferred to Ms. SF Sibengile in line with and subject to the provisions of the National Housing Programme known as the Enhanced Extended Discount Benefit Scheme (EEDBS).		All the affected parties were notified of the Council Resolution and this matter is closed. (11 July 2024)	Manager HS	

	24/04/PD6	**REQUEST FOR COUNCIL'S IN-PRINCIPLE APPROVAL AND AUTHORISATION TO ADVERTISE: APPLICATION FROM NATIONAL DEPARTMENT OF PUBLIC WORKS AND INFRASTRUCTURE TO ACQUIRE ERF 275 HUMANSDORP TO CONSTRUCT A NEW MAGISTRATE COURT**	That Council consider the request and grant in-principle approval for the alienation of erf 275, Humansdorp to the National Department of Public Works and Infrastructure by way of a land swop.	Item for in-principle approval was tabled to May Council Meeting.	In-principle approval obtained from council (12/06/2024) **Public participation completed. (12/07/2024)**	Manager L&P	In progress
			That the Council consider a land swop with the Department of Public Works and Infrastructure for Erf 400 Sea Vista, Erf 3010 Hankey and facilitate the demolition of dilapidated structures on Erf 4 Humansdorp.		**I**n-principle approval obtained from council (12/06/2024) **Awaiting formal correspondence from Public Works on the swop before item is taken back to Council for final approval. (12/07/2024)**		
			That the Department retains the Market Building in their designs for new court including maintaining its character and restoring it	Item for in-principle approval was tabled to May Council Meeting.	**Will be included as a condition of agreement (12/07/2024)**	Manager L&P	In progress
31-May-24	**24/05/PD5**	**REQUEST FOR COUNCIL'S IN-PRINCIPLE APPROVAL FOR ALIENATION (LEASE) OF A PORTION OF ERF 170, JEFFREYS BAY (DOLPHIN BEACH ENTERTAINMENT)**	That Council grant in-principle approval for the alienation (lease) of a portion of Erf 170, Jeffreys Bay to Dolphin Beach Entertainment, represented by Mr. Stephanus Ferreira for a period of 9 years and 11 months, with an option to renew subject to applicable legislation.	Item for in-principle approval was tabled to May Council Meeting.	In-principle approval obtained from council (12/06/2024) **Public participation in progress closing on 16 July. (12/07/2024)**	Manager: L&P	
			That the Environmental Authorisation as well as Town Planning activities and other administrative costs, be for the cost of the Municipality.	Item for in-principle approval was tabled to May Council Meeting.	In-principle approval obtained from council (12/06/2024) **Already went out on 7-day notice which closed on 5 July awaiting SCM appointment of succesful service provider (12/07/2024)**	Manager: L&P	
			That an escalation be included in the lease agreement.	Item for in-principle approval was tabled to May Council Meeting.	**In-principle approval obtained from council (12/06/2024)**	Manager: L&P	

	24/05/PD6	**REQUEST FOR COUNCIL'S IN-PRINCIPLE APPROVAL: ALIENATION LEASE OF LAND FOR A TELECOMMUNICATIONS MAST AND BASE STATION (HEROTEL) – A PORTION OF ERF 406, PARADISE BEACH**	That Council authorizes the Accounting Officer to obtain the market-related valuation in line with Section 14(2) of the Municipal Finance Management Act.	Item for in-principle approval was tabled to May Council Meeting.	In-principle approval obtained from council (12/06/2024) **Public participation in progress closing on 16 July. Quotations have been obtained to appoint service provider to do valuations (12/07/2024)**	Manager: L&P	
			That town planning activities and all other administrative processes be finalized at the cost of the applicant.	Item for in-principle approval was tabled to May Council Meeting.	**In-principle approval obtained from council (12/06/2024)**	Manager: L&P	
			That an annual escalation be included in the lease agreement	Item for in-principle approval was tabled to May Council Meeting.	**In-principle approval obtained from council (12/06/2024)**	Manager: L&P	
	24/05/PD7	**REQUEST FOR COUNCIL'S IN-PRINCIPLE APPROVAL FOR ALIENATION (LEASE) OF A PORTION OF ERF 1, HUMANSDORP – ASPHALT PREMISES (ROADSAVER GROUP (PTY) LTD)**	That Council authorizes the Accounting Officer to obtain the market-related valuation in line with Section 14(2) of the Municipal Finance Management Act.	Item for in-principle approval was tabled to May Council Meeting.	In-principle approval obtained from council (12/06/2024) **Public participation in progress closing on 16 July. Valuation certificate have been obtained (12/07/2024)**	Manager: L&P	
			That all Town Planning activities, as well as other administrative costs including the valuation, be for the cost of the applicant.	Item for in-principle approval was tabled to May Council Meeting.	In-principle approval obtained from council (12/06/2024) **Valuation certificate has been obtained. (12/07/2024)**	Manager: L&P	
			That an escalation be included in the lease agreement.	Item for in-principle approval was tabled to May Council Meeting.	**In-principle approval obtained from council (12/07/2024)**	Manager: L&P	
	24/05/PD8	**REQUEST FOR COUNCIL'S IN-PRINCIPLE APPROVAL: LEASE OF LAND FOR A TELECOMMUNICATIONS MAST AND BASE STATION –**	That town planning activities and all other administrative processes be finalized at the cost of the applicant.	Item for in-principle approval was tabled to May Council Meeting.	In-principle approval obtained from council (12/06/2024) **Public participation in progress closing on 16**	Manager: L&P	

		A PORTION OF ERF 406, PARADISE BEACH	That an annual escalation be included in the lease agreement.	Item for in-principle approval was tabled to May Council Meeting.	**July. Quotations have been obtained to appoint service provider to do valuations (12/07/2024)**	Manager: L&P	
	24/05/PD9	**REQUEST FOR COUNCIL'S FINAL APPROVAL: ALIENATION (LEASE) OF A PORTION OF ERF 164, JEFFREYS BAY FOR A HIGH TELECOMMUNICATIONS MAST – (MTN TOWER/NSRI BASE STATION)**	That town planning processes be finalised, and all other administrative costs be for the account of the applicant.	Item for final approval was tabled to May Council Meeting.	Final approval obtained from council (12/06/2024) **Valuation certificate has already been obtained. (12/07/2024)**	Manager: L&P	
			That an annual escalation be included in the lease agreement.	Item for final approval was tabled to May Council Meeting.	**Final approval obtained from council (12/07/2024)**	Manager: L&P	
	24/05/PD11	**REQUEST FOR COUNCIL'S FINAL APPROVAL FOR THE DISPOSAL OF ERF 2331, HUMANSDORP TO NEW GOSPEL CHURCH**	That the subdivision be reinstated, and all administrative processes be finalised at the cost of the applicant.	Item for final approval was tabled to May Council Meeting.	Final approval obtained from council (12/06/2024) **Instruction was given Legal Services to proceed with the disposal and transfer of the property. (12/07/2024)**	Manager: L&P	
			That Council authorizes the Accounting Officer to enter into a Deed of Sale for the purposes of transferring the said property.	Instruction given to legal services to commence with disposal and transfer.	Final approval obtained from council (12/06/2024) **Instruction was given Legal Services to proceed with the disposal and transfer of the property. (12/07/2024)**	Manager: L&P	
	24/05/PD15	**REQUEST FOR COUNCIL TO WAIVER PENALTIES IMPOSED ON BUILDING PLAN SUBMISSIONS TO THE DEPARTMENT PLANNING & DEVELOPMENT: UNAUTHORISED BUILDING WORK IN TERMS OF THE NATIONAL BUILDING REGULATIONS AND STANDARDS ACT, ACT 103 OF 1977**	That Council approves an amnesty exempting penalties on building plans containing historic unauthorized structures for a period of 6 months, from 1 July 2024 until 31 December 2024.	Notice was published in the local media. 10/06/2024	**Notice was published in the local media. 10/06/2024**	Manager: BC	
			That all amnesty applications be submitted together with building plans.				

			That the normal building plan application fees be applicable and be paid before any approval.	Noted	**It is being implemented. 15/07/2024**		
			The proposed period for exemption determined by the Council be published in the local newspaper and all platforms available to the Municipality, including the monthly bills, to inform all residents of the waiver period for penalties.	Published in all platforms.	**In progress**		
	24/05/PD16	**REQUEST FOR AUTHORISATION TO UNDERTAKE A PUBLIC PARTICIPATION PROCESSES OF THE DRAFT ST FRANCIS BAY & HANKEY CBD PRECINCT PLANS**	That Council authorizes the commencement of a public participation process as contemplated in Section 21 of the Local Government: Municipal Systems Act for the draft St Francis Bay and Hankey CBD Precinct Plan.	The service provider is finalising a public participation plan. 05/06/2024	**The notice to be published on the local newspaper. Workshop to be helf on 6 August 2024.**	Manager:TP	

OFFICE OF THE MM: ACTION SHEET - COUNCIL

MEETING DATE	ITEM NO	ITEM DESCRIPTION	RESOLUTION	ACTION TAKEN	PROGRESS	RESPONSIBLE OFFICIAL	CURRENT STATUS COMPLETED NOT COMPLETE IN PROGRESS ON GOING NO ACTION REQUIRED
30-Jul-19	19/07/MM4	RESCISSION OF A COUNCIL RESOLUTION – 17/8/F23 OF A COUNCIL MEETING HELD ON 31 AUGUST 2017	That Erf 873, Jeffreys Bay, in extent of 82,908ha be subdivided and rezoned for sporting facilities and that the remainder of Portion Erf 873, Jeffreys Bay, be rezoned for future development.	Due to budget contraints the service provider could not be appointed - sufficient provision has been made on the adjustment budget and the process will now commence. Feed back at next meeting	The submission will now continue since the Golf Club is now excluded from development.	Planning & Development	
31-May-21	21/05/MM9	2019/20 ANNUAL REPORT: MUNICIPAL PUBLIC ACCOUNTS COMMITTEE OVERSIGHT REPORT	That it be noted with concern that no attention was given to the Council priority of the conversion of bucket sanitation to more acceptable sanitation system and that an action plan for such conversions be submitted to Council without further delay.		KLM is currently planning together with HDA to deal with the eradication of buckets in the upgrading of informal settlements programme.	Director: I&E	
			That measures be implemented to ensure that all consumers are billed for service received from Kouga Municipality.		the data cleansing programme is in full swing and should address this issue	CFO	

13-Dec-21	**21/12/MM2**	**REPORT ON DELEGATIONS REGISTER**	That the Municipal Manager be instructed to submit a report to the Mayoral Committee with recommendations on any changes to the Delegation Register mentioned in 1 above;	to form part of the Council Agenda following the next Mayoral Committee - to follow after internal review completed	Workshop was held, mayor to decide which powers to be delegated to the different portfolio MMC's, Matter referred to Collective. Awaitig feedback from Mayor	Legal Manager	
31-Mar-22	**22/03/MM2**	**2020/21 ANNUAL REPORT: MUNICIPAL PUBLIC ACCOUNTS COMMITTEE: OVERSIGHT REPORT**	That the bulk water service agreement with the Nelson Mandela Metro be finalized.	In process. As part of the settlement agreement with NM Metro, our legal team is facilitating the new water service agreement.	No progress could be made on this front due to instability at the Metro	Director: I&E	
			That the relocation of residents after removal from informal settlements and the removal of old shacks be guided by a Relocation Plan.	It will be the strategy followed by our Housing Section.	Housing Section will be working with the Dept: Human Settlements to make sure that the re-settlement of residents are done orderly and on a planned basis	Director: PDT	

			To negotiate with the Provincial Roads Department to take over the ownership of the roads that run through Kouga towns.	Formal negotiations need to take place / Formal Council resolution needed	Meeting was held with the department and the public participaton process will be coordinated with provincial Roads Section. Discussions are ongoing.	Director: I&E	
09-Dec-22	**22/12/MM1**	**COUNCIL RESOLUTIONS AS AT 28 OCTOBER AND 11 NOVEMBER 2022**	That the Grant in aid policy and rules of order by-law be reviewed in 2023.	Policy submitted	To be submitted to the next Policy Workshop	LED OFFICE	
31-May-23	**23/05/MM5**	**PETITIONS RECEIVED FROM KOUGA LOCAL CLINICS 2023**	That all petitions submitted to Kouga Municipality surrounding the circumstances of the abovementioned clinics be referred to the Eastern Cape Provincial Legislature, the MMC for Health, the Provincial Petitions Commission, and the Public Protector.	The office of the Speaker made several follow-ups with the office of the MEC from the 20th June 2023 (submission of petition) to July 2024. The office of the Speaker engaged with Rapid Response on the 7th march 2024 where the Department of Health was also invited, but failed to attend. A follow-up was done on the 9th July 2024 with Rapid Response. We are currently awaiting a reply.	Awaiting response from MEC - Health	Office of the Speaker	
	23/05/MM6	**DISCIPLINARY ENQUIRY HELD BY THE RULES AND ETHICS COMMITTEE - CLLR. P OLIPHANT**	That the following sanction be implemented against Councillor P Oliphant in respect of the charges laid against him and for which charges the Councillor was found guilty by the Committee: - **In respect of Charges 1; 2; 3; 5; 6 and 7 – That Councillor P. Oliphant be removed from office.**		Awaiting response from MEC	Office of the Speaker	

			That the following sanction be implemented against Councillor P Oliphant in respect of the charges laid against him and for which charges the Councillor was found guilty by the Committee: - **That the Speaker, in line with Item 16(3) of the Code of Conduct for Councillors, within 14 days from the date of the finding inform the MEC, for local government in the Province of the Eastern Cape, of the finding and sanction decided by Council.**	08 March 2024 - Referral for Legal Assistance regarding non-responsiveness of the MEC. 05 June 2024, Legal Department received correspondence from the Service Provider. O 13 June 2024, correspondence was forwarded to the Office of the MEC. The office of the Speaker is currently awaiting a response and / or further developments on the matter.Feedback received from MEC's Office on 05 July 2024 for possible engagement(s).	Awaiting response from MEC	Office of the Speaker	
28-Jul-23	**23/07/MM5**	**RESTRUCTURING OF MEMBERS TO SECTION 80 COMMITTEES**	That a list of Section-80 Committee Members be supplied to the Office of the Speaker within 7 days.	Section-80 Committee members list received.	Completed	Office of the Speaker	
31-Aug-23	**23/08/MM13**	**SERVICE DELIVERY BUDGET IMPLEMENTATION PLAN: 2023/24 FINANCIAL YEAR**	That the Municipal Manager oversees the quarterly submission of departmental progress reports to Council on the implementation of the Service Delivery and Budget Implementation Plan.	Report submitted	Report submitted	Municipal Manager	

24-Mar-24	**24/03/MM5**	**2023/24: SERVICE DELIVERY AND BUDGET IMPLEMENTATION PLAN: AMENDMENT**	That the addendum to the Performance Agreements of Senior Managers following the amendment of the 2023/24 Service Delivery and Budget Implementation Plan, be submitted to Council	Submitted for submission 30 July 2024	In progress	Manager PMS	
30-Apr-24	**24/04/MM3**	**2023/24: SERVICE DELIVERY AND BUDGET IMPLEMENTATION PLAN: AMENDMENT**	That the addendum to the Performance Agreements of Senior Managers following the amendment of the 2023/24 Service Delivery and Budget Implementation Plan, be submitted to Council.	Submitted for submission 30 July 2024	In progress	Manager PMS	

31-May-24	**24/05/R&E1**	**DISCIPLINARY ENQUIRY HELD BY RULES AND ETHICS COMMITTEE – COUNCILLOR VUYOKAZI GUNUZA**	That the following sanction be implemented against Councillor Gunuza in respect of the charge laid against her and for which charge the Councillor was found guilty. That in respect of – Charge 1 – the sanction imposed is a fine equal to an amount of 50% of one month's salary;				
			That in respect of the sanction imposed, that the deduction will be implemented and processed in respect of the June 2024 payroll.	Salary deduction will be processed and implemented during the June salary run as per correspondence forwarded to the office of the MM and CFO on 31st May 2024. Received confirmation from Expenditure section on 26 June 2024 - salary deduction was made.	Completed	Office of the Speaker	
			That the Speaker must report the outcome of the investigation to the MEC for local government in the province concerned within 14 days from the date of the Council resolution	The Office of the MEC was notified of the outcome of the Disciplinary Enquiry on the 31st May 2024. Office of the Speaker made a follow-up with MEC's Office on 20 June 2024 - no response received. Follow-up made on 09 July 2024 - awaiting a response.	Awaiting response from the MEC.		

	24/05/R&E2	**DISCIPLINARY ENQUIRY HELD BY RULES AND ETHICS COMMITTEE – COUNCILLOR WAYNE PETERSEN**	That the following sanctions be implemented against Councillor Petersen in respect of the charges laid against him and for which charges the Councillor was found guilty. That in respect of – Charge 1 – the sanction imposed is a fine equal to an amount of 50% of one month's salary; Charge 2 – the sanction imposed is a fine equal to an amount of 50% of one month's salary ; Charge 3 – the sanction imposed is a fine equal to an amount of 50% of one month's salary; Charge 4 – request the MEC to remove Councillor Petersen from office; Charge 5 – the sanction imposed is a fine equal to an amount of 50% of one month's salary.	Salary deduction will be processed and implemented during the months of June, July, August & September 2024 salary run as per correspondence forwarded to the office of the MM and CFO on 31st May 2024. Confirmation received from Expenditure section on 08 July 2024 that salary deduction for June 2024 was made.	In progress		
			That in respect of charge 1; 2; 3 and 5, the deductions will be implemented and processed over a four (4) month period from June 2024 – September 2024.	Reported to the MEC, MM and CFO's office.			
			That the Speaker must report the outcome of the investigation to the MEC for the local government in the province concerned within 14 days from the date of the Council resolution.	MEC was notified of disciplinary enquiry outcome on the 31st May 2024. The office of the Speaker made a follow-up on 20 June 2024 - no response received. On 08 July 2024 a follow-up was made again - awaiting response from MEC's Office.	Awaiting response from the MEC.		

28-Jun-24	**24/06/MM1**	**COUNCIL RESOLUTIONS AS AT 31 MAY 2024**	That the action sheet be tabled at Top Management for discussion and actioning.	Actioned		MM	cOMPLETED
	24/06/MPAC2	**MUNICIPAL PUBLIC ACCOUNTS COMMITTEE (MPAC) – ANNUAL WORK PLAN**	That the MPAC Annual Workplan be approved.	Actioned		MM	

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
30-Apr-24	**24/04/DMM12**	**COUNCIL RECESS: DELEGATED AUTHORITY: EXECUTIVE MAYOR IN CONSULTATION WITH THE MUNICIPAL MANAGER**	That all matters dealt with by the Executive Mayor, which would conventionally have required a council resolution be submitted to Council in report format for review or approval at the Ordinary Council Meeting scheduled as per the institutional calendar in July 2024.	Report submitted to Council	Finalised	DMM	
28-Jun-24	**24/06/DMM1**	**KOUGA MUNICIPALITY INSTITUTIONAL CALENDAR**	That Council approve the institutional calendar for the period 1 July 2024 to 30 June 2025.	Calendar Approved	Approved	DMM	

ELECTRO-MECHANICAL - COUNCIL ACTION SHEET

MEETING DATE	ITEM NO	ITEM DESCRIPTION	RESOLUTION	ACTION TAKEN	PROGRESS	RESPONSIBLE OFFICIAL	CURRENT STATUS COMPLETED NOT COMPLETE IN PROGRESS ON GOING NO ACTION REQUIRED
29-Apr-22	22/04/I&E9	REPORT: ELECTRICAL MAINTENANCE REPORT JULY 2021 TO FEBRUARY 2022	That Law Enforcement actively police the theft of copper cables and illegal electrical connections.	Law enforcorcment are actively assiting the department to combat these incidents. Patrols are organised during loadshedding, security guards are stationed at critical substations.	Theft is still a major concern especially during loadshedding, criminals move around and modus operandi seems as if they monitor our law enforcement officials when planning their next target. Scrap yards need to be closly monitored as they create the market.	Director: EM & Director CS	
			That Eskom be engaged on the maintenance and repair of street lights in the Gamtoos Valley.	Eskom appointed a service provider to commence with streetlight repairs in the GV. Eskom made a decision to hand over all streetlights to municpalities on 15th November 23, nothing officially communicated to the municipality.	Report as recieved from Eskom. Phase 1 of repairs: Patensie: 90% complete. Hankey: 75% complete due to the size of the town and number of lights. Phase 2: Eskom will be attending to Loerie as soon as the next contractor is appointed and will communicate with the councilor in the area.	Director EM:	

31-May-23	**23/05/I&E1**	**REPORT: INTEGRATED NATIONAL ELECTRIFICATION PROGRAM (INEP) ALLOCATION FOR 2023/2024 FINANCIAL YEAR**	That the Human Settlements department of Kouga be ready with registered erven and occupied erven and to benefit from the grant.	The Human Settlements department is currently addressing the issue	The erven are already subdivided. The Department has conducted a beneficiary survey. Sector departments are currently busy with provision of temporary services. Relocation will only commence on completion of services	Manager: Human settlements	
	23/05/I&E2	**REPORT: CLEARING OF SERVITUDES THROUGHOUT KOUGA OBSTRUCTING ACCESS TO WATER INFRASTRUCTURE AND POWERLINES FROM KOUGA AND ESKOM**	That Council compels the relevant Directorate responsible to keep servitudes clear to do so and apply the law should it be necessary.	No action taken yet.	The clearing of households located in servitude areas will require the Municipality to identify alternative serviced sites for relocation.	Manager: Human settlements	
			That PDT leads the discussions between the departments.	No action taken yet.	The Department is in the process of formalising all informal settlements and the affected households will only be relocated upon completion of the projects. 15 EPWP workers were appointed to assist on this project for the next six months.	Manager: Human settlements	

28-Jul-23	23/07/I&E3	**REPORT: KOUGA ENERGY PLAN**	That a Kouga Energy Plan be developed to mitigate loadshedding within the Kouga Municipal area.	The Director was tasked to compile a plan to mitigate the risk of loadshedding within Kouga. A draft energy strategy document was complied and submitted for input.	The plan is being reviewed to accomodate new additions and items removed. An application has been prepared tabling all electrical projects to apply for BFI funding. These projects include the full scope for the EIA received for the 20MW renewable energy plant, with supporting infrastructure upgrading projects. A comprehensive fesaiblity study for an additional 40MW hybrid connection is initiated and will run over a 24 month period to be submitted for approval to DEDEA for an EIA.	Director: Electro and Mechanical Services	
	23/07/I&E4	**ELECTRICAL DEPARTMENT STATUS REPORT**	That Council note the report and that an action plan be drawn up to implement the recommendations in the report.	Report was tabled to Council to highlight the plight of the Electro-mechanical department in terms of critical staff challenges. A report for critical positions to be filled was submitted to the HR department to be actioned. Our electrical department need urgent investment in Human resources, the current Mechanical department consisit of two permanent employees and two contract workers and we have to maintain 52 pumpstations an 20 generators.	Critical positions will be advertised in the 2024/25 finacial year. These are positions on the current organogram and agreed to with budgeted to fill.	Director: Electro and Mechanical Services	

14-Dec-23	**23/12/EMS1**	**REPORT TRAINING REQUIREMENTS FOR EM DEPARTMENT**	That the Directorate submit a full report on training needs to the HR Section.	Resolution taken in Council that the department be skilled.	Report and resolution submitted to HR, HR to add the requierements to their list to be actioned as funds become available.	Director: Electro-mechanical	
28-Feb-24	**24/02/EMS6**	**REPORT: THORNHILL ELECTRICAL NETWORK TRANSFER FROM NELSON MANDELA METROPOLITAN MUNICIPALITY TO KOUGA LOCAL MUNICIPALITY**	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	This assesment will be done by Nelson Mandela Metro, they have not actioned this item upon telephonic correspondance.	No further meetings commences since December 23. Further discussions will commence upon valuation initiation team is essebled for the entire project.	Act. Manager Electrical Mr. M Mangembe	
			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.	Members was identified from both Kouga as well as the Metro to be committee members.	The metro issued an invoice to secure a connection point for the Thoksville community to be electrified. This invoice to be paid in this current financial year to enable Kouga to commence with this project, subsequent to the payment an application will be made to ISUP to assist with the electrification of the area as well.	Act. Manager Electrical Mr. M Mangembe	
	24/02/EMS7	**REPORT: 20MW RENEWABLE ENERGY CONSTRUCTION PLANS FOR KOUGA MUNICIPALITY**	That a feasibility study including a detailed cost-benefit financial model be submitted to Council for approval.	To determine more accurate figures, a tender document to request proposals on this project will be drawn up and advertised.	The consultant agreed to draw up the tender document on the 04 July 2024, all relevant documentation will be forward to them to commence with this project.	Act. Manager Electrical Mr. M Mangembe	

CIVIL & WATER: 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
29-Apr-22	**22/04/I&E10**	**REQUEST FOR APPROVAL FOR THE DEVIATION FROM KOUGA MUNICIPALITY AUGMENTATION POLICY**	That the time period for the payment of the augmentation levies be set to 18 months and that the agreement be amended accordingly.	Before occupation Certificate is issued, augentation to be paid, Augmentation policy to be updated.	A first policy workshop was held. Following the guidance from Department of Treasury, new guidelines were issued as Development Charges and recommended to be included in the Local Municipal Policy. Our existing policy together with the said policy from Department of Treasury have to be combined by representatives from a committee (to be established). The process of merging the various inputs from City of Capetown, Mosselbay, Treasury and Kouga is underway (W Hoffmeyr). It is anticipated that this will conclude within the next two(2) months and by end of August.	Director Civil & Water & W Hofmeyr	On-going

31-Aug-22	**22/08/I&E8**	**STATUS OF THE WESTON WASTE WATER TREATMENT WORKS**	That Council secure funding in order to safeguard the area as Kouga is not in compliance with the law in terms of safety.	Tender for Fencing is being prepared by PMU.	Tender is currently at BEC and awaiting finalization. Letter has been send to CIDB for Technical clarification. The PSP has been appointed for the Design of the project on 06 November 2023 and is currently focussing on preparing the specifications for the refurbishment of the Weston WWTW. 11 April 2024: After a discussion with the CFO, the fencing tender is being wrapped up at BEC and should be submitted to BAC for approval by 17 April 2024. 07 May 2024: Tender finalized at BEC. Recommended Bidder's CIDB is not in order so a notice to bidder is being prepared to give them 14 days to sort out their CIDB registration. 10 June 2024: BEC Finalized and Item submitted to BAC.	PMU Manager	In progress
09-Dec-22	**22/12/I&E2**	**STATUS OF THE UMZAMOWETHU SANITATION SYSTEM**	That the 6 affected households be serviced with new conservancy tanks.	A consultant, Gert Vorster is appointed to approach the Windfarm for funding to replace the 6 conservancy tanks.	Project approved at Council to be registered as a MIG project for the planning phase. Co-funding to be finalized with Windfarm. Await final evaluation from Windfarm on preferred service providers upon which the cost implication for KLM will be made known.Expected feedback by 21 June upon which a council resolution will be requested for	C&W Director	In progress

					purposes of co-funding the initiative by the Windfarm.		
06-Apr-23	**Roads**	**ROADS TO BE UPGRADED UNDER THE GRAVEL ROADS PHASE 2 CONTRACT**	That Council approve that phase 2 proceed as per the approved roads on the project.		Scribante will finish 2 roads in Humansdorp that was part of their original appointment. The bulk of the Phase 2 roads construction will only commence in the 24/25 FY. 11 April 2024: Tender for Phase 2 to be advertised March 2025 as the bulk of the 24/25 FY MIG funding will go to the Kwanomzamo WWTW Upgrade. 07 May 2024. Status as above. 10 June 2024: Draft tender document being prepared.	PMU Manager	In progress
31-May-23	**23/05/I&E3**	**REGISTERING OF NEW PROJECTS ON MIG**	That a Transversal Committee be appointed, and that their minutes be referred to the Mayoral Committee for oversight purposes.	No action taken yet.	Committee members to be identified by relevant directorates. The purpose of this committee is hopefully to ensure that MIG projects represent KLM in a holistic manner. 11 April 2024: This Item to be escalated to Director Level. 10 June 2024. As above. PMU Manager and Director to finalize and submit	Manager PMU	Ongoing

					proposals via next Portfolio Committee meeting.		

KOUGA MUNICIPALITY (EC 108)
ORDINARY COUNCIL MEETING
OFFICE OF THE MUNICIPAL MANAGER
OPEN
DATE: 30 JULY 2024
ITEM NO: **24/07/MM3**

REPORT FOR FINAL APPROVAL OF ORGANISATIONAL STRUCTURE 2024/2025

1. **Introduction**

The purpose of this item is to inform the Municipal Council on the progress of the reviewal of the Organisational Structure following its submission to the MEC: CoGTA. The reviewed Organisational Structure was submitted as legislated, however, no response was received from the MEC: CoGTA within the stipulated timeframe. The reviewed Organisational Structure is therefore submitted for approval.

2. **Background**

On the 31st of May 2024 the Council considered an item on the reviewal of the Council organogram as per Council resolution in **Annexure A**:

In accordance with said resolution and prescribed legislation the reviewed Organisational Structure needed to be submitted to the MEC: CoGTA for consideration.

3. **Discussion**

Following the approval of the Council on the 31st of May 2024, the reviewed Organisational Structure was submitted with supporting documentation to the MEC: CoGTA on the 04th of June 2024, attached as **Annexure B**.

The same email submission was hand delivered to the office of the MEC on the 05th of June 2024 where receipt of the hard copy was signed for by a representative from the HOD's office, attached as **Annexure C**.

In terms of Local Government Municipal Systems Act, Act 32 of 2000 dealing with the Local Government: Municipal Staff Regulations, Chapter 2, section 6 provides the following:

(7) Within 14 days of the municipal Council approving the submission referred to in sub-regulation (4), the Municipal Manager must submit to the MEC a copy of the –

a) Staff establishment;
b) Council resolution; and
c) Reports informing the staff establishment, if any.

(8) Within one month of receiving, the documents referred to in sub-regulation (7), the MEC must consider the proposed staff establishment and submit comments to the municipal Council.

a) If the MEC does not provide comments within the period referred to in sub-regulation (8), the municipal Council may finally approve the municipality's staff establishment.

In accordance with the regulations the Council has submitted the approved reviewed Organisational Structure within the stipulated 14 day period as detailed in subsection 7 and in terms of subsection 8 (a) no response was received from the Office of the MEC for consideration by the Council. The only interaction with the MEC's Office was a request for the Council IDP on the 27th of June 2024, attached as **Annexure D**. The Council IDP was duly submitted on the 28th of June 2024.

On the basis that no response was received within the stipulated timeframe of one (1) month, the reviewed Organisational Structure is herewith submitted for final approval. The reviewed Organisational Structure is attached hereto as **Annexure E**.

4. **Financial Implications**

No new funding is allocated to the proposed changes. All existing and future vacancies will be filled within the current approved budget and reprioritisation will occur if critical vacancies are identified. Furthermore, if any budget is to be allocated this would be done through an Adjustments Budget.

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**

Chapter 2 of the Local Government: Municipal Systems Act No. 32 of 2000, Local Government Staff Regulations:

(8) Within one month of receiving, the documents referred to in sub-regulation (7), the MEC must consider the proposed staff establishment and submit comments to the municipal Council.

a) If the MEC does not provide comments within the period referred to in sub-regulation (8), the municipal Council may finally approve the municipality's staff establishment.

Section 66 of the Local Government Municipal Systems Act No 32 of 2000.

6. **Legal Implications**

Should Council approve the staff establishment, job descriptions must be provided for each post accommodated on the approved staff establishment.

7. **Other Implications**

None

8. **Comments by Directorates:**

8.1 **Chief Financial Officer:**

Report noted.

8.2 **Acting Director: Planning & Development**

Noted

8.3 **Director: Civil & Water Services**

Item noted.

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

Noted

8.5 **Acting Director: Community Services**

Noted

8.6 **Deputy Municipal Manager**

Supported.

8.7 **Municipal Manager**

Recommendations supported.

9. **Delegated Authority**

Council

10. **Recommendations**

10.1 That the final reviewed Organisational Structure be approved by Council.

10.2 That the Organisational Structure be submitted to the MEC: CoGTA within thirty (30) days of final approval for further dissemination.

10.3 That the filling of positions be prioritized subject to budgetary provisions and organizational priorities.

10.4 That all changes within the reviewed Organisational Structure be implemented effective 01 September 2024.



Item prepared by the: Acting Municipal Manager



Item approved by the: Acting Municipal Manager

Annexure A:

EXTRACT OF ORDINARY COUNCIL MEETING HELD ON 31 MAY 2024

24/05/MM4 ORGANISATIONAL STRUCTURE REVIEW: 2024/2025

Resolved (31 May 2024)

1. That the Organisational Structure be approved by Council and submitted to the MEC for comments.

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

H BORNMAN
EXECUTIVE MAYOR

D DE JAGER
ACTING MUNICIPAL MANAGER

Annexure B:

Submission EC COGTA ORGANOGRAM 20242025

Reply | Reply All | Forward | ...

Tue 2024/06/04 15:15

Jodene Thomas
To Mary-Ann Theron; ngakalulamile@yahoo.com; Lulamile Ngaka; Andile Sidinile
Cc David de Jager

This is the most recent version, but you made changes to another copy. Click here to see the other versions.

SUBMISSION ORGANOGRAM REVIEW 20242025.pdf
13 MB

Good afternoon, trust you are all well?
Please find attached submission for Kouga of our organogram review for the period 2024/2025.

Should you require any further information please do not hesitate to contact this office.

Kind Regards

JODENE THOMAS
HUMAN RESOURCES MANAGER

042 200 2200
jthomas@kouga.gov.za
www.kouga.gov.za
33 Da Gama Road Jeffreys Bay 6330

@kougamunicipality

KOUGA
local municipality
Good Governance through Service Excellence

Annexure C:

Province of the
EASTERN CAPE
COOPERATIVE GOVERNANCE
& TRADITIONAL AFFAIRS

Office of the Head of Department: COGTA
Tyamzashe Building | Civic Square | Bisho | 5605
P/Bag X0035 | Civic Square | Bisho | 5605
Tel: +27 (0)40 609 5501 / 5656 | Fax: +27 (0)40 635 1161

HEAD OF DEPARTMENT
REFERRAL FORM

NOTES BY HOD SUPPORT:

ACKNOWLEAGNENT OF RECEIPT:

DOCUMENTS → (1) KOUGA LM Council Resolution
(2) KOUGA LM ORGANOGRAM
(3) LETTER FROM EM TO MEC

DELIVERED BY : EUGENE A. GQUNTH – KOUGA LM

RECEIPT BY : LITHA NKWATENI – COGTA EC

Mr A.A Fani
Head of Department

DEPT OF COOPERATIVE GOVERNANCE & TRADITIONAL AFFAIRS
OFFICE OF THE HEAD OF DEPARTMENT
2024 -06- 05
RECEIVED
OFFICIAL L. NKWATENI (P.A)
TIME: 10:15

Date

Annexure D:

From: Mzikazi Maxobongo <Mzikazi.Maxobongo@eccogta.gov.za>
Sent: Thursday, June 27, 2024 1:42 PM
To: Jodene Thomas <jthomas@kouga.gov.za>
Subject: RE: IDP 20242025

Good day Madam

I hope this email finds you well.

The department is in receipt of your reviewed organogram and is busy with the analysis.

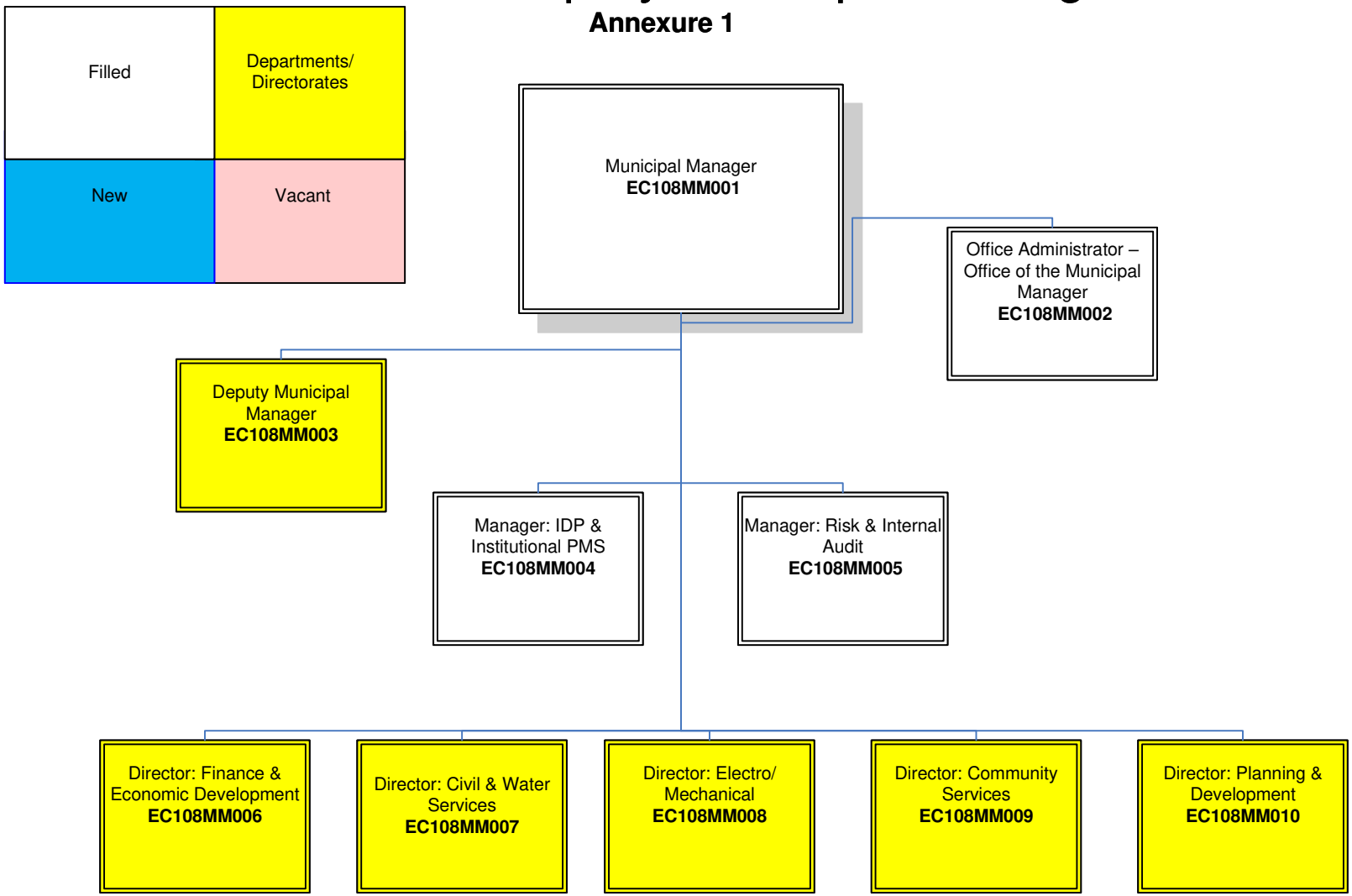
Could you please assist in getting the copy of the 2024/25 IDP, the one in the Website is not opening.

Thank you

Mzikazi Maxobongo
ECCOGTA
Municipal Capacity Building Directorate
0721 585959

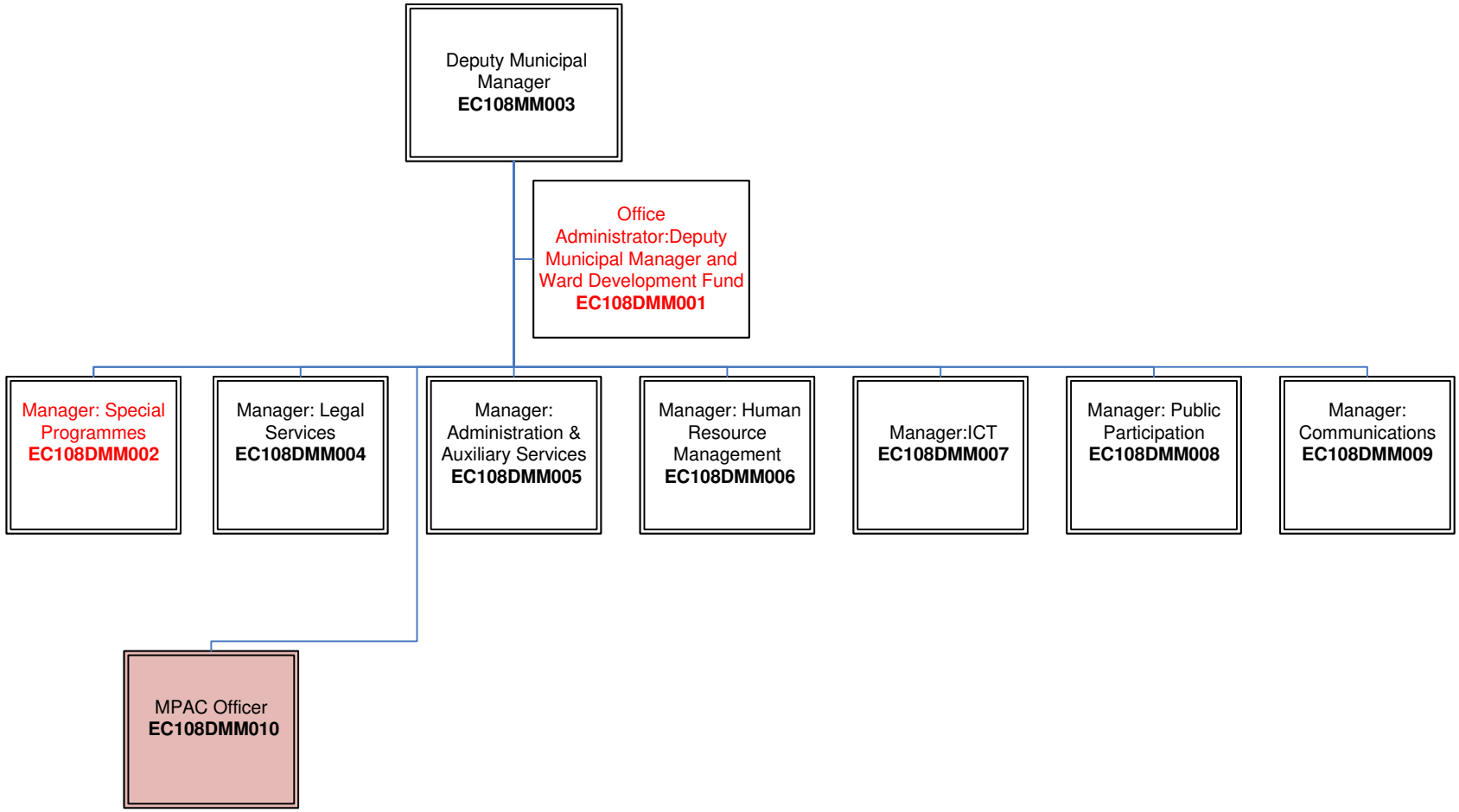
Kouga Local Municipality
Office of the Municipal Manager
Office of the Deputy Municipal Manager

Annexure 1



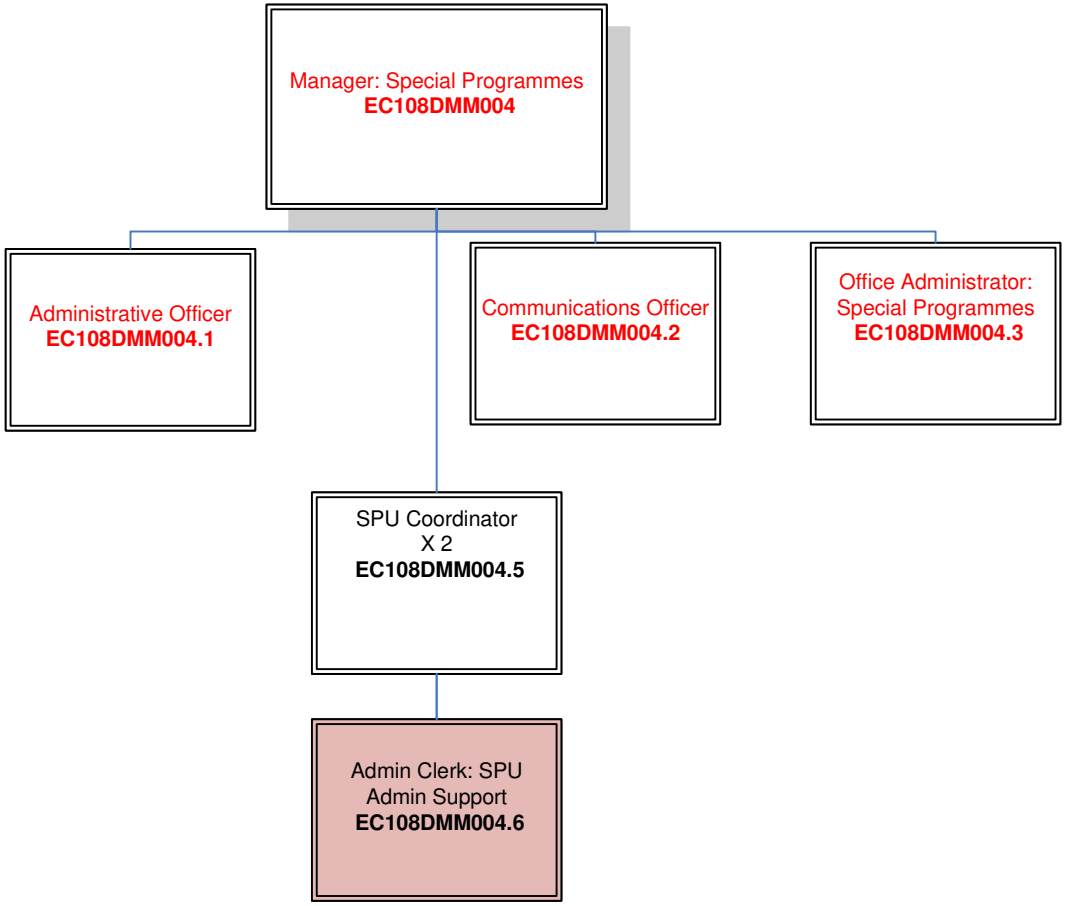
Office of the Municipal Manager
Office of the Deputy Municipal Manager

Annexure 1.1



Office of the Deputy Municipal Manager

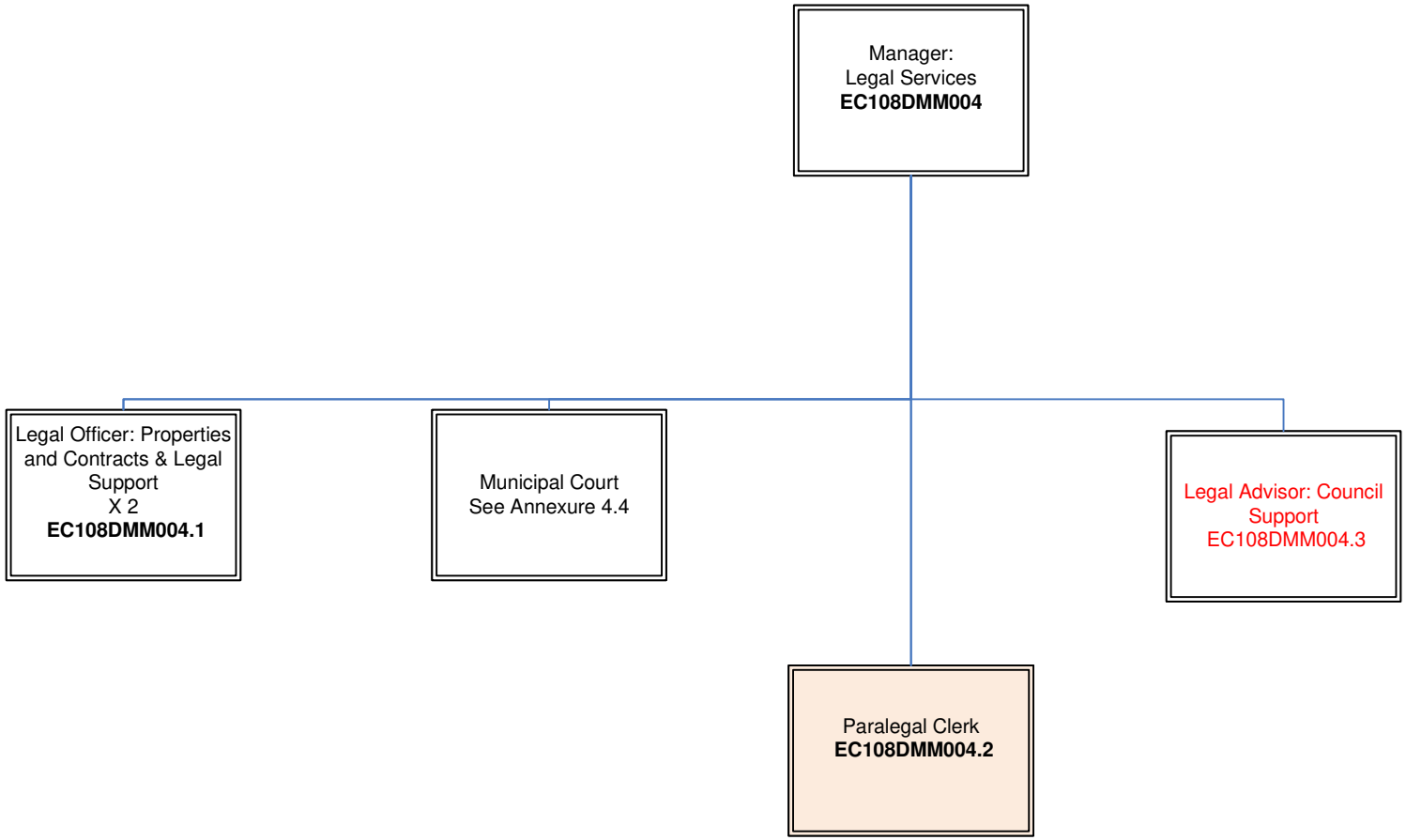
Annexure 1.1.1



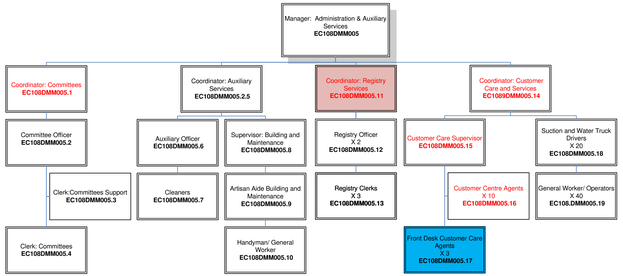
Office of the Deputy Municipal Manager

Legal Services

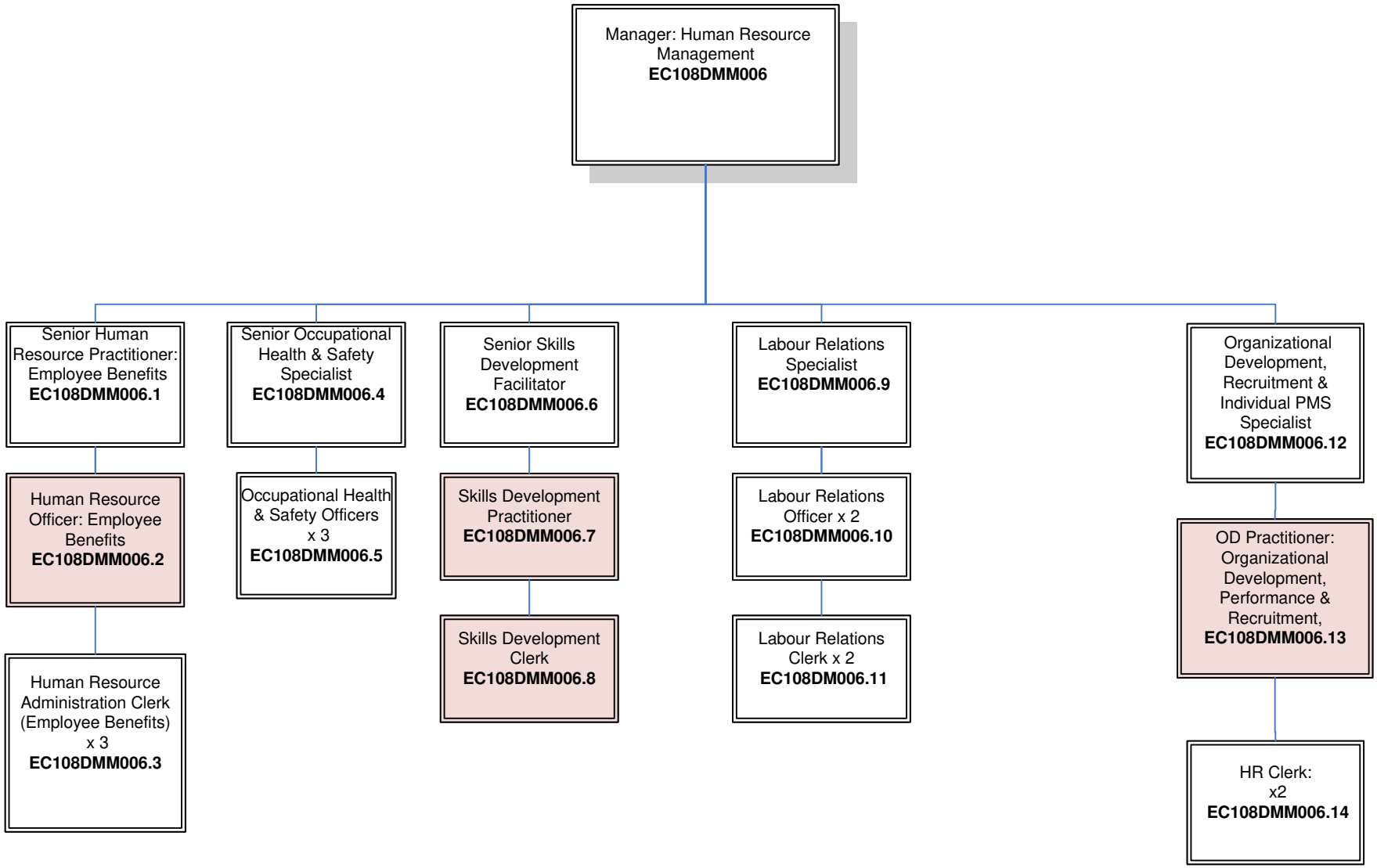
Annexure 1.1.3



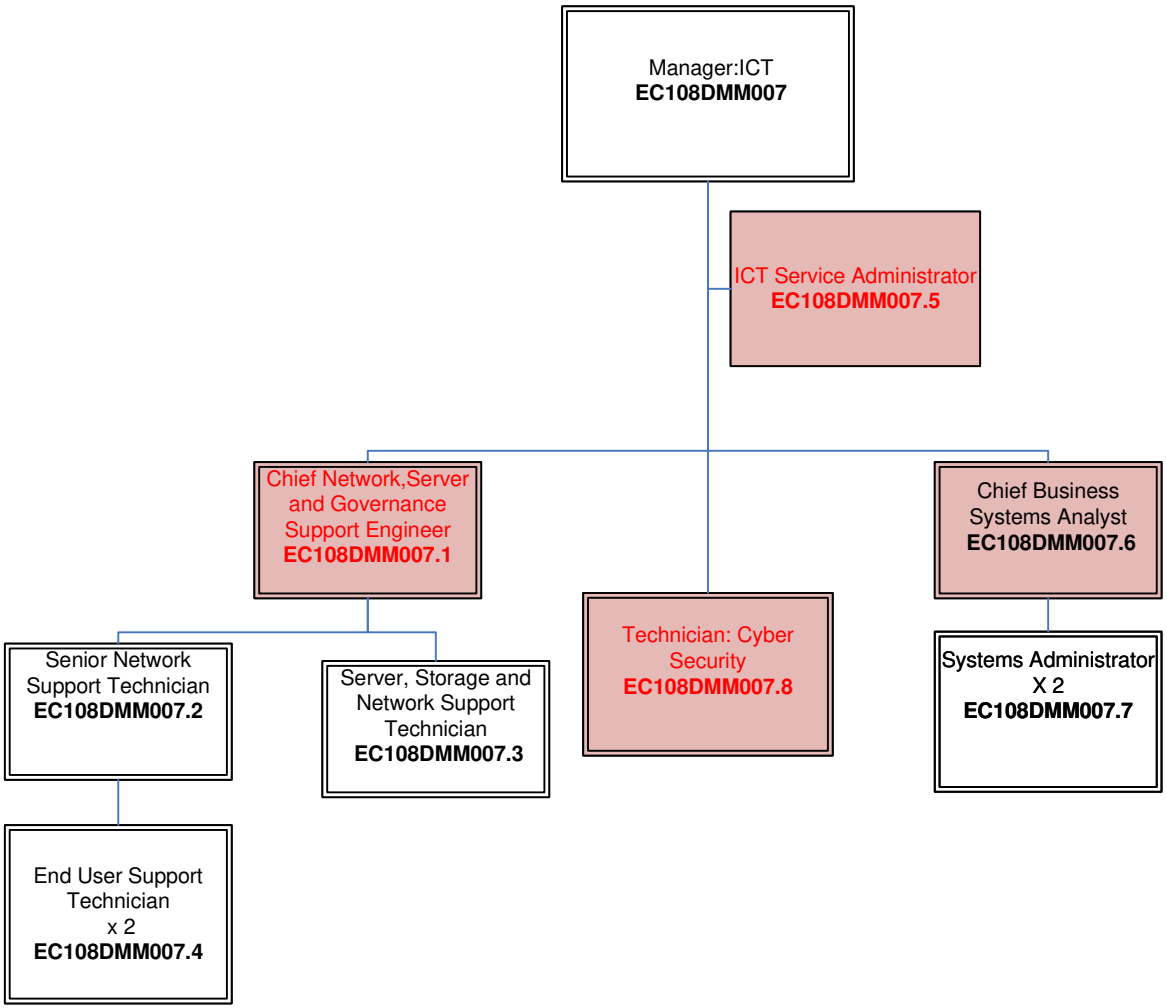
Office of the Deputy Municipal Manager
ADMINISTRATION & AUXILIARY SERVICES
Annexure 1.1.4



Office of the Deputy Municipal Manager
Human Resource Management
Annexure 1.1.5

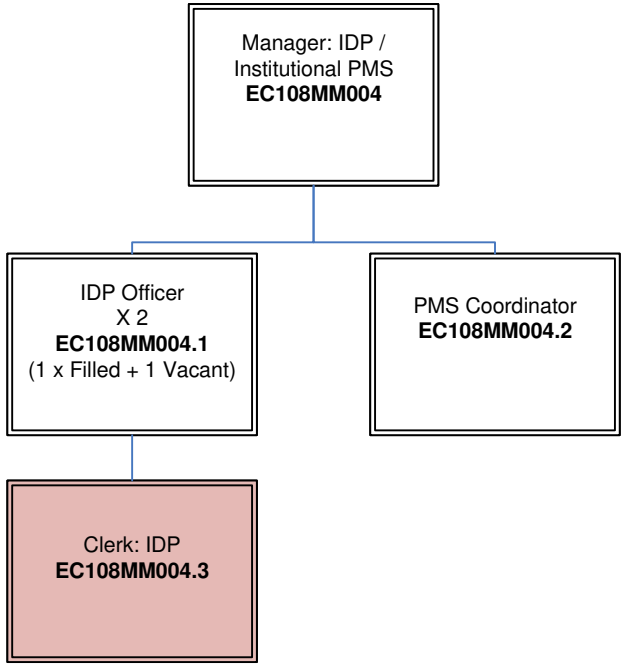


Office of the Deputy Municipal Manager
ICT
Annexure 1.1.6

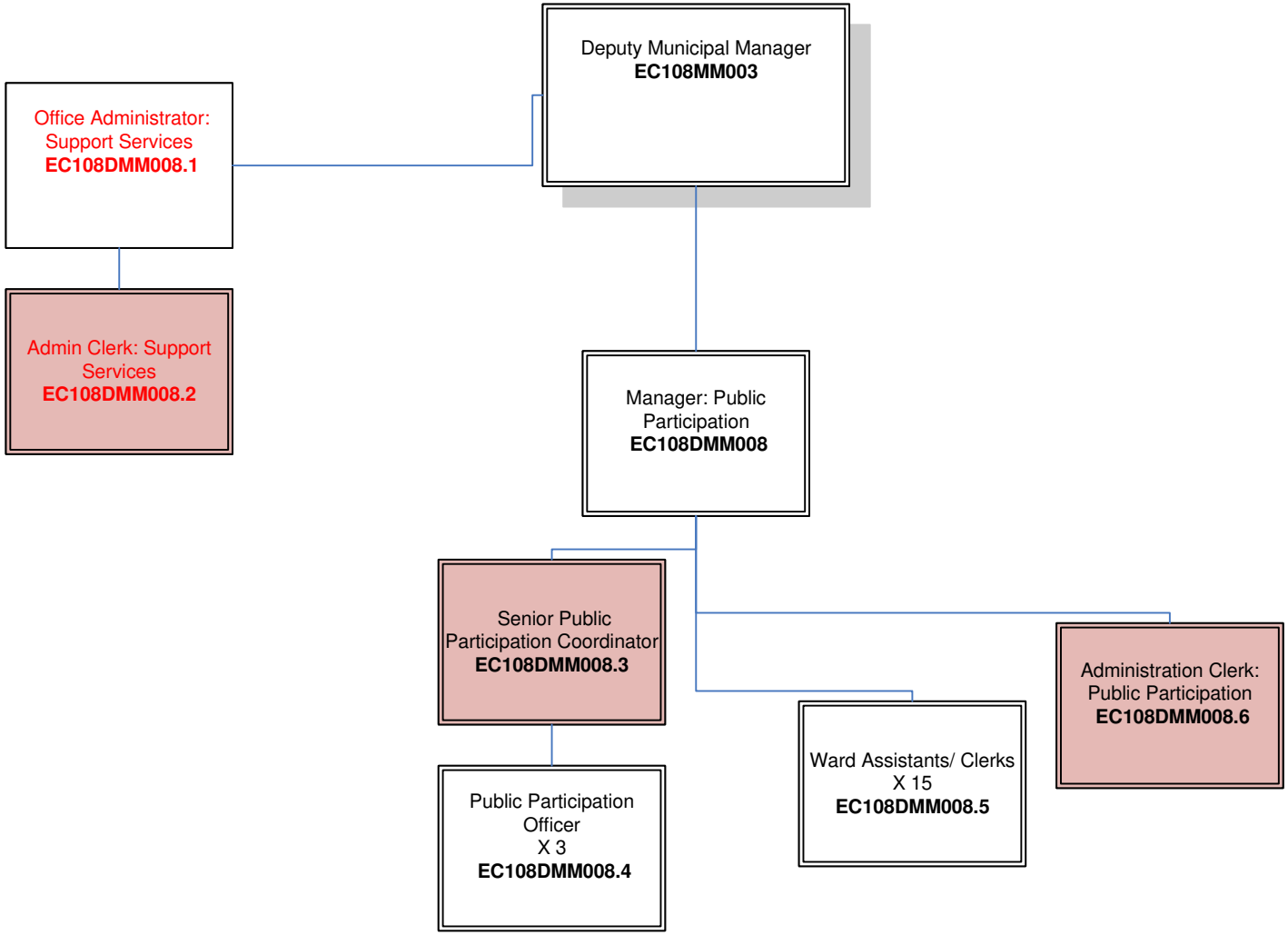


Office of the Municipal Manager
IDP/ Institutional PMS

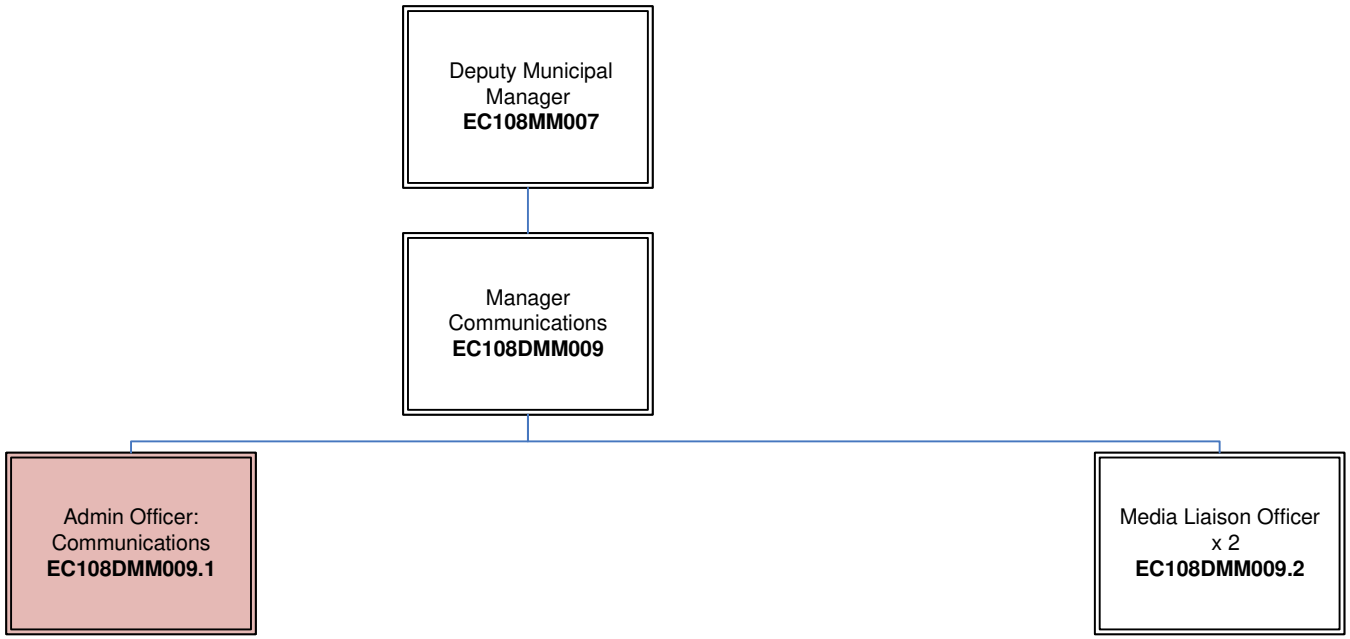
Annexure 1.1.8



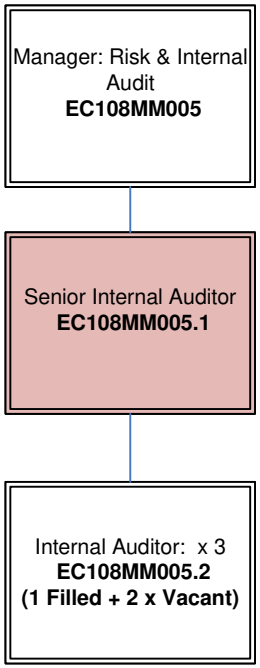
Office of the Deputy Municipal Manager
Public Participation
Annexure 1.1.9



Office of the Deputy Municipal Manager
COMMUNICATIONS
Annexure 1.1.10



Office of the Municipal Manager
Risk & Internal Audit
Annexure 1.2

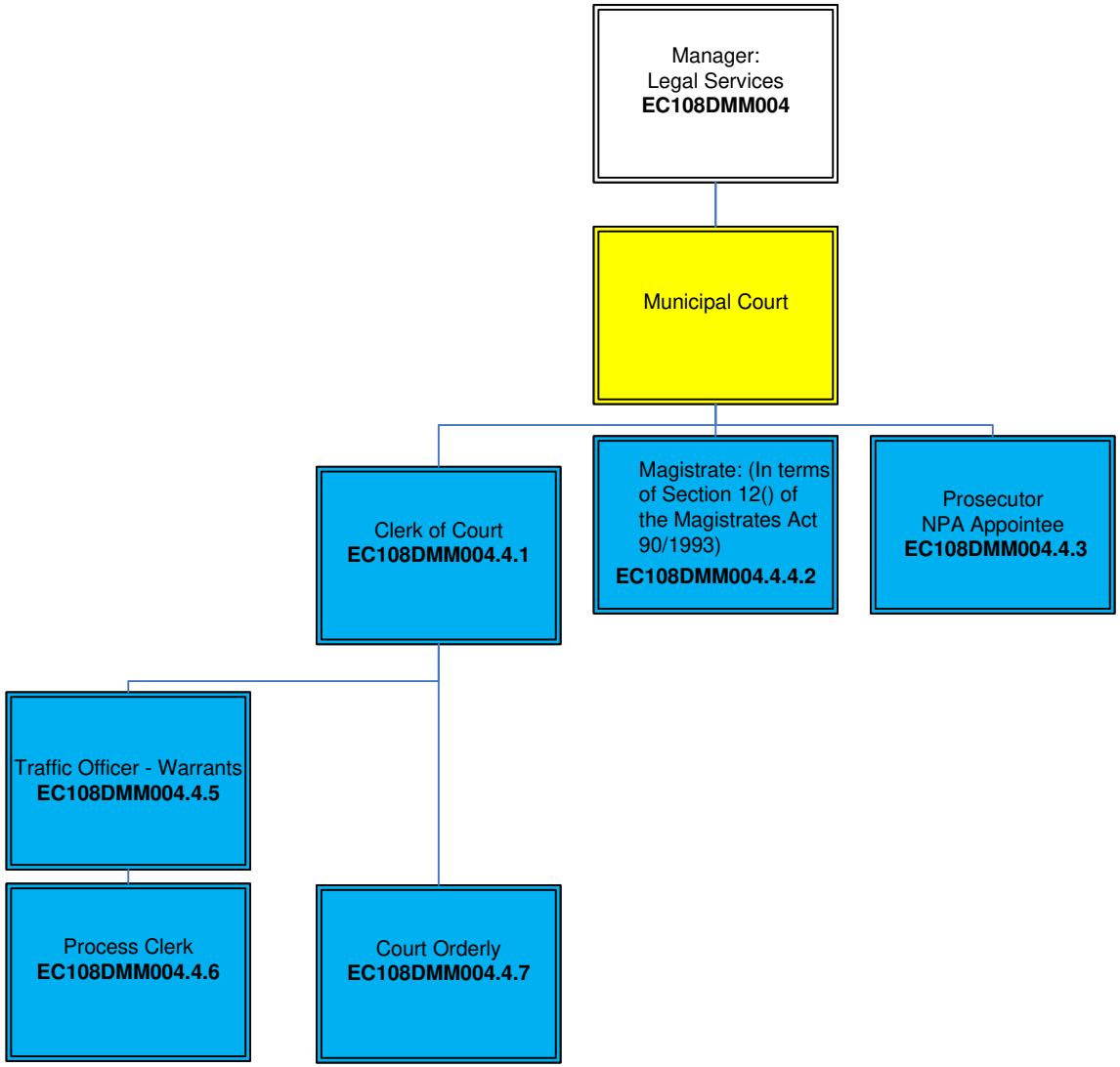


Office of the Deputy Municipal Manager

Legal Services

Annexure: 004.4

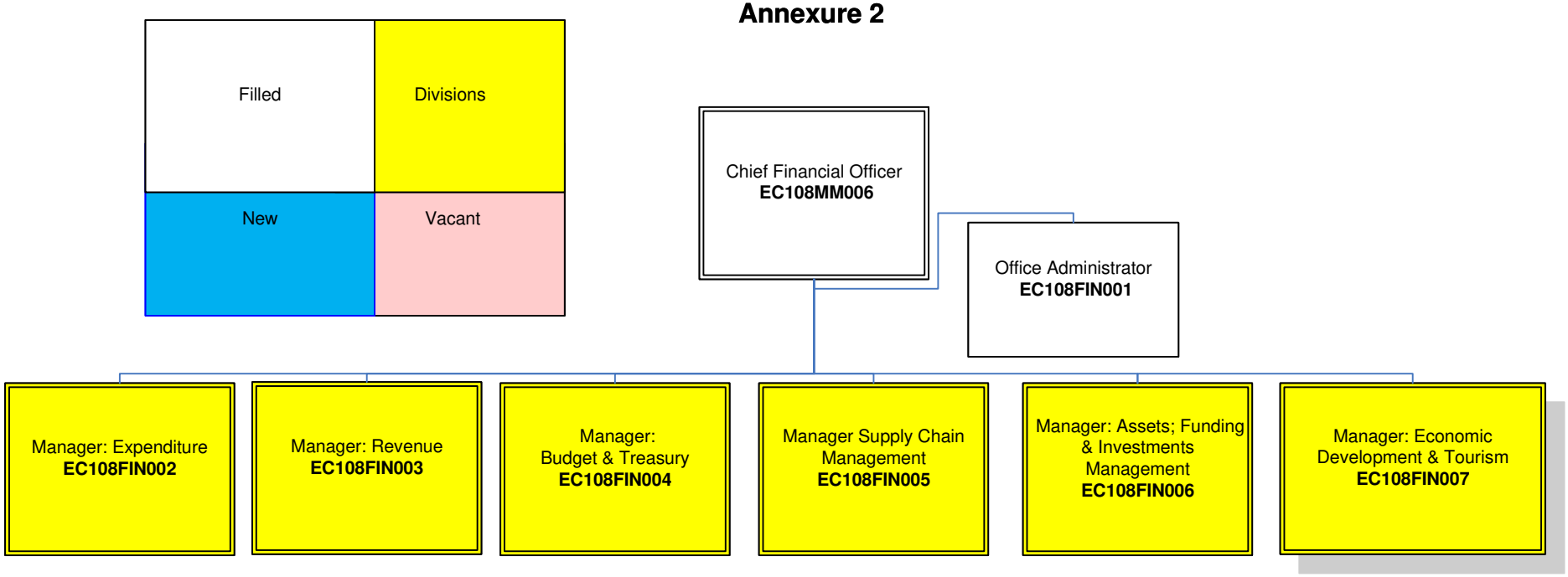
Pending Approval from Department of Justice



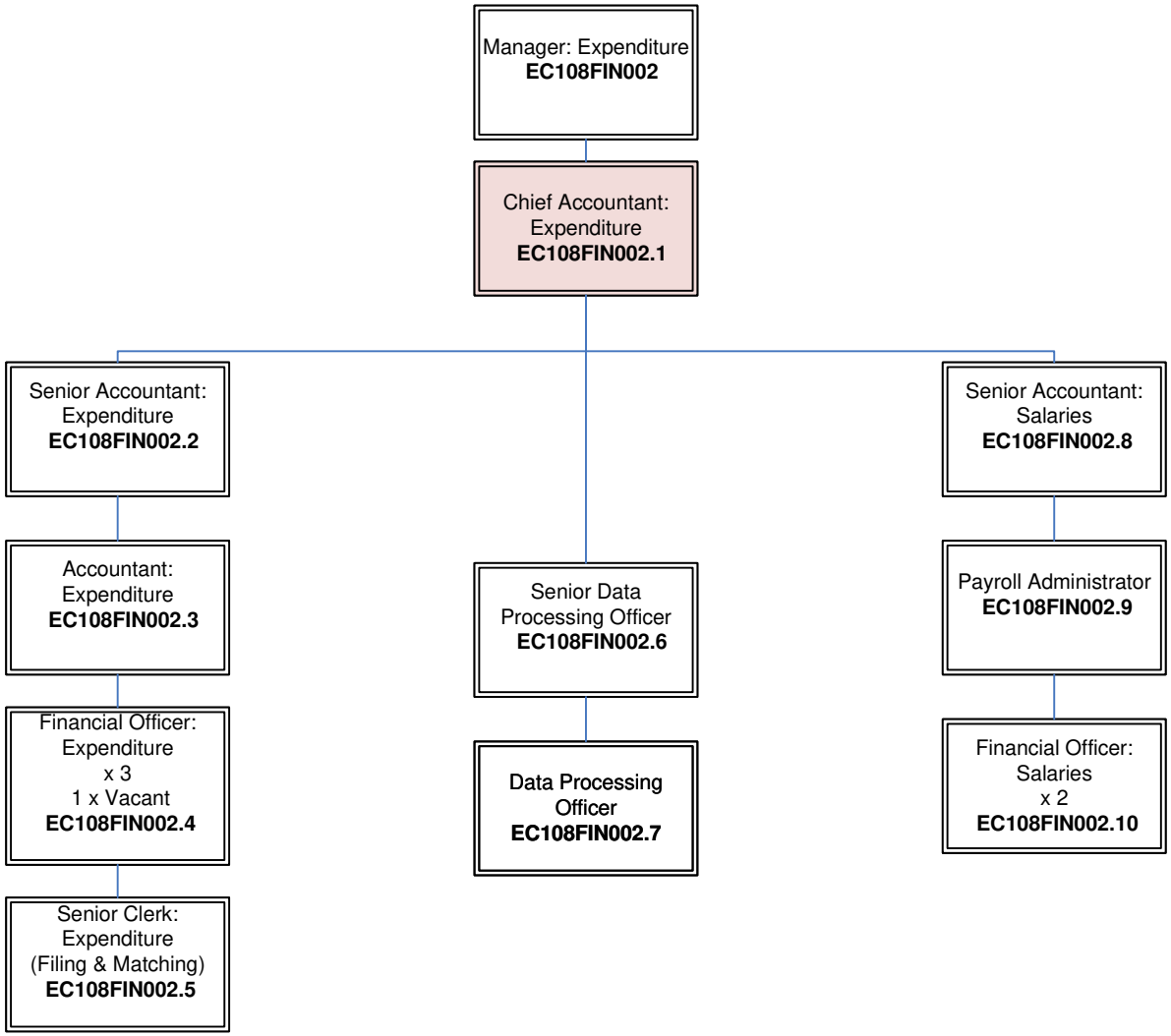
Kouga Local Municipality

Finance & Economic Development Directorate

Annexure 2



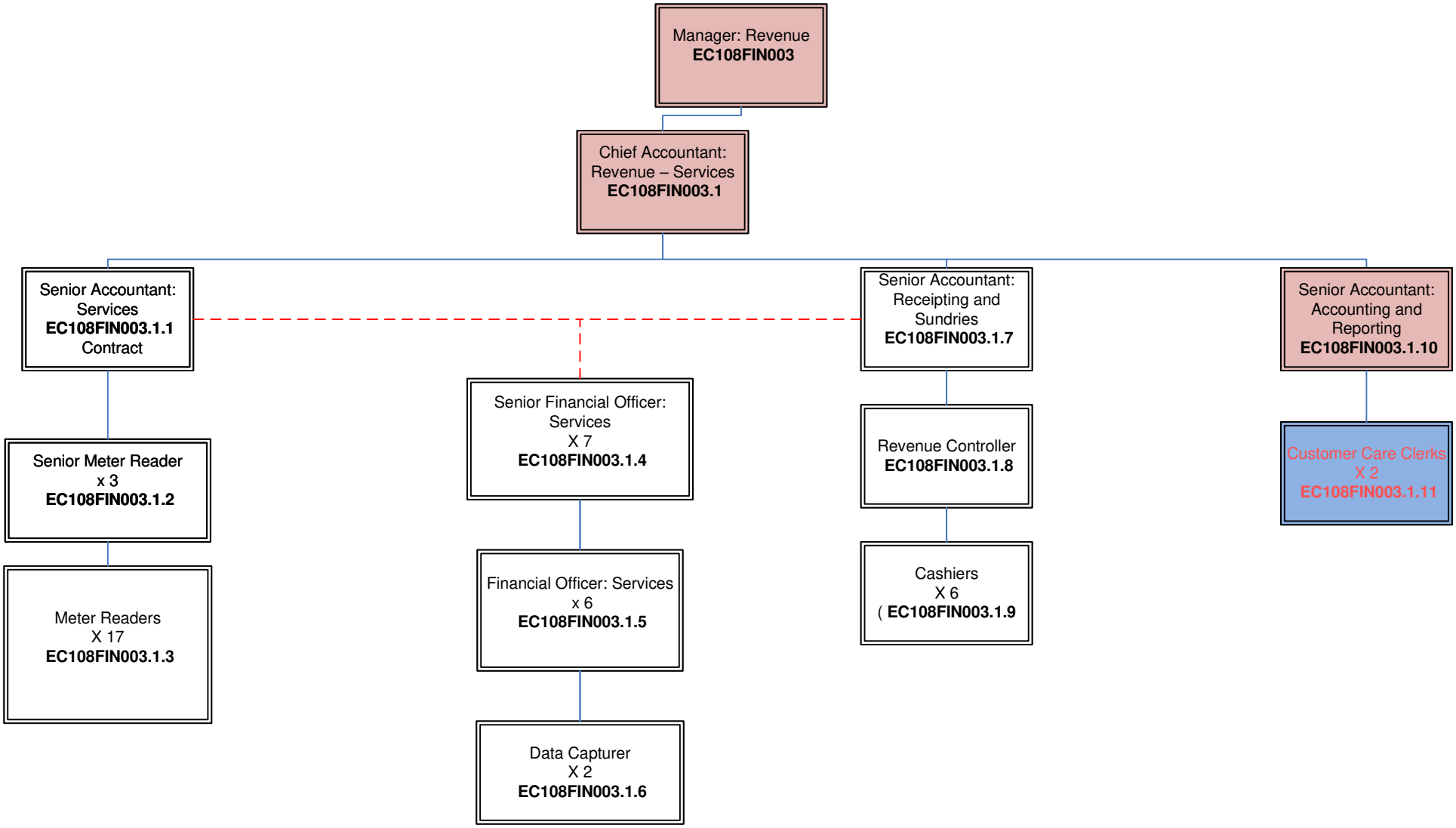
Finance & Economic Development Directorate
Expenditure
Annexure 2.1



Finance & Economic Development Directorate

Revenue Management

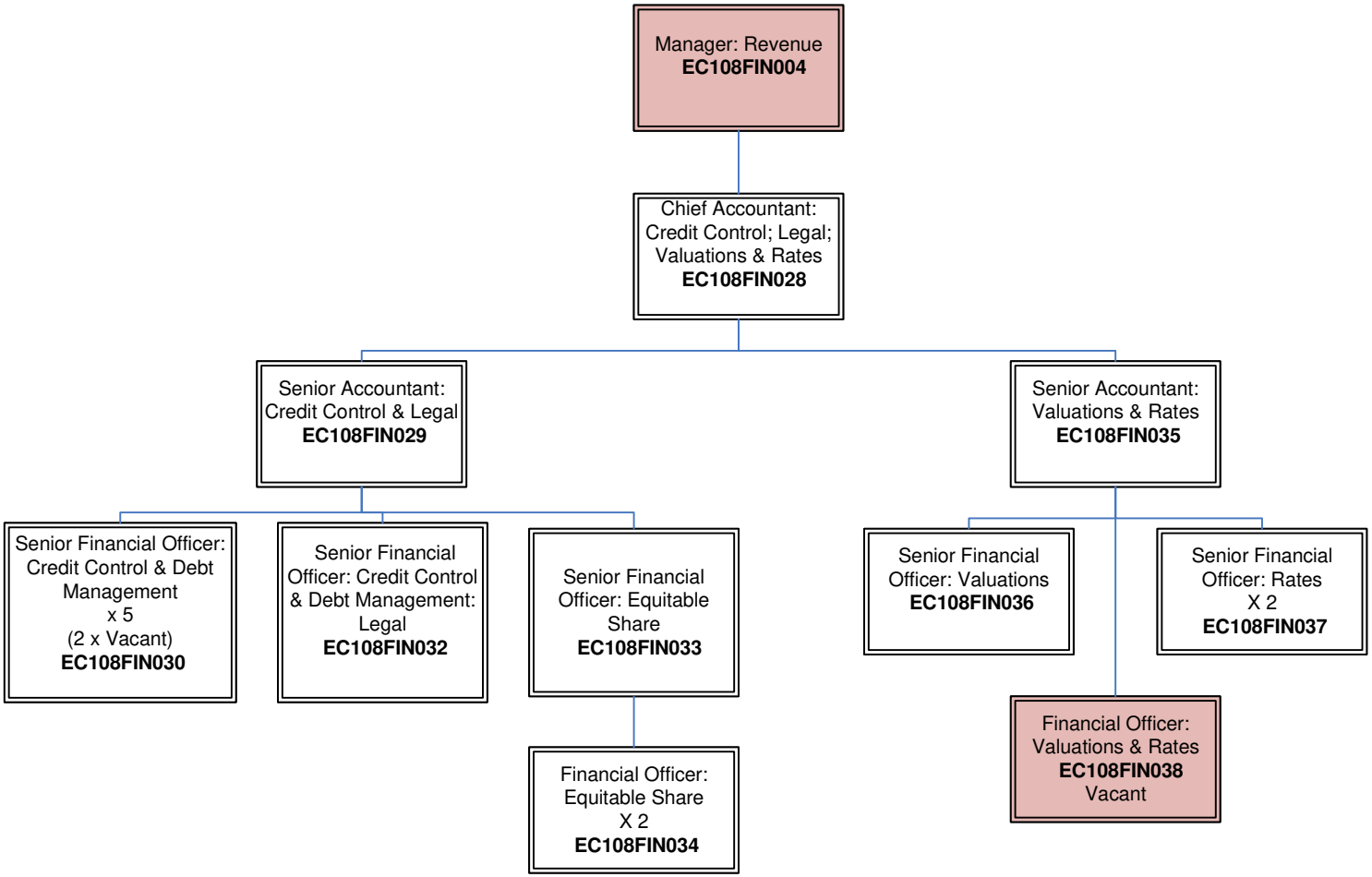
Annexure 2.2



Finance & Economic Development Directorate

Revenue Management

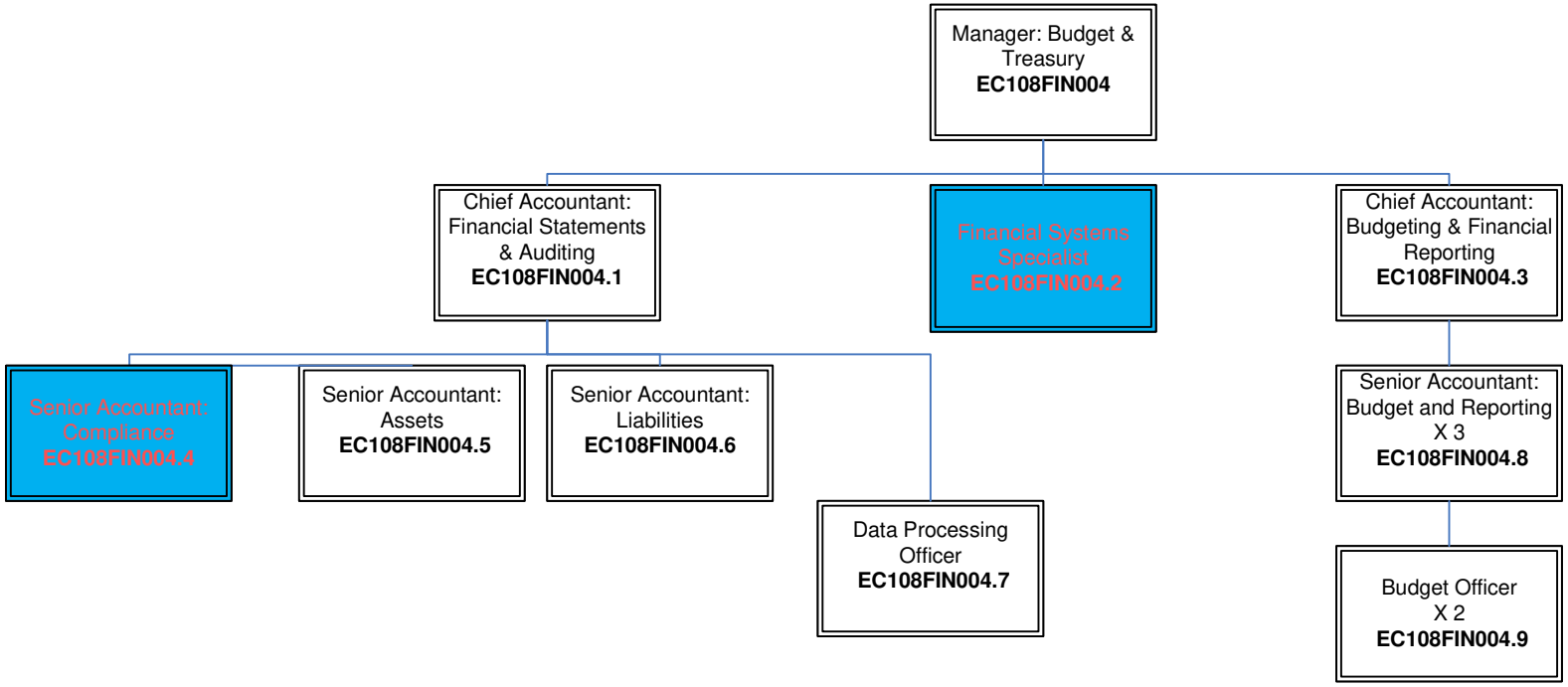
Annexure 2.2.1



Finance & economic Development Directorate

Budget & Treasury

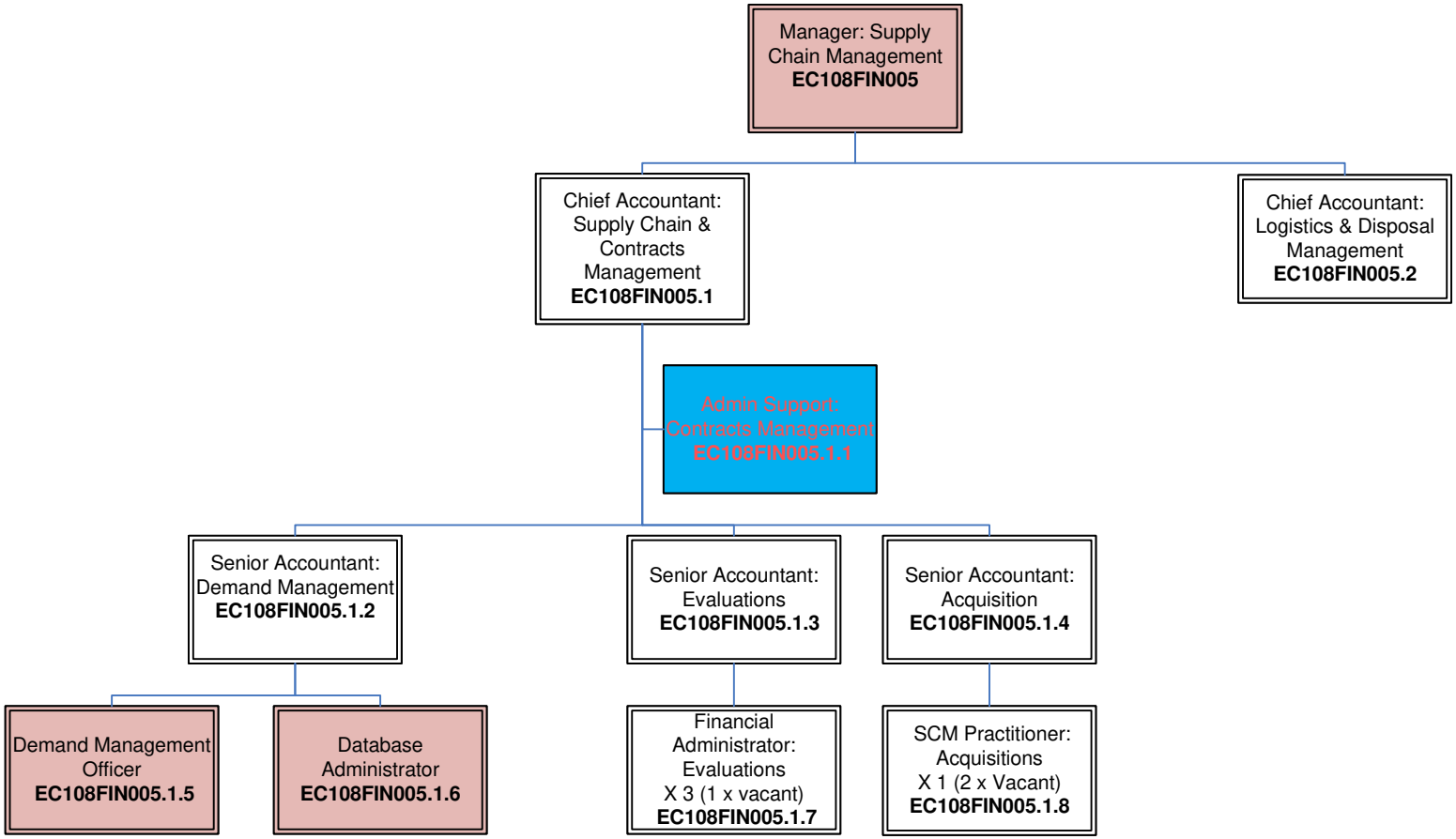
Annexure 2.3



Finance & Economic Development Directorate

Supply Chain Management

Annexure 2.4

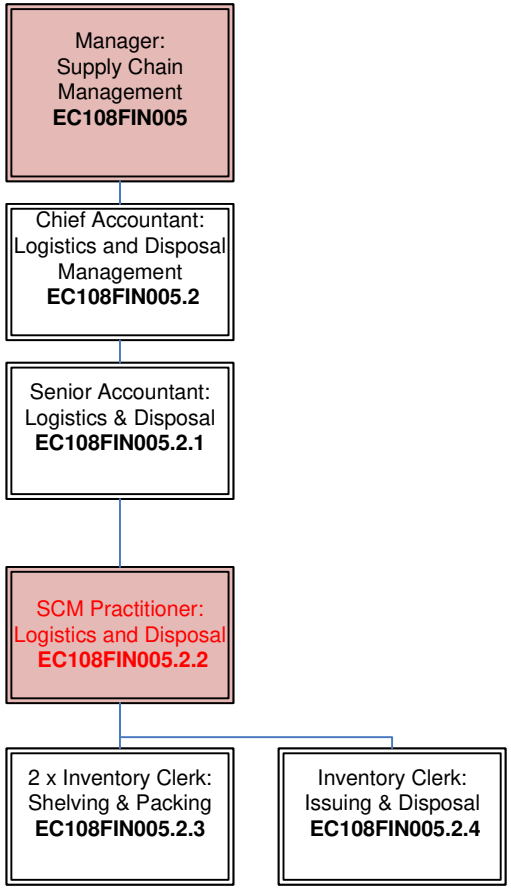


Finance & Economic Development Directorate

Supply Chain Management

Demand Management – Centralized Stores

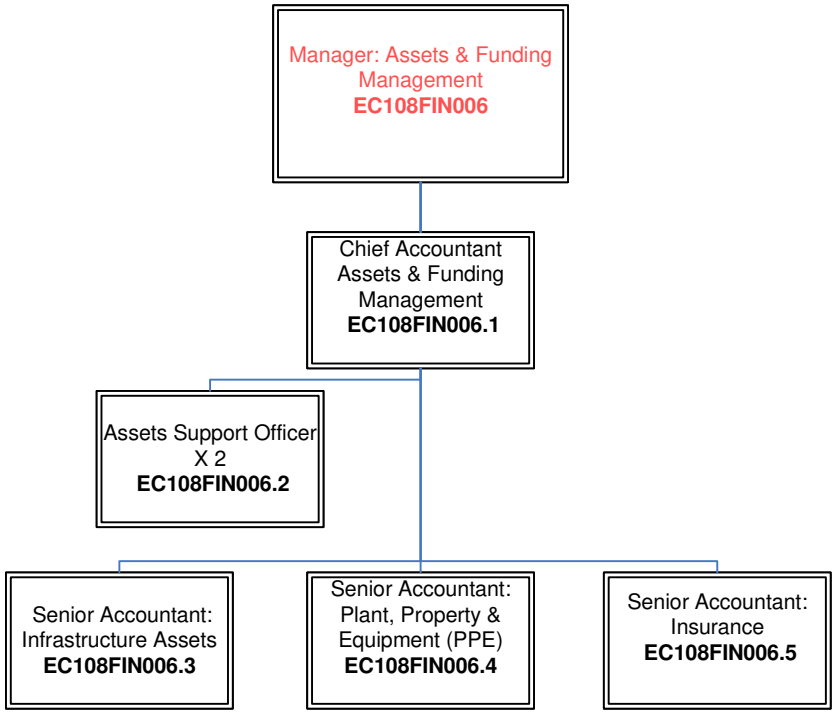
Annexure 2.4.1



Finance & Economic Development Directorate

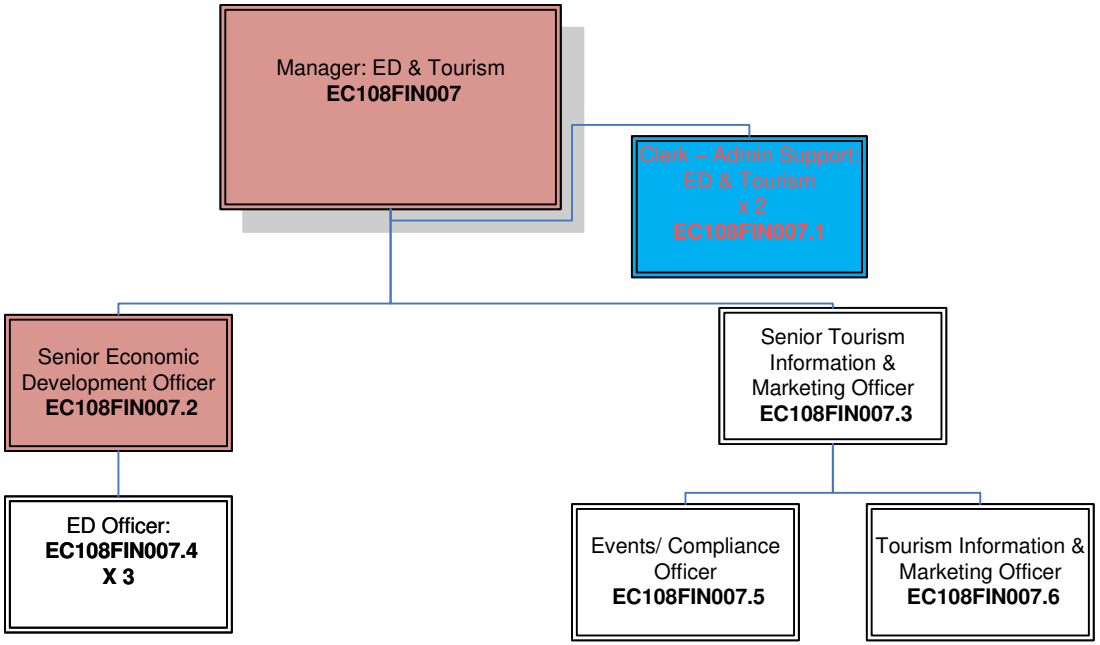
Assets and Funding Management

Annexure: 2.5

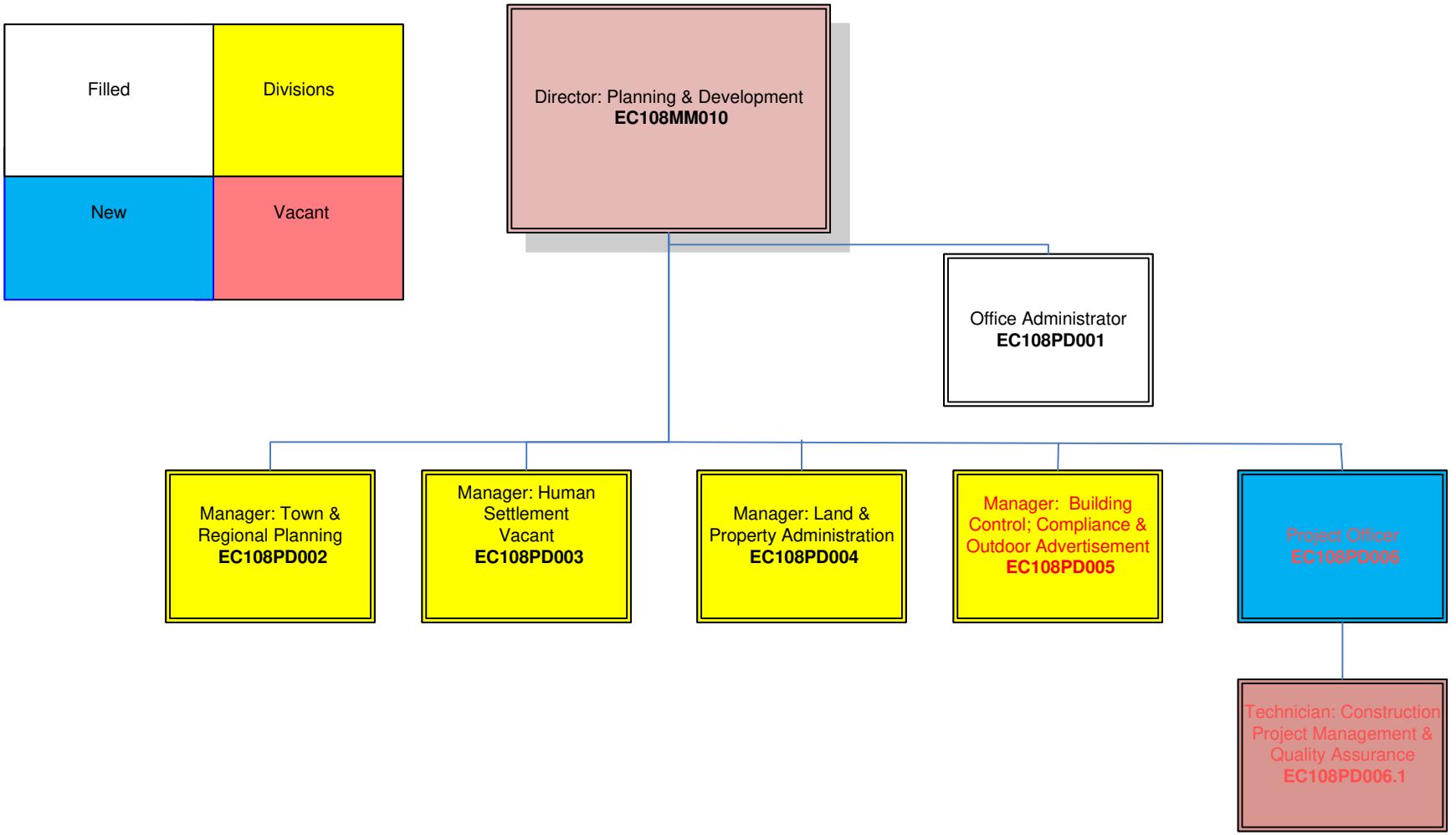


Economic Development & Tourism

Annexure 2.6



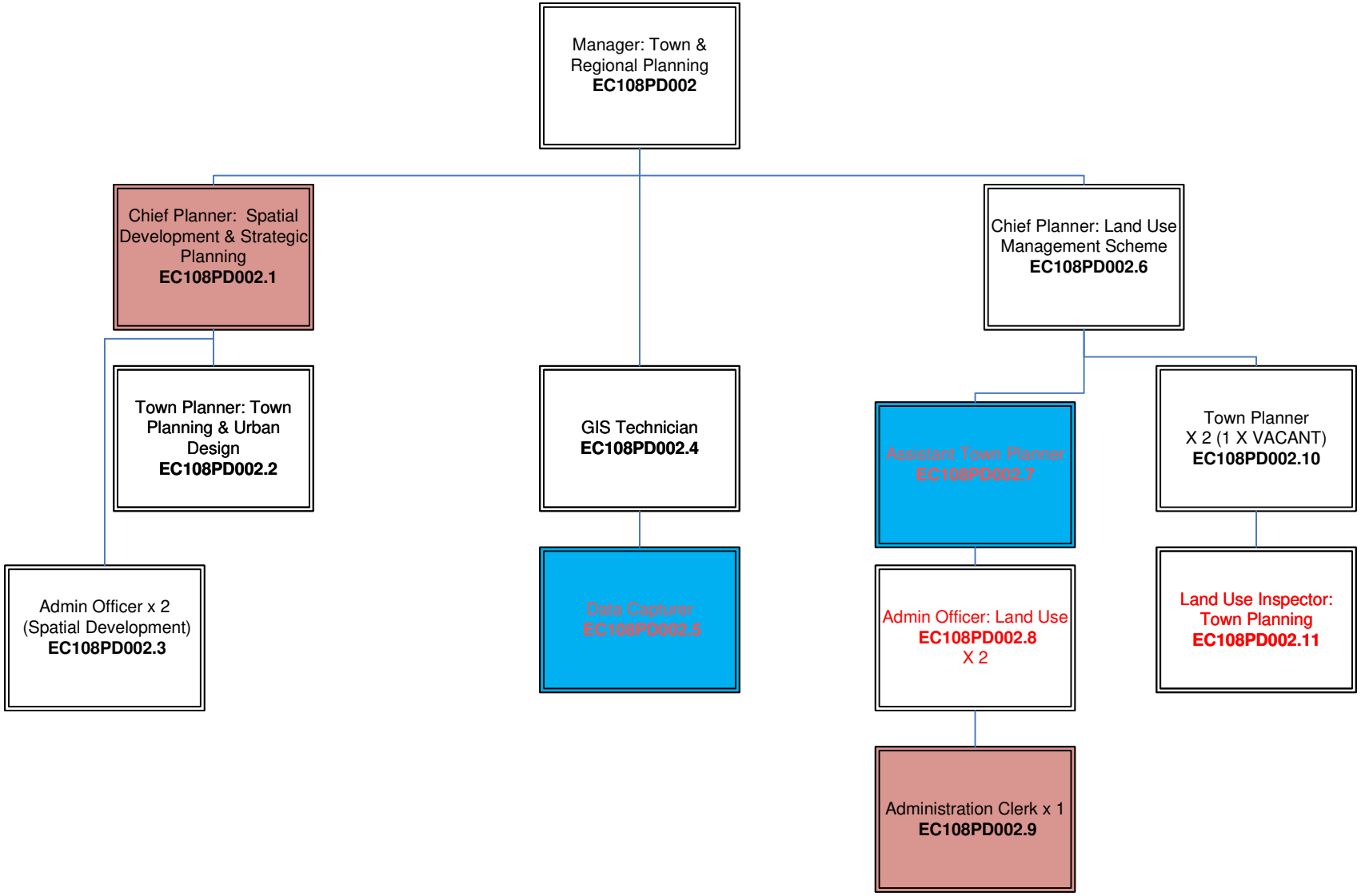
Kouga Local Municipality
Planning & Development
Annexure 6



