ORDINARY COUNCIL MEETING

OPEN



KOUGA
local municipality
Good Governance through Service Excellence

DATE: 30 October 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 October 2024	**UMHLA: 30 EyeDwarha 2024**	**DATUM: 30 Oktober 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. **MINUTES OF PREVIOUS MAYORAL COMMITTEE MEETING FOR INFORMATION**

11.1 Minutes of the Mayoral Committee Meeting held on 17 July 2024

Pages: 9 -17

11.2 Minutes of the Mayoral Committee Meeting held on 15 August 2024

Pages: 18 -25

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

12.1 Minutes of a Special Council meeting held on 23 August 2024

Pages: 27 -32

12.2 Minutes of an Ordinary Council meeting held on 28 August 2024

Pages: 33 - 46

12.3 Minutes of a Special Council meeting held on 13 September 2024

Pages: 47 - 50

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 **MONITORING & EVALUATION COMMITTEE**

24/10/M&E1 Minutes of the Monitoring & Evaluation Committee

Pages: 54 -65

14.5 **MUNICIPAL PUBLIC ACCOUNTS COMMITTEE**

24/10/MPAC1 Minutes of the Municipal Public Accounts Committee

Pages: 67 - 72

15. **REPORT BACK: MUNIMEC**

None

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

24/10/MM1 Council resolutions as at 13 September 2024

Pages: 74 - 111

24/10/MM2 Application for a Liquor Trading Registration Certificate: Aletta Klaassen, Humansdorp

Pages: 112 - 119

24/10/MM3 Application for a Liquor Trading Registration Certificate: At the Lagoon, Aston Bay

Pages: 120 - 133

24/10/MM4 Application for Transfer of Liquor Licence Certificate: Black Hog Brewery, St Francis Bay

Pages: 134 - 143

24/10/MM5 Application for a Liquor Trading Registration Certificate: Fountains Mall, Jeffreys Bay

Pages: 144 - 153

24/10/MM6 Application for a Liquor Trading Registration Certificate: Jbay Liquors

Pages: 154 - 162

24/10/MM7 Application for a Liquor Trading Registration Certificate: Jeffreys Bay Primary Supporters Club

Pages: 163 - 171

24/10/MM8 Application for a Liquor Trading Registration Certificate: Percileen Felix, Felix Tavern, Humansdorp

Pages: 172 - 181

24/10/MM9 Application for a Liquor Trading Registration Certificate: The Kitchen, St Francis Bay

Pages: 182 - 191

24/10/MM10 Application for a Liquor Trading Registration Certificate: RFG Attorneys Inc on behalf of the Applicant, Ultimate Club, Jeffreys Bay

Pages: 192 - 201

24/10/MM11 2024/25 Service Delivery and Budget Implementation Plan: Progress up to the Quarter ending 30 September 2024

Pages: 202 – 249

24/10/MM12 Determination of the Upper Limits of Salaries, Allowances and Benefits of Different Members of a Municipal Council for 2023/2024 Financial Year

Pages: 250 - 268

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

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

24/10/FED1 Supply Chain Management: Annual Implementation Report for the 2023 - 2024

Pages: 271 - 354

24/10/FED2 Supply Chain Management: Quarterly Implementation Report for the 1st Term of the 2024-2025 Financial Year ending 30 September 2024

Pages: 355 - 385

24/10/FED3 Sponsorship Proposal: 'Teater by Die See' Arts Festival – Jeffreys Bay Tourism

Pages: 386 - 396

24/10/FED4 Budget and Treasury: Withdrawals from the Municipal Bank Account for the Quarter ended 30 September 2024

Pages: 397 - 401

24/10/FED5 Monthly Budget Statements for the period July 2024 to September 2024 and Financial State of Affairs of the Municipality as at 30 September 2024 (2024/25 Financial Year)

Pages: 401 - 450

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

24/10/PD1 Request for Council to Rescind Council Resolution, Authorisation to Alienate the 98 Wet Erven (3535 – 3634) to Residents Currently Occupying the Municipal Properties, Kruisfontein, Humansdorp

Pages: 452 - 457

24/10/PD2 Request for Final Approval: Alienation (Lease: Right-To-Use) Portion 7 of Farm 688, Humansdorp Rd (Geelhouteboom)

Pages: 458 - 475

24/10/PD3 Request for Council's Final Approval: Lease of Land for a Telecommunications Mast and Base Station – A Portion of Erf 406, Paradise Beach

Pages: 476 - 484

24/10/PD4 Request for Council's Final Approval: Alienation Lease of Land for a Telecommunications Mast and Base Station (Herotel) – A Portion of Erf 406, Paradise Beach

Pages: 485 - 493

24/10/PD5 Request for Council's Final Approval: Selling of Erf 1245, Pellsrus to Meals on Wheels

Pages: 494 - 500

24/10/PD6 Request for Council's Final Approval: Allocation of Street Names: Government Subsidized Housing Project in Ward 6 (Vergenoeg) and Private Developments in Jeffreys Bay & Cape St Francis

Pages: 501 - 512

24/10/PD7 Acceptance of Land purchased by the Housing Development Agency for the Kouga Municipality: Portion 19 of the Farm Geelhouteboom No. 688, Humansdorp Rd

Pages: 513 - 517

24/10/PD8 Request for Council's Final Approval on the application from the National Department of Public Works and Infrastructure to acquire Erf 275 Humansdorp to Construct a new Magistrate Court

Pages: 518 - 524

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

24/10/CSS1 Approval and Adoption of the Reviewed Kouga Municipality's Safety Plan

Pages: 526 - 562

17.4 **REPORTS BY THE CHAIRPERSON: ELECTRO–MECHANICAL SERVICES**

24/10/EMS1 Report: Authorisation for Kouga Delegation to attend the South Africa Municipal Energy Reverse Trade Mission in the U.S. (October 20 - 26) and Related Travel Expenses

Pages: 564 - 567

18. **CLOSURE**

Distribution list:

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

CONFIRMATION OF MINUTES OF PREVIOUS MAYORAL MEETING

KOUGA
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MINUTES OF A MAYORAL COMMITTEE MEETING OF THE KOUGA MUNICIPALITY HELD IN THE COUNCIL CHAMBERS, JEFFREYS BAY ON WEDNESDAY, 17 JULY 2024 AT 09:00 AM

Present:

Councillors	H Bornman	(Executive Mayor)
	T Jantjes	(Executive Deputy Mayor)
	R Foley	
	J Alexander	
	L Maree	
Councillors as Observers	Ald B Williams	
Officials	C du Plessis	(Municipal Manager)
	D de Jager	(Deputy Municipal Manager)
	R Lorgat	(CFO)
	C de Kock	(Director: Civil & Water Services)
	T Madatt	(Director: Electro-Mechanical)
	L Ramakuwela	(Acting Director: Planning & Development)
	C Venter	(Acting Director: Community Services)
	E Goliath	(Manager: Public Participation)
	L Opperman	(Manager: Legal Services)
	A Jonck	(Acting Manager: Economic Development & Tourism)
	K Minnaar	(Chief of Staff)
	M Julius	(Senior Admin Officer: Committees)
	S Sidjiyo	(Committee Officer)
	R Swart	(Committee Clerk)

1. **NOTICE OF MEETING**

The Executive Mayor read the notice convening the meeting in terms of Section 19 of the Local Government: Municipal Systems Act, 2000 (Act No.32 of 2000) that a Mayoral Committee Meeting would be held on Wednesday, 17 July 2024 at 09:00 am in the Council Chambers, Jeffreys Bay.

2. **OPENING AND WELCOME**

The Executive Mayor welcomed all present and requested Cllr Jantjes to open the meeting with a prayer.

3. **ABSENT WITH LEAVE**

Ald D Benson	
Cllr S Ruth	
N Machelesi	(Director: Community Services)

4. **ABSENT WITHOUT LEAVE**

None

5. **PRESENTATIONS**

None

6. **ACKNOWLEDGEMENTS, CONDOLENCES & CONGRATULATIONS**

None

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

The Executive Mayor thanked the Deputy Executive Mayor, the Speaker, the Municipal Manager, the Directors, and the officials for maintaining progress during his absence.

He expressed concerns about the staff suspensions in the Finance department and highlighted that a media statement would be released later that day. The Executive Mayor strongly condemned the acts of fraud and corruption, indicating that such acts would not be tolerated in Kouga Municipality, and anyone who is found guilty would be prosecuted. He encouraged Directors to urge officials to report any alleged fraudulent activities and stated that such would be handled with high sensitivity.

The Executive Mayor encouraged all Directorates to ensure processes are in place to kickstart the new financial year. He highlighted that a Collective Strategic Planning Session would be organised to re-align the Municipal focus areas and streamline processes. He further commended the stability in the Mayoral Committee and Top Management and encouraged all to keep the momentum.

Additionally, he wished the Municipality a fruitful 2024/25 financial year ahead.

8. **DISCLOSURE OF INTEREST**

Cllr Alexander declared an interest in item 24/07/FED5.

9. **STATUTORY MATTERS**

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

10.1 **MINUTES OF THE MAYORAL COMMITTEE MEETING HELD ON 16 MAY 2024**

Resolved (17 July 2024)

1. That the minutes of the Mayoral Committee meeting held on 16 May 2024 be accepted.

Proposed: Cllr R Foley Seconded: Cllr L Maree

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

24/07/MM1 MAYORAL RESOLUTIONS AS AT 16 MAY 2024

Cllr Foley referred to page 24 and enquired about the due date for the finalisation of street names. He added that the Civil and Water Services Department would need to plan accordingly for the erection of the street names.

In response, the Acting Director: Planning and Development indicated that an item would be submitted to the next Portfolio Committee meeting.

The Executive Mayor suggested that when two or three areas apply for a change of street names simultaneously, the items to the Council must not be merged to avoid delays.

The Director: Civil and Water Services advised that the standard for street names and signs per area be set and specified in the recommendations to Council.

The Acting Director: Planning and Development indicated that the Town Planning department recently drafted a By-Law for aesthetics which would be submitted to the Policy Workshop. He added that the official standard guidelines for street names would be developed once the By-Law is in place.

The Executive Mayor added that the Street Naming policy must be urgently reviewed and further requested that the following actions be removed from the action sheet:

- On page 29: 22/04/I&E9
- On page 30: 22/06/I&E2 and 23/11/EMS3

Resolved (17 July 2024)

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

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

12. REPORTS BY THE OFFICE OF THE DEPUTY MUNICIPAL MANAGER

24/07/DMM10 OFFICE OF THE DEPUTY MUNICIPAL MANAGER: OFFICE OF THE EXECUTIVE MAYOR REPORT AS AT END JUNE 2024

Resolved (17 July 2024)

1. That the Mayor's Office report be noted.

24/07/DMM11 OFFICE OF THE DEPUTY MUNICIPAL MANAGER: PUBLIC PARTICIPATION REPORT AS AT END JUNE 2024

Cllr Alexander referred to page 56 and enquired about the progress on the outstanding feedback from the Department of Cooperative Governance and Traditional Affairs (CoGTA) regarding Community Development Workers (CDW).

In response, the Deputy Municipal Manager highlighted that the response was still awaited and raised the lack of response from CoGTA as a concern.

The Speaker concurred with the Deputy Municipal Manager on the lack of response from CoGTA.

Resolved (17 July 2024)

1. That the Public Participation report for May to June 2024, be noted by the Mayoral Committee.

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

3. That the Customer Satisfaction Survey for FY2022/23, be noted and be used as a source document for planning and improvement on service delivery outputs for FY2023/24 by all Directorates.

13. REPORTS BY THE PORTFOLIO COMMITTEE CHAIRPERSONS

13.1 REPORTS BY THE CHAIRPERSON: FINANCE & ECONOMIC DEVELOPMENT

24/07/FED5 SUPPLY CHAIN MANAGEMENT: MONTHLY REPORT FOR APRIL AND MAY 2024

Cllr Foley referred to page 74 and enquired about the transfer of alarms and the monitoring of cameras for the Municipal infrastructure from the previous service provider to the newly appointed company.

In response, the Acting Director: Community Services confirmed that the new services provider took over and installed new alarm systems. She added that the monitoring of cameras is housed internally and by the service provider.

The Executive Mayor requested that the functionality of the alarm systems at the pump stations be tested and closely monitored.

Resolved (17 July 2024)

1. That the SCM report for the months of April and May for the 2023/2024 Financial year be approved.

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

Resolved (17 July 2024)

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

2. That Council approves the financial support rendered to local producers for sample products to be exhibited in the Expo,

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

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

24/07/FED10 SPONSORSHIP PROPOSAL: 'TEATER BY DIE SEE' ARTS FESTIVAL – JEFFREYS BAY TOURISM

The Speaker questioned if two similar arts festivals were in the pipeline.

In response, the Acting Manager: Economic Development and Tourism indicated that the performance line-ups and the scheduled dates for the two festivals were different.

The Executive Mayor expressed concern about the similarity and the intervals between the two festivals.

Cllr Alexender highlighted a lack of support for local artists by the organisers of the festivals.

Cllr Foley expressed unease with the commitment of three years sponsorship and suggested that the commitment be for one year and subject to a submission of a close-out report.

The Executive Mayor added that the festivals would benefit the local economy, however, he advised that the Tourism Unit have further discussions with Jeffreys Bay Tourism and reach a consensus.

The CFO concurred with the Executive Mayor and suggested that the event could be merged into one big event instead of two separate events.

Cllr Jantjes proposed that the report be referred back for further deliberations with Jeffreys Bay Tourism and re-submitted to the Mayoral Committee and Cllr Foley seconded the proposal.

Resolved (17 July 2024)

1. That the report be referred back for further deliberations with Jeffreys Bay Tourism and re-submitted to the Mayoral Committee.

   Proposed: Cllr J Jantjes Seconded: Cllr R Foley

24/07/FED13 MONTHLY BUDGET STATEMENTS FOR THE PERIOD JULY TO MAY 2024 AND FINANCIAL STATE OF AFFAIRS OF THE MUNICIPALITY AS AT 31 MAY 2024 (2023/24 FINANCIAL YEAR)

Resolved: (17 July 2024)

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

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

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)

Resolved: (17 July 2024)

1. That the report for the Section 40 Disposal Management of slow-moving stock, redundant stock, and damaged stock at the end of the Financial Year be submitted to Council for approval for the 2023/2024 Financial year.

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

3. That the recommended disposal strategy by SCM section for a redundant stock for the total value of **R 4606.58 (Excluding VAT**) which is reflected in Tables 1 and 2 be put on a public auction, and after approval by council these items will be removed from the shelves at stores. Thereafter be kept safe for collection by Manager Asset, so that they can be included in the list to be considered for auction.

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

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

24/07/FED17 AUCTION OF REDUNDANT ASSETS AND SCRAP METAL

Resolved: (17 July 2024)

1. That the report on the auction of redundant assets and scrap metal be noted.

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

13.2 **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

Resolved (17 July 2024)

1. That the Council accepts the property described as erf 9932, Jeffreys Bay as purchased by the Provincial Department of Human Settlement.

2. That the Council confirms that Erf 9932, Jeffreys Bay will be utilised for the development of integrated human settlements that will assist in addressing the current housing backlog.

3. That Council authorises the Accounting Officer in line with the delegated authorities of the Accounting Officer to sign the Deed of Sale contemplated herein.

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

24/07/PD4 REQUEST FOR COUNCIL'S FINAL APPROVAL: ALIENATION (LEASE) OF ERF 7292, JEFFREYS BAY

Resolved (17 July 2024)

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 competitive process (Request for Proposals) was concluded.

2. That Council in terms of Sections 14 and 90 of the MFMA and departmental inputs, Council hereby 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 for the property.

4. That all costs pertaining to the installation of municipal services as well as Town Planning activities, be borne by the successful Applicant.

5. That the lease be cancelled if the purpose applied for is not implemented within 12 months from date of signed lease agreement.

6. That an annual escalation be included in the lease agreement.

7. That Council authorises the Accounting Officer to enter into a long-term lease agreement with the successful applicant.

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

24/07/PD6 **REQUEST TO RESCIND PREVIOUS COUNCIL RESOLUTION & COUNCIL'S IN-PRINCIPLE APPROVAL FOR THE SUBDIVISION AND REZONING OF ERF 1324, HUMANSDORP**

Resolved (17 July 2024)

1. That Council **rescinds** the previous Council resolution (18/03/F2).

2. That Council **grants approval** for the subdivision and rezoning of Erf 1324, Humansdorp.

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.

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.

5. That Council makes provision for the repair and maintenance of the residential properties to gain maximum revenue in rental.

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

24/07/PD7 **REQUEST FOR COUNCIL'S FINAL APPROVAL: SELLING OF ERF 1085, PATENSIE TO AFRICAN GOSPEL CHURCH**

Resolved (17 July 2024)

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.

2. That Council confirms that Erf 1085, Patensie is not needed to provide the minimum level of basic municipal services.

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.

4. That Council authorises the Accounting Officer to enter into a Deed of Sale for the purposes of transferring the said property.

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

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

24/07/EMS6 **REPORT: INDUSTRIAL AND COMMERCIAL TARIFF RECTIFICATION**

Resolved (17 July 2024)

1. That Council take note of the program that is currently being executed by the Electro-Mechanical Department - Electrical division.

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 the electrical service to the municipal consumer.

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

14. **CLOSURE**

The meeting adjourned at 11:47



15 August 2024

H BORNMAN
EXECUTIVE MAYOR **DATE**

MINUTES OF A MAYORAL COMMITTEE MEETING OF THE KOUGA MUNICIPALITY HELD IN THE COUNCIL CHAMBERS, JEFFREYS BAY ON THURSDAY, 15 AUGUST 2024 AT 09:00 AM

Present:

Councillors	H Bornman	(Executive Mayor)
	T Jantjes	(Executive Deputy Mayor)
	Ald D Benson	
	J Alexander	
	L Maree	
	S Ruth	
Councillors as Observers	W van der Linde	
Officials	C du Plessis	(Municipal Manager)
	D de Jager	(Deputy Municipal Manager)
	R Lorgat	(Chief Financial Officer)
	N Machelesi	(Director: Community Services)
	C de Kock	(Director: Civil & Water Services)
	T Madatt	(Director: Electro-Mechanical)
	L Ramakuwela	(Director: Planning & Development)
	L Opperman	(Manager: Legal Services)
	M Basson	(Manager: Media & Communications)
	K Minnaar	(Chief of Staff)
	S Mlonyeni	(Communications Officer)
	S Sidjiyo	(Committee Officer)
	R Swart	(Committee Clerk)
	M Mitchell	(Committee Clerk)

1. **NOTICE OF MEETING**

The Executive Mayor read the notice convening the meeting in terms of Section 19 of the Local Government: Municipal Systems Act, 2000 (Act No.32 of 2000) that a Mayoral Committee Meeting would be held on Thursday, 15 August 2024 at 09:00 am in the Council Chambers, Jeffreys Bay.

2. **OPENING AND WELCOME**

The Executive Mayor welcomed all present and requested Ald Benson to open the meeting with a prayer.

3. **ABSENT WITH LEAVE**

Cllr R Foley

4. **ABSENT WITHOUT LEAVE**

None

5. **PRESENTATIONS**

None

6. **ACKNOWLEDGEMENTS, CONDOLENCES & CONGRATULATIONS**

Cllr Alexander congratulated Mr L Ramakuwela on his appointment as the Director: Planning and Development.

Condolences were extended to the family of Adv Grobler, his work and contribution were appreciated.

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

The Executive Mayor appreciated the productive meeting with the Roads Section and indicated that massive progress would be made soon on roads. He raised concerns about the complaints received from the members of the public regarding customer care and the unwillingness of staff to assist.

He added that a meeting would be organised with the Electro-Mechanical Services directorate and the Municipal Manager to track progress on the electricity objectives. Additionally, the Executive Mayor appreciated the notable progress made on the Waste Water Treatment Works.

The Executive Mayor highlighted his excitement about the upcoming Safety Summit and the focus on making the Kouga region safe and secure.

8. **DISCLOSURE OF INTEREST**

None

9. **STATUTORY MATTERS**

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

10.1 **MINUTES OF THE MAYORAL COMMITTEE MEETING HELD ON 17 JULY 2024**

Cllr Alexander referred to page 8 and requested the abbreviation for Community Development Workers to be corrected to (CDW).

Resolved (15 August 2024)

1. That the minutes of the Mayoral Committee meeting held on 17 July 2024 as amended be accepted.

Proposed: Cllr J Alexander Seconded: Cllr S Ruth

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

24/08/MM1 MAYORAL RESOLUTIONS AS AT 17 JULY 2024

Resolved (15 August 2024)

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

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

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

24/08/DMM10 OFFICE OF THE DEPUTY MUNICIPAL MANAGER: OFFICE OF THE EXECUTIVE MAYOR REPORT AS AT END JULY 2024

Resolved (15 August 2024)

1. That the Mayor's Office report be noted.

24/08/DMM11 OFFICE OF THE DEPUTY MUNICIPAL MANAGER: PUBLIC PARTICIPATION REPORT AS AT END JULY 2024

Resolved (15 August 2024)

1. That the Public Participation report as at end of July 2024, be noted by the Mayoral Committee.

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

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

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

24/08/FED6 TOURISM AND DESTINATION MARKETING REPORT – QUARTER 4

The Executive Mayor appreciated the progress and the work done by the Tourism section.

Resolved: (15 August 2024)

1. That the Q4 Tourism and Marketing report be noted by the Mayoral Committee.

24/08/FED7 SPONSORSHIP REQUEST: THE 2024 PGA CHAMPIONSHIP

Cllr Ruth raised a concern about the lack of sports development programmes and give-back initiatives to develop Golf within the communities of the Kouga region.

The Executive Mayor indicated that there were informal discussions underway regarding Golf and Sports Development in St Francis Bay, and he would keep the relevant Directorates informed about the progress.

Resolved: (15 August 2024)

1. That Council approves funding allocation as follows:

    1.1 R 275,000-00 (Two Hundred and Seventy-Five Thousand Rand) only, VAT inclusive for the 2024/2025 FY.

    1.2 R 288,750-00 (Two Hundred Eighty-eight Thousand, Seven Hundred and Fifty Rand) only, VAT-inclusive for the 2025/2026 FY.

    1.3 R 303,187-50 (Three Hundred Three Thousand, One Hundred and Eighty seven Rand and Fifty Cents) only, VAT-inclusive for 2026/2027 FY.

2. That Council authorizes the Accounting Officer to conclude a Sponsorship Agreement with the Southern African PGA Tour trading as Sunshine Tour, in accordance with the funding allocated in recommendation 1 above.

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

24/08/FED8 **KOUGA SUMMER FESTIVAL DECEMBER 2024 SPONSORSHIP**

Resolved: (15 August 2024)

1. That Council approves funding allocation to each of the Local Tourism Offices for the 2024/2025 FY:

    1.1 Jeffreys Bay Tourism: R 400,000.00 (Four Hundred Thousand Rand) only, VAT-inclusive.

    1.2 St Francis Tourism: R 60,000.00 (Sixty Thousand Rand) only, VAT-Inclusive.

    1.3 Gamtoos Tourism: R 40,000.00 (Forty Thousand Rand) only, VAT-inclusive.

2. That Council authorizes the Accounting Officer to conclude Sponsorship Agreements with Jeffreys Bay Tourism, St Francis Tourism and Gamtoos Tourism respectively in accordance with the funding allocated in recommendation 1 above.

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

24/08/FED9 **2023/2024 QUARTER 4 REPORT: EVENTS AND HERITAGE**

Resolved: (15 August 2024)

1. That the Mayoral Committee notes the 2023/2024 FY Quarter 4 Report for Events and Heritage.

24/08/FED10 DESTINATION AND BUSINESS MARKETING – INTERNATIONAL TRAVEL

The Executive Mayor requested a discussion with the Economic Development and Tourism section before the tabling of the item to the Council.

Cllr Ruth suggested that the targeted activities and geographical niches be specified in the Tourism Strategy and resources be channelled accordingly.

Resolved: (15 August 2024)

1. That Council approves international tourism destination and business marketing efforts for the 2024/2025 FY:

    1.1 IBTM: 19-21 November 2024
    1.2 Vakantiebeurs: 08-12 January 2025
    1.3 ITB Berlin: 04-06 March 2025
    1.4 Arabian Travel Market: 28 April – 01 May 2025

2. That Council approves the attendance of the above international shows by 2 officials from the Economic Development and Tourism department at Kouga Local Municipality.

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

24/08/FED11 REPORT ON ATTENDANCE OF TOURISM TRADE SHOWS: WTM AND AFRICA TOURISM INDABA

Resolved: (15 August 2024)

1. That the Mayoral Committee notes the report of WTM and Africa Indaba trade shows.

24/08/FED12 SA LONGBOARD SURFING CHAMPIONSHIP CLOSEOUT REPORT 2023 AND 2024 SPONSORSHIP PROPOSAL

Resolved: (15 August 2024)

1. That Council note the 2023 Closeout Report for SA Longboard Championship.

2. That Council approves funding allocation as follow:

    2.1 R 300,000-00 (Three Hundred Thousand Rand) only, VAT-inclusive for the 2024/2025 FY.
    2.2 R 315,000-00 (Three Hundred and Fifteen Thousand Rand) only, VAT inclusive for the 2025/2026 FY.
    2.3 R 330,750-00 (Three Hundred and Thirty Thousand, Seven Hundred and Fifty Rand) only, VAT inclusive for 2026/2027 FY.

3. That Council authorizes the Accounting Officer to conclude a Sponsorship Agreement with SA Longboard Surfing, in accordance with the funding allocated in recommendation 2 above.

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

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

24/08/PD8 REQUEST FOR COUNCIL'S FINAL APPROVAL FOR ALIENATION (LEASE) OF A PORTION OF ERF 1, HUMANSDORP (PORTION OF THE BUILDING) – ASPHALT PREMISES (ROADSAVER GROUP (PTY) LTD

Resolved (15 August 2024)

1. That Council **grant final approval** for the alienation (lease) of a portion of Erf 1, Humansdorp (a portion of the building for an Asphalt Premises), to Roadsaver Group (Pty) Ltd. (2022/472566/07) represented by Mr. Wilco Bothma for a period of 9 years and 11 months, with an option to renew.

2. That in terms of Section 14 and 90 of the MFMA and departmental inputs, Council hereby confirms that the property is not needed in future to provide the minimum level of basic municipal services.

3. That Council considers the market-related valuation of R730,00 per month which is in line with Section 14(2) of the Municipal Finance Management Act.

4. That the property be used for the purpose applied for, and for no other purpose whatsoever, unless prior written consent has been obtained from the Lessor.

5. That the lease be cancelled if purpose applied for is not implemented within 1 year from date of signed lease agreement.

6. That all Town Planning activities if any, as well as other administrative costs including the valuation, be for the cost of the applicant.

7. That an escalation be included in the lease agreement.

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

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

24/08/CSS6 ANIMAL MANAGEMENT – FOOT AND MOUTH DISEASE (FMD) OUTBREAK

The Executive Mayor requested that the communication and information from the Department of Agriculture, Land Reform and Rural Development be properly filtered to the relevant officials who administer the Foot and Mouth Disease outbreak in Kouga.

Resolved (15 August 2024)

1. That the report on the outbreak of Foot and Mouth Disease (FMD) within the Kouga Municipal Area be noted.

2. That an internal FMD Working Group be established by 14 August 2024 with relevant departments to develop an FMD management plan with necessary protocols.

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

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

24/08/CWS5 APPROVAL FOR THE REGISTERING OF NEW PROJECTS ON MIG

The Executive Mayor expressed unease about the installation of the High Mast lights.

The Director: Civil and Water Services suggested the introduction of High Mast lights and Pan-tilt zoom (PTZ) cameras in the Waste-Water Treatment Works to drive away darkness and minimise the vandalism of the Municipal infrastructure.

Cllr Jantjes highlighted the positive image that is created by the High Mast lights in the communities.

The Executive Mayor proposed an additional recommendation that a suitable Committee be established that will compile the criteria for and scrutinize projects accordingly.

Cllr Alexander seconded the proposal.

Resolved (15 August 2024)

1. That the new projects as listed above for MIG registration, be approved by Council.

2. That a suitable Committee be established that will compile the criteria for and scrutinize projects accordingly.

   Proposed: Cllr H Bornman Seconded: Cllr J Alexander

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

24/08/CWS6 PROGRESS REPORT ON MUNICIPAL DISASTER RESPONSE GRANT (MDRG) FUNDING AS AT 19 JULY 2024

Cllr Ruth requested that the identified error on the breakdown for the MDRG funded project table be corrected.

The Director: Civil and Water Services acknowledged the error and indicated that it would be corrected.

Resolved (15 August 2024)

1. That the Progress Report on MDRG funding as of 19 July 2024, be noted.

24/08/CWS14 PROGRESS ON AUGMENTATION/DEVELOPMENT CHARGES (DC)

The CFO indicated that the figures in the item were not verified or confirmed by the Finance department. He added that he would request the Budget and Treasury section to include a table in the Section 71 Report that will reflect the breakdown of the Augmentation fees.

Resolved (15 August 2024)

1. That the item for Progress on Augmentation levies be noted.

2. That the revenue generated from Development Charges be ring-fenced for the upgrading of infrastructure.

14. **CLOSURE**

The meeting adjourned at 10:19



18 September 2024

H BORNMAN
EXECUTIVE MAYOR **DATE**

CONFIRMATION OF MINUTES OF PREVIOUS COUNCIL MEETING

KOUGA
local municipality
Good Governance through Service Excellence

MINUTES OF A VIRTUAL SPECIAL COUNCIL MEETING OF KOUGA MUNICIPALITY HELD ON FRIDAY, 23 AUGUST 2024 AT 10:00 AM

PRESENT: Councillors	Ald B Williams	(Speaker)
	H Bornman	(Executive Mayor)
	Ald D Benson	
	B Dhludhlu	
	T Jantjes	
	W Gertenbach	
	H Murray	
	R Foley	
	F Heystek	
	S Ruth	
	C August	
	M Nicholls	
	M van Niekerk	
	J Alexander	
	L Maree	
	G Stuurman	
	P Oliphant	
	W van der Linde	
	N Ntshota	
	V Gunuza	
	M Valgee	
	V Zana	
	E Mbuqu	
	M Mbandana	
	W Petersen	
	N Ntengwane	
Officials & Municipal Manager	C du Plessis	(Municipal Manager)
	D de Jager	(Deputy Municipal Manager)
	R Lorgat	(CFO)
	N Machelesi	(Director: Community Services)
	T Madatt	(Director: Electro-Mechanical Services)
	L Ramakuwela	(Director: Planning & Development)
	C de Kock	(Director: Civil & Water Services)
	L Opperman	(Manager: Legal Services)
	E Goliath	(Manager: Public Participation)
	K Minaar	(Chief of Staff)
	C Prinsloo	(Legal Officer: Office of the Speaker)
	M Julius	(Senior Admin Officer: Committees)
	S Sidjiyo	(Committee Officer)
Stakeholders	G Bilson	(Chairperson: Kouga Audit Committee)

1. **NOTICE OF MEETING**

The Speaker read the notice convening the meeting in terms of Section 19 of the Local Government: Municipal Systems Act, 2000 (Act No.32 of 2000) that a Special Council Meeting will be held virtually on 23 August 2024 at 10:00 a.m.

2. **OPENING AND WELCOME**

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

At 10:09 Cllr Petersen received a warning for speaking out of turn.

3. **ABSENT WITH LEAVE**

Cllr M Yali
Cllr K Ndzelani

4. **ABSENT WITHOUT LEAVE**

Cllr L Nkilishane
Cllr B Human

5. **PRESENTATIONS**

None.

6. **ACKNOWLEDGEMENTS, CONDOLENCES & CONGRATULATIONS**

Cllr Mbandana congratulated Mr Dyantyisi, the 110-year-old man in Patensie who received a house from the Eastern Cape Department of Human Settlement. He thanked the local business community of Patensie for donating household furniture for the house. He further applauded the office of the MEC Human Settlement for its efforts in assisting residents of Patensie.

He acknowledged the successful Trans Baviaans Bicycle Race that was recently held in the Gamtoos area.

Cllr Mbandana further applauded the Katu family, a young athlete who will be participating in an under-20 international event.

He additionally commended President Putin's continuous efforts to defeat Western imperialism.

Cllr Zana indicated that he would like to submit a Motion of Exigency and the Speaker stated that he would allow the tabling of the motion after the item.

Cllr August congratulated five Jeffreys Bay Primary School boys who have been selected to represent the Eastern Province rugby team at the Southern Regional Tournament in Riversdal.

Cllr Gunuza congratulated the African National Congress (ANC) for winning back Ward 1 in Koukamma Local Municipality. She further congratulated Siyabonga Loro who received a scholarship to study in China from the Sarah Baartman District Municipality.

Cllr Petersen celebrated the victory of the ANC in Ward 1 of Koukamma Local Municipality. He further applauded the Links Royal House for prevailing against the Police from the Western Cape.

Cllr Alexander wished Jaco Smit well on his participation in the Paralympics in Paris.

Ald Benson extended belated birthday wishes to the following Councillors:

- 14 June - Cllr Ntshota
- 21 June - Cllr Valgee and Cllr van Niekerk
- 9 August – Cllr Zana

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

None.

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

None

9. **DISCLOSURE OF INTEREST**

None.

10. **STATUTORY MATTERS**

Ald. Benson requested a DA caucus break at 10:20.

The Speaker granted a 10-minute caucus.

11. **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).

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

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

24/08/FED15 <u>2024/25 SPECIAL ADJUSTMENTS BUDGET (ROLLOVERS)</u>

Cllr Petersen indicated that the African National Congress was not in support of the item as the adjustment budget did not include the marginalised masses of Kouga.

At 10:27 Cllr Petersen was referred to the Rules and Ethics Committee for continually speaking over the Speaker.

Cllr Oliphant added that the ANC was only in support of the following items in the adjustment budget (rollover):

- Extended Public Works Programme (EPWP) job creation
- Boots on the ground
- Funding from the Department of Human Settlement on the Hankey 990 project.

At 10:31 Cllr Oliphant received a warning for speaking out of turn.

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

At 10:43 Cllr Petersen was referred to the Rules and Ethics Committee for continually speaking over the Speaker:

In favour: 17
Not in favour: 8
Abstained: 0

At 10:44 the Speaker requested that Cllr Petersen be removed from the virtual meeting.

At 10:44 Cllr Petersen was removed from the virtual Special Council meeting.

Resolved (23 August 2024)

1. That the Council, by a resolution taken by the majority of its full number, and in terms of Section 30(2) of the Local Government: Municipal Structures Act No 117 of 1998 (as amended), read in conjunction with Section 28 of the Local Government: Finance Management Act, No 56 of 2003, approves the 2024/25 Adjustments Budget Report as set out in the "Annexure A" on the following tables:

    - Table 7 - B1 Adjustments Budget Summary
    - Table 8 - B2 Adjustments Budget Financial Performance (revenue and expenditure by standard classification)
    - Table 9 - B3 Adjustments Budget Financial Performance (revenue and expenditure by municipal vote)
    - Table 10 - B4 Adjustments Financial Performance (revenue and expenditure by type)

- Table 11 - B5 Adjustments Budget Capital Expenditure by vote and standard classification and funding source
- Table 12 - B6 Adjustments Budget Financial Position
- Table 13 - B7 Adjustments Budget Cash Flows
- Table 14 - B8 Cash backed reserves/accumulated surplus reconciliation.
- Table 15 - B9 Asset Management, and
- Table 16 - B10 Basic service delivery measurement.

2. That the Council approves the "Annexure B" which regulates the format of the budget documentation as set out in Schedule B (Version 6.8) of the Municipal Budget and Reporting Regulations. This includes the main Tables B1 – B10 as well as the supporting tables SB1 – SB20.

3. That the Detail Capital Programme be noted, **"**Annexure C".

4. That the Adjustments Budget be submitted to the National Treasury in both printed and electronic format and to the relevant Provincial Treasury.

Cllr Zana requested a caucus break at 10:45.

The Speaker granted a 5-minute caucus.

The meeting reconvened at 10:51.

MOTION OF EXIGENCY

ILLEGAL ELECTRICAL CONNECTIONS IN KOUGA

Cllr Zana proposed a tabling of a Motion of Exigency under Rule 30.1 of the Standing Rules and Orders for meetings of Council and all its Committees on illegal electrical connections in Kouga.

Cllr Mbandana seconded the proposal to table the motion.

The Speaker called for a vote on the tabling of the motion:

In favour: 20
Not in favour: 5
Abstained: 0

Cllr Zana tabled the motion and outlined the ongoing illegal electrical connections faced in Kouga and the current vandalism of infrastructure in St. Francis Bay where residents were disconnected. He further raised a concern about the danger these illegal connection poses to the affected communities and the network overload which results in unplanned power outages in various communities, especially the Sea Vista area.

Cllr Zana added that the situation has reached a deadlock where Police must be deployed to assist in disconnecting the illegal connections. He proposed that in the

interim, an audit of all illegal connections in Kouga must be performed to determine the quantity, severity of the problem and cost of connecting the affected informal settlements. He further recommended that a task team be established to deal with the illegal connections and perform an audit of all illegal connections in Kouga. That an assessment be performed to determine if the affected communities form part of the Housing Development Agency (HDA) formalisation project. That the MMC: Electro-Mechanical Services and the Portfolio Committee members form part of the Task Team and report back to Council on findings.

Ald Benson requested a caucus break at 11:05.

The Speaker granted a 5-minute caucus.

The meeting reconvened at 11:10.

The Executive Mayor indicated that the Democratic Alliance was not against the motion as it was a crisis and there were lives in danger. However, he highlighted that the Municipality had already started with plans to deal with the crisis via the upgrade of the informal settlement project. He indicated that the plans and processes would be communicated with all Councillors.

Cllr Dhludhlu indicated that he was not in support of the recommendations.

The Speaker called for a vote on the acceptance of the motion of exigency recommendations:

In favour: 7
Not in favour: 15
Abstain: 1

13. **CLOSURE**

The meeting closed at 11:21

_____ _____

B WILLIAMS **DATE**

SPEAKER

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

PRESENT: Councillors	Ald B Williams	(Speaker)
	H Bornman	(Executive Mayor)
	T Jantjes	
	Ald D Benson	
	B Dhludhlu	
	W Gertenbach	
	H Murray	
	F Heystek	
	S Ruth	
	J Alexander	
	C August	
	M Nicholls	
	M van Niekerk	
	L Maree	
	M Valgee	
	G Stuurman	
	W van der Linde	
	K Ndzelani	
	N Ntshota	
	V Zana	
	M Mbandana	
	M Yali	
	W Petersen	
	L Nkilishane	
	B Human	
Officials & Municipal Manager	C du Plessis	(Municipal Manager)
	D de Jager	(Deputy Municipal Manager)
	R Lorgat	(Chief Financial Officer)
	N Machelesi	(Director: Community Services)
	C de Kock	(Director: Civil & Water Services)
	L Ramakuwela	(Director: Planning & Development)
	T Madatt	(Director: Electro-Mechanical Services)
	L Opperman	(Manager: Legal Services)
	M Rossouw	(Manager: Administration & Auxiliary Services)
	E Goliath	(Manager: Public Participation)
	A Koegelenberg	(Manager: PMS)
	K Minnaar	(Chief of Staff)
	C Prinsloo	(Legal Officer: Office of the Speaker)
	S Mlonyeni	(Communication Officer)
	M Julius	(Senior Admin Officer: Committees)
	S Sidjiyo	(Committee Officer)
	R Swart	(Committee Clerk)
Stakeholders	G Bilson	(Chairperson: Kouga Audit Committee)

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 August 2024 at 10:00 a.m.

2. **OPENING AND WELCOME**

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

3. **ABSENT WITH LEAVE**

R Foley
N Ntengwane

4. **ABSENT WITHOUT LEAVE**

E Mbuqu
P Oliphant
V Gunuza

5. **PRESENTATIONS**

None.

6. **ACKNOWLEDGEMENTS, CONDOLENCES & CONGRATULATIONS**

Cllr Petersen congratulated the Humansdorp Development Golf Club for the assistance and donation of junior golf equipment from the St Francis Links.

Cllr Alexander celebrated Jaco Smit who would participate in the Paris 2024 Summer Paralympics Games.

Cllr Zana congratulated the recently elected Shop Stewards for the South African Municipal Workers Union (SAMWU) at Kouga Municipality. He wished the South African Paralympic team well in the Paris 2024 Summer Paralympics Games.

He further wished Brian Katoo from Ward 13 victory in the Lima World Championships in Peru.

Ald Benson extended belated birthday wishes to Cllr Nicholls who celebrated her birthday on 27 August.

The Executive Mayor congratulated Cllr Human on his appointment to the Eastern Cape Provincial Legislature and acknowledged his contribution to the Council.

Cllr Dhludhlu applauded Ms Lolita Vosloo on her appointment as the new Chairperson of the Jeffreys Bay Dorp van Drome and wished her well in her tenure.

Cllr Ntshota commended a group of ten young girls from the St Francis Bay area who started a tennis club and appreciated the support and mentorship offered by the community.

Ald Benson wished the Manager: Public Participation well and speedy recovery on his upcoming surgery.

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

Good morning Honourable Mayor, Councillors, Municipal Manager and officials as well as guests in the meeting.

As South Africa moves towards a Just Energy Transition, it is pleasing to note that Kouga Municipality has been recognized by the Office of the President of South Africa as being well positioned to move into the future of electricity supply and distribution.

I joined the Mayor and the Deputy Mayor at a conference earlier this week where the energy transition was discussed and we can all be proud that Kouga Municipality was the only rural municipality invited to present.

Director Madatt presented what Kouga's plans are to provide electricity to all our residents and it is clear that we are regarded as a flagship rural municipality in terms of where we are heading.

I would like to commend Director Madatt on his professionalism and for the hard work he has done over many years to ensure our electrical network is being maintained despite loadshedding theft and vandalism of infrastructure.

It became apparent that Kouga is being recognized as the Municipality to lead the way in the Eastern Cape in particular but also throughout South Africa when it comes to the energy transition that is going to take place.

President Ramaphosa mentioned that South Africa needs R1.5 trillion until 2027 to ensure we meet our climate change goals and to ensure electricity is available to all South Africans consistently and that power is affordable to all.

Out of the R 1.5 trillion, the President revealed that 613 million dollars have already been allocated to projects out of the 12 billion dollars in grant funding that has been pledged by international donors known as the International Partners Group, which consists of France, Germany, the UK, America, Denmark and the Netherlands.

Further funding will be in the form of concessional loans. The JET Project Management Unit is situated within the Presidency, which will oversee the implementation of the Just Energy Transition.

The plan includes support to workers and communities affected by coal mine and power station closures in Mpumalanga and to facilitate the electricity transition through grid infrastructure as well as new energy vehicle manufacturing and emerging green hydrogen prospects.

Support for funding to enable Municipalities to source power supply themselves is also on the table.

On a more sombre note, there is concern regarding the implementation of Council resolutions and from the Council action sheets, it would appear that several departments are falling behind in the implementation thereof.

I implore all officials to support the Municipal Manager who remains responsible for the implementation of Council decisions.

Thank you.

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

Speaker
Deputy Executive Mayor
Municipal Manager
Deputy Municipal Manager
Members of the Mayoral Committee
Councillors
Officials

Good morning

Speaker,

On Monday and Tuesday, the 26th and 27th of August I attended the Municipal Just Energy Conference in Johannesburg. I was pleased with the efforts made by the Government of National Unity to solve South Africa's energy crisis.

I am particularly pleased with the pronouncements made at this conference as they addressed one of Kouga Municipality's key priorities, to become less reliant on Eskom for electricity generation and to diversify by means of independent power producers.
Unlike the majority of Municipalities there, I was proud that Kouga Municipality does not owe ESKOM anything – a status I wish to maintain.

Speaker, further to the challenge of electricity, the community of Sea Vista is facing an increasingly dangerous problem of illegal electricity connections. We have held community engagements on this matter, I was very clear that our priority as a municipality is to keep our residents safe and to safeguard our infrastructure.

I have written to the newly appointed Minister of Public Works, Dean Machperson to request permission for Kouga Municipality to install electricity in this informal settlement. The land in question falls under the jurisdiction of Public Works, hence permission is required before working on the land.

Speaker, the Civil and Water department did a sterling job of playing an oversight role over the reconstruction of Leorie Sports field with a cost of just below R10 million. This project is a testament to our commitment to deliver service excellence.

I furthermore wish to thank the Department of Cooperate and Government Affairs for funding this project through the Municipal Infrastructure Grant.

To put more safety measures and prevent damage and theft, we will install surveillance cameras that will be monitored at our Incident Command Centre in Humansdorp.

I am thrilled to see the amount of progress being made on our critical projects. The Gill Marcus Water Treatment Works is heading toward completion, this project, with a total cost of close to R5 million will benefit residents of Kruisfontein, who, over the years have suffered water cuts during loadshedding.

Simultaneously, the Hankey Water Treatment Works is also fast-approaching completion, this project too, with an estimated total cost of R5 million, will benefit Hankey residents.

Furthermore, the upgrade of the KwaNomzamo Waste Water Treatment Works, this project, with a total cost of R42.6 million is expected to conclude by April 2025.

Additionally, Kouga Municipality has recently completed the successful restoration of the Paradise Beach Water Tower, a significant infrastructure project that involved an investment of nearly R9.7 million.

The restoration of the Paradise Beach Water Tower is a testament to our commitment to improving infrastructure and ensuring a reliable water supply for our community.

Speaker, the Special Programmes Unit (SPU) in my office recently hosted an interactive Skills Development Programme in Oyster Bay, aimed at empowering local women.

With the support of local sewing experts, Marie Oosthuizen and Lesa Seenay, the initiative provided hand sewing training to 15 women from the Oyster Bay informal settlement and surrounding farms – a craft that not only fosters creativity but also unlocks new economic opportunities.

In conclusion, we are making significant strides in addressing our community's needs and advancing our infrastructure projects. The progress we've achieved thus far is a testament to our commitment and collaborative spirit. With continued dedication and teamwork, I am confident that Kouga Municipality will reach even greater heights, delivering improved services and enhanced quality of life for all our residents.

Thank you for your unwavering support.

9. **DISCLOSURE OF INTEREST**

None

10. **STATUTORY MATTERS**

None.

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

Resolved (28 August 2024)

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

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

12.1 **MINUTES OF AN ORDINARY COUNCIL MEETING HELD ON 31 JULY 2024**

Resolved (28 August 2024)

1. That the minutes of the Ordinary Council meeting held on 28 July 2024 be approved.

Proposed: Cllr W Gertenbach Seconded: Cllr C August

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**

24/08/KAC1 MINUTES OF THE KOUGA AUDIT COMMITTEE

Cllr Ruth referred to page 63 and raised a concern about the incomplete information on the matters arising register. She urged the Administration to monitor the timeous completion of the matters arising register.

Resolved (28 August 2024)

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

14.3 **RULES & ETHICS COMMITTEE**

None.

14.4 **MUNICIPAL PUBLIC ACCOUNTS COMMITTEE**

None.

15. **REPORT BACK: MUNIMEC**

None.

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

24/08/MM2 COUNCIL RESOLUTIONS AS AT 31 JULY 2024

Cllr Zana enquired about the following matters:

- He referred to pages 70 and 71 and enquired if were there any appeals received from the Respondents on the disciplinary enquiries pending the feedback from the Office of the MEC.

- On page 74, item 24/07/FED8 he questioned to whom would the R10 000 exhibition funding be paid to.

- On page 78, he sought clarity on whether the Department of Water and Sanitation or the Department of Environmental Affairs was involved in the process of selling the 98 high water table erven in Kruisfontein.

- On page 90, he requested the status of the devolution of land parcels owned by the former National Housing Board to Kouga Municipality.

- On page 105, he requested the status of the alienation of Erf 512 in Hankey.

- On page 114, he enquired about the period of the lease for Erf 843.

- On page 130, he requested an update on the Weston Waste Water Treatment Works.

The Speaker suggested that Councillors could also submit questions and enquiries in writing to his office for further clarification.

Cllr Ruth requested that Legal Services update the progress on the action sheet on items that were referred to their office, especially the alienation of properties in the Planning and Development directorate.

The Executive Mayor suggested that the action sheets be grouped and sorted according to the responsible official. He further added that pending the launch of the Collaborator System, he would sit with the

Municipal Manager monthly to peruse the action sheets and escalate matters to the relevant Mayoral Committee members for action.

The Deputy Municipal Manager responded that regarding the Collaborator System, his office was finalising the Service Level Agreement (SLA) and had started working on workflows. However, the system would not be able to go live at the end of the month as there were processes still to be finalised.

Cllr Petersen enquired about which properties were referred to when reference was made about Papiesfontein.

The Speaker indicated that he had numerous questions, however, he would submit the questions in writing to the Office of the Municipal Manager. He further concurred with the concerns raised by the Council that the action sheets did not receive adequate attention.

In response to the enquiry about the R 10 000 exhibition funding, the CFO indicated that the amount was a limit in terms of the financial support that would be offered to the product owners.

Regarding the Papiesfontein properties, the Director: Planning and Development indicated that it was Portion 3 of Farm 321, Portion 5 of Farm 31 and Portion 24 of 321 division. On the sale of the 98 high water table Erven in Kruisfontein, he confirmed that the Geotechnical studies were conducted, and the Department did not proceed with the sale due to the cost implication on the construction of properties. He further added that an item would be submitted to the Portfolio Committee for consideration.

On the devolution of land parcels owned by the former National Housing Board to Kouga Municipality, the Director: Planning and Development stated that an item was prepared and would be submitted to the Portfolio Committee and later to the Council. Regarding the status of the alienation of Erf 512 in Hankey, he mentioned that there was an application received last to use the property. However, it was discovered that there was an existing lease with a Rugby Club and the department was currently identifying an alternative building for the Rugby Club due to the installation of the pipeline through the sports field.

Regarding the period of the lease for Erf 843, the Director: Planning and Development stated that the lease was for nine years and eleven months.

On the update on the Weston Waste Water Treatment Works, the Director: Civil and Water Services indicated that the Department of Human Settlement had committed funds towards the project and consultants were appointed. He added that the fencing tender was awarded and cost estimates for the works would be determined.

The Speaker requested that further questions be submitted in writing to his office before the close of business on 29 August 2024.

Resolved (28 August 2024)

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

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

24/08/MM3 KOUGA MUNICIPALITY: DRAFT: 2023/24 ANNUAL REPORT

Resolved (28 August 2024)

1. That the Draft 2023/24 Annual Report be noted.

2. That it be noted that the First Draft of the 2023/24 Annual Report shall be submitted to the Office of the Auditor General by no later than 31 August 2024.

3. That it be noted that financial information shall only be included in the 2023/24 Annual Report on receipt of the findings of the Auditor General on the 2023/24 Financial Statements.

4. That it be noted that the First Draft of the 2023/24 Annual Report shall be submitted to the Municipal Public Accounts Committee for scrutiny and preparation of an Oversight Report.

5. That the Directorates responsible for the verification of information not included in the First Draft of the 2023/24 Annual Report, expedite the verification process to ensure that all information is verified before the commencement of the oversight processes by MPAC and the January 2025 submission of the 2023/24 Annual Report to Council.

24/08/MM4 ANNUAL PERFORMANCE REPORT: 2023/24 SERVICE DELIVERY AND BUDGET IMPLEMENTATION PLAN

Resolved (28 August 2024)

1. That the Annual Performance Report on the implementation of the 2023/24 Service Delivery and Budget Implementation Plan be noted by Council.

2. That the Annual Performance Report on the implementation of the 2023/24 service Delivery and Budget Implementation Plan be submitted to the Municipal Public Accounts Committee for purposes of oversight and recommendations to Council.

24/08/MM5 **SUBMISSION OF PERFORMANCE AGREEMENTS: SECTION 56 AND SECTION 57 EMPLOYEES: 2024/25 FINANCIAL YEAR**

Resolved (28 August 2024)

1. That the Performance Agreements and supporting Performance Plans for the 2024/25 financial year in respect of the Municipal Manager and Directors be noted.

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

24/08/MM6 **APPROVAL OF INTEGRATED DEVELOPMENT PLAN (IDP), MUNICIPAL SPATIAL DEVELOPMENT FRAMEWORK(MSDF) AND BUDGET TIME SCHEDULE OF KEY DEADLINES FOR THE REVIEW OF THE 2024/2025 AND SUBSEQUENT IMPLEMENTATION IN 2025/2026**

Resolved (28 August 2024)

1. That the IDP/Budget Time Schedule for the review of 2024/2025 and subsequent implementation in the 2025/2026 financial year attached as Annexure "A" be approved.

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

3. That the IDP/Budget Time Schedule for 2025/2026 be submitted to the MEC and relevant stakeholders within 10 days after adoption by Council.

24/08/MM7 **APPOINTMENT OF KOUGA AUDIT COMMITTEE MEMBER**

Resolved (28 August 2024)

1. That Council approves the appointment of Daniel J de Lange as a member of the Kouga Audit Committee for a period of 2 years (ending 31 August 2026).

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

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

24/08/FED7 **SPONSORSHIP REQUEST: THE 2024 PGA CHAMPIONSHIP**

Cllr Human proposed an additional recommendation that the audited financial statements be provided for the financial assistance received for the preceding financial years and the removal of recommendations 10.1.2 and 10.1.3.

He further raised concerns about the initiative for childhood development for science and robotics and how it aligned with the sponsorship for golf. He indicated that he was not in support of the early childhood development of robotics, rather PGA was to focus on underprivileged children in terms of golf, golf academy, and financial support thereof.

Cllr Zana indicated that the African National Congress was not in support of the sponsorship agreement as it would not benefit the ordinary residents of Kouga.

The Executive Mayor highlighted that he was in constant communication with the PGA and The Links in terms of the development of young Golfers. He assured the Council that the tournament would not only benefit local tourism but it would immensely benefit youth from an educational point of view and indicated his support of the item.

Cllr Petersen seconded the proposal made by Cllr Human.

The Speaker called for a vote on the acceptance of the recommendations as amended:

In favour: 5
Not in favour: 14
Abstain: 0

The Speaker called for a vote on the acceptance of the recommendations as per the agenda:

In favour: 16
Not in favour: 7
Abstain: 0

Resolved (28 August 2024)

1. That Council approves funding allocation as follows:

    1.1 R 275,000-00 (Two Hundred and Seventy-Five Thousand Rand) only, VAT inclusive for the 2024/2025 FY.
    1.2 R 288,750-00 (Two Hundred Eighty-eight Thousand, Seven Hundred and Fifty Rand) only, VAT-inclusive for the 2025/2026 FY.
    1.3 R 303,187-50 (Three Hundred Three Thousand, One Hundred and Eighty seven Rand and Fifty Cents) only, VAT-inclusive for 2026/2027 FY.

2. That Council authorises the Accounting Officer to conclude a Sponsorship Agreement with the Southern African PGA Tour trading as Sunshine Tour, in accordance with the funding allocated in recommendation 1. above.

24/08/FED8 **KOUGA SUMMER FESTIVAL DECEMBER 2024 SPONSORSHIP**

Cllr Human proposed an additional recommendation that a close-out report be submitted to the Council after the event.

Cllr Zana seconded the proposal.

The Executive Mayor indicated that the Democratic Alliance was in support of the item.
The Speaker called for a vote on the acceptance of the recommendations as amended:

In favour: 20
Not in favour: 1
Abstain: 0

Resolved (28 August 2024)

1. That Council approves funding allocation to each of the Local Tourism Offices for the 2024/2025 FY:

    1.1 Jeffreys Bay Tourism: R 400,000.00 (Four Hundred Thousand Rand) only, VAT-inclusive.
    1.2 St Francis Tourism: R 60,000.00 (Sixty Thousand Rand) only, VAT-Inclusive.
    1.3 Gamtoos Tourism: R 40,000.00 (Forty Thousand Rand) only, VAT-inclusive.

2. That Council authorises the Accounting Officer to conclude Sponsorship Agreements with Jeffreys Bay Tourism, St Francis Tourism and Gamtoos Tourism respectively in accordance with the funding allocated in recommendation 1. above.

3. That a close-out report be submitted to the Council after the event.

Proposed: Cllr B Human Seconder: Cllr V Zana

24/08/FED10 **DESTINATION AND BUSINESS MARKETING – INTERNATIONAL TRAVEL**

Resolved (28 August 2024)

1. That Council approves international tourism destination and business marketing efforts for the 2024/2025 FY:

    1.1 IBTM: 19-21 November 2024
    1.2 Vakantiebeurs: 08-12 January 2025
    1.3 ITB Berlin: 04-06 March 2025
    1.4 Arabian Travel Market: 28 April – 01 May 2025

2. That Council approves the attendance of the above international shows by 2 officials from the Economic Development and Tourism department at Kouga Local Municipality.

24/08/FED12 **SA LONGBOARD SURFING CHAMPIONSHIP CLOSEOUT REPORT 2023 AND 2024 SPONSORSHIP PROPOSAL**

Resolved (28 August 2024)

1. That Council notes the 2023 Closeout Report for the SA Longboard Championship.

2. That Council approves funding allocation as follows:

   2.1 R 300,000-00 (Three Hundred Thousand Rand) only, VAT-inclusive for the 2024/2025 FY.
   2.2 R 315,000-00 (Three Hundred and Fifteen Thousand Rand) only, VAT inclusive for the 2025/2026 FY.
   2.3 R 330,750-00 (Three Hundred and Thirty Thousand, Seven Hundred and Fifty Rand) only, VAT inclusive for 2026/2027 FY.

3. That Council authorises the Accounting Officer to conclude a Sponsorship Agreement with SA Longboard Surfing, in accordance with the funding allocated in recommendation 2. above.

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

24/08/CWS5 **APPROVAL FOR THE REGISTERING OF NEW PROJECTS ON MIG**

Resolved (28 August 2024)

1. That the new projects as listed above for MIG registration, be approved by Council.

2. That a suitable Committee be established that will compile the criteria for and scrutinize projects accordingly.

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

24/08/PD8 **REQUEST FOR COUNCIL'S FINAL APPROVAL FOR ALIENATION (LEASE) OF A PORTION OF ERF 1, HUMANSDORP (PORTION OF THE BUILDING) – ASPHALT PREMISES (ROADSAVER GROUP (PTY) LTD**

Resolved (28 August 2024)

1. That Council grant final approval for the alienation (lease) of a portion of Erf 1, Humansdorp (a portion of the building for an Asphalt Premises), to Roadsaver Group (Pty) Ltd. (2022/472566/07) represented by Mr. Wilco Bothma for a period of 9 years and 11 months, with an option to renew.

2. That in terms of Sections 14 and 90 of the MFMA and departmental inputs, Council hereby confirms that the property is not needed in future to provide the minimum level of basic municipal services.

3. That Council considers the market-related valuation of R730,00 per month which is in line with Section 14(2) of the Municipal Finance Management Act.

4. That the property be used for the purpose applied for, and for no other purpose whatsoever unless prior written consent has been obtained from the Lessor.

5. That the lease be cancelled if the purpose applied for is not implemented within 1 year from the date of the signed lease agreement.

6. That all town planning activities, if any, as well as other administrative costs including the valuation, be for the cost of the applicant.

7. That an escalation be included in the lease agreement.

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

24/08/CSS6 ANIMAL MANAGEMENT – FOOT AND MOUTH DISEASE (FMD) OUTBREAK

Resolved (28 August 2024)

1. That Council notes the Report.

18. **CLOSURE**

The meeting closed at 12:12

_____ _____

B WILLIAMS **DATE**

SPEAKER

MINUTES OF A VIRTUAL SPECIAL COUNCIL MEETING OF KOUGA MUNICIPALITY HELD ON FRIDAY, 13 SEPTEMBER 2024 AT 12:00 PM

PRESENT: Councillors	Ald B Williams	(Speaker)
	H Bornman	(Executive Mayor)
	Ald D Benson	
	B Dhludhlu	
	T Jantjes	
	W Gertenbach	
	H Murray	
	R Foley	
	F Heystek	
	S Ruth	
	C August	
	M Nicholls	
	M van Niekerk	
	J Alexander	
	L Maree	
	G Stuurman	
	N Ntshota	
	V Zana	
	K Ndzelani	
	E Mbuqu	
	M Yali	
	M Mbandana	
	W Petersen	
Officials & Municipal Manager	D de Jager	(Acting Municipal Manager)
	R Lorgat	(Chief Financial Officer)
	N Machelesi	(Director: Community Services)
	T Madatt	(Director: Electro-Mechanical Services)
	L Ramakuwela	(Director: Planning & Development)
	C de Kock	(Director: Civil & Water Services)
	L Opperman	(Manager: Legal Services)
	N Mate	(Acting Manager: Revenue)
	M Mange	(Acting Manager: Public Participation)
	M Rossouw	(Manager: Administration & Auxiliary Services)
	K Minnaar	(Chief of Staff)
	C Prinsloo	(Legal Officer: Office of the Speaker)
	L Wessels	(Legal Officer)
	M Julius	(Senior Admin Officer: Committees)
	S Sidjiyo	(Committee Officer)

1. **NOTICE OF MEETING**

The Speaker read the notice convening the meeting in terms of Section 19 of the Local Government: Municipal Systems Act, 2000 (Act No.32 of 2000) that a Special Council Meeting will be held virtually on 13 September 2024 at 12:00 p.m.

2. **OPENING AND WELCOME**

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

With the Municipal Manager having tendered an apology, the Speaker requested that an Acting Municipal Manager be elected for the meeting.

Cllr Ruth nominated Mr de Jager and was seconded by Ald Benson.

Mr de Jager was unanimously elected as the Acting Municipal Manager.

3. **ABSENT WITH LEAVE**

Cllr W van der Linde
Mr C du Plessis (Municipal Manager)

4. **ABSENT WITHOUT LEAVE**

Cllr P Oliphant
Cllr L Nkilishane
Cllr B Human
Cllr N Ntengwane
Cllr M Valgee
Cllr V Gunuza

5. **PRESENTATIONS**

None.

6. **ACKNOWLEDGEMENTS, CONDOLENCES & CONGRATULATIONS**

Ald Benson extended birthday wishes to the following Councillors:

- 9 August – Cllr Zana
- 6 September – Cllr Oliphant
- 14 September – Cllr Ndzelani & van der Linde

Cllr Petersen congratulated the Are-ma-Eis on the application to the High Court concerning the residents and the establishment of the Great Place Nature Reserve and Biodiversity Centre.

He further congratulated the Great Place on its first engagement with the Department of Environmental Affairs regarding biodiversity and biodiversity management plans.

Cllr Mbandana acknowledged the passing of the former Minister Pravin Gordhan and extended heartfelt condolences to his family and the African National Congress.

Cllr Zana commended the South African President on signing the Basic Education Laws Amendment Bill into an Act, and the strategy of Sections 4 and 5 which was open for engagement.

He further applauded the Springboks on their victory against the All Blacks and for making the nation proud.

He congratulated Bafana Bafana on its crucial victory against South Sudan and ensuring qualification for the Africa Cup of Nations (AFCON) next year.

Cllr Alexander congratulated Kruisfontein United for qualifying to participate in the Gold Cup Rugby Competition that will start on 21 September 2024 in Cape Town.

Cllr Dhludhlu commended the Democratic Alliance (DA) for its sterling performance during the recent By-Elections held nationwide.

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

None.

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

None

9. **DISCLOSURE OF INTEREST**

None.

10. **STATUTORY MATTERS**

None.

11. **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).

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

24/09/MM2 APPLICATION FOR TRANSFER OF LIQUOR LICENSE CERTIFICATE AND APPLICATIONS FOR LIQUOR TRADING CERTIFICATES IN TERMS OF THE EASTERN CAPE LIQUOR ACT 10 OF 2003

Cllr Foley proposed amendments to the recommendations as follows: 10.1 that Council takes note of the public participation processes held for the liquor license applications. 10.2 that the Liquor Board considers all comments from the Kouga Local Municipality's service departments. 10.3 that Council does not support the applications in Annexures A and C due to Health and Safety concerns.

Cllr Gertenbach seconded the proposal.

Cllr Zana indicated that he was not in support of the amended recommendations and was seconded by Cllr Mbandana.

The Speaker called for a vote on the acceptance of the recommendations as amended:

In favour: 15
Not in favour: 6
Abstain: 0

Resolved (13 September 2024)

1. That Council takes note of the public participation processes held for the liquor license applications.

2. That the Liquor Board considers all comments from the Kouga Local Municipality's service departments.

3. That Council does not support the applications in Annexures A and C due to Health and Safety concerns.

Proposed: Cllr R Foley Seconded: Cllr W Gertenbach

13. **CLOSURE**

The meeting closed at 12:27

_____ _____

B WILLIAMS **DATE**

SPEAKER

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

KOUGA
local municipality
Good Governance through Service Excellence

REPORTS OF COMMITTEES OF COUNCIL:

KOUGA
local municipality
Good Governance through Service Excellence

MONITORING & EVALUATION COMMITTEE

KOUGA
local municipality
Good Governance through Service Excellence

KOUGA MUNICIPALITY (EC 108)
MONITORING & EVALUATION
COMMITTEE MEETING
OPEN
DATE: 30 OCTOBER 2024
ITEM NO: **24/10/M&E1**

MINUTES OF THE MONITORING AND EVALUATION COMMITTEE

1. **Introduction**

The purpose of this item is for Council to consider the minutes of the Monitoring and Evaluation Committee.

2. **Background**

The confirmed minutes of the Monitoring and Evaluation Committee are referred to Council for consideration.

3. **Discussion**

Council is advised that the Monitoring and Evaluation Committee held meetings on 05 March 2024 and 13 August 2024. The minutes of the respective meetings are attached for ease of reference.

4. **Financial Implications**

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

5. **Applicable Legislation**

The Local Government: Municipal Structures Act 117 of 1998, as amended.
The Local Government: Municipal Systems Act 32 of 2000, as amended.

6. **Legal Implications**

None.

7. **Other Implications**

None.

8. **Comments by Directorates:**

8.1 **Chief Financial Officer:**

Not applicable

8.2 **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 **Municipal Manager**

Not applicable

9. **Delegated Authority**

For consideration by Council.

10. **Recommendations**

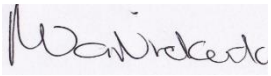
10.1 That Council consider the minutes of the Monitoring and Evaluation Committee held on 05 March 2024.

10.2 That Council consider the recommendations made in the 2023/2024 Mid-Year Report by the Monitoring and Evaluation Committee.

10.3 That Council consider the minutes of the Monitoring and Evaluation Committee held on 13 August 2024.

10.4 That Council approves the Monitoring and Evaluation Annual Workplan.

Item endorsed by the Municipal Manager: 

Item noted by Portfolio Chairperson: 

MINUTES OF A VIRTUAL MONITORING & EVALUATION COMMITTEE MEETING HELD ON TUESDAY, 5 MARCH 2024 AT 11:00

PRESENT:	Cllr. M van Niekerk	(Chairperson)
	Cllr. G Stuurman	
	Cllr. B Dhludhlu	
	Cllr. M Nicholls	
	Cllr. W van der Linde	
	Cllr. F Heystek	
	Cllr. S Ruth	
OFFICIALS:	Mr C Du Plessis	(Municipal Manager)
	Mr D de Jager	(Deputy Municipal Manager)
	Mr A Koegelenberg	(Manager: PMS)
	Mr C de Kock	(Director: Civil & Water Services)
	Ms N Machelesi	(Director: Community Services)
	Ms L Opperman	(Manager: Legal Services)
	Mr T Madatt	(Acting Director Electro-Mechanical Services)
	Mr R Lorgat	(CFO)
	Mr L Ramakuwela	(Acting Director: Planning & Development)
	Ms M Rossouw	(Manager: Administration & Auxiliary Services)
	Ms M Julius	(Senior Admin Officer: Committees)
	Mr S Sidjiyo	(Committee Officer)
	Ms N Mazibuko	(Committee Clerk/Scribe)

1. **OPENING AND WELCOME**

The Chairperson welcomed everyone to the meeting and requested Cllr. Dhludhlu to open the meeting with a prayer.

2. **ABSENT WITH APOLOGY**

Cllr. B Human

ABSENT WITHOUT APOLOGY

Cllr. M Valgee
Cllr. L Nkilishane

3. **CONFIRMATION OF MINUTES OF PREVIOUS MEETING**

MINUTES OF A MONITORING AND EVALUATION COMMITTEE MEETING HELD 16 NOVEMBER 2023

Resolved (5 March 2024)

1. That the minutes of a Monitoring and Evaluation Committee meeting held on 16 November 2023

Proposed: Cllr B Dhludhlu Seconded: Cllr G Stuurman

4. **MATTERS FOR DISCUSSION**

24/03/M&E1 MID-YEAR INSTITUTIONAL PERFORMANCE REPORT: 2023/24 FINANCIAL YEAR: PERIOD 1 JULY 2023 TO 31 DECEMBER 2023

Cllr Ruth highlighted that the Monitoring and Evaluation Committee should not oversee the completion of targets but should monitor in-year information and the compilation process of mid-year performance reports.

Cllr Dhludhlu referred to page 28 and questioned the procurement of the furniture and equipment for the Municipal Court.

In addition, Cllr Ruth referred to page 15 and highlighted that a target is meant to ensure that matters are resolved gradually to avoid a *'hockey stick effect' – which is characterised by sharp growth following little to no growth*.

In terms of monitoring, she highlighted that future plans need to be established to avoid the same issues reoccurring in the next quarter and that the report does not outline the causes for the targets not being achieved, therefore, corrective action needs to be outlined in the report as well the current status in addressing the issues.

She further raised concerns about KPIs in the SDBIP not being written correctly, specifically on the *% Reduction of water losses compared to the previous year's* KPI target of -10%. She added that the target should have been written as 49% for the first quarter and questioned how the water losses KPI was measured.

On the *% expenditure on the DOE grant by 30 June 2024*, she stated that the corrective actions outlined in the report were not remedial.

On page 32, she highlighted that corrective action was required for the comments made under Quarter 1 for the % distribution electricity losses KPI.

On page 33, on the *% expenditure of the WSIG grant funding*, Cllr Ruth noted the comment that spending was not on target and mentioned

that there was no explanation for the comment and the projected corrective actions.

On page 34, *% of the municipal fleet in serviceable condition*, she noted that quarter one refers to 246 repaired vehicles and questioned whether the total reflected the entire Municipal fleet.

In response to the furniture and equipment of the Municipal Court, the Deputy Municipal Manager clarified that the Department of Justice has not approved the establishment of the Court and an assessment was underway, however, the funds were used to purchase furniture and renovate the Main Building foyer to avoid wastage since an allocation was already made in the budget. The DMM added that the remaining funds would be used to purchase a self-service tablet for the main building entrance.

The Municipal Manager stated that the current PMS system was limited as it was rolled out to the entire Municipality, however, the process of procuring a new system is underway.

On the electricity losses enquiry, the Acting Director: Electro-Mechanical Services stated that a report on the implementation plan for electrical losses will be submitted to Council and the current losses reflected on the SDBIP were the total losses incurred.

The non-technical losses were the difference of the total losses less 8% for technical losses [*non-technical losses= total losses – technical losses]*

On the fleet, he confirmed that the correct total of fleet was 252 units and that the electrical aspect of the INEP project was underway, thereafter, the Housing section will be responsible for moving the beneficiaries to the site.

He further highlighted that regular meetings were held between the Electrical and Housing sections to ensure that the remaining infrastructure was installed.

On the reduction of water losses, the Director: Civil and Water Services explained that the denominator that was used was volumetric in the form of cubic meters, therefore, one cubic meter equals a thousand litres.

He further clarified that there was supposed to be a 5% target reduction in the first quarter from the baseline of 54%, however, 20.8% was attained which would be reflected in the Portfolio item.

The Director: Civil and Water Services added that the section uses a formula where a deduction was made from the bulk meters, the amount of usage by the residents together with all the water losses, with the water carting. Burst pipes were also considered.

Cllr Ruth requested clarity on whether the 20.8% for water losses was the updated amount instead of 54% in quarter 1.

In response, the Director: Civil and Water Services clarified that the baseline was 54% with the aim to reduce it by 5%, however, it was reduced by 20.8% for quarter 1. In quarter 2, the goal was to rescue the baseline by 6%, which was not achieved, as a result, the Department was 9.1%. over target.

Cllr Ruth raised concerns about how the percentages for the fleet vehicles were calculated and requested that the denominator be outlined for future reference.

The Municipal Manager stated that the vehicles were not out of operation for the whole period, therefore, determining the exact percentage was not operational. However, the request from Cllr Ruth would be taken into consideration.

Resolved (5 March 2024)

1. That the 2023/24 Mid-Year Performance Report be considered by the Monitoring and Evaluation Committee with the purpose of considering recommendations to Council on this matter.

2. That the minutes of Portfolio Committees where areas of underperformance identified in the Mid-Year Performance Report be submitted to the Monitoring and Evaluation Committee to ensure oversight on the requirement that corrective actions be determined and agreed upon and that the implementation of such corrective actions be monitored to ensure targets are achieved by year-end.

24/03/M&E2 <u>COUNCIL RESOLUTIONS AS AT 14 DECEMBER 2023</u>

Resolved (5 March 2024)

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

24/03/M&E3 <u>CUSTOMER CARE REPORT FOR SEPTEMBER – DECEMBER 2023</u>

Cllr Ruth highlighted that the report was not a true reflection of certain major issues that impact key priority issues such as customer service.

In response, the Manager: Administration & Auxiliary Services referred to page 97 on the *Summary of all service delivery requests for September – December 2023* and stated that all recordings and calls that did not go through to the Revenue section were recorded.

Cllr Heystek referred to page 109 and applauded the department on the high percentage of filling potholes.

Resolved (5 March 2024)

1. That the Customer Care Report for September to December 2023, be noted.

5. **CLOSURE**

The meeting adjourned at 11:42

M van Niekerk

Cllr M VAN NIEKERK

CHAIRPERSON

15 August 2024

DATE

MINUTES OF A VIRTUAL MONITORING & EVALUATION COMMITTEE MEETING HELD ON TUESDAY,13 AUGUST 2024 AT 09:00

PRESENT:	Cllr M van Niekerk	(Chairperson)
	Cllr G Stuurman	
	Cllr B Dhludhlu	
	Cllr M Nicholls	
	Cllr W van der Linde	
	Cllr F Heystek	
	Cllr S Ruth	
OFFICIALS:	Mr C Du Plessis	(Municipal Manager)
	Mr D de Jager	(Deputy Municipal Manager)
	Mr A Koegelenberg	(Manager: PMS)
	Ms L Opperman	(Manager: Legal Services)
	Mr L Ramakuwela	(Director: Planning & Development)
	Mr S Sidjiyo	(Committee Officer)
	Ms M Mitchell	(Committee Clerk/Scribe)

1. **OPENING AND WELCOME**

The Chairperson welcomed everyone to the meeting and requested Cllr Dhludhlu to open the meeting with a prayer.

2. **ABSENT WITH APOLOGY**

Mr C de Kock (Director: Civil and Water Services)

ABSENT WITHOUT APOLOGY

Cllr B Human
Cllr M Valgee
Cllr L Nkilishane

3. **CONFIRMATION OF MINUTES OF PREVIOUS MEETING**

3.1 **MINUTES OF A MONITORING AND EVALUATION COMMITTEE MEETING HELD ON 5 MARCH 2024**

Resolved to recommend (13 August 2024)

1. That the minutes of a Monitoring and Evaluation Committee meeting held on 5 March 2024 be accepted.

Proposed: Cllr S Ruth Seconded: Cllr G Stuurman

4. **MATTERS FOR DISCUSSION**

24/08/M&E1 MONITORING & EVALUATION COMMITTEE – ANNUAL WORK PLAN

Resolved to recommend (13 August 2024)

1. That the Monitoring & Evaluation Annual Workplan be approved.

Proposed: Cllr B Dhludhlu Seconded: Cllr W van der Linde

24/08/M&E2 COUNCIL RESOLUTIONS AS AT 28 JUNE 2024

Cllr Dhludhlu indicated that a bulk of items in the Planning & Development action sheet were repetitive, and it was difficult to trace or monitor the progress. He requested that similar items be grouped for ease of perusal in order to monitor progress. He further suggested that the Portfolio Committee Chairpersons should discuss the resolved items in the actions sheet and ensure the involvement of other Committees of Council.

The Municipal Manager highlighted that the Collaborator system will assist in terms of the action sheets, as the system will be automated, and there will be one reference number allocated to the same or similar item.

Cllr Stuurman referred to page 20 item, 23/12/FED7 and suggested that in conjunction with the development of the Economic Development Strategy, consultations must be done with the Khoi and San structures that have a historical background and footprint within the Kouga region.

The Municipal Manager welcomed the suggestion and stated that he would request the CFO to liaise with Cllr Stuurman to ensure relevant and correct structures would be involved to represent the Khoi and San in the Tourism Strategy.

Resolved to recommend (13 August 2024)

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

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

24/08/M&E3 2023/24: SERVICE DELIVERY AND BUDGET IMPLEMENTATION PLAN: AMENDMENT

Cllr Ruth raised a concern that there was no system and process driving the departmental targets and requested that the Committee start discussing the baselines for the SDBIP and measuring of targets.

The Municipal Manager responded and stated that internal training courses on performance management would be implemented, and regular sessions would be held to ensure updates for relevant SDBIP.

Cllr van Niekerk suggested that performance management training be part of the induction process of employees.

Resolved to recommend (13 August 2024)

1. That the Monitoring and Evaluation Committee notes that Council approved the amendment to the 2023/24 Service Delivery and Budget Implementation Plan as set out hereunder.

    1.1 That in terms of the provisions of Section 54(1)(c) of the Local Government Municipal Finance Management Act, 56 of 2003, the 2023/24 Service Delivery and Budget Implementation Plan further be amended by the insertion of capital budget expenditure targets as set out hereunder.

        a) 90% expenditure of capital budget provisions as per the Capital Budget approved during May 2023.

        b) 50% expenditure of capital budget provisions emanating from the 2023/24 Adjustments Budget, subject thereto that conditional grant funding be excluded from the 50% target.

        c) That in respect of adjustments of the 2023/24 capital budget emanating from conditional grant funding, the provisions of the conditional grant prevail.

    1.2 That in terms of the provisions of Section 54(3) of the Local Government Municipal Finance Management Act, 56 of 2003, the amended 2023/24 Service Delivery and Budget Implementation Plan be made public by publication on the Municipal Web Site.

    1.3 That the Municipal Manager affects the required changes to the performance plans of Senior Managers to ensure that the performance plans are aligned to amended 2023/24 Service Delivery and Budget Implementation Plan targets for implementation with effect 1 April 2024.

    1.4 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.

2. That the Monitoring and Evaluation Committee consider the report for oversight purposes.

24/08/M&E4 **2023/24 SERVICE DELIVERY AND BUDGET IMPLEMENTATION PLAN: PROGRESS UP TO THE QUARTER ENDING 31 MARCH 2024**

Cllr Heystek referred to page 101 and enquired about an alternative way to speed up the process of servicing the Municipal Fleet.

In response, the Municipal Manager stated that the delay was caused by the absence of the Manager: Fleet and the delay has since been resolved.

Cllr Heystek suggested that the Fleet section staff be trained on the use of the system to avoid future delays in the absence of the Manager.

Resolved to recommend (13 August 2024)

1. That the Quarter 3 institutional performance report on progress made with the implementation of the 2023/24 Service Delivery and Budget Implementation Plan be considered by the Monitoring and Evaluation Committee and make recommendations to Council where it is deemed necessary.

24/08/M&E5 **2024/25 SERVICE DELIVERY AND BUDGET IMPLEMENTATION PLAN**

Resolved to recommend (13 August 2024)

1. That the Draft 2024/25 Service Delivery and Budget Implementation Plan be noted.

5. **CLOSURE**

The meeting adjourned at 10:00.



Cllr M VAN NIEKERK

CHAIRPERSON

14 October 2024

DATE

MUNICIPAL PUBLIC ACCOUNTS COMMITTEE

KOUGA
local Municipality

KOUGA MUNICIPALITY (EC 108)
ORDINARY COUNCIL MEETING
MUNICIPAL PUBLIC ACCOUNTS COMMITTEE
OPEN
DATE: 30 OCTOBER 2024
ITEM NO: **24/10/MPAC1**

MINUTES OF THE MUNICIPAL PUBLIC ACCOUNTS COMMITTEE

1. **Introduction**

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

2. **Background**

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

3. **Discussion**

Council is advised that the Municipal Public Accounts Committee had a meeting on 20 August 2024 and the minutes of the meetings are attached for ease of reference.

4. **Financial Implications**

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

5. **Applicable Legislation**

Local Government: Municipal Structures Act 3 of 2021, as amended.

6. **Legal Implications**

None.

7. **Other Implications**

None

8. **Comments by Directorates:**

8.1 **Chief Financial Officer:**

Not applicable

8.2 **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 **Municipal Manager**

Not applicable

9. **Delegated Authority**

Council

10. **Recommendations**

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

Item prepared by the MPAC Chairperson: 

MINUTES OF A MUNICIPAL PUBLIC ACCOUNTS COMMITTEE MEETING HELD ON TUESDAY, 20 AUGUST 2024 AT 10:00 IN THE COUNCIL CHAMBERS, JEFFREYS BAY

Present: Committee Members	Cllr B Dhludhlu	(Chairperson)
	Cllr W Gertenbach	
	Cllr M Mbandana	
	Cllr C August	*(Attended via Zoom)*
	Cllr H Murray	*(Attended via Zoom)*
	Cllr F Heystek	*(Attended via Zoom)*
	Cllr W van der Linde	*(Attended via Zoom)*
Officials:	Mr D de Jager	(Deputy Municipal Manager)
	Mr R Lorgat	(Chief Financial Officer)
	Ms N Machelesi	(Director: Community Services)
	Mr C de Kock	(Director: Civil & Water Services)
	Mr T Madatt	(Director: Electro-Mechanical Services)
	Ms L Opperman	(Manager: Legal Services)
	Mr A Koegelenberg	(Manager: PMS)
	Ms M Julius	(Senior Admin Officer: Committees)
	Mr S Sidjiyo	(Committee Officer)
	Ms M Mitchell	(Committee Clerk)
Stakeholders:	Adv A Klopper	(Public Representative)
	Ms L Mostert	(Public Representative)

1. **OPENING AND WELCOME**

The Chairperson welcomed all members present and those who connected virtually. He read the notice convening the meeting and opened with prayer.

2. **DECLARATION OF INTEREST**

None of the members had anything to declare.

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

3.1 **ABSENT WITH APOLOGY**

Cllr M Nicholls	
Cllr L Nkilishane	
Cllr P Oliphant	
Mr C du Plessis	(Municipal Manager)
Mr L Ramakuwela	(Director: Planning & Development)

3.2 **ABSENT WITHOUT APOLOGY**

Cllr B Human

4. **PRESENTATIONS**

None

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

5.1 **CONFIRMATION OF MINUTES OF PREVIOUS MUNICIPAL PUBLIC ACCOUNTS COMMITTEE MEETING HELD ON 21 MAY 2024**

Resolved (20 August 2024)

1. That the minutes of the Municipal Public Accounts Committee meeting held on 21 May 2024 be accepted.

Proposed: Cllr W Gertenbach Seconded: Cllr W van der Linde

6. **MATTERS FOR DISCUSSION**

24/08/MPACC1 MPAC RESOLUTIONS AS AT 21 MAY 2024

Resolved to Recommend (20 August 2024)

1. That the updated Action Sheets reflecting outstanding resolutions of MPAC as at 21 May 2024 be noted.

24/08/MPACC2 2023/24 SERVICE DELIVERY AND BUDGET IMPLEMENTATION PLAN: PROGRESS UP TO THE QUARTER ENDING 31 MARCH 2024

Adv Klopper referred to page 15 and raised a concern about the comments from the leading department on the percentage of the Municipal fleet in serviceable condition. He further requested an update on the shortage of staff in the Town Planning section.

In response, the CFO indicated that the matter of the Municipal fleet in serviceable condition has since been resolved from the SCM side.

The Director: Electro-Mechanical Services added that some of the delays were caused by the absence of the Manager: Fleet and the high number of breakdowns received daily. He further highlighted that the department was drafting a Fleet Policy that would ensure proper handling of the Municipal fleet by drivers.

Regarding the shortage of staff in the Town Planning section, the Deputy Municipal Manager stated that the new organogram was approved by Council and would come into effect on 1 September 2024. He added that a critical vacancy list was identified by departments and the recruitment processes would commence in due course.

The Chairperson referred to page 15 and sought clarity about the expenditure on WSIG funding.

In response, the Director: Civil and Water Services indicated that there were delays in some projects funded by WSIG, and expediting notices were issued to the affected service provider. However, the department was managing the process.

The CFO highlighted that the latest expenditure on WSIG was at 73,14%.

Resolved to Recommend (20 August 2024)

1. That the Quarter 3 institutional performance report on progress made with the implementation of the 2023/24 Service Delivery and Budget Implementation Plan be considered by the Municipal Public Accounts Committee with the purpose of making recommendations to Council in this regard.

24/08/MPACC3 **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)**

The Chairperson referred to page 65 and questioned the costs associated with the disconnection of electricity.

The CFO responded that for prepaid electricity the disconnections were done internally. However, for conventional electricity, a service provider was appointed to administer the disconnections.

Adv Klopper enquired about which party incurs the expenses when a conventional consumer is disconnected.

In response, the CFO stated that the consumer gets charged for unblocking.

Cllr Mbandana sought clarity about the budget surplus and the water debt to the Nelson Mandela Bay Metropolitan Municipality (NMBMM). He further enquired about the commentary from the National and Provincial Treasury regarding the liquidity ratio.

In response, the CFO highlighted that the surplus was dependent on how the budget was spent and he added that the capital expenditure was low at year end. Regarding the outstanding debt to the NMBMM, the CFO indicated that it was a contingency liability, and it was disclosed as such in the financial statements. He further stated that there were ongoing legal processes with NMBMM, and once resolved the outstanding amount would be settled.

Additionally, the CFO stated that the Council adopted a long-term financial plan, all budget-related policies were amended, and the assumptions were brought into the budget process. He added that the plan is to reach a cost coverage that would ensure the financial ratios meet the National Treasury requirements.

Resolved to Recommend (20 August 2024)

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

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

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

7. **MATTERS REFERRED TO MPAC FOR INVESTIGATION IN TERMS OF SECTION 79 OF THE LOCAL GOVERNMENT: MUNICIPAL STRUCTURES ACT**

The Chairperson informed the Committee about the receipt of a letter from an unsuccessful bidder which requested MPAC to initiate an investigation on the matter. He highlighted that there were no expenses incurred by Kouga Municipality following the awarding of the tender, and advised the Committee that the Administration was investigating the matter and would respond accordingly to the Complainant.

He further urged the Committee members to allow the administration processes to be completed.

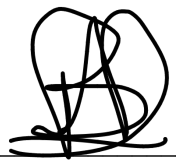
8. **DATE OF NEXT MEETING**

25 September 2024

9. **CLOSURE**

The Chairperson thanked the Committee members and all officials for their contribution.

The meeting adjourned at 10:42



CLLR B DHLUDHLU
CHAIRPERSON

26 September 2024
DATE

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 OCTOBER 2024
ITEM NO: **24/10/MM1**

COUNCIL RESOLUTIONS AS AT 13 SEPTEMBER 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 **Director: Planning & Development**

Noted

8.3 **Director: Civil & Water Services**

Item noted.

8.4 **Director: Electro-Mechanical Services**

Noted

8.5 **Director: Community Services**

Noted

8.6 **Deputy Municipal Manager**

Supported

8.7 **Municipal Manager**

Supported

9. **Delegated Authority**

Council

10. **Recommendations**

10.1 That 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: Director: Planning & Development 

Item endorsed by the: Director: Civil & Water Services 

Item endorsed by the: Director: Electro-Mechanical 

Item endorsed by the: Director: Community Services 

Item approved by the: Municipal Manager: 

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 constraints the service provider could not be appointed - sufficient provision has been made on the adjustment budget and the process will now commence. Feedback at next meeting	The submission will now continue since the Golf Club is now excluded from development. New process will start at Portfolio committee	Planning & Development	
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	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. Awaiting feedback from Mayor	Legal Manager	

			Delegation Register mentioned in 1 above;				
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 participation 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. Received email from Rapid Response (Cogta) on 25th July 2024	Awaiting response from MEC - Health	Office of the Speaker	

				advising that the matter has been escalated by the office of the MEC to DOH. A response will be provided by the 15th August 2024. We followed-up on the 16th August 2024. No response. Followed up on the 23rd August 2024. No response received. Followed-up on the 9th September 2024. Response received stating that SBDM MEC Outreach will be hosted by Makana LM and that we will be informed of the dates as soon as they have been confirmed. Followed-up on the 25th September 2024. No response			

				received. Followed-up on the 2nd October 2024. No response received. Followed-up on 14th October 2024. Response received from Mr Tede that our email was noted. Not formal response received.			
	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). Correspondence addressed to the MEC dated 22nd July 2024. Acknowledgeme	Awaiting response from MEC	Office of the Speaker	

				nt of receipt received from the Office of the MEC. No formal correspondence received as yet. Matter was referred to the Legal Services Department due to non-responsiveness of the MEC. Legal proceedings against organ of state now being instituted. Matter is ongoing.			
31-May-24	**24/05/R&E 1**	**DISCIPLINARY ENQUIRY HELD BY RULES AND ETHICS COMMITTEE – COUNCILLOR VUYOKAZI GUNUZA**	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: That in respect of Charge 1 - sanction imposed is a fine equal to an amount	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	The office of the Speaker was not notified of any appeal made by the Cllr. Matter is now finalised. Can be removed.	Office of the Speaker	

			of 50% of one month's salary. Deduction was implemented.	20 June 2024 - no response received. Follow-up made on 09 July 2024 - awaiting a response. Follow-up made on the 26th July 2024.			
	24/05/R&E 2	**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	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. Follow-up made on the 26th July 2024. No response as yet.	In progress	Office of the Speaker	

			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.				
			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.		Office of the Speaker	
			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	Matter referred to Legal Services Department	Office of the Speaker	

				received. On 08 July 2024 a follow-up was made again - awaiting response from MEC's Office. Follow-up made on the 26th July 2024. No response as yet. Matter was referred to the Legal Services Department due to non-responsiveness of the MEC. Legal proceedings against organ of state now being instituted. Matter is ongoing.			
30-Jul-24	**24/07/MM4**	**2024/25: SERVICE DELIVERY AND BUDGET IMPLEMENTATION PLAN: AMENDMENT**	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.				

