

ORDINARY COUNCIL MEETING

OPEN



KOUGA MUNICIPALITY (EC108) <u>NOTICE CONVENING A MEETING</u> NOTICE IS HEREBY GIVEN that in terms of Section 19 of the Local Government: Municipal Systems Act, 2000 (Act No.32 of 2000) that an Ordinary Council Meeting will be held virtually on <u>DATE:</u> 29 April 2026 <u>TIME:</u> 10:00  <u>L. MAREE</u> SPEAKER	UMASIPALA I-KOUGA (EC108) <u>ISAZISO NGENTLANGANISO</u> ISAZISO sikhutshiwe ukuba ngokwe Candelo-19 uMthetho weeNkqubo zikaMasipala, (uMthetho 32 ka-2000), ukuba kubanjwe intlanganiso ebonakalayo yesigqeba Ye khansile <u>UMHLA:</u> 29 UTshazimpuzi 2026 <u>IXESHA:</u> 10:00  <u>L. MAREE</u> USOMLOMO	MUNISIPALITEIT KOUGA (OK108) <u>KENNISGEWING VAN VERGADERING</u> KENNIS GESKIED HIERMEE dat ingevolge Artikel 19 van die Wet op Munisipale Stelsels, 2000 (Wet No.32 of 2000), dat 'n virtuele raadsvergadering gehou sal word op <u>DATUM:</u> 29 April 2026 <u>TYD:</u> 10:00  <u>L. MAREE</u> SPEAKER
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Councillors are required to comply with the Standing Rules and Orders of Council and all its Committees By-law as promulgated in the Provincial Gazette on 22 October 2018 No.4134 and applicable to this meeting of Council. Any person who willfully contravenes any provision of these rules shall be guilty of an offence and which contravention shall be dealt with in accordance with the disciplinary procedures for Councillors.

A G E N D A

1. **NOTICE OF MEETING**
2. **OPENING AND WELCOME**
3. **ABSENT WITH LEAVE**
4. **ABSENT WITHOUT LEAVE**
5. **PRESENTATIONS**
None
6. **ACKNOWLEDGEMENTS, CONDOLENCES & CONGRATULATIONS**
7. **STATEMENTS OR COMMUNICATIONS BY THE SPEAKER**
8. **STATEMENTS OR COMMUNICATIONS BY THE EXECUTIVE MAYOR**
9. **DISCLOSURE OF INTEREST**

10. **STATUTORY MATTERS**

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

11.1 Minutes of a Mayoral Committee Meeting held on 18 February 2026

Pages: 9 - 22

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

12.1 Minutes of an Ordinary Council meeting held on 30 March 2026

Pages: 24 - 56

13. **REPORTS OF COMMITTEES OF COUNCIL**

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

None

13.2 **KOUGA AUDIT COMMITTEE**

26/04/KAC1 Minutes of the Kouga Audit Committee

Pages: 59 - 77

26/04/KAC5 Audit Committee Charter

Pages: 78 - 102

13.3 **RULES & ETHICS COMMITTEE**

None

13.4 **MUNICIPAL PUBLIC ACCOUNTS COMMITTEE**

26/04/MPAC1 Minutes of the Municipal Public Accounts Committee

Pages: 104 -114

13.5 **MUNICIPAL BY - LAWS AND POLICIES**

26/04/PB1 Request for Approval of the Amended Draft Kouga Local Municipality By-Law Relating to Land Invasion and the Management And Control of Informal Settlements

Pages: 116 -132

26/04/PB2 Draft Kouga Municipality Problem Building By-Law

Pages: 133 - 154

26/04/PB3 Municipal Restriction (Blacklisting) of Suppliers Policy

Pages: 155 - 165

26/04/PB4 Request for Approval of Draft Reviewed Kouga Municipality Public Participation Policy

Pages: 166 - 189

14. **REPORT BACK: MUNIMEC**

None

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

26/04/DMM1 Draft Institutional Calendar

Pages: 191 - 193

16. **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).

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

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

26/04/FED1 Tourism & Marketing Plan

Pages: 197 - 254

26/04/FED2 Supply Chain Management: Monthly Report for February 2026

Pages: 255 - 270

26/04/FED4 China International Import Expo November 2025 Report and Approval for 2026 Attendance

Pages: 271 - 294

26/04/FED5 KLTO Funding 2025 – 2026 – Kouga Local Tourism Organization

Pages: 295 - 302

26/04/FED7 Winter Fishing Skins Competition – 2026 - Sponsorship

Pages: 303 - 313

- 26/04/FED8** State Department Accounts Ageing as at 31 March 2026
Pages: 314 - 335
- 26/04/FED9** Development Bank of South Africa (DBSA) Non Lending Support
Pages: 336 - 339
- 26/04/FED10** Supply Chain Management: S36 Deviations For the month: March 2026
Pages: 340 - 345
- 26/04/FED11** Monthly Budget Statements for the Period July 2025 to March 2026 and Financial State of Affairs of the Municipality as at 31 March 2026 (2025/26 Financial Year)
Pages: 346 - 395
- 26/04/FED12** Supply Chain Management: Quarterly Implementation Report for the Third Term of the 2025-2026 Financial Year ending 31 March 2026
Pages: 396 - 421
- 26/04/FED13** Budget and Treasury: Withdrawals from Municipality Bank Account for the quarter ended 31 March 2026
Pages: 422 - 426

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

- 26/04/PD3** Request for Consent on Proposed Removal of Restrictive Title Deed Conditions Deemed to Be Imposed by Council
Pages: 428 - 485
- 26/04/PD4** Request for Council's In-Principle Approval and Authorisation to Advertise for the Alienation By Way of Right-To-Use (Lease) Of A Portion of Erf 499, Humansdorp to SPCA Assisi
Pages: 486 - 491
- 26/04/PD5** Request for In-Principle Approval and Authorization to Advertise to Alienate: Erf 13, Patensie (Municipal House)
Pages: 492 - 498
- 26/04/PD6** Request for Council's In-Principle Approval and Authorisation to Advertise for the Alienation (Lease) Of Unregistered Erf 3292, Humansdorp
Pages: 499 – 504

26/04/PD7 Request for Council's In-Principle Approval and Authorisation to Advertise the Alienation (Lease) Of A Portion of Erf 8783, Jeffreys Bay to the Jeffreys Bay Animal Rescue

Pages: 505 - 522

26/04/PD8 Request for Council's Final Approval for the Alienation of Vacant Municipal Erven Within the Kouga Municipal Area

Pages: 523 - 567

26/04/PD10 Request for Council's In-Principle Approval and Authorisation to Advertise for Alienate (Sale) Of A Portion of Erf 238 (A Portion of Road in Pellsrus) To Be Consolidated with Erf 190 And Erf 197 Pellsrus

Pages: 568 - 574

26/04/PD11 Request for Council's Approval to Re-Advertise: Selling of Farm 184 Portion 1, Humansdorp Rd (218 3343m²) And Remainder of Farm 182, Humansdorp Rd (81 9073m²)

Pages: 575 – 586

26/04/PD12 (Sale) of a Portion of Erf 499, Humansdorp

Pages: 587 - 597

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

26/04/CSS2 Review and Update of Kouga Local Municipality Disaster Management Plan

Pages: 599 - 718

18. **CLOSURE**

Distribution list:

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

MINUTES OF PREVIOUS MAYORAL COMMITTEE MEETING FOR INFORMATION

**MINUTES OF A MAYORAL COMMITTEE MEETING OF THE KOUGA MUNICIPALITY HELD
IN THE COUNCIL CHAMBERS, JEFFREYS BAY ON WEDNESDAY, 18 FEBRUARY 2026 AT
09:24 AM**
Present:
Councillors

H Bornman	(Executive Mayor)
T Jantjes	(Executive Deputy Mayor)
L Maree	(Speaker)
Ald D Benson	
R Foley	
Cllr M Nicholls	
S Ruth	

Councillors
as Observers

M van Niekerk
B Dhludhlu
B Moos
F Heystek

Officials

R Lorgat	(Chief Financial Officer)
T Madatt	(Director: Electro-Mechanical)
C de Kock	(Director: Civil & Water Services)
L Ramakuwela	(Director: Planning & Development)
N Machelesi	(Director: Community & Safety Services)
L Opperman	(Manager: Legal Services)
E Goliath	(Acting: Deputy Municipal Manager)
M Basson	(Manager: Media & Communications)
L Cweya	(Committee Officer)
M Mitchell	(Committee Clerk)

1. NOTICE OF MEETING

The Executive Mayor read the notice convening the meeting in terms of Section 19 of the Local Government: Municipal Systems Act, 2000 (Act No.32 of 2000) that a Mayoral Committee Meeting would be held on Wednesday, 18 February 2026 at 09:00 am in the Council Chambers, Jeffreys Bay.

2. OPENING AND WELCOME

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

3. ABSENT WITH LEAVE

C du Plessis	(Municipal Manager)
D de Jager	(Deputy Municipal Manager)
Cllr J Alexander	

4. ABSENT WITHOUT LEAVE

None

5. **PRESENTATIONS**

None

6. **ACKNOWLEDGEMENTS, CONDOLENCES & CONGRATULATIONS**

The Executive Mayor extended a word of appreciation to the team that is working on the Food-To-Mouth (FMD) has a potential in a big way to economically ruin the Municipality or has a huge impact on the economic environment in the Kouga municipality; the team and the work that they are doing is very great that the virus is still contained from spreading.

Cllr Foley indicated that it is important to indicate that after relentless communication with the province finally a Memorandum of Understanding (MOU) has been signed on the Da Gama St Francis, thanked, and acknowledged the team that worked looking for the HOD and in committee meetings tracking him down and congratulated them in closing this issue.

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

The Executive Mayor mentioned that this is a very important year for obvious reasons, he mentioned that it is important that the Municipality remains focused on the key priority areas. He mentioned that it is important that the Municipality remains focused on it treat its communities, the residents to feel like valued clients of the Kouga Municipality and if this is seen as the focus for whatever it is that is done and keep the best at the front and centre then whatever, whether it is roads, informal settlements upgrades or setting of rates, that would be the best for the Kouga residents. He further encouraged to keep the customer care and clients' satisfaction and take care of Kouga residents in everything that is done.

The Executive Mayor further indicated that it feels like it is June already, mentioned that it has been a very good start of the year and that this was the first Mayoral Committee meeting of the year, he mentioned that the Festive season and December holidays were very good, mentioned that there was a very nervous water situation which he mentioned that the battle will continue with Water and Sanitation with increasing the municipality's allocation from them and continue to fight with the management of the resources. This is critical and need to continue to have that fight. The Executive continued to mentioned the issue of the fires, he thanked the Director: Community Services, the DMM, the MM, the CFO and everybody that was involved from the municipality side, from the Directors, all the way through to the truck drivers, sanction tankers and all of the guys who worked extremely hard and the fire fighters in making sure that the fire does not spread further; he further mentioned that he has proof of Cllr Foley and Cllr Jantjies assisting, thanked everyone for their hard work and with no doubt went from drought to fire and from fire into Food-To-Mouth and again thanked everyone for their hard work.

The Executive Mayor indicated that on top of the things that the municipality is busy with on a day-to-day basis, thanked Directors for sitting at night making sure that all forms are signed and all things that still need to happen on top of all the critical and important things, thanked them for all the work that they still do over and above that as well. The Executive Mayor further encouraged working hard for the remainder of this financial year, he further indicated that it is concerning in terms of financial position in terms of expenditure on projects and indicated that the process need to be speeded up, mentioning that there will be a Budget Steering Committees and there few things from the budget point of view/financial point of view that he is concerned about and need to make sure to keep things handled/in order continually till the end of this financial year. The Executive Mayor referred to what he said that this is the beginning of the year and there would be a need to keep momentum of the expenditure into the new financial year and need to make sure that things are in place and in time for the municipality to be able to operate.

8. **DISCLOSURE OF INTEREST**

None

9. **STATUTORY MATTERS**

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

10.1 **MINUTES OF THE MAYORAL COMMITTEE MEETING HELD ON 10 September 2025**

Resolved (18 February 2026)

1. That the minutes of the Mayoral Committee meeting held on 18 February 2025 be accepted.

Proposed: Cllr R Foley

Seconded: Cllr S Ruth

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

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

26/02/FED10 CLOSE-OUT REPORT AND SPONSORSHIP PROPOSAL: HUMANSDORP COMMUNITY FESTIVAL

The Executive Mayor mentioned that there had been discussions around the festival for a long time, there is a good value in it from a Humansdorp point of view, mentioning that the mind set/frame about events still remains in terms of the events becoming sustainable and to be not solely dependable on the Municipality but also acknowledge these kind of things and supports local events like this festival and it is something special in Humansdorp.

The CFO mentioned that the festival has been sponsored for the two years (R800 000.00) and this year they have put in a proposal for R280 000.00 and obviously through discussions will have to up it.

Resolved (18 February 2026)

1. That the Close- out Report for the Humansdorp Community Festival be submitted to the next Council for noting.
2. That a sponsorship of R200 000 (Two Hundred Thousand Rand) only, VAT inclusive for the Humansdorp Community Festival be approved for a period of 3 years commencing in 2025_2026 to 2027_28 financial year, subject to all Event approval requirements and conditions are met.

11.2 REPORTS BY THE CHAIRPERSON: ELECTRO-MECHANICAL SERVICES

26/02/EMS4 SUBMISSION OF ELECTRICAL MASTER PLAN FOR MAYORAL COMMITTEE CONSIDERATION

The Director: Civil and Water Services reported that the department initially identified approximately 10 to 15 master plans, which have since been prioritised. Some of these were proposed for in-kind support through DBS loans, an option that is still under consideration. Feedback received indicated a preference for a comprehensive master plan addressing all major focus areas, a process that will require additional time. Consequently, the department intends to budget for the review of the 2015 Stormwater Master Plan and include the Traffic Flow Master Plan in the upcoming budget cycle. The Water Master Plan, issued in 2023, will also be reviewed. Several other outstanding master plans remain and will need to be budgeted for, with applications already submitted.

The Executive Mayor noted that this is a discussion that will need to occur collectively at an appropriate forum.

Resolved (18 February 2026)

1. That the Mayoral Committee formally accept and support the adoption of the Electricity Masterplan.
2. That the Electricity Masterplan be submitted to the next Council meeting for final approval.

26/02/EMS7 ELECTRICAL DEPARTMENT AMNESTY FOR TAMPERED PREPAID ELECTRICITY METERS AND UNREGISTERED SSEG INSTALLATIONS

The Executive Mayor stated that communication regarding amnesty and the installation of new meters needed to be addressed separately. He indicated that public communication on SSEG should focus on explaining its importance for both the Municipality and consumers, while outreach around amnesty required caution due to the associated risks. He suggested that the matter of amnesty communication might need to be handled differently and discussed at a later stage on a more suitable platform.

The Director: Electro & Mechanical Services reported that ongoing communication and awareness initiatives would be required over the next few years, up to the end of June. He noted that the Municipality planned to distribute pamphlets and other informational materials to explain the system, its benefits, and the registration process. He confirmed that final approval had been granted by Council and that collaboration with PPU and other relevant units would follow.

The CFO requested clarity on the type of meters to be installed, specifically whether split meters would be used to prevent tampering.

In response, the Director: EMS confirmed that split meters would indeed be installed for all cases involving tampering, beginning with high-risk individuals.

The Executive Mayor explained that the initial purpose of the amnesty was to assist residents who had inherited tampered box meters from previous occupants. He noted that these residents would receive a new box meter, while any historical debt would remain with the original account holder. He emphasised that the process was technically complex and required clear, precise communication, particularly as it needed to align with proposed policy amendments and the tempering amnesty programme.

The Director: EMS further explained that cases involving tampering would first be referred to Finance. He indicated that if an account was in arrears, the municipality would address only the tampering component until the outstanding balance was settled, after which a new meter would be installed.

The Acting Deputy Municipal Manager expressed concern that distinguishing between arrears and tampering might create public confusion. He observed that the Municipality risked appearing to favour individuals who had engaged in tampering or who had not paid their accounts, and he questioned how revenue recovery would be balanced under such circumstances.

The CFO responded that two separate approaches existed—one relating to tampering from an electrical perspective and another relating to outstanding debt from the revenue side. He explained that electrical and revenue blockings occurred independently, and that EMS would need to liaise with the Revenue Unit to verify the credit status of each customer. He noted that, upon activation of a new meter, tampering fees would be reversed as an initial step, but the account would remain blocked until a payment arrangement was made.

The Executive Mayor added that all blocked or removed meters should be known to the relevant units and could be addressed individually.

Cllr Ruth proposed separating the Small-Scale Embedded Generation (SSEG) matter from the amnesty discussion. She suggested that the Municipality proactively engage the affected households rather than

waiting for them to come forward. She expressed concern that the term "amnesty" might negatively affect residents who had not tampered with their meters. She recommended framing the initiative from a revenue-protection standpoint, focusing on regularising electricity usage among the approximately 2,500 affected consumers.

The Executive Mayor indicated that he would prefer an alternative to the term "amnesty" if one could be identified. He noted that presenting the initiative as a revenue-enhancing measure might assist with public acceptance, provided it was explained clearly.

The CFO concluded by explaining that the proposal could not be incorporated into the Credit Control Policy, as it related to tariffs already approved by Council. He noted that any deviation from those tariffs would require a specific Council resolution.

The Executive Mayor proposed that Recommendation 10.1 be reworded to refer specifically to "historical tampered meters" and that the term "amnesty" be removed and replaced with "revenue enhancement programme." He further indicated support for Recommendation 10.2, advised that the actual cost be removed from Recommendation 10.3, confirmed acceptance of Recommendation 10.4, and requested the addition of a new Recommendation 10.5.

Resolved (18 February 2026)

1. That Mayoral Committee members support the implementation of a timebound electricity revenue enhancement program for residential customers who have historically tampered with electricity meters.
2. That Mayoral committee members support a mandatory registration process for all existing residential Small-Scale Embedded Generation (SSEG) installations, including rooftop solar PV systems.
3. That Council avail funding for the replacement of the tempered prepaid meters.
4. That the item be submitted to the next Council meeting.
5. That an awareness drive be arranged throughout Kouga with assistance of relevant stakeholders, in order to educate the community on the correct implementation of electricity sales in Spaza Shops.

Proposed: Cllr T Jantjes

Cllr M Nicholls

26/02/EMS10 GENERATOR MAINTENANCE PLAN

Resolved (18 February 2026)

1. That the Generator Maintenance Plan be noted by the committee.

2. That the item be recommended to be escalated to Mayoral committee
3. That the item be submitted to the next Council meeting

26/02/EMS11 DAMAGES TO CRITICAL INFRASTRUCTURE CASES & COST IMPLICATIONS
– Q2 OF 2025/26 FY

Cllr Foley expressed significant concern regarding the state of Municipal infrastructure. He requested that the implications table include the financial value of the damage incurred, even if presented as an estimate. He further enquired whether an estimated cost of tampering across the entire Kouga area over the past six months had been calculated. He indicated that such information would assist in motivating for concessions within the new Directorate, particularly in relation to safeguarding infrastructure, implementing preventative measures, and understanding the financial implications for other affected areas.

The Director: Electro & Mechanical Services reported that, due to ongoing power trips, the Municipality had been systematically losing switches over the past two years, resulting in frequent outages during the night. He stated that the problem was escalating and that the associated costs were substantial. He added that the Municipality had had to rely on Eskom to energize the system. He noted that, according to SAPS, no cases had been officially opened despite the ongoing challenges. He committed to providing updated reports monthly to the Portfolio Committee and indicated that these could be escalated to the Mayoral Committee if required.

The Director: Civil & Water Services expressed appreciation to the Director: EMS for capturing the relevant data, noting that presentations often raised questions regarding the impact of vandalism and the steps taken to address it. He remarked that many of the reported cases were merely recorded as “opened” and “under investigation,” and suggested that reports should reflect expected outcomes, findings, and any resulting prosecutions. He added that this information was valuable and should be escalated, emphasising the need to highlight not only the financial damage but also the operational disruption caused.

Cllr Jantjies agreed that South African Police Services (SAPS) and the Detectives were not managing the situation effectively. He proposed that the Municipality explore the possibility of appointing its own investigator. He also asked whether the new department would assist in

developing security measures and stressed the need for a comprehensive plan to address these issues going forward.

The Director: EMS responded that the matter would need to be submitted to Council. He confirmed the seriousness of the vandalism threat and stated that all avenues for escalation should be explored. He highlighted significant challenges related to SAPS resources and emphasised the need for Council to note these concerns so that they could be escalated to the appropriate external stakeholders. He added that discussions with SAPS did not indicate any likelihood of improvement. He recommended developing a Kouga safety plan under the leadership of Ald. Benson to secure coordination with committed external stakeholders and enhance visibility, particularly in the Humansdorp area. He suggested escalating the matter through the IDP process, external stakeholder engagements, and the IGR forum.

The Executive Mayor suggested that Cllr Alexander also be requested to raise the matter at the Municipal Member of the Executive Council (MUNIMAC).

Cllr Dhludhlu informed the Mayoral Committee, particularly Community Services, that two additional scrap yards on St Croix Street had become active and were not covered under previous discussions involving Community Services, Law Enforcement, and SAPS. He noted that these scrap yards were using large quantities of Municipal blue bins, with alarming frequency. He further reported that a nearby building formerly leased to James Leithart, previously used for rubber processing, had since been burnt and was now being used to burn electrical wiring, with the resulting copper being transported to one of the new scrap yards. He requested that this matter be brought to the attention of the Mayoral Committee.

Cllr Nicholls remarked that many community members were unaware of the extent of Municipal revenue losses resulting from cable theft and stated that communicating these figures would help the public better understand the implications, particularly as they often expect the Municipality to fund cable replacements.

The Director: Electro-Mechanical Services agreed that scrap yards in Kouga posed a serious challenge. He reported that a known dealer regularly travelled from Port Elizabeth through Tsitsikamma to Humansdorp, obtained copper, and left the municipal area within minutes. He further indicated, based on discussions with SAPS in Humansdorp, that no viable solutions were anticipated in the immediate future and that even the local Colonel had expressed distrust to the officers stationed there. He stated that the situation resembled a losing

battle. He added that three months earlier, a transformer had been stolen from the Jeffreys Bay Wastewater Treatment Works circulation station, despite the presence of cameras, which failed to detect the incident. He emphasised that this location should be central to Law Enforcement's monitoring and case-tracking efforts.

Resolved (18 February 2026)

1. That this Mayoral committee note the report with concern.
2. That this report be submitted to the next Council meeting.

26/02/EMS14 ST. FRANCIS BAY 2.5MW/ 5MWhr BATTERY TESTING WITNESS

The Executive Mayor advised that the names of the Director: Electro & Mechanical Services (EMS) and the Executive Mayor should be added under Recommendation 10.1, and that the dates **06/03/2026 – 18/03/2026** should be inserted under Recommendation 10.2.

Cllr Ruth noted that the document required corrections, as it contained grammatical and typographical errors. She further pointed out that the background information was written in the past tense, creating the impression that the battery had already been purchased.

The Director: EMS explained that the municipality had recently reached an agreement with the company supplying the transformer. He noted that, during litigation, one of the issues raised was whether the municipality had conducted and witnessed the factory inspection. The legal outcome had been unfavorable to the municipality, resulting in a settlement. For this reason, he emphasised the importance of municipal officials being present to witness future testing processes.

The Executive Mayor indicated that all technical matters raised should be captured accurately for minute-keeping purposes.

Cllr Dhludhlu suggested that, since the discussion involved batteries and referenced strengthened relations and increased exposure, the municipality should consider exploring the possibility of incorporating one or two electric vehicle charging stations in future programmes. He suggested that these could potentially be provided to the Municipality as part of broader initiatives.

The Executive Mayor commented that recent national statistics showed significant progress in South Africa's energy transition efforts. He noted that, had the municipality accessed these opportunities earlier, it might have benefitted from a short-term window for support. He suggested that this matter could be discussed on another platform.

The Director: EMS reported that the item relating to Eskom's DMS Programme had been submitted to Council in October/November 2025. He explained that the battery would be registered to enable the municipality to receive the R3 million government grant over 24 months. He added that the programme also provided for charging stations, and that the municipality only needed to provide suitable property or identify an interested landowner, after which the charging station would be supplied at no cost.

The Acting Deputy Municipal Manager enquired whether the arrangement aligned with DELCO and DTI policies, particularly concerning compliance, procurement, and national relations, including agreements with China. He stressed the importance of ensuring that the project was consistent with the municipality's developmental direction and national frameworks. He also noted that the CFO had indicated that there were no direct financial implications, but that the policy and diplomatic alignment aspects still required careful consideration.

The Executive Mayor responded that matters relating to national relations were noted, and that efforts would be made to ensure alignment. He stated that the partnership would strengthen the municipality's energy initiatives and that implementation of the station formed part of the final steps in the process.

He further indicated that, as there were no cost implications, the matter did not need to be referred to Council, since the policy provided for the Mayoral Committee to approve international travel.

The Manager: Legal Services added that, although the item had been included in the Draft Council Agenda due to subsistence and travel implications, it did not require formal Council approval, as the policy granted the Mayoral Committee the authority to approve international travel.

The Acting Deputy Municipal Manager pointed out that the Section 80 Committee served as the Executive Mayor's Committee. He emphasised that, although the project fell under Electro-Mechanical Services from an energy perspective, it also had implications for community development. He suggested that the project documentation should reflect the economic development potential of the initiative, including how it would relieve pressure on the electricity system and contribute to job creation within Kouga.

The Executive Mayor concluded by indicating that he, together with the Manager: Legal Services and the Speaker, would review the Council agenda accordingly.

Resolved (18 February 2026)

1. That the international travels to China for purposes of inspecting the procured battery, at Sungrow, China, be approved:

Director of Electro-Mechanical Services – T Madatt
Executive Mayor: H Bornman

2. That related Subsistence and travelling allowance be approved from 06/03/2026 – 18/03/2026.

Proposed: Cllr T Jantjes

Seconded: Cllr S Ruth

11.3 **REPORTS BY THE CHAIRPERSON: CIVIL AND WATER SERVICES**

26/02/CWS15 PROGRESS ON AUGMENTATION / DEVELOPMENT FEES

Resolved (18 February 2026)

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

26/02/CWS21 KOUGA WATER RESOURCES REPORT

The Executive Mayor commented that everything possible needs to be done and literally cover all the basis to make sure that Civil & Water Services is on board in helping in allocation as well as in management.

Resolved (18 February 2026)

1. That the report on the Water Resources be noted by Council.

26/02/CWS23 CONDITION STATUS REPORT ON ALL WWTW AND WTW

The Executive Mayor noted that it was encouraging to observe a proactive, hands-on approach, and that the team demonstrated a comprehensive understanding of the situation. He expressed confidence in their commitment and conveyed appreciation that a solution had been identified for one of the municipality's challenges.

Resolved (18 February 2026)

1. That the item on the condition of the WTW & WWTW be noted.
2. That Council authorizes the Accounting Officer to source external funding for necessary upgrades i.e., BFI and RPF.

Proposed: Cllr R Foley

Seconded: Cllr S Ruth

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

26/02/PD4 DEPARTMENT: HUMAN SETTLEMENTS PROGRESS REPORT: Q1 (01 JULY 2025-30 SEP 2025) & Q2: (01 OCTOBER – 31 DEC 2025)
Resolved (18 February 2026)

1. That the progress report on Human Settlements be noted.

26/02/PD6 DEPARTMENT: TOWN PLANNING PROGRESS REPORT: Q1 (01 JULY 2025-30 SEP 2025) & Q2: (01 OCTOBER – 31 DEC 2025)

1. That the content in the Town Planning Progress Report on land use applications, the performance of Authorized Official and Municipal Planning Tribunal for Quarter 1 and 2 be noted.

26/02/PD7 ELECTRICAL DEPARTMENT AMNESTY FOR TAMPERED PREPAID ELECTRICITY METERS
AND UNREGISTERED SSEG INSTALLATIONS
Resolved (18 February 2026)

1. That the content in the Building Control progress report be noted and approved.

11.5 REPORTS BY THE CHAIRPERSON: COMMUNITY AND SAFETY SERVICES

26/02/CSS21 BEAUTIFICATION AND CONSTRUCTION OF GARDENS AND ERECTION OF STATUE ON MUNICIPAL LAND

Cllr Ruth raised a concern that there is nothing that guides the Committee in terms of what the community outdoor furniture should look like, not sure whether this follows a particular theme or it just someone's idea that an octopus would look good there and if there were consultations, etc and is afraid that Jeffreys Bay could end up becoming a town of many different themes.

Cllr Foley indicated that while the intention behind the beautification initiative was appreciated and the Municipality valued partnerships, he believed such projects should ideally be Municipal-led rather than initiated by the community and then referred to the Municipality for approval. He added that although he recognised the value of statues, they should be in strategic areas where they could deliver economic or tourism benefits.

He expressed the view that placing a statue alongside a road with minimal tourist traffic would add little value and would likely result in vandalism. For this reason, he did not support approval of the proposed statue at the suggested location and recommended that Recommendation 10.3 be amended or removed or alternatively revised to reflect that the statue was not approved. He further suggested that the Municipality consider designating suitable, centralised locations for future statues—areas that tourists could easily access and where the installation would achieve greater impact.

Cllr Ruth noted that she was not opposed to the octopus itself but shared similar concerns regarding its placement and the process for determining its location. She highlighted that the report did not include any indication of the statue's appearance, materials, or design specifications, which made decision-making difficult.

Cllr Jantjies raised concern regarding the absence of formal guidelines for the Mayoral Committee in evaluating such proposals. He questioned the criteria used to approve statues, noting that approval could not simply be based on preference for a particular image or concept. He stressed the need for clear guidelines and policy discussions to clarify the basis upon which decisions were made. He agreed that the matter did not need to be escalated to Council and could be resolved within the Mayoral Committee. However, he pointed out that the proposed location for the octopus statue presented practical issues: motorists travelling down the road would not see it, and those travelling up would see it but would have no safe place to stop and appreciate it. This could result in traffic congestion. He stated that he supported the beautification of the open space in principle but felt unable to make an informed decision without details such as the statue's dimensions, design, and materials. He added that his opinion might change once the full visual and technical information was provided.

The Acting Deputy Municipal Manager referred to page 364 of the report, which indicated that public participation had been conducted with the "affected community." He argued that no such community resided in that location and that the space in question was communal, not belonging to any specific group. He advised that decisions of this nature required broader public participation and must be aligned with Council-adopted policies and applicable bylaws. He emphasised that decisions affecting public open spaces should not restrict public access without proper consultation.

The Director: Civil & Water Services (CWS) cautioned that a creature such as an octopus carried symbolic associations, often relating to subconscious themes or darker connotations, which he believed did not align with the identity of Kouga. He suggested that if a statues committee were established, it should pre-assess such proposals before being submitted for approval. He also questioned the purpose of the statue, reiterating earlier concerns about its accessibility and relevance.

Cllr Dhludhlu expressed full agreement with the concerns raised by Cllr Foley and others. While he supported the beautification of the area, he did not agree with placing the statue at the proposed location and believed more appropriate sites were available. He therefore recommended that the statue not be approved.

Resolved (18 February 2026)

1. That the beautification and construction of gardens and erection of the statue on Municipal land, be noted.

2. That the beautification and establishment of gardens be approved.
3. That the erection of a statue commemorating art and culture on Municipal land, as described in this report, be not approved.
4. That the effective and efficient lighting and security cameras be installed by the applicant and be linked to the municipal ICC.
5. That the checklist for comments by various directorates be developed.

12. **CLOSURE**

The meeting adjourned at 11:37



H BORNMAN
EXECUTIVE MAYOR

DATE 21/04/2026

CONFIRMATION OF MINUTES OF PREVIOUS COUNCIL MEETING

**MINUTES OF AN VIRTUAL ORDINARY COUNCIL MEETING OF KOUGA
MUNICIPALITY HELD ON MONDAY, 30 MARCH 2026 AT 10:00 AM**
PRESENT: Councillors

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

**Officials &
Municipal Manager**

C du Plessis	(Municipal Manager)
L Opperman	(Acting Deputy Municipal Manager)
R Lorgat	(CFO)
C de Kock	(Director: Civil & Water Services)
C Venter	(Acting Director: Community Services)
T Madatt	(Director: Electro-Mechanical Services)
L Ramakuwela	(Director: Planning & Development)
B Jaftha	(Acting Manager: Public Participation)
C Prinsloo	(Legal Officer: Office of the Speaker)
D Klopper	(Office Administrator: Office of the Speaker)
K Minnaar	(Manager: Special Programmes)
M Basson	(Manager: Media & Communication)
S Mlonyeni	(Communication Officer)
R Klaasen	(Media Liaison Officer)
Z Njikelana	(Media Liaison Officer)

M Rossouw	(Manager: Administration & Auxiliary Services)
R Swart	(Committee Officer)
L Cweya	(Committee Officer)
M Mitchell	(Committee Clerk)
N Dlova	(Committee Clerk)

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.

1. **NOTICE OF MEETING**

The Speaker read the notice convening the meeting in terms of Section 19 of the Local Government: Municipal Systems Act, 2000 (Act No.32 of 2000) that an Ordinary Council Meeting will be held virtually on 30 March 2026 at 10:00 a.m.

2. **OPENING AND WELCOME**

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

3. **ABSENT WITH LEAVE**

Cllr Nkilishane
Cllr Yali

D de Jager	(Deputy Municipal Manager)
Ms N Machelesi	(Director: Community Services)

4. **ABSENT WITHOUT LEAVE**

Cllr C Pietersen

5. **PRESENTATIONS**

None

6. **ACKNOWLEDGEMENTS, CONDOLENCES & CONGRATULATIONS**

Cllr W. Petersen extended congratulations to the Northern Cape Provincial Government for acknowledging the Khoi and Richtersveld communities in their support of the Nama people. Reference was made to the reburial of 63 Khoi slaves, attended by President Cyril Ramaphosa, as part of efforts to restore dignity lost under colonialism and apartheid. He further commended Premier

Zamani Saul for his contributions toward this restoration, noting its importance for the Khoisan people.

Cllr Mbandana acknowledged the historical significance of March, recalling youth resistance in 1986 inspired by Oliver Tambo's call against the Botha regime. Reference was made to international concerns over attacks on Iran during Ramadan and their global consequences. The councillor further reflected on the assassination of Chris Hani, noting the grief it caused and the leadership of Comrades Mbeki and Mandela in guiding South Africa toward peace. The month was recognized as a time to remember sacrifices made, particularly the blood of Annie, and to reaffirm the ANC's role in the liberation struggle.

Cllr Dhludhlu congratulated the Executive Mayor, Cllr Hattingh Borman, on being appointed as a candidate for the forthcoming 2026 local general election, commending the Executive Mayor's leadership and wishing continued success. Appreciation was also expressed for the DA-led Kouga Municipality's milestone achievement in tarring the Da Gama Road in Jeffreys Bay, noted as the first provincial road project of its kind in the area.

Cllr Heystek congratulated the Executive Mayor on his nomination, commending his leadership in taking the Municipality forward. The councillor further praised the Water and Sewers Department for the constructive planning and execution of road resealing and tarring, particularly in the CBD and other areas, noting significant improvement compared to previous years. Appreciation was also expressed for the Democratic Alliance's (DA) leadership in driving these developments.

Cllr Stuurman congratulated the DA on its successful provincial congress and extended congratulations to the Executive Mayor on his election as mayoral candidate. He expressed confidence in the party's discipline and success ahead of the forthcoming federal congress.

Cllr Oliphant conveyed gratitude for well-wishes received during his recent operation and for condolences following the passing of his sister-in-law, a lecturer at Walter Sisulu University. Appreciation was expressed for the assistance provided by Cllr Benson during the period of bereavement. He further commended the provincial government for the completion and planned extension of the road, and he emphasized that such projects are the responsibility of the province and cautioning against attributing them incorrectly to Kouga Municipality.

Cllr van der Linde expressed appreciation for road improvements across Kouga Municipality, noting that R200 million was allocated with the support of the Democratic Alliance and Freedom Front Plus. The councillor clarified that the section of Da Gama Road from the robot to the police station is a Municipal Road repaired by council, not a provincial responsibility.

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

Honorable Mayor and Members of the Council, Officials, Online Guests, colleagues,

Good Morning

We thank the Lord for the rain that we recently received, which has been sufficient to keep our gardens green. At the same time, we encourage all residents to continue using water responsibly and sparingly. Our dams are critically low.

We also recently commemorated Human Rights Day, an important reminder of the rights, dignity and freedoms that form the foundation of our democracy.

It was encouraging to see our learners celebrating their Matric Farewell. These occasions are significant milestones for our young people and their families, and they remind us of the promise that lies in the next generation.

We are currently facing uncertain economic times, particularly with the looming fuel price increase. However, as South Africans we have repeatedly demonstrated resilience, and we remain confident that we will navigate these challenges together.

I would like to extend my sincere appreciation to the administration for the considerable effort that went into preparing such a comprehensive agenda for today's meeting. The time and dedication invested are truly appreciated. Please also convey our gratitude to the staff on the ground who work tirelessly to ensure that service delivery continues without interruption.

Thank you, Mayor, for writing to the MEC regarding the very dangerous potholes on the R330. I would also like to acknowledge and thank the residents who assisted us in raising this matter and encouraging the relevant Provincial department to act.

On a positive note, South Africa recently received the Grand Gold and Best on Show award in Shenzhen at the International Flower Show, an achievement that makes us proud as a nation.

Thank you,

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

The Executive Mayor welcomed councillors, administration, and the public, noting progress made toward municipal targets as the financial year draws to a close. Key highlights included road resealing projects in St Francis Bay, Humansdorp, and the Gamtoos Valley, as well as gravel-to-tar upgrades across towns. The Executive Mayor reported advances in providing legal electricity connections to communities in Thornhill, Sea Vista Phase 2, and Ocean View, thereby reducing illegal connections and improving safety. Significant improvements were noted in wastewater treatment works since the last Green Drop assessment, with expectations of a stronger score.

Attention was drawn to customer service improvements, though further work remains. The Executive Mayor expressed concern over critically low dam levels and stressed the need for water conservation, while urging stronger engagement with the Minister of Water and Sanitation regarding dam allocations and infrastructure management. Staff dedication across all departments was commended, with recognition of their role in positioning the municipality as one of the best in the province.

Finally, the Executive Mayor emphasized that the draft budget before council is fully funded and directed toward equitable service delivery, particularly to the poorest communities. Councillors were urged to engage with the budget through workshops and IDP meetings to ensure clarity and alignment across all wards.

9. **DISCLOSURE OF INTEREST**

Cllr Oliphant recorded interest in item 26/03/R&E1.

3

10. **STATUTORY MATTERS**

None

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

None

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

12.1 **MINUTES OF AN ORDINARY COUNCIL MEETING HELD ON 26 FEBRUARY 2026**

Resolved (30 March 2026)

1. That the minutes of an Ordinary Council meeting held on 26 February 2026 be approved.

Proposed: Cllr M van Niekerk

Seconded: Cllr W Gertenbach

13. **REPORTS OF COMMITTEES OF COUNCIL**

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

None

13.2 **KOUGA AUDIT COMMITTEE**

None

13.3 **RULES & ETHICS COMMITTEE**

26/03/R&E1

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

@12:22 Cllr Oliphant was placed in the waiting room

Cllr Zana, on behalf of the African National Congress, stated that the caucus would not support the item concerning disciplinary findings against Cllr Oliphant.

He argued that the charges stemmed from a meeting not convened by Kouga Municipality but by another body, where Cllr Oliphant attended as an ANC deployee. He contended that it was unfounded for Cllr Oliphant to be found guilty under municipal rules and ethics for remarks made in that context.

Cllr Zana appealed to Council not to proceed with the item, noting that deductions had already been made from Cllr Oliphant's remuneration while the MEC appeal remained unresolved. He urged that Council await the outcome of the appeal before taking further action and reiterated the ANC's opposition to the item.

Cllr Mbandana stated that the African National Congress (ANC) views the Council's actions against Cllr Oliphant as punitive and reiterated longstanding objections to such measures. He expressed concern that ANC councillors are being muted when raising issues robustly and affirmed support for councillors pursuing appeals. He concluded that deductions should not continue once appeals have been lodged, both within Council and with the MEC.

The Speaker called for a vote.

In favour: 16

Not in favour: 7

Abstain: 0

Resolved (30 March 2026)

1. That Council confirms the guilty finding in respect of the three (3) charges brought against Councillor Oliphant.
2. That the following sanctions be implemented against Councillor Oliphant in respect of the charges laid against him and for which charges the Councillor was found guilty.
 - 2.1 That in respect of –

Charge 1 – Guilty – A fine equal to **10% of one month's remuneration of a nonexecutive Councillor** to be **deducted from the Councillor Oliphant's net salary.**

Charge 2 –Guilty – A fine equal to **10% of one month’s remuneration of a nonexecutive Councillor** to be **deducted from the Councillor Oliphant’s net salary**.

Charge 3 – Guilty – A fine equal to **10% of one month’s remuneration of a nonexecutive Councillor** to be **deducted from the Councillor Oliphant’s net salary**.

3. That in respect of charge 1 to 3, the deductions will be implemented and processed over three (3) months from April 2026 –June 2026.
4. That the Speaker report the outcome of the investigation to the MEC for the local government in the province concerned.

13.4 **MUNICIPAL PUBLIC ACCOUNTS COMMITTEE**

26/03/MPAC1 MINUTES OF THE MUNICIPAL PUBLIC ACCOUNTS COMMITTEE

Cllr van der Linde noted that a council resolution taken three months ago required MPAC to visit all sites. He indicated that these visits had not yet occurred. Administration assured that the process would be fast-tracked, with site visits scheduled for April 2026.

The Municipal Manager confirmed that the site visits referred to were indeed those under discussion. He indicated that dates had already been forwarded but clarified that the visits could not be completed in a single day. It was noted that multiple days would be required to cover all sites, and that arrangements for this process were currently underway.

Resolved (30 March 2026)

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.

13.5 **MUNICIPAL BY - LAWS AND POLICIES**

26/03/PB1 STANDING RULES AND ORDERS BY-LAW

The Executive Mayor proposed amendments to Council rules:

- Clause 25.1 should state that members may address the Chairperson in English, with unnecessary wording removed.
- The clause on vulgar language should end after “or other,” removing the reference to taboo language.

Cllr Dhludhlu seconded the amended proposal put forward by the Executive Mayor.

Cllr Mbandana opposed the item, arguing that the rules restricted debate and infringed constitutional language rights. He indicated that the caucus would seek legal opinion and did not support the proposal.

Cllr Zana questioned why physical meetings had not resumed, noting that virtual meetings were lengthy and difficult to manage. He requested reasons from the Speaker in terms of clause 3.3.1, which provides for meetings to be held remotely at the Speaker's discretion.

He further raised concern about clause 3.3.12, which requires councillors to ensure that their votes are correctly recorded. He pointed out that, in virtual meetings, councillors often could not confirm whether their votes had been registered and asked how this requirement could be practically ensured.

Lastly, Cllr Zana sought clarity on the notice period for council meetings. He noted that councillors were given seven days' notice, including weekends, despite receiving voluminous agendas. He contrasted this with the requirement for written questions, which must be submitted 10–12 days before a meeting, excluding weekends. He asked why weekends were counted in the notice period for meetings but excluded from the deadline for written questions.

The Acting Deputy Municipal Manager addressed concerns regarding the legality of voting and the recording of votes during virtual meetings. She explained that electronic recordings of all voting processes and outcomes were available should the matter be questioned. He stated that, on this basis, she did not foresee any legal problems with the method of voting conducted on a virtual platform.

The Speaker confirmed that it is within her mandate to determine the format of meetings and noted that the decision to hold the present meeting virtually was due to cost implications.

Cllr Oliphant argued that municipal bylaws cannot override constitutional language rights. He questioned how Council could act against the constitutional guarantee of expression in any of the 11 official languages and requested clarity from the Speaker on this matter. He also raised concern about the suppression of his right to ask clarity questions in a previous instance.

Ald Benson proposed an amendment to the definition of the Whip of Council, aligning it with the Municipal Structures Act. He requested legal opinion and asked that Council be updated within seven days should the legal advisors not support the amendment.

The Acting Deputy Municipal Manager confirmed that Council determines its language policy for communication and debate. She further clarified that the existing definition of the Whip of Council aligns with the Municipal Structures Act, covering elected and re-elected councillors or elected chiefs.

Cllr Van der Linde proposed that the policy be sent back for a workshop instead of being adopted immediately by Council.

Cllr Zana seconded the proposal put forward by Cllr Van der Linde.

The Speaker called for a vote on the proposal of Cllr van der Linde:

In favour: 10

Not in favour: 16

Abstain: 0

Result: The Speaker stated that the motion does not carry.

The Speaker further called for a vote, as the standing rules required alignment with the amendments made by the Mayor:

In favour: 16

Not in favour: 8

Abstain: 0

Result: The Speaker confirmed that the motion carries with the Executive Mayor's amendments.

Resolved (30 March 2026)

1. That Council approves the amended Kouga Local Municipality Standing Rules and Orders By – Law.
2. That the approved Kouga Local Municipality Standing Rules and Orders By- Law be published in the Government Gazette for promulgation.
3. That the approved by-law shall repeal and replace all previously approved Kouga Local Municipality Standing Rules and Order By – Laws.

26/03/PB2

KOUGA LOCAL MUNICIPALITY BY-LAW ON LIQUOR TRADING HOURS

Cllr Mbandana reported that communities continue to experience disturbances caused by music being played until the early hours of the morning. Enforcement of trading hours and noise regulations was noted as inadequate, with police disputing responsibility for addressing noise pollution. The matter was described as a serious challenge requiring urgent attention.

Cllr Zana indicated support for the concerns raised by Cllr Mbandana regarding trading hours. It was noted that the item had already been taken for public participation in February 2026, but clarity was sought on whether any objections or comments had been received from the public in support of the proposed times.

Reference was made to current practices, where wholesalers open at 09:00 and taverns at 10:00 for on-consumption. Cllr Zana suggested that both on- and off-consumption outlets should commence trading at 10:00 to reduce early morning access to alcohol, which contributes to loitering and community disturbances.

Further concern was expressed about unregulated sales of homemade alcohol in certain townships. These operations were described as illegal, harmful to health, and active around the clock. It was emphasized that law enforcement should strengthen efforts to address such practices.

The Acting Deputy Municipal Manager clarified that the Municipality is responsible for monitoring operating times in terms of the liquor Bylaw. Any non-compliance must be reported to the Safety and Traffic Department, which will refer matters to law enforcement for investigation. It was noted that if organisations or institutions within townships are selling homemade products, these must also be reported for investigation, with Environmental Health Practitioners (EHP) available to assist.

The Acting Deputy Municipal Manager emphasized that nuisances should be reported under the nuisance Bylaw, which provides for monitoring and policing of such matters. It was explained that the intention is to avoid conflicting provisions across different Bylaws, as existing Bylaws already cover these forms of non-compliance.

Key Points

Resolved (30 March 2026)

1. That Council approves the Kouga Local Municipality By-law on Liquor Trading Hours.

2. That the approved Kouga Local Municipality By-law on Liquor Trading Hours be advertised in the Government Gazette for promulgation.
3. That the approved by-law shall repeal and replace all previously approved Kouga Local Municipality By-law on Liquor Trading Hours.

26/03/PB3

DRAFT BY-LAWS RELATING TO THE BUILDING AESTHETICS IN THE MUNICIPAL AREA

Cllr Jantjes reiterated that building plans should not be submitted directly to Aesthetics Committees unless applicable. It was emphasized that this requirement only applies in towns where such committees exist. The point was raised with reference to page 110 and on page 7 of the Bylaws of items 9A and 9C, confirming that the matter had already been discussed and should be clearly reflected in the record.

The Executive Mayor seconded the Cllr Jantjes proposal and provided further clarification on item 8 (page 7 of 9 of the bylaw). It was noted that the Bylaw states it is designed to regulate the design and construction of buildings and advertising signage within the jurisdiction of Gauteng Municipality. The Executive Mayor proposed that the wording be amended to specify "in areas that have approved aesthetical guidelines in place."

This clarification was intended to ensure that building plans are not unnecessarily submitted to Aesthetics Committees in areas where no guidelines exist, as such submissions would be redundant and cause delays. The amendment would make clear that the requirement applies only where approved guidelines are in place.

Cllr W. Petersen raised concerns about the legal framework and municipal oversight, questioning whether committees would be subcommittees of Council or independent bodies. A follow-up question highlighted constitutional considerations and asked whether new design manuals would be formulated, or existing ones adopted, noting that such matters should be reviewed by the Planning and Development Portfolio Committee.

The Director: Planning and Development clarified that the bylaw provides only a framework. Guidelines are yet to be drafted for specific towns and will require community participation before being submitted to Portfolio and Council for approval. Committees will be area-specific, nominated (with architects expressing interest), and tasked with ensuring compliance with council-approved guidelines before submissions are made to the municipality. It was emphasized that committees will not police the National Building Regulations.

Resolved (30 March 2026)

1. That Council approves the Kouga By-Laws Relating to the Building Aesthetics.
2. That the Kouga By-Laws Relating to the Building Aesthetics be published in the Government Gazette, subject to the approval by the Minister, and from which date the by-law shall take effect.

26/03/PB4

SUPPLY CHAIN MANAGEMENT POLICY

Cllr Ruth welcomed the revised Supply Chain Management (SCM) policy and thanked all involved in its review. She highlighted the inclusion of targeted groups (youth-owned, women-owned, and disabled-owned EME/QSEs) in the specific goals categories, which allow for additional points. It was noted that youth had been omitted in the current iteration despite being included in the Policy Committee version, and a request was made for it to be re-added.

Cllr Ruth further emphasized the importance of new provisions enabling supply chain administrators to conduct additional vetting of companies, including assessing their ability to execute projects and restricting companies with records of wrongdoing or abandonment. This measure aims to prevent issues at the implementation stage and aligns with the forthcoming blacklisting policy.

The Executive Mayor seconded Cllr Ruth's proposal to re-include youth in the targeted groups category of the revised Supply Chain Management (SCM) policy.

Cllr Gertenbach noted that the SCM policy is not a bylaw and queried whether the municipality has the authority to amend it without higher approval. The councillor expressed concern that the policy may be discriminatory, as tenders are not always awarded to the most qualified or lowest-priced bidder.

The CFO confirmed that tenders are not necessarily awarded to the cheapest service provider. The policy is structured in line with national supply chain regulations, which incorporate BBBEE, procurement, and infrastructure regulations. Points are allocated to address historical disadvantages, and awards are made to the highest-scoring bidder.

It was emphasized that specifications must ensure functionality, and strengthened vetting provisions now allow administrators to verify competency beyond paper submissions. This ensures that recommended bidders are capable of delivering successful outcomes. The review of the policy was necessary to strengthen processes, balancing scoring with competency and accountability.

The Executive Mayor supported the SCM policy framework, noting its role in balancing cost, competency, and local empowerment.

Resolved (30 March 2026)

1. That Council approves the Supply Chain Management Policy.
2. That the Supply Chain Management Policy be uploaded on the Kouga Website.
3. That the previous version be replaced with this version.

14. **REPORT BACK: MUNIMEC**

None

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

26/03/MM1 KOUGA MUNICIPALITY: 2024/25 ANNUAL REPORT

Cllr Zana raised concern about the Municipality's operating deficit of approximately R96 million, requesting clarity on its causes and measures to reduce it. The councillor also noted that revenue collection stands at 91.88%, below the 95% benchmark, and asked what steps are being taken to improve performance.

Further emphasis was placed on Integrated Development Plan (IDP) priorities, with a call for clearer reporting on ward-specific projects to demonstrate progress to communities. The councillor highlighted the need for stronger reporting on vulnerable groups, including youth and persons with disabilities, and questioned the absence of updates on the Local Drug Action Committee and Kouga Local AIDS Council.

Cllr Mbandana expressed dissatisfaction with the Municipality's performance, noting that critical issues raised repeatedly remain stagnant year after year. He warned that communities perceive Council as failing to deliver progressive development, despite leaders being mandated to champion community priorities.

It was emphasized that local monitoring and community engagement would reveal frustration across all age groups, as development outcomes remain unchanged. Cllr Mbandana stated that leadership must take responsibility, describing the lack of progress as shameful and a failure to act in the interests of Kouga as a developing town.

The CFO responded to concerns about the collection rate, noting that after COVID the rate dropped to 86% but has steadily improved each year. The municipality is currently close to 93% and aims to reach the 95% benchmark this year.

Government departments owe approximately R14 million, which, if settled, would raise the collection rate by about 1.5%. A focused

approach is also being applied to 2,500 long-outstanding consumers. Council has recently approved a policy change to assist the process, offering leniency provided current accounts are paid. This ensures monthly collection stability and drives the overall rate upward.

The CFO emphasized that if government departments settle their accounts, the municipality will likely achieve the 95% target.

The CFO addressed the operating deficit of R96 million (page 225), explaining that the shortfall relates to non-cash items that are not yet fully funded. These include depreciation (approximately R120 million) and substantial impairments, which together account for over R200 million in expenditure. Of this, R96 million remains unfunded.

The CFO emphasized that the municipality is working towards closing this gap annually, with the long-term goal of ensuring that all non-cash items are fully funded.

The Municipal Manager explained that the implementation of priorities depends on funding sources and availability. While some projects are high priority, they are not always easily funded, which influences sequencing. Despite these constraints, a significant number of communities-identified projects have been funded and completed.

The Municipal Manager highlighted that the top priority raised by communities was the upgrading of roads, which has been addressed through programmes for resealing, gravel-to-tar conversions, and maintenance. Electrification of areas has also been a major priority, alongside the upgrading of informal settlements. These upgrades are multi-year projects that include infrastructure such as pump stations, sewer lines, water systems, purification plants, and bulk connector services.

Currently, approximately 85 projects are running across the municipality, many of which will be completed towards the end of the five-year IDP term.

The Speaker called for a vote.

In favour 16

Not in favour 6

Abstain 1

Resolved (30 March 2026)

1. That the 2024/25 Annual Report be adopted without reservation.
2. That in terms of the provisions of Section 127 of the Local Government Municipal Finance Management Act, 56 of 2003, the 2024/25 Annual Report be made public.

3. That in terms of the provisions of Section 132 of the Local Government Municipal Finance Management Act, 56 of 2003, the 2024/25 Annual Report be submitted to the Auditor General, Provincial Treasury and the Provincial Department of Cooperative Government and Traditional Affairs.

26/03/MM2

MUNICIPAL PUBLIC ACCOUNTS COMMITTEE: 2024/25 OVERSIGHT REPORT ON THE 2024/2025 ANNUAL REPORT

Cllr Van Niekerk expressed appreciation to the Municipal Manager, PMS Manager, senior management, directors, and all departments for their effort in compiling the annual report. She highlighted that the coordination and oversight reflect progress in aligning the IDP, SDBIP, and budget with legislative requirements. Constructive input from MPAC committee members was also acknowledged and appreciated.

Cllr Gertenbach highlighted discrepancies in population statistics, noting that the Department of Statistics reflected Kouga's population as 107,000, whereas the previous Census recorded 212,000. This discrepancy was stressed as having serious implications for municipal operations and finances. Additionally, he noted that Council had approved restructuring of the Community Services Directorate to establish a separate unit focusing on safety and security, given the directorate's broad scope.

Resolved (30 March 2026)

1. That in accordance with the provisions of Section 129(1) of the Local Government: Municipal Finance Management Act, No. 56 of 2003, as amended, the 2024/25 Oversight Report on the 2024/25 Annual Report be adopted.
2. That the Accounting Officer, in accordance with Section 29(3) of the Local Government: Municipal Finance Management Act, No. 56 of 2003, as amended, makes public the 2024/25 Oversight Report, within seven days of its adoption.

26/03/MM3

DRAFT 2026/27 SERVICE DELIVERY AND BUDGET IMPLEMENTATION PLAN

Cllr Zana acknowledged that submission of the SDBIP to National Treasury is a required process and agreed that it must be followed. However, he stated that the ANC caucus would not support the SDBIP presented. Reference was made to page 742, noting the date of June 2026 and that the document was unsigned by the Executive Mayor, with the assumption it would be signed later.

Cllr Zana emphasized that the ANC views the budget, IDP, and SDBIP as interlinked documents. Since the caucus did not support the budget and IDP, it would be inconsistent to support the SDBIP. The ANC

therefore regards the documents as a package and will not support one component in isolation.

Cllr Van der Linde raised several issues in relation to the report:

- **Page 742** – A possible typing error was noted; the year should read 2026/27 instead of 2024/25.
- **Page 743** – Concern was expressed that Council is asked to approve a plan with no tariffs, increases, or project list, leaving costs unclear.
- **Page 444** – Water losses quality targets are not met: Green Drop at 19% (target 50%), Blue Drop at 64.95% (target 70%). No measurable progress was reported for Kwanazama, Hankey, and Patensie, with limited improvement expected only in the last quarter.
- **Pages 745 (T78–80)** – Capital underspending remains consistent with previous years, reflecting Kouga's history of underspending on grants. No clear improvement plan is evident in the SDBIP to reach 100% spending.
- **TL 81** – Repairs and maintenance budget is capped at 80%, raising concern as to why this cannot be lifted.
- **Page 748** – Baseline agreement is 14.79% while tariffs are 18%, setting a worse target than current performance. The councillor stressed that this must be better controlled to avoid higher costs for residents.

The Municipal Manager explained that repairs and maintenance expenditure must account for both planned and unplanned maintenance. Unplanned maintenance requires budgetary provision for unforeseen events such as major water pipe breaks or pump failures, which may occur late in the financial year. This makes it difficult to achieve 100% expenditure, as reserves must be kept for contingencies that may not materialize. The Manager emphasized that repairs and maintenance spending in recent years has been excellent, with historically high levels of investment.

The Municipal Manager further noted that the Green Drop evaluation was conducted last year, but results have not yet been released. The programme is data-driven, requiring evidence collection over time, and stricter criteria have lowered baseline scores compared to previous cycles. Despite this, continuous improvement is expected through ongoing reporting and investment. Preparations are underway for Blue Drop and No Drop evaluations, anticipated at the end of April. Major investment in wastewater treatment works remains necessary, and projects are being factored into short-, medium-, and long-term planning.

He further stated that the report under discussion is a draft, and written comments may be submitted to the Office of the Municipal Manager for consideration.

The CFO emphasized that the report under discussion is a draft, with target setting to follow the approval of the IDP and budget. Clarifications were provided on indigency policy, noting that while economic development aims to reduce indigency as household incomes rise, policy adjustments also seek to ensure indigent households can access basic services.

The draft budget proposes increasing the indigency threshold from two state pensions to R7,500 per household, which will affect the baseline and annual targets. The CFO confirmed that after draft approval, each line will be reviewed to align targets with policy intentions, the IDP, and the budget.

It was further noted that inclusion of the draft SDBIP in the agenda is a Treasury compliance requirement, with the final version to be approved by the executive Mayor within 28 days of the final budget's adoption.

The Director: Civil and Water Services explained that the annual targets for Green Drop and Blue Drop have been set at 50% and 64% respectively, reflecting ongoing improvements from current baselines (19% and 64.95%). These targets are annual rather than quarterly, as progress requires significant capital investment and long-term planning.

It was noted that construction and maintenance plans are included in portfolio items, with continuous upgrades underway. However, achieving 100% compliance within a single year is not feasible. The municipality is exploring funding applications through SADC and other sources to address these challenges. Engagement with the Department of Water and Sanitation and appointed consultants is expected at the end of the month to advance the Blue Drop evaluation.

@14:18 Cllr W. Petersen indicated that he is in an area with weak signal and may be offline during proceedings.

Resolved (30 March 2026)

1. That the Draft 2026/27 Service Delivery and Budget Implementation Plan be noted.
2. That in terms of the provisions of National Treasury MTREF Circular 126, the Draft 2026/27 Service Delivery and Budget Implementation Plan be submitted to National Treasury with the Draft 2026/27 Budget.

26/03/MM4

**2025/26: SERVICE DELIVERY AND BUDGET IMPLEMENTATION PLAN:
AMENDMENT**

The Speaker declared a comfort break from 14:20 – 14:29

Resolved (30 March 2026)

1. That in terms of the provisions of the Local Government Municipal Finance Management Act, 56 of 2003 Circular 129, the amended 2025/26 Service Delivery and Budget Implementation Plan be approved.
2. That in terms of the provisions of Section 54(3) of the Local Government Municipal Finance Management Act, 56 of 2003, the amended 2025/26 Service Delivery and Budget Implementation Plan be made public by publication on the Municipal Web Site.
3. That the Municipal Manager affects the required changes to the performance plans of Senior Managers to ensure that the performance plans are aligned to amended 2025/26 Service Delivery and Budget Implementation Plan targets for implementation with effect 1 April 2025.
4. That the addendum to the Performance Agreements of Senior Managers following the amendment of the 2025/26 Service Delivery and Budget Implementation Plan, be submitted to Council.

26/03/MM5

TABLING OF THE DRAFT REVIEWED 2026/2027 INTEGRATED DEVELOPMENT PLAN (IDP)

Cllr Mbandana, speaking as a resident of Patensie, expressed concern that the DA-led government had failed to implement IDP items since 2016, citing community disillusionment and poor attendance at recent IDP meetings. The councillor highlighted neglected infrastructure, including unfenced gravesites, and accused the municipality of falling short in addressing community needs, describing the leadership as lacking passion to improve residents' lives.

At 10:49, Cllr Dhludhlu raised a point of order in terms of Rule 32, citing relevance.

Cllr Ndzalani expressed agreement with Cllr Mbandana's concerns regarding the IDP. He described poor attendance at IDP meetings, particularly in Kwanomzamo, and criticized the lack of implementation of IDP projects in Black communities. Concerns were raised about residents living in poor conditions in informal settlements despite available land, and frustration was expressed that current leadership had not engaged communities directly. He called for a more action-oriented and inclusive IDP process.

Cllr W Petersen sought clarity regarding the Executive Mayor's statement that the budget would now be implemented across Kouga. The councillor questioned why this approach was only being realized on the eve of elections, noting that efforts throughout his term of office had focused on ensuring budget allocations for all areas.

At 11:00, the Executive Mayor questioned how Cllr W Petersen was permitted to speak, noting that he himself had not spoken on the item and asking on what point the councillor was addressing the matter.

Cllr Oliphant suggested that IDP public meetings be better advertised and, where necessary, divided into smaller segments to improve effectiveness. He further recommended introducing a dedicated monitoring tool to track IDP implementation across funding sources. Lastly, he emphasized the importance of ward councillors' involvement in strengthening the IDP process.

The Speaker acknowledged Cllr Oliphant's suggestions, agreeing that they were valuable, but directed that they be submitted via email to the office for referral to the administration. The Speaker emphasized the need to adhere to agenda points and clarity questions during the meeting.

Cllr Zana, representing the African National Congress (ANC), recorded an objection to the matter under discussion.

The Speaker called for a vote.

In Favour 16

Not in favour: 9

Abstain: 1

Resolved (30 March 2026)

1. That the Draft Reviewed 2026/2027 IDP attached as Annexure A to the Agenda be adopted as it will serve as the basis for public participation during April/May 2026.
2. That immediately after the Draft Reviewed 2026/2027 IDP is tabled in Council, the Accounting Officer of the Municipality, is authorised, in accordance with Section 21A of the Municipal Systems Act to –
 - 2.2.1 make public the Draft Reviewed 2026/27 IDP;
 - 2.2.2 invite the local community to submit comments and Inputs in connection with the Draft Reviewed IDP; and

- 2.2.3 Convene community meetings to provide further opportunity for engagement on proposals emanating from the Draft Reviewed 2026/27 IDP and the Multi-Year Budget.

16. **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).

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

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

26/03/FED1 **SUPPLY CHAIN MANAGEMENT: DISPOSAL MANAGEMENT (DISPOSAL OF SLOW-MOVING STOCK, REDUNDANT STOCK AND DAMAGED STOCK ITEMS)**

Cllr van der Linde enquired about the verification process followed before stock is classified as damaged or redundant. He further asked whether there was any independent control to confirm such classification, and how the municipality ensured that stock declared damaged or redundant was not used again or written off improperly.

The CFO reported that a mid-year stock count had been introduced for the first time, in addition to the usual year-end count. Internal audit observed the process to ensure compliance. Redundant stock was identified through slow-moving reports and referred to relevant departments for confirmation of continued need. Departments advised whether items were still required, or obsolete, and internal audit verified the process before submission of the report to Council. The CFO assured Council that these measures provided proper verification, independent oversight, and safeguards against the reuse of stock classified as damaged or redundant.

Resolved (30 March 2026)

1. That the report for the Section 40 Disposal management of slow-moving stock and redundant stock and damaged stock as the end of Financial Year be noted by Council.
2. That Council approve the recommended disposal strategy by SCM section for redundant and slow-moving stock for the total

value of R 92 214.73 (Excluding Vat) which is reflected in Table 1 and 2 be put on a public auction.

3. That the total value of R101.49 (Excluding VAT), for the items as listed under Damaged Stock under Table 3 be written off and disposed of.

26/03/FED2

SUPPLY CHAIN MANAGEMENT: S36 DEVIATIONS FOR THE MONTH: FEBRUARY 2026

Cllr van der Linde requested information on the total cost of deviations approved during the previous month and asked why the normal procurement process had not been followed in those cases.

The CFO reported that deviations are only applied under specific circumstances, namely sole supplier situations, emergencies, or impracticality of appointing a new service provider. It was explained that the total value of deviations for the month under consideration amounted to R4.4 million, of which R3.2 million related to emergency fire services. Excluding this, deviations for February amounted to R1.2 million. The CFO advised that detailed deviation reports are submitted to Council monthly and undertook to provide the specific figures for the previous month via email.

Cllr van der Linde recorded his objection to the item.

The Speaker called for a vote.

In favour 15
Not in favour 3
Abstain 1

Resolved (30 March 2026)

1. That the Deviation report for the month of February 2026 be approved.

26/03/FED3

HUMANSDORP MUSEUM ASSOCIATION: SHIPWRECK MUSEUM ESTABLISHMENT AND MAINTENANCE

Resolved (30 March 2026)

1. That Council approves the reimbursement of R300,000-00 (Three hundred thousand rand), VAT inclusive for the refurbishment and maintenance of the Municipal Property in St Francis Bay, situated at 2 Diana Crescent, Erf 2291 to the Humansdorp Museum Association.

26/03/FED4

CAPITAL ITEMS TO BE DISPOSED (CONDEMNED ASSETS)

Cllr van der Linde enquired about the process in place to determine the sales value of municipal assets. He further asked who determined such values and whether Council could be provided with a

breakdown of the original cost, book value, and proposed sales value for each item.

The CFO explained that an annual asset verification and conditional assessment is conducted as part of financial statement preparation. Assets identified as condemned are written down to R1 in the fixed asset register, which is subsequently audited by the Auditor-General. No findings were raised for the 2024/25 financial year, confirming satisfaction with the process.

It was noted that the Municipality can provide Council with the original purchase cost, useful life, and book value at the date of condemnation. Disposal values are determined through the supply chain process, with assets sold via an annual auction.

Cllr Gertenbach referred to recommendation 10.3, noting that the listed assets were to be disposed of either through public auction or donation. He asked whether the list could be made available to schools and institutions that might be interested in receiving such donations.

The CFO noted that Council has, in the past, requested donations of assets. In such cases, councillors are invited to submit formal requests for donations, after which the items can be considered for allocation. The CFO explained that any remaining assets not earmarked for donation would then be disposed of through the annual auction, subject to Council's decision to open the process for donations.

Resolved (30 March 2026)

1. That the disposal of the condemned/redundant assets listed below be approved.
2. That the condemned/redundant assets listed below be removed from the Asset Register.
3. That the condemn/redundant assets listed below be disposed of in terms of the Supply Chain Management Policy through a public auction / donation.

26/03/FED5

DRAFT MEDIUM-TERM REVENUE AND EXPENDITURE FRAMEWORK (MTREF)-BUDGET FOR THE 2026/27 TO 2028/29 FINANCIAL YEARS.

Cllr Ruth expressed appreciation to the Executive Mayor, Municipal Manager, directors, CFO, and Budget and Treasury staff for their extensive work in preparing the draft budget. Specific thanks were extended to the budget team members for their dedication. Cllr Ruth also noted a correction to the recommendations on page 523, sub-point 10.1.3(A), clarifying that the tariff years should read 2027–

2028 and 2028–2029, consistent with the table on page 532 of the agenda.

Cllr W Petersen sought clarity on the formulation of the budget, emphasizing that it should serve the entire jurisdiction without political bias. The councillor expressed concern that the budget did not reflect recognition or support for the Khoisan community, noting a perceived prioritisation of other groups while the needs of the Khoisan people remained unaddressed.

Cllr W Petersen further questioned the draft budget, asking where it specifically addressed the needs of the Khoisan communities. He challenged the administration to identify any page in the budget that prioritised this marginalised group, stressing concern over the absence of recognition or targeted support.

The Executive Mayor referred Cllr W Petersen to pages 520–528 of the budget, noting that these sections outline service delivery across all towns and communities of Kouga, irrespective of race, language, religion, or background. The Executive Mayor emphasized that the budget is designed to serve all residents equally and cautioned that recognition of specific groups, such as the Khoisan, is a separate matter from budget allocations.

Cllr Mbandana supported Cllr W Petersen's concerns, noting that traditional leaders serve as custodians of constituencies across political lines. He argued that the absence of evidence in the budget contravenes provisions of the Municipal Systems Act (Chapter 10, Section 105). The councillor urged engagement with the MEC through the House of Traditional Leaders to establish monitoring and evaluation processes for Kouga. He further highlighted deliberate frustrations experienced in Patensie, particularly in Ramaphosa Village, which have created tensions within the community.

At 11:18, the Executive Mayor raised a point of order, noting that Cllr Mbandana had not addressed the budget during his allocated speaking time. The Executive Mayor emphasized that Councillors must focus on the agenda item before the Council Meeting, which was the budget, and cautioned against diverting into unrelated matters. He stressed the importance of reading the agenda and speaking directly to the item under discussion.

Cllr Mbandana referred to Section 107 of the Municipal Systems Act, noting the obligation to furnish information. He supported Cllr W Petersen's call for clarity and highlighted historical injustices against the Khoisan communities, referencing past persecution and marginalisation.

The Speaker cautioned Cllr Mbandana that his remarks were out of order, reminding him to respect all members of Council and to refrain from using racial language. The Speaker directed the councillor to continue with comments relevant to the agenda item under discussion.

Cllr Mbandana stated that he identifies as African and Black, and emphasized that the ANC would not accept being treated disrespectfully. He concluded by recording that the African National Congress does not support the budget.

Cllr Zana, speaking on behalf of the ANC caucus, argued that supporting the budget would be inconsistent given their earlier rejection of the IDP. He stressed the need for a scientific analysis showing how IDP priorities are funded by the budget and communicated back to communities. The councillor raised concerns about limited allocations for sports facilities, questioned the absence of data on certain budget pages, and sought clarity on the number of households benefiting from Equitable Share. He further noted the lack of provisions for taxi rank infrastructure and maintenance, highlighting potholes and poor conditions as a public concern. On these grounds, the ANC caucus recorded its non-support of the budget.

The CFO clarified that operational funding for sports is linked to the Municipal Infrastructure Grant (MIG), which allows for a 5% allocation to sports projects. He noted that in the current year, approximately R5 million—equating to around 20%—was allocated to sports, with further increases planned in subsequent years.

The Executive Mayor acknowledged Cllr Zana's concern regarding taxi ranks, confirming that the matter is being addressed in consultation with taxi associations. He reported that contracts are being arranged with the associations to maintain basic facilities at the ranks. The Executive Mayor clarified that road surfacing remains the responsibility of the municipality and would be covered under general road maintenance rather than a specific budget line item. He noted the issue as duly raised and emphasized that it should be given further attention.

Cllr Ndzelani raised a question of clarity regarding the budget, specifically enquiring whether provision had been made for the reconstruction of a demolished and vandalised community hall in Vergenoeg. He noted that the area is expanding rapidly and highlighted the inconvenience of residents having to use the KwaNomzamo Hall for public meetings. The councillor requested confirmation on whether funding has been allocated for the restoration of the hall to serve the growing community.

The CFO responded to queries regarding household service targets. He explained that these targets are consolidated during the draft budget stage and finalised in the Service Delivery and Budget Implementation Plan (SDBIP). The CFO noted that the draft budget reflects preliminary figures, while the final budget incorporates detailed targets after consultation with relevant departments. He emphasized that the process involves aligning IDP priorities with budget allocations, followed by departmental breakdowns to ensure service delivery measurements are accurately populated.

At 11:35, Cllr Zana requested a 5-minute caucus break.

The Speaker granted the requested for a 5-minute caucus.

At 11:49, following the caucus recess, Cllr Zana requested that Council proceedings continue. He noted that he would not provide a report back to Council on the caucus discussions.

The Speaker called for a vote.