Planning & Development

Town & Regional Planning

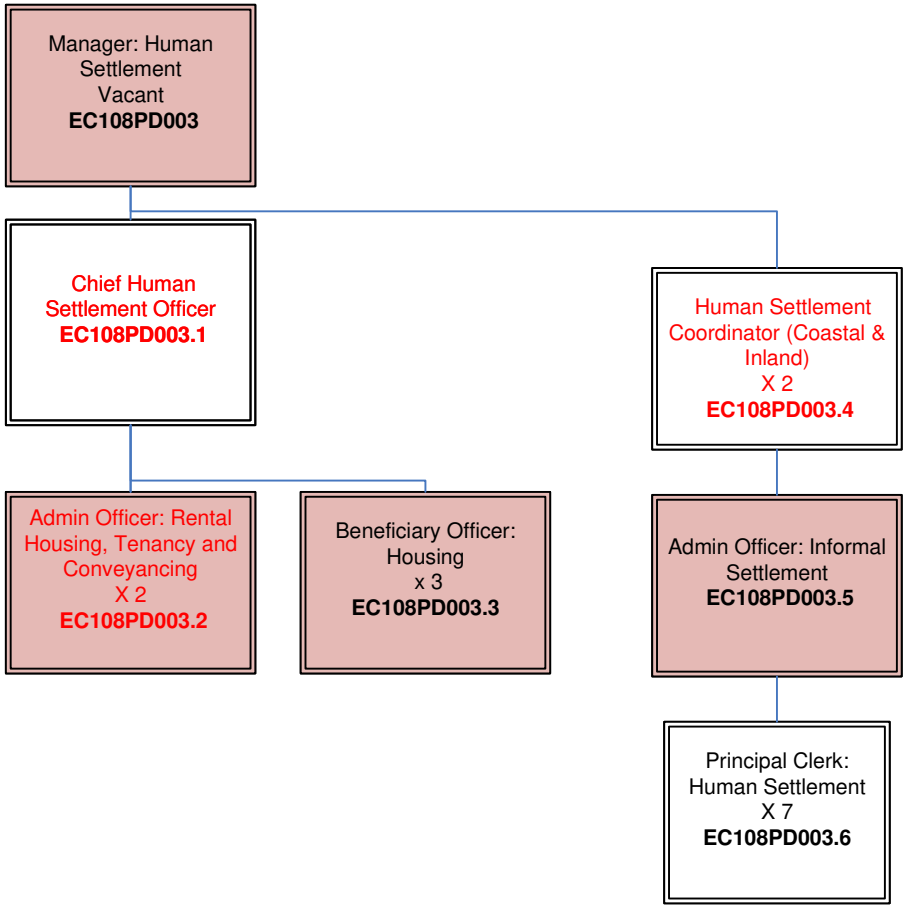
Annexure 6.1



Planning & Development

Human Settlement

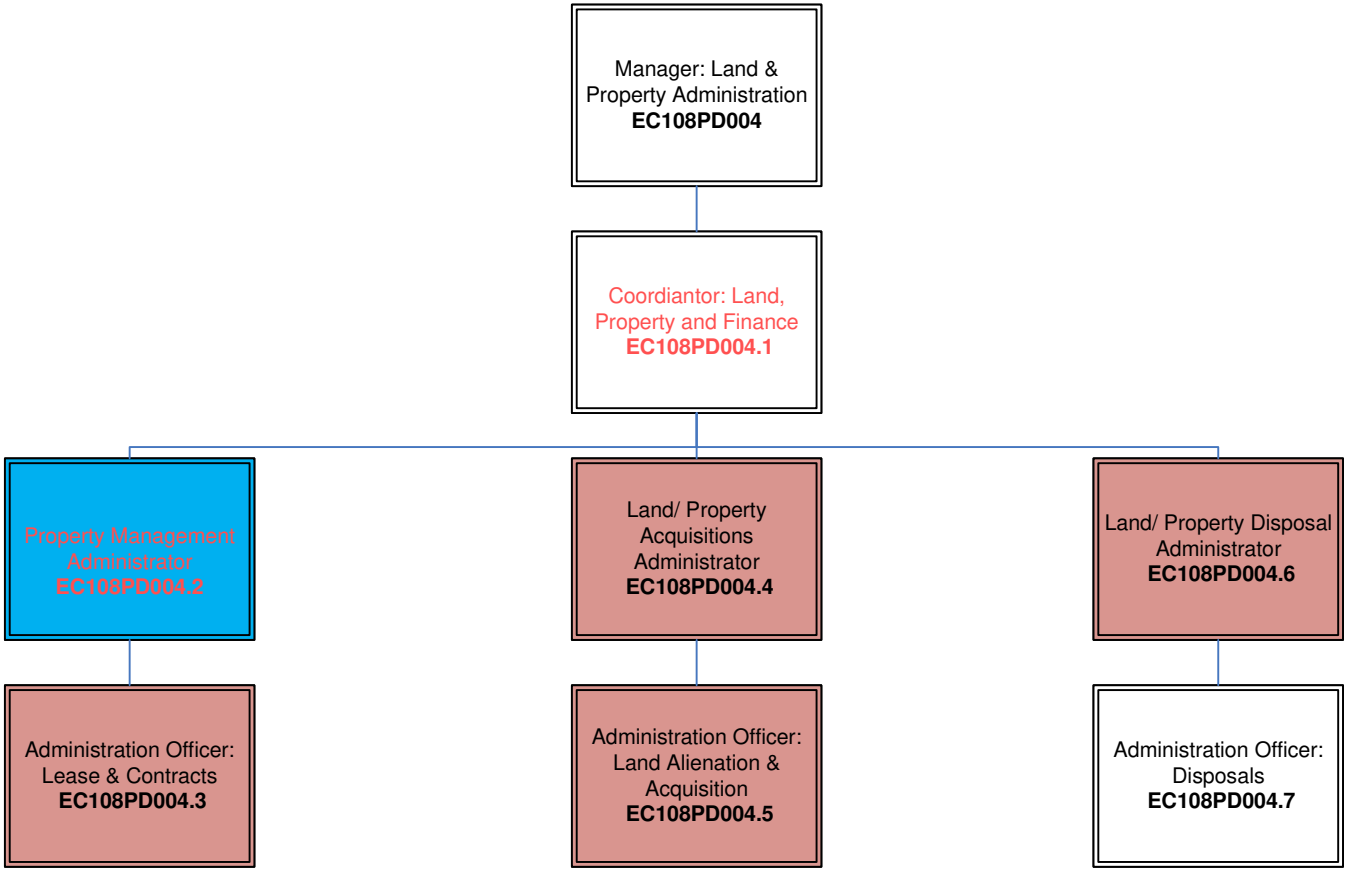
Annexure: 6.2



Planning & Development

Land & Property Administration

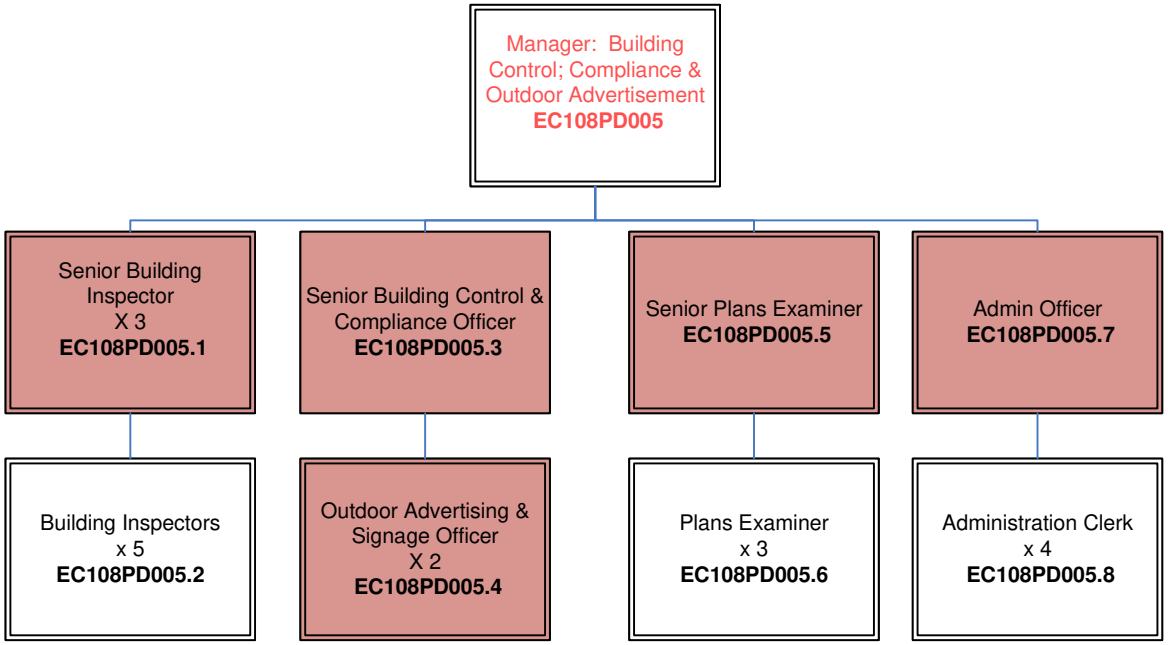
Annexure: 6.3



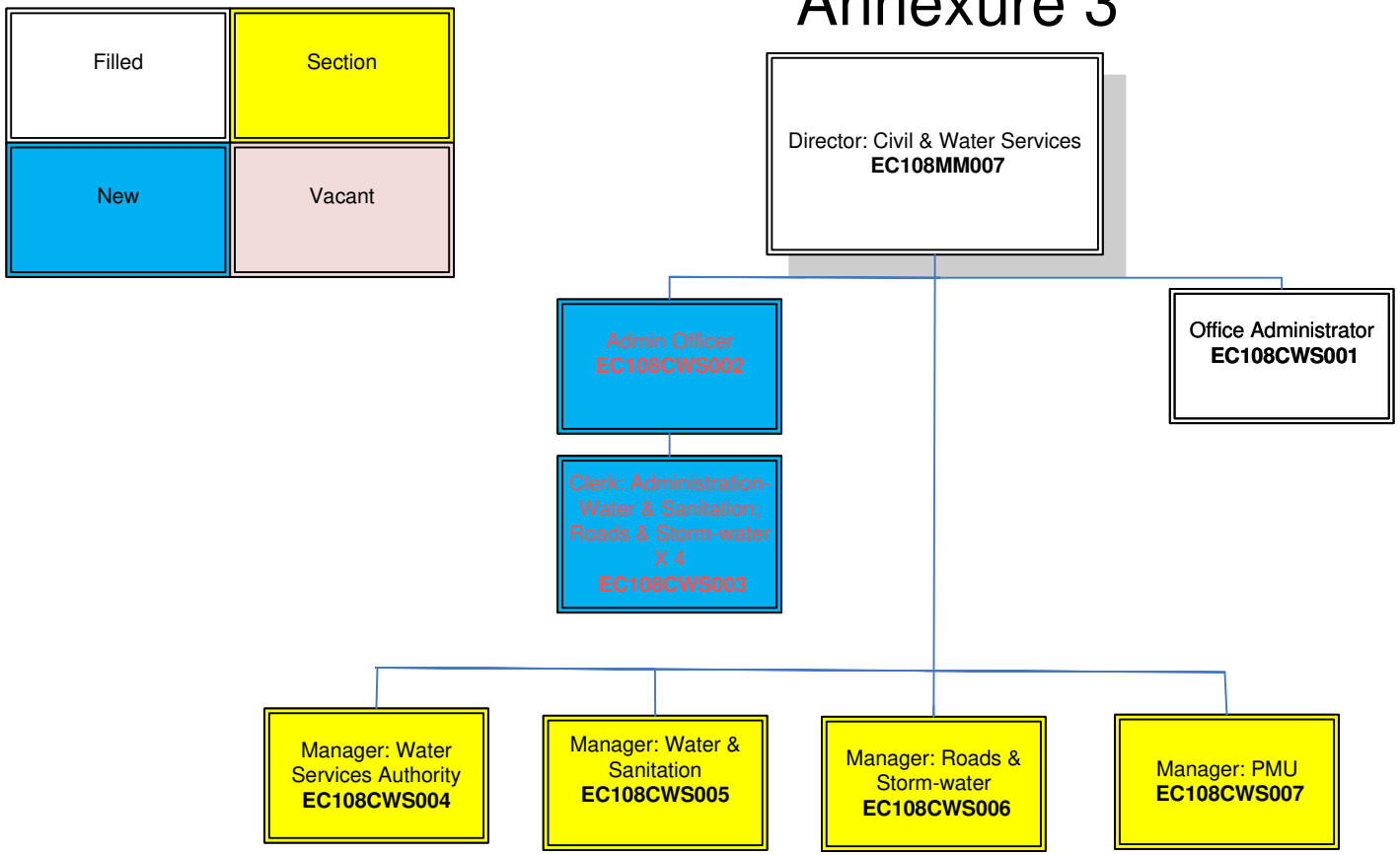
Planning & Development

Building Control; Compliance and Outdoor Advertising

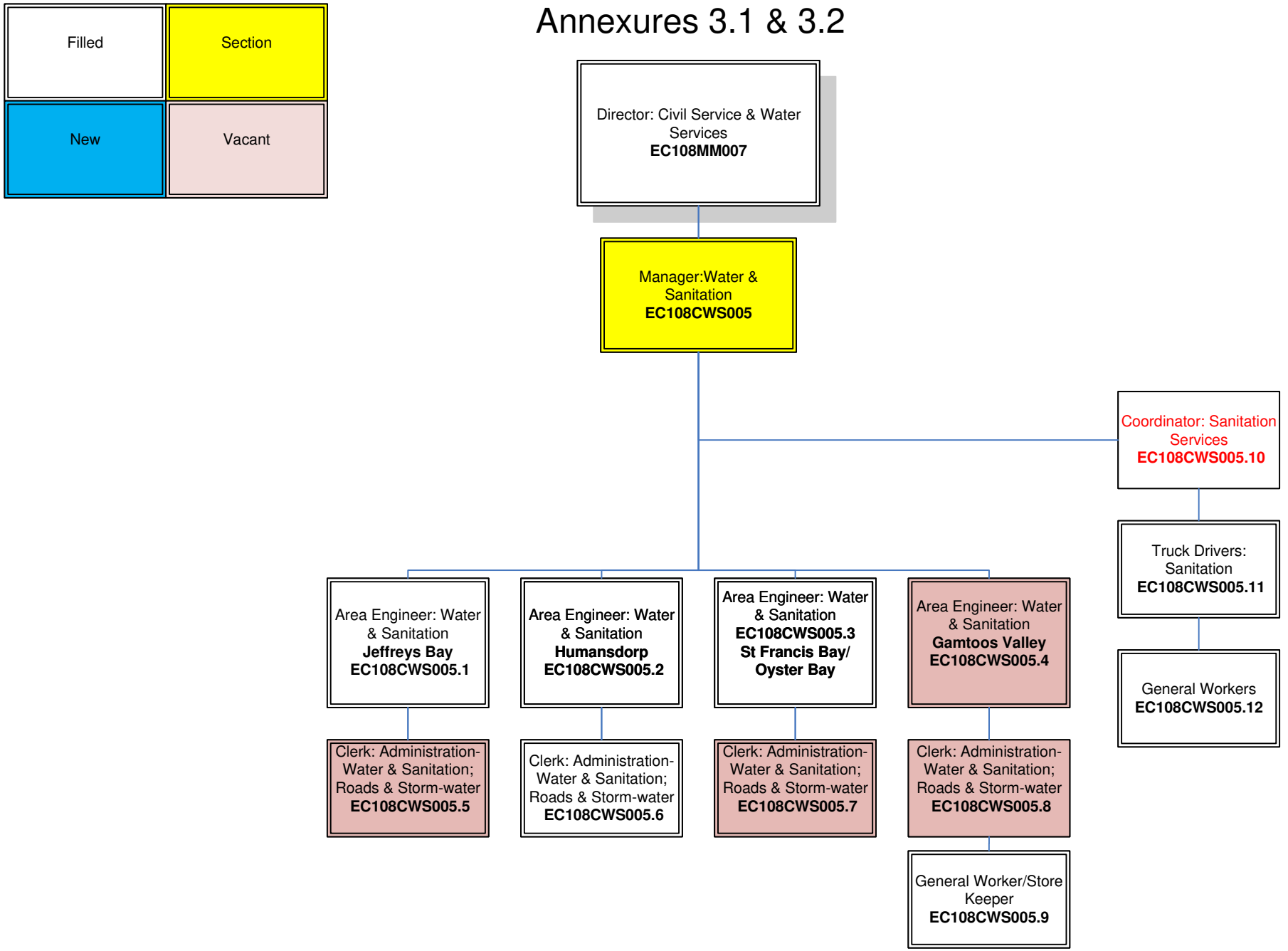
Annexure: 6.4



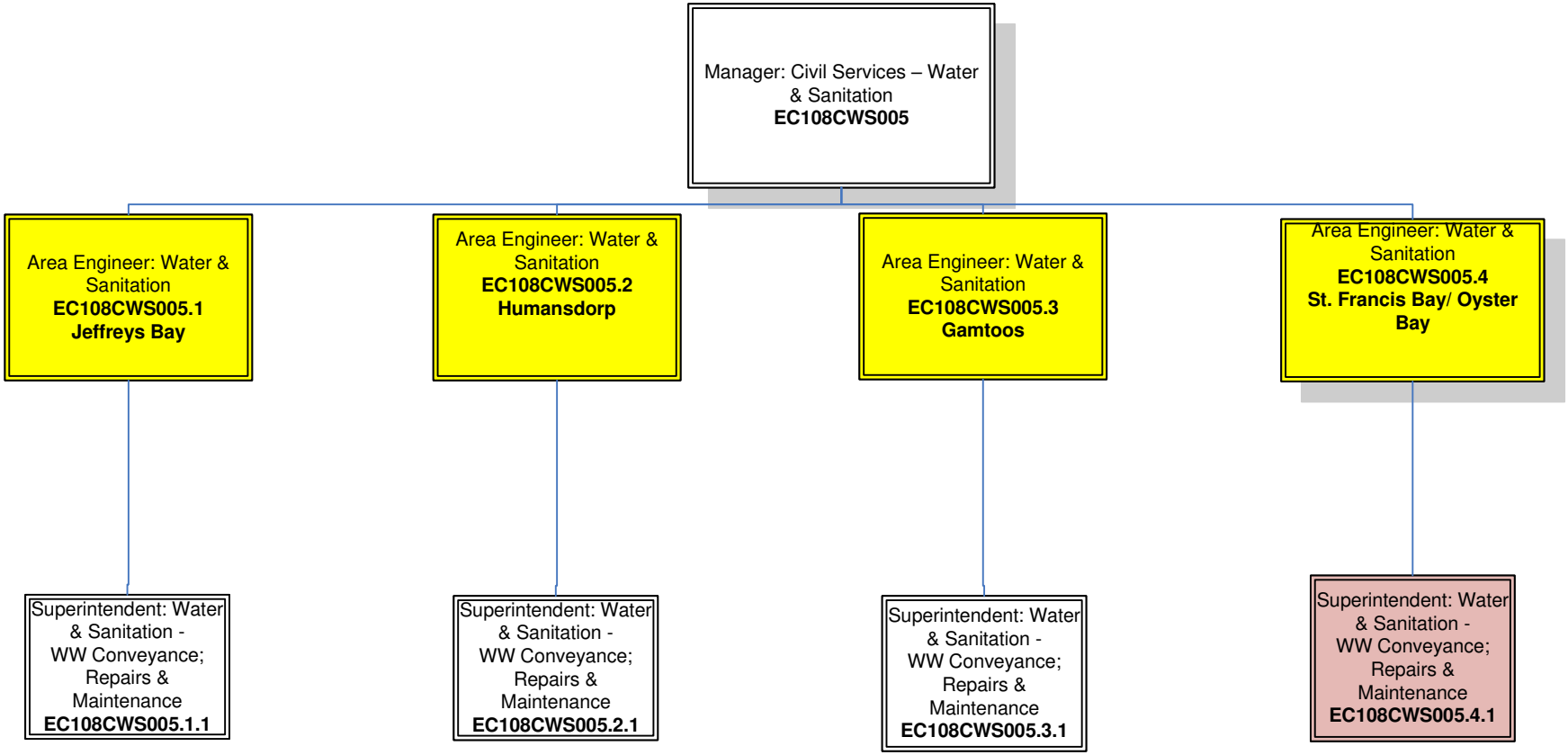
Kouga Local Municipality
Civil & Water Services – Top Structure
Annexure 3



Kouga Local Municipality
Civil & Water Services
Water Services Authority & Water & Sanitation Provision
Annexures 3.1 & 3.2



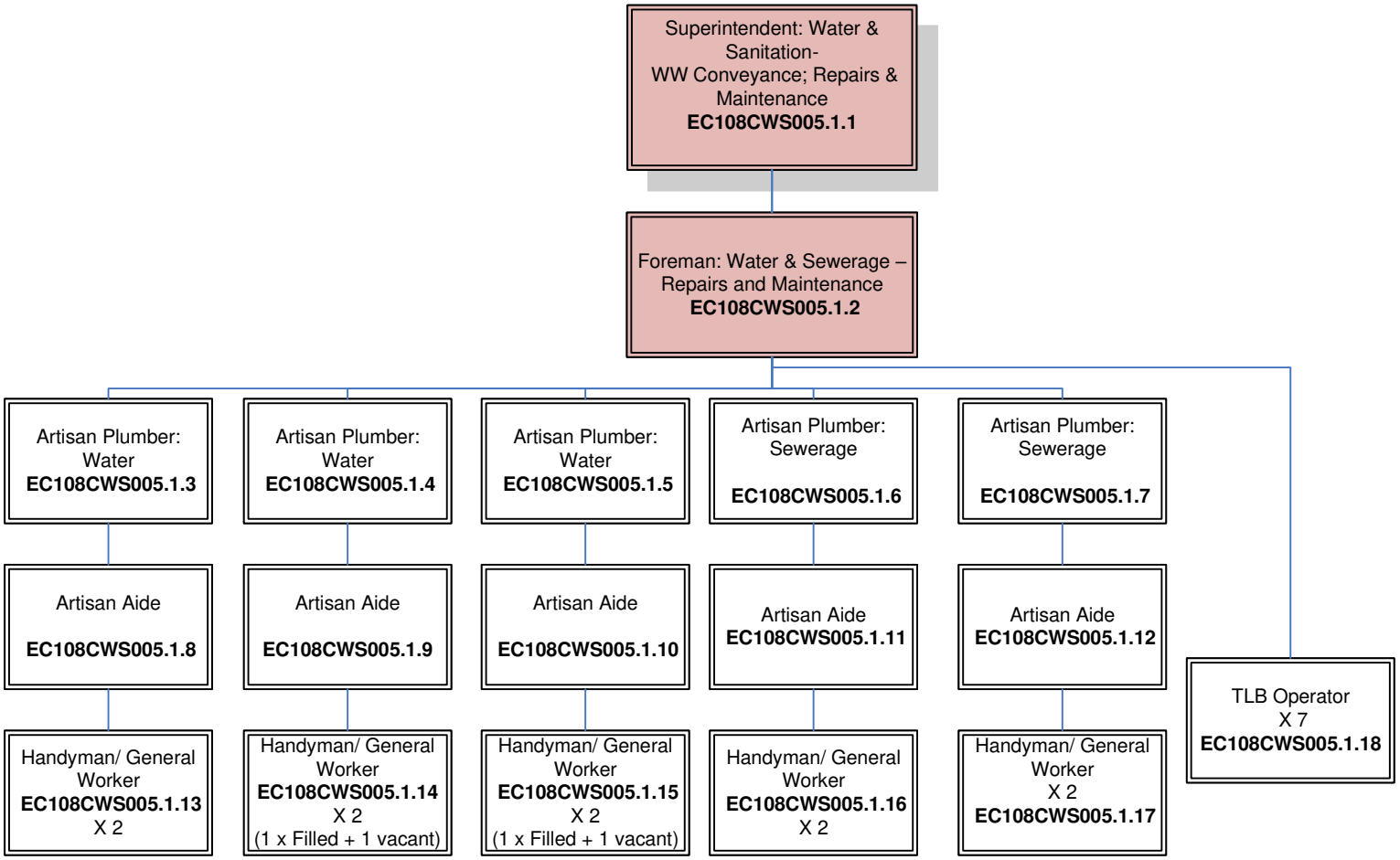
Civil & Water Services
Water & Sanitation
Annexure 3.2



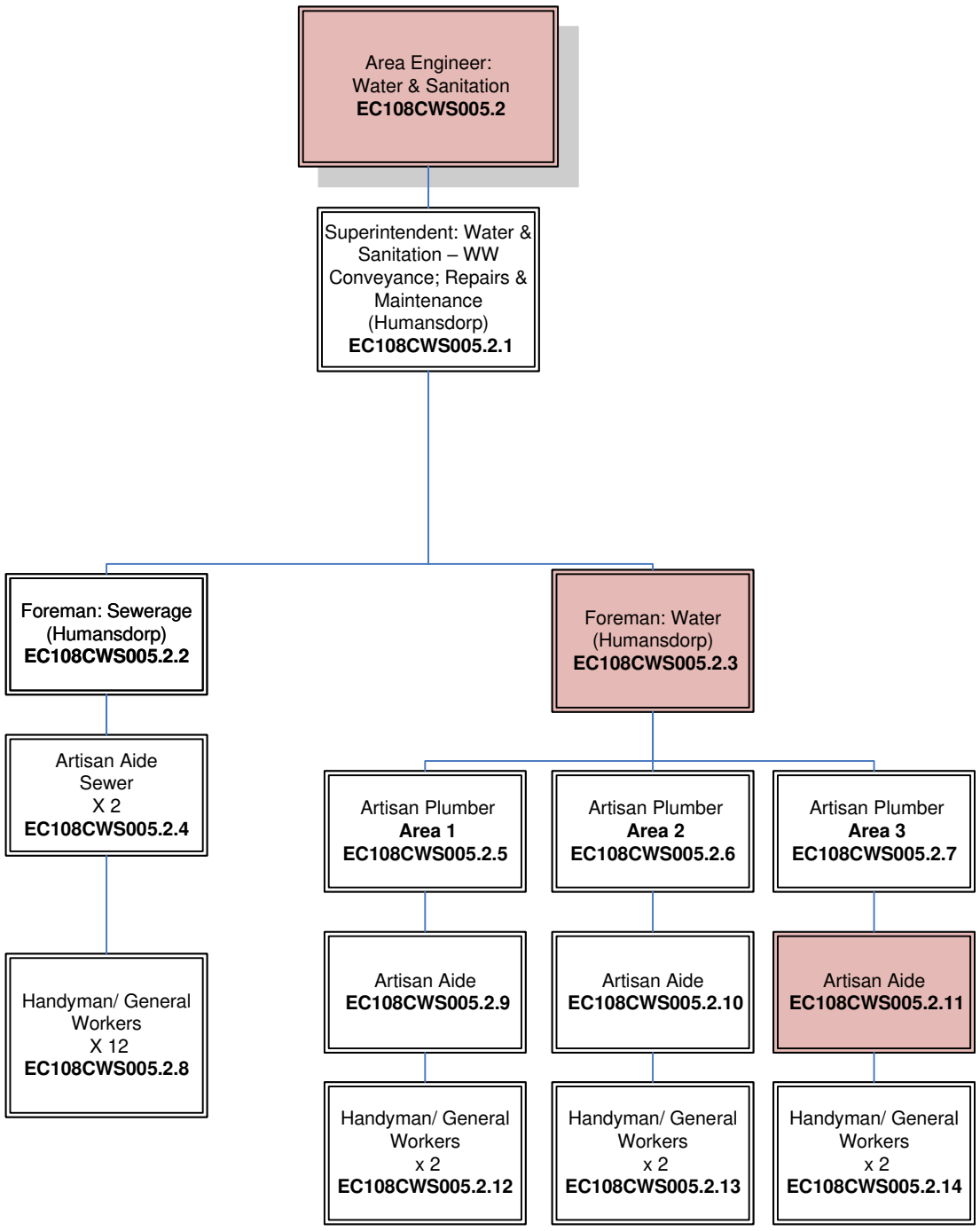
Civil & Water Service

Water & Sanitation (Waste Water Conveyancing: Repairs & Maintenance) - Jeffrey's Bay

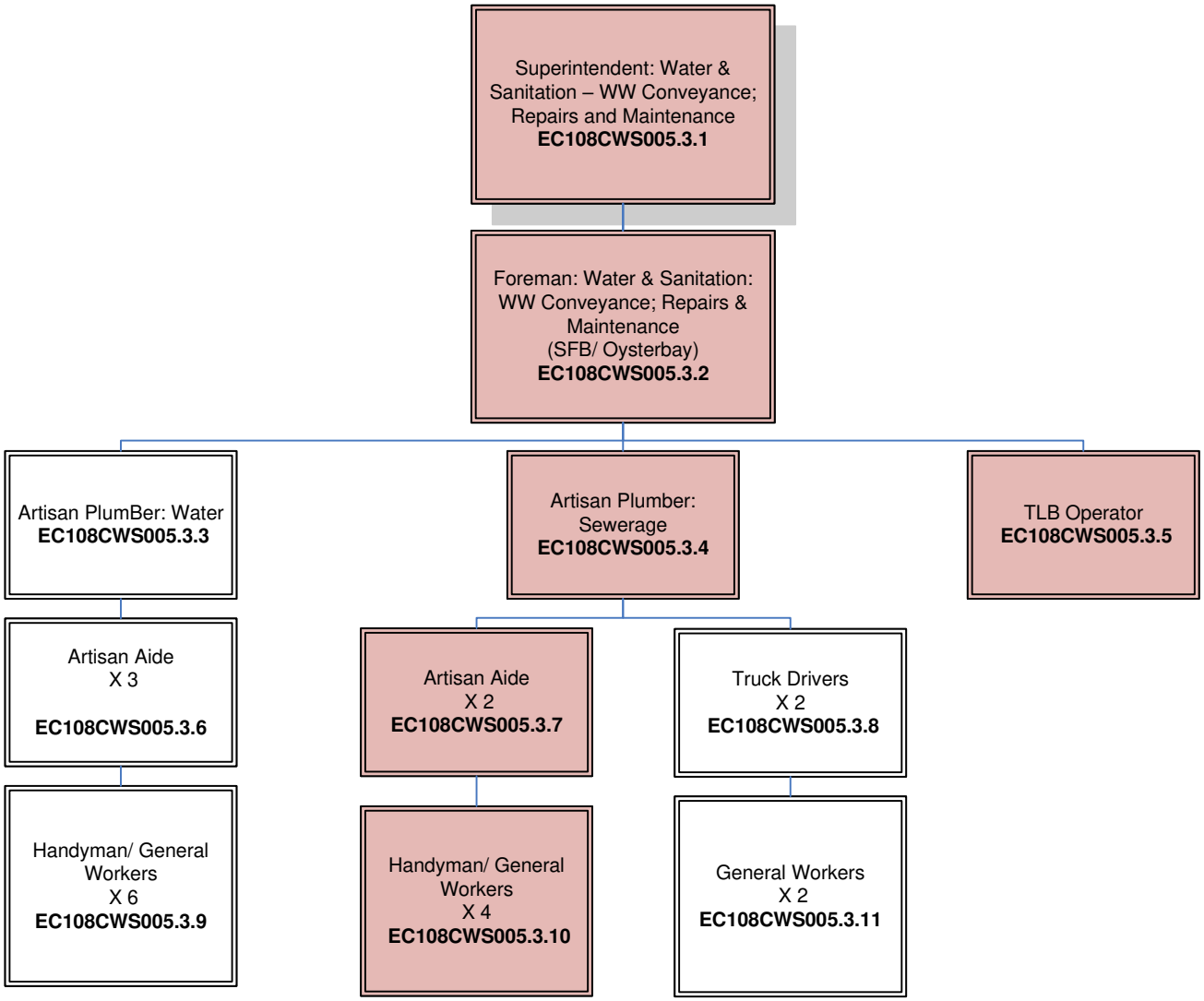
Annexure: 3.2.1



Civil & Water Services
Water & Sanitation – Humansdorp
Annexure: 3.2.2



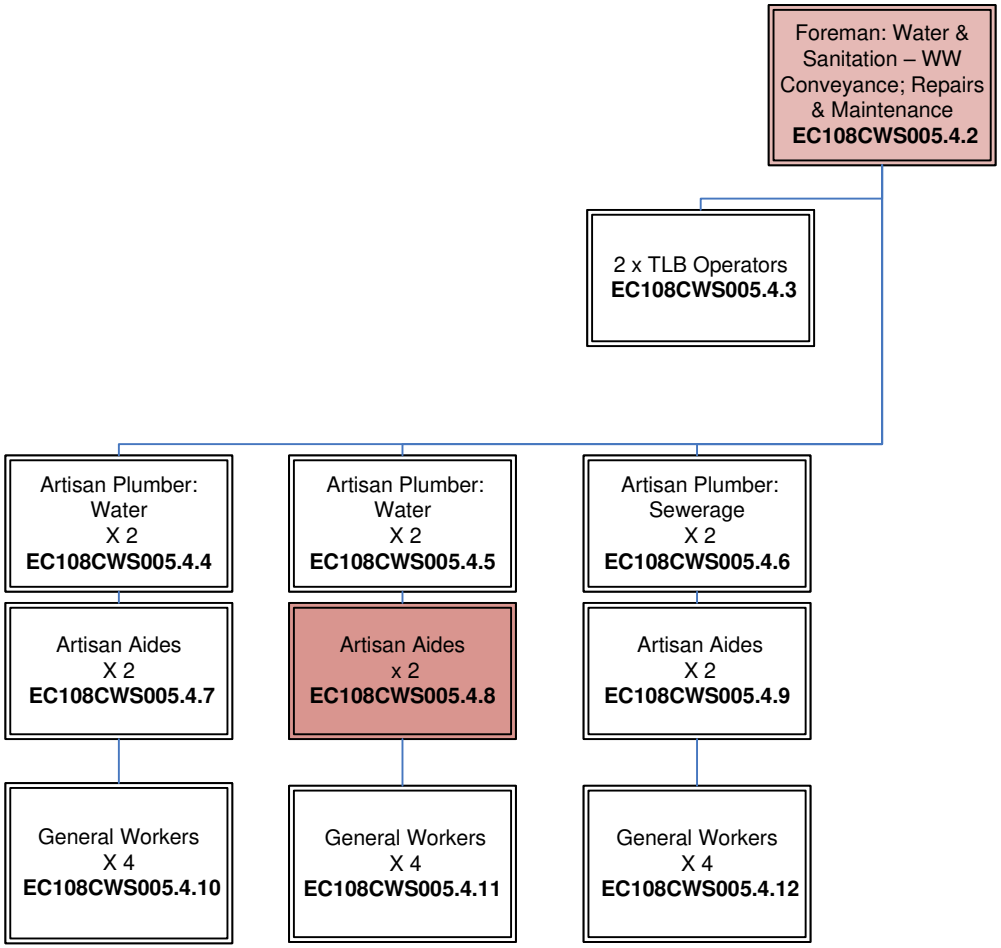
Civil & Water Services
Water and Sanitation – (WW Conveyance; Repairs & Maintenance)
SFB, Oyster Bay
Annexure: 3.2.4



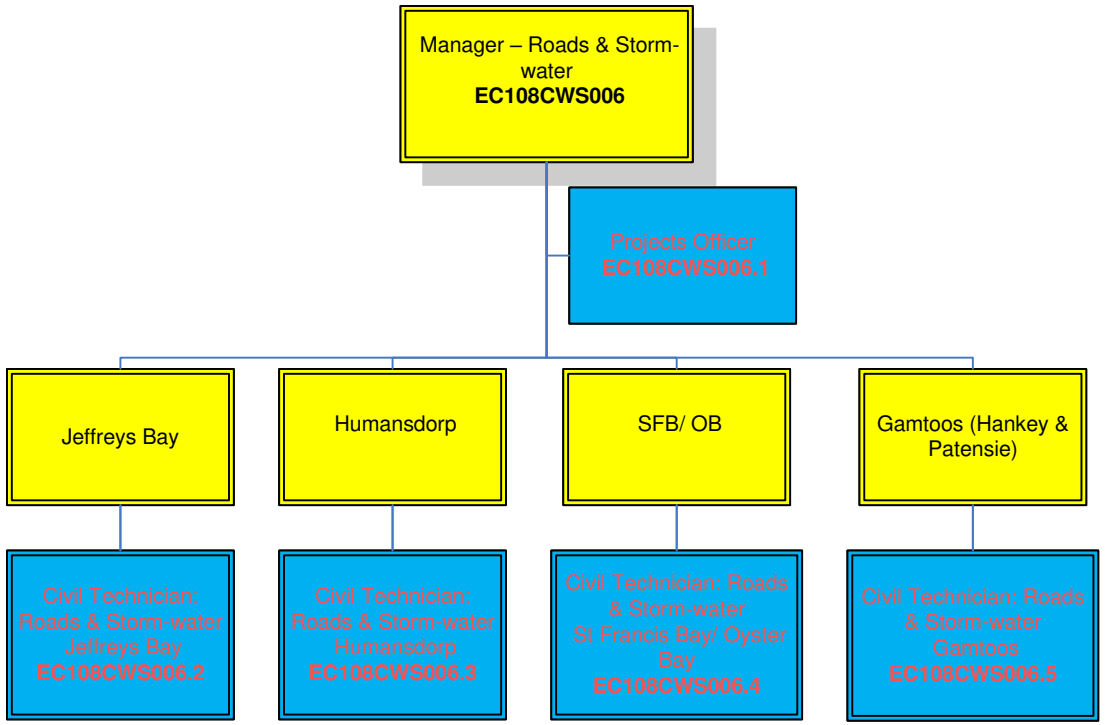
Civil & Water Services

Water – WW Coveyance; Repairs & Maintenance - Gamtoos

Annexure: 3.2.3

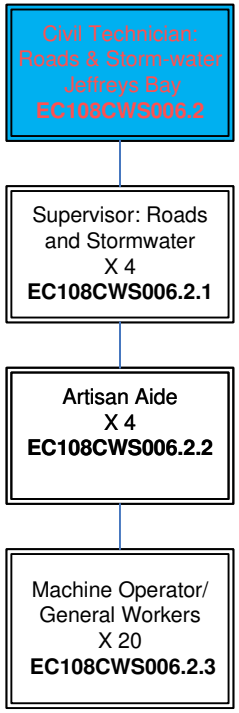


Civil & Water Services
Roads and Storm-water
Annexure: 3.3

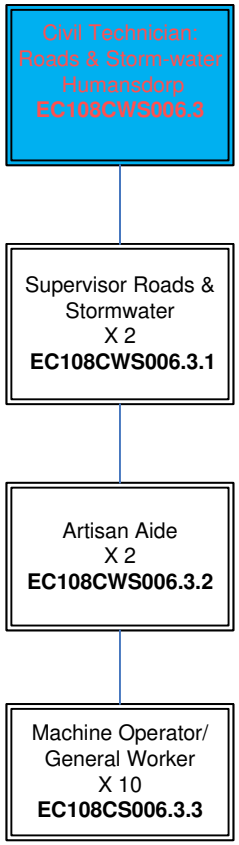


Purpose: To maintain, construct and repair Roads, Streets, Tar and Gravel Roads, Sidewalks, Storm-water Systems/ Structures; etc.

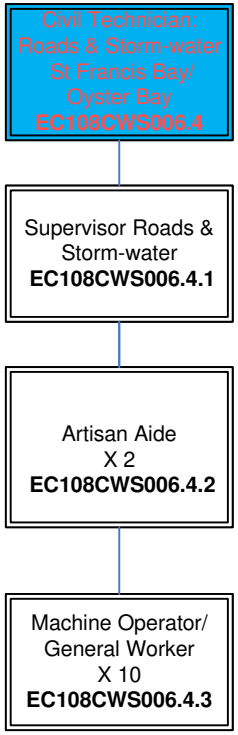
Civil & Water Services
Roads and Storm-water - Jeffrey's Bay
Annexure: 3.3.1



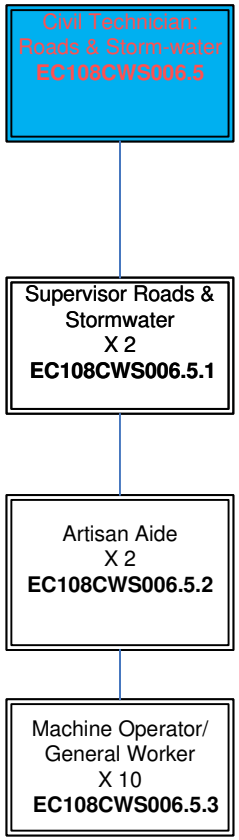
Civil & Water Services
Roads and Storm-Water – Humansdorp
Annexure: 3.3.2



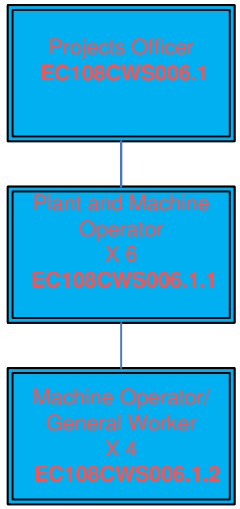
Civil & Water Services
Roads – St Francis Bay
Annexure: 3.3.3



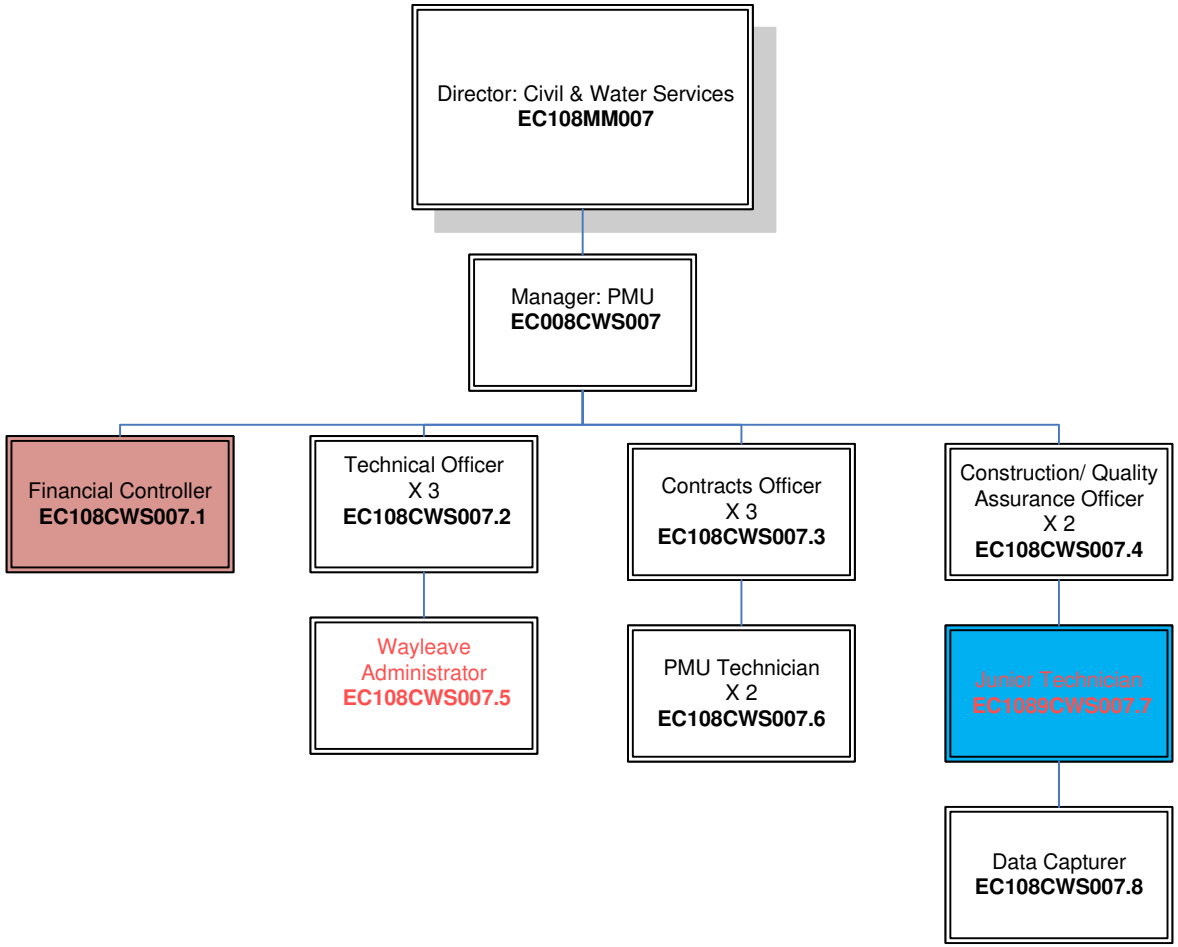
Civil & Water Services
Roads & Storm-water – Gamtoos
Annexure: 3.3.4



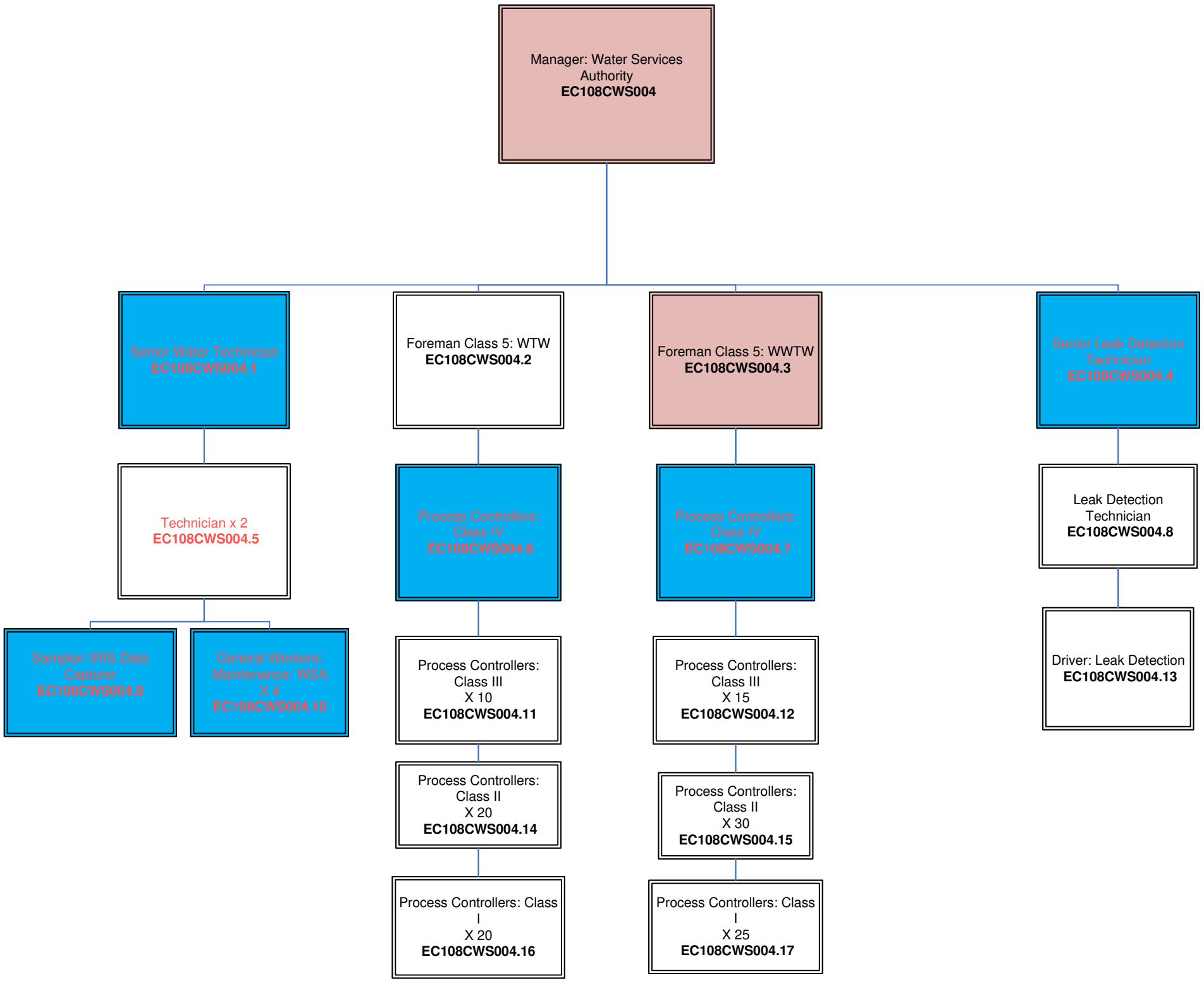
Civil & Water Services
Roads & Storm-water – Projects



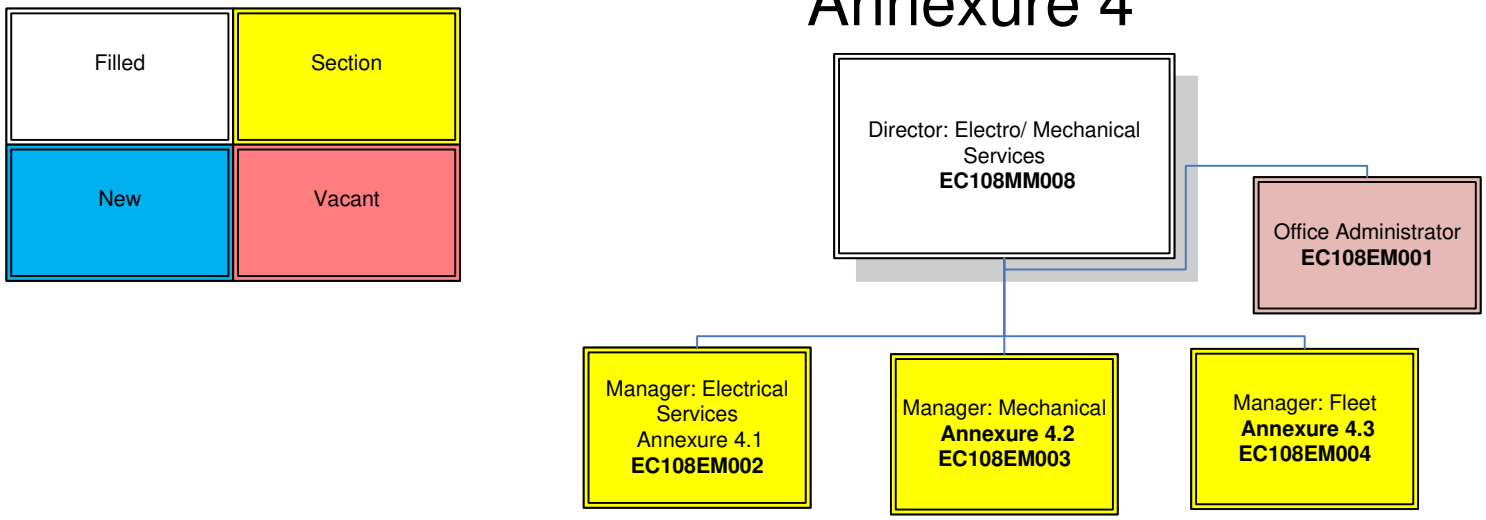
Civil & Water Services
Project Management Unit
Annexure 3.4



Civil & Water Services
Water Services Authority
Annexure 3.4



Kouga Local Municipality
Electro/ Mechanical Services – Top Structure
Annexure 4



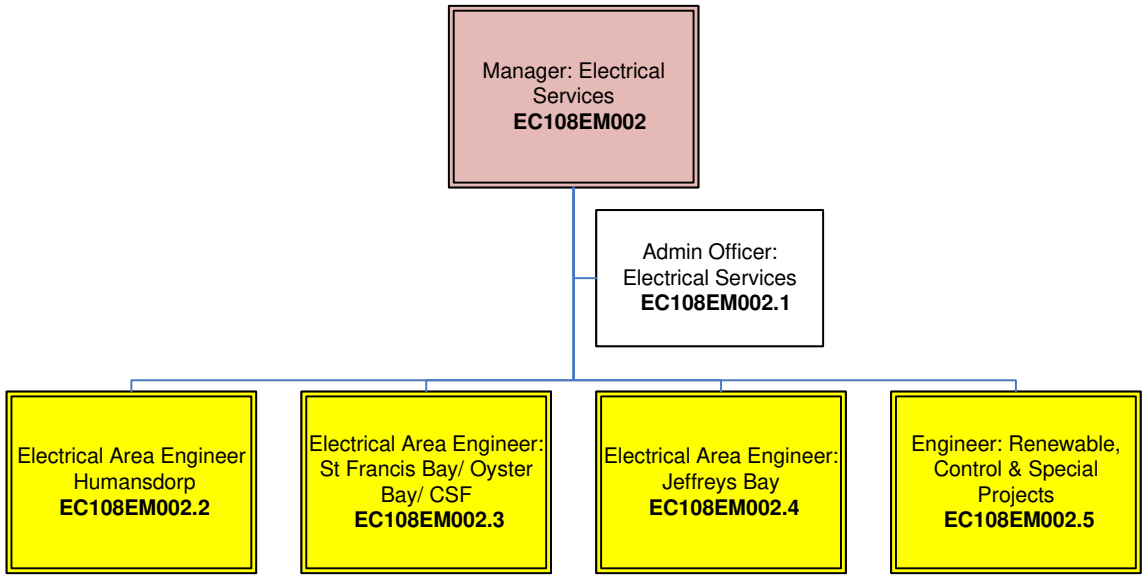
Kouga Local Municipality

Electro/ Mechanical Services

Electrical Services

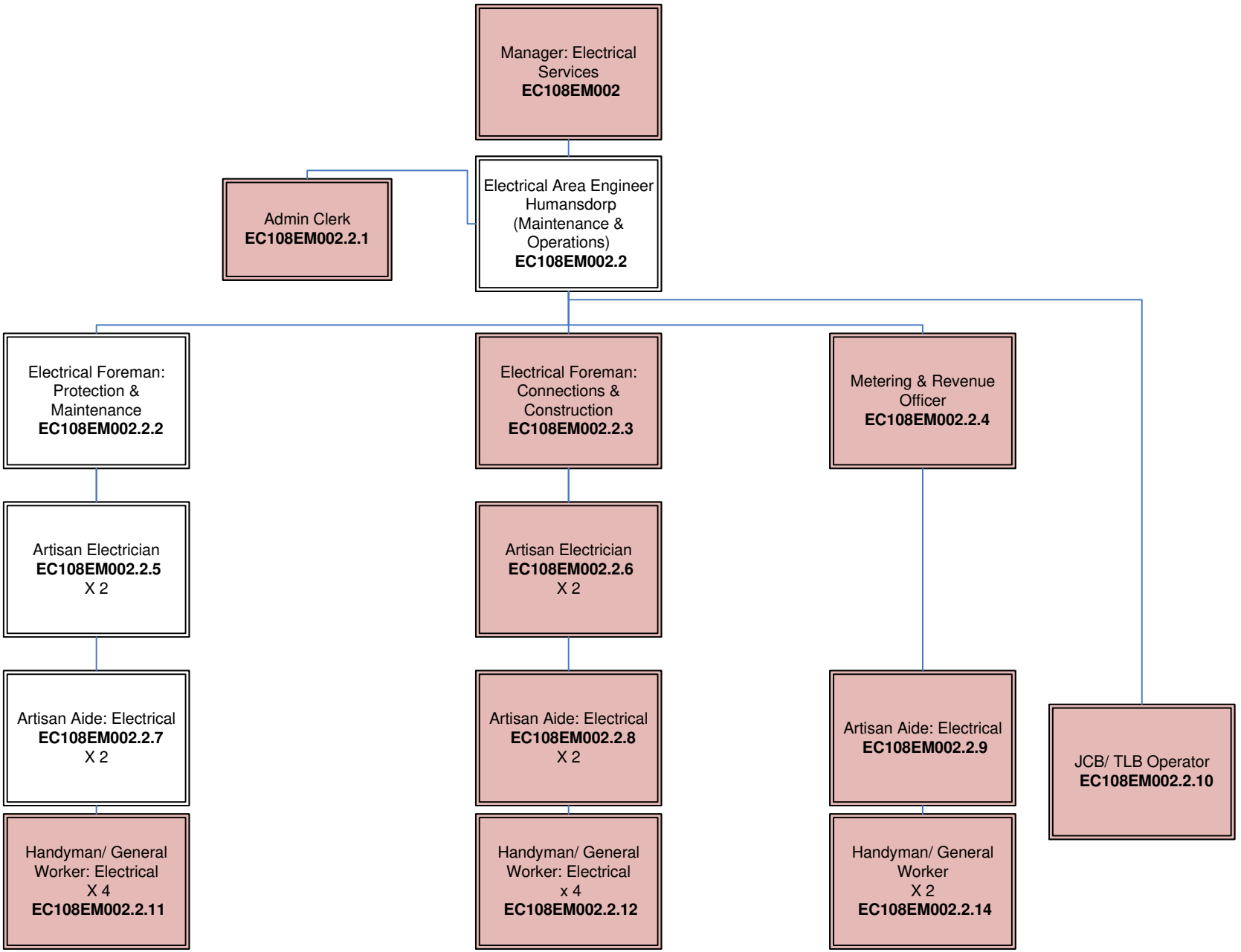
Annexure 4.1

Filled	Sections
New	Vacant



Electro/ Mechanical Services
Electrical - Humansdorp

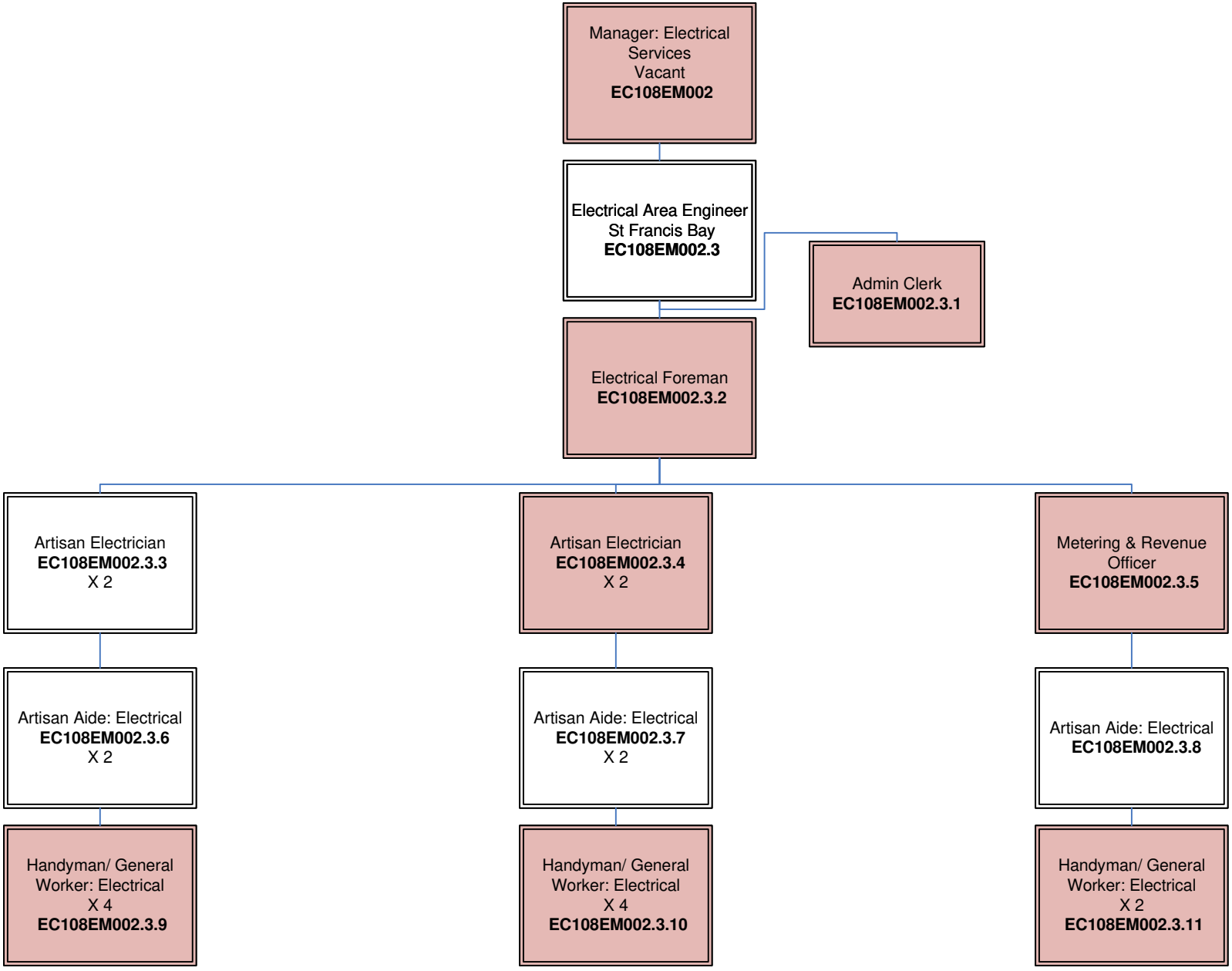
Annexure: 4.1.1



Electro/ Mechanical Services

Electricity - St Francis Bay/ CSF/ Oyster Bay

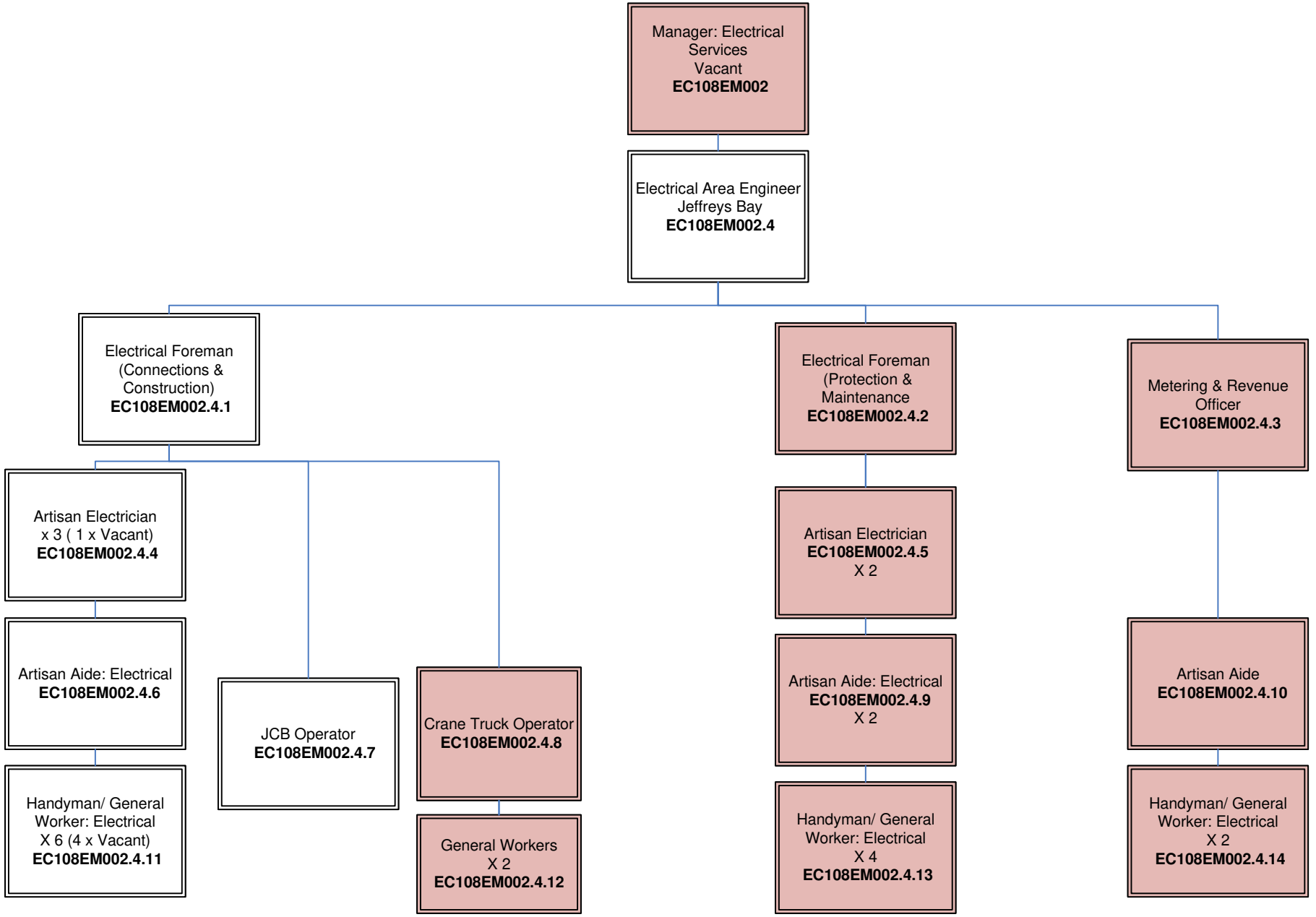
Annexure: 4.1.2



Electro/ Mechanical Services

Electricity - Jeffreys Bay

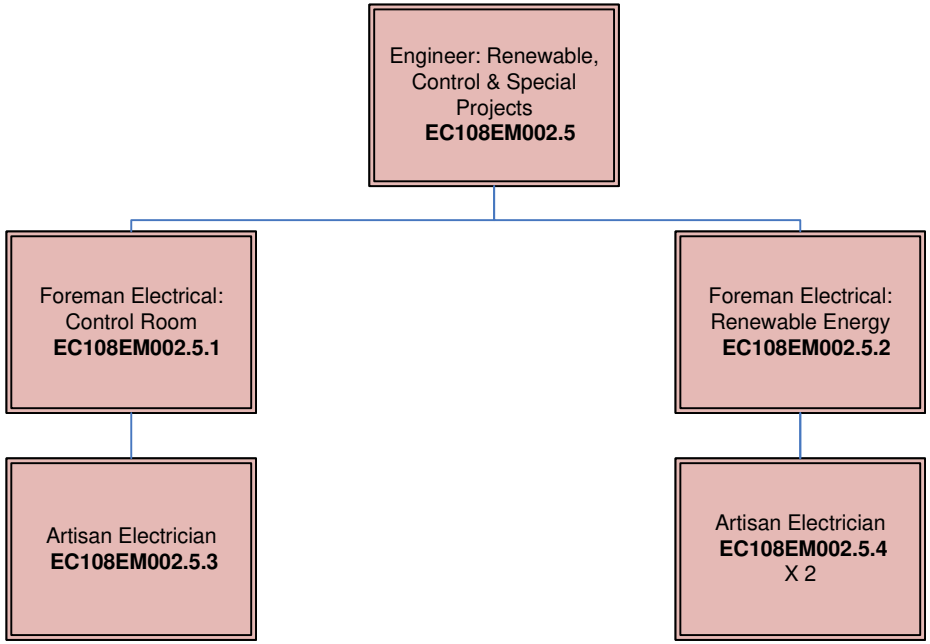
Annexure: 4.1.3



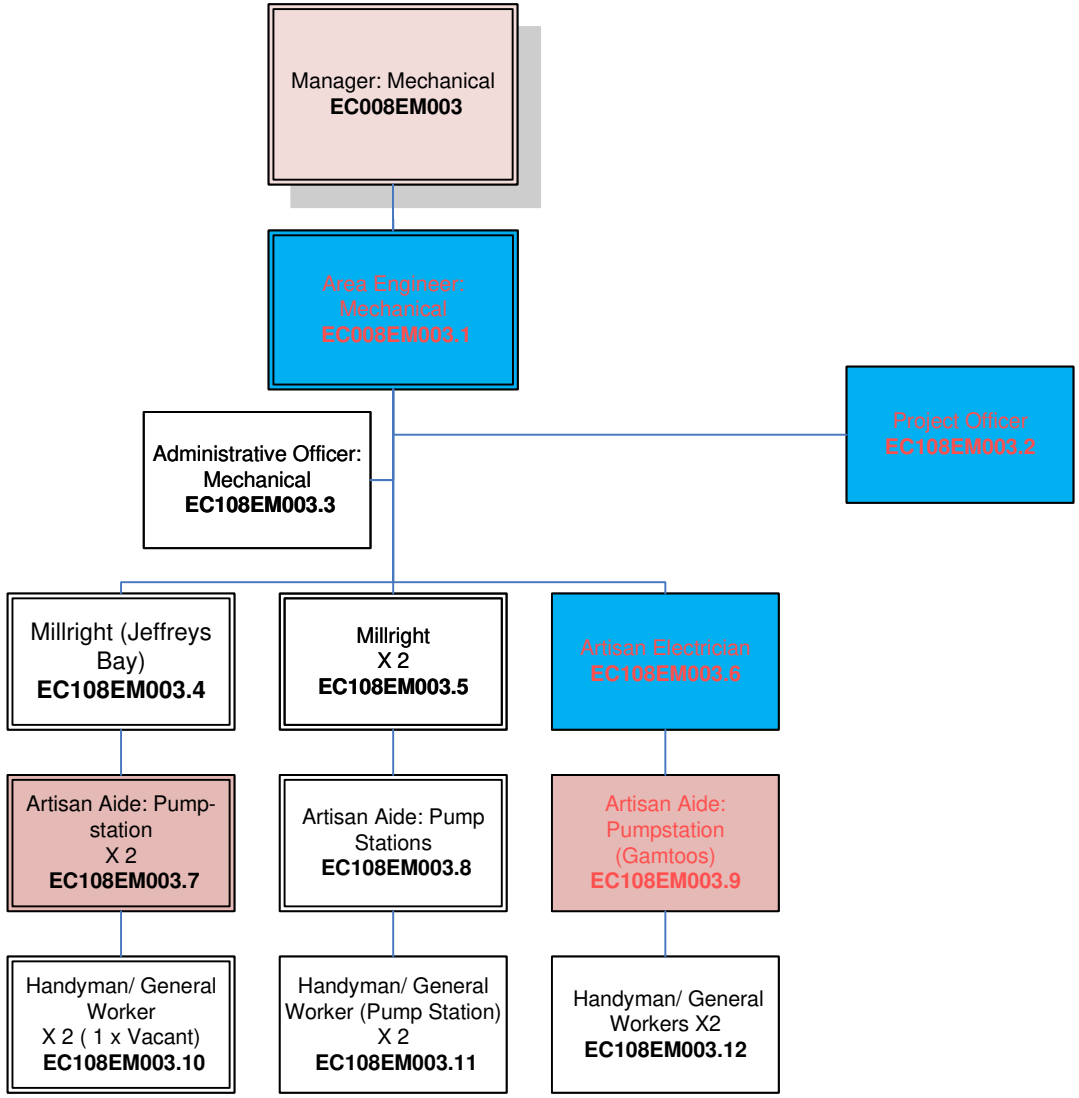
ELECTRO/ MECHANICAL SERVICES

RENEWABLE, CONTROL & SPECIAL PROJECTS

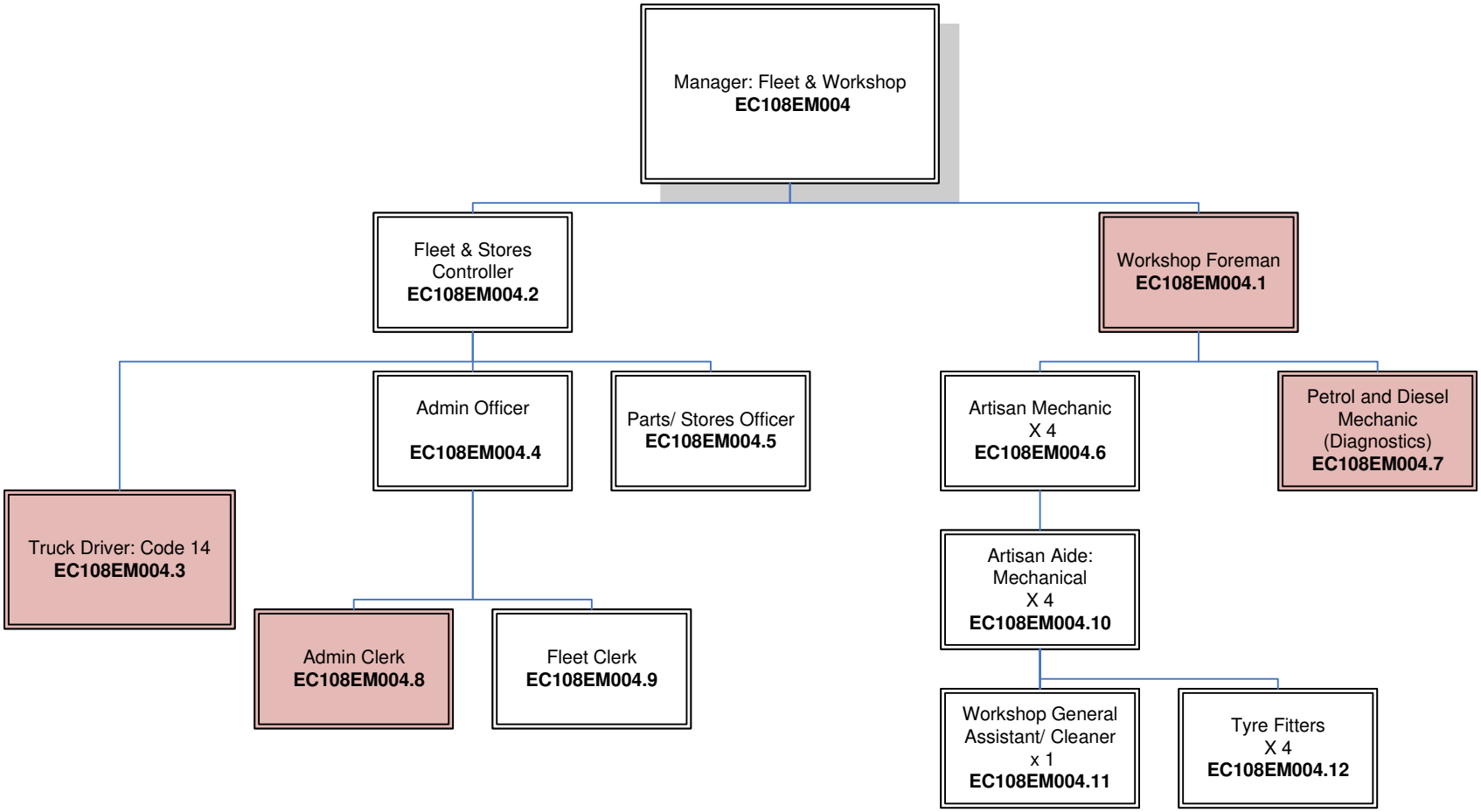
Annexure: 4.1.4



Electro-Mechanical Service
Mechanical Unit
Annexure 4.2



Electro/ Mechanical Services
Fleet & Workshop
Annexure: 4.3

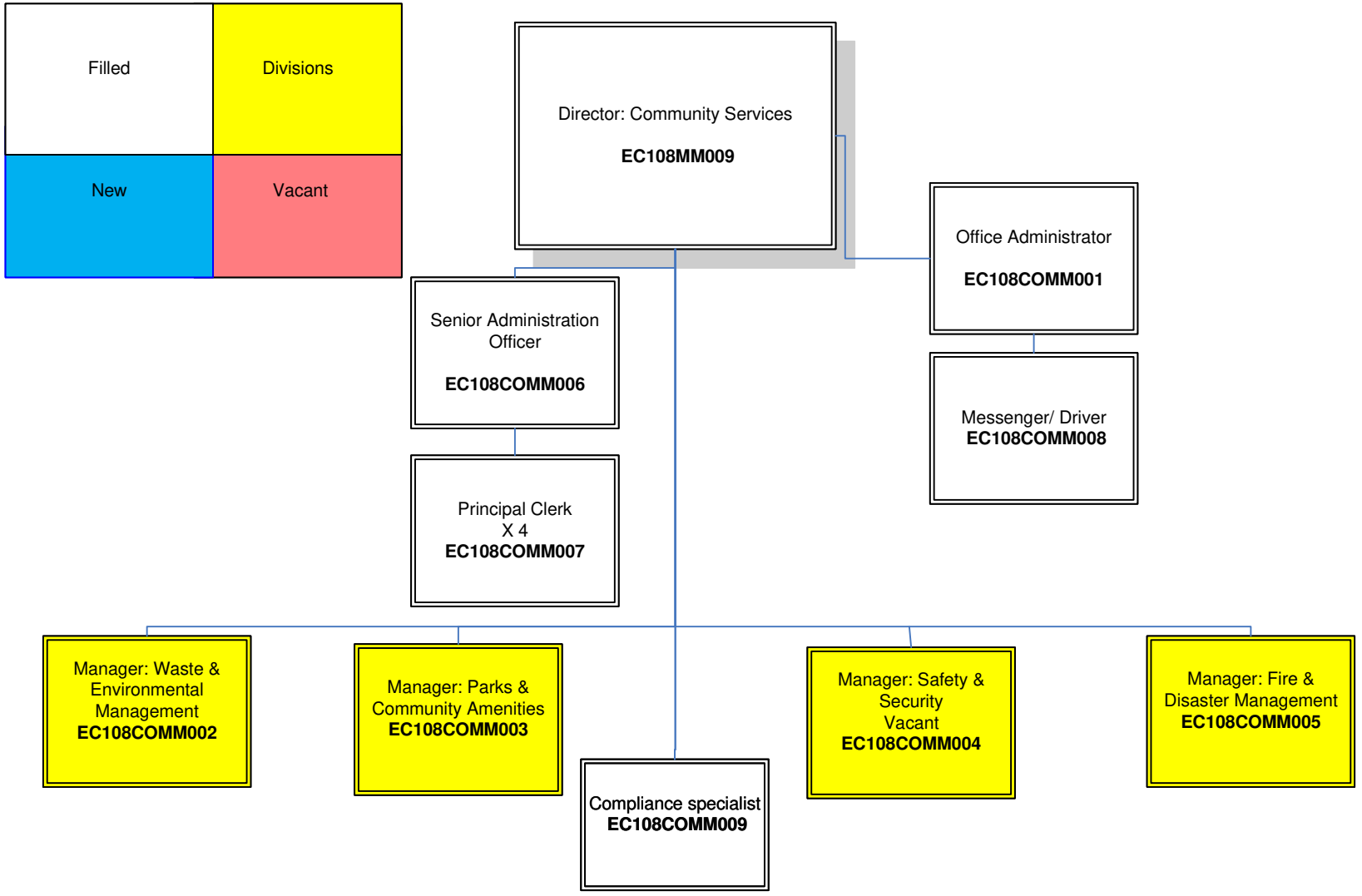


Purpose: To provide support for Fleet, Stores, Maintenance of Vehicle and Equipment to the I & E Department

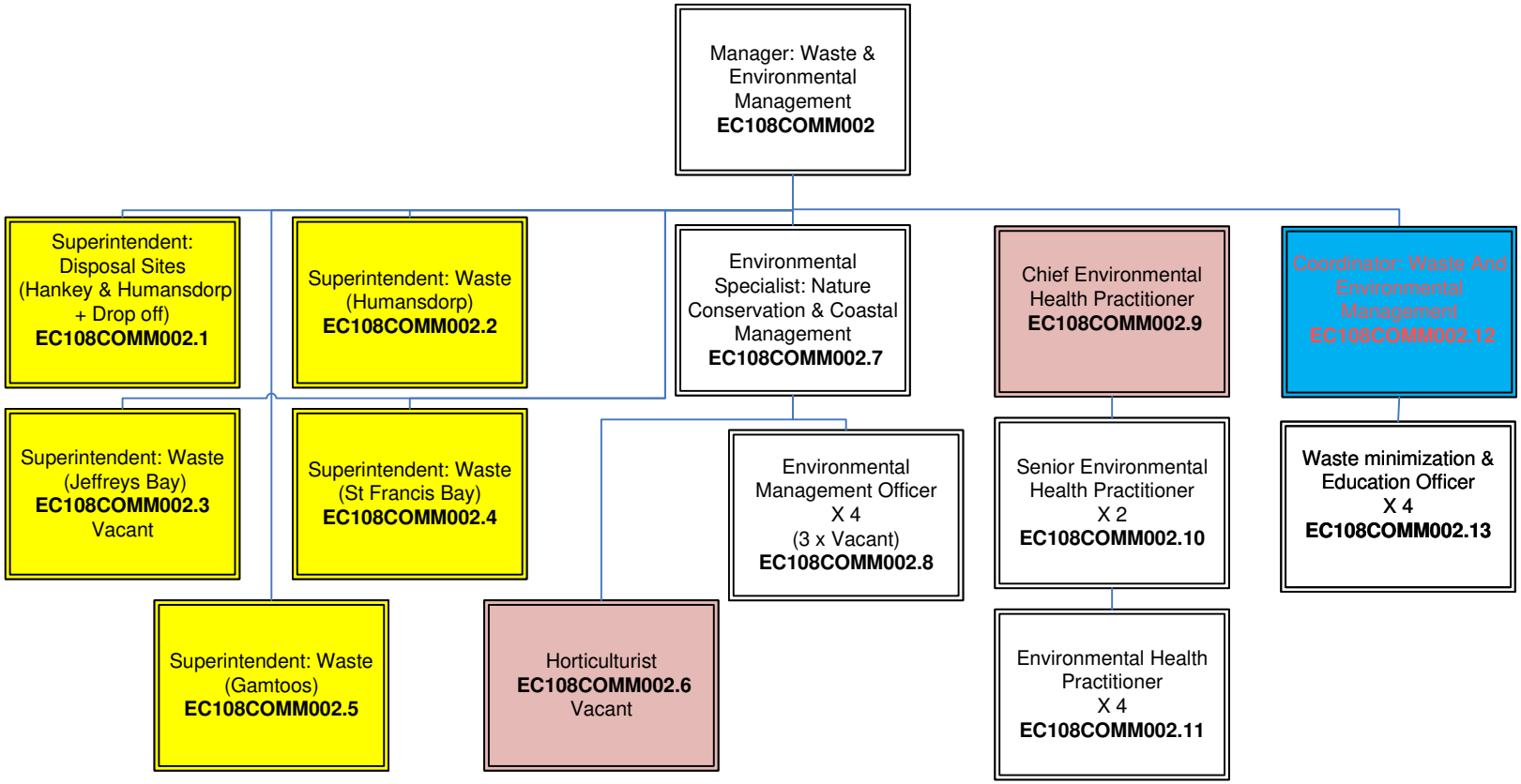
Kouga Local Municipality

Community Services – Top Structure

Annexure 5

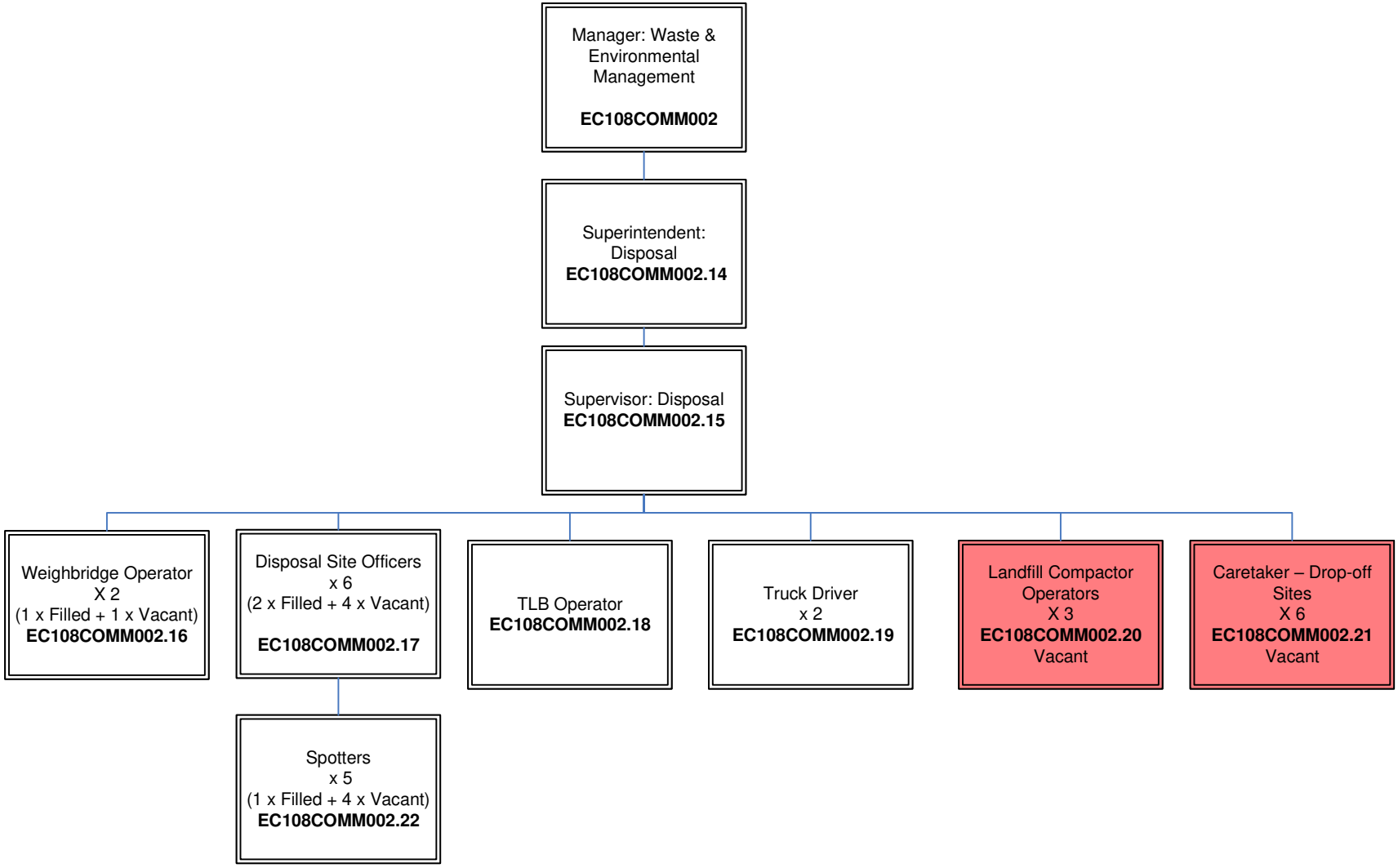


Kouga Local Municipality
Community Services
Waste & Environmental Management
Annexure 5.1



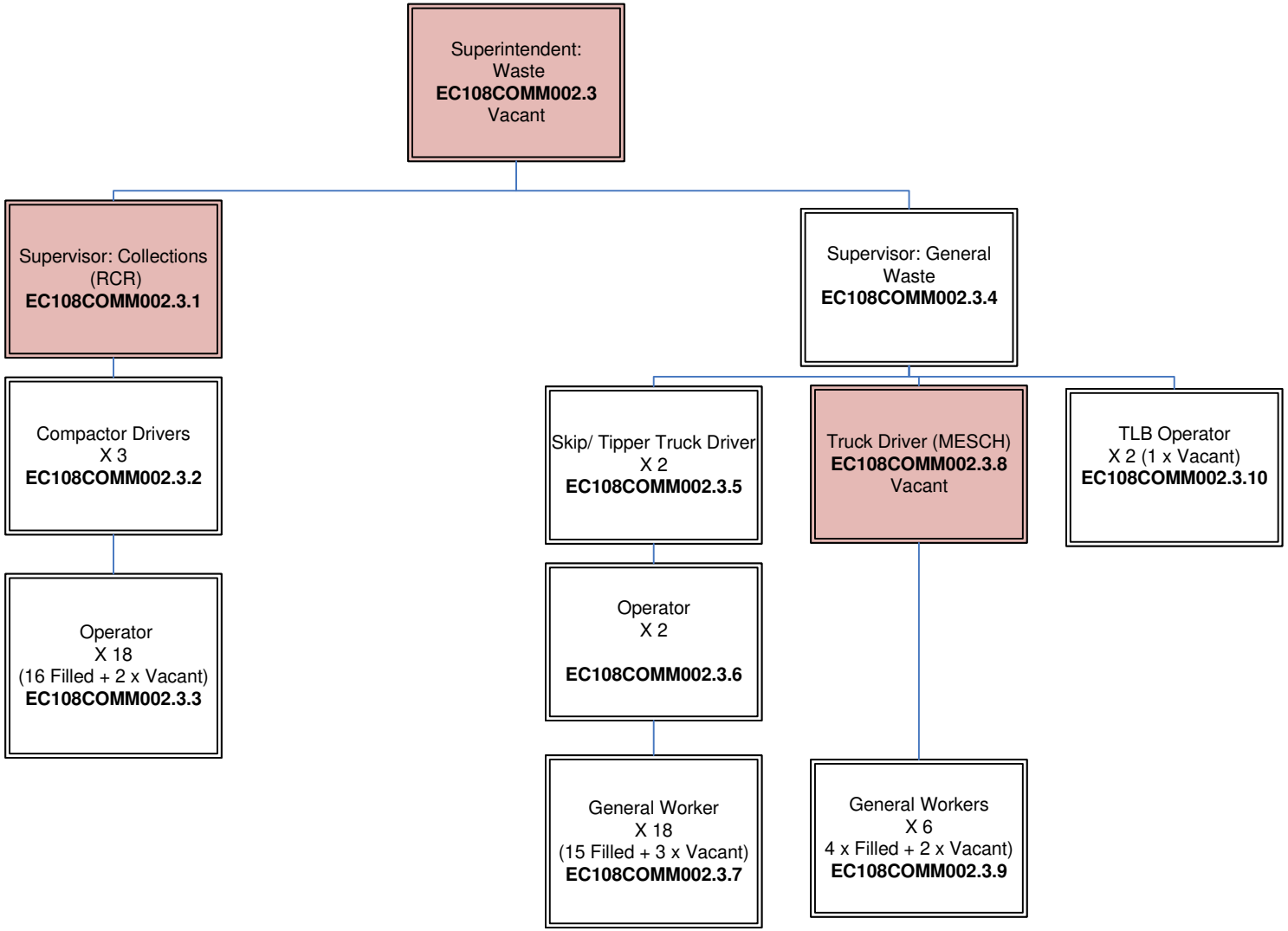
Community Services
Waste & Environmental Management
Disposal & Minimization & Drop-Off Sites

Annexure 5.1.1



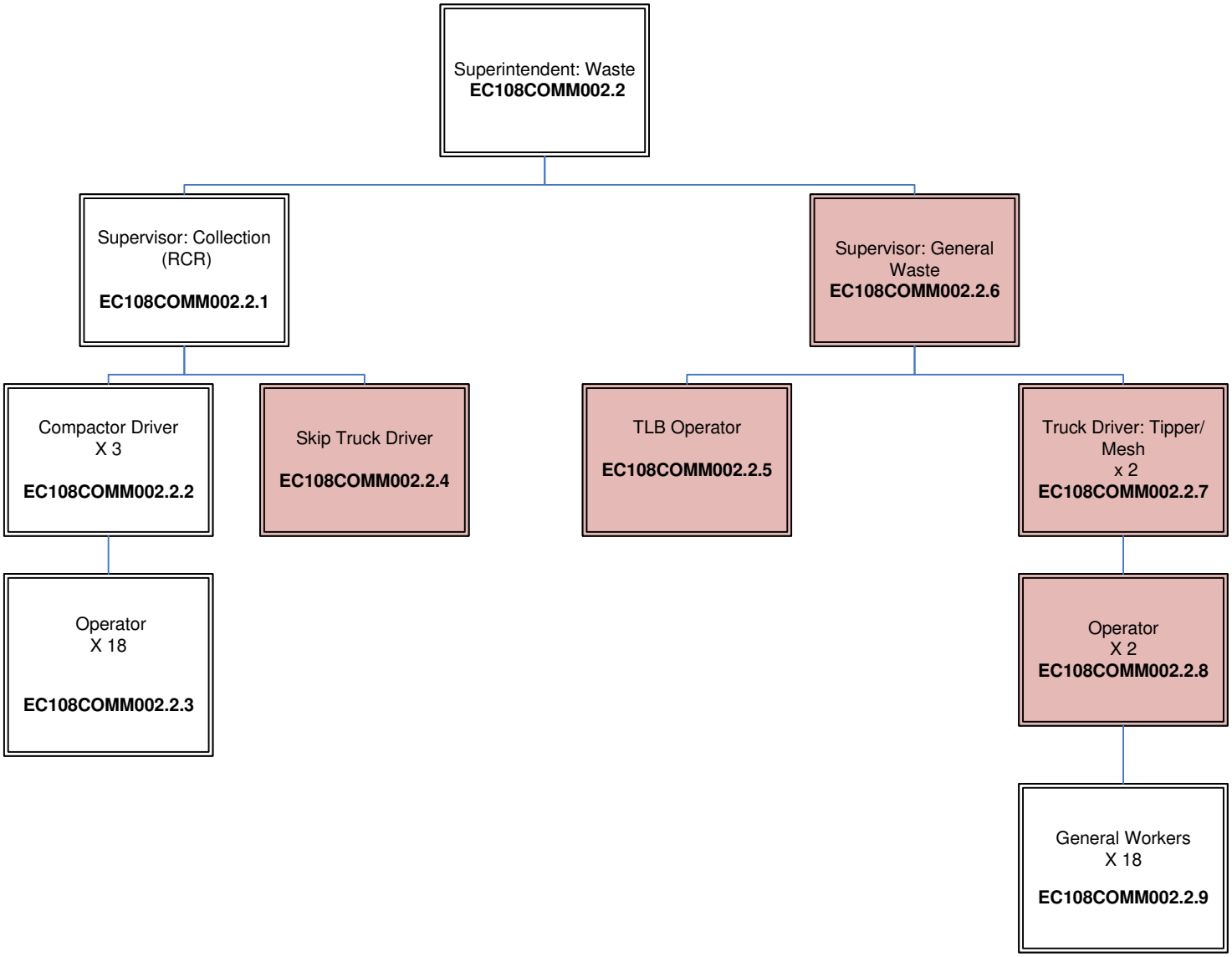
Community Services
Environmental Management
Waste – Jeffreys Bay

Annexure: 5.1.2



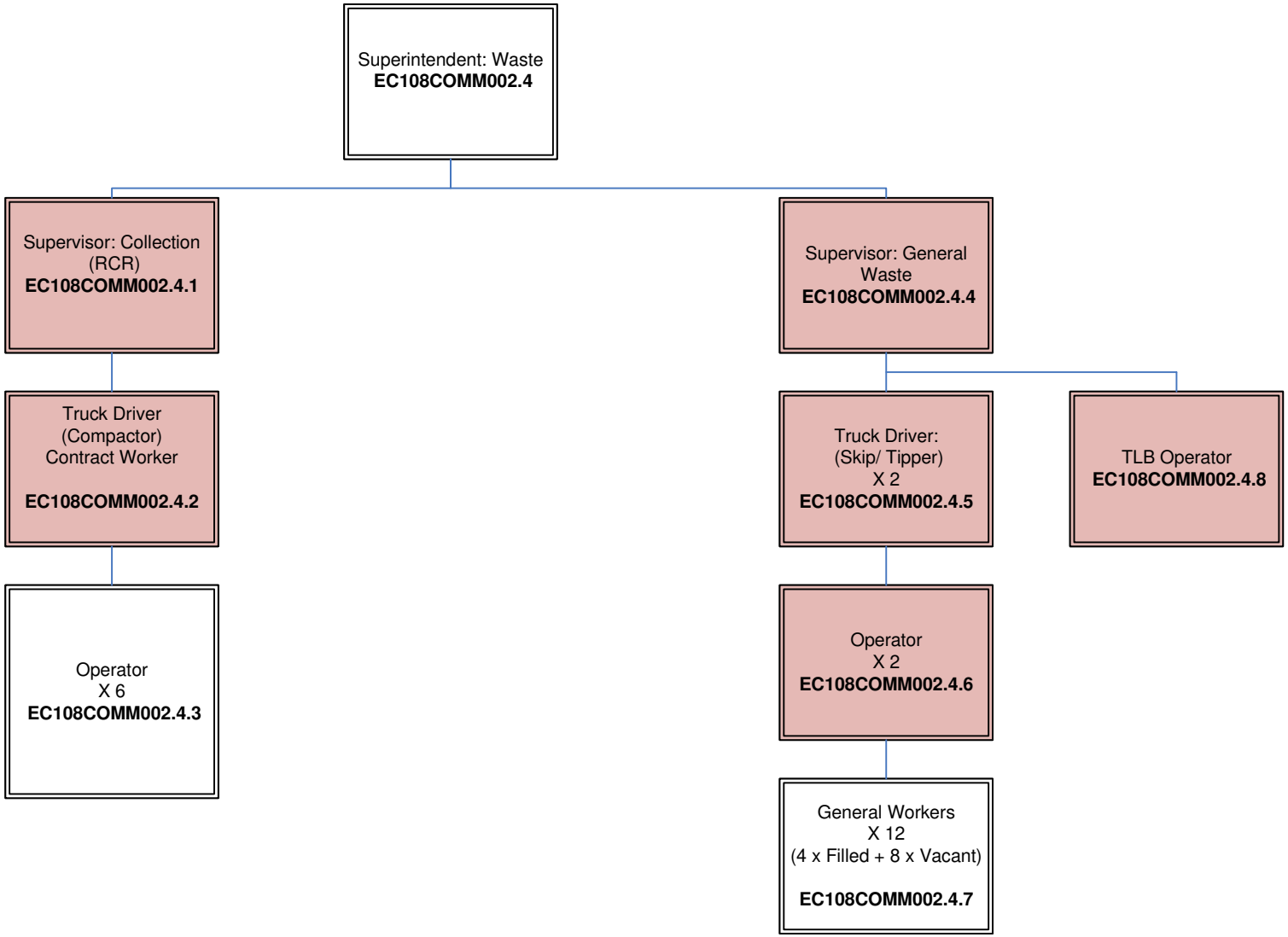
Community Services
Environmental Management
Waste – Humansdorp

Annexure: 5.1.3



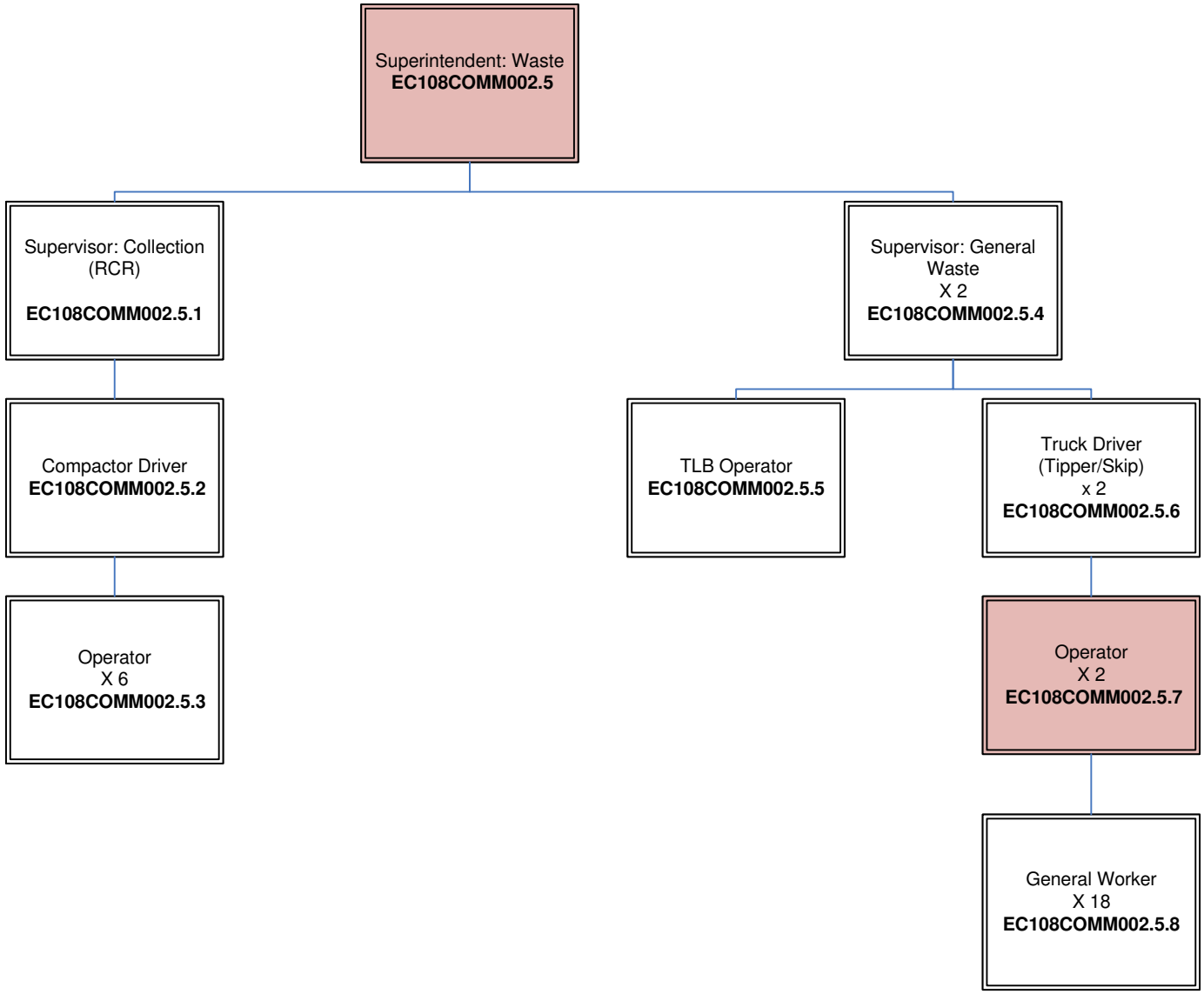
Community Services
Environmental Management
Waste – St Francis Bay

