ORDINARY COUNCIL MEETING

OPEN



KOUGA
local municipality
Good Governance through Service Excellence

DATE: 30 July 2025
TIME: 10:00
Virtual

KOUGA MUNICIPALITY (EC108)	UMASIPALA I-KOUGA (EC108)	MUNISIPALITEIT KOUGA (OK108)
NOTICE CONVENING A MEETING	**ISAZISO NGENTLANGANISO**	**KENNISGEWING VAN VERGADERING**
NOTICE IS HEREBY GIVEN that in terms of Section 19 of the Local Government: Municipal Systems Act, 2000 (Act No.32 of 2000) that an Ordinary Council Meeting will be held virtually on	**ISAZISO** sikhutshiwe ukuba ngokwe Candelo-19 uMthetho weeNkqubo zikaMasipala, (uMthetho 32 ka-2000), ukuba kubanjwe intlanganiso ebonakalayo yesigqeba Ye khansile	**KENNIS GESKIED HIERMEE** dat ingevolge Artikel 19 van die Wet op Munisipale Stelsels, 2000 (Wet No.32 of 2000), dat 'n virtuele raadsvergadering gehou sal word op
DATE: 30 July 2025	**UMHLA: 30 EyeKhala 2025**	**DATUM: 30 Julie 2025**
TIME: 10:00	**IXESHA: 10:00**	**TYD: 10:00**
L. MAREE **SPEAKER**	**L. MAREE** **USOMLOMO**	**L. MAREE** **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**

5.1 Business Engineering- Collaborator

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**

None

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

12.1 Minutes of a Special Council meeting held on 13 June 2025

Pages: 7 - 16

12.2 Minutes of an Ordinary Council meeting held on 26 June 2025

Pages: 17 - 49

13. **REPORTS OF COMMITTEES OF COUNCIL**

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

None

13.2 **KOUGA AUDIT COMMITTEE**

25/07/KAC1 Minutes of the Kouga Audit Committee

Pages: 52 - 81

25/07/KAC2 2025/2026 Internal Audit Plan

Pages: 82 - 86

13.3 **RULES & ETHICS COMMITTEE**

None

13.4 **MUNICIPAL PUBLIC ACCOUNTS COMMITTEE**

None

13.5 **MUNICIPAL BY - LAWS AND POLICIES**

25/07/PB1 Kouga Municipality Fleet Policy

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25/07/PB2 Kouga Local Municipality Fire Management Plan

Pages: 140 - 175

25/07/PB3 Kouga Municipality - Coastal Management By-Law

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14. **REPORT BACK: MUNIMEC**

None

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

25/07/MM1 Council Resolutions as at 26 June 2025

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25/07/MM2 2024/25: Quarter 3: Performance Report: Period 1 July 2024 to 31 March 2025

Pages: 279 - 345

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

25/07/DMM1 Closeout Report: Participation of the Executive Mayor in the Pan-African Expo Symposium and Strategic Engagements held in the United States of America from 23 June to 5 July 2025

Pages: 347 - 357

17. **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).

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

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

25/07/FED1 Budget and Treasury: Virements Report for the quarter ended 30 June 2025

Pages: 361 - 371

25/07/FED2 Supply Chain Management: Quarterly Implementation report for the 4th term of the 2024-2025 financial year ending 30 June 2025

Pages: 372 - 404

25/07/FED3 Budget and Treasury: Withdrawals from Municipal bank account for the Quarter ended 30 June 2025

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25/07/FED4 Monthly Budget Statements for the Period July 2024 to June 2025 and Financial State of Affairs of the Municipality as at 30 June 2025 (2024/25 Financial Year)

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25/07/FED5 Supply Chain Management Year Ending Stocktaking as at the end of 30 June 2025: S40 Disposal Management (Disposal of Slow-Moving Stock, Redundant Stock and Damaged Stock Items)

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25/07/FED6 China International Import Expo (CIIE) 2025: Participation and assistance to support local products for exhibition

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

25/07/CSS1 Authorisation – Disaster Management Educational Excursion to Thailand

Pages: 494 - 498

19. **CLOSURE**

Distribution list:

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

CONFIRMATION OF MINUTES OF PREVIOUS COUNCIL MEETING

KOUGA
local municipality
Good Governance through Service Excellence

MINUTES OF A SPECIAL VIRTUAL COUNCIL MEETING OF KOUGA MUNICIPALITY HELD ON FRIDAY, 13 JUNE 2025 AT 10:00 AM

PRESENT: Councillors	J Alexander	
	C August	
	Ald D Benson	
	H Bornman	(Executive Mayor)
	B Dhludhlu	
	R Foley	
	W Gertenbach	
	V Gunuza	
	F Heystek	
	B Human	
	T Jantjes	(Deputy Executive Mayor)
	L Maree	(Speaker)
	M Mbandana	
	E Mbuqu	
	H Murray	
	K Ndzelani	
	M Nicholls	
	L Nkilishane	
	N Ntengwane	
	N Ntshota	
	P Oliphant	
	W Petersen	
	S Ruth	
	G Stuurman	
	M Valgee	
	W van der Linde	
	M van Niekerk	
	Ald B Williams	
	M Yali	
Officials & Municipal Manager	C du Plessis	(Municipal Manager)
	D de Jager	(Deputy Municipal Manager)
	R Lorgat	(CFO)
	N Machelesi	(Director: Community Services)
	C de Kock	(Director: Civil & Water Services)
	T Madatt	(Director: Electro-Mechanical Services)
	L Ramakuwela	(Director: Planning & Development)
	L Opperman	(Manager: Legal Services)
	M Julius	(Senior Admin Officer: Committees)
	Ms D Klopper	(Office Administrator)
	Ms C Prinsloo	(Legal Officer – Speaker Office)
	Mr E Goliath	(Manager: Public Participation)
	Ms M Basson	(Manager : Media & Communications)

2. **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 June 2025 at 10:00 a.m.

3. **OPENING AND WELCOME**

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

4. **ABSENT WITH LEAVE**

Cllr Zana

5. **ABSENT WITHOUT LEAVE**

6. **PRESENTATIONS**

None

7. **ACKNOWLEDGEMENTS, CONDOLENCES & CONGRATULATIONS**

Cllr Nkilishane, speaking on behalf of the Economic Freedom Fighters, expressed deep respect for the youth of 1976, acknowledging their leadership in the Soweto Uprising and their role in challenging the apartheid regime. He noted that their struggle extended beyond opposing Bantu Education, which enforced Afrikaans as the language of instruction, and included broader efforts to uplift their communities and resist systemic oppression. He concluded by commending their legacy and expressing gratitude for their contribution to the fight for liberation.

Cllr Alexander conveyed heartfelt condolences to the family who tragically lost both a mother and her son in a fire that occurred earlier in the week. He expressed sincere sympathy and support on behalf of the Council during this difficult time.

Cllr Oliphant, speaking on behalf of the ANC, conveyed sincere condolences to the families affected by the recent adverse weather conditions, particularly in the Mthatha area, where it was reported though still unconfirmed that approximately 78 people had lost their lives. He commended both the Honourable Premier of the Eastern Cape, under the ANC led government, for his swift on-the-ground response, and the President for visiting the affected communities. In addition, Cllr Oliphant expressed sympathy for residents in Ward 1 who lost their homes in a fire that destroyed more than 12 shacks. He concluded by appealing to kind-hearted individuals to assist in rebuilding shelters for those impacted families.

The Executive Mayor extended heartfelt condolences to the families and residents of the Eastern Cape affected by recent flooding. He acknowledged the efforts of Municipal workers in restoring affected areas and shared that she had contacted fellow mayors to offer support. He expressed solidarity and wished the communities strength during this difficult time.

Cllr August extended congratulations to the 13 boys from Jeffreys Bay Primary School and Hankey Primary School who were selected to represent at both the Craven Week and the Academy for under 13 rugby players. She expressed best wishes for their future development and success as they progress in the sport.

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

None

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

None

10. **DISCLOSURE OF INTEREST**

11. **STATUTORY MATTERS**

12. **REPORTS OF COMMITTEES OF COUNCIL**

12.1 **REPORTS BY THE OFFICE OF THE DEPUTY MUNICIPAL MANAGER**

25/06/DMM13 AUTHORISATION FOR EXECUTIVE MAYOR TO PARTICIPATE IN THE 2025 PAN AFRICAN CITY SYMPOSIUM & EXPOSITION (PACSE), WHICH WILL BE HELD FROM JUNE 23– 28, 2025, AT THE UNIVERSITY OF THE DISTRICT OF COLUMBIA IN WASHINGTON, D.C.

The Executive Mayor detailed a growing partnership with a U.S. development organisation focused on sustainable investments in African towns, highlighting a pilot project in Thornhill. As a result, he has been invited to speak at a high-level investor symposium in Washington, D.C., with potential for attracting international funding in infrastructure, electricity, and education. He also mentioned a separate opportunity to engage with Syracuse University, which may lead to educational collaboration in the Municipality.

In addition, the Executive Mayor proposed that an additional recommendation 10.2 be included, requesting that a comprehensive report on the outcomes and final costs of the U.S. trip be submitted upon his return. He concluded by emphasising the strategic value of such engagements in attracting investment and gaining international recognition for the Municipality.

Cllr Stuurman expressed appreciation to the Executive Mayor for his efforts and offered full support for his participation in the Pan Africa Symposium. He recognised the initiative's potential, particularly the project in Thornhill, to drive technological innovation, sustainable development, and economic growth in Kouga. He underscored its benefits for marginalised communities and wished the Executive Mayor a safe journey.

Cllr Human voiced strong objections to the Executive Mayor's U.S. trip, questioning its legitimacy, financial transparency, and timing. He criticised the lack of accountability and community engagement, especially given local crises like flooding and youth unemployment.

He demanded a full disclosure of costs, clarity on the itinerary, and delivery of the Executive Mayor's planned speech before Council. He called for a division of votes and denounced the trip as wasteful and misaligned with the community's urgent needs.

Cllr Nkilishane rejected the proposed trip, criticising the continued use of colonial language in Council and highlighting urgent service delivery failures such as unsafe water, electricity outages, and winter fire risks. He condemned the perceived bias in job allocation favouring DA supporters and argued that funds should be redirected to address pressing community needs instead of overseas travel.

Cllr van der Linde raised questions regarding the remaining budget allocated to the Mayor's Office and sought clarity on the financial provisions for the proposed U.S. trip. He emphasised the need to assess the potential benefits of such a visit, referencing previous international engagements particularly trips to Germany that had yielded tangible advantages for the Municipality, such as sponsored studies and equipment. He supported the proposal on the condition that a detailed post-trip report, including full financial disclosure, be submitted to Council.

Cllr Foley voiced support for the Executive Mayor's U.S. trip, emphasising the importance of building partnerships to drive Kouga growth amid declining national funding for infrastructure. He highlighted the strategic value of engaging international funders and welcomed the potential to secure a tertiary education institution for the Municipality. He concluded by offering the Executive Mayor the Council's blessing and expressed anticipation for a full report upon his return.

The Executive Mayor clarified that the upcoming U.S. trip would be conducted with full financial responsibility. He emphasised that he would fly economy, stay in budget accommodations, and disclose all expenses in a post-trip report to Council.

He explained that the trip costs had not yet been finalised, as no bookings could be made without Council approval, and assured that the full available budget would not be used.

The Executive Mayor also stated that the trip was unrelated to a local school's visit to the U.S., which happened to coincide geographically and temporally. He outlined his presentation topics for the U.S. symposium including infrastructure, safety, governance, and investment potential in Kouga and pledged to share the complete presentation with Council upon his return.

The CFO clarified that the UKeys referenced in the report pertain to the 2024/25 financial year, but since the trip occurs across both the current and new financial years, it is permissible to account for the expenses in the current year. The correct UKeys have been used, and there is no need to reference those from the next financial year. Additionally, all expenditures such as bookings will be processed within the current financial period.

Cllr Oliphant raised concerns about the transparency of the U.S. trip funding, requesting details on the original use of the remaining budget and any planned delegates from Thornhill. He also called on the Executive Mayor to disclose any personal affiliations with Global Leadership Academy. He further questioned public support for the trip and emphasised the need for accountability.

Cllr Petersen raised a question of clarity regarding the U.S. trip, expressing concern that the Council item lacked contingency measures to ensure that the Executive Mayor fulfills the stated objectives. He referenced a past incident involving a fishing symposium, where the Executive Mayor reportedly signed the attendance register but did not participate in the sessions, suggesting the need for greater accountability for international engagements.

At 10:43, Cllr Ruth raised a point of order Rule 32.1, Relevance, a member who speaks shall confine his/her speech strictly to the motion or matter under discussion or to an explanation or a question of order.

Cllr Petersen enquired which mechanisms were in place to ensure that the Executive Mayor fulfils the objectives of the U.S. trip as outlined in the item.

Cllr Human expressed concern regarding the lack of cost details in the Council item emphasising the necessity of obtaining at least indicative quotations to evaluate the financial implications of the proposed U.S. trip. He expressed concern that Council was being asked to approve the trip without knowing whether the remaining R150,000 budget would be sufficient, particularly given that the itinerary spans multiple engagements from 23 June to 5 July.

He concluded that the current approval process resembled granting a "blank cheque" without financial accountability.

Cllr Yali expressed frustration at being unable to address his point of clarity in his preferred language, noting the limitations this imposed on meaningful dialogue. He echoed Cllr Oliphant's concerns about the delegation accompanying the Executive Mayor to the U.S. and requested clarity on its composition. He further proposed that, since the Executive Mayor would be on official leave, at least one Councillor should be included in the delegation to ensure proper representation.

The Executive Mayor reiterated that he has no personal ties to GLA, explaining that their overlap in the U.S. is coincidental and based on existing relationships with American citizens in Kouga. He clarified that his primary invitation was to the Pan Africa City Symposium, with subsequent engagements planned in Syracuse. Addressing accountability concerns, he affirmed that he would submit a full post-trip report and welcomed Council scrutiny.

The Executive Mayor explained that the team currently collaborating with the U.S. based organisation in Thornhill consists primarily of the Municipality Community Services team. This includes Director Machelesi and two key managers, Rochelle Ludick, and Christa Venter, who are leading various beautification, educational, and general development initiatives in the area. He added that upcoming phases of the project will also involve the electricity department, with plans to electrify the Tjoks area and several other initiatives underway for Thornhill.

The Speaker called for a division of vote on the approval of the amended recommendations as follows:

J Alexander	In Favour
C August	In Favour
Ald D Benson	In Favour
H Bornman	In Favour
B Dhludhlu	In Favour
R Foley	In Favour
W Gertenbach	In Favour
V Gunuza	Not in Favour
F Heystek	In Favour
B Human	Not in favour
T Jantjes	In Favour
L Maree	In Favour
M Mbandana	Not in Favour
E Mbuqu	Not in Favour
H Murray	In Favour
K Ndzelani	Not in Favour
M Nicholls	In Favour
L Nkilishane	Not in Favour

N Ntengwane	Not in Favour
N Ntshota	Not in Favour
P Oliphant	Not in Favour
W Petersen	Abstain

The Speaker instructed Councillors to mute themselves while she was speaking and warned that fines would be imposed on those who spoke without proper recognition. She then asked Cllr Petersen whether he supported or opposed the amended recommendation.

Cllr Petersen continued to speak in his preferred language.

The Speaker affirmed that, in accordance with the current rules of order, translation services were unavailable during the proceedings. She further requested that participants communicate in either Afrikaans or English to ensure clarity.

In response, Cllr Petersen stated that it was not his concern and proceeded to make derogatory remarks about Cllr Benson.

The Speaker requested that he retract his statement.

Cllr Petersen continued using inappropriate language toward Cllr Benson.

At 10:55, Cllr Petersen was formally fined for speaking out of turn, and by 11:00, due to continued disruptions, he was referred to the Rules and Ethics Committee.

The vote continued as follows:

S Ruth	In Favour
G Stuurman	In Favour
M Valgee	Not in Favour
W van der Linde	In Favour
M van Niekerk	In Favour
Ald B Williams	In Favour
M Yali	Abstain

It must be noted that the following Councillor was not present for the vote:

Cllr V Zana

The Speaker announced the result as follows:

In Favour: 17

Not In Favour: 10

Abstain: 2

Resolved: (13 June 2025)

1. That Council approves the Executive Mayor's participation at the 2025 Pan African City Symposium & Exposition (PACSE).

2. That a full closeout report, including the final costs of the trip, be presented to the Council upon return.

Proposed: Cllr H Bornman Seconded: Cllr G Stuurman

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 BY THE EXECUTIVE MAYOR**

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

25/06/PD12 REQUEST FOR COUNCIL'S APPROVAL FOR THE APPOINTMENT OF MR ADRIAN THORNE AS BUILDING CONTROL OFFICER

Cllr van der Linde expressed concern over the proposed appointment process due to the absence of candidate information. He highlighted that no curriculum vitae or documentation outlining qualifications had been provided to Council. Without such essential details, he argued that Council cannot make an informed or accountable decision regarding the appointment.

The Director: Planning and Development addressed concerns regarding the appointment process by confirming its compliance with the criteria outlined in the National Building Regulations. He stated that the appointment was facilitated through the Human Resources department and that the selected candidate, Mr. Thorne, meets all required qualifications, including over six years of relevant experience.

Additionally, Mr. Thorne has served as Acting Principal Control Officer (PCO) for approximately two years. While acknowledging queries about the absence of candidate CVs in the Council documentation, the Director emphasised the candidate's suitability based on his qualifications and professional track record.

Cllr Oliphant, invoking a matter of urgency, requested to table a motion referred to as a "motion of Gen Z" expressing a vote of no confidence in the Speaker.

He cited the suppression of vernacular language in Council proceedings as the basis for this motion and sought immediate consideration of the matter.

In response, the Speaker noted that the proposed motion should have been raised at the start of the meeting and formally submitted. She emphasised that such motions are typically expected from the Chief Whip of the relevant party.

At 11:11, Cllr Oliphant received an official warning from the Speaker for not speaking in the languages prescribed for proceedings.

At 11:12, a fine was issued to Cllr Oliphant for failing to comply with the Speaker's directive to use a language that is officially recognised and understandable by Council.

Cllr van der Linde voiced continued dissatisfaction with the appointment process, stressing that Council is being asked to approve a candidate without reviewing CVs or qualifications. He cautioned against relying solely on HR internal assessments, recalling previous instances where similarly endorsed individuals failed to meet the required competency standards. He maintained that without direct access to the candidate credentials, he could not support the appointment.

Cllr Petersen reiterated that the Council's primary oversight role is to verify whether the proposed appointee meets the qualification requirements outlined in Section 5(2) of Act 103 of 1977. He emphasised that matters related to procurement or HR processes, such as shortlisting and interviews, fall outside Council's purview.

While he acknowledged Cllr van der Linde's concerns, he clarified that the only additional information required by Council should be confirmation of the candidate's compliance with the statutory qualifications and that this detail should have been included in the submitted item.

The Director: Planning and Development reiterated that the intent of the item presented to Council was solely to seek endorsement for an appointment already processed administratively through HR. He emphasised that the appointment complied with legislative requirements and was not meant for detailed scrutiny by Council.

While acknowledging Councillors' interest in reviewing the candidate's CV, he explained that the omission stemmed from the belief that such detail was unnecessary given Council's limited role in the administrative process.

Cllr van der Linde formally objected to the item.

Cllr Petersen expressed support for the appointment of Mr. Adrian, while proposed that Council be provided with the outstanding documentation related to the candidate's qualifications.

Cllr Human voiced support for Cllr Petersen proposal to approve the appointment of Mr. Adrian, provided that the outstanding documentation be supplied.

Resolved: (13 June 2025)

1. That Council approves the appointment of Mr Adrian Thorne as the Building Control Officer in accordance with Section 5 of NBR.

2. That a certificate of liability be signed by the Accounting Officer for Mr Adrian Thorne

3. That Mr Adrian Thorne's CV be distributed to Councillors.

Proposed: Cllr W Petersen Seconded: Cllr B Human

15. **CLOSURE**

The meeting closed at 11:21.

L MAREE
SPEAKER

DATE

MINUTES OF AN VIRTUAL ORDINARY COUNCIL MEETING OF KOUGA MUNICIPALITY HELD ON THURSDAY , 26 JUNE 2025 AT 10:00 AM

PRESENT: Councillors	J Alexander	
	C August	
	Ald D Benson	
	H Bornman	(Executive Mayor)
	B Dhludhlu	
	R Foley	
	W Gertenbach	
	V Gunuza	
	F Heystek	
	B Human	
	T Jantjes	(Deputy Executive Mayor)
	L Maree	(Speaker)
	M Mbandana	
	E Mbuqu	
	H Murray	
	M Nicholls	
	N Ntengwane	
	N Ntshota	
	W Petersen	
	S Ruth	
	G Stuurman	
	M Valgee	
	W van der Linde	
	M van Niekerk	
	Ald B Williams	
	M Yali	
Officials & Municipal Manager	C du Plessis	(Municipal Manager)
	D de Jager	(Deputy Municipal Manager)
	R Lorgat	(CFO)
	N Machelesi	(Director: Community Services)
	C de Kock	(Director: Civil & Water Services)
	T Madatt	(Director: Electro-Mechanical Services)
	L Ramakuwela	(Director: Planning & Development)
	L Opperman	(Manager: Legal Services)
	L Wessels	(Legal Officer)
	E Goliath	(Manager: Public Participation)
	C Prinsloo	(Legal Officer: Office of the Speaker)
	D Klopper	(Office Administrator: Office of the Speaker)
	K Minnaar	(Manager: Special Programmes)
	A Koegelenberg	(Manager: PMS)
	M Basson	(Manager: Media & Communication)
	S Mlonyeni	(Communication Officer)
	Z Njikelana	(Media Liasion Officer)

	C Schoeman	(Office Administrator)
	M Rossouw	(Manager: Administration & Auxiliary Services)
	M Julius	(Senior Admin Officer: Committees)
	M Mitchell	(Committee Clerk)
	S Ndyenge	(Intern: Committee Services)
	R Swart	(Committee Officer)
Stakeholders:	R Westman	(Representative: CoGTA)

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 26 June 2025 at 10:00 a.m.

2. **OPENING AND WELCOME**

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

The Speaker indicated that a notice had been received from the Municipal Manager's office confirming that Cllr Human was no longer in office. As a result, he was no longer a member of Council. The Speaker further stated that the seat would remain vacant until such time as the Independent Electoral Commission of South Africa and the Patriotic Alliance submitted a nomination to fill the vacancy.

The Municipal Manager informed the Speaker that he would need to excuse himself at 12:30 due to a personal matter, which had been communicated prior to the meeting.

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

Cllr Petersen nominated the Director: Planning & Development, Mr L Ramakuwela and was seconded by Cllr Mbandana.

Cllr Foley nominated the Deputy Municipal Manager, Mr D de Jager and was seconded by Cllr Ruth.

The Speaker called for a vote on the nomination of the Acting Municipal Manager.

In favour of Mr D de Jager: 18
In favour of Mr L Ramakuwela: 7

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

3. **ABSENT WITH LEAVE**

Cllr K Ndzelani
Cllr L Nkilishane
Cllr P Oliphant
Cllr V Zana

4. **ABSENT WITHOUT LEAVE**

None

5. **PRESENTATIONS**

None

6. **ACKNOWLEDGEMENTS, CONDOLENCES & CONGRATULATIONS**

Cllr Mbandana expressed his belated condolences to the family of Mama Jantjes, a 101-year-old destitute applicant who passed away two weeks prior. He noted with concern that she had never received a house under the current administration, despite her status as a qualifying beneficiary. He emphasised the seriousness of destitute housing matters and the slow progress at Kouga, urging the Council to give the matter urgent attention.

He further expressed his appreciation to the people of Iran for what he described as their resilience in the face of external pressure and welcomed the news of a ceasefire. He acknowledged what he viewed as international support, including from China, and conveyed his gratitude to the Iranian community.

Cllr Petersen extended sincere condolences on the passing of Mrs Minnie Felix of Jeffreys Bay, Ward 2. He acknowledged her contributions as a member of the "Care for You", which provided warm meals at Pellsrus Clinic and later extended its support to the Humansdorp Hospital despite its limited budget. He also conveyed condolences to the Felix family, noting the hardships Mrs Felix faced following her son's dismissal from the law enforcement unit and subsequent incarceration. He expressed concern that these events may have contributed to her declining health.

In addition, Cllr Petersen expressed critical remarks regarding the Democratic Alliance (DA), following it's by election loss in Mossel Bay. He stated that this result reflects growing public dissatisfaction with the party's political stance and suggested it signals a shift that may continue in future elections.

Cllr Foley conveyed his condolences to the family of the late Stephen Bibb, a well-known surfer and artist from Jeffreys Bay. He noted that Mr Bibb had recently passed away, reportedly due to a heart attack, and expressed sympathy to his loved ones and the community he leaves behind.

Cllr Yali expressed condolences to the families of two ANC comrades who had recently passed away. He first acknowledged the passing of a comrade from Koukamma who had been elected in a by-election the previous year. He also extended sympathy to the family of Mr Felix.

Ald Benson extended birthday wishes and congratulations to all individuals who celebrated their birthdays during the month. He specifically mentioned Mr Madatt, whose birthday was on the 3rd of June, and Cllr van Niekerk, who celebrated on the 25th of June. He also conveyed warm wishes to those whose birthdays he may not have been aware of, expressing gratitude for another year of life and offering his best wishes for their well-being in the year ahead.

Cllr Dhludhlu expressed sadness and extended what he described as "condolence" regarding the actions of certain Councillors who, according to him, attempted to discredit the Kouga Speaker and the Executive Mayor. He noted that these individuals sought to involve media outlets including newspapers and eNCA in claims that Kouga had misreported or misrepresented languages. He stated that the attempt ultimately backfired, leading to what he considered an embarrassment for those making the allegations.

Cllr Heystek extended his congratulations to the DA on their victory in Ward 56 during the 2025 elections. He noted that the party continued to show growth and expressed optimism about its upward trajectory.

Cllr Stuurman stated that recent events had once again demonstrated the continued support of the public for the DA. He expressed confidence that the party would continue to receive voter support moving forward.

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

Honourable Mayor and Members of the Council, Officials, Online Guests, colleagues, and a special welcome to Mr Randolph Westman from COGTA

Good morning,

We have now passed the mid-year mark, and our thoughts and prayers are with the flood victims in the Eastern Cape.

Following our last Council meeting, I convened a meeting with all the Chief Whips to discuss a way forward regarding the use of language in Council proceedings. For the past 25 years, English has been the primary language of communication in Council. However, I do share the sentiment expressed by the Chief Whips that certain ideas and sentiments are sometimes best conveyed in one's mother tongue. We reached a consensus that the Standing Rules and Orders should be revised to accommodate the use of other official languages.

I have instructed the administration to explore the feasibility of appointing a translator to support this inclusive approach.

In the interim, we have agreed that English will remain the language of use in Council meetings until the updated Standing Rules and Orders are formally adopted. It is important to note that our media policy already makes provision for communication in English, Afrikaans, and isiXhosa, ensuring broader accessibility and inclusivity in municipal communication.

Therefore, in accordance with Rule 10.1, I hereby declare that English will be used for the duration of this council meeting.

Thank you.

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

The Executive Mayor delivered a speech marking the significance of the Council meeting, noting that it coincided with the two-year anniversary of his and Councillor Peterson's swearing-in. He reflected on the commitments made at that time, which included four key priorities aimed at advancing the municipality of Kouga: road infrastructure, wastewater treatment works, electricity infrastructure, and customer care.

He expressed pride in the progress made and extended gratitude to the Municipal administration for driving these priorities. He affirmed that these areas remain central to the Municipality development agenda and reiterated the commitment to their continued improvement.

In addition, the Executive Mayor noted that the upgrading of informal settlements and matters of safety and security had also been identified as critical focus areas. He emphasised their importance from an economic development perspective, underscoring the need for an enabling environment to attract investment and promote job creation through local businesses.

He highlighted upcoming opportunities to stimulate local economic activity, including the Aloe Cup, the WSL surf events, and the winter festive season in Jeffreys Bay, St. Francis, and surrounding areas. He acknowledged the efforts of the administration in preparing the towns for the anticipated economic boost and mentioned the Municipality's goal to enhance tourism not only during peak seasons but also during the shoulder seasons.

9. **DISCLOSURE OF INTEREST**

None

10. **STATUTORY MATTERS**

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

11.1 **MINUTES OF A MAYORAL COMMITTEE MEETING HELD ON 9 APRIL 2025**

Resolved (31 March 2025)

1. That the minutes of the Mayoral Committee Meeting held on 9 April 2025 be noted.

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

12.1 **MINUTES OF AN ORDINARY COUNCIL MEETING HELD ON 29 MAY 2025**

Cllr Yali referred to page 33, item MM3, and noted that his statement had been omitted. He recalled having proposed that future versions of the Mayoral Cup should include activities specifically tailored for elderly individuals from disadvantaged communities.

The Speaker acknowledged the Cllr Yali input and confirmed that Committee Services had indicated they would review the meeting recording and include the relevant submission in the minutes.

Resolved (26 June 2025)

1. That the minutes of an Ordinary Council meeting held on 29 May 2025 be approved as amended.

Proposed: Cllr M van Niekerk Seconded: Cllr W Gertenbach

13. **REPORTS OF COMMITTEES OF COUNCIL**

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

The Speaker stated that she would send a follow up email regarding the Sarah Baartman district report, as she had previously requested its return for further consideration.

Cllr Petersen raised concerns about the absence of reports from the Sarah Baartman District Municipality despite Kouga Municipality representatives attending its meetings. He pointed out that public funds are spent on travel allowances for these engagements, and without proper reporting, this could amount to fruitless and wasteful expenditure. He emphasised the need for accountability and suggested stronger oversight to ensure that representatives provide meaningful feedback on their contributions and representation.

Cllr Foley confirmed that prior to Cllr Petersen's term, the Council had resolved that Cllr Gunuza would convene all representatives to compile and submit a report. He noted that no such meetings have taken place, as Cllr Gunuza due to illness had not yet called the representatives together.

He further clarified that travel stipends for attending the Sarah Baartman District Council meetings were not provided.

Cllr Mbandana expressed concern about the ongoing lack of reports from the Sarah Baartman District Municipality since his arrival in 2021. He described this as a serious reflection of poor leadership across successive mayoral terms, speculating that the lack of alignment with the ANC-led district might be intentional.

He emphasised the importance of intergovernmental coordination, noting that relevant service delivery matters are not being reflected in Council agendas.

Cllr van der Linde confirmed that the Council has never received a report from the Sarah Baartman District Municipality, despite the issue being raised multiple times. He suggested appointing a new Councillor to take responsibility for reporting back, noting that past requests including to Cllr Foley had not resulted in action. He described the ongoing lack of information as unacceptable and concerning for the Municipality.

Cllr Yali emphasised that both the ANC and DA have designated representatives at the Sarah Baartman District Municipality, and it is their responsibility to compile and submit reports to Kouga Municipality. He pointed out that these representatives act on behalf of the broader Council and are guided by an existing resolution mandating report back. He cautioned against assigning blame broadly, stressing that accountability rests squarely with the appointed representatives who are obligated to report collectively, in line with the Council's directive.

Cllr Dhludhlu suggested that Kouga Municipality assign an administrative official to attend Sarah Baartman District Municipality meetings as an observer. The official would record meeting minutes relevant to Kouga and submit a report to the Speaker's office. He suggested that, if necessary, a sitting allowance be considered to support this participation, aiming to ensure reliable feedback and resolve ongoing accountability concerns.

Cllr Foley recalled that Council previously resolved for Cllr Gunuza to coordinate representatives and compile a report on the Sarah Baartman District Municipality but confirmed that this has never happened. He stated his willingness to assume responsibility for the reporting and noted he had submitted reports in the past, which were dismissed due to the existing resolution. As a way forward, he proposed revisiting and possibly amending the resolution to formally assign him the reporting role.

The Speaker informed Council that a report related to the Sarah Baartman District Municipality had been submitted to Council on 28 February 2024.

Cllr Ruth supported Cllr Yali and Cllr Foley, pointing out that the Council had already passed a resolution regarding the reporting process from the Sarah Baartman District Municipality and had discussed it further in a later meeting.

She suggested amending the resolution, as it had not been implemented effectively, and endorsed Cllr Foley proposal to submit a report after the next District meeting.

She also opposed the idea of sending an observer, citing the presence of Councillors who should already be reporting and expressing concern about unnecessary expenditure.

Cllr Petersen stressed that reporting is their obligation under an existing resolution and should not be debated repeatedly in Council. If they fail to deliver, he recommended that Council consider replacing them, emphasising that accountability lies fully with the appointed representatives.

13.2 **KOUGA AUDIT COMMITTEE**

None

13.3 **RULES & ETHICS COMMITTEE**

Cllr van der Linde asserted that the absence of a report was due to no new disciplinary inquiries. He attributed the lack of proceedings to effective conduct among Councillors and formally acknowledged and commended the collective discipline maintained throughout Council meetings.

Cllr Petersen questioned the absence of a report, stating that he had personally submitted a complaint and expected it to be reflected in council documentation.

Cllr Mbandana expressed dismay at the absence of a report from the Rules and Ethics Committee, referencing a serious matter involving a charge against Cllr Petersen. He recalled recusing himself from the meeting but expected follow up. He also raised urgent concerns about alleged harassment of women by male staff at Kouga Municipality and demanded clarity on disciplinary outcomes.

Criticising the lack of transparency and questioning the selective focus on Councillor misconduct, he called for equal ethical accountability for all individuals in the Municipality. Emphasising his stance against gender-based intimidation, he urged swift action and consequences.

The Speaker clarified that their office does not fall under the jurisdiction of the Rules and Ethics Committee, and therefore the matter being discussed is outside that committee's scope. To promote transparency and shared understanding, the Speaker indicated that Committee Services would be requested to circulate the official policy on the Rules and Ethics Committee, detailing the procedures for case handling and report generation.

13.4 **MUNICIPAL PUBLIC ACCOUNTS COMMITTEE**

25/06/MPAC1 MINUTES OF THE MUNICIPAL PUBLIC ACCOUNTS COMMITTEE

Resolved (26 June 2025)

1. That Council notes the minutes of the Municipal Public Accounts Committee and that the recommendations contained therein have been submitted to Council for resolution.

25/06/MPAC2 MUNICIPAL PUBLIC ACCOUNTS COMMITTEE (MPAC) – ANNUAL WORK PLAN

Cllr Foley sought clarity on the work plan, specifically regarding the entry on page 62, referencing the I&E department attending a draft annual report meeting scheduled for 25 November. He requested that the reference to I&E be corrected to distinguish between the Civil and Water Services and Electro-Mechanical departments.

The Municipal Manager confirmed that the requested amendment to the work plan would be made, specifically to distinguish between the departments. He added that both departments could be accommodated on the same date, 25 November, as indicated in the plan.

Resolved (26 June 2025)

1. That the MPAC Annual Workplan be approved.

13.5 **MUNICIPAL BY - LAWS AND POLICIES**

25/06/PB1 DRAFT SOCIAL AND RENTAL HOUSING POLICY

Cllr Gertenbach highlighted a gap in the current policy regarding the social and health needs of elderly citizens. He cited long waiting lists in Jeffreysrus, non-functional clinics, the pending closure of the Humansdorp hospital, and a delayed hospital proposal in Jeffreys Bay. While acknowledging the Department of Health's jurisdiction, he urged that the Kouga Municipality should actively apply pressure on the Department of Health to address the outstanding concerns.

The Director: Planning and Development clarified that the provision of frail care facilities is primarily a town planning matter, particularly in the context of retirement villages. The Municipality does not intend to operate such facilities directly. Instead, developers often supported by entities like Social Housing Regulatory Authority (SHRA) are responsible for initiating and managing these projects, such as those under the Finance Linked Individual Subsidy Programme (FLISP).

Frail care services are not excluded from developments but are typically included through a consent use application as part of a broader retirement village plan. If a rental development includes a need for elderly accommodation, the inclusion of frail care facilities depends on the nature of the development and the necessary planning approvals.

Cllr Mbandana supported the inclusion of elderly care in the policy but emphasised the need to also address disability issues.

He warned against misleading claims from the private sector about the closure of Humansdorp Hospital, cautioning that these narratives could be used to push for unrelated private hospital developments in Jeffreys Bay. He acknowledged that the policy is still open for public input and stressed the Importance of aligning with national and provincial housing policies.

Cllr Petersen stressed that policies should be workshopped with Council before being opened for public participation, arguing this sequence allows for proper input and refinement. Drawing on his experience with the Department of Human Settlements, he opposed rental housing models that do not provide ownership or security of tenure, saying they undermine the goal of empowering communities.

He emphasised that housing policy must promote integration and transformation, especially for those displaced by apartheid and colonialism. He warned that overlooking this fails to address historical injustices and called for the policy to be revised to align with the Housing Code and uphold the right to secure tenure for marginalised communities.

The Speaker clarified that the policy in question has already undergone several stages of review, including a portfolio meeting, a workshop, a Policy, and Bylaw committee meeting, and is now being presented again at Council. To ensure transparency, the Speaker committed to request Committee Services to circulate the dates of all these meetings, noting that not all Councillors may have been present at each stage.

Resolved (26 June 2025)

1. That the Draft Social and Rental Housing Policy be approved by Council.

2. That the Draft Social and Rental Housing Policy be published on the Kouga Municipal Website.

25/06/PB2 **REVIEW OF THE POLICY AND PROCEDURES FOR THE DISPOSAL OF IMMOVABLE ASSETS**

Ald Williams proposed two additions to the policy:

Section 8.1C (Page 108) – Following the clause on delegation of authority for leases and use rights not exceeding three cumulative years, he recommended adding that the Municipal Manager must report all newly signed leases and use rights granted under Section 8.1 to Council on a quarterly basis.

Emergency Dispensations (Page 114) – Referring to the clause allowing the Municipal Manager to dispense with competitive processes in emergencies, he proposed adding that all such emergency dispensations must be reported to Council at its next meeting.

Cllr Mbandana expressed concern that the policy may contain racial and political bias, particularly in the handling of lease applications from marginalised communities. He cited ongoing efforts such as repeated applications at Patensie that have not been acknowledged or addressed in Council processes. He emphasised that when applicants are not aligned with the ruling party, their submissions often fail to appear on the agenda.

He called for formal policy amendments to ensure equity, transparency, and non-discrimination, urging that these recurring issues will be unchanged since 2022.

Cllr van der Linde seconded the recommendations proposed by Ald Williams.

Cllr Petersen expressed frustration that the current leasing policy fails to acknowledge the country's historical land injustices, particularly for emerging farmers and marginalized communities. He supported Cllr Mbandana earlier concerns, criticising what he sees as a lack of equity in how agricultural, industrial, and business leases are allocated.

He called for the Planning and Development section to present a comprehensive list of existing leases, especially agricultural land, to improve transparency and demonstrate how land is currently being distributed. He cited a long-standing lease in Hankey as a case in point for scrutiny.

At 11:15 Cllr Ruth called rule of order 36.2, In the event of persistent disregard of the directions of the Speaker or Chairperson, the Speaker or Chairperson shall direct such Councillor to retire from the venue where the meeting is being held for the remainder of the meeting, and shall, if necessary, cause him/her to be ejected there from.

At 11:17 Cllr Dhludhlu called rule of order 32.1, A member who speaks shall confine his/her speech strictly to the motion or matter under discussion or to an explanation or a question of order.

Cllr Petersen reiterated that current Municipal policies fail to address transformation and equitable land access, particularly for emerging farmers and marginalised communities. He emphasised that lease allocations lack transparency and do not reflect the needs of those historically excluded.

He proposed that a comprehensive report on lease allocations be tabled before Council to expose current patterns and inform policy reform.

He called for a revision of existing policies, arguing they appear to serve narrow interests rather than promoting inclusive development. He questioned the sudden push for land disposals, suggesting it may be politically motivated, and urged Council to refocus on policies that advance social justice and redress.

The Executive Mayor clarified that the land disposal policy is not new, but an existing framework that has evolved. He welcomed Councillor Petersen's concerns but stressed the need for specific proposals rather than general criticisms. He reminded Council that developing and refining policies is one of its core functions.

While acknowledging that the current policy may not yet be ideal, he highlighted recent steps forward such as requiring quarterly lease reporting as meaningful progress. He encouraged councillors to contribute constructively by proposing clear transformational measures they would like to see included.

The Director: Planning and Development clarified that the current policy is focused on procedural matters related to the lease and sale of Municipal properties and is not intended to benefit any specific group. He emphasised that, aside from residential properties, the Municipality has not been selling economic or agricultural land, and that such cases are historic in nature.

To address ongoing concerns, he announced that a comprehensive alienation strategy will soon be presented. This strategy aims to guide future decisions on the disposal of land particularly economic and agricultural properties and respond to the issues raised during the discussion.

Ald Williams addressed Cllr Petersen's request for transparency by noting that a comprehensive list of current leases is already included in the documentation specifically on page 890 of the agenda where all lease agreements are tabled for Council's reference.

Cllr Ruth sought clarity on the policy development process, outlining her understanding that workshops serve as the platform where all councillors and administration can provide input. These contributions are then incorporated into the draft policy, which proceeds to the committee stage. The committee is expected to ensure that all workshop inputs are reflected before the policy advances to Council for final consideration.

She emphasised that all political parties are represented at both the workshop and committee levels, and questioned the source of the pushback, given the inclusive nature of the process as she understands it.

The Speaker confirmed that Cllr Ruth's understanding of the policy flow process is correct beginning with workshops for Councillor and

administrative input, followed by Committee review, and concluding with Council deliberation. To ensure clarity going forward, the Speaker committed to circulating the full process flow to all Councillors.

Resolved (26 June 2025)

1. That the Disposal and Lease of Council Owned Immovable Property be approved.

2. That the Disposal and Lease of Council Owned Immovable Property be published on the Kouga Municipal Website.

3. That the Policy and Procedures for the Disposal of Immovable Assets and the Leasing Policy for Municipal Owned Immovable Property as adopted by Council on 29 October 2020 per Resolution 20/10/PD8 be repealed.

4. That Council approve the insertion of a new clause, 8.1(c) Page 108, to read as follows: "The Municipal Manager must report all newly signed leases and use rights granted in terms of section 8.1 to Council on a quarterly basis."

5. That the addition of the following wording after "in an emergency" on page 114: "All dispensations granted as an emergency must be reported to Council at its next meeting" be approved.

Proposed: Ald B Williams Seconded: Cllr W van der Linde.

25/06/PB3 **AMENDMENT OF KOUGA MUNICIPALITY SPATIAL PLANNING & LAND USE MANAGEMENT BY-LAW, 2016**

Cllr Mbandana acknowledged that while many policies are up for adoption, they lack inclusive planning for all communities. He appreciated the Executive Mayor openness to amendments and emphasised that the policies are not final.

He criticised the Spatial Development Framework (SDF) for failing to reflect the needs of all towns in Kouga, particularly in identifying economic and industrial development zones. He argued that selective development undermines the Municipality role as a developmental institution.

Echoing Cllr Petersen, he committed to submitting clear, aligned proposals, and condemned spatial planning that continues to reflect apartheid-era inequalities, calling for a more equitable and integrated approach.

Cllr Petersen described the layout of the Kouga Municipal building, highlighting the location of the Council Chambers, political and administrative offices, and a board installed by the National Government post 1994. He referenced this board as a symbolic or

functional element introduced to address post-apartheid governance reforms, though the specific content or purpose of the board was not fully detailed in his statement.

At 11:29 Cllr Foley raised point of order 32, A member who speaks shall confine his/her speech strictly to the motion or matter under discussion or to an explanation or a question of order.

Cllr Petersen emphasised that the SDF should actively promote spatial justice by reversing the legacy of forced removals and reintegrating marginalised communities into urban centers. He referenced a post-1994 government board in the Kouga Municipal building as a symbol of this vision for integration.

He argued that the SDF discussion is the appropriate platform to address these issues and called for the inclusion of Khoisan communities in Municipal policy. Specifically, he urged recognition of their traditional leadership and cultural practices, noting that their exclusion perpetuates historical marginalisation. He advocated for policy amendments that support cultural redress, heritage preservation, and the rights of South Africa's First Peoples.

The Director: Planning & Development clarified that the current item under discussion is a by-law, not the SDF itself. The bylaw is intended to outline procedural mechanisms such as how to apply for rezoning, departures, or amendments to land use schemes and SDF rather than to designate specific land uses or users.

He emphasised that the by-law does not determine spatial proposals but rather sets out the application processes and public participation requirements. He acknowledged the comments made regarding spatial concerns but noted they are more relevant to the SDF or land use scheme, which will be addressed in a subsequent item.

He also confirmed that the by-law will be open for public participation for 60 days, during which workshops will be held, and encouraged all councillors to submit their inputs during this period.

The Executive Mayor affirmed that while he respects Cllr Petersen's differing view on the by-law, he stressed the need for clear and specific feedback to guide amendments. He emphasised that Council is a space for all political parties to contribute meaningfully, noting that past policy changes have been made based on such input.

He also raised a point of clarification regarding the section on conflict-of-interest page 186, particularly around the definition of "personal interest." As the appeals authority, he sought greater specificity on whether knowing someone personally constitutes a conflict, or if it refers strictly to professional relationships. He requested that Director Planning & development provide clarity on this provision.

The Director: Planning and Development confirmed that the key issue raised relates to the definition of "personal interest" in the context of conflict of interest. He explained that a personal interest arises when an individual such as the Executive Mayor, who serves as the appeals authority or their relative stands to personally benefit from a land use application or proposal.

He noted that this interpretation may be further clarified in the by-law's definitions section and committed to verifying whether a more precise definition is already included in the document.

Cllr van der Linde enquired about the public availability of the by-law or policy document, specifically asking whether it would be published in libraries and other accessible locations to allow for public comment.

He proposed an additional recommendation (10.3) to be included in the Council's resolutions, stating that the policy must return to Council for formal adoption. He noted that this requirement was not currently reflected in the existing resolutions and should be added for clarity and accountability.

Cllr Petersen seconded Cllr van der Linde's proposal that the current policy be returned to Council for final adoption. He further recommended that this principle be extended to all municipal policies, ensuring that each one is formally brought back to Council for final approval before implementation.

The Director: Planning and Development confirmed that it is standard practice, as required by the Spatial Planning and Land Use Management Act (SPLUMA), for all documents that undergo public participation to be returned to Council for approval.

The Director: Planning and Development acknowledged the validity of Councillors' concerns and welcomed continued engagement during the public participation process. He encouraged Councillors to submit their inputs on the by-law, assuring them that all feedback would be considered and incorporated before the final draft is presented to Council for adoption.

He further emphasised the Municipality commitment to ensuring broad community access and involvement. To support this, the draft by-law will be made available at all Municipal offices and libraries, as well as published on the Municipal website.
In addition, the Municipality will conduct public workshops in identified areas, aligned with the Public Participation Policy, to facilitate more inclusive and informed input from residents.

Resolved: (26 June 2025)

1. That the Amendments of Kouga Municipality Spatial Planning & Land Use Management By-Law, 2016, be approved by Council.

2. That the amendments be advertised in line with the provisions of the Spatial Planning & Land Use Management Act, 2013 (Act No. 16 of 2013) and the Municipal Systems Act, 32 of 2000 for public comment and/or objections.

3. That this policy be returned to Council for adoption upon completion of public participation process.

Proposed: Cllr W van der Linde Seconded: Cllr P Petersen

25/06/PB4 **AMENDMENT OF THE MUNICIPAL INTEGRATED LAND USE SCHEME, 2021**

Cllr Mbandana expressed appreciation for the constructive tone and substance of the debate on the item under discussion. He also welcomed the positive direction being taken by the Kouga community, noting that it aligns with his own values and aspirations for local development.

Resolved: (26 June 2025)

1. That the Amendments to the Municipal Integrated Land Use Scheme, 2021 be approved by Council.

2. That the approved amendments be published for public comments and/or objections as required in terms of the Spatial Planning & Land Use Management Act, Act 16 of 2013.

25/06/PB5 **DRAFT BY-LAWS RELATING TO THE BUILDING AESTHETICS IN THE MUNICIPAL AREA**

Cllr Heystek, referenced page 383, section 11 (Appeals), proposed the addition of a new Column I to the relevant table or framework. This column would reflect that the Mayoral Committee is permitted to attend all appeal meetings as observers, without participating directly in proceedings.

He clarified that if Mayoral Committee members have questions during these sessions, they should direct them to the Office of the Executive Mayor or the Municipal Manager.

He emphasised that this arrangement referred to as the above proposal would function as an oversight mechanism for the Mayoral Committee, enhancing transparency and accountability without interfering in the appeal process.

Ald Williams seconded Cllr Heystek's proposal.

Cllr Ruth voiced support for the item, noting the success of the current voluntary aesthetics committee, which convenes weekly and handles most plan submissions. She cautioned against introducing measures that could complicate or delay the committee's operations.

She emphasised the importance of enforcing compliance with aesthetic overlay zones where they are established, to preserve design standards without disrupting development timelines.

Cllr Petersen requested clarity on the scope and application of the Aesthetics By-law in Kouga. He questioned whether the by-law applies to all buildings, including those already covered by private design manuals e.g., Fountains Estate, Marina Martinique, St. Francis Links, or only to developments not governed by such frameworks.

He also asked about the submission and approval flow specifically whether homeowners' association approvals are automatically accepted or if they are independently reviewed by the Aesthetics Committee before forwarding to the Built Environment (building control) unit.

Additionally, he raised concerns about the composition of the Aesthetics Committee, highlighting the lack of demographic representation. He reiterated his interest in serving on the committee and called for it to reflect the diversity of Kouga population. He linked this to the broader need for transformation and inclusive input into developmental frameworks and built environment decisions.

The Director: Planning and Development clarified that the primary aim of the Aesthetics By-law is to empower Council to establish area specific design guidelines for different towns or neighbourhoods such as the CBD, Kabeljous, or Humansdorp Kruisfontein based on their unique character.

He explained that in estate developments, Homeowners' Associations (HOAs) typically operate under their own constitutions and design manuals, often appointing internal aesthetics committees to review plans before submission to the municipality.

In open areas like St. Francis, where Municipal aesthetics guidelines apply, the by-law allows for the formation of a voluntary Aesthetics Committee, which includes community members and a Municipal official usually the Building Control Officer. This committee reviews and endorses plans before they are submitted to Council for approval.

Cllr Petersen sought clarification whether HOAs and their design manuals are being considered in the current policy formulation, or whether they are excluded from Municipal oversight under the Aesthetics Bylaw.

He reiterated his concern about the transparency and composition of the existing Aesthetics Committee, asking for details on who serves on it, how it was established, and how others particularly from underrepresented communities can join. He emphasised the importance of the committee being inclusive and representative of Kouga's full demographic diversity.

The Director: Planning and Development clarified that in estate developments, the Municipality is involved in the initial approval of a HOA and its constitution, including design guidelines. However, once the estate is operational, the HOA functions independently, and the Municipality does not intervene in its internal processes.

Regarding the Aesthetics Committee, he confirmed that the current committee in St. Francis was established under previously approved guidelines. Once the new Aesthetics By-law is adopted, the committee's structure will be aligned with the updated framework, including a five-year term, volunteer nominations via the Municipal Manager's office, and Council endorsement. He offered to share the names of current committee members privately and affirmed that the committee is actively reviewing plans and performing well.

Resolved: (26 June 2025)

1. That amended Draft By-Laws Relating to the Building Aesthetics in the Municipal Area be approved by Council.

2. That the amended Draft Kouga By-Laws Relating to Building Aesthetics be published for public comment and/or objections as required by the Local Government: Municipal Systems Act, 32 of 2000, as amended.

3. That an additional Column I be included which indicates that the Mayoral Committee be allowed to attend all meetings as observers.

Proposed: Cllr F Heystek Seconded: Ald B Williams

14. **REPORT BACK: MUNIMEC**

None

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

25/06/MM3 COUNCIL RESOLUTIONS AS AT 29 MAY 2025

Cllr Dhludhlu thanked Council for appointing him as Chairperson of the Monitoring and Evaluation Committee (M&E). He reported that the committee met on 24 June 2025 to conduct a detailed, line by line review of item MM3, assessing completed actions, blockages, and solutions.

He confirmed that the committee is satisfied with the current recommendations and assured that ongoing follow up and reporting will be done to track progress, completion, and any outstanding matters at future M&E sittings.

Cllr Ruth proposed that the feedback provided by the administration during the Monitoring and Evaluation Committee meeting be integrated into the MM3 document, to make the explanations available to all Councillors.

Cllr van der Linde endorsed Cllr Dhludhlu position and supported Cllr Ruth assessment of the Monitoring and Evaluation Committee's comprehensive report. He advocated for this approach to be used consistently due to the clarity it provides.

He recommended the removal of item 19/07/MM4 relating to the golf course from the action sheet, citing that it has been rendered obsolete by new Council resolutions. He also raised concern about the ongoing lack of progress regarding item 25/03/FED1 Hankey Fresh Fruit Market, urging decisive action due to safety and reputational concerns. Lastly, he requested an update on recent developments concerning the Aston Bay Caravan Park item 21/09/PD10.

The Municipal Manager noted that the CFO is in the process of compiling a comprehensive report on the Hankey Fresh Produce Market. This report will include future alternative proposals for Council consideration and will be submitted in due course.

Regarding item 19/07/MM4, the Municipal Manager acknowledged that additional developments have occurred. The action sheet will be updated accordingly to reflect the status and to support the resolution of the outstanding Council decisions.

The Municipal Manager indicated that discussions are ongoing with the Department of Public Works regarding the Aston Bay Caravan Park. One of the proposals involves a potential land exchange related to a school site in the Boskloof area. Feedback has been received from the Provincial Department, but no significant new developments have been reported.

The Manager: Legal Services confirmed that there has been no further progress on the matter. The most recent meeting occurred via the office of the Director Planning and Development, during which the Department committed to holding regular follow up engagements. However, no subsequent meetings have taken place, and the Director Planning and Development is currently in contact with the Department to arrange the next session.

Cllr August raised a concern regarding the prolonged lack of action on the Hankey Fruit and Vegetable Market. She emphasised that repeated promises of a future have not materialised, while the physical condition of the building has deteriorated significantly. She noted ongoing vandalism by individuals misusing substances, stressing the urgency of implementing a solution.

The Speaker requested that the Municipal Manager prioritise the matter relating to the Hankey Fruit and Vegetable Market and ensure that the anticipated report from the CFO's office is returned to Council for consideration as a matter of urgency.

Cllr Petersen raised concern over an unresolved item listed under the Rules and Ethics Committee, which has remained marked as "ongoing" for over two years. Referring to feedback from the Office of the MEC, he stated that the investigation is delayed due to the Council not yet granting permission for it to proceed.

He stressed that the extended delay has caused reputational harm and expressed urgency for resolution. He urged the Speaker to expedite the matter and stated discomfort with their name being associated with a prolonged issue.

Resolved (26 June 2025)

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.

25/06/MM2 **2024/25: QUARTER 3: PERFORMANCE REPORT: PERIOD 1 JULY 2024 TO 31 MARCH 2025**

Cllr Ntshota questioned the lack of transparency and visible progress in the upgrading of gravel roads within ANC represented communities. She requested a detailed specification of which roads are being upgraded, noting that communities like Lower Golf Course have not benefited despite repeated requests. She referenced independent intervention by a wind farm to assist with road repairs, which is currently delayed pending Municipal approval.

Cllr Ntshota argued that performance bonuses should not be awarded until equitable service delivery is evident.

The Executive Mayor expressed gratitude to the administration for finalising the new Service Delivery and Budget Implementation Plan (SDBIP), describing it as a marked improvement over previous version. He conveyed optimism for the upcoming financial year and highlighted the increased oversight and accountability the new system is expected to provide. Appreciation was extended to the Municipal Manager and the supporting team for their efforts.

Cllr Petersen criticised the distribution of Municipal resources, arguing that performance bonuses are unwarranted given disparities in service delivery.

He highlighted low achievement rates in capital budget and grant expenditures, particularly in disadvantaged areas, while noting higher investment and performance in affluent communities especially regarding road maintenance. Cllr Petersen questioned the equity of service provision across Kouga and expressed concern over operational targets being met in plants that do not serve poorer areas. He urged a reconsideration of performance-based compensation considering these imbalances.

Cllr Mbandana criticised the lack of adherence to community participation requirements in the Municipality performance practices. Citing consistently poor service delivery, particularly in historically disadvantaged communities, the Civil Directorate was singled out for failing to meet basic infrastructure needs such as water pressure and road maintenance. He stated an intention to escalate these concerns to the Director General of Local Government for further scrutiny.

At 12:04 Cllr Foley raised point of order 32.1, A member who speaks shall confine his/her speech strictly to the motion or matter under discussion or to an explanation or a question of order.

The Municipal Manager explained that the low capital expenditure figure for the third quarter was due to external funding changes specifically, Informal Settlements Upgrading Programme Grant (ISUP) grants that were restructured for multiyear distribution and recent disaster funding received late in the quarter. These adjustments affected the ability to reflect expenditure within the reporting period due to required procurement timelines. It was noted that a detailed breakdown would be provided in upcoming financial reports and that conditional grants are expected to be fully spent by year end.

The Director: Civil and Water Services reported that R52,000 was allocated under the Municipal Infrastructure Grant (MIG) for the planning and design of gravel road upgrades, as noted on page 418.

The tender for phase two of the project has been advertised, and a contractor has been appointed to commence work from 1 July 2025. The full allocation is expected to be expended, reflecting 100% utilisation of the planning budget.

Resolved (26 June 2025)

1. That the 2024/2025 Quarter 3 Performance Report be considered.

2. That all areas of underperformance be discussed at Portfolio Committee level to determine and agree on corrective actions to be implemented and monitored to ensure targets are achieved by year end.

25/06/MM4 **PERFORMANCE MANAGEMENT: APPOINTMENT OF A MUNICIPAL MODERATION COMMITTEE**

Cllr Petersen acknowledged that staff regulations permit the creation of a moderation committee and proposed that Council consider broadening its remit. While grappling with language limitations, the Councillor clarified the intent to extend the committee's operational scope and expressed an effort to communicate effectively despite English not being his first language.

At 12:36 Cllr Dhludhlu raised Rule of Order 51.1, pertaining to the use of a foreign language.

The Speaker overruled Cllr Dhludhlu's objection.

Cllr Petersen made a remark directed at Cllr Dhludhlu, in which he referred to him as a taxi driver.

At 12:39 the Executive Mayor raised point of order 32.1, A member who speaks shall confine his/her speech strictly to the motion or matter under discussion or to an explanation or a question of order.

Cllr Petersen proposed reviewing the composition of the moderation committee, questioning whether it should consist solely of the Municipal Manager, senior managers, and an external performance management specialist, or if Council members could be included to ensure oversight.

At 12:41 Cllr Gertenbach referred to Rule 36, 2, emphasising that in cases of persistent disregard for the directions of the Speaker or Chairperson, the Speaker or Chairperson is empowered to instruct the councillor in question to vacate the venue. He asserted that such action should be taken immediately.

The Deputy Municipal Manager emphasised that the Municipal Staff Regulations specifically apply to non-Section 56 and 57 employees, who report to the accounting officer and departmental heads not to politicians.

According to Section 59(7), the moderation committee must be established by the Municipal Council and include the Municipal Manager and senior administration only, excluding political office bearers. Any deviation from these regulations would constitute a direct breach of the prescribed governance framework.

Resolved (26 June 2025)

1. That in terms of the provisions of Regulation 39(6) of the Local Government Municipal Staff Regulations (R890 dated 21 September 2021), the Municipal Moderation Committee be established.

2. That in terms of the provisions of Regulatiom 39(7) Local Municipal Staff Regulations (R890 dated 21 September 2021), the Municipal Moderation Committee be constituted as follows:

   a) Municipal Manager as Chairperson.
   b) Members
   i) Deputy Municipal Manager
   ii) Director Civil and Water Services
   iii) Director Community Services
   iv) Director Electro-Mechanical Services
   v) Chief Financial Officer
   vi) Director Planning and Development
   vii) Manager Risk and Internal Audit
   viii) Manager Performance Management
   ix) Manager Human Resources

25/06/MM5 **ADDENDUMS TO 2024/25 PERFORMANCE PLANS OF SENIOR MANAGERS FOLLOWING AMENDMENTS TO THE 2024/25 SERVICE DELIVERY AND BUDGET IMPLEMENTATION PLAN**

Cllr Petersen raised concerns about the integrity of the current performance management system for senior Municipal staff. He argued that targets are often set deliberately low to secure performance bonuses, without genuine accountability. He proposed that Council members should participate in setting these targets to ensure transparency and fairness. Cllr Petersen questioned the disparity in bonus distribution, highlighting that senior managers receive incentives while their subordinates do not, despite contributing to the same outcomes.

The Executive Mayor clarified that the current item concerns a minor adjustment to already signed performance bonuses, aligned with recent changes to the SDBIPs due to funding allocations. New performance agreements for the upcoming financial year are already being signed, with SDBIPs and performance contracts in progress. He emphasised that Councillors have direct input into performance agreements through their involvement in the IDP and budget processes.

The Executive Mayor invited Cllr Petersen to provide specific proposals regarding performance management, noting that general criticisms lack actionable detail and encourage constructive engagement for future agreements.

The Speaker called for a vote as follows:

In favour : 16
In favour : 4
Abstain: 2

Resolved (26 June 2025)

1. That the addendums to the performance agreements of Senior Managers, following the amendments to the 2024/25 Service Delivery and Budget Implementation Plan as approved by Council on 31 March 2025 per Resolution 25/03/MM4, be noted.

25/06/MM6 EXTENSION OF TERM OF KOUGA AUDIT COMMITTEE MEMBER

Ald Williams recommended that Council adopt a prudent approach by testing the market. He proposed amending the recommendation to authorise the Municipal Manager to advertise the vacancy on the Audit Committee, ensure all relevant processes are followed, and return the item to Council for final consideration.

Cllr van der Linde supported the proposal.

Resolved (26 June 2025)

1. That Council grants authority to the Municipal Manager to advertise the vacancy on the Audit Committee, ensure that all relevant recruitment processes are duly followed, and that the outcome of the process be submitted to Council for final consideration and appointment.

Proposed: Ald B Williams Seconded: Cllr W van der Linde

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

25/06/DMM10 DRAFT INSTITUTIONAL CALENDAR

The Speaker declared a comfort break from 13:09 to 13:20.

Resolved (26 June 2025)

1. That the Institutional Calendar for 1 July 2025 to 30 June 2026 be approved.

17. **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).

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

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

25/06/FED3 **COUNCIL APPROVAL OF THE REVIEWED INTEGRATED ECONOMIC GROWTH STRATEGY**

Ald Williams expressed support for the item, noting its progress and affirming that the administration was on the right track. He congratulated the administration on their efforts and confirmed his endorsement of the item.

Cllr Petersen voiced support for the proposed plan, emphasising his commitment to initiatives that improve the lives of poor communities. He highlighted the need for these efforts to prioritise, rather than merely include, historically disadvantaged groups. His primary concern was the plan emphasis on tourism, which he argued disproportionately benefits landowners and excludes the black majority due to limited access to land.

He urged that social and economic inequalities from the past be acknowledged in policymaking. Despite these concerns, he endorsed the plan and called for its thorough implementation to ensure equitable economic participation for all.

The Executive Mayor welcomed the policy, stating it supports economic growth in Kouga Municipality. He encouraged the development of a formal implementation policy particularly from the CFO's office that outlines how Council will actively support local businesses and ensure the strategy moves beyond paper into tangible results.

The CFO clarified that tourism is only one of six sectors targeted in Kouga economic strategy, countering claims that the strategy is tourism specific. He confirmed that the strategy includes a linked implementation plan, and that the approved budget accommodates short-term actions. Despite limited funding, the Municipality aims to meet year one targets through stakeholder engagement and partnerships. Additionally, five key policies are under review and, pending Council approval of the strategy, will be presented at the next policy workshop to support economic development in Kouga.

Cllr Petersen supported the Executive Mayor's call for concrete implementation of the strategy. He recommended that Council formally amend the item to include the development of a policy with a clear implementation plan.

Resolved (26 June 2025)

1. That the reviewed Kouga Integrated Economic Growth Strategy be approved by Council.

25/06/FED4 **KLTO FUNDING 2024/2025 – KOUGA LOCAL TOURISM ORGANISATION**

Resolved (26 June 2025)

1. That Council approves the funding of R 360,000-00 (Three Hundred and Sixty Thousand Rands only) all-inclusive for 2024/2025 FY only.

2. That Council authorizes the Accounting Officer to conclude a Funding Agreement / SLA with Kouga Local Tourism Organization in respect of funding stated in (1.) above.

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

25/06/PD4 APPLICATION FOR LEVEL 1 ACCREDITATION FOR IMPLEMENTATION OF HUMAN SETTLEMENTS PROGRAMMES

Cllr Petersen welcomed Kouga Municipality's proposed accreditation as a Level 1 Implementation Agent for human settlement programmes, acknowledging its origin from the Department of Human Settlements. He emphasised the importance of political maturity post-elections, urging Councillors to unite beyond party ideologies to improve the livelihoods of residents.

While supporting the initiative, he raised concerns about potential misuse of the programme for political campaigning, particularly by officials involved in its implementation. Cllr Petersen advocated for governance that prioritises collective benefits, especially for the poorest communities, and cautioned against turning service delivery tools into instruments of political lobbying.

The Deputy Executive Mayor confirmed that the matter had been discussed in the portfolio committee, where the Councillor concerns were addressed. He agreed that the issue should not be politicised and endorsed the item, noting that it had been approved by the committee based on the reasons outlined in the report.

Cllr Gertenbach expressed support for both the application for accreditation and the transfer of properties. He referenced documentation indicating that the Municipality previously held implementation status, which was later revoked due to mismanagement under the former ANC led administration.
Cllr Petersen spoke out of turn during the proceedings.

The Speaker noted that Cllr Petersen was speaking out of turn and clarified that he was not recognised to address the meeting at that time.

Cllr Ruth addressed the serious allegation raised regarding Municipal employees engaging in political activities at night within the housing sector.

It was noted that Cllr Petersen had interrupted Cllr Ruth while she was addressing Council.

The Speaker directed Cllr Petersen to allow Cllr Ruth to speak without interruption.

She stressed the importance of accountability in a public forum and urged Cllr Petersen to provide evidence to substantiate the claim, emphasising that such statements should be supported when made before Council.

At 13:41, Cllr Heystek raised a point of order against Cllr Petersen, citing repeated interruptions during the meeting. He referred to disciplinary procedures specifically Rule 56.2 stating that such conduct could warrant removal. He requested that the Speaker intervene and instruct Cllr Petersen to adhere to the rules of order.

The Deputy Municipal Manager emphasised that any allegations against Municipal staff must be submitted in writing to the Municipal Manager, as per the required legislative framework. Allegations made outside this formal process such as verbal claims or reports to other Councillors cannot be treated as valid.

Proper investigation and accountability can only occur if allegations follow the prescribed reporting procedures. If proven true, appropriate consequence management must be applied.

Resolved (26 June 2025)

1. That the report of the Human settlements Accreditation Business Plan be noted.

2. That Council supports the application for Level 1 Accreditation for implementation of Human Settlements programmes.

25/06/PD5 **APPLICATION TO BE APPOINTED AS IMPLEMENTING AGENT: TRANSFER OF GOVERNMENT SUBSIDIZED HOUSES**

Cllr Gertenbach was in support of the item.

Resolved (26 June 2025)

1. That the Council supports the application for the Municipality to be appointed as Implementing Agent to attend to the transfer of Government subsidised houses.

2. That an application to be appointed as Implementing Agent for the transfers of government subsidized housing, be submitted to the Eastern Cape Department of Human Settlement for consideration action.

25/06/PD6 **REQUEST FOR COUNCIL'S PERMISSION TO ACCEPT OFFER TO REGISTER A RIGHT OF WAY SERVITUDE OVER PORTION 249 OF THE FARM GOEDGELOOF NO. 745 (SEA VISTA) HUMANSDORP RD IN FAVOR OF THE MUNICIPALITY**

Resolved (26 June 2025)

1. That Council accepts a right of way servitude over Portion 249 of the Farm Goedgeloof No. 745 (Sea Vista) Humansdorp Rd in favor of Kouga Municipality.

2. That the Accounting Officer be authorized to complete the registration process of the intended servitude.

25/06/PD12 **REVIEW OF SPATIAL DEVELOPMENT FRAMEWORK 2020: PUBLIC PARTICIPATION ON DRAFT DOCUMENT**

Cllr Petersen emphasised the value of involving portfolio Councillors in discussions, pointing out that such collaboration leads to smoother council meetings. He highlighted how the current meeting progressed efficiently and without conflict, attributing it to inclusive engagement.

At 13:54, Cllr Ruth raised a point of order, stating that the remarks being made about council operations and meeting efficiency were irrelevant to the item under discussion the Spatial Development Framework (SDF).

At 13:55, Cllr Heystek raised a second point of order, noting that despite the Speaker's earlier instruction for Cllr Petersen to remain on topic, he continued to elaborate on unrelated matters involving Cllr Ruth. He requested that the Speaker enforce relevance and maintain procedural focus.

Cllr van der Linde supported the spatial development programme and shared that, following a helpful conversation with Director: Planning and Development, he now has a clearer understanding of the process. He expressed concern over the draft plan's approval wording, proposing that it explicitly return to Council for final approval after public comment. He also questioned the accessibility of the documents, asking whether copies would be made available at designated public points and on the Municipal website to ensure proper public participation.

The Director: Planning and Development outlined the public participation process for the by-laws, stating that workshops will be held to discuss all relevant documents. Hard copies will be made available at Municipal offices and libraries, with digital access via social media and the Municipal website.

The strategy includes a 60-day public comment period, with the possibility of an additional 30-day extension if amendments are made based on feedback. He emphasised the importance of extensive engagement and confirmed that the final version would return to Council for approval.

Resolved (26 June 2025)

1. That Council adopts the reviewed Draft Spatial Development Framework.

2. That the reviewed Draft Spatial Development Framework be published for public comment and/or objections.

25/06/PD13 **LAND AUDIT REPORT: MUNICIPAL-OWNED PROPERTIES: KOUGA LOCAL MUNICIPALITY**

Cllr Petersen expressed concern over the scope of the audit report, proposing that it be extended to cover all land in Kouga, not just Municipal owned land. He called for a verification process to confirm ownership and occupancy, particularly on vacant and agricultural properties.

Cllr Petersen highlighted a case of unregulated land use near Hankey, where land was farmed without formal lease agreements, suggesting that public land should generate revenue for the community. He emphasised the need for accountability and enforcement to prevent misuse of public assets.

At 14:04, Cllr Stuurman raised a point of order under Rule 32.1 Relevance, stating that Cllr Petersen was not adhering to the subject of his speech and was repeatedly mentioning individuals by name.

Cllr van der Linde raised questions about property issues on page 890 of the report. He queried why ERF 223 was granted a 15-year lease, despite legislation typically allowing only 9 years and 11 months. He also asked how many urban properties had been allocated to estate agents for marketing and sale, referencing previous Council approval.

Additionally, he sought clarity on urban numbers assigned to properties that do not appear on the zoning map, asking how such locations are identified and tracked.

The Director: Planning and Development clarified that the audit focused solely on Municipal owned properties, as per the original request, and that expanding it to include private properties would require a separate Council resolution. Regarding a specific farm mentioned, he advised that formal inquiries be submitted in writing through the appropriate channels.

On the 15-year lease, he explained that it reflects the status quo from a 2022 Council approved resolution, reportedly initiated by the province. Concerning the zoning map, he supported the request for clarity and proposed circulating maps to Councillors as a separate exercise.

He also noted that an alienation strategy, aligned with the Local Economic Development (LED) strategy, will soon be presented to Council, including detailed property locations for better transparency.

Resolved (26 June 2025)

1. That the content in the Land Audit Report be noted.

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

25/06/CWS15 REQUEST FOR COUNCIL APPROVAL OF THE 2025/2026 DRAFT WATER CONSERVATION AND WATER DEMAND MANAGEMENT (WCWDM) STRATEGY – 5-YEAR ACTION PLAN

Resolved (26 June 2025)

1. That Council approves the Water Conservation and Water Demand Management (WCWDM) Strategy – 5-year Action Plan for implementation.

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

25/06/EMS8 REQUEST FOR COUNCIL'S PERMISSION TO REZONE PORTION 4 OF FARM 346: HUMANSDORP RD (RHEEBOKSFONTEIN RENEWABLE) & REMAINDER OF ERF 499 HUMANSDORP TO PERMIT RENEWABLE ENERGY STRUCTURES, AGRICULTURE AND AUTHORITY USES

Cllr Petersen objected to the recommendation on the grounds that Subdivision of Agricultural Land Act 70/1970 prohibits subdivision of agricultural land. He cautioned that rezoning such land may open the door to fragmentation and alternative uses, which could undermine its agricultural purpose.

He questioned whether the rezoning is truly necessary to accommodate renewable energy infrastructure, noting that wind turbines already operate on farmland without rezoning. He requested that the objective behind the rezoning be clearly stated and placed on record.

The Director: Electro-Mechanical explained that the property in question is being developed as a renewable energy hub, intended to host various technologies. As part of the project conditions, the entire property must be rezoned before initiating public participation.

The Director: Planning and Development confirmed that rezoning is required under Municipal by-laws and the land use scheme to realize

the proposed renewable energy development. The land will be designated as a special zone, which allows for both agricultural and renewable energy activities. Rezoning does not prohibit farming, and subdivision would require separate approval from the Department of Agriculture.

The Director: Planning and Development emphasised that this process aligns with legal standards and clarified that even wind turbine installations involved rezoning. Public comments and any required amendments would be incorporated before final approval.

Cllr Petersen withdrew his objection to the item.

Resolved (26 June 2025)

1. That the item be approved by Council.

2. That the Accounting Officer be authorized to implement the legislative process to apply for the rezoning of the applicable land parcel.

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

25/06/CSS10 INTEGRATED WASTE MANAGEMENT PLAN FOR SARAH BAARTMAN DISTRICT MUNICIPALITY AND KOUGA MUNICIPALITY

Cllr Petersen objected to the adoption of the item, citing the absence of any reference to the management of waste affecting the Seekoei River.

The Speaker called for a vote as follows:

In favour : 16
In favour : 5
Abstain: 0

Resolved (26 June 2025)

1. That the Kouga Municipality Integrated Waste Management Plan be adopted by Council.

2. That the Kouga Municipality Integrated Waste Management Plan be submitted for endorsement by the MEC.

25/06/EMS11 REPORT: APPROVAL OF ELECTRICITY TARIFFS FOR THE PERIOD 1 JULY 2025 TO 30 JUNE 2026

Cllr Petersen opposed the proposed electricity tariff increase, arguing that it would disproportionately affect the poorest communities, particularly those he represents. He acknowledged that the Municipality purchases electricity from national providers and resells it

at a markup, but criticised the skewed budget allocation, which he claimed favors predominantly white areas.

He emphasised that inflation and tariff spikes burden low-income households more severely and suggested that the municipality could absorb some of the cost to ease the impact. On behalf of the ANC caucus, he firmly rejected the tariff increase, citing its social and economic consequences.

The Executive Mayor reminded the Council that the Municipality had initiated a petition opposing NERSA's electricity tariff increases, with strong support from Kouga residents. He emphasised that the Municipality is currently operating at a loss on electricity, not profiting from its resale. To address this, the Municipality is investing in local energy solutions, including land reservations in Humansdorp, ACCG technology, and battery storage. He stressed that Municipalities are autonomous and should not be compelled by NERSA to implement unaffordable tariff hikes.

He is currently reviewing legal action taken by other municipalities against NERSA and intends to present the option of joining the court case to Council. He also highlighted the added burden of extended peak hours by Eskom, which further strains residents financially.

The Director: Electro-Mechanical explained that the item was brought to Council following NERSA's approval, as it is the sole authority in South Africa responsible for electricity tariff regulation.

Acknowledging the high cost of electricity, he emphasised the Municipality's commitment to renewable energy projects aimed at reducing reliance on Eskom and lowering long term energy costs. He expressed optimism that, by implementing the Municipality's long-term energy strategy, future electricity costs could fall below current tariff levels, regardless of national directives.

The Speaker called for a vote as follows:

In favour : 16
In favour : 5
Abstain: 0

Resolved (26 June 2025)

1. That the Council, by resolution taken by majority of its full number, and in terms of Sections 30(2) and 93(4) of the Local Government: Municipal Structures Act, Act 117 of 1998 (as amended), read in conjunction with Chapter 4 of the Local Government: Municipal Finance Management Act, Act 56 of 2003, approves the fees and charges in respect of electrical services, as reflected in **Annexure 'A'**, with effect from 1 July 2025.

19. **CLOSURE**

The meeting closed at 14:37

_____

L MAREE
SPEAKER

DATE

REPORTS OF COMMITTEES OF COUNCIL:

KOUGA
local Municipality
Good Governance through Service Excellence

KOUGA AUDIT COMMITTEE

KOUGA MUNICIPALITY (EC 108)
ORDINARY COUNCIL MEETING
OFFICE OF THE MUNICIPAL MANAGER
OPEN
DATE: 30 JULY 2025
ITEM NO: **25/07/KAC1**

MINUTES OF THE KOUGA AUDIT COMMITTEE

1. **Introduction**

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

2. **Background**

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

3. **Discussion**

Council is advised that the Kouga Audit Committee held a meeting on 25 March 2025. The minutes of the respective meeting are attached for ease of reference and marked as Annexure A. The matters arising schedule for the Kouga Audit Committee has been attached and is marked as Annexure B.

4. **Financial Implications**

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

5. **Applicable Legislation**

Sections 165 and 166 of the Local Government: Municipal Finance Management Act No. 56 of 2003.

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

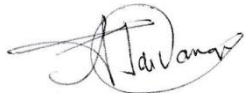
8.7 **Municipal Manager**

9. **Delegated Authority**

To Council for noting.

10. **Recommendations**

10.1 That the minutes of the Kouga Audit Committee meeting held on 25 March 2025 respectively, as well as the Matters Arising Register be noted.

Item prepared by the: Kouga Audit Committee Chairperson**:** 

MINUTES OF THE SECOND QUARTER KOUGA AUDIT COMMITTEE MEETING HELD ON TUESDAY, 25 MARCH 2025 AT 10:00 AM, IN THE COUNCIL CHAMBERS, JEFFREYS BAY

PRESENT	Mr D de Lange	(Chairperson)
	Mr G Sarpong	(Member)
	Mr R Moodaley	(Member)
COUNCILLORS	Cllr L Maree	(MMC: Finance and Economic Development)
OFFICIALS	Mr C du Plessis	(Municipal Manager)
	Mr D de Jager	(Deputy Municipal Manager)
	Mr R Lorgat	(Chief Financial Officer)
	Ms N Machelesi	(Director: Community Services)
	Mr T Madatt	(Director: Electro-Mechanical Services)
	Mr J du Toit	(Acting Director : Civil and Water
	Mr I Fakir	(Manager: Risk & Internal Audit)
	Mr A Koegelenberg	(Manager: Performance Management System)
	Ms L Opperman	(Manager: Legal Services)
	Ms C Groenewald	(Manager: SCM)
	Mr N Swarts	(Manager: Assets & Investments)
	Ms N Mate	(Manager: Revenue)
	Mr S Abrahams	(Manager: Budget and Treasury)
	Mr C Tyani	(Internal Auditor)
	Ms S Mpumela	(Internal Auditor)
	Ms N Mqutyulwa	(Risk & Internal Audit: Intern)
	Ms M Julius	(Snr Admin Officer: Committees)
	Ms P Gunya	(Committee Officer)
	Ms M Mitchell	(Committee Clerk)
STAKEHOLDERS		
	Mr S Galada	(Deputy Director: Municipal Development and Finance Eastern Cape COGTA)

1. **OPENING AND WELCOME**

The Chairperson opened the meeting and welcomed all present and requested the Municipal Manager to open with a prayer. He welcomed the new KAC member, Mr R Moodaley. He thereafter delivered his statement as follows:

Opening Statement for the Kouga LM Second Quarter Audit Committee Meeting 2024/2025.

Good morning, Honourable Mayor, Chair of MPAC, Councillors, representatives from Provincial Treasury and COGTA, the Auditor-General's Office, the Accounting Officer, Directors and colleagues, and all protocol observed.

Let me begin by welcoming our new audit committee member Mr Romano Moodaley.

I would like to begin by expressing our appreciation to the Secretariat for preparing today's agenda and for maintaining the high standard of the minutes, which provide an accurate record of our proceedings.

Our agenda includes key focus areas and updates essential for executing the Audit Committee work plan.

I am pleased to report that the Audit Committee Work Plan is now fully implemented as reflected in the Audit Committee agenda and serves as the foundation for our quarterly reports to Council, ensuring that we fulfil our responsibilities in accordance with the MFMA and the Audit Committee Charter.

I would, however, like to request the secretariat to use the workplan numbering for the numbering of items/reports included in the audit committee agenda.

I would like to attempt to introduce a more active and meaningful participation of members of the Audit Committee.

It does get a bit monotonous when the chairperson must introduce all the items.

I have requested Mr Romano Moodaley introduce the following items:

8.4 FINANCE REPORTS

25/03/KAC7 Monthly Budget Statements for the period July 2024 to December 2024 and Financial State of Affairs of the Municipality as of 31 December 2024 (2024/25 Financial Year)

Mr George Sarpong will introduce the following items:

Strategic and ICT risk registers item:

8.3 INTERNAL AUDIT AND RISK MANAGEMENT

25/03/KAC6 Strategic and ICT Risk Registers

as well as the corporate services items:

8.6 CORPORATE SERVICES REPORTS

25/03/KAC14 Critical Vacancy Report

25/03/KAC15 Job Evaluations Report

25/03/KAC16 Report: Review of the Organogram

25/03/KAC17 Submission of the Amended Policy Register

And the ICT items:

8.7 ICT REPORTS

25/03/KAC18 Digital Services Strategic Projects and Progress Report as at end January 2025

The members will also be raising the questions relating to these sections.

Audit Committee Training and Meetings

I believe that when a new Audit Committee member is appointed , it is important that a formal induction programme is undertaken to ensure effective on boarding and that committee members and invitees understand their roles and responsibilities and have a good understanding of the organisational dynamics.

It is also important for audit committee members, MPAC members and councillors to attend the training sessions provided by SALGA and other agencies.

In this regard SALGA organised training on 19 and 20 March 2025 which was very successful and Kouga LM was well represented.

Some of the issues that were discussed that caught my attention were the need to build relationships between MPAC and the Audit Committee, a need for MPAC and the audit committee to understand each other's role and function to avoid duplication of effort, the various audit approaches, and changes in the audit standards environment as well risk based substantive auditing to performance auditing to name a few.

It is also important for invitees and observers to know their role and function at audit committee meetings assist in this regard, I will highlight an extract from section 6.3.1 of the AC Charter:

The following persons are to attend Audit Committee meetings on the invitation of the Chairperson of the Audit Committee:

- The Municipal Manager or as represented by a nominated officer
- Deputy Municipal Manager
- The Chief Financial Officer
- Heads of Departments of the Kouga Municipality
- Representatives of the Auditor-General or the duly appointed representatives
- The Chief Audit Executive or the duly authorised representatives of the outsourced / co-sourced Internal Audit Service Provider
- The Compliance and Risk Officer and Legal Advisor
- The Performance Management Officer
- The Chairperson of MPAC.

- Provincial Treasury

- Provincial Department of Cooperative Governance & Traditional Affairs

The Internal and External auditors are invited to make presentations and to support the Audit Committee.

These are the key persons who will assist the Audit committee to perform its responsibilities in terms of the MFMA and the AC Charter.

In accordance with the Audit Committee Charter, the membership of the committee is explicitly defined, and only independent, non-executive members constitute the committee.

According to best practice an observer/invitee in the Audit and Risk Committee meetings is a person who attends the meetings to respond to questions of Audit Committee members listen and gain insights into the proceedings but does not have an active role in the decision-making of the Audit Committee.

Observers/invitees may be invited to provide information when requested by the Chairperson or committee members.

Their presence is meant to enhance transparency and understanding of the committee's work without compromising its independence or objectivity.

Governance and Compliance

The first-quarter minutes of the Audit Committee meeting held on 14 December 2024 will be considered and adopted today.

It is essential that these minutes be submitted to Council at the earliest opportunity. The next Council meeting is scheduled for 30 March 2025, and it would be commendable if these minutes are included in that agenda.

As per the Audit Committee Charter, it is important that the Chairperson presents these minutes alongside the quarterly report to Council. An update on how the reporting was dealt with in the past will be appreciated during today's meeting as this is a requirement in terms of the Audit Committee Charter section 7.1.7.

Internal Audit and Risk Management

Several internal audit reports have been submitted in terms of the Internal Audit Plan.

This impacts positively on the Audit Committee's ability to provide assurance that internal controls and financial management processes are functioning effectively or need to be improved.

We will also review the progress made by management with the implementation of the internal audit recommendations.

We will also be updated today on progress made with the implementation of the Internal Audit Plan for 2024/2025 as well as the AG'S Audit Plan.

Audit Committee and Treasury Evaluations

In terms of the Audit Committee Charter, annual evaluations of the Audit Committee, Internal Audit, and the Treasury Division must be undertaken.

I encourage the Municipal Manager to initiate these evaluations by 31 December 2025. If necessary, we should seek assistance from EC COGTA in this regard.

Financial Challenges and Progress

The municipality continues to face financial challenges, including:

- Long-outstanding debts
- Significant water losses
- Significant electricity losses

which will require focused attention.

The section 52 financial reports are included in the agenda and the CFO, and his team must be commended regarding the quality of information provided to the committee and transparent reporting approach.

Performance and Service Delivery

We must closely monitor the service level agreement process and contractor performance to ensure that capital projects are completed by June 2025, in alignment with our strategic objectives and service delivery targets.

Risk Management

Finally, I look forward to receiving an update on the status of risk management.

Conclusion

I am confident that today's meeting will be productive, and I encourage all invitees to actively engage in our discussions. Your insights and contributions are invaluable in upholding the highest standards of governance, accountability, and service delivery.

2. **ATTENDANCE REGISTER**

Noted for circulation.

3. **APOLOGIES**

Cllr H Bornman	(Executive Mayor)
Cllr B Dhludhlu	(Chairperson: Municipal Public Accounts Committees)
Cllr J Alexander	(MMC Corporate and Communication Services)
Mr L Ramakuwela	(Director: Planning and Development)
Mr C de Kock	(Director: Civil & Water Services)
Mr M Mgwadla	Provincial Treasury

4. **CONFIRMATION OF AGENDA**

The agenda was confirmed without amendments.

5. **DECLARATION OF INTEREST**

The declaration of interest signed and sent via email to the Internal Auditor by the Kouga Audit Committee members.

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

6.1 **MINUTES OF THE KOUGA AUDIT COMMITTEE MEETING HELD ON 27 AUGUST 2024**

Resolved (25 March 2025)

1. That the Minutes of the Kouga Audit Committee Meeting held on 27 August 2024 be approved with amendments.

Proposed: Mr R Moodaley Seconded: Mr G Sarpong

6.2 **MINUTES OF THE KOUGA AUDIT COMMITTEE MEETING HELD ON 11 DECEMBER 2024**

Resolved (25 March 2025)

1. That the Minutes of the Kouga Audit Committee Meeting held on 11 December 2024 be approved with amendments.

Proposed: Mr R Moodaley Seconded: Mr G Sarpong

7. **REPORT BY THE MUNICIPAL MANAGER**

None

8. **MATTERS FOR DISCUSSION**

8.1 **MATTERS ARISING REGISTER**

25/03/KAC1 MATTERS ARISING REGISTER AS AT DECEMBER 2024

The Chairperson enquired about the outcomes of the meeting held on 31 October 2024 and whether any recommendations were implemented.

The Manager: Risk and Internal Audit reported on discussions with CoGTA regarding forensic management, suggesting that the Audit Committee appoint a Forensic Internal Auditor.

He clarified that the responsibility for the Fraud Risk Register and Disciplinary Board matters should not fall under Internal Audit.

In response to the concerns raised by the Chairperson about interim measures for handling fraud allegations, the Manager: Risk and Internal Audit explained that fraud cases would be reviewed by the Disciplinary Board, with an external Forensic Auditor appointed when necessary.

The Deputy Municipal Manager added that fraud cases were assessed based on complexity, with some handled internally and others requiring external investigators. He emphasised the need to train heads of departments to manage such cases.

The Chairperson noted that many cases of fraud, theft, or corruption could be handled by the relevant departmental heads through standard disciplinary processes, rather than being referred to the Internal Auditor. He expressed concern that referring cases to the Manager: Risk and Internal Audit may sometimes be an avoidance tactic. He emphasised the importance of ensuring that departmental heads and Senior Managers receive proper training to manage such cases effectively, however, he acknowledged that certain cases may still require escalation.

He acknowledged that while some cases can be managed internally, complex cases requiring thorough investigation and evidence gathering must be referred to the Disciplinary Board as per regulations. He noted that the Municipal Manager must first assess whether the allegations are valid or frivolous, if there was sufficient evidence suggesting theft, corruption, or fraud, an initial investigation should be conducted, and the findings submitted to the Disciplinary Board, which would then determine whether external fraud investigators should be appointed.

He proposed that, as an interim measure, the Audit Committee support a process where internal investigations were conducted first and if credible evidence has been found, the Disciplinary Board should decide whether to appoint external fraud investigators.

Mr. Sarpong supported the proposal from the Chairperson and suggested that the Fraud Risk Register be circulated amongst Disciplinary Committee members.

The Chairperson clarified that the Disciplinary Board would not do any administration but would have access to a Fraud Risk Register.

The Municipal Manager emphasised the importance of careful handling of fraud cases and the internal investigations precede external involvement. He noted that some cases, such as those in the Traffic Department, may require Special Investigations Unit (SIU) intervention. He emphasised the importance of cooperation with agencies like SIU and Hawks, when the information has been requested

The Deputy Municipal Manager distinguished between theft and financial misconduct under Section 178 of the MFMA and emphasised the importance of tracking mechanisms for reported cases.

The Municipal Manager pointed out Human Resource (HR) was responsible for record keeping. He reaffirmed a zero-tolerance policy on corruption. He pointed out there was no formal Fraud Risk Register, but it was something which could be created.

The Chairperson summarised the discussions and indicated that from Committee point of view it was important to confirm that fraud prevention plans and policies were in place. He highlighted that the 25 March 2025 discussions should be integrated into the plan, outlining the responsibilities for managing financial misconduct at various levels and ensuring the maintenance of a fraud risk register. He pointed out that these elements were crucial for consequence management, as the Auditor General would examine them. Finally, he emphasised the need to clarify the roles of Internal Auditor and departmental heads in this process.

He noted the establishment for the Forensic Internal Auditor as it was still under review, and that it would be followed up to determine its outcome. He pointed out that there were lot of items completed in the list and requested that the items be removed once completed.

Resolved (25 March 2025)

1. That the matters arising register be noted.

8.2 **AUDITOR GENERAL UPDATE**

None.

8.3 **INTERNAL AUDIT AND RISK MANAGEMENT**

25/03/KAC2 INTERNAL AUDIT FINDINGS TRACKER

The Chairperson indicated that the submission of reports on Internal Audit and Risk Management lack the significant movement since the last report. He suggested that the matter be discussed in the next management meeting to find ways to speed up the implementation of Internal Auditor recommendations.

The Manager: Risk and Internal Audit reported that there were directorates that were not ready for testing and the intention on their side was to complete one cycle or to get close in all the findings that were ready for testing. He highlighted that there were 31 findings currently marked as "not yet tested," which were ready for evaluation.

He indicated the team's intention was to test as many of the findings as possible. He added that a meeting with management would be arranged to review the untested findings, assess their relevance, and determine if there have been any changes in processes or new controls introduced. He stated that any necessary changes would be carefully managed through a structured process and discussed with the Audit Committee. He proposed that a comprehensive testing cycle would be completed by the end of the financial year.

The Chairperson proposed that the recommendations that have an impact on the audit outcome be prioritised and be dealt with urgently.

The Manager: Risk and Internal Audit highlighted that certain findings could potentially impact the audit outcome; however, this consideration was not initially part of the risk assessment process.

He indicated that the focus was primarily on identifying significant risks and those with a higher potential impact, with follow-ups conducted on these risks. He pointed out that the assessment of whether findings would affect the audit outcome was not incorporated in the original testing phase, but it would be considered going forward.

Mr Moodaley suggested that the number of Internal Audit findings tested and implemented not to reflect on the total, but a column can be added to the right – hand side of the total to show the total active findings were in place.

The Manager: Risk and Internal Audit agreed to remove the Internal Audit findings tested and implemented from the total once they have concluded based on the availability of the resources.

Resolved (25 March 2025)

1. That the Audit Committee notes the status of the internal audit findings tracker summary.

25/03/KAC3 **INTERNAL AUDIT PLAN VERSUS ACTUAL AND QUARTERLY REPORTS**

The Chairperson enquired what percentage of the audits in the plan that have been completed. He wished that there could be percentage shown so that the Committee can be satisfied that they were on track.

The Manager: Risk and Internal Audit explained that the percentage reflected was the estimated completion of an audit review and was broken down into phases for a particular audit. In addition, he explained that it gives guidance in terms of how far in terms of completion.

Mr. Sarpong enquired whether service providers hours would be reduced.

The Manager: Risk and Internal Audit outlined the plans to transition from informal annual reviews to structured three-year external reviews for consistency.

Mr. Galada advised that an annual renewal clause be added to a three-year service provider contract.

The CFO opposed a three-year appointment, citing evolving standards and potential risks of long-term contracts. He favoured shorter contracts, emphasising cost control and the benefits of fresh perspectives. He clarified that the current process was a seven-day notice allowing up to R300,000 in expenditures, offering flexibility in engaging with the Service Providers.

The Chairperson concluded that the audit plan remains on track for completion by 30 June, with Management's cooperation.

Regarding the Internal Audit Report: Supply Chain Management Reviews – Deviations 2024/2025 (first review), the Chairperson raised a concern that there were quite few discrepancies noted. He enquired whether the internal controls were in place regarding the approval process for emergency procurements in terms of the regulations and who does the final approval.

The Municipal Manager explained that the CFO was responsible for developing internal controls, which were then submitted to him for final review. He added that the CFO has a set of checks and balances in place, which were accurately followed through a structured verification process.

The Chairperson noted differences of opinion between the Manager: Risk and Internal Audit and Management and advised that these should be resolved. He urged Management to either acknowledged the existing findings and be addressed and to confirm whether the current controls were sufficient.

He emphasised that, the key issue was how the Auditor General assesses the situation. He alluded that, when the Auditor General reviews the matter, it would decide whether it qualifies as irregular expenditure. He cautioned the Management to carefully evaluate any grey areas in advance, to address potential issues proactively rather than have the Auditor General later and classify it as irregular expenditure.

The CFO emphasised the need for working together to achieve the same objectives. He noted that unresolved differences could increase risks and lead to scrutiny in audit reports. He emphasised that issues should be addressed at the Management meeting level to ensure alignment before reaching the Audit Committee. He raised a concern that unresolved differences could cause problems. He requested that the report be withdrawn and discussed at a management meeting before being finalised for the Audit Committee.

Mr Sarpong shared the same sentiments as the CFO, indicating that the differences supposed to be sorted at Management level and when it comes to Audit Committee the Management should have some sort of agreement and standard management.

The Chairperson acknowledged the difficulty of the situation, but he emphasised the importance of recognising the internal auditor's role in providing an independent, professional assessment based on evidence. He pointed out that the Manager: Risk and Internal Audit's findings were rooted in evidence and cannot be changed. He suggested that Management should accept the Internal Auditors independent view and, if necessary, move forward with the report acknowledging any disagreements, allowing Management to proceed with their actions accordingly.

Mr Sarpong indicated that it was crucial for both parties to confirm any disagreements in the report. He suggested that the issue raised was the lack of agreement on whether a disagreement exists, indicating that the CFO might be pointing out that the matter has not been properly discussed or agreed upon.

The SCM Manager expressed concerns about the lack of prior discussion before findings were documented by the Manager: Risk and Internal Audit. She explained that there was often no written communication before an audit report was finalised.

She noted that there was lack of collaboration between the department and Internal Audit, leading to potential misunderstandings and findings.

She indicated that the Manager: Risk and Internal Audit conducts audits during busy periods, such as when the Auditor General's audit was underway.

She acknowledged the Internal Auditor's confidence in their findings, she emphasised the need for a collaborative approach to assist the municipality in compliance and improve the review process.

The Manager: Risk and Internal Audit noted that he preferred not to engage in a debate regarding communication processes, including the sending of emails and meeting requests. He noted the recommendation from the SCM Manager to review and possibly improve current communication practices, particularly in relation to audit processes. He further confirmed that communication had indeed taken place, he agreed that there was a room for improvement and a need to explore alternative approaches. He also highlighted that any disagreements have been properly documented in the audit report findings. Furthermore, he expressed relief that there was no intention to amend or withdraw the reports, emphasising that such actions would set a concerning precedent.

The Chairperson acknowledged the debate and emphasised the Internal Auditors intention to improve internal controls. He stated that the audit report would remain unchanged, but errors should be corrected if found. He emphasised the need to follow or establish standard procedures to prevent recurring issues in future audits.

After thorough discussions on deviations, the Chairperson acknowledged the input and advised that Management and the Manager: Risk and Internal Audit work together to review the findings and decide on the next steps. He emphasised the importance of maintaining Internal Auditors' independence. He clarified that when irregular expenditure identified and addressed internally through consequence management it would not impact on a clean audit.

He further explained that the Auditor General would not penalise the municipality for irregular expenditure that they have self-reported, provided it demonstrated value for money. He expressed confidence that Management would resolve the issue in their meeting.

The Chairperson commended the Manager: Risk and Internal Audit for the well-structured reports, highlighting that the information was comprehensive, easy to understand and have valuable recommendations. He also commended the excellence of the reporting framework.

Regarding the Internal Auditor Report on the Electrical Infrastructure Conditional Assessment Reviews (2024/2025), the Chairperson questioned whether security measures at substations were sufficient to prevent vandalism.

He enquired about the response time when alarms were triggered and the overall security of the substations. He also referenced media reports stating that Kouga Municipality had purchased drones and questioned whether they were intended for security purposes.

The Municipal Manager explained that Management was testing technology from abroad based companies to explore its application in South Africa. He highlighted the significant challenge of securing pump stations and cables, as some thefts were highly organised. He expressed concern over the increasing security costs and emphasised the need for technology-driven solutions.

He mentioned a monitoring room equipped with a few cameras, but streaming capacity had to be prioritised as result that the budget included plans to install additional cameras. He emphasised the importance of protecting pump stations and infrastructure.

Regarding the Internal Audit Report: the Performance Information Reviews Midterm (2024/2025), the Chairperson raised a concern that there were significant findings and the rating was weak, limited control framework in place which if not addressed may result in material exposure. He hoped that the new performance management software system would address the issues.

The Municipal Manager explained that Kouga Municipality was in the process of transitioning to a new system, and he was confident that the issues highlighted would be addressed in the new system.

The Manager: PMS elaborated on the overview of the new system (Ignite System), pointing out on how it operates and how it would assist the Municipality. He further explained that while the system was still in its pilot phase and needs to be populated, once fully operational, there would be set cut-off dates and reminders would be sent to individuals who have not completed their tasks.

The Municipal Manager added that the reporting required by Circular 88 which involves a significant amount of information, it has been integrated into the reporting system. He pointed out that if a manager responsible for certain areas, those responsibilities would be included in their reports, and they would need to report on the aspects relevant to their role.

Mr Sarpong enquired whether the system is faulty and who would be responsible for addressing the issue.

The Manager: PMS explained that it was a responsibility of the Service Provider if anything wrong happens to the system.

Mr Sarpong suggested that the reliance on the Service Provider be included as part of the IT risks.

The Chairperson recommended that the Manager: Risk and Internal Audit comments were very important, and Management should look at and be implemented before the end of the financial year, so that they do not remain as issues.

Regarding the Internal Audit Report: Housing Delivery Controls Review (2024/2025), the Chairperson acknowledged the comment made by the Manager: Risk and Internal Auditor, which highlighted that having Internal Auditor as part of the beneficiary committee could lead to a potential conflict of interest and compromise the independence of the Internal Auditor function. He agreed with this point and believed the Audit Committee would support it as well.

He concluded by noting the report and its findings and proposed that the recommendations be implemented.

Mr. Moodaley cautioned Management about the provisions of the POPIA Act, highlighting concerns over the inclusion of personal details of beneficiaries in public documents.

The Chairperson stated that, regarding the Supply Management findings report, the committee recommends that Management come together to address the recommendations.

Resolved (25 March 2025)

1. That the Audit Committee notes the internal audit plan versus actual and the internal audit reports concluded for the quarter.

25/03/KAC4 INTERNAL AUDIT CHARTER

The Chairperson mentioned that he had not included comments in the Internal Audit Charter, so he would add a page with his remarks. He requested that the page listing invitees be updated to include the Deputy Municipal Manager.