In favour: 16

Not in favour: 9

Abstain: 1

Resolved (30 March 2026)

1. That the Executive Mayor recommends that the Council, by resolution taken by the majority of its full number, and in terms of Section 30(2) of the Local Government: Municipal Structures Act No. 117 of 1998 (as amended), read in conjunction with Section 16 of the Local Government: Municipal Finance Management Act, Act 56 of 2003:
 - 1.1.1 Approves the 2026/27 – 2028/29 Draft Annual Budget, as set out in the “**Annexure A**” on the following tables:
 - a. Consolidated Budget Summary [Table A1] [Page 24]
 - b. Budgeted Financial Performance (revenue and expenditure by standard classification); [Table A2] [Page 26]
 - c. Budgeted Financial Performance (revenue and expenditure by municipal vote); [Table A3] [Page 28]
 - d. Budgeted Financial Performance (revenue by source and expenditure by type); [Table A4] [Page 29]
 - e. Multi-year and single year capital appropriations by municipal vote and standard classification and associated funding by source. [Table A5] [Page 31]
- That the budgeted financial position, budgeted cash flows, cash-backed reserves/accumulated surplus, asset

management and basic service delivery targets be noted as set out in the following tables:

- Budgeted Financial Position; [Table A6] [Page 33]
 - Budgeted Cash Flows; [Table A7] [Page 35]
 - Cash backed reserves and accumulated surplus reconciliation; [Table A8] [Page 36]
 - Asset management; [Table A9] [Page 37]
 - Basic service delivery measurement. [Table A10] [Page 40]
- That the tariffs be increased as follows, with effect from 1 July 2026:

Property rates	4.5%
Water	6.5%
Sanitation	5%
Refuse	5%
Electricity (average increase in electricity income)	9.01%
Environmental Management Fee	5%

a) Indicative tariffs for 2027/28 and 2028/29 will be increased as follows:

	<u>2027/28</u>	<u>2028/29</u>
Property rates	4.5%	4.5%
Water	6%	6%
Sanitation	5%	5%
Refuse	5%	5%
Electricity (average increase in electricity income)	8.83%	10%
Environmental Management Fee	5%	5%

- 1.1.4. That the Council approves “**Annexure B**” which regulates the format of the budget documentation as set out in Schedule A (version 7.1) of the Municipal Budget and Reporting Regulations. This includes the main Tables A1 - A10 as well as the supporting tables SA1 – SA38.
- 1.1.5. That the Council notes the 2026/27 Draft Capital Expenditure, “**Annexure C**”.
- 1.1.6. That the Council approves the Draft tariffs, as reflected in “**Annexure D**”, for public participation,
 - 1.1.6.1. That the electricity tariffs be approved subject to NERSA approval.
 - 1.1.6.2. That the Natis tariffs be approved subject to changes from the Provincial government.
- 1.1.7. That the Council approves the Draft Budget-Related Policies, as reflected in “**Annexure E**”, for public participation.

1.1.8. That the 2026/27 Draft Procurement Plan be approved "Annexure F".

1.1.9. That the mSCOA road map be approved. "Annexure G".

2. That the Draft Annual Budget be submitted to the National Treasury in both printed and electronic format and the relevant Provincial Treasury.

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

26/03/PD1 REVIEW OF SPATIAL DEVELOPMENT FRAMEWORK 2020: PUBLIC PARTICIPATION ON DRAFT DOCUMENT

Resolved (30 March 2026)

1. That Council adopts the revised Draft Spatial Development Framework for public Participation.
2. That the Town & Regional Planning Department embarks on a public participation process for the Draft Spatial Development Framework.

26/03/PD2 REQUEST FOR COUNCIL'S AUTHORISATION FOR FINAL APPROVAL FOR THE ALIENATION (SALE) OF ERF 4298, HUMANSDORP (AN UNREGISTERED PORTION OF ERF 499, HUMANSDORP)

Cllr van der Linde enquired about the current market value of property R4298. He further asked whether the process would be opened to the public for participation and requested additional feedback, noting that his main interest was in the value of the property.

The Director: Planning and Development reported that the item and method of disposal had been advertised. It was explained that the disposal was not a competitive process, as the property was intended for a parastatal, and could therefore be sold directly to a government department. He confirmed that the valuation was conducted by an independent valuer and amounted to R270,000. It was further noted that the property currently had no land use rights or zoning, and that the relevant processes would need to be undertaken. Reference was made to recommendation 10.4, which reflected the valuation obtained.

Resolved (30 March 2026)

1. That Council **grant final approval** to alienate Erf 4298, Humansdorp (an unregistered portion of Erf 499, Humansdorp) to

Eskom for the construction of a Battery Energy Storage Systems (Bess).

2. That Council notes that no objections were received against the sale of Erf 4298, Humansdorp (an unregistered portion of Erf 499, Humansdorp) to Eskom.
3. The Council confirms that the immovable properties contemplated herein are not needed for the provision of the minimum level of basic Municipal services.
4. That Council accepts the market-related valuation of R270 000.00 in line with Section 14(2) of the Municipal Finance Management Act.
5. That Eskom be liable for all costs for subdivision, registration, rezoning and transfer of the subject property.
6. That Council grant authorisation to the Accounting Officer to enter into a Deed of Sale agreement with Eskom.

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

26/03/CWS1 APPROVAL OF THE FINAL PROJECT IMPLEMENTATION PLAN (PIP) FOR THE 26/27 FY MIG ALLOCATED GRANT FUNDING

Cllr Zana requested clarity on high-mast lights, sewer plant omission, and welcomed sports field upgrade.

The Director: Civil and Water Services acknowledged the Councillor's concerns regarding high-mast lights and stated that further consultation would be undertaken to ensure improved practices and community input before proceeding.

Regarding Umzamowethuetu, he confirmed that the design phase had constituted Phase 1 of the project.

Resolved (30 March 2026)

1. That the Final Project Implementation Plan for MIG projects for the 26/27 FY be approved by Council.

26/03/CWS2 APPROVAL OF REVISED DROUGHT MITIGATION PLAN – KOUGA LOCAL MUNICIPALITY

Cllr Zana supported the item, requested borehole contribution figures, and proposed water tank support for vulnerable groups.

Cllr van der Linde requested figures on water loss reduction and current estimated leak losses.

The Director: Civil and Water Services explained that Kouga remains reliant on supply from Nelson Mandela Bay, estimated at 48%, supplemented by boreholes, fountains, and earthen dams. Detailed figures would be shared with Cllr Zana. It was noted that Human Settlements had already engaged the municipality regarding a drought-related rollout of support, including tanks and stands, and further engagement would be prioritised.

On water losses, the Director: Civil and Water Services confirmed that a reduction plan was implemented following audit recommendations. Significant improvements were reported, with investigations into leaks and high consumption ongoing. Current non-revenue water stood at 36.02% at the end of the third quarter, against a target of 39%, with fluctuations attributed to seasonal demand and firefighting usage in January.

Resolved (30 March 2026)

1. That Council notes the risks and operational challenges, which necessitated the review of the existing Drought Mitigation Plan.
2. That Council approve the Revised Mitigation Plan as presented in the report. (Annexure B)
3. That the Municipal Manager be mandated to oversee the implementation of the revised Drought Mitigation measures through the relevant departments.
4. That progress on the implementation of the mitigation plan be monitored and reported through the appropriate oversight and governance structures.

26/03/CWS3

**REALLOCATION OF WSIG FUNDS WITHIN CIVIL AND WATER SERVICES
DIRECTORATE FOR THE 25/26 FY**

Cllr van der Linde requested clarity on WSIG fund reallocation and its impact on projects and wards.

The Director: Civil and Water Services referred Council to page 1145 of the report, where the reasons for the reallocation are set out. It was explained that the Beach Sewer Pump Station in Jeffreys Bay is among the affected projects. The Director confirmed that ward-specific details could be provided to Cllr van der Linde as requested, and that the information would suffice to clarify the impact of the reallocation.

Resolved (30 March 2026)

1. That the accounting officer request the Executive Mayor to recommend to the Council, by resolution taken by the majority of its full number, and in terms of Section 30(2) of the Local Government: Municipal Structures Act No. 117 of 1998 (as amended), read in conjunction with Section 28 of the Local

Government: Finance Management Act, Act 56 of 2003, approves the following proposed amendments to the 2025/2026 Capital Budget:

Project Name	2025/2026 Adjusted Budget (Excl. VAT)	2025/2026 Proposed Adjustments (Excl. VAT)	Increase	Decrease
Beach Sewer Pump Station and New Sewer Bypass	R200 000,00	R0.00		-R200 000,00
St Francis Bay: Replacement of Main Waterline (Sout)	R100 000.00	R0.00		-R100 000.00
Loerie: Upgrade of Sewer Pump Station & New Sewer	R5 396 909.00	R5 096 909,00		-R300 000.00
St Francis Bay: Replacement of Waterpipe	R100 000.00	R0.00		-R100 000.00
St Francis Bay: Groundwater Supply	R2 576 130.00	R3 276 130,00	+R700 000.00	

26/03/CWS4 KOUGA LOCAL MUNICIPALITY – IMPLEMENTATION OF WATER RESTRICTIONS – MARCH 2026

Cllr Foley proposed an amendment to recommendation that a Drought Management Committee be established to proactively address the current water scarcity challenges within the municipal area.

Cllr Heystek reiterated the difficult situation facing the municipality due to water scarcity and expressed support for Cllr Foley's proposal to establish an urgent drought management committee. It was noted that, while current measures are in place, further urgent intervention is required to secure water supply and identify additional strategies beyond tariff adjustments.

Cllr Zana supported drought mitigation plan, noting restrictions necessary due to dam levels.

Resolved (30 March 2026)

1. That the Council note the water restrictions imposed by DWS on allocations from the Kouga Dam, Churchill Dam, and Impofu Dam.
2. That an intensified public awareness campaign about Water Conservation and Demand Management be initiated.

3. That water restrictions be implemented as stipulated in attached Annexure A.
4. That Part C tariffs be implemented if the combined storage levels of the Kromme system fall below 35%.
5. That a Drought Management Committee be established to proactively address the current water scarcity challenges within the municipal area.

Proposed: Cllr Foley

Seconded: Cllr Heystek

17.4 **REPORTS BY THE CHAIRPERSON: ELECTOR-MECHANICAL SERVICES**

26/03/EMS1 CONSIDERATION OF ELECTRICITY TARIFFS FOR THE PERIOD 1 JULY 2026 TO 30 JUNE 2027

The Executive Mayor raised concern over the escalating electricity tariffs imposed by Eskom and NERSA, noting the severe impact on residents already struggling with the cost of living. He emphasized the urgency for the municipality to take ownership of its electricity supply and to prioritize budget measures that enable lower electricity costs for residents.

The Executive Mayor reported that a significant first step had been taken with the purchase of a battery energy storage facility, which is expected to be launched within the coming months. He stressed the importance of expanding the Municipality's energy footprint to reduce reliance on Eskom and avoid being compelled to implement tariff increases beyond what residents can afford.

Cllr Zana noted the item for public participation and raised two questions of clarity. He enquired how the proposed NERSA electricity tariff increases would affect residents in areas supplied directly by Eskom, such as Gamtoos Valey, Thornhill, Patensie, and Cambria, given that the municipality purchases electricity from Eskom and resells to consumers. He further asked how residents in the Gamtoos Valley would benefit from the municipality's planned battery energy storage facility and future solar energy initiative.

The Director: Electro-Mechanical clarified that NERSA had proposed tariff increases of 8.76% for Eskom-supplied consumers and 9.01% for municipalities. He explained that the municipal tariff is slightly higher due to administrative and distribution costs, as well as a margin of profit. Residents in Eskom-supplied areas such as the Gamtoos Valley will therefore face an 8.76% increase, while municipal customers will face a 9.01% increase. He confirmed that the Municipality's application had been submitted to NERSA and that the item was advertised for public participation.

Cllr W. Petersen sought clarity following the Director: Electro-Mechanical's explanation of tariff differences. He asked

whether Eskom's direct charges to consumers are cheaper than those applied by Kouga Municipality.

Cllr Zana sought clarity on the Municipality's battery storage project. He asked how residents in the Gamtoos Valley, who are supplied directly by Eskom and not through municipal electricity services, would benefit from the facility. He further queried whether the battery storage initiative would focus only on the coastal areas of the region.

The Executive Mayor responded to Cllr Zana's enquiry regarding the battery storage project. He explained that the current facility is a pilot initiative, intended to test feasibility before wider rollout. Should the pilot prove successful, similar projects will be extended to other areas, including the Gamtoos Valley, despite the municipality not administering electricity there. The Executive Mayor noted that strategies are being developed to explore solar and other options to ensure residents in all regions benefit from cheaper electricity in the future, though it remains too early to provide definitive outcomes.

Cllr Dhludhlu expressed appreciation to the Executive Mayor for the battery storage initiative, noting its significance. He sought clarity on whether progress had been made in Kouga Municipality's lobbying efforts to generate electricity through agreements with wind turbine farms. He emphasized that such generation would be a valuable incentive, particularly given the long timelines associated with nuclear power development.

The Speaker interjected during Cllr Dhludhlu question, noting that discussions regarding wind turbine agreements were not part of the current clarity questions. She advised that such matters could be raised with the Executive Mayor outside of the meeting.

Cllr van der Linde requested clarity on the battery storage project. He asked whether the facility would be charged using Eskom's normal power supply rather than solar and confirmed his understanding that the batteries would be utilised primarily during peak demand periods.

The Director: Electro-Mechanical Services clarified that Eskom's tariffs are slightly lower, as determined by NERSA, which permits municipalities to apply a marginally higher increase to cover administrative and distribution costs.

He further explained the rationale behind locating the pilot battery storage facility in St. Francis Bay. Post-COVID, electricity demand in the area nearly doubled, prompting Eskom to quote approximately R10 million for a 2 MVA capacity upgrade. Instead, the municipality opted for a battery solution as a research and development project to test cost savings and efficiency.

The Director noted that the battery will be charged during off-peak periods, when electricity costs are substantially lower, and discharged

during peak hours to avoid penalties and reduce costs. He highlighted that peak electricity costs from Eskom are around R7 per unit, while the municipality sells at an average of R2.40 per unit, underscoring the potential financial benefit. He added that limited space in St. Francis Bay ruled out solar installations, making battery storage the preferred option.

Cllr W. Petersen reiterated his objection to any measures that would increase the financial burden on the poorest residents. He emphasized that even small amounts can be significant for those with limited means and stated his commitment to opposing tariff increases that disproportionately affect vulnerable communities.

The Speaker called for a vote.

In favour: 16

Not in favour: 8

Abstain: 1

Resolved (30 March 2026)

1. That the communication from NERSA be noted.
2. That Council confirms the implementation of the Public Participation Process, where the tariff increase proposal was advertised for public comment and/or objections.
3. That Council authorizes the Accounting Officer to sign the Tariff Application to National Energy Regulator of South Africa (NERSA) on behalf of the Kouga Municipality.
4. That Council approves the Electricity Tariff Application to be submitted to the National Energy Regulator of South Africa (NERSA) as per Annexure A attached hereto.

18. **CLOSURE**

The meeting closed at 15:15

**L MAREE
SPEAKER**

DATE

REPORTS OF COMMITTEES OF COUNCIL

KOUGA AUDIT COMMITTEE



KOUGA MUNICIPALITY (EC 108)
 ORDINARY COUNCIL MEETING
 OFFICE OF THE MUNICIPAL
 MANAGER
 OPEN
 DATE: 29 APRIL 2026
 ITEM NO: **26/04/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 10 December 2026. The minutes of the respective meeting are attached for ease of reference and marked as Annexures 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**

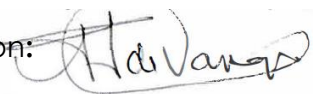
9. **Delegated Authority**

To Council for noting.

10. **Recommendations**

- 10.1 That the minutes of the Kouga Audit Committee meetings held on 10 December 2026, along with the Matters Arising Register be noted.

Item prepared by the: Kouga Audit Committee Chairperson:



MINUTES OF A VIRTUAL KOUGA AUDIT COMMITTEE MEETING HELD ON WEDNESDAY, 10 DECEMBER 2025 AT 10:00 AM

PRESENT	Mr D de Lange Mr R Moodaley	(Chairperson) (Member)
COUNCILLORS	Cllr M Van Niekerk Accounts	(Chairperson: Municipal Public Committees)
OFFICIALS	Mr C du Plessis Mr D de Jager Mr R Lorgat Ms N Machelesi Mr C de Kock Mr T Madatt Mr I Fakir Mr A Koegelenberg Mr C Tyani Ms S Mpumela Ms N Mqutyulwa Ms R Swart Ms L Cweya Ms M Mitchell Ms N Dlova	(Municipal Manager) (Deputy Municipal Manager) (Chief Financial Officer) (Director: Community Services) (Director: Civil & Water Services) (Director: Electro-Mechanical Services) (Manager: Risk & Internal Audit) (Manager: Performance Management System) (Internal Auditor) (Internal Auditor) (Risk & Internal Audit: Intern) (Acting Snr Admin Officer: Committees) (Committee Officer) (Committee Clerk) (Committee Clerk)
STAKEHOLDERS	Ms S Budaza	(Eastern Cape: Provincial Treasury)

1. **OPENING AND WELCOME**

2. **ATTENDANCE REGISTER**

Noted

3. **APOLOGIES**

Mrs M Rossouw (Manager: Admin & Auxiliary Services)
Mr S Nyenyiso (Member)

4. **CONFIRMATION OF AGENDA**

The agenda was confirmed without amendments.

5. **DECLARATION OF INTEREST**

None

6. **PRESENTATION**

None

7. **CONFIRMATION OF MINUTES OF PREVIOUS MEETING**

7.1 **CONFIRMATION OF THE KOUGA AUDIT MINUTES FOR A MEETING HELD ON 8 OCTOBER 2025**

(Resolved: 10 December 2025)

1. That the Minutes of a Special Kouga Audit Committee Meeting held on 8 October 2025 be approved.

Proposed: Mr R Moodaley

Seconded: Mr D de Lange

8. **REPORT BY THE MUNICIPAL MANAGER FOR THE LAST QUARTER**

The Municipal Manager provided feedback on the most recent quarter and the municipality's current position, noting that the purpose was to give the Audit Committee an internal perspective on ongoing activities and challenges being experienced. In respect of financial matters, it was reported that although the position did not relate strictly to cash flow, the municipality's payment percentage was, on average, approximately five per cent higher than at the same time in the previous year. A deliberate effort was being made to achieve a 95 per cent payment rate, and progress to date was described as encouraging, with monthly payments averaging between 105 per cent and 110 per cent, suggesting that the target might even be exceeded.

The overall situation was said to be showing improvement; however, January was identified as a critical month that would require close monitoring, as it typically reflected a slight downturn. Strict financial control measures would therefore need to be maintained during this period to ensure stability for the remainder of the financial year. From a payment's perspective, and specifically in terms of the payment percentage, the municipality was reported to be on target and performing satisfactorily.

The Municipal Manager further reported that several large capital projects were presently being implemented, the most significant of which related to road infrastructure. Challenges were being encountered due to the varying condition of roads, with some requiring more extensive work than others. A key priority was to address stormwater infrastructure concurrently with road construction, as failure to do so would result in recurring problem areas. Confidence was expressed that the teams involved were managing the processes effectively. Reference was also made to a major project in St Francis Bay, involving the construction of sea groynes and sand pumping operations to stabilise the beachfront. The project, valued at approximately R100 million, was managed by the St Francis Special Rating Area and financed through contributions from private donors, and therefore did not place a direct burden on municipal funds.

Regarding the Municipality's own capital expenditure funded through conditional grants, it was reported that expenditure was already approaching 50 per cent at this stage, with final figures to be available once the construction industry closed on 15 December. Confidence was expressed that expenditure would exceed 50 per cent across most projects. Operational challenges were highlighted within the electricity portfolio, where revenue from electricity sales was lower than anticipated due to consumers transitioning to solar power and larger users adopting alternative energy sources. The budget would therefore need to be adjusted accordingly. Ongoing problems with electricity infrastructure were reported, particularly in Humansdorp, where illegal connections and interference with high-voltage lines occurred almost daily, resulting in frequent outages that negatively affected industrial production and the broader community. Attempts to address these issues through law enforcement had been largely unsuccessful, as cases opened with the police were not properly processed, leading to a breakdown in support from local police services.

On wastewater management, the Municipal Manager advised that while some progress had been made in stabilising treatment plants, extensive maintenance and refurbishment were still required to achieve the desired operational standards. It was estimated that approximately R350 million would be required to bring the plants to the required standard and ensure sustainable operation. In summarising the quarter under review, the Municipal Manager stated that these matters were raised to provide the Committee with a clear understanding of the operational environment in which the municipality was currently operating. He noted that the municipality was entering its peak season, with the most intense pressure expected between Christmas and New Year, when service demand nearly tripled.

Wastewater treatment plant volumes increased by approximately 350 per cent during this period, while water consumption also rose significantly. It was further reported that the Municipality was once again facing drought conditions, with new restrictions anticipated to be gazetted shortly, requiring a return to strict water-saving and drought management measures.

Lastly, the Municipal Manager provided an update on performance management, reporting that the municipality had migrated to the Ignite performance management system at the start of the financial year. The first major test of the system would take place in January, when mid-year performance assessments were conducted for approximately 250 employees. It was acknowledged that challenges were likely, particularly due to limited training and familiarity with the system. The mid-year review was described as an important learning experience, and the Municipal Manager concluded by thanking the Committee for taking note of the operational realities facing the municipality.

The Chairperson thanked the Municipal Manager and noted that a comprehensive overview of significant issues requiring the attention of the Audit Committee had been provided. He then opened the discussion to the floor and invited members to raise comments or questions. In his own remarks, he referred to the issue of water security, observing that municipalities such as George, Plettenberg Bay, and Knysna were currently facing extremely serious

challenges. He indicated that these municipalities had been compelled to abstract water from boreholes and to approve and commission new boreholes to address the situation. He acknowledged that this matter had already been raised and briefly alluded to the political dimension of the issue, remarking that it was a major consideration, and that the situation must be addressed within the realities of how such matters are ultimately managed and resolved.

The Chairperson further commented that he wished to enquire whether, in circumstances where vandalism and the illegal use of electricity infrastructure persisted and where the police appeared to be taking no effective action, the Independent Police Investigative Directorate (IPID) should not be engaged to investigate the matter. He indicated that, where specific incidents and tangible evidence existed, such cases could potentially be referred for further investigation. He added that these were his two main comments and commended the Municipal Manager on the positive progress made with payment levels, as well as on the implementation of road projects and other major capital initiatives. The Chairperson then asked whether there were any additional comments that the Committee wished to raise.

In response, the Municipal Manager stated that the matter relating to the police had already been raised through various platforms at provincial level. He described the situation as extremely disappointing and noted that, rather than improving, conditions appeared to be deteriorating. He indicated that it was increasingly unclear what further steps the municipality could take, as the failure of external law enforcement placed a growing burden on the municipality itself, particularly in respect of its own law enforcement, security, and related functions.

The Municipal Manager further emphasised that the justice system failed when individuals who had been apprehended could not be successfully prosecuted. He explained that when offenders were allowed to evade public prosecution, the entire system began to collapse. He expressed deep pessimism about the current situation, stating that, from his perspective, the justice system—beginning with the police and extending to prosecution—was in a state of serious dysfunction and appeared to be collapsing. He added that this was not a subtle or emerging problem, but one that was clearly visible and evident to all. According to the Municipal Manager, there was a complete lack of political will, urgency, and understanding of the broader societal consequences of inaction. He concluded by stating that, based on his direct observations, he was witnessing the collapse of policing and the justice system in relation to these issues firsthand.

9. **MATTERS FOR DISCUSSION**

9.1 **MATTERS ARISING REGISTER**

25/12/KAC1 MATTERS ARISING REGISTER AS AT 8 OCTOBER 2025

The Chairperson explained that the second resolution was marked in green and related to the Kouga Audit Committee work plan. He noted that this item had been reported on and followed up, and that it could now be closed once it had been resubmitted to the next Audit

Committee meeting. He further indicated that there were two items still listed as "in progress," reflected at the bottom of page 29 and on page 30 of the register.

Resolved (10 December 2025)

1. That the matters arising register be noted.

9.2 **AUDITOR GENERAL UPDATE**

None

9.3 **INTERNAL AUDIT AND RISK MANAGEMENT**

25/12/KAC2 INTERNAL AUDIT FINDINGS TRACKER

The Manager: Risk and Internal Audit reported that the Municipality was largely on track with its internal audit processes. It was indicated that there were currently six findings for which testing was in progress, with the intention to finalise this testing so that the items could be confirmed as tested and implemented. At present, the audit team was focusing its efforts on these six findings.

He further reported that there were seven additional findings for which the relevant directorates had been preparing for testing at the time of the last engagement. He advised that follow-up enquiries would be made with the directorates to confirm whether they were now ready, and, if so, testing would proceed accordingly. In addition, it was noted that there were three findings for which responses from directorates were still outstanding, and that further engagement would take place to establish whether these directorates were ready for testing or required additional time.

He concluded by stating that, at this stage, there were no significant concerns or issues that needed to be specifically highlighted to the Committee in relation to progress.

Resolved: (10 December 2025)

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

25/12/KAC3 STRATEGIC RISK REGISTER

The Chairperson referred to the Strategic Risk Register, which he had highlighted in his opening remarks as being a strong and well-compiled document with effective mitigating strategies and good progress reflected. He posed a question to management regarding the timing of the next risk assessment for the 2025/2026 financial year.

The Manager: Risk and Internal Audit responded that the most recent strategic risk assessment had been conducted in May of the current calendar year and had focused on the 2025/2026 financial year. He

indicated that a further strategic risk assessment was planned for May 2026, likely towards the end of the month. The purpose of this session would be to review the existing risks, determine whether any updates were required, and identify any new risks that might need to be incorporated into the Strategic Risk Register.

The Chairperson then referred to page 41, specifically in relation to ICT. He noted that ICT was an area on which he had consistently attempted to focus on considerable detail, as it had presented challenges in the past and had been discussed at the previous meeting. He explained that he had previously attempted to obtain as much detail as possible regarding artificial intelligence and the direction the municipality intended to take in this regard. He expressed the view that artificial intelligence could constitute a risk in terms of its application within the municipality and stated that he had raised questions around where responsibility for this matter should reside.

He further indicated that, based on his reading and research, strategic risks ultimately fell under the responsibility of the Municipal Manager, including final accountability for the management of artificial intelligence and compliance with POPIA. He suggested that the Enterprise Risk Management Unit would likely be the primary custodian of artificial intelligence-related risks. The Chairperson clarified that, from the Audit Committee's perspective, the Committee could make recommendations but could not prescribe actions. He emphasised that it was for the administration to consider these matters in greater detail to ensure that such risks were appropriately identified and effectively managed.

The Chairperson concluded by noting that these were his primary comments and that, aside from this, the remaining risks and the supporting detail provided in the register were satisfactory.

Resolved (10 December 2025)

1. That the Audit Committee notes the 2025/2026 Strategic Risk Register.

25/12/KAC4 INTERNAL AUDIT PLAN VERSUS ACTUAL AND QUARTERLY REPORTS

The Manager: Risk and Internal Audit indicated that this report was the first of its kind to be conducted within the institution and took the form of a compliance review. He explained that the review focused primarily on the DORA grant and related expenditure. While the review did not include an examination of source documentation, it assessed compliance in terms of legislative requirements, prescribed time frames, and related regulatory aspects.

He reported that several significant findings were identified, particularly regarding business plan documentation and quarterly evaluation reports. In addition, a few opportunities for improvement were noted

during the review. The Manager emphasised that management has agreed to implement remedial actions to address the findings raised. Of particular importance, he noted, is that the implementation dates for these corrective actions are either immediate or set for 31 December 2025, underscoring the urgency and priority assigned to resolving the identified issues.

The Chairperson indicated that the Committee had received an additional report and expressed uncertainty as to whether it would be dealt with during the current session. He reminded members that, during the discussion of the Internal Audit Plan, the Committee had agreed not to engage in excessive detail on fraud, anti-fraud, and corruption plans and strategies, but rather to include an overview of all fraud management strategies and the related framework within the internal audit process plan. He noted that he had received this report prior to the meeting agenda being circulated and enquired whether it would be discussed, seeking clarity from Internal Audit.

In response, the Manager: Risk and Internal Audit confirmed that the report in question is included under the confidential agenda.

The Chairperson noted that the Committee had now reached the Internal Audit Plan item on the agenda, specifically relating to progress made on the 2025/2026 Internal Audit Plan. He requested that management provide a further overview of the plan, as well as an update on performance against it.

The Manager: Risk and Internal Audit explained that Sections A, B, C and D of the Internal Audit Plan are primarily administrative in nature and relate to project management as well as recurring and operational activities of the internal audit function. For this reason, he did not elaborate on these sections in detail and proceeded to Section E1, which marks the commencement of the substantive internal audit reviews.

He reported that the review of fourth-quarter performance information from the previous financial year has been completed at 100 per cent, as has the institutional KPI review. He noted that the Quarter Two performance review, which also constitutes the mid-year review, has not yet commenced, and is scheduled to take place in January or towards the end of January.

Moving to the next item, he confirmed that the annual financial statements review has been completed at 100 per cent. With regard to the Supply Chain Management review, he indicated that this is planned to commence in February of the next year. Discussions have already taken place between the Internal Auditor and the Chief Financial Officer, and while the scope letter has not yet been finalised, he expressed the hope that it would be completed before year-end to allow the review to begin as scheduled.

The Manager: Risk and Internal Audit then addressed the ICT Maturity Assessment, noting that this review was intended to be outsourced. He reminded the Committee that he had already communicated the challenges associated with this review to Audit Committee members, as well as to the Municipal Manager and Deputy Municipal Manager. He therefore did not go into extensive detail but explained that a memorandum would be submitted requesting that the ICT maturity review be deferred to the 2027/2028 financial year. This request is since no bids were received during the first procurement process, and although the scope was reduced for the second attempt, the single bid received amounted to almost R1 million.

He stated that, while internal audit services are recognised as costly, such an amount for an ICT review was not considered viable. He added that the long-term intention is to capacitate the internal audit function to perform ICT reviews internally, acknowledging that this will take time and supporting the request to postpone the review until the function is adequately equipped to undertake it.

He further reported that the review of controls over institutional skills management is currently at 5 per cent completion, with discussions held, cooperation letters signed, and information requests submitted, indicating steady progress. A compliance review of the water losses reduction plan is also 5 per cent complete. He emphasised the importance of this review, particularly considering findings highlighted in the Auditor-General's most recent and previous reports regarding water and electricity losses. The objective of this review is to assess whether existing controls are effective, whether the municipality is complying with its reduction plans, and to identify areas for improvement to strengthen oversight and control.

The Manager: Risk and Internal Audit continued by confirming that the compliance review of the DORA Act, which had been presented to the Committee at the meeting, is 100 per cent complete. He advised that the physical verification of employees is scheduled to take place in the next calendar year. The review of controls over the management of cemeteries is currently underway. The review of controls over fraud governance has been completed and is included under the confidential agenda. In addition, the review of controls over generators at municipal buildings has commenced and progress is being made.

Lastly, he noted that the internal audit function has also received ad hoc requests from the Municipal Manager, particularly relating to certain supply chain management matters, and that these form part of the ad hoc reviews, together with work linked to the FM CMM module.

The Chairperson indicated that he had a brief comment and possibly a question. He noted that, at this early stage of the first quarter, progress appeared to be satisfactory. However, he raised a concern regarding the proposed deferral of the ICT maturity assessment to the 2027/2028

financial year. He questioned what the potential impact and associated risks might be in postponing this review for such an extended period.

He further indicated that, based on the reports presented to the Committee, he was reasonably confident that the existing control environment appeared to be functioning adequately. He nevertheless sought assurance as to whether the internal audit function would have sufficient budget and resources in place to undertake such an assessment internally when it is eventually conducted. He concluded his remarks by thanking management.

The Manager: Risk and Internal Audit responded that the internal audit unit had proactively engaged with the ICT Manager to assess the potential impact of postponing the ICT maturity assessment. He explained that the conclusion reached was that deferring the review could, in fact, be beneficial to the institution. At present, the municipality has not formally adopted an ICT framework, and he indicated that conducting a maturity assessment would be more meaningful once an appropriate framework has been selected and formally implemented. This would allow the review to be performed against agreed and relevant criteria, rather than against an arbitrarily chosen framework.

He further addressed the question of resources, stating that while it may not be feasible to train all staff simultaneously, a phased training approach could be implemented over time. This would enable the internal audit team to develop the necessary capacity to conduct such reviews internally. He added that proposing the 2027/2028 financial year is a risk-averse and realistic approach, as it allows sufficient time to secure the required budget, procure appropriate training, and capacitate internal auditors, thereby avoiding the need for further postponements.

Resolved (10 December 2025)

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

9.4 FINANCE REPORTS

25/12/KAC5 SUPPLY CHAIN MANAGEMENT:QUARTERLY IMPLEMENTATION REPORT FOR THE SEPTEMBER 2025 FIRST TERM OF THE 2025-2026 FINANCIAL YEAR ENDING 30

Mr Moodley noted that his review pertained to the first quarter ending 30 September 2025. Regarding the Supply Chain Management reports, he stated that he had reviewed all the information contained from pages 57 to 84 and had no general comments. He referred specifically to page 58, which lists deviations, and observed that the first four contracts reflected substantial amounts. He requested background

information on why these contracts had been awarded via deviation rather than through a formal competitive bidding process.

The CFO responded that the Seekoei contract formed part of a disaster grant, which allowed deviation due to the emergency nature and urgency of the repairs. In respect of the Bambelela property, which related to office rental, he explained that an initial assessment had shown very limited suitable office space in Kouga, rendering a formal tender process impractical. Consequently, annual deviations were used for this rental, with bulk deviations preferred over monthly ones to reduce administrative work.

Regarding the Kwanomzamo Wastewater Treatment Works, the CFO noted that the original contract had been awarded years earlier but was delayed due to funding constraints. Once funding became available, the contract had to be reinstated with the original service provider due to legal obligations, notwithstanding that compliance regulations had since changed. He invited the Director: Civil and Water Services to confirm these details.

The Director: Civil and Water Services confirmed that the Kwanomzamo Wastewater Treatment Works was and remained a MIG-funded project. He explained that the contract had to be reinstated to ensure that the full scope of the project could be completed. He agreed with the CFO, confirming that the explanation provided was accurate.

Mr Moodley then referred to page 89, highlighting Rudcor Engineering, and requested context on this deviation.

The CFO responded that when a project increases above the threshold of the variation order, regulations allow a 15 to 20 per cent increase above the awarded amount in construction projects. Any subsequent amount above that threshold must be processed as a deviation to conclude the project. He stated that this had been the case with Rudcor Engineering, and the deviation was therefore necessary to complete the project.

Resolved: (10 December 2025)

1. That the report that served on Council on 29 October 2025 for the first quarter of the 2025/2026 Financial year starting 01 July 2025 and ending 30 September 2025 be noted by the Kouga Audit Committee.

25/12/KAC6 MONTHLY BUDGET STATEMENTS FOR THE PERIOD JULY TO SEPTEMBER 2025 AND FINANCIAL STATE OF AFFAIRS OF THE MUNICIPALITY AS AT 30 SEPTEMBER 2025 (2025/26 FINANCIAL YEAR)

Mr Moodley referred to page 94 and observed that the Municipality was currently reporting an operating surplus, which he noted was typical for the first quarter. He further highlighted that overdue consumer debtors had decreased by R987,000 and that there had been a notable

increase in the Municipality's investment balance. He enquired whether there were specific reasons behind the reduction in overdue debtors and the increase in investments.

The CFO responded that the decrease in overdue debtors was a positive development and likely the first time the Municipality had experienced such a reduction. He explained that this was the result of effective collection processes, including the writing off of R176 million in uncollectible debt in April and the handing over of R130 million to Revco, the debt collector. These measures reflected proper implementation of the Municipality's revenue collection policy. He noted that the debt collection rate for the first three months stood at 88.55% (page 95), compared to a target of 95%. He clarified that the rate typically started lower at the beginning of the year due to the annual billing of rates in July, but progress was being made relative to prior years.

The CFO continued, explaining that the debt collection rate naturally started on a low base at the beginning of the financial year and gradually improved as the months progressed. He noted that, compared to 30 September 2024, when the rate was 80.85%, the current rate of 88.55% reflected an 8% year-on-year improvement, demonstrating the effectiveness of current debt collection efforts and explaining the decrease in overdue debtors. Regarding investments, he reported that the increase was modest, approximately R7 million, and primarily reflected the receipt of equitable share tranches. While not a major increase, this had helped sustain the Municipality's investment portfolio. The first tranche had assisted cash flow in the first quarter, with subsequent tranches expected in November and March. He also highlighted that monthly consumer collections averaged around R80 million, which further supported cash flow management.

The Chairperson raised a question with reference to page 103, specifically regarding the fourth item from the top under "Other Assets," which related to the Bargaining Council. He noted that the budget for this item was almost fully expended, observing that of the R5 million allocated, R4.8 million had already been spent, and asked whether these payments represented the total expected for the year.

The CFO responded that this was an annual payment to Salga. The Chairperson further questioned "Other Assets," noting that R3.6 million of the R4.8 million spent represented almost 75% of the budget, and asked if this was a similar case. The Chief Financial Officer explained that a bulk payment was made initially, followed by monthly payments. He reassured the Committee that during the adjustments budget process, every line item was reviewed carefully. Items unlikely to be fully spent were identified and recommended for reallocation to areas where the funds could be utilised. He confirmed that the budget realignment

meetings had taken place the previous week to ensure proper allocation.

(Resolved: 10 December 2025)

1. That the Kouga Audit Committee notes this report.

9.5 **PERFORMANCE MANAGEMENT**

25/12/KAC7 2025/26 SERVICE DELIVERY AND BUDGET IMPLEMENTATION PLAN: PROGRESS UP TO THE QUARTER ENDING 30 SEPTEMBER 2025

Resolved (10 December 2025)

1. That the Performance Report for the quarter ending 30 September 2025 be noted.

9.6 **CORPORATE SERVICES REPORTS**

25/12/KAC8 SUBMISSION OF THE AMENDED POLICY REGISTER

The Deputy Municipal Manager reported that the implementation of the collaborative system had significantly improved the management of work within the municipality. He explained that all documentation had been uploaded onto the system, which now served as the municipality's central repository and was secured by firewalls and cybersecurity measures. He confirmed that all relevant staff were linked to the system and that training had been conducted. While some review dates reflected in the report were incorrect and would be corrected, he emphasised that the system remained a work in progress.

He acknowledged that the department had been understaffed following the resignation of a senior official several months earlier, which had caused some disruption. Nevertheless, he stressed that substantial progress had been made and that the system was fully operational. He added that the system had already eased departmental workloads, as automated notifications were now issued when policies and by-laws were due for review or amendment.

The Chairperson reiterated that artificial intelligence remained one of his key focus areas, which he consistently raised at meetings. He indicated that he was uncertain whether the matter had been discussed at the previous meeting, but emphasised that, when policies were reviewed, a specific framework or structured approach addressing artificial intelligence should be formally incorporated into the report.

The Deputy Municipal Manager explained that artificial intelligence had emerged rapidly and was being actively considered as part of the municipality's ICT strategy and governance frameworks. He noted that no formal AI policy currently existed and that one would need to be developed, particularly to guide the review of policies and by-laws. He

stressed the importance of legal due diligence, highlighting risks associated with inaccurate AI-generated legal references, such as non-existent case law, which reinforced the need for careful verification and compliance.

He indicated that AI governance would form part of the ICT strategy, with the legal team playing a key role in ensuring accuracy and compliance. He reported that an internal AI tool was being finalised on the collaborative system, designed to draw only from the Municipality's own document database rather than external sources. While acknowledging the potential benefits of AI, he cautioned that it must be approached carefully due to reliability risks. He concluded by noting that work was underway to develop a guiding policy and framework early in the new calendar year to establish a baseline for responsible AI use within the Municipality.

Resolved: (10 December 2025)

1. That the report be noted.

25/12/KAC9 JOB EVALUATIONS REPORT

Resolved: (10 December 2025)

1. That the report be noted.

25/12/KAC10 REPORT: REVIEW OF THE ORGANOGRAM

Resolved: (10 December 2025)

1. That the Committee note the report.

25/12/KAC11 CRITICAL VACANCY REPORT

The Deputy Municipal Manager explained that the process to fill previously identified critical positions had largely been concluded, while the list of newly identified critical vacancies was updated monthly. He noted that recruitment remained time-consuming due to the high volume of vacancies and the additional demands associated with appointing EPWP seasonal workers, including medical surveillance and fitness assessments in compliance with occupational health and safety requirements. He highlighted that one of the municipality's biggest challenges was the recruitment and retention of technical professionals, particularly engineers. This difficulty was exacerbated by salary limitations and unresolved senior management salary upper limits, which affected the municipality's ability to attract suitably qualified candidates. He observed that this was a broader, systemic issue affecting medium-sized Municipalities across the Western Cape and the country.

Despite these challenges, he acknowledged some positive outcomes, including the appointment of a highly qualified and experienced Water Services Manager. He added that while Kouga provided valuable

experience and was regarded as a strong career steppingstone, this also made it difficult to retain staff who were attracted by higher salaries elsewhere. He concluded by noting that the Municipality's most significant ongoing challenge remained the appointment of suitably qualified area engineers.

Resolved: (10 December 2025)

1. That the report be noted.

9.7

ICT REPORTS

25/12/KAC12 MINUTES OF THE ICT STEERING COMMITTEE

The Chairperson referred to the minutes of the ICT Steering Committee and requested clarification from the Deputy Municipal Manager as to whether there were any issues arising from the Committee that should be brought to the attention of the Audit Committee.

The Deputy Municipal Manager noted that the only challenge was that responsibility for CCTV camera functionality had shifted to the IT department. He explained that restoring and stabilising the network had been time-consuming and had required significant effort. However, he advised that a specialist in this field had been appointed with effect from 1 December, and work was currently underway to address the issues.

He emphasised that it was essential to first stabilise the core network infrastructure before resolving related systems, including CCTV and cybersecurity, which was also progressing. He concluded by stating that there were no further issues to report at this stage.

Resolved(10 December 2025)

1. That the minutes of the ICT Steering Committee be noted.

25/12/KAC13 DIGITAL SERVICES STRATEGIC PROJECTS AND PROGRESS REPORT AS AT END SEPTEMBER 2025

Resolved: (10 December 2025)

1. That the report be noted.

10.

MATTERS TO BE ESCALATED

None

11.

IN COMMITTEE MEETINGS

None

12.

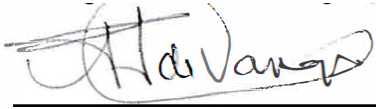
DATE OF NEXT MEETING

26 March 2026

13.

CLOSURE

The meeting adjourned at 11:32.

A handwritten signature in black ink, appearing to read 'D De Lange', written over a light blue horizontal line.

MR D DE LANGE

04.04.2026

DATE

Kouga Audit Matters Arising Schedule									
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
7-Dec-23	3	23/12/KAC9	MATTERS ARISING REGISTER AS AT DECEMBER 2023	That Fraud Risk Register be included for the next Kouga Audit Committee meeting.	The development of the fraud risk register can take place however due to resource constraints within the Risk and Internal Audit section , the register cannot currently be developed. The funding of the vacancies within the Risk and Internal Audit section (Senior Internal Auditor position) will make it possible for the development of the fraud risk register to occur as well as the subsequent updates and reassments. The filling of this position will also assist with any additional risk management and audit related requests. The position was advertised on 19 January 2025 and closed on 3 February 2025.	In progress	31-Mar-26	Municipal Manager & Manager : Internal Audit	In Progress

8-Oct-25	27	25/10/KAC4	STRATEGIC RISK REGISTER	That the ICT policies be updated to incorporate the use of Artificial Intelligence (AI) technologies.	Policies will be updated accordingly	In progress	30-Jun-26	Deputy Municipal Manager	
	28	25/10/KAC14	DIGITAL SERVICES STRATEGIC PROJECTS AND PROGRESS REPORT AS AT END JULY 2025	That a SharePoint training session should be scheduled in the first or second quarter to address access limitations. This will enable Committee members to collaboratively comment on key documents such as the APPs and annual performance reports.	Training will be arranged- IT team just swamped with the ICC function and cyber security project	In progress	28-Feb-26	Deputy Municipal Manager	
				That one-on-one virtual meetings between the Auditor-General and members of the Audit Committee be arranged early in the new financial year.	The BTO under CFO's office should assist with facilitating the meeting between AG and AC members.			Deputy Municipal Manager/CFO/Internal Audit	



KOUGA MUNICIPALITY (EC 108)
 ORDINARY COUNCIL MEETING
 OFFICE OF THE MUNICIPAL
 MANAGER
 OPEN
 DATE: 29 APRIL 2026
 ITEM NO: **26/04/KAC5**

AUDIT COMMITTEE CHARTER

1. Introduction

The purpose of this item is to submit the Audit Committee Charter for approval by the Municipal Council.

2. Background

The Charter details the Audit Committee's role and responsibilities, authority as well as the requirements for its composition and meeting procedures

3. Discussion

The charter details the Audit Committee's role and responsibilities, authority, as well as the requirements for its composition and meeting procedures.

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 166(1) of the Municipal Financial Management Act 56 of 2003, each Municipality and each Municipal entity must have an Audit Committee.

6. Legal Implications

Should the Council approve the Charter, the effective date for the implementation of the Charter will be the date of the Council Resolution and the Audit Committee shall be bound by the Charter so approved.

7. **Other Implications**

None

8. **Comments by Directorates:**

8.1 **Chief Financial Officer:**

Not applicable

8.2 **Director: Planning & Development**

Not applicable

8.3 **Director: Civil & Water Services**

Not applicable

8.4 **Director: Electro-Mechanical Services**

Not applicable

8.5 **Director: Community Services**

Not applicable

8.6 **Deputy Municipal Manager**

Not applicable

8.7 **Municipal Manager**

Not applicable

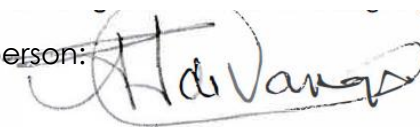
9. **Delegated Authority**

Council

10. **Recommendations**

10.1 That the Audit Committee Charter be approved by the Municipal Council.

Item prepared by the: Kouga Audit Committee Chairperson:



AUDIT COMMITTEE CHARTER

Contents

1	General Definitions	1
2	Legislation	2
3	Introduction	3
4	Overall purpose and objective	4
5	Authority	6
6	Organisation	8
7	Roles and Responsibilities	12
8	Review and Approval	21

1 General Definitions

In this Audit Committee Charter, unless the context indicates otherwise, a word or expression to which a meaning has been given, has the same meaning: –

Accounting Officer:	means the Municipal Manager/Chief Executive Officer, referred to in section 60 of the Act
Act:	means the Municipal Finance Management Act (MFMA) 56 of 2003
Committee:	means the Audit Committee (AC) Committee established in terms of Section 166 of the Act
Chief Audit Executive (CAE):	means the Head of the Internal Audit Unit of the municipality
Chief Financial Officer (CFO):	means the employee designated in terms of section 80(2) (a) of the Act
Local Municipality:	means a municipality that shares municipal executive and legislative authority in its area with a district municipality within whose area it falls, and which is described in section 155(1) of the Constitution as a category B municipality
Employee:	means a person in the employ of the Local Municipality
External Auditors:	means the Auditor – General South Africa (AGSA)
Internal Audit Function:	means in-house or outsourced internal auditors

2 Legislation

The following legislation is observed and associated with the Audit Committee:

- The Constitution of the Republic of South Africa, Act 108 of 1996 as amended, [Chapter 10, Section 195(1) (a)-(i) and Chapter 7, Section 152(1)(a) -(e) and 152(2)]
- Local Government Municipal Systems Act: Municipal Planning Performance Management Regulations (Gazette 22605) (Regulation Gazette 7146) 24 August 2001 (S14(2) Not applicable for entities
- Local Government: Municipal Structure, Act 117 of 1998 as amended, [Section 79(1)(a) -(c) and Section 79(2)(a)-(f)]
- Local Government: Municipal Finance Management Act, Act 56 of 2003 [Section 166]

3 Introduction

This Charter sets out the specific responsibilities of the Kouga Local Municipality (Kouga) Audit Committee (the Committee) as required by the Municipal Finance Management Act, No 56 Of 2003 (MFMA), Local Government: Municipal Planning and Performance Management Regulations, No 796 of 2001 (the Regulations), as well as the King IV Report on Corporate Governance for South Africa 2016 which became effective in respect of financial years starting on or after 1 April 2017. The charter provides a framework within which the Committee should operate.

This Charter sets out the specific responsibilities laid down in the Act, Regulations, MFMA Circular 65 dealing with Internal Audit and Audit Committees, as well as those responsibilities delegated by the Council to the Audit Committee. The Charter also details the manner in which the Audit Committee will operate.

This charter is intended to be used as a basis for:

- Preparing the audit committee's annual work plan
- Setting the agenda for meetings
- Requesting skills and expertise
- Making recommendations to the accounting officer and municipal council
- Assessing the audit committee's performance by its members, municipal Council, Management, Auditor-General and Internal Auditors; and
- Contributions and participation at meetings.

4 Overall purpose and objective

The use of an audit committee increases the assurance stakeholders can place on the governance of a Municipality as a result of the independent oversight aspect thereof.

The Committee will assist the Council in fulfilling its oversight responsibilities in helping to ensure high quality financial and performance management reporting as well as effective internal control thereby supporting the Council and Management of Kouga in the achievement of the Municipality's objectives. The charter is used to guide the activities of the Audit Committee of the Municipality. The Audit Committee charter sets out the authority, roles and responsibilities,

The Audit Committee is advisory in nature and does not have any executive powers. The Audit Committee will not perform any management functions or assume any management responsibilities as this could prejudice its objectivity. It will make recommendations to the Council in respect of the activities which form part of its terms of reference / responsibilities.

4.1 Specific Objectives

To this end the following objectives have been set:

- a) The Committee shall assist Management in their evaluation of the adequacy and efficiency of the financial reporting process, the system of internal control and management of financial risks, the audit process and the Municipality's process for monitoring compliance with laws and regulations and its own code of business conduct.
- b) The Committee shall initiate such measures as in its opinion may best serve to enhance the reliability, integrity and objectivity of internal and external reporting (financial statements and performance management) as well as the adequacy and efficiency of any other aspect of Kouga Municipality's operations.
- c) The Committee shall assist the Council through oversight and advice on implementing effective performance management systems that complement service delivery.
- d) In performing its duties, the Committee will maintain effective working relationships with the Council, Management and the Internal and External auditors.

- e) To perform his or her role effectively each committee member will obtain an understanding of the detailed responsibilities of committee membership as well as the Municipality's business operations and risks.

5 Authority

The Committee is established and authorised by the Municipality to perform any activity within its terms of reference and has all the authority vested in it by MFMA and Local Government: Municipal Planning and Performance Management Regulations.

In discharging its responsibilities, the audit committee will have unrestricted access to members of management, employees, and relevant information it considers necessary to discharge its duties. The committee also will have unrestricted access to records, data, and reports.

The committee is entitled to receive any explanatory information that it deems necessary to discharge its responsibilities. The Municipality's management and staff should cooperate with audit committee requests.

The committee may engage independent counsel and/or other advisors it deems necessary to carry out its duties.

The committee is empowered to preapprove all auditing and non-audit services performed by internal auditors.

Facilitate any disagreements between management and the external auditor regarding financial reporting.

5.1 Communication

The Committee has, inter alia, the authority to communicate directly with the Council, Municipal Manager, members of Senior Management, advisors, consultants and employees and to deal directly with the External and Internal auditors and any external parties it deems necessary.

The committee expects that any such communication will be direct, open and complete.

5.2 Advice

The Committee is authorised to obtain outside legal or other independent professional advice and to secure the attendance of outsiders with relevant experience and expertise should this be considered necessary. Any such appointments should be made subject to the approval of the Council (in consultation with the Municipal Manager) and the approved procurement procedures.

5.3 Other

a) The Committee is authorised within the scope of its responsibilities to:

- Investigate any matters within its powers
- Be provided with the resources that it needs to investigate such matters
- Have full access to all information that is required to execute its mandate
- Safeguard all information supplied to it within the ambit of the law.

The Committee should assist the Council in carrying out its functions; however, it does not relieve the Councilors of any of their responsibilities. The Committee must play an objective and independent oversight role and should not intrude into the management of the daily operations of Kouga. The Committee may investigate any matter it deems necessary for the performance of its duties and the exercise of its powers. The Audit Committee will not perform any management functions or assume any management responsibilities as this could prejudice its objectivity. It will make recommendations to the Council/Board in respect of the activities which form part of its terms of reference / responsibilities.

6 Organisation

6.1 Membership

King IV's report states that all members of the Audit Committee should be independent, non-executive members.

a) The Committee must consist of at least three persons of whom collectively (not necessarily individually) should have:

- None may be in the employment of Kouga Municipality
- Private and public-sector experience;
- An understanding of service delivery priorities;
- Good governance and/or financial management experience;
- An understanding of the role of the Council/Board and councilors/board members;
- An understanding of local government;
- Familiarity with risk management practices;
- An understanding of internal controls;
- An understanding of major accounting practices and public-sector reporting requirements;
- An understanding of public sector reforms;
- Familiarity with legislation applicable to Municipalities/Municipal Entities;
- An understanding of the roles and responsibilities of internal and external auditors;
- An understanding of the treatment of allegations and investigations;
- An understanding of the performance management system; and
- An understanding of legal and information and communication technology

b) The Chairperson must be independent, knowledgeable of the status of the position and have the requisite business experience, as well as financial and leadership skills, and must have the ability to preside over meetings and to direct the discussions along constructive lines.

- b) If the Chairperson of the Committee is absent from a specific meeting of the Committee, the members present must elect a chairperson from the members present to act as chairperson for that meeting.
- c) The Chairperson and members of the Audit Committee must be appointed on contract and be remunerated in accordance with the contracts concluded with the Municipality, as approved by Council.
- d) The municipality should arrange for periodic and staggered rotation of its membership.
- e) Each member will be deemed to spend a total of eleven (11) hours on preparation and research per committee meeting.
- f) Members will also be paid a travel allowance at the rates in line with SARS guidelines.
- g) Remuneration for ad hoc tasks undertaken by committee members such as attending performance reviews, reviewing financial statements etc. will be in line with the rates approved by Council.
- h) The termination of the services of an Audit Committee member will be in accordance with the signed contract between the member and the authorised delegate of the Municipality. In terms of the contract, both parties are required to provide 30 days' notice in writing of termination of service.
- i) The Council must concur with any premature termination of the services of a person serving on the Audit Committee.
- j) In the event of a vacancy occurring amongst the members of the committee, the Municipality must fill that vacancy as soon as practicable. The Chairperson of the Audit Committee shall also evaluate the effectiveness of the Audit Committee members on an annual basis.

6.2 Conflict(s) of Interest

- a) Audit Committee members should adhere to the organizations code of conduct and any values and ethics established by the organization. It is the responsibility of audit committee members to disclose any conflict of interest or appearance of a conflict of interest to the committee. If there is any question as to whether audit committee member(s) should recuse themselves from a vote, the committee should vote to determine whether the member should recuse himself or herself.

6.3 Meetings

6.3.1 Meetings

- a) The Municipality must provide secretariat services for the Committee.
- b) Committee meetings are to be held once every quarter (i.e. at least four times per annum). Further meetings may, however, be held upon request from any member of the Committee and the Internal or External auditors should they consider this necessary.
- c) A formal agenda that is based on the approved workplan will be sent to all those who are to attend at least seven (7) days before such a meeting together with any relevant information.
- d) 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
 - The 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
- e) The Internal and External auditors may be invited to make presentations to the Audit Committee as appropriate.
- f) The Audit Committee may also invite such other persons, as it deems necessary from time to time, to attend and report at its meetings.

6.3.2 Quorum

A quorum for any meeting will be 50 percent of the members. A duly convened meeting of the Committee at which a quorum is present shall be competent to exercise all or any of the authorities, powers and discretions vested in or exercisable by the Committee.

6.3.3 Minutes

- a) The Secretary shall ascertain, at the beginning of each meeting, the existence of any conflicts of interest and minute them accordingly.
- b) Formal minutes of meetings are to be kept and must be signed by the Chairperson.
- c) Copies of minutes of meetings must be distributed to the Council.

6.3.4 Voting rights

All Committee members shall be entitled to vote.

7 Roles and Responsibilities

7.1 Responsibilities related to the Municipality

The Audit Committee must review and evaluate the manner in which the municipality carries out its responsibilities with regard to the following:

- a) Financial management and reporting practices
- b) Financial reporting
- c) Internal controls and the management of risks
- d) Compliance with laws, regulations and ethics and
- e) Performance management.

7.1.1 Financial management and reporting practices

- a) The Audit Committee must amongst others, review the following:
 - The effectiveness of the internal control systems
 - The effectiveness of the Internal Audit function
 - The risk areas of the organization's operations that are to be covered in the scope of internal and external audits
 - The adequacy, reliability and accuracy of the financial information provided to Management and other users of such information
 - Any accounting and auditing concerns identified as a result of internal and external audits
 - The organization's compliance with legal and regulatory provisions
 - The activities of the Internal Audit function, including its annual work programme, coordination with the external auditors, the reports of significant investigations and the responses of Management to specific recommendations
 - Where relevant, the independence and objectivity of the external auditors.
- b) The Audit Committee must also communicate and discuss any significant concerns that may arise relating to the financial statements with the Municipal Manager, Management of the Municipality, the Internal Auditors and the External Auditors.

7.1.2 Financial reporting

- a) The Committee must monitor the integrity of the financial statements of the Municipality, including its annual report and any other formal announcement relating to its financial performance, reviewing significant financial reporting issues and judgments which they contain.
- b) The Committee shall review and challenge where necessary:
 - The consistency of, and any changes to, accounting policies both on a year-on-year basis and across the organisation
 - The methods used to account for significant or unusual transactions where different approaches are possible
 - Whether the Municipality has followed appropriate accounting standards and made appropriate estimates and judgments taking into account the views of the External Auditors
 - The clarity of disclosure in the organization's financial reports and the context in which statements are made and
 - All material information presented with the financial statements such as the operating and financial review and the corporate governance statement (insofar as it relates to the audit and risk management).

7.1.3 Internal Controls and the Management of Risks

- a) King IV's report states that whether the governance of risk is delegated to the Audit Committee, the Audit Committee should oversee the management of financial and other risks that affect the integrity of external reports issued by the municipality.
- b) The Municipality can respond to risk through various mechanisms such as avoidance, transfer, accepting and managing of the risk. When the Municipality elects to manage the risk, it will require control activities to support the management of the risk to within tolerable levels.
- c) The Accounting Officer must ensure that a risk assessment is conducted annually, identifying emerging risks of the organisation. A risk management strategy, which includes a fraud prevention plan, must be used to direct the internal audit effort and priority, and to determine the skills required of personnel to improve controls and to manage these risks.

- d) Internal Audit is responsible for providing independent assurance that Management has identified the Municipality's risks and has responded effectively. Internal Audit may also play an advisory and consulting role to Management regarding risk management matters.
- e) The Audit Committee must understand the organization's major risk areas. It should monitor the control process and the adequacy of the systems of internal control by reviewing internal and external audit reports.
- f) In doing so, the Committee should:
 - Be continually aware of the current areas of greatest financial risk and ensuring that Management are effectively managing the risks and regularly reviewing the Fraud Prevention Plan
 - Ensure that effective systems of accounting and internal control are established and maintained to manage financial risks
 - Satisfy itself as regards the integrity and prudence of management control systems, including the review of policies and /or practices
 - Ensure that the Municipal Manager and Council are aware of any matters that might have a significant impact on the financial state of affairs of the organisation
 - Have oversight over the role of the Internal Audit function in the risk management process. (This role is detailed in the Internal Audit Charter of the Municipality.)
- g) The Committee shall:
 - Keep under review the effectiveness of the Municipality's internal controls
 - Review and recommend disclosures on matters of risk in the Annual Financial Statements
 - Review and approve the statements to be included in the Annual Report concerning internal controls and risk management
 - Provide regular feedback to the Accounting Officer on the adequacy and effectiveness of risk management in the Municipality, including recommendations for improvement
 - Ensure that the Internal and External Audit Plans are aligned to the risk profile of the Municipality
 - Monitor risk management within the Municipality. Ongoing monitoring is also built into the normal, recurring operating activities of the Municipality, and is performed on a real-time basis in order to react dynamically to changing conditions and become ingrained in the Municipality. The Committee should conduct an

independent review of whether the risk management strategy is producing sustainable outcomes as originally envisaged. This will ensure that risk management continues to be applied at all levels and across the Municipality.

h) Furthermore, in terms of the National Treasury Guidelines on risk management, in discharging its oversight responsibilities relating to risk management, the Audit Committee:

- Gains thorough understanding of the risk management policy, risk management strategy, risk management implementation plan, and fraud risk management policy of the institution to enable them to add value to the risk management process when making recommendations to improve the process
- Reviews and critiques the risk appetite and risk tolerance, and recommends this for approval by the Accounting Authority / Officer
- Reviews the completeness of the risk assessment process implemented by Management to ensure that all possible categories of risks, both internal and external to the institution, have been identified during the risk assessment process
- This includes an awareness of emerging risks pertaining to the institution
- Reviews the risk profile and management action plans to address the risks
- Reviews of the adequacy of adapted risk responses
- Monitors the progress made with the management action plan
- Reviews the progress made with regards to the implementation of the risk management strategy of the institution
- Facilitates and monitors the coordination of all assurance activities implemented by the institution

Reviews the process implemented by Management in respect of fraud prevention and ensures that all fraud related incidents have been followed up appropriately.

7.1.4 Compliance with Laws, Regulations & Ethics

a) The Audit Committee must ensure that the Management of the Municipality has the necessary checks and balances in place to ensure that there is compliance with pertinent laws and regulations, that it is conducting its affairs ethically, and that it is maintaining effective controls against possible conflicts of interest and fraud.

- b) The Committee must review the organization's arrangements for its employees to raise concerns, in confidence, about possible wrongdoing in financial reporting or other matters. The Committee shall ensure that these arrangements allow proportionate and independent investigation of such matters and appropriate follow-up action.

7.1.5 Responsibilities related to the Internal Audit Function

- a) The Audit Committee should have oversight of the Internal Audit function by:
- Reviewing the Internal Audit function and evaluating whether this function is performed satisfactorily
 - Evaluating whether Management demonstrates and stimulates the necessary respect for the internal control structures, and
 - Overseeing the total Internal Audit function to ensure that:
 - o The Internal Audit performance goals are achieved
 - o Risks are identified
 - o Specific issues requiring attention are highlighted, and
 - o The cost of auditing within the organisation is minimised.
 - Reviewing and approving the internal audit charter at least annually. The charter should be reviewed to ensure that it accurately reflects the internal audit activity's purpose, authority and responsibility, consistent with the mandatory guidance of the IIA's Internal Professional Practices Framework and the scope and nature of assurance and consulting services, as well as changes in the financial, risk management, and governance processes of the organization and reflects developments in the practice of internal auditing.
 - Advising council about increases and decreases to requested resources to achieve the internal audit plan. Evaluate whether any additional resources are needed permanently or should be provided through outsourcing.
- b) The Audit Committee should ensure that the Internal Audit function performs its responsibilities efficiently and effectively by:
- Reviewing the organisational structure and the competence and qualifications of the employees of the Internal Audit function, including reviewing and concurring with the appointment and dismissal of the Chief Audit Executive (or outsourced / co-sourced Internal Audit Service Provider)

- Reviewing the results of quality assurance reviews undertaken on the Internal Audit function, when available
- Reviewing the annual plans and budgets of the Internal Audit function to ensure that the plans address the high-risk areas and that adequate resources are available
- Reviewing audit results and the action plans of Management
- Requesting details of audit projects
- Reviewing the effectiveness of the Internal Audit function
- Ensuring that the work of Internal Audit is appropriately coordinated with that of External Audit to ensure little or no duplication of work and coverage
- Receiving and reviewing quarterly progress reports submitted by the Internal Audit function
- Reviewing the annual Risk Assessment process and the prioritization of major risks identified
- Monitoring and reviewing the effectiveness of the organization's Internal Audit function in the context of the organization's overall risk management system
- Reviewing promptly all reports on the organisation from the Internal Auditors
- Reviewing and monitor Management's responsiveness to the findings and recommendations of the Internal Auditors,
- Ensuring that a combined assurance model is developed and applied, to provide a coordinated approach towards assuring that relevant assurance activities are effective and efficient towards addressing all the significant risks facing the Municipality, and

Meeting the Chief Audit Executive at least twice a year, without Management being present, to discuss their remit and any issues arising from the internal audits carried out. In addition, the Chief Audit Executive shall be given the right of direct access to the Chairman of the Audit Committee and to the Committee members.

7.1.6 Responsibilities related to the External Audit Function performed by the Auditor General

- a) The Audit Committee must:

- Have oversight of the terms of engagement, including any engagement letter issued at the start of each audit
- Ensure that there are no restrictions or limitations placed on the External Auditors
- Review External Audit plans, results, scope, materiality, quality and contents of financial information and the action plans of Management
- Review the External Auditors' findings and observations as presented in the final management letter and the adequacy of Management's responses
- Review the subsequent implementation of agreed improvements
- Consider significant disagreements, if any, between the External Auditors and Management
- Consider material unresolved accounting and auditing problems
- Ensure direct access by the External Auditors to the Chairperson of the Audit Committee and to the Committee members
- Review the summary of unadjusted differences for material or contentious issues, submitted by the External Auditors and the action taken thereon (this should be issued to the Committee with the draft Annual Financial Statements)
- Monitor the External Auditor's compliance with relevant ethical and professional guidance
- Review the fees and other expenses to be paid to the External Auditors
- Meet regularly with the External Auditors, including once at the planning stage before the audit and once after the audit at the reporting stage. The Committee shall meet the External Auditor at least once a year, without Management being present, to discuss their remit and any issues arising from the audit, and
- Review the findings of the audit with the External Auditor. This shall include, but not be limited to, the following:
 - o A discussion of any major issues which arose during the audit
 - o Any accounting and audit judgments, and
 - o Levels of errors identified during the audit.

b) The Committee must also review the effectiveness of the audit by:

- Reviewing any representation letter(s) requested by the External Auditor before they are signed by Management, and

- Reviewing the management letter and Management's response to the External Auditor's findings and recommendations.
- c) The Committee must consider the independence of the External Auditors, specifically with regards to the level of non-audit services provided.

7.1.7 Reporting Responsibilities

- a) The Committee Chairman shall report formally to the Council on its proceedings after each meeting on all matters within its duties and responsibilities.
- b) The Committee must make whatever recommendations to the Council it deems appropriate on any area within its remit where action or improvement is needed.
- c) The Committee must ensure the Council is aware of matters which may significantly impact the financial condition or affairs of the Municipality.
- d) The Committee must compile a report to stakeholders on its activities to be included in the organisation's Annual Report.

7.1.8 Other Responsibilities

7.1.8.1 Performance Management

- a) The Committee must review reports from Internal Audit and the Auditor-General in respect of performance management and make recommendations to Management.
- b) The Committee must:
 - Review the quarterly reports on performance management information submitted to it by Internal Audit
 - Review the organization's performance management systems, focusing on economy, efficiency, effectiveness and impact in so far as the key performance indicators and performance targets set by the Council are concerned, and
 - Review the report from the Senior Performance Officer on performance management and consider this during Audit Committee meetings.

7.1.8.2 Guidance and assistance

- a) The Audit Committee must provide strategic guidance and assistance to the Council and Municipal Manager of the organisation in dealing with the following:

- Risk management
- King IV recommends that the Audit Committee discloses significant matters considered by it in relation to the Annual Financial Statements and how these were addressed by the Committee.
- Reports of the External Auditors
- Follow-up action by the Management of the organisation on these reports.

b) The Committee must:

- Have access to sufficient resources in order to carry out its duties, including access to the organization's secretariat for assistance as required
- Be provided with appropriate and timely training, both in the form of an induction programme for new members and on an ongoing basis for all members
- Give due consideration to laws and regulations, the provisions of the King Code and the requirements of the Municipal Finance Management Act and Treasury Regulations, as appropriate
- Be responsible for co-ordination of the Internal and External Auditors, and
- Oversee any investigation of activities which are within its terms of reference.

c) The Audit Committee must also report and make recommendations to the Municipal Manager, but the Municipal Manager retains responsibility for implementing such recommendations.

d) The Audit Committee must advise the municipal Council, the political office-bearers, the Accounting Officer and the Management staff of the Municipality on matters relating to:

- Internal financial control and internal audits
- Risk management
- Accounting policies
- The adequacy, reliability and accuracy of financial reporting and information
- Performance management
- Effective governance
- Compliance with the Municipal Finance Management Act, the annual Division of Revenue Act and any other applicable legislation
- Performance evaluation and

- Any other issues referred to it by the Municipality.
- e) The Audit Committee must respond to the Council on any issues raised by the Auditor-General in the audit report.
- f) The Audit Committee may request such investigations into the financial affairs of the Municipality as it deems necessary (e.g. to respond to concerns of the Council).
- g) The Audit Committee must perform such other functions as may be prescribed by the Council.

8 Review and Approval

This charter is recommended by members of the Audit Committee and approved by the Council. The charter will be reviewed annually, and amendments may be proposed when necessary.



Signature: Audit Committee Chairperson

13/3/2026

Date



Signature: Municipal Manager

13/03/2026

Date

MUNICIPAL PUBLIC ACCOUNTS COMMITTEE



KOUGA MUNICIPALITY (EC 108)
 ORDINARY COUNCIL MEETING
 MUNICIPAL PUBLIC ACCOUNTS
 COMMITTEE
 OPEN
 DATE: 29 APRIL 2026
 ITEM NO: **26/04/MPAC1**

MINUTES OF THE MUNICIPAL PUBLIC ACCOUNTS COMMITTEE

1. Introduction

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

2. Background

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

3. Discussion

Council is advised that the Municipal Public Accounts Committee had a meeting on 24 February 2026 and 6 March 2026. The minutes of the meetings are attached for ease of reference.

4. Financial Implications

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

5. Applicable Legislation

Local Government: Municipal Structures Amendment Act 3 of 2021

6. Legal Implications

None.

7. **Other Implications**

None

8. **Comments by Directorates:**

8.1 **Chief Financial Officer:**

Not applicable

8.2 **Director: Planning & Development**

Not applicable

8.3 **Director: Civil & Water Services**

Not applicable

8.4 **Director: Electro-Mechanical Services**

Not applicable

8.5 **Director: Community Services**

Not applicable

8.6 **Deputy Municipal Manager**

Not applicable

8.7 **Municipal Manager**

Not applicable

9. **Delegated Authority**

Council

10. **Recommendations**

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

Item noted by the by the: MPAC Chairperson



**MINUTES OF A VIRTUAL MUNICIPAL PUBLIC ACCOUNTS COMMITTEE MEETING HELD ON
TUESDAY, 24 FEBRUARY 2026 AT 10:00**
Present: Committee Members

Cllr M van Niekerk (Chairperson)
Cllr B Moos
Cllr G Stuurman
Cllr W van der Linde
Cllr W Gertenbach
Cllr F Heystek
Cllr W van der Linde

Stakeholders:

Adv A Klopper (Public Representative)
Ms L Mostert (Public Representative)

Officials:

Mr C du Plessis (Municipal Manager)
Mr R Lorgat (Chief Financial Officer)
MS N Machelesi (Director: Community Services)
Mr C de Kock (Director: Civil & Water Services)
Mr T Madatt (Director: Electro-Mechanical Services)
Mr L Ramakuwela (Director: Planning & Development)
Mr A Koegelenberg (Manager: PMS)
Ms L Opperman (Manager: Legal Services)
Ms L Cweya (Committee Officer)
Ms R Swart (Committee Officer)
Ms N Dlova (Committee Clerk)

1. OPENING AND WELCOME

The Chairperson welcomed all members present. She read the notice convening the meeting and requested Cllr Moos to open the meeting with prayer.

2. DECLARATION OF INTEREST

None of the members declared.

3. APOLOGIES
4. NOTICE OF LEAVE OF ABSENCE
4.1 ABSENT WITH APOLOGY

Mr D de Jager (Deputy Municipal Manager)
Cllr C August

4.2 ABSENT WITHOUT APOLOGY

Cllr P Oliphant
Cllr L Nkilishane

Cllr V Zana

5. **PRESENTATIONS**

None

6. **CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS**

6.1 **CONFIRMATION OF MINUTES OF PREVIOUS MUNICIPAL PUBLIC ACCOUNTS COMMITTEE MEETING HELD ON 27 January 2026**

Resolved (24 February 2026)

1. That the minutes of the Municipal Public Accounts Committee meeting held on 27 January 2026 be accepted.

Proposed: Cllr W Gertenbach

Seconded: Cllr F Heystek

7. **MATTERS FOR DISCUSSION TO BE DEALT WITH ACCORDING TO THE MPAC ANNUAL WORK PLAN**

26/02/MPACC1 MPAC RESOLUTIONS AS AT 27 JANUARY 2026

Cllr Gertenbach requested an update on the progress of the oversight report.

The Manager: PMS informed the Committee that a draft oversight report has been prepared and that arrangements are underway to schedule a workshop for discussion of the draft. This workshop will be followed by a formal MPAC meeting for the adoption of the oversight report.

The Chairperson noted that discussions had taken place earlier in the day regarding suitable dates for both the workshop and the formal MPAC meeting. It was further indicated that both engagements will be held virtually to accommodate members' calendars. Committee Services will circulate the confirmed dates once the calendar has been reviewed and suitable times identified.