Annexure: 5.1.4

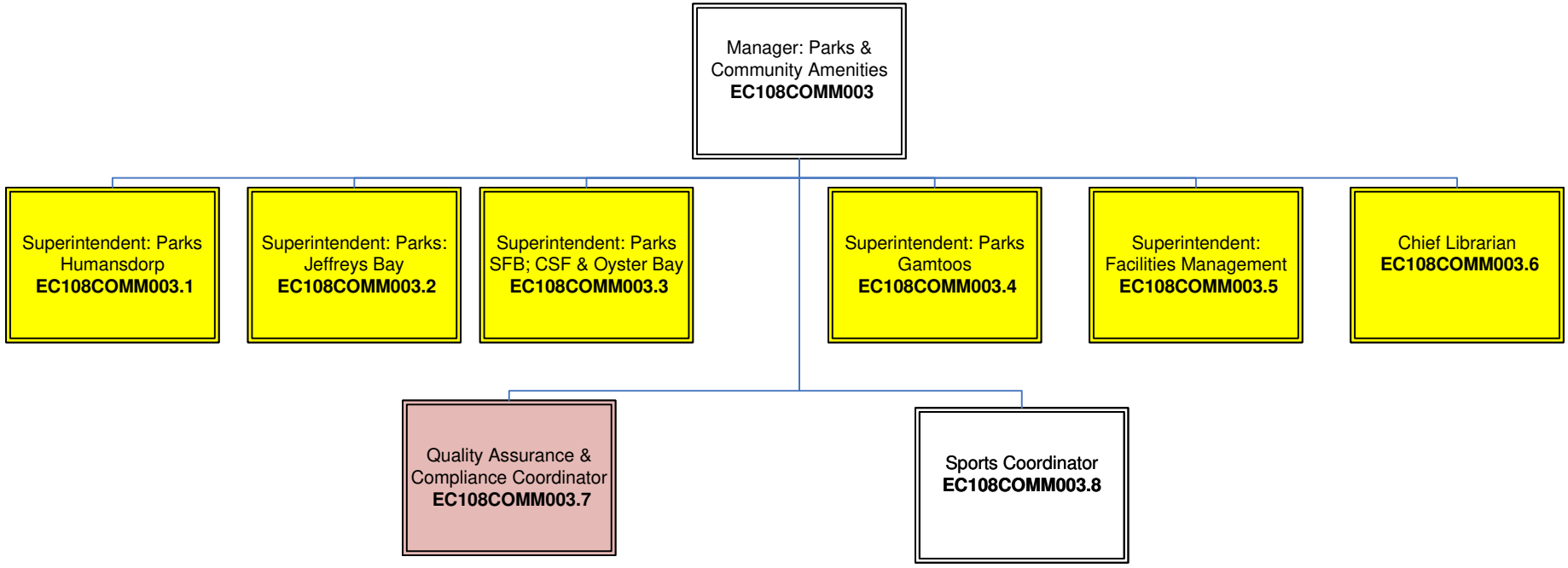


Community Services
Environmental Management
Waste – Gamtoos Valley

Annexure: 5.1.5

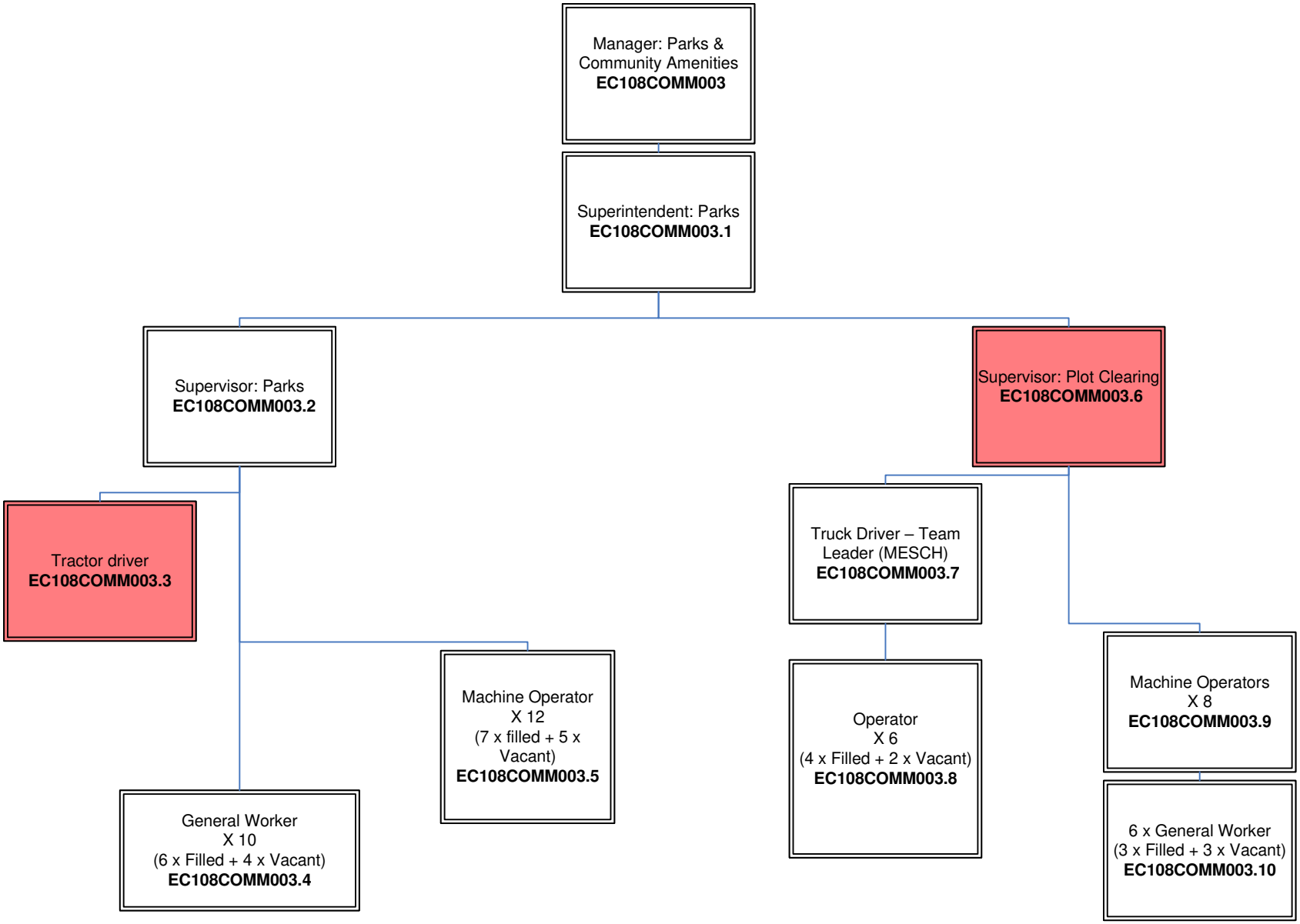


Community Services
Parks & Community Amenities
Annexure 5.2



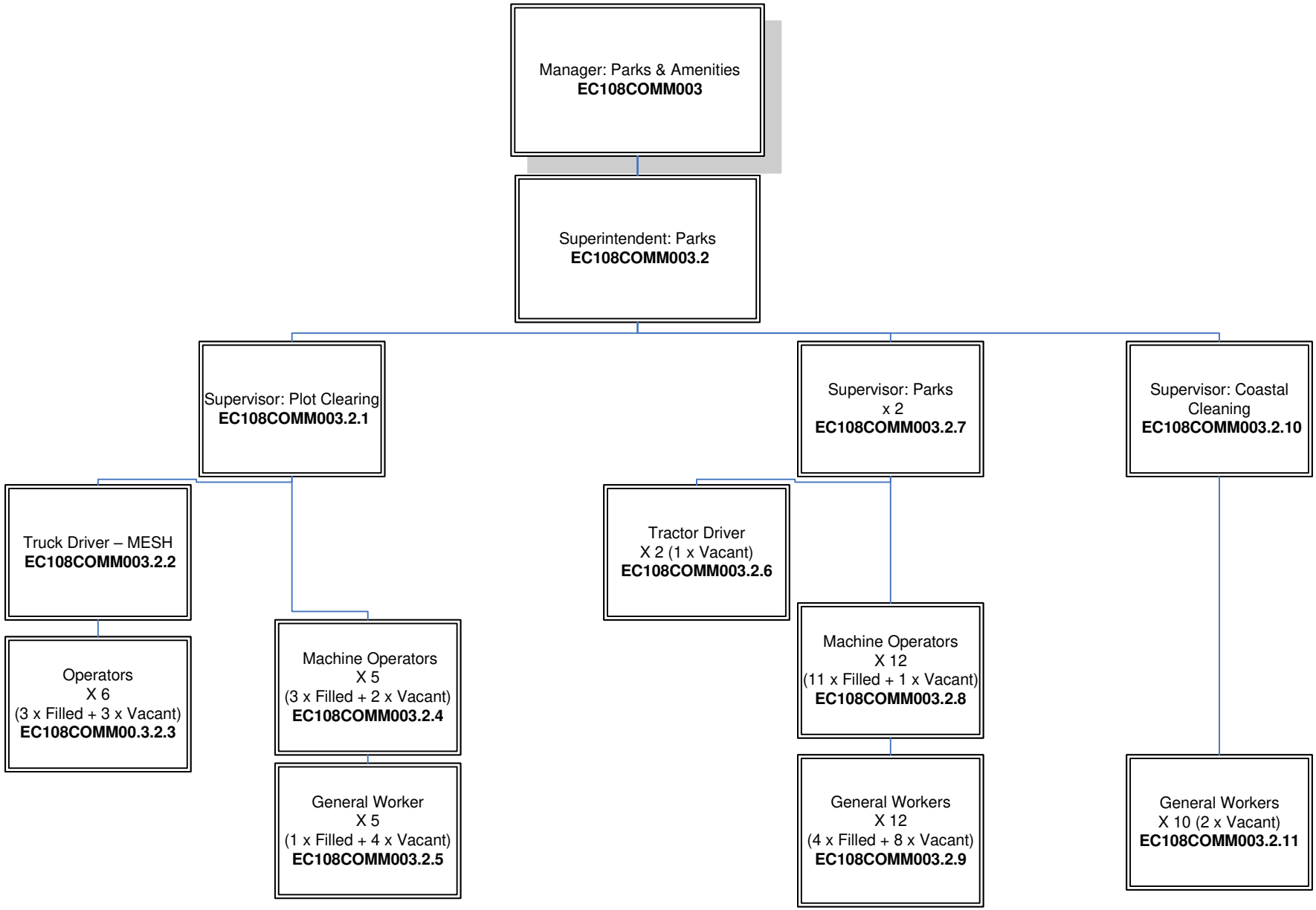
Community Services
Parks & Community Amenities
Parks - Humansdorp

Annexure 5.2.1



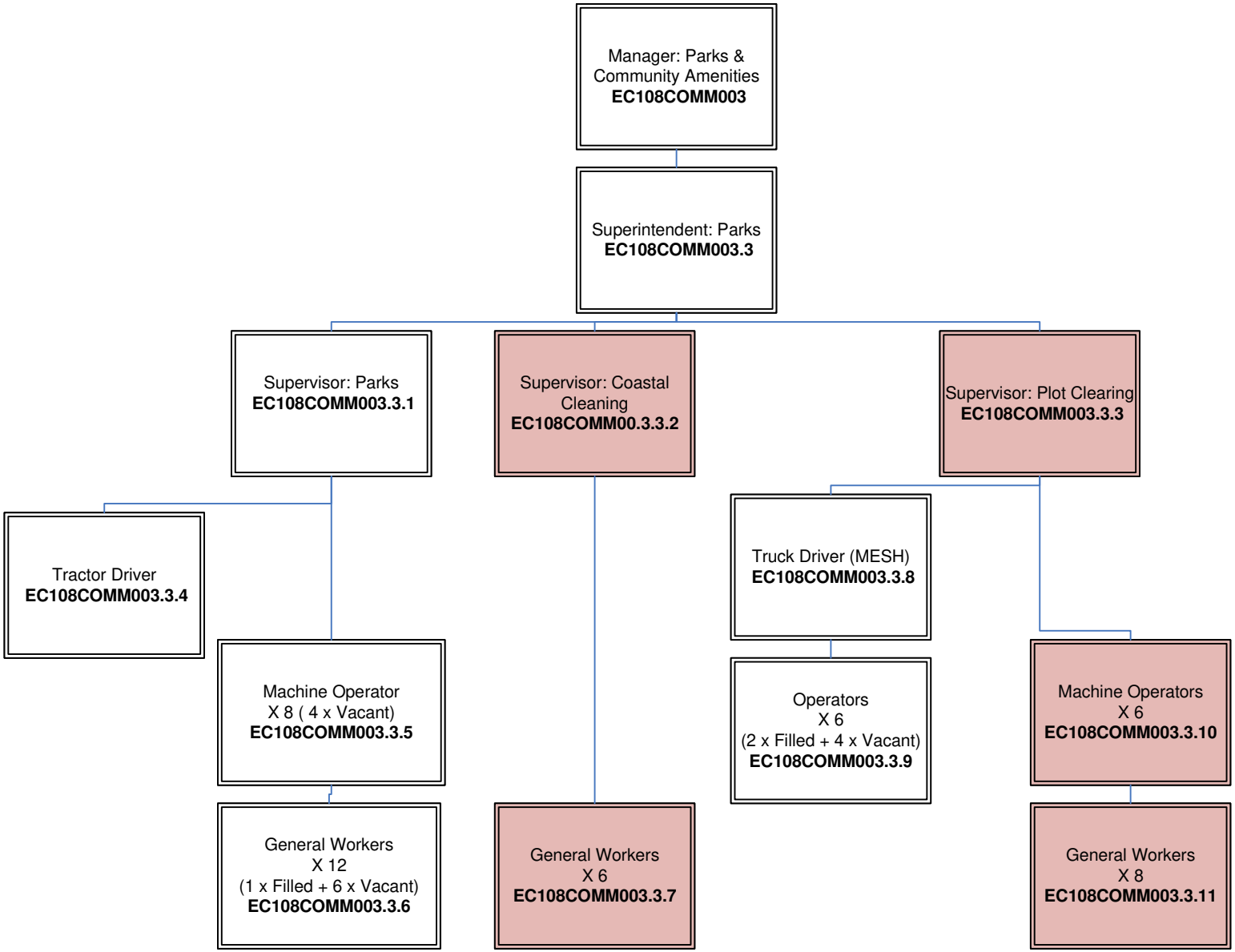
Community Services
Parks & Community Amenities
Parks – Jeffreys Bay

Annexure 5.2.2



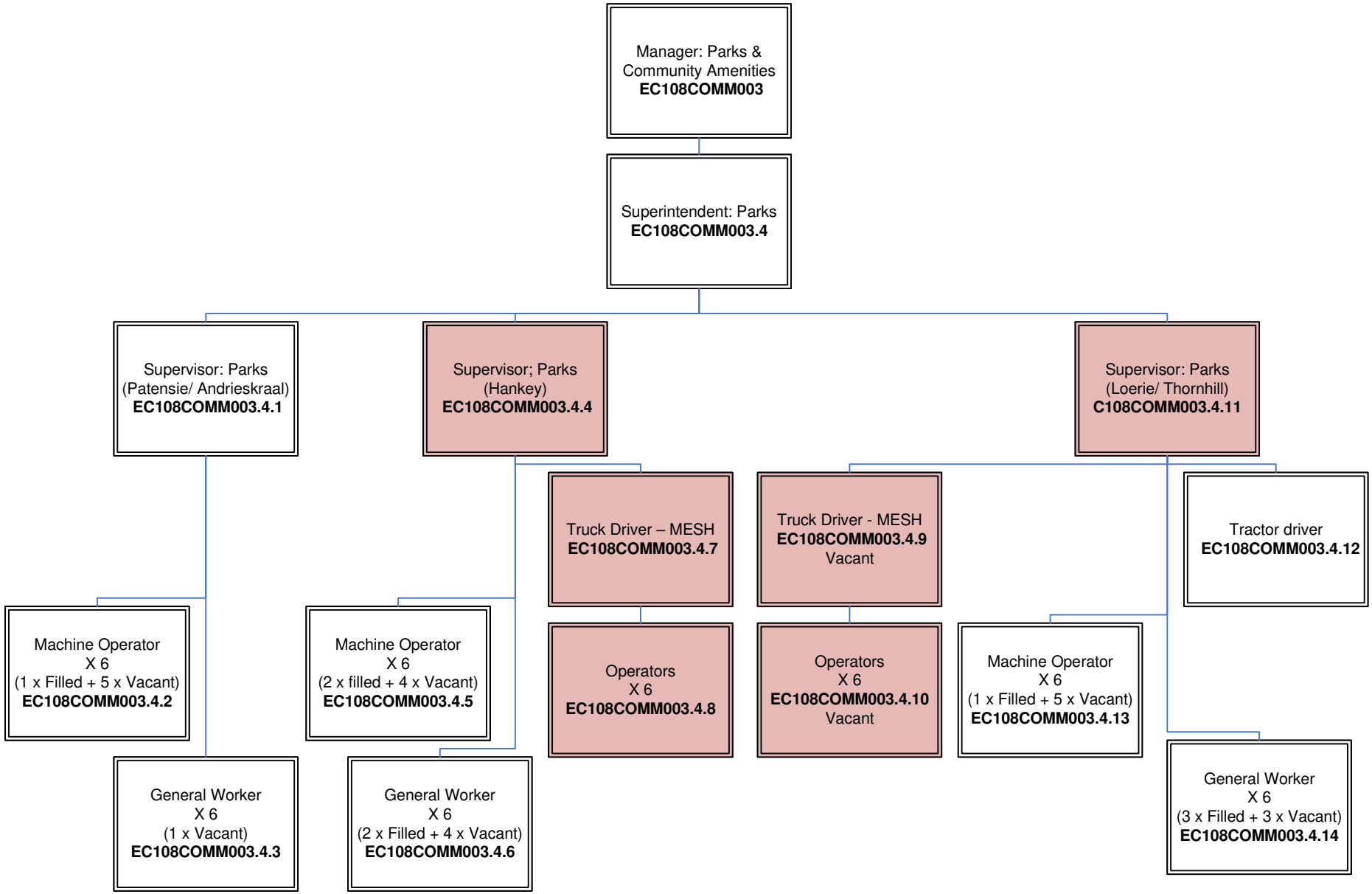
Community Services
Parks & Community Amenities
Parks – SFB, CSF & Oyster Bay

Annexure 5.2.3



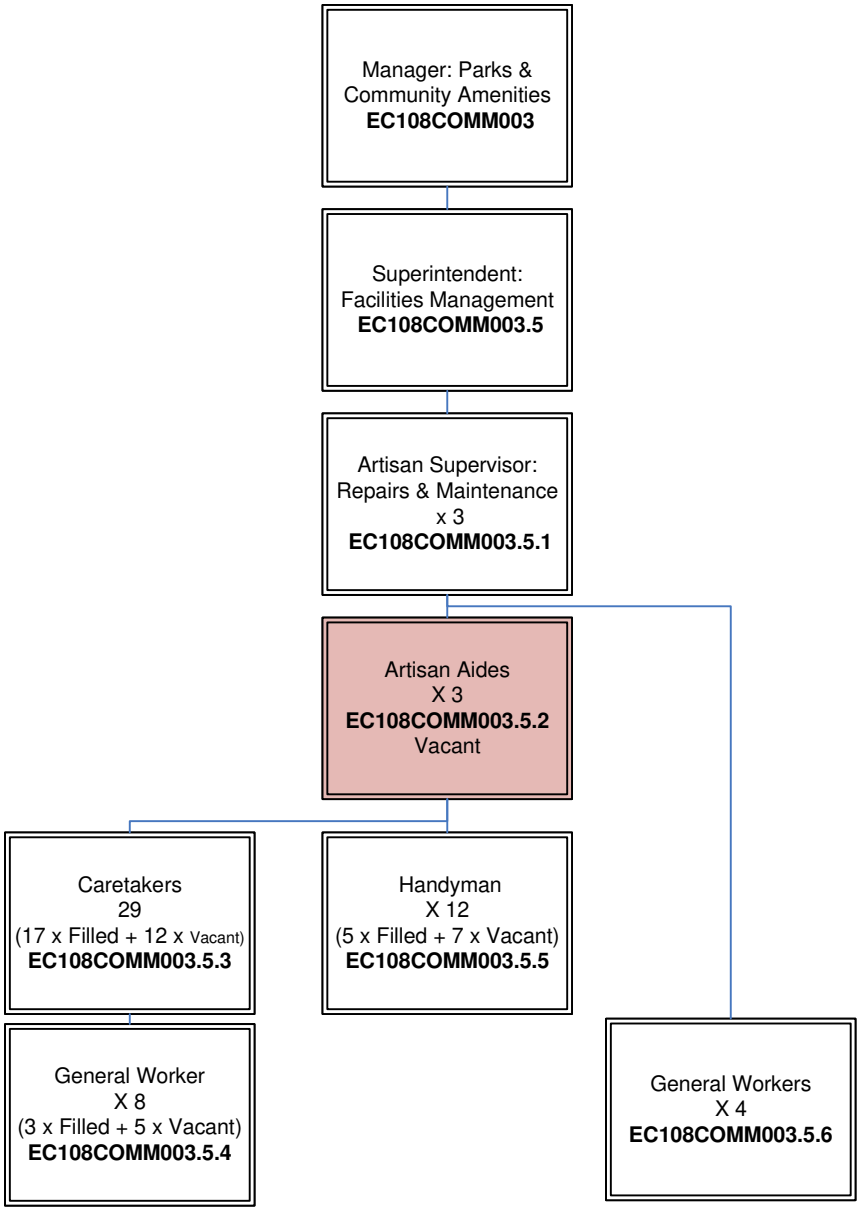
Community Services
Parks & Community Amenities
Parks - Gamtoos

Annexure 5.2.4



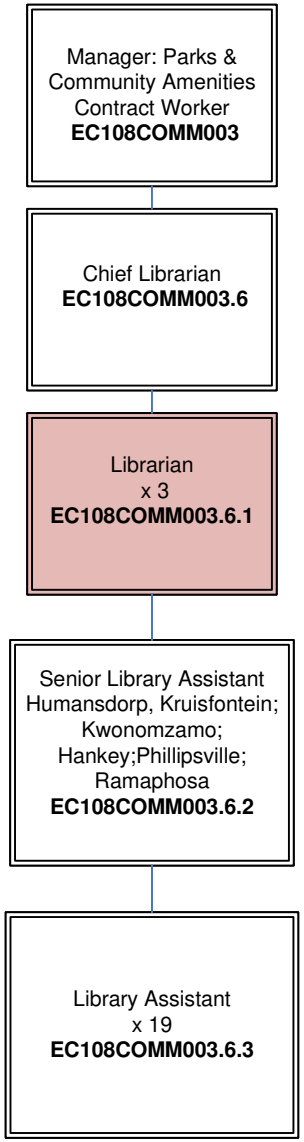
Community Services
Parks & Community Amenities
Facilities Management

Annexure 5.2.5



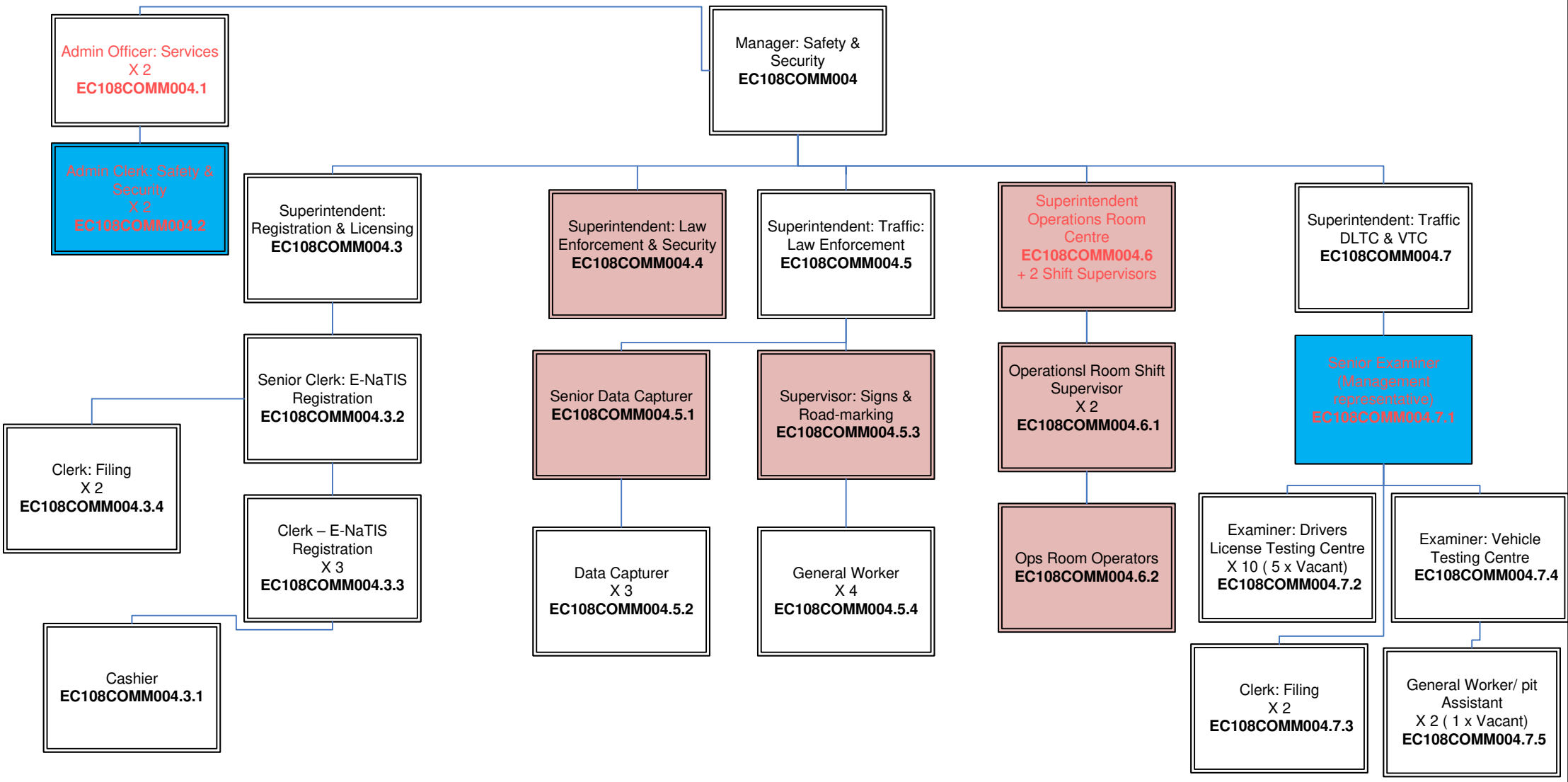
Community Services
Parks & Community Amenities
Library Services

Annexure 5.2.6



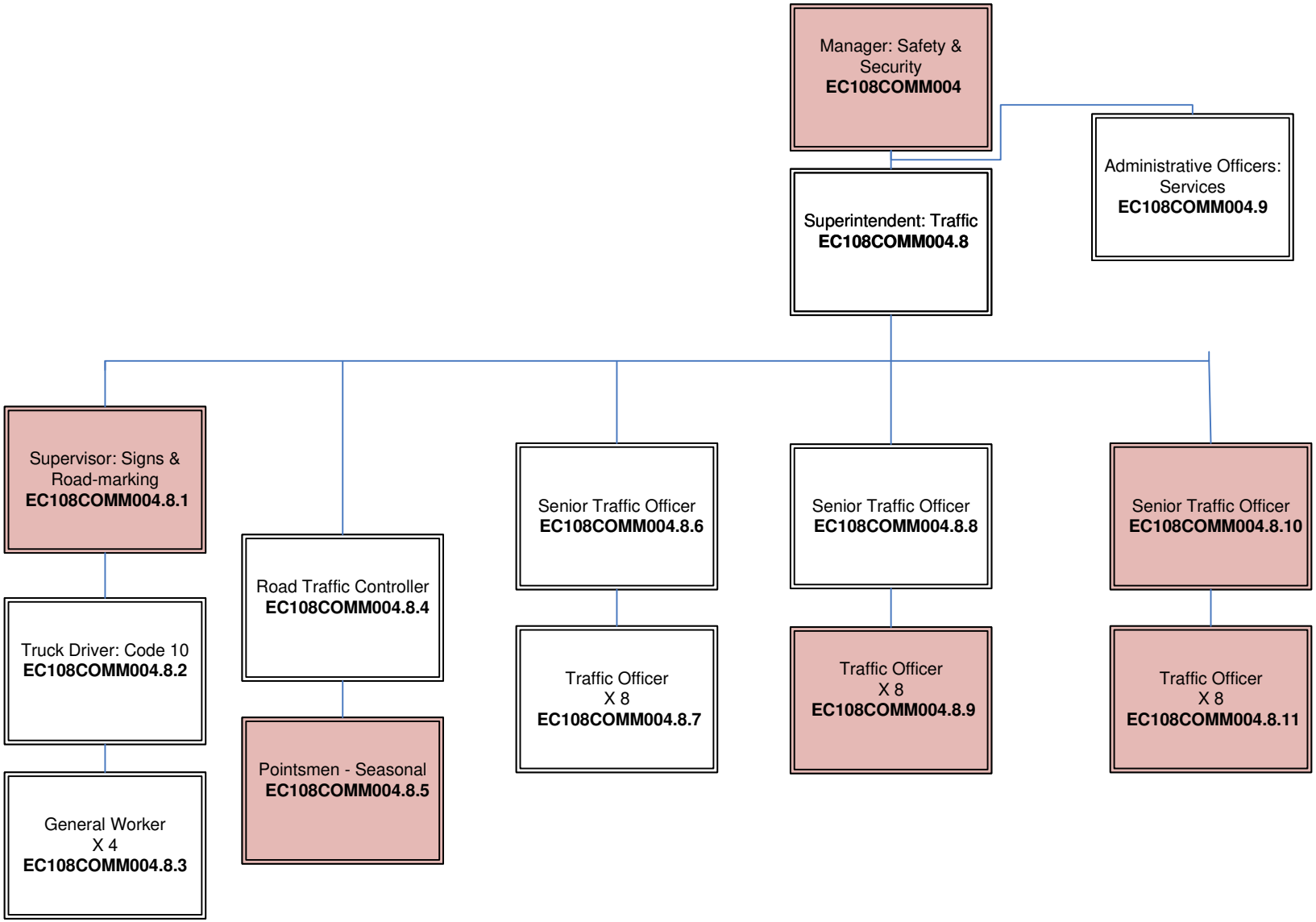
Community Services
Safety & Security

Annexure 5.3

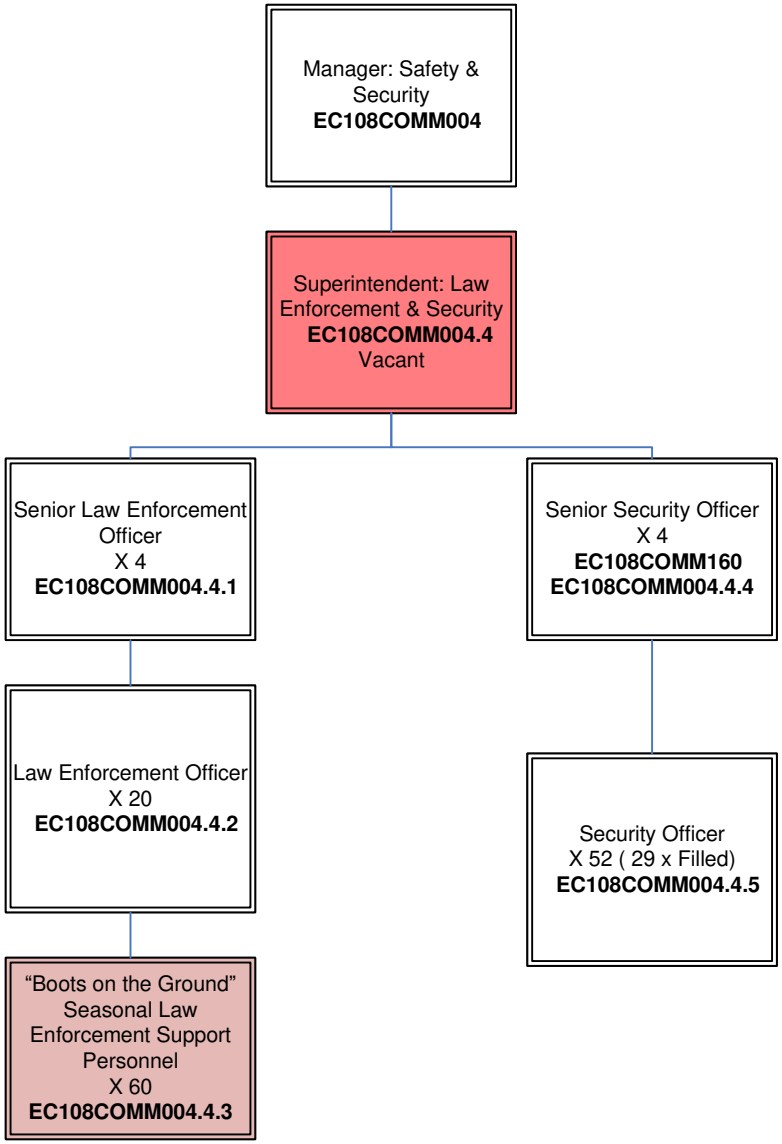


Community Services
Safety & Security
Traffic/ Law Enforcement

Annexure 5.3 Continued



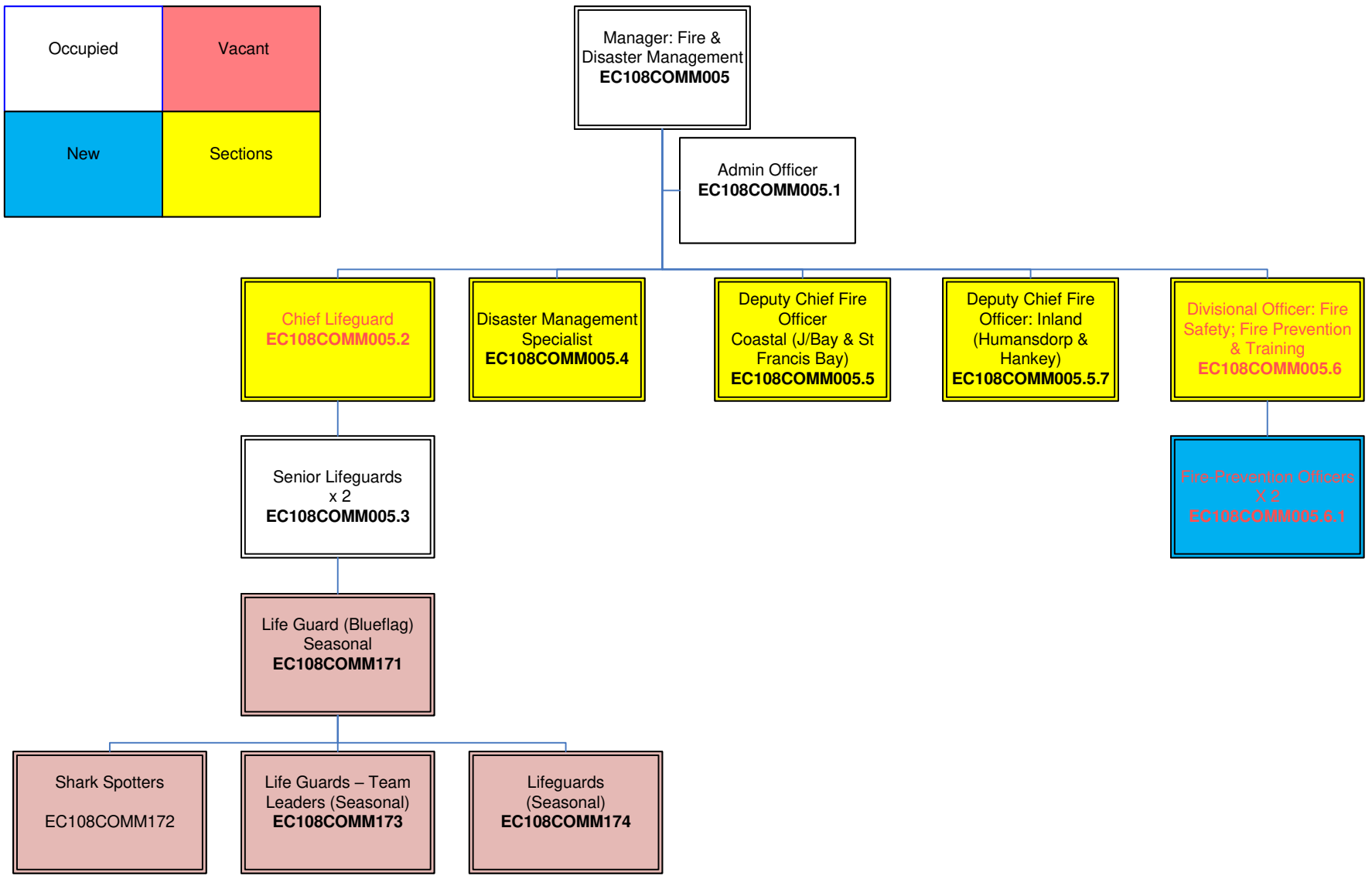
Community Services
Safety & Security



COMMUNITY SERVICES

Disaster Management & Fire Services

Annexure 5.4

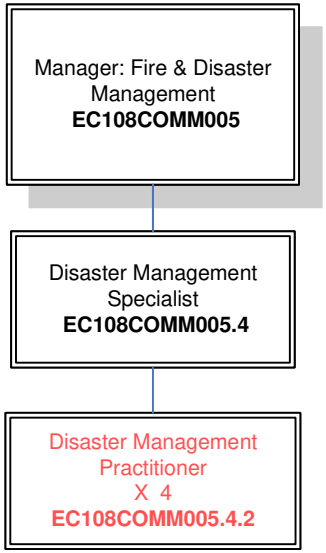


Community Services

Disaster Management and Fire Services

Disaster Management

Annexure 5.4.1

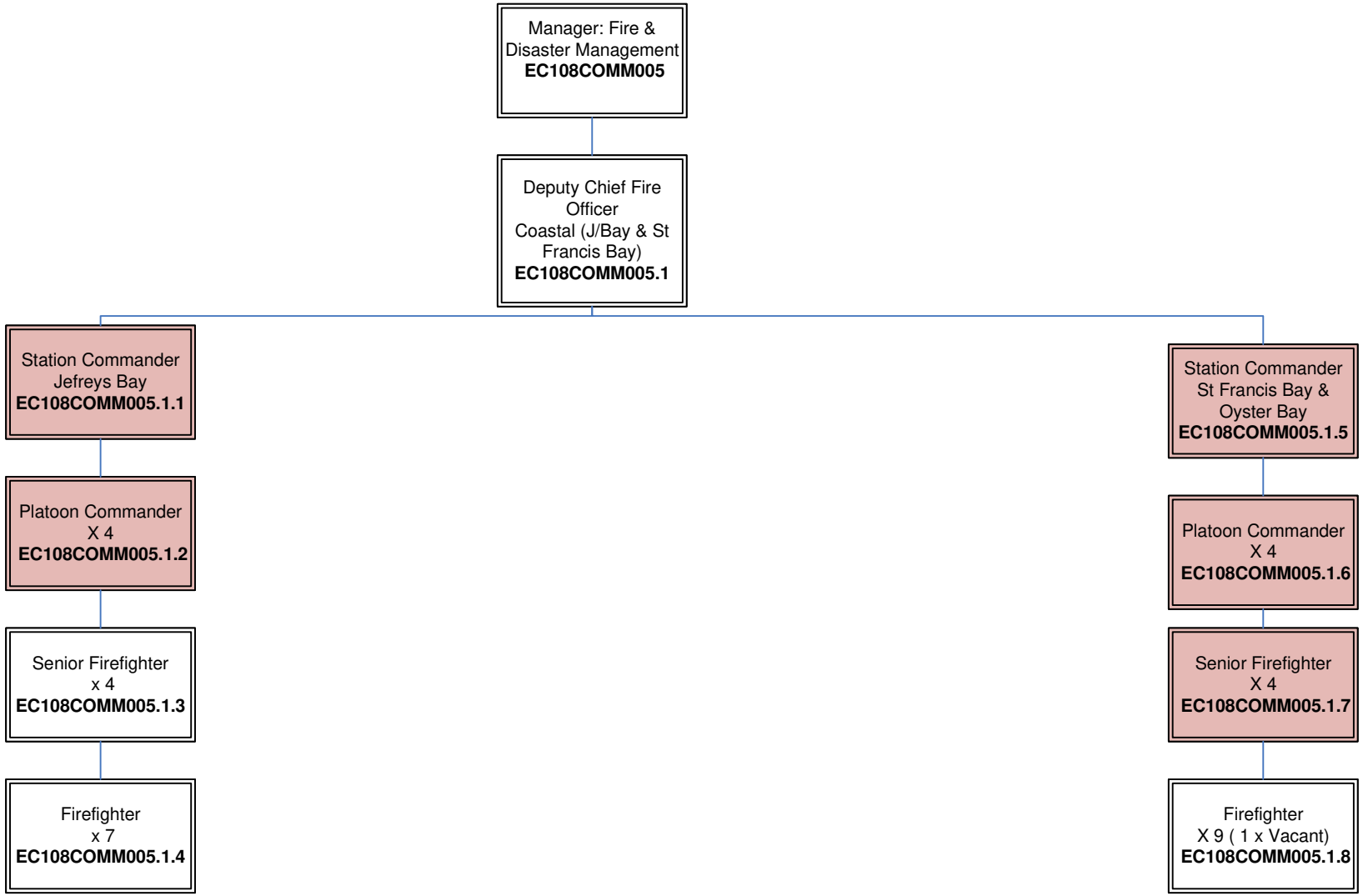


Community Services

Disaster Management & Fire Services

Fire Services: Coastal Region

Annexure 5.4.2

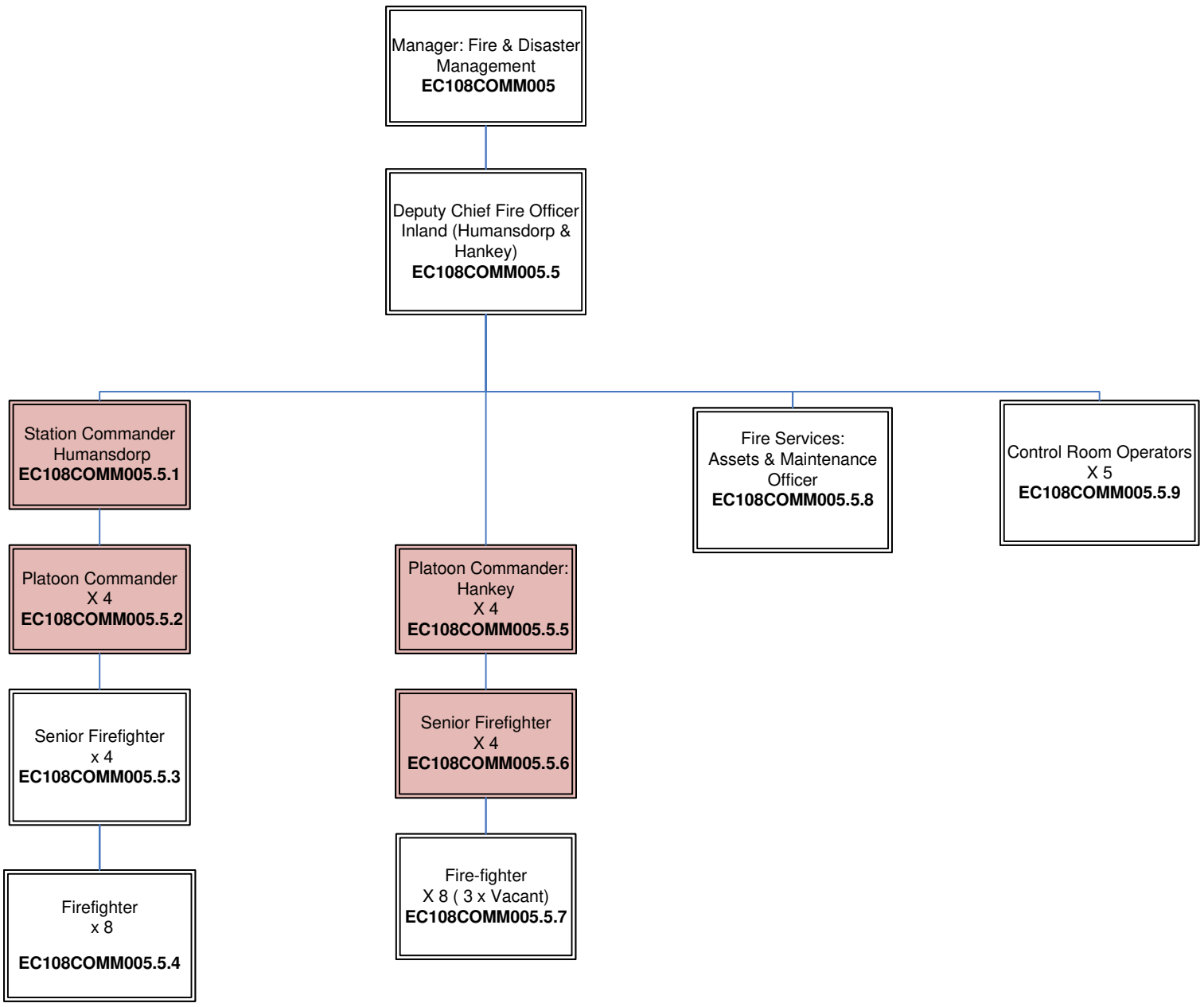


Community Services

Disaster Management & Fire Services

Fire Services: Inland Region

Annexure 5.4.3



KOUGA MUNICIPALITY (EC 108)
ORDINARY COUNCIL MEETING
OFFICE OF THE MUNICIPAL MANAGER
OPEN
DATE: 30 JULY 2024
ITEM NO: **24/07/MM4**

2024/25: SERVICE DELIVERY AND BUDGET IMPLEMENTATION PLAN: AMENDMENT

1. **Introduction**

It is the purpose of this report to submit the Service Delivery Budget Implementation Plan for the 2024/25 Financial Year for the information of the Council.

2. **Background**

The 2024/25 Service Delivery and Budget Implementation Plan was approved by the Executive Mayor on 24 June 2023.

3. **Discussion**

The 2024/25 Service Delivery and Budget Implementation Plan is aligned with the Strategic Objectives and Predetermined Objectives as detailed in the 2024/25 Integrated Development Plan.

The content of the Service Delivery and Budget Implementation Plan forms the basis of the Performance Agreements of Section 57 Employees.

4. **Financial Implications**

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

5. **Applicable Legislation**

Legislative provisions direct the approval of the Service Delivery and Budget Implementation plan as set out hereunder.

In terms of Section 53(1)(c)(ii) of the Municipal Financial Management Act (MFMA), the SDBIP is defined as a detailed plan approved by the mayor of a municipality for implementing the municipality's delivery of municipal services, and its annual budget, and must indicate the following:

(a) Projections for each month of:
    (i) revenue to be collected, by source; and
    (ii) operational and capital expenditure, by vote

(b) Service delivery targets and performance indicators for each quarter.
(c) Other matters prescribed.

In terms of the provisions of Section 53 of the MFMA, the Executive Mayor of the Municipality must approve the SDBIP within 28 days of the approval of the budget.

6. **Legal Implications**

No legal implications are foreseen.

7. **Other Implications**

No other implications are foreseen.

8. **Comments by Directorates:**

8.1 **Chief Financial Officer:**

Report noted.

8.2 **Acting Director: Planning & Development**

Noted

8.3 **Director: Civil & Water Services**

Item noted.

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

Noted

8.5 **Acting Director: Community Services**

Noted

8.6 **Deputy Municipal Manager**

Noted.

8.7 **Municipal Manager**

Recommendations supported.

9. **Delegated Authority**

In terms of Section 53(1)(c)(ii) of the Municipal Financial Management Act (MFMA), the Executive Mayor must approve the Service Delivery and Budget Implementation Plan.

10. **Recommendations**

10.1 That the Service Delivery and Budget Implementation Plan for the 2024/25 financial year as approved by the Executive Mayor be noted.

10.2 That the Municipal Manager oversees the quarterly submission of departmental progress reports to the respective Portfolio Committees on the implementation of the Service Delivery and Budget Implementation Plan.

Item prepared by the: Manager PMS

Item endorsed by the Municipal Manager:

KOUGA
local municipality
Good Governance through Service Excellence

Service Delivery & Budget Implementation Plan

Year: 2024/2025

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1. INTRODUCTION

The Service Delivery and Budget Implementation Plan (SDBIP) gives effect to the IDP and the budget of the municipality. It is an expression of the objectives of the Municipality in quantifiable outcomes that will be implemented by the administration for the financial period from 1 July 2024 to 30 June 2025 (the Municipal financial year).

It includes the service delivery targets and performance indicators for each quarter which is linked to the performance agreements of senior management. It therefore facilitates oversight over financial and non-financial performance of the municipality and allows the Municipal Manager to monitor the performance of the Directors, the Mayor/Council to monitor the performance of the Municipal Manager, and the Community to monitor the performance of the Municipality as a whole.

In terms of Section 53(1)(c)(ii) of the Local Government: Municipal Finance Management Act (MFMA), the SDBIP is defined as a detailed plan approved by the mayor of a municipality for implementing the municipality's delivery of municipal services and its annual budget, and which must indicate the following –

(a) projections for each month of –

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

(ii) operational and capital expenditure, by vote

(b) service delivery targets and performance indicators for each quarter, and

(c) other matters prescribed

The primary objective of the Service Delivery and Budget implementation Plan thus to detail the implementation of the IDP and budget of Kouga Municipality by setting in year quarterly targets for each of the annual targets as set out in the Integrated Development Plan.

The secondary objective is to reduce to writing the objectives of the organization and in doing so, clarifying the required performance levels and allocating accountability to officials which in turn allows oversight of overall institutional performance.

The layers of this document will see the objectives reported by the following listed components as well as the comparisons to the Organizational Performance and in turn linked to the individual Directors and their activities within their votes.

The major components of the SDBIP are:

- Quarterly projections of budgeted income and actual income per vote and per activity

- Quarterly projections of budgeted expenditure, both operating and capital, against actual per vote and per activity;
- Quarterly projections of the service levels (KPA) achieved against budget spending and comment;
- Quarterly projections of service levels in non-financial targets.

2. IMPLEMENTATION

The Service Delivery and Budget Implementation Plan (SDBIP) gives effect to the implementation of the IDP and the budget and as such it calls for stringent oversight to ensure that the objectives of Council for the year is achieved and corrective actions can be implemented in good time where required.

2.1 Reporting and Oversight

In order to enable and facilitate oversight over the performance of the Institution and the Directorates, the following reporting requirements shall be adhered to:

- Progress reports on the implementation of the Institutional SDBIP shall be submitted as follows:
  - The Municipal Manager to the Executive Mayoral Committee.
  - Quarterly progress reports on the overall implementation of the SDBIP shall be submitted to Council and the Performance Audit Committee.

3. APPROVAL

In terms of the provisions of Section 53(1)(c)(ii) of the Local Government Municipal Finance Management Act (56/2003), the 2024/25 Service Delivery and Budget Implementation Plan is herewith approved.



24 June 2024

H. BORNMAN
EXECUTIVE MAYOR

4. FINANCIAL INFORMATION

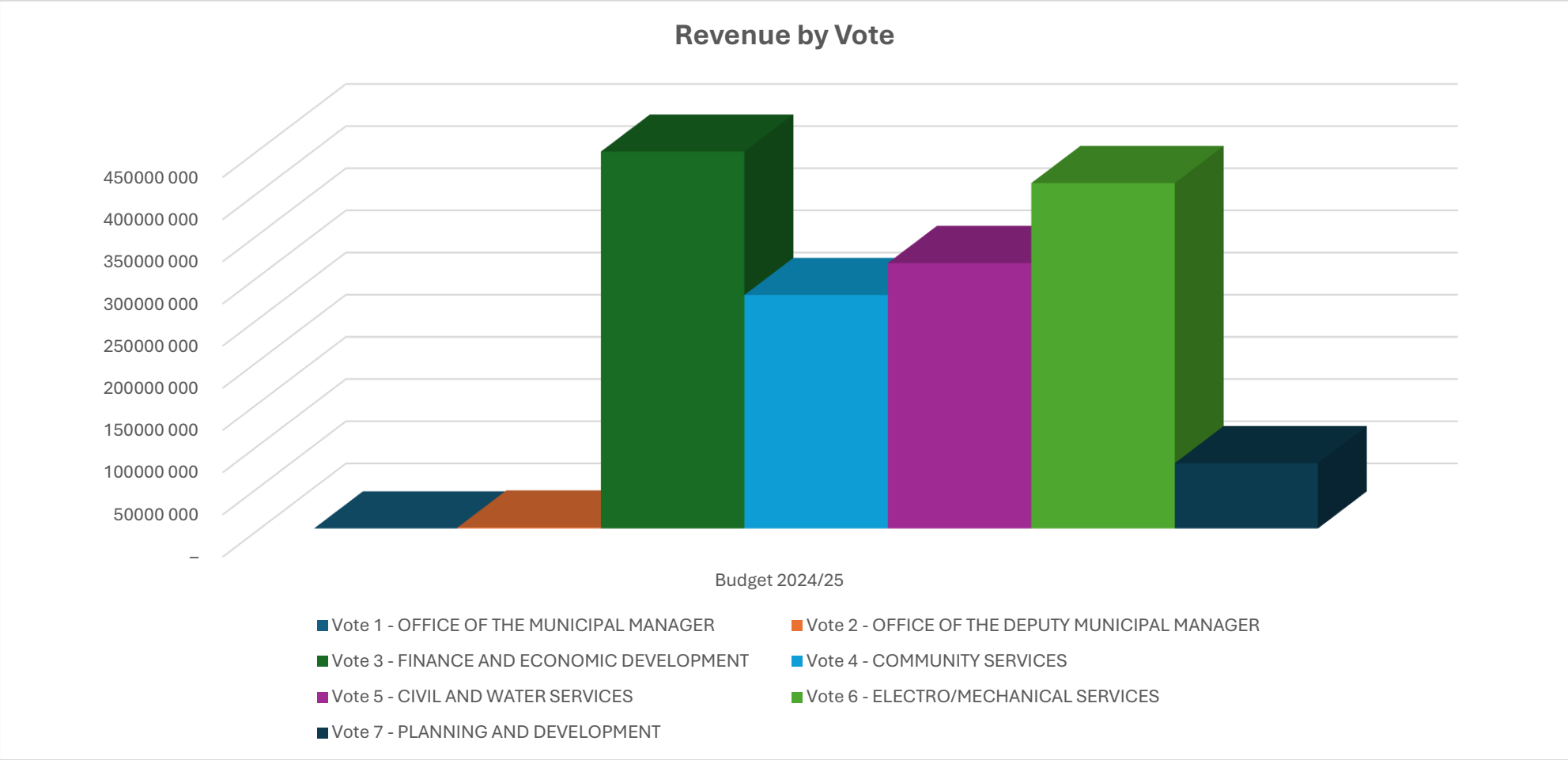
4.1 Revenue by Source

Description	Budget 2024/25		Quarter 1		Quarter 2		Quarter 3		Quarter 4		
R thousands	Budget Year	YearTD actual	Budget Year	YearTD actual	Budget Year	YearTD actual	Budget Year	YearTD actual	Budget Year	YearTD actual	% of budget
Revenue											
Exchange Revenue											
Service charges - Electricity	397 583		92 121		174 721		298 187		397 583		
Service charges - Water	127 202		36 297		70 252		95 402		127 202		
Service charges - Waste Water Management	68 446		17 358		31 639		51 334		68 446		
Service charges - Waste Management	71 123		18 278		30 230		53 342		71 123		
Sale of Goods and Rendering of Services	9 533		2 096		3 899		7 150		9 533		
Agency services	4 554		1 115		1 962		3 416		4 554		
Interest earned from Receivables	32 335		9 184		15 142		24 251		32 335		
Interest earned from Current and Non Current Assets	13 998		3 228		6 902		10 498		13 998		
Rental from Fixed Assets	3 187		735		1 677		2 390		3 187		
Licence and permits	2 851		626		1 268		2 138		2 851		
Operational Revenue	1 955		430		910		1 466		1 955		
Non-Exchange Revenue											
Property rates	297 076		119 113		177 057		222 807		297 076		
Fines, penalties and forfeits	143 343		64 498		69 630		107 507		143 343		
Licences or permits	11 772		3 195		6 328		8 829		11 772		
Transfer and subsidies - Operational	202 153		80 896		149 681		202 153		202 153		
Interest	5 510		1 240		2 743		4 133		5 510		
Total Revenue (excluding capital transfers and contributions)	**1 392 621**		**450 411**		**744 040**		**1 095 004**		**1 392 621**		

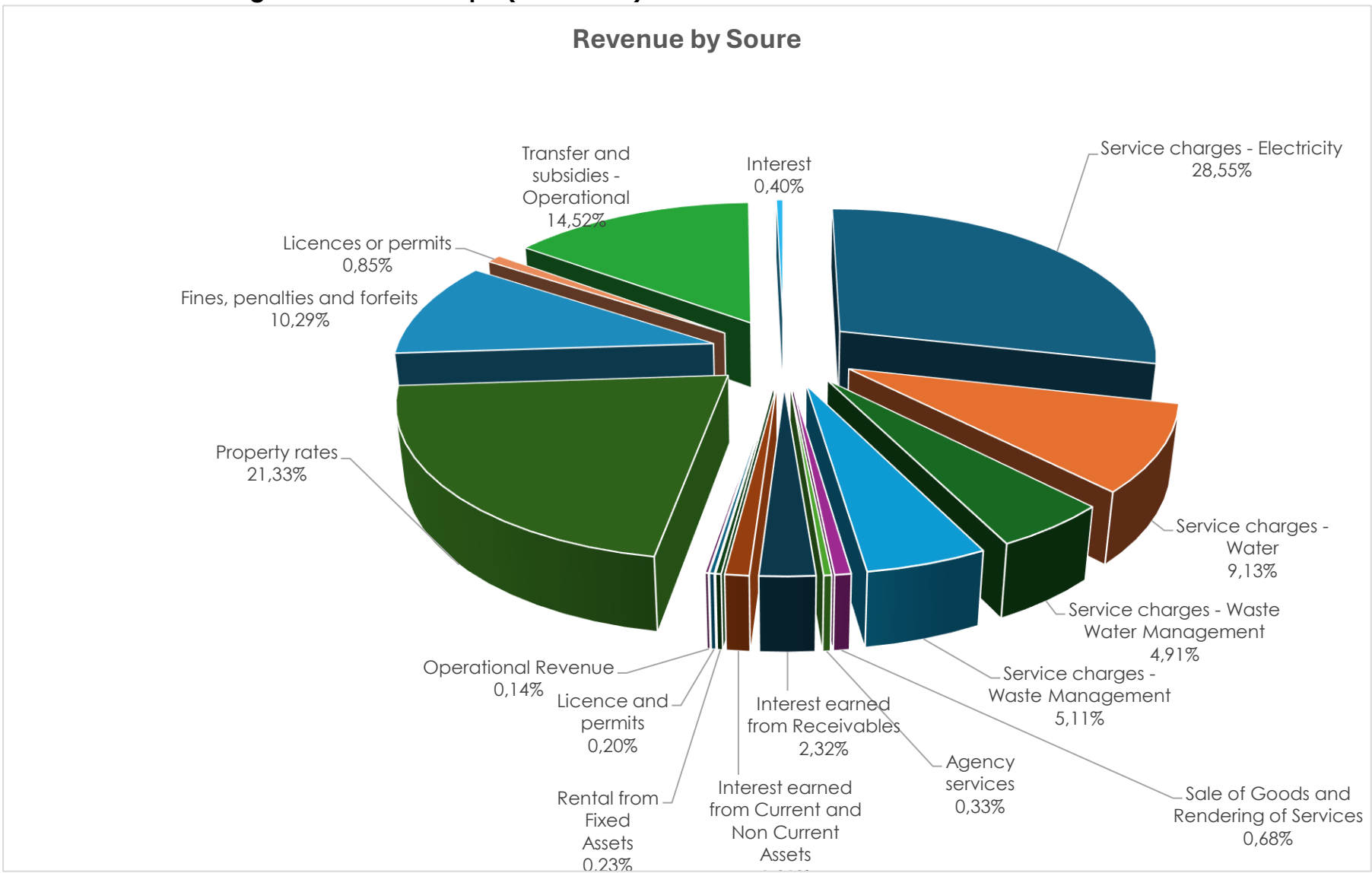
4.2 Revenue by Vote

Vote Description	Budget 2024/25		Quarter 1		Quarter 2		Quarter 3		Quarter 4		
R thousand	Budget Year	YearTD actual	Budget Year	YearTD actual	Budget Year	YearTD actual	Budget Year	YearTD actual	Budget Year	YearTD actual	% of budget
Revenue by Vote											
Vote 1 - OFFICE OF THE MUNICIPAL MANAGER	–		–		–		–		–		
Vote 2 - OFFICE OF THE DEPUTY MUNICIPAL MANAGER	1 115		120		120		836		1 115		
Vote 3 - FINANCE AND ECONOMIC DEVELOPMENT	446 890		182 251		342 741		366 450		446 890		
Vote 4 - COMMUNITY SERVICES	276 782		76 878		112 159		213 122		276 782		
Vote 5 - CIVIL AND WATER SERVICES	314 671		89 342		135 323		242 296		314 671		
Vote 6 - ELECTRO/MECHANICAL SERVICES	409 586		104 003		176 142		315 381		409 586		
Vote 7 - PLANNING AND DEVELOPMENT	77 392		19 451		35 879		58 044		77 392		
Total Revenue by Vote	**1 526 437**		**472 045**		**802 365**		**1 196 131**		**1 526 437**		

4.3 Budgeted Revenue Graph (Illustration)



4.4 Sources of Budgeted Income Graph (illustration)



5. EXPENDITURE – BUDGET

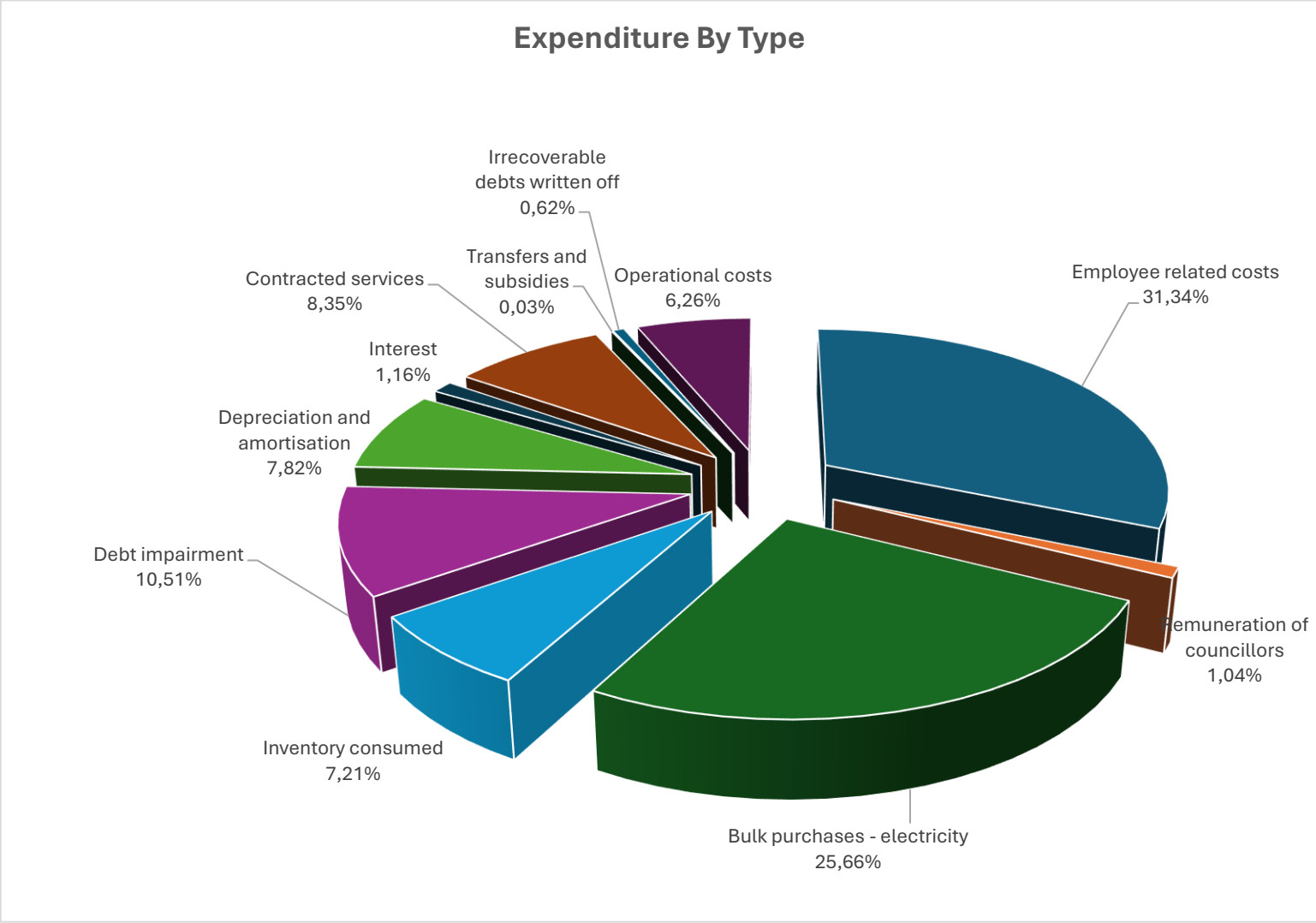
5.1 Operating Expenditure by Vote

Vote Description	Budget 2024/25		Quarter 1		Quarter 2		Quarter 3		Quarter 4		
R thousand	Budget Year	YearTD actual	Budget Year	YearTD actual	Budget Year	YearTD actual	Budget Year	YearTD actual	Budget Year	YearTD actual	% of budget
Expenditure by Vote ***to be appropriated***											
Vote 1 - OFFICE OF THE MUNICIPAL MANAGER	31 456		5 694		13 517		23 592		31 456		
Vote 2 - OFFICE OF THE DEPUTY MUNICIPAL MANAGER	128 955		27 241		57 530		96 716		128 955		
Vote 3 - FINANCE AND ECONOMIC DEVELOPMENT	141 869		17 999		39 205		97 450		141 869		
Vote 4 - COMMUNITY SERVICES	386 594		52 460		120 617		195 306		386 594		
Vote 5 - CIVIL AND WATER SERVICES	316 288		77 786		146 492		230 781		316 288		
Vote 6 - ELECTRO/MECHANICAL SERVICES	466 160		114 927		216 439		340 975		466 160		
Vote 7 - PLANNING AND DEVELOPMENT	34 152		6 393		14 070		25 614		34 152		
Total Expenditure by Vote	**1 505 474**		**302 501**		**607 870**		**1 010 433**		**1 505 474**		

5.2 Operating Expenditure by Type

Description	Budget 2024/25		Quarter 1		Quarter 2		Quarter 3		Quarter 4		
R thousands	Budget Year	YearTD actual	Budget Year	YearTD actual	Budget Year	YearTD actual	Budget Year	YearTD actual	Budget Year	YearTD actual	% of budget
Expenditure											
Employee related costs	471 743		84 268		182 320		354 119		471 743		
Remuneration of councillors	15 594		4 237		7 995		11 696		15 594		
Bulk purchases - electricity	386 299		118 686		200 787		289 724		386 299		
Inventory consumed	108 619		25 978		52 729		81 464		108 619		
Debt impairment	158 246		–		–		–		158 246		
Depreciation and amortisation	117 798		29 450		58 900		88 349		117 798		
Interest	17 404		4 342		8 818		13 053		17 404		
Contracted services	125 772		13 785		51 085		94 329		125 772		
Transfers and subsidies	400		–		–		–		400		
Irrecoverable debts written off	9 359		2 486		5 339		7 019		9 359		
Operational costs	94 240		19 269		39 897		70 680		94 240		
Total Expenditure	**1 505 474**		**302 501**		**607 870**		**1 010 433**		**1 505 474**		

5.3 Budgeted Expenditure Graph (illustration)



6. CAPITAL EXPENDITURE

6.1 CAPITAL PROGRAMME 2024/25

PROJECT DESCRIPTION	FUNDING	Annual Budget 2024/25	Annual Budget 2025/26	Annual Budget 2026/27
COMMUNITY SERVICES				
Fire Vehicles	District	1 391 304	1 391 304	1 391 304
		1 391 304	**1 391 304**	**1 391 304**
ELECTRO/MECHANICAL SERVICES				
Vehicles	Finance Lease	34 000 000	-	-
Ocean View 1250 Electrification	INEP	3 654 783	6 313 043	6 572 174
Design High Mast Lights	MIG	100 000	1 000 000	2 500 000
Kwanomzamo Bulk Electrical: Boskloof Secondary Feeder Line & Substation	DOHS	19 130 435	-	-
Oceanview Substation Upgrade	DOHS	10 434 783	-	-
Electicity	DOHS	782 609	-	-
		68 102 609	**7 313 043**	**9 072 174**

PROJECT DESCRIPTION	FUNDING	Annual Budget 2024/25	Annual Budget 2025/26	Annual Budget 2026/27
CIVIL AND WATER SERVICES				
Upgrade of Phillipsville Sportfield	MIG	500 000	7 000 000	2 407 126
Specialised Waste Management Vehicles	MIG	-	500 000	2 728 069
Upgrading Kouga Gravel Roads	MIG	150 000	20 000 000	8 709 360
Design: Upgrading of OceanView Sewer Pipe	MIG	80 500	2 055 151	5 000 000
Upgrading KwaNomzamo WWTW	MIG	29 169 586	1 007 978	-
Design: LA Mer New Sewer Rising Main	MIG	200 000	-	10 028 243
Upgrading of Sewer Pump Stations	MIG	-	-	2 728 069
Upgrading of Loerie Sewer Pump Station	WSIG	150 000	50 000	-
Beach Sewer Pump Station	WSIG	1 287 831	5 886 956	7 826 086
Water Supply Infrastructure	WSIG	3 478 260	-	-
Ageing Water Infrastructure St Francis Bay	WSIG	150 000	50 000	-
South Rivier Bridge Crossing - Main waterline	WSIG	100 000	50 000	-
St Francis Bay Boreholes	WSIG	6 956 517	50 000	-
Aston Bay to Paradise Beach-Seekoel Estuary Causeway Reonstruction	MDRG	6 478 261	-	-
Paradise Beach-Botha Street Stormwater Infrastructure Upgrade	MDRG	424 348	-	-
St Francis Bay - Nevil Road Reconstruction	MDRG	508 696	-	-
St Francis Bay-Anne Avenue to Ralph Road Reconstruction	MDRG	1 608 696	-	-
Kwanomzamo Bulk Sanitation: Pump Station & Rising Main	DOHS	7 304 348	-	-
Kwanomzamo Bulk Water: New Pipeline	DOHS	6 521 739	-	-

Kruisfontein Bulk Water - Gill Marcus Reservoir & Pipeline Upgrade	DOHS	6 782 609	-	-
Kruisfontein Bulk Sewer - Link Line	DOHS	1 997 391	-	-
New Re7servoir on Pnt2 of the farm Thornhill	DOHS	5 018 940	-	-
Phase 1 Upgrade of Thornhill Sewer Treatment Works	DOHS	553 739	-	-
Envirosan Toilets (40 Units)	DOHS	1 446 261	-	-
		80 867 721	**36 650 085**	**39 426 953**
	TOTAL	**150 361 634**	**45 354 432**	**49 890 431**

7. INSTITUTIONAL SERVICE DELIVERY AND BUDGET IMPLEMENTATION PLAN

SDBIP REF	NATIONAL STRATEGIC LINK	MUNICIPAL STRATEGIC LINK			MUNICIPAL PLANNED DELIVERY						2024/2025 QUARTERLY TARGETS				Directorate
	National Key Performance Area	Predetermined Objective	Strategic Objective	SO Ref	Key Performance Indicator	Indicator Type	Unit of Measurement	Baseline	MEDIUM TERM TARGET 2024-2027	2024/25 TARGET	Q1	Q2	Q3	Q4	
I1	IBSD	To manage and ensure the provision of basic municipal services and the reduction of backlogs	**Provide excellent, sustainable service delivery to all residents**	**SO2**	Capital Grant Funding Expenditure	**Output**	*% Expenditure of MIG Capital Grant funding*	100%	90%	90%	5%	45%	75%	90%	CWS
I2	IBSD	To manage and ensure the provision of basic municipal services and the reduction of backlogs	**Provide excellent, sustainable service delivery to all residents**	**SO2**	Capital Grant Funding Expenditure	**Output**	*% Expenditure of WSIG Capital Grant funding*	100%	90%	90%	5%	45%	75%	90%	CWS
I3	IBSD	To manage and ensure the provision of basic municipal services and the reduction of backlogs	**Provide excellent, sustainable service delivery to all residents**	**SO2**	Capital Grant Funding Expenditure	**Output**	*% Expenditure of DMRE Capital Grant funding*	100%	90%	90%	5%	45%	75%	90%	ETM
I4	IBSD	To manage and ensure the provision of basic municipal services and the reduction of backlogs	**Provide excellent, sustainable service delivery to all residents**	**SO2**	*Households for which refuse is removed once per week*	**Output**	*Number of formal residential properties for which refuse is removed once per week (Based on Residential Account Holders)*	24 488	24 500	24 488	24 488	24 488	24 488	24 488	CS

SDBIP REF	NATIONAL STRATEGIC LINK	MUNICIPAL STRATEGIC LINK			MUNICIPAL PLANNED DELIVERY						2024/2025 QUARTERLY TARGETS				Directorate
	National Key Performance Area	Predetermined Objective	Strategic Objective	SO Ref	Key Performance Indicator	Indicator Type	Unit of Measurement	Baseline	MEDIUM TERM TARGET 2024-2027	2024/25 TARGET	Q1	Q2	Q3	Q4	
I5	IBSD	To manage and ensure the provision of basic municipal services and the reduction of backlogs	**Provide excellent, sustainable service delivery to all residents**	**SO2**	*Achieve water quality compliance as per SAN 241:2015 by 30 June 2025*	**Output**	*Percentage of drinking water samples complying to SANS241 (Annual Target)*		95%	95%	-	-	-	95%	CWS
I6	IBSD	To manage and ensure the provision of basic municipal services and the reduction of backlogs	**Provide excellent, sustainable service delivery to all residents**	**SO2**	*Limit water network losses to less than 35% measured annually*	**Outcome**	*Percentage of water losses at 30 June 2025*	45%	<35%	<35%	-	-	-	<35%	CWS
I7	IBSD	To manage and ensure the provision of basic municipal services and the reduction of backlogs	**Provide excellent, sustainable service delivery to all residents**	**SO2**	*households with access to potable water*	**Output**	*Number of formal residential with access to potable water (Based on Residential Account Holders)*	24 500	24 488	24 488	24 488	24 488	24 488	24 488	CWS
18	IBSD	To manage and ensure the provision of basic municipal services and the reduction of backlogs	**Provide excellent, sustainable service delivery to all residents**	**SO2**	*households with access to sanitation services*	**Output**	*Number of formal residential with access to sanitation services (Based on Residential Account Holders)*	24 500	24 488	24 488	24 488	24 488	24 488	24 488	cws
I9	IBSD	To manage and ensure the provision of basic municipal services and the reduction of backlogs	**Provide excellent, sustainable service delivery to all residents**	**SO2**	*households with access to electricity*	**Output**	*% of households with access to electricity (Based on Residential Account Holders)*	100%	100%	100%	100%	100%	100%	100%	ETM

SDBIP REF	NATIONAL STRATEGIC LINK	MUNICIPAL STRATEGIC LINK			MUNICIPAL PLANNED DELIVERY						2024/2025 QUARTERLY TARGETS				Directorate
	National Key Performance Area	Predetermined Objective	Strategic Objective	SO Ref	Key Performance Indicator	Indicator Type	Unit of Measurement	Baseline	MEDIUM TERM TARGET 2024-2027	2024/25 TARGET	Q1	Q2	Q3	Q4	
I10	IBSD	To manage and ensure the provision of basic municipal services and the reduction of backlogs	**Provide excellent, sustainable service delivery to all residents**	**SO2**	*total electricity losses*	**Output**	*Percentage total electricity losses*		**<16%**	<16%	>16%	>16%	<16%	<16%	ETM
I11	IBSD	To manage and ensure the provision of basic municipal services and the reduction of backlogs	**Provide excellent, sustainable service delivery to all residents**	**SO2**	*Green Drop compliance*	**Output**	*% Green Drop compliance*	19%	**75%**	50%				50%	CWS
I12	IBSD	To manage and ensure the provision of basic municipal services and the reduction of backlogs	**Provide excellent, sustainable service delivery to all residents**	**SO2**	*Achieve water quality compliance (Blue Drop Compliance)*	**Output**	*% Blue Drop Compliance*	64.95%	75%	70%	70%	70%	70%	70%	CWS
I15	IBSD	To manage and ensure the provision of basic municipal services and the reduction of backlogs	**Provide excellent, sustainable service delivery to all residents**	**SO2**	*Ensure Indigent Resident have access to Basic Service*	**Output**	*% of residents as per the Indigent Register with access to free basic Services*	100%	**90%**	90%	90%	90%	90%	90%	CWS/ ETM /CS
I16	IBSD	To manage and ensure the provision of basic municipal services and the reduction of backlogs	**Provide excellent, sustainable service delivery to all residents**	**SO2**	*Repairs and Maintenance*	**Output**	*% Expenditure of repairs and maintenance budget provisions*	New	**85%**	80%	10%	40%	70%	80%	CWS/ ETM/ CS/D MM

SDBIP REF	NATIONAL STRATEGIC LINK	MUNICIPAL STRATEGIC LINK			MUNICIPAL PLANNED DELIVERY						2024/2025 QUARTERLY TARGETS				Directorate
	National Key Performance Area	Predetermined Objective	Strategic Objective	SO Ref	Key Performance Indicator	Indicator Type	Unit of Measurement	Baseline	MEDIUM TERM TARGET 2024-2027	2024/25 TARGET	Q1	Q2	Q3	Q4	
MT1	MTID	To render integrated community services to enhance community development in general and promote a clean and safe environment	**Establish and maintain a robust safety and security framework for municipal assets, protecting critical infrastructure, resources and information**	**SO4**	*Ensure 75% of emergency response time is within 15min from when called received to areas where service is available*	**Output**	*% Response time for fire and emergency incidents*	75%	**75%**	75%	75%	75%	75%	75%	CS
MT2	MTID	To render integrated community services to enhance community development in general and promote a clean and safe environment	**Establish and maintain a robust safety and security framework for municipal assets, protecting critical infrastructure, resources and information**	**SO4**	*Establish a Kouga Community Safety Forum*	**Output**	*Number of Kouga Community Safety Forums established by 31 December 2024*	New	**1**	1	-	1	-	-	CS
MT3	MTID	Facilitate the sustainable incorporation and effective management of human settlements, to provide an equitable, inclusive, and resilient living environment that enhances the quality of life for all residents	**To manage and provide planning services in order to ensure the economic upliftment, growth and development of the municipal area**	**SO3**	*Submit revised Municipal Spatial Development Framework to Council*	**Output**	*Number of revised of the Spatial Development Framework completed by 30 June 2025*	1	**1**	1	-	-	-	1	PD

SDBIP REF	NATIONAL STRATEGIC LINK	MUNICIPAL STRATEGIC LINK			MUNICIPAL PLANNED DELIVERY						2024/2025 QUARTERLY TARGETS				Directorate
	National Key Performance Area	Predetermined Objective	Strategic Objective	SO Ref	Key Performance Indicator	Indicator Type	Unit of Measurement	Baseline	MEDIUM TERM TARGET 2024-2027	2024/25 TARGET	Q1	Q2	Q3	Q4	
MT4	MTID	To transform the institution into high performance organisation with a skilled and diverse workforce.	Attract, develop, and retain a highly skilled and motivated workforce for the municipality, ensuring effective talent management practices that align with its objectives, promote innovation, and enhance overall municipal performance	SO8	*Spend 90% of Skills Development Training Budget*	Output	*%Expenditure of Skills Development Training Budget*	86%	**90%**	90%	90%	90%	90%	90%	DMM
MT5	MTID	To transform the institution into high performance organisation with a skilled and diverse workforce.	Attract, develop, and retain a highly skilled and motivated workforce for the municipality, ensuring effective talent management practices that align with its objectives, promote innovation, and enhance overall municipal performance	SO8	*Limit the vacancy rate to less than 10% of funded posts*	Output	*Staff Vacancy Rate*	2.4%	**10%**	10%	10%	10%	10%	10%	DMM

SDBIP REF	NATIONAL STRATEGIC LINK	MUNICIPAL STRATEGIC LINK			MUNICIPAL PLANNED DELIVERY						2024/2025 QUARTERLY TARGETS				Directorate
	National Key Performance Area	Predetermined Objective	Strategic Objective	SO Ref	Key Performance Indicator	Indicator Type	Unit of Measurement	Baseline	MEDIUM TERM TARGET 2024-2027	2024/25 TARGET	Q1	Q2	Q3	Q4	
MT5	MTID	To transform the institution into high performance organisation with a skilled and diverse workforce.	Attract, develop, and retain a highly skilled and motivated workforce for the municipality, ensuring effective talent management practices that align with its objectives, promote innovation, and enhance overall municipal performance	**SO8**	*The number of people from employment equity target groups employed*	**Output**	*Number of appointments made in the top three layers of employment in compliance with the Employment Equity Plan*	4	**3**	1	-	-	-	1	DMM
L1	LED	To manage and promote financial services	Create and facilitate a conducive environment, with core focus on tourism, that builds inclusive local economies, sustainable and decent employment	**SO6**	*Create number of work opportunities through EPWP*	**Output**	*Number of temporary work opportunities created through Public Employment Programmes (EPWP)*		**500**	300	50	50	100	100	FED
L2	LED	To manage and promote financial services	Create and facilitate a conducive environment, with core focus on tourism, that builds inclusive local economies, sustainable and decent employment	**SO6**	Spend 90% of EPWP Grant funding	**Output**	*% Expenditure of the EPWP grant funding received*	100%	**90%**	90%	5%	40%	70%	90%	FED

SDBIP REF	NATIONAL STRATEGIC LINK	MUNICIPAL STRATEGIC LINK			MUNICIPAL PLANNED DELIVERY						2024/2025 QUARTERLY TARGETS				Directorate
	National Key Performance Area	Predetermined Objective	Strategic Objective	SO Ref	Key Performance Indicator	Indicator Type	Unit of Measurement	Baseline	MEDIUM TERM TARGET 2024-2027	2024/25 TARGET	Q1	Q2	Q3	Q4	
L4	LED	To manage and promote financial services	Create and facilitate a conducive environment, with core focus on tourism, that builds inclusive local economies, sustainable and decent employment	SO6	*Days from the point of advertising to BAC award per 80/20 procurement process*	Output	*Average number of days from the point of advertising to BAC award per 80/20 procurement process*	New	**90**	90	90	90	90	90	FED
F1	MFVM	To manage and provide financial foundation, maximize	Enhance financial management and the effective utilization of resources, thereby ensuring the long-term viability and sustainability of the organization	SO1	Operating expenditure against total budget	Output	*Percentage of operating expenditure against total budget (excluding non-cash items)*	89.5%	**90%**	90%	22.5%	45%	67.5%	90%	FED
F2	MFVM	To manage and provide financial foundation, maximize	Enhance financial management and the effective utilization of resources, thereby ensuring the long-term viability and sustainability of the organization	SO1	Capital expenditure against internally funded capital budget provisions	Output	*Percentage expenditure against capital budget provisions for internally funded projects*	81.0%	**90%**	90%	10%	40%	60%	90%	MM

SDBIP REF	NATIONAL STRATEGIC LINK	MUNICIPAL STRATEGIC LINK			MUNICIPAL PLANNED DELIVERY						2024/2025 QUARTERLY TARGETS				Directorate
	National Key Performance Area	Predetermined Objective	Strategic Objective	SO Ref	Key Performance Indicator	Indicator Type	Unit of Measurement	Baseline	MEDIUM TERM TARGET 2024-2027	2024/25 TARGET	Q1	Q2	Q3	Q4	
F3	MFVM	To manage and provide financial foundation, maximize	Enhance financial management and the effective utilization of resources, thereby ensuring the long-term viability and sustainability of the organization	SO1	Capital grant expenditure	Output	*Percentage of capital expenditure against Capital grant funding received (Conditional Grants received by 1 July 2024)*	100%	**90%**	90%	5%	45%	75%	90%	MM
F4	MFVM	To manage and provide financial foundation, maximize	Enhance financial management and the effective utilization of resources, thereby ensuring the long-term viability and sustainability of the organization	SO1	FMG Grant funding expenditure	Output	*% Expenditure of the FMG grant funding received*	100%	**90%**	90%	5%	40%	70%	90%	FED
F5	MFVM	To manage and provide financial foundation, maximize	Enhance financial management and the effective utilization of resources, thereby ensuring the long-term viability and sustainability of the organization	SO1	*Cash and cash equivalent*	Output	*Percentage change in cash and cash equivalent (short term) between approved budget versus actual (Annual Target)*	New	**50%**	20%	-	-	-	20%	FED
F6	MFVM	To manage and provide financial foundation, maximize	Enhance financial management and the effective utilization of resources, thereby ensuring the long-term viability and sustainability of the organization	SO1	*expenditure on remuneration*	Output	*Percentage of total operating expenditure on remuneration (Excluding Councillors and non-cash items) (Annual Target)*	34%	**35%**	35%	-	-	-	35%	DMM

SDBIP REF	NATIONAL STRATEGIC LINK	MUNICIPAL STRATEGIC LINK			MUNICIPAL PLANNED DELIVERY						2024/2025 QUARTERLY TARGETS				Directorate
	National Key Performance Area	Predetermined Objective	Strategic Objective	SO Ref	Key Performance Indicator	Indicator Type	Unit of Measurement	Baseline	MEDIUM TERM TARGET 2024-2027	2024/25 TARGET	Q1	Q2	Q3	Q4	
F7	MFVM	To manage and provide financial foundation, maximize	Enhance financial management and the effective utilization of resources, thereby ensuring the long-term viability and sustainability of the organization	SO1	*Revenue Growth excluding capital grants*	Output	*Percentage of Revenue Growth excluding capital grants (Annual Target)*	New	**CPIX + 0.5%**	CPIX + 0.5%				CPIX + 0.5%	FED
F8	MFVM	To manage and provide financial foundation, maximize	Enhance financial management and the effective utilization of resources, thereby ensuring the long-term viability and sustainability of the organization	SO1	*Cost coverage*	Output	*Cash/Cost coverage ratio (Annual Target)*	0.06:1	**0.75:1**	0.25:1	-	-	-	0.25:1	FED
F9	MFVM	To manage and provide financial foundation, maximize	Enhance financial management and the effective utilization of resources, thereby ensuring the long-term viability and sustainability of the organization	SO1	*Current ratio*	Output	*Current ratio (current assets/current liabilities) (Annual Target)*	0.95:1	**1.5:1**	0.9:1	-	-	-	0.9:1	FED
F10	MFVM	To manage and provide financial foundation, maximize	Enhance financial management and the effective utilization of resources, thereby ensuring the long-term viability and sustainability of the organization	SO1	*Liquidity ratio*	Output	*Liquidity ratio (Annual Target)*	0.04:1	**0.6:1 target too low**	0.2:1				0.2:1	FED

SDBIP REF	NATIONAL STRATEGIC LINK	MUNICIPAL STRATEGIC LINK			MUNICIPAL PLANNED DELIVERY						2024/2025 QUARTERLY TARGETS				Directorate
	National Key Performance Area	Predetermined Objective	Strategic Objective	SO Ref	Key Performance Indicator	Indicator Type	Unit of Measurement	Baseline	MEDIUM TERM TARGET 2024-2027	2024/25 TARGET	Q1	Q2	Q3	Q4	
F11	MFVM	To manage and provide financial foundation, maximize	Enhance financial management and the effective utilization of resources, thereby ensuring the long-term viability and sustainability of the organization	SO1		Output	*% Revenue collected against revenue raised on municipal service accounts*	95%	**95%**	95%	95%	95%	95%	95%	FED
F12	MFVM	To manage and provide financial foundation, maximize	Enhance financial management and the effective utilization of resources, thereby ensuring the long-term viability and sustainability of the organization	SO1	Submit Annual Financial Statements to the Auditor General by 31 August	Output	*Number of Annual Financial Statements Submitted to the Auditor General by 31 August*	1	**1**	1	1	-	-	-	FED
F13	MFVM	To manage and provide financial foundation, maximize	Enhance financial management and the effective utilization of resources, thereby ensuring the long-term viability and sustainability of the organization	SO1	Submit Final Budget to Council for approval by legislated deadline	Output	*Number of Final Annual Budgets approved by Council by the legislated deadline*	1	**1**	1	-	-	-	1	FED
F13	MFVM	To manage and provide financial foundation, maximize	Enhance financial management and the effective utilization of resources, thereby ensuring the long-term viability and sustainability of the organization	SO1	Submit adjustments Budget to Council for approval by legislated deadline	Output	*Number of Adjustments Budgets approved by Council by the legislated deadline*	1	**1**	1	-	-	1	-	FED

SDBIP REF	NATIONAL STRATEGIC LINK	MUNICIPAL STRATEGIC LINK			MUNICIPAL PLANNED DELIVERY						2024/2025 QUARTERLY TARGETS				Directorate
	National Key Performance Area	Predetermined Objective	Strategic Objective	SO Ref	Key Performance Indicator	Indicator Type	Unit of Measurement	Baseline	MEDIUM TERM TARGET 2024-2027	2024/25 TARGET	Q1	Q2	Q3	Q4	
F14	MFVM	To manage and provide financial foundation, maximize	Enhance financial management and the effective utilization of resources, thereby ensuring the long-term viability and sustainability of the organization	SO1	*Creditor Payments*	Output	*% Creditors payment paid within 30 days of receipt of a compliant invoice*	100%	**90%**	90%	90%	90%	90%	90%	FED
G1	GGPP	To ensure that municipal services are administered with the objectives of local government as prescribed in Chapter 7 of the Constitution	Adherence to and implementation of effective and efficient governance processes	SO7	*Obtain and maintain a unqualified audit opinion on Annual Financial Statements*	Output	*Number of Unqualified Audits achieved on the Annual Financial Statements*	1	**1**	-	-	-	-	-	MM
G2	GGPP	To ensure that municipal services are administered with the objectives of local government as prescribed in Chapter 7 of the Constitution	Adherence to and implementation of effective and efficient governance processes	SO7	*Institutional SDBIP approved by the Executive Mayor within 28 days after Annual Budget Approval*	Output	*Number of days for the approval of the Institutional SDBIP by the Executive Mayor after annual budget approval*	28	**28**	28	28	-	-	-	MM

SDBIP REF	NATIONAL STRATEGIC LINK	MUNICIPAL STRATEGIC LINK			MUNICIPAL PLANNED DELIVERY						2024/2025 QUARTERLY TARGETS				Directorate
	National Key Performance Area	Predetermined Objective	Strategic Objective	SO Ref	Key Performance Indicator	Indicator Type	Unit of Measurement	Baseline	MEDIUM TERM TARGET 2024-2027	2024/25 TARGET	Q1	Q2	Q3	Q4	
G3	GGPP	To ensure that municipal services are administered with the objectives of local government as prescribed in Chapter 7 of the Constitution	Adherence to and implementation of effective and efficient governance processes	SO7	*Timeous development and conclusion of Section 57 Performance Agreements*		*% of signed Section 57 Manager Performance Agreements by 31 July 2024*	100%	**100%**	100%	100%	-	-	-	MM
G4	GGPP	To ensure that municipal services are administered with the objectives of local government as prescribed in Chapter 7 of the Constitution	Adherence to and implementation of effective and efficient governance processes	SO7	*Timeous development and conclusion of Section 57 Performance Agreements*		*% of signed Section 56Manager Performance Agreements by 31 July 2024*	100%	**100%**	100%	100%	-	-	-	MM
G5	GGPP	To ensure that municipal services are administered with the objectives of local government as prescribed in Chapter 7 of the Constitution	Adherence to and implementation of effective and efficient governance processes	SO7	*Formal evaluation of the performance of Section 57 Employees*		*Number of formal performance evaluations conducted per Section 57 Employee*	4	**2**	1	-	-	1	-	MM

SDBIP REF	NATIONAL STRATEGIC LINK	MUNICIPAL STRATEGIC LINK			MUNICIPAL PLANNED DELIVERY						2024/2025 QUARTERLY TARGETS				Directorate
	National Key Performance Area	Predetermined Objective	Strategic Objective	SO Ref	Key Performance Indicator	Indicator Type	Unit of Measurement	Baseline	MEDIUM TERM TARGET 2024-2027	2024/25 TARGET	Q1	Q2	Q3	Q4	
G6	GGPP	To ensure that municipal services are administered with the objectives of local government as prescribed in Chapter 7 of the Constitution	Adherence to and implementation of effective and efficient governance processes	SO7	*Formal evaluation of the performance of Section 56 Employees*	Output	*Number of formal performance evaluations conducted per Section 56 Employee*	4	**2**	1	-	-	1	-	MM
G7	GGPP	To ensure that municipal services are administered with the objectives of local government as prescribed in Chapter 7 of the Constitution	Adherence to and implementation of effective and efficient governance processes	SO7	*Informal evaluation of the performance of Section 57 Employees*	Output	*Number of informal performance evaluations conducted per Section 57 Employee*	2	**2**	1	-	1	-	1	MM
G8	GGPP	To ensure that municipal services are administered with the objectives of local government as prescribed in Chapter 7 of the Constitution	Adherence to and implementation of effective and efficient governance processes	SO7	*Informal evaluation of the performance of Section 56 Employees*	Output	*Number of informal performance evaluations conducted per Section 56 Employee*	2	**2**	1	-	1	-	1	MM

SDBIP REF	NATIONAL STRATEGIC LINK	MUNICIPAL STRATEGIC LINK			MUNICIPAL PLANNED DELIVERY						2024/2025 QUARTERLY TARGETS				Directorate
	National Key Performance Area	Predetermined Objective	Strategic Objective	SO Ref	Key Performance Indicator	Indicator Type	Unit of Measurement	Baseline	MEDIUM TERM TARGET 2024-2027	2024/25 TARGET	Q1	Q2	Q3	Q4	
G9	GGPP	To ensure that municipal services are administered with the objectives of local government as prescribed in Chapter 7 of the Constitution	Adherence to and implementation of effective and efficient governance processes	SO7	*Review and prioritize Risk Register*	Output	*Number of Risk Registers reviewed by 30 June 2025*	1	**1**	-	-	-	-	1	MM
G10	GGPP	To ensure that municipal services are administered with the objectives of local government as prescribed in Chapter 7 of the Constitution	Adherence to and implementation of effective and efficient governance processes	SO7	*Functional performance audit measured by means of meetings where the Audit Committee dealt with performance reports*	Output	*Number of meetings where the Audit Committee considered Institutional Performance Reports*	4	**2**	2	-	1	-	1	MM
G11	GGPP	To ensure that municipal services are administered with the objectives of local government as prescribed in Chapter 7 of the Constitution	Adherence to and implementation of effective and efficient governance processes	SO7	*Submit Final Annual Report and Oversight Report to Council before legislated deadlines*		*Number of Final Annual Report and Oversight Report to Council before legislated deadlines*	1	1	1	-	-	1	-	MM

SDBIP REF	NATIONAL STRATEGIC LINK	MUNICIPAL STRATEGIC LINK			MUNICIPAL PLANNED DELIVERY						2024/2025 QUARTERLY TARGETS				Directorate
	National Key Performance Area	Predetermined Objective	Strategic Objective	SO Ref	Key Performance Indicator	Indicator Type	Unit of Measurement	Baseline	MEDIUM TERM TARGET 2024-2027	2024/25 TARGET	Q1	Q2	Q3	Q4	
G12	GGPP	To ensure that municipal services are administered with the objectives of local government as prescribed in Chapter 7 of the Constitution	Adherence to and implementation of effective and efficient governance processes	SO7	*Approval of IDP/Budget Process Plan by 31 August*	Output	*Number of IDP/Budget Process Plans approved by Council by 31 August*	1	**1**	1	1	-	-	-	MM
G13	GGPP	To ensure that municipal services are administered with the objectives of local government as prescribed in Chapter 7 of the Constitution	Adherence to and implementation of effective and efficient governance processes	SO7	*Submit the Draft IDP to Council by 31 March 2025*	Output	*Number of Draft IDP submitted to Council by 31 March 2025*	1	**1**				1		
G14	GGPP	To ensure that municipal services are administered with the objectives of local government as prescribed in Chapter 7 of the Constitution	Adherence to and implementation of effective and efficient governance processes	SO7	*Submit the final reviewed IDP to Council by 30 June 2025*	Output	*Number of IDP's approved by Council 30 June 2025*	1	**1**	1	1	-	-	-	MM

8. KEY PERFORMANCE INDICATOR DESCRIPTIONS AND PERFORMANCE STANDARDS

Key Performance Indicator	Rationale	Unit of Measurement	Indicator Formula	Data Element	Performance Standards
Capital Grant Funding Expenditure	Capital spending against the capital budget reflects the municipality's ability to implement capital projects and monitor the risks associated with non-implementation, it provides an indication if the municipality has effective controls in place to ensure that expenditure is incurred in accordance with the approved budget	*% Expenditure of MIG Capital Grant funding allocation*	MIG grant funding spent / MIG grant funding allocation received * 100	MIG Grant funding received, MIG grant funding expenditure reports	1 = less than 70% 2 = 71 to 89% 3 = 90% 4 = 91 to 95% 5 = more than 95%
Capital Grant Funding Expenditure	Capital spending against the capital budget reflects the municipality's ability to implement capital projects and monitor the risks associated with non-implementation, it provides an indication if the municipality has effective controls in place to ensure that expenditure is incurred in accordance with the approved budget	*% Expenditure of WSIG Capital Grant funding allocation*	WSIG grant funding spent / WSIG grant funding allocation received * 100	WSIG Grant funding received, WSIG grant funding expenditure reports	1 = less than 70% 2 = 71 to 89% 3 = 90% 4 = 91 to 95% 5 = more than 95%
Capital Grant Funding Expenditure	Capital spending against the capital budget reflects the municipality's ability to implement capital projects and monitor the risks associated with non-implementation, it provides an indication if the municipality has effective controls in place to ensure that expenditure is incurred in accordance with the approved budget	*% Expenditure of DMRE Capital Grant funding allocation*	DMRE grant funding spent / DMRE grant funding allocation received * 100	DMRE Grant funding received, DMRE grant funding expenditure reports	1 = less than 70% 2 = 71 to 89% 3 = 90% 4 = 91 to 95% 5 = more than 95%
Households for which refuse is removed once per week	*Solid waste collection is one of the core services that local government provides and is a key element in both creating decent living conditions and maintaining a healthy environment.*	*Number of formal residential properties for which refuse is removed once per week (Based on Residential Account Holders)*	Simple count of refuse removal levies charged to residential properties	Financial System – Refuse removal fees	1 = less than 24 300 2 = 24 300 to 24 487 3 = 24 488 4 = 24 489 to 24 499 5 = 24 500 and more
Achieve water quality compliance as per SAN 241:2015 by 30 June 2025	*If water of a poor quality is provided it will contribute to the creation of unhealthy and unsafe living environments, monitoring water quality helps protect health and regular monitoring water quality is crucial part in identifying existing/future problems*	*Percentage of drinking water samples complying to SANS241 (Annual Target)*	Drinking water sample results compliant with SANS 241 / total number samples taken * 100	Water sample register and laboratory reports	1 = less than 70% 2 = 71 to 89% 3 = 90% 4 = 91 to 95% 5 = more than 95%

Key Performance Indicator	Rationale	Unit of Measurement	Indicator Formula	Data Element	Performance Standards
Limit water network losses to less than 35% measured annually	*The purpose of this indicator is to determine the percentage loss of potential revenue from water services through kilolitres water purchased but not sold as a result of losses incurred through theft and/or non- or incorrect metering*	*Percentage of water losses at 30 June 2025*	Volume water sold and accounted for / total volume water produced and purchased * 100	Financial System and records of water produced and accounted for	1 = more than 37% 2 = 35 to 37% 3 = 34% 4 = 30 to 33% 5 = less than 30%
households with access to potable water	*Provision of water is one of the core services that local government provides and is a key element in both creating decent living conditions and maintaining a healthy environment.*	*Number of formal residential households with access to potable water (Based on Residential Account Holders)*	Simple count of water availability fees charged to residential properties	Financial System – water availability fees	1 = less than 24 300 2 = 24 300 to 24 487 3 = 24 488 4 = 24 489 to 24 499 5 = 24 500 and more
households with access to sanitation services	*Sanitation services is one of the core services that local government provides and is a key element in both creating decent living conditions and maintaining a healthy environment.*	*Number of formal residential with access to sanitation services (Based on Residential Account Holders)*	Simple count of sanitation service fees charged to residential properties	Financial System – sanitation service fees	1 = less than 24 300 2 = 24 300 to 24 487 3 = 24 488 4 = 24 489 to 24 499 5 = 24 500 and more
households with access to electricity	*Provision of electricity is one of the core services that local government provides and is a key element in both creating decent living conditions and maintaining a healthy environment.*	*% of households with access to electricity (Based on Residential Account Holders)*	Simple count of electricity availability fees charged to residential properties	Financial System – electricity availability fees	1 = less than 24 300 2 = 24 300 to 24 487 3 = 24 488 4 = 24 489 to 24 499 5 = 24 500 and more
total electricity losses	*The purpose of this indicator is to determine the percentage loss of potential revenue from electricity services through KWH electricity purchased but not sold as a result of losses incurred through theft and/or non- or incorrect metering*	*Percentage total electricity losses*	Electricity sold and accounted for / electricity purchased	Financial System	1 = more than 17% 2 = 16 to 17% 3 = 15% 4 = 12 to 14% 5 = less than 12%
Green Drop compliance	*The purpose of this indicator is to provide an independent overview of the ability of the municipality to manage and operate its sanitation plants allowing for the identification of current/future problems and corrective actions*	*% Green Drop compliance*	Green Drop report score	Green Drop Report	1 = Less than 35% 2 = 35 to 49% 3 = 50% 4 = 51 to 60% 5 = more than 60%
Achieve water quality compliance (Blue Drop Compliance)	*The purpose of this indicator is to provide an independent overview of the ability of the municipality to manage and operate its water purification plants allowing for the identification of current/future problems and corrective actions*	*% Blue Drop Compliance*	Blue Drop Report Score	Blue Drop Report	1 = Less than 50% 2 = 50 to 69% 3 = 70% 4 = 71 to 79% 5 = better than 80%

Key Performance Indicator	Rationale	Unit of Measurement	Indicator Formula	Data Element	Performance Standards
Ensure Indigent Resident have access to Basic Service	*Covering the costs of basic services to indigent households allows greater agency and choice in relation to limited incomes and contributes to poverty alleviation*	*% of residents as per the Indigent Register with access to free basic Services*	Number of indigent residents with access to free basic services as per financial system/ number of residents registered on the indigent register * 100	Indigent Register and financial system	1 = less than 90% 2 = 91 to 96% 3 = 97% 4 = 98% 5 = more than 98%
Repairs and Maintenance	Spending against the repairs and maintenance budget reflects the municipality's ability to manage maintenance and monitor the risks associated with non-implementation, it provides an indication if the municipality has effective controls in place to ensure that expenditure is incurred in accordance with the approved budget	*% Expenditure of Repairs and Maintenance Budgetary provisions*	Repairs and Maintenance Expenditure / Repairs and Maintenance budgetary provisions * 100	Financial reports on repairs and maintenance expenditure and approved budget	1 = less than 70% 2 = 70 to 79% 3 = 80% 4 = 81 to 90%% 5 = more than 90%
Ensure 75% of emergency response time is within 15min from when called received to areas where service is available	*This indicator measures the response time to structural fire incidents in compliance with SANS 10090*	*% Response time for fire and emergency incidents*	Number of emergency calls responded to within 15 minutes of call / total number of emergency calls received	Incident Register	1 = less than 60% 2 = 61 to 70% 3 = 71 to 75% 4 = 76 to 80% 5 = more than 80%
Establish a Kouga Community Safety Forum	*This indicator aims to contribute to community safety and security*	*Number of Kouga Community Safety Forums established by 31 December 2024*	Simple count of number of Kouga Community Safety Forums Established	Minutes of establishment meeting	1 = Not established 2 = established after due date 3 = established by due date 4 = established by due date with 2 meetings held 5 = established by due date with more than 2 meetings held
Submit revised Municipal Spatial Development Framework to Council	*This indicator aims to ensure the development of the spatial framework in consultation with communities*	*Number of revised of the Spatial Development Framework completed by 30 June 2025*	Simple count of SDF's reviewed by 30 June 2025	Council resolution on the review of the SDF	1 = not reviewed 2 = reviewed after due date 3 = reviewed on due date 4/5 = review on due date with proof of consultative sessions