	MOTION OF EXIGENCY	**FOOT AND MOUTH OUTBREAK IN KOUGA MUNICIPALITY 2024**	That Council considers the current conditions as a local economic state of disaster due to the FMD outbreak.				
			That Council requests the relevant Provincial and/or National department to declare a local economic state of disaster in order to obtain additional support from Provincial and/or National government.				
28-Aug-24	**24/08/MM2**	**COUNCIL RESOLUTIONS AS AT 31 JULY 2024**	That the action sheet be tabled at Top Management for discussion and actioning.		Completed		
	24/08/MM3	**KOUGA MUNICIPALITY: DRAFT: 2023/24 ANNUAL REPORT**	That the First Draft of the 2023/24 Annual Report be submitted to the Office of the Auditor General by no later than 31 August 2024.	2023/24 Draft Annual Report submitted to the Auditor General with the Annual Financial Statements on 31 August 2024	Completed. To be removed		

	24/08/MM4	**ANNUAL PERFORMANCE REPORT: 2023/24 SERVICE DELIVERY AND BUDGET IMPLEMENTATION PLAN**	That the Annual Performance Report on the implementation of the 2023/24 service Delivery and Budget Implementation Plan be submitted to the Municipal Public Accounts Committee for purposes of oversight and recommendations to Council.	The 2023/24 Annual Report is included in the draft 2023/24 Annual Report which is subject to scrutiny by the Municipal Public Accounts Committee.	Completed. To be removed		
	24/08/MM5	**SUBMISSION OF PERFORMANCE AGREEMENTS: SECTION 56 AND SECTION 57 EMPLOYEES: 2024/25 FINANCIAL YEAR**	That in terms of the provisions of Section 53(3) of the Local Government Municipal Finance Management Act 56 of 2003 the Performance Agreements of the Municipal Manager and Directors for the 2023/24 financial year be submitted to the MEC for Local Government and be made public by publication on the Municipal Website.	Submitted to ICT for publication on Municipal Web Site on 28 august 2024, Submitted to COGTA on 28 August 2024	Completed. To be removed		

	24/08/MM6	**APPROVAL OF INTEGRATED DEVELOPMENT PLAN (IDP), MUNICIPAL SPATIAL DEVELOPMENT FRAMEWORK(MSDF) AND BUDGET TIME SCHEDULE OF KEY DEADLINES FOR THE REVIEW OF THEN 2024/2025 AND SUBSEQUENT IMPLEMENTATION IN 2025/2026**	That the IDP/Budget Time Schedule for 2025/2026 be submitted to the MEC and relevant stakeholders within 10 days after adoption by Council.		Completed.		
	24/08/MM7	**APPOINTMENT OF KOUGA AUDIT COMMITTEE MEMBER**	That Council approves the appointment of Daniel J de Lange as a member of the Kouga Audit Committee for a period of 2 years (ending 31 August 2026).		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.	Draft ED Strategy will be presented to Collective in October 2024. The Strategy will then be submitted to Council for approval for Public Consultation.	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.	Draft ED Strategy will be presented to Collective in October 2024. The Strategy will then be submitted to Council for approval for Public Consultation.	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. WE awaiting a final outcome at end of October 2024 from DBSA.	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	Draft ED Strategy will be presented to Collective in October 2024. The Strategy will then be submitted to Council for approval for Public Consultation.	CFO	
	23/12/FED6	SPONSORSHIP AGREEMENT BETWEEN KOUGA LOCAL MUNICIPALITY AND NELSON MANDELA BAY AQUATICS FOR THE 2024 SOUTH AFRICAN NATIONAL OPEN WATER CHAMPIONSHIP	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.	Close-out report was submitted for September Portfolio - will now be submitted in October Portfolio.	CFO	
	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.	Draft ED Strategy will be presented to Collective in October 2024. The Strategy will then be submitted to Council for approval for Public Consultation.	CFO	
			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.	Council approved exhibition funding	Exhibitors products and packaging for delivery for export finalised and complete. Local product expenses covered: Be Original - Jeffreys Bay, Rousters Coffee - Jeffreys bay, Shell Shop and Betty's beads - Sea Vista. Honey, Snails, Strawberries and ried fruit - Gamtoos Vallev - donated by product owners - no cost	CFO	

					involved.		
30-Jul-24	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	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	Council approved delegations attendance.	Completed	CFO	
23-Aug-24	24/08/FED8	2024/25 SPECIAL ADJUSTMENTS BUDGET (ROLLOVERS)	That the Adjustments Budget be submitted to the National Treasury in both printed and electronic format and to the relevant Provincial Treasury.	Adjustment budgeted submitted to both National and Provincial Treasury in required formats	Completed	CFO	
28-Aug-24	24/08/FED7	SPONSORSHIP REQUEST: THE 2024 PGA CHAMPIONSHIP	That Council authorizes the Accounting Officer to conclude a Sponsorship Agreement with the Southern African PGA Tour trading as Sunshine Tour, in accordance with the funding allocated in recommendation 1.	Council approved item	SLA being draft by Legal. Waiting for EO outstanding documentation.	CFO	
	24/08/FED8	KOUGA SUMMER FESTIVAL DECEMBER 2024 SPONSORSHIP	That Council authorizes the Accounting Officer to conclude Sponsorship Agreements with Jeffreys Bay Tourism, St Francis Tourism and Gamtoos Tourism respectively in accordance with the funding allocated in recommendation 1.	Council approved item.	J'Bay Tourism paid. STFB SLA in process	CFO	
			That a close-out report be submitted to Council after the event.	Council approved item.	Close-out report to be submitted after event.	CFO	
	24/08/FED10	DESTINATION AND BUSINESS MARKETING – INTERNATIONAL TRAVEL	That Council approves the attendance of the above international shows by 2 officials from the Economic Development and Tourism department at Kouga Local Municipality.	Council approved item.	Procurement processes in action. Full report will be submitted to Council after shows were attended.	CFO	
	24/08/FED12	SA LONGBOARD SURFING CHAMPIONSHIP CLOSEOUT REPORT 2023 AND 2024 SPONSORSHIP PROPOSAL	That Council authorises the Accounting Officer to conclude a Sponsorship Agreement with SA Longboard Surfing, in accordance with the funding allocated in recommendation 2.	Council approved item.	Payment done and Close-out report submission for October Portfolio Committee	CFO	

PLANNING & DEVELOPMENT: ACTION SHEET - COUNCIL							
MEETING DATE	**ITEM NO**	**ITEM DESCRIPTION**	**RESOLUTION**	**ACTION TAKEN**	**e**	**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;751r; 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 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) Awaiting the transfer of properties based on the commitment from Public Works in July 2024. (12/08/24) **Received commnication from Department of Human Settlements to confirm whether the properties to be transfered to Kouga Municipality are not part of a human settlement project in order for them to advise Public Works who are working on finalising the transfer of the properties to the Municipality (14/10/2024)**	Manager: L&PA	In Progress
			That Kouga Human Settlement Department proceed with the transfers of these erven to the owners of the properties as soon as registration to Kouga has been completed	Awaiting Transfer of properties by Public Works.			
30-Oct-19	19/10/PD3	SELLING OF 98 HIGH WATER TABLE HUMAN SETTLEMENT ERVEN – KRUISFONTEIN	That all proceeds from the sale of the 98 high water table erven be ringfenced for projects namely the upgrading of gravel roads to paved roads	Matter was referred to top management and it was resolved that the item be sent back to Council with new method of disposal.	The Department had to reevaluate the beneficiaries. Meeting was held with the Cllr to discuss the implication. A new item to be tabled to Council after consultation with the affected 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 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. (15/07/2024) Item will present to the next Portfolio Committee Meeting (12/08/2024). **Item was tabled at September Portfolio Committee. The item will be reffered to Council for approval. (14/10/24)**	CFO/ Dir: PDT	In Progress

29-May-20	20/05/PD2	REPORT ON THE PROGRESS AND STATUS OF THE SOCIAL HOUSING PARTNETSHIP FOR THE DEVELOPMENT OF A SOCIAL AND (FLISP) HOUSING PROJECT ON Erf 335, JEFFERYS BAY	That the plans scrutiny and approval fees be dealt with on the same basis as BNG/RDP housing projects.	The resolution will be implemented upon submission of Building plans for the development. Ongoing, project is still on planning phase.Resolution will be actioned during project commencement	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) A meeting was held with the DEDEA on 7 August 2024. The Department requested additional information in order to consider granting permision to proceed with Phase 1. (12/08/2024). The Consultant responsible for the Sea Breeze Development (FLISP and Social Housing) submitted the required information to DEDEAT on 9 October 2024. Correspondence were received back from DEDEAT requesting the submission of amendment report. Consultant in process to submit. (14/10/2024)**	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) Still awaiting comments from some departments whereafter the town planners report will be prepared for MPT. (12/07/2024) Town Planning Department requested on 2 August 2024 for departments to provide comments on application. (12/08/24) **Some internal deparmental comments still outstanding, a reminder was sent by Town Planning Department on 14 October 2024 (14/10/2024)**	Manager :L&PA	In Progress
	20/05/PDT5	APPROVAL FOR THE COMMENCEMENT TO ESTABLISH "AESTHETICS AND HERITAGE BUILDING COMMITTEE" FOR THE ST FRANCIS BAY VILLAGE AND CANALS, SANTAREME, HARBOUR PRECINCT, CAPE ST FRANCIS, OYSTER BAY, SEA VISTA TOWN, ST FRANCIS BAY LIGHT INDUSTRIAL AREA IN THE KOUGA LOCAL MUNICIPALITY AREA	That Aesthetic Committees be established in all Wards, if required, to maintain uniform architecture design for specific areas be included in the Terms of Reference.	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 enforcable 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). The by-law will be submitted to the next Policy Workshop. (09/08/2024). **The draft bylaws was submitted to the Policy Workshop on 10 October 2024. (14/10/2024)**	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. **Meeting was held with the appointed service provider on 4 September 2024 to discuss the draft layout plan and it was agreed that the muncipality will provide inputs on that needs to be incorporated. The layout will then be tabled to Portfolio Committee for in-principle approval. (14/10/2024)**	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 enforcable 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). The by-law will be submitted to the Policy Workshop for consideration. **The By-law was submitted to the Policy workshop held on 10 October 2024. It will now be refered to Council for permsion to proceed with public participation. (14/10/2024)**	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) The terms of reference has been drawn-up to appoint a service provider for the subdivision and rezoning for submission to Supply Chain. (12/08/24) **Submission to SCM will take place before week ending 25 October 2024 (14/10/2024)**	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. Johansens (11/04/2024) Still no success in making contact with the applicant. (12/08/2024) **During our continued endeavour to make contact with Mr. Johansens it was established that he disposed his property to Tuswa Nocamagu Haynes who has address in the United States of America. We have been trying to reach Ms. Haynes on the available phone number but no success thus far to enquire whether she want to proceed with the process started by previous land owner. It is recomended that the resoultion be rescinded considering it is a different owner.(14/10/2024)**	Manager: Legal Services / Manager L&P	In Progress
			That the newly created erf be transferred only once the formal closure has been concluded, and the conveyance cost be carried by the applicant.	Will be incorporated in the deed of sale	Will form part of the transfer process.	Manager: Legal Services / Manager L&P	In Progress

31-May-21	21/05/PD1	**PROGRESS REPORT: ALIENATION OF 98 WET ERVEN: KRUISFONTEIN**	That Council grant authorization to the Accounting Officer to the conclude Option to Purchase agreements as the Grantor on behalf of the Municipality.	Matter was referred to top management and it was resolved that the item be sent back to Council with new	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 beneficearies. (11/03/2024) It is anitcipated 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 (15/07/2024). An item will be tabled at the September Portfolio Meeting (12/08/24) **Item was tabled at September Portfolio Meeting and same item will serve at October Council Meeting (14/10/2024)**	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) On 23 July 2024 the appointed attorney indicated that certain information is requested from the Municipality namely the surveyor diagram and letter approving the subdivision (12/08/2024) **Requested information was provided to service provider to effect the transfer of the property. Legal Service confirmed that a follow-up was done last week however service provider still busy with the transfer (14/10/24)**	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) The applicant made contact with our department indicating that they would like to meet to discuss the possible amendment of council resolution. (12/08/2024) **A meeting has been scheduled with the applicant for 15 October 2024 to discuss the application and craft a way forward (14/10/24)**	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 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;	The department in the process to appoint a service provider.	It is anticipated that the valuations will be done before 30 August 2024. (12/08/24) **Valuation reports obtained. Completed (14/10/2024)**	Manager :L&PA	Completed
			That Council grant authorization to advertise the intended disposal of the immovable properties in (1) above;	Advert to be placed once new valuations have been obtained.	It is anticipated that advert will be placed during September 2024. (12/08/24) **Advert was placed. Completed (14/10/2024)**	Manager :L&PA	Completed
30-Jul-21	21/07/PD9	APPOINTMENT OF KOUGA MUNICIPALITY AS AN IMPLEMENTING AGENT FOR THE CONSTRUCTION OF INTERNAL SERVICES FOR THE HANKEY 990 HOUSING PROJECT	That the interest accumulated from the grant funding be ringfenced for future Human Settlements projects.	To be confirmed	Awaiting confirmation if money can be reinfenced.	CFO	In progress
			That monthly, quarterly and annual expenditure reports with supporting documentation be reported to Council and ECDHS; and	Expenditure report was submitted to the Department of Human Settlements (Province) on 17 July 2023	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). Project is on-going and good progress on site. It is anticipated that the contractor will complete phase 2 by the end of November 2024. **The PDoHS approved additional funding to commence with phase 3 of the project. The municipality will be advertising a tender for Phase 3 (14 October 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 rezonining. 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 completed. Town Planner report to be prepared for submission to the MPT (12/07/2024) The rezoning of erf 5812 has been approved by the MPT. A draft consent use agreement have been prepared and will be sent to the applicant for perusal and consideration during the week of 12 August (12/08/24) **Correspondence was sent to the applicant in respect of the further processes following the rezoning approval for example the submission of Site Development Plan etc, to the Municipality for approval (14/10/2024)**	Director:PDT/ Manager L&P	In progress
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.	An item will be tabled to the next Portfolio Meeting (12/08/24) **An item item has been prepared for November Portfolio Meeting (14/10/2024)**	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
14-Oct-21	21/10/PD1	ERF 4587 & 4588 (KRUISFONTEIN) ERF 190 (PELLSRUS) ERF 8813 (OCEAN VIEW): VICTORY 4 ALL	That the Finance department expedite the bad debt review process on the outstanding debt and advise the client by 30 October 2021.	Indication was given that a report for write-off was to be tabled to Council.	**This should be referred and reflected under Finance Directorate. However, the disposal of these properties has been concluded. Completed. (14/10/2024)**	Finance	Completed
	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 anitiicipated 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 (15/07/2024). **An item will be tabled at the nexrt Portfolio Meeting (12/08/24). Item was submitted to the September Portfolio Committee. It will be refered to Council for in-principle approval. (15/10/2024)**	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 & Snyder . W Langson and Associates where appointed by the Dept of Human Settlements to attend to the pre-94 transfers.	Meeting where held on the 20th September 2023 at the Provincial Dept of Human Settlements and Municipalities in SBD to discuss TOR of appointed conveyances. Deed of sales 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. (12/08/2024). Awaiting finalization of transfers.** (14/10/2024)	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. (12/08/2024) **An item has been prepared for the next Portfolio Meeting to rescind the original resolution and request council approval to accept the new list of National Housing Board properties approved for devolvement to the Municipality (14/10/2024)**	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) End-user training was conducted with relevant departments (14/10/2024)**	MM / PDT	Completed
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 ZONE 1" TO "SPECIAL ZONE" FOR THE PURPOSE OF A MIXED USE FOR INDUSTRIAL PURPOSES AND ANXULLARY USE (INTEGRATED INDUSTRIAL DEVELOPMENT ZONE)**	That Council grants in-principle approval principle for the rezoning of a portion of Portion 1 of the Farm Humansdorp No.499, as described in the item. 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.	TOR drafted for appointment of EIA specialist (February 2023) the scope of work has chnge to include "solar farm" and the current Erf 499 development. in terms of SPLUMA-Sec 42(2), no development can be commence without environmental uthorisation.	The scope of work was amended to commence with feasibility study. **Tender already 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. (15/08/2024). The service provider presented a concept plan. **Awaiting frinal draft. (14/10/2024)**	dw	In Progress
29-Jul-22	22/07/PDT4	**EXPANDED DEFINITION OF BUILDING DEPOSITS FEES AND CHARGES FOR THE 2022-23 FINANCIAL YEAR**	That Council authorize the Accounting Officer/CFO to update the building deposit charges and fees for Planning, Development and Tourism Directorate for 2022/23 financial year to reflect.	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 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 received from the applicant that they have commenced with the environmental impact assessment and awaiting the outcome thereof (12/07/2024) Lease agreement has been drafted and signed by all parties. (12/08/24) **The applicant have appointed service provider to proceed with EIA (14/10/2024)**	Director:PDT/ Manager L&P	Complete
			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) **EIA studies in progress (14/10/2024)**	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 (PARADISE BEACH WATER RESERVOIR)	That all other administrative costs (valuation, advertisement, etc.) be for the cost of the applicant.	Applicant responsible for costs	Cost recovery will commence once final approval received. The applicant was again engaged on 17 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) Communication and request was sent to Town Planning 12 August to assist Vodacom in finalising land use application process (12/08/2024) **Vodacom is in consultation to finalise the submission of land use applications (14/10/2024)**	Applicant	In progress
	22/08/PDT9	EXTENSION OF LEASE OF LAND FOR A CELLULAR BASE STATION (VODACOM PROPRIETARY LIMITED) – A PORTION OF ERF 873, JEFFREYS BAY)	That all other administrative costs (valuation, advertisement, etc.) be for the cost of the applicant.	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) Communication and request was sent to Town Planning 12 August to assist Vodacom in finalising land use application process (12/08/2024) **Vodacom is in consultation to finalise the submission of land use applications (14/10/2024)**	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) Communication and request was sent to Town Planning 12 August to assist Vodacom in finalising land use application process (12/08/2024) **Vodacom is in consultation to finalise the submission of land use applications (14/10/2024)**	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) **The Civil and Water Directorate are dealing with this item. Please remove from Planning & Development (14/10/2024)**	Manager Land & Properties	No action required
			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. (12/08/2024). **Follow-up was done in respect of the transfer and it was confirm it is in progress (14/10/2024) - Please remove duplicated in line 100**	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. (12/08/2024) **Follow-up was done with Legal Service and it was confirmed the transfer is still in progress (14/10/2024)**	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. (12/08/2024) **Legal Services confirmed the transfer is still in progress (14/10/2024)**	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. **Public participation meetings were conluded on 24 September 2024. The service provider to present comments and responses to Top Management & MAYCO. 14/10/2024**	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) **An item to be submitted to the November Council Meeting to rescind this council resolution (14/10/2024)**	Manager Land & Properties	In progress
06-Apr-23	23/03/PDT4	REQUEST FOR COUNCIL AUTHORISATION TO ADVERTISE AN IN-PRINCIPLE APPROVAL TO DEVELOP A SHELTER FOR THE HOMELESS ON ERF 5972, JEFFREYS BAY	That in terms of Reg 5(1)(b)(ii) of the MATR and Policy on disposal of immovable 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 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 with meeting scheduled for 13 August. (12/08/2024). **A service provider has been appointed to provide a valuation report which will be tabled to Council for consideration (14/10/2024)**	Manager: L&PA	In progress
			That in terms of Reg 6(a) and (b) of the MATR and Policy on disposal of immovable Assets, Council grant authorization to the Accounting Officer to advertise the intended alienation of the immovable property herein.			Manager: L&PA	In progress
			That it be noted that the NPO will be responsible for all administrative costs in respect of the development of the property.			Manager: L&PA	In progress
			That public participation process and stakeholder engagement be embarked on after which an agreement be concluded.			Manager: L&PA	In progress
			That a Service Level Agreement (SLA) be concluded with the successful NPO for the funding of the Shelter.			Manager: L&PA	in progress
31-May-23	23/05/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 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). Project is currently underway. (12/08/2024) . All building plans for this project is approved, however the appointed contractor is not performing and a decision was taken to terminate the appointment. Human Settlements Section will liaise with SCM to expidite the appointment of new contractor to finish oustanding work. (14/10/2024)	Act. Manager: Human Settlements	On-going
			That the tender process for the construction of these houses be finalised as a matter of urgency so as to prevent any further delays and inconvenience to the displaced families.				
	23/05/PDT9	ALIENATION OF ERF 2599, SEA VISTA TO THE DEPARTMENT OF PUBLIC WORKS – APPLICATION FROM ROTARY CLUB OF ST FRANCIS FOR THE EXTENSION AND UPGRADE OF ST FRANCIS BAY CLINIC	That the Department of Public Works be liable for all cost derived from the transfer.	See comments 22/10/PDT1	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. (12/08/2024). **Follow-up was done in respect of the transfer and it was confirm it is in progress (14/10/2024)**	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 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.	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) (12/08/2024) **It is confirmed the process completed, Humansdorp Museum has relocated to new premises and Community Services now occuppying the Old Museum Building (14/10/2024)**	Manager L&P	Completed
	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. (12/08/2024) **The applicant has proceeded with the land-use application to consolidate the properties (14/10/2024)**	Manager L&P	Complete
	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. Compulsory site briefing meeting took place on 1 August and closing date for tender was 8 August. (12/08/2024) **Service provider have been appointed and have started with consultation with the Town Planning Department for the land-use application submission (14/10/2024)**	Manager L&P	Complete
	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 formelation of Social Housing Policy. Department to follow up. This matter is still outstanding 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). SHRA appointed CADREPLAN to assist the Municipality. A virtual Municipal Support Programme Briefing is scheduled for 15 October 2024 to assit the Municipality with capacity building. (14/10/2024)	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. (12/08/2024). **GIC is currently busy with pre-planning activities, and monthly progress meetings are conducted between stakeholders (14/10/2024)**	Act. Manager: Human Settlements	Ongoing

	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. 12/08/2024. Status Quo Report completed. Service provider to commence with departmental consultations. 14/10/2024**	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 the amendment of the By-Law. Draft bylaw present at the Policy Workshop.	Manager P&D	In progress
	23/06/PDT16	REQUEST FOR COUNCIL TO RESCIND COUNCIL RESOLUTION-21/09/PDT9, GRANT AUTHORISATION TO TAKE TO PUBLIC PARTICIPATION THE INTENTION OF COUNCIL TO ALIENATE ERF 3291, 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 (12/08/2024) **Tender for demolition was evaluated however no responsive bidders. In process to follow prescribed Supply Chain deviation process and request for quotations (14/10/2024)**	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 next Portfolio Meeting (12/08/2024) **Completed, moratorium was lifted (14/10/2024)**	Manager L&P	Completed
			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 next Portfolio Committee Meeting. (12/08/2024)	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 grar	Instruction given to Legal Services to proceed with disposal and transfer process. Disposal and transfer in progress (12/08/2024) **Legal services confirmed that appointed service provider are still busy with transfer of the transfer (14/10/2024)**	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 grar	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) **Communication and request was sent to Town Planning 12 August to assist Vodacom in finalising land use application process (12/10/2024) -** Duplication - see line 74	Manager L&P	Completed
			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 grar	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) **Communication and request was sent to Town Planning 12 August to assist Vodacom in finalising land use application process (12/08/2024) -** Duplication - see line 77	Manager L&P	Complete
			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 grar	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) **Communication and request was sent to Town Planning 12 August to assist Vodacom in finalising land use application process (12/08/2024) -** Duplication - see line 72	Manager L&P	Complete
			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:	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 grar	Council resolution was circulated to Technical Services to implement resolution in respect of the erection of street names. **Only Pellsrus 220 street names received final approval. Civil and Water to erect the street names (14/10/2024)**	Manager L&P	In progress

		KRUISFONTEIN AND PELLSRUS	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 gran	Council resolution was circulated to the GIS Technician to implement resolution in respect of the updating of street names GIS layer.	Manager L&P	In progress
			That the process of allocating street names be restarted in Kruisfontein 391, Kruisfontein 205, Kruisfontein 219 and 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 Technician to implement resolution and restart the process of allocating street names in line with policy provisions.	Manager L&P	In progress
27-Oct-23	23/10/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 received from the applicant that they have commenced with the environmental impact assessment and awaiting the outcome thereof (12/08/2024)** Duplication - See line 68	Manager Planning & Development	Complete
	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. Disposal 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 were prepared during the week of 15 July for rezoning and consolidation of the properties (12/08/2024) **Legal Services provided us with the draft deed of sale for perusal to confirm content is in order. Confirmation was provided for disposal and transfer to commence (14/10/2024)**	Manager Legal	Complete
	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 anticipated that a service provider will be appointed end of August. (12/08/2024) -** Duplication - see line 106	Manager L&P	Completed
07-Nov-23	23/11/PD1	REQUEST TO RESCIND PREVIOUS COUNCIL RESOLUTION AND GRANT COUNCIL'S INPRINCIPLE APPROVAL TO ALIENATE (LEASE) OF COUNCIL PROPERTIES TO EARLY CHILDHOOD DEVELOPMENT CENTRES (CRECHES) TO REGISTERED SOCIAL CARE USERS	That 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 finalise planning activities. (15 April 2024)	Manager L&P	In progress
			That Council authorizes the Accounting Officer to enter into long-term lease agreements with creches contemplated herein.	In-principle approval received from Council. **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. (12/08/2024) **All leases have been formally signed. Completed (14/10/2024)**	Manager L&P	Completed
	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 utilise the building but requested for alternative land. (12/07/2024) An item will be tabled to next Portfolio Meeting. (12/08/24) **Item will tabled at the November Portfolio Meeting (14/10/2024)**	Manager L&P	In Progress
			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 provic**	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.	Floodline to be determined before alienation of the property. The floodline to be determined after confirmation of disposal.	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 TELECOMMUNICATIONS MAST (MOROPA SITE SOLUTIONS) – A PORTION OF ERF 835, PARADISE BEACH	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. (12/08/2024) **Discussions was held between our department and Legal Services in respect of outstanding lease agreements on 10 September 2024 to expidite same, being mindful of the large volume of decisions taken recently and instructions (14/10/2024)**	Manager L&P	In Progress
	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. (12/08/2024) **Lease agreement have been drawn-up and in the process of being finalised and for all parties to sign (14/10/2024)**	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	Instruction was given and our Legal Services is busy preparing long-term lease agreement (12/06/2024) Awaiting draft lease agreement from Legal Services.		In progress

	23/12/PD6	ALIENATION (LEASE) OF ERF 1567, PELLSRUS	That an annual escalation be included in the lease agreement.	transfer of property. (11/03/2024)	(12/08/2024) **Discussions was held between our department and Legal Services in respect of outstanding lease agreements on 10 September 2024 and to expidite same, being mindful of the large volume of decisions taken recently and instructions (14/10/2024)**	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. (12/08/2024) **Discussions was held between our department and Legal Services in respect of outstanding lease agreements on 10 September 2024 and to expidite same, being mindful of the large volume of decisions taken recently and instructions (14/10/2024)**	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. (12/08/2024) **The lessee has vacated the premises. The propoerty to be considered for a different use(14/10/2024)**	Manager L&P	Completed
			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)**Terms of reference has been prepared to appoint a service provider for the rezoning of erf 130, Pellsrus. (14/10/2024)**	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)	Instruction was given and our Legal Services is busy preparing long-term lease agreement (12/06/2024) Awaiting draft lease agreement from Legal Services. (12/08/2024) **Discussions was held between our department and Legal Services in respect of outstanding lease agreements on 10 September 2024 and to expidite same, being mindful of the large volume of decisions taken recently and instructions (14/10/2024)**	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	Final approval received from Council. Instruction was given to legal services to attend to the transfer of property. (11/03/2024)		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 (14/10/2024)**	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 (14/10/2024)**	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. (15/10/2024)**	Manager L&P	In progress
14-Dec-23	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)	Instruction was given and our Legal Services is busy preparing long-term lease agreement (12/06/2024) Awaiting draft lease agreement from Legal Services. (12/08/2024) **Discussions was held between our department and Legal Services in respect of outstanding lease agreements on 10 September 2024 and to expidite same, being mindful of the large volume of decisions taken recently and instructions (14/10/2024)**	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. (12/08/2024) **Legal Services provided our department with draft lease agreement which have been sent to the applicant for perusal and consideration.**	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 (12/08/2024) **Condition was included in the draft lease agreement (14/10/2024**	Manager L&P	Completed
	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) **Meeting was held between the applicant and Legal Services to discuss amendments to the draft lease agreement. Lease agreement to be signed once amendments have been made. (14/10/2024)**	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)	Instruction was given and our Legal Services is busy preparing long-term lease agreement (12/06/2024) Awaiting draft lease agreement from Legal Services. (12/08/2024) **Discussions was held between our department and Legal Services in respect of outstanding lease agreements on 10 September 2024 and to expidite same, being mindful of the large volume of decisions taken recently and instructions (14/10/2024)**	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 Applicant 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. (14/10/2024)**	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.	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)	Instruction was given and our Legal Services is busy preparing long-term lease agreement (12/06/2024) Awaiting draft lease agreement from Legal Services. (12/08/2024) **Discussions was held between our department and Legal Services in respect of outstanding lease agreements on 10 September 2024 and to expidite same, being mindful of the large volume of decisions taken recently and instructions (14/10/2024)**	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 approved by Council (12/10/2024)**	Manager L&P	Complete
			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. Names to be captured on GIS (14/10/2024)	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). **Item approved by Council and instruction sent to Legal Service to prepare lease agreement (12/08/2024). Drafting of the lease agreement in progress. (14/10/2024)**	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) iv) Director: Civil & Water Services (or representative) v) Director: Community Services (or representative) vi) Environmental Officer vii) Manager Town Planning viii) Other members to be co-opted as needed.	A letter has been sent to the MEC Cogta, informing him of the Municipality's intention to amend the Land Use Scheme. 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 Policy Workshop 10/08/2024. The proposed amendments presented at the Policy Workshop. The item will be table to Policy Committee and Council for Public participation. (14/10/2024)	Manager: TP	In progress
	23/12/PD32	REQUEST FOR COUNCIL'S FINAL APPROVAL: A PORTION OF PORTION 4 OF THE FARM ZWARTENBOSCH NO. 347: TEEN CHALLENGE SA (NEW NAME SALVATION SOUTH AFRICA KOUGA)	That Council grant authorisation to the Accounting Officer to enter into a Deed of Sale with the Salvation SA Kc	Final approval had been received from 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) **The applicant made contact with our department indicating that they are going to do the subdivision and rezoning themselves. (14/10/24)**	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 Policy Workshop. 10/08/2024. The proposed amendsments were presented at the Policy Workshop. The department will seek final comments from Legal Department. (14/10/2024)	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	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 business proposals. (14/10/2024)**	Manager L&P	In progress
			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 (14/10/2024)**	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. (12/10/2024)**	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 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) **Community Services in the process of relocating to the old Museum Building and has also undertaken to attend to repair and maintenance of the building. (13/010/24)**	Manager L&P	Completed
	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) **Tender had been advertised and has closed on 8 August (12/08/24). Land use application submitted by the appointed service provider. (14/10/2024)**	Manager L&P	Complete
	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	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 (14/10/2024)**	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	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 (14/10/2024)**	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 fin	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) Individual items will be submitted to the next Portfolio Meeting where council resolutions are to be rescinded. (14/10/24)**	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) **Service provider has been appointed and has completed valuations. Item will be tabled to Portfolio Committee Meeting to request final approval (14/10/24)**	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. Lease agreement being finalised.(14/10/2024) - Duplication - See line 166**	Manager L&P	In progress
	24/03/PD12	REQUEST FOR COUNCIL'S FINAL APPROVAL FOR ALIENATION (LEASE) OF ERF 1160, HUMANSDORP: HALALISANA TOWNSHIP INCUBATOR	That Council authorizes the Accounting Officer to enter into a written long-term lease agreement with Halalisana Township Incubator (Registration Number: 2022 / 730757 / 08) and that the lease provides for the annual escalation of the monthly rental.		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) **Meeting was held between the applicant and Legal Services to discuss amendments to the draft lease agreement. Lease agreement to be signed once amendments have been made. (14/10/2024)**	Manager L&P	In progress
	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. (12/08/2024). Land disposal process complete. (14/10/2024)**	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. (14/10/2024)**	Manager L&P	In progress
			That the Accounting Officer be authorized to enter into a written Lease Agreement with the applicant herein an	Final approval was obatined.	Awaiting lease agreement. (14/10/2024)	Manager L&P	In progress
	24/03/PD15	REQUEST FOR COUNCIL'S FINAL APPROVAL FOR ALIENATION (LEASE) OF A PORTION OF ERF 1, ERVEN 2084 AND 2085 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 and other administrative costs including the valuation, be for the cost of the applicant.	Final approval was obatined.	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 **Applicant 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. (10/10/2024)**	Manager L&P	In progress
			That an escalation be included in the lease agreement.	Final approval was obatined.		Manager L&P	In progress
	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 (12/10/2024)**	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 (14/10/2024)**	Manager L&P	In progress
	24/03/PD19		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. (14/10/2024)**	Manager L&P	In progress
			That Council authorises the Accounting Officer to enter into a Deed of Sale for the purposes of transferring the	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) T**ransfer in progress (13/10/2024)**	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. (14/10/2024)**	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.	**Accounting officer to sign lease agreement once completed. 14/10/2024**	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.	**Costs to be reflected on the agreement.**	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). **Department in thwe process of appointing a service provider for subdivision and rezoning. 14/10/2024**	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-USE) OF A PORTION OF ERF 164, JEFFREYS BAY	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 Services in the process to draft long-term lease agreement (12/06/2024) **Awaiting draft lease agreement from Legal Services. (14/10/2024)**	Manager L&P	In progress
			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.	**Accounting officer to sign lease agreement once completed. 14/10/2024**	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) Public participation completed and town planning to prepare report for MPT once application is ready. (12/08/24). **Awaitng environmental authorisation.14/10/2024**	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 OF ERF 835, PARADISE BEACH	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 agreement from Legal Services. (14/10/2024)**	Manager L&P	In progress
	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. (14/10/2024)**	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. (12/08/2024). Lease agreement was signed, howver, the leasee found another property. 14/10/2024**	Manager L&P	
	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. (14/10/2024)**	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) **Council granted final approval and instruction was sent to Legal Services to commence with drafting of lease agreement. (12/08/24). Awaiting finalisation of lease agreement. (14/10/2024)**	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 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) **A total of 15 lease agreements have been signed with Creches the remaining agreements should be signed before end of August (12/08/24). All lease agreements signed. ECDs busy with land use approvals. (14/10/2024)**	Manager L&P	Complete
			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			In progress
30-Apr-24	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	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 particiopation completed. (12/07/2024) **Awaiting feedback from Public Works in respect of the request for land swop, once recevied then an item will be submitted to Council. (12/08/24). Item prepared for final approval by Council. It will be included in the October Council Agenda(14/10/2024).**	Manager L&P	In progress

		COURT	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.		In-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. (12/08/2024). Item prepared for final approval by Council. It will be included in the October Council Agenda(14/10/2024)**		
			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 (12/08/2024). Condition retained in the final approval. 14/10/2024**	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) **Public participation completed. Service provider appointed to attend to land use rights and once completed an item for final approval will be submitted to Council (12/08/24). Land use application submitted for consideration. 14/10/2024**	Manager: L&P	In progress
			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) **Service provider appointed to attend to land use rights. (12/08/24). Land Use application in progress. 14/10/2024**	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) **Service provider appointed and has completed valuations (12/08/24). Final approval granted by Council. Finalising lease agreement (14/10/2024)**	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). Final approval granted by Councul. Awaiting lease agrement. 14/10/2024	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). Final approval granted by Councul. Awaiting lease agrement. 14/10/2024	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). **Draft lease agreement have been prepared and we have consulted with the applicant in respect of additional information required by Legal Services (12/08/24). Final approval grented by Council. awaitng lease Agreement. 14/10/2024**	Manager: L&P	
	24/05/PD8	REQUEST FOR COUNCIL'S IN-PRINCIPLE APPROVAL: LEASE OF LAND FOR A TELECOMMUNICATIONS MAST AND BASE STATION – A PORTION OF ERF 406, PARADISE BEACH	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 July. Quotations have been obtained to appoint service provider to do valuations (12/07/2024) **Valuation completed. Item for final approval will be submitted to next Council Meeting (12/08/24). Final approval obtained from Council. Awaitng finalisation of lease agreement. 14/10/2024**	Manager: L&P	
			That an annual escalation be included in the lease agreement.	Item for in-principle approval was tabled to May Council Meeting.		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) **Instruction was sent to Legal Services to commence with drafting of lease agreement (12/10/24)**	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. (14/10/2024)**	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. (14/10/2024)**	Manager: L&P	
	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 was held on 6 August 2024. Closing date for comments is 24 September 2024. Another workshop to be held in Hankey. Date to be confirmed. **(12/08/2024). Public participation concluded on 24 September 2024. Service provider consolidating all comments and responses to comments recieved. 14/10/2024**	Manager:TP	
	24/07/PD3	ACCEPTANCE OF LAND PURCHASED BY THE PROVINCIAL HUMAN SETTLEMENTS DEPARTMENT FOR THE KOUGA MUNICIPALITY: ERF 9932 JEFFREYS BAY	That the Council accepts the property described as erf 9932, Jeffreys Bay as purchased by the Provincial Department of Human Settlement.	Resolution submitted to the Department of Human Settlment. (12/08/2024)	Awaitng feedback from the Department of Human Settlement **(12/08/2024). The land availability agreement already signed. The department is currently finalising the appoitnment of service provider for planning processes. 14/10/2024**	Manager: L&P	
			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.	To be actioned	**Instruction was sent to Legal Services to proceed with drafting of Deed of Donation (12/08/24)**	Manager: L&P	
			That a draft layout plan for Erf 9932 be submitted to the next Planning & Development Portfolio Committee for further debate on land use within the development.	To be actioned	**Layout will be submitted to Portfolio Committee (12/08/24)**	Manager: L&P	
	24/07/PD4	REQUEST FOR COUNCIL'S FINAL APPROVAL: ALIENATION (LEASE) OF ERF 7292, JEFFREYS BAY	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.	Item was submitted to July Council Meeting.	**Final approval obtained from Council on 30 July (12/08/24) Awaiting lease agreement. 14/10/2024**	Manager: L&P	
			That all costs pertaining to the installation of municipal services as well as Town Planning activities be borne by the successful Applicant.	Will be included in contract.	**Instruction was sent to Legal Services to proceed with drafting of lease agreement (12/08/24). Awaiting finalisation of lease agreement. 14/10/2024**	Manager: L&P	
			That the lease be cancelled if the purpose applied for is not implemented within 12 months from date of signed lease agreement.	Will be included in contract.	**Instruction was sent to Legal Services to proceed with drafting of lease agreement (14/10/24)**	Manager: L&P	
			That an annual escalation be included in the lease agreement.	Will be included in contract.	**Instruction was sent to Legal Services to proceed with drafting of lease agreement (12/08/24)**	Manager: L&P	
			That Council authorises the Accounting Officer to enter into a long-term lease agreement with the successful applicant	Final approval obtained from Council.	**Instruction was sent to Legal Services to proceed with drafting of lease agreement (12/08/24)**	Manager: L&P	
		REQUEST TO RESCIND PREVIOUS COUNCIL	That Council rescinds the previous Council resolution (18/03/F2).	Item submitted to Council.	**Resolution have been rescinded. (12/08/24)**	Manager:L&P	

30-Jul-24	24/07/PD6	REQUEST TO RESCIND PREVIOUS COUNCIL RESOLUTION & COUNCIL'S IN-PRINCIPLE APPROVAL FOR THE SUBDIVISION AND REZONING OF ERF 1324, HUMANSDORP	That Council grants approval for the subdivision and rezoning of Erf 1324, Humansdorp.	Approval granted by Council (12/08/2024)	**Service provider to be appointed (12/08/2024). TOR drafted for the appointment of service provider.(14/10/2024)**	Manager: L&P	
			That Council makes provision for the repair and maintenance of the residential properties to gain maximum revenue in rental.	To be actioned	**To be actioned**	Manager: L&P	
	24/07/PD7	REQUEST FOR COUNCIL'S FINAL APPROVAL: SELLING OF ERF 1085, PATENSIE TO AFRICAN GOSPEL CHURCH	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	Approval granted by Council (12/08/2024)	**Matter have been refered to Legal for actioning (14/10/24)**	Manager: L&P	
			That Council authorizes the Accounting Officer to enter into a Deed of Sale for the purposes of transferring the said property	To be actioned	Instruction was given to Legal to proceed with the disposal and transfer of the property. (12/08/24). **Awaiyng finalisation of disposal and transfer (14/10/2024)**	Manager: L&P	
	24/07/PD9	BULK-LINK INFRASTRUCTURE IN SUPPORT OF ISUP PROJECTS	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 Patensie 278 a): New Reservoir for Ramaphosa Village b): Upgrade of Ramaphosa Village Sewer Pumpstation	Resolution submitted to the Department of Human Settlment. (12/08/2024)	**Awaitng feedback from the Department of Human Settlement (12/08/2024). The PDoHS appointed KLM as Implementing Agent for the Upgrade of Bulk Link Infrastructure for a period on 9 months on 4 September 2024. The total appointment is for R 83 803 780.00. Awaitng Service Level Agreement (14/10/2024)**	Manager HS	In Progress
			That Kouga Local Municipality be responsible for the maintenance & operation and security of all the installations on completion and handover.	Recomendation to be implemented after construction	Budget to be provided after implemenation	Director: Civil & Water	
28-Aug-24	24/08/PD8	REQUEST FOR COUNCIL'S FINAL APPROVAL FOR ALIENATION (LEASE) OF A PORTION OF ERF 1, HUMANSDORP (PORTION OF THE BUILDING) – ASPHALT PREMISES (ROADSAVER GROUP (PTY) LTD	That Council grant final approval for the alienation (lease) of a portion of Erf 1, Humansdorp (a portion of the building for an Asphalt Premises), to Roadsaver Group (Pty) Ltd. (2022/472566/07) represented by Mr. Wilco Bothma for a period of 9 years and 11 months, with an option to renew.	Item for final approval was tabled to August 2024 Council meeting.	Final approval obtained from Council 28 August 2024. Awaitng lease agreement. (14/10/2024)	Manager: L&P	In progress
			That the lease be cancelled if the purpose applied for is not implemented within 1 year from the date of the signed lease agreement.	Will be included in contract.	Instruction given to Legal 2 September 2024.	Manager: L&P	In progress
			That all town planning activities, if any, as well as other administrative costs including the valuation, be for the cost of the applicant.	Will be included in contract.	Instruction given to Legal 2 September 2024.	Manager: L&P	In Progress

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.	The Item was withdrawn from Council.	The By-Law will be Workshopped internally at end of January 2025	Acting Manager: Rosaly Minnaar/ Dewald Barnard/Manager: Waste and Environmental	IN PROGRESS

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. The item will be brought to Council starting at Portfolio Committee, Policy Workshop, Mayoral Committee and finally to Council. 11 Sept - The Draft Policy was submitted through Portfolio Committee (4 Sept) to be workshopped at Policy Committee. 10 Oct - Policy was workshopped in the Policy Workshop Virtual meeting. Suggested improvements to be captured accordingly and forwarded to Policy Committee.	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. Action required to speak to sa	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. 10 Oct - Fencing tender approved. Quotations from appointed SP received at extreme costs (beyond what is available in OPEX). Suggest that when the UISP upgrade of the Weston WWTW takes place, we include the fencing under a scope of works. Action speaks to safeguarding the vandalised premises and was to be addressed by means of a gencing tender. Progress - Final award was made on 18th July at BAC. 2 x SP were appointed on 05 August. Cost estimates for works to be determined upon which budget will be required. As to Weston WWTW Department of Human Settlements have committed RH6m towards this project. Consultants have been appointed and almost at Tender readiness stage. The SLA with Department of Housing needs finalisation.	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 purposes of co-funding the initiative by the Windfarm. The savings from the January 2024 Adjustment Budget has been requested to fund the required Civils report (inclusive of engineers survey, WULA and Design for storm- and sewage reticulation). Once the Adjustment Budget is approved in Council (22 August 2024), the process to utilise available funding will commence to address the above required deliverable 11 Oct - The Windfarm have finalised their preverred SP to upgrade internal sanitation for houses identified. First 30 units earmarked to be addressed before end Dec 2024. KLM to assist with temporary storm water diversions (uns od internal yellow plant) while utilising savings on capital project for planning of permanent storm water services for the community..	C&W Director	In progress

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. The gravel road phase 2 will only be advertised in March 2025 as the bulk of the MIG Funding will go to Kwanomzamo WWTW in this FY. 10 Oct - The list of roads is being finalised according to the IDP and EAS engineering studies. The tender document will be prepared for March 2025. Planning of R150 000 underway.	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 proposals via next Portfolio Committee meeting.The registry of MIG projects has gone through portfolio committee, Mayoral Committee and is before Council today. 13 August - List of MIG Projects to be submitted to Council (28 August) 15 October 2024: Projects approved at Council on 28 August 2024 and presented at the Municipal Adjudication Committee successfully. The project will next go to the DAC for final approval and MIG registration.	Manager PMU	Ongoing
28-Aug-24	**24/08/CWS5**	**APPROVAL FOR THE REGISTERING OF NEW PROJECTS ON MIG**	That a suitable Committee be established that will compile the criteria for and scrutinize projects accordingly.		10 Oct - The establishment of the said MIG Committee is underway. Manager PMU has proposed criteria for project selection and will circulate by end October 2024.	Manager PMU	In Progress

ELECTRO-MECHANICAL: ACTION SHEET - COUNCIL

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.	Post loadshedding no partols are done.	In all areas copper theft escalated and diffrent methodolgy is applied to excecute this. In Humansdorp between Midnight and early morning, wires are thrown accross the overhead line to trip the network in order to steel the cable from the box to the house. In St. Francis Bay the legal and illegal communites are at loggerheads as the legal community experience powerfailures every night, cases are opened and as a result an operation was organised by SAPS to remove the illegal wires. The streetlights on the Astonbay road is a target, the wires are being used to roll out electrification within Londen area. We seriously need require intervention. Update 14/10/2024	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.	Eskom completed on avarage about 60% of the streetlight repairs in the Patensie, Hankey and nothing done in Loeire sighting a shortfall of material and the contractor appointment. a meeting is arrnaged with Eskom to discuss all relevant issues in the week from 09-13 September 24.	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 with C&W that procured the service to bring water and sanitition services to site.	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	
			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	

	23/05/I&E2	**REPORT: CLEARING OF SERVITUDES THROUGHOUT KOUGA OBSTRUCTING ACCESS TO WATER INFRASTRUCTURE AND POWERLINES FROM KOUGA AND ESKOM**	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. With our electrification of informal settlements program, No units will be electrified under the servitude to encourgae people not to build on servitudes. The erection of new illegal units are happening daily and require urgent control 14/10/24	Director: Electro and Mechanical Services	
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 in draft and subject to changes in the market. 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. 14/10/24	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. 14/10/2024	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 team is assembled for the entire project. In the interim a priciple agreement is granted to provide Thoksville with a bulk point, this amount will paid from the ISUP grant. 14/10/24	Manager Electrical Mr. V Sofe	
			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 committee have not met in months, the Metro indicated their relevant departments are establishing the cost of all the assets to be transfered to be tabled to council. As an interm solution and agreed to by NMM and Kouga that a metering point be paid for which we use to interconnect the Tjoksville area and be able to electrify. 14/10/24	Manager Electrical Mr. V Sofe	
	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 responsible to draw up the tender documnet has not been given the instruction yet. The appointment might become a commitement which we will not be able to cancel should the offer come in too high. Stellenbosch Municpality recently followed this route with support from the western cape provincial governement. The procurement process only, cost the the provincial governement R24m and this was payment to lawyers and accountants. To fund such a project from the municipal budget, council will have to sacrifice other projects unless grant funding is recieved. The BFI application is packaged to fund the Solar, the storage and the supporting	Manager Electrical Mr. V Sofe	

KOUGA MUNICIPALITY (EC 108)
ORDINARY COUNCIL MEETING
OFFICE OF THE MUNICIPAL MANAGER
OPEN
DATE: 30 OCTOBER 2024
ITEM NO: **24/10/MM2**

APPLICATION FOR A LIQUOR TRADING REGISTRATION CERTIFICATE: ALETTA KLAASSEN, HUMANSDORP

1. **Introduction**

The purpose of this item is for Council to consider the application for the liquor trading registration certificate received from Aletta Klaassen.

2. **Background**

The application was received for liquor trading registration certificate. In terms of the *Eastern Cape Liquor Act 10 of 2003*, notice (Form 2A) was submitted to the applicable Ward Councillor.

The applicable internal service departments conducted inspections on the subject property, where the establishment is located and more specifically in respect of compliance to the applicable Kouga municipal by-laws and applicable legislation.

The application and internal service departments comments received is marked as **Annexure A**.

3. **Discussion**

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

The approved Kouga Local Municipality By-Law on the Sale of Liquor and the Regulating of Trading Hours for Licenced Undertakings and Matters Incidental thereto, gazetted 11 November 2013, in terms of *Regulation* 3 dealing with Ward Committee Consultative Meetings states that:

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

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

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

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

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

It should be further noted that the application brought for liquor trading registration certificate was submitted on the Form 2A of the Eastern Cape Liquor Board, but that the amended Liquor License Act Regulations (2024) have not been promulgated yet, and therefore not legislatively applicable yet. Based on the aforementioned, the 2005 Eastern Cape Liquor Regulations are still applicable.

4.

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**

Eastern Cape Liquor Act 10 of 2003

Eastern Cape Liquor Regulations, 2005

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.

6. **Legal Implications**

The Municipal Council does not have the authority to approve or refuse the applications submitted to the Liquor Board but should indicate whether the application is supported or not and more specifically whether the intended

operations are compliant with the municipal by-laws and other applicable legislations.

7. **Other implications**

Not Applicable.

8. **Comments by Directorates:**

8.1 **Chief Financial Officer:**

Not Applicable.

8.2 **Director: Planning & Development**

Refer to Annexure A.

8.3 **Director: Civil & Water Services**

Not Applicable.

8.4 **Director: Electro-Mechanical Services**

Not Applicable

8.5 **Director: Community Services**

Refer to annexure A

8.6 **Deputy Municipal Manager**

Refer to annexure A

8.7 **Municipal Manager**

Refer to annexure A

9. **Delegated Authority**

Council

10. **Recommendations**

10.1 That Council notes that no minutes of the public participation process for the liquor license application was submitted.

10.2 That the Liquor Board considers all comments from the Kouga Local Municipality's service departments.

10.3 That the Eastern Cape Liquor Board be notified of the Council's Resolution herein.

Item prepared by the: Deputy Municipal Manager 

Item approved by the: Municipal Manager: 

Item noted by Speaker: 

ANNEXURE A: ALETTA KLAASSEN, HUMANSDORP

Aletta Klaassen
Ward 4.

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.	4	**Suburb/Village**	KRUISFONTEIN
City/Town	HUMANSDORP		
Municipality	KOUGA LOCAL MUNICIPALITY		
Ward Councillor	Eldred Jaques Alexander		

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
RICHARD MACLEAN	21 BROODBOOM STR	—	RMacLean
Jason Eksteen	15 Melkhout str	078 990 1269	[illegible]
Ashlin Eksteen	15 Melkhout str	063 150 5674	[illegible]
PATRICK BOOYSEN	15 MELKHOUT str		[illegible]
Carolina Pietersen	18 Jesmain str	0737474410	[illegible]
DAIL COGGENBERG	MELKHOUT STR 13	0781727529	[illegible]
Chimére Maclean	21 Broodboom STR	0657409482	C.Maclean
Melanie Terblanche	20 Jasmienstraat	0728895487	M. Terblanche
SHAQUILLE Goeda	14 Jasmin straat	076 360 5518	[illegible]
Admonice Floors	13 Melkhout str	078 768 8960	[illegible]
Dyllan Loggenberg	13 Melkhout str	065 610 4617	[illegible]
Lintricia Daniels	18 Jasmins str	063 2987657	C. Daniels
Jené Plaatjies	19 Jasmyn str	0635694595	J.Plaatjies
Delmane Brandt	19 Jasmine str	0787067530	[illegible]
LUWAYNE GOEDA	19 JASMINE STR	0625190029	[illegible]
MARCEL WILLIAMS	17 JASMINE STR	0613492608	[illegible]
Shiona Williams	17 Jasmine STR	0619281439	S Williams
Monique Oliphant	18 Jesmine Str.	0737474410	[illegible]
June Hendricks	19 Jasmine Str	0833373081	[illegible]
Raneldo Bloy	16 Jasmine str	0634999461	[illegible]
Aisha Roodt	16 Jasmaine str	0640389792	[illegible]
Chint Rhode	15 Jasmaine Str	061 989 1758	[illegible]
Walieda Murray	15 Jasmain str	0660383612	[illegible]
Thembela Higgs	15 Sasmain Str	0656212544	[illegible]
CHRIZELDA-VAALTAN	13 Jasmine STR -		[illegible]
GREGORY PLAATJIES	12 JASMINE STR	0765220208	[illegible]
Johanna Plaatjies	12 Jasmine str.	0765220208	[illegible]
Caronique Pietersen	18 Jasmine str	084 271 8098	C.Pietersen
Ursula Pietersen	18 Jasmine str	084 271 8098	[illegible]
Denovan Goeda	19 Jasmine str	0635694595	[illegible]
ZANE Goeda	19 Jasmine str	0662009707	[illegible]
HENDRIK SWARTZ	13 JASMINE ST	071 [illegible] 1836	[illegible]
Donavan GLOVER	22 Jasmine St	0714307876	[illegible]

[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		
APPLICANT PRESENT AND COMMIT TO COMPLY		

4.3 Were there any objections against the application?	YES	NO
Please provide details		
AS LONG AS APPLICANT COMPLIES WITH ALL REGULATIONS		

4.4 Does the ward committee support the application?	YES	NO
Please provide details		
APPLICANT MUST FOLLOW ALL REQUIRED PROCESS AND COMPLY WITH BOTH MUNICIPAL AND LG REQUIREMENTS		

Signed at HUMANSDORP on this 23rd day of MAY 20 24

Signature: _____
(Chairperson of the Ward Committee)

Full Name: Eldred Jaques Alexander
(Chairperson of the Ward Committee)

KOUGA MUNICIPALITY
WARD / WYK 4 COUNCILLOR
E.J. ALEXANDER
TEL : 042 200 2200

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		

Signed at HUMANSDORP on this 23 day of MAY 20 24

Signature: _____
Speaker of Council or authorized person

Full Name: _____
Speaker of Council

COMMENTS FROM INTERNAL SERVICE DEPARTMENTS:

OFF-SITE LIQUOR LICENSE APPLICATION: ERF 1929, 21 JASMINE STREET, GILL MARCUS (ALETTA KLAASEN)
DEPARTMENTAL INPUTS / COMMENTS

TOWN PLANNING:

- **Application is not supported**. The subject property is zoned Residential Zone 1 in terms of the Scheme.
- Any sale of liquor on the property may only be undertaken with approved Consent Use or Temporary Departure in terms of the By-Law / Scheme.
- An application for temporary departure to permit a liquor store on the premises was previously submitted and refused by the Municipality per letter dated 23 February 2023.
- The property has no existing rights to facilitate the sale of liquor.

BUILDING CONTROL:

- The subject **application is not supported**.
- The applicant deviated from the approved drawing and therefore need to submit a revised plan before a liquor license application can be considered.

LAW ENFORCEMENT:

- According to OVVIO the premises is Zoned for residential 1 purpose. Application was made in 2019 to operate at the premises but not approved and reason stated that application to be made for removal of restrictive conditions.
- Inspection on 9 September 2024 revealed that there is a creche opposite this address and that building alterations/additions was made to house. Not clear if there are approved building plans and therefore **cannot support application**.

TRAFFIC SERVICES:

- According to OVVIO the premises is Zoned for residential 1 purpose. Application was made in 2019 to operate at the premises but not approved and reason stated that application to be made for removal of restrictive conditions.
- Inspection on 9 September 2024 revealed that there is a creche opposite this address and that building alterations/additions were made to house. Not clear if there are approved building plans and therefore **cannot support application**.
- From a traffic control point of view, traffic would be a problem as no parking facilities are on site.

ENVIRONMENTAL HEALTH:

- Inspection was conducted on 09 September 2024 and the premises complies with the minimum requirements as per SANS 10400 (Parts O, S & U).
- It was also noted that a daycare centre is in operation across the street.
- Premises must first comply with Town Planning, Building Control, Environmental Health and all other relevant departments' requirements, therefore the **application is not supported.**

FIRE SERVICES:

- According to OVVIO the premises is Zoned for residential 1 purpose. Application was made in 2019 to operate at the premises but not approved and reason stated that application to be made for removal of restrictive conditions.
- Inspection on 9 September 2024 revealed that there is a creche opposite this address and that building alterations/additions was made to house. Not clear if there are approved building plans and therefore **cannot support application**.

PUBLIC PARTICIPATION

No minutes of consultative meeting with the public (report) submitted in terms of section3(2) of the By-Law on the Sale of Liquor and the Regulating of Trading Hours for Licensed Undertakings and matters incidental thereto.

KOUGA MUNICIPALITY (EC 108)
ORDINARY COUNCIL MEETING
OFFICE OF THE MUNICIPAL MANAGER
OPEN
DATE: 30 OCTOBER 2024
ITEM NO: **24/10/MM3**

APPLICATION FOR A LIQUOR TRADING REGISTRATION CERTIFICATE: AT THE LAGOON, ASTON BAY

1. **Introduction**

The purpose of this item is for Council to consider the application for the liquor trading registration certificate received from At the Lagoon, Aston Bay.

2. **Background**

The application was received for liquor trading registration certificates. In terms of the *Eastern Cape Liquor Act 10 of 2003*, notice (Form 2A) was submitted to the Ward Councillor.

The applicable internal service departments conducted inspections on the subject property, where the establishment is located and more specifically in respect of compliance to the applicable Kouga municipal by-laws and applicable legislation.

The application and internal service departments comments received is marked as **Annexure A**.

3. **Discussion**

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

The approved Kouga Local Municipality By-Law on the Sale of Liquor and the Regulating of Trading Hours for Licenced Undertakings and Matters Incidental thereto, gazetted 11 November 2013, in terms of *Regulation* 3 dealing with Ward Committee Consultative Meetings states that:

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

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

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

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

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

It should be further noted that the application brought for liquor trading registration certificate was submitted on the new Form 2A of the Eastern Cape Liquor Board. It must be noted however that the amended Liquor License Act Regulations (2024) have not been promulgated yet, and therefore not legislatively applicable yet. Based on the aforementioned, the 2005 Eastern Cape Liquor Regulations are still applicable.

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**

Eastern Cape Liquor Act 10 of 2003

Eastern Cape Liquor Regulation, 2005

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.

6. **Legal Implications**

The Municipal Council does not have the authority to approve or refuse the applications submitted to the Liquor Board but should indicate whether the application is supported or not and more specifically whether the intended

operations are compliant with the municipal by-laws and other applicable legislations.

7. **Other implications**

Not Applicable.

8. **Comments by Directorates:**

8.1 **Chief Financial Officer:**

Not Applicable.

8.2 **Director: Planning & Development**

Refer to Annexure A

8.3 **Director: Civil & Water Services**

Not Applicable.

8.4 **Director: Electro-Mechanical Services**

Not Applicable

8.5 **Director: Community Services**

Refer to Annexure A

8.6 **Deputy Municipal Manager**

Refer to Annexure A

8.7 **Municipal Manager**

Refer to Annexure A

9. **Delegated Authority**

Council

10. **Recommendations**

10.1 That Council takes note of the public participation process held for the liquor license application.

10.2 That the Liquor Board considers all comments from the Kouga Local Municipality's service departments.

10.3 That the Eastern Cape Liquor Board be notified of the Council's Resolution herein.

Item prepared by the: Deputy Municipal Manager 

Item approved by the: Municipal Manager: 

Item noted by Speaker: 

Annexure A: AT THE LAGOON, ASTON BAY

LAGOON.

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.	2	**Suburb/Village**	Aston Bay
City/Town	Jeffreys Bay		
Municipality	Kouga Local Municipality		
Ward Councillor	Henry Murray		

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

[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		
Please refer to minutes of Aston Bay Meeting		

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** 5 **day of** September 2024

Signature: _____
(Chairperson of the Ward Committee)

Full Name: Henry Murray
(Chairperson of the Ward Committee)

I certify that this document is a true copy of the original which was examined by me and that, from my observations, the original has not been altered in any manner.

Commissioner of Oaths (RSA)
H. Murray
33 De Kamp Road Jeffreys Bay
Councillor : Kouga Municipality (EC 108)
WARD 2

KOUGA
local municipality
Good Governance through Service Excellence

ATTENDANCE REGISTER

MEETING: Public Report Back Meeting Ward 2.

VENUE: Marina Martinique Hall

DATE: 15/8/24 **TIME:** 14h00

SURNAME	FULL NAME	CONTACT NRS	EMAIL ADDRESS	SIGNATURE
OOSTHUIZEN	MAARTEN	0823187454	maarten@mojoproperties.co.za	
du Plessis	Estrelita	0722646347	estrelitadup@gmail.com	
Benadé	Lauren	0639943283	lauren@mjcproperties.co.za	
Rishworth	James	0607846057	rj899006@gmail.com	
Koopman	André	0832804330	akoopman@kouga.gov.za	
Ramakuwela	Lawrence	072 108 7891	LRamakuwela@kougagov.za	
De Kock	Charles	067 108 3503	cdekock@kouga.gov.za	
Barnard	Oswald	0812624306	obarnard@kouga.gov.za	
Venter	Chesta	0670544402	cventer@kouga.gov.za	
Madatt	Theo	067 108 2069	tmadatt@kouga.gov.za	
Otto	Margaret	0795020511	mottokht@gmail.com	
Nicky Kruigel	Nicky	0825700413	NKruGEL50@Gmail.com	
Pugi	Magda	0836782200	pugi-magda@gmail.com	
Pugi	Sando	0836782200	" "	

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ATTENDANCE REGISTER

MEETING: Public Report Back Aston / Marina

VENUE: Marina Martinique Hall

DATE: 15/8/24 **TIME:** 14h00

SURNAME	FULL NAME	CONTACT NRS	EMAIL ADDRESS	SIGNATURE
Thomas	Mereaia	0827801834	mereaiathomas90@gmail.co.za	MA Thomas
Roebert	Daphne	~~0810~~ 0649057151	N/A	D Roebert
FRYE	DAVE + AMANDA	0842556688	amandadb@wbl.co.za	
THERON	ERROL	0832257666	EBTHERON@VODAMAIL.CO.ZA	
SCHULT	SUNETTE	0828257780	sschult@vodamail.co.za	Schult
PERINS	ASHLEY	0621018648	infrastructure@marinamartique.co.za	
H Murray	Henry	0726426454	hmurray@kouga.gov.za	
Moos	Bonita	0734872215	wardz@kouga.gov.za	
Jurkensburg	Marius	0828211847	mariusjur19@gmail.com	
* Rixon	Shawn (Walskipper)	0832773748	shawn.walskipper@outlook.com	
FRANKEN	WILLEM	0828940253	FRANKEN.WILLIE@SMAIL.com	
Alberts	Nico	0607627667	Aston Bay Caravan Park	
Von Wyk	Marlene	0827815753	marlene@bestsaidcc.co.za	
Perils	Donovan	0726524597	perilsdonovan@gmail.com	
Sokopo	Zimkhitha	065 604 0733	Sokopozimkhitha@gmail.com	Z Sokopo

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ATTENDANCE REGISTER

MEETING: Public Feedback Aston / Marina

VENUE: Marina Martinique Hall

DATE: 15/8/24 **TIME:** 14h00

SURNAME	FULL NAME	CONTACT NRS	EMAIL ADDRESS	SIGNATURE
KLOPPERS	ALWIN	0824100358	alwinklopper@yahoo.com	[signature]
TIEL JEAN D	PIETER	0829275790	ptdjeard1954@gmail.com	[signature]
Jonker	Benjamin	0833037347	benjonker02@gmail.com	[signature]
Bels	Stephen	0823717027		[signature]
Joubert	Yolindi	0732777419	yolindij@gmail.com	[signature]
de Lange	Christel	0829256970	christeldelange9@gmail.com	[signature]
Swanepoel	Marie	0728484828	—	[signature]
SWANEPOEL	H.P.C. (HENNIE)	0791749386	hendrikpc1@gmail.com	[signature]
Viljoen	Johanna	0649058400	koosviljoen@outlook.com	[signature]
Viljoen	Koos	0823556668	"	[signature]
Du Plooy	Dirk	0731293398	roperjboy40@gmail.com	[signature]
Du Plooy	Louisa		"	[signature]
W. STYAFA	WILLIE	0828703487	—	[signature]
Marinda	Swanepoel	0823470101	marindasw@gmail.com	[signature]
Swanepoel	Swanie	0828724575	jji.swanie@gmail.com	[signature]

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ATTENDANCE REGISTER

MEETING: Public Report Back Aston | Marin

VENUE: Marina Martique Hall

DATE: 15/8/24 **TIME:** 14h00

SURNAME	FULL NAME	CONTACT NRS	EMAIL ADDRESS	SIGNATURE
KORUZ MAYER		082 896 1634		
mkems	Nieuwoudt	083 3916090		
Bezuidenhout	Corrie.	0726394261	corriebez49@gmail.com	
Bezuidenhout	Bez.	0828026212	bezorwillie4103@gmail.com	
FENECH	ERIC	0829297337 0797760303	estelle.fenech@gmail.com ericfenech59@gmail.com	
Booysen	FRANCOIS	0845542916	fbooysen69@gmail.com	
WANLISS	MARIE	0728778357	marieswanliss@gmail.com	
Behr	Amil	0824503253	stephan.behr@outlook.com	
Ackerman	Marié	0834681285 0833800759	marie.acherman.rsa@gmail.com	
Hill	Minnie	0827991910		
Van Staden	Lauret	0844111677	lauretvs@gmail.com	
Van Staden	Johan	0828232761		
Hermann	Gerrie	0829281477	gerriehermann@gmail.com	
V Niekerk	M	0832209580	K.P Municipality	
BESTER	Roël	0609103041	roelbester@01.com	

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ATTENDANCE REGISTER

MEETING: Public Feedback Aston/Marina

VENUE: Marina Martinique Hall

DATE: 15/8/24 **TIME:** 14h00

SURNAME	FULL NAME	CONTACT NRS	EMAIL ADDRESS	SIGNATURE
DU PLESSIS	CHARL	083 3000 126	cduplessis@kouga.gov.za	

INTERNAL SERVICE DEPARTMENTS COMMENTS

Name of Business:	**AT THE LAGOON**
Type of Business:	**RESTAURANT**
Applicant:	**YOLINDI JOUBERT**
Address:	**ERF 1490, 4 DOLPHIN DRIVE** **ASTON MANOR** **ASTON BAY**
Type of Application:	**NOT INDICATED**

DIRECTORATE: COMMUNITY SERVICES **DEPARTMENTAL INPUTS / COMMENTS: LIQUOR LICENSE APPLICATION**
LAW ENFORCEMENT:
- The department has no objection; therefore, the application is **supported.**
TRAFFIC SERVICES:
- Traffic department can **support** the application as there is sufficient access to parking and traffic will not have influence on the flow as it is an existing premises.
ENVIRONMENTAL HEALTH:
- Inspection conducted at premises on 12 September 2024. Generally clean & hygienic conditions observed, however, outstanding requirements from an environmental health point of view were communicated with the person in charge. - Based on the above, the application can be **supported** on condition that outstanding requirements as well as compliance with relevant departments are met.
FIRE SERVICES:
- Inspection conducted at premises on 10 September 2024. It is noted that the premises is used for mixed use, business and residential on 1st floor. - Fire department can for now **not support** the application due to following: 1) Signage is not in accordance with SANS 1186 to indicate position of fire protection equipment and exits. 2) Fire hose reel at the back of building near the LPG installation have last been serviced in 2018 and in poor condition. 3) Electric plug socket broken and exposing wires in the kitchen requiring repairs. 4) LPG emergency shut-off valves to have visible signage in the kitchen. 5) Also recommend that a manual fire alarm in accordance with SANS 10039 be installed soon as per requirements of SANS 10400 PART T section 4.31 for A1 occupancy. (Entertainment/public assembly)
TOWN PLANNING
- Application is supported. - Whilst the type of licence required is not indicated, it is noted that the application relates to existing Restaurant in a property zoned **Business Zone 2** in terms of the Scheme.

- From land use perspective, the sale of liquor on the subject property is generally allowed subject to satisfaction of scheme provisions, and other municipal and legislative requirements.

BUILDING CONTROL

Not Supported. Deviated from the approved drawings. Applicant to comply with Town Planning and service department requirements before submitting a building plan to Building Control.

PUBLIC PARTICIPATION

15/08/2024

WARD 2 PUBLIC FEEDBACK MEETING
ASTON BAY / MARINA MARTINIQUE
ARTHUR FENNELL HALL
14H00

Opening & Welcoming

Cllr Murray welcomed everyone and gave a special welcome to the MM and officials present and made the introductions.
Mr Willie Steyger opened the meeting with a prayer.

Cllr raised the issue of an Application for Liquor Licence for a Restaurant in Aston Bay called @ The Lagoon, he introduced the Owner Ms Yolandi Joubert, Cllr Murray explained to the community of Aston Bay that their consent for the Liquor Licence is needed, and that the community should approve it, he also added that a signature on the attendance register will act as a yes, he also opened the floor for those who have objections but there were none. Ms Joubert thanked the community for their support. Community members all gave their support Ms Joubert thanked everyone and excused herself from the meeting.

KOUGA MUNICIPALITY (EC 108)
ORDINARY COUNCIL MEETING
OFFICE OF THE MUNICIPAL MANAGER
OPEN
DATE: 30 OCTOBER 2024
ITEM NO:**24/10/MM4**

APPLICATION FOR TRANSFER OF LIQUOR LICENCE CERTIFICATE: BLACK HOG BREWERY, ST FRANCIS BAY

1. **Introduction**

The purpose of this item is for Council to consider the application for the liquor trading registration certificate received from Black Hog Brewery.

2. **Background**

The application was received for liquor trading registration certificate. In terms of the *Eastern Cape Liquor Act 10 of 2003*, notice (Form 2A) was submitted to the Ward Councillor.

The applicable internal service departments conducted inspections on the subject property, where the establishment is located and more specifically in respect of compliance to the applicable Kouga municipal by-laws and applicable legislation.

The application and internal service departments comments received is marked as **Annexure A**.

3. **Discussion**

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

The approved Kouga Local Municipality By-Law on the Sale of Liquor and the Regulating of Trading Hours for Licenced Undertakings and Matters Incidental thereto, gazetted 11 November 2013, in terms of *Regulation* 3 dealing with Ward Committee Consultative Meetings states that:

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

- The Ward Committee must compile a report and submit it to the municipality, stipulating the date, time, the names and the addresses of the people who attended the consultative meeting, indicate whether it

objects to or supports the application and what additional conditions it proposes, if any.

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

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

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

It should be further noted that the application brought for liquor trading registration certificate was submitted on the new Form 2A of the Eastern Cape Liquor Board. It must be noted however that the amended Liquor License Act Regulations (2024) have not been promulgated yet, and therefore not legislatively applicable yet. Based on the aforementioned, the 2005 Eastern Cape Liquor Regulations are still applicable.

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**

Eastern Cape Liquor Act 10 of 2003

Eastern Cape Liquor Regulations 2005

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.

6. **Legal Implications**

The Municipal Council does not have the authority to approve or refuse the applications submitted to the Liquor Board but should indicate whether the application is supported or not and more specifically whether the intended operations are compliant with the municipal by-laws and other applicable legislations.

7. **Other implications**

Not Applicable.

8. **Comments by Directorates:**

8.1 **Chief Financial Officer:**

Not Applicable.

8.2 **Director: Planning & Development**

Refer to Annexure A

8.3 **Director: Civil & Water Services**

Not Applicable.

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

Not Applicable

8.5 **Director: Community Services**

Refer to Annexure A

8.6 **Deputy Municipal Manager**

Refer to Annexure A

8.7 **Municipal Manager**

Refer to Annexure A

9. **Delegated Authority**

Council

10. **Recommendations**

10.1 That Council notes that no minutes of the public participation process for the liquor license application was submitted.

10.2 That the Liquor Board considers all comments from the Kouga Local Municipality's service departments.

10.3 That the Eastern Cape Liquor Board be notified of the Council's Resolution herein.

Item prepared by the: Deputy Municipal Manager 

Item approved by the: Municipal Manager: 

Item noted by Speaker: 

Annexure A: BLACK HOG BREWERY, ST FRANCIS

FORM 12

[Reg 15 (1)]

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

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

Notice is hereby given that it is the intention of the undersigned to lodge an application for removal, particulars of which appear hereunder, with the Board on .....

1	2	3	4	5
Application Number	**Name and number of Ward**	**Particulars of certificate of registration**	**Particulars of holder of certificate of registration**	**Particulars of the proposed premises**
ECP 25852 3020/MM	Ward 1 Kouga Municipality	Unit 1 2nd Avenue Fish Eagle Park St Francis Industrial St Francis Bay 6312	Black Hog Brewery	Unit 5 2nd Avenue Fish Eagle Park St Francis Industrial St Francis Bay 6312

Place : St Francis Bay

Date : 23 August 2024

Signature of applicant or person authorized to sign application

N.P. Ntshota 23 August 2024

Commissioner of Oaths (RSA)
N.P. Ntshota WARD 1
33 Da Gama Road . Jeffreys Bay
Councillor : Kouga Municipality (EC 108)

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.	1	**Suburb/Village**	St Francis Industrial
City/Town	St Francis Bay		
Municipality	Kouga Municipality		
Ward Councillor	Mrs Nozuko Ntshota		

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
Mr. Craig Russell Briggs	45 Muscle Avenue St Francis Bay	0729525327	
SACHA PARK	23 GROSVENOR RD	0714845353	[signature]
Chris Coolanga	23 Grosvenor Rd	0768286100	[signature]
RALPH WARGE	8 [illegible] PLAT	082 420 0953	[signature]
Clinton Patzer	Unit 4 Cape St Francis resort	064 1106 [illegible]	[signature]
Geoff Fish	28 Grand Complex Retreat	0798391865	[signature]
Craig Briggs	45 Muscle Av St Fran	0729525327	[signature]
DAVID LUNDON	FLAMINGUE C.F. RESORT	082 664 9663	[signature]
MARYANNE LUNDON	FLAMINGO Z. C.F. FRANCIS	[illegible]	[signature]
LINDA ASLING	CORRIANDER CRES	0825697082	[signature]
Mike Greatbanks	2663 Steenbrass St R	0783373334	[signature]
Jason Camons	Cape St Francis Resort, Da Fama Road	071 274 5725	[signature]

[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		

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 Sea Vista **on this** 23 **day of** August **20**24

Signature: N.P. NTSHOTA
(Chairperson of the Ward Committee)

Full Name: Nozuko Princess Ntshota
(Chairperson of the Ward Committee)

23/08/2024
Commissioner of Oaths (RSA)
N.P Ntshota WARD 2
33 Da Gama Road , Jeffreys Bay
Councillor : Kouga Municipality (EC 108)

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		

Signed at _____ **on this** _____ **day of** _____ **20**____

Signature: _____
Speaker of Council or authorized person

Full Name: _____
Speaker of Council

INTERNAL SERVICE DEPARTMENT COMMENTS:

Name of Business:	**BLACK HOG BREWERY**
Type of Business:	**BREWERY**
Applicant:	**CRAIG BRIGGS**
Address:	**UNIT 5, FISCH EAGLE PARK** **2ND AVENUE, ST FRANCIS BAY**
Type of Application:	**OFF CONSUMPTION**

DIRECTORATE: COMMUNITY SERVICES & PLANNING AND DEVELOPMENT
DEPARTMENTAL INPUTS / COMMENTS: LIQUOR LICENSE APPLICATION

LAW ENFORCEMENT:

- The premises is located within the industrial area of St Francis Bay. No onsite consumption will take place, only the manufacturing of alcohol to be delivered to businesses.
- Therefore, the application can be **supported.**

TRAFFIC SERVICES:

- There are parking bays within the premises, but additional parking is not necessary, as the premises will only be used for brewing purposes, and not onsite consumption.
- Therefore, the application can be **supported.**

ENVIRONMENTAL HEALTH:

- The premises is set to be operational for brewing of malt beer only, and not for onsite and offsite sales. Brewed products are to be sold directly to pubs as per the person in charge. The overall structure is a storage unit, in the industrial area of SFB.
- General hygienic requirements were complied with, with brewing process conducted through a pipe system with minimum contact with brewing products.
- Access for people with disability was not available. Person in charge has indicated that he will not employ people and will be the only employee. No onsite and offsite sale will be conducted. Items to be delivered to clients.
- Therefore, application can be **supported** on condition that no change in operations will take place.

FIRE SERVICES:

- According to OVVIO the premises is zoned industrial 1. The portion used will only be for manufacturing of beer or brewing, no flammable spirits will be on site. The fire department can **support** with the following conditions:
- A CO2 fire extinguisher to be installed in room with approved signage with a 1m all-round clearance as there are machinery and electrical DB board in room.
- If structural changes to be done to the existing portion to be used the owner/tenant to submit building plan for approval.

TOWN PLANNING

Application is supported.

- Whilst the type of licence required is not indicated, it is noted that the application relates to production of alcohol (small-scale brewery) in industrial building on a property zoned **Industrial Zone 1** in terms of the Scheme.

From land use perspective, a small-scale brewery is considered consistent primary rights (being Industry) as per applicable zoning. As such the application is supported subject to compliance with development parameters in the Scheme and other municipal and legislative requirements.
BUILDING CONTROL
- Supported on condition that the applicant will submit a building plan application to Building Control for the deviation from the approved building plan.
PUBLIC PARTICIPATION
No minutes of consultative meeting with the public (report) submitted in terms of section3(2) of the By-Law on the Sale of Liquor and the Regulating of Trading Hours for Licensed Undertakings and matters incidental thereto read together with Section22(2)(d)(i) of the Eastern Cape Liquor Act 10 of 2003.

KOUGA MUNICIPALITY (EC 108)
ORDINARY COUNCIL MEETING
OFFICE OF THE MUNICIPAL MANAGER
OPEN
DATE: 30 OCTOBER 2024
ITEM NO: **24/10/MM5**

APPLICATION FOR A LIQUOR TRADING REGISTRATION CERTIFICATE: FOUNTAINS MALL, JEFFREYS BAY

1. **Introduction**

The purpose of this item is for Council to consider the application for the liquor trading registration certificate received from Fountains Mall.

2. **Background**

The application was received for liquor trading registration certificate. In terms of the *Eastern Cape Liquor Act 10 of 2003*, notice (Form 2A) was submitted to the Ward Councillor.

The applicable internal service departments conducted inspections on the subject property, where the establishment is located and more specifically in respect of compliance to the applicable Kouga municipal by-laws and applicable legislation.
The application and internal service departments comments received is marked as Annexure A.

3. **Discussion**

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

The approved Kouga Local Municipality By-Law on the Sale of Liquor and the Regulating of Trading Hours for Licenced Undertakings and Matters Incidental thereto, gazetted 11 November 2013, in terms of *Regulation* 3 dealing with Ward Committee Consultative Meetings states that:

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

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

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

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

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

It should be further noted that the application brought for liquor trading registration certificate was submitted on the new Form 2A of the Eastern Cape Liquor Board. It must be noted however that the amended Liquor License Act Regulations (2024) have not been promulgated yet, and therefore not legislatively applicable yet. Based on the aforementioned, the 2005 Eastern Cape Liquor Regulations are still applicable.

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**

Eastern Cape Liquor Act 10 of 2003

Eastern Cape Liquor Regulations, 2005

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.

6. **Legal Implications**

The Municipal Council does not have the authority to approve or refuse the applications submitted to the Liquor Board but should indicate whether the application is supported or not and more specifically whether the intended operations are compliant with the municipal by-laws and other applicable legislations.

7. **Other implications**

Not Applicable.

8. **Comments by Directorates:**

8.1 **Chief Financial Officer:**

Not Applicable.

8.2 **Director: Planning & Development**

Refer to Annexure A.

8.3 **Director: Civil & Water Services**

Not Applicable.

8.4 **Director: Electro-Mechanical Services**

Not Applicable

8.5 **Director: Community Services**

Refer to annexure A

8.6 **Deputy Municipal Manager**

Refer to annexure A

8.7 **Municipal Manager**

Refer to annexure A

9. **Delegated Authority**

Council

10. **Recommendations**

10.1 That Council notes that no minutes of the public participation process was submitted.

10.2 That the Liquor Board considers all comments from the Kouga Local Municipality's service departments.

10.3 That the Eastern Cape Liquor Board be notified of the Council's Resolution herein.

Item prepared by the: Deputy Municipal Manager 

Item approved by the: Municipal Manager: 

Item noted by Speaker: 

ANNEXURE A: FOUNTAINS MALL, JEFFREYS BAY

FOUNTAINS MALL.

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.	11	**Suburb/Village**	Jeffreys Bay
City/Town	Jeffreys Bay		
Municipality	Kouga EC108		
Ward Councillor	Andries Stepharus Heystek		

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
Cornelius Smith	Shop G07, Fountains Mall	066 539 0992	
Jaime Holt	Shop G13, Fountains Mall	042 293 0343	
Roland Yssel.	Pick n Pay. Fountains Mall	042 293 3000	
Gavin Harry	Vodacom 4 U Jeffreys (F)	042 293 0002	
Hallow Sigauss	MTN Fountains	083 869 0221	
Phoshey Fleurs	Mefrice Home	073 136 1782	
Ronnie Booyen	Slaters Toy Magic	042 293 3992	
Margaret Claasen	Shop G21 Home Etc	042 293 0470	
Liam Macleen	Tekkie Town Fountains Mall	087 808 3287	
Sure Vermaak	INHOUSE	076 083 6124	
Karen Harding	INHOUSE	076 714 5163	
Saskia Steffens	Sheet Street	087 741 0249	

[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	X
4.2 Was the applicant afforded an opportunity to make representation	Yes	X
Please provide details		

4.3 Were there any objections against the application?	YES	X
Please provide details		

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

Signed at Jeffreys Bay on this 27 day of August 20 24

Signature: _____
(Chairperson of the Ward Committee)

Full Name: Andries Stephanus Heystek
(Chairperson of the Ward Committee)

KOUGA MUNICIPALITY
WARD / WYK 11 COUNCILLOR
A.S. HEYSTEK
TEL : 042 200 2200

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		

Signed at _____ on this _____ day of _____ 20____

Signature: _____
Speaker of Council or authorized person

Full Name: _____
Speaker of Council

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 ZININGI PROPERTIES (PTY) LTD - FOUNTAINS MALL

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 11 KOUGA MUNICIPALITY	ALL KINDS OF LIQUOR	ON AND OFF	FOUNTAINS MALL ERF 8490, CNR RIOS TO HUMANSDORP & ST FRANCIS DRIVE, JEFFREYS BAY, 6330

Place : Jeffreys Bay

Date : 08/08/2024

Signature of applicant or person authorized to sign application

KOUGA MUNICIPALITY
WARD / WYK 11 COUNCILLOR
A.S. HEYSTEK
TEL : 042 200 2200

RECEIVED BY : Councillor Andries Stephanus Heystek
(Full Names)

INSTITUTION : Kouga LM EC 108

SIGNATURE : Heystek

DATE : 08/08/2024

Stamp

COMMENTS FROM INTERNAL SERVICE DEPARTMENTS, FOUNTAINS MALL

Name of Business:	**FOUNTAINS MALL**
Type of Business:	**SHOPPING CENTRE / PRECINCT**
Applicant:	**ROBERT ALEXANDER & SONYA ALLSOP**
Address:	**ERF 8690, C/O ST FRANCIS DRIVE & R102 JEFFREYS BAY**
Type of Application:	**ON & OFF CONSUMPTION**

DIRECTORATE: COMMUNITY SERVICES&PLANNING AND DEVELOPMENT DEPARTMENTAL INPUTS / COMMENTS: LIQUOR LICENSE APPLICATION
LAW ENFORCEMENT:
- The premises as zoned for business can be **supported.** - Fountains Mall has well organised events and no safety / security issues have been encountered in the past.
TRAFFIC SERVICES:
- The premises as zoned for business can be **supported.** - Fountains Mall has adequate parking, and no vehicular overcrowding can be anticipated.
ENVIRONMENTAL HEALTH:
- The premises zoned for business can be **supported.** An inspection was conducted, and management informed that the liquor license is for the mall to be used when there are events in the open space where the community market is held. - Premises complies with the general health and hygiene standards, i.e. ventilation & lighting is sufficient, adequate ablution facilities as the toilets in the mall to be used, waste management is in place & there are disability access and facilities for disabled persons.
FIRE SERVICES:
- The premises zoned as business is suitably protected with the required fire protection equipment which are maintained in a serviceable condition. - The application can be **supported** on condition that all fire protection equipment remain in an annual serviced condition.
TOWN PLANNING
- Application is <u>supported.</u> - Despite insufficient information is provided regarding the liquor application, the application is understood to be generally required for the mall site. - The mall (Erf 8690, Jeffreys Bay) is zoned **Business Zone 2** in terms of the Scheme.

- From land use perspective, the sale of liquor on the subject property is generally allowed subject to consent for temporary use.
BUILDING CONTROL
Supported, on condition that the applicant comply with Town Planning and service departments comments.
PUBLIC PARTICIPATION
No minutes of consultative meeting with the public (report) submitted in terms of section3(2) of the By-Law on the Sale of Liquor and the Regulating of Trading Hours for Licensed Undertakings and matters incidental thereto read together with Section22(2)(d)(i) of the Eastern Cape Liquor Act 10 of 2003.

KOUGA MUNICIPALITY (EC 108)
ORDINARY COUNCIL MEETING
OFFICE OF THE MUNICIPAL MANAGER
OPEN
DATE: 30 OCTOBER 2024
ITEM NO:**24/10/MM6**

APPLICATION FOR A LIQUOR TRADING REGISTRATION CERTIFICATE: JBAY LIQUORS

1. **Introduction**

The purpose of this item is for Council to consider the application for the liquor trading registration certificate received from Jbay Liquors.

2. **Background**

The application was received for liquor trading registration certificate. In terms of the *Eastern Cape Liquor Act 10 of 2003*, notice (Form 2A) was submitted to the Ward Councillor.

The applicable internal service departments conducted inspections on the subject property, where the establishment is located and more specifically in respect of compliance to the applicable Kouga municipal by-laws and applicable legislation.

The application and internal service departments comments received is marked as Annexure A.

3. **Discussion**

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

The approved Kouga Local Municipality By-Law on the Sale of Liquor and the Regulating of Trading Hours for Licenced Undertakings and Matters Incidental thereto, gazetted 11 November 2013, in terms of *Regulation* 3 dealing with Ward Committee Consultative Meetings states that:

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

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

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

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

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

  It should be further noted that the application brought for liquor trading registration certificate was submitted on the new Form 2A of the Eastern Cape Liquor Board. It must be noted however that the amended Liquor License Act Regulations (2024) have not been promulgated yet, and therefore not legislatively applicable yet. Based on the aforementioned, the 2005 Eastern Cape Liquor Regulations are still applicable.

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**

Eastern Cape Liquor Act 10 of 2003

Eastern Cape Liquor Regulations 2005

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.

6. **Legal Implications**

The Municipal Council does not have the authority to approve or refuse the applications submitted to the Liquor Board but should indicate whether the

application is supported or not and more specifically whether the intended operations are compliant with the municipal by-laws and other applicable legislations.

7. **Other implications**

Not Applicable.

8. **Comments by Directorates:**

8.1 **Chief Financial Officer:**

Not Applicable.

8.2 **Director: Planning & Development**

Refer to Annexure A

8.3 **Director: Civil & Water Services**

Not Applicable.

8.4 **Director: Electro-Mechanical Services**

Not Applicable

8.5 **Director: Community Services**

Refer to Annexure A

8.6 **Deputy Municipal Manager**

Refer to Annexure A

8.7 **Municipal Manager**

Refer to Annexure A

9. **Delegated Authority**

Council

10. **Recommendations**

10.1 That Council notes that no minutes of the public participation process for the liquor license application was submitted.

10.2 That the Liquor Board considers all comments from the Kouga Local Municipality's service departments.

10.3 That the Eastern Cape Liquor Board be notified of the Council's Resolution herein.

Item prepared by the: Deputy Municipal Manager 

Item approved by the: Municipal Manager: 

Item noted by Speaker: 

ANNEXURE A: JBAY LIQUORS

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 JBay Liquors

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.	11	**Suburb/Village**	Jeffreysbay. (Central)
City/Town	Jeffreysbay.		
Municipality	Kouga.		
Ward Councillor	A. J Heystek		

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
Emile Deschamps	Shop 5	0824977001	[signature]
Stephen Crous	Shop Wild Olive	0829209005	[signature]
Shivell Viviers	Manna / Little Eden	0817447166	[signature]
Sandra McCabe	Die Laan	071 632 9992	[signature]
Andre Pieterse	Shop 14	0422520505	[signature]
Roelle Ehlers	Shop No 6 Flowers	0422930369	[signature]
Chnszaan Coetzee	Pet and Pool	0100107087	[signature]
Jacqueline de Boer	Vida Water	0839417112	[signature]
Carol Rawlinson	Moments of Grace	0795142178	[signature]

[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** X
4.2 Was the applicant afforded an opportunity to make representation	**Yes**	**No** X
Please provide details		
No, only expansion on current premessis.		

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 Jeffreysbay. **on this** 19 **day of** Sept. **20**24.

Signature: _____
(Chairperson of the Ward Committee)

Full Name: A.S. Heysteh
(Chairperson of the Ward Committee)

KOUGA MUNICIPALITY
WARD / WYK 11 COUNCILLOR
A.S. HEYSTEK
TEL : 042 200 2200

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		

Signed at _____ **on this** _____ **day of** _____ **20**____

Signature: _____
Speaker of Council or authorized person

Full Name: _____
Speaker of Council

Speaker's Council's Official Date Stamp

INTERNAL SERVICE DEPARTMENT COMMENTS:

Name of Business:	**JBAY LIQUORS**
Type of Business:	**LIQUOR STORE**
Applicant:	**GERHARDUS & KAREN MARITZ**
Address:	**SHOP 5B** **EQUINOX MALL** **JEFFREYS BAY**
Type of Application:	**OFF CONSUMPTION**

DIRECTORATE: COMMUNITY SERVICES & PLANNING AND DEVELOPMENT **DEPARTMENTAL INPUTS / COMMENTS: LIQUOR LICENSE APPLICATION**
LAW ENFORCEMENT:
- The premises as zoned for business can be **supported.** - No safety / security issues have been encountered in the past.
TRAFFIC SERVICES:
- The premises as zoned for business can be **supported.** - Equinox Mall has adequate parking, and no vehicular overcrowding can be anticipated.
ENVIRONMENTAL HEALTH:
- The premises zoned for business can be **supported.** Premises complies with the general health and hygiene standards, i.e. ventilation & lighting is sufficient, adequate ablution facilities as the toilets in the mall to be used, waste management is in place & there is disability access and facilities for disabled persons.
FIRE SERVICES:
- Existing liquor shop with additions currently being done. New building plans have been submitted and in circulation already. Fire have checked and supported. - All existing fire equipment in serviceable condition. - The fire department can **support** on condition that all fire equipment existing and the new equipment as per plan for additions to be maintained in serviceable condition.
TOWN PLANNING
- Application is <u>supported.</u> - Whilst the type of licence required is not indicated, it is noted that the application relates to existing liquor shop in Equinox Mall, which is zoned **Business Zone 2** in terms of the Scheme. - From land use perspective, the sale of liquor on the subject property is generally allowed subject to satisfaction of scheme provisions, and other municipal and legislative requirements.
BUILDING CONTROL
- **Supported**. Building plan submitted and approved. Applicant to submit an inspection request with the relevant documentation to Building Control to obtain an occupation certificate.

PUBLIC PARTICIPATION
No minutes of consultative meeting with the public (report) submitted in terms of section3(2) of the By-Law on the Sale of Liquor and the Regulating of Trading Hours for Licensed Undertakings and matters incidental thereto read together with Section22(2)(d)(i) of the Eastern Cape Liquor Act 10 of 2003.

KOUGA MUNICIPALITY (EC 108)
ORDINARY COUNCIL MEETING
OFFICE OF THE MUNICIPAL MANAGER
OPEN
DATE: 30 OCTOBER 2024
ITEM NO: **24/10/MM7**

APPLICATION FOR A LIQUOR TRADING REGISTRATION CERTIFICATE: JEFFREYS BAY PRIMARY SUPPORTERS CLUB

1. **Introduction**

The purpose of this item is for Council to consider the application for the liquor trading registration certificate received from Jeffreys Bay Primary Supporters Club.

2. **Background**

The application were received for liquor trading registration certificate. In terms of the *Eastern Cape Liquor Act 10 of 2003*, notice (Form 2A) was submitted to the Ward Councillor.

The applicable internal service departments conducted inspections on the subject property, where the establishment is located and more specifically in respect of compliance to the applicable Kouga municipal by-laws and applicable legislation.
The application and internal service departments comments received is marked as Annexure A.

3. **Discussion**

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

The approved Kouga Local Municipality By-Law on the Sale of Liquor and the Regulating of Trading Hours for Licenced Undertakings and Matters Incidental thereto, gazetted 11 November 2013, in terms of *Regulation* 3 dealing with Ward Committee Consultative Meetings states that:

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

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

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

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

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

It should be further noted that the application brought for liquor trading registration certificate was submitted on the new Form 2A of the Eastern Cape Liquor Board. It must be noted however that the amended Liquor License Act Regulations (2024) have not been promulgated yet, and therefore not legislatively applicable yet. Based on the aforementioned, the 2005 Eastern Cape Liquor Regulations are still applicable.

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**

Eastern Cape Liquor Act 10 of 2003

Eastern Cape Liquor Regulations, 2005

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.

6. **Legal Implications**

The Municipal Council does not have the authority to approve or refuse the applications submitted to the Liquor Board but should indicate whether the

application is supported or not and more specifically whether the intended operations are compliant with the municipal by-laws and other applicable legislations.

7. **Other implications**

Not Applicable.

8. **Comments by Directorates:**

8.1 **Chief Financial Officer:**

Not Applicable.

8.2 **Director: Planning & Development**

Refer to Annexure A.

8.3 **Director: Civil & Water Services**

Not Applicable.

8.4 **Director: Electro-Mechanical Services**

Not Applicable

8.5 **Director: Community Services**

Refer to annexure A

8.6 **Deputy Municipal Manager**

Refer to annexure A

8.7 **Municipal Manager**

Refer to annexure A

9. **Delegated Authority**

Council

10. **Recommendations**

10.1 That Council notes that no minutes of the public participation process for the liquor license application was submitted.

10.2 That the Liquor Board considers all comments from the Kouga Local Municipality's service departments.

10.3 That the Eastern Cape Liquor Board be notified of the Council's Resolution herein.

Item prepared by the: Deputy Municipal Manager 

Item approved by the: Municipal Manager: 

Item noted by Speaker: 

ANNEXURE A: JEFFREYS BAY PRIMARY SUPPORTERS CLUB

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 Jeffreys Bay Primary Supporters Club

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.	11	**Suburb/Village**	Central (Jeffreys Bay)
City/Town	Jeffreys Bay		
Municipality	Kouga Municipality		
Ward Councillor	Andries Stephanus Heystek		

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
Y van Niekerk	Tulip Str. Jeffreysbaai	042 2931343	[signature]
S van Niekerk	Dombey Jeffreysbaai	042 2931343	[signature]
L Nel	Palmsingel Jeffreysbaai	042 2931343	[signature]
C Pienaar	19 Oosterland	0736954542	[signature]
D Pienaar	19 Oosterland	0832809862	[signature]
S Yeye	19 Oosterland.	0745229944	[signature]
C Cooper	18 Oosterland Str.	~~064~~ 0673269825	[signature]
G. Putter	18 Oosterland Str.	0645227882	[signature]
S. Walters	1A St Francis Str.	0614311987	[signature]
D. Rowland	50 Melkhout street	0627124588	[signature]
K. Vorster	43 Melkhout Street	0603946095	[signature]
S. Botha	Rian Furnisher St Francis St	0815700043	[signature]
S. Lidenberg.	89 Bushwillow, J Bay	0764645459	[signature]
D. Gilbert	18 Goedehoop Str	0832568795	[signature]
L. Potgieter	12 Solen Str	0826572396	[signature]
A. Nofte	14 Solen Str.	0839466102	[signature]
M. le Roux	1 Cowbell str.	0826070081	[signature]

[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	FORM 2 COMPLETED REGARDING SCHOOL AND CHURCH PREMISES.	