Resolved to recommend (24 February 2026)

1. That the updated Action Sheets reflecting outstanding resolutions of MPAC as of 27 January 2026 be noted.

26/02/MPACC2 MUNICIPAL PUBLIC ACCOUNTS COMMITTEE: OVERSIGHT REPORT ON THE DRAFT: 2024/25 ANNUAL REPORT

Cllr Gertenbach reiterated concerns previously raised at the Council meeting, noting that the current cost coverage stands at

0.65 months, whereas the MFMA circular prescribes a range of one to three months. He further indicated that while the debtors' collection rate is satisfactory, challenges remain with water revenue collection. He confirmed that aside from these matters, he was satisfied with the other financial indicators.

MsMostert expressed similar concerns regarding water and electricity revenue, and further queried the progress on meter installations as reflected on page 28 of the report. She confirmed alignment with the concerns raised by Cllr Gertenbach.

The Municipal Manager responded, noting that Council has adopted a long-term financial plan, with incremental improvements made annually to cost coverage and other financial ratios. The MM indicated that the current budget was approved with a specific cost coverage target, which is expected to be achieved by the end of the financial year. He emphasized the importance of attaining a 95% payment rate, noting that current figures are 3–4% ahead of last year's performance, and expressed confidence that the target will be exceeded.

The Municipal Manager further highlighted structural challenges, particularly a R50 million loss on electricity due to tariffs approved by NERSA being below cost. He explained that large consumers, who previously cross-subsidised certain categories, are reducing dependence on municipal supply by installing solar systems, thereby impacting revenue. He stressed that electricity tariffs must be addressed in the upcoming budget to avoid worsening losses. While electricity and water sales are below projections, property rates revenue has shown strong growth, with over 4% organic growth from new additions to the valuation roll. The MM confirmed that the Budget Steering Committee, chaired by the Executive Mayor, is addressing these structural issues, and expressed confidence that the overall targets will be met.

The Director: Civil & Water Services responded to the query on water meter installations, noting that the audit improvement plan addresses non-revenue water. He explained that data clean-up and monitoring systems are in place, with top consumers identified monthly for investigation. Leak detection teams are actively addressing internal and municipal leaks, and progress is being made on installing and replacing meters. He highlighted that comparative data between mechanical and digital meters will soon be available, which will assist in understanding calibration losses in aged meters.

Cllr Heystek enquired whether the Municipality's investment in solar energy would result in cheaper electricity for residents and improved profitability, given escalating NERSA tariffs.

The Director: Electro-Mechanical Services (EMS) responded that while solar may reduce municipal accounts, profitability gains may not be as significant as expected. He noted that accurate equipment and metering systems are essential, and that real data from installed plants, such as the municipal battery project, will inform future financial decisions and strategies to mitigate Eskom increases.

Resolved to Recommend (24 February 2026)

1. That the 14 Mid-Year Financial Report for the period of July to December 2025 and Financial State of Affairs of the Municipality as of 31 December 2025 (2025/2026 Financial Year) be noted.

8. **DATE OF NEXT MEETING**

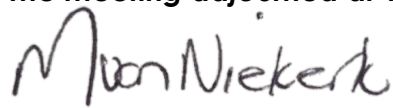
24 March 2026.

The Chairperson noted that the next scheduled meeting is indicated for 24 March 2026. It was further advised that MPAC will convene an additional workshop, followed by a formal meeting to finalise the oversight report. The Chairperson confirmed that the dates for these engagements will be added to the schedule and that members will be notified well in advance once arrangements have been finalised.

9. **CLOSURE**

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

The meeting adjourned at 10:22



**CLLR M VAN NIEKERK
CHAIRPERSON**

25 March 2026

DATE

**MINUTES OF A VIRTUAL SPECIAL MUNICIPAL PUBLIC ACCOUNTS COMMITTEE
MEETING HELD ON FRIDAY, 06 MARCH 2026 AT 10:00**
Present: Committee Members

Cllr M van Niekerk (Chairperson)
 Cllr B Moos
 Cllr G Stuurman
 Cllr W van der Linde
 Cllr W Gertenbach
 Cllr F Heystek
 Cllr W van der Linde
 Cllr P Oliphant
 Cllr L Nkilishane

Stakeholders:

Adv A Kloppe (Public Representative)
 Mrs L Morstert (Public Representative)

Officials:

Mr C du Plessis (Municipal Manager)
 Mr R Lorgat (Chief Financial Officer)
 N Machelesi (Director: Community Services)
 Mr T Madatt (Director: Electro-Mechanical Services)
 Mr L Ramakuwela (Director: Planning & Development)
 Mr A Koegelenberg (Manager: PMS)
 Ms L Opperman (Manager: Legal Services)
 Ms M Rossouw (Manager: Administration and Auxiliary Services)
 Ms L Cweya (Committee Officer)
 Ms R Swart (Committee Officer)
 Ms M Mitchell (Committee Clerk)

1. OPENING AND WELCOME

The Chairperson welcomed all members present. She read the notice convening the special meeting and requested Cllr Moos to open the meeting with prayer.

2. DECLARATION OF INTEREST

None of the members declared.

3. APOLOGIES
4. NOTICE OF LEAVE OF ABSENCE
4.1 ABSENT WITH APOLOGY

Mr D de Jager (Deputy Municipal Manager)
 Mr C de Kock (Director: Civil & Water Services)
 Cllr C August

4.2 **ABSENT WITHOUT APOLOGY**

Cllr C Pietersen
Cllr V Zana

5. **PRESENTATIONS**

None

6. **MATTERS TO BE DEALT WITH ACCORDING TO THE MPAC ANNUAL WORK PLAN**

26/01/MPACC1 MUNICIPAL PUBLIC ACCOUNTS COMMITTEE: 2024/25 OVERSIGHT REPORT ON THE 2024/25 ANNUAL REPORT

Cllr Oliphant requested clarity on the number of Democratic Alliance (DA) councillors forming part of MPAC. He expressed concern that the committee seemed to be overwhelmed by DA members.

The Chairperson stated that the membership composition was determined by legislation, municipal bylaws, and the rules and regulations of Kouga Municipality. She explained that MPAC was allocated ten councillors, which reflected the proportional representation required By-law.

The Chairperson further indicated that several workshops had been held regarding the oversight report and expressed the hope that MPAC would adopt the report during this meeting.

Cllr Oliphant stated that he had not attended the workshops but had reviewed the oversight report independently. He remarked that he found the report skewed and raised concerns about omissions. He referred to the burglary at the Humansdorp Traffic Department, where 17 firearms, money, and documentation had been stolen, noting that the oversight report was silent on this matter.

He also mentioned the expenses incurred for Cllr Alexander's security and medical bills, pointing out that public funds continued to be used for his protection. He indicated that if these matters were not reflected, he would formally move for an amendment or instruct the Municipal Manager to include them in the oversight report.

In response, the Chairperson clarified that the oversight report covered the period from 1 July 2024 to 30 June 2025. She explained that if the burglary had occurred after June 2025, it would not be reflected in the report. With regard to the expenses for Cllr Alexander, she noted that the matter was ongoing and requested the Municipal Manager to provide clarity.

At 10:10, the Municipal Manager experienced technical difficulties with connectivity and sound and therefore requested the Manager: PMS to respond in the interim.

The Manager: PMS explained that the annual report reflected inputs submitted by the Directorates, including Safety and Security. He advised that if MPAC felt omissions existed, recommendations should be made for their inclusion in the report.

At 10:12, the Chairperson requested time to assist in resolving the Municipal Manager's sound problem. By 10:14, she reported that the Municipal Manager was experiencing ongoing technical difficulties and asked Committee Services to assist in reconnecting him. She conveyed feedback received from the Municipal Manager, who had indicated that the burglary at the Humansdorp Traffic Department had been handed over to the Hawks. The Hawks had instructed the Municipality not to disclose any information until the investigation was finalised, as the matter was sensitive.

Regarding Cllr Alexander's issue, the Municipal Manager had explained that it had already been dealt with in a comprehensive report to Council but noted that a mention could be made if members wished to include it in the oversight report.

Cllr Nkilishane confirmed that the burglary in Humansdorp had taken place in April 2025. He commented that even if the investigation was sensitive, at least an update should have been provided to indicate that the matter was still under investigation. He further expressed dissatisfaction with the responses from Directors and Officials regarding Cllr Alexander's expenses, stating that they had not gone into sufficient detail.

He remarked that ratepayers' money was being wasted, pointing out that he had seen Cllr Alexander walking with the Executive Mayor without security, which he felt posed a risk while the Municipality continued to pay for protection. He therefore supported Cllr Oliphant's proposal that more detailed reports on these matters should appear on the MPAC agenda.

Cllr Nkilishane also mentioned that he had written to the Chairperson of MPAC requesting an investigation into allegations of Cllr Alexander tampering with an electrical box but had not received a response. He sought clarity on which cases MPAC was mandated to investigate, stating his view that MPAC should investigate the matter since a case had been opened.

The Chairperson responded that she had replied to his email and reiterated that MPAC could only investigate matters referred to it by Council resolution.

She explained that Cllr Alexander's issue had already been discussed in Council and added that she had previously indicated her willingness to consider new information if submitted. She noted that what she had received was a large volume of private electrical account records not in Cllr Alexander's name, which appeared to have been sourced from within the Municipality. She stated that such disclosure was unacceptable and did not warrant MPAC investigation.

Cllr Oliphant commented that MPAC should not be selective or partisan in its oversight responsibilities, as the credibility of both the oversight report and MPAC itself could be questioned by Council, COGTA, and other departments if incidents within Kouga Municipality were not accurately reflected.

He clarified that he was not requesting the report to include investigative details from the Hawks but insisted that the burglary should be noted under Community Services. He also reiterated that Cllr Alexander's medical and security expenses should be reflected, as public funds had been used.

Cllr Oliphant proposed endorsement of the oversight report with recommendations that the outstanding issues be included.

Cllr Gertenbach reminded members that the current meeting was to finalise the oversight report for submission to Council, and that seven prior MPAC meetings had been held to raise such matters. He argued that the issues raised by Cllr Oliphant could not be included in the current report and should instead be submitted as a separate item.

He added that Cllr Nkilishane's questions had already been addressed in Council. He therefore proposed that MPAC proceed with approving the oversight report. The Chairperson agreed with Cllr Gertenbach, noting that there had been ample opportunity in workshops to raise these issues.

The Manager: Legal Services commented that MPAC had already covered responses to the matters raised, noting that both were under investigation. She explained that requests for further investigation should be submitted as separate agenda items.

She clarified that the oversight report was intended to summarise and confirm compliance with the annual report, which had already been discussed in workshops. She noted that two proposals were before MPAC: one by Cllr Oliphant, which had not yet been seconded, and one by Cllr Gertenbach, which had been seconded. She advised that MPAC should consider amending the second recommendation under item 10.2 to correct the date reference to 2024/25 and to ensure the report was adopted and referred to Council.

Cllr Nkilishane seconded Cllr Oliphant's proposal for inclusion of reports on the Humansdorp burglary and Cllr Alexander's expenses.

Cllr Stuurman seconded Cllr Gertenbach proposal for approval of the oversight report. The Manager: Legal advised that since both proposals had been seconded, MPAC should proceed to a vote.

The Chairperson called for a vote for as follows:

In favour of Cllr Gertenbach : 6

In favour of Cllr Oliphant 3

Abstain: 1

Following the vote, MPAC resolved to adopt the oversight report on the annual report and recommend it to Council for approval, with a correction to recommendation 10.2 to reflect the 2024/25 financial year.

Resolved to recommend (06 March 2026)

1. That the 2024/25 Oversight Report on the 2024/25 Annual Report adopted.

Proposed: Cllr Stuurman

Seconded: Cllr Moos

2. That the recommendations contained in the 2024/25 Oversight Report on the 2024/25 Annual Report be adopted as resolutions of Council.

Proposed: Cllr Stuurman

Seconded: Cllr Gertenbach

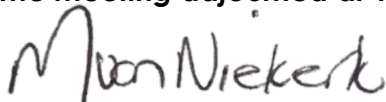
7. **DATE OF NEXT MEETING**

24 March 2026.

9. **CLOSURE**

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

The meeting adjourned at 10:44



**CLLR M VAN NIEKERK
CHAIRPERSON**

__25 March 2026__
DATE

MUNICIPAL BY – LAWS AND POLICIES



KOUGA MUNICIPALITY (EC 108)
 ORDINARY COUNCIL MEETING
 MUNICIPAL BY-LAWS & POLICY
 COMMITTEE
 OPEN
 DATE: 29 APRIL 2026
 ITEM NO: **26/04/PB1**

REQUEST FOR APPROVAL OF THE AMENDED DRAFT KOUGA LOCAL MUNICIPALITY BY-LAW RELATING TO LAND INVASION AND THE MANAGEMENT AND CONTROL OF INFORMAL SETTLEMENTS

1. Introduction

The purpose of this item is to obtain approval for the Draft Kouga Local Municipality By-Law Relating to Land Invasion and the Management and Control of Informal Settlements attached hereto and marked as Annexure A. Further, to obtain permission to commence with public participation.

2. Background

The Draft Kouga Local Municipality By-Law Relating to Land Invasion and the Management and Control of Informal Settlements was workshopped on 2 October 2025 and was reviewed by the Municipal By-Laws and Policy Committee on 17 March 2026, with a recommendation that the Draft Kouga Local Municipality By-Law Relating to Land Invasion and the Management and Control of Informal Settlements be submitted to Council for adoption.

3. Discussion

The the Draft Kouga Local Municipality By-Law Relating to Land Invasion and the Management and Control of Informal Settlements is attached as Annexure A.

The Committee resolved as follows:

- That Council approves the Draft Kouga Local Municipality By-Law Relating to Land Invasion and the Management and Control of Informal Settlements.
- That the Draft Kouga Local Municipality By-Law Relating to Land Invasion and the Management and Control of Informal Settlements be published on the Kouga Website.
- That the draft approved by-law be published for public inputs as required in terms of the Municipal Systems Act, Act 32 of 2000, as amended.
- That the draft approved by-law be referred back to Council after completion of the public participation process.

4. **Financial Implications**

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

5. **Applicable Legislation**

Local Government: Municipal Systems Act No. 32 of 2000, as amended.

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:**

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

System



Cape St Francis
Gamtoos Valley
Hankey
Humansdorp
Jeffreys Bay
Oyster Bay
Patensie
St Francis Bay
St Francis Links

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Website: www.kouga.gov.za

BY-LAW NAME / DESCRIPTION

By-Law Title:	Kouga Local Municipality By-Law Relating to Land Invasion And The Management And Control Of Informal Settlements
File plan reference number:	
Previous Council approval date	N/A
Directorate:	Planning and Development
Section:	Human Settlements
Responsible Official:	Manager Nico Prinsloo
Version:	2
Status of the document:	Draft
Review date:	
Council approval date	
Council resolution number	
Future review date:	
Gazette number:	
Date of gazette:	



REVIEWED: 00.00.0000
 RECOMMENDED BY MAYCOM: 00.00.0000
 APPROVED BY COUNCIL:
 ITEM NO:
 GAZETTED:

The Council of the Kouga Municipality has in terms of Section 156(2) of the Constitution read in conjunction with Section 11 of the Local Government: Municipal Systems Act 32 of 2000, approved the following By-Law:

KOUGA LOCAL MUNICIPALITY MANAGEMENT & CONTROL OF INFORMAL SETTLEMENTS BY-LAW

Document Control

By-Law Title:	Management and Control of Informal Settlements By-law
File plan reference number:	
Previous Council approval date:	6 April 2023
Directorate:	Planning & Development
Section	Human Settlements
Responsible Official:	Manager: Human Settlements
Version:	2
Status of document:	Review
Review date:	
Council approval date:	
Council resolution number:	
Future review date:	
Gazette number:	
Date of gazette:	

TABLE OF CONTENT

No.	Description	Page No.
1.	Definitions	2
2.	Assignment of municipal a municipal official	4
3.	Duties in respect of informal settlements	4
4.	Incidents of land invasion	5
5.	Procedures relating to the management and control of authorized informal settlements	5
6.	Ward Committees	6
7.	Procedures relating to the termination of unauthorized informal settlements	6
8.	Disposal of building materials and personal property	7
9.	Prohibition of receipt or solicitation of consideration in respect of unlawful occupation	8
10.	Application of By-laws	9
11.	Date of commencement	10
12.	Short title	11

PURPOSE

The purpose of this by-law is to provide mechanisms and procedures to address, prevent, mitigate, and monitor the continuous proliferation of unauthorized informal settlements and unlawful land invasions, with the Kouga Municipal area as well as prevent the unlawful expansion of authorized informal settlements.

PREAMBLE

WHEREAS a Municipality may, in terms of Section 156(2) of the Constitution of the Republic of South Africa, 1996, make and administer by-laws for the effective administration of the matters which it has the right to administer, and

WHEREAS Part B of Schedule 4 of the Constitution of the Republic of South Africa, 1996, confers on the municipality the competence in respect of building regulations, municipal planning and municipal health services, and

WHEREAS the municipality is faced with continuous proliferation of informal settlements and land invasion, unlawful expansion of formalized informal settlements in respect of municipal owned land, and

WHEREAS it is the intention of the Municipality to prevent the unlawful occupation of land, while duly considering the requirement in section 26(3) of the Constitution of the Republic of South Africa, 1996 that no one may be evicted from their home or have their home demolished without an order of court.

AND NOW THEREFORE, BE IT INACTED by the Kouga Local Municipality, as follows:

1. DEFINITIONS—

In these By-laws, unless the context otherwise indicates—

“authorized informal settlement” means any informal settlement which is recognized by the Municipality as an authorized informal settlement or a settlement regarded by the municipality as a transit camp to house landless and/or evictees who will be ultimately be relocated to a formally established township;

“authorized official” means an employee of the Kouga Municipality responsible for carrying out any duty or function or exercising any power in terms of this By-law;

“consent” means the expressed or implied consent of the owner or person in charge of the land, for a resident or occupant of a shack/informal structure irrespective of whether such consent was given in writing or otherwise;

“court” means any division of the High Court or the Magistrate's Court in whose area of jurisdiction the land is situated;

“eviction” means the permanent removal, in accordance with the provision of a court order, of a person and his or her property from occupation of a shack/informal structure or the land on which the shack/informal structure is constructed, and includes a demolition of, and removal from the land of any building materials, pegging material or any other material used to construct the shack/informal structure, and the reference to the word “evict” shall have a corresponding meaning;

“head of the household” means—

- a) the father in a household, where the father and mother of the household are legally married;
- b) the single parent, where the household has only one parent with dependants living permanently with him or her in the household; and
- c) any person in the household who has legal capacity to act and is recognized by the majority of the other persons in the household as the person responsible for the maintenance of the welfare and discipline within the household;
- d) a child who bears the responsibility in a household where all members of the household is younger than 18 years or where there are adults who may be too sick, old or incapacitated to head the household and so designated by the Provincial Department of Social Development.

“informal settlement” means one or more unauthorized shack/structure constructed on land with or without the consent of the landowner or the person in charge of the land;

“land” means any land within the area of jurisdiction of the Kouga Municipality, irrespective of whether such land belongs to the National Government, the Provincial Government, a Municipality or a private individual, company or other legal entity;

“land invasion” means the illegal occupation of any land or any settlement or occupation of people on land without the express or tacit consent of the owner of the land or the person in charge of the land, or without any other right to settle on or occupy such land;

“land owner” means the registered owner of land, irrespective of whether such owner is the National Government, the Provincial Government, the Municipal or Private individual, company or other legal entity;

“Municipal Manager or his representative” means the official assigned in terms of section 2;

“Municipality” means Kouga Local Municipality established in terms of section 12 of the Municipal Structure Act, No. 117 of 1998, and includes any political structure, political office bearer, councillor, duly authorized agent thereof or any employee thereof acting in connection with these By-laws by virtue of a power vested in the municipality and delegated or sub-delegated to such political structure, political office bearer, councillor, agent or employee;

“official” any person who is employed or is contracted by the municipality or government;

“person in charge” in relation to land, means a person who has the legal authority to give permission to other person to enter or reside on that land;

“shack/informal structure” means any temporary shelter, building, hut, tent, dwelling or similar structure which does not comply with the provisions of the National Building Regulations and Building Standards Act, 1977 (Act No. 103 of 1977) and the regulations promulgated under that Act and which is primarily used for residential purposes; and

“unauthorized informal settlement” means any settlement which is not recognized by the Municipality as an authorized informal settlement which will be demolished and removed in terms of these By-laws.

“unlawful occupant” a person, individual or entity who occupies land without the consent of the Kouga Municipality or person or entity in charge of such property, or without any other right in law to occupy such land.

2. ASSIGNING OFFICIAL TO PERFORM FUNCTIONS RELATING TO INFORMAL SETTLEMENT

The municipality may designate and assign an official from the Human Settlements Department to manage and control all the informal settlement in accordance with the provisions of these By-laws, otherwise the duties in these By-laws are executed by the Municipal Manager or his/her representative.

3. RIGHTS AND DUTIES IN RESPECT OF INFORMAL SETTLEMENTS —THE MUNICIPAL MANAGER OR HIS REPRESENTATIVE MUST—

- 1) conduct regular survey to determine the location, origin and extent of and the conditions prevailing in each informal settlement;
- 2) monitor and control all informal settlements and take the necessary steps to prevent land invasion within the area of jurisdiction of the Municipality;
- 3) undertake and promote liaison and communication with local communities with a view to obtaining their understanding and cooperation regarding the prevention of land invasion in the area of jurisdiction of the municipality;
- 4) keep a register of, and may enter into rental agreements with all the residents who are entitled to reside in each authorized informal settlement, and in such register the following details must be entered in respect of each shack in each authorized informal settlement, and charge a monthly rental based on a rental amount as approved by Council from time to time —
 - a) the number allocated to the stand or site on which the shack is constructed;
 - b) the names, and identity number of the head of the household who is entitled to occupy the shack;
 - c) the names, identity numbers and relationships to the head of the household of each and every other person occupying the shack as a member of the household;
 - d) the reference number of the municipal file that contains a copy of the contractual agreement in respect of the shack;
 - e) the number of the shack's rental account;
 - f) the number of the shack's municipal services account;

- g) the previous address of the household that is entitled to occupy the shack; and
- h) the names, addresses and telephone numbers, if any, of at least two family members of the head of the household who do not live at the same address as the household that is entitled to occupy the shack;
- 5) ensure that all residents living in an authorized informal settlement are registered in the Municipality's Housing Demand Data Base;
- 6) submit written report on the control and management of any informal settlement, or the conditions prevailing in the informal settlement, if and when required to do so by the municipality;
- 7) for the purpose of informing residents of informal settlements and all other persons visiting informal settlements, ensure that—
 - a) the contents of these By-laws are communicated to all residents of every informal settlement; and
 - b) a copy of these By-laws is posted and maintained in every informal settlement in a prominent place at the venue where the residents' committee contemplated in section 6 usually holds its meeting;
- 8) allocate to each site or stand in an authorized informal settlement an individual number as the temporary address of the site or stand and must ensure that such number is legibly painted or inscribed in a prominent place on the site or stand;
- 9) perform any other duty or function which may be necessary to ensure the proper management and control of an informal settlement.

4. INCIDENTS OF LAND INVASION —

- 1) The Municipal Manager or his representative must, within a period of 24 hours after he or she becomes aware of an incident of land invasion or the existence of a newly established informal settlement, irrespective of whether such informal settlement was established as a consequence of an incident of land invasion or not—
 - a) make a determination of the status of the informal settlement as an authorized or an unauthorized informal settlement; and
 - b) inform the residents of the informal settlement of the status of the informal settlement in accordance with section 5 or section 7, whichever is applicable in the circumstances.
- 2) In the event of the status of an informal settlement completed in subsection (1) being determined as an authorized informal settlement, the Municipal Manager or his representative must deal with the matter in accordance with the provisions of section 5.
- 3) In the event of the status of an unauthorized informal settlement, the Municipal Manager or his representative must deal with the matter in accordance with the provisions of section 7.

5. PROCEDURES RELATING TO THE MANAGEMENT AND CONTROL OF AUTHORIZED INFORMAL SETTLEMENT —

- 1) As soon as a determination of the status of an authorized informal settlement has been made and within the period contemplated in section 4 (1), the

Municipal Manager or his representative must, personally or through any other Council official designated by the Municipal Manager to assist him or her for that purpose, visit the informal settlement and notify the residents of the status of the authorized informal settlement in the manner contemplated in section 6 (2) or by means of a letter delivered in the circumstances.

- 2) The Municipal Manager or his representative must compile a comprehensive register of all the residents who are entitled to reside in the authorized informal settlement contemplated in subsection (1), and the following details must be entered in respect of each shack in the authorized informal settlement—
 - a) the number allocated to the stand or site on which the shack is constructed;
 - b) the name and identity number of the head of the household who is entitled to occupy the shack;
 - c) the names, identity numbers and relationship to the head of the household of each and every other person occupying the shack as a member of the household;
 - d) the reference number of the file of the Municipal Manager or his representative that contains a copy of the contractual agreement in respect of the shack;
 - e) the number of the shack's rental account;
 - f) the number of the shack's municipal services account;
 - g) the previous address of the household that is entitled to occupy the shack; and
 - h) the names, address and telephone numbers, if any, of at least two family members of the head of the household that is entitled to occupy the shack.
- 3) The Municipal Manager or his representative must ensure that the names, addresses and other relevant details of all residents living in an authorized informal settlement contemplated in subsection (1) are registered in the Municipality's Housing Demand Data Base.
- 4) The Municipal Manager or his representative must allocate to each site or stand in an authorized informal settlement contemplated in subsection (1) a unique number as the temporary address of the site or stand and must ensure that the number is legibly painted or inscribed in a prominent place on the site or stand.
- 5) The Municipal Manager or his representative must ensure that no new unauthorized shacks are constructed in the authorized informal settlement contemplated in subsection (1) and that no new unauthorized residents take up residence in the authorized informal settlement by implementing appropriate measure to manage, monitor and control the occupancy of residents in the authorized informal settlement in general. To this end, if the intended occupier of an unauthorized structure is not identifiable and, after taking all reasonable steps to identify who the intended occupier is, or who the owner of the building material and possessions is, the authorized official may impound such materials, subject to section 9 below, and place a notice in a prominent place at the entrance or boundary of the subject land, upon proof of ownership and payment of any fine and/or recovery of goods.

- 6) Any unauthorized occupancy in an authorized informal settlement contemplated in subsection (1) must be dealt with in accordance with the provisions of section 7.
- 7) In respect of an authorized informal settlement contemplated in subsection (1), the Municipal Manager or his representative must ensure that—
 - a) the Municipality's Finance Department institutes, operates and maintains an appropriate account for services rendered by the Municipality to each registered shack in the authorized informal settlement and for any charges levied for the right of occupation of a particular site or stand in the authorized informal settlement; and
 - b) such an account is supplied to the head of the household of each registered shack in the authorized informal settlement.

6. WARD COMMITTEES —

- 1) The Ward Committee and the Municipal Manager or his or her representative, must meet on a regular monthly basis, and at such meetings the Municipality must consult the resident's committee on all matters relating to the authorized informal settlement and communicate matters of general concern to the residents of a collective basis. After such meetings, it is the sole responsibility of the Ward Committee to inform the individual residents of matters discussed at the meetings.
- 2) Special meetings of residents may be convened from time to time by the Ward Committee to communicate with and inform the individual residents of matters relating to the authorized informal settlement.
- 3) The Ward Committee must give notice of a meeting of the residents of the authorized informal settlement by placing the notice prominently at a venue whose location has been determined by the Ward Committee and communicated to the residents at an official meeting of the residents.

7. PROCEDURES RELATING TO THE TERMINATION OF UNAUTHORIZED INFORMAL SETTLEMENTS —

- 1) As soon as a determination of the status of an unauthorized informal settlement has been made and within the period contemplated in section 4 (1), the Municipal Manager or his representative must, personally or the Land Invasion Monitoring Team—
 - a) Inform residents of a shack in the unauthorized informal settlement that their occupation of the shack and the site or stand on which it is situated is illegal; and
 - b) Request the Municipal Manager to assist him or her for that purpose, visit the informal settlement and notify the residents of the status of the unauthorized settlement by means of a written notice hand-delivered to each shack in the informal settlement.
- 2) The written notice contemplated in subsection (1) must notify the residents of the shack to vacate the shack and remove any building materials and other personal property from the unauthorized informal settlement within a period of 24 hours after receipt of the written notice.

- 3) If the residents notified in terms of subsection (1) cooperate and vacate their shacks and remove their building materials and other personal property from the site or stand in the unauthorized informal settlement, the Municipal Manager or his representative must take such steps as he or she may deem appropriate to prevent a recurrence of any incident of land invasion or illegal land occupation on that site, stand or unauthorized informal settlement and must regularly monitor the situation to ensure the non- recurrence of such land invasion or illegal land occupation.
- 4) If the residents notified in terms of subsection (1) fail to cooperate and vacate their shacks and remove their building materials and other personal property from the site or stand in the unauthorized informal settlement, the Municipal Manager or his representative must immediately institute the necessary legal procedures to obtain an eviction order contemplated in subsection (5).
- 5) Within a period of 24 hours after the expiry of the period stipulated in the written notice contemplated in subsection (1), the Municipal Manager or his representative must lodge an application in a competent court to obtain an Eviction Order contemplated in section 4, 5 or 6 of the Prevention of Illegal Eviction from and Unlawful Occupation of Land Act, 1998 (Act No. 19 of 1998), against any person or persons jointly or severally, occupying or residing in a shack or on a site or stand in the unauthorized informal settlement.
- 6) The Municipal Manager or his representative must, within a period of 24 hours after obtaining the eviction order referred to in subsection (5), deploy the Sheriff of the Court to execute the eviction order and to terminate the unauthorized informal settlement.
- 7) Any costs incurred by the Municipal Manager or his representative for the purposes of executing the provision of these By-laws be borne by the Municipality in accordance with its approved budget.

8. PROHIBITED CONDUCT -

- 1) No person may contravene or fail to comply with any provision of this By-law or disobey any instruction or compliance order by an authorised official enforcing this By-law.
- 2) No person may –
 - a) Instigate or organize the unlawful occupation of land;
 - b) Occupy land unlawfully;
 - c) Assist, instigate and/or organise another, directly or indirectly another to occupy land unlawfully or invade it;
 - d) Clear or prepare land, with the intention of occupying it, by removing vegetation or by any other means;
 - e) Remove or damage a sign put up in managed settlement;
 - f) Remove or damage a sign put up on land that is owned by the Municipality
 - g) Remove or damage survey pegs installed by the Municipality
 - h) Demarcate or mark any land with the purpose of allocating it to unlawful occupiers;
 - i) Solicit payment for arranging or organizing a person to occupy land without the consent of the owner of the land;
 - j) Sell or purport to sell land and or structures on land that is or is intended to be invaded;
 - k) Lease or purport to lease land or structures on land that is or is intended to be invaded;

- l) Transport persons, building materials and personal possessions for the purpose of an unlawful occupation;
- m) Refuse to disclose his or her details when asked by an official of the municipality, if that person is occupying land unlawfully or has invaded it;
- n) Remove any fence, sign, marking placed by the municipality or owner (under the direction of the municipality), on land;
- o) Erect or occupy a structure on land without the consent of the owner; or
- p) Interfere or obstruct an authorised officials in preventing the erection or dismantling of a structure or the removal of the building materials and personal possessions of an unlawful occupier of land.

3) Any vehicle driven and/or operated in contravention of this by-law:

- a) Is deemed for the purpose of this By-law to have been driven, in the absence of evidence to the contrary-
 - (i) On the instruction or with the consent of the owner; or
 - (ii) (By the owner, if a natural person; and
- b) May be impounded together with the building materials and possessions conveyed in/on the vehicle.

9. DISPOSAL OF BUILDING MATERIALS AND PERSONAL PROPERTY —

- (1) In the execution of the provisions of section 7 (6), any building materials and other personal property belonging to a resident or occupier of a shack in a unauthorized informal settlement must be removed and stored in a safe place by the Municipal Manager or his representative.
- (2) If the building materials and other personal property contemplated in subsection (1) are not claimed by their owner within a period of three months after the date of the removal and storage, the building materials and personal property must be sold to the best advantage by the Municipal Manager or his representative, or a person designated by the Municipal Manager who must after deducting the amount of any charges due or any expenses incurred, deposit the net proceeds into the Municipality's Revenue Account, provided that—
 - a) subject to the laws governing the administration and distribution of estate, nothing in this subsection contained may deprive the heir of any deceased person of his or her right to the balance of the proceeds of the property; and
 - b) any building materials or other personal property which is, in the opinion of the Municipal Manager or his representatives, valueless and unable to realize any meaningful amount may be destroyed, abandoned, dumped or otherwise disposed of by the Municipal Manager or his representative.
- 3) The Municipal Manager or his representative must compile and maintain a register in which is recorded and appears—
 - a) Particulars of all buildings material or other personal property removed and stored in terms of these By-laws;

- b) The date of the removal and storage of building materials or other personal property in terms of subsection (1) and the name and site or stand number of the owner of the building materials or personal property; and (c)
 - (i) the signature or right thumb print of the person who is claiming ownership and to whom delivery of building materials or other personal property has been made; or
 - (ii) full details of the amount realized on the sale of the building materials or other personal property in terms of subsection (2) and the date of the sale; and
 - (iii) if building materials or other personal property has been destroyed, abandoned, dumped or otherwise disposed of in terms of subsection (2), a certificate by the Municipal Manager or his representative to the effect that the building materials or personal property was valueless.
- 4) Neither the Municipality nor any of its officials acting within the reasonable scope of their authority are liable for any loss of or damage to property or injury to any resident or occupier of a shack in an unauthorized informal settlement or any other person for any reason whatsoever.

10. POWER TO SEARCH AND SEIZE

- 1) An authorised official may, without a search warrant, search any person, vehicle, or structure for the purpose of seizing any article which is, or is on reasonable grounds believed to be, concerned with the commission of an offence in terms of this By-law if:
 - a) The person consents to the search;
 - b) The person does not consent, the official, on reasonable grounds believes-
 - (i) That a search warrant will be issued under paragraph (a) of section 21(1) of the Criminal Procedure Act, 1977 (Act No. 51 of 1977) if application is made for a warrant; and
 - (ii) That the delay in obtaining a warrant would defeat the object of the search; or
 - (c) In terms of Section 23 of the Criminal Procedure Act, 1977 (Act 51 of 1977)
- 2) A search of any person must be conducted with strict regard to decency and order provided that –
 - (a) A woman may only be searched by a woman;
 - (b) If no female authorised official is available, the search may be made by any woman designated for that purpose by an authorised official.
- 3) The authorised official may seize anything found as a result of the search referred to in subsection (1) which-
 - a) Is concerned in or is on reasonable grounds believed to be concerned in the commission or suspected commission of an offence in terms of this By-law;
 - b) May afford evidence of the commission or suspected commission of such an offence;

- c) Is intended to be used or is on reasonable grounds believed to be used in the commission of such an offence.

11. PROHIBITION OF RECEIPT OR SOLICITATION OF CONSIDERATION IN RESPECT OF UNLAWFUL OCCUPATION OF LAND —

- 1) No person may directly or indirectly receive or solicit payment of any money or other consideration as a fee or charge for arranging or organizing or permitting a person to occupy land without the consent of the owner or person in charge of that land.
- 2) The court that convicts any person of a contravention of this section must order any money or other consideration which was received by that person and which has been seized to be forfeited, and the money and the proceeds of the consideration may be paid to the persons from whom the money or consideration was received, and where such person or persons cannot be positively identified, such money or proceeds of the consideration must be paid into the Municipality's Revenue Account.
- 3) If any money or other consideration has been received in contravention of subsection (1), but has not been seized or made available for purposes of confiscation, the court that convicts a person of a contravention of this section may order the amount proved to the satisfaction of the court to have been received by such person to be paid to the person or persons from whom the money or consideration was received, and where such person or persons cannot be positively identified, the money or proceeds of the consideration must be paid into the Municipality's Revenue Account. Such order has the effect of a civil judgment and may be executed against such person who received the money or consideration as if it were a civil judgment in favour of the person or persons from whom the money or other consideration was received or in favour of the Municipality.

11. OFFENCES AND PENALTIES

A person who contravenes a provision of this by-law, is guilty of an offence and on conviction liable to the payment of a fine as approved by the Municipal Council from time to time or to imprisonment for a period not exceeding two (2) years.

12. INDEMNITY

Neither the Municipality nor any authorised official is liable for any damages in respect of anything done, or omitted, in the reasonable exercising of any power or carrying out any function in terms of this By-law.

13. APPLICATION OF BY-LAWS —

This By-laws apply to all informal settlement within the area of this Municipality.

14. DATE OF COMMENCEMENT —

This By-laws will take effect on the day of publication in the Government Gazette.

15. SHORT TITLE —

This By-law shall be called the Kouga Local Municipality Management & Control of Informal Settlements By-Law.


KOUGA MUNICIPALITY (EC 108)

ORDINARY COUNCIL MEETING
MUNICIPAL BY-LAWS & POLICY
COMMITTEE

OPEN

DATE: 29 APRIL 2026

ITEM NO: **26/04/PB2**

DRAFT KOUGA MUNICIPALITY PROBLEM BUILDING BY-LAW
1. Introduction

The purpose of this report is to submit the Draft Kouga Municipality Problem Building By-laws to the Council for consideration and permission to undertake public participation.

2. Background

The Draft Kouga Municipality Problem Building By-laws was workshopped on 19 February 2026 and was reviewed by the Municipal By-Laws and Policy Committee on 17 March 2026, with a recommendation that the Draft Kouga Municipality Problem Building By-laws be submitted to Council for adoption.

3. Discussion

The Draft Kouga Municipality Problem Building By-laws is attached as Annexure A.

The Committee resolved as follows:

- That Council approves the Draft Kouga Municipality Problem Building By-laws.
- That the Draft Kouga Municipality Problem Building By-laws be published on the Kouga Website.

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**

None

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:**

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**

Report Noted

9. **Delegated Authority**

Council

10. **Recommendations**

10.1 That Council approves the Draft Kouga Local Municipality Problem Building By-Law.

- 10.2 That the draft approved by-law be published for public inputs as required in terms of the Municipal Systems Act, Act 32 of 2000, as amended.
- 10.3 That the draft approved by-law be referred back to Council after completion of the public participation process.

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

A handwritten signature in black ink, appearing to read "S. J. Dysek". The signature is stylized with a large, looped initial "S" and a vertical line through it, followed by "J. Dysek".



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BY-LAW NAME / DESCRIPTION

By-Law Title:	Kouga Municipality's Problem Buildings By-law
File plan reference number:	
Previous Council approval date	N/A
Directorate:	Planning and Development
Section:	Building Control, Compliance and outdoors advertising
Responsible Official:	Manager Nico Lappert
Version:	2
Status of the document:	Draft
Review date:	
Council approval date	
Council resolution number	
Future review date:	
Gazette number:	
Date of gazette:	

KOUGA MUNICIPALITY:

PROBLEM BUILDINGS BY-LAW

DOCUMENT CONTROL:

By-Law Title:	Problem Buildings By-Law
File plan reference number:	
Directorate:	Planning and Development
Section:	Building Control
Responsible Official:	
Version:	1
Status of the document:	New
Council approval date	
Council resolution number	
Future review date:	
Gazette number:	
Date of gazette:	

TABLE OF CONTENTS

DESCRIPTION	PAGE NUMBER
Preamble	3
Definitions	3-5
Applicable Legislation	5
Application of this by-law	5
PART A – DUTY AND LIABILITY OF OWNERS	
Duty of owners	6
Duty to take measures	7
Liability of owners for damages and costs	7
Conduct that is prohibited	
PART B – INVESTIGATION AND COMPLIANCE ORDERS	
Investigation	8
Compliance notice	9
Failure to comply with the compliance order	9
PART C – DECLARATION OF A PROBLEM BUILDING	
Notice of intention to declare a Building a problem Building	9
Declaration of a problem building	10
Owner's failure to comply with the declaration	10
PART D - APPOINTMENT OF ADMINISTRATOR	
Appointment of administrator	11-12
PART E	
Evacuation	12
Eviction	12-13
Demolition	13
Expropriation	13
PART F – ENFORCEMENT	14-15
PART G – GENERAL	15-19

PREAMBLE

Whereas a Municipality, in terms of section 156 (1) (a) of the Constitution of the Republic of South Africa, 1996, has executive authority in respect of, and has the right to administer matters as set out in Part B of Schedule 4.

Whereas a Municipality may, in terms of Section 151 (2) of the Constitution, make and administer by-laws for the effective administration of the matters it has a right to administer.

Whereas it is the intention Kouga Municipality to identify problem buildings and to take the necessary measures to ensure compliance with Kouga Municipality's by-laws, policies and plans and legislation related to Building and the use of Building;

Whereas it is the principal purpose of this By-law is to secure compliance rather than demolition and re-development;

BE IT THEREFOR ENACTED BY THE COUNCIL OF KOGA MUNICIPALITY AS FOLLOWS: —

1. DEFINITIONS

In this By-law, unless the context indicates otherwise-

“Authorised official” means an employee of the Kouga Municipality responsible for carrying out any duty or function or exercising any power in terms of this By-law or any other applicable by-law and includes an employee delegated to carry out such duties, functions or exercise such powers;

“Building” means “building” as defined in the National Building Regulations And Building Standards Act No. 103 of 1977;

“Waste disposal facility” means a site, or premises which is licensed in terms of the National Environmental Management: Waste Act, 2008 (Act No. 59 of 2008) and used for the accumulation or disposal of waste;

“Local Authority” means the Municipality of Kouga established in terms of Section 12 of the Municipal Structures Act 117 of 1998 (as amended), under Provincial Notice 484 dated 22 September 2000 and includes any political structure, political office bearer, Councillor, duly authorized agent or employee acting in accordance with this By-Law by virtue of a power vested in the Municipality and delegated and sub-delegated to such political structure, political office-bearer, Councillor, agent or employee;

“National Building Regulations Act” means the National Building Regulations and Building Standards Act, 1977 (Act No.103 of 1977) any amendments thereto or substitution thereof;

“Occupant” means any natural or juristic person who resides in, inhabits, occupies, controls, conducts business in, or otherwise uses or has possession of a building or any portion thereof, whether lawfully or unlawfully, temporarily or permanently, and includes a tenant, lessee, sub-lessee, informal occupier, caretaker, employee, agent, or any person claiming a right of occupation through or under another person, but excludes a person present on the premises solely for the purpose of inspection, maintenance, repair, or the rendering of a professional or emergency service.

“Owner” in relation to a building or land, means the person in whose name the land on which such building was or is erected or such land, as the case may be, is registered in the deeds office: Provided that if

- (a) such person in the case of a natural person, is deceased or was declared by any court to be incapable of managing his own affairs or a prodigal or is a patient as defined in section 1 of the Mental Health Act 18 of 1973, or if his/her estate has been sequestrated, the executor or curator concerned, as the case may be;
- (b) such person, in the case of a juristic person, has been liquidated or placed under judicial management, the liquidator or judicial manager concerned, as the case may be;
- (c) such person is absent from the Republic (including territory) or if his whereabouts are unknown, any person who, as agent or otherwise, undertakes the management, maintenance or collection of rentals or other moneys in respect of building or land or who is responsible for;
- (d) the local authority in question is unable to determine the identity of such person who is entitled to the benefit of the use of such building or land or who enjoys such benefit, shall be deemed to be the owner of such building or land;

“Problem Building” means Building, or structure that poses a threat to public safety, health, or well-being, and or violates local municipal by-laws. This definition encompasses various issues, including abandoned buildings, non-compliance with regulations, and the presence of criminal activity.

2. APPLICABLE LEGISLATION

- The Constitution of the Republic of South Africa 108 of 1996;
- National Building Regulations and Building Standards Act 103 of 1977, as amended;
- National Environmental Management: Waste Act 59 of 2008;
- Sectional Title Act 95 of 1986;
- Criminal Procedure Act 51 of 1977, as amended;
- Local Government: Municipal Structures Act 117 of 1998, as amended;
- Local Government: Municipal Systems Act 32 of 2000, as amended;
- Local Government: Municipal Building Rates 6 of 2004.

3. APPLICATION OF THIS BY-LAW

- (1) The Kouga Municipality adopts this By-Law provide for the identification, control and management of dilapidated and problem buildings (Buildings) and in land in its area of jurisdiction with the aim of protecting and promoting the interests of all people in Kouga Municipality jurisdiction by providing, in conjunction with applicable laws, a legal and administrative framework within which Kouga Municipality can develop and manage its constitutional and other legislative obligations, including but not limited to its obligations to promote a safe and healthy environment.
- (2) In the implementation and enforcement of this By-Law, the Municipality may take into consideration the realities of area, the different customs, cultures, circumstances, geographical areas, types of premises, levels of development and conventions.
- (3) The Municipality may from time to time determine the areas in which the By-law will be applicable.

PART A: DUTY AND LIABILITY OF OWNERS

4. DUTY OF OWNERS

- (1) Every owner of a Building must-
 - (a) maintain the building in a good state of repair and in a safe condition;
 - (b) notify the Municipality if the condition of any building is dangerous to life;
 - (c) not permit it to be unlawfully occupied or used for criminal activities; and
 - (d) not permit the dumping of waste on the building.
- (2) During the erection of a building, the owner of the building must proceed with its erection without delay and take reasonable measures during its erection to prevent unauthorised access to the building.
- (3) If a period exceeding three (3) months the erection of a building is not proceeded with, Kouga Municipality may by a notice in writing, served by post or delivered, order the owner of such building to resume and to complete the erection of such building within the periods in such notice.
- (4) If the owner of a building on or whom a notice was served or delivered, fails to resume or complete the erection of such building within the prescribed period specified in the notice, the Municipality may extend such periods from time to time if such owner satisfies that it that such failure was due to circumstances beyond his control.
- (5) If the owner of a building or on whom a notice was served or delivered, fails to resume or complete the erection of such building within the period

specified in a extended and the Municipality is of the opinion that the such building is unsightly, dangerous or derogated from the adjoining or neighbouring Buildings, the Municipality may in notice in writing, served by post or delivered, order such owner to demolish the building, to remove the material of which such building is consisted and any other material or rubbish from the site, and to clean up such site within the period specified in the final notice.

5. DUTY TO TAKE MEASURES

- (1) If a Building is unlawfully occupied or used for criminal activities, the owner must take the necessary measures to evict the occupants.
- (2) If waste has been dumped or accumulated on the building, the owner must remove the waste and transport it to a licensed designated disposal facility at the owner's cost.

6. LIABILITY OF OWNERS FOR DAMAGES AND COSTS

- (1) An owner is liable for the costs incurred by the Municipality to-
 - (a) maintain, repair, renovate, or alter the building;
 - (b) secure, close or barricade the building, demolish a building on the Building; or otherwise enforce compliance with this By-law.
- (2) Any damages and costs must be paid by the owner to the Municipality upon demand.

7. CONDUCT THAT IS PROHIBITED

No person may –

- (a) Abandon a building
- (b) Fail to comply with or maintain a building in accordance with health and fire-safety and town planning schemes or by-laws
- (c) Fail to maintain lifts
- (d) Conduct or permit the conduct of criminal activities
- (e) Occupy a building illegally
- (f) Fail to comply with a Notice as contemplated in the National Building Regulations and Building Standards Act;
- (g) Allow a building to be a threat or danger to the safety of the occupiers, registered owners, responsible person or the public;
- (h) Allow a building to be in a state of partial completion, to become an abandoned or structurally unsound and to the show the signs of any of the risks referred to above.

PART B: INVESTIGATION AND COMPLIANCE ORDERS

8. INVESTIGATION

- (1) An authorised official may enter any building at a reasonable time to inspect and determine whether the owner of the building complies with this By-law.
- (2) An authorised official may only enter a Building:
 - (a) with the consent of the owner or occupant;
 - (b) on 7 days written notice to the owner or occupant of an intention to inspect the building;
 - (c) with a warrant to enter and search the building issued by a local magistrate; or
 - (d) without a warrant if the authorized official reasonably believes that the delay in the issue of the warrant will defeat the purposes of the entry in terms of the Criminal Procedure Act 51 of 1977;
- (3) A search warrant may be issued if it appears on information provided on oath that there are reasonable grounds for believing that the building is unlawfully occupied or used for criminal activities.
- (4) An authorised official may be accompanied by any approved competent person (building control officer) who is instructed to examine the building and report on the state of the building and any measures to be taken.
- (5) A notice issued permits the authorised official to enter the building more than once provided that it is on written notice that may be less than 7 days.

9. COMPLIANCE NOTICE

- (1) An authorised official may issue a compliance notice on the owner of a building if that official considers that-
 - (a) the owner has failed to comply with the duties of an owner;
 - (b) the failure can be remedied without the declaration of a problem Building.
- (2) The compliance notice must specify-

- (a) the measures that the owner must take to remedy the non-compliance with the owner's duties;
 - (b) a reasonable period within which the measures must be taken;
 - (c) the amount of the administrative fine imposed, if the owner fails to comply; and
 - (d) the date by which the owner may make representations to amend or withdraw the notice.
- (3) The measures contemplated in subsection:
- (a) cleaning, repairing, repainting, renovating or altering the building.
 - (b) securing, fencing or barricading the building.
 - (c) completing the construction of a building or structure on that building;
 - (d) closing or demolishing a structure, building or part of a building;
 - (e) disposing of, or removing, any waste dumped or stored on a Building.
- (4) The authorised official may amend the compliance order after receiving any representations from the owner.

10. FAILURE TO COMPLY WITH COMPLIANCE ORDER

- (1) If the owner of the building fails to comply with a compliance order, an authorised official -
- (a) may extend the period or otherwise amend the compliance order;
 - (b) may declare the building to be a problem building;
 - (c) must impose the administrative fine.
- (2) The owner is liable for the costs incurred in respect of an approved competent person for examining and reporting on the state of the building and the measures to be taken.

PART C: DECLARATION OF A PROBLEM BUILDING

11. NOTICE OF INTENTION TO DECLARE A PROBLEM BUILDING

- (1) An authorised official may issue a notice of intention to declare a building to be a problem building if the official is satisfied that there are good grounds for believing that the building-
- (a) is abandoned or derelict;
 - (b) is unlawfully occupied or overcrowded;
 - (c) is or is becoming unhealthy, unsanitary, unsightly, dilapidated or objectionable;
 - (d) is illegally connected to electricity, supplies or sewers;
 - (e) is being used for criminal activities;
 - (f) has without, planning permission, been altered so as to have the effect of preventing the South African Police Service, the Law Enforcement Officials, its inspection authorities and authorised officials from lawfully

entering the building without notice in order to frustrate the purpose of an investigation;

- (g) is structurally unsound or is or becoming dangerous to life or building;
- (h) is being used to dump waste or allowed to accumulate waste; or
- (i) the construction of which is incomplete and has not been proceeded with for more than three months.

(2) The notice must-

- (a) give the owner 7 days within which to make representations as to why the building should not be declared a problem building and why the measures specified in subsection (b) should be amended or withdrawn;
- (b) specify the measures and the time period within which the measures must be taken to prevent the building being declared a problem building.

(3) If in the representations the owner undertakes, in writing, to take the measures specified in subsection (2)(b), subject to such conditions that the authorised official may require, the official may defer a decision in terms of section 10(1).

12. DECLARATION OF A PROBLEM BUILDING

(1) An authorised official may declare a building a problem building if-

- (a) the owner fails to comply with a compliance notice issued;
- (b) the owner fails to make representations addressed to the Municipal Manager;
- (c) representations have been made, but the official is nevertheless satisfied that there are good grounds to declare the building a problem building;
- (d) the owner fails to comply with the undertaken;

(2) The declaration, in a form to be determined by the Municipal Manager, must set out the measures and the dates within which the measures must be taken by the owner.

(3) The measures contemplated include-

- (a) any measure contemplated;
- (b) an order requiring the evacuation of the building if the official has reason to believe that the building is unsafe and requires immediate evacuation;
- (c) a requirement that the owner take the necessary steps to evict the occupants of the building.

(4) A measure may only require an owner to institute proceedings in a court of law to evict occupants on the building if-

- (a) the occupants are unlawfully occupying the building;
 - (b) the premises are being used for criminal activities;
 - (c) it is in the interests of safety and security of the occupants or the public or both that occupants are temporarily or permanently evicted; or
 - (d) requires that the premises be vacated either temporarily or permanently in order to either effect alterations to the building or to demolish a building or structure on the building.
- (5) The Municipality must-
- (a) serve the declaration on the owner;
 - (b) at the owner's cost, erect sign boards and publish advertisements in community newspapers notifying the public that the building has been declared a problem building setting out the measures to be taken and any orders or requirements as to access or occupation in the declaration.

13. THE OWNER'S FAILURE TO COMPLY WITH THE DECLARATION

- (1) If the owner fails to comply with any measure, the Municipality may-
 - (a) impose an administrative; and
 - (b) carry out the measure, including approaching a court for orders; or
 - (c) apply to court for the appointment of an administrator.
- (2) If the Municipality gives effect to the measures, the owner is liable for the costs and expenses of effecting the measure.

PART D: APPOINTMENT OF ADMINISTRATOR

14. APPOINTMENT OF ADMINISTRATOR

- (1) The Municipality may apply to the Court for the appointment of an administrator if the building has been declared a problem Building and the Court may appoint the administrator on such terms as it deems fit in the circumstances to give effect to the measures contained in the declaration.
- (2) The remuneration and expenses of the administrator are payable through cost recovery or from the owner.
- (3) An administrator appointed by the Court has the powers and duties of the registered owner of the building, including the following powers, or such powers and duties as the Court may direct:
 - (a) The collection of rental and other charges from the occupiers;
 - (b) The maintenance, repair or renovation of the problem building utilizing the rental so collected or from other funding as obtained from whatever source;

- (c) The payment of charges for the supply of electricity, water, sanitation and rates and taxes from such rental or other funding as obtained from whatever source;
 - (d) The appointment of a committee to assist in the management of the problem building;
 - (e) The opening and operating of an account with a bank;
 - (f) Any other action-
 - (i) required to give effect to measures;
 - (ii) damages and costs
 - (iii) reasonably required to be taken in terms of managing the problem Building;
 - (iv) which the owner would, in normal course of business and management of the problem Building, have been able to take.
- (4) The administrator must submit the following documents to the owner, the Municipality and the Court-
- (a) A monthly report in the form determined by the Municipal Manager;
 - (b) A final report and account in the form determined by the Municipal Manager on the completion of the administrator's mandate.
- (5) The Court may, at its discretion or on the application of the owner or the Municipality -
- (a) replace the administrator;
 - (b) require the administrator to account for and justify any action taken;
 - (c) reverse or amend any decision taken by the administrator;
 - (d) terminate the mandate of the administrator.

PART E: EVACUATION, EVICTION AND DEMOLITION

15. EVACUATION

- (1) If a building has been declared to be a problem building in terms of section 10(1) and an authorised official has reasonable grounds for believing that a building is dangerous to life and Building and that the immediate evacuation of the Building is necessary-
- (a) the official may make an order requiring the evacuation of the Building and;
 - (b) if the order is not obeyed, the Municipality may apply to Court on an urgent basis for an order-
 - (i) compelling all persons on the building to evacuate the building.
 - (ii) prohibiting any person from entering the building.
- (2) A Court may-
- (a) grant an order contemplated if it is satisfied that the building is unsafe and that the immediate evacuation of the Building is necessary;
 - (b) require the owner to provide temporary accommodation for the occupants to be evacuated;

- (c) make, in addition to any order of costs against the owner, an order regarding the costs incurred in implementing the order.
- (3) It is an offence for any person not to comply with an order.

16. EVICTION

- (1) If an authorised official has reasonable grounds for believing that an eviction is a necessary measure to achieve the purposes of the By-law, the Municipality may-
 - (a) require the owner to take all necessary lawful steps to evict the occupants of the Building; or
 - (b) institute eviction proceedings in Court against the occupants on the following grounds-
 - (i) the occupants are in unlawful occupation of the Building;
 - (ii) the Building is being used for criminal activities;
 - (iii) it is in the interests of the safety or security of the occupants or the public; and
 - (c) join the owner in the proceedings contemplated and seek, in addition to any order of costs against the owner, the costs of implementing the order.
- (2) A court may-
 - (a) grant an order if it is satisfied that eviction is a necessary measure to achieve the purpose of the By-law;
 - (b) make, in addition to any order of costs against the owner, an order regarding the costs incurred in implementing the order.

17. DEMOLITION

- (1) If an authorised official has reasonable grounds for believing that the demolition of a building is a necessary measure, the Municipality may-
 - (a) require the owner to demolish the structure, building or part of a building; or
 - (b) institute proceedings in a Court to order directing the owner or authorising the Municipality to demolish the building on one or more of the following grounds-
 - (i) the building or its alteration is without planning permission;
 - (ii) the building is structurally unsafe and not capable of being made safe;
 - (iii) the building is or becoming dangerous to life and Building;
 - (iv) the owner has failed to comply with the measures issued in and the costs of complying with those measures exceed the costs of demolition.

- (2) A Court may-
 - (a) grant an order for the demolition of a building if it is satisfied that the demolition is a necessary measure; and
 - (b) make an order of costs against the owner including the costs of the demolition.

18. EXPROPRIATION

- (1) The Municipality may apply to court to expropriate a problem Building if -
 - (a) the owner fails to comply with the order; and
 - (b) it is unlikely that its costs in effecting the measures required are likely to be recovered from the owner or from a sale in execution (public auction) of the Building pursuant to a court order for the recovery of the Municipality's costs.

PART F: ENFORCEMENT

19. CIVIL PROCEEDINGS

- (1) The Municipality or administrator may, by way of civil proceedings and in accordance with Kouga Municipality's: Credit Control and Debt Collection policy, as approved by Council, recover from the owner-
 - (a) any costs incurred in effecting any measure or performing any function in terms of this By-law; and
 - (b) any unpaid administrative fine imposed in terms of this By-law.

20. ADMINISTRATIVE FINES

- (1) An authorised official may impose an administrative fine for a failure to comply with this By-law or any notice or declaration made in terms of it.
- (2) The amounts of the administrative fines are set out in Schedule A.

21. OFFENCES AND PENALTIES

- (1) A person is guilty of an offence and, on conviction, liable to a penalty, if that person –
 - (a) contravenes or fails to comply with any provision of this By-law;
 - (b) contravenes or fails to comply with any requirement set out in a notice served on him in terms of this By-law;
 - (c) fails to comply with a lawful instruction of an authorised official;

- (d) threatens, resists, interferes with or obstructs any authorised official in the performance of that official's duties or functions in terms of this By-law;
 - (e) knowingly makes a false statement.
- (2) Any person who is convicted of an offence under this By-law is liable to-
- (a) a fine;
 - (b) imprisonment for a period not exceeding 3 years; or
 - (c) both such fine and imprisonment.
- (3) In the case of a continuous offence, the Court may impose in respect of each day on which the offence continues-
- (a) an additional fine;
 - (b) imprisonment for a period not exceeding 10 days; or
 - (c) both such fine and imprisonment.
- (4) The Court may in terms of section 300 (award compensation) of the Criminal Procedure Act 51 of 1977, determine any costs incurred by Kouga Municipality or administrator in effecting any measure or performing any function in terms of this By-law and make an appropriate order including an order for legal costs.
- (5) If civil proceedings have been instituted for the collection of an administrative fine against any person in respect of a contravention no criminal proceedings may be instituted against that person in respect of that contravention.

PART G: GENERAL

22. APPEALS

In terms of the Local Government Municipal Systems Act of 2000 states in Section 62(1) a person who's rights are affected by decisions taken by a political structure or political office bearer, councillor or staff member of the municipality in terms of the power or duty delegated or sub-delegated by a delegating authority to the political structure to the political office bearer, councillor or staff member, may appeal against that decision by giving written notice of the appeal and reasons to the Municipal Manager within 21 days of the date of the notification of the decision.

23. APPOINTMENT OF AUTHORISED OFFICIALS

The delegated authority may appoint authorised officials to implement this By-law and may appoint such official as a building control officer in terms of section 5 of the National Building Regulations and Building Standards Act.

24. DELEGATION

The Municipal Manager is authorised to exercise all the powers and perform all the duties and functions conferred on the Municipality under this By-law and may delegate such powers and functions to authorised officials other than the powers and function.

25. POWERS OF AUTHORISED OFFICIALS

- (1) An authorised official may, when entering a Building-
 - (a) inspect or investigate the Building;
 - (b) question the owner, management agent or occupier of the Building;
 - (c) take photographs of the Building;
 - (d) take samples and remove any document, sample or thing for the purpose of evidence in any civil or criminal proceedings.
- (2) An authorised official may exercise any power conferred on a building control officer in terms of section 15 of the National Building Regulations Act.

26. FORM OF NOTICES, DECLARATIONS AND SIGN BOARDS

The Municipal Manager must determine the form of the notices, declarations and sign boards that are required to be issued or erected in terms of this By-law.

27. SERVICE OF NOTICES

- (1) Whenever any notice or declaration is required to be served on a person in terms of this By-law, it is deemed to have been effectively and sufficiently served-
 - (a) when delivered to that person personally;
 - (b) when it has been left with a person apparently over the age of 16 years at that person's place of residence or business or registered address in the Republic of South Africa;
 - (c) when it is posted by registered or certified mail to that person's last known residential or business address and an acknowledgement of the posting is produced; or
 - (d) when it is affixed to a noticeable place on the building or Building.
- (2) Service on any of the following persons or addresses constitutes service on the owner of the Building:
 - (a) an agent appointed by the owner to sell, lease or manage the building;
 - (b) a person appointed to supervise the building;
 - (c) a person seemingly in charge of the building or collecting rent from occupants on the Building.

28. SHORT TITLE

This By-law is called Kouga Local Municipality: Problem Building By-law, 2025.

SCHEDULE A: FINES

The Municipality may impose the following administrative fines in respect of contraventions of the relevant applicable sections of this By-law.

Description of offence	Proposed fine 1	Approved fine 2	Offence
Hinder or obstruct an authorised official in the exercise of his or her powers in terms of the B -law	R 4 500p/m		
Abandoning a building	R 5 000p/m		
Failure to comply with or maintain a building in accordance with the health, fire-safety and town planning scheme or by-laws	R 5 000/pm		
Failure to maintain lifts that were installed in a building	R 4 000/pm		
Allowing the building and the premises on which it is located to become unhealthy, unsanitary, unsightly or objectionable in terms of any applicable legislation or, as determined by the local authority by allowing the following conditions to exist or develop - has overloaded or illegally connected electricity supply; (i) has illegally connected water supply; (ii) has no electricity supply; (iii) has no water supply; (iv) has illegal connections to sewer mains; (v) has overflowed or blocked sewer drains;	R 4 000p/m		

(vi) constitutes a nuisance; or (vii) is a place where refuse, waste material, rubble, scrap or any similar material is accumulated, dumped, stored or deposited, unless so stored in terms of a valid approval by the local authority;			
Conduct or permit the conduct of any criminal activities contemplated in section	R 5 000/pm		

Occupy a building illegally	R5 000p/m		
Fail to comply with a Notice issued in terms of Section 1 1 of the National Building Regulations and Building Standards Act, 1977	R28 500		
Allow a building to be a threat or danger to the safety of the occupiers, registered owners, responsible person or the public in general	R2 500/pm		
Allow a building to be in a state of partial completion, to become abandoned or structurally unsound and to show the signs of any of the risks contemplated in section	R3 000/pm		
Failure to comply with a written notice to that require the owner to comply with the provisions of this by-law and any other relevant legislation or by-laws within a specified period	R3 500/pm		

Failure to comply with a written notice on the owner of any building or land which has been declared a problem building requiring such owner within a specified period to — (a) clean, repair, renovate, repaint, alter, close, demolish or secure such problem building; (b) complete the problem building or any structure of such building; (c) enclose, fence or barricade such problem building or land; (d) instruct, at the cost of such owner, an architect or other registered person, to investigate such problem building and to report to the authorised official on the nature and extent of the steps to be taken to render such problem building safe or to rectify the deficiency which caused the building to be declared a problem building; dispose of, destroy or remove any material or article accumulated, dumped, stored or deposited in any building , which is refuse or waste.	R3 500/pm		
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KOUGA MUNICIPALITY (EC 108)
 ORDINARY COUNCIL MEETING
 MUNICIPAL BY-LAWS & POLICY
 COMMITTEE
 OPEN
 DATE: 29 APRIL 2026
 ITEM NO: **26/04/PB3**

MUNICIPAL RESTRICTION (BLACKLISTING) OF SUPPLIERS POLICY

1. Introduction

The purpose of this report is to submit the Municipal Restriction (Blacklisting) of Suppliers Policy to the Council .

2. Background

The Municipal Restriction (Blacklisting) of Suppliers Policy was workshopped on 19 February 2026 and was reviewed by the Municipal By-Laws and Policy Committee on 17 March 2026, with a recommendation that the Municipal Restriction (Blacklisting) of Suppliers Policy be submitted to Council for adoption.

3. Discussion

The the Municipal Restriction (Blacklisting) of Suppliers 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

Kouga Local Municipality: Supply Chain Management Policy
 Local Government: Municipal Finance Management Act – SCM Regulations

6. **Legal Implications**

Should Council approve the Policy, the Policy provisions will become enforceable from date of Council resolution or alternative date approved by Council.

7. **Other Implications**

No other implications are foreseen.

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**

Report Noted

9. **Delegated Authority**

Council

10. **Recommendations**

10.1 That Council approves the Municipal Restriction (Blacklisting) of Suppliers Policy.

10.2 That the implementation date is the date of this Council Resolution.

- 10.3 That the Municipal Restriction (Blacklisting) of Suppliers Policy be published on the Kouga Website.

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

A handwritten signature in black ink, appearing to read "S. J. Dystek". The signature is stylized with a large "S" and a vertical line through it, followed by "J. Dystek".

Council of the Kouga Municipality has in terms of section 156(2) of the Constitution of the Republic of South Africa read in conjunction with section 11 of the Local Government: Municipal Systems Act No. 32 of 2000, approved the following Policy.

POLICY NAME / DESCRIPTION

Policy Title:	MUNICIPAL RESTRICTION (BLACKLISTING) OF SUPPLIERS POLICY
File plan reference number:	SCM 25-26- Pol 2
Previous Council approval date	N/A- new
Directorate:	Finance and Economic Development
Section:	Supply Chain Management
Responsible Official:	Manager: Supply Chain Management
Version:	1
Status of the document:	Draft
Review date:	
Council approval date	
Council resolution number	
Future review date:	

TABLE OF CONTENTS

1. Purpose
2. Objectives
3. Legal Framework
4. Restriction of Supplier Process
 - 4.1 Authority to Restrict Suppliers
 - 4.2 Grounds for Restriction
 - 4.3 Restriction Period and Sanctions
 - 4.4 Establishment of a Municipal Restriction Committee
 - 4.5 Procedural Fairness
 - 4.6 Corrective Measures
5. Implementation
6. Council Adoption

DEFINITIONS

"Award" shall mean the acceptance of a bid or proposal.

"Blacklisting/restricting" shall mean the act of disqualifying a person or an entity from participating in the procurement process of Kouga Local Municipality Municipality.

"Collusion" means any agreement, arrangement, understanding, or coordinated conduct, whether formal or informal, between two or more parties, including suppliers, officials, or third parties, which is intended to improperly influence procurement outcomes, pricing, competition, or decision-making processes, or to deceive or prejudice the Municipality.

"Contract period" shall mean the duration of the contract as set out in the contract.

"Council" shall mean the Council of Kouga Local Municipality.

"Day" unless expressly otherwise provided for in this policy shall mean calendar day.

"Delisting" shall mean removal of a person/entity, after the period of blacklisting expires.

"Fraud" means any unlawful, intentional act or omission, including a misrepresentation by words, conduct, or non-disclosure, made by a supplier, service provider, or any associated person, which causes or has the potential to cause prejudice, loss, or risk of loss to the Municipality, whether financial or otherwise.

"Fronting" shall mean the deliberate circumvention or attempted circumvention of the Broad Based Black Economic Empowerment Act and the Codes of Good Practice.

"Irregular practice" shall include, but not be limited to:

- (i) fronting,
- (ii) misrepresentation on eligibility documents or application forms or any other returnable document which contains information which will have a material bearing on the award,
- (iii) attempt to bribe/bribing an official by monetary or non-monetary inducements or attempt to influence an official directly or indirectly involved with the procurement process, in order to:
 - obtain a tender
 - retain a tender
 - withdraw from a tender
- (iv) deliberately omitting information, or misrepresenting information which would have a bearing on the award of a tender,
- (v) committing of fraud or extortion in relation to the bidding process,
- (vi) obtaining information on the contents of other bids in the same tender which one would not ordinarily be entitled to in terms of the Promotion of Access to Information Act (PAIA) No. 2 of 2000 or as amended, which information is in the possession and under the control of the municipality,
- (vii) collusive tendering,
- (viii) restrictive horizontal and vertical practices as defined by the Competition Act,
- (ix) committing an exclusionary act as defined by the Competition Act; and
- (x) any other activity which is not specifically set out in this definition but constitutes an unlawful or unfair/improper business practice.

"Municipality" shall mean Kouga Local Municipality

"Municipal Restriction Authority" shall mean the person/s or committee/s that have, delegated authority to blacklist or restrict a tenderer/supplier/contractor.

"Non-performance" shall mean default on a contract in the public/ government sector by wilfully or negligently:

- (i) failing to perform at all,
- (ii) failing to complete work timeously without good reason,
- (iii) delivering defective performance, i.e. poor workmanship, or substandard materials,
- (iv) being in breach of a material term of the contract,
- (v) failing to achieve a specified participation goal as set out in the tender documents; and
- (vi) despite being given written notice to remedy non-performance.

"Restriction/blacklisting period" shall mean the period for which the tenderer is barred from participating in the procuring processes.

“Risk” means the reasonably foreseeable possibility that the conduct, omission, or continued engagement of a supplier may expose the Municipality to financial loss, legal liability, reputational harm, service delivery failure, or non-compliance with applicable legislation.

1. PURPOSE

The purpose of this Policy is to enhance the integrity, accountability, and effectiveness of the Municipality's Supply Chain Management system by providing a clear framework for the **restriction of suppliers from doing business with the Municipality**, including restriction **outside of the National Treasury restriction process**, while ensuring fairness, proportionality, and compliance with applicable legislation.

2. OBJECTIVES

2.1 To prevent the municipality from doing business with persons, business, organizations or entities who abuse the supply chain management system by committing a corrupt, fraudulent, unfair or irregular practice/s.

2.2 To prevent the municipality from doing business with individual persons, business, organizations or entities who default on any contract, performance wilfully or negligently.

2.3 To develop a uniform criteria and a fair process for barring such persons, tenderers and business entities who engaged in 2.1 and/or 2.2 above.

2.4 To prevent persons who are blacklisted from re-entering the procurement arena by setting up new business entities and by using existing business entities to tender for public sphere work, during the blacklisting period.

3. LEGAL FRAMEWORK

This policy is adopted in accordance with:

- Section 217 of the Constitution of the Republic of South Africa, 1996;
- Sections 112 and 116 of the Municipal Finance Management Act, 56 of 2003;
- The Municipal Supply Chain Management Regulations;
- Applicable National Treasury Instructions, and
- The Promotion of Administrative Justice Act, 3 of 2000.

4. RESTRICTION OF SUPPLIERS

4.1 Authority to Restrict Suppliers

4.1.1 The Municipality may, **independently of the National Treasury restriction process**, restrict a supplier, contractor, service provider or any associated person from doing business with the Municipality where such conduct undermines the integrity, fairness, transparency or effectiveness of the supply chain management system.

4.1.2 This municipal restriction process shall function as an **internal control and risk-management mechanism** and shall not replace or contradict the National Treasury restriction process.

4.1.3 The Accounting Officer shall be the final authority for approving any restriction imposed in terms of this policy.

4.2 Grounds for Restriction

A supplier must be restricted from doing business with the Municipality if the supplier has:

- a) Failed to perform satisfactorily in terms of a municipal contract, including persistent poor performance after written warnings;
- b) Breached any material term or condition of a contract with the Municipality;
- c) Submitted **fraudulent, false or misleading information**, including but not limited to:
 - Fraudulent or falsified B-BBEE certificates or affidavits;
 - Misrepresentation of experience, capacity, qualification, financial standing or subcontracting arrangements;
- d) Engaged in fraud, corruption, collusion, bribery or unethical conduct;
- e) Attempted to improperly influence municipal officials, councillors or SCM role-players;
- f) Failed to comply with applicable legislation where such non-compliance materially affects performance;
- g) Been convicted of an offence involving dishonesty, fraud, corruption or financial misconduct.
- h) If found that the appointment of the bidder/vendor/service provider caused or poses a reputational risk to the Municipality in line with the provisions of the Kouga Municipality Supply Chain Management Policy.

i) is listed on the National Treasury or any other Governmental Restriction or blacklisting list.

4.3 Restriction Periods and Sanctions

4.3.1 Restriction periods shall be **proportionate to the severity, intent and impact** of the offence.

4.3.2 Without limiting the Municipality's discretion, the following guideline sanctions apply:

a) **Fraudulent B-BBEE Submissions or other Documentation**

- Restriction for **up to five (5) years** from doing business with the Municipality;
- Mandatory reporting to National Treasury for possible national restriction;
- Possible termination of existing contracts, subject to legal advice.

b) **Fraud, Corruption, Collusion or Bribery**

- Restriction for **up to five (5) years**;
- Reporting to National Treasury and law-enforcement agencies.

c) **Poor Performance or Contractual Breach**

- Restriction for **one (1) year to five (5) years**, depending on severity and recurrence.

d) **Misrepresentation (excluding B-BBEE fraud) and Reputational Damage**

- Restriction for **one (1) to five (5) years**.