Key Performance Indicator	Rationale	Unit of Measurement	Indicator Formula	Data Element	Performance Standards
Spend 90% of Skills Development Training Budget	*This indicator is indicative of the municipal spend towards building staff and councillor capacity and fostering a lifelong learning*	*%Expenditure of Skills Development Training Budget*	Skills development Expenditure / total skills development budget allocation	Skills development expenditure reports and skills development budget allocation	1 = less than 70% 2 = 71 to 89% 3 = 90% 4 = 91 to 95% 5 = more than 95%
Limit the vacancy rate to less than 10% of funded posts	*This indicator gives an indication of the municipality's progress towards building capable local government and shows to which extent the required staff complement in the organizational structure is met*	*Staff Vacancy Rate*	Number of employee posts on the approved organogram - number of actual employees / numbers of employee posts on the approved organogram *100	Organogram and records of employed employees	1 =more than 12% 2 = 11 to 10% 3 = 7 to 9% 4 = 5 to 6% 5 = less than 5%
The number of people from employment equity target groups employed	*This indicator aims to establish to what extent the municipality complies with transformational goals*	*Number of appointments made in the top three layers of employment in compliance with the Employment Equity Plan*	Simple count of number of appointments made in top 3 layers as per Employment Equity Plan	Employment Equity Plan and records of top 3 layers of appointments made	1/2 = no appointments 3 = 1 appointment 4 = 2 appointments 5 = more than 2 appointments
Create number of work opportunities through EPWP	*This indicator tracks the contribution of Public Employment Programmes to work opportunities as a means of growing inclusive local economies*	*Number of work opportunities created through Public Employment Programmes (EPWP)*	Count number of work opportunities provided through the EPWP and CWP programs	EPWP appointment records	1 = less than 150 2 = 150 to 299 3 = 300 4 = 301 to 350 5 = more than 350
Spend 90% of EPWP Grant funding	*This indicator tracks the contribution of Public Employment Programmes to work opportunities as a means of growing inclusive local economies*	*% Expenditure of the EPWP grant funding received*	EWPW grant funding expenditure / EPWP grant funding allocation	Financial Records	1 = less than 70% 2 = 71 to 89% 3 = 90% 4 = 91 to 95% 5 = more than 95%
Days from the point of advertising to BAC award per 80/20 procurement process	*The time taken for a public procurement process is an important measure of the municipality's own ability to efficiently administer its own procurement and the associated economic activity the follows*	*Average number of days from the point of advertising to BAC award per 80/20 procurement process*	Sum of number of days from the point of advertising a tender in terms of the 80/20 process to the BAC award / total number of 80/20 tenders awarded as per procurement process	Tender register and BAC minutes	1 = more than 120 days 2 = 91 to 119 days 3 = 90 days 4 = 85 to 89 days 5 = less than 85 days

Key Performance Indicator	Rationale	Unit of Measurement	Indicator Formula	Data Element	Performance Standards
Operating expenditure against total budget	*This indicator measures the municipality's ability to spend the operational budget as planned*	*Percentage of operating expenditure against total budget (excluding non-cash items)*	Actual operating expenditure / total budget (Excl non-cash items) * 100	Financial Records	1 = less than 70% 2 = 71 to 89% 3 = 90% 4 = 91 to 95% 5 = more than 95%
Capital expenditure against internally funded capital budget provisions	Capital spending against the capital budget reflects the municipality's ability to implement capital projects and monitor the risks associated with non-implementation, it provides an indication if the municipality has effective controls in place to ensure that expenditure is incurred in accordance with the approved budget	*Percentage expenditure against capital budget provisions for internally funded projects*	Actual internally funded capital budget expenditure / Internally funded capital budget provisions * 100	Financial Records	1 = less than 70% 2 = 71 to 89% 3 = 90% 4 = 91 to 95% 5 = more than 95%
Capital grant expenditure	Capital spending against the capital budget reflects the municipality's ability to implement capital projects and monitor the risks associated with non-implementation, it provides an indication if the municipality has effective controls in place to ensure that expenditure is incurred in accordance with the approved budget	*Percentage of capital expenditure against Capital grant funding received (Conditional Grants received by 1 July 2024)*	Actual capital grant funded expenditure / total capital grant funding * 100	Financial Records	1 = less than 70% 2 = 71 to 89% 3 = 90% 4 = 91 to 95% 5 = more than 95%
FMG Grant funding expenditure	Capital spending against the capital budget reflects the municipality's ability to implement capital projects and monitor the risks associated with non-implementation, it provides an indication if the municipality has effective controls in place to ensure that expenditure is incurred in accordance with the approved budget	*% Expenditure of the FMG grant funding received*	FMG Grant funding expenditure / FMG grant funding received * 100	Financial Records	1 = less than 70% 2 = 71 to 89% 3 = 90% 4 = 91 to 95% 5 = more than 95%
Cash and cash equivalent	*Growth in cash and cash equivalent demonstrates the municipality's efforts to generate adequate cash to meet current obligations and build cash reserves*	*Percentage change in cash and cash equivalent (short term) between approved budget versus actual (Annual Target)*	Cash and cash equivalent current year - cash and cash equivalent previous year / cash and cash equivalent previous year *100	Financial Records	1 = less than + 20% 2 = + 20 to 24% 3 = + 25% 4 = +26% 5 = More than 26%
Revenue Growth excluding capital grants	*The revenue growth metric is important as it provides an indication of the financial health of the municipality's revenue base and improvement by providing sustainable services*	*Percentage of Revenue Growth excluding capital grants (Annual Target)*	Prior year revenue / actual current period revenue * 100	Financial Records	1 = Less than CPX 2 = CPX 3 = CPX + 0.5% 4 = CPX + 0.6% 5 = CPX with more than 0.6% growth

Key Performance Indicator	Rationale	Unit of Measurement	Indicator Formula	Data Element	Performance Standards
Cash/Cost Coverage	*This indicator provides an indication whether the municipality has adequate cash to meet it monthly fixed operational costs*	*Cash/Cost coverage ratio (Annual Target)*	Cash and cash equivalents / trade payables	Financial Records	1 = Less than 0.20:1 2 = 0.20 – 0.24:1 3 = 0.25:1 4 = 0.26- 0.29:1 5 = better than 0.29:1
Current Ratio	*This indicator provides an indication if the municipality has adequate liquid assets to meet it short term obligations*	*Current ratio (current assets/current liabilities) (Annual Target)*	Current assets / current liabilities	Financial Records	1 = Less than 0.7:1 2 = 0.7:1 to 0.89:1 3 = 0.9:1 4 = 0.91:1 to 0.99:1 5 = better than 1:1
Liquidity Ratio	*This indicator determines the municipality's ability to pay off current debt obligations from cash and investment without raising external capital*	*Liquidity ratio (Annual Target)*	Cash and cash equivalents / current liabilities	Financial Records	1 = Less than 0;1:1 2 = 0.1:1 to 0.19:1 3 = 0:2:1 4 = 0.21:1 to 0.3:1 5 = better than 0.31:1
Revenue Collection	*This indicator gives and indication of the municipality's ability to generate revenue as planned*	*% Revenue collected against revenue raised on municipal service accounts*	Revenue collected on service accounts / revenue raised on service accounts * 100	Financial Records	1 = less than 70% 2 = 71 to 89% 3 = 90% 4 = 91 to 95% 5 = more than 95%
Submit Annual Financial Statements to the Auditor General by 31 August	*This indicator measures compliance with the listed administrative obligations and gives an indication of the municipality's ability to manage legislative compliance*	*Number of Annual Financial Statements Submitted to the Auditor General by 31 August*	Simple Count of AFS submitted to the AG by 31 August	Proof of submission	1 = Not submitted 2 = incomplete but submitted 3 = submitted 4 = submitted to Internal Audit prior to submission 5 = subjected to Internal Audit and audit committee before submission
Submit Final Budget to Council for approval by legislated deadline	*This indicator measures compliance with the listed administrative obligations and gives an indication of the municipality's ability to manage legislative compliance*	*Number of Final Annual Budgets approved by Council by the legislated deadline*	Simple count of final annual budgets approved by Council by the legislative deadline	Minutes of the meeting of Council where the final annual budget was approved	1 = not submitted 2 = submitted after due date 3 = submitted on due date 4 = submitted on due date with proof of consultative sessions 5 = submitted on due date with proof of consultative sessions and funded budget

Key Performance Indicator	Rationale	Unit of Measurement	Indicator Formula	Data Element	Performance Standards
Submit adjustments Budget to Council for approval by legislated deadline	*This indicator measures compliance with the listed administrative obligations and gives an indication of the municipality's ability to manage legislative compliance*	*Number of Adjustments Budgets approved by Council by the legislated deadline*	Simple count of adjustments budgets approved by Council by the legislative deadline	Minutes of the meeting of Council where the adjustments budget was approved	1 = not submitted 2 = submitted after due date 3 = submitted on due date 4 = submitted on due date with proof of consultative sessions 5 = submitted on due date with proof of consultative sessions and funded budget
Creditor Payments	*This indicator measures the effectiveness of expenditure control and internal controls in respect of creditors and payments*	*% Creditors payment paid within 30 days of receipt of a compliant invoice or statement*	Number of creditors paid within 30 days of compliant invoice or statement / number of complaint invoices or statements received * 100	Invoice and payment records	1 = less than 70% 2 = 71 to 89% 3 = 90% 4 = 91 to 95% 5 = more than 95%
Obtain and maintain a unqualified audit opinion on Annual Financial Statements	*The basics in municipal governance includes compliance with legislation and gives an indication of the level of compliance of the Annual Financial Statements*	*Number of Unqualified Audits achieved on the Annual Financial Statements*	Simple count of unqualified audits on AFS	AG report	1 = Disclaimer 2 = Qualified 3 = Unqualified AFS 4 = Unqualified AFS with no material matter raised 5 = Clean audit on AFS
Institutional SDBIP approved by the Executive Mayor within 28 days after Annual Budget Approval	*This indicator measures compliance with the listed administrative obligations and gives an indication of the municipality's ability to manage legislative compliance*	*Number of days for the approval of the Institutional SDBIP by the Executive Mayor after annual budget approval*	Simple count of the number of days between budget approval date and submission of the SDBIP to the executive mayor	Council resolution on budget adoption and proof of SDBIP submission to the Executive Mayor	1 = submitted after 20 days 2 = submitted between 19 and 15 days 3 = submitted 14 days after budget approval 4 = submitted between 10 and 13 days after budget approval 5 = submitted less than 10 days after budget approval
Timeous development and conclusion of Section 57 Performance Agreements	*This indicator measures compliance with the listed administrative obligations and gives an indication of the municipality's ability to manage legislative compliance*	*% of signed Section 57 Manager Performance Agreements by 31 July 2024*	Number of signed S57 performance agreements / number of filled S57 positions * 100	Signed performance agreements	1 = signed after 5 August 2 = signed between 1 and 5 August 3 = signed on 31 July 4 = signed between 15 and 30 July 5 = signed before 15 July

Key Performance Indicator	Rationale	Unit of Measurement	Indicator Formula	Data Element	Performance Standards
Timeous development and conclusion of Section 57 Performance Agreements	*This indicator measures compliance with the listed administrative obligations and gives an indication of the municipality's ability to manage legislative compliance*	*% of signed Section 56Manager Performance Agreements by 31 July 2024*	Number of signed S56 performance agreements / number of filled S57 positions * 100	Signed performance agreements	1 = signed after 5 August 2 = signed between 1 and 5 August 3 = signed on 31 July 4 = signed between 15 and 30 July 5 = signed before 15 July
Formal evaluation of the performance of Section 57 Employees	*This indicator measures compliance with the listed administrative obligations and gives an indication of the municipality's ability to manage legislative compliance*	*Number of formal performance evaluations conducted per Section 57 Employee*	Simple count of performance evaluations conducted	Attendance register	1 = conducted more than 40 days after the end of the quarter 2 = conducted between 31 and 39 days after end of the quarter 3 = conducted on day 30 after the end of the quarter 4 = conducted between day 25 and day 29 after the end for the quarter 5 = conducted before the 25th day after the end of the quarter
Formal evaluation of the performance of Section 56 Employees	*This indicator measures compliance with the listed administrative obligations and gives an indication of the municipality's ability to manage legislative compliance*	*Number of formal performance evaluations conducted per Section 56 Employee*	Simple count of performance evaluations conducted	Attendance register	1 = conducted more than 40 days after the end of the quarter 2 = conducted between 31 and 39 days after end of the quarter 3 = conducted on day 30 after the end of the quarter 4 = conducted between day 25 and day 29 after the end for the quarter 5 = conducted before the 25th day after the end of the quarter

Key Performance Indicator	Rationale	Unit of Measurement	Indicator Formula	Data Element	Performance Standards
Informal evaluation of the performance of Section 57 Employees	*This indicator measures compliance with the listed administrative obligations and gives an indication of the municipality's ability to manage legislative compliance*	*Number of informal performance evaluations conducted per Section 57 Employee*	Simple count of performance evaluations conducted	Attendance register	1 = conducted more than 40 days after the end of the quarter 2 = conducted between 31 and 39 days after end of the quarter 3 = conducted on day 30 after the end of the quarter 4 = conducted between day 25 and day 29 after the end for the quarter 5 = conducted before the 25th day after the end of the quarter
Informal evaluation of the performance of Section 56 Employees	*This indicator measures compliance with the listed administrative obligations and gives an indication of the municipality's ability to manage legislative compliance*	*Number of informal performance evaluations conducted per Section 56 Employee*	Simple count of performance evaluations conducted	Attendance register	1 = conducted more than 40 days after the end of the quarter 2 = conducted between 31 and 39 days after end of the quarter 3 = conducted on day 30 after the end of the quarter 4 = conducted between day 25 and day 29 after the end for the quarter 5 = conducted before the 25th day after the end of the quarter
Review and prioritize Risk Register	*This indicator measures compliance with the listed administrative obligations and gives an indication of the municipality's ability to manage legislative compliance*	*Number of Risk Registers reviewed by 30 June 2025*	Simple count of Risk Registers reviewed by 30 June 2025	Minutes of the meeting of Council where the Risk Register review was submitted	1 = Risk Register not reviewed 2 = reviewed after due date 3 = reviewed on due date 4 = reviewed on due with corrective actions 5 = reviewed on due date with corrective actions and corrective actions assigned and implementation monitored

Key Performance Indicator	Rationale	Unit of Measurement	Indicator Formula	Data Element	Performance Standards
Functional performance audit measured by means of meetings where the Audit Committee dealt with performance reports	*This indicator measures compliance with the listed administrative obligations and gives an indication of the municipality's ability to manage legislative compliance*	*Number of meetings where the Audit Committee considered Institutional Performance Reports*	Simple count of the number of meetings of the Audit Committee where Institutional Performance Reports were considered	Minutes of the meeting of the Audit Committee and proof of submission for audit committee agenda	1 = 2 reports 2 = 3 reports 3 = 4 reports 4 = 4 reports plus draft annual report 5 = all submitted within 1 month after submission to Council
Submit Final Annual Report and Oversight Report to Council before legislated deadlines	*This indicator measures compliance with the listed administrative obligations and gives an indication of the municipality's ability to manage legislative compliance*	*Number of Final Annual Report and Oversight Report to Council before legislated deadlines*	Simple count of Final Annual and Oversight Reports submitted to Council within legislative deadliners	Minute of the meeting of Council where the Final Annual and Oversight Reports were submitted to Council	1= Not submitted 2 = Submitted after due date 3 = Submitted on due date 4 = Submitted on due date and public notices published 5 = Submitted on due date and public notices published and AG and COGTA invited to meetings
Approval of IDP/Budget Process Plan by 31 August	*This indicator measures compliance with the listed administrative obligations and gives an indication of the municipality's ability to manage legislative compliance*	*Number of IDP/Budget Process Plans approved by Council by 31 August 2024*	Simple count of IDP/Budget Process Plans approved by Council by 31 August 2024	Minutes of the meeting of Council where the IDP/Budget Process Plans approved by Council by 31 August 2024	1 = Not submitted 2 = Submitted after due date 3 = submitted on due date 4 = Submitted on due date with proof of consultative sessions 5 =- submitted on due date with proof of consultative sessions and alignment to district process plan
Submit the Draft IDP to Council by 31 March 2025	*This indicator measures compliance with the listed administrative obligations and gives an indication of the municipality's ability to manage legislative compliance*	*Number of Draft IDP submitted to Council by 31 March 2025*	Simple count of draft IDP's submitted to Council by 31 March 2025	Minutes of the meeting of Council where the draft IDP was submitted	1= Not submitted 2 = Submitted after due date 3 = Submitted on due date 4/5 = Submitted on due date with proof of consultative sessions

Key Performance Indicator	Rationale	Unit of Measurement	Indicator Formula	Data Element	Performance Standards
Submit the final reviewed IDP to Council by 30 June 2025	*This indicator measures compliance with the listed administrative obligations and gives an indication of the municipality's ability to manage legislative compliance*	*Number of IDP's approved by Council 30 June 2025*	Simple count of IDP's approved by Council by 30 June 2025	Minutes of the meeting of Council where the IDP was approved	1= Not submitted 2 = Submitted after due date 3 = Submitted on due date 4 = Submitted on due date with proof of consultative sessions 5 = Submitted on due date with proof of consultative sessions and high outcome rating

9. ANNEXURE "A" NATIONAL TREASURY CIRCULAR 88 REPORTING

In preparation for the promulgation of the compulsory inclusion of Key Performance Indicators detailed in MFMA Circular 88, the Circular 88 reporting requirements is included in the 2024/25 Service Delivery and Budget Implementation Plan not for purposes of the Institutional Scorecard but to facilitate compliance with the quarterly reporting requirements to Provincial Government.

The Circular 88 Reporting template shall be included in the individual Senior Manager Performance Plans for reporting purposes with a specific operational Key Performance Indicator relevant to compliance with the submission of Quarterly Circular 88 reports.

To allow oversight at the level of the Portfolio Committees, shall the Circular 88 reporting templates be submitted to the relevant Portfolio Committees with the Institutional SDBIP implementation reports.

No specific targets have been set for the Circular 88 Key Performance Indicators because such are not necessarily part of the Institutional Scorecard. 2024/25 In-year reporting shall set baselines for the 2025/26 Circular 88 targets.

NT Ref	INDICATOR	INDICATOR FORMULA	NOTES	REPORTING FREQUENCY	KPI OWNER
EE1.11	Number of dwellings provided with connections to the mains electricity supply by the municipality	Count number of new electricity connections made to dwellings	Cumulative indicator, reporting number of new electrical connections to dwellings in year-to-date format	Quarterly	Electro-Mechanical Services
EE3.11	Percentage of unplanned outages that are restored to supply within industry standard timeframes	Number of unplanned outages restored within X hours / total number of unplanned outages * 100 (X is based on industry standards thus X = 1.5, 3.5, 7.5, 24 and 168 as per NRS 047)	Cumulative indicator, reporting the percentage unplanned outages restored within industry standard times in a year-to-date format	Quarterly	Electro-Mechanical Services

NT Ref	INDICATOR	INDICATOR FORMULA	NOTES	REPORTING FREQUENCY	KPI OWNER
EE3.21	Percentage of planned maintenance performed	Actual number of maintenance jobs for planned preventative maintenance / budgeted number of maintenance jobs for planned preventative maintenance X 100	Cumulative indicator, reporting the percentage planned preventative maintenance jobs completed in a year-to-date format	Quarterly	Electro-Mechanical Services
ENV3.11	Percentage of recognised informal settlements receiving basic waste removal services	Number of informal settlements receiving waste handling services / total number of recognized informal settlements	For annual reporting only percentage as at end of the year	Annual	Community Services
ENV4.11	Percentage of biodiversity priority area within the municipality	Total area of land classified as biodiversity priority area / total municipal area in hectares	For annual reporting only percentage as at end of the year	Annual	Community Services
FM1.11	Total Capital Expenditure as a percentage of Total Capital Budget	Actual capital expenditure/ budgeted capital expenditure	Cumulative indicator, reporting the percentage capital expenditure against capital budget provisions in a year-to-date format	Quarterly	Chief Financial Officer
FM1.12	Total Operating Expenditure as a percentage of Total Operating Expenditure Budget	Actual Operating expenditure / budgeted operating expenditure	Cumulative indicator, reporting the percentage operating expenditure against budgeted operating expenditure in a year-to-date format	Quarterly	Chief Financial Officer

NT Ref	INDICATOR	INDICATOR FORMULA	NOTES	REPORTING FREQUENCY	KPI OWNER
FM1.13	Total Operating Revenue received as a percentage of Total Operating Revenue Budget	Actual operating revenue received / total operating revenue budgeted for	Cumulative indicator, reporting the percentage operating revenue against budgeted operating revenue in a year-to-date format	Quarterly	Chief Financial Officer
FM1.14	Service Charges and Property Rates Revenue as a percentage of Service Charges and Property Rates Revenue Budget	Actual service charges revenue + actual property rates revenue / budgeted service charges and property rates revenue	Cumulative indicator, reporting the percentage service charge and rates revenue against budgeted service charge and rates revenue in a year-to-date format	Quarterly	Chief Financial Officer
FM1.21	Funded budget	Self-assessment outcome	N/a	Bi-Annually	Chief Financial Officer
FM2.21	Cash backed reserves reconciliation at year end	Actual cash and cash equivalents + long term investments - unspent grants - statutory requirements- working capital requirements- other provisions- long term investment committed - reserves to be cash backed	As per AFS	Annually	Chief Financial Officer

NT Ref	INDICATOR	INDICATOR FORMULA	NOTES	REPORTING FREQUENCY	KPI OWNER
FM3.11	Cash/Cost coverage ratio	Cash and cash equivalents / trade payables	N/a	Quarterly	Chief Financial Officer
FM3.12	Current ratio (current assets/current liabilities)	Current assets / current liabilities	As per AFS	Annual	Chief Financial Officer
FM3.13	Trade payables to cash ratio	Cash and cash equivalents / trade payables	N/a	Quarterly	Chief Financial Officer
FM3.14	Liquidity ratio	Cash and cash equivalents / current liabilities	N/a	Quarterly	Chief Financial Officer
FM4.11	Irregular, Fruitless and Wasteful, Unauthorised Expenditure as a percentage of Total Operating Expenditure	Irregular + fruitless and wasteful + unauthorized expenditure / total operating expenditure	As per AFS	Annual	Chief Financial Officer
FM4.31	Creditors payment period	Trade creditors outstanding / credit purchases (operating and capital) X number of days in the reporting year-to-date	None	Quarterly	Chief Financial Officer
FM5.11	Percentage of total capital expenditure funded from own funding (Internally generated funds + Borrowings)	Own funded capital expenditure (Internally generated funds + borrowings / total capital expenditure	As per AFS	Quarterly	Chief Financial Officer

NT Ref	INDICATOR	INDICATOR FORMULA	NOTES	REPORTING FREQUENCY	KPI OWNER
FM5.12	Percentage of total capital expenditure funded from capital conditional grants	Total capital transfers (National and Provincial capital conditional grants / total capital expenditure	As per AFS	Annual	Chief Financial Officer
FM5.21	Percentage of total capital expenditure on renewal/upgrading of existing assets	Total costs of renewal and upgrading of existing assets / total capital budget expenditure	As per AFS	Annual	Chief Financial Officer
FM5.22	Renewal/Upgrading of Existing Assets as a percentage of Depreciation/Asset impairment	Total costs of renewal and upgrading of existing assets / depreciations + asset impairment	As per AFS	Annual	Chief Financial Officer
FM5.31	Repairs and Maintenance as a percentage of property, plant, equipment and investment property	Total repairs and maintenance expenditure / property plant and equipment + investment property (Carrying value)	As per AFS	Annual	Chief Financial Officer
FM6.12	Percentage of awarded tenders [over R200k], published on the municipality's website	Number of awarded tenders published in the municipal web site / number of tenders awarded	None	Quarterly	Chief Financial Officer

NT Ref	INDICATOR	INDICATOR FORMULA	NOTES	REPORTING FREQUENCY	KPI OWNER
FM6.13	Percentage of tender cancellations	Number of tenders cancelled / total number of tenders advertised and closed	Cumulative year-to-date of all registered procurement requests vs cancelled tenders (Cancelled tenders refers to tender cancellation prior to advertising and not due to non-responsiveness)	Quarterly	Chief Financial Officer
FM7.11	Debtors' payment period	Gross debtors - bad debt provision / billed revenue X number of days in the reporting period year-to-date	As per AFS	Quarterly	Chief Financial Officer
FM7.12	Collection rate ratio	Gross debtors opening balance + billed revenue - gross debtors closing balance - bad debts written off / billed revenue	As per AFS	Quarterly	Chief Financial Officer
FM7.31	Net Surplus /Deficit Margin for Electricity	Total electricity revenue - total electricity expenditure / total electricity revenue	As per AFS	Annual	Chief Financial Officer
FM7.32	Net Surplus /Deficit Margin for Water	Total water revenue - total water expenditure / total water revenue	As per AFS	Annual	Chief Financial Officer

NT Ref	INDICATOR	INDICATOR FORMULA	NOTES	REPORTING FREQUENCY	KPI OWNER
FM7.33	Net Surplus /Deficit Margin for Wastewater	Total wastewater revenue - total wastewater expenditure / total waste water revenue	As per AFS	Annual	Chief Financial Officer
FM7.34	Net Surplus /Deficit Margin for Refuse	Total refuse revenue - total refuse expenditure / total refuse revenue	As per AFS	Annual	Chief Financial Officer
FD1.11	Percentage compliance with the required attendance time for structural firefighting incidents	Number of structural fire incidents where the attendance time was 14 minutes or less / total number of calls for structural fire incidents	Cumulative value should be reported	Quarterly	Community Services
GG1.21	Staff vacancy rate	Number of employee posts on the approved organogram - number of actual employees / numbers of employee posts on the approved organogram	Non-cumulative indicator	Quarterly	Deputy Municipal Manager
GG1.22	Percentage of vacant posts filled within 6 months	Number of vacant posts filled within 6 months from authority to proceed / number of vacant posts that have been filled	Cumulative indicator reported in year-to-date format	Quarterly	Deputy Municipal Manager

NT Ref	INDICATOR	INDICATOR FORMULA	NOTES	REPORTING FREQUENCY	KPI OWNER
GG2.11	Percentage of ward committees with 6 or more ward committee members (excluding the ward councillor)	Number of ward committees with 6 or more members / total number of wards	Cumulative indicator reported in year-to-date format	Quarterly	Deputy Municipal Manager
GG2.12	Percentage of wards that have held a quarterly councillor-convened community meeting	Number of councillor convened ward community meetings / total number of wards X reporting quarter	Cumulative indicator reported in year-to-date format	Quarterly	Deputy Municipal Manager
GG2.31	Percentage of official complaints responded to through the municipal complaint management system	Number of official complaints responded to according to municipal norms and standards / number of official complaints received	Cumulative indicator reported in year-to-date format	Quarterly	Deputy Municipal Manager
GG 3.11	Number of repeat audit findings	Count number repeat findings listed in AG Report	Comparison to prior year AG report	Annual	Municipal Manager
GG 3.12	Percentage of councillors who have declared their financial interests	Number of councillors that declared their financial interests / total number of councillors	N/a	Annual	Municipal Manager
GG5.11	Number of active suspensions longer than three months	Count number of suspensions lasting more than 3 months	Not a cumulative indicator only reports active suspensions longer than 3 months as at the end of the reporting period	Quarterly	Deputy Municipal Manager

NT Ref	INDICATOR	INDICATOR FORMULA	NOTES	REPORTING FREQUENCY	KPI OWNER
LED1.11	Percentage of total municipal operating expenditure spent on contracted services physically residing within the municipal area	R-value of operating expenditure on contracted services within the municipal area / total municipal operating expenditure on contracted services	Cumulative indicator reported in year-to-date format	Quarterly	Chief Financial Officer
LED1.21	Number of work opportunities created by the municipality through Public Employment Programmes (incl. EPWP, CWP and other related employment programmes)	Count number of work opportunities provided through the EPWP and CWP programs	Cumulative indicator reported in year-to-date format (Not calculated as FTE)	Quarterly	Civil and Water Services
LED 2.12	Percentage of the municipality's operating budget spent on indigent relief for free basic services	R-value of operating budget expenditure on free basic services / R-value of total operating budget	Cumulative indicator reported in year-to-date format	Quarterly	Chief Financial Officer
LED3.11	Average time taken to finalise business license applications	Sum of total working days per business applications finalized / number of business applications finalized	Cumulative indicator reported in year-to-date format	Quarterly	Community Services

NT Ref	INDICATOR	INDICATOR FORMULA	NOTES	REPORTING FREQUENCY	KPI OWNER
LED3.31	Average number of days from the point of advertising to the letter of award per 80/20 procurement process	Sum of number of days from the point of advertising a tender in terms of the 80/20 process to the issuing of letter of award / total number of 80/20 tenders awarded as per procurement process	Cumulative indicator reported in year-to-date format	Quarterly	Chief Financial Officer
LED3.32	Percentage of municipal payments made to service providers who submitted complete forms within 30-days of invoice submission	Number of municipal payments within 30-days of complete invoice receipt made to service providers / total number of complete invoices received (30 days or older)	Cumulative indicator reported in year-to-date format	Quarterly	Chief Financial Officer
TR6.11	Percentage of unsurfaced road graded	Kilometres of municipal road graded / kilometres unsurfaced road	Only measured at year end	Annual	Civil and Water Services
TR6.12	Percentage of surfaced municipal road lanes which has been resurfaced and resealed	Kilometres of municipal road lanes resurfaced and resealed / kilometres of surfaced municipal road lanes	Cumulative indicator reported in year-to-date format (Only length counted not width)	Quarterly	Civil and Water Services

NT Ref	INDICATOR	INDICATOR FORMULA	NOTES	REPORTING FREQUENCY	KPI OWNER
TR6.13	KMs of new municipal road network	Number of kilometres surfaced road network built + number of unsurfaced kilometres surfaced road network built	Cumulative indicator reported in year-to-date format (Only length counted not width)	Quarterly	Civil and Water Services
TR6.21	Percentage of reported pothole complaints resolved within standard municipal response time	Number of pothole complaints resolved within the standard time after being reported / number of potholes reported	Cumulative indicator reported in year-to-date format	Quarterly	Civil and Water Services
WS1.11	Number of new sewer connections meeting minimum standards	Number of new sewer connections to consumer units + new sewer connections to communal toilet facilities	Cumulative indicator reported in year-to-date format	Quarterly	Civil and Water Services
WS2.11	Number of new water connections meeting minimum standards	Number of new water connections (Piped tap water) + number of new water connections to public and communal taps	Cumulative indicator reported in year-to-date format	Quarterly	Civil and Water Services
WS3.11	Percentage of callouts responded to within 48 hours (sanitation/wastewater)	Number of callouts (logged on municipal system) responded to within 48 hours / total wastewater sanitation callouts received.	Cumulative indicator reported in year-to-date format	Quarterly	Civil and Water Services

NT Ref	INDICATOR	INDICATOR FORMULA	NOTES	REPORTING FREQUENCY	KPI OWNER
WS3.21	Percentage of callouts responded to within 48 hours (water)	Number of callouts responded to within 48 hours (Water) / total water service callouts received	Cumulative indicator reported in year-to-date format	Quarterly	Civil and Water Services
WS5.31	Percentage of total water connections metered	Number of water connections metered / number of connections metered / number of connections unmetered	Only reported annually	Annual	Civil and Water Services
EE4.4	Percentage total electricity losses	Electricity purchases - electricity sales / electricity purchases	Only reported annually	Annual	Electro-Mechanical Services
ENV5.2	Recreational water quality inland	Number of water samples within targeted range for intermediate contact recreational water / total number of sample tests taken	Only reported annually	Annual	Community Services
HS3.5	Percentage utilization of community halls	Sum of all hours booked for all community halls / sum of available hours for all community halls	A Hall is considered to be available 12 hours per day	Annual	Community Services
HS3.6	Average number of library visits per library	Total number of library visits / number of libraries	N/a	Annual	Community Services

NT Ref	INDICATOR	INDICATOR FORMULA	NOTES	REPORTING FREQUENCY	KPI OWNER
HS3.7	Percentage of cemetery plots available	Number of available plots in all active cemeteries / total capacity of all burial plots in active municipal cemeteries	Only active cemeteries	Annual	Community Services
TR6.2	Number of potholes reported per 10km of municipal road network	Number of potholes reported / kilometres of surface municipal road network	Multiple reports of the same pothole or a collection of potholes at the same point in the road should be counted as 1 pothole	Annual	Civil and Water Services
WS3.1	Frequency of sewer blockages per 100kms of pipeline	Number of sewer blockages that occurred / total sewer length in km	Pumpstation blockages should not be counted	Annual	Civil and Water Services
WS3.2	Frequency of water mains failure per 100km of pipeline	Number of water mains failures inclusive of valves and fittings / total length of water mains in km	Mains failure does not include maintenance shutdowns and repairs as part of the active leakage control and only applies where water supply to customers is interrupted	Annual	Civil and Water Services
WS3.3	Frequency of unplanned water service interruptions	Number of unplanned water service interruptions / total number of water service connections / 1000	Interruptions longer than 12 hours is considered in the indicator, planned maintenance interruptions is excluded in calculations	Annual	Civil and Water Services

NT Ref	INDICATOR	INDICATOR FORMULA	NOTES	REPORTING FREQUENCY	KPI OWNER
WS4.1	Percentage of drinking water samples complying with SANS 241	Number of water sample tests that complied with SANS241 / total number of water sample tests taken	Calculations for this indicator must be consistent with required reporting for DWS	Annual	Civil and Water Services
WS4.2	Percentage wastewater samples compliant to water use license conditions	Number of wastewater samples tested that meet compliance with license requirements / total wastewater samples	None	Annual	Civil and Water Services
WS5.1	Percentage non-revenue water	Kilolitres of water purchased and purified - kilolitres of water sold / kilolitres water purchased purified	None	Annual	Civil and Water Services
WS5.2	Total water losses	System input volume - authorized consumption in m3 / 365 X number of service connections	None	Annual	Civil and Water Services
WS5.4	Percentage of water reused	Volume of water recycled and reused = direct use of treated municipal wastewater (exclusive of irrigation) + direct use of treated municipal waste water for irrigation / system volume input	None	Annual	Civil and Water Services

NT Ref	INDICATOR	INDICATOR FORMULA	NOTES	REPORTING FREQUENCY	KPI OWNER
GG1.1	Percentage of municipal skills development levy recovered	R-value of municipal skills development levy recovered / R-value of total qualifying value of the municipal skills development levy	None	Annual	Deputy Municipal Manager
GG1.2	Top Management Stability	Sum of working days that each S56 S57 post was occupied by a fully appointed official with a valid signed performance agreement / total aggregate standard working days for all S56 S57 posts	Not applicable to acting appointments due to vacancies. Acting appointments due to leave or other absence must be regarded as fully appointed and occupied	Annual	Deputy Municipal Manager
GG2.1	Percentage of Ward Committees that are functional (meet 4 times per year, are quorate and have an action plan)	Functional ward committees/ total number of wards	Only count ward committees that have met at least 4 times during the year and only ward committees with an action plan	Annual	Deputy Municipal Manager
GG4.1	Percentage of Councillors attending Council Meetings	Total sum of all Councillors attendance at all Council meetings / the total number of Council meetings x the total number of councillors	Annual All meetings over the 4 quarters should be aggregated to reflect an annual average value	Annual	Deputy Municipal Manager

NT Ref	INDICATOR	INDICATOR FORMULA	NOTES	REPORTING FREQUENCY	KPI OWNER
FM1.1	Percentage expenditure against total budget	Total expenditure (capital and Operational) / Total budget (Capital and Operational)	As per AFS	Annual	Chief Financial Officer
FM2.2	Percentage change in cash backed reserves reconciliation	Cash backed reserves previous year - cash backed reserves current year / cash backed reserves previous year	As per AFS	Annual	Chief Financial Officer
FM3.1	Percentage change in cash and cash equivalent (short term)	Cash and cash equivalent current year - cash and cash equivalent previous year / cash and cash equivalent previous year	As per AFS	Annual	Chief Financial Officer
FM4.1	Percentage change in unauthorized, irregular, fruitless and wasteful expenditure	Irregular + fruitless and wasteful + unauthorized expenditure current year / Irregular + fruitless and wasteful + unauthorized expenditure previous year	As per AFS	Annual	Chief Financial Officer

NT Ref	INDICATOR	INDICATOR FORMULA	NOTES	REPORTING FREQUENCY	KPI OWNER
FM4.2	Percentage of total operating expenditure spent on remuneration	Remuneration (employee related costs) + Councillors remuneration / total operating expenditure	Calculation must include permanent and contractual employees and Councillors and consists of bonusses, pension and medical aid contributions, vehicle allowances and other service-related benefits	Annual	Chief Financial Officer
FM4.3	Percentage of total operating expenditure on contracted services	Contracted services / total operating expenditure	Calculation must include all group of accounts such as outsourced services, contractors, professional and special services both for capital and operational projects	Annual	Chief Financial Officer
FM5.1	Percentage change of own funding (Internally generated and borrowed) to fund capital expenditure	Internally generated funds + borrowings current year - internally generated funds and borrowings previous year / internally generated funds and borrowings previous year	As per AFS	Annual	Chief Financial Officer

NT Ref	INDICATOR	INDICATOR FORMULA	NOTES	REPORTING FREQUENCY	KPI OWNER
FM5.2	Percentage change of renewal /upgrading of existing assets	Total costs of renewal and upgrading of existing assets current year - total costs for renewal and upgrading of existing assets previous year / total costs of renewal and upgrading of existing assets previous year	As per AFS	Annual	Chief Financial Officer
FM5.3	Percentage change of repairs and maintenance of existing infrastructure	Repairs and maintenance current year - repairs and maintenance previous year / repairs and maintenance previous year	As per AFS	Annual	Chief Financial Officer
FM7.1	Percentage change in gross consumer debtors (Current and non-current)	Total gross consumer debtors' current year - total gross consumer debtors previous year / total gross consumer debtors previous year	As per AFS	Annual	Chief Financial Officer
FM7.2	Percentage of revenue growth excluding capital grants	Total revenue exclusive of capital grants current year - total revenue exclusive of capital grants previous year / total revenue exclusive of capital grants previous year	As per AFS	Annual	Chief Financial Officer

NT Ref	INDICATOR	INDICATOR FORMULA	NOTES	REPORTING FREQUENCY	KPI OWNER
FM7.3	Percentage of net operating surplus margin	Total operating revenue - total operating expenditure / total operating revenue	As per AFS	Annual	Chief Financial Officer
	Compliance questions for quarterly reporting				
C1	Number of signed performance agreements for the Municipal Manager and Section 56 Managers	Simple count of numbers	Not inclusive of acting appointments	Quarterly	Municipal Manager
C2	Number of Mayoral Executive Committee Meetings held	Simple count of numbers	None	Quarterly	Deputy Municipal Manager
C3	Number of Council portfolio Committees held	Simple count of numbers	None	Quarterly	Deputy Municipal Manager
C4	Number of MPAC Meetings held	Simple count of numbers	None	Quarterly	Deputy Municipal Manager
C6	Number of formal meetings between the Mayor, Speaker, and MM to deal with municipal matters (Minuted)	Simple count of numbers	None	Quarterly	Municipal Manager
C7	Number of formal minuted meetings to which all senior managers were invited	Simple count of numbers	None	Quarterly	Municipal Manager

NT Ref	INDICATOR	INDICATOR FORMULA	NOTES	REPORTING FREQUENCY	KPI OWNER
C8	Number of Councillors completed training	Simple count of numbers	Applicable to reporting period, cumulative for the year	Quarterly	Deputy Municipal Manager
C9	Number of municipal officials completed training	Simple count of numbers	Applicable to reporting period, cumulative for the year	Quarterly	Deputy Municipal Manager
C10	Number of work stoppages occurred	Simple count of numbers	None	Quarterly	Deputy Municipal Manager
C11	Number of litigation cases instituted by the Municipality	Simple count of numbers	None	Quarterly	Deputy Municipal Manager
C12	Number of litigation cases instituted against the municipality	Simple count of numbers	None	Quarterly	Deputy Municipal Manager
C13	Number of forensic investigations instituted	Simple count of numbers	None	Quarterly	Deputy Municipal Manager
C14	Number of forensic investigations concluded	Simple count of numbers	None	Quarterly	Deputy Municipal Manager
C15	Number of sick leave taken by employees	Simple count of numbers	Applicable to reporting period, cumulative for the year	Quarterly	Deputy Municipal Manager
C17	Number of temporary employees employed	Simple count of numbers	None	Quarterly	Deputy Municipal Manager

NT Ref	INDICATOR	INDICATOR FORMULA	NOTES	REPORTING FREQUENCY	KPI OWNER
C18	Number of approved demonstrations in the municipal area	Simple count of numbers	None	Quarterly	Community Services
C19	Number of recognized traditional Khois-San leaders in attendance (sum of) at all Council meetings	Simple count of numbers	Traditional Leader recognized by the Premier of the Eastern Cape in terms of the provisions of the Eastern Cape Traditional Leadership Act, 2017	Quarterly	Deputy Municipal Manager
C20	Number of permanent environmental health practitioners employed by the Municipality	Simple count of numbers	None	Quarterly	Deputy Municipal Manager
C22	Number of Council Meetings held	Simple count of numbers	None	Quarterly	Deputy Municipal Manager
C23	Number of disciplinary cases for misconduct relating to fraud and corruption	Simple count of numbers	None	Quarterly	Deputy Municipal Manager
C24	Number of Council meetings disrupted	Simple count of numbers	None	Quarterly	Deputy Municipal Manager
C25	Number of protests reported	Simple count of numbers	None	Quarterly	Community Services
C26	R-value of all tenders awarded	Simple count of R-value	None	Quarterly	Chief Financial Officer

NT Ref	INDICATOR	INDICATOR FORMULA	NOTES	REPORTING FREQUENCY	KPI OWNER
C27	Number of awards made in terms of S36 of the MFMA SCM Regulations	Simple count of numbers	None	Quarterly	Chief Financial Officer
C28	R-value of all awards made in terms of S36 of the MFMA SCM Regulations	Simple count of R-value	None	Quarterly	Chief Financial Officer
C29	Number of approved applications for the rezoning of property for commercial purposes	Simple count of numbers	None	Quarterly	Planning and Development
C30	Number of business licenses approved	Simple count of numbers	None	Quarterly	community Services
C32	Number of filled positions in municipal infrastructure	Simple count of numbers	None	Quarterly	Deputy Municipal Manager
C33	Number of tenders over R200 000 awarded	Simple count of numbers	None	Quarterly	Chief Financial Officer
C34	Number of months the position of Municipal Manager has been filled (not acting)	Simple count of numbers	None	Quarterly	Municipal Manager
C35	Number of months the position of Chief Financial Officer has been filled (not acting)	Simple count of numbers	None	Quarterly	Municipal Manager
C36	Number of vacant posts of senior managers	Simple count of numbers	None	Quarterly	Municipal Manager

NT Ref	INDICATOR	INDICATOR FORMULA	NOTES	REPORTING FREQUENCY	KPI OWNER
C38	Number of filled posts in the budget and treasury office	Simple count of numbers	None	Quarterly	Deputy Municipal Manager
C40	Number of filled posts in the planning and development department	Simple count of numbers	None	Quarterly	Deputy Municipal Manager
C42	Number of registered engineers employed in approved posts	Simple count of numbers	None	Quarterly	Deputy Municipal Manager
C43	Number of engineers employed in approved posts	Simple count of numbers	None	Quarterly	Deputy Municipal Manager
C44	Number of disciplinary cases in the municipality	Simple count of numbers	None	Quarterly	Deputy Municipal Manager
C45	Number of finalized disciplinary cases	Simple count of numbers	None	Quarterly	Deputy Municipal Manager
C47	Number of waste management posts filled	Simple count of numbers	None	Quarterly	Deputy Municipal Manager
C49	Number of electricians employed in approved posts	Simple count of numbers	None	Quarterly	Deputy Municipal Manager
C51	Number of filled water and wastewater management posts	Simple count of numbers	None	Quarterly	Deputy Municipal Manager

NT Ref	INDICATOR	INDICATOR FORMULA	NOTES	REPORTING FREQUENCY	KPI OWNER
C56	Number of customers provided with alternative energy supply (e.g. LPG paraffin or biogel according to supply level standards)	Simple count of numbers	None	Quarterly	Electro-Mechanical Services
C57	Number of registered electricity consumers with a mini grid-based system in the municipal service area	Simple count of numbers	None	Quarterly	Electro-Mechanical Services
C58	Total non-technical electricity losses in MWh (estimate)	Estimation of non-technical electricity losses in MWh	None	Quarterly	Electro-Mechanical Services
C59	Number of municipal buildings that consume renewable energy	Simple count of numbers	None	Quarterly	Electro-Mechanical Services
C61	Number of chemical toilets in operation	Simple count of numbers	Applicable to reporting period, cumulative for the year	Quarterly	Civil and Water Services
C63	Total volume of water delivered by water trucks		None	Quarterly	Civil and Water Services
C67	Number of paid full -time firefighters employed by the municipality	Simple count of numbers	None	Quarterly	Deputy Municipal Manager
C68	Number of part-time and firefighter reservists in the service of the municipality	Simple count of numbers	None	Quarterly	Deputy Municipal Manager

NT Ref	INDICATOR	INDICATOR FORMULA	NOTES	REPORTING FREQUENCY	KPI OWNER
C69	Number of displaced persons to whom the municipality delivered assistance	Simple count of numbers	None	Quarterly	Community Services
C71	Number of procurement processes where disputes were raised	Simple count of numbers	None	Quarterly	Chief Financial Officer
C73	Number of structural fires occurring in informal settlements	Simple count of numbers	None	Quarterly	Community Services
C74	Number of dwellings in informal settlements affected by structural fires (Estimate)	Simple count of numbers	None	Quarterly	Community Services
C76	Number of SMME's and informal businesses benefitting from municipal digitization support programmes rolled out directly or in partnership with stakeholders	Simple count of numbers	None	Quarterly	Chief Financial Officer
C77	B-BBEE procurement spent on empowering suppliers that are at least 51% black owned based	R-value of procurement spending on empowering suppliers that are at least 51% black owned	None	Quarterly	Chief Financial Officer
C78	B-BBEE procurement spent on empowering suppliers that are at least 30% black woman owned	R-value of procurement spending on empowering suppliers that are at least 30% black woman owned	None	Quarterly	Chief Financial Officer

NT Ref	INDICATOR	INDICATOR FORMULA	NOTES	REPORTING FREQUENCY	KPI OWNER
C79	B-BBEE procurement spent from all empowering suppliers based on B-BBEE procurement	R-value	None	Quarterly	Chief Financial Officer
C84	Number of building plans submitted for review	Simple count of numbers	None	Quarterly	Planning and Development
C86	Number of households in the municipal area registered as indigent	Simple count of numbers	None	Quarterly	Chief Financial Officer
C89	Number of meetings the Mayoral Committee postponed due to lack of quorum	Simple count of numbers	None	Quarterly	Deputy Municipal Manager
C92	Number of agenda items deferred to the next Council meeting	Simple count of numbers	None	Quarterly	Deputy Municipal Manager
C93	Number of awards made in terms of SCM Reg 32	Simple count of numbers	None	Quarterly	Chief Financial Officer
C94	Number of requests for deviation from approved procurement plan	Simple count of numbers	None	Quarterly	Chief Financial Officer
C98	Number of building plan applications approved	Simple count of numbers	None	Quarterly	Planning and Development
	Compliance indicators for Annual Reporting				

NT Ref	INDICATOR	INDICATOR FORMULA	NOTES	REPORTING FREQUENCY	KPI OWNER
C5	Number of recognized traditional leaders within the municipal boundary	Simple count of numbers	Traditional Leader recognized by the Premier of the Eastern Cape in terms of the provisions of the Eastern Cape Traditional Leadership Act, 2017	Annual	Deputy Municipal Manager
C21	Number of approved environmental health practitioner posts in the municipality	Simple count of numbers	Funded posts as per organogram, vacancies included	Annual	Deputy Municipal Manager
C31	Number of approved posts in the municipality for municipal infrastructure	Simple count of numbers	Funded posts as per organogram, vacancies included	Annual	Deputy Municipal Manager
C37	Number of approved posts in the municipality for budget and treasury	Simple count of numbers	Funded posts as per organogram, vacancies included	Annual	Deputy Municipal Manager
C39	Number of approved posts in the municipality for the development and planning department	Simple count of numbers	Funded posts as per organogram, vacancies included	Annual	Deputy Municipal Manager
C41	Number of approved engineers' posts in the municipality	Simple count of numbers	Funded posts as per organogram, vacancies included	Annual	Deputy Municipal Manager
C46	Number of approved waste management posts in the municipality	Simple count of numbers	Funded posts as per organogram, vacancies included	Annual	Deputy Municipal Manager

NT Ref	INDICATOR	INDICATOR FORMULA	NOTES	REPORTING FREQUENCY	KPI OWNER
C48	Number of approved electrician posts in the municipality	Simple count of numbers	Funded posts as per organogram, vacancies included	Annual	Deputy Municipal Manager
C50	Number of approved water and wastewater management posts in the municipality	Simple count of numbers	Funded posts as per organogram, vacancies included	Annual	Deputy Municipal Manager
C52	Number of maintained sports facilities	Simple count of numbers	None	Annual	Community Services
C53	Square meters of maintained public outdoor recreational space	Simple count of numbers	None	Annual	Community Services
C54	Number of municipality-owned community halls	Simple count of numbers	None	Annual	Community Services
C60	Total number of sewer connections	Simple count of numbers	Existing and new connections	Annual	Civil and Water Services
C62	Total number of ventilation improved pit toilets	Simple count of numbers	Existing and new VIP toilets installed	Annual	Civil and Water Services
C95	Number of residential properties in the billing system	Simple count of numbers	None	Annual	Chief Financial Officer
C96	Number of non-residential properties in the billing system	Simple count of numbers	None	Annual	Chief Financial Officer

NT Ref	INDICATOR	INDICATOR FORMULA	NOTES	REPORTING FREQUENCY	KPI OWNER
C97	Number of properties on the valuation roll	Simple count of numbers	None	Annual	Chief Financial Officer
	Compliance questions for Annual Reporting				
Q1	Does the Municipality have an approved PMS Framework	N/a	N/a	Annual	Municipal Manager
Q2	Has the IDP been adopted by the target date	N/a	N/a	Annual	Municipal Manager
Q3	Does the Municipality have an approved LED Strategy	N/a	N/a	Annual	Chief Financial Officer
Q4	What are the main causes of work stoppage in the past quarter by type of stoppage	N/a	N/a	Annual	Deputy Municipal Manager
Q5	How many public meetings were held in the last quarter at which the Mayor or members of the MayCo provided report back to the public	N/a	N/a	Annual	Deputy Municipal Manager
Q6	When was the last scientific representative community feedback survey undertaken	N/a	N/a	Annual	Deputy Municipal Manager
Q7	List top 4 issues in order of priority from community survey	N/a	N/a	Annual	Deputy Municipal Manager

NT Ref	INDICATOR	INDICATOR FORMULA	NOTES	REPORTING FREQUENCY	KPI OWNER
Q8	List locality, date and cause of each incident of protest action within the municipal area	N/a	N/a	Annual	Community Services
Q9	Does the municipality have an internal audit unit	N/a	N/a	Annual	Municipal Manager
Q10	Is there a dedicated position responsible for internal audit	N/a	N/a	Annual	Municipal Manager
Q11	Is the internal audit position filled or vacant	N/a	N/a	Annual	Deputy Municipal Manager
Q12	Has an Audit Committee been established and is it functional	N/a	N/a	Annual	Municipal Manager
Q13	Has and Internal Audit Plan been approved by the Audit Committee	N/a	N/a	Annual	Municipal Manager
Q14	Has and Audit Charter and Audit Committee Charter been approved and adopted	N/a	N/a	Annual	Municipal Manager
Q15	Does the internal audit plan set monthly targets	N/a	N/a	Annual	Municipal Manager
Q16	How many monthly targets in the internal audit plan was not achieved	N/a	N/a	Annual	Municipal Manager

NT Ref	INDICATOR	INDICATOR FORMULA	NOTES	REPORTING FREQUENCY	KPI OWNER
Q17	Does the municipality have a dedicated SMME support unit of facility in place directly or in partnership with a relevant role player	N/a	N/a	Annual	Chief Financial Officer
Q18	What economic incentive policies adopted by Council have by date of adoption	N/a	N/a	Annual	Chief Financial Officer
Q19	Is the municipal supplier data base aligned with the Central Supplier Data Base	N/a	N/a	Annual	Chief Financial Officer
Q20	What is the number of steps a business must comply with when applying for a construction permit before the final document is received	N/a	N/a	Annual	Planning and Development
Q22	List the name of the structure and date of every meeting of an official IGR structure that the municipality participated in this quarter	N/a	N/a	Annual	Deputy Municipal Manager
Q23	Where is the organizational responsibility for IGR support function located within the municipality (inclusive of reporting line)	N/a	N/a	Annual	Deputy Municipal Manager

NT Ref	INDICATOR	INDICATOR FORMULA	NOTES	REPORTING FREQUENCY	KPI OWNER
Q24	Is MPAC functional	N/a	N/a	Annual	Deputy Municipal Manager
Q25	Has a report by the Mayoral Committee on all decisions it has taken been submitted to Council this financial year	N/a	N/a	Annual	Deputy Municipal Manager

KOUGA MUNICIPALITY (EC 108)
ORDINARY COUNCIL MEETING
OFFICE OF THE MUNICIPAL MANAGER
OPEN
DATE: 30 JULY 2024
ITEM NO: **24/07/MM5**

ADDENDUMS TO 2023/24 PERFORMANCE PLANS OF SENIOR MANAGERS FOLLOWING AMENDMENTS TO THE 2023/24 SERVICE DELIVERY AND BUDGET IMPLEMENTATION PLAN

1. **Introduction**

It is the purpose of this report to submit to Council for information the Addendums to the Performance Plans of the Municipal Manager and Directors in respect of the 2023/24 financial year.

2. **Background**

Council on 24 March 2024 per Resolution 24/03/MM5 and on 30 April 2024 per Resolution 24/04/MM3 approved amendments to the 2023/24 Service Delivery and Budget Implementation Plan.

The Resolution requires the Municipal Manager to affect changes to the performance plans of senior managers to ensure that the performance plans are aligned to the amended 2023/24 Service Delivery and Budget Implementation Plan.

The Resolution further requires that the signed addendums to the performance plans of senior managers following the amendment of the 2023/24 Service Delivery and Budget Implementation Plan be submitted to Council.

The signed addendums to the performance plans of the Municipal Manager and Directors are herewith submitted to Council in compliance with the Resolution of Council in this regard.

3. **Discussion**

The 2024/25 Service Delivery and Budget Implementation Plan is aligned with the Strategic Objectives and Predetermined Objectives as detailed in the 2024/25 Integrated Development Plan.

The content of the Service Delivery and Budget Implementation Plan forms the basis of the Performance Agreements of Section 57 Employees.

4. **Financial Implications**

Completed by BTO -	Not applicable
Project Description	
Ukey no.	

Budgeted Amount	
Amount spent and committed to date	
Amount Available	
Comment	

5. **Applicable Legislation**

Section 23 of the Performance Management Regulations for Municipal Managers and Managers directly accountable to Municipal Managers R805 dated 1 August 2006 provides as follows:

"23. The purpose of the agreement is to:

(1) Comply with the provisions of Section 57(1)(b), (4A), (4B)and (5) of the Act as well as the employment contract entered into between the parties;

(2) Specify objectives and targets defined and agreed with the employee and to communicate to the employee the employer's expectations of the employee's performance and accountabilities in alignment with the Integrated Development Plan, Service Delivery and Budget Implementation Plan (SDBIP) and the Budget of the municipality;

(3) Specify accountabilities as set out in a performance plan, which forms an annexure to the performance agreement;

(4) Monitor and measure performance against set targeted outputs;

(5) Use the performance agreement as the basis for assessing whether the employee has met the performance expectations applicable to his or her job;

(6) In the event of outstanding performance, to appropriately reward the employee; and
(7) give effect to the employer's commitment to a performance-orientated relationship with its employee in attaining equitable and improved service delivery."

6. **Legal Implications**

No legal implications are foreseen.

7. **Other Implications**

No other implications are foreseen.

8. **Comments by Directorates:**

8.1 **Chief Financial Officer:**

Report noted.

8.2 **Acting Director: Planning & Development**

Noted.

8.3 **Director: Civil & Water Services**

Item noted.

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

Noted.

8.5 **Acting Director: Community Services**

Noted.

8.6 **Deputy Municipal Manager**

Noted.

8.7 **Municipal Manager**

The performance plans of the Municipal Manager and Directors are based on the Service Delivery and Budget Implementation Plan for the 2023/24 year as amended by Council per Resolution 24/03/MM5 dated 27 March 2024 and per Resolution 24/04/MM3 dated 30 April 2024.

9. **Delegated Authority**

Not applicable

10. **Recommendations**

10.1 That the addendums to the performance plans of Senior Managers following the amendments to the 2023/24 Service Delivery and Budget Implementation Plan as approved by Council on 24 March 2024 per Resolution 24/03/MM5 and on 30 April 2024 per Resolution 24/04/MM3, be noted.

Item prepared by the: Manager PMS

Item endorsed by the Municipal Manager:

KOUGA
local municipality
Good Governance through Service Excellence

ADDENDUM TO THE PERFORMANCE PLAN OF:

CHARL DU PLESSIS: MUNICIPAL MANAGER

FOR THE

2023/2024 FINANCIAL YEAR

1. **PURPOSE**

This addendum to the Performance Plan has the purpose to align the performance targets of the Employee with the amendments to the 2023/24 SDBIP as approved by Council on 27 March 2024.

This performance plan replaces the initial performance plan of the Employee for the 2023/24 year in its totality and this performance plan shall be used for the annual performance evaluation of the Employee for the 2023/24 financial year.

2. KEY RESPONSIBILITIES

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

3. PERFORMANCE REPORTING

3.2 The provisions of the Performance Agreement relative to performance reporting time frames is herewith re-confirmed.

3.3 Whereas Section 57 of the Local Government Municipal Systems Act, 2000 provides that the appointment of the Employee is subject to participation in the performance management system of the Employer, the Parties herewith agree that the non-

submission of performance information, on the electronic performance management systems and/or manually, on due dates as set out in the Performance Agreement may result therein that any possible performance reward due to the Employee may be forfeited at the discretion of the Employer.

4 KEY PERFORMANCE AREAS

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

KPA No	Key Performance Area	Weight
1	Infrastructure and Basic Service Delivery	40
2.	Municipal Financial Viability and Management	40
3.	Good Governance and Public Participation	10
4.	Local Economic Development	10
	Total	100

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

5.1 KEY PERFORMANCE INDICATORS

The following Key Performance Indicators (KPI's) provides the means of measurement and details of performance evidence to be used in assessing progress towards, and/or achievement of the set target. The weightings show the relative importance of the key objectives to each other.

NO	IDP REF	KEY PERFORMANCE AREA	IDP: INSTITUTIONAL GOAL	KEY PERFORMANCE INDICATOR	Weighting	BASELINE	TARGET	QUARTERLY TARGETs				EVIDENCE	VERIFICATION	STANDARDS
								Q1	Q2	Q3	Q4			
1	Cp9, cp17-00, cp19003 Cp19004 Cp19005 Cp78001 Cp78002 Cp78003 Cp78004 Cp78005 Cp56001 Cp72002 Cp98012 Cp98013	KPA 1: Infrastructure and Basic Service Delivery	Goal 1: Provide quality sustainable municipal infrastructure to consistently maintaining and improving the needs of the people of Kouga	% Expenditure of Capital budget provision for capital projects (Inclusive of adjustments up to 31 December 2023)	5.5%	95%	~~95%~~ 90%	~~5 of 95%~~ 5 of 90%	~~40 of 95%~~ 40 of 90%	~~75 of 95%~~ 75 of 90%	~~95 of 95%~~ 90 of 90%	Capital budget provisions and capital budget expenditure reports	Calculate percentage expenditure of capital budget provisions	1 = less than 75% 2 = 76 to 89% 3 = 90% 4 = 91 to 97% 5 = more than 97%
1.1		KPA 1: Infrastructure and Basic Service Delivery	Goal 1: Provide quality sustainable municipal infrastructure to consistently maintaining and improving the needs of the people of Kouga	% Expenditure of Capital budget provision for capital projects newly listed with the January 2024 Adjustments Budget	5.5%	New	50%	0	0	5%	50%	Adjustments Budget Capital budget provisions and capital budget expenditure reports on projects newly listed with the adjustments budget	Calculate percentage expenditure of capital budget provisions	1 = Less than 30% 2 = 31 to 49% 3 = 50% 4 = 51 to 60% 5 = more than 60%
2		KPA 1: Infrastructure and Basic Service Delivery	Goal 1: Provide quality sustainable municipal infrastructure to consistently maintaining and improving the needs of the people of Kouga	% of Households with access to basic level of water (Based on availability fees on service accounts)	5.5%	New	100%	100%	100%	100%	100%	Records of availability fees for water levied on service accounts	Number of water availability fees levied at start of reporting period/ number of water availability fees levied at end of reporting period X 100	1 = less than 75% 2 = 76 to 94% 3 = 95% 4 = 96 to 98% 5 = More than 98%

NO	IDP REF	KEY PERFORMANCE AREA	IDP: INSTITUTIONAL GOAL	KEY PERFORMANCE INDICATOR	Weighting	BASELINE	TARGET	QUARTERLY TARGETs				EVIDENCE	VERIFICATION	STANDARDS
								Q1	Q2	Q3	Q4			
3		KPA 1: Infrastructure and Basic Service Delivery	Goal 1: Provide quality sustainable municipal infrastructure to consistently maintaining and improving the needs of the people of Kouga	% of Households with access to basic level of Sanitation (Based on availability fees on service accounts)	5.5%	New	100%	100%	100%	100%	100%	Records of availability fees for sanitation levied on service accounts	Number of sanitation availability fees levied at start of reporting period/number of sanitation availability fees levied at end of reporting period X 100	1 = less than 75% 2 = 76 to 94% 3 = 95% 4 = 96 to 98% 5 = More than 98%
4	CP19004	KPA 1: Infrastructure and Basic Service Delivery	Goal 1: Provide quality sustainable municipal infrastructure to consistently maintaining and improving the needs of the people of Kouga	% of ~~DOE~~ DMRE grant funding by 30 June 2024	5.5%	100%	~~100%~~ 95%	5 of ~~100~~ 95%	45 of ~~100~~ 95%	75 of ~~100~~ 95%	~~100~~ 95 of ~~100~~ 95%	Records of ~~DOE~~ DMRE grant funding and DOE grant funding expenditure records	DMRE grant funding expenditure / DMRE grant funding received X 100	1 = less than 75% 2 = 76 to 94% 3 = 95% 4 = 96 to 98% 5 = More than 98%
5	cp19003 Cp19004 Cp19005 Cp78001 Cp78002 Cp78003 Cp78004 Cp78005 Cp56001 Cp72002	KPA 1: Infrastructure and Basic Service Delivery	Goal 1: Provide quality sustainable municipal infrastructure to consistently maintaining and improving the needs of the people of Kouga	% MIG grant funding expenditure by 30 June 2024	5.5%	100%	~~100~~ 95%	5 of ~~100~~ 95%	45 of ~~100~~ 95%	75 of ~~100~~ 90%	100 of ~~100~~ 95%	Records of MIG grant funding and MIG grant funding expenditure records	MIG grant funding expenditure / MIG grant funding received X 100	1 = less than 75% 2 = 76 to 94% 3 = 95% 4 = 96 to 98% 5 = More than 98%
6		KPA 1: Infrastructure and Basic Service Delivery	Goal 1: Provide quality sustainable municipal infrastructure to consistently	% of Formal Households with access to basic level of electricity (Based on availability	5.5%	New	100%	100%	100%	100%	100%	Records of availability fees for electricity levied on service accounts	Number of electricity availability fees levied at start of reporting period/number	

NO	IDP REF	KEY PERFORMANCE AREA	IDP: INSTITUTIONAL GOAL	KEY PERFORMANCE INDICATOR	Weighting	BASELINE	TARGET	QUARTERLY TARGETs				EVIDENCE	VERIFICATION	STANDARDS
								Q1	Q2	Q3	Q4			
			maintaining and improving the needs of the people of Kouga	fees on service accounts)									of electricity availability fees levied at end of reporting period X 100	
7	-	KPA 1: Infrastructure and Basic Service Delivery	Goal 1: Provide quality sustainable municipal infrastructure to consistently maintaining and improving the needs of the people of Kouga	% Non-distribution Electricity losses	5.5%	7.3%	Less than ~~7~~ 15%	~~7.3~~ <15%	~~7~~ <15%	~~7~~ <15%	~~7~~ <15%	Records of electricity purchases and electricity sold/ accounted for	(electricity sold + electricity accounted for) - 8% distribution loss / electricity purchased X 100	1 = more than 18% 2 = 15.1to 187% 3 = 15% 4 = 14.9 to 13% 5 = less than 13%
8	CP19003	KPA 1: Infrastructure and Basic Service Delivery	Goal 1: Provide quality sustainable municipal infrastructure to consistently maintaining and improving the needs of the people of Kouga	% Expenditure of EEDSM funding by 30 June 2024	5.5%	New	~~100~~ 95%	5 of ~~100~~ 95%	45 of ~~100~~ 95%	75 of ~~100~~ 95%	~~100~~ 95 of 100 95%	Records of EEDSM grant funding and EEDSM grant funding expenditure records	EEDSM grant funding expenditure / EEDSM grant funding received X 100	1 = less than 75% 2 = 76 to 94% 3 = 95% 4 = 96 to 98% 5 = more than 98%
9		KPA 1: Infrastructure and Basic Service Delivery	Goal 1: Provide quality sustainable municipal infrastructure to consistently maintaining and improving the needs of the people of Kouga	% Expenditure of WSIG grant funding	5.5%	New	~~100~~ 95%	5 of ~~100~~ 95%	45 of ~~100~~ 95%	75 of ~~100~~ 95%	~~100~~ 95 of ~~100~~ 95%	Records of WSIG grant funding and WSIG grant funding expenditure records	WSIG grant funding expenditure / WSIG grant funding received X 100	1 = less than 75% 2 = 76 to 94% 3 = 95% 4 = 96 to 98% 5 = more than 98%

NO	IDP REF	KEY PERFORMANCE AREA	IDP: INSTITUTIONAL GOAL	KEY PERFORMANCE INDICATOR	Weighting	BASELINE	TARGET	QUARTERLY TARGETs				EVIDENCE	VERIFICATION	STANDARDS
								Q1	Q2	Q3	Q4			
10		KPA 1: Infrastructure and Basic Service Delivery	Goal 1: Provide quality sustainable municipal infrastructure to consistently maintaining and improving the needs of the people of Kouga	% of Households with access to basic level of solid waste removal (Based on solid waste removal fees on service accounts)	5.5%	New	100%	100%	100%	100%	100%	Records of availability fees for solid waste removal levied on service accounts	Number of solid waste removal fees levied at start of reportng period/number of waste removal fees levied at end of reporting period X 100	1 = less than 75% 2 = 76 to 94% 3 = 95% 4 = 96 to 98% 5 = More than 98%
11		KPA 2: Local Economic Development	Goal 2: Create and facilitate a conducive environment that builds inclusive local economies, sustainable and decent employment	Number of FTE jobs created through LED initiatives and Capital Projects	5.5%	110	~~110~~ 10	1 of ~~110~~ 10	~~25~~ 3 of ~~110~~ 10	~~75~~ 7 of ~~110~~ 10	~~110~~ 10 of ~~110~~ 10	Proof of jobs created	A full-time equivalent job (FTE) refers to one person-year of employment. One person-year is equivalent to 230 person days of work. Person-years of employment = total number of person days of employment created for targeted labour during the year divided by 230. For task-rated workers, tasks completed should be used as a proxy for 8	1 = less than 5 2 = 5 to 6 3 = 7 4 = 8 to 9 5 = 10 or more

NO	IDP REF	KEY PERFORMANCE AREA	IDP: INSTITUTIONAL GOAL	KEY PERFORMANCE INDICATOR	Weighting	BASELINE	TARGET	QUARTERLY TARGETs				EVIDENCE	VERIFICATION	STANDARDS
								Q1	Q2	Q3	Q4			
													hours of work per day.	
12		KPA 3: Financial viability and management	Goal 3: Build the financial sustainability of Kouga by empowering staff to achieve good governance and clean administration which is committed to prudent management of funds by promoting accuracy and transparency	Liquidity Ratio equal to or higher than target	5.5%	0.24:1	~~0.04:1~~ 0.13:1	~~0.04:1~~ 0.13:1	~~0.04:1~~ 0.13:1	~~0.04:1~~ 0.13:1	~~0.04:1~~ 0.13:1	Monetary assets or cash and cash equivalents and current liabilities	Monetary assets or cash and cash equivalents divided by current liabilities	1 = less than 0.09:1 2 = 0.09:1 to 0.12:1 3 = 0.13:1 4 = 0.14:1 to 0.15:1 5 = better than 0.15:1
13	-	KPA 3: Financial viability and management	Goal 3: Build the financial sustainability of Kouga by empowering staff to achieve good governance and clean administration which is committed to prudent management of funds by promoting	% of total operational expenditure attributable to staff costs	5.5%	35%	35%	35%	35%	35%	35%	Total operational expenditure and total staff cost	Calculate total staff costs as a percentage of total operational expenditure	1 = more than 40% 2 = 36 to 39% 3 = 35% 4 = 34% 5 = less than 34%

NO	IDP REF	KEY PERFORMANCE AREA	IDP: INSTITUTIONAL GOAL	KEY PERFORMANCE INDICATOR	Weighting	BASELINE	TARGET	QUARTERLY TARGETs				EVIDENCE	VERIFICATION	STANDARDS
								Q1	Q2	Q3	Q4			
			accuracy and transparency											
14	FIN 001	KPA 3: Financial viability and management	Goal 3: Build the financial sustainability of Kouga by empowering staff to achieve good governance and clean administration which is committed to prudent management of funds by promoting accuracy and transparency	% Revenue collected against revenue raised	5.5%	94.32%	~~95~~ 92%	~~95~~ 92%	~~95~~ 92%	~~95~~ 92%	~~95~~ 92%	Financial records on revenue raised on municipal service accounts and financial records on revenue received on municipal service accounts	Revenue received / revenue raised X 100	1 = less than 85% 2 = 85% to 89% 3 = 90 to 91% 4 = 92 to 93% 5 = More than 93%
15		KPA 4: Good Governance and Public Participation	Goal 4: Create and environment for active public participation and administrative culture characterized by accountability, transparency and efficiency.	Number of reports submitted to Council on actions implemented to mitigate strategic risks	5.5%	4	~~4~~ 2	~~1 of 4~~ 0 of 2	~~2 of 4~~ 1 of 2	~~3 of 4~~ 1 of 2	~~4 of 4~~ 2 of 2	Council resolutions taken on reports on actions implemented to mitigate strategic risks	Count the number of reports submitted	1 = none 2 = 1 3 = 2 4 = 3 5 = more than 3
16		KPA 5: Institutional Development and Transformation	Goal 5: Provide professional, people centered human resources and	Number of appointments made in the top three layers of employment in	5.5%	9AM, 13CM,2IM, 13 WM, 5AF, 8CF, 0IF, 4WF	~~1AM/1AF and 1AF/1WF~~ 4	-	-	-	~~1AM/1AF and 1AF/1WF~~ 4	Employment Equity Plan and proof of appointments	Count the number of appointments made in the top three layers of	1 = 0 2 = 1 to 3 3 = 4 4 = 5 5 = more than 5

NO	IDP REF	KEY PERFORMANCE AREA	IDP: INSTITUTIONAL GOAL	KEY PERFORMANCE INDICATOR	Weighting	BASELINE	TARGET	QUARTERLY TARGETs				EVIDENCE	VERIFICATION	STANDARDS
								Q1	Q2	Q3	Q4			
			administrative services to Kouga citizens, staff and council for a transformed equitable and efficient local government	compliance with the Employment Equity Plan								made in the top three layers	employment in compliance with the Employment Equity Plan	
17	I&E085	KPA 5: Institutional development and transformation	Goal 5: Provide professional, people centered human resources and administrative services to Kouga citizens, staff and council for a transformed equitable and efficient local government	% Expenditure of LGSTA grant funding for staff development	5.5%	98%	~~100~~ 95%	5 of ~~100~~ 95%	40 of ~~100~~ 95%	75 of ~~100~~ 95%	~~100~~ 95 of ~~100~~ 95%	LGSETA grant funding received and expenditure reports against grant funding received	LGSETA Grant funding expenditure / LGSETA Grant funding received X 100	1 = less than 75% 2 = 76 to 99% 3 = 95% 4 = 96% 5 = More than 96%
Total weight					**100%**									

Thus, done and signed on this 1 day of APRIL 2024 in the presence of the undersigned witnesses

EMPLOYEE **EXECUTIVE MAYOR**

WITNESSES: _____

_____

KOUGA
local municipality
Good Governance through Service Excellence

ADDENDUM TO THE PERFORMANCE PLAN OF:

D DE JAGER: DEPUTY MUNICIPAL MANAGER

FOR THE

2023/2024 FINANCIAL YEAR

1. PURPOSE

This addendum to the Performance Plan has the purpose of aligning the performance targets of the Employee with the amendments to the 2023/24 SDBIP as approved by Council on 27 March 2024.

This performance plan replaces the initial performance plan of the Employee for the 2023/24 year in its totality and this performance plan shall be used for the annual performance evaluation of the Employee for the 2023/24 financial year.

2. KEY RESPONSIBILITIES

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

3. PERFORMANCE REPORTING

3.2 The provisions of the Performance Agreement relative to performance reporting time frames is herewith re-confirmed.

3.3 Whereas Section 57 of the Local Government Municipal Systems Act, 2000 provides that the appointment of the Employee is subject to participation in the performance management system of the Employer, the Parties herewith agree that the non-

submission of performance information, on the electronic performance management systems and/or manually, on due dates as set out in the Performance Agreement may result therein that any possible performance reward due to the Employee may be forfeited at the discretion of the Employer.

4 KEY PERFORMANCE AREAS

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

KPA No	Key Performance Area	Weight
1	Institutional Development and Transformation	30
2.	Good Governance and Public Participation	40
3.	Operational Targets	30
	Total	100

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

5.1 KEY PERFORMANCE INDICATORS

The following Key Performance Indicators (KPI's) provides the means of measurement and details of performance evidence to be used in assessing progress towards, and/or achievement of the set target. The weightings show the relative importance of the key objectives to each other.

NO	IDP REF	KEY PERFORMANCE AREA	IDP: INSTITUTIONAL GOAL	KEY PERFORMANCE INDICATOR	Weighting	BASELINE	TARGET	QUARTERLY TARGETs				EVIDENCE	VERIFICATION	STANDARDS
								Q1	Q2	Q3	Q4			
1	-	KPA 3: Financial viability and management	Goal 3: Build the financial sustainability of Kouga by empowering staff to achieve good governance and clean administration which is committed to prudent management of funds by promoting accuracy and transparency	% of total operational expenditure attributable to staff costs	8.3%	35%	35%	35%	35%	35%	35%	Total operational expenditure and total staff cost	Calculate total staff costs as a percentage of total operational expenditure	1 = more than 40% 2 = 36 to 39% 3 = 35% 4 = 34% 5 = less than 34%
2	MM 036 MM 037	KPA 4: Good Governance and Public Participation	Goal 1: Provide quality sustainable municipal infrastructure to consistently maintaining and improving the needs of the people of Kouga	% Expenditure of Ward Development Fund (Capex and Opex)	8.3%	New	95%	5 of 95%	40 of 95%	75 of 95%	95 of 95%	Ward Development fund budget provisions (Capex and Opex) and expenditure reports on ward development fund	Calculate percentage expenditure on budget provisions for ward development fund	1 = less than 75% 2 = 76 to 94% 3 = 95% 4 = 96 to 97% 5 = more than 97%
3		KPA 4: Good Governance and Public Participation	Goal 5: Provide professional, people centered human resources and administrative services to Kouga citizens, staff and council for a transformed equitable and	Number of Occupational Health and Safety Committee Meetings held	8.3%	4	4	1 of 4	2 of 4	3 of 4	4 of 4	Minutes of the meetings of the OHS Committee	Count the number of meetings held by the OHS Committee	1 = none 2 = 1 to 3 3= 4 4 = 5 5 = more than 5

NO	IDP REF	KEY PERFORMANCE AREA	IDP: INSTITUTIONAL GOAL	KEY PERFORMANCE INDICATOR	Weighting	BASELINE	TARGET	QUARTERLY TARGETs				EVIDENCE	VERIFICATION	STANDARDS
								Q1	Q2	Q3	Q4			
			efficient local government											
4		KPA 5: Institutional Development and Transformation	Goal 5: Provide professional, people centered human resources and administrative services to Kouga citizens, staff and council for a transformed equitable and efficient local government	Number of appointments made in the top three layers of employment in compliance with the Employment Equity Plan	8.3%	9AM, 13CM,2IM, 13 WM, 5AF, 8CF, 0IF, 4WF	~~1AM/1AF and 1AF/1WF~~ 4	-	-	-	~~1AM/1AF and 1AF/1WF~~ 4	Employment Equity Plan and proof of appointments made in the top three layers	Count the number of appointments made in the top three layers of employment in compliance with the Employment Equity Plan	1 = 0 2 = 1 to 3 3 = 4 4 = 5 5 = more than 5
5	I&E085	KPA 5: Institutional development and transformation	Goal 5: Provide professional, people centered human resources and administrative services to Kouga citizens, staff and council for a transformed equitable and efficient local government	% Expenditure of LGSTA grant funding for staff development	8.3%	98%	~~100~~ 95%	5 of ~~100~~ 95%	40 of ~~100~~ 95%	75 of ~~100~~ 95%	~~100~~ 95 of ~~100~~ 95%	LGSETA grant funding received and expenditure reports against grant funding received	LGSETA Grant funding expenditure / LGSETA Grant funding received X 100	1 = less than 75% 2 = 76 to 99% 3 = 95% 4 = 96% 5 = More than 96%

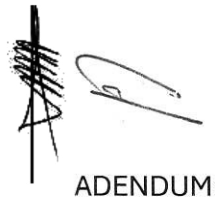
6. OPERATIONAL KEY PERFORMANCE INDICATORS ALLOCATED TO THE DEPUTY MUNICIPAL MANAGER

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

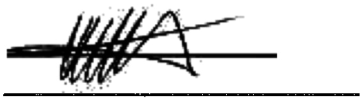
KEY PERFORMANCE AREA	IDP: INSTITUTIONAL GOAL	KEY PERFORMANCE INDICATOR	WEIGHT	TARGET	QUARTERLY TARGETS				EVIDENCE	VERIFICATION	STANDARDS
					Q1	Q2	Q3	Q4			
KPA 1: Infrastructure and Basic Service Delivery	Goal 1: Provide quality sustainable municipal infrastructure to consistently maintaining and improving the needs of the people of Kouga	% Of multiyear tenders extended as a result of not making an appointment in time	8.3%	0%	0%	0%	0%	0%	Contract register and list of multiyear tenders expiring in reporting period and proof of appointments made	Calculate percentage of multiyear tenders extended after contract termination date	1= More than 4% 2 = 3% 3=2% 4=1% 5=0%
KPA 3: Financial viability and management	Goal 3: Build the financial sustainability of Kouga by empowering staff to achieve good governance and clean administration which is committed to prudent management of funds by promoting accuracy and transparency	% compliance with the 10-working day turnaround target for the certification of invoices **(Standard Procurement of Goods and Services)** for payment and resubmission to finance calculated from date of receipt by the Directorate.	8.3%	100%	100%	100%	100%	100%	Invoice Register with return dates of certified invoices as received by Finance	Calculate the percentage of invoices resubmitted to Finance within the specified turnaround time	1 = less than 75% 2 = 76 to 94% 3 = 95% 4 = 96 to 98% 5 = more than 98%
KPA 4: Good Governance and Public Participation	Goal 4: Create and environment for active public participation and administrative culture characterized by accountability, transparency and efficiency.	Number of digitization projects implemented by 31 December 2023 (Agenda and Meeting Management)	8.3%	1	0 of 1	1 of 1	-	-	Proof of digitization project implemented and date of implementation	Count number of digitization projects implemented by 31 December 2023	1 = Not done 2 = completed after due date 3 = completed on due date 4 = completed 14 days before due date 5 = completed more than 14

KEY PERFORMANCE AREA	IDP: INSTITUTIONAL GOAL	KEY PERFORMANCE INDICATOR	WEIGHT	TARGET	QUARTERLY TARGETS				EVIDENCE	VERIFICATION	STANDARDS
					Q1	Q2	Q3	Q4			
											days before due date
KPA 4: Good Governance and Public Participation	Goal 4: Create and environment for active public participation and administrative culture characterized by accountability, transparency and efficiency.	Number of digitization projects implemented by 31 December 2023 (Records Management)	8.3%	1	0 of 1	1 of 1	-	-	Proof of digitization project implemented and date of implementation	Count number of digitization projects implemented by 31 December 2023	1 = Not done 2 = completed after due date 3 = completed on due date 4 = completed 14 days before due date 5 = completed more than 14 days before due date
KPA 4: Good Governance and Public Participation	Goal 4: Create and environment for active public participation and administrative culture characterized by accountability, transparency and efficiency.	Number of Annual Customer Satisfaction Surveys conducted by 30 September 2023	8.3%	1	1 of 1	-	-	-	Customer Satisfaction Survey Results	Count number of customer satisfaction surveys conducted by 30 September 2023	1 = Not done 2 = completed after due date 3 = completed on due date 4 = completed 14 days before due date 5 = completed more than 14 days before due date
KPA 4: Good Governance and Public Participation	Goal 4: Create and environment for active public participation and administrative culture characterized by accountability, transparency and efficiency.	% Up-time of the ICT Server System	8.3%	98%	98%	98%	98%	98%	Records of ICT Server up-time	Calculate % server uptime	1 = less than 75% 2 = 76 to 94% 3 = 95% 4 = 96 to 97% 5 = more than 97%
KPA 4: Good Governance and Public Participation	Goal 4: Create and environment for active public participation and administrative culture	% Up-Time of internet connectivity	8.3%	98%	98%	98%	98%	98%	Records of Internet Connectivity up-time	Calculate % internet connectivity	1 = less than 75% 2 = 76 to 94% 3 = 95%

KEY PERFORMANCE AREA	IDP: INSTITUTIONAL GOAL	KEY PERFORMANCE INDICATOR	WEIGHT	TARGET	QUARTERLY TARGETS				EVIDENCE	VERIFICATION	STANDARDS
					Q1	Q2	Q3	Q4			
	characterized by accountability, transparency and efficiency.										4 = 96 to 97% 5 = more than 97%
Total weight (Institutional and Operational Indicators)			**100%**								



Thus, done and signed on this 1 day of 04 2024 in the presence of the undersigned witnesses



EMPLOYEE



EMPLOYER

WITNESSES: _____

_____

KOUGA
local municipality
Good Governance through Service Excellence

ADDENDUM TO THE PERFORMANCE PLAN OF:

R LORGAT: CHIEF FINANCIAL OFFICER

FOR THE

2023/2024 FINANCIAL YEAR

1. **PURPOSE**

This addendum to the Performance Plan has the purpose to align the performance targets of the Employee with the amendments to the 2023/24 SDBIP as approved by Council on 27 March 2024.

This performance plan replaces the initial performance plan of the Employee for the 2023/24 year in its totality and this performance plan shall be used for the annual performance evaluation of the Employee for the 2023/24 financial year.

JR

2. KEY RESPONSIBILITIES

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

3. PERFORMANCE REPORTING

3.2 The provisions of the Performance Agreement relative to performance reporting time frames is herewith re-confirmed.

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

4 KEY PERFORMANCE AREAS

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

KPA No	Key Performance Area	Weight
1.	Municipal Financial Viability and Management	70
2.	Local Economic Development	10
4.	Operational Targets	20
	Total	100

JR

5. INSTITUTIONAL SERVICE DELIVERY AND BUDGET IMPLEMENTATION PLAN KEY PERFORMANCE INDICATORS ALLOCATED TO THE CHIEF FINANCIAL OFFICER

5.1 KEY PERFORMANCE INDICATORS

The following Key Performance Indicators (KPI's) provides the means of measurement and details of performance evidence to be used in assessing progress towards, and/or achievement of the set target. The weightings show the relative importance of the key objectives to each other.

NO	IDP REF	KEY PERFORMANCE AREA	IDP: INSTITUTIONAL GOAL	KEY PERFORMANCE INDICATOR	Weighting	BASELINE	TARGET	QUARTERLY TARGETs				EVIDENCE	VERIFICATION	STANDARDS
								Q1	Q2	Q3	Q4			
1	I&E 003	KPA 1: Infrastructure and Basic Service Delivery	Goal 1: Provide quality sustainable municipal infrastructure to consistently maintaining and improving the needs of the people of Kouga	~~% Reduction in Water losses compared to previous year~~ % Water Losses between water purchased/produced and water sold/ accounted for.	7.7%	54%	~~10%~~ <35%	~~5%~~ <35%	~~6%~~ <35%	~~8%~~ 35%	~~10%~~ <35%	Records of water purchased/ produced and records of water sold/ accounted for	~~Calculate percentage reduction in water losses against the 2022/23 year water losses~~ (water sold + water accounted for) / (water purchased + water produced) X 100	~~1 = less than 2%~~ ~~2 = 3 to 9%~~ ~~3 = 10%~~ ~~4 = 11 to 13%~~ ~~5 = more than 13%~~ 1 = More than 35% loss 2 = 35% loss 3 = 34% loss 4 = 30 to 33% loss 5 = less than 30% loss
2		KPA 2: Local Economic Development	Goal 2: Create and facilitate a conducive environment that builds inclusive local economies, sustainable and decent employment	Number of FTE jobs created through LED initiatives and Capital Projects	7.7%	110	~~110~~ 10	1 of ~~110~~ 10	~~25~~ 3 of ~~110~~ 10	~~75~~ 7 of ~~110~~ 10	~~110~~ 10 of ~~110~~ 10	Proof of jobs created	A full-time equivalent job (FTE) refers to one person-year of employment. One person-year is equivalent to 230 person days of work. Person-years of employment = total number of person days of employment created for targeted labour during	1 = less than 5 2 = 5 to 6 3 = 7 4 = 8 to 9 5 = 10 or more

JR LJ

NO	IDP REF	KEY PERFORMANCE AREA	IDP: INSTITUTIONAL GOAL	KEY PERFORMANCE INDICATOR	Weighting	BASELINE	TARGET	QUARTERLY TARGETs				EVIDENCE	VERIFICATION	STANDARDS
								Q1	Q2	Q3	Q4			
													the year divided by 230. For task-rated workers, tasks completed should be used as a proxy for 8 hours of work per day.	
3		KPA 3: Financial viability and management	Goal 3: Build the financial sustainability of Kouga by empowering staff to achieve good governance and clean administration which is committed to prudent management of funds by promoting accuracy and transparency	Current Ratio equal to or higher than target	7.7%	0.12:1	~~1.0:1~~ 0.93:1	~~1.0:1~~ 0.93:1	~~1.0:1~~ 0.93:1	~~1.0:1~~ 0.93:1	~~1.0:1~~ 0.93:1	Records of current assets and current liabilities	Divide current assets by current liabilities	1 = less than 0.81:1 2= 0.81:1 to 0.92:1 3 = 0.93:1 4 = 0.941:1 to 0.99:1 5 = better than 1:1
4		KPA 3: Financial viability and management	Goal 3: Build the financial sustainability of Kouga by empowering staff to achieve good	Liquidity Ratio equal to or higher than target	7.7%	0.24:1	~~0.04:1~~ 0.13:1	~~0.04:1~~ 0.13:1	~~0.04:1~~ 0.13:1	~~0.04:1~~ 0.13:1	~~0.04:1~~ 0.13:1	Monetary assets or cash and cash equivalents and current liabilities	Monetary assets or cash and cash equivalents divided by current liabilities	1 = less than 0.09:1 2 = 0.09:1 to 0.12:1 3 = 0.13:1 4 = 0.14:1 to 0.15:1

NO	IDP REF	KEY PERFORMANCE AREA	IDP: INSTITUTIONAL GOAL	KEY PERFORMANCE INDICATOR	Weighting	BASELINE	TARGET	QUARTERLY TARGETs				EVIDENCE	VERIFICATION	STANDARDS
								Q1	Q2	Q3	Q4			
			governance and clean administration which is committed to prudent management of funds by promoting accuracy and transparency											5 = better than 0.15:1
5	FIN 003	KPA 3: Financial viability and management	Goal 3: Build the financial sustainability of Kouga by empowering staff to achieve good governance and clean administration which is committed to prudent management of funds by promoting accuracy and transparency	% of indigent residents as per the indigent register with access to free basic services	7.7%	100%	100%	100%	100%	100%	100%	Indigent Register and records of free basic services	Calculate percentage of residents registered on the Indigent Register with access to free basic services	1 = less than 90% 2 = 91 to 99% 3 = 100% 4 = 100% with one indigent registration drive 5 = 100% with more than one indigent registration drive
6	FIN 001	KPA 3: Financial viability and management	Goal 3: Build the financial sustainability of Kouga by empowering staff to achieve good governance	% Revenue collected against revenue raised	7.7%	94.32%	~~95~~ 92%	~~95~~ 92%	~~95~~ 92%	~~95~~ 92%	~~95~~ 92%	Financial records on revenue raised on municipal service accounts and financial	Revenue received / revenue raised X 100	1 = less than 85% 2 = 85% to 89% 3 = 90 to 91% 4 = 92 to 93% 5 = More than 93%

NO	IDP REF	KEY PERFORMANCE AREA	IDP: INSTITUTIONAL GOAL	KEY PERFORMANCE INDICATOR	Weighting	BASELINE	TARGET	QUARTERLY TARGETs				EVIDENCE	VERIFICATION	STANDARDS
								Q1	Q2	Q3	Q4			
			and clean administration which is committed to prudent management of funds by promoting accuracy and transparency									records on revenue received on municipal service accounts		
7	FIN 002	KPA 3: Financial viability and management	Goal 3: Build the financial sustainability of Kouga by empowering staff to achieve good governance and clean administration which is committed to prudent management of funds by promoting accuracy and transparency	% Creditors paid within 30 days of compliant invoice	7.7%	90%	~~100~~ 95%	~~100~~ 95%	~~100~~ 95%	~~100~~ 95%	~~100~~ 95%	Invoice register and proof of payment and payment dates	Total number of creditors paid within 30 days of compliant invoice / total number of creditors which submitted a compliant invoice relevant to the period evaluated x 100	1 = less than 90% 2 = 90% to 95% 3 = 95% 4 = 96 to 97% 5 = More than 97%

6. OPERATIONAL KEY PERFORMANCE INDICATORS ALLOCATED TO THE CHIEF FINANCIAL OFFICER

6.1 The following Key Performance Indicators (KPI's) has been allocated to the Chief Financial Officer and the Chief Financial Officer shall provide the details of the evidence that must be provided to show that a key objective has been obtained. The target dates describe the

timeframe in which the work must be achieved. The weightings show the relative importance of the key objectives to each other. These operational Key Performance Indicators shall be taken into account in all performance reviews and performance evaluations of the Chief Financial Officer relevant to the 2023/24 year.

KEY PERFORMANCE AREA	IDP: INSTITUTIONAL GOAL	KEY PERFORMANCE INDICATOR	WEIGHT	TARGET	QUARTERLY TARGET				EVIDENCE	VERIFICATION	STANDARDS
					Q1	Q2	Q3	Q4			
KPA 3: Financial viability and management	Goal 3: Build the financial sustainability of Kouga by empowering staff to achieve good governance and clean administration which is committed to prudent management of funds by promoting accuracy and transparency	Number of automations of residential meter reading projects implemented by 31 December 2023	7.7%	1	-	1 of 1	-	-	Proof of implementation	Count number of automated reading meter reading projects implemented by 31 December 2023	1 = Not done 2 = completed after due date 3 = completed on due date 4 = completed 14 days before due date 5 = completed more than 14 days before due date
KPA 3: Financial viability and management	Goal 3: Build the financial sustainability of Kouga by empowering staff to achieve good governance and clean administration	Number of Adjustments Budgets approved by Council by 28 February 2024	7.7%	1	0 of 1	0 of 1	1 of 1		Council Resolution on the adjustments budget submission	Count the number of adjustments budgets approved by Council by 28 February 2024	1 = Not done 2 = completed after due date 3 = completed on due date 4 = completed

KEY PERFORMANCE AREA	IDP: INSTITUTIONAL GOAL	KEY PERFORMANCE INDICATOR	WEIGHT	TARGET	QUARTERLY TARGET				EVIDENCE	VERIFICATION	STANDARDS
					Q1	Q2	Q3	Q4			
	which is committed to prudent management of funds by promoting accuracy and transparency										14 days before due date 5 = completed more than 14 days before due date
KPA 3: Financial viability and management	Goal 3: Build the financial sustainability of Kouga by empowering staff to achieve good governance and clean administration which is committed to prudent management of funds by promoting accuracy and transparency	Number of Draft Budgets approved by Council by 31 March 2024	7.7%	1	0 of 1	0 of 1	1 of 1		Council Resolution on the draft budget submission	Count the number of draft budgets approved by Council by 31 March 2024	1 = Not done 2 = completed after due date 3 = completed on due date 4 = completed 14 days before due date 5 = completed more than 14 days before due date
KPA 3: Financial viability and management	Goal 3: Build the financial sustainability of Kouga by empowering staff to achieve good governance and clean	Number of Budgets approved by Council by 31 May 2024	7.7%	1	0 of 1	0 of 1	0 of 1	1 of 1	Council Resolution on the budget submission	Count the number of budgets approved by Council by 31 May 2024	1 = Not done 2 = completed after due date 3 = completed on due date

KEY PERFORMANCE AREA	IDP: INSTITUTIONAL GOAL	KEY PERFORMANCE INDICATOR	WEIGHT	TARGET	QUARTERLY TARGET				EVIDENCE	VERIFICATION	STANDARDS
					Q1	Q2	Q3	Q4			
	administration which is committed to prudent management of funds by promoting accuracy and transparency										4 = completed 14 days before due date 5 = completed more than 14 days before due date
KPA 3: Financial viability and management	Goal 3: Build the financial sustainability of Kouga by empowering staff to achieve good governance and clean administration which is committed to prudent management of funds by promoting accuracy and transparency	% compliance with the 10-working day turnaround target for the certification of invoices **(Standard Procurement of Goods and Services)** for payment and resubmission to finance calculated from date of receipt by the Directorate.	7.7%	100%	100%	100%	100%	100%	Invoice Register with return dates of certified invoices as received by Finance	Calculate the percentage of invoices resubmitted to Finance within the specified turnaround time	1 = less than 75% 2 = 76 to 94% 3 = 95% 4 = 96 to 98% 5 = more than 98%
KPA 4: Good Governance and Public Participation	Goal 4: Create and environment for active public participation and	% Compliance with the implementation of then Audit Corrective Action Plan relevant to the	7.7%	100%	0 of 100%	0 of 100%	15 of 100%	100 of 100%	Audit Corrective Action Plan and measures implemented for the	Count number of actions required and number of actions implemented	1= less than 60% 2 = 61 to 90% 3 = 90% 4 = 91 to 95%

KEY PERFORMANCE AREA	IDP: INSTITUTIONAL GOAL	KEY PERFORMANCE INDICATOR	WEIGHT	TARGET	QUARTERLY TARGET				EVIDENCE	VERIFICATION	STANDARDS
					Q1	Q2	Q3	Q4			
	administrative culture characterized by accountability, transparency and efficiency.	2022/23 financial year for the Directorate Finance.							Directorate Finance	for the Directorate Finance and calculate percentage implemented	5 = more than 95%
Total Weight (Institutional and Operational Indicators)			**100%**								

Thus, done and signed on this 1 day of APRIL 2024 in the presence of the undersigned witnesses

EMPLOYEE **EMPLOYER**

WITNESSES:

KOUGA
local municipality
Good Governance through Service Excellence

ADDENDUM TO THE PERFORMANCE PLAN OF:

N MACHELESI: DIRETOR COMMUNITY SERVICES

FOR THE

2023/2024 FINANCIAL YEAR

1. PURPOSE

This addendum to the Performance Plan has the purpose of aligning the performance targets of the Employee with the amendments to the 2023/24 SDBIP as approved by Council on 27 March 2024.

This performance plan replaces the initial performance plan of the Employee for the 2023/24 year in its totality and this performance plan shall be used for the annual performance evaluation of the Employee for the 2023/24 financial year.

2. KEY RESPONSIBILITIES

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

3. PERFORMANCE REPORTING

3.2 The provisions of the Performance Agreement relative to performance reporting time frames is herewith re-confirmed.

3.3 Whereas Section 57 of the Local Government Municipal Systems Act, 2000 provides that the appointment of the Employee is subject to participation in the performance management system of the Employer, the Parties herewith agree that the non-

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submission of performance information, on the electronic performance management systems and/or manually, on due dates as set out in the Performance Agreement may result therein that any possible performance reward due to the Employee may be forfeited at the discretion of the Employer.

4 KEY PERFORMANCE AREAS

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

KPA No	Key Performance Area	Weight
1	Infrastructure and Basic Service Delivery	50
4.	Operational Targets	50
	Total	100

5. INSTITUTIONAL SERVICE DELIVERY AND BUDGET IMPLEMENTATION PLAN KEY PERFORMANCE INDICATORS ALLOCATED TO THE DIRECTOR COMMUNITY SERVICES

5.1 KEY PERFORMANCE INDICATORS

The following Key Performance Indicators (KPI's) provides the means of measurement and details of performance evidence to be used in assessing progress towards, and/or achievement of the set target. The weightings show the relative importance of the key objectives to each other.