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 Jeffreysbay on this 19 day of Sept. 2024.

Signature: _____
(Chairperson of the Ward Committee)

Full Name: Andries Stephanus Heystek
(Chairperson of the Ward Committee)

KOUGA MUNICIPALITY
WARD / WYK 11 COUNCILLOR
A.S. HEYSTEK
TEL : 042 200 2200

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		

Signed at _____ on this _____ day of _____ 20____

Signature: _____
Speaker of Council or authorized person

Full Name: _____
Speaker of Council

COMMENTS FROM INTERNAL SERVICE DEPARTMENTS:

Name of Business:	**JEFFREYS BAY PRIMARY SUPPORTERS CLUB**
Type of Business:	**NOT INDICATED**
Applicant:	**NOT INDICATED**
Address:	**ERF 6352** **JEFFREYS BAY**
Type of Application:	**NOT INDICATED**

DIRECTORATE: COMMUNITY SERVICES & PLANNING AND DEVELOPMENT

DEPARTMENTAL INPUTS / COMMENTS: LIQUOR LICENSE APPLICATION

LAW ENFORCEMENT:

- This department can **support** the application on condition that all relevant departments' requirements are met.

TRAFFIC SERVICES:

- Traffic department can **support** the application as there is sufficient access to parking and traffic will not have influence on the flow as it is an existing premises.

ENVIRONMENTAL HEALTH:

- The premises complies to the general health and hygiene standards.
- Lighting: Is sufficient
- Ventilation: Is sufficient
- Waste management: Is in place
- Ablution facilities: Adequate ablution facilities and all are in good working order.
- Disability access & facilities: There is a toilet for disabled persons at the hall. Disabled persons are allowed to park next to the hall inside the school for ease of access. No designated disabled parking outside the school.
- Therefore, this department can **support** the application.

FIRE SERVICES:

Inspection conducted at premises on 2 October 2024, and the following was confirmed:

- The clubhouse and the hall to be used for functions only. No alcohol will be kept on site for storage. The application can be **supported** on the following conditions:
  - Fire equipment to be kept in annual serviced condition and clear of obstructions.
  - The fire extinguisher at the hall's kitchen to be relocated from behind the door as it is not visible.
  - Excess LPG to be removed from the kitchen. Not allowed to have more than 19kg in the kitchen.

TOWN PLANNING

Application is **supported**. It is noted that the application relates to occasional sale of liquor at the Club House, related to social events and subservient to Place of Instruction which is consistent with the Land Use Scheme in so far as the property is zoned Community Zone.

BUILDING CONTROL

Supported on condition that if the applicant will do changes to the building itself they will need to submit a building plan application to Building Control.
PUBLIC PARTICIPATION
Liquor license: Form 2A for a liquor trading registration certificate, Jeffreys Bay Primary Supporters Club – ERF 6352 St. Francis Street (Goedehoop & St. Francis Street), Jeffreys Bay, 6330 - **SUPPORTED via WhatsApp poll** No minutes of consultative meeting with the public (report) submitted in terms of section3(2) of the By-Law on the Sale of Liquor and the Regulating of Trading Hours for Licensed Undertakings and matters incidental thereto read together with Section22(2)(d)(i) of the Eastern Cape Liquor Act 10 of 2003.

KOUGA MUNICIPALITY (EC 108)
ORDINARY COUNCIL MEETING
OFFICE OF THE MUNICIPAL MANAGER
OPEN
DATE: 30 OCTOBER 2024
ITEM NO:**24/10/MM8**

APPLICATION FOR A LIQUOR TRADING REGISTRATION CERTIFICATE: PERCILEEN FELIX, FELIX TAVERN, HUMANSDORP

1. **Introduction**

The purpose of this item is for the Council to consider the application for the liquor trading registration certificate received from Percileen Felix.

2. **Background**

The application was received for liquor trading registration certificate. In terms of the *Eastern Cape Liquor Act 10 of 2003*, notice (Form 2A) was submitted to the Ward Councillor.

The applicable internal service departments conducted inspections on the subject property, where the establishment is located and more specifically in respect of compliance to the applicable Kouga municipal by-laws and applicable legislation.

The application and internal service departments comments received is marked as Annexure A.

3. **Discussion**

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

The approved Kouga Local Municipality By-Law on the Sale of Liquor and the Regulating of Trading Hours for Licenced Undertakings and Matters Incidental thereto, gazetted 11 November 2013, in terms of *Regulation* 3 dealing with Ward Committee Consultative Meetings states that:

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

- The Ward Committee must compile a report and submit it to the municipality, stipulating the date, time, the names and the addresses of the people who attended the consultative meeting, indicate whether it

objects to or supports the application and what additional conditions it proposes, if any.

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

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

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

It should be further noted that the application brought for liquor trading registration certificate was submitted on the new Form 2A of the Eastern Cape Liquor Board. It must be noted however that the amended Liquor License Act Regulations (2024) have not been promulgated yet, and therefore not legislatively applicable yet. Based on the aforementioned, the 2005 Eastern Cape Liquor Regulations are still applicable.

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**

Eastern Cape Liquor Act 10 of 2003

Eastern Cape Liquor Regulations, 2005

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.

6. **Legal Implications**

The Municipal Council does not have the authority to approve or refuse the applications submitted to the Liquor Board but should indicate whether the application is supported or not and more specifically whether the intended operations are compliant with the municipal by-laws and other applicable legislations.

7. **Other implications**

Not Applicable.

8. **Comments by Directorates:**

8.1 **Chief Financial Officer:**

Not Applicable.

8.2 **Director: Planning & Development**

Refer to Annexure A.

8.3 **Director: Civil & Water Services**

Not Applicable.

8.4 **Director: Electro-Mechanical Services**

Not Applicable

8.5 **Director: Community Services**

Refer to annexure A

8.6 **Deputy Municipal Manager**

Refer to annexure A

8.7 **Municipal Manager**

Refer to annexure A

9. **Delegated Authority**

Council

10. **Recommendations**

10.1 That Council notes that no minutes of the public participation process held for the liquor license application was submitted.

10.2 That the Liquor Board considers all comments from the Kouga Local Municipality's service departments.

10.3 That the Eastern Cape Liquor Board be notified of the Council's Resolution herein.

Item prepared by the: Deputy Municipal Manager 

Item approved by the: Municipal Manager: 

Item noted by Speaker: 

ANNEXURE A: PERCILEEN FELIX

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.	4	Suburb/Village	KRUISFONTEIN
City/Town	HUMANSDORP		
Municipality	KOUGA MUNICIPALITY		
Ward Councillor	Eldred Jaques Alexander		

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)

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: APPLICANT WAS PRESENT AT A MEETING HELD ON 2ND JULY 2024, WHERE SHE PRESENTED THE FULL BACKGROUND AND REASONS FOR CHANGE OF OWNERSHIP AND TO SUBMIT NEW APPLICATION TO COMPLY AS LEGISLATED,

4.3 Were there any objections against the application?	YES	NO

Please provide details: THE FAMILY BUSSINESS HAS BEEN OPERATING FOR MORE THAN 40 YEARS AND NO SERIOUS INCIDENTS, OF VIOLENCE, COMPLAINTS WERE EVER LODGE.

4.4 Does the ward committee support the application?	YES	NO

Please provide details: THE COMMITTEE SUPPORT THIS APPLICATION IN FULL

Signed at Humansdorp on this 04th day of JULY 20 24

Signature: _____
(Chairperson of the Ward Committee)

Full Name: Elected Jaques Alexander
(Chairperson of the Ward Committee)

Commissioner of Oaths (RSA)
Cllr J. Alexander
33 Da Gama Road
Jeffreys Bay
Councillor : Kouga Municipality (EC 108)

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:

Signed at _____ on this _____ day of _____ 20 ____

Signature: _____
Speaker of Council or authorized person

Full Name: _____
Speaker of Council

KOUGA
local municipality
Good Governance through Service Excellence

WARD4: WARD COMMITTEE ATTENDANCE REGISTER

VENUE: 3060 Sewende Laan
DATE: 02 JULY 2023 / JUNE 2024.
TIME: 18H00

02 JUL 2024

PORTFOLIO	EMPLOYEE NO.	SURNAME	FULL NAME	E-MAIL ADDRESS	CONTACT NO.	SIGNATURE
YOUTH, WOMEN, ELDERLY & PEOPLE LIVING WITH DISABILITIES	4527	KRIGA	VALERIE	valeriekriga@gmail.com	078 039 0612	
EDUCATION & RELIGION	4577	BAREND	APOLLIS	apollis.barends@gmail.com	065 893 4353	
HEALTH & WELFARE	4626	PEARTJIES	LEONIE	jacobsleonie907@gmail.com	065 662 2542	
AGRICULTURE & FARMWORKERS	4505	FRANS	LEANDER		071 759 3938	
ENVIRONMENTAL	4563	FELIX	SHARON		065 628 9539	
BUSINESS, INFORMAL TRADERS & FORMAL TRADERS ASSOCIATIONS		GESWINT	RONALD		065 854 0833	
SPORTS	4506	STEFAANS	BRADLEY	bradleybrad5645@gmail.com	063 836 3949	
COMMUNITY SAFETY & SECURITY	4576	KOESTER	ARNOLD	akoester@woodlandsdairy.co.za	061 464 8850	
RATEPAYERS & CIVIC ASSOCIATIONS		SMITH	RUDI		0834713537	
TOURISM & CULTURE	4578	POCKBASS	PRICILLA	ppockbass@gmail.com	078 536 6700	
COUNCILLOR		ALEXANDER	JACQUES	jalexander@kouga.gov.za	062 786 2604	
WARD ASSISTANT		POTGIETER	RAECHEL	ward4@kouga.gov.za	083 526 6703	
PROV		LLOYD	FUMANEKILE	filoyd@kouga.gov.za	067 108 7354	
OTHER: PR COUNCILLOR		HUMAN	BAZIL	bhuman@kouga.gov.za	065 957 2795	

Good Governance through Service Excellence

KOUGA MUNICIPALITY (EC108) ATTENDANCE REGISTER

MEETING: ward committee meeting

DATE : 02 July 2024

VENUE: WARD 4 OFFICE

NAME	ID	~~E-MAIL / FAX~~	TEL. NO	SIGNATURE
Percileen Felix	8310060096083	percileen felix @gmail.com	0746209895	
Arno Pelser	8601245181083	ajpelser@live.co.za	0940200076	
		ORION TOWER		

02 JUL 2024

COMMENTS FROM INTERNAL SERVICE DEPARTMENTS – FELIX TAVERN

Name of Business:	**FELIX TAVERN**
Type of Business:	**TAVERN**
Applicant:	**PERCILEEN FELIX**
Address:	**160 FELIX STREET** **KRUISFONTEIN** **HUMANSDORP** **6300**
Type of Application:	**OFF-CONSUMPTION**

DIRECTORATE: COMMUNITY SERVICES & PLANNING AND DEVELOPMENT **DEPARTMENTAL INPUTS / COMMENTS: LIQUOR LICENSE APPLICATION**
LAW ENFORCEMENT:
Parking Space: **Supported**. There is a significant issue regarding the availability and adequacy of parking space. This limitation is likely to cause difficulties for patrons seeking to park their vehicles. Safety at Exit Door: The exit door poses a potential safety hazard for patrons leaving the premises. Specifically, patrons are required to walk directly onto the stoep (veranda), which may increase the risk of accidents or injuries.
TRAFFIC SERVICES:
The building is situated in a residential area an is adjacent to the Main Route, causing insufficient parking space.
ENVIRONMENTAL HEALTH:
Recommendations: further clarification regarding the window situation and its compliance should be sought from the Building Control Department. Once the renovation and decluttering are completed, it is imperative to establish and adhere to a regular cleaning schedule to ensure that the premises are consistently maintained at the required hygiene levels which the owner was informed of.
FIRE SERVICES:
Support application on condition that: The fire extinguisher be mounted on the wall as is indicated to the owners with approved signage.
TOWN PLANNING

Application is **supported**. It is noted that Erf 160 Kruisfontein is zoned Business Zone 2 in terms of the Scheme. From land use perspective, the sale of liquor on the subject property is generally allowed subject to satisfaction of scheme provisions, and other municipal and legislative requirements.

BUILDING CONTROL

Applicant to comply with Town Planning and other Service departments requirements before submitting a building plan to Building Control for approval.

PUBLIC PARTICIPATION

OFFICE OF THE WARD COUNCILLOR: KOUGA MUNICPALITY EC
COUNCILLOR J. ALEXANDER

04 July 2024

TO WHOM IT MAY CONCERN.

As the Chairperson of the ward committee, I wish to submit the following.

The committee received a formal application for a liquor license from Miss. P. Felix, residing at 160 Felix Street, Kruisfontein. It should be noted that this is an existing family business which has been in operation for more than 40years.

Miss. Felix presented and briefed the committee about the intention to transfer the business to her as her father has passed away. She further stated that over the years, no acts of violence, any serious incidents and complaints were ever received and or reported.

The committee were given the opportunity to ask questions and or comments and raise any objections. None of the committee members raised any objections and therefore the committee are in full support for the applicant to submit the application.

On behalf of the committee, we want to wish her well with her future business endeavors.

Attached is the attendance register for the meeting that was held on 2July 2024.

No minutes of consultative meeting with the public (report) submitted in terms of section3(2) of the By-Law on the Sale of Liquor and the Regulating of Trading Hours for Licensed Undertakings and matters incidental thereto read together with Section22(2)(d)(i) of the Eastern Cape Liquor Act 10 of 2003.

KOUGA MUNICIPALITY (EC 108)
ORDINARY COUNCIL MEETING
OFFICE OF THE MUNICIPAL MANAGER
OPEN
DATE: 30 OCTOBER 2024
ITEM NO: **24/10/MM9**

APPLICATION FOR A LIQUOR TRADING REGISTRATION CERTIFICATE: THE KITCHEN, ST FRANCIS BAY

1. **Introduction**

The purpose of this item is for Council to consider the application for the liquor trading registration certificate received from The Kitchen, St Francis Bay.

2. **Background**

The application was received for liquor trading registration certificate. In terms of the *Eastern Cape Liquor Act 10 of 2003*, notice (Form 2A) was submitted to the Ward Councillor.

The applicable internal service departments conducted inspections on the subject property, where the establishment is located and more specifically in respect of compliance to the applicable Kouga municipal by-laws and applicable legislation.

The application and internal service departments comments received is marked as Annexure A.

3. **Discussion**

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

The approved Kouga Local Municipality By-Law on the Sale of Liquor and the Regulating of Trading Hours for Licenced Undertakings and Matters Incidental thereto, gazetted 11 November 2013, in terms of *Regulation* 3 dealing with Ward Committee Consultative Meetings states that:

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

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

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

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

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

It should be further noted that the application brought for liquor trading registration certificate was submitted on the new Form 2A of the Eastern Cape Liquor Board. It must be noted however that the amended Liquor License Act Regulations (2024) have not been promulgated yet, and therefore not legislatively applicable yet. Based on the aforementioned, the 2005 Eastern Cape Liquor Regulations are still applicable.

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**

Eastern Cape Liquor Act 10 of 2003

Eastern Cape Liquor Regulations, 2005

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.

6. **Legal Implications**

The Municipal Council does not have the authority to approve or refuse the applications submitted to the Liquor Board but should indicate whether the application is supported or not and more specifically whether the intended operations are compliant with the municipal by-laws and other applicable legislations.

7. **Other implications**

Not Applicable.

8. **Comments by Directorates:**

8.1 **Chief Financial Officer:**

Not Applicable.

8.2 **Director: Planning & Development**

Refer to Annexure A.

8.3 **Director: Civil & Water Services**

Not Applicable.

8.4 **Director: Electro-Mechanical Services**

Not Applicable

8.5 **Director: Community Services**

Refer to annexure A

8.6 **Deputy Municipal Manager**

Refer to annexure A

8.7 **Municipal Manager**

Refer to annexure A

9. **Delegated Authority**

Council

10. **Recommendations**

10.1 That Council notes that no minutes of the public participation process held for the liquor license application was submitted.

10.2 That the Liquor Board considers all comments from the Kouga Local Municipality's service departments.

10.3 That the Eastern Cape Liquor Board be notified of the Council's Resolution herein.

Item prepared by the: Deputy Municipal Manager 

Item approved by the: Municipal Manager: 

Item noted by Speaker: 

ANNEXURE A: THE KITCHEN, ST FRANCIS BAY

opy

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.	12	**Suburb/Village**	St Francis Bay
City/Town	St Francis Bay		
Municipality	Kouga Municipality		
Ward Councillor	Lorraine Maree		

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
Greta Dias	24 St Andrews Drive Lusa	082 294 0892	
Rosita Dias	"	083 250 7007	
Landy Katakouzinos	16 Offices Economic Mossel Bay 6	082 574 1621	
Bonnie Katakouzinos	16 " " "	082 442 9617	
DAVID HARPUR	67 ESMERALDA Rd	082 441 4486	
BELINDA HARPUR	67 ESMERALDA RD	082 451 2351	
Nikki Beedeman	7 St Georges way SFL	084 585 8561	
REDELT MILFORD	133 LYME RD	084 872 9353	
GERDA MILFORD	133 LYME RD N.	082 683 9181	
DARRYL SMITH	22 GROSVENOR RD	073 916 2921	
Beryl Smith	22 Grosvenor Rd	082 717 7489	
Debra Christy	6 Schooner Lane	0865141490	
Greg Christy	6 Schooner Lane	0836261893	
Mark Christy	22 Homestead Ves	082 809 8788	
Nicolas Christy	6 Aberdeen Rd	083 326 5637	
Bianca Christy	6 Aberdeen Rd	083 392 1331	
Evelyn Arendse	21 Old Head Rd.	082 786 9809	
CHESTER JAMES	36 Esmeralda Rd	082 413 0463	
Mee Dutton	36 Esmeralda Rd	082 410 3072	
PETER ZINDI	104 Ono Rd	081 271 3946	
Sonia Arendse	114 Nonto Street	078 435 0319	
Lathitha Ntenda	2748 Steenbras Str	0671066629	
Ntombovuyo Siko	2748 Steenbras str	065 811 0078	
Joanne Poole	11 Reservoir Road	071 276 1775	
Clare Millson	4 Sardinia Rd Sunfarlene	073 991 5596	
Hilary Barker	16 Stavenisse Ave	083 216 4744	
Tessa Morley	76 Wendy, Bergton	0763164385	

[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 there any objection or concern raised at the meeting?	Yes	~~No~~
If so, please give a detailed description of objections or concerns raised at the meeting		

4.2 Was the application for registration supported	~~Yes~~	No
If so, please give a detailed description of the support		

4.3 Was the applicant present or represented in the meeting	~~Yes~~	No
4.4 Was the applicant afforded an opportunity to make representation	~~Yes~~	No
Please provide details		

4.5 Were the relevant municipal departments consulted in relation to this application?	~~YES~~	NO
Please provide details	Ward Committee	

4.6 Is a copy of this submitted to the municipal council for consideration?	~~YES~~	NO
Please provide details		

4.7 Does the ward committee support the application?	~~YES~~	NO
Please provide details	Ward committee - in support	

Signed at St Francis Bay **on this** 12 **day of** August **20** 24

Signature: _____
(Chairperson of the Ward Committee)

Full Name: Lorraine Maree
(Chairperson of the Ward Committee)

KOUGA MUNICIPALITY
WARD / WYK 12 COUNCILLOR
12 AUG L. MAREE
12A TEL : 042 200 2200

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 .....

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 No 12	On Consumption	All Kinds	THE KITCHEN SHOP & Rhapsody Centre, ST FRANCIS DRIVE ST FRANCIS BAY 6312
Kouga			

Place : .....

Date : .....

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

RECEIVED BY : Lorraine Maree
(Full Names)

INSTITUTION : Kouga Ward 12

SIGNATURE : .....

DATE : 1 Aug 2024

.....
Commissioner of Oaths (RSA)
L. Maree 1 Aug 2024
33 Da Gama Road, Jeffreys Bay
Councillor : Kouga Municipality (EC 108)
082 892 4664

COMMENTS FROM INTERNAL SERVICE DEPARTMENTS, THE KITCHEN, ST FRANCIS BAY

Name of Business:	**THE KITCHEN**
Type of Business:	**RESTAURANT**
Applicant:	**CATHERINE MITCHLEY (TENANT)**
Address:	**ERF 3590, 57 ST FRANCIS DRIVE** **RHAPSODY CENTRE (SHOP NO. 4 & 5)** **ST FRANCIS BAY**
Type of Application:	**ONSITE**

DIRECTORATE: COMMUNITY SERVICES&PLANNING AND DEVELOPMENT **DEPARTMENTAL INPUTS / COMMENTS: LIQUOR LICENSE APPLICATION**
LAW ENFORCEMENT:
- An inspection was conducted, and it was found that the premises is zoned for business. - The application for liquor license can therefore be **supported.**
TRAFFIC SERVICES:
- The premises as zoned for business have been inspected and can be **supported.** - Ample parking available and no traffic congestion can be foreseen as the restaurant is located within a centre.
ENVIRONMENTAL HEALTH:
- The premises was in a generally hygienic condition, and all environmental health related outstanding requirements were communicated with the person in charge. - The application of a liquor license is **supported** as the business operated is a small-scale restaurant within a business zoned premises and complies with majority of environmental health requirements.
FIRE SERVICES
- The premises as zoned for business have been inspected and can be **supported** on the conditions as indicated to the owner.
TOWN PLANNING
- Application is **supported**. - It is noted that the application relates on-site consumption in existing Restaurant on a property zoned **Business Zone 2** in terms of the Scheme. - From land use perspective, the sale of liquor for on-site consumption in restaurant is permitted.
BUILDING CONTROL
Supported There are approved plans for the establishment.
PUBLIC PARTICIPATION

12 AUGUST 2024

THE KITCHEN, SHOP 4, RHAPSODY CENTRE
ST. FRANCIS DRIVE, ST. FRANCIS BAY
6312

RE: THE KITCHEN LIQUOR LICENSE PUBLIC MEETING

ATTENDEES: MEMBERS OF THE PUBLIC
FACILITATED BY: THE OWNER OF "THE KITHCHEN"

This document confirms that the above meeting took place at the indicated location. The meeting was facilitated by the owner and applicant of the liquor license of "The Kitchen" restaurant in St. Francis Bay. The Kouga Municipality Ward Councilor of Ward 12 was in attendance together with members of the public. Everyone in attendance was in favor of the restaurant's proposal and application for the liquor license to be granted, and no objections were noted.

I trust that whomever this concerns, will find the above in order.

Best wishes,
Lorraine Maree
Ward 12 Councilor

No minutes of consultative meeting with the public (report) submitted in terms of section3(2) of the By-Law on the Sale of Liquor and the Regulating of Trading Hours for Licensed Undertakings and matters incidental thereto read together with Section22(2)(d)(i) of the Eastern Cape Liquor Act 10 of 2003.

KOUGA MUNICIPALITY (EC 108)
ORDINARY COUNCIL MEETING
OFFICE OF THE MUNICIPAL MANAGER
OPEN
DATE: 30 OCTOBER 2024
ITEM NO: **24/10/MM10**

APPLICATION FOR A LIQUOR TRADING REGISTRATION CERTIFICATE: RFG ATTORNEYS INC ON BEHALF OF THE APPLICANT, ULTIMATE CLUB, JEFFREYS BAY

1. **Introduction**

The purpose of this item is for Council to consider the application for the liquor trading registration certificate received from Ultimate Club.

2. **Background**

The application was received for liquor trading registration certificate. In terms of the *Eastern Cape Liquor Act 10 of 2003*, notice (Form 2A) was submitted to the Ward Councillor.

The applicable internal service departments conducted inspections on the subject property, where the establishment is located and more specifically in respect of compliance to the applicable Kouga municipal by-laws and applicable legislation.

The application and internal service departments comments received is marked as Annexure A.

3. **Discussion**

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

The approved Kouga Local Municipality By-Law on the Sale of Liquor and the Regulating of Trading Hours for Licenced Undertakings and Matters Incidental thereto, gazetted 11 November 2013, in terms of *Regulation* 3 dealing with Ward Committee Consultative Meetings states that:

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

- The Ward Committee must compile a report and submit it to the municipality, stipulating the date, time, the names and the addresses of the people who attended the consultative meeting, indicate whether it

objects to or supports the application and what additional conditions it proposes, if any.

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

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

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

It should be further noted that the application brought for liquor trading registration certificate was submitted on the new Form 2A of the Eastern Cape Liquor Board. It must be noted however that the amended Liquor License Act Regulations (2024) have not been promulgated yet, and therefore not legislatively applicable yet. Based on the aforementioned, the 2005 Eastern Cape Liquor Regulations are still applicable.

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**

Eastern Cape Liquor Act 10 of 2003

Eastern Cape Liquor Regulations, 2005

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.

6. **Legal Implications**

The Municipal Council does not have the authority to approve or refuse the applications submitted to the Liquor Board but should indicate whether the application is supported or not and more specifically whether the intended operations are compliant with the municipal by-laws and other applicable legislations.

7. **Other implications**

Not Applicable.

8. **Comments by Directorates:**

8.1 **Chief Financial Officer:**

Not Applicable.

8.2 **Director: Planning & Development**

Refer to Annexure A.

8.3 **Director: Civil & Water Services**

Not Applicable.

8.4 **Director: Electro-Mechanical Services**

Not Applicable

8.5 **Director: Community Services**

Refer to annexure A

8.6 **Deputy Municipal Manager**

Refer to annexure A

8.7 **Municipal Manager**

Refer to annexure A

9. **Delegated Authority**

Council

10. **Recommendations**

10.1 That Council notes that no minutes of the public participation process was submitted.

10.2 That the Liquor Board considers all comments from the Kouga Local Municipality's service departments.

10.3 That the Eastern Cape Liquor Board be notified of the Council's Resolution herein.

Item prepared by the: Deputy Municipal Manager 

Item approved by the: Municipal Manager: 

Item noted by Speaker: 

ANNEXURE A: ULTIMATE CLUB

ULTIMATE CLUB

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.	11	**Suburb/Village**	Jeffreys Bay
City/Town	Jeffreys Bay		
Municipality	Kouga Municipality		
Ward Councillor	Andries Stephanus Heystek		

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 [X]
- there is/are places of worship within the prescribed radius — YES [ ] NO [X]
- health and safety matters meet the minimum municipal requirements — YES [X] 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
J. VILJOEN	29 ST CROIX ST	078 163 3137	
Knock out Pub	31 ST CROIX ST	0610504996	
I.P. Bothma	20 St. Croix	0665433753	
P Verster	32 St Croix	0836110541	
DJ STRYDOM	18 ST. CROIX ST	0711613458	
R. LUTTIG	16 ST CROIX ST	0832933726	
AG	11-09 St Croix Str	0718332529	
MR FARUK	20 St Croix St Jeffreys Bay	0746366790	

[1] 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		

4.3 Were there any objections against the application?	YES	NO
Please provide details	No objection at this point in time	

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

Signed at Jeffreys Bay on this 10 day of September 20 24

Signature: _____
(Chairperson of the Ward Committee)

Full Name: Andries Stephanus Heystek
(Chairperson of the Ward Committee)

KOUGA MUNICIPALITY
WARD / WYK 11 COUNCILLOR
A.S. HEYSTEK
TEL : 042 200 2200

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		

Signed at _____ on this _____ day of _____ 20____

Signature: _____
Speaker of Council or authorized person

Full Name: _____
Speaker of Council

Speaker of Council's Official Date Stamp

COMMENTS BY INTERNAL SERVICE DEPARTMENTS: ULTIMATE CLUB, JEFFREYS BAY (RFG ATTORNEYS OBO T LOGGENBERG)

Name of Business:	**THE ULTIMATE CLUB**
Type of Business:	**NOT INDICATED**
Applicant:	**TAYMAUR LOGGENBERG**
Address:	**ERF 21** **27 ST CROIX STREET** **JEFFREYS BAY**
Type of Application:	**NOT INDICATED**

DIRECTORATE: COMMUNITY SERVICES & PLANNING AND DEVELOPMENT DEPARTMENT DEPARTMENTAL INPUTS / COMMENTS: LIQUOR LICENSE APPLICATION

LAW ENFORCEMENT:

- An inspection was conducted on 01 October 2024. Numerous transgressions were observed, i.e. fire safety compliance, building regulations, etc.
- Therefore, the application is **not supported.**

TRAFFIC SERVICES:

- Traffic department **cannot support** the application as there is insufficient access to parking and traffic will have an influence on the flow.

ENVIRONMENTAL HEALTH:

- The premises is not open for the public yet.
- Lighting: Is sufficient
- Ventilation: Is sufficient
- Waste management: There is an area designated for the storage of refuse bins and a refuse bin on site. This area needs to be cleaned up as there is dog litter and other materials laying around which can create a health nuisance.
- Ablution facilities: There are two separate toilets and one urinal for the public (all unisex), however there are no hand wash basins for the washing of hands. There is a separate staff toilet and basin to use for the staff.
- Disability access & facilities: There are no facilities catered for disabled persons with regards to access to the premises and disabled toilets.
- Application **cannot be supported** as a few structural deviations; fire safety concerns and certain parts of SANS 10400 were observed.

FIRE SERVICES:

Inspection conducted at proposed premises for club on 1 October 2024 and the following observations were made at time of inspection:



- On OVVIO it is not clear the zoning of property whether business or industrial.
- As per photo, it is believed that someone is living on the property which looks to be an illegal structure attached to the building and the boundary. This matter to be investigated by building control and town planning.
- The proposed division to be used as club Ultimate do not have any fire protection equipment at the time of inspection, only a sign that indicate a fire extinguisher. General observation of the entire building indicates that fire safety compliance is not on standard.
- Main entrance and exit for proposed club Ultimate is a ramp which is of concern should need arise for emergency exiting as there are no handrails and surface may be slippery if wet. There is a secondary exit on the side behind gates that requires to be open during operation as the club require to have at least two exit points.
- If the premises will be used for a permanent club/ A1 occupancy then it requires to have manual fire alarm which produce an audible and visual alarm as per section 4.31 of SANS 10400 PART T, fire protection requirements.

At this stage, it is **not recommended for support** due to above mentioned observations that need to be addressed. It is also my recommendation that the owner of building submit updated fire protection plan for approval according to current occupancies and the proposed club. Section A25 of SANS 10400 indicates that when there is change of occupancy a new plan needs to be submitted in accordance with the requirements of new occupancy.

TOWN PLANNING

Erf 21, Jeffreys Bay - 27 St Croix Street (Club Ultimate)

- Erf 21 Jeffreys Bay is masked by cadastral layer indicated as Erf 9939, which suggests that there was some consolidation on Erf 21 with the abutting Erf 22. This consolidation was however not registered at Deeds Office and therefore Erf 9939 is legally non-existent.
- Town Planning is satisfied that zoning applicable on Erf 21 Jeffreys Bay is Business Zone 2, which permits a land use(s) relating to sale of liquor for purposes of 'on and off consumption'.
- Generally, the land use would not be in conflict with the zoning and therefore supportable. However, no sufficient information is provided regarding area to be used for this purpose and as such no determination can be made regarding compliance of the development parameters applicable for the specific land use in conjunction with other existing uses on the property, and such determination can only be made with consideration of building plans for change of use.
- Town planning Department has **no objection** subject to a compliant building plan being approved first, which plans must show full compliance with development parameters in terms of the lad use scheme.

BUILDING CONTROL

- **Not Supported**. Deviated from the approved drawing. Applicant to comply with Town Planning and other service department comments before submitting a building plan application to Building Control.

PUBLIC PARTICIPATION

No minutes of consultative meeting with the public (report) submitted in terms of section3(2) of the By-Law on the Sale of Liquor and the Regulating of Trading Hours for Licensed Undertakings and matters incidental thereto read together with Section22(2)(d)(i) of the Eastern Cape Liquor Act 10 of 2003.

KOUGA MUNICIPALITY (EC 108)
ORDINARY COUNCIL MEETING
OFFICE OF THE MUNICIPAL MANAGER
OPEN
DATE: 30 OCTOBER 2024
ITEM NO: **24/10/MM11**

2024/25 SERVICE DELIVERY AND BUDGET IMPLEMENTATION PLAN: PROGRESS UP TO THE QUARTER ENDING 30 SEPTEMBER 2024

1. **Introduction**

The implementation progress report on the 2024/25 Service Delivery and Budget Implementation Plan, is herewith submitted to Council for purposes of oversight and consideration.

The Quarter 1 Performance Report on the implementation of the 2024/25 Service Delivery and Budget Implementation Plan is attached as Annexure "A".

2. **Background**

The Quarter 1 Performance Report on the implementation of the 2024/25 Service Delivery and Budget Implementation Plan is submitted to Council in terms of the Performance Management Policy Framework.

3. **Discussion**

Directorates have been made aware that all areas of under-performance must be discussed at the Portfolio Committee level, with the monthly submission of Departmental SDBIP implementation reports, to determine corrective actions towards ensuring the achievement of the annual targets.

All corrective actions agreed to at the level of the Portfolio Committee must be inserted in the quarterly SDBIP implementation reports by Directorates for consolidation into the Institutional Performance Report.

The following reflects quarter 1 targets that have not been achieved:

KPI	Q1 TARGET	ACHIEVEMENT	COMMENT
% expenditure against capital budget provisions for internally funded projects	10%	5.81%	Capital Expenditure is discussed at Top Management Meetings to ensure improved performance towards year end.
Number of Formal Residential Properties for which Refuse is	24 500	23 217	**23 217** Weekly Collection. Correctness of

KPI	Q1 TARGET	ACHIEVEMENT	COMMENT
Removed once a week (Based on Residential Account Holders)			target to be verified with the revenue section.
% of drinking water samples complying to SANS 241 (Annual Target)	95%	96.18 %	Microbiological 94.43 % Chemical 99.3 % Aesthetic 91 % Chronic Health 100 % Results in hand - new SP to be appointed.
% of water losses at 30 June 2025	<35% (Annual)	43.08%	The water losses are concerningly high. We need to investigate the billing accuracy inclusive of bulk and domestic metering which does not seem to follow the seasonal trends seen in the consumption. SOP to account for all types of Water losses in Development phase (Water carting, pipe failures, flushing of hydrants, accurate water metering)
% Green Drop Compliance	50%	19%	**No Green Drop Audit conducted during this term.** All WWTW Plants are being prepared for Green Drop Audit
% Blue Drop Compliance	70%	64.95%	**No Blue Drop Audit conducted during this term.** Process Audits for all WTW Plants will be required to establish required Budget to reach

KPI	Q1 TARGET	ACHIEVEMENT	COMMENT
			a Target of 70%. In Progress
% Expenditure of SCADA funding allocation	5%	0%	Due to technical requirements the document was held back, the tender will be service at BSC on Friday 18 October 24. Tender to be advertised and evaluated soonest to make an award.
% Expenditure of DMRE Capital Grant Funding	5%	0%	Project approved at BSC ON 09 October 2024, the project required commitment before advertised. DMRE approved the go ahead upon site inspection with the Kouga on the 26th October 24 and verify the housing contractor on site. The DMRE became strict on project expenditure and require commitment with beneficiaries on site. Pre-planning and project readiness is what is required by the DMRE.
% total electricity losses	<16%	19.57%	Have a dedicated team addressing metering and meter issues to ensure revenue security.

KPI	Q1 TARGET	ACHIEVEMENT	COMMENT
Average number of days from point of advertising to BAC award per 80/20 procurement process	90	94	It is the first time that SCM is reporting on the target. Additional measures are being put in place to identify the deadline date per Tender and Evaluation to work towards achieving the target and reducing the number of days taken to award in outer periods.
% Revenue collected against revenue raised on municipal service accounts	95%	80.35%	Due to annual rates being billed in July, the collection rate is low at the beginning of the financial year. The collection will then increase each month thereafter.

The following table reflects the Institutional Score Card per Key Performance Area up to 30 September 2024 (Note that some targets are cumulative and also applies to outer quarters):

KPA	NO TARGETS SET FOR OUTER QUARTERS	NO OF TARGETS SET FOR Q1	NO OF Q1 TARGETS ACHIEVED	NO OF Q 1 TARGETS NOT ACHIEVED
Infrastructure and Basic Service Delivery	1	23	13	10
Local Economic Development	1	3	3	
Financial Viability and Management	5	8	7	1
Institutional Development and Transformation		1	1	
Good Governance and Public Participation	8	7	8	
Total		42	32	
Percentage Achievement			76.19%	

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**

In terms of the provisions of National Treasury Circular 13 dated 31 January 2005 is the SDBIP required to define quarterly implementation targets relevant to the adopted IDP to allow monitoring and oversight of progress and achievements.

In terms of the provisions of paragraph 10.2 of the Performance Management Policy Framework quarterly SDBIP implementation reports must be submitted.

6. **Legal Implications**

No legal Implications foreseen.

7. **Other Implications**

No other implications foreseen.

8. **Comments by Directorates:**

8.1 **Chief Financial Officer:**

Report noted

8.2 **Director: Planning & Development**

Report noted.

8.3 **Director: Civil & Water Services**

Item noted.

8.4 **Director: Electro-Mechanical Services**

Noted

8.5 **Director: Community Services**

Noted

8.6 **Deputy Municipal Manager**

Noted.

8.7 **Municipal Manager**

For consideration by Council.

9. **Delegated Authority**

Consideration of the Quarterly Institutional Performance reports have not been delegated and is being dealt with by Council.

10. **Recommendations**

10.1 That the Quarter 1 institutional performance report on progress made with the implementation of the 2024/25 Service Delivery and Budget Implementation Plan be considered by Council.

10.2 That Directorates ensure that corrective actions are discussed and agreed on at the level of the Portfolio Committees in respect of all Key Performance Indicators where set targets for the reporting period have not been achieved to ensure achievement of the annual performance targets and that such corrective actions be submitted to the relevant Portfolio Committees.

Item prepared by the: Manager PMS 

Item endorsed by the Municipal Manager: 

KOUGA
local municipality
Good Governance through Service Excellence

2024/25

QUARTER 1

SERVICE DELIVERY AND BUDGET IMPLEMENTATION PLAN

IMPLEMENTATION PERFORMANCE REPORT

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1 INCOME - BUDGETS

1.1 Revenue by Source

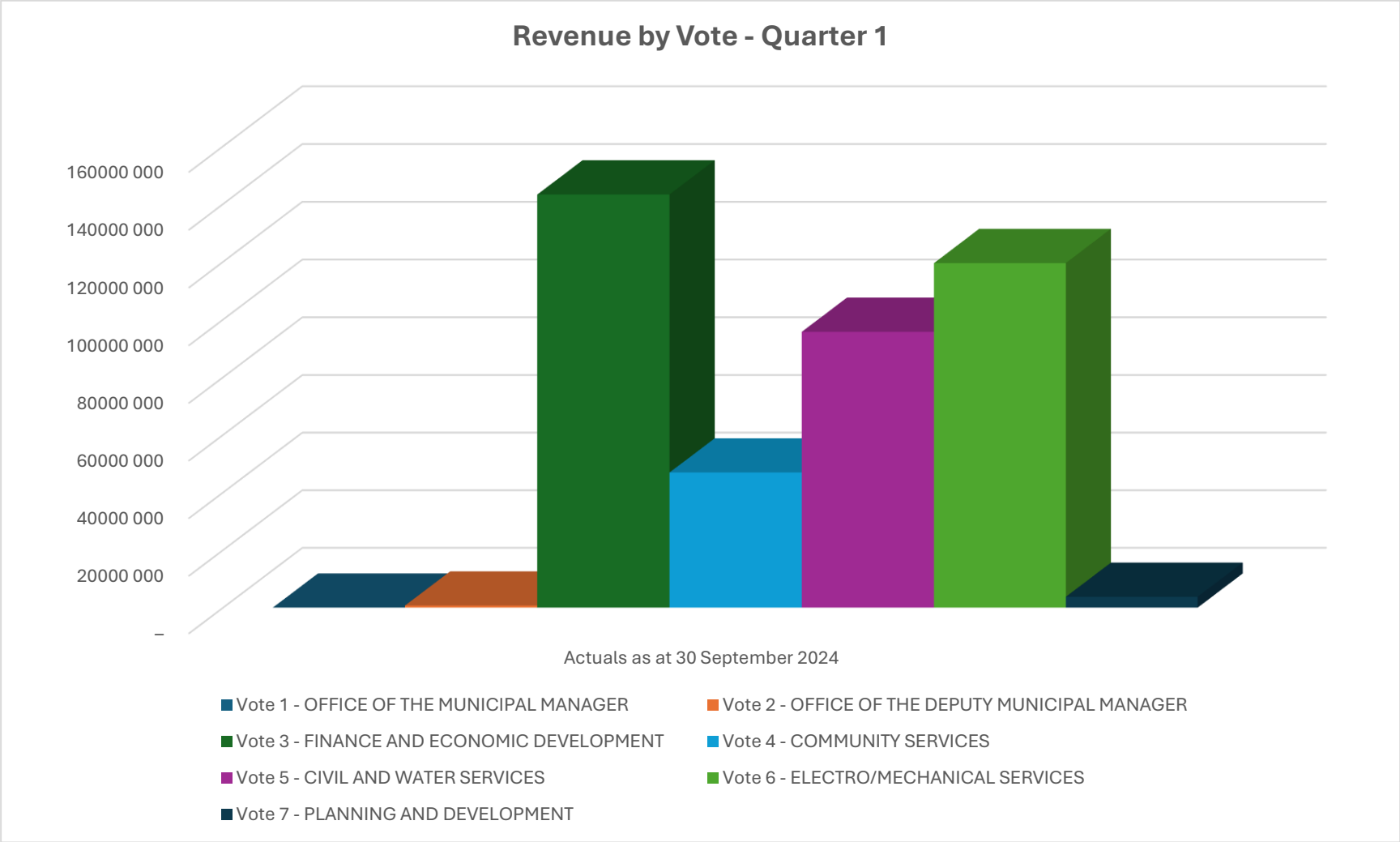
Description	Budget 2024/25			Quarter 1		Quarter 2		Quarter 3		Quarter 4		
R thousands	Budget Year	Adjusted Budget	YearTD actual	Adjusted Budget	YearTD actual	Adjusted Budget	YearTD actual	Adjusted Budget	YearTD actual	Adjusted Budget	YearTD actual	% of budget
Revenue												
Exchange Revenue												
Service charges - Electricity	397 583	381 991	109 809	88 508	109 809	167 869		286 493		381 991		28,75%
Service charges - Water	127 202	82 323	28 989	23 491	28 989	45 466		61 742		82 323		35,21%
Service charges - Waste Water Management	68 446	64 086	16 783	16 252	16 783	29 624		48 064		64 086		26,19%
Service charges - Waste Management	71 123	71 123	16 690	18 278	16 690	30 230		53 342		71 123		23,47%
Sale of Goods and Rendering of Services	9 533	9 533	1 246	2 096	1 246	3 899		7 150		9 533		13,07%
Agency services	4 554	4 554	–	1 115	–	1 962		3 416		4 554		0,00%
Interest earned from Receivables	32 335	32 335	7 625	9 184	7 625	15 142		24 251		32 335		23,58%
Interest earned from Current and Non Current Assets	13 998	13 998	3 280	3 228	3 280	6 902		10 498		13 998		23,43%
Rental from Fixed Assets	3 187	3 187	810	735	810	1 677		2 390		3 187		25,41%
Licence and permits	2 851	2 851	548	626	548	1 268		2 138		2 851		19,23%
Operational Revenue	1 955	1 955	1 345	430	1 345	910		1 466		1 955		68,78%
Non-Exchange Revenue												
Property rates	297 076	297 076	116 090	119 113	116 090	177 057		222 807		297 076		39,08%
Fines, penalties and forfeits	143 343	143 343	165	64 498	165	69 630		107 507		143 343		0,12%
Licences or permits	11 772	11 772	3 161	3 195	3 161	6 328		8 829		11 772		26,85%
Transfer and subsidies - Operational	202 153	205 651	81 868	82 296	81 868	152 271		202 153		202 153		39,81%

Interest	5 510	5 510	1 388	1 240	1 388	2 743		4 133		5 510		25,19%
Operational Revenue	–	64 831	8 335		8 335	32 266		48 624		64 831		12,86%
Total Revenue (excluding capital transfers and contributions)	**1 392 621**	**1 396 119**	**398 132**	**434 286**	**398 132**	**712 977**		**1 095 004**		**1 392 621**		**28,52%**

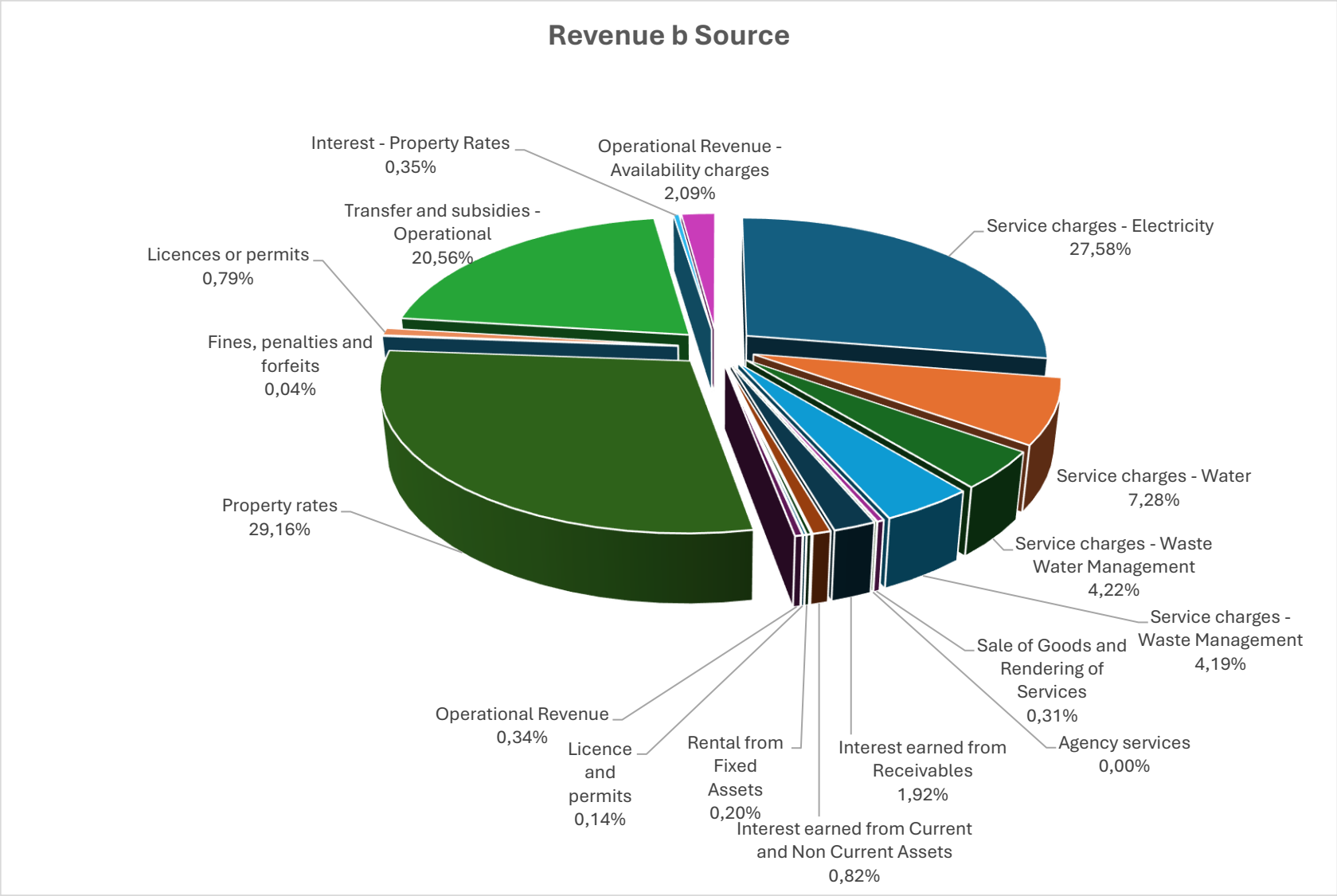
1.2 Revenue by Vote

Vote Description	Budget 2024/25			Quarter 1		Quarter 2		Quarter 3		Quarter 4		
R thousand	**Budget Year**	**Adjusted Budget**	**YearTD actual**	**Adjusted Budget**	**YearTD actual**	**Adjusted Budget**	**YearTD actual**	**Adjusted Budget**	**YearTD actual**	**Adjusted Budget**	**YearTD actual**	**% of budget**
Revenue by Vote												
Vote 1 - OFFICE OF THE MUNICIPAL MANAGER	–	–	–	–	–	–		–		–		
Vote 2 - OFFICE OF THE DEPUTY MUNICIPAL MANAGER	1 115	1 115	729	120	729	120		836		1 115		65,35%
Vote 3 - FINANCE AND ECONOMIC DEVELOPMENT	446 890	446 890	143 264	182 251	143 264	342 741		366 450		446 890		32,06%
Vote 4 - COMMUNITY SERVICES	276 782	276 832	46 916	76 891	46 916	112 180		213 161		276 832		16,95%
Vote 5 - CIVIL AND WATER SERVICES	314 671	314 671	95 720	89 342	95 720	135 323		242 296		314 671		30,42%
Vote 6 - ELECTRO/MECHANICAL SERVICES	409 586	409 586	119 529	104 003	119 529	176 142		315 381		409 586		29,18%
Vote 7 - PLANNING AND DEVELOPMENT	77 392	101 227	3 758	25 441	3 758	46 929		75 920		101 227		3,71%
Total Revenue by Vote	**1 526 437**	**1 550 321**	**409 915**	**478 049**	**409 915**	**813 435**		**1 214 045**		**1 550 321**		**26,44%**

1.3 Revenue by Vote



1.4 Revenue by Source



2. EXPENDITURE – BUDGET

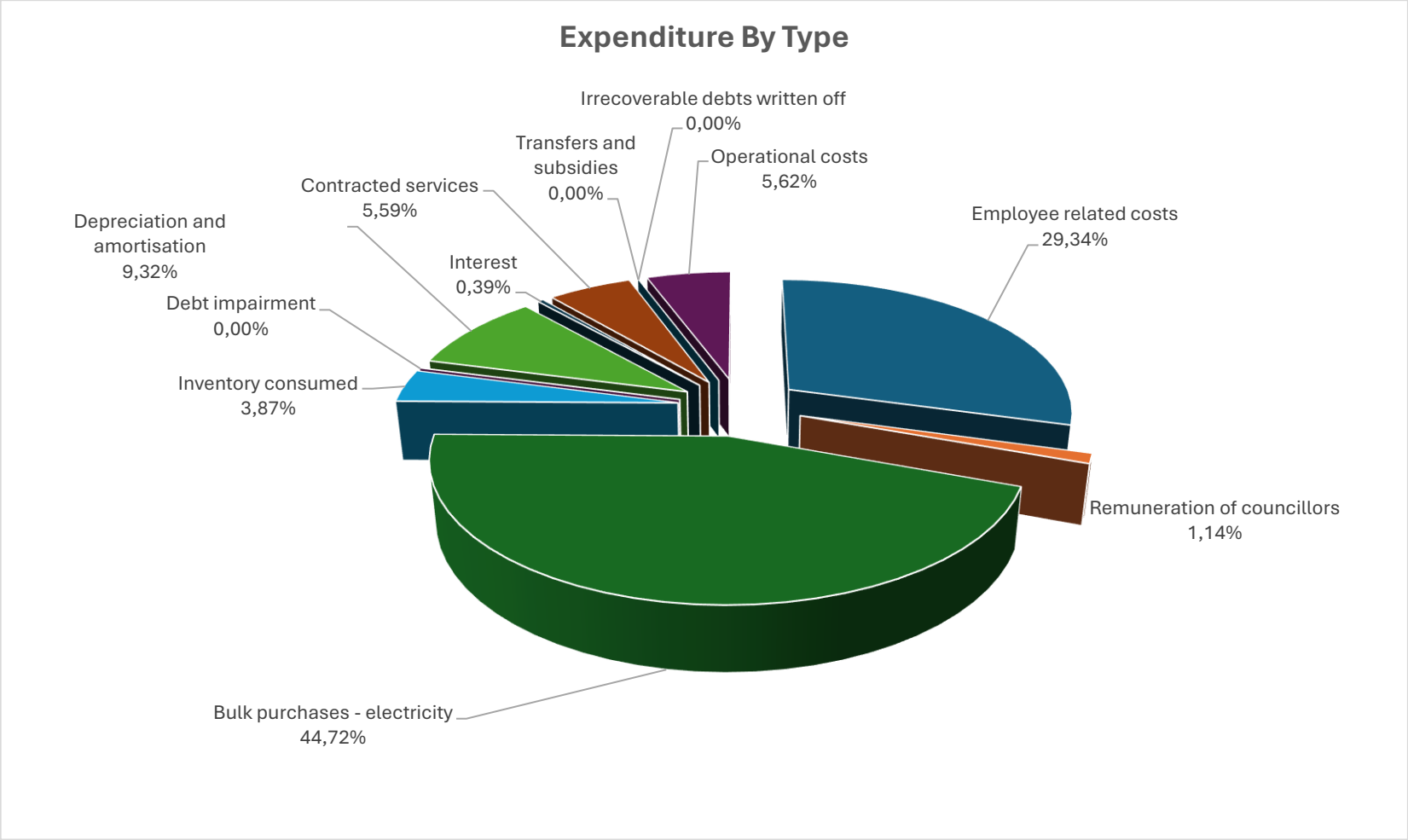
2.1 Operating Expenditure by Vote

Vote Description	Budget 2024/25			Quarter 1		Quarter 2		Quarter 3		Quarter 4		
R thousand	Budget Year	Adjusted Budget	YearTD actual	Adjusted Budget	YearTD actual	Adjusted Budget	YearTD actual	Adjusted Budget	YearTD actual	Adjusted Budget	YearTD actual	% of budget
Expenditure by Vote ***to be appropriated***												
Vote 1 - OFFICE OF THE MUNICIPAL MANAGER	31 456	30 696	6 045	5 557	6 045	13 191		23 022		30 696		19,69%
Vote 2 - OFFICE OF THE DEPUTY MUNICIPAL MANAGER	128 955	128 955	22 780	27 241	22 780	57 530		96 716		128 955		17,67%
Vote 3 - FINANCE AND ECONOMIC DEVELOPMENT	141 869	142 158	22 182	18 036	22 182	39 285		97 648		142 158		15,60%
Vote 4 - COMMUNITY SERVICES	386 594	387 136	48 276	52 534	48 276	120 786		195 580		387 136		12,47%
Vote 5 - CIVIL AND WATER SERVICES	316 288	339 329	56 009	83 452	56 009	157 163		247 593		339 329		16,51%
Vote 6 - ELECTRO/MECHANICAL SERVICES	466 160	470 989	155 060	116 118	155 060	218 681		344 507		470 989		32,92%
Vote 7 - PLANNING AND DEVELOPMENT	34 152	35 989	5 736	6 737	5 736	14 827		26 991		35 989		15,94%
Total Expenditure by Vote	**1 505 474**	**1 535 251**	**316 089**	**309 674**	**316 089**	**621 463**		**1 032 057**		**1 535 251**		**20,59%**

2.2 Operating Expenditure by Type

Description	Budget 2024/25			Quarter 1		Quarter 2		Quarter 3		Quarter 4		
R thousands	Budget Year	Adjusted Budget	YearTD actual	Adjusted Budget	YearTD actual	Adjusted Budget	YearTD actual	Adjusted Budget	YearTD actual	Adjusted Budget	YearTD actual	% of budget
Expenditure												
Employee related costs	471 743	481 056	92 746	86 105	92 746	186 337		361 104		481 056		19,28%
Remuneration of councillors	15 594	15 594	3 613	4 237	3 613	7 995		11 696		15 594		23,17%
Bulk purchases - electricity	386 299	386 299	141 368	118 686	141 368	200 787		289 724		386 299		36,60%
Inventory consumed	108 619	108 862	12 246	26 036	12 246	52 847		81 646		108 862		11,25%
Debt impairment	158 246	158 246	–	–	–	–		–		158 246		0,00%
Depreciation and amortisation	117 798	117 798	29 450	29 450	29 450	58 900		88 349		117 798		25,00%
Interest	17 404	36 426	1 222	9 089	1 222	18 455		27 320		36 426		3,35%
Contracted services	125 772	126 099	17 669	13 821	17 669	51 218		94 574		126 099		14,01%
Transfers and subsidies	400	400	–	–	–	–		–		400		0,00%
Irrecoverable debts written off	9 359	9 359	–	2 486	–	5 339		7 019		9 359		0,00%
Operational costs	94 240	95 112	17 775	19 447	17 775	40 266		71 334		95 112		18,69%
Total Expenditure	**1 505 474**	**1 535 251**	**316 089**	**309 356**	**316 089**	**622 144**		**1 032 766**		**1 535 251**		**20,59%**

2.3 Expenditure Graph



3. CAPITAL EXPENDITURE

3.1 CAPITAL PROGRAMME 2024/25

DEPARTMENT	FUNDING SOURCE	PROJECT DESCRIPTION	Adjusted Budget 2024/25	Actuals as at 30 September 2024	%
CIVIL & WATER SERVICES					
PROJECT MANAGEMENT UNIT (PMU)	Internal	PAVING OF MAIN BEACH	176 117	132 088	75,00%
PROJECT MANAGEMENT UNIT (PMU)	Internal	UPGRADING LOERIE SPORTS FACILITIES	137 788	102 894	74,68%
PROJECT MANAGEMENT UNIT (PMU)	Internal	Upgrading/Improvement of Sport Facilities within Kouga	621 050	-	
PROJECT MANAGEMENT UNIT (PMU)	MIG	UPGRADE OF PHILLIPSVILLE SPORTS FIELD	500 000	-	
ROADS AND STORMWATER	MDRG	St Francis Bay - Nevil Road Reconstruction	508 696	114 363	
ROADS AND STORMWATER	MDRG	St Francis Bay - Anne Avenue to Ralph Road Reconstruction	1 608 696	1 036 031	64,40%
ROADS AND STORMWATER	MDRG	Aston Bay to Paradise Beach - Seekoei Estuary Causeway reconstruction	6 478 261	-	
ROADS AND STORMWATER	MDRG	Paradise Beach - Botha Street Stormwater Infrastructure	424 348	116 470	27,45%
ROADS AND STORMWATER	MIG	UPGRADING KOUGA GRAVEL ROADS	150 000	-	
ROADS AND STORMWATER	Borrowing	ROADS INFRASTRUCTURE IN KOUGA	173 913 043	-	
SEWERAGE	MIG	DESIGN: UGRADING JEFFREYS BAY SEWER PIPE IN OCEANVIEW	80 500	-	
SEWERAGE	MIG	UPGRADING KWANOMZAMO WWTW	29 169 586	5 661 978	19,41%
SEWERAGE	MIG	DESIGN: LA MER NEW SEWER RISING MAIN	200 000	51 675	
SEWERAGE	Internal	KWANOMZAMO SEWERAGE PUMP STATION	508 609	-	
SEWERAGE	Internal	HANKEY WWTW	4 256 462	-	
SEWERAGE	Internal	LA MER NEW SEWER RISING MAIN	6 338 777	1 132 469	17,87%
SEWERAGE	DOHS	Phase 1 Upgrade of Thornhill Sewer Treatment Works	553 739	-	
SEWERAGE	DOHS	Kruisfontein Bulk Sewer -Link Line	1 997 391	-	
SEWERAGE	WSIG	Beach Sewer Pump Station and New Sewer Bypass	1 287 831	-	
SEWERAGE	DOHS	Kwanomzamo Bulk Sanitation -Pump Station & Rising Main	7 304 348	-	
SEWERAGE	DOHS	Envirosan Toilets (40 Units)	1 446 261	-	
SEWERAGE	WSIG	Loerie Sewer Pump Station upgrade and new sewer rising main	150 000	5 808	
WATER	WSIG	ST FRANCIS BAY: BOREHOLES	6 956 517	290 592	
WATER	Internal	JILL MARCUS WATER SUPPLY	4 347 000	-	
WATER	Internal	Construction of Civil Services in Donkerhoek & Humansdorp	3 000 000	-	
WATER	Internal	HUMANSDORP GROUNDWATER SUPPLY	637 410	-	
WATER	DOHS	Kwanomzamo Bulk Water : New Pipeline	6 521 739	-	
WATER	DOHS	Kruisfontein Bulk Water -Gill Marcus Reservoir and pipeline upgrade	6 782 609	1 639 350	
WATER	WSIG	RETICULATION REPLACE PIPELINES	3 478 260	-	
WATER	WSIG	Replace Ageing Water Infrastructure in St Francis Bay	150 000	-	
WATER	WSIG	Replace Main Waterline Sout Rivier Bridge Crossing	100 000	-	
WATER	DOHS	New Reservoir on Pnt 2 of the Farm Thornhill	5 018 940	-	
			274 803 977	**10 283 718**	**3,74%**

DEPARTMENT	FUNDING SOURCE	PROJECT DESCRIPTION	Adjusted Budget 2024/25	Actuals as at 30 September 2024	%
COMMUNITY SERVICES					
FIRE SERVICES	DISTRICT	Fire Services - Vehicle (DISTRICT)	1 391 304	-	
LAW ENFORCEMENT	Internal	Computer Equipment - Operatons Room	242 320	208 874	86,20%
			1 633 624	**208 874**	**12,79%**
ELECTRO & MECHANICAL SERVICES					
FLEET AND WORKSHOP	Finance Lease	Vehicle	34 000 000	-	
ELECTRICITY	INEP	OCEAN VIEW 1250 ELECTRIFICATION	3 654 783	-	
ELECTRICITY	Internal	Electrical Oil circuit breakers replacement with vacuum SCADA ready breakers	5 000 000	-	
ELECTRICITY	DOHS	Oceanview Substation Upgrade	10 434 783	-	
ELECTRICITY	DOHS	Kwanomzamo Bulk Electrical - Boskloof Secondary Feeder line & substation	19 130 435	-	
ELECTRICITY	MIG	DESIGN: HIGH MAST LIGHTS	100 000	-	
ELECTRICITY	DOHS	Electricity	782 609	-	
			73 102 610	**-**	
FINANCE AND ECONOMIC DEVELOPMENT					
ASSET MANAGEMENT	Internal	AIR CONDITIONERS-WHOLE OF MUNICIPALITY	577 517	19 600	3,39%
SUPPLY CHAIN MANAGEMENT	Internal	Computer Equipment	55 414	-	
LOCAL ECONOMIC DEVELOPMENT	Internal	Township Economy Support (Agriculture)	100 000	-	
REVENUE	Internal	Computer Equipment	22 477	-	
			755 408	**19 600**	**2,59%**
OFFICE OF THE DMM					
INFORMATION TECHNOLOGY	Internal	Computer Equipment	1 412 789	-	
			1 412 789		
PLANNING AND DEVELOPMENT					
HUMAN SETTLEMENT	DOH	HANKEY 990-PHASE 2	16 346 963	2 171 886	13,29%
HUMAN SETTLEMENT	DOH	HANKEY 990-PHASE 3	4 038 699	-	
			20 385 663	**2 171 886**	**10,65%**
		11			
		Total	**372 094 071**	**12 684 079**	**3,41%**

DIRECTORATES	DEPARTMENT	FUNDING	V202_ITEMDE	PROJECT	Approved Budget 2023/24	Actuals as at 30 September2023	%
Civil & Water Services	WATER	WSIG	Cost:Acquisitions	PARADISE BEACH WATER TOWER	9,772,639	19,025	0.19%
Civil & Water Services	WATER	WSIG	Cost:Acquisitions	MIMOSA STREET PIPELINE REPLACEMENT	16,314,317	-	0.00%
Civil & Water Services	SEWERAGE	MIG	Cost:Acquisitions	DESIGN: UPGRADING WESTON WWTW OUTFALL AND RETIC	430,645	-	0.00%
Civil & Water Services	SEWERAGE	MIG	Cost:Acquisitions	DESIGN: UGRADING JEFFREYS BAY SEWER PIPE IN OCEANV	304,347	-	0.00%
Civil & Water Services	SEWERAGE	MIG	Cost:Acquisitions	UPGRADING KWANOMZAMO WWTW	10,632,672	-	0.00%
Civil & Water Services	SEWERAGE	MIG	Cost:Acquisitions	DESIGN: LA MER NEW SEWER RISING MAIN	208,695	51,875	24.86%
Civil & Water Services	SEWERAGE	MIG	Cost:Acquisitions	UPGRADING HANKEY SEWERAGE INFRASTRUCTURE	12,808,470	2,051,842	16.02%
Civil & Water Services	ROADS AND STORMWATER	MIG	Cost:Acquisitions	UPGRADING KOUGA GRAVEL ROADS	3,339,130	1,288,190	38.58%
Civil & Water Services	PROJECT MANAGEMENT UNIT (PMU)	MIG	Cost:Acquisitions	UPGRADING LOERIE SPORTS FACILITIES	3,057,474	1,479,170	48.38%
Civil & Water Services	Water	Internal	Cost:Acquisitions	Replace 250mm Water Main Canal Road St Francis Ba	10,717	-	0.00%
Civil & Water Services	Water	Internal	Cost:Acquisitions	Replace Main Waterline Sout Rivier Bridge Crossing	82,500	-	0.00%
Civil & Water Services	Sewerage	Internal	Cost:Acquisitions	New bypass Sewer Rising Main and Pump Stations Jba	323,486	-	0.00%
Civil & Water Services	Sewerage	Internal	Cost:Acquisitions	Piped Reticulation - St Francis Bay	72,500	-	0.00%
Civil & Water Services	PROJECT MANAGEMENT UNIT (PMU)	Internal	Cost:Acquisitions	Upgrading/Improvement of Sport Facilities within K	900,243	-	0.00%
Civil & Water Services	PROJECT MANAGEMENT UNIT (PMU)	Internal	Cost:Acquisitions	Mini Fresh Food and Craft Markets in Jbay & Hankey	400,000	-	0.00%
Civil & Water Services	SEWERAGE	Internal	Cost:Acquisitions	Solid Waste Infrastructure:Waste Transfer Stations	300,000	-	0.00%
Civil & Water Services	SEWERAGE	Internal	Cost:Acquisitions	Solid Waste Infrastructure:Waste Processing Facili	56,562	-	0.00%
Civil & Water Services	SEWERAGE	Internal	Cost:Acquisitions	KWANOMZAMO SEWERAGE PUMP STATION	1,224,891	-	0.00%
Civil & Water Services	SEWERAGE	Internal	Cost:Acquisitions	HANKEY WWTW	5,155,634	-	0.00%
Civil & Water Services	ROADS AND STORMWATER	MDRG	Cost:Acquisitions	ST FRANCIS CANAL BRIDGE	2,608,696	138,288	5.30%
Civil & Water Services	ROADS AND STORMWATER	Internal	Cost:Acquisitions	UPGRADING KOUGA GRAVEL ROADS	800,000	-	0.00%
					68,803,618	**5,028,390**	**7.31%**
Community & Safety Services	FIRE SERVICES	DISTRICT	Cost:Acquisitions	Fire Services - Vehicle (DISTRICT)	3,000,277	-	0.00%
					3,000,277	**-**	**0.00%**
Electro & Mechanical	METERING & REVENUE	INEP	Cost:Acquisitions	OCEAN VIEW 1250 ELECTRIFICATION	4,086,956	-	0.00%
Electro & Mechanical	METERING & REVENUE	Internal	Cost:Acquisitions		1,576,840	-	0.00%
Electro & Mechanical	METERING & REVENUE	Internal	Cost:Acquisitions		1,318,112	-	0.00%
Electro & Mechanical	METERING & REVENUE	MIG	Cost:Acquisitions	DESIGN: HIGH MAST LIGHTS	86,957	-	0.00%
Electro & Mechanical	METERING & REVENUE	Internal	Cost:Acquisitions	SOLAR ENERGY PROJECT	5,619,475	-	0.00%
Electro & Mechanical	METERING & REVENUE	EEDSM	Cost:Acquisitions	ENERGY EFFICIENCY PROJECTS	3,478,260	-	0.00%
Electro & Mechanical	FLEET AND WORKSHOP	Internal	Cost:Acquisitions	Generator	310,000	-	0.00%
					16,476,600	**-**	**0.00%**
Finance & Economic Development	ASSET MANAGEMENT	Internal	Cost:Acquisitions	AIR CONDITIONERS-WHOLE OF MUNICIPALITY	282,006	-	0.00%
Finance & Economic Development	LOCAL ECONOMIC DEVELOPMENT	Internal	Cost:Acquisitions	Township Economy Support (Agriculture)	100,000	-	0.00%
Finance & Economic Development	TOURISM	Internal	Cost:Acquisitions	Furniture and Equipment	600,000	-	0.00%
					982,006	**-**	**0.00%**
Office of the DMM	Finance: IT	Internal	Cost:Acquisitions	Computer Equipment	1,000,000	963,712	96.37%
Office of the DMM	WARD COUNCILLORS	Internal	Cost:Acquisitions	Ward councilors Capital project	750,000	78,300	10.44%
Office of the DMM	MAYOR	Internal	Cost:Acquisitions	Furniture and Equipment - Municipal Court	219,331	-	0.00%
Office of the DMM	INTEGRATED DEVELOPMENT	Internal	Cost:Acquisitions	Furniture and Equipment	10,000	-	0.00%
					1,979,331	**1,042,012**	**52.64%**
Office of the MM	MUNICIPAL MANAGER	Internal	Cost:Acquisitions	FURNITURE&EQUIPMENT -MUNCIPAL MANAGER	37,632	19,200	51.02%
					37,632	**19,200**	**51.02%**
Planning and Development	TOWN AND REGIONAL PLANNING	Internal	Cost:Acquisitions	IMPLEMENTATION OF JEFFREYS BAY PRECINCT PLAN	2,000,000	-	0.00%
					2,000,000	**-**	**0.00%**
				Total	**93,279,464**	**6,089,602**	**6.53%**

4. SERVICE DELIVERY AND BUDGET IMPLEMENTATION REPORT

4.1 MUNICIPAL MANAGER

KEY PERFORMANCE AREA: INFRASTRUCTURE AND BASIC SERVICE DELIVDERY												
KPI	Annual Target 22/23	Baseline	Q1		Q2		Q3		Q4		Achieved 30 June 2023	DIRECTORATE
			Target	Actual	Target	Actual	Target	Actual	Target	Actual		
% expenditure against capital budget provisions for internally funded projects	90%		10%	5.81%	40%		60%		90%			MUNICIPAL MANAGER

	COMMENT	CORRECTIVE ACTION
QUARTER 1		Discussed at Top Management to ensure improved project implementation

KEY PERFORMANCE AREA: GOOD GOVERNANCE AND PUBLIC PARTICIPATION												
KPI	Annual Target 22/23	Baseline	Q1		Q2		Q3		Q4		Achieved 30 June 2023	DIRECTORATE
			Target	Actual	Target	Actual	Target	Actual	Target	Actual		
% expenditure against capital grant												

funding received (Conditional grants received by 1 July 2024)	90%		**10%**	**13.23%**	**40%**		**60%**		**90%**			**MUNICIPAL MANAGER**
	COMMENT							**CORRECTIVE ACTION**				
QUARTER 1	Capital grant funding Ecl DOHS = R54 997 478 / R7 276 917 * 100 = 13.23%. DOHS =R80 358 517 / R3 811 236 * 100 = 4.74% (DOHS not included in calculations)											
KEY PERFORMANCE AREA: GOOD GOVERNANCE AND PUBLIC PARTICIPATION												
KPI	**Annual Target 22/23**	**Baseline**	**Q1**		**Q2**		**Q3**		**Q4**		**Achieved 30 June 2023**	**DIRECTORATE**
			Target	**Actual**	**Target**	**Actual**	**Target**	**Actual**	**Target**	**Actual**		
Number of days for the approval of the Institutional SDBIP by the Executive Mayor after Annual Budget Approval	28		**28**	24					**28**			**MUNICIPAL MANAGER**
	COMMENT							**CORRECTIVE ACTION**				
QUARTER 1	SDBIP approved by the Executive Mayor on 24 June 2024 following budget approval on 31 May 2024											
KEY PERFORMANCE AREA: GOOD GOVERNANCE AND PUBLIC PARTICIPATION												

KPI	Annual Target 22/23	Baseline	Q1		Q2		Q3		Q4		Achieved 30 June 2023	DIRECTORATE
			Target	Actual	Target	Actual	Target	Actual	Target	Actual		
% of signed Section 57 Manager Performance Agreements by 31 July 2024	100%		**100%**	100%								**MUNICIPAL MANAGER**

	COMMENT	CORRECTIVE ACTION
QUARTER 1	All Senior Manager Performance Agreements concluded before 31 July 2024	

KEY PERFORMANCE AREA: GOOD GOVERNANCE AND PUBLIC PARTICIPATION

KPI	Annual Target 22/23	Baseline	Q1		Q2		Q3		Q4		Achieved 30 June 2023	DIRECTORATE
			Target	Actual	Target	Actual	Target	Actual	Target	Actual		
% of signed Section 5 Manager Performance Agreements by 31 July 2024	100%		**100%**	100%								**MUNICIPAL MANAGER**

	COMMENT	CORRECTIVE ACTION
QUARTER 1	All Senior Manager Performance Agreements concluded before 31 July 2024	

KEY PERFORMANCE AREA: GOOD GOVERNANCE AND PUBLIC PARTICIPATION

KPI	An nu al	Ba sel in	Q1	Q2	Q3	Q4	Ac hi ev	DIRECTORATE

Number of formal performance evaluations conducted per Section 57 Employee			Target	Actual	Target	Actual	Target	Actual	Target	Actual		
	1			N/a			**1**					**MUNICIPAL MANAGER**

	COMMENT	CORRECTIVE ACTION
QUARTER 1	No target set for Quarter 1	

KEY PERFORMANCE AREA: GOOD GOVERNANCE AND PUBLIC PARTICIPATION

KPI	Annual Target 22/23	Baseline	Q1		Q2		Q3		Q4		Achieved 30 June 2023	DIRECTORATE
			Target	Actual	Target	Actual	Target	Actual	Target	Actual		
Number of formal performance evaluations conducted per Section 56 Employee	1			N/a			**1**					**MUNICIPAL MANAGER**

	COMMENT	CORRECTIVE ACTION
QUARTER 1	No target set for Quarter 1	

KEY PERFORMANCE AREA: GOOD GOVERNANCE AND PUBLIC PARTICIPATION

KPI	An nu al	Ba sel in	Q1	Q2	Q3	Q4	Ac hi ev	DIRECTORATE

Number of formal informal performance evaluations conducted per Section 57Employee			Target	Actual	Target	Actual	Target	Actual	Target	Actual		
	1			N/a					1			MUNICIPAL MANAGER
		COMMENT						CORRECTIVE ACTION				
QUARTER 1		No target set for Quarter 1										
KEY PERFORMANCE AREA: GOOD GOVERNANCE AND PUBLIC PARTICIPATION												
KPI	Annual Target 22/23	Baseline	Q1		Q2		Q3		Q4		Achieved 30 June 2023	DIRECTORATE
			Target	Actual	Target	Actual	Target	Actual	Target	Actual		
Number of formal informal performance evaluations conducted per Section 56Employee	1			N/a					1			MUNICIPAL MANAGER
		COMMENT						CORRECTIVE ACTION				
QUARTER 1		No target set for Quarter 1										
KEY PERFORMANCE AREA: GOOD GOVERNANCE AND PUBLIC PARTICIPATION												
KPI	An nu al	Ba sel in	Q1		Q2		Q3		Q4		Ac hi ev	DIRECTORATE

Number of Risk Registers reviewed by 30 June 2025			Target	Actual	Target	Actual	Target	Actual	Target	Actual		
	1			N/a					1			MUNICIPAL MANAGER

	COMMENT	CORRECTIVE ACTION
QUARTER 1	No target set for Quarter 1	

KEY PERFORMANCE AREA: GOOD GOVERNANCE AND PUBLIC PARTICIPATION

KPI	Annual Target 22/23	Baseline	Q1		Q2		Q3		Q4		Achieved 30 June 2023	DIRECTORATE
			Target	Actual	Target	Actual	Target	Actual	Target	Actual		
Number of meetings where the Audit Committee considered Institutional Performance Reports	2			1	1				2			MUNICIPAL MANAGER

	COMMENT	CORRECTIVE ACTION
QUARTER 1	2023/24 Annual Institutional Performance Report submitted to the Audit Committee on 27 August 2024	

KEY PERFORMANCE AREA: GOOD GOVERNANCE AND PUBLIC PARTICIPATION

KPI	An nu al	Ba sel in	Q1	Q2	Q3	Q4	Ac hi ev	DIRECTORATE

Number of Final Annual Reports submitted to Council before legislated deadlines			Target	Actual	Target	Actual	Target	Actual	Target	Actual		
	1			N/a			**1**					**MUNICIPAL MANAGER**

	COMMENT	CORRECTIVE ACTION
QUARTER 1	No target set for Quarter 1, Draft Annual Report prepared and MPAC Oversight processes have been scheduled	

KEY PERFORMANCE AREA: GOOD GOVERNANCE AND PUBLIC PARTICIPATION

KPI	Annual Target 24/25	Baseline	Q1		Q2		Q3		Q4		Achieved 30 June 2025	DIRECTORATE
			Target	Actual	Target	Actual	Target	Actual	Target	Actual		
Number of IDP/Budget Process Plans approved by Council by 31 August	1	1	**1**	1								**MUNICIPAL MANAGER**

	COMMENT	CORRECTIVE ACTION
QUARTER 1	Target Achieved, Council approved on 28 August 2024.	

KEY PERFORMANCE AREA: GOOD GOVERNANCE AND PUBLIC PARTICIPATION

KPI	Annual	Baseline	Q1	Q2	Q3	Q4	Achieve	DIRECTORATE

Number of Draft IDP's submitted to Council by 31 March 2025			Target	Actual	Target	Actual	Target	Actual	Target	Actual		
	1	1		N/a			1					MUNICIPAL MANAGER
		COMMENT						CORRECTIVE ACTION				
QUARTER 1		No target set for Quarter 1										
KEY PERFORMANCE AREA: GOOD GOVERNANCE AND PUBLIC PARTICIPATION												
KPI	Annual Target 24/25	Baseline	Q1		Q2		Q3		Q4		Achieved 30 June 2025	DIRECTORATE
Number of IDP's approved by Council by 30 June 2025			Target	Actual	Target	Actual	Target	Actual	Target	Actual		
	1	1		N/a					1			MUNICIPAL MANAGER
		COMMENT						CORRECTIVE ACTION				
QUARTER 1		No target set for Quarter 1										

4.2 DEPUTY MUNICIPAL MANAGER

KEY PERFORMANCE AREA: GOOD GOVERNANCE AND PUBLIC PARTICIPATION												
KPI	Annual Target 22/23	Baseline	Q1		Q2		Q3		Q4		Achieved 30 June 2023	DIRECTORATE
			Target	Actual	Target	Actual	Target	Actual	Target	Actual		
Limit the staff vacancy rate to less than 10% of funded posts	<10%	2/4%	**<10%**	2,7%	**<10%**		**<10%**		**<10%**			**DEPUTY MUNICIPAL MANAGER**
COMMENT							**CORRECTIVE ACTION**					
Vacancy rate for first quarter at 2.7%												

KEY PERFORMANCE AREA: GOOD GOVERNANCE AND PUBLIC PARTICIPATION												
KPI	Annual Target 22/23	Baseline	Q1		Q2		Q3		Q4		Achieved 30 June 2023	DIRECTORATE
			Target	Actual	Target	Actual	Target	Actual	Target	Actual		
% Expenditure of repairs and maintenance budget provisions	80%	85%	**10%**	17%	**40%**		**70%**		**80%**			**DEPUTY MUNICIPAL MANAGER**
COMMENT							**CORRECTIVE ACTION**					
As at end Sept 2024 - Q1 = Actual expenditure - R 164 752,61 of R1 850 000= 9% and actual expenditure, including committed - R 319 246,18 of R 1 850 000 = 17%. **Target achieved for Q1.**												

KEY PERFORMANCE AREA: INSTITUTIONAL DEVELOPMENT AND TRANSFORMATION

KPI	Annual Target 22/23	Baseline	Q1		Q2		Q3		Q4		Achieved 30 June 2023	DIRECTORATE
			Target	Actual	Target	Actual	Target	Actual	Target	Actual		
% Expenditure of Skills Development Training budget	90%	86%	**10%**	26%	**40%**		**75%**		**80%**			**DEPUTY MUNICIPAL MANAGER**

COMMENT	CORRECTIVE ACTION
Total expenditure at 26% for the first quarter	

KEY PERFORMANCE AREA: INSTITUTIONAL DEVELOPMENT AND TRANSFORMATION

KPI	Annual Target 22/23	Baseline	Q1		Q2		Q3		Q4		Achieved 30 June 2023	DIRECTORATE
			Target	Actual	Target	Actual	Target	Actual	Target	Actual		
Number of appointments made in the Top Three layers of employment in compliance with the Employment Equity Plan	1	4	-	2	-		-		**1**			**DEPUTY MUNICIPAL MANAGER**

COMMENT	CORRECTIVE ACTION
Total of two (2) appointments made in top layer (1AM appointed in SM level, 1 AM appointed in Professional level)	Target achieved

KEY PERFORMANCE AREA: FINANCIAL VIABILITY AND MANAGEMENT												
KPI	Annual Target 22/23	Baseline	Q1		Q2		Q3		Q4		Achieved 30 June 2023	DIRECTORATE
			Target	Actual	Target	Actual	Target	Actual	Target	Actual		
% of total operational expenditure on remuneration (Excluding Councillors and non-cash items) Annual Target	35%	34%	34%	19%					**35%**			**DEPUTY MUNICIPAL MANAGER**
COMMENT									**CORRECTIVE ACTION**			
19% Expenditure as at end Sept												

4.3 COMMUNITY SERVICES

KEY PERFORMANCE AREA: INFRASTRUCTURE AND BASIC SERVICE DELIVERY												
KPI	Annual Target 24/25	Baseline	Q1		Q2		Q3		Q4		Achieved 30 June 2025	DIRECTORATE
			Target	Actual	Target	Actual	Target	Actual	Target	Actual		
Number of Formal Residential Properties for which Refuse is Removed once a week (Based on	24 500		**24 500**	23 217	**24 500**		**24 500**		**24 500**			**COMMUNITY SERVICES**

Residential Account Holders)												
	COMMENT							CORRECTIVE ACTION				
QUARTER 1	**23 217** Weekly Collection											
KEY PERFORMANCE AREA: INFRASTRUCTURE AND BASIC SERVICE DELIVERY												
KPI	Annual Target 24/25	Baseline	Q1		Q2		Q3		Q4		Achieved 30 June 2025	DIRECTORATE
			Target	Actual	Target	Actual	Target	Actual	Target	Actual		
% of Residents as per the Indigent Register with Access to Free Basic Services	90%		**90%**	100%	**90%**		**90%**		**90%**			COMMUNITY SERVICES
	COMMENT							CORRECTIVE ACTION				
QUARTER 1	7 571 Free Basic Services - 100 %											
KEY PERFORMANCE AREA: INFRASTRUCTURE AND BASIC SERVICE DELIVERY												
KPI	Annual Target 24/25	Baseline	Q1		Q2		Q3		Q4		Achieved 30 June	DIRECTORATE
			Target	Actual	Target	Actual	Target	Actual	Target	Actual		
% of Response Time for Fire and Emergency Incidents within 15 minutes of call	75%		**75%**	87.53%	**75%**		**75%**		**75%**			COMMUNITY SERVICES
	COMMENT							CORRECTIVE ACTION				

QUARTER 1	**Achieved Response Time within 15 Minutes** **Jul-24** - 90% **Aug-24** - 90% **Sept-24** - 82.6% **Q1 - 87.53%**	

KEY PERFORMANCE AREA: INFRASTRUCTURE AND BASIC SERVICE DELIVERY														
KPI	Annual Target 24/25	Baseline	Q1		Q2		Q3		Q4		Achieved 30 June 2025	DIRECTORATE
			Target	Actual	Target	Actual	Target	Actual	Target	Actual		
Number of Kouga Community Safety Forums Established by 31 December 2024	1		-	-	1		-		-			COMMUNITY SERVICES

	COMMENT	CORRECTIVE ACTION
QUARTER 1	Q2 Target	

KEY PERFORMANCE AREA: INFRASTRUCTURE AND BASIC SERVICE DELIVERY														
KPI	Annual Target 24/25	Baseline	Q1		Q2		Q3		Q4		Achieved 30 June 2025	DIRECTORATE
			Target	Actual	Target	Actual	Target	Actual	Target	Actual		
% Expenditure of Repairs and Maintenance Budget Provisions - Directorate	80%		10%	14.79%	40%		70%		80%			COMMUNITY SERVICES

	COMMENT	CORRECTIVE ACTION
QUARTER 1	**Jul-Sept '24**: 14,79 % Budget Spent on Repairs and Maintenance	

4.4 CIVIL AND WATER SERVICES

KEY PERFORMANCE AREA: INFRASTRUCTURE AND BASIC SERVICE DELIVERY												
KPI	Annual Target 22/23	Baseline	Q1		Q2		Q3		Q4		tg	DIRECTORATE
			Target	Actual	Target	Actual	Target	Actual	Target	Actual		
% Expenditure of MIG Capital grant funding	90%		5%	30%	45%		75%		90%			CIVIL AND WATER SERVICES
	COMMENT						CORRECTIVE ACTION					
QUARTER 1	MIG Spending on Target and per RAS target						See MIG Expenditure Report (PMU Manager)					

KEY PERFORMANCE AREA: INFRASTRUCTURE AND BASIC SERVICE DELIVERY												
KPI	Annual Target 22/23	Baseline	Q1		Q2		Q3		Q4		Achieved 30 June 2023	DIRECTORATE
			Target	Actual	Target	Actual	Target	Actual	Target	Actual		
% Expenditure of WSIG Capital Grant funding	90%		5%	12%	45%		75%		90%			CIVIL AND WATER SERVICES
	COMMENT						CORRECTIVE ACTION					
QUARTER 1	Expenditure on Track. PSP appointed and progressing well						See WSIG Expenditure Report (PMU Manager)					

KEY PERFORMANCE AREA: INFRASTRUCTURE AND BASIC SERVICE DELIVERY												
KPI	An nu al	Ba sel in	Q1		Q2		Q3		Q4		Ac hi ev	DIRECTORATE

% of drinking water samples complying to SANS 241 (Annual Target)			Target	Actual	Target	Actual	Target	Actual	Target	Actual		
	95%		**95%**	81%					**95%**			**CIVIL AND WATER SERVICES**
	COMMENT							**CORRECTIVE ACTION**				
QUARTER 1	81% Micro Biological compliance (HPC, Total Coliforms and Ecoli)											

KEY PERFORMANCE AREA: INFRASTRUCTURE AND BASIC SERVICE DELIVERY												
KPI	Annual Target 22/23	Baseline	Q1		Q2		Q3		Q4		Achieved 30 June 2023	**DIRECTORATE**
% of water losses at 30 June 2025			Target	Actual	Target	Actual	Target	Actual	Target	Actual		
	<35%		**0%**	43.08%					**<35%**			**CIVIL AND WATER SERVICES**
	COMMENT							**CORRECTIVE ACTION**				
QUARTER 1	The water losses are concerningly high. We need to investigate the billing accuracy which does not seem to follow the seasonal trends seen in the consumption.							SOP to account for all tyoes of Water losses in Development phase (Water carting, pipe failures, flushing of hydrants, Accurate water metering)				

KEY PERFORMANCE AREA: INFRASTRUCTURE AND BASIC SERVICE DELIVERY												
KPI	An nu al	Ba sel in	Q1		Q2		Q3		Q4		Ac hi ev	**DIRECTORATE**

Number of formal residential properties with access to potable water (Based on residential account holders)			Target	Actual	Target	Actual	Target	Actual	Target	Actual		
	24488		**24488**	24488	**24488**		**24488**		**24488**			**CIVIL AND WATER SERVICES**
	COMMENT							**CORRECTIVE ACTION**				
QUARTER 1	Numbers from Municipal accounts used as baseline							None				

KEY PERFORMANCE AREA: INFRASTRUCTURE AND BASIC SERVICE DELIVERY												
KPI	Annual Target 22/23	Baseline	Q1		Q2		Q3		Q4		Achieved 30 June 2023	DIRECTORATE
			Target	Actual	Target	Actual	Target	Actual	Target	Actual		
Number of formal residential properties with access to sanitation services (Based on residential account holders)	24488		**24488**	24488	**24488**		**24488**		**24488**			**CIVIL AND WATER SERVICES**
	COMMENT							**CORRECTIVE ACTION**				
QUARTER 1	Numbers from Municipal accounts used as baseline							None				

KPI	An nu al	Ba sel in	Q1		Q2		Q3		Q4		Ac hi ev	DIRECTORATE

% Green Drop Compliance			Target	Actual	Target	Actual	Target	Actual	Target	Actual		
	50%	19%	**50%**	19%					**50%**			**CIVIL AND WATER SERVICES**
	COMMENT							**CORRECTIVE ACTION**				
QUARTER 1	No Green Drop Audit conducted during this term							All WWTW Plants are being prepared for Green Drop Audit				

KEY PERFORMANCE AREA: INFRASTRUCTURE AND BASIC SERVICE DELIVERY												
KPI	Annual Target 22/23	Baseline	Q1		Q2		Q3		Q4		30 Achieved June 2023	**DIRECTORATE**
% Blue Drop Compliance			Target	Actual	Target	Actual	Target	Actual	Target	Actual		
	70%	64.95%	**70%**	64,95%	**70%**		**70%**		**70%**			**CIVIL AND WATER SERVICES**
	COMMENT							**CORRECTIVE ACTION**				
QUARTER 1	No Blue Drop Audit conducted during this term							Process Audits for all WTW Plants will be required to establish required Budget to reah a Target of 70%. In Progress				

KEY PERFORMANCE AREA: INFRASTRUCTURE AND BASIC SERVICE DELIVERY												
KPI	An nu al	Ba sel in	Q1		Q2		Q3		Q4		Ac hi ev	**DIRECTORATE**

% of residents as per the indigent register with access to free basic services			Target	Actual	Target	Actual	Target	Actual	Target	Actual		
	100%	100%	**100%**	100%	**100%**		**100%**		**100%**			**CIVIL AND WATER SERVICES**
	COMMENT							**CORRECTIVE ACTION**				
QUARTER 1	Humansdorp - 43%. Jeffreys bay: 33%. Hankey: 12%; Loerie - 2%. Patensie- 3% St Francis Bay - 4%; Thornhill- 2%- **Total of 7 589**											

KEY PERFORMANCE AREA: INFRASTRUCTURE AND BASIC SERVICE DELIVERY												
KPI	Annual Target 22/23	Baseline	Q1		Q2		Q3		Q4		Achieved 30 June 2023	DIRECTORATE
			Target	Actual	Target	Actual	Target	Actual	Target	Actual		
% Expenditure of repairs and maintenance budget provisions	80%		**10%**	13.6%	**40%**		**70%**		**80%**			**CIVIL AND WATER SERVICES**
	COMMENT							**CORRECTIVE ACTION**				
QUARTER 1	Expenditure on track											

4.5 ELECTRO-MECHANICAL SERVICES

KEY PERFORMANCE AREA: INFRASTRUCTURE AND BASIC SERVICE DELIVERY							
KPI	Annual	Baseline	Q1	Q2	Q3	Q4	Achiev	DIRECTORATE

% OF Municipal Fleet in Servicable condition			Target	Actual	Target	Actual	Target	Actual	Target	Actual		
	90%	95%	90%	93.25%	90%		90%		90%			ELECTRO-MECHANICAL SERVICES

	COMMENT	CORRECTIVE ACTION
QUARTER 1	The fleet require urgent replacement as most vehicles are in access of 10 years and are daily in operational activities involved.	The new lease tender has been awarded and delivery of the new fleet is being actioned in October 2024.

KEY PERFORMANCE AREA: INFRASTRUCTURE AND BASIC SERVICE DELIVERY

KPI	Annual Target 22/23	Baseline	Q1		Q2		Q3		Q4		Achieved 30 June 2023	DIRECTORATE
			Target	Actual	Target	Actual	Target	Actual	Target	Actual		
% Expenditure of SCADA funding allocation	90%	New	5%	0%	40%		70%		80%			ELECTRO-MECHANICAL SERVICES

	COMMENT	CORRECTIVE ACTION
QUARTER 1	Due to technical requirements the document was held back, the tender will be service at BSC on Friday 18 October 24.	Tender to be advertised and evaluated soonest to make an award.

KEY PERFORMANCE AREA: INFRASTRUCTURE AND BASIC SERVICE DELIVERY

KPI	Annual Target 22/23	Baseline	Q1		Q2		Q3		Q4		Achieved 30 June 2023	DIRECTORATE
			Target	Actual	Target	Actual	Target	Actual	Target	Actual		
% Expenditure of DMRE												

Capital Grant Funding	90%		**5%**	**0%**	**45%**		**75%**		**90%**			**ELECTRO-MECHANICAL SERVICES**

	COMMENT	**CORRECTIVE ACTION**
QUARTER 1	Project approved at BSC ON 09 October 2024, the project required commitment before advertised. DMRE approved the go ahead upon site inspection with the Kouga on the 26th October 24 and verify the housing contractor on site.	The DMRE became strict on project expenditure and require commitment with beneficiaries on site. Pre-planning and project readiness is what is required by the DMRE.