4.4 Establishment of a Municipal Supplier Restriction Committee

4.4.1 The Accounting Officer shall establish a **Municipal Supplier Restriction Committee**.

4.4.2 The Committee shall comprise of:

- A senior official appointed as Chairperson i.e. Deputy Municipal Manager or Director;
- Legal Services Manager;
- Risk or Internal Audit Manager;
- Any co-opted expert where necessary (non-voting).

4.5 Procedural Fairness

4.5.1 No supplier shall be restricted without being afforded procedural fairness, including:

- Written notice of allegations;
- Access to relevant information;
- A reasonable opportunity to make representations.

4.5.2 The Committee shall consider all evidence and representations before making a recommendation.

4.5.3 The decision, reasons and duration of restriction shall be communicated to the supplier in writing.

4.6 Consideration of Corrective Measures

4.6.1 A supplier may submit **corrective measures** for consideration prior to a final restriction decision.

4.6.2 Corrective measures may include, but are not limited to:

- Remedial action plans addressing poor performance;
- Replacement of responsible personnel;
- Strengthening of governance, ethics or compliance controls;
- Proof of statutory or tax compliance;
- Training on public sector procurement compliance.

4.6.3 Corrective measures **shall not negate restriction** where the offence involves:

- Fraudulent B-BBEE documentation;
- Fraud, corruption, collusion or bribery;
- Deliberate misrepresentation.

4.6.4 In such cases, corrective measures may only be considered in determining the **duration or conditions** of restriction.

4.7 Effect of Restriction

4.7.1 A restricted supplier:

- Shall be barred from quoting or tendering;
- Shall not be awarded any contract;
- Shall not participate as a subcontractor or joint venture partner during the restriction period.

4.7.2 The Municipality shall maintain an **internal register of restricted suppliers**.

4.7.3 The register of restricted suppliers shall be published on the municipal website.

4.8 Review of Restriction

4.8.1 A restricted supplier may apply in writing for review after **half of the restriction period** has elapsed.

4.8.2 The Accounting Officer's decision on review shall be final.

5. IMPLEMENTATION

5.1 This Policy shall take effect on the date of approval by Council.

5.2 All officials involved in supply chain management shall ensure strict implementation of this Policy.

6. POLICY REVIEW

The Policy must be reviewed every three (3) years or sooner if amended legislation requires a review of the Policy.

REQUEST FOR APPROVAL OF DRAFT REVIEWED KOUGA MUNICIPALITY PUBLIC PARTICIPATION POLICY

1. Introduction

The current Public Participation Policy was approved by Council in 2023 and came into effect on date of approval by Council. A review of the Policy was undertaken, and the draft reviewed Public Participation Policy was discussed at a Policy Workshop 19 February 2026 where it was referred to the Municipal By-law and Policy Committee on 17 March 2026 for consideration.

2. Background

The policy was extensively engaged on at the workshop by Councillors present and inputs provided were considered in the final draft submitted herewith, and marked as Annexure A.

3. Discussion

The Council is requested to consider the Policy as reviewed, for approval.

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 108 of 1996.
Local Government: Municipal Structures Act, 107 of 1998, as amended.
Local Government: Municipal Systems Act, 32 of 2000, as amended.
Local Government Municipal Finance Management Act 56 of 2003.

6. Legal Implications

Should Council resolve to approve the Policy as reviewed, the provisions of the approved Policy may be implemented from date of such approval which may

be the date of the Council resolution or any future date determined by Council.

7. Other Implications

Should the Policy be approved, the Policy must be published on the Kouga Municipal website.

8. Comments by Directorates:

8.1 Chief Financial Officer

Not applicable

8.2 Director: Planning and Development

Not applicable

8.3 Director: Civil and Water Services

Not applicable

8.4 Director: Community Safety and Security

Not applicable

8.5 Deputy Municipal Manager

Not applicable

8.6 Director: Electro-Mechanical Services

Not applicable

8.7 Municipal Manager

Not applicable

9. Delegated Authority

Council

10. Recommendations

10.1 That the draft Public Participation Policy be approved by the Municipal Council.

10.2 That the effective date of the Kouga Municipal Public Participation Policy be the date of this Council resolution.

10.3 That the Kouga Municipal Public Participation Policy be published on the Municipal website.

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



Council of the Kouga Municipality has in terms of section 156(2) of the Constitution of the Republic of South Africa read in conjunction with section 11 of the Local Government: Municipal Systems Act No. 32 of 2000, approved the following Policy.

PUBLIC PARTICIPATION POLICY

Document Control:

Title of Policy:	Public Participation Policy
File plan reference number:	3/P
Previously approved:	30 June 2023
Directorate:	Office of the Deputy Municipal Manager
Section:	Public Participation Unit
Responsible Official:	Manager: Public Participation
Version:	003
Status of document:	Review
Review date:	17 March 2026
Council approval date:	
Council resolution number:	
Future review date:	

TABLE OF CONTENT

1. Preamble
2. Purpose
3. Definitions
4. Context
5. Stakeholders
6. Legislative Framework
7. Roles and Responsibilities
8. Platforms and Tools
9. Policy Coordination
10. Monitoring and Evaluation
11. Policy review

1. PREAMBLE

In terms of the Local Government: Municipal Systems Act 32 of 2000, Chapter 4 in Section 16 that Local Municipalities are compelled by law to ensure that they provide mechanisms for citizens to participate in the affairs of local government.

The National Policy Framework for Public Participation (2007) defines public participation as “an open, accountable process through which individuals and groups within selected communities can exchange views and influence decision- making”.

The challenge facing local governments in South Africa is to ensure that public participation mechanisms are effective, efficient, and actively encourage meaningful participation.

2. PURPOSE

The purpose of the Policy is to facilitate the institutionalisation of public participation in order to deepen democracy, empower citizens and make the Municipality more responsive to the needs and aspirations of the local community.

3. DEFINITIONS

In this Policy, unless the context indicates otherwise –

- a) **Constitution** means the Constitution of the Republic of South Africa Act, 108 of 1996;
- b) **Council** means the Municipal Council of Kouga Local Municipality;
- c) **Councillor** means a member of the Council;
- d) **Disaster Management Act** means the Disaster Management Act, 57 of 2002;
- e) **District Municipality** means a Category C Municipality as envisaged in Section 155 (1)(c) of the Constitution;
- f) **Executive Mayor** means the Councillor elected as the Executive Mayor in terms of Section 55 of the Structures Act 107 of 1998;
- g) **Gatherings Act** means the Gatherings Act 205 of 1993;
- h) **IDP** means the Integrated Development Plan as in Section 25 of the Local Government: Municipal Systems Act (No 32 of 2000);
- i) **Local community** or **community** in relation to the Municipality means that body of people comprising the residents of the Municipality, the ratepayers of the Municipality, any civic organisations and non-governmental, private sector or labour organisations or bodies which are involved in local affairs of the Municipality;
- j) **Municipal Finance Management Act (MFMA)** means the Local Government: Municipal Finance Management Act, 56 of 2003;

- k) **Municipal Manager** means the person appointed in terms of section 54A of the Local Government: Municipal Systems Act 32 of 2000;
- l) **Municipality** when referred to as "an entity" means Municipality as described in section 2 of the Local Government: Municipal Systems Act 32 of 2000; and when referred to as a geographic area means a Municipal area determined in terms of the Local Government: Municipal Demarcation Act 27 of 1998;
- m) **Performance Management Regulations** mean the Municipal Performance Management Regulations for Municipal Managers and Managers Directly Accountable to Municipal Managers, R805, 1 August 2006;
- n) **Petition** means a written statement, proposal or grievance addressed to the Municipality, office bearer or employee of the Municipality and signed by each petitioner within the Municipal area;
- o) **Policy** means the Public Participation Policy;
- p) **Promotion of Access to Information Act** means the Promotion of Access to Information Act, 2 of 2000;
- q) **Property Rates Act** means the Municipal Property Rates Act, 6 of 2004, as amended in 2009;
- r) **PPU** means the Public Participation Unit of the Municipality;
- s) **Stakeholder** means any individual or group with an interest in a particular issue addressed by Government;
- t) **Structures Act** means the Local Government: Municipal Structures Act No. 117 of 1998 as amended;
- u) **Systems Act** means the Local Government: Municipal Systems Act No. 32 of 2000 as amended;
- v) **Water Services Act** means the Water Services Act, 108 of 199

4. CONTEXT

Kouga Local Municipality is situated in the Sarah Baartman District Municipality in the Eastern Cape. It covers a total land area of 2419 square kilometres, divided into 15 wards, and has an estimated population of 112 941 square kilometres (Community Survey: 2016). The size and density of the population vary widely from ward to ward. A key challenge is reaching residents over such a large area to obtain their input in public participation with limited resources.

5. STAKEHOLDERS

Internal and intergovernmental stakeholders include the Speaker, the Executive Mayor, all Councillors, and Municipal employees.

Intergovernmental stakeholders include employees and Councillors of the District Municipality, as well as sector department representatives from Provincial and National Government.

External stakeholders include civic organisations, political parties, community-based organisations, and the Municipal areas citizens in general. For public participation to succeed, however, it is the external stakeholders that need to be included and encouraged to become actively involved in structures and platforms aimed at enhancing public participation.

6. LEGISLATIVE FRAMEWORK

South Africa has a substantial body of legislation and regulations that emphasises the importance of public participation and provides guidelines on how to develop effective mechanisms for public participation. The legislation includes:

a) Republic of South Africa Constitution Act, Act 108 of 1996 (Chapter 7)

- (i) Section 152: Objectives of Local Government
 - To encourage the involvement of communities and community organisations in the matter of local government

b) Local Government Municipal Structures Act, 107 of 1998

- (i) Chapter Three (Section 19) of the Act requires a Municipality to strive within its capacity to achieve the objectives set out in Section 152 of the Constitution, namely, to:
 - Develop mechanisms to consult the community and community organisations in performance of its functions and exercising of its powers
 - Annually review the needs of the community and Municipal priorities and strategies for meeting those needs and involving the community in Municipal processes.

(ii) Part four of the Act that requires the establishment of ward committees. The objective is to enhance participatory democracy in local government. Part four also provides that the ward Councillor shall be the chairperson of the ward committee and obliges the Municipal Council to make rules regulating the procedure to elect members of ward committees.

c) Local Government Municipal Systems Act, 32 of 2000

- (i) Chapter Four of this Act calls on Municipalities to develop a culture of Municipal governance that works hand in hand with the elected leaders and a system of community participation. The Act also requires that Municipalities develop mechanisms, processes, and procedures for community participation.

(ii) Section 5(1) of the Act sets out rights and duties of members of the local community specifically outlines the rights of community to:

- Contribute to the decision-making processes of the Municipality; and submit written or oral recommendations, representations, and complaints to the Municipal Council;
- Prompt responses to their written or oral communications, including complaints to Council;
- Be informed of decisions of the Municipal Council or another political structure or any political office bearer or the Municipality affecting their rights, property, and reasonable expectations.

(iii) Section 16 requires a municipality to develop “a culture of community participation” on issues such as integrated development planning, performance management systems and budgets.

(iv) Section 16(b) requires a Municipality to contribute to building the capacity of the local community to participate in the affairs of the local Municipality.

(v) Section 17 specifies the mechanisms, processes, and procedures for community participation. Section 17(1) provides that participation in the affairs of the Municipality by the local community must take place through the political structures created for participation in terms of statute such as ward committees and Councillors.

(vi) Section 17(2) requires a Municipality to establish appropriate mechanisms, processes, and procedures to enable the local community to participate effectively in the affairs of the Municipality. The Municipality must provide for:

- Receipt, processing and consideration of petitions and complaints lodged by the community
- Notification and public comment procedures
- Public meetings and hearings by the municipal council and other political structures and political office bearers of the municipality.
- Consultative sessions with locally recognised community organisations and traditional authorities

- Report-back to the local community

(vii) Section 17(3) provides that mechanisms, processes, and procedures that are developed to enable community participation must also cater for people with special needs such as

people who are illiterate, people with disabilities, women and disadvantaged groups.

(viii) Section 18 provides that a Municipality must communicate the public participation mechanisms, processes, and procedures, as well as matters which require community participation, to the community to encourage and facilitate community participation.

(ix) Section 21 prescribes the manner in which the Municipality must communicate with its community through the media. Section 21(a) requires that notification of all documents that must be made public in terms of legislation must be displayed at the Municipal head office, satellite offices, the media, and the official website if the Municipality has one.

d) Local Government Municipal Finance Management Act 2003: This Act requires a Municipality to:

- Make its budget and supporting documents available to the public
- Produce an Annual Report which sets out information on:
- Municipal activities ;
- Performance against budget;
- The state of finances, including arrears;
- The Auditor-General's assessment and the Municipal response.

e) Local Government Laws Amendment Act (No.19 of 2008)

(i) This Act was promulgated to amend selected local government legislation that had already been passed by parliament. Amendments that are relevant to public participation is the amendment to the Local Government Municipal Structures Act, 1998, to provide for amendments to provisions relating to ward committees.

f) National Policy Framework for Public Participation (2007)

(i) The Framework lists several assumptions that are critical to the success of any public participation system. These include:

- In South Africa in the context of public participation community is defined as a ward, with elected ward

committees. Hence, ward committees play a central role in linking up elected institutions with the people.

(ii) The Framework lists the following principals that must underpin public participation processes:

- Inclusivity
- Diversity
- Building Community Participation
- Flexibility
- Accessibility
- Accountability
- Trust, Commitment and Respect
- Integration
- Batho Pele

(g) Promotion of Access to Information Act, 2 of 2000 (PAIA)

The PAIA gives effect to the public's right to information from public and private bodies as contained in section 32 of the Constitution of the Republic of South Africa, 1996 (the Constitution) and to advance and increasingly focus on the development of good corporate governance.

(h) Protection of Personal Information Act, 4 of 2013

The (POPIA) aims to promote the protection of personal information processed by public and private bodies; to introduce certain conditions to establish minimum requirements for the processing of personal information; to regulate the flow of personal information across the borders and to provide for matters connected therewith.

7. ROLES AND RESPONSIBILITIES

7.1 Speaker

The Speaker must ensure the effectiveness and functionality of ward committees and the public participation process. He/she is the chair of the Ward Forum and exercises political oversight of the Ward Committee system. The functions of the Speaker are outlined in terms of Section 37 of the Structures Act 117 of 1998, as amended.

7.2 Executive Mayor

Section 56(3)(g) and (h) of the Structures Act require the Executive Mayor to:

- a) Play a role in the monitoring of public participation by annually reporting on community involvement.
- b) Ensure that public views are considered and report on the effect of consultation on the decision-making process.

The Executive Mayor is the chair of the Integrated Development Plan Representative Forum.

Sections 21 and 23 of the Municipal Finance Management Act confer specific functions regarding public participation on the Executive Mayor in regard to the Municipal budget.

It is furthermore the responsibility of the Executive Mayor to ensure that public participation is included as a Key Performance Area in the performance contract of the Municipal Manager as specified in Section 26 of the Performance Management Regulations.

While the Speaker has overall responsibility for public participation, the Executive Mayor has specific responsibility regarding marketing and promoting the Municipality as a haven for investment and to keep the community abreast of important Municipal events and achievements.

7.3 Municipal Manager

In giving effect to sections 16 (development of culture of community participation and section 17 (mechanisms, processes and procedures for community participation) of the Systems Act and as set out in this Policy, the Municipal Manager must:

- a) Include public participation as a Key Performance Area and identify measurable indicators in respect of the Managers directly accountable to him/her.
- b) Encourage and create conditions for the local community to participate in the affairs of the Municipality, including in –
 - (i) The preparation, implementation, and review of the Municipality's Integrated Development Plan (IDP).
 - (ii) The establishment, implementation, and review of the Municipality's Performance Management System.
 - (iii) The monitoring and review of the Municipality's performance, including the outcome and impact of such performance.
 - (iv) Consideration of draft by-laws.
 - (v) The preparation of the Municipality's budget.
 - (vi) Consideration of the Municipality's Tariffs and Debt Collection policies.
 - (vii) Strategic decisions relating to the provision of Municipal services.
- c) Ensure that the Municipality employs sufficient staff members (Public

Participation Unit), other than Councillors, who may help in informing and educating the community about the affairs of the Municipality in the areas referred to 7.1(a) herein above.

- d) Ensure that all staff members, including Councillors, are trained in the basic knowledge of the areas referred to in 7.1 (a) herein above
- e) Ensure that the Municipality contributes to building the capacity of the community to enable it to participate in the affairs of the Municipality.
- f) Establish and notify the public of all the available methods for participation
- g) Ensure that the Municipality uses appropriate venues for public meetings and/or hearings as provided for in this Policy.
- h) Develop mechanisms to ensure that the Policy is communicated to all stakeholders.

7.4 Councillors

In accordance with Chapter 7 of the Structures Act Councillors "must be accountable to local communities and report back at least quarterly to constituencies on Council matters, including the performance of the Municipality in terms of established indicators".

Since a Ward Councillor is directly elected to represent and serve the people in a specific ward, the Ward Councillor should ensure that the interests of the people in the ward are properly represented. The Ward Councillor should be in touch with the issues in the area, understand the key problems and monitor development and service delivery. In committees, caucus and Council meetings, the Ward Councillor should act as a spokesperson for the people in the ward.

Ward Councillors also chair the Ward Committees, the legitimate statutory platform for community participation.

7.5 **Intergovernmental Stakeholders**

7.5.1 Community Development Workers (CDWs)

Community Development Workers (CDWs) can contribute significantly to the activities of Ward Committees and the IDP Representative Forum, as

well as to improving the way the Municipality identifies and responds to service-delivery complaints from communities. The roles and responsibilities of CDWs, therefore, must be formulated clearly by the Municipality in conjunction with the Department of Cooperative Governance and Traditional Affairs, who employ the CDWs.

7.5.2 District Municipalities

In terms of the Structures Act, District Municipalities are responsible for the IDP of the District and for providing a framework for the IDPs of the Local Municipalities falling within the district.

Districts have their own projects that they implement in Local Municipalities, and it is imperative that the District Municipality and Local Municipality ensure that there is synergy between their projects and the processes they undertake to encourage public participation.

7.5.3 Provincial and National Government

Cognisance must be taken of the fact that not all public consultation processes that occur in local communities are driven by, or under the authority of, the Municipality. The Provincial and National Departments run their own projects and programmes that impact on Local Municipalities. For this reason, it is imperative that the Municipality establishes an Intergovernmental Relations (IGR) Forum that meets at least quarterly to ensure an integrated and coordinated approach to all Government programmes.

8. PLATFORMS AND TOOLS

8.1 Ward Committees

Ward Committees are the legislated statutory platform for community participation. The objective of Ward Committees is to enhance participatory democracy in local government. Ward Committees are independent and impartial advisory bodies and must perform their duties without fear, favour or prejudice.

To enable Ward Committees to function effectively, they require both administrative support and training. It is the duty of the Municipal Manager to ensure that Ward Committees receive adequate administrative support from the Municipality.

The Speaker exercises political oversight over Ward Committees, consistent with the provisions of section 4(2) (c) of the Municipal Systems Act.

The Municipality must develop rules regulating the establishment and operation of Ward Committees. Council must adopt such rules.

8.2 Ward Forums

The Ward Forum is a gathering of all Ward Committees in the Kouga Municipal area and is chaired by the Speaker. The Forum consists of all Ward Committee members, all Ward Councillors, as well as other interested parties such as CDWs.

The role of the Ward Forum is to monitor and evaluate the operation of Ward Committees, including community-based planning.

The Ward Forum should meet at least twice a year.

The Forum must elect at least one representative (who is not the Speaker) to be considered by the Executive Mayor as his/her representative on the performance evaluation panel during the review process, as set out in Section 27(4)(d) and (e) of the Performance Management Regulations.

8.3 IDP Representative Forum

The Integrated Development Plan (IDP) Representative Forum is chaired by the Executive Mayor. It is one of the vehicles utilised to promote inclusivity and transparency during the IDP process. The forum should be inclusive of all stakeholders in the Municipal area and should serve as a platform for stakeholders to advance and defend the inclusion of their interests in the IDP.

The IDP Representative Forum may include:

- Members of the Executive Committee of Council
- All Councillors from KLM (including District Councillors)
- Traditional Leaders
- Heads of departments and senior officials from municipal and government departments
- Representatives from organised stakeholder groups
- Civic Organisations
- Community Development Workers

The purpose of the IDP Representative Forum is to:

- Provide an opportunity for stakeholders to represent the interests of their constituencies.
- Provide a structure for discussion, negotiations and joint decision making.
- Ensure proper communication between all stakeholders and the municipality.

- Monitor the planning and implementation process.

A code of conduct should be drawn up for the IDP Representative Forum that provides details on:

- Meetings - frequency and attendance;
- Agenda, facilitation and recording of proceedings;
- Understanding the role of various stakeholders as representatives of their constituencies;
- How feedback to constituencies will take place;
- Required majority for decisions to be taken; and
- How disputes will be resolved.

8.4 Council Meetings

The Municipal Manager must give notice to the public in the manner provided for in section 19 of the Systems Act of the time, date and venue whenever there is a scheduled ordinary or special meetings of the Council.

8.5 Public Meetings/Hearings/Imbizos

8.5.1 Notification

Whenever a notice of a meeting is to be communicated to the local community under this Policy or any other applicable policies and legislation, it must satisfy the following requirements:

- A notice of a legislated public meeting must be advertised at least once in a newspaper circulating in the Municipal area and approved by Council as a newspaper of record.
- Copies of notices of public meetings shall be posted on the official website of the Municipality and on Municipal notice boards.
- All notices must adhere to the Media and Communication Policy.
- All notices shall be issued at least seven (7) days before the date of the meeting.
- Loud hailing should be done 24 hours before the meeting and on the day of the meeting.

8.5.2 Venue

In determining the appropriateness of venues for public meetings the Municipal Manager must consider the following:

- The size of the venue considering the approximate number of people who might attend the meeting.

- b) The location of the venue and access to it via public and private transport.
- c) The number of staff members of Council to be made available to ensure the smooth administration of the meeting.
- d) The provision of security for both members of the Municipality as well as members of the community attending the meeting.

8.5.3 Submitting written comments

When the Municipality invites the community to submit written comments or representation on any matter before Council, it must be stated in the invitation that any person who cannot write may come during office hours to a place where a staff member of the Municipality, named in the invitation, will help that person to transcribe that person's comments or representations.

The Municipal Manager must provide the community with a central e-mail address where they may submit written comments directly to the Municipality on any matter referred to in this Policy and/or other relevant legislation.

8.6 Stakeholder Database

The Municipality must keep an updated register of all stakeholders to be consulted on Municipal issues.

8.7 Citizen's Participation Charter

The Citizen's Participation Charter outlines the rights and duties of citizens regarding participating in their Municipality's governance.

8.8 Community Complaints Management System

This refers to a set of centralised procedures to deal with community complaints. Basic requirements that should be met are:

- Thorough publicising of contact details, especially a telephone number where the public can lodge complaints.
- Development of standing rules of order that deal in detail with managing community complaints.

Though the system may be complicated to set up, it is important to note that responsiveness to complaints, especially on service provision, can be a key variable affecting perceptions about Municipal good governance.

8.9 Citizen Satisfaction Surveys

Citizen Satisfaction Surveys can provide scientific evidence of the perceptions of the public on key aspects of Municipal performance. A successful vehicle for this mechanism is through the capacity-building of Ward Committees, wherein Ward Committees will be expected to conduct and report on such surveys objectively.

8.10 Petitions (Annexure B)

Means a written statement, proposal or grievance addressed to the Municipality, office bearer or employee of the Municipality and signed by each petitioner within the Municipal area.

The gathering of persons for the purpose of handing over a petition within the jurisdiction of the Municipality must be executed in accordance with the regulations of the Gatherings Act 205 of 1993.

A notice (notice of procession – **Annexure A**) of the public gathering must be given to the Municipality at least seven (7) days prior to the commencement of the gathering.

The convener or authorised member must liaise with the responsible official of the Municipality to discuss the content of the notice and such conditions regarding the conduct of the gathering as may deem necessary.

Categorisation of Petitions

- (a) **A single petition:** which is an individual submission from a single petitioner, concerning a particular complaint or request.
- (b) **An association petition:** which is an individual submission from an association or single petitioner mandated by an association to submit that petition, concerning a particular complainant or request.
- (c) **A collective petition:** which is a collection of signatures from a number of petitioners, concerning a particular request or complaint.
- (d) **A mass group petition:** which is made up of individual or group submissions from a number of petitioners, concerning the same or substantially similar complaints or requests.

All petitions received from the residents by the ward Councillors shall be addressed to the Municipal Manager and or Speaker of Council.

All petitions received shall be acknowledged in writing by the office of the Speaker within 48 hours of receipt.

The Kouga Local Municipality may refuse to grant access to records as provided for in the PAIA and POPIA Manual.

The office of the Speaker of Council shall maintain an updated register of all petitions submitted to the Municipality for recordkeeping purposes.

The Municipal Manager or his/her designated representative is responsible for responding to a petition, in writing, within thirty (30) days of receipt of the petition.

Any petition must comply with the following requirements:

- It must be in legible writing or typed;
- It must clearly indicate the subject matter;
- It must clearly indicate the name/s & surname and contact details of the petitioner/s;
- It must be signed or where petitioner is unable to write – marks (x) on the petition as a symbol of authority, by each participatory petitioner.
- Stipulate a reply address and or contact details of the designated representative of the Petition.

Disqualification of petitions

A petition is disqualified if:

- (a) It falls outside the scope of matters contemplated in the policy;
- (b) It concerns a matter that is *sub-judice* (pending in a court of law or other tribunal or forum contemplated in the Constitution);
- (c) It is in connection with the conviction or sentencing by a criminal court of law of a person to a period of imprisonment;
- (d) It falls outside the powers and functions of any state institution or its area of jurisdiction;
- (e) Illegible;
- (f) Incomplete,
- (f) Contains incorrect information (particulars) of the petitioner, association or group;
- (g) It has not been signed by the petitioner, except where petitioner
- (h) is unable to write – marks (x) on the petition as a symbol of authority. The mark was made in the presence of two witnesses who are able to write
- (i) and who by signing it that petition certify that the mark is that of the petitioner.

- (j) It addresses a matter previously considered and dealt with.
- (k) It contains defamatory statements or improper language.

8.11 Miscellaneous Tools

Other tools that may be used to enhance public participation are sector-specific forums, advisory committees, workshops, information days, internet and email, an official website, cellular phones, media releases, radio and television interviews, flyers, posters, an official newsletter, loud hailing and Municipal accounts.

9. POLICY COORDINATION

The Public Participation Unit must be established to coordinate public participation activities in the Kouga Local Municipality. The Unit will primarily be responsible for developing and coordinating the public participation year plan for each year.

It is the responsibility of each directorate to identify the public participation programmes they need to embark on in the coming financial year and to ensure that these are included in the year plan.

Once the public participation year plan has been developed, it must be submitted to Senior Management, Speaker and the Executive for consideration and approval to ensure ownership at the executive level.

10. MONITORING AND EVALUATION

Public participation must be included as a Key Performance Area in the performance contract of the Municipal Manager as specified in Section 26 of the Performance Management Regulations.

The Municipal Manager must further ensure that public participation is included as a Key Performance Area and measurable indicators are

identified in respect of the performance contracts of the Section 57 Managers reporting directly to him/her.

11. POLICY REVIEW

The Policy must be reviewed every five (5) years, at least one year after the inception of a new political term or sooner if amended legislation requires a review of the Policy.



**NOTICE FOR PROCESSION, DEMONSTRATION OR GATHERING
IN TERMS OF THE REGULATION OF GATHERINGS ACT NO. 205 OF 1993**

1. ORGANISATION

The Designated Petitioner is acting on behalf of: (indicate the full name of the organisation)

Name of organisation:

Organisation's Address: _____

2. DESIGNATED PETITIONER

Name: _____

Identity Number: _____

Physical Home Address:

Contact details: _____

E-mail: _____

3. THE PURPOSE OF THE GATHERING:

4. THE PROCESSION, DEMONSTRATION OR GATHERING WILL BE HELD AS FOLLOWS:

DATE	TIME	DURATION

5. Number of participants to attend the procession, demonstration or gathering: _____
6. Number of marshals appointed to control the procession, demonstration or gathering: _____
7. Route of the procession, demonstration or gathering:

—

8. Venue for the procession, demonstration or gathering:

9. The participants will assemble at (time) _____ at (place) _____

10. The procession, demonstration or gathering will commence at approximately (time) _____ from (place) _____ and the participants will disperse by not later than (time) _____

11. Mode of transport to the place of assembly:

12. Mode of transport from the point of dispersal:

13. The number and types of vehicles to form part of the march:

—

14. LATE NOTICE

The reasons why notice was not given timeously are:

15. PETITIONS / MEMORANDUMS

Indicate name of person to receive the memorandum:

Was the recipient of the petition or memorandum
informed:_____

If yes, who was informed? _____

Time petition will be handed over:_____

16. OTHER:

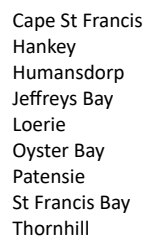
—

—

SIGNED AT _____ ON THIS DAY _____ OF _____ 20____.

NAME & SURNAME
DESIGNATED PETITIONER

SIGNATURE
DESIGNATED PETITIONER



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

TO: KOUGA MUNICIPALITY

WHEREAS: (PROVIDE A BRIEF DESCRIPTION OF ISSUE/PROBLEM/REQUEST IN QUESTION)

[illegible]

DETAILS OF DESIGNATED PETITIONER :

NAME & SURNAME: _____

TELEPHONE NUMBER: _____

E-MAIL: _____

MR C DU PLESSIS**MUNICIPAL MANAGER**

REPORTS BY THE OFFICE OF THE DEPUTY MUNICIPAL MANAGER

DRAFT INSTITUTIONAL CALENDAR

1. Introduction

The purpose of this item is to provide the draft institutional calendar for 1 July 2026 to 30 June 2027 for consideration.

2. Background

The Institutional calendar is tabled annually prior to the start of the new financial year.

3. Discussion

The calendar has been drafted to include sittings for all Council and its committees' meetings for the 2026/2027 financial year. The institutional calendar is attached hereto 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	

5. Applicable Legislation

Local Government: Municipal Structures Act No. 117 of 1998, as amended.

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**

Noted

8.4 **Director: Electro-Mechanical Services**

Noted

8.5 **Director: Community Services**

Noted

8.6 **Deputy Municipal Manager**

Recommendation is supported.

8.7 **Municipal Manager**

Noted

9. **Delegated Authority**

Council

10. **Recommendations**

10.1 That the Institutional Calendar be approved by Council.

Item prepared by the: Manager: Administration & Auxiliary Services



Item approved by the: Acting Deputy Municipal Manager



Item endorsed by the: Municipal Manager



Item noted by Portfolio Chairperson:



[illegible]

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

REPORTS BY THE PORTFOLIO COMMITTEE CHAIRPERSONS

REPORTS BY THE CHAIRPERSON: FINANCE & ECONOMIC DEVELOPMENT



KOUGA MUNICIPALITY (EC 108)

ORDINARY COUNCIL MEETING

FINANCE & ECONOMIC

DEVELOPMENT

OPEN

DATE: 29 APRIL 2026

ITEM NO: **26/04/FED1**

TOURISM & MARKETING PLAN

1. Introduction

The report submits the Tourism and Marketing Plan for Kouga for consideration of Council approval. The plan has been developed to provide strategic direction for positioning the region as a leading tourist destination. It sets out clear objectives, focused marketing initiatives, and collaborative strategies designed to raise Kouga's profile, attract increased visitor numbers, and promote sustainable economic development through tourism.

2. Background

Tourism is a key economic driver for the Kouga region, with its diverse natural landscapes, cultural heritage, and coastal attractions offering significant potential for growth. Recognising the sector's capacity to create employment, stimulate local businesses, and promote regional development, the Economic Development & Tourism Department has developed a comprehensive Tourism and Marketing Plan. This plan serves as a framework to guide promotional activities, destination development, stakeholder engagement, and brand positioning over the medium to long term.

The development of the plan was informed by market analyses and alignment with national and provincial tourism strategies. It aims to position Kouga region as a competitive, sustainable, and inclusive destination, while addressing challenges such as seasonality, infrastructure gaps, and limited brand visibility. The plan also identifies priority projects and marketing campaigns that will enhance the tourism offering and attract both domestic and international visitors.

The Tourism and Marketing Plan is directly aligned to the Municipality's Integrated Economic Growth Strategy (IEGS), which identifies tourism as a priority sector for economic diversification, job creation and investment attraction within Kouga.

The IEGS recognises tourism as a high-impact sector due to:

- Its labour-intensive nature
- Its ability to stimulate SMME development
- Its contribution to local GDP
- Its multiplier effect across hospitality, retail, transport and services

- The Tourism and Marketing Plan operationalises the IEGS by translating strategic economic objectives into implementable programmes, campaigns and events.

3. Discussion

The Tourism and Marketing Plan is essential to provide a unified, strategic approach to tourism development across the Kouga region. Despite the Eastern Cape's vast natural beauty, cultural richness, and potential as a travel destination, it remains under-marketed and under-visited compared to other regions in South Africa. There is a clear need to position the Kouga region more competitively within both domestic and international tourism markets.

Fragmented marketing efforts, lack of brand cohesion, and limited infrastructure investment have historically hindered growth. A regional plan ensures alignment across municipalities, promotes shared goals, and avoids duplication of efforts, allowing for a more impactful use of resources.

Tourism is a significant catalyst for inclusive economic growth, job creation, and small business development.

By aligning the Kouga area with national tourism priorities and leveraging the region's unique offerings, the plan creates a strategic advantage for Kouga and its neighbouring areas.

If effectively implemented, the plan is expected to:

- **Increase Visitor Numbers:** Through targeted marketing and improved destination accessibility.
- **Enhance Investment Opportunities:** Encouraging public-private partnerships and infrastructure upgrades.
- **Boost Local Economies:** Particularly through support for SMMEs in the tourism value chain.
- **Create Jobs:** Especially for youth and women in rural and coastal communities.
- **Improve Seasonality Management:** By promoting diverse attractions year-round.
- The plan also seeks to integrate tourism into broader municipal planning, ensuring that infrastructure and service delivery support tourism growth.
- Sustainable tourism is central to the plan's design. This includes:
- **Cultural Preservation:** Respecting and showcasing local heritage and indigenous knowledge.

- **Environmental Protection:** Promoting eco-tourism, conservation efforts, and responsible tourism practices.
- **Community Involvement:** Ensuring local communities are not only beneficiaries but also active participants in the tourism economy.
- **Long-Term Viability:** Building resilience against market shocks (e.g., pandemics, economic downturns) by diversifying tourism products and markets.

By setting out the clear objectives, priority actions, and implementation mechanisms, the plan offers a roadmap for leveraging Kouga's natural, cultural, and economic assets to drive sustainable tourism growth. It addresses key challenges, while proposing solutions that are both inclusive and environmentally responsible. Importantly, the plan supports local economic development by creating opportunities for small businesses, entrepreneurs, and communities to participate meaningfully in the tourism value chain.

“Annexure A”: Tourism & Marketing Plan 2025 - 2023

4. **Financial Implications**

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

5. **Applicable Legislation**

Tourism Act No3 of 2014	Tourism Act No. 3 of 2014 makes provisions for the development and promotion of sustainable tourism for the social, economic and environmental benefit of South African citizens and its visitors.
National Development Plan (NDP)	SA Tourism is entrusted with a critical mandate of contributing towards creating an environment for sustainable employment and inclusive economic growth through tourism. SA Tourism has specifically

	interrogated and aligned its role to the National Development Plan 2030.
National Tourism Strategy (NTSS)	The NTSS was approved by Cabinet and launched in March 2011. It sets bold commitments for the tourism sector. The NTSS advocates the development of a Domestic Tourism Growth Strategy aimed at increasing domestic tourism's contribution to the economy.
Domestic Tourism Growth Strategy (DTGS)	The Domestic Tourism Growth Strategy (DTGS) outlines practical measures to address the lack of a tourism culture in South Africans – particularly from previously disadvantaged communities. The strategy is aimed at achieving set targets through education and awareness-raising across the country.
Marine Living Resources Act, 1998 (Act 18 of 1998)	This is the primary legislation governing the management of marine living resources and is applicable to all Marine Protected Areas
National Environmental Management Act, 1998 (Act 107 of 1998)	This is the national environmental legislation which provides guidance on environmental management.
World Heritage Convention Act, 1999 (Act 49 of 1999)	This is the primary legislation governing the management of World Heritage Sites, which, in the case of the KLM, is applicable to the management of the Baviaanskloof section of the Cape Floral Region World Heritage Site that falls within the Gamtoos Valley Tourism boundaries and an ECPTA scope.
NEM: Integrated Coastal Management Act, 2008 (Act 24 of 2008)	This is the primary legislation governing the management of the coastal areas and prescribes the management of coastal protected areas

6. Legal Implications

Should the recommendation below carry, the item must serve at the Municipal Council for consideration.

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**

Noted

8.5 **Director: Community Services**

Item noted

8.6 **Deputy Municipal Manager**

Item noted

8.7 **Municipal Manager**

Noted.

9. **Delegated Authority**

Council

10. **Recommendations**

10.1 That the Council approve the Tourism & Marketing Plan.

Item prepared by the Acting Manager EDT:

A Jonck

Item approved by the Chief Financial Officer:

L. F. T.

Item endorsed by the Municipal Manager:

du Plessis

Item noted by Portfolio Chairperson:

D. Smith

Greater Garden Route

EASTERN CAPE | SOUTH AFRICA

Jeffreys Bay • Greater St Francis • Gamtoos Valley

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



KOUGA REGION | EASTERN CAPE | SOUTH AFRICA



KOUGA
local municipality

Service Excellence through Good Governance

 @greatergardenroute

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 @greatergardenroute

 tourism@kouga.gov.za

TABLE OF CONTENT

Chapter		Page
Chapter 1	Executive Summary	3-4
Chapter 2	Abbreviations	5
Chapter 3	Legislative Framework	6
	3.1 Key role players in tourism	7 - 8
Chapter 4	Connecting to the Integrated Economic Growth Strategy (IEGS)	9 - 10
Chapter 5	Tourism Plan	11 – 12
	5.1 Tourism profile	12 - 13
	5.2 Categories of tourism	13
	5.2.1 Leisure tourism	14 - 15
	5.2.2 Business tourism	15 - 17
	5.2.3 Events tourism	17 - 20
	5.2.4 Heritage and culture tourism	21 - 22
	5.3 Tourism types	22 - 25
	5.4 Tourism infrastructure	25 - 27
	5.5 Key Stakeholders & Associations	27 - 29
	5.6 Tourism Support structure	29 – 30
Chapter 6	Tourism Brand Development	
	6.1 What is Tourism Brand Development	31
	6.2 Key components of a tourism brand	31
	6.3 Benefits of a tourism brand	31
	6.4 Strong marketing potential	32
	6.5 Kouga's tourism brand	33
Chapter 7	Marketing Plan	35
	7.1 Methods of Marketing tourism activities	35
	7.2 Marketing platforms	36
	7.3 Travel trade shows	38
	7.3.1 domestic travel shows	38
	7.3.2 internation travel shows	39
Addendum 1	Town profiles	45 – 53

1. EXECUTIVE SUMMARY

The Kouga Tourism and Marketing Plan is a strategic blueprint designed to elevate the Kouga region as a premier, inclusive, and sustainable travel destination, while driving socio-economic growth, community development, and the preservation of cultural and environmental heritage.

Anchored in the area's distinctive appeal — from its world-renowned surf and scenic coastal landscapes to rich biodiversity, historical heritage sites, and vibrant local events — the plan seeks to harness and enhance Kouga's unique value proposition to both domestic and international markets.

The Kouga Local Municipality is the official destination marketing authority for the Kouga area that incorporates nine (9) Villages, Towns and "Small Dorpies". (VTSD): Jeffreys Bay, St Francis Bay, Cape St Francis, Oyster Bay, Humansdorp, Patensie, Hankey, Loerie and Thornhill.

The plan is guided by a multi-dimensional vision that seeks to position Kouga as a leading tourism destination through innovative marketing strategies and the development of world-class visitor experiences. Central to this vision is the promotion of sustainable economic development by expanding tourism-driven opportunities that stimulate local enterprise and job creation. The plan also places strong emphasis on strengthening community engagement, ensuring that local residents are active participants and beneficiaries within the tourism value chain. Additionally, it aims to preserve and celebrate Kouga's rich cultural and natural heritage through responsible tourism practices that protect the region's identity and environmental integrity for future generations.

To achieve its vision and objectives, the plan is anchored on a series of strategic pillars and targeted actions designed to unlock the full potential of Kouga's tourism sector. Key among these is infrastructure enhancement, which focuses on upgrading tourism facilities, roads, signage, and connectivity to improve accessibility and elevate the overall visitor experience. Product development aims to create and package a diverse range of authentic experiences - including surf adventures, safaris, farm stays, cultural festivals, and eco-tourism - that reflect the unique character of the region. Embracing digital transformation, the plan leverages modern technology, such as digital platforms, mobile apps, and social media, to boost destination marketing, engage visitors in real time, and enable data-driven decision-making.

A focused events and festivals strategy will see the establishment and support of signature annual events that highlight local talent, heritage, and attractions while also encouraging off-season travel.

The plan further prioritizes branding and market positioning, with an emphasis on building a strong, cohesive brand that embodies Kouga's diversity, vibrancy, and sustainability. Finally, through strategic partnerships, the plan promotes inclusive collaboration between government, industry stakeholders, private sector players, community organisations, and traditional leadership to unify efforts, strengthen local capacity, and amplify Kouga's visibility on regional and global tourism platforms.

A defining feature of the plan is its strong community-first and sustainability orientation, ensuring that tourism development in Kouga is both inclusive and environmentally responsible. The plan advocates for inclusive tourism, where local communities are not only involved but empowered as key participants and direct beneficiaries of tourism growth. It emphasizes skills development and capacity building to uplift service standards across the sector while creating meaningful employment and entrepreneurial opportunities, particularly within historically underserved areas.

The Kouga Tourism and Marketing Plan sets a clear path toward transforming the region into a vibrant, resilient, and competitive tourism destination. Through strategic marketing, destination development, and a strong focus on sustainability and community empowerment, Kouga is poised to become a model of how local tourism can drive broad-based socio-economic growth. The plan calls on all stakeholders — from local businesses and community leaders to investors and regional agencies — to collaborate in shaping a shared tourism future that benefits all.

Kouga is not just a destination — it is an experience, a community, and a legacy worth preserving.

2. ABBREVIATIONS AND ACRONYMS

APP	Annual Performance Plan	OTA	Online Travel Agent
CFO	Chief Financial Officer	PAES	Protected Area Expansion Strategy
CMS	Corporate Management Support	PDI	Previously Disadvantaged Individual
DEDEAT	Department of Economic Development, Environmental Affairs and Tourism	SAT	South African Tourism
DEFF	National Department of Environmental Affairs, Forestry and Fisheries	SBDM	Sarah Baartman District Municipality
DIR	Director	SMME	Small, Medium and Micro Enterprises
DMC	Destination Management Company	StatsSA	Statistics South Africa
ECPTA	Eastern Cape Parks and Tourism Agency	TO	Tour Operators
LTO	Local Tourism Office	UNESCO	United Nations Educational, Scientific and Cultural Organisation
LGBTQ	Lesbian, Gay, Bisexual, Transgender and Queer	STR	Short Term Rentals
MEC	Member of the Executive Council	VFR	Visiting Friends and Relatives
MTEF	Medium Term Expenditure Framework	VTSD	Villages, Town, Small Dorpies
MTSF	Medium Term Strategic Framework		
NDP	National Development Plan		
NDT	National Department of Tourism		
NSSD	National Strategy for Sustainable Development		
OSI	Organisational Sustainability Index		
OMT	Oceans and Maritime		

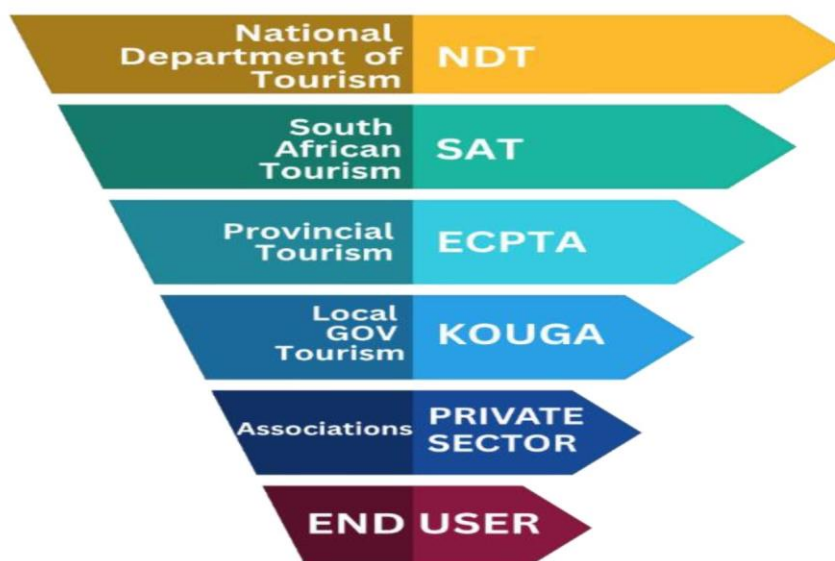
3. LEGISLATION FRAMEWORK

The role of Tourism starts with Local Government – this is clearly defined in the Tourism White Paper released in May 1996. This outlines the development and promotion of tourism in South Africa and indicates the roles of tourism within local government.

At local government level, specific functions of policy and project implementations, environmental planning, economic and land-use, product development, marketing and promotion are further supported by the following Acts:

Tourism Act No3 of 2014	Tourism Act No. 3 of 2014 makes provisions for the development and promotion of sustainable tourism for the social, economic and environmental benefit of South African citizens and its visitors.
National Development Plan (NDP)	SA Tourism is entrusted with a critical mandate of contributing towards creating an environment for sustainable employment and inclusive economic growth through tourism. SA Tourism has specifically interrogated and aligned its role to the National Development Plan 2030.
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NEM: Integrated Coastal Management Act, 2008 (Act 24 of 2008)	This is the primary legislation governing the management of the coastal areas and prescribes the management of coastal protected areas

3.1 Key role players in tourism:



The **National Department of Tourism (NDT)** plays a strategic role in shaping, regulating, and advancing South Africa's tourism sector, with the goal of positioning tourism as a key driver of economic growth and social progress.

South African Tourism (SAT) is the destination-marketing organisation of the South African Government that 'sells' South Africa to the world – and to South Africans themselves. Legally it is a Schedule 3A public entity under the Public Finance Management Act, reporting to the Minister of Tourism through a government-appointed board.

The Eastern Cape Provincial body is **Eastern Cape Parks & Tourism Agency (ECPTA)**. Each of South Africa's nine provinces has its own tourism authority or agency, which plays a vital role in promoting, developing, and managing tourism at the provincial level. These authorities work in coordination with the National Department of Tourism (NDT) and South African Tourism (SAT) but have distinct, region-focused responsibilities.

Local Municipality Tourism plays a foundation role in the tourism system. Our main function is to market the destination within the National Tourism Framework, develop and implement tourism, development and manage attractions, and support local tourism businesses within towns, cities, and districts.

Key roles of Kouga Local Municipal Tourism Department

- a) Tourism plan development and implementation
- b) Tourism marketing development and implementation
- c) Integrate tourism into Integrated Development Plans (IDPs) and Spatial Development Frameworks (SDF's)
- d) Destination Marketing for the region
- e) Local Marketing and Promotion
- f) Support and Develop Local Tourism Businesses (SMME's)

- g) Stakeholder Engagement
- h) Tourism Infrastructure Development
- i) Monitoring and Data Collection

4. ALIGNMENT TO THE INTEGRATED ECONOMIC GROWTH STRATEGY (IEGS)

The Tourism and Marketing Plan is an extension of the Integrated Economic Growth Strategy, aligning sector-specific initiatives with broader economic development objectives.

The tourism sector plays a crucial role in the global economy, contributing to employment, income generation, and economic development in various regions. It generates revenue through visitors spending on various goods and services, creating employment opportunities, stimulating investment in infrastructure and amenities, and fostering cultural exchange and understanding between people from different regions and backgrounds.

Classification of this sector comprises of the following:

- Travel and transportation: car rental, airlines, cruise liners, airlines
- Accommodation: B&B's, lodges, hotels, resorts, vacation rentals, backpackers, caravan parks, camping
- Hospitality services: food and beverages, restaurants, café's, bars, food stalls and any other refreshments.
- Tour operators and travel agencies: guided tours, excursions, travel packages
- Recreation and entertainment: museums, theme parks, tourist attractions, events, festivals
- Travel retail and souvenir shops
- Tourism infrastructure
- Heritage and culture

IEGS SWOT Analysis on Tourism



IEGS POSSIBLE TOURISM SOLUTIONS



- Easy Access to Wi-Fi
- Support required to market the area and its activities
- The entire area to be promoted (not only a select few)
- Tourism facilities to be upgraded
- Local Tourism Offices to be funded adequately
- Offer attractive and affordable packages to working together and market widely
- Training school for hospitality and tourism needed
- Development of the beachfront / waterfront
- Develop proper pavements for cyclers and joggers
- Better management, capitalisation and optimising of our legacy heritage sites and natural resources
- Request a walk way on the beach from the main beach to Kabeljous
- A bigger focus on Social Media Advertising with digital platform
- Develop a cycle route through town
- Similar to Clarence - outdoor areas to sit down and create an ambiance of holiday and relaxation
- Adopt to change with more "fast food take-aways", rather than visiting restaurants
- Re-establish the Park Runs - this was a great weekly gathering
- Eradicate the fear of robbery and vandalism
- Collaboration with SA Tourism to showcase KOUGA in Europe
- Support events that attract media/tv coverage where KOUGA can be promoted extensively
- Enhance communication channels between role players
- Township tourism
- Keep town clean initiative

The following strategies have been identified in the IEGS to address the key challenges and opportunities within the sector:

- Development of a Tourism and Marketing Plan
- Development of an online Event management system
- The development of large, structured accommodation establishment

The strategies identified above are sector specific and all other strategies impacting on the growth in economic development holistically, are detailed in the IEGS.

5. TOURISM PLAN

Tourism is the travel and stay of individuals away from their usual environment for leisure, business, or other purposes. It is a dynamic and multifaceted sector that contributes significantly to economic development, job creation, cultural exchange, and social cohesion.

Tourism acts as a catalyst for development across many other sectors, including transport, accommodation, agriculture, arts and crafts, and services. A well-managed tourism industry enhances local economies, promotes sustainable development, and showcases cultural and natural heritage.

To Understand tourism, we need to understand the importance of the tourism value chain and the tourism pillars and how it helps identify opportunities for local economic participation, especially for SMMEs, and ensures value retention within the destination.

The tourism value chain refers to the full range of activities and services involved in delivering a tourism experience. It includes various stages that are interconnected and dependent on one another:

- Planning & Information – Research, marketing, and promotion activities that attract tourists.
- Travel & Transport – Air, road, rail, and sea transport services that facilitate movement to and within the destination.
- Accommodation – Lodging facilities such as hotels, guesthouses, lodges, and homestays.
- Food & Beverage – Restaurants, cafes, and catering services that provide culinary experiences.
- Attractions & Activities – Natural, cultural, and man-made attractions, events, tours, and experiences.
- Support Services – Financial services, health services, security, tour operators, guides, and retail.

A sustainable tourism sector is typically built on the following key pillars:

- **Economic** – Tourism must contribute to inclusive economic growth by creating jobs, supporting local businesses, and attracting investment.
- **Social & Cultural** – It should respect and promote local culture, heritage, and community well-being.
- **Environmental** – Responsible tourism must protect natural resources and minimize environmental impact.
- **Institutional & Governance** – Effective policies, interdepartmental coordination, and good governance are crucial for sustainable tourism development.
- **Marketing & Promotion** – Strategic branding and marketing attract tourists and build destination competitiveness.

- **Skills Development & Capacity Building** – Empowering local communities through training and education ensures long-term sustainability.

The success of South Africa's tourism industry depends on the collaboration and cooperation between all stakeholders, including government agencies, private sector businesses, and local communities. By working together, they can ensure that the tourism value chain functions effectively, delivering positive economic and social benefits for the country.



5.1 Tourism profile

In Kouga we are a diverse and fast-growing tourism region made up of nine distinct towns: Jeffreys Bay, Humansdorp, St Francis Bay, Cape St Francis, Oyster Bay, Hankey, Patensie, Loerie, and Thornhill.

Together, these towns offer a compelling tourism mix that blends coastal leisure tourism, eco- and adventure tourism, agro-tourism, and cultural and heritage experiences. Kouga's unspoiled beaches, world-class surfing waves, protected nature reserves, scenic mountain passes, citrus farms, and rich cultural history make it a destination that appeals to a broad spectrum of tourists — from thrill-seekers and nature lovers to families, heritage explorers, and local holidaymakers.

This tourism profile per town, in **Addendum 1**, gives the unique character, key attractions, and tourism related information.

5.2 Categories of tourism

Tourism is a multifaceted industry that encompasses a wide range of travel experiences, each shaped by the interests, motivations, and preferences of travellers. Understanding the different categories of tourism is essential for developing targeted and inclusive tourism that cater for diverse markets.



Broadly, tourism can be classified into the following key categories:

- Leisure tourism
- Business tourism
- Cultural and Heritage tourism
- Events tourism

Each category presents unique opportunities for destination development, community involvement, and economic growth. A balanced tourism offering that includes these various segments can help Kouga create a resilient and inclusive tourism economy that benefits both visitors and local communities.

5.2.1 Leisure tourism

Leisure tourism is travel undertaken for the purpose of relaxation, recreation, enjoyment, and personal pleasure, rather than business or professional reasons. It is the most common and widespread form of tourism globally, often associated with holidays, short getaways, or long vacations.

Leisure tourism is motivated by the desire to escape routine, explore new places, experience different cultures, enjoy natural environments, or simply rest and rejuvenate.

A few reasons why tourists visit Kouga for leisure tourism are as follows:

Beach and coastal holidays – Swimming, sunbathing, surfing, and other water-based recreation.

Nature and scenic tourism – Visiting natural attractions such as mountains, forests, rivers, and nature reserves.

Sightseeing and cultural experiences – Exploring landmarks, museums, art galleries, festivals, and historical sites.

Shopping and dining – Enjoying local cuisine, crafts, and retail experiences.

Wellness and relaxation – Spa treatments, wellness retreats, yoga, and health resorts.

Entertainment and events – Attending concerts, sports events, markets, and amusement parks.

Family holidays – Activities suitable for all ages, including kid-friendly attractions and accommodation.

Adventure and soft adventure – Light recreational activities like hiking, cycling, kayaking, or horse riding.

Leisure tourism is a critical driver of economic and social development in Kouga, primarily because of the region's rich natural assets, coastal attractions, and relaxed lifestyle offering. Towns like Jeffreys Bay, St Francis Bay, Cape St Francis, and Oyster Bay are renowned for their beaches, surfing, nature reserves, and laid-back holiday experiences — all of which strongly appeal to the leisure tourism market.

An important strategy for growing Kouga's leisure tourism sector is to convert existing intra-provincial day visitors into overnight stays, thereby increasing tourism spend and length of stay. To support this, focused efforts should be made to target key domestic source markets such as Gauteng, Free State, Northern Cape, and Western Cape, capitalizing on Kouga's strategic location along the popular Garden Route.

Tailored marketing campaigns and travel packages should be designed to attract both younger, single travelers seeking adventure and lifestyle experiences, as well as family-oriented segments looking for safe, value-driven holiday options.

In the international leisure tourism segment, there is significant potential to tap into the cruise liner market as a means of boosting high-value tourism in Kouga. By positioning local ports and nearby attractions as attractive stopover destinations, Kouga can capitalize on cruise traffic along the South African coastline.

Strategic efforts should be made to develop and promote curated leisure itineraries specifically tailored to cruiseliner passengers, encouraging them to disembark and explore Kouga's unique coastal towns, cultural sites, and

natural attractions. These itineraries can enhance visitor experiences and increase onshore spending, benefiting local businesses and communities. Collaborations with cruise operators, tour companies, and port authorities will be essential to ensure Kouga is included in regional cruise routes and to maximize the economic impact of each docking.

Leisure tourism plays a vital role in the economic and social development of the Kouga region. Kouga draws both domestic and international visitors, boosting local businesses and creating employment opportunities.

Furthermore, tourism encourages investment in infrastructure and services, which benefits the wider community. By promoting sustainable and responsible tourism practices, Kouga can continue to grow as a key leisure destination while preserving its unique environment and culture for future generations.

5.2.2 Business tourism

Travel is undertaken for professional or work-related purposes. It involves activities like attending meetings, conferences and trade shows, or visiting clients /partners, often outside of one's usual workplace and residence.

Business tourism is a significant part of the overall tourism industry and a driver for economic growth, facilitating collaboration between businesses. A few reasons for how business tourism is activated within Kouga:

Meetings – Business meetings, negotiations, and site visits between companies or with clients.

Incentives – Travel rewards offered by companies to motivate or recognize employees (Incentive travel).

Conferences & Conventions – Large gatherings of professionals for knowledge sharing, networking, and training.

Exhibitions & Trade Shows – Industry-specific expos where companies showcase products and network with stakeholders.

Corporate Events – Product launches, business retreats, shareholder meetings, or team-building events.

Training & Workshops – Travel for short-term skills development or professional education.

While Kouga is primarily known for its coastal and leisure attractions, business tourism plays a growing and strategic role in supporting the municipality's broader economic development goals. Business tourism, which includes meetings, conferences, training workshops, exhibitions, and corporate events, brings a steady stream of

professionals and delegates into the region — often outside peak leisure seasons — and supports a range of local industries.

The plan should focus on attracting conferences ranging from 50 to 1,500 delegates, with a particular emphasis on targeting South African associations for their annual conferences by offering comprehensive package deals. To maximize reach and visibility, it is essential to leverage established marketing platforms such as the Southern African Association for the Conference Industry (SAACI), Meetings Africa, the International Congress and Convention Association (ICCA), and the Tourism Business Council of South Africa (TBCSA).

Collaboration with the Nelson Mandela Bay Convention Centre (NMBCC) is key to exploring opportunities and gaining traction in the convention and conference market. Active participation in membership associations should be prioritized to facilitate information gathering on source markets that frequently host conventions and conferences within Kouga's Villages, Townships, and Small Dorpies (VTSD) spread.

Additionally, strategic support should be given to international bid opportunities when viable, particularly those aligned with NMBCC's key industry sectors such as Automotive, Agriculture, and the Marine/Oceans Economy.

Business tourism is an important driver of economic growth and development in the Kouga region. By attracting conferences, corporate events, and professional gatherings, it supports local hospitality, transport, and service industries throughout the year, reducing the region's reliance on seasonal tourism.

Business tourism also fosters networking, knowledge exchange, and investment opportunities that can benefit local enterprises and stimulate innovation. As Kouga continues to develop its infrastructure and reputation as a business-friendly destination, it can leverage this sector to diversify its tourism economy and strengthen long-term regional growth.

5.2.3 Events

Events play a crucial role in driving tourism by attracting visitors, stimulating local economies, and showcasing the unique culture, heritage, and identity of a destination.

Whether large-scale international conferences, music festivals, sporting events, or community celebrations, events serve as a powerful catalyst for increased travel, media exposure, and long-term destination branding. They not only generate immediate

economic benefits through visitor spending but also create lasting impressions that encourage repeat visits and word-of-mouth promotion.

As such, events are a key pillar of tourism development, capable of transforming lesser-known areas into vibrant and sought-after destinations. Events enhance a destination's appeal, increase visitor numbers, and stimulate economic activity in the tourism value chain.

Events within tourism encompass a wide range of categories, including:

Cultural Events: These events promote local identity, cultural preservation, and creative expression.

Sporting Events: Sporting events attract both participants and spectators, boosting visitor numbers and media exposure.

Business and MICE Events: These events attract business travellers and support the local hospitality, transport, and service sectors.

Community and Social Events: They encourage local participation and enhance social cohesion while attracting domestic visitors.

Mega and Signature Events: These events offer broad economic impact, destination branding, and long-term tourism benefits.

Events are a powerful catalyst for tourism growth, offering Kouga the opportunity to attract diverse visitor markets, stimulate the local economy, and showcase the region's unique cultural and natural assets. By driving foot traffic during off-peak periods, supporting small businesses, and creating platforms for cultural exchange and community engagement, events contribute to a more resilient and inclusive tourism sector. When strategically planned and supported, events can enhance destination visibility, build lasting visitor loyalty, and play a key role in achieving long-term tourism development goals.

A well-planned events calendar enhances a destination's competitiveness and keeps tourism activity alive throughout the year.

The following key events is currently hosted within Kouga

Month	Event	Local	National	Inter-national
January	St Francis Paddling Series		✓	
	First Choice Run	✓		
	St Francis Summer Sport Series	✓		
	Sandy Paws Full Moon Walk & Run	✓		
	Crossways Market	✓		
	Milkwood Market	✓		
	St Francis Market	✓		

February	EC Lifesaving Championships		✓	
	Wine on Water		✓	
	Crossways Market	✓		
	Milkwood Market	✓		
	St Francis Market	✓		
March	Cru Du Marina	✓		
	SA National Open Water Swim		✓	
	Mighty men		✓	
	Melk fees		✓	
	Teater By die See	✓		
	Crossways Market	✓		
	Milkwood Market	✓		
	St Francis Market	✓		
April	Crossways Market	✓		
	Milkwood Market	✓		
	St Francis Market	✓		
May	Kunskoors	✓		
	Crossways Market	✓		
	Milkwood Market	✓		
	St Francis Market	✓		
June	Slake GPS Enduro Race		✓	
	Aloe Cup (Provincial School Event)		✓	
	Ngxongo Youth Soccer + Netball	✓		
	Lombardini Music Festival		✓	
	Crossways Market	✓		
	Milkwood Market	✓		
	St Francis Market	✓		
July	World Surfing League – Corona (WSL)			✓
	The Youth Call Conference		✓	
	Crossways Market	✓		
	Milkwood Market	✓		
	St Francis Market	✓		
August	Greater Garden Route Bridal Expo		✓	
	Trans Baviaans		✓	
	Crossways Market	✓		
	Milkwood Market	✓		
	St Francis Market	✓		
September	Gamtoos Half Marathon (Patensie)	✓		
	Loerie Nartjie fees	✓	✓	
	Crossways Market	✓		
	Milkwood Market	✓		
	St Francis Market	✓		
October	SA Junior Surfing Championship		✓	
	Gromm RIP Curl U18 Surfing		✓	

	Pam Golding Surfski Paddling Race	✓		
	Crossways Market	✓		
	Milkwood Market	✓		
	St Francis Market	✓		
November	PGA Golf Championship			✓
	God's Karoo women		✓	
	RBC 3Rivers Enduro Mountain Bike	✓	✓	
	Calamari Opening of Season & Cook	✓		
	Crossways Market	✓		
	Milkwood Market	✓		
	St Francis Market	✓		
December	Billy's Beach		✓	
	Rotary Flash Float		✓	
	Marina Mile (Marina Martinique)		✓	
	Summer Festival		✓	
	JBay Annual Picnic	✓		
	St Francis Paddling Series	✓		
	Super Spar Trail Run	✓		
	Amazing Race	✓		
	TORPEDO/River Club Swim-Run	✓		
	CSF Resort Road Run & Walk	✓		
	Seal Point Estates Trail Run Walk	✓		
	The River Club Canal Swim	✓		
	Just Property Lifestyle	✓		
	Harbour2Harbour Swim	✓		
	Pam Golding Properties Quadrathlon	✓		
	Custom Construction MTB/E-Bike	✓		
	Crossways Market	✓		
	Milkwood Market	✓		
	St Francis Market	✓		
	St Francis Night Market	✓		

Promoting Kouga's calendar of key events will play a vital role in drawing audiences, using events as anchor attractions to stimulate overnight visits and broader exploration of the area, improve the seasonal and geographic spread of tourism; promote Kouga's unique identity and increase our tourism profile, nationally.

Events are a powerful tool for driving tourism within the Kouga region, as they attract visitors, create vibrant experiences, and showcase the area's unique culture, heritage, and natural beauty. Whether through festivals, sports competitions, or cultural gatherings, events generate economic activity by increasing demand for local accommodation, food, and services.

Events also help build Kouga's identity as a dynamic and welcoming destination, encouraging repeat visits and positive word-of-mouth. By investing in well-organized and diverse events, Kouga can strengthen its tourism appeal, support local communities, and boost sustainable regional development.

Kouga should continue to support events as a key economic driver within tourism.

5.2.4 Heritage and Culture Tourism

Heritage and culture tourism focuses on experiencing the heritage, traditions, and legacy of a destination, including its architecture, artifacts, language, rituals, and ways of life. It allows visitors to connect with the past, understand local identity, and appreciate the diversity of human history and culture.

Heritage and cultural tourism include the following elements:

Historical Sites and Monuments - Visiting old buildings, archaeological sites, battlefields, or places linked to significant historical events.

Cultural Heritage Sites - Exploring sites of spiritual, social, or political importance — including heritage towns, mission stations, and indigenous settlements.

Museums and Galleries - Engaging with collections of artifacts, documents, and exhibitions that tell the story of a community or nation.

Traditional Arts and Crafts - Observing or participating in craft-making, beadwork, pottery, weaving, or other skills passed down through generations.

Festivals and Cultural Events - Attending traditional ceremonies, music and dance festivals, storytelling events, and heritage days.

Food Heritage - Experiencing traditional cuisine, indigenous ingredients, and cooking methods unique to a culture or region.

Language and Oral Traditions - Exposure to indigenous languages, folklore, and oral history that preserve community identity.

Religious and Spiritual Sites - Visiting sacred places such as churches, temples, mosques, and ancestral grounds.

Township tourism - Visiting and experiencing life in historically disadvantaged urban and peri-urban communities known as townships. It offers visitors authentic cultural experiences through guided tours, local cuisine, music, arts, historical landmarks, and interaction with local residents.

Heritage and culture tourism holds significant value for the Kouga region, as it not only preserves and celebrates the area's rich cultural, historical, and indigenous heritage, but also creates meaningful opportunities for community involvement and economic development.

With its diverse heritage assets — including Khoi and San history, early settler landmarks, agricultural traditions, and unique local stories — Kouga is well-positioned to offer authentic and educational experiences to visitors. By investing in heritage tourism, the municipality can strengthen local identity, attract culturally motivated tourists, and support sustainable tourism practices that benefit both current and future generations.

A comprehensive heritage audit should be conducted to identify and document all heritage sites across the Kouga region. This will form the foundation for the development of a detailed heritage map that visually shows the area's rich cultural and historical offerings, helping to enhance awareness, preservation, and tourism appeal.

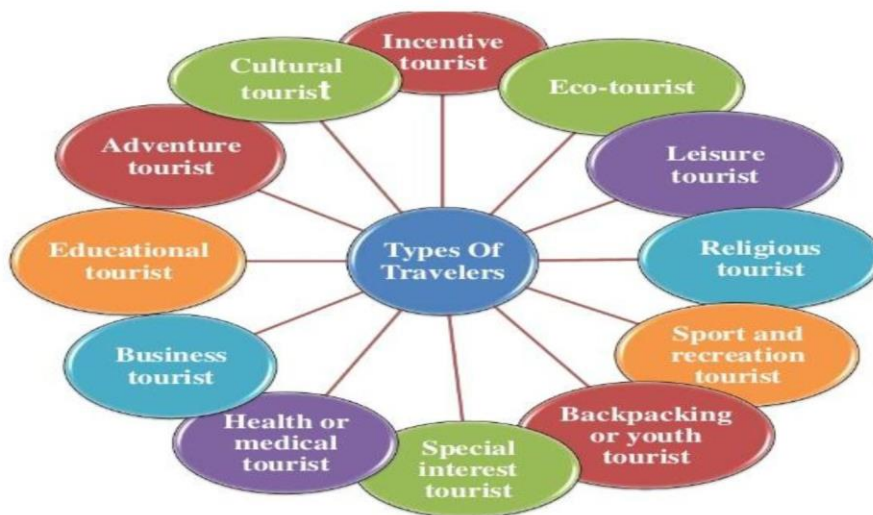
Efforts should be made to complete the development of the new Shipwreck Museum in St Francis Bay, which will serve as a unique attraction highlighting the maritime history of the region. In addition, the existing Humansdorp Museum should be expanded to enhance its capacity and exhibits, allowing for a more comprehensive representation of Kouga's local history and cultural heritage.

Heritage and cultural tourism play a vital role in boosting tourism within Kouga by showcasing the area's rich history, vibrant traditions, and unique cultural identity. Through immersive experiences such as historical landmarks, indigenous heritage, local art, and cultural festivals, the region appeals to travelers seeking authentic and educational journeys.

This type of tourism not only stimulates the local economy but also helps preserve cultural practices and fosters a sense of pride within the community. By investing in and promoting its cultural and heritage assets, Kouga can position itself as a distinctive and memorable destination while safeguarding its cultural legacy for future generations.

5.3 Tourism types

South African Tourism identifies fifteen (16) key tourism types. These categories encompass a wide range of travel experiences and cater to diverse interests for travellers.



Adventure tourism - Adventure tourism appeals to travelers seeking novel, active, and immersive experiences that combine exploration, risk-taking, and connection with nature

Agri Tourism - Form of tourism where visitors experience agricultural life and activities, such as farm tours, harvesting, and local food tasting, offering a connection to rural culture and farming practices.

Avi Tourism - vi-tourism (birdwatching tourism) is a form of tourism focused on observing and appreciating birds in their natural habitats, attracting enthusiasts and nature lovers to bird-rich areas.

Culture - Cultural tourism is where travelers engage with a country or religion's culture, especially the lifestyle, food and other elements that shaped the culture.

Culinary - Culinary tourism or food tourism or gastronomy tourism is the exploration of food as the purpose of tourism.

Eco Tourism - Emphasizes responsible travel to natural areas, often with a focus on conservation and sustainability.

MICE – Meetings, Incentive Travel, Conferences, Exhibitions / Events

Ocean Safaris & Canal Cruises - An ocean safari is a marine-based tour, like a traditional wildlife safari, but conducted on the ocean. It involves exploring the marine environment, often by boat, and observing marine life such as whales, dolphins, seals, and various seabirds. Some tours also include snorkeling or diving opportunities to get a closer look at the underwater world.

Canal cruises are a popular form of tourism, offering a unique way to explore cities and landscapes from the water. They provide a relaxing and scenic experience, allowing tourists to see attractions, historical sites, and natural beauty from a different perspective. Canal cruises are also a pro-environment

leisure activity that can contribute to the economic development of destinations by means of investments.

Rural - This takes place in destinations with low population density where agriculture and forestry are prevalent.

Sport - Sports tourism refers to travel which involves either observing or participating in a sporting event, while staying apart from the tourists' usual environment. Sport tourism is across all age groups and is a fast-growing sector of the global travel industry.

Heritage - A specific type of tourism relating to tourist activities occurring within the heritage sector, such as museums, heritage attractions, or heritage sites.

Safari & 4x4 - A safari is an overland journey to observe wild animals in a 4x4, Game Drive or Overland vehicle. The so-called "Big Five" game animals of Africa – lion, leopard, rhinoceros, elephant, and Cape buffalo – particularly form an important part of the safari market, both for wildlife viewing and big-game hunting.

Water Tourism - Coastal, Maritime and Inland Water Tourism. Includes all water-related activities. The most prominent category is Sun and Beach Tourism.

Medical - Medical tourism refers to people traveling abroad to obtain medical treatment. In the past, this usually referred to those who traveled from less developed countries to major medical centers in highly developed countries for treatment unavailable at home.

Township - Township tourism is defined as traveling for the purpose of observing the cultural expression and lifestyles of black South Africans and offers first-hand experience of the practices of another culture.

Paleo- Tourism - Centers on the discovery and study of prehistoric sites and fossils, particularly relevant due to South Africa's rich paleontological history.

A focused approach on the 16 types of tourism is crucial for Kouga because it enables the municipality to strategically develop and promote a diverse yet complementary tourism offering that leverages its unique assets. Kouga's varied landscape—from pristine beaches and nature reserves to vibrant cultural communities and agricultural towns—can attract different visitor segments such as leisure, adventure, heritage, eco, Agri, and township tourism.

By understanding and prioritizing these tourism types, Kouga can allocate resources effectively, design tailored experiences and foster sustainable growth that benefits all sectors of the local economy. This targeted strategy also helps minimize over-dependence on a single tourism segment, reduces seasonal fluctuations, encourages investment in infrastructure and skills

development, and ensures that tourism growth is inclusive and aligned with community needs and environmental preservation.

Kouga is fortunate to already encompass fourteen of these sixteen types, reflecting its rich and varied appeal to visitors. Kouga should focus on expanding its Medical and Township tourism sectors to fully capitalize on these emerging markets.

Township Tourism - diversifying Kouga's tourism offerings through targeted product development is essential to creating a more inclusive and sustainable tourism economy. A key focus area should be the expansion of Township Tourism, which holds significant potential to showcase the region's authentic cultural experiences, local creativity, and community spirit. By developing township-based attractions—such as guided heritage walks, cultural performances, traditional food tours, craft markets, and homestays—Kouga can offer unique, immersive experiences that appeal to both domestic and international visitors seeking meaningful travel. Public-private-community collaboration will be essential to ensuring that township tourism is not only economically viable but also respectful of the people and spaces it represents.