NO	IDP REF	KEY PERFORMANCE AREA	IDP: INSTITUTIONAL GOAL	KEY PERFORMANCE INDICATOR	Weighting	BASELINE	TARGET	QUARTERLY TARGETs				EVIDENCE	VERIFICATION	STANDARDS
								Q1	Q2	Q3	Q4			
1	Cp9, cp17-00, cp19003 Cp19004 Cp19005 Cp78001 Cp78002 Cp78003 Cp78004 Cp78005 Cp56001 Cp72002 Cp98012 Cp98013	KPA 1: Infrastructure and Basic Service Delivery	Goal 1: Provide quality sustainable municipal infrastructure to consistently maintain and improve the needs of the people of Kouga	% Expenditure of Capital budget provision for capital projects	5.5%	95%	90%	5 of 90%	40 of 90%	75 of 90%	90 of 90%	Capital budget provisions and capital budget expenditure reports	Calculate the percentage expenditure of capital budget provisions	1 = less than 75% 2 = 76 to 89% 3 = 90% 4 = 91 to 97% 5 = more than 97%
2		KPA 1: Infrastructure and Basic Service Delivery	Goal 1: Provide quality sustainable municipal infrastructure to consistently maintain and improve the needs of the people of Kouga	Number of Seekoei Estuary Management Plans reviewed and submitted to DEDEAT by 30 June 2024	5.5%	New	1	0 of 1	0 of 1	0 of 1	1 of 1	Proof of submission to DEDEAT	Count the number of submissions to DEDEAT	1 = Not done 2 = completed after due date 3 = completed on due date 4 = completed 14 days before due date 5 = completed more than 14 days before due date
3		KPA 1: Infrastructure and Basic	Goal 1: Provide quality sustainable municipal	Number of Dune Management Plans (Paradise	5.5%	New	1	0 of 1	0 of 1	0 of 1	1 of 1	Proof of submission to DEDEAT	Count the number of submissions to DEDEAT	1 = Not done 2 = completed

NO	IDP REF	KEY PERFORMANCE AREA	IDP: INSTITUTIONAL GOAL	KEY PERFORMANCE INDICATOR	Weighting	BASELINE	TARGET	QUARTERLY TARGETs				EVIDENCE	VERIFICATION	STANDARDS
								Q1	Q2	Q3	Q4			
		Service Delivery	infrastructure to consistently maintain and improve the needs of the people of Kouga	Beach to Kabeljouws) developed and submitted to DEDEAT by 30 June 2024										after due date 3 = completed on due date 4 = completed 14 days before due date 5 = completed more than 14 days before due date
4		KPA 1: Infrastructure and Basic Service Delivery	Goal 1: Provide quality sustainable municipal infrastructure to consistently maintain and improve the needs of the people of Kouga	Number of EIA's applications submitted to DEDEAT by 30 June 2024 for the extension of the KwaNomzamo Cemetery	5.5%	New	1	0 of 1	0 of 1	0 of 1	1 of 1	Proof of submission to DEDEAT	Count the number of submissions to DEDEAT	1 = Not done 2 = completed after due date 3 = completed on due date 4 = completed 14 days before due date 5 = completed more than 14 days before due date

NO	IDP REF	KEY PERFORMANCE AREA	IDP: INSTITUTIONAL GOAL	KEY PERFORMANCE INDICATOR	Weighting	BASELINE	TARGET	QUARTERLY TARGETs				EVIDENCE	VERIFICATION	STANDARDS
								Q1	Q2	Q3	Q4			
5		KPA 1: Infrastructure and Basic Service Delivery	Goal 1: Provide quality sustainable municipal infrastructure to consistently maintain and improve the needs of the people of Kouga	Number of EIA applications submitted to DEDEAT by 30 June 2024 for the extension of the Loerie Cemetery	5.5%	New	1	0 of 1	0 of 1	0 of 1	1 of 1	Proof of submission to DEDEAT	Count the number of submissions to DEDEAT	1 = Not done 2 = completed after due date 3 = completed on due date 4 = completed 14 days before due date 5 = completed more than 14 days before due date
6		KPA 1: Infrastructure and Basic Service Delivery	Goal 1: Provide quality sustainable municipal infrastructure to consistently maintain and improve the needs of the people of Kouga	Number of EIA's applications submitted to DEDEAT by 30 June 2024 for the extension of the Humansdorp Cemetery	5.5%	New	1	0 of 1	0 of 1	0 of 1	1 of 1	Proof of submission to DEDEAT	Count the number of submissions to DEDEAT	1 = Not done 2 = completed after due date 3 = completed on due date 4 = completed 14 days before due date 5 = completed more than

NO	IDP REF	KEY PERFORMANCE AREA	IDP: INSTITUTIONAL GOAL	KEY PERFORMANCE INDICATOR	Weighting	BASELINE	TARGET	QUARTERLY TARGETs				EVIDENCE	VERIFICATION	STANDARDS
								Q1	Q2	Q3	Q4			
														14 days before due date
7		KPA 1: Infrastructure and Basic Service Delivery	Goal 1: Provide quality sustainable municipal infrastructure to consistently maintain and improve the needs of the people of Kouga	% Compliance with the 15-minute response time for reported fire and rescue incidents (Hankey, Humansdorp, Jeffreys Bay, and St Francis Bay)	5.5%	75%	75%	75%	75%	75%	75%	Control Room incident register and response records	Calculated % compliance with the 15-minute response time for fire and rescue incidents	1 = less than 75% 2 = 76 to 94% 3 = 95% 4 = 96 to 98% 5 = more than 98%
8		KPA 1: Infrastructure and Basic Service Delivery	Goal 1: Provide quality sustainable municipal infrastructure to consistently maintain and improve the needs of the people of Kouga	Number of Formal Households with access to the basic level of solid waste removal (Based on solid waste removal fees on service accounts)	5.5%	New	20 000	0 of 1	0 of 1	0 of 1	1 of 1	Records of availability fees for solid waste removal levied on service accounts	Number of solid waste removal fees levied at the start of the reporting period/number of waste removal fees levied at the end of the reporting period X 100	1 = Less than 10 000 2 = 10 000 to 15 000 3 = 15 100 to 18 000 4 = 18 100 to 20 000 5 = more than 20 000
	KPA 1: Infrastructure and Basic Service Delivery	Provide professional, efficient, people-centred human	Number of Digitization Projects implemented by 31 March 2024		5.5%	New	2	0 of 2	0 of 2	2 of 2		Proof of Implementation of the projects by 31 March 2024	Count the number of Digitization Projects by 31st March '24	1 = Not done 2 = completed after the due date

NO	IDP REF	KEY PERFORMANCE AREA	IDP: INSTITUTIONAL GOAL	KEY PERFORMANCE INDICATOR	Weighting	BASELINE	TARGET	QUARTERLY TARGETs				EVIDENCE	VERIFICATION	STANDARDS
								Q1	Q2	Q3	Q4			
		resources and administration to Kouga citizens, staff, and council for a transformed equitable, and efficient local government.	(Community Services)											3 = completed on due date 4 = completed 14 days before the due date 5 = completed more than 14 days before due date

6. OPERATIONAL KEY PERFORMANCE INDICATORS ALLOCATED TO THE DIRECTOR COMMUNITY SERVICES

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

KEY PERFORMANCE AREA	IDP: INSTITUTIONAL GOAL	KEY PERFORMANCE INDICATOR	WEIGHT	TARGET	QUARTERLY TARGET				EVIDENCE	VERIFICATION	STANDARDS
					Q1	Q2	Q3	Q4			
KPA 1: Infrastructure and Basic Service Delivery	Climate Change Management	Number of Climate Change projects implemented by 30 June 2024 (4 x Tree Planting - 2000, 10 x Education and Awareness, 4 x Training, 2 x Energy Saving - 140 Bulbs) **Total Projects = 20**	5.5%	4	1 (4)	2 (8)	3 (12)	4 (16)	Implementation of Reports to Portfolio by 30th June 2024.	Count the number of Climate Change projects Implemented by 30th June '24	1 = None 2 = 1 to 15 3 = 15 – 20 4 = 20 to 25 5 = More than 25

KEY PERFORMANCE AREA	IDP: INSTITUTIONAL GOAL	KEY PERFORMANCE INDICATOR	WEIGHT	TARGET	QUARTERLY TARGET				EVIDENCE	VERIFICATION	STANDARDS
					Q1	Q2	Q3	Q4			
KPA 3: Financial viability and management	Goal 3: Build the financial sustainability of Kouga by empowering staff to achieve good governance and clean administration which is committed to prudent management of funds by promoting accuracy and transparency	% compliance with the 10-working day turnaround target for the certification of invoices **(Standard Procurement of Goods and Services)** for payment and re-submission to finance calculated from the date of receipt by the Directorate.	5.5%	100 %	100%	100%	100%	100%	Invoice Certification Register	Calculate the percentage of invoices re-submitted to Finance within the specified turnaround time	1 = less than 75% 2 = 76 to 94% 3 = 95% 4 = 96 to 98% 5 = more than 98%
KPA 4: Good Governance and Public Participation	Goal 4: Create an environment for active public participation and administrative culture characterized by accountability, transparency and efficiency.	Number of Reports Submitted on the Implementation of Ward-Based Priorities by 30th June 2024.	5.5%	4	1 of 4	2 of 4	3 of 4	4 of 4	Proof of Implementation Report to Portfolio.	Count the number of the Ward Based priorities submitted by 30th June 2024.	1 = None 2 = 1 to 3 3 = 4 4 = 5 5 = More than 5
KPA 1: Basic Services and Infrastructure	Review and implement Animal By-Law	Number of Animal By-Laws Reviewed and Submitted to	5.5%	1	0 of 1	0 of 1	1 of 1	1 of 1	Agenda + Council Resolution.	Minutes of the Meeting of Council where the Animal By-	1 = Not done 2 = completed after due date

KEY PERFORMANCE AREA	IDP: INSTITUTIONAL GOAL	KEY PERFORMANCE INDICATOR	WEIGHT	TARGET	QUARTERLY TARGET				EVIDENCE	VERIFICATION	STANDARDS
					Q1	Q2	Q3	Q4			
		Council by 31st March 2024.								Law was approved.	3 = completed on due date 4 = completed 14 days before due date 5 = completed more than 14 days before due date
KPA 1: Basic Services and Infrastructure	Develop Air Quality Management Plan	Develop an Air Quality Management Plan and Submit a report to DEDEAT by 30th June 2024	5.5%	1	0 of 1	0 of 1	0 of 1	1 of 1	Proof of submission to DEDEAT	Count the number of submissions to DEDEAT	1 = Not done 2 = completed after due date 3 = completed on due date 4 = completed 14 days before due date 5 = completed more than 14 days before due date
KPA 1: Basic Services and Infrastructure	Provide quality, sustainable municipal infrastructure to consistently maintain and improve the needs of the people of Kouga	Number of Public Safety Projects Implemented by 30 June 2024 (Education & Awareness - 4, Training - 4, Illegal Squatters Management - 36, Public Safety Campaigns - 4) Total Projects - 48	5.5%	48	12	24	36	48	Implementation of Reports to Portfolio by 30th June 2024.	Count the Number of Reports Submitted to the Portfolio.	1 = None 2 = 1 to 24 3 = 25 to 40 4 = 41 - 50 5 = More than 50
KPA 1: Basic Services and Infrastructure	Provide quality, sustainable municipal infrastructure to consistently maintain and	Number of MOU/MOA Concluded Partnerships for Integrated Waste	5.5%	2	0 of 2	0 of 2	2 of 2	2 of 2	2 x Signed MOU/MOA Partnerships implemented for Integrated Waste Management by	Count the Number of Partnerships implemented for Integrated Waste Management by	1 = Not done 2 = completed after due date 3 = completed on due date

KEY PERFORMANCE AREA	IDP: INSTITUTIONAL GOAL	KEY PERFORMANCE INDICATOR	WEIGHT	TARGET	QUARTERLY TARGET				EVIDENCE	VERIFICATION	STANDARDS
					Q1	Q2	Q3	Q4			
	improve the needs of the people of Kouga	Management by 31st March 2024. (Waste Minimization)							31st March 2024. (Waste Minimization)	31st March 2024. (Waste Minimization)	4 = completed 14 days before due date 5 = completed more than 14 days before due date
KPA 1: Basic Services and Infrastructure	Provide quality, sustainable municipal infrastructure to consistently maintain and improve the needs of the people of Kouga	Tons of waste recycled at the Humansdorp Landfill Waste Site by 30th June 2024.	5.5%	2 500	625	1250	1875	2500	Proof of Quarterly Recycling Reports to Portfolio.	Confirmation of recycling tonnages by Submitting Quarterly Recycling Reports.	1 = Less than 1 000 2 = 1 000 to 1 499 3 = 1 500 to 1 999 4 = 2 000 to 2 500 5 = More than 2 500
	Provide quality, sustainable municipal infrastructure to consistently maintain and improve the needs of the people of Kouga	% Compliance with Waste Site Licensing Conditions (Hankey and Humansdorp Landfill Sites) 30th June 2024.	5.5%	65 %	50 % of 65 %	55 % of 65%	60 % of 65 %	65 % of 65 %	65 % Compliance with Waste Site Licensing Conditions. Quarterly Internal Audit Report. External Annual Audit Report.	Quarterly Internal Audits + Annual External Audit Report.	1 = less than 50 % 2 = 50 % to 55 % 3 = 55 % to 60 % 4 = 60 % to 65 % 5 = more than 65 %
KPA 1: Basic Services and Infrastructure	Develop a Flood Management Plan.	Develop a Flood Management Plan by 30th April 2024	5.5%	1	0 of 1	0 of 1	0 of 1	1 of 1	Agenda + Council Resolution.	Council Resolution of the Flood Management Plan by 30th April 2024	1 = Not done 2 = completed after due date 3 = completed on due date 4 = completed 14 days before the due date 5 = completed more than 14 days before due date
Total Weight (Institutional and Operational)			**100%**								

Thus, done and signed on this 1 day of 04 2024 in the presence of the undersigned witnesses

EMPLOYEE **EMPLOYER**

WITNESSES:

KOUGA
local municipality
Good Governance through Service Excellence

ADDENDUM TO THE PERFORMANCE PLAN OF:

CHARLES DE KOCK

DIRECTOR CIVIL AND WATER SERVICES

FOR THE

2023/2024 FINANCIAL YEAR

1. **PURPOSE**

This addendum to the Performance Plan has the purpose to align the performance targets of the Employee with the amendments to the 2023/24 SDBIP as approved by Council on 27 March 2024.

This performance plan replaces the initial performance plan of the Employee for the 2023/24 year in its totality and this performance plan shall be used for the annual performance evaluation of the Employee for the 2023/24 financial year.

2. KEY RESPONSIBILITIES

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

3. PERFORMANCE REPORTING

3.2 The provisions of the Performance Agreement relative to performance reporting time frames is herewith re-confirmed.

3.3 Whereas Section 57 of the Local Government Municipal Systems Act, 2000 provides that the appointment of the Employee is subject to participation in the performance

management system of the Employer, the Parties herewith agree that the non-submission of performance information, on the electronic performance management systems and/or manually, on due dates as set out in the Performance Agreement may result therein that any possible performance reward due to the Employee may be forfeited at the discretion of the Employer.

4 KEY PERFORMANCE AREAS

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

KPA No	Key Performance Area	Weight
1	Infrastructure and Basic Service Delivery	80
2	**Local Economic** Development	5
3	Operational Targets	15
	Total	100

5. INSTITUTIONAL SERVICE DELIVERY AND BUDGET IMPLEMENTATION PLAN KEY PERFORMANCE INDICATORS ALLOCATED TO THE DIRECTOR CIVIL AND WATER SERVICES

5.1 KEY PERFORMANCE INDICATORS

The following Key Performance Indicators (KPI's) provides the means of measurement and details of performance evidence to be used in assessing progress towards, and/or achievement of the set target. The weightings show the relative importance of the key objectives to each other.

NO	IDP REF	KEY PERFORMANCE AREA	IDP: INSTITUTIONAL GOAL	KEY PERFORMANCE INDICATOR	Weighting	BASELINE	TARGET	QUARTERLY TARGETs				EVIDENCE	VERIFICATION	STANDARDS
								Q1	Q2	Q3	Q4			
1	Cp9, cp17-00, cp19003 Cp19004 Cp19005 Cp78001 Cp78002 Cp78003 Cp78004 Cp78005 Cp56001 Cp72002 Cp98012 Cp98013	KPA 1: Infrastructure and Basic Service Delivery	Goal 1: Provide quality sustainable municipal infrastructure to consistently maintaining and improving the needs of the people of Kouga	% Expenditure of Capital budget provision for capital projects (Budget provisions up to 31 December 2023)	10%	95%	~~95%~~ 90%	~~5 of 95%~~ 5 of 90%	~~40 of 95%~~ 40 of 90%	~~75 of 95%~~ 75 of 90%	~~95 of 95%~~ 90 of 90%	Capital budget provisions and capital budget expenditure reports	Calculate percentage expenditure of capital budget provisions	1 = less than 75% 2 = 76 to 89% 3 = 90% 4 = 91 to 97% 5 = more than 97%
1.1		KPA 1: Infrastructure and Basic Service Delivery	Goal 1: Provide quality sustainable municipal infrastructure to consistently maintaining and improving the needs of the people of Kouga	% Expenditure of Capital budget provision for capital projects newly listed with the January 2024 Adjustments Budget	10%	New	50%	0	0	5%	50%	Adjustments Budget Capital budget provisions and capital budget expenditure reports on projects newly listed with the adjustments budget	Calculate percentage expenditure of capital budget provisions	1 = Less than 30% 2 = 31 to 49% 3 = 50% 4 = 51 to 60% 5 = more than 60%
2	I&E 003	KPA 1: Infrastructure and Basic Service Delivery	Goal 1: Provide quality sustainable municipal infrastructure to consistently maintaining and improving the needs of the people of Kouga	~~% Reduction in Water losses compared to previous year~~ % Water Losses between water purchased/produced and water sold/ accounted for.	10%	54%	~~10%~~ <35%	~~5%~~ <35%	~~6%~~ <35%	~~8%~~ 35%	~~10%~~ <35%	Records of water purchased/ produced and records of water sold/ accounted for	~~Calculate percentage reduction in water losses against the 2022/23 year water losses~~ (water sold + water accounted for) / (water purchased +	~~1 = less than 2%~~ ~~2 = 3 to 9%~~ ~~3 = 10%~~ ~~4 = 11 to 13%~~ ~~5 = more than 13%~~ 1 = More than 35% loss 2 = 26 to 34% loss 3 = 25% 4 = 24.9 to 24.5%

NO	IDP REF	KEY PERFORMANCE AREA	IDP: INSTITUTIONAL GOAL	KEY PERFORMANCE INDICATOR	Weighting	BASELINE	TARGET	QUARTERLY TARGETs				EVIDENCE	VERIFICATION	STANDARDS
								Q1	Q2	Q3	Q4			
													water produced) X 100	5 = less than 24.5% loss
3		KPA 1: Infrastructure and Basic Service Delivery	Goal 1: Provide quality sustainable municipal infrastructure to consistently maintaining and improving the needs of the people of Kouga	% of Households with access to basic level of water (Based on availability fees on service accounts)	10%	New	100%	100%	100%	100%	100%	Records of availability fees for water levied on service accounts	Number of water availability fees levied at start of reporting period/ number of water availability fees levied at end of reporting period X 100	1 = less than 75% 2 = 76 to 94% 3 = 95% 4 = 96 to 98% 5 = More than 98%
4		KPA 1: Infrastructure and Basic Service Delivery	Goal 1: Provide quality sustainable municipal infrastructure to consistently maintaining and improving the needs of the people of Kouga	% of Households with access to basic level of Sanitation (Based on availability fees on service accounts)	10%	New	100%	100%	100%	100%	100%	Records of availability fees for sanitation levied on service accounts	Number of sanitation availability fees levied at start of reporting period/number of sanitation availability fees levied at end of reporting period X 100	1 = less than 75% 2 = 76 to 94% 3 = 95% 4 = 96 to 98% 5 = More than 98%
5	cp19003 Cp19004 Cp19005 Cp78001 Cp78002 Cp78003 Cp78004 Cp78005 Cp56001 Cp72002	KPA 1: Infrastructure and Basic Service Delivery	Goal 1: Provide quality sustainable municipal infrastructure to consistently maintaining and improving the needs of the people of Kouga	% MIG grant funding expenditure by 30 June 2024	10%	100%	~~100~~ 95%	5 of ~~100~~ 95%	45 of ~~100~~ 95%	75 of ~~100~~ 90%	100 of ~~100~~ 95%	Records of MIG grant funding and MIG grant funding expenditure records	MIG grant funding expenditure / MIG grant funding received X 100	1 = less than 75% 2 = 76 to 94% 3 = 95% 4 = 96 to 98% 5 = More than 98%

NO	IDP REF	KEY PERFORMANCE AREA	IDP: INSTITUTIONAL GOAL	KEY PERFORMANCE INDICATOR	Weighting	BASELINE	TARGET	QUARTERLY TARGETs				EVIDENCE	VERIFICATION	STANDARDS
								Q1	Q2	Q3	Q4			
6		KPA 1: Infrastructure and Basic Service Delivery	Goal 1: Provide quality sustainable municipal infrastructure to consistently maintaining and improving the needs of the people of Kouga	% Expenditure of WSIG grant funding	10%	New	~~100~~ 95%	5 of ~~100~~ 95%	45 of ~~100~~ 95%	75 of ~~100~~ 95%	~~100~~ 95 of ~~100~~ 95%	Records of WSIG grant funding and WSIG grant funding expenditure records	WSIG grant funding expenditure / WSIG grant funding received X 100	1 = less than 75% 2 = 76 to 94% 3 = 95% 4 = 96 to 98% 5 = more than 98%
7	I&E 004	KPA 1: Infrastructure and Basic Service Delivery	Goal 1: Provide quality sustainable municipal infrastructure to consistently maintaining and improving the needs of the people of Kouga	% SANS compliance for drinking water across all parameters	10%	97.93%	~~100~~ 90%	~~100~~ 90%	~~100~~ 90%	~~100~~ 90%	~~100~~ 90%	Laboratory reports on drinking water quality testing	Compliant samples / total samples taken X 100	1= less than 85% 2 = 86 to 89% 3 = 90% compliant with up to 10 incidents or exceptions 4 = 90% compliant with up to 5 incidents or exceptions 5 = 90% compliant no incidents or exceptions
8		KPA 2: Local Economic Development	Goal 2: Create and facilitate a conducive environment that builds inclusive local economies, sustainable and decent employment	Number of FTE jobs created through the EPWP and CDW program	10%	110	110	1 of 110	25 of 110	75 of 110	110 of 110	Proof of jobs created	A full-time equivalent job (FTE) refers to one person-year of employment. One person-year is equivalent to 230 person days of work.	1 = less than 90 2 = 91 to 109 3 = 110 4 = 111 to 115 5 = more than 115

NO	IDP REF	KEY PERFORMANCE AREA	IDP: INSTITUTIONAL GOAL	KEY PERFORMANCE INDICATOR	Weighting	BASELINE	TARGET	QUARTERLY TARGETs				EVIDENCE	VERIFICATION	STANDARDS
								Q1	Q2	Q3	Q4			
													Person-years of employment = total number of person days of employment created for targeted labour during the year divided by 230. For task-rated workers, tasks completed should be used as a proxy for 8 hours of work per day.	

6. OPERATIONAL KEY PERFORMANCE INDICATORS ALLOCATED TO THE DIRECTOR CIVIL AND WATER SERVICES

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

KEY PERFORMANCE AREA	IDP: INSTITUTIONAL GOAL	KEY PERFORMANCE INDICATOR	WEIGHT	TARGET	QUARTERLY TARGET				EVIDENCE	VERIFICATION	STANDARDS
					Q1	Q2	Q3	Q4			
KPA 3: Financial viability and management	Goal 3: Build the financial sustainability of Kouga by empowering staff to achieve good governance and clean administration which is committed to prudent management of funds by promoting accuracy and transparency	% compliance with the 15-working day turnaround target for the certification of invoices **(Construction Contracts)** for payment and resubmission to finance calculated from date of receipt by the Directorate.	10%	100%	100%	100%	100%	100%	Invoice Register with return dates of certified invoices as received by Finance	Calculate the percentage of invoices resubmitted to Finance within the specified turnaround time	1 = less than 75% 2 = 76 to 94% 3 = 95% 4 = 96 to 98% 5 = more than 98%
KPA 3: Financial viability and management	Goal 3: Build the financial sustainability of Kouga by empowering staff to achieve good governance and clean administration which is committed to prudent management of funds by promoting accuracy and transparency	% compliance with the 10-working day turnaround target for the certification of invoices **(Standard Procurement of Goods and Services)** for payment and resubmission to finance calculated from date of receipt by the Directorate.	10%	100%	100%	100%	100%	100%	Invoice Register with return dates of certified invoices as received by Finance	Calculate the percentage of invoices resubmitted to Finance within the specified turnaround time	1 = less than 75% 2 = 76 to 94% 3 = 95% 4 = 96 to 98% 5 = more than 98%
Total Weight (institutional and Operational Indicators)			**100%**								

Thus, done and signed on this 1 day of APRIL 2024 in the presence of the undersigned witnesses

EMPLOYEE **EMPLOYER**

WITNESSES:

KOUGA
local municipality
Good Governance through Service Excellence

ADDENDUM TO THE PERFORMANCE PLAN OF:

T MADATT: DIRECTOR ELECTRO-MECHANICAL SERVICES

FOR THE

2023/2024 FINANCIAL YEAR

1. **PURPOSE**

This addendum to the Performance Plan has the purpose of aligning the performance targets of the Employee with the amendments to the 2023/24 SDBIP as approved by Council on 27 March 2024.

This performance plan replaces the initial performance plan of the Employee for the 2023/24 year in its totality and this performance plan shall be used for the annual performance evaluation of the Employee for the 2023/24 financial year.

2. KEY RESPONSIBILITIES

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

3. PERFORMANCE REPORTING

3.2 The provisions of the Performance Agreement relative to performance reporting time frames is herewith re-confirmed.

3.3 Whereas Section 57 of the Local Government Municipal Systems Act, 2000 provides that the appointment of the Employee is subject to participation in the performance management system of the Employer, the Parties herewith agree that the non-

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submission of performance information, on the electronic performance management systems and/or manually, on due dates as set out in the Performance Agreement may result therein that any possible performance reward due to the Employee may be forfeited at the discretion of the Employer.

4 KEY PERFORMANCE AREAS

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

KPA No	Key Performance Area	Weight
1	Infrastructure and Basic Service Delivery	70
4.	Operational Targets	30
	Total	100

5. INSTITUTIONAL SERVICE DELIVERY AND BUDGET IMPLEMENTATION PLAN KEY PERFORMANCE INDICATORS ALLOCATED TO THE DIRECTOR ELECTRO-MECHANICAL SERVICES

5.1 KEY PERFORMANCE INDICATORS

The following Key Performance Indicators (KPI's) provides the means of measurement and details of performance evidence to be used in assessing progress towards, and/or achievement of the set target. The weightings show the relative importance of the key objectives to each other.

NO	IDP REF	KEY PERFORMANCE AREA	IDP: INSTITUTIONAL GOAL	KEY PERFORMANCE INDICATOR	Weighting	BASELINE	TARGET	QUARTERLY TARGETs				EVIDENCE	VERIFICATION	STANDARDS
								Q1	Q2	Q3	Q4			
1	Cp9, cp17-00, cp19003 Cp19004 Cp19005 Cp78001 Cp78002 Cp78003 Cp78004 Cp78005 Cp56001 Cp72002 Cp98012 Cp98013	KPA 1: Infrastructure and Basic Service Delivery	Goal 1: Provide quality sustainable municipal infrastructure to consistently maintaining and improving the needs of the people of Kouga	% Expenditure of Capital budget provision for capital projects	10%	95%	~~95%~~ 90%	~~5 of 95%~~ 5 of 90%	~~40 of 95%~~ 40 of 90%	~~75 of 95%~~ 75 of 90%	~~95 of 95%~~ 90 of 90%	Capital budget provisions and capital budget expenditure reports	Calculate percentage expenditure of capital budget provisions	1 = less than 75% 2 = 76 to 89% 3 = 90% 4 = 91 to 97% 5 = more than 97%
1.1		KPA 1: Infrastructure and Basic Service Delivery	Goal 1: Provide quality sustainable municipal infrastructure to consistently maintaining and improving the needs of the people of Kouga	% Expenditure of Capital budget provision for capital projects newly listed with the January 2024 Adjustments Budget	9%	New	50%	0	0	5%	50%	Adjustments Budget Capital budget provisions and capital budget expenditure reports on projects newly listed with the adjustments budget	Calculate percentage expenditure of capital budget provisions	1 = Less than 30% 2 = 31 to 49% 3 = 50% 4 = 51 to 60% 5 = more than 60%
2	CP19004	KPA 1: Infrastructure and Basic Service Delivery	Goal 1: Provide quality sustainable municipal infrastructure to consistently maintaining and improving the needs of	% of ~~DOE~~ DMRE grant funding by 30 June 2024	10%	100%	~~100%~~ 95%	5 of ~~100~~ 95%	45 of ~~100~~ 95%	75 of ~~100~~ 95%	~~100~~ 95 of ~~100~~ 95%	Records of ~~DOE~~ DMRE grant funding and DOE grant funding expenditure records	DMRE grant funding expenditure / DMRE grant funding received X 100	1 = less than 75% 2 = 76 to 94% 3 = 95% 4 = 96 to 98% 5 = More than 98%

NO	IDP REF	KEY PERFORMANCE AREA	IDP: INSTITUTIONAL GOAL	KEY PERFORMANCE INDICATOR	Weighting	BASELINE	TARGET	QUARTERLY TARGETs				EVIDENCE	VERIFICATION	STANDARDS
								Q1	Q2	Q3	Q4			
			the people of Kouga											
3		KPA 1: Infrastructure and Basic Service Delivery	Goal 1: Provide quality sustainable municipal infrastructure to consistently maintaining and improving the needs of the people of Kouga	% of Formal Households with access to basic level of electricity (Based on availability fees on service accounts)	10%	New	100%	100%	100%	100%	100%	Records of availability fees for electricity levied on service accounts	Number of electricity availability fees levied at start of reporting period/number of electricity availability fees levied at end of reporting period X 100	
4	-	KPA 1: Infrastructure and Basic Service Delivery	Goal 1: Provide quality sustainable municipal infrastructure to consistently maintaining and improving the needs of the people of Kouga	% Non-distribution Electricity losses	10%	7.3%	Less than ~~7~~ 15%	~~7.3~~ <15%	~~7~~ <15%	~~7~~ <15%	~~7~~ <15%	Records of electricity purchases and electricity sold/ accounted for	(electricity sold + electricity accounted for) - 8% distribution loss / electricity purchased X 100	1 = more than 18% 2 = 15.1to 187% 3 = 15% 4 = 14.9 to 13% 5 = less than 13%
5	CP19003	KPA 1: Infrastructure and Basic Service Delivery	Goal 1: Provide quality sustainable municipal infrastructure to consistently maintaining and improving the needs of the people of Kouga	% Expenditure of EEDSM funding by 30 June 2024	10%	New	~~100~~ 95%	5 of ~~100~~ 95%	45 of ~~100~~ 95%	75 of ~~100~~ 95%	~~100~~ 95 of 100 95%	Records of EEDSM grant funding and EEDSM grant funding expenditure records	EEDSM grant funding expenditure / EEDSM grant funding received X 100	1 = less than 75% 2 = 76 to 94% 3 = 95% 4 = 96 to 98% 5 = more than 98%
6		KPA 1: Infrastructure	Goal 1: Provide quality	% Of municipal fleet in	10%	95%	~~95~~ 90%	~~95~~ 90%	~~95~~ 90%	~~95~~ 90%	~~95~~ 90%	List of fleet, exclusive of	Number of fleet	1 = less than 75%

NO	IDP REF	KEY PERFORMANCE AREA	IDP: INSTITUTIONAL GOAL	KEY PERFORMANCE INDICATOR	Weighting	BASELINE	TARGET	QUARTERLY TARGETs				EVIDENCE	VERIFICATION	STANDARDS
								Q1	Q2	Q3	Q4			
		and Basic Service Delivery	sustainable municipal infrastructure to consistently maintaining and improving the needs of the people of Kouga	serviceable condition								fleet to be written off and list of serviceable fleet	operational / total fleet (exclusive of fleet to be written off/dIsposed) X 100	2 = 76 to 99% 3 = 90% 4 = 91 to 95% 5 = More than 95%

6. OPERATIONAL KEY PERFORMANCE INDICATORS ALLOCATED TO THE DIRECTOR ELECTRO/MECHANICAL

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

KEY PERFORMANCE AREA	IDP: INSTITUTIONAL GOAL	KEY PERFORMANCE INDICATOR	WEIGHT	TARGET	QUARTERLY TARGET				EVIDENCE	VERIFICATION	STANDARDS
					Q1	Q2	Q3	Q4			
KPA 1: Infrastructure and Basic Service Delivery	Goal 1: Provide quality sustainable municipal infrastructure to consistently maintaining and improving the needs of the people of Kouga	% Reduction on energy consumption of administrative municipal buildings compared to the 2022/23 year	9%	-5%	0 of -5%	-2 of -5%	-3 of -5%	-5 of -5%	Records of energy consumption for administrative municipal buildings for the current and previous year	Calculate percentage reduction in energy consumption for administrative municipal buildings between the current and previous year	1 = no reduction 2 = 1 to 4% reduction 3 = 5% reduction 4 = 5.1 to 6% reduction 5 = more than 6% reduction

KEY PERFORMANCE AREA	IDP: INSTITUTIONAL GOAL	KEY PERFORMANCE INDICATOR	WEIGHT	TARGET	QUARTERLY TARGET				EVIDENCE	VERIFICATION	STANDARDS
					Q1	Q2	Q3	Q4			
KPA 3: Financial viability and management	Goal 3: Build the financial sustainability of Kouga by empowering staff to achieve good governance and clean administration which is committed to prudent management of funds by promoting accuracy and transparency	% compliance with the 15-working day turnaround target for the certification of invoices **(Construction Contracts)** for payment and resubmission to finance calculated from date of receipt by the Directorate.	9%	100%	100%	100%	100%	100%	Invoice Register with return dates of certified invoices as received by Finance	Calculate the percentage of invoices resubmitted to Finance within the specified turnaround time	1 = less than 75% 2 = 76 to 94% 3 = 95% 4 = 96 to 98% 5 = more than 98%
KPA 3: Financial viability and management	Goal 3: Build the financial sustainability of Kouga by empowering staff to achieve good governance and clean administration which is committed to prudent management of funds by promoting accuracy and transparency	% compliance with the 10-working day turnaround target for the certification of invoices **(Standard Procurement of Goods and Services)** for payment and resubmission to finance calculated from date of receipt by the Directorate.	9%	100%	100%	100%	100%	100%	Invoice Register with return dates of certified invoices as received by Finance	Calculate the percentage of invoices resubmitted to Finance within the specified turnaround time	1 = less than 75% 2 = 76 to 94% 3 = 95% 4 = 96 to 98% 5 = more than 98%

KEY PERFORMANCE AREA	IDP: INSTITUTIONAL GOAL	KEY PERFORMANCE INDICATOR	WEIGHT	TARGET	QUARTERLY TARGET				EVIDENCE	VERIFICATION	STANDARDS
					Q1	Q2	Q3	Q4			
KPA 4: Good Governance and Public Participation	Goal 4: Create and environment for active public participation and administrative culture characterized by accountability, transparency and efficiency.	9%	10%	100%	0 of 100%	100 of 100%	-	-	Ward Based Priorities with priority listing, quantity and cost per priority	Calculate % ward based priorities identified, quantified and costed by 31 October 2023	1 = less than 75% 2 = 76 to 94% 3 = 95% 4 = 96 to 97% 5 = more than 97%
Total Weight (Institutional and Operational Indicators)			**100%**								

Thus, done and signed on this 1 day of APRIL 2024 in the presence of the undersigned witnesses

EMPLOYEE **EMPLOYER**

WITNESSES:

KOUGA
local municipality
Good Governance through Service Excellence

ADDENDUM TO THE PERFORMANCE PLAN OF:

L RAMAKUWELA: ACTING DIRECTOR PLANNING AND DEVELOPMENT

FOR THE

2023/2024 FINANCIAL YEAR

1. **PURPOSE**

This addendum to the Performance Plan has the purpose to align the performance targets of the Employee with the amendments to the 2023/24 SDBIP as approved by Council on 27 March 2024.

This performance plan replaces the initial performance plan of the Employee for the 2023/24 year in its totality and this performance plan shall be used for the annual performance evaluation of the Employee for the 2023/24 financial year.

2. KEY RESPONSIBILITIES

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

3. PERFORMANCE REPORTING

3.2 The provisions of the Performance Agreement relative to performance reporting time frames is herewith re-confirmed.

3.3 Whereas Section 57 of the Local Government Municipal Systems Act, 2000 provides that the appointment of the Employee is subject to participation in the performance management system of the Employer, the Parties herewith agree that the non-

submission of performance information, on the electronic performance management systems and/or manually, on due dates as set out in the Performance Agreement may result therein that any possible performance reward due to the Employee may be forfeited at the discretion of the Employer.

4 KEY PERFORMANCE AREAS

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

KPA No	Key Performance Area	Weight
1.	Municipal Financial Viability and Management	70
2.	Local Economic Development	10
4.	Operational Targets	20
	Total	100

5. INSTITUTIONAL SERVICE DELIVERY AND BUDGET IMPLEMENTATION PLAN KEY PERFORMANCE INDICATORS ALLOCATED TO THE ACTING DIRECTOR PLANNING AND DEVELOPMENT

5.1 KEY PERFORMANCE INDICATORS

The following Key Performance Indicators (KPI's) provides the means of measurement and details of performance evidence to be used in assessing progress towards, and/or achievement of the set target. The weightings show the relative importance of the key objectives to each other.

Kindly note that Key Performance Indicators highlighted in Green is relevant to the period of Acting Appointment as from 1 April 2024.

NO	IDP REF	KEY PERFORMANCE AREA	IDP: INSTITUTIONAL GOAL	KEY PERFORMANCE INDICATOR	Weighting	BASELINE	TARGET	QUARTERLY TARGETs				EVIDENCE	VERIFICATION	STANDARDS
								Q1	Q2	Q3	Q4			
1	Cp9, cp17001	KPA 2: Local Economic Development	Goal 2: Create and facilitate a conducive environment that builds inclusive local economies, sustainable and decent employment	% Expenditure of Capital Budget provisions for the Directorate (Limited to allocations following the adjustments budget)	12.5%	-	50%	N/a	N/a	N/a	50%	Capital budget provisions and capital budget expenditure reports	Calculate percentage expenditure of capital budget provisions	1 = less than 40% 2 = 40 to 49% 3 = 50% 4 = 51 to 60% 5 = more than 60%
2	MM 006	KPA 2: Local Economic Development	Goal 2: Create and facilitate a conducive environment that builds inclusive local economies, sustainable and decent employment	~~Number of Households formalized by 1 April 2024~~ Number of layout plans completed by 30 April 2024 for formalization of informal settlements	12.5%	2	2	0 of 2	1 of 2	2 of 2		Layout plans	Count number of layout plans approved by 30 April 2024	1 = Not done 2 = completed after due date 3 = completed on due date 4 = completed 14 days before due date 5 = completed more than 14 days before due date
3		KPA 2: Local Economic Development	Goal 2: Create and facilitate a conducive environment that builds inclusive local economies, sustainable and decent employment	Number of Annual Informal Household Audits conducted. By 30 September 2023. ~~(Full socio-economic survey with growth indicators from previous survey per area and consolidated)~~	12.5%	New	1	1 of 1	-	-	-	Informal Household Audit	Count number of Informal Household Audits conducted by 30 September 2023	1 = Not done 2 = completed after due date 3 = completed on due date 4 = completed 14 days before due date 5 = completed more than 14 days before due date



NO	IDP REF	KEY PERFORMANCE AREA	IDP: INSTITUTIONAL GOAL	KEY PERFORMANCE INDICATOR	Weighting	BASELINE	TARGET	QUARTERLY TARGETs				EVIDENCE	VERIFICATION	STANDARDS
								Q1	Q2	Q3	Q4			
4		KPA 2: Local Economic Development	Goal 2: Create and facilitate a conducive environment that builds inclusive local economies, sustainable and decent employment	% Of compliant building plans for building smaller than 500m2 finalized within 30 days of submission	12.5%	100%	~~100~~ 80%	~~100~~ 80%	~~100~~ 80%	~~100~~ 80%	~~100~~ 80%	Building Plan Register and Building Plan approvals	Number of building plans finalized within 30 days / number of compliant building plans received x100	1 = less than 75% 2 = 76 to 79% 3 = 80% 4 = 91 to 95% 5 = More than 95%
5		KPA 2: Local Economic Development	Goal 2: Create and facilitate a conducive environment that builds inclusive local economies, sustainable and decent employment	% Of compliant building plans for building larger than 500m2 finalized within 30 days of submission	12.5%	100%	~~100~~ 80%	~~100~~ 80%	~~100~~ 80%	~~100~~ 80%	~~100~~ 80%	Building Plan Register and Building Plan approvals	Number of building plans finalized within 30 days / number of compliant building plans received x100	1 = less than 75% 2 = 76 to 79% 3 = 80% 4 = 91 to 95% 5 = More than 95%
6		KPA 2: Local Economic Development	Goal 2: Create and facilitate a conducive environment that builds inclusive local economies, sustainable and decent employment	% Of land use applications finalized within 90 days of objection/ comment closing date	12.5%	39%	100%	100%	100%	100%	100%	Land Use Planning Register and approvals	Count number of land use applications at closing date for comment/ objections and count number of days for finalization and calculate percentage finalized within 90	1= less than 90% 2 = 91 to 94% 3 = 95% 4 = 96 to 97% 5 = more than 97%



NO	IDP REF	KEY PERFORMANCE AREA	IDP: INSTITUTIONAL GOAL	KEY PERFORMANCE INDICATOR	Weighting	BASELINE	TARGET	QUARTERLY TARGETs				EVIDENCE	VERIFICATION	STANDARDS
								Q1	Q2	Q3	Q4			
													days of closing date of notice period.	

6. OPERATIONAL KEY PERFORMANCE INDICATORS ALLOCATED TO THE DIRECTOR PLANNING AND DEVELOPMENT

6.1 The following Key Performance Indicators (KPI's) has been allocated to the Director Planning, Development and Tourism and the Director Planning, Development and Tourism shall provide the details of the evidence that must be provided to show that a key objective has been obtained. The target dates describe the timeframe in which the work must be achieved. The weightings show the relative importance of the key objectives to each other. These operational Key Performance Indicators shall be taken into account in all performance reviews and performance evaluations of the Director Planning, Development and Tourism relevant to the 2022/23 year.

KEY PERFORMANCE AREA	IDP: INSTITUTIONAL GOAL	KEY PERFORMANCE INDICATOR	WEIGHT	TARGET	QUARTERLY TARGET				EVIDENCE	VERIFICATION	STANDARDS
					Q1	Q2	Q3	Q4			
KPA 1: Infrastructure and Basic Service Delivery	Goal 1: Provide quality sustainable municipal infrastructure to consistently maintaining and improving the needs of the people of Kouga	% Of multiyear tenders extended as a result of not making an appointment in time	12.5%	0%	0%	0%	0%	0%	Contract register and list of multiyear tenders expiring in reporting period and proof of appointments made	Calculate percentage of multiyear tenders extended after contract termination date	1= More than 4% 2 = 3% 3=2% 4=1% 5=0%

KEY PERFORMANCE AREA	IDP: INSTITUTIONAL GOAL	KEY PERFORMANCE INDICATOR	WEIGHT	TARGET	QUARTERLY TARGET				EVIDENCE	VERIFICATION	STANDARDS
					Q1	Q2	Q3	Q4			
KPA 3: Financial viability and management	Goal 3: Build the financial sustainability of Kouga by empowering staff to achieve good governance and clean administration which is committed to prudent management of funds by promoting accuracy and transparency	% compliance with the 10-working day turnaround target for the certification of invoices **(Standard Procurement of Goods and Services)** for payment and resubmission to finance calculated from date of receipt by the Directorate.	12.5%	100%	100%	100%	100%	100%	Invoice Register with return dates of certified invoices as received by Finance	Calculate the percentage of invoices resubmitted to Finance within the specified turnaround time	1 = less than 75% 2 = 76 to 94% 3 = 95% 4 = 96 to 98% 5 = more than 98%
Total weighting (Institutional and Operational indicators)			**100%**								

Thus, done and signed on this 1st day of APRIL 2024 in the presence of the undersigned witnesses.

EMPLOYEE **EMPLOYER**

WITNESSES:

KOUGA MUNICIPALITY (EC 108)
ORDINARY COUNCIL MEETING
OFFICE OF THE MUNICIPAL MANAGER
OPEN
DATE: 30 JULY 2024
ITEM NO:**24/07/MM6**

REPORT ON THE DELEGATED AUTHORITY EXERCISED BY THE EXECUTIVE MAYOR

1. **Introduction**

The purpose of this item is to report to the Municipal Council on the delegated powers exercised by the Executive Mayor from the 3rd of June 2024 to the 18th of June 2024.

2. **Background**

At an Ordinary Council meeting held on the 30th of April 2024, the Municipal Council resolved to grant the Executive Mayor delegated authority to deal with all Council affairs during the recess period of the 03rd of June 2024 to the 18th of June 2024 attached as Annexure A to this report.

3. **Discussion**

For the period, two decisions were taken under delegated authority, further details are outlined below:

- Acting appointment approval: Director Planning and Development

During the recess period the acting appointment of the Acting Director Planning and Development came to an end as per the following Council resolution.

24/03/MM7 **ACTING APPOINTMENT APPROVAL: DIRECTOR PLANNING AND DEVELOPMENT**

Resolved (27 March 2024)

1. That the Council approves the acting appointment of Mr. Lawrence Ramakuwela for the period April 2024 to June 2024.

2. That a request for concurrence be directed at the MEC: CoGTA.

The recruitment process is underway and interviews were scheduled for the 2nd of July 2024. It therefore compels that the acting appointment be extended for a further period of three months to allow for the conclusion of the recruitment process. The acting appointment was therefore extended from the 1st of July 2024 to the 30th of September 2024. The said acting appointment would be terminated in the event that an appointment can be effected within the period.

The said acting appointment was made on the basis of continuation of service delivery to the residents of the Council as non-appointment would be detrimental to effective and efficient service delivery. The record of decision is attached hereto as Annexure B.

- Application for a of liquor trading registration certificate: Supers Guesthouse

The application was received in respect of the registration for liquor trading certificate from BLC Attorneys on behalf of Supers Guesthouse. In terms of the *Eastern Cape Liquor Act 10 of 2003*, notice was given to the Ward Committee (Ward 3) of the intention to apply for registration of liquor trading certificate on 20 January 2024, which was duly signed by the Ward Councillor.

As the necessary processes were followed in accordance with Eastern Cape Liquor Act 10 of 2003 and the Kouga Local Municipality By-Law on the Sale of Liquor and the Regulating of Trading Hours for Licenced Undertakings and Matters Incidental thereto, gazetted 11 November 2013, the application was approved. See attached Annexure C for processes followed. The Record of Decision is attached hereto as Annexure D.

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 63 of the Local Government: Municipal Systems Act No. 32 of 2000 provides as follows:

> *"63. Duty to report to delegating authorities.—*
> *A political structure, political office bearer, Councillor or staff member of a municipality to whom a delegating authority has delegated or sub-delegated a power or duty, must report to the delegating authority at such intervals as the delegating authority may require, on decisions taken in terms of that delegated or sub-delegated power or duty since the last report."*

6. **Legal Implications**

The Council has the right to exercise an oversight function over the delegated powers exercised by the delegatee herein.

The Council may either confirm, vary or revoke the decision subject to any rights that may have accrued to a person.

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 **Director: Electro-Mechanical Services**

Not applicable

8.5 **Director: Community Services**

Not applicable

8.6 **Deputy Municipal Manager**

Not applicable

8.7 **Acting Municipal Manager**

Recommendations supported.

9. **Delegated Authority**

Council

10. **Recommendations**

10.1 That the report on the delegated authority by the Executive Mayor be confirmed.

Item prepared by the: Acting Municipal Manager



Item approved by the: Acting Municipal Manager



Annexure A:

ORDINARY COUNCIL MEETING HELD ON 30 APRIL 2024: RESOLUTIONS

24/04/DMM12 COUNCIL RECESS: DELEGATED AUTHORITY: EXECUTIVE MAYOR IN CONSULTATION WITH THE MUNICIPAL MANAGER

Resolved (30 April 2024)

1. That it be noted that Council will be in recess for the period 03 June to 18 June 2024.

2. That the Executive Mayor, in consultation with the Municipal Manager, be granted delegated authority to deal with all Council affairs during the recess period from 03 June 2024 to 18 June 2024, restricted to the following:

2.1 The exercise of delegated authority shall exclude the passing of a by-law; approval of a 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;

2.2 That the parameters of the Supply Chain Management Policy be complied with.

3. That all matters dealt with by the Executive Mayor, which would conventionally have required a council resolution be submitted to Council in report format for review or approval at the Ordinary Council Meeting scheduled as per the institutional calendar in July 2024.

Proposed: Cllr R Foley Seconded: Cllr T Jantjes

Annexure B

RECORD OF DECISION OF EXECUTIVE MAYOR ON 7 JUNE 2024

Record of decision of Council taken by the Executive Mayor on 7 June 2024, by his Delegated authority in terms of Council Resolution **24/04/DMM12** during the Council recess period.

24/06/DMM2 ACTING APPOINTMENT APPROVAL: DIRECTOR PLANNING AND DEVELOPMENT

Resolved (7 June 2024)

1. That the acting appointment of Mr. Lawrence Ramakuwela for the period 01 July 2024 to 30 September 2024 be approved.

H BORNMAN
EXECUTIVE MAYOR

15 July 2024

DATE:

C DU PLESSIS
MUNICIPAL MANAGER

15 July 2024

DATE:

Annexure C

FORM 2
[REG 3 (1)]

EASTERN CAPE LIQUOR ACT, 2003 (Act No.10 of 200)

NOTICE TO THE WARD COMMITTEES, GOVERNING BODIES OF EDUCATIONAL INSTITUTIONS AND PLACES OF WORSHIP, OF INTENTION TO APPLY FOR REGISTRATION

Notice is hereby given that it is the intention to lodge the above-mentioned application, particulars of which appear hereunder, with the Board in column 1 on 12 FEBRUARY 2024

1	2	3	4
Name and number of Ward	Kind of registration applied for	Kind of liquor to be sold	Name under which business is to be conducted and particulars of the erf, street or farm
WARD 3 KOUGA MUNICIPALITY	ON CONSUMPTION	ALL KINDS OF LIQUOR	AT SUPERS GUEST HOUSE, ERF 5607, 15 PEPPER STREET, JEFFREY'S BAY

Place : GQEBERHA

Signature of applicant or person authorized to sign application

Date : 18 DECEMBER 2023

RECEIVED BY : WILLEM PETRUS DORMEHL GERTENBACH
(Full Names)

INSTITUTION : WARD 3 KOUGA MUNICIPALITY

SIGNATURE : WPD Gertenbach

DATE : 20 February 2024

Form 2A
(Reg. 3)

The Ward Committee

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

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

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

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

Regards,

EASTERN CAPE LIQUOR BOARD

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

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

Ward No.	3	Suburb/Village	WAVECREST
City/Town	JEFFREYS BAY		
Municipality	KOUGA MUNICIPALITY		
Ward Councillor	W P D GERTENBACH		

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

This further serves to confirm that:

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

Form 2A
(Reg. 3)

3. ATTENDANCE REGISTER FOR THE COMMUNITY MEETING HELD IN TERMS OF THE EASTERN CAPE LIQUOR ACT, 2003 (ACT 10 OF 2003) READ WITH REGULATIONS REGARDING APPLICATIONS FOR REGISTRATION[1]

FULL NAME AND SURNAME	PHYSICAL/RESIDENTIAL ADDRESS	CONTACT DETAILS (Telephone/Cellphone)	SIGNATURE
Ronelle Lingenfelder	23 Spekboom st Wilsonia	082 685 2245	
Gerome Dyers	23 Spekboom st Wilsonia	0836303111	
Sonia Swart	22 Palmsingel	0826844850	
LEA RODRIGUES	113 MIMOSA W/CHES	0721773679	
I S SOLLIS	101 Kingswood	0828348483	
ANDRE LOUBSER	74 TAMARISK SQUARE	082 552 5202	
WILLEM GERTENBACH	14 AD Kent Summerveld	0824603380	
JOSHUA SCHNURR	24 DE A.D KEET RD	082 900 1451	

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

Form 2A
(Reg. 3)

4. REPORT BY WARD COUNCILLOR

4.1 Was the applicant present or represented in the meeting	Yes	No
4.2 Was the applicant afforded an opportunity to make representation	Yes	No
Please provide details	SEE ATTACHED LIST.	

4.3 Were there any objections against the application?	YES	NO
Please provide details		

4.4 Does the ward committee support the application?	YES	NO
Please provide details		

Signed at JEFFREYS BAY on this 08 day of May 2024

Signature: W P D Gertenbach
(Chairperson of the Ward Committee)

Full Name: WILLEM P D GERTENBACH
(Chairperson of the Ward Committee)

KOUGA MUNICIPALITY
Ward/Wyk 3 Councillor
W. GERTENBACH
TEL: 042 200 2201

5. OFFICE OF THE SPEAKER OF COUNCIL

5.1 Was the ward community consultation report referred to above submitted to municipal council?	YES	NO
Please provide details	In terms of 59 of the Local Government: Municipal Systems Act 32 of 2000 delegating authority is granted to the Executive Mayor as per attached annexure, thus, it is hereby confirmed that I support the application and that the application will be submitted to the next Ordinary Council Meeting for condonation.	

Signed at Jeffreys Bay on this 13th day of June 20 24

Signature: pp
Speaker of Council or authorized person

Full Name: Hattingh Bornman
Speaker of Council

Speaker of Council's Official Date Stamp

Form 2A
(Reg. 3)

3. ATTENDANCE REGISTER FOR THE COMMUNITY MEETING HELD IN TERMS OF THE EASTERN CAPE LIQUOR ACT, 2003 (ACT 10 OF 2003) READ WITH REGULATIONS REGARDING APPLICATIONS FOR REGISTRATION[1]

FULL NAME AND SURNAME	PHYSICAL/RESIDENTIAL ADDRESS	CONTACT DETAILS (Telephone/Cellphone)	SIGNATURE
Salome Seal	Pepper 10, 12, 6.	042 2932957	S. Seal.
Maresa Meyer	Pepper 16, 11	0826592855	M Meyer.
Chris Cornelius	Pepper 13	0827807728	C. Cornelius
CHERON DOMAC	PEPPER 10, 8TC.	0826574553	

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

Form 2A
(Reg. 3)

3. ATTENDANCE REGISTER FOR THE COMMUNITY MEETING HELD IN TERMS OF THE EASTERN CAPE LIQUOR ACT, 2003 (ACT 10 OF 2003) READ WITH REGULATIONS REGARDING APPLICATIONS FOR REGISTRATION[1]

FULL NAME AND SURNAME	PHYSICAL/RESIDENTIAL ADDRESS	CONTACT DETAILS (Telephone/Cellphone)	SIGNATURE
Salome Seal	Pepper 10, 12, 6	042 2932957	S. Seal
Maresa Meyer	Pepper 16, 11	0826592855	M Meyer
Chris Cornelissen	Pepper 13	0827807728	C. Cornelissen
Wilna Grabe	H/V Pepper & [illegible]	0829557644	[illegible]

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

Annexure D

RECORD OF DECISION OF EXECUTIVE MAYOR ON 13 JUNE 2024

Record of decision of Council taken by the Executive Mayor on 13 June 2024, by his Delegated authority in terms of Council Resolution **24/04/DMM12** during the Council recess period.

24/06/DMM3 **APPLICATION FOR A OF LIQUOR TRADING REGISTRATION CERTIFICATE: SUPERS GUESTHOUSE**

Resolved (13 June 2024)

1. That the application brought forward for the registration of a Liquor Trading Certificate received from BLC Attorneys on behalf of the applicant be approved.



H BORNMAN
EXECUTIVE MAYOR

15 July 2024

DATE:



C DU PLESSIS
MUNICIPAL MANAGER

15 July 2024

DATE:

REPORTS BY THE EXECUTIVE MAYOR

KOUGA
local Municipality
Good Governance through Service Excellence

REPORTS BY THE PORTFOLIO CHAIRPERSON: FINANCE AND ECONOMIC DEVELOPMENT

KOUGA
local municipality
Good Governance through Service Excellence

KOUGA MUNICIPALITY (EC 108)
ORDINARY COUNCIL MEETING
FINANCE & ECONOMIC DEVELOPMENT
OPEN
DATE: 30 JULY 2024
ITEM NO: **24/07/FED8**

AUTHORISATION FOR KOUGA DELEGATION TO PARTICIPATE AND EXHIBIT KOUGA LOCALLY PRODUCED PRODUCTS AT THE CHINA INTERNATIONAL IMPORT EXPO (CIIE): 5 TO 10 NOVEMBER 2024

1. **Introduction**

The purpose of this item is to seek Council's approval for Kouga Local Municipal delegation to participate and exhibit locally produced products at the International Business import Expo in Shanghai from 5-10 November 2024.

2. **Background**

In 2018 Sarah Baartman District Municipality received its first invitation to exhibit at the China International Import Expo (CIIE) and that resulted into an interest such that SBDM was invited to exhibit again in 2023 and 2024. The result of the Expo saw SBDM receiving an open invitation to the Expo and a Letter of Intent where various items/commodities were requested from SBDM. An invitation was extended to Kouga Municipality to coordinate local producers and package products that are eligible for an export market for participation in the International Business Import Expo in Shanghai.

3. **Discussion**

The SBDM has encouraged local Municipalities' participation and to this extend provides financial and technical support to ensure that this initiative succeeds.

The district support for this initiative can be summarized as follows:

Costs for Packaging and shipping sample products from Gqeberha to Shanghai:

- All Registration costs for delegates at the Expo.
- Costs to Exhibition/Booth Space for region's products.
- Customs & Sample Clearances in port of entry Shanghai.
- On-site marketing integration and Representatives.
- On-site interpreter.
- Network facilitation.
- Logistics advice.

KLM FED department contacted local product owners (as identified by SBDM) that have potential eligibility for the export market in the Expo.
Selected products:

- Lelo's Biltong Bar – KwaNomzamo Humansdorp

- To Be Original (Pty) Ltd – Jeffreys Bay
- Routed Roasters CC (First Light Coffee) – Jeffreys Bay
- Mooihoek Strawberry Farming and Dried Fruits - Hankey
- Nomvula Knitters/Sibanye Knitters – Sea Vista
- Pabala Honey/Snails/Gin - Loerie
- Nozuko Blow Bead Work - Hankey

Official Itinerary is proposed as follows:

DATE	ITINERAY	PERSONS	REASON
28 October 2024	Depart from Gqeberha	A Jonck H Halgryn	Building and decorating SBDM/Kouga Expo Stall
3 November 2024	Depart from Gqeberha	Executive Mayor Director: FED MMC: FED	
4 November 2024	Arrive Shanghai	Executive Mayor Director: FED MMC: FED	
5 November 2024	Expo Opening	Executive Mayor Director: FED MMC: FED A Jonck H Halgryn	Business Meetings Marketing and Networking
6 – 7 November 2024	Expo Continue Depart to Jincheng Municipality	Executive Mayor Director: FED MMC: FED A Jonck H Halgryn	Business Meetings Marketing and Networking
8 – 10 November 2024	Jincheng Municipality Depart to Beijing	Executive Mayor Director: FED MMC: FED A Jonck	Official meetings, visits and networking
11 November 2024	Beijing	Executive Mayor Director: FED MMC: FED A Jonck	Official meetings, visits and networking
11 November 2024	Beijing Depart to SA – political delegation	Executive Mayor Director: FED MMC: FED	Embassy meeting Business meetings
11 November 2024	Shanghai	A Jonck H Halgryn	Local products and meetings with suppliers
12 November 2024	Shanghai	A Jonck H Halgryn Local product owners	Local products and meetings with suppliers

13 – 14 November 2024	Depart to South Africa	A Jonck H Halgryn Local Product owners	

Negotiations are currently on the go with DTI to possibly support the SMME's to attend the outbound mission for support in international flights and most expenses in China. The outbound mission will require extra days of business activities before and after the Expo.

Annexure A: SBDM Correspondence

4. **Financial Implications**

Completed by BTO -	
Project Description	Travel & Trade Shows
Ukey no.	20240131064506 KOUGA MUNICIPALITY 2024-06-24 BUDGET &TREASURY
Budgeted Amount	R600 000
Amount spent and committed to date	R203 199.17
Amount Available	R396 800.83
Comment	Financial support to potential and qualifying exhibitors will be limited to R10 000 each.

5. **Applicable Legislation**

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

Funds transferred to organisations and bodies outside government -

(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
(I)(c) make a further transfer to that organisation or body provided that-

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

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

(1) 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 unauthorized, 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**

Noted

8.3 **Director: Civil & Water Services**

Item noted.

8.4 **Director: Electro-Mechanical Services**

Noted

8.5 **Acting Director: Community Services**

Noted

8.6 **Deputy Municipal Manager**

Noted

8.7 **Municipal Manager**

Recommendations supported.

9. **Delegated Authority**

Council

10. **Recommendations**

10.1 That Council approves the participation of Kouga LM in the International Business Import Expo in November 2024 in Shanghai.

10.2 That Council approves the financial support rendered to local producers for sample products to be exhibited in the Expo and be limited to R10 000 per qualifying exhibitor.

10.3 That Council approves the following delegation to represent and participate in the International Business Import Expo in Shanghai:

KLM Executive Mayor: Cllr H Bornman
MMC: Finance & ED: Cllr L Maree
Director Finance & ED: Mr. R Lorgat
Acting Manager: ED & Tourism: Mrs. A Jonck
Tourism Officer: Mrs. H Halgryn

Item prepared by the: Acting Manager: ED&T A Jonck

Item approved by the Chief Financial Officer: _____

Item endorsed by the Municipal Manager: _____

Item noted by Portfolio Chairperson: _____

Annexure A: SBDM Correspondence

From: Daniels U. Unati <DanielsU@sbdm.co.za>
Sent: Wednesday, March 20, 2024 1:49 PM
To: Charl du plessis <cduplessis@kouga.gov.za>; eddierankwana@gmail.com; 'rdumezweni@ndlambe.gov.za' <rdumezweni@ndlambe.gov.za>; Pumelelo Kate <pkate@makana.gov.za>; klaasthabiso@gmail.com; patrickn@bcrm.gov.za; lucas.somtseu@koukamma.gov.za
Cc: Hattinghb <Hattinghb@gmail.com>; willemsafers@gmail.com; mayor@ndlambe.gov.za; yvara@makana.gov.za; solethu.lucas82@gmail.com; Bonisile A. Manxoweni <bonisile.manxoweni@gmail.com>; bonisile.manxoweni@bcrm.gov.za; 'Fuzile J. Yake' <Fuzile.yake@koukamma.gov.za>; David de Jager <ddejager@kouga.gov.za>; Municipal Manager <mm@srvm.gov.za>; MM - BEYERS NAUDE LM <mm@bnlm.gov.za>; kkani@ndlambe.gov.za; 'yalezwakhonza@makana.gov.za' <YalezwaKhonza@makana.gov.za>; phumza roxo <roxop@makana.gov.za>; Albertyu <Albertyu@sbdm.co.za>; Duma D. Magxwalisa <DMagxwalisa@sbdm.co.za>; Buyiswa B. Botha <bbotha@sbdm.co.za>; Clarissa Bender <cbender@sbdm.co.za Deon de Vos <ddevos@sbdm.co.za>
Subject: LM Invitation to the 2024 CIIE Expo

Dear Municipal Managers

Attached is your LM and Business invitation to participate in the 2024 China International Import Expo which is scheduled for November 2024. The reason the invite is issued early is to ensure that all logistics for travel and product packaging are done in time.

I am looking forward to your favourable responses.

32 GOVAN MBEKI AVENUE
PO BOX 318
PORT ELIZABETH
6000
SOUTH AFRICA
TEL: 041 508 7116
FAX: 041 508 7133 / 086 522 7224
www.sarahbaartman.co.za

Sarah Baartma
DISTRICT MUNICIPALIT
Province of the Eastern Ca
progress through developme

Our Ref: 3/4/1 Your Ref:

20 March 2024

The Municipal Manager
Blue Crane Route Local Municipality
Dr Beyers Naude Local Municipality
Kouga Local Municipality
Koukamma Local Municipality
Makana Local Municipality
Ndlambe Local Municipality
Sundays River Valley Local Municipality

INVITATION FOR CHINA INTERNATIONAL IMPORT EXPO 2024

Sarah Baartman District Municipality is continuing to support our local businesses and local municipalities to explore international tourism, export and investment opportunities. We are pleased to inform you that the SBDM Council has approved the participation of SBDM in the 2024 China International Import Expo which is scheduled to take place 5-10 Nov 2024.

Municipal Councils together with their local businesses are welcome to apply to participate and attend the abovementioned EXPO. This official visit to China will include participation in the EXPO and visits as well as meetings with Municipal and private partners of SBDM in China. An overview of the EXPO and Application Form is attached for your information.

Please share this invitation with all businesses who may be interested in your local area. The application form can submitted to the Manager: Trade and Investment Dr Albert Yu at albertyu@sbdm.co.za or Director Planning and Economic Development Mr. Duma Magxwalisa at DMagxwalisa@sbdm.co.za before 30 April 2024.

If your municipality wishes to join SBDM delegation at own costs kindly email the Director Planning and Economic Development Mr Duma Magxwalisa at DMagxwalisa@sbdm.co.za before 31st May 2024.

For any enquiries please do not hesitate to contact Dr Albert Yu via email or Mr Duma Magxwalisa.

Yours sincerely



中国国际进口博览会
CHINA INTERNATIONAL IMPORT EXPO

NEW ERA SHARED FUTURE

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The CIIE, an event to be held on an annual basis, will feature good performance, good results and continued success in the years to come.

The CIIE has become a showcase of China's new development paradigm, a platform for high-standard opening-up, and a public good for the whole world.

Xi sends letter to sixth CIIE, pledges high-standard opening up MORE>





Hosts

- Ministry of Commerce of the People's Republic of China
- Shanghai Municipal People's Government

Organizers

- China International Import Expo Bureau
- National Exhibition and Convention Center (Shanghai) Co., Ltd.

Partners

- World Trade Organization
- United Nations Development Programme
- United Nations Conference on Trade and Development
- Food and Agriculture Organization of the United Nations
- United Nations Industrial Development Organization
- International Trade Center

333 Songze Avenue, Shanghai, China ☎ 86+21-968888

KOUGA MUNICIPALITY (EC 108)
ORDINARY COUNCIL MEETING
FINANCE & ECONOMIC DEVELOPMENT
OPEN
DATE: 30 JULY 2024
ITEM NO: **24/07/FED16**

SUPPLY CHAIN MANAGEMENT YEAR ENDING STOCKTAKING AS AT THE END OF 30 JUNE 2024: S40 DISPOSAL MANAGEMENT (DISPOSAL OF SLOW-MOVING STOCK, REDUNDANT STOCK AND DAMAGED STOCK ITEMS)

1. Introduction

The purpose of this item is to report to Council with regards to Section 40 Disposal Management of the Supply Chain Management Policy. This report provides a true reflection of the total value of inventory on-hand on the 30 June 2024. This report also presents a summary of Slow Moving, Redundant and Damaged Stock for the Financial Year that ended for 2023/24 (30 June 2024).

2. Background

In terms of Section 6 of the Supply Chain Management Policy, the Council must maintain oversight over the implementation of this policy to ensure that the Accounting Officer implements all Supply Chain Management activities in accordance therewith.

An internal communication was approved by the Accounting Officer, and distributed accordingly and advising all directorates that the KLM Stores Section would be doing stock counting as advised. A year end stock taking was done on the 28 June 2024, based on the communication that was sent to all, see attached **Annexure A1.** The stocktaking procedure was clearly spelt in that memo and observed by our Internal Audit Team. The Auditor General was also invited and advised that our Internal Audit Team could perform the sampling on behalf of the Auditor General.

A sampling was done to test if our calculations, records, and proceedings were in-line with stipulated requirements. Such confirmation has been submitted by Internal Audit Team in writing, see attached **Annexure A2** reflecting the highest stock items.

All the KLM employees that were participating in the stocktaking are reflected on the attached memo, as reflected in **Annexure A1.** During counting, the stock section was able to issue emergency stock to service delivery departments. Those issues that were made on that day have been recorded accordingly. The purpose of the stocktaking exercise was to assess if the Stock/Inventory of KLM was properly managed during the financial year of 2023/24. This exercise identified weaknesses that were experienced by stores in that period.

The reports that are presented necessitated that SCM section apply section S40 of Disposal Management. Therefore, Slow Moving and Redundant Stock must be managed at guided by Section 40 of SCM Policy (Disposal Management)

In relation to disposal management, Section 40 of the Municipality's Supply Chain Management Policy stipulates the procedure to be followed when disposing of an asset; below is the procedure to be followed:

S40 Disposal Management:

1) In terms of section 14 of the Act, the municipality may not transfer ownership as a result of a sale or other transaction or otherwise permanently dispose of a capital asset needed to provide minimum level of basic municipal services.

2) A municipality may transfer ownership or otherwise dispose of capital assets other than one contemplated in subsection (1), but only after the council, in a meeting open to the public:

    a) has decided on reasonable grounds that the asset is not needed to provide the minimum level of basic municipal services; and
    b) has considered the fair marked value of the asset and the economic and community value to be received in exchange for the asset.

According to s40, subsection 4(c)" Movable assets are sold either by way of written price quotations, a competitive bidding process, or by public auction at the highest offered price, provided such price is market related."

This report seeks approval of Council to write-off inventory, listed on the attached **Annexures**. The inventory in question has satisfied the following requirements:

I. The inventory has expired and is redundant.
II. The inventory is of a specialised nature and has become outdated due to introduction of upgraded and more effective products.
III. The inventory cannot be used for the purpose for which it was originally intended for.
IV. The inventory is damaged and has been rendered useless.

After approval of this request by council, the SCM section will update its inventory registry/records/database for the purpose of proper management and record keeping. All the identified stock will be removed from the shelves or from bins and be kept aside until the Assets Section comes and collects them for auctioning. There were no stock damages.

3. **Discussion**

The various tables with regards to the above mentioned are reflected and attached as **Annexure A, Annexure A1 and A2**

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**

Municipal Supply Chain Regulations, Gazette No. 27636 dated 30 May 2005
Supply Chain Management Policy, as approved by Council.

6. **Legal Implications**

Should Council resolve to dispose of the assets listed herein, the Accounting Officer will be authorized to dispose with the assets in line with the applicable Legislation.

7. **Other Implications**

None

8. **Comments by Directorates:**

8.1 **Chief Financial Officer:**

Recommendation supported.

8.2 **Acting Director: Planning & Development**

Noted.

8.3 **Director: Civil & Water Services**

Noted.

8.4 **Director: Electro-Mechanical Services**

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 report of slow-making stock, redundant stock and damaged stock as at the end of 2023/2024 Financial Year.

10.2 That considering that any stock item that has not been issued by Stores Section For a minimum of three previous financial years by Stores. Those stock items allocated in those bins must be regarded as redundant stock items.

10.3 That the recommended disposal strategy by SCM section for redundant stock for the total value of **R 4606.58 (Excluding VAT**) which is reflected in Table 1 and 2 be put on a public auction, and after approval by Council these items will be removed.

10.4 That the damaged item as reflected in table 3 below to the value of **R44.95** be written off.

Item prepared by the Acting Manager SCM:

Item approved by the CFO:

Item endorsed by the Acting Municipal Manager:

Item noted by the Portfolio Councillor:

Annexure A:

2023/2024 Annual Stores Report

Attached hereto are the following: Tables for various stock, description, quantity, and the monetary value of each stock item as at the end of 30 June 2024.

TABLE 1: SLOW MOVING STOCK ITEMS

Stock Item	Description	Last Issue/ Rec	Quantity	Value
01-319	Ladies R/ Coat F/L Large	2/12/2015	12	R 849.60
05-306	Boxes Computer Lables	3/10/2013	3	R 552.88
05-418	Lexmark 11A3540	31/12/2019	2	R 210.60
05-510	Washer Clack	6/03/2018	9	R 364.41
02-549	Tees C/I 160mm x 110mm	BFWD	2	R 1 756.74
			TOTAL	**R 3 734.23**

TABLE 2: REDUNDANT STOCK ITEMS

Stock Item	Description	Last Issue/ Rec	Quantity	Value
05-481	Ladies R/ Coat F/L Large	22/06/2006	5	R 416.43
05-503	Ladies R/ Coat F/L XXL	30/08/2004	6	R 455.92
			TOTAL	**R 872.35**

TABLE 3: DAMAGED STOCK ITEMS

Stock Item	Description	Quantity	Value
03-190	Antifreeze 1lt- Green	1	R 44.95
		TOTAL	**R 44.95**

Total value of Table 1-3 = R4674.30

Table 4: STORES RECON 2023-2024

Balance	Start Balance	Stock Issued	Stock Received	JNL/ Return	End Balance
7/1/2023	17264548.48	1716318.44	1212978.83	10079.24	16771288.11
8/1/2023	16771288.11	1922753.44	1304119.94	53899.82	16206554.43
9/1/2023	16206554.43	1663071.47	1608862.45	173135.07	16325480.48
10/1/2023	16325480.48	1616803.85	2460756.30	62477.06	17231909.99
11/1/2023	17231909.99	1881421.32	4035796.58	36826.63	19423111.88
12/1/2023	19423111.88	1402397.27	2617192.74	586612.05	21224519.40
1/1/2024	21224519.40	1637175.49	1087434.73	20530.52	20695309.16
2/1/2024	20695309.16	1824654.66	1611511.02	48952.96	20531118.48
3/1/2024	20531118.48	1020298.04	1807985.84	-1113.94	21317692.34
4/1/2024	21317692.34	1757719.95	617618.24	61118.02	20238708.65
5/1/2024	20238708.65	2180247.66	2542251.59	-14240.09	20586472.49
6/1/2024	20586472.49	870078.43	964870.50	-1280.58	20679983.98
		19492940.02	**21871378.76**	**1036996.76**	
Opening Balance	**17264548.48**				
Minus Issues	19492940.02				
Plus Stock Receipt	21871378.76				
Plus Journals/ Returns	1036996.76				
Closing Balance 30/06/2024	**20679983.98**				

Attached hereto:

Annexure A1

Internal Memorandum on Stocktaking procedure with updated list of users.

Annexure A2

Highest value stock Items Count check and Confirmed by Internal Auditor

ANNEXURE A1

KOUGA
local municipality
Good Governance through Service Excellence

Cape St Francis
Hankey
Humansdorp
Jeffreys Bay
Loerie
Oyster Bay
Patensie
St Francis Bay
Thornhill

Postal: PO Box 21, Jeffreys Bay, 6330
Tel: 042 200 2200 / 042 200 8300
Fax: 042 200 8606
Email: registry@kouga.gov.za
Website: www.kouga.gov.za

INTERNAL MEMORANDUM

TO: MUNICIPAL MANAGER
ALL DIRECTORS
ALL MANAGERS
INTERNAL AUDITORS
AUDITOR GENERAL

FROM: CHIEF FINANCIAL OFFICER

ANNUAL STOCKTAKING BY SCM UNIT AT STORES FOR 2023/2024 FINANCIAL YEAR END (30 JUNE 2024)

1. **INTRODUCTION**

Kindly be advised that Annual Stocktaking of the Stores Section will take place on **28 June 2024** and the Stores Section will be closed from **26 June to 28 June 2024** to enable preparations for the annual stocktaking. Items will only be issued in the event of an emergency.

STOCK-TAKING OPERATIONAL PROCEDURE WILL BE AS FOLLOWS:

a. **Date of Physical stocktaking:**

The physical stocktaking will take place on 28 June 2024 from 08:00 am sharp.

b. **Time of stocktaking:**

All persons involved in the counting must report to KLM General Stores Building in St Croix Street, at 07:40 am on the 28 June 2024. A briefing session will be conducted by Mrs C. Groenewald (Acting SCM Manager), who will be explaining the deliverables and expectation of the process. Mr. E. Felix (Chief Accountant: Logistic and Disposal) at Stores will be present for the remainder of the day to attend to any issues that may arise during the counting. Immediately after the briefing in the morning the counting teams as listed below will commence with the counting.

c. **Locations to be counted:**

The count will be undertaken at the KLM General Store in St Croix Street.

d. **Counting Teams:**

The counting teams will conduct the physical stocktaking. A counting team consists of three (3) persons. The members of the counting teams are as follows:

Team A: A. Alexander A. Masoka A. Lloyd K. Didloft Sibongiwe Tyolwa Sinesipho Abela

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Website: www.kouga.gov.za

Team B:	D. Volontiya	A. Kolyt	C. Du Plessis	Steffen Nearon
Team C:	F. Msolo	~~M. Dayimani~~ S. Dabela	N. Mandeka	Mkhululi Solani
Team D:	D. Domingo	S. Raco	~~S. Tebekana~~ Devron	~~Athenkosi Mfecane~~
Team E:	Q. Babalo	A. Gorden	M. Yongama Satelo.	~~K. Didloft~~ ~~Zandile Kafoo~~

As a contingency measure the Fire Section has been requested for assistance to make available their staff for unforeseen cases. That has been confirmed by the team leader.

Ms A. Smith (Senior Accountant SCM) will capture the data provided by the teams and the check if stock is balancing as provided by datasheet that would be received from ICT on the 27 June 2024, after close of business.

Internal Auditor and Auditor-General's Office have also been requested to be present during the physical stocktaking procedure. If not available, each office would be expected to send a delegate to come and do sampling during or after the counting process.

e. **Counting Method:**

The counting teams will commence counting from different locations in the Storeroom. Once an item has been counted, a marker should be attached to the shelf to indicate that item has been counted.

All Counted stock/items must be recorded in ink and the recorder/scriber must initial any alterations/adjustment.

Stock items in the Stores, that do not appear on the printout, must be added in ink.

f. **Count Stationery and Control thereof:**

Pre-printed listing of all items on the Inventory System will be used to conduct the count. These listings will contain the following:

- The product code;
- The description of the item;
- A blank space where the quantity of the **first** count should be filled in; And
- A blank space where the quantity of the **second** count should be filled in if necessary;
- The teams on the day of counting will be depicted by different colours(coding).

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- The Stores Section expect more addition employees to come and assist with counting on that day. The additional names have not been confirmed, hence not added above yet.

These listings will be pre-numbered and recorded in a register for control purposes. Stock items counted will be marked, using coloured markers (stickers), to indicate that these items have been counted.

g. **Slow moving and damaged stock and possible redundant stock:**

A separate report of slow moving and redundant stock will be compiled after the physical stocktake procedure has been concluded.

h. **Movement of stock during the stocktake:**

Various directorates have been advised that Store Section will not issue goods during the period of the stocktake, **unless it is an emergency.** In the event of emergency stock being issued during the count, the following procedures should be followed:

- The Stocktake Controller must be notified immediately, before the stock is issued [that would be Mr. E. Felix (Chief Accountant: Logistic and Disposal)]
- The Storeman will issue items, whilst the requisition/s are to be handed to the Stocktake Controller for consideration and processing.
- The relevant adjustments should be made to the Stocktake Controller.
- A record must be kept of all issues during the stocktake.

The External Auditing and Internal Audit Team have been invited to take part in the process by means of doing/taking samples and do observation in some areas. The communication inviting both parties has been sent already. Both Internal and External Audit have accepted the invite for the Stocktaking.

Please do not hesitate to contact Mr. E. Felix (Chief Accountant: Logistic and Disposal) at Stores on Tel: (042) 2002 200 Ext: 2116 should you require any further clarity pertaining to the content of this memo, please use the telephone number mentioned above.

Yours faithfully,

.....
Mr R. LORGAT
CHIEF FINANCIAL OFFICER

.....
Mr. C. Du PLESSIS
MUNICIPAL MANAGER

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Yours faithfully,

.....
Mr R. LORGAT
CHIEF FINANCIAL OFFICER

.....
Mr. C. Du PLESSIS
MUNICIPAL MANAGER

ANNEXURE A2

20 Highest Stock Items - 30 June 2024

No.	Bin	Stock Number	Description	Unit Of Issue	Quantity On Hand	Value On Hand	Value per Item	Min Level	Max Level	Order Level
A	X	02-550	VALVE AVK SOCKETED 450MM	EACH	1	59 750,00	59 750,00	1	2	1
A	X	02-551	VALVE AVK PLAIN ENDED 450MM	EACH	1	59 610,00	59 610,00	0	0	0
A	X	02-524	VALVE AVK 400MM	EACH	2	82 657,92	41 328,96	2	5	1
A	X	02-523	VALVE AVK 350MM	EACH	5	195 693,08	39 138,62	2	6	1
A	X	02-626	NON RETURN VALVES 250MM	EACH	5	123 760,00	24 752,00	3	5	1
A	X	02-627	NON RETURN VALVES 200MM	EACH	2	30 860,00	15 430,00	3	5	1
A	L	03-419	NEW TYRES 255/100R16 FRONT 4X4	EACH	4	46 000,00	11 500,00	10	14	4
A	L	03-420	NEW TYRES 255/100R16 REAR 4X4	EACH	4	46 000,00	11 500,00	10	14	4
A	X	02-513	VALVES PLAIN ENDED 250MM	EACH	5	50 456,00	10 091,20	2	5	1
A	X	02-528	VALVES SOCKETED 250MM	EACH	3	29 091,21	9 697,07	3	7	2
A	P1	03-550	NEW TYRES 17.5 - 25 GRADER (16	EACH	8	71 031,12	8 878,89	6	10	4
A	X	02-620	FLANGED VALVE 250MM	EACH	4	34 912,00	8 728,00	6	10	4
A	Q	03-376	NEW TYRES 16.9 X 34 (14 X 34)	EACH	6	51 130,95	8 521,83	1	2	1
A	W	03-859	NEW TYRES 16.9 - 28 (14X28) RE	EACH	10	79 056,05	7 905,61	3	8	2
A	X	02-628	SOCKETED VALVES 200MM	EACH	4	31 129,12	7 782,28	6	10	3
A	V	03-375	NEW TYRES 16.9 X 30 (14 X 30)	EACH	6	45 253,16	7 542,19	3	6	2
A	X	02-514	VALVES PLAIN ENDED 200MM	EACH	5	37 115,48	7 423,10	2	5	1
A	X	02-617	VALVES SOCKETED 200MM	EACH	11	77 843,34	7 076,67	10	15	3
A	D	01-065	CIRCUIT BREAKERS 300AMP T/POLE	EACH	3	21 054,68	7 018,23	4	6	2
A	V	03-858	NEW TYRES 16.9 - 24 (14 X24) R	EACH	4	27 320,42	6 830,11	4	6	2

28/06/2024

KOUGA local municipality
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KOUGA MUNICIPALITY (EC 108)
ORDINARY COUNCIL MEETING
FINANCE & ECONOMIC DEVELOPMENT
OPEN
DATE: 30 JULY 2024
ITEM NO: **24/07/FED17**

AUCTION OF REDUNDANT ASSETS AND SCRAP METAL

1. **Introduction**

The purpose of this report is to submit the auction of redundant assets and scrap metal, for the month of June 2024

2. **Background**

In term Section 63 of the MFMA: Asset and liability management

(1) The accounting officer of a municipality is responsible for the management of

(a) the assets of the municipality, including the safeguarding and the maintenance of those assets; and

(b) the liabilities of the municipality

(2) The accounting officer of a municipality must take all reasonable steps, in terms of section 63(2) of the Municipal Finance Management Act (Act 56 of 2003), to ensure that:

a) The municipality has and maintains a management, accounting and information system that accounts for the assets of the municipality.

b) The municipality's assets are valued in accordance with standards of generally recognized accounting practice; and

c) The municipality has and maintains a system of internal control of assets, including an asset register, as September be prescribed by the municipality.

3. **Discussion**

The purpose of the item is to inform the Council that the auction of redundant assets and scrap metal took place on 25 June 2024.

Attached here to is a resolution taken by Council dated 27 March 2024 approving that the redundant assets be disposed of in terms the Supply Chain Management policy through a public auction / donation. (**Annexure A)**

3.1 **Background**

During the annual asset verification, redundant assets were identified that needs to be disposed.

Upon inspection of the different municipal yards, it was also found that there were many miscellaneous scrap items that could potentially be sold.
Some of the items identified include old engines, tyres and cables that were out of commission, and not cost effective to repair.

Assets that were identified as redundant or obsolete during this process was auctioned off to comply with MFMA Section 14 as well as the accounting standards.

On the 27 March 2024 council took a decision to dispose these items with carrying value of R 129 690.89

The asset department received applications for the donation of redundant and obsolete assets from the following public benefit organizations located in Andrieskraal:

- KleuterKraaltjie Kleuterskool

There was a total of 61 lots on auction which all went for bids ranging from as little as one hundred and fifteen rand (R115.00) to as much as one hundred and fifty five thousand two hundred and fifty rand (R155 250.00).

The total proceeds from the auction amount to R 1 108 140.00. **(Annexure B)**

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 Finance Management Act, 2003 (Act 56 of 2003,

6. **Legal Implications**

Should Council resolve to dispose of the assets listed herein, the Accounting Officer will be authorized to dispose of the assets in line with the applicable legislation.

7. **Other Implications**

Not applicable

8. **Comments by Directorates:**

8.1 **Chief Financial Officer:**

Recommendation supported.

8.2 **Acting Director: Planning & Development**

Noted.

8.3 **Director: Civil & Water Services**

Noted.

8.4 **Director: Electro-Mechanical Services**

Noted.

8.5 **Director: Community Services**

Noted.

8.6 **Deputy Municipal Manager**

Noted.

8.7 **Municipal Manager**

Noted.

9. **Delegated Authority**

Item must be noted by Council.

10. **Recommendations**

10.1 That Council notes the report on the auction of redundant assets and scrap metal.

Item prepared by the: Manager Asset and Investments



Item approved by the CFO:





Item endorsed by the Acting Municipal Manager:

Item noted by Portfolio Chairperson:



Annexure A

24/03/FED12 **CAPITAL ITEMS TO BE DISPOSED (MOVABLE ASSETS)**

Resolved (27 March 2024)

1. That the disposal of the condemned/redundant assets listed above be approved.

2. That the condemned/redundant assets listed above be removed from the Asset Register.

3. That the condemn/redundant assets listed above be disposed of in terms of the Supply Chain Management Policy through a public auction/donation in line with the provisions of Section 40(4)(c) and Section 40(4)(h) of the said Policy.

Annexure B

Specialists In Auctioneering a Private Treaty Sales of:
Insolvencies & Liquidations / Agricultural / Commercial / Industrial & Residential Properties Deceased / Divorced Settlements
Valuations / Appraisals / Movable Assets
Nationwide Online & Onsite

AUCTION-ALL (PTY) LTD

15 Kameelzynkraal, Welbekend, Pretoria, 1517
P.O.Box 11420, Erasmuskloof, 0048
Cell 083 280 4728 Office 087 1950 343
Martin Nel: 082 771 7947
Web: http://www.auction-all.com Email: yolande@auction-all.com
RegNr 2014/121584/07 VAT NR 4080276613

BANKING DETAILS: FNB
Account Name: Auction All (Pty) Ltd; Account No: 627 5335 4473
Account Type: CHEQUE; Branch: 250 655

UNFINALIZED SALES
#25-06-24@2024KOUGAMUNICIPALAUCTION | 25/06/2024

PRO FORMA

SELLER
KOUGA LOCAL MUNICIPALITY

TEL: N/A
CEL: 0422002200
FAX: N/A
VAT NR: 4070193497
ACCT NR: AF_J4LRGJZ

Lot	Item	B#	X	BID	EXC	VAT	INC
001	NISSAN BAKKIE	1	1	**0**	0.00	0.00	0.00
002	NISSAN BAKKIE	1	1	**0**	0.00	0.00	0.00
003	FORD BAKKIE	1	1	**0**	0.00	0.00	0.00
004	NISSAN BAKKIE	1	1	**19,550**	17,000.00	2,550.00	19,550.00
005	VEHICLE	1	1	**25,300**	22,000.00	3,300.00	25,300.00
006	FORD BAKKIE	1	1	**17,250**	15,000.00	2,250.00	17,250.00
007	NISSAN BAKKIE	1	1	**25,300**	22,000.00	3,300.00	25,300.00
008	OPEL BAKKIE WITHDRAWN	1	1	**0**	0.00	0.00	0.00
009	NISSAN BAKKIE	1	1	**10,350**	9,000.00	1,350.00	10,350.00
010	KOMATSU EXCAVATOR	1	1	**155,250**	135,000.00	20,250.00	155,250.00
011	VARIOUS CABLES	1	1	**25,300**	22,000.00	3,300.00	25,300.00
012	VARIOUS CABLES	1	1	**32,200**	28,000.00	4,200.00	32,200.00
013	CEMENT MIXER	1	1	**4,025**	3,500.00	525.00	4,025.00
014	LARGE TRANSFORMER	1	1	**12,650**	11,000.00	1,650.00	12,650.00
015	LARGE TRANSFORMER	1	1	**12,650**	11,000.00	1,650.00	12,650.00
016	TYRES	1	1	**5,175**	4,500.00	675.00	5,175.00
017	TYRES	1	1	**1,955**	1,700.00	255.00	1,955.00
018	TYRES	1	1	**1,725**	1,500.00	225.00	1,725.00
019	TYRES	1	1	**575**	500.00	75.00	575.00
020	ROAD SIGNS AND SCRAP	1	1	**2,300**	2,000.00	300.00	2,300.00
021	LARGE LOADING VEHICLE WITHDRAWN	1	1	**0**	0.00	0.00	0.00
022	VARIOUS PIPES	1	1	**345**	300.00	45.00	345.00
023	OFFICE EQUIPMENT AND REFRIGERATORS	1	1	**5,405**	4,700.00	705.00	5,405.00
024	VARIOUS PIPES	1	1	**1,955**	1,700.00	255.00	1,955.00
025	ROTATING DOOR WITH ASSEMBLY AND MOTORS	1	1	**2,185**	1,900.00	285.00	2,185.00
026	MOVABLES IN STORE ROOM	1	1	**2,070**	1,800.00	270.00	2,070.00
027	LARGE TRANSFORMER	1	1	**9,200**	8,000.00	1,200.00	9,200.00
028	CABLES, ELECTRICITY BOX AND EQUIPMENT	1	1	**51,750**	45,000.00	6,750.00	51,750.00
029	LARGE TRANSFORMER	1	1	**9,200**	8,000.00	1,200.00	9,200.00
030	LARGE TRANSFORMER	1	1	**44,850**	39,000.00	5,850.00	44,850.00
031	MULTIPLE TRANSFORMERS	1	1	**20,700**	18,000.00	2,700.00	20,700.00
032	LARGE TRANSFORMER	1	1	**59,800**	52,000.00	7,800.00	59,800.00
033	TRANSFORMER	1	1	**6,900**	6,000.00	900.00	6,900.00
034	LARGE ROLL OF ELECTRIC CABLES	1	1	**101,200**	88,000.00	13,200.00	101,200.00
035	LARGE ROLL OF ELECTRIC CABLES	1	1	**70,150**	61,000.00	9,150.00	70,150.00
101	LARGE TRANSFORMER	1	1	**18,400**	16,000.00	2,400.00	18,400.00
102	LARGE TRANSFORMER	1	1	**26,450**	23,000.00	3,450.00	26,450.00
103	LARGE TRANSFORMER	1	1	**23,000**	20,000.00	3,000.00	23,000.00
104	LARGE TRANSFORMER	1	1	**28,750**	25,000.00	3,750.00	28,750.00
105	LARGE TRANSFORMER	1	1	**5,750**	5,000.00	750.00	5,750.00
106	LARGE ELECTRICAL SUPPLY EQUIPMENT	1	1	**28,750**	25,000.00	3,750.00	28,750.00
107	TRANSFORMER	1	1	**10,350**	9,000.00	1,350.00	10,350.00
108	LARGE TRANSFORMER	1	1	**10,350**	9,000.00	1,350.00	10,350.00
109	LARGE TRANSFORMER	1	1	**24,150**	21,000.00	3,150.00	24,150.00
110	LARGE TRANSFORMER	1	1	**23,000**	20,000.00	3,000.00	23,000.00
111	LARGE TRANSFORMER	1	1	**17,250**	15,000.00	2,250.00	17,250.00

112	LARGE TRANSFORMER	1	1	**9,200**	8,000.00	1,200.00	9,200.00
113	LARGE TRANSFORMER	1	1	**42,550**	37,000.00	5,550.00	42,550.00
114	TRANSFORMER	1	1	**28,750**	25,000.00	3,750.00	28,750.00
037	ELECTRIC MOTOR	1	1	**2,875**	2,500.00	375.00	2,875.00
038	WHEEL BALANCER	1	1	**4,025**	3,500.00	525.00	4,025.00
039	PRESSURE WASHER	1	1	**7,475**	6,500.00	975.00	7,475.00
040	GEAR BOX	1	1	**115**	100.00	15.00	115.00
041	ENGINE	1	1	**1,265**	1,100.00	165.00	1,265.00
042	ENGINE	1	1	**1,035**	900.00	135.00	1,035.00
043	SCRAP METAL	1	1	**345**	300.00	45.00	345.00
044	COMPRESSOR	1	1	**4,600**	4,000.00	600.00	4,600.00
045	ELECTRIC SAW	1	1	**690**	600.00	90.00	690.00
046	ENGINE	1	1	**1,150**	1,000.00	150.00	1,150.00
047	ISUZU BAKKIE	1	1	**43,700**	38,000.00	5,700.00	43,700.00
036	PUMP	1	1	**6,900**	6,000.00	900.00	6,900.00
			61		963,600.00	144,540.00	1,108,140.00

EXPENSES	NOTE	BEFORE VAT	VAT	INCLUSIVE
TOTAL		**0.00**	**0.00**	**0.00**

DUE	BEFORE VAT	VAT	INCLUSIVE
SALES	**963600.00**	**144540.00**	**1108140.00**
COMMISSION	**0.00**	**0.00**	**0.00**
EXPENSES	**0.00**	**0.00**	**0.00**
TOTAL	**963600.00**	**144540.00**	**1108140.00**

NOT PAID

BANKING DETAILS: FNB
Account Name: Auction All (Pty) Ltd; Account No: 627 5335 4473
Account Type: CHEQUE; Branch: 250 655

Registration Deposit may be deducted from your payment total or refunded if you want to make a full EFT payment on the outstanding amount.

E&OE. This auction was administered with AuctionAll. Please visit www.theauction.com for more info.

KOUGA MUNICIPALITY (EC 108)
ORDINARY COUNCIL MEETING
FINANCE & ECONOMIC DEVELOPMENT
OPEN
DATE: 30 JULY 2024
ITEM NO: **24/07/FED18**

APPROVAL OF THE ABSA BANK FACILITY AGREEMENT AND THE GENERAL TERMS AND CONDITIONS OF THE FACILITY

1. **Introduction**

The purpose of this report is to seek Council's approval of the ABSA Bank Limited Facility Agreement, including associated terms and conditions.

2. **Background**

The Kouga Municipality has a facility of collecting monthly municipal bills via debit orders. The payment and collection of funds between banks are governed by the SA Reserve Bank via the National Payment System, as outlined in the National Payment Act 78 of 1998.

Before any bank may collect funds via debit order on behalf of a client (Municipality), it needs to ascertain whether the client (Municipality) has the necessary prior written authority to collect monies from another party's account.

The municipality annually collect rates, by way of debit orders, to the maximum amount of R7 million, and at times debit orders collected are returned unpaid, and for this purpose, ABSA has offered the Kouga Municipality, a Settlement Facility for Electronic Collections (Debit orders) in the amount of R 700 000 (10% of the R7 million expected collection by way of debit orders for annual rate payments).

ABSA further offered the municipality as a short-term direct facility of R5 million for an ABSA Fleet Card facility.

The mentioned facilities are all subject to the conclusion of an appropriate Facility Agreement.

In this regard the Council resolved on 31 May 2023, as follows:

23/03/CF1 APPROVAL OF FIRST RAND BANK LIMITED FACILITY AGREEMENT AND THE GENERAL TERMS AND CONDITIONS OF THE FACILITY

Resolved (31 May 2023)

1. *That Council approves the First Rand Bank Limited Facility Agreement, including the general terms and conditions associated therewith.*

2. *That the Municipal Manager be authorised to negotiate up to a maximum capital exposure of R 12,5 million.*

3. *That the Municipal Council resolves that any amendment to the facility will only be effected pursuant to a Council resolution, authorising such amendments.*

4. *That the Kouga Municipality has complied with, in so far as it relates to the facilities, with the relevant provisions of the Local Government: Municipal Finance Management Act, Act No 56 of 2003.*

5. *That Charl Du Plessis and Riaaz Naziem Lorgat in their respective capacities as Municipal Manager and Chief Financial Officer of the Kouga Municipality, be authorised and empowered to sign all the required documents on behalf of the Municipality.*

3. **Discussion**

For Council to consider and approve the recommendations submitted in point 10 below.

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 45 of the Local Government Municipal Finance Management Act No.56 of 2003.

6. **Legal Implications**

A municipality may only incur short-term debt if a resolution of the municipal council, signed by the Mayor, has approved the debt agreement, and the Accounting Officer has signed the Agreement or other documents which creates or acknowledges the debt.

7. **Other Implications**

None

8. **Comments by Directorates:**

8.1 **Chief Financial Officer:**

Recommendations supported.

8.2 **Acting Director: Planning & Development**

Noted

8.3 **Director: Civil & Water Services**

Item noted.

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

Noted

8.5 **Acting Director: Community Services**

Noted

8.6 **Deputy Municipal Manager**

Noted.

8.7 **Municipal Manager**

Recommendations supported.

9. **Delegated Authority**

Council

10. **Recommendations**

10.1 That the Executive Mayor recommends that the Council, approves the ABSA Bank Facility Agreement, including the general terms and conditions associated therewith.

10.2 That the Municipal Manager be authorized to negotiate up to a maximum capital exposure of R 12 million, for the duration of the contract period.

10.3 That the Kouga Municipality has complied with, in so far as it relates to the facilities, with the relevant provisions of the Local Government: Municipal Finance Management Act, Act No 56 of 2003.

10.4 That the Municipal Manager and Chief Financial Officer of the Kouga Municipality, be authorized and empowered to sign all the required documents on behalf of the Municipality, for the duration of the contract period.

Item prepared by the Manager Budget & Treasury:

Item approved by the Chief Financial Officer:

Item endorsed by the Municipal Manager:

Item noted by Portfolio Chairperson:

KOUGA MUNICIPALITY (EC 108)
ORDINARY COUNCIL MEETING
FINANCE & ECONOMIC DEVELOPMENT
OPEN
DATE: 30 JULY 2024
ITEM NO: **24/07/FED19**

MONTHLY BUDGET STATEMENTS FOR THE PERIOD JULY TO MAY 2024 AND FINANCIAL STATE OF AFFAIRS OF THE MUNICIPALITY AS AT 30 JUNE 2024 (2023/24 FINANCIAL YEAR)

1. **Introduction**

The purpose of this report is to comply with Section 71 and 52(d) of the Municipal Finance Management Act (MFMA) read together with Regulations Section 28 of the Municipal Budget and Reporting Regulations as promulgated in the Government Gazette No 32141 of 17 April 2009, which requires that specific financial particulars be reported on and in the formats prescribed.

2. **Background**

MFMA Accountability cycle begins with the preparation and approval of the IDP, MTREF and SDBIP, which is followed by in year reporting, Annual Financial Statements, Annual Audit (Audit Report) and ultimately Annual and Oversight Reports. The MFMA legislates what must be reported on, by when, and the Municipal Budget and Reporting Regulations prescribes the format of the reports.

In accordance with Section 71(1) of the MFMA, the Accounting Officer must by no later than 10 working days after the end of each month, submit to the mayor of the municipality and the relevant provincial treasury a statement in the prescribed format on the state of the municipality's budget.

In accordance with Section 52(d) of the MFMA, the Executive Mayor must within 30 days of the end of each quarter, submit a report to the Council on the implementation of the budget and the financial state of affairs of the municipality.

In accordance with regulations 28 of the MBRR, the monthly budget statements of a municipality must be in the format specified in Schedule C and include all the required tables, charts, and explanatory information, considering any guidelines issued by the Minister in terms of section 168(1) of the Municipal Management Finance Act".

3. **Discussion**

The monthly budget statement report provides a balance and consolidated financial performance overview to assist the Executive Mayor in his oversight role.

The report complies with Schedule C of the Municipal Budget and Reporting Regulations (MBRR), the following detailed schedules are attached for the period, ending 30 June 2024:

"Annexure A" – Financial Overview

"Annexure A1" – Operating Revenue and Expenditure Performance

"Annexure A2" - Capital Budget Performance

"Annexure A3"- Projected Cash Flow Statement

"Annexure A4" – Municipal Monthly Budget Tables

"Annexure A5"- Analysis of Municipality's Statement of Financial Performance

i. Overview of Outstanding Consumer Debtors
ii. Overview of Creditors position
iii. Grants receipts and Expenditure
iv. Councillors & Employee benefits
v. Key performance Indicators

4. **Financial Implications**

Completed by BTO -	As stipulated in the report. Refer to Annexure A
Project Description	
Ukey no.	
Budgeted Amount	
Amount spent and committed to date	
Amount Available	
Comment	
BTO Signature	

5. **Applicable Legislation**

The report relates to Section 71 and 52(d) of the Municipal Finance Management Act (MFMA) and Regulation 28 of the Municipal Budget and Reporting Regulations (MBRR).

6. **Legal Implications**

Compliance with the Municipal Finance Management Act and Municipal Budgeting and Reporting Regulations.

7. **Other Implications**

None.

8. **Comments by Directorates:**

8.1 **Chief Financial Officer:**

Recommendations supported.

8.2 **Acting Director: Planning & Development**

Noted

8.3 **Director: Civil & Water Services**

Item noted.

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

Noted

8.5 **Acting 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 notes the report on the monthly budget statements, in accordance with Section 71(1) of the Municipal Finance Management Act.

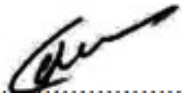
10.2 That the monthly budget statements accordingly be submitted to Provincial Treasury as stipulated in Section 71(1) of the MFMA.

10.3 That Council notes 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.

11. **Municipal Manager's Quality Certificate**

I, Charl Du Plessis, Municipal Manager of Kouga Local Municipality hereby certify that the monthly budget statements have been prepared in accordance with the Municipal Finance Management act and regulations made under the Act, and that monthly budget statements are consistent with the Integrated Development Plan of the municipality.
Print Name _Charl Du Plessis

Municipal Manager of Kouga Local Municipal

Signature…………

Date……15 June 2024……..

Item prepared by the Manager Budget & Treasury: 

Item approved by the Chief Financial Officer:

Item endorsed by the Municipal Manager: 

Item noted by Portfolio Chairperson: 

"ANNEXURE A"

1. **FINANCIAL OVERVIEW**

This report provides a balanced and consolidated financial performance overview to assist the Executive Mayor in his oversight role.

An analysis of the financial position and performance was undertaken to determine the relative financial strength and liquidity of the Municipality. This was complemented by analysing the cash flow position, the investment portfolio, ratios, the operating, and capital budget performance for the months of June 2024, to facilitate an informed assessment of the relative liquidity and financial position of the Municipality.

The financial performance highlights are as follows:

- Operating revenue amounted to R 1,190,906 million, whilst operating expenditure amounted to R 1,143,928 million, resulting in an operating surplus of R 46,978 million.
- Capital expenditure constituted 55.48% of the 2023/24 Approved Adjusted Capital Budget.
- Overdue consumer debts increased by R 53,789 million (16%) since June 2023.
- An amount of R 64,611 million is owing to creditors, 95.59% which is current creditors. Currently all outstanding creditors are not reflected on the creditors age analysis.

The municipality's investment portfolio has increased by R 38,724,539 (36.90%) since June 2023, from R 104,934,592 to R 143,659,131.

Below is an analysis of the Investment Portfolio as at 30 June 2024.

	Balance as at 30 June 2023	Invested	Interest	Withdrawals	Adjustments	Balance as at 30 June 2024
Standard Bank	17,575,390	15,928,182	1,763,014	8,750,000		26,516,585
ABSA	17,594,065	17,081,683	2,031,445	13,910,302	1,525	22,795,366
Nedbank	17,580,745	15,861,860	1,845,518	12,695,064		22,593,059
RMB	13,004,007	157,801,755	2,538,183	150,608,133		22,735,812
INVESTEC	17,580,053	17,958,758	1,840,464	14,607,793		22,771,482
Total	**83,334,260**	**224,632,238**	**10,018,624**	**200,571,292**	**1,525**	**117,412,304**
INVESTMENT	**Balance as at 30 June 2023**	**Invested**	**Interest**	**Withdrawals**	**Adjustments**	**Balance as at 30 June 2024**
General Account	54,340,431	137,384,321	8,526,599	116,345,439	1,525	83,904,387
Conditional Grants	9,153,096	85,227,000		81,486,898	-	12,893,198
Housing Funds	19,840,733	2,020,916	1,492,024	2,738,955	-	20,614,718
Total	**83,334,260**	**224,632,238**	**10,018,624**	**200,571,292**	**1,525**	**117,412,304**
Cheque Accounts FNB 52540020791	15,413,743			5,098,975		10,314,768
Cheque Accounts FNB 52540033304	3,874,471	4,678,956				8,553,427
Cheque Accounts FNB 62682103591	780	3,053				3,833
Cheque Accounts FNB 63022194441	2,311,338	5,063,461				7,374,799
	21,600,332	**9,745,470**	**-**	**5,098,975**	**-**	**26,246,827**
Total	**104,934,592**	**234,377,708**	**10,018,624**	**205,670,267**	**1,525**	**143,659,131**

The following analysis indicates the extent to which the investments are committed:

Cash backed Reserves.

Bank Balances and Cash	R 26,246,827
Short-term Investment Deposits	R 117,412,304
	R 143,659,131

Application of Cash

Unspent Conditional Grants	R 38,682,855
Outstanding Creditors Liability	R 64,610,675
	R 103,293,530
Cash Reserves exceed commitments:	**R 40,365,600**

The cash backed reserves exceed commitments at this stage by an amount of R 40,365,600. It must be noted that the creditors amount does not include accruals at this stage, the creditors amount will be adjusted accordingly during the preparation of annual financial statements.

The following key financial ratios are monitored on an on-going basis:

Ratio	Actuals as at 30 June 2022	Actuals as at 30 June 2023	MFMA Circular 71 Norms	Actuals as at 31 June 2023	Approved Adjusted Budget 2023/24	Actuals as at 30 June 2024
Current Ratio	0.51:1	0.78:1	1.5:1 to 2:1	1.17:1	0.92:1	1.24:1
Liquidity Ratio	0.15:1	0.42:1		0.65:1	0.12:1	0.71:1
Cost Coverage (Excluding unspent conditional grants)	0:36 Months	0.98 Months	1 Month to 3 Months	0.70 Months	0.27 Months	1.09 Months
Debtors Collection Rate	94.32%	86.71%	95%	86.71%	92%	91.01%
Capital Expenditure	123.92%	94.66%	95%	80.10%	95%	55.48%

It must be noted that the collection rate of 91.01% is largely influenced by the bad debts written off against the service charges revenue, amounting to R 49,398 million. The write-offs were erroneously made against the service charges revenue and will be corrected during the 2023/24 annual financial statements preparation process.

"ANNEXURE A1"

1. OVERVIEW OF OPERATING REVENUE AND EXPENDITURE PERFORMANCE FOR THE PERIOD JULY TO JUNE 2024.

1.1. Summary Statement of Financial Performance

Description	Budget Year 2023/24					
	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance
R thousands						
Total Revenue (excluding capital transfers and contributions)	1 158 957	1 313 738	115 372	1 190 906	1 313 738	(122 832)
Total Expenditure	1 268 316	1 437 791	120 170	1 143 928	1 437 791	(293 863)
Surplus/(Deficit)	(109 359)	(124 053)	(4 797)	46 978	(124 053)	171 031

The statement of financial performance reflects an operating surplus of R46,978million at this stage. It must be noted that the surplus is largely influenced by the debt impairment which is recognized at year-end rather than on the monthly basis.

1.2. Revenue

Main revenue sources for 2023/24

Description	Budget Year 2023/24		
	Adjusted Budget	YearTD actual	%
R thousands			
Revenue			
Exchange Revenue	**683,647**	**633,116**	**92.61%**
Service charges - Electricity	352,780	356,972	101.19%
Service charges - Water	118,603	67,358	56.79%
Service charges - Waste Water Management	64,268	54,062	84.12%
Service charges - Waste management	66,782	57,361	85.89%
Sale of Goods and Rendering of Services	9,000	5,946	66.06%
Agency services	4,276	3,615	84.54%
Interest earned from Receivables	30,145	24,457	81.13%
Interest earned from Current and Non Current Assets	11,674	12,969	111.10%
Rental from Fixed Assets	2,999	3,532	117.79%
Licence and permits	2,677	2,368	88.45%
Operational Revenue	20,443	44,475	217.56%
Non-Exchange Revenue	**630,091**	**557,790**	**88.53%**
Property rates	281,488	279,208	99.19%
Fines, penalties and forfeits	134,597	65,812	48.90%
Licence and permits	11,053	8,029	72.64%
Transfer and subsidies - Operational	197,730	198,620	100.45%
Interest	5,223	6,121	117.19%
Total Revenue (excluding capital transfers and contributions)	**1,313,738**	**1,190,906**	**90.65%**

Reasons for major over-/under-recovery per revenue source

In terms of the National Treasury norms, a variance of 10% between the budgeted and actual amounts is considered material. Below is an explanation for variances above 10% of the budgeted amount and actual amounts.

- **Service Charges -Water**
  The water revenue is largely influenced by the bad debts written off against the water revenue, amounting to R 32,287 million. The write offs were erroneously made against the water revenue and will be corrected during the 2023/24 annual financial statements preparation process.