Resolved (25 March 2025)

1. That the Audit Committee approves the Internal Audit Charter.

25/03/KAC5 AUDIT COMMITTEE CHARTER

The Chairperson requested that the agenda to be sent to all attendees at least 7 days prior to the meeting, along with any relevant information. He also proposed linking the work plan to the agenda and making it an annexure to the charter, so that anyone reviewing the charter would see the work plan. Finally, he requested that once the changes were made, they be circulated to Audit Committee members for review and then submitted to Council for approval.

Resolved (25 March 2025)

1. That the Audit Committee approves the Audit Committee Charter.

2. That the Audit Committee recommends that the Audit Committee Charter be submitted to the Council for approval.

25/03/KAC6 STRATEGIC AND ICT RISK REGISTERS

Mr Sarpong requested that user devices be included as part of the risk elements as a priority.

Mr Moodaley indicated that the target date for completion was 31st December 2024 and requested that to be revised.

The Deputy Municipal Manager confirmed that the dates would be revised and explained that they indicate both the previous target date and the new revised date. He pointed out that the ICT register had been dormant for a while, but it has since been brought back online and was now serving the committees. He emphasised that the focus would now be on ensuring that the feedback provided was more comprehensive.

Upon enquiry by the Chairperson whether the policies were in place, the Manager: Risk and Internal Audit explained that one of the reviews that they would be looking at in the financial year were IT maturity assessment and that would cover things like policies and governance and what maturity rating was for the IT department.

The Deputy Municipal Manager explained that the Municipality have most of the mentioned policies in place, and the new such as change management. He noted the recent achievement of awarding a cybersecurity tender but pointed out that a cybersecurity policy was still needed to be developed, and it would need to be implemented alongside the tender process.

Once cybersecurity was in place, the ICT Manager would oversee its implementation, along with other related policies. He alluded that this would form part of their broader strategy, acknowledging that not all systems had been included yet.

He highlighted that many policies might have been overlooked in the past, but with ongoing technological and user changes, it was now essential to update them, with the assessment process being a crucial step in this effort.

Mr Sarpong advised that the confirmation on the maturity assessment be done by external body.

Resolved (25 March 2025)

1. That the Audit Committee notes the Strategic and ICT Risk Registers.

8.4 **FINANCE REPORTS**

25/03/KAC7 **MONTHLY BUDGET STATEMENTS FOR THE PERIOD JULY 2024 TO DECEMBER 2024 AND FINANCIAL STATE OF AFFAIRS OF THE MUNICIPALITY AS AT 31 DECEMBER 2024 (2024/25 FINANCIAL YEAR)**

Mr Moodaley enquired whether there were any strategies to address the concerns in terms of low capital and expanding consumer debts.

The Municipal Manager explained that the Municipality was doing well in terms of MIG expenditure, whereas there were other expenditures challenges because of the Government Departments.

He pointed out that regarding the road project, they have taken up a loan of about R200 million and it has been indicated in the budget. He clarified that they might take up R50 million this financial year, and then the rest going on next financial year. He highlighted that they have signed two service level agreement with the Department and one of them was R68 million in expenditure, and it seems as they have suddenly changed their minds because the money was no longer available, and they must go back for budget adjustment.

The Chairperson enquired whether the R68 Million was part of the R600 million that was made available, by the Department of transport at the Sarah Baartman District Municipality.

The Chief Financial Officer explained that the project was linked to the same programme. Regarding the debt issue, he stated that approximately R180 million had accumulated in the Gamtoos Valley due to the lack of a collection mechanism. He pointed out that the debt has been increasing for 15 to 20 years, further compounded by continuous interest charges.

He pointed out that removing these charges could reduce the total debt by 60%, and efforts were now focused on recovering the remaining amount.

Mr Moodaley enquired whether the bank reconciliation records were completed towards the end of February and whether there were any long-outstanding records.

The Manager: Budget and Treasury explained that the bank records were completed, and there were no significant outstanding items. He pointed out that the only issues were the unidentified deposits, but these were no longer on the bank records. Therefore, a default account was needed, but it should not be classified as a default account on the bank records; instead, it should be treated as a liability for investigation.

Mr Moodaley enquired the increase in the actual share of R64 million in December 2024 and whether it was fully committed. He questioned the percentage of actual expenditure on that share, of the grant.

The CFO explained that when setting up the budget, the funding was allocated from appropriate sources. He added that the equitable share primarily funds events, individuals, and indigent households, with portions designated for administration and other areas based on the commission's formula.

Mr Moodaley enquired the revenue budget increase by R17 million during the adjustment process whether it was due to increasing actual revenue or whether it was potentially due to water being bought.

The CFO clarified that a detailed assessment was conducted, considering actual revenue and evaluating the loss of billing at that point in time to project figures for the year. He added that it was found that more was being billed than initially expected for the previous year. He pointed out that various municipal initiatives have been implemented to separate billing where required and work towards full recovery. He concludes that currently, the collection rate stands at approximately 56%, with 14% being estimated and efforts were ongoing to improve this rate, contributing to additional revenue.

Mr Moodaley enquired the decrease in the traffic fines by R99 million.

The CFO stated that this was a book entry, previously the Municipality recorded it differently until the Auditor-General (AG) required the full amount to be raised and then fully impaired in terms of credit. However, a subsequent change in guidance required the implementation to reflect the net amount instead as a result, the Municipality now must revert to the previous approach and classify it as unauthorised expenditure. He continued and indicated that when the adjustment was initially enforced, the amount was raised to R113 million, including the impairment. He highlighted that now the Municipality was returning to recording only the net amount .

The Chairperson commented that it was very negative view for be more and pay them a percentage.

The Municipal Manager explained that the aim was to establish a reusable pool of consultants but approval for this had been difficult to secure.

He pointed out that the challenge arose from the heavy workload on the current pools of consultants, which left insufficient time to manage finances for the fines, making it impossible to effectively allocate significant resources into the system. He pointed out that this was critical to ensure that the funding system gained credibility.

The CFO indicated that the only Province that was currently collecting was the Western Cape, as they have linked the system to the funds, which means that individuals cannot register their vote or renew their license disk if they have outstanding fines. However, the Eastern Cape was not willing to adopt the same approach of linking the system to the funds.

Mr Moodaley enquired the increase in the electricity budget.

The CFO explained that the increase was not due to Eskom hikes or Tariffs it was due under estimation as loadshedding was at play in the previous financial year as now there was no loadshedding and the impact was seen, now that the usage was more than R27 Million'

Upon an enquiry by Mr Moodaley on the decrease of oil and fuel expenditure, the CFO explained that the oil and fuel was used a lot during the loadshedding for generators.

Mr. Moodaley enquired why maintenance expenditure was so low now.

The CFO explained that expenditure had improved by the end of February and into March. He indicated that the Municipal Manager had communicated to all Directors not to spend further on capital or maintenance unless necessary. He pointed out that the current focus was on maintaining and effectively managing spending and these were being the key priorities in recent months.

The Municipal Manager indicated that the Management must first address certain risks, including potential budget shortfalls, before proceeding. He expressed concern that the maintenance budget may exceed the 10% increase but, he emphasised the importance of continuing with essential maintenance. He pointed out that the issue was expected to be resolved within two weeks.

Mr Moodaley enquired the reason why the employee costs were so low and 27% spent so far.

The CFO stated that in his assessment of all the different departments, there was quite a bit of errors on the costs from the technical departments.

Mr Moodaley enquired the increase in the adjustment budget for Civil and Water Services.

The CFO indicated that that there was a loan agreement in place with the Department of Roads, which is where the R200 million came from. He pointed out that as part of the loan conditions, they had to reflect this amount in the budget.

He indicated that it was necessary, regardless of whether the funds were immediately available for spending, as the loan agreement required proof that the budget could accommodate both the funding and the payments. He added that once the budget has been approved, they would adjust it according to the actual expenditures.

The Municipal Manager highlighted the need for a budget adjustment due to zero expenditures in certain areas, especially the housing project. He pointed out that the R68 million was unavailable, and adjustments must be made to cover R1.5 million in this financial year, with the rest in the new year.

The Chairperson requested that the capital expenditure report include a column for underspending reasons to streamline discussions. He commended the CFO and team for their efforts.

The CFO mentioned that the request had been made earlier, and that the reasons for underspending were included in a separate compliance report. He noted that adding this information to the main report would cause considerable delays.

Mr Moodaley enquired why the frequency on the graph for collection rate was going down and whether there was any other annual collection date.

The CFO reported that in 2023 there were significant water issues like drought and leaks impacted operations. He indicated that while Management introduced new measures to address vote issues, these changes led to an increase in collection rates. He pointed out that comparing December 2024 to December 2023 shows a 4% increase, based on these figures, they expect to achieve 195, surpassing the 95 measured last year.

Resolved (25 March 2025)

1. That the Kouga Audit Committee notes Municipal Manager's report on the Monthly Budget Statements for period ending 31 December 2024.

25/03/KAC8 **MONTHLY BUDGET STATEMENTS FOR THE PERIOD JULY 2024 TO JANUARY 2025 AND FINANCIAL STATE OF AFFAIRS OF THE MUNICIPALITY AS AT 31 JANUARY 2025 (2024/25 FINANCIAL YEAR)**

The CFO explained that as part of the plan, a mid-year report must be submitted. He pointed out that the most recent report was submitted ahead of schedule, making it the latest available. He pointed out that February was not available at the time of submission.

Resolved (25 March 2025)

1. That the Kouga Audit Committee notes Municipal Manager's report on the Monthly Budget Statements for the period ended 31 January 2025.

25/03/KAC9 2024/25 MID-YEAR ADJUSTMENTS BUDGET

Resolved (25 March 2025)

1. That the Kouga Audit Committee notes the adjustment budget as approved by Council.

25/03/KAC10 2023/24 REVISED AUDIT ACTION PLAN

Mr Moodaley requested a copy of the debt reduction plan to be circulated amongst Audit Committee members.

The CFO reported that there were three plans, debt reduction, water loss reduction, and electricity loss reduction were incorporated into the audit action plan, as approved by the Council. He pointed out that by integrating the three detailed plans into the audit action plan, it simplifies management and aligns with the key priorities that need focus. He indicated that this approach allows the three separate plans to be managed collectively as part of the enhanced strategy.

Resolved (25 March 2025)

1. That the 2023/24 Revised Audit Action Plan be noted by the Kouga Audit Committee, attached as "Annexure A".

25/03/KAC11 SUPPLY CHAIN MANAGEMENT: MONTHLY REPORT FOR JANUARY 2025

Resolved (25 March 2025)

1. That the January 2025 monthly SCM report for be submitted to Kouga Audit Committee for noting.

25/03/KAC12 SUPPLY CHAIN MANAGEMENT: S36 DEVIATIONS FOR THE MONTH OF JANUARY 2025

The Chairperson enquired about the deviation made during the appointment of Mr Billet Gouws. He questioned whether the Municipality had a panel of legal advisers and questioned the need for deviations.

The Supply Chain Manager reported that there were no new deviations but rather payments on previously approved deviations. She indicated that the table was currently in place to track them. She pointed out that advertisement was issued last year but could not be awarded due to non-responsiveness, but the second attempt was successful, leading to approval. She highlighted that during that period, the original process was followed through to the appointment stage.

Resolved (25 March 2025)

1. That the report is submitted to Kouga Audit Committee for noting the S36 deviations for the month of January 2025.

8.5 **PERFORMANCE MANAGEMENT**

25/03/KAC13 MID-YEAR INSTITUTIONAL PERFORMANCE REPORT: 2024/25 FINANCIAL YEAR: PERIOD 1 JULY 2024 TO 31 DECEMBER 2024

The Chairperson enquired whether it was possible from the SDBIP performance report to have an indication of what percentage was achieved in the first quarter. He requested the Administration to investigate the matter.

Resolved (25 March 2025)

1. That the 2024/25 Mid-Year Performance Report be considered.

8.6 **CORPORATE SERVICES REPORTS**

25/03/KAC14 CRITICAL VACANCY REPORT

Resolved (25 March 2025)

1. That the report be noted.

25/03/KAC15 JOB EVALUATION REPORT

Resolved (25 March 2025)

1. That the report be noted.

25/03/KAC16 REPORT: REVIEW OF THE ORGANOGRAM

Resolved (25 March 2025)

1. That the report be noted.

25/03/KAC17 SUBMISSION OF THE AMENDED POLICY REGISTER

Mr Sarpong indicated that some of the descriptions given under the column "latest review" were not consistent and not clear whether it was in review or not.

The Deputy Municipal Manager stated that changes were implemented, with all policies currently being uploaded into the policy module for collaboration. He pointed out that the process aims to centralise and streamline policy management. He explained that the policy would indicate the last time the policy has been reviewed, and the timeframe for the future reviewal.

He pointed out that the report indicating the status of the policies would be pulled out from the system and the policy module would be updated automatically.

Resolved (25 March 2025)

1. That the report be noted.

2. That the Audit Committee Policy/Charter be circulated.

8.7 **ICT REPORTS**

25/03/KAC18 DIGITAL SERVICES STRATEGIC PROJECTS AND PROGRESS REPORT AS AT END JANUARY 2025

Mr Sarpong raised a concern that there were devices that uses more data which were seen as being used as personal.

The Deputy Municipal Manager explained that an exercise was currently underway to assess device usage and data consumption within the organisation to identify the users of each device. He raised concerns about the misuse of data, including the possibility of users accessing restricted sites or content via work or personal phones. He highlighted that there were policies in place restricting access to certain types of content, but enforcement was challenging when private phones were used on the network.

He indicated that the findings of the assessment would be compiled into a report for further discussion and the report would help to identify misuse and ensure accountability. He stated that future planning may include the integration of cybersecurity measures to prevent unlawful downloading and protect sensitive information.

Mr Sarpong suggested that people name their devices before accessing the network, it might make it easier to trace.

The Chairperson requested that the Audit Committee members be given access to SharePoint to be able to make comments in the Audit Committee Agenda and work on the document at the same time. He added that the document be made available to the Municipal Manager, Deputy Municipal Manager and Directors see the comments to speed up the meetings.

The Deputy Municipal Manager confirmed that the Audit Committee members would be granted the access to SharePoint and to make comments.

Resolved (25 March 2025)

1. That the report be noted.

9. **MATTERS TO BE ESCALATED**

None

10. **IN COMMJTTEEMEETINGS**

None

11. **DATE OF NEXT MEETING**

20 June 2025.

The meeting adjourned at 13:27.



MRD DE LANGE
CHAIRPERSON

24 JUNE 2025

DATE

MATTERS ARISING REGISTER: KOUGA AUDIT COMMITTEE									
MEETING DATE	**NUMBER**	**ITEM NO**	**ITEM DESCRIPTION**	**RESOLUTION**	**ACTION TAKEN**	**CURRENT STATUS**	**TARGET DATE**	**RESPONSIBLE OFFICIAL**	**CURRENT STATUS COMPLETED NOT COMPLETE IN PROGRESS ON GOING**
07-Dec-23	**1**	**Rolled Over**	**SUMMARY OF INTERNAL AUDIT FINDINGS INCLUDING DETAIL FINDINGS LISTING**	That significant findings such as the 71 awaited responses from directorates be discussed with the relevant Directorates That Internal Audit meets with management to assess the status of the 42 findings and provide a report at the next Audit Committee meeting on the status of the findings and management's responses.	All outstanding responses to which this matter relates have been received from the relevant directorate.	Completed	02-Dec-24	Internal Audit & BTO	Completed

	2	**23/12/KAC9**	**MONTHLY BUDGET STATEMENTS FOR THE PERIOD JULY 2023 TO SEPTEMBER 2023 AND FINANCIAL STATE OF AFFAIRS OF THE MUNICIPALITY AS AT 30 SEPTEMBER 2023 (2023/24 FINANCIAL YEAR)**	That a 'status' column be included on the Status of Capital Programmes	This matter was raised at Top Management. Directors will be providing progress updates to the Mayor monthly on Capital Expenditure. This information will be included as a separate report to the Audit Committee thereafter but will not be included in the Monthly Section 71 Reports due to constricted reporting deadlines. The Capital Expenditure Report will be prepared quarterly and submitted to Audit Committee.	Report will be prepared from 3rd quarter onwards	31-Mar-25	Chief Financial Officer	In Progress
	3		**MATTERS ARISING REGISTER AS AT DECEMBER 2023**	That Fraud Risk Register be included for the next Kouga Audit Committee meeting.	Internal Audit comsiders fraud risk indicators when performing assessments for reviews (Internal Audit). Internal Audit will engage wth the Municipal Manager to discuss the proposition of Internal Audit assisting with performing fraud risk assessments. The prioritisation will be discussed with the Municipal Manager.	In progress	31-Jul-25	Municipal Manager & Manager : Internal Audit	In Progress
28-Mar-24	**4**	**24/03/KAC14**	**KOUGA RISK REGISTER AS AT 07 FEBRUARY 2024**	That a Fraud Prevention Plan be instituted.	The Kouga Local Municipalities Anti-Fraud and Corruption Strategy which includes the prevention plan is included as part of the agenda.	Completed	30-Jun-25	Municipal Manager	Completed

01-Oct-24	5		**MATTERS ARISING REGISTER AS AT OCTOBER 2024**	That all relevant reports submitted to the Audit Committee include the item template as per the SOP.	All reports submitted include an item template.	Completed	25-Mar-25	All Directorates & Committee Services	Completed
	6		**PERFORMANCE MANAGEMENT**	That the latest performance information be included in future KAC meeting agenda packs.	Performance Reports submitted quarterly after submission to Counicil			Manager: PMS	
	7			That the Internal Audit and AG findings be included as a Key Performance Indicator (KPI) in the Performance Agreements of Senior Management.	Auditor General findings included as Key Performance Indicator for 2024/25 SDBIP review				
11-Dec-24	8		**MINUTES OF THE KOUGA AUDIT COMMITTEE MEETING HELD ON 1 OCTOBER 2024**	That an in-committee discussion with Internal Audit and ICT be held to assess the inclusion of ICT audits in the internal audit plan, considering the	An ICT Maturity Assessment has been included as part of the audit plan.	Completed	25-Mar-25	Manager Internal Audit & Manager: CT, Audit committee	Completed

				recent cyber threats					
	9	**24/12/KAC3**	**MUNICIPAL BUILDING SECURITY PROCESS REVIEW (2024/25)**	That the matter regarding the non-functioning of surveillance cameras be addressed by Management.	3. Humansdorp vehicle park electric fence was repaired but damaged again, it will be repaired in the next financial year. 5. Humansdorp Library CCTV system will be addressed in the next financial year. 7. J Bay main building upstairs, CCTV system needs to be upgraded before been linked to ICC and is in progress.	1,2,4,6 - Completed 3,5,7 - In Progress	3 - May 2025 5 - 2025/26 7 - 2025/26	Director: Community Services/ Manager: Fleet Dept	3,5,7 IN PROGRESS
25-Mar-25	**10**	**25/03/CKAC1**	**REVENUE REPORT: SUMMARY OF ARREAR DEBT ON COUNCILLORS AND EMPLOYEE'S ACCOUNTS FOR THE MONTH ENDING 31 JANUARY 2025**	That a policy be developed to deal with the ownership and outstanding debt of employees.	The Customer Care and Debt Collection Policy is being reviewed through the Budget Process. The Policy is currently undergoing public participation and is intended to be approved with the Final Budget. A clause related to Councillor and Employee Outstanding Debt will be added to the Policy.	In progress	31-May-25	Chief Financial Officer	
	11	**25/03/CKAC2**	**REPORT ON PERFORMANCE REVIEWS AND PERFORMANCE EVALUATIONS CONDUCTED**	That the Administration review the matter of the Municipal Manager's appraisal going to MEC for noting	Submitted to the MEC on 25 March 2025 in terms of the provisions Section 34(3) of the Municipal Performance Regulation for Municipal Managers and Managers Directly Accountable to Municipal Managers R805 dated 1 August 2006			Manager: PMS	
	12	**25/03/KAC1**	**MATTERS ARISING REGISTER AS AT DECEMBER 2024**	That, as an interim measure, the Audit Committee endorse a process whereby internal investigations are conducted initially. If credible evidence is found, the Disciplinary Board should then determine whether to appoint external fraud investigators.	The Deputy Municipal Manager explained the process that is being followed regarding forensic matters.	Completed	29-May-25	Manager: Internal Audit	Completed

	13			That the discussions held today be integrated into the plan, outlining the responsibilities for managing financial misconduct at various levels and ensuring the maintenance of a fraud risk register	The Anti-Fraud and Corruption Strategy defines the role that the Municipal Manager and Senior Management plays on matters that have to deal with fraud and corruption.	Completed	29-May-25	Municipal Manager	Completed
	14			That the roles of the Internal Auditor and departmental heads be clarified in this process to ensure clear accountability and effective management of financial misconduct	The Anti-Fraud and Corruption Strategy defines the role that Internal Audit and Senior Management plays on matters dealing with fraud & corruption.	Completed	29-May-25	Municipal Manager	Completed
	15			That the establishment of the Forensic Internal Auditor be finalised, as it is still under review, and that follow-up actions be taken to determine its outcome.	Discussions were held with the Municipal Manager and it was determined that Internal Audit and forensic investigations must remain separate and a Forensic Internal Auditor will not be appointed.	Completed	29-May-25	Municipal Manager & Manager : Internal Audit	Completed
	16			In terms of the Audit Committee Charter, annual evaluations of the Audit Committee, Internal Audit, and the Treasury Division must be undertaken	AI assessments have been submitted to the respective officials for completion	In progress	30-Jun-25	Manager: Internal Audit	In Progress
	17	**25/03/KAC2**	**INTERNAL AUDIT FINDINGS TRACKER**	That the Internal Audit findings which would have an impact on the audit outcome be prioritised and be dealt with urgently.	The relevant findings have been identified and is being dealt with urgently.	Completed	31-Jul-25	Manager: Internal Audit	Completed

	18			That the number of Internal Audit findings tested and implemented be subtracted from the total, but a column can be added to the right – hand side of the total to show the total active findings were in place.	The internal audit findings tracker has been amended accordingly.	Completed	30-Jun-25	Manager: Internal Audit	Completed
	19	**25/03/KAC3**	**INTERNAL AUDIT PLAN VERSUS ACTUAL AND QUARTERLY REPORTS**	That the reliance on the Service Provider be included as part of the IT risks.	The ICT register has been updated.	Completed	30-Jun-25	Manager: Internal Audit	Completed
	20	**25/03/KAC6**	**STRATEGIC AND ICT RISK REGISTERS**	That user devices be included as part of the risk elements as a priority.	The ICT register has been updated.	Completed	30-Jun-25	Manager: Internal Audit	Completed
	21	**25/03/KAC7**	**MONTHLY BUDGET STATEMENTS FOR THE PERIOD JULY 2024 TO DECEMBER 2024 AND FINANCIAL STATE OF AFFAIRS OF THE MUNICIPALITY AS AT 31 DECEMBER 2024 (2024/25 FINANCIAL YEAR)**	That the capital expenditure report includes a column outlining reasons for underspending	Report to be included in the KAC Agenda	In progress	31-May-25	Manager: BTO	
	22	**25/03/KAC10**	**2023/24 REVISED AUDIT ACTION PLAN**	Copy of the debt reduction plan to be circulated amongst Audit Committee members	Circulated to the KAC	Complete	29-Apr-25	Chief Financial Officer	
	23	**25/03/KAC13**	**MID-YEAR INSTITUTIONAL PERFORMANCE REPORT: 2024/25 FINANCIAL YEAR: PERIOD 1 JULY 2024 TO 31 DECEMBER 2024**	That the Administration investigate the possibility of including an indication of the percentage achieved in the first quarter within the	Achievement levels shall be included as from Quarter 3 Performance Reports			Manager:PMS	

KOUGA MUNICIPALITY (EC 108)
ORDINARY COUNCIL MEETING
OFFICE OF THE MUNICIPAL MANAGER
OPEN
DATE: 30 JULY 2025
ITEM NO: **25/07/KAC2**

2025/2026 INTERNAL AUDIT PLAN

1. **Introduction**

The purpose of this item is to submit the Internal Audit plan for the 2025/2026 financial year to Council for noting.

2. **Background**

The Global Internal Audit Standards, standard 9.4 (internal audit plan) requires the chief audit executive to create an internal audit plan that supports the achievement of the organization's objectives.

At the Kouga Audit Committee meeting on the 20th of June, the draft 2025/2026 Internal Audit Plan was approved, and it was resolved that it be submitted to Council for noting.

3. **Discussion**

The internal audit plan is based on an assessment of the organization's strategies, objectives, and risks.

The risk-based internal audit plan considered the following areas for cover:

- Operational effectiveness and efficiencies across processes
- Financial reporting – prevention and detection of accounting errors, control weaknesses.
- Compliance with laws, regulations, and internal policies.
- Information technology (IT) – systems and internal functioning of the IT department.
- Assessment of strategy, business plans and budgets.
- Performance setting, monitoring, and reporting.

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**

As per section 165(2)(b) of the Municipal Financial Management Act, 56 of 2003, stipulates that the Municipality must have an Internal Audit Function, which must: Prepare a risk-based audit plan for each financial year.

6. **Legal Implications**

None

7. **Other Implications**

None

8. **Comments by Directorates:**

8.1 **Municipal Manager**

Recommendations supported.

9. **Delegated Authority**

Audit Committee

10. **Recommendations**

10.1 That Council notes the internal audit plan for the 2025/2026 financial year.

Item prepared by the: Kouga Audit Committee Chairperson:



Objective / Strategic Risk being addressed	Residual Risk Rating	Audit Area	Scope/Review objectives	2025/26 Qtr. 1 01/07/25- 30/09/25	Qtr. 2 01/10/25 - 31/12/2	Qtr. 3 01/01/26 - 31/03/26	Qtr. 4 01/04/26 30/06/26	Total estimated hours	2026/27 Total estimated hours	2027/28 Total estimated hours
Section A - General Management of Internal Audit Function										
A fully functional Internal Audit Department	Not rated	A1.1	Development / update of risk based internal audit plan for 2025/26 - 2027/28	15	15	15	60	**105**	**105**	**105**
		A1.2	Preparation and attendance at Audit Committee meetings	50	50	50	50	**200**	**200**	**200**
		A1.3	Updates to Internal Audit, Audit Committee charters & Internal Audit Operations Memorandums	30	30	30	45	**135**	**145**	**145**
		A1.4	Attendance at meetings with key stakeholders (Auditor General etc.)	10	10	10	10	**40**	**40**	**40**
		A1.5	General project management (including management meetings, MPAC, Financial Management and Budgeting, Resource Management includes HR, Asset Management and IT issues, general correspondence and office management)	30	30	30	30	**120**	**144**	**144**
				135	135	135	195	600	634	634
Section B - Facilitation of risk assessment										
Lack of understanding of strategic risks in the municipality may lead to inadequate risk management and misallocation of resources to mitigate the risks	Not rated	B1.1	Facilitation of strategic risk assessment workshop and subsequent updates	50	50	45	70	**215**	**215**	**215**
	Not rated	B1.2	Assessment of selected operational risk registers and follow up on action plans	10	10	10	10	**40**	**40**	**40**
				60	60	55	80	255	255	255
Section C - Skills transfer, CPD and Training workshops										
Training and Skills Transfer	Not rated	C1.1	Ongoing support and Training - Skills Plan, COGTA and CAE Forums, IRMSA Workshops	63	63	63	63	**252**	**252**	**252**
				63	63	63	63	252	252	252
Section D - Anti fraud & Prevention of corruption plan										
Anti fraud & corruption	Insignificant: Priority 5 with control effectiveness perceived to be Good	D1.1	Fraud risk register high risk reassessment & subsequent updates	8	8	8	8	**32**	**32**	**32**
		D1.2	Attendance at meetings & ongoing support	5	5	5	5	**20**	**46**	**46**
				13	13	13	13	52	78	78
Section E1 - Performance Related										
Municipal Management Finance Act (MFMA) Section 165(2)(b)(v)	Not rated	E1.1	**Internal Audit Review over Performance Management** A review of the Quarterly Performance Information reports will include: 1. Assessing all the Institutional Key Performance Indicators (KPI's) as contained in the Service Delivery and Budget Implementation Plan (SDBIP) of the 2025/2026 financial year for alignment to the National Treasury Framework for Managing Programme Performance Information with regards to the development of KPI's and targets 2. Determining whether the performance reported in Quarterly Reports are sufficient and appropriate by tracing to support in the portfolio of evidence files for the KPI's reported. **2.1 Q4 - of previous year (portfolio of evidence)** **2.2 Q2 - review of Q1 and Q2 portfolio of evidence**	280	-	180	-	**460**	**460**	**460**
				280	-	180	-	460	460	460

Objective / Strategic Risk being addressed	Residual Risk Rating	Audit Area	Scope/Review objectives	Qtr. 1 01/07/25- 30/09/25	Qtr. 2 01/10/25 - 31/12/2	Qtr. 3 01/01/26 - 31/03/26	Qtr. 4 01/04/26 30/06/26	Total estimated hours		Total estimated hours	Total estimated hours
Section E2 - Risk Based, Operational & Financial Control Reviews											
AMunicipal Management Finance Act (MFMA) Section 165(2)(b)(iii)	Not rated	E2.1	**Review of Annual Financial Statements and Annual Performance Report (prior to submission to Auditor General) (Outsourced)** - Testing the mathematical accuracy such as casting and cross casting of the draft Annual Financial Statements - Agreeing the prior year comparatives of the draft Annual Financial Statements to the prior year approved Annual Financial Statements - Determining whether the information contained in the notes support the amounts recorded in the Statement of Financial Position, Statement of Financial Performance and other related statements - Comparing the disclosures contained in the draft Annual Financial Statements to a GRAP disclosure checklist - Agreeing the amounts in the draft Annual Financial Statements, to the lead schedules and source documentation contained in the audit file to be provided by the Municipality	30	-	-	30	**60**		**60**	**60**
Municipal Management Finance Act (MFMA) Section 165(2)(b)(vii)	Not rated	E2.2	**Supply Chain Management (SCM) Review** - Adequate controls are in place to ensure that staff are aware of the legislative requirements, policies and procedures relating to SCM - Adequate controls are in place to identify, record and disclose irregular expenditure and steps are taken to recover the money where possible - SCM policies and procedures are adhered regarding procurements of goods and services - Payments are made within the required timeframe as stipulated by the SCM policy - Supplier Masterfile amendments are valid , accurate and complete.	-	40	180	80	**300**		**300**	**300**
ICT Security Vulnerability	High	E2.3	**ICT Maturity Assessment (Outsourced)** - Perform COBIT 2019 process maturity assessment in line with the guidelines provided by the Information Systems Audit and Control Association (ISACA).	25	10	15	-	**50**		**25**	**25**
Inability to attract, and retain scarce skills personnel.	Extreme	E2.4	**Review of controls over Institutional Skills Management** - Documenting the processes currently being followed for Institutional skills management. - Obtaining an understanding of any relevant policies, procedure manuals and legislation applicable to the process. - Identification of key risks, evaluating the effectiveness of the key financial or operational controls which have been implemented to address these risks and providing recommendations for any areas which require improvement.	-	50	110	60	**220**		**20**	**20**
Inability to meet current and future financial obligations	Extreme	E2.5	**Compliance review of the Water Loss Reduction plan** - Documenting the processes currently being followed to assess the compliance with the water losses reduction plan. - Obtaining an understanding of any relevant policies, procedure manuals and legislation applicable to the process. - Identification of key risks, evaluating the effectiveness of the key financial or operational controls which have been implemented to address these risks and providing recommendations for any areas which require improvement.	-	50	130	-	**180**		**20**	**20**
Inability to meet current and future financial obligations	Extreme	E2.6	**Compliance review of the Electricity Loss Reduction plan** -- Documenting the processes currently being followed to assess the compliance with electricity losses reduction plan. - Obtaining an understanding of any relevant policies, procedure manuals and legislation applicable to the process. - Identification of key risks, evaluating the effectiveness of the key financial or operational controls which have been implemented to address these risks and providing recommendations for any areas which require improvement.	-	-	50	130	**180**		**20**	**20**
Municipal Management Finance Act (MFMA) Section 165(2)(b)(vii)	Not rated	E2.7	**Compliance review with the Division of Revenue Act** - Documenting the processes currently being followed to assess the compliance with the Division of Revenue Act. - Obtaining an understanding of any relevant policies, procedure manuals and legislation applicable to the process. - Identification of key risks, evaluating the effectiveness of the key financial or operational controls which have been implemented to address these risks and providing recommendations for any areas which require improvement.	60	100	-	-	**160**		**160**	**160**

Objective / Strategic Risk being addressed	Residual Risk Rating	Audit Area	Scope/Review objectives	Qtr. 1 01/07/25- 30/09/25	Qtr. 2 01/10/25 - 31/12/2	Qtr. 3 01/01/26 - 31/03/26	Qtr. 4 01/04/26 30/06/26	Total estimated hours		Total estimated hours		Total estimated hours	
Inability to effectively safeguard municipal assets	Extreme	E2.8	**Physical Verification of employees** - Documenting the processes currently being followed for capturing of employees on the payroll system. - Obtaining an understanding of any relevant policies, procedure manuals and legislation applicable to the process. - Identification of key risks, evaluating the effectiveness of the key financial or operational controls which have been implemented to address these risks and providing recommendations for any areas which require improvement.	50	80	50	-	**180**		**20**		**20**	
Inadequate upgrading and maintenance of service delivery infastrucure	Extreme	E2.9	**Review of controls over management of cemeteries** - Documenting the processes currently being followed for the management of cemeteries. - Obtaining an understanding of any relevant policies, procedure manuals and legislation applicable to the process. - Identification of key risks, evaluating the effectiveness of the key financial or operational controls which have been implemented to address these risks and providing recommendations for any areas which require improvement.	50	160	40	-	**250**		**20**		**20**	
Request from audit committee	Not rated	E2.10	**Review of controls over fraud governance** - Documenting the processes currently being followed over fraud governance. - Obtaining an understanding of any relevant policies, procedure manuals and legislation applicable to the process. - Identification of key risks, evaluating the effectiveness of the key financial or operational controls which have been implemented to address these risks and providing recommendations for any areas which require improvement.	-	50	90	60	**200**		**20**		**20**	
Unsustainable power supply	Medium	E2.11	**Review of controls over generators at municipal buildings** - Documenting the processes currently being followed for the maintenance of generators at municipal buildings. - Obtaining an understanding of any relevant policies, procedure manuals and legislation applicable to the process. - Identification of key risks, evaluating the effectiveness of the key financial or operational controls which have been implemented to address these risks and providing recommendations for any areas which require improvement.	60	90	-	-	**150**		**15**		**20**	
Inability to meet current and future financial obligations	Extreme	E2.12	**Review of controls over revenue management (Cash Management)** - Documenting the processes currently being followed for the management of cash. - Obtaining an understanding of any relevant policies, procedure manuals and legislation applicable to the process - Identification of key risks, evaluating the effectiveness of the key financial or operational controls which have been implemented to address these risks and providing recommendations for any areas which require improvement.	-	-	-	-	**-**		**250**		**20**	
Inability to meet current and future financial obligations (unfunded mandates)	Extreme	E2.13	**Review of controls over libraries** - Documenting the processes currently being followed for the management of libraries. - Obtaining an understanding of any relevant policies, procedure manuals and legislation applicable to the process - Identification of key risks, evaluating the effectiveness of the key financial or operational controls which have been implemented to address these risks and providing recommendations for any areas which require improvement.	-	-	-	-	**-**		**250**		**20**	
Uncontrolled urban sprawl	Extreme	E2.14	**Review of controls over the formalisation of informal settlements** - Documenting the processes currently being followed for the management of cemeteries. - Obtaining an understanding of any relevant policies, procedure manuals and legislation applicable to the process. - Identification of key risks, evaluating the effectiveness of the key financial or operational controls which have been implemented to address these risks and providing recommendations for any areas which require improvement.	-	-	-	-	**-**		**250**		**20**	
Internal Audit Function considerations : Materiality Time since last audit Susceptibility to fraud.	Not rated	E2.15	**Review over leave balances** - Documenting the processes currently being followed for capturing leave of employees on the payroll system. - Obtaining an understanding of any relevant policies, procedure manuals and legislation applicable to the process. - Identification of key risks, evaluating the effectiveness of the key financial or operational controls which have been implemented to address these risks and providing recommendations for any areas which require improvement.	-	-	-	-	**-**		**250**		**20**	
N/A	Not rated	E2.16	**Ad hoc Reviews (FMCMM/ Management/ Audit Committee Requests)** - Financial Capability Maturity Model (Verification of department responses) - Scope of work to be compiled in accordance with requests received from Management and/or the Audit Committee.	120	140	60	100	**420**		**100**		**100**	
				395	**770**	**725**	**460**	**2 350**		**1 780**		**865**	
Section E4 - Follow up Reviews													
Follow Up reviews and AGSA Follow ups	Weak	E5.1	**Quarterly review over the implementation of Internal Audit and Auditor General Findings (including Information Technology findings)** - Utilising small samples, testing whether management have implemented the agreed action plans.	90	90	50	80	**310**		**150**		**150**	
				90	**90**	**50**	**80**	**310**		**150**		**150**	
			TOTAL HOURS	**1 036**	**1 131**	**1 221**	**891**	**4 279**		**3 609**		**2 694**	
			TOTAL	1 036	1 131	1 221	891	4 279		3 609		2 694	
			Coverage	**24,21%**	**26,43%**	**28,53%**	**20,82%**			**-**		**-**	
			Total Auditing hours	**3 427**									
			Total Admin hours	**852**									
			Admin % over total hours	**19,91%**									
			Audit % over total hours	**80,09%**									

MUNICIPAL BYLAWS AND POLICIES

KOUGA
local municipality

KOUGA MUNICIPALITY (EC 108)
ORDINARY COUNCIL MEETING
MUNICIPAL BY-LAWS & POLICY COMMITTEE
OPEN
DATE: 30 JULY 2025
ITEM NO: **25/07/PB1**

KOUGA MUNICIPALITY FLEET POLICY

1. **Introduction**

The purpose of this item is to request the Council to approve the Kouga Municipality Fleet Policy.

2. **Background**

The Kouga Municipality Fleet Policy was workshopped on 10 October 2024 and was reviewed by the Municipal By-Laws & Policy Committee on 25 June 2025, with a recommendation that the amended Kouga Municipality Fleet Policy be submitted to Council for approval.

3. **Discussion**

The Kouga Municipality Fleet Policy 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**

National Road Traffic Act, No 93 of 1996
Transport Circular NO.4 of 2000 (National Transport Policy).

6. **Legal Implications**

It is compulsory that all vehicles comply to the National Road traffic Act 93 0f 1996 and the relevant SANS codes – 10047 and 10216.

7. **Other Implications**

Defective vehicles and plant will have a direct impact on service delivery towards the residents of Kouga Municipality. Additionally, should any Council vehicle be involved in an accident and the vehicle was in an unroadworthy condition, the Council would be liable for all claims against the institution.

8. **Comments by Directorates:**

8.1 **Chief Financial Officer:**

Recommendation supported

8.2 **Director: Planning & Development**

Supported

8.3 **Director: Civil & Water Services**

Item supported.

8.4 **Director: Electro-Mechanical Services**

This policy is essential to the effective maintenance and sustainability of our municipal fleet. The fleet plays a critical part in delivering services to our communities, and without optimal upkeep, critical operations may be disrupted. It is imperative that all staff recognize the strategic importance of the fleet and their role in ensuring its reliability. Having a policy to provide that direction is important to the institution.

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 Kouga Municipality Fleet Policy be approved by Council.

10.2 That the Kouga Municipality Fleet Policy be published on the Kouga Website.

Item noted by the: Municipal By-Laws & Policy Chairperson 

KOUGA MUNICIPALITY FLEET POLICY

DOCUMENT CONTROL:

Policy Title:	**KOUGA MUNICIPALITY FLEET POLICY**
File plan reference number:	1/5/1
Directorate:	Electro-Mechanical Services
Section:	Fleet
Responsible Official:	Manager: Fleet
Version:	1
Status of document:	Reviewed
Review date:	14/October 2024
Council approval date:	
Council resolution number:	
Future review date:	

KOUGA
local municipality
Good Governance through Service Excellence

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1. DEFINITIONS

"ACCOUNTABLE OFFICER" means the Municipal Manager/Acting Municipal Manager in terms of section 55 of the Local Government: Municipal Systems Act 32 of 2000;

"Authorised driver" is an official (permanent) and contract or temporary worker of Kouga Municipality entrusted with a fleet asset at any given time who holds the prescribed applicable valid driver's licence, and who has been duly authorised to drive an official vehicle by a relevant official who has the authority to grant such approval;

"Constitution" means the Constitution of the Republic of South Africa 108 of 1996;

"Employee" a person employed by Kouga Local Municipality, permanent or contract official with an official contract with the Municipal Council;

"Fleet" includes all vehicles, self-propelled or not, and all items of plant and equipment purchased or leased by the Municipality excluding all vehicles purchased by officials on the vehicle allowance scheme;

"Fleet vehicles" means all vehicles, plant and equipment purchased by the Municipality and allocated to user departments;

"Fleet Manager" refers to Kouga Municipality's Fleet Manager in the Directorate: Electro and Mechanical Services;

"Fleet Pool" refers to all Municipal Council Vehicles not permanently assigned to a unique department or section;

"HOD" means a Head of department (Director);

"Maintenance" all actions that are necessary for retaining an asset as near as possible to its original condition, excluding rehabilitation or renewal, allowing for normal wear and tear;

"**Municipal Vehicles"** means all vehicles and machinery owned by the Municipality;

"Operator" means Municipal official employed specifically to operate machines.

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"Professional Driver" means a municipal official employed specifically to drive Municipal vehicles for general transport purposes.

"Service Provider" means in respect of Municipal owned vehicles, it shall be Fleet Management Offices. In respect of non – owned Municipal vehicles, it shall be the relevant external service provider;

"Structures Act" means the Local Government: Municipal Structures Act 117 of 1998, as amended;

"Systems Act" means the Local Government: Municipal Systems Act 32 of 2000, as amended;

"Routine Maintenance "refers to day-day operational activities to keep the asset operating and which forms part of the annual operating budget.

"Traffic Act" means the National Road Traffic Act 93 of 1996.

2. OBJECTVES

To guide the acquisition, provision and maintenance of an effective and efficient fleet of vehicles, machinery and equipment, to manage such fleet of vehicles, machinery and equipment in a manner that the Municipality's mission, vision and fleet user's aspired goals are met in a cost effective way, and to regulate the management and use of pool vehicles by the officials of the Municipality and to ensure that the fleet is used in a safe and efficient manner.

3. PREAMBLE

3.1 The objects of local government are:

(a) to provide democratic and accountable government for local communities.
(b) to ensure the provision of services to communities in a sustainable manner.
(c) to promote social and economic development.
(d) to promote a safe and healthy environment to encourage the involvement of communities and community organisations in the matters of local government.
(e) to encourage involvement of communities and community organisations in the matters of local government.

3.2 The Kouga Local Municipality must strive, within its financial and administrative capacity, to achieve the objects set out in the Constitution of the Republic of South Africa Act 108 of 1996.

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3.3 The developmental duties of the Municipality are to structure and manage its administration, budgeting and planning processes to give priority to the basic needs of the community, and to promote the social and economic development of its communities. Further to this, the Municipality is required in terms of the law to participate in national and provincial development programmes.

3.4 In terms of section 63 (1) of the Local Government: Municipal Finance Management Act 56 of 2003 as amended (MFMA) - The Accounting Officer of the Municipality is responsible for the management of:

(a) the assets of the Municipality, including the safeguarding and the maintenance of those assets; and
(b) the liabilities of the Municipality.

3.5 The accountable officer must for the purpose of section 63(2)(1) of the MFMA take all reasonable steps to ensure:
(a) That the municipality has and maintains a management, accounting and information systems that account for the assets and liabilities of the municipality.
(b) That the municipality assets and liabilities are valued in accordance with standards of Generally Recognized Accounting Practice (GRAP).
(c) That the municipality has maintains a system of internal control of assets and liabilities, including an assets and liabilities register as may be prescribed.

4. LEGISLATIVE FRAMEWORK

- Constitution of The Republic Of South Africa Act, 108 of 1996.
- Local Government Municipal Structures Act, 117 of 1998, as amended.
- Local Government: Municipal System Act No, 32 of 2000, as amended.
- Local Government: Municipal Finance Management Act, 56 of 2003.
- National Road Traffic Act 93 of 1996.
- Transport Circular NO.4 of 2000 (National Transport Policy).

5. PURPOSE

5.1 The Kouga Local Municipality has pool vehicles, departmental fleet, machinery and car allowance services.

5.2 Departments are involved to a certain extent in the management of Council fleet falling within their respective units.

5.3 The size of the fleet managed by the departments varies from one department to another.

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5.4 This policy seeks to introduce and maintain an efficient fleet management system that will ensure the equitable distribution of vehicles across the departments in complementing the object of local governments in South Africa.

5.5 This policy seeks to introduce and maintain an efficient fleet management system that will ensure the equitable distribution of vehicles across departments in complementing the object of local governments in South Africa.

5.6 The purpose of this policy is to:

- acquire, provide and maintain an effective and efficient fleet of vehicles, machinery and equipment.
- manage such fleet of vehicles, machinery and equipment in a manner that the Municipality's mission and vision and fleet user's aspired goals are met in a cost-effective manner.
- regulate the management and use of pool vehicles by the officials of the Municipality and to ensure that the fleet is used in a safe responsible and efficient manner.
- provide a procedure for accidents and modus operandi for conducting an inquiry into vehicle accidents involving Municipal vehicles.
- provide a framework for remedial actions to be instituted by Management.
- introduce operational controls which explain clearly who can use a vehicle regarding drivers, passengers, authority to use, issuing, parking, logbooks, fuel management, fuel cards, keys, driver tags and equipment.
- ensure that vehicles are serviced on time and properly maintained to support the Council in the attainment of its objectives.
- co-ordinate the management of Council transport by means of control measures which are applicable to all officials and Councillors.

6. FLEET MANAGEMENT OBJECTIVES

6.1 Management, Accountability, Responsibility and Reporting.

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6.1.1 The fleet management policy and operational fleet management will be the responsibility of the Fleet Manager.

6.1.2 The Fleet and Asset Manager must maintain a list of vehicles, machinery and equipment.

6.1.3 Fleet assets required on an ad hoc, seasonal or temporary basis should be provided from the central pool.

6.1.4 This policy will apply to all Municipal officials, who are required to use Council vehicles when conducting their official duties. (This applies to contract / temporary as well as full time employees).

6.1.5 Heads of Departments will be accountable for the vehicles which are allocated to officials within their respective departments.

6.1.6 Authorisation for the usage of vehicles will only be approved by ~~Heads of Departments~~ relevant Director, except where the ~~HOD~~ relevant director has delegated such a power in writing to the senior official within his/her department.

6.1.7 Such a delegation must be of a senior level within that department no less than superintendent.

6.1.8 ~~HODs' (directors)~~ The relevant director is responsible for the management of fleet assets that have been permanently allocated to their respective Departments.

6.1.9 Fleet section is required to budget for operational usage of vehicles by the employees.

6.1.10 The Human resource department is responsible for the disciplinary actions arising from the misuse of Council vehicles by the employees.

6.2 FLEET MANAGER

6.2.1 Transport to departments of the Municipality is supplied by the Fleet manager as a tool to their developmental objectives, it must therefore be used in the most cost-effective manner.

6.2.2 The Fleet Manager is responsible for the on-going development of a policy framework and an operational management system for the use of all vehicles and must co-ordinate the Municipality's fleet management and reporting.

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6. 3 DUTIES OF FLEET CONTROLLERS

6.3.1 ***The duties of a Fleet Controller, and any other official designated to assist with transport functions are to:***

6.3.1 Coordinate fleet and machinery to ensure optimal utilization at all times.

6.3.2 Exercise control over the fuel and maintenance expenditures involved in the use of motor fleet and machinery.

6.3.3 Provide ad-hoc fleet request efficiently, effectively and objectively.

6.3.4 Ensure the proper completion and regular scrutiny of all records and returns concerning transport and keep a Vehicle Asset Register.

6.3.5 Ensure that all vehicles are kept in good roadworthy condition and that they are serviced on a regular basis.

6.3.6 Ensure that all instructions relevant to the use, operation and maintenance of vehicles are complied with.

6.3.7 To conduct fleet inspections along with drivers at the point of issuing and handing over of any vehicles/machinery and signing off the inspection by the parties involved.

6.3.8 To conduct fleet inspections along with drivers at the point of receiving any vehicles machinery back to pool and signing of the inspection by the parties involved.

6.3.9 Departments that have permanently allocated vehicles are responsible for conducting and signing relevant vehicle inspection forms when issuing vehicles/machinery to drivers and operators and do so when receiving them back.

6.3.10 To ensure that municipal vehicles are always in a good condition.

6.3.11 To ensure that all municipal vehicles are licensed and insured.

6.3.12 Communicating with municipal vehicle tracking system service provider.

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6.4 FLEET MANAGEMENT SYSTEM

6.4.1 The following key indicators will be kept for each vehicle by the Fleet Management section:

- Tracking and recovery installations.
- Vehicle reports.
- Vehicle driver reports.
- Fuel cards reports.
- Electronic vehicle driver keys or driver tags.
- Other reports generated by the system as a management tool.

7. TRACKING & RECOVERY SYSTEMS AND OTHER ADDITIONAL EQUIPMENT

7.1 All Municipal vehicles shall be fitted with a satellite tracking and recovery device.

7.2 Procurement must be done through the Municipal Supply Chain Management process to appoint a relevant service provider who is registered at ~~SIRA~~ PSIRA (Private Security Industry Regulating Authority and specializes in tracking services.

8. ALLOCATION OF VEHICLES

8.1 All Municipal vehicles are considered as property of the Council, regardless of the allocation or original source of the vehicle.

8.2 There are three (3) main types of allocations for Municipal fleet and machinery, and they are:

8.2.1 Pool Vehicles (i.e. vehicles used as and when the occasion arises):

8.2.1.1 The policy caters for daily allocation of pool vehicles.

8.2.1.2 The daily allocations operate based on mostly a one-day need for the use of vehicles as determined by the official's operational duties of the Municipality.

8.2.1.3 The allocations require a pre-approved itinerary by the HOD or delegated senior official and presented to Fleet Management for allocation of a vehicle.

8.2.1.4 Such approved itinerary must be presented to the Fleet Management Unit not less than twenty-four (24) hours prior to the planned trip.

8.2.1.5 In the event of non-availability of pool vehicles, the Fleet Manager will make

necessary arrangements by approaching departments with permanently allocated vehicles.

8.2.1.6 Departments are under no circumstances allowed to lend vehicles that are permanently allocated to them to users from other departments without consulting the Fleet Manager or Fleet Controller.

8.2.2 Permanent Allocation:

8.2.2.1 Fleet management may allocate fleet to departments on a permanent basis.

8.2.2.2 Permanent allocation of fleet and machinery to departments must be informed by the nature of the duties performed frequently of the usage of the vehicle and for emergency services, and allocation may be reviewed from time to time.

8.2.2.3 The departmental directors with permanently allocated vehicles in their respective departments are responsible for the approval of trip itineraries for their department officials: however, heads of departments may delegate responsibilities for approval of itineraries to senior officials within their sub-directorates; only within municipal boundaries. Only fleet management can approve trip authorities outside Municipal boundaries.

8.2.2.4 Only itineraries recommended and signed by supervisors of the driver of the vehicle may be approved by the HOD or delegated senior official. Week-long itineraries may be authorised for routine services.

8.2.2.5 Departments that are given permanently allocated vehicles and machinery immediately assume the responsibilities of:

- Keeping copies of duly signed trip authorizations.
- Keeping copies of duly signed vehicle inspection forms.
- Maintaining logbooks and signing it off.
- Submitting logbooks with above copies to fleet management once a week.
- Keys and logbooks for permanently allocated vehicles should be kept by the department in a lockable safe or office.
- Faulty vehicles must be taken to the fleet mechanical workshop for assessment and repairs.
- Fleet Management will facilitate servicing, repairs and maintenance on the basis of recommendations from the mechanics.
- Motivation for request of permanent allocation of a vehicle must be in writing stating the reason for such an allocation with the signature of the HOD and approved by the Municipal Manager.
- The Heads of Departments shall take responsibility and be accountable for

vehicles allocated in their respective departments.

8.2.3 Short-Term Allocation

8.2.3.1 Vehicles can be allocated to officials for a short-term period of a week, two weeks or a month depending on the need.

8.2.3.2 Short-term allocation of vehicles can only be affected subject to an approval by the Head of Department of the official who intends to have a vehicle allocated.

8.2.3.3 The Fleet Manager can issue a vehicle for short-term allocation based on availability.

9. DRIVING OF MUNICIPAL FLEET AND MACHINERY

9.1 Who may or may not drive the vehicle and machinery of Kouga Municipality.

9.1.1 Employees who are allowed to drive municipal vehicles are permanent and contractually employed staff members, who have passed competency drivers test and do not have a car allowance or vehicle subsidy.

~~Employees who are allowed to drive Municipal vehicles are permanently, contractual employed staff members, and do not have a **car allowance or government vehicle subsidy**.~~

9.1.2 Officials that receive car allowances or have vehicle subsidy are prohibited from driving or be passengers in Municipal vehicles. But the accounting officer under exceptional circumstances can authorise the users of such an allowance to make use of municipal transport. This request must be directed to the Accounting Officer in writing and approval must also be in writing.

~~without written authorization by the Accounting Officer under legitimate extreme circumstances, this arrangement is only valid for a period of one day, should it exceed one day the relevant officials allowance will be revoked for the duration of utilization of municipal vehicle.~~

9.1.3 The Fleet Manager may approve contractual workers to be tested for authority to drive Kouga Council fleet in line with their functions and upon recommendation by their respective Head of Department.

9.1.4 Only the Mayor and the Speaker are allowed to drive municipal fleet permanently

allocated to them. All Political office bearers are excluded from driving or travelling in Municipal fleet.

9.1.5 It is only the Accounting Officer who may, under legitimate extreme circumstances beyond convenience, approve a written pool vehicle trip authorization that include councillors and officials that hold travel and car allowances **on ad-hoc basis**.

9.1.6 Pool vehicles may be driven by any Municipal official who has a valid driver's license and tested for competency by the fleet section and have authority to drive Council vehicles.

9.1.7 Personnel appointed to a post 'Driver' and/or 'Operator' need not be re-examined for authority to drive or operate council vehicles and machinery every three years.

9.1.8 Vehicles cannot be used for political party purposes under any circumstances, or to take part in industrial action. ~~union activities.~~

9.1.9 No person will be allowed to drive/operate any vehicle or yellow plant without a valid issued Municipal driver's license endorsed by a driver's license examiner.

9.2 Pre-Inspection - Vehicle and Machinery

9.2.1 The fleet Management unit and departments that hold permanently allocated vehicles must conduct vehicle inspections to all Municipal fleet along with the driver or operator at the point of issuing, handing over and receiving back to custody.

9.2.2 The issuing and return inspections on vehicle and machinery shall be done by the fleet management officers and delegated department officials accompanied by the driver or operator.

9.2.3 A vehicle inspection form shall be completed and signed by end or conclusion of each of the two inspections.

9.2.4 All defects must be recorded and reported accordingly. Photos must be taken of each defect accompanied by an affidavit made at SAPS.

10. DRIVERS

10.1 Municipal employees that have valid and unendorsed driver's licence must undergo a retest by the Traffic department for authority to drive Council vehicles.

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10.2 The fleet controller must always check the driver's license validity when issuing a vehicle.

10.3 The driver must have no outstanding transport related disciplinary actions against him or her at the time of taking the municipal vehicle.

10.4 Where required by law, drivers must be in possession of a valid Professional Drivers Permit **(PDP).**

11. DRIVER TAGS

11.1 Employees who successfully pass the retest and obtain authority to drive Council vehicles shall obtain a Vehicle Driver Tag from Fleet Management.

11.2 The tag shall be programmed with the driver's surname and initials, date of birth, ID number, contact number, address and department to which they belong to.

11.3 The tag holder is accountable for the vehicle driver behaviour reports that arise from tagging the vehicle.

11.4 Tagging a vehicle for another driver is prohibited and unlawful.

11.5 Vehicle driver tags are assets as much as the vehicle is, and must be accounted against loss, damage and misuse.

11.6 In the event of death, resignations and dismissal, human resource services should retrieve or recover the tags and return them to Fleet Management.

11.7 In the event of loss, the driver must notify Fleet Management through a Declaration or affidavit done with the South African Police Services.

11.8 Lost driver tags shall be replaced, at a cost and such by the driver/operator.

12. PASSENGERS

12.1 Passengers carried by a Municipal vehicle must be authorized to travel in the vehicle.

12.2 The picking up of casual passengers or hitch hikers are not allowed under any circumstances.

12.3 The driver of the vehicle will be held responsible for ensuring that unauthorised

passengers are not conveyed.

12.4 An indemnification letter must be signed by the fleet manager authorising the official who intends to carry passengers that are not Council officials. These passengers must sign an indemnity letter.

13. TRIP AUTHORITY

13.1 A trip authorisation must be requested through a signature by the immediate supervisor stating whether a pool/ private/subsidised vehicle has been recommended.

13.2 The trip authorisation must further be approved by the director or the delegated senior official of that relevant Municipal department after stating whether a pool/ private/subsidised vehicle is being approved.

13.3 Trip authorities must not be issued longer than one week at a time. Pending an approved itinerary.

13.4 If a vehicle is requested in an emergency, a written trip authority must be obtained immediately after the act, or within 24 hours, until the incident is contained.

13.5 Where circumstances permit the driver concerned should make arrangement to get authorization telephonically before the trip is undertaken but such arrangement doesn't exempt the driver from getting written authorization within the stipulated period.

13.6 Only the Director, or his delegated authority the Fleet Manager or in the managers absence his/ her delegated authority can authorise trip authorities for vehicles to be used outside the municipal boundaries.

14. UTILISATION OF FLEET VEHICLES

14.1 The driver/operator of a Municipal vehicle shall use the shorter of the routes to and from the approved destination, unless diverted by extreme road conditions such as violent protests.

14.2 A staff member of a Municipality may not use, take, acquire, or benefit from any property or asset owned, controlled or managed by the Municipality to which that staff member has no right.

14.3 A staff member of a Municipality may not request, accede to request/s, solicit or accept any reward, gift or favour for unauthorised use of Municipal fleet.

14.4 A staff member may not utilize Municipal fleet to perform personal jobs or for another person or organization, or for reward.

14.5 The Council's fleet assets should be utilised in a responsible manner, which will ensure the valuable and long-term use of such assets.

14.6 All vehicles should be parked at Municipal vehicle parks or pre-approved allocations that was inspected by the fleet controller. No vehicles will be parked after hours at private residences only staff who are on standby may take an allocated vehicle home.

14.7 The driver must carry his/her license and produce it to the fleet controller upon request or any other law enforcement official.

14.8 The signed trip authority must be carried in the vehicle with the copy placed on the file at the fleet offices.

14.9 The intended time of departure and return is to be recorded onto the vehicle control register and compared against the actual time of return.

14.10 Continued late return of vehicle/s may lead to a refusal to allocate vehicles in the future.

14.11 Not more than one vehicle will be authorized to travel to the same destination for the execution of Municipal duties; only one vehicle will be issued unless otherwise the officers to be transported are more than the required load.

15. OVERNIGHT PARKING

15.1 The Fleet Manager must allocate an approved parking place for each vehicle and this must be reviewed bi-annually, in the case non-compliance the fleet manager may withdraw the permission.

15.2 The parking places should have 24-hour security available.

15,3 The driver of the vehicle is responsible for ensuring that the vehicle is parked as safely as circumstances permit.

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15.4 Where circumstances do not permit, vehicles may be parked in the nearest government premises on condition that the parking place should be lockable or with 24-hour security available.

15.5 The driver of the vehicle is responsible for ensuring that the vehicle is parked at a safe place.

15.6 Permission may be given for a vehicle to be parked overnight at home of an official if the following conditions are met:

- The location has been reviewed by the fleet controller and security is considered adequate, e.g. there is sufficient security measures in place such as a fenced of yard with a lockable gate or garage
- Exception can be made under the following conditions:
  a) If the personnel security of the official, is at stake than, the leading department must take responsibility to issue a special permit for the individual to be taken home.
  b) Standby Fleet official must be contacted for after hour to be approved.
- ~~The location has been reviewed by the Fleet Controller and security is considered adequate, e.g. there is garage or lockable gates.~~
- ~~Exception can also be made if the personal security of the official is at stake.~~
- If the official is on standby and there is no means by which he or she can be transported in the event of a call out.
- Whilst a vehicle is parked at home it may not be used for any private purposes.
- If an emergency arises and it becomes necessary to use the vehicle, a signed trip authority for the movement must be obtained within 24 hours of the journey.
- Private use of the vehicle whilst parked at home will lead to the withdrawal of the privilege and possible disciplinary action.
- The officer responsible for transport must perform a distance check to determine the reasonableness thereof.

16. DEVIATION FROM APPROVED ITINERARY ROUTE.

16.1 Deviation from approved itinerary is prohibited unless directed by the trip approving authority under official circumstances. Such authorised deviations must be reduced to writing when the driver returns to base.

16.2 Unauthorised deviations from approved itinerary constitute a misconduct and will be investigated accordingly.

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16.3 Should it be established after an investigation that the deviation is unauthorised, costs will be recovered from the driver calculated at the current rand and cents rate per kilometre for vehicles and kilometre plus hours for machinery.

17. CARE AND SAFEGUARDING OF COUNCIL VEHICLES

17.1 Council vehicles must always be kept in a clean and neat condition by the driver or operator.

17.2 Smoking is not allowed in Council vehicles or plants.

17.3 Although eating and drinking in Council vehicles is not encouraged, should circumstances dictate otherwise, the driver should remove litter or leftovers from the vehicle.

17.4 No intoxicating substance may be consumed before and or whilst driving a Council vehicle.

18. DRIVERS DUTIES AFTER UTILIZATION OF A VEHICLE

18.1 The driver must fill the correct departing and closing Odo-readings or kilometres travelled on to the approved trip authorisation form and logbook.

18.2 The driver shall ensure that the vehicle is in a clean and tidy condition. If the vehicle becomes dirty while in use, the driver must arrange for it to be cleaned.

18.3 The driver must complete the vehicle inspection form along with the receiving transport officer.

18.4 The driver will ensure that the vehicle is locked properly and should the vehicle have a removable radio or radio cover, he or she shall remove the same and give it to the Fleet Manager for safe keeping.

18.5 In the event of any visible damage, the driver shall endorse the inspection sheet accordingly, and shall immediately submit a written report in that regard to his or her Head of Department and Fleet Manager.

18.6 The driver shall return the keys, petrol card, toll gate slips, copy of fully completed trip authorisation form, pre-drive inspection sheet and petrol slips to the transport officer and report verbally and in writing any observations or defects.

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19. LOGBOOKS, FUEL CARDS, VEHICLE KEYS, VEHICLE EQUIPMENT

19.1 All vehicle keys should be safely secured in lockable cabinet accessible to the transport officer(s) in the Fleet section or delegated senior officials within departments.

19.2 All sets of spare keys for vehicles and machinery, along with the Certificates of registration must be kept in a separate secure lockable cabinet and may only be issued out by the Senior Administration Officer of the Fleet Management Unit or the Manager Fleet.

19.3 The fuel card is to be treated as cash and the driver will be held responsible for the transactions that take place on it whilst it is in his/her possession.

19.4 A distance check must be performed where the vehicle was not parked at official Locations.

19.5 It must be possible from the details given in the itinerary and logbook for a distance check to be carried out.

19.6 Ad-hoc distance checks should be performed where vehicles are parked at official locations. This should be performed by the Fleet Manager.

19.7 The Fleet Manager may either attach a calculation of the distance check to the "Vehicle Issue Form" or must perform the calculation on the form. Any discrepancies must be investigated.

19.8 The driver of a pool vehicle and machinery assumes responsibility for the machine, vehicle, vehicle content, logbook and keys once the vehicle or machinery is handed over according to approved itinerary and accepted by the driver or operator.

19.9 A vehicle or machinery may not be handed over to another person or driver except to return it to the Fleet Management Unit or department who issue out vehicles and machinery.

19.10 Loose vehicle equipment, e.g. the spare wheel, toolkit, jack and any other extras will be checked at the time of issuing the vehicle and will remain the responsibility of the driver until such time as the vehicle is returned to the transport officer.

19.11 It is the responsibility of the driver to fill in the vehicle logbook legibly and accurately. It

must be possible from the details given for a distance check to be carried out.

19.12 All fuel receipts must be kept and made available when the vehicle is returned to the Fleet Manager.

19.13 The Fleet Manager will make available to the Budget and Treasury Office log sheets as and when required.

19.14 A copy of the log sheet will thereafter be filed with the Fleet Manager.

20. TRAFFIC OFFENCES

20.1 Municipal employees, drivers and operators will be authorised to drive and operate Municipal fleet on the basis of valid driver/operator licences issued by the Department of Roads and Transport in terms of the Road Traffic Act.

20.2 The driver of a Council vehicle shall diligently obey all traffic laws.

20.3 All traffic fines that arise from the driver's or operator's negligence, failure to observe traffic rules and road signs, receiving a vehicle of machine with broken windscreen will be borne by the driver or operator concerned.

20.4 The Fleet manager who is the proxy of the Municipality will redirect all traffic fines to relevant employee road traffic offenders for payments.

20.5 Should a driver fail to pay fines issued to him/her the proxy will forward all fines to the relevant traffic official for further action against the driver.

21. LOAD CAPACITY ON VEHICLES

21.1 The load on any Municipal vehicle may not exceed the maximum load recommended by the manufacturer of the vehicle.

21.2 Apart from the unfair strain on the vehicle, with resultant accident risk and high wear, overloading also has an adverse effect on the road surface and tire life and may induce failures which endanger the lives, not only of the occupants of the vehicles but also of other road users.

21.3 Drivers of Municipal assets will be held personally liable for accidents resulting from overload and the costs arising from such incidents.

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21.4 If a load is transported in a vehicle, care should be taken that it will be properly and always safeguarded, in order to prevent any potential damage or loss.

21.5 When a towed unit is used, the total mass of this unit may not exceed the mass of the towing vehicle concerned as prescribed by the manufacturer.

21.6 Officials in charge of municipal vehicles must ensure that vehicles are safely parked and must always take reasonable steps to safeguard vehicles, including accessories and tools, against theft, irregular use, damage and fire.

21.7 Under no circumstances may articles or documents, whether Municipal or private property, be left on or under the seats, on the floor or in the glove box of a vehicle used on official duty while such vehicle is parked or left unguarded. If such articles or documents must be left in the vehicle; they must be locked away in the boot or enclosed area.

21.8 When, on account of their mass and/or size, it is impracticable to move articles to the boot of the vehicle or where special heavy vehicles are carrying large consignments of municipal property, the driver or other responsible official must take all possible and practical precautions for the safe keeping of such Municipal property before he/she necessarily absent himself temporarily from the vehicle. Irresponsible officials or employees will be held liable for any loss to the Municipality through non-observance of this paragraph.

22. ROADWORTHINESS OF VEHICLE

22.1 The Fleet Department is responsible for the roadworthiness of all Municipal fleet.

22.2 The driver of a Municipal vehicle should always ensure that the vehicle is in a roadworthy condition by doing a physical pre-inspection and completing the issued checklist before utilising a vehicle.
~~with special emphasis in this connection on the steering, the brakes, the lights, the wheel nuts, windscreens, the condition of the tyre and safety belts.~~

22.3 It is the responsibility of the Fleet Controller that all vehicles except sedans L.D.V's (light delivery vehicles), specialised vehicles, yellow plant, are sent for annual COF (Certificate of fitness) test. All defects should be reported to the Fleet Manager, so that repairs can be done to the defective vehicles.

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~~In this regard the Transport Officer should make sure that certain types of vehicles such as trucks must be tested annually for a certificate of fitness to be issued~~.

22.4 Any defect and dashboard warnings that occur after receipt or during driving of the vehicle and machinery should be brought to the attention of fleet management officers as soon as discovered.

22.5 In the event of signals of excessive engine heat or lack of power, the engine must be switched off immediately and the vehicle must not be driven further until the matter has been rectified.

23. SAFE DRIVING

23.1 Traffic and any other regulations applicable to the users of the road must be strictly always observed.

23.2 The Municipality recuses itself from all forms of traffic offences, expenses, penalties/fines, accidents and other such similar matters that arise from the driver's roadworthy behaviour and negligent driving.

23.3 All costs will be to the driver and without reimbursement.

23.4 Where these rules are not observed, the Municipality will not pay any penalties imposed.

23.5 The applicable speed limit must not be exceeded at any time.

23.6 Users of a Municipal vehicles must always obey the rules of the road.

23.7 TO ACQUIRE GOOD DRIVING HABITS THE FOLLOWING LIMITS ARE PROVIDED:

23.7.1 Thorough knowledge of traffic regulations and signs.
23.7.2 Overtaking or passing of traffic only when the road is clear, and it can be done safely.
23.7.3 Driving at night:

- Reduce speed.
- Dip headlights.
- Keep left as far as possible.
- Stop or park off the road surface only.
- Using safety belts.

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- Courtesy and consideration towards fellow users of the road.
- Not using cellular phone while driving.
- The Director Electro-Mechanical Services or his delegated authority, the fleet manager will upon considering the above factors have the power to refer anomalies to Occupational Health and Safety section to further investigate or action.

24. BREAKDOWN

24.1 In the event where a driver of a municipal vehicle experiences a breakdown, the driver must immediately contact and inform his or her department and the Fleet Management Officers.

24.2 The Fleet Controller or Head of the Department concerned will, after having been consulted, make the necessary arrangement with the insurance company to ensure that the vehicle is towed to the nearest municipal vehicle park.

24.3 Where towing of a damaged vehicle is not covered in the insurance policy, the Fleet Officer will immediately secure quotations provided that at instances where the vehicle is exposed to danger especially during the night the requirement for three quotations might not be necessary.

25. ACCIDENTS

25.1 **External Procedure –** The following procedure must be followed in the event of Municipal vehicle being involved in an accident, no matter how trivial and irrespective of whether any person or animal or property or another vehicle is involved:

25.1.1 Do not move your vehicle from the scene of the accident unless instructed by the attending South African Police Officer, or Traffic Officials.

25.1.2 Call a police or traffic officer if possible or, if no such officer is available, report the accident as soon as possible, but within 24 hours, to a police station or a traffic officer and furnish full particulars, immediately inform the Fleet Manager.

25.1.3 If requested to do so, supply the name and address of the driver of the Municipal vehicle and the number of the vehicle to any other person having reasonable grounds for requesting the information.

25.1.4 In no circumstances must liability be admitted to any person at all or at any time, or any payment offered or made to a third party.

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25.1.5 In the event of any third-party admitting liability, endeavour must be made to obtain a written statement from him/her to that effect.

25.1.6 Should a driver of a vehicle be suspected of being under the influence of intoxicating liquor or narcotic drugs, this fact must be brought to the notice of the police or traffic officer called to the scene of the accident with the least possible delay, and every assistance must be rendered to him/her in ensuring that the suspected person be examined by a doctor as soon as possible.

25.1.7 Obtain as soon as possible, preferably at the scene of the accident, at least the following particulars, which are required for completing the accident report form and such is to be kept in the vehicle:

- Registration number, make and type of other vehicle(s).
- Name(s) and address of driver(s) of the other vehicle(s).
- Name(s) and address(es) of person(s) involved in an accident be it she/he/they was/were passenger/s of the Municipal vehicle's driver or the third-party or pedestrian(s).
- Name and address of the third party's insurance company.
- Name, occupation and address and age or estimated age of any pedestrian(s) involved in the accident and of any pedestrians killed or injured.
- Description of animals and fixed objects involved in the accident and the name and address of the owner.
- Name and address of witnesses including the occupants of the other vehicle(s) in their capacities as witnesses.
- Measurements for the preparation of a sketch of the scene of the accident (pace off the distance if there is no scientific tape measure).
- Note the geographical landscape of the place of accident, type of road, accident-related obstructive substances of object on or around the road, road make-up including any fencing and weather condition at the time of the accident.

25.1.8 Report the matter to the Fleet Controller as soon as possible and should not be later than two hours after the accident has occurred except in a situation where the driver is hospitalized.

25.1.9 The Fleet Controller must make a submission to the relevant Directorate for further action where negligence or abuse is alleged/suspected.

25.1.10 In the event where the driver has been found guilty by either the Court of Law or the Municipality, the driver may be required to pay the repair costs.

25.1.11 The Fleet Controller will immediately after the matter has been reported to the police

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and after having obtained the accident report and a docket issued in this respect, in consultation with the driver of the vehicle concerned, report the accident to the Insurance Company.

25.1.12 The fleet controller will immobilise the vehicle until confirmation of disciplinary action is provided.

25.1.13 The Fleet Controller will ensure that a report be sent to the Manager Fleet through the normal channel as required.

25.2 Internal Accident Reporting

25.2.1 The driver of the Municipal vehicle shall, within twenty-four hours or the first working day after the accident, submit a written report to the Fleet Manager and within 24 hours of the accident, report to SAPS.

25.2.2 The Manager: Assets or his/her superior shall engage the procurement unit to institute repair procedures.

25.2.3 In the event of institution of a legal action by the third party, the driver concerned shall upon receipt of summons, subpoena or notice to appear in court, copy that information to the fleet management unit.

25.2.4 Any damage made to the Municipal vehicle because of an accident involving another vehicle or animal/s or any object, shall be reported to the Fleet Manager who will ensure that the accident report form is completed.

25.2.5 The relevant departmental first line supervisor to endorse the report submitted to fleet.

25.3 Duties of the Fleet Manager

25.3.1 The Fleet Manager shall:

- Facilitate the investigation of all vehicle accidents and gather all documentary, photographic and other evidence that may be relevant to the cases.
- If feasible, conduct an inspection of the accident scene.
- Compile and submit a report on results of above points.

26. DAMAGES, LOSSES, DEFICIENCIES AND THEFT.

26.1 Any official or employee who takes over a Municipal vehicle must ensure that

any damage or deficiency is immediately brought to the attention of the fleet section.

26.2 Any person who does not comply with the requirements of the above paragraph will be deemed to have received the vehicle in good order.

26.3 Where incidents of damage, loss, deficiency and theft occur, the official operating the Municipal vehicle must immediately report the incident to the Fleet Controller who in turn must notify the police within 24 hours or the first working day and his or her superiors without delay.

26.4 When an official returns a pool vehicle the Fleet Controller must report any damage, loss, deficiency or theft which has not yet been brought to notice.

26.5 The Fleet Controller, therefore, must ensure that all cases are properly investigated by obtaining all particulars, statements, etc.

27. IRREGULAR, IMPROPER AND UNAUTHORISED USE OF MUNICIPAL VEHICLE

27.1 Action to be taken:

27.1.1 If Municipal vehicles are used irregularly, driven recklessly, neglected or misused, the matter must be viewed in a serious light and disciplinary action against the offending official should be implemented, apart from any proceedings which may be instituted in terms of the Road Traffic Act.

27.1.1 Staff members may not use municipal fleet assets for personal gain or profit, and if such is suspected, it will be dealt with in terms of the relevant codes and policies.

27.2 Liability

Where municipal vehicles are used without authority, the official concerned will be held liable for:

27.2.1 The cost per kilometre and per hour.

27.2.2 The cost for repairing any damage sustained by the vehicle where the vehicle was involved in an accident and the amount expended in settling third-party claims arising out of the accident.

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28. SUSPENSION OF OFFICIALS FROM DRIVING MUNICIPAL VEHICLES

28.1 The suspension of a driver of a Municipal vehicle may be contemplated when, amongst others, the following occurs:

28.1.1 Where Municipal vehicles are used without authority.

28.1.2 Gross deviation from approved fleet policy.

28.1.3 Utilizing municipal assets for personal gain.

28.1.4 Being involved in damages and/or road accidents caused by negligent driving and none-observance of rules of the road.

28.1.5 In the event where the driver commits gross driving misconduct.

28.1.6 In the event of municipal vehicle being or having been subjected to flagrant misuse or irregular use.

28.1.7 When positive proof exists that an official is or was guilty of reckless or wilful conduct whilst driving.

28.1.8 Being found guilty of driving under the influence of intoxications above the regulated limits.

28.1.9 And/or while the concentration of alcohol in his/her blood was not less than that prescribed by legislation while driving a municipal vehicle.

28.1.10 Such official must immediately be suspended from driving a Municipal vehicle and referred to HR for to apply consequence management.

29. CODE OF CONDUCT AND NATIONAL LEGISLATIONS

29.1 Over and above this Policy, the local government code of conduct, other public service codes and national legislations apply.

29.2 Should any of the provisions of this Policy be inadequate or be inconsistent with the local government code of conduct, other public service codes and national legislation, the local government code of conduct, other public service codes and national legislation will take precedence.

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30. SERVICING AND REPAIRS OF MUNICIPAL VEHICLES

30.1 The Fleet Controller should make sure that all Municipal vehicles must be serviced in accordance with the policy and specifications prescribed by the manufacturers concerned.

30.2 For servicing and repairs Municipal vehicles must be taken to the nearest dealer if still under guarantee.

30.3 When the official in charge of the vehicle hands the vehicle over for servicing, he or she must report any adjustments or repairs which he or she considers to be necessary to the agent or fleet controller for the specific vehicle.

30.4 The Fleet Controller must ensure that vehicles are serviced as set out in the repairs and maintenance manual supplied with the vehicle concerned.

30.5 When a vehicle requires to be serviced, the official in charge of the vehicle must always try to arrange a specific time and date for delivery of the vehicle with the person who will be doing the service, to avoid delays.

31. CONTROL OF FUEL, REPAIRS, MAINTENANCE AND TOLL GATES CARDS

31.1 Fuelling Municipal Vehicle

31.1.1 For fuelling the Municipal vehicles and machinery, the Fleet Controller should ensure that the fuel records are kept up to date and corresponds with the bank statements, any irregularity's must be reported to the fleet manager with immediate effect.

31.1.2 In case of Municipal vehicle being outside Municipal jurisdiction, the driver may refuel the vehicle and ensure that the receipts are submitted to the Municipality fleet officer on return and the correct entries made into the logbook.

31.1.3 Fuel cards will be stored in a lock able cabinet under the custodianship of the Fleet Controller who should ensure that a register is in place to record particulars of the driver, the trip, purpose, opening and closing Kilometres of a vehicle.

31.1.4 Receipts are reconciled in comparison with the electronic system.

31.1.5 The card of the Municipal vehicle must have reflection regarding the registration

number, make and colour of the vehicle.

31.1.6 The cards may only be used for a specific vehicle and may not be used to put fuel into a vehicle other than the one indicated on the card.

31.1.7 When refuelling, the driver of the vehicle must take into consideration the following:

- Odometer reading and must be entered into the payment slip.
- Amount of fuel dispense must be correctly indicated on the payment slip
- Registration number must be correctly indicated on the payment slip.
- A signature of the driver and the filling station's attendant must be legible.
- The driver must not let the card out of his/her sight.
- The driver of a vehicle should ensure that he keeps the receipts safely and hand it over to the Fleet Controller with of the logbook sheet of the official trip travelled.

31.1.8 Lost/stolen cards must be reported immediately to the Fleet controller or Fleet manager.

31.1.9 The Bank, as a service provider must be informed of immediately upon notice that the fuel card had been stolen to terminate the use of such card.

31.1.10 Any suspicious transactions must be investigated immediately and should any substance be found, relevant and appropriate action should be taken.

32. MAINTENANCE OF VEHICLES

32.1 In order to exercise control over the maintenance of vehicles, the following should be adhered to:

32.1.1 The Municipal vehicles should be serviced according to the manufactures specified intervals

32.1.2 The driver of the vehicle should notify the Fleet Controller of a need for servicing the vehicle on remaining 500 km's for service. (It should be the fleet section responsibility to monitor this).

32.1.3 The Fleet Controller should then secure the date and time for service.

32.1.4 The Fleet Management shall attend to the maintenance and repair functions in accordance with the provisions of the agreement entered with the service providers.

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32.1.5 Fleet Management shall use the Supply Chain Management Policy procedures were the repair and maintenance services are outside the scope of the contracted fleet management system and insurance.

32.2 Toll gates

32.2.1 The toll gates payment shall be done through the bank card of which the driver should ensure that he or she receive receipt for presentation to the Fleet Controller with a copy of the itinerary form.

32.2.2 In case of petty cash used for payment of toll gates, the driver should ensure that all the receipts are submitted to the Fleet Controller.

33. FUEL AND OIL

33.1 Fuel Saving – Important Factors

33.1.1 Efforts should be made to establish the vehicle's fuel consumption, either in litres per 100 KM, litres per hour or from one filling of the fuel tank to the next.

33.1.2 Knowledge by Fleet Controller of the consumption obtained over specific distances or periods is critical.

33.1.3 The discovery of a sudden increase in consumption over a short period also contributes to the immediate disclosing of losses resulting from theft, leakage or mechanical defects or the incorrect recording of fuel consumption.

33.1.4 When driving a vehicle, the appropriate gear must always be selected, with due regard to road conditions.

33.1.5 Unauthorized drainage of fuel from municipal vehicle for private use or other purposes are strictly prohibited and will lead to serious disciplinary actions.

33.1.6 The vehicle's speed should be kept as even as possible and the most economical speed for the vehicle must be maintained, with due regard to the speed limits applicable at different localities.

33.1.7 Acceleration should be evenly and gently executed.

33.1.8 Any strong smell of fuel, especially when the vehicle is in motion, must be

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investigated without delay. Besides causing wastage, fuel leakages are extremely dangerous.

34. REPAIRS AND REPLACEMENTS OF TYRES AND SPARE PARTS.

34.1 The Fleet Controller liaises with the parts interpreter and vice versa to ensure that the required repair and replacement are carried out in time.

34.2 If the vehicle is stationed where there is no garage of the manufacturer, the vehicle may be repaired by the local approved agent for that make or a competent workshop.

34.3 Under no circumstances may unqualified people be allowed to work on official vehicles.

34.4 Inflation of tyres to the pressure recommended by the manufacturer of the vehicle is of prime importance. Incorrect inflation is probably the main factor contributing to undue wear and premature failure of tyres.

34.5 To always ensure the correct air pressure is maintained it is important that the tyres of vehicles be checked at least once a week. In addition, the Fleet Controller should make sure that a visual inspection of the tyres should be made daily.

34.6 Care should be taken that wheel nuts are properly tightened immediately after a wheel has been replaced for whatever reason.

34.7 Drivers of Municipal vehicle should always make sure that tyre punctures are always reported to the Fleet Controller and mechanical workshop to make the necessary repair arrangements.

34.8 Tyres and batteries must be replaced in consultation with Municipal mechanical workshop and fleet management.

34.9 All replaced tyres or the remains thereof must be taken back to the Municipality storage and custody for accounting purposes and appropriate disposal procedure.

34.10 Truck tire that are in good condition must be re-treaded to save cost.

35. DRIVER OF THE YEAR COMPETITIONS

35.1 In-house driver competitions shall be conducted on an annual basis.

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35.2 All employees holding authority to drive council fleet of all categories qualify to participate in the competition.

35.3 The Municipality may consider incentives and awards for staff that qualifies for the best driver or operator of the year.

36. DISPOSAL AND ACQUISITION OF FLEET ASSETS

36.1 Fleet Assets will be disposed in line with the Supply Chain Management regulations and the Asset Management Policy.

36.2 Vehicles and plant will be inspected and assessed every five years to determine further usage or to be disposed of.

36.3 Council will require a Certificate of Fitness annually from a reputable organisation, for every vehicle that falls outside the warranty period.

36.4 The Asset Management Policy outlines the procedures to be followed in acquiring Council's assets, and the same will apply to the fleet assets.

37. REPORT BAD DRIVING

37.1 All vehicles to be branded with a "REPORT BAD DRIVING TO 0422002200" on a sticker.
37.2 Sticker must include the call centre contact number, to enable the public to report bad driving incidents or abuse of municipal vehicles.

38. COMMENCEMENT AND BREACH TO THIS POLICY

This policy and its review of amendments commence after approval by a resolution of the Kouga Local Municipality during its duly convened meeting. The breach of this policy shall constitute an offence that will be dealt with in terms of the relevant disciplinary procedures.

39. POLICY REVIEW

The Policy shall be reviewed from time to time but after the first twelve months of the most recent reviewal.

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_____ _____

C DU PLESSIS **DATE**
MUNICIPAL MANAGER

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ANNEXURE A:

TO: Mr. N. Gouws : MANAGER FLEET

FROM:

DATE: _____

RE: REQUEST FOR TRIP AUTHORITY

This serves to request a trip authority for the following:

Reason: _____

Destination: _____

Date: _____

Driver: _____

Passenger [if applicable] _____

Reg Number of vehicles going to be utilized: _____

Departure time: _____ Return time: _____

Name of requester: _____

Position of requester: _____

Signature of requester: _____

Fleet Manager

Approved/Not Approved

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ANNEXURE B: INTERNAL MEMORANDUM
ENQUIRIES: N. GOUWS **Tel: 042 200 2177**

TO: **MR. C. DU PLESSIS - MUNICIPAL MANAGER**
CC: **MR. T MADATT- DIRECTOR ELECTRO-MECHANICAL**
FROM: **MR. N. GOUWS – FLEET MANAGER**
DATE: **10 June 2022**

RE: COUNCIL VEHICLES: STANDARD OPERATING PROCEDURES

1. No trip authority will be authorised by Fleet department without a letter signed by the director of the requesting department.
2. Under no circumstances will any council vehicle be parked at private residence unless he or she is on standby.
3. Private persons are not allowed in municipal vehicles at any time.
4. Municipal vehicle/s may not be used for personal errands.
5. Municipal vehicle/s not allowed to be utilised a/h without authorisation by Fleet department.
6. Vehicles will only be allowed to operate after hours when relevant driver or person are on standby or need to perform emergency related duties.
7. Municipal vehicles are not allowed to leave their designated work area without written approval from his/her superintendent, for example: Jeffreys Bay electrician can't drive to Humansdorp without approval.
8. Log sheets need to be filled in from point to point. Before commencing of work the driver must check the vehicle and complete the checklist daily.
9. All municipal vehicles may not travel more that 100km per day; if so, the driver must motivate on the kilometre log sheet why he/she exceeded the allowable kilometres.
10. No municipal vehicle will be allowed outside the Kouga jurisdiction without a legal authorised trip authority from the Fleet department signed by the fleet superintendent or his delegate.
11. The following areas are designated for parking of municipal vehicles
    a. Jeffreys Bay: Municipal yard
    b. Humansdorp:Fire department & Traffic department
    c. St Francis bay: Municipal depot
    d. Hankey: Municipal depot
    e. Patensie: Waterworks
12. All defects, damages, accident and/or any other related incidents must be reported to the Fleet superintendent or fleet department immediately. Fleet superintendent to be notified after hours of any accident and breakdowns.
13. Declaration on page 2 [two] to be completed and send back to Fleet department.

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C. DU PLESSIS **DATE :**

MUNICIPAL MANAGER

DECLARATION

I……..

(FULL NAME + PAY NUMBER)

……..

(DIRECTORATE)

……..

(DEPARTMENT)

……..

(VEHICLE REGISTRATION)

hereby declare that I acknowledge to have received and read the content.

Signature: _____ **Date:** _____

Your co-operation in this regard is appreciated.

_____ **Date:** _____

IMMEDIATE SUPERVISOR

_____ **Date:** _____ **Fleet Controller**

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_____ **Date:** _____

Fleet Manager

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ANNEXURE C:
Records

DRIVER: _____ **DATE:** _____

VEHICLE REG: _____ **DEPARTMENT:** _____

Receiving the following tools

DESCRIPTION	YES / NO	SIGNED BY DRIVER
Spare wheel		
Tools to change the tyre		
Triangle		
Fire Extinguisher		
License disc		
Operators card		

Checked by fleet: _____ **Sign:**_____

COMMENTS REGARDING THE ABOVE VEHICLE

_____

_____

_____

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ANNEXURE D:

KOUGA MUNICIPALITY DRIVER'S INFORMATION

Name & Surname:	
ID Number:	
Cell Number:	
Home Address:	
Department:	
Supervisor:	
Job Description:	
Vehicle Registration:	
License Code & Expire date:	
PDP Expire Date:	

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ANNEXURE E:

DECLARATION OF RESPONSIBILITY

I ..... hereby declare that I take full responsibility and be held accountable for any damages caused to this vehicle, as well as any kilometres exceeding the allowed kilometres to be driven per day.

Place: .....

Date: .....

Signature: .....

Full name and surname: .....

Department: .....

Section: .....

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ANNEXURE F:

VEHICLE INSPECTION FORM

(THIS DOCUMENT MUST BE COMPLETED ON ALL COUNCIL VEHICLES BEFORE HANDING OVER TO THE DRIVER)

VEHICLE MAKE		**REG NO:**	
DATE & TIME		**ODO READING:**	

ITEM	**Mark**		**ISSUING REMARKS**	**AFTER TRIP REMARKS**
	'N' NO	'Y' YES		
Interior				
1. Radio (fitted or supplied)				
2. Fuel level Mark with X Full ☐ ¾ ☐ ½ ☐ ¼				
3. Fuel card				
4. Clutch free play				
5. Mats				
6. Lights, indicators, hooter, wipers				
7. Stoplights				
8. Logbook				
Engine				
9. Water level				
10. Oil levels				
11. Brake fluid level				
12. Battery				
Accessories				
13. Spare wheel				
14. Jack				
15. Wheel spanner				
16. Fuel cap				
17. Windscreen condition				
18. License disc - Expiry date:				
19. Triangle				
External				
20. Tyres condition and pressure				
21. Wheel Caps				

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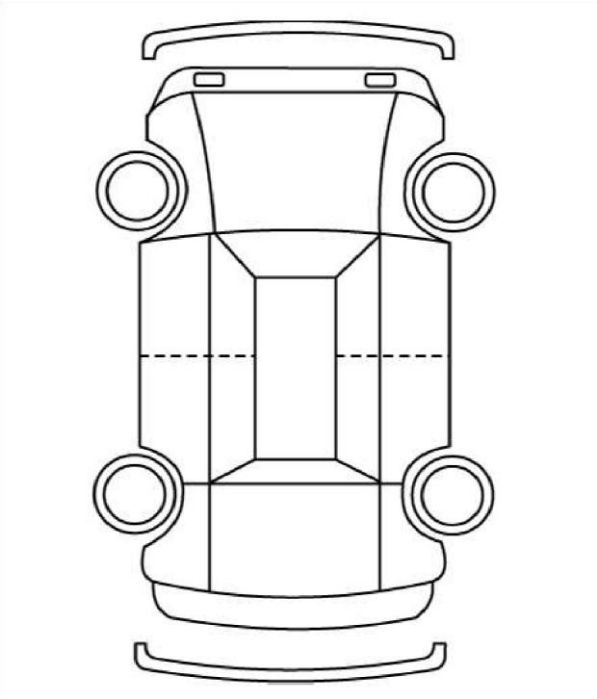
Manager Fleet (Surname and Initials)		Date	
Signature			

22. Mirrors				
23. Body – Mark in next page				

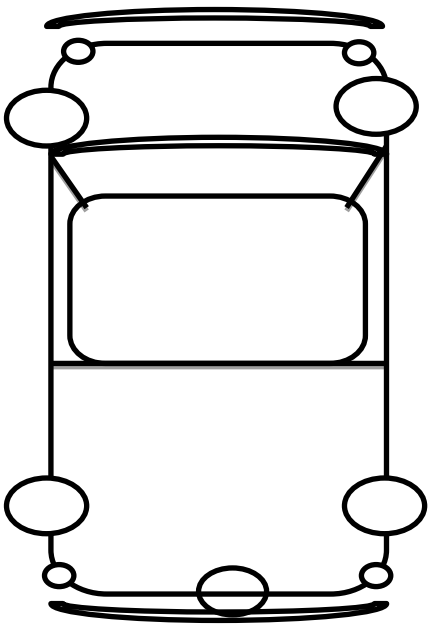
Fleet Officer (Surname and Initials)		Date	
Recipient/Driver (Surname and Initials)		Date	
Signature			

Indicate damages to the vehicle on the diagram below

Front



Front



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Back **Back**

Front



Back

Checking Officer (Surname and Initials)		Date	
Signature (Checking Officer)			
Recipient/Driver (Surname and Initials)		Date	
Signature			
Manager Fleet (Surname and Initials)		Date	
Signature			

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ANNEXURE G:

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

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

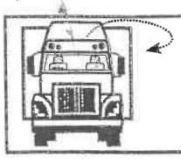
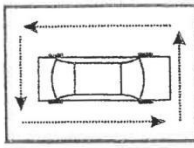
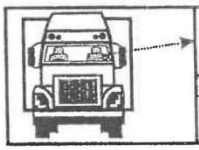
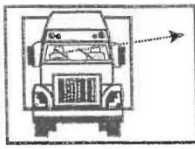
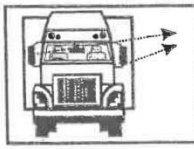
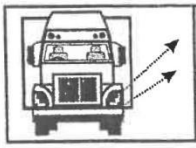
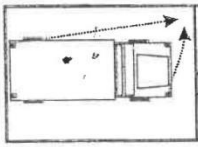
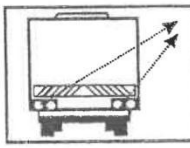
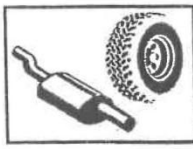
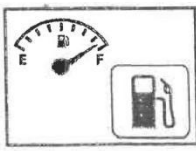
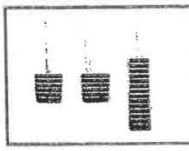
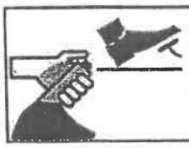
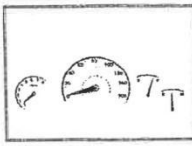
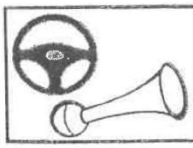
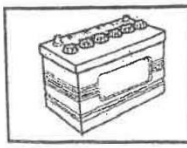
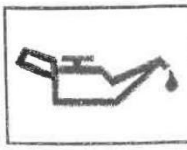
DRIVER: _____ FLEET NO: _____

SPEEDOMETER END: _____ REG. NO: _____

SPEEDOMETER BEGIN: _____ DATE / WEEK ENDING: _____

TOTAL: _____ TIME OUT: _____

SUPERVISOR: _____ TIME IN: _____

	EXAMPLE	M	T	W	T	F	S	S		OIL / WATER LEAK	M	T	W	T	F	S	S
	BODY / WINDOWS	M	T	W	T	F	S	S									
	LICENCE OPERATOR / CARD	M	T	W	T	F	S	S		WIPERS	M	T	W	T	F	S	S
	MIRRORS	M	T	W	T	F	S	S									
	HEAD / PARK LIGHTS	M	T	W	T	F	S	S		INDICATORS	M	T	W	T	F	S	S
	TAIL / STOP LIGHTS	M	T	W	T	F	S	S									
	TYRES / EXHAUST	M	T	W	T	F	S	S		FUEL TANK CAP SECURE	M	T	W	T	F	S	S
	PEDAL RUBBERS	M	T	W	T	F	S	S									
	HAND BRAKE / FOOT BRAKE	M	T	W	T	F	S	S		GAUGES	M	T	W	T	F	S	S
	STEERING / HORN	M	T	W	T	F	S	S									
	TOOLS / TRIANGLES	M	T	W	T	F	S	S		FIRE EXTINGUISHER	M	T	W	T	F	S	S
	SAFETY BELTS	M	T	W	T	F	S	S									
	BATTERY WATER LEVEL	M	T	W	T	F	S	S		WATER LEVEL	M	T	W	T	F	S	S
	OIL LEVEL	M	T	W	T	F	S	S									

REMAKS BY DRIVER:	ACTION TAKEN SUPERVISOR:

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ANNEXURE H:

VEHICLE ACCIDENT REPORT FORM

1. **PARTICULARS OF THE DRIVER OF THE MUNICIPAL VEHICLE:**

1.1. DRIVER.

Full Name(s) & Surname : _____
ID Number: _____
Driver's License Code : _____ Date Issued:_____
Endorsements (if any) : _____
Municipal vehicle registration number:_____
Make:_____ Contacts :

1.2. PARTICULARS OF THE ACCIDENT:

Date of the Accident: _____
Time of the Accident: _____
Police Reference Number:_____
Location / Place of the Accident:_____ Police Station at which the Accident was Reported:_____

2. **PARTICULARS OF THE THIRD PARTY:**

Registration number of vehicle :_____
Make of vehicle :_____
Model :_____ Colour:_____
Body (i.e. sedan, truck, bus, etc) :_____

Name(s) & Surname :_____
ID Number / Passport Number :_____
Citizenship :_____
Contact number/s :_____

Physical Address : _____
_____
_____
_____

Postal Address : _____
_____
_____
_____

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3. **PARTICULARS OF PERSON(S) INJURED / DECEASED:**

3.1. Person:

Name(s) & Surname:_____

ID Number / Passport Number:_____

Physical Address:_____

Telephone Contacts:_____ Cell Phone Number:_____

Sate whether the injured / deceased was a driver, passenger, cyclist or pedestrian:

_____

3.2. Person:

Name(s) & Surname:_____

ID Number / Passport Number:_____

Physical Address:_____

Telephone Contacts:_____ Cell Phone Number:_____

State whether the injured / deceased was a driver, passenger, cyclist or pedestrian: _____

3.3. Person:

Name(s) & Surname:_____

ID Number / Passport Number:_____

Physical Address:_____

Telephone Contacts:_____ Cell Phone Number:_____

Sate whether the injured / deceased was a driver, passenger, cyclist or pedestrian:

_____

3.4. Person:

Name(s) & Surname:_____

ID Number / Passport Number:_____

Physical Address:_____

Telephone Contacts:_____ Cell Phone Number:_____

Sate whether the injured / deceased was a driver, passenger, cyclist or pedestrian:

_____

3.5. Person:

Name(s) & Surname:_____

ID Number / Passport Number:_____

Physical Address:_____

Telephone Contacts:_____ Cell Phone Number:_____

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Sate whether the injured / deceased was a driver, passenger, cyclist or pedestrian:

_____

3.6. Person:

Name(s) & Surname:_____

ID Number / Passport Number:_____

Physical Address:_____

Telephone Contacts:_____ Cell Phone Number:_____

Sate whether the injured / deceased was a driver, passenger, cyclist or pedestrian:

_____

4. **DECLARATION:**

I hereby declare that to the best of my / our knowledge and belief the information set out in this form is true and correct in every respect.

Signature of driver_____ Date:_____

Designation:_____

Department:_____

5. **FLEET MANAGEMENT**:

Fleet Controller

SURNAME & INITIALS:_____ **SIGNATURE:**_____

DATE:_____

Fleet Manager

SURNAME & INITIALS:_____ **SIGNATURE:**_____

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Detailed sketched of the accident

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VEHICLE HANDOVER CONTROL FORM

VEHICLE REGISTRATION NUMBER:	_____

TICK APPROPRIATE BLOCK

DEPARTMENTAL ☐ HIRED VEHICLES ☐

VEHICLE HAND OVER FROM:_____ DIRECTORATE:_____ DEPARTMENT: _____ HIRING COMPANY [IF APPLICABLE]:_____ NAME:_____ SIGN:_____	VEHICLE HAND OVER TO:_____ DIRECTORATE:_____ DEPARTMENT:_____ NAME:_____ SIGN:_____

DATE	TIME	NAME	ODO READING	SIGN	DATE	TIME	NAME	ODO READING	SIGN

KOUGA MUNICIPALITY (EC 108)
ORDINARY COUNCIL MEETING
MUNICIPAL BY-LAWS & POLICY COMMITTEE
OPEN
DATE: 30 JULY 2025
ITEM NO: **25/07/PB2**

KOUGA LOCAL MUNICIPALITY FIRE MANAGEMENT PLAN

1. **Introduction**

The purpose of this item is to request the Council to approve the Kouga Local Municipality Fire Management Plan.

2. **Background**

The Kouga Local Municipality Fire Management Plan was workshopped on 18 March 2025 and was reviewed by the Municipal By-Laws and Policy Committee on 25 June 2025, with a recommendation that the amended Kouga Local Municipality Fire Management Plan be submitted to Council for approval.

3. **Discussion**

The Kouga Local Municipality Fire Management Plan 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**

National Veld and Forest Fire Act 101 of 1998

6. **Legal Implications**

To be in accordance with & comply with the National Veld and Forest Fire Act 101 of 1998.

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**

Item supported.

8.5 **Director: Community Services**

Noted

8.6 **Deputy Municipal Manager**

Supported.

8.7 **Municipal Manager**

Supported.