KEY PERFORMANCE AREA: INFRASTRUCTURE AND BASIC SERVICE DELIVERY

KPI	Annual Target 22/23	Baseline	Q1		Q2		Q3		Q4		Achieved 30 June 2023	DIRECTORATE
			Target	Actual	Target	Actual	Target	Actual	Target	Actual		
% of households with access to electricity (Based on residential account holders)	100%		**100%**	**100%**	**100%**		**100%**		**100%**			**ELECTRO-MECHANICAL SERVICES**

	COMMENT	**CORRECTIVE ACTION**
QUARTER 1		

KEY PERFORMANCE AREA: INFRASTRUCTURE AND BASIC SERVICE DELIVERY

KPI	Annual Target 22/23	Baseline	Q1		Q2		Q3		Q4		Achieved 30 June 2023	DIRECTORATE
			Target	Actual	Target	Actual	Target	Actual	Target	Actual		
% total electricity losses												

	<16%		<16%	19.57%	<16%		<16%		<16%			ELECTRO-MECHANICAL SERVICES
		COMMENT						CORRECTIVE ACTION				
QUARTER 1		The losses fluctuate monthly due to many factors and at the end of Q4 averaged over the full spectrum.						Have a dedicated team addressing metering and meter issues to ensure revenue security.				
KEY PERFORMANCE AREA: INFRASTRUCTURE AND BASIC SERVICE DELIVERY												
KPI	Annual Target 22/23	Baseline	Q1		Q2		Q3		Q4		Achieved 30 June 2023	DIRECTORATE
			Target	Actual	Target	Actual	Target	Actual	Target	Actual		
% of residents as per the Indigent Register with access to free basic services	100%	100%	100%	100%	100%		100%		100%			ELECTRO-MECHANICAL SERVICES
		COMMENT						CORRECTIVE ACTION				
QUARTER 1												
KEY PERFORMANCE AREA: INFRASTRUCTURE AND BASIC SERVICE DELIVERY												
KPI	Annual Target 22/23	Baseline	Q1		Q2		Q3		Q4		Achieved 30 June 2023	DIRECTORATE
			Target	Actual	Target	Actual	Target	Actual	Target	Actual		
% Expenditure of repairs and maintenance budget provisions	80%		10%	24.79%	40%		70%		80%			ELECTRO-MECHANICAL SERVICES
		COMMENT						CORRECTIVE ACTION				
QUARTER 1		Expenditure on repairs maintenance is progressing carefully to be managed during the festive period.						Contractors appointed to commence with preventative maintenance projects to keep infrastructure in a good condition.				

4.6 FINANCE AND ECONOMIC DEVELOPMENT

KEY PERFORMANCE AREA: LOCAL ECONOMIC DEVEOPMENT												
KPI	Annual Target 22/23	Baseline	Q1		Q2		Q3		Q4		Achieved 30 June 2023	DIRECTORATE
			Target	Actual	Target	Actual	Target	Actual	Target	Actual		
Number of temporary job opportunities created through Public Employment Programmes (EPWP)	300		**50**	77	**50**		**100**		**100**			**FINANCE AND ECONOMIC DEVELOPMENT**
COMMENT								**CORRECTIVE ACTION**				
QUARTER 1: 77 achieved								not applicable				

KEY PERFORMANCE AREA: LOCAL ECONOMIC DEVEOPMENT												
KPI	An nu al _	Ba sel in	Q1		Q2		Q3		Q4		Ac hi	DIRECTORATE

% Expenditure of EPWP grant funding received			Target	Actual	Target	Actual	Target	Actual	Target	Actual		
	90%		5%	12.3%%	40%		70%		90%			FINANCE AND ECONOMIC DEVELOPMENT

COMMENT	CORRECTIVE ACTION
QUARTER 1:12.3% achieved	not applicable

KEY PERFORMANCE AREA: LOCAL ECONOMIC DEVEOPMENT

KPI	Annual Target 22/23	Baseline	Q1		Q2		Q3		Q4		Achieved 30 June 2023	DIRECTORATE
			Target	Actual	Target	Actual	Target	Actual	Target	Actual		
Average number of days from point of advertising to BAC award per 80/20 procurement process	90		90	94	90		90		90			FINANCE AND ECONOMIC DEVELOPMENT

COMMENT	CORRECTIVE ACTION
QUARTER 1:94 working days	It is the first time that SCM is reporting on the target. Additional measures are being put in place to identify the deadline date per Tender and Evaluation to work towards achieving the target and reducing the number of days taken to award in outer periods.

KEY PERFORMANCE AREA: FINANCIAL VIABLITY AND MANAGEMENT

KPI	An nu al _	Ba sel in	Q1	Q2	Q3	Q4	Ac hi	DIRECTORATE

% of operating budget expenditure against total budget (excluding non- cash items)			Target	Actual	Target	Actual	Target	Actual	Target	Actual		
	90%		**22.5%**	22.7%	**45%**		**67.5%**		**90%**			**FINANCE AND ECONOMIC DEVELOPMENT**

COMMENT	CORRECTIVE ACTION
QUARTER 1:22.7% achieved	not applicable

KEY PERFORMANCE AREA: FINANCIAL VIABLITY AND MANAGEMENT												
KPI	Annual Target 22/23	Baseline	Q1		Q2		Q3		Q4		30 June 2023 Achieved	**DIRECTORATE**
			Target	Actual	Target	Actual	Target	Actual	Target	Actual		
% Expenditure of FMG grant funding received	90%		**5%**	10.9%	**40%**		**70%**		**90%**			**FINANCE AND ECONOMIC DEVELOPMENT**

COMMENT	CORRECTIVE ACTION
QUARTER 1:10.9% achieved	not applicable

KEY PERFORMANCE AREA: FINANCIAL VIABLITY AND MANAGEMENT												
KPI	Annual Target 22/23	Baseline	Q1		Q2		Q3		Q4		30 June 2023 Achieved	**DIRECTORATE**
			Target	Actual	Target	Actual	Target	Actual	Target	Actual		
% Change in cash and cash equivalent												

(short term) between approved budget versus actual (Annual Target)	20%								**20%**			**FINANCE AND ECONOMIC DEVELOPMENT**
COMMENT								**CORRECTIVE ACTION**				
QUARTER 1: Not applicable for this quarter								not applicable				
KEY PERFORMANCE AREA: FINANCIAL VIABLITY AND MANAGEMENT												
KPI	**Annual Target 22/23**	**Baseline**	**Q1**		**Q2**		**Q3**		**Q4**		**Achieved 30 June**	**DIRECTORATE**
			Target	**Actual**	**Target**	**Actual**	**Target**	**Actual**	**Target**	**Actual**		
% of revenue growth excluding capital grants (Annual target)	CPIX + 5%								**CPIX + 5%**			**FINANCE AND ECONOMIC DEVELOPMENT**
COMMENT								**CORRECTIVE ACTION**				
QUARTER 1: Not applicable for this quarter as the calculation can only be performed at year end								not applicable				
KEY PERFORMANCE AREA: FINANCIAL VIABLITY AND MANAGEMENT												
KPI	**Annual Target 22/23**	**Baseline**	**Q1**		**Q2**		**Q3**		**Q4**		**Achieved 30 June 2023**	**DIRECTORATE**
			Target	**Actual**	**Target**	**Actual**	**Target**	**Actual**	**Target**	**Actual**		
Cash/Cost coverage Ratio (Annual target)	0.06:1			1.41:1					**0.06:1**			**FINANCE AND ECONOMIC DEVELOPMENT**

COMMENT	CORRECTIVE ACTION
QUARTER 1:1.41 :1 achieved	not applicable

KEY PERFORMANCE AREA: FINANCIAL VIABLITY AND MANAGEMENT												
KPI	Annual Target 22/23	Baseline	Q1		Q2		Q3		Q4		Achieved 30 June 2023	DIRECTORATE
			Target	Actual	Target	Actual	Target	Actual	Target	Actual		
Current Ratio (Current assets/ current liabilities) (Annual target)	0.9:1			1.27:1					**0.95:1**			**FINANCE AND ECONOMIC DEVELOPMENT**

COMMENT	CORRECTIVE ACTION
QUARTER 1:1.27:1 achieved	not applicable

KEY PERFORMANCE AREA: FINANCIAL VIABLITY AND MANAGEMENT												
KPI	Annual Target 22/23	Baseline	Q1		Q2		Q3		Q4		Achieved 30 June	DIRECTORATE
			Target	Actual	Target	Actual	Target	Actual	Target	Actual		
Liquidity Ratio (Annual target)	0.2:1			0.63:1					**0.2:1**			**FINANCE AND ECONOMIC DEVELOPMENT**

COMMENT	CORRECTIVE ACTION
QUARTER 1:0.63:1 achieved	not applicable

KPI	Annual Target 22/23	Baseline	Q1		Q2		Q3		Q4		Achieved 30 June	DIRECTORATE
			Target	Actual	Target	Actual	Target	Actual	Target	Actual		
% Revenue collected against												

revenue raised on municipal service accounts	95%		**95%**	80.85%	**95%**		**95%**		**95%**			**FINANCE AND ECONOMIC DEVELOPMENT**
COMMENT								**CORRECTIVE ACTION**				
QUARTER 1:80.85% achieved								Due to annual rates being billed in July, the collection rate is low at the beginning of the financial year. The collection will then increase each month thereafter.				

KEY PERFORMANCE AREA: FINANCIAL VIABLITY AND MANAGEMENT												
KPI	**Annual Target 22/23**	**Baseline**	**Q1**		**Q2**		**Q3**		**Q4**		**Achieved 30 June 2023**	**DIRECTORATE**
			Target	**Actual**	**Target**	**Actual**	**Target**	**Actual**	**Target**	**Actual**		
Number of Annual Financial Statements submitted to the AG by 31 August	1		**1**	1								**FINANCE AND ECONOMIC DEVELOPMENT**
COMMENT								**CORRECTIVE ACTION**				
QUARTER 1: Annual Financial Statements was submitted to AG on 31 August 2024								not applicable				

KEY PERFORMANCE AREA: FINANCIAL VIABLITY AND MANAGEMENT												
KPI	**Annual Target 22/23**	**Baseline**	**Q1**		**Q2**		**Q3**		**Q4**		**Achieved 30 June**	**DIRECTORATE**
			Target	**Actual**	**Target**	**Actual**	**Target**	**Actual**	**Target**	**Actual**		
Number of final Annual Budgets												

approved by Council by the legislated deadline	1								1			FINANCE AND ECONOMIC DEVELOPMENT
COMMENT								CORRECTIVE ACTION				
QUARTER 1:Not applicable in Quarter 1								not applicable				
KEY PERFORMANCE AREA: FINANCIAL VIABLITY AND MANAGEMENT												
KPI	Annual Target 22/23	Baseline	Q1		Q2		Q3		Q4		Achieved 30 June 2023	DIRECTORATE
			Target	Actual	Target	Actual	Target	Actual	Target	Actual		
Number of adjustments I Budgets approved by Council by the legislated deadline	1						1					FINANCE AND ECONOMIC DEVELOPMENT
COMMENT								CORRECTIVE ACTION				
QUARTER 1:Not applicable in Quarter 1								not applicable				
KEY PERFORMANCE AREA: FINANCIAL VIABLITY AND MANAGEMENT												
KPI	Annual Target 22/23	Baseline	Q1		Q2		Q3		Q4		Achieved 30 June 2023	DIRECTORATE
			Target	Actual	Target	Actual	Target	Actual	Target	Actual		
% of Creditors paid within 3o days of receipt of a compliant invoice	90%		90%	97%	90%		90%	FINANCE AND ECONOMIC DEVELOPMENT	90%			FINANCE AND ECONOMIC DEVELOPMENT
COMMENT								CORRECTIVE ACTION				
QUARTER 1:97% achieved								not applicable				
KEY PERFORMANCE AREA: FINANCIAL VIABLITY AND MANAGEMENT												

KPI	Annual Target 22/23	Baseline	Q1		Q2		Q3		Q4		Achieved 30 June 2023	DIRECTORATE
			Target	Actual	Target	Actual	Target	Actual	Target	Actual		
Number of unqualified Audits achieved on the Annual Financial Statements	1				1							FINANCE AND ECONOMIC DEVELOPMENT

COMMENT	CORRECTIVE ACTION
QUARTER 1: Not applicable in Quarter 1	not applicable

4.7. PLANNING AND DEVELOPMENT

COM	PLANNING AND DEVELOPMENT											
KPI	Annual Target 22/23	Baseline	Q1		Q2		Q3		Q4		Achieved 30 June 2023	DIRECTORATE
			Target	Actual	Target	Actual	Target	Actual	Target	Actual		
Number of reviews of the Spatail Development Framework completed by 30 June 2025												

	1								**1**			**PLANNING & DEVELOPMENT**

	COMMENT	**CORRECTIVE ACTION**
QUARTER 1	No Target set for Quarter1. However, the department has already appointed a service provider. The Status Quo Report has already been submitted for consideration. Project is in progress.	

KOUGA MUNICIPALITY (EC 108)
ORDINARY COUNCIL MEETING
OFFICE OF THE MUNICIPAL MANAGER
OPEN
DATE: 30 OCTOBER 2024
ITEM NO: **24/10/MM12**

DETERMINATION OF THE UPPER LIMITS OF SALARIES, ALLOWANCES AND BENEFITS OF DIFFERENT MEMBERS OF A MUNICIPAL COUNCIL FOR 2023/2024 FINANCIAL YEAR

1. **Introduction**

The purpose of this item is to seek Council approval for the implementation of the upper limits of salaries, allowances and benefits of different members of the Municipal Council for the 2024/25 financial year, and in line with the provisions of Gazette No. 51407.

2. **Background**

The Minister of Co-operative Governance and Traditional Affairs annually issues a Government Gazette which determines the upper limits of salaries, allowances and benefits for different members of a Municipal Council as per the powers vested in him/her by the Remuneration of Public Office Bearers Act, 1998 (Act no.20 of 1998). On 17 October 2024, the Gazette was published, and attached hereto and marked as Annexure A.

3. **Discussion**

It is a requirement of the Government Gazette that, prior to the implementation of the provisions of the upper limits, the municipal Council must seek concurrence of the MEC for Local Government.

4. **Financial Implications**

Completed by BTO -	
Project Description	Municipal Running Cost
Ukey no.	As per Attached
Budgeted Amount	R15 594 271
Amount spent and committed to date	R3 300 375 KOUGA MUNICIPALITY 2024-10-18 BUDGET &TREASURY
Amount Available	R12 293 897
Comment	

5. **Applicable Legislation**

The Remuneration of Public Officer Bearers Act No. 20 of 1998.

6. **Legal Implications**

The municipality is required to implement the upper limits in line with the provisions of the Remuneration of Public Office Bearers Act, 1998 (Act no.20 of 1998), and in line with the Determination of Upper Limits of Salaries, Allowances and Benefits as per the Government Gazette published on 17 October 2024, and subject to available budget for such implementation.

7. **Other Implications**

None

8. **Comments by Directorates:**

8.1 **Chief Financial Officer:**

An amount of R15 594271.00 has been budgeted in the 2024/25 financial year for the implementation of the Upper Limits in the 2023/24 financial year. The Councillors Remuneration was increased by 3% on the prior year budgeted amount. The budget is therefore sufficient to implement Gazette 51407.

8.2 **Deputy Municipal Manager**

Supported

8.3 **Municipal Manager**

Supported.

9. **Delegated Authority**

Council

10. **Recommendations**

10.1 That the report on the Determination of the Upper Limits of Salaries, Allowances and Benefits of different members of the Municipal Council for 2023/24 financial year be noted.

10.2 That Council approve the implementation of the Upper limits based on Gazette 51407 dated 17 October 2024.

10.3 That such implementation be back dated with effect from 01 July 2023.

10.4 That the Municipal Manager prepares all the required information and documentation for submission to the MEC for concurrence.

10.5 That upon concurrence by the MEC, the upper limits of the Gazette be implemented retrospectively with effect from 01 July 2023.

Item prepared by: The Deputy Municipal Manager



Item approved by: The Municipal Manager





Government Gazette
Staatskoerant

REPUBLIC OF SOUTH AFRICA
REPUBLIEK VAN SUID AFRIKA

Vol. 712 17 October Oktober 2024 No. 51407

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GOVERNMENT NOTICES • GOEWERMENTSKENNISGEWINGS

DEPARTMENT OF CO-OPERATIVE GOVERNANCE AND TRADITIONAL AFFAIRS

NO. 5435 **17 October 2024**

REMUNERATION OF PUBLIC OFFICE BEARERS ACT, 1998
(ACT NO. 20 OF 1998)

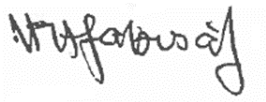
DETERMINATION OF UPPER LIMITS OF SALARIES, ALLOWANCES AND BENEFITS OF DIFFERENT MEMBERS OF MUNICIPAL COUNCILS

Under the powers vested in me by sections 7(1), 8(5)(a) and 9(5)(a) of the *Remuneration of Public Office-bearers Act,* 1998 (Act No. 20 of 1998), I, Velenkosini Hlabisa, Minister of Cooperative Governance and Traditional Affairs, hereby –

(a) after consultation with the member of the Executive Council responsible for local government in each province; and

(b) after taking into consideration the matters listed in paragraphs (a) to (i) of section 7(1) of the Act,

determine the upper limits of the salaries, allowances and benefits of the different members of municipal councils as set out in the Schedule, with effect from 1 July 2023.



VELENKOSINI HLABISA, MP
MINISTER OF COOPERATIVE GOVERNANCE AND TRADITIONAL AFFAIRS
DATE: 16/10/2024

SCHEDULE

PREAMBLE

The salary and allowances of a councillor is determined by that municipal council by resolution of a supporting vote of the majority of its members, in consultation with the member of the Executive Council responsible for local government in each province, having regard to the upper limits as set out hereunder, the financial year of a municipality and affordability of municipality to pay within the different grades of the remuneration of councillors, including the austerity measures as approved by national Cabinet.

For purposes of implementation of this Government Notice, “in consultation with” means that a municipal council must obtain concurrence of the MEC for local government prior to the implementation of the provisions of this Notice.

1. Definitions

In this Schedule, unless the context indicates otherwise, a word or phrase to which a meaning has been assigned in the *Remuneration of Public Office-bearers Act,* 1998 (Act No. 20 of 1998) (hereinafter referred to as "the Act") *and the Local Government: Municipal Structures Act,* 1998 (Act No. 117 of 1998) (hereinafter referred to as "the Structures Act"), has that meaning and –

“basic salary” means the salary component of a councillor that excludes a travel allowance as provided in item (9)(1), housing allowance as provided in item 9(2), the municipal contribution to a pension fund as provided in item 13(1) and municipal contribution to a medical aid scheme as provided in item 13(2);
“capacity building programmes” means training courses or programmes as provided for in the education, training and development policy of council, including training conducted by national departments, associated government agencies and SETAs, provincial departments, municipalities and organised local government through institutions of higher learning and Further Education and Training Colleges.
“full-time councillor” means a councillor who has been elected or appointed to an office which has been designated as full-time in terms of section 18(4) of the Structures Act;
“grade” in relation to this Notice means the grade of municipal council as determined in terms of item 4;
“MEC” means the member of the Executive Council of a province responsible for local government in the province;
“oversight committee” means a committee of the municipal council established in terms of section 79 or 79A of the Structures Act;
“part-time councillor” means a councillor other than a full-time councillor;
‘‘pension fund’’ means any fund established and registered in terms of, and subject to, any law governing the registration and control of pension funds in the Republic of South Africa and to which an office bearer contributes or any pension scheme approved by Parliament for such office bearers;
"SETAs" means the Sector Education and Training Authorities established in terms of section 9 of the *Skills Development Act*, 1998 (Act No. 97 of 1998);
“special risk cover” means an insurance cover, provided to a councillor by the municipality, which covers the loss of or damage to a councillor’s personal immovable or moveable property and assets, excluding property used by such councillor for business purposes, as well as life and disability cover, for any loss or damage caused by riot, civil unrest, strike or public disorder;

"**tools of trade**" means the resources provided by a municipal council to a councillor to enable such councillor to discharge his or her duties in the most efficient and effective manner, and at all times remain the assets of the municipality concerned;
"total municipal income" means gross income in respect of a metropolitan, local or district municipality based on actual income received as stated in the cash flow statement of the audited financial statements of that municipality for the 2022/ 23 financial year. The gross income for the municipality will include the following:

- rates on property;
- fees for services rendered by the municipality, or on its behalf by a municipal entity;
- surcharges;
- other authorised taxes;
- levies and duties;
- income from fines for traffic offences and contravention of municipal by-laws or legislation assigned to the local sphere of government;
- regional services council replacement grant for district municipalities;
- interest earned on invested funds other than national and provincial conditional grants;
- rental for the use of municipal movable or immovable property; and
- amounts received as agent for other spheres of government.

The gross income excludes the following:

- transfers and / or grants from the national fiscus and provincial fiscus, with the exception of regional services council replacement grant for district municipalities; and
- all value added tax (VAT) refunds.

"total population" means the official statistics of the population residing in the area of jurisdiction of a metropolitan, district or local municipality, as determined by the Statistician-General for the 2022 Census, in terms of section 14(7) of the *Statistics Act,* 1999 (Act No. 6 of 1999)); and
"total remuneration package" means the total cost to a municipality of a basic salary component, a motor vehicle allowance as provided in item 9(1), housing allowance as provided in item 9(2), the municipal contribution to a pension, provident or retirement annuity fund as provided in item 13(1) and municipal contribution to a medical aid scheme as provided in item 13(2) to a councillor in a municipal financial year.

2. Allocation of number of points for total municipal income

The number of points allocated for the total municipal income of a municipality is as follows:

TOTAL MUNICIPAL INCOME			NUMBER OF POINTS
R 0	-	R 10,691,400	8.33
R 10,691,401	-	R 53,457,000	16.67
R 53,457,001	-	R 213,828,000	25.00
R 213,828,001	-	R 1,603,710,000	33.33
R 1,603,710,001	-	R 2,138,280,000	41.67
More than R 2,138,280,000			50.00

3. Allocation of number of points for total population

The number of points allocated for the total population within a municipality, is as follows:

TOTAL POPULATION			NUMBER OF POINTS
0	-	73 857	8.33
73 858	-	123 833	16.67
123 834	-	309 583	25.00
309 584	-	681 083	33.33
681 084	-	2 229 001	41.67
More than 2 229 001			50.00

4. Determination of grade of municipal council

(1) The sum of the number of points allocated to a municipal council in terms of items 2 and 3 of the Notice, determines the grade of such municipal council as follows:

GRADE OF MUNICIPAL COUNCIL	POINTS
1	0 to 16.66
2	16.67 to 33.33
3	33.34 to 50.00
4	50.01 to 66.67
5	66.68 to 83.35
6	83.36 and above

5. Upper limits of the annual total remuneration packages of full-time councillors

The upper limits of the annual total remuneration packages of full-time councillors are as follows:

GRADE	TOTAL REMUNERATION PACKAGE			
	EXECUTIVE MAYOR OR MAYOR	SPEAKER, DEPUTY EXECUTIVE MAYOR OR DEPUTY MAYOR	MEMBER OF THE EXECUTIVE COMMITTEE OR MAYORAL COMMITTEE, WHIP OR CHAIRPERSON OF A SUBCOUNCIL	CHAIRPERSON OF A SECTION 79 OR SECTION 79A COMMITTEE
6	1,546,392	1,248,895	1,176,440	1,141,930
5	1,152,968	922,371	864,725	839,360
4	984,320	787,454	738,571	716,583
3	947,990	758,393	710 995	696,710
2	887,651	710,122	672,077	652,364
1	861,790	695,995	652,493	633,353

6. Upper limit of annual total remuneration package or allowance in respect of councillors appointed to a district council

(1) A councillor appointed to a district council in terms of section 23(1)(b) of the Structures Act, may be paid the upper limit of the total remuneration package or allowance as follows:

(a) If a councillor is elected or appointed as speaker, mayor, executive mayor, member of a mayoral committee, member of an executive committee, chairperson of a

section 79 or section 79A committee or part-time member of a district council, such councillor is entitled to an amount equal to the difference between the total remuneration package that a councillor receives as a member of the local council and the total remuneration package allocated to that office in the district council in terms of items 5, 6, 7, 8, 9, 10, 11 and 12, as the case may be.

(b) If the total remuneration package payable to a councillor as a member of the local council is equal to or higher than the total remuneration package that an appointed councillor to the district council receives, such a councillor is, in addition to the total remuneration package received at the local council, entitled to a sitting allowance not exceeding R 1,214.88: Provided that this allowance is limited to R 1,214.88 per day, regardless of the number of meetings of the district council or committees of that council that are attended by such councillor on a specific day.

(2) A district municipality is responsible for –

(a) the payment of the remuneration or the allowance referred to in sub-item (1);

(b) the reimbursement of travel expenses not exceeding the applicable tariffs prescribed by the national department responsible for transport for the use of privately-owned vehicles incurred by a councillor for the execution of official duties on behalf of that district municipality, in terms of that district council's policy; and

(c) the payment of cell phone expenses not exceeding 50% of the applicable allowances as prescribed under item 11 incurred by a part-time councillor for the execution of official duties on behalf of that district municipality, in terms of that district council's policy.

7. Upper limit of allowance in respect of councillors serving in the governance and intergovernmental structures of organised local government

(1) (a) A councillor designated by organised local government to serve in a governance structure of organised local government must, in addition to the total remuneration package applicable to that councillor, be paid an allowance not exceeding R 1,214.88 per sitting and actual attendance of any meeting: Provided that the allowance is limited to R 1,214.88 per day, irrespective of the number of meetings attended by such councillor on a specific day.

(b) A councillor designated by organised local government to represent organised local government at any intergovernmental structure, including national and provincial executive authorities, must in addition to the total remuneration package applicable to that councillor, be paid an allowance not exceeding R 1,214.88 per sitting and actual attendance of such structure: Provided that the allowance is limited to R 1,214.88 per day, irrespective of the number of attendances by such councillor on a specific day.

(2) Organised local government is responsible for –

(a) the payment of the allowance referred to in sub-item (1);

(*b*) the payment of accommodation expenses incurred for attending a meeting of governance and intergovernmental structures in terms of applicable organised local government policy; and

(c) reimbursement of travel expenses, not exceeding the applicable tariffs prescribed by the national department responsible of transport for the use of privately-owned vehicles, incurred by a councillor for attending a meeting of governance and intergovernmental structures.

8. Upper limits of the annual total remuneration packages of part-time councillors

The upper limits of the annual total remuneration packages of part-time councillors are as follows:

GRADE	TOTAL REMUNERATION PACKAGE				
	EXECUTIVE MAYOR OR MAYOR	SPEAKER, DEPUTY EXECUTIVE MAYOR OR DEPUTY MAYOR	MEMBER OF THE EXECUTIVE COMMITTEE OR MAYORAL COMMITTEE OR WHIP	CHAIRPERSON OF SECTION 79 OR SECTION 79A COMMITTEE	OTHER PART-TIME MEMBERS
6	866,811	733,286	656,300	637,048	579,132
5	643,205	514,565	482,405	468,251	364,243
4	549,121	439,306	411,841	399,761	311,501
3	528,856	423,048	396,649	385,005	299,994
2	495,192	396,154	371,396	360,501	280,910
1	480,763	384,609	360,574	349,995	272,396

9. Upper limits of allowances of full-time and part-time councillors

The upper limits of allowances of full-time and part-time councillors, that constitute part of the annual total remuneration package, are as follows:

(1) Motor vehicle and travel allowance

(a) A councillor listed in item 5 and 8 of this Notice may, in line with applicable legislation, structure his or her basic salary to provide for motor vehicle allowance.

(b) If a councillor structures a vehicle allowance, the councillor must provide proof of ownership of a private vehicle to the municipality and have the vehicle available for official duties.

(c) A councillor who uses a privately-owned vehicle for execution of official duties on behalf of the municipality, may be reimbursed for official kilometres travelled, in addition to the total remuneration package of a councillor as determined in terms of items 5 and 8 of the Notice, not exceeding the applicable tariffs as prescribed by the national department responsible for transport and in terms of the municipal council's policy.

(d) A councillor who utilises a privately-owned vehicle for official purposes must, for purpose of claiming kilometres travelled, keep a travel logbook containing the following information relating to actual official and private kilometres travelled per month as may be determined from time to time by the South African Revenue Service:

(i) Date of travel;
(ii) Kilometres travelled; and
(iii) Travel details (i.e. reason for the trip, duration of trip and place from and place to).

(e) A councillor may, in exceptional circumstances and upon good cause shown, and with the approval of the Mayor or Speaker, utilise the municipal-owned vehicle for official purposes: Provided that the municipal council must, in line with applicable legislation and approved municipal council policy, exercise prudent financial management to ensure that the provision of motor vehicle does not undermine the need to prioritise service delivery and sustain a viable municipality.

(*f*) If a councillor uses a municipal-owned motor vehicle for official purposes, such councillor will not be reimbursed for kilometres travelled.

(2) Housing allowance

A councillor may structure his or her salary to provide for housing allowance as part of the total remuneration package.

10. Out of pocket expenses

A councillor may, in addition to the total remuneration package, be reimbursed for reasonable and actual out of pocket expenses incurred during the execution of official or ceremonial duties, in accordance with the applicable municipal council policy.

11. Upper limits of cell phone allowance for councillors

A councillor may, in addition to the annual total remuneration packages provided for in terms of items 5 and 8 respectively, be paid a cell phone allowance not exceeding R3 600.00 per month in accordance with the applicable municipal council policy.

12. Upper limits of mobile data bundles for councillors

A councillor may, in addition to the annual total remuneration packages provided for in terms of items 5 and 8 respectively, be paid an allowance on the use of data bundles not exceeding R317 per month.

13. Upper limits of pension, provident or retirement annuity fund contributions and medical benefits of councillors

(1) Pension, provident or retirement annuity contributions

(a) A councillor may participate in a pension, provident or retirement annuity fund registered in terms of the Pension Fund Act, 1956 (Act No. 24 of 1956).

(b) If a councillor elects to participate in a pension, provident or retirement annuity fund, the municipal council must deduct from that councillor's salary, the monthly contributions and pay the contributions to a pension, provident or retirement annuity fund to which the councillor is a member in accordance with the rules of such pension, provident or retirement annuity fund. The contributions by the municipal council and the councillor are included in the total remuneration package as a total cost to the municipality.

(2) Medical Aid Scheme

(a) A councillor may participate in a medical aid scheme registered in terms of the Medical Schemes Act, 1998 (Act No. 131 of 1998).

(b) If a councillor elects to participate in a medical aid scheme, the municipal council must deduct from that councillor's salary, the monthly contributions and pay the contributions to a medical aid scheme to which the councillor is a member in accordance with the rules of such medical aid scheme. The contributions by the municipal council and the councillor are included in the total remuneration package as a total cost to the municipality.

14. Special risk cover

(1) A municipality must, in addition to the annual total remuneration packages as provided in items 5 and 8 respectively, take out risk insurance cover, to provide for an insurance cover, provided to a councillor by the municipality, which covers the loss of or damage to a councillor's personal immovable or moveable property and assets, excluding property used by such councillor for business purposes, as well as life and disability cover, for any loss or damage caused by riot, civil unrest, strike or public disorder. The special risk insurance on residential property will be limited to R1,5 million while on vehicles it is limited to R750,000. The life and disability insurance cover is limited to 2 times the total remuneration package of a councillor.

(2) In the event where the residential property of a councillor was damaged or destroyed as a result of riot, civil unrest, strike or public disorder, the municipality may, subject to affordability, provide alternative accommodation to the affected councillor, for a period of 30 days from the date of such an incident.

(3) Notwithstanding sub-item (2), the municipal council may, on good cause shown, provide alternative accommodation for a further period not exceeding 30 days.

(4) A councillor is obliged to submit to the municipality details of property, assets and beneficiaries to be covered by the special risk insurance upon request. A councillor who fails to submit the required details referred to herein will forfeit the benefits associated with the special risk insurance cover.

(5) If a councillor already belongs to another special risk cover, such councillor must declare to the municipality the details of property, assets and beneficiaries to be covered by the special risk insurance.

15. Tools of trade

(1) A municipal council may extend the following tools of trade to a councillor:

	TOOLS OF TRADE	APPLICABLE TO:
(a)	Braille reader	All visually impaired councillors.
(b)	Office space and furniture; Parking bay; Business cards; Calculators; Letter-heads; Stationery; Toner cartridges; Diaries; Postage costs; Office telephone; and Appropriate mobile technology and multi-digital office (excluding cell phones and mobile data card as per item 11 and 12), including facsimile, printer, photocopier and scanner.	Full-time councillors, part-time executive mayors or mayor, part-time deputy executive mayors or deputy mayors, part-time speakers, part-time members of mayoral committee or members of executive committee, part-time chairpersons of section 79 committees, and whips.
(c)	Laptop or tablet	All councillors.
(d)	Official accommodation and furniture where it currently exists	Full-time Executive Mayors or Mayors
(e)	Business cards; Calculators; Letter-heads; Stationery; and Diaries.	Part-time councillors and the usage must comply with policy directives of the municipality.
(f)	Postage costs; Office telephone; and Multi-digital office, facsimile, printer, photocopier and scanner.	Part-time councillors to have access to these tools of trade at the municipal offices.
(g)	Personal security	Executive Mayor, Mayor, Deputy Executive Mayor, Deputy Mayor, Speaker and Whip are entitled to two bodyguards per shift of a two-shift system. Deviation from the norm may only be based on the recommendations of the South African Police Service. In the event that a written report is received concerning a threat and risk to the personal security of any of the office-bearers referred to above, the municipal council must: (i) Determine whether such a threat and risk exist. (ii) Provide bodyguards in terms of this paragraph if such threat and risk exist. (iii) Exercise financial prudence when providing personal security to any of the office-bearers referred to above.
		All councillors, subject to a threat and risk analysis conducted by the South African Police Service.

(2) If a municipal council makes available tools of trade in terms of sub-item (1), such a municipal council must take into account accessibility, affordability and cost control, equity, flexibility, simplicity, transparency, accountability and value of tools of trade.

(3) The tools of trade must be insured by the council with the exception of sub-item (1)(g).

(4) The application of sub-item (1) is subject to concurrence by the MEC for local government in the province.

16. Capacity building

(1) Every council must develop and adopt a policy to provide for education, training and development of councillors.

(2) Council must make provision in its budget for education, training and development of councillors, which must remain valid for the tenure of office of that council.

(3) A training programme must take into consideration the capacity needs of a councillor to fulfil individual councillor's statutory obligations. Provided that the municipal council must, in line with applicable legislation and approved council policy, exercise prudent financial management to ensure that the provision of education, training and development of councillors does not undermine the need to prioritise service delivery and sustain a viable municipality.

17. Overpayment

(1) Any remuneration paid to a councillor of a municipality otherwise than in accordance with section 167(1) of the *Local Government: Municipal Finance Management Act*, 2003 (Act No. 53 of 2003) including any bonus, bursary, loan, advance or other benefit, is an irregular expenditure and a municipality –

(a) must recover that remuneration from the councillor concerned; and
(b) may not write-off any expenditure incurred by the municipality in paying or giving that remuneration.

(2) The MEC must report to the Minister –

(a) any transgression of subsection (1); and
(b) any non-compliance with this Notice.

18. Information to be submitted to the Minister

(1) A municipal council must submit to the MEC responsible for local government under whose jurisdiction it falls, within 30 days from the date of publication of this Notice on an official letterhead of the municipality, signed by the executive mayor or mayor, a report containing the following information in respect of its serving councillors for the 2023/ 24 financial year.

(a) Total number of councillors;
(b) Designation;
(c) Part-time or full-time;
(d) Name of incumbent;
(e) Gender;
(f) Total municipal income;
(g) Total population;

(h) Grading of municipal council;
(i) Date concurrence granted by the MEC;
(j) Total remuneration package;
(k) Total budget for personal security; and
(l) Any allowance(s) payable to a councillor.

(2) Upon receipt of the information referred to in sub-item 1, the MEC must analyse the information for correctness and completeness and submit a consolidated report to the Minister within 60 days from the date of publication of this Notice.

19. Transitional measures

(1) If a municipal council has no audited financial statements for 2022/ 23 financial year by the date of publication of this Notice, the audited financial statements for the 2021/ 22 financial year shall apply.

(2) If the grading of a municipal council is lower than the current grade of the municipal council as determined in terms of this Notice, a councillor –

(a) who is in office as at 30 June 2023, will retain the total remuneration package as determined in terms of Government Notice No.38407, Government *Gazette* No. 49142 of 18 August 2023; and
(b) such councillor is entitled to the applicable cost of living adjustment:
(c) provided that the data used by the municipal council for determination of the grade of a municipal council is correct.

(3) Item 15(1)(g) of the Notice on upper limits of the salaries, allowances and benefits of the different members of municipal councils has been amended as follows effective from the date of publication of this Notice:

(g)	Personal security	Executive Mayor, Mayor, Deputy Executive Mayor, Deputy Mayor, Speaker and Whip are entitled to two bodyguards per shift of a two-shift system. Deviation from the norm may only be based on the recommendations of the South African Police Service. In the event that a written report is received concerning a threat and risk to the personal security of any of the office-bearers referred to above, the municipal council must: (i) Determine whether such a threat and risk exist. (ii) Provide bodyguards in terms of this paragraph if such threat and risk exist. (iii) Exercise financial prudence when providing personal security to any of the office-bearers referred to above.
		All councillors, subject to a threat and risk analysis conducted by the South African Police Service.

(4) This Notice replaces Government Gazette No. 49142 of 18 August 2023

20. Short title and commencement

This Notice is called the Determination of Upper Limits of Salaries, Allowances and Benefits of Different Members of Municipal Councils and takes effect from 1 July 2023.

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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
FINANCE & ECONOMIC DEVELOPMENT
OPEN
DATE: 30 OCTOBER 2024
ITEM NO: **24/10/FED1**

SUPPLY CHAIN MANAGEMENT: ANNUAL IMPLEMENTATION REPORT FOR THE 2023-2024 FINANCIAL YEAR ENDING 30 JUNE 2024

1. **Introduction**

The purpose of this item is to report to Council on the Supply Chain Management activities of the 2023/ 2024 Financial Year starting 1 July 2023 and ending 30 June 2024.

2. **Background**

Regulation 6 of the Municipal Supply Chain Management Regulations, 2005, as amended, the Council must maintain.

3. **Discussion**

The Annual Supply Chain Management Report, is attached as **Annexure A**.

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 56 of 2003 Municipal Supply Chain Regulations, Gazette No. 27636 dated 30 May 2005

Supply Chain Management Policy

6. **Legal Implications**

In accordance with Regulation 6(4) of Municipal Supply Chain Management Regulations, 2005, as amended, the report must be made public in accordance with Section 21 of the Local Government: Municipal Systems Act, as amended.

7. **Other Implications**

None

8. **Comments by Directorates:**

8.1 **Chief Financial Officer:**

Recommendation supported.

8.2 **Director: Planning & Development**

Recommendation noted.

8.3 **Director: Civil & Water Services**

Item noted.

8.4 **Director: Electro-Mechanical Services**

Item noted.

8.5 **Director: Community Services**

Noted.

8.6 **Deputy Municipal Manager**

Noted.

8.7 **Municipal Manager**

Noted.

9. **Delegated Authority**

Council

10. **Recommendations**

10.1 That the Annual Supply Chain Implementation report for the 2023/2024 Financial year starting 1 July 2023 and ending 30 June 2024 be approved as per the reporting requirements.

10.2 That the report must be made public in accordance with Section 21 of the Local Government: Municipal Systems Act, as amended.

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:

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.

1. 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)

2. Training: Supply Chain/Stores Section

There was no official Training held and attended by Supply Chain Officials during the financial year however various workshops have been held through the Pink Forum for Municipal Finance Officials.

3. Monthly/ Weekly Reports

Weekly reports are required to be submitted to Chief financial Officer.
Monthly deviations reports are submitted in terms of the SCM policy for the procurement of goods and services.

Weekly reports are required to be submitted to Chief financial Officer.
Monthly reports are submitted through the Chief financial Officer to various committees and where required, Council. These reports are submitted in terms of paragraph 6 of the Supply Chain Policy.

4. SCM Policy Implementation changes

In terms of the Supply Chain Policy adopted in Council 31 May 2023, there is no longer a requirement for a formal Bid specification sitting for contracts that falls within the category of 7day notices i.e. Informal tenders up to the value of R200 000.00 inclusive of VAT and all applicable taxes. In August 2023, the Supply Chain section implemented this change and informal ad-hoc meetings was scheduled to allow Demand Management Section to conclude specification with the relevant Directorate for final approval by Chief Financial Officer before placement of advertisements.
On 14 December 2023, a Gazette was issued on Procurement and the changes was drafted and workshopped on 20 February 2024. The Kouga Municipality Council approved the policy changes on 27 March 2024. The most important change effected the threshold value of a 7day notices, and increased the value from R200 000.00 to R300 000.00 inclusive of VAT.

5. **Informal Tenders (7day Notices/ RFQ's)**

The following table reflects the Informal tenders advertised, awarded and cancelled for the 2023-2024 Financial year.

Tender Notice	**Tender Description**	**Date of Advert**	**Date of Clarification / Site Meeting**	**Closing Date**	**Service Provider**	**Date Of Award**	**Amount/ Cancelled**	**Workdays Completion Of Evaluation**
Notice 162 / 2023	Supply and Delivery of Lifesaving Equipment	23 August 2023	n/a	1 September 2023	Bayzen Trading (Pty) Ltd	12 September 2023	R147 021. 75	5 Working days
Notice 163 / 2023	Supply and Delivery of Lifesaving Uniforms	23 August 2023	n/a	1 September 2023	Bayzen Trading (Pty) Ltd	12 September 2023	R198 227.80	5 Working days
Notice 164 / 2023	Supply, Delivery and Installation of CAT6A Network Points	23 August 2023	n/a	1 September 2023	Sky Metro Equipment (Pty) Ltd	13 September 2023	R147 021 .75	6 Working days
Notice 172 / 2023	Supply, Delivery and Off-loading of Disaster Relief items	1 September 2023	n/a	12 September 2023	Daniels Engineering & Manufacturing Pty ltd Bazen Trading (Pty) Ltd	4 October 2023	Various Rates	13 Working days
Notice 173 / 2023	Supply and Delivery of Branded Corporate Wear for a period of 12 Months	15 September 2023	n/a	27 September 2023	Daniels Engineering and Manufacturing (Pty) Ltd	10 November 2023	Various Rates	24 Working days

					Bayzen Trading (Pty) Ltd			
Notice 174 / 2023	Supply and Delivery of Branded Promotional Items for a period of 12 Months	15 September 2023	n/a	27 September 2023	Kasomsi Trading Infinity Printing and Technology Marcopolo Mzansi Suppliers Erdman Trading and Projects Daniels Engineering and Manufacturing Cassim's	2 November 2023	Various Rates	22 Working days
Notice 181 / 2023	Appointment of Professional Service Provider to perform Environmental Impact Assessment for expansion of Kwanomzamo and Humansdorp Town Cemetries	8 September 2023	n/a	19 September 2023	Ayampa Sustainable Projects Pty Ltd	1 November 2023	R196 600.00	30 Working days
Notice 182 / 2023	Media Monitoring for a period of twelve months	14 September 2023	n/a	27 September 2023	KTM Knowledge Solutions	31 October 2023	R 9 999.25	15 Working days

Notice 197 / 2023	Refurbishment of Nissan UD 290 (DWV246 EC) Refuse Compactor and Major Service on Mechanical Parts	29 September 2023	6 October 2023	13 October 2023	Cancelled	20 October 2023	Cancelled	n/a
Notice 198 / 2023	Refurbishment of Nissan UD 290 (DWV246 EC) Refuse Compactor and Major Service on Mechanical Parts	29 September 2023	6 October 2023	13 October 2023	Cancelled	20 October 2023	Cancelled	Working days
Notice 203 / 2023	Supply, delivery and off-loading of festive lights	5 October 2023	n/a	13 October 2023	Memotek trading	31 October 2023	Various rates	8 Working Days
Notice 215 / 2023	Refurbishment of Nissan UD 290 (DWV246 EC) Refuse Compactor and Major Service on Mechanical Parts	20 October 2023	27 October 2023	3 November 2023	Phakamisa Fleet Services Pty Ltd	9 November 2023	R199 600.00	3 Working days
Notice 216 / 2023	Refurbishment of Nissan UD 330 Refuse Compactor and Major Service on Mechanical Parts	20 October 2023	27 October 2023	3 November 2023	Phakamisa Fleet Services Pty Ltd	9 November 2023	R198 860.00	3 Working days
Notice 217 / 2023	Supply, Delivery and Off-loading of Two Medium Pressure Low	23 October 2023	n/a	1 November 2023	Memotek Trading CC	21 November 2023	R 95 013.00	12 Working days

	Volume 600L Firefighting Units							
Notice 223 / 2023	Supply and Delivery of Broom 35 Vacuum Pump parts for Sewerage trucks, Related fittings and couplers	1 November 2023	n/a	10 November 2023	Rencor Engineering (Pty) Ltd Memotek Trading	4 December 2023	Various Rates	14 Working days
Notice 225 / 2023	Refurbishment of Suction Truck UD 70 Repairs to Suction tank and complete Repaint of Truck	30 October 2023	3 November 2023	10 November 2023	Phakamisa Fleet Services	22 November 2023	R147 855.50	7 Working Days
Notice 226 / 2023	Supply and Delivery of Personal Protective Clothing to Kouga Municipal Workshop	1 November 2023	n/a	10 November 2023	SRNC Enterprises (Pty) Ltd Heico Project Management (Pty) Ltd	1 December 2023	Various Rates	14 Working days
Notice 227 / 2023	Supply and Delivery of Wheelie Bins	1 November 2023	n/a	10 November 2023	Memotek Trading CC	27 November 2023	R199 979.39	10 Working days
Notice 231 / 2023	Supply and Collection of 6m Skip Binds for period of three months to Jeffreys Bay, St. Francis Bay, Oyster Bay and Paradise Beach	8 November 2023	n/a	17 November 2023	Nu Plant Project CC	1 December 2023	Various Rates	9 Working Days

Notice 232 / 2023	Alien Vegetation Control at Public Private Slots	8 November 2023	n/a	17 November 2023	Mesrazest Pty Ltd Ndimthembile Trading (Pty) Ltd	19 December 2023	Various Rates	19 Working Days
Notice 243 / 2023	Appointment of a Professional Service Provider for the EIA Process and Extension of Loerie Cemetery	22 November 2023	n/a	4 December 2023	Cancelled	n/a	n/a	n/a
Notice 246 / 2023	Hiring of Mulching and Shredding Equipment and staff to perform mulching and shredding on Public, Open Spaces and Private Plots in and around Jeffreys Bay, St Francis Bay and Humansdorp	22 November 2024	n/a	1 December 2023	LAQ Solutions- contracted terminated 2nd Bidder Award- nu plant Cc	7 December 2023	Various Rates	3 Working days
Notice 23 / 2024	Appointment of Service Provider for individual Screening for a period of Twelve months	29 January 2024	n/a	8 February 2024	Cancelled	27 February 2024	n/a	n/a
Notice 28 / 2024	Supply, Delivery and Off-loading of Three-phase Electricity Bulk Meters CT/VT Connect	6 February 2024	n/a	15 February 2023	Cancelled	24 February 2024	n/a	n/a

Notice 33 / 2024	Supply, Delivery and Off-loading of 6 Cubic Meter Skip Bins for Drop Off Sites and Informal Areas	9 February 2024	n/a	20 February 2024	Mesrazest (Pty) Ltd	11 March 2024	R277 725.00	11 Working days
Notice 39 / 2024	Re- Advertisement of a Professional Service Provider for an EIA Process Expansion of Loerie Cemetery	21 February 2024	26 February 2024	4 March 2024	Ikamva Consulting CC	16 April 2024	R215 050.00	25 Working days
Notice 47 / 2024	Refurbishment of a Nissan UD Tipper truck, Engine and body	27 February 2024	1 March 2024	8 March 2024	Phakamisa Fleet Services	12 March 2024	R247 825.00	1 Working days
Notice 48 / 2024	Supply, Delivery and Installation of Alarm Backup Power Pack Units	8 March 2024	n/a	19 March 2024	Bessie Projects CC- Contract terminated	29 April 2024	R102 154.50	22 Working days
Notice 52 / 2024	Skip Truck Hire for Collection of Skip Bins for Jeffreys Bay, St. Francis Bay and Oyster Bay for a period of Three (3) months	5 March 2024	n/a	14 March 2024	Nu Plant CC	20 March 2024	Various Rates	3 Working days
Notice 59 / 2024	Supply, Delivery and Installation of Office Furniture (CFO)	8 March 2024	n/a	19 March 2024	A& G Trading and Maintenance	5 April 2024	Various Rates	8 Working days

Notice 60 / 2024	Hiring of Construction Machinery to Provide Blading Maintenance on Gravel roads in the Gamtoos Valley as and when required.	22 March 2024	n/a	4 April 2024	Primat Construction	8 May 2024	Various Rates	22 Working days
Notice 65 / 2024	Supply, Delivery and Off-loading of Grass Cutting Machinery	19 March 2024	n/a	28 March 2024	Lonmaq Projects Pty Ltd t/a Supamix DIY EL Avile Amakhosi Projects	15 April 2024	Various Rates	3 Working days
Notice 70 / 2024	Supply, Delivery and Installation of Carpets at Municipal Office at 33 Da Gama Road, Jeffreys Bay	26 March 2024	n/a	8 April 2024	Top Carpets and Designer Blinds t/a Fashion Flooring	15 April 2024	R 880.00	4 Working days
Notice 71 / 2024	Accident Repairs on Sanitation Truck UD90 DXM 914 EC	25 March 2024	28 March 2024	5 April 2024	Phakamisa Fleet Services	12 April 2024	R122 877.50	3 Working days
Notice 73 / 2024	Supply, Delivery and Off-Loading of Disinfectant Black Dip for a period of 12 months	2 April 2024	n/a	11 April 2024	Take 5 Construction and Projects CC	23 April 2024	R 454.25	7 Working days
Notice 76 / 2024	Mechanical Repairs to Refuse Compactor DWN 714 EC	4 April 2024	10 April 2024	16 April 2024	Phakamisa Fleets Services	2 May 2024	R228 482.00	8 Working days

Notice 77/ 2024	Body Repairs to Toyota Firefighting Tanker BLH 197 EC	4 April 2024	10 April 2024	16 April 2024	Phakamisa Fleet Services	7 May 2024	R101 000.00	12 Working days
Notice 84 / 2024	Supply, Delivery and Installation of Office Furniture to KLM	10 April 2024	n/a	19 April 2024	Mudau Picture Framers t/a Framefun Thuthuka Office Supplies Workstation Office Furniture	3 May 2024	Various Rates	8 Working days
Notice 89/ 2024	Body Repairs of a Hino 4X4 Firefighting Truck DVS 430EC	22 April 2024	25 April 2024	2 May2024	Phakamisa Fleet Services	21 May 2024	R 86 500.00	11 Working days
Notice 90 / 2024	Refurbishment of Firefighting Trailer HTD 760 EC	22 April 2024	25 April 2024	2 May 2024	Phakamisa Fleet Services	10 May 2024	R 39 850.03	5 Working days
Notice 91 / 2024	Mechanical Repairs to Dennis Fire Truck DVS 234EC	24 April 2024	29 April 2024	6 May 2024	Phakamisa Fleet Services	21 May 2024	R97 347.50	8 Working days
Notice 97 / 2024	Supply, Delivery and Off-loading of LED Capacitive Touch Tablet and table	24 April 2024	n/a	6 May 2024	Memotek Trading CC	8 May 2024	R35 815.95	1 Working days
Notice 26 / 2024	Supply, Delivery and Off-Loading of	30 April 2024	n/a	10 May 2024	Cassim's Baycon Pty Ltd	24 May 2024	Various Rates	9 Working days

	Branded Corporate Items				Kukhanue Buchele Alucente Pty Ltd Madau Picture framers t/a Framefun			
Notice 98/ 2024	Supply, Delivery and Off-Loading of Festive Lights	2 May 2024	n/a	13 May 2023	No bids Received	n/a	n/a	n/a
Notice 111 / 2024	Supply, Delivery and Off-Loading of Refuse Bins to Kouga Municipality	17 May 2024	n/a	28 May 2024	Mesrazest (Pty) Ltd	13 June 2024	R157 584.50	9 Working days
Notice 112 / 2024	Appointment of Service Provider to plant vegetation on Dunes	17 May 2024	n/a	28 May 2024	Mesrazest (Pty) Ltd Inceba Zazhe Projects (Pty) Ltd	13 June 2024	R 92 736.00 R42 520.00	10 Working days
Notice 113 / 2024	Re- Advertisement: Supply, Delivery and Off-loading of Festive lights	21 May 2024	n/a	31 May 2024	No bids received	n/a	n/a	n/a
Notice 116 / 2024	Supply, Delivery and Installation of Identification Boards and other signage for Kouga Wastewater, Water Purification	21 May 2024	n/a	31 May 2024	Avile Amakhozi Projects Pty Ltd	12 June 2024	Various Rates	4 Working days

	Treatment Works and others							
Notice 134 / 2024	Subdivision, Closure and Rezoning of Public Open Space of a Portion of Erf 170 Jeffreys Bay to Private Open Space	21 June 2024	28 June 2024	5 July 2024	In progress	n/a	n/a	In progress
Notice 137 / 2024	Appointment of Service Provider for the Review of 2023/2024 Annual Financial Statements of Kouga Municipality	21 June 2024	n/a	5 July 2024	In progress	n/a	n/a	In progress

6. **Competitive bids Awarded/ Cancelled for the Period**

Below table reflects the formal tenders advertised, Cancelled and awarded for the 2023/2024 Financial Year.

Tender Notice	Tender Description	Date of Advert	Date of Clarification/ Site Meeting	Closing Date	Service Provider	Date of Award	Amount/ Cancelled	Workdays Completion of Evaluation
Notice 55 / 2023 Contract S1	Supply, Delivery and Off-loading of Water	12 April 2024	n/a	15 May 2023	n/a	n/a	Cancellation	n/a

	fittings for period of Two years							
Notice 55 / 2023 Contract S2	Supply, Delivery and Off-loading of Valves and Pipes for period of Two years	12 April 2024	n/a	15 May 2023	Wesflo Take Note Trading 245 SA Water Products Platinum Suppliers Premier Pipe Supply Irrigation Equipment Supply Intaka bolt RCH Trading	15 August 2023	Various rates	32 Work days
Notice 55 / 2023 Contract S3	Supply, Delivery and Off-loading of Black Polythene Refuse bags for a period of Two Years	12 April 2024	n/a	22 May 2023	Blackfama House (Pty) Ltd	29 September 2023	R 1020.00 per unit of 1000	78 Work days
Notice 55 / 2023 Contract S4	Supply, Delivery and Off-loading of Disinfectant Dip for a	12 April 2024	n/a	22 May 2023	Take 5 Construction and Projects	31 August 2023	R333.50	52 Work days

	period of Two Years (Green Dip- only)							
Notice 55 / 2023 Contract S5	Supply, Delivery and Off-loading of Tyres and Tubes for a period of Two Years	12 April 2024	n/a	15 May 2023	Siyaya Corporation Tiximate Five Ways Enterprises Cassim's Malas Pty Ltd	21 August 2023	Various Rates	33 Work days
Notice 67 / 2023	Recycling and Collection of Recyclable Waste in KLM for a 12 Month period (initially advertised for 36 months	21 April 2023	2 &3 May 2023 (2nd meetings scheduled due to load shedding/ connection problems)	22 May 2023	Joubert MJ t/a Xtreme Recycling	9 October 2023	No cost	70 Work Days
Notice 69 / 2023	Supply, Delivery and Off-loading of Water Treatment Chemicals for a period ending 30 October 2023	18 April 2023	26 April 2023	18 May 2023	Metsi Water Solutions Kingship Management Services and Supplies	15 August 2023	Various Rates	13 Work days

					M Way Investments			
Notice 76 / 2023	Appointment of Professional Service Providers to perform Professional Electrical Engineering Services for a period of Three Years	12 May 2023	22 May 2023	12 June 2023	Hamsa Consulting Engineers Pty Ltd Asca consulting Engineers / Vokon Afrika Consulting CVW Consulting Engineers Pty Ltd IX Infrastructure Excellence Clinkscales Maughan- Brown Pty Ltd Bosch Projects	1 November 2023	Various Rates	71 Work Days
Notice 84 / 2023	Supply and Delivery of Two (2) New Diesel One Ton High Rise 4x4 LDV for the Fire Department	9 June 2023	19 June 2023	10 July 2023	CD Freight and Logistics (Pty) Ltd	29 September2023	R1 731 720.01	42 Work days
Notice 86 / 2023	Supply, Delivery and Off-loading of Electrical	23 June 2023	n/a	31 July 2023	Powercomm Solutions (Pty) Ltd	21 November 2023	Various Rates	54 Work Days

	Requirements for a period of Two Years				Kader Technologies (Pty) Ltd Actom Electrical Products a Division of Actom (Pty) Ltd Premier Pipe Supply (Pty) Ltd Artivolt (Pty) Ltd Platinum Suppliers (Pty) Ltd Randela Africa Industries (Pty) Ltd Averge Technologies (Pty) Ltd Obhejane Trading (Pty) Ltd Memotek Trading CC Maboneng Electrical Distributors (Pty) Ltd			

Notice 90 / 2023	Support and Maintenance of Telephone Systems for KLM	12 May 2023	19 May 2023	23 June 2023 (Closing date extended from 12 June 2023)	Sky Metro Equipment (Pty) Ltd/ Upstream Security (Pty) Ltd – Joint Venture	18 December 2023	Various Rates	126 Work Days
Notice 91 / 2023	Appointment of SP for GIS Planning System in KLM for a period of Three years	12 May 2023	18 May 2023	12 June 2023	Esri South Africa	17 August 2023	Various Rates	16 Work days
Notice 97 / 2023	Provision of Internet Services, 0365 Licences, Migration of old 0365 to new Services & Azure Active Directory Deploy additional services for a period of 36 months	15 June 2023	26 June 2023	28 July 2023 (Closing date extended from 17 July 2023)	Vodacom Pty Ltd	6 November 2023	6 November 2023	35 Work Days
Notice 98 / 2023	Appointment of Service Provider to Perform External Compliance Audits for Humansdorp and Hankey landfill Sites	19 May 2023	31 May 2023	19 June 2023	Gibb Environmental	17 August 2023	R 27600.00	22 Work days

Notice 99 / 2023	Appointment of contractor for the Replacement of Existing Water Main Intake in Mimosa Street Jeffreys Bay	12 May 2023	23 May 2023	12 June 2023	Ibhabhathane Trading	17 August 2023	Various Rates	30 Work Days
Notice 101 / 2023	Appointment of Service Provider to develop a change management implementation plan for a continuous Development plan over a period of three years	9 June 2023	19 June 2023	10 July 2023	n/a	16 August 2024	cancelled	n/a
Notice 102 / 2023	Appointment of a Suitably Qualified Professional Service Provider (PSP) for the Design and Implementation of the Oceanview Collector Sewer	19 May 2023	29 May 2023	19 June 2023	VST Consulting Engineers (Pty) Ltd	10 November 2023	R 746 348.85	82 Work Days
Notice 103 / 2023	Structural Repairs to Paradise Beach	23 May 2023	2 June 2023	23 June 2023	Jongoware WRR Master Specialist Joint Venture	29 September 2023	R9 049 915.80	55 Work days

	Elevated Water Tower at KLM							
Notice 105 / 2023	Supply, Delivery and Off-loading of Road Marking Paint for a period of Two Years	19 May 2023	n/a	19 June 2023	Deefour (Pty) Ltd	28 August 2023	Various Rates	24 Work days
Notice 122 / 2023	Appointment of Service Provider for Basic Assessment Report for the Development of Farm 499 Humansdorp Rd & Portion 4 of Farm 346 Humansdorp Rd	21 June 2023	7 July 2023	24 July 2023	n/a	13 September 2023	Cancelled	29 Work Days
Notice 123 / 2023	Appointment of Service Provider for the Design, Supply, Delivery and Installation, training & maintenance of an electronic committee web-based management and workflow system	21 June 2023	29 June 2023	20 July 2023	n/a	15 September 2023	Cancelled	40 Days

Notice 126 / 2023	Electrification of 259 Houses at Kruisfontein in Humansdorp	23 June 2023	5 July 2023	24 July 2023	VE Reticulation (Pty) Ltd	15 September 2023	R4 200204.80	27 Work Days
Notice 127 / 2023	Supply and Delivery of mobile handsets including Voice, Data and SMS Package for a period of 24 months	15 June 2023	27 June 2023	17 July 2023	Mobile telephone Networks (Pty) Ltd	6 November 2023	Various Rates	60 Work Days
Notice 131 / 2023	Supply and Install of Fencing in the Kouga Municipal Area for a period of 3 years	21 June 2023	4 July 2023	20 July 2023	In progress	n/a	n/a	In progress
Notice 133 / 2023	Resealing and Maintenance of Roads within the Kouga Area for a period of Three Years-Phase2	17 July 2023	26 July 2023	17 August 2023	Primat Construction	10 November 2023	Various Rates	35 Work days
Notice 134 / 2024	Appointment of a Suitably Qualified Professional Service Provider for the Weston Wastewater Treatment Work	21 June 2023	3 July 2023	20 July 2023	Bosch Projects (Pty) Ltd	6 November 2023	R1 145241.30	56 Work days

	including the Sewer Reticulation Network							
Notice 135 / 2023	Appointment of Service Provider for the Supply and Installation of paving on Portion of Erf 170, Jeffreys Bay	23 June 2023	10 July 2023	24 July 2023	Vitsha Trading & Ibala Consulting Joint Venture	6 November 2023	R1 749552.50	58 Work days
Notice 136 / 2023	Guarding Services, Alarm Systems, CCTV Cameras Services for a period of Three years	22 September 2023	5 October 2023	23 October 2023	G4S Secure Solutions (SA) (Pty) Ltd Exec Ops Pty Ltd	5 April 2024	Various Rates	79 Work days
Notice 142 / 2023	Supply, Delivery , Installation and Maintenance of an ink Jet Plotter (Lease option) for a period of Two Years	13 July 2023	20 July 2023	15 August 2023	Sky Metro Equipment (Pty) Ltd	18 December 2023	Various rates	53 Work days
Notice 146 / 2023	Appointment of a Service Provider for the Review/ Recovery of VAT, Apportionment and application thereof	24 July 2023	3 August 2023	24 August 203	Maximum Profit Recovery	20 October 2023	Various rates	14 Work days

	for a contract duration of 36 months							
Notice 152 / 2023	Electrical Maintenance and Construction work for a Period of three years	8 August 2023	17 &18 August 2023	8 September 2023	Scheyisa powerlines Phakamihle Trading Eya Bantu Professional Services	20 March 2024	Various rates	117 Work days?
Notice 175 / 2023	Supply, Delivery and Installation of hired Units for live Vehicle Tracking/ Fleet Management/ Stolen Vehicle Response with ongoing training and support and fuel management	13 September 2023	27 September 2023	13 October 2023	CTrack Fleet Solutions (Pty) Ltd	14 November 2023	Various rates	4 Work days
Notice 177 / 2023	Appointment of Service Provider to provide Cloud Hosting, Cloud Disaster Recovery and Data Centre	13 September 2023	26 September 2023	20 October 2023	Gracol Solutions (Pty) Ltd	16 February 2024	Various Rates	68 Work days

	Continuity for a period of Three (3) years							
Notice 185 / 2023	Appointment of Consultants for various Engineering and Groundwater Projects for a Period of Three years	18 September 2023	2 October 2023	27 October 2023 (Closing date extended from 18 October 2023)	LA Consulting Quantra Consulting Bosch Projects Engineering Advice and Services GLS Consulting MJM Consulting Engineers Naidu Consulting Power Consultancy Resolve Consulting Ukhuhula Holdings Zutari Gilgal Global	11 June 2024	Gazetted rates	108 Work days

					JG Afrika Delta Built Environment Consultants Africoast Consulting Lukhozi Consulting SMEC SA AES Consulting			
Notice 186 / 2023	Appointment of a Professional Service Provider for the Engineering, procurement and Construction of Solar Battery Energy storage System at Jeffreys Bay WTPPM, St. Francis WWTW, Admin Building at 24 month Operation and Maintenance Period	18 September 2023	3 October 2023	18 October 2023	n/a	n/a	Cancelled	n/a

Notice 187 / 2023	Appointment of a Service Provider to Develop an Air Quality Management Plan for Kouga Municipality	18 September 2023	3 October 2024	18 October 2023	Godwana Environmental International	11 March 2024	R 380 109.50	91 Work days
Notice 188 / 2023	Appointment of a Professional Service Provider for the Design and Implementation for the Refurbishment of the Hankey WWTW and the Kwanomzamo Sewer Pump Station	18 September 2023	2 October 2023	18 October 2023	Royal Mndawe Holdings	24 November 2023	Various Rates	12 Work days
Notice 191 / 2023	Appointment of a Legal Services Providers for a period of three years	9 October 2023	16 October 2023	23 November 2023 (Closing date extended from 8 November 2023)	n/a	n/a	Cancelled	n/a
Notice 192 / 2023	Supply, Delivery and Off-loading of LED Streetlights replacing 125Watt and 250Watt	22 September 2023	n/a	31 October 2023 (closing date extended	Obhejane Trading Pty Ltd	18 December 2023	Various Rates	19 Work days

	Mercury Vapour Conventional HID& CIF Streetlight Luminaire			from 23 October 2023)				
Notice 193 / 2023	Supply, Delivery and Off-loading of Miniature Substation and Distribution Transformers for a period of three years.	22 September 2023	n/a	23 October 2023	Actom Electrical Products Jocastro (Pty) Ltd	16 February 2024	Various Rates	67 Work days
Notice 199 / 2023	Appointment of Service Provider to render Advertising services in broadcast (radio) media and other related services for a period of one (1) year	9 October 2023	16 October 2023	17 November 2023 (Closing date from 8 November 2023)	Commuter FM Buzz Projects	19 March 2024	Various rates	20 Work days
Notice 200 / 2023	Supply, Delivery and Off-loading of 11/22KV Ring Main units and Bulk metering units with spare loads/ parts for a period of three years	9 October 2023	17 October 2023	8 November 2023	Jocastro Western Cape Pty Ltd TGood South Africa Pty Ltd ABB South Africa Pty Ltd	26 April 2024	Various Rates	87 Work days

					WJ Milne Electrical t/a Milne Electrical			
Notice 210 / 2023	Appointment of Turnkey Contractor to construct six (6) low-cost Housing projects in Patensie	13 October 2023	23 October 2023	13 November 2023	Mavukamavusi Projects (Pty) Ltd	16 February 2024	R1 080 000.00	52 Work days
Notice 211 / 2023	Appointment of a Service provider to provide Banking services to Kouga Municipality for a period of Five years	13 October 2023	1 November 2023	14 December 2023	ABSA Bank Ltd	15 May 2024	Various Rates	80 Work Days
Notice 212 / 2023	Supply, Delivery of new plant and vehicles on operational lease with a push and pull residual value at the end of term per item over a period of 36 months	13 October 2023	24 October 2024	13 November 2023	Sky Metro Equipment Pty Ltd MDZ Fleet Solutions (Pty) Ltd Zeda Car Leasing (Pty) Ltd t/a Avis Fleet	30 May 2024	Various Rates	65 Work days

Notice 219 / 2023 Contract I&E 1/2023	Supply, Delivery and Off-loading of Water Treatment Chemicals and gasses within Kouga Municipality for a period of 3 years	31 October 2023	9November 2023	4 December 2023	International Metal Processing Protea Chemical Deefour (Pty) Ltd	19 March 2024	Various Rates	53 Work days
Notice 219 / 2023 Contract I&E 2/2023	Supply, Delivery and Off-loading of Bitumen Products, Emulsions, Cold Asphalt and Road Patches within Kouga Municipality for a period of 3 years	31 October 2023	9 November 2023	4 December 2024	Wynford Civils & Development Lonmaq Projects Pty Ltd t/a Supamix DIY EL	5 April 2024	Various rates	36 Work Days
Notice 222 / 2023	Appointment of a Service Provider for the period for the review of the Kouga Municipal Spatial Development Framework	27 October 2023	n/a	27 November 2023	Maswana JV Pty Ltd	16 April 2024	R 244 950.00	72 Work days
Notice 230 / 2023	Supply, Delivery and Installation, Commissioning and maintenance of variable speed drive	3 November 2023	13 November 2023	4 December 2023	Greenro Solutions (Pty) Ltd	16 Feb 2024	Various rates	38 Work days

Notice 1 / 2024	Appointment of a Service Provider to provide cleaning services for a period of 36 months	19 January 2024	31 January 2024	29 February 2024	Mavukamavusi (Pty) Ltd	26 April 2024	R 270.00	8 Work days
Notice 2/2024: Contract S1 of 2024	Supply, Delivery and Off-Loading of Oil and Grease for a period of Two Years	19 January 2024	n/a	26 February 2024	Durban Lubricants	14 June 2024	Various Rates	61 Work days
Notice 2 / 2024: Contract S2 of 2024	Supply, Delivery and Off-Loading of Protective Clothing for a period of Two Years	19 January 2024	n/a	26 February 2024	Premier Pipe Supply Ptemier Attraction 528 t/a ZJS Distrbutors Cassim's Twaz Group Elcarbo Industrial Supplies Cape Linot Developers	11 June 2024	Various rates	50 Work days
Notice 3 / 2024	Management of Short- Term Insurance for Kouga Municipality	4 March 2024		4 April 2024	n/a	In Progress	n/a	In Progress

	a period of Three years							
Notice 4 / 2024	Appointment of a Service Provider to Develop a Change Management Plan for Continuous Development Plan over a period of Three Years	29 January 2024	6 February 2024 (Cancelled at clarification	n/a cancelled at clarification meeting	n/a	n/a	n/a	n/a
Notice 5 / 2024	Appointment of a Service Provider for the provision of a Secure Off-Site Storage Facility and to render Document Management Services for a period of Three (3) years.	19 January 2024	30 January 2024	19 February 2024	Metrofile	20 March 2024	Various rates	5 Work days
Notice 6 / 2024	Appointment of Service Provider for Rendering of Employee Assistance Programme and Medical Surveillance	19 January 2024	29 January 2024	29 February 2024	cancelled	10 April 2024	n/a	24 Work days

	for a period of Three 3 years							
Notice 7 / 2024	Supply, Delivery, Installation and training and Maintenance of a web- based Electronic Records Document and Workflow System including a Committee Management Module for a Period of 36 months	29 January 2024	5 February 2024	29 February 2024	Objection Period	n/a	n/a	31 Work days
Notice 16 / 2024	Augmentation of Sewer Rising Mains from Lamer Pump Station to Jeffreys Bay Wastewater Treatment Works- Phase 1	24 January 2024	1 February 2024	23 February 2023	Lupha Enterprises (Pty) Ltd	8 April 2024	R 9 392 485.53	18 Work days
Notice 19 / 2024	Appointment of Service Provider for the Supply and Delivery of one 7000L	29 January 2024		29 February 2024	Sky Metro Equipment (Pty) Ltd	26 April 2024	R1 498 952.55	20 Work days

	Water Tanker for the Fire Department							
Notice 24 / 2024	Appointment of a Professional Service Provider to assemble a multi-disciplinary team of Professionals to conduct a full feasibility Study and Develop a Business Plan together with conceptual designs for Erf 499, Humansdorp and Portion 21 of Farm 347 of Humansdorp RD	2 February 2024	13 February 2024	4 March 2024	Urban Econ Developments Economics Pty Ltd	28 May 2024	R 589 306.00	18 Work days
Notice 35 / 2024	Appointment of a Service Provider to render services in Aerial Photography, Videography and aerial videography and other related services for a period of three (3) years	13 February 2024	21 February 2024	14 March 2024	Integrated Aerial Systems (Pty) Ltd	28 May 2024	Various rates	37 Work days

Notice 36 / 2024	Supply, Installation, Commissioning and Maintenance of a Performance Management System for a period of Three 3 years	13 February 2024	20 February 2024	14 March 2024	Objection Period	n/a	n/a	34 Work days
Notice 37 / 2024	Design, Build and Commissioning of the upgrade to the Gill Marcus Water Treatment Works	16 February 2024	27 February 2024	18 March 2024	International Metal Processing	24 June 2024	R4 999 050.00	46 Work days
Notice 43 / 2024	Supply and Delivery of Laptop Devices for a period of Two 2 Years	18 March 2024	27 March 2024	22 April 2024	n/a	n/a	n/a	In progress
Notice 44 / 2024	Refurbishment of the Hankey Wastewater Treatment Works	26 February 2024	5 March 2024	17 April 2024	Imvu Construction	28 June 2024	R4 894 931.00	17 Work days
Notice 55 / 2024	Request for Proposals for the development and Sale Offer of erf 873 Jeffreys Bay (Jeffreys Bay Golf Course)	6 March 2024	Cancelled at Clarification meeting	n/a	n/a	n/a	n/a	n/a

Notice 56 / 2024	Provision of Log- Term Loan Facility of R200 000 000.00 to Finance Infrastructure Projects for Kouga Municipality	18 March 2024	26 March 2024	3 May 2024	No bids received	n/a	n/a	n/a
Notice 79 / 2024	Supply, Installation and Servicing of Portable Fire Protection Equipment and manual Fire Alarm Systems for a period of 36 Months	10 April 2024	19 April 2024	13 May 2024	Cancellation	30 May 2024	n/a	8 Working Days
Notice 85 / 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	2 May 2024	7 June 2024	n/a	In progress	n/a	In progress

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	13 May 2024	27 May 2024	n/a	In progress	n/a	In progress
Notice 96 / 2024	Construction of Civil Services for 2023 Erven in Donkerhoek, Humansdorp gravel streets and Bulk & Internal water Reticulation Network	26 April 2024	3 May 2024	13 May 2023	n/a	In progress	n/a	In progress
Notice 101 / 2024	Appointment of Service Provider for Individual Screening of Candidates for a period of 3 years	8 May 2024	16 May 2024	10 June 2024	n/a	In progress	n/a	In progress
Notice 110 /2024	St Francis Bay Groundwater Development of three Boreholes	17 May 2024	28 May 2024	18 June 2024	n/a	In progress	n/a	In progress

Notice 81/2024 Contract S3/2024	Supply, Delivery and Off-loading of Water Fittings for a period of three 3 years.	24 May 2024	n/a	24 June 2024	n/a	In progress	n/a	In progress
Notice 108/2024 Contract S4/2024	Supply, Delivery and Off-loading of Water Meters for a period of three 3 years.	24 May 2024	n/a	24 June 2024	n/a	In progress	n/a	In progress
Notice 117/ 2024	Upgrade of Boskloof Substation and New Kwanomzamo Bulk Supply for Kouga Municipality	27 May 2024	5 June 2024 2nd meeting was arranged to include bidders with CIDB grading of 6 EP PE on 2 July 2024	Not closed	n/a	In progress	n/a	In progress
Notice 118 / 2024	Upgrade of Oceanview Substation Switchgear for Kouga Municipality	27 May 2024	5 June 2024	27 June 2024	n/a	In progress	n/a	In progress
Notice 123 / 2024	Appointment of a Panel of Professional Resource Teams (Built	10 June 2024	21 June 2024	In progress	n/a		n/a	In progress

	Environment) for the feasibility of various Municipal Projects for a period of 36 months		Meeting changed to 24 June due to Zoom capacity only 100 participants					
Notice 124 / 2024	Hiring of Portable Polyethylene VIP Chemical Toilets for a period of three (3) years	12 June 2024	28 June 2024	In progress	n/a		n/a	In progress
Notice 125 / 2024	Provision of Life saving Services to Kouga Municipality for a period of 36 Months	12 June 2024	28 June 2024	In progress	n/a		n/a	In progress
Notice 129/2022	Appointment of Service Provider to render Advertising Services in Print media to KLM	n/a	n/a	n/a	Sondlo & Knopp Advertising	13 March 2023	Various Rates	n/a award made after termination of initial appointed SP.

Variations/ Re-Instatement of Work/Appointment on a Transversal Contract RT57

NOTICE &DESCRIPTION	SERVICE PROVIDER	DATE OF AWARD	AMOUNT/ CANCELLED
Notice 222/2019 Re-instatement of Full Scope of Work on Tender & Variation: Plant, Design and Build for the upgrade and Refurbishment of the Kwanomzamo Wastewater Treatment Plant.	Lektratek Water Technology	12 September 2023	R 36 993 818.62 (total re-instatement value)
Variation-Notice 156/2022 Variation on Electrification of subeconomic houses-Oceanview Phase 1	VE Reticulation Pty Ltd	4 October 2023	R 247 812.36
Notice 175/2022 Re-instatement of Full Scope of Work on Tender & Upgrading of 66KV Overhead line between Melkhout-Mian intake Substation Jeffreys Bay	VE Reticulation Pty Ltd	18 October 2023	R 2 999 987.08 (total re-instatement value)
Variation-Notice 175/2022 Upgrading of 66KV Overhead line between Melkhout-Mian intake Substation Jeffreys Bay	VE Reticulation Pty Ltd	18 October 2023	R521 454.00
Variation-Notice 126/2022 Resealing and Maintenance of Roads for period of three years	Imvula Roads and Civils Pty Ltd	8 November 2023	R3 472 505.80

NOTICE &DESCRIPTION	SERVICE PROVIDER	DATE OF AWARD	AMOUNT
Variation-Notice 222/2019 Appointment of Contractor for the upgrading of Loerie Sports facility	LRC Civils	24 January 2024	R 1 547 736.80
Variation-Notice 235/2021 Appointment of Consultant for the upgrading of Loerie Sports facility	Bosch Projects	21 February 2024	R 158 668.95
Variation-Notice 47/2021 Hankey Sanitation Upgrade: Installation of new sewage gravity network- final re-measurement	LRC Civils	21 February 2024	R 399 131.58
Variation-Notice 155/2021 Humansdorp Ground Water Supply phase 1	Ikhono Techni	20 March 2024	R 1 000 515.80
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

NOTICE &DESCRIPTION	SERVICE PROVIDER	DATE OF AWARD	AMOUNT
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

7. **Annual Stocktaking**

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**				

8. **Section 36 Deviations in terms of SCM Policy**

A Total of value of the deviations for the financial year amounts to R 59 016 289.58

Please note that this is not the figure as reported in the Annual Financial Statements reflects the amount that was paid for the financial year.

DETAILED BREAKDOWN REFER TO TABLE 1-6 .

9. SCM Management component for the period 1 July 2023 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:

- Mr. L. Landu- Manager: Supply Chain- resigned 31 August 2023
- Mrs S. Mbengu- Manager: Supply Chain- 3-8 January 2024
- 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: CIVIL & WATER

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/ CW 1	27-Jun-23	Infrastructure & Engineering	Technical	Flagt Electric t/a Flash Electric	Emergency Supply of KSB Pump for Patensie Water Treatment Plant- refer Q7108	R96 848,40	15-Jun-23	17-Jul-23	S36 (1) (a)(i); (iii & iv))	Req No: 144044 Order No: 227812
23-24/ CW 2	27-Jun-23	Infrastructure & Engineering	Technical	Flagt Electric t/a Flash Electric	Repair ABS Pump at Vergenoeg Sewer Pump Station- refer Q7100	R33 752,50	13-Jun-23	17-Jul-23	S36 (1) (a)(i); (iii)	Req No: 149025 Order No: 227813
23/24/ CW7	07-Aug-23	Civil & Water Engineering Services	Technical Services	Flash Electrical	Repairs to pump at Supertubes sewerage pump station - Jeffreys Bay	R17 137,93	17-Jul-23	23-Aug-23	S36 (1)(a)(i); (iii)	Req No: 144829 Order No: 228526
23/24/ CW8	07-Aug-23	Civil & Water Engineering Services	Technical Services	Flash Electrical	Emergency call out to Sandkasteel pump station	R2 558,75	17-Jul-23	23-Aug-23	S36 (1)(a)(i); (iii)	Req No: 144832 Order No: 228379
23/24/ CW9	07-Aug-23	Civil & Water Engineering Services	Technical Services	Flash Electrical	Repairs to pump at Policlinic sewerage pump station - Jeffreys Bay	R20 342,35	17-Jul-23	23-Aug-23	S36 (1)(a)(i); (iii)	Req No: 144833 Order No: 228527

23/24/ CW10	07-Aug-23	Civil & Water Engineering Services	Technical Services	Flash Electrical	Repairs to pump at Plane Street sewerage pump station - Jeffreys Bay	R16 317,98	17-Jul-23	23-Aug-23	S36 (1)(a)(i); (iii)	Req No: 144834 Order No: 228528
23-24/ CW11	31-Aug-23	Civil & Water Engineering Services	Civil	Flash Electrical	Installation of loan pump at Tecoma Sewerage pump Station	R2 185,00	02-Aug-23	04-Sep-23	S36 (1)(a)(i); (iii)	Req No: 144849 Order No: 228786
23-24/ CW12	31-Aug-23	Civil & Water Engineering Services	Civil	Flash Electrical	Emergency Call out to Beach Hotel Sewer Pump Station	R3 363,75	02-Aug-23	04-Sep-23	S36 (1)(a)(i); (iii)	Req No: 144851 Order No: 228787
23-24/ CW13	31-Aug-23	Civil & Water Engineering Services	Civil	Flash Electrical	Emergency Repairs to Pump 1 &2 in Tecoma Sewerage Pump Station	R37 592,12	11-Aug-23	04-Sep-23	S36 (1)(a)(i); (iii)	Req No: 144850 Order No: 228785
23-24/ CW16	05-Sep-23	Civil & Water Engineering Services	Civil	Flash Electric	Supply, Deliver and Install of a mixer motor for Jbay WWTW	R60 892,50	22-Aug-23	10-Oct-23	S36 (1)(a)(i) iii	Req No: 144779 Order No: 229466
23-24/ CW27	28-Nov-23	Civil & Water Engineering Services	Civil	Flash Electric	Emergency call out to Jeffreys Bay WWTW	R47 537,79	15-Nov-23	05-Dec-23	S36 (1)(a)(i) iii	Req No: 151632 Order No: 231109
23-24/ CW3	04-Jul-23	Infrastructure & Engineering	Workshop	Nu-Plant Projects	Hiring of Water Trucks to cart water in Hankey and Patensie for annual dry period	R54 740,00	27-Jun-23	11-Jul-23	S36 (1) (a)(i); (iii& iv))	Req No: 146121 Order No: 227698

23-24/ CW4	17-Jul-23	Infrastructure & Engineering	PMU Unit	MJM Consulting Engineers	Appointment of a Professional Service Provider for the Design and Implementation of emergency repairs to St Francis Bay Bridge. **Deviation Amount is R519240,30, amount paid reflected at 30 June 2024**	R475 862,31	10-Jul-23	31-Jul-23	S36 (1) (a)(v)	Req No: 145052 Order No: 228115
23-24/ CW6	18-Aug-23	Civil & Water Engineering Services	Technical Services	Civil Construction and Skills Training CCST	Appointment of contractor for the fixing of potholes in the Kouga Local Municipal area	R232 300,00	10-Aug-23	25-Aug-23	S36 (1)(a)(v)	Req No: 145061 Order No: 228539
23-24/ CW23	27-Oct-23	Civil & Water Engineering Services	Civil	Civil Construction and Skills Training CCST	Appointment of a contractor for fixing potholes in the Kouga Local Municipal area- Area 2- Humansdorp	R174 800,00	20-Oct-23	31-Oct-23	S36 (1)(a)(v)	Req No: 145095 Order No: 230000
22-23/ CW(PREV I&E)	11-Jan-24	Civil & Water Engineering Services	PMU	Civil Construction & Skills Training (CCST)	Equipping and Connecting of 2 Boreholes in St. Francis Bay (**original deviation signed in 22/23 Fin Yr- resubmitted in current year to proceed work approved 12 Jan 2024- original order was 225987 done on req 141893- WSIG project)**	R2 733 194,84	27-Mar-23	31-Mar-23	S36 (1) (a)(v)	Req No: 153438 Order No: 231693

23-24/ CW14	28-Sep-23	Civil & Water Engineering Services	Civil	Primat Construction Pty Ltd	Appointment of Contractor for the implementation of the St Francis bridge emergency repairs	R1 984 578,81	12-Sep-23	28-Sep-23	S36 (1)(a)(v)	Req No: 145075 Order No: 229257
23-24/ CW37	06-Feb-24	Civil & Water Engineering Services	Civil	Primat Construction	Implementation of the St Francis Bay Emergency Bridge Repairs	R539 558,88	01-Feb-24	09-Feb-24	S36 (1)(a)(v)	Req No: 153461 Order No: 232219
23-24/ CW17	22-Sep-23	Civil & Water Engineering Services	Civil	Lekratek	Upgrading of the Humansdorp Wastewater Treatment Works - Additional EME costs	R2 132 220,02	18-Sep-23	10-Oct-23	S36 (1)(a)(v)	Req No: 145078 Order No: 229464
23-24/ CW18	22-Sep-23	Civil & Water Engineering Services	Civil	Lekratek	Upgrading of the Humansdorp Wastewater Treatment Works - Additional Cost	R5 632 424,29	18-Sep-23	10-Oct-23	S36 (1)(a)(v)	Req No: 145079 Order No: 229463
23-24/ CW19	27-Sep-23	Civil & Water Engineering Services	Civil	Ubusisiwe	After hours emergency repair work on main supply water pipe from WTW in Hankey	R5 445,25	08-Sep-23	11-Oct-23	S36 (1)(a)(i) iii	Req No: 151323 Order No: 229479
23-24/ CW20	21-Sep-23	Civil & Water Engineering Services	Civil	Zutari	Additional indirect costs applied for the Kwanomzamo WWTW Upgrade	R653 075,75	18-Sep-23	12-Oct-23	S36 (1)(a)(v)	Req No: 145080 Order No: 229533
23-24 /CW24	10-Nov-23	Civil & Water Engineering Services	Civil	Mavukamavusi Projects	Appointment of a contractor for the construction of RDP House / Demolishment: ERG	R160 000,00	07-Nov-23	16-Nov-23	S36 (1)(a)(i) ii	Req No: 153413 Order No: 230593

					4927, Extension 391, Humansdorp					
23-24/ CW30	22-Dec-23	Civil & Water Engineering Services	Civil	Tecroveer	Emergency call out to Jeffrey's Bay WWTW	R26 263,70	19-Dec-23	27-Dec-23	S36 (1)(a)(i) ii; iii; iv	Req No: 151651 Order No: 231499
22-23/ CW (PREV I&E)	Nov-23	Civil & Water Engineering Services	PMU	Ikhono Techni Pty ltd	Equipping and Connecting the Kruisfontein Borehole HD6C to Humansdorp Water Treatment Works: (**Full Deviation contract amount: R8 363 299,63 signed 21/22 Fin Yr)** Transactional Value recorded for retention	R209 082,80	09-May-22	25-May-22	S36(1)(a)(v)	Req No: 153446 Order No: 230913
23-24/ CW42	14-Mar-24	Civil & Water Engineering Services	Civil	Ikhono Techni	Humansdorp Groundwater: Construction of pipelines and development of boreholes - Pipe Jacking	R416 168,94	07-Mar-24	18-Mar-24	S36 (1)(a)(v)	Req No: 153479 Order No: 233090
23-24/ CW43	14-Mar-24	Civil & Water Engineering Services	Civil	Ikhono Techni	Humansdorp Groundwater: Construction of pipelines and development of boreholes - Pipe Jacking	R827 621,62	07-Mar-24	18-Mar-24	S36 (1)(a)(v)	Req No: 153693 Order No:

23-24/ CW40	07-Mar-24	Civil & Water Engineering Services	Civil	Rudcor Engineering	Appointment of a contractor for the construction of internal streets and stormwater infrastructure for Hankey Housing Development (Phase 2). Original deviation amount as reported on February items- R13233003,55 on req 153465/ order 232697. Updated amount reflected.	R17 677 321,20	01-Mar-24	14-Mar-24	S36 (1)(a)(i) i; iv; v	Req No: 153477 Order No: 233019
22-23 Fin YR	Feb-24	Civil & Water Engineering Services	Civil	Rudcor Engineering Pty Ltd	WSIG Project- I& E 1/2023: Augmentation of Water Supply - Kruisfonten (**original deviation signed in 22/23 Fin Year-Total amount awarded on Deviation is R13 419 532, 22**) The amount reflected in next column what was paid	R609 298,61	02-Feb-23	03-Feb-23	S36 (1) (a)(v)	Req No: 153446 Order No: 232096
23-24/ CW41	08-Mar-24	Civil & Water Engineering Services	Civil	Vitsha Trading	Construction services to complete Kwanomzamo Sports field.	R1 092 675,94	29-Feb-24	11-Mar-24	S36 (1)(a)(v)	Req No: 153476 Order No: 232991
23-24/ CW45	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/ CW50	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/ CW54	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/ CW60	31-May-24	Civil & Water Engineering Services	Civil	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/ CW 5	27-Jul-23	Civil & Water Engineering Services	Technical	RCH Trading CC	Supply 2x Helix water meters and relevant materials to replace broken meters. (Deviation was originally done in the 2022/23 Financial year- refer req 144769. cancelled. New memo issued and corrections made in current Fin year.	R 52 851,24	24-Jul-23	03-Aug-23	S36 (1) (a)(i); (iii)	Req No: 144773 Order No: 228133
23/24/ CW15	02-Oct-23	Civil & Water Engineering Services	Civil	Glance Corporate Solutions	Water quality management risk assessment workshop	R22 470,00	25-Aug-23	05-Oct-23	S36 (1)(a)(v)	Req No: 134728 Order No: 229384

23-24/ CW21	12-Oct-23	Civil & Water Engineering Services	Civil	IMESA	IMESA National Conference 25 - 27 October 2023 attended by Section.	R62 300,00	10-Oct-23	16-Oct-23	S36 (1)(a)(v)	Req No: 134747 Order No: 229626
23-24/ CW22	07-Aug-23	Civil & Water Engineering Services	Civil	Spektrum	Teleflex display for telemetry control	R8 014,35	03-Aug-23	25-Oct-23	S36 (1)(a)(i) iii; iv	Req No: 128506 Order No: 229883
23-24/ CW25	28-Nov-23	Civil & Water Engineering Services	Civil	Intaka Bolt	Supply and delivery of VJ Step couplings x10 required for water network maintenance	R44 275,00	13-Nov-23	29-Nov-23	S36 (1)(a)(i) iii; iv	Req No: 151654 Order No: 231486
23-24/ CW29	22-Dec-23	Civil & Water Engineering Services	Civil	Intaka Bolt	Sewer network maintenance tools	R222 660,85	20-Dec-23	27-Dec-23	S36 (1)(a)(i) ii; iii; iv	Req No: 151654 Order No: 231486
23-24/ CW44	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/ CW28	20-Dec-23	Civil & Water Engineering Services	Civil	Roadsaver Group (Pty) Ltd	Supply and delivery of Bituminous material for road patching in rainy and wet conditions	R187 910,00	13-Dec-23	22-Dec-23	S36 (1)(a)(i) iii; iv	Req No: 134771 Order No: Manual Order
23-24/ CW26	10-Nov-23	Civil & Water Engineering Services	Civil	Ikusasa Chemicals	Supply, Transport and Delivery to Chlorine gas delivered to Jeffreys Bay WWTW	R119 581,60	30-Nov-23	30-Nov-23	S36 (1)(a)(i) iil	Req No: 144885 Order No: 230958

23-24/ CW35	30-Jan-24	Civil & Water Engineering Services	Civil	Ikusasa Chemicals	Water Treatment Chemical required at the Water Treatment Works for the treatment of water: Chlorine Gas	R164 206,20	29-Jan-24	09-Feb-24	S36 (1)(a)(i) i; iii; v	Req No: 151671 Order No: 232092
23-24/ CW38	29-Feb-24	Civil & Water Engineering Services	Water	Ikusasa Chemicals	Water Treatment Chemical required: 40x Chlorine Gas	R164 206,20	29-Feb-24	05-Mar-24	S36 (1)(a)(i) i; iii; v	Req No: 159615 Order No: 232766
23-24/ CW52	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/ CW31	11-Jan-24	Civil & Water Engineering Services	Water	Metsi Water Solutions	Water Treatment Chemical required at Gamtoos Valley Water Treatment Works for the cleaning of drinking water: Abifloc 4051 x10 ton	R171 695,00	10-Jan-24	16-Jan-24	S36 (1)(a)(i) i; iii; iv & S36 (1) (v)	Req No: 144091 Order No: 231741
23-24/ CW32	24-Jan-24	Civil & Water Engineering Services	Water	Metsi Water Solutions	Water Treatment Chemical required at the Water Treatment Works for the treatment of water: HTH chips (x 500kg)	R39 077,00	23-Jan-24	25-Jan-24	S36 (1)(a)(i) i; iii; v	Req No: 151664 Order No: 231940

23-24/ CW33	24-Jan-24	Civil & Water Engineering Services	Water	Metsi Water Solutions	Water Treatment Chemical required at the Water Treatment Works for the cleaning of drinking water: Sodium hydroxide (caustic soda 20 bags x25 kg)	R570 400,00	22-Jan-24	26-Jan-24	S36 (1)(a)(i) i; iii; v	Req No: 151666 Order No: 231978
23-24/ CW36	19-Feb-24	Civil & Water Engineering Services	Water	Metsi Water Solutions	Water Treatment Chemical required at the Water Treatment Works for the treatment of water: HTH chips	R39 077,00	19-Feb-24	20-Feb-24	S36 (1)(a)(i) i; iii; v	Req No: 151681 Order No: 232494
23-24/ CW39	29-Feb-24	Civil & Water Engineering Services	Water	Metsi Water Solutions	Water Treatment Chemical required at Gamtoos Valley:10tons Abifloc4051 cleaning of drinking	R171 695,00	29-Feb-24	05-Mar-24	S36 (1)(a)(i) iii; iv; v	Req No: 159616 Order No: 232842
23-24/ CW34	15-Feb-24	Civil & Water Engineering Services	Water	Global Prospectus Development Institute	Blue drop, green drop and no drop water management systems workshop	R37 915,50	15-Feb-24	19-Feb-24	S36 (1)(a)(v)	Req No: 134787 Order No: 232668
23-24/ CW46	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/ CW59	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/ CW47	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/ CW53	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	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/ CW49	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/ CW51	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/ CW55	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/ CW56	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/ CW57	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/CW58	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/ CW61	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
					TOTAL	**R39 760 797,86**				