- **Service Charges -Waste Water Management**
  The waste water revenue is largely influenced by the bad debts written off against the waste water revenue, amounting to R 6,304 million. The write offs were erroneously made against the waste water revenue and will be corrected during the 2023/24 annual financial statements preparation process.

- **Service Charges – Waste Management**
  The waste management revenue is largely influenced by the environmental management fees, being lower than anticipated.

- **Sale of Goods and Rendering of Services**
  Sales of goods and rendering of services mostly relate to over various revenues such as cemetery fees, legal fees recovered, fire services fees and building fees. The actuals vs budget is largely influenced by building fees being lower than anticipated. The building fees are lower than anticipated, compared to the approved adjustments budget amount.

- **Agency Services**
  Agency services relate to the Department of Transport, commission received by the municipality as an acting agency for the collection of motor registration licences, drivers' licences and other vehicle permits. The commission is then influenced by the revenue collected on behalf of the Department of Transport.

- **Interest earned from Receivables**
  Interest earned from Receivables is largely influenced by the municipality's outstanding debtors, overdue debtors as at 30 June 2024, amounts to R 389,910 million.

- **Interest earned – external investments.**
  The interest earned on external investments is largely influenced by the municipality's investment portfolio, currently amounts to R143,659 million. The investment amount of R 143,659 million includes call accounts amounting to R 38,683 million for the unspent conditional grants.

- **Rentals from fixed assets**
  This relates to the rental of municipal buildings, community halls and other municipal facilities. The revenue is influenced by the extent of rental agreements.

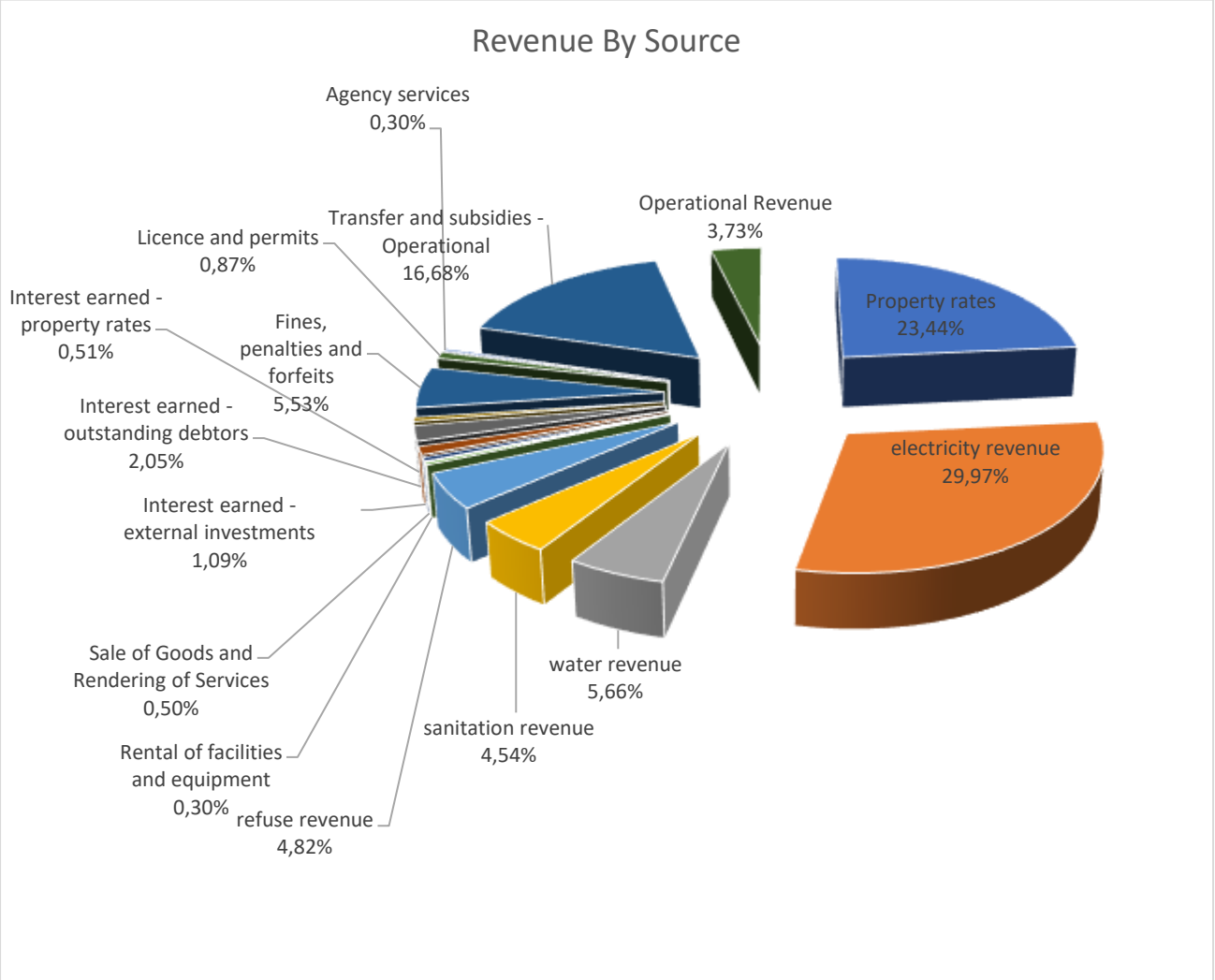
- **Exchange Transactions: Licences and permits.**
  Licence and permits mostly relate to motor registrations and is influenced by the extent of vehicle registrations.

- **Operational revenue**
  The other revenue is largely influenced by the land sale amounting to R 2,029 million and the recognition of revenue amounting to R 18,000 million for land donations received from the Department of Human Settlement for housing projects.

- **Fines, Penalties and Forfeits**
  The fines, penalties and forfeits budget mostly relate to speeding camera fines and the high budget is mainly due to the accounting for traffic fines issued in line with the Generally Recognised Accounting Practice (GRAP) requirements. The actual traffic fines issued revenue recognition is done on yearly basis at this stage.

- **Non-Exchange Transactions: Licences and permits.**
  The non-exchange revenue for licences and permits is largely influenced by the boat licences being lower than anticipated.

- **Non-Exchange Revenue – Interest**
  The non-exchange interest relates to the interest earned from outstanding property rates' debtors. Overdue property rates debtors amount to R 47,751 million as at 30 June 2024.



1.3. Expenditure

Main expenditure types for 2023/24

Description			
	Adjusted Budget	YearTD actual	
R thousands			%
Revenue	-	-	-
Expenditure By Type	-	-	-
Employee related costs	442,256	375,759	84.96%
Remuneration of councillors	15,140	14,976	98.91%
Bulk purchases - electricity	354,710	351,702	99.15%
Inventory consumed	101,585	99,714	98.16%
Debt impairment	173,540	–	0.00%
Depreciation and amortisation	109,663	109,687	100.02%
Interest	5,750	5,567	96.81%
Contracted services	129,334	103,514	80.04%
Transfers and subsidies	1,124	720	64.04%
Irrecoverable debts written off	13,835	5,601	40.49%
Operational costs	90,854	76,688	84.41%
Total Expenditure	**1,437,791**	**1,143,928**	**79.56%**

Reasons for major over-/under expenditure per type

In terms of the National Treasury norms, a variance of 10% between the budgeted and actual amounts is considered material. Below is an explanation for variances above 10% of the budgeted amount and actual amounts.

- **Employee related costs**
  Employee related costs expenditure is largely influenced by the unfilled funded vacancies amounting to R 45,610 million and post-retirement benefits which are recognised at year-end during the preparation of annual financial statements. The budget for post-retirement benefits amount to R 20,887 million.

- **Debt impairment**
  At this stage, the municipality recognises the debt impairment at the end of the financial year, rather than monthly.

- **Transfers and subsidies**
  Transfers and subsidies relate to grant-in-aid given by the municipality to various non-profit organisations, in line with the Council approved grant-in-aid policy.

- **Irrecoverable debts written off.**
  Debts are written off upon Council approval.

- **Inventory Consumed**
  Inventory consumed includes the following expenditure items:

Item Description	Adjusted Budget 2023/24	Actuals as at 30 June 2024	%
Inventory Consumed: Consumables	3,515,321	2,712,143	77.15%
Inventory Consumed: Materials and Supplies	32,344,870	29,922,451	92.51%
Inventory Consumed: Fuel & Oil	26,176,328	24,755,397	94.57%
Inventory Consumed: Bulk Water Purchases	39,548,316	42,323,773	107.02%
Total	**101,584,835**	**99,713,764**	**98.16%**

- **Contracted Services**

  Contracted services mostly relate to outsourced work, in relation to the maintenance of municipal infrastructure assets and includes consultation fees.

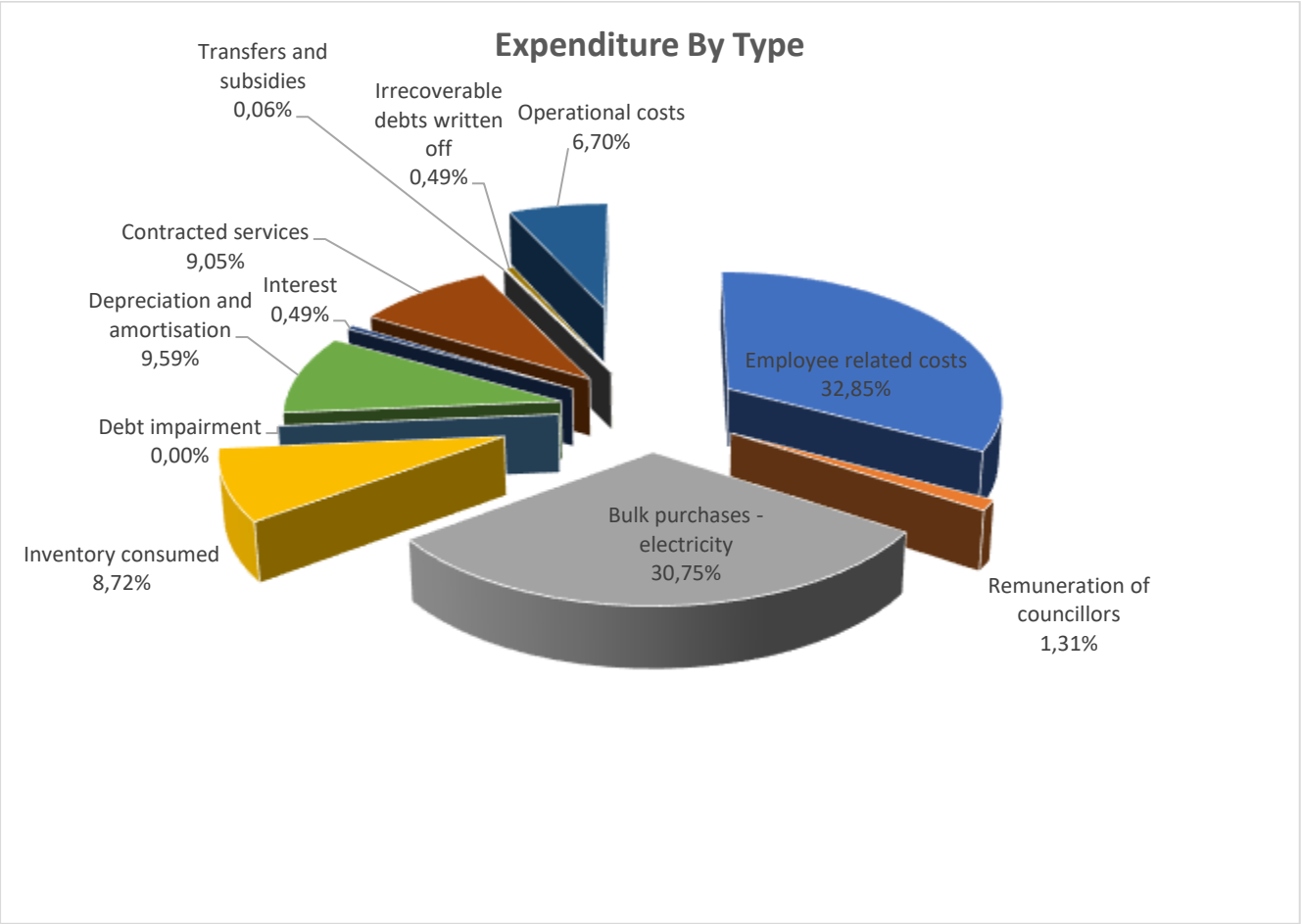
Contracted services are broken down as follows:

Item Description	Adjusted Budget 2023/24	Actuals as at 30 June 2024	%
Addressing of Anomalies	300,000	5,000	1.67%
Adventure Race World Championship	1,000,000	1,000,000	100.00%
Air quality Management	187,227	125,550	67.06%
Amanzi Challenge National Tournament	200,000	144,188	72.09%
Animal Care	483,929	450,000	92.99%
Burial Services	79,492	60,595	76.23%
Calamari Festival	200,000	200,000	100.00%
Catering Services	1,033,652	681,231	65.91%
Clearing and Grass Cutting Services	1,446,576	1,251,711	86.53%
Conducting of feasibility studies (EIA)	2,000,000	-	0.00%
Connection/Dis-connection:Electricity	588,300	97,581	16.59%
Consultants and Professional Services	5,067,954	3,648,545	71.99%
Destination Marketing and Promotion	500,000	462,575	92.52%
Drivers Licence Cards	598,675	522,901	87.34%
DP WORLD TOUR	400,000	400,000	100.00%
Dune Stabilisation	1,120,000	1,054,555	94.16%
Electricity Generation Project	2,000,000	1,939,850	96.99%
Employee Wellness	13,196	18,269	138.44%
ERF554 SUB DIVISION AND REZONING	200,000	-	0.00%
Event Promoters	100,000	84,511	84.51%
FMG-Data cleasing	447,826	447,826	100.00%
Internal Auditors	113,000	27,800	24.60%
KLTO	300,000	300,000	100.00%
Laboratory Services:Water	1,372,063	1,552,045	113.12%
Land Valuations, Surveyor & Planning Service	393,548	123,215	31.31%
Legal Advice and Litigation	5,790,000	4,314,700	74.52%
Legal Cost:Collection	856,000	810,812	94.72%
Litter Picking and Street Cleaning	98,896	30,456	30.80%
Maintenance of Buildings and Facilities	6,657,077	4,998,571	75.09%
Maintenance of Electrical Infrastructure	4,774,517	3,593,539	75.26%
Maintenance of Equipment	674,488	502,604	74.52%
Maintenance of Sanitation Infrastructure	6,350,145	5,291,105	83.32%
Maintenance of Vehicles	32,203,557	25,638,465	79.61%
Maintenance of Water Infrastructure	887,485	738,022	83.16%
Media Monitoring	140,000	61,333	43.81%
Occupational Health and Safety	1,254,657	1,049,855	83.68%
Other Contracted Services	3,262,734	4,416,906	135.37%
Payroll data cleansing	400,000	148,139	37.03%
Personnel and Labour	16,638,676	13,435,260	80.75%
PM: Special Projects	36,360	-	0.00%
Precinct Plans Project Hankey and St Francis	234,600	-	0.00%
Private Plots_Alien Vegetation Control	380,550	368,110	96.73%
Qualification Verification	298,000	274,311	92.05%
Restricted Water Flow	588,300	1,480	0.25%
Revision of SDF	850,000	-	0.00%
Roads Maintenance	37,590	37,590	100.00%
Security Services	6,383,152	7,072,161	110.79%
Special Rating Area	15,000,315	11,776,503	78.51%
Summer Festival	500,000	491,323	98.26%
Tourism &Travel Trade Show	600,000	210,199	35.03%
Township Events	150,000	29,500	19.67%
Transport Services	361,000	96,684	26.78%
Valuer	1,200,000	970,405	80.87%
Water Quality	355,158	332,517	93.63%
Winterfest	1,725,461	1,725,461	100.00%
Yellow Wood Annual Jazz Festival	500,000	500,000	100.00%
	129,334,156	**103,513,960**	**80.04%**

- **Other Expenditure**

The other expenditure is broken down as follows:

Item Description	Adjusted Budget 2023/24	Actuals as at 30 June 2024	%
Achievements and Awards	1,543,481	1,517,387	98.31%
Advertising, Publicity and Marketing	3,083,244	2,525,821	81.92%
Bank Charges	1,150,000	1,175,364	102.21%
Bargaining Council	4,360,213	3,553,325	81.49%
Cellular Contract (Subscription and Calls)	2,896,864	2,334,773	80.60%
Claims paid to Third Parties	550,000	528,541	96.10%
External Audit Fees	4,500,000	4,525,739	100.57%
External Computer Service:Internet Charge	4,500,000	5,916,799	131.48%
Hire Charges	10,324,886	7,802,453	75.57%
Insurance Claims	1,150,000	369,808	32.16%
Insurance Underwriting:Premiums	4,099,701	3,909,419	95.36%
Leases:Furniture and Office Equipment	3,878,688	3,165,524	81.61%
Leases:Other Assets	3,976,240	3,973,955	99.94%
Motor Vehicle Licence and Registrations	1,596,047	1,025,725	64.27%
Other	942,064	235,098	24.96%
Postage/Stamps/Franking Machines	2,655,000	1,724,940	64.97%
Printing, Publications and Books	10,000	10,052	100.52%
Registration Fees:Professional and Regulatory Bodies	468,876	282,799	60.31%
Registration Fees:Seminars, Conferences, Workshops	1,840,091	1,551,300	84.31%
Remuneration to Ward Committees	2,700,000	2,058,000	76.22%
Riparian Levies	7,465,557	7,033,313	94.21%
Signage	540,134	405,836	75.14%
Skills Development Fund Levy	3,964,204	3,739,598	94.33%
Software Licences	8,211,461	5,439,802	66.25%
Storage of Files (Archiving)	100,000	83,555	83.55%
Supplier Development Programme	71,514	-	0.00%
Third Party Vendors	3,930,000	3,223,463	82.02%
Travel and Subsistence	3,318,929	2,003,683	60.37%
Uniform and Protective Clothing	3,925,080	3,642,920	92.81%
Vehicle Tracking	942,637	865,982	91.87%
Workmen's Compensation Fund	2,158,836	2,062,846	95.55%
	90,853,747	**76,687,819**	**84.41%**



1.4. Repairs and Maintenance

Below is an analysis of actual repairs and maintenance expenditure, compared to the 2023/24 Approved Adjusted Budget.

Item Description	Budget Year 2023/24		
	Adjusted Budget 2023/24	Actuals as at 30 June 2024	%
Hire Charges	4,913,950	4,282,492	87.15%
Maintenance of Sanitation Infrastructure	7,975,120	6,052,722	75.90%
Maintenance of Electrical Infrastructure	9,771,796	8,556,713	87.57%
Sport and Recreation Facilities	447,169	427,878	95.69%
Roads Maintenance	6,094,703	5,852,120	96.02%
Maintenance of Water Infrastructure	6,803,627	6,386,663	93.87%
Maintenance of Buildings and Facilities	7,569,537	5,764,332	76.15%
Maintenance of Vehicles	10,935,627	10,227,875	93.53%
Maintenance of Equipment	1,224,811	1,035,218	84.52%
Total	**55,736,340**	**48,586,011**	**87.17%**

It is to be noted that actual repairs and maintenance expenditure constituted 87.17% of the 2023/24 Approved Budget.

1.5. Trading Services Performance

1.5.1. Electricity

Description	Budget Year 2023/24		
	Adjusted Budget	YearTD Actual	%
R thousands			
Revenue			
Exchange Revenue			
Service charges - Electricity	352,780	356,972	101.19%
Interest earned from Receivables	1,964	2,484	126.47%
Operational Revenue	(0)	1,217	#####
Transfers and subsidies - Operational	8,955	7,716	86.17%
Total Revenue	**363,700**	**368,390**	**101.29%**
Expenditure By Type			
Employee related costs	16,457	16,014	97.31%
Bulk purchases - electricity	354,710	351,702	99.15%
Inventory consumed	11,636	10,788	92.72%
Debt impairment	16,366	–	0.00%
Depreciation and amortisation	6,944	8,281	119.26%
Contracted services	12,927	10,398	80.43%
Irrecoverable debts written off	4,350	341	7.84%
Operational costs	4,068	2,959	72.75%
Total Expenditure	**427,457**	**400,483**	**93.69%**
Surplus/(Deficit)	**(63,758)**	**(32,093)**	

1.5.1.1 Revenue

- The electricity revenue reflects 101.19% of budget as at 30 June 2024, and this is in line with the projected budget ratio of 100% as at 30 June 2024.

1.5.1.2 Expenditure

- the bulk electricity reflects 99.15% of budget expenditure as at 30 June 2024.

1.5.1.3 Net surplus/deficit of electricity ratio

- electricity reflects a deficit of R 32,093 million as at 30 June 2024 and the deficit amount equates to 8.71%, compared to the revenue. The budgeted deficit for the 2023/24 amount to R 63,758 million and equates to 17.53%, compared to total revenue.

1.5.2 Water

Description	Budget Year 2023/24		
	Adjusted Budget	YearTD Actual	%
R thousands			
Revenue			
Exchange Revenue			
Service charges - water	118,603	67,358	56.79%
Interest earned from Receivables	14,487	9,980	68.89%
Transfers and subsidies - Operational	19,797	14,848	75.00%
Total Revenue	**152,887**	**92,187**	**60.30%**
Expenditure By Type			
Employee related costs	27,733	24,793	89.40%
Inventory consumed	47,794	50,556	105.78%
Debt impairment	8,432	–	0.00%
Depreciation and amortisation	16,097	15,001	93.19%
Contracted services	2,641	2,749	104.06%
Irrecoverable debts written off	2,241	2,213	98.73%
Operational costs	2,072	1,581	76.29%
Total Expenditure	**107,011**	**96,892**	**90.54%**
Surplus/(Deficit)	**45,876**	**(4,705)**	

1.5.2.1 Revenue

- The water revenue reflects 56.79% of budget as at 30 June 2024, this is slightly lower than the projected budget ratio of 100% as at June 2024.

1.5.2.2 Expenditure

- Inventory consumed includes a budget amount of R 39,548 million for the bulk water purchases and the expenditure amount of R 42,324 million (107.02% of budget).

1.5.2.3 Net surplus/deficit of water ratio

- The water reflects a deficit of R 4,705 million as at 30 June 2024 and equates to 5.10% of total revenue.

1.5.3 Wastewater Management

Description			
	Budget Year 2023/24		
	Adjusted Budget	YearTD Actual	%
R thousands			
Revenue			
Exchange Revenue			
Service charges - Waste Water Management	64,268	54,062	84.12%
Interest earned from Receivables	5,327	4,078	76.55%
Transfers and subsidies - Operational	13,345	10,009	75.00%
Total Revenue	**82,941**	**68,149**	**82.17%**
Expenditure By Type			
Employee related costs	24,642	25,072	######
Inventory consumed	12,336	11,729	95.08%
Debt impairment	4,398	–	0.00%
Depreciation and amortisation	28,156	28,031	99.56%
Contracted services	4,970	3,909	78.65%
Irrecoverable debts written off	1,169	965	82.56%
Operational costs	8,629	6,786	78.65%
Total Expenditure	**84,300**	**76,494**	**90.74%**
Surplus/(Deficit)	**(1,359)**	**(8,345)**	

1.5.3.1 Revenue

- The wastewater revenue reflects 84.12% of budget as at 30 June 2024, and this is in line with the projected budget ratio of 100% as at 30 June 2024.
- Interest earned from receivables reflects 76.55% of budget and this is mainly influenced by overdue consumer debt.

1.5.3.2 Expenditure

- At this stage, the municipality recognises the debt impairment at the end of the financial year, rather than monthly.

1.5.3.3 Net surplus/deficit of wastewater management ratio

- The wastewater management revenue reflects a deficit of R 8,345 million as at 30 June 2024 and equates to 12.24% of total revenue. Council approved a deficit budget of R 1.359 million for the 2023/24 financial year.

1.5.4 Waste Management

Description	Budget Year 2023/24		
	Adjusted Budget	YearTD Actual	YTD Variance
R thousands			%
Revenue			
Exchange Revenue			
Service charges - Waste	66,782	57,361	85.89%
Sale of Goods and Rendering of Services	8	3	39.30%
Interest earned from Receivables	8,037	7,589	94.42%
Operational Revenue	150	–	0.00%
Transfers and subsidies - Operational	27,381	21,350	77.98%
Total Revenue	**102,358**	**86,303**	**84.32%**
Expenditure By Type			
Employee related costs	36,066	39,584	109.76%
Inventory consumed	9,056	7,253	80.09%
Debt impairment	4,729	–	0.00%
Depreciation and amortisation	3,195	2,651	82.98%
Contracted services	16,203	11,726	72.37%
Irrecoverable debts written off	1,257	1,659	132.01%
Operational costs	5,869	4,768	81.24%
Total Expenditure	**76,375**	**67,642**	**88.57%**
Surplus/(Deficit)	**25,983**	**18,662**	

1.5.4.1 Revenue

- The waste revenue reflects 85.89% of budget as at 30 June 2024, and this is slightly lower than the projected budget ratio of 100% as at 30 June 2024.
- It must be noted that the waste management is the combination of refuse and environmental management fee.

1.5.4.2 Expenditure

- At this stage, the municipality recognises the debt impairment at the end of the financial year, rather than monthly.

1.5.4.3 Net surplus/deficit of waste management ratio

- The waste management revenue reflects a surplus of R18,662 million as at 30 June 2024 and equates to 21.62% of total revenue. Council approved a surplus budget of R 25,983 million for the 2023/24 financial year.

1.6 Cost Containment Measures

The main purpose of the Municipal Cost Containment Regulations, 2019 is to ensure that the resources of the municipality are used effectively, efficiently, and economically by the implementation of cost containment measures. Cost containment measures policy was approved by Council on 30 June 2023.

Description	Budget Year 2023/24				
	Original Budget	Adjusted Budget	YearTD Actual	YearTD Budget	YTD Variance
R Thousands					
1. Temporary Appointments, Contractual Appointments, Unemployed Graduates and Experiential Learners	11,208	16,538	13,360	16,538	(3,178)
2. Travel claims	3,412	3,319	2,004	3,319	(1,315)
4. Overtime	20,282	19,932	19,433	19,932	(499)
5. Catering Costs	1,489	1,034	681	1,034	(352)
6. Events, Advertising and sponsorships	5,410	4,301	3,475	4,301	(826)
7. Attendance of Conferences, Seminars & Workshops	2,054	1,840	1,551	1,840	(289)
8. Municipal Workshops, Retreats, Strategic Sessions and Internal training	1,291	1,294	804	1,294	(490)
9. Projects /Programme Launches	–	–	–	–	–
10. Essential User Scheme	3,031	3,031	3,031	3,031	–
Total	**48,177**	**51,289**	**44,339**	**51,289**	**(6,950)**

A comparison of the actuals to the year-to-date budget reflects savings amounting to R6,950 million as at 30 June 2024.

1.7 Unauthorised Expenditure by Directorate

Below is an assessment table for the unauthorised expenditure in terms of MFMA requirements and National Treasury MFMA Circular No. 68 guidelines.

Description	Budget Year 2023/24			Actuals as at 30 June 2024			
R thousands	Approved Adjusted Budget - Operating	Approved Adjusted Budget - Capital	Approved Adjusted Budget 2022/23	Operating Expenditure Actuals	Capital Actuals	Total Expenditure per Vote	Unauthorised Expenditure
Civil & Water Services	320,909	86,916	407,825	280,502	56,768	337,270	-
Community Services	369,572	5,999	375,571	220,267	5,383	225,650	-
Electro & Mechanical Services	439,340	11,383	450,723	413,843	5,853	419,696	-
Finance and Economic Development	125,808	1,437	127,245	88,002	636	88,638	-
Office of the DMM	124,563	2,674	127,237	93,084	2,221	95,306	-
Office of the MM	27,345	93	27,437	27,109	78	27,187	-
Planning and Development	30,255	21,658	51,913	22,594	1,272	23,866	-
Total Expenditure by Vote	**1,437,791**	**130,161**	**1,567,952**	**1,145,401**	**72,212**	**1,217,613**	**-**

The assessment reflects no unauthorised expenditure as at 30 June 2024.

Annexure "A2"

1. CAPITAL BUDGET PERFORMANCE

1.1. Summary Capital Expenditure and Funding

The capital expenditure as at 30 June 2024, constituted 55.48% of approved adjusted capital budget and the funding is broken down as follows:

- Grant funding is 67.25% of approved adjusted grant funding budget.
- Internally generated funds are 30.47% of approved adjusted internal funds budget.

Capital budget by municipal vote for 2023/24.

Vote Description	Budget Year 2023/24				
	Original Budget	Approved Budget	Monthly actual	YearTD actual	%
R thousands					
Multi-Year expenditure appropriation					
Vote 1 - EXECUTIVE COUNCIL	760	1,132	141	1,077	95.12%
Vote 2 - FINANCIAL SERVICES	–	1,337	224	636	47.59%
Vote 3 - CORPORATE SERVICES	–	1,635	–	1,222	74.75%
Vote 4 - COMMUNITY SERVICES	1,362	5,999	3,211	5,383	89.73%
Vote 5 - INFRASTRUCTURE AND ENGINEERING	76,521	98,299	7,314	62,622	63.70%
Vote 6 - PLANNING DEVELOPMENT AND TOURISM	700	21,758	365	1,272	5.85%
Total Capital Multi-year expenditure	**79,343**	**130,161**	**11,255**	**72,212**	**55.48%**

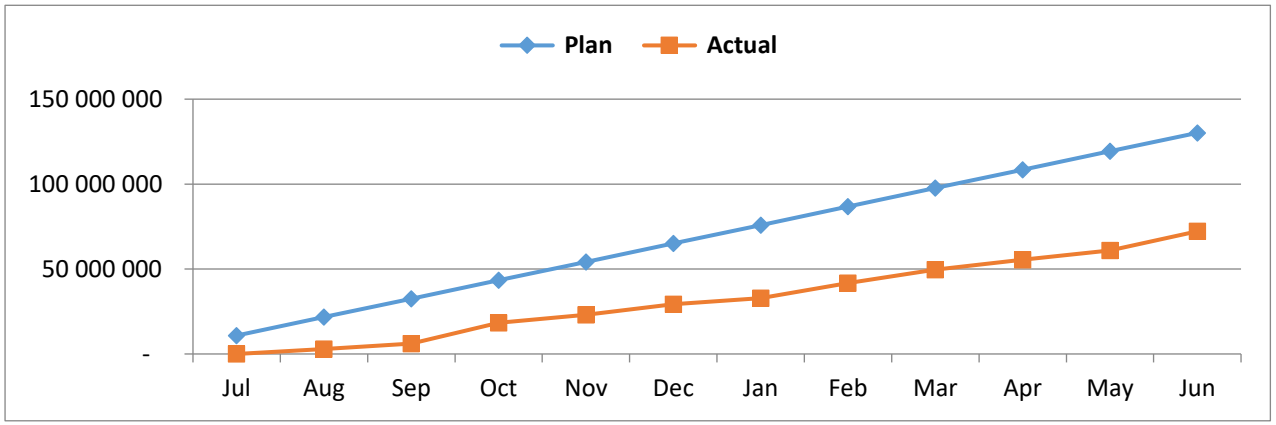
The capital expenditure as at 30 June 2024, constituted 55.48% of approved adjusted capital budget.

The capital expenditure is broken down per directorate as follows:

- Executive & Council is 95.12% of R 1,132 million budget.
- Financial Services is 47.59% of R 1,337 million budget.
- Corporate Services is 74.75% of R 1,635 million budget.
- Community Services is 89.73% of R 5,999 million budget.
- Infrastructure & Engineering is 63.70% of R 98,299 million budget.
- Planning Development and Tourism is 5.85% of R21,758 million budget.

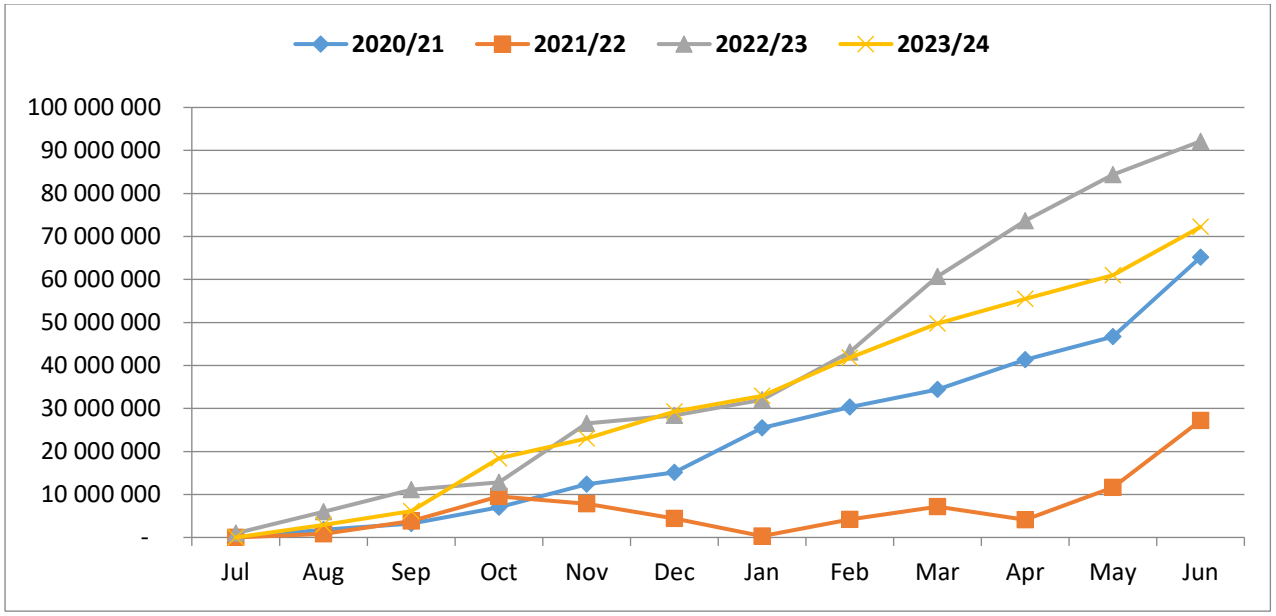
1.2. Monthly capital expenditure

The graph below reflects the municipality's monthly capital expenditure to date measured against the 2023/24 current budget.



Capital expenditure trend over the current- and past two years.

The graph below shows the municipality's capital expenditure trend for 2020/21, 2021/22, 2022/23 and 2023/24.



Status of capital programmes/projects in the Municipality as at 30 June 2024.

DEPARTMENT	FUNDING SOURCE	PROJECT DESCRIPTION	Approved Adjusted Budget 2023/24	Actuals as at 30 June 2024	%
CIVIL & WATER SERVICES					
PROJECT MANAGEMENT UNIT (PMU)	MIG	UPGRADING LOERIE SPORTS FACILITIES	5,296,905	5,296,816	100.00%
PROJECT MANAGEMENT UNIT (PMU)	Internal	PAVING OF MAIN BEACH	1,800,000	1,266,321	70.35%
PROJECT MANAGEMENT UNIT (PMU)	Internal	UPGRADING LOERIE SPORTS FACILITIES	137,788	-	0.00%
PROJECT MANAGEMENT UNIT (PMU)	Internal	Upgrading/Improvement of Sport Facilities within K	1,919,609	1,265,327	65.92%
ROADS AND STORMWATER	MIG	St Francis Bay - Nevil Road Reconstruction	13,043	13,042	99.99%
ROADS AND STORMWATER	MIG	St Francis Bay - Anne Avenue to Ralph Road Reconst	43,478	-	0.00%
ROADS AND STORMWATER	MIG	Aston Bay to Paradise Beach - Seekoei Estuary Caus	86,957	86,957	100.00%
ROADS AND STORMWATER	MIG	Paradise Beach - Botha Street Stormwater Infrastru	10,435	10,435	100.00%
ROADS AND STORMWATER	MIG	UPGRADING KOUGA GRAVEL ROADS	3,339,130	3,339,130	100.00%
ROADS AND STORMWATER	MDRG	ST FRANCIS CANAL BRIDGE	2,608,696	2,601,965	99.74%
ROADS AND STORMWATER	Internal	PLATE COMPACTOR	23,000	23,000	100.00%
Sewerage	Internal	New bypass Sewer Rising Main and Pump Stations Jba	323,486	160,023	49.47%
Sewerage	Internal	Piped Reticulation - St Francis Bay	41,500	22,500	54.22%
SEWERAGE	Internal	Upgrade Loerie sewer pump station	80,188	77,118	96.17%
SEWERAGE	MIG	DESIGN: UPGRADING WESTON WWTW OUTFALL AND RETICULA	430,645	430,645	100.00%
SEWERAGE	MIG	DESIGN: UGRADING JEFFREYS BAY SEWER PIPE IN OCEANV	50,000	50,000	100.00%
SEWERAGE	MIG	UPGRADING KWANOMZAMO WWTW	6,988,570	6,988,431	100.00%
SEWERAGE	MIG	DESIGN: LA MER NEW SEWER RISING MAIN	65,000	65,000	100.00%
SEWERAGE	MIG	UPGRADING HANKEY SEWERAGE INFRASTRUCTURE	12,633,750	12,633,750	100.00%
SEWERAGE	Internal	KWANOMZAMO SEWERAGE PUMP STATION	551,027	-	0.00%
SEWERAGE	Internal	HANKEY WWTW	5,155,634	364,052	7.06%
SEWERAGE	Internal	LA MER NEW SEWER RISING MAIN	9,000,000	1,618,535	17.98%
Water	Internal	Replace 250mm Water Main Canal Road St Francis Ba	17,507	15,357	87.72%
Water	Internal	Replace Main Waterline Sout Rivier Bridge Crossing	66,125	66,125	100.00%
WATER	WSIG	ST FRANCIS BAY: BOREHOLES	2,608,695	2,372,480	90.95%
WATER	WSIG	GROUND WATER DEVELOPMENT IN KOUGA	869,565	-	0.00%
WATER	WSIG	PARADISE BEACH WATER TOWER	9,772,639	7,357,615	75.29%
WATER	WSIG	MIMOSA STREET PIPELINE REPLACEMENT	12,836,056	8,480,926	66.07%
WATER	Internal	JILL MARCUS WATER SUPPLY	4,347,000	-	0.00%
WATER	Internal	Construction of Civil Services in Donkerhoek & Hum	3,000,000	-	0.00%
WATER	Internal	HUMANSDORP GROUNDWATER SUPPLY	2,800,000	2,162,590	77.24%
			86,916,428	**56,768,139**	**65.31%**
COMMUNITY SERVICES					
DIRECTOR:COMMUNITY SERVICES	Internal	Furniture and Equipment	9,290	9,290	100.00%
DIRECTOR:COMMUNITY SERVICES	Internal	PROJECTOR	20,000	19,172	95.86%
ENVIRONMENTAL MANAGEMENT	Internal	Kouga Skip Bins	400,000	378,530	94.63%
FIRE SERVICES	DISTRICT	Fire Services - Vehicle (DISTRICT)	3,000,277	2,893,074	96.43%
LAW ENFORCEMENT	Internal	Computer Equipment - Operatons Room	569,423	327,103	57.44%
PARKS AND OPEN SPACES	Internal	GRASS CUTTER	200,000	198,680	99.34%
WASTE SERVICES	Internal	Supply and Delivery of Skip Trucks	1,800,000	1,557,341	86.52%
			5,998,990	**5,383,191**	**89.73%**

DEPARTMENT	FUNDING SOURCE	PROJECT DESCRIPTION	Approved Adjusted Budget 2023/24	Actuals as at 30 June 2024	%
ELECTRO & MECHANICAL SERVICES					
Electricity	Internal	Furniture and Equipment	43 565	39 922	91,64%
FLEET AND WORKSHOP	Internal	Generator	266 435	266 435	100,00%
METERING & REVENUE	INEP	Bulk 66kv Overhead lines	1 371 165	1 316 207	95,99%
METERING & REVENUE	INEP	OCEAN VIEW 1250 ELECTRIFICATION	3 555 651	3 107 721	87,40%
METERING & REVENUE	INEP	Electrification of Oceanview	1 146 184	1 077 187	93,98%
METERING & REVENUE	Internal	Electrical Oil circuit breakers replacement with v	5 000 000	-	0,00%
METERING & REVENUE	Internal	Electrification of Oceanview	-	45 900	0,00%
			11 383 000	**5 853 372**	**51,42%**
FINANCIAL ECONOMIC DEVELOPMENT					
ASSET MANAGEMENT	Internal	AIR CONDITIONERS-WHOLE OF MUNICIPALITY	882 006	304 489	34,52%
ASSET MANAGEMENT	Internal	Furniture and equipment	15 000	10 799	71,99%
BUDGET & FINANCIAL REPORTING	Internal	Furniture and Equipment	10 000	4 350	43,50%
Finance: Asset & Fleet Management	Internal	Computer Equipment	20 000	-	0,00%
Finance: SCM	Internal	Computer Equipment	80 000	24 586	30,73%
LOCAL ECONOMIC DEVELOPMENT	Internal	Township Economy Support (Agriculture)	100 000	-	0,00%
REVENUE	Internal	Computer Equipment	170 000	147 523	86,78%
SCM: DEMAND MANAGEMENT, RISK, PERFORMANC	Internal	SCM Furniture	30 000	14 245	47,48%
BUDGET AND FINANCIAL REPORTING	FMG	FMG Interns Laptops	130 435	130 435	100,00%
			1 437 441	**636 426**	**44,27%**
OFFICE OF THE DMM					
Finance: IT	Internal	Computer Equipment	1 635 000	1 222 211	74,75%
MAYOR	Internal	Furniture and Equipment - Municipal Court	219 331	204 680	93,32%
WARD COUNCILLORS	Internal	FURNITURE&EQUIPMENT-WARD COUNCILLORS	60 000	58 638	97,73%
WARD COUNCILLORS	Internal	Ward Development Capital	750 000	727 234	96,96%
			2 664 331	**2 212 763**	**83,05%**
OFFICE OF THE MM					
INTEGRATED DEVELOPMENT	Internal	Furniture and Equipment	10 000	8 599	85,99%
MUNICIPAL MANAGER	Internal	FURNITURE&EQUIPMENT -MUNCIPAL MANAGER	37 632	33 289	88,46%
Risk and Internal Audit Unit	Internal	Furniture and equipment	55 000	44 270	80,49%
			102 632	**86 158**	**83,95%**
PLANNING AND DEVELOPMENT					
HUMAN SETTLEMENT	DOH	HANKEY 990-PHASE 2	17 147 249	800 286	4,67%
HUMAN SETTLEMENT	DOH	HANKEY 990-PHASE 3	4 510 553	471 854	10,46%
			21 657 802	**1 272 139**	**5,87%**
		Total	**130 160 624**	**72 212 189**	**55,48%**

Annexure "A3"

1. PROJECTED CASH FLOW STATEMENT FOR THE 2023/24 FINANCIAL YEAR

1.1. Projected Cash Flow Statement as at 30 June 2024

The purpose of the cash flow statement is to compare the cash inflows (receipts) with the cash outflows (payments), so as to ascertain the adequacy of the cash inflows to cover the cash outflows.

Table C7 Monthly Budget Statement – Cash Flow – M12 June 2024

Description	Ref	2022/23	Budget Year 2023/24							
		Audited Outcome	Original Budget	Adjusted Budget	Monthly Actual	YearTD Actual	YearTD Budget	YTD Variance	YTD Variance %	Full Year Forecast
R thousands	1									
CASH FLOW FROM OPERATING ACTIVITIES										
Receipts										
Property rates		87,932	270,495	263,774	17,636	255,805	263,774	(7,969)	-3%	263,774
Service charges		237,049	697,055	672,771	39,869	488,941	672,771	(183,830)	-27%	672,771
Other revenue		25,426	67,422	105,467	9,975	190,832	105,467	85,364	81%	105,467
Transfers and Subsidies - Operational		166,622	190,883	194,472	–	188,078	194,472	(6,394)	-3%	194,472
Transfers and Subsidies - Capital		79,951	75,561	79,276	–	99,677	79,276	20,401	26%	79,276
Interest		840,211	4,598	11,674	4,700	60,863	11,674	49,189	421%	11,674
Dividends		–	–	–	–	–	–	–		–
Payments										
Suppliers and employees		667,606	(1,219,527)	(1,238,638)	(96,215)	(1,137,929)	(1,238,638)	(100,709)	8%	(1,238,638)
Interest		–	–	(6,612)	(972)	(12,269)	(6,612)	5,657	-86%	(6,612)
Transfers and Subsidies		–	–	(1,124)	–	–	(1,124)	(1,124)	100%	(1,124)
NET CASH FROM/(USED) OPERATING ACTIVITIES		**2,104,797**	**86,487**	**81,059**	**(25,009)**	**133,997**	**81,059**	**(52,938)**	**-65%**	**81,059**
CASH FLOWS FROM INVESTING ACTIVITIES										
Receipts										
Proceeds on disposal of PPE		–	–	–	–	–	–	–		–
Decrease (increase) in non-current receivables		–	–	–	–	–	–	–		–
Decrease (increase) in non-current investments		–	–	–	–	–	–	–		–
Payments										
Capital assets		(71,169)	(79,343)	(130,161)	(12,943)	(83,004)	(130,161)	(47,157)	36%	(130,161)
NET CASH FROM/(USED) INVESTING ACTIVITIES		**(71,169)**	**(79,343)**	**(130,161)**	**(12,943)**	**(83,004)**	**(130,161)**	**(47,157)**	**36%**	**(130,161)**
CASH FLOWS FROM FINANCING ACTIVITIES										
Receipts										
Short term loans		–	–	–	–	–	–	–		–
Borrowing long term/refinancing		–	–	–	–	–	–	–		–
Increase (decrease) in consumer deposits		–	–	–	–	–	–	–		–
Payments										
Repayment of borrowing		–	(10,091)	(12,169)	(972)	(12,269)	(12,169)	100	-1%	(12,169)
NET CASH FROM/(USED) FINANCING ACTIVITIES		**–**	**(10,091)**	**(12,169)**	**(972)**	**(12,269)**	**(12,169)**	**100**	**-1%**	**(12,169)**
NET INCREASE/ (DECREASE) IN CASH HELD		**2,033,629**	**(2,947)**	**(61,270)**	**(38,924)**	**38,725**	**(61,270)**			**(61,270)**
Cash/cash equivalents at beginning:		27,851	8,542	104,935		104,935	104,935			104,935
Cash/cash equivalents at month/year end:		2,061,479	5,596	43,665		143,659	43,665			43,665

Annexure "A4"

1. MUNICIPAL MONTHLY BUDGET TABLES

1.1. MONTHLY BUDGET TABLES

The seven main budget tables, as required in terms of the Municipal Budget and Reporting Regulations, are included in this section of the report. These tables set out the Municipality's 2023/24 budget performance for the period of June 2024 and are to be noted. Each table is accompanied by explanatory notes.

Table C1 Monthly Budget Statement Summary – M12 June 2024

Description	2022/23	Budget Year 2023/24							
R thousands	Audited Outcome	Original Budget	Adjusted Budget	Monthly Actual	YearTD Actual	YearTD Budget	YTD Variance	YTD Variance %	Full Year Forecast
Financial Performance									
Property rates	259,514	281,488	281,488	18,348	279,208	281,488	(2,280)	-1%	281,488
Service charges	547,619	621,867	602,433	10,873	535,754	602,433	(66,680)	-11%	602,433
Investment revenue	6,824	4,598	11,674	(606)	12,969	11,674	1,296	11%	11,674
Transfers and subsidies - Operational	177,339	190,883	197,730	5,145	198,620	197,730	890	0%	197,730
Other own revenue	193,947	60,121	220,413	81,611	164,355	220,413	(56,058)	-25%	220,413
Total Revenue (excluding capital transfers and contributions)	**1,185,243**	**1,158,957**	**1,313,738**	**115,372**	**1,190,906**	**1,313,738**	**(122,832)**	**-9%**	**1,313,738**
Employee costs	364,306	447,813	442,256	27,902	375,759	442,256	(66,497)	-15%	442,256
Remuneration of Councillors	13,700	15,140	15,140	1,192	14,976	15,140	(164)	-1%	15,140
Depreciation and amortisation	124,787	109,663	109,663	18,300	109,687	109,663	24	0%	109,663
Interest	8,059	2,090	5,750	193	5,567	5,750	(183)	-3%	5,750
Inventory consumed and bulk purchases	382,970	458,626	456,295	50,219	451,416	456,295	(4,879)	-1%	456,295
Transfers and subsidies	709	924	1,124	220	720	1,124	(404)	-36%	1,124
Other expenditure	373,416	234,060	407,563	22,144	185,803	407,563	(221,760)	-54%	407,563
Total Expenditure	**1,267,945**	**1,268,316**	**1,437,791**	**120,170**	**1,143,928**	**1,437,791**	**(293,863)**	**-20%**	**1,437,791**
Surplus/(Deficit)	**(82,702)**	**(109,359)**	**(124,053)**	**(4,797)**	**46,978**	**(124,053)**	**171,031**	**-138%**	**(124,053)**
Transfers and subsidies - capital (monetary allocations)	102,222	75,561	94,639	7,653	67,053	94,639	(27,586)	-29%	94,639
Transfers and subsidies - capital (in-kind)	–	–	–	–	–	–	–		–
Surplus/(Deficit) after capital transfers & contributions	**19,520**	**(33,798)**	**(29,414)**	**2,856**	**114,031**	**(29,414)**	**143,446**	**-488%**	**(29,414)**
Share of surplus/ (deficit) of associate	–	–	–	–	–	–	–		–
Surplus/ (Deficit) for the year	**19,520**	**(33,798)**	**(29,414)**	**2,856**	**114,031**	**(29,414)**	**143,446**	**-488%**	**(29,414)**
Capital expenditure & funds sources									
Capital expenditure	**113,966**	**79,343**	**130,161**	**11,255**	**72,212**	**130,161**	**(57,948)**	**-45%**	**130,161**
Capital transfers recognised	64,491	65,883	88,515	6,881	59,524	88,515	(28,991)	-33%	88,515
Borrowing	8,786	–	–	–	–	–	–		–
Internally generated funds	40,688	13,460	41,646	4,375	12,688	41,646	(28,957)	-70%	41,646
Total sources of capital funds	**113,966**	**79,343**	**130,161**	**11,255**	**72,212**	**130,161**	**(57,948)**	**-45%**	**130,161**
Financial position									
Total current assets	354,354	154,622	213,862		249,568				198,743
Total non current assets	2,316,887	2,302,442	2,337,384		2,296,025				2,334,326
Total current liabilities	341,168	154,259	223,929		201,773				214,875
Total non current liabilities	240,950	255,035	255,754		147,995				255,754
Community wealth/Equity	**2,100,978**	**2,047,771**	**2,071,563**		**2,195,824**				**2,062,439**
Cash flows									
Net cash from (used) operating	2,104,797	86,487	81,059	(25,009)	133,997	81,059	(52,938)	-65%	81,059
Net cash from (used) investing	(71,169)	(79,343)	(130,161)	(12,943)	(83,004)	(130,161)	(47,157)	36%	(130,161)
Net cash from (used) financing	–	(10,091)	(12,169)	(972)	(12,269)	(12,169)	100	-1%	(12,169)
Cash/cash equivalents at the month/year end	**2,061,479**	**5,596**	**43,665**	**–**	**143,659**	**43,665**	**(99,994)**	**-229%**	**43,665**
Debtors & creditors analysis	**0-30 Days**	**31-60 Days**	**61-90 Days**	**91-120 Days**	**121-150 Dys**	**151-180 Dys**	**181 Dys-1 Yr**	**Over 1Yr**	**Total**
Debtors Age Analysis									
Total By Income Source	53,707	14,348	10,675	9,416	8,597	10,023	57,833	279,018	443,618
Creditors Age Analysis									
Total Creditors	61,760	2,597	513	24	20	47	573	(924)	64,611

Explanatory notes to Table C1 – Monthly Budget Summary

The aim of the Budget Summary is to provide a concise overview of the actual budget performance from all of the major financial perspective (operating expenditure, capital expenditure, financial position, cash flow, and MFMA funding compliance).

The table provides an overview of the actual amounts spent compared to the monthly budget projections within the context of operating performance, resources utilised for capital expenditure, financial position, cash and funding compliance.

Table C2 Monthly Budget Statement – Financial Performance (standard classification) – M12 June 2024

Description	Ref	2022/23	Budget Year 2023/24							
		Audited Outcome	Original Budget	Adjusted Budget	Monthly Actual	YearTD Actual	YearTD Budget	YTD Variance	YTD Variance %	Full Year Forecast
R thousands	1									
Revenue - Functional										
Governance and administration		**572,900**	**422,639**	**558,025**	**101,167**	**522,348**	**558,025**	(35,677)	-6%	**558,025**
Executive and council		2,464	106	135	–	36	135	(99)	-74%	135
Finance and administration		570,436	422,533	557,890	101,167	522,313	557,890	(35,577)	-6%	557,890
Internal audit		–	–	–	–	–	–	–		–
Community and public safety		**22,893**	**16,716**	**53,386**	**2,982**	**32,450**	**53,386**	(20,936)	-39%	**53,386**
Community and social services		2,427	2,437	2,435	36	2,415	2,435	(19)	-1%	2,435
Sport and recreation		8,640	10,338	10,802	683	8,637	10,802	(2,165)	-20%	10,802
Public safety		2,748	1,378	1,604	(1,584)	286	1,604	(1,318)	-82%	1,604
Housing		5,849	–	36,168	1,463	17,790	36,168	(18,378)	-51%	36,168
Health		3,230	2,563	2,378	2,384	3,322	2,378	944	40%	2,378
Economic and environmental services		**30,867**	**37,432**	**50,609**	**2,489**	**47,976**	**50,609**	(2,633)	-5%	**50,609**
Planning and development		6,461	8,083	9,690	745	8,350	9,690	(1,340)	-14%	9,690
Road transport		7,002	6,910	13,180	785	16,468	13,180	3,287	25%	13,180
Environmental protection		17,404	22,439	27,739	958	23,158	27,739	(4,580)	-17%	27,739
Trading services		**660,805**	**757,731**	**746,356**	**16,672**	**655,468**	**746,356**	(90,888)	-12%	**746,356**
Energy sources		313,432	408,372	370,684	31,674	375,374	370,684	4,690	1%	370,684
Water management		195,564	161,300	182,887	(17,007)	114,129	182,887	(68,758)	-38%	182,887
Waste water management		99,252	113,711	116,065	(675)	101,274	116,065	(14,792)	-13%	116,065
Waste management		52,557	74,347	76,720	2,680	64,691	76,720	(12,029)	-16%	76,720
Other	4	–	–	–	–	–	–	–		–
Total Revenue - Functional	2	**1,287,466**	**1,234,518**	**1,408,377**	**123,310**	**1,258,243**	**1,408,377**	**(150,134)**	**-11%**	**1,408,377**
Expenditure - Functional										
Governance and administration		**384,145**	**306,226**	**323,768**	**24,097**	**256,231**	**323,768**	(67,538)	-21%	**323,768**
Executive and council		54,920	64,558	60,206	3,498	56,560	60,206	(3,646)	-6%	60,206
Finance and administration		329,152	241,417	263,114	20,599	199,614	263,114	(63,500)	-24%	263,114
Internal audit		73	251	448	–	57	448	(391)	-87%	448
Community and public safety		**98,259**	**121,818**	**120,270**	**8,277**	**102,942**	**120,270**	(17,328)	-14%	**120,270**
Community and social services		8,230	12,897	13,558	865	9,240	13,558	(4,318)	-32%	13,558
Sport and recreation		50,562	63,813	60,982	3,524	51,666	60,982	(9,317)	-15%	60,982
Public safety		26,931	30,247	30,280	2,472	28,505	30,280	(1,775)	-6%	30,280
Housing		5,390	7,037	7,606	418	5,791	7,606	(1,815)	-24%	7,606
Health		7,146	7,824	7,843	998	7,740	7,843	(104)	-1%	7,843
Economic and environmental services		**121,915**	**158,670**	**302,555**	**17,022**	**149,601**	**302,555**	(152,954)	-51%	**302,555**
Planning and development		24,223	31,432	35,990	2,253	26,803	35,990	(9,187)	-26%	35,990
Road transport		86,259	118,681	254,602	13,356	111,413	254,602	(143,188)	-56%	254,602
Environmental protection		11,434	8,556	11,963	1,413	11,384	11,963	(579)	-5%	11,963
Trading services		**657,391**	**674,375**	**683,188**	**72,072**	**630,127**	**683,188**	(53,061)	-8%	**683,188**
Energy sources		333,777	424,020	427,457	46,397	400,483	427,457	(26,974)	-6%	427,457
Water management		155,030	103,892	107,011	11,190	96,892	107,011	(10,119)	-9%	107,011
Waste water management		92,857	85,015	84,300	10,102	76,494	84,300	(7,806)	-9%	84,300
Waste management		75,728	61,449	64,420	4,383	56,258	64,420	(8,162)	-13%	64,420
Other		**6,236**	**7,227**	**8,010**	**475**	**6,501**	**8,010**	**(1,509)**	**-19%**	**8,010**
Total Expenditure - Functional	3	**1,267,945**	**1,268,316**	**1,437,791**	**121,944**	**1,145,401**	**1,437,791**	**(292,390)**	**-20%**	**1,437,791**
Surplus/ (Deficit) for the year		**19,520**	**(33,798)**	**(29,414)**	**1,366**	**112,842**	**(29,414)**	**142,256**	**-484%**	**(29,414)**

Explanatory notes to Table C2 – Budgeted Financial Performance (revenue and expenditure by standard classification)

The standard classification refers to a modified Government Finance Statistics (GFS) reporting structure. The aim of the standard classification approach is to ensure that all municipalities report their operations in one common format, to facilitate comparison across all municipalities.

Table C3 Monthly Budget Statement – Financial Performance (revenue and expenditure by municipal vote – M12 June 2024

Vote Description	Ref	2022/23	Budget Year 2023/24							
R thousands		Audited Outcome	Original Budget	Adjusted Budget	Monthly Actual	YearTD Actual	YearTD Budget	YTD Variance	YTD Variance %	Full Year Forecast
Revenue by Vote	1									
Vote 1 - EXECUTIVE COUNCIL		2,471	–	–	–	–	–	–		–
Vote 2 - FINANCIAL SERVICES		426,747	410,736	422,753	40,526	456,370	422,753	33,617	8.0%	422,753
Vote 3 - CORPORATE SERVICES		9,373	1,194	789	–	490	789	(299)	-37.9%	789
Vote 4 - COMMUNITY SERVICES		225,364	127,808	263,317	66,274	174,313	263,317	(89,004)	-33.8%	263,317
Vote 5 - INFRASTRUCTURE AND ENGINEERING		611,785	688,565	677,403	14,619	603,677	677,403	(73,726)	-10.9%	677,403
Vote 6 - PLANNING DEVELOPMENT AND TOURISM		11,828	6,215	44,115	1,891	23,393	44,115	(20,722)	-47.0%	44,115
Vote 7 - [NAME OF VOTE 7]		–	–	–	–	–	–	–		–
Vote 8 - [NAME OF VOTE 8]		–	–	–	–	–	–	–		–
Vote 9 - [NAME OF VOTE 9]		–	–	–	–	–	–	–		–
Vote 10 - [NAME OF VOTE 10]		–	–	–	–	–	–	–		–
Vote 11 - [NAME OF VOTE 11]		–	–	–	–	–	–	–		–
Vote 12 - [NAME OF VOTE 12]		–	–	–	–	–	–	–		–
Vote 13 - [NAME OF VOTE 13]		–	–	–	–	–	–	–		–
Vote 14 - [NAME OF VOTE 14]		–	–	–	–	–	–	–		–
Vote 15 - [NAME OF VOTE 15]		–	–	–	–	–	–	–		–
Total Revenue by Vote	2	**1,287,569**	**1,234,518**	**1,408,377**	**123,310**	**1,258,243**	**1,408,377**	**(150,134)**	**-10.7%**	**1,408,377**
Expenditure by Vote	1									
Vote 1 - EXECUTIVE COUNCIL		60,197	70,802	67,756	4,033	61,558	67,756	(6,198)	-9.1%	67,756
Vote 2 - FINANCIAL SERVICES		212,298	115,941	133,019	10,130	99,288	133,019	(33,732)	-25.4%	133,019
Vote 3 - CORPORATE SERVICES		51,959	62,930	62,357	2,615	36,110	62,357	(26,246)	-42.1%	62,357
Vote 4 - COMMUNITY SERVICES		232,076	240,505	369,557	19,680	220,267	369,557	(149,290)	-40.4%	369,557
Vote 5 - INFRASTRUCTURE AND ENGINEERING		681,193	739,091	761,594	82,804	696,262	761,594	(65,333)	-8.6%	761,594
Vote 6 - PLANNING DEVELOPMENT AND TOURISM		30,209	38,427	42,967	2,587	31,623	42,967	(11,344)	-26.4%	42,967
Vote 7 - [NAME OF VOTE 7]		–	–	–	–	–	–	–		–
Vote 8 - [NAME OF VOTE 8]		–	–	–	–	–	–	–		–
Vote 9 - [NAME OF VOTE 9]		–	–	–	–	–	–	–		–
Vote 10 - [NAME OF VOTE 10]		–	–	–	–	–	–	–		–
Vote 11 - [NAME OF VOTE 11]		–	–	–	–	–	–	–		–
Vote 12 - [NAME OF VOTE 12]		–	–	–	–	–	–	–		–
Vote 13 - [NAME OF VOTE 13]		–	–	–	–	–	–	–		–
Vote 14 - [NAME OF VOTE 14]		–	–	–	–	–	–	–		–
Vote 15 - [NAME OF VOTE 15]		–	–	–	–	–	–	–		–
Total Expenditure by Vote	2	**1,267,932**	**1,267,696**	**1,437,251**	**121,849**	**1,145,108**	**1,437,251**	**(292,143)**	**-20.3%**	**1,437,251**
Surplus/ (Deficit) for the year	2	**19,638**	**(33,178)**	**(28,874)**	**1,461**	**113,135**	**(28,874)**	**142,009**	**-491.8%**	**(28,874)**

Explanatory notes to Table C3 – Budgeted Financial Performance (revenue and expenditure by municipal vote)

The purpose of the format in which the monthly budget reporting table is represented, is to enable the Council to enforce a vote in accordance with the municipality's organisational structure, so as to assign responsibility for the revenue and expenditure recorded against these votes to the Municipal Manager and Directors concerned.

Operating revenue and expenditure are thus presented by "vote". A "vote" is defined as one of the main segments into which a budget of a municipality is divided into, for the appropriation of funds.

Table C4 Monthly Budget Statement – Financial Performance (revenue and expenditure) – M12 June 2024

Description	Ref	2022/23	Budget Year 2023/24							
R thousands		Audited Outcome	Original Budget	Adjusted Budget	Monthly Actual	YearTD Actual	YearTD Budget	YTD Variance	YTD Variance %	Full Year Forecast
Revenue										
Exchange Revenue		593,601	662,340	683,647	30,698	633,116	683,647	(50,531)	-7%	683,647
Service charges - Electricity		306,477	390,731	352,780	28,811	356,972	352,780	4,192	1%	352,780
Service charges - Water		117,400	101,425	118,603	(19,013)	67,358	118,603	(51,245)	-43%	118,603
Service charges - Waste Water Management		61,797	63,314	64,268	(2,183)	54,062	64,268	(10,206)	-16%	64,268
Service charges - Waste management		61,945	66,396	66,782	3,259	57,361	66,782	(9,421)	-14%	66,782
Sale of Goods and Rendering of Services		9,189	7,790	9,000	709	5,946	9,000	(3,054)	-34%	9,000
Agency services		2,678	1,000	4,276	316	3,615	4,276	(661)	-15%	4,276
Interest		–	–	–	–	–	–	–		–
Interest earned from Receivables		20,845	18,595	30,145	(2,964)	24,457	30,145	(5,688)	-19%	30,145
Interest earned from Current and Non Current Assets		6,824	4,598	11,674	(606)	12,969	11,674	1,296	11%	11,674
Dividends		–	–	–	–	–	–	–		–
Rent on Land		–	–	–	–	–	–	–		–
Rental from Fixed Assets		2,570	3,295	2,999	554	3,532	2,999	533	18%	2,999
Licence and permits		2,677	3,021	2,677	151	2,368	2,677	(309)	-12%	2,677
Operational Revenue		1,200	2,174	20,443	21,665	44,475	20,443	24,032	118%	20,443
Non-Exchange Revenue		591,642	496,618	630,091	84,674	557,790	630,091	(72,301)	-11%	630,091
Property rates		259,514	281,488	281,488	18,348	279,208	281,488	(2,280)	-1%	281,488
Surcharges and Taxes		–	–	–	–	–	–	–		–
Fines, penalties and forfeits		132,921	10,334	134,597	60,636	65,812	134,597	(68,785)	-51%	134,597
Licence and permits		7,195	10,668	11,053	244	8,029	11,053	(3,024)	-27%	11,053
Transfer and subsidies - Operational		177,339	190,883	197,730	5,145	198,620	197,730	890	0%	197,730
Interest		3,729	3,244	5,223	300	6,121	5,223	898	17%	5,223
Fuel Levy		–	–	–	–	–	–	–		–
Operational Revenue		–	–	–	–	–	–	–		–
Gains on disposal of Assets		31	–	(0)	–	–	(0)	0	-100%	(0)
Other Gains		10,913	–	–	–	–	–	–		–
Discontinued Operations		–	–	–	–	–	–	–		–
Total Revenue (excluding capital transfers and contributions)		**1,185,243**	**1,158,957**	**1,313,738**	**115,372**	**1,190,906**	**1,313,738**	**(122,832)**	**-9%**	**1,313,738**
Expenditure By Type										
Employee related costs		364,306	447,813	442,256	27,902	375,759	442,256	(66,497)	-15%	442,256
Remuneration of councillors		13,700	15,140	15,140	1,192	14,976	15,140	(164)	-1%	15,140
Bulk purchases - electricity		291,888	364,280	354,710	38,868	351,702	354,710	(3,008)	-1%	354,710
Inventory consumed		91,082	94,345	101,585	11,351	99,714	101,585	(1,871)	-2%	101,585
Debt impairment		119,944	28,314	173,540	–	–	173,540	(173,540)	-100%	173,540
Depreciation and amortisation		124,787	109,663	109,663	18,300	109,687	109,663	24	0%	109,663
Interest		8,059	2,090	5,750	193	5,567	5,750	(183)	-3%	5,750
Contracted services		87,317	104,476	129,334	17,497	103,514	129,334	(25,820)	-20%	129,334
Transfers and subsidies		709	924	1,124	220	720	1,124	(404)	-36%	1,124
Irrecoverable debts written off		87,459	7,305	13,835	–	5,601	13,835	(8,233)	-60%	13,835
Operational costs		76,926	93,964	90,854	4,647	76,688	90,854	(14,166)	-16%	90,854
Losses on Disposal of Assets		1,345	–	–	–	–	–	–		–
Other Losses		425	–	–	–	–	–	–		–
Total Expenditure		**1,267,945**	**1,268,316**	**1,437,791**	**120,170**	**1,143,928**	**1,437,791**	**(293,863)**	**-20%**	**1,437,791**
Surplus/(Deficit)		**(82,702)**	**(109,359)**	**(124,053)**	**(4,797)**	**46,978**	**(124,053)**	**171,031**	**(0)**	**(124,053)**
Transfers and subsidies - capital (monetary allocations)		102,222	75,561	94,639	7,653	67,053	94,639	(27,586)	**(0)**	94,639
Transfers and subsidies - capital (in-kind)		–	–	–	–	–	–	–		–
Surplus/(Deficit) after capital transfers & contributions		**19,520**	**(33,798)**	**(29,414)**	**2,856**	**114,031**	**(29,414)**			**(29,414)**
Income Tax		–	–	–	–	–	–	–		–
Surplus/(Deficit) after income tax		**19,520**	**(33,798)**	**(29,414)**	**2,856**	**114,031**	**(29,414)**			**(29,414)**
Share of Surplus/Deficit attributable to Joint Venture		–	–	–	–	–	–			–
Share of Surplus/Deficit attributable to Minorities		–	–	–	–	–	–			–
Surplus/(Deficit) attributable to municipality		**19,520**	**(33,798)**	**(29,414)**	**2,856**	**114,031**	**(29,414)**			**(29,414)**
Share of Surplus/Deficit attributable to Associate		–	–	–	–	–	–			–
Intercompany/Parent subsidiary transactions		–	–	–	–	–	–			–
Surplus/ (Deficit) for the year		**19,520**	**(33,798)**	**(29,414)**	**2,856**	**114,031**	**(29,414)**			**(29,414)**

Explanatory notes to Table C4 – Budgeted Financial Performance (revenue and expenditure)

The Financial Performance Budget is required to be approved concurrently by revenue source and expenditure type, so as to ensure consistency with annual reporting format requirements. A key aim is to facilitate comparison between the monthly results, the monthly budget-to-date projections and the original budget, so as to assess performance.

Table C5 Monthly Budget Statement – Capital Expenditure (municipal vote, standard classification and funding) – M12 June 2024

Vote Description	Ref	2022/23	Budget Year 2023/24							
		Audited Outcome	Original Budget	Adjusted Budget	Monthly Actual	YearTD Actual	YearTD Budget	YTD Variance	YTD Variance	Full Year Forecast
R thousands	1								%	
Multi-Year expenditure appropriation	2									
Vote 1 - EXECUTIVE COUNCIL		307	760	1,077	96	1,032	1,077	(45)	-4%	1,077
Vote 2 - FINANCIAL SERVICES		1,802	–	2,957	213	1,848	2,957	(1,110)	-38%	2,957
Vote 3 - CORPORATE SERVICES		819	–	–	–	–	–	–		–
Vote 4 - COMMUNITY SERVICES		17,374	1,362	4,199	1,654	3,826	4,199	(373)	-9%	4,199
Vote 5 - INFRASTRUCTURE AND ENGINEERING		93,551	76,521	96,887	7,645	61,232	96,887	(35,655)	-37%	96,887
Vote 6 - PLANNING DEVELOPMENT AND TOURISM		19	700	21,758	365	1,272	21,758	(20,486)	-94%	21,758
Vote 7 - [NAME OF VOTE 7]		–	–	–	–	–	–	–		–
Vote 8 - [NAME OF VOTE 8]		–	–	–	–	–	–	–		–
Vote 9 - [NAME OF VOTE 9]		–	–	–	–	–	–	–		–
Vote 10 - [NAME OF VOTE 10]		–	–	–	–	–	–	–		–
Vote 11 - [NAME OF VOTE 11]		–	–	–	–	–	–	–		–
Vote 12 - [NAME OF VOTE 12]		–	–	–	–	–	–	–		–
Vote 13 - [NAME OF VOTE 13]		–	–	–	–	–	–	–		–
Vote 14 - [NAME OF VOTE 14]		–	–	–	–	–	–	–		–
Vote 15 - [NAME OF VOTE 15]		–	–	–	–	–	–	–		–
Total Capital Multi-year expenditure	4,7	**113,873**	**79,343**	**126,878**	**9,974**	**69,210**	**126,878**	**(57,668)**	**-45%**	**126,878**
Single Year expenditure appropriation	2									
Vote 1 - EXECUTIVE COUNCIL		23	–	55	44	44	55	(11)	-20%	55
Vote 2 - FINANCIAL SERVICES		56	–	15	11	11	15	(4)	-28%	15
Vote 3 - CORPORATE SERVICES		–	–	–	–	–	–	–		–
Vote 4 - COMMUNITY SERVICES		–	–	1,800	1,557	1,557	1,800	(243)	-13%	1,800
Vote 5 - INFRASTRUCTURE AND ENGINEERING		14	–	1,413	(331)	1,390	1,413	(23)	-2%	1,413
Vote 6 - PLANNING DEVELOPMENT AND TOURISM		–	–	–	–	–	–	–		–
Vote 7 - [NAME OF VOTE 7]		–	–	–	–	–	–	–		–
Vote 8 - [NAME OF VOTE 8]		–	–	–	–	–	–	–		–
Vote 9 - [NAME OF VOTE 9]		–	–	–	–	–	–	–		–
Vote 10 - [NAME OF VOTE 10]		–	–	–	–	–	–	–		–
Vote 11 - [NAME OF VOTE 11]		–	–	–	–	–	–	–		–
Vote 12 - [NAME OF VOTE 12]		–	–	–	–	–	–	–		–
Vote 13 - [NAME OF VOTE 13]		–	–	–	–	–	–	–		–
Vote 14 - [NAME OF VOTE 14]		–	–	–	–	–	–	–		–
Vote 15 - [NAME OF VOTE 15]		–	–	–	–	–	–	–		–
Total Capital single-year expenditure	4	93	–	3,283	1,282	3,002	3,283	**(281)**	**-9%**	3,283
Total Capital Expenditure	**3**	**113,966**	**79,343**	**130,161**	**11,255**	**72,212**	**130,161**	**(57,948)**	**-45%**	**130,161**
Capital Expenditure - Functional Classification										
Governance and administration		**11,436**	**760**	**4,960**	**562**	**3,549**	**4,960**	(1,411)	-28%	**4,960**
Executive and council		307	760	1,096	96	1,052	1,096	(44)	-4%	1,096
Finance and administration		11,106	–	3,808	421	2,452	3,808	(1,356)	-36%	3,808
Internal audit		23	–	55	44	44	55	(11)	-20%	55
Community and public safety		**339**	**1,362**	**24,858**	**1,685**	**4,364**	**24,858**	(20,494)	-82%	**24,858**
Community and social services		–	–	–	–	–	–	–		–
Sport and recreation		339	–	200	17	199	200	(1)	-1%	200
Public safety		–	1,362	3,000	1,303	2,893	3,000	(107)	-4%	3,000
Housing		–	–	21,658	365	1,272	21,658	(20,386)	-94%	21,658
Health		–	–	–	–	–	–	–		–
Economic and environmental services		**13,080**	**6,497**	**15,789**	**988**	**14,290**	**15,789**	(1,499)	-9%	**15,789**
Planning and development		(161)	3,157	9,264	595	7,837	9,264	(1,427)	-15%	9,264
Road transport		13,241	3,339	6,125	257	6,075	6,125	(50)	-1%	6,125
Environmental protection		–	–	400	137	379	400	(21)	-5%	400
Trading services		**89,111**	**70,124**	**84,554**	**8,020**	**50,009**	**84,554**	(34,545)	-41%	**84,554**
Energy sources		(47,280)	19,652	11,117	97	5,587	11,117	(5,530)	-50%	11,117
Water management		124,204	26,087	36,318	3,807	20,455	36,318	(15,862)	-44%	36,318
Waste water management		3,400	24,385	35,320	2,559	22,410	35,320	(12,910)	-37%	35,320
Waste management		8,786	–	1,800	1,557	1,557	1,800	(243)	-13%	1,800
Other		–	600	–	–	–	–	–		–
Total Capital Expenditure - Functional Classification	3	**113,966**	**79,343**	**130,161**	**11,255**	**72,212**	**130,161**	**(57,948)**	**-45%**	**130,161**
Funded by:										
National Government		64,491	64,521	63,857	5,212	55,359	63,857	(8,498)	-13%	63,857
Provincial Government		–	–	21,658	365	1,272	21,658	(20,386)	-94%	21,658
District Municipality		–	1,362	3,000	1,303	2,893	3,000	(107)	-4%	3,000
Transfers and subsidies - capital (monetary allocations) (Nat / Prov Departm										
Agencies, Households, Non-profit Institutions, Private Enterprises, Public		–	–	–	–	–	–	–		–
Corporatons, Higher Educ Institutions)										
Transfers recognised - capital		**64,491**	**65,883**	**88,515**	**6,881**	**59,524**	**88,515**	**(28,991)**	**-33%**	**88,515**
Borrowing	6	8,786	–	–	–	–	–	–		–
Internally generated funds		40,688	13,460	41,646	4,375	12,688	41,646	(28,957)	-70%	41,646
Total Capital Funding	7	**113,966**	**79,343**	**130,161**	**11,255**	**72,212**	**130,161**	**(57,948)**	**-45%**	**130,161**

Explanatory notes to Table C5 – Budgeted Capital Expenditure by vote, standard classification and funding

Table C5 is a breakdown of the capital programme in relation to capital expenditure by municipal vote; capital expenditure by standard classification; and the funding necessary to fund the capital budget, including information on capital transfers from national and provincial departments.

Table C6 Monthly Budget Statement – Financial Position – M12 June 2024

Description	Ref	2022/23	Budget Year 2023/24			
		Audited Outcome	Original Budget	Adjusted Budget	YearTD Actual	Full Year Forecast
R thousands	1					
ASSETS						
Current assets						
Cash and cash equivalents		104,935	5,596	43,665	143,659	27,854
Trade and other receivables from exchange transactions		73,873	55,239	77,030	62,682	77,030
Receivables from non-exchange transactions		17,884	24,619	29,014	22,386	29,014
Current portion of non-current receivables		–	–	–	–	–
Inventory		18,598	17,110	18,598	20,840	19,313
VAT		136,522	50,443	45,445	–	45,422
Other current assets		2,542	1,616	109	–	109
Total current assets		**354,354**	**154,622**	**213,862**	**249,568**	**198,743**
Non current assets						
Investments		–	–	–	–	–
Investment property		262,608	262,608	262,608	262,608	262,608
Property, plant and equipment		2,053,676	2,039,424	2,074,173	2,033,354	2,071,115
Biological assets		–	–	–	–	–
Living and non-living resources		–	–	–	–	–
Heritage assets		–	–	–	–	–
Intangible assets		603	410	603	62	603
Trade and other receivables from exchange transactions		–	–	–	–	–
Non-current receivables from non-exchange transactions		–	–	–	–	–
Other non-current assets		–	–	–	–	–
Total non current assets		**2,316,887**	**2,302,442**	**2,337,384**	**2,296,025**	**2,334,326**
TOTAL ASSETS		**2,671,241**	**2,457,064**	**2,551,246**	**2,545,592**	**2,533,068**
LIABILITIES						
Current liabilities						
Bank overdraft		–	–	–	–	–
Financial liabilities		11,342	9,484	12,169	12,265	12,169
Consumer deposits		29,060	23,673	29,060	31,765	29,060
Trade and other payables from exchange transactions		126,219	77,412	124,413	103,294	125,733
Trade and other payables from non-exchange transactions		28,994	–	10,373	–	(0)
Provision		54,453	43,689	47,914	54,450	47,914
VAT		91,100	–	(0)	–	(0)
Other current liabilities		–	–	–	–	–
Total current liabilities		**341,168**	**154,259**	**223,929**	**201,773**	**214,875**
Non current liabilities						
Financial liabilities		24,202	8,637	11,207	23,279	11,207
Provision		124,716	126,686	137,116	124,716	137,116
Long term portion of trade payables		–	–	–	–	–
Other non-current liabilities		92,032	119,711	107,431	–	107,431
Total non current liabilities		**240,950**	**255,035**	**255,754**	**147,995**	**255,754**
TOTAL LIABILITIES		**582,118**	**409,293**	**479,683**	**349,768**	**470,629**
NET ASSETS	2	**2,089,123**	**2,047,771**	**2,071,563**	**2,195,824**	**2,062,439**
COMMUNITY WEALTH/EQUITY						
Accumulated Surplus/(Deficit)		2,100,978	2,047,771	2,071,563	2,195,824	2,062,439
Reserves and funds		–	–	–	–	–
Other		–	–	–		–
TOTAL COMMUNITY WEALTH/EQUITY	2	**2,100,978**	**2,047,771**	**2,071,563**	**2,195,824**	**2,062,439**

Explanatory notes to Table C6 – Budgeted Financial Position

i. The table represents Assets less Liabilities as Community Wealth. The order of items within each group is also aligned to the convention of showing items in order of liquidity, i.e. assets readily converted to cash or liabilities immediately required to be met from cash appear first.

ii. Any movement on the Budgeted Financial Performance or the Capital Budget will invariably impact on the Budgeted Financial Position.

For example, the collection rate assumption will impact on the cash position of the municipality and consequently inform the level of cash and cash equivalents at year end.

Similarly, the collection rate assumption informs the budget provision for bad debts. These budget and planning assumptions form a critical link in determining the applicability and relevance of the budget as well as compliance assessment is directly informed by forecasting the statement of financial position.

Table C7 Monthly Budget Statement – Cash Flow – M12 June 2024

Vote Description	Ref	2022/23	Budget Year 2023/24							
		Audited Outcome	Original Budget	Adjusted Budget	Monthly Actual	YearTD Actual	YearTD Budget	YTD Variance	YTD Variance %	Full Year Forecast
R thousands	1									
Multi-Year expenditure appropriation	2									
Vote 1 - EXECUTIVE COUNCIL		307	760	1,077	96	1,032	1,077	(45)	-4%	1,077
Vote 2 - FINANCIAL SERVICES		1,802	–	2,957	213	1,848	2,957	(1,110)	-38%	2,957
Vote 3 - CORPORATE SERVICES		819	–	–	–	–	–	–		–
Vote 4 - COMMUNITY SERVICES		17,374	1,362	4,199	1,654	3,826	4,199	(373)	-9%	4,199
Vote 5 - INFRASTRUCTURE AND ENGINEERING		93,551	76,521	96,887	7,645	61,232	96,887	(35,655)	-37%	96,887
Vote 6 - PLANNING DEVELOPMENT AND TOURISM		19	700	21,758	365	1,272	21,758	(20,486)	-94%	21,758
Vote 7 - [NAME OF VOTE 7]		–	–	–	–	–	–	–		–
Vote 8 - [NAME OF VOTE 8]		–	–	–	–	–	–	–		–
Vote 9 - [NAME OF VOTE 9]		–	–	–	–	–	–	–		–
Vote 10 - [NAME OF VOTE 10]		–	–	–	–	–	–	–		–
Vote 11 - [NAME OF VOTE 11]		–	–	–	–	–	–	–		–
Vote 12 - [NAME OF VOTE 12]		–	–	–	–	–	–	–		–
Vote 13 - [NAME OF VOTE 13]		–	–	–	–	–	–	–		–
Vote 14 - [NAME OF VOTE 14]		–	–	–	–	–	–	–		–
Vote 15 - [NAME OF VOTE 15]		–	–	–	–	–	–	–		–
Total Capital Multi-year expenditure	4,7	**113,873**	**79,343**	**126,878**	**9,974**	**69,210**	**126,878**	**(57,668)**	**-45%**	**126,878**
Single Year expenditure appropriation	2									
Vote 1 - EXECUTIVE COUNCIL		23	–	55	44	44	55	(11)	-20%	55
Vote 2 - FINANCIAL SERVICES		56	–	15	11	11	15	(4)	-28%	15
Vote 3 - CORPORATE SERVICES		–	–	–	–	–	–	–		–
Vote 4 - COMMUNITY SERVICES		–	–	1,800	1,557	1,557	1,800	(243)	-13%	1,800
Vote 5 - INFRASTRUCTURE AND ENGINEERING		14	–	1,413	(331)	1,390	1,413	(23)	-2%	1,413
Vote 6 - PLANNING DEVELOPMENT AND TOURISM		–	–	–	–	–	–	–		–
Vote 7 - [NAME OF VOTE 7]		–	–	–	–	–	–	–		–
Vote 8 - [NAME OF VOTE 8]		–	–	–	–	–	–	–		–
Vote 9 - [NAME OF VOTE 9]		–	–	–	–	–	–	–		–
Vote 10 - [NAME OF VOTE 10]		–	–	–	–	–	–	–		–
Vote 11 - [NAME OF VOTE 11]		–	–	–	–	–	–	–		–
Vote 12 - [NAME OF VOTE 12]		–	–	–	–	–	–	–		–
Vote 13 - [NAME OF VOTE 13]		–	–	–	–	–	–	–		–
Vote 14 - [NAME OF VOTE 14]		–	–	–	–	–	–	–		–
Vote 15 - [NAME OF VOTE 15]		–	–	–	–	–	–	–		–
Total Capital single-year expenditure	4	93	–	3,283	1,282	3,002	3,283	**(281)**	**-9%**	3,283
Total Capital Expenditure	3	**113,966**	**79,343**	**130,161**	**11,255**	**72,212**	**130,161**	**(57,948)**	**-45%**	**130,161**
Capital Expenditure - Functional Classification										
Governance and administration		**11,436**	**760**	**4,960**	**562**	**3,549**	**4,960**	(1,411)	-28%	**4,960**
Executive and council		307	760	1,096	96	1,052	1,096	(44)	-4%	1,096
Finance and administration		11,106	–	3,808	421	2,452	3,808	(1,356)	-36%	3,808
Internal audit		23	–	55	44	44	55	(11)	-20%	55
Community and public safety		**339**	**1,362**	**24,858**	**1,685**	**4,364**	**24,858**	(20,494)	-82%	**24,858**
Community and social services		–	–	–	–	–	–	–		–
Sport and recreation		339	–	200	17	199	200	(1)	-1%	200
Public safety		–	1,362	3,000	1,303	2,893	3,000	(107)	-4%	3,000
Housing		–	–	21,658	365	1,272	21,658	(20,386)	-94%	21,658
Health		–	–	–	–	–	–	–		–
Economic and environmental services		**13,080**	**6,497**	**15,789**	**988**	**14,290**	**15,789**	(1,499)	-9%	**15,789**
Planning and development		(161)	3,157	9,264	595	7,837	9,264	(1,427)	-15%	9,264
Road transport		13,241	3,339	6,125	257	6,075	6,125	(50)	-1%	6,125
Environmental protection		–	–	400	137	379	400	(21)	-5%	400
Trading services		**89,111**	**70,124**	**84,554**	**8,020**	**50,009**	**84,554**	(34,545)	-41%	**84,554**
Energy sources		(47,280)	19,652	11,117	97	5,587	11,117	(5,530)	-50%	11,117
Water management		124,204	26,087	36,318	3,807	20,455	36,318	(15,862)	-44%	36,318
Waste water management		3,400	24,385	35,320	2,559	22,410	35,320	(12,910)	-37%	35,320
Waste management		8,786	–	1,800	1,557	1,557	1,800	(243)	-13%	1,800
Other		–	600	–	–	–	–	–		–
Total Capital Expenditure - Functional Classification	3	**113,966**	**79,343**	**130,161**	**11,255**	**72,212**	**130,161**	**(57,948)**	**-45%**	**130,161**
Funded by:										
National Government		64,491	64,521	63,857	5,212	55,359	63,857	(8,498)	-13%	63,857
Provincial Government		–	–	21,658	365	1,272	21,658	(20,386)	-94%	21,658
District Municipality		–	1,362	3,000	1,303	2,893	3,000	(107)	-4%	3,000
Transfers and subsidies - capital (monetary allocations) (Nat / Prov Departm										
Agencies, Households, Non-profit Institutions, Private Enterprises, Public Corporatons, Higher Educ Institutions)		–	–	–	–	–	–	–		–
Transfers recognised - capital		**64,491**	**65,883**	**88,515**	**6,881**	**59,524**	**88,515**	**(28,991)**	**-33%**	**88,515**
Borrowing	6	8,786	–	–	–	–	–	–		–
Internally generated funds		40,688	13,460	41,646	4,375	12,688	41,646	(28,957)	-70%	41,646
Total Capital Funding	7	**113,966**	**79,343**	**130,161**	**11,255**	**72,212**	**130,161**	**(57,948)**	**-45%**	**130,161**

Explanatory notes to Table C7 – Budgeted Cash Flow Statement

i. The budgeted cash flow statement represents the first measurement in determining whether the budget is funded.

ii. It reflects the expected cash inflows versus outflows that are likely to result from the implementation of the budget.

Annexure "A5"

1. ANALYSIS OF THE MUNICIPALITY'S STATEMENT OF FINANCIAL POSITION

In this section the Municipality's Debtors, Creditors and Investments will be analysed. These components have a significant impact on the Municipality's financial position.

1.1. Overview of outstanding Consumer Debtors (Inclusive of VAT)

Below is an analysis of the outstanding consumer debtors as at 30 June 2024, compared to the position as at 30 June 2023.

Debtors' Age Analysis (Inclusive of VAT) as at 30 June 2024

Description	Budget Year 2023/24								
R thousands	0-30 Days	31-60 Days	61-90 Days	91-120 Days	121-150 Dys	151-180 Dys	181 Dys-1 Yr	Over 1Yr	Total
Debtors Age Analysis By Income Source									
Trade and Other Receivables from Exchange Transactions - Water	16,926	4,991	3,560	2,947	2,757	3,342	23,674	81,485	139,681
Trade and Other Receivables from Exchange Transactions - Electricity	30,100	2,656	1,822	1,523	1,227	1,205	3,967	12,087	54,588
Receivables from Non-exchange Transactions - Property Rates	20,688	2,926	2,041	1,917	1,656	1,607	12,274	25,329	68,439
Receivables from Exchange Transactions - Waste Water Management	8,472	1,630	1,289	1,139	1,069	1,426	5,337	31,828	52,190
Receivables from Exchange Transactions - Waste Management	6,656	1,404	1,250	1,181	1,129	1,384	5,914	45,009	63,925
Receivables from Exchange Transactions - Property Rental Debtors	–	–	–	–	–	–	–	–	–
Interest on Arrear Debtor Accounts	1,047	293	312	353	395	688	4,539	65,856	73,483
Recoverable unauthorised, irregular, fruitless and wasteful expenditure	–	–	–	–	–	–	–	–	–
Other	(30,180)	448	401	356	365	371	2,128	17,423	(8,688)
Total By Income Source	**53,707**	**14,348**	**10,675**	**9,416**	**8,597**	**10,023**	**57,833**	**279,018**	**443,618**
Debtors Age Analysis By Customer Group									
Organs of State	1,405	559	416	572	440	360	2,688	4,873	11,312
Commercial	7,621	589	366	362	305	260	1,475	6,618	17,596
Households	44,677	13,199	9,892	8,482	7,852	9,403	53,664	267,524	414,692
Other	4	1	1	1	1	1	6	4	18
Total By Customer Group	**53,707**	**14,348**	**10,675**	**9,416**	**8,597**	**10,023**	**57,833**	**279,018**	**443,618**

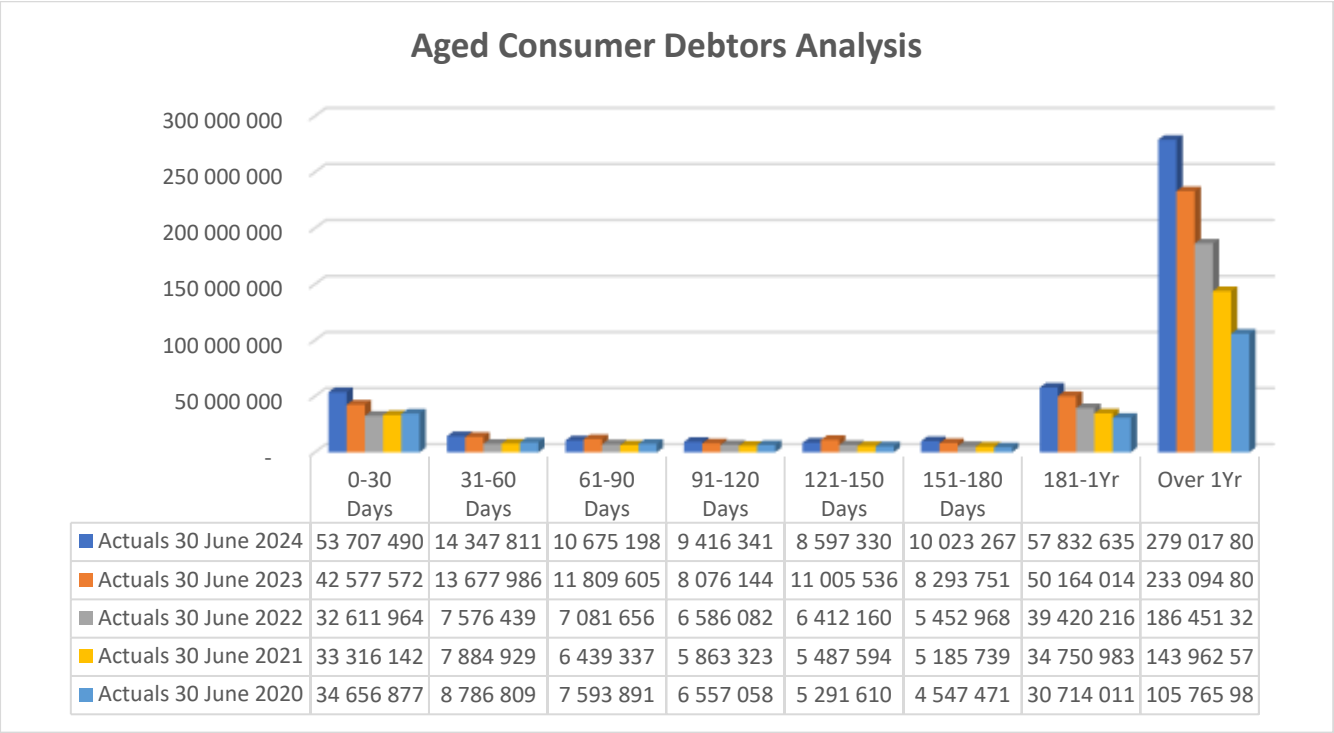
Debtors' Age Analysis (Inclusive of VAT) as at 30 June 2023

Description	Budget Year 2022/23								
R thousands	0-30 Days	31-60 Days	61-90 Days	91-120 Days	121-150 Dys	151-180 Dys	181 Dys-1 Yr	Over 1Yr	Total
Debtors Age Analysis By Income Source									
Trade and Other Receivables from Exchange Transactions - Water	18,436	6,797	5,993	2,861	5,989	3,814	17,831	64,937	126,658
Trade and Other Receivables from Exchange Transactions - Electricity	20,185	1,392	1,112	796	654	601	3,540	11,384	39,663
Receivables from Non-exchange Transactions - Property Rates	16,864	1,698	1,222	1,085	872	803	10,086	24,391	57,020
Receivables from Exchange Transactions - Waste Water Management	8,358	1,734	1,535	1,260	1,457	1,172	6,312	29,758	51,588
Receivables from Exchange Transactions - Waste Management	5,989	1,385	1,289	1,240	1,203	1,191	6,620	40,112	59,029
Receivables from Exchange Transactions - Property Rental Debtors	–	–	–	–	–	–	–	–	–
Interest on Arrear Debtor Accounts	803	258	293	267	448	393	3,367	46,301	52,130
Recoverable unauthorised, irregular, fruitless and wasteful expenditure	–	–	–	–	–	–	–	–	–
Other	(28,057)	413	366	566	383	318	2,408	16,214	(7,389)
Total By Income Source	**42,578**	**13,678**	**11,810**	**8,076**	**11,006**	**8,294**	**50,164**	**233,095**	**378,699**
2020/21 - totals only									–
Debtors Age Analysis By Customer Group									
Organs of State	931	439	383	195	196	178	2,115	6,858	11,296
Commercial	7,091	521	438	340	338	227	1,425	5,557	15,936
Households	34,556	12,718	10,988	7,541	10,472	7,889	46,624	220,680	351,468
Other	(1)	–	–	–	–	–	–	–	(1)
Total By Customer Group	**42,578**	**13,678**	**11,810**	**8,076**	**11,006**	**8,294**	**50,164**	**233,095**	**378,699**

The analysis indicates that from 30 June 2023 to 30 June 2024, the overdue debts have increased by R 53,789 million from R 336,122 million to R 389,910 million, as follows:

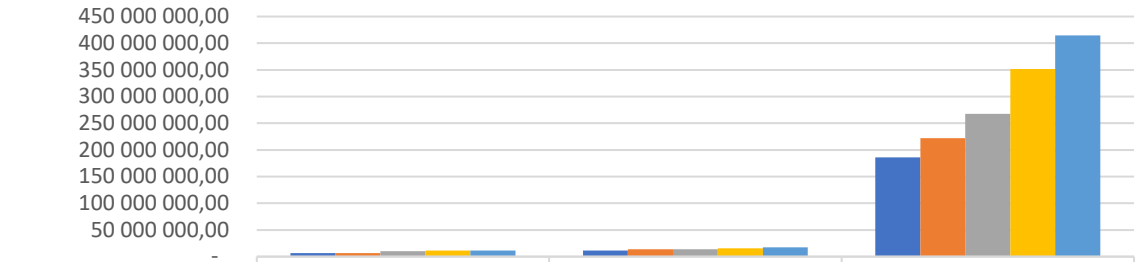
R thousands	OVERDUE AMOUNTS AS AT		
Debtors Age Analysis By Income Source	**30-Jun-23**	**30-Jun-24**	**DIFFERENCE**
Trade and Other Receivables from Exchange Transactions - Water	108,222	122,756	14,533
Trade and Other Receivables from Exchange Transactions - Electricity	19,479	24,488	5,009
Receivables from Non-exchange Transactions - Property Rates	40,157	47,751	7,594
Receivables from Exchange Transactions - Waste Water Management	43,229	43,719	489
Receivables from Exchange Transactions - Waste Management	53,040	57,269	4,229
Receivables from Exchange Transactions - Property Rental Debtors	–	–	–
Interest on Arrear Debtor Accounts	51,327	72,437	21,110
Recoverable unauthorised, irregular, fruitless and wasteful expenditure	–	–	–
Other	20,669	21,492	823
Total By Income Source	**336,122**	**389,910**	**53,789**
Debtors Age Analysis By Customer Group			
Organs of State	10,365	9,907	(458)
Commercial	8,845	9,975	1,130
Households	316,912	370,015	53,103
Other	–	14	14
Total By Customer Group	**336,122**	**389,910**	**53,789**

Graphical Analysis of consumer debtors



	0-30 Days	31-60 Days	61-90 Days	91-120 Days	121-150 Days	151-180 Days	181-1Yr	Over 1Yr
Actuals 30 June 2024	53 707 490	14 347 811	10 675 198	9 416 341	8 597 330	10 023 267	57 832 635	279 017 80
Actuals 30 June 2023	42 577 572	13 677 986	11 809 605	8 076 144	11 005 536	8 293 751	50 164 014	233 094 80
Actuals 30 June 2022	32 611 964	7 576 439	7 081 656	6 586 082	6 412 160	5 452 968	39 420 216	186 451 32
Actuals 30 June 2021	33 316 142	7 884 929	6 439 337	5 863 323	5 487 594	5 185 739	34 750 983	143 962 57
Actuals 30 June 2020	34 656 877	8 786 809	7 593 891	6 557 058	5 291 610	4 547 471	30 714 011	105 765 98

Graphical Analysis of consumer debtors (total by Debtor Consumer Category)



	Organs of State	Commercial	Households
Budget Year 2019/20	6 386 577,00	11 420 048,00	186 107 087,00
Budget Year 2020/21	6 936 640,55	13 633 927,71	222 320 049,31
Budget Year 2021/22	10 058 004,67	14 079 073,86	267 455 731,94
Budget Year 2022/23	11 295 968,77	15 936 031,43	351 468 068,65
Budget Year 2023/24	11 312 034,71	17 595 833,60	414 692 398,58

1.2 Overview of Creditors position

Below is an analysis of the status of the major creditors.

Description	Budget Year 2023/24								
R thousands	0 - 30 Days	31 - 60 Days	61 - 90 Days	91 - 120 Days	121 - 150 Days	151 - 180 Days	181 Days - 1 Year	Over 1 Year	Total
Creditors Age Analysis By Customer Type									
Bulk Electricity	23,384	7	6	4	6	6	(186)	–	**23,227**
Bulk Water	619	18	17	16	41	17	351	(1,414)	**(337)**
PAYE deductions	5,674								**5,674**
VAT (output less input)									**–**
Pensions / Retirement deductions									**–**
Loan repayments									**–**
Trade Creditors	32,084	2,573	490	4	(27)	24	408	491	**36,047**
Auditor General									**–**
Other									**–**
Total By Customer Type	**61,760**	**2,597**	**513**	**24**	**20**	**47**	**573**	**(924)**	**64,611**

The above amounts represent invoices still to be paid. The major creditors as at 30 June 2024 are as follows:

Eskom	R 23,227 million
NMBM	-R 0,337 million
PAYE	R 5,674 million
Other Creditors	R 36,047 million
Total	**R 64,611 million**

It is to be noted that the Eskom amount of R 23,227 million, represents the current account for May 2024, which will be fully paid on 23 July 2024.

1.3 Allocation and Grants receipts and expenditure for the 2023/24 financial year

Supporting Table SC6 Monthly Budget Statement – transfers and grant receipts – M12 June 2024.

Description	Budget Year 2023/24						
	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	Full Year Forecast
R thousands							
RECEIPTS:							
Operating Transfers and Grants							
National Government:	186,552	186,140	-	186,140	186,140	-	186,140
Operational Revenue:General Revenue:Equitable Share	180,506	180,506	-	180,506	180,506	-	180,506
Expanded Public Works Programme Integrated Grant for Municipalities [Sched	2,458	2,321	-	2,321	2,321	-	2,321
Local Government Financial Management Grant [Schedule 5B]	1,720	1,570	-	1,570	1,570	-	1,570
Municipal Infrastructure Grant [Schedule 5B]	1,868	1,743	-	1,743	1,743	-	1,743
Energy Efficiency and Demand-side [Schedule 5B]		4,000	-	4,000	4,000		4,000
Provincial Government:	2,050	2,050	-	2,050	2,050	-	2,050
Library grant	2,050	2,050	-	2,050	2,050	-	2,050
District Municipality:	3,542	3,542	-	2,833	3,342	510	3,542
Environmental health subsidy	2,888	2,888	-	2,378	2,888	510	2,888
Skills Development subsidy	654	654	-	454	454		654
Total Operating Transfers and Grants	192,144	191,732	-	191,023,140	191,532,815	510	191,732
Capital Transfers and Grants							
National Government:	79,067	70,364	-	80,914	70,364	(10,550)	70,364
Energy Efficiency and Demand-side [Schedule 5B]	4,000	-	-	-	-		-
Local Government Financial Management Grant [Schedule 5B]		150		150	150		150
Municipal Disaster Relief Grant	3,000	3,000	-	13,550	3,000	- 10,550,000.00	3,000
Integrated National Electrification Programme (Municipal Grant) [Schedule 5B]	4,700	4,089	-	4,089	4,089	-	4,089
Municipal Infrastructure Grant [Schedule 5B]	37,367	33,125	-	33,125	33,125	-	33,125
Water Services Infrastructure Grant	30,000	30,000	-	30,000	30,000	-	30,000
District Municipality:	1,362	1,362	-	1,586	1,586	-	1,362
Fire Services Subsidy	1,362	1,362	-	1,586	1,586	-	1,362
Total Capital Transfers and Grants	80,429	71,726	-	82,499	71,949	(10,550)	71,726
TOTAL RECEIPTS OF TRANSFERS & GRANTS	272,573	263,458	-	273,522	263,482	(10,040)	263,458

Below is an analysis of the spending associated with the grants as at 30 June 2024:

Supporting Table SC7 Monthly Budget Statement – transfers and grants expenditure – M12 June 2024.

Description	Budget Year 2023/24							
	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance%	Full Year Forecast
R thousands								
EXPENDITURE								
Operating expenditure of Transfers and Grants								
National Government:	**186,552**	**190,140**	**585**	**190,140**	**190,140**	**–**	**–**	**190,140**
Operational Revenue:General Revenue:Equitable Share	180,506	180,506	–	180,506	180,506	–	0%	180,506
Expanded Public Works Programme Integrated Grant for Municipalities [Sched	2,458	2,321	–	2,321	2,321	–	0%	2,321
Local Government Financial Management Grant [Schedule 5B]	1,720	1,570	585	1,570	1,570	–	0%	1,570
Municipal Infrastructure Grant [Schedule 5B]	1,868	1,743	–	1,743	1,743	–	0%	1,743
Energy Efficiency and Demand-side [Schedule 5B]	–	4,000	–	4,000	4,000	–	0%	4,000
Provincial Government:	**2,050**	**2,050**	**–**	**2,050**	**2,050**	**–**	**–**	**2,050**
Library grant	2,050	2,050	–	2,050	2,050	–	0%	2,050
District Municipality:	**3,542**	**3,542**	**–**	**2,833**	**3,542**	**709**	**0**	**3,542**
Environmental health subsidy	2,888	2,888	1,586	2,378	2,888	510	18%	2,888
Skills Development subsidy	654	654	–	454	654	199		654
Total operating expenditure of Transfers and Grants:	**192,144**	**195,732**	**324**	**195,023**	**195,732**	**709**	**18%**	**195,732**
Capital expenditure of Transfers and Grants								
National Government:	**79,067**	**73,436**	**4,893**	**65,320**	**73,436**	**8,115**	**0**	**73,436**
Municipal Disaster Relief Grant	3,000	3,177	127	3,119	3,177	58		3,177
Local Government Financial Management Grant [Schedule 5B]	–	150	–	150	150			150
Integrated National Electrification Programme (Municipal Grant) [Schedule 5B]	4,700	6,984	632	6,984	6,984	–	0%	6,984
Municipal Infrastructure Grant [Schedule 5B]	37,367	33,125	2,357	33,125	33,125	–	0%	33,125
Water Services Infrastructure Grant	30,000	30,000	4,510	21,943	30,000	8,057	27%	30,000
District Municipality:	**1,362**	**1,362**	**–**	**–**	**1,362**	**1,362**	**0**	**1,362**
Fire Services Subsidy	1,362	1,362	–	–	1,362	1,362	100%	1,362
Total capital expenditure of Transfers and Grants	**80,429**	**74,798**	**4,893**	**65,320**	**74,798**	**9,477**	**13%**	**74,798**
TOTAL EXPENDITURE OF TRANSFERS AND GRANTS	272,573	270,530	5,217	260,344	270,530	10,186	4%	270,530

Note: The equitable share allocation is utilised to fund indigent household's subsidies granted to qualifying households, with the remainder being used to support the Municipality's operations.