9. **Delegated Authority**

Council

10. **Recommendations**

10.1 That the Kouga Local Municipality Fire Management Plan be approved by Council.

10.2 That the Kouga Local Municipality Fire Management Plan be published on the Kouga Website.

Item noted by the: Municipal By-Laws and Policy Chairperson 

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POLICY NAME / DESCRIPTION

Policy Title:	FIRE MANAGEMENT PLAN
File plan reference number:	
Previous Council approval date	N/A
Directorate:	COMMUNITY & SAFETY SERVICES
Section:	FIRE & DISASTER
Responsible Official:	D BARNARD
Version:	1
Status of the document:	DRAFT
Review date:	
Council approval date	
Council resolution number	
Future review date:	

DRAFT FIRE MANAGEMENT PLAN

Dewald Barnard
25/06/2025

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1. INTRODUCTION



Figure 1

The Kouga Municipality is situated in the Sarah Baartman District of the Eastern Cape Province of South Africa and is home to vegetation that is both fire-prone and fire-dependent. The Kouga area has a mosaic of urban and natural areas, leading to problems of veldfire management of areas with a substantial urban fringe. In addition, the area is badly invaded by alien shrubs and trees, which both threaten the remarkable biodiversity and increase biomass and fire intensity. This is exacerbated by windy, hot and dry summer periods.

The Kouga Municipality Fire Management Plan (from here on referred to as the Fire Management Plan or KFMP) provides the necessary information for sound veldfire management in a concise and accessible way with an emphasis on the Kouga area's legal obligations.

1.1 CONTEXT

Kouga Municipality adjoins the Metropolitan Area to the east and the Sundays River, Baviaans and Kou Kamma Municipalities to the west, south and north respectively. (Figure 1)

Various biophysical and biological characteristics of the Municipality, specifically related to the region's climate, topographical nature and vegetation, play a major role in an increased risk of veld fires occurring in the area.

1.2 GOALS AND OBJECTIVES

The primary purpose of the Kouga Municipality Fire Management Plan is to ensure that veld fires can serve greater good than harm. It aims to eliminate loss of life, human injury, economic and environmental losses, because of veld fires. Furthermore, the overarching fire management goals (italics) and objectives (bulleted) as it pertains to Kouga Municipality are as follows:

Protect life and property.

- Minimise fire risks.
- Provide for the safety of residents, visitors, fire-fighters and staff.
- Directly protect real and personal property from the effects of fire.
- Achieve full compliance with the National Veld and Forest Fire Act. 101 of 1998.
- Reduce fuels with prescribed fire and thinning in places where fire is a threat to people and property.
- Implement programs to prevent unplanned human-caused ignitions and reduce human caused fires.
- Ensure organized, professional and coordinated response to fires.
- Strive to meet health and safety standards that relate to fire, particularly for air quality and on-the-job safety.

Protect natural and cultural resources from undesirable effects of fire and suppression.

- Reduce fuels with prescribed fire and thinning in places where fire would adversely affect communities.
- Avoid negative effects to sensitive areas.
- Employ minimum impact suppression tactics, particularly in ecologically sensitive areas.
- Suppress unwanted fire.
- Ensure Kouga Municipality is adequately prepared to suppress unwanted fires.
- Suppress human-caused fire.
- Prevent unwanted fire from spreading onto neighbouring land. Allow fire to assume its natural role in ecosystems.
- Determine fire-related data needs relative to natural resources.
- Attempt to determine range of natural variation related to fire (in time, space and intensity), role of fire and fire effects.
- Promote research relative to data needs. Manage fire cooperatively with neighbouring agencies and private landowners as well as other stakeholders.
- Maintain open lines of communication.
- Collaboratively plan and implement fire operations.
- Improve fire awareness.

Suppress unwanted fire.

- Ensure Kouga Municipality is adequately prepared to suppress unwanted fires.
- Suppress human-caused fire.
- Prevent unwanted fire from spreading onto neighbouring land.

Allow fire to assume its natural role in ecosystems.

- Determine fire-related data needs relative to natural resources.

- Attempt to determine range of natural variation related to fire (in time, space and intensity), role of fire and fire effects.
- Promote research relative to data needs.

Manage fire cooperatively with neighbouring agencies and private landowners, as well as other stakeholders.

- Maintain open lines of communication.
- Collaboratively plan and implement fire operations.
- Improve fire awareness.

The management approach as it relates to risk involved with veld fires is summarized in the table below. These aspects are addressed in the document.

Table 1: List of specific risk management options.

Management options	**Descriptors**
Avoid the risk	By deciding not to proceed with the activity likely to generate the veld fire risk. For example, prohibiting certain types of actions in areas prone to wildfires.
Reduce the hazard and the likelihood of exposure	Programs to reduce the level of fuel available to burn in a veld fire and improve the degree to which assets are protected. For example, the preparation of firebreaks or manual clearing of fire hazards as well as regular inspections
Reduce ignitions	Programs to reduce the number of deliberate and accidental ignitions of human origin. For example, education and awareness programmes, fire bans and reduction in activities during high-risk season or periods.
Reduce consequences	This option includes various measures to reduce the consequence of wildfires, such as preparedness and contingency plans, wildfire recovery plans, community education programs for self-protection (lives and property), building restrictions and standards for areas prone to veld fires.

1.3 DOCUMENT STRUCTURE

To fulfil the objectives listed above the Kouga Fire Management Plan makes provision for the following three components in the approach to the occurrence of veld fires (Figure 2):

The structure of the Kouga Fire Management Plan responds to these components:

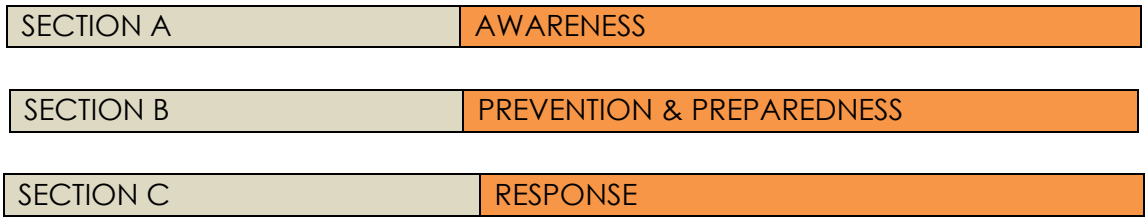

FIGURE 2: DOCUMENT STRUCTURE

a) Awareness

Most unwanted fires are caused by human intervention. Proper training and education will promote awareness of risks and the ability to make the right decisions in situations that demand quick and efficient response. It is essential to know where danger areas are, which season present the biggest risks and understand the local conditions which are conducive to fire inception and spread. It is essential for residents to be aware of what is going on around their property and in their immediate vicinity.

b) Prevention and preparedness

Prevention is always better than the cure. After awareness, prevention and control are the secondary steps in fire management. The Kouga Fire Management Plan puts forward measures to achieve the objectives of fire prevention.

Nature is in a constant state of flux and is significantly influenced by fluctuating and variable rainfall cycles. Whilst proper prevention techniques will significantly reduce the likelihood of spreading fires it needs to be accepted that, despite any effort made, we will never be able to control natural forces to the extent we may wish to. It is therefore equally necessary to be prepared for the inevitable in this regard.

Kouga Municipality is committed to complying with the provisions of the National Veld and Forest Fire Act, i.e. being sufficiently prepared to react to fire, creating and maintaining adequate fire breaks, clearing the property of excess plant material that might fuel a fire, removing invasive alien plants, etc.

c) Response

All fires start small, thus, detection at the earliest possible stage is critical and is therefore also regarded as being as important part of preparedness as it is for ensuring an appropriate response.

2. APPLICABLE LEGISLATION

Various pieces of legislation impact on fire management and set out mandates for different stakeholders. This legislation stipulates that various government departments, spheres of government and the private sector are mandated to deal with aspects of fire management responsibilities. The most relevant are listed below.

2.1 THE CONSTITUTION OF THE REPUBLIC OF SOUTH AFRICA (ACT 108 OF 1996)

Section 24 of the Constitution provides that everyone has the right to an environment that is not harmful to their health or well-being; and to have the environment protected, for the benefit of present and future generations, through reasonable legislative and other measures that prevent pollution and ecological degradation;

promote conservation; and secure ecologically sustainable development and use of natural resources while promoting justifiable economic and social development.

2.2 NATIONAL ENVIRONMENTAL MANAGEMENT ACT (NEMA) (ACT 107 OF 1998)

Section 28 of NEMA creates a general duty of care on every person to take reasonable measures to prevent significant pollution or degradation of the environment from occurring, continuing or recurring, or, in so far as such harm to the environment is authorised by law or cannot reasonably be avoided or stopped, to minimise and rectify such pollution or degradation of the environment.

2.3 DISASTER MANAGEMENT ACT (ACT 57 OF 2002)

The Department of Cooperative Government and Traditional Affairs administers the Disaster Management Act. The Act provides for an integrated and coordinated disaster management policy that focuses on preventing or reducing the risk of disasters, mitigating the severity of disasters, emergency preparedness, rapid and effective response to disasters, and post-disaster recovery amongst others. Fires, including wildfires, are a major hazard to the country and are regarded as one of the potential disaster areas. The Act requires each sphere of government to prepare a disaster management plan and mandates provinces and districts to respond to such disasters.

The executive of the province, in adopting proactive mitigation steps designed to minimise the likelihood or impact of severe fires including wildfires, therefore may set certain requirements for district and local authorities and other stakeholders. The Disaster Management Act thus provides for the establishment of the framework within which Integrated Fire Management must take place.

Section 42 of the Act states that the district municipality must establish a disaster management strategy. Section 32 states that a disaster management centre must promote an integrated and coordinated approach to disaster management in the municipal area, with special emphasis on prevention and mitigation, and coordinate other spheres of government and role-players. Section 30(1)(b) creates an obligation on the service to adopt proactive mitigation, which would include mitigation of wildfires. The Act gives the executive of the province the overarching control of a provincial disaster, with powers that override those of the Chief Fire Officer of a service within an affected municipality. The executive of the province, in adopting proactive mitigation steps designed to minimise the likelihood or impact of severe fires and wildfires, therefore may set certain requirements for district and local authorities and other stakeholders. The Disaster Management Act thus provides for the establishment of the framework within which Integrated Fire Management must take place.

2.4 FIRE BRIGADE SERVICES ACT (ACT 99 OF 1987)

The Department of Cooperative Government and Traditional Affairs administers the Fire Brigade Services Act. The Act is the primary piece of legislation regulating fire

services and seeks to provide for the establishment, maintenance, employment, coordination, and standardisation of fire brigade services. In terms of the Act, district and local municipalities are required to establish a firefighting service. The Act also provides for the Minister to designate firefighting services. Further, it provides for the appointment of a Chief Fire Officer, the introduction of fees for the service, and the conclusion of agreements with other fire services to render a more efficient fire service. The Act is under review, a process that is likely to result in a shift toward a greater emphasis on fire prevention and, given the pressures and demands resulting from global warming and climate change, more emphasis on the interface between the service and disaster management.

2.5 NATIONAL VELD AND FOREST FIRE ACT (ACT 101 OF 1998)

Veld fires in South Africa are dealt with under the National Veld and Forest Fire Act (Act 101 of 1998). The purpose of the National Veld and Forest Fire Act is to prevent and combat veld, forest and mountain fires throughout the Republic.

The Act places the responsibility on landowners to make provision for the management of veld fires on their own land. Failure to do so may result in penalties being enforced (refer to Section 24 and 25 of the above Act) and claims lodged against a landowner if the above Act's requirements were not met. In terms of the National Veld and Forest Fire Act the following responsibilities apply to landowners:

- The landowner on whose land a fire may start, or from whose land it may spread across boundaries, must prepare and maintain a firebreak on his or her side of the boundary between his or her land and any adjoining land. Owners of adjoining land may agree to position a common firebreak away from the boundary.
- The landowner on whose land a fire may start, or from whose land it may spread across boundaries, must have in place:
- Such equipment, protective clothing and trained personnel required to extinguishing such fire as may occur,
- If there are no regulations applicable, then as reasonably required in the circumstances.
- Take all reasonable steps to notify the Fire Protection Officer (FPO) of the local Fire Protection Association should a fire break out. Do everything in their reasonable power to stop the spread of the fire.
- The Act requires that should the owner be absent, a known and identified other person responsible needs to be present on or near this land to:
- Extinguish a fire if one breaks out or assist or instruct others to do so.
- Take all reasonable steps to alert the neighbours and the Fire Protection Officer.
- The owner may appoint an agent to act on his or her behalf to perform these duties. Where a Fire Protection Association has been registered in an area the municipality or designated service must become a member of the Fire Protection Association.

SECTION SYNOPSIS

This section describes the main characteristics of Kouga Municipality that makes the area susceptible to the occurrence of veld fires and ways to increase awareness about the risk of fire as well as measures to increase general awareness of staff and the public in this regard.

SECTION A: AWARENESS

3. KOUGA MUNICIPALITY AND FIRE

3.1 CLIMATE

Kouga Municipality has a subtropical climate characterised by warm, dry summers and cool to mild winters. The area is generally known or described as windy. Summers are generally hot with temperatures averaging between 25° and 35°C. Heat waves lasting a few days occur reasonably frequently in summer. Rainfall trends are not as clearly identifiable. Rainfall varies between 400mm (St. Francis Bay) and 650mm(Gamtoos Valley) per year.

3.2 ECOLOGY

Kouga Municipality are wholly located within the fynbos biome and alien vegetation especially along coastal belt. When planning for fire management within the fynbos biome it is important to understand the relationship between fire and fynbos. Fynbos is fire-adapted vegetation that requires regular burning for its persistence. In the absence of fire, fynbos is gradually replaced by thicket species. It thrives on infertile soils and fire is the mechanism that recycles precious nutrients from old moribund growth into the soil. Fire in fynbos is far from a disaster, but rather a crucial trigger that resets the fynbos 'successional clock'. It provides the stimulus for dormant seeds to germinate and the opportunity for many annuals, short-lived perennials and bulbs to grow, flower and seed during times of abundant nutrients and sunlight. They complete their short life cycles, returning to the soil as the larger shrubs overwhelm them, and remain dormant until the next fire. The optimal fire cycle for fynbos is between 10-15 years. Shorter fire cycles can wipe out slow maturing species, while species start dying when intervals become too long.

Fire season is predominately during the months of November to February when the fire risk is at its highest.

3.3 VELD FIRE HISTORY

Major fires occurred in an around Kouga Municipality in recent history and are closely associated with natural areas. Large veld fires occurred in the St. Francis (2016,2019) Thornhill (2017) and Jeffreys Bay and surrounding areas. Awareness, prevention and

preparedness strategies should therefore be focussed and geared to manage fire in and from these areas.

Kouga Municipality dealt with 545 veldfires between January 2021 and December 2024.

3.4 RISK ASSESSMENT FOR KOUGA MUNICIPALITY

Veld fires are listed as a risk or hazard in the Disaster Hazard, Vulnerability and Risk Assessment for Kouga Municipality. History has shown that St. Francis Bay has been prioritised as being high-risk for the start of run-away fires. Other risk areas listed include those associated with:

- transport routes,
- powerlines and
- informal settlements.

In terms of the above assessment all settlements within the Municipality are classified as special risks with regards to fire. Further areas of risk to the Municipality include:

- Sufficient funding to administer effective alien clearing and prepare firebreaks on all municipal owned land.
- Council liability in terms of the National Veld and Forest Fire Act for the potential origin or spread of fire from municipal land under lease agreement.
- Coordination between other agencies for the implementation and maintenance of fire prevention measures on land not owned by the Municipality but identified in the Disaster Hazard, Vulnerability and Risk Assessment. These areas include vacant (municipal owned) areas, areas along transport routes, powerlines, the urban fringe, open (recreational) areas and informal settlements.
- Old forestry areas with limited access control used for recreational purposes.
- Having in place the required insurance should the Municipality be found to be liable in terms of its responsibilities as prescribed by the National Veld and Forest Fire Act or any other legislation guiding the prevention and suppression of veld fire

4. LANDOWNERS AND FIRE

The National Veld and Forest Fire Act impose several duties and responsibilities on individual landowners that are intended to reduce the harm from fires. These are:

- You may not start a fire (Section 18(1)).
- You may only start a fire, including a cooking or braai fire, in a designated area.
- You must have equipment available to fight fires (Section 17(1)).
- You must have trained personnel available to fight fires (Section 17(1)).
- You must have a person on the property who keeps a lookout for fires (Section 17(2)).

- You must establish a system of firebreaks (Section 12).
- You may not burn firebreaks or carry out controlled burns when the Fire Danger Index is high or the FPA has objected to such burning taking place.
- You must manage the fuel load on land under your control. This means that you must remove invasive alien vegetation from the land, as well as other vegetation that creates unwanted fuel loads.

5. AWARENESS PROGRAMS

Communication and awareness must be focussed to be effective, and so, to be effective we need to know *WHO* we want to raise awareness with and *HOW* does one do this. Kouga Municipality has adopted a Media and Communication Policy(May 2023) which deals with communication strategies for the municipality. The Fire and Disaster section make use this media platform to address awareness programs for the public relating to fires.

Target audiences (who) would include groups such as:

- Staff
- Neighbouring landowners
- Community
- Schools

Different types of media (how) have different needs. The most suitable types of media include:

- Print
- Television
- Radio
- Website
- Posters and notice boards
- Public Relations Consultants
- Loudhailing

The principles of a communication strategy are who is the target audience, what message will they be given and when will the message be given. There are four steps to implementing this strategy:

Step 1:

Understand your audiences and the fire prevention problems that must be addressed. Focus on the problem issues.

Step 2:

Determine the people who can help solve the problem, as this is the target audience. Then decide what they need to know about veldfire – that's your message.

Step 3:

Establish what newspapers or magazines your target audience read, what radio stations they listen to and what TV channels they watch – the media you need to work with.

Step 4:

Determine the best time to deliver your message to the target audiences. And remember that wildfire messages can be linked to several other events such as awareness programs.

A further means to communicate the risk of fire is through a Fire Danger Index. The Minister prepares and maintains a fire danger rating system for the entire country in consultation with the South African Weather Bureau and the FPAs. The Minister must communicate the rating to the fire protection associations in the region and must publish warnings when the fire danger rating is high in any region. This must be published in newspapers and all other media channels. When the minister has published a warning, no person may light, use or maintain a fire in the open air in the region where the fire danger is high.

The Fire Department may collate a fire danger index daily rating and to communicate such to staff and the public. A simple but effective fire danger rating can be applied within the Municipality (refer to Table 2). Fire danger ratings must be assessed weekly. The fire danger rating system must consider the following factors:

(i) topography,
(ii) type of vegetation in the area,
(iii) seasonal climatic cycle,
(iv) typical weather conditions,
(v) recent weather conditions,
(vi) current weather conditions,
(vii) forecasted weather conditions, and
(viii) any other relevant matter.

The fire danger rating system must show the rating in a clear format identifying what activities are dangerous and what precautions should be taken for each rating.

Table 2: Fire Danger Index.

Fire Danger Index	**Fire Conditions**	**Fire Management preparation**
	Safe	• Basic minimum firefighting preparedness apply
	Moderate to safe	• Standby operational on a roster basis • Proactive fire management measures undertaken as planned

	Moderate to high	• Standby operational on a roster basis • Limited to no proactive burning interventions • Open fires only permitted in authorised fireplaces
	High	• Standby operational on a roster basis • Open fires only permitted in authorised fireplace. • Designated management staff available for wildfire response
	Very high to extreme	• Standby fully operational • No open fires • Fire response team (proto-team) working close to fire-fighting equipment. • Test fire-fighting equipment. • Deploy field staff in safe areas only

6. DIFFERENT TYPES OF FIRES

Specific terminology describes the types of fires and burning conditions. Some of these are listed below.

Table 3: Terminology to describe the types of fires and burning conditions.

Term	Description
Arson fire	An uncontrolled fire wilfully ignited by anyone to burn or spread to vegetation or property without consent of the owner or his/her agent.
Block Burn	A prescribed burn in a pre-determined and specified land area.
Brush Fire	A fire burning in vegetation that is predominantly shrubs, brush, and scrub growth
Catastrophic Fire	A fire that causes unrecoverable damage to property, loss of life and limb. In plantations, the area is more than 100 ha (250 acres).
Controlled Fire	A fire that is subject to a line of control around a fire, any spot fire from it, and any interior island to be saved, effectively preventing any unplanned spread.
Crown Fire	A fire that burnt in and advances through the top leaves or the crown of trees or shrubs
Debris Burning Fire	fire spreading from any fire originally ignited to clear land or burn rubbish, garbage, crop stubble, or meadows (excluding incendiary fires).
Ecological burn	A form of prescribed burning involving the treatment of vegetation by burning it in predetermined areas to achieve specified ecological objectives.
Forest Fire	A fire burning mainly in a forest and/or woodland.
Fuel reduction burn	The planned application of fire to reduce hazardous fuel quantities and undertaken in prescribed environmental conditions within defined boundaries.
Ground Fire	A fire that is burning below the surface of the ground in roots, peat, coal, decaying plant material, etc.

Human caused fire	Any fire caused directly or indirectly by a person.
Mega fire	A wildfire or concurrent series of wildfires that is in the upper percentile of the fire regime.
Open burn fire	Burning of wastes in the open or in an open dump.
Out of control fire	A fire that has reached the intensity where no attempt is or can be made to stop the head of the fire using a direct attack. Only the flanks can be attacked.
Prescribed burn	The controlled application of fire under specified environmental conditions to a predetermined area and at the time, intensity, and rate of spread required to attain planned resource management objectives. It is undertaken in specified environmental conditions. Generally, it requires the specific authorisation of the fire management authority
Prescribed Fire	Any fire ignited by management actions to meet specific objectives. A written, approved burn plan must exist, and approving agency requirements (where applicable) must be met, prior to ignition.
Spot fire	An isolated fire started ahead of the main fire by sparks, embers or other ignited material, sometimes to several kilometres.
Structural fire	A fire originating in or burning any part of a building or shelter
Surface fire	Fire that moves through combustible material located on the ground.
Uncontrolled fire	Any fire that threatens to destroy life, property, or natural resources, and (a) is not burning within the confines of firebreaks, or (b) is burning with such intensity that it could not be readily extinguished with ordinary, commonly available tools.
Veldfire	Described in the NVFFA as "a veld, forest, or mountain fire". A vegetation fire outside the urban-rural interface; a general term to describe fire in vegetation. In this context these forms of fire are collectively referred to as "wildfires".
Wildfire	A vegetation fire accidently or deliberately ignited but burning out of control, including veld and forest fires.
Wildfires	A fire burning outside the urban areas, either as a prescribed burn or as a wildfire.

7. MANAGEMENT ACTIONS

Table 4: Awareness – Management Actions

Action	**Responsible Department**	**Timeframe**
Educate staff on the characteristics that makes the municipal area. conducive to veld fires.	Fire Department	Immediate & ongoing
Communicate to management the legal requirements as per the National Veld and Forest Fire Act applicable to the Municipality.	Community Services Environmental Management	Immediate & ongoing

Communicate to lessees renting farm- and other land from the Municipality as to their legal requirements as per the National Veld and Forest Fire Act.	Property Management	Immediate & ongoing
Include fire awareness in the existing educational and awareness programs presented.	Fire Department	Immediate & ongoing
Develop a fire danger rating system.	Fire Department	Immediate & ongoing
Communicate fire danger rating to the public.	Fire Department	Immediate & ongoing

SECTION B: PREVENTION AND PREPAREDNESS

SECTION SYNOPSIS

This section describes activities to reduce or mitigate the risk or effect of veld fires. These include:

- Alien clearing.
- Firebreaks; and
- Preparedness.

8. KOUGA MUNICIPALITY FIREFIGHTING CAPACITY

Kouga Municipality's firefighting capability and responsibility vests with the Fire and Disaster Section.

8.1 FACILITIES

Veld and Forest Fire Act, 101 of 1998
In terms of section 17. (1)(a) every owner on whose land a veldfire may start or burn, or from whose land it may spread must have equipment, protective clothing and trained personnel for extinguishing fires.

Occupational Health & Safety Act, 85 of 1993
This Act specifies that employees need to provide and maintain a safe working environment for their staff. In terms of section 8: 1 & 2 (a-j) every employer shall provide and maintain, as far as is reasonably practicable, a working environment that is safe and without risk to the health of its employees without derogating from the generality of an employer's duties under subsection (1), the matters to which those duties refer include in particular – the provision and maintenance of systems of work, plant and machinery that, as far as is reasonably practicable, are safe and without risks to health.

Kouga Municipality has four fire stations:

- Humansdorp

- Jeffreys Bay
- St. Francis Bay
- Hankey

Table 5: Kouga Municipality firefighting capacity.

	Staff (basis)	**Vehicles**	**Support**
Fire Department (Humansdorp)	12 (24/7) 3 x (Intern)	1 x Landcruiser with skid unit (500l) 1 x Rescue vehicle 1 x Water tanker (4500l) 1 x Water tanker (6000l) 1 x Water tanker (7000l)	20 x Working On Fire team members
Fire Department (Jeffreys Bay)	12 (24/7) 3 (Intern)	1 x Landcruiser with skid unit (500l) 1 x Water tanker (6000l) 1 x medium pumper(1200l) 1 x major pumper(2500l) (aged)	
Fire Department (St. Francis Bay)	8 (24/7) 2x (Intern)	1 x Landcruiser with skid unit (500l) 1 x Water tanker (6000l) 1 x medium pumper(1200l) 1 x major pumper(2500l) (aged)	14 x Working On Fire team members
Fire Department (Hankey)	8 (24/7)	1 x medium pumper(1200l)	

Working On Fire has 34 staff members that work on alien clearing and firebreak preparation. These personnel can react to assist with veldfires. They are on duty during office hours (8:00 – 16:00). Importantly, Working on Fire staff are under the supervision and command of the Fire Department, if they are required and called out to assist with the control of a fire.

Kouga Municipality is affiliated to the Sarah Baartman West Fire Protection Association which strengthens the relationship between the municipality and stakeholders within the community and during fires.

Kouga Municipality has entered into a service level agreement with the Sarah Baartman District Municipality for rendering veldfires on their behalf.

8.2 PREPAREDNESS

The level of preparedness during the fire season should be based on the Fire Danger Rating. However, basic preparedness levels that should be maintained throughout the fire season in the following way:

- Vehicles to be used for firefighting to be equipped with basic veldfire response tools.
- Tools to be checked once a week and checklist to be signed.
- Motorised, electrical or mechanical equipment should be checked daily.
- Any defects or damages to vehicles or equipment must be reported.
- Standby crews must always be ready to depart immediately in event of a veldfire reported.
- On the alarm being given all crew must immediately proceed to the point of assembly with their respective equipment.
- Standby crews should be maintained after hours throughout the fire season. When fire danger is exceptionally high Working On Fire crews are also on standby.

8.3. STRUCTURE, ROLES AND RESPONSIBILITIES

As stated above Kouga Municipality's firefighting capability and responsibility vests with the Fire and Disaster section with limited fire-fighting capability and support from Working On Fire, The Sarah Baartman District Municipality and the community. Whilst the Fire Department primary purpose is to respond to incidents, Working On Fire's primary role is related to fuel load reduction and the prevention of fires.

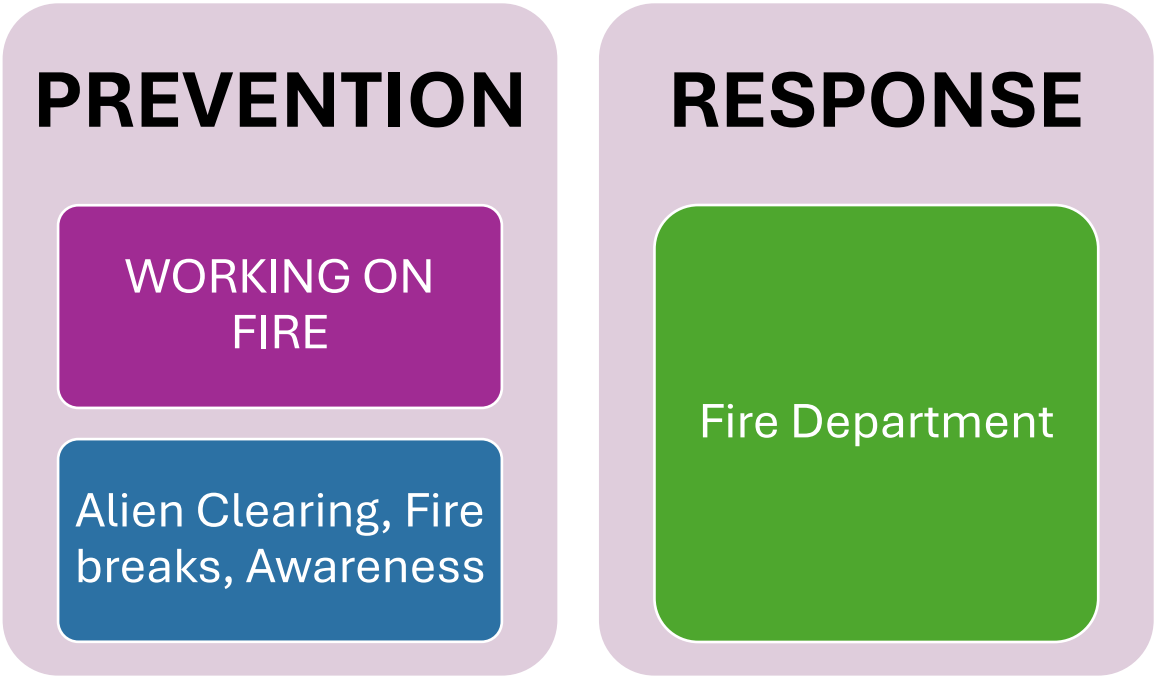

Figure 3.

9. FUEL LOAD REDUCTION

It is important to understand the basics of fire before preparation can be made for efficient control thereof. It is essential to note that three environmental components are required for a fire to occur. These are oxygen, heat and fuel (refer to Figure 8). Whilst the atmosphere contains 21% oxygen, only 16% oxygen needs to be in the air for a fire to start. Fuel is any living or dead material that will burn. If ignition occurs in the situation or environment where all three elements are present combustion will result, and a fire will continue to burn until one of the three elements are removed.

It is difficult to exclude oxygen from fires. Heat is considered a constant. However, a reduction in fuel will reduce the total energy output (refer to Figure 9). Fuel or more specifically the amount of fuel is the aspect that can be influenced most. It therefore becomes the most critical factor in the prevention and control of fire.

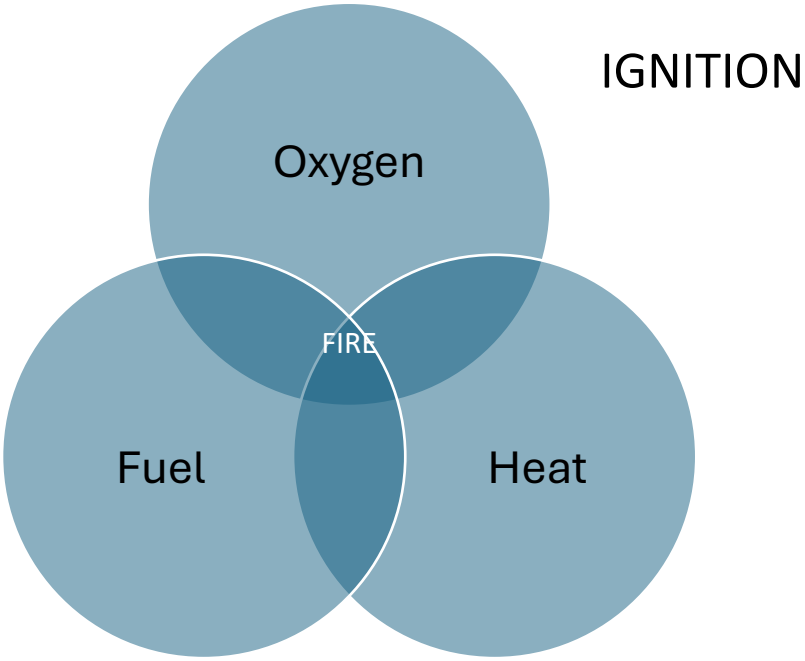

Figure 4: Basic elements of fire.

Two ways of reducing the fuel load are alien vegetation clearing or control and the establishment and maintenance of firebreaks.

9.1 ALIEN CLEARING

Invasive alien plants are plant species that have been introduced, either intentionally or unintentionally, to South Africa. They can reproduce rapidly in

their new environments and tend to out-compete indigenous plants. The result usually includes a variety of negative ecological, social, and economic impacts. Invasive alien species pose the biggest threat to biodiversity after direct habitat destruction.

Approximately 8 750 alien species have been introduced into South Africa, 161 of which are seriously invasive species, and is estimated to cover over 10 million hectares (almost 8%) of South Africa's land surface. Expectations are that the impact will double every fifteen years if they are left un-managed[4]. The invasion of Alien Invasive Plants within the fynbos biome has called for elevated levels alarm since the early decades of this century[5]. Invasive plant species such as the *Acasia saligna* (Port Jackson), *Acacia mearnsii* (Blackwattle) and *Pinus pinaster* (Cluster Pines) are found in the fynbos, pines originated from Europe while the *Acacias* are originally from Australia. Although species still support several industries, their negative impact are becoming more prominent, leading to an urgent need to protect our natural resources.

Invasive Alien Plants are characterized by being able to reproduce rapidly in their new environments, and this is usually due to a combination of factors, including:

- A lack of natural enemies in the new environment
- Resistance to local diseases and other plant pathogens
- Highly competitive growth and colonising strategies that provide them with a competitive edge, and an ability to out-grow local indigenous plants Invasive Alien Plants can significantly alter the composition, structure and functionality of ecosystems. As a result, they degrade the productive potential of the land, intensify the damage caused by veld fires and flooding, increase soil erosion, and impact on the health of rivers and estuaries. Indigenous species may be reduced in numbers/coverage or may be lost because of Invasive Alien Plants infestations, posing a threat to South Africa's natural heritage in sensitive locations.
- The National Environmental Management Biodiversity Act, 10 of 2004 (NEMBA), Section 76, states that all organs of state are required to draw up an invasive and alien monitoring, control and eradication plan for the land under their control.
- In terms of Section 4(2)(a) of the NEMBA all municipalities are required to manage and conserve biological diversity. This includes taking steps to control and eradicate Invasive Alien Plants (IAP) in areas that they own or manage

Conservation of Agricultural Resources Act.43 of 1983

In terms of the amendments to the regulations under the Conservation of Agricultural Resources Act, 43 of 1983 (CARA), all declared aliens must be controlled. Landowners are legally responsible for the control of invasive alien plants on their property. In terms of the above act alien invasive plants are described to one of the following categories:

- Category 1: Prohibited and must be controlled.
- Category 2: May be grown in demarcated areas if there is a permit in place and steps taken to prevent spread.
- Category 3: May no longer be planted. Existing plants may be retained if all reasonable steps are taken to prevent spread, except within the flood line of watercourses and wetlands.

National Environmental Management: Biodiversity Act, 10 of 2004

National Environmental Management: Biodiversity Act, 10 of 2004 (NEMBA), regulates all invasive organisms in South Africa. Regulations have been published in Government Notices R.506, R.507, R.508 and R.509 of 2013 under NEMBA. According to this act and the regulations any species designated under Section 70 cannot be propagated, grown, bought or sold without a permit. Categories listed are:

- Category 1a: Invasive species requiring compulsory control. Any specimen of a Category 1a listed species must, by law, be eradicated.
- Category 1b: Invasive species requiring compulsory control as part of an invasive species control program. These species must be removed and destroyed.
- Category 2: Invasive species regulated by area. A demarcation permit is required to import,
- possess, grow, breed, move, sell, buy or accept as gift ant plants listed as Category 2 plants. No permits will be issued for Category 2 plants to exist in riparian zones.
- Category 3: Invasive species regulated by activity. An individual plant permit is required to undertake any of the following restricted activities: import, possess, grow, breed, move, sell, buy or accept as gift. No permits will be issued for Category 3 plants to exist in riparian zones.

Aliens that are regulated in terms of CARA as weeds and invader plants are exempted from NEMBA. This implies that the provisions of the CARA in respect of listed weeds and invader plants supersede those of the NEMBA.

Species and areas must be prioritized and cleared according to their impact on natural resources and their potential for spreading to non-invaded areas Considerations in this regard include Invasive Alien Plants that pose a fire risk to houses or infrastructure should be targeted as a priority. Creating an effective fire break is

important where woody/fire prone Invasive Alien Plants are in dense stands near settlements, power lines etc.

9.2 FIREBREAKS

Fire breaks are cleared paths which will prevent the spread of fire by removing the fuel from the fire path. Section 12 of the National Veld and Forest Fire Act stipulates that every owner on whose land a veldfire may start or burn or from whose land it may spread must prepare and maintain a firebreak on his or her boundary between his or her land and any adjoining land.

In terms of Section 13 of the Act above a landowner is obliged to prepare and maintain a firebreak, with due regard to the weather, climate, terrain and vegetation. The firebreak must:

1. be wide enough and long enough to have a reasonable chance of preventing a veldfire from spreading to or from the neighbouring land,

2. not cause soil erosion, and must

3. be reasonably free of inflammable material capable of carrying a veldfire across it.

In terms of Section 16 of the National Veld and Forest Fire Act the right or duty to prepare and maintain a firebreak prevails over any other prohibition in any other law on the cutting, disturbance, damage, destruction or removal of any plant or tree, except the owner must:

1. where possible, transplant any plant which is protected in terms of any law; or

2. where it is safe and feasible, position the firebreak to avoid such plant or tree.

A fire break is a means of access for personnel and equipment, to serve as a control line and to serve as a line from where a fire can be attacked from, for example by setting a backburn. The firebreaks are to be linked to access roads, thereby reducing the areas requiring preparation and increasing accessibility to the various sites.

9.2.1 LOCATION

The provisions of the National Veld and Forest Fire Act that specify in Section 12(1) that a firebreak must be prepared on the boundary of the property. Preparation of firebreaks must be done annually between February and November. Firebreaks need to be well positioned and regularly maintained to be effective. Specific considerations with respect to firebreak preparation and maintenance are:

Ecological considerations:

Avoid known populations if rare and endangered plants.

Align firebreaks to avoid sensitive habitats such as wetlands.

Firebreaks should not be aligned along ridges which are favourable habitats of rare and endangered plants. The firebreak must not cause erosion.

Extensive use of brush-cut breaks because the preparation of breaks by burning is a hazardous operation that has often been the source of wildfire.

Planning considerations:

A decision as to what firebreaks to maintain in any particular year should be taken in the early autumn of each year.

Information on the spatial distribution of fire hazard should be used in prioritising the preparation and maintenance of firebreaks.

Maintain costs at a reasonable level without jeopardizing good veldfire management and protection.

Placement of firebreaks on a slope must be determined by access to the break and by topography.

Design considerations:

- Advantage of preparing brush cut breaks is that unlike rotation of firebreaks of the past, a single break, typically 3 to 5m wide, will be maintained in a permanent position.
- 3 to 5m width where vegetation for normal terrain and risk is low,1m ,wider widths for firebreaks should be used as a guide and in circumstances of high-risk consideration should be given to creating wider firebreaks .Breaks should have significantly reduced fuel loads, and the height of vegetation within the break must be kept as low as possible.
- Waste material from firebreak preparation must be disposed of into the veld on the municipality's side of the firebreak.
- Use existing features of the landscape where possible, such as cliffs, sand dunes, tracks and roads as control lines.

9.2.2 PREPARATION AND MAINTENANCE

Locations where firebreaks are required vary. Individual circumstances will determine what type, width and length will be applicable. When constructing firebreaks, it is important that all vegetation cover is removed and that only rocks and soil (minerals) are exposed. A fire can travel very slowly through the grass roots or decayed vegetation and great care must be taken to ensure that mineral earth is exposed throughout the length and width of the break.

The following factors must be considered with the construction of firebreaks.

- Access: The placement of firebreaks on a slope must be determined by access to the break.

- Slope: Slope is the steepness of the land and has the greatest influence on fire behaviour. The steepness of the slope affects both the rate and direction of the fire spread. Fires usually move faster uphill than downhill and the steeper the slope, the faster the fire will move. This is because: on the uphill side, the flames are closer to the fuel;
- the fuels become drier and ignite more quickly than if on the level ground;
- wind currents are normally uphill and this tends to push heat flames into new fuels;
- convected heat rises along the slope causes a draft which further increases the rate of spread; and
- burning embers and chunks of fuel may roll downhill into unburned fuels, increasing spread and starting new fires.
- Aspect: Aspect is the direction the land faces - north, south, east or west. The aspect of a slope influences a fire's behaviour in several ways:
- southern aspects receive more direct heat from the sun, drying both the soil and
- the vegetation;
- fuels are usually drier and less dense on southern slopes than fuels on northern slopes;
- heating by the sun also causes earlier and stronger slope winds; and
- on south-facing slopes, there will normally be higher temperatures, stronger winds, lower humidities, and lower fuel moistures.
- These are all the conditions needed for quick starts and a rapid rate of fire spread.
- Terrain: Terrain or special land features may control wind flow in a relatively large area. Wind flows like water in a stream and will try to
- follow the path of least resistance. Ridges, trees, and rocks may alter wind flow and cause turbulence or eddies to form on the windward side of obstructions. Also, when wind flows through a restriction, such as a narrow canyon, it increases in strength. Wind movement can be critical in chutes or steep v-drainages. These terrain features create a chimney effect, causing a forced draft, as in a stove chimney. Fires in these chutes or drainages spread quickly and are dangerous.
- Elevation.
- Vegetation type.
- Moisture content.
- Size and shape of material.
- Volume and area covered.
- Fuel content (breaks alignment should avoid heavy fuel concentrations and be situated in areas with the lightest fuels possible).
- Wind direction (internal belts should as far a possible run parallel with the prevailing winds).
- Spotting distance.
- Firebreaks should be anchored, either to a natural barrier, road or another firebreak.

- Natural or existing barriers like roads, paths, streams, lakes, rivers, rock outcrops, or any other break in fuel should be utilise as far as possible.
- There are four methods of preparing for a firebreak and proper consideration should be given to each before commencing the preparation of a firebreak.

1. MANUAL:

Preparing a firebreak manually involves the utilisation of a team of workers working in a planned manner using manual tools.

2. BURNING:

After deciding where the belt is to go, an adequate tracer is cut around the entire belt, and then the belt itself is burnt. This is the most common form of preparing a firebreak.

3. PLOUGHING/BRUSH CUTTING:

Ploughing/brush cutting with a tractor is a common method of constructing breaks where the vegetation is low or has been previously removed. The positive thing with brush cutting is that the roots are not destroyed, and this will assist in reducing erosion on these breaks. Brush cut material should be removed two months after cutting and mulched at an organic dump.

4. APPLICATION OF HERBICIDE:

With this method herbicide is used to kill off all the plant growth in the firebreak. The indiscriminate use of herbicides can cause long-term environmental damage.

Kouga Municipality maintain a system of firebreaks in accordance with the provisions of the Veld and Forest Fire Act in all areas.

10. ACCESS MAINTENANCE

Roads must be inspected regularly to:

- Remove obstacles such as fallen trees.
- Make sure roads can accommodate fire tenders.
- Key locks on access gates alike and ensure that vehicles carry tools (e.g. bolt cutters and saws).

Table 5: Prevention & Preparedness – Management Actions.

ACTION	RESPONSIBLE DEPARTMENT	TIMEFRAME
Renew the Municipality's membership to the Fire Protection Association	KLM & SBWFPA	Annually
Maintain firefighting equipment in good	KLM	Immediate & Ongoing

working condition and in accordance with SANS 10090 standards		
Control and remove invasive alien vegetation from municipal land.	KLM Working On Fire	Immediate
Maintain firebreaks around municipal land.	KLM Working On Fire	March to October Annually
Maintain firebreaks around areas of high risk as identified in the Disaster Management Plan.	KLM Working On Fire	Annually
Maintain access roads to nature areas / municipal land.	KLM Working On Fire	Immediate & Ongoing

SECTION C: RESPONSE

SECTION SYNOPSIS

This section describes the response to fires within Kouga Municipality as well as the actions following such an incident.

All fires start small, thus, detection at the earliest possible stage is critical and is therefore also regarded as being as important a part of preparedness as it is for ensuring an appropriate response.

11. FIRE DETECTION

The Fire and Disaster section relies on its staff members and the public for fire detection. Emergency telephone numbers must be boldly displayed in strategic positions across the Municipality.

12. FIRE SUPPRESSION

12.1 FIREFIGHTING SAFETY RULES

Along with fire prevention the safety of all personnel during firefighting operations is the most important component of fire management. The most important rules in this regard are the following:

- Keep informed of fire weather conditions and forecasts.
- Know what your veldfire is always doing.
- Base all actions on the current and expected veldfire behaviour.
- Plan and make known escape routes for everyone on the ground and in the air.
- Post a lookout for danger and safety aspects.

- Be alert, keep calm, think clearly, make clear decisions and act decisively.
- Maintain prompt communications with the Fire Boss, Sector Bosses, crew leaders and fire fighters under your control
- Give clear instructions and have them repeated to ensure that they are understood.
- Maintain control of your men and firefighting operations
- Fight fires aggressively but put the safety of fire fighters first.

13. COMMAND STRUCTURE

Regardless of the size of the veldfire, certain basic management actions are required to establish rapid and efficient control, and minimise risk, damage and costs. To meet this requirement, it is essential to set up positive and clear lines of authority quickly and launch a dependable and rapid response to instructions.

FUNCTIONS IN A TEAM STRUCTURE

(i) Fire Fighting:
Involves suppression at the fire line, which includes attacking the fire directlywith hand tools and water hoses or indirectly by bombing flames with water from helicopters.

(ii) First Aid:
Every firefighting team should include a member trained in basic First Aid. It is Municipal policy to have fire fighters trained to do their function. Occupational Health & Safety Act of 1993.

(iii) Veldfire management:
Involves senior or specialised staff typically working away from the fire front.

RESPONSIBILITIES OF STAFF IN A TEAM STRUCTURE

Incident Commander:

Overall commander of a fire-fighting operation

Station commander:

In command of a small veldfire or a section of a large veldfire, normally reporting directly to the Incident Commander.

Senior Fire Fighters:

Supervise crews on standby, supervise crews deployed at a veldfire, respond to instructions from the Station Commander, and respond with minimum delay to a veldfire, compliance with restrictions applicable to helicopter teams, radio communication with Control Centre and/or Station Commander regarding response in the event of a call out and all information pertaining to the situation. The Senior Fire Fighter must also keep an attendance register for the period on standby.

Fire-Fighter:

Responsible for ensuring that they remain physically fit, have all personal firefighting equipment in good working order, adhere to all safety procedures and ensure availability according to the duty rooster.

Driver:

Responsible for the condition of vehicles and equipment, completion of checklists for Unimog's and tankers, professional handling of vehicles and equipment, compliance with traffic regulations, radio communication with Control Centre and/or Senior Fire Fighter relating to movement of vehicles, acquaintance with the road network in the Municipality.

13.1 PROCEDURES TO BE UNDERTAKEN IN THE EVENT OF A FIRE

The following procedures must be undertaken in the event of a fire:

a. The person who has discovered the fire must immediately report the fire to the Fire Department Control room.
b. The following information must be transferred to the relevant authority.
    I. Name of the caller
    II. Location of the fire
    III. Type of fire
    IV. Seriousness of fire
    V. Injuries or casualties
c. Raise the fire alarm by activating the fire alarm siren. If the fire is during the day, the telephone operator must notify key personnel.
d. Rapid deployment of firefighting resources within the structure of pre-planned emergency procedures.
e. Shut off all air and power (fuel supplies).
f. Depending on where the fire is, evacuate building or premises immediately.
g. Emergency medical resources should be placed on standby.

13.2 VELDFIRE BEHAVIOUS

Personnel must exercise extreme caution when:

- working downwind of a veldfire
- working up-slope of a veldfire
- fighting a veldfire on a slope
- working near heavy fuels, or where there is un-burnt fuel between you and the veldfire.
- terrain or vegetation impedes travel.

The behaviour of a veldfire is governed by fuel, topography and weather. Small variations in any of these factors can lead to significant changes in veldfire behaviour.

14. FUELS

Knowledge of fuels is fundamental to understanding veldfire behaviour. The important elements are:

- Fuel type (e.g. grasslands, fynbos, plantations)
- Fuel quantity – Increases in the amount of fuel influences:
- Rate of spread.
- Rate of energy release
- Flame lengths
- Fuel moisture content – The moisture content of fuels affects:
- Ease of combustion
- Combustion rates
- Rate of spread.
- Radiation efficiency of flames
- Probability of spotting

14.1 WEATHER

Weather factors that have a major influence on veldfire behaviour include temperature, relative humidity, wind speed and wind direction. Weather and veldfire behaviour in general:

- Strong and gusty, hot, dry winds generally precede a cold front. Such conditions favour the spread of veldfires.
- Under unstable atmospheric conditions:
- Veldfires will develop strong convection columns spread of veldfires.
- Under unstable atmospheric conditions:
- Veldfires will develop strong convection columns.
- Longer spotting distances may occur.
- Winds tend to be gusty which make veldfire behaviour erratic.
- Thunderstorms may develop and the resultant lightning could start more veldfires.

14.2 PREDICTION

The ability to predict veldfire behaviour is vital in the planning of wildfire suppression, and the application of prescribed burning.

Veldfire behaviour (in general):

- Spread faster uphill than downhill.
- Spread with the wind rather than against it.
- Spread faster where the vegetation contains quantities of dead plant material.
- Spread faster in fine fuels.
- Spread faster where the vegetation canopy is intertwined.
- Doubling the fuel load will double the rate of spread, resulting in the intensity of the veldfire increasing fourfold.

- Halving the fuel load will decrease the rate of spread fourfold.

15. POST FIRE RECOVERY

15.1 CHECKLIST FOR ACTIONS TO BE TAKEN IMMEDIATELY AFTER VELD FIRES

There are several procedures that need to be adhered to after a prescribed or fire has been extinguished. The following procedures should take place as quickly as possible after the end of a fire:

- After a fire has been brought under control, patrolling and inspections should continue until the Fire Boss is satisfied that the fire has been extinguished. Veldfires are only really considered to be "under control" once they are extinguished.
- The extent of a veldfire should be mapped and a Fire Report completed.
- During the patrolling phase, hazardous situations where a fire could most likely reignite should be identified.
- The frequency of patrolling the perimeter should be decided by the Fire Boss and could decrease over time. Weather forecasts should be obtained and carefully studied.
- Once a fire has been extinguished, all equipment should be returned to the correct storage facilities and inspected.
- All infrastructure within the perimeter of the fire should be inspected for damage and reported/repaired if necessary.
- Restrict public access to the recently burnt areas if dangerous or ecologically sensitive.

15.2 CHECKLIST FOR ACTIONS THREE MONTHS AFTER VELDFIRES

- The secondary effects of removal of vegetation by intense fires can pose a danger to people, infrastructure and vegetation situated down slope, and include:
    - increased danger of rock and mudslides
    - blocked storm water drains
    - loose sand on roads, and
    - increased erosion
- The burnt area should be inspected and assessed in terms of these effects and contingency plans made to deal with these issues, if necessary.
- After all major fires a formal debriefing should be held involving all relevant agencies. At this debriefing, the cause of the fire should be identified, and the discussion should focus on the cooperation of all relevant agencies in the extinguishing of the fire.
- Post-fire issues need to be addressed through checking and corrective action, and through a management review. This regular review will ensure that the management plan remains relevant and appropriate to changing conditions and experience.

Fires are often a source of opportunity; the fire managers need to be aware of the following:

- The occurrence of a fire often stimulates the flowering of geophytes and represents a significant opportunity to raise awareness amongst the public of the role and importance of fire in the ecology of the area.
  Fires could result in the removal of large stands of dense alien plants, but equally this could stimulate mass germination of many seedlings.
- Many plant species flower only within the first year or two after a veldfire.
  These post-fire blooms represent rare opportunities to expand knowledge on the occurrence and distribution of such plant species.
- The occurrence of veldfires also offers the opportunity for initiating research investigations to increase the understanding of the role of veldfires in the dynamics and conservation of the area's ecosystem.

15.3 VELDFIRE REPORTING

It is essential that during any fire, an accurate chronological record of the fire, weather and actions be maintained. This will ensure that the Municipality has a record of the deployment of the resources, it facilitates debriefing and can be of major importance in the event of legal action after a fire.

EMERGENCY CONTACT NUMBERS

Control Room
042 291 0250
081 367 8557

KOUGA MUNICIPALITY (EC 108)
ORDINARY COUNCIL MEETING
MUNICIPAL BY-LAWS & POLICY COMMITTEE
OPEN
DATE: 30 JULY 2025
ITEM NO: **25/07/PB3**

KOUGA MUNICIPALITY - COASTAL MANAGEMENT BY-LAW

1. **Introduction**

The purpose of this report is to submit to the Council the attached Kouga Municipality Coastal Management By-law for approval.

2. **Background**

The Approval of the Kouga Municipality - Coastal Management By-Law was workshopped on 18 March 2025 and was reviewed by the Municipal By-Laws and Policy Committee on 25 June 2025, with a recommendation that the amended Kouga Municipality - Coastal Management By-Law be submitted to Council for approval.

Local government's competencies as it relates to provide measures for managing and protecting the coastal zone; to provide for measures for aligning development within the coastal zone with the objects of the National Environmental Management: Integrated Coastal Management Act; to provide for measures for protecting the natural environment of the coastal zone; to provide for measures for managing public access to the coastal zone; to establish the Coastal Management Committee; to give effect to the Municipal Coastal Management Programme; limit and regulate public activities within the coastal zone, and to provide for matters connected therewith.

There are several challenges related to Coastal Management in Kouga Municipal area and South Africa as a whole.

3. **Discussion**

Kouga Municipality is responsible for managing and protecting the coastal zone; to provide for measures for aligning development within the coastal zone with the objects of the National Environmental Management: Integrated Coastal Management Act; public structures and infrastructure, and public open spaces on municipal-owned property. To respond to problems in jurisdiction, Kouga LM developed Coastal Management By law.

This By-Law seeks to outline the conditions and responsibilities related to the management of the Coastal Zone Area within Kouga Municipality jurisdiction. The By-Law is attached as Annexure A KM Coastal Management By-Law.

After adoption by the Council the by-law must be advertised for 30 days.

(a) After the public participation process the by-law must go back to Council – including comments/inputs – then final approval by Council.

(b) Once approved by Council the by-law must be advertised in the Government Gazette for promulgation – by law will be valid as of date of that government gazette publication.

(c) After promulgation of the by-law needs to be presented to the Magistrate to confirm penalties/fines to be imposed.

(d) Law enforcement needs to ensure that legislation in this regard is enforced.

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 Constitution of the Republic of South Africa, 1996 (Schedule 4 and Schedule 5B).
- National Environmental Management Act (NEMA), Act No. 107 of 1998
- National Environmental Management: Integrated Coastal Management Act 24 of 2008
- National Environment Management: Biodiversity Act, 2004 (Act No. 10 of 2004).

6. **Legal Implications**

The Council is, in terms of the Constitution of the Republic of South Africa, 1996 (Act No 108. of 1996), the Local Government: Municipal Systems Act, 2000 (Act No. 32 of 2000), the National Health Act, 2003 (Act No. 61 of 2003) and the National Environmental Act 1998 (Act No. 107 of 1998); obligated to ensure that the health and well-being of the public is safeguarded. The Council is

responsible for ensuring that the applicable legislation is implemented and enforced.

7. **Other Implications**

None.

8. **Comments by Directorates:**

8.1 **Chief Financial Officer:**

Report noted

8.2 **Director: Planning & Development**

Supported

8.3 **Director: Civil & Water Services**

Item supported. It will be critical, seeing in the light of Climate Change and the devastating effect that has and will have on the coastal protected areas, that KLM be very clear on its role and responsibility.

8.4 **Director: Electro-Mechanical Services**

Item supported.

8.5 **Director: Community Services**

Item supported; the by-Law seeks to address some of the major challenges concerning Coastal Zone Management

8.6 **Deputy Municipal Manager**

Noted.

8.7 **Municipal Manager**

Noted.

9. **Delegated Authority**

Council.

10. **Recommendations**

10.1 That the Council approves the Kouga Municipality Coastal Management By-Law.

10.2 That the approved Coastal Management By-Law be published for public inputs as required in terms of the Municipal Systems Act, Act 32 of 2000, as amended.

Item noted by the: Municipal By-Laws and Policy Chairperson 

KOUGA
local municipality
Service Excellence through Good Governance

BY-LAW NAME / DESCRIPTION

By-Law Title:	COASTAL MANAGEMENT BY-LAW
File plan reference number:	
Previous Council approval date	
Directorate:	COMMUNITY & SAFETY SERVICES
Section:	WASTE & ENVIRONMENT
Responsible Official:	C. VENTER
Version:	1
Status of the document:	FINAL DRAFT
Review date:	
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Date of gazette:	

KOUGA MUNICIPALITY (EC108)

COASTAL MANAGEMENT BY-LAW, 2025

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KOUGA MUNICIPALITY (EC108)

COASTAL MANAGEMENT BY-LAW, 2025

Assented to on _____ (by way of council resolution ___/____/_____)

Notice is hereby given that the council for Kouga Municipality has enacted, by way of resolution in terms of Section 12 of the Local Government: Municipal Systems Act, 2000 (Act No. 32 of 2000), the Coastal Management By-law, 2025 contained hereunder.

To provide for measures for managing and protecting the coastal zone; to provide for measures for aligning development within the coastal zone with the objects of the National Environmental Management: Integrated Coastal Management Act; to provide for measures for protecting the natural environment of the coastal zone; to provide for measures for managing public access to the coastal zone; to establish the Coastal Management Committee; to give effect to the Municipal Coastal Management Programme; limit and regulate public activities within the coastal zone, and to provide for matters connected therewith.

PREAMBLE

WHEREAS national government, subject to section 44, and the provincial governments have the legislative and executive authority to see the effective performance by municipalities of their functions in respect of matters listed in Schedule 4 and 5, by regulating the exercise by municipalities of their executive authority referred to in Section 156(1) of the Constitution.

WHEREAS section 156(1) of the Constitution of the Republic of South Africa, 1996, confers on a municipality the executive authority and right to administer (a) the local government matters listed in Part B of Schedule 4 and Part B of Schedule 5 to the Constitution; (b) and any other matter assigned to it by national or provincial legislation;

AND WHEREAS the National Environmental Management: Integrated Coastal Management Act, 2008 (Act No. 24 of 2008) affords coastal municipalities powers to administer certain matters, aspects, or functions of the aforesaid Act, such as matters contemplated in Sections 18(1) and (4), 20(2) and 50 of the said Act;

AND WHEREAS the Municipality has legislative and executive competence relating to matters such as, but not limited to, Municipal planning, building regulations and standards, use of and access to beaches, and nuisances, as pertaining to the coastal zone;

AND WHEREAS in terms of Part B of Schedule 4 of the Constitution of the Republic of South Africa, 1996, the Municipality has legislative competence relating to pontoons, ferries, jetties, piers, and harbours;

AND WHEREAS in terms of Part B of Schedule 5 of the Constitution of the Republic of South Africa, 1996, the Municipality has legislative competence relating to beaches and amusement facilities, local amenities, noise pollution, and traffic and parking;

AND WHEREAS there is a need to develop legislation to govern the access to and use of beaches and the coastal areas within the jurisdiction of the Municipality;

NOW THEREFORE the Council of the Kouga Municipality, acting in terms of Section 156 of the Constitution of the Republic of South Africa, 1996, read with Part B of Schedules 4 and 5 of the Constitution, Section 50 of the National Environmental Management: Integrated Coastal Management Act, 2008 and Section 12 of the Local Government: Municipal Systems Act, 2000 (Act No. 32 of 2000), hereby makes the following By-law:

NOW THEREFORE BE IT ENACTED by the municipal council of Kouga Municipality as follows:

Chapter 1 – Interpretation

1. Definitions

(1) In this by-law, the English text shall prevail in the event of an inconsistency between the different texts, and unless the context otherwise indicates—

"the Act" means the National Environmental Management: Integrated Coastal Management Act, 2008 (Act No. 24 of 2008);

"adverse effects" means any actual or potential or cumulative impact on the environment that impairs, or may impair, the environment or any aspect of it to an extent that is more than trivial or insignificant and without limiting the term, includes any actual and potential impact on the environment that results in –

(a) a detrimental effect on the health or well- being of a person;

(b) an impairment of the ability of any person or community to provide for their health, safety or social and economic needs; or

(c) a detrimental effect on the environment due to a significant impact or cumulative effect of that impact taken together with other impacts.

"Air Quality Act" means the National Environmental Management: Air Quality Act, 2004 (Act No. 39 of 2004);

"authorised official" means a person authorised to implement the provisions of this By-law, including but not limited to-

(a) peace officers as contemplated in Section 334 of the Criminal Procedure Act, 1977 (Act No. 51 of 1977);

(b) Municipal police service officers as contemplated in the South African Police Service Act, 1995 (Act No. 68 of 1995); and

(c) Municipal law enforcement officials;

(d) such employees, agents, delegated nominees, representatives, and service providers of the Municipality as are specifically authorised by the

Municipality in this regard: Provided that for the purposes of search and seizure, where such person is not a peace officer, such person must be accompanied by a peace officer;

"**Biodiversity Act**" means the National Environmental Management: Biodiversity Act, 2004 (Act No. 10 of 2004);

"**Blue flag**" refers to certification by the Foundation of Environmental Education (FEE), an international not-for-profit non-governmental organisation, that a beach, marina, etc. meets its standards, assisted by its national operator in South Africa – the Wildlife and Environment Society of South Africa (WESSA);

"**Blue flag beach**" means a beach, estuary, or marina that has been certified as such by the Foundation of Environmental Education;

"**coastal access land**" means land designated as coastal access land in terms of section 18(1) read with section 26 of the Act;

"**coastal area**" means land that constitutes the coastal zone of a coastal municipality;

"**coastal management**" includes-

(a) the regulation, management, protection, conservation, and rehabilitation of the coastal environment;

(b) the regulation and management of the use and development of the coastal zone and coastal resources;

(c) monitoring and enforcing compliance with laws and policies that regulate human activities within the coastal zone; and

(d) planning in connection with the activities referred to in paragraphs (a), (b) and (c);

"**Coastal Management Committee**" means the municipal coastal committee of the Municipality as contemplated in Section 8 of this By-law read with section 42 of the Act;

"**coastal municipality**" means any municipality of the Republic of South Africa which has within its area of jurisdiction any land or portion thereof abutting any sea, irrespective of the person who owns or controls such land;

"**coastal planning scheme**" means a scheme that-

(a) reserves defined areas within the coastal zone to be used exclusively or mainly for specified purposes; and

(b) prohibits or restricts any use of the areas contemplated in paragraph (a) in conflict with the terms of the scheme;

"**coastal protection zone**" means a coastal protection zone (or protected areas) contemplated in Section 17 of the Act;

"**coastal zone**" means the area comprising coastal public property, the coastal protection zone, coastal access land, coastal protected areas, the seashore and coastal waters, and includes any aspect of the environment on, in, under and above such area;

"**Constitution**" means the Constitution of the Republic of South Africa, 1996;

"**Council**" means the Kouga Municipal Council, a Municipal council as contemplated in Section 157(1) of the Constitution;

"**delegated official**" means the official to whom the authority has been delegated in terms of the Municipality's System of Delegations;

"**designated beach bathing area**" means any portion of the seashore that is demarcated as a bathing area and may be protected from sharks by whatsoever means and may be under the supervision of lifeguards, and includes the sea for a distance of 100 m seaward;

"**development**" in relation to land, means any processes initiated by a person to change the use, physical nature or appearance of that place and includes-

(a) the construction, erection, alteration, demolition or removal of a structure or a building;

(b) a process to rezone, subdivide or consolidate land;

(c) changes to the existing or natural topography of the coastal zone; and

(d) the destruction or removal of indigenous or protected vegetation;

"**encroachment**" means a condition in the coastal zone arising through human activity that has the design, effect or appearance of extending the extent of a private property or appropriating any part of the coastal zone;

"**environment**" means the surroundings within which humans exist and that are made up of—

(a) the land, water and atmosphere of the earth;

(b) microorganisms, plant and animal life;

(c) any part or combination of (a) and (b) and the interrelationships among and between them; and

(d) the physical, chemical, aesthetic and cultural properties and conditions of the foregoing that influence human health and wellbeing;

"**estuary**" means a body of surface water—

(a) that is permanently or periodically open to the sea;

(b) in which a rise and fall of the water level as a result of the tides is measurable at spring tides when the body of surface water is open to the sea; or

(c) in respect of which the salinity is higher than fresh water as a result of the influence of the sea, and

(d) where there is a salinity gradient between the tidal reach and the mouth of the body of surface water;

"**fish**" means the marine living resources of the sea and the sea-shore, including any aquatic plant or animal whether piscine or not, and any mollusc, crustacean, coral, sponge, holothurian or other echinoderm, reptile and marine mammal, and includes their eggs, larvae and all juvenile stages, but does not include sea birds and seals;

"**fishing**" means—

(a) searching for, catching, taking or harvesting fish or an attempt to any such activity;

(b) engaging in any other activity which can reasonably be expected to result in the locating, catching, taking or harvesting of fish;

(c) placing, searching for or recovering any fish aggregating device or associated gear, including radio beacons;

(d) any operation in support or in preparation of any activity described in this definition; or

(e) the use of an aircraft, boat, drone or similar craft in relation to any activity described in this definition;

"**high-water mark**" means the highest line reached by coastal waters, but excluding any line reached as a result of—

(a) exceptional or abnormal weather or sea conditions; or

(b) an estuary being closed to the sea;

"**illegal fishing**" means engaging in fishing without every permit required by law or using a fishing method or fishing gear that is prohibited by law, and fishing of vulnerable or endangered species of fish;

"**infrastructure**" means an object or structure, whether permanent or temporary;

"**Integrated Development Plan**" means a plan contemplated in Section 25 of the Municipal Systems Act;

"**Integrated Coastal Management Act**" or "**the Act**" means the National Environmental Management: Integrated Coastal Management Act, 2008 (Act No. 24 of 2008);

"**littoral active zone**" means any land forming part of, or adjacent to, the seashore that is-

(a) unstable and dynamic as a result of natural processes; and

(b) characterised by dunes, beaches, sand bars and other landforms composed of unconsolidated

(i) sand, pebbles or other such material which is-

(ii) unvegetated; or

(iii) only partly vegetated;

"**low water mark**" means the lowest line to which coastal waters recede during spring tides;

"**Marine Living Resources Act**" means the Marine Living Resources Act, 1998 (Act No. 18 of 1998);

"**Marine Pollution (Control and Civil Liability) Act**" means the Marine Pollution (Control and Civil Liability) Act, 1981 (Act No. 6 of 1981);

"**Marine Pollution (Prevention of Pollution from Ships) Act**" means the Marine Pollution (Prevention of Pollution from Ships) Act, 1986 (Act No. 2 of 1986);

"**Mineral and Petroleum Resources Development Act**" means the Mineral and Petroleum Resources Development Act, 2002 (Act No. 28 of 2002);

"**Mountain Catchment Areas Act**" means the Mountain Catchment Areas Act, 1970 (Act No. 63 of 1970);

"**Motorised vehicle**" means a vehicle which is propelled by a motor or some other form of internal propulsion, regardless of whether it is an electric or fuel combustion engine and specifically includes a motorised bicycle;

"**Municipal Coastal Management Programme**" means a programme established in accordance with Chapter 6 of the Act, and "**Programme**" shall have a corresponding meaning;

"**Municipal Manager**" means a person appointed in terms of section 54A of the Local Government: Municipal Systems Act, 2000 (Act No. 32. of 2000);

"**Municipal Systems Act**" means the Local Government: Municipal Systems Act, 2000 (Act No. 32 of 2000);

"**Municipality**" means the Kouga Local Municipality established in terms of Section 12 of the Local Government: Municipal Structures Act, 1998 (Act No. 117 of 1998), and includes any political structure, political office bearer, duly authorised agent or any employee acting in connection with this by-law by virtue of a power vested in the municipality and delegated or sub-delegated to such political structure, political office bearer, agent, or employee;

"**National Environmental Management Act**" means the National Environmental Management Act, 1998 (Act No. 107 of 1998);

"**National Forests Act**" means the National Forests Act, 1998 (Act No. 84 of 1998);

"**National Ports Act**" means the National Ports Act, 2005 (Act No. 12 of 2005);

"Non-motorised vehicle" means a vehicle which is propelled by a source of external power not powered by an engine, and includes, but is not limited to bicycles and handcarts, but specifically excludes animal-drawn carts and cycle-rickshaws;

"official" means any person appointed by the Municipality, or any other Organ of State with the necessary authority to appoint an officer or official, to implement or enforce the provisions of this by-law;

"person" includes natural and juristic persons, associations or organisations, and their trustees for the time being;

"Protected Areas Act" means the National Environmental Management: Protected Areas Act, 2003 (Act No. 57 of 2003);

"public amenity" means—

(a) any land, commonage, square, camping area, caravan park, beach, swimming pool, bathing area, sports grounds, public open space, public resort, recreation site, river, dam, nature reserve, zoo-logical, botanical or other garden, or hiking trail, including any portion thereof and any facility or apparatus therein or thereon, which is the property of, or is possessed, controlled or leased by the municipality and to which the general public has access, whether on payment of admission fees or not, but excluding a public road or street;

(b) a building, structure, hall room or office, including any part thereof or any facility or apparatus therein, which is the property of, or is possessed, controlled or leased by the municipality and to which the general public has access, whether on payment of admission of fees or not; and

(c) a public amenity contemplated in paragraphs (a) and (b) if it is lawfully controlled or managed in terms of an agreement between a person and the municipality;

"public place" means any square, building, park, recreation ground or open space which—

(a) is vested in the municipality;

(b) the public has the right to use; or

(c) is shown on a general plan of a township filed in a deed's registry or a Surveyor-General's office and has been provided for or reserved for the use of the public or the owners of erven in such township;

"Sea Birds and Seals Protection Act" means the Sea Birds and Seals Protection Act, 1973 (Act No. 46 of 1973);

"seashore" means the area between the low-water mark and the high-water mark;

"**Sea Shore Act**" means the Sea-Shore Act, 1935 (No. 21 of 1935);

"**structures**" means any physical object that is constructed or built from different interrelated parts with whether permanently or temporarily affixed to the ground;

"**surf riding**" or "**surfing**" means any activity on or in the water with or on a surf craft or personal watercraft made of a hard substance that has the potential to cause injury or harm to bathers;

"**unauthorised sea defence**" means a sea defence which the Municipality has not authorised in terms of section 9(1);

"**vehicle**" means –

(a) any self-propelled conveyance which is designated to transport one or more persons on land including those designed for the construction or maintenance of infrastructure;

(b) a trailer;

(c) any motorised aircraft which may land in the coastal area; or

(d) a vessel which is able to move on land;

"**Waste Act**" means the National Environmental Management: Waste Act, 2008 (Act No. 59 of 2008);

"**World Heritage Convention Act**" means the World Heritage Convention Act, 1999 (Act No. 49 of 1999);

"**Wreck and Salvage Act**" means the Wreck and Salvage Act, 1996 (Act No. 94 of 1996).

(2) Words derived from the word or terms defined have corresponding meanings, unless the context indicates otherwise.

(3) Any reference to-

(a) a gender shall include any other;

(b) the singular shall include the plural.

(4) A reference to another law includes an amendment and a future amendment to that law.

2. Objects of By-law

(1) The Municipality adopts this By-law to-

(a) fulfil the responsibilities and duties assigned to the Municipality by the Integrated Coastal Management Act ~~(i.e. adopting coastal management programmes, land-use planning and development control, protecting and managing coastal public property, pollution control and waste management, disaster management,~~

~~community participation and awareness, monitoring and enforcement of coastal regulations~~);

(b) ensure sustainable use and development of the coastal area by aligning municipal planning with the Integrated Coastal Management Act;

(c) promote the protection of the natural environment of its coastal zone;

(d) promote cooperative governance between the Municipality and other relevant spheres of government relating to the management of the coastal zone;

(e) promote fair, equitable, safe, and sustainable access to the coastal zone by members of the public;

(f) provide measures to mitigate and manage the impacts of coastal erosion and storm surge events;

(g) provide for measures for managing and protecting the coastal zone;

(h) provide for measures for protecting the natural environment of the coastal zone;

(i) provide for measures for managing public access to the coastal zone;

(j) provide for measures to establish a Coastal Management Committee;

(k) give effect to the Municipal Coastal Management Programme; and

(l) provide for matters connected therewith.

Chapter 2 – Application of By-law and conflict of laws

3. Application of By-law

(1) This By-Law-

(a) applies to the coastal zone within the area of Kouga Municipality;

(b) binds every person;

(c) binds the state;

(d) governs conduct that takes place either wholly or partially in, or impacts upon, the coastal zone.

(2) This By-Law does not apply to the following activities when conducted by the Municipality in the coastal zone-

(a) provision of a safety measure intended to reduce the risk of injury to people;

(b) implementation of a measure intended to protect against coastal erosion, storm surge events, estuary migration and sea level rise;

(c) installation of shark exclusion nets for safe bathing;

(d) manipulation, maintenance or clearing of an estuary, river mouth, river, or stormwater outlet;

(e) provision of a utility service, including water, desalinisation facilities, electricity, waste removal and disposal, stormwater management, and the demarcation and containment of pollution;

(f) clearing of alien vegetation;

(g) controlled burning of vegetation;

(h) cleaning of a beach area;

(i) management and disposal of sand that has accumulated on infrastructure, or lowering of beach levels for purposes of preventing wind-blown sand from smothering coastal infrastructure, in accordance with the required authorisations;

(j) rehabilitation and management of the coastal zone in accordance with the Municipal Coastal Management Programme and/or the Dune or Estuarine Maintenance Management Plans specific to certain areas within the Kouga area.

(3) An approval, instruction or exemption granted in terms of this By-Law and the provisions of subsection (2) do not release any person from their duty to also obtain any other authorisation or permit required by this By-Law or another law, and to comply with all law.

4. Applicable laws

(1) This By-law must be read in conjunction with all applicable legislation as amended, including but not limited to-

(a) Air Quality Act;

(b) Biodiversity Act;

(c) Conservation of Agricultural Resources Act (Sections that are still applicable)

(d) Marine Living Resources Act;

(e) Marine Pollution (Control and Civil Liability) Act;

(f) Marine Pollution (Prevention of Pollution from Ships) Act;

(g) Mineral and Petroleum Resources Development Act;

(h) National Environmental Management Act;

(i) National Environmental Management: Integrated Coastal Management Act;

(j) National Veld and Forest Fire Act;

(k) National Forests Act;

(l) National Ports Act;

(m) National Water Act;

(n) Protected Areas Act;

(o) Sea Birds and Seals Protection Act;

(p) Sea-Shore Act;

(q) Waste Act;

(r) World Heritage Convention Act;

(s) Wreck and Salvage Act; and

(t) any other applicable provincial or district By-laws;

(u) any other applicable By-law of Kouga Municipality;

(v) Ordinance 19 of 1974 Nature and Environmental Conservation Ordinance.

(2) The applicable laws referred to in subsection (1) includes any regulations, notices or directives issued under a particular law.

5. Conflict with other laws

(1) If there is a conflict between this By-Law and another by-law adopted by the Municipal Council, this By-Law prevails over the affected provision of the other by-law in respect of any matter concerning the regulation of the coastal zone.

(2) If there is conflict between this By-law and any other district, regional, or national or provincial legislation in respect of any matter concerning the regulating of the coastal zone, such legislation shall prevail over this by-law.

(3) If there is a conflict of interpretation between the English version of this By-Law and a translated version, the English version prevails.

Chapter 3 – Municipal Mandate and role in Integrated Coastal Management

6. Municipal mandate and role in integrated coastal management

(1) The role and mandate of the Municipality in integrated coastal management includes, but is not limited to, ensuring-

(a) that the Municipality gives full effect and value to the principles underlying the Act;

(b) proper management and control of the coastal zone for the common good of all;

(c) that the Municipality upholds and aligns itself to the principles of cooperative governance-

(i) between itself and other spheres of government and organs of state; and

(ii) within the various departments of the Municipality, on all matters concerning integrated coastal management;

(d) that development in the coastal zone takes place in a manner and on a scale that promotes and supports integrated coastal management;

(e) that access to the coastal zone and any portion or component thereof is effectively regulated; and

(f) that the natural assets occurring within the Municipality's coastal zone are regulated, conserved, and protected for both the current generation, and future generations.

7. Municipal administrative capacity relating to integrated coastal management

(1) The Municipality must administer all matters assigned to it by the Act and this By-law relating to integrated coastal management within its area of jurisdiction and within its competence.

(2) The Municipality must secure and ensure the administrative capacity to administer, implement and enforce the provisions of-

(a) this By-law;

(b) the Act which assigns duties, powers, or functions to the Municipality;

(c) the Municipal Coastal Management Programme;

(d) any other Management or Maintenance Plan authorised and approved by the Municipality;

(e) the decisions of the Coastal Management Committee to the extent such decisions are approved or adopted by Council as contemplated in Section 10(2).

(3) The Municipality must manage the coastal zone in an innovative and integrated manner ensuring that the Municipality’s environmental, economic, and social benefits linked to the coastal zone are utilised to their full extent.

(4) In the discharge of its municipal planning functions relating to any part of the coastal zone, the Municipality must ensure that an appropriate balance is maintained between the Municipality’s built, rural, and natural areas.

(5) Subject to the Public Amenities By-law and other applicable laws, the Municipality must provide reasonable public access to beaches and coastal areas: Provided that a people first and sustainable approach to the use and development of the coastal zone is adopted.

8. Coastal Management Committee

(1) In executing its role and mandate in terms of this by-law, the Municipality may establish a coastal committee as contemplated in section 42 of the Act.

(2) If the Municipality elects to establish a committee contemplated in subsection (1), the Municipal Manager must invite nominations from the public for the appointment of competent persons to serve as members of the Coastal Management Committee in the manner prescribed by section 21 of the Municipal Systems Act.

(3) The invitation contemplated in subsection (2) must set out the minimum requirements and the eligibility criteria for the nomination and appointment sought.

(4) The coastal committee will be named the Coastal Management Committee and should preferably consist of-

(a) persons with expertise in fields relevant to coastal management;

(b) representatives of the management authorities of coastal protected areas within the Municipality;

(c) officials or representatives of the Municipality in various capacities contemplated in subsection (7) below;

(d) other government institutions with particular interest in nature and conservation; and,

(e) representatives of port authorities.

(5) The representatives of the following persons may also be considered for the nomination contemplated in subsection (2)-

(a) communities or organisations with a particular interest in contributing to effective coastal management;

(b) persons whose livelihoods or businesses rely on the use of coastal resources;

(c) environmental interest groups; and

(d) research organisations or institutions.

(6) The Coastal Management Committee must consist of at least five (5) members but not more than ten (10) members.

(7) The position of Chairperson of the Coastal Management Committee must be held by a suitably competent person who is a full-time employee of the Municipality: Provided that this does not prevent any member of the Coastal Management Committee from chairing any meeting or forum of the Coastal Management Committee in the absence of the Chairperson or as and when it is arranged as such by the members of the Coastal Management Committee.

(8) The appointment of a person as a member of the Coastal Management Committee must be for a fixed term which may not exceed five years.

(9) Notwithstanding the provisions of subsection (8) the Municipal Manager may at his or her discretion, extend or renew the appointment of any member of the Coastal Management Committee.

(10) Notwithstanding anything in this Section, the Municipal Manager may at any time terminate the membership of any member of the Coastal Management Committee as a result of poor performance, misconduct or other basis valid in law for such termination.

9. Role of Coastal Management Committee

(1) The role of the Coastal Management Committee is set out in Section 42(4) of the Act and includes, but is not limited to, the following-

(a) promoting integrated coastal management within the area of jurisdiction of the Municipality;

(b) ensuring the co-ordinated and effective implementation of the Act and the Municipal Coastal Management Programme;

(c) providing advice and support to the Municipality on matters concerning integrated coastal management;

(d) providing advice and support to the Municipality on the development, finalisation, reviewing and amendment, as the case may be, of the Municipal Coastal Management Programme;

(e) monitoring and reporting on the implementation of the Municipal Coastal Management Programme;

(f) promoting a co-ordinated, inclusive, and integrated approach to coastal management within the Municipality by providing a forum for dialogue, cooperation and co-ordination between the key organs of state and other persons involved in coastal management within the area of jurisdiction of the Municipality;

(g) promoting the achievement of the integrated coastal management objectives of the Municipality in line with the Municipality's Integrated Development Plan, Spatial Development Framework, and any other Municipal plans, tools, programmes, or policies that affect the coastal environment; and

(h) performing any coastal governance function delegated to it by the Municipality.

10. Powers of Coastal Management Committee

(1) In performing any function or any role as contemplated in Section 9 of this By-law, the Coastal Management Committee must where applicable and necessary make recommendations to the Council relating to-

(a) land use and development in the coastal zone;

(b) the delineation of Municipal coastal set-back lines on the relevant maps and tools of the Municipality (as contemplated in subsection (1)(a) above);

(c) access to the coastal zone and land, or any part thereof;

(d) the use of any public place in the coastal zone by members of the public;

(e) the protection of the natural environment of the coastal zone;

(f) the protection of the natural resources of the coastal zone;

(g) the implementation of the Municipal Coastal Management Programme;

(h) any other matter or activity which is connected with the coastal zone.

(2) A recommendation contemplated in subsection (1) is not binding on any person unless, and to the extent, adopted or approved by the Council through a Council resolution.

(3) If an adopted or approved recommendation as contemplated in subsection (2) is likely to have an adverse effect on-

(a) any development or land use right of any person; or

(b) the use of any public place by the members of the public;

the Municipality must follow the consultation and public participation process contemplated in Section 53 of the Act to the extent applicable.

Chapter 4 – Municipal Coastal Management Programme

11. Municipal Coastal Management Programme

(1) The Municipality must prepare and adopt a Municipal Coastal Management Programme for the Municipality as contemplated in Part 3 of Chapter 6 of the Act.

(2) The Municipal Coastal Management Programme must-

(a) identify and delineate the geographic area of the coastal zone of the Municipality;

(b) identify and show all land and areas which the Municipality must delineate or designate for any purpose contemplated in the Act;

(c) identify active measures aimed at co-ordinating and aligning municipal planning within the coastal zone with the Act;

(d) set out the principles to be applied in municipal planning and development within the coastal zone;

(e) prescribe rules and guidelines relating to access to the coastal zone;

(f) prescribe rules and guidelines relating to public access to public places with the coastal zone; and

(g) set out the general strategy of the Municipality relating to the management of the coastal zone as contemplated in the Act.

12. Contents of the Municipal Coastal Management Programme

(1) The Municipal Coastal Management Programme must contain details on matters-

(a) as contemplated in Section 11 of this By-law;

(b) as contemplated in Section 49 of the Act; and

(c) which give effect to the promotion of the effective management of the coastal zone.

13. Public participation

(1) The Municipality must take all reasonable measures to effect public participation as contemplated in Sections 48 and 53 of the Act, read with the public participation requirements contemplated in Chapter 4 of the Municipal Systems Act.

(2) The provisions of subsection (1) also apply to any material review or amendment of the Municipal Coastal Management Programme.

14. Municipal statutory spatial tools and instruments

(1) Every instrument and tool of the Municipality relating to planning and development land use, which affects the coastal zone, such as, but not limited to, the Integrated Development Plan must-

(a) be consistent with the-

(i) Municipal Coastal Management Programme;

(ii) Provincial Coastal Management Programme;

(iii) Eastern Cape Biodiversity Conservation Plan (ECBCP);

(iv) National Coastal Management Programme;

(v) National Biodiversity Assessment (NBA) 2018;

(vi) National Coastal Climate Change Vulnerability Assessment; and,

(vii) Kouga (Local) Disaster Management Programme.

(b) make reference to the provisions of the programmes contemplated in paragraph (a)that-

(i) specifically apply to such instrument or tool;

(ii) affects such instrument or tool; or

(iii) is affected by such instrument or tool;

(c) give effect to the programmes contemplated in paragraph (a) to the extent applicable; and

(d) take into account the international best practices and obligations.

(2) If neither the Provincial Coastal Management Programme nor the National Coastal Management Programme are in effect, every municipal instrument and tool as contemplated in subsection (1) must be aligned exclusively to the Municipal Coastal Management Programme, to the extent applicable.

(3) If either the Provincial Coastal Management Programme or the National Coastal Management Programme comes into effect after the adoption of the Municipal Coastal Management Programme by the Council as contemplated in this By-law, the Municipal Coastal Management Programme must be amended in so far as it may be inconsistent with the Provincial Coastal Management Programme or National Coastal Management Programme, as the case may be.

(4) The Municipality may establish and implement a Coastal Planning Scheme that facilitates the coastal management objectives as contemplated in Section 56 of the Act.

(5) The Coastal Planning Scheme contemplated in subsection (4) may form, and be enforced as part of, any land use scheme adopted by the Municipality: Provided that-

(a) The Municipality's Land Use Scheme is not inconsistent with a Coastal Planning Scheme established in terms of the Act; and

(b) in the event of a conflict between the Municipality's Land Use Scheme that has been established after the commencement of the Act and the Coastal Planning Scheme established in terms of the Act, the latter prevails, as contemplated in Section 57 of the Act.

15. Legal effect of Municipal Coastal Management Programme

(1) The Municipal Coastal Management Programme contemplated in Section 11 is not binding on any person unless adopted or approved by Council, and to the extent so adopted or approved.

16. Amendment and review of Municipal Coastal Management Programme

(1) The review of the Municipal Coastal Management Programme must occur as contemplated in section 48 of the Act.

(2) The Municipal Coastal Management Programme-

(a) must be reviewed once every five years and

(b) may be amended, when necessary, or as the need arises.

17. Prohibition of activities inconsistent with Municipal Coastal Management Programme

(1) Unless authorised by law, all conduct, or activities inconsistent with the Municipal Coastal Management Programme are prohibited and may in some instances attract both civil and criminal sanctions, as contemplated in, but not limited to, Chapters 11 and 12 of this By-law.

18. Cooperative governance of integrated coastal management

(1) The Municipality must, in administering and implementing this By-law, give effect to and promote effective cooperative governance, which includes-

(a) the promotion of integrated decision-making between and within all relevant spheres of government and organs of state, and other parties concerned with coastal management;

(b) the promotion of a coordinated approach to integrated coastal management between the Municipality and other municipalities managing adjoining coastal zones; and

(c) supporting and promoting the initiatives and objectives of the National Coastal Management Programme and the Provincial Coastal Management Programme, or similar programmes.

(2) The Municipality must endeavour to promote cooperative governance within the various departments and decision-making bodies of the Municipality itself, as contemplated in this By-law.

19. Alignment with provincial and national coastal management programmes

(1) The Municipal Coastal Management Programme must be consistent with the-

(a) National Coastal Management Programme;

(b) Provincial Coastal Management Programme; and

(c) National Estuarine Management Protocol, as contemplated in Section 49(1)(b) of the Act;

(d) Kouga Disaster Management Plan.

(2) In the event of a conflict between the Municipal Coastal Management Programme and one or more of the-

(a) National Coastal Management Programme;

(b) Provincial Coastal Management Programme; or

(c) National Estuarine Management Protocol;

(d) then either one or all the tools contemplated in paragraphs (a) to (c), as the case may be, prevail to the extent of the inconsistency.

Chapter 5 – Protection of the coastal zone and coastal environment

20. General environmental protection in a coastal zone

(1) The Municipality must within its competence, as regulated by the Constitution, applicable national legislation, and applicable provincial legislation, take all reasonable measures to-

(a) manage and control activities which may have a detrimental effect on the natural environment and natural resources of the coastal zone; and

(b) give effect to the provisions of the Programmes, the Act and any other law which seek to protect the natural environment and natural resources of the coastal zone.

(2) The provisions of Section 58 of the Act apply to the extent applicable, to establish a duty of care on any person whose activity, conduct or omission may cause, causes, or has caused a significant pollution and environmental degradation on the coastal environment.

(3) The Municipality may erect any notice (or similar sign) on any part of the coastal zone in terms of which specific conduct or activities are restricted or prohibited, as recommended by the Committee.

21. Duty of care

(1) No person may cause, continue, or contribute to an adverse effect on the coastal zone.

(2) A person who-

(a) causes an adverse effect in the coastal zone;

(b) contributes to an adverse effect in the coastal zone;

(c) allows an adverse effect to continue in the coastal zone; or

(d) owns, controls, or has the right to use land on, or premises in which an activity occurs, that-

(i) causes an adverse effect to continue in the coastal zone;

(ii) contributes to an adverse effect in the coastal zone; or

(iii) allows an adverse effect to continue in the coastal zone-

must take reasonable measures to prevent the adverse effect from occurring, or continuing from recurring, and must remedy the adverse effect.

22. Protection of coastal environment

(1) In this section, unless the context indicates otherwise, '**natural dynamic coastal process**' means a natural process that occurs within the coastal environment and which shapes the coastal environment, adjacent natural areas and inshore seabed and includes wind, wave, current and tidal action, river flow, long- and cross-shore sediment drift, coastal erosion, accretion, and dune migration.

(2) No person in the coastal zone may-

(a) interfere with, impede, or restrict a natural dynamic coastal process unless written authorisation is granted by the Municipality, or the relevant provincial or national authority;

(b) prune, harvest, or remove vegetation unless reasonably necessary to protect the coastal environment;

(c) deposit, move, collect, or remove sand, pebbles, rocks, shells, shell grit or kelp as per national thresholds and limits, provided that reasonable activity in relation to the listed actions together with the digging of holes by children or beachgoers in the ordinary use or enjoyment of the beach area is not prohibited; or

(d) interfere with geomorphic processes unless written authorisation is granted by the Municipality and/or relevant authority.

(3) Unless the Municipality and/or the relevant authority grants written authorisation, no person may within the coastal zone interfere with, cause damage to, collect, harvest, impede, harm, harass, hunt or restrict a living or dead wild animal or plant, or displace, disturb, destroy or remove its habitat, provided that reasonable activity in relation to the listed actions together with catching of fish in tidal pools by children in the ordinary use or enjoyment of the beach area is not prohibited.

(4) No person in the coastal zone may-

(a) litter;

(b) without written authorisation from the Municipality or any other competent authority-

(i) disturb, alter, or contaminate a water body, water source or water supply or any portion thereof;

(ii) drain or redirect contaminated water from private land into the coastal zone; or

(iii) damage, dig, disturb, deface, destroy, or remove a fossil, historical artefact, or similar object.

(5) No person may, without prior written authorisation from the Municipality and where relevant a national permit is required, in the coastal zone-

(a) discharge solid, liquid, or gaseous pollution;

(b) dump, deposit or store waste.

(6) No person may use a motorised vehicle without a permit issued in terms of, or contrary to the provisions of, the Control of Use of Vehicles in the Coastal Area Regulations, 2014, published in terms of the Integrated Coastal Management Act, or park a vehicle in any place where the use of a vehicle is prohibited under those Regulations, subject to section 31.

23. Encroachment

(1) No person in the coastal zone may –

(a) cause an encroachment;

(b) permit an encroachment;

(c) contribute to an encroachment; or

(d) allow an encroachment to continue.

(2) For purposes of subsection (1), an encroachment is caused by any of the following actions or activities, irrespective of whether the encroachment is of a temporary or permanent nature –

(a) erection of a structure or building, including jetties, slipways, piers, and pontoons;

(b) placement of items, materials, or signs;

(c) erection of a fence, wall, barrier, swimming bath, swimming pool, reservoir or bridge, or other structure connected therewith;

(d) erection of a facility or system for the provision of water supply, irrigation, drainage, sewerage or stormwater disposal, electricity supply or other similar service;

(e) any activity that causes an alteration to an estuary or watercourse;

(f) landscaping, gardening, planting, maintenance, or removal of vegetation;

(g) placement, movement, or removal of a dune; and

(h) dumping, infilling or excavation of any material or disposal of soil, rubble, or garden refuse.

(3) No owner of, or person in control of, or person who has a right to use land which appears to be extended by or benefit from an encroachment may allow the encroachment to continue to exist, even if such owner or person did not cause, permit, or contribute to the encroachment. A person who alleges that the owner of land that is encroached upon granted written, lawful permission for the encroachment has the onus of proving it.

24. Unauthorised sea defence

(1) Unless authorised by the Municipality and relevant competent authority (where applicable) in writing, no person may cause, permit, or contribute to a sea defence or allow a sea defence to continue.

(2) No owner of, or person in control of, or person who has a right to use land which is intended to benefit from an unauthorised sea defence may allow the sea defence to continue to exist, even if such owner or person did not cause, permit, or contribute to the sea defence.

25. Remediation of encroachment and unauthorised sea defence

(1) In this section, unless the context indicates otherwise, 'responsible person' means-

(a) a person who has caused, causes, permits, or contributes to an encroachment or unauthorised sea defence, or allows an encroachment or unauthorised sea defence to continue; or

(b) in respect of land which appears to be extended by or benefit from an encroachment or is intended to benefit from an unauthorised sea defence, a person who –

(i) owns, controls, or has a right to use the land; or

(ii) previously owned, controlled, or had a right to use the land at any time that the encroachment or unauthorised sea defence existed.

(2) A responsible person must take measures at their own cost to-

(a) eliminate or remove the encroachment or unauthorised sea defence; and

(b) rehabilitate the affected land, to the satisfaction of the Municipality.

(3) Before undertaking the action contemplated in subsection (2), the responsible person must-

(a) satisfy the Municipality of the appropriateness and adequacy of the proposed action;

(b) obtain written authorisation for the proposed action from the Municipality; and

(c) obtain any other permit required in terms of any other law.

26. Coastal protected areas

(1) Coastal protected areas may include, but are not limited to, the following-

(a) marine protected areas declared in terms of the Marine Living Resources Act;

(b) special nature reserves, national parks, nature reserves, wilderness areas and protected environments as contemplated by the Protected Areas Act;

(c) world heritage sites declared in terms of the World Heritage Convention Act;

(d) specially protected forest areas, forest nature reserves and forest wilderness areas declared in terms of the National Forest Act;

(e) mountain catchment areas declared in terms of the Mountain Catchment Areas Act; and

(f) special management areas as contemplated in section 23 of the Act.

(2) The Municipality may not permit or cause the development and use of any coastal protected area as contemplated in subsection (1) in contravention to any law contemplated in that subsection or any other applicable law.

(3) The Municipality must enforce compliance with this By-law on any land that falls within the coastal zone.

27. Powers to regulate, control and restrict development in coastal zone

(1) No development or use of land may be permitted on any part of the coastal zone unless such development or use of land is in compliance with the requirements of the relevant and/or applicable Programmes.

(2) The Municipality may adopt a Coastal Planning Scheme as contemplated in Section 56(3)(d) of the Act to manage development and land use within a coastal zone, and to restrict any activity within any such area or part thereof.

(3) The Coastal Planning Scheme contemplated in subsection (2) may be incorporated within any pre-existing land use scheme of the Municipality.

(4) The Municipality must, in writing, issue a compliance notice to any person who undertakes any development activity in contravention with the provisions of this By-law, any Programmes or the Act, requiring such person to comply with the provisions of the notice, this By-law or the Act.

28. Delineation of coastal set-back lines on maps for zoning schemes

(1) Where a coastal management line has been established as contemplated in section 25(1) of the Act, the Municipality must delineate such coastal management line on any maps that form part of the land use schemes and/or coastal planning schemes.

(2) The Municipality may determine and adjust the coastal boundaries of coastal access land as contemplated in section 29 of the Act.

Chapter 5 – Regulation of certain activities

29. Designation of areas

(1) In this section, unless the context indicates otherwise, 'activity' includes an act, an omission, a state, a recreational activity, and a non-recreational activity.

(2) The Municipality may, at various places within the coastal zone, erect signs displaying pictograms that set out activities which are allowed; or are prohibited.

(3) No person may undertake any activity in conflict with what is allowed or prohibited in terms of subsection (2).

(4) The Municipality may withdraw or amend any sign erected in terms of subsection (2).

(5) If the withdrawal or amendment of a sign materially and adversely affects the public, then the Municipality must consult the public before making the withdrawal or amendment unless in the interest of public safety.

(6) If urgent action is necessary or it would be impractical to undertake prior consultation, the Municipality may erect, withdraw, or amend a sign, and consult the public as soon as possible.

(7) Signs displaying pictograms erected by the Municipality must be published on the Municipality's website and may-

(a) vary by time of day and day of the week;

(b) be temporary or permanent; and

(c) be subject to conditions.

(8) The Municipality may temporarily prohibit bathing, presence, or any other activity in a part of the coastal zone for as long as it is deemed necessary without the need to consult or publish signs displaying pictograms, where a situation or the conditions of the sea are unsafe requiring urgent intervention and may communicate this in any manner appropriate in the circumstances.

30. Fishing

(1) No person may engage in illegal fishing or be in possession of illegally caught fish.

(2) No person may, while fishing, or while on the beach, use or permit the use of fishing equipment, including any rod, net, trap, or other device, in such manner as to cause danger to any other person or in such a way as to cause an obstruction to or to interfere with personal privacy of any other person.

(3) Every person must clear away all bait, refuse, and any fishing equipment, other equipment, and similar items before leaving the place where that person had been for the purpose of fishing, and take any such bait, refuse, and any fishing equipment and other items with him or her, or place these in a refuse receptacle provided by the Municipality.

31. Use of vehicles

(1) No person may use any motorised vehicle in the coastal zone (beaches and sand dunes) subject to subsection (2) below.

(2) Any person desiring to use a motorised vehicle contemplated in subsection (1) must first obtain written approval in the form of a "ORV" permit from the Department of Forestry, Fisheries, and Environment and thereafter, from the Municipality.

(3) For the purpose of applying for a permit from the Municipality as contemplated in subsection (2) above, the permit obtained from the Department of Forestry, Fisheries, and Environment is required and must be submitted to the Municipality with any application.

(4) The use of non-motorised vehicles is permitted in areas which do not specifically prohibit the use of non-motorised vehicles.

(5) Registered medical emergency services, NSRI, and municipal vehicles performing their duties are exempted from applying for an ORV from the Department of Forestry, Fisheries, and Environment, and therefore, are exempted from applying for a municipal permit in terms of this section.

32. Bathing within certain areas

(1) Subject to section 29(2), the Municipality may erect signs in accordance with section 29(7) to permanently or temporarily prohibit bathing in any part of the beach area.

(2) An authorised official may prohibit bathing in any part of the beach area at any time for as long as the conditions of the sea appear in his or her discretion to be unsafe or there is a threat to human life (i.e. shark sightings).

(3) No person may bathe in any part of the beach area where bathing is prohibited in terms of this section.

(4) No person may, while a life-saving appliance or device is in use, perform an act which impairs or impedes or is likely in any manner to impair or impede its efficient operation.

33. Surf-riding or surfing within certain areas

(1) No person may engage in surf-riding or surfing within a designated beach bathing area.

(2) No person may engage in surf-riding or surfing in a manner that endangers other surf-riders or surfers or the coastal environment.

(3) An authorised official may prohibit surfing or surf-riding in any part of the coastal zone at any time for as long as there is a threat to human life (i.e. shark sightings).

34. Safe and harmonious use of the coastal zone

(1) Unless the Municipality grants written authorisation, no person may undertake the following activities in the coastal zone where signs prohibiting such activities have been erected in terms of section 29 or another by-law of the Municipality-

(a) start or maintain a fire;

(b) discharge a flare except in the event of a marine emergency;

(c) discharge a firework or firecracker or release a Chinese lantern;

(d) cause a motorised vessel to approach within 100 m of a person bathing or within 100 m of the low-water mark in a bathing area, save for rendering assistance in an emergency or in the course of law enforcement;

(e) fish

(i) in a tidal pool;

(ii) within 100 m of a designated bathing area; or

(f) erect a structure of whatever nature, other than a beach umbrella or a gazebo that is safe, and no larger than 9 m^2;

(g) erect a closed shelter;

(h) camp or sleep overnight;

(i) use a loudspeaker, amplifier, or similar equipment.

(2) No person may bathe, dive, snorkel or play within 50 m of or near a jetty or designated public launch site.

35. Liquor, drugs, food, performances, and hawking

(1) No person, while on the beach area or coastal area, may-

(a) offer for sale, market, or hawk any illegal goods or services in contravention of the Municipality's by-laws dealing with informal trading or any other applicable legislation;

(b) be in possession of or consume any alcohol except on licensed premises or where a temporary liquor licence has been granted;

(c) be under the influence of alcohol, delta-9-tetrahydrocannibol (THC), drugs, or any other dependence-producing substance;

(d) be in possession of, use or consume drugs or any other dependence-producing substance;

(e) hold, convene or organise any entertainment, display, performance, procession, public meeting, recreation, or event, without the permission of the Municipality or do so in contravention of any condition attached to any such authorisation.

36. Undesirable conduct

(1) No person may in the coastal zone-

(a) handle, interfere with, disturb or remove a safety rope or other appliance provided for the protection of bathers or the assistance of a distressed bather, except for the purpose of rendering assistance to such a bather;

(b) damage, tamper with, destroy or deface any equipment, signage, amenity, or lawfully erected structure;

(c) act in a manner that poses a risk to life, human well-being, or property;

(d) possess or bring into a tidal pool a container made of glass;

(e) behave in an improper, indecent, unruly, violent, or anti-social manner or cause a disturbance;

(f) perform an indecent act.