TABLE 2: ELECTRO- MECHANICAL

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/ EM1	08-Aug-23	Electro-Mechanical	Workshop	Sky Metro Equipment Pty Ltd	Repairs to bulldozer	R128 800,00	08-Aug-23	17-Aug-23	S36 (1)(a)(i) iv; S36 (1) (a) (v)	Req No: 146124 Order No: 228340
23-24/ EM15	20-Nov-23	Electro-Mechanical	Workshop	Sky Metro Equipment Pty Ltd	Hiring of 5 LDV's vehicles for Civil Services for a period of 60 days	R133 197,60	17-Nov-23	20-Nov-23	S36 (1)(a)(i) iv; (v)	Req No: 152640 Order No: 230638
23-24/ EM16	20-Nov-23	Electro-Mechanical	Workshop	Sky Metro Equipment Pty Ltd	Hiring of two vehicles for Community Services for a period of 120 days	R123 997,60	16-Nov-23	22-Nov-23	S36 (1)(a)(i) iv; (v)	Req No: 152638 Order No: 230729
23-24/ EM23	07-Feb-24	Electro-Mechanical	Workshop	Sky Metro Equipment Pty Ltd	Hiring of 5 vehicles for Civil Services for a period of 60 days	R133 197,60	02-Feb-24	05-Feb-24	S36 (1)(a)(i) iii; iv; S36 (1) (a) (v)	Req No: 154789 Order No: 232268
23-24/ EM32	05-Jun-24	Electro-Mechanical	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; S36 (1) (a) (v)	Req No: 158663 Order No: 234957

23-24/ EM33	05-Jun-24	Electro-Mechanical	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; S36 (1) (a) (v)	Req No: 155444 Order No: 234958
23-24/ EM2	16-Aug-23	Electro-Mechanical	Workshop	Rencor Engineering Pty Ltd	Repairs to refuse compactor JBD519EC- faulty hydraulic cylinders	R70 672,10	10-Aug-23	23-Aug-23	S36 (1)(a)(i); (iii & iv))	Req No: 140862 Order No: 228465
23-24/ EM11	19-Sep-23	Electro-Mechanical	Workshop	Rencor Engineering Pty Ltd	Repairs to the SL 12000 safe lift of Humansdorp Electrical Department and compulsory test	R133 170,00	13-Sep-23	06-Oct-23	S36 (1)(a)(i) iii; iv	Req No: 149897 Order No: 229376
23-24/ EM19	22-Dec-23	Electro-Mechanical	Workshop	Rencor Engineering Pty Ltd	Repairs to the SL 12000 safe lift of Jeffrey's Bay electrical section/ annual load testing	R45 753,52	19-Dec-23	23-Dec-23	S36 (1)(a)(i) iii; iv	Req No: 152252 Order No: 231488
23-24/ EM27	10-May-24	Electro-Mechanical	Worksop on behalf of Community Services	Rencor Engineering Pty Ltd	JBD519EC - Repair faulty bin lifters and recline hopper	R36 946,02	30-Apr-24	13-May-24	S36 (1)(a)(v)	Req No: 158219 Order No:
23-24/ EM31	24-May-24	Electro-Mechanical	Workshop on behalf of Civil	Rencor Engineering Pty Ltd	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/ EM3	17-Aug-23	Electro-Mechanical	Workshop	Siyaya Tyres	Purchase of 6 new 255/100R16x 2L T for grader (JYV339EC) Item not a stock item on existing stores contract.	R58 995,00	16-Aug-23	23-Aug-23	S36 (1)(a)(i); (iii); (iv);S36 (1) (a) (v) (v)	Req No: 149851 Order No: 228467

23-24/ EM4	08-Aug-23	Electro-Mechanical	Workshop	Earth mach	Purchasing of 100l diesel bouser to transport diesel to all pump stations and generators	R69 143,75	07-Aug-23	28-Aug-23	S36 (1)(a)(v), (1)(b)	Req No: 146125 Order No: 228595
23-24/ EM5	04-Aug-23	Electro-Mechanical	Electrical	Flo Specialized product Solutions	Emergency Procurement of Flexible Silicon Bushing Boots x 30 for their insulating properties and the functioning of transformer and switchgear systems	R33 985,50	31-Jul-23	05-Sep-23	S36 (1)(a)(i): (iii & iv))	Req No: 148860 Order No: 228771
23-24/ EM13	30-Oct-23	Electro-Mechanical	Electrical	VE Reticulation	Deviation on additional work done on Tender Notice 175 of 2022- Upgrade of Municipal 66KV Overhead line between Melkhout Substation and the main intake substation in Jeffreys Bay	R454 792,49	30-Oct-23	30-Oct-23	S36(1)(a)(v)	n/a
23-24/EM6	11-Sep-23	Electro-Mechanical	Workshop	Eco Car Hire	Hiring of 6 vehicles for Community Services for a period of 180 days. Refer to previous Requisition No: 140851 order 228355 cancelled.	R432 482,33	07-Aug-23	11-Sep-23	S36 (1)(a)(v)	Req No: 140867 Order No: 228870

23-24/EM24	15-Mar-24	Electro-Mechanical	Civil	Eco Car Hire	Hiring of 6 vehicles for community services for a period of 60 days	R144 960,00	13-Mar-24	13-Mar-24	S36 (1)(a)(i) iv; S36 (1)(v)	Req No: 158614 Order No: 233061
23-24/EM28	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/EM7	21-Sep-23	Electro-Mechanical	Workshop	L&L Electrical (Coastal)	138 KVA generator for the municipal yard at Jeffrey's Bay	R306 400,25	20-Jul-23	27-Sep-23	S36 (1)(a)(i) iv	Req No: 140847 Order No: 229212
23-24/EM29	17-May-24	Electro-Mechanical	Civil	Coastal Electrical & Refrigeration (L&L Electrical)	Service of generators at pumpstations: Total reported on 2 requisitions R181413,11	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/EM8	20-Sep-23	Electro-Mechanical	Workshop	Fleet Dynamics	Repairs to Iveco Fire Fighting Vehicle-JBD519EC	R60 673,82	06-Sep-23	28-Sep-23	S36 (1)(a)(i):(iii); S36 (1) (a) (v)	Req No: 141152 Order No: 229304
23-24/EM9	29-Sep-23	Electro-Mechanical	Workshop	Phakamisa Fleet	Repairs to V10 Engine of 135KW Generator	R76 672,80	27-Sep-23	29-Sep-23	S36 (1)(a)(i): (iii & iv))	Req No: 149428 Order No: 229288

23-24/EM14	06-Nov-23	Electro-Mechanical	Workshop	Phakamisa Fleet Services	Supply and fit - FE6 Multivalve engine for skip truck - FNG 215 EC	R150 000,00	01-Nov-23	06-Nov-23	S36 (1)(a)(i) iii; iv	Req No: 146131 Order No: 230126
23-24/ EM20	09-Jan-24	Electro-Mechanical	Workshop	Phakamisa Fleet Services	Supply of a service exchange allison CX3 auto gearbox: JMJ 516 EC	R184 000,00	04-Jan-24	10-Jan-24	S36 (1)(a)(i) iii & iv & S36 (1) (v)	Req No: 146139 Order No: 231591
23-24/EM22	09-Feb-24	Electro-Mechanical	Workshop	Phakamisa Fleet Services	Supply of gearbox for the sanitation truck Isuzu FTR 800 (DNH 308 EC)	R62 879,13	06-Feb-24	08-Feb-24	S36 (1)(a)(i) iii; iv; S36 (1) (a) (v)	Req No: 155059 Order No: 232290
23-24/EM12	14-Sep-23	Electro-Mechanical	Civil	Flash Electric	Supply, Delivery and Install of Aerators for Jbay WWTW. **Reported under Electro Mechanical based on whom authorised deviation.**	R98 419,30	22-Aug-23	10-Oct-23	S36 (1)(a)(i) iii; iv; (v)	Req No: 144785 Order No: 229465

23-24/EM10A	21-Sep-23	Electro-Mechanical	Workshop	Flash Electrical	Appointment of Contractors for the Repairs and Maintenance on Pumpstations for a period of 6 months: **Monthly expenditure to be reported.**	R0,00	19-Sep-23	29-Sep-23	S36 (1)(a)(i) iv	Not applicable
23-24/EM10A	Oct-23	Electro-Mechanical	Workshop	Flash Electrical	Appointment of Contractors for the Repairs and Maintenance on Pumpstations for a period of 6 months: **Monthly expenditure reported in next column based on orders received**	R68 044,73	19-Sep-23	29-Sep-23	S36 (1)(a)(i) iv	various requisition/ order issued
23-24/EM10A	Nov-23	Electro-Mechanical	Workshop	Flash Electrical	Appointment of Contractors for the Repairs and Maintenance on Pumpstations for a period of 6 months: **Monthly expenditure reported in next column based on orders received**	R113 672,08	19-Sep-23	29-Sep-23	S36 (1)(a)(i) iv	various requisition/ order issued

23-24/EM10A	Dec-23	Electro-Mechanical	Workshop	Flash Electrical	Appointment of Contractors for the Repairs and Maintenance on Pumpstations for a period of 6 months: **Monthly expenditure reported in next column based on orders received**	R541 565,92	19-Sep-23	29-Sep-23	S36 (1)(a)(i) iv	various requisition/ order issued
23-24/EM10A	Jan-24	Electro-Mechanical	Workshop	Flash Electrical	Appointment of Contractors for the Repairs and Maintenance on Pumpstations for a period of 6 months: **Monthly expenditure reported in next column as received as received**	R470 424,00	19-Sep-23	29-Sep-23	S36 (1)(a)(i) iv	various requisition/ order issued
23-24/ EM10A	Feb-24	Electro-Mechanical	Workshop	Flash Electrical	Appointment of Contractors for the Repairs and Maintenance on Pumpstations for a period of 6 months: **Monthly expenditure reported in next column as received as received**	R244 678,30	19-Sep-23	29-Sep-23	S36 (1)(a)(i) iv	various requisition/ order issued

23-24/EM10A	Mar-24	Electro-Mechanical	Workshop	Flash Electrical	Appointment of Contractors for the Repairs and Maintenance on Pumpstations for a period of 6 months: **Monthly expenditure reported in next column as received**	R374 159,96	19-Sep-23	29-Sep-23	S36 (1)(a)(i) iv	various requisition/ order issued
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 until 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/ 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/ EM10A	01-Jun-24	Electro-Mechanical	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	21-Sep-23	Electro-Mechanical	Workshop	International Metal Processing	Appointment of Contractors for the Repairs and Maintenance on Pumpstations for a period of 6 months: **Monthly expenditure to be reported.**	R0,00	19-Sep-23	29-Sep-23	S36 (1)(a)(i) iv	Not applicable
23-24/ EM10B	Oct-23	Electro-Mechanical	Workshop	International Metal Processing	Appointment of Contractors for the Repairs and Maintenance on Pumpstations for a period of 6 months: **Monthly expenditure reported in next column based on orders received**	R391 735,67	19-Sep-23	29-Sep-23	S36 (1)(a)(i) iv	various requisition/ order issued

23-24 /EM10B	Nov-23	Electro-Mechanical	Workshop	International Metal Processing	Appointment of Contractors for the Repairs and Maintenance on Pumpstations for a period of 6 months: **Monthly expenditure reported in next column based on orders received**	R50 953,03	19-Sep-23	29-Sep-23	S36 (1)(a)(i) iv	various requisition/ order issued
23-24/ EM10B	Dec-23	Electro-Mechanical	Workshop	International Metal Processing	Appointment of Contractors for the Repairs and Maintenance on Pumpstations for a period of 6 months: **Monthly expenditure reported in next column based on orders received**	R369 119,93	19-Sep-23	29-Sep-23	S36 (1)(a)(i) iv	various requisition/ order issued
23-24/ EM10B	Mar-24	Electro-Mechanical	Workshop	International Metal Processing	Appointment of Contractors for the Repairs and Maintenance on Pumpstations for a period of 6 months: **Monthly expenditure reported in next column as received**	R328 056,54	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/ 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/ EM10B	01-Jun-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.**	R769 018,76	19-Sep-23	29-Sep-23	S36 (1) (a) (i) iv	various requisitions/ orders issued

23-24/ EM17	05-Dec-23	Electro-Mechanical	Workshop	Bell Equipment	Repairs to the rear main boom of the Bell TLB with registration JMM501EC	R144 347,48	05-Dec-23	06-Dec-23	S36 (1)(a)(i) iii; iv	Req No: 149488 Order No: 231086
23-24/ EM35	21-Jun-24	Electro-Mechanical	Workshop	Bell Equipment	Repairs to TLB uswed by Refuse Section of GV(JLZ146EC)	R34 741,93	13-Jun-24	24-Jun-24	S36 (1)(a)(i) iii; iv; S36 (1) (a) (v)	Req No: 158264 Order No: 235235
23-24/ EM18	06-Dec-23	Electro-Mechanical	Workshop	Mostert Diesel Mechanical Services t/a DMS	Engine Repairs to Fire Truck: DVS 430 EC	R107 814,35	04-Dec-23	19-Dec-23	S36 (1)(a)(i) iii; iv	Req No: 152212 Order No: 231338
23-24/ EM30	24-May-24	Electro-Mechanical	Workshop on behalf of Civil	Mostert Diesel Mechanical Services t/a DMS	Mechanical repairs to skip truck	R59 743,40	23-May-24	27-May-24	S36 (1)(a)(v)	Req No: 155603 Order No:
23-24/ EM21	10-Jan-24	Electro-Mechanical	Elec	Zingco 110 t/a Scheyisa Powerlines	Supply and Delivery of Inverter and materials for the ICT- server room	R183 669,66	08-Jan-24	16-Jan-24	S36 (1)(a)(i) iii; iv; S36 (1) (a) (v)	Req No: 154609 Order No: 231740

23-24/ EM25	11-Apr-24	Electro-Mechanical	Electrical	Zingco 110 t/a 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/ EM26	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/ EM34	14-Jun-24	Electro-Mechanical	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
					TOTAL	**R13 170 807,75**				

TABLE 3: COMMUNITY SERVICES

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/ COMM1	31-Jul-23	Community Services	Law Enforcement	Truvelo Africa	Calibration of prolaser PL - 10824	R7 182,53	27-Jul-23	04-Aug-23	S36 (1)(a)(ii)	Req No: 139526 Order No: 228185
23-24/ COMM16	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/ COMM2	08-Sep-23	Community Services	Waste & Environmental Management	Nu Plant	Hire of 6m³ Skip truck waste skip bin removal	R790 912,50	30-Aug-23	15-Sep-23	S36 (1) (a) (v)	Req No: 147772 Order No: 228964
23-24/ COMM22	22-May-24	Community Services	Waste & Environmental Management	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/ COMM3	09-Oct-23	Community Services	Waste & Environmental Management	CEN Integrated Environmental Unit	Storm surge Deviations: Professional services - Development of the Dune Maintenance Management Plan Paradise Beach to Kabeljous and the Seekoei Estuary Management Plan	R450 943,80	04-Oct-23	25-Oct-23	S36 (1)(a)(i); (v)	Req No: 124574 Order No: 229957

23-24/ COMM4	28-Sep-23	Community Services	Waste & Environmental Management	Libistax	Storm surge Deviations: Waste / debris removal, services / repairs and maintenance	R146 000,00	04-Oct-23	11-Oct-23	S36 (1)(a)(i) ii; iii; (v)	Req No: 144775 Order No: 229505
23-24/ COMM5	29-Sep-23	Community Services	Waste & Environmental Management	Nu Plant	Storm Surge Deviations: damage repairs and maintenance to St Francis main beach area	R97 520,00	05-Oct-23	11-Oct-23	S36 (1)(a)(i) ii; iii; (v)	Req No: 144776 Order No: 229506
23-24/ COMM7	30-Oct-23	Community Services	Waste & Environmental Management	Newport Civils	Storm Surge Deviation: damage repairs and maintenance to Supertubes boardwalk	R296 355,00	08-Oct-23	06-Nov-23	S36 (1)(a)(i) iii; iv; (v)	Req No: 147767 Order No: 230087
23-24/ COMM8	30-Oct-23	Community Services	Waste & Environmental Management	Nu Plant	Storm Surge Deviation: damage repairs and maintenance to St Francis Spit, Main Beach and Cape St Francis	R254 719,25	27-Oct-23	06-Nov-23	S36 (1)(a)(i) ii; iii; (v)	Req No: 147782 Order No: 230088
23-24/ COMM6	01-Nov-23	Community Services	Community Services	Lifesaving South Africa	Registration and RPL lifeguard award training for 21 lifeguards to operate on Blue Flag beaches	R36 900,00	30-Oct-23	03-Nov-23	S36 (1) (a) (ii)	Req No: 131745 Order No: 230102
23-24/ COMM10	11-Dec-23	Community Services	Community Services	Lifesaving South Africa	Registration and RPL lifeguard retesting validity requirement	R19 200,00	07-Dec-23	13-Dec-23	S36 (1) (a) (ii)	Req No: 131769 Order No: 231215

(22-23/101) 23/24 COMM9	01-Nov-23	Community Services	Waste & Environmental Services	Eco Car Hire	Deviation approved in 22/2023 Financial Year: Hiring of 4 Vehicles for Community Services (4 x LDV's) for 1 June-18 July (original deviation amount R 54219,99- amount in next column reflects amount paid for current financial year	R 30 821,94	08-Jun-23	30-Jun-23	S36 (1)(a)(v)	Req No: 147114 Order No: 230591
23-24/ COMM11	14-Dec-23	Community Services	Community Services	Coastal electric and Refrigeration t/a L&L Electrical	Procurement, supply, delivery and installation of inverter with fixed battery and solar panels at the Humansdorp Fire Station	R183 147,51	23-Nov-23	22-Dec-23	S36 (1)(a)(i) iii	Req No: 119040 Order No: 231422
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/ COMM12	Oct-23	Community Services	Community Services	National Health Laboratory Services	Laboratory Tests: Water Samples until 30 June 2024: Monthly expenditure reported in next column as processed (please note original instruction signed Oct 2023)	R35 640,31	08-Oct-23	30-Jan-24	S36 (1)(a)(i) iv & S36 (1)(a)(v)	Req No: 151426, 151425 Order No: 232097, 232098
23-24/ COMM12	Apr-24	Community Services	Community Services	National Health Laboratory Services	Laboratory Tests: Water Samples-old year invoices-23/24 Approved deviation	R120 936,02	08-Oct-23	30-Jan-24	S36 (1)(a)(i) iv; v	Various Reqs/ Orders

23-24/ COMM12	Jun-24	Community Services	Community Services	National Health Laboratory Services	Laboratory Tests: Water Samples-old year invoices-23/24 Approved deviation	R256,11	08-Oct-23	30-Jan-24	S36 (1)(a)(i) iv; v	Req No: 151470 Order No: 235274
23-24/ COMM13	27-Feb-24	Community Services	Community Services	Steers	Food for fire fighters	R1 181,20	23-Feb-24	07-Mar-24	S36 (1)(a)(i) iii	Req No: 123174
23-24/ COMM19	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/ COMM14	20-Mar-24	Community Services	Community Services	G4S Secure Solutions	Installation of security cameras for the Main Building Office - Jeffrey's Bay	R123 950,29	06-Mar-24	26-Mar-24	S36 (1)(a)(i) i	Req No: 139730 Order No: 233232
23-24/ COMM15	19-Mar-24	Community Services	Community Services	Exec Ops	Close Protection Services	R149 685,56	06-Mar-24	20-Mar-24	S36 (1)(a)(i) i	Req No: 139734 Order No: 233212
23-24/ COMM17	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/ 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/ COMM18	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/ 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/ COMM20	29-Apr-24	Community Services	Fire Department	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/ COMM 25	10-Jun-24	Community Services	Waste & Environmental Services	WESSA	Blue Flag Application	R61 845,00	10-Jun-24	19-Jun-24	S36 (1)(a)(ii)	Req No: 159936 Order No: 235106
					TOTAL	**R3 444 849,20**				

TABLE 4: FINANCE & ECONOMIC DEVELOPMENT

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/ FIN1	18-Aug-23	Finance& Economic Development	Expenditure	Xerox	Service & parts replacement - payslip machine repairs	R5 343,60	18-Aug-23	21-Aug-23	S36 (1)(a)(ii)	Req No: 98524 Order No: 228406
23-24/ FIN3	12-Oct-23	Finance& Economic Development	Revenue	Lexis - Nexis-Windeed	Search Fees (June 2023)	R3 782,95	11-Oct-23	13-Oct-23	S36 (1)(a)(v)	Req No: 147270 Order No: 229561

23-24/ FIN4	12-Oct-23	Finance& Economic Development	Revenue	Lexis - Nexis-Windeed	Search Fees (July 2023)	R4 121,43	11-Oct-23	13-Oct-23	S36 (1)(a)(v)	Req No: 147268 Order No: 229562
23-24/ FIN5	12-Oct-23	Finance& Economic Development	Revenue	Lexis - Nexis-Windeed	Search Fees (August 2023)	R6 212,12	11-Oct-23	13-Oct-23	S36 (1)(a)(v)	Req No: 147269 Order No: 229563
23-24/ FIN6	12-Oct-23	Finance& Economic Development	Revenue	Lexis - Nexis-Windeed	Search Fees (September 2023)	R2 814,88	11-Oct-23	13-Oct-23	S36 (1)(a)(v)	Req No: 147272 Order No: 229560
23-24/ FIN8	06-Dec-23	Finance& Economic Development	Revenue	Lexis - Nexis-Windeed	Services rendered for search fees	R3 557,07	05-Dec-23	07-Dec-23	S36 (1)(a)(v)	Req No: 153810 Order No: 231122
23-24/ FIN13	10-Apr-24	Finance & Economic Development	Revenue	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	Revenue	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/ FIN16	30-Apr-24	Finance& Economic Development	Revenue	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	Revenue	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/ FIN7	Nov-23	Finance& Economic Development	Stores	Baycon Pty Ltd	Emergency Procurement of Black Refuse Bags (35 micron bags x 300 000 units) The contracted Service Provider	R330 000,00	08-Nov-23	08-Nov-23	S36 (1)(a)(v)	Req No: 152916 Order No: 230262

					could not deliver.					
23-24/ FIN2	17-Aug-23	Finance& Economic Development	Economic Development & Tourism	Be Original	Local products for China Expo 2023	R4 880,00	15-Aug-23	23-Aug-23	sec 36 (1)(a)(ii)	Req No: 140304 Order No: 228602
23-24/ FIN9	02-Feb-24	Finance& Economic Development	Economic Development & Tourism	Meltwater Solutions	License for media intelligence essentials, African Print & broadcasting, Self Service by users, unlimited training, searches, dashboards, Global online & social media content, pint & broadcast content	R75 000,00	09-Jan-24	20-Feb-24	S36 (1)(a)(ii)	Req No: 140335 Order No: 232448
23-24/ FIN10	12-Mar-24	Finance& Economic Development	Economic Development & Tourism	Travel Marketing Experts	Tourism & Travel Trade Workshops per Province	R7 992,50	05-Mar-24	12-Mar-24	S36 (1)(a)(ii)	Req No: 140346
23-24/ FIN20	15-May-24	Finance& Economic Development	Economic Development & 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
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/ FIN19	15-May-24	Finance& Economic Development	Economic Development & 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/ 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/ FIN15	29-Apr-24	Finance & Economic Development	Economic Development & Tourism	South African Travel Services Association (SATSA)	Travel trade, operators, and inbound services (Application and memership fees)	R9 488,69	24-Apr-24	29-Apr-24	S36 (1)(a)(ii)	Req No: 140367, Direct Payment
23-24/ FIN21	19-Jun-24	Finance & Economic Development	Economic Development & Tourism	NMB Tourism	NMB Tourism Award - Accommodation Category	R7 000,00	24-May-24	20-Jun-24	S36 (1)(a)(ii)	Req No: 162301
23-24 / FIN22	21-Jun-24	Finance & Economic Development	Economic Development & 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
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
					TOTAL	**R1 196 436,71**				

TABLE 5: OFFICE OF DMM

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/ DMM1	23-May-23	Office of DMM	Mayors Office	Algoa FM	Advertising on Air and on Social Media posts for the month of July-Invoice 393	R30 245,00	11-Jul-23	11-Jul-23	S36 (1) (a) (v)	Req No: 142013 Order No: 228052
23-24/ DMM3	31-Jul-23	Office of DMM	Mayors Office	Algoa FM	Advertising on Air and on Social Media posts for the month of August-Invoice 394	R30 245,00	28-Jul-23	01-Aug-23	S36 (1) (a) (v)	Req No: 142019 Order No:
23-24/ DMM4	21-Sep-23	Office of DMM	Mayors Office	Algoa FM	Advertising on Air and on Social Media posts for the month of September: Invoice 395	R30 245,00	18-Sep-23	26-Sep-23	S36 (1)(a)(v)	Req No: 142027 Order No: 229171
23-24/DMM8	18-Oct-23	Office of DMM	Mayors Office	Algoa FM	Advertising -Mayors 1st Thursday Initaitve	R22 422,70	18-Oct-23	23-Oct-23	S36 (1)(a)(v)	Req No: 142041 Order No: 229846
23-24/ DMM10	30-Nov-23	Office of DMM	Mayors Office	Algoa FM	Advertising of festive season message	R22 422,70	30-Nov-23	12-Dec-23	S36 (1)(a)(v)	Req No: 132111 Order No: 231102

23-24/ DMM18	16-Jan-24	Office of DMM	Mayors Office	Algoa FM	Advertising monthly social media sponsored post	R22 422,70	09-Jan-24	24-Jan-24	S36 (1)(a)(v)	Req No: 142068 Order No: 231917
23-24/ DMM2	28-Jul-23	Office of DMM	Mayors Office	Online Innovations Trust	Update of Kouga Municipal Website	R75 710,83	18-Jul-23	19-Jul-23	S36 (1) (a) (v)	Req No: 142018 Order No: 228109
23-24/ DMM5	21-Sep-23	Office of DMM	Corprate services	ERS Bio Pty Ltd	Bio Metric System Installation required for new staff entrance	R38 098,64	27-Jul-23	26-Sep-23	S36 (1)(a) (v)	Req No: 144262 Order No: 228784
23-24/ DMM17	17-Jan-24	Office of DMM	HR	ERS Bio Pty Ltd	Callout & assessment for faulty biometric device at HR Main Building	R3 399,40	08-Jan-24	19-Jan-24	S36 (1)(a)(ii)	Req No: 151927 Order No: 231872
23-24/ DMM37	03-May-24	Office of DMM	Corporate Services	ERS Bio Pty Ltd	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/ DMM6	21-Aug-23	Office of DMM	ICT	Metro Computers	Replacement of LCD screen, installation and labour	R9 030,73	18-Aug-23	09-Oct-23	S36 (1)(a)(v)	Req No: 144172 Order No: 229582
23-24/DMM7	18-Oct-23	Office of DMM	ICT	Siraha Group	LCD replacement for L. Desha	R9 695,65	17-Oct-23	23-Oct-23	S36 (1)(a)(v)	Req No: 144200 Order No: 229932
23-24/DMM9	07-Nov-23	Office of DMM	ICT	Datacentrix	Laptop screen repair for laptop still under warranty	R5 672,67	02-Nov-23	13-Nov-23	S36 (1)(a)(v)	Req No: 153302 Order No: 230418

23-24/ DMM11	Dec-23	Office of DMM	Legal	CW Malan Jeffreys Bay	Legal Services – Litigation pertaining to contravention of legislative provisions contemplated in the NBRBS Act No. 103 of 1977 and the SPLUM Act No. 16 of 2013: **Monthly expenditure reported in next column as processed- no requisition received.**	R0,00	07-Dec-23	07-Dec-23	S36 (1)(a)(v)	not applicable
23-24/ DMM30	Apr-24	Office of DMM	Legal Section	CW Malan Jeffreys Bay	Legal Services – Labour Relations disciplinary matters(Application against MEC COGTA) Monthly expenditure reported in next column as processed.	R25 386,69	08-Apr-24	12-Apr-24	S36 (1)(a)(v)	not applicable
23-24/ DMM35	May-24	Office of DMM	legal	CW Malan Jeffreys Bay	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)	not applicable

23-24/ DMM13	Dec-23	Office of DMM	Legal	CW Malan Humansdorp	Legal Services – Conveyancing matters :**Monthly expenditure reported in next column as processed** no requisition received.	R0,00	07-Dec-23	07-Dec-23	S36 (1)(a)(v)	not applicable
23-24/ DMM12	Dec-23	Office of DMM	Legal	Labuschagne van der Walt	Legal Services – Contravention of Code of Conduct by Councillors in the amount of R55 268.36 (Disbursement) excl VAT: **expenditure reported in next column as processed**	R136 250,08	07-Dec-23	07-Dec-23	S36 (1)(a)(v)	not applicable
23-24/ DMM26	Feb-24	Office of DMM	Mayors Office	Labuschagne van der Walt Inc.	Legal Services – Contravention of Code of Conduct by Councillors : **Monthly expenditure reported in next column as processed.**	R0,00	15-Feb-24	22-Feb-24	S36 (1)(a)(v)	not applicable
23-24/ DMM14	Dec-23	Office of DMM	Legal	Billet Gouws Attorneys	Legal Services – Labour Relations disciplinary matters: **Monthly expenditure reported in next column as processed.**	R436 919,25	22-Dec-23	15-Jan-24	S36 (1)(a)(v)	not applicable

23-24/ DMM15	12-Jan-24	Office of DMM	Legal	Billet Gouws Attorneys	Legal Services – Labour Relations disciplinary matters in the amount of **R20 080,00 excl VAT, no requisition received.**	R0,00	22-Dec-23	15-Jan-24	S36 (1)(a)(v)	not applicable
23-24/ DMM23	Feb-24	Office of DMM	Mayors Office	Billet Gouws Attorneys	Legal Services – Labour Relations disciplinary matters: **Monthly expenditure reported in next column as processed. no requisition received.**	R0,00	24-Jan-24	06-Feb-24	S36 (1)(a)(v)	not applicable
23-24/ DMM25	Feb-24	Office of DMM	Mayors Office	Billet Gouws Attorneys	Legal Services – Dispute for conciliation :**Monthly expenditure reported in next column as processed. no requisition received.**	R0,00	21-Feb-24	22-Feb-24	S36 (1)(a)(v)	not applicable
23-24/ DMM27	Feb-24	Office of DMM	Mayors Office	Billet Gouws Attorneys	Legal Services – Labour matters	R0,00	29-Feb-24	07-Mar-24	S36 (1)(a)(v)	not applicable

23-24/ DMM36	May-24	Office of DMM	Legal	Billet & Gouws Attorneys	Legal Services - Eviction Matters **Monthly expenditure reported in next column as processed. no requisition received.**	R0,00	18-May-24	24-May-24	S36 (1)(a)(v)	not applicable
23-24/ DMM16	09-Jan-24	Office of DMM	ICT	Datacentrix Pty Ltd	Replacement screen for laptop: Z. Gola still under warranty	R4 869,62	28-Nov-23	15-Jan-24	S36 (1)(a)(v)	Req No: 153308 Order No: 231761
23-24/DMM19	17-Jan-24	Office of DMM	Mayors Office	Online Innovations	Changes to Kouga Municipality's website home page by Hosting Agent	R3 657,00	24-Jan-24	29-Jan-24	S36 (1)(a)(v)	Req No: 142075 Order No: 231985
23-24/DMM20	23-Jan-24	Office of DMM	Registry	Sondlo & Knopp Pty Ltd	Emergency assistance in placement of advert of Lamer Pumpstation in Herald	R9 711,45	23-Jan-24	23-Jan-24	S36 (1)(a)(v)	Req No: 153224 Order No: 153224
23-24/DMM32	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/DMM29	26-Mar-24	Office of DMM	Mayors Office	Kwanza Communications	Advertising and editing services	R57 298,43	14-Mar-24	27-Mar-24	S36 (1)(a)(v)	Req No: 153220 Order No: 233257

23-24/ DMM21	17-Jan-24	Office of DMM	Corporate Services	Mooiuitzicht Treatment Centre	Rehabilitation of municipal employees	R84 000,00	16-Jan-24	01-Feb-24	S36 (1)(a)(v)	Req No: 152166 Order No: 232377
23-24/ DMM22	30-Jan-24	Office of DMM	ICT	Datacentrix	Reconfigure the voice IP range	R29 900,00	24-Jan-24	07-Feb-24	S36 (1)(a)(v)	Req No: 153325 Order No: 232162
23-24/ DMM24	06-Feb-24	Office of DMM	Corporate Services	Mars Technologies	Speech to text software for Committee Services	R18 407,26	05-Feb-24	07-Feb-24	S36 (1)(a)(v)	Req No: 151963 Order No: 232159
23-24/ DMM28	19-Mar-24	Office of DMM	Mayors Office	Relay EMS	Provision of medical services	R2 250,00	21-Feb-24	20-Mar-24	S36 (1)(a)(i) i; v	Req No. 152181
23-24/ DMM31	18-Apr-24	Office of DMM	OHS	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/ DMM33	02-May-24	Office of DMM	OHS	Dr Coxon & Partners	Hospital Services for Councillor Alexander	R4 276,82	02-May-24	02-May-24	S36 (1)(a)(i) I; (v)	Req No: 152009 Direct Payment
23-24/ DMM34	02-May-24	Office of DMM	OHS	Dr Coxon & Partners	Hospital Services for Councillor Alexander	R4 950,90	02-May-24	02-May-24	S36 (1)(a)(i) I; (v)	Req No: 152010 Direct Payment

23-24/ DMM38	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/ DMM39	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/ DMM40	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/ DMM41	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/ DMM42	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
					TOTAL	**R1 349 701,14**				

TABLE 6: PLANNING & DEVELOPMENT

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
22-23	15-Jun-23	Town planning, tourism and Local Economic Development	Human Settlements	Bosch Projects	Prospect road flood line determination - FLISP housing project Jeffreys Bay (Deviation approved in 2022/2023 Financial year- reported excl VAT- R54775,58. Amount reflected as paid in 23-24 Fin Year	R62 991,92	22-May-23	12-Jun-23	S36(1)(a)(v)	Req No: 138267 Order No: 227449
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
					Total	**R93 696,92**				

KOUGA MUNICIPALITY (EC 108)
ORDINARY COUNCIL MEETING
FINANCE & ECONOMIC DEVELOPMENT
OPEN
DATE: 30 OCTOBER 2024
ITEM NO: **24/10/FED2**

SUPPLY CHAIN MANAGEMENT: QUARTERLY IMPLEMENTATION REPORT FOR THE 1ST TERM OF THE 2024-2025 FINANCIAL YEAR ENDING 30 SEPTEMBER 2024

1. **Introduction**

The purpose of this item is to report on the Supply Chain Management activities for the first quarter of the 2024/ 2025 Financial Year starting 1 July 2024 and ending 30 September 2024.

2. **Background**

In terms of Regulation 6(3) of the Municipal Supply Chain Management Regulations of 2005, as amended, 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 1st Quarterly Supply Chain Management Report, is attached as **Annexure A**.

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 56 of 2003 Municipal Supply Chain Regulations, Gazette No. 27636 dated 30 May 2005

Supply Chain Management Policy

6. **Legal Implications**

In accordance with Regulation 6(4) of Municipal Supply Chain Management Regulations, 2005, as amended, the report must be made public in

accordance with Section 21 of the Local Government: Municipal Systems Act, as amended.

7. **Other Implications**

None

8. **Comments by Directorates:**

8.1 **Chief Financial Officer:**

Recommendation support.

8.2 **Director: Planning & Development**

Report noted.

8.3 **Director: Civil & Water Services**

Item noted.

8.4 **Director: Electro-Mechanical Services**

Report noted.

8.5 **Director: Community Services**

Noted

8.6 **Deputy Municipal Manager**

Noted.

8.7 **Municipal Manager**

Report noted.

9. **Delegated Authority**

Council

10. **Recommendations**

10.1 That the Quarterly Supply Chain Management Implementation report of the 2024/2025 Financial year starting 1July 2024 and ending 30 September 2024 be approved by Council as per the reporting requirements for the 1st quarter.

10.2 That the report must be made public in accordance with Section 21 of the Local Government: Municipal Systems Act, as amended.

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:

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.

1. **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)

2. **Training: Supply Chain/Stores Section**

There was no official Training held and attended by Supply Chain Officials during the financial year however various workshops have been held through the Pink Forum for Municipal Finance Officials.

3. **Monthly/ Weekly Reports**

Weekly reports are required to be submitted to Chief financial Officer.
Monthly deviations reports are submitted in terms of the SCM policy for the procurement of goods and services.

Weekly reports are required to be submitted to Chief financial Officer.
Monthly reports are submitted through the Chief financial Officer to various committees and where required, Council. These reports are submitted in terms of paragraph 6 of the Supply Chain Policy.

4. **SCM Policy Implementation changes**

There were no changes implemented in the first quarter of the 2024-2025 financial year.
New appointment letters were issued for Bid Adjudication Members incorporating rules and responsibilities.
An Updated memorandum and Deviation template was issued in line with audit requirements.

5. **Informal Tenders (7day Notices/ RFQ's)**

The following table reflects the Eight (8) Informal tenders advertised, awarded and cancelled for the first quarter.

Tender Notice	Tender Description	Date of Advert	Date of Clarification / Site Meeting	Closing Date	Service Provider	Date Of Award	Amount/ Cancelled	Workdays Completion of Evaluation
Notice 134 / 2024	Subdivision, Closure and Rezoning of Public Open Space of a Portion of Erf 170 Jeffreys Bay to Private Open Space	21 June 2024	28 June 2024	5 July 2024	Skywave (Pty) Ltd	18 July 2024	R74 776.00	7 Working days
Notice 137 / 2024	Appointment of Service Provider for the Review of 2023/2024 Annual Financial Statements of Kouga Municipality	21 June 2024	1 July 2024	5 July 2024	Altimax Pty Ltd	12 July 2024	R33 350.00	5 Working days
Notice 155/2024	Subdivision, Closure and Rezoning, Consolidation & Consent use of properties	26 July 2024	1 August 2024	8 August 2024	Skywave (Pty) Ltd	22 August 2024	R101 680.00	7 Working days

Notice 162/2024	Repairs to Bell TLB Rear Boom and Slider and service	19 August 2024	26 August 2024	2 September 2024	Phakamisa Fleet Services (Pty) Ltd	5 September 2024	R 75 898.84	2 Working days
Notice 163/2024	Complete Engine Overhaul of a Shanti Bulldozer	19 August 2024	26 August 2024	2 September 2024	Phakamisa Fleet Services (Pty) Ltd	9 September 2024	R299 977.50	3 Working days
Notice 166/2024	Supply, Delivery and Off-Loading of 1100Litre Industrial Water Heater	23 August 2024	n/a	3 September 2024	East Cape Combustion Pty Ltd	10 September 2024	R133 057.85	10 Working days
Notice 168/2024	Complete Engine Overhaul of a Toyota Double Cab FCW797EC	27 August 2024	3 September 2024	n/a	n/a	n/a	n/a	Bid Re-advertised-no attendance at Site meeting
Notice 174/2024	Supply, Delivery and Off-Loading of Festive Lights	30 August 2024	n/a	10 September 2024	Memotek Trading CC	13 September 2024	Various Rates	3 Working days

Notice 186/2024	Re-advertisement: Complete Engine Overhaul of a Toyota Double Cab FCW797EC	4 September 202	10 September 2024	17 September 2024	Phakamisa Fleet Services (Pty) Ltd	23 September 2024	R 99 350.00	4 Working days

6. **Competitive bids Awarded/ Cancelled for the Period**

Below table reflects the formal tenders advertised, 4 Cancellation and 11 awarded tenders for the first quarter. 6 Tenders was in objection phase at end of September as reflected below.

Tender Notice	Tender Description	Date of Advert	Date of Clarification/ Site Meeting	Closing Date	Service Provider	Date of Award	Amount/ Cancelled	Workdays Completion of Evaluation
Notice 131 / 2023	Supply and Install of Fencing in the Kouga Municipal Area for a period of 3 years	21 June 2023	4 July 2023	20 July 2023	MB Fencing and Civils Pty Ltd Vitsha trading and Ibala Consulting Joint Venture	5 August 2024	Various rates	228 Woking days
Notice 191 / 2023	Appointment of a Legal Services Providers for a period of three years	9 October 2023	16 October 2023	23 November 2023 (Closing	n/a	n/a	Cancelled	158 Woking days

				date extended from 8 November 2023)				
Notice 3 / 2024	Management of Short- Term Insurance for Kouga Municipality a period of Three years	4 March 2024	12 March 2024	4 April 2024	Lateral Unison Insurance Brokers	16 August 2024	Various Rates	72 Working days
Notice 7 / 2024	Supply, Delivery, Installation and training and Maintenance of a web- based Electronic Records Document and Workflow System including a Committee Management Module for a Period of 36 months	29 January 2024	5 February 2024	29 February 2024	Business Engineering (Pty) Ltd	12 July 2024	Various Rates	69 Working days
Notice 36 / 2024	Supply, Installation, Commissioning and Maintenance of a Performance	13 February 2024	20 February 2024	14 March 2024	Ignite Advisory Services (Pty) Ltd	12 July 2024	Various Rates	34 Working days

	Management System for a period of Three 3 years							
Notice 43 / 2024	Supply and Delivery of Laptop Devices for a period of Two 2 Years	18 March 2024	27 March 2024	22 April 2024	Metro Computer Service (Pty) Ltd	5 August 2024	Various Rates	58 Working days
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	13 May 2024	27 May 2024	n/a	6 September 2024	Cancelled	51Working days
Notice 85 / 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	2 May 2024	7 June 2024	Brian Singh Consulting services CC	9 September 2024	Various rates	25 Working days

Notice 96 / 2024	Construction of Civil Services for 2023 Erven in Donkerhoek, Humansdorp gravel streets and Bulk & Internal water Reticulation Network	26 April 2024	3 May 2024	13 May 2023	Objection Phase	n/a	n/a	Objection Phase
Notice 101 / 2024	Appointment of Service Provider for Individual Screening of Candidates for a period of 3 years	8 May 2024	16 May 2024	10 June 2024	KTO Digital (Pty) Ltd	5 August 2024	Various Rates	24 Working days
Notice 110 /2024	St Francis Bay Groundwater Development of three Boreholes	17 May 2024	28 May 2024	18 June 2024	Imvu construction (Pty) Ltd	9 September 2024	R6 966 680.00	34 Working days
Notice 108/2024 Contract S3/2024	Supply, Delivery and Off-loading of Water Fittings for a period of three 3 years.	24 May 2024	n/a	24 June 2024	Objection Phase	n/a	n/a	Objection Period
Notice 108/2024 Contract S4/2024	Supply, Delivery and Off-loading of Water Meters for a period of three 3 years.	24 May 2024	n/a	24 June 2024	Objection Phase	n/a	n/a	Objection phase

Notice 117/ 2024	Upgrade of Boskloof Substation and New Kwanomzamo Bulk Supply for Kouga Municipality	27 May 2024	5 June 2024 2nd meeting was arranged to include bidders with CIDB grading of 6 EP PE on 2 July 2024	19 July 2024	Objection phase	n/a	n/a	Objection phase
Notice 118 / 2024	Upgrade of Oceanview Substation Switchgear for Kouga Municipality	27 May 2024	5 June 2024	27 June 2024	VE Reticulations (Pty) Ltd	5 August 2024	R1 0879 571.78	27 Working days
Notice 123 / 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	21 June 2024 Meeting changed to 24 June due to Zoom capacity only 100 participants	15 July 2024	Cancelled	19 September 2024	n/a	59 Working days
Notice	Hiring of Portable Polyethylene VIP	12 June 2024	28 June 2024	I5 July 2024	Twaz Group (Pty) Ltd	9 September 2024	Various Rates	23 Working days

124 / 2024	Chemical Toilets for a period of three (3) years							
Notice 125 / 2024	Provision of Life saving Services to Kouga Municipality for a period of 36 Months	12 June 2024	28 June 2024	15 July 2024	Cancelled	31 July 2024	n/a	2 Working days
Notice 86/2023	Supply, Delivery and Off-loading of Electrical Requirements for a period of Two Years	n/a	n/a	n/a	Kader Technologies (Pty) Ltd Actom Electrical Products a Division of Actom (Pty) Ltd Platinum Suppliers (Pty) Ltd Randela Africa Industries (Pty) Ltd Valley Distributions Equip CC Memotek Trading CC	18 September 2024	Various Rates	n/a award made after termination of initial appointed SP.

					Maboneng Electrical Distributors (Pty) Ltd			
Notice 140/2024	Supply, Installation and Servicing of Portable Fire Protection Equipment for a period of 36 Months	9 July 2024	16 July 2024	8 August 2024	Transfer Eastern Cape Pty Ltd	23 September 2024	Various Rates	14 Working days
Notice 143/2024	Appointment of a Service Provider for Employee Wellness and Medical Surveillance for a period of Three (3) years	12 July 2024	17 July 2024 & 23 July 2024 (2nd meeting held due to late publication)	19 August 2024 (closing date extended from 12 August 2024)	Objection Phase	n/a	n/a	Objection Phase
Notice 146/2024	Appointment of a Service Provider for the Supply, Delivery and Offloading of 240l Wheelie / Waste Bins for a period of three years.	24 July 2024	1 August 2024	26 August 2024	In progress	n/a	n/a	In progress

Notice 147/2024	Supply, delivery and various Road Traffic Signage for a period of 36 months	19 July 2024	29 July 2024	29 August 2024 (closing date extended from 19 August 2024)	Objection Phase	n/a	n/a	Objection Phase
Notice 148/2024	Supply, delivery and various Traffic uniforms for a period of 36 months	19 July 2024	30 July 2024	18 September 2024 (closing date extended from 19 August 2024)	In progress	n/a	n/a	In progress
Notice 154/2024	Supply, delivery and Off- loading of Electrical Cables for a 3-year period	26 July 2024	n/a	26 August 2024	In progress	n/a	n/a	In progress
Notice 159/2024	Supply, delivery and Off- loading of Consumables for a 3-year period	20 August 2024	n/a	20 September 2024	In progress	n/a	n/a	n/a

Notice 169/2024	Supply and Delivery of Branded Promotional Items for a period of 12 Months	16 September 2024	18 September 2024	7 October 2024	Not closed	n/a	n/a	n/a
Notice 170/2024	Appointment of a Service Provider for Interpreting, Translation and Editing Services for a period of 12 months	6 September 2024	19 September 2024	7 October 2024	Not closed	n/a	n/a	n/a
Notice 171/2024	Demolition of Building and Removal of Building Material: ERF 3291 Humansdorp (Kouga Cultural Centre)	30 August 2024	10 September 2024	30 September 2024	n/a	n/a	n/a	In progress
Notice 172/2024	Panel of Legal Services Providers for the Provision of Legal Services for a period of three years	30 August 2024	11 September 2024	30 September 2024	n/a	n/a	n/a	In progress
Notice 195/2024	Appointment of a Service Provider to Render Media Monitoring Services	16 September 2024	25 September 2024	17 October 2024	Not closed	n/a	n/a	n/a

	for a period of three years							
Notice 197/2024	Supply, Delivery of Fire Fighting Uniform and Specialised Personal Protective Equipment for Kouga Municipal Fire and Rescue Services for a period of 3 years	20 September 2024	n/a	22 October 2024	Not closed	n/a	n/a	n/a

7. **Progress – Requisitions Report for the 1st quarter.**

MONTHLY SCM REQUISITIONS REPORT FOR THE MONTH ENDING 31 JULY 2024					
DIRECTORATE	**TOTAL NUMBER OF REQUISITIONS RECEIVED**	**TOTAL NUMBER OF REQUISITIONS FINALISED WITHIN 5 DAYS**	**TOTAL NUMBER OF REQUISITIONS NOT FINALISED WITHIN 5 DAYS**	**REASONS - BY SCM**	**REASONS - BY USER DEPARTMENT**
Civil & Water	18	0	0		
Community Services	64	59	5		budget exceeded, related parties Declaration not received/ due to items available on stock
DMM	53	42	11	inclusive of weekend , tax non-compliance of 1st service provider	waited for new ukeys on system, query on the double entry for July/clarity sought
MM & Mayors	12	11	1		requisition cancelled by requestor
Electro - Mechanical: Electrical	23	21	2	inclusive of weekend	query waiting for end user response
Electro - Mechanical: Workshop	132	126	6	inclusive of weekend, order cancelled due to 2024/25 fin year. order redone	
Finance & Economic Development	43	36	7	month / year end procedures, delayed approval	
Planning & Development	19	19	0		
Totals	**364**	**314**	**32**	**17**	**15**

MONTHLY SCM REQUISITIONS REPORT FOR THE MONTH ENDING 31 AUGUST 2024					
DIRECTORATE	**TOTAL NUMBER OF REQUISITIONS RECEIVED**	**TOTAL NUMBER OF REQUISITIONS FINALISED WITHIN 5 DAYS**	**TOTAL NUMBER OF REQUISITIONS NOT FINALISED WITHIN 5 DAYS**	**REASONS - BY SCM**	**REASONS - BY USER DEPARTMENT**
Civil & Water	54	52	2		rejected incomparable quotes, rejected (deviation) - sp not registered on database & csd
Community Services	98	87	11	delayed approvals , Creditor to be opened on Financial System, inclusive of ph & weekend	rejected -description/ - price increase/ incorrect calculation
DMM	62	56	6	delayed approvals, inclusive of ph & weekend	
MM & Mayors	31	30	1	approved po to be generated	
Electro - Mechanical: Electrical	35	32	3	delayed approvals, inclusive of ph & weekend	rejected waiting for clarity from end - user
Electro - Mechanical: Workshop	145	127	18	inclusive of ph & weekend	rejected – memo/ no insurance claim form
Finance & Economic Development	31	26	5	inclusive of weekend, delayed approvals	rejected end user to use tender, budget exceeded
Planning & Development	15	15	0		
Totals	**471**	**425**	**46**	**36**	**10**

MONTHLY SCM REQUISITIONS REPORT FOR THE MONTH ENDING 30 SEPTEMBER 2024					
DIRECTORATE	**TOTAL NUMBER OF REQUISITIONS RECEIVED**	**TOTAL NUMBER OF REQUISITIONS FINALISED WITHIN 5 DAYS**	**TOTAL NUMBER OF REQUISITIONS NOT FINALISED WITHIN 5 DAYS**	**REASONS - BY SCM**	**REASONS - BY USER DEPARTMENT**
Civil & Water	70	60	10	inclusive of weekend & public holiday , delayed approval by cfo - requested sla, delayed approval by cfo & mm	rejected - invoice not approved by director, rejected - quotes incomparable
Community Services	90	86	4	inclusive of weekend & public holiday	rejected quotes incomparable
DMM	103	95	8	inclusive of weekend & public holiday	rejected requester to source additional quotes
MM & Mayors	27	26	1		budget exceeded
Electro - Mechanical: Electrical	28	26	2		query sent to end-user (duplication of services)
Electro - Mechanical: Workshop	83	83	0		
Finance & Economic Development	66	62	4	inclusive of weekend & public holiday	waiting for bv from assets
Planning & Development	14	14	0		
TOTALS	**481**	**452**	**29**	**17**	**12**

8. **Report on the Balance of Stock at hand at Stores for the month.**

This tables 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 periods 1 July to 30 September 2024

Table 8.1: 1 July to 31 July 2024.

STOCK BALANCING REPORT- JULY 2024						
DATE	**BALANCE**		**ISSUES**	**RECEIPTS**	**JNL/RETURN**	**BALANCE**
01/07/2024	20,679,983.98	0	-	-	-	20,679,983.98
02/07/2024	20,679,983.98	0				20,679,983.98
03/07/2024	20,679,983.98	0			-	20,679,983.98
04/07/2024	20,679,983.98	0				20,679,983.98
05/07/2024	20,679,983.98	0				20,679,983.98
08/07/2024	20,679,983.98	0				20,679,983.98
09/07/2024	20,679,983.98	0				20,679,983.98
10/07/2024	20,679,983.98	0				20,679,983.98
11/07/2024	20,679,983.98	0				20,679,983.98
12/07/2024	20,679,983.98	53	353,372.29			20,326,611.69
15/07/2024	20,326,611.69	19	78,110.15			20,248,501.54
16/07/2024	20,248,501.54	28	271,724.50		407.12	19,977,184.16
17/07/2024	19,977,184.16	36	260,364.99	121,511.10	2,006.34	19,840,336.61
18/07/2024	19,840,336.61	14	45,055.81	16,695.65	2,855.65	19,814,832.10
19/07/2024	19,814,609.74	17	40,125.08	65,599.45	854.74	19,840,938.85
22/07/2024	19,841,161.21	15	129,257.03	13,645.80	1,669.56	19,727,219.54
23/07/2024	19,699,927.94	21	84,784.51	212,091.93	1,074.38	19,828,309.74
24/07/2024	19,828,309.74	7	92,379.11		72.43	19,736,003.06
25/07/2024	19,736,003.06	10	19,401.53	155,059.50	1,885.69	19,873,546.72
26/07/2024	19,873,546.72	10	43,586.87	84,620.00	2,598.28	19,917,178.13
29/07/2024	19,917,178.13	16	47,417.32		1,075.41	19,870,836.22
30/07/2024	19,870,836.22	12	20,561.60	173,048.60	1,462.00	20,024,785.22
31/07/2024	20,024,785.22	14	145,962.05			19,878,823.17
		272	1,632,102.84	842,272.03	15,961.60	

Table 8.2: 1 August to 31 August 2024

STOCK BALANCING REPORT- AUGUST 2024						
DATE	**BALANCE**		**ISSUES**	**RECEIPTS**	**JNL/RETURN**	**BALANCE**
01/08/2024	19 878 823,17	11	17 533,82	56 641,21	-	19 917 930,56
02/08/2024	19 917 930,56	0				19 917 930,56
05/08/2024	19 917 930,56	0			-	19 917 930,56
06/08/2024	19 917 930,56	13	199 509,62	22 312,96	38,05	19 740 771,95
07/08/2024	19 740 771,95	28	128 060,29	3 964,50	6 498,18	19 623 174,34
08/08/2024	19 623 174,34	14	154 568,81	50 627,98	822,42	19 520 055,93
09/08/2024	19 520 055,93	0				19 520 055,93

12/08/2024	19 520 055,93	12	68 686,64	107 231,70	2 870,58	19 561 471,57
13/08/2024	19 561 471,57	10	30 292,71	51 416,00	16 179,80	19 598 774,66
14/08/2024	19 598 774,66	8	81 872,90	74 234,82		19 591 136,58
15/08/2024	19 591 136,58	19	81 164,70	101 156,20	881,54	19 612 009,62
16/08/2024	19 612 009,62	10	48 206,58	285 240,69	181,92	19 849 225,65
19/08/2024	19 849 225,65	17	136 111,88	35 552,24	3 157,48	19 751 823,49
20/08/2024	19 751 823,49	7	100 224,49	31 238,25	14 350,27	19 697 187,52
21/08/2024	19 697 187,52	10	18 542,23	38 989,05	203,58	19 717 837,92
22/08/2024	19 717 837,92	9	37 590,79			19 680 247,13
23/08/2024	19 680 247,13	6	54 113,49			19 626 133,64
26/08/2024	19 626 133,64	9	34 046,15	129 218,00	256,79	19 721 562,28
27/08/2024	19 721 562,28	9	72 141,95	79 624,40		19 729 044,73
28/08/2024	19 729 044,73	8	40 474,05	308 091,13		19 996 661,81
29/08/2024	19 996 661,81	7	187 819,64	93 660,00	1 629,00	19 904 131,17
30/08/2024	19 904 131,17	16	73 191,85	5 163,00	3 066,57	19 839 168,89
		223	**1 564 152,59**	**1 474 362,13**	**50 136,18**	

Table 8.3 : 1 September to 30 September 2024

STOCK BALANCING REPORT -SEPTEMBER 2024						
DATE	**BALANCE**		**ISSUES**	**RECEIPTS**	**JNL/RETURN**	**BALANCE**
02/09/2024	19 839 168,89	14	54 367,90	22 000,00	-	19 806 800,99
03/09/2024	19 806 800,99	11	71 643,18			19 735 157,81
04/09/2024	19 735 157,81	0			-	19 735 157,81
05/09/2024	19 735 157,81	24	132 995,51	136 220,00	695,56	19 739 077,86
06/09/2024	19 739 077,86	8	75 221,82	1 999,50		19 665 855,54
09/09/2024	19 665 855,54	17	35 111,99		25 498,18	19 656 241,73
10/09/2024	19 656 241,73	9	304 548,46	29 000,00	1 185,05	19 381 878,32
11/09/2024	19 381 878,32	10	59 281,58			19 322 596,74
12/09/2024	19 322 596,74	26	78 595,12	26 724,52	1 639,34	19 272 365,48
13/09/2024	19 272 365,48	7	7 354,12	53 240,10		19 318 251,46
16/09/2024	19 318 251,46	14	38 948,96	20 137,50		19 299 440,00
17/09/2024	19 299 440,00	6	75 401,28			19 224 038,72
18/09/2024	19 224 038,72	19	75 017,39	150 946,20	2 039,49	19 302 007,02
19/09/2024	19 302 007,02	8	25 964,69	887 238,60		20 163 280,93
20/09/2024	20 163 280,93	12	133 016,08	7 364,00		20 037 628,85
23/09/2024	20 037 628,85	8	36 690,39	165 138,40		20 166 076,86
24/09/2024	20 166 076,86	0				20 166 076,86
25/09/2024	20 166 076,86	21	262 277,58	51 474,00	5 140,48	19 960 413,76
26/09/2024	19 960 413,76	14	35 119,84		967,23	19 926 261,15
27/09/2024	19 926 261,15	7	5 955,77	411 204,00	618,00	20 332 127,38
30/09/2024	20 332 127,38		16 291,03	10 059,94	4 173,69	20 330 069,98
		235	**1 523 802,69**	**1 972 746,76**	**41 957,02**	

9. **Section 36 Deviations in terms of SCM Policy**

A Total of value of the deviations for the first quarter of the financial year amounts to R 4 903 358.10

DETAILED BREAKDOWN PER DEPT- REFER TABLES 1-3.

10. SCM Management component for the period

The section operated for the first quarter with a total staff complement of 10 permanent staff members, 2 employees serving their probation period, 4 interns and 7 vacancies.

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 (resigned 27 July 2024	
Ms. N. Mandeka (Permanent)	
Ms. A. Lloyd (Probation Period)	
Mr. A. Kolyt (Probation Period)	
Ms. S Raco (Intern)	

TABLE 1
DEVIATIONS - JULY 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
24-25/ DMM1	03-Jul-24	Office of DMM	Corporate Services	Bambelela Property Development	Rental of office space for 6 months - July to December 2024	R2 614 527,00	28-Jun-24	12-Jul-24	S36 (1)(a)(v)	Req No: 160323 Order No: 235442
24-25/ DMM2	27-Jun-24	Office of DMM	IT Section	True Technologies	Mayoral passage internet connection - uncapped 100Mbps	R6 900,00	25-Jun-24	18-Jul-24	S36 (1)(a)(v)	Req No: 153399 Order No: 235531
23-24/ DMM	27-Jul-24	Office of DMM	Planning	Billett Gouws	Legal Services – Labour matters: 23/24 Approved deviation - Expenditure reflected for July 2024	R26 679,00	29-Feb-24	07-Mar-24	S36 (1)(a)(v)	Req No: 158129
23-24/ DMM	28-Jul-24	Office of DMM	Mayor's Office	CW Malan	Legal Services – Application against MEC CoGTA- 23/24 Approved deviation expenditure reflected for July 2024	R19 918,11	08-Apr-24	12-Apr-24	S36 (1)(a)(v)	Req No: 158128

24-25/ FIN 1	21-Jun-24	Finance and Economic Development	Finance, ED & Tourism	SAACI- South African Association for the Conference Industry	Association Membership	R6 078,00	22-May-24	04-Jul-24	S36 (1)(a)(ii)	Req No: 162305 Direct Payment
23-24/ EM	17-May-24	Electro-Mechanical	Civil	Coastal Electrical & Refrigeration (L&L Electrical)	Service of generators at pumpstations approved 23/24 Fin Year on Req 158638-Order 234381. Work only finalised in July	R54 435,30	07-May-24	21-May-24	S36 (1)(a)(i) iii; S36(1) (a)(v)	Req No: 155542 Order No: 235921
24-25/ EM1	29-Jul-24	Electro-Mechanical	Workshop	Flo Specialized	Repairs to EZ - Thumper	R83 892,50	22-Jul-24	22-Jul-24	S36 (1)(a)(v)	Req No: 157922 Order No:
24-25/ EM2	10-Jul-24	Electro-Mechanical	Workshop	Eco Car Hire	Hiring of 4 vehicles for Community Services for a period of 60 days	R96 000,00	05-Jul-24	11-Jul-24	S36 (1)(a)(i) iv; S36 (1)(a)(v)	Req No: 158685 Order No: 235440
24-25/ EM3	18-Jul-24	Electro-Mechanical	Workshop	Eco Car Hire	Hiring of 6 vehicles for Civil & Water Services for a period of 30 days	R72 000,00	17-Jul-24	18-Jul-24	S36 (1)(a)(v)	Req No: 158695 Order No: 235555
24-25/ PD1	26-Jul-24	Planning & Development	Planning	SACPLAN	Annual Professional fees payments for Town Planning employees	R4 888,00	26-Jul-24	29-Jul-24	S36 (1)(a)(v)	Req No: 163231 Direct Payment
					TOTAL	**R2 985 309,91**				

TABLE 2
DEVIATIONS - AUGUST 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
24-25/ EM4	23-Jul-24	Electro-Mechanical	Workshop	Eco Car Hire	Hired vehicle drain diesel out on JHN890EC	R3 485,00	08-Jul-24	01-Aug-24	S36 (1)(a)(v)	Req No: 155540 Order No: 235870
24-25/ EM5	30-Jul-24	Electro-Mechanical	Workshop	Rencor Engineering	JBD519EC - Main hydraulic cylinder to be repaired of Nissan Compactor Refuse Truck	R125 442,00	30-Jul-24	06-Aug-24	S36 (1)(a)(v)	Req No: 155494 Order No: 235919
24-25/ EM6	20-Aug-24	Electro-Mechanical	Workshop	Eco Car Hire	Hiring of 10 light delivery vehicles for Community Services for a period of 2 months	R259 000,00	20-Aug-24	22-Aug-24	S36 (1)(a)(i)	Req No: 156834 Order No: 236292
24-25/ EM7	26-Aug-24	Electro-Mechanical	Workshop	Rencor Engineering	Urgent repairs to the safe lift of the electrical department	R41 464,69	22-Aug-24	29-Aug-24	S36 (1)(a)(i)	Req No: 156743 Order No: 236414

24-25/ CW1	05-Aug-24	Civil & Water Engineering Services	Civil	Ubusisiwe Engineering	Repair and replace ball valve on the main reservoir in WTW Hankey	R144 440,00	05-Aug-24	14-Aug-24	S36 (1)(a)(v)	Req No: 123739 Order No: 236097
23-24/ CW	05-Aug-24	Civil & Water Engineering Services	Civil	LRC Civils	Part payment on approved deviation of 22/23 financial year to complete outstanding items in Loerie Sports field. Refer order 234985	R118 328,05	30-May-24	07-Jun-24	S36 (1)(a)(v)	Req No: 161324 Order No:
21-22/ CW	15-Aug-24	Civil & Water Engineering Services	Civil	Ikhono Techni	Pipe Jacking underneath the N2 (Original deviation total Deviation: R3492234,90 signed 21/22 Fin Year) Additional deviations done for increased- Retention is reflected in next column	R87 305,87	19-May-22	25-May-22	S36(1)(a)(v)	Req No: 158973 Order No: 236214
24-25/ FIN2	31-Jul-24	Finance and Economic Development	Revenue	Lexis- Nexis- Windeed	Services rendered - Search fees	R5 404,63	25-Jul-24	05-Aug-24	S36 (1)(a)(v)	Req No: 162703 Order No: 235915

24-25/ FIN3	12-Aug-24	Finance and Economic Development	Revenue	Waltons	Black ribbon cartridge- various request were sent out - could not obtain three quotations	R3 076,25	07-Aug-24	15-Aug-24	S36 (1)(a)(v)	Req No: 153891 Order No: 236142
24-25/ FIN4	27-Aug-24	Finance and Economic Development	ED & Tourism	The Shell Shop	Unique developed and designed local products for destination marketing (Handmade logos and magnets)	R10 500,00	19-Aug-24	28-Aug-24	S36 (1)(a)(v)	Req No: 162331 Order No: 236399
24-25/ DMM3	14-Aug-24	Office of DMM	DMM - Wards	Red Ants	Relocation and eviction services	R110 055,00	12-Aug-24	12-Aug-24	S36 (1)(a)(i)	Req No: 159140 Order No: 236152
24-25/ DMM4	14-Aug-24	Office of DMM	DMM - Wards	Red Ants	Relocation and eviction services monthly solution	R179 880,70	12-Aug-24	12-Aug-24	S36 (1)(a)(i)	Req No: 159141 Order No: 236153
24-25/ DMM5	27-Aug-24	Office of DMM	DMM - Wards	Red Ants	Relocation and eviction services	R116 630,70	26-Aug-24	28-Aug-24	S36 (1)(a)(i)	Req No: 159145 Order No: 236409

24-25/ DMM6	26-Aug-24	Office of DMM	Auxiliary Services	ERS Bio	Renew annual license fee and increase employee pack from 400 to 500 core software	R8 024,79	21-Aug-24	29-Aug-24	S36 (1)(a)(v)	Req No: 160384 Order No: 236412
24-25/ DMM7	27-Aug-24	Office of DMM	Legal Services	Billett Gouws Attorneys	Legal Services - Eviction, Conveyancing and Labour Matters. No requisition submitted	R0,00	16-Jul-24	29-Aug-24	S36 (1)(a)(v)	N/A
24-25/ PD2	13-Aug-24	Planning & Development	Planning	South African Council for the Architectural Profession (SACAP)	Professional registration fees for the Building Inspectors: M. Kleingeld, A. Rayners, I. Ndobe	R10 713,00	23-Jul-24	16-Aug-24	S36 (1)(a)(v)	Req No: 163241
23-24/ COMM	27-Aug-24	Community Services	Community Services	NHLS	Water samples - June 2024	R28 575,50	08-Oct-23	12-Oct-23	S36 (1)(a)(i)	Req No: 151476 Order No: 236422
					TOTAL	**R1 252 326,18**				

TABLE 3
DEVIATIONS - SEPTEMBER 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
24-25/ EM8	28-Aug-24	Electro-Mechanical	Fleet	Diesel Mechanical Services	Urgent repairs to the truck mounted safe lift of the electrical department: FJP574EC	R68 387,49	27-Aug-24	03-Sep-24	S36 (1)(a)(i)	Req No: 156742 Order No 236492
24-25/ EM9	06-Sep-24	Electro-Mechanical	Electrical	Flash Electric	Emergency repairs to Policlinic Pumpstation	R35 050,24	03-Sep-24	10-Sep-24	S36 (1)(a)(i)	Req No: 1162112 Order No: 236712
24-25/ EM10	06-Sep-24	Electro-Mechanical	Electrical	Flash Electric	Emergency repairs to Pagoda Pumpstation	R19 012,25	03-Sep-24	10-Sep-24	S36 (1)(a)(i)	Req No: 162113 Order No: 236713
24-25/ EM11	11-Sep-24	Electro-Mechanical	Workshop	Phakamisa Fleet Services	Urgent repairs top skip truck engine - CMX729EC	R82 718,47	05-Sep-24	12-Sep-24	S36 (1)(a)(i)	Req No: 156939 Order No: 236788
23-24/ COMM1	03-Sep-24	Community Services	Fire, Disaster & Lifesaving Services	EC Umbrella Fire Protection Association	Aviation aerial support for fire brakken duine	R164 066,20	20-Aug-23	05-Sep-24	S36 (1)(a)(i)	Req No: 161719 Order No: 236614

23-24/ COMM2	03-Sep-24	Community Services	Fire, Disaster & Lifesaving Services	Lifesaving SA	6*Life saving award regulatory testing and new manuals	R3 780,01	03-Sep-23	05-Sep-24	S36 (1)(a)(ii)	Req No: 131837 Order No: 236581
24-25/ DMM8	13-Sep-24	Office of DMM	OHS	Daleen van Biljon	Counselling services - shooting incident	R2 520,00	15-Aug-24	13-Sep-24	S36 (1)(a)(i)	Req No: 152037 Order No: 236797
24-25/ DMM9	13-Sep-24	Office of DMM	Auxiliary Services	ERS Bio	New biometric intercom be installed - Mayor & MM offices	R10 436,25	11-Sep-24	17-Sep-24	S36 (1)(a)(v)	Req No: 160697 Order No: 236892
24-25/ DMM10	13-Sep-24	Office of DMM	Auxiliary Services	ERS Bio	Procure 3 remotes for security and Cllrs at Woltemade building	R6 164,00	11-Sep-24	17-Sep-24	S36 (1)(a)(v)	Req No: 160398 Order No: 236890
24-25/ DMM11	19-Sep-24	Office of DMM	DMM - Wards	Red Ant Security	Removal of caravan off site	R16 514,00	19-Sep-24	25-Sep-24	S36 (1)(a)(i)	Req No: 159189 Order No: 237040
24-25/ DMM12	27-Aug-24	Office of DMM	Legal Services	Billett Gouws Attorneys	Legal representation for employee of the municipality - Application No.537202FCV0000965	R0,00	10-Sep-24	23-Sep-24	S36 (1)(a)(v)	n/a

24-25/ DMM13	05-Sep-24	Office of DMM	Legal Services	CW Malan - Humansdorp	Conveyancing - ERF 1044 Sea Vista	R0,00	05-Sep-24	23-Sep-24	S36 (1)(a)(v)	n/a
24-25/ DMM14	17-Sep-24	Office of DMM	Legal Services	McWilliams & Elliot Inc	Legal Opinion - Legal implications on Council recommendations	R0,00	12-Sep-24	23-Sep-24	S36 (1)(a)(v)	n/a
24-25/ FIN5	12-Sep-24	Finance and Economic Development	Income	Lexis- Nexis - Windeed	Search fees for financial year 2024-2025-(Bulk order for 7months reflected)	R149 137,10	09-Jul-24	13-Sep-24	S36 (1)(a)(v)	Req No: 162723 Order No: 236901
24-25/ FIN6	29-Aug-24	Finance and Economic Development	ED & Tourism	The Shell Shop	Unique developed and designed local products for destination marketing	R6 700,00	28-Aug-24	03-Sep-24	S36 (1)(a)(v)	Req No: 162335 Order No: 236498
24-25/ FIN7	16-Sep-24	Finance and Economic Development	ED & Tourism	South African Tourism	Destination marketing	R101 236,00	09-Sep-24	25-Sep-24	S36 (1)(a)(v)	Req No: 162350 Direct Payment
					TOTAL	**R665 722,01**				

KOUGA local municipality
Good Governance through Service Excellence

KOUGA MUNICIPALITY (EC 108)
ORDINARY COUNCIL
FINANCE & ECONOMIC DEVELOPMENT
OPEN
DATE: 30 OCTOBER 2024
ITEM NO: **24/10/FED3**

SPONSORSHIP PROPOSAL: 'TEATER BY DIE SEE' ARTS FESTIVAL – JEFFREYS BAY TOURISM

1. **Introduction**

This item is to seek Council's approval for the sponsorship of the 2024 inaugural 'Teater by die See' Arts Festival hosted by Jeffreys Bay Tourism from 4-8 April 2025 in Jeffreys Bay.

2. **Background**

'Teater by die See' aims to establish itself as a cornerstone event on Kouga's events calendar. This annual event is designed not only to enrich our arts fabric but also to stimulate economic growth by attracting tourists during the Easter holiday season. With a diverse program featuring theatre performances, opera shows, art exhibitions, workshops, and more, the festival will highlight our region as a premier destination for arts.

On 16 September 2024, the Mayoral Committee resolved that the item recommendations be amended as follows:

10.1 That Council approves funding allocation as follows:

10.1.1 R 200,000.00 (Two Hundred Thousand Rand) only, VAT-inclusive for the 2024/2025 FY.

~~10.1.2 R 200,000.00 (Two Hundred Thousand Rand) only, VAT-inclusive for the 2025/2026 FY.~~

~~10.1.3 R 200,000.00 (Two Hundred Thousand Rand) only, VAT-inclusive for the 2026/2027 FY.~~

10.2 That Council authorizes the Accounting Officer to conclude a Sponsorship Agreement with Jeffreys Bay Tourism, in accordance with the funding allocated in recommendation 10.1 above.

3. **Discussion**

This event promises to be a transformative celebration of the performing arts and presents a significant opportunity to enhance tourism, support local businesses, and strengthen community bonds through a vibrant showcase of arts and entertainment.

Objectives:

- Economic Impact: The primary objective of Teater by die See is to promote local arts, theatre, and performances, establishing Jeffreys Bay as a vibrant arts hub. By showcasing our rich artistic heritage, we aim to attract a diverse audience of residents and tourists, thereby boosting local business activity and extending visitor stays.

- Community Engagement and Partnership**:** Another key objective is to foster community engagement and strengthen partnerships with local businesses and organizations. Through collaborative efforts and inclusive programming, we seek to create a sense of community pride and unity while supporting the growth of local talent and initiatives.

Outcomes:

- Arts Enrichment: By hosting Teater by die See, we anticipate an increase in arts awareness and appreciation within our community. The festival's diverse lineup of performances and exhibitions will provide residents and visitors alike with opportunities to explore and celebrate various art forms.

- Economic Growth: The festival is expected to stimulate economic activity by attracting tourists and encouraging spending at local accommodations, restaurants, and shops. This influx of visitors during the traditionally quieter Easter holiday period will provide a significant boost to our local economy.

Financial Overview

- The estimated budget for hosting the Teater by die See Arts festival is R330,000.00 This budget includes essential expenses such as marketing initiatives to promote the festival, venue rentals to accommodate various performances and exhibitions, artist fees to secure high-quality talent, technical support for sound and lighting, and community projects aimed at enhancing the festival's impact on our community.

- An additional request is made for funding and support for the subsequent two years (2026 and 2027) to ensure the sustainability and growth of this initiative in Jeffreys Bay. This multi-year commitment will enable the tourism office to build upon the foundation established in the inaugural year and further solidify Teater by die See as an integral part of Kouga's community arts landscape.

- Jeffreys Bay Tourism actively seeks the Council's sponsorship to offset these costs and ensure the event's success. By leveraging sponsorships and exploring cost-effective arrangements with artists, we aim to maximize the return on investment while delivering a memorable arts experience for all participants.

The partnership will not only help realize this inaugural event's potential but also underscore Council's commitment to the enrichment of arts, economic development, and community engagement in Jeffreys Bay.

Please refer to Annexure A attached for an overview of the event and budget.

4. **Financial Implications**

Completed by BTO -	
Project Description	Teater by die See
Ukey no.	On New 2024/2025 FY Budget
Budgeted Amount	R200 000

BTO Signature	KOUGA MUNICIPALITY 2024-06-24 BUDGET &TREASURY
DATE	
Amount spent and committed to date	R0
Amount Available	R200 000
Comment	

5. **Applicable Legislation**

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

Funds transferred to organizations and bodies outside government

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

(1) 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;

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

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

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

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

(2) 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.

It is further required that the Sponsorship Agreement to be entered into and be monitored to ensure that the sponsored entity complies with the terms set out therein and that the municipality, as sponsor, reaps the intended benefits for the sponsor granted.

7. **Other Implications**

None

8. **Comments by Directorates:**

8.1 **Chief Financial Officer:**

Recommendations supported.

8.2 **Director: Planning & Development**

Recommendation is noted.

8.3 **Director: Civil & Water Services**

Item noted.

8.4 **Director: Electro-Mechanical Services**

Recommendations are noted.

8.5 **Director: Community Services**

Noted.

8.6 **Deputy Municipal Manager**

Noted.

8.7 **Municipal Manager**

Supported.

9. **Delegated Authority**

Council

10. **Recommendations**

10.1 That Council approves funding allocation as follows:

10.1.1 R 200,000.00 (Two Hundred Thousand Rand) only, VAT-inclusive for the 2024/2025 FY.

10.2 That Council authorizes the Accounting Officer to conclude a Sponsorship Agreement with Jeffreys Bay Tourism, in accordance with the funding allocated in recommendation 10.1 above.

Item prepared by the Acting Manager EDT: A Jonck

Item approved by the Chief Financial Officer:

Item endorsed by the Municipal Manager:

Item noted by Portfolio Chairperson:

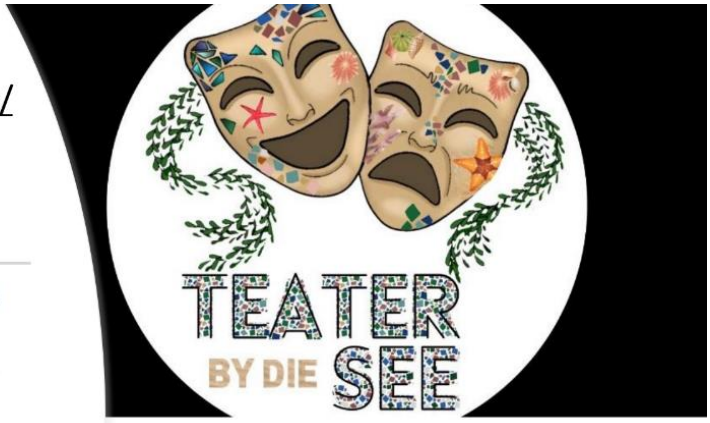
Annexure A: The 2024 Teater by die See Sponsorship Proposal

TEATER BY DIE SEE KUNSTEFEES/ THEATRE BY THE SEA ARTS FESTIVAL
4 – 8 APRIL 2025

- The Theatre by the Sea is a planned annual community project that aims to promote tourism, local businesses, and the spirit of togetherness in the beautiful town of Jeffreys Bay. It offers a diverse range of activities and showcasing art as well as other forms of entertainment for residents and tourists during the school holidays, contributing to the economic and cultural development of our region.

- The strategy is to host a signature event during the Easter holidays season to attract tourists and visitors to our indoor facilities and provide entertainment for the locals as well as tourists

Jeffreys Bay TOURISM





Objectives

The following are objectives to be achieved by Jeffreys Bay Tourism:

- To promote culture, arts and performances (Theatre)
- To promote Jeffreys Bay and the Kouga region as **THE** destination of choice through arts and culture
- To extend our reach to as many tourists as possible to visit Jeffreys Bay as a holiday destination of choice
- To add value to the growth in Jeffreys Bay
- To support our local business, which range from accommodation establishments, vendors, small businesses , SMME'S etc.
- To strengthen the current support of our local businesses, organisations and to build a strong group to deliver on any project to be presented
- To maintain the strong relationship/partnership with the Kouga Municipality
- To strengthen and promote the Jeffreys Bay brand
- To scout and identify local talent, with the aim the invest in the local talent and promote them
- To coordinate and provide workshops to local talent

Benefits

- Kouga Municipality as partner good example of service delivery
- Willingness of the community to support
- Business involvement
- Tourist satisfaction
- Great tourist attractions
- Good and high-quality accommodation
- Businesses providing the required quality goods and services to the satisfaction of tourist
- Entertainment to be delivered on the highest standards
- To show off the quality of indoor facilities to host the event

Opportunities

- To increase the volumes of tourists during this season
- To increase the length of stay of visitors
- Jeffreys Bay must increase hosting events, to attract tourists during the year when a decline of tourist is recorded.





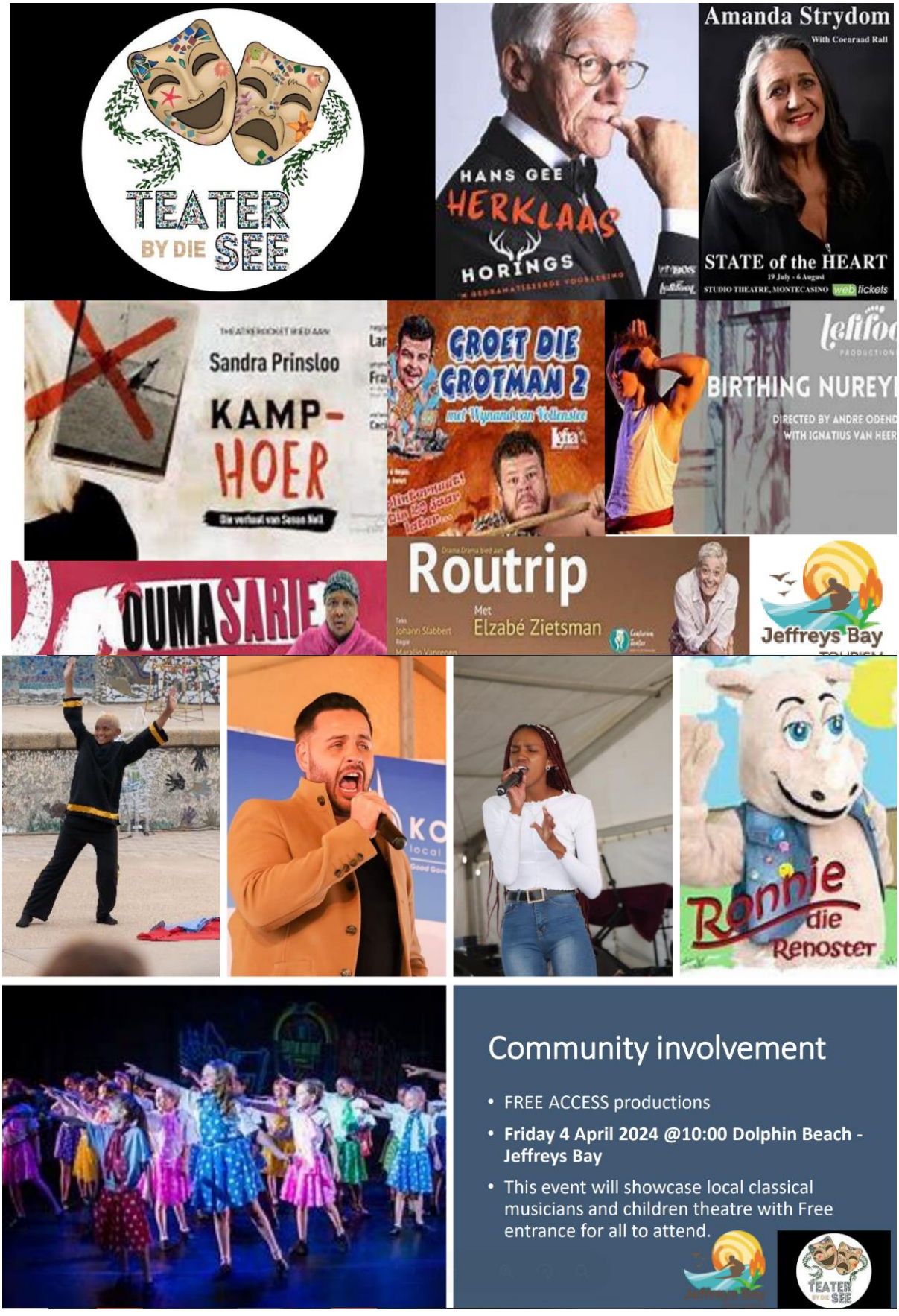
Official Launch of the arts festival

- **Date: Thursday 3 April 2025**
- **Venue: Gamtoos Ferry Hotel**
- **Time: 18:00 – 21:00**

- This event will take place by invitation only - Sponsors, accommodation partners , Stakeholders and media.
- An opera show by Marina Spies a well-known Soprano will take the evening to great heights.
- A local band will welcome guests and entertain the guests while they enjoy a tantalizing array of foods.
- Executive Mayor Borman will officially open the arts festival.
- This event will be a formal dress code

Shows identified and preliminary booked – will be confirmed once the capital is available

- Tobie Cronje – Hans gee Herklaas Horings
- Elzabe Zietsman – Routrip
- Amanda Strydom – State of the Heart
- Jak die Priester
- Andre Lotter - Rolex met 'n K
- Marina Botha Spies & Thinus Spies – Opera / Nana Mouskouri / Andrew Loyd Weber
- Groet die Grotman 2
- Birthing Nureyev
- Kamphoer – Sandra Prinsloo
- Ouma Sarie
- Art exhibitions by Mark Jansen
- Book readings by Phillip Henn


TEATER BY DIE SEE
HANS GEE
HERKLAAS
HORINGS
Amanda Strydom
With Coenraad Rall
STATE of the HEART
19 July - 6 August
STUDIO THEATRE, MONTECASINO
webtickets
Sandra Prinsloo
KAMP-
HOER
GROET DIE GROTMAN 2
BIRTHING NUREY
DIRECTED BY ANDRE ODEND
WITH IGNATIUS VAN HEER
OUMASARIE
Routrip
Met
Elzabé Zietsman
Jeffreys Bay
Ronnie die Renoster
Community involvement
• FREE ACCESS productions
• Friday 4 April 2024 @10:00 Dolphin Beach - Jeffreys Bay
• This event will showcase local classical musicians and children theatre with Free entrance for all to attend.

Preliminary Venues:

Mr Pells House – Jeffreys Bay	NG Church – Da Gama Road – Jeffreys Bay	NG Church – Complex – Jeffreys Bay	Vida Verde Coffee Shop – Jeffreys Bay
Jeffreys Bay Tourism office	Dolphin Beach Amphitheatre – Jeffreys Bay	Gamtoos Ferry Hotel – Gamtoos	Le Chameleon – Humansdorp
Fergo's – Jeffreys Bay	Oases Church – Jeffreys Bay	Newton hall – Jeffreys Bay	Library – Jeffreys Bay

Daily shows between 10 am and 21 pm performed at various venues

Jeffreys Bay TOURISM

TEATER BY DIE SEE

FOOD TRUCKS AND LOCAL TRANSPORT SMME'S

Food trucks will be utilized at the venues to promote our local vendors. Local artists will get the platform to do shows during this weekend. Various art forms will be showcased over the weekend from book readings to Opera, one man theatre productions and more. The productions that we have shown interest in won several awards in South Africa. We have also met with schools in the region to showcase scholars' talent during the weekend.
Talks with local transport companies will take place to offer shuttles .







Jeffreys Bay TOURISM

TEATER BY DIE SEE

Planned and intended Event job creation

- One of our Our main aims is to generate temporary employment opportunities during the event, providing relief to unemployed locals.
- By predominantly featuring local talent and artists, we aim to offer them a platform for exposure and the opportunity to establish themselves in the market

- Sound and Stage x 30
- Security x 15
- Photographers x 10
- Media x 10
- Cleaners x 10
- Branding Team x 5
- Social media expert x 3
- Coordinator x 2
- Stage managers x 8
- Local performers x 20
- ded Event job creation

Finance Requirements

Estimated Costs to host the Teater by die see 2025: R330 000

Marketing :	R30 000
Venues:	R30 000
Artists:	R60 000
Sound:	R20 000
Lightning:	R20 000
Accommodation:	R20 000
Transport:	R10 000
Stage managers:	R10 000
Community projects:	R13 000
Launch:	R15 000
Safety Officer:	R10 000
Liability Insurance:	R7 000
Management fee:	R10 000
Coordinator:	R10 000
Sundries:	R5 000
Flight:	R 30 000
Workshops	R20 000
Sponsored tickets to KM	R10 000 (10 Tickets @ R200 per show for 5 shows)

We Will be approaching sponsors, and we are in the process of negotiating door deals with the artists to minimize the costs for artists.

KOUGA local municipality
Good Governance through Service Excellence

KOUGA MUNICIPALITY (EC 108)
ORDINARY COUNCIL MEETING
FINANCE & ECONOMIC DEVELOPMENT
OPEN
DATE: 30 OCTOBER 2024
ITEM NO: **24/10/FED4**

BUDGET AND TREASURY: WITHDRAWALS FROM THE MUNICIPAL BANK ACCOUNT FOR THE QUARTER ENDED 30 SEPTEMBER 2024

1. **Introduction**

The purpose of this item is to report on specific withdrawals from the municipal bank account in terms of the Municipal Finance Management Act, No. 56 of 2003.

2. **Background**

It is a legislative requirement that the Accounting Officer table to Council, a consolidated report on withdrawals made from the municipal bank account.

3. **Discussion**

The report herein indicates specific withdrawals from the municipal back account and is attached hereto and marked as "**Annexure A**" - the withdrawals from the municipal bank account for the quarter ending 30 September 2024.

The following information should be noted for the quarter ending 30 September 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**".

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 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 Local Government**:** Municipal Finance Management Act, No. 56 of 2003 provides that -

"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".

6. **Legal Implications**

The contravention of this provision might be considered Financial Misconduct, as provided in Section 171 of the Local Government**:** Municipal Finance Management Act, No. 56 of 2003, by the Accounting Officer, Chief Financial Officer of Senior Manager.

7. **Other Implications**

None

8. **Comments by Directorates:**

8.1 **Chief Financial Officer:**

Recommendations supported.

8.2 **Director: Planning & Development**

Noted

8.3 **Director: Civil & Water Services**

Item noted.

8.4 **Director: Electro-Mechanical Services**

Report noted.

8.5 **Director: Community Services**

Noted

8.6 **Deputy Municipal Manager**

Noted.

8.7 **Municipal Manager**

Recommendations supported.

9. **Delegated Authority**

To be noted by 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 September 2024.

10.2 That the report accordingly be submitted to the Provincial Treasury and Auditor-General as stipulated in Section 11(4) (b) of the MFMA.

Item prepared by the: Manager Budget and 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 September 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 5,576,062.85	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 196,642,330	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	**Name and Surname:**	C. Du Plessis
	Municipal Manager	

b) submit a copy of the report to the relevant provincial treasury and the Auditor-General	**Date:**	11 October 2024
Telephone Nr.	**Fax Nr.**	**E-mail**
042 – 200 2064	n/a	zgongqoba@kouga.gov.za
The completed form must be submitted within 30 days after the end of each quarter to the Provincial Treasury and Auditor General.		

KOUGA MUNICIPALITY (EC 108)
ORDINARY COUNCIL MEETING
FINANCE & ECONOMIC DEVELOPMENT
OPEN
DATE: 30 OCTOBER 2024
ITEM NO: **24/10/FED5**

MONTHLY BUDGET STATEMENTS FOR THE PERIOD BETWEEN JULY 2024 TO SEPTEMBER 2024 AND FINANCIAL STATE OF AFFAIRS OF THE MUNICIPALITY AS AT 30 SEPTEMBER 2024 (2024/25 FINANCIAL YEAR)

1. **Introduction**

The purpose of this report is to comply with Sections 71 and 52(d) of the Local Government: Municipal Finance Management Act No. 56 of 2003 (MFMA), read together with Regulation 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**

The MFMA Accountability cycle commences 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 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 regulation 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 September 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 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 71 and 52(d) of the Local Government: Municipal Finance Management Act No. 56 of 2003.
- Local Government: Municipal Budget and Reporting Regulations, 17 April 2009.
- Local Government: Municipal Finance Management Act: Municipal Regulations on a Standard Chart of Accounts (mSCOA), 22 April 2014.

6. **Legal Implications**

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).

7. **Other Implications**

None.

8. **Comments by Directorates:**

8.1 **Chief Financial Officer:**

Recommendations supported

8.2 **Director: Planning & Development**

Noted

8.3 **Director: Civil & Water Services**

Item noted.

8.4 **Director: Electro-Mechanical Services**

Report noted

8.5 **Director: Community Services**

Noted

8.6 **Deputy Municipal Manager**

Noted.

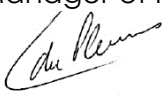
8.7 **Municipal Manager**

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 Municipality

Signature: 

Date……11 October 2024……

9. **Delegated Authority**

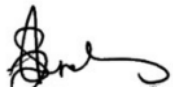
To be noted by Council.

10. **Recommendations**

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

10.2 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.

10.3 That the Council notes that the monthly budget statements were submitted to the Provincial Treasury as stipulated in Section 71(1) of the MFMA.

Item prepared by the: Manager Budget and 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 September 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 398,132 million, whilst operating expenditure amounted to R 316,089 million, resulting in an operating surplus of R 82,043 million.
- Capital expenditure constituted 3,41% of the 2024/25 Approved Adjusted Capital Budget.
- Overdue consumer debts increased by R 28,017 million (7.19%) since June 2024.
- An amount of R 61,690 million is owing to creditors, which is 99.54% current creditors. Currently all outstanding creditors are not reflected on the creditors age analysis.

The municipality's investment portfolio has increased by R 52,983,199 (36.88%) since June 2024, from R 143,659,131 to R 196,642,330.