Grants received from National Government.

DORA Operating Grants

Financial Management Grant (FMG)
The purpose of this grant is to promote and support reforms in financial management by building capacity in municipalities to implement the Municipal Finance Management Act (MFMA).

DORA Allocation:	R 1,720,000
Amount of Grant Received:	R 1,720,000
Expenditure to date:	R 1,720,000
Unspent as at 30 June 2024:	R 0,00

The spending of the grant amounted to 100% as at 30 June 2024, compared to the amount of the grant received.

Expanded Public Works Programme (EPWP)
The purpose of this grant is to provide Expanded Public Works Programme (EPWP) incentive funding to expand job creation efforts in specific focus areas, where labour intensive methods can be maximised.

DORA Allocation:	R 2,321,000
Amount of Grant Received:	R 2,321,000
Expenditure to date:	R 2,321,000
Unspent as at 30 June2024:	R 0,00

The spending of the grant amounted to 100% as at 30 June 2024, compared to the amount of the grant received.

DORA Capital Grants

Municipal Infrastructure Grant (MIG)
The purpose of this grant is to provide specific capital finance for eradicating basic municipal infrastructure backlogs.

DORA Allocation:	R 34,868,000
Amount of Grant Received:	R 34,868,000
Expenditure to date:	R 34,868,000
Unspent as at 30 June 2024:	R 0,00

The spending of the grant amounted to 100% as at 30 June 2024, compared to the amount of the grant received.

Integrated National Electrification Programme (INEP)
The purpose of this grant is to implement the Integrated National Electrification Programme (INEP) by providing capital subsidies to municipalities to address the electrification backlog of occupied residential dwellings, and the installation of bulk infrastructure.

Revised DORA Allocation:	R 4,089,000
Current Year Receipts:	R 4,089,000
Expenditure to date:	R 4,089,000
Unspent as at 30 June 2024:	R 0,00

The spending of the grant amounted to 100% as at 30 June 2024, compared to the amount of the grant received.

It must be noted that the capital expenditure report on page 24, reflect INEP projects prior to the accruals raised against creditors, hence the report shows 90.58% spending rather than the 100% above.

Approved INEP Rollovers

2022/23 unspent amount:	R 2,894,953
Expenditure to date:	R 2,894,953
Unspent as at 30 June 2024:	R 0,00

The spending of the grant amounted to 100% as at 30 June 2024, compared to the approved rollover amount.

Water Services Infrastructure Grant

The purpose of this grant is to provide specific capital finance for projects to accelerate backlog reduction in municipal infrastructure and provide interim, intermediate water and sanitation supply that ensures provision of services to identified and prioritised communities, including through spring protection and groundwater development and support drought relief projects.

DORA Allocation:	R 30,000,000
Amount of Grant Received:	R 30,000,000
Expenditure to date:	R 21,942,675
Unspent as at 30 June 2024:	R 8,057,325

The spending of the grant amounted to 73.14% as at 30 June 2024, compared to the amount of the grant received.

Energy Efficiency and Demand Side Management Grant

The purpose of the grant is to provide subsidies to municipalities to implement energy efficiency and demand side management (EEDSM) initiatives within municipal infrastructure to reduce electricity consumption and improve energy efficiency.

DORA Allocation:	R 4,000,000
Current Year Receipts:	R 4,000,000
Expenditure to date:	R 4,000,000
Unspent as at 30 June 2024:	R 0,00

The spending of the grant amounted to 100% as at 30 June 2024, compared to the amount of the grant received.

Municipal Disaster Response Grant

The purpose of the grant is to provide for the immediate release of funds for disaster response if an occurrence cannot be adequately addressed in line with section 2(1)(b) of the Disaster Management Act. This grant provides funding for responding to and providing response and relief measures for unforeseeable and unavoidable disasters where municipalities are unable to cope with the effects of the disaster from own resources.

DORA Allocation:	R 3,000,000
Current Year Receipts:	R 13,550,000
Expenditure to date:	R 3,119,258
Unspent as at 30 June 2024:	R10,430,742

The spending of the grant amounted to 23.02% as at 30 June 2024, compared to the amount of the grant received.

Other Conditional Grants

Unspent conditional grants include the following:

Conditional Grant	Amount Received	Amount Spent	Unspent Amount
DEAT	3,258,143	3,258,143	-
Human Settlement	21,657,749	1,462,960	20,194,789
Total	**24,915,892**	**4,721,103**	**20,194,789**

1.4 Councillor and employee benefits

Below is an analysis of Councillor and employee benefits:

Table SC8 Monthly Budget Statement – Councillor and staff benefits – M12 June 2024.

mmary of Employee and Councillor remunerati	Ref	2022/23	Budget Year 2023/24							
		Audited Outcome	Original Budget	Adjusted Budget	Monthly Actual	YearTD Actual	YearTD Budget	YTD Variance	YTD Variance	Full Year Forecast
R thousands									%	
	1	A	B	C						D
Councillors (Political Office Bearers plus Other)										
Basic Salaries and Wages		9,305	10,101	10,101	791	9,997	10,101	(104)	-1%	10,101
Pension and UIF Contributions		–	–	–	–	–	–	–		–
Medical Aid Contributions		–	–	–	11	126	–	126		–
Motor Vehicle Allowance		3,066	3,407	3,407	272	3,363	3,407	(43)	-1%	3,407
Cellphone Allowance		1,328	1,632	1,632	118	1,489	1,632	(142)	-9%	1,632
Housing Allowances		–	–	–	–	–	–	–		–
Other benefits and allowances		–	–	–	–	–	–	–		–
Sub Total - Councillors		**13,700**	**15,140**	**15,140**	**1,192**	**14,976**	**15,140**	**(164)**	**-1%**	**15,140**
Senior Managers of the Municipality	3									
Basic Salaries and Wages		5,096	7,675	8,210	860	7,044	8,210	(1,166)	-14%	8,210
Pension and UIF Contributions		61	117	117	6	65	117	(52)	-44%	117
Medical Aid Contributions		31	52	52	3	33	52	(20)	-37%	52
Overtime		–	–	–	–	–	–	–		–
Performance Bonus		325	1,528	1,528	–	1,318	1,528	(210)	-14%	1,528
Motor Vehicle Allowance		490	2,072	1,922	58	594	1,922	(1,328)	-69%	1,922
Cellphone Allowance		10	10	10	1	17	10	7	72%	10
Housing Allowances		–	–	–	–	–	–	–		–
Other benefits and allowances		1	5	5	0	1	5	(4)	-87%	5
Payments in lieu of leave		4,195	4,743	4,543	196	5,743	4,543	1,200	26%	4,543
Long service awards		–	–	–	–	–	–	–		–
Post-retirement benefit obligations	2	2	–	–	–	–	–	–		–
Entertainment		–	–	–	–	–	–	–		–
Scarcity		–	–	–	–	–	–	–		–
Acting and post related allowance		–	–	–	–	–	–	–		–
In kind benefits		–	–	–	–	–	–	–		–
Sub Total - Senior Managers of Municipality		**10,211**	**16,202**	**16,387**	**1,123**	**14,815**	**16,387**	**(1,572)**	**-10%**	**16,387**
Other Municipal Staff										
Basic Salaries and Wages		214,514	275,744	268,150	19,161	231,392	268,150	(36,758)	-14%	268,150
Pension and UIF Contributions		33,322	36,936	37,178	2,886	35,304	37,178	(1,874)	-5%	37,178
Medical Aid Contributions		17,746	18,588	18,788	1,705	19,084	18,788	296	2%	18,788
Overtime		27,987	29,013	28,723	375	28,258	28,723	(465)	-2%	28,723
Performance Bonus		23	25	25	–	25	25	0	1%	25
Motor Vehicle Allowance		10,408	11,356	11,856	903	10,907	11,856	(949)	-8%	11,856
Cellphone Allowance		21	56	56	1	11	56	(45)	-80%	56
Housing Allowances		722	1,234	1,234	56	724	1,234	(510)	-41%	1,234
Other benefits and allowances		32,223	34,740	35,840	1,604	33,498	35,840	(2,342)	-7%	35,840
Payments in lieu of leave		516	1,686	1,686	–	419	1,686	(1,267)	-75%	1,686
Long service awards		1,251	1,345	1,445	89	1,322	1,445	(124)	-9%	1,445
Post-retirement benefit obligations	2	15,362	20,887	20,887	–	1	20,887	(20,887)	-100%	20,887
Sub Total - Other Municipal Staff		**354,095**	**431,612**	**425,869**	**26,779**	**360,945**	**425,869**	**(64,924)**	**-15%**	**425,869**
Total Parent Municipality		**378,006**	**462,953**	**457,396**	**29,094**	**390,735**	**457,396**	**(66,661)**	**-15%**	**457,396**
Sub Total - Other Staff of Entities		**–**	**–**	**–**	**–**	**–**	**–**	**–**		**–**
Total Municipal Entities		**–**	**–**	**–**	**–**	**–**	**–**	**–**		**–**
TOTAL SALARY, ALLOWANCES & BENEFITS		**378,006**	**462,953**	**457,396**	**29,094**	**390,735**	**457,396**	**(66,661)**	**-15%**	**457,396**
TOTAL MANAGERS AND STAFF		**364,306**	**447,813**	**442,256**	**27,902**	**375,759**	**442,256**	**(66,497)**	**-15%**	**442,256**

1.5. Key performance indicators

The table below reflects the key performance indicators as per the 2023/24 Budget and the associated performance to date.

Borrowing Management		**Actuals as at 30 June 2020**	**Actuals as at 30 June 2021**	**Actuals as at 30 June 2022**	**Actuals as at 30 June 2023**	**Approved Adjusted Budget 2023/24**	**Actuals as at 30 June 2024**
Capital Charges to Operating Expenditure	Interest & principal paid/Total Operating Expenditure	1.22%	1.13%	1.04%	1.21%	1.31%	0.72%
Borrowed funding of "own" capital expenditure	Borrowings/Capital expenditure excl. transfers & grants	0%	0%	0%	0%	0%	0%
Debt Servicing Costs to Operating Revenue	Debt Servicing Costs / Total Operating Revenue - Conditional Grants	0.01	0.01	0.01	0.01	0.01	0.01
Liquidity							
Current Ratio	Current assets / current liabilities	1.26	1.07	0,51	0,78	0.92:1	1.24:1
Liquidity Ratio	Monetary assets / current liabilities	0.61	0.34	0,15	0,42	0.12:1	0.71:1
Revenue Management							
Annual Debtors Collection Rate	Billed Revenue / Receipted Revenue	95.42	94.41%	94.32%	86.71%	92%	91.01%

Other indicators		Actuals as at 30 June 2020	Actuals as at 30 June 2021	Actuals as at 30 June 2022	Actuals as at 30 June 2023	Approved Adjusted Budget 2023/24	Actuals as at 30 June 2024
Cost coverage	(Cash and cash equivalents - Unspent Conditional Grants - Overdraft) + Short term investment)/monthly fixed operational expenditure excluding (depreciation, amortisation, provision for bad debts, impairment and loss on disposal of assets)	1.79	0.65	0.36	0.98	0.27 Months	1.09 Months
Employee Costs	Employee Costs / Total Operating Expenditure	32.53%	34.22%	31,69%	28,30%	30.71%	32.85%
Capital Expenditure	Capital Expenditure / Capital Budget	75.33%	71.67%	123,92%	94,66%	95%	55.48%
Repairs and Maintenance as % of Total Operating Expenditure	Repairs and Maintenance / Total Operating Expenditure	6.68%	6.99%	4,32%	3,79%	4.15%	4.24%
Repairs and Maintenance as % of PPE (Book Value)	Repairs and Maintenance / Net PPE	2.90%	3.33%	2,26%	2,32%	2.89%	2.39%
Own Revenue Sources / Total Operating Revenue (Including operating grants)	Own Revenue Sources / Total Operating Revenue (Including Conditional Grants)	71.88%	77.14%	77,76%	78,10%	84.76%	87.23%

The above table is discussed in detail below.

1.1. Borrowing Management

1.1.1. Capital charges to Operating Expenditure.

The Ratio indicates the cost required to service the borrowing. It assesses the Borrowing or Payment obligation expressed as percentage of Total Operating Expenditure.

Capital charges/Total Operating Expenditure to date.

The ratio is 0.72% as at 30 June 2024, compared to the approved adjusted budget ratio of 1.31%.

Borrowed funding of capital expenditure.

This ratio indicates the proportion of borrowed funding to actual capital expenditure to date (excluding transfers and grants). The ratio also indicates the extent of capital expenditure being financed from borrowed funding compared to own and other funding sources, excluding transfers and grant funded expenditure.

The ratio is determined as follows:

Capital expenditure funded from Borrowings/Total Capital Expenditure to date (excluding transfers and grants)

The ratio is 0% as no capital expenditure was funded from borrowings, which is in line with the budgeted target as per the 2023/24 Operating Budget.

1.1.2. Debt Servicing Costs to Operating Revenue Ratio

This ratio indicates the proportion of debt servicing costs (interest and principal paid on borrowing) to actual operating revenue to date.

The ratio is determined as follows:

Debt Servicing Costs/Operating Revenue

As at 30 June 2024, the ratio indicates 0.01, compared to the approved adjusted budget of 0.01.

1.1.3. Current ratio

The Ratio assesses the Municipality's ability to meet its Short-term Liabilities (Debt and Payables) with its Short-term Assets (Cash, Inventory, Receivables etc.).

The ratio is determined as follows:

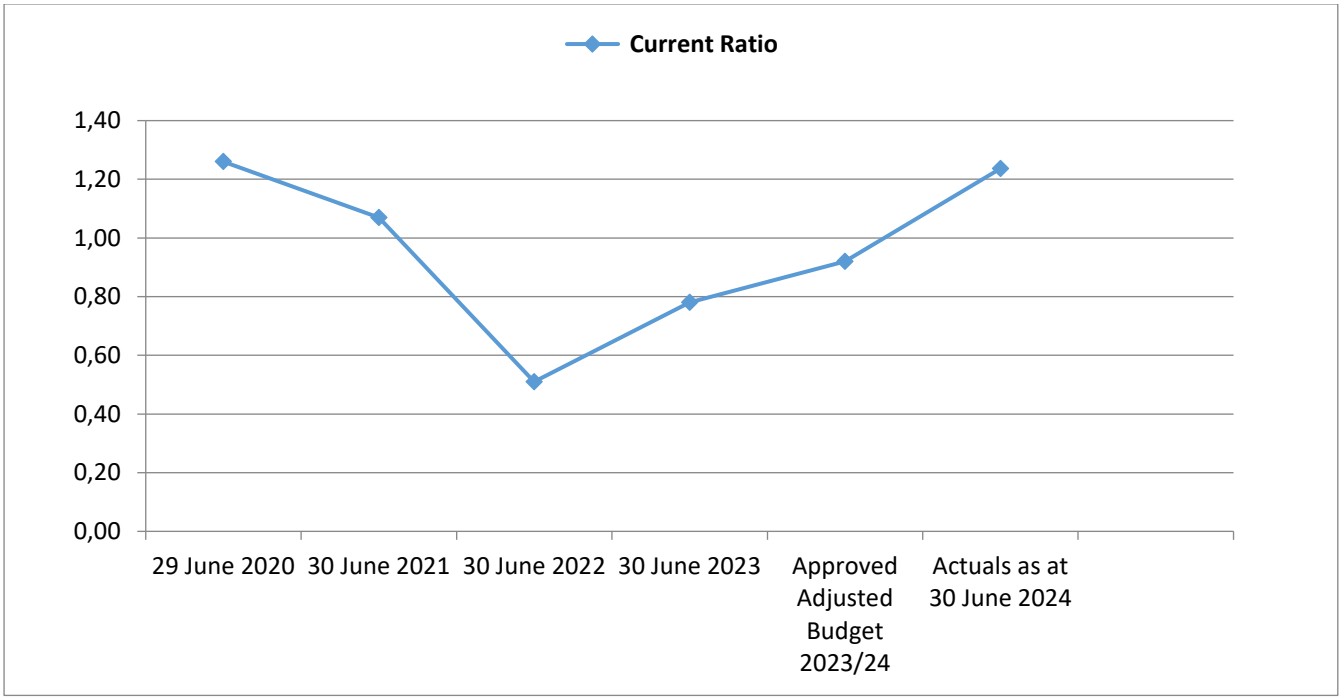
Current assets/Current liabilities

The ratio as at 30 June 2024 was 1.24:1, compared to the approved adjusted budget ratio of 0.92:1

In terms of the MFMA Circular No. 71, the norm is 1.5:1 to 2:1

The higher the current Ratio, the stronger the Municipality's financial capacity to meet its current obligations.

A ratio of below 1:1 would suggest that the Municipality would be unable to meet all of its current obligations as and when they fall due.



1.1.4. Liquidity Ratio

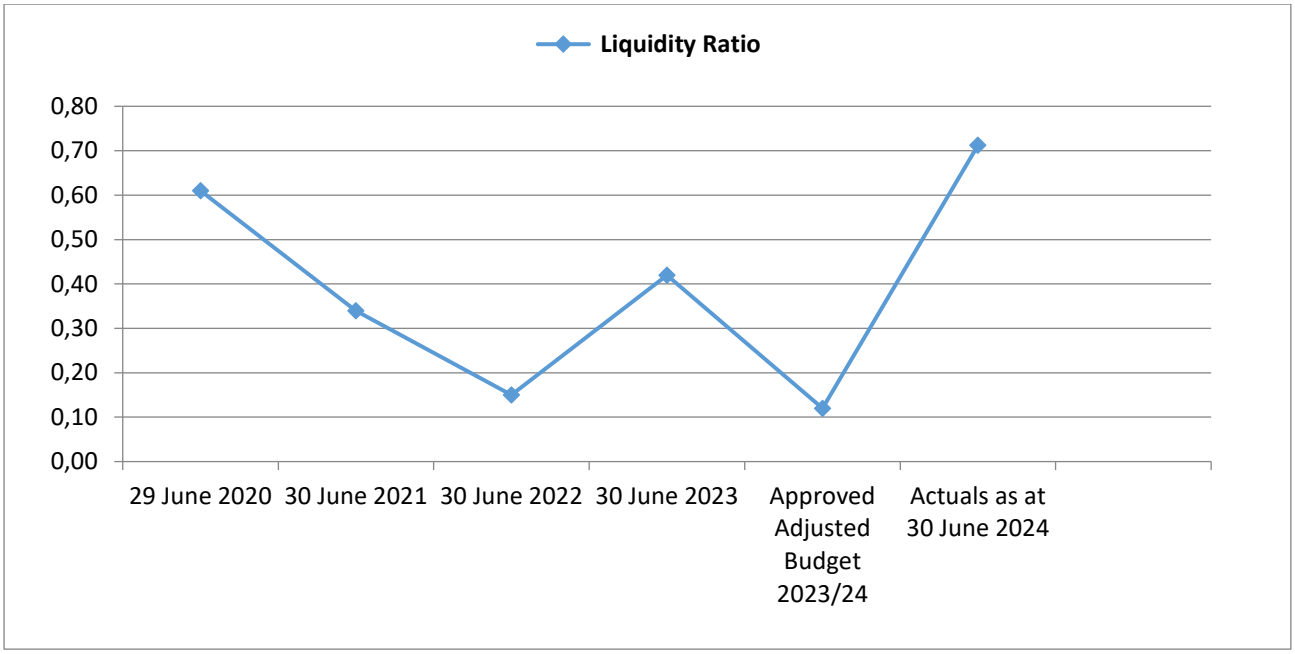
The liquidity ratio assesses a Municipality's ability to meet its short-term commitments from Monetary Assets.

The ratio is determined as follows:

Monetary assets/Current liabilities

A favourable ratio would ensure that the Municipality is able to settle its short-term commitments from monetary assets. The liquidity ratio as at 30 June 2024 was 0.71:1 compared to the approved adjusted budget ratio of 0.12:1.

The liquidity ratio is of the utmost importance to measure the financial liquidity and sustainability of the municipality.



1.2. Revenue Management

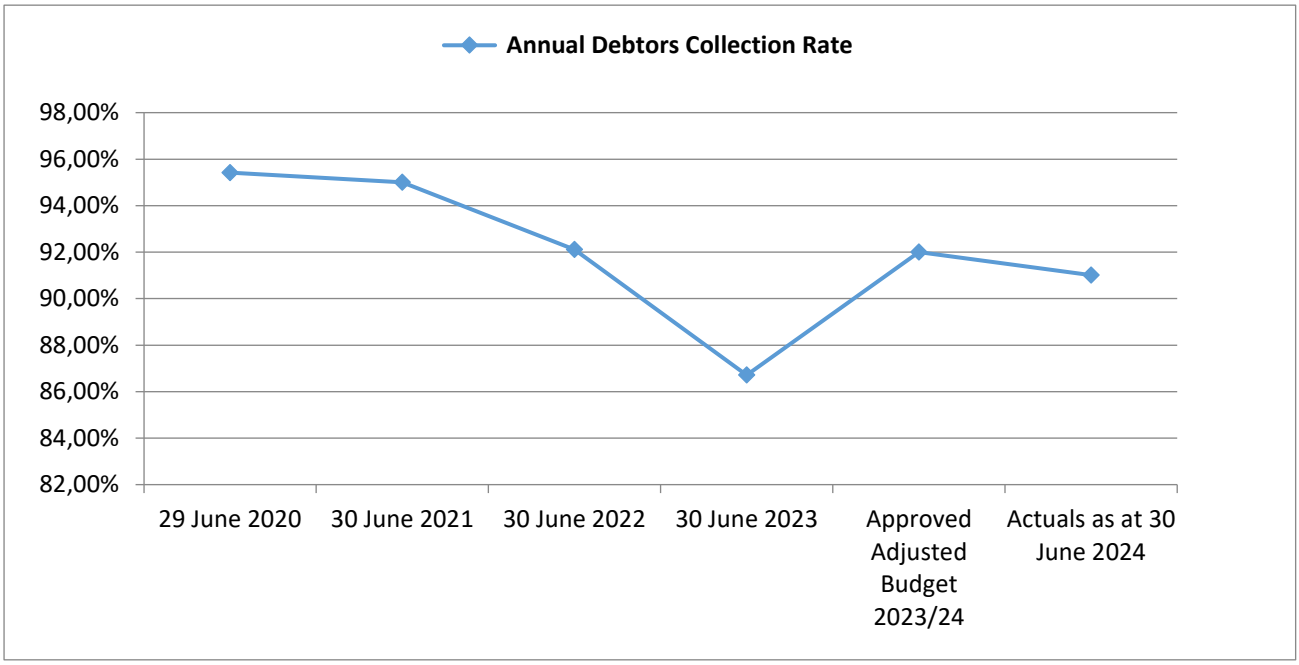
1.2.1. Annual Debtors Collection Rate

This ratio assesses the actual cash collected, compared to the monetary value of the municipal accounts rendered for municipal rates and services.

The ratio to determine the percentage collection rate is as follows:

Gross Debtors Opening Balance + Billed Revenue – Gross Debtors Closing Balance - Bad Debts Written Off) / Billed Revenue x 100

The average collection rate as at 30 June 2024 was 91.01%, compared to the approved adjusted budget collection rate of 92%. The actual collection rate for May is 258.52%.



1.3. Other indicators

1.3.1. Cost coverage

The Ratio indicates the Municipality's ability to meet at least its monthly fixed operating commitments from cash and short-term investments, without collecting any additional revenue, during that particular month.

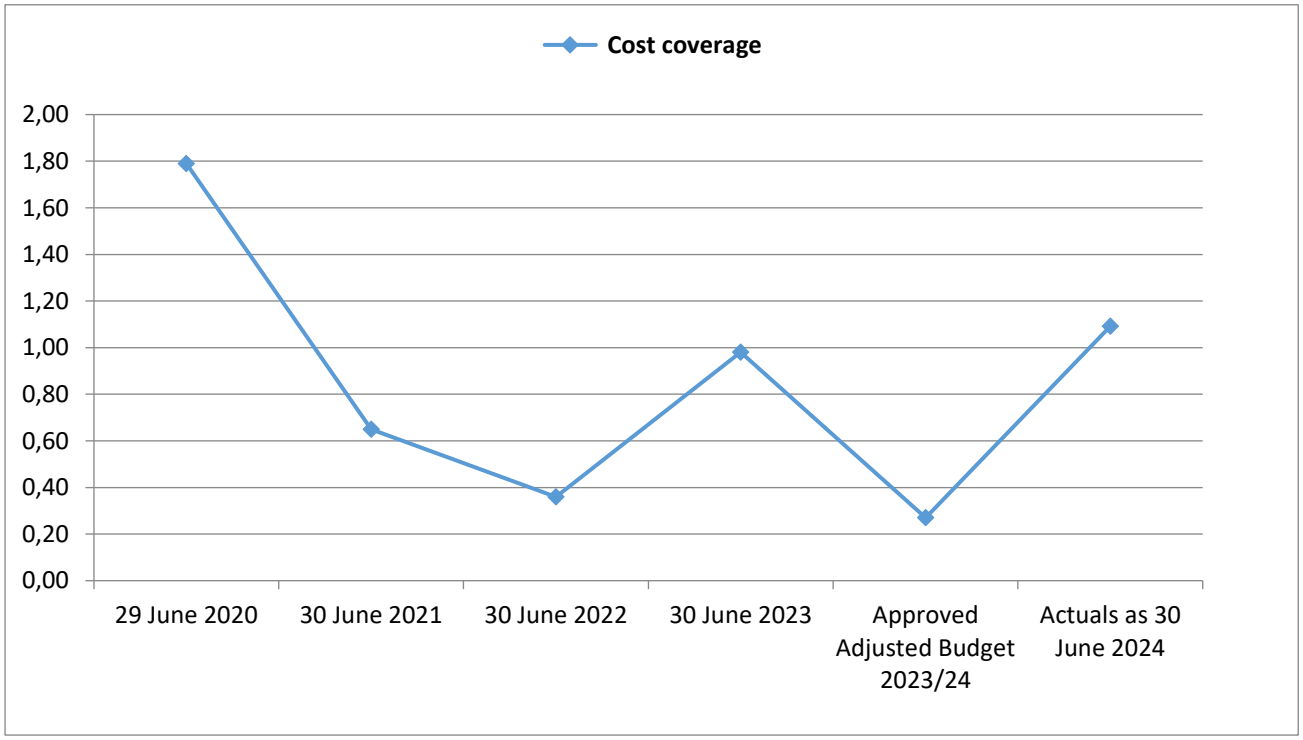
The Ratio is adjusted for Unspent Conditional Grants as the cash is not available for normal day-to-day operational expenditure, but rather reserved for Grant related expenditure.

The ratio is determined as follows:

Cash and cash equivalents – unspent conditional grants – overdraft + short-term investments/ monthly fixed operational expenditure excluding (depreciation, amortisation, provisions for bad debts, impairment and loss on the disposal of assets)

As at 30 June 2024, the Ratio was 1.09 months, compared to the approved adjusted budget ratio of 0.27 months.

In terms of MFMA Circular No. 71, the norm is 1 month to 3 months.



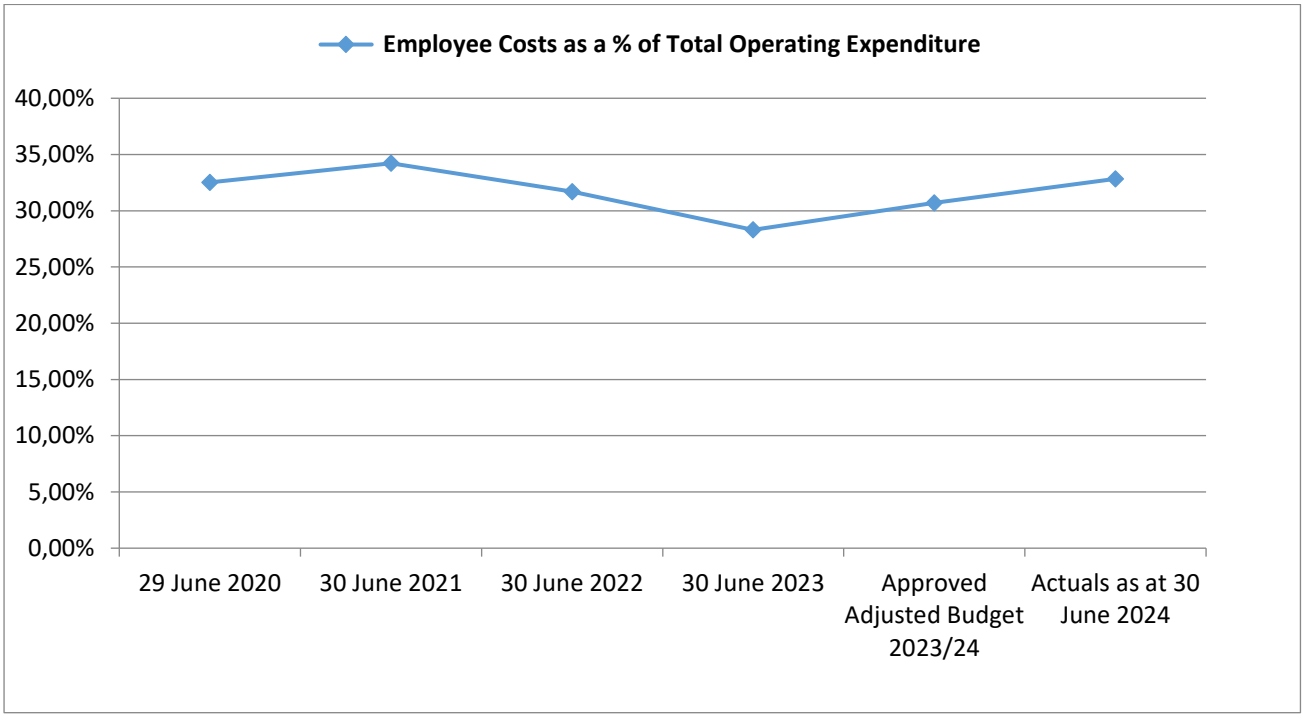
1.3.2. Employee costs as a % of Total Operating Expenditure

This ratio assesses the extent to which the Municipality's Total Operating Expenditure is consumed by costs associated with the employment of human resources.

The ratio is determined as follows:

Employee Costs to date/Total Operating Expenditure to Date

As at 30 June 2024, Employee Related Costs constituted 32.85% of the Total Operating Expenditure, compared to the approved adjusted budget ratio 30.71%.



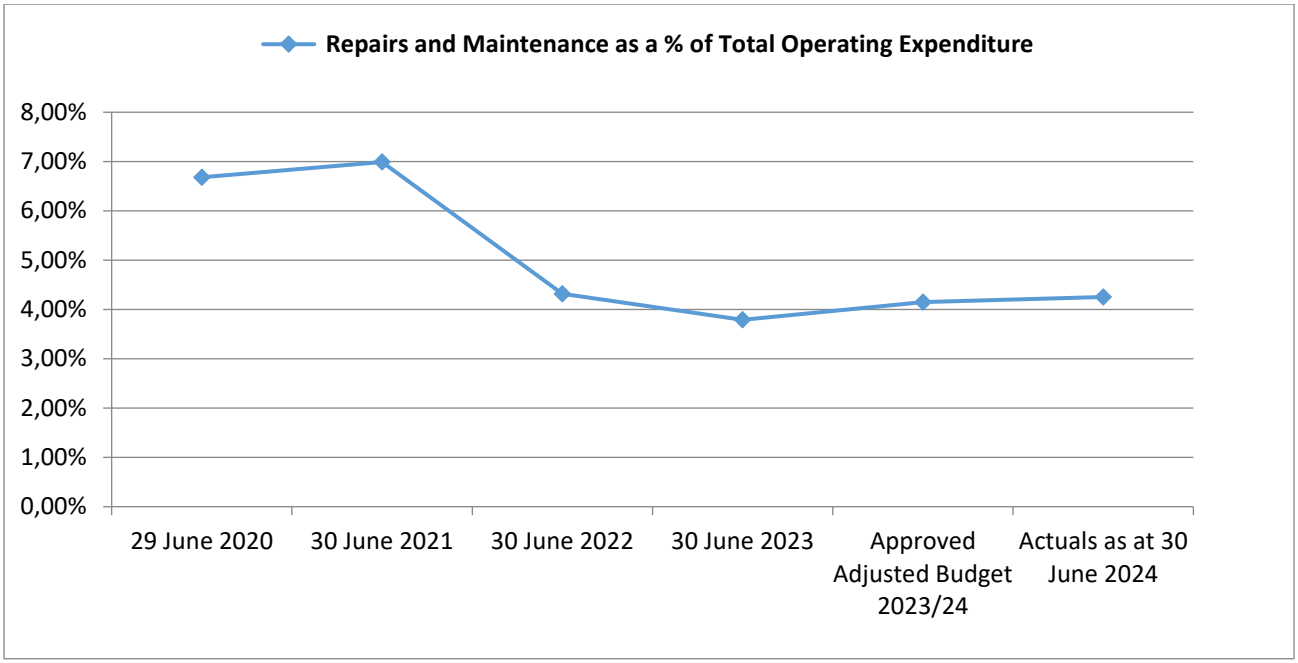
1.3.3. Repairs and Maintenance as a % of Total Operating Expenditure

This ratio assesses the extent to which the Municipality's Total Operating Expenditure is consumed by costs associated with the repairs and maintenance of its assets.

The ratio is determined as follows:

Repairs and maintenance expenditure to date / Total Operating Expenditure to date

As at 30 June 2024, the ratio was 4.25%, compared to the approved adjusted budget ratio of 4.15%.



1.3.4. Repairs and Maintenance as a % of the book value of Property, Plant and Equipment (PPE)

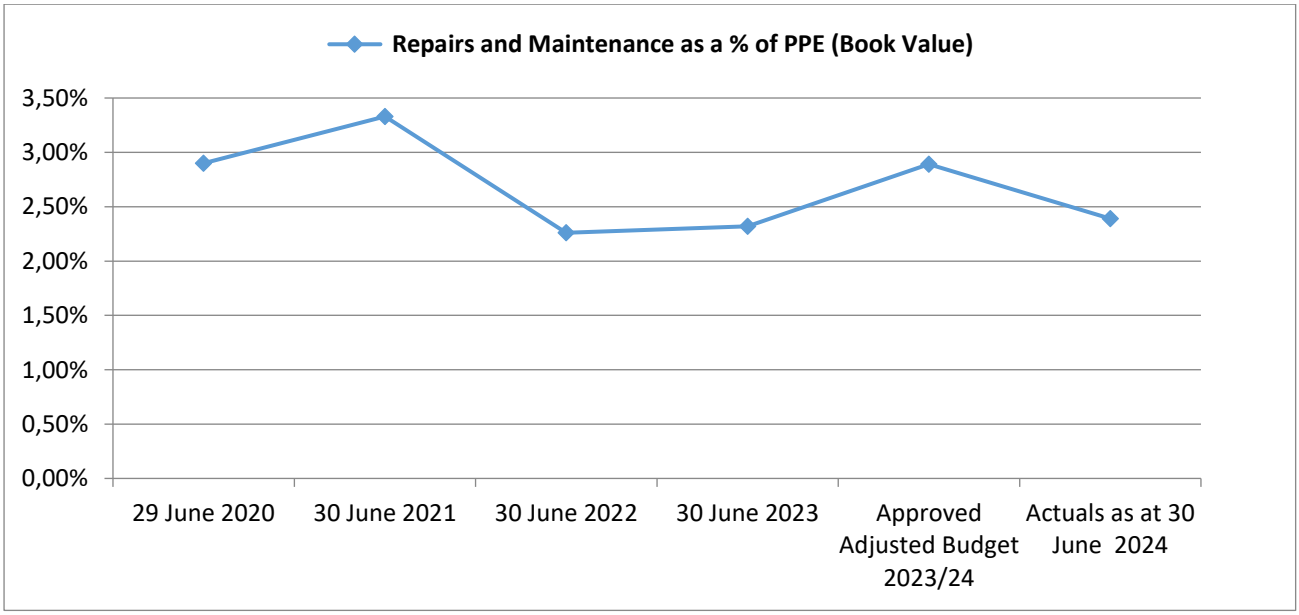
The Ratio measures the level of repairs and maintenance to ensure adequate maintenance to minimise breakdowns and interruptions in service delivery.

The ratio is determined as follows:

Repairs and maintenance expenditure to date / Book value of PPE to date

As at 30 June 2024, repairs and maintenance expenditure constituted 2.39% of the book value of PPE, compared to the approved adjusted budget ratio of 2.89%.

In terms of the MFMA Circular No.71, the norm is 8%.



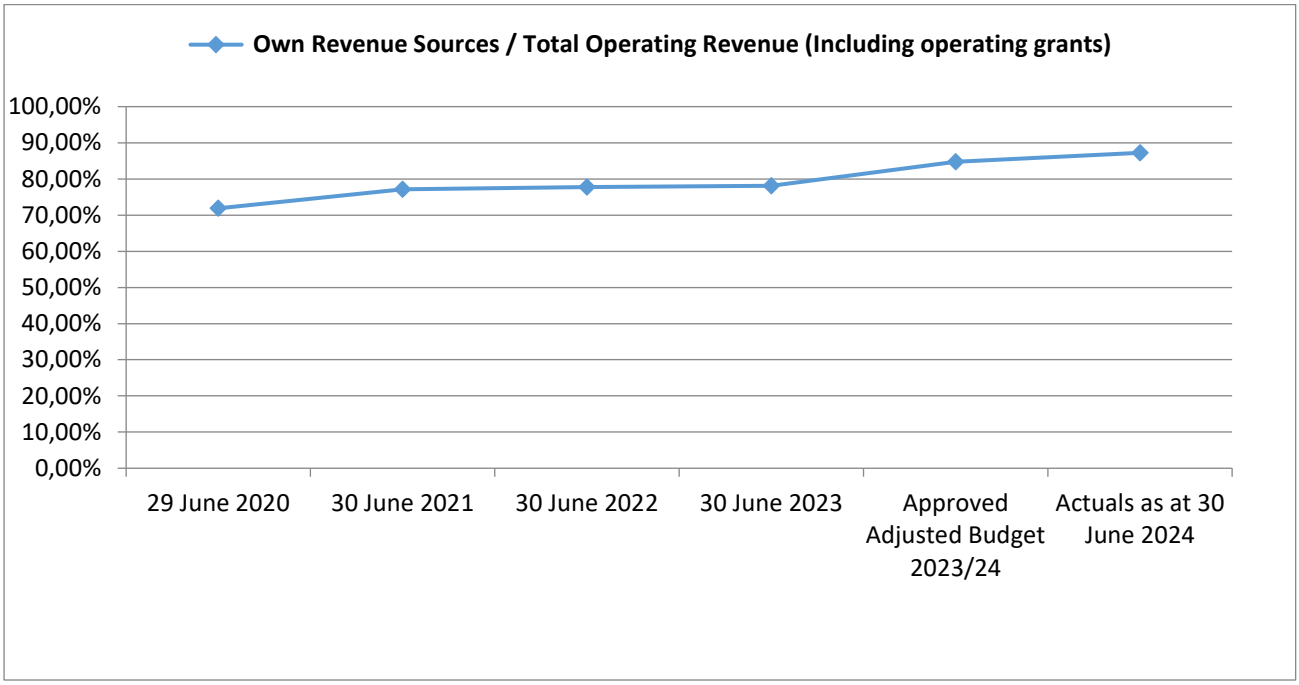
Own Revenue Generation

This ratio measures the extent to which the Municipality has control over its revenue sources, i.e., what percentage of its revenue is generated locally. The higher the ratio, the less reliant a Municipality is on Provincial and National Government to support its operations.

The ratio is determined as follows:

Own Revenue Sources / Total Operating Income (includes operating grants)

As at 30 June 2024, the Municipality's own revenue sources constituted 87.23% of its total Operating Income, compared to the approved adjusted budget ratio of 84.76%.



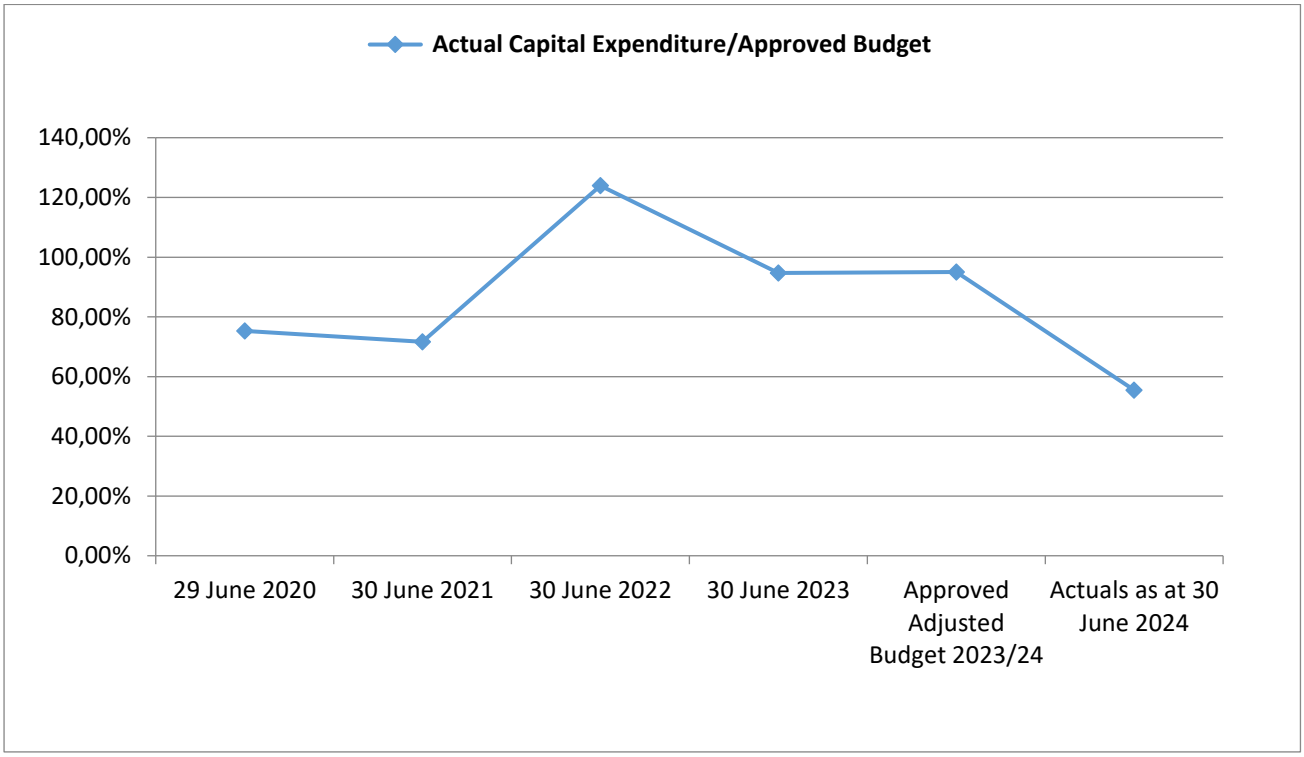
1.3.5. Capital Budget Spending

This ratio assesses the level of actual capital spending, compared to the budgeted capital expenditure.

The ratio is determined as follows:

Actual Capital spending / Approved Capital Budget

The actual spending as at 30 June 2024 amounted to 55.48%, compared to the approved adjusted budget ratio of 95%.



KOUGA MUNICIPALITY (EC 108)
ORDINARY COUNCIL MEETING
FINANCE & ECONOMIC DEVELOPMENT
OPEN
DATE: 30 JULY 2024
ITEM NO: **24/07/FED20**

BUDGET AND TREASURY: WITHDRAWALS FROM MUNICIPAL BANK ACCOUNT FOR THE QUARTER ENDED 30 JUNE 2024

1. **Introduction**

The purpose of this report is to notify Council on specific withdrawals from the municipal bank account in terms of the Municipal Finance Management Act, No. 56 of 2003.

2. **Background**

Section 11(4) of the MFMA**:**

"The accounting officer of a municipality must within 30 days after the end of each quarter –
a) table in the municipal council a consolidated report of all withdrawals made in terms of subsection 1(b) to (j)during that quarter; and
b) submit a copy of the report to the relevant provincial treasury and the Auditor-General".

3. **Discussion**

The report provides specific withdrawals from the municipal back account and attached as annexure "A" the withdrawals from municipal bank account for the quarter ended 30 June 2024.

The following information should be noted for the quarter ended 30 June 2024:

Section 11(1)(b): Expenditure that were authorised in terms of section 26(4) of the MFMA.

No withdrawals

Section 11(1) (c): Unforeseeable and unavoidable expenditure

No withdrawals

Section 11(1) (d): Withdrawals in respect of Trust, and so forth

No withdrawals

Section 11(1) (e): Third party payment of monies received on behalf of a person or state body.

As per attached Annexure "A" As per attached Annexure "A"

Section 11(1) (f): Monies erroneously deposited into the municipal bank account.

No withdrawals

Section 11(1) (g): Guarantees, sureties and security deposits refunded.

No withdrawals

Section 11(1) (h): Cash management and investment

As per attached ***Annexure "A"***

Section 11(1) (i): Increased expenditure in terms of section 31 of MFMA

No withdrawals

Section 11(1) (j): Other purposes as prescribed

No withdrawals

4. **Financial Implications**

Completed by BTO -	As stipulated in the report. Refer to Annexure A
Project Description	
Ukey no.	
Budgeted Amount	
Amount spent and committed to date	
Amount Available	
Comment	
BTO Signature	

5. **Applicable Legislation**

Section 11(4) of the Municipal Finance Management Act, MFMA.

6. **Legal Implications**

Compliance with Municipal Finance Management Act 56 of 2003.

7. **Other Implications**

None

8. **Comments by Directorates:**

8.1 **Chief Financial Officer:**

Recommendations supported.

8.2 **Acting Director: Planning & Development**

Noted

8.3 **Director: Civil & Water Services**

Item noted.

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

Noted

8.5 **Acting Director: Community Services**

Noted

8.6 **Deputy Municipal Manager**

Noted.

8.7 **Municipal Manager**

Noted.

9. **Delegated Authority**

Council.

10. **Recommendations**

10.1 That the Council notes the withdrawals that were made in terms of section 11(1) (b) to (j) of the MFMA for the quarter ended 30 June 2024; and

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

Item prepared by the Manager Budget & Treasury:

Item approved by the Chief Financial Officer:

Item endorsed by the Municipal Manager:

Item noted by Portfolio Chairperson:

Annexure A:

PROVINCIAL TREASURY Withdrawals from Municipal Bank Accounts in accordance with section 11(1)(b) to (j)		
NAME OF MUNICIPALITY:	**KOUGA LOCAL MUNICIPALITY (EC108)**	
QUARTER ENDED:	**30 June 2024**	
MFMA section 11(1) Only the accounting officer or the chief financial officer of the municipality acting on the written authority of the accounting officer may withdraw money or authorize the withdrawal of money from any of the municipality's bank accounts, and may do so only-	**Amount**	**Reason for withdrawal**
(b) to defray expenditure authorized in terms of section 26(4)	R 0.00	
(c) to defray unforeseeable and unavoidable expenditure authorized in terms of section 29(1)	R 0.00	
(d) in the case of a bank account opened in terms of section 12, to make payments from the account in accordance with subsection (4) of that section	R 0.00	
(e) to pay over to a person or organ of state money received by the municipality on behalf of that person or organ of state, including – i. money collected by the municipality on behalf of that person or organ of state by agreement; or ii) any insurance or other payments received by the municipality for that person or organ of state	R 18,124,195.26	Motor registration transaction fees.
(f) to refund money incorrectly paid into a bank account	**R 0.00**	
(g) to refund guarantees, sureties and security deposits	R 0.00	
(h) for cash management and investment purposes in accordance with section 13	R 143,659,130.72	Transferred to investment accounts (Call Accounts).
(i) to defray increased expenditure in terms of section 31; or	R 0.00	
(j) for such other purposes as may be prescribed	R 0.00	

(4) the accounting officer must within 30 days after the end of each quarter – a) table in the municipal council a consolidated report of all withdrawals made in terms of subsection (1) (b) to (j) during that quarter; and b) submit a copy of the report to the relevant provincial treasury and the Auditor-General	**Name and Surname:**	C. Du Plessis
	Municipal Manager	
	Date:	
Telephone Nr.	**Fax Nr.**	**E-mail**
042 – 200 2055	0865224251	zgongqoba@kouga.gov.za
The completed form must be submitted within 30 days after the end of each quarter to Provincial Treasury and Auditor General.		

KOUGA MUNICIPALITY (EC 108)
ORDINARY COUNCIL MEETING
FINANCE & ECONOMIC DEVELOPMENT
OPEN
DATE: 30 JULY 2024
ITEM NO: **24/07/FED21**

SUPPLY CHAIN MANAGEMENT: 4th QUARTERLY REPORT FOR THE PERIOD ENDING 30 JUNE 2024

1. **Introduction**

The purpose of this item is to report on the Supply Chain Management activities for the 4th quarter of the 2023/ 2024 Financial Year starting 1 April 2024 and ending 30 June 2024.

2. **Background**

In terms of section 6 of the Supply Chain Management Policy, the Council must maintain oversight over the implementation of this policy to ensure that the Accounting Officer implements all Supply Chain Management activities in accordance therewith.

3. **Discussion**

The Quarterly Supply Chain Management report for the 4th quarter ending 30 June 2024, is attached as **Annexure A1**.

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**

Municipal Supply Chain Regulations, Gazette No. 27636 dated 30 May 2005
Supply Chain Management Policy as approved by Council

6. **Legal Implications**

None

7. **Other Implications**

None

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 **Acting Director: Electro-Mechanical Services**

Noted

8.5 **Acting 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 reporting requirements for the fourth quarter of the 2023/2024 Financial year starting 1 April 2024 and ending 30 June 2024.

Item prepared by the Acting Manager SCM: 

Item approved by the CFO:

Item endorsed by the Municipal Manager: 

Item noted by the Portfolio Councillor: 

Annexure A 1:

A. Compliance and Reporting

1. National Treasury Centralised Supplier Database

The municipality is registered on the National Treasury Centralised Supplier database, with the supplier number **MAAA0214163**. This is the very same centralised database where all companies that are doing business with the municipality are vetted from, in checking their compliance for doing business with the state. The Supply Chain Management officials are listed on the National Treasury Centralised Supplier Database.

(2) **Bid Committees**

The committees mentioned below are established and functioning in accordance with the SCM Policy

- Bid Specification Committee (BSC)
- Bid Evaluation Committee (BEC)
- Bid Adjudication Committee (BAC)

The number of meetings is reflected in Tables below:

Bid Specification Meetings:

April 2024	
No. of meetings Held	**No of Cancelled**
3 (Formal Tenders)	2
6 (informal Tenders)	0
May 2024	
No. of meetings Held- A	**No of Cancelled**
2 (Formal Tenders)	1
3 (informal Tenders)	0
June 2024	
No. of meetings Held	**No of Cancelled**
3 (Formal Tenders)	0
2 (informal Tenders)	0

Bid Evaluation Meetings

April 2024	
No. of Meetings Held	**No of Meeting Cancelled**
24 (Formal Tenders)	2
10 (Informal Tenders)	None
May 2024	
No. of Meetings Held	**No of Meeting Cancelled**
26 (Formal Tenders)	6
5 (Informal Tenders)	None
June 2024	
No. of Meetings Held	**No of Meeting Cancelled**
21 (Formal Tenders)	7
3 (Informal Tenders)	None

Bid Adjudication Committee Meetings

April 2024	
No. of Meetings Held	**Cancelled**
2	0
May 2024	
No. of Meetings Held	**Cancelled**
3	0
June 2024	
No. of Meetings Held	**Cancelled**
4	0

(3)**Training: Supply Chain/Stores Section**

There was no official Training held during the 4th quarter of the financial year however there have been workshops held through the Pink Forum for Municipal Finance Officials.

(4)**Monthly Reports**

Monthly deviations reports are submitted in terms of the SCM policy for the procurement of goods and services.

Monthly reports are required to be submitted to Provincial and National Treasury in respect of procurement of goods and services. These reports are submitted in terms of paragraph 6 of the Supply Chain Management Policy. Monthly reports are submitted to the Standing Committee Meetings and lastly approved by council.

(5)SCM Policy Implementation changes

No new Policy changes were affected during the fourth quarter of the financial year.

(6)Advertisements

Informal Tenders

The following table reflects the Seventeen (17) informal tenders (7day notice) advertised for the period.

Tender Notice	Tender Description	Date of Advertisement
Notice 73 of 2024	Supply, Delivery and Off-Loading of Disinfectant Black Dip for a period of 12 months	2 April 2024
Notice 76 of 2024	Mechanical Repairs to Refuse Compactor DWN 714 EC	4 April 2024
Notice 77/2024	Body Repairs to Toyota Firefighting Tanker BLH 197 EC	4 April 2024
Notice 84 of 2024	Supply, Delivery and Installation of Office Furniture to KLM	10 April 2024

Not1ice 89/2024	Body Repairs of a Hino 4X4 Firefighting Truck DVS 430EC	22 April 2024
Notice 90/2024	Refurbishment of Firefighting Trailer HTD 760 EC	22 April 2024
Notice 91/2024	Mechanical Repairs to Dennis Fire Truck DVS 234EC	24 April 2024
Notice 97/2024	Supply, Delivery and Off-loading of LED Capacitive Touch Tablet and table	24 April 2024
Notice 26/2024	Supply, Delivery and Off-Loading of Branded Corporate Items	30 April 2024
Notice 98 of 2024	Supply, Delivery and Off-Loading of Festive Lights	2 May 2024
Notice 111 of 2024	Supply, Delivery and Off-Loading of Refuse Bins to Kouga Municipality	17 May 2024
Notice 112/2024	Appointment of Service Provider to plant vegetation on Dunes	17 May 2024
Notice 113 of 2024	Re- Advertisement: Supply, Delivery and Off-loading of Festive lights	21 May2024
Notice 116/2024	Supply, Delivery and Installation of Identification Boards and other signage for Kouga Wastewater, Water Purification Treatment Works and others	21 May 2024
Notice 134 of 2024	Subdivision, Closure and Rezoning of Public Open Space of A Portion of Erf 170 Jeffreys Bay to Private Open Space	21 June 2024

Notice 137 of 2024	Appointment of Service Provider for the Review of 2023/2024 Annual Financial Statements of Kouga Municipality	21 June 2024

Formal Tenders:

The following table reflects the Thirteen (13) formal tenders advertised for the period.

Tender Notice	Tender Description	Date of Advertisement
Notice 79 of 2024	Supply, Installation and Servicing of Portable Fire Protection Equipment and manual Fire Alarm Systems for a period of 36 Months	10 April 2024
Notice 85 of 2024	Appointment of a Service provider to conduct Job Evaluation and JE Dispute Mechanism for continuous Development for a period of three (3) years	24 April 2024
Notice 81/2024	Appointment of a Suitable Qualified Service Provider for the Institutional Mechanical Infrastructure Services for a period of three (3) years	26 April 2024
Notice 96/2024	Construction of Civil Services for 2023 Erven in Donkerhoek, Humansdorp gravel streets and Bulk & Internal water Reticulation Network	26 April 2024
Notice 101 of 2024	Appointment of Service Provider for Individual	8 May 2024

	Screening of Candidates for a period of 3 years	
Notice 110 of 2024	St Francis Bay Groundwater Development of three Boreholes	17 May 2024
Notice 81/2024 Contract S3/2024	Supply, Delivery and Off-loading of Water Fittings for a period of three 3 years.	24 May 2024
Notice 81/2024 Contract S4/2024	Supply, Delivery and Off-loading of Water Meters for a period of three 3 years.	24 May 2024
Notice 117/2024	Upgrade of Boskloof Substation and New Kwanomzamo Bulk Supply for Kouga Municipality	27 May 2024
Notice 118/2024	Upgrade of Ocean View Substation Switchgear for Kouga Municipality	27 May 2024
Notice 123 of 2024	Appointment of a Panel of Professional Resource Teams (Built Environment) for the feasibility of various Municipal Projects for a period of 36 months	10 June 2024
Notice 124 of 2024	Hiring of Portable Polyethylene VIP Chemical Toilets for a period of three (3) years	12 June 2024
Notice 125/2024	Provision of Life saving Services to Kouga Municipality for a period of 36 Months	12 June 2024

(7)**Tender Clarification Meetings held for the 4th quarter.**

Tender Notice	Tender Description	Date of Meeting
Notice 76 of 2024	Mechanical Repairs to Refuse Compactor DWN 714 EC	10 April 2024
Notice 77 of 2024	Body Repairs to Toyota Fire Fighting Tanker BLH 197 EC	10 April 2024
Notice 79 of 2024	Supply, Installation and Servicing of Portable Fire Protection Equipment and manual Fire Alarm Systems for a period of 36 Months	19 April 2024
Notice 89 of 2024	Body Repairs of a Hino 4X4 Firefighting Truck DVS 430EC	25 April 2024
Notice 90 of 2024	Refurbishment of Firefighting Trailer HTD 760 EC	25 April 2024
Notice 91 of 2024	Mechanical Repairs to Dennis Fire Truck DVS 234 EC	29 April 2024
Notice 85 of 2024	Appointment of a Service Provider to Conduct Job Evaluation and Je Dispute Mechanism for Continuous Development for a Period Of 3 Years	2 May 2024
Notice 96 of 2024	Construction of Civil Services for 203 Erven in Donkerhoek, Humansdorp Gravel Streets and Bulk and Internal Water	03 May 2024
Notice 81 of 2024	Appointment of a Suitably Qualified Service Provider	13 May 2024

	(s) for the Institutional Mechanical Infrastructure Services for a period of three years	
Notice 101 of 2024	Appointment of Service Provider for Individual Screening of Candidate for period of three years	16 May 2024
Notice 110 of 2024	St Francis Bay Groundwater Development of Three Boreholes	28 May 2024
Notice 118 of 2024	Upgrade of Ocean View Substation Switchgear for Kouga Municipality.	05 June 2024
Notice 117 of 2024	Upgrade Of Boskloof Substation and New Kwanomzamo Bulk Supply for Kouga Municipality.	05 June 2024, Second meeting was arranged to include bidders with CIDB grading of 6EP PE on the 02 July 2024.
Notice 123 of 2024	Appointment of a Panel of Professional Resource Teams (Built Environment) for the Feasibility and Implementation of Various Municipal Projects for a Period Of 36 Months.	21 June 2024, The meeting was changed to 24 June 2024 due to zoom only allowing 100 participants
Notice 124 of 2024	Provision of Lifesaving Services to Kouga Municipality for A Period Of 36 Months.	24 June 2024
Notice 125 of 2024	Provision of Lifesaving Services to Kouga Municipality for a Period of 36 Months.	28 June 2024
Notice 134 of 2024	RFQ -Subdivision, Closure and Rezoning PF Public Open Space of a Portion	28 June 2024

	of Erf 170 Jeffreys Bay to Private Open Space.	

(8)Seven Day Notices (Price Quotations) Awarded

A Total of Seventeen (17) appointments was made and One (1) Cancellation for this period. During this period 2 bids that closed received no submissions at closing.

RFQ Notice 28/2024- Supply, delivery, and Offloading of Three-Phase Electricity bulk meters CT/VT Connect- **RFQ/Tender Cancelled**

NOTICE & DESCRIPTION	**SERVICE PROVIDER**	**DATE OF AWARD**	**AMOUNT/ CANCELLED**	**WORKDAYS-COMPLETION OF EVALUATION**
Notice 70 of 2024 Supply, Delivery and Installation of Carpets at Municipal Office at 33 Da Gama, Jeffreys Bay	Top Carpets and Designer Blinds t/a Fashion flooring	15 April 2024	R880.00	5 Working days
Notice 39 of 2024 Appointment of a Service provider for the EIA Process for the Expansion of Loerie Cemetery	Ikamva Consulting CC	16 April 2024	R 215 050.00	29 Working Days
Notice 65 of 2024 Supply, Delivery and Off-Loading of Grass Cutting Machinery	Lonmaq Projects Pty Ltd t/a Supamix DIY EL Avile Amakhomazi Projects	16 April 2024	Item 1- R4753.33 & Item2- R7973.33 Item 3- R6348	11 Working Days

Notice 71 of 2024 Accident Repairs on Sanitation Truck UD90 DMX 914 EC	Phakamisa Fleet Services	16 April 2024	R 122 877.50	7 Working Days
Notice 73 of 2024 Supply, Delivery and Off-Loading of Disinfectant Black Dip for a period of 12 months	Take 5 Construction and Projects CC	24 April 2024	R454.25	9 Working Days
Notice 48 of 2024 Supply, Delivery and Installation of Alarm Backup Power Pack Units	Bessie Projects 87 CC	29 April 2024	R 102 154.50	27 Working Days
Notice 28 of 2024 Supply, Delivery and Offloading of Three phase Electricity Bulk Meters CT/VT Connect	Cancelled-items awarded on tender	n/a	n/a	21 Working days
Notice 60 of 2024 The Hiring of Construction Machinery to Provide Blading Maintenance on Gravel Roads in the Gamtoos Valley Area as and when required	Primat Construction	9 May 2024	Various Rates	25 Working Days
Notice 76 of 2024 Mechanical Repairs to Refuse Compactor DWN714EC	Phakamisa Fleet Services	2 May 2024	R228 482.00	12 Working Days

Notice 26 of 2024 Supply, Delivery and Offloading of Branded Corporate Items	Baycon (Pty) Ltd -Kukhanye Buchule -Cassims Alucento (Pty) Ltd Mudau Picture Framers t/a Framefun	24 May 2024	Various Rates	9 Working days
Notice 90 of 2024 Refurbishment of a Fire Fighting Trailer HTD760EC	Phakamisa Fleet Services	10 May 2024	R39 850.03	11 Working Days
Notice 84 of 2024 Supply, Delivery, and Installation of Office Furniture to Kouga Local Municipality	Mudau Picture Framers t/a Framefun -Thuthuka Office Supplies -Workstation Office Furniture	03 May 2024	Various Rates	10 Working Days
Notice 97 of 2024 Supply, Delivery and Offloading of a LED Capacitive Tablet and Table	Memotek Trading CC	08 May 2024	R35 815.95	2 Working Days
Notice 89 of 2024 Body Repairs on a HINO 4X4 Firefighting Truck DVS 430 EC	Phakamisa Fleet Services	21 May 2024	R86 250.00	13 Working Days

Notice 91 of 2024 Mechanical Repairs to Dennis Fire Truck DVS234EC	Phakamisa Fleet Services	21 May 2024	R97 347.50	11 Working Days
Notice 112/2024- Appointment of a Service Provider to Plant Vegetation on Dunes	Mesrazest (Pty) Ltd Inceba Zakho Trading (Pty) Ltd	13 June 2024	-R92 736.00 -R42 520.00	12 Working Days
Notice 116/2024- Supply and Installation of Identification Boards and Other Signage for Kouga Wastewater, Water Purification Treatment Works and Others	Avile Amakhomazi Projects (Pty) Ltd	12 June 2024	Various Rates	8 Working Days
Notice 111/2024- Supply, Delivery and Offloading of Refuse Bins to Kouga Local Municipality	Mesrazest (Pty) Ltd	14 June 2024	R157 584.50	10 Working Days

(9)Competitive bids Awarded/ Cancelled for the Period

A Total of Nineteen (19) appointments was made, One (1) NT- RT57 appointment, Two (2) Cancellations for this period. Two bids were still in objection at end of 30 June 2024.

NOTICE & DESCRIPTION	SERVICE PROVIDER	DATE OF AWARD	AMOUNT/ CANCELLED	WORKDAYS-COMPLETION OF EVALUATION

Notice 219 of 2023 Supply, Delivery and Off-loading of Bitumen Products, Emulations, Cold Asphalt and Road Patched within Kouga Municipality for a period of three (3) years	Wynford Civils & Development Lonmaq Projects Pty Ltd t/a Supamix DIY EL	5 April 2024	Rated items	36 working days
Notice 136 of 2024 Guarding Services, Alarm Systems, CCST Cameras/ Service for a period of three years.	G4S Secure Solutions (SA) (Pty) Ltd Exec Ops (Pty) Ltd	5 April 2024	Rated items	78 Working days
Notice 6 of 2024 Appointment of a Service Provider for Rendering Employee Assistance Programme and Medical Surveillance for a period of 3 years	cancelled	10 April 2024	n/a	n/a
Notice 16 of 2024 Appointment of Contractor: Augmentation of sewer rising mains from Lamer Pump Station to the Jeffreys Bay	Lupha Enterprises Pty Ltd	8 April 2024	R9 392 485.53	14 Working Days

Wastewater Treatment Works- Phase 1				
Notice 222 of 2024 Appointment of a Service Provider to Review the Municipal Spatial Development Framework of Kouga Municipality	Maswana JV (Pty) Ltd	16 April 2024	R 244 950.00	72 Working Days
Notice 1 of 2024- Appointment of a Service Provider to Provide Cleaning Services for a period of 36 months	Mavukamavusi Projects Pty Ltd	26 April 2024	R 270.00	8 Working Days
Notice 19 of 2024- Appointment of Service Provider for the Supply and Delivery of One 7000L Water Tanker for the Fire Department	Sky Metro Equipment Pty Ltd	26 April 2024	R1 498 952.55	20 Working Days
Notice 200 of 2023 Supply, Delivery and Off-loading f 11KV Ring Main units with Spare Parts for a period of three years	Jocastro Western Cape Pty Ltd/ TGood South Africa Pty Ltd ABB South Africa Pty Ltd	26 April 2024	Rated Items	87 Working Days

	WJ Milne Electrical t/a Milne Electrical			
Notice 211 of 2023 Appointment of a Service Provider to Provide Banking Services to Kouga Municipality for a period of Five Years	ABSA Bank Limited	15 May 2024	rates	80 Working days
Notice 35 of 2024 Appointment of a Service Provider to Render Services in Aerial photography, Videography and Arial Videography and other related services for a period of three years	Integrated Aerial Systems (Pty) Ltd	28 May 2024	rates	37 Working days
Notice 24 of 2024: PSP to Assemble a Multi-disciplinary team of Professionals to Conduct a Full Feasibility Study and Develop a Business Plan together with Conceptual Design for erf 499, Humansdorp and Portion	Urban- Econ Developments Economics (Pty) Ltd	28 May 2024	R 589 306.00	18 Working days

Notice 212 of 2023 Supply and Delivery of New Plant and Vehicles on an Operating Lease with a Push and Pull Residual Value at the end of the term per item for a period of 36 months	Sky Metro Equipment (Pty) Ltd MDZ Fleet Solutions (Pty) Ltd Zeda Car Leasing (Pty) Ltd T/A Avis Fleet	30 May 2024	rates	65 Working Days
Notice 79 of 2024 Supply, installation and servicing of portable fire protection equipment and manual fire alarm systems for a period of 36 months.	Cancellations	30 May 2024	N/A	8 working days
Notice 2 of 2024: Contract S2 of 2024: Supply, Delivery and Offloading of Personal Protective Clothing for a period of two years	Premier Pipe Supply Premier Attraction 528 Casssims Twaz Group Elcarbo Industrial Supplies Cape Linoto Developers	11 June 2024	Various Rates	49 workdays
Notice 185 of 2023: Appointment of Consultants for Various Engineering and Groundwater	LA Consulting Quantra Consulting Bosch Projects	11 June 2024	Gazetted Rates	107 workdays

Projects for a period of three years.	Engineering Advice and Services GLS Consulting MJM Consulting Engineers Naidu Consulting Power Consultancy Resolve Consulting Ukhuhula Holdings Zutari Gilgal Global JG Afrika Delta Built Environment Consultants Africoast Consulting Lukhozi Consulting SMEC SA AES Consulting			
Notice 2 of 2024: Contract S1 of 2024: Supply, Delivery and Offloading of Oil and Grease for a period of two years	Durban Lubricants	14 June 2024	Various Rates	61 workdays
Notice 37 of 2024: Design, Build and	International Metal Processing	24 June 2024	R 4 999 050.00	31 workdays

Commissioning of the Upgrading to the Gill Marcus Water Treatment Works.				
Notice 44 of 2024: Refurbishment of the Hankey Wastewater Treatment Works.	Imvu Construction	28 June 2024	R 4 894 931.00	17 workdays

Variations/ Appointment on a Transversal Contract RT57

NOTICE &DESCRIPTION	SERVICE PROVIDER	DATE OF AWARD	AMOUNT
National Treasury Transversal contract-RT57 Supply and Delivery of 6m³ Skip Truck	Isuzu Motors Pty Ltd	23 April 2024	R 1 790 942 .49
Variation: Notice 194/2020 Appointment of Suitably Qualified Professional Service Provider for the design and Administering of the upgrade Gravel Roads in KLM	JG Afrika Pty Ltd	10 May 2024	R 762 760.11
Variation: Notice 88 of 2021: Upgrading of Gravel Roads	Scribante Construction	19 June 2024	R 205 546.73
Variation: Notice 135 of 2023: Supply and Install Paving of Portion of Erf 170 of Jeffreys Bay	Vitsha Trading & Ibala Consulting Joint Venture	19 June 2024	R 275 789.21

(10) Section 36 Deviations in terms of SCM Policy

A Total of value of the deviations for the 4th quarter amounts to **R10 312 048.88**

SUMMARISED BREAKDOWN (DETAILED BREAKDOWN REFER TO TABLE 1-3)

Deviation- Month	AMOUNT
April 2024 (Table 1)	R 2 010 787.14
May 2024 (Table 2)	R 4 495 407.48
June 2024 (Table 3)	R 3 805 854.26
Total for 4th quarter	**R 10 312 048.88**

(11)Report on the Balance Stock at hand at Stores for the months: April, May and June 2024

This table below shows movement of stock the Stores Section has received from various suppliers as procured by Stores Section and stock issued to various directorate for the period dates 1 April to 30 April 2024

STOCK BALANCING REPORT- APRIL 2024						
DATE	**BALANCE**		**ISSUES**	**RECEIPTS**	**JNL/RETURN**	**BALANCE**
01/04/2024	21 317 692,34					21 317 692,34
02/04/2024	21 317 692,34	15	32 684,23	5 849,22		21 290 857,33
03/04/2024	21 290 857,33	3	25 931,15		483,00	21 265 409,18
04/04/2024	21 265 409,18	22	164 103,90	44 550,00	1 170,91	21 147 026,19
05/04/2024	21 147 026,19	13	167 005,80		9,78	20 980 030,17
08/04/2024	20 980 030,17	10	61 774,43	34 185,40		20 952 441,14
09/04/2024	20 952 441,14	12	28 338,85	1 513,20		20 925 615,49
10/04/2024	20 925 615,49	15	112 796,38	2,61	4 851,25	20 817 672,97
11/04/2024	20 817 672,97	15	168 580,57	88 709,58	37 704,50	20 775 506,48
12/04/2024	20 775 506,48	9	57 859,14	13 338,00		20 730 985,34
15/04/2024	20 730 985,34	13	64 325,63	16 350,00	109,94	20 683 119,65
16/04/2024	20 683 119,65	16	47 715,40	79 575,65	6 943,56	20 721 923,46
17/04/2024	20 721 923,46	16	98 742,67	86 876,24	1 332,73	20 711 389,76
18/04/2024	20 711 389,76	3	17 464,27		728,50	20 694 653,99
19/04/2024	20 694 653,99	12	86 672,91	101 380,00		20 709 361,08
22/04/2024	20 709 361,08	20	58 059,77		555,00	20 651 856,31
23/04/2024	20 651 856,31	20	78 531,70	12 864,00		20 586 188,61
24/04/2024	20 586 188,61	19	132 408,83	50 100,00	988,94	20 504 868,72
25/04/2024	20 504 868,72	17	88 770,98		5 914,71	20 422 012,45
26/04/2024	20 422 012,45	8	60 785,34	55 883,34		20 417 110,45
29/04/2024	20 417 110,45	10	24 584,94	7 148,00		20 399 673,51
30/04/2024	20 399 673,51	15	180 583,06	19 293,00	325,20	20 238 708,65
		283	**1 757 719,95**	**617 618,24**	**61 118,02**	

This table below shows movement of stock the Stores Section has received from various suppliers as procured by Stores Section and stock issued to various directorate for the period dates 1 May to 31 May 2024

STOCK BALANCING REPORT- MAY 2024						
DATE	**BALANCE**		**ISSUES**	**RECEIPTS**	**JNL/RETURN**	**BALANCE**
01/05/2024	20 238 708,65	0	-	-	-	20 238 708,65
02/05/2024	20 238 708,65	15	46 091,18	92 352,15	3 417,05	20 288 386,67
03/05/2024	20 288 386,67	0	-	-	-	20 288 386,67
06/05/2024	20 288 386,67	30	144 765,82	244 623,50	878,99	20 389 123,34
07/05/2024	20 389 123,34	7	159 227,92			20 229 895,42
08/05/2024	20 229 895,42	16	94 698,21	146 309,54	11 101,37	20 292 608,12
09/05/2024	20 292 608,12	11	82 604,42	436 222,25		20 646 225,95
10/05/2024	20 646 225,95	12	55 104,00	57 255,00	(44 955,00)	20 603 421,95
13/05/2024	20 603 421,95	0				20 603 421,95
14/04/2024	20 603 421,95	0				20 603 421,95
15/05/2024	20 603 421,95	26	176 752,41	840 882,58		21 267 552,12
16/05/2024	21 267 552,12	28	180 600,70	171 089,34	4 112,63	21 262 153,39
17/05/2024	21 262 153,39	18	122 347,17		1 771,62	21 141 577,84
20/05/2024	21 141 577,84	29	136 090,32	27 798,00	2 203,07	21 035 488,59
21/05/2024	21 035 488,59	16	464 661,72	183 477,15	616,75	20 754 920,77
22/05/2024	20 754 920,77	13	140 379,40		870,00	20 615 411,37
23/05/2024	20 615 411,37	17	140 054,71	53 882,76		20 529 239,42
24/05/2024	20 529 239,42	9	17 457,58			20 511 781,84
27/05/2024	20 511 781,84	13	68 273,33	13 270,79	226,75	20 457 006,05
28/05/2024	20 457 006,05	13	59 805,35	151 890,56	1 699,32	20 550 790,58
29/05/2024	20 550 790,58	0				20 550 790,58
30/05/2024	20 550 790,58	11	33 106,57	30 763,15	3 817,36	20 552 264,52
31/05/2024	20 552 264,52	19	58 226,85	92 434,82		20 586 472,49
		303	**2 180 247,66**	**2 542 251,59**	**(14 240,09)**	

This table below shows movement of stock the Stores Section has received from various suppliers as procured by Stores Section and stock issued to various directorate for the period dates 1 June to 30 June 2024

STOCK BALANCING REPORT- JUNE 2024						
DATE	**BALANCE**		**ISSUES**	**RECEIPTS**	**JNL/RETURN**	**BALANCE**
03/06/2024	20 586 472,49	0	-	-	-	20 586 472,49
04/06/2024	20 586 472,49	0				20 586 472,49
05/06/2024	20 586 472,49	32	96 934,73	13 500,00	-	20 503 037,76

06/06/2024	20 503 037,76	17	79 513,38	84 091,80	1 881,33	20 509 497,51
07/06/2024	20 509 497,51	19	107 939,29	124 605,00	372,07	20 526 535,29
10/06/2024	20 526 535,29	10	40 934,47		5 514,00	20 491 114,82
11/06/2024	20 491 114,82	11	62 258,78	26 395,00	86,72	20 455 337,76
12/06/2024	20 455 337,76	18	64 443,47			20 390 894,29
13/06/2024	20 390 894,29	14	55 445,47		4 435,12	20 339 883,94
14/06/2024	20 339 883,94	4	19 795,66	237 589,80		20 557 678,08
17/06/2024	20 557 678,08	0				20 557 678,08
18/06/2024	20 557 678,08	12	26 675,19	7 540,00		20 538 542,89
19/06/2024	20 538 542,89	18	52 070,91			20 486 471,98
20/06/2024	20 486 471,98	10	41 180,88	41 086,20	17,90	20 486 395,20
21/06/2024	20 486 395,20	14	69 081,97	427 180,70	(12 692,00)	20 831 801,93
24/06/2024	20 831 801,93	13	106 919,84	2 882,00	(2 882,00)	20 724 882,09
25/06/2024	20 724 882,09	6	6 393,03		1 976,77	20 720 465,83
26/06/2024	20 720 465,83	5	32 772,58			20 687 693,25
27/06/2024	20 687 693,25	6	7 718,78		9,51	20 679 983,98
		209	**870 078,43**	**964 870,50**	**(1 280,58)**	

(12) Annual Stock taking

The annual stock count took place on 28 June 2024. The table below reflects the recon at finalisation of stock count.

Balance	Start Balance	Stock Issued	Stock Received	JNL/ Return	End Balance
7/1/2023	17264548.48	1716318.44	1212978.83	10079.24	16771288.11
8/1/2023	16771288.11	1922753.44	1304119.94	53899.82	16206554.43
9/1/2023	16206554.43	1663071.47	1608862.45	173135.07	16325480.48
10/1/2023	16325480.48	1616803.85	2460756.30	62477.06	17231909.99
11/1/2023	17231909.99	1881421.32	4035796.58	36826.63	19423111.88
12/1/2023	19423111.88	1402397.27	2617192.74	586612.05	21224519.40
1/1/2024	21224519.40	1637175.49	1087434.73	20530.52	20695309.16
2/1/2024	20695309.16	1824654.66	1611511.02	48952.96	20531118.48
3/1/2024	20531118.48	1020298.04	1807985.84	-1113.94	21317692.34
4/1/2024	21317692.34	1757719.95	617618.24	61118.02	20238708.65
5/1/2024	20238708.65	2180247.66	2542251.59	-14240.09	20586472.49
6/1/2024	20586472.49	870078.43	964870.50	-1280.58	20679983.98
		19492940.02	**21871378.76**	**1036996.76**	
Opening Balance	**17264548.48**				
Minus Issues	19492940.02				
Plus Stock Receipt	21871378.76				

Plus Journals/ Returns	1036996.76				
Closing Balance 30/06/2024	**20679983.98**				

(13) SCM Management component for the period 1 April 2024 to 30 June 2024

The section initially operated with a total staff complement of 11 permanent staff members and 4 interns and 8 vacancies. Due to organogram changes and subsequent appointment made as from June the staff complement is reflected at 30 June as 11permanent staff, 2 interns ,2 officials still in their probationary period and 5 vacancies due to the merger of 2 posts.

Below details depicts the detail of the officials:

- Mrs. C. Groenewald- Acting Supply Chain Manager.

SUPPLY CHAIN MANAGEMENT	**STORES**
Mrs. C. Groenewald (Permanent)	Mr. E. Felix (Permanent)
Mrs. N. Goeda (Permanent)	Mr. Delaino Domingo (Permanent)
Mrs Z. Rawana (Permanent)	Mr. D. Volontiya (Permanent)
Ms. A. Smith (Permanent)	Mr. F. Msolo (Permanent)
Ms. A. Gorden (Permanent)	Mr B. Qingane (intern)
Mr. A. Alexander (Permanent)	
Ms. N. Mandeka (Permanent)	
Ms. A. Lloyd (Internship ended 31 May 2024- Appointed from 1 June 2024)	
Mr. A. Kolyt (Internship ended 31 May 2024- Appointed from 1 June 2024	
Ms. S Raco (Intern)	

TABLE 1 DEVIATIONS - APRIL 2024										
DEV NO:	**DATE RECEIVED**	**DIRECTORATE**	**SECTION**	**SUPPLIER**	**NATURE OF GOODS/ SERVICE**	**VALUE**	**DATE OF REQUEST ON FORM**	**DATE APPROVED BY MM**	**SECTION 36 REF**	**NOTES**
23-24/ EM10A	Apr-24	Electro-Mechanical	Workshop	Flash Electrical	Appointment of Contractors for the Repairs and Maintenance on Pumpstations for a period of 6 months extended untill 30 June 2024: **Monthly expenditure reported in next column as received.**	R655 170,48	19-Sep-23	29-Sep-23	S36 (1)(a)(i) iv	various requisition/ order issued
23-24/ EM10B	Apr-24	Electro-Mechanical	Workshop	International Metal Processing	Appointment of Contractors for the Repairs and Maintenance on Pumpstations for a period of 6 months extended until 30 June 2024: **Monthly expenditure reported in next column as received**	R6 023,88	19-Sep-23	29-Sep-23	S36 (1)(a)(i) iv	various requisition/ order issued
23-24/ EM24	11-Apr-24	Electro-Mechanical	Electrical	Scheyisa Powerlines	Emergency procurement: Power outage - affected area part of Wavecrest.	R28 068,62	09-Apr-24	24-Apr-24	S36 (1)(a)(i) iii; iv	Req No: 153635 / 153636 Order No: 233762 / 233763

23-24/ CW38	25-Mar-24	Civil & Water Engineering Services	Water	Intaka Bolt	Supply & delivery of VJ Couplings for water maintenance to address pipe break in Koraal	R5 635,00	18-Mar-24	03-Apr-24	S36 (1)(a)(i) i; iii; S 36(1) (a)(v)	Req No: 159626 Order No: 233383
23-24/ CW39	09-Apr-24	Civil & Water Engineering Services	Civil	Bosch Projects	Professional services to complete Loerie Sports field	R72 446,55	09-Apr-24	16-Apr-24	S36 (1)(a)(v)	Req No: 159649 Order No: 233554
23-24/ CW40	15-Apr-24	Civil & Water Engineering Services	Civil	IMESA	Short course for Best Practice Guideline for Design Flood estimation in Municipal Areas in South Africa - Z Buys, A Koopman & J du Toit	R5 980,00	11-Apr-24	19-Apr-24	S36 (1)(a)(ii)	Req No: 134795 Order No: 233609
23-24/ CW41	15-Apr-24	Civil & Water Engineering Services	Civil	International Metal Processing	Emergency call out to Jeffreys Bay WTW, bypass old WTP due to quality issues.	R168 976,85	15-Apr-24	16-Apr-24	S36 (1)(a)(i) i; ii; iii; S36 (1)(a)(v)	Req No: 159653 Order No: 233583
23-24/ CW42	10-Apr-24	Civil & Water Engineering Services	Water	SAINS Agencies	Calibration and minor repairs of operational monitoring testing equipment for compliance with Green Drop Audits	R35 391,25	10-Apr-24	24-Apr-24	S36 (1)(a)(i) i&iii, S36(1) (a) (ii) , S36(1) (v)	Req No: 159646 Order No: 233755
23-24/ CW43	18-Apr-24	Civil & Water Engineering Services	Water	SAINS Agencies	Servicing of testing equipment	R20 585,00	18-Apr-24	24-Apr-24	S36 (1)(a)(i) i&iii, S36(1) (a) (ii) , S36(1) (v)	Req No: 159655 Order No: 233756

23-24/ CW44	16-Apr-24	Civil & Water Engineering Services	Civil	Zutari	Groundwater development in Kouga (payment of outstanding invoices on previously approved deviation of 22/23 fin year and report done on 24/25 WSIG projects	R166 870,23	11-Apr-24	22-Apr-24	S36 (1)(a)(v)	Req No: 153488 Order No: 233677
23-24/ CW45	18-Apr-24	Civil & Water Engineering Services	Water	Newport Civils Pty Ltd	Storm damage - erosion protection and embankment of key Municipal installations	R589 087,50	15-Apr-24	29-Apr-24	S36 (1)(a)(i) ii; iii; v	Req No: 159657 Order No: 233857
23-24/ COM M 16	10-Apr-24	Community Services	Law Enforcement	Truvelo Africa Electronics Division	Calibration of Prolaser PL - 10824	R7 233,91	15-Mar-24	16-Apr-24	S36 (1)(a)(ii); (v)	Req No: 139735 Order No: 233581
23-24/ COM M 17	12-Apr-24	Community Services	Law Enforcement	Exec Ops	Guarding services to member of Council after shooting attack.	R31 773,50	10-Apr-24	18-Apr-24	S36 (1)(a)(i) i	Req No: 139744 Order No: 233589
23-24/ COM M 18	16-Apr-24	Community Services	Environmental Health	Ten to Nine Funeral Services	Pauper Burial Services	R9 360,00	28-Mar-24	18-Apr-24	S36 (1)(a)(i), S36(1) (a) (ii) , S36(1) (b)	Req No: 151446 Order No: 233590

23-24/ COMM 19	18-Apr-24	Community Services	Fire Section	Steers	Food for fire fighters	R1 558,80	12-Apr-24	24-Apr-24	S36 (1)(a)(i) iii	Req No: 123186, Direct Payment
23-24/ DMM 29	Apr-24	Office of DMM	Legal Section	CW Malan	Legal Services – Labour Relations disciplinary matters (Application against MEC COGTA) Monthly expenditure reported in next column as processed. no requisition received.	R0,00	08-Apr-24	12-Apr-24	S36 (1)(a)(v)	N/A
23-24/ DMM 30	18-Apr-24	Office of DMM	Corporate Services- Human Resources	Netcare Hospitals	Hospital Services for Councillor Alexander	R116 900,72	17-Apr-24	22-Apr-24	S36 (1)(a)(i) i; v	Req No: 152003 / 152004, Direct payment
23-24/ FIN11	04-Apr-24	Finance & Economic Development	Economic Development & Tourism	Scan Display	WTM 2024 Trade Show: Exhibitions stand and set-up. SP is appointed by SBDM for service	R14 720,00	02-Apr-24	08-Apr-24	S36 (1)(a)(ii)	Req No: 140361 Order No: 233424
23-24/ FIN12	05-Apr-24	Finance & Economic Development	Economic Development & Tourism	Cape Town International Convention Centre (CTICC)	Trade Show 10-12 April 2024– on Stand requirements	R37 063,35	03-Apr-24	08-Apr-24	S36 (1)(a)(ii)	Req No: 140362, Direct Payment
23-24/ FIN13	10-Apr-24	Finance & Economic Development	Income	Lexis Nexis-Windeed	Services rendered - Search fees	R5 315,23	03-Apr-24	12-Apr-24	S36 (1)(a)(v)	Req No: 153859 Order No: 233598

23-24/ FIN14	10-Apr-24	Finance & Economic Development	Income	Lexis Nexis-Windeed	Services rendered - Search fees	R23 137,58	28-Feb-24	16-Apr-24	S36 (1)(a)(v)	Req No: 153841 Order No: 233548
23-24/ FIN15	29-Apr-24	Finance & Economic Development	Economic Development & Tourism	South African Travel Services Association (SATSA)	Travel trade, operators, and inbound services (Application and membership fees)	R9 488,69	24-Apr-24	29-Apr-24	S36 (1)(a)(ii)	Req No: 140367, Direct Payment
					TOTAL	**R2 010 787,14**				

TABLE 1 DEVIATIONS - MAY 2024										
DEV NO:	**DATE RECEIVED**	**DIRECTORATE**	**SECTION**	**SUPPLIER**	**NATURE OF GOODS/ SERVICE**	**VALUE**	**DATE OF REQUEST ON FORM**	**DATE APPROVE D BY MM**	**SECTION 36 REF**	**NOTES**
23-24/ EM10A	May-24	Electro-Mechanical	Workshop	Flash Electrical	Appointment of Contractors for the Repairs and Maintenance on Pumpstations for a period of 6 months extended until 30 June 2024: **Monthly expenditure reported in next column as received**	R2 290 150,95	19-Sep-23	29-Sep-23	S36 (1)(a)(i) iv	various requisition / order issued
23-24/ EM10B	May-24	Electro-Mechanical	Workshop	International Metal Processing	Appointment of Contractors for the Repairs and Maintenance on Pumpstations for a period of 6 months extended until 30 June 2024: **Monthly expenditure reported in next column as received**	R421 257,90	19-Sep-23	29-Sep-23	S36 (1)(a)(i) iv	various requisition / order issued
23-24/ EM25	08-May-24	Electro-Mechanical	Civil	Algoa Nissan	Purchasing of replacement engine for a Nissan NP 300 LDV	R63 255,75	07-May-24	10-May-24	S36 (1)(a)(i) iv; S36(1) (a)(v)	Req No: 158384 Order No: 234122

23-24/ EM26	24-May-24	Electro-Mechanical	Workshop on behalf of Civil	Rencor Engineering	Bin lifters & hydraulic cylinders to be repaired	R52 097,30	22-May-24	27-May-24	S36 (1)(a)(v)	Req No: 158244 Order No: 234648
23-24/ EM27	24-May-24	Electro-Mechanical	Workshop on behalf of Civil	DMS	Mechanical repairs to skip truck	R59 743,40	23-May-24	27-May-24	S36 (1)(a)(v)	Req No: 155603
23-24/ EM28	10-May-24	Electro/Mechanical	Workshop on behalf of Community Services	Rencor Engineering	JBD519EC - Repair faulty bin lifters and recline hopper	R36 946,02	30-Apr-24	13-May-24	S36 (1)(a)(v)	Req No: 158219
23-24/ EM29	15-May-24	Electro-Mechanical	Workshop on behalf of Community Services	Eco Car Hire	Hiring of 6 vehicles for Community Services for a period of 40 days	R96 001,08	15-May-24	16-May-24	S36 (1)(a)(i) iv; S36(1)(a)(v)	Req No: 158653 Order No: 234309
23-24/ COMM20	29-Apr-24	Community Services	Community Services	EC Umbrella Fire Protection Association	Annual membership fees to the Sarah Baartman West Fire Protection Association as per condition of the National Veld and Forest Fire Act 101 of 1998	R57 306,60	23-Apr-24	02-May-24	S36 (1)(a)(ii)	Req No: 131806 Order No: 233978
23-24/ COMM21	15-May-24	Community Services	Community Services	Ten to Nine Funeral Services	Pauper Burial Services	R4 535,00	14-May-24	27-May-24	S36 (1)(a)(i) ii; (i)(b)	Req No: 151457 Order No: 231954
23-24/ COMM22	22-May-24	Community Services	Community Services	Nu Plant	6m3 Skip Truck and Bin Hire for skip waste removal for 3 months	R390 482,50	14-May-24	30-May-24	S36 (1)(a)(v)	Req No: 159933 Order No: 234747

23-24/ CW46	07-May-24	Civil & Water Engineering Services	Civil	Ikusasa Chemicals	Water Treatment Chemical required at Jeffreys Bay 27x Chlorine Gas	R80 717,58	07-May-24	07-May-24	S36 (1)(a)(i) i; iii; (v)	Req No: 159614 Order No: 234014
23-24/ CW47	09-May-24	Civil & Water Engineering Services	Civil	International Metal Processing	Emergency call out to Jeffreys Bay WTW	R20 568,90	09-May-24	10-May-24	S36 (1)(a)(i) i; ii; iii; S36(1) (a)(v)	Req No: 159662 Order No: 234126
23-24/ CW48	17-May-24	Civil & Water Engineering Services	Civil	Coastal Electrical & Refrigeration (L&L Electrical)	Service of generators at pumpstations	R181 413,11	07-May-24	21-May-24	S36 (1)(a)(i) iii; S36(1) (a)(v)	Req No: 158638 / 158643 Order No: 234381 / 234407
23-24/ CW49	20-May-24	Civil & Water Engineering Services	Civil	Zutari	Groundwater development in Kouga	R150 817,18	16-May-24	22-May-24	S36 (1)(a)(v)	Req No: 153498 Order No: 234398
23-24/ CW50	21-May-24	Civil & Water Engineering Services	Civil	Northfield Engineering	Hire of Gorman-Rupp V6 diesel pump set	R72 162,50	21-May-24	27-May-24	S36 (1)(a)(i) i; iii; S36(1) (a)(v)	Req No: 163573 Order No: 234664
23-24/ CW51	22-May-24	Civil & Water Engineering Services	Civil	WB Flow Solutions	Water network maintenance at Jeffreys Bay	R4 447,63	21-May-24	24-May-24	S36 (1)(a)(i) ii; iii; iv	Req No: 159690 Order No: 234630

23/24/ CW52	24-May-24	Civil & Water Engineering Services	Civil	Engineering Council of South Africa (ECSA)	Annual Professional Fees for C&WS Engineers	R30 697,00	22-May-24	30-May-24	S36 (1)(a)(v)	Req No: 162505
23/24/ CW53	24-May-24	Civil & Water Engineering Services	Civil	South African Council for the Architectural Profession (SACAP)	Annual Professional Fees for Architect	R4 101,00	22-May-24	30-May-24	S36 (1)(a)(v)	Req No: 158919
23/24/ CW54	24-May-24	Civil & Water Engineering Services	Civil	Institute of Municipal Engineering of Southern Africa (IMESA)	Annual VA Fees for C&WS Engineers	R1 992,00	22-May-24	30-May-24	S36 (1)(a)(v)	Req No: 162503 Order No: 234787
23-24/ DMM31	26-Apr-24	Office of DMM	Corporate Services	Sondlo & Knopp Advertising	Supplying of Advertising and editing services	R35 017,50	11-Apr-24	02-May-24	S36 (1)(a)(v)	Req No: 153231 Order No: 233942
23-24/ DMM32	02-May-24	Office of DMM	OHS	Dr Coxon & Partners	Hospital Services for Councilor Alexander	R4 276,82	02-May-24	02-May-24	S36 (1)(a)(i) I; (v)	Req No: 152009 Direct Payment
23-24/ DMM33	02-May-24	Office of DMM	OHS	Dr Coxon & Partners	Hospital Services for Councilor Alexander	R4 950,90	02-May-24	02-May-24	S36 (1)(a)(i) I; (v)	Req No: 152010 Direct Payment
23-24/ DMM34	May-24	Office of DMM	legal	CW Malan	Legal Services - Public Administration & Municipal Law: **Monthly expenditure reported in next column as processed.**	R0,00	07-May-24	08-May-24	S36 (1)(a)(v)	n/a

23-24/ DMM35	May-24	Office of DMM	Legal	Billet & Gouws Attorneys	Legal Services - Eviction Matters **Monthly expenditure reported in the next column as processed.**	R0,00	18-May-24	24-May-24	S36 (1)(a)(v)	n/a
23-24/ DMM36	03-May-24	Office of DMM	Corporate Services	ERS Bio	Additional Biometric System for the door to the Mayor's office	R42 594,41	24-Apr-24	10-May-24	S36 (1)(a)(ii), S36(1) (a)(v)	Req No: 151862 Order No: 234171
23-24/ DMM37	24-May-24	Office of DMM	OHS	Ampath Laboratory	Pathology: Cllr Alexander	R2 027,30	17-Apr-24	27-May-24	S36 (1)(a)(i) i; S36(1) (a)(v)	Req No: 152200
23-24/ DMM38	16-May-24	Office of DMM	OHS	Dr. Leon Steenkamp	Counselling services: shooting incident	R3 358,00	29-Apr-24	30-May-24	S36 (1)(a)(i) i; S36(1) (a)(v)	Req No: 152011
23-24/ DMM39	28-May-24	Office of DMM	OHS	Bay Radiology	Emergency call out: Cllr Alexander	R2 571,58	22-May-24	30-May-24	S36 (1)(a)(i) i; S36(1) (a)(v)	Req No: 152021
23-24/ DMM40	28-May-24	Office of DMM	OHS	Bay Radiology	Medical services: x-ray and bullet removal - Cllr Alexander	R3 248,40	22-May-24	30-May-24	S36 (1)(a)(i) i; S36(1) (a)(v)	Req No: 152022
23-24/ FIN16	30-Apr-24	Finance& Economic Development	Income	Lexis Nexis-Windeed	Services rendered - Search fees	R92 907,07	29-Apr-24	02-May-24	S36 (1)(a)(v)	Req No: 153868 Order No: 233963

23-24/ FIN17	30-Apr-24	Finance& Economic Development	Income	Lexis Nexis-Windeed	Services rendered - Search fees	R5 852,10	29-Apr-24	06-May-24	S36 (1)(a)(v)	Req No: 153869 Order No: 234001
23-24/ FIN18	10-May-24	Finance& Economic Development	Assets	A2A Kopano	Data Completeness Services	R228 505,00	10-May-24	13-May-24	S36 (1)(a)(v)	Req No: 156349 Order No: 234799
23-24/ FIN19	15-May-24	Finance& Economic Development	ED & Tourism	Scan Display	Africa Travel Indaba 13-16 May at Durban ICC Exhibition Stand - Trade show equipment	R27 427,50	09-May-24	09-May-24	S36 (1)(a)(ii)	Req No: 140374 Order No: 234240
23-24/ FIN20	15-May-24	Finance& Economic Development	ED & Tourism	Travel Marketing Experts	Tourism & Travel Trade Workshops per Province	R23 977,50	08-May-24	09-May-24	S36 (1)(a)(ii)	Req No: 140375
					TOTAL	**R4 495 407,48**				

TABLE 3
DEVIATIONS - JUNE 2024

DEV NO:	DATE RECEIVED	DIRECTORATE	SECTION	SUPPLIER	NATURE OF GOODS/ SERVICE	VALUE	DATE OF REQUEST ON FORM	DATE APPROVED BY MM	SECTION 36 REF	NOTES
23-24/ EM10A	Jun-24	Electro-Mechanical Services	Workshop	Flash Electric	Appointment of Contractors for the Repairs and Maintenance on Pumpstations for a period of 6 months extended until 30 June 2024: **Monthly Expenditure reported in next column as received.**	R1 061 529,03	19-Sep-23	29-Sep-23	S36 (1) (a) (i) iv	various requisition / orders issued
23-24/ EM10B	Jun-24	Electro-Mechanical Services	Workshop	International Metal Processing	Appointment of Contractors for the Repairs and Maintenance on Pumpstations for a period of 6 months extended until 30 June 2024: **Monthly Expenditure reported in next column as received.**	R769 018,76	19-Sep-23	29-Sep-23	S36 (1) (a) (i) iv	various requisitions/ orders issued
23-24/ EM30	05-Jun-24	Electro-Mechanical Services	Workshop	Sky Metro Equipment Pty Ltd	Hiring of 5 vehicles for Civil Services for a period of 30 days	R79 343,10	31-May-24	11-Jun-24	S36 (1)(a)(i) iii; iv; v	Req No: 158663 Order No: 234957
23-24/ EM31	05-Jun-24	Electro-Mechanical Services	Workshop	Sky Metro Equipment Pty Ltd	Repairs to bulldozer working on Hankey Landfill Sites	R32 117,00	31-May-24	11-Jun-24	S36 (1)(a)(i) iii; iv; v	Req No: 155444 Order No: 234958

23-24/ EM32	14-Jun-24	Electro-Mechanical Services	Electrical	Amandla Tech Electrical & Mechanical Pty Ltd	Emergency repairs to 22/11kV transformer, 11kV cable, disconnect and reconnect transformer	R1 013 495,00	10-Jun-24	19-Jun-24	S36 (1)(a)(i) iii	Req No: 144446 Order No: 235177
23-24/ EM33	21-Jun-24	Electro-Mechanical Services	Workshop	Bell Equipment	Repairs to TLB used by Refuse Section of GV(JLZ146EC)	R34 741,93	13-Jun-24	24-Jun-24	S36 (1)(a)(i) iii; iv; v	Req No: 158264 Order No: 235235
23-24/ DMM41	14-Jun-24	Office of DMM	OHS	Netcare Hospital	Hospital services rendered: Councillor EJ Alexander	R26 494,71	13-Jun-24	24-Jun-24	S36 (1)(a)(i) i; (v)	Req No: 152024 Direct Payment
23-24/ COMM23	22-May-24	Community Services	Fire Services	Coastal Electrical & Refrigeration (L&L Electrical)	Supply, Delivery & Installation of 1 *10kW Lithium Battery at Humansdorp Fire Station	R48 346,00	15-May-24	05-Jun-24	S36 (1)(a)(i) iii	Req No: 131815 Order No: 235046
23-24/ COMM24	04-Jun-24	Community Services	Law Enforcement	Exec Ops	Close Protection Services	R87 055,87	31-May-24	10-Jun-24	S36 (1)(a)(i) i	Req No: 135806 Order No: 234983
23-24/ COMM25	10-Jun-24	Community Services	Community Services	WESSA	Blue Flag Application	R61 845,00	10-Jun-24	19-Jun-24	S36 (1)(a)(ii)	Req No: 159936 Order No: 235106
23-24/ CW55	25-Jun-24	Civil & Water Engineering Services	Civil & Water Services	Mostert Diesel Mechanical Services	Outstanding invoices on emergency repairs done	R118 368,52	21-Jun-24	27-Jun-24	S36 (1)(a)(i) (iii)	Req No: 123730 Order No: 235335

23-24/ CW56	31-May-24	Civil & Water Engineering Services	PMU	LRC Civils	Additional funds received to complete outstanding items in Loerie Sports field	R158 456,20	30-May-24	07-Jun-24	S36 (1)(a)(v)	Req No: 162509 Order No: 234985
23-24/ FIN21	19-Jun-24	Finance & Economic Development	ED & Tourism	NMB Tourism	NMB Tourism Award - Accommodation Category	R7 000,00	24-May-24	20-Jun-24	S36 (1)(a)(ii)	Req No: 162301 Direct Payment
23-24/ FIN22	21-Jun-24	Finance & Economic Development	ED & Tourism	Reed Exhibition	Exhibitor floor space at WTM Africa 2025	R277 338,14	24-May-24	27-Jun-24	S36 (1)(a)(ii)	Req No: 162303 Direct Payment
23-24/ PD 1	04-Jun-24	Planning & Development	Planning	South African Property Owners Association (SAPOA)	Annual Membership Fee	R30 705,00	28-May-24	05-Jun-24	S36 (1)(a)(v)	Req No: 150798 Direct Payment
					TOTAL	**R3 805 854,26**				

KOUGA MUNICIPALITY (EC 108)
ORDINARY COUNCIL MEETING
FINANCE & ECONOMIC DEVELOPMENT
OPEN
DATE: 30 JULY 2024
ITEM NO: **24/07/FED22**

APPROVAL OF ELECTRICITY TARIFFS FOR THE PERIOD 1 JULY 2024 TO 30 JUNE 2025

1. **Introduction**

The purpose of this report is for Council to note the approval of the electricity tariffs by the National Energy Regulator of South Africa (NERSA).

2. **Background**

The Kouga Municipality has submitted its electricity tariffs, as well as the Cost of Supply application to NERSA on 9 April 2024 for their consideration and approval. Subsequent to the said submission, the municipality had further consultation with NERSA resulting in an amended application submitted 4 June 2024.

The amended application of the said tariffs was approved 28 June 2024, and attached as **Annexure A (NERSA - Letter of Approval).**

Council resolved on the application of the electricity tariffs on 30 May 2024 as follows:

EXTRACT OF ORDINARY COUNCIL MEETING HELD ON 31 MAY 2024: RESOLUTIONS 24/05/FED16 MEDIUM-TERM REVENUE AND EXPENDITURE FRAMEWORK (MTREF)- BUDGET FOR 2024/25 TO 2026/27 FINANCIAL YEARS

Resolved (31 May 2024)

1. That the Council, by resolution taken by the majority of its full number, and in terms of Section 30(2) of the Local Government: Municipal Structures Act No.117 of 1998 (as amended), read in conjunction with Section 24 of the Local Government: Municipal Finance Management Act, Act 56 of 2003:

   1.5 That the Council approves the Electricity tariffs subject to the approval from NERSA in **"Annexure D1"**.

3. **Financial Implications**

Completed by BTO -	Not applicable
Project Description	
Ukey no.	
Budgeted Amount	

Amount spent and committed to date	
Amount Available	
Comment	
BTO Signature	

4. **Applicable Legislation**

NERSA's mandate of regulating prices and tariffs is derived from the Electricity Regulation Act No.4 of 2006, which requires the Energy Regulator to regulate prices and tariffs in a way that enables an efficient licensee to recover the full cost of its licensed activities, including a reasonable return or margin. The Electricity Regulation Act further states that a licensee may not charge a customer any other tariff and make use of provisions in agreements other than those determined or approved by the Regulator as part of its licensing conditions.