37. Animals

(1) No person may in the coastal zone cause or permit an animal belonging to them, or in their charge, to-

(a) be in an area where, or at a time when, animals are prohibited (i.e. blue flag beaches);

(b) behave in a manner that may pose a risk to, cause nuisance, disturb or harm another person, or cause damage to the beach area or infrastructure;

(c) approach, disturb, harass, chase, hunt, attack or kill a wild animal, fish, or bird without a relevant and valid permit; or

(d) attack or kill a domesticated animal.

(2) If a dog defecates in the beach area or coastal area, a person in charge of the dog must immediately remove the excrement, place it in a bag or wrapper and dispose of it in a refuse bin.

(3) No person may bring or walk a dog in the beach area-

(a) except on a leash where the area is designated in terms of section 29 as an area where a dog may be permitted if leashed or which is under control where the area is designated in terms of section 29 as an area where a dog may be unleashed;

(b) which is ferocious, vicious, or dangerous unless it is humanely muzzled and held on a leash in terms of subsection 37(3)(a).

(4) Subsections (1)(a) and (2) do not apply to a person who is assisted by a guide dog.

(5) If an animal is found under circumstances which constitute a contravention of this section, the Municipality may seize the animal and deal with it in the manner prescribed

by the Municipality's relevant by-laws, irrespective of whether the animal is in the charge of or accompanying its owner or another person.

Chapter 6 – Coastal access land and coastal facilities

38. Coastal access land

(1) Unless the Municipality grants written authorisation, no person may block or impede coastal access land or damage or deface infrastructure relating to coastal access land.

39. Entry to and use of a coastal facility

(1) In this section, "**coastal facility**" includes a public swimming pool, pavilion, change room, enclosure, shower, toilet, road, car park and boat shed situated within the coastal zone.

(2) The Municipality may—

(a) determine and indicate by means of a sign the times when a coastal facility may be entered and used;

(b) regulate the number of people entering and using a coastal facility;

(c) determine a fee for the entry to and use of a coastal facility; and

(d) prohibit entry to and use of a coastal facility.

(3) An authorised official may—

(a) refuse a person causing a nuisance admission to a coastal facility;

(b) order a person causing a nuisance to immediately leave the coastal facility;

(c) order a person who contravenes this section to immediately leave the coastal facility.

(4) A person who has paid a fee contemplated in subsection (2)(c) must retain any proof of payment issued and produce it if required by an authorised official.

(5) No person may—

(a) enter or attempt to enter a coastal facility—

(i) other than through an entry point where an entry point is indicated; or

(ii) after a sign or an authorised official advises that the coastal facility is full;

(b) enter, attempt to enter or remain in a coastal facility—

(i) outside the times when the facility may be used; or

(ii) if the Municipality has prohibited such entry or use;

(c) enter or attempt to enter a cubicle or other accommodation occupied or in use by another person without the consent of the other person;

(d) open or attempt to open a cupboard or locker unless authorised to do so by an authorised official or the person using it;

(e) impede or block access to a coastal facility.

40. Coastal closure

(1) The delegated official may close or restrict access to the beach area and coastal area if the official considers it necessary in the public interest, including in the event of actual or anticipated—

(a) pollution;

(b) dangerous sea conditions;

(c) severe weather;

(d) increased shark activity or shark bite;

(e) marine animal stranding;

(f) relocation of an animal or plant;

(g) breeding of a coastal animal;

(h) facilitation of the exercising of a fishing permit;

(i) ship or boat stranding or wreck;

(j) salvage operation;

(k) coastal rehabilitation;

(l) construction, repair or maintenance;

(m) concern for public health, safety or well-being; or

(n) emergency.

(2) No person may enter or be present in an area closed or restricted in terms of this section unless authorised by an authorised official.

(3) An authorised official may take reasonable steps to remove a person who enters or remains in an area in contravention of subsection (2).

Chapter 7 – Public launch sites

41. Public launch site

(1) In this section, "**public launch site**" means a site designated by the competent authority and published on the Municipality's website as a site where a vessel may be launched in the coastal zone.

(2) All launching activities shall take place at a designated public launch site and must comply with the specific compliance requirements captured in each launch sites' Operational Environmental Management Plan.

(3) No person may launch a motorised vessel including a jet ski in the coastal zone unless—

(a) the launch is from a public launch site;

(b) the person produces on demand to an authorised official all certificates, licences and permits required by applicable law; and

(c) the vessel carries—

(i) the certification, permits and identification required by law;

(ii) all the safety equipment required for that category of vessel; and

(iii) a kill switch is securely attached to the skipper during the launch and always while at sea, unless the vessel has an engine capacity of less than 15 horsepower.

(4) No person may launch or operate a vessel in a manner or circumstance that causes harm or poses a risk to the coastal zone or any person.

(5) If another law requires a vessel to have a life jacket aboard, no person may launch the vessel unless all occupants are wearing the prescribed life jacket.

(6) A person entering or in a public launch site with or operating a vessel must make the documentation contemplated in subsection (2) and the vessel and its safety equipment available for inspection by an authorised official.

(7) No person may at a public launch site—

(a) block or impede the launch site except to the extent necessary—

(i) to launch or recover their vessel;

(ii) in an emergency; or

(iii) under direction of an authorised official;

(b) damage or deface infrastructure relating to the public launch site;

(c) park a vehicle, vessel or trailer—

(i) overnight; or

(ii) other than in a parking place demarcated for a vehicle, vessel or trailers, unless otherwise directed by an authorised official;

(d) clean fish except where a fish cleaning facility is provided, or a fish cleaning site is allowed via signs erected by the Municipality;

(e) sell or buy fish, except where allowed via signs erected by the Municipality or with permission of an authorised official;

(f) dispose of fish waste, bait and bait packaging except in identified areas or containers designed for such waste disposal; or

(g) dispose of fuel or oil or wash blood from a vessel.

Chapter 8 – Enforcement

42. Powers and functions of authorised official

(1) In this section, unless the context indicates otherwise, 'article' means anything, including a structure, object, document, book, record or electronic information or extract, part, or sample therefrom that is reasonably suspected in the use of contravening this By-Law.

(2) The official delegated by the municipality to monitor and enforce this by-law may investigate any act or omission which on reasonable suspicion may constitute an offence in which case he or she may—

(a) issue a notice of compliance setting out the nature of the offence committed and the steps necessary to remedy the situation;

(b) request the offender to leave the amenity; or

(c) if he is a peace officer, issue a fine in terms of the Criminal Procedures Act, 1977, as approved and set out in Schedule 1: Fine Schedule.

(3) Without a warrant, an authorised official may stop, enter, and search any vessel, vehicle, premises or person if the authorised official has reasonable grounds to believe that an offence in terms of this By-Law has been or is being committed on or in such vessel, vehicle or premises if-

(a) the person in control of the vessel, vehicle or premises consents to such stop, entry, search, or seizure; or

(b) the authorised official has reasonable grounds to believe that a warrant will be issued, if the authorised official applied for it, and the delay caused by the obtaining of such a warrant would defeat the object of the stop, entry, search, or seizure.

(4) If subsection (3) does not apply, then an authorised official may stop, enter and search any vessel, vehicle, premises or person and may seize an article contemplated in subsection (6)(h) only on the authority of a warrant.

(5) A judge in chambers may issue a warrant contemplated in subsection (3) on written application by an authorised official if it appears from information under oath or affirmation that-

(a) there are reasonable grounds for believing that a contravention of this By-Law has occurred;

(b) the search and seizure is likely to yield information pertaining to the contravention; and

(c) the search and seizure is reasonably necessary for the purposes of this By-Law.

(6) In enforcing or investigating compliance with this By-Law, an authorised official may-

(a) be accompanied by an interpreter, a police official or any other person who may be able to assist with the inspection;

(b) inspect any article which may be relevant to the investigation;

(c) examine, analyse, measure, or make a copy of an article and remove it for examination, analysis, measurement, copying or extraction;

(d) require a person to produce or to deliver at such time and place as may be determined by the authorised official, an article for inspection;

(e) take a photograph or make an audiovisual recording of any person or anything for his or her investigation;

(f) question a person who, in the opinion of the authorised official, may be able to furnish information on a matter to which this By-Law relates;

(g) direct a person to appear before him or her at such time and place as may be determined by the authorised official and question such person either alone or in the presence of any other person on a matter to which this By-Law relates; and

(h) seize an article-

(i) which is concerned in or is on reasonable grounds believed to be concerned in an offence in terms of this By-Law;

(ii) which may afford evidence of an offence in terms of this By-Law; or

(iii) which is intended to be used or is on reasonable grounds believed to be intended to be used in the commission of an offence in terms of this By-Law.

(7) A person who so requests may, if possible, make a copy of an article to be removed or seized in terms of this section.

(8) When an authorised official removes or seizes an article, the authorised official must issue a receipt to the owner or person in control thereof and, if possible, return the article as soon as practicable after achieving the purpose for which the article was removed or seized.

(9) An authorised official must exercise their powers and functions with strict regard for decency and order, and with regard for each person's right to dignity, freedom, security, and privacy.

43. Impounding of vessel or vehicle

(1) An authorised official may, without a warrant, seize and impound a vessel or vehicle which is concerned or is on reasonable grounds believed to be concerned with the commission of an offence in terms of this By-Law.

(2) The authorised official, at the time of the impoundment, must give the holder of the impounded vessel or vehicle a notice setting out-

(a) the reason for the impoundment;

(b) a description of the impounded vessel or vehicle;

(c) the address and contact details of the designated pound;

(d) the impoundment fee; and

(e) a warning that the impounded vessel or vehicle may be sold to recover the impoundment fee and any fine, costs or damages.

(3) The authorised official must cause an impounded vessel or vehicle to be taken to a designated pound where it must be retained and dealt with in terms of this section.

(4) The Municipality must release the impounded vessel or vehicle to the owner upon presentation of proof of ownership if, in relation to the offence contemplated in subsection (1)-

(a) a criminal charge is not laid, a fine is not issued or a notice of intention to prosecute is not issued within 72 hours of the impoundment; or

(b) the criminal case against all accused persons is disposed of because-

(i) the charges are withdrawn;

(ii) the accused persons are acquitted; or

(iii) the accused persons are convicted and either the impoundment fee and any fine, costs and damages are paid.

(5) An impounded vessel or vehicle is forfeited to the Municipality if-

(a) a court orders such forfeiture; or

(b) the lawful owner of the vessel or vehicle cannot be traced within 90 days of such impoundment after reasonable efforts to trace the owner have not been successful.

(6) If any payment contemplated in subsection (4)(b)(iii) is not made within such time as the Municipality may determine, and if no appeal has been lodged at the expiry of the time limit for an appeal, the Municipality may sell, donate, destroy or in any other manner dispose of an impounded vessel or vehicle and deal with any net proceeds in accordance with subsection (7).

(7) Any net proceeds from the sale of an impounded vessel or vehicle must be applied as follows and in this order:

(a) the recovery of costs incurred by the Municipality during forfeiture and impoundment;

(b) the payment of the impoundment fee, and any fine, costs or damages ordered by a court in relation to an offence contemplated in subsection (1); and

(c) return to the person who lawfully owned the vessel or vehicle at the time of the impoundment.

(8) The Municipality may determine an impoundment fee and designate a pound contemplated in this section.

44. Conditions of approval

(1) The Municipality, when granting an authorisation in terms of this By-Law, may impose reasonable conditions.

(2) No person may contravene a condition of approval.

45. Withdrawal or amendment of an authorisation or condition of approval

(1) The Municipality may in writing withdraw or amend an authorisation or a condition of approval.

(2) Before withdrawing or amending an authorisation or a condition of approval, the Municipality must give notice in advance, and in writing, to any person who would be materially and adversely affected and provide the person with a reasonable opportunity to make representations in writing.

(3) If urgent action is necessary or it would be impractical to give advanced notice, the Municipality may withdraw or amend an authorisation or a condition of approval and give a person who would be materially and adversely affected an opportunity to make representations as soon as thereafter is reasonable.

46. Instruction to leave

(1) An authorised official may instruct a person who is in contravention of this By-Law to leave and remain out of an area of the coastal zone.

(2) A person who fails to immediately comply with such an instruction is guilty of an offence.

47. Offences

(1) A person is guilty of an offence if he or she-

(a) contravenes the provisions of sections as set out and listed in Schedule 1 of this By-law;

(b) contravenes any conditions, restrictions or prohibitions imposed in terms of this By-law;

(c) fails to comply with the terms of any notice or signage displayed in terms of this By-law;

(d) fails to obey any lawful instruction, request or directive given to him or her in terms of this By-law;

(e) falsely holds himself or herself out to be an official;

(f) obstructs an official from executing their duties in terms of this By-law;

(g) furnishes false or misleading information when complying with a request of an official.

(2) A person is guilty of a continuing offence if he or she continues with an offence after notice has been served on him or her in terms of this By-law requiring him or her to cease committing such offence, or after he or she has been convicted of such offence.

(3) A person guilty of an offence in terms of this By-Law is liable to a fine, and upon conviction to a period of imprisonment not exceeding two years.

48. Penalties

(1) A person who commits an offence contemplated in in this By-law shall on conviction be liable to—

(a) a fine not exceeding R 50,000 or imprisonment not exceeding two years, or either such fine or imprisonment or to both such fine and such imprisonment and,

(b) in the case of a continuing offence, to an additional fine or an additional period of imprisonment or to such additional imprisonment without the option of a fine or to both such additional fine and imprisonment for each day on which such offence is continued and,

(c) a further amount equal to any costs and expenses found by the court to have been incurred by the Municipality as result of such contravention or failure.

(2) In addition to imposing a fine or imprisonment, a court may order any person convicted of an offence in terms of this By-Law-

(a) to rectify the harm caused;

(b) to pay the costs incurred by the Municipality because of the contravention; and

(c) to pay damages for harm caused to another person or property within the coastal zone, which order shall have the force and effect of a civil judgment.

49. Compliance notice

(1) The Municipality must issue a compliance notice to any person who has contravened any provision of this By-law, requiring such person to comply with the notice in a manner and within the time specified in the notice.

(2) An authorised official may serve a written compliance notice on a person if there are reasonable grounds for believing that the person is in contravention of this By-Law.

(3) A compliance notice issued in terms of this By-law must-

(a) describe the conduct constituting a contravention of this By-Law;

(b) indicate which provision of this By-Law or condition of approval is contravened;

(c) where relevant, state that the unlawful conduct constitutes an offence and indicate the penalty;

(d) where relevant, be issued together with a fine;

(e) instruct the person to cease the unlawful conduct;

(f) where relevant, impose conditions which must be complied with and specify the steps to be taken to comply;

(g) state that a failure to comply with the notice constitutes an offence and indicate the penalty; and

(h) state that, in the event of non-compliance with the notice, the Municipality may take one or more of the following measures-

(i) issue the person with a fine for not complying with the compliance notice;

(ii) take steps to remedy any adverse effect arising from the person's actions and recover the costs from such person;

(iii) apply to a competent court for appropriate relief including the costs of the application; or

(iv) institute a criminal prosecution.

(4) The compliance notice may-

(a) instruct the person within a specified time to, in writing, inform the Municipality what steps have been taken to comply with the notice;

(b) instruct a person at their cost to take specified action to the satisfaction of the Municipality within a specified time to-

(i) cease, modify, or control an activity or an activity causing, continuing, or contributing to an adverse effect on the coastal zone, encroachment or unauthorised sea defence;

(ii) investigate, evaluate, and assess the impact of a specific situation or activity and report thereon;

(iii) undertake and complete specific measures;

(iv) eliminate or remove an encroachment or unauthorised sea defence;

(v) rehabilitate the affected environment; or

(vi) any combination of the provisions listed in paragraphs (i) through (v).

(5) Should the person on whom a compliance notice under subsection (3) or authorisation under section 10(3) was issued, fail to comply, or inadequately comply, with the compliance notice or authorisation, then the Municipality may take measures that the Municipality considers appropriate to remedy the situation and may authorise another person to take such measures.

(6) The Municipality may recover costs incurred by the Municipality, or an authorised person, for the measures to be undertaken under subsection (4), and all costs incurred as a result of acting under subsection (4), from any or all of the persons on whom the compliance notice or authorisation was issued in terms of its Credit Control and Debt Collection Policy and the Credit Control and Debt Collection By-Law.

50. Municipal remedial work and recovery of costs

(1) The Municipality may, to the extent it deems practicable and necessary, act in order to avert or remedy any harm on the coastal zone caused by a person who has contravened any provision of this By-law and may recover any associated costs from such person.

(2) Within a number of days – if not remedied – municipality may take such steps it may be entitled to in law, to recover any amounts from a person committing an offence contemplated in this By-law.

51. Jurisdiction of the Magistrates' Court

(1) Notwithstanding anything to the contrary contained in any law relating to Magistrates' Courts, a Magistrate shall have jurisdiction, on the application of the municipality, to make an order for the enforcement of any of the provisions of this by-law or of any approval, refusal or condition granted or applicable in terms hereof.

Chapter 9 – General Provisions

52. Delegation

(1) A function, power or duty conferred on the Municipality in terms of this By-Law may be delegated or subdelegated to an employee of the Municipality in accordance with the system of delegation adopted by the Municipal Council of the Municipality in accordance with section 59(1) of the Municipal Systems Act, subject to the criteria set out in Section 59(2) of that Act.

(2) Any delegation contemplated in this Section must be recorded in the register of delegations, which must contain information on the-

(a) entity or person issuing the delegation or sub-delegation;

(b) recipient of the delegation or sub-delegation; and

(c) conditions attached to the delegation or sub-delegation.

(3) Subject to the Constitution and applicable national and provincial laws, any-

(a) power, excluding a power referred to in Section 160(2) of the Constitution;

(b) function; or

(c) duty, conferred, in terms of this By-law, upon the Council, or on any of the Municipality's other political structures, political office bearers, councillors or staff members, may be delegated or sub-delegated by such political structure, political office bearer, councillor, or staff member, to an entity within, or a staff member employed by, the Municipality.

53. Appeal

(1) A person whose rights are affected by a decision made by the Municipality in terms of this By-law may appeal against that decision in terms of the appeal provisions contemplated in Section 62 of the Municipal Systems Act by giving written notice of the appeal and reasons thereof to the Mayoral Committee ~~Municipal Manager~~ within twenty-one (21) days of the date of the notification of the decision.

(2) The Mayoral Committee ~~Municipal Manager~~ is obliged to promptly submit the appeal to the appropriate appeal authority.

(3) The appeal authority must commence with an appeal within six weeks from the date of lodgement and must decide the appeal within a reasonable period.

(4) The appeal authority must confirm, vary, or revoke the decision, but no such revocation or variation of a decision may detract from any rights that may have accrued as a result of the decision.

(5) The appeal authority must furnish written reasons for its decision on all appeal matters.

(6) All appeals lodged are done so in terms of the Municipal Systems Act.

(7) Where a conviction has been affirmed by a court of law and the accused wishes to appeal such conviction, the appeal must take place in terms of the court's appeal process and not in terms of subsections (1) to (7).

54. Effect on appeal

(1) A finding by the Municipality that a person is contravening this by-law, or a section of the Act shall be *prima facie* proof thereof, and the person contravening will be required to cease the act or omission until the appeal is finalised.

55. Limitation of liability

(1) The municipality is not liable for any damage or loss caused by—

(a) the exercise of any power or the performance of any duty in good faith under this by-law; or

(b) the failure to exercise any power or perform any function or duty in good faith under this by-law.

56. Presumptions

(1) In any prosecution or action under this By-law, it shall be presumed that any act or omission by the owner thereof or a person under the control of the owner, or that the owner or the person allowed a person to continue the offence unabated on their behalf.

57. Exemptions

(1) The Municipality may-

(a) in writing exempt a person, group of persons or an area of the coastal zone from the application of a provision or the whole of this By-Law for a specified period;

(b) impose conditions when granting an exemption; and

(c) may withdraw or amend the exemption.

(2) Where exemption was granted to a person or group of persons, proof of exemption must be retained on the person at all times while in the coastal zone.

(3) The Municipality must publish on its website an exemption that applies to an area of the coastal zone.

58. Entering into agreements

(1) The municipality may enter into a written agreement with any person, organ of state, local community, or organisation to provide for—

(a) the cooperative development of any public amenity;

(b) the regulation of human activities within the coastal areas regulated by this By-law.

59. Liaison forums in community

(1) The municipality may establish one or more liaison forums in a community for the purposes of—

(a) creating conditions for a local community to participate in the affairs of the municipality;

(b) encouraging a local community to participate in the affairs of the municipality; and

(c) promoting the effective and safe use of coastal zones regulated by this By-law.

(2) A liaison forum may consist of—

(a) a member of members of an interest group, or an affected person;

(b) a member or members of a community in whose immediate area a public amenity exists;

(c) a designated official or officials of the municipality.

(3) The municipality may, when considering an application or registration in terms of this By-law request the input of a liaison forum.

(4) A liaison forum or any person or persons contemplated in subsection (2) may, on own initiative submit an input to the municipality for consideration.

60. Transitional provisions

(1) A prohibition, instruction, permission, determination, condition, or sign in terms of regulations in terms of section 10(1) of the Seashore Act, 1935, applicable to the coastal zone of the Municipality and in existence at the commencement of this By-Law, is deemed to be in terms of this By-Law.

(2) Subject to any amendment of Chapter 7, a site listed as public launch site in terms of Regulation 2 of the Management of Public Launch Sites in the Coastal Zone Regulations published in terms of the Integrated Coastal Management Act is regarded as a public launch site contemplated in Chapter 7.

61. Monitoring and oversight

(1) This By-law is subject to monitoring and oversight by-

(a) national and provincial departments.

(b) the Municipality’s Council.

62. Review

(1) This By-law may be reviewed periodically, as and when needed, but at least once every five years from date of promulgation, or as the need arises from time to time.

63. Repeal of by-laws

(1) The provisions of any by-laws previously promulgated by the municipality or by any of the disestablished municipalities now incorporated in the municipality, are hereby repealed as far as they relate to matters provided for in this by-law.

(2) Any repeals and amendments to this By-law shall be recorded in Schedule 3.

64. Short title and commencement

(1) This By-law is called the Kouga Coastal Management By-law, 2023 and commences on the date of publication thereof in the Provincial Gazette.

65. Schedules

(1) The following schedules are included and must be read in conjunction with this By-law

Schedule 1	Fine Schedule
Schedule 2	Repeals and amendments

KOUGA COASTAL MANAGEMENT BY-LAW, 2025

By-law published in Extraordinary Provincial Gazette number _____ dated _____

SCHEDULE 1 – PROPOSED FINE SCHEDULE

Offence code	*Section contravened*	*Description of offence*	*First fine*	*Repeat offence*
	21(1) r/w 21(3)	No person may cause, continue, or contribute to an adverse effect to the coastal zone.	R 10 000	R 20 000
	22(2)(a)	No person in the coastal zone may interfere with, impede, or restrict a natural dynamic coastal process unless written authorisation is granted by the Municipality, or the relevant provincial or national authority.	R 10 000	R 20 000
	22(2)(b)	No person in the coastal zone may prune, harvest, or remove vegetation unless reasonably necessary to protect the coastal environment.	R 10 000	R 20 000
	22(2)(c)	No person in the coastal zone may deposit, move, collect, or remove sand, pebbles, rocks, shells, shell grit or kelp as per national thresholds and limits, provided that reasonable activity in relation to the listed actions together with the digging of holes by children or beachgoers in the ordinary use or enjoyment of the beach area is not prohibited.	R 10 000	R 20 000
	22(2)(d)	No person in the coastal zone may interfere with geomorphic processes unless written authorisation is granted by the Municipality and/or relevant authority.	R 10 000	R 20 000
	22(2)(e)	No person in the coastal zone may interfere with, cause damage to, collect, harvest, impede, harm, harass, hunt or restrict a living or dead wild animal or plant, or displace, disturb, destroy or remove its habitat, provided that reasonable activity in relation to the listed actions together with catching of fish in tidal pools by children in the ordinary use or enjoyment of the beach area is not prohibited	R 10 000	R 20 000
	22(2)(f)	No person in the coastal zone may litter or dispose of rubbish.	R 500	R 1 000

	22(2)(g)	No person in the coastal zone may disturb, alter, or contaminate a water body, water source or water supply or any portion thereof.	R 10 000	R 20 000
	22(2)(h)	No person in the coastal zone may drain or redirect contaminated water from private land into the coastal zone	R 10 000	R 20 000
	22(2)(i)	No person in the coastal zone may damage, dig, disturb, deface, destroy, or remove a fossil, historical artefact, or similar object.	R 10 000	R 20 000
	22(3)(a)	No person may, in a coastal zone, without the relevant national or provincial permits discharge solid, liquid, or gaseous pollution.	R 20 000	R 30 000
	22(3)(b)	No person may, in a coastal zone, without the relevant nation or provincial permits dump, deposit or store waste.	R 10 000	R 20 000
	22(4)	No person may use or park a motorised vehicle contrary to the Control of Use of Vehicles in the Coastal Area Regulations, 2014.	R 5 000	R 5 000
	23(1)(a)	No person in the coastal zone may cause an encroachment.	R 5 000	R 15 000
	23(1)(b)	No person in the coastal zone may permit an encroachment.	R 5 000	R 5 000
	23(1)(c)	No person in the coastal zone may contribute to an encroachment.	R 1 000	R 5 000
	23(1)(d)	No person in the coastal zone may allow an encroachment to continue after a directive or notice has been issued in respect of the encroachment.	R 10 000	R 10 000
	24(1)	No person may cause, permit, or contribute to a sea defence or allow a sea defence to continue.	R 10 000	R 10 000
	24(2)	No owner of, or person in control of, or person who has a right to use land which is intended to benefit from an unauthorised sea defence may allow the sea defence to continue to exist, even if such owner or person did not cause, permit, or contribute to the sea defence.	R 10 000	R 10 000
	30(1)	No person may engage in fishing without a permit or be in possession of illegally caught fish.	R 5 000	R 10 000
	30(2)	No person may, while fishing, or while on the beach, use or permit the use of fishing	R 5 000	R 10 000

		equipment, including any rod, net, trap, or other device, in such manner as to cause danger to any other person or in such a way as to cause an obstruction to or to interfere with personal privacy of any other person.		
	30(3)	Every person must clear away all bait, refuse, and any fishing equipment, other equipment, and similar items before leaving the place where that person had been for the purpose of fishing, and take any such bait, refuse, and any fishing equipment and other items with him or her, or place these in a refuse receptacle provided by the Municipality.	R 5 000	R 10 000
	31(1)	No person may use any motorised vehicle in the coastal zone (beaches and sand dunes) without a permit issued from the municipality and national or provincial authority.	R 1 000	R 5 000
	32(1)	No person may bathe in any part of the beach area where bathing is prohibited.	R 500	R 500
	32(2)	No person may, while a life-saving appliance or device is in use, perform an act which impairs or impedes or is likely in any manner to impair or impede its efficient operation.	R 500	R 500
	33(1)	No person may engage in surf-riding or surfing within a designated beach bathing area.	R 500	R 500
	33(2)	No person may engage in surf-riding or surfing in a manner that endangers other surf-riders or surfers or the coastal environment.	R 500	R 500
	34(1)	No person may act contrary to any notice erected by the Municipality or another authority.	R 1 000	R 5 000
	34(1)(a)	No person may within the coastal zone start or maintain a fire.	R 500	R 500
	34(1)(b)	No person may within the coastal zone discharge a flare.	R 500	R 500
	34(1)(c)	No person may within the coastal zone discharge a firework or firecracker or release a Chinese lantern.	R 1 000	R 5 000
	34(1)(d)	No person may within the coastal zone cause a motorised vessel to approach within 100 m of a person bathing or within 100 m of the low-water mark in a bathing area, save for rendering	R 1 000	R 5 000

		assistance in an emergency or in the course of law enforcement.		
	34(1)(e)(i)	No person may within the coastal zone fish in a tidal pool.	R 500	R 500
	34(1)(e)(ii)	No person may within the coastal zone fish within 100 m of a designated bathing area.	R 500	R 500
	34(1)(g)	No person may within the coastal zone erect a closed shelter.	R 500	R 500
	34(1)(h)	No person may within the coastal zone camp or sleep overnight.	R 500	R 500
	34(1)(i)	No person may within the coastal zone use a loudspeaker, amplifier, or similar equipment.	R 500	R 500
	34(2)	No person may bathe, dive, snorkel or play within 50 m of or near a jetty or designated public launch site.	R 500	R 500
	35(1)(a)	No person, while on the beach area or coastal area, may offer for sale, market, or hawk any illegal goods or services in contravention of the Municipality's by-laws dealing with informal trading or any other applicable legislation.	R 500	R 500
	35(1)(b)	No person, while on the beach area or coastal area, may be in possession of or consume any alcohol except on licensed premises or where a temporary liquor licence has been granted.	R 500	R 500
	35(1)(c)	No person, while on the beach area or coastal area, may be under the influence of alcohol, delta-9-tetrahydrocannibol (THC), drugs, or any other dependence-producing substance.	R 500	R 500
	35(1)(d)	No person, while on the beach area or coastal area, may be in possession of, use or consume drugs or any other dependence-producing substance.	R 500	R 500
	35(1)(e)	No person, while on the beach area or coastal area, may hold, convene or organise any entertainment, display, performance, procession, public meeting, recreation, or event, without the permission of the Municipality or do so in contravention of any condition attached to any such authorisation.	R 500	R 500
	36(1)(a)	No person may, in the coastal zone, handle, interfere with, disturb or remove a safety rope or other appliance provided for the protection	R 1 000	R 5 000

		of bathers or the assistance of a distressed bather, except for the purpose of rendering assistance to such a bather.		
	36(1)(b)	No person may, in the coastal zone, damage, tamper with, destroy or deface any equipment, signage, amenity, or lawfully erected structure.	R 2 000	R 2 000
	36(1)(c)	No person may, in the coastal zone, act in a manner that poses a risk to life, human well-being, or property.	R 2 000	R 2 000
	36(1)(d)	No person may, in the coastal zone, possess or bring into a tidal pool a container made of glass.	R 500	R 500
	36(1)(e)	No person may, in the coastal zone, behave in an improper, indecent, unruly, violent, or anti-social manner or cause a disturbance.	R 500	R 500
	36(1)(f)	No person may, in the coastal zone, perform an indecent act.	R 500	R 500
	37(1)(a)	No person may in the coastal zone cause or permit an animal belonging to them, or in their charge, to be in an area where, or at a time when, animals are prohibited.	R 500	R 500
	37(1)(b)	No person may in the coastal zone cause or permit an animal belonging to them, or in their charge, to behave in a manner that may pose a risk to, cause nuisance, disturb or harm another person, or cause damage to the beach area or infrastructure.	R 1 000	R 5 000
	37(1)(c)	No person may in the coastal zone cause or permit an animal belonging to them, or in their charge, to approach, disturb, harass, chase, hunt, attack or kill a wild animal, fish, or bird without a relevant and valid permit.	R 1 000	R 5 000
	37(1)(d)	No person may in the coastal zone cause or permit an animal belonging to them, or in their charge, to attack or kill a domesticated animal.	R 2 000	R 2 000
	37(3)(a)	No person may bring or walk a dog in the coastal zone except on a leash where the area is designated in terms of section 29 as an area where a dog may be permitted if leashed or which is under control where the area is designated in terms of section 29 as an area where a dog may be unleashed.	R 500	R 500

	37(3)(b)	No person may bring or walk a dog in the coastal zone which is ferocious, vicious, or dangerous unless it is humanely muzzled and held on a leash in terms of subsection 37(3)(a).	R 2 000	R 2 000
	38(1)	No person may block or impede coastal access land or damage or deface infrastructure relating to coastal access land.	R 2 000	R 2 000
	39(5)(a)(i)	No person may enter or attempt to enter a coastal facility other than through an entry point where an entry point is indicated.	R 500	R 500
	39(5)(a)(ii)	No person may enter or attempt to enter a coastal facility after a sign or an authorised official advises that the coastal facility is full.	R 500	R 500
	39(5)(b)(i)	No person may enter or attempt to enter a coastal facility enter, attempt to enter or remain in a coastal facility outside the times when the facility may be used.	R 500	R 500
	39(5)(b)(ii)	No person may enter or attempt to enter a coastal facility enter, attempt to enter or remain in a coastal facility if the Municipality has prohibited such entry or use.	R 500	R 500
	39(5)(c)	No person may enter or attempt to enter a coastal facility enter or attempt to enter a cubicle or other accommodation occupied or in use by another person without the consent of the other person.	R 1 000	R 5 000
	39(5)(d)	No person may enter or attempt to enter a coastal facility open or attempt to open a cupboard or locker unless authorised to do so by an authorised official or the person using it.	R 1 000	R 5 000
	39(5)(e)	No person may enter or attempt to enter a coastal facility impede or block access to a coastal facility.	R 500	R 500
	40(2)	No person may enter or be present in an area closed or restricted in terms of this section unless authorised by an authorised official.	R 500	R 500
	41(3)(a)	No person may launch a motorised vessel including a jet ski in the coastal zone unless the launch is from a public launch site.	R 1 000	R 5 000
	41(3)(b)	No person may launch a motorised vessel including a jet ski in the coastal zone unless the person produces on demand to an authorised	R 1 000	R 5 000

		official all certificates, licences and permits required by applicable law.		
	41(3)(c)	No person may launch a motorised vessel including a jet ski in the coastal zone unless the vessel carries the certification, permits and identification required by law; all the safety equipment required for that category of vessel; a kill switch is securely attached to the skipper during the launch and always while at sea, unless the vessel has an engine capacity of less than 15 horsepower.	R 1 000	R 5 000
	41(4)	No person may launch or operate a vessel in a manner or circumstance that causes harm or poses a risk to the coastal zone or any person.	R 2 000	R 2 000
	41(5)	No person may launch the vessel unless all occupants are wearing a prescribed life jacket.	R 500	R 500
	41(7)(a)	No person may at a public launch site block or impede the launch site except to the extent necessary to launch or recover their vessel; in an emergency; or under direction of an authorised official.	R 500	R 500
	41(7)(b)	No person may at a public launch site damage or deface infrastructure relating to the public launch site.	R 2 000	R 2 000
	41(7)(c)	No person may at a public launch site park a vehicle, vessel or trailer overnight or in a place other than a parking place demarcated for a vehicle, vessel or trailers.	R 1 000	R 5 000
	41(7)(d)	No person may at a public launch site clean fish except where a fish cleaning facility is provided, or a fish cleaning site is allowed via signs erected by the Municipality.	R 500	R 500
	41(7)(e)	No person may at a public launch site sell or buy fish, except where allowed via signs erected by the Municipality or with permission of an authorised official.	R 500	R 500
	41(7)(e)	No person may at a public launch site dispose of fish waste, bait and bait packaging except in identified areas or containers designed for such waste disposal.	R 500	R 500
	41(7)(g)	No person may at a public launch site dispose of fuel or oil or wash blood from a vessel.	R 2 000	R 2 000

	47(1)(b)	A person is guilty of an offence if he or she contravenes any conditions, restrictions or prohibitions imposed in terms of this By-law.	R 1 000	R 5 000
	47(1)(c)	A person is guilty of an offence if he or she fails to comply with the terms of any notice or signage displayed in terms of this By-law.	R 1 000	R 5 000
	47(1)(d)	A person is guilty of an offence if he or she fails to obey any lawful instruction, request or directive given to him or her in terms of this By-law.	R 1 000	R 5 000
	47(1)(e)	A person is guilty of an offence if he or she falsely holds himself or herself out to be an official.	R 1 000	R 5 000
	47(1)(f)	A person is guilty of an offence if he or she obstructs an official from executing their duties in terms of this By-law.	R 1 000	R 5 000
	47(1)(g)	A person is guilty of an offence if he or she furnishes false or misleading information when complying with a request of an official.	R 1 000	R 5 000

CERTIFICATION BY MAGISTRATE IN TERMS OF CRIMINAL PROCEDURE ACT

I hereby certify that the admission of guilt fines listed in Column 4 and 5 above, as submitted by the Kouga Local Municipality have been approved by me in terms of sections 57(5)(a) and 341(5) of the Criminal Procedure Act, 1977 (Act No. 51 of 1977), for the Magisterial District of Humansdorp. This determination replaces any previous determination for the said Magisterial District in so far as it relates to the provisions of this By-law.

…….

Magistrate: _____
Senior Magistrate
Sarah Baartman District

[Stamp]

SCHEDULE 2 – REPEALED BY-LAWS OR PROVISIONS

Repealed by-laws or sections	*Repealed by*

REPORTS BY THE OFFICE OF THE MUNICIPAL MANAGER

KOUGA
local municipality

KOUGA MUNICIPALITY (EC 108)
ORDINARY COUNCIL MEETING
OFFICE OF THE MUNICIPAL MANAGER
OPEN
DATE: 30 JULY 2025
ITEM NO: **25/07/MM1**

COUNCIL RESOLUTIONS AS AT 26 JUNE 2025

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**

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 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 contraints the service provider could not be appointed - sufficient provision has been made on the adjustment budget and the process will now commence. Feed back at next meeting	The submission will now continue since the Golf Club is now excluded from development. New process will start at Portfolio committee.	Planning & Development	**IN-PROGRESS**
13-Dec-21	**21/12/MM2**	**REPORT ON DELEGATIONS REGISTER**	That the Municipal Manager be instructed to submit a report to the Mayoral Committee with recommendations on any changes to the Delegation Register mentioned in 1 above;	To form part of the Council Agenda following the next Mayoral Committee - to follow after internal review completed	Workshop was held, mayor to decide which powers to be delegated to the different portfolio MMC's, Matter referred to Collective. Awaiting feedback from Mayor. **Discussions held with Mayor in this instance and an updated report will be submitted to the Mayoral Commmittee.**	Legal Manager	**IN-PROGRESS**
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.	A follow up meeting was held with Mr Swartz from the NMBM and the drfat Bulk Water Services Agreement was submitted again for their perusal, comment and signature. **No further progress made on the matter, notwithstanding follow ups made herein.**	Manager: Legal	**IN-PROGRESS**
			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	**IN-PROGRESS**

			To negotiate with the Provincial Roads Department to take over the ownership of the roads that run through Kouga towns.	Formal negotiations need to take place / Formal Council resolution needed	Meeting was held with the department and the public participaton process will be coordinated with provincial Roads Section. Discussions are ongoing.**07/03/2025** still ongoing discussions.	Director: I&E	**IN-PROGRESS**
31-May-23	**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.**		The office of the Speaker received correspondence from the Office of the MEC. The matter is currently under consideration.	Office of the Speaker	**ON-GOING**
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.	SDBIP reports are submitted by Directors	SDBIP reports are submitted by Directors	MM	**ON-GOING**

13-Dec-24	**24/12/R&E1**	**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 – Guilty – A fine equal to 50% of one month's remuneration of non-executive Councillor in Kouga Municipality after deductions. Charge 2 – Guilty – A fine equal to 50% of one month's remuneration of non-executive Councillor in Kouga Municipality after deductions. Charge 3 – Guilty – A fine equal to 50% of one month's remuneration of non-executive Councillor in Kouga Municipality after deductions. Charge 4 – Guilty – A fine equal to 50% of one month's remuneration of non-executive Councillor in Kouga Municipality after deductions. Charge 5 – Guilty – A fine equal to 50% of one month's remuneration of non- executive Councillor in Kouga Municipality after deductions. Charge 6 – Guilty - A fine equal to 50% of one month's remuneration of non-executive Councillor in Kouga Municipality after deductions. Charge 7 – Guilty - A fine equal to 50% of one month's remuneration of non-executive Councillor in Kouga Municipality after deductions. Charge 8 – Guilty - A fine equal to 50% of one month's remuneration of non- executive Councillor in Kouga Municipality after deductions.			Office of the Speaker	**ON-GOING**
			Charge 9 – Guilty- A fine equal to 50% of one month's remuneration of non-executive Councillor in Kouga Municipality after deductions. Charge 10 – Guilty - A fine equal to 50% of one month's remuneration of non-executive Councillor in Kouga Municipality after deductions.				
			That in respect of charge 1 to 10, the deductions will be implemented and processed over ten (10) months from January 2025 – October 2025.	Correspondence was addressed to the Office of the Municipal Manager and CFO on 19 December 2024 for deductions to be implemented.			**ON-GOING**

			That the Speaker must report the outcome of the investigation to the MEC for the local government in the province concerned.	The Office of the Speaker notified the Office of the MEC on 19 December 2024 on the outcome of the disciplinary enquiry. The Office of the MEC aknowledged receipt on same. A follow-up was made on 07 January 2025, no formal response received. A follow-up was made on 13 Janaury 2025, the Office of the MEC responded that it has been escalated to the HOD's Office for a follow-up. The Office of the Speaker made follow-ups on 20 January 2025; 03 February 202, 10 February 2025, 17 February 2025, 24 February 2025. On 24 February 2025, the office of the MEC responded indicating the matter will be referred to the office of the HOD for a response. We have made follow-ups on 04 and 11 March 2025. No formal response received from the MEC'S Office. On 20 March 2025, the office of the Speaker received correspondence from the Office of the MEC notifying /informing the Speaker's Office of Cllr Petersen's appeal that was lodged with the MEC. Legal services department forwarded a correspondence to the office of the MEC regarding the appeal. We are still awaiting feedback from the office of the MEC in respect of Cllr Petersen's appeal.	The office of the Speaker received correspondence from the Office of the MEC. The matter is currently under consideration.	Office of the Speaker	
			That the policy with regards to issuing of fines to Councillors be reviewed and the possibility be explored to change the charge that a fine equal to 100% of one month's remuneration be deducted if Councillors was found guilty.	Policy on Standing Rules and Procedures WRT to disciplinary matters against Councillors is currently under review.			**ON-GOING**

31-Mar-25	**25/03/MM3**	**MUNICIPAL PUBLIC ACCOUNTS COMMITTEE: OVERSIGHT REPORT ON THE 2023/2024 ANNUAL REPORT**	That the recommendations contained in the 2023/24 Oversight Report on the 2023/24 Annual Report be adopted as resolutions of Council. 1.4.1 That the Water Services Authority develop a program of action to ensure that all water service points are measured by meters including community water taps. 1.4.2. That the formalization of informal settlements be prioritized to provide acceptable services to such settlements and to reduce illegal connections to the electrical network. 1.4.3 That reporting as per Appendices F, H and O in the Annual Report be improved upon to be fully compliant with the provisions of MFMA Circular 63 for the 2024/25 Annual Report.	1.4.3 Reporting schedules prepared to be circulated first week of June 2025, when Directorates are requested to commence with preparations of Annual Report inputs.	1.4.3 Progress can only be measured once submission for the Annual Report is received.		**ON-GOING**
	25/03MM4	**2024/25: SERVICE DELIVERY AND BUDGET IMPLEMENTATION PLAN: AMENDMENT**	That the Municipal Manager affects the required changes to the performance plans of Senior Managers to ensure that the performance plans are aligned to the amended 2024/25 Service Delivery and Budget Implementation Plan targets for implementation with effect 1 April 2025.	Addendum to performance plans prepared and circulated for signature	Addendum to performance plans prepared and circulated for signature		**COMPLETED**
			That the addendum to the Performance Agreements of Senior Managers following the amendment of the 2024/25 Service Delivery and Budget Implementation Plan, be submitted to Council	Addendum to performance plans prepared and circulated for signature	To be submitted once signed		**COMPLETED**
	25/03/MPAC2	**MUNICIPAL DEVELOPMENT FINANCE CIRCULAR: 3 OF 2024**	That the additional function be included in the existing Terms of Reference for the Municipal Public Accounts Committee, and that the amended Terms of Reference be referred to Council for approval.	Terms of reference amended and draft amended ToR to be submitted to the next MPAC.	Draft ameded TOR to be submitted to next MPAC.	Manager Legal Services	
30-Apr-25	**25/04/R&E1**	DISCIPLINARY ENQUIRY HELD BY RULES AND ETHICS COMMITTEE – COUNCILLOR WAYNE PETERSEN	That the recommendation made by the Rules and Ethics Committee herein be upheld.	On the 5th May 2025 the office of the Speaker forwarded the outcome with the Council Resolution to the office of the MEC. On the 5th May 2025 the office of the Speaker communicated the outcome to Cllr Petersen as well as informing the office of the MM and the office of the CFO	On the 6th May 2025 Cllr Petersen directed correspondence to the office of the Speaker informing that he would be appealing the outcome. On same date, the office of the Speaker forwarded correspndence to the Cllr informing him that he should lodge his appeal with the office of the MEC as it is legislatively required in terms	The office of the Speaker	ON-GOING
			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 – Guilty – A fine equal to 50% of one month's remuneration of nonexecutive Councillor in Kouga Municipality after deductions.				

			Charge 2 –Guilty – A fine equal to 50% of one month's remuneration of nonexecutive Councillor in Kouga Municipality after deductions. Charge 3 – Guilty – A fine equal to 50% of one month's remuneration of nonexecutive Councillor in Kouga Municipality after deductions. That in respect of charge 1 to 3, the deductions will be implemented and processed over three (3) months from November 2025 –January 2026. That the Speaker report the outcome of the investigation to the MEC for the local government in the province concerned.		of Item 16(4)(A) of the Structures Act. On the 9th May 2025 the office of the MEC acknowledged receipt of the correspondence and advised that the matter is receiving attention through the internal processes. The office of the MEC will revert back as soon as possible. The office of the Speaker received correspondence from the office of the MEC advising that the matter is currently under consideration.		
26-Jun-25	**25/06/MM3**	**COUNCIL RESOLUTIONS AS AT 29 MAY 2025**	That the action sheet be tabled at Top Management for discussion and Actioning.				
	25/06/MM2	**2024/25: QUARTER 3: PERFORMANCE REPORT: PERIOD 1 JULY 2024 TO 31 MARCH 2025**	That all areas of underperformance be discussed at Portfolio Committee level to determine and agree on corrective actions to be implemented and monitored to ensure targets are achieved by year end.				ONGOING
26-Jun-25	**25/06/MM4**	**PERFORMANCE MANAGEMENT: APPOINTMENT OF A MUNICIPAL MODERATION COMMITTEE**	That in terms of the provisions of Regulation 39(6) of the Local Government Municipal Staff Regulations (R890 dated 21 September 2021), the Municipal Moderation Committee be established.				COMPLETED

			That in terms of the provisions of Regulation 39(7) Local Municipal Staff Regulations (R890 dated 21 September 2021), the Municipal Moderation Committee be constituted as follows: a) Municipal Manager as Chairperson. b) Members i) Deputy Municipal Manager ii) Director Civil and Water Services iii) Director Community Services iv) Director Electro-Mechanical Services v) Chief Financial Officer vi) Director Planning and Development vii) Manager Risk and Internal Audit viii) Manager Performance Management ix) Manager Human Resources				
	25/06/MM6	**EXTENSION OF TERM OF KOUGA AUDIT COMMITTEE MEMBER**	That Council grants authority to the Municipal Manager to advertise the vacancy on the Audit Committee, ensure that all relevant recruitment processes are duly followed, and that the outcome of the process be submitted to Council for final consideration and appointment.	The advertisement for the audit committee member vacancy is being drafted.	Once the advertisement has been drafted,it will be submitted for advertising.	MM	

DMM: ACTION SHEET COUNCIL

MEETING DATE	ITEM NO	ITEM DESCRIPTION	RESOLUTION	ACTION TAKEN	PROGRESS	RESPONSIBLE OFFICIAL	CURRENT STATUS COMPLETED NOT COMPLETE IN PROGRESS ON GOING NO ACTION REQUIRED
13-Jun-25	**25/06/DMM13**	**AUTHORISATION FOR EXECUTIVE MAYOR TO PARTICIPATE IN THE 2025 PAN AFRICAN CITY SYMPOSIUM & EXPOSITION (PACSE), WHICH WILL BE HELD FROM JUNE 23– 28 2025, AT THE UNIVERSITY OF THE DISTRICT OF COLUMBIA IN WASHINGTON, D.C.**	That a full closeout report, including the final costs of the trip, be presented to the Council upon return.	Report submitted	Completed	DMM	
26-Jun-25	**25/06/DMM10**	**DRAFT INSTITUTIONAL CALENDAR**	That the Institutional Calendar for 1 July 2025 to 30 June 2026 be approved.	Completed	Completed	DMM	

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.	IEGS Strategy approved by Council. Implementation Plan to be implemented in Financial year	CFO	**IN-PROGRESS**
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.	IEGS approved by Council. Policy will be tabled at Policy Workshop	CFO	**IN-PROGRESS**
14-Dec-23	**23/12/FED7**	**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	IEGS approved by Council. Tourism and Marketing Plan to be finalized.	CFO	**IN-PROGRESS**

		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.	Draft Tourism & Marketing plan finalized.	IEGS approved by Council.. Tourism & Marketing Plan wto be tabled.	CFO	**IN-PROGRESS**
17-Jan-25	**25/01/FED1**	**REPORT ON THE DEVELOPMENT BANK OF SOUTH AFRICA (DBSA) LOAN APPLICATION AND PUBLIC PARTICIPATION PROCESS**	That the Department: Civil and Water Services prepare a detailed presentation, with all necessary information, to all Councillors regarding the current road conditions within the Municipality.	The consultant EAS was appointed and have fully deployed to determine all road classifications, road conditions and the catagorising thereof. Panel inspections concluded at the end of 14 March with the packageing of data per Ward as an required outcome.	The packageing of data as per the panel inspections which concluded on 14 March 2025 is concluded is being packaged and finalised. This will be presented to Civil & Water Engineers towards the end of March upon which a fomal briefing session will be schedueld as soon as the work by EAS has been scrutiniesed and approved. 12 April - Data set finalised.	Director Civil & Water Services	**IN-PROGRESS**
29-Jan-25	**25/01/FED6**	**COUNCIL APPROVAL OF THE REVIEWED KOUGA MUNICIPAL INTEGRATED ECONOMIC GROWTH STRATEGY**	That the Integrated Economic Growth Strategy be approved for public participation.	Completed	Completed	CFO	COMPLETED
			That the final Integrated Economic Growth Strategy be submitted to Council for approval thereafter.	Completed	Completed and approved	CFO	COMPLETED
31-Mar-25	**25/03/FED1**	**HANKEY MINI FRESH FOOD PRODUCE MARKET REPORT**	That a report be submitted to Council with proposals regarding the future of the Hankey Fresh Fruit Market for Council to consider the best way forward.	Report to be prepared	FED and Dept Planning & Development in process discussing different proposals for the future of the Hankey Fresh Fruit Market guided by the SDF.	CFO	**IN-PROGRESS**
	25/03/FED5	**CAPITAL ITEMS TO BE DISPOSED (CONDEMNED ASSETS)**	That the condemned/redundant assets listed in Annexure A be disposed of in terms of the Supply Chain Management Policy through a public auction / donation	The public auction is planned for the last week of May 2025.	The goods were disposed of at the auction on 25 June 2025	CFO	COMPLETED
	25/04/FED3	**ANNUAL FUNDING PROPOSAL: HUMANSDORP MUSEUM ASSOCIATION**	That the Humansdorp Museum Association submit a financial sustainability plan and information on how the museum intends or currently involves disadvantaged communities for its next funding application.	Completed	Completed and approved	CFO	COMPLETED

	25/04/FED5	**CLOSE-OUT REPORT: 2024 CALAMARI FESTIVAL AND THREE-YEAR SPONSORSHIP PROPOSAL**	That Council approves funding allocation of R 200,000-00 (Two Hundred Thousand Rand) only, VAT-inclusive for the 2025/2026 FY for the Calamari Festival with a 5% increase for the 2026/27 and the 2027/28 financial years respectively.	Completed	Completed	CFO	COMPLETED
			That Council authorizes the Accounting Officer to conclude a Sponsorship Agreement with St Francis Tourism, in accordance with the funding allocated in recommendation 2 above.	Completed	In Progress	CFO	IN PROGRESS
	25/04/FED16	**SUPPLY CHAIN MANAGEMENT: DISPOSAL MANAGEMENT (DISPOSAL OF SLOW-MOVING STOCK, REDUNDANT STOCK AND DAMAGED STOCK ITEMS)**	That the redundant and slow-moving stock, as reflected in Table 1 and 2 above, amounting to R 398 376.75 (Excluding Vat) be disposed of through a public auction.	Stock will be auctioned off on 24 June 2025	The goods were disposed of at the auction on 25 June 2025	CFO	COMPLETED
26-Jun-25	**25/06/FED3**	**COUNCIL APPROVAL OF THE REVIEWED INTEGRATED ECONOMIC GROWTH STRATEGY**	That the reviewed Kouga Integrated Economic Growth Strategy be approved by Council.	Completed	Approved	CFO	COMPLETED
	25/06/FED4	**KLTO FUNDING 2024/2025 – KOUGA LOCAL TOURISM ORGANISATION**	That Council approves the funding of R 360,000-00 (Three Hundred and Sixty Thousand Rands only) all-inclusive for 2024/2025 FY only.	Completed	Approved	CFO	COMPLETED
			That Council authorizes the Accounting Officer to conclude a Funding Agreement / SLA with Kouga Local Tourism Organization in respect of funding stated in (1) above.	In progress	SLA drafted and in process	CFO	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.		Public Participation comments on the Draft Keeping of Animals By-Law (Notice 140_2025) closes on 30 July 2025.	Manager: Safety and Security/ Manager: Waste and Environmental Management	**IN PROGRESS**
26-Jun-25	**25/06/CSS10**	**INTEGRATED WASTE MANAGEMENT PLAN FOR SARAH BAARTMAN DISTRICT MUNICIPALITY AND KOUGA MUNICIPALITY**	That the Kouga Municipality Integrated Waste Management Plan be adopted by Council.				**COMPLETED**
			That the Kouga Municipality Integrated Waste Management Plan be submitted for endorsement by the MEC.				**COMPLETED**

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**
27-Feb-25	**25/02/CWS20**	**Jeffreys Bay: The Fountains Industrial Park: Development Charges**	That the Augmentation Fees be ring-fenced and secured and explicitly earmarked to each relevant directorate for the upgrade of attending to bulk infrastructure as intended by the DC policy.		13 MAY 2025. **POLICY** 1. Proforma DC policy to be tabled at the DC Committee for approval, and its needs to be tabled at the Portfolio Committee Meeting. **FOUNTAIN INDUSTRIAL DEVELOPMENT** 1. That the ESA has been finalised and forwarded to Legal Services for legal purposes and signatures. **11 July 2025** EAS with Developer for signature. Developer is awaiting approval of WULA by DWS.	Manager Water and Sanitation	In progress
26-Jun-25	**25/06/CWS15**	**REQUEST FOR COUNCIL APPROVAL OF THE 2025/2026 DRAFT WATER CONSERVATION AND WATER DEMAND MANAGEMENT (WCWDM) STRATEGY – 5-YEAR ACTION PLAN**	That Council approves the Water Conservation and Water Demand Management (WCWDM) Strategy – 5-year Action Plan for implementation		11 July 2025 Email sent to Department: Water and Sanitation on 3 July 2025	Manager Water and Sanitation	COMPLETED

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 of these, continuous vandalism are taking place from the illegal side on our infrastructure. Funding was recieved in the adjustment budget to electrify some units in this area. The streetlights on the Astonbay road is a target, the wires are being used to roll out electrification within Londen area. We seriously require intervention. The 7 day tender to procure solar lights was cancelled due to the SP that was unable to deliver the lights. A meeting is scheduled with SAPS on Monday the 21st to discuss the crime and theft issues within Kouga. Update 16**/07/2025**	Director: EM & Director CS	**NOT COMPLETE**
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 electrification process is taking place, a total of 178 units has been done to date as beneficiaries move onto these properties at very slow pace. . Human Settlement allocated all the available sites and also failitate the opening of municipal accounts. 16/07/2025	Manager: Human settlements	**IN-PROGRESS**

	23/05/I&E2	**REPORT: CLEARING OF SERVITUDES THROUGHOUT KOUGA OBSTRUCTING ACCESS TO WATER INFRASTRUCTURE AND POWERLINES FROM KOUGA AND ESKOM**	That Council compels the relevant Directorate responsible to keep servitudes clear to do so and apply the law should it be necessary.	Service providers appointed for the installation of bulk services.	The clearing of households located in servitude areas will require the Municipality to identify alternative serviced sites for relocation. The Planning & Development Directorate is currently busy with the upgrading of informal settlemnts, once verification is completed and additional land is available relocations will take place. 16/07/**25**	Manager: Human settlements	**IN-PROGRESS**
			That PDT leads the discussions between the departments.	Service providers appointed for the installation of bulk services.	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 16/07/**2025**	Director: Electro and Mechanical Services	**IN-PROGRESS**

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, this plan need to be revised as no funding was made available therefore none of the listed short term goals were met. Progress will be measured according to the revised strategy to consider a possible partnership, to raley consumers to buy into the peak hour consumption from their battery to do peak shaving . A SCADA tender has now been awarded, to be ready to interface with renewable projects with a reduced scope but cover the main substations in each town. A tender will be advertised to pilot our first battery project, should this battery produce the desired results we will revise our strategy accordingly. 16/07/**2025**	Director: Electro and Mechanical Services	**ON-GOING**
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 on the assets to be transfered will be done by Nelson Mandela Metro. We are unable to recieve an update on progress for the assets to be verified. 23/12/24	No further meetings commenced since December 23. Further discussions will be engaged upon valuation the team is assembled for the entire project. In the interim a principle agreement is granted to provide Thoksville with a bulk electricity point, this amount for the connection fees has been paid for through the USIP grant. The Metro commenced with the construction process for the transformer and metering point, the responsibility to electrify this area will be with Kouga. The area require formalisation whereby a general layout is designed, once this process concluded budget is required to electrify this area. 16/07/**2025**	Acting Manager Electrical Mr. M Mangembe	**ON-GOING**

	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 Hessequa Municipality has recently issued a public tender for the development of a 10MW solar photovoltaic generation facility, inclusive of a 10MWh battery energy storage system. The most recent cost estimates associated with this procurement process have now been formally presented, thereby enabling the Kouga Municipality to undertake a more informed and strategic evaluation. Considering the new Eskom tariff structure it make sense to employ a battery to mitigate this cost as the peak tariffs will be extremly high. The department secure R25m to procure and construct this battery, the tender and design stage is currently ongoing and tender will be going public soonest. 15/07/**25**	Acting Manager Electrical Mr. M Mangembe	**ON-GOING**
26-Jun-25	**25/06/EMS8**	**REQUEST FOR COUNCIL'S PERMISSION TO REZONE PORTION 4 OF FARM 346: HUMANSDORP RD (RHEEBOKSFONTEIN RENEWABLE) & REMAINDER of ERF 499 HUMANSDORP TO PERMIT RENEWABLE ENERGY STRUCTURES, AGRICULTURE AND AUTHORITY USES**	That the item be referred to the Council for approval.	The item served in Council 26 June 2025.	25/06/EMS8 REQUEST FOR COUNCIL'S PERMISSION TO REZONE PORTION 4 OF FARM 346: HUMANSDORP RD (RHEEBOKSFONTEIN RENEWABLE) & REMAINDER of ERF 499 HUMANSDORP TO PERMIT RENEWABLE ENERGY STRUCTURES, AGRICULTURE AND AUTHORITY USES 1) That the accounting officer be authorised to implement the legislative process to apply for the rezoning. **17/07/2025**	Director: Electro and Mechanical Services	
			That the Accounting Officer be authorized to implement the legislative process to apply for the rezoning of the applicable land parcel.	Consultant is appointed to commence with the rezoning process and currently in public participation process.	Consultant has been appointed on this project, the process is currently in public participation in anticipation of submission for approval. **17/07/2025**	Director: Electro and Mechanical Services	

	25/06/EMS11	**REPORT: APPROVAL OF ELECTRICITY TARIFFS FOR THE PERIOD 1 JULY 2025 TO 30 JUNE 2026**	That the Council, by resolution taken by majority of its full number, and in terms of Sections 30(2) and 93(4) of the Local Government: Municipal Structures Act, Act 117 of 1998 (as amended), read in conjunction with Chapter 4 of the Local Government: Municipal Finance Management Act, Act 56 of 2003, approves the fees and charges in respect of electrical services, as reflected in Annexure 'A', with effect from 1 July 2025.	NERSA approved 12.74% increase on electricicty tariffs which was tabled to council.	Tariff has been approved by council based on the approval recievd from NERSA. **17/07/2025**	Director: Electro and Mechanical Services	

PLANNING & DEVELOPMENT: ACTION SHEET - COUNCIL

MEETING DATE	ITEM NO	ITEM DESCRIPTION	RESOLUTION	ACTION TAKEN	PROGRESS	RESPONSIBLE OFFICIAL	CURRENT STATUS COMPLETED NOT COMPLETE IN PROGRESS ON GOING
30-May-19	19/05/PD6	PUBLIC WORKS PROPERTIES TO BE TRANSFERRED TO KOUGA MUNICIPALITTY	That Council accepts the following erven from Public Works and that they are added to the asset register of Kouga Municipality: Farm 448 portion 15 — Uitenhage RD Pellsrus: 677; 678; 733; 751 ; 753; 794;812 826; 854; 862 Humansdorp: 1 968 Thornhill: 221 ; 237 333; 334; 342;362;376;751v; 762; 763; 775; 776; 777; 778; 779; 780; 781 ; 782; 783; 784; 785; 788; 789; 790; 791 ; 792; 805; 845; 846; 849; 850; 852; 855; 857; 859; 860; 861 ; 862; 863; 865; 866; 868; 870; 874; 875; 883; 884; 885; 886; 887; 888; 889; 891; 892; 894; 895; 897; 898; 896	The finalisation of the transfer of Public Work properties to Kouga Municipality in progress	The IGR Land Forum was resusitated on 24 March with intention of bring all outstanding council resolutions to completion. There has been constant communication and information sharing since the mentioned meeting in order to conclude outstanding matters. On 11 October 2023 follow-up was made, Public Works confirmed that bulk submission was approved for transfer of PW properties to Kouga Municipality by Premier and is awaiting signature from MEC. A meeting was held with Public Works in Gqeberha on 27 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) The Department of Public Works has confirmed that Human Settlements Department has appointed a conveyance attorney to transfer the residential properties to the beneficiaries and the non-residential erven to Kouga Municipality (26/11/2024). The Department is awaiting finalisation by Department of Human Settlements (14/04/2025) Discussion was held with Department of Human Settlements on finalisation of transfers who undertook to schedule a meeting with Regional Human Settlement Offices dealing with conveyance matters to request for assistance (13/05/25) **A meeting was held between Department Land and Properties, Municipal Human Settlements, Legal Services and the Regional Human Settlement Office on 30 May 2025. We were advised to liaise with Ms. Daniso from Head Office and already sent the documents to the Ms. Daniso for discussion purposes. (14/07/25)**	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.	In Progress	Manager:LP	
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) Item was tabled at Council Meeting of 30 October 2024 to rescind previous resolution and in-principle approval to alienate at no cost. (26/11/2024). The department is awaiting comments from Provincial Treasury (28/02/2025). **Comments** received from National Treasury. **Item will be submitted to August Portfolio Committe for finalisation (14/07/2025)**	Manager: L&PA	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. Bosch Projects currently engaging Civil & Water on stormwater issues raised by DEDEAT as part of environmental submision. (27/11/2024). Awaitng finalisation of the Land Availability Agreement. 09/04/25. MM signed signed Land Availability Agreement (LAA). Awating Implementing Agent to also sign the LAA. 14/07/2025**	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 31 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/PDT5	APPROVAL FOR THE COMMENCEMENT TO ESTABLISH "AESTHETICS AND HERITAGE BUILDING COMMITTEE" FOR THE ST FRANCIS BAY VILLAGE AND CANALS, SANTAREME, HARBOUR PRECINCT, CAPE ST FRANCIS, OYSTER BAY, SEA VISTA TOWN, ST FRANCIS BAY LIGHT INDUSTRIAL AREA IN THE KOUGA LOCAL MUNICIPALITY AREA	That Aesthetic Committees be established in all Wards, if required, to maintain uniform architecture design for specific areas be included in the Terms of Reference.	The Department has developed a draft by-law which will make provision for Aesthetics and Heritage Committee.	The item has served before Council to establish a "Aesthetics Committee" for SFBay area , but was put on hold due to the "guidelines" is not legally enforceble and a way was seek to have it enacted in a "by-law" or within the town planning scheme. Council has granted permision to proceed with amendment of the ILUS. Notices already published for I&A to register in January 2024. The department is finalising the draft by-laws. The draft by-law was refered to Legal Depatment for comments. (15/07/2024). 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). By law to be refered to the next Policy Portfolio then Council for permision to proceed with public participation.(28/11/2024). The bylaw will be submityed to the Policy Committe Portfolio & Council for permision to proceed with public participation (13/05/2025) Approved by council, going to public participation (15/07/2025)**	Dir: PDT / Manager BC	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) Session to provide inputs for amendments on the draft layout plan have been scheduled for the week of 2 December 2024. (26/11/24). **Service provider still working on the draft plan (09/01/2025) Amendments was done on the draft layout plan and needs to be included in the SDF Review and taken for public participation (14/07/25)**	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. **SG Diagram and Regulation 38 certificate is oustanding.**	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 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. 07/03/2025. By law awaiting Council Approval for public participation. 10/06/25**	Manager: LPA See previous comments on item)	In progress
11-Dec-20			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.	Manager BC	

			That all the objectors be notified timeously of the date and venue for the virtual hearing.			Manager BC	
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. (09/01/2025). The appointed service provider has submitted application on Ovvio for approval purposes under reference number JL2425-00140 on 27 February 2025 (06/03/25). Application undergoing public participation. (10/04/25) **Town Planning assessing the application for approval. (14/07/25)**	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 was done on 2 February 2024 with no success 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 resolution be rescinded considering it is a different owner.(14/10/2024) Managed to get hold of the person on the telephone number provided on the Ovvio system however the person indicated that she is not Ms. Tuswa Nocamagu Haynes. (26/11/24). An item will be submitted to Council to rescind the resolution (09/01/2025) **An item will be submitted to next Portfolio Committee to close the application (14/07/25)**	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. Considering the submission above - no further action required herein from Legal services	Manager: Legal Services / Manager L&P	No action required
31-May-21	21/05/PD1	**PROGRESS REPORT: ALIENATION OF 98 WET ERVEN: KRUISFONTEIN**	That Council grant authorization to the Accounting Officer to the conclude Option to Purchase agreements as the Grantor on behalf of the Municipality.	Matter was referred to top management and it was resolved that the item be sent back to Council with new	The Department had to reevaluate the beneficiaries. Meeting was held with the Cllr to discuss the implication. A new item to be tabled to Council after consultation with the affected beneficiearies. (11/03/2024) It is aniticipated that an item will be tabled to the May Council Meeting. (15 April 2024). A meeting was held with the affected residents on 30 April 2024 to discuss the way forward on disposal (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) Item was tabled at Council Meeting of 30 October 2024 to rescind previous resolution and in-principle approval to alienate at no cost. (26/11/2024). Verication done. Awaiting comments from P Treasury (09/01/2025) Follow-up was done to Provincial Treasury to enquire on the awaited comments however we still awaiting comments (06/03/25) **Duplicate : Please remove (14/07/25)**	Director:PDT/ Manager L&P	Complete
	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 (27/11/24). **Transfer process currently underway (14/07/2025)**	Director:PDT/ Manager L&P	In Progress

31-May-21	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) It was resolved that the standing Council resolution be implemented. However, a new application may be submitted to lease the portion requested. (27/11/2024). Awaiting confirmation of acceptence by the applicant (09/01/2025) The applicant has requested for a meeting on 17 April to discuss the way forward in respect of their application (10/04/25) The meeting was rescheduled on request of the applicant and has now been scheduled for 30 May (13/05/25). Applicant agreed to accept the Council resolution. 10/06/25 **Disposal and transfer in progress (14/07/2025)**	Director:PDT/ Manager L&P	In progress
			That Council consider disposing the immovable property contemplated herein to Teen Challenge as a social care user at 25% of the fair market value.	Will be considered in the sale agreement.	To commence once council's final approval has been obtained.	Director:PDT/ Manager L&P	In progress
			That if the land was to be sold by the applicant, it only be sold back to Council.	Will be considered in the sale agreement.	To commence once council's final approval has been obtained.	Director:PDT/ Manager L&P	In progress
30-Jul-21	21/07/PD9	APPOINTMENT OF KOUGA MUNICIPALITY AS AN IMPLEMENTING AGENT FOR THE CONSTRUCTION OF INTERNAL SERVICES FOR THE HANKEY 990 HOUSING PROJECT	That the interest accumulated from the grant funding be ringfenced for future Human Settlements projects.	To be confirmed	Awaitng confirmation if money can be reinfenced.	CFO	In progress
			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. 07/03/2025. PMU is currently busy with the appointment of a service p[rvider for phase 3 of the projects. 10/06/2025. Expenditure report as at 17 July 2023 will be presented to the next council meeting. 14/07/2025**	Manager HS	In Progress
31-Aug-21	21/08/PD11	ESTABLISHMENT OF AN AUTISM CENTRE - APPLICATION FOR RIGHT TO USE/MANAGE MUNICIPAL LAND: ERF 5812 JEFFREYS BAY	That all the legislative processes contemplated herein commence and be concluded in line with Council resolution 21/02/PD14.	The closure of public place has been completed. Town Planning indicated that the Department is currently under pressure and will not be able to do rezoning in-house. A meeting was also held with the applicant on 6 March to discuss the application and way forward. It was agreed that the applicant proceed and submit designs and site development plan whilst Council finalise the rezoninng. Requisition was submitted on 28 July 2023 to SCM for an order.	Three quotations for rezoning was received and requisition has been submitted to SCM on 28 July 2023 under requisition number 150707 awaiting order. Order was received from SCM and instruction was given to service provider on 11 September 2023 to proceed with the rezoning of erf 5812. It was requested that the Department establish whether the applicant still want to continue with the project as it would appear the applicant are not proceeding with the development. A letter was sent to applicant to confirm if they still proceeding with development. Written reply was received from applicant on 5 February 2024, applicant indicated that they will still develop the Autism Centre on erf 5812. The rezoning application was formally submitted on the Ovvio System on 31 January 2024 for processing and consideration under reference no. JL2324-00105. (11/03/2024). Rezoning application in progress (17 April 2024). Application for rezoning was advertised in the local newspaper on 16 May 2024 for public participation. (16 May 2024) Public participation will be completed on 17 June 2024 (12/07/2024) Public participation 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). Awaitng building plans from the applicant. (09/01/2025) **T**he Department have been trying to make contact with the applicant to no avail, if the applicant can't be traced the Municipality must consider call for proposals for interested parties to develop a Special Needs School (10/04/25) **A last attempt will be made to contact the applicant and establish whether the applicant still want to proceed with the development. (14/07/25)**	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
14-Oct-21	21/10/PD3	**SALE OF 98 WET ERVEN**	That the proceeds from the Sale of 98 Wet erven be ring-fenced for roads upgrades and social infrastructure in the 98 wet erven area.	Matter was referred to top management and it was resolved that the item be sent back to Council with new method of disposal.	The Department had to reevaluate the beneficiaries. Meeting was held with the Cllr to discuss the implication. A new item to be tabled to Council after consultation with the affected beneficiearies. (11/03/2024) It is aniticipated that an item will be tabled to the May Council Meeting. (15 April 2024). A meeting was held with the affected residents on 30 April 2024 to discuss the way forward on disposal (free of charge) and different options that residents need to decide upon as well as the implications to take into consideration. It was also agreed that residents to visit the office once they have decided on the option they want to go with. (16 May 2024) The Human Settlements Department 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) Item was tabled at Council Meeting of 30 October 2024 to rescind previous resolution and in-principle approval to alienate at no cost. (26/11/2024). Verication done. Awaiting comments from P Treasury (09/01/2025) Follow-up was done to Provincial Treasury to enquire on the awaited comments however we still awaiting comments (06/03/25). Received comments back from Provincial Treasury and item will be tabled to next Portfolio Committee Meeting (10/06/25) **Duplicate: Complete**	Director:PDT/ Manager L&P	Complete
28-Oct-21	21/10/PD5	**DISPOSAL AND TRANSFER OF PRE-94 MUNICIPAL HOUSES IN SEA VISTA**	That the Accounting Officer be authorised to enter into an Offer to Purchase Agreement with the occupants and appoint conveyancers to effect transfers.	Confirmation has been requested from the Provincial Department of Human Settlements on 04 April 2023 to give confirmation on the appointed service provider. De Wet & Stryder . W Langson and Asssociates were appointed by the Dept of Human Settlements to attend to the pre-94 transfers.	Meeting where held on the 20th September 2023 at the Provincial Dept of Human Setlements and Municipalities in SBD to discuss TOR of appointed conveyances. Deed of sales wil be submitted on the 27th of September 2023. All Deed of Sales submitted to appointed service provider. Power of Attorneys and Rates Clearance signed in December 2023 and submitted to Conveyancer. Awaiting transfer of properties. Transfer of properties in progress. (12/08/2024). Awaiting finalization of transfers. (09/01/2025) **Transfer of properties in progress (14/07/25)**	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). Item was presented to Portfolio Meeting on 30 October 2024. (27/11/2024) Council granted final approval on 13 December 2024 (09/01/2025) The Council resolution was given through to Department of Public Works to proceed with the finalisation of donation and transfer of the devolved properties to Kouga LM (06/03/25) **Transfer of the properties in progress (14/07/25)**	Dir. PD&T	In Progress
31-May-22	22/05/PDT2	**IMPOSING OF MANDATORY INSTALLATION OF RAINWATER HARVESTING TANKS FOR NEW BUILDINGS IN KOUGA MUNICIPALITY IN RESPONSE TO DROUGHT**	That 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.	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 final draft. (14/10/2024) Progress meeting scheduled to take place on 04/12/2024. Update will be provided after the meeting. (28/11/2024). Updated feasibility study presented in November 2024. Final study expected 31 January 2025. (09/01/2025)** . Final draft recieved. Appointment was made for design control guidelines. 07/03/2025. Department has appointed consultants for subdivision and environmetal studies. 10/06/25	Manager TP	In Progress
			That Council authorizes the Department Planning & Development to proceed with the rezoning of a portion of Portion 1 of the Farm Humansdorp No.499 from "Agricultural Zone 1" to "Special Zone' to accommodate the intended uses for an" Integrated Industrial Development Zone" as previously described.	Application is in progress	Application for environmental authorisation is in progress	Manager TP	
			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.	POA signed by MM	Project is in progress.	Manager TP	
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 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. The process may take more than 12 months. (27/11/2024). Environemental study currently underway. 09/01/2025. **Environmental studies still in progress (14/07/25) Duplicate: Final approval already granted on this in-principle approval**	Director:PDT/ Manager L&P	Complete
			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	Complete
			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	Complete
			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	Complete
	22/08/PDT11	**ACQUISITION OF IMMOVABLE ASSET: TRANSFER OF PROVINCIAL ROADS: DA GAMA ROAD, ST. FRANCIS DRIVE & WOLTEMADE STREET TO KOUGA MUNICIPALITY**	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). **Transfer in progress (14/07/2025) - Please remove duplicated in line 100 - Final approval already granted on this in-principle approval**	Manager: Land & Property Admin	Complete
09-Dec-21	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). Transfer in progress. (09/01/2025) **Transfer still in progress the appointed Legal Firm confirmed that they are awaiting payment from applicant in order to proceed with transfer. (14/07/25)**	Manager: L&PA	In Progress

09-Dec-21	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. Awaitng responses to comments from service provider. 27/11/2024. Follow up was done on 06 January 2025. Service provider finalising comments (09/01/2025).** Updated Draft was presaented to MAYCO. Awaiting approval by Council. 10/06/2025. Will be submitted to Council for adoption together with MSDF. Duplication: Further comments will be provided under item 174. (2025/07/16)	Manager: P&D	
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) A revised item included on the December Council Agenda. 28/11/2024. Previous resolutions rescinded by Council on 13 Dec 2024. The item will be refered to Portfolio Committee (09/01/2025). **Tender process has commenced to appoint a service provider to conduct a feasibility study on the land parcels around the Golfcourse. (14/07/25)**	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. 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. That it be noted that the NPO will be responsible for all administrative costs in respect of the development of the property. That public participation process and stakeholder engagement be embarked on after which an agreement be concluded. That a Service Level Agreement (SLA) be concluded with the successful NPO for the funding of the Shelter.	Objections received against alienation of Erf 5972, Jeffreys Bay. New site has been identified and process has started to acquire erf 335 portion 23, Humansdorp RD.	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). Valuations refered to the Office of the MM for consideration. 27/11/2024. Budget requested to acquire an alternastive property. (09/01/2025) An item for the aquistion of the property will be submitted to the next Portfolio Committee (06/03/25) It was tabled at the April Portfolio Committee Meeting for approval to purchase Erf 335 portion 23. (14/04/25) Obtained approval from the April Council Meeting to acquire erf 335 portion 23 and informed the seller on the decision of Council for indication of acceptance of the offer. (13/05/25). **Negotiations with the propoerty owner still in progress. (14/07/2025)**	Manager: L&PA Manager: L&PA Manager: L&PA 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) Appointment in process. 08/01/2025. Provincial Department of Human Settlements has indicated in meeting held on 06 March 2025, that they will request to extend the scope of one of the Contractors appointed for the Ocean View Project to complete the outstanding 6 houses in Patensie. (10/06/2025). Upahla Construction (PTY) LTD was appointed to complete the rectification project. 14/07/2025	Manager: Human Settlements	On-going

31-May-23			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.		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) Appointment in process. 08/01/2025. Provincial Department of Human Settlements has indicated in meeting held on 06 March 2025, that they will request to extend the scope of one of the Contractors appointed for the Ocean View Project to complete the outstanding 6 houses in Patensie. (06/03/2025). KLM submitted request to PDoHS to finalise the project. 10/04/25. DPoHS finalising appointmernt of a contractor. **14/07/2025.**	Manager HS	
	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	The Department of Public Works manages state entity immovable assests: The user department which in this case is the Department of Health is required to submit a request the Department of Publics Works for the acqusition of property. The Department of Health and the Rotary Club have been informed to forward request for acquisition to the Department of Public Works, as acceptance of property by the DPW through acqusition must follow neccesary procedures and approval from DPW relavant commitees. (14/04/2024). **Still awaiting acceptance of the property by the DPW (14/07/25)**	Manager L&P	In progress
30-Jun-23	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	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) Appointment in process. 08/01/2025. Provincial Department of Human Settlements has indicated in meeting held on 06 March 2025, that they will request to extend the scope of one of the Contractors appointed for the Ocean View Project to complete the outstanding 6 houses in Patensie. (10/06/2025). Policy was approved by Council in June 2025. 14/07/2025	Manager Human Se	Complete

	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	Duplication: Refer to comments provided under Item no. 271	Manager P&D	Duplication
30-Jun-23			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.	Draft document approved by Council	Manager P&D	Duplication
	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	An item will be tabled to the May Council for final approval. (14/04/2025) The item will be presented to Council for final approval and method of disposal after the demolition of the dilapidated structure which is expected before end of June 2025 (13/05/2025) **The Kouga Cultural Centre was demolished and project completed on 6 June. (14/07/25)**	Manager L&P	In progress
	23/08/PD4	ALIENATION OF ERF 2330, HUMANSDORP TO THE MORAVIAN CHURCH OF SOUTH AFRICA	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.	**A draft Land Alienation Strategy has been developed and will be submitted to next Portfolio Committee Meeting. (10/06/25)**	Manager L&P	In progress
			That Council authorizes the Accounting Officer to enter into a Deed of Sale for the purpose of transferring the said property.	Item was submitted to Council for final approval on 31 August 2023 and final approval was granted.	Instruction given to Legal Services to proceed with disposal and transfer process. Disposal and transfer in progress (12/08/2024) Legal services confirmed that appointed service provider are still busy with transfer of the transfer (14/10/2024).Transfer in progress. 09/01/2025. The conveyance attorney corresponded with our department on 3 April 2025 with issue relating to the original subdivision of the property and conditions in the title deed relating to lease hold. (14/04/25) **Information to assist the conveyancer was provided (14/07/25)**	Manager L&P	In progress
22-Aug-23			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.**	Manager L&P	In Progress
	23/08/PD8	ALLOCATION OF STREET AND AREA NAMES: VARIOUS GOVERNMENT SUBSIDISED HOUSING PROJECT: KRUISFONTEIN AND PELLSRUS	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. Awaitng submision of building plans.**	Manager L&P	In progress
			That the Infrastructure and Engineering Directorate erect the street and area names in accordance with the approved street and area names.		Council resolution was circulated to Techncical 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 (09/01/2025) **The new street names and numbers was sent to relevant departments for updating purposes. (14/07/25)**	Manager L&P	In progress
14-Dec-23	23/12/PD2	ALIENATION (LEASE) OF ERF 512, HANKEY	That Council grant in-principle approval for the long-term lease of Erf 512, Hankey for 9 years and 11 months.	Item was tabled in December 2023 Council Meeting. Application received one objection during public participation, a meeting has been setup for the week of 11 March 2024 with current lessee to negotiate the possibility of the two parties to work together on the property. An item will then be crafted for the April Council Meeting. (11/03/2024)	In-principle approval received. A meeting had been scheduled for 13 June 2024 with the current lessee. (12/06/2024) Meeting was held with current leasees who indicated that they do not have a problem for Mr. Tee to utilise the building but requested for alternative land. (12/07/2024) An item will be tabled to next Portfolio Meeting. (12/08/24) The Department are still looking for alternative land to accomodate Red Lions Rugby Club to swop with erf 512 Hankey (09/01/2025) **The Department will meet with Red Lions to discuss a way forward and to finalise the application. 14/07/2025**	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 provider was hold back awaiting the outcome of negotiations.** (11/03/2024)	Service Provider to be appointed and cost be recovered from the applicant.	Manager L&P	In Progress

			That the flood line in relation to the building on the property be determined.	In-priciple approval received from Council.	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. Awaitng lease agreement (09/01/2025) **Legal services in the process to provide draft lease agreement (14/07/25)** Duplicate: **please remove already received final approval**	Manager L&P	Complete
	23/12/PD6		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. Awaitng lease agreement (09/01/2025) **Legal services in the process to provide draft lease agreement (14/07/25)**	Manager L&P	In progress
	23/12/PD7	**(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 to expidite same, being mindful of the large volume of decisions taken recently and instructions. Awaitng lease agreement (09/01/2025) **Legal services in the process to provide draft lease agreement (14/07/25)** Duplicate**: please remove already received final approval**	Manager L&P	Complete
14-Dec-23	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. (09/01/2025) **Request for three quotations have been sent to potential service providers (14/07/25)** Duplicate**: Final approval granted further below on action sheet.**	Manager L&P	Complete
			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. Awaitng lease agreement (09/01/2025) **Legal services in the process to provide draft lease agreement (14/07/25)** Duplicate	Manager L&P	Complete Complete
	23/12/PD13	**ALIENATION OF ERF 137, PELLSRUS (LIZO PATRICK LETSEKHA)**	That Council authorises the Accounting Officer to enter into a Deed of Sale for the purpose of transferring the said property.	Final approval received from Council. Instruction was given to legal services to attend to the transfer of property. (11/03/2024)		Manager L&P	Complete
			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 (27/11/2024). Legal Department finalising the transfer (09/01/2025**) Transfer still in progress (14/07/25)** Duplicate**: Final approval already granted further down on action sheet.**	Manager L&P	Complete

	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 (27/11/2024). Transfer is in progress (09/01/2025) **Transfer still in progress (14/07/25)**	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)	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. Awaitng lease agreement (09/01/2025) **Legal services in the process to provide draft lease agreement (14/07/25)**	Manager L&P	In progress
	23/12/PD17	**LEASE OF A PORTION OF ERF 164, JEFFREYS BAY FOR A HIGH TELECOMMUNICATIONS MAST – (MTN TOWER/INSRI BASE STATION)**	That an annual escalation be included in the lease agreement.	Final approval received from Council. Instruction was given to legal services to attend to the transfer of property. (11/03/2024)	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. Awaitng lease agreement (09/01/2025) **Legal services in the process to provide draft lease agreement (14/07/25)**	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. Applicant provided written communication and same have been discussed with Legal Services who will respond in writing to the demands of the applicant (06/01/2025) A response letter was sent to the applicant on 3 March 2025 to respond to his requests (10/04/25) Meeting was held with the applicant on 9 May to discuss the conditions of draft lease agreement and claims made by applicant (10/06/25**) A meeting was held with Town Planners appointed by the applicant to discuss the land use application process we are now awaiting submission to our Town Planning Department (14/07/2025) -** Duplication: **Complete as final approval already granted further down on action sheet (14/07/25**	Manager L&P	Complete
14-Dec-23	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. (06/01/2025) **Still awaiting inputs from the applicant on draft agreement (06/03/25)** Duplication this item the final resolution captured in line 178. Complete: **Final approval already granted on this application and captured further down on the action sheet.**	Manager L&P	Complete
	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 are recieved, item will be submitted to December Council for final approval. (27/11/24). Item considered by Council in December 2024. Shall be refered to Legal for lease agreement. 09/01/2025 Instruction was sent to legal services to proceed with the drafting of lease agreement (06/03/25) The site are being cleared as per request from the applicant (14/04/25) Site clearing still in progress (10/06/25) Duplicate **Complete: Final approval already obtained from council (14/07/25)**	Manager L&P	Complete
			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	Complete

	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 to expidite same, being mindful of the large volume of decisions taken recently and instructions. Awaitng lease agreement (09/01/2025) Legal services in the process to provide draft lease agreement (10/06/25) Duplicate: **Final approval already granted on seperate resolution number.**	Manager L&P	Complete
14-Dec-23	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. (27/11/2024). **Awaiting comments from appointed service provider on the draft amendments. 09/01/2025. Draft awaitng approval by Council for public paticipation. 10/06/2025. Draft amedments to land use scheme was approved for public participation by the Council on 26 June 2025 - 14/07/2025.** Duplication: Further comments will be provided under Item no. 260	Manager: TP	
	23/12/PD32	**REQUEST FOR COUNCIL'S FINAL APPROVAL: A PORTION OF PORTION 4 OF THE FARM ZWARTENBOSCH NO. 347: TEEN CHALLENGE SA (NEW NAME SALVATION SOUTH AFRICA KOUGA)**	That Council grant authorisation to the Accounting Officer to enter into a Deed of Sale with the Salvation SA Kouga	Final approval had been received from Council	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) It was resolved that the standing resolution be implemented. 09/01/2025 The applicant has requested for a meeting on way forward (06/04/25) Meeting was rescheduled and a date will be confirmed by both parties (13/05/25) Meeting was held with applicant who agreed to accept the portion of land in line with the Council resolution. (10/06/25) **Disposal and transfer process in progress (14/07/2025)**	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 then dubmision to Council for permision to proceed with public participation. 27/11/2024. **Draft amendments refered to Legal Department for comments. 10/03/2025. Final draft awaitng approval by Council for public participation. 10/06/2025. Draft amedments to the By-law were approved for public participation by the Council on 26 June 2025 -** Matter is duplicated. Further comment will be provided under Item no. 25714/07/2025	Manager P&D	
			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: P & D	Duplication
28-Feb-24	24/02/PD6	**REQUEST FOR ALIENATION (LEASE) OF A PORTION OF ERF 300, PATENSIE**	That Council grant authorisation to the Accounting Officer to advertise Council's intention to alienate a portion of Erf 300, Patensie by way of a longterm lease agreement.	Item was prepared for the February 2024 Council Meeting. Notice for public participation has been prepared and should be placed on 14 March.	In-principle approval received from Council. (11/03/2024) Public participation completed. Item for final approval will be tabled to the Council Meeting once applicant has submitted the outstanding business proposals. (09/01/2025) **Still awaiting proposal from applicant (14/07/25)**	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 (09/01/2025)	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. (06/01/2024) **Still awaiting business proposal (14/07/25)**	Manager L&P	In progress

	24/02/PD10	**REQUEST FOR COUNCIL'S FINAL APPROVAL FOR THE DISPOSAL OF ERF 600, PELLSRUS**	That Council authorizes the Accounting Officer to enter into a Deed of Sale for the purposes of transferring the said property.	Item was prepared for the February 2024 Council Meeting.	Instruction was sent legal services to proceed with disposal and transfer. (11/03/2024) Disposal and transfer in progress (10/01/2025) **Transfer in progress (14/07/25)**	Manager L&P	In progress
	24/02/PD11	**REQUEST FOR COUNCIL'S FINAL APPROVAL FOR THE DISPOSAL OF ERF 2734, SEA VISTA**	That Council authorizes the Accounting Officer to enter into a Deed of Sale for the purposes of transferring the said property.	Item was prepared for the February 2024 Council Meeting.	Instruction was sent legal services to proceed with disposal and transfer. (11/03/2024) Disposal and transfer in progress (13/01/2025) **Transfer in progress (14/07/25)**	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 tabled to Council in December for final approval. Disposal process will commence in Feb 2025 (09/01/25) **I**tem for final approval will be tabled to the next Council Meeting (14/04/25) **The department has developed draft Land Alienation Strategy which will inform the municipality how to proceed with alienation of municipal owned properties (14/07/25)**	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.(14/07/2025)**	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. (09/01/2025**) Still awaiting feedback and inputs from applicant (14/07/25)**	Manager L&P	In progress
27-Mar-24	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.	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. Applicant provided written communication and same have been discussed with Legal Services who will respond in writing to the demands of the applicant (06/01/2025) A response letter was sent to the applicant on 3 March 2025 to respond to his requests (10/04/25) Meeting was held with the applicant on 9 May to discuss the conditions of draft lease agreement and claims made by applicant (10/06/25**) A meeting was held with Town Planners appointed by the applicant to discuss the land use application process we are now awaiting submission to our Town Planning Department (14/07/2025)**	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 lease agreement. (14/07/2025)**	Manager L&P	In progress
			That the Accounting Officer be authorized to enter into a written Lease Agreement with the applicant herein and that an annual escalation clause be included in the written lease agreement.	Final approval was obatined.	Awaiting lease agreement. (09/01/2025)	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 Council. (26/11/2024) Item approved by Council in Dec. lease agreement to be finalised (09/01/2025) **Drafting lease agreement in progress (14/07/2025)**	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 (09/01/2025) **Transfer in progress (14/07/25)**	Manager L&P	In progress

27-Mar-24	24/03/PD19	**LAND AND PROPERTY ADMINISTRATION: DISPOSAL OF A PORTION OF ERF 873, JEFFREYS BAY (JEFFREYS BAY BOWLING CLUB)**	That the town planning processes be finalized for the portion of Erf 873, Jeffreys Bay and that the cost be for the applicant.	Final approval was obatined.	Item was submitted to Council for final approval 27 March 2024 and final approval was granted. (15 April 2024) Disposal and transfer in progress. (09/01/2025) The applicant is responsible for the subdivision of the portion of erf 873 and was provided with a Power of Attorney to bring the application 14/04/25) **The disposal and transfer in progress (14/07/25)**	Manager L&P	In progress
			That Council authorises the Accounting Officer to enter into a Deed of Sale for the purposes of transferring the said portion of the property.		**Draft Deed of Sale has been prepared. (14/07/25)**	Manager L&P	In progress
27-Mar-24	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) **Transfer in progress (14/07/2025)**	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. (14/07/2025)**	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. (14/07/2025)**	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
27-Mar-24	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). The applicant was provided with a power of attorney and in the process of appointing a service provider for subdivision and rezoning. 27/11/2024. Awaiting land use application from the applicant. 09/01/2025 Still awaiting land use application from applicant (14/04/25) **The disposal and transfer in progress (14/07/25)**	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.	To be done after TP approval.	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. (09/01/2025) **Awaiting lease agreement (14/07/25)**	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. 14/07/2025**	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.09/01/2025 **Still awaiting environmental authorisation (14/07/25)**	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.	Awaitng environmental approval.	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	To be considered	Manager L&P	In progress
27-Mar-24	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. (14/07/2025)**	Manager L&P	In progress
27-Mar-24	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. (14/07/2025)**	Manager L&P	In progress
	24/03/PD29	**REQUEST FOR COUNCIL'S FINAL APPROVAL FOR ALIENATION (LEASE) OF ERF 7263, JEFFREYS BAY (OCEANVIEW)**	That Council authorizes the Accounting Officer to enter into a written long-term lease agreement with Mizamoyethu Community Centre.	Item was tabled for in-principle approval at December 2023 Council Meeting	Legal Department to be informed of the annual escalation. Legal Services in the process to draft long-term lease agreement (12/06/2024) Awaiting draft lease agreement from Legal Services. (10/06/25) **Lease agreement completed (14/07/25)**	Manager L&P	Complete
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 COURT**	That Council consider the request and grant in-principle approval for the alienation of erf 275, Humansdorp to the National Department of Public Works and Infrastructure by way of a land swop.	Item for in-principle approval was tabled to May Council Meeting.	In-principle approval obtained from council (12/06/2024) Public participation completed. (12/07/2024) 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). Item reeived final approval from Council (27/11/24). Awaiting formal offer from DPW. 09/01/25 **Still awaiting formal offer from DPW (10/06/25)** Duplicate**: Final approval lower down on action sheet**	Manager L&P	Complete
			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). Item approved by Council. **Awaitng swop offer from DPW. (10/06/2025)** Duplicate		Complete
			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. 10/06/2025)** Duplicate	Manager L&P	Complete
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. 09/01/2025 **Still awaiting approval of land use rights (14/07/25)**	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. 09/01/2025**. Still awaiting land use rights approval (14/07/25)**	Manager: L&P	
			That an escalation be included in the lease agreement.	Item for in-principle approval was tabled to May Council Meeting.	To be included in the lease agreement 09/01/2025	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 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 agrrement. 09/01/2025. **Still awaiting lease agreement (10/06/25)** Duplicate**: Final approval lower down below on action sheet**	Manager: L&P	Complete
			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 agrrement. 09/01/2025. **Still awaiting lease agreement (10/06/25)** Duplicate**: Final approval lower down below on action sheet**	Manager: L&P	Complete

	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 granted by Council. Draft lease agreement has been prepared for consideration by applicant. 09/01/2025 Still awaiting applicant inputs and feedback on draft lease agreement provided to the applicant (14/04/25) **Lease agreement has been amended and in the process to be conculded with applicant (10/06/25)** Duplicate: **Final approval already granted further below on action sheet**	Manager: L&P	
31-May-24	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. 09/01/2025 Still awaiting draft lease agreement (10/06/25) Duplicate**: Final approval already granted further down on action sheet**	Manager: L&P	Complete
			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 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 (09/01/2025) **Still awaiting draft lease agreement (14/07/25)**	Manager: L&P	
31-May-24	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. (09/01/2025) **Transfer process still in progress (14/07/25)**	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.	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 preparing responses to all comments recieved. Awaitng approval. The item will be approved together with the MSDF. 13/05/25**	Manager:TP	
30-Jul-24	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. Service provider appointed for preliminary studies and designs. 27/11/2024. **Preliminary studies still in progress (10/06/2025)**	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	Deed of donation in progress.	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	Manager: L&P	
	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.(27/11/2024) Service provider to be appointed mid-February (13/01/25) **Three quotations have been requested (14/07/25)**	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 (27/11/24) Disposal and transfer in progress (13/01/25) **Transfer in progress (10/06/25)**	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). Awaiting finalisation of disposal and transfer (27/11/2024) Transfer in progress (13/01/25) **Transfer in progress (14/07/25)**	Manager: L&P	
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. (09/01/2025) **Lease agreement was sent to applicant to consider (14/07/25)**	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
			That an escalation be included in the lease agreement.	Will be included in contract.	Instruction given to Legal 2 September 2024.	Manager: L&P	In Progress
30-Oct-24	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**	That Erf 3625 Kruisfontein be subdivided and rezoned for disposal to the current occupants after consultation.	TOR drafted	**Item will be tabled to the August Portfolio Meeting for final approval (14/07/25)**	Manager L&P	
	24/10/PD2	**REQUEST FOR FINAL APPROVAL: ALIENATION (LEASE: RIGHT-TO-USE) PORTION 7 OF FARM 688, HUMANSDORP RD (GEELHOUTEBOOM)**	That 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.	Approval granted by Council (30/10/2024)	Matter have been refered to Legal for actioning (27/11/24) Agreement to be finalised with all applicants (13/01/25) **Awaiting draft lease agreement (14/07/25)**	Manager: L&P	In progress
			That the number of livestock be aligned with the carrying capacity of the natural resource to ensure limited degradation (soil erosion and bush encroachment).	Approval granted by Council (30/10/2024)	A meeting scheduled with Economic Development and our Local DRDAR office to request finalization of veld management and economic viability report. (14/10/24) Site visit with DRDAR to commence with feasibility studies will take place on 3 December 2024. (27/11/2024) Site visit was conducted as part of the feasibility studies (13/01/25) **Awaiting feasibility report (14/07/25)**	Manager: L&P	In progress
	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**	That an annual escalation be included in the lease agreement.	Will be included in contract.	**Condition will form part of the lease agreement (14/07/25)**	Manager: L&P	In progress
			That the design and installation methodology of the equipment be pre-approved by the Civil and Water Directorate.	Recommendation to be implemented.	Matter have been refered to Civil & Water for actioning (27/11/24) **Civil and Water in the process to finalise this process (14/07/25)**	Manager: L&P	In progress
		REQUEST FOR COUNCIL'S FINAL APPROVAL:	That an annual escalation be included in the lease agreement.	Will be included in contract.	Matter have been refered to Legal for actioning (27/11/24) **Condition will form part of the lease agreement (14/07/25)**	Manager: L&P	In progress

	24/10/PD4	ALIENATION LEASE OF LAND FOR A TELECOMMUNICATIONS MAST AND BASE STATION (HEROTEL) – A PORTION OF ERF 406, PARADISE BEACH	That the design and installation methodology of the equipment be pre-approved by the Civil and Water Directorate.	Recommendation to be implemented.	Matter have been refered to Civil & Water for actioning (27/11/24) **Civil and Water in the process to finalise this process (14/07/25)**	Manager: L&P	In progress
	24/10/PD5	REQUEST FOR COUNCIL'S FINAL APPROVAL: SELLING OF ERF 1245, PELLSRUS TO MEALS ON WHEELS	That Council authorizes the Accounting Officer to conclude a Deed of Sale to transfer the said property.	Approval granted by Council (30/10/2024)	**Instruction sent to Legal Services to implement resolution (14/07/25)**	Manager: L&P	In progress
30-Oct-24	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	That Council makes budgetary provision for the erection of the new street names contemplated herein on the relevant public roads.	Approval granted by Council	Budget to be provided by Civil and Water	Manager: L&P	
	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	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.	Approval granted by Council (30/10/2024)	**Awaiting swop offer from DPW (14/07/25)**	Manager: L&P	In progress
			That the Department retains the Market Building in their designs for the new Court including maintaining its character and restoring it.	Recommendation to be implemented.	Communication to be send to the Department of Public Works	Manager: L&P	In progress
			That a land swap between Erf 275 Humansdorp be done with Erf 3010 Hankey before the finalisation and signing off processes.	Confirmation letter received from the Department of Public Works on 17 October 2024 for the land swop.	Awaitng feedback from DPW (06/03/25)	Manager: L&P	In progress
		REQUEST TO RESCIND PREVIOUS COUNCIL RESOLUTION AND TO GRANT APPROVAL IN-PRINCIPLE TO APPLY FOR SECTIONAL DEPROCLAMATION OF PROVINCIAL ROADS MR00389 AND MN50027	That Council grant in-principle approval for the sectional de-proclamation of provincial road MR00389, which includes Da Gama Road, St. Francis Street and from (link B to link C as indicated in annexure B) to Kouga Municipality in order to manage and maintain the roads with the exclusion of Main Road – Humansdorp.	Approval granted by Council. Proposed MoU submitted to DoT. Feedback: Certain minor adjustments were to be requested by DoT. Such has not been received to data. Periodic follow ups are being made.	**Matter for C&W**	Dir; C&W	
08-Nov-24	24/11/PD12		That Council grant authorisation to the Accounting Officer to proceed with the formal application process to the Provincial Department of Transport in respect of the custodianship and maintenance of Da Gama Road, St Francis Drive and from (link B to link C as indicated in annexure B) while the process of de-proclamation is in progress, and to enter into the required and appropriate agreements to give effect to same.	Approval granted by Council. Request was submitted to DoT based on similar request by NMBM. KLM awaits official feedback. Periodic updates are being made.	**Resolution to be implemeted by Civil & Water Directorate.**	Dir; C&W	
	24/12/PD1	REQUEST TO RESCIND PREVIOUS COUNCIL RESOLUTION AND ACCEPTANCE OF LAND PARCELS OWNED BY THE FORMER NATIONAL HOUSING BOARD TO KOUGA LOCAL MUNICIPALITY	That the acceptance mentioned in the above excludes Erf 110, Thornhill as the Thornhill Combined Primary School is built on this property, therefore, transfer must be to the Department of Education or the Department of Public Works.	Council resolution to be implemented.	Communication to be send to the Department of Public Works (13/01/25) **Communication was sent the DPW (14/07/25)**	Manager: L&P	In progress
			That the Council grant authorization to the Accounting Officer to enter into agreement with the current owners for transfer of the properties to KLM.	Approval granted by Council (13/12/2024)	**Matter have been refered to Legal for actioning (14/07/2025)**	Manager: L&P	In progress
	24/12/PD2	REQUEST FOR COUNCIL'S FINAL APPROVAL FOR ALIENATION (LEASE) OF ERVEN 2084 AND 2085, HUMANSDORP	That the property be used for the purpose applied for (solar plant, charging station, a farm stall and a restaurant), and for no other purpose whatsoever, unless prior written consent has been obtained from the Lessor.	Council resolution to be implemented. Legal department to ensure it is cpatured in the Lease Agreement.	To be actioned after de-proclamation. **In the process to draft lease agreement (14/07/25)**	Manager: L&P	In progress
			That the lease be cancelled if purpose applied for is not implemented within 24 months from date of signed lease agreement.	Council resolution to be implemented. Legal department to ensure it is cpatured in the Lease Agreement.	Matter have been refered to Legal for actioning. **In the process to draft lease agreement (14/07/25)**	Manager: L&P	In progress
			That all costs in respect of the consolidation, rezoning, surveying and any environmental approval, be borne by the applicant.	Council resolution to be implemented. Legal department to ensure it is cpatured in the Lease Agreement.	Applicant to be informed of Council resolution.	Manager: L&P	In progress
13-Dec-24			That an escalation be included in the lease agreement.	Council resolution to be implemented. Legal department to ensure it is cpatured in the Lease Agreement.	Matter have been refered to Legal for actioning.	Manager: L&P	In progress