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

	Balance as at 30 June 2024	Invested	Interest	Withdrawals	Adjustments	Balance as at 30 September 2024
Standard Bank	26 516 585	-	513 818	-		27 030 403
ABSA	22 795 366	10 907 000	678 083	-	-	34 380 449
Nedbank	22 593 059	10 897 000	612 326	-		34 102 385
RMB	22 735 812	10 897 000	570 564	28 000 000		6 203 376
INVESTEC	22 771 482	10 897 000	608 299	-		34 276 780
Total	**117 412 304**	**43 598 000**	**2 983 089**	**28 000 000**	**-**	**135 993 393**
INVESTMENT	**Balance as at 30 June 2024**	**Invested**	**Interest**	**Withdrawals**	**Adjustments**	**Balance as at 30 September 2024**
General Account	78 621 419	23 128 000	2 050 580	14 585 076	-	89 214 923
Conditional Grants	18 234 929	20 470 000	612 326	10 917 255	-	28 400 000
Housing Funds	20 555 956	-	320 183	2 497 669	-	18 378 470
Total	**117 412 304**	**43 598 000**	**2 983 089**	**28 000 000**	**-**	**135 993 393**
	Balance as at 30 June 2024	**Invested**	**Interest**	**Withdrawals**	**Adjustments**	**Balance as at 30 September 2024**
Cheque Accounts FNB 52540020791	10 314 768			- 8 814 535		1 500 233
Cheque Accounts FNB 52540033304	8 553 427	5 392 632				13 946 059
Cheque Accounts FNB 62682103591	3 833			- 402		3 431
Cheque Accounts FNB 63022194441	7 374 799	1 382 028				8 756 827
Cheque Accounts ABSA 4114176482	-	7 777 835				7 777 835
Cheque Accounts ABSA 4114114771	-	28 654 341				28 654 341
Cheque Accounts ABSA 4114176474	-	10 210				10 210
Cheque Accounts ABSA 4114176490		1				1
Total	**26 246 827**	**43 217 047**	**-**	**- 8 814 937**	**-**	**60 648 937**
Total	**143 659 131**	**86 815 047**	**2 983 089**	**19 185 063**	**-**	**196 642 330**

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

Cash backed Reserves.

Bank Balances and Cash	R 60,648,936
Short-term Investment Deposits	R 135,993,393
	R 196,642,330

Application of Cash

Unspent Conditional Grants	R 46,034,992
Operational commitments	R 11,485,056
Outstanding Creditors Liability	R 61,690,316
	R 119,210,364
Cash Reserves exceed commitments:	**R 77,431,966**

The cash backed reserves exceed commitments at this stage by an amount of R 77,431,966.

It should be noted that the excess of reserves over commitments as at 30 September 2024, is mainly due to an amount of R 80,277 million in respect of the Equitable Share allocation received on 3 July 2024, but not yet fully spent. These funds are already committed towards spending in the 2024/25 operating budget.

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

Ratio	Actuals as at 30 June 2023	Actuals as at 30 June 2024	MFMA Circular 71 Norms	Actuals as at 30 September 2023	Approved Adjusted Budget 2024/25	Actuals as at 30 September 2024
Current Ratio	0.78:1	1.24:1	1.5:1 to 2:1	1.51:1	0.96:1	1.27:1
Liquidity Ratio	0.42:1	0.71:1		0.94:1	0.26:1	0.63:1
Cost Coverage (Excluding unspent conditional grants)	0.98 Months	1.09 Months	1 Month to 3 Months	1.25 Months	0.53 Months	1.41 Months
Debtors Collection Rate	86.71%	91.01%	95%	77.26%	95%	80.85%
Capital Expenditure	94.66%	55.48%	95%	6.53%	95%	3.41%

"ANNEXURE A1"

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

1.1. Summary Statement of Financial Performance

Description	Budget Year 2024/25					
R thousands	Original Budget	Adjusted Budget	Monthly Actual	YearTD Actual	YearTD Budget	YTD Variance
Revenue						
Total Revenue (excluding capital transfers and contributions)	1 392 621	1 396 119	83 976	398 132	349 030	49 102
Total Expenditure	1 505 474	1 535 251	107 423	316 089	383 600	(67 512)
Surplus/(Deficit)	(112 853)	(139 132)	(23 447)	82 043	(34 570)	116 614

The statement of financial performance reflects an operating surplus of R 82,043 million at this stage. It must be noted that the surplus is largely influenced by the debt impairment and irrecoverable debts written off, not yet recognized.

1.2. Revenue

Main revenue sources for 2024/25

Description	Budget Year 2024/25		
R thousands	Adjusted Budget	YearTD Actual	%
Revenue			
Exchange Revenue			
Service charges - Electricity	381 991	109 809	28,75%
Service charges - Water	82 323	28 989	35,21%
Service charges - Waste Water Management	64 086	16 783	26,19%
Service charges - Waste management	71 123	16 690	23,47%
Sale of Goods and Rendering of Services	9 533	1 246	13,07%
Agency services	4 554	–	0,00%
Interest earned from Receivables	32 335	7 625	23,58%
Interest earned from Current and Non-Current Assets	13 998	3 280	23,43%
Rental from Fixed Assets	3 187	810	25,41%
Licence and permits	2 851	548	19,23%
Operational Revenue	1 955	1 345	68,78%
Non-Exchange Revenue			
Property rates	297 076	116 090	39,08%
Fines, penalties and forfeits	143 343	165	0,12%
Licence and permits	11 772	3 161	26,85%
Transfer and subsidies - Operational	205 651	81 868	39,81%
Interest – Property Rates	5 510	1 388	25,19%
Operational Revenue – Availability charges	64 831	8 335	12,86%
Total Revenue (excluding capital transfers and contributions)	**1 396 119**	**398 132**	**28,52%**

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 service charges water revenue recognized as at 30 September 2024, amounts to 35.21% of the budget. The variance is largely due to the water availability charges amounting to R 9,429 million included in the service charges for water revenue. This amount should have been included under the Non-Exchange Revenue; operational revenue - availability charges.

  It must be noted that the correction will be implemented in the next reporting period.

- **Sale of Goods and Rendering of Services**
  The sale of goods and services relates to various sources of rendering of services such as application fees for land usage, building plan fees, cemeteries' fees and removal of restrictions fees etc. These revenue sources are influenced by community demands.

- **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.

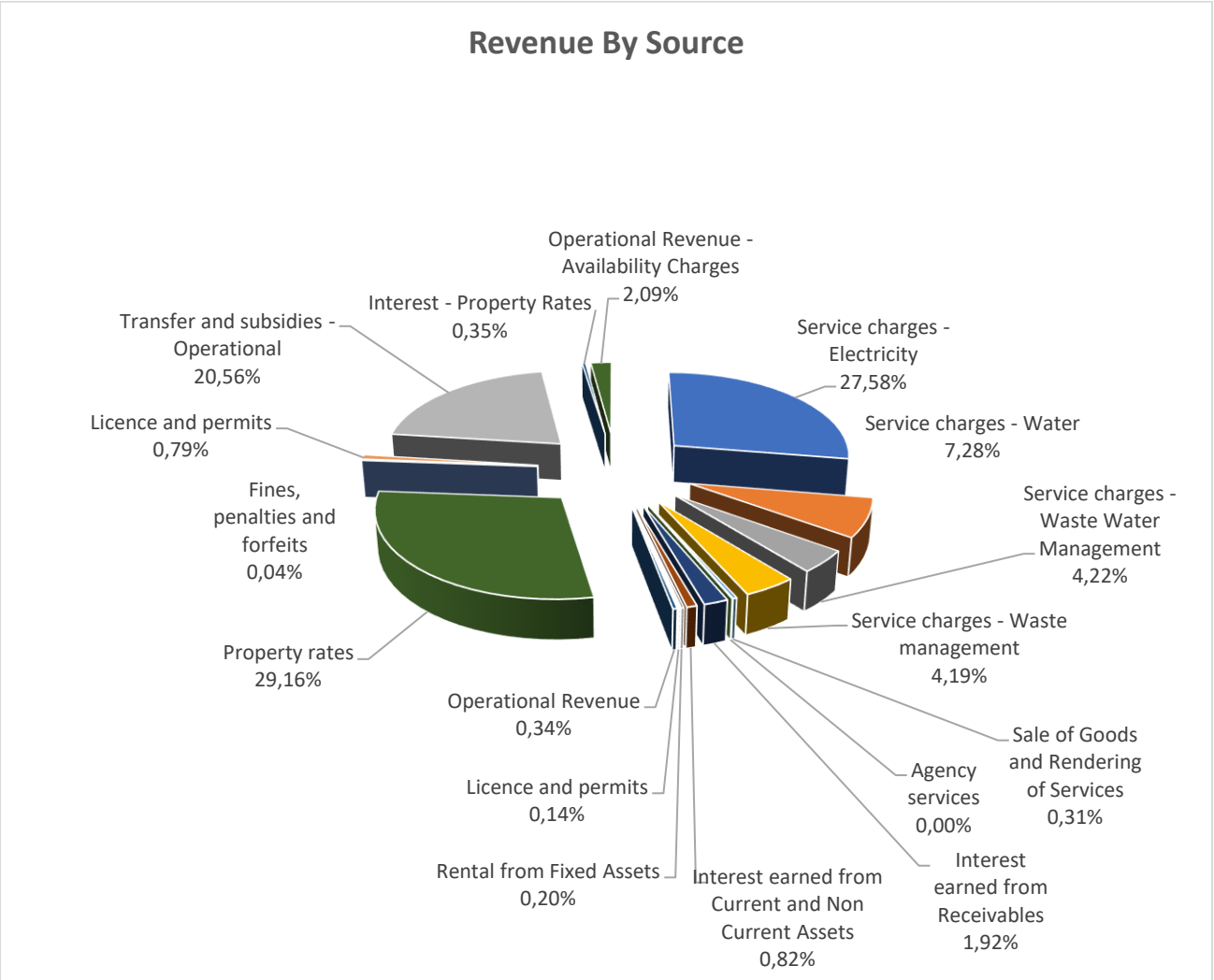
- **Operational revenue (Exchange Revenue)**
  The other revenue relates to various sources of operating revenue such as staff recoveries, insurance refunds and skills development levy refunds.
  The operational revenue is largely influenced by Augmentation fees amounting to R 0,753 million, recognized during this reporting period, against no budget provision.

- **Property Rates**
  As at 30 September 2024, the municipality has recognized 39.08% of property rates revenue, compared to the budget. This is influenced by annual property rates raised in July 2024.

- **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.

- **Transfers and subsidies-Operational**
  Transfers and subsidies are largely influenced by the equitable share allocation received on 3 July 2024, amounting to R 80,277 million.

- **Operational revenue (Non-Exchange Revenue)**
  Operational revenue: non-exchange revenue relates to the availability charges for electricity, water and wastewater management. The variance is largely due to the water availability charges amounting to R 9,429 million included in the service charges for water revenue. This amount should have been included under the Non-Exchange Revenue; operational revenue - availability charges.



1.3. Expenditure

Main expenditure types for 2024/25

Description	Budget Year 2024/25		
R thousands	Adjusted Budget	YearTD Actual	%
Expenditure By Type			
Employee related costs	481 056	92 746	19,28%
Remuneration of councillors	15 594	3 613	23,17%
Bulk purchases - electricity	386 299	141 368	36,60%
Inventory consumed	108 862	12 246	11,25%
Debt impairment	158 246	–	0,00%
Depreciation and amortisation	117 798	29 450	25,00%
Interest	36 426	1 222	3,35%
Contracted services	126 099	17 669	14,01%
Transfers and subsidies	400	–	0,00%
Irrecoverable debts written off	9 359	–	0,00%
Operational costs	95 112	17 775	18,69%
Total Expenditure	**1 535 251**	**316 089**	**20,59%**

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.

- **Bulk purchases – electricity**
  The bulk purchases – electricity reflects a 36.6% expenditure, compared to the approved budget. This is slightly higher than anticipated and compared to the previous year, which was 30.72% for the same reporting period.

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

Item Description	Adjusted Budget 2024/25	Actuals as at 31 August 2024	%
Inventory Consumed: Consumables	4 403 160	525 986	11.95%
Inventory Consumed: Materials and Supplies	36 256 876	5 550 168	15.31%
Inventory Consumed: Fuel & Oil	26 271 072	3 540 396	13,48%
Inventory Consumed: Bulk Water Purchases	41 930 751	2 629 817	6,27%
Total	**108 861 859**	**12 246 367**	**11.25%**

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

- **Finance charges**
  Finance charges currently recognised relate to the finance lease for vehicles and is based on the finance lease amortisation schedule. The spending percentage at this stage is largely influenced by the budget provision finance costs amounting to R 19,922 million, which relate to the R 200 million loan anticipated for the road's infrastructure initiative.

- **Contracted Services**
  Contracted services mostly relate to outsourced work, in relation to the maintenance of municipal infrastructure assets and includes consultation fees. Please refer to the next page for the breakdown of contracted services costs.

- **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.

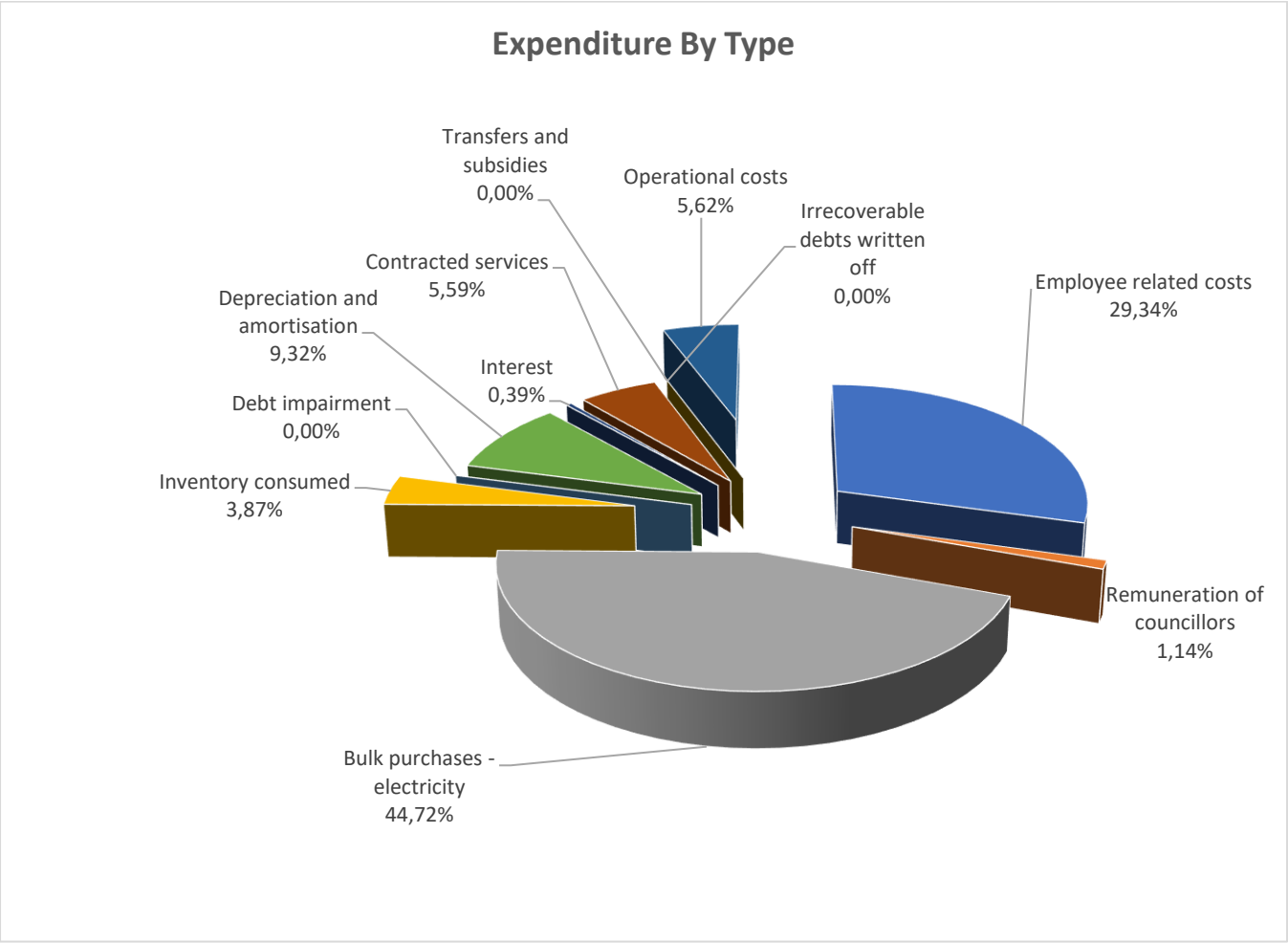
Contracted services are broken down as follows:

Item Description	Adjusted Budget 2024/25	Actuals as at 30 September 2024	%
Aloe Cup	80 000	-	0,00%
Air quality Management	400 000	-	0,00%
Amanzi Challenge National Tournament	300 000	300 000	100,00%
Animal Care	508 000	-	0,00%
Audit of Municipal Land & Properties	1 894 000	110 515	5,83%
Burial Services	31 500	12 600	40,00%
Calamari Festival	200 000	200 000	100,00%
Catering Services	1 158 904	145 657	12,57%
Clean up Operation	500 004	23 445	4,69%
Clearing and Grass Cutting Services	1 540 000	29 100	1,89%
Conducting of feasibility studies (EIA)	2 000 000	-	0,00%
Connection/Dis-connection:Electricity	580 000	-	0,00%
Consultants and Professional Services	8 502 000	757 446	8,91%
Destination Marketing and Promotion	670 000	69 746	10,41%
Drivers Licence Cards	1 000 000	86 189	8,62%
Dune Stabilisation	2 039 000	10 423	0,51%
Electricity Generation Project	500 000	12 792	2,56%
Environmental protection	800 000	-	0,00%
Employee Wellness	249 204	19 560	7,85%
ED STRATEGY - roll-out	100 000	-	0,00%
Event Promoters	99 996	-	0,00%
Family Challenge	1 800 000	-	0,00%
Heritage Restoration	200 000	-	0,00%
Internal Auditors	250 000	29 000	11,60%
KLTO	905 000	55 348	6,12%
Jbay Precint Plan Implementation	500 000	-	0,00%
Laboratory Services:Water	2 359 000	182 026	7,72%
Legal Advice and Litigation	1 000 000	181 157	18,12%
Legal Cost:Collection	1 100 000	285 437	25,95%
Maintenance of Buildings and Facilities	8 046 636	797 508	9,91%
Maintenance of Electrical Infrastructure	1 000 000	-	0,00%
Maintenance of Equipment	858 800	83 395	9,71%
Maintenance of Vehicles	40 059 408	4 350 951	10,86%
Mscoa Alignment	283 136	-	0,00%
Media Monitoring	200 004	17 390	8,69%
Occupational Health and Safety	1 100 004	65 578	5,96%
Other Contracted Services	2 667 900	801 122	30,03%
Personnel and Labour	14 335 550	2 071 435	14,45%
Precinct Plans Project Hankey and St Francis Bay C	100 000	-	0,00%
Private Plots_Alien Vegetation Control	400 000	-	0,00%
Qualification Verification	350 004	-	0,00%
Restricted Water Flow	400 000	-	0,00%
Revision of SDF	650 000	-	0,00%
Security Services	3 850 000	2 704 938	70,26%
SA Longboard Championship	300 000	-	0,00%
SDC Golf Championship Sponsorship	275 000	-	0,00%
Special Rating Area	2 159 735	-	0,00%
Summer Festival	500 000	-	0,00%
Tourism &Travel Trade Show	682 000	341 189	50,03%
Township Events	300 000	25 573	8,52%
Transport Services	225 704	10 413	4,61%
Valuer	13 438 721	3 888 778	28,94%
WSL Music Festival	200 000	-	0,00%
WTM Africa, Indaba, Meetings Africa, Educationals,	550 000	-	0,00%
Winterfest	1 700 000	-	0,00%
Yellow Wood Annual Jazz Festival	200 000	-	0,00%
	126 099 210	**17 668 711**	**14,01%**

- **Other Expenditure**

The other expenditure is broken down as follows:

Item Description	Adjusted Budget 2024/25	Actuals as at 30 September 2024	%
Achievements and Awards	2 300 000	203 132	8,83%
Advertising, Publicity and Marketing	4 339 200	445 891	10,28%
Bank Charges	600 000	13 337	2,22%
Bargaining Council	4 619 580	-	0,00%
Cellular Contract (Subscription and Calls)	3 313 020	606 068	18,29%
Claims paid to Third Parties	200 000	69 169	34,58%
External Audit Fees	4 500 000	645 787	14,35%
External Computer Service:Internet Charge	5 400 000	1 682 383	31,16%
Hire Charges	7 940 412	1 661 202	20,92%
Insurance Claims	1 200 000	82 557	6,88%
Insurance Underwriting:Premiums	3 644 283	898 716	24,66%
Leases:Furniture and Office Equipment	4 068 744	591 967	14,55%
Leases:Other Assets	3 963 740	1 744 363	44,01%
Motor Vehicle Licence and Registrations	1 644 488	155 513	9,46%
Other	1 524 176	170 316	11,17%
Postage/Stamps/Franking Machines	2 674 500	382 247	14,29%
Registration Fees:Professional and Regulatory Bodies	551 112	20 289	3,68%
Registration Fees:Seminars, Conferences, Workshops	2 165 482	299 661	13,84%
Remuneration to Ward Committees	2 862 000	508 800	17,78%
Riparian Levies	7 911 471	1 502 513	18,99%
Signage	1 126 212	28 658	2,54%
Skills Development Fund Levy	4 202 076	923 081	21,97%
Software Licences	8 825 000	3 087 810	34,99%
Storage of Files (Archiving)	399 996	15 185	3,80%
Supplier Development Programme	100 000	-	0,00%
Third Party Vendors	3 550 000	368 212	10,37%
Travel and Subsistence	4 392 369	494 127	11,25%
Uniform and Protective Clothing	3 980 484	427 236	10,73%
Vehicle Tracking	804 742	203 650	25,31%
Workmen's Compensation Fund	2 288 376	543 320	23,74%
	95 112 463	**17 775 191**	**18,69%**



1.4. Repairs and Maintenance

Below is an analysis of actual repairs and maintenance expenditure, compared to the 2024/25 Approved Adjusted Budget.

Description	2024/25 Financial Year		
	Adjusted Budget	Actuals as at 30 September 2024	%
Repairs and Maintenance by Expenditure Items			
Employee related costs	156,271,644	15 798 428	10,11%
Other materials	24,717,864	2 913 237	11,79%
Contracted Services	49,308,844	5 206 263	10,56%
Other expenditure	4,175,000	1 092 086	26,16%
Total repairs and maintenance expenditure	**234,473,352**	**25 010 014**	**10,67%**

It is to be noted that actual repairs and maintenance expenditure constituted 10.67% of the 2024/25 Approved Adjusted Budget.

1.5. Trading Services Performance

1.5.1. Electricity

Description	Budget Year 2024/25		
R thousands	Adjusted Budget	YearTD Actual	%
Revenue			
Exchange Revenue			
Service charges - Electricity	381 991	109 809	28,75%
Interest earned from Receivables	2 214	682	30,79%
Operational Revenue	–	75	
Non-Exchange Revenue			
Transfer and subsidies - Operational	5 585	4 654	83,33%
Operational Revenue	15 593	4 310	27,64%
Total Revenue (excluding capital transfers and contributions)	**405 382**	**119 529**	**29,49%**
Expenditure By Type			
Employee related costs	22 716	3 938	17,33%
Bulk purchases - electricity	386 299	141 368	36,60%
Inventory consumed	8 648	1 791	20,71%
Debt impairment	11 528	–	
Depreciation and amortisation	8 909	2 562	28,75%
Contracted services	12 552	1 364	10,87%
Irrecoverable debts written off	3 064	–	
Operational costs	3 967	550	13,87%
Total Expenditure	**457 682**	**151 573**	**33,12%**
Surplus/(Deficit)	**(52 301)**	**(32 044)**	**61,27%**

1.5.1.1 Revenue

- The electricity service charges revenue reflects 28.75% of budget as at 30 September 2024, and this is in line with the projected budget ratio of 25% as at 30 September 2024.

1.5.1.2 Expenditure

- the bulk electricity reflects 36.6% of budget expenditure as at 30 September 2024.

1.5.1.3 Net surplus/deficit of electricity ratio

- Electricity reflects a deficit of R 32,044 million as at 30 September 2024 and the deficit amount equates to 26.81%, compared to the revenue. The adjusted budget deficit for the 2024/25 amount to R 52,301 million and equates to 12.9%, compared to total revenue.

1.5.2 Water

Description	Budget Year 2024/25		
R thousands	Adjusted Budget	YearTD Actual	%
Revenue			
Exchange Revenue			
Service charges - Water	82 323	28 989	35,21%
Interest earned from Receivables	15 537	3 527	22,70%
Operational Revenue	–	678	
Non-Exchange Revenue			
Transfer and subsidies - Operational	21 232	17 694	83,33%
Operational Revenue	44 879	2 780	6,20%
Total Revenue (excluding capital transfers and contributions)	**163 972**	**53 668**	**32,73%**
Expenditure By Type			
Employee related costs	28 200	6 940	24,61%
Inventory consumed	51 549	4 720	9,16%
Debt impairment	5 652	–	
Depreciation and amortisation	17 074	3 995	23,40%
Contracted services	3 580	323	9,02%
Irrecoverable debts written off	1 502	–	
Operational costs	2 261	351	15,52%
Total Expenditure	**109 818**	**16 327**	**14,87%**
Surplus/(Deficit)	**54 154**	**37 341**	**68,95%**

1.5.2.1 Revenue

- The water service charges revenue reflects 35.21% of budget as at 30 September 2024, this is higher than anticipated due to the misallocation of water availability charges, amounting to R 9,429 million to water service charges revenue.

1.5.2.2 Expenditure

- Inventory consumed includes a budget amount of R 41,931 million for the bulk water purchases and the expenditure amount of R 3,211 million (7.66% of budget).

1.5.2.3 Net surplus/deficit of water ratio

- The water reflects a surplus of R 37,341 million as at 30 September 2024 and equates to 69.58% of total revenue.

1.5.3 Wastewater Management

Description	Budget Year 2024/25		
R thousands	Adjusted Budget	YearTD Actual	%
Revenue			
Exchange Revenue			
Service charges - Waste Water Management	64 086	16 784	26,19%
Interest earned from Receivables	5 673	1 266	22,31%
Non-Exchange Revenue			
Transfer and subsidies - Operational	14 213	11 844	83,33%
Operational Revenue	4 360	1 245	28,54%
Total Revenue (excluding capital transfers and contributions)	**88 332**	**31 138**	**35,25%**
Expenditure By Type			
Employee related costs	25 833	6 349	24,58%
Inventory consumed	15 161	1 777	11,72%
Debt impairment	2 928	–	
Depreciation and amortisation	32 226	8 025	24,90%
Contracted services	5 120	348	6,80%
Irrecoverable debts written off	778	–	
Operational costs	6 733	1 731	25,71%
Total Expenditure	**88 779**	**18 231**	**20,54%**
Surplus/(Deficit)	**(447)**	**12 907**	

1.5.3.1 Revenue

- The wastewater service charges revenue reflects 26.19% of budget as at 30 September 2024, and this is in line with the projected budget ratio of 25% as at 30 September 2024.

- 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 surplus of R 12,907 million as at 30 September 2024 and equates to 41.45% of total revenue. Council approved a deficit adjusted budget of R 0,447 million for the 2024/25 financial year.

1.5.4. Waste Management

Description	Budget Year 2024/25		
R thousands	Adjusted Budget	YearTD Actual	%
Revenue			
Exchange Revenue			
Service charges - Waste management	71 123	16 690	23,47%
Sale of Goods and Rendering of Services	9	–	
Interest earned from Receivables	8 560	2 061	24,08%
Non-Exchange Revenue			
Transfer and subsidies - Operational	25 741	21 409	83,17%
Total Revenue (excluding capital transfers and contributions)	**105 432**	**40 160**	**38,09%**
Expenditure By Type			
Employee related costs	38 597	9 545	24,73%
Inventory consumed	8 719	2 217	25,43%
Debt impairment	3 147	–	
Depreciation and amortisation	3 195	663	20,74%
Contracted services	15 460	628	4,06%
Irrecoverable debts written off	837	–	
Operational costs	4 044	618	15,29%
Total Expenditure	**73 999**	**13 672**	**18,48%**
Surplus/(Deficit)	**31 432**	**26 488**	**84,27%**

1.5.4.1 Revenue

- The waste service charges revenue reflects 23.47% of budget as at 30 September 2024, and this is in line with the budget ratio of 25% as at 30 September 2024.

- It must be noted that the waste management is the combination of waste services and environmental management services.

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 R 26,488 million as at 30 September 2024 and equates to 65.96% of total revenue. Council approved a surplus adjusted budget of R 31,432 million for the 2024/25 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 2024/25			
	Adjusted Budget	YearTD Actual	YearTD Budget	YTD Variance
R Thousands				
1. Temporary Appointments, Contractual Appointments, Unemployed Graduates and Experiential Learners	13,811	2,071	3,453	(1,381)
2. Travel claims	4,346	466	1,086	(620)
4. Overtime	20,000	5,243	5,000	243
5. Catering Costs	1,109	125	277	(153)
6. Events, Advertising and sponsorships	5,034	446	1,259	(813)
7. Attendance of Conferences, Seminars & Workshops	2,165	300	541	(242)
8. Municipal Workshops, Retreats, Strategic Sessions and Internal training	668	61	167	(105)
9. Projects /Programme Launches	–	–	–	–
10. Essential User Scheme	**739**	**739**	**739**	**–**
Total	**47,872**	**9,451**	**12,522**	**(3,071)**

A comparison of the year-to-date actuals to the adjusted budget reflects savings, amounting to R 3,071 million as at 30 September 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.

	Budget Year 2024/25			Actuals as at 30 September 2024			
R thousands	Approved Adjusted Budget - Operating	Approved Adjusted Budget - Capital	Approved Adjusted Budget 2024/25	Expenditure Actuals as at 30	Capital Actuals as at 30 Sept 2024	Expenditure as at 30 Sept 2024	Expenditure as at 30 Sept 2024
Expenditure by Vote							
CIVIL AND WATER SERVICES	339 329	274 804	614 133	57 236	10 284	67 520	–
COMMUNITY SERVICES	387 136	1 634	388 770	49 093	209	49 301	–
ELECTRO/MECHANICAL SERVICES	470 989	73 103	544 092	152 506	–	152 506	–
FINANCE AND ECONOMIC DEVELOPMENT	142 158	755	142 913	22 295	20	22 314	–
OFFICE OF THE DEPUTY MUNICIPAL MANAGER	128 955	1 413	130 368	23 126	–	23 126	–
OFFICE OF THE MUNICIPAL MANAGER	30 696	–	30 696	6 060	–	6 060	–
PLANNING AND DEVELOPMENT	35 989	20 386	56 374	5 773	2 172	7 945	–
TOTAL	**1 535 251**	**372 094**	**1 907 345**	**316 089**	**12 684**	**328 773**	**–**

Annexure "A2"

1. CAPITAL BUDGET PERFORMANCE

1.1. Summary Capital Expenditure and Funding

The capital expenditure as at 30 September 2024, constituted 3.41% of approved adjusted capital budget and the funding is broken down as follows:

- Grant funding is 8.11% of approved grant funding budget.
- Internally generated funds are 5.82% at this stage.

Capital budget by municipal vote for 2024/25.

Vote Description	Budget Year 2024/25			
	Original Budget	Adjusted Budget	YearTD Actual	%
R thousands				
Multi-Year expenditure appropriation				
Vote 1 - OFFICE OF THE MUNICIPAL MANAGER	–	–	–	–
Vote 2 - OFFICE OF THE DEPUTY MUNICIPAL MANAGER	–	1 413	–	0,00%
Vote 3 - FINANCE AND ECONOMIC DEVELOPMENT	–	755	20	2.59%
Vote 4 - COMMUNITY SERVICES	1 391	1 634	209	12,79%
Vote 5 - CIVIL AND WATER SERVICES	80 868	274 804	10 284	3.74%
Vote 6 - ELECTRO/MECHANICAL SERVICES	68 103	73 103	–	0,00%
Vote 7 - PLANNING AND DEVELOPMENT	–	20 386	2 172	10,65%
Total Capital Multi-year expenditure	**150 362**	**372 094**	**12 684**	**3.41%**

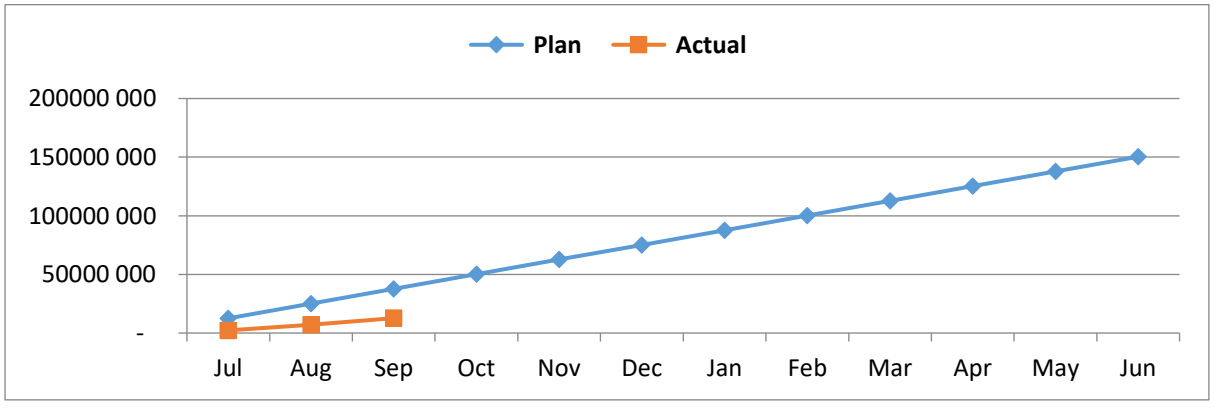
The capital expenditure as at 30 September 2024, constituted 3.41% of approved adjusted capital budget.

The capital expenditure is broken down per directorate as follows:

- Office Of The Deputy Municipal Manager is 0% of R 1,413 million budget.
- Finance And Economic Development is 2.59% of R 0,755 million budget.
- Community Services is 12.79% of R 1,634 million budget.
- Civil & Water Services 3.74% of R 274,804 million budget.
- Electro and Mechanical Services is 0% of R 73,103 million budget.
- Planning And Development is 10.65% of R 20,386 million budget.

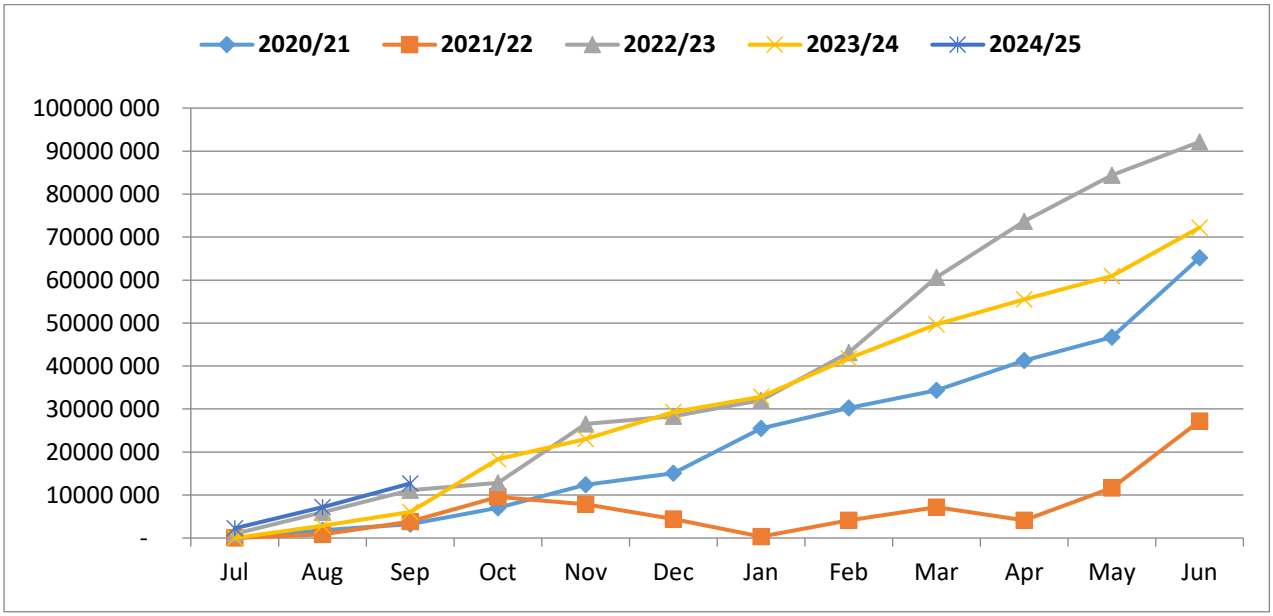
1.2. Monthly capital expenditure

The graph below reflects the municipality's monthly capital expenditure to date measured against the 2024/25 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, 2023/24 and 2024/25.



Status of capital programmes/projects in the Municipality as at 30 September 2024.

DEPARTMENT	FUNDING SOURCE	PROJECT DESCRIPTION	Adjusted Budget 2024/25	Actuals as at 30 September 2024	%
CIVIL & WATER SERVICES					
PROJECT MANAGEMENT UNIT (PMU)	Internal	PAVING OF MAIN BEACH	176 117	132 088	75,00%
PROJECT MANAGEMENT UNIT (PMU)	Internal	UPGRADING LOERIE SPORTS FACILITIES	137 788	102 894	74,68%
PROJECT MANAGEMENT UNIT (PMU)	Internal	Upgrading/Improvement of Sport Facilities within Kouga	621 050	-	
PROJECT MANAGEMENT UNIT (PMU)	MIG	UPGRADE OF PHILLIPSVILLE SPORTS FIELD	500 000	-	
ROADS AND STORMWATER	MDRG	St Francis Bay - Nevil Road Reconstruction	508 696	114 363	
ROADS AND STORMWATER	MDRG	St Francis Bay - Anne Avenue to Ralph Road Reconstruction	1 608 696	1 036 031	64,40%
ROADS AND STORMWATER	MDRG	Aston Bay to Paradise Beach - Seekoei Estuary Causeway reconstruction	6 478 261	-	
ROADS AND STORMWATER	MDRG	Paradise Beach - Botha Street Stormwater Infrastructure	424 348	116 470	27,45%
ROADS AND STORMWATER	MIG	UPGRADING KOUGA GRAVEL ROADS	150 000	-	
ROADS AND STORMWATER	Borrowing	ROADS INFRASTRUCTURE IN KOUGA	173 913 043	-	
SEWERAGE	MIG	DESIGN: UGRADING JEFFREYS BAY SEWER PIPE IN OCEANVIEW	80 500	-	
SEWERAGE	MIG	UPGRADING KWANOMZAMO WWTW	29 169 586	5 661 978	19,41%
SEWERAGE	MIG	DESIGN: LA MER NEW SEWER RISING MAIN	200 000	51 675	
SEWERAGE	Internal	KWANOMZAMO SEWERAGE PUMP STATION	508 609	-	
SEWERAGE	Internal	HANKEY WWTW	4 256 462	-	
SEWERAGE	Internal	LA MER NEW SEWER RISING MAIN	6 338 777	1 132 469	17,87%
SEWERAGE	DOHS	Phase 1 Upgrade of Thornhill Sewer Treatment Works	553 739	-	
SEWERAGE	DOHS	Kruisfontein Bulk Sewer -Link Line	1 997 391	-	
SEWERAGE	WSIG	Beach Sewer Pump Station and New Sewer Bypass	1 287 831	-	
SEWERAGE	DOHS	Kwanomzamo Bulk Sanitation -Pump Station & Rising Main	7 304 348	-	
SEWERAGE	DOHS	Envirosan Toilets (40 Units)	1 446 261	-	
SEWERAGE	WSIG	Loerie Sewer Pump Station upgrade and new sewer rising main	150 000	5 808	
WATER	WSIG	ST FRANCIS BAY: BOREHOLES	6 956 517	290 592	
WATER	Internal	JILL MARCUS WATER SUPPLY	4 347 000	-	
WATER	Internal	Construction of Civil Services in Donkerhoek & Humansdorp	3 000 000	-	
WATER	Internal	HUMANSDORP GROUNDWATER SUPPLY	637 410	-	
WATER	DOHS	Kwanomzamo Bulk Water : New Pipeline	6 521 739	-	
WATER	DOHS	Kruisfontein Bulk Water -Gill Marcus Reservoir and pipeline upgrade	6 782 609	1 639 350	
WATER	WSIG	RETICULATION REPLACE PIPELINES	3 478 260	-	
WATER	WSIG	Replace Ageing Water Infrastructure in St Francis Bay	150 000	-	
WATER	WSIG	Replace Main Waterline Sout Rivier Bridge Crossing	100 000	-	
WATER	DOHS	New Reservoir on Pnt 2 of the Farm Thornhill	5 018 940	-	
			274 803 977	**10 283 718**	**3,74%**

DEPARTMENT	FUNDING SOURCE	PROJECT DESCRIPTION	Adjusted Budget 2024/25	Actuals as at 30 September 2024	%
COMMUNITY SERVICES					
FIRE SERVICES	DISTRICT	Fire Services - Vehicle (DISTRICT)	1 391 304	-	
LAW ENFORCEMENT	Internal	Computer Equipment - Operatons Room	242 320	208 874	86,20%
			1 633 624	**208 874**	**12,79%**
ELECTRO & MECHANICAL SERVICES					
FLEET AND WORKSHOP	Finance Lease	Vehicle	34 000 000	-	
ELECTRICITY	INEP	OCEAN VIEW 1250 ELECTRIFICATION	3 654 783	-	
ELECTRICITY	Internal	Electrical Oil circuit breakers replacement with vacuum SCADA ready breakers	5 000 000	-	
ELECTRICITY	DOHS	Oceanview Substation Upgrade	10 434 783	-	
ELECTRICITY	DOHS	Kwanomzamo Bulk Electrical - Boskloof Secondary Feeder line & substation	19 130 435	-	
ELECTRICITY	MIG	DESIGN: HIGH MAST LIGHTS	100 000	-	
ELECTRICITY	DOHS	Electricity	782 609	-	
			73 102 610	**-**	
FINANCE AND ECONOMIC DEVELOPMENT					
ASSET MANAGEMENT	Internal	AIR CONDITIONERS-WHOLE OF MUNICIPALITY	577 517	19 600	3,39%
SUPPLY CHAIN MANAGEMENT	Internal	Computer Equipment	55 414	-	
LOCAL ECONOMIC DEVELOPMENT	Internal	Township Economy Support (Agriculture)	100 000	-	
REVENUE	Internal	Computer Equipment	22 477	-	
			755 408	**19 600**	**2,59%**
OFFICE OF THE DMM					
INFORMATION TECHNOLOGY	Internal	Computer Equipment	1 412 789	-	
			1 412 789		
PLANNING AND DEVELOPMENT					
HUMAN SETTLEMENT	DOH	HANKEY 990-PHASE 2	16 346 963	2 171 886	13,29%
HUMAN SETTLEMENT	DOH	HANKEY 990-PHASE 3	4 038 699	-	
			20 385 663	**2 171 886**	**10,65%**
		Total	**372 094 071**	**12 684 079**	**3,41%**

Annexure "A3"

1. PROJECTED CASH FLOW STATEMENT FOR THE 2024/25 FINANCIAL YEAR

1.1. Projected Cash Flow Statement as at 30 September 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 – M03 September 2024

Description	Budget Year 2024/25							
R thousands	Original Budget	Adjusted Budget	Monthly Actual	YearTD Actual	YearTD Budget	YTD Variance	YTD Variance	Full Year Forecast
CASH FLOW FROM OPERATING ACTIVITIES							%	
Receipts								
Property rates	287 458	287 458	27 823	98 450	71 864	26 585	37%	287 458
Service charges	761 922	761 922	49 249	150 329	190 481	(40 151)	-21%	761 922
Other revenue	93 666	100 764	17 048	59 056	25 191	33 865	134%	100 764
Transfers and Subsidies - Operational	202 153	205 651	2 955	85 874	51 413	34 461	67%	205 651
Transfers and Subsidies - Capital	123 443	123 443	–	18 202	30 861	(12 659)	-41%	123 443
Interest	13 998	13 998	315	3 280	3 499	(219)	-6%	13 998
Dividends	–	–	–	–	–	–		–
Payments								
Suppliers and employees	(1 327 265)	(1 339 133)	(118 920)	(343 225)	(386 761)	(43 536)	11%	(1 339 133)
Interest	(16 159)	(36 082)	(396)	(1 222)	(9 020)	(7 799)	86%	(36 082)
Transfers and Subsidies	(400)	(400)	–	–	(100)	(100)	100%	(400)
NET CASH FROM/(USED) OPERATING ACTIVITIES	**138 815**	**117 621**	**(21 926)**	**70 745**	**(22 573)**	**(93 318)**	**413%**	**117 621**
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	(116 362)	(164 181)	(6 329)	(14 587)	41 045	55 632	136%	(164 181)
NET CASH FROM/(USED) INVESTING ACTIVITIES	**(116 362)**	**(164 181)**	**(6 329)**	**(14 587)**	**41 045**	**55 632**	**136%**	**(164 181)**
CASH FLOWS FROM FINANCING ACTIVITIES								
Receipts								
Short term loans	–	–	–	–	–	–		–
Borrowing long term/refinancing	–	–	–	–	–	–		–
Increase (decrease) in consumer deposits	–	–	–	–	–	–		–
Payments								
Repayment of borrowing	(22 478)	(32 196)	(1 070)	(3 175)	(5 619)	(2 445)	44%	(32 196)
NET CASH FROM/(USED) FINANCING ACTIVITIES	**(22 478)**	**(32 196)**	**(1 070)**	**(3 175)**	**(5 619)**	**(2 445)**	**44%**	**(32 196)**
NET INCREASE/ (DECREASE) IN CASH HELD	**(25)**	**(78 756)**	**(29 324)**	**52 983**	**12 853**			**(78 756)**
Cash/cash equivalents at beginning:	43 665	143 659		143 659	143 659			143 659
Cash/cash equivalents at month/year end:	43 640	64 903		196 642	156 512			64 903

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 2024/25 budget performance for the period of September 2024 and are to be noted. Each table is accompanied by explanatory notes.

Table C1 Monthly Budget Statement Summary – M03 September 2024

Description	Budget Year 2024/25							
R thousands	Original Budget	Adjusted Budget	Monthly Actual	YearTD Actual	YearTD Budget	YTD Variance	YTD Variance	Full Year Forecast
Financial Performance							%	
Property rates	297 076	297 076	19 727	116 090	74 269	41 821	56%	297 076
Service charges	599 522	599 522	57 877	172 271	149 881	22 391	15%	599 522
Investment revenue	13 998	13 998	315	3 280	3 499	(219)	-6%	13 998
Transfers and subsidies - Operational	202 153	205 651	266	81 868	51 413	30 456	59%	205 651
Other own revenue	279 872	279 872	5 792	24 623	69 968	(45 345)	-65%	279 872
Total Revenue (excluding capital transfers and	**1 392 621**	**1 396 119**	**83 976**	**398 132**	**349 030**	**49 102**	**14%**	**1 396 119**
Employee costs	471 743	481 056	33 117	92 746	120 264	(27 518)	-23%	481 056
Remuneration of Councillors	15 594	15 594	1 204	3 613	3 899	(285)	-7%	15 594
Depreciation and amortisation	117 798	117 798	9 817	29 450	29 451	(2)	-0%	117 798
Interest	17 404	36 426	396	1 222	9 107	(7 885)	-87%	36 426
Inventory consumed and bulk purchases	495 318	495 161	46 754	153 614	123 790	29 824	24%	495 161
Transfers and subsidies	400	400	–	–	100	(100)	-100%	400
Other expenditure	387 217	388 816	16 134	35 444	96 990	(61 546)	-63%	388 816
Total Expenditure	**1 505 474**	**1 535 251**	**107 423**	**316 089**	**383 600**	**(67 512)**	**-18%**	**1 535 251**
Surplus/(Deficit)	**(112 853)**	**(139 132)**	**(23 447)**	**82 043**	**(34 570)**	**116 614**	**-337%**	**(139 132)**
Transfers and subsidies - capital (monetary allocations)	133 816	154 202	8 493	14 307	38 550	(24 243)	-63%	154 202
Transfers and subsidies - capital (in-kind)	–	–	–	–	–	–		–
Surplus/(Deficit) after capital transfers & contributions	**20 963**	**15 070**	**(14 954)**	**96 351**	**3 980**	**92 371**	**2321%**	**15 070**
Share of surplus/ (deficit) of associate	–	–	–	–	–	–		–
Intercompany/Parent subsidiary transactions	–	–	–	–	–	–		–
Surplus/ (Deficit) for the year	**20 963**	**15 070**	**(14 954)**	**96 351**	**3 980**	**92 371**	**2321%**	**15 070**
Capital expenditure & funds sources								
Capital expenditure	**150 362**	**372 094**	**5 503**	**12 684**	**93 023**	**(80 339)**	**-86%**	**372 094**
Capital transfers recognised	116 362	136 747	5 170	11 088	34 187	(23 099)	-68%	136 747
Borrowing	34 000	207 913	–	–	51 978	(51 978)	-100%	207 913
Internally generated funds	–	27 434	333	1 596	6 858	(5 262)	-77%	27 434
Total sources of capital funds	**150 362**	**372 094**	**5 503**	**12 684**	**93 023**	**(80 339)**	**-86%**	**372 094**
Financial position								
Total current assets	213 837	234 258		397 184				234 258
Total non current assets	2 369 948	2 591 680		2 296 062				2 591 680
Total current liabilities	225 392	244 217		311 628				244 217
Total non current liabilities	270 953	424 224		240 762				424 224
Community wealth/Equity	**2 087 440**	**2 157 498**		**2 140 856**				**2 157 498**
Cash flows								
Net cash from (used) operating	138 815	117 621	(21 926)	70 745	(22 573)	(93 318)	413%	117 621
Net cash from (used) investing	(116 362)	(164 181)	(6 329)	(14 587)	41 045	55 632	136%	(164 181)
Net cash from (used) financing	(22 478)	(32 196)	(1 070)	(3 175)	(5 619)	(2 445)	44%	(32 196)
Cash/cash equivalents at the month/year end	**43 640**	**64 903**	**–**	**196 642**	**156 512**	**(40 130)**	**-26%**	**64 903**
Debtors & creditors analysis	**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	17 511	12 314	10 134	10 202	8 546	56 386	302 834	502 252
Creditors Age Analysis								
Total Creditors	814	125	27	383	24	174	1 538	90 515

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) – M03 September 2024

Description	Budget Year 2024/25							
R thousands	Original Budget	Adjusted Budget	Monthly Actual	YearTD Actual	YearTD Budget	YTD Variance	YTD Variance	Full Year Forecast
							%	
Revenue - Functional								
Governance and administration	**590 750**	**590 750**	**26 078**	**163 234**	**147 687**	15 546	11%	**590 750**
Executive and council	142	142	23	53	35	17	49%	142
Finance and administration	590 608	590 608	26 055	163 181	147 652	15 529	11%	590 608
Internal audit	–	–	–	–	–	–		–
Community and public safety	**87 286**	**111 120**	**3 363**	**7 956**	**27 780**	(19 824)	-71%	**111 120**
Community and social services	2 460	2 460	26	87	615	(528)	-86%	2 460
Sport and recreation	11 504	11 504	830	3 046	2 876	170	6%	11 504
Public safety	1 857	1 857	2	1 511	464	1 047	225%	1 857
Housing	68 969	92 803	2 498	2 498	23 201	(20 703)	-89%	92 803
Health	2 496	2 496	6	815	624	191	31%	2 496
Economic and environmental services	**56 136**	**56 186**	**2 742**	**12 419**	**14 046**	(1 627)	-12%	**56 186**
Planning and development	10 252	10 252	483	1 780	2 563	(783)	-31%	10 252
Road transport	19 972	19 972	1 165	2 303	4 993	(2 690)	-54%	19 972
Environmental protection	25 912	25 962	1 094	8 336	6 490	1 846	28%	25 962
Trading services	**792 266**	**792 266**	**60 286**	**228 830**	**198 066**	30 764	16%	**792 266**
Energy sources	409 585	409 585	38 944	119 416	102 396	17 020	17%	409 585
Water management	177 913	177 913	13 260	56 279	44 478	11 801	27%	177 913
Waste water management	123 062	123 062	3 249	20 727	30 766	(10 038)	-33%	123 062
Waste management	81 707	81 707	4 832	32 408	20 427	11 981	59%	81 707
Other	**–**	**–**	**–**	**–**	**–**	**–**		**–**
Total Revenue - Functional	**1 526 437**	**1 550 321**	**92 469**	**412 440**	**387 580**	**24 859**	**6%**	**1 550 321**
Expenditure - Functional								
Governance and administration	**362 481**	**362 821**	**24 867**	**65 431**	**90 493**	(25 062)	-28%	**362 821**
Executive and council	61 996	61 237	4 614	11 794	15 309	(3 515)	-23%	61 237
Finance and administration	299 963	301 062	20 222	53 604	75 053	(21 449)	-29%	301 062
Internal audit	523	523	31	33	131	(98)	-75%	523
Community and public safety	**140 104**	**141 104**	**8 081**	**22 939**	**35 277**	(12 337)	-35%	**141 104**
Community and social services	13 952	13 952	739	2 246	3 488	(1 243)	-36%	13 952
Sport and recreation	75 205	75 205	3 652	10 603	18 802	(8 199)	-44%	75 205
Public safety	33 254	33 254	2 573	6 991	8 313	(1 323)	-16%	33 254
Housing	9 703	10 703	463	1 347	2 676	(1 328)	-50%	10 703
Health	7 991	7 991	653	1 753	1 998	(245)	-12%	7 991
Economic and environmental services	**288 532**	**311 182**	**11 928**	**30 492**	**77 795**	(47 303)	-61%	**311 182**
Planning and development	32 149	34 304	1 852	5 864	8 576	(2 712)	-32%	34 304
Road transport	246 274	266 719	9 747	23 732	66 680	(42 948)	-64%	266 719
Environmental protection	10 109	10 159	330	896	2 540	(1 643)	-65%	10 159
Trading services	**714 357**	**720 143**	**62 546**	**197 224**	**180 036**	17 188	10%	**720 143**
Energy sources	453 172	457 682	48 009	151 460	114 421	37 039	32%	457 682
Water management	108 542	109 818	4 453	15 645	27 454	(11 809)	-43%	109 818
Waste water management	88 779	88 779	5 901	17 803	22 195	(4 392)	-20%	88 779
Waste management	63 864	63 864	4 183	12 316	15 966	(3 650)	-23%	63 864
Other	**–**	**–**	**–**	**3**	**–**	**3**		**–**
Total Expenditure - Functional	**1 505 474**	**1 535 251**	**107 423**	**316 089**	**383 600**	**(67 512)**	**-18%**	**1 535 251**
Surplus/ (Deficit) for the year	**20 963**	**15 070**	**(14 954)**	**96 351**	**3 980**	**92 371**	**2321%**	**15 070**

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 – M03 September 2024

Vote Description	Budget Year 2024/25							
	Original Budget	Adjusted Budget	Monthly Actual	YearTD Actual	YearTD Budget	YTD Variance	YTD Variance	Full Year Forecast
R thousands							%	
Revenue by Vote								
Vote 1 - OFFICE OF THE MUNICIPAL MANAGER	–	–	–	–	–	–		–
Vote 2 - OFFICE OF THE DEPUTY MUNICIPAL MANAGER	1 115	1 115	107	729	279	450	161,4%	1 115
Vote 3 - FINANCE AND ECONOMIC DEVELOPMENT	446 890	446 890	20 511	143 264	111 723	31 541	28,2%	446 890
Vote 4 - COMMUNITY SERVICES	276 782	276 832	7 004	46 916	69 208	(22 292)	-32,2%	276 832
Vote 5 - CIVIL AND WATER SERVICES	314 671	314 671	23 010	95 720	78 668	17 052	21,7%	314 671
Vote 6 - ELECTRO/MECHANICAL SERVICES	409 586	409 586	38 944	119 529	102 397	17 132	16,7%	409 586
Vote 7 - PLANNING AND DEVELOPMENT	77 392	101 227	2 796	3 758	25 307	(21 548)	-85,1%	101 227
Total Revenue by Vote	**1 526 437**	**1 550 321**	**92 374**	**409 915**	**387 580**	**22 335**	**5,8%**	**1 550 321**
Expenditure by Vote								
Vote 1 - OFFICE OF THE MUNICIPAL MANAGER	31 456	30 696	2 582	6 045	7 674	(1 629)	-21,2%	30 696
Vote 2 - OFFICE OF THE DEPUTY MUNICIPAL MANAGER	128 955	128 955	7 828	22 780	32 026	(9 246)	-28,9%	128 955
Vote 3 - FINANCE AND ECONOMIC DEVELOPMENT	141 869	142 158	9 073	22 182	35 539	(13 357)	-37,6%	142 158
Vote 4 - COMMUNITY SERVICES	386 594	387 136	17 149	48 276	96 784	(48 509)	-50,1%	387 136
Vote 5 - CIVIL AND WATER SERVICES	316 288	339 329	19 505	56 009	84 832	(28 823)	-34,0%	339 329
Vote 6 - ELECTRO/MECHANICAL SERVICES	466 160	470 989	49 267	155 060	117 747	37 313	31,7%	470 989
Vote 7 - PLANNING AND DEVELOPMENT	34 152	35 989	2 019	5 736	8 997	(3 261)	-36,2%	35 989
Total Expenditure by Vote	**1 505 474**	**1 535 251**	**107 423**	**316 089**	**383 600**	**(67 512)**	**-17,6%**	**1 535 251**
Surplus/ (Deficit) for the year	**20 963**	**15 070**	**(15 049)**	**93 826**	**3 980**	**89 846**	**2257,5%**	**15 070**

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) – M03 September 2024

Description	Budget Year 2024/25							
R thousands	Original Budget	Adjusted Budget	Monthly Actual	YearTD Actual	YearTD Budget	YTD Variance	YTD Variance	Full Year Forecast
							%	
Revenue								
Exchange Revenue	667 935	667 935	61 755	187 125	166 984	20 142	12%	667 935
Service charges - Electricity	381 991	381 991	38 145	109 809	95 498	14 311	15%	381 991
Service charges - Water	82 323	82 323	9 073	28 989	20 581	8 408	41%	82 323
Service charges - Waste Water Management	64 086	64 086	5 497	16 783	16 021	762	5%	64 086
Service charges - Waste management	71 123	71 123	5 162	16 690	17 781	(1 091)	-6%	71 123
Sale of Goods and Rendering of Services	9 533	9 533	311	1 246	2 383	(1 137)	-48%	9 533
Agency services	4 554	4 554	–	–	1 139	(1 139)	-100%	4 554
Interest	–	–	–	–	–	–		–
Interest earned from Receivables	32 335	32 335	2 576	7 625	8 084	(459)	-6%	32 335
Interest earned from Current and Non Current Assets	13 998	13 998	315	3 280	3 499	(219)	-6%	13 998
Dividends	–	–	–	–	–	–		–
Rent on Land	–	–	–	–	–	–		–
Rental from Fixed Assets	3 187	3 187	451	810	797	13	2%	3 187
Licence and permits	2 851	2 851	160	548	713	(164)	-23%	2 851
Operational Revenue	1 955	1 955	65	1 345	489	856	175%	1 955
Non-Exchange Revenue	724 686	728 184	22 221	211 007	182 046	28 961	16%	728 184
Property rates	297 076	297 076	19 727	116 090	74 269	41 821	56%	297 076
Surcharges and Taxes	–	–	–	–	–	–		–
Fines, penalties and forfeits	143 343	143 343	42	165	35 836	(35 671)	-100%	143 343
Licence and permits	11 772	11 772	547	3 161	2 943	218	7%	11 772
Transfer and subsidies - Operational	202 153	205 651	266	81 868	51 413	30 456	59%	205 651
Interest	5 510	5 510	447	1 388	1 378	11	1%	5 510
Fuel Levy	–	–	–	–	–	–		–
Operational Revenue	64 831	64 831	1 193	8 335	16 208	(7 873)	-49%	64 831
Gains on disposal of Assets	–	–	–	–	–	–		–
Other Gains	–	–	–	–	–	–		–
Discontinued Operations	–	–	–	–	–	–		–
Total Revenue (excluding capital transfers and	**1 392 621**	**1 396 119**	**83 976**	**398 132**	**349 030**	**49 102**	**14%**	**1 396 119**
Expenditure By Type								
Employee related costs	471 743	481 056	33 117	92 746	120 264	(27 518)	-23%	481 056
Remuneration of councillors	15 594	15 594	1 204	3 613	3 899	(285)	-7%	15 594
Bulk purchases - electricity	386 299	386 299	44 570	141 368	96 575	44 793	46%	386 299
Inventory consumed	109 019	108 862	2 184	12 246	27 215	(14 969)	-55%	108 862
Debt impairment	158 246	158 246	–	–	39 561	(39 561)	-100%	158 246
Depreciation and amortisation	117 798	117 798	9 817	29 450	29 451	(2)	0%	117 798
Interest	17 404	36 426	396	1 222	9 107	(7 885)	-87%	36 426
Contracted services	125 372	126 099	9 333	17 669	31 525	(13 856)	-44%	126 099
Transfers and subsidies	400	400	–	–	100	(100)	-100%	400
Irrecoverable debts written off	9 359	9 359	–	–	2 340	(2 340)	-100%	9 359
Operational costs	94 240	95 112	6 801	17 775	23 564	(5 789)	-25%	95 112
Losses on Disposal of Assets	–	–	–	–	–	–		–
Other Losses	–	–	–	–	–	–		–
Total Expenditure	**1 505 474**	**1 535 251**	**107 423**	**316 089**	**383 600**	**(67 512)**	**-18%**	**1 535 251**
Surplus/(Deficit)	**(112 853)**	**(139 132)**	**(23 447)**	**82 043**	**(34 570)**	**116 614**	**(0)**	**(139 132)**
Transfers and subsidies - capital (monetary allocations)	133 816	154 202	8 493	14 307	38 550	(24 243)	**(0)**	154 202
Transfers and subsidies - capital (in-kind)	–	–	–	–	–	–		–
Surplus/(Deficit) after capital transfers &	**20 963**	**15 070**	**(14 954)**	**96 351**	**3 980**			**15 070**
Income Tax	–	–	–	–	–	–		–
Surplus/(Deficit) after income tax	**20 963**	**15 070**	**(14 954)**	**96 351**	**3 980**			**15 070**
Share of Surplus/Deficit attributable to Joint Venture	–	–	–	–	–			–
Share of Surplus/Deficit attributable to Minorities	–	–	–	–	–			–
Surplus/(Deficit) attributable to municipality	**20 963**	**15 070**	**(14 954)**	**96 351**	**3 980**			**15 070**
Share of Surplus/Deficit attributable to Associate	–	–	–	–	–			–
Intercompany/Parent subsidiary transactions	–	–	–	–	–			–
Surplus/ (Deficit) for the year	**20 963**	**15 070**	**(14 954)**	**96 351**	**3 980**			**15 070**

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) – M03 September 2024

Vote Description	Budget Year 2024/25							
	Original Budget	Adjusted Budget	Monthly Actual	YearTD Actual	YearTD Budget	YTD Variance	YTD Variance	Full Year Forecast
R thousands							%	
Multi-Year expenditure appropriation								
Vote 1 - OFFICE OF THE MUNICIPAL MANAGER	–	–	–	–	–	–		–
Vote 2 - OFFICE OF THE DEPUTY MUNICIPAL MANAGER	–	1 413	–	–	353	(353)	-100%	1 413
Vote 3 - FINANCE AND ECONOMIC DEVELOPMENT	–	755	20	20	189	(169)	-90%	755
Vote 4 - COMMUNITY SERVICES	1 391	1 634	–	209	408	(200)	-49%	1 634
Vote 5 - CIVIL AND WATER SERVICES	80 868	274 804	5 484	10 284	68 701	(58 417)	-85%	274 804
Vote 6 - ELECTRO/MECHANICAL SERVICES	68 103	73 103	–	–	18 276	(18 276)	-100%	73 103
Vote 7 - PLANNING AND DEVELOPMENT	–	20 386	–	2 172	5 096	(2 925)	-57%	20 386
Total Capital Multi-year expenditure	**150 362**	**372 094**	**5 503**	**12 684**	**93 023**	**(80 339)**	**-86%**	**372 094**
Total Capital Expenditure	**150 362**	**372 094**	**5 503**	**12 684**	**93 023**	**(80 339)**	**-86%**	**372 094**
Capital Expenditure - Functional Classification								
Governance and administration	**34 000**	**36 311**	**20**	**228**	**9 078**	(8 849)	-97%	**36 311**
Executive and council	–	–	–	–	–	–		–
Finance and administration	34 000	36 311	20	228	9 078	(8 849)	-97%	36 311
Internal audit	–	–	–	–	–	–		–
Community and public safety	**1 391**	**21 777**	**–**	**2 172**	**5 444**	(3 272)	-60%	**21 777**
Community and social services	–	–	–	–	–	–		–
Sport and recreation	–	–	–	–	–	–		–
Public safety	1 391	1 391	–	–	348	(348)	-100%	1 391
Housing	–	20 386	–	2 172	5 096	(2 925)	-57%	20 386
Health	–	–	–	–	–	–		–
Economic and environmental services	**9 670**	**184 618**	**784**	**1 502**	**46 154**	(44 653)	-97%	**184 618**
Planning and development	500	1 535	–	235	384	(149)	-39%	1 535
Road transport	9 170	183 083	784	1 267	45 771	(44 504)	-97%	183 083
Environmental protection	–	–	–	–	–	–		–
Trading services	**105 300**	**129 389**	**4 699**	**8 782**	**32 347**	(23 565)	-73%	**129 389**
Energy sources	34 103	39 103	–	–	9 776	(9 776)	-100%	39 103
Water management	29 008	36 992	1 930	1 930	9 248	(7 318)	-79%	36 992
Waste water management	42 190	53 294	2 769	6 852	13 323	(6 471)	-49%	53 294
Waste management	–	–	–	–	–	–		–
Other	–	–	–	–	–	–		–
Total Capital Expenditure - Functional Classification	**150 362**	**372 094**	**5 503**	**12 684**	**93 023**	**(80 339)**	**-86%**	**372 094**
Funded by:								
National Government	54 997	54 997	3 531	7 277	13 749	(6 472)	-47%	54 997
Provincial Government	59 973	80 359	1 639	3 811	20 090	(16 278)	-81%	80 359
District Municipality	1 391	1 391	–	–	348	(348)	-100%	1 391
Transfers and subsidies - capital (monetary allocations) (Nat / Prov Departm Agencies, Households, Non-profit Institutions, Private Enterprises, Public Corporatons, Higher Educ Institutions)	–	–	–	–	–	–		–
Transfers recognised - capital	**116 362**	**136 747**	**5 170**	**11 088**	**34 187**	**(23 099)**	**-68%**	**136 747**
Borrowing	34 000	207 913	–	–	51 978	(51 978)	-100%	207 913
Internally generated funds	–	27 434	333	1 596	6 858	(5 262)	-77%	27 434
Total Capital Funding	**150 362**	**372 094**	**5 503**	**12 684**	**93 023**	**(80 339)**	**-86%**	**372 094**

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 – M03 September 2024

Description	Budget Year 2024/25			
R thousands	Original Budget	Adjusted Budget	YearTD Actual	Full Year Forecast
ASSETS				
Current assets				
Cash and cash equivalents	43 640	64 904	196 642	64 904
Trade and other receivables from exchange transactions	77 030	77 030	99 340	77 030
Receivables from non-exchange transactions	29 014	29 014	39 536	29 014
Current portion of non-current receivables	–	–	–	–
Inventory	18 598	17 755	24 648	17 755
VAT	45 445	45 445	34 869	45 445
Other current assets	109	109	2 149	109
Total current assets	**213 837**	**234 258**	**397 184**	**234 258**
Non current assets				
Investments	–	–	–	–
Investment property	262 608	262 608	250 794	262 608
Property, plant and equipment	2 106 737	2 328 469	2 044 997	2 328 469
Biological assets	–	–	–	–
Living and non-living resources	–	–	–	–
Heritage assets	–	–	–	–
Intangible assets	603	603	272	603
Trade and other receivables from exchange transactions	–	–	–	–
Non-current receivables from non-exchange transactions	–	–	–	–
Other non-current assets	–	–	–	–
Total non current assets	**2 369 948**	**2 591 680**	**2 296 062**	**2 591 680**
TOTAL ASSETS	**2 583 785**	**2 825 938**	**2 693 246**	**2 825 938**
LIABILITIES				
Current liabilities				
Bank overdraft	–	–	–	–
Financial liabilities	23 564	34 488	7 969	34 488
Consumer deposits	29 060	29 060	32 653	29 060
Trade and other payables from exchange transactions	124 413	123 570	128 871	123 570
Trade and other payables from non-exchange transactions	–	8 744	46 035	8 744
Provision	48 355	48 355	54 427	48 355
VAT	(0)	(0)	41 673	(0)
Other current liabilities	–	–	–	–
Total current liabilities	**225 392**	**244 217**	**311 628**	**244 217**
Non current liabilities				
Financial liabilities	11 333	164 604	9 702	164 604
Provision	140 468	140 468	133 995	140 468
Long term portion of trade payables	–	–	–	–
Other non-current liabilities	119 151	119 151	97 065	119 151
Total non current liabilities	**270 953**	**424 224**	**240 762**	**424 224**
TOTAL LIABILITIES	**496 345**	**668 440**	**552 390**	**668 440**
NET ASSETS	**2 087 440**	**2 157 498**	**2 140 856**	**2 157 498**
COMMUNITY WEALTH/EQUITY				
Accumulated Surplus/(Deficit)	2 087 440	2 157 498	2 135 097	2 157 498
Reserves and funds	–	–	5 759	–
Other	–	–	–	–
TOTAL COMMUNITY WEALTH/EQUITY	**2 087 440**	**2 157 498**	**2 140 856**	**2 157 498**

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 – M03 September 2024

Description	Budget Year 2024/25							
R thousands	Original Budget	Adjusted Budget	Monthly Actual	YearTD Actual	YearTD Budget	YTD Variance	YTD Variance	Full Year Forecast
							%	
CASH FLOW FROM OPERATING ACTIVITIES								
Receipts								
Property rates	287 458	287 458	27 823	98 450	71 864	26 585	37%	287 458
Service charges	761 922	761 922	49 249	150 329	190 481	(40 151)	-21%	761 922
Other revenue	93 666	100 764	17 048	59 056	25 191	33 865	134%	100 764
Transfers and Subsidies - Operational	202 153	205 651	2 955	85 874	51 413	34 461	67%	205 651
Transfers and Subsidies - Capital	123 443	123 443	–	18 202	30 861	(12 659)	-41%	123 443
Interest	13 998	13 998	315	3 280	3 499	(219)	-6%	13 998
Dividends	–	–	–	–	–	–		–
Payments								
Suppliers and employees	(1 327 265)	(1 339 133)	(118 920)	(343 225)	(386 761)	(43 536)	11%	(1 339 133)
Interest	(16 159)	(36 082)	(396)	(1 222)	(9 020)	(7 799)	86%	(36 082)
Transfers and Subsidies	(400)	(400)	–	–	(100)	(100)	100%	(400)
NET CASH FROM/(USED) OPERATING ACTIVITIES	**138 815**	**117 621**	**(21 926)**	**70 745**	**(22 573)**	**(93 318)**	**413%**	**117 621**
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	(116 362)	(164 181)	(6 329)	(14 587)	41 045	55 632	136%	(164 181)
NET CASH FROM/(USED) INVESTING ACTIVITIES	**(116 362)**	**(164 181)**	**(6 329)**	**(14 587)**	**41 045**	**55 632**	**136%**	**(164 181)**
CASH FLOWS FROM FINANCING ACTIVITIES								
Receipts								
Short term loans	–	–	–	–	–	–		–
Borrowing long term/refinancing	–	–	–	–	–	–		–
Increase (decrease) in consumer deposits	–	–	–	–	–	–		–
Payments								
Repayment of borrowing	(22 478)	(32 196)	(1 070)	(3 175)	(5 619)	(2 445)	44%	(32 196)
NET CASH FROM/(USED) FINANCING ACTIVITIES	**(22 478)**	**(32 196)**	**(1 070)**	**(3 175)**	**(5 619)**	**(2 445)**	**44%**	**(32 196)**
NET INCREASE/ (DECREASE) IN CASH HELD	**(25)**	**(78 756)**	**(29 324)**	**52 983**	**12 853**			**(78 756)**
Cash/cash equivalents at beginning:	43 665	143 659		143 659	143 659			143 659
Cash/cash equivalents at month/year end:	43 640	64 903		196 642	156 512			64 903

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 September 2024, compared to the position as at 30 June 2024.

Debtors' Age Analysis (Inclusive of VAT) as at 30 September 2024

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	20,158	6,373	4,132	3,304	3,866	2,945	24,446	87,570	152,793
Trade and Other Receivables from Exchange Transactions - Electricity	39,218	2,880	1,889	1,630	1,401	1,172	4,658	13,062	65,909
Receivables from Non-exchange Transactions - Property Rates	37,310	2,849	2,154	1,866	1,769	1,416	8,341	29,680	85,386
Receivables from Exchange Transactions - Waste Water Management	9,693	2,101	1,400	1,311	1,196	1,090	5,871	33,924	56,585
Receivables from Exchange Transactions - Waste Management	6,654	1,560	1,554	1,233	1,161	1,122	6,455	47,444	67,183
Receivables from Exchange Transactions - Property Rental Debtors	–	–	–	–	–	–	–	–	–
Interest on Arrear Debtor Accounts	828	331	535	412	470	464	4,746	72,863	80,650
Recoverable unauthorised, irregular, fruitless and wasteful expenditure	–	–	–	–	–	–	–	–	–
Other	(29,537)	1,417	651	377	338	337	1,869	18,292	(6,255)
Total By Income Source	**84,324**	**17,511**	**12,314**	**10,134**	**10,202**	**8,546**	**56,386**	**302,834**	**502,252**
Debtors Age Analysis By Customer Group									
Organs of State	4,714	893	554	632	403	372	3,235	5,412	16,214
Commercial	13,273	637	394	347	386	272	1,298	7,125	23,732
Households	66,331	15,979	11,366	9,155	9,412	7,902	51,847	290,292	462,285
Other	6	1	1	1	1	1	5	6	21
Total By Customer Group	**84,324**	**17,511**	**12,314**	**10,134**	**10,202**	**8,546**	**56,386**	**302,834**	**502,252**

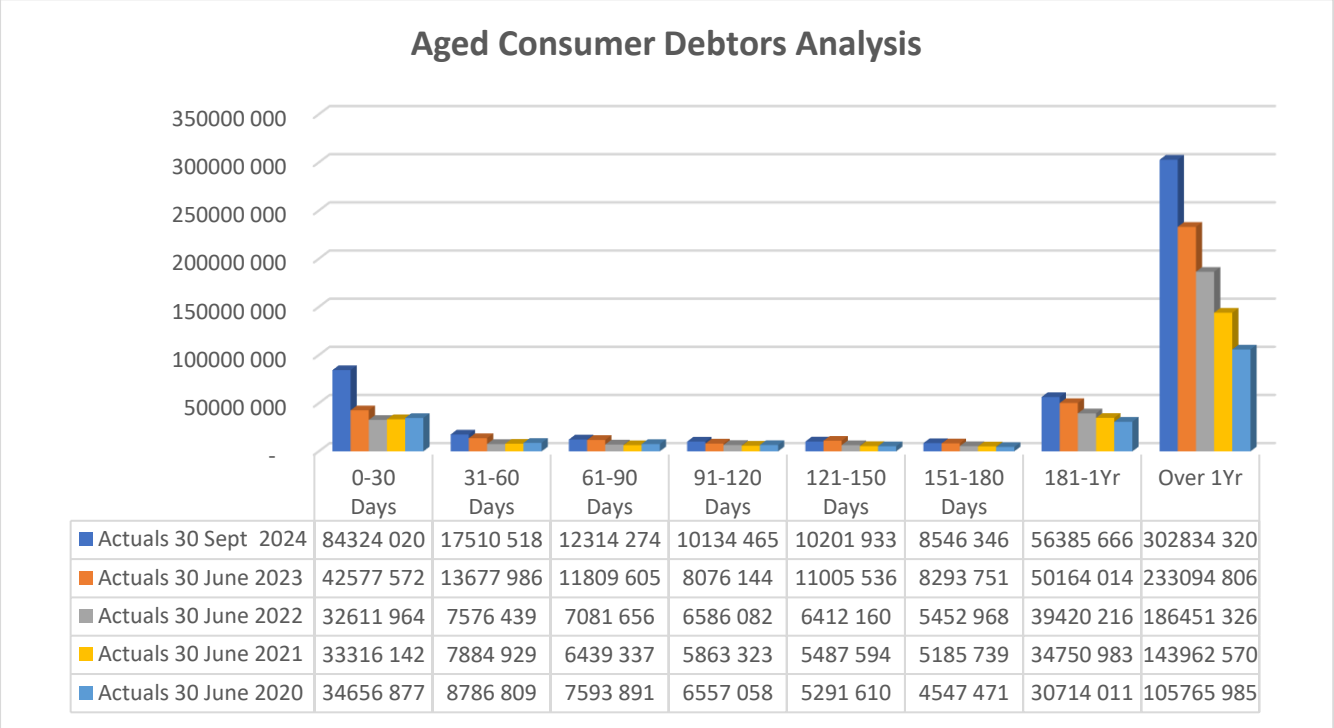
Debtors' Age Analysis (Inclusive of VAT) as at 30 June 2024

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**

The analysis indicates that from 30 June 2024 to 30 September 2024, the overdue debts have increased by R 28,017 million from R 389,910 million to R 417,928 million, as follows:

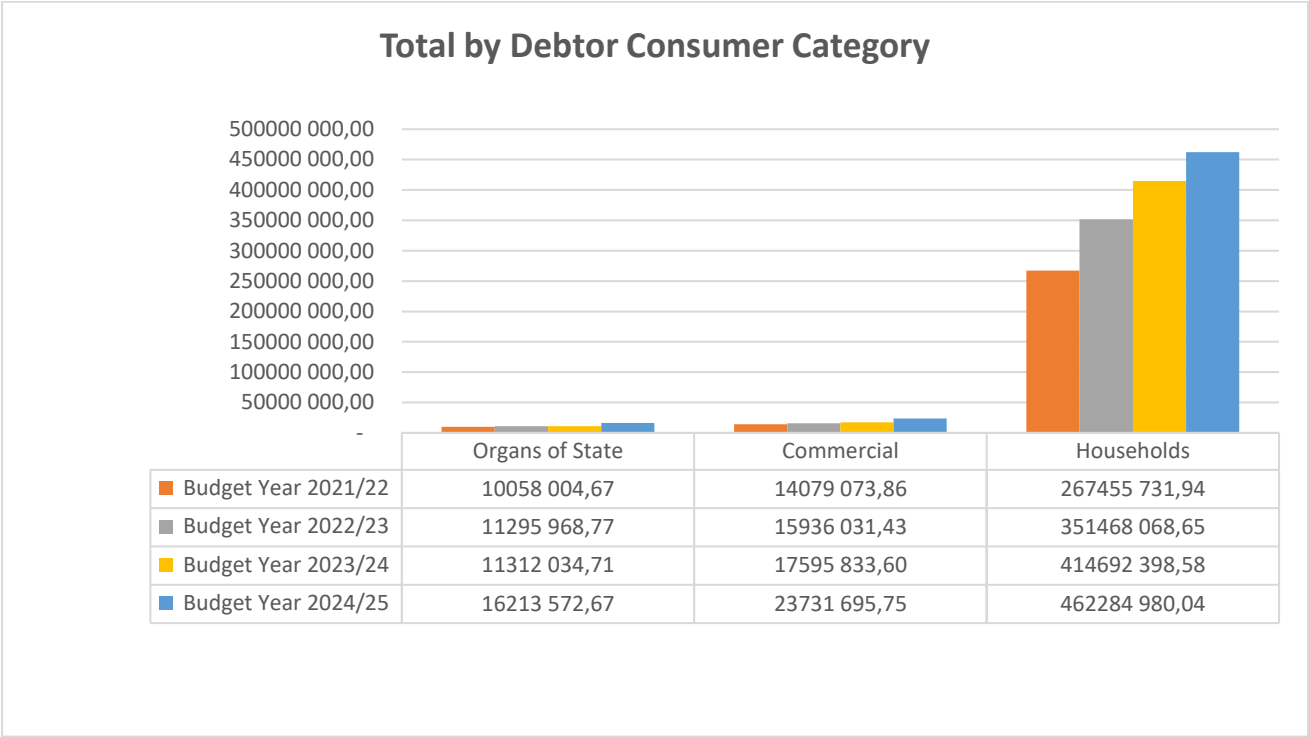
R thousands	OVERDUE AMOUNTS AS AT		
Debtors Age Analysis By Income Source	**30-Jun-24**	**30-Sep-24**	**DIFFERENCE**
Trade and Other Receivables from Exchange Transactions - Water	122 756	132 636	9 880
Trade and Other Receivables from Exchange Transactions - Electricity	24 488	26 692	2 204
Receivables from Non-exchange Transactions - Property Rates	47 751	48 075	325
Receivables from Exchange Transactions - Waste Water Management	43 719	46 892	3 174
Receivables from Exchange Transactions - Waste Management	57 269	60 529	3 260
Receivables from Exchange Transactions - Property Rental Debtors	–	–	–
Interest on Arrear Debtor Accounts	72 437	79 822	7 385
Recoverable unauthorised, irregular, fruitless and wasteful expenditure	–	–	–
Other	21 492	23 281	1 789
Total By Income Source	**389 910**	**417 928**	**28 017**
		–	
Debtors Age Analysis By Customer Group	–	–	
Organs of State	9 907	11 500	1 593
Commercial	9 975	10 459	484
Households	370 015	395 953	25 938
Other	14	16	2
Total By Customer Group	**389 910**	**417 928**	**28 017**

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 Sept 2024	84324 020	17510 518	12314 274	10134 465	10201 933	8546 346	56385 666	302834 320
Actuals 30 June 2023	42577 572	13677 986	11809 605	8076 144	11005 536	8293 751	50164 014	233094 806
Actuals 30 June 2022	32611 964	7576 439	7081 656	6586 082	6412 160	5452 968	39420 216	186451 326
Actuals 30 June 2021	33316 142	7884 929	6439 337	5863 323	5487 594	5185 739	34750 983	143962 570
Actuals 30 June 2020	34656 877	8786 809	7593 891	6557 058	5291 610	4547 471	30714 011	105765 985

Graphical Analysis of consumer debtors (total by Debtor Consumer Category)



	Organs of State	Commercial	Households
Budget Year 2021/22	10058 004,67	14079 073,86	267455 731,94
Budget Year 2022/23	11295 968,77	15936 031,43	351468 068,65
Budget Year 2023/24	11312 034,71	17595 833,60	414692 398,58
Budget Year 2024/25	16213 572,67	23731 695,75	462284 980,04

1.2 Overview of Creditors position

Below is an analysis of the status of the major creditors.

Description	Budget Year 2024/25								
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	50,934	7	6	7	6	6	37	(199)	**50,804**
Bulk Water	319	22	17	14	14	18	73	(1,094)	**(618)**
PAYE deductions	6,000								**6,000**
VAT (output less input)									**-**
Pensions / Retirement deductions									**-**
Loan repayments									**-**
Trade Creditors	4,153	785	102	6	363	–	–	96	**5,505**
Auditor General									**-**
Other									**-**
Total By Customer Type	**61,406**	**814**	**125**	**26**	**383**	**24**	**110**	**(1,197)**	**61,690**

The above amounts represent invoices still to be paid. The major creditors as at 30 September 2024 are as follows:

Eskom	R 50,804 million
NMBM	R -0,618 million
PAYE	R 6,000 million
Other Creditors	R 5,505 million
Total	**R 61,690 million**

It is to be noted that the SARS amount of R 6,000 million, represents the current account for September 2024, which is due on 6 October 2024.

1.3 Allocation and Grants receipts and expenditure for the 2024/25 financial year

Supporting Table SC6 Monthly Budget Statement – transfers and grant receipts – M03 September 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:	197,710	197,760	(0)	82,969	197,760	114,791	197,760
Operational Revenue:General Revenue:Equitable Share	192,664	192,664	(0)	80,277	192,664	112,387,000.00	192,664
South Africa National Biodiversity Institute(SANBI)–	-	50	-	50	50	-	50
Expanded Public Works Programme Integrated Grant for Municipalities [Schedule 5B]	1,495	1,495	-	374	1,495	1,121,000.00	1,495
Local Government Financial Management Grant [Schedule 5B]	1,723	1,723	-	1,723	1,723	-	1,723
Municipal Infrastructure Grant [Schedule 5B]	1,828	1,828	-	545	1,828	1,283,050.00	1,828
Provincial Government:	2,050	5,498	-	-	5,498	5,498	5,498
Housing Grant	-	3,448	-	-	3,448	3,448	3,448
Library grant	2,050	2,050	-	-	2,050	2,050	2,050
District Municipality:	2,893	2,893	-	1,200	2,893	1,693	2,893
Environmental health subsidy	2,393	2,393	-	793	2,393	1,600	2,393
Skills Development subsidy	500	500	-	407	500	92,875.04	500
Total Operating Transfers and Grants	202,653	206,151	(0)	84,168,734	206,151,251	121,983	206,151
Capital Transfers and Grants							
National Government:	52,874	73,260	-	20,700	73,260	52,560	73,260
Energy Efficiency and Demand-side [Schedule 5B]	-	-	-	-	-	-	-
Local Government Financial Management Grant [Schedule 5B]	-	-	-	-	-	-	-
Municipal Disaster Relief Grant	-	-	-	-	-	-	-
Integrated National Electrification Programme (Municipal Grant) [Schedule 5B]	4,203	4,203	-	-	4,203	4,203,000.00	4,203
Municipal Infrastructure Grant [Schedule 5B]	34,730	34,730	-	10,352	34,730	24,377,950.00	34,730
Water Services Infrastructure Grant	13,941	13,941	-	7,850	13,941	6,091,000.00	13,941
Municipal Human Settlement	-	20,386	-	2,498	20,386	17,887,992.63	20,386
District Municipality:	1,391	1,391	-	-	1,391	-	1,391
Fire Services Subsidy	1,391	1,391	-	-	1,391	-	1,391
Total Capital Transfers and Grants	54,265	74,651	-	20,700	74,651	52,560	74,651
TOTAL RECEIPTS OF TRANSFERS & GRANTS	256,918	280,802	(0)	104,869	280,802	174,542	280,802

Below is an analysis of the spending associated with the grants as at 30 September 2024:

Supporting Table SC7 Monthly Budget Statement – transfers and grants expenditure – M03 September 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:	197,710	197,760	290	81,126	193,975	112,850	0	197,760
Operational Revenue:General Revenue:Equitable Share	192,664	192,664	–	80,277	192,664	112,387	58%	192,664
Expanded Public Works Programme Integrated Grant for Municipalities [Schedule 5B]	1,495	1,495	74	185	374	189	51%	1,495
Local Government Financial Management Grant [Schedule 5B]	1,723	1,723	62	188	431	243	56%	1,723
South Africa National Biodiversity Institute(SANBI)	–	50	–	50	50	–	0%	50
Municipal Infrastructure Grant [Schedule 5B]	1,828	1,828	154	426	457	31	7%	1,828
Energy Efficiency and Demand-side [Schedule 5B]	–	–	–	–	–	–	#DIV/0!	–
Provincial Government:	2,050	5,498	–	–	2,912	2,912	0	5,498
Housing Grant	–	3,448	–	–	862			3,448
Library grant	2,050	2,050	–	–	2,050	2,050	100%	2,050
District Municipality:	2,893	2,893	–	1,200	2,893	1,693	0	2,893
Environmental health subsidy	2,393	2,393	–	793	2,393	1,600	67%	2,393
Skills Development subsidy	500	500	–	407	500	93	19%	500
Total operating expenditure of Transfers and Grants:	202,653	206,151	290	82,325	199,780	117,455	59%	206,151
Capital expenditure of Transfers and Grants								
National Government:	52,874	73,260	5,860	12,801	18,315	5,514	0	73,260
Municipal Disaster Relief Grant	–	–	902	1,457	–	(1,457)		
Local Government Financial Management Grant [Schedule 5B]	–	–	–	–	–	–		–
Integrated National Electrification Programme (Municipal Grant) [Schedule 5B]	4,203	4,203	–	–	1,051	1,051	100%	4,203
Municipal Infrastructure Grant [Schedule 5B]	34,730	34,730	2,347	6,236	8,683	2,447	28%	34,730
Water Services Infrastructure Grant	13,941	13,941	2,611	2,611	3,485	874	25%	13,941
Municipal Human Settlement	–	20,386	–	2,498	5,096			20,386
District Municipality:	1,391	1,391	–	–	–	–		1,391
Fire Services Subsidy	1,391	1,391	–	–	–	–		1,391
Total capital expenditure of Transfers and Grants	54,265	74,651	5,860	12,801	18,315	5,514	30%	74,651
TOTAL EXPENDITURE OF TRANSFERS AND GRANTS	256,918	280,802	6,150	95,127	218,095	122,969	56%	280,802

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 1,723,000
Amount of Grant Received:	R 1,723,000
Expenditure to date:	R 188,048
Unspent as at 30 September 2024:	R 1,534,952

The spending of the grant amounted to 10.91% as at 30 September 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 1,495,000
Amount of Grant Received:	R 374,000
Expenditure to date:	R 184,969
Unspent as at 30 September 2024:	R 189 031

The spending of the grant amounted to 49.46% as at 30 September 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 36,558,000
Amount of Grant Received:	R 10,897,000
Expenditure to date:	R 6,661,496
Unspent as at 30 September 2024:	R 4,235,504

The spending of the grant amounted to 61.13% as at 30 September 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.

DORA Allocation:	R 4,203,000
Current Year Receipts:	R 0,00
Prior Year Unspent:	R 686,303
Expenditure to date:	R 0,00
Unspent as at 30 September 2024:	R 686,303

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 13,941,000
Current Year Receipts:	R 7,850,000
Prior Year Unspent:	R 7,167,886
Amount of Grant Received:	**R 15,017,886**
Expenditure to date:	R 2,610,817
Unspent as at 30 September 2024:	R 12,407,069

The spending of the grant amounted to 17.38% as at 30 September 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.

Prior Year Unspent:	R 10,380,741
Expenditure to date:	R 1,456,894
Unspent as at 30 September 2024:	R 8,923,847

The spending of the grant amounted to 14.03% as at 30 September 2024, compared to the amount of the grant received.

Other Conditional Grants

Conditional Grant	Prior Year Unspent	Expenditure	%	Unspent as at 30 September 2024
Human Settlement Grant	20,555,956	2,497,669	12.15%	18,058,287
Total	**20,555,956**	**2,497,669**	**12.15%**	**18,058,287**

1.4 Councillor and employee benefits

Below is an analysis of Councillor and employee benefits:

Table SC8 Monthly Budget Statement – Councillor and staff benefits – M03 September 2024.

Summary of Employee and Councillor remuneration	Budget Year 2024/25							
	Original Budget	Adjusted Budget	Monthly Actual	YearTD Actual	YearTD Budget	YTD Variance	YTD Variance	Full Year Forecast
R thousands								
Councillors (Political Office Bearers plus Other)								
Basic Salaries and Wages	10 414	10 414	804	2 412	2 603	(192)	-7%	10 414
Pension and UIF Contributions	–	–	–	–	–	–		–
Medical Aid Contributions	–	–	11	33	–	33		–
Motor Vehicle Allowance	3 503	3 503	272	817	876	(59)	-7%	3 503
Cellphone Allowance	1 678	1 678	118	353	419	(67)	-16%	1 678
Housing Allowances	–	–	–	–	–	–		–
Other benefits and allowances	–	–	–	–	–	–		–
Sub Total - Councillors	**15 594**	**15 594**	**1 204**	**3 613**	**3 899**	**(285)**	**-7%**	**15 594**
Senior Managers of the Municipality								
Basic Salaries and Wages	9 681	9 681	587	1 819	2 420	(601)	-25%	9 681
Pension and UIF Contributions	123	123	1	8	31	(23)	-75%	123
Medical Aid Contributions	56	56	–	3	14	(11)	-80%	56
Performance Bonus	1 798	1 798	–	–	449	(449)	-100%	1 798
Motor Vehicle Allowance	2 196	2 196	205	468	549	(81)	-15%	2 196
Cellphone Allowance	11	11	1	3	3	0	12%	11
Other benefits and allowances	5	5	0	0	1	(1)	-86%	5
Sub Total - Senior Managers of Municipality	**13 870**	**13 870**	**794**	**2 301**	**3 467**	**(1 166)**	**-34%**	**13 870**
Other Municipal Staff								
Basic Salaries and Wages	295 150	302 821	21 618	59 524	75 705	(16 181)	-21%	302 821
Pension and UIF Contributions	38 991	39 834	3 292	9 113	9 958	(845)	-8%	39 834
Medical Aid Contributions	19 915	20 145	1 702	5 022	5 036	(14)	0%	20 145
Overtime	29 255	29 335	2 712	7 796	7 334	462	6%	29 335
Performance Bonus	26	26	–	–	7	(7)	-100%	26
Motor Vehicle Allowance	12 091	12 042	887	2 590	3 010	(420)	-14%	12 042
Cellphone Allowance	59	59	1	2	15	(13)	-86%	59
Housing Allowances	1 308	1 336	65	169	334	(165)	-49%	1 336
Other benefits and allowances	37 715	38 227	1 599	4 715	9 557	(4 842)	-51%	38 227
Long service awards	–	–	1	230	–	230		–
Post-retirement benefit obligations	23 361	23 361	447	1 285	5 840	(4 556)	-78%	23 361
Sub Total - Other Municipal Staff	**457 873**	**467 186**	**32 323**	**90 445**	**116 797**	**(26 352)**	**-23%**	**467 186**
Total Parent Municipality	**487 337**	**496 650**	**34 322**	**96 360**	**124 163**	**(27 803)**	**-22%**	**496 650**
TOTAL SALARY, ALLOWANCES & BENEFITS	**487 337**	**496 650**	**34 322**	**96 360**	**124 163**	**(27 803)**	**-22%**	**496 650**
TOTAL MANAGERS AND STAFF	**471 743**	**481 056**	**33 117**	**92 746**	**120 264**	**(27 518)**	**-23%**	**481 056**

1.5. Key performance indicators

The table below reflects the key performance indicators as per the 2024/25 Budget and the associated performance to date.