Medical tourism - expanding medical tourism in Kouga is increasingly important as it offers a promising avenue for economic growth and diversification beyond traditional leisure tourism. By developing quality healthcare facilities and specialized services that attract both domestic and international patients seeking affordable and accessible medical treatments, Kouga can position itself as a competitive destination in this growing sector. Medical tourism not only brings direct revenue from patients and their families but also stimulates related industries such as accommodation, transportation, and wellness services. Furthermore, expanding medical tourism can create employment opportunities for local healthcare professionals and support investments in healthcare infrastructure, benefiting the broader community.

5.4 Tourism infrastructure

Tourism infrastructure is essential for driving economic growth in Kouga because it supports both the visitor experience and the local economy, enabling the region to attract and retain more tourists - especially during off-peak seasons and international events.

Well-maintained roads and clear signage between towns, key attractions, and airports - particularly from major gateways like Gqeberha - are essential to ensure smooth and safe travel for visitors. Accessible and reliable transport options, including public shuttles, taxis, and car rental services, further enhance mobility and convenience for tourists. Additionally, upgraded access routes to natural attractions such as beaches, hiking trails, and nature reserves are critical in opening up more of Kouga's natural beauty to both domestic and international visitors, encouraging exploration and extended stays.

A diverse range of accommodation options is essential to cater to the varied needs of Kouga's tourism market. From budget-friendly backpacker lodges and family-friendly guesthouses to high-end eco-resorts, the region must offer suitable lodging for all types of travelers. Upgrading existing facilities and encouraging compliance with national accreditation standards, such as those set by the Tourism Grading Council, can help improve quality and consistency across the sector. In addition, promoting community-based and rural stays not only diversifies the accommodation offering but also provides direct economic benefits to local communities, enriching the overall visitor experience with authentic cultural and rural tourism.

Digital infrastructure is crucial for enhancing the visitor experience and supporting tourism growth in Kouga. Reliable internet and mobile network coverage across all major tourist areas ensures that travelers can stay connected, access information, and share their experiences in real time. Providing free public Wi-Fi in key hotspots—such as town centers, beaches, and transport hubs - adds further value and convenience for tourists. Additionally, the availability of online booking platforms and interactive digital maps helps local businesses improve visibility and accessibility, making it easier for visitors to plan their trips, book services, and navigate the region effectively.

Basic services infrastructure forms the foundation of a positive and safe tourism experience in Kouga. The provision of clean water, effective sanitation, and reliable waste management at key tourist sites is essential to maintain hygiene standards and protect the natural environment. Regular maintenance of public toilets, beach facilities, and recreational areas ensures that these spaces remain welcoming and functional for both locals and visitors. Furthermore, consistent electricity supply, along with backup power solutions during periods of load-shedding, is critical to ensure uninterrupted services across accommodation, dining, and tourism-related businesses.

Safety and emergency services are vital components of a reliable and tourist-friendly destination. In high-traffic areas such as beaches and major attractions, the presence of well-equipped lifeguards, accessible medical clinics, and dedicated tourist police ensures that visitors feel secure and well-supported. Clearly visible safety signage - including beach rules, wildlife warnings, and emergency contact information - helps prevent accidents and promotes responsible visitors' behaviour. In addition, having well-established emergency response protocols in place for tourists and event attendees enhances Kouga's ability to manage crises effectively, building confidence among travelers and event organisers alike.

Event infrastructure is a key driver for attracting both domestic and international events to Kouga. The availability of versatile venues - ranging from sports fields and community town halls to outdoor amphitheaters - allows the region to host a wide variety of events, from cultural festivals and sporting

competitions to conferences and concerts. Access to essential event equipment such as tents, sound systems, and lighting ensures professional setup and execution. Equally important is the development of a skilled local workforce, with service providers trained in event management, logistics, and hospitality, enabling Kouga to deliver high-quality experiences that meet the expectations of organisers and attendees alike.

Attraction-specific infrastructure plays a crucial role in enhancing the appeal and accessibility of Kouga's natural and cultural assets. Well-designed viewing platforms-maintained walking trails, informative signage, and interpretation centers at key sites help visitors engage more deeply with the region's rich biodiversity and heritage. Strategic upgrades to popular surf spots, historical landmarks, and eco-tourism destinations not only improve safety and visitor satisfaction but also support sustainable tourism practices. Additionally, providing dedicated facilities for outdoor activities such as mountain biking, kayaking, and birding caters to adventure and nature-based tourists, encouraging longer stays and repeat visits.

Tourism infrastructure is a cornerstone of sustainable tourism development in Kouga, directly influencing the region's ability to attract, accommodate, and retain visitors. High-quality infrastructure enhances the overall visitor experience, supports local businesses, and creates jobs, thereby driving inclusive economic growth.

From reliable transport and digital connectivity to well-maintained public facilities and event-ready venues, each element plays a vital role in positioning Kouga as a competitive and desirable destination. By investing in and maintaining robust tourism infrastructure, Kouga can unlock its full potential as a year-round tourism hub, increase international event hosting capacity, and ensure long-term benefits for local communities.

5.5 Tourism Stakeholders and Associations

Tourism stakeholders and associations play a vital role in the growth, sustainability, and success of the tourism industry. These include government entities, private businesses, community organizations, and industry bodies that collectively influence policy, product development, service delivery, and destination marketing.

By working collaboratively, these stakeholders help shape a cohesive and competitive tourism offering, ensure quality standards, and drive investment into local economies. Associations also provide a platform for advocacy, professional development, and coordinated action, making them essential for addressing challenges and unlocking new opportunities in the sector.

Effective promotion requires collaboration and alignment among these stakeholders to create a positive and sustainable tourism experience.

Key Stakeholders in South African Tourism



Tourism stakeholders are a diverse group of individuals and organisations whose collaboration and commitment are essential for the development, promotion, and sustainable management of tourism in Kouga. A collective effort is required to shape and influence the destination status, drive economic growth and ensure that tourism remains a key sector within Kouga.

Stakeholder membership and affiliations will therefore play a vital role in the sustainable growth and development of the tourism industry. By fostering collaboration among key players—such as tourism boards, local businesses, government agencies, and community organizations—these memberships create a unified platform for strategic planning, resource sharing, and mutual support.

Stakeholder membership and affiliations also provide consistent funding and engagement opportunities, enabling stakeholders to stay informed about industry trends, access training and marketing support, and influence decision-making processes. Ultimately, a strong stakeholder network enhances destination management, improves visitor experiences, and ensures long-term benefits for both local communities and the broader tourism economy.

The following key stakeholder memberships and affiliations will be sustained:

Acronym	Stakeholder	Role within industry
SATSA	Southern Africa Tourism Services Association	Focused on promoting credible, trustworthy inbound tourism services.
SAACI	Southern African Association for the Conference Industry.	Professionalization of MICE sector; training and advocacy.
TME	Tourism Marketing Entities (e.g., DMOs or regional tourism boards).	Strategic alignment with destination branding and campaigns.
SACIA	Southern African Communications Industries Association.	Standards and training in AV and communications for events.
TBCSA	Tourism Business Council of SA	Umbrella body represents the private tourism and hospitality sector. It advocates policy reform, industry support, and safety/security for tourists.
FEDHASA	Federated Hospitality Association of SA	Represents hotels, guest houses, and other accommodation providers. Key voice in hospitality policy, training, and standards
SAEC	SA Events Council	Represents the events industry, including meetings, exhibitions, and conferences (MICE sector)
TGCSA	Tourism grading council of SA	Unit of SAT that grades establishments according to star-rating criteria to ensure quality standards

Stakeholder membership and affiliations are essential for building a cohesive, resilient, and competitive tourism sector. Investing in these networks not only strengthens individual organizations but also ensures that the broader tourism ecosystem thrives for the benefit of all involved. The above list is not exhaustive as new partnerships are inevitable in a growing industry.

5.6 Tourism Support Structure

It is essential to understand and leverage how visitors engage with tourism products at the most granular level—examining their on-the-ground experiences, preferences, and movement patterns in detail. This insight enables tourism stakeholders to identify which attractions capture the most attention, how long visitors stay, and where potential gaps in engagement or accessibility exist. By analyzing these behaviors, strategies can be developed to improve visitor dispersal across Kouga, encouraging tourists to explore beyond the main hubs and into lesser-known areas. This not only enhances the overall visitor experience but also helps to maximize economic benefits through increased spending and longer stays across a wider geographic area.

Enhancing the quality and availability of tourism statistics in Kouga is critical for informed decision-making and long-term growth. This requires the development and implementation of both digital and physical data

collection systems that can accurately capture key metrics such as visitor arrivals, length of stay, and spending patterns. Strengthening research efforts will provide valuable customer insights and help identify strategic opportunities for product development and targeted marketing.

Regular monitoring and analysis of this data will support continuous optimization of tourism strategies and allow for agile responses to changing market trends. Additionally, specific focus should be placed on collecting and analyzing data related to tourism events, which can reveal patterns in visitor behavior and the broader economic impact of these gatherings. A reliable, well-structured tourism data system will ultimately serve as the foundation for more effective planning, promotion, and investment in the region.

Visitor Information Services in Kouga should be strengthened through the establishment of a decentralized information center network designed to serve the broader region more effectively. This can be achieved by positioning four strategically located Local information centers in key tourism hubs—Jeffreys Bay, St Francis Bay, Humansdorp and Gamtoos-Baviaans. These centers will not only provide accessible, on-the-ground support to visitors but also serve as key points for distributing tourism information, promoting local experiences, and enhancing overall visitor satisfaction. A decentralized model ensures that both coastal and inland areas of Kouga are adequately represented and supported.

The existing Local Tourism Offices (LTOs) in Jeffreys Bay, St Francis Bay, and the Gamtoos Valley will be repositioned to function as dedicated local tourism information centers, enhancing their focus on frontline visitor engagement and regional promotion. In addition, the Humansdorp Museum, which already contributes to heritage tourism, will be expanded to serve as the fourth tourism information center, specifically catering to the Humansdorp area.

With these localized centers in place, the need for a separate Kouga Local Tourism Organisation (KLTO) as a funding channel will be eliminated. Instead, the tourism sector structure within the local Business Chamber of Commerce will take over this role, offering a more integrated and streamlined approach to managing and supporting tourism development in the region.

A well-defined structure, supported by efficient systems, accurate statistics, and accessible information centers, is fundamental to the sustainable growth and success of the tourism sector. A clear organizational framework ensures coordinated efforts, effective stakeholder collaboration, and strategic alignment across all levels of tourism development. Equally, a network of strategically placed information centers enhances the visitor experience by providing direct support, promoting local attractions, and encouraging broader exploration and spending within the region. Together, these components create a strong foundation that not only drives economic impact but also ensures that tourism in Kouga is inclusive, responsive, and resilient in a competitive and evolving travel landscape.

6 TOURISM BRAND DEVELOPMENT

6.1 What is a Tourism Brand?

A tourism brand represents the distinct identity crafted for a destination to draw visitors and foster a positive image. It encompasses elements such as the destination and town names, visual components like logos and colour schemes, core messages and values, conceptual themes, and the overall experience the destination promises.

6.2 Key Components of a Tourism Brand

A strong tourism brand is more than just a logo or slogan—it's a carefully crafted identity that captures the essence of a destination and emotionally connects with travelers. Here are the key components that make up a compelling tourism brand:

Destination Proposition: This defines what makes the destination unique, including its attractions, culture, natural beauty, and experiences both coastal and inland.

Brand Identity: This includes the visual elements (logo, colours, typography) and the overall personality, values, and messages conveyed by the destination.

Brand Values: These are the core principles that guide the brand and its interactions with visitors.

Experiences: The actual experiences offered to tourists, which aligns with the brand create a lasting positive impression.

Brand Architecture: How the different elements of the brand fit together, with multiple attractions and experiences offered.

6.3 Benefits of Tourism Marketing under a brand

Tourism marketing under a unified brand offers a powerhouse of benefits that go far beyond just attracting visitors. It builds identity, trust, and long-term value for destinations. Here's a breakdown of the key advantages:

Increased Recognition and Awareness: A strong tourism brand helps a destination stand out in the competitive global tourism market.

Building Trust and Loyalty: Communicated experiences and positive messaging can foster trust and encourage repeat visits.

Differentiation: A brand helps highlight unique selling points and differentiate the destination from others.

Increased Value: A well-known and respected brand can command higher prices and attract more investment.

Increased Tourism: A strong tourism brand can draw more visitors, leading to increased revenue for local businesses, including accommodation providers, restaurants, tour operators, and retailers.

Job Creation: Growth in tourism can create numerous job opportunities in the area, benefiting both established formal and informal businesses.

6.4 Strong Marketing Potential

A destination with strong marketing potential has the ingredients to become a magnet for travelers, investors, and global attention. In tourism branding, this means the place isn't just beautiful - it's marketable, memorable, and emotionally resonant. Here's what defines strong marketing potential in tourism:

Distinct Identity: A brand can become a well-established reputation and a strong visual identity, making it easier to market and promote.

Targeted Campaigns: A brand can be tailored to attract specific visitor segments, such as adventure tourists, families, or those seeking luxury experiences.

Partnerships and Collaboration: A strong tourism brand, can facilitate collaboration between tourism operators, local businesses, and government agencies to promote the region within the Eastern Cape. It also provides opportunity to collaborate with fellow municipalities.

Charming Towns: The Kouga area is dotted with quaint towns like Oyster Bay, Cape St Francis, Patensie, Jeffreys bay, St Francis Bay, each with its own unique character and attractions.

Artisan Communities: The region is home to a vibrant community of artists, craftspeople, and independent businesses, adding to the area's charm and appeal.

Community Involvement: A brand can be involvement of the local community in tourism initiatives, ensuring that the benefits of tourism are shared equitably and be easily understood and integrated into their marketing efforts.

Protecting and Promoting Local Culture and Environment through Sustainable Tourism: A brand can emphasize responsible tourism practices, promoting the preservation of Kouga's natural beauty and cultural heritage.

Meetings & Incentive Travel: Meetings and Incentive travel offers a unique and memorable experience for rewarding top-performing employees or business associates. This is a stunning stretch of South Africa's coast where the western cape and eastern cape come together making it ideal for a variety of activities and adventures.

6.5 Kouga's Tourism Brand

The proposed brand for the Kouga area as the **Greater Garden Route – Eastern Cape**, is driven by its exceptional alignment with the values, experiences, and natural richness that define South Africa's most iconic tourism corridor.

The Kouga area—comprising of nine distinct towns: *Jeffreys Bay, Humansdorp, St Francis Bay, Cape St Francis, Oyster Bay, Patensie, Hankey, Loerie, and Thornhill*—offers a seamless extension of the Garden Route's promise: diverse landscapes, immersive experiences, and authentic hospitality.

Coastal Charisma & Adventure

Jeffreys Bay is a global surfing mecca with Blue Flag beaches, museums, and vibrant local culture.

Cape St Francis & St Francis Bay offer canal cruises, penguin rehabilitation, and iconic lighthouses.

Oyster Bay enchants with ancient Khoisan fish traps and moving sand dunes.

Inland Wonders & Heritage

Patensie & Hankey serve as gateways to the **Baviaanskloof World Heritage Site**, rich in biodiversity and scenic drives.

Hankey also holds historical treasures like Africa's largest sundial and Sarah Baartman's burial site.

Loerie, Thornhill, and Humansdorp contribute agricultural charm, cultural depth, and community-driven tourism.

Unified Brand Power

The "Greater Garden Route" brand elevates Kouga's visibility by linking it to a globally recognized tourism identity.

It enables strategic collaboration with neighbouring regions, unlocking shared marketing, infrastructure, and investment opportunities.

The brand reflects Kouga's multi-experience offering—from surf to safari, heritage to hospitality—making it ideal for both leisure and business tourism.

By embracing the Greater Garden Route identity, Kouga positions itself not just as a destination—but as a gateway to unforgettable journeys, where every town contributes a unique chapter to the region's story.

PROPOSED GREATER GARDEN ROUTE – EASTERN CAPE BRAND VISUAL



Elements include using the same blue color as the Kouga logo and fonts

- Color: CMYK Blue #214287
- Font Header: Brush Script
- Font Content Copy: Century Gothic
- Images: KLM Tourism Image Library and paid stock images

7 MARKETING PLAN

Tourism is one of the fastest-growing sectors globally, with destinations competing fiercely for visitors, investment, and recognition. In this competitive environment, a well-structured tourism marketing plan is essential to position a destination effectively, differentiate it from competitors, and ensure sustainable growth.

A tourism marketing plan serves as a strategic roadmap that outlines how a destination will attract, engage, and retain visitors by leveraging its unique attractions, experiences, and cultural assets. It integrates market research, branding, promotional strategies, and stakeholder collaboration to create a unified approach to destination promotion.

The primary aim is to:

- Define the destination's brand identity and value proposition.
- Identify target markets based on demographics, psychographics, and travel motivations.

- Outline marketing strategies that align with the destination's strengths and tourism trends.
- Coordinate efforts among tourism stakeholders, including government, private sector, and local communities.
- Maximize economic, social, and environmental benefits while ensuring long-term sustainability.

Effective tourism marketing begins with knowing exactly what different travelers want, what inspires them, and how they make decisions. By combining creative advertising, dynamic digital content, social media storytelling, public relations initiatives, and event partnerships, destinations can capture attention and inspire visitors to explore.

Key elements of tourism marketing include branding the destination to create a unique identity, highlighting attractions and experiences, offering incentives or packages, and fostering positive word-of-mouth reviews. It also involves collaborating with travel agencies, airlines, hotels, and other stakeholders creating a cohesive promotional approach.

Effective Tourism marketing will drive economic growth by attracting more visitors to our area, boosting local business revenue and create jobs. Through coordinated promotion and strengthening our brand, it will ensure GGR remains competitive, draws both domestic and international travelers, and supports sustainable tourism all year-round.

7.1 Methods of Marketing tourism activities

Marketing – in general - utilises a variety of strategy clusters to attract visitors to a specific location. These include digital marketing techniques like social media, influencer marketing, and search engine optimization, as well as more traditional methods like advertising campaigns, content creation, and event marketing.

The categories together with the different types of marketing methods are detailed below:

 Digital	 Traditional	 Experiential	 PPP
Digital advertising	Public relations	Destination branding	Events
Content & Influencer	Email marketing	Trade hosting	Educationals
Social media	Product branding	FAM trips	Collaboration
Website	Advertising & Print	Associations	Exhibitions

We will adopt comprehensive and multi-channel tourism marketing, selecting the most effective approaches—such as digital campaigns, social media engagement, influencer partnerships, targeted advertising, public relations, event promotions, and on-the-ground activations—based on the specific intended outcomes of each initiative.

These marketing efforts will be carefully aligned and integrated with the destination's distinctive offerings, ensuring that every campaign highlights the unique activities and immersive experiences that set the locations apart.

For example:

- **Adventure tourism** will be promoted through visually rich storytelling, showcasing adrenaline-filled activities like surfing, hiking, or wildlife encounters.
- **Cultural and heritage experiences** will be marketed through narrative-driven content, local ambassador programs, and partnerships with cultural institutions.
- **Seasonal or special events** will be amplified through countdown campaigns, influencer coverage, and targeted outreach to niche interest groups.

By matching each marketing method to the character of the experience being promoted, we will ensure that the messages resonate with the right audience, inspires travel decisions, and strengthens the destination's brand identity.

7.2 Marketing platforms:

In the rapidly evolving tourism industry, leveraging the right marketing platforms is essential for reaching potential travelers effectively. From social media networks that inspire wanderlust and showcase destinations, to specialized travel booking platforms and review sites that influence traveler decisions, each channel offers unique opportunities for visibility and engagement.

Additionally, digital advertising, email campaigns, video content, and influencer collaborations provide ways to tailor messages to specific audiences and measure campaign performance.

Understanding the strengths and applications of these platforms allow tourism businesses to craft strategies that attract visitors, build brand loyalty, and create memorable travel experiences.

The following marketing platforms will be used:

Platform	Benefits for Brand Building
Digital (General)	Broad reach across demographics Cost-effective Easily measurable
Traditional – Print & Broadcast	High credibility and trust

Platform	Benefits for Brand Building
	Tangible presence Strong local/regional impact
Website(s)	Central hub for brand identity Boosts visibility Full control over messaging
Facebook	Community engagement Targeted advertising Event promotion and storytelling
Instagram	Strong visual branding Influencer collaborations High engagement with younger users
YouTube Channel – Video Content	Long-form storytelling Tutorials, behind-the-scenes
TikTok – Video Content	Viral potential Authentic, short-form content Appeals to Gen Z and Millennials
X – Travel Chat Hosting	Real-time engagement Thought leadership Great for hosting live chats and Q&As
GGR Pocket Guide Booklet & Brochures	Portable and tangible Ideal for tourism and local info Reinforces brand offline

Marketing platforms offer tourism businesses global reach, targeted engagement, improved customer experience, and measurable growth in bookings, making them essential tools for success in the digital age.

7.3 Travel Trade Shows

Attending travel shows is a crucial component of success in the tourism industry, offering unparalleled opportunities for networking, promotion, and market insight.

These events bring together a diverse range of industry professionals, including tour operators, travel agents, destination marketers, and hospitality providers, creating a dynamic platform for collaboration and business development. By participating in travel shows, stakeholders can showcase their offerings, discover emerging trends, build strategic partnerships, and gain direct access to national and international markets.

Ultimately, these gatherings serve as powerful tools for expanding visibility, strengthening brand presence, and driving growth within the ever-evolving tourism landscape.

7.3.1 Domestic travel shows:

Domestic shows play a vital role in promoting and sustaining the tourism industry within a country.

These events — including trade shows, exhibitions, cultural festivals, and tourism expos — provide a platform to showcase local destinations, products, and experiences to both the public and industry stakeholders. By stimulating interest and travel among domestic tourists, such shows help boost regional economies, support small businesses, and encourage year-round tourism beyond peak seasons. In addition, they serve as a valuable tool for destination marketing, stakeholder networking, and the development of new tourism offerings tailored to local interests and needs.

The following domestic travel shows will be sustained:

Trade show	City	Focus area
Africa Travel Indaba	Durban	• Promoting Intra-African Travel • Showcasing African Tourism Products • Supporting Small Tourism Enterprises (SMMs) • Destination Marketing and Branding • Sustainable and Responsible Tourism • Digital Transformation in Tourism • Business-to-Business (B2B) Networking • Capacity Building and Knowledge Sharing
WTM Africa	Cape Town	• Business-to-Business Networking • Promoting African Destinations • Responsible and Sustainable Tourism • Technology and Innovation in Travel • Inclusivity and Transformation • Tourism Investment and Development • Education and Professional Development • Niche Tourism Markets
TME (Tourism Marketing experts – Events, workshops and educationals)	All Provinces	• Destination marketing • Brand presentation • Stakeholder engagements • Educationals • Travel workshops
Meetings Africa	Johannesburg	• Business Events (MICE) Promotion • Pan-African Collaboration • Driving Economic Growth Through Business Tourism • Empowering SMMs and Emerging Entrepreneurs • Knowledge Sharing and Industry Development

Trade show	City	Focus area
		• Sustainability and Responsible Business Events • Strengthening Destination Marketing

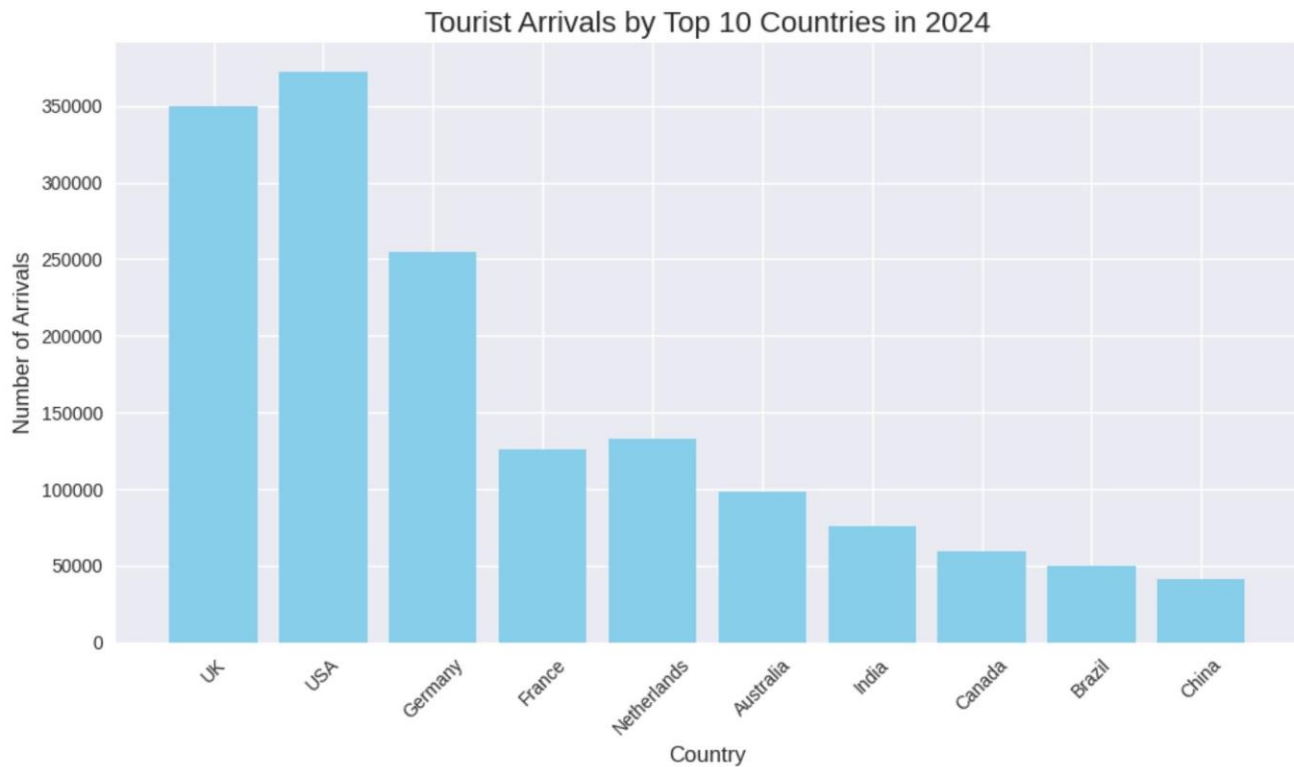
Domestic travel shows are a powerful catalyst for driving local tourism growth and economic development. They not only raise awareness of lesser-known destinations but also inspire citizens to explore their own country, fostering a sense of national pride and cultural appreciation. By connecting stakeholders, promoting regional attractions, and encouraging domestic travel, these shows play a crucial role in building a resilient and inclusive tourism sector. Continued support and investment in such events are essential to unlocking the full potential of domestic tourism.

7.3.2 International travel shows

International travel shows serve as dynamic platforms that drive global tourism growth, foster cross-border partnerships, and open new market opportunities for destinations.

In an increasingly competitive tourism landscape, participation in international travel shows are essential for positioning a destination on the world stage, attracting international visitors, and staying informed about global trends and innovations. They are not just exhibitions — they are gateways to economic growth, cultural exchange, and long-term industry resilience.

Below depicts – the outcome of top 10 international tourist arrivals into SA for 2024 calendar year



The total number of international visitors into SA for the 2024 calendar year was 2,136,641. It is interesting to note that 45,7% of the visitors are from 3 countries, namely, UK, USA and Germany.

Geographic Spread (Turnover)

TSC Group 2023 (3,5bn)	% Spend
Greater Kruger	47,1%
Western Cape (exclude. Garden Route)	29,3%
<u>North West</u>	5,3%
Eastern Cape	5,0%
Garden Route	4,0%
Gauteng	3,3%
KZN	2,7%
Rest (Limpopo, Free State & N Cape)	2,3%
Mpumalanga	0,8%

The geographical spread of turnover for 2023 from international visitors amounted

to R3,5 billion. It is concerning to note that the EC only receives 5% of the beneficiation.

International travel shows will provide a platform to market the Greater Garden Route – Eastern Cape, directly to global audiences, including tour operators, travel agents, influencers, and media.

These events allow the GGR to position itself as a unique destination with rich cultural heritage, natural beauty, wildlife experiences, and adventure tourism — all of which are attractive to international travelers.

Travel shows will also open opportunities to network with international buyers, build long-term trade relationships, and package the GGR with other South African destinations as part of multi-stop itineraries.

The following are critical to leverage on International Travel Shows to boost Tourism within the Greater Garden Route and the Eastern Cape province:

Develop a Strong, Unique Brand for the Province

- Highlight key selling points like the world-class surfing, diverse nature and wildlife experiences, agritourism, coastal activities, cultural heritage, and unspoiled natural landscapes.
- Create a clear identity that sets the Eastern Cape apart from more saturated destinations like Cape Town or Kruger.

Create Market-Ready Tourism Packages

- Work with local tour operators and SMMEs to develop export-ready tourism products (e.g., cultural tours, eco-adventures, rural homestays).
- Ensure these packages are priced competitively and can be easily booked by international buyers.

Attend Key International Travel Shows Consistently

- Prioritize attendance at major trade shows like ITB Berlin, WTM London, and Indaba (with an international focus).
- Ensure that the GGR - Eastern Cape is part of the national South African Tourism pavilion but also has dedicated provincial representation.

Engage in Pre- and Post-Show Marketing

- Launch targeted digital campaigns before and after travel shows to reinforce the destination's message.
- Use platforms like YouTube, Instagram, and Facebook to showcase immersive content.

Host Familiarization (FAM) Trips

- Invite selected tour operators and travel media met at the shows to visit the GGR - Eastern Cape and experience it firsthand.

- This builds word-of-mouth marketing and encourages these operators to include the province in their packages.

Strengthen Infrastructure and Accessibility

- Collaborate with national government and private stakeholders to improve transport links, signage, and accommodation options.
- Consider lobbying for more direct flights or shuttle connections from international gateways (like Cape Town or Johannesburg) to key Eastern Cape destinations.

By combining strong branding, market-ready products, and strategic use of international travel shows, the GGR can significantly raise its international profile, increase tourist arrivals, and generate long-term benefits for local communities and the provincial economy.

Considering the above statistics and the targeted approach to attract the largest share of international visitors to the GGR in the short term, international travel shows should be prioritized accordingly, with a long-term strategy to expand and introduce new international markets to our region.

Short term target markets

Country	Trade Show
UK	WTM London IBTM World
Germany	ITB Berlin IMEX Frankfurt
Belgium, Netherlands, Luxembourg and Nordics	Vakantiebeurs and roadshows TravelXpo - Norway

Medium term target markets

Country	Trade show
France	International luxury travel market European trade fair of tourism trends IGTM
Australia (bi-annual)	B2B
India	TTF Travel & Tourism Fair South Asia Travel ITB India

Long-term target markets

Trade Show / Initiative	Country / Region
USA & Canada	ITB America's
LATAM	WTM Latin America – Brazil

Asia (China/Korea/Japan/India)	China CIE ITB China International tourism expo – Beijing Tourism Expo – Japan
Arab Markets	Arabian travel market – Dubai

Attending international trade shows is critical for the GGR to grow its share of the global tourism market. In an increasingly competitive and fast-evolving global travel landscape, consistent and strategic attendance at international trade shows is not just beneficial — it is essential for sustainable tourism growth.

These platforms offer unmatched opportunities to showcase unique attractions, build relationships with international buyers, and stay ahead of global travel trends.

By actively participating in these events, we can open new market opportunities, forge strategic partnerships, and position GGR as a competitive, world-class offering.

Targeted marketing campaigns are essential to effectively reach and attract both domestic and international tourists to GGR. Digital marketing efforts should focus on running geo-targeted social media campaigns across platforms like Facebook, Instagram, and TikTok, specifically aimed at key domestic markets such as Gauteng and Western Cape residents, as well as international audiences in Europe, the US, and Australia.

Leveraging influencer partnerships with popular travel bloggers and adventure YouTubers can further amplify GGR's visibility by showcasing its unique attractions and experiences to engaged and relevant audiences. This strategic use of digital channels will help build brand awareness, inspire travel interest, and ultimately drive more visitors to the region.

To enhance GGR's online presence and attract a wider audience, it is crucial to partner with leading travel platforms such as Tripadvisor, Airbnb Experiences, and Booking.com. These platforms offer global visibility and are frequently used by travelers when planning their trips. By listing local experiences, accommodations, and attractions on these sites, GGR can tap into established traveler networks and increase its reach.

ADDENDUM 1:

Cape St Francis

Cape St. Francis's history is deeply intertwined with Portuguese exploration, surfing culture, and a unique vision for development. The area was initially named by a Portuguese explorer in 1575, who

honored Saint Francis of Assisi, the Patron Saint of Sailors. Later, it became known for its iconic lighthouse and the surfing scenes featured in "The Endless Summer".

TRAVEL CAPE ST FRANCIS
UPS
UNIQUE SELLING POINTS

Conference Facilities

Blue Flag Beach

Authentic and Award Winning Restaurants

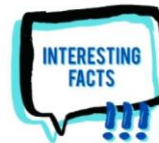
3 + 4 + 5 Star Graded Tourist Accommodation

Heritage & History
SEAL POINT LIGHTHOUSE
04 July 1878
28 meters high
154 Steps to Lantern Room
ONLY Lighthouse in South Africa that tourists can sleep in

Shipwrecks + Anchor & Wildflowers Eco Garden

International Tourist & Resident Mix

98 98 Rooms - Short Term Rentals
NOT Tourism Grading Quality Assured
B. agoda



CAPE ST FRANCIS

- **Beaches:** Cape St. Francis boasts pristine beaches, including a 5km stretch, and is known for excellent surfing conditions at Seal Point.
- **Seal Point Lighthouse:** A National Monument, the lighthouse was built in 1878 and is a popular attraction, with public access to the top with a guide.
- **Nature Reserves:** The area is surrounded by nature reserves, including the Cape St. Francis Nature Reserve, with diverse flora and fauna.
- **Water Sports:** Popular activities include surfing, kitesurfing, swimming, and fishing.
- **Wildlife:** The area is home to various bird species, including the African black oystercatcher, and marine life such as dolphins and whales (seasonal).
- **Other Activities:** Hiking trails, bird watching, and boat cruises are also available.
- **Historical Significance:** The village itself was proclaimed in 1965.

Hankey

Hankey, established in 1826, is the oldest town in the Gamtoos Valley. It was founded as a mission station by the London Missionary Society, primarily to grow crops for their work and to carry out evangelistic activities. The town is named after Reverend William Alers Hankey, the then-secretary of the London Missionary Society.



- **Early Inhabitants:** The area was originally home to the Khoi and Mfengu people.
- **Establishment:** Hankey was established on the farm "Wagon Drift" in 1826.
- **Purpose:** The initial goal was to cultivate corn and other produce for the London Missionary Society's main station at Bethelsdorp, as well as to serve as a base for missionary work.
- **Unique Features:** Hankey holds the distinction of having South Africa's first tunnel scheme, the Philip Tunnel, completed in 1844.
- **Historical Significance:** The town is also known for being the burial place of Saartjie Baartman, a Khoikhoi woman whose remains were repatriated and buried there in 2002.
- **Agricultural Importance:** Hankey is surrounded by fertile land and is a significant producer of citrus fruits and other crops.
- **Tourism:** Hankey offers attractions like the Hankey Sundial (the largest in Southern Africa), hiking trails, and the 9-hole Hankey Golf Course.

Loerie

Loerie, a small town in the Gamtoos Valley, is named after the turaco bird species (also known as louries or loeries) found in the area and all along towards Knysna. The town's history includes early settlement from 1745, with the first farms awarded in 1817. A narrow-gauge railway line, completed in 1906, significantly impacted the region by connecting farmers to markets. The town also has a history of limestone mining and cement production.

TRAVEL LOERIE

UNIQUE SELLING POINTS

Conference + Wedding Facilities

River Cruises

Authentic Restaurants & Padstalle

5 Star – Intlie Boutique Hotel
4 Star – Pabala Nature Reserve
4 Star – Zebra Lodge
3 Star – Gamtoos Ferry Hotel

Heritage & History
Gamtoos = Khoi for “Place of Roaring Lion”
1800’s Pontoon Ferry
1895 – Gamtoos Ferry Bridge
1895 – Gamtoos Ferry Hotel
1937 – Loerie Dutch Reformed Church

Minimal International Tourists
Rural tourism destination

35 Rooms – Short Term Rentals
NOT Tourism Grading Quality Assured

agoda



LOERIE

- **Early Settlers:** The area was inhabited by early settlers as early as 1745, with farms being awarded from 1817 onwards.
- **Challenges:** Floods, droughts, and a major fire in 1869 tested the resilience of the community.
- **Transportation:** The first bridge over the Gamtoos River improved access, but transport to markets remained difficult until the railway line.
- **Railway:** The narrow-gauge railway from Port Elizabeth to Avontuur, completed in 1906, facilitated the transportation of produce from the farms in the valley.
- **Mining:** The Eastern Province Cement Company established a limestone quarry and built a cableway to transport the stone to the railway line.
- **Oil Prospecting:** In 1905, the S.A. Kerosene Oil Shale Syndicate prospected for oil in the area, but the venture was ultimately unsuccessful

St Francis Bay

St. Francis of Assisi, born Francesco Bernardone, was an Italian friar known for his profound love of nature, animals, and his commitment to poverty. He founded the Franciscan Order, one of the largest religious orders in the world. In 1575, Portuguese explorer Manuel de Perestrelo discovered a sheltered bay along what is now the Eastern Cape coastline, naming it Bahia de São Francisca after St Francis of Assisi

TRAVEL ST FRANCIS BAY

UNIQUE SELLING POINTS

- Conference + Wedding Facilities**
- South Africa Calamari Capital**
- Authentic Restaurants & Coffee Shops**
- 3 + 4 + 5 Star Graded Tourist Accommodation**
- Heritage & History**
The name 'St Francis' was chosen in honour of the Patron Saint of Sailors (St Francis), by a Portuguese sailor who sighted this coastal stretch in 1575.
- Major International Tourist + Domestic tourism destination**
- 1660 Rooms - Short Term Rentals**
- NOT Tourism Grading Quality Assured**
- agoda**



INTERESTING FACTS ST FRANCIS BAY

- Early History:** The name 'St Francis' was chosen in honour of the Patron Saint of Sailors (St Francis), by a Portuguese sailor who sighted this coastal stretch in 1575. The area was initially developed from a private estate into a resort in the mid-20th century, with home rentals becoming available in 1956
- Historical Significance:** The name 'St Francis' was chosen in honour of the Patron Saint of Sailors (St Francis), by a Portuguese sailor who sighted this coastal stretch in 1575.
- Calamari Capital:** The town is also the heart of the Eastern Cape's calamari industry, offering abundant and delicious calamari to visitors.
- Private Harbour:** It is one of the few privately owned harbours in South Africa.
- Little Venice:** St Francis with its unique canals is also dubbed Little Venice in South Africa.
- Unique Geography:** St Francis is divided into 'The Cape', 'The Bay' and 'The Port'
- TOP 10 in South Africa:** St Francis is home to the famous 18 Hole St Francis Links Golf Estate that is ranked No3 in South Africa.

Thornhill

Thornhill - firstly known as Galgenbosch with a history dating back to the 1700s - has a history intertwined with both forced removals and agricultural development. It was initially established due to the British 1820 Settlers program. A group, including William Wait and Arthur Barker, recruited laborers from Buckinghamshire and brought them to the Cape. Later, from 1976 onwards it was established as a resettlement area for people from Herschel and Sterkspruit in 1976, following the Citizenship Act of 1970. Later, it became known for its fertile floodplains and agricultural potential, attracting those working in nearby towns and farms.



TRAVEL THORNHILL

UNIQUE SELLING POINTS

- Conference + Wedding Facilities
- Heritage Conservation District
- Country Style Restaurants
- 3 Star Graded Tourist Accommodation
- Heritage & History**
"MODDERKANTIE" Dating back to 1864, the now known Thornhill Hotel was established as a "Modderkantien" (mud canteen).
- Celebrate Heritage 1970
- Minimal International Tourists Domestic tourism destination
- 24 Rooms - Short Term Rentals
NOT Tourism Grading Quality Assured
- agoda B.



- **Early History (Galgenbosch):** The area was known as Galgenbosch in the 1700s, a name derived from the Dutch for "Gallows Wood".
- **Forced Removals:** In 1976, approximately 30,000-50,000 people were forcibly moved from Herschel and Sterkspruit to Thornhill, a previously undeveloped area, due to political machinations and land scarcity.
- **Broken Promises:** The people were promised land, houses, schools, and clinics, but upon arrival, they found only tents that were insufficient for the population.
- **Agricultural Development:** Thornhill is now a productive agricultural region, benefiting from the fertile floodplains of the Gamtoos River Valley and a temperate climate.
- **Tourism and Wildlife:** The town is also home to the African Dawn Bird and Wildlife Sanctuary, offering visitors a chance to see various bird and wildlife species.
- **Convenient Location:** Thornhill is strategically located between Gqeberha (formerly Port Elizabeth) and Jeffreys Bay, making it a convenient place for those working in either city or on the surrounding farms.

Patensie

Patensie, also known as Patensie in its earlier days, is a town in the Eastern Cape of South Africa, primarily known for its citrus farming and its location near the Baviaanskloof Wilderness Area. The town's name is of Khoi origin, meaning "cattle resting place". Initially, the area was privately owned farmland, and the town's development was hampered by this until the formation of the Patensie Citrus Co-op in 1929.

TRAVEL PATENSIE

UNIQUE SELLING POINTS

- Conference + Wedding Facilities**
- Baviaans Mega Reserve (UNESCO)**
- Country Gourmet Restaurants**
- 3 Star Graded Tourist Accommodation**
- Heritage & History**
 "Cattles Resting Place"
 The town's name, of Hottentot origin translates to "cattle resting place". Ripple Hill Hotel in Patensie is a historic establishment, built in 1946,
- Minimal International Tourists Domestic tourism destination**
- 08 Rooms - Short Term Rentals**
NOT Tourism Grading Quality Assured

Logos for agoda and B. are also present.



PATENSIE

- **Early Days:** The area was initially known as "Patentie" and was comprised of privately owned farms, one of which was awarded to David Keyser jnr in 1852.
- **Town Formation:** In 1858, Patensie was declared a town.
- **Citrus Industry:** The town's citrus industry took off with the first orange exports in 1907 by Mr. Bean.
- **Co-op Development:** The Patensie Citrus Co-op was founded in 1929, and its packing facility was built in 1937. This co-op, now known as PSB, is a major citrus packing facility in the area.
- **Infrastructure:** The extension of the narrow-gauge railway line from Loeie to Patensie in 1914, along with improved roads and the construction of the Kouga Dam in the 1960s, significantly boosted the town's development.
- **Tourism:** Today, Patensie is also developing as a tourist destination, particularly for those interested in the Baviaanskloof Wilderness Area and the Kouga Dam.

Humansdorp

Humansdorp, is known for its rich history, agricultural heritage, and proximity to both coastal villages and the Baviaanskloof Wilderness Area. It's a gateway to the Kromme River estuary and popular coastal towns like St. Francis Bay and Cape St. Francis. The town itself offers a blend of small-town charm and access to outdoor activities like hiking and forest walks.



- **Founding and Naming:** Humansdorp was established in 1849 and named after Johannes Jurie Human and Matthys Gerhardus Human, who were instrumental in founding the Dutch Reformed Church congregation there.
- **Agricultural Hub:** The town is a center for light industry and farming, with significant production of milk.
- **Gateway to the Coast:** Humansdorp serves as a key entrance town to the Kromme River estuary and the popular coastal resorts of St. Francis Bay and Cape St. Francis.
- **Historical Significance:** The area around Humansdorp is also recognized for the **Klasies River Caves**, where evidence suggests the emergence of the *earliest modern humans* (*Homo sapiens*).
- **Small-Town Charm:** Despite its economic importance, Humansdorp retains a small-town atmosphere with tree-lined streets and a friendly, welcoming community.
- **Outdoor Activities:** The town offers access to hiking trails and forest walks, including the Boskloof Trail, which features diverse birdlife, indigenous trees, and Fynbos.
- **Attractions:** Humansdorp has cultural exhibits on traditional San art at the Museum, and the 9 Hole Zwartbosch Golf Club.

Jeffreys Bay,

Known as J-Bay is famous for its world-class surfing, particularly the Supertubes surf break. It was once a small fishing village that transformed into a surfing mecca. Besides surfing, Jeffreys Bay is known for its beautiful beaches, diverse shell collection, and thriving handcraft industries.



Oyster Bay

Oyster Bay, South Africa, is a coastal village known for its pristine beaches, rich birdlife, and strong focus on conservation, particularly of the African Oyster Catcher. It's a nature lover's paradise, offering opportunities for hiking, fishing, and surfing, alongside historical and archaeological significance.

TRAVEL OYSTER BAY

UNIQUE SELLING POINTS

- Conference + Wedding Facilities
- Black Oyster Catcher Protected Area
- Limited Restaurants
- 3 + 4 Star Graded Tourist Accommodation

Heritage & History

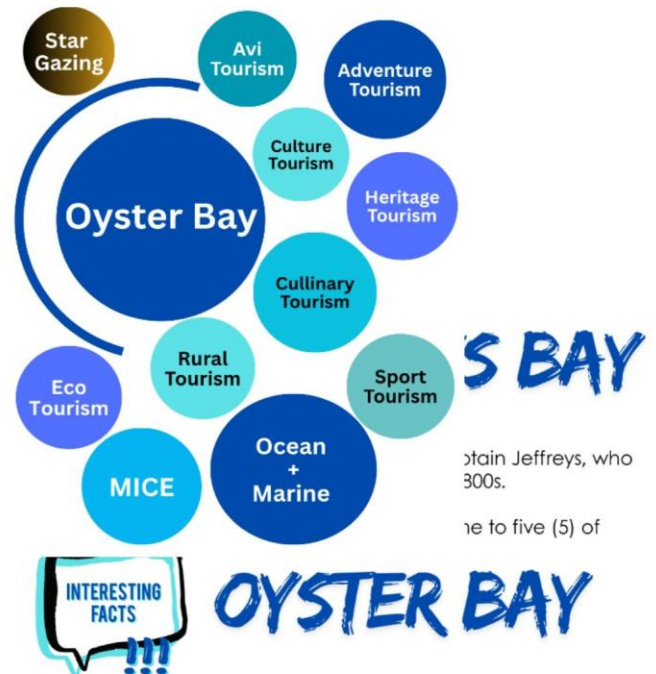
Evidence of Middle Stone Age humans and ancient fish traps, dating back to the Late Stone Age, can be found in the area.

The village itself originated on a farm called Graskop and is known for being the site of the earliest known shipwreck, the Dutch Noord (ster), which ran aground in 1690.

Major International Tourists + Domestic tourism destination

66 Rooms - Short Term Rentals
NOT Tourism Grading Quality Assured

agoda



- **Early Development:** The area was initially developed from a private estate into a resort in the mid-20th century, with home rentals becoming available in 1956.
- **Oyster Catcher Conservation:** Oyster Bay is a stronghold for the African Oyster Catcher, a bird species that was once endangered. The "Oyster Catcher Project" has helped increase their population.
- **Unique Geography:** The area boasts unique geological features like wind-rift dune ridges and dune fynbos, which is home to 24 threatened plant species.
- **Archaeological Significance:** Archaeological finds, including stone tools and middens, indicate human presence in the area dating back to the Stone Age, with evidence of marine resource usage.
- **Transition Zone:** The location between cold and warm sea currents results in a high coastal and marine biological diversity, making it an ecologically unique area.
- **Sustainable Tourism:** Oyster Bay Lodge is the first in the Kouga region to implement a total renewable energy solution, with solar power, ensuring uninterrupted power supply for guests.
- **Historical Context:** In the past, Oyster Bay was a private estate before being developed into a vacation destination. Homes were first rented out in 1956.

TOURISM & MARKETING ACTION PLAN			ANNEXURE A		
Ref #	Action	Detail	S-T	M-T	L-T
TOU001	Develop a Tourism Profile per Town	Knowing all tourism products within each Town. This will then assist in developing a support plan to facilitate the growth of tourism products	X		
TOU002	Establish a Cruiseline Tourism Market	Feasibility must be assessed for local docking. Also, the Cruiseline packages for shore excursions to incorporate local tourism products within Kouga. This will target the high-end cruiselines for both day visitors and over-night visitors who will then tour our area.			X
TOU003	Grow Business Tourism through conferencing, workshops, exhibitions and corporate events (MICE)	Business Tourism is not linked to peak seasons and therefore attracts visitors off-peak. The intention is for business visitors to extend into leisure tourism and possible future investments.	X		
TOU004	Grow International and national events within Kouga	These events should enhance the Calendar of Events to create sustainable tourism as an annual event.	X		
TOU005	Develop an Online Events Management Platform	Create easy access to Event Organisers to apply for Events.	X		
TOU006	Perform a Heritage Audit	All findings must be submitted to the National Heritage Council who will assess, inspect and then classify the Heritage Sites as either Local, District, Provincial or National. We will then be required to manage all Heritage Sites that are classified as Local.	X		
TOU007	Develop a Heritage Route for Tourism	The route can only be developed once the Heritage Sites has been classified and formally declared		X	
TOU008	Develop a Township Tourism Route in all Towns	Town profiling and Heritage Audit required to identify Township Tourism offerings Routes can then be created where capacitation can be provided through various facilitated initiatives		X	
TOU009	Explore opportunities for Medical Tourism within our area	This is a niche market that need to be explored to facilitate investment within this Tourism Type			X
TOU010	Perform a Signage Audit on Tourism	To improve signage for Tourism infrastructure	X		
TOU011	Install and deploy Tourism Signage	This will be based on a plan and budget availability		X	
TOU012	Increase the number of Graded Establishments within Kouga	The profiling will provide us with the information of the number of graded versus non-graded accommodations. This will be utilised to promote the grading of accommodations		X	
TOU013	Subscribe to key Tourism memberships and affiliations	For information sharing, educational purposes and networking	X		
TOU014	Develop a standard methodology to collect statistics on visitors within Tourism	Statistics is required to measure improvement in Tourism and to utilise in strategic marketing approaches and to set specific targets		X	

TOU015	Establish 4 Tourism Information Centres ie. Jeffreys Bay, Humansdorp, Greater St Francis Bay and Gamtoos - Baviaans	Provide support to visitors on tourism products, promoting local experiences. To ensure that coastal and in land areas in Kouga are adequately represented and supported		X	
TOU016	Embed the brand into tourism distribution channels	This can only be done once the plan is approved	X		
TOU017	Develop a Tourism Platform (Website) for promoting local tourism products	Accessible to the public to promote products and allow visitors to see what products are available. This will assist tour operators and travel agents to tailor marketing campaigns and travel packages	X		
TOU018	Create Marketing Content for all Towns	The content will be created from the Tourism product profiling. The contents will include key tourism products and experiences within each Town Specific focus will be given to Niche markets (Digital Nomads, Camping - Caravan Parks, Air BnBs and other)		X	
TOU019	Create 5 Digital Marketing Platforms	The following platforms will be created - Facebook, Instagram, YouTube Channel, Tiktok, X-Travel Chat Hosting	X		
TOU020	Attend key local Trade Shows (WTM Africa - CT, Africa Travel Indaba - Durban, TME Workshops - all over SA, Meetings Africa - Jhb)	Regional destination marketing where destination and experiences are promoted to Tourism Buyers (Operators, Guides, Agencies and DMCs)	X		
TOU021	Destination marketing to be undertaken in the following countries - UK, Germany and Benelux (Belgium, Netherlands, Luxembourg and Nordics)	Travel shows will also open opportunities to network with international buyers, build long-term trade relationships, and package the product and experiences with other South African destinations as part of multi-stop itineraries. The short, medium and long-term destinations were identified from current statistics of the number of visitors entering South Africa. The added benefits of the networking and promotion of the destination are increasing the interest in our area for economic development and investment opportunities.	X		
TOU022	Destination marketing to be undertaken in the following countries - France, Australia and India			X	
TOU023	Destination marketing to be undertaken in the following countries - USA / Canada, Latam, Asia, Arabia)				X


KOUGA MUNICIPALITY (EC 108)

ORDINARY COUNCIL MEETING

FINANCE & ECONOMIC

DEVELOPMENT

OPEN

DATE: 29 APRIL 2026

 ITEM NO: **26/04/FED2**

SUPPLY CHAIN MANAGEMENT: MONTHLY REPORT FOR FEBRUARY 2026

1. Introduction

The purpose of this item is to report on the Supply Chain Management activities for the month of February 2026 of the 2025/2026 Financial Year.

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 Supply Chain Management Implementation Report for the month of February 2026 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
 Kouga Municipality Supply Chain Management Policy, as approved by Council.

6. **Legal Implications**

None

7. **Other Implications**

None

8. **Comments by Directorates:**

8.1 **Chief Financial Officer:**

Recommendation supported.

8.2 **Director: Planning & Development**

Noted

8.3 **Director: Civil & Water Services**

Item noted.

8.4 **Director: Electro-Mechanical Services**

Noted

8.5 **Director: Community Services**

Item noted

8.6 **Deputy Municipal Manager**

Item noted

8.7 **Municipal Manager**

Noted.

9. **Delegated Authority**

Council

10. **Recommendations**

- 10.1 That the SCM report for the month starting 1 February and ending 28 February be approved.

Item prepared by the Manager SCM: 

Item approved by the Chef 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 month of is reflected in the Tables below:

Table 2a: Bid Specification Meetings:

No. of meetings held	Cancelled
3(Formal Tenders)	0
9 (informal Tenders)	0

**Please note meetings between demand management and project managers for research purposes and correction of items is not captured above.*

Table 2b: Bid Evaluation Meetings

No. of Meetings	Cancelled
10 (Formal Tenders)	1 Chairperson not available
3 (Informal Tenders)	0

Table 2c: Bid Adjudication Committee Meetings

No. of Meetings	Cancelled
3	0

1- **Training: Supply Chain/Stores Section**

No formal or informal training sessions held.

2- **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.

3- **SCM Policy Implementation changes**

A Municipal Restriction policy was workshopped on 19 February 2026. Amendments were made to the supply Chain Policy to be workshopped.

4- **Advertisements.**

The following table reflects the Eight (8) informal tenders (7day notices) advertised for the period.

Informal tenders

Tender Notice	Tender Description	Date of Advert
Notice 28 of 2026	Automated (SCADA) Disinfection System for Water and Wastewater Purification Plant	05-Feb-26
Notice 29 of 2026	Supply and Delivery and Personal Protective Equipment for the Fleet section	10-Feb-26
Notice 30 of 2026	2500L Water Wagon Trailer) WDF- Dorp van Drome)	05-Feb-26
Notice 37 of /2026	Complete Engine Overhaul of Toyota Landcruiser: Req FHY408EC (Re-advertisement: Notice 10 of 2026)	17-Feb-26
Notice 38 of 2026	Repairs to Hoppe Unity and Leaking Hydraulic Cylinders of FMK 516 EC	17-Feb-26
Notice 45 of 2026	Completion of 1,4KM Motto Wire Fence at 1,4M Height on Erf 746 PRT 62 Sea Vista	19-Feb-26

Notice 46 of 2026	Environmental Awards Event Management	23-Feb-26
Notice 49 of 2026	Supply, Delivery and Off-loading of Tables for Community Services	26-Feb-26

Formal tenders

The table below reflects the fifteen (15) formal tenders advertised for the period.

Tender Notice	Tender Description	Date of Advertisement
Notice 24 of 2026	Appointment of Registered Professional Service Provider to provide Auctioneering Service to dispose of Municipal movable and Immovable Property for a period of three years.	04-Feb-26
Notice 25 of 2026	Provision of Cash in Transit Services for a period of 3 years	04-Feb-26
Notice 26 of 2026	Appointment of a Professional Service Provider for the Provision of K9 Security Services for a period of three years	04-Feb-26
Notice 33 of 2026	Travel Agency Services	19-Feb-26
Notice 35 of 2026	Supply, Delivery and Off-loading of Street Light Poles and Adaptor Brackets for a period of three years	13-Feb-26
Notice 36 of 2026	Advertising Services in Digital Media and related Services	13-Feb-26
Notice 40 of 2026	Supply and Delivery and Off-loading of Electrical Material	18-Feb-26
Notice 42 of 2026	Facilitation of Event Management Services for a period of Three Years	24-Feb-26
Notice 43 of 2026 Contract C&WS 1/2026	Supply and Delivery and Off-loading of Concrete Kerbs, various precast Concrete units for a period of Three years	24-Feb-26
Notice 43 of 2026 Contract C&WS 2/2026	Supply and Delivery and Off-loading / installation of Concrete Poles and Street Name plates including road signage for a period of three years	24-Feb-26

Notice 44 of 2026	Supply and Delivery and Off-loading of Floodlights for a period of Three Years	24-Feb-26
Notice 48 of 2026	Seven-Seater Vehicle	24-Feb-26
Notice 50 of 2026	Supply, Delivery, Installation and Maintenance of Air Conditioners	27-Feb-26
Notice 53 of 2026	Supply, Delivery and Off-loading of hardware items	03-Mar-26
Notice 51 of 2026	Appointment of a service provider to develop an Environmental Management Framework for Kouga Municipality	27-Feb-26

5- Tender Clarification Meetings.

The table below reflects the twelve (12) clarification meetings held during the period.

Tender Notice	Tender Description	Date of Meeting
Notice 2 of 2026	Extension of the ICC Building in Humansdorp	4 February 2026
Notice 5 of 2026	Supply, Delivery and Off-loading of Valves and Pipes for a three-year period	5 February 2026
Notice 28 of 2026	Automated (SCADA) Disinfection System for Water and Waste water Purification Plant	12 February 2026
Notice 24 of 2026	Appointment of Registered Professional Service Provider to provide Auctioneering Service to dispose of Municipal movable and Immovable Property for a period of three years.	16 February 2026
Notice 25 of 2026	Provision of Cash in Transit Services for a period of 3 years	16 February 2026
Notice 26 of 2026	Appointment of a Professional Service Provider for the Provision of K9 Security Services for a period of three years	17 February 2026
Notice 29 of 2026	Supply and Delivery and Personal Protective Equipment for the Fleet section	17 February 2026

Notice 37 of 2026	Complete Engine Overhaul of Toyota Landcruiser: Req FHY408EC (Re-advertisement: Notice 10 of 2026)	23 February 2026
Notice 38 of 2026	Repairs to Hoppe Unity and Leaking Hydraulic Cylinders of FMK 516 EC	23 February 2026 (Site Meeting)
Notice 35 of 2026	Supply, Delivery and Off-loading of Street Light Poles and Adaptor Brackets for a period of three years	26 February 2026 (Site Meeting)
Notice 45 of 2026	Completion of 1,4KM Motto Wire Fence at 1,4M Height on Erf 746 PRT 62 Sea Vista	26 February 2026 (Site Meeting)
Notice 36 of 2026	Advertising Services in Digital Media and related Services	27 February 2026

6- Seven Day Notices (Price Quotations) Awarded

The table below reflects the two (2) Informal/ 7day notice awarded and one cancellation in the month. Two (2) notices were still in evaluation process.

Notice & Description	Service Provider	Date Of Award	Amount/ Cancelled	Workdays- Completion of Evaluation
Notice 10/2026 Complete Engine Overhaul of a Toyota Land Cruiser 4.2 for the Fire Department	N/A – Cancelled	N/A – Cancelled	N/A – Cancelled	3 Working Days
Notice 22/2026 Facilitation of Training Provider: Law Enforcement by Peace Officer	Molao Academy CC	18 February 2026	R 5 370.50 per Delegate	5 Working Days

Notice & Description	Service Provider	Date Of Award	Amount/ Cancelled	Workdays- Completion of Evaluation
Notice 30/2026 Supply, Delivery and Offloading of Mobile Utility Trailer 4.5m x 1.5m x 1.8m Double Axle & Supply of 2500L Water Tank	Moregworks Holdings (Pty) Ltd	19 February 2026	R111 389.00 Per Unit	2 Working Days

7- Competitive bids Awarded/ Cancelled for the Period

Two (2) competitive formal awards were done. On panels: two (2) awards and 1 cancellation was done for the period.

Notice & Description	Service Provider	Date Of Award	Amount/ Cancelled	Workdays- Completion of Evaluation
Notice 253/2026 Supply, Delivery and Off-loading of Brush Chipper	Baycon (Pty) Ltd	16 February 2026	R 1 500 000.00	42 Working Days
Panel: Notice 185/2023 – C&W 02/26 Appointment of a Suitably Qualified Professional Service Provider for the Condition Assessment of Arcadia Sewer Pump Station and Design and Implementation of Refurbishment	Bosch Projects (Pty) Ltd	25 February 2026	R 492 067.50	15 Working Days

Panel: Notice 185/2023 – C&W 10/25 Appointment of a Suitably Qualified professional Service Provider for the Design and Implementation of Completion of the Kwa Nomzamo Sports field Upgrade	n/a- cancelled	12 February 2026	cancelled	73 Working days (please note submission to scm was 6 Feb)
Panel: Notice 1/2025 – C&W 14/25 RFQ for the Completions of Flood Damaged Repair Projects: Da Gama Road	Enzel 186 CC	25 February 2026	R1 066 452.50	50 Working Days (please note submission to scm was 13 Feb)
Notice 233/2026 Supply, Delivery and Off-loading of Branded Corporate Wear for a period of one year.	Infinity Printing and Technology CC JK Tech Promo Pty Ltd Intando Yodlamini Trading	27 February 2026	Rated items	51 Working Days

9. Variations/ Re-instatements/ NT -Transversal Contracts

No variations, re-instatement was done for the period.

10. Termination of Contracts

No termination was done

11. Section 36 Deviations in terms of SCM Policy

The total deviation value for the month of January amounted to **R 4 494 552.05**

Refer to detailed Breakdown below -TABLE 11A

12. Progress – Requisitions Report

Please note: that the total below excludes the purchases done through the inventory section.

MONTHLY SCM REQUISITIONS REPORT FOR THE MONTH ENDED 28 FEBRUARY 2026					
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 Services	59	55	4	Weekend inclusive (2), Delayed Approval MM (2)	0
Community Services	69	61	8	Waiting Approval (1),	Rejected awaiting response from End user (4)(Budget Exceeded (3)
Office of DMM	107	85	2	, Waiting Approval (2) Delayed Approval (2) Inclusive of Weekend (2), New creditor (3)	Cancelled (1), Rejected awaiting response from End user (12) Budget Exceeded (1)
MM & Mayors	20	18	2	Delayed Approval (1)	Cancelled (1)
Electro - Mechanical: Electrical	22	19	3	Delayed MM Approval (1)	Rejected awaiting response from End user (1) Budget Exceeded (1)
Electro - Mechanical: Workshop	96	85	11	Awaiting Approval (8) Delayed Approval (2)	Budget Exceeded (1)
Finance & Economic Development	50	47	3	Awaiting Approval (3)	Budget Exceeded (1)
Planning & Development	11	11	0	0	0

Totals	434	381	53	28	25
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13. Report on the Balance of Stock at hand at Stores for the period/ Stocktaking.

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 February 2026 to 28 February 2026.

STOCK BALANCING REPORT- FEBRUARY 2026						
DATE	BALANCE		ISSUES	RECEIPTS	JNL/RETURN	BALANCE
02/02/2026	25,905,049.65	19	127,713.73	308,955.00		26,086,290.92
03/02/2026	25,086,290.92	0				25,086,290.92
04/02/2026	26,086,290.92	35	472,531.69			25,613,759.23
05/02/2026	25,613,759.23	7	270,639.06			25,343,120.17
06/02/2026	25,343,120.17	15	213118.19			25,130,001.98
09/02/2026	25,130,001.98	5	97,876.72			25,032,125.26
10/02/2026	25,032,125.26	15	131,599.80			24,900,525.46
11/02/2026	24,900,525.46	32	83,820.39		6,976.32	24,823,681.39
12/02/2026	24,823,681.39	8	257,549.44	645,852.00		25,211,983.95
13/02/2026	25,211,983.95	9	54,832.95	4,721.81		25,161,872.81
16/02/2026	25,161,872.81	15	43,144.74		519.23	25,119,247.30
17/02/2026	25,119,247.30	10	114,583.37	353,130.40	1,737.39	25,359,531.72
18/02/2026	25,359,531.72	16	89,349.24	229,938.00		25,500,120.48
19/02/2026	25,500,120.48	9	72,614.79	172,760.25	3,610.92	25,603,876.86
20/02/2026	25,603,876.86	6	174,810.47	142,973.40	4.74	25,572,044.53
23/02/2026	25,572,044.53	30	344,460.54		204.50	25,227,788.49
24/02/2026	25,227,788.49	17	89,991.10		44,160.18	25,181,957.57
25/02/2026	25,181,957.57	20	52,393.94		156.12	25,129,719.75
26/02/2026	25,129,719.75	35	179,892.90		60.93	24,949,887.78
27/02/2026	24,949,887.78	15	66,025.40	167,267.40		25,051,129.78
		318	2,936,948.46	2,025,598.26	57,430.33	

14. SCM Management component for February 2026

The section operated with a total staff complement of 13 permanent staff members of which Three (3) officials are doing their probationary period, 1 intern, 2 EPWP workers and 7 vacancies.

Below details depicts the detail of the officials:

- Mrs. C. Groenewald- Manager Supply Chain Management

SUPPLY CHAIN MANAGEMENT	STORES
Mrs. N. Goeda (Permanent)	Mr. E. Felix (Permanent)
Ms. A. Smith (Permanent)	Mr. Delaino Domingo (Permanent)
Ms. A. Gorden (Permanent)	Mr. D. Volontiya (Permanent)
Ms. N. Mandeka (Permanent)	Mr. F. Msolo (Permanent)
Ms. A. Lloyd (Permanent)	Mr. M. Cimile - EPWP Programme Mr. K. Bulelani- EPWP Programme
Ms. A. Kolyt (Permanent)	
Ms. S. Malusi (Probation Period)	
Mr. R. Matthee (Probation Period)	
Ms. S. Raco (Probation Period)	
Mrs. U. Sukata (Intern-Finance)	

**TABLE 11 A:
DEVIATIONS - FEBRUARY 26**

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
25-26/ DMM	02-Feb-26	Office of DMM	Digital Services	Mars Technologies	No	Sembly A (Speech to text software for Committees)	R 340,95 10	20-Jan-26	06-Feb-26	S36 (1)(a)(v)	Req No. 172119 Order No. 247638
25-26/ DMM2	Feb-26	Office of DMM	Legal Services	Billet Gouws	Yes	Legal Services- Approved deviation: Papiesfontein Eviction, Papiesfontein Criminal matters, labour Investigation, R Petersen vs Phela. Lovens (transaction value spent reported in next column)	R 378,85 27	23-Jul-25	28-Jul-25	S36 (1)(a)(v)	Req No. 176709,17 6702 Order No. 248104, 247624
25-26/ DMM1	Feb-26	Office of DMM	Legal Services	CW Malan Jeffreys Bay	Yes	Approved deviation: Legal Services-25-26 Fin Year Van der Westhuizen and others, MEC CoGTA (Oliphant), MEC CoGTA (Petersen) and Freddy van Rooyen (transaction value spent reported in next column)	R 567,80 13	23-Jul-25	28-Jul-25	S36 (1)(a)(v)	Req No. 176703 Order No. 247626

25-26/ DMM4	12-Feb-26	Office of DMM	Administration	Bambelela Property Development	Yes	Approved Deviation: 25-26 Fin Year: Servicing air conditioning units 6 monthly, repairs and maintenance of air conditioning units, including replacement if required.	R 350,33 55	26-Aug-25	27-Aug-25	S36 (1)(a)(v)	Req No. 176835, 176836, 176837 Order No. 247858, 247859,24 7872
25-26/ COMM4	12-Feb-26	Community Services	Fire and Disaster	EC Umbrella Fire Protection Association	No	Aviation Fire Fighting Coordination and Fire Fighting	R 755,00 268	10-Feb-26	12-Feb-26	S36 (1)(a)(i)	Req No. 170713 Order No. 247811
25-26/ COMM2	18-Feb-26	Community Services	Waste and Environmental : Environmental Health	National Health Laboratory Services	No	Laboratory Tests: Water Samples. Approved memo signed by MM to proceed with deviation process dated June 2025. (Amount spent reflected)	R 502,65 14	01-Jul-25	15-Jan-26	S36 (1)(a)(v)	Req No: 97867 Order No: 247976
25-26/ COMM5	26-Feb-26	Community Services	Fire and Disaster	Kishugu Aviation (Pty) Ltd	No	Aviation Fire Fighting	R 294,78 3 238	10-Feb-26	26-Feb-26	S36 (1)(a)(i)	Req No: 170712 Order No: Direct Payment
25-26/ CWS8	26-Feb-26	Civil & Water Engineering Services	Water Services	QPoint Group (Pty) Ltd	No	Approved Deviation: 24-25 Fin Year: Sampling, transportation, analysis and preparing certificates of analysis of all samples taken at the Water and	R 567,54 843	30-Jun-25	09-Sep-26	S36 (1)(a)(v)	Req No. 177789 Order No. 248204

						Wastewater Treatment works throughout Kouga Local Municipality.					
25-26/ CWS18	25-Feb-26	Civil & Water Engineering Services	Water Services	Sains Agencies	No	Supply DPD free Chlorine (could not obtain 3 quotes)	R 22 794,15	16-Feb-26	26-Feb-26	S36 (1)(a)(v)	Req No.177778 Order No. 248149
						TOTAL	R 4 494 552,05				



KOUGA MUNICIPALITY (EC 108)
 ORDINARY COUNCIL MEETING
 FINANCE & ECONOMIC
 DEVELOPMENT
 OPEN
 DATE: 29 APRIL 2026
 ITEM NO: **26/04/FED4**

CHINA INTERNATIONAL IMPORT EXPO NOVEMBER 2025 REPORT AND APPROVAL FOR 2026 ATTENDANCE

1. Introduction

The purpose of this item is to provide feedback on the China International Import Expo (CIIE) 2025 which was held in Shanghai China from 5-10 November 2025.

2. Background

Kouga participated in the China International Import Expo (CIIE) held in Shanghai China, showcasing a selection of unique local products. This participation is part of an ongoing process in the municipality's efforts to engage with international markets and highlight the quality and uniqueness of our offerings.

Overall, attending CIIE aimed to promote tourism, trade, and investment relations, benefiting Kouga Local Municipality SMME's by utilizing the Chinese economy in growing sustainable businesses through export opportunities.

3. Discussion

Import and export trade shows assists the Economic Development and Tourism Departments' objectives to attract and increase the number of investors, lead generation and visitors to Kouga and to stimulate economic growth by facilitating market access for local products to be exported and increasing the number of visitors into Kouga for leisure and / or business activities.

The following three persons attended the CIIE 2025:

Deputy Mayor: Cllr Timothy Jantjes

Director FED: Mr Riaaz Lorgat

Director Planning & Development: Mr Lawrence Ramakuwela

Council approved assistance to local product owners for their goods to be packaged and shipped to China. The following Businesses requested and received support –

<u>BUSINESS NAME</u>	<u>CONTACT DETAILS</u>	<u>ADDRESS</u>	<u>COUNCIL RESOLUTION</u>	<u>AMOUNT</u>
Wilma's Citrus Marmalade	W. Ferreira 066 224 1656	Fred Ferreira Rd. Patensie,6553	25/07/FED6	R 2 600.00

ExploGrow SA	Deborah Saunders 069 419 5074	26 Pink Oak, Jeffreys Bay, 6330	25/07/FED6	R 2 455.88
Routed Roasters CC	Heinrich Thiarth 083 295 1955	8 St. Croix Street, Jeffreys Bay, 6330	25/07/FED6	R 9 250.72
Miracle Comfrey	Monrae May 042 007 0325	PO Box 300, Patensie, 6335	25/07/FED6	R 9 335.80

The following local products shipped and sponsored by business:

- Mooihoek Strawberry and Dried Fruits – Hankey
- TnT Peppers – Thornhill
- Woodlands Dairy – Humansdorp
- Pabala Honey/snails and gin - Hankey

Products evaluated and not ready for export - Robyn D'Archy – Le'Ora Botanica

The following highlights must be noted:

Alibaba group visit

The delegation was taken on a tour through the Alibaba Museum where the history of the Alibaba group, the growth stages and the future of the group was presented – with robots being the future.

The key lessons learnt on this tour was that -

- technology advancement is key in all that we do to drive efficiencies and effectiveness in our processes.
- ease of doing business promotes business activity.
- technology links buyers and suppliers on international marketing platforms

Municipal incubation centre visit

The Municipal Incubation Hub was an eye opener in terms of how municipal services were provided to the residents. Residents could apply for all licences, ID's, municipal services, make bookings, do enquiries on a system with no assistance from municipal employees. The system is easy to use, efficient and effective where two-way communication was demonstrated.

At the hub, there were local products displayed which are promoted as well as up and coming businesses provided with space to operate. The space provided was minimal, but the output was high.

e.g., there were 16 technicians (IT and developers) sitting in a space that measured approximately 32sqm². Each technician new their role and was performing their role without unnecessary communication, a very focus approach. There were approximately 5 businesses within the hub operating in a similar manner.

The key lessons learnt on this tour was that:

- Output from employees is not determined by comfort or space, but through a focused approach, knowing what's required and how to perform their part.
- Systems will assist in providing more efficient services provided that the systems are set up properly to assist residents.