	24/12/PD3	REQUEST FOR COUNCIL'S FINAL APPROVAL FOR THE ALIENATION OF BUSINESS ZONED MUNICIPAL ERVEN WITHIN THE KOUGA MUNICIPAL AREA	That Council confirms that the immovable properties are not needed for the provision of the minimum level of basic municipal service.	No action required.	No action required.	Manager: L&P	In progress
			That Council confirms the market-related valuations in line with Section 14(2) of the Municipal Finance Management Act: Erf 7294, Jeffreys Bay (R460,000.00) Erf 1826, Hankey (R170 000.00) Erf 259, Patensie (R81,000.00) Erf 32, Loerieheuwel (R40 000.00)	Council resolution to be implemented.	Bidding process to commence. Auctioneer to be informed. (13/01/25) Auctioneer appointed (06/03/25). Process held in abeyance (14/04/25). **The properties have been withdrawn from the auction (14/07/25)**	Manager: L&P	In progress
	24/12/PD4	REQUEST FOR COUNCIL'S AUTHORISATION TO ADVERTISE AND IN- PRINCIPLE APPROVAL FOR THE ALIENATION OF A PORTION OF ERF 1 AND A PORTION OF ERF 6, HUMANSDORP	That Council **grant in-principle approval** to alienate a portion of Erf 1 and a portion of Erf 6, Humansdorp.	Council resolution to be implemented.	In-principle resolution obtained. Council resolution to be advertised for comments / objections (16 January 2025). Public Participation completed. Item to be submitted to May Council Meeting (13/05/25) Final approval obtained from May Council Meeting (10/06/25) Duplicate**: Final approval already granted lower down on action sheet (14/07/25)**	Manager: L&P	Complete
13-Dec-24	24/12/PD4	REQUEST FOR COUNCIL'S AUTHORISATION TO ADVERTISE AND IN- PRINCIPLE APPROVAL FOR THE ALIENATION OF A PORTION OF ERF 1 AND A PORTION OF ERF 6, HUMANSDORP	That a service provider be appointed to finalise planning activities and costs be for the applicant.	Council resolution to be implemented. A Service Provider to be appointed.	Service Provider to be appointed and Applicant to be informed (10/06/25) Duplicate**: Final approval already granted and indicated lower down on action sheet (14/07/25)**	Manager: L&P	Complete
	24/12/PD5	REQUEST TO RESCIND ALL PREVIOUS RESOLUTIONS PERTAINING TO THE ALIENATION OF PORTIONS OF ERF 873, ERVEN 5478, 5479, 5480 5481 AND 8825, JEFFREYS BAY AND GRANT IN-PRINCIPLE APPROVAL AND AUTHORISATION TO UNDERTAKE PUBLIC PARTICIPATION FOR THE ALIENATION OF ERVEN 5478, 5479, 5480, 5481 AND 8825, JEFFREYS BAY	That a full feasibility study be done on the bigger portion of land to determine a way forward.	Council resolution to be implemented.	Service Provider to be appointed 14/04/2025 **Tender process has commenced to appoint a service provider to do a feasibility study on the properties (14/07/25)**	Manager: L&P	In progress
	24/12/PD6	LAND AND PROPERTY ADMINISTRATION: IMPLEMENTATION OF OUTSTANDING TRANSFERS OF PROPERTIES ACQUIRED FROM THE THEN PATENSIE TRANSITIONAL LOCAL COUNCIL (TLC)	That all applicable costs, where necessary, be for the cost of the applicants / purchasers, but in confirmed instances where the applicant / purchaser is unemployed or has confirmed pensioner status, a request be made for the transfer costs to be borne by the municipality.	Council resolution to be implemented.	Report to be compiled and resolution be implemented. 10/01/2025 Meeting was held with the beneficiaries on 12 February 2025 (14/04/25) **In the process to commence with transfers (14/07/25)**	Manager: L&P	In progress
			That Council authorizes the Accounting Officer to enter into respective Deed of Sale to give effect to the intended transfer of immovable property herein	Approval granted by Council (13/12/2024)	Final approval obtained from council (13/12/2024) Instruction given Legal Services to proceed with the disposal and transfer of the properties (9/01/2025). **Disposal and transfer in progress (14/07/25)**	Manager: L&P	In progress
	24/12/PD7	REQUEST TO SWOP: TENDER FOR THE SELLING OF VACANT MUNICIPAL RESIDENTIAL ERVEN WITHIN THE KOUGA MUNICIPAL AREA (TENDER NOTICE 137 OF 2021)	That a full feasibility study be done on the bigger portion of land to determine a way forward.	Council resolution to be implemented.	**Service Provider to be appointed (14/07/2025)**	Manager: L&P	In progress
	25/04/PD3	REQUEST FOR COUNCIL'S FINAL APPROVAL TO ENTER INTO ENCROACHMENT AGREEMENTS WITH RESIDENTS WITH PROPERTIES AFFECTED BY COASTAL EROSION: DEVELOPMENT AND MAINTENANCE MANAGEMENT PLAN FOR THE COASTAL AREA OF CAPE ST FRANCIS VILLAGE	1That Council grant in-principle approval to enter into encroachment agreements with affected private property owners in the Coastal Area of Cape St Francis Village in line with the conditions contained in the Basic Assessment Report.	In -principal approval and authorization to advetise have been obtained from Council (30 April 2025). Advertisement was published for comments and obejectiond on intended leases**(10/06/2025)**.	**In-principle approval obtained from Council. (14/07/25)**	Manager: L&P	In progress
			That Section 14 comments be obtained before disposal of the properties.	Council granted in-principle approval	**In the process to obtain section 14 comments from departments (14/07/25)**	Manager: L&P	In progress
			That Council authorizes the Accounting Officer to obtain the market-related valuation in line with Section 14(2) of the Municipal Finance Management Act.	Council granted in-principle approval	**In the process to appoint service provider to do valuations (14/07/25)**	Manager: L&P	In progress

30-Apr-25	25/04/PD4	25/04/PD4REQUEST FOR COUNCIL'S IN-PRINCIPLE APPROVAL TO DONATE ERVEN 1324 KWANOMZAMO AND 848 PATENSIE TO THE DEPARTMENT OF PUBLIC WORKS	That Council note and consider the report and grants in-principle approval for the alienation of Erven 1324, Humansdorp (Kwa-Nomzamo) and 848 Patensie to the Department of Public Works and Infrastructure by way of a donation subject to: 1,1 That Erf 1324 Humansdorp be subdivided from the residential units. 1,2 That Erf 1324 Humansdorp be consolidated with a portion of the adjacent erf, erf 1983 due to the building been built over both Erf 1324 and Erf 1983. 1,3 That the existing entrance road to Kwa-Nomzamo also transverses Erf 1983 and a "road reserve" must be created over Erf 1983. 1,4 That Erf 848 Patensie be subdivided from the municipal building (community hall).	In -principal approval and authorization to advetise have been obtained from Council (30 April 2025). Advertisement being prepared to be published for comments and objections intended alienation(5/13/2025).	**Obtained in-principle approval from Council (14/07/25)**	Manager: L&P	In progress
			That Council confirms that land will not be required for provision of basic municipal services in the future.	In-principle approval obtained from Council.	In the process to obtain section 14 comments from departments (10/06/25) **Comments have been obtained. Completed. (14/07/25)**	Manager: L&P	Complete
			That Council grants permission for the closure of a portion of the Public Open Space (Erf 1983 Humansdorp) to allow the proposed consolidation.	In-principle approval obtained from Council.	**Process to follow once final approval obtained from Council (14/07/25)**	Manager: L&P	In progress
			That the Department Public Works be liable for all surveying costs regarding the subdivision, consolidation and rezoning of Erf 1324 in Humansdorp and Erf 848 Patensie.	In-principle approval obtained from Council.	**Process to follow once final approval obtained from Council (14/07/25)**	Manager: L&P	In progress
			That the Department Public Works be liable for all costs related to the transfer of properties contemplated herein.	In-principle approval obtained from Council.	**Process to follow once final approval obtained from Council (14/07/25)**	Manager: L&P	In progress
	25/04/PD5	REQUEST FOR COUNCIL TO RESCIND PREVIOUS RESOLUTION AND COUNCIL'S AUTHORIZATION TO ADVERTISE AND IN-PRINCIPLE APPROVAL FOR THE ALIENATION (LEASE) OF ERF 1259, SEA VISTA – ST FRANCIS BAY PADDLING CLUB	That Council rescind resolution 21/09/PD16 and grant in-principle approval for the alienation (lease) of Erf 1259, Sea Vista, to the St. Francis Bay Paddling Club represented by Mr. Charles Jonsson for a period of 9 years and 11 months.	In -principal approval and authorization to advetise have been obtained from Council (30 April 2025). Advertisement being prepared to be published for comments and obejections on intended alienation**(5/13/2025).**	**In-principle approval obtained from Council. (13/05/25) Advert published for comments. (14/07/2025)**	Manager: L&P	In progress
			That Council in terms of Section 14 and 90 of the MFMA and departmental inputs, hereby confirms that the property is not needed in future to provide the minimum level of basic municipal services.	Council granted in-principle approval.	Will now start the process to obtain section 14 comments from departments (14/07/25) **Comments have been obtained from departments. Completed (14/07/25)**	Manager: L&P	Complete
			That Council authorizes the Accounting Officer to obtain the market-related valuation in line with Section 14(2) of the Municipal Finance Management Act.	Council granted in-principle approval.	**Process to follow once final approval obtained from Council (14/07/25)**	Manager: L&P	In progress
	25/04/PD6	REQUEST FOR COUNCIL'S IN-PRINCIPLE APPROVAL FOR ALIENATION (LEASE) OF A PORTION OF PORTION 125 OF FARM 335, HUMANSDORP RD (OCEANVIEW)	That Council grant in-principle approval for the lease of a portion of portion 125 of Farm 335, Humansdorp RD (Oceanview) for 9 years and 11 months to Impact Centre (275-968 NPO) with restrictive conditions in respect of the land usage for the sole purposes of social care uses.	In -principal approval and authorization to advetise have been obtained from Council (30 April 2025). Advertisement being prepared to be published for comments and obejectiond on intended alienation**(5/13/2025)**.	In-principle approval obtained from Council. (13/05/25) Advert published for comments. (10/06/2025**) Public participartion completed (14/07/25)**	Manager: L&P	Complete
		REQUEST FOR COUNCIL'S IN-PRINCIPLE	That Council notes the Feasibility Study and Business Plan together With Conceptual Designs for Erf 499, Humansdorp and Portion 1 & 2 of Farm 347 of Humansdorp Road.	In -principal approval and authorization to advetise have been obtained from Council (30 April 2025). Advertisement being prepared to be published for comments and obejectiond on intended alienation**(5/13/2025)**.	**In-principle approval obtained from Council. (13/05/25). Public participation completed. (14/07/2025)**	Manager: L&P	In progress

	25/04/PD7	APPROVAL AND AUTHORISATION TO ADVERTISE: ALIENATION OF A PORTION OF ERF 499, PORTION OF ERF 1 AND A PORTION OF PORTION 2 OF FARM ZWARTENBOSCH NO 347, HUMANSDORP RD	That Council grant in-principle approval for the alienation of Portion of Erf 1, a portion of Portion 2 of Farm Zwartenbosch No. 347, Humansdorp RD and a portion of Erf 499, Humansdorp (±12Ha) as recommended in the Feasibility Study.	Application tabled at Council.	In-principle approval obtained from Council. (13/05/25). Advert published for comments. (10/06/2025) **Public participation completed (14/07/25)**	Manager: L&P	Completed
			That Council authorises the Accounting Officer to obtain the market related rental for the property.	Council granted approval to obtain market valuations.	**Process will be started to appoint professional valuer (14/07/25)**	Manager: L&P	In progress
30-Apr-25	25/04/PD8	REPORT: REQUEST FOR COUNCIL'S FINAL APPROVAL: TENDER FOR THE SELLING OF VACANT MUNICIPAL RESIDENTIAL ERVEN WITHIN THE KOUGA MUNICIPAL AREA (TENDER NOTICE 137 OF 2021)	That Council grant authorization to the Accounting Officer to finalize the transfers of the properties to the successful bidders.	Council granted final approval.	**pproved by Council. Awaitng finalisation of sale (14/07/2025)**	Manager: L&P	In progress
	25/04/PD9	REQUEST FOR COUNCIL FINAL APPROVAL FOR THE ACQUISITION OF PORTION 23 OF FARM 335, HUMANSDORP RD TO DEVELOP A HOMELESS CENTRE	That Council authorizes the Accounting Officer to enter into negotiations with the registered property owner, in line with the thresholds in 2, above, and submit and offer to the Seller, and enter into a Deed of Sale, should the Seller accept the offer to purchase.	Approval requested from Council to grant authorisation to the Accounting Officer to enter into negotiations.	**Negotiations with seller in progress (14/07/25)**	Manager: L&P	On-going
			That it be noted that once the property is transferred, an NPO be appointed to manage all administration in respect of the development of the property.	Approval obtained from Council.	**The process to commence once the property has been transferred to the Municipality (14/07/25)**	Manager: L&P	In progress
			That the NPO establish an NPC to manage all aspects of the management of the centre, upon which an administrator of the Municipality has a permanent seat.	Approval obtained from Council.	**The process to commence once the property has been transferred to the Municipality (14/07/25)**	Manager: L&P	In progress
			That a Service Level Agreement (SLA) be concluded with the successful NPO for the management of the centre.	Approval obtained from Council.	**The process to commence once the property has been transferred to the Municipality (14/07/25)**	Manager: L&P	In progress
	25/04/PD12	REQUEST FOR COUNCIL'S IN-PRINCIPLE APPROVAL FOR THE ACQUISITION OF UNREGISTERED ERF 3777, HUMANSDORP	That Council grant in-principle approval for the acquisition of unregistered Erf 3777, Humansdorp.	It was submitted to Council for in-principle approval.	**Council granted in-princple approval (14/07/25)**	Manager: L&P	In progress
			That Council authorizes the Accounting Officer to enter into negotiations with the Seller and present an offer to purchase to the Seller with a provision for the beneficial occupation of the immovable property preceding the finalization of the intended transfer.	Approval was granted to the Accounting Officer to enter into negotiations with seller.	**Negotiations with seller has commenced (14/07/25)**	Manager: L&P	In progress
30-Apr-25	25/04/PD13	REQUEST FOR COUNCIL'S APPROVAL TO DEMOLISH THE BUILDING ON UNREGISTERED ERF 3291, HUMANSDORP (KOUGA CULTURAL CENTRE)	That an alternative property be identified for a similar facility.	Item was tabled for final approval.	**The process will now commence to identify an alternative property (14/07/25)**	Manager: L&P	In progress
			That Council engage the Department of Higher Education to explore the possibility of developing a training or educational facility on the site post-demolition.	Item was tabled for final approval.	**The relevant department will be engaged to discuss the possibility of developing a Educational Facility (14/07/25)**	Manager: L&P	In progress
	24/04/PD14	RESCIND PREVIOUS COUNCIL RESOLUTIONS ON UNREGISTERED ERF 3298, HUMANSDORP AND REQUEST FOR AUTHORISATION TO ADVERTISE AND IN-PRINCIPLE APPROVAL FOR THE DONATION OF ERF 3298, HUMANSDORP TO THE PROVINCIAL DEPARTMENT OF EDUCATION	That Council grants approval to rescind previous Council resolutions on Erf 3298, Humansdorp (17/12/F12) and grants In-principle approval to donate Erf 3298, Humansdorp on which the new Boskloof Primary School will be constructed.	Item was tabled to Council for in-principle approval.	Council granted in-princple approval (13/05/25). Notice published for comments. (11/06/2025) **Public participation in progress notice have been advertised (14/07/25)**	Manager: L&P	In progress
			That the applicant be responsible for all development rights applications including the subdivision, rezoning and registration of Erf 3298, Humansdorp.	Council granted in-principle approval.	**The process will commence after council's final approval (14/07/25)**	Manager: L&P	In progress
29-May-25	25/05/PD1	REQUEST FOR COUNCIL'S FINAL APPROVAL FOR THE ALIENATION OF A PORTION OF ERF 1 AND A PORTION OF ERF 6, HUMANSDORP	That the applicant herein be held liable for any and all costs in relation to the subdivision, consolidation and rezoning of the immovable property herein alienated and that such be made a condition of the Deed of Sale to be entered into to affect the intended alienation.	Final approval obtained from Council.	**Applicant informed (11 June 2025) and Power of Attorney given to appoint PSP. (14/07/25)**	Manager: L&P	In progress

		[illegible]	That Council authorizes the Accounting Officer to enter into a Deed of Sale with the applicant.	Final approval obtained from Council. To be actioned.	**Instruction given to Legal (11 June 2025) to draft agreement. (14/07/25)**	Manager: L&P	In progress
13-Jun-25	25/06/PD12	**REQUEST FOR COUNCIL'S APPROVAL FOR THE APPOINTMENT OF MR ADRIAN THORNE AS BUILDING CONTROL OFFICER**	That a certificate of liability be signed by the Accounting Officer for Mr Adrian Thorne.	Awaiting finalisation of the certificate	Awaiting finalisation	Manager BC	
			That Mr Adrian Thorne's CV be distributed to Councillors.	CV To be distributed	CV to be disatributed in July 2025	Manager BC	
26-Jun-25	25/06/PB1	**DRAFT SOCIAL AND RENTAL HOUSING POLICY**	That the Draft Social and Rental Housing Policy be approved by Council.	Approval granted by Council	Policy approved by Council in June Council meeting. 14/07/2025	Manager HS	
			That the Draft Social and Rental Housing Policy be published on the Kouga Municipal Website	To be published on the website	Policy submitted for publication on municipal website. 14/07/2025	Manager HS	
	25/06/PB2	**REVIEW OF THE POLICY AND PROCEDURES FOR THE DISPOSAL OF IMMOVABLE ASSETS**	That the Disposal and Lease of Council Owned Immovable Property be approved.	Item was tabled for final approval.	**Policy was approved by Council (14/07/25)**	Manager: L&P	
			That the Disposal and Lease of Council Owned Immovable Property be published on the Kouga Municipal Website.	Instruction sent to IT to place Policy on website	**Awaiting IT to place on Website (14/07/25)**	Manager HS	
			That the Policy and Procedures for the Disposal of Immovable Assets and the Leasing Policy for Municipal Owned Immovable Property as adopted by Council on 29 October 2020 per Resolution 20/10/PD8 be repealed.	Item was tabled for final approval.	**Policy was approved by Council (14/07/25)**	Manager HS	
			That Council approve the insertion of a new clause, 8.1(c) Page 108, to read as follows: "The Municipal Manager must report all newly signed leases and use rights granted in terms of section 8.1 to Council on a quarterly basis."	Changes will be effected.	**In the process to do amendments (14/07/25)**	Manager HS	
			That the addition of the following wording after "in an emergency" on page 114: "All dispensations granted as an emergency must be reported to Council at its next meeting." be approved.	Changes will be effected.	**In the process to do amendments (14/07/25)**	Manager HS	
	25/06/PB3	**AMENDMENT OF KOUGA MUNICIPALITY SPATIAL PLANNING & LAND USE MANAGEMENT BY-LAW, 2016**	That the Amendments of Kouga Municipality Spatial Planning & Land Use Management By-Law, 2016, be approved by Council.	Approval granted by Council	Approved by Council	Manager TP	
			That the amendments be advertised in line with the provisions of the Spatial Planning & Land Use Management Act, 2013 (Act No. 16 of 2013) and the Municipal Systems Act, 32 of 2000 for public comment and/or objections.		Council approved draft SPLUM By-law amendments on 26 June 2025. Public participation will be indertaken. (2025/(	Manager TP	
			That the policy be returned to Council for adoption upon completion of public partcipation process.			Manager TP	
	25/06/PB4	**AMENDMENT OF THE MUNICIPAL INTEGRATED LAND USE SCHEME, 2021**	That the Amendments to the Municipal Integrated Land Use Scheme, 2021 be approved by Council.		Council approved draft land use scheme amendments on 26 June 2025. Public participation will be indertaken. (202	Manager TP	
			That the approved amendments be published for public comments and/or objections as required in terms of the Spatial Planning & Land Use Management Act, Act 16 of 2013.	To be published in August	Draft Bylaw to be published for comments	Manager TP	
	25/06/PB5	**DRAFT BY-LAWS RELATING TO THE BUILDING AESTHETICS IN THE MUNICIPAL AREA**	That amended Draft By-Laws Relating to the Building Aesthetics in the Municipal Area be approved by Council.	Draft approved by Council	Approved by Council	Manager TP	
			That the amended Draft Kouga By-Laws Relating to Building Aesthetics be published for public comment and/or objections as required by the Local Government: Municipal Systems Act, 32 of 2000, as amended.	To be published in August	By law approved by Council, going for public participation(16 July 2025)	Manager BC	In progress
			That an additional Column I be included which indicates that the Mayoral Committee be allowed to attend all meetings as observers.	Amendment included	Draft Bylaw to be published for comments	Manager BC	
	25/06/PD4	**APPLICATION FOR LEVEL 1 ACCREDIATION FOR IMPLEMENTATION OF HUMAN SETTLEMENTS PROJECTS**	That the report of Human Settlements Accreditation Buiness Plan be noted	No action required.		Manager HS	
			That Council supports the application for Level 1 Accreditation for the Implementation of Human Settlements Programmes	No action required.		Manager HS	

26-Jun-25	25/06/PD5	APPLICATION TO BE APPOINTED AS IMPLEMENTING AGENT: TRANSFER OF GOVERNMENT SUBSIDIZED HOUSES	That the Council supports the application for the Municipality to be appointed as Implementing Agent to attend to the transfer of Government subsidised houses.	Approval granted by Council	Council granted approval	ManagerHS	
			That an application to be appointed as Implementing Agent for the transfers of government subsidized housing, be submitted to the Eastern Cape Department of Human Settlement for consideration action.		submitted to PDoHS	Manager HS	
	25/06/PD6	REQUEST FOR COUNCIL'S PERMISSION TO ACCEPT OFFER TO REGISTER A RIGHT OF WAY SERVITUDE OVER PORTION 249 OF THE FARM GOEDGELOOF NO. 745 (SEA VISTA) HUMANSDORP RD IN FAVOR OF THE MUNICIPALITY	That Council accepts a right of way servitude over Portion 249 of the Farm Goedgeloof No. 745 (Sea Vista) Humansdorp Rd in favor of Kouga Municipality.		**Approval granted by Council (11/07/2025)**	Manager L&P	
			That the Accounting Officer be authorized to complete the registration process of the intended servitude.	Approval granted by Council	**the department is in the process of appoining a service provider for registration of servitude (11/07/25)**	Manager L&P	
	25/06/PD12	REVIEW OF SPATIAL DEVELOPMENT FRAMEWORK 2020: PUBLIC PARTICIPATION ON DRAFT DOCUMENT	That Council adopts the reviewed Draft Spatial Development Framework.	Draft SDF was approved by Council	The draft SDF was approved by Council on 26 June 2025.	Manager TP	
			That the reviewed Draft Spatial Development Framework be published for public comment and/or objections.	Draft to be published for commets	To be published for comments 11/07/2025	Manager TP	

KOUGA MUNICIPALITY (EC 108)
ORDINARY COUNCIL MEETING
OFFICE OF THE MUNICIPAL MANAGER
OPEN
DATE: 30 JULY 2025
ITEM NO:**25/07/MM2**

2024/25: QUARTER 3: PERFORMANCE REPORT: PERIOD 1 JULY 2024 TO 31 MARCH 2025

1. **Introduction**

It is the purpose of this report to submit to Council the Institutional Service Delivery and Budget Implementation Performance Report for the period 1 July 2024 to 31 March 2025 for purposes of oversight and consideration.

2. **Background**

The Institutional Performance Report for the period 1 July 2024 to 31 March 2025 was submitted to the Mayoral Committee on 11 June 2025 per Item 25/06/MM/2 and the Mayoral Committee resolved that the Institutional Performance Report be submitted to the next meeting of Council.

The Institutional Performance Report reflects progress made with the implementation of the 2024/25 Institutional Service Delivery and Budget Implementation Plan over the first two quarters of the 2024/25 year. The report is attached hereto as Annexure "A".

3. **Discussion**

Targets achieved highlighted in green, and targets not achieved highlighted in red.

Outer quarter targets highlighted in grey.

The following targets set for achievement by 31 March 2025 have not been achieved:

Key Performance Indicator	Quarter 3 Target	Reported achievement	Comment/Corrective Action
% expenditure against capital budget provisions for internally funded projects	60%	34.90%	The Capital Budget expenditure report is included in the Quarter 3 Performance Report. Project completion forecasts by 30 June 2025 as submitted by the Directorates with corrective actions is included in the Capital Budget Expenditure Report for Quarter 3. Capital budget expenditure

Key Performance Indicator	Quarter 3 Target	Reported achievement	Comment/Corrective Action
			is discussed at each Top Management Meeting to ensure improvement.
% expenditure against capital grant funding received (Conditional grants received by 1 July 2024)	60%	36.9%	The Capital Budget expenditure report is included in the Quarter 3 Performance Report. Project completion forecasts by 30 June 2025 as submitted by the Directorates with corrective actions is included in the Capital Budget Expenditure Report for Quarter 3. Capital budget expenditure is discussed at each Top Management Meeting to ensure improvement.
% Expenditure of Repairs and Maintenance Budget Provisions – Directorate (Community Services)	70%	65%	Repairs and maintenance budget expenditure is discussed at Top Management to ensure improved expenditure on repairs and maintenance
% Expenditure of WSIG Capital Grant funding	75%	59%	Mimosa Street connections are completed, awaiting Payment Certificate. Installation of Smart Water Meter will increase expenditure. St Francis exploration boreholes are to commence shortly and will increase expenditure.
% of water losses at 30 June 2025	<35%	35.01%	
% Blue Drop Compliance	70%	64.59%	Process Audits for all WTW Plants will be required to establish the required budget to reach a Target of 70%. In Progress to set up the necessary U-keys.

Key Performance Indicator	Quarter 3 Target	Reported achievement	Comment/Corrective Action
% Expenditure of repairs and maintenance budget provisions. (Civil and Water Services)	70%	66%	Repairs and maintenance budget expenditure is discussed at Top Management to ensure improved expenditure on repairs and maintenance
% Expenditure of SCADA funding allocation	70%	0%	The scope was reduced when the tender was re-advertised include the important sections of the network that have the associated network to synchronize with.
% Expenditure of DMRE Capital Grant Funding	75%	36%	The site handover took place on 26 February 2025. The period for achieving Practical Completion of the Works is set to end on 30 June 2025, calculated from the Commencement Date. The current expenditure on the project is **R1,434,353.67,** the balance is **R2,506,807.54 ,** and financial expenditure is at **36%**. The project remains on track to meet the practical completion date of 30 June 2025, and efforts to mitigate potential. The project cannot be completed without the construction of the houses, the delay on this came in with the housing contractor program not in sync with the electrification program. All activities to date have been completed within the expected timeline, with no major issues affecting the overall schedule.

Key Performance Indicator	Quarter 3 Target	Reported achievement	Comment/Corrective Action
% total electricity losses	<16%	16.15%	Additionally, we have appointed dedicated staff for a 12-month period to assist with SSEG metering and registrations. This should further improve our losses with the department. A great amount of losses are being generated through unreliable metering, the reverse force by the generation is the biggest contributor. We are having meetings with finance department to straighten out data is anomalies were picked up.
% Expenditure of repairs and maintenance budget provisions (Electro-Mechanical Services)	70%	60%	The department spend slower during the first half of the year, acceleration on expenditure start within Q3 after the December break, this is to cater for the unforeseen. Maintenance programs are accelerated. Repairs and maintenance budget expenditure is discussed at Top Management to ensure improved expenditure on repairs and maintenance
% Expenditure of EPWP grant funding received	70%	54%	Journal to be posted to reallocate expenditure
% Revenue collected against revenue raised on municipal service accounts	95%	90.81%	The collection rate has increased by 2% in the 3rd Quarter. With continuous credit control and a monthly collection rate above 100%, the target can be achieved.

The following is a detailed report on Capital Budget Expenditure on 31 March 2025 indicating progress made, corrective actions and achievement forecast for 30 June 2025.

Whereas expenditure targets for quarter 3 have been set at 75% expenditure, only expenditure exceeding 70% on 31 March 2025 is marked in green for reason that it is deemed close enough to the set target to suggest that the year-end target shall be achieved.

CIVIL AND WATER SERVICES								
PROJECT MANAGEMENT UNIT (PMU)	Internal	PAVING OF MAIN BEACH	176 117	132 088	75,00%	Project Completed	None	N/A
PROJECT MANAGEMENT UNIT (PMU)	Internal	UPGRADING LOERIE SPORTS FACILITIES	137 788	102 894	74,68%	Project Completed	None	Project Completed
PROJECT MANAGEMENT UNIT (PMU)	Internal	Upgrading/Improvement of Sport Facilities within Kouga	1 121 050	201 102	17,94%	Additional funds identified under adjustment budget.	Formal tender process to be followed.	Tender to be advertised in the 25/26 FY.
PROJECT MANAGEMENT UNIT (PMU)	MIG	UPGRADE OF PHILLIPSVILLE SPORTS FIELD	500 000	264 570	52,91%	PSP appointed and progressing well. 75% progress on latest fees received.	None required	Fees to be spent 100%
PROJECT MANAGEMENT UNIT (PMU)	UISP	Electricity Transfer from NMBM to KLM	62 198	-	0,00%	Project completed, payment made November 2024	None	N/a
ROADS AND STORMWATER	Borrowing	ROADS INFRASTRUCTURE IN KOUGA	43 478 261	-	0,00%	PSP appointed. Tender to be advertised in May 2025.	Roads to be resealed under current Primat Contract.	
ROADS AND STORMWATER	MDRG	St Francis Bay - Nevil Road Reconstruction	508 696	496 841	97,67%	Project Completed, only retention money to be paid.	None	N/A
ROADS AND STORMWATER	MDRG	St Francis Bay - Anne Avenue to Ralph Road Reconstruction	1 615 427	1 570 161	97,20%	Project Completed, only retention money to be paid.	None	N/A
ROADS AND STORMWATER	MDRG	Aston Bay to Paradise Beach - Seekoei Estuary Causeway reconstruction	6 478 261	101 225	1,56%	Consultants & Contractor appointed. Awaiting EMMP approval.	Amendments on application to DEDEAT will be re-submitted on 22 April for approval by 25 April.	80% Expenditure
ROADS AND STORMWATER	MDRG	Paradise Beach - Botha Street Stormwater Infrastructure	424 348	414 935	97,78%	Project Completed, only retention money to be paid.	None	N/A
ROADS AND STORMWATER	MIG	UPGRADING KOUGA GRAVEL ROADS	52 608	-	0,00%	Tender advertised for PH2. Fee invoice in hand to the value of R 52 608,00.	Contractor to be appointed 01 July 2025	100% expenditure.
ROADS AND STORMWATER	MDRG	Re-instatement of Sherley Street	1 608 696	-	0,00%	PSP appointed. Planning Stage	None	12% expenditure.
ROADS AND STORMWATER	MDRG	Re-instatement of Mountain Road and upgrade of stormwater culvert	1 565 217	-	0,00%	PSP appointed. Planning Stage	None	12% expenditure.
ROADS AND STORMWATER	MDRG	Re-instatement of Da Gama Road in the Kabeljous area and	1 086 957	-	0,00%	PSP appointed. Planning Stage	None	12% expenditure.

		stormwater infrastructure re-instatement						
ROADS AND STORMWATER	MDRG	George Road, Re-instatement of Embankment, Water & Stormwater network	782 609	-	0,00%	PSP appointed. Planning Stage	None	12% expenditure.
ROADS AND STORMWATER	MDRG	Re-instatement of Phillip Street low level water crossing bridge	1 173 913	-	0,00%	PSP appointed. Planning Stage	None	12% expenditure.
ROADS AND STORMWATER	MDRG	Sea Vista Access ring road damaged pavement layers	800 000	-	0,00%	PSP appointed. Planning Stage	None	12% expenditure.
ROADS AND STORMWATER	MDRG	Re-instatement of Ketse Street and stormwater infrastructure	1 186 957	-	0,00%	PSP appointed. Planning Stage	None	12% expenditure.
ROADS AND STORMWATER	MDRG	Re-instatement of Nanto Street and stormwater infrastructure	1 339 130	-	0,00%	PSP appointed. Planning Stage	None	12% expenditure.
ROADS AND STORMWATER	MDRG	Re-instatement of Meyer Street and stormwater infrastructure	1 047 826	-	0,00%	PSP appointed. Planning Stage	None	12% expenditure.
SEWERAGE	UISP	Apiesdraai Pump Station	1 980 261	506 905	25,60%	Expenditure to date: R121 000. Concept & Viability Completed. Anticipate to go out on tender 15.06.25	Actual Expenditure to 31 March 2025 R21 000.	Tender Stage - Anticipated Expenditure R240 000 (5%)
SEWERAGE	UISP	Phase 1 Upgrade of Thornhill Sewer Treatment Works	331 320	-	0,00%	Expenditure to date: R80 000. Concept & Viability Report completed		Tender Stage - Anticipated Expenditure R139 485 (45%)
SEWERAGE	UISP	Kruisfontein Bulk Sewer -Link Line	1 395 837	230 108	16,49%	Expenditure to date: R 276 540. Lukhozi appointed. BEC cannot recommend to BAC, because preferred Bidder is R300 000 shortfall. Alternative the project needs to be descoped.	Variation requested	Waiting for feedback on possible 20% Variation on Grant. Requested another 90 day Tender Validity period.

SEWERAGE	UISP	Kwanomzamo Bulk Sanitation - Pump Station & Rising Main	4 511 687	533 404	11,82%	Expenditure to date: R630 000. BAC referred the appointment of Contractor due to budget shortage (R10M). Have to descope or rescope & re-advertise.	Variation requested	Waiting for feedback on possible 20% Variation on Grant. Requested another 90 day Tender Validity period. Re-advertise Tender will delay expenditure
SEWERAGE	UISP	DESIGN: UPGRADING WESTON WWTW OUTFALL AND RETICULATION	167 175	166 306	99,48%	ECDHS appointed Contractor. IMVU did site establishment. KLM waiting for SLA to instruct Bosch Projects to commence with Site Supervision.	Waiting for SLA for R1 400 000 for Civil Designs & Site Supervision	WWTW refurbishment underway. Anticipated Expenditure R598 000
SEWERAGE	Internal	KWANOMZAMO SEWERAGE PUMP STATION	508 609	-	0,00%	Expenditure to date: R385 718,49. Contractor appointed but cannot start due to community issues on electrical connections in the area	Community issues to be resolved.	130k still to be identified, but project should be completed once community issues are resolved.
SEWERAGE	Internal	HANKEY WWTW	5 331 662	883 270	16,57%	Current progress 56% on PCs being processed.	Variation Order to be approved at BAC to increase Scope of Contract in line with budget	80%-100% completed.

							adjustment / increase.	
SEWERAGE	Internal	LA MER NEW SEWER RISING MAIN	4 763 577	3 898 272	81,83%	All work except final connection done.	Contractor to be appointed through Deviation Order for outstanding connection.	100% complete d.
SEWERAGE	MIG	DESIGN: UGRADING JEFFREYS BAY SEWER PIPE IN OCEANVIEW	80 500	51 300	63,73%	100% expenditure on recent fees received.	None required	100% expenditu re for 24/25 FY
SEWERAGE	MIG	UPGRADING KWANOMZAMO WWTW	29 169 586	21 375 501	73,28%	Contractor 73%, progressing well.	None required.	100% expenditu re to be reached by 30 June 2025.
SEWERAGE	MIG	DESIGN: LA MER NEW SEWER RISING MAIN	200 000	147 670	73,84%	Fees received 100%. (Fee invoice paid under wrong UKEY)	Fee invoice booked under wrong UKEY to be journalled.	100% Expenditu re
SEWERAGE	WSIG	Beach Sewer Pump Station and New Sewer Bypass	140 000	-	0,00%	Environmental fee invoice to be finalized.	None	100% Expenditu re
SEWERAGE	WSIG	Loerie Sewer Pump Station upgrade and new sewer rising main	20 000	5 808	29,04%	Fee invoice to the value of R14,192.00 in hand. Planning Stage	None	100% Expenditu re
WATER	UISP	Ramaphosa Village New Reservoir & Pump Station combined as one project	735 065	-	0,00%	EAS appointed. Expenditure to date R190 000. Concept & Viability Report approved. Will go out on Tender 15.06.25		Tender Stage - Anticipat ed Expenditu re: R438 000 (60%)
WATER	UISP	Kwanomzamo Bulk Water : New Pipeline	3 047 557	3 700 383	121,42%	Expenditure to date: R630 000. BEC cannot go to BAC because Contractor over budget (R5M). Have to descope or descope & re-advertise.	Journal required to allocate expenditure under Mimosa	Re-advertise Tender - 20% expenditu re

							Street project	
WATER	UISP	Kruisfontein Bulk Water -Gill Marcus Reservoir and pipeline upgrade	3 196 225	540 860	16,92%	Expenditure to date: R580 000. Contractor Appointed (MKJ 360) - Inception Meeting 17.04.25		Contractor on Site - Anticipated Expenditure R1 030 000 (30%)
WATER	DOHS-FOIS	Humansdorp: Upgrading of informal settlements in Kwanomzamo (Bungalows, Polar Parks & Shukushukuma)	8 118 775	-	0,00%	Bosch Projects Appointed 12.02.25. Addendum to Appointment send 15.04.25. Waiting for acceptance from consultant	Revised Adjustment Budget 24/25: R378 138	100% Expenditure
WATER	DOHS-FOIS	Jeffreys Bay: Upgrading of Oceanview Informal Settlements	4 125 000	-	0,00%	Zutari appointed: 25.11.24 Expenditure to date: R480 000. EIA Scoping Report & Draft Township Layout.	Revised Adjustment Budget 24/25: R592 311	100% Expenditure
WATER	DOHS-FOIS	Patensie: Upgrading of Informal Settlement (Cyril Ramaphosa)	2 629 602	-	0,00%	LA Consulting appointed 12.02.25. Addendum to Appointed sent 15.04.25. Waiting for acceptance.	Revised Adjustment Budget 24/25: R88 148	100% Expenditure
WATER	DOHS-FOIS	Humansdorp: Upgrading of Kruisfontein Settlement (Donkerhoek)	1 898 033	-	0,00%	Tshepega Civil Engineers appointed and Acceptance signed 16.04.25	Revised Adjustment Budget 24/25: R343 131	100% Expenditure
WATER	DOHS-FOIS	Thornhill : Upgrading of Informal Settlement	1 399 200	-	0,00%	LA Consulting Engineers appointed 15.04.25. Waiting for acceptance.	Revised Adjustment Budget 24/25: R110 618	100% Expenditure
WATER	UISP	New Reservoir on Pnt 2 of the Farm Thornhill	2 440 926	574 659	23,54%	Lukhozi appointed. BEC cannot go to BAC, because contractor is R550K over budget.		Waiting for feedback on possible 20% Variation on Grant. Requested another 90 day Tender

								Validity period. Re-advertise Tender will delay expenditure
WATER	Internal	JILL MARCUS WATER SUPPLY	4 347 000	3 110 115	71,55%	Works completed and retention outstanding.		
WATER	Internal	Construction of Civil Services in Donkerhoek & Humansdorp	3 000 000	817 187	27,24%	74% completed with PCs in hand.	Project to be completed by 30 April 2025.	100% completion
WATER	Internal	HUMANSDORP GROUNDWATER SUPPLY	637 410	-	0,00%	Funds to be used on Umzamowethu WWTW BP and Technical Report.	Awaiting Adjustment Budget. Letter of appointment ready.	20% completion.
WATER	WSIG	ST FRANCIS BAY: BOREHOLES	8 940 388	2 568 062	28,72%	Additional boreholes being drilled on project.	R270,265.70 paid from incorrect UKEY to be transferred to this value.	100% Expenditure
WATER	WSIG	RETICULATION REPLACE PIPELINES	3 478 260	-	0,00%	Mimosa Street 2024/25 WSIG Allocation fully spent.	Correction required on expenditure captured.	100% Expenditure
WATER	WSIG	Replace Ageing Water Infrastructure in St Francis Bay	80 000	75 904	94,88%	Planning Stage	None	100% Expenditure
WATER	WSIG	Replace Main Waterline Sout Rivier Bridge Crossing	100 000	64 000	64,00%	Planning Stage	None	100% Expenditure
WATER	WSIG	PARADISE BEACH WATER TOWER	2 021 548	1 737 069	85,93%	Complete: Project in Defect Liability Period	None	100% Expenditure
WATER	WSIG	MIMOSA STREET PIPELINE REPLACEMENT	3 575 354	1 180 639	33,02%	2023/24 Roll-Over: Project in final stages for completion in June 2025	Correction required on expenditure captured.	100% Expenditure
			167 516 616	**45 451 237**	**27,13%**			
COMMUNITY SERVICES								
FIRE SERVICES	DISTRICT	Fire Services - Vehicle (DISTRICT)	1 391 304	-	0,00%	Advert 02-Apr-25 (E-Tender Website + Kouga Express + Kouga Website)	None	100% Expenditure

LAW ENFORCEMENT	Internal	Computer Equipment - Operations Room	242 320	208 874	86,20%	RFQ	None	100% Expenditure
			1 633 624	**208 874**	**12,79%**			
ELECTRO/MECHANICAL SERVICES								
ELECTRICITY	UISP	Oceanview Substation Upgrade	9 913 043	2 562 184	25,85%	The project is progressing on schedule. The two 5MVA transformers are on site, delivered and connected. Other work is still in progress and relying on the arranged shutdowns to complete the outstanding work.		Complete by 30 June 2025
ELECTRICITY	UISP	Kwanomzamo Bulk Electrical - Boskloof Secondary Feeder line & substation	18 347 420	9 767 724	53,24%	The project is progressing on schedule. The three 5MVA transformers are on site, delivered and not yet connected to the network due to other equipment still outstanding and awaiting delivery. Other work is still in progress and relying on the arranged shutdowns to complete the outstanding work.		Complete by 30 June 2026
ELECTRICITY	UISP	Computer Equipment (UISP FUNDING)	217 391	-	0,00%	Laptops have been received by new administrative staff in the UISP projects. Financial transfers to be done with IT department.		Complete by 30 June 2027
ELECTRICITY	INEP	OCEAN VIEW 1250 ELECTRIFICATION	4 251 567	1 303 321	30,66%	The MV infrastructure has been completed, the low voltage reticulation has been completed and the connections to houses are delayed due to construction progress.	Progress is slow, contractor did all work he was able to and currently left site due to the slow progress on the construction	Complete by 30 June 2028

							of the houses. When the sites are ready the contractor will re-establish site, this unfortunately costing the municipality additional expenses. DMRE took R 1 617 000.00 away due to national treasury constraints and performance from our side.	
ELECTRICITY	Internal	Electrical Oil circuit breakers replacement with vacuum SCADA ready breakers	5 000 000	-	0,00%	The tender was awarded on Wednesday 16 April 2025 and currently in the 14 days cool off period before commencing with the project.	The tender scope was reduced, and it happened over the national treasury shutdown period in December 2024, for this reason we experienced a delay.	Complete by 30 June 2029
ELECTRICITY	MIG	DESIGN: HIGH MAST LIGHTS	100 000	-	0,00%	Order issued to PSP. Tender document to be advertised 23/04/25	Order issued to PSP for full amount	100% Expenditure
FLEET AND WORKSHOP	Finance Lease	Vehicle	51 005 878	1 005 878	100,00%			
			88 835 299	**64 639 107**	**72,76%**			
FINANCE AND ECONOMIC DEVELOPMENT								
ASSET MANAGEMENT	Internal	AIR CONDITIONERS-WHOLE OF MUNICIPALITY	377 517	375 922	99,58%			Project complete

LOCAL ECONOMIC DEVELOPMENT	Internal	Township Economy Support (Agriculture)	100 000	-	0,00%	Order no: 240253; Amount: R85 720.00 excl. VAT	Quotations requested	Project complete
REVENUE	Internal	Office Furniture	106 453	30 044	28,22%	28% spent	Quotations requested	Project complete
REVENUE	Internal	Computer Equipment	22 477	-	0,00%		Quotations requested	Project complete
SUPPLY CHAIN MANAGEMENT	Internal	Computer Equipment	385 414	7 210	1,87%	Order no: 239863, 240292, 24029; Amount: R296 839.00 excl. Vat	Quotations requested	Project complete
			991 861	**413 176**	**41,66%**			
OFFICE OF THE MUNICIPAL MANAGER								
RISK AND INTERNAL AUDIT UNITY	Internal	Furniture & Equipment	28 000	-	0,00%	Quotations in progress for expenditure on furniture and equipment to be acquired before 30 June 2025		Project complete
			28 000	**-**	**0,00%**			
OFFICE OF THE DEPUTY MUNICIPAL MANAGER								
ADMINISTRATION AND AUXILIARY SERVICES	Internal	Foyer - Furniture & Equipment	90 000	-	0,00%	All capital provisions committed through requisitions and orders		Project complete
COUNCIL	Internal	Ward Offices - Furniture & Equipment	150 000	-	0,00%	All capital provisions committed through requisitions and orders		Project complete
HUMAN RESOURCES	Internal	Furniture & Equipment	80 000	6 400	8,00%	All capital provisions committed through requisitions and orders		Project complete
INFORMATION TECHNOLOGY	Internal	Computer Equipment	1 412 789	1 169 614	82,79%			Project complete
LEGAL SERVICES	Internal	Furniture & Equipment	50 000	-	0,00%	All capital provisions committed through requisitions and orders		Project complete
OFFICE OF THE DMM	Internal	DMM Office furniture	150 000	-	0,00%	All capital provisions committed through requisitions and orders		Project complete
			1 932 789	**1 176 014**	**60,85%**			
PLANNING AND DEVELOPMENT								
HUMAN SETTLEMENT	Internal	HOMELESS SHELTER	1 400 000	-	0,00%			
HUMAN SETTLEMENT	DOHS	HANKEY 990-PHASE 2	16 346 963	7 362 512	45,04%	Project 90% complete - Expenditure to date: R10 025 378,00		100% complete
HUMAN SETTLEMENT	DOHS	HANKEY 990-PHASE 3	4 208 993	-	0,00%	SLA signed by MM, but not yet returned with ECDHS signatures. No progress	Await ECDHS response	
			21 955 956	**7 362 512**	**33,53%**			
		Total	**282 894 145**	**119 250 921**	**42,15%**			

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**

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 must quarterly SDBIP implementation reports be submitted.

6. **Legal Implications**

No legal implications are foreseen.

7. **Other Implications**

No other implications are foreseen.

8. **Comments by Directorates:**

8.1 **Chief Financial Officer:**

Report noted

8.2 **Director: Planning & Development**

Noted

8.3 **Director: Civil & Water Services**

Item noted. Council to expect S-curve expenditure trend (vast increase) during the last quarter of the financial year.

8.4 **Director: Electro-Mechanical Services**

All projects are on 100% expenditure by the end of June 25, except the SCADA project that is currently on 63% due to the time of the award made. INEP was

reduced by R 1.6m by national treasury and the remainder was approved in the adjustment budget, this only covered the bulk portion of the work and the electrification portion is not covered, at the end of June 2025 no housing units was available to electrify, this would have called for a rollover should the original budget remained.

8.5 **Director: Community Services**

Noted

8.6 **Deputy Municipal Manager**

Noted.

8.7 **Municipal Manager**

Matters such as capital budget expenditure and expenditure on repairs and maintenance budgets are discussed at Top Management meetings at regular intervals in order to ensure progress towards set targets and improved service delivery.

9. **Delegated Authority**

Consideration of the Quarterly Institutional Performance reports have not been delegated and dealt with by Council.

10. **Recommendations**

10.1 That the 2024/25 Quarter 3 Performance Report be considered.

10.2 That all areas of underperformance be discussed at Portfolio Committee level to determine and agree on corrective actions to be implemented and monitored to ensure targets are achieved by year end.

Item prepared by the: Manager PMS 

Item endorsed by the Municipal Manager: 

ANNEXURE A

KOUGA
local municipality
Good Governance through Service Excellence

2024/25

QUARTER 3

SERVICE DELIVERY AND BUDGET IMPLEMENTATION PLAN

IMPLEMENTATION PERFORMANCE REPORT

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INCOME - BUDGETS

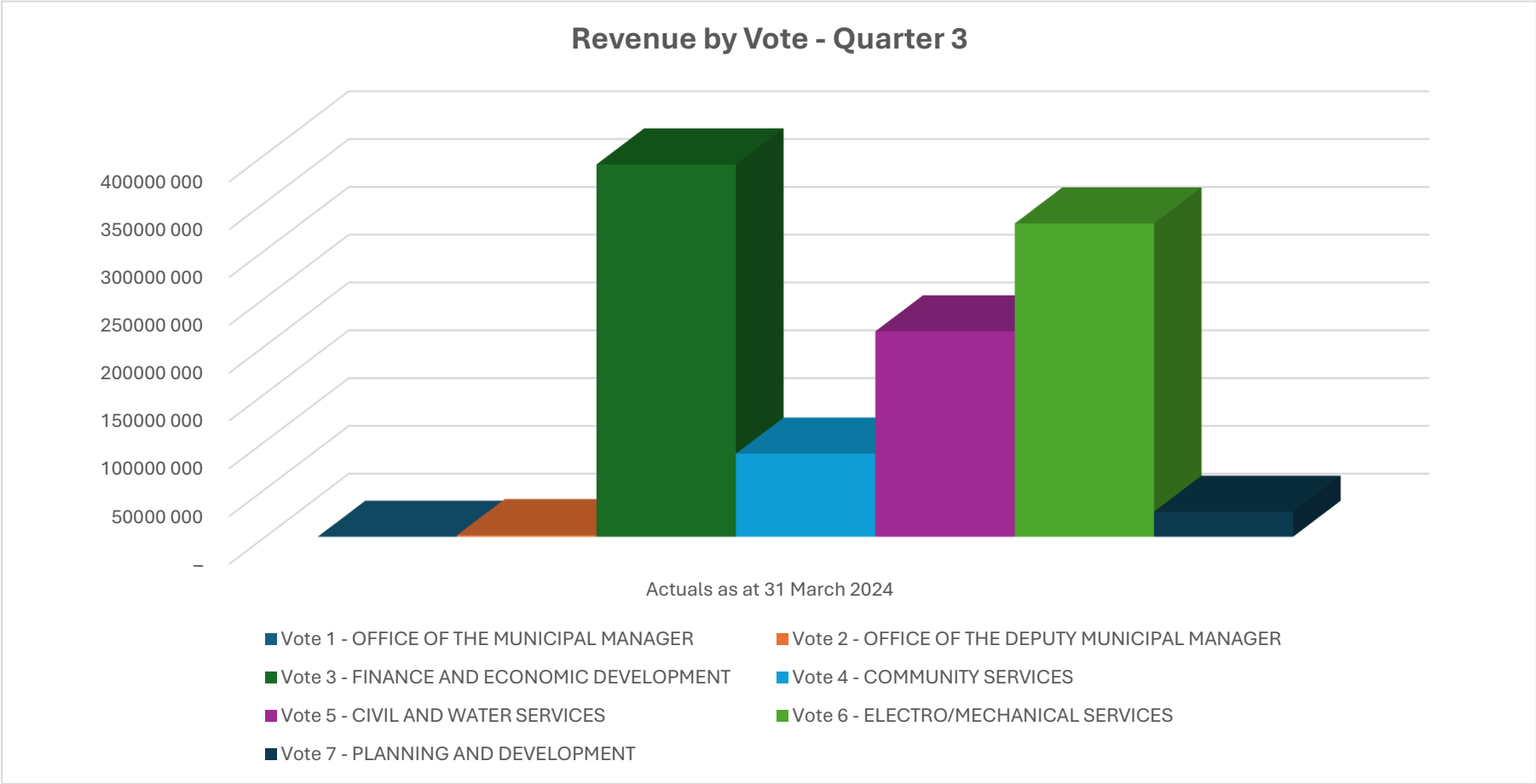
1.1 Revenue by Source

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	425 559	311 621	98 603	109 809	187 016	210 296	319 169	311 621	425 559		73,23%
Service charges - Water	127 202	138 057	80 903	39 395	28 989	76 247	54 054	103 543	80 903	138 057		58,60%
Service charges - Waste Water Management	68 446	76 014	49 243	19 277	16 783	35 137	33 448	57 011	49 243	76 014		64,78%
Service charges - Waste Management	71 123	62 146	43 905	15 971	16 690	26 414	32 200	46 610	43 905	62 146		70,65%
Sale of Goods and Rendering of Services	9 533	9 533	4 530	2 096	1 246	3 899	3 025	7 150	4 530	9 533		47,52%
Agency services	4 554	4 554	–	1 115	–	1 962	–	3 416	–	4 554		0,00%
Interest earned from Receivables	32 335	32 335	18 259	9 184	7 625	15 142	15 108	24 251	18 259	32 335		56,47%
Interest earned from Current and Non-Current Assets	13 998	15 498	9 549	3 574	3 280	7 641	7 000	11 623	9 549	15 498		61,62%
Rental from Fixed Assets	3 187	3 187	3 348	735	810	1 677	2 413	2 390	3 348	3 187		105,07%
Licence and permits	2 851	2 851	1 680	626	548	1 268	1 135	2 138	1 680	2 851		58,93%
Operational Revenue	1 955	1 955	4 046	430	1 345	910	1 778	1 466	4 046	1 955		206,92%
Non-Exchange Revenue												
Property rates	297 076	298 309	237 030	119 607	116 090	177 791	176 230	223 732	237 030	298 309		79,46%
Fines, penalties and forfeits	143 343	43 859	828	19 734	165	21 305	340	32 894	828	43 859		1,89%
Licences or permits	11 772	11 772	8 236	3 195	3 161	6 328	6 072	8 829	8 236	11 772		69,96%
Transfer and subsidies - Operational	202 153	210 105	200 361	84 078	81 868	155 568	148 326	202 153	200 361	202 153		95,36%
Interest	5 510	5 510	2 084	1 240	1 388	2 743	3 214	4 133	2 084	5 510		37,82%
Operational Revenue	–	19 658	15 639		8 335	9 784	11 979	14 744	15 639	19 658		79,55%
Total Revenue (excluding capital transfers and contributions)	**1 392 621**	**1 360 902**	**991 262**	**418 862**	**398 132**	**730 833**	**706 618**	**1 065 251**	**991 262**	**1 352 950**		**72,84%**

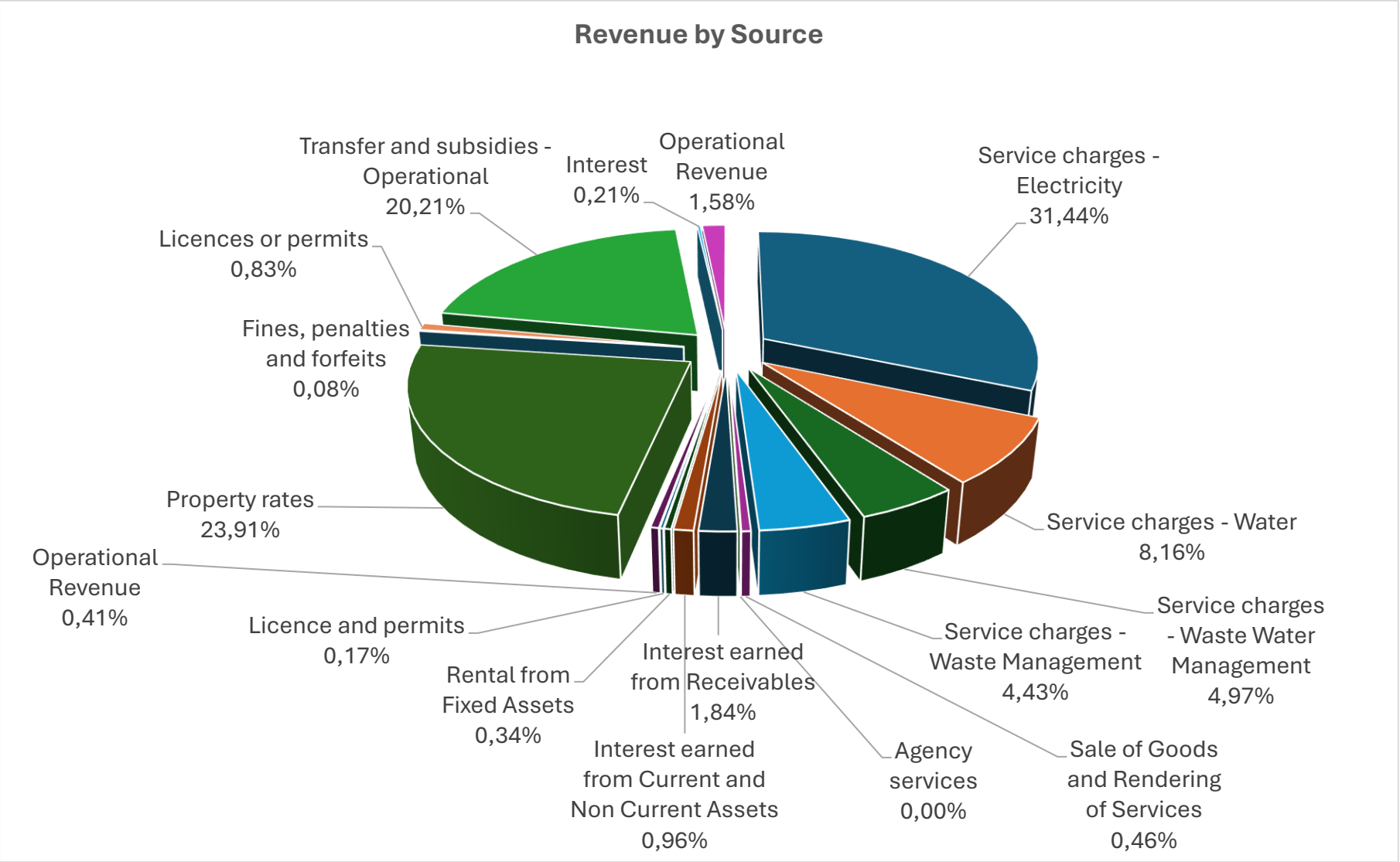
1.2 Revenue by Vote

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	1 703	120	729	120	1 145	836	1 703	1 115		152,81%
Vote 3 - FINANCE AND ECONOMIC DEVELOPMENT	446 890	454 924	389 528	185 528	143 264	348 902	276 113	373 038	389 528	454 924		85,62%
Vote 4 - COMMUNITY SERVICES	276 782	167 855	86 970	46 623	46 916	68 019	69 517	129 248	86 970	167 855		51,81%
Vote 5 - CIVIL AND WATER SERVICES	314 671	361 609	214 894	102 669	95 720	155 509	159 708	278 439	214 894	361 609		59,43%
Vote 6 - ELECTRO/MECHANICAL SERVICES	409 586	444 756	327 753	112 933	119 529	191 266	222 889	342 462	327 753	444 756		73,69%
Vote 7 - PLANNING AND DEVELOPMENT	77 392	110 171	26 180	27 689	3 758	51 075	18 386	82 628	26 180	110 171		23,76%
Total Revenue by Vote	**1 526 437**	**1 540 430**	**1 047 028**	**475 562**	**409 915**	**814 893**	**747 758**	**1 206 651**	**1 047 028**	**1 540 430**		**67,97%**

1.3 Revenue by Vote



1.4 Revenue by Source



2. EXPENDITURE – BUDGET

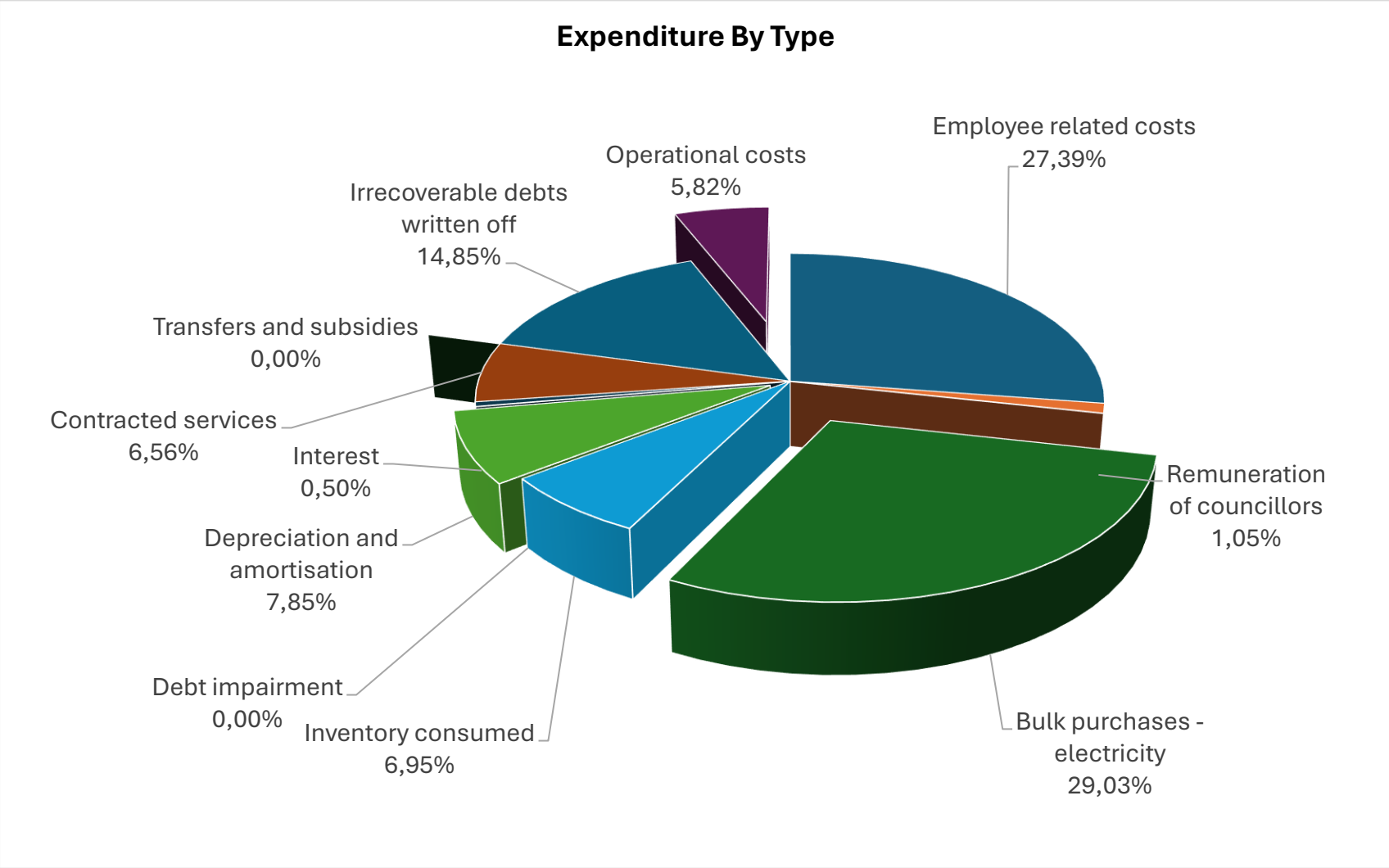
2.1 Operating Expenditure by Vote

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	31 803	21 842	5 757	6 045	13 666	16 273	23 853	21 842	31 803		68,68%
Vote 2 - OFFICE OF THE DEPUTY MUNICIPAL MANAGER	128 955	126 253	87 038	26 670	22 780	56 325	52 259	94 689	87 038	126 253		68,94%
Vote 3 - FINANCE AND ECONOMIC DEVELOPMENT	141 869	136 835	72 789	17 361	22 182	37 814	48 935	93 992	72 789	136 835		53,19%
Vote 4 - COMMUNITY SERVICES	386 594	290 666	218 788	39 443	48 276	90 687	113 092	146 843	218 788	290 666		75,27%
Vote 5 - CIVIL AND WATER SERVICES	316 288	329 020	326 646	80 917	56 009	152 388	136 312	240 071	326 646	329 020		99,28%
Vote 6 - ELECTRO/MECHANICAL SERVICES	466 160	507 837	378 010	125 202	155 060	235 789	261 906	371 459	378 010	507 837		74,44%
Vote 7 - PLANNING AND DEVELOPMENT	34 152	38 579	20 359	7 221	5 736	15 894	12 914	28 934	20 359	38 579		52,77%
Total Expenditure by Vote	**1 505 474**	**1 460 993**	**1 125 471**	**302 572**	**316 089**	**602 565**	**641 692**	**999 842**	**1 125 471**	**1 460 993**		**77,03%**

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	482 971	308 320	86 483	92 746	187 163	202 714	362 541	308 320	482 971		63,84%
Remuneration of councillors	15 594	15 594	11 797	4 237	3 613	7 995	8 021	11 696	11 797	15 594		75,65%
Bulk purchases - electricity	386 299	413 349	326 694	126 997	141 368	214 847	231 276	310 012	326 694	413 349		79,04%
Inventory consumed	108 619	104 522	78 215	24 998	12 246	50 741	43 410	78 392	78 215	104 522		74,83%
Debt impairment	158 246	59 136	–	–	–	–	–	–	–	59 136		0,00%
Depreciation and amortisation	117 798	117 798	88 349	29 450	29 450	58 900	58 899	88 349	88 349	117 798		75,00%
Interest	17 404	13 002	5 578	3 244	1 222	6 587	2 824	9 751	5 578	13 002		42,90%
Contracted services	125 772	146 032	73 829	16 006	17 669	59 314	42 080	109 524	73 829	146 032		50,56%
Transfers and subsidies	400	400	14	–	–	–	–	–	14	400		3,58%
Irrecoverable debts written off	9 359	10 078	167 151	2 677	–	5 749	6 746	7 559	167 151	10 078		1658,57%
Operational costs	94 240	98 111	65 524	20 060	17 775	41 536	45 722	73 583	65 524	98 111		66,79%
Total Expenditure	**1 505 474**	**1 460 993**	**1 125 471**	**314 151**	**316 089**	**632 832**	**641 692**	**1 051 405**	**1 125 471**	**1 460 993**		**77,03%**

2.3 Expenditure by Type



3. CAPITAL EXPENDITURE

3.1 CAPITAL PROGRAMME 2024/25

DEPARTMENT	FUNDING SOURCE	PROJECT DESCRIPTION	Adjusted Budget 2024/25	Actuals as at 31 March 2025	%
CIVIL AND 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	1 121 050	201 102	17,94%
PROJECT MANAGEMENT UNIT (PMU)	MIG	UPGRADE OF PHILLIPSVILLE SPORTS FIELD	500 000	264 570	52,91%
PROJECT MANAGEMENT UNIT (PMU)	UISP	Electricity Transfer from NMBM to KLM	62 198	-	
ROADS AND STORMWATER	Borrowing	ROADS INFRASTRUCTURE IN KOUGA	43 478 261	-	0,00%
ROADS AND STORMWATER	MDRG	St Francis Bay - Nevil Road Reconstruction	508 696	496 841	97,67%
ROADS AND STORMWATER	MDRG	St Francis Bay - Anne Avenue to Ralph Road Reconstruction	1 615 427	1 570 161	97,20%
ROADS AND STORMWATER	MDRG	Aston Bay to Paradise Beach - Seekoei Estuary Causeway reconstruction	6 478 261	101 225	1,56%
ROADS AND STORMWATER	MDRG	Paradise Beach - Botha Street Stormwater Infrastructure	424 348	414 935	97,78%
ROADS AND STORMWATER	MIG	UPGRADING KOUGA GRAVEL ROADS	52 608	-	0,00%
ROADS AND STORMWATER	MDRG	Re-instatement of Sherley Street	1 608 696	-	
ROADS AND STORMWATER	MDRG	Re-instatement of Mountain Road and upgrade of stormwater culvert	1 565 217	-	
ROADS AND STORMWATER	MDRG	Re-instatement of Da Gama Road in the Kabeljous area and stormwater infrastructure re-instatement	1 086 957	-	
ROADS AND STORMWATER	MDRG	George Road, Re-instatement of Embankment, Water & Stormwater network	782 609	-	
ROADS AND STORMWATER	MDRG	Re-instatement of Phillip Street low level water crossing bridge	1 173 913	-	
ROADS AND STORMWATER	MDRG	Sea Vista Access ring road damaged pavement layers	800 000	-	
ROADS AND STORMWATER	MDRG	Re-instatement of Ketse Street and stormwater infrastructure	1 186 957	-	
ROADS AND STORMWATER	MDRG	Re-instatement of Nanto Street and stormwater infrastructure	1 339 130	-	
ROADS AND STORMWATER	MDRG	Re-instatement of Meyer Street and stormwater infrastructure	1 047 826	-	
SEWERAGE	UISP	Apiesdraai Pump Station	1 980 261	506 905	25,60%
SEWERAGE	UISP	Phase 1 Upgrade of Thornhill Sewer Treatment Works	331 320	-	0,00%
SEWERAGE	UISP	Kruisfontein Bulk Sewer -Link Line	1 395 837	230 108	16,49%
SEWERAGE	UISP	Kwanomzamo Bulk Sanitation -Pump Station & Rising Main	4 511 687	533 404	11,82%
SEWERAGE	UISP	DESIGN: UPGRADING WESTON WWTW OUTFALL AND RETICULATION	167 175	166 306	99,48%

DEPARTMENT	FUNDING SOURCE	PROJECT DESCRIPTION	Adjusted Budget 2024/25	Actuals as at 31 March 2025	%
CIVIL AND WATER SERVICES					
SEWERAGE	Internal	KWANOMZAMO SEWERAGE PUMP STATION	508 609	-	0,00%
SEWERAGE	Internal	HANKEY WWTW	5 331 662	883 270	16,57%
SEWERAGE	Internal	LA MER NEW SEWER RISING MAIN	4 763 577	3 898 272	81,83%
SEWERAGE	MIG	DESIGN: UGRADING JEFFREYS BAY SEWER PIPE IN OCEANVIEW	80 500	51 300	63,73%
SEWERAGE	MIG	UPGRADING KWANOMZAMO WWTW	29 169 586	21 375 501	73,28%
SEWERAGE	MIG	DESIGN: LA MER NEW SEWER RISING MAIN	200 000	147 670	73,84%
SEWERAGE	WSIG	Beach Sewer Pump Station and New Sewer Bypass	140 000	-	0,00%
SEWERAGE	WSIG	Loerie Sewer Pump Station upgrade and new sewer rising main	20 000	5 808	29,04%
WATER	UISP	Ramaphosa Village New Reservoir	735 065	-	
WATER	UISP	Kwanomzamo Bulk Water : New Pipeline	3 047 557	3 700 383	121,42%
WATER	UISP	Kruisfontein Bulk Water -Gill Marcus Reservoir and pipeline upgrade	3 196 225	540 860	16,92%
WATER	DOHS-FOIS	Humansdorp: Upgrading of informal settlements in Kwanomzamo (Bungalows, Polar Parks & Shukushukuma)	8 118 775	-	0,00%
WATER	DOHS-FOIS	Jeffreys Bay: Upgrading of Oceanview Informal Settlements	4 125 000	-	0,00%
WATER	DOHS-FOIS	Patensie: Upgrading of Informal Settlement (Cyril Ramaphosa)	2 629 602	-	0,00%
WATER	DOHS-FOIS	Humansdorp: Upgrading of Kruisfontein Settlement (Donkerhoek)	1 898 033	-	0,00%
WATER	DOHS-FOIS	Thornhill : Upgrading of Informal Settlement	1 399 200	-	0,00%
WATER	UISP	New Reservoir on Pnt 2 of the Farm Thornhill	2 440 926	574 659	23,54%
WATER	Internal	JILL MARCUS WATER SUPPLY	4 347 000	3 110 115	71,55%
WATER	Internal	Construction of Civil Services in Donkerhoek & Humansdorp	3 000 000	817 187	27,24%
WATER	Internal	HUMANSDORP GROUNDWATER SUPPLY	637 410	-	0,00%
WATER	WSIG	ST FRANCIS BAY: BOREHOLES	8 940 388	2 568 062	28,72%
WATER	WSIG	RETICULATION REPLACE PIPELINES	3 478 260	-	0,00%
WATER	WSIG	Replace Ageing Water Infrastructure in St Francis Bay	80 000	75 904	94,88%
WATER	WSIG	Replace Main Waterline Sout Rivier Bridge Crossing	100 000	64 000	64,00%
WATER	WSIG	PARADISE BEACH WATER TOWER	2 021 548	1 737 069	85,93%
WATER	WSIG	MIMOSA STREET PIPELINE REPLACEMENT	3 575 354	1 180 639	33,02%
			167 516 616	**45 451 237**	**27,13%**

DEPARTMENT	FUNDING SOURCE	PROJECT DESCRIPTION	Adjusted Budget 2024/25	Actuals as at 31 March 2025	%
COMMUNITY SERVICES					
FIRE SERVICES	DISTRICT	Fire Services - Vehicle (DISTRICT)	1 391 304	-	0,00%
LAW ENFORCEMENT	Internal	Computer Equipment - Operatons Room	242 320	208 874	86,20%
			1 633 624	**208 874**	**12,79%**
ELECTRO/MECHANICAL SERVICES					
ELECTRICITY	UISP	Oceanview Substation Upgrade	9 913 043	2 562 184	25,85%
ELECTRICITY	UISP	Kwanomzamo Bulk Electrical - Boskloof Secondary Feeder line & substation	18 347 420	9 767 724	53,24%
ELECTRICITY	UISP	Computer Equipment (UISP FUNDING)	217 391	-	0,00%
ELECTRICITY	INEP	OCEAN VIEW 1250 ELECTRIFICATION	4 251 567	1 303 321	30,66%
ELECTRICITY	Internal	Electrical Oil circuit breakers replacement with vacuum SCADA ready breakers	5 000 000	-	0,00%
ELECTRICITY	MIG	DESIGN: HIGH MAST LIGHTS	100 000	-	0,00%
FLEET AND WORKSHOP	Finance Lease	Vehicle	51 005 878	51 005 878	100,00%
			88 835 299	**64 639 107**	**72,76%**
FINANCE AND ECONOMIC DEVELOPMENT					
ASSET MANAGEMENT	Internal	AIR CONDITIONERS-WHOLE OF MUNICIPALITY	377 517	375 922	99,58%
LOCAL ECONOMIC DEVELOPMENT	Internal	Township Economy Support (Agriculture)	100 000	-	0,00%
REVENUE	Internal	Office Furniture	106 453	30 044	28,22%
REVENUE	Internal	Computer Equipment	22 477	-	0,00%
SUPPLY CHAIN MANAGEMENT	Internal	Computer Equipment	385 414	7 210	1,87%
			991 861	**413 176**	**41,66%**
OFFICE OF THE MUNICIPAL MANAGER					
RISK AND INTERNAL AUDIT UNITY	Internal	Furniture & Equipment	28 000	-	0,00%
			28 000	**-**	**0,00%**
OFFICE OF THE DEPUTY MUNICIPAL MANAGER					
ADMINISTRATION AND AUXILIARY SERVICES	Internal	Foyer - Furniture & Equipment	90 000	-	0,00%
COUNCIL	Internal	Ward Offices - Furniture & Equipment	150 000	-	0,00%
HUMAN RESOURCES	Internal	Furniture & Equipment	80 000	6 400	8,00%
INFORMATION TECHNOLOGY	Internal	Computer Equipment	1 412 789	1 169 614	82,79%
LEGAL SERVICES	Internal	Furniture & Equipment	50 000	-	0,00%
OFFICE OF THE DMM	Internal	DMM Office furniture	150 000	-	0,00%
			1 932 789	**1 176 014**	**60,85%**
PLANNING AND DEVELOPMENT					
HUMAN SETTLEMENT	Internal	HOMELESS SHELTER	1 400 000	-	0,00%
HUMAN SETTLEMENT	DOHS	HANKEY 990-PHASE 2	16 346 963	7 362 512	45,04%
HUMAN SETTLEMENT	DOHS	HANKEY 990-PHASE 3	4 208 993	-	0,00%
			21 955 956	**7 362 512**	**33,53%**
		Total	**282 894 145**	**119 250 921**	**42,15%**

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%	25.06%	60%	34.90%	90%			MUNICIPAL MANAGER

	COMMENT	CORRECTIVE ACTION
QUARTER 1		Discussed at Top Management to ensure improved project implementation
QUARTER 2	An amount of R173 913 043 (borrowed funding for road infrastructure is included in the calculations) The loan must still be approved by Council and as such no spending has been recorded against this provision. If this amount is not included in the calculations capital budget expenditure would equal 46.3%	
QUARTER 3	The Capital Budget expenditure report is included in the Quarter 3 Performance Report. Project completion forecasts by 30 June 2025 as submitted by the Directorates with corrective actions is included in the Capital Budget Expenditure Report for Quarter 3.	
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%	37.06%	60%	36.95%	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)	
QUARTER 2	DOHS grant funding not included in the calculations	The expenditure is monitored at Top Management level and indications are that expenditure shall increase towards year end.
QUARTER 3	The Capital Budget expenditure report is included in the Quarter 3 Performance Report. Project completion forecasts by 30 June 2025 as submitted by the Directorates with corrective actions is included in the Capital Budget Expenditure Report for Quarter 3.	

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	
QUARTER 2	Quarter 1 Target, Achieved.	
QUARTER 3	Quarter 1 Target, Achieved	

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%		100%		100%				**MUNICIPAL MANAGER**

	COMMENT	CORRECTIVE ACTION
QUARTER 1	All Senior Manager Performance Agreements concluded before 31 July 2024	
QUARTER 2	Quarter 1 Target, Achieved	
QUARTER 3	Quarter 1 Target, Achieved	

KEY PERFORMANCE AREA: GOOD GOVERNANCE AND PUBLIC PARTICIPATION

KPI	An nu al	Ba sel in e	Q1	Q2	Q3	Q4	Ac hi ev	DIRECTORATE

% of signed Section 5 Manager Performance Agreements by 31 July 2024			Target	Actual	Target	Actual	Target	Actual	Target	Actual		
	100%		**100%**	100%		100%		100%				**MUNICIPAL MANAGER**

	COMMENT	CORRECTIVE ACTION
QUARTER 1	All Senior Manager Performance Agreements concluded before 31 July 2024	
QUARTER 2	Quarter 1 Target, Achieved	
QUARTER 3	Quarter 1 Target, Achieved	

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 57 Employee	1			N/a		N/a	**1**	**1**				**MUNICIPAL MANAGER**

	COMMENT	CORRECTIVE ACTION
QUARTER 1	No target set for Quarter 1	
QUARTER 2	No target set for Quarter 2	
QUARTER 3	2023/24 Annual Performance Evaluations conducted on 25 February 2025	

KEY PERFORMANCE AREA: GOOD GOVERNANCE AND PUBLIC PARTICIPATION

KPI	Annual Target 22/23	Baseline	Q1		Q2		Q3		Q4		30 June 2023 Achieved	DIRECTORATE
			Target	Actual	Target	Actual	Target	Actual	Target	Actual		
Number of formal performance evaluations conducted per Section 56 Employee	1			N/a		N/a	**1**	**1**				**MUNICIPAL MANAGER**

	COMMENT	CORRECTIVE ACTION
QUARTER 1	No target set for Quarter 1	
QUARTER 2	No target set for Quarter 2	
QUARTER 3	2023/24 Annual Performance Evaluations conducted on 20 February 2025	

KEY PERFORMANCE AREA: GOOD GOVERNANCE AND PUBLIC PARTICIPATION

KPI	Annual Target 22/23	Baseline	Q1		Q2		Q3		Q4		30 June 2023 Achieved	DIRECTORATE
			Target	Actual	Target	Actual	Target	Actual	Target	Actual		
Number of formal informal performance evaluations conducted per Section 57Employee	1			N/a		N/a		N/a	**1**			**MUNICIPAL MANAGER**

	COMMENT	CORRECTIVE ACTION
QUARTER 1	No target set for Quarter 1	
QUARTER 2	No target set for Quarter 2	
QUARTER 3	No target set for Quarter 3	

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		N/a		N/a	1			MUNICIPAL MANAGER

	COMMENT	CORRECTIVE ACTION
QUARTER 1	No target set for Quarter 1	
QUARTER 2	No target set for Quarter 2	
QUARTER 3	No target set for Quarter 3	

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 Risk Registers reviewed by 30 June 2025	1			N/a		N/a		N/a	1			MUNICIPAL MANAGER

	COMMENT	CORRECTIVE ACTION
QUARTER 1	No target set for Quarter 1	
QUARTER 2	No target set for Quarter 2	
QUARTER 3	No target set for Quarter 3	

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**	**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	
QUARTER 2	2024/25 Quarter 1 Institutional Performance Report submitted to the Audit Committee on 11 December 2024.	
QUARTER 3	2024/25 Quarter 2 Institutional Performance Report submitted to the Audit Committee on 25 March 2025	

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 Final Annual Reports submitted to Council before legislated deadlines	1			N/a		N/a	**1**	**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	

QUARTER 2	No target set for Quarter 2, Draft Annual Report prepared and MPAC Oversight processes commenced.	
QUARTER 3	Final Annual Report submitted to Council on 31 March 2025	

KEY PERFORMANCE AREA: GOOD GOVERNANCE AND PUBLIC PARTICIPATION

KPI	Annual Target 24/25	Baseline	Q1		Q2		Q3		Q4		30 June 2025 Achieved	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		1		1				**MUNICIPAL MANAGER**

	COMMENT	CORRECTIVE ACTION
QUARTER 1	Target Achieved. Council approved on 28 August 2024.	
QUARTER 2	Quarter 1 Target, Achieved.	
QUARTER 3	Quarter 1 Target, Achieved.	

KEY PERFORMANCE AREA: GOOD GOVERNANCE AND PUBLIC PARTICIPATION

KPI	Annual Target 24/25	Baseline	Q1		Q2		Q3		Q4		30 June 2025 Achieved	DIRECTORATE
			Target	Actual	Target	Actual	Target	Actual	Target	Actual		
Number of Draft IDP's submitted to Council by 31 March 2025	1	1		N/a		N/a	**1**	**1**				**MUNICIPAL MANAGER**

	COMMENT	CORRECTIVE ACTION

QUARTER 1	No target set for Quarter 1	
QUARTER 2	No target set for Quarter 2	
QUARTER 3	Draft 2025/26 IDP submitted to Council on 31 March 2025	

KEY PERFORMANCE AREA: GOOD GOVERNANCE AND PUBLIC PARTICIPATION												
KPI			**Q1**		**Q2**		**Q3**		**Q4**			
Number of IDP's approved by Council by 30 June 2025	**Annual Target 24/25**	**Baseline**	***Target***	**Actual**	***Target***	**Actual**	***Target***	**Actual**	***Target***	**Actual**	**Achieved 30 June 2025**	**DIRECTORATE**
	1	1		N/a		N/a		N/a	**1**			**MUNICIPAL MANAGER**

	COMMENT	**CORRECTIVE ACTION**
QUARTER 1	No target set for Quarter 1	
QUARTER 2	No target set for Quarter 2	
QUARTER 3	No target set for Quarter 3	

4.2 DEPUTY MUNICIPAL MANAGER

KEY PERFORMANCE AREA: GOOD GOVERNANCE AND PUBLIC PARTICIPATION												
KPI			**Q1**		**Q2**		**Q3**		**Q4**			
Limit the staff vacancy rate to less than 10% of funded posts	**Annual Target 22/23**	**Baseline**	***Target***	**Actual**	***Target***	**Actual**	***Target***	**Actual**	***Target***	**Actual**	**Achieved 30 June 2023**	**DIRECTORATE**
	<10%	2/4%	**<10%**	2,7%	**<10%**	**2.9%**	**<10%**	**2.9%**	**<10%**			**DEPUTY MUNICIPAL MANAGER**

	COMMENT	**CORRECTIVE ACTION**
QUARTER 1	Vacancy rate for first quarter at 2.7%	

QUARTER 2	Vacancy rate for Quarter 2 is 2.9%	
QUARTER 3	Vacancy rate for Quarter 3 is 2.9%	Target exceeded

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%**	**45%**	**70%**	**76%**	**80%**			**DEPUTY MUNICIPAL MANAGER**

	COMMENT	CORRECTIVE ACTION
QUARTER 1	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.**	
QUARTER 2	As at end Dec 2024 – Q2 = Actual expenditure – R804 752.81 of R 1 800 000 = 45%. If committed expenditure is included – R 1033 824.49 of R1 800 000 = 57%. Target achieved for quarter 2	
QUARTER 3	As at end March 2025 – Q3 = Actual expenditure – R1,068,708,61 of R 1 400 000 (Please note budget adjusted = 76%. If committed expenditure is included – R1,280,643,02 of R1 400 000 = 91%. Target achieved for quarter 3 and 4	

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%**	**40%**	**75%**	**83.92%**	**80%**			**DEPUTY MUNICIPAL MANAGER**

	COMMENT	CORRECTIVE ACTION
QUARTER 1	Total expenditure at 26% for the first quarter	
QUARTER 2	Total expenditure as at end of Quarter 2 = 40%	
QUARTER 3	Total expenditure as at end of Quarter 3 = 83.92%	

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	**-**	**3**	**-**	**2**	**1**			**DEPUTY MUNICIPAL MANAGER**

	COMMENT	CORRECTIVE ACTION
QUARTER 1	Total of two (2) appointments made in top layer (1AM appointed in SM level, 1 AM appointed in Professional level)	Target achieved

QUARTER 2	Two appointments made in top layer (1 CM and 2 CF in professional level)	
QUARTER 3	Total of two (2) appointments made in top layer in Professional level)	Target exceeded

KEY PERFORMANCE AREA: FINANCIAL VIABILITY AND MANAGEMENT												
KPI	**Annual Target 22/23**	**Baseline**	**Q1**		**Q2**		**Q3**		**Q4**		**30 Achieved 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%		31.59%		27.39%	**35%**			**DEPUTY MUNICIPAL MANAGER**

	COMMENT	**CORRECTIVE ACTION**
QUARTER 1	19% Expenditure as at end Sept	
QUARTER 2	31.59% as at end Dec 2024	
QUARTER 3	27.39% as at end of March 2025	

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 Residential Account Holders)	24 500		**24 500**	23 217	**24 500**	**23 217**	**24 500**	**18 712**	**24 500**			**COMMUNITY SERVICES**

	COMMENT	CORRECTIVE ACTION
QUARTER 1	**23 217** Weekly Collection	
QUARTER 2	**23 217** Weekly Collection	
QUARTER 3	**18 712** Weekly Collection	Target adjusted with the 2024/25 SDBIP amendment to align with the financial system

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%**	**100%**	**90%**	**100%**	**90%**			**COMMUNITY SERVICES**

	COMMENT	CORRECTIVE ACTION
QUARTER 1	7 571 Free Basic Services - 100 %	
QUARTER 2	7 571 Free Basic Services - 100 %	
QUARTER 3	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%**	**85%**	**75%**	**79.60%**	**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%**	
QUARTER 2	**Achieved Response Time within 15 Minutes** **Oct-24 - 84.2%** **Nov-24 - 80.6%** **Dec-24 - 90.2%** **Q2 - 85%**	

QUARTER 3	**Achieved Response Time within 15 Minutes** **Jan-25 -** 76,6% **Feb-25 -** 82,9% **Mar-25 –** 79.3% **Q3 - 79,60%**	

KEY PERFORMANCE AREA: INFRASTRUCTURE AND BASIC SERVICE DELIVERY													
KPI			**Q1**		**Q2**		**Q3**		**Q4**				
Number of Kouga Community Safety Forums Established by 31 December 2024	**Annual Target 24/25**	**Baseline**	**Target**	**Actual**	**Target**	**Actual**	**Target**	**Actual**	**Target**	**Actual**	**Achieved 30 June 2025**	**DIRECTORATE**	
	1		-	-	1	1	-	1	-			**COMMUNITY SERVICES**	

	COMMENT	**CORRECTIVE ACTION**
QUARTER 1	**Q2 Target**	
QUARTER 2	CSF Established at the Safety Summit 02-Oct-24.	
QUARTER 3	Quarter 2 Target: Achieved	

KEY PERFORMANCE AREA: INFRASTRUCTURE AND BASIC SERVICE DELIVERY												
KPI			**Q1**		**Q2**		**Q3**		**Q4**			
% Expenditure of Repairs and	**Annual Target 24/25**	**Baseline**	**Target**	**Actual**	**Target**	**Actual**	**Target**	**Actual**	**Target**	**Actual**	**Achieved 30 June 2025**	**DIRECTORATE**

Maintenance Budget Provisions - Directorate	80%		**10%**	14.79%	**40%**	**47.24%**	**70%**	**65%**	**80%**			**COMMUNITY SERVICES**
	COMMENT							**CORRECTIVE ACTION**				
QUARTER 1	**Jul-Sept '24**: 14,79 % Budget Spent on Repairs and Maintenance											
QUARTER 2	**Oct-Dec '24:** 47,24 % Budget Spent on Repairs and Maintenance											
QUARTER 3	**Jan-Feb '25**: 65 % Budget Spent on Repairs and Maintenance											

4.4 CIVIL AND WATER SERVICES

KEY PERFORMANCE AREA: INFRASTRUCTURE AND BASIC SERVICE DELIVERY												
KPI			**Q1**		**Q2**		**Q3**		**Q4**			**DIRECTORATE**
% Expenditure of MIG Capital grant funding	**Annual Target 22/23**	**Baseline**	**Target**	**Actual**	**Target**	**Actual**	**Target**	**Actual**	**Target**	**Actual**	**lg**	
	90%		**5%**	30%	**45%**	**55%**	**75%**	**80%**	**90%**			**CIVIL AND WATER SERVICES**
	COMMENT							**CORRECTIVE ACTION**				
QUARTER 1	MIG Spending on Target and per RAS target							See MIG Expenditure Report (PMU Manager)				
QUARTER 2	MIG spending on track											
QUARTER 3	MIG spending on track											
KEY PERFORMANCE AREA: INFRASTRUCTURE AND BASIC SERVICE DELIVERY												

KPI	Annual Target 22/23	Baseline	Q1		Q2		Q3		Q4		30 June 2023 Achieved	DIRECTORATE
% Expenditure of WSIG Capital Grant funding			Target	Actual	Target	Actual	Target	Actual	Target	Actual		
	90%		**5%**	12%	**45%**	**43%**	**75%**	**59%**	**90%**			**CIVIL AND WATER SERVICES**
	COMMENT						**CORRECTIVE ACTION**					
QUARTER 1	Expenditure on Track. PSP appointed and progressing well						See WSIG Expenditure Report (PMU Manager)					
QUARTER 2	Expenditure 17% behind schedule						Mimosa street resealed. St Francis Borehole project accelerated.					
QUARTER 3	Expenditure 16% behind schedule						Mimosa Street connections are completed, awaiting Payment Certificate. Installation of Smart Water Meter will increase expenditure. St Francis exploration boreholes are to commence shortly and will increase expenditure.					

KEY PERFORMANCE AREA: INFRASTRUCTURE AND BASIC SERVICE DELIVERY

KPI	Annual Target 22/23	Baseline	Q1		Q2		Q3		Q4		30 June 2023 Achieved	DIRECTORATE
% of drinking water samples complying to SANS 241 (Annual Target)			Target	Actual	Target	Actual	Target	Actual	Target	Actual		
	95%		**95%**	81%		91%		91.5%	**95%**			**CIVIL AND WATER SERVICES**
	COMMENT						**CORRECTIVE ACTION**					
QUARTER 1	81% Micro Biological compliance (HPC, Total Coliforms and Ecoli)											

QUARTER 2	91% compliance with microbiological analysis conducted. (E-Coli, Faecal Coliforms, Heterotrophic Plate Count and Total Coliforms)	1. Awaiting results for the resampling. 2. New Service provider appointed to render service.
QUARTER 3	Microbiological compliance = 91.5% Chemical Acute Health = 97.2% Chemical Chronic Health = 99.1% Chemical Aesthetic = 92.3% Chemical Operational = 82.3%	Service all disinfection units to improve disinfection and maintain a disinfectant chemical residual in the reticulation network. Broken or dysfunctional plant components to be attended to. Contractor on site and work is anticipated to take place in the next Quarter.

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 water losses at 30 June 2025	<35%		**0%**	43.08%		32.11%		35.01%	**<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 types of Water losses in Development phase (Water carting, pipe failures, flushing of hydrants, Accurate water metering)
QUARTER 2	In order. (Billing figures to be confirmed.)	
QUARTER 3	Water losses for Q3 is 35.01%	

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 potable water (Based on residential account holders)	24488		**24488**	24488	**24488**	**24488**	**24488**	**24 488**	**24488**			**CIVIL AND WATER SERVICES**

	COMMENT	CORRECTIVE ACTION
QUARTER 1	Numbers from Municipal accounts used as baseline	None
QUARTER 2	Numbers from Municipal accounts used as baseline	
QUARTER 3	Numbers from Municipal accounts used as baseline	

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**	**24 488**	**24488**			**CIVIL AND WATER SERVICES**

	COMMENT	CORRECTIVE ACTION
QUARTER 1	Numbers from Municipal accounts used as baseline	None

QUARTER 2	Numbers from Municipal accounts used as baseline	
QUARTER 3	Numbers from Municipal accounts used as baseline	

KPI	Annual Target 22/23	Baseline	Q1		Q2		Q3		Q4		Achieved 30 June 2023	DIRECTORATE
			Target	Actual	Target	Actual	Target	Actual	Target	Actual		
% Green Drop Compliance	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
QUARTER 2	No Green Drop Audit conducted during this term	All WWTW Plants are being prepared for Green Drop Audit
QUARTER 3	Quarter 4 target	Audit took place on 31 March – 01 April. Estimate 50 % improvement to have been reached.

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		
% Blue Drop Compliance	70%	64.95%	**70%**	64,95%	**70%**	**64.95%**	**70%**	**64.59%**	**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 reach a Target of 70%. In Progress

QUARTER 2	No Blue Drop Audit conducted during this term	Process Audits for all WTW Plants will be required to establish required Budget to reach a Target of 70%. In Progress
QUARTER 3	No Blue Drop Audit conducted during this term	Process Audits for all WTW Plants will be required to establish the required budget to reach a Target of 70%. In Progress to set up the necessary U-keys.

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%**	**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** Humansdorp – 43%. Jeffreys Bay – 32%. Hankey – 13%. Loerie – 3%. Patensie – 3%. St Francis Bay – 3%. Thornhill -2%- Oyster Bay 1% **- Total of 7 642**	

QUARTER 2	Humansdorp – 43%. Jeffreys Bay – 32%. Hankey – 13%. Loerie – 3%. Patensie – 3%. St Francis Bay – 3%. Thornhill -2%- Oyster Bay 1% - **Total of 7 642**	
QUARTER 3	Humansdorp – 43%. Jeffreys Bay – 32%. Hankey – 13%. Loerie – 3%. Patensie – 3%. St Francis Bay – 3%. Thornhill -2%- Oyster Bay 1% - **Total of 7 642**	

KEY PERFORMANCE AREA: INFRASTRUCTURE AND BASIC SERVICE DELIVERY												
KPI	**Annual Target 22/23**	**Baseline**	**Q1**		**Q2**		**Q3**		**Q4**		**30 June 2023**	**DIRECTORATE**
			Target	**Actual**	**Target**	**Actual**	**Target**	**Actual**	**Target**	**Actual**	**Achieved**	
% Expenditure of repairs and maintenance budget provisions	80%		**10%**	13.6%	**40%**	**40%**	**70%**	**66%**	**80%**			**CIVIL AND WATER SERVICES**

	COMMENT	**CORRECTIVE ACTION**
QUARTER 1	Expenditure on track	
QUARTER 2	Expenditure on track	
QUARTER 3	Expenditure behind with 4%	

4.5 ELECTRO-MECHANICAL SERVICES

KEY PERFORMANCE AREA: INFRASTRUCTURE AND BASIC SERVICE DELIVERY												
KPI	Annual Target 22/23	Baseline	Q1		Q2		Q3		Q4		Achieved June 30 2023	DIRECTORATE
			Target	Actual	Target	Actual	Target	Actual	Target	Actual		
% OF Municipal Fleet in Servicable condition	90%	95%	**90%**	**93.25%**	**90%**	**94.52%**	**90%**	**92%**	**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.
QUARTER 2	• Tender 212/2023 new vehicle lease tender. • Tender 207/2024 Supply of various suction pump parts for a period of six months. • Tender 214/2024 Branding and warning devices of municipal vehicles. • Tender 200/2024 Body and mechanical repairs firefighting vehicle. • Tender 163/2024 Complete engine overhaul of Shantui Bulldozer. • Auction held on the 4th of December 2024	99% of all the vehicles had been delivered and handed to the respective departments, this had an astronomical influx on the operational availability of the fleet during the festive period of 2024 and all departments could full fill their mandate of service delivery towards the community. The only vehicle still outstanding is the combination drain cleaning vehicle. Expected delivery is March 2025. Tender had been awarded and materials had been delivered. Newly procured vehicles had been branded and warning devices had been installed in the traffic vehicles. Firefighting vehicle had been repaired had been repaired.

		Tender had been awarded and the service provider is in process of rebuilding the entire engine. A total of 27 old uneconomical to repair vehicles had been sold on the auction.
QUARTER 3	• Tender 212/2023 new vehicle lease tender. • Tender 207/2024 Supply of various suction pump parts for a period of six months. • Tender 214/2024 Branding and warning devices of municipal vehicles. • Tender 200/2024 Body and mechanical repairs firefighting vehicle. • Tender 163/2024 Complete engine overhaul of Shantui Bulldozer. • Auction held on the 4th of December 2024 • Tender 26/2025 Complete engine overhaul of a Hino Fire truck • Tender 12/2025 Refurbishment of trailer mounted Cherry picker Reg. no. BHD 162 EC • Tender 13/2025 Supply and delivery of PPE for the Fleet section. • Tender 18/2025 Engine overhaul and body refurbishment.	• 59 0f 60 Newly procured vehicle had been delivered and issued to the relevant departments. Still waiting for the Combination drain cleaning machine ETA end of April 2025. • Still using tender to procure various vacuum pump parts. • Branding of newly procured vehicles had been done. • Fire truck body had been repaired and vehicle back in commission. • Engine had been overhauled and installed, Bulldozer waiting for radiator. • 23 Redundant vehicles had been sold on auction, to the value of R 534 800.00 • Tender awarded, order generated, and vehicle collected by service provider to remove and rebuild the engine of the Fire truck. • Tender awarded, order had been generated, and the service provider collected the cherry picker. • Tender awarded awaiting the order. • Tender awarded order had been generated and the vehicle had been collected in process of being repaired. • Tender was cancelled on the 12/03/2025, service provider cannot supply, in readvertising phase. • Tender closed and in evaluation phase. • Tender closed and in evaluation phase.

	• Tender 244/2025 supply and delivery of Bulldozer radiator. • Tender 36/2025 to refurbish two Isuzu LDV's bodies and upholstery. • Tender 41/2025 to refurbish three Isuzu LDV's bodies and upholstery. • Total job cards for quarter three opened • Fleet average availability for quarter three.	• Total job cards opened 1121 until the 14/03/2025 92% availability of Fleet.

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%	0%	70%	0%	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.
QUARTER 2	Tender closed in November 2024, only R5m was budgeted for this project. The cheapest offer came in at R17m. Tender Number 215/2024: Supervisory Control and Data Acquisition (SCADA) was cancelled during the BAC meeting on 19 December 2024.	A tender of this nature has not been done before and we tested the market. All our substations was included and that increased the cost. The reduced scope tender only catered for the three respective towns, Humansdorp, St. Francis Bay and Jeffreys bay. This project will make switching safer and more

	A reduction in scope was done and tender will be re-advertised in February 2025 with the reduced scope.	convenient, this will also accommodate renewable energy. The 25 outstanding substations still need to be connected, and its old oil switchgear require the necessary upgrading to enable its remote functionality.
QUARTER 3	This project was re-advertised on 19 February 2025 due to the exorbitant costs received with the initial bids. A compulsory virtual clarification session was held on Wednesday, 26 February 2025, at 12:00pm. Project was evaluated on Monday the 31 March 2025.	The scope was reduced when the tender was re-advertised include the important sections of the network that have the associated network to synchronize with.