Borrowing Management		**Actuals as at 30 June 2021**	**Actuals as at 30 June 2022**	**Actuals as at 30 June 2023**	**Actuals as at 30 June 2024**	**Approved Adjusted Budget 2024/25**	**Actuals as at 30 September 2024**
Capital Charges to Operating Expenditure	Interest & principal paid/Total Operating Expenditure	1.13%	1.04%	1.21%	0.72%	4.45%	1.39%
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	0.05	0.01
Liquidity							
Current Ratio	Current assets / current liabilities	1.07	0,51	0.78	1.24:1	0.96:1	1.27:1
Liquidity Ratio	Monetary assets / current liabilities	0.34	0,15	0.42	0.71:1	0.26:1	0.63:1
Revenue Management							
Annual Debtors Collection Rate	Billed Revenue / Receipted Revenue	94.41%	94.32%	86.71%	91.01%	95%	80.85%

Other indicators		Actuals as at 30 June 2021	Actuals as at 30 June 2022	Actuals as at 30 June 2023	Actuals as at 30 June 2024	Approved Adjusted Budget 2024/25	Actuals as at 30 September 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)	0.65	0.36	0.98	1.09 Months	0.53 Months	1.41 Months
Employee Costs	Employee Costs / Total Operating Expenditure	34.22%	31,69%	28.30%	32.85%	31.33%	29.34%
Capital Expenditure	Capital Expenditure / Capital Budget	71.67%	123,92%	94.66%	55.48%	95%	3.41%
Repairs and Maintenance as % of Total Operating Expenditure	Repairs and Maintenance / Total Operating Expenditure	6.99%	4,32%	3.79%	4.24%	15.27%	7.91%
Repairs and Maintenance as % of PPE (Book Value)	Repairs and Maintenance / Net PPE	3.33%	2,26%	2.32%	2.39%	10.07%	1.22%
Own Revenue Sources / Total Operating Revenue (Including operating grants)	Own Revenue Sources / Total Operating Revenue (Including Conditional Grants)	77.14%	77,76%	78.10%	87.23%	85.27%	79.44%

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 1.39% as at 30 September 2024, compared to the approved adjusted budget ratio of 4.45%.

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 2024/25 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 September 2024, the ratio indicates 0.01, compared to the approved adjusted budget of 0.05.

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:

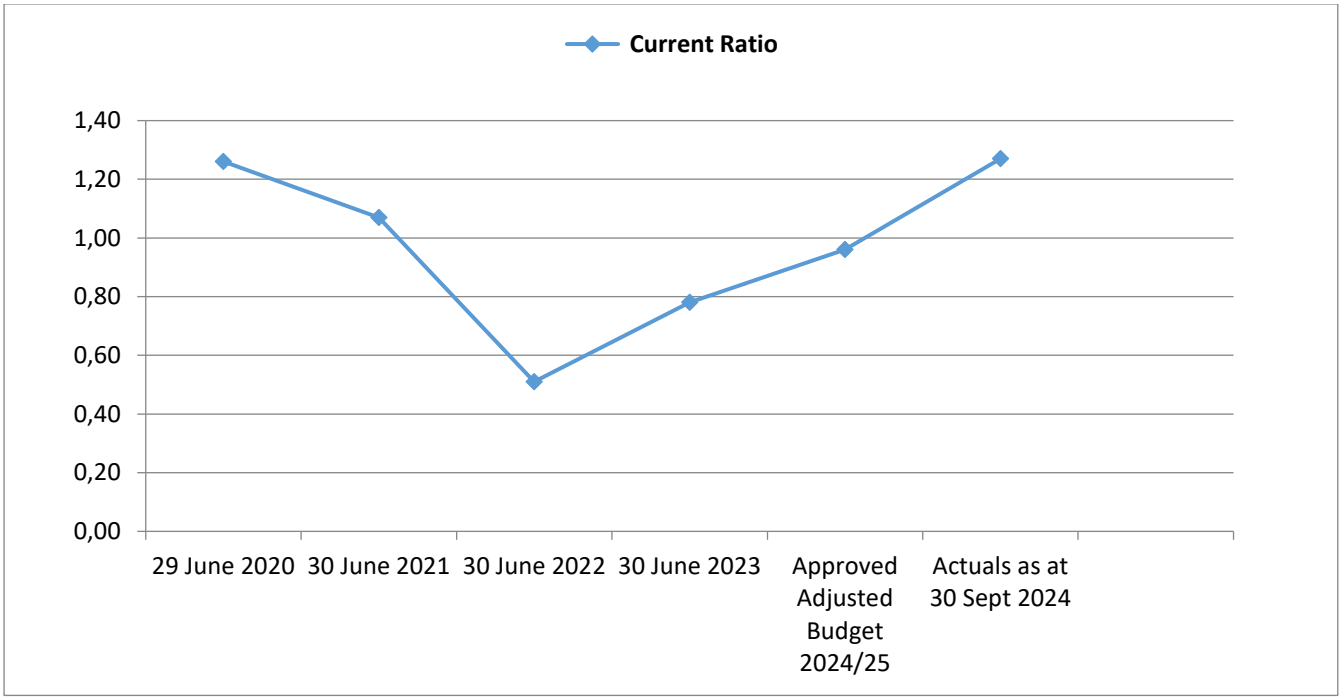
Current assets/Current liabilities

The ratio as at 30 September 2024 was 1.27:1, compared to the approved adjusted budget ratio of 0.96:1

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

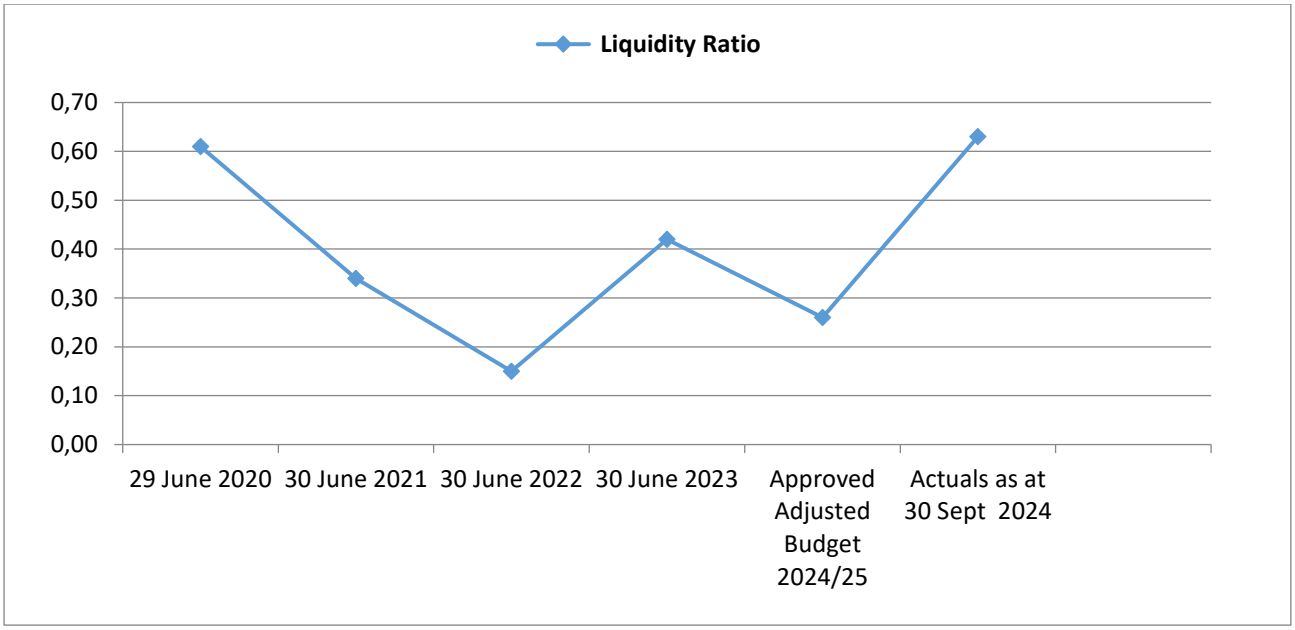
The liquidity ratio assesses a Municipality's ability to meet its short-term commitments from Monetary Assets.

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 September 2024 was 0.63:1 compared to the approved budget ratio of 0.26:1.

The liquidity ratio is of the utmost importance to measure the financial liquidity and sustainability of the municipality.



1.2. Revenue Management

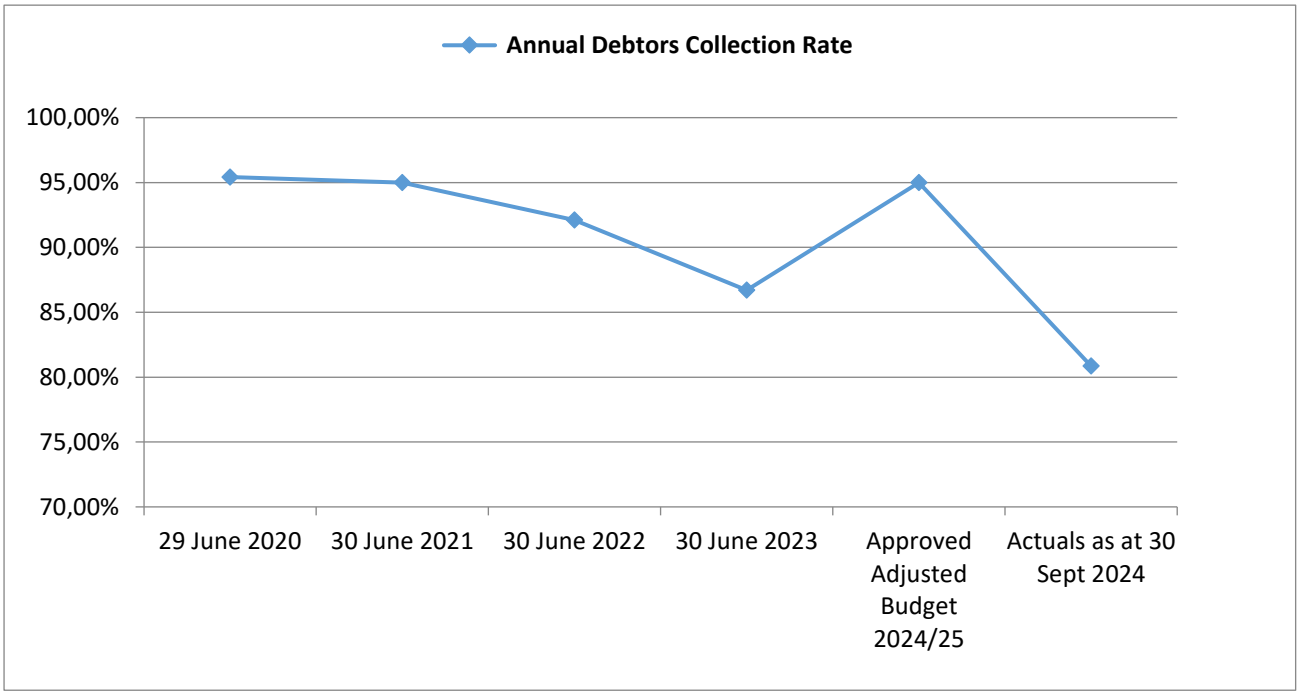
1.2.1. Annual Debtors Collection Rate

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 September 2024 was 80.85%, compared to the approved adjusted budget collection rate of 95%. The actual collection rate for September is 112.27%.



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.

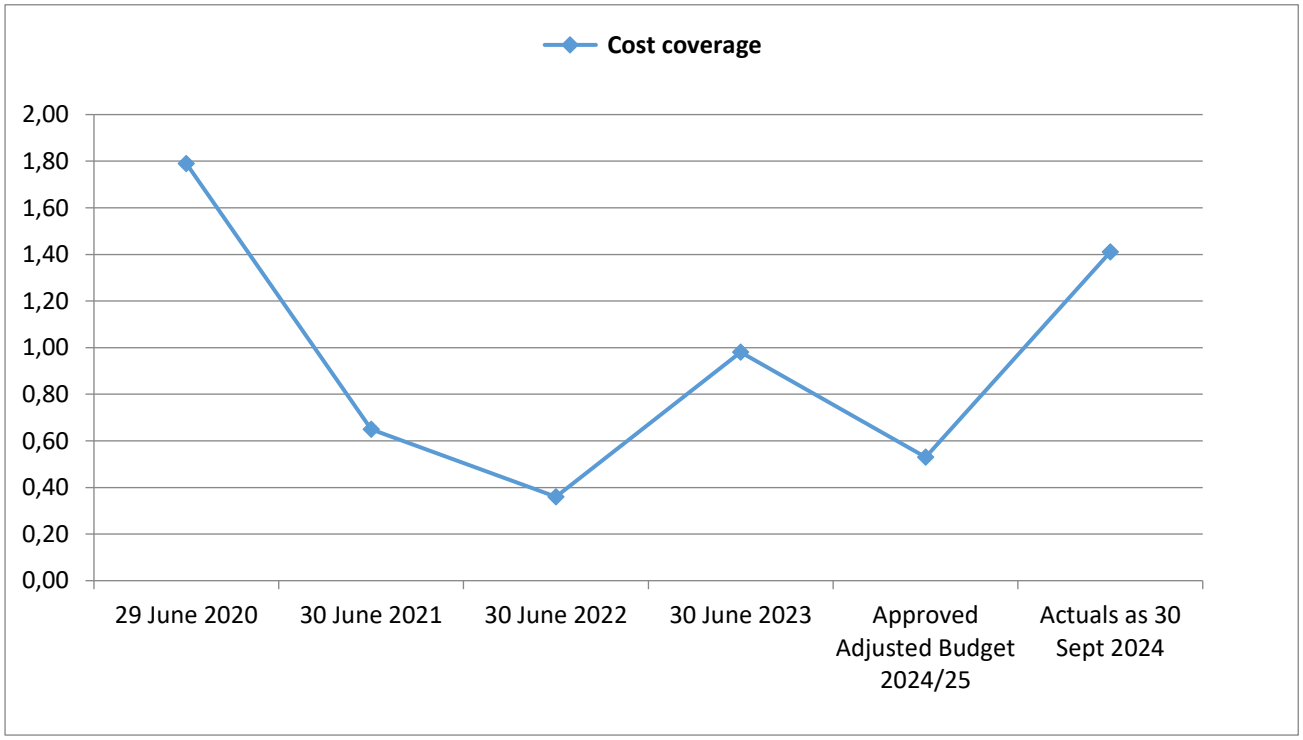
The Ratio is adjusted for Unspent Conditional Grants as the cash is not available for normal day-to-day operational expenditure, but rather reserved for Grant related expenditure.

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 September 2024, the Ratio was 1.41 months, compared to the approved adjusted budget ratio of 0.53 months.

In terms of MFMA Circular No. 71, the norm is 1 month to 3 months.



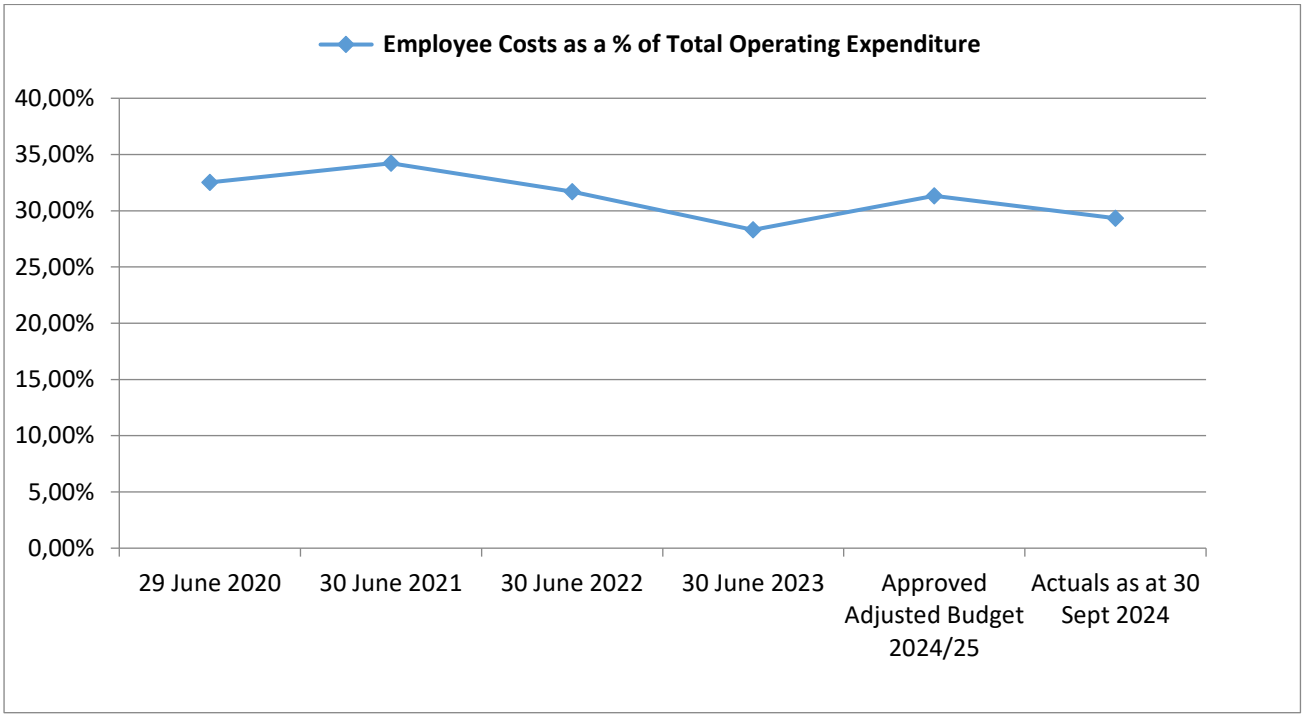
1.3.2. Employee costs as a % of Total Operating Expenditure

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 September 2024, Employee Related Costs constituted 29.34% of the Total Operating Expenditure, compared to the approved adjusted budget ratio 31.33%.



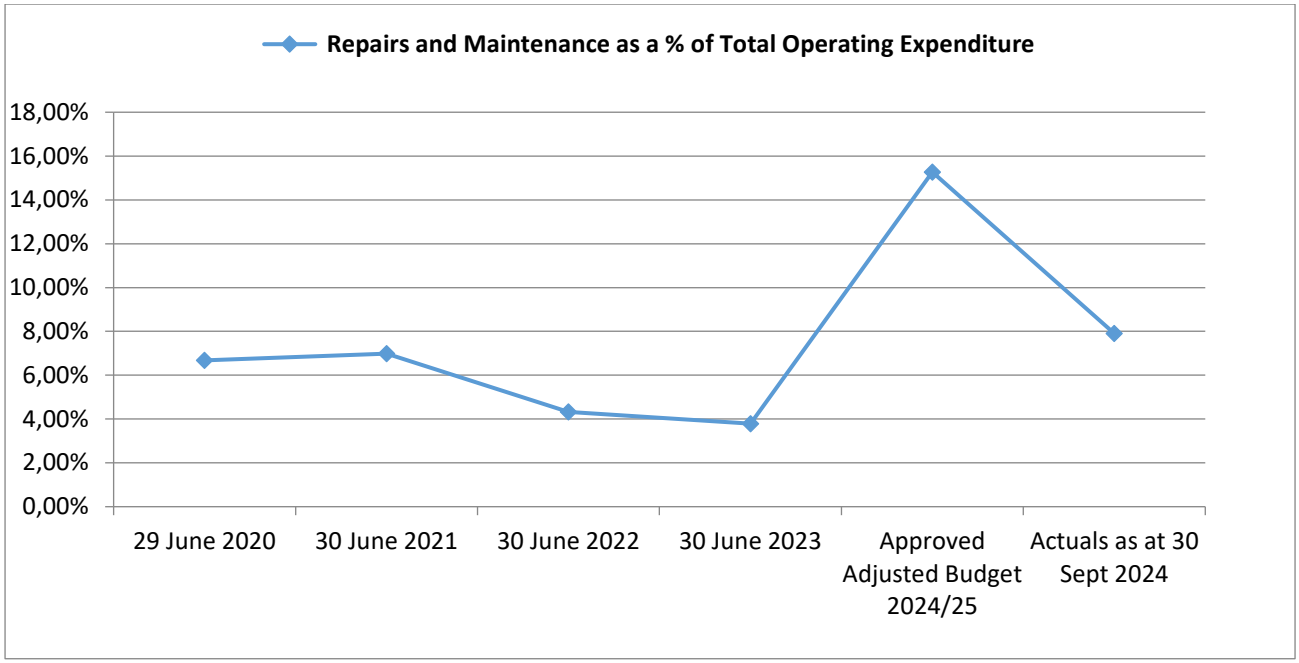
1.3.3. Repairs and Maintenance as a % of Total Operating Expenditure

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 September 2024, the ratio was 7.91%, compared to the approved adjusted budget ratio of 15.27%.



1.3.4. Repairs and Maintenance as a % of the book value of Property, Plant and Equipment (PPE)

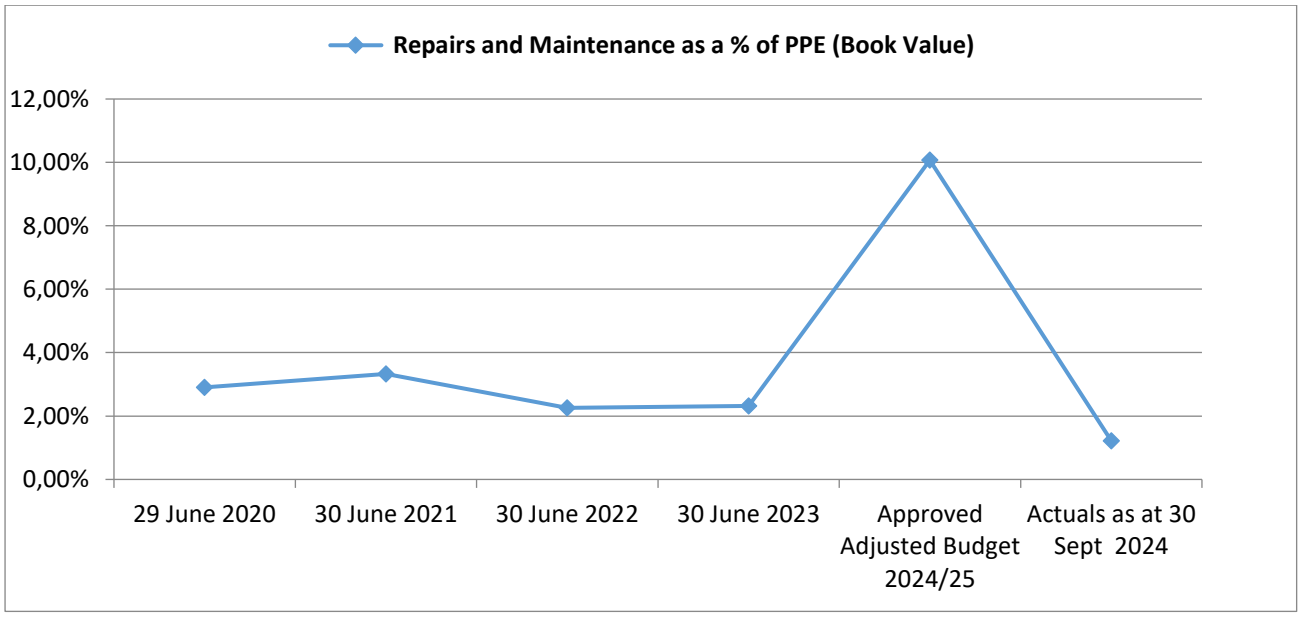
The Ratio measures the level of repairs and maintenance to ensure adequate maintenance to minimise breakdowns and interruptions in service delivery.

The ratio is determined as follows:

Repairs and maintenance expenditure to date / Book value of PPE to date

As at 30 September 2024, repairs and maintenance expenditure constituted 1.22% of the book value of PPE, compared to the approved adjusted budget ratio of 10.07%.

In terms of the MFMA Circular No.71, the norm is 8%.



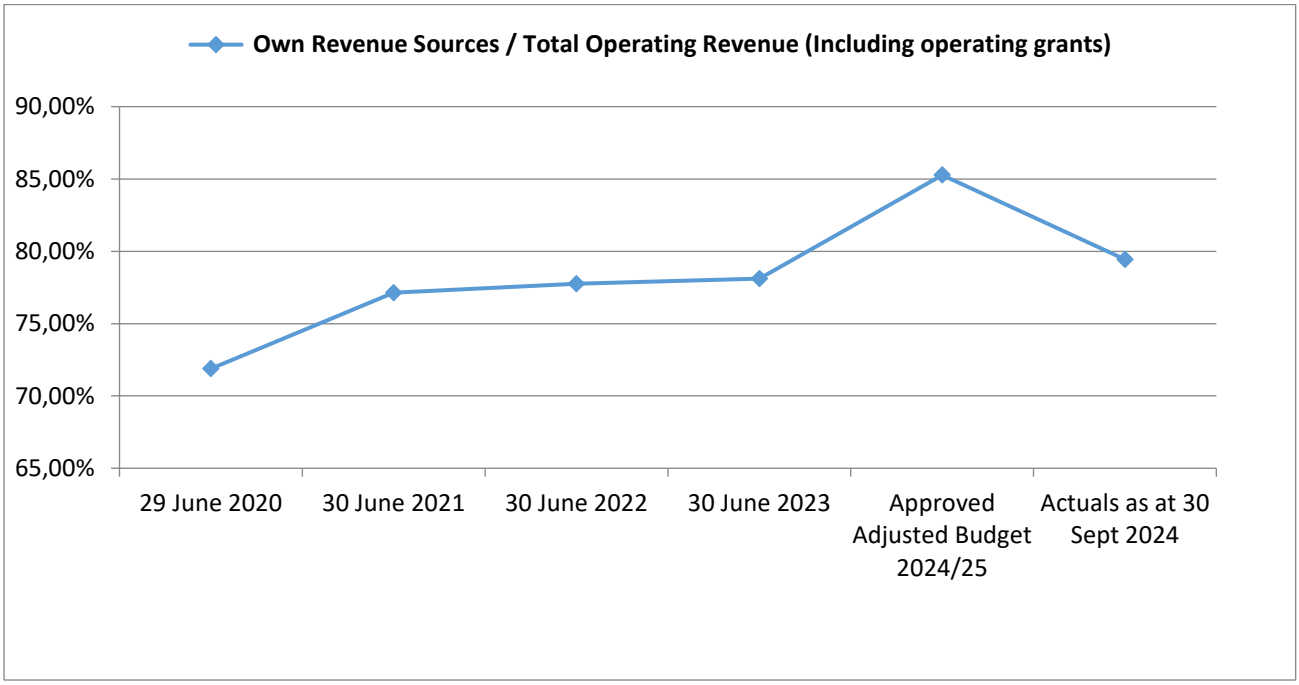
Own Revenue Generation

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 September 2024, the Municipality's own revenue sources constituted 79.44% of its total Operating Income, compared to the approved adjusted budget ratio of 85.27%.



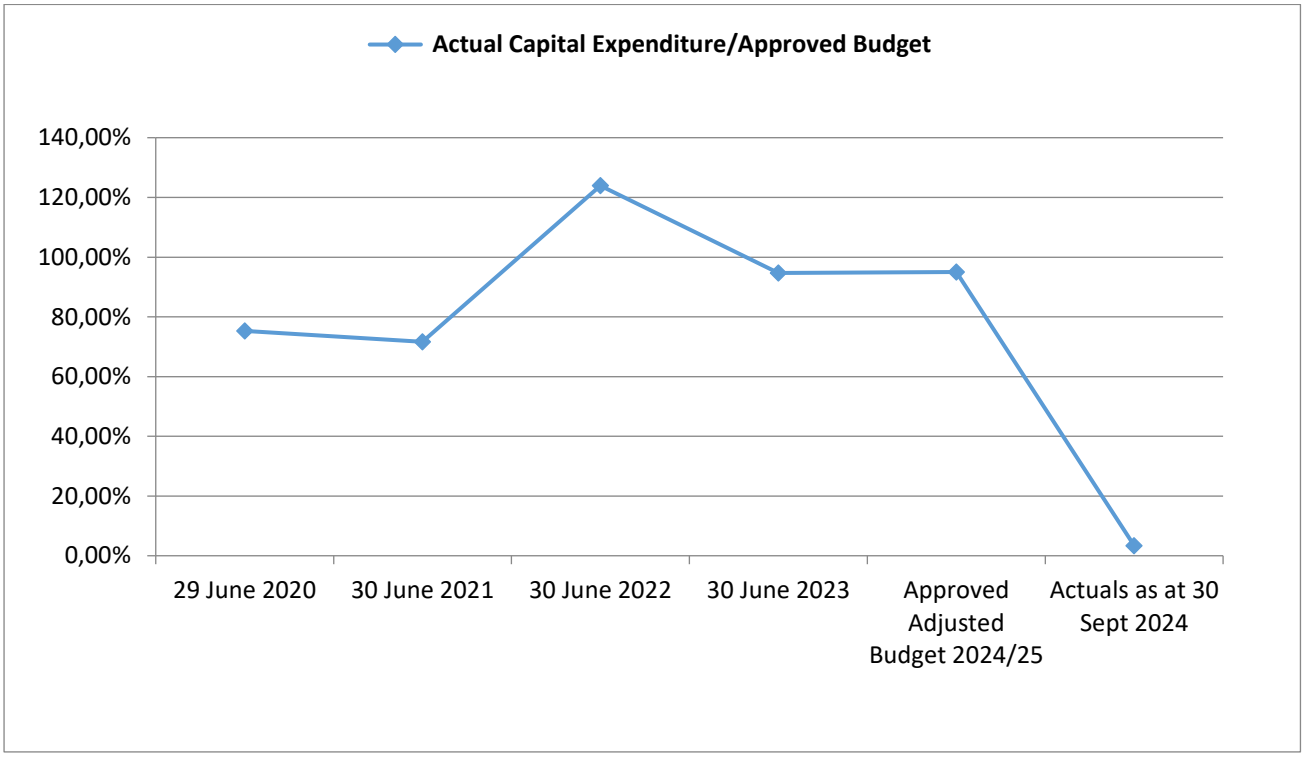
1.3.5. Capital Budget Spending

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 September 2024 amounted to 3.41%, compared to the approved adjusted budget ratio of 95%.



REPORTS BY THE PORTFOLIO CHAIRPERSON: PLANNING AND DEVELOPMENT

KOUGA
local municipality
Good Governance through Service Excellence

KOUGA local municipality
Good Governance through Service Excellence

KOUGA MUNICIPALITY (EC 108)
ORDINARY COUNCIL MEETING
PLANNING & DEVELOPMENT
OPEN
DATE: 30 OCTOBER 2024
ITEM NO: **24/10/PD1**

REQUEST FOR COUNCIL TO RESCIND COUNCIL RESOLUTION, AUTHORISATION TO ALIENATE THE 98 WET ERVEN (3535 – 3634) TO RESIDENTS CURRENTLY OCCUPYING THE MUNICIPAL PROPERTIES, KRUISFONTEIN, HUMANSDORP

1. **Introduction**

The purpose of this item is to request the Council's authorization to rescind the current resolution to sell the 98 residential Wet Erven and instead alienate erven 3535 – 3634 located in Kruisfontein, Humansdorp at no cost to the current occupants.

2. **Background**

Council previously resolved to alienate the 98 residential Wet Erven by affording the residents, who at the time, resided on the properties the first option to buy the property. **See annexure "A"**

3. **Discussion**

The 98 residential Wet Erven initially formed part of the Kruisfontein 208 housing project (RDP); however, the erven could not be developed due to geotechnical constraints. The Provincial Department Human Settlements gave the prerogative to Council to decide on the future use of the erven. At that time, the properties were already occupied by local residents. Council then decided to sell the residential erven to current occupants in order for them obtain ownership and to build for themselves.

In July 2024, the Municipality consulted the affected beneficiaries and the following was confirmed:

- Thirty-four occupants (34) indicated that they are willing to be relocated once the Kruisfontein 2500 Housing Project is unlocked, since they are not in a financial position to build their own houses, and they currently qualified for housing subsidy.
- Fifty-eight (58) occupants indicated they will stay on the properties and are willing to construct their own dwelling and will take transfer of the said property.
- Six (6) vacant erven to be disposed

Erf 3625 Kruisfontein is zoned for Business 2 and shall not be disposed until it is subdivided and rezoned to residential Zone 1.
It is recommended that Council approves the disposal of the properties at no cost and that the Municipality be responsible for the transfer costs.

4. **Financial Implications**

Completed by BTO -	
Project Description	Land Valuations & surveyor & planning services
Ukey no.	20210710001552
Budgeted Amount	R500 000.00

Amount spent and committed to date	R90 385.00
Amount Available	R409 615.00 KOUGA MUNICIPALITY 2024-08-22 BUDGET &TREASURY
Comment	
BTO Signature	

5. **Applicable Legislation**

Local Government: Municipal Finance Management Act 56 of 2003
Municipal Asset Transfer Regulations, 2008
Policy and Procedure for the Disposal of Immovable Assets, 2020

6. **Legal Implications**

Should the Council resolve to rescind the previous Council resolution, such a decision will render the previous resolution null and void, and same will be replaced by the new resolution of Council. Anyone whose rights were affected by the previous resolution of Council must consent to such a rescission of the Council resolution.

7. **Other Implications**

The Deeds of Sale previously concluded, following the previous resolution, must be formally cancelled between the Municipality and the Purchasers.

8. **Comments by Directorates:**

8.1 **Chief Financial Officer:**

Noted

8.2 **Director: Planning & Development**

Recommendation supported.

8.3 **Director: Civil & Water Services**

Item noted.

8.4 **Director: Electro-Mechanical Services**

Recommendations noted.

8.5 **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 rescind resolutions 19/10/PD3, 21/02/PD2 and 21/05/PD1 and instead **grant in-principle approval** for the alienation of erven 3535 – 3634 (excluding Erf 3625) Kruisfontein at no cost to current occupants.

10.2 That Council confirms that fifty-eight (58) occupants opted to stay on the properties and are willing to construct their own dwelling unit, will take transfer of the property.

10.3 That Council confirms that thirty-four occupants (34) willing to be relocated to Kruisfontein 2500 Housing Project, once unlocked, will be granted permission to occupy it until completion of the Kruisfontein 2500 Project.

10.4 That Council confirms that the six vacant erven be disposed, and that preference be given to municipal employees.

10.5 That in terms of Section 14 and 90 of the MFMA and departmental inputs, Council hereby confirms that the properties are not needed in future to provide the minimum level of basic municipal services.

10.6 That Council approves the disposal of the properties at no cost and that the Municipality be responsible for the transfer costs.

10.7 That estimated budget of R300 000 be made available for the transfer of the properties.

10.8 That any Deeds of Sale entered into as date of this resolution, and in respect of the 98 Wet Erven, be formally cancelled.

10.9 That Council authorizes the Accounting Officer to advertise the intended alienation of the immovable property.

10.10 That Erf 3625 Kruisfontein be subdivided and rezoned for disposal to the current occupants after consultation.

10.11 That all affected parties must consent to the rescission of the previous Council resolution.

Item prepared by the: Manager: Land & Property Administration

Item approved by the: Director Planning & Development

Item endorsed by the Municipal Manager:

Item noted by Portfolio Chairperson:

Annexure A

19/10/PD3 SELLING OF 98 HIGH WATER TABLE HUMAN SETTLEMENT ERVEN – KRUISFONTEIN

Resolved (30 October 2019)

1. That the alienation of the 98 erven in Kruisfontein, be supported.
2. That the selling price of R8 000 per erf, be supported.
3. That the sale of these erven be advertised for input from the public.
4. That the people currently occupying erven be given first option to buy the erf that they are occupying.
5. That these erven be sold voetstoots with the following recommendations by SRK Consulting included in the Deed of Sale should the owner wish to build a brick house:-

- *• Individual erven need to be box cut and compacted to the recommended founding depth and graded towards the stormwater network;*
- *• A layer of course river sand and/or gravel (± 100mm in thickness) to be placed at the base of the box cut to act as a preferential flow path for ground water seepage;*
- *A subsoil drain (at the lowest point of the erf) to be installed and connected to the stormwater network to remove excess groundwater seepage from the site; and*
- *The finished floor level of the house should be at least 2 brick courses above the level of the road if the site is level; otherwise two brick courses above the highest ground level on the site."*

6. 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.

21/02/PD2 PROGRESS REPORT: ALIENATION OF 98 WET ERVEN: KRUISFONTEIN

Resolved (26 February 2021)

1. That the progress report on the alienation of the 98 wet erven in Kruisfontein be noted.

2. That authorization be granted to the Accounting Officer to appoint transferring conveyances and conclude Offer to Purchase agreements as the Grantor on behalf of the Municipality.

3. That it be noted that all monies generated from the proceedings of the sold erven be ringfenced for infrastructure projects.

ORDINARY COUNCIL MEETING HELD ON 31 MAY 2021: RESOLUTIONS

21/05/PD1 PROGRESS REPORT: ALIENATION OF 98 WET ERVEN: KRUISFONTEIN

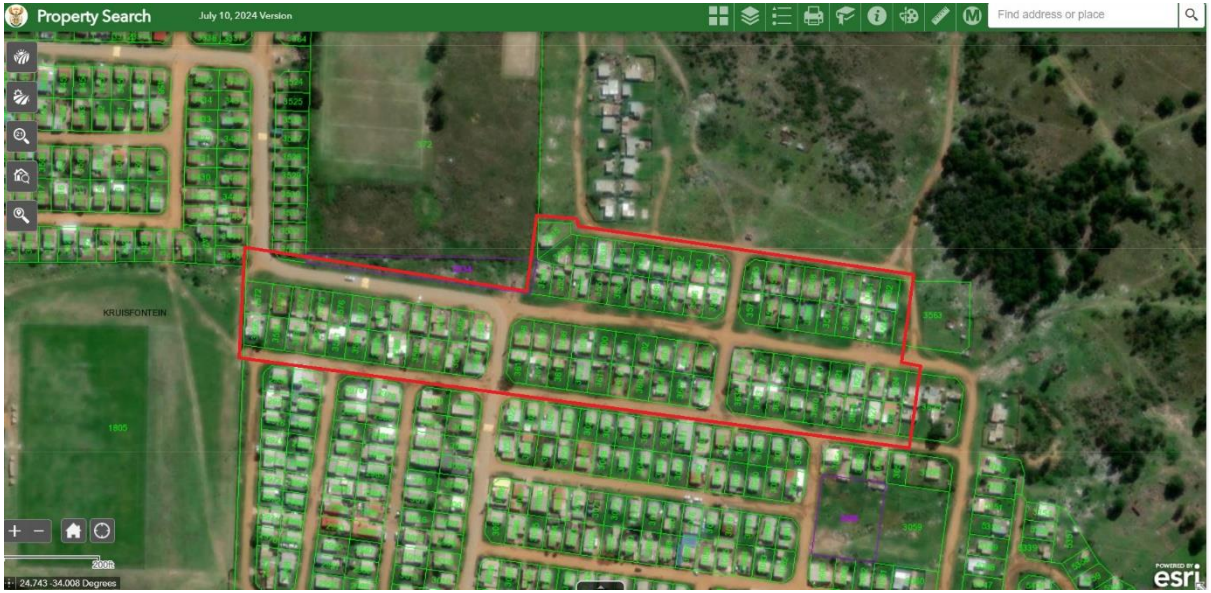
Resolved (31 May 2021)

1. That Council take note the progress report on the alienation of the 98 wet erven in Kruisfontein.

2. That Council grant authorization to the Accounting Officer to the conclude Option to Purchase agreements as the Grantor on behalf of the Municipality.

3. That the Option to Purchase for occupants of the 98 wet erven cease at the end of June.

Proposed: B Rheeder Seconded: C August


Property Search
July 10, 2024 Version
Find address or place
KRUISFONTEIN
1805
3563
3059
200ft
24.743 -34.008 Degrees
esri

KOUGA local municipality
Good Governance through Service Excellence

KOUGA MUNICIPALITY (EC 108)
ORDINARY COUNCIL MEETING
PLANNING & DEVELOPMENT
OPEN
DATE: 30 OCTOBER 2024
ITEM NO: **24/10/PD2**

REQUEST FOR FINAL APPROVAL: ALIENATION (LEASE: RIGHT-TO-USE) PORTION 7 OF FARM 688, HUMANSDORP RD (GEELHOUTEBOOM)

1. **Introduction**

The purpose of this item is to request final approval from Council for the short-term use of portion 7 of Farm 688, Humansdorp RD (Geelhouteboom) as a possible solution to roaming animals in the area as well as protecting the assets.

2. **Background**

Communities in the Humansdorp area are historical subsistence farmers, farming with cattle and crops, but with the increase in population number of cows, pigs, sheep, chicken, horses, etc. owned by the Emerging Farmers in KwaNomzamo (Humansdorp), land for grazing has become a huge challenge in the area.

Most of the emerging farmers have registered Co-ops and through the Office of the Ward Councillor, a meeting was held on Monday, 19 February 2024 to discuss the possibility of suitable land to accommodate the farmers.

Through Housing Development Agency, Kouga acquired seven (7) portions of land in Ward 1, adjacent to KwaNomzamo, of which, two (2) will be developed for Human Settlement purposes in the short to medium term.

The other portions, known as Farm Geelhouteboom, will be developed at a later stage and were identified as a short-term solution to the roaming animals challenge in KwaNomzamo and on the St Francis Bay Road.

Below attached as **Annexure "A"** is an aerial image of the property as well as minutes of the meeting on Roaming Animals held 18 December 2023.

3. **Discussion**

The Land and Property Administration Department conducted an inspection and can confirm that some of the emerging farmers are already using the property.

Council took an in-principle decision to grant a right-to-use agreement for the short term use of the land and the Department subsequently advertised for public comments. **See Annexure "B"**

Minutes of Meeting and pictures are attached below as **Annexure "C"**.

Section 14 comments attached as **Annexure "D"**.
It would in the best interest of the Municipality to formalize the use of the land and have a formal agreement with the farmers before the existing structures are vandalised. (in order to formalise responsibilities regarding the caretaking of the structures that exist on the land)

The Local Economic Development (LED) Section requested assistance from Department of Rural Development and Agrarian Reform (DRDAR) to conduct an assessment on the subject farm portions to confirm the economic viability and possible farming options on the said property. The LED is awaiting response from DRDAR.

4. **Financial Implications**

Completed by BTO -	
Project Description	Land Valuations & surveyor & planning services
Ukey no.	20210710001552
Budgeted Amount	R500 000.00
Amount spent and committed to date	R90 385.00
Amount Available	R409 615.00 KOUGA MUNICIPALITY 2024-08-22 BUDGET &TREASURY
Comment	
BTO Signature	

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
Commonage By-law

6. **Legal Implications**

Should the Council approve the recommendations herein, the Accounting Officer will be authorized to enter into a formal lease agreement with the applicant/s and/or identified tenants herein, and once said agreement is concluded both parties thereto will be subject to the terms and conditions stipulated therein.

7. **Other Implications**

None

8. **Comments by Directorates:**

8.1 **Chief Financial Officer:**

Noted

8.2 **Director: Planning & Development**

Recommendation supported.

8.3 **Director: Civil & Water Services**

It is strongly advised that the current carrying capacity (number of Large and Small Stock Units allowed per hectare based on grass type and density thereof) of the available land to be determined and used as guide for the livestock numbers. This is said to be prevent a possible misinterpretation of natural resource potential, prevent overgrazing that leads to erosion and protect any and all land from land degradation.

8.4 **Director: Electro-Mechanical Services**

Recommendations noted.

8.5 **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 alienation (right-to-use) of portion 7 of Farm 688, Humansdorp RD (Geelhouteboom) to emerging farmers in the surrounding area.

10.2 That Council confirms that the following immovable property is not needed for the provision of the minimum level of basic municipal services.

10.3 That all applicable costs, where necessary, be for the cost of the applicants.

10.4 That Council considers the immovable properties to be made available for commonage purposes until such time that the property is needed for the development for human settlement purposes.

10.5 All applicants will need to submit to a Minimum Standards contract which will outline the minimum standard of care, maximum holding capacity, agreement to all animals to be ear-tagged immediately upon entrance as well as annual proof of vaccination.

10.6 That the number of livestock be aligned with the carrying capacity of the natural resource to ensure limited degradation (soil erosion and bush encroachment)

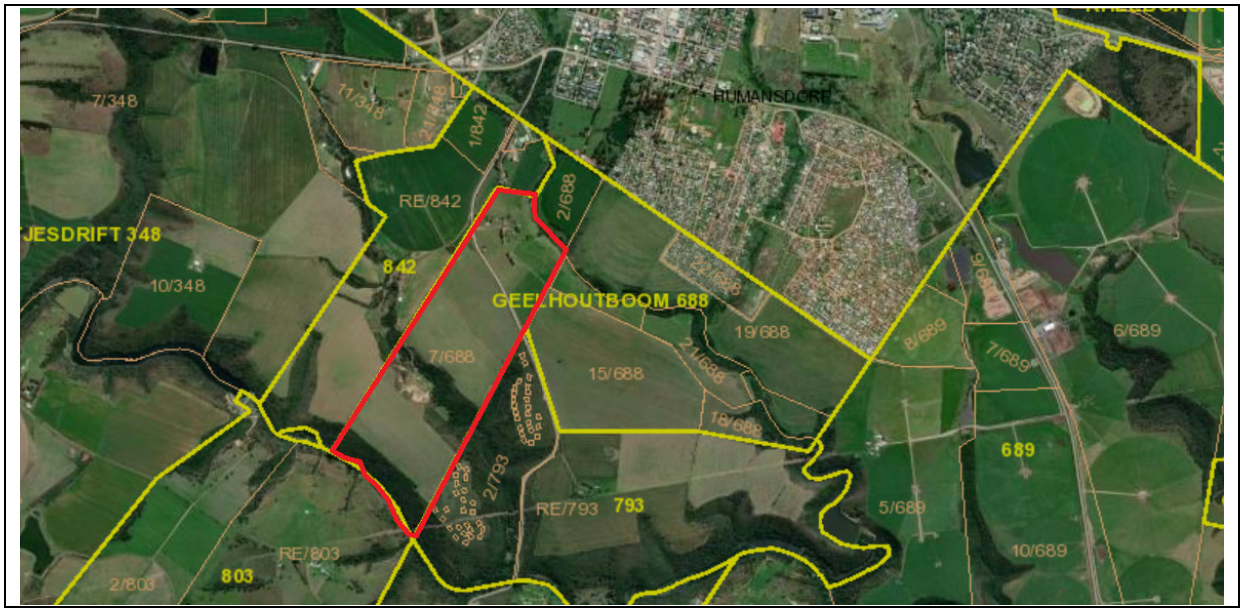
Item prepared by the: Manager: Land & Property Administration

Item approved by the: Director Planning & Development

Item endorsed by the Municipal Manager:

Item noted by Portfolio Chairperson:

Annexure "A"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RE/842
2/688
JESDRIFT 348
10/348
842
GEELHOUTBOOM 688
19/688
7/688
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16/688
8/689
7/689
6/689
689
2/793
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793
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10/689
RE/803
803
2/803

Annexure "B"

KOUGA local municipality

NOTICE NUMBER: 92/2024

PUBLIC PARTICIPATION NOTICE

PUBLIC INVITATION FOR COMMENTS AND OBJECTIONS TO THE COUNCIL'S INTENDED DISPOSAL OF MUNICIPAL PROPERTIES.

Notice is hereby given that at an Ordinary Council Meeting held on 27 March 2024, the Council resolved to call for public comments and objections on the intended disposal of immovable assets, in accordance with all applicable Legislation and the Municipal Policy and Procedures of Immovable Assets:

Land earmarked for disposal:

ERF NO	SIZE	ZONING
Erf 3061, Humansdorp	1215 m²	Community Zone
Erf 9541, Jeffreys Bay	663 m²	Community Zone
Erf 9325, Jeffreys Bay	698 m²	Community Zone
Erf 9252, Jeffreys Bay	802 m²	Community Zone
Erf 9672, Jeffreys Bay	897 m²	Community Zone
Erf 3184, Kruisfontein	1107 m²	Community Zone
Erf 3563, Kruisfontein	1937 m²	Community Zone
Erf 2691, Kruisfontein	1447 m²	Community Zone
Erf 7517, Jeffreys Bay	596 m²	Community Zone
Erf 2059, Hankey	1047 m²	Community Zone
Erf 9886, Jeffreys Bay	850 m²	Business
Erf 9346, Jeffreys Bay	436 m²	Business
Erf 7294, Jeffreys Bay	4777 m²	Business
Erf 34, Loerieheuwel	1357 m²	Business
Erf 1826, Hankey	3296 m²	Business
Erf 259, Patensie	1223 m²	Business
Erf 3323, Kruisfontein	2049 m²	Business
Erf 712, Kruisfontein	1624 m²	Business
Erf 2817, Kruisfontein	4299 m²	Business
Erf 1606, Hankey	2148 m²	Business
Erf 3553, Hankey	1218 m²	Business
Erf 32, Loerieheuwel	887 m²	Business
Erf 2119, Hankey	1173 m²	Business
Erf 1433, Hankey	2123 m²	Business
Erf 2360, Kruisfontein	640 m²	Residential Zone 1

Land earmarked for alienation (right-to-use)

ERF NO	SIZE	ZONING
Portion 7 of Farm 688, Humansdorp RD	85, 6532Ha	Agricultural Zone

Members of the public or interested parties are hereby invited to submit comments and objections, on the intention of the municipality to dispose of municipal land in writing to the Municipal Manager, 33 Da Gama Road, Jeffreys Bay, jreed@kouga.gov.za on or before Tuesday, 28 May 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

7310

Annexure "C"

Minutes of Roaming Animals Meeting held 18 December 2023:

Meeting Name:	Roaming Animals Meeting		
Date of Meeting:	18th December 2023	**Time:**	12h30
Chairperson:	Alderman Daniel Benson	**Location:**	CS Main Boardroom

Attendees	
Name	**Division**
Alderman Daniel Benson	MMC: Community and Safety Services
Lose Thobelani	DRDAR
Louise Barkus	SPCA Assissi
Sadrick Grootboom	KLM Land and Property
Marius Gysman	KLM Land and Property
Johnny Hayward	Law Enforcement
Qhakaza Nizibane	DRDAR
Rean Nel	Acting Manager: Safety and Security
Adam Floors	Law Enforcement
Yvonne Herbst	Senior Office Administrator
Apologies	
Name	**Division**
Anene Jonck	Acting Manager: Tourism, LED, Events and Marketing
Absent	
Name	**Division**
Vusi	LED Dept

The meeting was opened by Alderman Benson to discuss the issue of roaming animals and upcoming farmers and requested all to introduce themselves.

Alderman Benson requested Mr Dayimani (Agriculture Officer) to attend going forward and the LED Dept is to take over the meeting as it is their responsibility.

Alderman Benson said that roaming animals pose a health risk and endanger the residents. Alderman stated that it is a problem for the upcoming farmers and that this meeting is about how they are going to address and drive this challenging issue in and around Kouga.

Possible Solutions:
Land – Distributed (Where?)
Farmers to give a piece of their land to assist.
SPCA – Pounding of Animals
Grant In Aid Funds – Pound

Alderman Benson said that the Jeffreys Bay Agriculture Forum addressed him, but until a forum is established, he will not have further meetings with them.

Johnny Hayward said that they have 5 WhatsApp groups –

- Kruisfontein – 12 Members
- KwaNomzamo – 16 Members
- Jeffreys Bay – 14 Members
- Hankey – 10 Members
- St Francis – 13 Members, and Law Enforcement advised on the groups to remove the roaming cattle in a certain area before impounding them. He said that they arranged for the cattle to be branded for free, which is law, with no participation from upcoming farmers. Alderman Benson said that the upcoming farmers would be held responsible and therefore did not participate.

Marius Gysman said they are trying to come up with a solution as they are responsible for land and want to be progressive, they attended an Animal Property meeting in Kruisfontein, which has about 4 portions that belong to Kouga and it has been allocated to emerging farmers. On the 12th of September 2023, the meeting was well supported by emerging farmers but realized that it was not including everyone, so they came up with a solution and drafted an item to the Council on the 01st November 2023, for Kruisfontein and identified Gamtoos area, Farm 187 in Soetkloof in Hankey and stated that it is senseless to get the Council to approve an application made by one group of farmers when there are many other emerging farmers in the same area, that will sit with the problem, as they are not addressing the root cause. The idea is to get the Council to approve the land where they can use it as a commonage for all emerging farmers in the area. On the 06th of November 2023, in the drafting of the item, they requested from the Local Economic Development Department, the agricultural officer give their input into the item that will serve at the next Portfolio meeting.

The groups of people that claim to have a forum or oversee animals if they can work together as a collective forum in an area, then the Economic Development section in Finance, must invite all emerging farmers to register and acknowledge the forum from that community or from the areas that have challenges.

He stated that they are presently engaging with the National and Provincial Department of Public Works to acquire land for farming purposes, either as a donation or land swap especially in Jeffrey's Bay area, where there is no land available for emerging farmers.

Lose Thobelani said that he was glad about the report that was given because it showed that there are steps taken by the Dept as the problem is land and that is why the emerging farmers are not branding their animals as they do not have grazing land, a municipality must provide them with the commodities. If there is a commonage, then livestock, poultry, as well as cattle can graze on and the area must be big enough so there is no overgrazing there must be limitations to quantity allowed, water and fencing must be available and rotational grazing must be practiced there.
Provincial Government must give the land to the municipality so that the municipality can give it to the surrounding communities.
The Agriculture Dept only runs development, assists people with vaccinations etc.

Marius Gysman said that they have already engaged through the agricultural officer that he needs to be present in the next meeting as they have received an economic liability report for Soetkloof in Hankey. There is about 1,600 hectares of land, but only about 300 hectares is going to be good for grazing purposes.
When we say emerging farmer, there should be a bracket or ceiling as people cannot remain emerging farmers forever and move to commercial farming, we must work towards a ceiling for e.g.: they have 50 and more cattle, then they must move to another bracket.

Marius Gysman said that they are going to investigate this thoroughly in the new year, with the economic development section, land affairs, and National Provincial Government, and come up with a solution.

Alderman Benson asked who must drive this, and Marius Gysman replied LED, Alderman agreed, and they must invite him as a guest.

Marius Gysman said only one (1) forum, Lose Thobelani said that there should be an umbrella forum and they will know who the emerging farmers and channel is their services through the forum, Marius Gysman agreed that they should be established per area as the emerging farmers know their area.

Alderman Benson said every area must have a forum and a chairman representing them which LED must run with the program asap and that he will not entertain the Jeffreys Bay Forum until they are established through the LED Dept.

Alderman Benson said Law Enforcement is to continue warning the emerging farmers of any roaming animals in their area as the safety on our roads is the top priority.

Rean Nel said that they will continue with the groups as they are proving effective, and the emerging farmers are taking the responsibility to fetch their animals before they are impounded.

Louise Barkus asked if there would be training or any qualification required, or if they register as an upcoming farmer. Alderman Benson replied that the Agriculture Dept must give training and emerging farmers must belong to a forum in their area.

Lose Thobelani, said by law every animal must be branded and have a branding certificate with their own brand mark, it can take up to three months to get a certificate.

With nothing further to discuss, Alderman Benson closed the meeting at 13h33.

Annexure “D”



























Annexure "D"

Section 14 comments by Directorates

ERF	AREA	LAND USE SCHEME	BUILDING CONTROL	MANAGEMENT
Portion 7 of Farm 688, Humansdorp RD (Geelhouteboom)	Humansdorp (Kwanomzamo)	Agricultural use - supported No objection, provided that subject land be used in line with the zoning.	Supported on condition that once applicant complied with Town Planning and service departments requirements, applicant can then submit building plan for approval to Building Control. Once building plan is approved, applicant to request the relevant inspections with the relevant documentation.	**Spatial:** Agricultural use - supported Civil and Water: There are no visible services on the plot. **CS:** No objection. Applicant to be made aware of the following listed activities that might be triggered; Activity 12 of listing notice 1, Activity 19A of listing notice 1, Activity 12 of listing notice 3. Applicant to be made aware that certain activities could require authorisation in terms of the water act; Section 21 of the water act states that the following activities are considered water uses that require authorisation; Taking water from a water resource, Impeding or diverting the flow of water in a watercourse, Engaging in streamflow

				reduction activity contemplated in section 36, Altering the beds, banks, course or characteristic of a watercourse. Applicant also to be made aware that certain trees (protected trees) may not be pruned or damaged without a permit from the Department of forestry, fisheries and the environment (DFFE). **CS:** The farm portion's natural vegetation type is the Humansdorp Shale renosterveld. This vegetation type is part of the Fynbos ecosystem which is an endangered ecosystem. It is my recommendation that animals do not graze in the remnants of the remaining natural vegetation still intact along the rivers. Fencing might be a solution to keep the grazing animals out of these sensitive areas.

KOUGA local municipality
Good Governance through Service Excellence

KOUGA MUNICIPALITY (EC 108)
ORDINARY COUNCIL MEETING
PLANNING & DEVELOPMENT
OPEN
DATE: 30 OCTOBER 2024
ITEM NO: **24/10/PD3**

REQUEST FOR COUNCIL'S FINAL APPROVAL: LEASE OF LAND FOR A TELECOMMUNICATIONS MAST AND BASE STATION – A PORTION OF ERF 406, PARADISE BEACH

1. **Introduction**

The purpose of this item is to request Council's final approval for the lease of a portion of Erf 406, Paradise Beach to Orion Trust to affix telecommunication infrastructure on a prescribed and pre-approved manner to the columns of municipal water tower situated on Erf 406, Paradise Beach.

2. **Background**

The Telecommunications Mast and Base Station has been located on the Paradise Beach Water Tower by means of a verbal agreement as indicated in the application. The purpose of this item is to formalize the agreement and ensure revenue generation. ****Application attached as Annexure "A".**

Land Parcel information and Section 14 comments is attached as **Annexure "B"**.

The advertisement Notice 127/2024 for comments/input was published on 13 June 2024 until 16 July 2024 and no objections were received. ****Attached as Annexure "C"**.

Market-related valuation report is attached as **Annexure "D"**.

3. **Discussion**

An application dated October 2021 was received from Orion Trust for the installation of free-standing telecommunication mast and base station. The application is for a lease of an area measuring approximately 144m² in extent. After consultation with the Municipality, it was recommended that the proposed tower be affixed on the existing tower as indicated on the image attached on Annexure B.

On 18 January 2024, a site inspection was conducted with Civil & Water Services, the contractor appointed for the repair of the water tower, and it was agreed that no towers be erected on the premises, due to the underground services and it be erected on the side pillars of the Water Tower as depicted in the attached sketch plan.

The existing tower is installed on top of the water tower. The infrastructure will be moved from its current location to the side pillars as indicated.

4. **Financial Implications**

Completed by BTO -	
Project Description	Land Valuations & surveyor & planning services

Ukey no.	20210710001552
Budgeted Amount	R500 000.00
Amount spent and committed to date	R90 385.00
Amount Available	R409 615.00 KOUGA MUNICIPALITY 2024-08-22 BUDGET &TREASURY
Comment	
BTO Signature	

5. **Applicable Legislation**

The provisions of the Municipal Finance Management Act, 56 of 2003, the Municipal Asset Transfer Regulations, as well as the approved Policy and Procedure on the disposal of immovable assets and the Leasing Policy for municipally owned immovable property.

6. **Legal Implications**

Should the Council approve the recommendations herein, the Accounting Officer will be authorized to enter into a long-term lease agreement with the applicant herein, and once said agreement is concluded both parties thereto will be subject to the terms and conditions stipulated therein.

7. **Other Implications**

None

8. **Comments by Directorates:**

8.1 **Chief Financial Officer:**

Report noted

8.2 **Director: Planning & Development**

Recommendation supported.

8.3 **Director: Civil & Water Services**

Item appreciated in that municipal assets such as the newly refurbished Paradise Water Tower and reservoir will no longer be at risk of structural deterioration due to inappropriate use (inappropriate use and mounting of equipment). All requests to affix any type telecommunication infrastructure to municipal water towers and reservoirs to be strictly prescribed and pre-approved by this Directorate.

8.4 **Director: Electro-Mechanical Services**

That any additional demand for electricity be applied for from this department. All relevant contact details for tenants are listed within the relevant department managing the lease so that, in case of emergency, we are able to contact the relevant companies.

8.5 **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 a portion of Erf 406, Paradise Beach to Orion Trust for a Telecommunications Mast and Base Station for 9 years and 11 months.

10.2 That in terms of Section 14 and 90 of the MFMA and departmental inputs, Council hereby confirms that the land is not needed to provide the minimum level of basic municipal services.

10.3 That the Administration negotiates a rental amount in excess of the market-related valuation.

10.4 That town planning processes be finalised, and all other administrative costs be for the account of the applicant.

10.5 That the property be used for the purpose applied for, and for no other purpose whatsoever, unless prior written consent has been obtained from the Lessor.

10.6 That the lease be cancelled if purpose applied for is not implemented within 6 months from date of signed lease agreement.

10.7 That an annual escalation be included in the lease agreement.

10.8 That the design and installation methodology of the equipment be pre-approved by the Civil and Water Directorate.

Item prepared by the: Manager Land & Property Administration

Item approved by the: Director Planning & Development

Item endorsed by the Municipal Manager:

Item noted by Portfolio Chairperson:

Annexure "A"

KOUGA local municipality
Good Governance through Service Excellence

Jeffreys Bay
Loerie
Oyster Bay
Patensie
St Francis Bay
Thornhill

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: ORION TRUST

ID NUMBER: IT869/2021 (C)

CONTACT DETAILS: AJ PELSER 084020 0076, ALEX@OFFSHORETEL.COM

ERF/PROPERTY APPLYING FOR:

AREA: 144sqm

ERF NUMBER: Erf 406 Paradise Beach

ADDRESS: Harmonie Crescent Paradise beach Water tower premises.

PURPOSE OF APPLICATION:

Main Purpose of this lease is to move telecommunication infrastructure from water tower to this lease area where new tower will be constructed for telecommunication infrastructure only.

Short term LEASE THE PORTION OF 144 sqm FOR A TELECOMMUNICATION MAST AND BASE STATION

MOTIVATION:

If the telecommunication infrastructure is moved from the water tower to its own dedicated tower, the Municipality as well as the network providers will be able to manage and operate the infrastructure better.

As in the Kouga LM SDF of 2020 p134:"Telecommunication towers must be encouraged to establish on municipal properties. It is proposed that suitable municipal properties be identified for the installation of telecommunication masts. This will reduce the number of towers in residential neighborhoods and further generate income for the municipality."

NAME: AJ PELSER

SIGNATURE: 

DATE: 11 OCT 2021

Annexure "B"

Zoning and property information:

Erf	406 of Paradysstrand	**Zoning: Financials**	PUBOS
Address	Harmonie Crescent	**Zoning**	Kouga Municipality Land Use Scheme - Open Space Zone 1
SG Number	C03400110000040600000		
Municipality	Kouga	**Land Usage: Financials**	
Township/Holding: Title Deed	Paradysstrand	**Ward: Financials**	Kouga 14
Suburb: Financials	Paradise Beach (40016)	**Ward: Demarcation Board**	Kouga 12
Centroid	34.08945900902755 24.900792759506142E	**Sources**	Deeds Office, Surveyor General, Financials
Sectional Title	No	**Effective**	
Extent	44.5046Ha		
Extent (SG)	51.8012Ha		
Extent (Title Deed)	44,5046HA		

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 05:27:55
SG Images/Paradysstrand		Folder	1 item			05 Oct 2020 05:30:11

Document Preview

Comments

Tasks and Questions and eForms

Land Parcels for Incident

Title Deeds

Owner	Title Deed	Share	Purchased	Registered	Price (Alpha)	New No
Paradise Beach Township Group Pty Ltd (65/0 429/07)	T18833/1968	0.0000		27 Aug 1968	T/T	



Section 14 comments by the Directorates

ERF	AREA	SDF & LAND USE SCHEME	BUILDING CONTROL	MANAGEMENT
A portion of Erf 406	Paradise Beach	Supported	Supported: Building Plans to be submitted.	**AS:** Supported **TP:** Supported subject to all requirements subject to compliance with 10,0m building lines on all sides for possible future services. **HS:** Supported **CS**: EIA might be applicable if the following Activity is triggered. Activity 3 of Listing Notice 3: The development of masts or towers of any material or type used for telecommunication broadcasting or radio transmission purposes where the mast or tower— (a) is to be placed on a site not previously used for this purpose; and (b) will exceed 15 metres in height— but excluding attachments to existing buildings and masts on rooftops. Ii. Inside urban areas: (aa) Areas zoned for use as public open space. **C&W:** - In support, water reticulation network available and sewer is available by septic tank construction, upon submitting septic tank details, the Civil and Water to inspect on site construction.

Annexure "C"

KOUGA MUNICIPALITY (EC108)

NOTICE NO 127/2024

PUBLIC PARTICIPATION NOTICE

PUBLIC INVITATION FOR COMMENTS AND OBJECTIONS TO THE COUNCIL'S INTENDED ALIENATION (LEASE) OF MUNICIPAL PROPERTIES

Notice is hereby given that at an Ordinary Council Meeting held on 31 May 2024, the Council resolved to call for public comments and objections on the intended alienation, by way of a lease agreement of immovable assets, in accordance with all applicable Legislation and the Municipal Policy and Procedures of Immovable Assets:

Land earmarked for lease:

A portion of Erf 170, Jeffreys Bay for 9 years and 11 months – 24/5/PD5
A portion of Erf 406, Paradise Beach (Telecommunication Mast) for 9 years and 11 months – 24/5/PD6
A portion of Erf 1, Humansdorp (portion of building) for 9 years and 11 months – 24/5/PD7
A portion of Erf 406, Paradise Beach (Telecommunication Mast) for 9 years and 11 months – 24/5/PD8

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 Tuesday, 16 July 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

For placement:

Kouga Express
Municipal Notice Boards
Municipal Website

Annexure "D"

RENTAL VALUATION CERTIFICATE

Instruction and Purpose:

The client has instructed the valuer to provide an open market related rental value for the subject property being an area of 48m² leased / used as a Vodacom Communications Tower, located on the Jeffreys Bay Bowling Club's parking area, on Erf 873 Jeffreys Bay.

Clients Name: **Kouga Local Municipality**

Date of Physical Inspection:

15 March 2023

Registered Property Description:

Erf 873 Jeffreys Bay

Rental Information as per Valuation Report:

Base/ Land Rentals

Province	Location	Description/ Name	Tenant	Monthly Rental	Escalation
KwaZulu Natal	Durban CBD	Rooftop Mast	MTN	R6,727.00	10.00%
KwaZulu Natal	Pietermaritzburg	Rooftop Mast	MTN	R9,255.00	8.00%
Gauteng	Rivonia	Ground Level	Telkom	R6,802.00	7.00%
KwaZulu Natal	Mkondeni	Ground Level	Vodacom	R7,731.00	7.00%
KwaZulu Natal	Everton	Ground Level	Vodacom	R7,000.00	3.20%
Eastern Cape	Gqeberha	Ground Level	Vodacom	R6,996.53	8.00%
Eastern Cape	Gqeberha	Ground Level	Cell C (Pty) Ltd	R8,813.62	8.00%
Eastern Cape	East London	Rooftop Mast	ATC	R8,285.00	6.00%
Eastern Cape	East London	Rooftop Mast	Telkom	R7,781.00	7.00%
Eastern Cape	East London	Rooftop Mast	Wispa	R554.00	5.00%
Eastern Cape	East London	Rooftop Mast	Vodacom	R5,611.00	6.00%
Eastern Cape	East London CBD	Rooftop Mast	EL Communication	R4,831.00	10.00%
Eastern Cape	East London CBD	Rooftop Mast	Crimson Moon	R5,940.00	9.00%
Eastern Cape	Port Elizabeth	Rooftop Mast	MTN	R6,887.00	7.00%

Type	Monthly Rental	Escalation
Average:	R6,658.15	7.23%
Standard Deviation Upper Parameter:	R8,787.96	9.08%
Standard Deviation Lower Parameter:	R4,528.35	5.37%

Executive Summary:

As noted in the market information above, rentals for land space / roof top space for communication towers range anything from R554 per month to R9,255 per month, depending on the locality / demand. In general these areas are generally let for around R3,800 per month to R6,000 on average. Taking the locality / exposure of the subject site into account as well as current market figures, a final rental of R5,000 excluding VAT is deemed a market related rental in current market conditions. Current escalation rates for leases of land / building space for telecommunication towers range between 5% - 10%, in general an escalation rate of 6% is deemed market related for the subject area.

Declaration

I/We declare that I/We have identified the property mentioned and have verified the particulars set out herein and have no personal interest in the property and/ or current ownership of the property.

We are of the opinion that the Open Market Rental of the subject property being The Vodacom Tower site in Jeffreys Bay, located on the Bowling Club's parking area, off Tulip Avenue, as at 15 March 2023, is as follows:

Area / Site	Rentable Area		Market Related Monthly Rental Excl VAT
Vodacom Tower Jeffreys Bay	48	m²	R5,000
Market Related Escalation Rate	6.00%		

All quoted rentals are per month and excludes VAT.

Effective Date: **15 March 2023**

Jason Stow
Professional Valuer
SACPVP REG NO: 6651/0

Executive Summary is based on rental of any communications tower

18. EXECUTIVE SUMMARY

The asset being valued is a 45m² site which is leased to a telecommunications company, where a communications tower has been erected. The subject tower / area has been occupied / used for these purposes for many years. In general demand for space for communications towers are fairly good, with rentals for these areas ranging anything from R2,500 per month to around R10,000 per month. The current lease in place for the lease area comes to an end on 31 July 2023, we have therefore ignored the current rental received and worked on a market related rental for the area of R5,000 per month, and used this figure in the valuation calculations. Taking all the factors as set out in this valuation report into consideration, the value of R400,000 is considered to be market related for the leased area in current market conditions.

Property / Building Rating

Scale	Rating	Lettability	Saleability	Condition
9	Excellent			
8	Very Good			
7	Good	X		
6	Above average		X	X
5	Average			
4	Below average			
3	Poor			
2	Very poor			
1	Derelict			

KOUGA MUNICIPALITY (EC 108)
ORDINARY COUNCIL
PLANNING & DEVELOPMENT
OPEN
DATE: 30 OCTOBER 2024
ITEM NO: **24/10/PD4**

REQUEST FOR COUNCIL'S FINAL APPROVAL: ALIENATION LEASE OF LAND FOR A TELECOMMUNICATIONS MAST AND BASE STATION (HEROTEL) – A PORTION OF ERF 406, PARADISE BEACH

1. **Introduction**

The purpose of this item is to request Council's final approval for the lease of a portion of Erf 406, Paradise Beach to Herotel to affix telecommunication infrastructure on the municipal water tower situated on Erf 406, Paradise Beach.

2. **Background**

The Telecommunications Mast and Base Station exists on the Paradise Beach Water Tower by means of a verbal agreement as indicated in the application, and we would like to formalize the agreement and ensure revenue generation. ****Application attached as Annexure "A".**

Land Parcel information and Section 14 comments are attached as **Annexure "B"**.

The advertisement Notice 127/2024 for comments/input for the alienation (lease) of a portion of Erf 406, Paradise Beach, was placed on 13 June 2024 until 16 July 2024 and no objections were received. ****Attached as Annexure "C"**.

Market-related valuation report is attached as **Annexure "D"**.

3. **Discussion**

An application was received from Herotel for the installation of a free-standing telecommunication mast and base station. After consultation with the Municipality, it was recommended that the proposed tower be affixed on the existing tower as indicated in the image attached to Annexure B.

On 18 January 2024, a site inspection was conducted with Civil & Water Services and the contractor appointed for the repair of the water tower. It was agreed that no towers be erected on the ground, due to the underground services and it be erected on the side pillars of the water tower as depicted in the attached sketch plan.

The existing tower is installed on top of the water tower. The infrastructure will be moved from its current location to the side pillars as indicated.

4. **Financial Implications**

Completed by BTO -	
Project Description	Land Valuations & surveyor & planning services
Ukey no.	20210710001552

Budgeted Amount	R500 000.00
Amount spent and committed to date	R90 385.00
Amount Available	R409 615.00 KOUGA MUNICIPALITY 2024-08-22 BUDGET &TREASURY
Comment	
BTO Signature	

5. **Applicable Legislation**

The provisions of the Municipal Finance Management Act, 56 of 2003, the Municipal Asset Transfer Regulations, as well as the approved Policy and Procedure on the disposal of immovable assets and the Leasing Policy for municipally owned immovable property.

6. **Legal Implications**

Should the Council approve the recommendations herein, the Accounting Officer will be authorized to enter into a long-term lease agreement with the applicant herein, and once said agreement is concluded both parties thereto will be subject to the terms and conditions stipulated therein.

7. **Other Implications**

None

8. **Comments by Directorates:**

8.1 **Chief Financial Officer:**

Noted

8.2 **Director: Planning & Development**

Recommended supported.

8.3 **Director: Civil & Water Services**

Item appreciated in that municipal assets such as the newly refurbished Paradise Water Tower and reservoir will no longer be at risk of structural deterioration due to inappropriate use (inappropriate use and mounting of equipment). All requests to affix any type telecommunication infrastructure to municipal water towers and reservoirs to be strictly prescribed and pre-approved by this Directorate.

8.4 **Director: Electro-Mechanical Services**

That any additional demand for electricity be applied for from this department. All relevant contact details for tenants are listed within the relevant department managing the lease so that, in case of emergency, we are able to contact the relevant companies.

8.5 **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 a portion of Erf 406, Paradise Beach to Herotel for a Telecommunications Mast and Base Station for 9 years and 11 months.

10.2 That in terms of Sections 14 and 90 of the MFMA and departmental inputs, Council hereby confirms that the land is not needed to provide the minimum level of basic municipal services.

10.3 That the Administration negotiates a rental amount in excess of the market-related valuation.

10.4 That town planning processes be finalised, and all other administrative costs be for the account of the applicant.

10.5 That the property be used for the purpose applied for, and for no other purpose whatsoever, unless prior written consent has been obtained from the Lessor.

10.6 That the lease be cancelled if purpose applied for is not implemented within 6 months from date of signed lease agreement.

10.7 That an annual escalation be included in the lease agreement.

10.8 That the design and installation methodology of the equipment be pre-approved by the Civil and Water Directorate.

Item prepared by the: Manager Land & Property Administration

Item approved by the: Director Planning & Development

Item endorsed by the Municipal Manager:

Item noted by Portfolio Chairperson:

Annexure "A"

Thank you for arranging the meeting late last week. I was there representing Herotel

We are there by a historical verbal arrangement and are quite happy to formalize this with a lease agreement. We have no issue with doing it properly and paying for whatever power we use.
Our equipment is on our own stainless steel mast on the lower reservoir. Zirk confirmed that you wanted this moved too, although not in the way of the contractors at the moment.

As indicated at the meeting, getting everyone on the same mast is going to be a challenge, and getting such a mast built in a short space of time will also be a challenge.

The idea being floated with the consultants after the meeting makes the most sense and is a workable solution. There are 8 legs to the existing tower. If "we" are allowed to strap a lattice frame to each leg up to the base of the water tank, or even extended to midway, there will be coverage in all directions and enough space for everyone, and keep separation from the cell guys to the wireless and security guys. Voda, MTN & Cell C could share 3 columns in each of the 3 main directions, NE, SW and NW. Herotel would probably want to use 2 to accommodate our kit and leave 3 to lease to other service providers.
This will not attract any EIA's, will be quick to build and not impair the integrity of the structure or impede the functionality of the water reservoir.
I have asked our graphic designer to do a simple mockup and will forward this as soon as it is completed.

Rgds

PUFFER HARTZENBERG
Team Leader - Infrastructure (RF) - South East

T: +27 41 365 5411
E: puffer.hartzenberg@herotel.com

74A Pickering St, Newton Park, Port Elizabeth
herotel.com | View Our Full Email Disclaimer Here



Annexure "B"

Zoning and property information:

Erf	406 of Paradysstrand	**Zoning: Financials**	PUBOS
Address	Harmonie Crescent	**Zoning**	Kouga Municipality Land Use Scheme - Open Space Zone 1
SG Number	C03400110000040600000	**Land Usage: Financials**	
Municipality	Kouga	**Ward: Financials**	Kouga 14
Township/Holding: Title Deed	Paradysstrand	**Ward: Demarcation Board**	Kouga 12
Suburb: Financials	Paradise Beach (40016)	**Sources**	Deeds Office, Surveyor General, Financials
Centroid	34.08945900902755 24.900792759506142E	**Effective**	
Sectional Title	No		
Extent	44.5046Ha		
Extent (SG)	51.8012Ha		
Extent (Title Deed)	44,5046HA		

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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 05:27:55
SG Images/Paradysstrand		Folder	1 item			05 Oct 2020 05:30:11

Document Preview

Comments

Tasks and Questions and eForms

Land Parcels for Incident

Title Deeds

Owner	Title Deed	Share	Purchased	Registered	Price (Alpha)	New No
Paradise Beach Township Group Pty Ltd (65/0 429/07)	T18833/1968	0.0000		27 Aug 1968	T/T	



Section 14 comments by the Directorates

ERF	AREA	SDF & LAND USE SCHEME	BUILDING CONTROL	MANAGEMENT
A portion of Erf 406	Paradise Beach	Supported	Supported: Building Plans to be submitted.	**AS:** Supported **TP:** Supported subject to all requirements subject to compliance with 10,0m building lines on all sides for possible future services. **HS:** Supported **CS**: EIA might be applicable if the following Activity is triggered. Activity 3 of Listing Notice 3: The development of masts or towers of any material or type used for telecommunication broadcasting or radio transmission purposes where the mast or tower— (a) is to be placed on a site not previously used for this purpose; and (b) will exceed 15 metres in height— but excluding attachments to existing buildings and masts on rooftops. ii. Inside urban areas: (aa) Areas zoned for use as public open space. **C&W:** - In support, water reticulation network available and sewer is available by septic tank construction, upon submitting septic tank details, the Civil and Water to inspect on site construction.

Annexure "C"

KOUGA MUNICIPALITY (EC108)

NOTICE NO 127/2024

PUBLIC PARTICIPATION NOTICE

PUBLIC INVITATION FOR COMMENTS AND OBJECTIONS TO THE COUNCIL'S INTENDED ALIENATION (LEASE) OF MUNICIPAL PROPERTIES

Notice is hereby given that at an Ordinary Council Meeting held on 31 May 2024, the Council resolved to call for public comments and objections on the intended alienation, by way of a lease agreement of immovable assets, in accordance with all applicable Legislation and the Municipal Policy and Procedures of Immovable Assets:

Land earmarked for lease:

A portion of Erf 170, Jeffreys Bay for 9 years and 11 months – 24/5/PD5
A portion of Erf 406, Paradise Beach (Telecommunication Mast) for 9 years and 11 months – 24/5/PD6
A portion of Erf 1, Humansdorp (portion of building) for 9 years and 11 months – 24/5/PD7
A portion of Erf 406, Paradise Beach (Telecommunication Mast) for 9 years and 11 months – 24/5/PD8

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 Tuesday, 16 July 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

For placement:

Kouga Express
Municipal Notice Boards
Municipal Website

Annexure "D"

RENTAL VALUATION CERTIFICATE

Instruction and Purpose:

The client has instructed the valuer to provide an open market related rental value for the subject property being an area of 48m² leased / used as a Vodacom Communications Tower, located on the Jeffreys Bay Bowling Club's parking area, on Erf 873 Jeffreys Bay.

Clients Name: **Kouga Local Municipality**

Date of Physical Inspection:

15 March 2023

Registered Property Description:

Erf 873 Jeffreys Bay

Rental Information as per Valuation Report:

Base/ Land Rentals

Province	Location	Description/ Name	Tenant	Monthly Rental	Escalation
KwaZulu Natal	Durban CBD	Rooftop Mast	MTN	R6,727.00	10.00%
KwaZulu Natal	Pietermaritzburg	Rooftop Mast	MTN	R9,255.00	8.00%
Gauteng	Rivonia	Ground Level	Telkom	R6,802.00	7.00%
KwaZulu Natal	Mkondeni	Ground Level	Vodacom	R7,731.00	7.00%
KwaZulu Natal	Everton	Ground Level	Vodacom	R7,000.00	3.20%
Eastern Cape	Gqeberha	Ground Level	Vodacom	R6,996.53	8.00%
Eastern Cape	Gqeberha	Ground Level	Cell C (Pty) Ltd	R8,813.62	8.00%
Eastern Cape	East London	Rooftop Mast	ATC	R8,285.00	6.00%
Eastern Cape	East London	Rooftop Mast	Telkom	R7,781.00	7.00%
Eastern Cape	East London	Rooftop Mast	Wispa	R554.00	5.00%
Eastern Cape	East London	Rooftop Mast	Vodacom	R5,611.00	6.00%
Eastern Cape	East London CBD	Rooftop Mast	EL Communication	R4,831.00	10.00%
Eastern Cape	East London CBD	Rooftop Mast	Crimson Moon	R5,940.00	9.00%
Eastern Cape	Port Elizabeth	Rooftop Mast	MTN	R6,887.00	7.00%

Type	Monthly Rental	Escalation
Average:	R6,658.15	7.23%
Standard Deviation Upper Parameter:	R8,787.96	9.08%
Standard Deviation Lower Parameter:	R4,528.35	5.37%

Executive Summary:

As noted in the market information above, rentals for land space / roof top space for communication towers range anything from R554 per month to R9,255 per month, depending on the locality / demand. In general these areas are generally let for around R3,800 per month to R6,000 on average. Taking the locality / exposure of the subject site into account as well as current market figures, a final rental of R5,000 excluding VAT is deemed a market related rental in current market conditions. Current escalation rates for leases of land / building space for telecommunication towers range between 5% - 10%, in general an escalation rate of 6% is deemed market related for the subject area.

Declaration

I/We declare that I/We have identified the property mentioned and have verified the particulars set out herein and have no personal interest in the property and/ or current ownership of the property.

We are of the opinion that the Open Market Rental of the subject property being The Vodacom Tower site in Jeffreys Bay, located on the Bowling Club's parking area, off Tulip Avenue, as at 15 March 2023, is as follows:

Area / Site	Rentable Area	Market Related Monthly Rental Excl VAT
Vodacom Tower Jeffreys Bay	48 m²	R5,000
Market Related Escalation Rate	6.00%	

All quoted rentals are per month and excludes VAT.

Effective Date: **15 March 2023**

Jason Stow
Professional Valuer
SACPVP REG NO: 6651/0

Executive Summary is based on rental of any communications tower

18. EXECUTIVE SUMMARY

The asset being valued is a 45m² site which is leased to a telecommunications company, where a communications tower has been erected. The subject tower / area has been occupied / used for these purposes for many years. In general demand for space for communications towers are fairly good, with rentals for these areas ranging anything from R2,500 per month to around R10,000 per month. The current lease in place for the lease area comes to an end on 31 July 2023, we have therefore ignored the current rental received and worked on a market related rental for the area of R5,000 per month, and used this figure in the valuation calculations. Taking all the factors as set out in this valuation report into consideration, the value of R400,000 is considered to be market related for the leased area in current market conditions.

Property / Building Rating

Scale	Rating	Lettability	Saleability	Condition
9	Excellent			
8	Very Good			
7	Good	X		
6	Above average		X	X
5	Average			
4	Below average			
3	Poor			
2	Very poor			
1	Derelict			

KOUGA local municipality
Good Governance through Service Excellence

KOUGA MUNICIPALITY (EC 108)
ORDINARY COUNCIL
PLANNING & DEVELOPMENT
OPEN
DATE: 30 OCTOBER 2024
ITEM NO: **24/10/PD5**

REQUEST FOR COUNCIL'S FINAL APPROVAL: SELLING OF ERF 1245, PELLSRUS TO MEALS ON WHEELS

1. **Introduction**

The Council approved a moratorium on the alienation/disposal (including lease) of municipal property, 23/08/PD3, for administration to implement historic Council resolutions dated as far back as 2017.

The purpose of this item is to request Council's final approval for the disposal of Erf 1245, Pellsrus.

2. **Background**

On 19 December 2017, Council resolved (17/12/F12) to dispose of Erf 1245, Pellsrus for a Community Project. ****Attached as Annexure "A"**. However, this process was never finalized.

The advertisement Notice 09/2018 for comments/input was published and no objections were received. ****Attached as Annexure "B"**.

3. **Discussion**

As per the resolution, discussions were held with the applicant and it was confirmed that they require the full extent (2043m²), as this is a community project that requires space for trucks to off-load and enough space for people to feed. The peculiar shape of the erf also does not predispose it to further subdivision. It should be noted that the property is currently being used as a dump site.

Meals on Wheels is an organization actively involved in community upliftment for a long time. The organization's application for this property dates back as far as 2013 and they have recently visited the Municipality in this regard.

4. **Financial Implications**

Completed by BTO -	
Project Description	Land Valuations & surveyor & planning services
Ukey no.	20210710001552
Budgeted Amount	R500 000.00
Amount spent and committed to date	R90 385.00
Amount Available	R409 615.00 KOUGA MUNICIPALITY 2024-08-22 BUDGET &TREASURY
Comment	

BTO Signature	

5. **Applicable Legislation**

The provisions of the Municipal Finance Management Act, 56 of 2003, the Municipal Asset Transfer Regulations, as well as the approved Policy and Procedure on the disposal of immovable assets and the Leasing Policy for municipally owned immovable property.

6. **Legal Implications**

Should the Council approve the recommendations herein, the Accounting Officer will be authorized to conclude a Deed of Sale with the applicant herein, and once said agreement is concluded both parties thereto will be subject to the terms and conditions stipulated therein and the formal transfer process can be commenced with.

7. **Other Implications**

None

8. **Comments by Directorates:**

8.1 **Chief Financial Officer:**

Noted

8.2 **Director: Planning & Development**

Recommendation supported.

8.3 **Director: Civil & Water Services**

Item noted.

8.4 **Director: Electro-Mechanical Services**

Item noted

8.5 **Director: Community Services**

Noted.

8.6 **Deputy Municipal Manager**

Noted

8.7 **Municipal Manager**

Recommendations supported.

9. **Delegated Authority**

Council

10. **Recommendations**

10.1 That Council grant **final approval** for the disposal of Erf 1245, Pellsrus to Meals on Wheels for a community project at 25% of the latest municipal valuation of R71,000.00 (**R17,750.00**) in terms of the policy of Council.

10.2 That Council confirms that Erf 1245, Pellsrus 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 the property be used for the purposes applied for, and for no other purpose whatsoever, unless prior written consent has been obtained from the Lessor.

10.5 That the sale be cancelled if purpose applied for is not implemented within 1 year from date of transfer.

10.6 That Council authorizes the Accounting Officer to conclude a Deed of Sale to transfer the said property.

Item prepared by the: Manager Land & Property Administration

Item approved by the: Director Planning & Development

Item endorsed by the Municipal Manager:

Item noted by Portfolio Chairperson:

Annexure "A"

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.

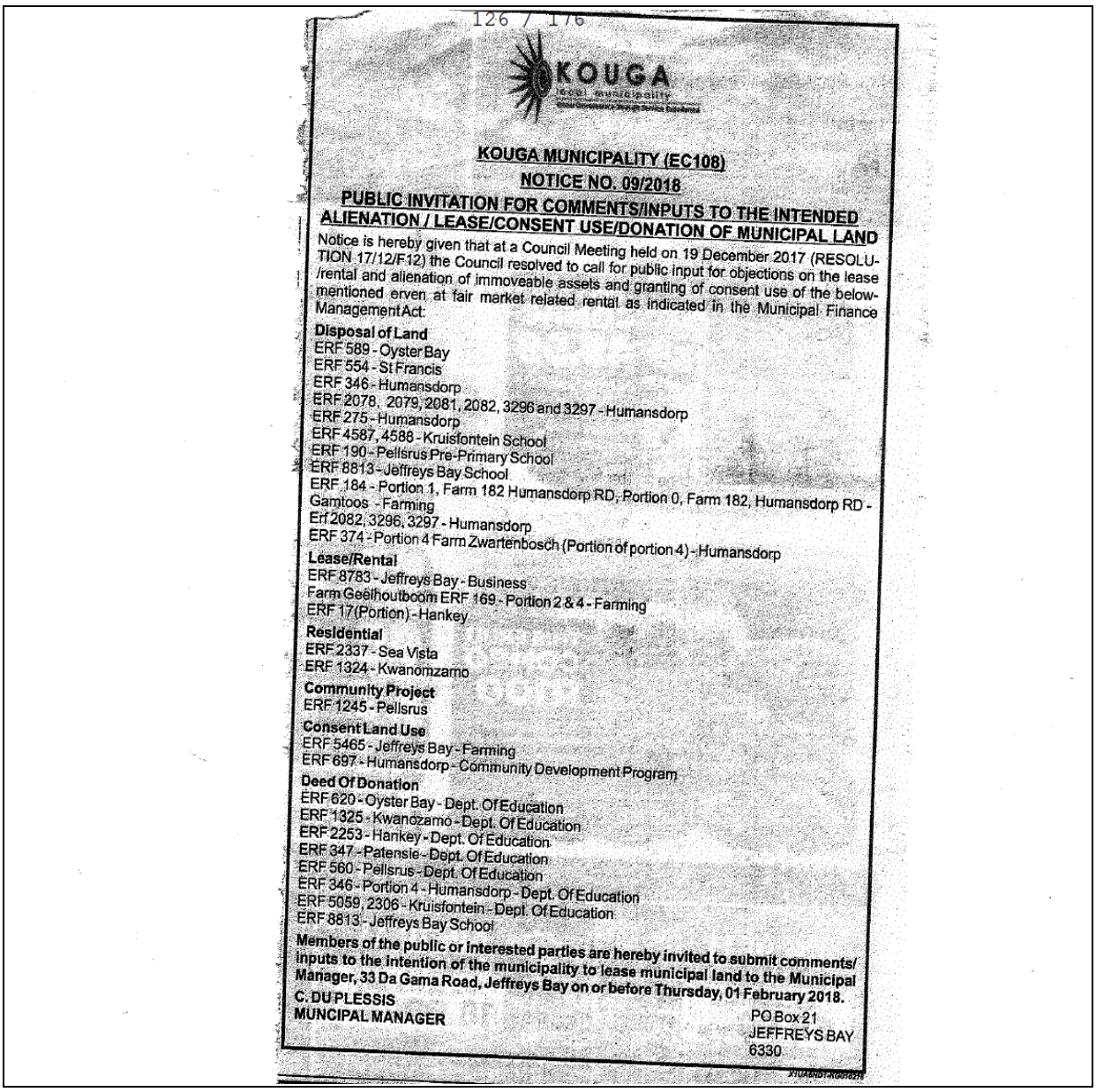
iii) That the valuation of the sub-divided portions be submitted to Council for approval.