Tourism promotion event

This event invited 10 local Chinese Tourism Operators to listen to presentations from local products from the Sarah Baartman District (SBD). The intention of this event was to connect these operators to the local SBD tourism products who marketed the area with the intention of influencing the Chinese Tourism Operators itineraries for their tours to South Africa.

Pabala, from Kouga, presented their products by using a local Chinese visitor who shared her experience at Pabala – this was amazing and was the highlight of the session as the Chinese Tourism Operators could relate well to her presentation of the experience.

The key lessons learnt on this event was that –

- The platform for promoting tourism with Kouga (SBD) is available and needs to be exploited
- The District needs to assess the tourism products that will present at such a platform so that the products being presented meets the needs and wants of the Chinese tourists
- The presentations from the local SBD tourism products must be reviewed and edited to drive the correct message to the audience
- The District should have presented the area as a whole and allow local municipalities to present their areas as well.

Experiential Hub Opening ceremony

The Experiential Hub is a restaurant / bar area that was established to promote local products. It serves as an entry point to market our products and locals can taste and feel the local (SBD) products which would then initiate engagement with our local product owners, upon interest with the intention of export opportunities.

The following local products from Kouga will be used in various ways within the restaurant / bar at the Experimental Hub – honey, escargot, gin dried strawberries, dried citrus, various dairy products (Woodlands) and peppers.

Most of the products placed in the Hub is from Kouga – we need to grow the number of products further.

The key lessons learnt on the opening of the Hub –

- There is a platform to market local products from Kouga for export opportunity
- More products from Kouga must be prepared to meet international standards so that they can use this opportunity

Trade and investment promotion Event

This Event had several local companies presenting major projects that are currently being implemented internationally by Chinese companies. The projects focused on municipal services, mainly energy and water projects.

These companies were marketing themselves for business in our area.

Attendance of the Expo

The district arranged a stand in the Agricultural Hall where all local products were showcased. The local product representatives marketed their products by using visual marketing, brochures and limited communication due to the language barrier. Local Chinese assistance was available to assist with the marketing as well. The stand was filled mainly with Kouga products.

The key lessons learnt from the Expo –

- The marketing of the products requires visual, story-telling marketing in both English and Mandarin
- We need to identify local Chinese Marketing students that speaks English well – the Team must then take the students through the products, prior to the Expo, to understand the history, benefits, etc of the products to enable them to promote the products effectively
- More local products need to be prepared to meet international export standards and be taken to the next Expo
- The Expo is the biggest international Expo with an opportunity that we need to capitalise on to promote local products

Yiwu International Trade Market

This market is 25000km² in size, includes 6 Districts (separate buildings) with multiple floors marketing over 70 000 products – it will take a week or longer to visit all the sores at this Market.

The intention of the visit was to expose the delegation to the Market to understand the magnitude of trade within China. The visit also allowed the delegation to meet with a Company that is willing to assist SBD with managing the importing of goods into South Africa and the SBD specifically.

Importing good into the district by SMMEs are not always possible due to the costs, processes, regulatory requirements, etc. The partnership with the Company will enable locals to do collective buying and importing.

The benefits of this would be to lower production costs for local products through the importing of certain goods. It will also allow SMMEs to import

themselves through a collective initiative thus saving costs and not needing to meet all regulatory requirements individually.

The key lessons learnt from the Trade Market –

- The importing of goods can be made easier and accessible to local SMMEs
- Collective buying will reduce costs and drive efficiencies within the importing process
- The Municipality will need to understand the product needs to be able to facilitate this initiative

Refer to “**Annexure A**”: Itinerary and photo gallery

Refer to “**Annexure B**”: Business KLM assisted and Kouga product exhibited at Expo

Refer to “**Annexure C**”: Debriefing 2025 and Way Forward 2026 SBDM report

4. **Financial Implications**

Completed by BTO -	Not applicable	
Project Description		
Ukey no.	20250708985797	
Budgeted Amount	R450,000.00	
Amount spent and committed to date	R162,594.91	
Amount Available	R287,405.09	 KOUGA MUNICIPALITY 2026-04-21 BUDGET & TREASURY
Comment		

5. **Applicable Legislation**

- The Constitution of the Republic of South Africa, 108 of 1996 as amended.
- The Local Government Systems Act 32 of 2000 as amended.
- National LED Policy and Strategy
- National Development Plan (Vision 2030)
- National Small Enterprise Act of 1996

6. **Legal Implications**

None

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**

Noted

8.5 **Director: Community Services**

Item noted

8.6 **Deputy Municipal Manager**

Item noted

8.7 **Municipal Manager**

Noted.

9. **Delegated Authority**

Council

10. **Recommendations**

10.1 That the Council note the CIIE 2025 report.

10.2 That Council approve the participation of Kouga LM in the CIIE in November 2026 in Shanghai.

10.3 That Council approve the request for financial support to local products for samples to be exhibited at the Expo, limited to R10,000.00 per supplier.

10.4 That council approve the request for the funding of 3 delegates from Kouga to represent and 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: *K FT*

Item endorsed by the Municipal Manager: *du M...*

Item noted by Portfolio Chairperson: *Ruth*

“Annexure A”: Itinerary and photo gallery

Date		Standard Itinerary (Main delegation)	Extended Itinerary (Yiwu market)
2-Nov	Sun	Depart from South Africa	Same
3-Nov	Mon	- Arrive Shanghai - Delegation Orientation	Same
4-Nov	Tue	Business visit - Depart from Shanghai to Hangzhou - Alibaba group (TBC) - Hangzhou Normal University and Alibaba business school - Municipal incubation center visit - Yuhang District municipality official visit - Cloud needle technology - Return from Hangzhou to Shanghai	Same
5-Nov	Wed	- Tourism promotion event - Experiential Hub Opening ceremony - Trade and investment promotion event	Same
6-Nov	Thu	Full day Expo	Same
7-Nov	Fri	Full day Expo	Same
8-Nov	Sat	- Expo continuing, or - Shanghai Market Tour (ticket meal and beverage at own cost) * Shanghai Tower 118F * Shopping center * Waterfront	- Same - (Change hotel)
9-Nov	Sun	Yiwu International Trade Market Depart to SA	- Depart to Yiwu - Yiwu market visit - Return to Shanghai - Depart to South Africa
10-Nov	Mon	N/A	Arrive South Africa

*** Yiwu International Trade Market Overview**

The Yiwu International Trade Market, located in Zhejiang Province, China, is the world's largest wholesale hub for small commodities. Known as the “supermarket of the world”, Yiwu specializes in low-cost, high-variety products ranging from toys and accessories to household goods and electronics. The market spans over 6.4 million square meters, hosting over 75,000 booths and connecting millions of global buyers with Chinese manufacturers and traders. The market is divided into five main districts (District 1–5), each specializing in different categories of products:

- District 1: Focuses on artificial flowers, toys, jewelry & accessories. It's the oldest and most established section.
- District 2: Features luggage, hardware tools, kitchenware, electronics, watches, and locks.
- District 3: Offers stationery, cosmetics, office supplies, sports goods, and eyewear.
- District 4: Specializes in hosiery, footwear, daily-use articles, towels, gloves, and knitwear.
- **District 5: The newest zone, dedicated to imported goods, bedding, automotive supplies, wool, and e-commerce integration.**

PHOTO GALLERY:









“Annexure B”: Business KLM assisted and Kouga product exhibited at Expo

<u>BUSINESS NAME</u>	<u>CONTACT DETAILS</u>	<u>ADDRESS</u>	<u>COUNCIL RESOLUTION</u>	<u>AMOUNT</u>
Wilma's Citrus Marmalade	W. Ferreira 066 224 1656	Fred Ferreira Rd. Patensie,6553	25/07/FED6	R 2 600.00
ExploGrow SA	Deborah Saunders 069 419 5074	26 Pink Oak, Jeffreys Bay,6330	25/07/FED6	R 2 455.88
Routed Roasters CC	Heinrich Thiar 083 295 1955	8 St. Croix Street, Jeffreys Bay, 6330	25/07/FED6	R 9 250.72
Miracle Comfrey	Monrae May 042 007 0325	PO Box 300, Patensie, 6335	25/07/FED6	R 9 335.80

Miracle Comfrey:

Tax Invoice I24683

Miracle Comfrey cc Ck2002/102615/23 PO Box 300 Patensie 6335		Tel: (042) 007 0325 or 086 111 7771 Fax: 086 524 9357 Email: info@miraclecomfrey.net VAT Reg No: 484020813
Kouga Local municipality VAT: 4070193497 Kouga Local municipality Wollemade street Jeffreys bay EC 6330	Deliver To: Kouga Local municipality Wollemade street Jeffreys bay EC 6330	

Document Date: 11-08-2025
 VAT Reg No: 484020813
 Import/Export No: 21341789
 Customer Order No: China CIE and Hub
 Delivery Details: Page No: 1

Qty	Description	Unit Price	Ext. Price
45	Miracle Comfrey - Cream 150ml	76.75	3 453.75
45	Miracle Comfrey - Healing Oil 100ml	55.29	2 489.05
50	Miracle Comfrey - Eczema & Allergy Soap 100g	20.96	1 048.00
50	Miracle Comfrey - Ointment 30ml	46.92	2 346.00
50	Miracle Comfrey Ointmet 30ml - expo sample	0.00	0.00
China CIE and Hub			
Anele Jonck			
Per hand deliver - Monrae			

Account holder: MIRACLE COMFREY
 Bank Name: ABSA
 Branch Name: PATENSGIE
 Account Number: 4055736470
 Branch Code: 632005

Prices include VAT
 Sub Total: 9 335.80
 VAT Total: 0.00
Total (incl): 9 335.80

AFTER 60 DAYS - 2.5% INTEREST WILL BE CHARGED. Printed by mirror using Cloud Accounts v18



ExploGrow:

QUOTE

Kouga Local Municipality
Attention: Anene Jonck
33 Da Gama Road
JEFFREY'S BAY EASTERN CAPE 6330
SOUTH AFRICA
VAT: 4070193497
China CIE 2025

ExploGrow

Date
18 Aug 2025

Expiry
25 Aug 2025

Quote Number
QU-0055

VAT Number
4460273420

Impact Project
Management (Pty) Ltd t/a
ExploGrow SA (Pty) Ltd
26 Pink Oak,
Jeffrey's Bay,
Eastern Cape,
6330
South Africa

Description	Quantity	Unit Price	Discount	Amount ZAR
Counter Display Unit: 28 x 25ml ExploGrow Drippers [China Explo Product Samples]	1.00	700.00	25.00%	525.00
Counter Display Unit: 15 x 100ml ExploGrow Dripper [China Explo Product Samples]	2.00	1,073.70	25.00%	1,610.55
Delivery by D Saunders	1.00	0.00		0.00
			Subtotal (includes a discount of 711.85)	2,135.55
			TOTAL VAT	320.33
			TOTAL ZAR	2,455.88



Routed Roasters:

TAX INVOICE

Kouga Municipality
33 Da Gama Road
Jeffreys Bay
6330
VAT: 4070193497
China CIE 2025



Invoice Date
8 Aug 2025
Invoice Number
INV-0728
VAT Number
4080310230

Routed Roasters CC
8 St Croix Street
JEFFREYS BAY 6330
SOUTH AFRICA

Description	Quantity	Unit Price	VAT	Amount ZAR
Single Cup Sample	200.00	13.0435	15%	2,608.70
Honduras: Wholesale 250g Plastic	16.00	95.9043	15%	1,534.47
Voyager: Wholesale 250g Plastic	16.00	88.9043	15%	1,422.47
Wayfarer: Wholesale 250g Plastic	16.00	95.9043	15%	1,534.47
Colombia Decaf: Wholesale 250g Plastic	8.00	118.00	15%	944.00
			Subtotal:	8,044.11
			TOTAL VAT	1,206.61
			TOTAL ZAR	9,250.72

Due Date: 20 Sep 2025

Bank Details:
ABSA - Routed Roasters
Acc Number: 4090971596
Branch: 632005
Payment Ref: NAME + INV nr

Company Registration No: VAT nr: 4080310230. Registered Office: 8 St Croix Street, Jeffreys Bay, 6330, South Africa.



Wilma's Marmalades:

Patensie

6553

Cell 0662241656

Kouga Local Municipality

Woltemade Building

Jeffreys Bay

6330

VAT 4070193497

ATTENTION: ANENE JONCK

QUOTE

Quantity	Product	Unit Price	Amount
10	340ml Grapefruit Cordial	R60	R600-00
10	290g Patensie Citrus Marmalade	R60	R600-00
10	290g Lime Marmalade	R60	R600-00
10	Naartjie Jam	R80	R800-00
	TOTAL		R2600-00

Banking Details

W. Ferreira

FNB

62120230727

A Jonck



Kouga products shipped and sponsored by business:

- Mooihoek Strawberry and Dried Fruits – Hankey
- TnT Peppers – Thornhill
- Woodlands Dairy – Humansdorp
- Pabala Honey - Escargot

Mooihoek Strawberries:



Escargot:

Introducing our new export product

Sourced from local South African farmers

gold shell
ESCARGOT IN BRINE

gold shell
ESCARGOT IN BRINE
400g Pouch

DISCOVER THE EXQUISITE TASTE OF GOLD SHELL ESCARGOT, NOW AVAILABLE IN A POUCH.
Indulge in a culinary experience like no other with Gold Shell's Escargot in Brine. Perfectly preserved in a 400g pouch, our escargot is French-inspired and meticulously prepared to offer you a taste of luxury.

WHY CHOOSE GOLD SHELL ESCARGOT?

- Premium Quality:** Our escargot is sourced from the local South African snail farmers, ensuring a delicious and authentic flavour.
- Convenient Packaging:** The 400g pouch is designed for easy storage and use, making it a perfect addition to your pantry.
- French-Inspired:** Experience the classic taste of escargot, a staple of French cuisine, right at home.
- Versatile and Delicious:** Ideal for gourmet meals, appetisers, or even as a sophisticated snack.

HOW TO ENJOY GOLD SHELL ESCARGOT?

- Drain and Rinse:** Gently drain the brine and rinse the escargot.
- Prepare:** Sauté with garlic, butter, and herbs, or use in your favourite recipes.
- Serve:** Enjoy as a sumptuous appetiser or as part of a gourmet dish.

EXPORT QUALITY

TRANSFORM YOUR MEALS WITH THE EXQUISITE TASTE OF GOLD SHELL ESCARGOT. TASTE THE LUXURY, SAVOR THE DIFFERENCE.

PRODUCTS

ESCARGOTS
ESCARGOT IN BRINE
400g | 200g Can

- Escargots in Brine
- 400g Net weight 200g
- 200g Net weight 100g
- Packaged and sold as 12 x 400g/200g

SNAILS
SNAILS IN BRINE
800g Can

- Snails in Brine
- Net weight 400g
- Count 72-78
- Packaged and sold as 12 x 800g

ESCARGOTS
ESCARGOT IN BRINE
400g Pouch

- Escargots in Brine
- French inspired
- Net weight 200g
- Count 80-88

ESCARGOT FILLET IN SHELL
FILLED WITH GARLIC, SPICE & HERB BUTTER

- Escargot Fillet in shell, filled with garlic, spice & herb butter
- Meat & Fat
- Count 12
- Packaged and sold as 12 x 100g/50g

ESCARGOT FILLET IN SHELL
FILLED WITH GARLIC, SPICE & HERB BUTTER

- Escargot Fillet in shell, filled with garlic, spice & herb butter
- Ready to cook
- Bulk bag
- Count 36

VALUE ADDED PRODUCTS

FROZEN ESCARGOT FILLET
ESCARGOT FILLET
5kg

- Escargot Fillets
- Chilled & frozen
- High quality
- No preservatives

SNAIL CAVIAR
WHITE PEARLS
100g

- Sealed in a 100g glass jar
- Cured with salt
- White in colour
- Ready to eat product

MUCIN POWDER
99.9% PURE SNAIL MUCIN POWDER
Sold per 100g increments

- Natural snail mucus
- One component product
- Naturally high pH

SNAIL MUCIN
RAW SNAIL SECRETION
1L

- Snail excreted liquid
- Unflavored
- High protein content
- Choose between preservation: free or added preservative

Our products are free from GMO's, additives, artificial colours, preservatives, salt/nitrate or MSG beyond 0.1% levels

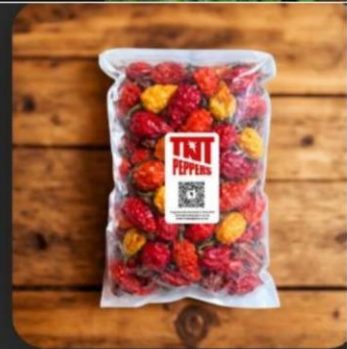
TnT Peppers:



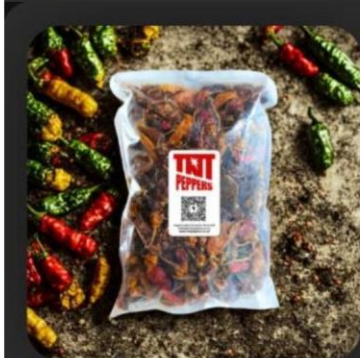
MILD - FRESH PODS



HOT - FRESH PODS



SUPERHOT - FRESH PODS



MILD - DRIED PODS



HOT - DRIED PODS



SUPERHOT - DRIED PODS

Woodlands Dairy:

“Annexure C”: Debriefing 2025 and Way Forward 2026 SBDM report



CIIE 2025 Mission Debriefing & CIIE 2026 Forward Plan

Sarah Baartman District Municipality (SBDM)

China International Import Expo (CIIE) | Shanghai | November 2025

SECURE MARKET · SECURE FUTURE





Why CIIE is Strategically Relevant

Global Significance

CIIE is the world's first national-level import-themed expo, initiated by the Chinese government. It provides access to the world's largest single consumer market with 1.4 billion people.

China's annual food and agricultural imports exceed USD 110 billion, with Shanghai serving as China's largest food import port. Africa's supply share remains low, presenting a structural opportunity.

SBDM Perspective

CIIE is not merely a trade fair—it is a market-entry testing and relationship-building platform that opens doors to decision-makers and real buyers.



Key Activities & Engagements

Formal Meetings

16 structured formal meetings with key stakeholders and decision-makers

Business Engagements

18+ informal business engagements and networking opportunities

Municipal Cooperation

2 municipal-level cooperation sessions established

Strategic Site Visits

- Alibaba Headquarters
- Dream Town Incubator
- Future Tech Municipal Hall
- Bank of China business matching
- Yiwu International Trade Market
- Ice cream Company

RESULTS

Business-Level Outcomes

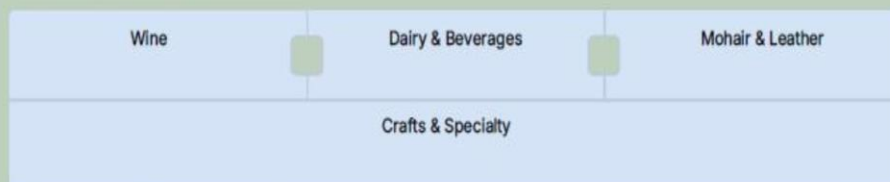


Products Formal Exported
Successfully sold in Chinese market



Market Testing
Products completed pilot sales or field tasting/trail

Strong Market Response



Emerging cooperation intentions include controlled agriculture, computing centre and renewable energy, tourism and education cooperation, and EV-related cooperation. These are intentions under follow-up.



SBDM Experiential Hub (Shanghai)

What is the Hub?

A permanent, physical market interface in Shanghai that extends CIIIE impact beyond the exhibition period.

Key Functions

- Product display and market testing
- Business matching platform
- Promotion and engagement activities

01

2025 Achievements

Phase 1 renovation completed and officially launched. Over 80% of products displayed. Wine products entered restaurant menus and achieved sales. Multiple trade, tourism and promotion events facilitated.

02

2026 Next Steps

Phase 2 renovation and functional upgrade. Online and offline sales pilot. Training, product optimization and promotion activities planned.

CEO of partner will visit South Africa at Q1 to explore the idea of further optimisation.



INSIGHTS

Key Lessons from CIIE 2025

For Businesses

- **Market Segmentation:** China is not a single market; entry requires careful segmentation and targeting
- **Compliance Critical:** Packaging, pricing and compliance are essential for success
- **Continuity Matters:** One-off participation has limited impact without structured follow-up

For Government

- **Long-Term Value:** Value lies in continuity, not single attendance at events
- **Hub Integration:** Experiential Hub + structured follow-up significantly increases impact
- **Early Preparation:** Advance planning reduces cost and risk for all participants



2026 STRATEGY

CIIE 2026: Proposed Direction



Maintain Participation

Continue engagement for 2026–2028 (subject to approval)



Early Screening

Earlier product screening and readiness assessment



Stronger Integration

Connect CIIE, Hub operations, and post-mission follow-up

Indicative Focus Areas

Food & Agricultural Products

Continuing our core strength in quality food exports

Tourism & Services

Expanding into experience-based offerings

Trade & Investment Promotion

Building long-term partnership projects

How Businesses Can Participate (CIIE 2026)

Who Should Apply

- ☐ Businesses with export-suitable products or services
- ☐ Willing to adapt packaging, pricing and compliance requirements
- ☐ Prepared for a test-learn-adjust market-entry process

Support Potentially Provided by SBDM

(Subject to approval and budget availability)

- Booth space and registration
- Sample logistics coordination
- Shared on-site marketing, interpretation and networking
- Experiential Hub display opportunities

Costs Not Covered

- Air tickets and accommodation
- Visas, samples and certification
- Marketing materials and other incidental costs
- Shipping and import back the sample from bonded Expo facility



Conclusion & Way Forward

CIIE is not a once-off event—it is a long-term market access pathway

Issue Guidelines

Release CIIE 2026 participation guidelines and application process

Partner Engagement

Engage provincial and national partners for coordination

1

2

3

Business Screening

Begin early business screening and preparation support

Contact

SBDM: Trade & Investment / Tourism Units, Please find CIIE Application link below and QR Code attached.

<https://forms.gle/EyPqtgY3NoGZWaFj7>





KOUGA MUNICIPALITY (EC 108)

ORDINARY COUNCIL MEETING

FINANCE & ECONOMIC

DEVELOPMENT

OPEN

DATE: 29 APRIL 2026

ITEM NO: **26/04/FED5**

KLTO FUNDING 2025 – 2026 – KOUGA LOCAL TOURISM ORGANIZATION

1. Introduction

The purpose of this item is to submit the Annual General Meeting reports 2024/2025 and request Council's continued support in the 2025/2026 Financial year to market Kouga within their three (3) respective regions as Jeffreys Bay Tourism, Greater ST Francis Tourism and Gamtoos Tourism

2. Background

KLTO, established in 2009, functions as a non-profit organization and receives annual funding from both Kouga Local Municipality (KLM) and Sarah Baartman District Municipality (SBDM). All revenue generated by the Kouga Local Tourism Organisation is dedicated exclusively to achieving the objectives outlined in its Constitution.

3. Discussion

KLTO is legally structured as an unincorporated entity with the core role of promoting Kouga as a tourist destination within their respective areas in collaboration with KLM. KLTO is a membership driven association that covers both tourism and events and serves as an umbrella body for the local tourism offices in receiving funds and distributing equal parts to each office. Its framework consists of a Chairman, Secretary, Treasurer, each being a representative from a Local Tourism Office (LTO) in the Kouga Municipal area.

The NPO vision, mission and administration is outlined below.

Vision: Kouga - where endless summers, perfect waves and sandy beaches blend with farms and valleys hosting a diversity of cultures to offer nature-based tourism experiences for the benefit of all.

Mission: To develop and market the Kouga municipal area as a sustainable tourism destination offering bottom line benefits while protecting the environment.

Administration: Annually KLTO receives R360,000-00 from KLM to assist with the operation of the 3 Local Tourism Offices.

KLTO want to thank Council for their support with their local tourism offices as without KLM financial support operational and certain marketing events, it cannot sustain itself.

The committee would like to request Council's continued support in the administrative function and marketing projects for 2025/2026.

For reference to the above item please see the Annexures for reference:

"Annexure A": KLTO Close-out report 2024/2025

"Annexure B": Moore & Stephens: KLTO 2024/2025

"Annexure C": STF Bay tourism report: 2024/2025

"Annexure D": Jeffreys Bay Tourism report: 2024/2025

"Annexure E": Gamtoos Tourism report: 2024/2025

4. **Financial Implications**

Completed by BTO -	
Project Description	KLTO
Ukey no.	20240710994889
Budgeted Amount	R360,000.00
Amount spent and committed to date	KOUGA MUNICIPALITY 2026-03-10  BUDGET & TREASURY
Amount Available	R360,000.00
Comment	

5. **Applicable Legislation**

None

6. **Legal Implications**

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

7. **Other Implications**

None

8. **Comments by Directorates:**

8.1 **Chief Financial Officer:**

Recommendation supported.

8.2 **Director: Planning & Development**

Noted

8.3 **Director: Civil & Water Services**

Item noted.

8.4 **Director: Electro-Mechanical Services**

Noted

8.5 **Director: Community Services**

Item noted

8.6 **Deputy Municipal Manager**

Item noted

8.7 **Municipal Manager**

Noted.

9. **Delegated Authority**

Council

10. **Recommendations**

10.1 That Council approve the funding application in the amount of R 360,000-00 (Three Hundred and Sixty Thousand Rands only) all-inclusive for 2025/2026 Financial year only.

10.2 That Council authorizes the Accounting Officer to conclude a Funding Agreement / SLA with Kouga Local Tourism Organisation in respect of funding stated in (10.1) above.

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

Item approved by the Chief Financial Officer: *L FT*

Item endorsed by the Municipal Manager: *du Plessis*

Item noted by Portfolio Chairperson: *Ruth*

“Annexure A”: KLTO Close-out report 2024/2025



9 February 2026

Anene Jonck
Economic Development, Tourism, Events, Marketing and Investment
Kouga Municipality
33 Da Gama Road
Jeffreys Bay
6330

Dear Anene

RE: KOUGA TOURISM CLOSE OUT REPORT FOR 2024 2025

We hereby confirm receiving R360,000.00 in July 2025.

- On 18th August 2025, R120,000.00 each, was paid to Jeffreys Bay Tourism and St Francis Tourism.
- Gamtoos Tourism's R120,000.00 was paid out to them on 10th October 2025.
- Attached please find attached each LTO office's report and breakdown of how their R120,000.00 was spent.
- Attached is also an audited statement letter from Moore Humansdorp to confirm that the transactions took place and that payments were made to the respective LTO's.

We would like to thank the Kouga Municipality for the grants which was allocated to the LTO's for operational cost.

Kind Regards

Deon Freemantle
Kouga Tourism : Chairman

“Annexure B”: Moore & Stephens: KLTO 2024/2025



Moore HD (Pty) Ltd

54 Voortrekker Road
Humansdorp
6300

T +27 (0)42 295 1107
F +27 (0)86 658 8473
E info@moorehd.co.za

www.moore-southafrica.com

KOUGLO/JZ/ck

10 February 2026

Kouga Local Municipality (KLM)
Via e-mail

Dear sir/madam,

KOUGA LOCAL TOURISM ORGANISATION
Registration no: 188-656NPO

With reference to your request, dated the 4th of February 2026, regarding the funding received from KLM please note the following:

- Kouga Local Tourism Organisation (KLTO) has a June year end.
- We inspected the bank statements of KLTO after June 2025 and can confirm the following:
 - Funding from KLM, amounting to R 360 000, was received on the 17th of July 2025 (after the year-end of KLTO).
 - R 120 000 was paid out to St Francis Tourism on the 18th of August 2025.
 - R 120 000 was paid out to Jbay Tourism on the 18th of August 2025.
 - R 120 000 was paid out to Gamtoos Tourism on the 10th of October 2025.

Should you require any further details regarding your request, please contact:

Claude Kelsey at ckelsey@moorehd.co.za (042 295 1107/ extension 800)

Yours faithfully,
MOORE



J. VAN ZYL

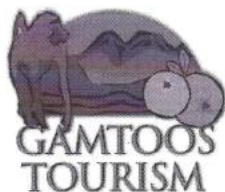
Moore HD (Pty) Ltd | Trading as Moore | Reg No. 2025/622738/07
Directors: VGG Mkhamsi, JMW Viviers, J Barnard, J van Zyl, L Visagie, FS Grundlingh.
Member firms in principal cities throughout the world.

“Annexure C”: STF Tourism Report

<u>Actual income and Expenses 2024.2025</u>						
			<u>Actual YTD</u>	<u>Notes</u>		
<u>INCOME</u>						
KLTO Quarterly Grant		R	120 000,00	A		
Market Income		R	80 773,00	B		
Membership		R	111 851,00			
Events		R	157 145,50	C		
Sundry (incl Guide)		R	26 169,06			
Interest		R	34 877,82			
Signage		R	16 634,20			
TV Screen Advertising		R	53 000,00			
		R	600 450,58			
<u>EXPENSES</u>						
Audit fees		R	4 743,75			
Accounting Package		R	4 150,00			
Bank Charges		R	4 745,48			
Computer Expenses		R	2 462,40			
Entertainment		R	3 321,92			
Insurance		R	5 825,89			
Investment - Interest Acc		R	34 877,82	D		
Marketing Expenses		R	99 313,55	E		
Office Maintenance & Equipment						
Refreshments		R	2 381,19			
Stationery		R	3 808,40			
Sundry						
Telephone & Internet		R	4 381,00			
Travelling Expenses		R	4 598,00			
Salaries		R	256 479,04	F		
Website & hosting		R	1 928,00			
Website - changes and updates		R	2 265,00			
		R	435 281,44			
<u>Notes</u>						
A	Total amount from KLTO Grand in Aid = R120 000,00 (please note this was only received on 18 August 2025 This funding is used to assist with salaries and other office expenditure.					
B	St Francis Tourism receives money from St Francis Market by doing the admin of the market, this amount is linked to 15% of the fees received for St Francis Market plus an amount towards salaries.					
C	Income from events like Calamari Festival, Amanzi Challenge and Billy's Beach. The majority off this income is spend on projects like Social media, #LoveLocal and Marketing					
D	Interest received on investmets are invested for sustainability					
E	Advertising and social media					
F	Salaries to 2 permanent full time staff - Office Manager and an Information Officer at our office.					

Notes

A	Total amount RECEIVED from KLTO Grand in Aid = R120 000,00 (please note this was only received on 18 August 2025) This funding is used to assist with salaries and other office expenditure, as per the breakdown . Income is received from events such Teater By Die See and the Membership Fees from our GuestHouses assist to make up some of the short falls for the up keep of the offices The majority of this income is spend on the events and projects such as Social media and Marketing and the printing of the new town map	
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'Annexure E': Gamtoos Tourism Office Report

Notule van Spesiale Bestuursvergadering gehou op 23 Oktober 2025

Teenwoordig: Wernich Cronje, Reneé Scheepers, Catherina Wait, Nichola Uys
Verskoning: Carin Scheepers

Befondsing

Kouga LTO het die befondsing, ten bedrae van R120,000.00, verskuldig aan Gamtoos Toerisme uitbetaal.

Die bestuur besluit eenparig dat 50% (R60,000.00) aan Nichola Uys uitbetaal word vir agterstallige salaris verskuldig en die ander 50% (R60,000.00) sal gebruik word om krediteure te betaal via Arno Cloete prokureurs met 'n "full & final settlement" brief aan elkeen.

Die vergadering verdaag.


23/10/2025



KOUGA MUNICIPALITY (EC 108)
 ORDINARY COUNCIL MEETING
 FINANCE & ECONOMIC
 DEVELOPMENT
 OPEN
 DATE: 29 APRIL 2026
 ITEM NO: **26/04/FED7**

WINTER FISHING SKINS COMPETITION – 2026 - SPONSORSHIP

1. Introduction

The purpose of this item is for Council to approve a three-year sponsorship for the annual Winter Fishing Skins Competition.

2. Background

The Jeffreys Bay winter Skins Fishing Competition is an annual event held since 2013 at Kabeljous Beach. It has grown over the last few years into one of the pristine shore fishing competitions. The competition is promoting fishing tourism, family recreation and community involvement.

3. Discussion

Over the years, Kouga Local Municipality has played a pivotal role in supporting and facilitating tourism initiatives and events that enhance community vibrancy and position the region as a preferred visitor destination.

The Winter Fishing Skins competition forms an important component of Kouga's ocean-based tourism offering and aligns with the Municipality's strategic objective to position the region as a premier coastal tourism destination.

Kouga's coastline, including Jeffreys Bay, St Francis Bay and Cape St Francis, is internationally recognised for its rich marine resources and recreational fishing opportunities, making it well suited to host competitive angling events that attract both domestic and international visitors.

Fishing competitions contribute significantly to the local economy by increasing visitor numbers and extending the length of stay during the period of the event. Participants and spectators generate economic activity through accommodation, restaurants, retail, fuel purchases, equipment rentals and other tourism-related services.

The event proposal indicates the following benefits to the Kouga area –

- At least 400 anglers competing in the competition
- 35 local jobs created over the period
- Estimated contribution of R6.5 million into the local economy
- Estimated spend of R2 million on local service providers

Objectives of the Winter Fishing Skins competition:

- Encourage sustainable fishing practices and environmental stewardship.
- Support local anglers to compete at National level.
- Raise funds for: NSRI, SPCA, and Kabeljous nature reserve.
- Boost tourism, benefiting local accommodation, restaurants, and retail businesses.
- Provide a family-friendly, team-based, and inclusive angling experience, welcoming all ages and skill levels.
- Featured annual event on the Events Calendar.

Funding request:

Item	Amount
Tents	R120,000.00
Sound system, Video coverage	R 6,200.00
Security	R 12,500.00
Media and marketing	R 7,500.00
Public Liability insurance	R 4,500.00
Ambulance and medical services	R 4,200.00
Professional photographer	R 7,100.00
Marshals' uniforms and packs	R 2,220.00
Total	R160,000.00

Kouga Sponsorship benefits and rights:

- Media and social media exposure
- Logo added to all social media platforms, posters and Winterskins App.
- Branding at event
- Prize giving event.
- Kouga Municipality Local is Lekker Hour – prize giving.

Council support for the fishing competition will therefore contribute to tourism growth, economic stimulation and job creation, while reinforcing Kouga's strategic positioning within the broader ocean tourism sector.

Refer to "**Annexure A**": Jeffreys Bay Winter Skins Fishing funding proposal

4. Financial Implications

Completed by BTO -	Not applicable
--------------------	----------------

Project Description	
Ukey no.	20250708985843
Budgeted Amount	R279,769.00
Amount spent and committed to date	R69,769.35 KOUGA MUNICIPALITY 2026-04-21  BUDGET & TREASURY
Amount Available	R209,999.65
Comment	

5. Applicable Legislation

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

Funds transferred to organisations and bodies outside government

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

(a) has the capacity and has agreed-

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

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

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

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

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

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

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

requirements of subsection (1) in respect of a previous transfer, the municipality may

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

(a) subsection (1)(a) and (b) is complied with, and

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

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

6. **Legal Implications**

Should the Council approve the recommendation herein, and resolve accordingly, a funding agreement must be entered into stipulating the terms and conditions in terms of which the funding herein is availed and setting out the use of the intended funding. An agreement to this effect becomes binding on the Parties to the Agreement.

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**

Noted

8.5 **Director: Community Services**

Item noted

8.6 **Deputy Municipal Manager**

Item noted

8.7 **Municipal Manager**

Noted.

9. **Delegated Authority**

Council

10. **Recommendations**

- 10.1 That Council approves the sponsorship application in the amount of R160,000.00 (Hundred and sixty thousand rand) only, VAT inclusive for the Jeffreys Bay Winter Fishing Skins Competition for a period of 3-years commencing in 2025-2026 to 2027-2028 financial year, subject to all Event approval requirements and conditions are met.

Item prepared by the Acting Manager ED&T: 

Item approved by the Chief Financial Officer: 

Item endorsed by the Municipal Manager: 

Item noted by Portfolio Chairperson: 

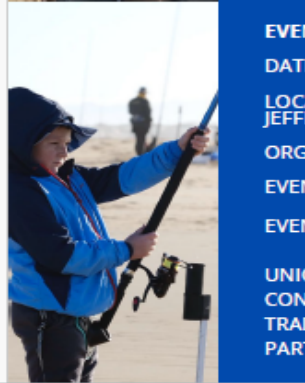
“Annexure A”: Sponsorship Proposal

Welcome to
**THE BIGGEST ROCK & SURF
FISHING COMPETITION**
in South Africa



**WINTER FISHING
SKINS COMPETITION
2026**





FUNDING PROPOSAL

WINTER SKINS FISHING COMP 2026

SUBMITTED TO: KOUGA MUNICIPALITY

SUBMITTED BY: JBAY WINTER SKINS COMMITTEE

REPRESENTATIVE: SONYA HOFLER

EVENT DATE: 18 JULY 2026

LOCATION: KABELJAUWS BEACH ("THE GAP") TO KITCHEN WINDOWS ROCKS, JEFFREYS BAY

EVENT TENTS: KABELJAUWS BEACH

1. INTRODUCTION

THE JEFFREYS BAY WINTER SKINS FISHING COMPETITION IS SOUTH AFRICA'S MOST UNIQUE AND LARGEST SHORE FISHING CONTEST, HELD ANNUALLY ALONG THE PRISTINE BEACHES OF JEFFREYS BAY. ESTABLISHED IN 2013, THE EVENT STARTED HUMBLY WITH JUST TWO GAZEBOS, A FEW FLAGS, AND APPROXIMATELY 45 ANGLERS, AND HAS SINCE GROWN INTO A PRESTIGIOUS AND PROFESSIONALLY MANAGED EVENT ATTRACTING OVER 400 ANGLERS EACH YEAR — WITH RAPID AND SUBSTANTIAL YEARLY GROWTH EXPECTED.

THE COMPETITION HAS BECOME A FLAGSHIP EVENT ON THE KOUGA CALENDAR, PROMOTING FISHING TOURISM, FAMILY RECREATION, AND COMMUNITY INVOLVEMENT. WE ARE PROUD TO ALREADY ENJOY THE SUPPORT OF KOUGA MUNICIPALITY AND WOULD GREATLY APPRECIATE THEIR CONTINUED ASSISTANCE IN HOSTING THE 2026 EVENT AS A STANDALONE COMPETITION.

THE EVENT ALSO RAISES FUNDS TO SUPPORT THE JEFFREYS BAY ANGLING CLUB, NSRI, SPCA, AND THE KABELJAUWS NATURE RESERVE.

2. EVENT OVERVIEW

EVENT NAME: JEFFREYS BAY WINTER SKINS FISHING COMPETITION 2026

DATE: 18 JULY 2026

LOCATION: KABELJAUWS BEACH ("THE GAP") TO KITCHEN WINDOWS ROCKS, JEFFREYS BAY

ORGANIZER: JBAY WINTER SKINS COMMITTEE, REPRESENTED BY SONYA HOFLER

EVENT TYPE: SHORE-BASED COMPETITIVE ANGLING (CATCH & RELEASE)

EVENT TENTS: TWO MAIN TENTS SET UP AT KABELJAUWS BEACH

UNIQUE FEATURES: BIGGEST AND MOST PRESTIGIOUS SHORE FISHING CONTEST IN SOUTH AFRICA; INCLUDES LIVE SCORING, PRIZE-GIVING, MINI TRADE EXPO, AND WE ENCOURAGE FAMILY, TEAM, YOUTH, AND NOVICE PARTICIPATION

3. OBJECTIVES



PROMOTE JEFFREYS BAY AS A PREMIER SHORE FISHING DESTINATION.

SUPPORT LOCAL ANGLERS TO COMPETE AT NATIONAL LEVEL.
RAISE FUNDS FOR THE NSRI, SPCA, AND KABELJAUWS NATURE RESERVE.

ENCOURAGE SUSTAINABLE FISHING PRACTICES AND ENVIRONMENTAL STEWARDSHIP.

BOOST TOURISM, BENEFITING LOCAL ACCOMMODATION, RESTAURANTS, AND RETAIL BUSINESSES.

PROVIDE A FAMILY-FRIENDLY, TEAM-BASED, AND INCLUSIVE ANGLING EXPERIENCE, WELCOMING ALL AGES AND SKILL LEVELS.

4. GROWTH & COMMUNITY IMPACT

THE ECONOMIC SIGNIFICANCE OF SHORE ANGLING AND THE WINTERSKINS COMPETITION IN KOUGA IS SUBSTANTIAL:

DIRECT IMPACT, JOB CREATION:

THIS EVENT WILL CREATE **35 LOCAL JOBS** FOR THE WEEKEND.
15 MARSHALS, 3 GROUND STAFF, 2 GENERAL STAFF, 6 BAR STAFF, 3 SNOEPIE STAFF, 4 FOOD STALL, 2 COFFEE KIOSK,

COMPETITIVE ANGLING:

ANNUAL CONTRIBUTION OF APPROXIMATELY R6,500,000 TO THE LOCAL ECONOMY.

JEFFREYS BAY HOSTS NUMEROUS COMPETITIONS EACH YEAR, INCLUDING THE WINTER SKINS, WHICH ATTRACTS UP TO 400 PARTICIPANTS AND RAPIDLY GROWING EACH YEAR. THIS YEAR KOUGA WILL ALSO BE HOSTING THE BIGGEST INTERNATIONAL FISHING COMP YET.

GUIDED FISHING TRIPS:

CONTRIBUTE AROUND R2,000,000 ANNUALLY, BENEFITING LOCAL GUIDES AND SERVICE PROVIDERS.

TACKLE AND BAIT SALES:

ANNUAL EXPENDITURE BY ANGLERS IS ESTIMATED AT R40,000,000, SUPPORTING LOCAL BUSINESSES AND SUSTAINING JOBS.

HOLIDAY VISITORS:

FISHING ENTHUSIASTS CONTRIBUTE APPROXIMATELY R150,000,000 ANNUALLY TO THE LOCAL ECONOMY, AVERAGING 5-DAY STAYS, BENEFITING ACCOMMODATION, RESTAURANTS, AND RETAIL. SINCE ITS HUMBLE BEGINNINGS IN 2013, THE WINTER SKINS COMPETITION HAS GROWN INTO A MAJOR TOURISM DRAWCARD, SHOWCASING KOUGA'S COASTLINE, COMMUNITY, AND CONSERVATION EFFORTS.



5. FUNDING REQUEST

TO SUCCESSFULLY HOST THE 2026 EVENT AS A STANDALONE COMPETITION, WE RESPECTFULLY REQUEST R160,000 FROM KOUGA MUNICIPALITY.

ITEM DESCRIPTION ESTIMATED COSTS



TENTS & EVENT INFRASTRUCTURE TWO MAIN TENTS:

(1) PRIZE-GIVING TENT, (2) MULTIFUNCTIONAL TENT FOR FOOD, REFRESHMENTS, BAR, SEATING, AND MINI TRADE EXPO; INCLUDES TABLES, CHAIRS, FENCING, AND BRANDING BANNERS	120,000
SOUND SYSTEM, DJ & VIDEOGRAPHY PA SYSTEM, DJ/MC, PROFESSIONAL VIDEO COVERAGE	6,200
SECURITY GUARDS, CROWD CONTROL, AND BEACH/VENUE SAFETY.....	12,500
MEDIA ADVERTISING & LIVE SCORING LOCAL MEDIA PROMOTION, SOCIAL MEDIA COVERAGE, ONLINE RESULTS.....	7,500
INSURANCE PUBLIC LIABILITY AND EVENT INSURANCE.....	4,500
AMBULANCE & MEDICAL SUPPORT ON-SITE AMBULANCE AND QUALIFIED MEDICAL PERSONNEL	4,200
ROAMING PHOTOGRAPHER EVENT PHOTOGRAPHY AND PROMOTIONAL CONTENT.....	7,100
MARSHALS' UNIFORMS AND PACKS.....	2,200
TOTAL R160,000	

6. EXPECTED OUTCOMES

PARTICIPATION: ~400 ANGLERS PLUS MANY SPECTATORS.

TOURISM IMPACT:

INCREASED REVENUE FOR LOCAL ACCOMMODATION, RESTAURANTS, AND RETAIL DURING THE WINTER SCHOOL HOLIDAYS.

COMMUNITY BENEFIT:

35 JOBS CREATED. FUNDS FOR JEFFREYS BAY ANGLING CLUB, NSRI, SPCA, AND KABELJAUWS NATURE RESERVE.

MEDIA EXPOSURE:

SOCIAL MEDIA, LOCAL PRESS AND ANGLING COMMUNITY COVERAGE.

ENVIRONMENTAL IMPACT:

PROMOTION OF SUSTAINABLE SHORE FISHING PRACTICES.

INCLUSIVITY:

ENCOURAGES FAMILY, TEAM, YOUTH, AND NOVICE ENGAGEMENT IN SHORE ANGLING.



7. FISHING COMPETITION PROGRAM AND FORMAT:

OUR FISHING COMP IS COMPLETELY UNIQUE AS IT IS RUN ON A SKINS FORMAT.

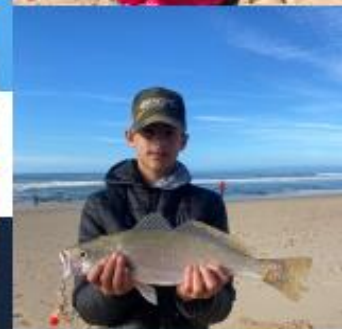


- EACH HOUR IS A MINI COMPETITION WITH 12 PRIZE WINNERS, WHICH ENCOURAGES ALL AGES AND GROUPS TO ENTER.
- LINES IN AT 7AM TILL 12PM. 5 HOURS OF FISHING
- 15 MARSHALS ARE DEPLOYED ALL ALONG THE FISHING AREA TO ENSURE ALL FISH ARE RECORDED AND SAFELY RETURNED TO THE OCEAN.
- CASTING COMPETITION IS HELD ON THE BEACH AT KABELJOUWS LAGOON FROM 1PM TO 2PM
- PRIZE GIVING IS HELD AT 2PM AFTER ALL SCORES ARE TALLIED
- EACH HOUR IS ALLOCATED TO A SPONSOR. INCLUDING THE **KOUGA MUNICIPALITY LOCAL IS LEKKER HOUR**, WHERE PRIZES ARE HANDED OUT BY **MAYOR OR KOUGA REPRESENTATIVE**.

SUBSTANTIAL EXPOSURE TO YOU

As with all our successful skins competitions:

- Your branding and logos are added to all our social media platforms, digital poster and our Winterskins Fishing app.
- The physical tickets, pamphlets, posters, which are distributed in Kouga, P.E and Uitenhage, also showcase KOUGA MUNICIPALITY presence throughout the lead up to the event.
- On the day of the event, your branding flags and pull up banners are placed all around our event site.
- Not only do we ensure to make your sponsorship known to the public and prize winners, the Jbay community and tourists taking part in the event will associate your brand with the event and all that it stands for.
- We welcome any further branding material and are open to input to further exposure your brand.





8. CONCLUSION

THE JEFFREYS BAY WINTER SKINS FISHING COMPETITION IS A CULTURAL, SOCIAL, AND ECONOMIC ASSET FOR THE KOUGA REGION. WITH YOUR SUPPORT, THIS EVENT WILL CONTINUE TO GROW AS SOUTH AFRICA'S PREMIER SHORE FISHING COMPETITION, GENERATING MEANINGFUL BENEFITS FOR THE LOCAL COMMUNITY, ANGLING CLUBS, CHARITIES, AND CONSERVATION PROJECTS.

WE ARE SINCERELY GRATEFUL FOR THE ONGOING SUPPORT OF THE KOUGA MUNICIPALITY AND KINDLY REQUEST YOUR CONTINUED PARTNERSHIP AND FUNDING OF R160,000 TO ENSURE THE 2026 EVENT'S SUCCESS AS A STANDALONE COMPETITION.



FOR UP-TO-DATE INFORMATION



Jbay Winter Skins Fishing Competition



Download our app:
Winter Skins Fishing Competition

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KOUGA MUNICIPALITY (EC 108)

ORDINARY COUNCIL MEETING

FINANCE & ECONOMIC

DEVELOPMENT

OPEN

DATE: 29 APRIL 2026

 ITEM NO: **26/04/FED8**

STATE DEPARTMENT ACCOUNTS AGEING AS AT 31 MARCH 2026
1. Introduction

The purpose of this report is to inform Council of the status on state departmental accounts as of 31 March 2026.

3. Background

- State Department Ageing as at 31st March 2026 – “**Annexure A**”.

3. Discussion

The report below is the ageing of state department accounts as at 31 March 2026. Notices were issued on all arrear accounts of the state. Only the Department of Education submitted confirmation that all outstanding debt will be settled by the 17th April 2026.

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**

Customer Care, Credit Control and Debt Collection By-law and Policy as approved by Council.

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**

Noted

8.4 **Director: Electro-Mechanical Services**

Report noted

8.5 **Director: Community Services**

Noted

8.6 **Deputy Municipal Manager**

Noted

8.7 **Municipal Manager**

Noted.

9. **Delegated Authority**

Council

10. **Recommendations**

- 10.1 That the State Department ageing debtors Report for the month of March 2026 be noted.

Item prepared by the Revenue Manager:



Item approved by the Chief Financial Officer:



Item endorsed by the Municipal Manager:



Item noted by Portfolio Chairperson:



ANNEXURE A

STATUS OF ACCOUNTS AS AT 31 MARCH 2026									
Account number		Current	30 Days	60 Days	90 Days	120+ Days	Total	HANDED OVER/NOTICES	SERVICE S
Department of Correctional Services									
3001105109	DEPARTMENT OF CORREC	6 738,83	6 711,94	-	-	-	13 450,77		YES
		6 738,83	6 711,94	-	-	-	13 450,77		
Department of Social Development									
2000599047	DEPT OF SOCIAL DEVEL	157,59	-	-	-	-	157,59		YES
3000191110	SOCIAL DEVELOPMENT &	(16 876,06)	-	-	-	-	(16 876,06)	WAITING CONFIRMATION TO RE-ALLOCATE CREDIT	YES
3000192142	SOCIAL DEVELOPMENT &	11 705,40	15 969,89	14 658,31	14 163,19	9 677,30	66 174,09	NOTICES SENT	YES
3002587018	PROVINCIAL GOVERNMENT	36 125,27	5 418,13	5 189,57	5 330,74	-	52 063,71	NOTICES SENT	YES
		31 112,20	21 388,02	19 847,88	19 493,93	9 677,30	101 519,33		

Department of Health

2099999010	CACADU DISTRICT MUNI	(9 536,61)	-	-	-	-	(9 536,61)		YES
2099999113	CACADU DISTRICT MUNI	551,55	1 061,89	551,55	551,55	2 683,29	5 399,83		YES
3000293102	DEPARTMENT OF HEALTH	(4 187,26)	-	-	-	-	(4 187,26)		NO
3000500109	HUMANSDORP PROV HOSP	272 532,05	273 828,00	268 183,09	262 977,21	-	1 077 520,35	YES	YES
3000563106	HOSPITAAL TRUSTEE	(9 537,23)	-	-	-	-	(9 537,23)		YES
3000564011	EAST CAPE DEPT OF HE	74 082,08	68 709,59	67 747,92	21 934,79	-	232 474,38	YES	YES
3000658109	EMERGENCY MEDICAL SE	15 739,30	15 881,22	12 287,02	14 295,19	9 588,58	67 791,31	YES	YES
3000713095	DEPARTMENT OF HEALTH	7 646,90	9 230,09	7 018,26	5 363,58	-	29 258,83	NOTICES SENT	YES
3001324083	DEPARTMENT OF HEALTH	5 928,51	5 250,76	5 331,53	5 272,96	14 664,94	36 448,70	NOTICES SENT	YES
4000107105	PELLSRUS CLINIC	14 654,90	12 463,38	9 463,54	-	-	36 581,82		YES
6000848105	WSDR KLINIEK	551,55	551,55	-	-	-	1 103,10		YES
7009930006	ST FRANCIS BAY CLINI	1 352,77	1 327,82	1 327,82	1 352,77	35 701,87	41 063,05	YES	YES
8000998008	CACADU DISTRICT MUNI	1 321,06	1 279,57	349,23	-	-	2 949,86		YES
		371 099,57	389 583,87	372 259,96	311 748,05	62 638,68	1 507 330,13		

Department of Agricultural, Land Reform & Rural Development

9010049346	NATIONAL GOVERNMENT	1 222,24	602,01	364,85	364,85	2 492,27	5 046,22	NOTICES SENT	NO
9010299015	NATIONAL GOVERNMENT	8 652,00	2 459,45	2 222,29	2 222,29	11 153,31	26 709,34	NOTICES SENT	NO
9010435516	NATIONAL GOVERNMENT	830,84	504,16	267,00	267,00	2 003,02	3 872,02	NOTICES SENT	NO
9030299048	NATIONAL GOVERNMENT	563,04	437,21	200,05	200,05	1 668,27	3 068,62	NOTICES SENT	NO
9030299079	NATIONAL GOVERNMENT	295,24	370,26	133,10	133,10	2 779,53	3 711,23	NOTICES SENT	NO
9030299086	NATIONAL GOVERNMENT	288,40	368,55	131,39	131,39	1 324,97	2 244,70	NOTICES SENT	NO
9030299093	NATIONAL GOVERNMENT	2 705,44	972,81	735,65	735,65	4 346,27	9 495,82	NOTICES SENT	NO
9030436076	NATIONAL GOVERNMENT	-	-	-	-	1 451,60	1 451,60	NOTICES SENT	NO
9030436124	NATIONAL GOVERNMENT	-	-	-	-	1 389,41	1 389,41	NOTICES SENT	NO
9030436186	NATIONAL GOVERNMENT	-	-	-	-	1 455,72	1 455,72	NOTICES SENT	NO
9030436375	NATIONAL GOVERNMENT	-	-	-	-	1 468,07	1 468,07	NOTICES SENT	NO
9031049262	NATIONAL GOVERNMENT	1 558,72	686,13	448,97	448,97	2 912,87	6 055,66	NOTICES SENT	NO
9031049327	NATIONAL GOVERNMENT	762,20	487,00	249,84	249,84	1 917,22	3 666,10	NOTICES SENT	NO
9031049444	NATIONAL GOVERNMENT	528,72	428,63	191,47	191,47	1 625,37	2 965,66	NOTICES SENT	NO
9031049482	NATIONAL GOVERNMENT	542,44	432,06	194,90	194,90	1 642,53	3 006,83	NOTICES SENT	NO
9031049640	NATIONAL GOVERNMENT	789,64	493,86	256,70	256,70	1 951,52	3 748,42	NOTICES SENT	NO
9031067017	NATIONAL GOVERNMENT	6 269,24	1 863,76	1 626,60	1 626,60	26 568,00	37 954,20	YES	NO
9031069019	NATIONAL GOVERNMENT	3 522,60	1 177,10	939,94	939,94	5 367,72	11 947,30	YES	NO
9031080018	NATIONAL GOVERNMENT	2 073,72	814,88	577,72	577,72	3 556,62	7 600,66	NOTICES SENT	NO
9031490149	NATIONAL GOVERNMENT	1 373,32	639,78	402,62	402,62	2 681,12	5 499,46	NOTICES SENT	NO
9031491102	NATIONAL GOVERNMENT	1 030,00	553,95	316,79	316,79	2 251,97	4 469,50	NOTICES SENT	NO
9031491205	NATIONAL GOVERNMENT	446,32	408,03	170,87	170,87	1 522,37	2 718,46	NOTICES SENT	NO
9031491494	NATIONAL GOVERNMENT	2 904,60	1 022,60	785,44	785,44	4 595,22	10 093,30	NOTICES SENT	NO
9090280015	NATIONAL GOVERNMENT	2 228,40	853,55	616,39	616,39	4 401,57	8 716,30	NOTICES SENT	NO
9090281016	NATIONAL GOVERNMENT	2 434,72	905,13	667,97	667,97	4 007,87	8 683,66	NOTICES SENT	NO
9090282017	NATIONAL GOVERNMENT	2 352,20	884,50	647,34	647,34	11 916,85	16 448,23	YES	NO
9090283001	NATIONAL GOVERNMENT	2 517,24	925,76	688,60	688,60	4 111,02	8 931,22	NOTICES SENT	NO
9090284002	NATIONAL GOVERNMENT	1 898,24	771,01	533,85	533,85	3 339,27	7 076,22	NOTICES SENT	NO
9090286004	NATIONAL GOVERNMENT	12 792,64	3 494,61	3 257,45	3 257,45	17 003,27	39 805,42	YES	NO
9090292009	NATIONAL GOVERNMENT	4 333,00	1 379,70	1 142,54	1 142,54	6 380,72	14 378,50	NOTICES SENT	NO
9090299020	NATIONAL GOVERNMENT	2 149,24	833,76	596,60	596,60	3 657,02	7 833,22	NOTICES SENT	NO
9090301004	NATIONAL GOVERNMENT	3 260,04	1 111,46	874,30	874,30	5 040,36	11 160,46	NOTICES SENT	NO
9090436003	NATIONAL GOVERNMENT	-	-	-	-	1 709,07	1 709,07	NOTICES SENT	NO
9094326009	NATIONAL GOVERNMENT	16 321,24	4 376,76	4 139,60	4 139,60	504 290,32	533 267,52	YES	NO
9094352882	NATIONAL GOVERNMENT	583,64	442,36	205,20	205,20	1 696,66	3 133,06	NOTICES SENT	NO
9190436019	NATIONAL GOVERNMENT	-	-	-	-	1 453,65	1 453,65	NOTICES SENT	NO
9190436105	NATIONAL GOVERNMENT	-	-	-	-	1 709,10	1 709,10	NOTICES SENT	NO
9190436143	NATIONAL GOVERNMENT	-	-	-	-	1 606,10	1 606,10	NOTICES SENT	NO

9190436150	NATIONAL GOVERNMENT	-	-	-	-	1 647,30	1 647,30	NOTICES SENT	NO
9190436181	NATIONAL GOVERNMENT	-	-	-	-	1 410,40	1 410,40	NOTICES SENT	NO
9190436198	NATIONAL GOVERNMENT	-	-	-	-	1 406,27	1 406,27	NOTICES SENT	NO
		87 229,32	30 700,83	23 586,03	23 586,03	664 911,79	830 014,00		

Department of Transport

3000552106	DEPARTMENT OF PUBLIC	10 447,68	-	-	-	-	10 447,68		YES
		10 447,68	-	-	-	-	10 447,68		

Provincial Department of Public Works & Infrastructure

2000447005	PROVINCIAL GOVERNMENT	12 172,33	12 286,45	12 400,57	12 514,69	104 513,84	153 887,88	YES	NO
2000612007	PROVINCIAL GOVERNMENT	425,35	428,91	432,47	436,03	9 065,86	10 788,62	NOTICES SENT	NO
2000613008	PROVINCIAL GOVERNMENT	425,35	428,91	432,47	436,03	9 065,86	10 788,62	NOTICES SENT	NO
2000614009	PROVINCIAL GOVERNMENT	425,35	428,91	432,47	436,03	9 065,86	10 788,62	NOTICES SENT	NO
2000615000	PROVINCIAL GOVERNMENT	432,57	436,20	439,83	443,46	12 751,43	14 503,49	NOTICES SENT	NO
2000618003	PROVINCIAL GOVERNMENT	7 108,18	7 174,82	7 241,46	7 308,10	51 727,38	80 559,94	YES	NO
2001099007	PROVINCIAL GOVERNMENT	11 311,08	11 417,12	11 523,16	11 629,20	79 876,08	125 756,64	YES	NO
3000372014	PROVINCIAL GOVERNMENT	4 237,35	4 237,35	4 237,35	4 237,35	21 186,75	38 136,15	NOTICES SENT	NO
3000386000	PROVINCIAL GOVERNMENT	3 234,69	3 234,69	3 234,69	3 234,69	16 173,45	29 112,21	NOTICES SENT	NO
3000475007	PROVINCIAL GOVERNMENT	1 561,02	1 561,02	1 561,02	1 561,02	27 388,45	33 632,53	NOTICES SENT	NO
3000500013	PROVINCIAL GOVERNMENT	23 196,33	23 196,33	23 196,33	23 196,33	115 981,65	208 766,97	YES	NO
3000512007	PROVINCIAL GOVERNMENT	17 110,16	17 110,16	17 110,16	17 110,16	85 550,80	153 991,44	YES	NO
3000513008	PROVINCIAL GOVERNMENT	1 035,37	1 035,37	1 035,37	1 035,37	5 176,85	9 318,33	NOTICES SENT	NO
3000547009	PROVINCIAL GOVERNMENT	7 303,40	7 303,40	7 303,40	7 303,40	36 517,00	65 730,60	YES	NO
3000563010	PROVINCIAL GOVERNMENT	532,81	532,81	532,81	532,81	14 417,77	16 549,01	NOTICES SENT	NO

3000591015	PROVINCIAL GOVERNMENT	22 162,83	22 162,83	22 162,83	22 162,83	110 814,15	199 465,47	YES	NO
3000737004	REPUBLIC OF SOUTH AF	856,28	856,28	856,28	856,28	72 625,31	76 050,43	YES	NO
3000783005	PROVINCIAL GOVERNMENT	1 734,32	1 734,32	1 734,32	1 734,32	30 179,28	37 116,56	YES	NO
3001094009	PROVINCIAL GOVERNMENT	9 921,60	9 921,60	9 921,60	9 921,60	49 608,00	89 294,40	YES	NO
3001137005	PROVINCIAL GOVERNMENT	415,27	415,27	415,27	415,27	6 524,36	8 185,44	NOTICES SENT	NO
3001138006	PROVINCIAL GOVERNMENT	174,12	174,12	174,12	174,12	870,60	1 567,08	NOTICES SENT	NO
3001968205	PROVINCIAL GOVERNMENT	330,13	330,13	330,13	330,13	1 650,65	2 971,17	NOTICES SENT	NO
3001982197	PROVINCIAL GOVERNMENT	103,65	103,65	103,65	103,65	1 621,51	2 036,11	NOTICES SENT	NO
3001983019	PROVINCIAL GOVERNMENT	144,91	144,91	144,91	144,91	2 270,63	2 850,27	NOTICES SENT	NO
3001999014	DEPARTMENT OF EDUCAT	-	-	-	-	-	-		NO
4000028011	PROVINCIAL GOVERNMENT	6 775,16	6 775,16	6 775,16	6 775,16	106 593,30	133 693,94	YES	NO
4000031020	PROVINCIAL GOVERNMENT	3 518,24	3 518,24	3 518,24	3 518,24	17 591,20	31 664,16	YES	NO
4000166029	PROVINCIAL GOVERNMENT	33 110,22	28 374,12	27 943,55	63 992,79	1 401 328,36	1 554 749,04	YES	YES
4000167020	REPUBLIC OF SA	2 777,35	2 777,35	2 777,35	2 777,35	31 449,28	42 558,68	YES	NO
4000193016	PROVINCIAL GOVERNMENT	4 178,19	4 178,19	4 178,19	4 178,19	68 564,27	85 277,03	YES	NO
4000445021	EDUCATIONAL TRUSTEES	2 125,23	2 125,23	2 125,23	2 125,23	49 403,03	57 903,95	YES	NO
4000676016	PROVINCIAL GOVERNMENT	1 895,65	1 895,65	1 895,65	1 895,65	10 146,27	17 728,87	NOTICES SENT	NO
4000677017	PROVINCIAL GOVERNMENT	-	-	-	-	1 340,59	1 340,59	NOTICES SENT	NO
4000696014	PROVINCIAL GOVERNMENT	110,87	110,87	110,87	110,87	1 735,11	2 178,59	NOTICES SENT	NO
4000697015	PROVINCIAL GOVERNMENT	144,43	144,43	144,43	144,43	1 167,71	1 745,43	NOTICES SENT	NO
4000741011	REPUBLIEK VAN SUID-A	2 777,35	2 777,35	2 777,35	2 777,35	46 521,67	57 631,07	YES	NO
4000781110	DEPARTMENT OF EDUCAT	10 911,04	10 911,04	10 911,04	10 911,04	54 555,20	98 199,36	YES	NO
4000803124	PROVINCIAL GOVERNMENT	-	-	-	-	489,66	489,66		NO
4000804091	PROVINCIAL GOVERNMENT	-	-	-	-	489,66	489,66		NO
4000854010	PROVINCIAL GOVERNMENT	180,60	180,60	180,60	180,60	903,00	1 625,40	NOTICES SENT	NO

4002264006	EDUCATIONAL TRUSTEES	5 264,28	5 264,28	5 264,28	5 264,28	265 889,06	286 946,18	YES	NO
4003840009	EDUCATIONAL TRUSTEES	2 097,07	2 097,07	2 097,07	2 097,07	218 682,94	227 071,22	YES	NO
4004855006	PROVINCIAL GOVERNMENT	1 158,25	1 158,25	1 158,25	1 158,25	5 791,25	10 424,25	NOTICES SENT	NO
4004856007	PROVINCIAL GOVERNMENT	1 168,57	1 168,57	1 168,57	1 168,57	5 842,85	10 517,13	NOTICES SENT	NO
4004857008	PROVINCIAL GOVERNMENT	1 168,57	1 168,57	1 168,57	1 168,57	5 842,85	10 517,13	NOTICES SENT	NO
4004858009	PROVINCIAL GOVERNMENT	1 158,25	1 158,25	1 158,25	1 158,25	19 546,56	24 179,56	YES	NO
4005195006	PROVINCIAL GOVERNMENT	10 851,75	10 851,75	10 851,75	10 851,75	66 015,80	109 422,80	YES	NO
4006352004	PROVINCIAL GOVERNMENT	11 288,11	11 288,11	11 288,11	11 288,11	56 440,55	101 592,99	YES	NO
4008837002	PROVINCIAL GOVERNMENT	17 110,16	17 270,57	17 430,98	17 591,39	1 199 399,30	1 268 802,40	YES	NO
4009932014	PROVINCIAL GOVERNMENT	28 680,33	28 680,33	28 680,33	28 680,33	1 485 778,91	1 600 500,23	YES	NO
4500022027	PROVINCIAL GOVERNMENT	8 991,45	8 991,45	8 991,45	8 991,45	44 957,25	80 923,05	YES	NO
4500025006	PROVINCIAL GOVERNMENT	79,43	79,43	79,43	79,43	1 249,54	1 567,26	NOTICES SENT	NO
4500026007	PROVINCIAL GOVERNMENT	2 061,06	1 966,02	2 023,05	2 023,05	17 436,47	25 509,65	YES	YES
5000465002	ADMINISTRATOR OF THE	1 058,49	1 058,49	1 058,49	1 058,49	17 160,99	21 394,95	YES	NO
6000033002	REPUBLIC OF SOUTH AF	656,56	656,56	656,56	656,56	42 390,40	45 016,64	YES	NO
6000261001	PROVINCIAL GOVERNMENT	5 598,12	5 598,12	5 598,12	5 598,12	95 343,95	117 736,43	YES	NO
6000267007	PROVINCIAL GOVERNMENT	1 469,86	1 469,86	1 469,86	1 469,86	7 349,30	13 228,74	YES	NO
6000268204	PROVINCIAL GOVERNMENT	7 662,41	7 662,41	7 662,41	7 662,41	430 673,49	461 323,13	YES	NO
6000312004	PROVINCIAL GOVERNMENT	2 629,68	2 629,68	2 629,68	2 629,68	13 148,40	23 667,12	YES	NO
6000348007	PROVINCIAL GOVERNMENT	7 122,85	7 122,85	7 122,85	7 122,85	184 622,94	213 114,34	YES	YES
7000400007	PROVINCIAL GOVERNMENT	2 643,85	2 643,85	2 643,85	2 643,85	40 470,68	51 046,08	YES	NO
7000996009	PROVINCIAL GOVERNMENT	8 204,53	8 204,53	8 204,53	8 204,53	41 022,65	73 840,77	YES	NO
8000002046	PROVINCIAL GOVERNMENT	7 487,13	7 487,13	7 487,13	7 487,13	37 435,65	67 384,17	YES	NO
8000110002	PROVINCIAL GOVERNMENT	-	-	-	-	31,62	31,62		NO

8000242008	PROVINCIAL GOVERNMENT	(368,08)	-	-	-	-	(368,08)		NO
8000279002	PROVINCIAL GOVERNMENT	45,39	45,39	45,39	45,39	714,02	895,58		NO
8000376006	PROVINCIAL GOVERNMENT	-	-	-	-	73,60	73,60		NO
8000763002	PROVINCIAL GOVERNMENT	-	-	-	-	171,37	171,37		NO
8000776004	PROVINCIAL GOVERNMENT	-	-	-	-	9,19	9,19		NO
8000777005	PROVINCIAL GOVERNMENT	-	-	-	-	700,80	700,80		NO
8000778006	PROVINCIAL GOVERNMENT	-	-	-	-	492,44	492,44		NO
8000779007	PROVINCIAL GOVERNMENT	-	-	-	-	777,95	777,95		NO
8000780007	PROVINCIAL GOVERNMENT	-	-	-	-	583,47	583,47		NO
8000781008	PROVINCIAL GOVERNMENT	-	-	-	-	583,47	583,47		NO
8000782009	PROVINCIAL GOVERNMENT	-	-	-	-	607,01	607,01		NO
8000783000	PROVINCIAL GOVERNMENT	-	-	-	-	607,01	607,01		NO
8000784001	PROVINCIAL GOVERNMENT	-	-	-	-	607,01	607,01		NO
8000785002	PROVINCIAL GOVERNMENT	-	-	-	-	138,01	138,01		NO
8000790109	PROVINCIAL GOVERNMENT	-	-	-	-	191,84	191,84		NO
8000849203	PROVINCIAL GOVERNMENT	-	-	-	-	487,06	487,06		NO
8000863009	PROVINCIAL GOVERNMENT	-	-	-	-	73,60	73,60		NO
8000868011	PROVINCIAL GOVERNMENT	-	-	-	-	378,41	378,41		NO
8000891004	PROVINCIAL GOVERNMENT	49,52	49,52	49,52	49,52	936,55	1 134,63		NO
8000892122	PROVINCIAL GOVERNMENT	-	-	-	-	-	-		NO
8000893020	PROVINCIAL GOVERNMENT	1 221,20	1 221,20	1 221,20	1 221,20	6 106,00	10 990,80	NOTICES SENT	NO
8000894007	PROVINCIAL GOVERNMENT	-	-	-	-	396,83	396,83		NO

8000895008	PROVINCIAL GOVERNMENT	-	-	-	-	396,83	396,83		NO
8000896195	PROVINCIAL GOVERNMENT	-	-	-	-	396,83	396,83		NO
8000897127	PROVINCIAL GOVERNMENT	-	-	-	-	396,83	396,83		NO
8000898001	PROVINCIAL GOVERNMENT	-	-	-	-	396,83	396,83		NO
9010130008	NATIONAL GOVERNMENT	109,07	109,07	109,07	109,07	22 726,79	23 163,07	YES	NO
9030335205	PROVINCIAL GOVERNMENT	105,64	105,64	105,64	105,64	1 653,61	2 076,17	NOTICES SENT	NO
9030691055	PROVINCIAL GOVERNMENT	62,38	62,38	62,38	62,38	972,36	1 221,88	NOTICES SENT	NO
9030693033	PROVINCIAL GOVERNMENT	6 433,21	3 404,75	3 404,75	3 404,75	36 899,08	53 546,54	YES	YES
9030695035	PROVINCIAL GOVERNMENT	459,27	459,27	459,27	459,27	7 222,46	9 059,54	NOTICES SENT	NO
9030745257	PROVINCIAL GOVERNMENT	90,19	90,19	90,19	90,19	1 410,31	1 771,07	NOTICES SENT	NO
9030746258	PROVINCIAL GOVERNMENT	371,72	371,72	371,72	371,72	5 843,76	7 330,64	NOTICES SENT	NO
9030746265	REPUBLIEK VAN SUID-A	329,60	329,60	329,60	329,60	5 190,40	6 508,80	NOTICES SENT	NO
9090436900	LOERIERIVIER PRIMARY	976,08	976,08	976,08	976,08	15 356,65	19 260,97	YES	NO
9090436979	LOERIERIVIER PRIMARY	472,69	472,69	472,69	472,69	7 427,71	9 318,47	NOTICES SENT	NO
9090448774	PROVINCIAL GOVERNMENT	415,94	415,94	415,94	415,94	6 427,81	8 091,57	NOTICES SENT	NO
9090496014	PROVINCIAL GOVERNMENT	60,32	60,32	60,32	60,32	939,92	1 181,20	NOTICES SENT	NO
		340 354,73	333 324,73	333 412,71	369 923,47	7 082 923,61	8 478 530,49		

Department of Water & Sanitation

9030012131	EASTERN CAPE PARKES	41,20	26,36	-	-	-	67,56		NO
9030807865	REPUBLIEK VAN SUID-A	224,09	224,09	224,09	224,09	6 055,09	6 951,45	NOTICES SENT	NO
9030808017	REPUBLIEK VAN SUID-A	776,85	776,85	776,85	776,85	21 025,91	24 133,31	Y	NO
		1 042,14	1 027,30	1 000,94	1 000,94	27 081,00	31 152,32		