KEY PERFORMANCE AREA: INFRASTRUCTURE AND BASIC SERVICE DELIVERY												
KPI			**Q1**		**Q2**		**Q3**		**Q4**			**DIRECTORATE**
% Expenditure of DMRE Capital Grant Funding	**Annual Target 22/23**	**Baseline**	**Target**	**Actual**	**Target**	**Actual**	**Target**	**Actual**	**Target**	**Actual**	**Achieved 30 June 2023**	
	90%		**5%**	**0%**	**45%**	**2.6%**	**75%**	**36%**	**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.
QUARTER 2	The contractor was appointed at a BAC meeting held December 2024. Scheyisha Powerlines was selected as the successful service provider to electrify the 169 housing units in Oceanview. The appointments were delayed due to the lack of progress in the housing project. To date, the	The Human Settlements contractor should commence construction of the top structures to allow the Electrical contractor to begin their work.

	consultant has been compensated only for the inception, initiation, and contract management stages through the tender award.	
QUARTER 3	The site handover took place on 26 February 2025. The period for achieving Practical Completion of the Works is set to end on 30 June 2025, calculated from the Commencement Date. The current expenditure on the project is **R1,434,353.67,** the balance is **R2,506,807.54 ,** and financial expenditure is at **36%**. The project remains on track to meet the practical completion date of 30 June 2025, and efforts to mitigate potential.	The project cannot be completed without the construction of the houses, the delay on this came in with the housing contractor program not in sync with the electrification program. All activities to date have been completed within the expected timeline, with no major issues affecting the overall schedule.

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%	100%	100%			ELECTRO-MECHANICAL SERVICES

	COMMENT	CORRECTIVE ACTION
QUARTER 1		
QUARTER 2	All registered account holders have access to electricity, as evidenced by the number of accounts issued to consumers. Additionally, the department has electrified illegal settlements to mitigate threats to the sustainability of the network and to protect our electrical infrastructure.	To safeguard the infrastructure supplying registered households from illegal connections, we opted to electrify the unauthorized dwellings. This approach significantly enhanced the security of our electrical infrastructure.
QUARTER 3	All registered account holders have access to electricity, as evidenced by the number of accounts issued to consumers. Additionally, the department has electrified illegal	To safeguard the infrastructure supplying registered households from illegal connections, we opted to electrify the unauthorized dwellings. This approach

	settlements to mitigate threats to the sustainability of the network and to protect our electrical infrastructure.	significantly enhanced the security of our electrical infrastructure.

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%	16.68%	<16%	16.15%	<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.
QUARTER 2	Compared to the same period last year, losses were at 17.78%. Through our efforts to clean data via the TID project and detect tampered meters, we are already seeing improvements for the same period.	To further reduce losses, we have hired additional electricians to concentrate on metering and meter maintenance. Additionally, we have appointed dedicated staff for a 12-month period to assist with SSEG metering and registrations. This should further improve our losses with the department.
QUARTER 3	The currently electrical losses are 16.15%	Additionally, we have appointed dedicated staff for a 12-month period to assist with SSEG metering and registrations. This should further improve our losses with the department. A great amount of losses are being generated through unreliable metering, the reverse force by the generation is the biggest contributor. We having meetings with finance department to straighten out data is anomalies were picked up.

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%	100%	100%			ELECTRO-MECHANICAL SERVICES

	COMMENT	CORRECTIVE ACTION
QUARTER 1	As per all registered FBE consumers that qualify they are registered and serviced.	That the reach out programs be conducted, and residents be encouraged to register.
QUARTER 2	6342 indigent consumers are registered on our account's role. All have access to basic electricity.	The project to register indigents is run through our accounts department.
QUARTER 3	6342 indigent consumers are registered on our account's role. All have access to basic electricity.	The project to register indigents is run through our accounts department.

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%	42.92%	70%	60%	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.
QUARTER 2	Budgets are carefully managed during the December holiday season to mitigate unforeseen breakdowns. Accelerated expenditure begins in Q3, focusing on aggressive maintenance.	If necessary, budget adjustments will be made through virements to cover the emergency expenditure.

QUARTER 3	The department spend slower during the first half of the year, acceleration on expenditure start within Q3 after the December break, this is to cater for the unforeseen	The maintenance programs are accelerated.

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**	**657**	**100**	**136**	**100**			**FINANCE AND ECONOMIC DEVELOPMENT**

	COMMENT	CORRECTIVE ACTION
QUARTER 1:	77 achieved	not applicable
QUARTER 2	657 achieved	
QUARTER 3	136 achieved	

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**		
% Expenditure of EPWP grant funding received	90%		**5%**	12.3%%	**40%**	**53%**	**70%**	**54%**	**90%**			**FINANCE AND ECONOMIC DEVELOPMENT**

	COMMENT	CORRECTIVE ACTION

QUARTER 1:	12.3% achieved	not applicable
QUARTER 2	53% achieved	
QUARTER 3	54% achieved	Journal to be posted to reallocate expenditure

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**	**27**	**90**	**81**	**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.
QUARTER 2	Average 27 working days	
QUARTER 3	Average 81 days	Bids not to be advertised so close to shutdown period. More officials to be trained in Bid Committee requirements to create a bigger pool of competent specification and evaluation staff.

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%**	**46.1%**	**67.5%**	**68.3%**	**90%**			**FINANCE AND ECONOMIC DEVELOPMENT**

	COMMENT	CORRECTIVE ACTION
QUARTER 1:	22.7% achieved	not applicable
QUARTER 2	46.1% achieved	
QUARTER 3	68.3% achieved	

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%**	**20.5%**	**70%**	**82.5%**	**90%**			**FINANCE AND ECONOMIC DEVELOPMENT**

	COMMENT	CORRECTIVE ACTION
QUARTER 1:	10.9% achieved	not applicable
QUARTER 2	20.5% achieved	60% of the grant is allocated to the financial system amendments that are required. This is planned to take place from February. The full grant will be spent by the end of the financial year.
QUARTER 3	82.5%	

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		
% 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
QUARTER 2	Not applicable for this quarter	
QUARTER 3	Not applicable for this quarter	

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
QUARTER 2	Not applicable for this quarter as the calculation can only be performed at year end	
QUARTER 3	Not applicable for this quarter as the calculation can only be performed at year end	

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		1.69:1		2.38:1	**0.06:1**			**FINANCE AND ECONOMIC DEVELOPMENT**

	COMMENT	CORRECTIVE ACTION
QUARTER 1:	1.41 :1 achieved	not applicable
QUARTER 2	1.69:1 achieved	
QUARTER 3	2.38:1 achieved	

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		1.32:1		1.54:1	**0.95:1**			**FINANCE AND ECONOMIC DEVELOPMENT**

	COMMENT	CORRECTIVE ACTION
QUARTER 1:	1.27:1 achieved	not applicable
QUARTER 2	1.32:1 achieved	
QUARTER 3	1.54:1 achieved	

KEY PERFORMANCE AREA: FINANCIAL VIABLITY AND MANAGEMENT

KPI	Annual Target 22/23	Baseline	Q1		Q2		Q3		Q4		Achieved June 30	DIRECTORATE
Liquidity Ratio (Annual target)			Target	Actual	Target	Actual	Target	Actual	Target	Actual		
	0.2:1			0.63:1		0.64:1		0.85:1	**0.2:1**			**FINANCE AND ECONOMIC DEVELOPMENT**

	COMMENT	CORRECTIVE ACTION
QUARTER 1:	0.63:1 achieved	not applicable
QUARTER 2	0.64:1 achieved	
QUARTER 3	0.85:1 achieved	

KPI	Annual Target 22/23	Baseline	Q1		Q2		Q3		Q4		Achieved June 30	DIRECTORATE
% Revenue collected against revenue raised on municipal service accounts			Target	Actual	Target	Actual	Target	Actual	Target	Actual		
	95%		**95%**	80.85%	**95%**	**87.81%**	**95%**	**90.81%**	**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.
QUARTER 2	87.81% achieved	The collection rate has increased by 7% in the 2nd Quarter. With continuous credit control and a monthly collection rate above 95%, the target can be achieved.

QUARTER 3	90.81%	The collection rate has increased by 2% in the 3rd Quarter. With continuous credit control and a monthly collection rate above 100%, the target can be achieved.

KEY PERFORMANCE AREA: FINANCIAL VIABLITY AND MANAGEMENT												
KPI			**Q1**		**Q2**		**Q3**		**Q4**			**DIRECTORATE**
Number of Annual Financial Statements submitted to the AG by 31 August	**Annual Target 22/23**	**Baseline**	**Target**	**Actual**	**Target**	**Actual**	**Target**	**Actual**	**Target**	**Actual**	**Achieved 30 June 2023**	
	1		**1**	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
QUARTER 2	Target achieved in Quarter 1	
QUARTER 3	Target achieved in Quarter 1	

KEY PERFORMANCE AREA: FINANCIAL VIABLITY AND MANAGEMENT												
KPI			**Q1**		**Q2**		**Q3**		**Q4**			**DIRECTORATE**
Number of final Annual Budgets approved by Council by the legislated deadline	**Annual Target 22/23**	**Baseline**	**Target**	**Actual**	**Target**	**Actual**	**Target**	**Actual**	**Target**	**Actual**	**Achieved 30 June**	
	1			-		-			**1**			**FINANCE AND ECONOMIC DEVELOPMENT**

	COMMENT	**CORRECTIVE ACTION**
QUARTER 1:	Not applicable in Quarter 1	not applicable
QUARTER 2	Not applicable in Quarter 2	

QUARTER 3	Not applicable in Quarter 3	

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**	**1**				**FINANCE AND ECONOMIC DEVELOPMENT**

	COMMENT	**CORRECTIVE ACTION**
QUARTER 1:	Not applicable in Quarter 1	not applicable
QUARTER 2	2 Adjustment Budgets were approved by Council. The mid-year Adjustment Budget will be presented to Council at the end of January 2025.	Not applicable
QUARTER 3	Mid-Year Adjustments Budget submitted to Council on 29 January 2025	

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 30 98%days of receipt of a compliant invoice	90%		**90%**	97%	**90%**	**98%**	**90%**	**98.5%**	**90%**			**FINANCE AND ECONOMIC DEVELOPMENT**

	COMMENT	**CORRECTIVE ACTION**
QUARTER 1:	97% achieved	not applicable
QUARTER 2	98% achieved	

QUARTER 3	98.5% achieved	

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**	**1**		1				**FINANCE AND ECONOMIC DEVELOPMENT**

	COMMENT	**CORRECTIVE ACTION**
QUARTER 1:	Not applicable in Quarter 1	not applicable
QUARTER 2	Unqualified Audit with no findings (Clean) achieved	
QUARTER 3	Unqualified Audit with no findings (Clean) achieved	

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 Spatial 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.	
QUARTER 2	No Target set for Quarter 2. However, the department has already appointed a service provider. Project is in progress.	
QUARTER 3	No Target set for Quarter 3. However, the department has already appointed a service provider. Project is in progress.	

REPORTS BY THE OFFICE OF THE DEPUTY MUNICIPAL MANAGER

KOUGA
local municipality

KOUGA MUNICIPALITY (EC 108)
ORDINARY COUNCIL MEETING
OFFICE OF THE DEPUTY MUNCIPAL MANAGER
OPEN
DATE: 30 JULY 2025
ITEM NO: **25/07/DMM1**

CLOSE-OUT REPORT: PARTICIPATION OF THE EXECUTIVE MAYOR IN THE PAN-AFRICAN EXPO SYMPOSIUM AND STRATEGIC ENGAGEMENTS HELD IN THE UNITED STATES OF AMERICA FROM 23 JUNE TO 5 JULY 2025

1. **Introduction**

In accordance with Council Resolution 25/06/DMM13, adopted at the Special Council Meeting held on 13 June 2025, this item serves to submit the close-out report on the Executive Mayor's official participation in the Pan African City Symposium & Exposition (PACSE), as well as related strategic engagements with community and political leaders in the United States of America, from 23 June to 5 July 2025.

2. **Background**

The primary objective of the Executive Mayor's trip was to officially represent Kouga Municipality at the 2025 Pan African City Symposium & Exposition (PACSE), hosted by the US Africa Collaborative in Washington, D.C., and to engage in strategic international partnerships and learning exchanges.

The visit aimed to promote Kouga's sustainable development agenda—particularly in human settlements, smart village models, and infrastructure innovation—while strengthening global networks across government, business, and academia. In addition, the Executive Mayor participated in a collaborative leadership and mentorship programme in partnership with the Global Leadership Academy, exposing local learners to international business and innovation environments.

3. **Discussion**

The close-out report is attached and marked as Annexure A and contains the following recommendations and way forward, for discussion and consideration by Council:
To maximize the impact of this international trip, I recommend the following actions:

1. **Establish Contact Teams:** Assign staff to follow up with U.S based partners and potential investors.
2. **Pilot Feeding Programme:** Engage local stakeholders to explore adapting the Grace Klein model within Kouga.
3. **Digital Process Optimisation:** Begin investigating municipal use cases for AI and process automation technologies like Celonis.
4. **Formal Partnerships:** Explore the creation of a sister-city or cooperation agreement with one of the Birmingham municipalities.
5. **Investor Prospectus:** Compile and publish a clear, data-backed investment brochure that can be shared with international contacts.

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**

None

6. **Legal Implications**

None

7. **Other Implications**

None

8. **Comments by Directorates:**

8.1 **Chief Financial Officer:**

Noted

8.2 **Director: Planning & Development**

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**

Report noted.

9. **Delegated Authority**

Council

10. **Recommendations**

10.1 That Council hereby acknowledges the close-out report as fulfilling the requirement set forth in Council Resolution 25/06/DMM13, adopted at the Special Council Meeting held on 13 June 2025.

10.2 That Council endorses the implementation of the proposed follow-up actions detailed in Section 5 of Annexure A.

Item prepared by the: Manager: Special Programmes Unit

Item noted by the: Executive Mayor

Item approved by the: Deputy Municipal Manager

Item endorsed by the Municipal Manager:

ANNEXURE A

CLOSEOUT REPORT: PAN-AFRICAN EXPO SYMPOSIUM & STRATEGIC ENGAGEMENTS – UNITED STATES OF AMERICA

FINAL TRIP COSTS

The total cost of the trip amounted to R99,640.22, inclusive of service provider markups and fees—well below the approved budget of R149,805.61. This cost efficiency was achieved through prudent travel and accommodation arrangements, coupled with ongoing negotiations with service providers.

Flights and Travel Expenses	R71 200.00
Accommodation	R28 440.22
Total Expenditure	**R99 640.22**

ENGAGEMENT REPORT

1. Purpose of the Visit

The visit to the United States served multiple strategic objectives:

- To represent Kouga Municipality at the **Pan-African Expo Symposium** in Washington D.C., with a focus on human settlements and diaspora partnerships.
- To engage with **community development** stakeholders and political leaders in Birmingham, Alabama.
- To explore **innovation and infrastructure insights** through strategic site visits in New York, in partnership with Global Leadership Academy.

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2. Pan-African Expo Symposium, Washington D.C.

I was honoured to be invited as a guest speaker at the Pan-African Expo Symposium in Washington D.C., a high-level engagement platform within the broader African Diaspora movement.

My address centred on:

- **Human Settlements and Integrated Development** in the broader Kouga area and specifically focussing on Thornhill and our Love Cities project there.
- **Public-Private Collaboration** with Crossways Farm Village, Love Cities project.
- **Infrastructure development** plans and needs and how to better meet the immediate and longer-term needs of the community.
- **Opportunities for Investment** across housing, energy, tourism, and green economy sectors.

The symposium brought together municipal leaders, investors, and diaspora representatives from around the world, and created excellent visibility for Kouga's development agenda.

Key Outcomes:

- Multiple **investment leads** for human settlement and green development.
- Relationships built with **urban development experts** and diaspora-led financial networks.
- Exposure to **best-practice models** in global local government structures.

Attending the 2025 Pan African City Symposium & Exposition (PACSE), hosted by the US Africa Collaborative in Washington, D.C.



At Pan African Expo & Symposium at the University of the District of Colombia.





Presenting on Kouga and investment opportunities available.



Smaller engagement sessions about different development models from the US and Africa.



Elizabeth Glenn honoured as influential diaspora leader in the USA.



Deputy Secretary of State of Maryland (centre left) Mr. Michael Lore.



Elizabeth Glenn, Founder of US Africa Collaborative.



US influential business personalities in a panel discussion regarding how to navigate investment in Africa.

3. Community and Political Engagements, Birmingham, Alabama

Part of the second week in the US was spent in **Birmingham**, where I undertook a series of engagements aimed at understanding grassroots development and building intergovernmental networks.

Highlights Include:

- **Grace Klein Community**: Visited a nonprofit that provides food support to over 20,000 people weekly, partnering with churches, businesses, volunteers and local government. The organization is a strong example of scalable, community-driven projects that have a big influence in communities. I further had the opportunity to be interviewed on CBS News about the visit and what we are learning from each other.









- **Business Leader Engagements**: Held fruitful discussions with local business leaders focused on social cohesion, youth development and opportunities for impact in South Africa.





- **Mayoral Engagements**: Met with four mayors from the Birmingham region, exchanging insights on service delivery, disaster readiness, and economic growth strategies. Also engaged with Mayoral Candidate for the City of Pelham.







Meeting with Birmingham's First Black Mayor: An especially meaningful moment was meeting the city's first Black mayor, Richard Arrington, a pioneering leader who offered invaluable advice on transformational governance and community trust-building.

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4. Strategic Site Visits – Washington Gas & Celonis AI & South African Embassy

Further to the above, I joined Global Leadership Academy as part of their Vision tour, in visiting two significant institutions. The school took 16 learners from their business class to various international businesses in the US that offers opportunities to the students in support of creating their own businesses and giving them exposure to high performing CEO's.

- **Washington Gas**: Observed advanced utility operations, community engagement practices, and innovative infrastructure strategies relevant to Kouga's energy planning. Key takeaways were about distribution and billing systems that will be further investigated.





- **Celonis AI, New York**: Engaged with innovative leaders in process mining and artificial intelligence, with direct relevance to how municipalities can optimize internal systems, reduce waste, and improve turnaround times in service delivery.







I had the privilege to also visit **the South African Embassy in Washington DC**. I was hosted by the acting Ambassador to the USA, Mr **Ismail Esau.**

These visits offered forward-looking insight into **digital transformation** and **public-private infrastructure models**, both critical areas for Kouga's growth trajectory.

5. Recommendations and Way Forward

To maximize the impact of this international trip, I recommend the following actions:

1. **Establish Contact Teams**: Assign staff to follow up with U.S.-based partners and potential investors.
2. **Pilot Feeding Programme**: Engage local stakeholders to explore adapting the Grace Klein model within Kouga.
3. **Digital Process Optimisation**: Begin investigating municipal use cases for AI and process automation technologies like Celonis.
4. **Formal Partnerships**: Explore the creation of a sister-city or cooperation agreement with one of the Birmingham municipalities.
5. **Investor Prospectus**: Compile and publish a clear, data-backed investment brochure that can be shared with international contacts.

6. Conclusion

This visit strengthened Kouga Municipality's international relationships, inspired new thinking, and opened tangible opportunities for investment, innovation, and community upliftment. From the global stage of the Pan-African Expo to the grassroots success of Grace Klein and the technological innovation in New York and Washington DC, every engagement brought back valuable lessons and partnerships that can move Kouga forward, turning global connections into local impact.

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

KOUGA
local municipality
Good Governance through Service Excellence

REPORTS BY THE EXECUTIVE MAYOR

KOUGA
local municipality

REPORTS BY THE PORTFOLIO CHAIRPERSON: FINANCE AND ECONOMIC DEVELOPMENT

KOUGA
local municipality
Good Governance through Service Excellence

KOUGA MUNICIPALITY (EC 108)
ORDINARY COUNCIL MEETING
FINANCE & ECONOMIC DEVELOPMENT
OPEN
DATE: 30 JULY 2025
ITEM NO: **25/07/FED1**

BUDGET AND TREASURY: VIREMENTS REPORT FOR THE QUARTER ENDED 30 JUNE 2025

1. **Introduction**

The purpose of this item is to report to the Council on the Budget Virements made during the quarter ended 30 June 2025.

2. **Background**

In terms of the approved Virement Policy, the Municipal Manager must report to the Finance and Economic Development Portfolio Committee on a quarterly basis on all virements approved during that quarter.

3. **Discussion**

A detailed report on virements made during the quarter ended 30 June 2025, is submitted by the Finance and Economic Development Department in line with the approved virements policy requirements.

The virement report is attached as attached "**Annexure "A".**

In terms of the approved Virement Policy, paragraph 6(o), no virements are allowed during the last month of the financial year. During this period, urgent service level agreement payments were submitted, these expenditures did not have sufficient budget for the expenditure to be processed and paid. The CFO, Municipal manager and Mayor advised that these virements be processed and that a report goes to Council for the ratification of the virements. These virements are attached as **"Annexure B".**

4. **Financial Implications**

Completed by BTO -	As per attached report "**Annexure "A".**
Project Description	
Ukey no.	
Budgeted Amount	
Amount spent and committed to date	
Amount Available	
Comment	
BTO Signature	

5. **Applicable legislation**

Virement Policy as approved by Council.

6. **Legal Implications**

Compliance with the Virement Policy as approved by Council.

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**

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 notes the Municipal Manager's report on all virements approved during the quarter ended 30 June 2025.

10.2 That Council approves the Virements on "**Annexure B".**

Item prepared by the Manager Budget & Treasury: 

Item approved by the Chief Financial Officer: 

Item endorsed by the Municipal Manager: 

Item noted by Portfolio Chairperson: 

					Annexure A
					Virement Form
DEPARTMENT	**DATE**	**BUSINESS KEY**	**FROM/TO**	**TRANSFER AMOUNT**	**ITEM DESCRIPTION**
CIVIL & WATER SERVICES					
WATER	30/05/2025	20250206074747	SOURCE	(100,000)	Expenditure:Inventory Consumed:Materials and Supplies
WATER	30/05/2025	20240131064529	TARGET	100,000	Expenditure:Inventory Consumed:Materials and Supplies
WATER	16/05/2025	20250206074751	SOURCE	(100,000)	Expenditure:Inventory Consumed:Materials and Supplies
WATER	16/05/2025	20250206074752	TARGET	100,000	Expenditure:Inventory Consumed:Materials and Supplies
WATER	16/05/2025	20240710995575	SOURCE	(246,671)	Expenditure:Inventory Consumed:Materials and Supplies
WATER	16/05/2025	20240131064529	TARGET	246,671	Expenditure:Inventory Consumed:Materials and Supplies
WATER	16/05/2025	20240710994895	SOURCE	(240,000)	Expenditure:Contracted Services:Outsourced Services:Business and Advisory:Research and Advisory
WATER	16/05/2025	20240710994958	TARGET	240,000	Expenditure:Contracted Services:Consultants and Professional Services:Laboratory Services:Water
WATER	24/04/2025	20250206074745	SOURCE	(50,000)	Expenditure:Inventory Consumed:Materials and Supplies
WATER	24/04/2025	20250206074748	TARGET	50,000	Expenditure:Inventory Consumed:Materials and Supplies
WATER	24/04/2025	20250206074750	SOURCE	(96,000)	Expenditure:Inventory Consumed:Materials and Supplies
WATER	24/04/2025	20250206074748	TARGET	96,000	Expenditure:Inventory Consumed:Materials and Supplies
WATER	24/04/2025	20250206074752	SOURCE	(100,000)	Expenditure:Inventory Consumed:Materials and Supplies
WATER	24/04/2025	20250206074748	TARGET	100,000	Expenditure:Inventory Consumed:Materials and Supplies
WATER	24/04/2025	20250206074752	SOURCE	(100,000)	Expenditure:Inventory Consumed:Materials and Supplies
WATER	24/04/2025	20250206074748	TARGET	100,000	Expenditure:Inventory Consumed:Materials and Supplies
WATER	24/04/2025	20250206074746	SOURCE	(100,000)	Expenditure:Inventory Consumed:Materials and Supplies
WATER	24/04/2025	20250206074752	TARGET	100,000	Expenditure:Inventory Consumed:Materials and Supplies
WATER	02/04/2025	20240131064550	SOURCE	(65,000)	Expenditure:Operational Cost:Hire Charges
WATER	02/04/2025	20240710995828	TARGET	65,000	Expenditure:Operational Cost:Hire Charges
SEWERAGE	30/05/2025	20240710995117	SOURCE	(1,299,051)	Expenditure:Contracted Services:Contractors:Maintenance of Unspecified Assets
SEWERAGE	30/05/2025	20250206074739	TARGET	1,299,051	Expenditure:Contracted Services:Contractors:Maintenance of Unspecified Assets
SEWERAGE	16/05/2025	20240710995559	SOURCE	(161,802)	Expenditure:Inventory Consumed:Materials and Supplies
SEWERAGE	16/05/2025	20170702073289	TARGET	161,802	Expenditure:Operational Cost:Hire Charges
SEWERAGE	16/05/2025	20200711023709	SOURCE	(150,000)	Expenditure:Contracted Services:Outsourced Services:Business and Advisory:Project Management
SEWERAGE	16/05/2025	20240710995113	TARGET	150,000	Expenditure:Contracted Services:Contractors:Maintenance of Unspecified Assets
SEWERAGE	16/05/2025	20240710995595	SOURCE	(180,000)	Expenditure:Inventory Consumed:Materials and Supplies
SEWERAGE	16/05/2025	20240710995585	TARGET	180,000	Expenditure:Inventory Consumed:Materials and Supplies
SEWERAGE	16/05/2025	20240912015637	SOURCE	(50,000)	Expenditure:Inventory Consumed:Materials and Supplies
SEWERAGE	16/05/2025	20170702073289	TARGET	50,000	Expenditure:Operational Cost:Hire Charges
SEWERAGE	16/05/2025	20240710995567	SOURCE	(124,707)	Expenditure:Inventory Consumed:Materials and Supplies
SEWERAGE	16/05/2025	20240912022439	TARGET	124,707	Expenditure:Inventory Consumed:Materials and Supplies
SEWERAGE	16/05/2025	20240710995639	SOURCE	(268,000)	Expenditure:Inventory Consumed:Materials and Supplies
SEWERAGE	16/05/2025	20170702073289	TARGET	268,000	Expenditure:Operational Cost:Hire Charges
SEWERAGE	16/05/2025	20240710995113	TARGET	50,000	Expenditure:Contracted Services:Contractors:Maintenance of Unspecified Assets
SANITATION	16/05/2025	20240710995835	SOURCE	(50,000)	Expenditure:Operational Cost:Hire Charges
SEWERAGE	16/05/2025	20240710995567	SOURCE	(40,000)	Expenditure:Inventory Consumed:Materials and Supplies
SEWERAGE	16/05/2025	20240710995585	TARGET	40,000	Expenditure:Inventory Consumed:Materials and Supplies
SEWERAGE	16/05/2025	20240710995113	TARGET	90,346	Expenditure:Contracted Services:Contractors:Maintenance of Unspecified Assets
SANITATION	16/05/2025	20240131064547	SOURCE	(90,346)	Expenditure:Operational Cost:Hire Charges
SEWERAGE	16/05/2025	20240710995567	SOURCE	(40,000)	Expenditure:Inventory Consumed:Materials and Supplies
SEWERAGE	16/05/2025	20240710995585	TARGET	40,000	Expenditure:Inventory Consumed:Materials and Supplies
SEWERAGE	24/04/2025	20240912022439	SOURCE	(400,000)	Expenditure:Inventory Consumed:Materials and Supplies
SEWERAGE	24/04/2025	20240912014957	TARGET	400,000	Expenditure:Inventory Consumed:Materials and Supplies
SEWERAGE	22/04/2025	20240710995070	SOURCE	(400,000)	Expenditure:Contracted Services:Contractors:Maintenance of Unspecified Assets
SEWERAGE	22/04/2025	20240710995117	TARGET	400,000	Expenditure:Contracted Services:Contractors:Maintenance of Unspecified Assets
SEWERAGE	22/04/2025	20170702071098	SOURCE	(875,000)	Expenditure:Contracted Services:Consultants and Professional Services:Infrastructure and Planning:Engineering:Civil
SEWERAGE	22/04/2025	20240710995117	TARGET	875,000	Expenditure:Contracted Services:Contractors:Maintenance of Unspecified Assets
SEWERAGE	22/04/2025	20240912015637	SOURCE	(300,000)	Expenditure:Inventory Consumed:Materials and Supplies
SEWERAGE	22/04/2025	20240912014957	TARGET	300,000	Expenditure:Inventory Consumed:Materials and Supplies
SEWERAGE	09/04/2025	20240710995558	SOURCE	(100,000)	Expenditure:Inventory Consumed:Materials and Supplies
SEWERAGE	09/04/2025	20240710995550	TARGET	100,000	Expenditure:Inventory Consumed:Materials and Supplies
ROADS AND STORMWATER	16/05/2025	20250206074736	SOURCE	(375,000)	Expenditure:Contracted Services:Consultants and Professional Services:Infrastructure and Planning:Engineering:Civil
ROADS AND STORMWATER	16/05/2025	20240710995008	TARGET	375,000	Expenditure:Contracted Services:Contractors:Maintenance of Unspecified Assets
ROADS AND STORMWATER	16/05/2025	20240710995637	SOURCE	(375,023)	Expenditure:Inventory Consumed:Materials and Supplies
ROADS AND STORMWATER	16/05/2025	20240710995649	TARGET	375,023	Expenditure:Inventory Consumed:Materials and Supplies
ROADS AND STORMWATER	16/05/2025	20250206074735	SOURCE	(450,000)	Expenditure:Contracted Services:Consultants and Professional Services:Infrastructure and Planning:Engineering:Civil
ROADS AND STORMWATER	16/05/2025	20240710995008	TARGET	450,000	Expenditure:Contracted Services:Contractors:Maintenance of Unspecified Assets
ROADS AND STORMWATER	16/05/2025	20240710995016	SOURCE	(592,303)	Expenditure:Contracted Services:Contractors:Maintenance of Unspecified Assets
ROADS AND STORMWATER	16/05/2025	20240710995649	TARGET	592,303	Expenditure:Inventory Consumed:Materials and Supplies
ROADS AND STORMWATER	16/05/2025	20240710995692	SOURCE	(305,337)	Expenditure:Inventory Consumed:Materials and Supplies
ROADS AND STORMWATER	16/05/2025	20240710995693	TARGET	305,337	Expenditure:Inventory Consumed:Materials and Supplies
ROADS AND STORMWATER	09/04/2025	20240710995637	SOURCE	(100,000)	Expenditure:Inventory Consumed:Materials and Supplies
ROADS AND STORMWATER	09/04/2025	20240710995534	TARGET	100,000	Expenditure:Inventory Consumed:Materials and Supplies
DIRECTOR:CIVIL AND WATER SERVICES	16/05/2025	20220707988092	SOURCE	(25,000)	Expenditure:Operational Cost:Registration Fees:Seminars, Conferences, Workshops and Events:National
DIRECTOR:CIVIL AND WATER SERVICES	16/05/2025	20220707988090	TARGET	25,000	Expenditure:Operational Cost:Registration Fees:Professional and Regulatory Bodies

DEPARTMENT	DATE	BUSINESS KEY	FROM/TO	TRANSFER AMOUNT	ITEM DESCRIPTION
COMMUNITY SERVICES					
ENVIRONMENTAL MANAGEMENT	23/05/2025	20230707065901	SOURCE	(35,000)	Expenditure:Contracted Services:Consultants and Professional Services:Business and Advisory:Air Pollution
ENVIRONMENTAL MANAGEMENT	23/05/2025	20220707986907	TARGET	35,000	Expenditure:Contracted Services:Outsourced Services:Professional Staff
ENVIRONMENTAL MANAGEMENT	23/05/2025	20210710001846	SOURCE	(171,000)	Expenditure:Inventory Consumed:Consumables:Standard Rated
ENVIRONMENTAL MANAGEMENT	23/05/2025	20220707986907	TARGET	171,000	Expenditure:Contracted Services:Outsourced Services:Professional Staff
ENVIRONMENTAL MANAGEMENT	23/05/2025	20240710994912	SOURCE	(76,000)	Expenditure:Contracted Services:Outsourced Services:Professional Staff
ENVIRONMENTAL MANAGEMENT	23/05/2025	20220707986907	TARGET	76,000	Expenditure:Contracted Services:Outsourced Services:Professional Staff
ENVIRONMENTAL MANAGEMENT	23/05/2025	20240710994995	SOURCE	(150,000)	Expenditure:Contracted Services:Contractors:Maintenance of Buildings and Facilities
ENVIRONMENTAL MANAGEMENT	23/05/2025	20240710995057	TARGET	150,000	Expenditure:Contracted Services:Contractors:Maintenance of Unspecified Assets
FIRE SERVICES	21/05/2025	20240710994913	SOURCE	(68,500)	Expenditure:Contracted Services:Outsourced Services:Professional Staff
CARAVAN PARKS AND CAMPING SITES	21/05/2025	20240710994969	TARGET	68,500	Expenditure:Contracted Services:Contractors:Maintenance of Buildings and Facilities
LIFEGUARDS	21/05/2025	20240710995773	SOURCE	(3,000)	Expenditure:Operational Cost:Signage
LIFEGUARDS	21/05/2025	20240710995519	TARGET	3,000	Expenditure:Inventory Consumed:Consumables:Standard Rated
COASTAL CLEANING	15/05/2025	20240710995059	SOURCE	(859,147)	Expenditure:Contracted Services:Contractors:Maintenance of Unspecified Assets
CARAVAN PARKS AND CAMPING SITES	15/05/2025	20240710994969	TARGET	859,147	Expenditure:Contracted Services:Contractors:Maintenance of Buildings and Facilities
LIBRARY SERVICES	14/05/2025	20210710002125	SOURCE	(2,000)	Expenditure:Operational Cost:Travel and Subsistence:Domestic:Daily Allowance
LIBRARY SERVICES	14/05/2025	20210710001967	TARGET	2,000	Expenditure:Operational Cost:Advertising, Publicity and Marketing:Gifts and Promotional Items
COASTAL CLEANING	13/05/2025	20240710995059	SOURCE	(1,400,000)	Expenditure:Contracted Services:Contractors:Maintenance of Unspecified Assets
CARAVAN PARKS AND CAMPING SITES	13/05/2025	20240710994969	TARGET	1,400,000	Expenditure:Contracted Services:Contractors:Maintenance of Buildings and Facilities
DIRECTOR:COMMUNITY SERVICES	09/05/2025	20210710002142	SOURCE	(3,165)	Expenditure:Operational Cost:Travel and Subsistence:Domestic:Food and Beverage (Served)
DIRECTOR:COMMUNITY SERVICES	09/05/2025	20230707065970	TARGET	3,165	Expenditure:Inventory Consumed:Consumables:Standard Rated
DIRECTOR:COMMUNITY SERVICES	07/05/2025	20210710001829	SOURCE	(1,528)	Expenditure:Inventory Consumed:Consumables:Standard Rated
DIRECTOR:COMMUNITY SERVICES	07/05/2025	20230707065970	TARGET	1,528	Expenditure:Inventory Consumed:Consumables:Standard Rated
DIRECTOR:COMMUNITY SERVICES	07/05/2025	20180927013603	SOURCE	(11,585)	Expenditure:Operational Cost:Travel and Subsistence:Foreign:Daily Allowance
DIRECTOR:COMMUNITY SERVICES	07/05/2025	20230707065970	TARGET	11,585	Expenditure:Inventory Consumed:Consumables:Standard Rated
ENVIRONMENTAL MANAGEMENT	07/05/2025	20240710995057	SOURCE	(250,000)	Expenditure:Contracted Services:Contractors:Maintenance of Unspecified Assets
ENVIRONMENTAL MANAGEMENT	07/05/2025	20240710994995	TARGET	250,000	Expenditure:Contracted Services:Contractors:Maintenance of Buildings and Facilities
NATIONAL TRAFFIC (NATIS)	24/04/2025	20220707986958	SOURCE	(10,567)	Expenditure:Contracted Services:Contractors:Maintenance of Equipment
LAW ENFORCEMENT	24/04/2025	20240710995664	TARGET	10,567	Expenditure:Inventory Consumed:Materials and Supplies
NATIONAL TRAFFIC (NATIS)	24/04/2025	20220707986913	SOURCE	(26,800)	Expenditure:Contracted Services:Outsourced Services:Drivers Licence Cards
LAW ENFORCEMENT	24/04/2025	20240710995664	TARGET	26,800	Expenditure:Inventory Consumed:Materials and Supplies
FIRE SERVICES	24/04/2025	20220707988278	SOURCE	(44,858)	Expenditure:Operational Cost:Hire Charges
FIRE SERVICES	24/04/2025	20181017025859	TARGET	44,858	Expenditure:Operational Cost:Uniform and Protective Clothing
FIRE SERVICES	24/04/2025	20220707986890	SOURCE	(26,004)	Expenditure:Contracted Services:Outsourced Services:Catering Services
FIRE SERVICES	24/04/2025	20181017025859	TARGET	26,004	Expenditure:Operational Cost:Uniform and Protective Clothing
ENVIRONMENTAL HEALTH	24/04/2025	20240710995560	SOURCE	(2,707)	Expenditure:Inventory Consumed:Materials and Supplies
ENVIRONMENTAL HEALTH	24/04/2025	20210710001962	TARGET	2,707	Expenditure:Operational Cost:Advertising, Publicity and Marketing:Gifts and Promotional Items
FIRE SERVICES	24/04/2025	20210710002181	SOURCE	(16,008)	Expenditure:Operational Cost:Travel and Subsistence:Domestic:Transport without Operator:Own Transport
FIRE SERVICES	24/04/2025	20181017025859	TARGET	16,008	Expenditure:Operational Cost:Uniform and Protective Clothing
ENVIRONMENTAL HEALTH	24/04/2025	20230707065918	SOURCE	(4,068)	Expenditure:Contracted Services:Contractors:Maintenance of Equipment
ENVIRONMENTAL HEALTH	24/04/2025	20210710001962	TARGET	4,068	Expenditure:Operational Cost:Advertising, Publicity and Marketing:Gifts and Promotional Items
ENVIRONMENTAL MANAGEMENT	24/04/2025	20240710994912	SOURCE	(250,000)	Expenditure:Contracted Services:Outsourced Services:Professional Staff
ENVIRONMENTAL MANAGEMENT	24/04/2025	20240710995057	TARGET	250,000	Expenditure:Contracted Services:Contractors:Maintenance of Unspecified Assets
FIRE SERVICES	24/04/2025	20210710002154	SOURCE	(2,004)	Expenditure:Operational Cost:Travel and Subsistence:Domestic:Food and Beverage (Served)
FIRE SERVICES	24/04/2025	20230707065958	TARGET	2,004	Expenditure:Inventory Consumed:Consumables:Standard Rated
FIRE SERVICES	24/04/2025	20210113033100	SOURCE	(2,173)	Expenditure:Operational Cost:Travel and Subsistence:Domestic:Transport without Operator:Own Transport
FIRE SERVICES	24/04/2025	20181017025859	TARGET	2,173	Expenditure:Operational Cost:Uniform and Protective Clothing
ENVIRONMENTAL HEALTH	24/04/2025	20210710002165	SOURCE	(10,005)	Expenditure:Operational Cost:Travel and Subsistence:Domestic:Transport without Operator:Car Rental
ENVIRONMENTAL HEALTH	24/04/2025	20210710001962	TARGET	10,005	Expenditure:Operational Cost:Advertising, Publicity and Marketing:Gifts and Promotional Items
LAW ENFORCEMENT	24/04/2025	20220707988028	SOURCE	(46,000)	Expenditure:Operational Cost:External Computer Service:Software Licences
LAW ENFORCEMENT	24/04/2025	20240710995664	TARGET	46,000	Expenditure:Inventory Consumed:Materials and Supplies
FIRE SERVICES	24/04/2025	20210710002133	SOURCE	(15,000)	Expenditure:Operational Cost:Travel and Subsistence:Domestic:Daily Allowance
FIRE SERVICES	24/04/2025	20230707065958	TARGET	15,000	Expenditure:Inventory Consumed:Consumables:Standard Rated
ENVIRONMENTAL MANAGEMENT	24/04/2025	20240710994912	SOURCE	(80,000)	Expenditure:Contracted Services:Outsourced Services:Professional Staff
ENVIRONMENTAL MANAGEMENT	24/04/2025	20240426021520	TARGET	80,000	Expenditure:Contracted Services:Consultants and Professional Services:Laboratory Services:Water
ENVIRONMENTAL MANAGEMENT	23/04/2025	20220707986907	SOURCE	(100,000)	Expenditure:Contracted Services:Outsourced Services:Professional Staff
ENVIRONMENTAL MANAGEMENT	23/04/2025	20240710994995	TARGET	100,000	Expenditure:Contracted Services:Contractors:Maintenance of Buildings and Facilities
ENVIRONMENTAL MANAGEMENT	23/04/2025	20240710994951	SOURCE	(50,000)	Expenditure:Contracted Services:Consultants and Professional Services:Infrastructure and Planning:Ecological
ENVIRONMENTAL MANAGEMENT	23/04/2025	20240710994995	TARGET	50,000	Expenditure:Contracted Services:Contractors:Maintenance of Buildings and Facilities
ENVIRONMENTAL MANAGEMENT	23/04/2025	20240710994952	SOURCE	(200,000)	Expenditure:Contracted Services:Consultants and Professional Services:Infrastructure and Planning:Ecological
WASTE SERVICES	23/04/2025	20180917030731	TARGET	200,000	Expenditure:Operational Cost:Uniform and Protective Clothing
ENVIRONMENTAL MANAGEMENT	23/04/2025	20240710994951	SOURCE	(100,000)	Expenditure:Contracted Services:Consultants and Professional Services:Infrastructure and Planning:Ecological
ENVIRONMENTAL MANAGEMENT	23/04/2025	20240710994995	TARGET	100,000	Expenditure:Contracted Services:Contractors:Maintenance of Buildings and Facilities
ENVIRONMENTAL MANAGEMENT	23/04/2025	20221013003124	SOURCE	(52,000)	Expenditure:Operational Cost:Travel and Subsistence:Domestic:Transport without Operator:Own Transport
ENVIRONMENTAL MANAGEMENT	23/04/2025	20220707988213	TARGET	52,000	Expenditure:Operational Cost:Uniform and Protective Clothing
ENVIRONMENTAL MANAGEMENT	23/04/2025	20240710994952	SOURCE	(350,000)	Expenditure:Contracted Services:Consultants and Professional Services:Infrastructure and Planning:Ecological
WASTE SERVICES	23/04/2025	20170702071052	TARGET	350,000	Expenditure:Contracted Services:Outsourced Services:Illegal Dumping
WASTE SERVICES	02/04/2025	20170702072622	SOURCE	(200,000)	Expenditure:Inventory Consumed:Materials and Supplies
WASTE SERVICES	02/04/2025	20240710995536	TARGET	200,000	Expenditure:Inventory Consumed:Materials and Supplies

DEPARTMENT	DATE	BUSINESS KEY	FROM/TO	TRANSFER AMOUNT	ITEM DESCRIPTION
ELECTRO&MECHANICAL SERVICES					
METERING AND REVENUE	26/05/2025	20170702071379	SOURCE	(5,632)	Expenditure:Contracted Services:Contractors:Maintenance of Unspecified Assets
METERING AND REVENUE	26/05/2025	20170702071376	TARGET	5,632	Expenditure:Contracted Services:Contractors:Maintenance of Unspecified Assets
METERING AND REVENUE	26/05/2025	20170702071383	SOURCE	(50,470)	Expenditure:Contracted Services:Contractors:Maintenance of Unspecified Assets
METERING AND REVENUE	26/05/2025	20170702071376	TARGET	50,470	Expenditure:Contracted Services:Contractors:Maintenance of Unspecified Assets
METERING AND REVENUE	26/05/2025	20210710001610	SOURCE	(5,719)	Expenditure:Contracted Services:Contractors:Maintenance of Unspecified Assets
METERING AND REVENUE	26/05/2025	20170702071376	TARGET	5,719	Expenditure:Contracted Services:Contractors:Maintenance of Unspecified Assets
METERING AND REVENUE	26/05/2025	20240710995112	SOURCE	(94,871)	Expenditure:Contracted Services:Contractors:Maintenance of Unspecified Assets
METERING AND REVENUE	26/05/2025	20170702071376	TARGET	94,871	Expenditure:Contracted Services:Contractors:Maintenance of Unspecified Assets
METERING AND REVENUE	26/05/2025	20170702071182	SOURCE	(30,000)	Expenditure:Contracted Services:Contractors:Maintenance of Equipment
METERING AND REVENUE	26/05/2025	20170702072543	TARGET	30,000	Expenditure:Inventory Consumed:Materials and Supplies
METERING AND REVENUE	26/05/2025	20170702072553	SOURCE	(1,680)	Expenditure:Inventory Consumed:Materials and Supplies
METERING AND REVENUE	26/05/2025	20170702072543	TARGET	1,680	Expenditure:Inventory Consumed:Materials and Supplies
METERING AND REVENUE	26/05/2025	20170702073433	SOURCE	(150,000)	Expenditure:Operational Cost:Hire Charges
METERING AND REVENUE	26/05/2025	20170702072543	TARGET	150,000	Expenditure:Inventory Consumed:Materials and Supplies
METERING AND REVENUE	26/05/2025	20170702073454	SOURCE	(85,000)	Expenditure:Operational Cost:Hire Charges
METERING AND REVENUE	26/05/2025	20170702072543	TARGET	85,000	Expenditure:Inventory Consumed:Materials and Supplies
METERING AND REVENUE	26/05/2025	20210304980953	SOURCE	(8,440)	Expenditure:Inventory Consumed:Materials and Supplies
METERING AND REVENUE	26/05/2025	20170702072543	TARGET	8,440	Expenditure:Inventory Consumed:Materials and Supplies
METERING AND REVENUE	26/05/2025	20220707988111	SOURCE	(8,000)	Expenditure:Operational Cost:Professional Bodies, Membership and Subscription
METERING AND REVENUE	26/05/2025	20170702072543	TARGET	8,000	Expenditure:Inventory Consumed:Materials and Supplies
METERING AND REVENUE	26/05/2025	20220707988192	SOURCE	(18,832)	Expenditure:Operational Cost:Travel and Subsistence:Domestic:Transport without Operator:Own Transport
METERING AND REVENUE	26/05/2025	20170702072543	TARGET	18,832	Expenditure:Inventory Consumed:Materials and Supplies
METERING AND REVENUE	19/05/2025	20250206074749	SOURCE	(63,504)	Expenditure:Inventory Consumed:Materials and Supplies
METERING AND REVENUE	19/05/2025	20170702072543	TARGET	63,504	Expenditure:Inventory Consumed:Materials and Supplies
METERING AND REVENUE	19/05/2025	20250206074743	SOURCE	(230,824)	Expenditure:Inventory Consumed:Materials and Supplies
METERING AND REVENUE	19/05/2025	20170702072543	TARGET	230,824	Expenditure:Inventory Consumed:Materials and Supplies
METERING AND REVENUE	19/05/2025	20250206074738	SOURCE	(176,086)	Expenditure:Contracted Services:Contractors:Maintenance of Unspecified Assets
METERING AND REVENUE	19/05/2025	20170702072543	TARGET	176,086	Expenditure:Inventory Consumed:Materials and Supplies
METERING AND REVENUE	19/05/2025	20250206074737	SOURCE	(144,720)	Expenditure:Contracted Services:Contractors:Maintenance of Unspecified Assets
METERING AND REVENUE	19/05/2025	20170702072543	TARGET	144,720	Expenditure:Inventory Consumed:Materials and Supplies
METERING AND REVENUE	24/04/2025	20240710995375	SOURCE	(500,000)	Expenditure:Employee Related Cost:Municipal Staff:Salaries, Wages and Allowances:Basic Salary and Wages
METERING AND REVENUE	24/04/2025	20240710995443	TARGET	500,000	Expenditure:Employee Related Cost:Municipal Staff:Salaries, Wages and Allowances:Allowances:Service Related Benefits:Overtime:Non Structured
METERING AND REVENUE	24/04/2025	20240710995375	SOURCE	(300,000)	Expenditure:Employee Related Cost:Municipal Staff:Salaries, Wages and Allowances:Basic Salary and Wages
METERING AND REVENUE	24/04/2025	20240710995409	TARGET	300,000	Expenditure:Employee Related Cost:Municipal Staff:Salaries, Wages and Allowances:Allowances:Service Related Benefits:Acting and Post Related Allowances
METERING AND REVENUE	11/04/2025	20170702071379	SOURCE	(600,000)	Expenditure:Contracted Services:Contractors:Maintenance of Unspecified Assets
METERING AND REVENUE	11/04/2025	20170702072543	TARGET	600,000	Expenditure:Inventory Consumed:Materials and Supplies
METERING AND REVENUE	11/04/2025	20170702073454	SOURCE	(15,000)	Expenditure:Operational Cost:Hire Charges
METERING AND REVENUE	11/04/2025	20180917032836	TARGET	15,000	Expenditure:Operational Cost:Uniform and Protective Clothing

DEPARTMENT	DATE	BUSINESS KEY	FROM/TO	TRANSFER AMOUNT	ITEM DESCRIPTION
FINANCE &ECONOMIC DEVELOPMENT					
ECONOMIC DEVELOPMENT	30/04/2025	20240710994916	SOURCE	(20,000)	Expenditure:Contracted Services:Outsourced Services:Transport Services
TOURISM	30/04/2025	20170702073098	TARGET	20,000	Expenditure:Operational Cost:Travel and Subsistence:Domestic:Transport without Operator:Own Transport
ASSETS AND FUNDING MANAGEMENT	23/04/2025	20170702072796	SOURCE	(100,000)	Expenditure:Operational Cost:Insurance Underwriting:Insurance Claims
ASSETS AND FUNDING MANAGEMENT	23/04/2025	20170702072795	TARGET	100,000	Expenditure:Operational Cost:Insurance Underwriting:Claims paid to Third Parties
OFFICE OF THE DMM					
HUMAN RESOURCES	30/05/2025	20170702073152	SOURCE	(10,000)	Expenditure:Operational Cost:Travel and Subsistence:Non-employees
HUMAN RESOURCES	30/05/2025	20170702073153	TARGET	10,000	Expenditure:Operational Cost:Travel and Subsistence:Non-employees
SKILLS DEVELOPMENT	30/05/2025	20210929975620	SOURCE	(10,000)	Expenditure:Contracted Services:Contractors:Event Promoters
HUMAN RESOURCES	30/05/2025	20170702073152	TARGET	10,000	Expenditure:Operational Cost:Travel and Subsistence:Non-employees
DEPUTY MUNICIPAL MANAGER	30/05/2025	20240710995732	SOURCE	(1,400)	Expenditure:Operational Cost:Advertising, Publicity and Marketing:Gifts and Promotional Items
EXECUTIVE MAYOR	30/05/2025	20240710995707	TARGET	1,400	Expenditure:Operational Cost:Achievements and Awards
DEPUTY MUNICIPAL MANAGER	30/05/2025	20240710995732	SOURCE	(10,000)	Expenditure:Operational Cost:Advertising, Publicity and Marketing:Gifts and Promotional Items
DEPUTY MUNICIPAL MANAGER	30/05/2025	20230707066006	TARGET	10,000	Expenditure:Inventory Consumed:Consumables:Standard Rated
HUMAN RESOURCES	15/05/2025	20220707986887	SOURCE	(150,000)	Expenditure:Contracted Services:Outsourced Services:Business and Advisory:Qualification Verification
OCCUPATIONAL HEALTH AND SAFETY (OHS)	15/05/2025	20250304001856	TARGET	150,000	Expenditure:Contracted Services:Consultants and Professional Services:Business and Advisory:Occupational Health and Safety
ADMINISTRATION SERVICES	15/05/2025	20210710001970	SOURCE	(125,891)	Expenditure:Operational Cost:Advertising, Publicity and Marketing:Staff Recruitment
ADMINISTRATION SERVICES	15/05/2025	20170702072725	TARGET	125,891	Expenditure:Operational Cost:Advertising, Publicity and Marketing:Tenders
ADMINISTRATION SERVICES	15/05/2025	20180702070280	SOURCE	(104,096)	Expenditure:Operational Cost:Storage of Files (Archiving)
ADMINISTRATION SERVICES	15/05/2025	20170702072725	TARGET	104,096	Expenditure:Operational Cost:Advertising, Publicity and Marketing:Tenders
EXECUTIVE MAYOR	15/05/2025	20210710002221	SOURCE	(60,000)	Expenditure:Operational Cost:Travel and Subsistence:Foreign:Daily Allowance
EXECUTIVE MAYOR	15/05/2025	20250515044556	TARGET	60,000	Expenditure:Operational Cost:Achievements and Awards
MEDIA LIAISON	15/05/2025	20220707988019	SOURCE	(12,000)	Expenditure:Operational Cost:Advertising, Publicity and Marketing:Signs
ADMINISTRATION SERVICES	15/05/2025	20170702072725	TARGET	12,000	Expenditure:Operational Cost:Advertising, Publicity and Marketing:Tenders
MEDIA LIAISON	15/05/2025	20220707988018	SOURCE	(11,638)	Expenditure:Operational Cost:Advertising, Publicity and Marketing:Gifts and Promotional Items
ADMINISTRATION SERVICES	15/05/2025	20170702072725	TARGET	11,638	Expenditure:Operational Cost:Advertising, Publicity and Marketing:Tenders
MEDIA LIAISON	15/05/2025	20240131064527	SOURCE	(10,846)	Expenditure:Inventory Consumed:Consumables:Standard Rated
ADMINISTRATION SERVICES	15/05/2025	20170702072725	TARGET	10,846	Expenditure:Operational Cost:Advertising, Publicity and Marketing:Tenders
MEDIA LIAISON	15/05/2025	20240710995524	SOURCE	(9,742)	Expenditure:Inventory Consumed:Consumables:Standard Rated
ADMINISTRATION SERVICES	15/05/2025	20170702072725	TARGET	9,742	Expenditure:Operational Cost:Advertising, Publicity and Marketing:Tenders
MEDIA LIAISON	15/05/2025	20220707988012	SOURCE	(50,300)	Expenditure:Operational Cost:Advertising, Publicity and Marketing:Corporate and Municipal Activities
ADMINISTRATION SERVICES	15/05/2025	20170702072725	TARGET	50,300	Expenditure:Operational Cost:Advertising, Publicity and Marketing:Tenders
ADMINISTRATION SERVICES	15/05/2025	20230707066049	SOURCE	(85,000)	Expenditure:Operational Cost:External Computer Service:Software Licences
ADMINISTRATION SERVICES	15/05/2025	20240826060974	TARGET	85,000	Expenditure:Contracted Services:Contractors:Maintenance of Buildings and Facilities
INFORMATION COMMUNICATION TECHNOLOGY (ICT)	14/05/2025	20220707987679	SOURCE	(120,000)	Expenditure:Employee Related Cost:Municipal Staff:Salaries, Wages and Allowances:Allowances:Service Related Benefits:Overtime:Non Structured
INFORMATION COMMUNICATION TECHNOLOGY (ICT)	14/05/2025	20220707987515	TARGET	120,000	Expenditure:Employee Related Cost:Municipal Staff:Salaries, Wages and Allowances:Allowances:Service Related Benefits:Acting and Post Related Allowances
OCCUPATIONAL HEALTH AND SAFETY (OHS)	12/05/2025	20170702071056	SOURCE	(100,000)	Expenditure:Contracted Services:Outsourced Services:Medical Services [Medical Health Services & Support]
LEGAL SERVICES	12/05/2025	20220707986941	TARGET	100,000	Expenditure:Contracted Services:Consultants and Professional Services:Legal Cost:Legal Advice and Litigation
MEDIA LIAISON	12/05/2025	20240710995802	SOURCE	(19,000)	Expenditure:Operational Cost:Travel and Subsistence:Domestic:Transport with Operator:Public Transport:Air Transport
LEGAL SERVICES	12/05/2025	20220707986941	TARGET	19,000	Expenditure:Contracted Services:Consultants and Professional Services:Legal Cost:Legal Advice and Litigation

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OFFICE OF THE DMM					
MEDIA LIAISON	12/05/2025	20240710995796	SOURCE	(5,000)	Expenditure:Operational Cost:Travel and Subsistence:Domestic:Transport without Operator:Own Transport
LEGAL SERVICES	12/05/2025	20220707986941	TARGET	5,000	Expenditure:Contracted Services:Consultants and Professional Services:Legal Cost:Legal Advice and Litigation
MEDIA LIAISON	12/05/2025	20240710995787	SOURCE	(5,000)	Expenditure:Operational Cost:Travel and Subsistence:Domestic:Daily Allowance
LEGAL SERVICES	12/05/2025	20220707986941	TARGET	5,000	Expenditure:Contracted Services:Consultants and Professional Services:Legal Cost:Legal Advice and Litigation
MEDIA LIAISON	12/05/2025	20240131064543	SOURCE	(14,000)	Expenditure:Operational Cost:Registration Fees:Seminars, Conferences, Workshops and Events:National
LEGAL SERVICES	12/05/2025	20220707986941	TARGET	14,000	Expenditure:Contracted Services:Consultants and Professional Services:Legal Cost:Legal Advice and Litigation
MEDIA LIAISON	12/05/2025	20220707988012	SOURCE	(120,000)	Expenditure:Operational Cost:Advertising, Publicity and Marketing:Corporate and Municipal Activities
LEGAL SERVICES	12/05/2025	20220707986941	TARGET	120,000	Expenditure:Contracted Services:Consultants and Professional Services:Legal Cost:Legal Advice and Litigation
SOCIAL DEVELOPMENT	12/05/2025	20240710994897	SOURCE	(30,000)	Expenditure:Contracted Services:Outsourced Services:Catering Services
SOCIAL DEVELOPMENT	12/05/2025	20210710001939	TARGET	30,000	Expenditure:Operational Cost:Achievements and Awards
SOCIAL DEVELOPMENT	12/05/2025	20250206074741	SOURCE	(40,000)	Expenditure:Inventory Consumed:Consumables:Standard Rated
SOCIAL DEVELOPMENT	12/05/2025	20210710001939	TARGET	40,000	Expenditure:Operational Cost:Achievements and Awards
MAYORAL COMMITTEE	12/05/2025	20200711024578	SOURCE	(30,000)	Expenditure:Operational Cost:Registration Fees:Seminars, Conferences, Workshops and Events:National
SOCIAL DEVELOPMENT	12/05/2025	20210710001939	TARGET	30,000	Expenditure:Operational Cost:Achievements and Awards
EXECUTIVE MAYOR	12/05/2025	20210113033085	SOURCE	(50,000)	Expenditure:Operational Cost:Travel and Subsistence:Domestic:Accommodation
SOCIAL DEVELOPMENT	12/05/2025	20210710001939	TARGET	50,000	Expenditure:Operational Cost:Achievements and Awards
EXECUTIVE MAYOR	12/05/2025	20230707066074	SOURCE	(10,000)	Expenditure:Operational Cost:Travel and Subsistence:Foreign:Accommodation
SOCIAL DEVELOPMENT	12/05/2025	20210710001939	TARGET	10,000	Expenditure:Operational Cost:Achievements and Awards
MEDIA LIAISON	07/05/2025	20220707988012	SOURCE	(62,000)	Expenditure:Operational Cost:Advertising, Publicity and Marketing:Corporate and Municipal Activities
MEDIA LIAISON	07/05/2025	20220707988019	TARGET	62,000	Expenditure:Operational Cost:Advertising, Publicity and Marketing:Signs
INFORMATION COMMUNICATION TECHNOLOGY (ICT)	07/05/2025	20220707987386	SOURCE	(120,000)	Expenditure:Employee Related Cost:Municipal Staff:Salaries, Wages and Allowances:Basic Salary and Wages
INFORMATION COMMUNICATION TECHNOLOGY (ICT)	07/05/2025	20220707987679	TARGET	120,000	Expenditure:Employee Related Cost:Municipal Staff:Salaries, Wages and Allowances:Allowances:Service Related Benefits:Overtime:Non Structured
INFORMATION COMMUNICATION TECHNOLOGY (ICT)	29/04/2025	20170702072790	SOURCE	(250,000)	Expenditure:Operational Cost:External Computer Service:Software Licences
LEGAL SERVICES	29/04/2025	20220707986941	TARGET	250,000	Expenditure:Contracted Services:Consultants and Professional Services:Legal Cost:Legal Advice and Litigation
DEPUTY MUNICIPAL MANAGER	24/04/2025	20240710995640	SOURCE	(22,000)	Expenditure:Inventory Consumed:Materials and Supplies
DEPUTY MUNICIPAL MANAGER	24/04/2025	20230707066006	TARGET	22,000	Expenditure:Inventory Consumed:Consumables:Standard Rated
INFORMATION COMMUNICATION TECHNOLOGY (ICT)	24/04/2025	20170702072790	SOURCE	(250,000)	Expenditure:Operational Cost:External Computer Service:Software Licences
LEGAL SERVICES	24/04/2025	20240710994910	TARGET	250,000	Expenditure:Contracted Services:Outsourced Services:Personnel and Labour
SOCIAL DEVELOPMENT	08/04/2025	20210710001505	SOURCE	(40,000)	Expenditure:Contracted Services:Outsourced Services:Catering Services
SOCIAL DEVELOPMENT	08/04/2025	20250206074741	TARGET	40,000	Expenditure:Inventory Consumed:Consumables:Standard Rated
SOCIAL DEVELOPMENT	08/04/2025	20230707066082	SOURCE	(10,000)	Expenditure:Operational Cost:Hire Charges
SOCIAL DEVELOPMENT	08/04/2025	20250206074741	TARGET	10,000	Expenditure:Inventory Consumed:Consumables:Standard Rated
SOCIAL DEVELOPMENT	07/04/2025	20230707065880	SOURCE	(20,000)	Expenditure:Contracted Services:Outsourced Services:Catering Services
SOCIAL DEVELOPMENT	07/04/2025	20250206074741	TARGET	20,000	Expenditure:Inventory Consumed:Consumables:Standard Rated
SPEAKER	07/04/2025	20240710995760	SOURCE	(100,000)	Expenditure:Operational Cost:Registration Fees:Seminars, Conferences, Workshops and Events:National
LEGAL SERVICES	07/04/2025	20220707986941	TARGET	100,000	Expenditure:Contracted Services:Consultants and Professional Services:Legal Cost:Legal Advice and Litigation
SPEAKER	07/04/2025	20240710995760	SOURCE	(100,000)	Expenditure:Operational Cost:Registration Fees:Seminars, Conferences, Workshops and Events:National
LEGAL SERVICES	07/04/2025	20240710994910	TARGET	100,000	Expenditure:Contracted Services:Outsourced Services:Personnel and Labour
MAYORAL COMMITTEE	02/04/2025	20241128994226	SOURCE	(20,000)	Expenditure:Operational Cost:Travel and Subsistence:Domestic:Transport without Operator:Own Transport
EXECUTIVE MAYOR	02/04/2025	20210710002201	TARGET	20,000	Expenditure:Operational Cost:Travel and Subsistence:Domestic:Transport with Operator:Public Transport:Air Transport

DEPARTMENT	DATE	BUSINESS KEY	FROM/TO	TRANSFER AMOUNT	ITEM DESCRIPTION
OFFICE OF THE DMM					
MEDIA LIAISON	12/05/2025	20240710995796	SOURCE	(5,000)	Expenditure:Operational Cost:Travel and Subsistence:Domestic:Transport without Operator:Own Transport
LEGAL SERVICES	12/05/2025	20220707986941	TARGET	5,000	Expenditure:Contracted Services:Consultants and Professional Services:Legal Cost:Legal Advice and Litigation
MEDIA LIAISON	12/05/2025	20240710995787	SOURCE	(5,000)	Expenditure:Operational Cost:Travel and Subsistence:Domestic:Daily Allowance
LEGAL SERVICES	12/05/2025	20220707986941	TARGET	5,000	Expenditure:Contracted Services:Consultants and Professional Services:Legal Cost:Legal Advice and Litigation
MEDIA LIAISON	12/05/2025	20240131064543	SOURCE	(14,000)	Expenditure:Operational Cost:Registration Fees:Seminars, Conferences, Workshops and Events:National
LEGAL SERVICES	12/05/2025	20220707986941	TARGET	14,000	Expenditure:Contracted Services:Consultants and Professional Services:Legal Cost:Legal Advice and Litigation
MEDIA LIAISON	12/05/2025	20220707988012	SOURCE	(120,000)	Expenditure:Operational Cost:Advertising, Publicity and Marketing:Corporate and Municipal Activities
LEGAL SERVICES	12/05/2025	20220707986941	TARGET	120,000	Expenditure:Contracted Services:Consultants and Professional Services:Legal Cost:Legal Advice and Litigation
SOCIAL DEVELOPMENT	12/05/2025	20240710994897	SOURCE	(30,000)	Expenditure:Contracted Services:Outsourced Services:Catering Services
SOCIAL DEVELOPMENT	12/05/2025	20210710001939	TARGET	30,000	Expenditure:Operational Cost:Achievements and Awards
SOCIAL DEVELOPMENT	12/05/2025	20250206074741	SOURCE	(40,000)	Expenditure:Inventory Consumed:Consumables:Standard Rated
SOCIAL DEVELOPMENT	12/05/2025	20210710001939	TARGET	40,000	Expenditure:Operational Cost:Achievements and Awards
MAYORAL COMMITTEE	12/05/2025	20200711024578	SOURCE	(30,000)	Expenditure:Operational Cost:Registration Fees:Seminars, Conferences, Workshops and Events:National
SOCIAL DEVELOPMENT	12/05/2025	20210710001939	TARGET	30,000	Expenditure:Operational Cost:Achievements and Awards
EXECUTIVE MAYOR	12/05/2025	20210113033085	SOURCE	(50,000)	Expenditure:Operational Cost:Travel and Subsistence:Domestic:Accommodation
SOCIAL DEVELOPMENT	12/05/2025	20210710001939	TARGET	50,000	Expenditure:Operational Cost:Achievements and Awards
EXECUTIVE MAYOR	12/05/2025	20230707066074	SOURCE	(10,000)	Expenditure:Operational Cost:Travel and Subsistence:Foreign:Accommodation
SOCIAL DEVELOPMENT	12/05/2025	20210710001939	TARGET	10,000	Expenditure:Operational Cost:Achievements and Awards
MEDIA LIAISON	07/05/2025	20220707988012	SOURCE	(62,000)	Expenditure:Operational Cost:Advertising, Publicity and Marketing:Corporate and Municipal Activities
MEDIA LIAISON	07/05/2025	20220707988019	TARGET	62,000	Expenditure:Operational Cost:Advertising, Publicity and Marketing:Signs
INFORMATION COMMUNICATION TECHNOLOGY (ICT)	07/05/2025	20220707987386	SOURCE	(120,000)	Expenditure:Employee Related Cost:Municipal Staff:Salaries, Wages and Allowances:Basic Salary and Wages
INFORMATION COMMUNICATION TECHNOLOGY (ICT)	07/05/2025	20220707987679	TARGET	120,000	Expenditure:Employee Related Cost:Municipal Staff:Salaries, Wages and Allowances:Allowances:Service Related Benefits:Overtime:Non Structured
INFORMATION COMMUNICATION TECHNOLOGY (ICT)	29/04/2025	20170702072790	SOURCE	(250,000)	Expenditure:Operational Cost:External Computer Service:Software Licences
LEGAL SERVICES	29/04/2025	20220707986941	TARGET	250,000	Expenditure:Contracted Services:Consultants and Professional Services:Legal Cost:Legal Advice and Litigation
DEPUTY MUNICIPAL MANAGER	24/04/2025	20240710995640	SOURCE	(22,000)	Expenditure:Inventory Consumed:Materials and Supplies
DEPUTY MUNICIPAL MANAGER	24/04/2025	20230707066006	TARGET	22,000	Expenditure:Inventory Consumed:Consumables:Standard Rated
INFORMATION COMMUNICATION TECHNOLOGY (ICT)	24/04/2025	20170702072790	SOURCE	(250,000)	Expenditure:Operational Cost:External Computer Service:Software Licences
LEGAL SERVICES	24/04/2025	20240710994910	TARGET	250,000	Expenditure:Contracted Services:Outsourced Services:Personnel and Labour
SOCIAL DEVELOPMENT	08/04/2025	20210710001505	SOURCE	(40,000)	Expenditure:Contracted Services:Outsourced Services:Catering Services
SOCIAL DEVELOPMENT	08/04/2025	20250206074741	TARGET	40,000	Expenditure:Inventory Consumed:Consumables:Standard Rated
SOCIAL DEVELOPMENT	08/04/2025	20230707066082	SOURCE	(10,000)	Expenditure:Operational Cost:Hire Charges
SOCIAL DEVELOPMENT	08/04/2025	20250206074741	TARGET	10,000	Expenditure:Inventory Consumed:Consumables:Standard Rated
SOCIAL DEVELOPMENT	07/04/2025	20230707065880	SOURCE	(20,000)	Expenditure:Contracted Services:Outsourced Services:Catering Services
SOCIAL DEVELOPMENT	07/04/2025	20250206074741	TARGET	20,000	Expenditure:Inventory Consumed:Consumables:Standard Rated
SPEAKER	07/04/2025	20240710995760	SOURCE	(100,000)	Expenditure:Operational Cost:Registration Fees:Seminars, Conferences, Workshops and Events:National
LEGAL SERVICES	07/04/2025	20220707986941	TARGET	100,000	Expenditure:Contracted Services:Consultants and Professional Services:Legal Cost:Legal Advice and Litigation
SPEAKER	07/04/2025	20240710995760	SOURCE	(100,000)	Expenditure:Operational Cost:Registration Fees:Seminars, Conferences, Workshops and Events:National
LEGAL SERVICES	07/04/2025	20240710994910	TARGET	100,000	Expenditure:Contracted Services:Outsourced Services:Personnel and Labour
MAYORAL COMMITTEE	02/04/2025	20241128994226	SOURCE	(20,000)	Expenditure:Operational Cost:Travel and Subsistence:Domestic:Transport without Operator:Own Transport
EXECUTIVE MAYOR	02/04/2025	20210710002201	TARGET	20,000	Expenditure:Operational Cost:Travel and Subsistence:Domestic:Transport with Operator:Public Transport:Air Transport
OFFICE OF THE MM					
MUNICIPAL MANAGER	04/04/2025	20180927014558	SOURCE	(3,500)	Expenditure:Operational Cost:Travel and Subsistence:Foreign:Daily Allowance
MUNICIPAL MANAGER	04/04/2025	20230707065981	TARGET	3,500	Expenditure:Inventory Consumed:Consumables:Standard Rated
PLANNING & DEVELOPMENT					
LAND AND PROPERTY ADMINISTRATION	21/05/2025	20240710994998	SOURCE	(80,000)	Expenditure:Contracted Services:Contractors:Maintenance of Buildings and Facilities
LAND AND PROPERTY ADMINISTRATION	21/05/2025	20230824052439	TARGET	80,000	Expenditure:Inventory Consumed:Consumables:Standard Rated

					Annexure B
					Virement Form
DEPARTMENT	**DATE**	**BUSINESS KEY**	**FROM/TO**	**TRANSFER AMOUNT**	**ITEM DESCRIPTION**
CIVIL & WATER SERVICES					
SEWERAGE	26/06/2025	20250206074739	SOURCE	(600,000)	Expenditure:Contracted Services:Contractors:Maintenance of Unspecified Assets
WATER	26/06/2025	20240710994958	TARGET	600,000	Expenditure:Contracted Services:Consultants and Professional Services:Laboratory Services:Water
ROADS AND STORMWATER	25/06/2025	20240710995366	SOURCE	(2,400,000)	Expenditure:Employee Related Cost:Municipal Staff:Salaries, Wages and Allowances:Basic Salary and Wages
WATER	25/06/2025	20240710995442	TARGET	2,400,000	Expenditure:Employee Related Cost:Municipal Staff:Salaries, Wages and Allowances:Allowances:Service Related Benefits:Overtime:Non Structured
DEPARTMENT	**DATE**	**BUSINESS KEY**	**FROM/TO**	**TRANSFER AMOUNT**	**ITEM DESCRIPTION**
ELECTRO&MECHANICAL SERVICES					
METERING AND REVENUE	17/06/2025	20210710002098	SOURCE	(29,801)	Expenditure:Operational Cost:Travel and Subsistence:Domestic:Accommodation
METERING AND REVENUE	17/06/2025	20170702072549	TARGET	29,801	Expenditure:Inventory Consumed:Materials and Supplies
METERING AND REVENUE	17/06/2025	20220707986932	SOURCE	(43,614)	Expenditure:Contracted Services:Consultants and Professional Services:Infrastructure and Planning:Engineering:Electrical
METERING AND REVENUE	17/06/2025	20170702072549	TARGET	43,614	Expenditure:Inventory Consumed:Materials and Supplies
METERING AND REVENUE	17/06/2025	20170702071388	SOURCE	(17,820)	Expenditure:Contracted Services:Contractors:Maintenance of Unspecified Assets
METERING AND REVENUE	17/06/2025	20170702072549	TARGET	17,820	Expenditure:Inventory Consumed:Materials and Supplies
METERING AND REVENUE	17/06/2025	20170702071383	SOURCE	(203,400)	Expenditure:Contracted Services:Contractors:Maintenance of Unspecified Assets
METERING AND REVENUE	17/06/2025	20170702072549	TARGET	203,400	Expenditure:Inventory Consumed:Materials and Supplies
METERING AND REVENUE	17/06/2025	20170702071376	SOURCE	(132,560)	Expenditure:Contracted Services:Contractors:Maintenance of Unspecified Assets
METERING AND REVENUE	17/06/2025	20170702072549	TARGET	132,560	Expenditure:Inventory Consumed:Materials and Supplies
METERING AND REVENUE	17/06/2025	20170702071375	SOURCE	(832)	Expenditure:Contracted Services:Contractors:Maintenance of Unspecified Assets
METERING AND REVENUE	17/06/2025	20170702072549	TARGET	832	Expenditure:Inventory Consumed:Materials and Supplies
METERING AND REVENUE	17/06/2025	20170702071099	SOURCE	(179,842)	Expenditure:Contracted Services:Consultants and Professional Services:Infrastructure and Planning:Engineering:Electrical
METERING AND REVENUE	17/06/2025	20170702072549	TARGET	179,842	Expenditure:Inventory Consumed:Materials and Supplies
DEPARTMENT	**DATE**	**BUSINESS KEY**	**FROM/TO**	**TRANSFER AMOUNT**	**ITEM DESCRIPTION**
FINANCE &ECONOMIC DEVELOPMENT					
EXPENDITURE	12/06/2025	20220707987365	SOURCE	(200,000)	Expenditure:Employee Related Cost:Municipal Staff:Salaries, Wages and Allowances:Basic Salary and Wages
EXPENDITURE	12/06/2025	20220707987505	TARGET	200,000	Expenditure:Employee Related Cost:Municipal Staff:Salaries, Wages and Allowances:Allowances:Service Related Benefits:Acting and Post Related Allowances
DEPARTMENT	**DATE**	**BUSINESS KEY**	**FROM/TO**	**TRANSFER AMOUNT**	**ITEM DESCRIPTION**
OFFICE OF THE DMM					
INFORMATION COMMUNICATION TECHNOLOGY (ICT)	17/06/2025	20200711023750	SOURCE	(399,000)	Expenditure:Contracted Services:Consultants and Professional Services:Business and Advisory:Project Management
LEGAL SERVICES	17/06/2025	20220707986941	TARGET	399,000	Expenditure:Contracted Services:Consultants and Professional Services:Legal Cost:Legal Advice and Litigation
EXECUTIVE MAYOR	13/06/2025	20200711024590	SOURCE	(800,000)	Expenditure:Operational Cost:Remuneration to Ward Committees
INFORMATION COMMUNICATION TECHNOLOGY (ICT)	13/06/2025	20170702072790	TARGET	800,000	Expenditure:Operational Cost:External Computer Service:Software Licences

VIREMENTS PER VOTE	**R'000**	**R'000**	**%**
CIVIL & WATER SERVICES	325,759	15,077	4.63%
COMMUNITY SERVICES	291,128	6,357	1.65%
ELECTRO/ MECHANICAL SERVICES	507,837	3,635	0.72%
FINANCE AND ECONOMIC DEVELOPMENT	136,835	1,924	1.41%
OFFICE OF THE DMM	127,824	4,792	3.75%
OFFICE OF THE MM	31,803	539	1.69%
PLANNING AND DEVELOPMENT	38,579	3,026	7.84%
	1,459,765	**35,350**	**2.42%**

KOUGA MUNICIPALITY (EC 108)
ORDINARY COUNCIL MEETING
FINANCE & ECONOMIC DEVELOPMENT
OPEN
DATE: 30 JULY 2025
ITEM NO: **25/07/FED2**

SUPPLY CHAIN MANAGEMENT: QUARTERLY IMPLEMENTATION REPORT FOR THE 4th TERM OF THE 2024-2025 FINANCIAL YEAR ENDING 30 JUNE 2025

1. **Introduction**

The purpose of this item is to report on the Supply Chain Management activities for the fourth quarter of the 2024/ 2025 Financial Year starting 01 April 2025 and ending 30 June 2025.

2. **Background**

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

3. **Discussion**

The 4th 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**

Municipal Supply Chain Regulations, Gazette No. 27636 dated 30 May 2005

6. **Legal Implications**

None

7. **Other Implications**

None

8. **Comments by Directorates:**

8.1 **Chief Financial Officer:**

Recommendation supported.

8.2 **Director: Planning & Development**

Item noted

8.3 **Director: Civil & Water Services**

Item noted

8.4 **Director: Electro-Mechanical Services**

Item noted

8.5 **Director: Community Services**

Item noted

8.6 **Deputy Municipal Manager**

Item noted

8.7 **Municipal Manager**

Item noted

9. **Delegated Authority**

Council

10. **Recommendations**

10.1 That the report be submitted to Council for approval as per the reporting requirements for the fourth quarter of the of the 2024/2025 Financial year starting 01 April 2025 and ending 30 June 2025.

Item prepared by the Manager SCM:

Item approved by the Chief Financial Officer:

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**. The centralised database and the Municipal Supply Chain Database are used to vet companies that are doing business with the municipality, in checking their compliance for doing business with the state.

2. Bid Committees

The committees mentioned below are established and functioning in accordance with the SCM Policy

- Bid Specification Committee (BSC)
- Bid Evaluation Committee (BEC)
- Bid Adjudication Committee (BAC)

The number of meetings held for the 4th quarter is reflected in Tables below:

Table 2a: Bid Specification Meetings:

No. of meetings held in April 2025	**Cancelled**
1 (Formal Tenders)	None
7 (Informal Tenders)	None
No. of meetings held in May 2025	**Cancelled**
3 (Formal Tenders	1-No quorum
9 (Informal Tenders)	None
No. of meetings held in June 2025	**Cancelled**
2 (Formal Tenders)	None
2 (informal Tenders)	None

Table 2b: Bid Evaluation Meetings

No. of Meetings held in April 2025	**Cancelled.**
13 (Formal Tenders)	0
21 (Informal Tenders)	0
No. of Meetings held in May 2025	**Cancelled**
13(Formal Tenders)	0
15 (Informal Tenders)	0
No. of Meetings held in June 2025	**Cancelled**
Formal Tenders – 20	3- No quorum
9 (Informal Tenders)	None

Table 2c: Bid Adjudication Committee Meetings

No. of Meetings held in April 2025	**Cancelled**
2	None
No. of Meetings held in May 2025	**Cancelled**
2	1-No quorum
No. of Meetings held in June 2025	**Cancelled**
2	None

3. Training: Supply Chain/Stores Section

There was no formal training session held during this quarter.
Informal virtual session was held by CIDB 28 May 2025.

a Virtual Infrastructure procurement workshop was held through the Department of Eastern Public Works and Infrastructure on 23 and 26 June 2025.
Please note that due to the short notice given for this session, most officials could not attend.

4. Monthly / Weekly Reports

Weekly reports are submitted to the Chief Financial Officer.
Monthly Deviation reports are submitted in terms of the SCM policy for the procurement of goods and services.
Monthly reports are submitted through the Chief Financial Officer to the various committees and where required, to Council. These reports are submitted in terms of Paragraph 6 of the Supply Chain Policy.

5. SCM Policy Implementation changes

There was no policy changes implemented for the period. New Bid Specification Committee members was appointed on 2 June 2025. Standard Operating Procedures was issued for Bid Evaluations procedures for formal and informal tenders on 2 June 2025. The Standard Operating Procedure for Bid Specification Procedures was issued with templates on 18 June 2025.

6. Advertisements

The following table reflects the seventeen (17) informal tenders (7day notice) and the eleven (11) formal tenders (competitive bids) advertised for the period.

Informal tenders

Tender Notice	Tender Description	Date of Advertisement
Notice 66 of 2025	Supply and Delivery of Bullard 6" Visors for USRX or LTX Fire Helmet	1 April 2025
Notice 71 of 2025	Supply, Delivery and Offloading of High Voltage Equipment	7 April 2025
Notice 73 of 2025	Procurement of Services from a Suitable Service Provider for the Mining, Loading and Transportation of Rocks	7 April 2025
Notice 79 of 2025	Manufacture and Installation of Roof and Access Doors at Bulldozer Shed: Hankey Landfill Site	15 April 2025
Notice 80 of 2025	Procurement of Timber/Wood (Poles and	15 April 2025

	Planks) for Boardwalk and Walkways in Jeffreys Bay	
Notice 87 of 2025	Recore of a Landfill Refuse Compactor Radiator	23 April 2025
Notice 88 of 2025	Supply and Delivery of Fire Fighting Equipment	23 April 2025
Notice 96 of 2025	Supply and Delivery of various Water Testing Equipment	2 May 2025
Notice 101 of 2025	Professional Services - EIA Process for the expansion of Weston Cemetery	9 May 2025
Notice 103 of 2025	Appointment of a Service Provider to do a Risk Profile Supply for medical surveillance and PPE	15 May 2025
Notice 104 of 2025	Hiring of Excavator and Dozer for Sand Removal in Oyster Bay	16 May 2025
Notice 105 of 2025	Topographical Survey of Humansdorp Landfill Site	15 May 2025
Notice 111 of 2025	Ad hoc Supply, Delivery and installation of steel Doors in the KLM Area	19 May 2025
Notice 113 of 2025	Complete Engine Overhaul of Nissan UD 90 Engine of a Sanitation Truck DXM 91EC	19 May 2025
Re-advertisement: Notice 62/2025	Re-advertisement: Procurement of Services from suitable contractors for rock revetment for ST. Francis Bay Spit extension	21 May 2025
Re-advertisement: Notice 73/2025	Re-advertisement: Procurement of Services from a suitable Service Provider for the mining, loading and transportation of rocks	21 May 2025
Notice 133 of 2025	Emergency Complete Engine Overhaul of An Isuzu FTR 800 Engine of a Sanitation Truck DNH 308 EC	13 June 2025

Formal tenders

Tender Notice	Tender Description	Date of Advertisement
Notice 61/ 2025	Supply and Delivery of one extended CAB 4X4 LDV for the fire Department	02 April 2025
Notice 59/2025	Loerie Sewer Pump Station Upgrade and New Rising Main	09 April 2025
Notice 60/2025	Upgrading Of Gravel Roads in the Kouga Area- Phase 2	09 April 2025
Notice 84/2025	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 5481, 5480, 5479, 5478, 873 and 8825 Jeffreys Bay	16 April 2025
Notice 82/2025	High Mast Flood Light Installations During The 2025/26 To 2026/27 Financial Years in the Kouga Municipal Area	25 April 2025
Notice 83/2025	Institutional Electro & Mechanical Infrastructure Services	25 April 2025
Erratum Notice 84/2025	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 5481, 5480, 5479, 5478, 873 and 8825 Jeffreys Bay	2 May 2025

Notice 92/2025	Refurbishment of all FOUR Steel Wheels on landfill Compactor	5 May 2025
Notice 116/2025	Electrification of 200 houses (phase 3) at Oceanview in Jeffreys Bay (DMRE Work) Specification No: G/106770/E	23 May 2025
Notice 120/2025	Appointment of a Contractor for the Rehabilitation and Reseal of Roads in Jeffreys Bay and Paradise Beach in the Kouga Local Municipal Area	9 June 2025
Notice 126/2025	Supply, Implementation, Monitoring and Provision of Managed Services for Cybersecurity for a Period of Three (3) Years	11 June 2025

7. Tender Clarification Meetings.

The table below reflects the clarification meetings held during this period.

Tender Notice	Tender Description	Date of Meeting
Notice 48 of 2025	Supply and Implementation of a Remote Automated Meter Reading System with Meter Audits and Bulk Meter Installation for a Period of Three (3) Years	02 April 2025 (Virtual Meeting)
Notice 59 of 2025	Loerie Sewer Pump Staton Upgrade and New Rising Main	22 April 2025 (Contact Meeting)
Notice 60 of 2025	Upgrade of Gravel Roads in the Kouga Area - Phase 2	22 April 2025 (Contact Meeting)
Notice 84 of 2025	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	Original 25 April 20025- virtual (Project manager was not available- dates revised) 6 May 2025

	5481, 5480, 5479, 5478, 873 and 8825 Jeffreys Bay	
Notice 82 of 2025	High Mast Flood Light Installation During the 2025/2026 to 2026/27 Financial Years in the KLM Area	7 May 2025
Notice 83 of 2025	Institutional Electro and Mechanical Infrastructure Services	8 May 2025
Notice 92 of 2025	Refurbishment of All Four Steel Wheels on Landfill Compactor	14 May 2025
Notice 101 of 2025	RFQ: Professional Services - EIA Process for the expansion of Weston Cemetery	16 May 2025
Notice 103 of 2025	RFQ: Appointment of a Service Provider to do a Risk Profile Supply for medical surveillance and PPE	21 May 2025
Notice 113 of 2025	RFQ: Complete Engine Overhaul of Nissan UD 90 Engine of a Sanitation Truck DXM 91EC	23 May 2025
Notice 116 of 2025	Electrification of 200 houses (phase 3) at Oceanview in Jeffreys Bay (DMRE Work) Specification No: G/106770/E	30 May 2025
Notice 120 of 2025	Appointment of a Contractor for the Rehabilitation and Reseal of Roads in Jeffreys Bay and Paradise Beach in the Kouga Local Municipal Area	18 June 2025
Notice 126 of 2025	Supply, implementation, monitoring and provision of managed services for cybersecurity for a period of three (3) years to Kouga Local Municipal Area	19 June 2025
Notice 133 of 2025	RFQ: Emergency Complete Engine Overhaul of an Isuzu FTR 800 Engine of a Sanitation Truck DNH308EC	20 June 2025

8. Seven Day Notices (Price Quotations) Awarded

The tables below reflect the Twenty-Two (22) informal notice awarded and Five (5) cancellations was done for the period.

Notice & Description	Service Provider	Date of Award	Amount/ Cancelled	Workdays Completion of Evaluation
Notice 49/2025 Repairs to DBS A643 EC, FLF 753 EC and FJP 574 EC Cherry Picker Truck and Prepare for their Annual COF Tests	Phakamisa Fleet Services (Pty) Ltd	7 April 2025	Various Rates	5 Working days
Notice 43/2025 Supply and Delivery of Grass Cutting Equipment	Premier Attraction t/a ZJS Distributors (Pty) Ltd Premier Pipe Supply (Pty) Ltd Tume Construction	10 April 2025	Various Rates	12 Working days
Notice 64/2025 Supply and Delivery of Grader Cutting Edges, Retainer Plates, Digging Tips for TLB's and Miscellaneous Parts for Falcon F50/150 Bush Cutters Until 30 June 2025	Phakamisa Fleet Services (Pty) Ltd	11 April 2025	Various Rates	1 Working days
Notice 56/2025 Supply, Delivery, Assembling and Installation of Office Furniture.	Workstation Office Furniture Originally appointed some items to Esizwe Group (Pty) Ltd - Bidder incorrectly priced- bid cancelled	15 April 2025 2nd Appointment 09 May 2025	Various Rates	8 Working days
Notice 52/2025 Appointment of an urban designer/architect to develop architectural design guidelines for the Jeffreys Bay central business district	Iqhayiya Design Workshop	22 April 2025	R253 000.00	9 Working Days
Notice 66/2025 Supply and Delivery of Bullard 6" Visors for USRX or LTX Fire Helmet	Cancelled	23 April 2025	Cancelled- market rates	7 Working days

Notice 58/2025 Supply and Delivery of Various Sizes Vehicle Batteries until 30 June 2025	Royal Fairways CC	30 April 2025	Various Rates	13 Working days
Notice 72/2025 Procurement of K9 Security Services operating in Jeffreys Bay, Humansdorp and Gamtoos Valley for a period of 3 months from date of appointment	Schutzhunde K9 Pty Ltd	2 May 2025	Various rates	5 Working Days
Notice 71/2025: Supply and Delivery and Off- loading of High Voltage Equipment	Flo Specialised Project Solution CC	7 May 2025	various rates	8 Working days
Notice 87/2025: Recore of landfill Compactor Radiator	Earth Mach Mining & Construction Equipment Pty Ltd	8 May 2025	R52,038.27	8 Working days
Notice 80/2025: Procurement of Timber / Wood (Poles and planks) for Boardwalk and Walkways in Jeffreys Bay	Baycon Pty Ltd	14 May 2025	various rates	8 Working days
Notice 81/2025: Bush clearing, pruning of trees, grass cutting open spaces at Council owned spaces/ beach braai areas and play parks	Emzini Project & Construction Pty Ltd (bidder withdrew after commencement) Vususiswe Construction	15 May 2025 2nd Appointment 18 June 2025	various rates	11 Working days
Notice 88/2025: Supply and Delivery of Firefighting Equipment	Baycon Pty Ltd Memotek CC Heico Project Management 1	15 May 2025	Various Rates	5 Working days
Notice 62 of 2025: Procurement of Services from suitable contractors for rock revetment for ST. Francis Bay Spit extension	Cancelled- tax/ prices	20 May 2025	Cancelled	13 Working days
Notice 73/2025: Procurement of Services from a suitable Service Provider for the mining, loading and transportation of rocks	Cancelled- tax/ prices	20 May 2025	n/a	20 Working days

Notice 93/2025: Supply and Delivery of 6m³ Trailer	Baycon Pty Ltd	20 May 2025	R150,000.00	4 Working days
Notice 94/2025: Sand removal, transportation from paradise beach, Seebries Street (lookout point) dunes to Flame Crescent, Jeffreys Bay	Nu Plant Pty Ltd	20 May 2025	Various Rates	4 Working days
Notice 79/2025: Manufacture and installation of roof and access door roads at bulldozer Shed: hankey landfill Site	Daniels Engineering & Manufacturing Pty Ltd HM Can Do Pty Ltd	21-May-25	Item1: R42 888,07 Item 2: R181000,00	14 Working days
Notice 96/2025: Supply and Delivery and offloading of various Water Testing Equipment	Sains Agencies	23-May-25	R 299 207.00	5 Working days
Notice 113/2025 Complete Engine Overhaul of Nissan UD 90 Engine of a Sanitation Truck DXM 914 EC	Phakamisa Fleet Services (Pty) Ltd	03 June 2025	R194 925.00	2 Working days
Re-advertisement- Notice 73/2025 Procurement of services from a suitable service provider for the mining, loading and transportation of rocks	Nu-Plant Projects (Pty) Ltd	04 June 2025	R149.50 rate per ton	2 Working days
Re-advertisement - Notice 62/2025 Procurement of services from suitable contractors for rock revetment for St Francis Bay spit extension	Nu-Plant Projects (Pty) Ltd	04 June 2025	R539.35 rate per ton	2 Working days
Notice 105/2025 Topographical Survey of Humansdorp Landfill Site	Alfredson Projects (Pty) Ltd	06 June 2025	R215 625.00	7 Working days
Notice 111/2025 Supply, Delivery and installation of steel doors within the Kouga Municipal Area	N/A	10 June 2025	Cancelled	6 Working days

Notice 101/2025 Professional Services – EIA Process for the Expansion of Weston Cemetery	N/A	12 June 2025	Cancelled	10 Working days
Notice 104/2025 Hiring of excavator and Dozar for sand removal in Oyster Bay	Prosperito Projects (Pty) Ltd	12 June 2025	Various Rates	11 Working days
Notice 103/2025 Appointment of a service provider to do a risk profile for medical surveillance and PPE	Sheqomspec (Pty) Ltd	13 June 2025	R160 307.70	10 Working days

9. Competitive bids Awarded/ Cancelled for the Period

The tables below reflect the seven (7) competitive bids awarded and five (5) cancellations was done for the period.
A total of two (2) awards was finalised made during at Bid Adjudication and are still in the cooling off period as of 30 June 2025, ie, Notice 59/2025 and Notice 92/2025.

Notice & Description	Service Provider	Date of Award	Amount/ Cancelled	Workdays Completion of Evaluation
Notice 201 of 2025 Supply, Delivery and Offloading of Copy Paper and Preprinted Paper for a period of three years	Zaheer Muhammad Cassim t/a Cassim's Heico Project Management (Pty) Ltd Masifiuyeni Isizwe Catering and General Trading (Pty) Ltd Kingship Management Services and Suppliers (Pty) Ltd (Bidder withdrew after commencement)	7 April 2025	Various Rates	90 Working days
Notice 217 of 2024 Appointment of a Contractor for Gill Marcus Elevated Reservoir and Feeder Lines- Kruisfontein, Humansdorp	MKJ360 (Pty) Ltd	7 April 2025	R 6 116 921.39	59 Working days

Notice 2 of 2025 Appointment of Professional Service Provider for Development of Housing Sector Plan	Maswana JV (Pty) Ltd	10 April 2025	R 295 550.00	24 Working days
Notice 23 of 2025 Supply, Delivery and Offloading of Two (2) Piece Conti-Suits for a Period of Three (3) Years	Premier Pipe Supply (Pty) Ltd	24 April 2025	Various Rates	8 Working days
Notice 25 of 2025 Supervisory Control and Data Acquisition (refer to addendum Notice 32/2025)- Re-advertisement	Eya Bantu Pty Ltd	6 May 2025	R5,748,781.53	14 Working days
Notice 61/2025 Supply and delivery of one (1) extended cab 4x4 LDV for the fire department	MDZ Fleet Solutions (Pty) Ltd	22 May 2025	R726,625.00	4 Working days
Notice 37 of 2025 Hardware Supply, Delivery and Installation and maintenance of the current biometric access system for a period of three years	Afrisec Strategic Solutions Pty Ltd	22 May 2025	Various Rates	12 Working days
Notice 220/2024 Kwanomzamo Bulk Sanitation: Implementation of a New Sewer Pump Station and Rising Main from Bungalows	n/a	28 May 2025	Cancelled	119 Working days
Notice 221/2024 Kwanomzamo Bulk Water Implementation of a New Bulk Water Rising Main from Humansdorp Water Treatment Works to Kwanomzamo	n/a	28 May 2025	Cancelled	119 Working days

Notice 222/2024 Appointment of Contractor for the Construction of Thornhill Reservoir and Feeder main	n/a	28 May 2025	Cancelled	126 Working days
Notice 223/2024 Appointment of Contractor for the minor upgrades to Kruisfontein WWTW and Construction of the Donkerhoek Sewer Line	n/a	28 May 2025	Cancelled	126 Working days
Notice 159 of 2024 Supply, delivery and Off-loading of Consumables for a 3-year period	n/a	28 May 2025	Cancelled	162 Working days

Variations/ Awarded for the Quarter

Notice & Description	Service Provider	Date of Award	Amount/ Cancelled
Notice 223/2024 Supply and Delivery of Laptop Devices for a Period of Two (2) Years	Metro Computer Services (Pty) Ltd	11 June 2025	Various rates
Notice 99 of 2023 Appointment of contractor for the Replacement of the Existing Water Main in Mimosa Street	Ibhabhatane Trading CC	11 June 2025	R 417 215.72

10. Section 36 Deviations in terms of SCM Policy

Deviations for the months of April to June 2025 as follows:

- April amounted to **R 1 545 380.25**
- May amounted to **R 2 899 869.14**
- June amounted to **R 2 627 370.57**

REFER TO DETAILED BREAKDOWN:
TABLE 10A, 10B and 10C BELOW

11. Progress – Requisitions Report

Please note: that the total below excludes the purchases done through the inventory section.

Table 11a

MONTHLY SCM REQUISITIONS REPORT FOR THE MONTH ENDING 31 APRIL 2025					
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	97	87	10	inclusive of weekend (2) delayed approval (2)	Budget exceeded (6)
Community Services	98	90	8	Delayed approval (4)	budget exceeded (4)
DMM	88	71	17	inclusive of weekend (1), delayed approvals (4) delayed processing (2)	budget exceeded (7) rejected (3)
MM & Mayors	34	33	1	0	Rejected (1)
Electro - Mechanical: Electrical	55	49	6	0	query not resolved (1), budget exceeded (5),
Electro - Mechanical: Workshop	83	83	0	0	0
Finance & Economic Development	63	52	11	Inclusive of weekends (7), delayed processing (2)	Query not resolved (2)

Planning & Development	14	12	2	inclusive of weekend, (2)	0
TOTALS	**532**	**477**	**55**	**26**	**29**

Table 11b

MONTHLY SCM REQUISITIONS REPORT FOR THE MONTH ENDING 31 MAY 2025					
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	107	73	34	inclusive of weekend (4) delayed processing (6), delayed approval (1)	Budget exceeded (8), SP not registered (10) rejected (4) cancelled (1)
Community Services	113	91	22	Delayed processing (6) delayed approval (6)	budget exceeded (3, query/rejected (7)
DMM	104	81	23	delayed approvals (6)	budget exceeded (6), rejected (11)
MM & Mayors	28	23	5	0	Budget exceeded (6) rejected (7)
Electro - Mechanical: Electrical	35	25	10	inclusive of weekend (1), delayed approvals (3)	budget exceeded (2), query not resolved (2), rejected (2)
Electro - Mechanical: Workshop	123	113	6	inclusive of weekend (1), delayed approvals (3)	budget exceeded (2), query not resolved (3)
Finance & Economic Development	58	52	6	Delayed processing (1)	query (5)

Planning & Development	31	28	3	inclusive of weekend (2) delayed approvals-2	Queries (2)
TOTALS	**599**	**490**	**109**	**31**	**78**

Table 11c

MONTHLY SCM REQUISITIONS REPORT FOR THE MONTH ENDING 30 JUNE 2025					
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	29	29	0	0	0
Community Services	36	32	4	0	budget exceeded (1)(Query/ Rejected (3)
DMM	25	24	1	0	rejected
MM & Mayors	18	18	0	0	0
Electro - Mechanical: Electrical	29	28	1	0	Budget exceeded
Electro - Mechanical: Workshop	21	21	0	0	0
Finance & Economic Development	30	30	0	0	0
Planning & Development	5	5	0	0	0

TOTALS	**193**	**187**	**6**	**0**	**6**

12. Report on the Balance of Stock at hand at Stores for the period.

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 period dated 1 April 2025 to 30 June 2025.