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

Annexure "B"

Section 14 verifications – Notice 09 of 2018:



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KOUGA

KOUGA MUNICIPALITY (EC108)

NOTICE NO. 09/2018

PUBLIC INVITATION FOR COMMENTS/INPUTS TO THE INTENDED ALIENATION / LEASE/CONSENT USE/DONATION OF MUNICIPAL LAND

Notice is hereby given that at a Council Meeting held on 19 December 2017 (RESOLUTION 17/12/F12) the Council resolved to call for public input for objections on the lease /rental and alienation of immoveable assets and granting of consent use of the below-mentioned erven at fair market related rental as indicated in the Municipal Finance Management Act:

Disposal of Land
ERF 589 - Oyster Bay
ERF 554 - St Francis
ERF 346 - Humansdorp
ERF 2078, 2079, 2081, 2082, 3296 and 3297 - Humansdorp
ERF 275 - Humansdorp
ERF 4587, 4588 - Kruisfontein School
ERF 190 - Pellsrus Pre-Primary School
ERF 8813 - Jeffreys Bay School
ERF 184 - Portion 1, Farm 182 Humansdorp RD, Portion 0, Farm 182, Humansdorp RD - Gamtoos - Farming
Erf 2082, 3296, 3297 - Humansdorp
ERF 374 - Portion 4 Farm Zwartenbosch (Portion of portion 4) - Humansdorp

Lease/Rental
ERF 8783 - Jeffreys Bay - Business
Farm Geelhoutboom ERF 169 - Portion 2 & 4 - Farming
ERF 17(Portion) - Hankey

Residential
ERF 2337 - Sea Vista
ERF 1324 - Kwanomzamo

Community Project
ERF 1245 - Pellsrus

Consent Land Use
ERF 5465 - Jeffreys Bay - Farming
ERF 697 - Humansdorp - Community Development Program

Deed Of Donation
ERF 620 - Oyster Bay - Dept. Of Education
ERF 1325 - 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:

Properties Incidents Assets Planning Projects Layers General Support My Profile

Land Parcel Information

Edit Audit Trail

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OVVIO

Erf	1245 of Pellsrus
Address	Steve Biko Avenue
SG Number	C0340013000012450000
Municipality	Kouga
Township/Holding: Title Deed	Pellsrus
Suburb: Financials	Mandela Bay (40012)
Centroid	34.06349216547397S 24.91424917904714E
Sectional Title	No
Extent	2043sqm
Extent (SG)	2043sqm
Extent (Title Deed)	2042.0000DUM

Zoning: Financials	UNDET
Zoning	Kouga Municipality Land Use Scheme - Community Zone
Land Usage: Financials	
Ward: Financials	
Ward: Demarcation Board	Kouga 2
Sources	Deeds Office, Surveyor General, Financials
Effective	

Display GIS
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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
Old Attachments/" root		Folder	1 item			05 Oct 2020 06:10:59
Projects/Standard Notifications/2018 General Valuation		Folder	1 item			05 Oct 2020 05:28:37

Document Preview

Comments

Comment	Type	User Name	Date Made
MEALS ON WHEELS: Council approved lease for 9years and 11 months. See Item 14/2/F 12 December 2014	Valuations	marinda (Marinda van der Merwe)	18 Dec 2014 13:52
Title Deed search from WinDeed requested by administrator.		administrator (System Administrator)	22 May 2020 11:54

Tasks and Questions and eForms

Land Parcels for Incident

Incident
I23-17076 (Environment) Routine Maintenance (Environment)

Title Deeds

Owner	Title Deed	Share	Purchased	Registered	Price (Alpha)	New No
Mun Kouga	T3149/2002CTN	0.0000		16 Jan 2002	G/P	



KOUGA local municipality
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KOUGA LOCAL MUNICIPALITY

Valuation roll for the period 1 July 2023 - 30 June 2027

Property

Registered or other description of the property						Full Names of Owner(s)	Category determined in terms of Section 8 of the Act	Physical address of the property		Extent of the property (HA)	Market value of the property	
Town Allotment	Suburb	Erf Nr	Portion	Unit	Section							
,SRUS	PELLSRUS	00001239	00000	00000	0000	-	MUNICIPAL PROPERTIES	FLAMINK STREET	9	0.0100	1 000	-
,SRUS	PELLSRUS	00001240	00000	00000	0000	-	RESIDENTIAL PROPERTIES	ELSIE JACOBS STREET	7	0.0240	72 000	-
,SRUS	PELLSRUS	00001241	00000	00000	0000	-	RESIDENTIAL PROPERTIES	ELSIE JACOBS STREET	5	0.0240	72 000	-
,SRUS	PELLSRUS	00001242	00000	00000	0000	-	RESIDENTIAL PROPERTIES	ELSIE JACOBS STREET	3	0.0240	120 000	-
,SRUS	PELLSRUS	00001243	00000	00000	0000	-	RESIDENTIAL PROPERTIES	ELSIE JACOBS STREET	1	0.0227	72 000	-
,SRUS	PELLSRUS	00001244	00000	00000	0000	-	MUNICIPAL PROPERTIES	ELSIE JACOBS STREET	-	0.2300	850 000	-
,SRUS	PELLSRUS	00001245	00000	00000	0000	-	MUNICIPAL PROPERTIES	ELSIE JACOBS STREET	-	0.2042	71 000	-
,SRUS	PELLSRUS	00001246	00000	00000	0000	-	RESIDENTIAL PROPERTIES	SARAH BAARTMAN AVENUE	32	0.0266	72 000	-
,SRUS	PELLSRUS	00001247	00000	00000	0000	-	RESIDENTIAL PROPERTIES	SARAH BAARTMAN AVENUE	34	0.0365	72 000	-
,SRUS	PELLSRUS	00001248	00000	00000	0000	-	RESIDENTIAL PROPERTIES	SARAH BAARTMAN AVENUE	41	0.0228	72 000	-
,SRUS	PELLSRUS	00001249	00000	00000	0000	-	RESIDENTIAL PROPERTIES	SARAH BAARTMAN AVENUE	39	0.0240	72 000	-
,SRUS	PELLSRUS	00001250	00000	00000	0000	-	RESIDENTIAL PROPERTIES	SARAH BAARTMAN AVENUE	37	0.0240	72 000	-
,SRUS	PELLSRUS	00001251	00000	00000	0000	-	RESIDENTIAL PROPERTIES	SARAH BAARTMAN AVENUE	35	0.0240	72 000	-
,SRUS	PELLSRUS	00001252	00000	00000	0000	-	MUNICIPAL PROPERTIES	SARAH BAARTMAN AVENUE	-	0.0040	1 000	-

KOUGA local municipality
Good Governance through Service Excellence

KOUGA MUNICIPALITY (EC 108)
ORDINARY COUNCIL
PLANNING & DEVELOPMENT
OPEN
DATE: 30 OCTOBER 2024
ITEM NO: **24/10/PD6**

REQUEST FOR COUNCIL'S FINAL APPROVAL: ALLOCATION OF STREET NAMES: GOVERNMENT SUBSIDIZED HOUSING PROJECT IN WARD 6 (VERGENOEG) AND PRIVATE DEVELOPMENTS IN JEFFREYS BAY & CAPE ST FRANCIS

1. **Introduction**

The purpose of the item is to request for Council's final approval of street names for an existing government subsidised housing project in Humansdorp (KwaNomzamo, Vergenoeg), as well as for private residential developments in Jeffreys Bay and Cape St Francis.

2. **Background**

Council granted in-principle approval and authorisation to advertise the proposed street names on 14 December 2023 under resolution: 23/12/PD28. ****See Annexure "A"**

The proposed street names were subsequently advertised in line with Council's resolution under Notice No. 9 of 2024 and there were no objections received against the proposed names. ****See Annexure "B"**

3. **Discussion**

Various government subsidised housing projects were completed in the Kouga Municipal Area between 1994 and 2020. However, a number of these developments do not have any street names.

This has been raised as a major concern on many platforms over the years as the residents of the affected areas lack proper addresses, which results in many logistic challenges.

It has made it particularly difficult for emergency services such as safety and security, fire, rescue and medical services to respond to emergencies within acceptable response times.

A Policy on Street Naming and Numbering was approved in October 2020 by Council, which was developed to give guidance in the facilitation of processes relating to street naming and numbering.

In line with the approved policy, the Ward 6 Committees and community members provided proposals for the Vergenoeg Area in Kwanomzamo. **** See annexure "B"** – (Minutes and Maps with proposed street names).

Proposals for street names was also received for the Fig Tree and Cape St. Francis Field developments. Below are the proposed street names:

Applicant: Ward 6 Committee - Vergenoeg Area

- P.X. Mabindla Road, Mxolisi Swepu Road, A. Mlindazwe Street, S. Mpevana Street, Lindi Street, Ndlovu Street, Mpemvu Street, Dlamini Street, Ndzeya Street, Ncede Street, Gxiya Street, Mpondo Street, Jola Street, Tabata Street, Tana Street, Siheula Street, Mcelu Street, Lengs Street, Dlamini Street, Jackie Phiri Street, Noma Street, Hermanus Street, Nodaka Street, Dlova Street, Jali Street

Applicant: Fig Tree Developer: Fig Tree Estate

- Forest fig Close, Pondo fig Close, Rock fig, Wild fig Close, Cluster fig Close, Figtree Avenue, Water fig Avenue, Mountain fig Avenue

Applicant: Mr Krüger: St Francis Field - Cape St Francis

- Field Way

4. **Financial Implications**

Completed by BTO -	
Project Description	Land Valuations & surveyor & planning services
Ukey no.	20210710001552
Budgeted Amount	R500 000.00
Amount spent and committed to date	R90 385.00
Amount Available	R409 615.00 KOUGA MUNICIPALITY 2024-08-22 BUDGET &TREASURY
Comment	
BTO Signature	

5. **Applicable Legislation**

Policy on Street Naming and Numbering, 2020
Spatial Planning and Land Use Management Act No. 13 of 2013
Kouga, Spatial Planning and Land Use Management By-law, 2016
Municipal Finance Management Act No. 56 of 2003

6. **Legal Implications**

The approved names must be erected on the streets for the purpose of street identification.

7. **Other Implications**

The approved street names must be incorporated into the GIS system and incorporated into our Town Planning System.

8. **Comments by Directorates:**

8.1 **Chief Financial Officer:**

Noted

8.2 **Director: Planning & Development**

Recommendation supported

8.3 **Director: Civil & Water Services**

Item noted.

8.4 **Director: Electro-Mechanical Services**

Item noted

8.5 **Director: Community Services**

Noted.

8.6 **Deputy Municipal Manager**

Noted

8.7 **Municipal Manager**

Supported.

9. **Delegated Authority**

Council

10. **Recommendations**

10.1 That Council **grant final approval** for the street names as contemplated in the layout maps for Vergenoeg in Kwanomzamo, Fig Tree Estate in Jeffreys Bay and St Francis Field Development in Cape St Francis.

10.2 That GIS Technician updates the layout plans of the developments contemplated in 10.1 with the new street names and communicates same to all relevant departments and stakeholders for implementation.

10.3 That Council makes budgetary provision for the erection of the new street names contemplated herein on the relevant public roads.

Item prepared by the: Manager Land & Property Administration

Item approved by the: Director Planning & Development

Item endorsed by the Municipal Manager:

Item noted by Portfolio Chairperson:

Annexure "A"

23/12/PD28	**ALLOCATION OF STREET NAMES: GOVERNMENT SUBSIDIZED HOUSING PROJECT (WARD 6) & PRIVATE DEVELOPMENTS IN JEFFREYS BAY & CAPE ST FRANCIS**

Resolved (14 December 2023)

1. That Council grant in-principal approval for the proposed street names as contemplated in the layout maps for the Kwanomzamo and Kruisfontein in Humansdorp, Fig Tree Estate in Jeffreys Bay, St Francis Field in Cape St Francis.

2. That Council grant authorisation to the Accounting Officer to advertise the proposed street herein, for public participation.

3. That Council makes budgetary provision for the erection of the street names contemplated herein, upon the final approval of such street names.

Annexure "B"

KOUGA
local municipality
Good Governance through Service Excellence

KOUGA MUNICIPALITY (EC108)

NOTICE N0: NOTICE NO 9/2024

PUBLIC PARTICIPATION NOTICE

PUBLIC INVITATION FOR COMMENTS AND OBJECTIONS TO THE COUNCIL'S INTENDED ALLOCATION OF STREET NAMES: GOVERNMENT SUBSIDIZED HOUSING PROJECT (WARD 6) & PRIVATE DEVELOPMENTS IN JEFFREYS BAY & CAPE ST FRANCIS

Notice is hereby given that at an Ordinary Council Meeting held on 14 December 2023 (23/12/PD28), the Council resolved to call for public comments and objections on the intended allocation of Street Names: Government Subsidized Housing Project (Ward 6) & Private Developments in Jeffreys Bay & Cape St Francis, in accordance with all applicable Legislation:

Ward 6 Committee: Proposals on Street Names
Kwanomzamo - Humansdorp
Proposed Street Names
P.X. Mabindla Road, Mxolisi Swepu Road, A. Mlindazwe Street, S. Mpevana Street, Lindi Street, Ndlovu Street, Mpemvu Street, Dlamini Street, Ndzeya Street, Mpondo Street, Jola Street, Tabata Street, Tana Street, Siheula Street, Lengs Street, Dlamini Street, Jackie Phiri Street, Noma Street, Hermanus Street, Nodaka Street, Dlova Street, Mamatu Street, Jali Street

Fig Tree Estate: Proposals on Street Names
Proposed Street Names
Forestfig Close, Pondofig Close, Rockfig, Wildfig Close, Clusterfig Close, Figtree Avenue, Waterfig Avenue, Mountainfig Avenue

Mr Krüger: Proposals on Street Names
St Francis Field - Cape St Francis
Proposed Street Names
Field Way

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, Development and Tourism: Municipal Offices, 16 Woltemade Street, Jeffreys Bay. Contact: Ms. N Mali: 0422002333.

MR. D de JAGER
DEPUTY MUNICIPAL MANAGER

P.O. Box 21
Jeffreys Bay
6330

2024 009

Annexure "C"

1.OPENING AND WELCOMING

- Lonwabo Tanda (Education and Religious)
- Cllr welcomed everyone.

2.APOLOGIES

Everyone was present.

3.MINUTES OF PREVIOUS MEETING

- Reading of Minutes Mfundiso Oliphant(Environmental)
- Minutes were adopted by all members
- Ward Assistance (Miss Mpotso) was absent and apologized from the last meeting therefore the minutes were not the true reflection of what was discussed many items raised were not recorded.
- Members proposed that in the absence of ward assistance, chairperson must elect the secretary for that day to have a proper and collective matters discussed for follow-up issues and progress reports
-

4.DATE OF PUBLIC/COMMUNITY MEETING

- 21 June 2022
- Kwanomzamo Hall @18:00

5.SAFETY

- Cllr is concern about the escalating of crime activities in our area, safety of children and senior citizens, house break as well as churches just to mention few. What role we should play as ward committees for prevention
- CPF and Sector Police should be invited to ward committee meetings for prevention plans, collaborative events and activities that will take place in our ward
- Portfolio ward committee member should also attend CPF meetings giving mutual support
- We should also invite them give them a slot in our upcoming public meeting
- Mr.Lumko Masoka (SAPS) will be invited to attend the Community Meeting.

6.STREET NAMES

- Members agreed that Cllr must bring the map of ward 6 to identify all affected areas and will be able to put names accordingly

KOUGA local municipality
Good Governance through Service Excellence

WARD6 ATTENDANCE REGISTER

	Ward6 Public Meeting	DATE:	20/06/ 2022
TIME:	18:00	VENUE:	Kwa-Nomzamo Hall

Physical Adress

SURNAME	INITIALS	ORGANIZATION	CELL/E-MAIL	SIGNATURE
Mureti	G.	ANC	0739132200	
Ellis Smith	A.W	ANC		
Sabelo	K.D	ANC	N.A	Sakolo
Ndandani	Y.T		0717965588	
Matomela	M.S	ANC	0655231282	
Bonisami Sinoko	[illegible]		0733698911	
Plaatjies	M.B	ANC		
Botiomani	S.M	—	076925 2294	
Tyhali	M.	—	0784998674	
Botiomani	S.E		0769378090	
Sotyelelwo9	N	Ward member	07101 22872	
Tyali	T.G	ANC	0731509107	
Dayimani	Z		060474 42728	
S. Makhosi	SM		0912122767	

KOUGA local municipality
Good Governance through Service Excellence

WARD6 ATTENDANCE REGISTER

	Ward6 Public Meeting	DATE:	20/06/ 2022
TIME:	18:00	VENUE:	Kwa-Nomzamo Hall

Physical Adress

SURNAME	INITIALS	ORGANIZATION	CELL/E-MAIL	SIGNATURE
Mbakamba	T	Resident	0627676084	TMbakamba
Philip	N.O	BEC Member	0744289108	
Mpepo	Z.P	Caretaker	08352 46716	ZP Mpepo
Dhlwathi	B	Councillor	0837470031	
Headman	F.H.	Residents	0718129823	
Khotsheng'u	MA	Veggie Veg	0607500493	
Nimpi	NJ	Ward 6	0839253818	
Boni				
Jama	S.E	Ward 6	0833117181	
Gedze	NC	11	0786584457	
Tsheli	WP	4	0835414293	WP Tsheli
Mgcineni		Ward 6	0633048146	
John Jantjies		Ward 6	081 418 6930	
Groenboo	MW	Ward 6	0825921991	

KOUGA local municipality
Good Governance through Service Excellence

WARD6 ATTENDANCE REGISTER

	Ward6 Public Meeting	DATE:	20/06/ 2022
TIME:	18:00	VENUE:	Kwa-Nomzamo Hall

Physical Address

SURNAME	INITIALS	ORGANIZATION	CELL/E-MAIL	SIGNATURE
Mjo	N.F.		0731422734	N.F. Mjo
Mhlamberi	N.		0619437794	N. Mhlamberi
Ndzelani	F.		0733438659	[illegible]
Bailey	N.		0789340902	[illegible]
Hlela	H		0718344651	H. [illegible]
Dudile	N		0855112829	[illegible]
MABATO	[illegible]	Com member	0717774680	[illegible]
Kitsana	M		0660462487	[illegible]
MKolo	X.		0784342952	X. MKolo
GIVEN	F	PST Polo PARK	0789684339	F Given
B. JAMA	B.	3136 VERGENOEG	0812124572	[illegible]
X.M. [illegible]	X.M	790 Chris Hani	0781750731	X.M. [illegible]
Mcobodi	Norman	Vergenoeg		
Phumeza Sibengile		ward member	0683148371	P Sibengile
Jela	J.N.	Anc		[illegible]
Nakase	M.D.	Anc		[illegible]
Ogbala	B.S		0672623419	B.S [illegible]
Mitshooi	T	ANC	0736746628	[illegible]


KWANOMZAMO - HUMANSDORP
MANDELA STREET
MANDELA STREET
BEDA STREET
BEDA STREET
BEDA STREET
JALI STREET
NDZEYA STREET
NDZEYA STREET
DLOVA STREET
JALI STREET
NOMA STREET
JOLA STREET
MPEVU STREET
MPEMVANA STREET
NDLOVU ROAD
MARINDLA
MCEVU STREET
MXOLISI SWEPU ROAD
JACKIE PHIRI STREET
SIHEULA STREET
V. TEMBS STREET
DLAMINI STREET
GXEYA STREET
LINDI STREET
LINDI STREET
NCEDE STREET
0
75
150
300
Meters
KOUGA

ALMOST HOME
CONTSTRUCTION (PTY) LTD

Kouga Local Municipality **19 January 2022**

33 Da Gama Road

Jefferys Bay

6330

Att: Mr K Marais.

We would like to bring to your attention that the Figtree Lifestyle Estate HOA has made a decision that the stands on the corner of a street inside Figtree Lifestyle Estate, may have alternative street numbers as per our initial submitted layout drawing. These stands in consideration will be the following:

Stand Number	Original Street Address	Alternative Street Address
11210	14 Waterfig Avenue	1 Figtree Avenue
11209	12 Waterfig Avenue	2 Figtree Avenue
11198	6 Mountainfig Avenue	3 Figtree Avenue
11197	7 Mountainfig Avenue	4 Figtree Avenue

This will only be done on request by the home owner or Architect. With this in mind we received a request to change stand number 11210 from 14 Waterfig Avenue to 1 Figtree Avenue.

Please advise your GIS department to make the amendment as well the finance department to amend the street address for future use.

Trust you find the above in order

Kind Regards

Mr KR Wessels
082 891 3958


FIG TREE ESTATE
COWRIE STREET
SOLEN STREET
PETAL STREET
KING STREET
ROCKFIG CLOSE
SAINTFIG CLOSE
MOUNTAINFIG AVENUE
DE REYGER STREET
SAINT FRANCIS STREET
11191
11192
11214
11193
11234
11215
11240
11233
11194
11216
11213
11232
11217
11212
11231
11218
11211
11230
11219
11196
11210
11229
11197
11220
11209
11228
11198
11221
11208
11227
11199
11222
11207
11226
11200
11223
11206
11224
11201
11205
11202
11204
6352
0 25 50 100
Meters
KOUGA

RE: St Francis Fields - Road naming request "Field Way"

HH Hardy H. Krüger <hardy@ik.co.za>
To Nwabisa Mali
Cc Cedrick Grootboom; smithcolleen0050@gmail.com

Start your reply all with: Still working on it. | We are working on it. | Sorry for the delay. | Feedback

From: Hardy H. Krüger
Sent: Friday, January 20, 2023 5:43 PM
To: Nwabisa Mali <nmali@kouga.gov.za>
Cc: Cedrick Grootboom <cgrootboom@kouga.gov.za>; smithcolleen0050@gmail.com
Subject: RE: St Francis Fields - Road naming request "Field Way"

Hi Nwabisa.

Following a meeting of the ExCom of St Francis Field held yesterday 19 January the name request for the road is:

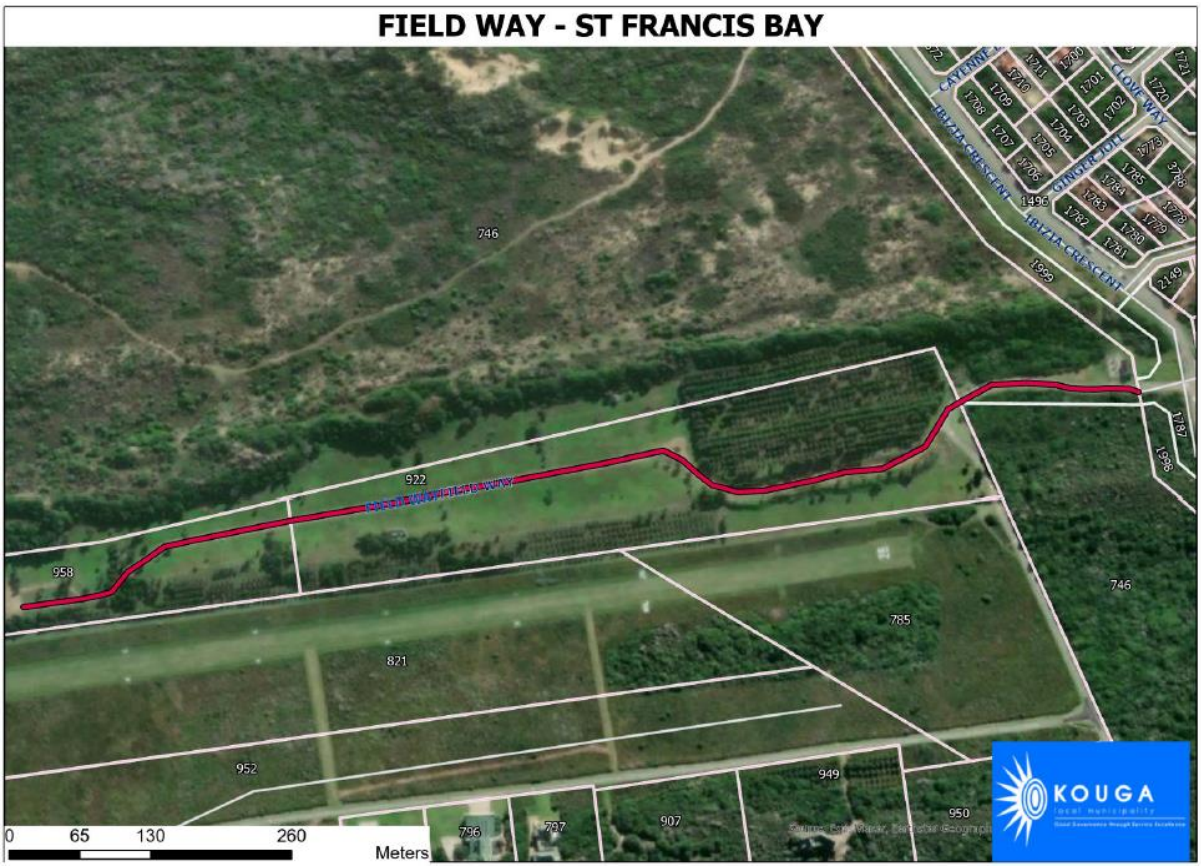
Field Way

In general, a "way" is a minor street or lane, often used as a secondary or connecting road which is most appropriate for this case.

Please can you forward this request to the naming committee for consideration at their next meeting.

Thank you very much for your assist in this matter. It's greatly appreciated and would be super to finally have a physical street address.

Best
Hardy



KOUGA MUNICIPALITY (EC 108)
ORDINARY COUNCIL MEETING
PLANNING & DEVELOPMENT
OPEN
DATE: 30 OCTOBER 2024
ITEM NO: **24/10/PD7**

ACCEPTANCE OF LAND PURCHASED BY THE HOUSING DEVELOPMENT AGENCY FOR THE KOUGA MUNICIPALITY: PORTION 19 OF THE FARM GEELHOUTEBOOM NO. 688, HUMANSDORP RD

1. **Introduction**

The purpose of this item is to request Council's approval to accept Portion 19 of the Farm Geelhouteboom No. 688, Humansdorp RD from the Housing Development Agency (HDA) on behalf of Kouga Municipality for the purposes of developing Integrated Human Settlements as per the Housing Code.

2. **Background**

On 29 November 2022 the Housing Development Agency purchased Portion 19 of the Farm Geelhouteboom No. 688, Humansdorp RD located adjacent to the existing KwaNomzamo residential area. The land was acquired to cater for residents that could not be accommodated on the approved housing projects in Humansdorp due to a lack of municipal land.

3. **Discussion**

The Housing Development Agency purchased portion 19 of the Farm Geelhouteboom No. 688, Humansdorp RD, on behalf of Kouga Municipality for an amount of R 15, 000 000.00. The property measures 57.5812 hectares in extent. It be noted that land is currently registered in the name of the Housing Development Agency which limits the Municipality to proceed with planning and development activities. The land is earmarked for mixed use development with residential being the dominant use. ****See annexure "A"**

The Housing Development Agency has recently requested that the Municipality provides their Office with a council resolution confirming that Council accepts Portion 19 of the Farm Geelhouteboom No. 688, Humansdorp RD. This will enable the Housing Development Agency to affect the transfer of the land to the Municipality as the beneficiary. 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

	KOUGA MUNICIPALITY 2024-10-15 BUDGET &TREASURY
Budgeted Amount	R500 000
Amount spent and committed to date	R198 821.75
Amount Available	301178.25
Comment	
BTO Signature	

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**

Upon approval from Council of the acceptance of the immovable land offered for the transfer, use and benefit of the Kouga Municipality, the Accounting Officer will be authorized to enter into a Deed of Sale with the Seller, the Housing Development Agency (HDA) and to proceed to give effect to the formal transfer of the property from HDA to Kouga Municipality, who upon transfer becomes the registered property owner.

7. **Other Implications**

None

8. **Comments by Directorates:**

8.1 **Chief Financial Officer:**

If the land is being transferred to the Municipality the deemed cost of the land, amounting to R15 million, must be capitalised. The disposal will then take place once the subdivided properties are transferred to the beneficiaries.

8.2 **Director: Planning & Development**

Recommendation Supported.

8.3 **Director: Civil & Water Services**

Item noted.

8.4 **Director: Electro-Mechanical Services**

Item supported; this will form part of the eradication of illegal connections.

8.5 **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** Portion 19 of the Farm Geelhouteboom No. 688, Humansdorp RD purchased by the Housing Development Agency for development of integrated human settlement.

10.2 That the Council confirms that Portion 19 of the Farm Geelhouteboom No. 688, Humansdorp RD 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 contemplated herein.

Item prepared by the: Manager: Land & Property Administration

Item approved by the: Director: Planning & Development

Item endorsed by the Municipal Manager:

Item noted by Portfolio Chairperson:

Annexure "A"

WinDeed Database D/O Property

HUMANSDORP RD, GEELHOUTEBOOM, 688, 19, KING WILLIAMS TOWN

Lexis® WinDeed



Any personal information obtained from this search will only be used as per the Terms and Conditions agreed to and in accordance with applicable data protection laws including the Protection of Personal Information Act, 2013 (POPI), and shall not be used for marketing purposes.

SEARCH CRITERIA			
Search Date	2024/10/14 15:14	Farm Number	688
Reference	-	Registration Division	HUMANSDORP RD
Report Print Date	2024/10/14 15:31	Portion Number	19
Farm Name	-	Search Source	WinDeed Database
Deeds Office	King Williams Town		

PROPERTY INFORMATION			
Property Type	FARM	Diagram Deed Number	T17362/1952
Farm Name	GEELHOUTEBOOM	Local Authority	DIAS DC
Farm Number	688	Province	EASTERN CAPE
Registration Division	HUMANSDORP RD	Extent	57.5812H
Portion Number	19	LPI Code	C03400000000068800019
Previous Description	-		

OWNER INFORMATION (1)			
THE HOUSING DEVELOPMENT AGENCY			Owner 1 of 1
Company Type	COMPANY	Document	T22703/2022
Registration Number	-	Microfilm / Scanned Date	-
Name	THE HOUSING DEVELOPMENT AGENCY	Purchase Price (R)	15 000 000
Multiple Owners	NO	Purchase Date	2022/08/17
Multiple Properties	NO	Registration Date	2022/11/29
Share (%)	-		

ENDORSEMENTS (5)				
#	Document	Institution	Amount (R)	Microfilm / Scanned Date
1	CONVERTED FROM CTN	-	-	-
2	FARM HU 688/19	-	Unknown	1985 0038 0304

DISCLAIMER


Legend
Feature 1
Feature 2
Feature 3
High School
The Woods Venue
17/688
19/688
21/688
15/688
14/688
18/688

KOUGA MUNICIPALITY (EC 108)
ORDINARY COUNCIL MEETING
PLANNING & DEVELOPMENT
OPEN
DATE: 30 OCTOBER 2024
ITEM NO: **24/10/PD8**

REQUEST FOR COUNCIL'S FINAL APPROVAL ON THE APPLICATION FROM THE NATIONAL DEPARTMENT OF PUBLIC WORKS AND INFRASTRUCTURE TO ACQUIRE ERF 275 HUMANSDORP TO CONSTRUCT A NEW MAGISTRATE COURT

1. **Introduction**

The purpose of this item is to request final approval on the request received from the National Department of Public Works and Infrastructure for the acquisition of Erf 275 Humansdorp to construct a new Magistrate Court. ****See Annexure "A"**

2. **Background**

The National Department of Public Works & Infrastructure (NDPWI) approached Kouga Municipality for the acquisition of Erf 275 Humansdorp for the construction of a new Magistrate Court to be utilized by the Department of Justice. On 30 April 2024, Council granted an in-principle approval to advertise the intention to alienate the subject property. ****See Annexure "B"**

An advert was published on 17 May 2024 and no objections were received. ****See Annexure "C"**

3. **Discussion**

Council resolved that the request be considered on condition the Department avails another property to be transferred to the municipality. However, after consultation with the department, they confirmed that there is no property to their knowledge that they can make available for a swap. ****See Annexure "D"**

The Department indicated the urgency to finalize this request considering the planning phase that must still be undertaken by NDPWI. The Planning & Development Directorate is of the view that the proposed court will benefit the town of Humansdorp. The development of the court will enhance the immediate environment and therefore the request is supported. It is therefore proposed that the Council considers the request whilst maintaining the condition of making erf 275 available for alienation by way of a land swop.

The application was tabled at LEC for Section 14 comments from service departments. **See attached **annexure "E"**

4. **Financial Implications**

Completed by BTO -	

Project Description	Expenditure: Contracted Services: Consultants and Professional Services: Business and Advisory: Research and Advisory. Land Valuations & surveyor & planning services
Ukey no.	20210710001552 KOUGA MUNICIPALITY 2024-10-15 BUDGET &TREASURY
Budgeted Amount	R500 000
Amount spent and committed to date	R198 821.75
Amount Available	R301 178.25
Comment	
BTO Signature	

5. **Applicable Legislation**

Municipal Finance Management Act No. 56 of 2003
Municipal Asset Transfer Regulations, 2008
Policy and Procedures for the Disposal of Immovable Assets, 2020

6. **Legal Implications**

Should the Council approve the recommendations herein, the Accounting Officer will be authorized to conclude a Deed of Sale with the applicant herein, and once said agreement is concluded both parties thereto will be subject to the terms and conditions stipulated therein and the formal transfer process can be commenced with. The Accounting Officer will be authorized to proceed to give effect to the formal transfer of the property herein.

7. **Other Implications**

None

8. **Comments by Directorates:**

8.1 **Chief Financial Officer:**

Report noted

8.2 **Director: Planning & Development**

Recommendation supported.

8.3 **Director: Civil & Water Services**

Item noted.

8.4 **Director: Electro-Mechanical Services**

That an electrical engineering report be part of the submission to ensure adequate electrical capacity.

8.5 **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 alienation of erf 275, Humansdorp to the National Department of Public Works and Infrastructure.

10.2 That Council authorise the Accounting Officer in line with the delegated authorities of the Accounting Officer to sign the Deed of Sale contemplated herein and corresponding transfer documentation.

10.3 That the Department retains the Market Building in their designs for new court including maintaining its character and restoring it.

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

10.5 That all administrative costs be for the account of the National Department of Public Works & Infrastructure.

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"

public works
& infrastructure
Department:
Public Works and Infrastructure
REPUBLIC OF SOUTH AFRICA
Private Bag X3913, Port Elizabeth, 6056. Tel: 041 -4082067
E-mail: Antoinette.Meyer@dpw.gov.za website: www.publicworks.gov.za
Enquiries: Antoinette Meye, Cell 079 521 5598

THE MUNICIPAL MANAGER
KOUGA LOCAL MUNICIPALITY
PO BOX 21
JEFFREY'S BAY
6330

Dear Sir/Madam

SUBJECT: REQUEST TO ACQUIRE PROPERTY: HUMANSDORP, ERF 275: ACCOMMODATION FOR DEPARTMENT OF JUSTICE: MAGISTRATE COURT.

1. The Department of Public Works and Infrastructure (NDPWI) is the custodian of all National State owned immovable assets. The role of the Department, amongst others, is to provide office accommodation and other infrastructure to various client Departments.

2. The Department received a Procurement Instruction from the Department of Justice for the construction of a new Magistrate Court in Humansdorp. The NDPWI does not have any suitable state owned assets in the area.

3. In consultation with your office, the NDPWI has identified Erf 275 Humansdorp for Department of Justice. The above property will be appropriate for the client's needs.

4. In light of the above, without committing the Government and prejudicing its rights, we hereby wish to enquire whether you are prepared to donate Erf 275 Humansdorp to the National Government. Your support in this process is in the interest of the State, enhancement of service delivery and for the benefit of Public Interest.

5. Your urgent response in this regard will be highly appreciated.

Wait to hear from you.

Kind regards,

.....
Ms. R. Jacobs
Director: Real Estate Management Services
Date: 11/10/2023

Annexure "B"

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**

Resolved (30 April 2024)

1. 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.

2. 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.

3. That the outcome of the discussion with the NDPWI pertaining to the property being donated to the Municipality be tabled to Council for final approval.

4. That Council grant authorization to the Accounting Officer to advertise Council's intention to alienate erf 275, Humansdorp by way of a land swop.

5. That the Department retains the Market Building in their designs for new court including maintaining its character and restoring it.

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

7. That all administrative costs be for the account of the National Department of Public Works & Infrastructure.

Annexure "C"

KOUGA MUNICIPALITY (EC108)

NOTICE NO 109 / 2024

PUBLIC PARTICIPATION NOTICE

PUBLIC INVITATION FOR COMMENTS AND OBJECTIONS TO THE COUNCIL'S INTENDED ALIENATION BY WAY OF EXHANGE OF MUNICIPAL PROPERTY

Notice is hereby given that at a Council Meeting held on 30 April 2024 (RESOLUTIONS 20/04/PD6), the Council resolved to call for public comments and objections on the intended alienation of council immovable asset being Erf 275 Humansdorp by way of exchange for land identified and confirmed by the Department of Public Works for the construction of a new magistrate's court, in accordance with all applicable Legislation and the Municipal Policy and Procedures of Immovable Assets:

Land earmarked for Alienation (by way of exchange):

Erf 275 Humansdorp

Members of the public or interested parties are hereby invited to submit comments and objections, on the intention of the municipality to alienate of municipal land in writing to the Municipal Manager (jreed@kouga.gov.za), 33 Da Gama Road, Jeffreys Bay on or before Monday, 24 June 2024.

Further particulars are available for inspection at the office of the Directorate Planning & 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

For placement:

Kouga Express
Municipal Notice Boards
Municipal Website

Annexure "D"

Erf 275 Humansdorp
Zoning: Authority
Extent: 8431m^2
Owner: KLM



275 of Humansdorp

Section 14 comments from service departments

ERF	AREA	SDF & LAND USE SCHEME	LAND USE SCHEME	TECHNICAL SERVICES	DEPARTMENTS
Erf 275	Humansdorp	Supported	Supported	Supported. Water line is running along King Street outside the servitude. There is no evident sewerage line running in the property as well, manholes are outside the servitude. Please note that the consultants that will work in the area will be obligated to perform further investigations.	**Traffic:** Supported- Propose inclusion for municipal court. If municipality can have the old magistrate court **H.S:** Supported **C.S:** Supported **Legal**: Consider a land swop - Caravan Park in Aston Bay **A.S:** Supported on condition that comply with all legislative requirements

REPORTS BY THE PORTFOLIO CHAIRPERSON: COMMUNITY & SAFETY SERVICES

KOUGA
local Municipality
Good Governance through Service Excellence

KOUGA local municipality
Good Governance through Service Excellence

KOUGA MUNICIPALITY (EC 108)
ORDINARY COUNCIL MEETING
COMMUNITY & SAFETY SERVICES
OPEN
DATE: 30 OCTOBER 2024
ITEM NO: **24/10/CSS1**

COUNCIL APPROVAL OF THE REVIEWED KOUGA MUNICIPALITY SAFETY PLAN

1. **Introduction**

The purpose of this item is to submit the reviewed Kouga Municipality Safety Plan to the Council for consideration and approval.

2. **Background**

Section 152 of the Constitution of the Republic of South Africa, Act 108 of 1996, defies the objectives of Local Government. This includes the promotion of a safe & healthy environment and encouraging Communities and Community Organizations to participate in Local Government matters.

The Kouga Municipality, together with members of the Kouga Safety Initiative, hosted its 2024 Safety Plan Review on Wednesday, 02 October 2024 at Cape St Francis Resort, as part of the 2024 Safety Summit.

The key objectives of the summit were to highlight public and community safety initiatives in the municipal area, to review existing programs and to identify new and emergency safety priorities.

Furthermore, the review of the Safety Plan is to strengthen partnerships and collaboration between key role-players in their shared goal to fight crime, to create safer communities and the management of effective execution of law enforcement.

The event was attended by various law enforcement agencies, including the South African Police Service (SAPS) and other key role players, such as Members of the Mayoral Committee (MMC), Ward Councillors, Municipal Management and officials, representatives from the Kouga Municipality Disaster Management, representatives from local neighborhood watches, Private Security Cluster various members of the community.

As part of the strategy to fight crime and keep Kouga safe, the Municipality developed a Safety Plan **(Annexure A)**.

Kouga Municipality has a huge geographic area with different challenges. As a result, the area had to be broken down to Sectors to ensure better safety control measurements.

- Sector 10: Jeffreys Bay and surrounding areas
- Sector 20: Sea Vista, Cape St Francis and St Francis Bay
- Sector 30: Hankey and Patensie
- Sector 40: Oyster Bay and surroundings
- Sector 50: Koukamma/Tsitsikamma
- Sector 60: Loerie, Thornhill and Gamtoos Mouth

- Sector 70: Humansdorp and surrounding area

The review of the Safety Plan will bring different stakeholders together and collectively contribute to combat crime, to have a safer and more resilient community.

The Kouga Municipality will continue to render its services and impact lives to the best of its ability and is committed to creating a Safer Kouga for all its residents and visitors.

3. **Discussion**

At the Safety Summit held 02nd October 2024, a Community Safety Forum was established as follows, but in exclusion of the required government stakeholders.

A further engagement will be arranged on a future date to finalize the establishment of the process.

Table 1: Community Safety Forum

Establishment of the Kouga Safety Forum	
Chairperson: Alderman Daniel Benson	Kouga Local Municipality
Lucas Delport	Lifestyle Estates
Jacques van Biljon	Security Company: G4S
Alwyn Kloppers	Marina Martinique Security
Charlene Green	Safety Structure: Loerie & Thornhill
Christie de Klerk	Neighborhood Watch Chairperson: Aston Bay
Erna Gerber	Jeffrey's Bay Tourism
Mieta Williams	Community Police Forum (CPF) Chairperson: Jeffreys Bay

The Kouga Municipality Safety Partnership, Memorandum of Cooperation **(Annexure B)** was announced at the Safety Summit and signed by the honorable members in attendance **(Annexure C)** to be used as a tool to strengthen the working relations between the Municipality and Private Safety and Security Stakeholders.

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**

Regulatory Framework as contained in the Plan.

6. **Legal Implications**

Should the Council approve the Safety Plan herein, the Directorate must proceed with the implementation of the identified projects.

7. **Other Implications**

None

8. **Comments by Directorates:**

8.1 **Chief Financial Officer:**

The Safety Plan will contribute positively to Economic Development and Tourism with Kouga. It is however crucial that the Safety Plan be costed, and areas be ranked as a priority, for implementation. This will assist in budgeting processes as well as sourcing funding through other mechanisms.

8.2 **Director: Planning & Development**

Supported

8.3 **Director: Civil & Water Services**

The item is strongly supported. All infrastructure assets are to be regarded as a priority to protect and safeguard as the impact of vandalism will not only be costly to repair but also bear a health risk.

8.7 **Director: Electro-Mechanical Services**

Our infrastructure is under attack, and it is advisable that this plan include our infrastructure as well.

8.5 **Director: Safety and Community Services**

The implementation of the Safety Plan, if approved, contains certain actions/projects which would require funding for successful implementation.

Due to the huge cost implication, the intention is to approach the implementation on a phased approach, and over multiple financial years.

8.6 **Deputy Municipal Manager**

Supported.

8.7 **Municipal Manager**

Recommandations supported.

9. **Delegated Authority**

Council

10. **Recommendations**

10.1 That the reviewed Kouga Municipality Safety Plan be approved by Council.

10.2 That Council note that the implementation of the safety plan will take place as and when funding is available.

10.3 That the Council endorse and adopt the Memorandum of Cooperation entered on 2 October 2024 at the Safety Summit.

10.4 That the Kouga Municipality Safety Plan shall be reviewed at least biannually, to ensure its effectiveness and relevance in addressing current safety needs.

Item prepared by the: Acting Manager: Safety and Security

Item approved by the: Director of Community Services

Item endorsed by the Municipal Manager:

Item noted by Portfolio Chairperson:

REVIEWED: 20.09.2024
RECOMMENDED BY MAYCOM: 00.00.0000
APPROVED BY COUNCIL: 30.10.2024
ITEM NO: 00.00.0000

DRAFT

KOUGA LOCAL MUNICIPALITY SAFETY PLAN 2024/2025

Document Control:

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KOUGA LOCAL MUNICIPALITY SAFETY PLAN 2024/25

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1. Introduction

The Kouga Local Municipality spans an area of approximately 2,670 square kilometres, extending from Van Stadens Bridge in the east to Leeuwbos Farm in the west, with an intermediate zone between Leeuwbos and Palmietvlei. It encompasses regions from Cambria in the north to Cape St Francis and Oyster Bay in the east. The municipality comprises various towns, including Thornhill, Hankey, Patensie, Humansdorp, Jeffreys Bay, and St Francis Bay, as well as several informal settlements located in Thornhill, Loerie, Ramaphosa Village, Phillipsville, Centerton, and Weston, which are situated among the formal residential areas.

Kouga Local Municipality prioritizes the safety and security of all residents within its jurisdiction. In this regard, safety and security are recognized as collaborative efforts rather than solely the responsibility of national, provincial, or local government. It involves a cooperative partnership among formal institutions and informal groups, including the active participation of community members throughout the municipal area.

The South African Constitution recognizes that every individual has the right to freedom, safety, and security. Ensuring the safety of people and their property is crucial for both their physical and emotional well-being, as well as for the sustainability and security of economic activities. Without a commitment to individual safety and property rights, it becomes impossible for individuals to live peacefully without the fear of violence, and for businesses to thrive.

The current levels of crime in South Africa not only undermine the livelihoods of citizens but also pose significant challenges to the overall economy. High crime rates deter investment, hindering economic growth and contributing to increased unemployment. If not effectively addressed, rising crime levels could jeopardize the social and economic well-being of the Kouga community.

To ensure the safety of all communities in the Kouga Area, as well as the increasing number of tourists, students, and daily commuters who travel within and around Kouga, it is imperative that the municipality remains secure, and crime levels are minimized.

The purpose of the safety and security strategy is to effectively reduce crime and enhance safety through a comprehensive, multi-faceted approach. This strategy undergoes annual reviews to ensure it addresses the current challenges faced by the community. In pursuit of this goal, the municipality collaborates with a variety of stakeholders, including the South African Police Service (SAPS) and numerous private, public, and community-based safety and security organizations and institutions.

2. Objective

- To enhance the safety and security of all residents.
- To foster collaboration between community members, local authorities, and law enforcement.
- To identify and address the specific safety concerns of both formal and informal settlements.

3. Vision

To create a safe, secure, and resilient Kouga Municipality where all residents can thrive in peace, free from the fear of crime, empowered by strong community collaboration and proactive safety initiatives.

4. Mission

To enhance the safety and security of all residents of Kouga Municipality through collaborative efforts, proactive crime prevention strategies, community engagement, and effective emergency response, ensuring a safe environment that fosters community well-being and resilience.

5. Regulatory Framework

Section 152 of the Constitution of the Republic of South Africa, Act 108 of 1996, defines the objectives of Local Government. This includes the promotion of a safe and healthy environment and to encourage communities and community organisations to participate in Local Government matters.

Al internal municipal services and actions are governed by the following statutory framework:

- The Constitution of South Africa, 1993(Act 103 of 1993)
- Criminal Procedure Act, 1977 (Act 51 of 1977)
- Fire Brigade Services Act, 1987 (Act 99 of 1987)
- National Road Traffic Act, 1996 (Act 93 of 1996)
- National Land Transport Act,2009 (5 of 2009)
- Disaster Management Act, 2002 (Act 57 of 2002)
- Government Gazette 41982 Notice No. 1 114 dated 19 October 2018
- Kouga Municipal By-Laws
- Safety at Sports & Recreational Events Act, 2010,
- Local Government: Municipal Systems Act, 2000 (Act 32 of 2000)
- Local Government: Municipal Structures Act, 1998 (Act 117 of 1998)
- The White Paper on Local Government dated 9 March 1998
- Resolutions and policies of Council,
- Hazardous Substances Act, 15 of 1973,

- National Key Points act, 102 of 1980,
- Occupational Health and safety Act, 85 of 1993, Prevention of Illegal Eviction (PIE) from An Unlawful Occupation of land Act, 19 of 1998
- POPI-Act 4 of 2013
- PSIRA (Private Security Industry Regulatory Authority) Act 57 of 2001
- National Veld & Forest Act 101 of 1998
- White Paper on Fire Services: Gazette; 43734

6. Expectations

The following outcomes are anticipated and expected through the implementation of the Safety Plan:

- **Enhanced Safety**: Improved overall safety for all community members.
- **Crime Prevention**: Effective strategies to prevent criminal activities.
- **Rapid Emergency Response**: Quick and efficient responses to emergency calls.
- **High-Visibility Patrols**: Increased visibility of patrols to reassure the community.
- **Traffic Safety**: Reduction in traffic accidents and violations.
- **Professional Service**: Provision of a professional, efficient, and transparent service.
- **Protection of Critical Infrastructure**: Safeguarding essential infrastructure within the municipality.
- **Community Collaboration**: Building strong relationships to enhance the capability to combat crime.
- **Implementation of Batho Pele Principles**: Adopting and applying the Batho Pele principles to improve service delivery.
- **Technological Advancements**: Enhancing policing efforts through the use of technology.

7. Plan

7.1 Structure

The Kouga Municipality is divided into 7 safety sectors, namely.

Sector 10
Jeffreys Bay and surrounding areas

Sector 20
Sea Vista, Cape St Francis, St Francis Bay

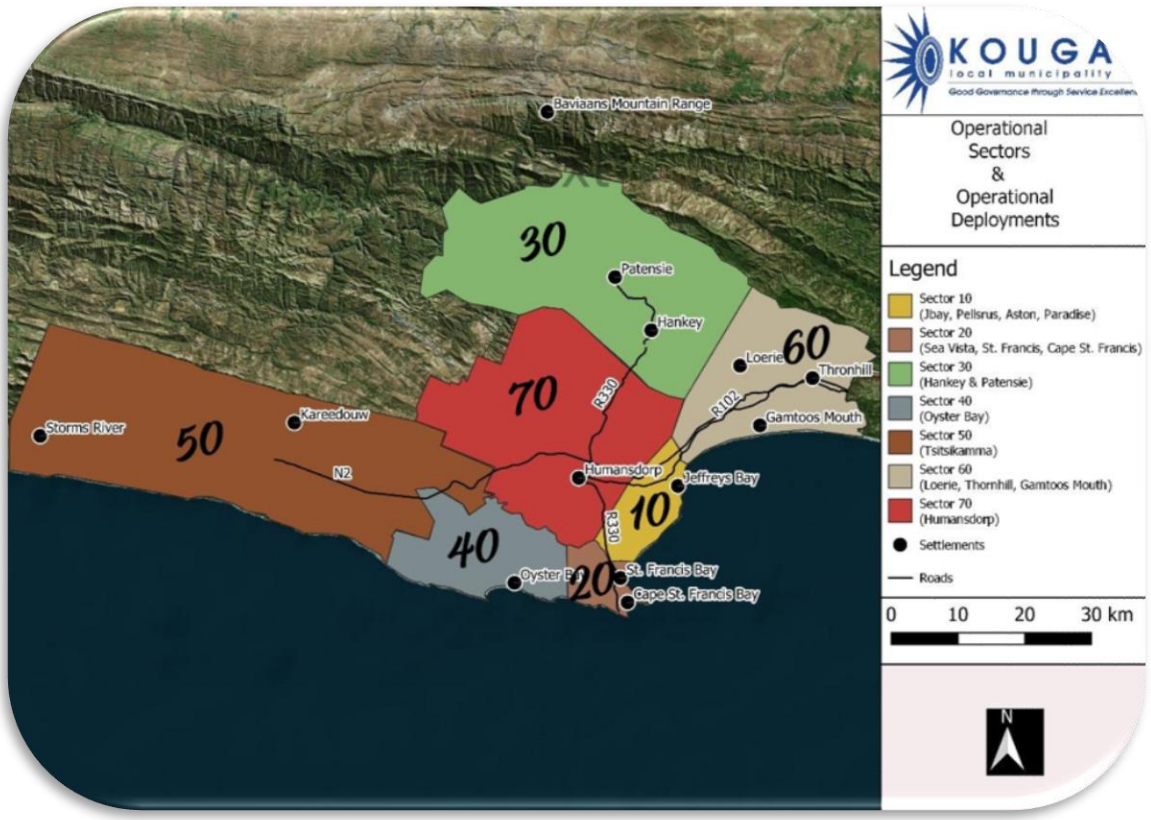
Sector 30
Hankey, Patensie,

Sector 40
Oyster Bay and Surrounding Farms

Sector 50
Tsitsikamma

Sector 60
Loerie, Thornhill, Gamtoos Mouth

Sector 70
Humansdorp and surrounding areas



Sector Structure (Map Layout)

7.2 Structure of The Sectors

- 1 **Councillor** - Appointed for each Sector.
- Sector Operational Manager.
- 1 **By-Law Enforcement Officer** - Assigned to each Sector.
- 1 **Representative** from each **Security Company**.

- 1 **Representative** from each **Neighbourhood Watch**.
- 1 **SAPS Coordinator** for the Sector.
- 1 **Representative** from a **State Department**.
- 1 **Religious Representative** for community engagement.
- 1 **Intelligence Coordinator** to oversee information sharing.
- **Representative** from the **Business Sector**.
- **Volunteer Doctor** available for medical support.
- **Reaction Unit** comprising **4-5 Members**.
- **Legal Expert** for legal advice and support.
- **Trauma Counsellor** to provide mental health support.

7.3 Tools

- **Cameras and Scanning Devices**
- **Mobile and Foot Patrols** for surveillance
- **Radios** for communication
- **Cell Phones** for instant connectivity
- **Municipal Court** for legal proceedings
- **By-Laws** to enforce regulations.
- **Community Safety Forum** for discussions and coordination
- **Boots on the Ground** for active community presence
- **Crime Reporting Line** for public reporting of incidents.
- **Mayor's Reward Program** for incentivizing information
- **URSAFE App** for community safety alerts
- **Regular Meetings** with all stakeholders for collaboration
- **Cleaning of Densely Forested Areas** to reduce hiding spots for crime
- **Air Support** for aerial surveillance/monitoring UAV's (Drones)
- **Specially Trained Dogs** for detection and support
- **Well-Trained Reaction Teams** for rapid response
- **Cooperation and Strong Relationships** among internal and external stakeholders
- **Signage** for public awareness and guidance
- **Sufficient Lighting** in critical areas
- **Self-Defence Equipment** for personal protection
- **Call Centre and ICC**
- **Breathalyzers**

7.4 Establishing Partnerships

The foundation of the Safety Plan lies in strengthening partnerships through the Kouga Safety Stakeholders. This plan adopts a multi-disciplinary and integrated approach, involving public, private, and community-based stakeholders in the realm of safety and security.

The Municipality advocate that a Memorandum of Co-operation (MOC) be signed by all stakeholders that are willing to work together.

To realise this vision, the following key stakeholders and partners have been identified as essential for success:

- South African Police Services (SAPS)
- Department of Community Safety (DOCS)
- Neighbourhood and Farm Watches (NHWs)
- Community Policing Forums (CPFs)
- Private and Corporate Businesses
- Private Security Companies
- Department of Correctional Services
- Department of Justice
- Department of Education
- Eastern Cape Wildlife
- Customs/Border Control
- Private and State Ambulance Services
- Rural Safety
- Department of Health
- Department of Home Affairs
- LPR - Platforms
- NSRI
- Agri-EC
- SALGA
- COGTA
- Kouga Municipality:
    - By-Law Enforcement
    - Traffic Services
    - Fire and Rescue
    - Disaster Management
    - Security Services
    - ICC
    - Infrastructure & Engineering
    - Electromechanical
    - Finance & Economic Development
    - Public Participation Unit
    - Human Settlements
    - ICT
    - Legal Services
    - Call Centre

Building collaborative partnerships with all stakeholders, especially primary law enforcement agencies, will continue to the central principle of the safety plan.

7.5 Municipal Control Room: Incident Command Centre (ICC)

The municipality is planning for future extension of the ICC which will allow us to monitor by-law enforcement and
The Municipality has established an Incident Command Centre (ICC) located at the Humansdorp Fire Station, is manned 24hrs a day and in constant communication with other Stakeholders.

The ICC monitors CCTV, WhatsApp groups, 2-way Radios and LPR-platforms. Incident information is shared with the relevant partners, thereby providing a force multiplier by speeding up reaction time from incident to role-players arriving on scene.

7.6 Closed Circuit Television (CCTV)

The occurrence of crime in specific hotspots can often be anticipated, and the most effective way for the Municipality to tackle this issue is by implementing a continuously monitored CCTV surveillance network throughout the area.

The ICC enhances response times by facilitating quicker action from relevant stakeholders during incidents. The CCTV network will be progressively expanded to cover all areas of the municipality. The installation of cameras will be guided by a CCTV Camera Implementation Plan, developed with input from security stakeholders and communities, making this an ongoing process.

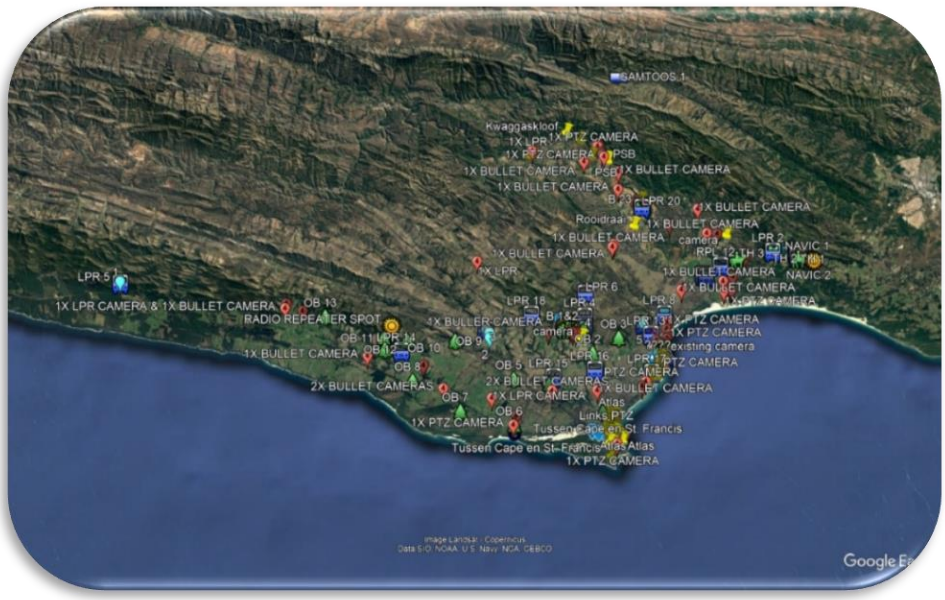
Analysing camera footage is instrumental in identifying hotspots, crime trends, and problematic areas, which can inform deployment strategies. This analysis aids in collecting crime intelligence and planning efforts that may facilitate the rapid arrest and prosecution of offenders, as the footage is admissible as evidence in court.

Camera operators use these monitors to spot emergency situations and promptly notify the relevant security partners—including Fire, Traffic, Law Enforcement, In-house/Private security, and the South African Police Service—allowing for a quicker response to specific locations or incidents.

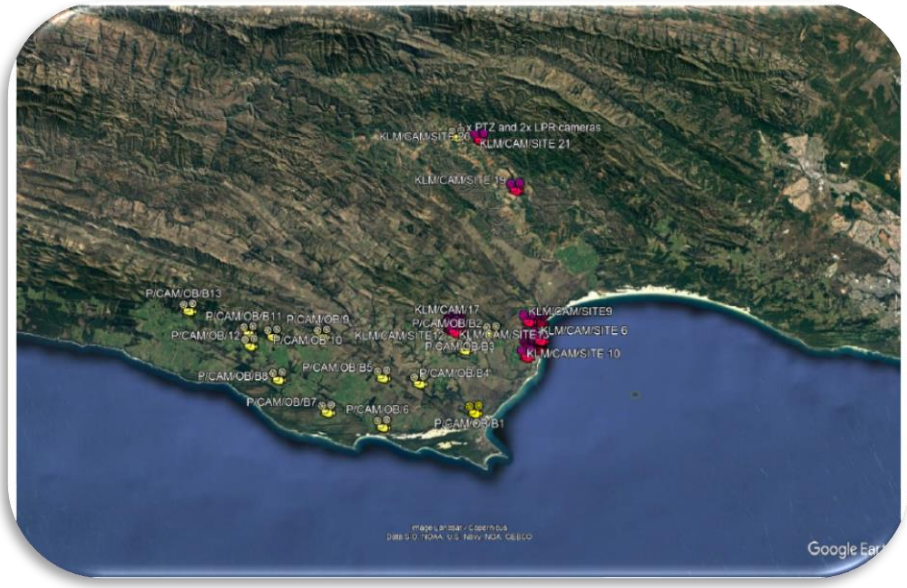
Numerous private businesses and farming communities have installed CCTV cameras and have provided links to the Municipal ICC. This collaboration is an ongoing effort.

Ongoing investment in CCTV is vital to achieving several transformational priorities. It not only supports the initiative to enhance basic service delivery by identifying potential incidents that need addressing but also contributes to creating safer communities in Kouga.

Ward councillors have started investing ward allocation funds in safeguarding their communities and to build a safer area.



Current Closed-Circuit Television (CCTV) (Map Layout)



Proposed Upgrades Closed-Circuit Television (CCTV) (Map Layout)

7.7 Number Plate Recognition System (LPR)

The implementation of the Number Plate Recognition (LPR) system remains instrumental in the capture of wanted individuals and the recovery of stolen vehicles or those using false or duplicated registration plates. LPR cameras are strategically positioned to identify vehicles of interest, with alerts shared with our SAPS and other security partners.

7.8 Social Crime Prevention

The department will persist in rolling out social crime prevention initiatives through educational awareness programs at schools and community events. These initiatives are fundamental to the municipality's proactive strategies aimed at controlling crime while educating the public about fire safety and appropriate responses during emergencies. It is anticipated that all stakeholders will join forces in a comprehensive and extensive social crime prevention program that will operate year-round.

The strategy envisions creating a strategic alliance among all stakeholders to combat crime, bringing these parties together in a centralized control room. This collaboration will foster awareness and provide knowledge within communities on how to actively participate in building a safe and secure environment.

7.9 Neighbourhood Watch in all Wards

Kouga Local Municipality actively supports neighbourhood watches (NHWs) and encourages community involvement in these initiatives. This includes offering direct assistance to NHWs in formalizing their registration with the Department of Community Safety (DOCS), enabling them to qualify for financial support and engage in sanctioned safety projects. NHWs play a vital role in the municipality's community-based safety strategy, as they are embedded within communities and have a deep understanding of the challenges they face. In addition to the support from DOCS, the municipality will provide training for under-resourced neighbourhood watches and equip them with radios for efficient and prompt communication with the municipal control room when necessary.

8. Internal Role-Players

8.1 Fire Services

Kouga Municipal Fire and Rescue section is dedicated towards the provision of services that seek to safeguard the public against fire and other natural and man-made disasters and emergencies.

It is the responsibility of each member of the Fire Services to support the mission by subscribing to the following values.

The role of the Fire and Rescue Services is to deal pro-actively and reactively with the following:

(i) The pro-active provision of general fire safety guidance and assistance in respect of venues and its users.
(ii) Protection and rescue of life and property from any threatening danger.
(iii) Prevent the outbreak or spread of fire.
(iv) Extinguish fire.

These fire-fighters, even though temporarily employed, must be trained to a professional level for compliance to the International Fire Service Accreditation Council (IFSAC) and safety requirements (the Occupational Health and Safety Act) to attain proficiency in fire-fighting skills. They will only be employed for fire-fighting and related services, thus only the operational spectrum of firefighting. The appointment of these temporary fire-fighters does greatly alleviate the burden on the professional core of the service.

Primary fire prevention functions focus on public education, fire inspection, law enforcement, and fire/hazardous material release investigations. The integration of activities in these areas will produce the most effective use of available resources and ultimately, result in achievement of the section's goal, that is, the prevention of fires, saving lives, minimizing injuries, educating the public and protecting property and the environment.

8.2 Disaster Management

The focus of disaster management has shifted predominantly from reactive to proactive at local, provincial and national level due to the pervasiveness of extreme weather conditions threatening our natural resources, environment and therefore our very existence.

The purpose of Kouga Local Municipality: Disaster Management is to ensure co-ordination of multi-disciplinary and multi-sectorial risk reduction actions and processes by creating integrated institutional capacity for Disaster Risk Management, Risk Assessment, Response and Recovery and implementation of measures aimed at:

(i) Preventing or reducing the risk of disasters.
(ii) Mitigating the severity or consequences of disasters.
(iii) Emergency preparedness.
(iv) A rapid and effective response to disasters; and

(v) Post- disaster recovery and rehabilitation.

The ***Disaster Management Plan*** of the municipality is reviewed annually and:

(i) To prepare for the types of disasters that are likely to occur in its area of jurisdiction and what their possible effect might be.
(ii) Places emphasis on measures that reduce the vulnerability of disaster-prone areas, communities, and households at risk.
(iii) Promotes disaster management research.
(iv) Identifies and address weaknesses in capacity to deal with disasters.
(v) Provides for appropriate prevention and mitigation strategies.
(vi) Facilitates a rapid and effective response to disaster; and
(vii) List processes to deliver post-disaster recovery and rehabilitation.

Focus Areas for 2024/2025 Financial Year

- Review of Disaster Management Plan
- Develop Disaster Management By – Law
- Conduct quarterly Disaster Advisory Forum Meetings
- Establish partnership / cooperation agreements with external stakeholders relevant to the operations of the Directorate.
- Revival of the Disaster Management volunteer Database
- Create fire breaks to prevent fire from spreading
- Maintain fire hydrants, to provide efficient water during firefighting activities
- Conduct fire and lifesaving awareness campaigns
- Response time of less than 15min to fire and emergency calls
- Train firefighters and lifeguards to be more affective
- Conduct regular meetings with NSRI, Ambulance Services
- Develop and integrated fire management plan.

8.3 Traffic Services

Road safety and the high fatality rate on South African roads have become a burning issue, also in the Kouga Local Municipality. While the quality of road infrastructure, visible policing and congestion contributes to the high accident rates, many are also related to driver behaviour.

In its operational response plan the traffic services section seeks to address all the factors (human, vehicle and roads/environment) that contribute to accidents (crashes) on the roads within the Kouga area. This approach is based on reliable research data which have been accumulated locally, nationally and internationally. In analysing the

data, the section can ascertain the frequency of accidents, where and when (time of day) it occurs and the severity (type) of accidents. Through this approach the traffic services can deploy resources more efficiently and effectively to mitigate the risk of fatalities on roads.

Focus Areas for 2024/2025 Financial Year

- Issuing of Traffic and By-Law Fines
- Conducting Roadblocks with different Stakeholders to keep Kouga safe.
- Conducting joint operations with other Stakeholders.
- Building of Partnership/Cooperation agreements with external Stakeholders relevant to the operations of the Directorate.
- Establishment of a Kouga Community Safety Forum.
- Reviewing of a Public Safety Plan as approved by the Municipal Manager.
- Establishment of a Transport Forum
- Development of a Taxi By-Law.
- Training of Traffic Officers and Peace Officers.
- Maintenance of road markings and signs.

8.4 By-Law Enforcement

Declaration 1114 of Government Gazette 4 of 1982, which was amended and promulgated in the Government Gazette of 19 October 2018, granted law enforcement officers more arresting powers in terms of certain offences. Prior to this change municipal law enforcement officers only had powers to enforce municipal bylaws, while criminal related transgressions were the exclusive domain of SAPS. This change meant that all law enforcement officers had to undergo appropriate training and be re-issued with competency certificates as peace officers. Kouga Local Municipality is currently training all law enforcement officers to be compliant with the act.

The By-Law Enforcement Section is mindful of the impact that the quality of its service delivery has on development opportunities, as safety and security is becoming an increasingly important consideration in respect of developmental decisions.

They are also aware of the fact that it cannot achieve its objectives in isolation. As a result, the Department actively pursues collaboration with other stakeholders, the SAPS, relevant provincial departments and other role players that contribute to service delivery in the Safety and Security environment.

This will be influenced directly by the expansion of resources, improved efficiency and partnerships.

Crime needs to be approached from a holistic perspective.

- A programme which deals with staff capacity enhancement; and
- A programme which refers to all the neighbourhood safety initiatives.

Focus Areas for 2024/2025 Financial Year

- Conduct joint operations with other stakeholders.
- Establish partnership and cooperation agreements with external stakeholders.
- Conduct joint operations with animal organizations.
- Establish Kouga Neighbourhood Watches in all Wards safety.
- Install CCTV cameras throughout Kouga.
- Link external stakeholders' cameras to the ICC.
- Implementation of Municipal By -Laws

9. External Role-Players

- Security Companies
- Neighbourhood Watch
- Community Police Forum (CPF)
- Churches
- NPO/NGO
- Businesses
- Schools
- Member of the Public
- Fire Protection Association
- Community Leaders
- South African Weather Service
- Disaster Volunteers

10. Other State Departments

- SALGA
- South African Police Services (SAPS)
- Department of Community Services (DOCS)
- Department of Correctional Services
- Department of Justice
- Department of Education
- COGTA

- Department of Health
- Provincial Disaster Management Centre (PDMC)
- National Disaster Management Centre (NDMC)
- Department of Environment, Forestry and Fisheries
- Department of Local Economic, Tourism and Environmental Affairs
- Department of Cooperative Governance, Human Settlement and Traditional Affairs
- Department of Social Development
- The Department of Foreign Affairs

11. Current Hazards and Crimes Identified which poses a Risk to Kouga

Nr	High Risk
1.	Climate Change: (High/Strong Winds, Severe Heat/Cold) Etc.
2.	Alien Invasive Species
3.	Communicable Disease: E.g.: Coronavirus
4.	Crime
5.	Environmental Pollution: Air, Water, Ground Contamination, Pesticides
6.	Erosion
7.	Fire – Veld and Runaway Fires
8.	Floods
9.	Gale Force Winds and Thunderstorms
10.	General Road Accidents
11.	Infrastructure Decay: No/Dysfunctional Infrastructure/Service Delivery (Sewerage, Toilets, Grey Water, Electricity.
12.	Population Density – Informal Areas
13.	Power Failure
14.	Substance Abuse
15.	Vandalism
16.	Sabotage
17.	Gangsterism
18.	Cable Theft
19.	Roaming Animals
20.	Illegal Dumping
Nr	**Medium Risk**
1	Chemical Spills: Hazmat
2	Hazardous Material (Hazmat) Road Accident Risk
3	Drought
4	Insufficient Hydrants
5	IT – Failure of system: Access to Info
6	Poverty

7	Structural Decay
8	Illegal Occupation of Municipal Land
Nr	**Low Risk**
1	Explosive Storage: Fuel, Gas
2	Chlorine Stations
3	Dam Wall Failure: Kouga and Mpofu
4	Rock Falls
5	Seismic: Earthquakes
6	Strikes/Social Conflict
7	Transport Incidents (Road, Railway Accidents)
8	Aircraft Accidents

12. Conclusion

The Community Services Directorate will continue to focus on its for-core mandates as laid out in legislation. These mandates are Traffic Law Enforcement, Fire Services Management, Disaster Management and Municipal By-Law Enforcement.

Operational priorities will be planned and implemented to achieve the listed goals and objectives as laid out in this Plan.

The fight against crime cannot be won by any single entity operating separately and in isolation. Kouga Local Municipality therefore places great value and importance on embracing collaborative partnerships with various internal and external role players active in the Kouga area of jurisdiction. The needs of the community must be considered, to enable the rendering of a professional, client – orientated service that is sufficient and effective. This will be operationalized through the municipal Incident Command Centre (ICC) and the implementation of the social crime prevention strategy that seek to build awareness of safety, security and disaster management through educational and awareness programs.

The municipal Safety Plan strategy also seek to identify and address resource constraints that hamper effective and efficient service delivery by the various sections in the Directorate. The aims and objectives of the safety and security strategy can only be achieved when these constraints are addressed. Further to this, the municipality will formalize mutually beneficial partnerships with communities through local neighbourhood watches in

order to stem the increasing social decay and lawlessness that have taken route in vulnerable communities throughout Kouga area.

In a proactive approach the department intends to place more emphasis on the ***"KEEP KOUGA SAFE"*** approach in crime prevention and rolling it out by means of training interventions to neighbourhood watches in targeted communities. The strategy can and will only be successful if communities and community organizations become actively involved in crime prevention initiatives through recognized structures such as SAPS, neighbourhood watches, municipal law enforcement, private security companies, local and community-based non-governmental organisations (NGOs), etc.

Kouga Local Municipality – Contact Details

Municipal Manager — Charl du Plessis		
Contact Details	Land Line	042- 2002200
	Cell No	083 300 0126
	E-mail	cduplessis@Kouga.gov.za
Director Community Services — Nomvula Machelesi		
Contact Details	Land Line	042 200-2200
	Cell No	073 086-4574
	E-mail	nomvulam@Kouga.gov.za
Acting Manager: Safety & Security Services — Rosaly Minnaar		
Contact Details	Land Line	042 200-2200
	Cell No	081 375-2591
	E-mail	rminnaar@Kouga.gov.za
Manager Fire Services — Dewald Barnard		
Contact Details	Land Line	042 200-2200
	Cell No	081 262-4306
	E-mail	dbarnard@Kouga.gov.za
Kouga Local Municipality Fire Control Room		
Contact Details	Land Line	042-291-0250/283
SAPS: — Kouga Control Rooms		
SAPS: Control Room St Francis Bay		
Contact Details	Land Line	042 200-1819
SAPS: Control Room Patensie		
Contact Details	Land Line	042 283-8429

SAPS: Control Room Hankey		
Contact Details	Land Line	042 284-8200/19
SAPS: Control Room Thornhill		
Contact Details	Land Line	042 286-6201
SAPS: Control Room Jeffreys Bay		
Contact Details	Land Line	042 200-6833
SAPS: Cluster Control Room Humansdorp		
Contact Details	Land Line	042 200-1500
Ambulance Services - Control Room (Humansdorp)		
Contact Details	Land Line	042 291-0041/042 291-0020
KSI Control Room (Kouga Safety Initiative)		
Contact Details		071 883-4081
Provincial Disaster Management JOC - Control Room		
Contact Details	Land Line Fax Line	
Isisivana Kouga Hospital		
	Land Line	042 200-2450
Kouga Private Security Partners		
Contact Details	Land Line	
Security Partners:		
Smhart Security		0861 101516
G4S Security		0861 911042
Exec Ops		0861 3932677
KB Eye		042 293-1056
Fidelity-ADT		086 121-2250
Kouga Local Municipality Safety and Security Operational Supervisors Superintendent Law Enforcement & Security		
David Phelan	Cell No.	081 586-0403
ICC	042 200-2200	071 883-4081
Superintendent Traffic Law Enforcement		
Sean Williams		081 319-5083
Adam Floors		081 215-8713
Johnny Hayward		081 322-7399
Steven Hartley		081 753-7315

REVIEWED: 20.09.2024
RECOMMENDED BY MAYCOM: 00.00.0000
APPROVED BY COUNCIL: 30.10.2024
ITEM NO: 00.00.0000

KOUGA MUNICIPALITY SAFETY PARTNERSHIP

Memorandum of Cooperation

On the grounds of Safety and Security for the integrated despatch and utilization of manpower, equipment and systems entered between Kouga Local Municipality (KLM) and its Stakeholders.

KOUGA SAFETY PARTNERSHIP (KSP)

1. Background

Kouga is a diverse area with unique towns and surroundings. Kouga Local Municipality and its stakeholders are already committed to cooperation in different focus areas which includes cooperation between the various law enforcement sectors and other external stakeholders. Both have Close Circuit Television (CCTV), vehicles, manpower and other safety equipment to utilise in the fight against crime in the Kouga area. The Municipality has recognised and invested in Neighbourhood watches to form a partnership in making Kouga municipal area safer. The purpose of this memorandum of cooperation is to utilize human resources and equipment on an integrated basis for the monitoring and fight against crime.

2. Purpose

To establish an integrated deployment of manpower and equipment for optimal law enforcement in a multi-disciplinary approach.

3. Agreement

In principle the following are agreed upon.

3.1 The parties agree to move away from the silo-approach and to maintain an integrated zero-tolerance to crime approach.

3.2 The parties agree to consult each other and acknowledge one another in the planning, positioning and deployment of manpower and equipment in joint operations within Kouga Local Municipality.

3.3 The parties are committed to work together with private businesses and organizations in the establishment of a multi-disciplinary operational Control Centre for the deployment of human resources and equipment.

3.4 The parties are committed to give each other access to each party's jurisdictional area for CCTV monitoring subject to the adherence of applicable legislation which deals with privacy and confidentiality.

3.5 Parties in the agreement who does have CCTV policies hereto undertake to uphold and promote the confidentiality and privacy clauses as contemplated therein.

3.6 The parties commit themselves to avail human resources for optimal management of the integrated Control Centre.

3.7 The parties undertake to avail close circuit footage amongst each other to promote crime solutions but do it in accordance with their procedural requirements of their various close circuit television policies and other relevant requirements and also with the reservation that it would not be made available to third parties without the prior consent from the other party.

3.8 The parties are committed to regard camera positions, procedures, practices and classified information with the utmost confidentiality.

3.9 The parties undertake to forward all safety related media enquiries and incidents which occurred and are relevant to both Kouga Municipality and the relevant Stakeholders, to the Communication Manager of Kouga Municipality to be considered in conjunction with the Director: Community & Safety Services for handling.

3.10 The parties are in principle in compliance to co-operation should joint extension projects be initiated and jointly addressed.

3.11 The parties undertake not to be competitive with each other but are committed to an integrated crime combat strategy.

3.12 This agreement's purpose is not to financially benefit either party.

4. Execution and Reporting

Suggestions and mutual co-operation initiatives will be tabled and discussed at the quarterly **SAFETY FORUM** meetings, where-after it will be executed by all parties in relation to at **Kouga Municipality and the stakeholders** for approval

and combined execution. Feedback reports will be according to line functions at both **Kouga Municipality and the stakeholders** as well as at the quarterly **SAFETY FORUM** meetings.

5. Terms and Review

This agreement will be reviewed when needed, but at least every 3 years. This agreement is effective until either one or both parties give one month's notice in writing to the other party.

KOUGA
local municipality
Good Governance through Service Excellence

REVIEWED: 02.10.2024
RECOMMENDED BY MAYCOM: 00.00.0000
APPROVED BY COUNCIL: 00.00.0000
ITEM NO: 00.00.0000

KOUGA MUNICIPALITY SAFETY PARTNERSHIP

Memorandum of Cooperation

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KOUGA
local municipality
Good Governance through Service Excellence

REVIEWED: 02.10.2024
RECOMMENDED BY MAYCOM: 00.00.0000
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ITEM NO: 00.00.0000

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KOUGA
local municipality
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REVIEWED: 02.10.2024
RECOMMENDED BY MAYCOM: 00.00.0000
APPROVED BY COUNCIL: 00.00.0000
ITEM NO: 00.00.0000

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KOUGA local municipality
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KOUGA LOCAL MUNICIPALITY
SAFETY SUMMIT 2024
02 October 2024
Cape St Francis Resort

MEMORANDUM OF COOPERATION

NAME & SURNAME	ORGANISATION	SIGNATURE
Executive Mayor Hattingh Bornman	Executive Mayor	
Alderman Daniel Benson	MMC Community & Safety Services	
Municipal Manager Charl du Plessis	Municipal Manager	
Director Nomvula Machelesi	Director Community & Safety Services	
Ema Gaba	Jeffreys Bay Tourism	
TYRON VAN ZONDER	WAVECREST WATCH	
Willie Oosthuizen	The Co-OP Community Trust / Oesterhaai OIV CPF	
Mieta Maureen Williams-Jan	Sarah Baartman Community Police Forum	
MARCO GOLLALTO	WOODLANDS DAIRY (PTY) LTD	
H Murray	CLLR. WARD 2	
CHRISTIE de KLERK.	ASTON BAY N H WATCH.	
ALWYN KLOPPERS	ASTON RATEPAYERS ASS	
CARL TRAHMS	SMHAH.	
APOLLIS BARENDS	HMF	
ZAMO WILLIAMS	MADIBA BAY WATCH	
Eunice Mabele	CPF	E Mabele
Surene Syster	CPF	
Ongezwa Monjiji	WOF	
Nozuko Nishote	KLM Ward Clr	

KOUGA local municipality
Good Governance through Service Excellence

KOUGA LOCAL MUNICIPALITY
SAFETY SUMMIT 2024
02 October 2024
Cape St Francis Resort

MEMORANDUM OF COOPERATION

NAME & SURNAME	ORGANISATION	SIGNATURE
Babalo Mungesha	Morning on Fire	[signature]
Lucas Delport	SB Lifestyle Estate Board Deputy Chair	[signature]
Charlene Green	Thornhill Rural Safety	[signature]
Annelize Rossouw	Kouga Municipality Fire & Disaster Services	[signature]
M Bligna Lilt	SBWFPA.	[signature]
Victor Cunningham	Sarah Baartman West FPA	[signature]
G.P. Jemeva	" " " "	[signature]
Carla de Jager	Exec Ops	[signature]
Emile du Preez	Zibar Security Services	[signature]
Frank Harpur	Kouga Business Forum	[signature]
Hartie vd Westhuizen	St Francis Tourism	[signature]

KOUGA
local municipality
Good Governance through Service Excellence

ATTENDANCE REGISTER FOR: SAFETY SUMMIT

DATE: 02 OCTOBER 2024
TIME: 08:00 - 15:00
VENUE: ST FRANCIS RESORT

NAME & SURNAME	ORGANISATION	DESIGNATION	CONTACT NUMBER	EMAIL ADDRESS	SIGNATURE
Steven Hartley	Kouga Muns	Security	0817537315	shartley@kouga.gov.za	[signature]
Réan Nel	KLM	Safety/Security	0815723498	rnel@kouga.gov.za	[signature]
D. Nonjis	NOF	Operation	0606881191	ongezwainonjins@[illegible]	[signature]
Annelize Rossouw	Kouga Municipality	Fire & Disaster Services	0814822428	arossouw@kouga.gov.za	A Rossouw
D Phelan	KLM ICC	ICC Manager	0723125747	dphelan	[signature]
Hud Westhuizen	St Francis Pourism	Office Manager	0832942211		[signature]
Leilani Coetsee	KBF	Manager	0846813702		[signature]
Shena Ruth	MMC KLM	MMC	0780728598		[signature]
Yvonne Herbst	KLM	CS Dept.	071 8834089	yherbst@kouga.gov.za	[signature]
Yolanda Jordan	KLM	Administrator	071 885 9888	pamayor@kouga.gov.za	[signature]

KOUGA
local municipality
Good Governance through Service Excellence

ATTENDANCE REGISTER FOR: SAFETY SUMMIT

DATE: 02 OCTOBER 2024
TIME: 08:00 - 15:00
VENUE: CAPE ST FRANCIS RESORT

NAME & SURNAME	ORGANISATION	DESIGNATION	CONTACT NUMBER	EMAIL ADDRESS	SIGNATURE
LUSANDA MAKUPULA	KLM	ADMIN	0671124628	lnakupi@kouga.gov.za	
Bianca Botha	KLM	ADmin	0723257596	bbotha@kouga.gov.za	
Nozuka Ntshota	KLM	Ward Cllr	0737598802	nntshota@kouga.gov.za	
APOLLIS BARENDS	WARD 4		0658934353	pcgapollis@gmail	
L. Maree	MMC-Clll	Kouga	082 892 4659	Lmaree@Koug.	
SANDILE MLONYENI	KLM	MAYOR'S OFFICE	0718856491	smlonyeni@kouga.gov.za	
N.E. WILLIAMS	NEIGHBOURHOOD	WARD 2	0732173472	nomzamo.euphrinia@gmail.com	
Cdu Plessis	KLM	MM	0833000126	cduplessis@kouga.gov.za	
N. Machelesi	KLM	Dir. Com. Gov	0730864574	nomvulom@kouga.gov.za	
JUYANI Zana	KLM	CLL	0718575601	vzana@kouga.gov.za	

KOUGA
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ATTENDANCE REGISTER FOR: SAFETY SUMMIT

DATE: 02 OCTOBER
TIME: 08:00 - 15:00
VENUE: CAPE ST FRANCIS RESORT

NAME & SURNAME	ORGANISATION	DESIGNATION	CONTACT NUMBER	EMAIL ADDRESS	SIGNATURE
Ema Gabor	JB Tourism	Manager	064 966 9933	info@jofreysbaytourism.org	
TYRON VAN ZONDER	WAVECREST	VICE CHAIR	0836615393	TYRONBSA@GMAIL	
JACQUES V. BILJON.	G4S SECURE	NATIONAL MANAGER	082 418 7212	jacques.vanbiljon@za.g4s.com	
PIETER GAYBBIA	METROFIBRE	REGIONAL SALES & OPS MANAGER	0845644466	Pietergaybba@metrofibre.co.za	
LUKE KIVEDO	C-PLACE NEIGHBOURHOOD W	SECRETARY	0650924806	lukekivedo@gmail.com	
Tersia Jantjies	SAPS Thornhill	CPO Sergeant	042-2866206	JantjiesTS@saps.gov	
Surene Syster	CPF Thornhill	Add. Member	0832792285		
Eunice Mabele	CPF Thornhill	Deputy Chairperson	0655928434		E. Mabele
CHRIS MARAIS	CALIBRE SECURITY	OPS. MANAGER	0832260515	chris@calibresecurity.co.za	
FRANK HARPER	KOUGA BUSINESS F	COMMITTEE	0718981295	frank@clientcare.co.za	

KOUGA
local municipality
Good Governance through Service Excellence

ATTENDANCE REGISTER FOR: SAFETY SUMMIT

DATE: 02 OCTOBER 2024
TIME: 08:00 – 15:00
VENUE: CAPE ST FRANCIS RESORT

NAME & SURNAME	ORGANISATION	DESIGNATION	CONTACT NUMBER	EMAIL ADDRESS	SIGNATURE
Xhanti Gaba	DPLGI	Infrastructure	082 781 7299	xhanti.gaba@ecdpw.gov.za	[signature]
MILISWA GROOTBOOM	DOCS	ASS. MANAGER	0798758579	MILISWA.Grootboom@safetyeg.gov.za	[signature]
Fanie Heystek	Cllr.	Ward 11	0828539161	fheystek6kougagov.za	[signature]
Anika Vorster	Koukamma/ Blouberveiligheid	Intel	0810322838	anikavorster374@outlook.com	[signature]
Charlene GREEN	Thorn Hill Rural Safety	Secretary	076 094 3726	charleneg@everitt.co.za	[signature]
Wayne du Tait	Paradys NHW	Vice chair	0651225836	waynedtait@gmail.com	[signature]
Col A Ludman	SAPS Nican	DOCC	0823017866	LudmanAE@sapsgov	[signature]
S K WILLIAMS	KOUGA TRAFFIC	Supt.	0813195083	swilliams@kouga	[signature]
A.J. Moses	Klm	Supt	0812158713		[signature]
Emile du Preez	Zibar	GM	0721006661	emiledupreez155@gmail.com	[signature]

KOUGA
local municipality
Good Governance through Service Excellence

ATTENDANCE REGISTER FOR:

DATE:
TIME:
VENUE:

NAME & SURNAME	ORGANISATION	DESIGNATION	CONTACT NUMBER	EMAIL ADDRESS	SIGNATURE
Dave Truter	CPF - SFB	Chairman	0834635950	dt290161@iclaud.com	
COERT JORDAAN	AGRI EC	CHAIRMAN RURAL SAFETY	0843200556	COERTANDCOLLEEN @HOTMAIL.COM	
Mornay Viljoen	Agri EC	Operational Manager Rural Safety	066 395 6829	Operations@ agriec.co.za	
Willie Oosthuizen	The Co-op Community Trust	Manager: Social	066 485 2121	woosthuizen@[illegible].co.za	
Mieta Williams-Jan	SBD CPF District Sarah Baartman	Chairperson	0665165411	mietawilliams@gmail.com	
THANDUXOLO SIZILA	WORKING ON FIRE KISHUGU JV	REGIONAL MANAGER	0730950742	thanduxolo.sizila@wofire.co.za	
B. M. NKOLETHO	WOF	Regional M	063 2672571	bongeniban.nkoletho@wofire.co.za	
O. Mafuya	WOF	SD - HOD	078 7406114	olwethu.mafuya@wofire.co.za	
O. Mbuji	WOF	OPERATION Ground Mong	0606881119	[illegible]	
V. CUNNINGHAM	SARAH BAARTMAN WEST FPA	MANAGER	0837391558	manager@sbwfpa.co.za	
B. Mdwaesha	WOF	MANAGER	0767171747	bebelo.mdwaesha@wofi	

KOUGA
local municipality
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ATTENDANCE REGISTER FOR: Safety Summit.

DATE: 2 October 2024

TIME:

VENUE:

NAME & SURNAME	ORGANISATION	DESIGNATION	CONTACT NUMBER	EMAIL ADDRESS	SIGNATURE
Gabri Viljoen	Bienhaha		0828073450	gabri@202.co.za	
CARL TRAHMS	SMHALT		0824149053	boss@smhalt.co.za	
B WILLIAMS	KLM		0835496795	PASPEAKER@KOUGA.GOV.ZA	
Mduduzi Nxumalo	KLM		0823904331	mnxumalo@kougaco.za	
Siyanda Camagu	KLM		0812178434	scamagu@kouga.gov.za	
Marco Collalto	Woodlands Dairy		0826167704	mcollalto@woodlandsdairy.co.za	
H Murray	CCLR. WARD2.		0724626454	[illegible]	
Christie de Klerk	CHAIR/ABNW		0728336059	karendklerk@gmail.com	
ALWYN KLOPPERS	MARINA		0824400358	alwynklopper@yahoo.com	
CHRIS MARAIS	CALIARE SECURITY		0832260515	chris@caliaresecurity.co.za	

REPORTS BY THE PORTFOLIO CHAIRPERSON: ELECTRO-MECHANICAL SERVICES

KOUGA
local municipality
Good Governance through Service Excellence

KOUGA MUNICIPALITY (EC 108)
ORDINARY COUNCIL COMMITTEE
ELECTRO-MECHANICAL SERVICES
OPEN
DATE: 30 OCTOBER 2024
ITEM NO: **24/10/EMS1**

REPORT: AUTHORIZATION FOR KOUGA DELEGATION TO ATTEND THE SOUTH AFRICA MUNICIPAL ENERGY REVERSE TRADE MISSION IN THE U.S. (OCTOBER 20-26) AND RELATED TRAVEL EXPENSES

1. **Introduction**

The purpose of this item is to seek Council's approval for Kouga Local Municipal nominee, Director Theodore Madatt, to participate at a fully funded (travelling and accommodation) session between the United States and South Africa as well as to seek Council's authorization for the subsistence and travelling expenditure for the said Director, in line with the Subsistence and Travelling Policy.

2. **Background**

The RTM offers the delegation a week-long opportunity to engage with key players in the U.S energy sector to promote sustainable energy in municipalities and enhance cooperation between the United States and South Africa. The itinerary is designed to introduce a variety of municipal electric utilities, U.S. companies, and government agencies relevant to the South African municipal energy sector through site visits and a business briefing. Meetings will include the U.S. Department of Energy (DoE), National renewable Energy Laboratory, Black and Veatch and Honeywell. (See attached invite as Annexure A).

3. **Discussion**

The RTM planning team has not finalized the itinerary from 20-26 October 2024 yet, but the proposal will be sent through in due course.

The USTDA is funding the delegate's coach-class international and U.S domestic airfare, hotel accommodations, ground transportation costs, meals associated with the visit, in accordance with U.S. to the U.S. Travel, accommodations, and other logistical matters will be arranged by USTDA's contractor the Webster Group.

4. **Financial Implications**

Completed by BTO -	
Project Description	Travel Allowance to T Madatt (Advance S&T)
Ukey no.	20241018000034 KOUGA MUNICIPALITY 2024-10-21 BUDGET &TREASURY
Budgeted Amount	R30 000

Amount spent and committed to date	R0.00
Amount Available	R30 000
Comment	
BTO Signature	

5. **Applicable Legislation**

Kouga Municipal Subsistence & Travelling Policy as approved by the Council.

6. **Legal Implications**

Substance and Travel allowance must be calculated and paid in line with the provisions of the Kouga Municipal Subsistence & Travelling Policy, as approved by the Council.

7. **Other Implications**

None

8. **Comments by Directorates:**

8.1 **Chief Financial Officer:**

Report noted

8.2 **Director: Planning & Development**

Noted

8.3 **Director: Civil & Water Services**

Item noted.

8.4 **Director: Electro-Mechanical Services**

The visit is in line with the Government Exchange Programme of Just Energy Transition. A total number of eight Municipalities were invited to participate and to observe how the American Government implements Renewable Energy projects.

8.5 **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 U.S and attendance of the upcoming South Africa Municipal Energy Reverse Trade Mission (RTM) during October 2024 and approve the following nominated delegate to represent and participate:

Director: Electro-Mechanical Services – Theodore Madatt

10.2 That Council approve and condone the payment of Subsistence & Travelling Allowance for Director T Madatt in respect of the intended international travel to the United States of America, from 20 October 2024 to 26 October 2024 in respect of the South Africa Municipal Energy Reverse Trade Mission (RTM), and in the amount of R23 648.20.

Item prepared by the: Admin Officer: C van Niekerk



Item approved by the: Director: EMS

Item endorsed by the Municipal Manager:



Item noted by Portfolio Chairperson:



Annexure A

U.S. TRADE AND DEVELOPMENT AGENCY

August 22, 2024

Theo Madatt
Infrastructure and Engineering Manager
Kouga Municipality

Dear Mr. Madatt:

On behalf of the United States Trade and Development Agency (USTDA), I am pleased to invite you to nominate a representative from your organization to participate as a delegate in the upcoming South Africa Municipal Energy Reverse Trade Mission (RTM). The RTM will take place October 20-26, 2024, and will include visits to Raleigh and Charlotte, North Carolina and Denver, Colorado.

This RTM offers the delegation a fully funded, week-long opportunity to engage with key players in the U.S. energy sector to promote sustainable energy in municipalities and enhance cooperation between the United States and South Africa. The itinerary is designed to introduce you to a variety of municipal electric utilities, U.S. companies, and government agencies relevant to the South African municipal energy sector through site visits and a business briefing. While the RTM planning team is still finalizing the itinerary, potential meetings include the U.S. Department of Energy (DoE), National Renewable Energy Laboratory (NREL), Black & Veatch, and Honeywell. We also welcome your input and invite you to suggest any companies or organizations of particular interest to you.

USTDA will fund the delegate's coach-class international and U.S. domestic airfare, hotel accommodations, ground transportation costs, and meals associated with the visit, in accordance with U.S. government regulations. The delegate must already possess or be able to obtain a U.S. visa in order to travel to the U.S. Travel, accommodations, and other logistical matters will be arranged by USTDA's contractor, The Webster Group.

We ask for your careful consideration in nominating the most appropriate person from your organization to join this South African delegation. In general, we are looking for a key decisionmaker from senior leadership who is capable of speaking to and presenting on the needs of your organization. To submit your nomination, please e-mail the name and job title to Elizabeth Rosa, USTDA's Events Manager for Sub-Saharan Africa at erosa@ustda.gov and Phil Hargis of USTDA's logistics contractor, The Webster Group, at phil@webstergroupinc.com no later than August 28. USTDA will conduct an internal review of your nominee ("Due Diligence") and will issue a formal invitation to the delegate once the nominee clears the Due Diligence process.

I look forward to welcoming the Kouga Municipality to the United States.

Sincerely,

Heather K. Lanigan

Heather Lanigan
Regional Director, Sub-Saharan Africa

1101 Wilson Boulevard, Suite 1100 ▪ Arlington, VA 22209 ▪ PHONE: (703) 875-4357 ▪ FAX: (703) 775-4037 ▪ WEB: www.ustda.gov