5. **Legal Implications**

The Municipality, as a licensee may only charge the electricity tariffs as approved by the National Energy Regulator of South Africa and may do so only upon receipt of the letter of approval and for the stipulated period specified in such a letter of approval.

6. **Other Implications**

None

7. **Comments by Directorates:**

8.1 **Chief Financial Officer:**

Recommendations supported.

8.2 **Acting Director: Planning & Development**

Item supported.

8.3 **Director: Civil & Water Services**

Item supported.

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

Item supported.

8.5 **Acting Director: Community Services**

Item supported.

8.6 **Deputy Municipal Manager**

Item supported.

8.7 **Municipal Manager**

Item supported

9. **Delegated Authority**

Council

10. **Recommendations**

10.1 That Council notes the amendments made to the electricity tariffs based on the amended application submitted and the subsequent approval by NERSA for the tariff increase for the period 1 July 2024 to 30 June 2025, and approved as follows:

DOMESTIC TARIFFS

Tariff Blocks	**c/kWh**
Block 1 (0-50) kWh	162.27
Block 2 (51-350) kWh	211.88
Block 3 (351-600) kWh	302.30
Block 4(>600) kWh	363.75

Domestic High Pre-paid 1Phase 60A

Tariff Blocks	**c/kWh**
Block 1 (0-50) kWh	162.27
Block 2 (51-350) kWh	211.88
Block 3 (351-600) kWh	302.30
Block 4 (>600) kWh	363.75
Basic Charge (R/month)	296.52

Domestic High Pre-paid 3Phase 60A

Tariff Blocks	**c/kWh**
Block 1(0-50) kWh	162.27
Block 2(51-350) kWh	211.88
Block 3(351 - 600) kWh	302.30
Block 4(>600) kWh	363.75
Basic Charge (R/month)	830.24

Domestic High Conventional 1Phase 60A

Tariff Blocks	c/kWh
Block 1(0-50) kWh	162.27
Block 2(51-350) kWh	211.88
Block 3(351 - 600) kWh	302.30
Block 4(>600) kWh	363.75
Basic Charge (R/month)	370.64

Domestic High Conventional 3Phase 60A

Tariff Blocks	c/kWh
Block 1(0-50) kWh	162.27
Block 2(51-350) kWh	211.88
Block 3(351 - 600) kWh	302.30
Block 4(>600) kWh	363.75
Basic Charge (R/month)	1 037.81

COMMERCIAL TARIFFS

Commercial Conventional 1Phase 60A

Basic Charge (R/month)	812.30
Energy Charge (c/kWh)	259.25

Commercial Conventional 3Phase 60A

Basic Charge (R/month)	2 274.85
Energy Charge (c/kWh)	259.25

Commercial Conventional 3Phase 100A

Basic Charge (R/month)	3 790.76
Energy Charge (c/kWh)	259.25

Commercial Pre-Paid 1&3Phase 60A

Energy Charge (c/kWh)	358.47

INDUSTRIAL TARIFFS

Industrial normal Bulk Low Voltage (<500)

Basic Charge (R/month)	1 491.88
Energy Charge (c/kWh)	132.83
Demand Charge (R/kVA): Network Demand	 62.84

Network Access	54.19

Industrial Normal Bulk High Voltage (≥ 500 & <66kV)

Basic Charge (R/month)	1 491.60
Energy Charge (c/kWh)	131.49
Demand Charge (R/kVA):	
Network Demand	62.84
Network Access	54.19

TIME-OF-USE (TOU) TARIFFS

Low voltage <500V

Basic Charge (R/month)	1 491.61
Demand Charge (R/kVA):	
Network Demand	68.30
Network Access	58.89
Energy Charge (c/kWh):	
Low Season	
Peak	234.06
Standard	166.34
Off-Peak	111.68
High Season	
Peak	682.82
Standard	218.60
Off-Peak	126.40
Reactive Energy (c/kVArh)	28.91

HIGH VOLTAGE ≥ 500V & 66kV

Basic Charge (R/month)	1 491.61
Demand Charge (R/kVA):	
Network Demand	62.84
Network Access	54.19
Energy Charge (c/kWh):	
Low Season	
Peak	234.06
Standard	166.34
Off-Peak	111.68
High Season	
Peak	682.82
Standard	218.60
Off-Peak	126.40

Reactive Energy (c/kVArh)	28.91

Item prepared by the Manager Budget & Treasury:

Item approved by the Chief Financial Officer:

Item endorsed by the Municipal Manager:

Item noted by Portfolio Chairperson:

ANNEXURE A

NATIONAL ENERGY REGULATOR OF SOUTH AFRICA

Kulawula House
526 Madiba Street
Arcadia 0083

PO Box 40343
Arcadia 0007
Pretoria

Tel: +27(0)12 401 4600
Fax: +27(0)12 401 4700
Email: info@nersa.org.za

Pretoria, SOUTH AFRICA SOUTH AFRICA www.nersa.org.za

@NERSA_ZA @NERSAZA

Enquiries: Mondli Shozi
Tel: 012 401 4769
Fax: 012 401 4700
Email: Mondli.Shozi@nersa.org.za

Ref: NERSA-1532172523-70887

Mr Charl du Plessis
The Municipal Manager
Kouga Local Municipality
P O Box 21
JEFFERYS BAY
6330

Per Email: tmadatt@kouga.gov.za

Dear Mr du Plessis

ELECTRICITY TARIFFS FOR THE PERIOD 1 JULY 2024 – 30 JUNE 2025

Your application dated 7 June 2024 refers.

The Energy Regulator at its meeting held on 16 May 2024 decided that municipal tariffs should be assessed based on the cost of supply studies submitted by the licensee and a cost breakdown structure, for those without the cost of supply study. Consequently, the Energy Regulator considered your application for a tariff increase for the period 1 July 2024 - 30 June 2025 and approved the tariffs as follows:

DOMESTIC TARIFFS

Domestic Low Prepayment 1Phase 20A

Tariff Blocks	***c/kWh***
Block 1 (0 - 50)kWh	*162.27*
Block 2 (51 - 350)kWh	*211.88*
Block 3 (351 - 600)kWh	*302.30*

Regulator Members:
Mr T Bukula (Chairperson) Ms Z Mpungose (Deputy Chairperson) *Adv NP Sithole (Chief Executive Officer)
*Mr N Gumede *Ms N Maseti *Mr MW Mkhize Ms T Semane Mr FK Sibanda Ms PN Sibiya
*Full-Time Regulator Members

NERSA is a Regulatory Authority established in terms of the National Energy Regulator Act, 2004 (Act No 40 of 2004)

Block 4 (>600)kWh	363.75

Domestic High Pre-Paid 1Phase 60A

Tariff Blocks	***c/kWh***
Block 1 (0 - 50)kWh	162.27
Block 2 (51 - 350)kWh	211.88
Block 3 (351 - 600)kWh	302.30
Block 4 (>600)kWh	363.75
Basic Charge (R/month)	296.52

Domestic High Pre-Paid 3Phase 60A

Tariff Blocks	***c/kWh***
Block 1 (0 - 50)kWh	162.27
Block 2 (51 - 350)kWh	211.88
Block 3 (351 - 600)kWh	302.30
Block 4 (>600)kWh	363.75
Basic Charge (R/month)	830.24

Domestic High Conventional 1Phase 60A

Tariff Blocks	***c/kWh***
Block 1 (0 - 50)kWh	162.27
Block 2 (51 - 350)kWh	211.88
Block 3 (351 - 600)kWh	302.30
Block 4 (>600)kWh	363.75
Basic Charge (R/month)	370.64

Domestic High Conventional 3Phase 60A

Tariff Blocks	***c/kWh***
Block 1 (0 - 50)kWh	162.27
Block 2 (51 - 350)kWh	211.88
Block 3 (351 - 600)kWh	302.30
Block 4 (>600)kWh	363.75

Basic Charge (R/month)	1 037.81

COMMERCIAL TARIFFS

Commercial Conventional 1Phase 60A

Basic Charge (R/month)	812.30
Energy Charge (c/kWh)	259.25

Commercial Conventional 3Phase 60A

Basic Charge (R/month)	*2 274.85*
Energy Charge (c/kWh)	*259.25*

Commercial Conventional 3Phase 100A

Basic Charge (R/month)	*3 790.76*
Energy Charge (c/kWh)	*259.25*

Commercial Pre-Paid 1&3Phase 60A

Energy Charge (c/kWh)	*358.47*

INDUSTRIAL TARIFFS

Industrial Normal Bulk Low Voltage (<500)

Basic Charge (R/month)	*1 491.88*
Energy Charge (c/kWh)	*132.83*
Demand Charge (R/kVA):	
Network Demand	*68.30*
Network Access	*58.89*

Industrial Normal Bulk High Voltage (≥500 & <66kV)

Basic Charge (R/month)	*1 491.60*
Energy Charge (c/kWh)	*131.49*
Demand Charge (R/kVA):	
Network Demand	*62.84*
Network Access	*54.19*

TIME-OF-USE (TOU) TARIFFS

Low Voltage <500V

Basic Charge (R/month)	1 491.61
Demand Charge (R/kVA)	68.30

Network Demand	58.89
Network Access	
Energy Charge (c/kWh):	
Low Season	
Peak	234.06
Standard	166.34
Off-Peak	111.68
High Season	
Peak	682.82
Standard	218.60
Off-Peak	126.40
Reactive Energy (c/kVArh)	28.91

High Voltage ≥500V & 66kV

Basic Charge (R/month)	1 491.61
Demand Charge (R/kVA)	
Network Demand	62.84
Network Access	54.19
Energy Charge (c/kWh):	
Low Season	
Peak	221.23
Standard	157.21
Off-Peak	105.57
High Season	
Peak	645.36
Standard	206.62
Off-Peak	119.48
Reactive Energy(c/kVArh)	28.91

The Energy Regulator further directs as follows:

- The municipality to submit a report accounting for all the costs that have been noted, to enable the Regulator to perform its independent verification/audit by 30 September 2024;
- The municipality to submit an audited financial report that reflects the impact of its cost breakdown based tariffs on customers, as well as on the licensee's sustainability and local economy by 30 September 2024.
- The municipality must provide NERSA with a Specific, Measurable, Achievable, Realistic and Time-bound (S-M-A-R-T) energy losses reduction plan, which will ensure that energy losses are reduced to acceptable levels (below 12%). An appropriate budget with clear timelines needs to be allocated and spent in support of this. The implementation of this strategic plan, together with its budget must be monitored on a quarterly basis and reported to NERSA commencing 30 September 2024.

Please note that in terms of the National Energy Regulator Act, 2004 (Act No. 40 of 2004), National Energy Regulator is entrusted to perform all the functions that the National Electricity Regulator used to perform, and amongst others, to review and approve tariff increase proposals by all licensed distributors of electricity in South Africa. Implementation of tariffs without approval of the Energy Regulator is a contravention of the license conditions issued to you.

It is therefore important that provision is made in your planning / budgeting cycle to allow time for the submission of applications for future changes or increases to NERSA for consideration.

Should you have any enquiries please do not hesitate to contact Ms Lorraine Leburu in the Electricity Pricing & Tariffs Department on (012) 401 4641 or email: lorraine.leburu@nersa.org.za.

Yours sincerely,

Adv. Nomalanga Sithole
Chief Executive Officer
Date: 28/06/2024

REPORTS BY THE PORTFOLIO CHAIRPERSON: ELECTRO-MECHANICAL SERVICES

KOUGA
local municipality
Good Governance through Service Excellence

KOUGA local municipality
Good Governance through Service Excellence

KOUGA MUNICIPALITY (EC 108)
ORDINARY COUNCIL MEETING
ELECTRO-MECHANICAL SERVICES
OPEN
DATE: 30 JULY 2024
ITEM NO: **24/07/EMS6**

REPORT: INDUSTRIAL AND COMMERCIAL TARIFF RECTIFICATION

1. **Introduction**

This report gives the Council an overview of the recent conditions to get tariffs approved. All municipalities must comply with a condition to determine the cost to supply electricity to all consumers, this had to be done through a tool developed by NERSA labeled a Cost of Supply study.

2. **Background**

Kouga has been applying for an e Eskom increase on certain tariffs in the past in order to break even or make a marginal profit on all tariffs but was never awarded the increase.

The COS tool was designed to prove to NERSA what every category in municipal tariff structure costs the municipality to supply and maintain the service.

3. **Discussion**

Through the study numerous categories were highlighted as under recovering. Our data needs to be adjusted according to the requirement of the tool, for this reason we will use the following 12 months to enable this, the increase in line with the COS will be determined exactly and will be tabled to council to be gradually implemented. Some of our tariffs currently being levied on the commercial and industrial categories (above 69kVA/ 100A) need to be adjusted in line with the already approved tariff structure. An error in calculating these notified access charges will be rectified with some consumers receiving an increase on their accounts. These consumers have been notified and explained in person how this will affect them, we also offered these consumers an opportunity to adjust their NAC which can be done every twelve months.

4. **Financial Implications**

Completed by BTO -	N/A
Project Description	
Ukey no.	
Budgeted Amount	
Amount spent and committed to date	

Amount Available	
Comment	
BTO Signature	

5. **Applicable Legislation**

MFMA section 20 (1) (iv) & 33 (1) (d) (ii) tariff related matters and implications.

6. **Legal Implications**

In terms of section 4(ii) of the Electricity Regulation Act No. 4 of 2006) ('the Electricity Regulation Act'), NERSA must regulate electricity prices and tariffs. Only NERSA approved tariffs may be implemented.

7. **Other Implications**

None

8. **Comments by Directorates:**

8.1 **Chief Financial Officer:**

Report noted.

8.2 **Acting Director: Planning & Development**

Noted

8.3 **Director: Civil & Water Services**

Item noted.

8.4 **Director: Electro-Mechanical Services**

Our immediate requirement is to rectify certain tariff categories highlighted in the COS, to align these tariffs with the actual cost to service.

To service a bulk and an SSEG consumer requires more resources as opposed to service a normal residential consumer as special metering is applied which is read and analyzed by the electrical employees.

The under recovery in this category of electricity tariffs was highlighted a few years ago but additional tariff increase was declined.

The revenue and electrical departments are having monthly meetings to work towards getting the data available and structured according to the COS tool requirements.

The above normal increase will be tabled to Council with recommendations on proposals as to how we will be increasing tariffs to be in line with NERSA approved perimeters.

8.5 **Acting 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 takes note of the program that is currently being executed by the Electro-Mechanical Department - Electrical division.

10.2 That Council notes that it is a condition that the Cost of Supply study had to be conducted to highlight the real cost of rendering electrical services to the municipal consumer.

Item prepared by the: Director Electro-Mechanical

Item approved by the: Director Electro-Mechanical

Item endorsed by the Municipal Manager:

Item noted by Portfolio Chairperson:

REPORTS BY THE PORTFOLIO CHAIRPERSON: PLANNING AND DEVELOPMENT

KOUGA
local municipality
Good Governance through Service Excellence

KOUGA MUNICIPALITY (EC 108)
ORDINARY COUNCIL MEETING
PLANNING & DEVELOPMENT
OPEN
DATE: 30 JULY 2024
ITEM NO: **24/07/PD3**

ACCEPTANCE OF LAND PURCHASED BY THE PROVINCIAL HUMAN SETTLEMENTS DEPARTMENT FOR THE KOUGA MUNICIPALITY: ERF 9932 JEFFREYS BAY

1. **Introduction**

The purpose of this item is to inform the Council of the purchase of Erf 9932, Jeffreys Bay by the Provincial Human Settlements Department on behalf of Kouga Municipality for the purposes of developing integrated human settlements as per the Housing Code.

2. **Background**

On 24 February 2015 the Land Acquisition Division of the Provincial Human Settlement Department provided assistance to the Municipality by purchasing a portion of portion 1 of the Farm Zeekoei River No 335, Humansdorp RD located adjacent the existing Ocean View residential area. The land was acquired to cater for residents that could not be accommodated as part of the approved projects in Jeffreys Bay and due to lack of additional municipal land.

3. **Discussion**

The Provincial Department of Human Settlement purchased a portion of Portion 1 of Farm Zeekoei River No 335, Humansdorp RD (now Erf 9932), on behalf of Kouga municipality for an amount of R 28, 160 000.00. The extent of the land purchased by the Provincial Department measures approximately 80 hectares. ****See annexure "A"**

The Provincial Human Settlements Department has recently requested that the Municipality provides their Office with a council resolution confirming that Council accepts Erf 9932, Jeffreys Bay. This will enable the Provincial Department to prepare a Deed of Sale to affect the proposed transfer of the land to the Municipality as the beneficiary.

Erf 9932 is currently still registered in the name of Provincial Government-Eastern Cape and is earmarked for mixed use with residential being the dominant use. The transfer will enable the Municipality to commence with the planning and subsequent development of the land.

4. **Financial Implications**

Completed by BTO -	
Project Description	Land Valuations & surveyor & planning services
Ukey no.	20210710001552

Budgeted Amount	R203 548.00
Amount spent and committed to date	R129 625.90 KOUGA MUNICIPALITY 2024-06-27 BUDGET &TREASURY
Amount Available	R73 922.10
Comment	Finalization of planning activities

5. **Applicable Legislation**

Municipal Asset Transfer Regulations, 2008
Spatial Planning and Land Use Management Act No. 13 of 2013
Policy and Procedures for the Disposal of Immovable Assets, 2020

6. **Legal Implications**

The Policy and Procedures for the Disposal of Immovable Assets provides that the Council is required to accept the devolution of immovable property. Should Council resolve to accept the intended transfer of the immovable property, the Municipal Manager will be authorized to enter into a deed of sale/donation and the transfer of the immovable property may proceed.

7. **Other Implications**

Town Planning requirements must commence in respect of the intended human settlement development to be implemented on the immovable property and pre-planning needs to be conducted. It is imperative that the Civils & Water and Electro-Mechanical Directorates take note of the intended transfer of immovable property as this may have an impact of bulk services plans.

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.

8.4 **Director: Electro-Mechanical Services**

Notes that the provision of electricity to the current informal settlement remains a concern, and it is advised that the settlement be formalized as a matter of

urgency and that beneficiaries be allocated erf sites in line with an approved layout, which process will assist the application for and provision of electricity.

8.5 **Acting Director: Community Services**

Noted

8.6 **Deputy Municipal Manager**

Noted

8.7 **Municipal Manager**

Recommendations supported.

9. **Delegated Authority**

Council

10. **Recommendations**

10.1 That the Council **accepts** the property described as erf 9932, Jeffreys Bay as purchased by the Provincial Department of Human Settlement.

10.2 That the Council confirms that Erf 9932, Jeffreys Bay will be utilized for the development of integrated human settlements that will assist in addressing the current housing backlog.

10.3 That Council authorise the Accounting Officer in line with the delegated authorities of the Accounting Officer to sign the Deed of Sale/Donation contemplated herein.

Item prepared by 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”

Properties | Incidents | Assets | Planning | Projects | Layers | General | Support | My Profile

Land Parcel Information

Bookmark | Layout | Help | Messages

Edit | Audit Trail

Prev | Next | Go To.. | Home | Return

Erf	9932 of Jeffreys Bay	**Zoning: Financials**	UNDET
Address	Farm - Humansdorp Rd	**Zoning**	Kouga Municipality Land Use Scheme - Subdivisional Area
SG Number	C0340006000099320000	**Land Usage: Financials**	
Municipality	Kouga	**Ward: Financials**	
Township/Holding: Title Deed	Jeffreys Bay	**Ward: Demarcation Board**	Kouga 14
Suburb: Financials	Fountains Development (40056)	**Sources**	Deeds Office, Surveyor General, Financials
Centroid	34.05845248842685 24.90008155597753E	**Effective**	9 Jun 2015 -
Sectional Title	No		
Extent	79.5573Ha		
Extent (SG)	79.5573Ha		
Extent (Title Deed)	79.5573H		

Linked Documents

Comments

Tasks and Questions and eForms

Land Parcels for Incident

Title Deeds

Owner	Title Deed	Share	Purchased	Registered	Price (Alpha)	New No
Provincial Government-Eastern Cape	T30676/2015	0.0000	24 Feb 2015	9 Jun 2015	R28160000.00	

Financial Accounts

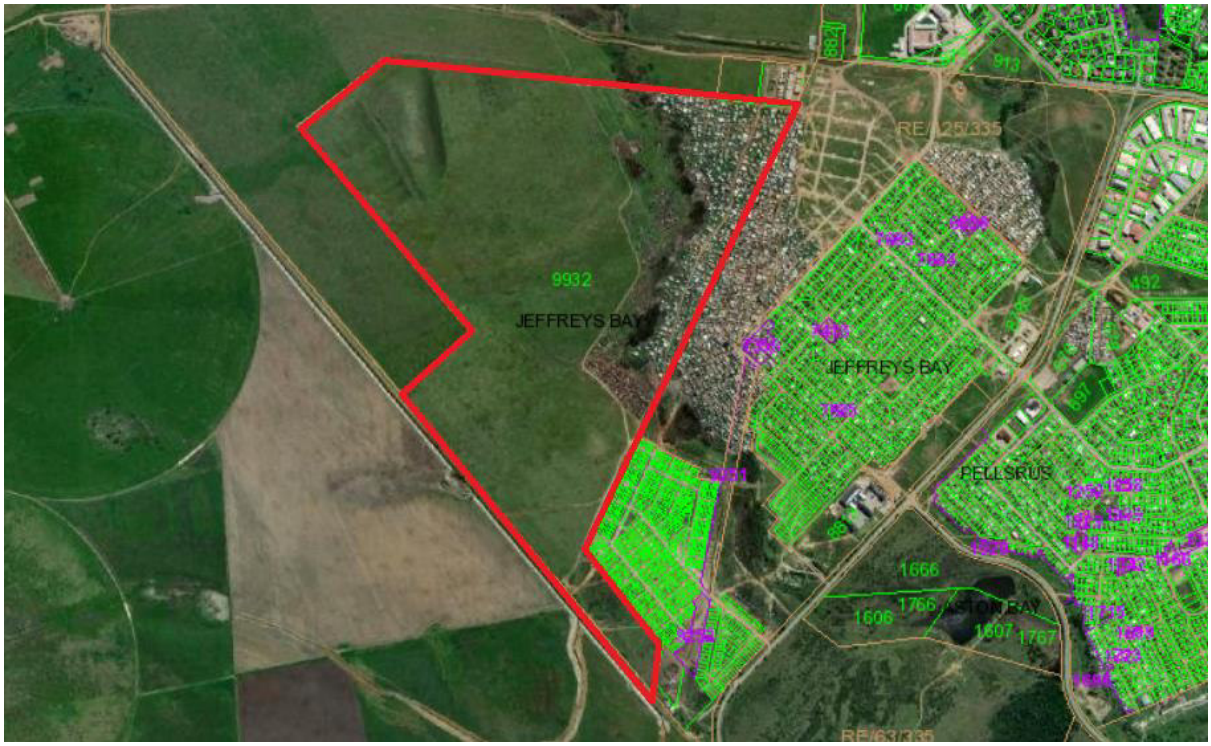
Properties

Current Municipal Information

Valuation Date	Valuation Category	Valuation Category Tariff	Land Value	Improvements Value	Land Area	Improvements Area
		Type STAVA	0	27800000	795573	0

Valuations and Surveys

Project	Category / Usage	H Area	P/C	M/S	Status	Review Status	Current Value
SV 3 (2013 - 2018) 2015/01	Unknown (As Per MPRA)	Unknown			Valued		9,500,000.00
2018 General Valuation	STATE-OWNED PROPERTIES (GV2018)	Unknown			Valued		11,900,000.00
2023 General Valuation	VACANT LAND STATE 2023 (2023 General Valuation)	Unknown			Valued		27,800,000.00



KOUGA MUNICIPALITY (EC 108)
ORDINARY COUNCIL MEETING
PLANNING & DEVELOPMENT
OPEN
DATE: 30 JULY 2024
ITEM NO: **24/07/PD4**

REQUEST FOR COUNCIL'S FINAL APPROVAL: ALIENATION (LEASE) OF ERF 7292, JEFFREYS BAY

1. **Introduction**

The purpose of this item is to request Council's final approval for the lease of Erf 7292, Jeffreys Bay (Ocean View) for a Restaurant/Take-aways/Tshisanyama, after applications were received from Mr. C. Kondile and Mr. S. Qonono.

2. **Background**

The applications were submitted to the Portfolio Committee on 12 October 2023. **Annexure "A"**.

Both applicants wanted to develop the property into a Restaurant/Take-aways/Tshisanyama as the Ocean View area does not have such businesses that caters for local as well as international visitors. Applications are attached as **Annexure "B"**.

Land Parcel information and Section 14 comments is attached as **Annexure "C"**.

The advertisement Notice 8/2024 for comments/input for the for the alienation (lease) of Erf 7292, Jeffreys Bay (Ocean View), was placed on 11 January 2024 until 9 February 2024 and no objections were received. Attached as **Annexure "D"**.

3. **Discussion**

Discussions were held with the applicants, and both were not willing to share the property as proposed by the Council.

The applicants were requested to submit Business Plans on or before Friday, 24 May 2024 and only Mr. Chuma Kondile submitted a Business Plan. It is therefore recommended that the Council only consider the application of Mr. Chuma Kondile and is attached as **Annexure "E"**.

The Planning & Development Directorate is the custodian of the Asset Disposal and Lease Policy for Municipal Owned Immovable Properties and in conjunction with the relevant Heads of Departments, responsible for the implementation of the policy as well as the monitoring of adherence thereof.

4. **Financial Implications**

Completed by BTO -	
Project Description	Land Valuations & surveyor & planning services
Ukey no.	20210710001552
Budgeted Amount	R203 548.00
Amount spent and committed to date	R129 625.90 KOUGA MUNICIPALITY 2024-06-27 BUDGET &TREASURY
Amount Available	R73 922.10
Comment	Finalization of planning activities

5. **Applicable Legislation**

Municipal Asset Transfer Regulations 2008
Kouga Municipal Disposal of Immovable Assets Policy of 2020
Leasing Policy for municipally owned immovable property.

6. **Legal Implications**

Should the recommendations be approved for recommendation to Council, and Council approved same, the accounting officer will be authorized to enter into a written lease agreement setting out the terms and conditions for the parties to the agreement in respect of the intended lease of immovable property. The proposed recommendations, approved by Council may be - incorporated into the proposed written lease agreement.

7. **Other Implications**

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.

8.4 **Director: Electro-Mechanical Services**

Noted

8.5 **Acting Director: Community Services**

Noted

8.6 **Deputy Municipal Manager**

Noted

8.7 **Municipal Manager**

Recommendations supported.

9. **Delegated Authority**

Council

10. **Recommendations**

10.1 That Council **grant final** approval for the lease of Erf 7292, Jeffreys Bay for 9 years and 11 months to Mr. Chuma Kondile, as the successful applicant.

10.2 That Council in terms of Section 14 and 90 of the MFMA and departmental inputs, hereby confirms that the land is not needed to provide the minimum level of basic municipal services.

10.3 That Council supports the market-related rental valuation of R400.00 per month.

10.4 That all costs pertaining to the installation of municipal services as well as Town Planning activities be borne by the successful Applicant.

10.5 That the lease be cancelled if the purpose applied for is not implemented within 12 months from date of signed lease agreement.

10.6 That an annual escalation be included in the lease agreement.

10.7 That Council authorises the Accounting Officer to enter into a long-term lease agreement with the successful applicant.

Item prepared by 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"

23/10/PD34 ALIENATION (LEASE) OF ERF 7292, JEFFREYS BAY (OCEANVIEW)

Cllr Yali highlighted that the recommendation for Mr Kondile's application has been presented to the Portfolio Committee on numerous occasions since 2022 and that the matter was delayed because of the inputs made by the Infrastructure & Engineering department.

He raised concerns that a new application made by Mr Qonono was considered before Mr Kondile's application was approved, which is unfair on the older applicant. He further noted that Mr Kondile's application did not appear on the evaluation done by the Land Evaluation Committee in PD4.

He proposed that the Mr Kondile's application be approved and that Mr Qonono be given a different plot of land to ensure that a fair process is followed.

The Executive Mayor requested clarity whether a competitive process for the alienation land will be between the two applicants or for any other interested applicant and stated that land cannot be alienated because of a first come first serve.

The Acting Director: Planning & Development stated that the land will be alienated in line with the Policy and submission made taking into consideration the contribution to township tourism. He also shared concerns on the land being advertised to allow other applicants, besides Mr Kondile and Mr Qonono, to apply for the land.

The Chairperson highlighted that the item does not refer to any permission to advertise but the recommendations are to grant in-principle approval for the lease of the land through a competitive process.

The Acting Director: Planning & Development clarified that the competitive process would allow for other interested applicants to bid for the property.

The Chairperson enquired on the process that takes place after the property has been advertised.

The Acting Director: Planning & Development explained that the purpose of advertising is to receive any comments and objections, thereafter, the Portfolio Committee will make a decision whether or not to approve the alienation.

The Executive Mayor proposed that in principle approval be granted to both the applicants, Mr Kondile and Mr Qonono, and that the Municipal Manager negotiates with both the applicants on dividing the property as it is a large portion of land. If the applicants are unwilling to subdivide the property, then the item can be resubmitted to the Portfolio Committee for further discussion on the way forward.

He further requested that the contract stipulate that any additional structures on the property be aesthetically suitable.

Cllr Yali reiterated his concerns that the item is long overdue and proposed that the competitive process be confined to both applicants without them having to subdivide the erf.

The Acting Director: Planning & Development highlighted that it be a challenge to subdivide the property as both applicants have similar intentions for the land and supported that a competitive process be held, however, it will not be limited to the two applicants.

The Chairperson questioned whether a discussion can be held with the two applicants to determine whether they would be willing to subdivide the property before a competitive process is undertaken.

Cllr Yali proposed that the recommendation be referred to Mayoral as is without any additional recommendations.

The Executive Mayor supported that a negotiation be held with the applicants to determine their interest in subdividing the property.

Cllr August supported the suggestion to hold negotiations with the applicants.

Cllr Yali highlighted that subdividing the property between the two applicants is not encouraged because the two applicants are in competition and will result in chaos. He supported that the recommendation be accepted as is.

The Chairperson stated that the recommendations will remain as is but requested that the department engage with the two applicants on the matter.

Resolved to recommend (12 October 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. 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 authorizes 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 Mayoral Committee meeting.

KOUGA
local municipality
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Cape St Francis
Hankey
Humansdorp
Jeffreys Bay
Loerie
Oyster Bay
Patensie
St Francis Bay
Thornhill

Postal: PO Box 21, Jeffreys Bay, 6330
Tel: 042 200 2200 / 042 200 8300
Fax: 042 200 8606
Email: registry@kouga.gov.za
Website: www.kouga.gov.za

APPLICATION FOR MUNICIPAL LAND

APPLICATION TO PURCHASE/LEASE/CONSENT USE OF VACANT KOUGA MUNICIPAL LAND – INDIVIDUALS/PRIVATE

NAME: Siyabonga Qonono

ID NUMBER: 8008016034080

CONTACT DETAILS: 072 608 6180

ERF/PROPERTY APPLYING FOR:

AREA: Ocean View, Jeffreys Bay

ERF NUMBER: 7292

ADDRESS: Ocean View, Jeffreys Bay

PURPOSE OF APPLICATION:

Intention to lease to buy erf 7292 Ocean View, Jeffreys Bay.

MOTIVATION:

Refer attached

NAME: Sibabonga

SIGNATURE: [signature]

DATE: 12/01/2023

Received: S. Groenboom 12/01/2023

The Municipal Manager

Kouga Local Municipality

33 Da Gama Road

Jeffreys Bay

6330

12 January 2023

Siqonono Trading Company

Ocean View

Jeffreys Bay

6330

Dear Sir,

INTENTION: LEASE TO BUY ERF 7292 OCEAN VIEW, JEFFREYS BAY

I am a local resident who resides in Ocean View Residential Area in Jeffreys Bay.

Currently there is a need for recreational activities, economic opportunities and job creation especially for the youth.

I am of the intention to lease-to buy- erf 7293, Ocean View from the Municipality on short term basis to operate a traditional African cuisine take-aways, as well as a free community recreational space which entails entertainment stage to showcase local talents, games, poetry, as an initiative to keep our youth of the streets. The long-term vision is that this space will become a tourist attraction where tourists can enjoy African cuisine and learn more about the rich local cultures which will result in the creation of local jobs and the alleviation of many socio-economic ills.

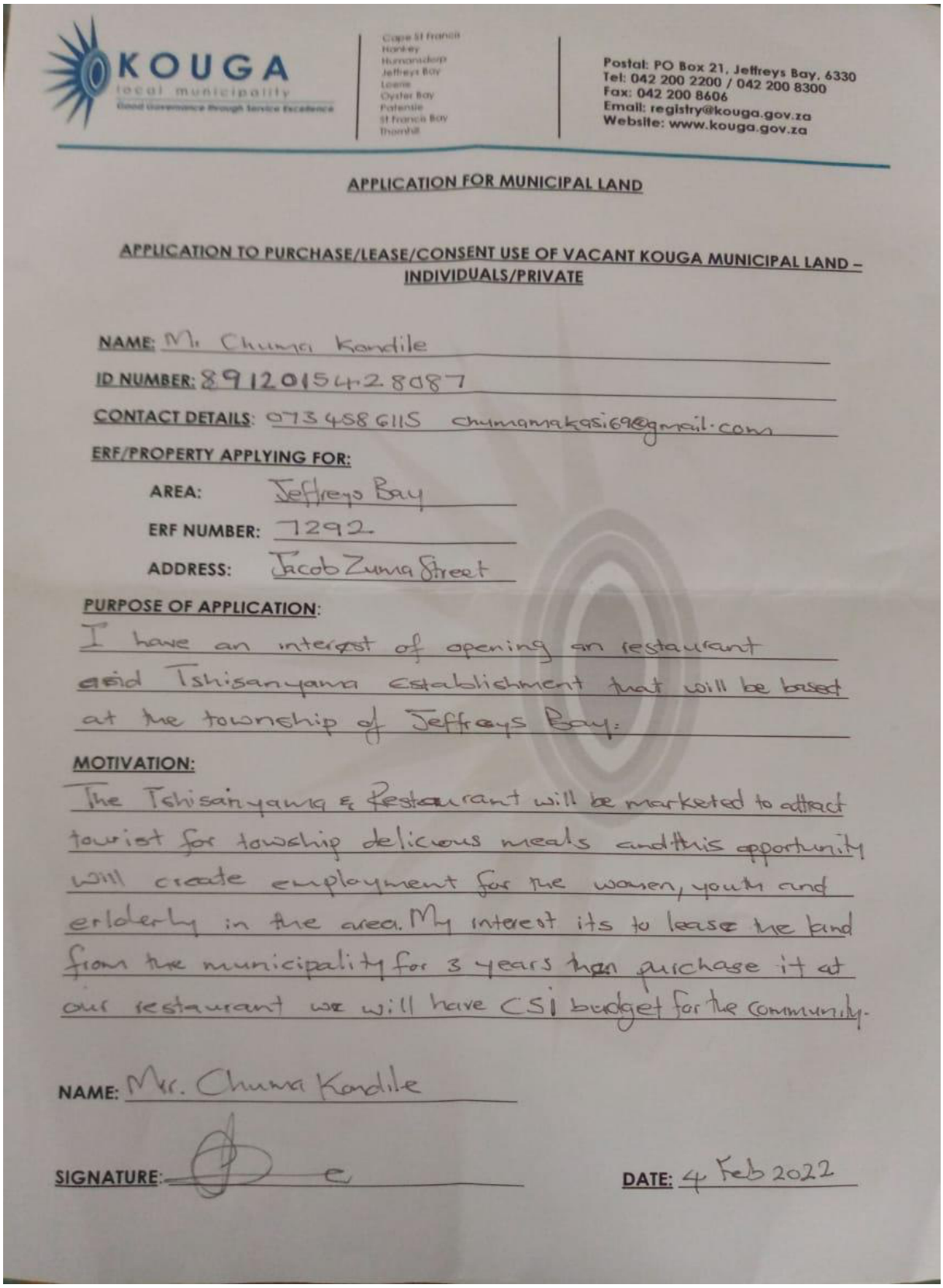
I firmly believe that if we can provide alternatives to crime related activities that there will be a decline in the percentage of social problems facing our communities.

Yours faithfully

Mr. S. Qonono

Siqonono Trading Company

Annexure "B"



KOUGA local municipality
Good Governance through Service Excellence

Cape St Francis
Hankey
Humansdorp
Jeffreys Bay
Loerie
Oyster Bay
Patensie
St Francis Bay
Thornhill

Postal: PO Box 21, Jeffreys Bay, 6330
Tel: 042 200 2200 / 042 200 8300
Fax: 042 200 8606
Email: registry@kouga.gov.za
Website: www.kouga.gov.za

APPLICATION FOR MUNICIPAL LAND

APPLICATION TO PURCHASE/LEASE/CONSENT USE OF VACANT KOUGA MUNICIPAL LAND – INDIVIDUALS/PRIVATE

NAME: Mr. Chuma Kandile

ID NUMBER: 8912015428087

CONTACT DETAILS: 0734586115 chumamakasi69@gmail.com

ERF/PROPERTY APPLYING FOR:

AREA: Jeffreys Bay

ERF NUMBER: 7292

ADDRESS: Jacob Zuma Street

PURPOSE OF APPLICATION:

I have an interest of opening an restaurant and Tshisanyama Establishment that will be based at the township of Jeffreys Bay.

MOTIVATION:

The Tshisanyama & Restaurant will be marketed to attract tourist for township delicious meals and this opportunity will create employment for the women, youth and elderly in the area. My interest its to lease the land from the municipality for 3 years then purchase it at our restaurant we will have CSI budget for the community.

NAME: Mr. Chuma Kandile

SIGNATURE:

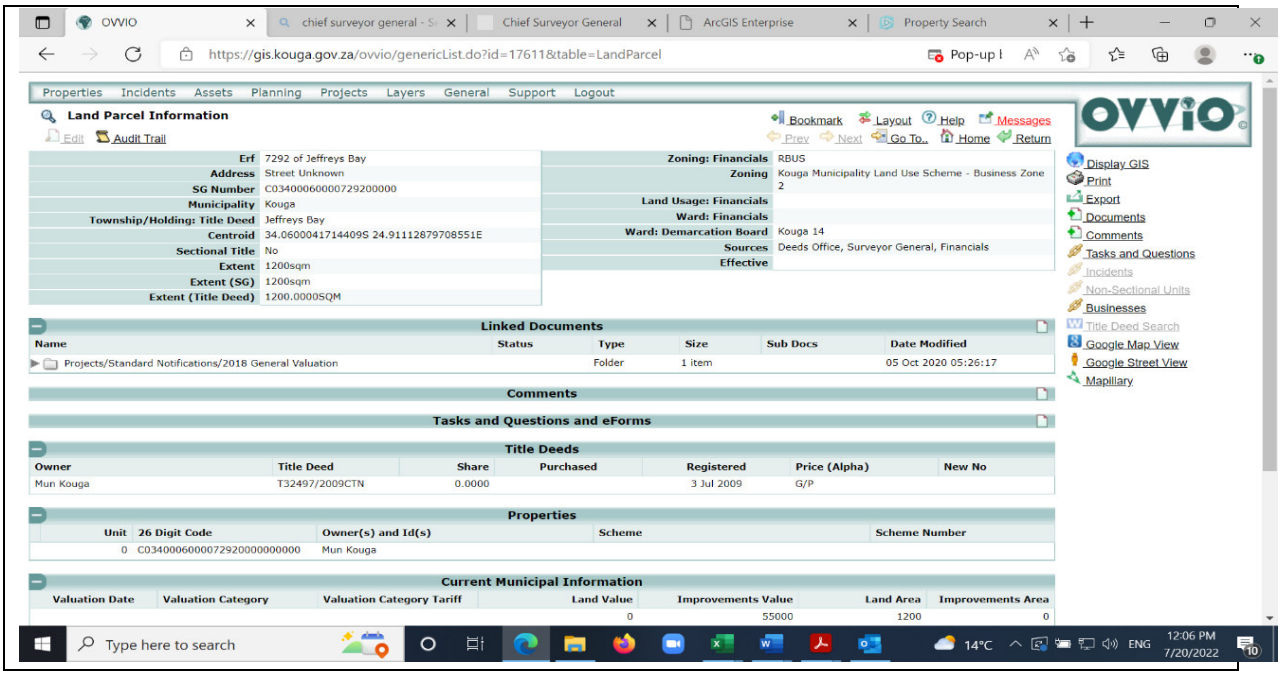
DATE: 4 Feb 2022

Annexure "C"

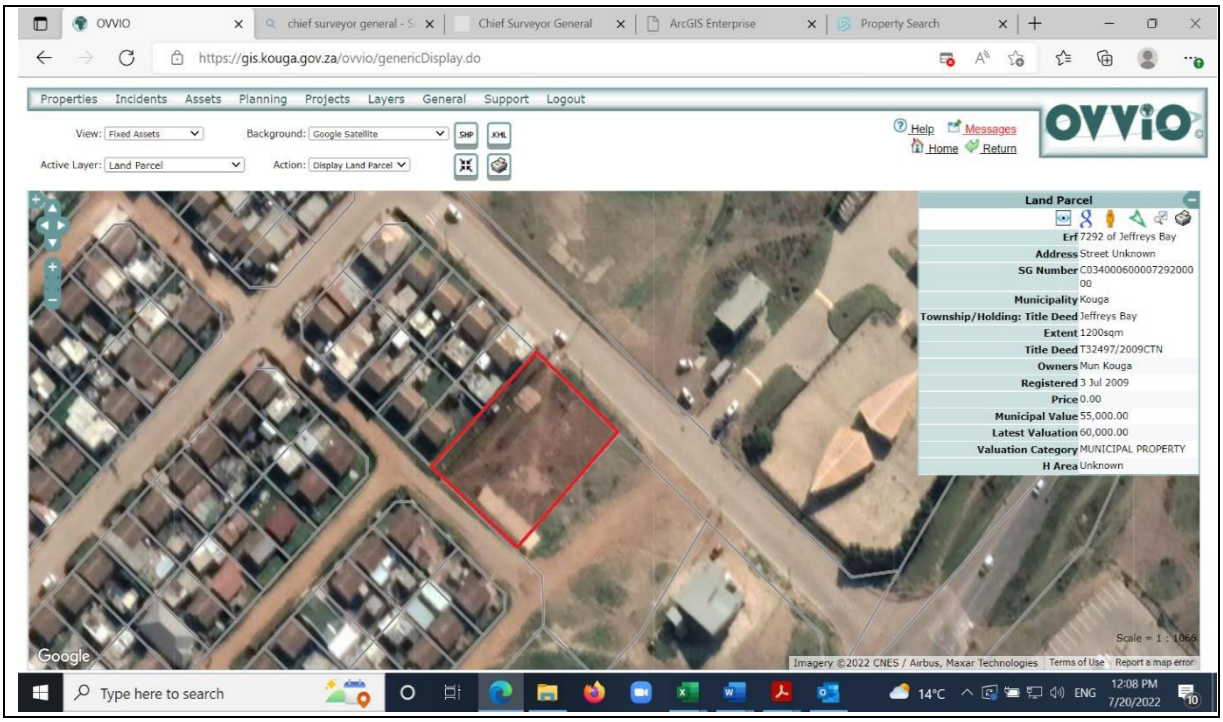
Section 14 comments by the Directorates

ERF	AREA	LAND USE SCHEME	BUILDING CONTROL	MANAGEMENT
Erf 7292	Jeffreys Bay (Ocean View)	If zoning is confirmed Business, developer must submit a detailed site development plan for consideration.	Plans to be submitted once all TP regulations are complied with.	**SPATIAL:** Parcel earmarked for commercial use - Supported **AS:** Supported **TS:** No services on property **TP:** Supported if not wanted by the municipality for own use. **CS:** Supporting on condition that Building Control provides air quality regulations. **General:** Supported

Zoning – Erf 7292, Jeffreys Bay (Ocean View)



LOCALITY MAP



Annexure "D"

KOUGA MUNICIPALITY (EC108)

NOTICE NO: 8/2024

PUBLIC PARTICIPATION NOTICE

PUBLIC INVITATION FOR COMMENTS AND OBJECTIONS TO THE COUNCIL'S INTENDED DISPOSAL BY WAY OF A LEASE AND SALE AGREEMENT OF MUNICIPAL PROPERTIES.

Notice is hereby given that at an Ordinary Council Meeting held on 14 December 2023, the Council resolved to call for public comments and objections on the intended disposal, by way of a lease and sale agreement of immovable assets, in accordance with all applicable Legislation and the Municipal Policy and Procedures of Immovable Assets:

Land earmarked for lease:

Erf 512, Hankey for 9 years and 11 months – 23/12/PD2
A portion of Erf 835, Paradise Beach (Telecommunication Mast) for 9 years and 11 months – 23/12/PD3
A portion of Erf 1244, Pellsrus for 9 years and 11 months – 23/12/PD4
Erf 1567, Pellsrus for 9 years and 11 months – 23/12/PD6
A portion of Erf 1996, Sea Vista (Telecommunication Mast) for 9 years and 11 months – 23/12/PD7
Erf 3087, Sea Vista for 9 years and 11 months – 23/12/PD10
Erf 130, Pellsrus for 9 years and 11 months – 23/12/PD12
A portion of Erf 164, Jeffreys Bay for 9 years and 11 months – 23/12/PD16 A portion of Erf 164, Jeffreys Bay (Telecommunication Mast) for 9 years and 11 months – 23/12/PD17
A portion of Erf 164, Jeffreys Bay (Sea Rescue) for 9 years and 11 months – 23/12/PD18
Erf 843, Jeffreys Bay for 9 years and 11 months – 23/12/PD21
Erf 1160, Humansdorp for 9 years and 11 months – 23/12/PD22
Erf 7263, Jeffreys Bay (Oceanview) for 9 years and 11 months – 23/12/PD23
A portion of Erf 1, Erf 2084, 2085 and a portion of Erf 2077 (Road), Humansdorp for 9 years and 11 months – 23/12/PD25
A portion of Erf 2, Kruisfontein for 9 years and 11 months – 23/12/PD26
Erf 7292, Jeffreys Bay (Oceanview) for 9 years and 11 months – 23/12/PD29

Land earmarked for disposal:

Erf 2593, Sea Vista – 23/12/PD9
Erf 137, Pellsrus – 23/12/PD13
A portion of Erf 873, Jeffreys Bay (Jeffreys Bay Bowling Club) – 23/12/PD20
Erf 1044, Sea Vista – 23/12/PD27
A portion of Erf 164, Jeffreys Bay (A portion of Road Reserve Verge in Drommedaris Street – to consolidate with Erf 269, Jeffreys Bay) – 23/12/PD30

Members of the public or interested parties are hereby invited to submit comments and objections, on the intention of the municipality to lease and dispose of municipal land in writing to the Municipal Manager, 33 Da Gama Road, Jeffreys Bay, jreed@kouga.gov.za on or before Friday, 9 February 2024.

Further particulars are available for inspection at the office of the Directorate Planning and Development: Municipal Offices, 16 Woltemade Street, Jeffreys Bay. Contact: Mr. S. Grootboom: 0422002168

MR. D DE JAGER
DEPUTY MUNICIPAL MANAGER

P.O. Box 21
Jeffreys Bay
6330

2024 009

Annexure "E"



BUSINESS PLAN

7 Magnolia Crescent
The Sands
Fountain Estate
Jeffreys Bay
6330
073 458 6115
makasichuma09@gmail.com

Table Content

- Company ownership
- Company history
- Executive summary
- Objectives marketing
- Financial objections
- Mission
- Key success
- Swot analysis
- Competition
- Tourism destination & attraction
- Marketing strategy
- Community development
- Safety & security & compliance
- Products
- Proof of funds
- conclusion

Company Ownership

- Lets Meat was founded in 2014 trading under Bhejula Investment (Pty) Ltd and was registered in 2022 as an Events and Catering company and is locally owned and operated by Mr Chuma Kondile.

Company History

- Lets Meat started in 2022 by hosting Jbay 1st annual Picnic a music festival in partnership with Kouga Local Municipality at Tokyo sexwale sports fields providing entertainment services with big national artist and local also selling our delicious meat.
- The Jbay 2nd annual picnic with over 1300 people attending the event has proven to be one of the big events in kouga.

Executive Summary

- Lets Meat will be the leading Tshisanyama located at Ocean View , Jeffreys Bay ,Eastern Cape with a rapidly developing consumer brand and growing customer base . In addition to the innovative, exclusive premium Lets Meat Tshisanyama will serve distinct flavourful specialty dishes, salads, desserts, and beverages.

Objectives

Marketing Objectives

- Maintain positive , steady, growth each month.
- Generate at least R40 000 in sales per month.
- Experience an increase in new customers who are turned into long term customers.

Financial Objectives

- A double –digit growth rate for each future year.
- Reduce the overhead through disciplined growth.
- Decrease the variable costs associated with food production.

Mission

- Lets Meat mission is to provide the customer the finest meal and braa meat experience.
- We exist to attract and maintain customers.
- When we adhere to this maxim, everything else will fall into place.
- Our service will exceed the expectations of our customers.

Keys to success

- Location , Location , Location
- Lets Meat's site erf 7292 selection is critical to success.

Swot Analysis
Strengths

- Delivering on service delivery on high quality events.
- Standardized prices in the food menu.
- Unique wide range of menu products.
- Clean and orderly décor, ambience and the environment.
- Ideal cheaper options.
- Customer satisfaction.

Weaknesses

- Poor customer service
- Lack of diversity
- Relatively high food prices
- High level of competition

Threats

- Fierce competition in the tshisanyama industry.
- Increase in costs of operations.
- Irregular prices.

Competition

- Lets Meat does not have any competition because there is no exclusive premium tshisanyama in jeffreys or around kouga its mostly tarvens and we don't compete in that space.
- Most its foreign nationals who do braai meat as unregistered street vendors so they not in our capacity and level of doing busness.

Tourism Destination & Attraction

- Jeffreys bay is a tourist destination with kouga having many tourist activities it has to offer and its beautiful accommodations Lets Meat tshisanyama will add more value as a tourist destination that provides exclusive premium braai meat and delicious traditional and cultural dishes accommodated by big social events.

Community Development

- We strategically focus our socio-economic development endeavours to align with national imperatives of job creation and poverty alleviation.
- We promote and support community empowerment, sustainable development initiatives and community resilience.

Safety & Security & Compliance

- Professional well trained bouncers.
- Security cameras.
- Venue Population Certificate.
- Certificate of Acceptability
- Liquor Liscence
- Entrance and Exit points.
- Bright lights

Products
Events



FOOD



Click to add title





Click to add title





Proof of Funds

- Letter for proof of funds attached to the proposal.
- Lets Meat due to our calculations we will need R350 000,00 as a start up capital to build, operational costs , overheads and expenses.

Conclusion

- Providing Lets Meat Tshisanyama the plot erf 7292 at Ocean view jacob zuma street jeffreys bay will enable the company to add more value in contributing towards kouga tourism attraction and also job creation to at least 14 community members and most importantly empower local talent in arts from music to arts & craft.

Proof/Confirmation of Funds

66 Commorant Crescent

Fountain Estate

Jeffreys Bay

6330

mmakasi3@gmail.com

073 81 33 601

Date :21/05/24

ZANOMVULA (Pty)Ltd

Mr S Grootboom

Land and Planning

Kouga Local Municipality

Dear Sir

My name is Mr Bathandwa Makasi CEO of the above mentioned named company we hereby would like to confirm that Let's Meat Tshisanyama and Restaurant in jeffreys bay will be funded by ZANOMVULA (Pty) Ltd worth an amount of R350 000.00 for the establishment of the Tshisanyama at plot 7292 jacob zuma street 30% of the funds will be availed as soon the is a letter of intent or a lease agreement in place.

We are also one of the main funders of the jbay annual picnic hosted at Tokyo sexwale by Lets Meat Tshisanyama and Restaurant for any confirmation please kindly feel free to contact us.

Thank and kind regards.

Mr B Makasi.

KOUGA MUNICIPALITY (EC 108)
ORDINARY COUNCIL MEETING
PLANNING & DEVELOPMENT
OPEN
DATE: 30 JULY 2024
ITEM NO: **24/07/PD6**

REQUEST TO RESCIND PREVIOUS COUNCIL RESOLUTION & COUNCIL'S IN-PRINCIPLE APPROVAL FOR THE SUBDIVISION AND REZONING OF ERF 1324, HUMANSDORP

1. **Introduction**

The purpose of this item is to request Council to rescind the previous council resolution for the disposal of a portion of Erf 1324, Humansdorp through a competitive process and to grant in-principle approval for the subdivision and rezoning of Erf 1324, Humansdorp.

2. **Background**

On 19 December 2017, Council resolved to dispose 4 houses situated on Erf 1324, Humansdorp, by means on competitive bidding process (18/03/F2). However, the transfer process was never finalised.

The advertisement Notice 09/2018 for comments/input for the alienation of Erf 1324, Humansdorp was placed, and no objections were received. ***Attached as Annexure "A"**.

3. **Discussion**

Erf 1324, Humansdorp is located in Kwa-Nomzamo and is currently zoned Authority in terms of the Kouga Integrated Zoning Scheme. The property measures approximately 3250m² in extent and comprises of 4 municipal houses, a portion of the Library, the Ward Councilor's office and a portion of the clinic. One of the municipal houses is currently occupied by a teacher working at Mzingisi Primary School.

Although Council resolved to dispose the subject property, it is vital that the property be subdivided and rezoned to ensure that all current uses comply with the Kouga Integrated Zoning Scheme. It is hereby recommended that instead of selling the houses, the dilapidated houses be repaired, maintained and leased as Council has limited properties. Leasing the property will also help generate income and further provide much-needed accommodation for municipal employees.

This item seeks to request permission to rescind the resolution and permission to subdivide and rezone the subject property to ensure compliance with the applicable zoning scheme. ****Locality Map attached as Annexure "B"**.

4. **Financial Implications**

Completed by BTO -	
Project Description	Land Valuations & surveyor & planning services
Ukey no.	20210710001552
Budgeted Amount	R203 548.00
Amount spent and committed to date	R129 625.90 KOUGA MUNICIPALITY 2024-06-27 BUDGET &TREASURY
Amount Available	R73 922.10
Comment	Finalization of planning activities

5. **Applicable Legislation**

Municipal Finance Management Act No. 56 of 2003
Municipal Asset Transfer Regulations, 2008
Spatial Planning and Land Use Management Act No. 13 of 2013
Kouga, Spatial Planning and Land Use Management By-law, 2016
Policy and Procedures for the Disposal of Immovable Assets, 2020
Leasing Policy for Municipally Owned Immovable Property, 2020

6. **Legal Implications**

Should Council resolve to rescind the council resolution, such resolution will become null and void.

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.

8.4 **Director: Electro-Mechanical Services**

Noted

8.5 **Acting Director: Community Services**

Noted

8.6 **Deputy Municipal Manager**

Noted

8.7 **Municipal Manager**

Recommendations supported.

9. **Delegated Authority**

Council

10. **Recommendations**

10.1 That Council **rescinds previous** council resolution (18/03/F2).

10.2 That Council **grants approval** for the subdivision and rezoning of Erf 1324, Humansdorp.

10.3 That Council confirms that the houses on a portion of Erf 1324, Humansdorp are not needed to provide the minimum level of basic municipal services.

10.4 That it be noted and confirmed that the municipal houses, Clinic, Ward Councillor's office and Library should be subdivided from Erf 1324, Humansdorp.

10.5 That Council makes provision for the repair and maintenance of the residential properties to gain maximum revenue in rental.

Item prepared by 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"

Council Resolution

Erf 1324 Kwanomzamo – Municipal Houses

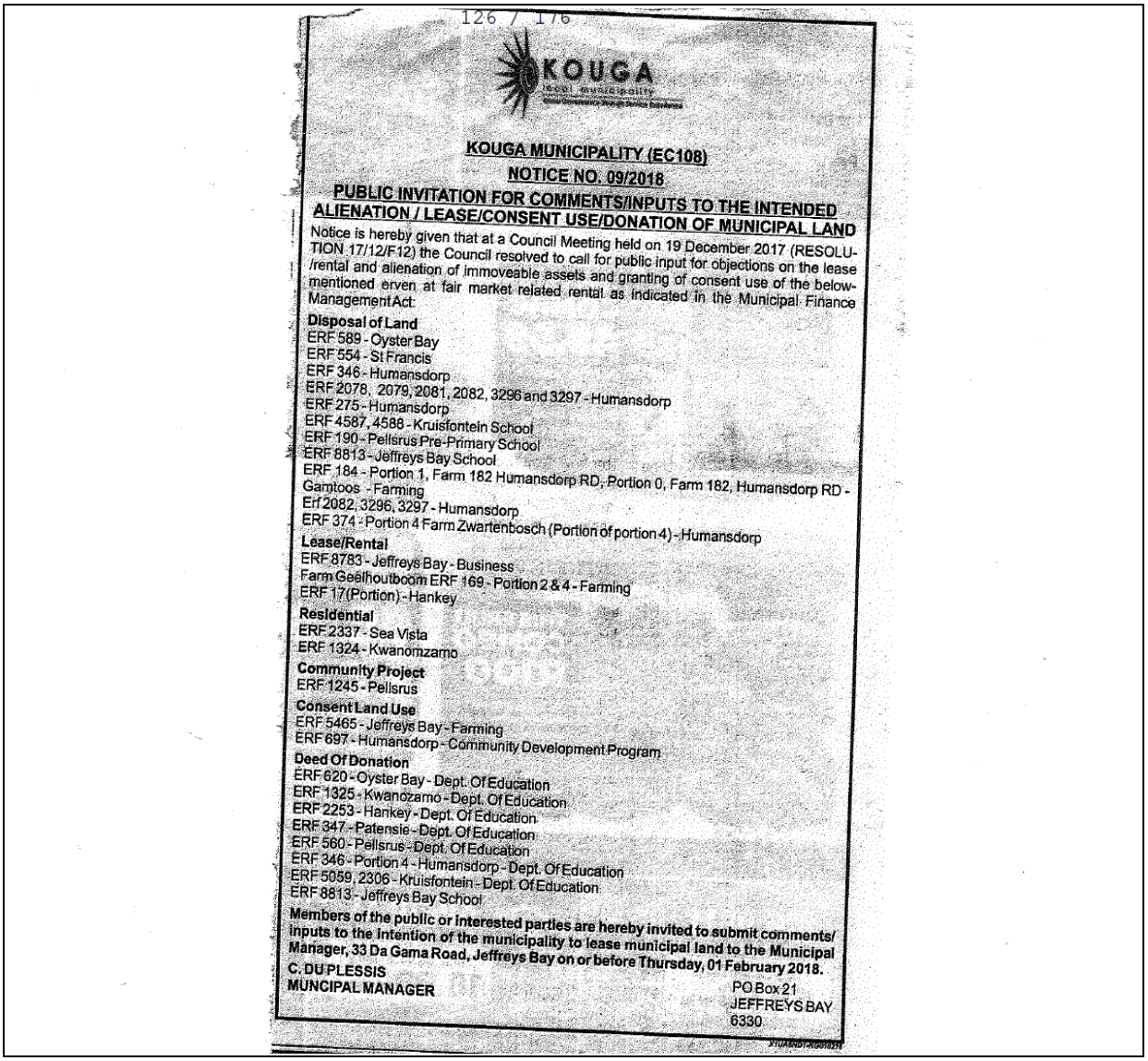
i) That the four municipal houses on erf 1324 Kwanomzamo be sold voetstoots by means of competitive bidding processes, be supported.

ii) That Council approves the alienation of these houses.

iii) That the valuations be submitted to Council, for approval

Annexure B

Section 14 verifications and Public Participation – 09/2018:



126 / 176

KOUGA local municipality

KOUGA MUNICIPALITY (EC108)

NOTICE NO. 09/2018

PUBLIC INVITATION FOR COMMENTS/INPUTS TO THE INTENDED ALIENATION / LEASE/CONSENT USE/DONATION OF MUNICIPAL LAND

Notice is hereby given that at a Council Meeting held on 19 December 2017 (RESOLUTION 17/12/F12) the Council resolved to call for public input for objections on the lease /rental and alienation of immoveable assets and granting of consent use of the below-mentioned erven at fair market related rental as indicated in the Municipal Finance Management Act:

Disposal of Land
ERF 589 - Oyster Bay
ERF 554 - St Francis
ERF 346 - Humansdorp
ERF 2078, 2079, 2081, 2082, 3296 and 3297 - Humansdorp
ERF 275 - Humansdorp
ERF 4587, 4588 - Kruisfontein School
ERF 190 - Pellsrus Pre-Primary School
ERF 8813 - Jeffreys Bay School
ERF 184 - Portion 1, Farm 182 Humansdorp RD, Portion 0, Farm 182, Humansdorp RD - Gamtoos - Farming
Erf 2082, 3296, 3297 - Humansdorp
ERF 374 - Portion 4 Farm Zwartenbosch (Portion of portion 4) - Humansdorp

Lease/Rental
ERF 8783 - Jeffreys Bay - Business
Farm Geelhoutboom ERF 169 - Portion 2 & 4 - Farming
ERF 17(Portion) - Hankey

Residential
ERF 2337 - Sea Vista
ERF 1324 - Kwanomzamo

Community Project
ERF 1245 - Pellsrus

Consent Land Use
ERF 5465 - Jeffreys Bay - Farming
ERF 697 - Humansdorp - Community Development Program

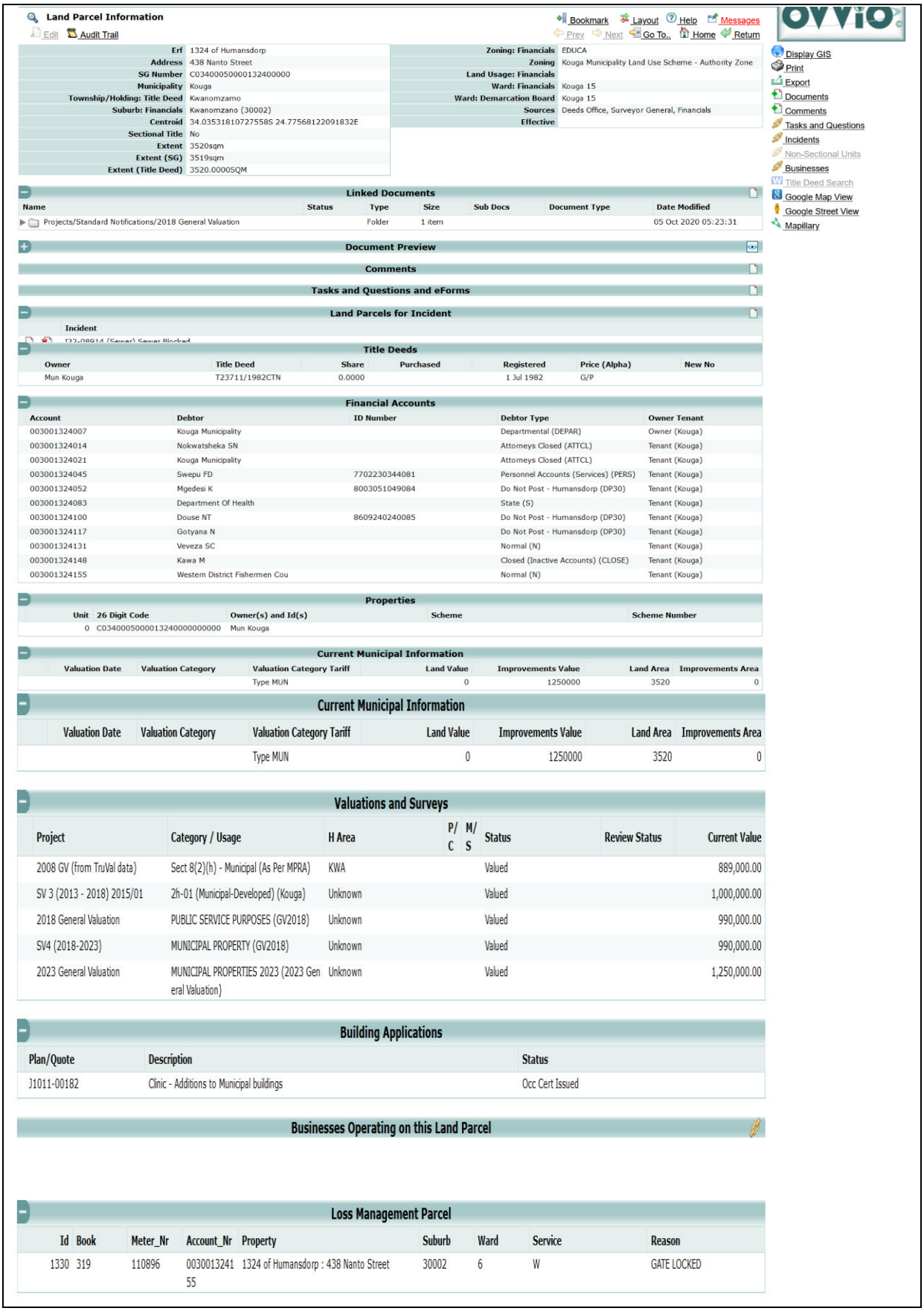
Deed Of Donation
ERF 620 - Oyster Bay - Dept. Of Education
ERF 1325 - Kwanozamo - Dept. Of Education
ERF 2253 - Hankey - Dept. Of Education
ERF 347 - Patensie - Dept. Of Education
ERF 560 - Pellsrus - Dept. Of Education
ERF 346 - Portion 4 - Humansdorp - Dept. Of Education
ERF 5059, 2306 - Kruisfontein - Dept. Of Education
ERF 8813 - Jeffreys Bay School

Members of the public or interested parties are hereby invited to submit comments/ inputs to the intention of the municipality to lease municipal land to the Municipal Manager, 33 Da Gama Road, Jeffreys Bay on or before Thursday, 01 February 2018.

C. DU PLESSIS
MUNCIPAL MANAGER

PO Box 21
JEFFREYS BAY
6330

Zoning and property information:



Land Parcel Information

Bookmark | Layout | Help | Messages | Edit | Audit Trail | Prev | Next | Go To.. | Home | Return

Erf	1324 of Humansdorp	Zoning: Financials	EDUCA
Address	438 Nanto Street	Zoning	Kouga Municipality Land Use Scheme - Authority Zone
SG Number	C03400050000132400000	Land Usage: Financials	
Municipality	Kouga	Ward: Financials	Kouga 15
Township/Holding: Title Deed	Kwanomzamo	Ward: Demarcation Board	Kouga 15
Suburb: Financials	Kwanomzano (30002)	Sources	Deeds Office, Surveyor General, Financials
Centroid	34.035318107275585 24.77568122091832E	Effective	
Sectional Title	No		
Extent	3520sqm		
Extent (SG)	3519sqm		
Extent (Title Deed)	3520.0000SQM		

Display GIS | Print | Export | Documents | Comments | Tasks and Questions | Incidents | Non-Sectional Units | Businesses | Title Deed Search | Google Map View | Google Street View | Mapillary

Linked Documents

Name	Status	Type	Size	Sub Docs	Document Type	Date Modified
Projects/Standard Notifications/2018 General Valuation		Folder	1 item			05 Oct 2020 05:23:31

Document Preview

Comments

Tasks and Questions and eForms

Land Parcels for Incident

Incident
I22-08814 (Sewer) Sewer Blocked

Title Deeds

Owner	Title Deed	Share	Purchased	Registered	Price (Alpha)	New No
Mun Kouga	T23711/1982CTN	0.0000		1 Jul 1982	G/P	

Financial Accounts

Account	Debtor	ID Number	Debtor Type	Owner Tenant
003001324007	Kouga Municipality		Departmental (DEPAR)	Owner (Kouga)
003001324014	Nokwatsheka SN		Attorneys Closed (ATTCL)	Tenant (Kouga)
003001324021	Kouga Municipality		Attorneys Closed (ATTCL)	Tenant (Kouga)
003001324045	Swepu FD	7702230344081	Personnel Accounts (Services) (PERS)	Tenant (Kouga)
003001324052	Mgedesi K	8003051049084	Do Not Post - Humansdorp (DP30)	Tenant (Kouga)
003001324083	Department Of Health		State (S)	Tenant (Kouga)
003001324100	Douse NT	8609240240085	Do Not Post - Humansdorp (DP30)	Tenant (Kouga)
003001324117	Gotyana N		Do Not Post - Humansdorp (DP30)	Tenant (Kouga)
003001324131	Veveza SC		Normal (N)	Tenant (Kouga)
003001324148	Kawa M		Closed (Inactive Accounts) (CLOSE)	Tenant (Kouga)
003001324155	Western District Fishermen Cou		Normal (N)	Tenant (Kouga)

Properties

Unit	26 Digit Code	Owner(s) and Id(s)	Scheme	Scheme Number
0	C03400050000132400000000	Mun Kouga		

Current Municipal Information

Valuation Date	Valuation Category	Valuation Category Tariff	Land Value	Improvements Value	Land Area	Improvements Area
		Type MUN	0	1250000	3520	0

Current Municipal Information

Valuation Date	Valuation Category	Valuation Category Tariff	Land Value	Improvements Value	Land Area	Improvements Area
		Type MUN	0	1250000	3520	0

Valuations and Surveys

Project	Category / Usage	H Area	P/C	M/S	Status	Review Status	Current Value
2008 GV (from TruVal data)	Sect 8(2)(h) - Municipal (As Per MPRA)	KWA			Valued		889,000.00
SV 3 (2013 - 2018) 2015/01	2h-01 (Municipal-Developed) (Kouga)	Unknown			Valued		1,000,000.00
2018 General Valuation	PUBLIC SERVICE PURPOSES (GV2018)	Unknown			Valued		990,000.00
SV4 (2018-2023)	MUNICIPAL PROPERTY (GV2018)	Unknown			Valued		990,000.00
2023 General Valuation	MUNICIPAL PROPERTIES 2023 (2023 General Valuation)	Unknown			Valued		1,250,000.00

Building Applications

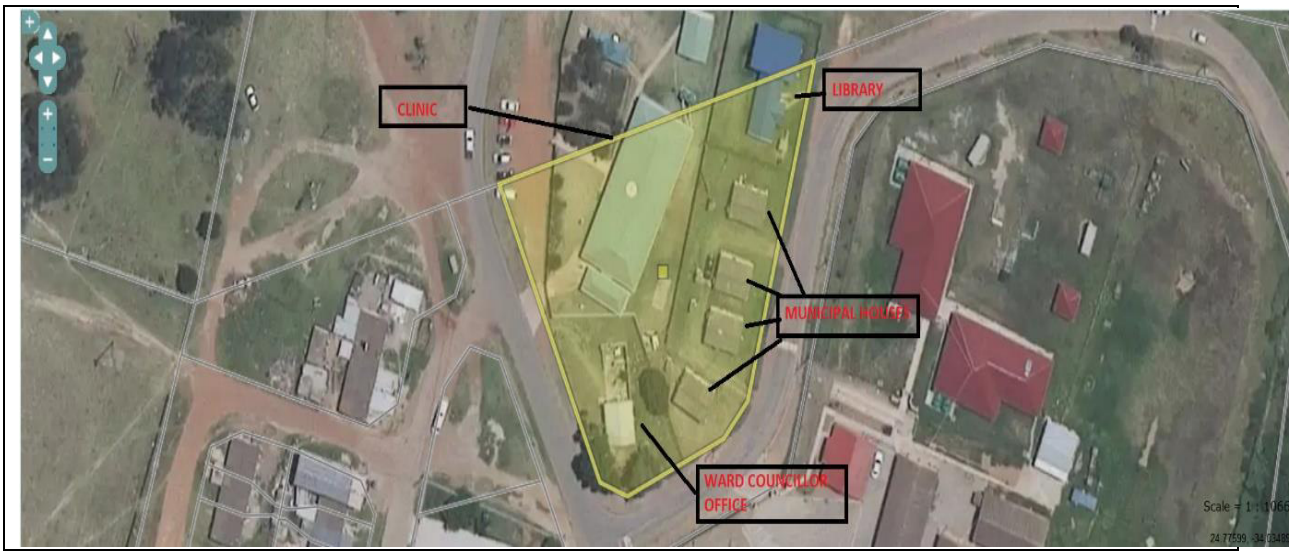
Plan/Quote	Description	Status
J1011-00182	Clinic - Additions to Municipal buildings	Occ Cert Issued

Businesses Operating on this Land Parcel

Loss Management Parcel

Id	Book	Meter_Nr	Account_Nr	Property	Suburb	Ward	Service	Reason
1330	319	110896	003001324155	1324 of Humansdorp : 438 Nanto Street	30002	6	W	GATE LOCKED

Annexure "B" – LOCALITY MAP


CLINIC
LIBRARY
MUNICIPAL HOUSES
WARD COUNCILLOR OFFICE

KOUGA MUNICIPALITY (EC 108)
ORDINARY COUNCIL MEETING
PLANNING & DEVELOPMENT
OPEN
DATE: 30 JULY 2024
ITEM NO: **24/07/PD7**

REQUEST FOR COUNCIL'S FINAL APPROVAL: SELLING OF ERF 1085, PATENSIE TO AFRICAN GOSPEL CHURCH

1. **Introduction**

The purpose of this item is to request Council's final approval for the disposal of Erf 1085, Patensie to African Gospel Church based on the 2018 municipal general valuation. **See Annexure "A"**

2. **Background**

On 07 March 2018, Council resolved (18/03/F2) to dispose Erf 1085, Patensie to African Gospel Church. However, the transfer process was never finalised. It was further resolved that the current (2018) valuation which amounted to R50,000.00, be tabled before Council. **See Annexure "B"**

3. **Discussion**

The property is currently occupied by the abovementioned church and already comprises a temporary structure. In terms of the current general valuations, the subject property is valued at R72 000.00. It must be noted that a decision to dispose the subject property was taken as far back as 2018, however, the resolution was never implemented and therefore, the applicable 2018 valuation amount should be applied for the disposal of this property. This item seeks to request Council's permission to dispose of the property based on the 2018 valuation.

4. **Financial Implications**

Completed by BTO -	
Project Description	Land Valuations & surveyor & planning services
Ukey no.	20210710001552
Budgeted Amount	R203 548.00
Amount spent and committed to date	R129 625.90 KOUGA MUNICIPALITY 2024-06-27 BUDGET &TREASURY
Amount Available	R73 922.10
Comment	Finalization of planning activities

5. **Applicable Legislation**

Municipal Asset Transfer Regulations, 2008
Spatial Planning and Land Use Management Act No. 13 of 2013
Kouga, Spatial Planning and Land Use Management By-law, 2016
Policy and Procedures for the Disposal of Immovable Assets, 2020

6. **Legal Implications**

Should Council grant final approval for the alienation of the immovable property, the Accounting Officer will be authorized to enter into a written deed of sale and attend to the transfer of the immovable property.

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.

8.4 **Director: Electro-Mechanical Services**

Noted

8.5 **Acting Director: Community Services**

Noted

8.6 **Deputy Municipal Manager**

Noted

8.7 **Municipal Manager**

Recommendations supported.

9. **Delegated Authority**

Council

10. **Recommendations**

10.1 That Council **grant final approval** for the disposal of Erf 1085, Patensie to African Gospel Church at 25% (**R12,500.00 excluding VAT)** of the general municipal valuation of 2018 that amounts to R50,000.00.

10.2 That Council confirms that Erf 1085, Patensie is not needed to provide the minimum level of basic municipal services.

10.3 That it be noted that the applicant will be responsible for all administrative costs (transfer costs, Town Planning activities, etc.) in respect of the disposal and transfer of the properties.

10.4 That Council authorizes the Accounting Officer to enter into a Deed of Sale for the purposes of transferring the said property.

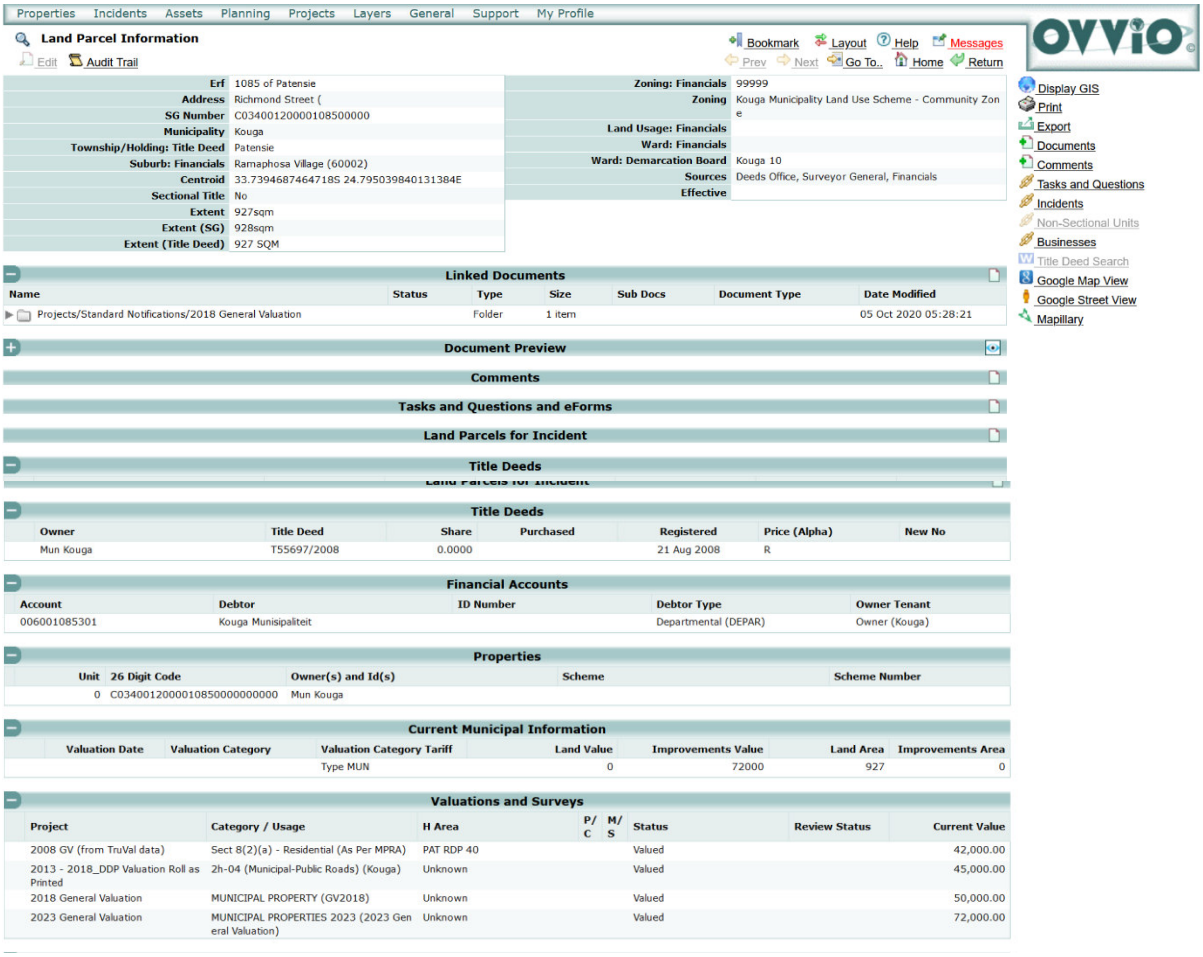
Item prepared by the: Manager: Land & Property Administration

Item approved by the: Acting Director Planning & Development

Item endorsed by the Municipal Manager:

Item noted by Portfolio Chairperson:

Annexure "A"



Properties | Incidents | Assets | Planning | Projects | Layers | General | Support | My Profile

Land Parcel Information

Edit | Audit Trail

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Erf	1085 of Patensie	**Zoning: Financials**	99999
Address	Richmond Street (	**Zoning**	Kouga Municipality Land Use Scheme - Community Zone
SG Number	C03400120000108500000	**Land Usage: Financials**	
Municipality	Kouga	**Ward: Financials**	
Township/Holding: Title Deed	Patensie	**Ward: Demarcation Board**	Kouga 10
Suburb: Financials	Ramaphosa Village (60002)	**Sources**	Deeds Office, Surveyor General, Financials
Centroid	33.73946874647185 24.795039840131384E	**Effective**	
Sectional Title	No		
Extent	927sqm		
Extent (SG)	928sqm		
Extent (Title Deed)	927 SQM		

Display GIS | Print | Export | Documents | Comments | Tasks and Questions | Incidents | Non-Sectional Units | Businesses | Title Deed Search | Google Map View | Google Street View | Mapillary

Linked Documents

Name	Status	Type	Size	Sub Docs	Document Type	Date Modified
Projects/Standard Notifications/2018 General Valuation		Folder	1 item			05 Oct 2020 05:28:21

Document Preview

Comments

Tasks and Questions and eForms

Land Parcels for Incident

Title Deeds

Title Deeds

Owner	Title Deed	Share	Purchased	Registered	Price (Alpha)	New No
Mun Kouga	T55697/2008	0.0000		21 Aug 2008	R	

Financial Accounts

Account	Debtor	ID Number	Debtor Type	Owner Tenant
006001085301	Kouga Munisipaliteit		Departmental (DEPAR)	Owner (Kouga)

Properties

Unit	26 Digit Code	Owner(s) and Id(s)	Scheme	Scheme Number
0	C03400120000108500000000	Mun Kouga		

Current Municipal Information

Valuation Date	Valuation Category	Valuation Category Tariff	Land Value	Improvements Value	Land Area	Improvements Area
		Type MUN	0	72000	927	0

Valuations and Surveys

Project	Category / Usage	H Area	P/C	M/S	Status	Review Status	Current Value
2008 GV (from TruVal data)	Sect 8(2)(a) - Residential (As Per MPRA)	PAT RDP 40			Valued		42,000.00
2013 - 2018_DDP Valuation Roll as Printed	2h-04 (Municipal-Public Roads) (Kouga)	Unknown			Valued		45,000.00
2018 General Valuation	MUNICIPAL PROPERTY (GV2018)	Unknown			Valued		50,000.00
2023 General Valuation	MUNICIPAL PROPERTIES 2023 (2023 General Valuation)	Unknown			Valued		72,000.00

LOCALITY MAP



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	868m²	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 m²	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 m²	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	265m²	Restricted Business	i) Not recommended for church purposes – extent too small
Erf 1245	Steve Biko Avenue Pellsrus	1 749 m²	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 m²	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 m²	Institutional	i) Not available
Erf 7292	Street unknown Ocean View	1200 m²	Business	i) That erf 7292 be utilized for business development purposes
Erf 7293	Street unknown	1660 m²	Authority	i) Not available

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	Ocean View			
Erf 7515	Street unknown Ocean View	200 m²	Restricted business	i) Not recommended. Erf extent much too small for church development
Erf 7263	Street unknown Ocean View	2343 m²	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 m²	Restricted Business	i) Not recommended Erf extent much too small for church development
Erf 1714	Mazantsi Avenue Pellsrus	1128 m²	Institutional 2	i) That this erf be sold for the erection of a church building
Erf 588	23 Chris Hani Avenue, Pellsrus	971 m²	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 m²	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 m²	Open space 1	i) Not available
Erven 1610, 1611, 1612	Govan Mbeki Avenue Pellsrus	 1575 m² 1600 m² 800 m²	 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 m²	Institutional 1	i) Not available – Future Education use
Erf 1147	Robert Dennis Avenue, Pellsrus	1208 m²	Institutional 1	i) Not available – Future Education use
Erf 1772	Rolihlahla Mandela Road, Pellsrus	2437 m²	Institutional 2	i) That the letter of transfer be drafted subject to confirmation of the Council resolution taken on the sale of the erf.

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				school and Humansdorp Co-op developments
Open space between erven 2215 & 2216	Rosyntjie Street Kruisfontein		Road reserve	i) That temporary use of this open area not be considered. Zoning: Road reserve.
Erf 1522	Unknown, Kruisfontein	2587 m²	Institutional 2	i) That the sale of this property commence after all the supply chain processes have been complied with. Council resolution of 31 March 2015.

PATENSIE

ERF NO.	ADDRESS	EXTENT	ZONING	RECOMMENDATION
Erf 1085	Richmond Street, Patensie	927 m²	Institutional 2	i) That it be noted that all the processes have been concluded before. ii) That the new valuation to be tabled before Council. iii) That the sale of this erf be concluded.
Erf 343	Unknown, Patensie	3266 m²	Institutional 2	i) That the sale of this property be concluded after validation of a signed deed of sale and Council resolution.

HANKEY

ERF NO.	ADDRESS	EXTENT	ZONING	RECOMMENDATION
Erven 2216 2217 2225 2226	Bosman Street. Hankey	 291 m² 296 m² 281 m² 289 m²	Informal residential	i) That it be noted that a Council resolution was taken in 2012. ii) That the transfer of these properties be concluded. iii) That the purchaser apply for consent use and consolidation. (6 months)
Erf 3316	Unknown, Hankey	1448 m²	Informal residential	i) That erf 3316 be made available for church purposes subject to approved re-zoning or through consent use.

Erf 930	Richmond Street, Ramaphosa Village	286 m²	Restricted Business/Bus 1	i) That Council approves the sale of erf 930
Erf 929	Richmond Street, Ramaphosa Village	297 m²	Restricted Business/Bus 1	i) That Council approves the sale of erf 929
Erf 936	Rooikloof Street, Ramaphosa Village	288 m²	Residential 1	i) That Council approves the sale of erf 936
Erf 938	Tiger Street, Ramaphosa Village	288 m²	Residential 1	i) That Council approves the sale of erf 938
Erf 900	Richmond Street, Ramaphosa Village	587 m²	Residential 1	i) That Council approves the sale of erf 900
Erf 871	Tiger Street, Ramaphosa Village	505 m²	Residential 1/Restricted Business	i) That Council approves the sale of erf 871
Erf 939	Rooikloof Street, Ramaphosa Village	288 m²	Residential 1/Restricted Business	i) That Council approves the sale of erf 939

ii) That it be determined whether the applicable abovementioned erven are required by Council for basic levels of municipal services.

iii) That all MFMA regulations, legislation and supply chain processes be complied with in taking the above matters forward.

iv) That the purchaser is responsible for the transfer cost in the cases of erven sold.

v) That all illegal buildings on the abovementioned erven be investigated.

vi) That all the emerging farmers' applications be held in abeyance until the policy on emerging farmers has been approved by Council.

vii) That Council approves the recommendations of the Land Advisory Committee meeting held on 12 February 2018 as captured in the report tabled.

viii) That the Land Advisory Committee draft a SOP for the applications for land by churches and NGO's.

The meeting closed at 11:50 for In Committee discussions.

H HENDRICKS
SPEAKER

DATE

MINUTES OF A SPECIAL COUNCIL MEETING OF THE KOUGA MUNICIPALITY HELD AT THE KOUGA COUNCIL CHAMBER (JEFFREYS BAY UNIT) ON TUESDAY, 19 DECEMBER 2017 AT 10:00

PRESENT: Councillors	HM Hendricks	(Speaker)
	EC van Lingen	(Executive Mayor)
	D Benson	
	H Bornman	
	B Williams	
	F Baxter	
	B Dhludhlu	
	FJ Campher	
	BF Rheeder	(Alderman)
	DM Nkomo	
	W Gertenbach	
	L Vorster	
	NS Botha	
	B Carstens	
	F Louw	
	D Biggs	
	W Coenraad	
	S. Jujwana	
	CS Mandeka	
	P Nkwalase	
	T Meleni	
	M Peters	
Officials	C du Plessis	(Municipal Manager)
	S Thys	(CFO)
	K Moodley	(Director: Corporate Services)
	D de Jager	(Manager: HR)
	H Hammes	(Acting Manager: Corporate Services)
	C Dreyer	(Manager: IDP)
	R van Heerden	(Manager: Income)
	L Opperman	(Manager: Legal Services)
	L Randall	(Media Liaison Officer)
	B Klopper	(Committee Services)

1. **NOTICE OF MEETING**

The Speaker requested the Municipal Manager, to read the notice convening the meeting and asked Clr F Campher to open the meeting with prayer. The Municipal Manager confirmed the correctness of all items appearing on the agenda.

Erf 2291 St Francis – Offices

i) That the application to utilize the municipal house on erf 2291 in St Francis Bay not be approved as the said property is not available.

ii) That the applicant be informed that there are currently no municipal property/buildings available for leasing in St Francis Bay.

Thornhill – New Zion Apostolic Church

i) That it be noted that all church applications will be discussed at a Special Land Advisory Committee meeting to be held in January 2018.

Erf 360/Erf 552 – St Francis Property Owners

i) That the applicant be informed that his application has not been successful.

ii) The it be noted that the above portion of erf 552 forms part of a servitude and after consulting with Technical Services it was confirmed that the servitude will be required for future use by the Municipality.

Erf 1013 Kruisfontein – Groenewald/Madatt

i) That it be noted that the Municipal Manager has the mandate to issue the letter cancelling the paid off house bond on erf 1013 Kruisfontein as per the request from Nel Mentz Attorneys.

Erven 1325 (Kwanomzamo), 2253 (Hankey), 347 (Patensie), 560 (Pellsrus)

i) That it be noted that schools have already been erected on the four erven in question:
Erf 1325 Kwanomzamo – Mzingisa Primary School
Erf 2253 Hankey – Vukani Combined School
Erf 560 Pellsrus - Makukhanye Primary School
Erf 347 Patensie – Patensie Primary School & sports field.

ii) That Council approves the donation of the four erven to the Department Public Works Eastern Cape Government as per their request.

iii) That a Deed of Donation be concluded.

Erf 1085 Patensie – "African Gospel Church"

i) That it be noted that all church applications will be discussed at a Special Land Advisory Committee meeting to be held in January 2018.

Erf 554 St Francis - Bowling Club

i) That erf 554 be sub-divided and the section of the bowling club be valued.

ii) That the sub-divided portion be sold to the St Francis Bowling Club by means of an unsolicited bid in compliance with Section 14 legislation.

iii) That all processes in terms of legislative requirements be complied with.

Erven 2078, 2079, 2081, 2082, 3296, 3297 – Humansdorp Woodlands

i) That the current valuations of erven 2078, 2079, 2081, 2082. 3296 and 3297 be submitted to Council for approval.

ii) That the legal opinion on this matter from Attorneys Rushmere and Noach be submitted to Council.

iii) That the purchase agreements be drawn up for the disposal of erven 2078, 2079, 2081, 2082. 3296 and 3297 to Woodlands Dairy.

Erf 1245 Pellsrus – Community Project

i) That a meeting be held with Meals on Wheels to determine the extent they require.

ii) That erf 1245 be sub-divided and the re-zoning be put in place.

iii) That the valuation of the sub-divided portions be submitted to Council for approval.

iv) That the Deed of Sale be drawn up for the disposal of erf 1245 to Meals on Wheels.

Erf 17 Hankey – Milton Farmers & Red Lions Rugby Club

KOUGA MUNICIPALITY (EC 108)
ORDINARY COUNCIL MEETING
PLANNING & DEVELOPMENT
OPEN
DATE: 30 JULY 2024
ITEM NO: **24/07/PD9**

BULK-LINK INFRASTRUCTURE IN SUPPORT OF ISUP PROJECTS

1. **Introduction**

Application was made to ECDHS for funding to upgrade Bulk-link projects, in support of the nine Informal Settlements to benefit from the approved ISUP grant, in terms of the signed Service Level Agreement.

The purpose of this report is to seek Council's support for additional funding application for Bulk-link projects and committing to the maintenance, operation and security of the subject infrastructure, on completion and handover.

2. **Background**

In terms of the Funding Agreement between Eastern Cape Department of Human Settlements (ECDHS) and Kouga Local Municipality (KLM), dated 27 February 2024, received on 13 May 2024, KLM as an Implementing Agent received an ISUP grant for R68 968 781.00, plus 5% Management Fee.

On 3 July 2024, KLM met with the ECDHS. Attached please find the unsigned Minutes & Attendance Register. **See Annexure A.**

The meeting confirmed that ECDHS is willing to grant KLM additional funding for the upgrade of Bulk-link Services and that the R68 million already approved should be applied for Phase 2 & 3 Activities, as per the ISUP Grant Provisions i.e. Pre-Planning, Engineering Designs and Internal Services.

3. **Discussion**

The Bulk Services reports, submitted to ECDHS, considered the anticipated additional demand/flow to emanate from the intended upgrade of existing shared services to individual connections full waterborne services for some 9000 households in the foreseeable future.

The Benefiting Settlements and corresponding Bulk Projects are listed below:

Kwanomzamo (Polar Parks 237+553, Shukushukuma 93, Bungalows 103)

a) Boskloof Secondary Feeder Line & Substation
b) Kwanomzamo & Geelhout Pump Stations & Bungalows Rising Main
c) Upgraded Pipeline from Humansdorp WTW to Kwanomzamo

Donkerhoek 234

a) Gill Marcus Reservoir & Water Feeder Lines
b) Minor upgrades to Kruisfontein WWTW and construction of Donkerhoek Outfall Sewer

Ocean View (No R10 & Ocean View 1250)

a) Ocean View Electric Substation Upgrade
b) Upgrade of Apiesdraai Pump Station

Thornhill 160

a) New Reservoir Thornhill
b) Upgrade of Thornhill Sewer Treatment Works
c) Electricity Transfer from NMBM to KLM

The value of the Bulk-link Projects is R83 million.

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**

The Housing Act No.107 of 1997
The National Housing Code (Part 3) - EEDBS

6. **Legal Implications**

Should Council support, the Accounting Officer may proceed to apply for additional funding assistance from the Eastern Cape Department of Human Settlements, in relation to Bulk-link Upgrades to supplement the ISUP projects in the projects identified herein.

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.

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

Noted

8.5 **Acting Director: Community Services**

Noted

8.6 **Deputy Municipal Manager**

Noted.

8.7 **Municipal Manager**

Noted.

9. **Delegated Authority**

Council

10. **Recommendations**

10.1 That Kouga Local Municipality requests assistance from ECDHS to fund Bulk-link Upgrades to supplement the ISUP projects as follows:

KwaNomzamo (Polar Parks 237+553, Shukushukuma 93, Bungalows 103)

a) Boskloof Secondary Feeder Line & Substation
b) KwaNomzamo & Geelhout Pump Stations & Bungalows Rising Main
c) Upgraded Pipeline from Humansdorp WTW to KwaNomzamo

Donkerhoek 234

a) Gill Marcus Reservoir & Water Feeder Lines
b) Minor upgrades to Kruisfontein WWTW and construction of Donkerhoek Outfall Sewer

Ocean View (No R10 & Ocean View 1250)

a) Ocean View Electric Substation Upgrade
b) Upgrade of Apiesdraai Pump Station

Thornhill 160

a) New Reservoir Thornhill
b) Upgrade of Thornhill Sewer Treatment Works
c) Electricity Transfer from NMBM to KLM

10.2 That Kouga Local Municipality be responsible for the maintenance & operation and security of all the installations on completion and handover.

10.3 That the required upgrades are in line with the KLM Infrastructure Development Plan and forms part of the engineering projects included in the approved 2024/25 Integrated Development Plan.

Item prepared by the: Manager: Project Management Unit:

Item approved by the: Act. Director: Planning and Development

Item endorsed by the Municipal Manager:

Item noted by Portfolio Chairperson:

Annexure "A"

KOUGA local municipality
Good Governance through Service Excellence

Cape St Francis
Hankey
Humansdorp
Jeffreys Bay
Loerie
Oyster Bay
Patensie
St Francis Bay
Thornhill

Postal: PO Box 21, Jeffreys Bay, 6330
Tel: 042 200 2200 / 042 200 8300
Fax: 042 200 8606
Email: registry@kouga.gov.za
Website: www.kouga.gov.za

MINUTES

KOUGA LOCAL MUNICIPALITY (KLM) & EASTERN CAPE DEPARTMENT OF HUMAN SETTLEMENTS (ECDHS) MEETING
03 JULY 2024

1. WELCOME

Mr. Nyirenda chaired the meeting and welcomed all present.

2. IN ATTENDANCE

ECDHS	KLM
S Nyirenda	A Botha
L Nekene	T Madatt
L Nkonki	N Prinsloo
L Onceya	L Ramakuwela
	J du Toit
	M Els-Gerber

Please refer to the Attendance Register attached.

3. DISCUSSION POINTS

An Agenda was circulated and approved in principle.

3.1 June Claim Corrections

Mr. Nyirenda indicated that the Department received Kouga's claim on the UISP grant, but that payment could not be made, due to corrections which are required before it can be processed.

The following corrections were requested:

a) Some items included on the draft Claims are not funded by the UIPS P3 grant and should be excluded
b) Incorrect Claim Template – Ms. Onceya to supply KLM with correct template
c) Claims submitted for Oceanview and Kwanomzamo for consultant services for design and tender document compilation should be claimed under Phase 2 & 3, line item #11 – Electricity
d) The claim for Thornhill 160, should be accompanied by a letter addressed to the HOD ECDHS, asking permission to claim for electrical transfer from NMBM to KLM, which requires100% payment upfront, according to NMBM terms & conditions.
e) KLM to amend claims and re-submit as soon as possible.
f) KLM to amend portfolio of evidence so that it aligns with the claims
g) Mrs. Nekene and Ms. Onceya will be available to assist

3.2 Link Infrastructure

ECDHS has allocated R68 968 781.00 to Kouga as an Implementing Agent for the upgrading of services in:

- ✓ Humansdorp(Kwanomzamo): Bungalows 103, Shukushukuma 93, Polar Park 257 and Polar Park 553
- ✓ Jeffreys Bay: Oceanview 1250
- ✓ Jeffreys Bay: No R10 58
- ✓ Humansdorp: (Kruisfontein) Donkerhoek: 234
- ✓ Thornhill: Thornhill 160
- ✓ Patensie: Ramaphosa 278

The Business Plans submitted in lieu of the R68M need to be amended to align with Phase 2 & 3 of the Grant Provisions:

- Detailed Town Planning
- Land surveying and pegging
- Contour survey
- Land survey Examination fee
- Civil Engineer's fee
- Site supervision fee's
  - Water
  - Sewer
- Permanent Engineering services provision: (Construction & Installation)
  - Water
  - Sanitation
  - Electricity
  - Roads & Storm water
  - Refuse Collection
  - Sewer-Rehabilitation of existing Pit Latrines

ECDHS encouraged KLM to submit claims for activities completed to date. It was agreed that KLM will claim for the following, as Link Services:

1) Thornhill transfer of Electrical Line from NMBM to KLM
2) Kwanomazamo Boskloof Bulk Link Infrastructure
3) Oceanview Bulk Link Infrastructure

3.3 Bulk Services Reports

KLM prepared and submitted (5 July 2024) Bulk Services Reports for consideration by ECDHS. The objective of the Bulk upgrading projects is to unlock the development potential of 9000+ erven in the abovementioned development zones. ECDHS agreed to review the subject reports, which outline the following projects:

APPLICATION FOR BULK INFRASTRUCTURE PROJECTS KOUGA LM				
Project Area	**Sub Areas**	**No of Households to benefit**	**Type of Project**	**Amount**
			Bulk Projects	
Kwanomzamo	Bungalows	103	Kwanomzamo Bulk Electrical: Boskloof Secondary Feeder Line & Substation	R22 000 000,00
	Shukushukuma	93	Kwanomzamo Bulk Sanitation: Kwanomzamo & Geelhout Pump Stations & Bungalow Rising Main	R11 680 000,00
	Polar Park	553	Kwanomzamo Bulk Water: Upgraded Pipeline from Humansdorp WTW to Kwanomzamo	R7 500 000,00
	Polar Park	257		
	Diep River	395		
	Geelhout	1250		
		2651		**R41 180 000,00**
Kruisfontein	Donkerhoek	234	Kruisfontein Bulk Water - Gill Marcus Reservoir & Water Feeder Lines	R7 800 000,00
	Donkerhoek	562		
	Hopeville	292		
	Arcadia	113	Kruisfontein Bulk Sewer - Minor upgrades to Kruisfontein WWTW and construction of Donkerhoek Outfall Sewer	R3 297 200,00
		1201		**R11 097 200,00**
Oceanview	No R10	58	Oceanview Substation Upgrade	R12 000 000,00
	Oceanview	1250	Apiesdraai Pump Station	R4 773 000,00
	Oceanview	1500		
	Oceanview (80ha)	1660		
		4468		**R16 773 000,00**
Thornhill	Thornhill (Tjoks)	160	New Reservoir Thornhill	R5 771 780,00
	Thornhill	390	Upgrade of Thornhill Sewer Treatment Works	R2 636 800,00
	Thornhill (Klaarefontein)	220	Electricity Transfer from NMBM to KLM	R495 000,00
		770		**R8 903 580,00**
Patensie	Cyril Ramaphosa	278	New Reservoir Ramaphosa	R5 250 000,00
			Ramaphosa Sewer Pump Station Upgrade	R600 000,00
		278		**R5 850 000,00**
	TOTAL BENEFICIARIES	**9368**		
			BULK UPGRADE BUDGET:	**R83 803 780,00**

Should the application for funding for the Upgrading Bulk Services be successful ECDHS will approve the R83M as a separate UISP grant.

That will bring the total UISP allocation to R152 272 561,00

KLM plan to program the Bulk and Pre-Planning activities in such a way that 9000 erven will be ready to receive internal services and top structures in the next 24 months.

3.4 UISP Progress & Monthly Reports

The following projects have been put out on tender:

a) Kwanomzamo: Boskloof Secondary Feeder Line & Substation
b) Kwanomzamo & Geelhout Pump Stations & Bungalow Rising Main
c) Kwanomzamo Upgraded Pipeline from Humansdorp WTW to Kwanomzamo
d) Gill Marcus Reservoir & Water Feeder Lines
e) Minor upgrades to Kruisfontein WWTW and construction of Donkerhoek Outfall Sewer
f) Oceanview Substation Upgrade
g) Electricity Transfer from NMBM to KLM

KLM undertook to submit a formal Progress Report from July 2024. ECDHS does not prescribe a template for the reporting.

3.5. Way Forward

KLM is eagerly awaiting a response from ECDHS to our application for funding for Bulk Services. In the meantime, PMU will proceed with the evaluation of tenders and confirmation of appointments on the projects listed above. ECDHS advised that KLM should utilize the R68M to cross subsidize the costs incurred until such time as the Bulk Services funds are approved.

4. CLOSURE

Mr. Nyirenda thanked all for their participation in the meeting.

Province of the
EASTERN CAPE
HUMAN SETTLEMENTS

HUMAN SETTLEMENTS- INCREMENTAL PROGRAMMS- INFORMAL SETTLEMENTS UPGRADING
Steve Tshwete • 31-33 Phillip Frame Road • Waverly Park • Chiselhurst
East London • Eastern Cape • REPUBLIC OF SOUTH AFRICA
Tel: +27 (0) 43 711 9913 • Fax: +27 (0) 43 711 9788 • LindaO@ecdhs.gov.za

Venue : Council Chambers-KLM

Date : 3RD July 2024

Time : 14h00

NAME & SURNAME	DESGNATION	EMAIL ADDRESS	CONTACT DETAILS	SIGNATURE
NYIRENDA SHEMU	DHS.	ShemuN@ecdhs.gov.za	0741422883	
Nokuzola Lolo	ECDHS - PM	NomvuyisekoN@ecdhs.gov.za	074 143 5272	
André Botha	KLM - Manager Civils	abotha@kouga.gov.za	071 882 5628	
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Lawrence Ramakuwela	KLM: Act Dir PSD	Lramakuwela@kouga.gov.za	072 108 7591	
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L. NKONKI	ECDHS	lekeken@ecdhs.gov.za	074 148 5284	

MEETING BETWEEN THE KLM AND ECDHS ON THE 3RD JULY 2024.