Table 12a

STOCK BALANCING REPORT-APRIL 2025						
DATE	**BALANCE**		**ISSUES**	**RECEIPTS**	**JNL/Return**	**BALANCE**
01/04/2025	24,286,687.91	11	47,426.63	268,920.50	46.29	24,508,228.07
02/04/2025	24,508,228.07					24,508,228.07
03/04/2025	24,508,228.07	29	312,886.79	14,400.00	40.00	24,209,781.28
04/04/2025	24,209,781.28	15	46,520.86	988,800.00		25,152,060.42
07/04/2025	25,152,060.42	8	22697.16	104043.2		25,233,406.46
08/04/2025	25,233,406.46	12	223,648.85	109,358.00		25,119,115.61
09/04/2025	25,119,115.61	18	137,653.10	82,252.00	20,359.00	25,084,073.51
10/04/2025	25,084,073.51	11	52,896.48			25,031,177.03
11/04/2025	25,031,177.03	13	172,532.27	170,349.10	516.50	25,029,510.36
14/04/2025	25,029,510.36	17	93,743.17			24,935,767.19
15/04/2025	24,935,767.19	19	254,947.56	450,703.94	32,299.96	25,163,823.53
16/04/2025	25,163,823.53	15	59,506.09	15,636.78	154.28	25,120,108.50
17/04/2025	25,120,108.50	14	94,163.61		235.66	25,026,180.55
18/04/2025	25,026,180.55	0				25,026,180.55
21/04/2025	25,026,180.55	0				25,026,180.55

22/04/2025	25,026,180.55	20	48,492.23	12,100.00		24,989,788.32
23/04/2025	24,989,788.32	13	120,691.81		2.81	24,869,099.32
24/04/2025	24,869,099.32	8	24,029.14	56,432.00	3,160.43	24,904,662.61
25/04/2025	24,904,662.61	12	100,695.43	189,040.00	5,342.36	24,998,349.54
28/04/2025	24,998,349.54					24,998,349.54
29/04/2025	24,998,349.54	20	33,076.65	14,473.00		24,979,745.89
30/04/2025	24,979,745.89	4	44,122.64	177,488.70		25,113,111.95
		259	**1,889,730.47**	**2,653,997.22**	**62,157.29**	

Table 12b

STOCK BALANCING REPORT- MAY 2025						
DATE	**BALANCE**		**ISSUES**	**RECEIPTS**	**JNL/RETURN**	**BALANCE**
01/05/2025	25,113,111.95	0				25,113,111.95
02/05/2025	25,113,111.95	5	88,334.66			25,024,777.29
05/05/2025	25,024,777.29	19	49,712.48	420,924.02		25,395,988.83
06/05/2025	25,395,988.83	11	20,700.25		2,250.91	25,377,539.49
07/05/2025	25,377,539.49	19	78430.66	41888	27.79	25,341,024.62
08/05/2025	25,341,024.62	7	45,190.11	460,729.00		25,756,563.51
09/05/2025	25,756,563.51	10	57,391.35	364,128.00		26,063,300.16
12/05/2025	26,063,300.16	22	179,716.02		1,255.42	25,884,839.56
13/05/2025	25,884,839.56	23	145,546.81	36,360.87	(398,375.63)	25,377,277.99
14/05/2025	25,377,277.99	14	146,021.69	5,400.00	2,981.18	25,239,637.48

STOCK BALANCING REPORT- MAY 2025						
DATE	**BALANCE**		**ISSUES**	**RECEIPTS**	**JNL/RETURN**	**BALANCE**
15/05/2025	25,239,637.48	22	94,252.46		2,721.26	25,148,106.28
16/05/2025	25,148,106.28	8	8,533.64	26,084.00	5.27	25,165,661.91
19/05/2025	25,165,661.91	17	126,007.04	104,480.50		25,144,135.37
20/05/2025	25,144,135.37	23	660,354.74		716.37	24,484,497.00
21/05/2025	24,484,497.00	14	119,500.15	433,420.12	32.10	24,798,449.07
22/05/2025	24,798,449.07	14	33,643.95	37,120.00	3,886.56	24,805,811.68
23/05/2025	24,805,811.68	3	10,175.01	12,056.00		24,807,692.67
26/05/2025	24,807,692.67	19	227,241.87	221,587.50	12,211.91	24,814,250.21
27/05/2025	24,814,250.21	13	54,586.97	73,441.20	8,595.24	24,841,699.68
28/05/2025	24,841,699.68	6	23,354.30	194,676.60	542.40	25,013,564.38
29/05/2025	25,013,564.38	5	151,136.77			24,862,427.61
30/04/2025	24,862,427.61	4	12,163.46	327,829.40		25,178,093.55
		278	2,331,994.39	2,760,125.21	(363,149.22)	

Table 12c

STOCK BALANCING REPORT- JUNE 2025						
DATE	**BALANCE**		**ISSUES**	**RECEIPTS**	**JNL/RETURN**	**BALANCE**
02/06/2025	25,178,093.55	7	13,185.60		17.39	25,164,925.34
03/06/2025	25,164,925.34	0				25,164,925.34
04/06/2025	25,148,370.46	27	75,581.52	80,425.40		25,153,214.34
05/06/2025	25,169,769.22	11	59,194.99	29,270.00	34.78	25,139,879.01

06/06/2025	25,139,879.01	7	36278.33			25,103,600.68
09/06/2025	25,103,600.68	12	17,804.70	50,526.73		25,136,322.71
10/06/2025	25,136,322.71	10	113,680.04			25,022,642.67
11/06/2025	25,022,642.67	14	54,613.43		1,086.96	24,969,116.20
12/06/2025	24,969,116.20	19	52,191.15		2,339.82	24,919,264.87
13/06/2025	24,919,264.87	10	20,922.55	2,046.00		24,900,388.32
16/06/2025	24,900,388.32	0				24,900,388.32
17/06/2025	24,900,388.32	26	189,772.01			24,710,616.31
18/06/2025	24,710,616.31	8	50,169.13	24,910.00		24,685,357.18
19/06/2025	24,685,357.18	17	98,285.57			24,587,071.61
20/06/2025	24,587,071.61	14	93,589.37	1,908.50	1,722.84	24,497,113.58
23/06/2025	24,497,113.58	25	207,105.10		649.60	24,290,658.08
24/06/2025	24,290,658.08	7	22,548.51	46,000.00		24,314,109.57
25/06/2025	24,314,109.57	3	67,710.70	21,250.00	17,040.00	24,284,688.87
26/06/2025	24,284,688.87	2	8,340.34			24,276,348.53
27/06/2025	24,276,348.53	3	4,342.78			24,272,005.75
30/06/2025	24,272,005.75	0	-			24,272,005.75
		222	**1,185,315.82**	**256,336.63**	**22,891.39**	

13. SCM Management component for 01 April 2025 – 30 June 2025.

The section started for the fourth quarter with a total staff complement of 11 permanent staff members, 3 interns, 2 EPWP workers and 9 vacancies.

Below details depicts the detail of the officials:

- Mrs. C. Groenewald- Manager Supply Chain Management

SUPPLY CHAIN MANAGEMENT	**STORES**
Mrs. C. Groenewald (Permanent)	Mr. E. Felix (Permanent)
Mrs. N. Goeda (Permanent)	Mr. Delaino Domingo (Permanent)
Ms. A. Smith (Permanent)	Mr. D. Volontiya (Permanent)
Ms. A. Gorden (Permanent)	Mr. F. Msolo (Permanent)
Ms. N. Mandeka (Permanent)	Mr. L. Ntemane - EPWP Programme (30 April-30 June)
Ms. A. Lloyd (Permanent)	Mr. Vugu Vugu- EPWP Programme (10-30 June)
Ms. A. Kolyt (Permanent)	
Ms. S. Malusi (SCM Intern)	
Mr. R. Matthee (SCM Intern)	
Ms. S. Tebekana (Intern)	

TABLE 10 A DEVIATIONS - APRIL 2025											
DEV NO:	**DATE RECEIVED**	**DIRECTORATE**	**SECTION**	**SUPPLIER**	**SUPPLIER LOCAL**	**NATURE OF GOODS/ SERVICE**	**VALUE**	**DATE OF REQUEST ON FORM**	**DATE APPROVED BY MM**	**SECTION 36 REF**	**NOTES**
24-25/ DMM27	31-Mar-25	Office of DMM	DMM - Wards	Red Ant Security	No	Relocation & eviction services-March 2025	R189 750,00	17-Jan-25	08-Apr-25	S36 (1)(a)(i)	Req No: 158800 Order No: 241262
18-19/ DMM	Apr-25	Office of DMM	Legal	Spangenberg Attorneys	Yes	Legal Services – Rental Company account-Labour Matters 18-19 **Approved Deviation**	R4 996,76	29-Feb-24	07-Mar-24	S36 (1)(a)(v)	Req Nos: 188183, Dir Payment
23-24/ DMM3	Apr-25	Office of DMM	Legal	Billett Gouws	Yes	Legal Services – Labour Matters various 23-24 **Approved Deviation**	R177 489,00	29-Feb-24	07-Mar-24	S36 (1)(a)(v)	Req Nos: 169410, 169412, 169407, 169405, 169404. 169415, 169416 Order Nos: 241640, 241308, 241401, 241428, 241407. 241638, 241639
23-24/ DMM35	Apr-25	Office of DMM	Legal	CW Malan Jeffreys Bay	Yes	Legal Services -23-24 **Approved Deviation**	R81 471,61	07-May-24	08-May-24	S36 (1)(a)(v)	Req No: 158144, 169403 Order No:

											241429, 241408
24-25/ COMM2	29-Apr-25	Community Services	Waste & Environmental Health	National Health Laboratory Services	No	Approved Deviation- Laboratory Tests: Water Samples- 1 June 2024-30 June 2025. **Amount spent reflected in next column**	R17 380,48	01-Aug-24	14-Nov-24	S36 (1)(a)(i)	Req No: 97820 Order No: 241686
24-25/ COMM4	29-Apr-25	Community Services	Fire, Disaster & Lifesaving Services	EC Umbrella Fire Protection Association	No	Annual membership fees to EC Umbrella Fre Protection Association	R60 933,60	08-Apr-25	30-Apr-25	S36 (1)(a)(v)	Req No: 170817 Order No: 241772
24-25/ FIN12	07-Apr-25	Finance and Economic Development	ED & Tourism	Meltwater Solutions	No	Annual subscription Services	R207 000,00	28-Feb-25	29-Apr-25	S36 (1)(a)(ii)	Req No: 171106 Order No: 241674
24-25/ CW11	08-Apr-25	Civil & Water Engineering Services	Water & Sanitation	Northfield Engineering	Yes	Hire of V6 Floop Pump to assist in stormwater management- June	R57 734,03	22-Nov-25	11-Mar-25	S36 (1)(a)(i)	Req No: 149072 Order No: 241492
24-25/ EM15 A	Apr-25	Electro-Mechanical	Mechanical	Flash Electrical	Yes	**Approved Deviation:** Maintenance & refurbishment of electrical & mechanical pumpstations & switchgear for KLM. Amount spent will be reported monthly: Expenditure	R464 903,54	12-Nov-24	26-Nov-24	S36 (1)(a)(v)	various

						reflected in next column					
24-25/ EM15 B	Apr-25	Electro-Mechanical	Mechanical	IMP	Yes	**Approved Deviation:** Maintenance & refurbishment of electrical & mechanical pumpstations & switchgear for KLM. Amount spent will be reported monthly: Expenditure reflected in next column	R283 721,23	12-Nov-24	26-Nov-24	S36 (1)(a)(v)	various
						TOTAL	**R1 545 380,25**				

TABLE 10B
DEVIATIONS - MAY 2025

DEV NO:	DATE RECEIVED	DIRECTORATE	SECTION	SUPPLIER	SUPPLIER LOCAL	NATURE OF GOODS/ SERVICE	VALUE	DATE OF REQUEST ON FORM	DATE APPROVED BY MM	SECTION 36 REF	NOTES

24-25/ COMM5	13-May-25	Community Services	Safety & Security	Truvelo Manufacturers	No	Calibration of Prolaser/ Truvelo Lidar	R7 341,83	25-Apr-25	19-May-25	S36 (1)(a)(ii); S36 (1)(a)(v)	Req No: 166668 Order No: 242355
24-25/ COMM2	16-May-25	Community Services	Waste & Environmental Health	National Health Laboratory Services	No	Approved Deviation- Laboratory Tests: Water Samples- 1 June 2024-30 June 2025. **Amount spent reflected in next column**	R13 858,36	01-Aug-24	14-Nov-24	S36 (1)(a)(i)	Req No: 97822 Order No: 242398
23-24/ CW40	15-May-25	Civil & Water Engineering Services	PMU Unit	Rudcor Engineering	No	**23-24 Approved deviation:** Construction of internal streets and stormwater infrastructure for Hankey Housing Development (Phase 2). Total Deviation amount- R17677321,20 **Amount paid is reflected in next column**	R1 715 372,43	01-Mar-24	14-Mar-24	S36 (1)(a)(i) i; iv; v	Req No: 169359 Order No: 242361
22-23 Fin Year	21-May-25	Civil & Water Engineering Services (previously	PMU Unit	International Metal Processing Pty Ltd	No	**22-23 Approved Deviation:** St Francis Bay WTW Package Plant: Original Deviation amount	R290 000,00	17-Oct-22	18-Oct-22	S36(1)(a)(1)(iii)	Req No: 170508 Order No: 242580

		Infrastructure& Engineering)				R5809033,33 on Req 128787/ Order No:223082. **Retention paid reflected in next column**					
24-25/ EM15 A	May-25	Electro-Mechanical	Mechanical	Flash Electrical	Yes	**Approved Deviation:** Maintenance & refurbishment of electrical & mechanical pumpstations & switchgear for KLM. **Expenditure reflected in next column**	R584 798,12	12-Nov-24	26-Nov-24	S36 (1)(a)(v)	various
24-25/ EM15 B	May-25	Electro-Mechanical	Mechanical	International Metal Processing Pty Ltd (IMP)	No	**Approved Deviation:** Maintenance & refurbishment of electrical & mechanical pumpstations & switchgear for KLM. **Expenditure reflected in next column**	R106 845,09	12-Nov-24	26-Nov-24	S36 (1)(a)(v)	various

24-25/ EM15 C	May-25	Electro-Mechanical	Mechanical	Northfield Engineering	Yes	**Approved Deviation:** Maintenance & refurbishment of electrical & mechanical pumpstations & switchgear for KLM. **Expenditure reflected in next column**	R181 653,31	12-Nov-24	26-Nov-24	S36 (1)(a)(v)	various
						TOTAL	**R2 899 869,14**				

TABLE 10C
DEVIATIONS - JUNE 2025

DEV NO:	DATE RECEIVED	DIRECTORATE	SECTION	SUPPLIER	SUPPLIER LOCAL	NATURE OF GOODS/ SERVICE	VALUE	DATE OF REQUEST ON FORM	DATE APPROVED BY MM	SECTION 36 REF	NOTES
24-25/ DMM 28	12-Jun-25	Office of DMM	Information Technology	Online Innovations	No	Hosting of Municipal Website	R11 937,00	04-Apr-25	17-Apr-25	S36 (1)(a)(v)	Req No: 172019 Order No: 242949

24-25/ COMM2	23-Jun-25	Community Services	Waste & Environmental Health	National Health Laboratory Services	No	Approved Deviation- Laboratory Tests: Water Samples- 1 June 2024-30 June 2025. **Amount spent reflected in next column**	R20 546,45	01-Aug-24	14-Nov-24	S36 (1)(a)(i)	Req No: 97823 Order No: 2423012
23-24/ DMM3	Jun-25	Office of DMM	Legal	Billett Gouws	Yes	Legal Services –Labour Matters various 23-24 **Approved Deviation**	R86 072,00	29-Feb-24	07-Mar-24	S36 (1)(a)(v)	Req Nos: 169430 Order Nos: 242958
24-25/ DMM7	27-Aug-24	Office of DMM	Legal Services	Billett Gouws Attorneys	Yes	Legal Services - Eviction, Conveyancing and Labour Matters. **Approved Deviation**	R78 439,00	16-Jul-25	29-Aug-25	S36 (1)(a)(v)	Req Nos: 158178, 158194 Order Nos:242839, 242840
23-24/ DMM35	Jun-25	Office of DMM	Legal	CW Malan Jeffreys Bay	Yes	Legal Services -23-24 **Approved Deviation**	R10 120,00	07-May-24	08-May-24	S36 (1)(a)(v)	Req No: 169434 Order No: 243063

23-24/CW40	10-Jun-25	Civil & Water Engineering Services	PMU Unit	Rudcor Engineering	No	**23-24 Approved deviation:** Appointment of a contractor for the construction of internal streets and stormwater infrastructure for Hankey Housing Development (Phase 2). Total Deviation amount- R17677321,20 **Amount paid is reflected in next column**	R942 656,52	01-Mar-24	14-Mar-24	S36 (1)(a)(i) i; iv; v	Req No: 169375 Order No:
24-25/CW2	10-Jul-25	Civil & Water Engineering Services	Water	Q Point Group	No	Sampling, transportation, analysis and preparing certificates of analysis of all samples taken at the Water and Wastewater Treatment works throughout Kouga Local Municipality. Addendum to original deviation signed.	R738 921,79	18-Oct-24	21-Oct-24	S36 (1)(a)(i)	Req No: 170533

24-25/EM15A	Jun-25	Electro-Mechanical	Mechanical	Flash Electrical	Yes	**Approved Deviation:** Maintenance & refurbishment of electrical & mechanical pumpstations & switchgear for KLM. Amount spent will be reported monthly: **Expenditure reflected in next column**	R270 470,80	12-Nov-24	26-Nov-24	S36 (1)(a)(v)	various
24-25/EM15B	Jun-25	Electro-Mechanical	Mechanical	International Metal Processing Pty Ltd (IMP)	No	**Approved Deviation:** Maintenance & refurbishment of electrical & mechanical pumpstations & switchgear for KLM. Amount spent will be reported monthly: **Expenditure reflected in next column**	R88 234,82	12-Nov-24	26-Nov-24	S36 (1)(a)(v)	various
24-25/EM15C	Jun-25	Electro-Mechanical	Mechanical	Northfield Engineering	Yes	**Approved Deviation:** Maintenance & refurbishment of electrical & mechanical pumpstations & switchgear for KLM. Amount spent will be reported monthly: **Expenditure reflected in next column**	R247 284,28	12-Nov-24	26-Nov-24	S36 (1)(a)(v)	various

24-25/EM16	Jun-25	Electro-Mechanical	Mechanical	Flash Electrical	Yes	Deviation on maintenance of pumpstation expired and new tender process not concluded. Repairs to 2,6KW Robot Pump at Sea glades Pumpstation- 24-25 emergency work	R25 406,72	11-Jun-25	01-Jul-25	S36 (1)(a)(v)	Req No: 162153, Order No: 243111
24-25/EM17	Jun-25	Electro-Mechanical	Mechanical	Flash Electrical	Yes	Deviation on maintenance of pumpstation expired and new tender process not concluded. Repairs to Romazini Pumpstation 48KW Robot Pump, 24-25 emergency work	R95 604,02	11-Jun-25	01-Jul-25	S36 (1)(a)(v)	Req No: 162154, Order No: 243112
24-25/EM18	Jun-25	Electro-Mechanical	Mechanical	Flash Electrical	Yes	Deviation on maintenance of pumpstation expired and new tender process not concluded. Repairs to 1,3KW HPMA at 4A Pumpstation- 24-25 emergency work	R11 677,17	11-Jun-25	01-Jul-25	S36 (1)(a)(v)	Req No: 162155, Order No: 243114
						TOTAL	**R2 627 370,57**				

KOUGA MUNICIPALITY (EC 108)
ORDINARY COUNCIL MEETING
FINANCE & ECONOMIC DEVELOPMENT
OPEN
DATE: 30 JULY 2025
ITEM NO: **25/07/FED3**

BUDGET AND TREASURY: WITHDRAWALS FROM MUNICIPAL BANK ACCOUNT FOR THE QUARTER ENDED 30 JUNE 2025

1. **Introduction**

The purpose of this report is to report to Council on the specific withdrawals from the Municipal bank account in terms of the Municipal Finance Management Act, No. 56 of 2003.

2. **Background**

Section 11(4) of the MFMA:

"The Accounting Officer of a Municipality must within 30 days after the end of each quarter –

a) table in the Municipal Council a consolidated report of all withdrawals made in terms of subsection 1(b) to (j)during that quarter; and
b) submit a copy of the report to the relevant provincial treasury and the Auditor-General".

3. **Discussion**

The report provides specific withdrawals from the Municipal back account and attached as **"Annexure A"** the withdrawals from the Municipal bank account for the quarter ended 30 June 2025.

The following information should be noted for the quarter ended 30 June 2025:

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 the report. Refer to **"Annexure A"**
Project Description	
Ukey no.	
Budgeted Amount	
Amount spent and committed to date	
Amount Available	
Comment	
BTO Signature	

5. **Applicable Legislation**

Section 11(4) of the Municipal Finance Management Act, Act 56 of 2003.

6. **Legal Implications**

Compliance with the Municipal Finance Management Act, Act 56 of 2003.

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**

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 Council notes the withdrawals that were made in terms of section 11(1) (b) to (j) of the MFMA for the quarter ended 30 June 2025; and

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

Item prepared by the Acting 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 June 2025**	
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 19,212,397,09	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 181,565,742.25	Transferred to investment accounts (Call Accounts).
(i) to defray increased expenditure in terms of section 31; or	R 0.00	
(j) for such other purposes as may be prescribed	R 0.00	
(4) the accounting officer must within 30 days after the end of each quarter – a) table in the municipal council a consolidated report of all withdrawals made in terms of subsection (1) (b) to (j) during that quarter; and b) submit a copy of the report to the relevant provincial treasury and the Auditor-General	**Name and Surname:**	C. Du Plessis
	Municipal Manager	
	Date:	
Telephone Nr.	**Fax Nr.**	**E-mail**
042 – 200 2055	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 local municipality
Good Governance through Service Excellence

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

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

INTERNAL MEMORANDUM

ENQUIRIES: zgongqoba@kouga.gov.za **EXTENSION: 2055**

To: Chief Financial Officer

To: Municipal Manager

From: S. Abrahams

Date: 03 July 2025

SUBJECT: ACTING MANAGER: BUDGET & TREASURY

PURPOSE:

The purpose of this memorandum is to seek approval for the acting of Mr. Z. Gongqoba as Budget & Treasury Manager for the Period 1 July 2025 to 11 July 2025.

BACKGROUND AND MOTIVATION:

Mr. S Abrahams, Manager Budget and Treasury, will be on sick leave from 1 July 2025 to 11 July 2025. Approval is sought for Mr. Z. Gongqoba to act in the position during this period to ensure the operations of the Budget & Treasury office continue smoothly.

RECOMMENDATION:

That Mr. Z. Gongqoba act in the position of Manager Budget and Treasury for the period 1 July 2025 to 11 July 2025

FINANCIAL IMPLICATIONS (if any):

As per the collective agreement.

_____ 03 July 2025

CHIEF FINANCIAL OFFICER **DATE**

APPROVED/NOT APPROVED

KOUGA MUNICIPALITY (EC 108)
ORDINARY COUNCIL MEETING
FINANCE & ECONOMIC DEVELOPMENT
OPEN
DATE: 30 JULY 2025
ITEM NO: **25/07/FED4**

MONTHLY BUDGET STATEMENTS FOR THE PERIOD JULY 2024 TO JUNE 2025 AND FINANCIAL STATE OF AFFAIRS OF THE MUNICIPALITY AS AT 30 JUNE 2025 (2024/25 FINANCIAL YEAR)

1. **Introduction**

The purpose of this report is to comply with Section 71 and 52(d) of the Municipal Finance Management Act (MFMA), read together with 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**

MFMA Accountability cycle begins with the preparation and approval of the IDP, MTREF and SDBIP, which is followed by in year reporting, Annual Financial Statements, Annual Audit (Audit Report) and 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 June 2025:

"**Annexure A"** – Financial Overview

"Annexure A1" – Operating Revenue and Expenditure Performance

"Annexure A2" - Capital Budget Performance

"Annexure A3" - Projected Cash Flow Statement

"Annexure A4" – Municipal Monthly Budget Tables

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

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

4. **Financial Implications**

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

5. **Applicable Legislation**

- 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:**

Report noted.

8.2 **Director: Planning & Development**

Noted

8.3 **Director: Civil & Water Services**

Item noted.

8.4 **Director: Electro and 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. **Municipal Manager's Quality Certificate**

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

Print Name _Charl Du Plessis

Municipal Manager of Kouga Local Municipal

Signature…… ……

Date……11 July 2025……...

11. **Recommendations**

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

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

11.3 That the Executive mayor notes the submission of the monthly budget statements report to provincial treasury as stipulated in section 71(1) of the MFMA.

Item prepared by the Acting 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 June 2025, to facilitate an informed assessment of the relative liquidity and financial position of the Municipality.

The financial performance highlights are as follows:

- Operating revenue amounted to R 1,233 billion, whilst operating expenditure amounted to R1,309 billion, resulting in an operating deficit of R 75,919 million.
- Capital expenditure constituted 67.88% of the 2024/25 Approved Adjusted Capital Budget.
- Overdue consumer debts decreased by R 133,607 million (-34.27%) since June 2024.
- An amount of R 71,971 million is owing to creditors, 98.81% represent current creditors. Currently all outstanding creditors are not reflected on the creditors age analysis.

The municipality's investment portfolio has increased by R 37,906,612 (26.39%) since June 2024, from R 143,659,131 to R 181,565,742.

Below is an analysis of the Investment Portfolio as at 30 June 2025.

	Balance as at 30 June 2024	Invested	Interest	Withdrawals	Adjustments	Balance as at 30 June 2025
Standard Bank	26,516,585	21,894,154	1,856,527	27,721,793		22,545,473
ABSA	22,795,366	209,117,006	3,513,422	197,255,906	590	38,169,298
Nedbank	22,593,059	58,794,400	2,009,439	51,520,302		31,876,596
RMB	22,735,812	97,098,692	1,566,467	81,611,895		39,789,076
INVESTEC	22,771,482	63,520,801	1,817,476	58,413,793		29,695,966
Total	**117,412,304**	**450,425,052**	**10,763,331**	**416,523,688**	**590**	**162,076,409**
INVESTMENT	**Balance as at 30 June 2024**	**Invested**	**Interest**	**Withdrawals**	**Adjustments**	**Balance as at 30 June 2025**
General Account	78,621,419	266,862,744	9,608,965	330,465,620	590	24,626,918
Unspent borrowings (DBSA)		100,000,000		7,829,450		92,170,550
Cash Reserves (DBSA)		14,500,000				14,500,000
Cash Reserves (Development Charges)		2,186,308				2,186,308
Conditional Grants	18,234,929	66,876,000	-	65,520,553	-	19,590,377
Housing Funds	20,555,956		1,154,367	12,708,066	-	9,002,256
Total	**117,412,304**	**450,425,052**	**10,763,331**	**416,523,688**	**590**	**162,076,409**
	Balance as at 30 June 2024	**Invested**	**Interest**	**Withdrawals**	**Adjustments**	**Balance as at 30 June 2025**
Cheque Accounts FNB 52540020791	10,314,768			9,514,563		800,205
Cheque Accounts FNB 52540033304	8,553,427	604,291				9,157,718
Cheque Accounts FNB 62682103591	3,833			3,833		-
Cheque Accounts FNB 63022194441	7,374,799			6,861,065		513,734
Cheque Accounts ABSA 4114176482	-	5,899,110				5,899,110
Cheque Accounts ABSA 4114114771	-	2,052,903				2,052,903
Cheque Accounts ABSA 4114176474	-	935,410				935,410
Cheque Accounts ABSA 4114176490		130,253				130,253
	26,246,827	**9,621,967**	**-**	**16,379,460**	**-**	**19,489,333**
Total	**143,659,131**	**460,047,019**	**10,763,331**	**432,903,149**	**590**	**181,565,742**

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

Cash backed Reserves.

Bank Balances and Cash	R 19,489,333
Short-term Investment Deposits	R 162,076,409
	R 181,565,742

Application of Cash

Unspent Conditional Grants	R 31,432,798
Unspent borrowings (DBSA)	R 92,170,550
Cash Reserves – DBSA	R 14,500,000
Cash Reserves – Developmental Charges	R 2,186,308
Outstanding Creditors Liability	R 71,970,767
	R 212,260,423
Cash shortfall	**(R 30,694,681)**

The commitments exceed cash reserves at the end of the financial year by an amount of R 30,695 million.

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 June 2024	Approved Adjusted Budget 2024/25	Actuals as at 31 May 2025	Actuals as at 30 June 2025
Current Ratio	0.91:1	91:1	1.5:1 to 2:1	1.24:1	1.04:1	1.10:1	1.38:1
Liquidity Ratio	0.40:1	0.49:1		0.71:1	0.60:1	0.38:1	0.68:1
Cost Coverage (Excluding unspent conditional grants)	0.98 Months	1.19 Months	1 Month to 3 Months	1.09 Months	1.61 Months	0.78 Month	0.74 Months
Debtors Collection Rate	86.71%	91.01%	95%	91.01%	95%	90.06%	91.38%
Capital Expenditure	94.66%	71.38%	95%	55.48%	95%	50.33%	67.88%

"ANNEXURE A1"

1. OVERVIEW OF OPERATING REVENUE AND EXPENDITURE PERFORMANCE FOR THE PERIOD JULY 2024 TO JUNE 2025.

1.1. Summary Statement of Financial Performance

Description	Budget Year 2024/25					
R thousands	Original Budget	Adjusted Budget	Monthly Actual	Year TD Actual	Year TD Budget	YTD Variance
Revenue						
Total Revenue (excluding capital transfers and contributions)	1 392 621	1 362 086	78 585	1 232 875	1 362 086	(129 211)
Total Expenditure	1 505 474	1 459 766	143 580	1 1308 794	1 459 766	(150 972)
Surplus/(Deficit)	(112 853)	(97 680)	(64 994)	(75 919)	(97 680)	21 761

The statement of financial performance reflects an operating deficit of R 75,919 million for the financial year.

1.2. Revenue

Main revenue sources for 2024/25

Description	Budget Year 2024/25		
	Adjusted Budget	YearTD actual	
R thousands			%
Revenue	-	-	-
Exchange Revenue			
Service charges - Electricity	425,559	411,348	96.66%
Service charges - Water	138,057	104,555	75.73%
Service charges - Waste Water Management	76,014	66,118	86.98%
Service charges - Waste management	62,146	58,681	94.42%
Sale of Goods and Rendering of Services	9,533	6,660	69.87%
Agency services	4,554	–	0.00%
Interest earned from Receivables	32,335	22,147	68.49%
Interest earned from Current and Non Current Assets	15,498	13,167	84.96%
Rental from Fixed Assets	3,187	4,050	127.11%
Licence and permits	2,851	2,303	80.79%
Operational Revenue	2,523	7,177	284.46%
Non-Exchange Revenue			
Property rates	298,309	298,529	100.07%
Fines, penalties and forfeits	43,859	1,243	2.83%
Licence and permits	11,772	9,058	76.95%
Transfer and subsidies - Operational	210,720	205,382	97.47%
Interest	5,510	3,214	58.32%
Operational Revenue	19,658	19,242	97.88%
Total Revenue (excluding capital transfers and contributions)	**1,362,086**	**1,232,875**	**90.51%**

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**
  At end of the financial year, 30 June 2025, the water revenue recognized is significantly lower than anticipated. This is mostly due to unread water meters.

- **Service charges – Waste Water Management**
  As at 30 June 2025, the municipality recognized 86.98% of waste water management revenue, compared to the adjusted budget. This is also significantly lower than anticipated and is also due to issues related to water readings.

- **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 licenses, drivers' licenses and other vehicle permits. The commission is then influenced by the revenue collected on behalf of the Department of Transport. Agency fees are still yet to be recognized for the current financial year.

- **Interest earned from Receivables**
  This relates to the interest charged on the outstanding consumer debt and is influenced by the outstanding debt amount at the end of the financial year. The revenue is significantly lower than anticipated due to the consumer debt write-offs.

- **Interest earned from Current and Non-Current Assets**

  This relates to interest earned in the municipal bank accounts and investments and is largely influenced by the investment portfolio/cash position at the end of the reporting period.

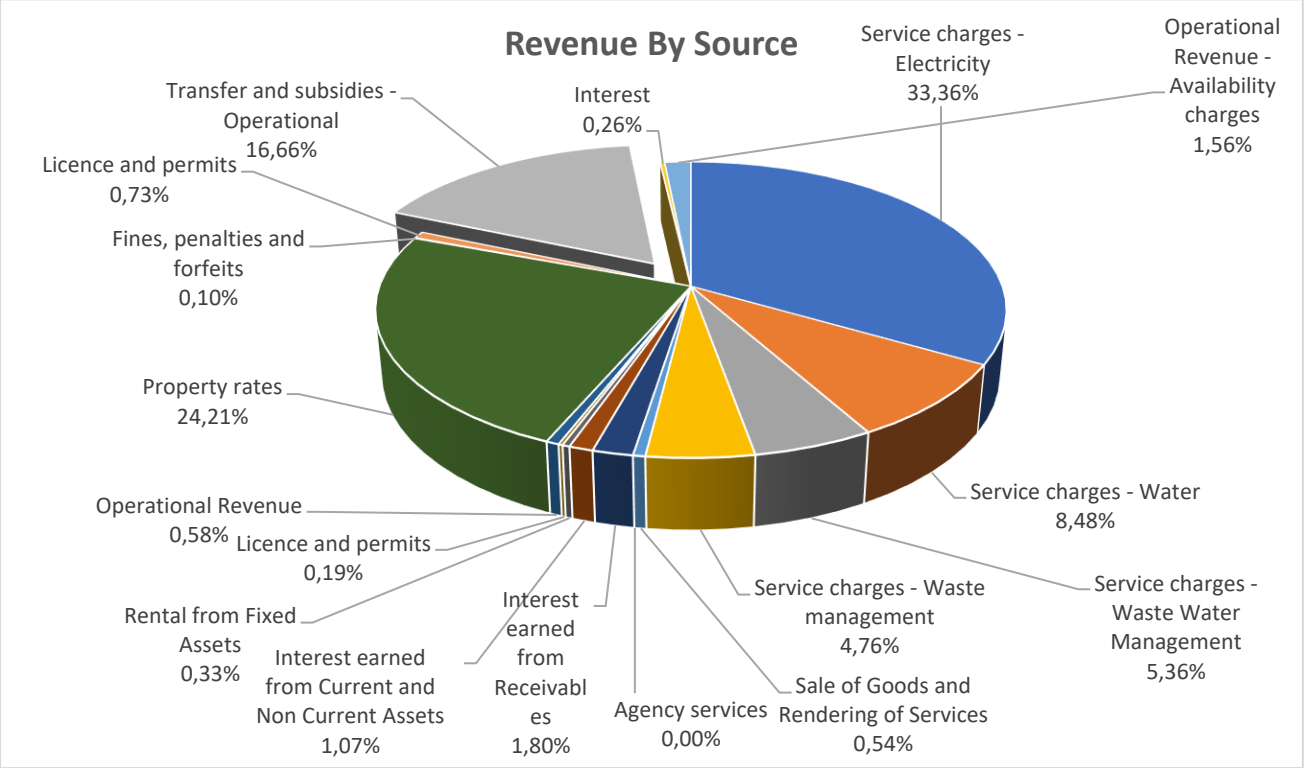
- **Rental from Fixed Assets**
  This relates to the rental of municipal buildings, community halls, caravan parks and camping sites, and other municipal facilities. The revenue is influenced by the extent of rental agreements and seasonal demands.

- **License and permits**
  This relates to the application of driver's licenses, certificates, and permits, and includes boat licenses. This revenue is largely influenced by community demands.

- **Operational revenue (Exchange Revenue)**
  The other revenue relates to various sources of operating revenue such as staff recovery, insurance refunds and skills development levy refunds.
  The operational revenue is largely influenced by Augmentation fees amounting to R 2,186 million, recognized during this reporting period, against no budget provision, as well as the Sale of Property amounting to R3,297 million recognized during this reporting period, against no budget provision.

- **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. We are in consultation with the service provider to do it monthly.

- **Interest (Non-Exchange Revenue)**
  Interest: non-exchange revenue relates to the property rates interest charge on outstanding property rates debt. The interest as at 30 June 2025, reflects 58.32% and this is largely influenced by write-offs of outstanding consumer debt.



1.3. Expenditure

Main expenditure types for 2024/25

Description	Budget Year 2024/25		
	Adjusted Budget	YearTD actual	
R thousands			%
Revenue			
Expenditure By Type			
Employee Related Cost	479,710	406,720	84.78%
Remuneration of councillors	15,594	15,451	99.08%
Bulk purchases - electricity	413,349	427,463	103.41%
Inventory consumed	106,550	109,065	102.36%
Debt impairment	(108,015)	(165,578)	153.29%
Depreciation and amortisation	117,798	117,798	100.00%
Interest	13,002	10,214	78.56%
Contracted services	145,466	121,976	83.85%
Transfers and subsidies	400	347	86.86%
Irrecoverable debts written off	177,229	173,523	97.91%
Operational Cost	98,683	91,813	93.04%
Total Expenditure	**1,459,766**	**1,308,794**	**89.66%**

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 103.41% expenditure, compared to the approved adjusted budget.
- **Inventory consumed.**
  Inventory consumed includes the following expenditure items:

Item Description	Adjusted Budget 2024/25	Actuals as at 30 June 2025	%
Inventory Consumed: Consumables	3 907 322	3 164 536	80.99%
Inventory Consumed: Materials and Supplies	43 941 344	37 175 752	84.60%
Inventory Consumed: Fuel & Oil	19 771 072	18 360 355	92.86%
Inventory Consumed: Bulk Water Purchases	38 930 751	50 364 750	129.37%
Total	**106 550 489**	**109 065 393**	**102.36%**

- **Debt impairment**
  The debt impairment reflects a reversal amount of R 165,578 million for the debt provisions recognised from prior years, the reversal is due to the actual write-off amounting to R 173,523 million recognised as at 30 June 2025, under the irrecoverable debts written off item. The variance relates to the current year's provision which will be done at year end.

- **Finance charges**
  Finance charges currently recognised relate to the finance lease for vehicles and is based on the finance lease amortisation schedule.

- **Contracted Services**
  Contracted services mostly relate to outsourced work, in relation to the maintenance of municipal infrastructure assets and includes consultation fees. The expenditure amount to 83.85% as at 30 June 2025.

  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.
- **Operational costs**
  Operational costs relate to various municipal running costs and reflect a 93.04% spending as at 30 June 2025.

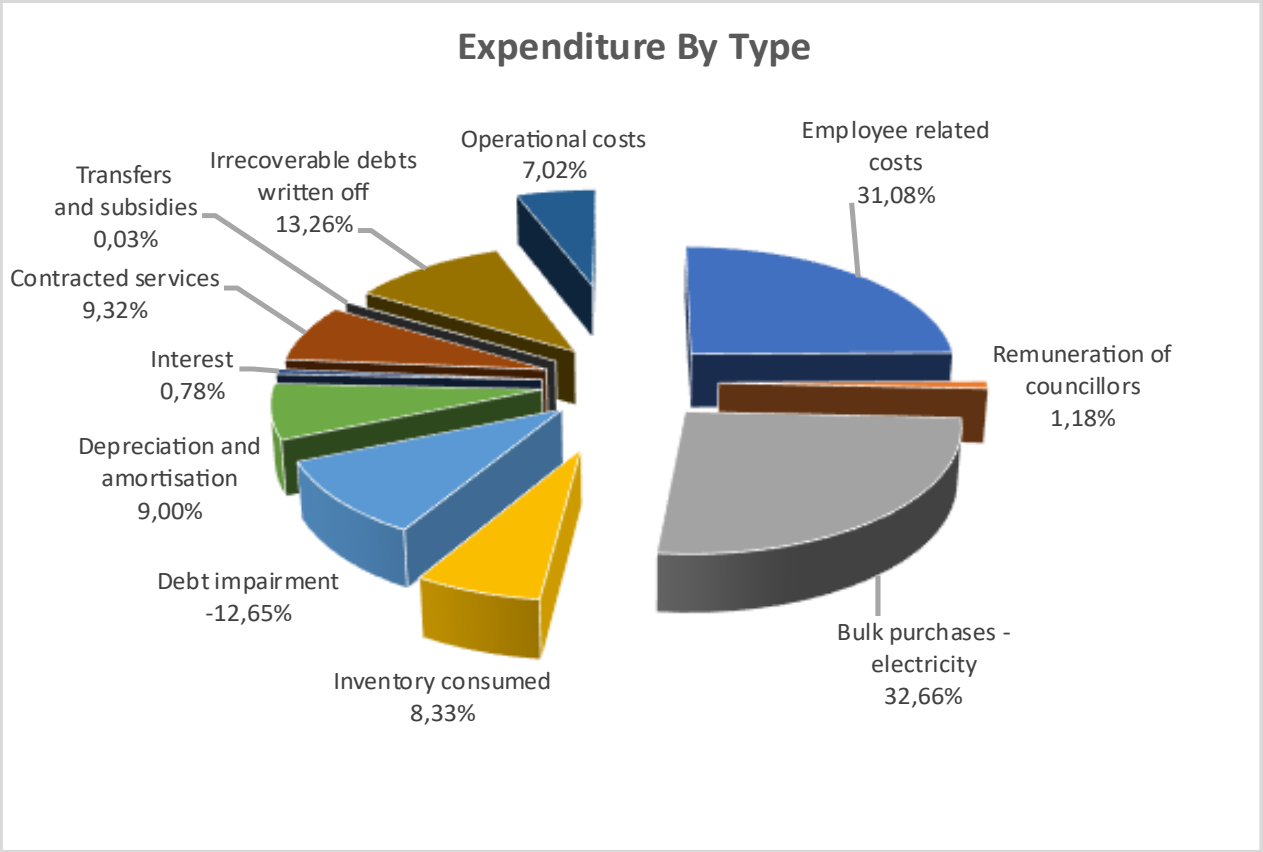
Contracted services are broken down as follows:

Item Description	Adjusted Budget 2024/25	Actuals as at 30 June 2025	%
Aloe Cup	80,000	78,000	97.50%
Air quality Management	215,000	213,586	99.34%
Amanzi Challenge National Tournament	300,000	300,000	100.00%
Animal Care	508,000	450,000	88.58%
Audit of Municipal Land & Properties	1,294,000	391,658	30.27%
Burial Services	76,400	44,500	58.25%
Calamari Festival	200,000	200,000	100.00%
Catering Services	669,475	426,409	63.69%
Clean up Operation	973,004	762,698	78.39%
Clearing and Grass Cutting Services	1,440,000	1,397,566	97.05%
Conducting of feasibility studies (EIA)	2,200,000	619,440	28.16%
Connection/Dis-connection:Electricity	580,000	134,540	23.20%
Consultants and Professional Services	7,287,143	4,315,699	59.22%
Destination Marketing and Promotion	670,000	518,949	77.46%
Drivers Licence Cards	473,200	416,567	88.03%
Dune Stabilisation	2,119,000	2,037,102	96.14%
Electrification of Informal Settlement	3,229,194	2,345,033	72.62%
Electricity Generation Project	426,386	133,342	31.27%
Environmental protection	325,500	194,930	59.89%
Employee Wellness	160,644	155,600	96.86%
ED STRATEGY - roll-out	100,000	47,364	47.36%
Event Promoters	89,996	39,902	44.34%
Family Challenge	700,000	866,522	123.79%
Heritage Restoration	200,000	115,940	57.97%
Internal Auditors	200,000	29,000	14.50%
KLTO	905,000	390,814	43.18%
Laboratory Services:Water	1,629,000	265,485	16.30%
Legal Advice and Litigation	2,012,000	1,685,468	83.77%
Legal Cost:Collection	1,300,000	992,689	76.36%
Maintenance of Buildings and Facilities	10,307,787	9,678,819	93.90%
Maintenance of Electrical Infrastructure	905,129	905,129	100.00%
Maintenance of Equipment	814,165	744,917	91.49%
Maintenance of Vehicles	36,409,512	33,131,195	91.00%
Mscoa Alignment	283,136	283,136	100.00%
Media Monitoring	120,004	103,195	85.99%
Occupational Health and Safety	800,000	797,772	99.72%
Other Contracted Services	10,342,951	8,568,585	82.84%
PGA Golf Tournament	275,000	-	0.00%
Personnel and Labour	19,380,152	17,612,959	90.88%
Precinct Plans Project Hankey and St Francis Bay C	100,000	68,000	68.00%
Private Plots_Alien Vegetation Control	400,000	391,165	97.79%
Qualification Verification	250,000	249,778	99.91%
Restricted Water Flow	400,000	-	0.00%
Revision of SDF	300,000	63,900	21.30%
Security Services	10,407,733	10,969,230	105.39%
SA Longboard Championship	300,000	300,000	100.00%
Special Rating Area	1,760,735	1,711,373	97.20%
Summer Festival	500,000	461,734	92.35%
Tourism &Travel Trade Show	482,000	442,232	91.75%
Township Events	300,000	61,043	20.35%
Transport Services	175,704	64,993	36.99%
Valuer	17,438,721	13,098,071	75.11%
WSL Music Festival	200,000	200,000	100.00%
WTM Africa, Indaba, Meetings Africa, Educationals,	550,000	415,162	75.48%
Winterfest	1,700,000	1,700,000	100.00%
Yellow Wood Annual Jazz Festival	200,000	109,648	54.82%
	145,465,671	**121,975,838**	**83.85%**

- **Other Expenditure**

The other expenditure is broken down as follows:

Item Description	Adjusted Budget 2024/25	Actuals as at 30 June 2025	%
Achievements and Awards	2,613,404	2,550,987	97.61%
Advertising, Publicity and Marketing	4,382,381	3,730,650	85.13%
Bank Charges	800,000	1,872,693	234.09%
Bargaining Council	4,833,409	4,833,408	100.00%
Cellular Contract (Subscription and Calls)	4,031,889	3,648,350	90.49%
Claims paid to Third Parties	300,000	247,334	82.44%
External Audit Fees	4,500,000	4,462,255	99.16%
External Computer Service:Internet Charge	5,400,000	8,421,135	155.95%
Hire Charges	7,389,260	7,108,863	96.21%
Insurance Claims	900,000	544,169	60.46%
Insurance Underwriting:Premiums	3,844,283	3,644,460	94.80%
Leases:Furniture and Office Equipment	4,068,744	2,548,365	62.63%
Leases:Other Assets	4,831,468	4,828,474	99.94%
Motor Vehicle Licence and Registrations	1,644,488	1,024,617	62.31%
Other	1,230,788	265,242	21.55%
Postage/Stamps/Franking Machines	2,661,000	1,579,835	59.37%
Registration Fees:Professional and Regulatory Bodies	542,112	346,111	63.85%
Registration Fees:Seminars, Conferences, Workshops	2,058,682	1,616,960	78.54%
Remuneration to Ward Committees	2,062,000	1,999,200	96.95%
Riparian Levies	7,911,471	7,686,332	97.15%
Signage	1,133,216	534,088	47.13%
Skills Development Fund Levy	4,202,076	4,066,406	96.77%
Software Licences	11,644,000	11,076,353	95.12%
Storage of Files (Archiving)	95,504	79,495	83.24%
Supplier Development Programme	100,000	68,880	68.88%
Third Party Vendors	3,550,000	2,986,055	84.11%
Travel and Subsistence	4,623,057	3,086,863	66.77%
Uniform and Protective Clothing	4,215,381	3,713,069	88.08%
Vehicle Tracking	804,742	1,023,876	127.23%
Workmen's Compensation Fund	2,288,376	2,201,060	96.18%
	98,682,731	**91,813,086**	**93.04%**



1.4. **Repairs and Maintenance**

Below is an analysis of actual repairs and maintenance expenditure, compared to the 2024/25 Approved Adjusted Budget.

Item Description	Budget Year 2024/25		
	Adjusted Budget 2024/25	Actuals as at 30 June 2025	%
Repairs and Maintenance by Expenditure Items			
Employee related costs	153 271 668	124 430 637	81.18%
Other materials	29 901 407	24 153 931	80.78%
Contracted Services	51 244 515	46 444 158	90.63%
Other expenditure	5 371 904	5 378 710	100.13%
Total	**239 789 494**	**200 407 437**	**83.58%**

It is to be noted that actual repairs and maintenance expenditure constituted 83.58% of the 2024/25 Approved Adjusted Budget. Repairs and maintenance expenditure excluding employee related costs constituted 87.82% of the approved adjusted budget.

1.5. Trading Services Performance

1.5.1. Electricity

Description	Budget Year 2024/25		
	Adjusted Budget	YearTD Actual	%
R thousands			
Revenue			
Exchange Revenue			
Service charges - Electricity	425,559	411,348	96.66%
Interest earned from Receivables	2,214	2,272	102.63%
Operational Revenue	–	369	#DIV/0!
Non-Exchange Revenue			
Transfers and subsidies - Operational	1,990	1,990	100.00%
Service charges - Electricity	10,103	9,888	97.87%
Total Revenue	**439,865**	**425,866**	**96.82%**
Expenditure By Type			
Employee related costs	25,959	18,898	72.80%
Bulk purchases - electricity	413,349	427,463	103.41%
Inventory consumed	11,806	10,914	92.45%
Debt impairment	13,157	(301)	-2.29%
Depreciation and amortisation	8,909	12,921	145.04%
Contracted services	14,363	13,083	91.09%
Irrecoverable debts written off	3,848	1,747	45.39%
Operational costs	4,352	3,413	78.42%
Total Expenditure	**495,743**	**488,138**	**98.47%**
Surplus/(Deficit)	**(55,878)**	**(62,272)**	

1.5.1.1 Revenue

- The electricity service charges revenue reflects 96.66% of budget as at 30 June, and this is in line with the projected budget ratio of 100% as at 30 June 2025.
- Transfers and subsidies – operational relate to the Equitable share allocation for the indigent subsidy.

1.5.1.2 Expenditure

- the bulk electricity reflects 103.41% of budget expenditure as at 30 June 2025.

1.5.1.3 Net surplus/deficit of electricity ratio

- Electricity reflects a deficit of R 62,272 million as at 30 June 2025 and the deficit amount equates to 14.62%, compared to the revenue. The adjusted budget deficit for the 2024/25 amount to R 55,878 million and equates to 12.70%, compared to total revenue.

1.5.2 Water

Description	Budget Year 2023/24		
	Adjusted Budget	YearTD Actual	%
R thousands			
Revenue			
Exchange Revenue			
Service charges - water	138,057	104,555	75.73%
Interest earned from Receivables	15,537	10,112	65.08%
Operational Revenue	–	1,638	
Non-Exhange Revenue			
Transfers and subsidies - Operational	21,487	21,486	100.00%
Service charges - Water	6,352	6,227	98.03%
Total Revenue	**181,433**	**144,018**	**79.38%**
Expenditure By Type			
Employee related costs	27,437	28,321	103.22%
Inventory consumed	49,394	60,169	121.81%
Debt impairment	(82,267)	(88,162)	107.17%
Depreciation and amortisation	17,074	15,978	93.58%
Contracted services	5,280	3,285	62.21%
Irrecoverable debts written off	90,282	90,476	100.21%
Operational costs	1,577	1,476	93.64%
Total Expenditure	**108,776**	**111,543**	**102.54%**
Surplus/(Deficit)	**72,657**	**32,475**	

1.5.2.1 Revenue

- The water service charges revenue reflects 75.73% of budget as at 30 June 2025.
- Transfers and subsidies – operational relate to the Equitable share allocation for the indigent subsidy.
- Operational revenue (non-exchange revenue) relates to the water availability charges.

1.5.2.2 Expenditure

- Inventory consumed includes a budget amount of R 38,931 million for the bulk water purchases and the expenditure amount of R 50,365 million (129.37% of budget).

1.5.2.3 Net surplus/deficit of water ratio

- The water reflects a surplus of R 32,475 million as at 30 June 2025 and equates to 22.55% of total revenue.

1.5.3 Waste Water Management

Description	Budget Year 2024/25		
	Adjusted Budget	YearTD Actual	%
R thousands			
Revenue			
Exchange Revenue			
Service charges - Waste Water Management	76,014	66,118	86.98%
Interest earned from Receivables	5,673	3,838	67.65%
Non-Exchange Revenue			
Transfers and subsidies - Operational	13,673	13,673	100.00%
Service charges - Waste Water Management	3,204	3,128	97.63%
Total Revenue	**98,565**	**86,756**	**88.02%**
Expenditure By Type			
Employee related costs	26,614	24,612	92.48%
Inventory consumed	11,652	9,787	83.99%
Debt impairment	(25,408)	(28,796)	113.34%
Depreciation and amortisation	32,226	29,425	91.31%
Contracted services	6,935	4,809	69.35%
Irrecoverable debts written off	29,652	29,387	99.11%
Operational costs	8,006	7,855	98.11%
Total Expenditure	**89,677**	**77,080**	**85.95%**
Surplus/(Deficit)	**8,887**	**9,677**	

1.5.3.1 Revenue

- The wastewater service charges revenue reflects 86.98% of budget as at 30 June, and this is in line with the projected budget ratio of 100% as at 30 June 2025.
- Transfers and subsidies – operational relate to the Equitable share allocation for the indigent subsidy.
- Operational revenue (non-exchange revenue) relates to the wastewater availability charges.

1.5.3.2 Expenditure

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

1.5.3.3 Net surplus/deficit of wastewater management ratio

- The waste water management revenue reflects a surplus of R 9,677 million as at 30 June 2025 and equates to 11.15% of total revenue. Council approved a surplus adjusted budget of R 8,887 million for the 2024/25 financial year.

1.5.4. Waste Management

Description	Budget Year 2023/24		
	Adjusted Budget	YearTD Actual	YTD Variance
R thousands			%
Revenue			
Exchange Revenue			
Service charges - Waste	62,146	58,681	94.42%
Sale of Goods and Rendering of Services	9	–	0.00%
Interest earned from Receivables	8,560	5,589	65.30%
Non-Exchange Revenue			
Transfers and subsidies - Operational	24,836	24,768	99.73%
Total Revenue	**95,550**	**89,039**	**93.19%**
Expenditure By Type			
Employee related costs	38,643	40,278	104.23%
Inventory consumed	8,031	7,959	99.10%
Debt impairment	(45,342)	(48,319)	106.57%
Depreciation and amortisation	3,195	2,651	82.98%
Contracted services	15,819	15,101	95.46%
Irrecoverable debts written off	48,877	49,800	101.89%
Operational costs	4,226	3,387	80.15%
Total Expenditure	**73,450**	**70,858**	**96.47%**
Surplus/(Deficit)	**22,101**	**18,180**	

1.5.4.1 Revenue

- The waste service charges revenue reflects 94.42% of budget as at 30 June, and this is in line with the projected budget ratio of 100% as at 30 June 2025.
- Transfers and subsidies – operational relate to the Equitable share allocation for the indigent subsidy.
- 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 18,180 million as at 30 June 2025 and equates to 20.42% of total revenue. Council approved a surplus adjusted budget of R 22,101 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	18,673	16,938	18,673	(1,735)
2. Travel claims	4,576	3,059	4,576	(1,517)
4. Overtime	22,900	20,824	22,900	(2,076)
5. Catering Costs	619	388	619	(231)
6. Events, Advertising and sponsorships	5,067	4,370	5,067	(697)
7. Attendance of Conferences, Seminars & Workshops	2,011	1,578	2,011	(433)
8. Municipal Workshops, Retreats, Strategic Sessions and Internal training	368	119	368	(249)
9. Projects /Programme Launches	–	–	–	–
10. Essential User Scheme	**2,824**	**2,824**	**2,824**	**–**
Total	**57,038**	**50,100**	**57,038**	**(6,939)**

A comparison of the year-to-date actuals to the adjusted budget reflects savings, amounting to R 6,939 million as at 30 June 2025.

1.7 Unauthorised Expenditure by Directorate

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

Description	Budget Year 2024/25			Actuals as at 30 June 2025			
R thousands	Approved Adjusted Budget-Operating	Approved Adjusted Budget-Capital Budget	Appproved Adjusted Budget 2024/25	Operating Expenditure	Capital Actuals	Total Expenditure	Unathorised Expenditure
Expenditure by Vote							
Civil & Water Services	325,759	145,782	471,541	294,342	79,332	373,674	–
Community Services	291,145	1,634	292,778	234,636	1,099	235,734	–
Electro & Mechanical Services	507,837	87,429	595,266	502,030	81,988	584,018	–
Finance and Economic Development	136,835	992	137,827	100,299	902	101,201	–
Office of the DMM	130,429	1,933	132,362	121,238	1,916	123,154	–
Office of the MM	29,212	28	29,240	27,197	27	27,224	–
Planning and Development	38,549	21,956	60,505	29,052	11,050	40,103	–
Total Expenditure by Vote	**1,459,766**	**259,754**	**1,719,520**	**1,308,794**	**176,314**	**1,485,108**	-

No unauthorised expenditure reported for the period ended 30 June 2025.

Annexure "A2"

1. CAPITAL BUDGET PERFORMANCE

1.1. Summary Capital Expenditure and Funding

The capital expenditure as at 30 June 2025, constituted 67.88% of approved adjusted capital budget and the funding is broken down as follows:

- Grant funding is 62.26% of approved grant funding budget.
- Borrowing funding is 79.48% of approved borrowing funding budget.
- Internally generated funds are 69.25% at this stage.

Capital budget by municipal vote for 2024/25.

Vote Description	Budget Year 2024/25			
	Original Budget	Adjusted Budget	Year TD Actual	%
R thousands				
Multi-Year expenditure appropriation				
Vote 1 - OFFICE OF THE MUNICIPAL MANAGER	–	28	27	96.06%
Vote 2 - OFFICE OF THE DEPUTY MUNICIPAL MANAGER	–	1,933	1,916	99.15%
Vote 3 - FINANCE AND ECONOMIC DEVELOPMENT	–	992	902	90.90%
Vote 4 - COMMUNITY SERVICES	1 391	1,634	1,099	67.26%
Vote 5 - CIVIL AND WATER SERVICES	80 868	145,782	79,332	54.42%
Vote 6 - ELECTRO/MECHANICAL SERVICES	68 103	87,429	81,988	93.78%
Vote 7 - PLANNING AND DEVELOPMENT	–	21,956	11,050	50.33%
Total Capital Multi-year expenditure	**150 362**	**259,754**	**176,314**	**67.88%**

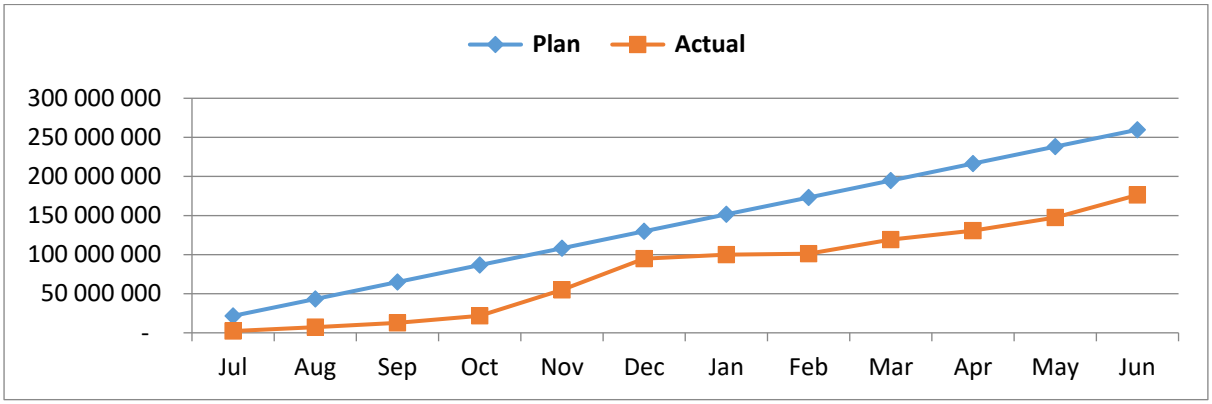
The capital expenditure as at 30 June 2025, constituted 67.88% of approved adjusted capital budget.

The capital expenditure is broken down per directorate as follows:

- Office Of the Municipal Manager is 96.06% of R 0,028 million budget.
- Office Of the Deputy Municipal Manager is 99.15% of R 1,933 million budget.
- Finance And Economic Development is 90.90% of R 0,992 million budget.
- Community Services is 67.36% of R 1,634 million budget.
- Civil & Water Services 54.42% of R 145,782 million budget.
- Electro and Mechanical Services is 93.78% of R 87,429 million budget.
- Planning And Development is 50.33% of R 21,956 million budget.

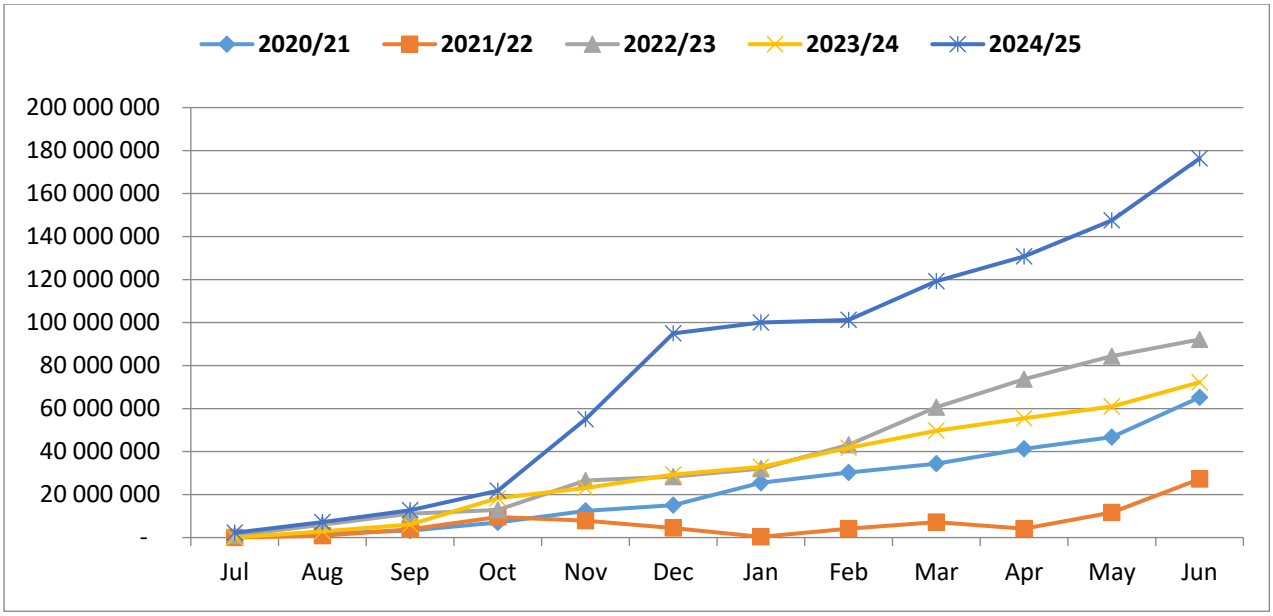
1.2. Monthly capital expenditure

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 June 2025.

DEPARTMENT	FUNDING SOURCE	PROJECT DESCRIPTION	Adjusted Budget 2024/25	Actuals as at 30 June 2025	%
CIVIL AND 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	1 121 050	525 127	46,84%
PROJECT MANAGEMENT UNIT (PMU)	MIG	UPGRADE OF PHILLIPSVILLE SPORTS FIELD	484 927	464 571	95,80%
PROJECT MANAGEMENT UNIT (PMU)	UISP	Electricity Transfer from NMBM to KLM	62 198	-	
ROADS AND STORMWATER	Borrowing	ROADS INFRASTRUCTURE IN KOUGA	21 739 130	6 808 217	31,32%
ROADS AND STORMWATER	MDRG	St Francis Bay - Nevil Road Reconstruction	508 696	508 696	100,00%
ROADS AND STORMWATER	MDRG	St Francis Bay - Anne Avenue to Ralph Road Reconstruction	1 615 427	1 608 696	99,58%
ROADS AND STORMWATER	MDRG	Aston Bay to Paradise Beach - Seekoei Estuary Causeway reconstruction	6 478 261	6 172 271	95,28%
ROADS AND STORMWATER	MDRG	Paradise Beach - Botha Street Stormwater Infrastructure	424 348	424 348	100,00%
ROADS AND STORMWATER	MIG	UPGRADING KOUGA GRAVEL ROADS	67 681	67 681	100,00%
ROADS AND STORMWATER	MDRG	Re-instatement of Sherley Street	1 608 696	69 377	4,31%
ROADS AND STORMWATER	MDRG	Re-instatement of Mountain Road and upgrade of stormwater culvert	1 565 217	129 091	8,25%
ROADS AND STORMWATER	MDRG	Re-instatement of Da Gama Road in the Kabeljous area and stormwater infrastructure re-instatement	1 086 957	37 997	3,50%
ROADS AND STORMWATER	MDRG	George Road, Re-instatement of Embankment, Water & Stormwater network	782 609	29 217	3,73%
ROADS AND STORMWATER	MDRG	Re-instatement of Phillip Street low level water crossing bridge	1 173 913	43 359	3,69%
ROADS AND STORMWATER	MDRG	Sea Vista Access ring road damaged pavement layers	800 000	34 040	4,25%
ROADS AND STORMWATER	MDRG	Re-instatement of Ketse Street and stormwater infrastructure	1 186 957	48 268	4,07%
ROADS AND STORMWATER	MDRG	Re-instatement of Nanto Street and stormwater infrastructure	1 339 130	62 143	4,64%
ROADS AND STORMWATER	MDRG	Re-instatement of Meyer Street and stormwater infrastructure	1 047 826	45 006	4,30%
SEWERAGE	UISP	Apiesdraai Pump Station	1 980 261	105 774	5,34%
SEWERAGE	UISP	Phase 1 Upgrade of Thornhill Sewer Treatment Works	331 320	138 393	41,77%
SEWERAGE	UISP	Kruisfontein Bulk Sewer -Link Line	1 395 837	276 540	19,81%
SEWERAGE	UISP	Kwanomzamo Bulk Sanitation -Pump Station & Rising Main	4 511 687	547 490	12,13%
SEWERAGE	UISP	DESIGN: UPGRADING WESTON WWTW OUTFALL AND RETICULATION	167 175	166 306	99,48%
SEWERAGE	Internal	KWANOMZAMO SEWERAGE PUMP STATION	508 609	-	0,00%

DEPARTMENT	FUNDING SOURCE	PROJECT DESCRIPTION	Adjusted Budget 2024/25	Actuals as at 30 June 2025	%
CIVIL AND WATER SERVICES					
SEWERAGE	Internal	HANKEY WWTW	5 331 662	2 943 579	55,21%
SEWERAGE	Internal	LA MER NEW SEWER RISING MAIN	4 763 577	3 952 428	82,97%
SEWERAGE	MIG	DESIGN: UGRADING JEFFREYS BAY SEWER PIPE IN OCEANVIEW	80 500	80 500	100,00%
SEWERAGE	MIG	UPGRADING KWANOMZAMO WWTW	29 174 457	29 174 066	100,00%
SEWERAGE	MIG	DESIGN: LA MER NEW SEWER RISING MAIN	200 000	200 000	100,00%
SEWERAGE	WSIG	Beach Sewer Pump Station and New Sewer Bypass	140 000	-	0,00%
SEWERAGE	WSIG	Loerie Sewer Pump Station upgrade and new sewer rising main	20 000	20 000	100,00%
WATER	UISP	Ramaphosa Village New Reservoir	735 065	164 850	22,43%
WATER	UISP	Kwanomzamo Bulk Water : New Pipeline	3 047 557	551 175	18,09%
WATER	UISP	Kruisfontein Bulk Water -Gill Marcus Reservoir and pipeline upgrade	3 196 225	694 478	21,73%
WATER	DOHS-FOIS	Humansdorp: Upgrading of informal settlements in Kwanomzamo (Bungalows, Polar Parks & Shukushukuma)	8 118 775	-	0,00%
WATER	DOHS-FOIS	Jeffreys Bay: Upgrading of Oceanview Informal Settlements	4 125 000	635 402	15,40%
WATER	DOHS-FOIS	Patensie: Upgrading of Informal Settlement (Cyril Ramaphosa)	2 629 602	-	0,00%
WATER	DOHS-FOIS	Humansdorp: Upgrading of Kruisfontein Settlement (Donkerhoek)	1 898 033	-	0,00%
WATER	DOHS-FOIS	Thornhill : Upgrading of Informal Settlement	1 399 200	-	0,00%
WATER	UISP	New Reservoir on Pnt 2 of the Farm Thornhill	2 440 926	970 638	39,77%
WATER	Internal	JILL MARCUS WATER SUPPLY	4 347 000	4 238 325	97,50%
WATER	Internal	Construction of Civil Services in Donkerhoek & Humansdorp	3 000 000	2 121 654	70,72%
WATER	Internal	HUMANSDORP GROUNDWATER SUPPLY	637 410	-	0,00%
WATER	WSIG	ST FRANCIS BAY: BOREHOLES	8 940 388	6 538 570	73,14%
WATER	WSIG	RETICULATION REPLACE PIPELINES	3 478 260	3 391 778	97,51%
WATER	WSIG	Replace Ageing Water Infrastructure in St Francis Bay	80 000	80 000	100,00%
WATER	WSIG	Replace Main Waterline Sout Rivier Bridge Crossing	100 000	100 000	100,00%
WATER	WSIG	PARADISE BEACH WATER TOWER	2 021 548	2 021 548	100,00%
WATER	WSIG	MIMOSA STREET PIPELINE REPLACEMENT	3 575 354	2 905 664	81,27%
			145 782 356	**79 332 244**	**54,42%**

DEPARTMENT	FUNDING SOURCE	PROJECT DESCRIPTION	Adjusted Budget 2024/25	Actuals as at 30 June 2025	%
COMMUNITY SERVICES					
FIRE SERVICES	DISTRICT	Fire Services - Vehicle (DISTRICT)	1 391 304	889 821	63,96%
LAW ENFORCEMENT	Internal	Computer Equipment - Operatons Room	242 320	208 874	86,20%
			1 633 624	**1 098 696**	**67,26%**
ELECTRO/MECHANICAL SERVICES					
ELECTRICITY	UISP	Oceanview Substation Upgrade	9 913 043	6 201 573	62,56%
ELECTRICITY	UISP	Kwanomzamo Bulk Electrical - Boskloof Secondary Feeder line & substation	18 347 420	18 699 262	101,92%
ELECTRICITY	UISP	Computer Equipment (UISP FUNDING)	217 391	-	0,00%
ELECTRICITY	INEP	OCEAN VIEW 1250 ELECTRIFICATION	2 845 480	2 541 522	89,32%
ELECTRICITY	Internal	Electrical Oil circuit breakers replacement with vacuum SCADA ready breakers	5 000 000	3 439 835	68,80%
ELECTRICITY	MIG	DESIGN: HIGH MAST LIGHTS	100 000	100 000	100,00%
FLEET AND WORKSHOP	Finance Lease	Vehicle	51 005 878	51 005 878	100,00%
			87 429 212	**81 988 070**	**93,78%**
FINANCE AND ECONOMIC DEVELOPMENT					
ASSET MANAGEMENT	Internal	AIR CONDITIONERS-WHOLE OF MUNICIPALITY	377 517	375 922	99,58%
LOCAL ECONOMIC DEVELOPMENT	Internal	Township Economy Support (Agriculture)	100 000	99 471	99,47%
REVENUE	Internal	Office Furniture	106 453	65 892	61,90%
REVENUE	Internal	Computer Equipment	22 477	-	0,00%
SUPPLY CHAIN MANAGEMENT	Internal	Computer Equipment	385 414	360 283	93,48%
			991 861	**901 568**	**90,90%**
OFFICE OF THE MUNICIPAL MANAGER					
RISK AND INTERNAL AUDIT UNITY	Internal	Furniture & Equipment	28 000	26 896	96,06%
			28 000	**26 896**	**96,06%**
OFFICE OF THE DEPUTY MUNICIPAL MANAGER					
ADMINISTRATION AND AUXILIARY SERVICES	Internal	Foyer - Furniture & Equipment	90 000	87 537	97,26%
COUNCIL	Internal	Ward Offices - Furniture & Equipment	150 000	147 952	98,63%
HUMAN RESOURCES	Internal	Furniture & Equipment	80 000	76 574	95,72%
INFORMATION TECHNOLOGY	Internal	Computer Equipment	1 412 789	1 408 269	99,68%
LEGAL SERVICES	Internal	Furniture & Equipment	50 000	49 980	99,96%
OFFICE OF THE DMM	Internal	DMM Office furniture	150 000	146 061	97,37%
			1 932 789	**1 916 373**	**99,15%**
PLANNING AND DEVELOPMENT					
HUMAN SETTLEMENT	Internal	HOMELESS SHELTER	1 400 000	-	0,00%
HUMAN SETTLEMENT	DOHS	HANKEY 990-PHASE 2	16 346 963	11 050 492	67,60%
HUMAN SETTLEMENT	DOHS	HANKEY 990-PHASE 3	4 208 993	-	0,00%
			21 955 956	**11 050 492**	**50,33%**
		Total	**259 753 798**	**176 314 340**	**67,88%**

Annexure "A3"

1. PROJECTED CASH FLOW STATEMENT FOR THE 2024/25 FINANCIAL YEAR

1.1. Projected Cash Flow Statement as at 30 June 2025

The purpose of the cash flow statement is to compare the cash inflows (receipts) with the cash outflows (payments), to ascertain the adequacy of the cash inflows to cover the cash outflows.

Table C7 Monthly Budget Statement – Cash Flow – M12 June 2025

Description	Ref	2023/24	Budget Year 2024/25							
R thousands		Audited Outcome	Original Budget	Adjusted Budget	Monthly Actual	YearTD Actual	YearTD Budget	YTD Variance	YTD Variance	Full Year Forecast
CASH FLOW FROM OPERATING ACTIVITIES	1								%	
Receipts										
Property rates		362 726	287 458	288 628	20 104	282 423	288 628	(6 205)	-2%	288 628
Service charges		255 325	761 922	823 774	53 200	584 525	823 774	(239 250)	-29%	823 774
Other revenue		16 788	93 666	116 169	23 026	327 838	116 169	211 669	182%	116 169
Transfers and Subsidies - Operational		184 436	202 153	210 720	–	202 950	210 720	(7 771)	-4%	210 720
Transfers and Subsidies - Capital		1 586	123 443	139 125	9 551	82 671	139 125	(56 453)	-41%	139 125
Interest		914 663	13 998	15 498	1 134	13 887	15 498	(1 610)	-10%	15 498
Dividends		–	–	–	–	–	–	–		–
Payments										
Suppliers and employees		771 377	(1 327 265)	(1 407 663)	(91 788)	(1 320 708)	(1 458 669)	(137 961)	9%	(1 407 663)
Interest		–	(16 159)	(11 097)	(1 581)	(11 238)	(11 097)	141	-1%	(11 097)
Transfers and Subsidies		–	(400)	(400)	–	–	(400)	(400)	100%	(400)
NET CASH FROM/(USED) OPERATING ACTIVITIES		**2 506 902**	**138 815**	**174 756**	**13 647**	**162 348**	**123 750**	**(38 599)**	**-31%**	**174 756**
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		(83 038)	(116 362)	(208 748)	(33 099)	(202 897)	208 748	411 645	197%	(208 748)
NET CASH FROM/(USED) INVESTING ACTIVITIES		**(83 038)**	**(116 362)**	**(208 748)**	**(33 099)**	**(202 897)**	**208 748**	**411 645**	**197%**	**(208 748)**
CASH FLOWS FROM FINANCING ACTIVITIES										
Receipts										
Short term loans		–	–	–	–	–	–	–		–
Borrowing long term/refinancing		–	–	100 000	–	100 000	100 000	–		100 000
Increase (decrease) in consumer deposits		–	–	–	–	–	–	–		–
Payments										
Repayment of borrowing		–	(22 478)	(15 264)	(3 855)	(21 545)	–	21 545	0%	(15 264)
NET CASH FROM/(USED) FINANCING ACTIVITIES		**–**	**(22 478)**	**84 736**	**(3 855)**	**78 455**	**100 000**	**21 545**	**22%**	**84 736**
NET INCREASE/ (DECREASE) IN CASH HELD		**2 423 864**	**(25)**	**50 743**	**(23 307)**	**37 907**	**432 498**			**50 743**
Cash/cash equivalents at beginning:		175 550	43 665	143 659		143 659	143 659			143 659
Cash/cash equivalents at month/year end:		2 599 414	43 640	194 402		181 566	576 156			194 402

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 June 2025 and are to be noted. Each table is accompanied by explanatory notes.

Table C1 Monthly Budget Statement Summary – M12 June 2025

Description	2023/24	Budget Year 2024/25							
R thousands	Audited Outcome	Original Budget	Adjusted Budget	Monthly Actual	YearTD Actual	YearTD Budget	YTD Variance	YTD Variance %	Full Year Forecast
Financial Performance									
Property rates	280 203	297 076	298 309	20 497	298 529	298 309	220	0%	298 309
Service charges	585 917	599 522	701 777	51 062	640 702	701 777	(61 075)	-9%	701 777
Investment revenue	12 962	13 998	15 498	554	13 167	15 498	(2 331)	-15%	15 498
Transfers and subsidies - Operational	198 630	202 153	210 720	617	205 382	210 720	(5 338)	-3%	210 720
Other own revenue	132 223	279 872	135 782	5 855	75 095	135 782	(60 687)	-45%	135 782
Total Revenue (excluding capital transfers and	**1 209 934**	**1 392 621**	**1 362 086**	**78 585**	**1 232 875**	**1 362 086**	**(129 211)**	**-9%**	**1 362 086**
Employee costs	398 878	471 743	479 710	32 032	406 720	479 710	(72 990)	-15%	479 710
Remuneration of Councillors	14 976	15 594	15 594	1 262	15 451	15 594	(143)	-1%	15 594
Depreciation and amortisation	102 539	117 798	117 798	9 817	117 798	117 798	0	0%	117 798
Interest	10 038	17 404	13 002	3 328	10 214	13 002	(2 787)	-21%	13 002
Inventory consumed and bulk purchases	454 301	495 318	519 900	54 161	536 529	519 900	16 629	3%	519 900
Transfers and subsidies	920	400	400	300	347	400	(53)	-13%	400
Other expenditure	327 630	387 217	313 362	42 681	221 734	313 362	(91 628)	-29%	313 362
Total Expenditure	**1 309 281**	**1 505 474**	**1 459 766**	**143 580**	**1 308 794**	**1 459 766**	**(150 972)**	**-10%**	**1 459 766**
Surplus/(Deficit)	**(99 347)**	**(112 853)**	**(97 680)**	**(64 994)**	**(75 919)**	**(97 680)**	**21 761**	**-22%**	**(97 680)**
Transfers and subsidies - capital (monetary allocations)	85 140	133 816	177 916	16 595	89 269	177 916	(88 647)	-50%	177 916
Transfers and subsidies - capital (in-kind)	18 000	–	–	–	–	–	–		–
Surplus/(Deficit) after capital transfers & contributions	**3 792**	**20 963**	**80 236**	**(48 399)**	**13 350**	**80 236**	**(66 886)**	**-83%**	**80 236**
Share of surplus/ (deficit) of associate	–	–	–	–	–	–	–		–
Intercompany/Parent subsidiary transactions	–	–	–	–	–	–	–		–
Surplus/ (Deficit) for the year	**3 792**	**20 963**	**80 236**	**(48 399)**	**13 350**	**80 236**	**(66 886)**	**-83%**	**80 236**
Capital expenditure & funds sources									
Capital expenditure	**92 915**	**150 362**	**259 754**	**28 782**	**176 314**	**259 754**	**(83 439)**	**-32%**	**259 754**
Capital transfers recognised	3 157	116 362	157 391	22 100	97 991	157 391	(59 400)	-38%	157 391
Borrowing	–	34 000	72 745	1 893	57 814	72 745	(14 931)	-21%	72 745
Internally generated funds	89 757	–	29 618	4 789	20 510	29 618	(9 109)	-31%	29 618
Total sources of capital funds	**92 915**	**150 362**	**259 754**	**28 782**	**176 314**	**259 754**	**(83 439)**	**-32%**	**259 754**
Financial position									
Total current assets	266 448	213 837	315 884		369 226				315 884
Total non current assets	2 312 828	2 369 948	2 454 784		2 371 345				2 454 784
Total current liabilities	293 952	225 392	281 424		267 428				281 424
Total non current liabilities	243 291	270 953	366 975		387 317				366 975
Community wealth/Equity	**2 042 033**	**2 087 440**	**2 122 268**		**2 085 827**				**2 122 268**
Cash flows									
Net cash from (used) operating	2 506 902	138 815	174 756	13 647	162 348	123 750	(38 599)	-31%	174 756
Net cash from (used) investing	(83 038)	(116 362)	(208 748)	(33 099)	(202 897)	208 748	411 645	197%	(208 748)
Net cash from (used) financing	–	(22 478)	84 736	(3 855)	78 455	100 000	21 545	22%	84 736
Cash/cash equivalents at the month/year end	**2 599 414**	**43 640**	**194 402**	**–**	**181 566**	**576 156**	**394 591**	**68%**	**194 402**
Debtors & creditors analysis	**0-30 Days**	**31-60 Days**	**61-90 Days**	**91-120 Days**	**121-150 Dys**	**151-180 Dys**	**181 Dys-1 Yr**	**Over 1Yr**	**Total**
Debtors Age Analysis									
Total By Income Source	79 729	15 358	11 800	11 246	8 587	6 435	37 672	165 206	336 033
Creditors Age Analysis									
Total Creditors	72 932	81	(815)	72	23	221	49	(592)	71 971

Explanatory notes to Table C1 – Monthly Budget Summary

The aim of the Budget Summary is to provide a concise overview of the actual budget performance from all of the major financial perspective (operating expenditure, capital expenditure, financial position, cash flow, and MFMA funding compliance).

The table provides an overview of the actual amounts spent compared to the monthly budget projections within the context of operating performance, resources utilised for capital expenditure, financial position, cash and funding compliance.

Table C2 Monthly Budget Statement – Financial Performance (standard classification) – M12 June 2025

Description	Ref	2023/24	Budget Year 2024/25							
R thousands		Audited Outcome	Original Budget	Adjusted Budget	Monthly Actual	YearTD Actual	YearTD Budget	YTD Variance	YTD Variance	Full Year Forecast
									%	
Revenue - Functional										
Governance and administration		**489,309**	**590,750**	**499,867**	**22,067**	**448,811**	**499,867**	(51,056)	-10%	**499,867**
Executive and council		46	142	142	–	53	142	(89)	-63%	142
Finance and administration		489,263	590,608	499,725	22,067	448,758	499,725	(50,967)	-10%	499,725
Internal audit		–	–	–	–	–	–	–		–
Community and public safety		**51,001**	**87,286**	**121,074**	**6,996**	**44,594**	**121,074**	(76,479)	-63%	**121,074**
Community and social services		2,415	2,460	3,365	35	3,324	3,365	(41)	-1%	3,365
Sport and recreation		7,682	11,504	11,504	257	9,528	11,504	(1,976)	-17%	11,504
Public safety		1,792	1,857	1,857	1,506	1,535	1,857	(322)	-17%	1,857
Housing		35,790	68,969	101,747	5,190	26,697	101,747	(75,050)	-74%	101,747
Health		3,322	2,496	2,601	8	3,511	2,601	910	35%	2,601
Economic and environmental services		**48,168**	**56,136**	**61,677**	**5,285**	**40,891**	**61,677**	(20,787)	-34%	**61,677**
Planning and development		8,375	10,252	10,246	1,226	8,978	10,246	(1,268)	-12%	10,246
Road transport		16,518	19,972	32,160	3,034	12,128	32,160	(20,031)	-62%	32,160
Environmental protection		23,276	25,912	19,272	1,026	19,784	19,272	513	3%	19,272
Trading services		**724,595**	**792,266**	**857,384**	**60,833**	**787,848**	**857,384**	(69,536)	-8%	**857,384**
Energy sources		398,034	409,585	443,138	34,585	428,006	443,138	(15,131)	-3%	443,138
Water management		156,102	177,913	202,542	12,679	161,179	202,542	(41,363)	-20%	202,542
Waste water management		106,410	123,062	133,188	9,169	127,244	133,188	(5,945)	-4%	133,188
Waste management		64,049	81,707	78,516	4,400	71,420	78,516	(7,096)	-9%	78,516
Other	4	–	–	–	–	–	–	–		–
Total Revenue - Functional	2	**1,313,073**	**1,526,437**	**1,540,002**	**95,181**	**1,322,144**	**1,540,002**	**(217,858)**	**-14%**	**1,540,002**
Expenditure - Functional										
Governance and administration		**328,779**	**362,481**	**367,998**	**31,143**	**314,106**	**367,998**	(53,892)	-15%	**367,998**
Executive and council		57,143	61,996	60,189	4,895	61,797	60,189	1,608	3%	60,189
Finance and administration		271,580	299,963	307,392	26,236	252,163	307,392	(55,229)	-18%	307,392
Internal audit		57	523	418	12	146	418	(271)	-65%	418
Community and public safety		**104,281**	**140,104**	**138,745**	**10,580**	**111,158**	**138,745**	(27,587)	-20%	**138,745**
Community and social services		9,188	13,952	13,796	733	9,288	13,796	(4,508)	-33%	13,796
Sport and recreation		52,608	75,205	72,142	5,937	57,490	72,142	(14,652)	-20%	72,142
Public safety		28,701	33,254	33,274	2,616	29,522	33,274	(3,752)	-11%	33,274
Housing		5,817	9,703	11,670	769	7,186	11,670	(4,484)	-38%	11,670
Health		7,968	7,991	7,863	525	7,672	7,863	(190)	-2%	7,863
Economic and environmental services		**126,118**	**288,532**	**195,675**	**19,425**	**146,142**	**195,675**	(49,533)	-25%	**195,675**
Planning and development		27,163	32,149	37,410	3,908	27,025	37,410	(10,385)	-28%	37,410
Road transport		86,718	246,274	149,475	12,643	110,582	149,475	(38,892)	-26%	149,475
Environmental protection		12,237	10,109	8,790	2,874	8,535	8,790	(255)	-3%	8,790
Trading services		**743,328**	**714,357**	**757,328**	**82,432**	**737,385**	**757,328**	(19,943)	-3%	**757,328**
Energy sources		426,149	453,172	494,191	53,406	486,417	494,191	(7,775)	-2%	494,191
Water management		161,924	108,542	108,776	12,056	111,543	108,776	2,767	3%	108,776
Waste water management		103,926	88,779	89,677	10,004	77,080	89,677	(12,598)	-14%	89,677
Waste management		51,329	63,864	64,683	6,967	62,346	64,683	(2,337)	-4%	64,683
Other		**6,775**	**–**	**20**	**–**	**3**	**20**	**(17)**	**-86%**	**20**
Total Expenditure - Functional	3	**1,309,281**	**1,505,474**	**1,459,766**	**143,580**	**1,308,794**	**1,459,766**	**(150,972)**	**-10%**	**1,459,766**
Surplus/ (Deficit) for the year		**3,792**	**20,963**	**80,236**	**(48,399)**	**13,350**	**80,236**	**(66,886)**	**-83%**	**80,236**

Explanatory notes to Table C2 – Budgeted Financial Performance (revenue and expenditure by standard classification)

The standard classification refers to a modified Government Finance Statistics (GFS) reporting structure. The aim of the standard classification approach is to ensure that all municipalities report their operations in one common format, to facilitate comparison across all municipalities.

Table C3 Monthly Budget Statement – Financial Performance (revenue and expenditure by municipal vote – M12 June 2025

Vote Description	Ref	2023/24	Budget Year 2024/25							
R thousands		Audited Outcome	Original Budget	Adjusted Budget	Monthly Actual	YearTD Actual	YearTD Budget	YTD Variance	YTD Variance %	Full Year Forecast
Revenue by Vote	1									
Vote 1 - OFFICE OF THE MUNICIPAL MANAGER		–	–	–	–	–	–	–		–
Vote 2 - OFFICE OF THE DEPUTY MUNICIPAL MANAGER		1,687	1,115	1,683	268	2,193	1,683	510	30.3%	1,683
Vote 3 - FINANCE AND ECONOMIC DEVELOPMENT		158,151	446,890	454,924	21,694	451,970	454,924	(2,954)	-0.6%	454,924
Vote 4 - COMMUNITY SERVICES		148,611	276,782	168,477	7,500	112,110	168,477	(56,366)	-33.5%	168,477
Vote 5 - CIVIL AND WATER SERVICES		274,288	314,671	361,609	25,093	293,786	361,609	(67,823)	-18.8%	361,609
Vote 6 - ELECTRO/MECHANICAL SERVICES		398,035	409,586	443,139	34,618	428,429	443,139	(14,711)	-3.3%	443,139
Vote 7 - PLANNING AND DEVELOPMENT		41,392	77,392	110,171	6,007	33,638	110,171	(76,533)	-69.5%	110,171
Vote 8 - [NAME OF VOTE 8]		–	–	–	–	–	–	–		–
Vote 9 - [NAME OF VOTE 9]		–	–	–	–	–	–	–		–
Vote 10 - [NAME OF VOTE 10]		–	–	–	–	–	–	–		–
Vote 11 - [NAME OF VOTE 11]		–	–	–	–	–	–	–		–
Vote 12 - [NAME OF VOTE 12]		–	–	–	–	–	–	–		–
Vote 13 - [NAME OF VOTE 13]		–	–	–	–	–	–	–		–
Vote 14 - [NAME OF VOTE 14]		–	–	–	–	–	–	–		–
Vote 15 - [NAME OF VOTE 15]		–	–	–	–	–	–	–		–
Total Revenue by Vote	2	**1,022,165**	**1,526,437**	**1,540,002**	**95,180**	**1,322,126**	**1,540,002**	**(217,876)**	**-14.1%**	**1,540,002**
Expenditure by Vote	1									
Vote 1 - OFFICE OF THE MUNICIPAL MANAGER		27,222	31,456	31,803	2,095	28,524	31,803	(3,280)	-10.3%	31,803
Vote 2 - OFFICE OF THE DEPUTY MUNICIPAL MANAGER		114,919	128,955	127,824	13,888	119,880	127,824	(7,944)	-6.2%	127,824
Vote 3 - FINANCE AND ECONOMIC DEVELOPMENT		103,128	141,869	136,835	9,459	100,299	136,835	(36,536)	-26.7%	136,835
Vote 4 - COMMUNITY SERVICES		218,052	386,594	291,128	24,973	234,636	291,128	(56,493)	-19.4%	291,128
Vote 5 - CIVIL AND WATER SERVICES		348,309	316,288	325,759	34,684	294,342	325,759	(31,416)	-9.6%	325,759
Vote 6 - ELECTRO/MECHANICAL SERVICES		442,656	466,160	507,837	54,710	502,031	507,837	(5,806)	-1.1%	507,837
Vote 7 - PLANNING AND DEVELOPMENT		23,509	34,152	38,579	3,771	29,082	38,579	(9,497)	-24.6%	38,579
Vote 8 - [NAME OF VOTE 8]		–	–	–	–	–	–	–		–
Vote 9 - [NAME OF VOTE 9]		–	–	–	–	–	–	–		–
Vote 10 - [NAME OF VOTE 10]		–	–	–	–	–	–	–		–
Vote 11 - [NAME OF VOTE 11]		–	–	–	–	–	–	–		–
Vote 12 - [NAME OF VOTE 12]		–	–	–	–	–	–	–		–
Vote 13 - [NAME OF VOTE 13]		–	–	–	–	–	–	–		–
Vote 14 - [NAME OF VOTE 14]		–	–	–	–	–	–	–		–
Vote 15 - [NAME OF VOTE 15]		–	–	–	–	–	–	–		–
Total Expenditure by Vote	2	**1,277,796**	**1,505,474**	**1,459,766**	**143,580**	**1,308,794**	**1,459,766**	**(150,972)**	**-10.3%**	**1,459,766**
Surplus/ (Deficit) for the year	2	**(255,631)**	**20,963**	**80,236**	**(48,400)**	**13,332**	**80,236**	**(66,904)**	**-83.4%**	**80,236**

Explanatory notes to Table C3 – Budgeted Financial Performance (revenue and expenditure by municipal vote)

The purpose of the format in which the monthly budget reporting table is represented, is to enable the Council to enforce a vote in accordance with the municipality's organisational structure, so as to assign responsibility for the revenue and expenditure recorded against these votes to the Municipal Manager and Directors concerned.

Operating revenue and expenditure are thus presented by "vote". A "vote" is defined as one of the main segments into which a budget of a municipality is divided into, for the appropriation of funds.

Table C4 Monthly Budget Statement – Financial Performance (revenue and expenditure) – M12 June 2025

Description	Ref	2023/24	Budget Year 2024/25							
R thousands		Audited Outcome	Original Budget	Adjusted Budget	Monthly Actual	YearTD Actual	YearTD Budget	YTD Variance	YTD Variance	Full Year Forecast
									%	
Revenue										
Exchange Revenue		649,363	667,935	772,257	55,519	696,207	772,257	(76,050)	-10%	772,257
Service charges - Electricity		369,614	381,991	425,559	33,033	411,348	425,559	(14,211)	-3%	425,559
Service charges - Water		102,795	82,323	138,057	7,591	104,555	138,057	(33,502)	-24%	138,057
Service charges - Waste Water Management		56,020	64,086	76,014	5,357	66,118	76,014	(9,896)	-13%	76,014
Service charges - Waste management		57,488	71,123	62,146	5,082	58,681	62,146	(3,465)	-6%	62,146
Sale of Goods and Rendering of Services		7,442	9,533	9,533	784	6,660	9,533	(2,872)	-30%	9,533
Agency services		3,615	4,554	4,554	–	–	4,554	(4,554)	-100%	4,554
Interest		–	–	–	–	–	–	–		–
Interest earned from Receivables		21,854	32,335	32,335	1,462	22,147	32,335	(10,188)	-32%	32,335
Interest earned from Current and Non Current Assets		12,962	13,998	15,498	554	13,167	15,498	(2,331)	-15%	15,498
Dividends		–	–	–	–	–	–	–		–
Rent on Land		–	–	–	–	–	–	–		–
Rental from Fixed Assets		3,550	3,187	3,187	330	4,050	3,187	864	27%	3,187
Licence and permits		2,368	2,851	2,851	152	2,303	2,851	(548)	-19%	2,851
Operational Revenue		11,654	1,955	2,523	1,174	7,177	2,523	4,654	184%	2,523
Non-Exchange Revenue		560,571	724,686	589,829	23,067	536,668	589,829	(53,161)	-9%	589,829
Property rates		280,203	297,076	298,309	20,497	298,529	298,309	220	0%	298,309
Surcharges and Taxes		–	–	–	–	–	–	–		–
Fines, penalties and forfeits		40,084	143,343	43,859	163	1,243	43,859	(42,616)	-97%	43,859
Licence and permits		7,421	11,772	11,772	237	9,058	11,772	(2,714)	-23%	11,772
Transfer and subsidies - Operational		198,630	202,153	210,720	617	205,382	210,720	(5,338)	-3%	210,720
Interest		5,519	5,510	5,510	362	3,214	5,510	(2,297)	-42%	5,510
Fuel Levy		–	–	–	–	–	–	–		–
Operational Revenue		21,452	64,831	19,658	1,191	19,242	19,658	(416)	-2%	19,658
Gains on disposal of Assets		(56)	–	–	–	–	–	–		–
Other Gains		7,318	–	–	–	–	–	–		–
Discontinued Operations		–	–	–	–	–	–	–		–
Total Revenue (excluding capital transfers and		**1,209,934**	**1,392,621**	**1,362,086**	**78,585**	**1,232,875**	**1,362,086**	**(129,211)**	**-9%**	**1,362,086**
Expenditure By Type										
Employee related costs		398,878	471,743	479,710	32,032	406,720	479,710	(72,990)	-15%	479,710
Remuneration of councillors		14,976	15,594	15,594	1,262	15,451	15,594	(143)	-1%	15,594
Bulk purchases - electricity		351,702	386,299	413,349	43,550	427,463	413,349	14,114	3%	413,349
Inventory consumed		102,599	109,019	106,550	10,612	109,065	106,550	2,515	2%	106,550
Debt impairment		87,369	158,246	(108,015)	–	(165,578)	(108,015)	(57,562)	53%	(108,015)
Depreciation and amortisation		102,539	117,798	117,798	9,817	117,798	117,798	0	0%	117,798
Interest		10,038	17,404	13,002	3,328	10,214	13,002	(2,787)	-21%	13,002
Contracted services		93,766	125,372	145,466	23,025	121,976	145,466	(23,490)	-16%	145,466
Transfers and subsidies		920	400	400	300	347	400	(53)	-13%	400
Irrecoverable debts written off		62,860	9,359	177,229	5,986	173,523	177,229	(3,706)	-2%	177,229
Operational costs		81,923	94,240	98,683	13,671	91,813	98,683	(6,870)	-7%	98,683
Losses on Disposal of Assets		1,713	–	–	–	0	–	0		–
Other Losses		–	–	–	–	–	–	–		–
Total Expenditure		**1,309,281**	**1,505,474**	**1,459,766**	**143,580**	**1,308,794**	**1,459,766**	**(150,972)**	**-10%**	**1,459,766**
Surplus/(Deficit)		**(99,347)**	**(112,853)**	**(97,680)**	**(64,994)**	**(75,919)**	**(97,680)**	**21,761**	**(0)**	**(97,680)**
Transfers and subsidies - capital (monetary allocations)		85,140	133,816	177,916	16,595	89,269	177,916	(88,647)	**(0)**	177,916
Transfers and subsidies - capital (in-kind)		18,000	–	–	–	–	–	–		–
Surplus/(Deficit) after capital transfers &		**3,792**	**20,963**	**80,236**	**(48,399)**	**13,350**	**80,236**			**80,236**
Income Tax		–	–	–	–	–	–	–		–
Surplus/(Deficit) after income tax		**3,792**	**20,963**	**80,236**	**(48,399)**	**13,350**	**80,236**			**80,236**
Share of Surplus/Deficit attributable to Joint Venture		–	–	–	–	–	–			–
Share of Surplus/Deficit attributable to Minorities		–	–	–	–	–	–			–
Surplus/(Deficit) attributable to municipality		**3,792**	**20,963**	**80,236**	**(48,399)**	**13,350**	**80,236**			**80,236**
Share of Surplus/Deficit attributable to Associate		–	–	–	–	–	–			–
Intercompany/Parent subsidiary transactions		–	–	–	–	–	–			–
Surplus/ (Deficit) for the year		**3,792**	**20,963**	**80,236**	**(48,399)**	**13,350**	**80,236**			**80,236**

Explanatory notes to Table C4 – Budgeted Financial Performance (revenue and expenditure)

The Financial Performance Budget is required to be approved concurrently by revenue source and expenditure type, so as to ensure consistency with annual reporting format requirements. A key aim is to facilitate comparison between the monthly results, the monthly budget-to-date projections, and the original budget, so as to assess performance.

Table C5 Monthly Budget Statement – Capital Expenditure (municipal vote, standard classification and funding) – M12 June 2025

Vote Description	Ref	2023/24	Budget Year 2024/25							
R thousands	1	Audited Outcome	Original Budget	Adjusted Budget	Monthly Actual	YearTD Actual	YearTD Budget	YTD Variance	YTD Variance %	Full Year Forecast
Multi-Year expenditure appropriation	2									
Vote 1 - OFFICE OF THE MUNICIPAL MANAGER		71	–	–	–	–	–	–		–
Vote 2 - OFFICE OF THE DEPUTY MUNICIPAL MANAGER		1,129	–	1,933	464	1,916	1,933	(16)	-1%	1,933
Vote 3 - FINANCE AND ECONOMIC DEVELOPMENT		810	–	992	297	902	992	(90)	-9%	992
Vote 4 - COMMUNITY SERVICES		3,914	1,391	1,634	890	1,099	1,634	(535)	-33%	1,634
Vote 5 - CIVIL AND WATER SERVICES		50,070	80,868	145,782	13,485	79,332	145,782	(66,450)	-46%	145,782
Vote 6 - ELECTRO/MECHANICAL SERVICES		167	68,103	87,429	12,799	81,988	87,429	(5,441)	-6%	87,429
Vote 7 - PLANNING AND DEVELOPMENT		(23)	–	21,956	820	11,050	21,956	(10,905)	-50%	21,956
Vote 8 - [NAME OF VOTE 8]		–	–	–	–	–	–	–		–
Vote 9 - [NAME OF VOTE 9]		–	–	–	–	–	–	–		–
Vote 10 - [NAME OF VOTE 10]		–	–	–	–	–	–	–		–
Vote 11 - [NAME OF VOTE 11]		–	–	–	–	–	–	–		–
Vote 12 - [NAME OF VOTE 12]		–	–	–	–	–	–	–		–
Vote 13 - [NAME OF VOTE 13]		–	–	–	–	–	–	–		–
Vote 14 - [NAME OF VOTE 14]		–	–	–	–	–	–	–		–
Vote 15 - [NAME OF VOTE 15]		–	–	–	–	–	–	–		–
Total Capital Multi-year expenditure	4,7	**56,138**	**150,362**	**259,726**	**28,755**	**176,287**	**259,726**	**(83,438)**	**-32%**	**259,726**
Single Year expenditure appropriation	2									
Vote 1 - OFFICE OF THE MUNICIPAL MANAGER		39	–	28	27	27	28	(1)	-4%	28
Vote 2 - OFFICE OF THE DEPUTY MUNICIPAL MANAGER		–	–	–	–	–	–	–		–
Vote 3 - FINANCE AND ECONOMIC DEVELOPMENT		11	–	–	–	–	–	–		–
Vote 4 - COMMUNITY SERVICES		1,557	–	–	–	–	–	–		–
Vote 5 - CIVIL AND WATER SERVICES		35,111	–	–	–	–	–	–		–
Vote 6 - ELECTRO/MECHANICAL SERVICES		58	–	–	–	–	–	–		–
Vote 7 - PLANNING AND DEVELOPMENT		–	–	–	–	–	–	–		–
Vote 8 - [NAME OF VOTE 8]		–	–	–	–	–	–	–		–
Vote 9 - [NAME OF VOTE 9]		–	–	–	–	–	–	–		–
Vote 10 - [NAME OF VOTE 10]		–	–	–	–	–	–	–		–
Vote 11 - [NAME OF VOTE 11]		–	–	–	–	–	–	–		–
Vote 12 - [NAME OF VOTE 12]		–	–	–	–	–	–	–		–
Vote 13 - [NAME OF VOTE 13]		–	–	–	–	–	–	–		–
Vote 14 - [NAME OF VOTE 14]		–	–	–	–	–	–	–		–
Vote 15 - [NAME OF VOTE 15]		–	–	–	–	–	–	–		–
Total Capital single-year expenditure	4	36,777	–	28	27	27	28	**(1)**	**-4%**	28
Total Capital Expenditure	**3**	**92,915**	**150,362**	**259,754**	**28,782**	**176,314**	**259,754**	**(83,439)**	**-32%**	**259,754**
Capital Expenditure - Functional Classification										
Governance and administration		**2,644**	**34,000**	**54,101**	**788**	**53,960**	**54,101**	(141)	0%	**54,101**
Executive and council		336	–	300	113	294	300	(6)	-2%	300
Finance and administration		2,270	34,000	53,773	648	53,639	53,773	(134)	0%	53,773
Internal audit		39	–	28	27	27	28	(1)	-4%	28
Community and public safety		**9,879**	**1,391**	**21,947**	**1,710**	**11,940**	**21,947**	(10,007)	-46%	**21,947**
Community and social services		6,562	–	–	–	–	–	–		–
Sport and recreation		506	–	–	–	–	–	–		–
Public safety		2,810	1,391	1,391	890	890	1,391	(501)	-36%	1,391
Housing		–	–	20,556	820	11,050	20,556	(9,505)	-46%	20,556
Health		–	–	–	–	–	–	–		–
Economic and environmental services		**29,125**	**9,670**	**44,907**	**7,370**	**17,413**	**44,907**	(27,494)	-61%	**44,907**
Planning and development		14	500	3,482	524	1,324	3,482	(2,158)	-62%	3,482
Road transport		28,869	9,170	41,425	6,846	16,088	41,425	(25,336)	-61%	41,425
Environmental protection		242	–	–	–	–	–	–		–
Trading services		**51,267**	**105,300**	**138,799**	**18,915**	**93,001**	**138,799**	(45,797)	-33%	**138,799**
Energy sources		5,703	34,103	36,423	12,799	30,982	36,423	(5,441)	-15%	36,423
Water management		21,197	29,008	53,133	3,394	24,414	53,133	(28,719)	-54%	53,133
Waste water management		22,809	42,190	49,242	2,721	37,605	49,242	(11,637)	-24%	49,242
Waste management		1,557	–	–	–	–	–	–		–
Other		–	–	–	–	–	–	–		–
Total Capital Expenditure - Functional Classification	3	**92,915**	**150,362**	**259,754**	**28,782**	**176,314**	**259,754**	**(83,439)**	**-32%**	**259,754**
Funded by:										
National Government		347	54,997	70,927	11,622	56,898	70,927	(14,028)	-20%	70,927
Provincial Government		–	59,973	85,073	9,588	40,202	85,073	(44,870)	-53%	85,073
District Municipality		2,810	1,391	1,391	890	890	1,391	(501)	-36%	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		**3,157**	**116,362**	**157,391**	**22,100**	**97,991**	**157,391**	**(59,400)**	**-38%**	**157,391**
Borrowing	6	–	34,000	72,745	1,893	57,814	72,745	(14,931)	-21%	72,745
Internally generated funds		89,757	–	29,618	4,789	20,510	29,618	(9,109)	-31%	29,618
Total Capital Funding	7	**92,915**	**150,362**	**259,754**	**28,782**	**176,314**	**259,754**	**(83,439)**	**-32%**	**259,754**

Explanatory notes to Table C5 – Budgeted Capital Expenditure by vote, standard classification and funding

Table C5 is a breakdown of the capital programme in relation to capital expenditure by municipal vote; capital expenditure by standard classification; and the funding necessary to fund the capital budget, including information on capital transfers from national and provincial departments.