Department of Economic Development, Environmental Affairs & Tourism

4010271069	SEEKOEI RIVER NATURE	(13 896,33)	-	-	-	-	(13 896,33)		NO
		(13 896,33)	-	-	-	-	(13 896,33)		

Department of Education

2000447108	HANKEY PRIMARY (PHIL	13 320,80	5 733,50	3 210,14	32 099,71	14 311,54	68 675,69	YES	YES
2001099100	HANKEY SEN SEC SCHOO	(1 395,33)	-	-	-	-	(1 395,33)		YES
2088810001	WESTON PRIMARY SCHOO	841,23	841,23	841,23	841,23	1 682,46	5 047,38	NOTICES SENT	YES
2099900003	VUKANI PRIMARY SCHOO	12 430,19	-	-	-	-	12 430,19		YES
3000372117	KRUISFONTEIN PRIMARY	19 090,15	-	-	-	-	19 090,15		YES
3000452109	ST PATRICKS PRIMARY	7 861,11	5 162,04	5 343,51	8 225,51	825,19	27 417,36	NOTICES SENT	YES
3000591084	HUMANSDORP SECONDARY	63 764,98	51 938,10	37 571,00	58 548,84	1 852 008,11	2 063 831,03	YES	YES
3000591101	HUMANSDORP SENIOR SE	74 909,59	66 414,43	-	-	-	141 324,02		YES
3000591118	GRASLAAGTE PRIMARY	47 122,85	50 474,16	-	-	-	97 597,01		YES
3001325101	MZINGISI PRIMARY	27 464,69	-	-	-	-	27 464,69		YES
3001968119	LUNGISO SEN SEC SCHO	(121 307,06)	-	-	-	-	(121 307,06)		YES
4000028114	PELLSRUS PRIMARY SCH	85 667,25	52 556,41	67 822,46	111 999,48	34 920,14	352 965,74	NOTICES SENT	YES
4000560100	MAKUKHANYE PRIMARY S	12 216,47	4 689,16	-	-	-	16 905,63		YES
4006797230	JEFFREYS BAY COMPREH	25 796,98	-	-	-	-	25 796,98		YES
4500002108	LOERIEHEUWEL PRIMARY	1 529,74	1 529,74	-	-	-	3 059,48		YES
4500022106	PHUMLULE PRIMARY SCH	2 815,16	323,22	-	-	-	3 138,38		YES
5000620005	SAND WATER SCHOOL	7 834,43	2 479,78	2 622,19	867,00	3 290,97	17 094,37	NOTICES SENT	YES
6000269157	LAERSKOOL GAMTOOSVAL	654,55	654,55	654,55	654,55	18 048,27	20 666,47	NOTICES SENT	NO
6000321019	MASISABENZE PRIMARY	(4 757,40)	-	-	-	-	(4 757,40)		YES
7000626029	SEA VISTA PRIMARY SC	18 318,27	19 423,24	15 225,79	16 623,78	40 856,44	110 447,52	NOTICES SENT	YES
7009987008	SEA VISTA PRIMARY SC	-	-	-	-	-	-		NO
8000110105	THORNHILL PRIMARY	2 402,93	-	-	-	-	2 402,93		YES
		296 581,58	262 219,56	133 290,87	229 860,10	1 965 943,12	2 887 895,23		

Department of Human Settlements

8000001014	PROVINCIAL GOVERNMENT	-	-	-	-	41,24	41,24		NO
8000004017	PROVINCIAL GOVERNMENT	-	-	-	-	1 892,21	1 892,21	NOTICES SENT	NO
8000006033	PROVINCIAL GOVERNMENT	-	-	-	-	1 892,21	1 892,21	NOTICES SENT	NO
8000007010	PROVINCIAL GOVERNMENT	-	-	-	-	1 892,21	1 892,21	NOTICES SENT	NO
8000008028	PROVINCIAL GOVERNMENT	-	-	-	-	1 899,41	1 899,41	NOTICES SENT	NO
8000017105	PROVINCIAL GOVERNMENT	-	-	-	-	2 341,49	2 341,49	NOTICES SENT	NO
8000019011	PROVINCIAL GOVERNMENT	-	-	-	-	2 329,58	2 329,58	NOTICES SENT	NO

8000021005	PROVINCIAL GOVERNMENT	-	-	-	-	1 892,21	1 892,21	NOTICES SENT	NO
8000028019	PROVINCIAL GOVERNMENT	-	-	-	-	1 892,21	1 892,21	NOTICES SENT	NO
8000030003	PROVINCIAL GOVERNMENT	-	-	-	-	1 892,21	1 892,21	NOTICES SENT	NO
8000031011	PROVINCIAL GOVERNMENT	-	-	-	-	1 892,21	1 892,21	NOTICES SENT	NO
8000034014	PROVINCIAL GOVERNMENT	-	-	-	-	3 129,62	3 129,62	NOTICES SENT	NO
8000037017	PROVINCIAL GOVERNMENT	-	-	-	-	1 928,21	1 928,21	NOTICES SENT	NO
8000040002	PROVINCIAL GOVERNMENT	-	-	-	-	1 892,21	1 892,21	NOTICES SENT	NO
8000043108	PROVINCIAL GOVERNMENT	-	-	-	-	3 420,31	3 420,31	NOTICES SENT	NO
8000046008	PROVINCIAL GOVERNMENT	-	-	-	-	2 329,58	2 329,58	NOTICES SENT	NO
8000048000	PROVINCIAL GOVERNMENT	-	-	-	-	2 910,95	2 910,95	NOTICES SENT	NO
8000051002	PROVINCIAL GOVERNMENT	-	-	-	-	1 928,21	1 928,21	NOTICES SENT	NO
8000054012	PROVINCIAL GOVERNMENT	-	-	-	-	1 892,21	1 892,21	NOTICES SENT	NO
8000055123	PROVINCIAL GOVERNMENT	-	-	-	-	1 892,21	1 892,21	NOTICES SENT	NO
8000056007	PROVINCIAL GOVERNMENT	-	-	-	-	1 892,21	1 892,21	NOTICES SENT	NO
8000065012	PROVINCIAL GOVERNMENT	-	-	-	-	1 899,41	1 899,41	NOTICES SENT	NO
8000070009	PROVINCIAL GOVERNMENT	-	-	-	-	1 892,21	1 892,21	NOTICES SENT	NO
8000074106	PROVINCIAL GOVERNMENT	-	-	-	-	10 042,13	10 042,13	NOTICES SENT	NO
8000082017	PROVINCIAL GOVERNMENT	-	-	-	-	2 110,88	2 110,88	NOTICES SENT	NO
8000083018	PROVINCIAL GOVERNMENT	-	-	-	-	2 473,58	2 473,58	NOTICES SENT	NO
8000087012	PROVINCIAL GOVERNMENT	-	-	-	-	4 439,05	4 439,05	NOTICES SENT	NO
8000092016	PROVINCIAL GOVERNMENT	-	-	-	-	3 857,68	3 857,68	NOTICES SENT	NO
8000095002	PROVINCIAL GOVERNMENT	-	-	-	-	1 892,21	1 892,21	NOTICES SENT	NO

8000096010	PROVINCIAL GOVERNMENT	-	-	-	-	1 928,21	1 928,21	NOTICES SENT	NO
8000097011	PROVINCIAL GOVERNMENT	-	-	-	-	3 929,69	3 929,69	NOTICES SENT	NO
8000100027	PROVINCIAL GOVERNMENT	-	-	-	-	5 162,49	5 162,49	NOTICES SENT	NO
8000101028	PROVINCIAL GOVERNMENT	-	-	-	-	710,42	710,42		NO
8000103013	PROVINCIAL GOVERNMENT	-	-	-	-	1 892,21	1 892,21	NOTICES SENT	NO
8000108001	PROVINCIAL GOVERNMENT	-	-	-	-	2 365,58	2 365,58	NOTICES SENT	NO
8000112004	PROVINCIAL GOVERNMENT	-	-	-	-	2 910,95	2 910,95	NOTICES SENT	NO
8000114013	PROVINCIAL GOVERNMENT	-	-	-	-	1 892,21	1 892,21	NOTICES SENT	NO
8000115007	PROVINCIAL GOVERNMENT	-	-	-	-	1 892,21	1 892,21	NOTICES SENT	NO
8000116015	PROVINCIAL GOVERNMENT	-	-	-	-	3 929,69	3 929,69	NOTICES SENT	NO
8000117016	PROVINCIAL GOVERNMENT	-	-	-	-	2 401,57	2 401,57	NOTICES SENT	NO
8000119001	PROVINCIAL GOVERNMENT	-	-	-	-	2 401,57	2 401,57	NOTICES SENT	NO
8000280002	PROVINCIAL GOVERNMENT	-	-	-	-	368,08	368,08		NO
9010436108	PROVINCIAL GOVERNMENT	(48 993,70)	-	-	-	-	(48 993,70)	WAITING FOR CONFIRMATION TO RE-ALLOCATE	NO
9020391015	NATIONAL HOUSING BOA	71,13	71,13	71,13	71,13	5 495,31	5 779,83	NOTICES SENT	NO
9020398012	NATIONAL HOUSING BOA	79,89	79,89	79,89	79,89	8 970,14	9 289,70	NOTICES SENT	NO
9030319012	NASIONALE BEHUISINGS	3 750,12	3 750,12	3 750,12	3 750,12	719 277,03	734 277,51	YES	NO
9030321161	NASIONALE BEHUISINGS	878,14	878,14	878,14	878,14	40 335,52	43 848,08	YES	NO
9030321178	NASIONALE BEHUISINGS	0,17	0,17	0,17	0,17	578,03	578,71		NO
		(44 214,25)	4 779,45	4 779,45	4 779,45	878 120,97	848 245,07		

South African National Roads Agency Limited (SANRAL)

9014460321	SOUTH AFRICAN NATION	(0,99)	-	-	-	-	(0,99)		NO
9030319005	SOUTH AFRICAN NATION	-	-	-	-	843,41	843,41		NO
9034510507	SOUTH AFRICAN NATION	(265,14)	-	-	-	-	(265,14)		NO
		(266,13)	-	-	-	843,41	577,28		

South African Social Security Agency (SASSA)

3003304050	SOUTH AFRICAN SOCIAL	11 153,09	-	-	-	-	11 153,09		YES
		11 153,09	-	-	-	-	11 153,09		

National Department of Public Works & Infrastructure

2000580001	THE NATIONAL GOVERNMENT	909,05	917,50	925,95	934,40	5 727,41	9 414,31	NOTICES SENT	NO
2000594004	THE NATIONAL GOVERNMENT	956,35	965,32	974,29	783,91	-	3 679,87	NOTICES SENT	NO
2000594231	THE NATIONAL GOVERNMENT	1 869,93	-	-	-	-	1 869,93		YES
2000595005	THE NATIONAL GOVERNMENT	342,82	345,61	348,40	351,19	3 028,52	4 416,54	NOTICES SENT	NO
2000596109	NATIONAL DEPARTMENT	3 666,49	-	-	-	-	3 666,49		YES
2000597014	THE NATIONAL GOVERNMENT	1 120,29	289,16	824,21	830,93	13 486,25	16 550,84	YES	YES
2000630003	THE NATIONAL GOVERNMENT	1 801,99	2 487,53	1 211,84	1 085,86	22 861,23	29 448,45	YES	YES
2000679015	HANKEY MAGISTRATES O	4 238,73	4 928,22	5 500,66	5 289,14	40 532,57	60 489,32	YES	YES
2002985196	THE NATIONAL GOVERNMENT	19 727,44	5 362,71	3 351,55	-	-	28 441,70		NO
2003010026	THE NATIONAL GOVERNMENT	(811,73)	-	-	-	-	(811,73)		NO
2003011010	THE NATIONAL GOVERNMENT	282,49	-	-	-	-	282,49		NO
2003164204	THE NATIONAL GOVERNMENT	(1 088,60)	-	-	-	-	(1 088,60)		NO
2090000845	THE NATIONAL GOVERNMENT	4 304,75	-	-	-	-	4 304,75		YES
3000053009	THE NATIONAL GOVERNMENT	8 629,15	-	-	-	-	8 629,15		YES
3000088001	THE NATIONAL GOVERNMENT	33 724,96	34 700,61	29 701,39	32 338,28	217 198,70	347 663,94	YES	YES
3000088111	THE NATIONAL GOVERNMENT	4 273,98	-	-	-	-	4 273,98		YES
3000219003	EASTERN CAPE PARKES	-	-	-	-	-	-		NO
3000636006	THE NATIONAL GOVERNMENT	1 147,93	1 147,93	1 147,93	1 147,93	58 828,26	63 419,98	YES	NO
3000663000	THE NATIONAL GOVERNMENT	3 880,81	3 738,91	3 040,05	2 919,32	17 275,40	30 854,49	YES	YES
3000663206	THE NATIONAL GOVERNMENT	-	-	-	-	9 699,36	9 699,36	YES	NO

3000665002	THE NATIONAL GOVERNMENT	6 870,30	6 607,89	-	-	-	13 478,19		YES
3000666003	THE NATIONAL GOVERNMENT	788,62	-	-	-	-	788,62		YES
3000666151	THE NATIONAL GOVERNMENT	-	-	-	-	44 060,92	44 060,92	YES	NO
3000673009	THE NATIONAL GOVERNMENT	3 639,83	3 448,58	3 772,10	3 524,62	100 474,19	114 859,32	YES	YES
3000684009	THE NATIONAL GOVERNMENT	1 910,52	1 948,54	1 910,52	1 910,52	63 879,74	71 559,84	YES	YES
3000719084	EASTERN CAPE PARKES	3 465,56	-	-	-	-	3 465,56		YES
3000909003	THE NATIONAL GOVERNMENT	2 494,08	2 494,08	2 494,08	2 494,08	7 122,26	17 098,58	NOTICES SENT	YES
3000917000	THE NATIONAL GOVERNMENT	2 627,40	2 418,47	2 330,28	2 567,01	73 064,66	83 007,82	YES	YES
3001168113	EASTERN CAPE PARKES	1 342,22	-	-	-	-	1 342,22		YES
3001169107	EASTERN CAPE PARKES	12 015,03	10 727,17	-	-	-	22 742,20		YES
3001201009	THE NATIONAL GOVERNMENT	1 426,43	1 426,43	1 426,43	1 426,43	14 162,11	19 867,83	NOTICES SENT	YES
3001201054	THE NATIONAL GOVERNMENT	32 677,99	-	-	-	-	32 677,99		YES
3001202000	THE NATIONAL GOVERNMENT	-	-	-	-	688,96	688,96		NO
3001203018	THE NATIONAL GOVERNMENT	(9,77)	-	-	-	-	(9,77)		YES
3001204002	THE NATIONAL GOVERNMENT	1 509,10	1 509,10	1 509,10	1 509,10	111 758,79	117 795,19	YES	YES
3001205003	THE NATIONAL GOVERNMENT	(695,15)	-	-	-	-	(695,15)		YES
3001205113	THE NATIONAL GOVERNMENT	-	-	-	-	11 363,00	11 363,00	NOTICES SENT	NO
3001206004	THE NATIONAL GOVERNMENT	(4 254,01)	-	-	-	-	(4 254,01)		YES
3001744003	THE NATIONAL GOVERNMENT	8 093,90	8 093,90	4 952,14	-	-	21 139,94	YES	YES
3002433050	EASTERN CAPE PARKES	1 172,73	-	-	-	-	1 172,73		YES
3002918014	THE NATIONAL GOVERNMENT	37,14	37,14	37,14	37,14	2 053,40	2 201,96		NO
3004301005	NATIONAL GOVERNMENT	41 339,52	4 057,48	-	-	-	45 397,00		YES
3088888236	EASTERN CAPE PARKES	-	-	-	-	-	-		NO
4000004150	EASTERN CAPE PARKES	21 271,29	-	-	-	-	21 271,29		YES
4000433006	THE NATIONAL GOVERNMENT	3 773,72	2 386,77	2 424,79	2 424,79	81 925,32	92 935,39	YES	YES

4000693004	THE NATIONAL GOVERNMENT	2 429,63	2 467,65	2 429,63	2 391,61	196 615,55	206 334,07	YES	YES
4000694005	THE NATIONAL GOVERNMENT	2 336,61	2 355,62	2 355,62	2 317,60	143 937,71	153 303,16	YES	YES
4001003004	THE NATIONAL GOVERNMENT	642,81	642,81	642,81	642,81	816,85	3 388,09		NO
4005493005	THE NATIONAL GOVERNMENT	2 186,98	-	-	-	-	2 186,98		NO
4005493115	THE NATIONAL GOVERNMENT	14 129,19	92,68	-	-	-	14 221,87		YES
6000165008	THE NATIONAL GOVERNMENT	627,49	-	-	-	-	627,49		NO
6000165101	THE NATIONAL GOVERNMENT	3 698,00	-	-	-	-	3 698,00		YES
7000316005	THE NATIONAL GOVERNMENT	2 044,03	2 044,03	2 044,03	322,83	-	6 454,92		NO
7000316108	THE NATIONAL GOVERNMENT	8 646,48	-	-	-	-	8 646,48		YES
7001078089	THE NATIONAL GOVERNMENT	(348,44)	-	-	-	-	(348,44)		NO
8000100003	EASTERN CAPE PARKES	486,63	-	-	-	-	486,63		YES
9010130118	THE NATIONAL GOVERNMENT	231,81	-	-	-	-	231,81		NO
9010130125	THE NATIONAL GOVERNMENT	0,03	-	-	-	-	0,03		NO
9010130132	THE NATIONAL GOVERNMENT	14,09	-	-	-	-	14,09		NO
9010130149	THE NATIONAL GOVERNMENT	15,83	-	-	-	-	15,83		NO
9010130156	THE NATIONAL GOVERNMENT	67,53	21,95	-	-	-	89,48		NO
9010130163	THE NATIONAL GOVERNMENT	64,61	64,61	15,18	-	-	144,40		NO
9010130204	THE NATIONAL GOVERNMENT	471,29	296,35	-	-	-	767,64		NO
9010130503	THE NATIONAL GOVERNMENT	22,03	-	-	-	-	22,03		NO
9010130606	THE NATIONAL GOVERNMENT	65,47	15,71	-	-	-	81,18		NO
9010130709	THE NATIONAL GOVERNMENT	52,39	-	-	-	-	52,39		NO
9010131700	THE NATIONAL GOVERNMENT	(0,12)	-	-	-	-	(0,12)		NO

9010131803	THE NATIONAL GOVERNMENT	(0,17)	-	-	-	-	(0,17)		NO
9010131906	THE NATIONAL GOVERNMENT	86,75	86,75	86,75	86,75	30,20	377,20		NO
9010132000	THE NATIONAL GOVERNMENT	56,03	-	-	-	-	56,03		NO
9010132505	THE NATIONAL GOVERNMENT	4,80	4,80	4,80	4,80	80,80	100,00		NO
9010132608	THE NATIONAL GOVERNMENT	158,85	30,58	-	-	-	189,43		NO
9010132701	THE NATIONAL GOVERNMENT	62,55	15,75	-	-	-	78,30		NO
9010132804	THE NATIONAL GOVERNMENT	62,89	62,89	18,53	-	-	144,31		NO
9010132907	THE NATIONAL GOVERNMENT	63,06	63,06	36,52	-	-	162,64		NO
9010133001	THE NATIONAL GOVERNMENT	52,76	-	-	-	-	52,76		NO
9010133104	THE NATIONAL GOVERNMENT	(0,02)	-	-	-	-	(0,02)		NO
9010133207	THE NATIONAL GOVERNMENT	60,73	45,17	-	-	-	105,90		NO
9010133300	THE NATIONAL GOVERNMENT	55,16	-	-	-	-	55,16		NO
9010133403	THE NATIONAL GOVERNMENT	37,15	-	-	-	-	37,15		NO
9010133506	THE NATIONAL GOVERNMENT	(0,02)	-	-	-	-	(0,02)		NO
9010133609	THE NATIONAL GOVERNMENT	62,72	55,84	-	-	-	118,56		NO
9010133702	THE NATIONAL GOVERNMENT	(0,02)	-	-	-	-	(0,02)		NO
9010133805	THE NATIONAL GOVERNMENT	0,01	-	-	-	-	0,01		NO
9010133908	THE NATIONAL GOVERNMENT	62,72	62,72	6,94	-	-	132,38		NO
9010134002	THE NATIONAL GOVERNMENT	63,23	63,23	63,23	63,23	419,01	671,93		NO
9010134105	THE NATIONAL GOVERNMENT	36,08	-	-	-	-	36,08		NO
9010134208	THE NATIONAL GOVERNMENT	(0,05)	-	-	-	-	(0,05)		NO
9010134301	THE NATIONAL GOVERNMENT	20,32	-	-	-	-	20,32		NO

9010134404	THE NATIONAL GOVERNMENT	(0,13)	-	-	-	-	(0,13)		NO
9010134507	THE NATIONAL GOVERNMENT	(0,01)	-	-	-	-	(0,01)		NO
9010134600	THE NATIONAL GOVERNMENT	-	-	-	-	859,65	859,65		NO
9010134703	THE NATIONAL GOVERNMENT	73,88	73,88	73,88	63,07	-	284,71		NO
9010134806	THE NATIONAL GOVERNMENT	(0,10)	-	-	-	-	(0,10)		NO
9010134909	THE NATIONAL GOVERNMENT	79,89	79,89	79,89	17,81	-	257,48		NO
9010135302	THE NATIONAL GOVERNMENT	7,83	-	-	-	-	7,83		NO
9010135405	THE NATIONAL GOVERNMENT	(0,07)	-	-	-	-	(0,07)		NO
9010135508	THE NATIONAL GOVERNMENT	(0,22)	-	-	-	-	(0,22)		NO
9010135601	THE NATIONAL GOVERNMENT	71,13	71,13	71,13	11,64	-	225,03		NO
9010135704	THE NATIONAL GOVERNMENT	(16,83)	-	-	-	-	(16,83)		NO
9010135807	THE NATIONAL GOVERNMENT	78,17	78,17	78,17	8,87	-	243,38		NO
9010135900	THE NATIONAL GOVERNMENT	103,92	103,92	103,92	103,92	103,56	519,24		NO
9010136004	THE NATIONAL GOVERNMENT	63,92	63,92	48,15	-	-	175,99		NO
9010136107	THE NATIONAL GOVERNMENT	(0,17)	-	-	-	-	(0,17)		NO
9010136200	THE NATIONAL GOVERNMENT	117,65	117,65	45,17	-	-	280,47		NO
9010160108	THE NATIONAL GOVERNMENT	388,89	388,89	388,89	388,89	511,58	2 067,14		NO
9010240004	THE NATIONAL GOVERNMENT	806,04	806,04	806,04	806,04	5 940,96	9 165,12		NO
9010260002	THE NATIONAL GOVERNMENT	225,80	225,80	225,80	225,80	572,42	1 475,62		NO
9010280000	THE NATIONAL GOVERNMENT	117,65	79,77	-	-	-	197,42		NO
9010280206	THE NATIONAL GOVERNMENT	93,62	93,62	93,62	93,62	32,25	406,73		NO
9010290009	THE NATIONAL GOVERNMENT	145,12	145,12	145,12	145,12	272,05	852,53		NO

9010300005	THE NATIONAL GOVERNMENT	107,35	107,35	107,35	107,35	180,82	610,22		NO
9010320003	THE NATIONAL GOVERNMENT	0,15	-	-	-	-	0,15		NO
9010320209	THE NATIONAL GOVERNMENT	88,47	88,47	88,47	88,47	134,52	488,40		NO
9010320405	THE NATIONAL GOVERNMENT	124,52	124,52	124,52	124,52	360,91	858,99		NO
9010320508	THE NATIONAL GOVERNMENT	124,52	124,52	124,52	124,52	8,29	506,37		NO
9010320900	THE NATIONAL GOVERNMENT	(0,07)	-	-	-	-	(0,07)		NO
9010321004	THE NATIONAL GOVERNMENT	74,56	74,56	74,56	51,45	-	275,13		NO
9010321107	THE NATIONAL GOVERNMENT	48,61	-	-	-	-	48,61		NO
9010321200	THE NATIONAL GOVERNMENT	86,75	17,56	-	-	-	104,31		NO
9010321303	THE NATIONAL GOVERNMENT	110,79	110,79	110,79	110,79	316,54	759,70		NO
9010370008	THE NATIONAL GOVERNMENT	1,67	-	-	-	-	1,67		NO
9010380007	THE NATIONAL GOVERNMENT	101,08	-	-	-	-	101,08		NO
9010390408	THE NATIONAL GOVERNMENT	95,34	66,51	-	-	-	161,85		NO
9010390501	THE NATIONAL GOVERNMENT	74,05	74,05	74,05	72,45	-	294,60		NO
9010920304	THE NATIONAL GOVERNMENT	(0,01)	-	-	-	-	(0,01)		NO
9011250006	THE NATIONAL GOVERNMENT	280,74	203,48	-	-	-	484,22		NO
9011251007	THE NATIONAL GOVERNMENT	117,65	117,65	117,65	117,65	1 244,97	1 715,57		NO
9011253009	THE NATIONAL GOVERNMENT	1,48	-	-	-	-	1,48		NO
9012110006	THE NATIONAL GOVERNMENT	128,90	-	-	-	-	128,90		NO
9012180009	THE NATIONAL GOVERNMENT	297,90	297,90	297,90	297,90	105,38	1 296,98		NO
9012250009	THE NATIONAL GOVERNMENT	11,05	-	-	-	-	11,05		NO
9012260008	THE NATIONAL GOVERNMENT	109,07	109,07	109,07	109,07	80,89	517,17		NO

9012280006	THE NATIONAL GOVERNMENT	68,04	16,60	-	-	-	84,64		NO
9012300001	THE NATIONAL GOVERNMENT	105,10	-	-	-	-	105,10		NO
9012370004	THE NATIONAL GOVERNMENT	205,20	205,20	205,20	205,20	146,13	966,93		NO
9012500005	THE NATIONAL GOVERNMENT	122,80	122,80	23,12	-	-	268,72		NO
9012600002	THE NATIONAL GOVERNMENT	52,06	-	-	-	-	52,06		NO
9012700009	THE NATIONAL GOVERNMENT	60,73	39,18	-	-	-	99,91		NO
9012800006	THE NATIONAL GOVERNMENT	6,64	-	-	-	-	6,64		NO
9012900003	THE NATIONAL GOVERNMENT	85,04	49,57	-	-	-	134,61		NO
9018490007	THE NATIONAL GOVERNMENT	1 992,14	-	-	-	-	1 992,14		NO
9030004000	THE NATIONAL GOVERNMENT	99,56	99,56	63,39	-	-	262,51		NO
9030032067	THE NATIONAL GOVERNMENT	63,51	28,95	-	-	-	92,46		NO
9030065548	THE NATIONAL GOVERNMENT	433,52	433,52	433,52	433,52	420,34	2 154,42		NO
9030065555	THE NATIONAL GOVERNMENT	0,18	-	-	-	-	0,18		NO
9030162016	THE NATIONAL GOVERNMENT	1 093,51	1 093,51	847,63	-	-	3 034,65		NO
9030162023	THE NATIONAL GOVERNMENT	(0,08)	-	-	-	-	(0,08)		NO
9030163000	THE NATIONAL GOVERNMENT	0,05	-	-	-	-	0,05		NO
9030164001	THE NATIONAL GOVERNMENT	0,05	-	-	-	-	0,05		NO
9030167011	THE NATIONAL GOVERNMENT	(0,05)	-	-	-	-	(0,05)		NO
9030167028	THE NATIONAL GOVERNMENT	0,02	-	-	-	-	0,02		NO
9030167035	THE NATIONAL GOVERNMENT	5,75	-	-	-	-	5,75		NO
9030168012	THE NATIONAL GOVERNMENT	60,08	60,08	34,36	-	-	154,52		NO
9030168029	THE NATIONAL GOVERNMENT	107,35	107,35	107,35	73,01	-	395,06		NO

9030169020	THE NATIONAL GOVERNMENT	13,88	-	-	-	-	13,88		NO
9030169226	THE NATIONAL GOVERNMENT	(375,52)	-	-	-	-	(375,52)		NO
9030169233	THE NATIONAL GOVERNMENT	(44,92)	-	-	-	-	(44,92)		NO
9030169257	THE NATIONAL GOVERNMENT	72,68	72,68	72,68	3,69	-	221,73		NO
9030170013	THE NATIONAL GOVERNMENT	157,93	157,93	157,93	157,93	572,44	1 204,16		NO
9030170020	THE NATIONAL GOVERNMENT	121,09	58,76	-	-	-	179,85		NO
9030316064	THE NATIONAL GOVERNMENT	(0,02)	-	-	-	-	(0,02)		NO
9030352190	THE NATIONAL GOVERNMENT	79,89	79,89	72,56	-	-	232,34		NO
9030491367	THE NATIONAL GOVERNMENT	60,83	60,83	24,59	-	-	146,25		NO
9030491374	THE NATIONAL GOVERNMENT	254,06	254,06	254,06	254,06	51 124,32	52 140,56	YES	NO
9030491439	THE NATIONAL GOVERNMENT	82,40	82,40	82,40	82,40	109,77	439,37		NO
9030681111	THE NATIONAL GOVERNMENT	73,71	73,71	70,81	-	-	218,23		NO
9030681128	THE NATIONAL GOVERNMENT	(0,06)	-	-	-	-	(0,06)		NO
9030687038	THE NATIONAL GOVERNMENT	509,05	509,05	509,05	34,01	-	1 561,16		NO
9030687052	THE NATIONAL GOVERNMENT	252,18	-	-	-	-	252,18		NO
9030687083	THE NATIONAL GOVERNMENT	(0,08)	-	-	-	-	(0,08)		NO
9030687090	THE NATIONAL GOVERNMENT	(0,02)	-	-	-	-	(0,02)		NO
9030691031	THE NATIONAL GOVERNMENT	943,37	943,37	943,37	943,37	1 995,07	5 768,55		NO
9030746272	THE NATIONAL GOVERNMENT	439,48	-	-	-	-	439,48		NO
9030815013	THE NATIONAL GOVERNMENT	(254,83)	-	-	-	-	(254,83)		NO
9032987107	NATIONAL GOVERNMENT	(1 661,06)	-	-	-	-	(1 661,06)		NO
9090378004	THE NATIONAL GOVERNMENT	97,05	97,05	97,05	97,05	8 429,23	8 817,43	NOTICES SENT	NO

9090378011	THE NATIONAL GOVERNMENT	291,83	291,83	291,83	291,83	113 366,68	114 534,00	YES	NO
9090380012	THE NATIONAL GOVERNMENT	2 386,16	2 386,16	2 386,16	2 386,16	249 719,85	259 264,49	YES	NO
9090422103	THE NATIONAL GOVERNMENT	1 947,62	1 947,62	1 947,62	1 947,62	297 715,55	305 506,03	YES	NO
9090427012	THE NATIONAL GOVERNMENT	0,35	-	-	-	-	0,35		NO
9090427335	MTO FORESTRY	-	-	-	510,34	7 083,29	7 593,63		NO
9090432009	THE NATIONAL GOVERNMENT	137,33	138,62	139,91	141,20	4 451,11	5 008,17		NO
9090432085	THE NATIONAL GOVERNMENT	(0,13)	-	-	-	-	(0,13)		NO
9090432092	THE NATIONAL GOVERNMENT	1 486,13	-	-	-	-	1 486,13		NO
9090435174	THE NATIONAL GOVERNMENT	(0,26)	-	-	-	-	(0,26)		NO
9094361505	THE NATIONAL GOVERNMENT	(151,04)	-	-	-	-	(151,04)		NO
9094365004	THE NATIONAL GOVERNMENT	(817,26)	-	-	-	-	(817,26)		NO
9094365176	THE NATIONAL GOVERNMENT	188,04	188,04	188,04	11,53	-	575,65		NO
		284 494,79	121 973,80	87 928,18	78 046,15	1 986 949,74	2 559 392,66		

Grand Total State Accounts		1 381 877,22	1 171 709,50	976 106,02	1 038 438,12	12 679 089,62	17 265 811,72
Total Debtors Ageing as at 31 March 2026		76 974 020,04	21 880 555,97	15 053 832,18	13 067 304,44	262 086 957,02	389 062 669,65
Percentage Debt Owed by state							4%

DEVELOPMENT BANK OF SOUTH AFRICA (DBSA) NON LENDING SUPPORT

1. Introduction

The purpose of this item is to request Council approval to enable the Development Bank of Southern Africa (DBSA) to proceed with the implementation of the proposed Master Plans for Kouga Local Municipality. These Master Plans are intended to support sustainable infrastructure development, improve service delivery, and guide long-term planning within the municipality.

Council approval is required in line with governance and administrative processes to formally authorise DBSA to proceed with the next phase of implementation.

2. Background

2.1 Application for Grant Funding:

The Development Bank of Southern Africa (the "**DBSA**") has signed an MOA with **Sarah Baartman District** to provide planning, financing, and implementation support through the Partner-A-District programme. This programme offers an integrated, district-centred approach, which includes infrastructure planning, project preparation, operational support, infrastructure delivery, and capacity building support.

2.1.1 The Municipality seeks to develop infrastructure master and sector plans, along with operational support programmes for the Municipality (the "Project"). In this regard, the Project includes the following:

2.2 Infrastructure Plans

2.2.1 Water and Sanitation:

- Water & Sanitation Master Plan (WSMP).

2.2.2 Electricity and Energy:

- Electricity Master Plan (EMP).

2.2.3 Roads and Stormwater:

- Roads & Stormwater Master Plan and Maintenance Plan (RSWMP).
- Integrated Transport Plan (ITP)

2.3 The Municipality requires funding in the estimated amount of **R14,850,000.00** to undertake the Project and wishes to apply to the DBSA for such funding under the DBSA's Partner-A-District programme (the "**Grant Funding**"). For the avoidance of doubt, approval of the Grant Funding, if at all, or a portion thereof, shall be at the sole discretion of the DBSA.

2.4 Accordingly, the Municipality seeks approval to apply to the DBSA for the Grant

Funding to undertake the Project.

3 **Execution of Grant Agreement:**

3.1 Should the Municipality be successful in its application to the DBSA for Grant Funding, or a portion thereof as determined in the sole discretion of the DBSA, or for the Project or specific aspects of the Project as determined by the DBSA (the “**Approved Funding**”), the Municipality will be required to enter into a grant agreement with the DBSA, setting out the terms and conditions upon which the DBSA will make the Approved Funding, available to the Municipality (the “**Grant Agreement**”).

3.2 The salient terms of the Grant Agreement will include the following:

3.2.1 The DBSA will make the Approved Funding available for the benefit of the Municipality with no obligation on the Municipality to repay such Approved Funding save for instances in which (i) there is fraud on the part of the Municipality (ii) it is determined that the Approved Funding has not been used for its intended purpose as set out in the Grant Agreement, and (iii) the Project is abandoned, for whatever reason, by the Municipality. Should it be determined that any of the above instances have been established, the DBSA will, in its sole discretion, determine whether the Approved Funding is repayable.

3.2.2 The procurement for the services of a professional service provider who will undertake and deliver the services related to the Project for the benefit of the Municipality will be done either by the Municipality or the DBSA in accordance with the applicable procurement processes and policies of the respective entity. In its regard, Approved Funding for the provision of services relating to the project shall be paid directly to the service provider by the DBSA for and on behalf of the municipality.

3.2.2.1 The implementation of the Grant Agreement will be subject to specific conditions to be agreed between the DBSA and the Municipality.

3.3 Accordingly, the Municipality being successful in its application for the Grant Funding, the Municipality seeks approval to conclude the Grant Agreement on terms substantially as those set out in section 2.

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	

5. **Applicable Legislation**

Local Government: Municipal Finance Management Act 56 of 2003

6. **Legal Implications**

None

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**

Item noted

8.6 **Deputy Municipal Manager**

Noted.

8.7 **Municipal Manager**

Supported.

9. **Delegated Authority**

Council

10. Recommendations

- 10.1 The Municipal Manager is hereby authorized to make an application for the Grant Funding to the DBSA within Partner-A-District programme, for the purposes set out in section 2 above.
- 10.2 Subject to resolution 10.1 above, and the Municipality being successful in its application to the DBSA for Grant Funding, the Municipal Manager is hereby authorised to conclude the Grant Agreement on terms and conditions substantially as those set out in section 3 above, provided that the Grant Agreement is concluded within 24 months from the date of this resolution.
- 10.3 The Municipal Manager is hereby authorised to take all actions necessary to implement the resolutions contained herein, and to issue or execute all notices, communications, acknowledgments, or other documents on behalf of the Municipality in connection with the Grant Agreement, including providing the DBSA with any documentation required for purposes of complying with the DBSA's internal appraisal and approval requirements.
- 10.4 The Municipal Manager, in his capacity as the Accounting Officer of the Municipality, is hereby authorised to negotiate, finalise, and sign all necessary documentation, including the Grant Agreement, for and on behalf of the Municipality to give effect to the resolutions contemplated herein.

Item prepared by the Manager Assets and Funding:



Item approved by the Chief Financial Officer:



Item endorsed by the Municipal Manager:



Item noted by the Portfolio Councillor:





KOUGA MUNICIPALITY (EC 108)
 ORDINARY COUNCIL MEETING
 FINANCE & ECONOMIC
 DEVELOPMENT
 OPEN
 DATE: 29 APRIL 2026
 ITEM NO: **26/04/FED10**

SUPPLY CHAIN MANAGEMENT: S36 DEVIATIONS FOR THE MONTH: MARCH 2026

1. Introduction

The purpose of this item is to inform Council of the Section 36 Deviations for the month of March 2026.

2. Background

Council plays an oversight role with regards to the implementation of the Supply Chain Management Policy as set out in Section 6 of the Policy.

Section 36 (1) (a) of the Municipality's Supply Chain Management Policy stipulates the following:

- (l) The accounting officer may dispense with the official procurement processes established by this policy and procure any required goods or services through any convenient process, which may include direct negotiations, but only -
 - i) In an emergency; the conditions warranting *emergency dispensation* should include the existence of one or more of the following:
 - a. the possibility of human injury or death;
 - b. the prevalence of human suffering or deprivation of rights;
 - c. the possibility of damage to property, or suffering and death of livestock and animals;
 - d. the interruption of essential services, including transportation and communication facilities or support services critical to the effective functioning of the KLM as a whole;
 - e. the possibility of serious damage occurring to the natural environment;
 - f. the possibility that failure to take necessary action may result in the KLM not being able to render an essential community service; and the possibility that the security of the state could be compromised.

- ii) if such goods or services are produced or available from a single or sole provider only.
 - iii) for the acquisition of special works of art or historical objects where specifications are difficult to compile;
 - iv) acquisition of animals for zoos and/or nature and game reserves; or
 - v) in any other exceptional case where it is impractical or impossible to follow the official procurement processes; and
- (b) Ratify any minor breaches of the procurement processes by an official or committee acting in terms of delegated powers or duties which are purely of a technical nature.
- (2) The accounting officer must record the reasons for any deviations in terms of subparagraphs (1) (a)(i) to (f) and Section 36 (1) (b) of this policy and report them to the next meeting of the council and include such reasons as a note to the annual financial statements of the municipality.

3. Discussion

Deviations for the month starting 1 March 2026- 31 March 2026:

Refer to:

“Annexure A”- Table 1 -Deviations for month -March 2026

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**

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**

Noted.

8.7 **Municipal Manager**

Noted.

9. **Delegated Authority**

Council

10. **Recommendations**

- 10.1 That the Deviation report for the month of March 2026 be approved by Council.

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":
DEVIATIONS - MARCH 2026

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
25-26/ CWS 19	06-Mar-26	Civil & Water Engineering Services	PMU Unit	LRC Civils CC	No	CW14/24: Seekoei Estuary Causeway Reconstruction: Additional Costs Incurred	R 1 558 686,51	03-Mar-26	19-Mar-26	S36 (1)(a)(v)	Req No. 175990 Order No. 248670
25-26/ CWS 20	12-Mar-26	Civil & Water Engineering Services	Water Services	International Metal Processing (Pty) Ltd	Yes	Emergency repairs to Water Supply System on 3 occasions in December (Humansdorp WTW-Pipeline Filter contamination and pump fault, PLC Repair at Jeffreys Bay WTW, Level Sensor Repair at N2 Reservoir)	R 43 386,25	12-Feb-26	27-Mar-26	S36 (1)(a)(i)	Req No. 176051 Order No. 248876
25-26/ COMM 6	10-Mar-26	Community Services	Fire and Disaster	EC Umbrella Fire Protection Association	No	Annual membership fees to the Sarah Baartman West Fire Protection Association	R 63 066,00	03-Mar-26	12-Mar-26	S36 (1)(a)(v)	Req No. 170723 Order No. 248439
25-26/ COMM 2	20-Mar-26	Community Services	Waste and Environmental Management	National Health Laboratory Services	No	Approved Deviation: Laboratory Tests: Water Samples. (Amount spent reflected)	R 16 926,28	01-Jul-25	22-Jul-25	S36 (1)(a)(v)	Req No: 97876 Order No: 248682

25-26/ COMM 7	23-Mar-26	Community Services	Waste and Environmental Management	Nu- Plant Projects (Pty) Ltd	Yes	Foot and Mouth Disease Mitigation: Digging trenches in and around Geelhout Municipal Farm, the Berg, Honeyville and Kwanomzamo to mitigate against the spread of foot and mouth disease	R 696 405,50	16- Mar- 26	24-Mar- 26	S36 (1)(a)(i)	Req No: 186110 Order No: 248771
25-26/ COMM 8	25-Mar-26	Community Services	Parks and Amenities	Kouga Fencing (Pty) Ltd	Yes	Foot and Mouth Disease Mitigation: Supply and install Farmstyle fencing in around quarantine sites - Kruisfontein, Geelhout farm and surrounding areas	R 250 700,00	25- Mar- 26	31-Mar- 26	S36 (1)(a)(i)	Req No: 164771 Order No: 248909
25-26/ FED3	11-Mar-26	Finance and Economic Development	Assets and Investments	Ratings Afrika (Pty) Ltd	No	Municipal Financial Sustainability Services – In dept Assessment	R 102 350,00	10- Mar- 26	11-Mar- 26	S36 (1)(a)(ii)	Req No. 180481 Order No. 248433
24-25/ DMM1	03-Mar-26	Office of DMM	Administration	Bambelela Property Developme nt	Yes	Approved Deviation: 24-25 Fin Year: Approved Rental of Office space for 3 years. Rental for 1 month's expenditure not included in bulk order indicated in next column	R 466 669,77	28- Jun-24	12-Jul-24	S36 (1)(a)(v)	Req No. 17686 Order No. 248351
25-26/ DMM1	23-Mar-26	Office of DMM	Legal Services	CW Malan Jeffreys Bay	Yes	Approved deviation: Legal Services-25-26 Fin Year Van der Westhuizen and others, MEC CoGTA	R 13 411,04	23-Jul- 25	28-Jul-25	S36 (1)(a)(v)	Req No. 176728 Order No. 248823

						(Oliphant), MEC CoGTA (Petersen) and Freddy van Rooyen. (Transaction value spent reported in next column					
						TOTAL	R 3 211 601,35				

MONTHLY BUDGET STATEMENTS FOR THE PERIOD JULY 2025 TO MARCH 2026 AND FINANCIAL STATE OF AFFAIRS OF THE MUNICIPALITY AS AT 31 MARCH 2026 (2025/26 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 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 31 March 2026:

“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**

Item 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.....14 April 2026.....

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 notes the submission of the monthly budget statements report to provincial treasury as stipulated in section 71(1) of the MFMA.
- 11.3. That the Executive mayor's report on the implementation of the budget and the financial state of affairs of the municipality, in accordance with Section 52(d) of the MFMA be noted.

Item prepared by the Manager Budget and Treasury:



Item approved by the Chief Financial Officer:



Item endorsed by the Municipal Manager:



Item noted by Portfolio Chairperson:



“ANNEXURE A”

1. FINANCIAL OVERVIEW

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

An analysis of the financial position and performance was undertaken to determine the relative financial strength and liquidity of the Municipality. This was complemented by analysing the cash flow position, the investment portfolio, ratios, the operating, and capital budget performance for the month of March 2026, 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 1,099,647 million, whilst operating expenditure amounted to R 1,038,613 million, resulting in an operating surplus of R 61,034 million.
- Capital expenditure constituted 20.91% of the 2025/26 Adjusted Capital Budget.
- Overdue consumer debts increased by R 33,386 million (13.03%) since June 2025.
- An amount of R 51,298 million is owing to creditors, 99.47% represent current creditors. Currently all outstanding creditors are not reflected on the creditors age analysis.

The municipality's investment portfolio has increased by R 21,766,349 (12.05%) since June 2025, from R 180,581,218 to R202,348,567.

Below is an analysis of the Investment Portfolio as at 31 March 2026.

	Balance as at 30 June 2025	Invested	Interest	Withdrawals	Adjustments	Balance as at 31 March 2026
Standard Bank	22 335 077	29 329 097	1 285 112	18 514 093	-	34 435 192
ABSA	37 961 946	107 351 101	2 057 984	106 446 681	-	40 924 349
Nedbank	31 546 835	44 167 142	1 853 620	43 089 484	-	34 478 114
RMB	39 647 190	9 039 559	1 619 671	25 782 644	-	24 523 776
INVESTEC	29 600 838	34 680 418	1 686 880	31 497 466	-	34 470 669
Total	161 091 885	224 567 316	8 503 267	225 330 368	-	168 832 100
	Balance as at 30 June 2025	Invested	Interest	Withdrawals	Adjustments	Balance as at 31 March 2026
INVESTMENT						
General Account	23 745 388	164 973 517	7 663 292	146 548 499	-	49 833 698
Cash Reserves (DBSA)	14 500 000	-	-	-	-	14 500 000
Unspent borrowings (DBSA)	92 170 550			27 624 407		64 546 143
Cash Reserves (ESKOM)		4 519 000				4 519 000
Cash Reserves (Development Charges)	2 186 308	2 375 799				4 562 107
Conditional Grants	19 590 377	52 699 000	-	44 996 296	-	27 293 081
Housing Funds	8 899 262	-	839 975	6 161 165	-	3 578 071
Total	161 091 885	224 567 316	8 503 267	225 330 368	-	168 832 100
	Balance as at 30 June 2025	Invested	Interest	Withdrawals	Adjustments	Balance as at 31 March 2026
Cheque Accounts FNB 52540020791	800 205	596 922				1 397 127
Cheque Accounts FNB 52540033504	9 157 718	11 615 890				20 773 608
Cheque Accounts FNB 63022194441	513 734	271 687				785 421
Cheque Accounts ABSA 4114176482	5 899 110			(4 051 523)		1 847 586
Cheque Accounts ABSA 4114114771	2 052 903	3 348 693				5 401 596
Cheque Accounts ABSA 4114176474	935 410	60 070				995 480
Cheque Accounts ABSA 4114176490	130 253	2 185 396				2 315 649
	19 489 333	18 078 658	-	(4 051 523)	-	33 516 467
Total	180 581 218	242 645 974	8 503 267	221 278 845	-	202 348 567

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

Cash backed Reserves.

Bank Balances and Cash	R 33,516,467
Short-term Investment Deposits	R 168,832,100
	<u>R 202,348,567</u>

Application of Cash

Unspent Conditional Grants	R 41,998,900
Unspent Borrowings (DBSA)	R 64,546,143
Cash Reserves – ESKOM	R 4,519,000
Cash Reserves – DBSA	R 14,500,000
Cash Reserves – Developmental Charges	R 4,562,107
Outstanding Creditors Liability	<u>R 51,297,654</u>
	<u>R 181,423,804</u>

Cash reserves exceed of commitments**R 20,924,763**

The cash reserves exceed commitments at this stage by an amount of R 20,925 million.

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

Ratio	Actuals as at 30 June 2024	Actuals as at 30 June 2025	MFMA Circular 71 Norms	Actuals as at 31 March 2025	Approved Adjusted Budget 2025/26	Actuals as at 28 February 2026	Actuals as at 31 March 2026
Current Ratio	0.87:1	1.04:1	1.5:1 to 2:1	1.54:1	0.98:1	1.37:1	1.46:1
Liquidity Ratio	0.47:1	0.50:1		0.85:1	0.37:1	0.52:1	0.61:1
Cost Coverage (Excluding unspent conditional grants)	1.19 Months	0.53 Months	1 Month to 3 Months	2.38 Months	0.94 Months	0.39 Months	0.69 Months
Debtors Collection Rate	91.01%	91.38%	95%	90.81%	95%	92.02%	92.67%
Capital Expenditure	71.38%	84.49%	95%	42.15%	95%	17.65%	20.91%

“ANNEXURE A1”**1. OVERVIEW OF OPERATING REVENUE AND EXPENDITURE PERFORMANCE FOR THE PERIOD JULY TO MARCH 2026.****1.1. Summary Statement of Financial Performance**

Description R thousands	Budget Year 2025/26					
	Original Budget	Adjusted Budget	Monthly Actual	Year TD Actual	Year TD Budget	YTD Variance
Revenue						
Total Revenue (excluding capital transfers and contributions)	1 468 686	1 461 865	143 898	1 099 647	1 096 398	3 249
Total Expenditure	1 581 117	1 545 173	110 949	1 038 613	1 158 877	(120 264)
Surplus/(Deficit)	(112 431)	(83 308)	32 950	61 034	(62 478)	123 513

The statement of financial performance reflects an operating surplus of R 61,034 million for the financial year. It must be noted that the operating surplus at this stage is largely influenced by a zero recognition of debt impairment.

1.2. Revenue**Main revenue sources for 2025/26**

Description R thousands	Budget Year 2025/26		
	Adjusted Budget	YearTD actual	
			%
Revenue			
Exchange Revenue			
Service charges – Electricity	473 955	359 396	75,83%
Service charges - Water	123 885	91 994	74,26%
Service charges - Waste Water Management	71 792	55 538	77,36%
Service charges - Waste management	53 826	39 347	73,10%
Sale of Goods and Rendering of Services	10 044	6 377	63,49%
Agency services	4 554	1 120	24,59%
Interest earned from Receivables	11,618	9 466	81,48%
Interest earned from Current and Non-Current Assets	16,273	9 406	57,80%
Rental from Fixed Assets	4,312	4 226	98,00%
Licence and permits	2,856	2 406	84,24%
Special rating levies	15,436	10 848	70,28%
Operational Revenue	8,122	4 515	55,59%
Non-Exchange Revenue			
Property rates	307,899	240 014	77,95%
Surcharges and Taxes	25,277	17 163	67,90%
Fines, penalties and forfeits	90,465	12 564	13,89%
Licence and permits	3,139	2 957	94,21%
Transfer and subsidies - Operational	214,697	214 346	99,84%
Interest	4,050	2 750	67,91%
Operational Revenue	19,666	15 193	77,25%

Gains on disposal of Assets	-	20	
Total Revenue (excluding capital transfers and contributions)	1,461,865	1 099 647	75,22%

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.

- **Sales Of Good and Rendering Services**

The sale of goods and services relates to various sources of rendering of services such as application fees for land usage, building plan fees, cemeteries' fees and removal of restrictions fees etc. These revenue sources are influenced by community demands.

- **Agency Services**

Agency services relate to the Department of Transport, commission received by the municipality as an acting agency for the collection of motor registration licences, drivers' licences and other vehicle permits. An allocation is yet to be made in this regard.

- **Interest earned from Current and Non-Current Assets**

This interest relates to the interest earned from our bank accounts and investments portfolio which amounts to R 202,348 million as at 31 March 2026.

- **Rental from fixed assets**

This relates to the rental of municipal buildings, community halls, caravans parks and camping sites, and other municipal facilities. The revenue is influenced by the extent of rental agreements and seasonal 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 revenue is influenced by anticipated augmentation fees amounting to R 5 million.

- **Fines, Penalties and Forfeits**

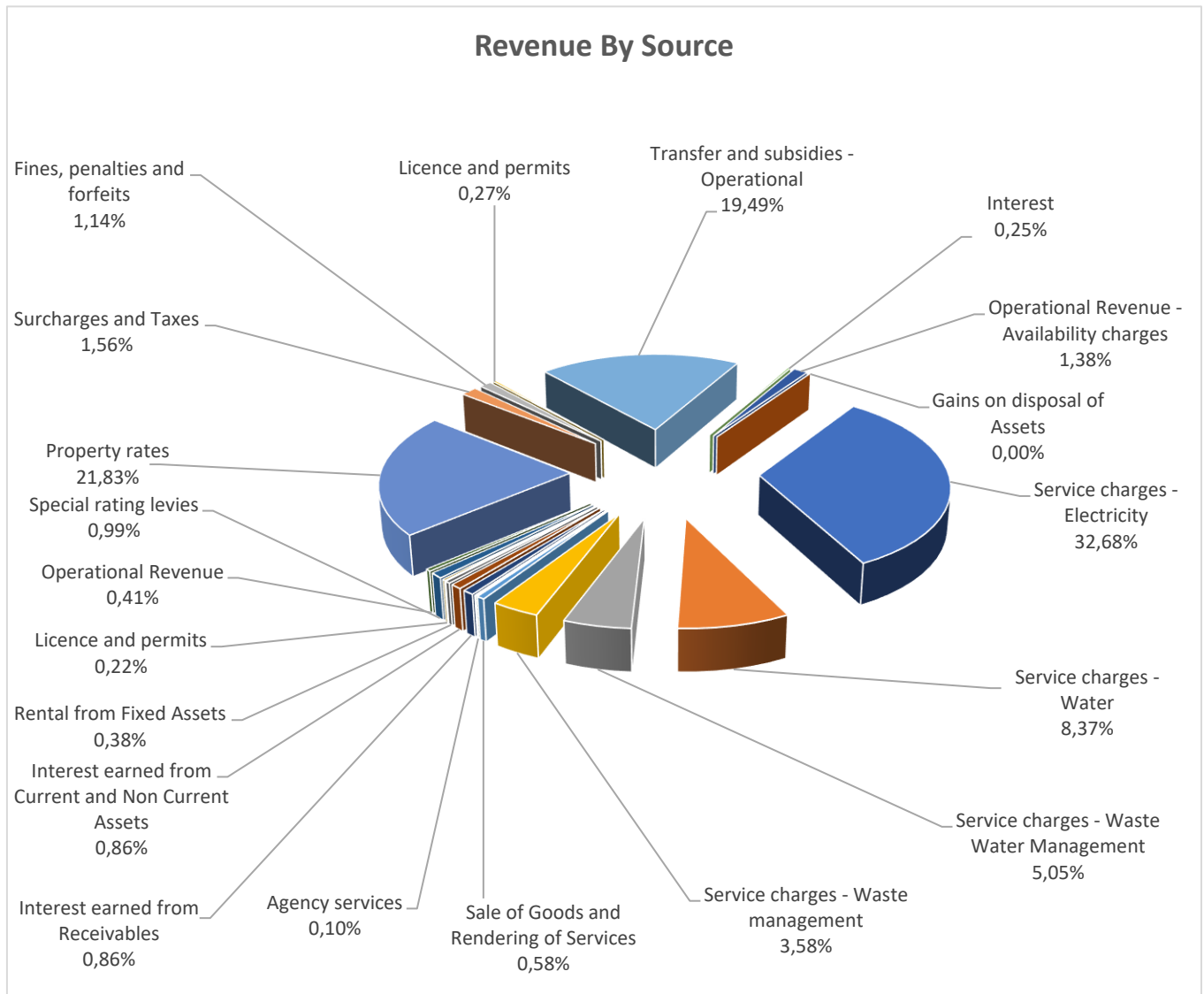
The fines, penalties and forfeits budget mostly relate to speeding camera fines and the high budget is mainly due to the accounting for traffic fines issued in line with the Generally Recognised Accounting Practice (GRAP) requirements. The actual traffic fines issued revenue recognition is done on yearly basis at this stage. We are in consultation with the service provider to do it monthly.

- **License and permits (Non-Exchange Revenue)**

Licence and permits mostly relate to motor registrations and is influenced by the extent of vehicle registrations.

- **Transfer and subsidies - Operational.**

As at 31 March 2026, the municipality has recognized 99.84% of operational transfer and subsidies revenue, compared to the budget. This is due to the Equitable Share allocation amounting to R 50,883 million received in March 2026.



1.3. Expenditure

Main expenditure types for 2025/26

Description	Budget Year 2025/26		
	Adjusted Budget	YearTD actual	
R thousands			%
Revenue	-	-	-
Expenditure By Type	-	-	-
Employee Related Cost	440 383	333 876	75,81%
Remuneration of councillors	16 550	11 631	70,28%
Bulk purchases - electricity	440 010	344 923	78,39%
Inventory consumed	113 069	84 558	74,74%
Debt impairment	64 219	-	0,00%

Depreciation and amortisation	142 422	81 156	56,98%
Interest	39 542	11 261	28,48%
Contracted Services	121 729	83 221	68,63%
Transfers and subsidies	950	474	49,86%
Irrecoverable debts written off	54 197	9 465	17,46%
Operational Cost	97 051	78 044	80,08%
Losses on Disposal of Assets	-	5	
Other Losses	15,051	-	0,00%
Total Expenditure	1,545,173	1 038 613	67,22%

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.

- **Inventory consumed.**

Inventory consumed as at 31 March 2026 includes the following expenditure items:

Item Description	Adjusted Budget	YD Actuals	%
Standard Rated	4,613,808	2,376,947	51,52%
Materials and Supplies	46,824,815	31,967,654	68,27%
Zero Rated	21,000,000	16,215,327	77,22%
Water	40,694,032	33,998,055	83,55%
Total	113,132,655	84,557,983	74,74%

- **Debt impairment**

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

- **Depreciation and amortization**

Depreciation and amortization are mainly influenced by the level of capital acquisition to date, which currently reflects 56.98% expenditure, compared to the approved adjusted budget.

- **Interest**

Interest relates to the DBSA loan, finance leases and the employee benefits provisions amounting to R 22,788 million. The interest is mainly influenced by the employee benefits provisions which are recognized at end year.

- **Transfers and subsidies**

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

- **Irrecoverable debts written off**

Irrecoverable debts are written off upon Council approval.

- **Other Losses**

Other losses relate to the water losses and at this stage, the municipality recognizes the water losses at the end of the financial year, rather than on monthly basis.

Contracted services as at **31 March 2026** are broken down as follows:

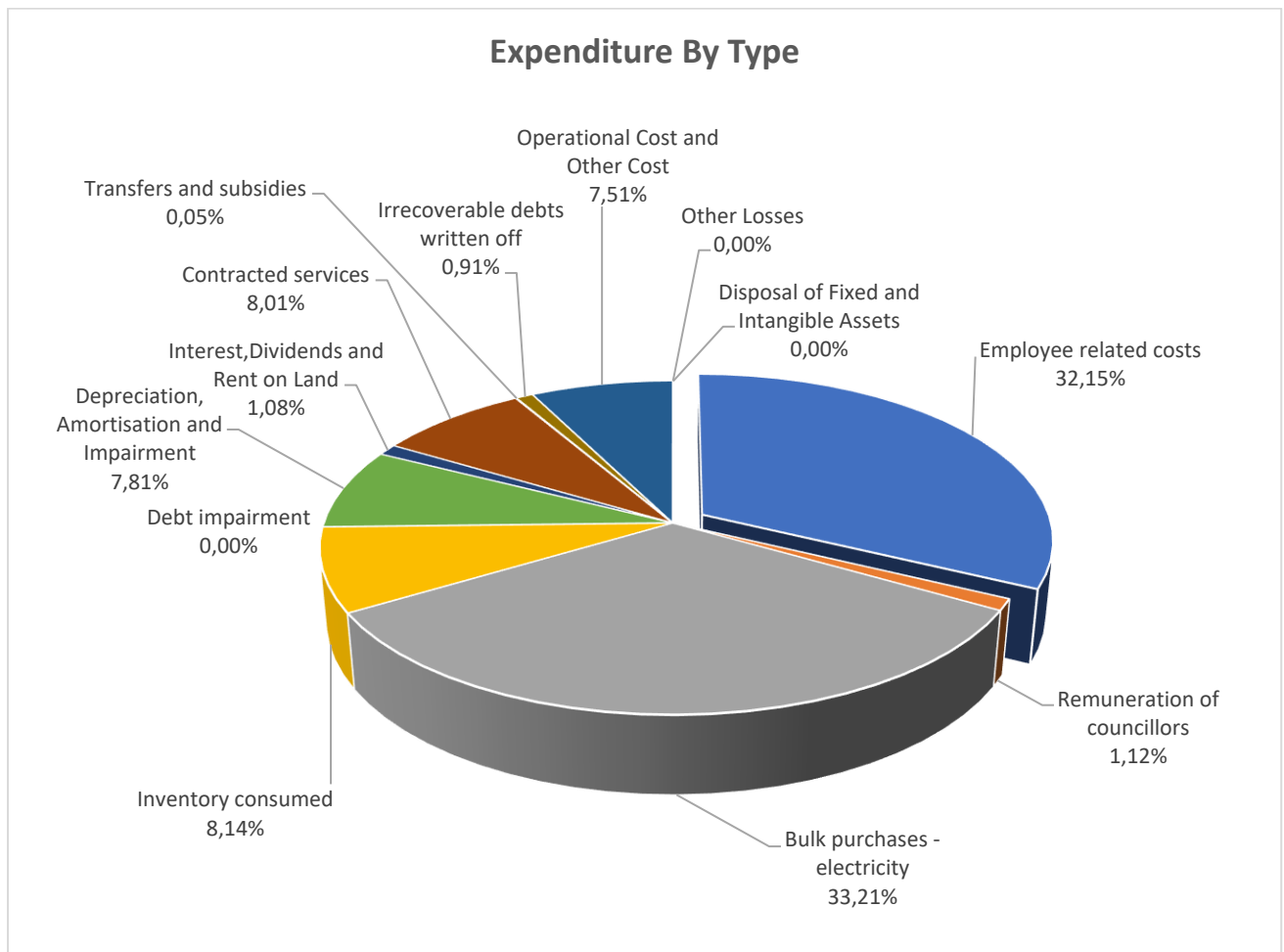
Item Description	Adjusted Budget 2025/26	YTD Actuals	%
Aloe Cup	68 000,00	-	0,00%
Animal Care	508 000,00	450 000,00	88,58%
Audit of Municipal Land & Properties	2 989 565,00	337 479,47	11,29%
BUILDING CONTROL	25 000,00	-	0,00%
Burial Services	52 000,00	24 500,00	47,12%
Calamari Festival	200 000,00	-	0,00%
Catering Services	754 500,00	387 398,30	51,35%
Clean up Operation	1 025 000,00	710 298,24	69,30%
Clearing and Grass Cutting Services	1 390 000,00	1 004 369,31	72,26%
Conducting of feasibility studies (EIA)	630 435,00	471 950,00	74,86%
Connection/Dis-connection:Electricity	475 000,00	174 320,00	36,70%
Consultants and Professional Services	10 171 000,00	4 888 399,57	48,06%
Destination Marketing & Promotion	400 000,00	240 779,31	60,19%
Drivers Licence Cards	453 000,00	327 929,00	72,39%
Dune Rehabilitation and Coastal Zone	1 220 000,00	464 098,14	38,04%
EC Tourism Awards	260 662,00	260 662,75	100,00%
Electricity Generation Project	1 350 000,00	-	0,00%
Environmental protection	312 000,00	3 471 994,78	1112,82%
Event Promoters	18 000,00	3 745,00	20,81%
Internal Auditors	300 000,00	30 000,00	10,00%
KBF	100 000,00	100 000,00	100,00%
KLTO	360 000,00	-	0,00%
Kouga Family Fun Day	85 000,00	85 000,00	100,00%
Kouga Mayoral Summer Festival	850 000,00	850 000,00	100,00%
Laboratory Services:Water	(10 340 249,00)	755 483,66	-7,31%
Legal Advice and Litigation	2 150 000,00	1 760 130,04	81,87%
Legal Cost:Collection	2 100 000,00	1 750 917,22	83,38%
LTO Capacitation	109 000,00	22 352,93	20,51%
Maintenance of Buildings and Facilities	8 669 340,00	3 549 283,93	40,94%
Maintenance of Electrical Infrastructure	6 196 511,00	4 276 846,42	69,02%
Maintenance of Equipment	1 435 000,00	570 271,17	39,74%
Maintenance Of Fire Equipment	52 000,00	36 936,08	71,03%
Maintenance of Vehicles	9 373 000,00	6 900 966,57	73,63%
Maintenance STORMWATER	855 000,00	-	0,00%
Media Monitoring	120 000,00	78 255,00	65,21%
Msoa Alignment	705 137,00	705 137,00	100,00%
New Meter Installations	2 250 000,00	45 026,00	2,00%
Occupational Health and Safety	1 400 000,00	1 039 737,40	74,27%
Oceans Economy Masterplan	300 000,00	-	0,00%
Other Contracted Services	7 798 000,00	4 378 241,17	56,15%
Personnel and Labour	19 701 000,00	13 964 770,98	70,88%
PGA Championship Sponsorship	288 750,00	288 750,00	100,00%
Pollution Control	200 000,00	54 850,00	27,43%
Precinct Plans Project Hankey and St Francis Bay C	425 000,00	-	0,00%
Private Plots_Alien Vegetation Control	360 000,00	319 576,64	88,77%
Qualification Verification	500 000,00	331 155,00	66,23%
Replacement of Stormwater Headwalls along Kouga Co	85 000,00	-	0,00%

Contracted services as at **31 March 2026** continue to:

Item Description	Adjusted Budget 2025/26	YTD Actuals	%
Resealing & Maintenance of Roads in KLM	10 000 000,00	6 651 701,94	66,52%
Restricted Water Flow	200 000,00	-	0,00%
Revision of SDF	170 000,00	-	0,00%
Roads Defects Repairs	360 000,00	35 000,00	9,72%
SA Longboard Championship	315 000,00	273 913,04	86,96%
SA Open water swim	175 000,00	175 000,00	100,00%
Security Services	10 301 000,00	8 782 877,50	85,26%
SMART City Strategy	300 000,00	-	0,00%
SMME Capacitation Program	200 000,00	118 762,12	59,38%
Special Rating Area	1 332 000,00	1 123 438,50	84,34%
Technical Support Services	785 000,00	400 406,58	51,01%
Tourism Branding	300 000,00	45 683,66	15,23%
Upgrade and Repair SCADA	823 000,00	453 599,19	55,12%
Valuer	14 651 880,00	9 593 375,61	65,48%
Winterfest	1 785 000,00	-	0,00%
WSL Music Festival	279 769,00	69 769,35	24,94%
WTM Africa, Indaba, Meetings Africa, Educationals,	550 000,00	385 738,26	70,13%
	121 257 300	83 220 877	68,63%

The other expenditure as at **31 March 2026** is broken down as follows:

Item Description	Adjusted Budget 2025/26	YTD Actuals	%
Achievements and Awards	3 762 000,00	1 551 647,17	41,25%
Advertising, Publicity and Marketing	5 136 000,00	3 059 393,38	59,57%
Bank Charges	1 100 000,00	2 704 514,86	245,86%
Bargaining Council	5 245 665,00	4 833 408,37	92,14%
Cellular Contract (Subscription and Calls)	3 597 000,00	2 611 813,91	72,61%
Claims paid to Third Parties	386 000,00	350 575,94	90,82%
External Audit Fees	4 500 000,00	4 392 962,00	97,62%
External Computer Service:Internet Charge	6 710 000,00	4 945 474,83	73,70%
Hire Charges	5 278 970,00	3 316 089,84	62,82%
Insurance Claims	254 000,00	191 794,18	75,51%
Insurance Underwriting:Premiums	3 844 237,00	3 530 245,08	91,83%
Leases:Furniture and Office Equipment	2 640 000,00	1 999 345,23	75,73%
Leases:Other Assets	4 923 500,00	4 113 660,88	83,55%
Motor Vehicle Licence and Registrations	1 741 446,00	791 765,08	45,47%
Other	1 056 772,00	4 196 910,43	397,14%
Postage/Stamps/Frinking Machines	1 905 000,00	1 335 937,49	70,13%
Registration Fees:Professional and Regulatory Bodies	652 950,00	240 092,62	36,77%
Registration Fees:Seminars, Conferences, Workshops	1 692 457,00	726 717,90	42,94%
Remuneration to Ward Committees	1 980 000,00	1 489 200,00	75,21%
Riparian Levies	8 465 273,00	7 579 915,58	89,54%
SABC TV LICENCES	10 000,00	2 915,00	29,15%
Signage	625 500,00	416 704,00	66,62%
Skills Development Fund Levy	4 782 008,00	3 383 506,37	70,75%
Software Licences	10 952 550,00	9 609 705,63	87,74%
Storage of Files (Archiving)	330 000,00	30 657,17	9,29%
Third Party Vendors	3 637 000,00	2 441 333,71	67,12%
Travel and Subsistence	4 550 957,00	2 516 118,58	55,29%
Uniform and Protective Clothing	4 126 596,00	3 043 019,91	73,74%
Vehicle Tracking	895 300,00	819 277,05	91,51%
Workmen's Compensation Fund	2 677 639,00	1 819 454,12	67,95%
	97 458 820,00	78 044 156,31	80,08%



1.4. **Repairs and Maintenance**

Below is an analysis of actual repairs and maintenance expenditure as at 31 March 2026, compared to the 2025/26 Approved Budget.

Item Description	Budget Year 2025/26		
	Adjusted Budget 2025/26	YearTD Actual	%
Repairs and Maintenance by Expenditure Items			
Employee Related Cost	110,081,032	79,054,963	71,82%
Other materials	33,561,815	24,156,015	71,97%
Contracted Services	39,672,851	23,509,817	59,26%
Other expenditure	3,948,570	2,402,068	61,61%
Total	187,21,268	129,122,864	68,97%

1.5. Trading Services Performance

1.5.1. Electricity

Description	Budget Year 2025/26		
	Adjusted Budget	YearTD Actual	%
R thousands			
<u>Revenue</u>			
Exchange Revenue			
Service charges - Electricity	473 955	359 394	75,83%
Interest earned from Receivables	837	1 499	179,15%
Operational Revenue	1 630	826	50,64%
Non-Exchange Revenue			
Transfers and subsidies - Operational	2 243	1 681	74,94%
Service charges - Electricity	10 089	7 778	77,10%
Total Revenue	488 754	371 178	75,94%
<u>Expenditure By Type</u>			
Employee related costs	23 340	17 975	77,01%
Bulk purchases - electricity	440 010	344 923	78,39%
Inventory consumed	13 804	10 622	76,95%
Debt impairment	13 133	–	0,00%
Depreciation and amortisation	13 139	6 227	47,39%
Interest	488	373	76,38%
Contracted services	11 797	5 519	46,78%
Irrecoverable debts written off	5 573	528	9,47%
Operational costs	3 973	2 844	71,59%
Total Expenditure	525 257	389 010	74,06%
Surplus/(Deficit)	(36 503)	(17 832)	

1.5.1.1 Revenue

- The electricity service charges revenue reflects 75.83% of budget as at 31 March 2026, and this is in line with the projected budget ratio of 75.0% as at 31 March 2026.
- Transfers and subsidies – operational relate to the Equitable share allocation for the indigent subsidy.

1.5.1.2 Expenditure

- the bulk electricity reflects 78.39% of budget expenditure as at 31 March 2026.

1.5.1.3 Net surplus/deficit of electricity ratio

- Electricity reflects a deficit of R 17,832 million as at 31 March 2026 and the deficit amount equates to 4.80%, compared to the revenue. The adjusted budget deficit for the 2025/26 amount to R 36,503 million and equates to 7.47%, compared to total revenue.

1.5.2 Water

Description	Budget Year 2025/26		
	Adjusted Budget	YearTD Actual	%
R thousands			
Revenue			
Exchange Revenue			
Service charges - Water	123 885	91 994	74,26%
Interest earned from Receivables	5 567	4 513	81,06%
Operational Revenue	681	277	40,70%
Non-Exchange Revenue			
Transfers and subsidies - Operational	22 970	17 214	74,94%
Service charges - Water	6 398	4 970	77,68%
Total Revenue	159 501	118 967	74,59%
Expenditure By Type			
Employee related costs	38 268	28 485	74,43%
Inventory consumed	49 917	41 371	82,88%
Debt impairment	(14 655)	–	0,00%
Depreciation and amortisation	22 378	15 192	67,89%
Interest	506	444	87,70%
Contracted services	(9 288)	1 689	-18,18%
Irrecoverable debts written off	21 454	4 001	18,65%
Operational costs	1 712	1 297	75,73%
Other Losses	15 051	–	0,00%
Total Expenditure	125 343	92 478	73,78%
Surplus/Deficit)	34 159	26 489	

1.5.2.1 Revenue

- The water service charges revenue reflects 74.26% of budget as at 31 March 2026.
- 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 40,694 million for the bulk water purchases and the expenditure amount of R 33,694 million (83.55% of budget).
- Debt impairment reflects a negative budget amount of R 14,656 million and this was influenced by the irrecoverable debts written off budget of R 21,454 million, this will be corrected in the next reporting period.
- Contracted services budget reflects a negative amount of R 9,288 million and this is influenced by the recognition of water inventory from natural resources.

1.5.2.3 Net surplus/deficit of water ratio

- The water reflects a surplus of R 26,489 million as at 31 March 2026 and equates to 22.78 % of total revenue.