Table C6 Monthly Budget Statement – Financial Position – M12 June 2025

Description R thousands	Ref	2023/24	Budget Year 2024/25			
		Audited Outcome	Original Budget	Adjusted Budget	YearTD Actual	Full Year Forecast
ASSETS	1					
Current assets						
Cash and cash equivalents		143 659	43 640	194 402	181 566	194 402
Trade and other receivables from exchange transactions		58 750	77 030	59 899	119 951	59 899
Receivables from non-exchange transactions		26 651	29 014	26 651	11 678	26 651
Current portion of non-current receivables		–	–	–	–	–
Inventory		22 450	18 598	21 143	26 298	21 143
VAT		12 790	45 445	12 790	27 574	12 790
Other current assets		2 149	109	999	2 160	999
Total current assets		**266 448**	**213 837**	**315 884**	**369 226**	**315 884**
Non current assets						
Investments		–	–	–	–	–
Investment property		250 794	262 608	250 794	250 794	250 794
Property, plant and equipment		2 061 616	2 106 737	2 203 572	2 120 719	2 203 572
Biological assets		–	–	–	–	–
Living and non-living resources		–	–	–	–	–
Heritage assets		–	–	–	–	–
Intangible assets		419	603	419	(168)	419
Trade and other receivables from exchange transactions		–	–	–	–	–
Non-current receivables from non-exchange transactions		–	–	–	–	–
Other non-current assets		–	–	–	–	–
Total non current assets		**2 312 828**	**2 369 948**	**2 454 784**	**2 371 345**	**2 454 784**
TOTAL ASSETS		**2 579 276**	**2 583 785**	**2 770 668**	**2 740 571**	**2 770 668**
LIABILITIES						
Current liabilities						
Bank overdraft		–	–	–	–	–
Financial liabilities		11 144	23 564	38 274	(5 503)	38 274
Consumer deposits		31 660	29 060	31 660	34 771	31 660
Trade and other payables from exchange transactions		143 222	124 413	141 915	141 253	141 915
Trade and other payables from non-exchange transactions		38 791	–	0	31 433	0
Provision		54 427	48 355	54 868	54 427	54 868
VAT		14 707	(0)	14 707	11 048	14 707
Other current liabilities		–	–	–	–	–
Total current liabilities		**293 952**	**225 392**	**281 424**	**267 428**	**281 424**
Non current liabilities						
Financial liabilities		12 231	11 333	120 843	156 256	120 843
Provision		133 995	140 468	137 347	133 995	137 347
Long term portion of trade payables		–	–	–	–	–
Other non-current liabilities		97 065	119 151	108 785	97 065	108 785
Total non current liabilities		**243 291**	**270 953**	**366 975**	**387 317**	**366 975**
TOTAL LIABILITIES		**537 243**	**496 345**	**648 400**	**654 745**	**648 400**
NET ASSETS	2	**2 042 033**	**2 087 440**	**2 122 268**	**2 085 827**	**2 122 268**
COMMUNITY WEALTH/EQUITY						
Accumulated Surplus/(Deficit)		2 036 274	2 087 440	2 122 268	2 083 640	2 122 268
Reserves and funds		5 759	–	–	2 186	–
Other		–	–	–	–	–
TOTAL COMMUNITY WEALTH/EQUITY	2	**2 042 033**	**2 087 440**	**2 122 268**	**2 085 827**	**2 122 268**

Explanatory notes to Table C6 – Budgeted Financial Position

i. The table represents Assets less Liabilities as Community Wealth. The order of items within each group is also aligned to the convention of showing items in order of liquidity, i.e. assets readily converted to cash or liabilities immediately required to be met from cash appear first.

ii. Any movement on the Budgeted Financial Performance or the Capital Budget will invariably impact on the Budgeted Financial Position.
For example, the collection rate assumption will impact on the cash position of the municipality and consequently inform the level of cash and cash equivalents at year end.

Similarly, the collection rate assumption informs the budget provision for bad debts. These budget and planning assumptions form a critical link in determining the applicability and relevance of the budget as well as compliance assessment is directly informed by forecasting the statement of financial position.

Table C7 Monthly Budget Statement – Cash Flow – M12 June 2025

Description	Ref	2023/24	Budget Year 2024/25							
R thousands		Audited Outcome	Original Budget	Adjusted Budget	Monthly Actual	YearTD Actual	YearTD Budget	YTD Variance	YTD Variance	Full Year Forecast
									%	
CASH FLOW FROM OPERATING ACTIVITIES	1									
Receipts										
Property rates		362 726	287 458	288 628	20 104	282 423	288 628	(6 205)	-2%	288 628
Service charges		255 325	761 922	823 774	53 200	584 525	823 774	(239 250)	-29%	823 774
Other revenue		16 788	93 666	116 169	23 026	327 838	116 169	211 669	182%	116 169
Transfers and Subsidies - Operational		184 436	202 153	210 720	–	202 950	210 720	(7 771)	-4%	210 720
Transfers and Subsidies - Capital		1 586	123 443	139 125	9 551	82 671	139 125	(56 453)	-41%	139 125
Interest		914 663	13 998	15 498	1 134	13 887	15 498	(1 610)	-10%	15 498
Dividends		–	–	–	–	–	–	–		–
Payments										
Suppliers and employees		771 377	(1 327 265)	(1 407 663)	(91 788)	(1 320 708)	(1 458 669)	(137 961)	9%	(1 407 663)
Interest		–	(16 159)	(11 097)	(1 581)	(11 238)	(11 097)	141	-1%	(11 097)
Transfers and Subsidies		–	(400)	(400)	–	–	(400)	(400)	100%	(400)
NET CASH FROM/(USED) OPERATING ACTIVITIES		**2 506 902**	**138 815**	**174 756**	**13 647**	**162 348**	**123 750**	**(38 599)**	**-31%**	**174 756**
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		(83 038)	(116 362)	(208 748)	(33 099)	(202 897)	208 748	411 645	197%	(208 748)
NET CASH FROM/(USED) INVESTING ACTIVITIES		**(83 038)**	**(116 362)**	**(208 748)**	**(33 099)**	**(202 897)**	**208 748**	**411 645**	**197%**	**(208 748)**
CASH FLOWS FROM FINANCING ACTIVITIES										
Receipts										
Short term loans		–	–	–	–	–	–	–		–
Borrowing long term/refinancing		–	–	100 000	–	100 000	100 000	–		100 000
Increase (decrease) in consumer deposits		–	–	–	–	–	–	–		–
Payments										
Repayment of borrowing		–	(22 478)	(15 264)	(3 855)	(21 545)	–	21 545	0%	(15 264)
NET CASH FROM/(USED) FINANCING ACTIVITIES		**–**	**(22 478)**	**84 736**	**(3 855)**	**78 455**	**100 000**	**21 545**	**22%**	**84 736**
NET INCREASE/ (DECREASE) IN CASH HELD		**2 423 864**	**(25)**	**50 743**	**(23 307)**	**37 907**	**432 498**			**50 743**
Cash/cash equivalents at beginning:		175 550	43 665	143 659		143 659	143 659			143 659
Cash/cash equivalents at month/year end:		2 599 414	43 640	194 402		181 566	576 156			194 402

Explanatory notes to Table C7 – Budgeted Cash Flow Statement

i. The budgeted cash flow statement represents the first measurement in determining whether the budget is funded.

ii. It reflects the expected cash inflows versus outflows that are likely to result from the implementation of the budget.

Annexure "A5"

1. ANALYSIS OF THE MUNICIPALITY'S STATEMENT OF FINANCIAL POSITION

In this section the Municipality's Debtors, Creditors and Investments will be analysed. These components have a significant impact on the Municipality's financial position.

1.1. Overview of outstanding Consumer Debtors (Inclusive of VAT)

Below is an analysis of the outstanding consumer debtors as at 30 June 2025, compared to the position as at 30 June 2024.

Debtors' Age Analysis (Inclusive of VAT) as at 30 June 2025

Description	Budget Year 2024/25								
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	28,680	5,190	4,620	4,594	3,061	2,488	11,553	38,052	98,238
Trade and Other Receivables from Exchange Transactions - Electricity	35,660	2,601	1,789	1,437	1,179	898	4,080	12,231	59,875
Receivables from Non-exchange Transactions - Property Rates	22,917	2,601	1,859	1,593	1,365	1,265	10,636	29,366	71,601
Receivables from Exchange Transactions - Waste Water Management	12,361	1,881	1,655	1,800	1,305	778	3,775	15,177	38,732
Receivables from Exchange Transactions - Waste Management	9,817	1,360	1,194	1,107	1,008	532	2,915	19,392	37,325
Receivables from Exchange Transactions - Property Rental Debtors	–	–	–	–	–	–	–	–	–
Interest on Arrear Debtor Accounts	4,827	1,351	343	406	366	317	2,848	38,902	49,359
Recoverable unauthorised, irregular, fruitless and wasteful expenditure	–	–	–	–	–	–	–	–	–
Other	(34,533)	374	340	310	303	158	1,865	12,086	(19,097)
Total By Income Source	**79,729**	**15,358**	**11,800**	**11,246**	**8,587**	**6,435**	**37,672**	**165,206**	**336,033**
Debtors Age Analysis By Customer Group									
Organs of State	(46)	793	608	624	396	317	2,209	7,514	12,415
Commercial	10,797	489	415	382	289	257	1,240	7,397	21,267
Households	68,974	14,074	10,775	10,239	7,900	5,860	34,217	150,280	302,321
Other	4	1	1	1	1	1	6	15	29
Total By Customer Group	**79,729**	**15,358**	**11,800**	**11,246**	**8,587**	**6,435**	**37,672**	**165,206**	**336,033**

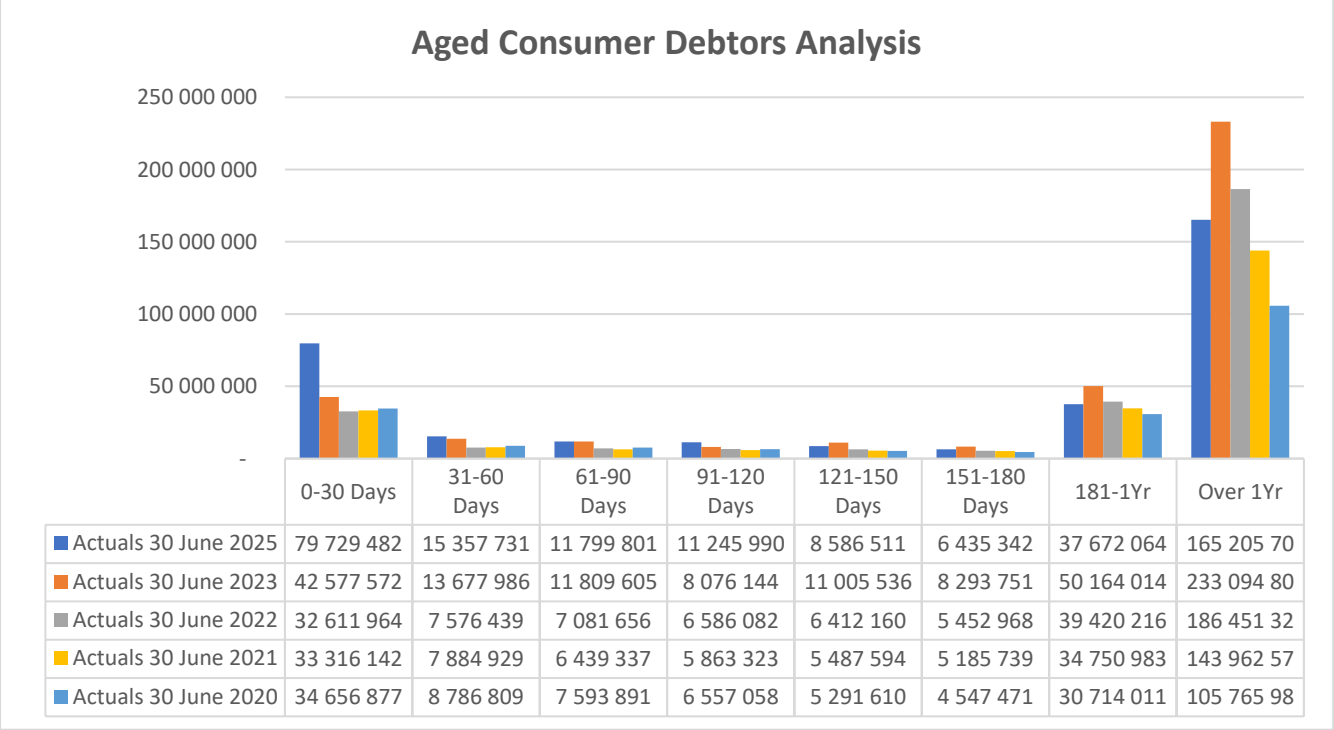
Debtors' Age Analysis (Inclusive of VAT) as at 30 June 2024

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 June 2025, the overdue debts have decreased by R 133,607 million from R 389,910 million to R 256,303 million, as follows:

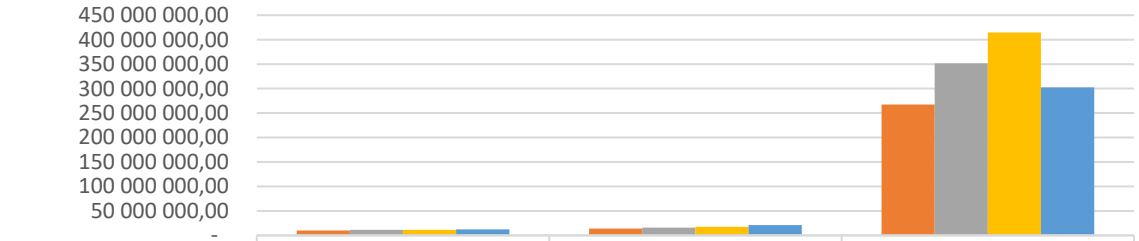
R thousands	OVERDUE AMOUNTS AS AT		
Debtors Age Analysis By Income Source	**30-Jun-24**	**30-Jun-25**	**DIFFERENCE**
Trade and Other Receivables from Exchange Transactions - Water	122,756	69,558	(53,198)
Trade and Other Receivables from Exchange Transactions - Electricity	24,488	24,215	(273)
Receivables from Non-exchange Transactions - Property Rates	47,751	48,684	934
Receivables from Exchange Transactions - Waste Water Management	43,719	26,371	(17,348)
Receivables from Exchange Transactions - Waste Management	57,269	27,508	(29,761)
Receivables from Exchange Transactions - Property Rental Debtors	–	–	–
Interest on Arrear Debtor Accounts	72,437	44,532	(27,905)
Recoverable unauthorised, irregular, fruitless and wasteful expenditure	–	–	–
Other	21,492	15,436	(6,056)
Total By Income Source	**389,910**	**256,303**	**(133,607)**
Debtors Age Analysis By Customer Group			
Organs of State	9,907	12,461	2,554
Commercial	9,975	10,471	496
Households	370,015	233,347	(136,669)
Other	14	25	11
Total By Customer Group	**389,910**	**256,303**	**(133,607)**

Graphical Analysis of consumer debtors



	0-30 Days	31-60 Days	61-90 Days	91-120 Days	121-150 Days	151-180 Days	181-1Yr	Over 1Yr
Actuals 30 June 2025	79 729 482	15 357 731	11 799 801	11 245 990	8 586 511	6 435 342	37 672 064	165 205 70
Actuals 30 June 2023	42 577 572	13 677 986	11 809 605	8 076 144	11 005 536	8 293 751	50 164 014	233 094 80
Actuals 30 June 2022	32 611 964	7 576 439	7 081 656	6 586 082	6 412 160	5 452 968	39 420 216	186 451 32
Actuals 30 June 2021	33 316 142	7 884 929	6 439 337	5 863 323	5 487 594	5 185 739	34 750 983	143 962 57
Actuals 30 June 2020	34 656 877	8 786 809	7 593 891	6 557 058	5 291 610	4 547 471	30 714 011	105 765 98

Graphical Analysis of consumer debtors (total by Debtor Consumer Category)



	Organs of State	Commercial	Households
Budget Year 2021/22	10 058 004,67	14 079 073,86	267 455 731,94
Budget Year 2022/23	11 295 968,77	15 936 031,43	351 468 068,65
Budget Year 2023/24	11 312 034,71	17 595 833,60	414 692 398,58
Budget Year 2024/25	12 415 366,48	21 267 463,23	302 321 163,72

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	49,017	–	–	–	–	–	–	–	**49,017**
Bulk Water	4,495	22	(947)	32	15	14	49	(976)	**2,704**
PAYE deductions	6,073	–	–	–	–	–	–	–	**6,073**
VAT (output less input)									**–**
Pensions / Retirement deductions									**–**
Loan repayments									**–**
Trade Creditors	13,346	59	132	39	8	207	–	384	**14,176**
Auditor General									**–**
Other									**–**
Total By Customer Type	**72,932**	**81**	**(815)**	**72**	**23**	**221**	**49**	**(592)**	**71,971**

The above amounts represent invoices still to be paid. The major creditors as at 30 June 2025 are as follows:

Eskom	R 49,017 million
NMBM	R 2,704 million
PAYE	R 6,073 million
Other Creditors	R 14,176 million
Total	**R 71,971 million**

It must be noted that the Eskom amount of R 49,017 million, represents the current account for June 2025, which is due on 23 July 2025.

It is to be noted that the SARS amount of R 6,073 million, represents the current account for June 2025, which is due on 4 July 2025.

1.3 Allocation and Grants receipts and expenditure for the 2024/25 financial year

Supporting Table SC6 Monthly Budget Statement – transfers and grant receipts – M12 June 2025.

Description	Budget Year 2024/25							
	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance	Full Year Forecast
R thousands							%	
RECEIPTS:								
Operating Transfers and Grants								
National Government:	**197,710**	**197,704**	**-**	**197,696**	**197,704**	**8**	**0.00%**	**197,704**
Operational Revenue:General Revenue:Equitable Share	192,664	192,664	-	192,656	192,664	8	0.00%	192,664
Expanded Public Works Programme Integrated Grant for Municipalities [Sched	1,495	1,495	-	1,495	1,495	-	0.00%	1,495
Local Government Financial Management Grant [Schedule 5B]	1,723	1,723	-	1,723	1,723	-	0.00%	1,723
Municipal Infrastructure Grant [Schedule 5B]	1,828	1,822	-	1,822	1,822	-	0.00%	1,822
Provincial Government:	**2,050**	**9,952**	**-**	**3,856**	**9,952**	**6,096**	**61.25%**	**9,952**
Humam Settlement Grant	-	6,997	-	901	6,997	6,096	87.12%	6,997
Library grant	2,050	2,955	-	2,955	2,955	-	0.00%	2,955
District Municipality:	**2,393**	**2,498**	**-**	**3,330**	**2,498**	**(832)**	**-33.33%**	**2,498**
Environmental health subsidy	2,393	2,498	-	3,330	2,498	(832)	-33.33%	2,498
Other grant providers:	-	50	-	-	50	**50**	**100.00%**	**50**
Departmental Agencies and Accounts	-	50	-	-	50	50	100.00%	50
Total Operating Transfers and Grants	**202,153**	**210,204**	**-**	**204,882**	**210,204**	**5,321**	**2.53%**	**210,204**
Capital Transfers and Grants								
National Government:	**52,874**	**63,331**	**-**	**63,331**	**63,331**	**-**	**0%**	**63,331**
Municipal Disaster Relief Grant	-	12,180	-	12,180	12,180	-	0%	12,180
Integrated National Electrification Programme (Municipal Grant) [Schedule 5B]	4,203	2,586	-	2,586	2,586	-	0%	2,586
Municipal Infrastructure Grant [Schedule 5B]	34,730	34,624	-	34,624	34,624	-	0%	34,624
Water Services Infrastructure Grant	13,941	13,941	-	13,941	13,941	-	0%	13,941
Provincial Government:	**68,969**	**74,194**	**8,053**	**17,983**	**74,194**	**56,211**	**76%**	**74,194**
Human Settlement Grant	68,969	74,194	8,053	17,983	74,194	56,211	76%	74,194
District Municipality:	**1,600**	**1,498**	**1,498**	**1,498**	**1,498**	**-**	**0%**	**1,498**
Fire Services Subsidy	1,600	1,498	1,498	1,498	1,498	-	0%	1,498
Total Capital Transfers and Grants	**123,443**	**139,023**	**9,551**	**82,812**	**139,023**	**56,211**	**40%**	**139,023**
TOTAL RECEIPTS OF TRANSFERS & GRANTS	**325,596**	**349,227**	**9,551**	**287,694**	**349,227**	**61,532**	**17.62%**	**349,227**

Below is an analysis of the spending associated with the grants as at 30 June 2025:

Supporting Table SC7 Monthly Budget Statement – transfers and grants expenditure – M12 June 2025.

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.

Description	Budget Year 2024/25							
	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	197,704	617	197,696	197,704	8	0	197,704
Operational Revenue:General Revenue:Equitable Share	192,664	192,664	–	192,656	192,664	8	0%	192,664
Expanded Public Works Programme Integrated Grant for Municipalities [Sched	1,495	1,495	–	1,495	1,495	(0)	0%	1,495
Local Government Financial Management Grant [Schedule 5B]	1,723	1,723	219	1,723	1,723	–	0%	1,723
Municipal Infrastructure Grant [Schedule 5B]	1,828	1,822	398	1,822	1,822	–	0%	1,822
Provincial Government:	2,050	9,952	–	3,856	9,952	6,096	0	9,952
Human Settlement Grant	–	6,997	–	901	6,997			6,997
Library grant	2,050	2,955	–	2,955	2,955	–		2,955
District Municipality:	2,393	2,498	–	3,330	2,498	(832)	(0)	2,498
Environmental health subsidy	2,393	2,498	–	3,330	2,498	(832)	-33%	2,498
Other grant providers:	–	50	–	–	50	50		50
Departmental Agencies and Accounts	–	50	–	–	50			50
Total operating expenditure of Transfers and Grants:	202,153	210,204	617	204,882	210,204	5,321	28%	210,204
Capital expenditure of Transfers and Grants								
National Government:	63,247	70,499	9,908	61,975	70,499	8,523	0.12	70,499
Integrated National Electrification Programme (Municipal Grant) [Schedule 5B]	4,203	2,586	600	2,460	2,586	126	5%	2,586
Municipal Infrastructure Grant [Schedule 5B]	34,730	34,624	3,374	34,597	34,624	26	0%	34,624
Water Services Infrastructure Grant	13,941	21,109	3,092	17,161	21,109	3,948	19%	21,109
Municipal Disaster Relief Grant	10,373	12,180	2,841	7,756	12,180	4,424	36%	12,180
Provincial Government:	75,655	74,194	5,190	25,796	74,194	48,399	65%	74,194
Human Settlement	75,655	74,194	5,190	25,796	74,194	48,399	65%	74,194
District Municipality:	1,391	1,391	890	890	1,391	501		1,391
Fire Services Subsidy	1,391	1,391	890	890	1,391	501		1,391
Total capital expenditure of Transfers and Grants	140,294	146,084	15,987	88,661	146,084	57,423	39%	146,084
TOTAL EXPENDITURE OF TRANSFERS AND GRANTS	342,446	356,288	16,604	293,543	356,288	62,745	18%	356,288

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 1,723,000
Unspent as at 30 June 2025:	R 0,00

The spending of the grant amounted to 100% as at 30 June 2025, 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 1,495,000
Expenditure to date:	R 1,495,000
Unspent as at 30 June 2025:	R 0,00

The spending of the grant amounted to 100% as at 30 June 2025, 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 36,446,000
Amount of Grant Received:	R 36,446,000
Expenditure to date:	R 36,419,664
Unspent as at 30 June 2025:	R 26,336

The spending of the grant amounted to 99.93% as at 30 June 2025, 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 2,586,000
Current Year Receipts:	R 2,586,000
Prior Year Unspent:	R 686,303
Total grant received	**R 3,272,303**
Expenditure to date:	R 2,460,468
Unspent as at 30 June 2025:	R 811,834

The spending of the grant amounted to 75.19% as at 30 June 2025, compared to the amount of the grant received.

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 13,941,000
Prior Year Unspent:	R 7,167,886
Amount of Grant Received:	**R 21,108,886**
Expenditure to date:	R 17,160,946
Unspent as at 30 June 2025:	R 3,947,940

The spending of the grant amounted to 81.30% as at 30 June 2025, 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
Current Year Receipts:	R 12,180,000
Total grant received	**R 22,560,741**
Expenditure to date:	R 7,756,475
Unspent as at 30 June 2025:	R 14,804,266

The spending of the grant amounted to 34.38% as at 30 June 2025, compared to the amount of the grant received.

Other Conditional Grants

Conditional Grant	Prior Year Unspent	Current Year Receipts	Interest	Expenditure	%	Unspent as at 30 June 2025
Human Settlement Grant	20,555,956	16,306,703	1,676,366	26,696,603	70.55%	11,842,422

1.4 Councillor and employee benefits

Below is an analysis of Councillor and employee benefits:

Table SC8 Monthly Budget Statement – Councillor and staff benefits – M12 June 2025.

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							%	
	B	C						D
Councillors (Political Office Bearers plus Other)								
Basic Salaries and Wages	10,414	10,414	855	10,502	10,414	89	1%	10,414
Pension and UIF Contributions	–	–	–	–	–	–		–
Medical Aid Contributions	–	–	–	–	–	–		–
Motor Vehicle Allowance	3,503	3,503	289	3,539	3,503	36	1%	3,503
Cellphone Allowance	1,678	1,678	118	1,410	1,678	(268)	-16%	1,678
Housing Allowances	–	–	–	–	–	–		–
Sub Total - Councillors	**15,594**	**15,594**	**1,262**	**15,451**	**15,594**	**(143)**	**-1%**	**15,594**
Senior Managers of the Municipality								
Basic Salaries and Wages	9,681	9,681	704	7,247	9,681	(2,434)	-25%	9,681
Pension and UIF Contributions	123	123	1	18	123	(106)	-86%	123
Medical Aid Contributions	56	56	–	3	56	(53)	-95%	56
Performance Bonus	1,798	1,798	–	1,549	1,798	(249)	-14%	1,798
Motor Vehicle Allowance	2,196	2,196	230	2,445	2,196	249	11%	2,196
Cellphone Allowance	11	11	2	13	11	2	21%	11
Other benefits and allowances	5	5	0	1	5	(4)	-85%	5
Sub Total - Senior Managers of Municipality	**13,870**	**13,870**	**937**	**11,275**	**13,870**	**(2,594)**	**-19%**	**13,870**
Other Municipal Staff								
Basic Salaries and Wages	295,150	300,303	20,163	245,289	300,303	(55,015)	-18%	300,303
Pension and UIF Contributions	38,991	40,624	3,134	36,896	40,624	(3,728)	-9%	40,624
Medical Aid Contributions	19,915	20,842	1,809	21,406	20,842	564	3%	20,842
Overtime	29,255	32,235	2,995	30,078	32,235	(2,158)	-7%	32,235
Performance Bonus	26	26	–	–	26	(26)	-100%	26
Motor Vehicle Allowance	12,091	12,182	864	10,506	12,182	(1,675)	-14%	12,182
Cellphone Allowance	59	59	1	3	59	(57)	-96%	59
Housing Allowances	1,308	1,467	58	688	1,467	(778)	-53%	1,467
Other benefits and allowances	37,715	39,741	1,709	34,487	39,741	(5,255)	-13%	39,741
Long service awards	–	–	–	243	–	243		–
Post-retirement benefit obligations	23,361	18,361	362	15,850	18,361	(2,511)	-14%	18,361
Sub Total - Other Municipal Staff	**457,873**	**465,841**	**31,094**	**395,445**	**465,841**	**(70,396)**	**-15%**	**465,841**
Total Parent Municipality	**487,337**	**495,305**	**33,293**	**422,171**	**495,305**	**(73,133)**	**-15%**	**495,305**
TOTAL SALARY, ALLOWANCES & BENEFITS	**487,337**	**495,305**	**33,293**	**422,171**	**495,305**	**(73,133)**	**-15%**	**495,305**
TOTAL MANAGERS AND STAFF	**471,743**	**479,710**	**32,032**	**406,720**	**479,710**	**(72,990)**	**-15%**	**479,710**

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 June 2025**
Capital Charges to Operating Expenditure	Interest & principal paid/Total Operating Expenditure	1.13%	1.04%	0.32%	0.72%	1.80%	2.50%
Borrowed funding of "own" capital expenditure	Borrowings/Capital expenditure excl. transfers & grants	0%	0%	0%	0%	337.63%	487,58%
Debt Servicing Costs to Operating Revenue	Debt Servicing Costs / Total Operating Revenue - Conditional Grants	0.01	0.01	0.00	0.01	0.02	0.03
Liquidity							
Current Ratio	Current assets / current liabilities	1.07	0,51	0.91	1.24:1	1.04:1	1.38:1
Liquidity Ratio	Monetary assets / current liabilities	0.34	0,15	0.40	0.71:1	0.60:1	0.68:1
Revenue Management							
Annual Debtors Collection Rate	Billed Revenue / Receipted Revenue	94.41%	94.32%	86.71%	91.01%	95%	91.38%

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 June 2025
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	1.61 Months	0.74 Months
Employee Costs	Employee Costs / Total Operating Expenditure	34.22%	31,69%	29.47%	32.85%	33.06%	31.08%
Capital Expenditure	Capital Expenditure / Capital Budget	71.67%	123,92 %	94.66%	55.48%	95%	67.88%
Repairs and Maintenance as % of Total Operating Expenditure	Repairs and Maintenance / Total Operating Expenditure	6.99%	4,32%	3.86%	4.24%	16.59%	15.31%
Repairs and Maintenance as % of PPE (Book Value)	Repairs and Maintenance / Net PPE	3.33%	2,26%	2.32%	2.39%	10.88%	9.45%
Own Revenue Sources / Total Operating Revenue (Including operating grants)	Own Revenue Sources / Total Operating Revenue (Including Conditional Grants)	77.14%	77,76%	77.74%	87.23%	84.56%	83.34%

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 2.50% as at 30 June 2025, compared to the approved adjusted budget ratio of 1.80%.

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)

As at 30 June 2025, the ratio indicates 487,58% of borrowed funding, compared to total expenditure to date, excluding transfers and grants.

1.1.2. Debt Servicing Costs to Operating Revenue Ratio

This ratio indicates the proportion of debt servicing costs (interest and principal paid on borrowing) to actual operating revenue to date.

The ratio is determined as follows:

Debt Servicing Costs/Operating Revenue

As at 30 June 2025, the ratio indicates 0.03, compared to the approved adjusted budget of 0.02.

1.1.3. Current ratio

The Ratio assesses the Municipality's ability to meet its Short-term Liabilities (Debt and Payables) with its Short-term Assets (Cash, Inventory, Receivables etc.).

The ratio is determined as follows:

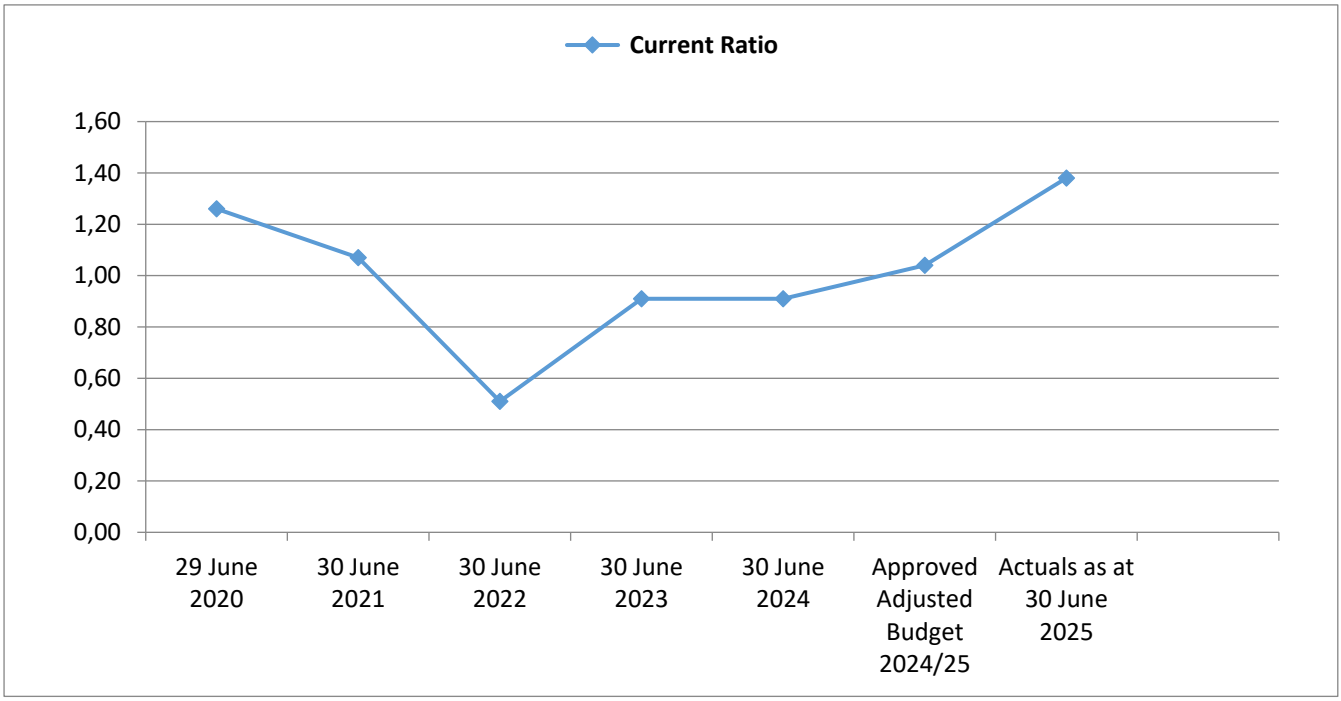
Current assets/Current liabilities

The ratio as at 30 June 2025 was 1.38:1, compared to the approved adjusted budget ratio of 1.04:1. As at 30 June 2025, cash reserves/commitments amounted to R 108,857 million, the current ratio excluding the cash reserves constitute 0.97:1.

In terms of the MFMA Circular No. 71, the norm is 1.5:1 to 2:1

The higher the current Ratio, the stronger the Municipality's financial capacity to meet its current obligations.

A ratio of below 1:1 would suggest that the Municipality would be unable to meet all of its current obligations as and when they fall due.



1.1.4. Liquidity Ratio

The liquidity ratio assesses a Municipality's ability to meet its short-term commitments from Monetary Assets.

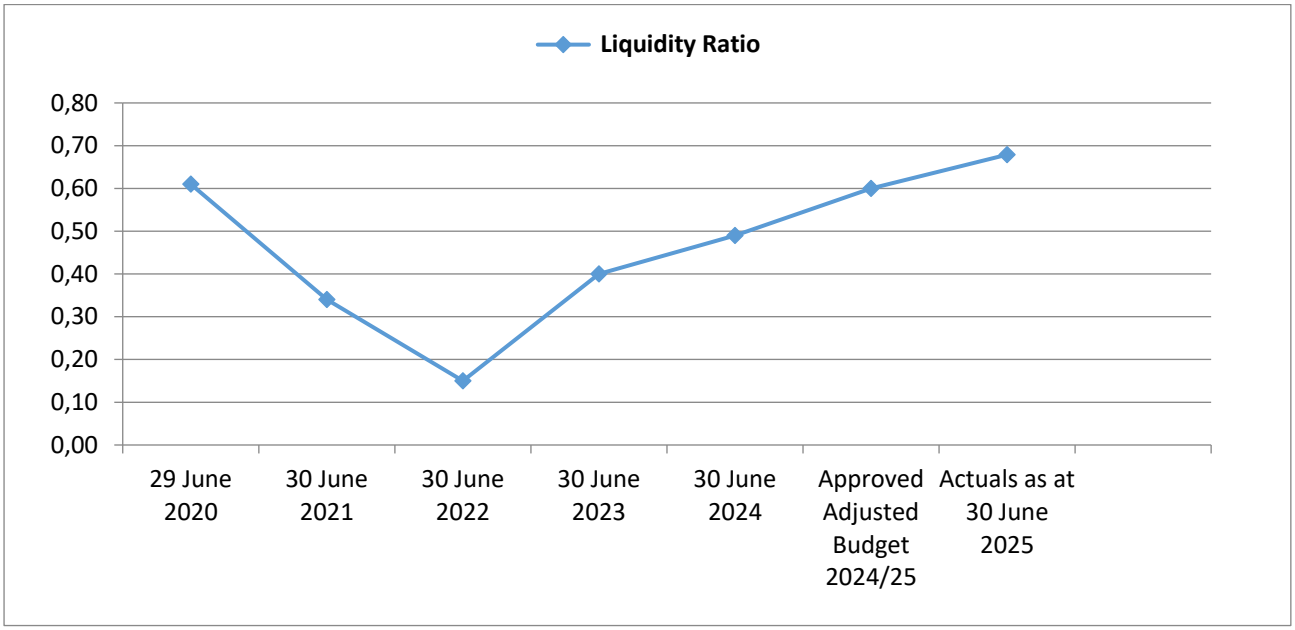
The ratio is determined as follows:

Monetary assets/Current liabilities

A favourable ratio would ensure that the Municipality is able to settle its short-term commitments from monetary assets. The liquidity ratio as at 30 June 2025 was 0.63:1 compared to the approved budget ratio of 0.68:1.

As at 30 June 2025, cash reserves/commitments amounted to R 108,857 million, the liquidity ratio excluding the cash reserves constitute 0.27:1.

The liquidity ratio is of the utmost importance to measure the financial liquidity and sustainability of the municipality.



1.2. Revenue Management

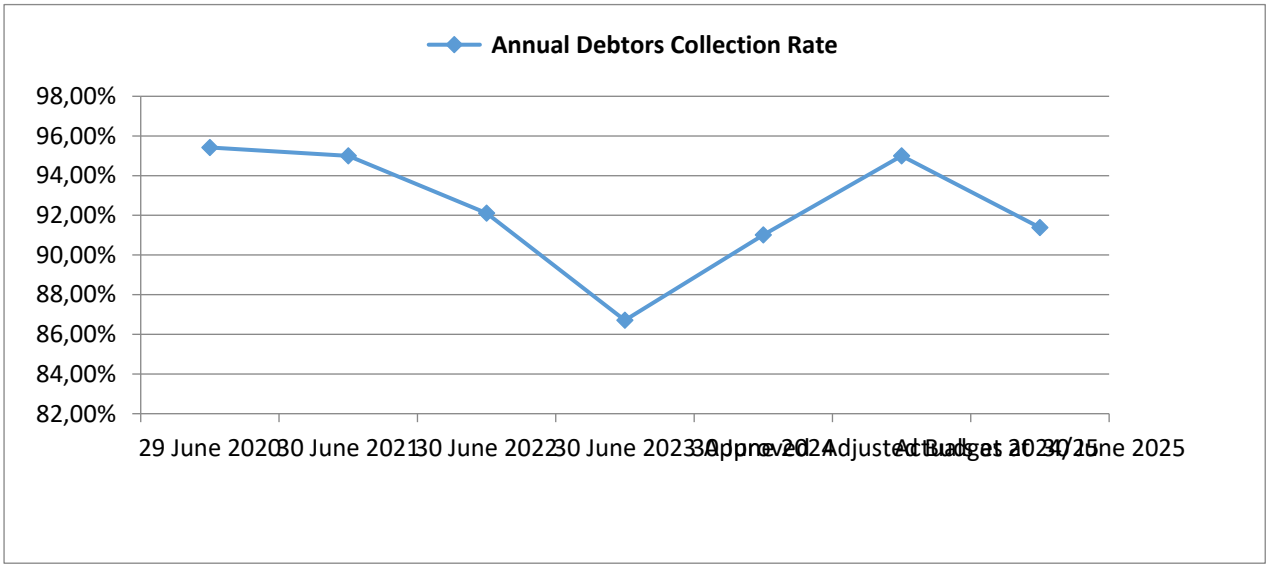
1.2.1. Annual Debtors Collection Rate

This ratio assesses the actual cash collected, compared to the monetary value of the municipal accounts rendered for municipal rates and services.

The ratio to determine the percentage collection rate is as follows:

Gross Debtors Opening Balance + Billed Revenue – Gross Debtors Closing Balance - Bad Debts Written Off) / Billed Revenue x 100

The average collection rate as at 30 June 2025 was 91.38%, compared to the approved adjusted budget collection rate of 95%. The actual collection rate for June is 98.8%.



1.3. Other indicators

1.3.1. Cost coverage

The Ratio indicates the Municipality's ability to meet at least its monthly fixed operating commitments from cash and short-term investments, without collecting any additional revenue, during that particular month.

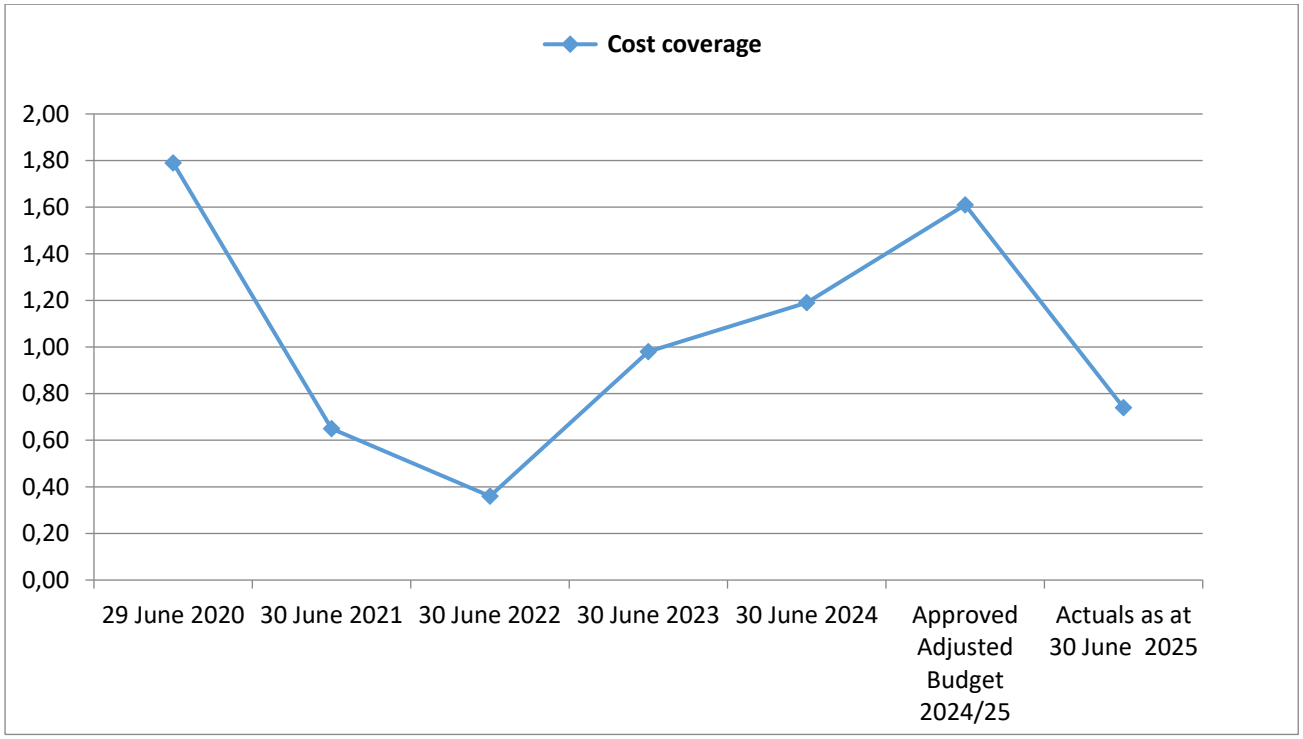
The Ratio is adjusted for Unspent Conditional Grants as the cash is not available for normal day-to-day operational expenditure but rather reserved for Grant related expenditure.

The ratio is determined as follows:

Cash and cash equivalents – unspent conditional grants – overdraft + short-term investments/ monthly fixed operational expenditure excluding (depreciation, amortisation, provisions for bad debts, impairment and loss on the disposal of assets)

As at 30 June 2025, the Ratio was 0.34 months, compared to the approved adjusted budget ratio of 0.74 months. The calculation of the cost coverage takes into account cash reserves amounting to R 108,857 million.

In terms of MFMA Circular No. 71, the norm is 1 month to 3 months.



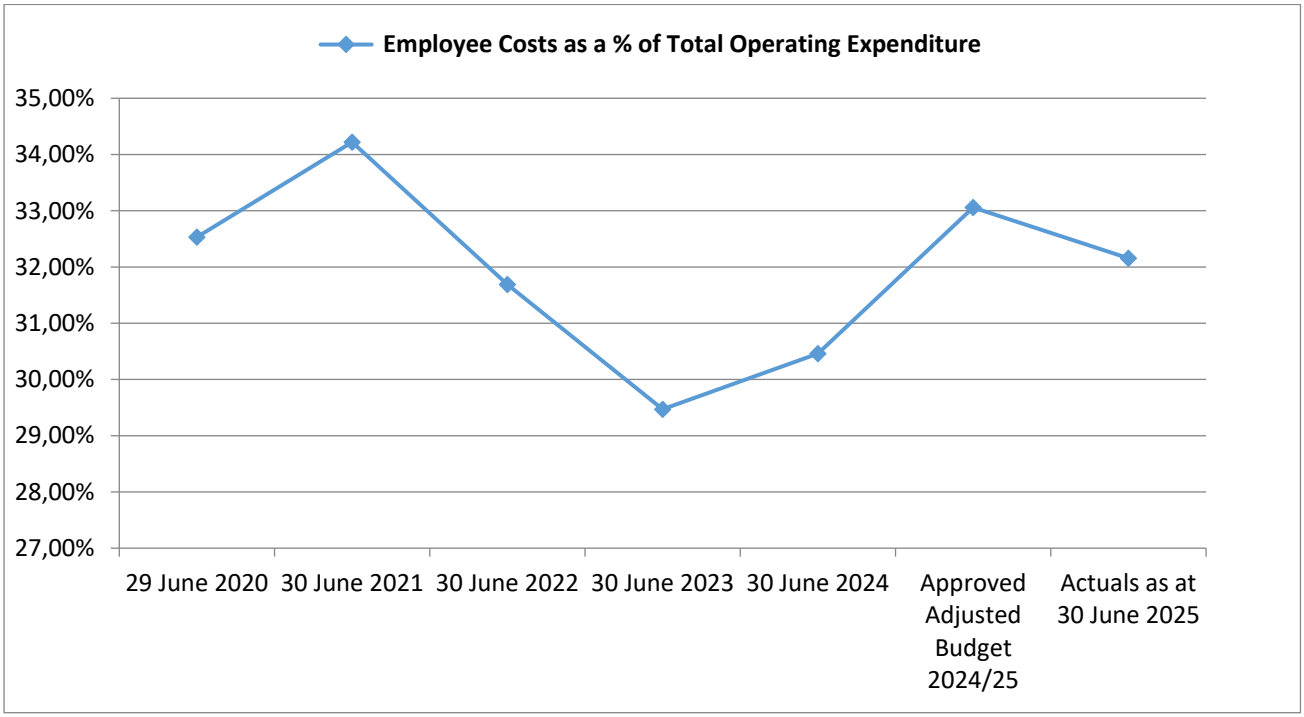
1.3.2. Employee costs as a % of Total Operating Expenditure

This ratio assesses the extent to which the Municipality's Total Operating Expenditure is consumed by costs associated with the employment of human resources.

The ratio is determined as follows:

Employee Costs to date/Total Operating Expenditure to Date

As at 30 June 2025, Employee Related Costs constituted 31.08% of the Total Operating Expenditure, compared to the approved adjusted budget ratio 33.06%.



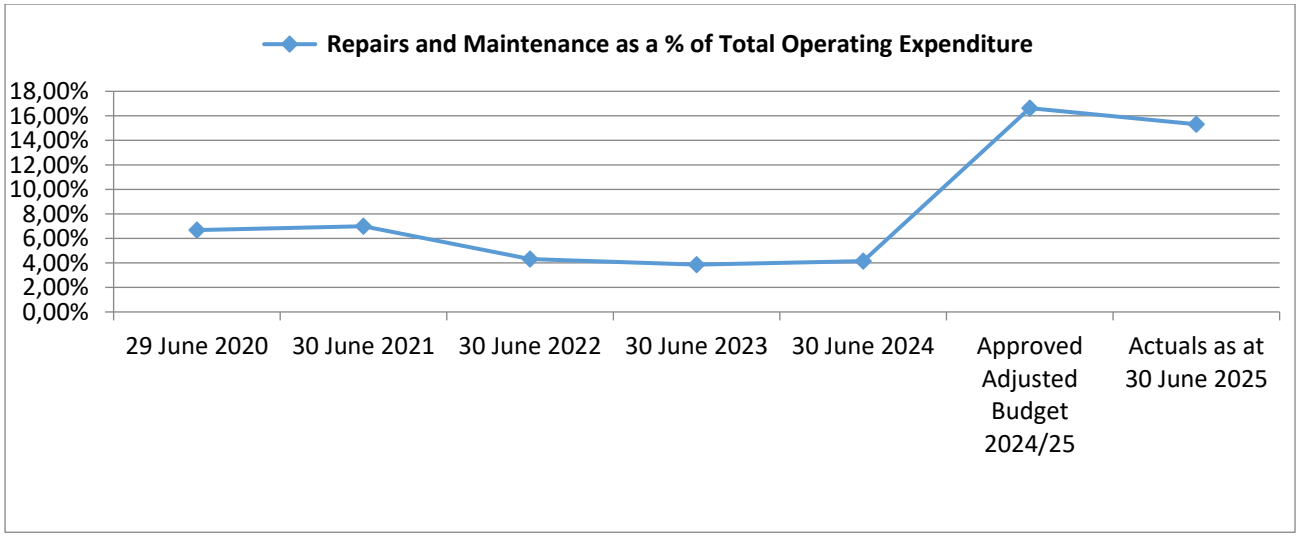
1.3.3. Repairs and Maintenance as a % of Total Operating Expenditure

This ratio assesses the extent to which the Municipality's Total Operating Expenditure is consumed by costs associated with the repairs and maintenance of its assets.

The ratio is determined as follows:

Repairs and maintenance expenditure to date / Total Operating Expenditure to date

As at 30 June 2025, the ratio was 15.31%, compared to the approved adjusted budget ratio of 16.63%.



1.3.4. Repairs and Maintenance as a % of the book value of Property, Plant and Equipment (PPE)

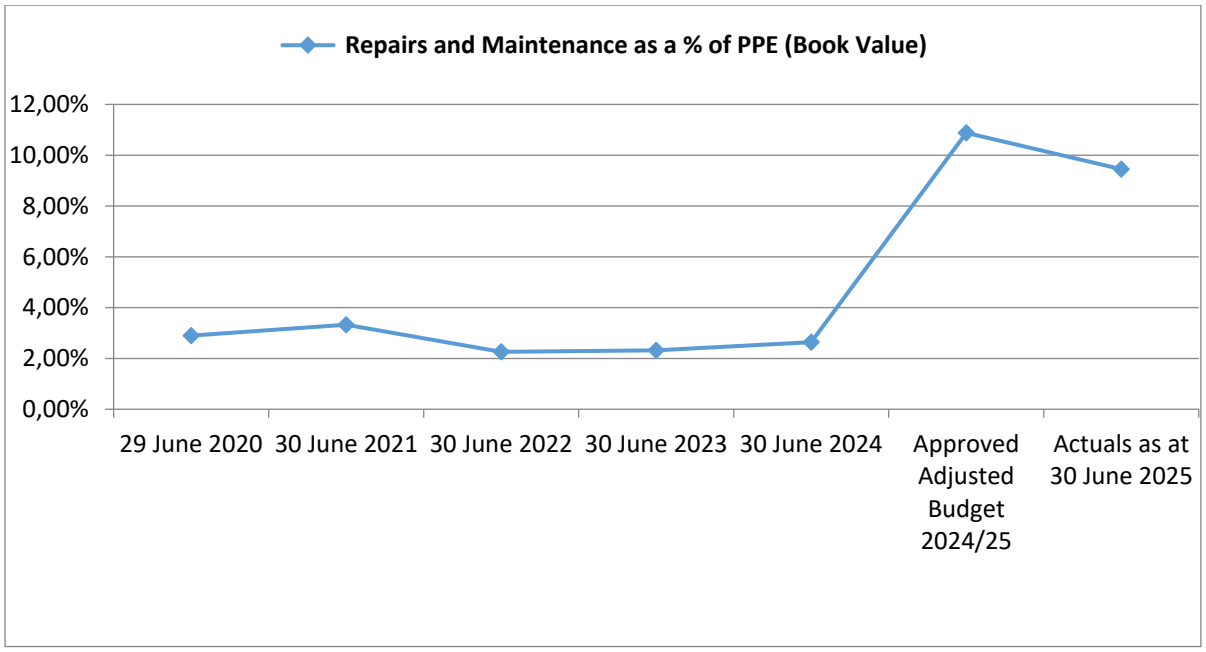
The Ratio measures the level of repairs and maintenance to ensure adequate maintenance to minimise breakdowns and interruptions in service delivery.

The ratio is determined as follows:

Repairs and maintenance expenditure to date / Book value of PPE to date

As at 30 June 2025, repairs and maintenance expenditure constituted 9.45% of the book value of PPE, compared to the approved adjusted budget ratio of 10.88%.

In terms of the MFMA Circular No.71, the norm is 8%.



Own Revenue Generation

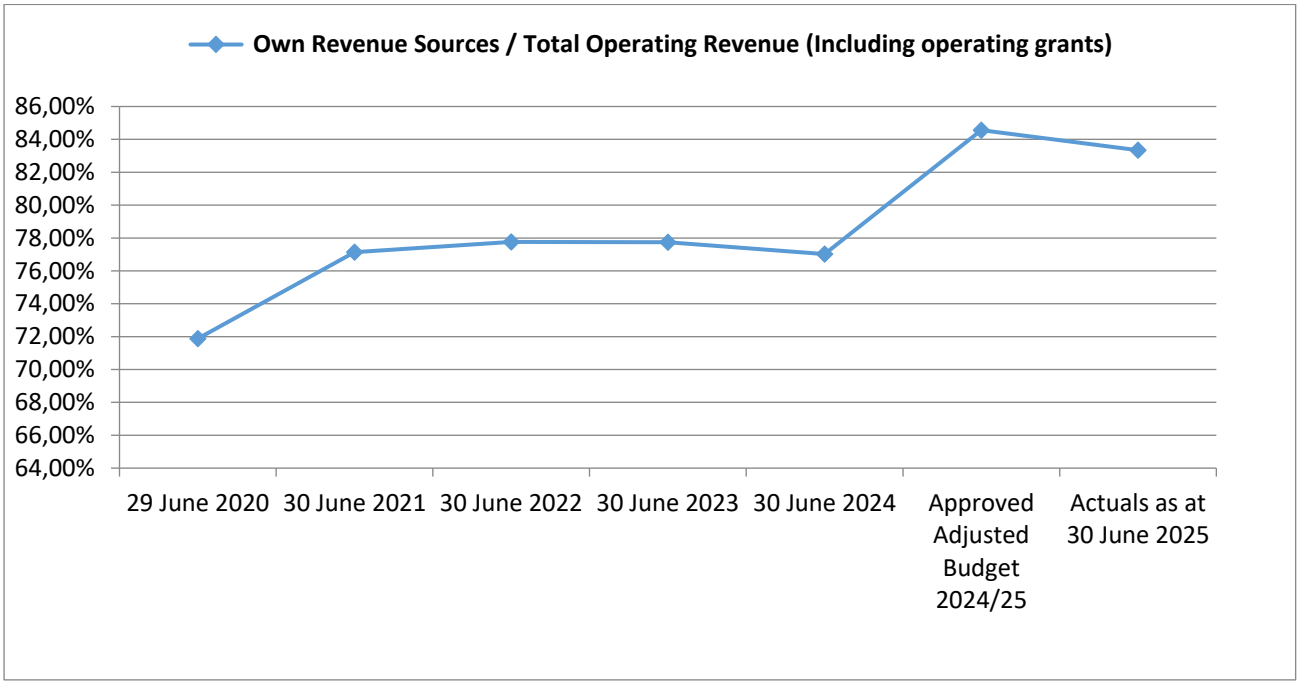
This ratio measures the extent to which the Municipality has control over its revenue sources, i.e., what percentage of its revenue is generated locally. The higher the

ratio, the less reliant a Municipality is on Provincial and National Government to support its operations.

The ratio is determined as follows:

Own Revenue Sources / Total Operating Income (includes operating grants)

As at 30 June 2025, the Municipality's own revenue sources constituted 83.34% of its total Operating Income, compared to the approved adjusted budget ratio of 84.56%.



1.3.5. Capital Budget Spending

This ratio assesses the level of actual capital spending, compared to the budgeted capital expenditure.

The ratio is determined as follows:

Actual Capital spending / Approved Capital Budget

The actual spending as at 30 June 2025 amounted to 67.88%, compared to the approved adjusted budget ratio of 95%.

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Humansdorp
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Patensie
St Francis Bay
Thornhill

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Email: registry@kouga.gov.za
Website: www.kouga.gov.za

INTERNAL MEMORANDUM

ENQUIRIES: zgongqoba@kouga.gov.za **EXTENSION: 2055**

To: Chief Financial Officer

To: Municipal Manager

From: S. Abrahams

Date: 03 July 2025

SUBJECT: ACTING MANAGER: BUDGET & TREASURY

PURPOSE:

The purpose of this memorandum is to seek approval for the acting of Mr. Z. Gongqoba as Budget & Treasury Manager for the Period 1 July 2025 to 11 July 2025.

BACKGROUND AND MOTIVATION:

Mr. S Abrahams, Manager Budget and Treasury, will be on sick leave from 1 July 2025 to 11 July 2025. Approval is sought for Mr. Z. Gongqoba to act in the position during this period to ensure the operations of the Budget & Treasury office continue smoothly.

RECOMMENDATION:

That Mr. Z. Gongqoba act in the position of Manager Budget and Treasury for the period 1 July 2025 to 11 July 2025

FINANCIAL IMPLICATIONS (if any):

As per the collective agreement.

_____ 03 July 2025

CHIEF FINANCIAL OFFICER **DATE**

APPROVED/NOT APPROVED

KOUGA MUNICIPALITY (EC 108)
ORDINARY COUNCIL MEETING
FINANCE & ECONOMIC DEVELOPMENT
OPEN
DATE: 30 JULY 2025
ITEM NO: **25/07/FED5**

SUPPLY CHAIN MANAGEMENT YEAR ENDING STOCKTAKING AS AT THE END OF 30 JUNE 2025: S40 DISPOSAL MANAGEMENT (DISPOSAL OF SLOW-MOVING STOCK, REDUNDANT STOCK AND DAMAGED STOCK ITEMS)

1. **Introduction**

The purpose of this item is to report to Council with regards to Section 40 Disposal Management of the Supply Chain Management Policy. This report provides a true reflection of the total value of inventory on-hand on the 30 June 2025. This report also presents a summary of Slow Moving, Redundant and Damaged Stock for the Financial Year that ended for 2024/25 (30June 2025).

2. **Background**

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

An internal communication memorandum was approved by the Accounting Officer and distributed accordingly and advising all Directorates that the KLM Stores Section would be doing stock counting as advised. A Year End Stock Taking was done on the 30 June 2025, based on the communication that was sent to all, see attached "**Annexure A1".** The stocktaking procedure was clearly spelt in that memo and observed by our Internal Audit Team. Auditor General was also invited and advised that our Internal Audit Team was advised to perform the sampling on behalf of AG.

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

All the KLM employees that were participating in the Stocktaking are reflected on the attached memo, as reflected in "**Annexure A1".** During counting the Stock section was able to issue emergency stock to service delivery department. Those issues that were made on that day have been recorded accordingly. The purpose of the stocktaking exercise was to assess if the Stock/Inventory of KLM was effectively managed during the financial year of 2024/25. This exercise also presents or talks to any weaknesses that were experienced by Stores in that period.

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

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

Section 40 Disposal Management:

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

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

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

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

This report seeks approval of council to write-off of inventory, that would be inventory listed on the previously mentioned "**Annexures"**. The inventory in question has satisfied the following requirements:

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

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

3. **Discussion**

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

4. **Financial Implications**

Completed by BTO	Not applicable
Project Description	
UKEY No.	

Budgeted Amount	
Amount spent and committed to date	
Amount Available	
Comment	

5. **Applicable Legislation**

Municipal Supply Chain Regulations, Gazette No. 27636 dated 30 May 2005

6. **Legal Implications**

None

7. **Other Implications**

None

8. **Comments by Directorates:**

8.1 **Chief Financial Officer:**

Recommendation supported.

8.2 **Director: Planning & Development**

Item noted

8.3 **Director: Civil & Water Services**

Item noted

8.4 **Director: Electro-Mechanical Services**

Item noted

8.5 **Director: Community Services**

Item noted

8.6 **Deputy Municipal Manager**

Item noted

8.7 **Municipal Manager**

Item noted

9. **Delegated Authority**

Council

10. **Recommendations**

10.1 That the report for the Section 40 Disposal management of slow-moving stock, redundant stock, and damaged stock as the end of Financial Year be submitted to Council for approval for the 2024/2025 Financial year.

10.2 That considering that any stock item that has not been issued by the 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.

10.3 That the recommended disposal strategy by SCM section for redundant stock for the total value of **R 170 525.41 (Excluding Vat**) which is reflected in Table 1 and 2 be put on a public auction, and after approval by Council these items will be removed from the shelves at stores. Thereafter be kept safe for collection by Manager Assets, so that they can be included in the list to be considered for auction.

Item prepared by the Manager SCM: 

Item approved by the Chief Financial Officer: 

Item endorsed by the Municipal Manager: 

Item noted by the Portfolio Councillor: 

Annexure A:
2024/2025 Annual Stores Report

Attached hereto are the following: Tables for various stock, description, quantity, and the monetary value of each stock item as at the end of 30 June 2025.

TABLE 1: SLOW MOVING STOCK ITEMS

STOCK ITEM		LAST ISSUE/REC	QUANTITY	VALUE IN RAND
05-076	Handles Broom (Wooden)	20/02/2024	12	223,32
02-595	245mm Alum Arm with shoe & stud	27/03/2024	20	210,40
02-120	Handles Cistern	0809/2009	32	2194,76
			TOTAL	**2 628,48**

TABLE 2: REDUNDANT STOCK ITEMS

STOCK ITEM		LAST ISSUE/REC.	QUANTITY	VALUE IN RAND
05-375	Grip Binders with washer	21/10/2019	9	488,79
02-590	Tees Hydrant CI 200mm	20/06/2022	5	3997,82
02-529	Tees Hydrant CI 75mm	04/11/2024	11	5766,20
02-631	Tees Equal CI 160mm	02/11/2020	1	890,40
02-536	Tees CI 160mm x 160mm	14/10/2022	3	2133,72
02-627	Non-Return valves 200mm	15/08/2006 REC.	2	30860,00
02-626	Non-Return valves 250mm	15/08/2006 REC.	5	123760
			TOTAL	**167 896,93**

DAMAGED STOCK ITEMS- None

Notes for Tables1-2 Stock Items

- Slow moving items: Wooden Broom Handles
- Slow moving item: 245 mm Alum Arm with Shoe & Stud
- Slow moving item: Cistern Handles
- Redundant Stock: Grip Binders with washer
- Redundant Stock: Tees Hydrant CI 200mm
- Redundant Stock: Tees Hydrant CI 75mm
- Redundant Stock: Tees Equal CI 160mm
- Redundant Stock: Tees CI 160mm x 160mm
- Redundant Stock: Non-Return valves 200mm
- Redundant Stock: Non-Return valves 250mm
- Damaged Stock item: No items damaged during stock taking process.

Notes:

- Slow moving stock: The above slow moving items wooden handles for Broom, Alum. arm with shoe & stud and Handles Cistern are outdated products and is superseded by newer versions.
- Redundant Stock: Stock item Grip binders with washer became outdated products and no longer have a viable demand. Stock items CI Tees and Non-return valves lost their value due to physical damage caused by aging and rust.

Table 4: STORES RECON 2024-2025

	Start Balance	**Stock Issued**	**Stock Received**	**ADJ/ Return/CRNT**	**End Balance**
Balance 2024/07/01	20679983.98	1632102.84	814980.43	15961.60	19878823.17
8/1/2024	19878823.17	1564152.59	1474362.13	50136.18	19839168.89
9/1/2024	19839168.89	1523802.69	1972746.76	41957.02	20330069.98
10/1/2024	20330069.98	1864592.56	2243760.57	8655.73	20717893.72
11/1/2024	20717893.72	2059288.72	4000783.64	22333.78	22681722.42
12/1/2024	22681722.42	1853626.61	2359960.77	-10884.50	23177172.08
1/1/2025	23177172.08	1991725.77	1153206.80	68580.48	22407233.59
2/1/2025	22407233.59	1944967.19	1933705.69	66144.71	22462116.80
3/1/2025	22462116.80	1970063.55	3781487.45	13147.21	24286687.91
4/1/2025	24286687.91	1889730.47	2653997.22	62157.29	25113111.95
5/1/2025	25113111.95	2331994.39	2760125.21	-363149.22	25178093.55
6/1/2025	25178093.55	1185315.82	256336.63	22891.39	24272005.75
		21811363.20	25405453.30	-2068.33	
Opening Balance	**20679983.98**	21811363.2	25405453.3	-2068.33	
Minus Issues	21811363.20				
Plus Stock Receipt	25405453.30				
Plus Journals/ Returns	-2068.33				
Closing Balance 30/06/2025	24 272 005.75				

Attached hereto:

Annexure A1

Internal Memorandum on Stocktaking procedure with an updated list of users.

Annexure A2

Highest value stock Items Count check and Confirmed by Internal Audito

Annual Stocktaking

From Internal communication <internalcomm@kouga.gov.za>
Date Fri 13 Jun 2025 10:55
To Administration Distribution List <KLMBulkMailDistribution@kouga.gov.za>; KLM - Councillors <KLM-Councillors@kouga.gov.za>



INTERNAL COMMUNICATION 12 June 2025

Good day Colleagues,

Please note that the annual physical stocktaking will take place on **Monday**, **30 June 2025**

The Stores Section will be closed from **24 June to 27 June 2025** to enable preparations for the annual stocktaking.

Emergency stock will be issued.

Kind regards,
Internal Communication

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SERVICE EXCELLENCE THROUGH GOOD GOVERNANCE

042 200 2200 081 760 9183 33 Da Gama Road, Jeffreys Bay www.kouga.gov.za @kougamunicipality

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Tel: 042 200 2200 / 042 200 8300
Fax: 042 200 8606
Email: registry@kouga.gov.za
Website: www.kouga.gov.za

INTERNAL MEMORANDUM

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

FROM: CHIEF FINANCIAL OFFICER

ANNUAL STOCKTAKING BY SCM UNIT AT STORES FOR 2024/2025 FINANCIAL YEAR END (30 JUNE 2025)

1. **INTRODUCTION**

Kindly take note that Annual Stocktaking of the Stores Section will take place on **30 June 2025** and the Stores Section will close from **24 June to 27 June 2025** to enable preparations for the annual stocktaking. Items will only be issued in the event of an emergency.

STOCK-TAKING OPERATIONAL PROCEDURE WILL BE AS FOLLOWS:

a. Date of Physical stocktaking:

The physical stocktaking will take place on **30 June 2025** from 08:00 am sharp.

b. Time of stocktaking:

All persons involved in the counting must report to KLM General Stores Building in St Croix Street, at 07:40 am on the 30 June 2025. Mrs C. Groenewald (SCM Manager) will brief the teams and will be explaining the deliverables and expectation of the process. Mr. E. Felix (Chief Accountant: Logistic and Disposal) at Stores will be present for the remainder of the day to address any issues that may arise during the counting. Immediately after the briefing in the morning the counting teams as listed below will commence with the counting.

c. Location count:

The stocktaking process shall be undertaken by the counting teams at the various areas of the Kouga Local Municipal General Store in St Croix Street.

d. Counting Teams:

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

Team A:	D. Domingo	Q. Babalo	S. Vungu Vungu
Team B:	D. Volontiya	S. Tebekana	A. Nkosi
Team C:	F. Msolo	S. Raco	A. Lloyd
Team D:	L. Nkemane	N. Mandeka	R. Matthee

As a contingency measure, the Fire Section has been requested for availability of their staff for unforeseen cases. The Fire Section confirmed availability.

Ms. S. Malusi (SCM Intern) will capture the data provided by the teams and review if stock is balancing as provided by datasheets received from ICT/Stores on the 30 June 2025, after close of business.

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

e. Counting Method:

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

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

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

f. Count Stationery and Control thereof:

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

- The product code.
- The description of the item.
- A blank space where the quantity of the **first** count should be filled in; and
- A blank space where the quantity of the **second** count should be filled in if necessary.
- The teams on the day of counting will be depicted by the difference in colours(coding).
- A request for additional employees to assist with the counting have been done however, the names have not been confirmed and added to the above teams yet.

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

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

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

h. Movement of stock during the stocktake:

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

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

The Manager Supply Chain has invited the External Auditing and Internal Auditing Teams to take part in the process by means of doing/taking samples and do observation in during the stocktaking process.

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

Yours faithfully,

.....	.....
Mr R. LORGAT	**Mr. C. Du PLESSIS**
CHIEF FINANCIAL OFFICER	**MUNICIPAL MANAGER**

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Mr. C. Du PLESSIS
MUNICIPAL MANAGER

TEAMS FOR STOCKTAKING 30 JUNE 2025

Team A: D. Domingo S. Vungu Vungu Zintle Silatya Mihle Yapi

Teams B: D. Volontiya S. Tebekana A Kolyt SF Tee

Team C: F Msolo A. Lloyd Y. Chula K. Nyibala

Team D: L.Nkemane N.Mandeka R.Jantjies A.Tutuka

Team E: R. Mathee S.Raco A. Erasmus P. Nqwala

Team F: Q Babalo M. Yapi R. Oliphant D. de Lange Z. Sokopo

Team G:

Zane Goeda
Sbonginkosi Tyokwana
Linathi Tutuka
Siphenathi Peter

Store Number	Bin Number	Stock Number	Description	Unit of Issue	Quantity on Hand	Value on Hand	Value per Item
A	Z	01-543	CABLE PVC ALUM 240MM X 3CORE M/V 11KV TABLE18	METER	1 646	1 666 217.95	1 012.28
A	Z	01-544	CABLE 120MM X 3CORE ALUM. (H/V) 11KV PILC TABLE18	METER	2 004	1 307 519.60	652.45
A	Z	01-044	CABLE PVC 16MM X 4 CORE	METER	6 277	956 621.21	152.40
A	I	01-001	SPLIT PRE-PAID METERS SINGLE PHASE	EACH	731	865 583.22	1 184.11
A	Z	01-007	CABLE COPPER 50MM X 3CORE H/V 11KV TABLE18	METER	1 064	771 417.72	725.02
A	Z	01-111	CABLE COPPER 95MM X 4 CORE	METER	790	672 257.73	850.96
A	Z	01-112	CABLE COPPER 70MM X 4 CORE L/V SANS 1507	METER	804	545 818.22	678.88
A	Z	01-040	CABLE PVC SWA 16 MM X 2 CORE	METER	5 130	512 753.25	99.95
A	Z	01-102	CABLE CU COPPER 50MM X 3CORE H/V 22KV PILC, TABLE20	METER	600	394 746.00	657.91
A	C	01-292	LED STREETLIGHT FITTING 56 WATT	EACH	210	388 080.00	1 848.00
A	Z	01-113	CABLE COPPER 35 mm X 4 CORE	METER	902	341 585.21	378.70
A	Z	01-584	CABLE 10MM AIRDEC (10PHASE D NEUTRAL 10 EARTH) SNEWITH BLUE&WHITE COM. STRANDS	METER	5 240	338 740.28	64.65
A	J	02-160	15V110T KSM CONTRACTORS M/BOX DW109 (WITH BOX) (169+300)	EACH	469	329 711.27	703.01
A	Z	01-558	CABLE COPPER 70MM X 3CORE (H/V) 11KV PILC TABLE18	METER	533	284 909.82	534.54
A	D	01-067	80AMP T/POLE C/BREAKER SX3/G3 CURVE 1 6kA - CBI	EACH	202	240 051.94	1 188.38
A	K	02-157	METERS WATER 20MM KSM - DW407 (WITH BOX)	EACH	301	220 850.96	733.72
A	J	02-166	2.5V110T KSM WATERMETERS - AW812 (WITHOUT BOX)	EACH	592	211 161.96	356.69
A	J	02-163	25MM KSM LARGE W/METERBOX DW209 (146+ 50)	EACH	196	210 517.02	1 074.07
A	J	02-164	15V110T KSM WATERMETERS C114 - AW810 (WITHOUT BOX)	EACH	564	209 724.67	371.85
A	P	05-128	PAINT ROAD MARKING YELLOW-5LIT	EACH	355	197 629.81	556.70

20/06/2025

KOUGA MUNICIPALITY (EC 108)
ORDINARY COUNCIL MEETING
FINANCE & ECONOMIC DEVELOPMENT
OPEN
DATE: 30 JULY 2025
ITEM NO: **25/07/FED6**

CHINA INTERNATIONAL IMPORT EXPO (CIIE) 2025: PARTICIPATION AND ASSISTANCE TO SUPPORT LOCAL PRODUCTS FOR EXHIBITION

1. **Introduction**

The purpose of this item is to seek the Council's approval for the Kouga Local Municipal delegation to participate in and exhibit locally produced products at the International Business import Expo in Shanghai from 5 -10 November 2025.

2. **Background**

An international import expo can offer significant benefits to a municipality that supports local product owners in showcasing their goods. A few of the benefits are as follows:

Market Access for Local Businesses: Product owners gain exposure to international buyers, distributors, and investors, potentially leading to export deals and partnerships.

Job Creation: Increased demand for local products can stimulate production and create employment opportunities.

Investment Attraction: The municipality can attract foreign direct investment (FDI) by showcasing its economic potential and business-friendly environment.

Global Connections: Local businesses and municipal representatives can build relationships with international stakeholders.

Public-Private Collaboration: Encourages collaboration between government, business chambers, and private enterprises to promote regional growth.

Tourism Boost: Increased visibility can attract tourists and business travellers, boosting the local hospitality and service sectors.

Innovation Stimulation: Seeing international trends can inspire local businesses to innovate and improve product quality.

Benchmarking: Municipal officials can learn from other regions' economic development strategies.

Strategic Planning: Insights gained can inform future economic policies and support programs for SMMEs.

Kouga Local Municipality participated in the China International Import Expo (CIIE)2024 held in Shanghai, China, showcasing a selection of unique local products. A detailed report on the outcomes of the Expo was submitted to Council in March 2025.

The Sarah Baartman District Municipality has once again been invited to showcase the product offerings in the District at the China International Import Expo (CIIE). In support of this initiative, Kouga Municipality has been approached to assist in identifying and packaging local products suitable for the export market, see to "**Annexure A: SBDM Invitation.**"

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

3. **Discussion**

The District Municipality has secured floor space within the "**food and agricultural"** area at the Expo to specifically promote local products within this category. This, however, does not limit the local products to food and agriculture.

The Integrated Economic Growth Strategy (IEGS), approved by the Council, includes 6 key sectors that require specific focus to grow the economy of Kouga. These sectors are as follows:

- Oceans economic sector
- Green energy economic sector
- Property development economic sector
- Manufacturing economic sector
- Agricultural economic sector
- Tourism economic sector

The showcasing of local products at the Expo could have an impact on a few economic sectors, either directly or indirectly. Here's how each of the sectors are affected

Agricultural Economic Sector

Directly impacted - This is the core focus of the expo. It promotes agricultural products and connects local businesses with global markets.

Manufacturing Economic Sector

Directly impacted - Food processing, packaging, agricultural machinery, and equipment manufacturing benefit from exposure and potential trade deals.

Tourism Economic Sector

Indirectly impacted - The showcasing of local products which includes Kouga as a tourism destination intends to attract international visitors, boosting local tourism, hospitality, and related services.

The impact, whether directly or indirectly, on the above would automatically result in job creation, SMME development through the expansion of the businesses who are marketing their local products.

Progress from last year's Expo

We have identified the marketing of the local products at the Expo to be sub-standard and have engaged the District Municipality on how we would want to improve the marketing. We proposed that the marketing of local products must be in English and Mandarin, where products are promoted adequately (this is required due to the language barrier and the assistance at the stand not being able to promote each product sufficiently to translate into a positive outcome). Furthermore, this year Kouga's local products will be marketed in both printing and visual methods.

All local products must meet regulatory requirements and achieve export-ready status before receiving approval. Each year, we aim to identify and screen at least two new local products with the potential to enter the export pipeline within the next three to five years. There are currently three new products that have applied for the Expo thus far.

Product development and packaging requirements were not met on certain products. ECDC has been consulted, and assistance has been requested to assist local businesses in meeting the export market packaging requirements for all local products that meet the quality standards. The assistance will be provided for local businesses who have applied for their products to be marketed at the Expo.

We are also working closely with the Trade and investment Unit at ECDC in assisting on getting more products export-ready through training programmes.

The Experimental Hub is a new initiative that was formulated between the last trip and now. The Hub is planned to be launched during this trip. The Hub is a premises where local products (both economic and tourism) from the Sarah Baartman Region will be marketed and sold. Buyers will be able to test our local products and where they are interested, can order products in bulk from local businesses. This will be a game changer in driving local product supply to China.

A visit from a potential Chinese investor took place in February 2025 for 3 days. They visited Jeffreys Bay, St Francis Bay, Cape St. Francis and Gamtoos Valley. They wanted to visit possible industrial sites, local hardware businesses and accommodation in St Francis Bay to assess the possibility of setting up a furniture factory in Kouga. We are waiting the outcome of this visit.

The itinerary was discussed with the District Municipality, during which we requested greater streamlining of the programme to facilitate direct engagement between local product owners and targeted Chinese buyers, while also identifying potential tourism opportunities.

Local products to go to Expo

Most of the products that were showcased at the Expo last year were from Kouga. Through engaging businesses on various platforms, training initiatives and one on ones with local businesses, the number of local businesses that have applied to promote their products at the Expo has increased and the application period has not yet ended.
The following local products were showcased previously and are being enhanced through support initiatives mentioned above:

- Pabala (Loerie) - honey and escargot
- Routed Roasters CC (Jeffreys Bay) - First Light Coffee
- Mooihoek (Hankey) – Strawberries (dry fruit)
- Be Original - Clothing and Hospitality industry

A few of the new products that have applied for the Expo this year are -

- Citrus Marmalades (Patensie) – jams / marmalades
- Miracle Comfrey (Patensie) - health product
- Le'ora Botanica (Jeffreys Bay) - cosmetic product
- Explo Grow (Jeffreys Bay) - health products
- TnT Peppers (Thornhill) - peppers
- Woodlands Dairy (Humansdorp) – dairy products

Conclusion

One of the key economic factors that will assist in growing the economy of Kouga is the exporting of goods that are produced locally. China can only accommodate for 20% of its own food security resulting in 80% of food security being imported. Currently, the main objective is to leverage this significant opportunity, as entry into the Chinese market is anticipated to drive sustainable job creation and support the development of SMMEs through the expansion of local businesses to meet international demand.

An additional factor is to understand China travel market and how Kouga can accommodate their travel requirements. The population of China is the largest in the world and acquiring their interest in our area has the potential to influence major tourism in Kouga.

Based on the above, it is imperative that Kouga is represented at the China Expo to accompany the local businesses along with the District Municipality.

"**Annexure B: China CIIE 2025 Brochure"**

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

- Costs for packaging and shipping sample products from Gqeberha to Shanghai
- All registration costs for delegates at the Expo
- Costs to exhibition/booth space for the region's products

- Customs & sample clearances in port of entry Shanghai
- On-site marketing integration and representatives
- On-site interpreter
- Network facilitation
- Logistics advice
- Business visits focusing on local products at expo

Kouga Local Municipality assistance with this initiative:

- Open advertisement to call on local products to apply
- Workshop with local product on expo and experimental hub
- Financial assistance to local products for products to be exhibited at expo.

"Annexure C: Kouga Public Notice"

Applications received to date from local products:

- Routed Roasters CC (First Light Coffee) – Jeffreys Bay
- Mooihoek Strawberry Farming and Dried Fruits – Hankey
- TnT Peppers – Thornhill
- Woodlands Dairy – Humansdorp
- Miracle Comfry - Patensie
- Pabala Honey/Snails/Gin – Loerie
- Citrus Marmelades – Patensie

Official draft Itinerary proposed as follows:

DATE	**ITINERAY**	**PERSONS**	**REASON**
3 November	Departure from SA	Delegation	
4 November	Arrival in Shanghai	Delegation	
5 November	Expo preparation Business visits	Delegation	Expo and Business visits
6 November	Expo	Delegation	Expo
7 November	Expo and Business visits	Delegation	Expo and Business visits
8 November	Expo and Business visits	Delegation	Expo and Business visits
9 November	Expo – Depart to SA	Delegation	
10 November	Arriving in SA	Delegation	

Negotiations are currently taking place with ECDC to support the SMME's to attend the outbound mission with support for international flights and expenses in China.

4. **Financial Implications**

Completed by BTO -	
Project Description	Marketing and promotion
Ukey no.	20240710994872
Budgeted Amount	R450 000
Amount spent and committed to date	Rnil
Amount Available	R450 000
Comment	See below

KOUGA MUNICIPALITY
2025-07-21
BUDGET &TREASURY

The Municipality received the invitation from SBDM on 25 June 2025 see attachment. The invitation could only be sent by SBDM after they received the invitation from China to attend the Expo with confirmation of Expo space secured for this year.

SBDM has commenced engagements with product owners within Kouga to identify local products to be part of the Expo. Most products going to China appear to be from Kouga. SBDM needs urgent confirmation on the participation of Kouga Local Municipality in the China Expo.

The local products identified need to supply products for shipment by 15 August 2025. The support by the Municipality to the local product suppliers is key in order to demonstrate our support of local products. This support forms part of the Council Report as well.

Owing to the late invitation, quotations for travel and accommodation have not yet been requested. Council needs to confirm the municipality's participation as well as the delegation This will impact the cost of the trip.

An estimate, based on last year's cost and the current reduced itinerary, the average cost per person is approximately R75 000, inclusive of flights, accommodation, subsistence and travelling allowance.

5. **Applicable Legislation**

- The Constitution of the Republic of South Africa, of 1996 as amended.
- The Local Government: Municipal Systems Act 32 of 2000 as amended.
- The Local Government: Municipal Finance Management Act 56 of 2003, as amended.
- National LED Policy and Strategy.
- National Development Plan (Vision 2030).
- National Small Enterprise Act of 1996.

6. **Legal Implications**

The municipality must ensure that it and the 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 unauthorised, irregular, or fruitless and wasteful expenditure, and which may pose a risk to the financial audit qualifications of the municipality. Any funds transferred to external organisations or bodies must comply with section 67 of the MFMA. Any funds to be expended must be in accordance with an approved budget.

7. **Other Implications**

None

8. **Comments by Directorates:**

8.1 **Chief Financial Officer:**

Recommendation supported.

8.2 **Director: Planning & Development**

Noted

8.3 **Director: Civil & Water Services**

Item noted.

8.4 **Director: Electro-Mechanical Services**

Item noted

8.5 **Director: Community Services**

Noted.

8.6 **Deputy Municipal Manager**

Noted.

8.7 **Municipal Manager**

Noted.

9. **Delegated Authority**

Council.

10. **Recommendations**

10.1 That Council approves the participation of Kouga LM in the International Business Import Expo from 5 – 10 November 2025 in Shanghai.

10.2 That Council approves the financial support rendered to local products for samples to be exhibited at the Expo limited to R10 000.00 per supplier

10.3 That Council approves the delegation, a minimum of two and a maximum of four delegates to participate in the International Business Import Expo in Shanghai.

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

Item approved by the Chief Financial Officer:

Item endorsed by the Municipal Manager:

Item noted by Portfolio Chairperson:

KOUGA MUNICIPALITY
2025-07-21
BUDGET &TREASURY

VS-F03RS - Cost allocation

Local Authority KOUGA KOUGA MUNICIPALITY
Financial Year 2025
Unique internal key 20240710994872 Cost allocation 10170200270000

Opening Balance
Actual Balance
Shadow Balance
Balance Total
Provisional Costs
Amended Budget 450000.00
Available 450000.00
VAT Indicator (V02) N (V03) N
Locked onto
Asset ID
Job-costing type
Unallocated Job Budget

Function 301
Planning and Development
Economic
N.T.Item 4200 NT Cashflow Item
Contracted Services
UKey Closed? N
Associated Cost Code Closed? N

Vote/Subvote Planning and Development:ECONOMIC DEVELOPMENT

Item Business and Advisory:Project Management
Expenditure:Contracted Services:Outsourced Services:Business and Advisory:Project Management
IE0030010050080000000000000000000000000

Function Core Function:Finance
Function:Finance and Administration:Core Function:Finance
FX0050010040000000000000000000000000000

Project Destination Marketing & Promotion
Operational:Typical Work Streams:Communication and Public Participation:Awareness Campaign
PO0030060010000000000000000000000000835

Fund Levies
Fund:Operational:Revenue:General Revenue:Taxes:Property Rates:Levies
FD0010010010090010020000000000000000000

Region Whole of the Municipality
Regional:Regional Identifier:Local Government by Province:Eastern Cape:District Municipalities:DC10 Sarah
RX0020030010020010040090030000000000000

Costing Default
Costing:Default
CO0030000000000000000000000000000000000

Own ECONOMIC DEVELOPMENT
OV000006000101

Annexure A:
SBDM Invitation

Application Form - CIIE 2025.d... 60 KB

china international import expo... 3 MB

2 attachments (3 MB) Save all to OneDrive - KOUGA MUNICIPALITY Save All Attachments

Dear All,

I trust this message finds you well.

We are pleased to inform you that the Sarah Baartman District Municipality has officially endorsed participation in the **China International Import Expo (CIIE) 2025**. We hereby extend an invitation to all regional businesses and stakeholders to express their interest in joining this strategic trade mission.

For your convenience, please find attached an introductory outlining the Expo. Additional information is available on the official website: https://www.ciie.org/zbh/en/

Should your business be interested in participating, kindly complete the attached application form and submit your response by **30 June 2025**.

We look forward to your active participation.

Regards

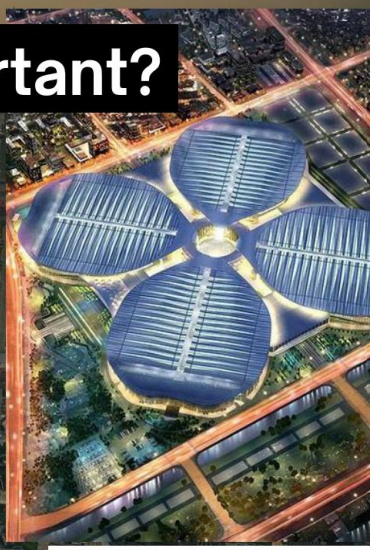
DR ALBERT S. YU
MANAGER: TRADE & INVESTMENT – MBA, PHD

Annexure B:
China CIIE 2025 Brochure



Why is the event important?

1. CIIE is the first Import-themed national-level Expo in the world since 2018, which proposed by Chinese President Xi Jinping.
2. The Expo is the highest level of expo in China which co-hosted by the Ministry of Commerce of China and Shanghai Municipality, the partner include World Trade Organization and United Nations Industrial Development Organization.
3. From 154 countries, with 3,486 companies in 2023 with over 137,000 products showcased in the Expo.



China Internation Import Expo | 2025

What are our objectives?

Promote

Showcase local products to global buyers.

Test

Gauge market interest and product viability

Connect

Network with international suppliers and investors.

China Internation Import Expo | 2025

CIIE – SBDM 2019-23

- 54m² Specifically designed booth
- 6 days of exhibition and events
- 3,000+ visitors to the booth
- 500+ professional enquiries





China Internation Import Expo | 2025

SBDM Mission – CIIE 2025

To promote agricultural strengths, attract investment, and build trade partnerships that drive inclusive growth, job creation, and sustainable development in the district.

Event Dates:	**5–10 November 2025**
Booth Size:	**54 m²**
Sector Focus:	**Food & Agriculture**

China Internation Import Expo | 2025

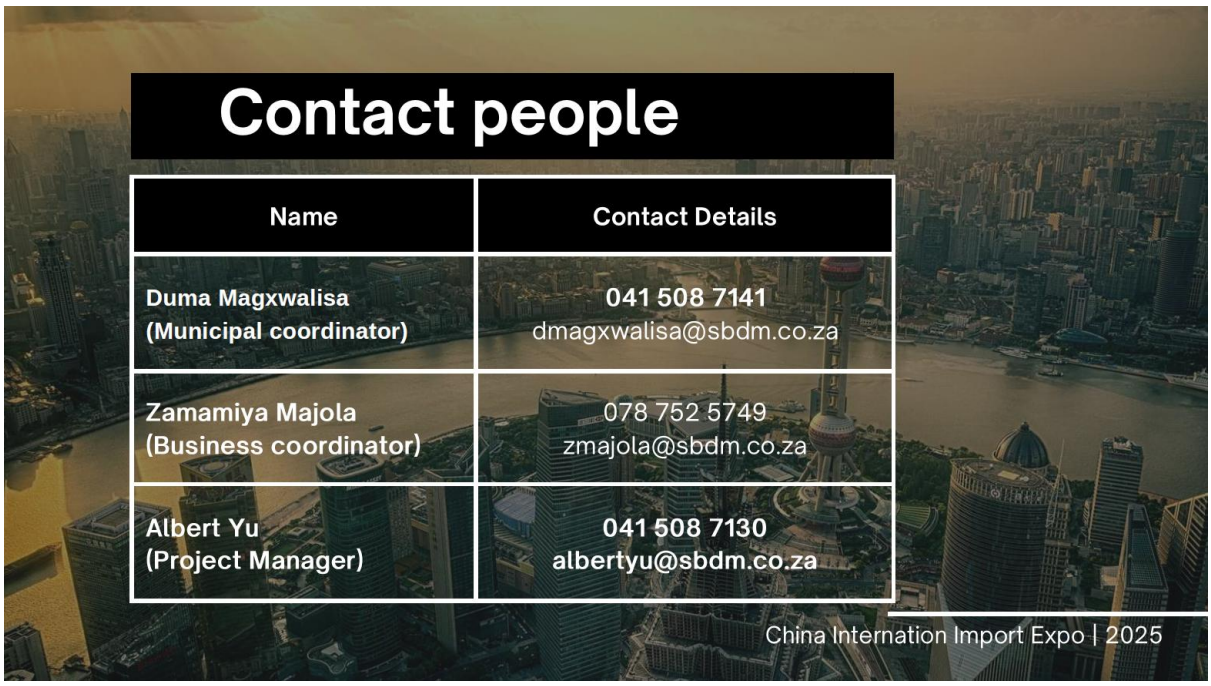

Who can attend
1
Businesses with export-ready products or services
2
Regional entrepreneurs aiming to enter export markets
3
Municipal representatives, including local municipality officials
China Internation Import Expo | 2025


Support from SBDM
•Booth space
•Registration cost
•Sample transport & clearance*
•Shared Marketing representative on site
•Shared Interpreter/Assistant on site*
•Networking facilitation*
•Logistic Advice
*Provision of support depends on approval and allocated budget.
China Internation Import Expo | 2025


Support NOT included
•Return tickets and transport
•Accommodation
•Meal and beverage
•Passport and VISA
•Marketing materials
•Cost of the samples
•Certificates of the products
•Any other cost not include in the support list
China Internation Import Expo | 2025


Important dates
Important milestone
Due Date
Closing Date for Local Company Application
30 - Jun
Closing date for Local Municipality and Institutional application
30 - Jun
Products/marketing materials Shipping date*
15 - Aug
Closing date for Attendance registration and clearance (Passport/Photo/Info)
30 - Aug
VISA, air ticket and accommodation
15 - Oct
Group departure date from South Africa*
2 - Nov
Group arriving date to South Africa*
11 - Nov
* The recommended dates may be changed, please refer the associated notice
* Late application may not be considered
China Internation Import Expo | 2025


Draft itinerary
Day 1 | 3-Nov | Mon | Depart from South Africa
Day 2 | 4-Nov | Tue | Arrival Shanghai, China
Day 3 | 5-Nov | Wed | Expo preparation, or Business visit
Day 4 | 6-Nov | Thu | Expo
Day 5 | 7-Nov | Fri | Expo, and/or Business visit
Day 6 | 8-Nov | Sat | Expo, and/or Business visit
Day 7 | 9-Nov | Sun | Expo Depart to SA
Day 8 | 10-Nov | Mon | Arrive South Africa
• The draft itinerary for reference only, the actual itinerary will be confirmed before departure
• Business visit is optional
China Internation Import Expo | 2025


Contact people
Name | Contact Details
Duma Magxwalisa (Municipal coordinator) | 041 508 7141 dmagxwalisa@sbdm.co.za
Zamamiya Majola (Business coordinator) | 078 752 5749 zmajola@sbdm.co.za
Albert Yu (Project Manager) | 041 508 7130 albertyu@sbdm.co.za
China Internation Import Expo | 2025

Annexure C:
Public Notice



REPORTS BY THE PORTFOLIO CHAIRPERSON: COMMUNITY & SAFETY SERVICES

KOUGA
local municipality
Good Governance through Service Excellence

KOUGA MUNICIPALITY (EC 108)
ORDINARY COUNCIL MEETING
COMMUNITY AND SAFETY SERVICES
OPEN
DATE: 30 JULY 2025
ITEM NO: **25/07/CSS1**

AUTHORISATION – DISASTER MANAGEMENT EDUCATIONAL EXCURSION TO THAILAND

1. **Introduction**

The purpose of this item is to seek the Council's approval for the participation of two representatives, Director of Community Services, Nomvula Machelesi and the Manager of Fire and Disaster, Dewald Barnard to attend the disaster management educational excursion to Thailand, organized by Rural Metro Emergency Management Services (Pty) Ltd in collaboration with the Sarah Baartman District Municipality.

2. **Background**

The Sarah Baartman District Municipality has extended an invitation to Kouga Local Municipality to join a delegation for an international educational tour focused on disaster preparedness and response. The initiative aims to expose Municipal officials and Councillors to the best global practices in disaster management.

The excursion is scheduled to take place in Thailand from *27th of September to 4th of October 2025*. All travel and subsistence costs for the two (2) representatives will be funded by the District Municipality through the Fire Contributions to Municipalities allocation for the 2025/26 financial year.

3. **Discussion**

The invitation was formally communicated via email dated 8 July 2025.

See Annexure A

4. **Financial Implications**

Completed by BTO -	Not Applicable.
Project Description	
Ukey no.	20230220992848, 20241015024634, 20210710002125
Budgeted Amount	
Amount spent and committed to date	
Amount Available	R75 000

KOUGA MUNICIPALITY
2025-07-15
BUDGET & TREASURY

Comment	
BTO Signature	

5. **Applicable Legislation**

None.

6. **Legal Implications**

None.

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**

Item noted

8.5 **Director: Community Services**

Item Supported.

8.6 **Deputy Municipal Manager**

Noted.

8.7 **Municipal Manager**

Noted.

9. **Delegated Authority**

Council

10. **Recommendations**

10.1 That Council approves the participation of two (2) representatives from Kouga Local Municipality, Director Machelesi and Fire and Disaster Manager, Dewald Barnard in the disaster management educational excursion to Thailand.

10.2 That the travel and subsistence costs for two (2) representatives will be covered by Sarah Baartman District Municipality through the fire contributions to Municipalities of the 2025/26 financial year.

10.3 That a full closeout report, including the final costs of the trip, be presented upon return.

Item prepared by the: Manager Fire & Disaster 

Item approved by the: Director: Community Services 

Item endorsed by the Municipal Manager: 

Item noted by Portfolio Chairperson: 

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

Sarah Baartman
DISTRICT MUNICIPALITY
Province of the Eastern Cape
progress through development

8 July 2025

Enquiries: O. Kwababana
T: 041 508 7336
Email: okwababana @sbdm.co.za
Ref: 17/3/146/2025

THE MUNICIPAL MANAGER
Kouga Local Municipality
PO Box 21
JEFFREYS BAY
6330

Attention: Mr C. du Plessis Email: **cduplessis@kouga.gov.za**

Dear Sir.

INVITATION TO VISIT THAILAND WITH RURAL METRO EMERGENCY MANAGEMENT SERVICES (PTY) LTD FOR DISASTER MANAGEMENT EDUCATIONAL EXCURSION

We are pleased to inform you that Rural Metro Emergency Management Services (Pty) Ltd, in collaboration with the Sarah Baartman District Municipality, is organizing an educational tour to Thailand focused on disaster preparedness and response.

This initiative aims to explore the best international practices and innovative approaches in disaster management, which will be highly beneficial to our Disaster Management Centre, including both officials and Councilors involved in this critical function.

Rural Metro has a proven track record of facilitating similar educational excursions for municipal delegations, including Mayors, Portfolio Councilors, Municipal Managers, Senior Officials, and Chief Fire Officers. These visits have provided valuable insights through engagements with leading disaster management organizations globally.

At its Council meeting held on 04 June 2025, the Sarah Baartman District Municipality approved participation in this initiative and is pleased to extend an invitation to your municipality to join the delegation. The District Municipality will cover travel and subsistence costs for two (2) representatives through the Fire Contributions to Municipalities of the 2025/26 financial year and to be reflected on annexure c of the Partnership Performance Service Level Agreement Fire Services (PPSLA).

The tour is scheduled to take place over seven (7) days in August 2025. Final dates and a detailed itinerary will be shared in due course.

To facilitate planning and logistical arrangements, we kindly request that you submit the names of your nominated officials by no later than 11 July 2025.

Should you require any further information or clarification, please do not hesitate to contact the undersigned.

Yours faithfully

U DANIELS (MS)
MUNICIPAL MANAGER