1.5.3 Waste Water Management

Description	Budget Year 2025/26		
	Adjusted Budget	YearTD Actual	%
R thousands			
<u>Revenue</u>			
Exchange Revenue			
Service charges - Waste Water Management	71 792	55 538	77,36%
Interest earned from Receivables	572	349	61,06%
Operational Revenue	2 033	1 546	76,03%
Non-Exchange Revenue			
Transfers and subsidies - Operational	14 617	10 954	74,94%
Service charges - Waste Water Management	3 179	2 444	76,89%
Total Revenue	92 192	70 831	76,83%
<u>Expenditure By Type</u>			
Employee related costs	13 156	8 724	66,31%
Inventory consumed	15 919	10 028	62,99%
Debt impairment	(3 718)	–	0,00%
Depreciation and amortisation	36 895	21 833	59,18%
Interest	977	776	79,38%
Contracted services	4 133	2 898	70,13%
Irrecoverable debts written off	7 569	1 834	24,24%
Operational costs	5 673	4 088	72,06%
Total Expenditure	80 603	50 181	62,26%
Surplus/(Deficit)	11 588	20 649	

1.5.3.1 Revenue

- The waste water service charges revenue reflects 77.36% of budget as at 31 March, and this is in line with the projected budget ratio of 75.00% as at 31 March 2026.
- Transfers and subsidies – operational relate to the Equitable share allocation for the indigent subsidy.
- Operational revenue (non-exchange revenue) relates to the waste water 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 20,649 million as at 31 March 2026 and equates to 29.15% of total revenue. Council approved a surplus budget of R 11,588 million for the 2025/26 financial year.

1.5.4. Waste Management

Description	Budget Year 2025/26		
	Adjusted Budget	YearTD Actual	YTD Variance
R thousands			%
Revenue			
Exchange Revenue			
Service charges - Waste	53 826	39 347	73,10%
Sale of Goods and Rendering of Services	122	65	53,64%
Interest earned from Receivables	9	1	15,34%
Operational Revenue	3 056	1 826	59,77%
Non-Exchange Revenue			
Transfers and subsidies - Operational	25 847	19 370	74,94%
Surcharges and Taxes - Waste	15 872	10 820	68,17%
Total Revenue	98 730	71 430	72,35%
Expenditure By Type			
Employee related costs	42 683	32 231	75,51%
Inventory consumed	7 887	6 089	77,20%
Debt impairment	(7 865)	–	0,00%
Depreciation and amortisation	3 195	881	27,56%
Interest	831	635	76,38%
Contracted services	15 605	9 738	62,40%
Irrecoverable debts written off	11 503	2 750	23,91%
Operational costs	4 495	2 898	64,47%
Total Expenditure	78 334	55 222	70,49%
Surplus/(Deficit)	20 396	16 208	

1.5.4.1 Revenue

- The waste service charges revenue reflects 73.10% of budget as at 31 March 2026, and this is in line with the projected budget ratio of 75.00% as at 31 March 2026.
- 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 16,208 million as at 31 March 2026 and equates to 22.69% of total revenue. Council approved a surplus budget of R 20,396million for the 2025/26 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 reviewed on 03 March 2025 and approved by Council on 29 May 2025.

Description	Budget Year 2025/26			
	Adjusted Budget	YearTD Actual	YearTD Budget	YTD Variance
R Thousands				
1. Temporary Appointments, Contractual Appointments, Unemployed Graduates and Experiential Learners	19 701	13 965	14 776	(811)
2. Travel claims	4 551	2 515	3 413	(898)
3. Overtime	28 771	22 757	21 578	1 179
4. Catering Costs	755	387	566	(178)
5. Events, Advertising and sponsorships	5 838	3 240	4 379	(1 138)
6. Attendance of Conferences, Seminars & Workshops	1 692	727	1 269	(543)
7. Municipal Workshops, Retreats, Strategic Sessions and Internal training	988	400	741	(341)
9. Essential User Scheme	1 876	1 876	1 876	–
Total	64 171	45 867	48 597	(2 730)

A comparison of the year-to-date actuals to the adjusted budget reflects savings, amounting to R 2,730 million as at 31 March 2026.

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 2025/26			YTD Actuals			
	Approved Adjusted Budget-Operating	Approved Adjusted Budget-Capital Budget	Approved Adjusted Budget 2025/26	Operating Expenditure	Capital Actuals	Total Expenditure	Unauthorised Expenditure
R thousands							
Expenditure by Vote							
Civil & Water Services	326 829	247 075	573 903	214 864	41 163	256 027	–
Community Services	330 563	4 890	335 453	189 924	1 928	191 852	–
Electro & Mechanical Services	550 690	42 935	593 625	411 670	19 164	430 834	–
Finance and Economic Development	126 066	1 335	127 400	79 932	261	80 193	–
Office of the DMM	154 776	2 660	157 436	105 480	1 022	106 502	–
Office of the MM	17 968	5	17 973	12 836	3	12 838	–
Planning and Development	38 281	23 666	61 947	23 906	3 902	27 807	–
Total Expenditure by Vote	1 545 173	322 565	1 867 738	1 038 613	67 442	1 106 055	-

No unauthorised expenditure reported for the period ended 31 March 2026.

“Annexure A2”

1. CAPITAL BUDGET PERFORMANCE

1.1. Summary Capital Expenditure and Funding

The capital expenditure as at 31 March 2026, constituted 20.91% of adjusted capital budget and the funding is broken down as follows:

- Grant funding is 36.33% of approved grant funding budget.
- Borrowing funding is 6.81% of approved borrowing funding budget.
- Internally generated funds are 28.47% at this stage.

Capital budget by municipal vote for 2025/26

Vote Description	Budget Year 2025/26			%
	Original Budget	Adjusted Budget	YearTD Actual	
R thousands				
<u>Multi-Year expenditure appropriation</u>				
Vote 1 - OFFICE OF THE MUNICIPAL MANAGER	–	5	3	50,00%
Vote 2 - OFFICE OF THE DEPUTY MUNICIPAL MANAGER	1,050	2,660	1 022	38,41%
Vote 3 - FINANCE AND ECONOMIC DEVELOPMENT	621	1,335	261	19,56%
Vote 4 - COMMUNITY SERVICES	4,891	4,890	1 928	39,43%
Vote 5 - CIVIL AND WATER SERVICES	206,142	247,075	41 163	16,66%
Vote 6 - ELECTRO/MECHANICAL SERVICES	49,509	42,935	19 164	44,64%
Vote 7 - PLANNING AND DEVELOPMENT	3,250	23,666	3 902	16,49%
Total Capital Multi-year expenditure	265,462	322,565	67 442	20.91%

The capital expenditure as at 31 March 2026, constituted 20.91% of adjusted capital budget.

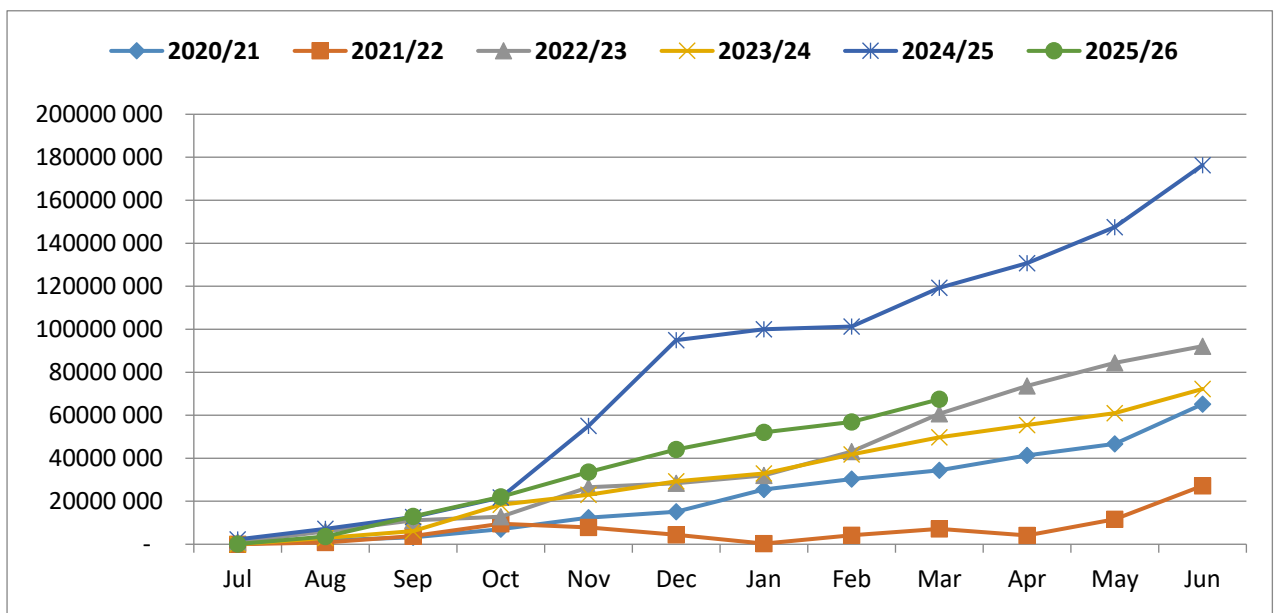
The capital expenditure is broken down per directorate as follows:

- Office Of the Municipal Manager is 50.0% of R 5 thousand budget.
- Office Of the Deputy Municipal Manager is 38.41% of R 2,660 million budget.
- Finance & Economic Development is 19.56% of R 1,335 million budget.
- Community Services is 39.43% of R 4,890 million budget.
- Civil & Water Services 16.66% of R 247,075 million budget.
- Electro & Mechanical Services is 44.64% of R 42,935 million budget.
- Planning & Development is 16.49% of R 23,666 million budget.

1.2. Monthly capital expenditure

The graph below reflects the municipality's monthly capital expenditure to date measured against the 2025/26 current budget.

The graph below shows the municipality's capital expenditure trend for 2020/21, 2021/22, 2022/23, 2023/24, 2024/25 and 2025/26.



Status of capital programmes/projects in the Municipality as at 31 March 2026 :

DEPARTMENT	FUNDING SOURCE	PROJECT DESCRIPTION	Adjusted Budget 2025/26	YearTD actuals	%
CIVIL AND WATER SERVICES					
DEVELOPMENTAL BANK OF SOUTH AFRICA					
ROADS AND STORMWATER	DBSA-LOAN	Roads Infrastructure	153 002 755	9 919 152	6,48%
			153 002 755	9 919 152	6,48%
INTERNALLY FUNDED					
PROJECT MANAGEMENT UNIT (PMU)	INTERNAL	Upgrading/Improvement of Sport Facilities within K	630 816	84 486	13,39%
PROJECT MANAGEMENT UNIT (PMU)	INTERNAL	Paving of Main Beach	44 029	44 029	100,00%
ROADS AND STORMWATER	INTERNAL	Jeffreys Bay CBD Precinct Upgrades	1 000 000	-	0,00%
ROADS AND STORMWATER	INTERNAL	George Road, Re-instatement of Embankment, Water &	1 226 900	-	0,00%
ROADS AND STORMWATER	INTERNAL	Seekoei Estuary Causeway	3 535 940	2 759 124	78,03%
ROADS AND STORMWATER	INTERNAL	Umzamowethu SW Management Plan	400 000	-	0,00%
SEWERAGE	INTERNAL	Seekoei Estuary Causeway	-	-	
SEWERAGE	INTERNAL	Hankey: Refurbishment of WWTW	2 296 691	1 736 345	75,60%
SEWERAGE	INTERNAL	Oyster Bay: Umzamowethu WWTW & Planning Stag	637 410	226 235	35,49%
SEWERAGE	INTERNAL	Fencing of Sewer Pump Station	800 000	532 744	66,59%
SEWERAGE	INTERNAL	La Mer: Construction of New Sewer Rising Main	811 148	86 809	10,70%
WATER	INTERNAL	Storage Containers	200 000	-	0,00%
WATER	INTERNAL	Machinery at WTW Facilities	868 120	95 655	11,02%
WATER	INTERNAL	Humansdorp: Gill Marcus Water Supply	108 674	108 675	100,00%
WATER	INTERNAL	ProtAPP Software	300 000	208 696	69,57%
WATER	INTERNAL	MIMOSA STREET PIPELINE REPLACEMENT	105 152	-	0,00%
WATER	INTERNAL	Construction of Civil Services in Donkerhoek & Hum	678 345	-	0,00%
			13 643 225	5 882 798	43,12%
MUNICIPAL DISASTER RESPONSE GRANT					
ROADS AND STORMWATER	MDRG	Re-instatement of Sherley Street	1 539 318	891 161	57,89%
ROADS AND STORMWATER	MDRG	Re-instatement of Mountain Road and upgrade of sto	914 386	563 711	61,65%
ROADS AND STORMWATER	MDRG	Re-instatement of Da Gama Road in the Kabeljous ar	1 048 958	26 859	2,56%
ROADS AND STORMWATER	MDRG	George Road, Re-instatement of Embankment, Water &	753 391	43 157	5,73%
ROADS AND STORMWATER	MDRG	Re-instatement of Phillip Street low level water c	1 652 292	198 478	12,01%
ROADS AND STORMWATER	MDRG	Sea Vista Access ring road damaged pavement layers	765 960	33 250	4,34%
ROADS AND STORMWATER	MDRG	Re-instatement of Ketse Street and stormwater infr	1 138 688	581 834	51,10%
ROADS AND STORMWATER	MDRG	Re-instatement of Nanto Street and stormwater infr	1 276 986	564 427	44,20%
ROADS AND STORMWATER	MDRG	Re-instatement of Meyer Street and stormwater infr	1 002 820	611 941	61,02%
			10 092 799	3 514 818	34,83%
MUNICIPAL INFRASTRUCTURE GRANT					
PROJECT MANAGEMENT UNIT (PMU)	MIG	Specialized Waste Management Vehicles	2 816 677	2 816 678	100,00%
PROJECT MANAGEMENT UNIT (PMU)	MIG	Upgrade of Phillipsville Sportsfield	95 652	-	0,00%
ROADS AND STORMWATER	MIG	Upgrading of Kouga Gravel Roads	13 478 100	5 855 369	43,44%
SEWERAGE	MIG	Arcadia Street: Refurbishment of Sewer Pump Station	262 016	-	0,00%
SEWERAGE	MIG	La Mer: Construction of New Sewer Rising Main	52 600	-	0,00%
SEWERAGE	MIG	Jeffreys Bay: Upgrade of Ocean View Sewer Pipe	261 915	69 565	26,56%
SEWERAGE	MIG	Kwanomzamo: Upgrading of WWTW	6 763 810	4 611 523	68,18%
WATER	MIG	Infrastructure Management Plan	1 717 311	670 940	39,07%
			25 448 081	14 024 074	55,11%

DEPARTMENT		PROJECT DESCRIPTION	Adjusted Budget 2025/26	YearTD actuals	%
UPGRADING OF INFORMAL SETTLEMENTS PROGRAMME					
SEWERAGE	UISP	Kwanomzamo: New Sewer Pump Station & Rising Main - Bulk Sanitation	183 706	-	0,00%
SEWERAGE	UISP	Design: Upgrade Weston WWTW Outfall & Reticulation	-	-	
SEWERAGE	UISP	Kruisfontein: Bulk Sewer Link Line	191 464	-	0,00%
SEWERAGE	UISP	Design: Upgrade Weston WWTW Outfall & Reticulation	1 141 258	620 071	54,33%
SEWERAGE	UISP	Apiesdraai: Sewer Pump Station	3 544 185	46 445	1,31%
SEWERAGE	UISP	Ramaphosa Sewer Pump Station Upgrade	5 239 443	65 940	1,26%
SEWERAGE	UISP	Upgrade of Thornhill Sewer Treatment Works - Phase	2 219 112	17 285	0,78%
WATER	UISP	Humansdorp: Upgrading of Kwanomzamo Informal Sett	2 734 069	1 121 479	41,02%
WATER	UISP	Thornhill: Upgrading of Informal Settlement	419 403	93 112	22,20%
WATER	UISP	Patensie: Upgrading of Cyril Ramaphosa Informal Se	1 146 142	105 110	9,17%
WATER	UISP	Jeffreys Bay: Upgrading of Ocean View Informal Set	2 926 119	880 202	30,08%
WATER	UISP	Humansdorp: Upgrading of Kruisfontein Informal Set	2 118 388	1 576 582	74,42%
WATER	UISP	Thornhill: Upgrading of Informal Settlement	-	-	
WATER	UISP	Patensie: Upgrading of Informal Settlement (Cyril Ramaphosa)	-	-	
WATER	UISP	Jeffreys Bay: Upgrading of Ocean View Informal Settlement	-	-	
WATER	UISP	Kruisfontein: Upgrade of Gill Marcus Bulk Water Reservoir & Pipeline	5 780 466	309 636	5,36%
WATER	UISP	Kwanomzamo: New Bulk Water Pipeline	8 870 938	-	0,00%
			36 514 693	5 139 715	14,08%
WATER SERVICES INFRASTRUCTURE GRANT					
SEWERAGE	WSIG	Beach Sewer Pump Station and New Sewer Bypass	200 000	-	0,00%
SEWERAGE	WSIG	Loerie: Upgrade of Sewer Pump Station & New Sewer	5 396 909	2 234 509	41,40%
WATER	WSIG	St Francis Bay: Replacement of Waterpipe	100 000	-	0,00%
WATER	WSIG	St Francis Bay: Groundwater Supply	2 576 130	447 767	17,38%
WATER	WSIG	St Francis Bay: Replacement of Main Waterline (Sout River Bridge Crossing)	100 000	-	0,00%
			8 373 039	2 682 276	32,03%
SUBTOTAL			247 074 592	41 162 833	16,66%

DEPARTMENT		PROJECT DESCRIPTION	Adjusted Budget 2025/26	YearTD actuals	%
COMMUNITY SERVICES					
DISTRICT					
FIRE SERVICES	DISTRICT	Fire Services - Vehicle (DISTRICT)	955 034	1 389 675	145,51%
			955 034	1 389 675	145,51%
INTERNALLY FUNDED					
FIRE SERVICES	INTERNAL	Fire Services - Vehicle (District)	434 642	-	0,00%
FIRE SERVICES	INTERNAL	Extension of Incident Command Centre (ICC)	1 000 000	12 000	1,20%
LAW ENFORCEMENT	INTERNAL	Security Cameras	1 000 000	526 199	52,62%
WASTE SERVICES	INTERNAL	Fencing of Humansdorp Landfill Site	1 500 000	-	0,00%
			3 934 642	538 199	13,68%
ELECTRO AND MECHANICAL SERVICES					
INTEGRATED NATIONAL ELECTRIFICATION PROGRAMME					
METERING AND REVENUE	INEP	Electrification of 1250 houses in Kouga	4 730 433	4 386 748	92,73%
			4 730 433	4 386 748	92,73%
INTERNALLY FUNDED					
METERING AND REVENUE	INTERNAL	Shore Road Miniature Substation & Associated Switc	2 000 000	1 142 914	57,15%
METERING AND REVENUE	INTERNAL	Battery Storage	22 500 000	7 834 828	34,82%
METERING AND REVENUE	INTERNAL	SeaVista Electrification	2 000 000	-	0,00%
METERING AND REVENUE	INTERNAL	Thornhill Electrification	1 500 000	-	0,00%
METERING AND REVENUE	INTERNAL	OceanView Electrification	2 500 000	-	0,00%
METERING AND REVENUE	INTERNAL	Electrical Oil circuit breakers replacement with v	1 560 165	-	0,00%
			32 060 165	8 977 742	28,00%
MUNICIPAL INFRASTRUCTURE GRANT					
METERING AND REVENUE	MIG	Design of New High Mast Lights - Construction	6 086 955	5 278 214	86,71%
			6 086 955	5 278 214	86,71%
UPGRADING OF INFORMAL SETTLEMENTS PROGRAMME					
METERING AND REVENUE	UISP	Kwanomzamo Bulk Electrical - Boskloof Secondary Feeder Line & Substation	29 703	-	0,00%
METERING AND REVENUE	UISP	Oceanview Substation Upgrade	27 938	27 939	100,00%
			57 641	27 939	48,47%
FINANCE LEASE					
FLEET AND WORKSHOP	LEASE	Vehicle	-	493 606	
			-	493 606	
SUBTOTAL			290 009 786	60 327 081	20,80%

DEPARTMENT	FUNDING SOURCE	PROJECT DESCRIPTION	Adjusted Budget 2025/26	YearTD actuals	%
FINANCE AND ECONOMIC DEVELOPMENT					
FINANCIAL MANAGEMENT GRANT					
BUDGET AND FINANCIAL REPORTING	FMG	FMG Interns Laptops	128 700	128 620	99,94%
			128 700	128 620	99,94%
FINANCE AND ECONOMIC DEVELOPMENT					
INTERNALLY FUNDED					
ASSET MANAGEMENT	INTERNAL	AIR CONDITIONERS-WHOLE OF MUNICIPALITY	150 000	37 672	25,11%
ECONOMIC DEVELOPMENT	INTERNAL	Furniture and Office Equipment	10 000	4 996	49,96%
EXPENDITURE	INTERNAL	Computer Equipment	57 000	-	0,00%
EXPENDITURE	INTERNAL	Furniture and Office Equipment	50 000	-	0,00%
LOCAL ECONOMIC DEVELOPMENT	INTERNAL	Computer Equipment	28 500	19 740	69,26%
REVENUE	INTERNAL	Vehicle	570 600	-	0,00%
REVENUE	INTERNAL	Furniture and Office Equipment	60 561	22 776	37,61%
REVENUE	INTERNAL	Computer Equipment	114 000	-	0,00%
SUPPLY CHAIN AND CONTRACT MANAGEMENT	INTERNAL	Furniture and Office Equipment	10 700	8 730	81,59%
SUPPLY CHAIN AND CONTRACT MANAGEMENT	INTERNAL	Computer Equipment	154 575	38 457	24,88%
			1 205 936	132 371	10,98%
OFICCE OF THE DMM					
INTERNALLY FUNDED					
ADMINISTRATION SERVICES	INTERNAL	Generator - Humansdorp Main Building	300 000	-	0,00%
ADMINISTRATION SERVICES	INTERNAL	Furniture and Office Equipment	180 000	5 380	2,99%
HUMAN RESOURCES	INTERNAL	Furniture and Office Equipment	50 000	-	0,00%
HUMAN RESOURCES	INTERNAL	HR Sound System	15 000	-	0,00%
HUMAN RESOURCES	INTERNAL	Recording Devices: Labour Relations	15 000	-	0,00%
INFORMATION COMMUNICATION TECHNOLOGY (ICT)	INTERNAL	Computer Equipment	2 000 000	987 743	49,39%
LEGAL SERVICES	INTERNAL	Furniture and Office Equipment	50 000	-	0,00%
MEDIA LIAISON	INTERNAL	Camera Equipment	50 000	28 661	57,32%
			2 660 000	1 021 784	38,41%
OFICCE OF THE DMM					
INTERNALLY FUNDED					
RISK AND INTERNAL AUDIT	INTERNAL	Furniture and Office Equipment	5 000	2 500	50,00%
			5 000	2 500	50,00%
PLANNING AND DEVELOPMENT					
INTERNALLY FUNDED					
LAND AND PROPERTY ADMINISTRATION	INTERNAL	Acquisition of Land	2 900 000	-	0,00%
LAND AND PROPERTY ADMINISTRATION	INTERNAL	Furniture and Office Equipment	175 000	-	0,00%
LAND AND PROPERTY ADMINISTRATION	INTERNAL	Computer Equipment	175 000	-	0,00%
LAND AND PROPERTY ADMINISTRATION	INTERNAL	Fencing (Oceanview)	1 200 000	-	0,00%
LAND AND PROPERTY ADMINISTRATION	INTERNAL	Fencing (Sea Vista)	200 000	-	0,00%
			4 650 000	-	0,00%
DEPARTMENT OF HUMAN SETTLEMENTS					
HUMAN SETTLEMENT	DOHS	HANKEY 990-PHASE 2	6 731 296	3 901 722	57,96%
HUMAN SETTLEMENT	DOHS	HANKEY 990-PHASE 3	12 284 786	-	0,00%
SUBTOTAL			19 016 082	3 901 722	20,52%
TOTAL			322 565 180	67 441 953	20,91%

“Annexure A3”

1. PROJECTED CASH FLOW STATEMENT FOR THE 2025/26 FINANCIAL YEAR

1.1. Projected Cash Flow Statement as at 31 March 2026

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 – M09 March 2026

EC108 Kouga - Table C7 Monthly Budget Statement - Cash Flow -										
Description	Ref	2024/25	Budget Year 2025/26							
		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		263 763	294 809	296 352	24 569	249 509	221 106	28 402	13%	296 352
Service charges		719 038	908 343	846 520	64 689	535 217	681 257	(146 040)	-21%	846 520
Other revenue		52 563	112 594	131 358	17 685	173 898	84 446	89 452	106%	131 358
Transfers and Subsidies - Operational		201 325	214 766	214 845	51 250	214 683	161 074	53 608	33%	214 845
Transfers and Subsidies - Capital		57 409	82 934	104 291	8 953	74 330	69 593	4 737	7%	104 291
Interest		1 659 179	16 273	16 273	909	10 754	12 205	(1 450)	-12%	16 273
Dividends		-	-	-	-	-	-	-		-
Payments										
Suppliers and employees		(298 661)	(1 485 124)	(1 422 023)	(120 906)	(1 125 627)	(1 100 451)	25 176	-2%	(123 760)
Interest		-	(19 267)	(19 267)	(2 882)	(11 261)	(14 450)	(3 189)	22%	(19 267)
Transfers and Subsidies		-	(950)	(950)	-	-	(713)	(713)	100%	(950)
NET CASH FROM/(USED) OPERATING ACTIVITIES		2 654 615	124 378	167 398	44 267	121 504	114 068	(7 436)	-7%	1 465 660
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		(130 825)	(265 462)	(318 092)	(12 103)	(77 558)	-	77 558	0%	318 092
NET CASH FROM/(USED) INVESTING ACTIVITIES		(130 825)	(265 462)	(318 092)	(12 103)	(77 558)	-	77 558	0%	318 092
CASH FLOWS FROM FINANCING ACTIVITIES										
Receipts										
Short term loans		-	-	-	-	-	-	-		-
Borrowing long term/refinancing		(120 000)	100 000	100 000	-	-	-	-		-
Increase (decrease) in consumer deposits		-	-	-	-	-	75 000	(75 000)	-100%	100 000
Payments										
Repayment of borrowing		(23 418)	(23 990)	(23 990)	(2 637)	(22 178)	-	22 178	0%	-
NET CASH FROM/(USED) FINANCING ACTIVITIES		(143 418)	76 010	76 010	(2 637)	(22 178)	75 000	97 178	130%	100 000
NET INCREASE/ (DECREASE) IN CASH HELD		2 380 372	(65 075)	(74 684)	29 527	21 767	189 068			1 883 752
Cash/cash equivalents at beginning:		297 312	194 402	180 582		180 581	180 582			180 581
Cash/cash equivalents at month/year end:		2 677 684	129 327	105 898		202 349	369 650			2 064 333

“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 2025/26 budget performance for the period of March 2026 and are to be noted. Each table is accompanied by explanatory notes.

Table C1 Monthly Budget Statement Summary – M09 March 2026

EC108 Kouga - Table C1 Monthly Budget Statement Summary -									
Description	2024/25	Budget Year 2025/26							
	Audited Outcome	Original Budget	Adjusted Budget	Monthly Actual	YearTD Actual	YearTD Budget	YTD Variance	YTD Variance %	Full Year Forecast
R thousands									
Financial Performance									
Property rates	298 334	304 484	307 899	22 574	240 014	230 924	9 090	4%	307 899
Service charges	629 997	761 356	723 457	61 643	546 275	542 593	3 682	1%	723 457
Investment revenue	13 689	16 273	16 273	919	9 406	12 205	(2 798)	-23%	16 273
Transfers and subsidies - Operational	205 382	214 766	214 697	51 162	214 346	161 022	53 323	33%	214 697
Other own revenue	174 612	171 808	199 539	7 601	89 606	149 654	(60 048)	-40%	199 539
Total Revenue (excluding capital transfers and	1 322 015	1 468 686	1 461 865	143 898	1 099 647	1 096 398	3 249	0%	1 461 865
Employee costs	418 731	525 261	440 383	32 125	333 876	330 287	3 589	1%	440 383
Remuneration of Councillors	15 443	15 988	16 550	1 672	11 631	12 413	(782)	-6%	16 550
Depreciation and amortisation	115 298	142 422	142 422	9 037	81 156	106 816	(25 660)	-24%	142 422
Interest	13 825	20 106	39 542	2 882	11 261	29 657	(18 396)	-62%	39 542
Inventory consumed and bulk purchases	521 483	555 432	553 142	41 115	429 481	414 856	14 625	4%	553 142
Transfers and subsidies	447	950	950	-	474	712	(239)	-34%	950
Other expenditure	333 344	320 959	352 183	24 118	170 735	264 135	(93 400)	-35%	352 183
Total Expenditure	1 418 571	1 581 117	1 545 173	110 949	1 038 613	1 158 877	(120 264)	-10%	1 545 173
Surplus/(Deficit)	(96 556)	(112 431)	(83 308)	32 950	61 034	(62 478)	123 513	-198%	(83 308)
Transfers and subsidies - capital (monetary allocations)	109 313	82 934	125 262	4 539	44 981	93 946	(48 965)	-52%	125 262
Transfers and subsidies - capital (in-kind)	15 000	-	-	-	-	-	-	-	-
Surplus/(Deficit) after capital transfers & contributions	27 757	(29 497)	41 953	37 489	106 015	31 468	74 548	237%	41 953
Share of surplus/ (deficit) of associate	-	-	-	-	-	-	-	-	-
Surplus/ (Deficit) for the year	27 757	(29 497)	41 953	37 489	106 015	31 468	74 548	237%	41 953
Capital expenditure & funds sources									
Capital expenditure	151 442	265 462	322 565	10 525	67 442	241 923	(174 481)	-72%	322 565
Capital transfers recognised	103 754	72 117	111 403	2 044	40 474	83 552	(43 079)	-52%	111 403
Borrowing	69 882	152 174	153 003	2 098	10 413	114 752	(104 339)	-91%	153 003
Internally generated funds	44 891	41 172	58 159	6 383	16 555	43 619	(27 064)	-62%	58 159
Total sources of capital funds	218 527	265 462	322 565	10 525	67 442	241 923	(174 481)	-72%	322 565
Financial position									
Total current assets	378 763	266 780	318 622		485 413				318 622
Total non current assets	2 364 279	2 577 825	2 592 388		2 398 509				2 592 388
Total current liabilities	364 097	285 984	326 109		332 259				326 109
Total non current liabilities	368 452	465 849	473 581		362 202				473 581
Community wealth/Equity	2 058 459	2 092 771	2 111 322		2 189 461				2 111 322
Cash flows									
Net cash from (used) operating	2 654 615	124 378	167 398	44 267	121 504	114 068	(7 436)	-7%	1 465 660
Net cash from (used) investing	(130 825)	(265 462)	(318 092)	(12 103)	(77 558)	-	77 558		318 092
Net cash from (used) financing	(143 418)	76 010	76 010	(2 637)	(22 178)	75 000	97 178	130%	100 000
Cash/cash equivalents at the month/year end	2 677 684	129 327	105 898	-	202 349	369 650	167 301	45%	2 064 333
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	98 806	14 999	13 047	11 376	11 346	11 014	145 848	82 059	388 495
Creditors Age Analysis									
Total Creditors	51 502	89	296	-	60	35	155	(840)	51 298

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) – M09 March 2026

EC108 Kouga - Table C2 Monthly Budget Statement - Financial Performance (functional classification) -										
Description	Ref	2024/25	Budget Year 2025/26							
		Audited Outcome	Original Budget	Adjusted Budget	Monthly Actual	YearTD Actual	YearTD Budget	YTD Variance	YTD Variance	Full Year Forecast
R thousands										
Revenue - Functional										
Governance and administration		551 646	530 621	576 997	76 276	432 705	432 747	(43)	0%	576 997
Executive and council		53	142	165	—	—	124	(124)	-100%	165
Finance and administration		551 593	530 479	576 831	76 276	432 705	432 623	81	0%	576 831
Internal audit		—	—	—	—	—	—	—	—	—
Community and public safety		68 805	50 121	81 763	2 239	26 745	61 322	(34 577)	-56%	81 763
Community and social services		3 335	3 385	3 464	42	3 356	2 598	758	29%	3 464
Sport and recreation		7 349	12 255	13 245	410	9 488	9 934	(445)	-4%	13 245
Public safety		1 535	1 870	1 368	938	998	1 026	(28)	-3%	1 368
Housing		53 075	30 000	61 074	841	10 116	45 806	(35 690)	-78%	61 074
Health		3 511	2 612	2 612	8	2 787	1 959	829	42%	2 612
Economic and environmental services		49 967	40 955	58 069	3 744	37 153	43 552	(6 398)	-15%	58 069
Planning and development		8 979	10 838	11 675	1 411	9 772	8 756	1 016	12%	11 675
Road transport		21 204	10 185	23 787	1 186	10 845	17 840	(6 995)	-39%	23 787
Environmental protection		19 784	19 932	22 608	1 146	16 537	16 956	(419)	-2%	22 608
Trading services		775 911	929 924	870 298	66 180	648 025	652 723	(4 698)	-1%	870 298
Energy sources		417 937	501 093	494 194	38 691	375 833	370 645	5 187	1%	494 194
Water management		165 405	203 581	169 130	13 846	121 988	126 848	(4 859)	-4%	169 130
Waste water management		121 149	141 631	128 457	9 078	92 849	96 343	(3 494)	-4%	128 457
Waste management		71 420	83 619	78 517	4 564	57 355	58 887	(1 532)	-3%	78 517
Other	4	—	—	—	—	—	—	—	—	—
Total Revenue - Functional	2	1 446 328	1 551 621	1 587 126	148 438	1 144 628	1 190 344	(45 716)	-4%	1 587 126
Expenditure - Functional										
Governance and administration		310 795	402 672	376 867	29 432	257 814	282 649	(24 835)	-9%	376 867
Executive and council		49 885	66 561	61 000	3 972	43 946	45 749	(1 803)	-4%	61 000
Finance and administration		260 774	332 893	312 648	25 251	212 911	234 485	(21 574)	-9%	312 648
Internal audit		136	3 218	3 219	209	957	2 414	(1 457)	-60%	3 219
Community and public safety		109 518	141 482	119 944	12 131	90 446	89 957	489	1%	119 944
Community and social services		12 638	12 289	13 480	905	8 844	10 110	(1 267)	-13%	13 480
Sport and recreation		60 815	73 671	62 665	4 586	47 323	46 998	325	1%	62 665
Public safety		29 230	35 167	31 428	5 549	27 271	23 571	3 700	16%	31 428
Housing		1 253	11 626	9 446	690	5 850	7 085	(1 235)	-17%	9 446
Health		5 583	8 729	2 924	401	1 158	2 193	(1 035)	-47%	2 924
Economic and environmental services		207 757	206 880	251 754	13 473	110 304	188 815	(78 512)	-42%	251 754
Planning and development		33 240	39 914	33 922	2 599	22 356	25 441	(3 086)	-12%	33 922
Road transport		162 100	158 635	198 503	9 095	75 601	148 877	(73 276)	-49%	198 503
Environmental protection		12 417	8 331	19 329	1 778	12 347	14 497	(2 150)	-15%	19 329
Trading services		790 138	830 084	796 244	55 882	579 784	597 183	(17 399)	-3%	796 244
Energy sources		467 394	527 947	528 425	37 186	392 066	396 319	(4 252)	-1%	528 425
Water management		177 229	121 164	126 271	9 242	93 230	94 703	(1 473)	-2%	126 271
Waste water management		86 800	109 169	80 603	4 984	50 181	60 452	(10 271)	-17%	80 603
Waste management		58 714	71 803	60 945	4 471	44 307	45 709	(1 402)	-3%	60 945
Other		363	—	363	31	265	273	(7)	-3%	363
Total Expenditure - Functional	3	1 418 571	1 581 117	1 545 173	110 949	1 038 613	1 158 877	(120 264)	-10%	1 545 173
Surplus/ (Deficit) for the year		27 757	(29 497)	41 953	37 489	106 015	31 468	74 548	237%	41 953

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 – M09 March 2026

EC108 Kouga - Table C3 Monthly Budget Statement - Financial Performance (revenue and expenditure by municipal vote) -										
Vote Description	Ref	2024/25	Budget Year 2025/26							
		Audited Outcome	Original Budget	Adjusted Budget	Monthly Actual	YearTD Actual	YearTD Budget	YTD Variance	YTD Variance %	Full Year Forecast
R thousands										
Revenue by Vote	1									
Vote 1 - OFFICE OF THE MUNICIPAL MANAGER		—	—	—	—	—	—	—		—
Vote 2 - OFFICE OF THE DEPUTY MUNICIPAL MANAGER		2 268	1 115	1 138	439	1 980	854	1 126	131,9%	1 138
Vote 3 - FINANCE AND ECONOMIC DEVELOPMENT		459 109	484 342	485 848	75 776	419 352	364 386	54 967	15,1%	485 848
Vote 4 - COMMUNITY SERVICES		205 341	176 939	219 749	7 422	105 944	164 812	(58 868)	-35,7%	219 749
Vote 5 - CIVIL AND WATER SERVICES		301 230	349 202	315 179	23 852	223 786	236 384	(12 598)	-5,3%	315 179
Vote 6 - ELECTRO/MECHANICAL SERVICES		418 360	501 094	494 372	38 721	375 969	370 779	5 190	1,4%	494 372
Vote 7 - PLANNING AND DEVELOPMENT		60 017	38 929	70 840	2 227	17 596	53 130	(35 534)	-66,9%	70 840
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	1 446 326	1 551 621	1 587 126	148 438	1 144 627	1 190 344	(45 717)	-3,8%	1 587 126
Expenditure by Vote	1									
Vote 1 - OFFICE OF THE MUNICIPAL MANAGER		12 834	18 128	17 968	857	12 836	13 476	(640)	-4,7%	17 968
Vote 2 - OFFICE OF THE DEPUTY MUNICIPAL MANAGER		117 742	165 192	148 703	12 474	101 353	111 526	(10 174)	-9,1%	148 703
Vote 3 - FINANCE AND ECONOMIC DEVELOPMENT		101 376	139 445	126 048	9 410	79 923	94 535	(14 612)	-15,5%	126 048
Vote 4 - COMMUNITY SERVICES		305 104	314 436	331 157	22 642	191 583	248 367	(56 784)	-22,9%	331 157
Vote 5 - CIVIL AND WATER SERVICES		363 474	341 894	326 236	22 814	213 205	244 676	(31 471)	-12,9%	326 236
Vote 6 - ELECTRO/MECHANICAL SERVICES		483 211	555 517	552 576	39 677	412 864	414 432	(1 568)	-0,4%	552 576
Vote 7 - PLANNING AND DEVELOPMENT		34 502	44 085	38 295	2 745	23 915	28 721	(4 806)	-16,7%	38 295
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	1 418 243	1 578 697	1 540 981	110 619	1 035 679	1 155 733	(120 054)	-10,4%	1 540 981
Surplus/ (Deficit) for the year	2	28 083	(27 076)	46 145	37 819	108 948	34 611	74 337	214,8%	46 145

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) – M09 March 2026

EC108 Kouga - Table C4 Monthly Budget Statement - Financial Performance (revenue and expenditure) -										
Description	Ref	2024/25	Budget Year 2025/26							
		Audited Outcome	Original Budget	Adjusted Budget	Monthly Actual	YearTD Actual	YearTD Budget	YTD Variance	YTD Variance	Full Year Forecast
R thousands										
Revenue									%	
Exchange Revenue										
Service charges - Electricity		400 468	479 524	473 955	37 807	359 396	355 466	3 930	1%	473 955
Service charges - Water		104 737	147 583	123 885	12 855	91 994	92 914	(920)	-1%	123 885
Service charges - Waste Water Management		66 111	81 259	71 792	6 594	55 538	53 844	1 694	3%	71 792
Service charges - Waste management		58 681	52 990	53 826	4 388	39 347	40 369	(1 022)	-3%	53 826
Sale of Goods and Rendering of Services		6 687	10 044	10 044	1 231	6 377	7 533	(1 156)	-15%	10 044
Agency services		6 045	4 554	4 554	—	1 120	3 416	(2 296)	-67%	4 554
Interest		—	—	—	—	—	—	—	—	—
Interest earned from Receivables		22 366	34 661	11 618	1 043	9 466	8 713	753	9%	11 618
Interest earned from Current and Non Current Assets		13 689	16 273	16 273	919	9 406	12 205	(2 798)	-23%	16 273
Dividends		—	—	—	—	—	—	—	—	—
Rent on Land		—	—	—	—	—	—	—	—	—
Rental from Fixed Assets		4 068	3 322	4 312	286	4 226	3 234	992	31%	4 312
Licence and permits		2 137	2 856	2 856	188	2 406	2 142	264	12%	2 856
Special rating levies		—	15 436	15 436	1 020	10 848	11 577	(729)	-6%	15 436
Operational Revenue		8 061	1 955	8 122	560	4 515	6 091	(1 576)	-26%	8 122
Non-Exchange Revenue										
Property rates		298 334	304 484	307 899	22 574	240 014	230 924	9 090	4%	307 899
Surcharges and Taxes		—	22 602	25 277	1 334	17 163	18 958	(1 795)	-9%	25 277
Fines, penalties and forfeits		96 016	45 795	90 465	137	12 564	67 849	(55 284)	-81%	90 465
Licence and permits		6 849	3 139	3 139	89	2 957	2 354	603	26%	3 139
Transfer and subsidies - Operational		205 382	214 766	214 697	51 162	214 346	161 022	53 323	33%	214 697
Interest		3 214	5 841	4 050	292	2 750	3 038	(287)	-9%	4 050
Fuel Levy		—	—	—	—	—	—	—	—	—
Operational Revenue		19 241	21 605	19 666	1 421	15 193	14 750	443	3%	19 666
Gains on disposal of Assets		(689)	—	—	—	20	—	20	—	—
Other Gains		617	—	—	—	—	—	—	—	—
Discontinued Operations		—	—	—	—	—	—	—	—	—
Total Revenue (excluding capital transfers and contributions)		1 322 015	1 468 686	1 461 865	143 898	1 099 647	1 096 398	—		1 461 865
Expenditure By Type										
Employee related costs		418 731	525 261	440 383	32 125	333 876	330 287	3 589	1%	440 383
Remuneration of councillors		15 443	15 988	16 550	1 672	11 631	12 413	(782)	-6%	16 550
Bulk purchases - electricity		427 467	441 010	440 010	31 488	344 923	330 007	14 916	5%	440 010
Inventory consumed		94 016	114 422	113 133	9 627	84 558	84 849	(291)	0%	113 133
Debt impairment		(68 470)	65 115	64 219	—	—	48 164	(48 164)	-100%	64 219
Depreciation and amortisation		115 298	142 422	142 422	9 037	81 156	106 816	(25 660)	-24%	142 422
Interest		13 825	20 106	39 542	2 882	11 261	29 657	(18 396)	-62%	39 542
Contracted services		92 976	142 734	121 257	12 084	83 221	90 942	(7 722)	-8%	121 257
Transfers and subsidies		447	950	950	—	474	712	(239)	-34%	950
Irrecoverable debts written off		173 925	11 487	54 197	1 141	9 465	40 648	(31 183)	-77%	54 197
Operational costs		93 868	101 623	97 459	10 893	78 044	73 093	4 952	7%	97 459
Losses on Disposal of Assets		13 672	—	—	—	5	—	5	—	—
Other Losses		27 372	—	15 051	—	—	11 288	(11 288)	-100%	15 051
Total Expenditure		1 418 571	1 581 117	1 545 173	110 949	1 038 613	1 158 877	(120 264)	-10%	1 545 173
Surplus/(Deficit)		(96 556)	(112 431)	(83 308)	32 950	61 034	(62 478)	120 264	(0)	(83 308)
Transfers and subsidies - capital (monetary allocations)		109 313	82 934	125 262	4 539	44 981	93 946	(48 965)	(0)	125 262
Transfers and subsidies - capital (in-kind)		15 000	—	—	—	—	—	—	—	—
Surplus/(Deficit) after capital transfers & contributions		27 757	(29 497)	41 953	37 489	106 015	31 468			41 953
Income Tax		—	—	—	—	—	—	—	—	—
Surplus/(Deficit) after income tax		27 757	(29 497)	41 953	37 489	106 015	31 468			41 953
Share of Surplus/Deficit attributable to Joint Venture		—	—	—	—	—	—	—	—	—
Share of Surplus/Deficit attributable to Minorities		—	—	—	—	—	—	—	—	—
Surplus/(Deficit) attributable to municipality		27 757	(29 497)	41 953	37 489	106 015	31 468			41 953
Share of Surplus/Deficit attributable to Associate		—	—	—	—	—	—	—	—	—
Intercompany/Parent subsidiary transactions		—	—	—	—	—	—	—	—	—
Surplus/ (Deficit) for the year		27 757	(29 497)	41 953	37 489	106 015	31 468			41 953

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) – M09 March 2026

EC108 Kouga - Table C5 Monthly Budget Statement - Capital Expenditure (municipal vote, functional classification and funding) -										
Vote Description	Ref	2024/25	Budget Year 2025/26							
		Audited Outcome	Original Budget	Adjusted Budget	Monthly Actual	YearTD Actual	YearTD Budget	YTD Variance	YTD Variance %	Full Year Forecast
R thousands	1									
Multi-Year expenditure appropriation	2									
Vote 1 - OFFICE OF THE MUNICIPAL MANAGER		–	–	5	3	3	4	(1)	-33%	5
Vote 2 - OFFICE OF THE DEPUTY MUNICIPAL MANAGER		1 623	1 050	2 660	5	1 022	1 995	(973)	-49%	2 660
Vote 3 - FINANCE AND ECONOMIC DEVELOPMENT		2 001	621	1 335	98	261	1 001	(740)	-74%	1 335
Vote 4 - COMMUNITY SERVICES		861	4 891	4 890	–	1 928	3 667	(1 739)	-47%	4 890
Vote 5 - CIVIL AND WATER SERVICES		61 676	206 142	247 075	6 507	41 163	185 306	(144 143)	-78%	247 075
Vote 6 - ELECTRO/MECHANICAL SERVICES		85 369	49 509	42 935	4 092	19 164	32 201	(13 037)	-40%	42 935
Vote 7 - PLANNING AND DEVELOPMENT		(112)	3 250	23 666	(180)	3 902	17 750	(13 848)	-78%	23 666
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	151 419	265 462	322 565	10 525	67 442	241 923	(174 481)	-72%	322 565
Single Year expenditure appropriation	2									
Vote 1 - OFFICE OF THE MUNICIPAL MANAGER		23	–	–	–	–	–	–	–	–
Vote 2 - OFFICE OF THE DEPUTY MUNICIPAL MANAGER		–	–	–	–	–	–	–	–	–
Vote 3 - FINANCE AND ECONOMIC DEVELOPMENT		–	–	–	–	–	–	–	–	–
Vote 4 - COMMUNITY SERVICES		–	–	–	–	–	–	–	–	–
Vote 5 - CIVIL AND WATER SERVICES		–	–	–	–	–	–	–	–	–
Vote 6 - ELECTRO/MECHANICAL SERVICES		–	–	–	–	–	–	–	–	–
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	23	–	–	–	–	–	–	–	–
Total Capital Expenditure	3	151 442	265 462	322 565	10 525	67 442	241 923	(174 481)	-72%	322 565
Capital Expenditure - Functional Classification										
Governance and administration		51 929	2 621	4 911	81	2 252	3 683	(1 432)	-39%	4 911
Executive and council		293	–	–	–	–	–	–	–	–
Finance and administration		51 613	2 621	4 906	78	2 249	3 680	(1 430)	-39%	4 906
Internal audit		23	–	5	3	3	4	(1)	-33%	5
Community and public safety		520	2 441	21 456	(180)	5 332	16 092	(10 760)	-67%	21 456
Community and social services		–	50	50	–	29	37	(9)	-24%	50
Sport and recreation		–	–	–	–	–	–	–	–	–
Public safety		632	2 391	2 390	–	1 402	1 792	(391)	-22%	2 390
Housing		(112)	–	19 016	(180)	3 902	14 262	(10 360)	-73%	19 016
Health		–	–	–	–	–	–	–	–	–
Economic and environmental services		20 298	173 232	191 012	5 011	25 018	143 259	(118 241)	-83%	191 012
Planning and development		2 143	6 580	8 276	25	2 970	6 207	(3 237)	-52%	8 276
Road transport		18 155	166 652	182 736	4 987	22 048	137 052	(115 004)	-84%	182 736
Environmental protection		–	–	–	–	–	–	–	–	–
Trading services		78 695	87 169	105 186	5 612	34 840	78 889	(44 050)	-56%	105 186
Energy sources		36 398	49 509	42 935	4 092	18 671	32 201	(13 531)	-42%	42 935
Water management		14 419	18 289	30 749	710	5 922	23 062	(17 140)	-74%	30 749
Waste water management		27 878	17 872	30 002	810	10 247	22 501	(12 254)	-54%	30 002
Waste management		–	1 500	1 500	–	–	1 125	(1 125)	-100%	1 500
Other		–	–	–	–	–	–	–	–	–
Total Capital Expenditure - Functional Classification	3	151 442	265 462	322 565	10 525	67 442	241 923	(174 481)	-72%	322 565
Funded by:										
National Government		67 436	44 639	54 860	1 689	30 015	41 145	(11 130)	-27%	54 860
Provincial Government		35 687	26 087	55 588	354	9 069	41 691	(32 622)	-78%	55 588
District Municipality		632	1 391	955	–	1 390	716	673	94%	955
Transfers and subsidies - capital (monetary allocations) (Nat / Prov Departm Agencies, Households, Non-profit Institutions, Private Enterprises, Public Corporations, Higher Educ Institutions)		–	–	–	–	–	–	–	–	–
Transfers recognised - capital		103 754	72 117	111 403	2 044	40 474	83 552	(43 079)	-52%	111 403
Borrowing	6	69 882	152 174	153 003	2 098	10 413	114 752	(104 339)	-91%	153 003
Internally generated funds		44 891	41 172	58 159	6 383	16 555	43 619	(27 064)	-62%	58 159
Total Capital Funding	7	218 527	265 462	322 565	10 525	67 442	241 923	(174 481)	-72%	322 565

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 – M09 March 2026

EC108 Kouga - Table C6 Monthly Budget Statement - Financial Position -						
Description	Ref	2024/25	Budget Year 2025/26			
		Audited Outcome	Original Budget	Adjusted Budget	YearTD Actual	Full Year Forecast
R thousands						
ASSETS	1					
Current assets						
Cash and cash equivalents		180 582	143 991	120 562	202 348	120 562
Trade and other receivables from exchange transactions		63 211	59 899	63 211	127 357	63 211
Receivables from non-exchange transactions		79 492	26 651	79 496	56 343	79 496
Current portion of non-current receivables		–	–	–	–	–
Inventory		24 825	22 450	24 701	24 904	24 701
VAT		27 507	12 790	27 507	73 736	27 507
Other current assets		3 145	999	3 145	724	3 145
Total current assets		378 763	266 780	318 622	485 413	318 622
Non current assets						
Investments		–	–	–	–	–
Investment property		246 427	250 794	246 427	246 427	246 427
Property, plant and equipment		2 117 640	2 326 613	2 345 450	2 151 706	2 345 450
Biological assets		–	–	–	–	–
Living and non-living resources		–	–	–	–	–
Heritage assets		–	–	–	–	–
Intangible assets		212	419	512	376	512
Trade and other receivables from exchange transactions		–	–	–	–	–
Non-current receivables from non-exchange transactions		–	–	–	–	–
Other non-current assets		–	–	–	–	–
Total non current assets		2 364 279	2 577 825	2 592 388	2 398 509	2 592 388
TOTAL ASSETS		2 743 042	2 844 605	2 911 011	2 883 922	2 911 011
LIABILITIES						
Current liabilities						
Bank overdraft		–	–	–	–	–
Financial liabilities		29 869	31 944	23 538	10 881	23 538
Consumer deposits		34 505	31 660	34 505	37 195	34 505
Trade and other payables from exchange transactions		210 501	143 222	199 468	131 257	199 468
Trade and other payables from non-exchange transactions		20 944	–	0	41 970	0
Provision		39 189	64 451	39 509	39 189	39 509
VAT		29 089	14 707	29 089	71 768	29 089
Other current liabilities		–	–	–	–	–
Total current liabilities		364 097	285 984	326 109	332 259	326 109
Non current liabilities						
Financial liabilities		119 060	203 183	201 401	112 810	201 401
Provision		135 422	139 560	140 339	135 422	140 339
Long term portion of trade payables		–	–	–	–	–
Other non-current liabilities		113 970	123 106	131 841	113 970	131 841
Total non current liabilities		368 452	465 849	473 581	362 202	473 581
TOTAL LIABILITIES		732 549	751 834	799 689	694 461	799 689
NET ASSETS	2	2 010 493	2 092 771	2 111 322	2 189 461	2 111 322
COMMUNITY WEALTH/EQUITY						
Accumulated Surplus/(Deficit)		2 056 273	2 078 271	2 091 822	2 184 899	2 091 822
Reserves and funds		2 186	14 500	19 500	4 562	19 500
Other		–	–	–	–	–
TOTAL COMMUNITY WEALTH/EQUITY	2	2 058 459	2 092 771	2 111 322	2 189 461	2 111 322

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 – M09 March 2026

EC108 Kouga - Table C7 Monthly Budget Statement - Cash Flow -										
Description	Ref	2024/25	Budget Year 2025/26							
		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		263 763	294 809	296 352	24 569	249 509	221 106	28 402	13%	296 352
Service charges		719 038	908 343	846 520	64 689	535 217	681 257	(146 040)	-21%	846 520
Other revenue		52 563	112 594	131 358	17 685	173 898	84 446	89 452	106%	131 358
Transfers and Subsidies - Operational		201 325	214 766	214 845	51 250	214 683	161 074	53 608	33%	214 845
Transfers and Subsidies - Capital		57 409	82 934	104 291	8 953	74 330	69 593	4 737	7%	104 291
Interest		1 659 179	16 273	16 273	909	10 754	12 205	(1 450)	-12%	16 273
Dividends		-	-	-	-	-	-	-		-
Payments										
Suppliers and employees		(298 661)	(1 485 124)	(1 422 023)	(120 906)	(1 125 627)	(1 100 451)	25 176	-2%	(123 760)
Interest		-	(19 267)	(19 267)	(2 882)	(11 261)	(14 450)	(3 189)	22%	(19 267)
Transfers and Subsidies		-	(950)	(950)	-	-	(713)	(713)	100%	(950)
NET CASH FROM/(USED) OPERATING ACTIVITIES		2 654 615	124 378	167 398	44 267	121 504	114 068	(7 436)	-7%	1 465 660
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		(130 825)	(265 462)	(318 092)	(12 103)	(77 558)	-	77 558	0%	318 092
NET CASH FROM/(USED) INVESTING ACTIVITIES		(130 825)	(265 462)	(318 092)	(12 103)	(77 558)	-	77 558	0%	318 092
CASH FLOWS FROM FINANCING ACTIVITIES										
Receipts										
Short term loans		-	-	-	-	-	-	-		-
Borrowing long term/refinancing		(120 000)	100 000	100 000	-	-	-	-		-
Increase (decrease) in consumer deposits		-	-	-	-	-	75 000	(75 000)	-100%	100 000
Payments										
Repayment of borrowing		(23 418)	(23 990)	(23 990)	(2 637)	(22 178)	-	22 178	0%	-
NET CASH FROM/(USED) FINANCING ACTIVITIES		(143 418)	76 010	76 010	(2 637)	(22 178)	75 000	97 178	130%	100 000
NET INCREASE/ (DECREASE) IN CASH HELD		2 380 372	(65 075)	(74 684)	29 527	21 767	189 068			1 883 752
Cash/cash equivalents at beginning:		297 312	194 402	180 582		180 581	180 582			180 581
Cash/cash equivalents at month/year end:		2 677 684	129 327	105 898		202 349	369 650			2 064 333

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 31 March 2026, compared to the position as at 30 June 2025.

Debtors' Age Analysis (Inclusive of VAT) as at 31 March 2026

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	36 061	5 515	5 110	4 725	4 811	4 999	20 787	15 805	97 813
Trade and Other Receivables from Exchange Transactions - Electricity	40 408	2 633	1 980	1 235	956	787	2 721	7 432	58 152
Receivables from Non-exchange Transactions - Property Rates	25 299	2 714	2 201	1 887	1 711	1 493	5 388	24 701	65 394
Receivables from Exchange Transactions - Waste Water Management	14 814	1 976	1 746	1 571	1 502	1 366	5 993	6 071	35 039
Receivables from Exchange Transactions - Waste Management	11 054	1 389	1 272	1 197	1 137	1 045	4 741	5 023	26 857
Receivables from Exchange Transactions - Property Rental Debtors	–	–	–	–	–	–	–	–	–
Interest on Arrear Debtor Accounts	5 557	334	382	433	660	724	24 718	16 624	49 433
Recoverable unauthorised, irregular, fruitless and wasteful expenditure	–	–	–	–	–	–	–	–	–
Other	(34 388)	438	356	328	570	601	81 500	6 402	55 807
Total By Income Source	98 806	14 999	13 047	11 376	11 346	11 014	145 848	82 059	388 495
Debtors Age Analysis By Customer Group									
Organs of State	2 416	945	1 006	594	589	501	7 690	3 095	16 836
Commercial	14 669	513	378	222	196	172	3 751	4 492	24 394
Households	81 717	13 540	11 662	10 559	10 558	10 340	134 390	74 472	347 238
Other	4	1	1	1	3	0	17	–	27
Total By Customer Group	98 806	14 999	13 047	11 376	11 346	11 014	145 848	82 059	388 495

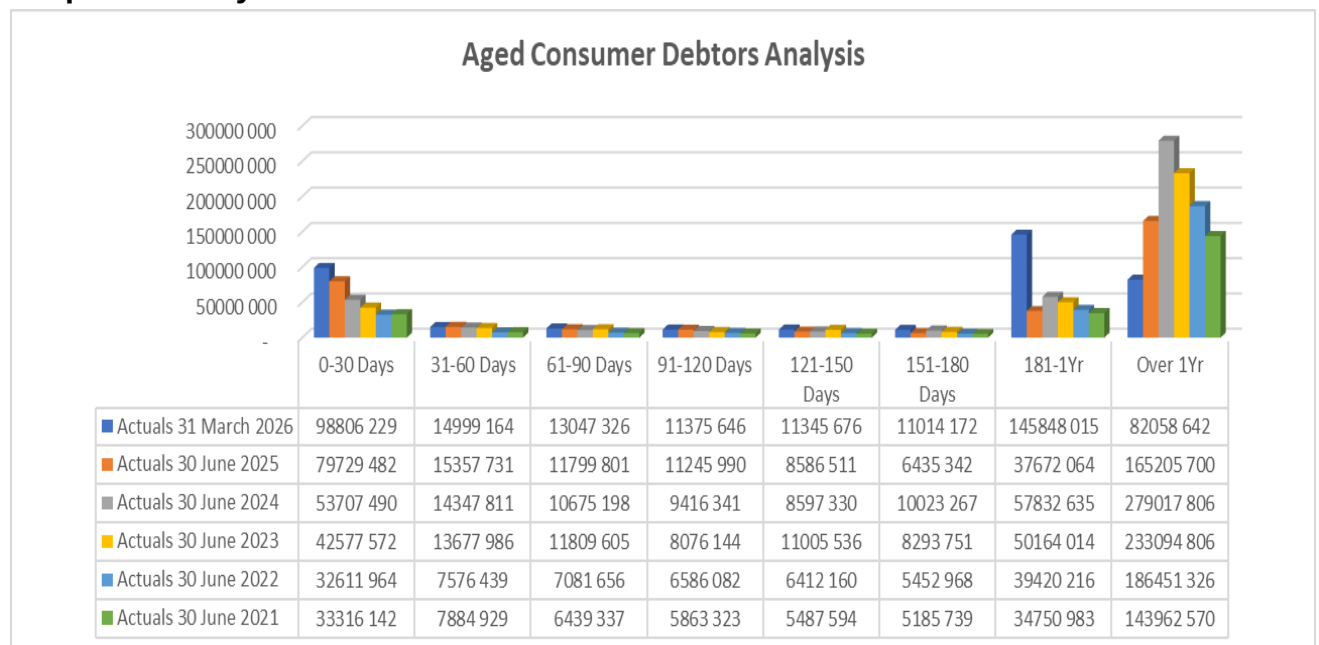
Debtors' Age Analysis (Inclusive of VAT) as at 30 June 2025

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

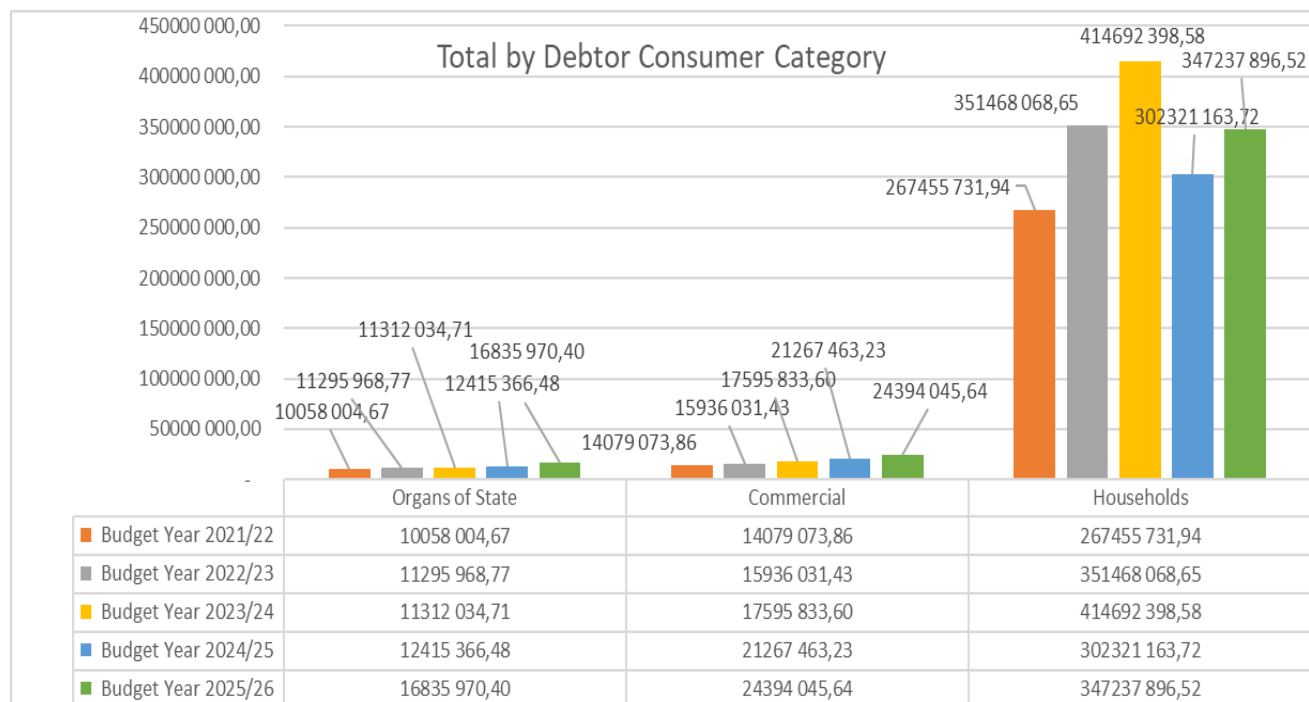
The analysis indicates that from 30 June 2025 to 31 March 2026, the overdue debts have increased by R 33,386 million from R 256,303 million to R 289,689 million, as follows:

R thousands	OVERDUE AMOUNTS AS AT		
Debtors Age Analysis By Income Source	30-Jun-25	31-Mar-26	DIFFERENCE
Trade and Other Receivables from Exchange Transactions - Water	69 558	61 752	(7 806)
Trade and Other Receivables from Exchange Transactions - Electricity	24 215	17 744	(6 471)
Receivables from Non-exchange Transactions - Property Rates	48 684	40 095	(8 590)
Receivables from Exchange Transactions - Waste Water Management	26 371	20 224	(6 146)
Receivables from Exchange Transactions - Waste Management	27 508	15 803	(11 705)
Receivables from Exchange Transactions - Property Rental Debtors	–	–	–
Interest on Arrear Debtor Accounts	44 532	43 876	(656)
Recoverable unauthorised, irregular, fruitless and wasteful expenditure	–	–	–
Other	15 436	90 195	74 759
Total By Income Source	256 303	289 689	33 386
Debtors Age Analysis By Customer Group			
Organs of State	12 461	14 420	1 959
Commercial	10 471	9 725	(746)
Households	233 347	265 521	32 174
Other	25	23	(2)
Total By Customer Group	256 303	289 689	33 386

Graphical Analysis of consumer debtors



Graphical Analysis of consumer debtors (total by Debtor Consumer Category)



1.2 Overview of Creditors position

Below is an analysis of the status of the major creditors.

Description	Budget Year 2025/26								
	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
R thousands									
Creditors Age Analysis By Customer Type									
Bulk Electricity	35 792	–	–	–	–	–	–	–	35 792
Bulk Water	1 313	80	80	–	60	12	155	(866)	834
PAYE deductions	6 430								6 430
VAT (output less input)									–
Pensions / Retirement deductions									–
Loan repayments									–
Trade Creditors	7 967	9	216	–	–	23	–	26	8 241
Auditor General									–
Other									–
Total By Customer Type	51 502	89	296	–	60	35	155	(840)	51 298

The above amounts represent invoices still to be paid. The major creditors as at 31 March 2026 are as follows:

Eskom	R 35,792 million
NMBM	R 0,834 million
PAYE	R 6,430 million
Other Creditors	R 8,241 million
Total	<u>R 51,298 million</u>

It must be noted that the Eskom amount of R 35,792 million, represents the current account for March 2026, which is due in April 2026.

It is to be noted that the SARS amount of R 6,430 million, represents the current account for March 2026, which is due in April 2026.

1.3 Allocation and Grants receipts and expenditure for the 2025/26 financial year

Supporting Table SC6 Monthly Budget Statement – transfers and grant receipts – M09 March 2026.

Description	Budget Year 2025/26							
	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:	209 308	209 160	51 250	209 187	209 187	-	0,00%	209 160
Operational Revenue:General Revenue:Equitable Share	203 533	203 533	50 883	203 412	203 412	-	0,00%	203 533
Expanded Public Works Programme Integrated Grant for Municipalities [Schedule 5B]	2 081	2 081	-	2 081	2 081	-	0,00%	2 081
Local Government Financial Management Grant [Schedule 5B]	1 785	1 637	-	1 785	1 785	-	0,00%	1 637
Municipal Infrastructure Grant [Schedule 5B]	1 909	1 909	367	1 909	1 909	-	0,00%	1 909
Provincial Government:	2 955	3 034	-	3 034	3 034	-	0,00%	3 034
Human Settlement Grant	-	-	-	-	-	-		-
Library grant	2 955	3 034	-	3 034	3 034	-	0,00%	3 034
District Municipality:	2 503	2 503	-	2 610	2 610	-	0,00%	2 503
Environmental health subsidy	2 503	2 503	-	2 610	2 610	-	0,00%	2 503
Other grant providers:	-	-	-	-	-			-
Departmental Agencies and Accounts	-	-	-	-	-	-		-
Total Operating Transfers and Grants	214 766	214 697	51 250	214 831	214 831	-	0,00%	214 697
Capital Transfers and Grants								
National Government:	51 334	51 482	6 979	49 005	49 005		0,00%	51 482
Local Government Financial Management Grant [Schedule 5B]	-	148	-	-	-			148
Municipal Disaster Relief Grant	-	-	-	-	-	-		-
Integrated National Electrification Programme (Municipal Grant) [Schedule 5B]	5 440	5 440	-	5 440	5 440		0,00%	5 440
Municipal Infrastructure Grant [Schedule 5B]	36 265	36 265	6 979	36 265	36 265		0,00%	36 265
Water Services Infrastructure Grant	9 629	9 629	-	7 300	7 300		0,00%	9 629
Provincial Government:	30 000	51 858	1 045	15 616	15 616		0,00%	51 858
Human Settlement Grant	30 000	51 858	1 045	15 616	15 616		0,00%	51 858
District Municipality:	1 391	1 098	930	930	930	-		1 098
Fire Services Subsidy	1 391	1 098	930	930	930	-		1 098
Total Capital Transfers and Grants	82 726	104 439	8 024	65 551	65 551	-	0,00%	104 439
TOTAL RECEIPTS OF TRANSFERS & GRANTS	297 491	319 135	59 274	280 382	280 382	-	0,00%	319 135

Below is an analysis of the spending associated with the grants as at 31 March 2026:

Supporting Table SC7 Monthly Budget Statement – transfers and grants expenditure – M09 March 2026.

Description	2024/25	Budget Year 2025/26						
	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:	209 308	209 160	51 162	208 702	207 632	(1 070)	(0)	85 768
Operational Revenue: General Revenue: Equitable Share	203 533	203 533	50 883	203 412	203 412	–	0%	84 806
Expanded Public Works Programme Integrated Grant for Municipalities [Schedule 5B]	2 081	2 081	235	2 081	1 561	(520)	-33%	347
Local Government Financial Management Grant [Schedule 5B]	1 785	1 637	44	1 300	1 228	(72)	-6%	298
Municipal Infrastructure Grant [Schedule 5B]	1 909	1 909	–	1 909	1 432	(477)	-33%	318
Provincial Government:	2 955	3 034	–	13 145	–	(3 034)	#DIV/0!	–
Human Settlement Grant	–	–	–	10 111	–			–
Library grant	2 955	3 034	–	3 034	–	(3 034)		–
District Municipality:	2 503	2 503	–	2 610	870	(1 740)	(0)	870
Environmental health subsidy	2 503	2 503	–	2 610	870	(1 740)	-200%	870
Other grant providers:	–	–	–	–	–	–		–
Departmental Agencies and Accounts	–	–	–	–	–			–
Total operating expenditure of Transfers and Grants:	214 766	214 697	51 162	224 457	208 502	(15 955)	#DIV/0!	86 638
Capital expenditure of Transfers and Grants								
National Government:	51 334	63 089	2 768	33 940	47 317	13 377	0,28	8 704
Local Government Financial Management Grant [Schedule 5B]	–	148	–	148	111			148
Integrated National Electrification Programme (Municipal Grant) [Schedule 5B]	5 440	5 440	–	4 652	4 080	(572)	-14%	907
Municipal Infrastructure Grant [Schedule 5B]	36 265	36 265	2 084	22 152	27 199	5 046	19%	6 044
Water Services Infrastructure Grant	9 629	9 629	–	3 021	7 222	4 201	58%	1 605
Municipal Disaster Relief Grant	–	11 607	684	3 966	8 705	4 739	54%	–
Provincial Government:	30 000	61 074	841	10 111	45 806	35 694	78%	6 643
Human Settlement	30 000	61 074	841	10 111	45 806	35 694	78%	6 643
District Municipality:	1 391	955	–	(1 390)	716	2 106		232
Fire Services Subsidy	1 391	955	–	(1 390)	716	2 106		232
Total capital expenditure of Transfers and Grants	82 726	125 118	3 610	42 662	93 839	51 177	55%	15 578
TOTAL EXPENDITURE OF TRANSFERS AND GRANTS	297 491	339 815	54 772	267 119	302 341	35 222	12%	102 217

CONDITIONAL GRANTS, SUBSIDIES AND DONATIONS RECEIVED

CONDITIONAL GRANTS, SUBSIDIES AND DONATIONS								
Reconciliation Grant Register as at 31 March 2026 (2025/26 F/Y)								
<u>Name of Grants</u>	<u>Name of organ of state</u>	<u>Opening balances (Rollovers) as at 1 July 2025</u>	<u>Monthly Receipts</u>	<u>YTD Receipts</u>	<u>YTD Expenditure</u>		<u>% of Spending to date</u>	<u>Unspent Balances</u>
Opex grants, subsidies and donations								
Financial Management Grant	DORA	-	1 636 995	1 636 995	1 300 025	336 970	79,42%	336 970
Expanded Public Works Programme	DORA	-	2 081 000	2 081 000	2 081 000	-	100,00%	-
Municipal Infrastructure Grant	DORA	-	1 908 700	1 908 700	1 908 700	-	100,00%	-
		-	5 626 695	5 626 695	5 289 725	336 970		336 970
Capex grants, subsidies and donations						-		
Municipal Infrastructure Grant	DORA	-	36 265 300	36 265 300	22 152 492	14 112 808	61,08%	14 112 808
Financial Management Grant	DORA	-	148 005	148 005	147 912	93	99,94%	93
Integrated National Electrification Programme	DORA	-	5 440 000	5 440 000	4 652 414	787 586	85,52%	787 586
Water Services Infrastructure Grant	DORA	120 926	7 300 000	7 420 926	3 021 045	4 278 955	40,71%	4 399 881
Municipal Disaster Response Grant	DORA	11 606 728	-	11 606 728	3 966 042	(3 966 042)	34,17%	7 640 686
			-					
Housing: Human Settlements Dev. Grant (Beneficiaries)	Provincial: Department of Infrastructure	9 216 084	15 616 123	24 832 207	10 111 331	5 504 792	40,72%	14 720 876
		20 943 738	64 769 428	85 713 166	44 051 236	20 718 192	51,39%	41 661 930
			70 396 123	91 339 861	49 340 961	21 055 162	54,02%	41 998 900

1.4 Councillor and employee benefits

Below is an analysis of Councillor and employee benefits:

Table SC8 Monthly Budget Statement – Councillor and staff benefits – M09 March 2026

EC108 Kouga - Supporting Table SC8 Monthly Budget Statement - councillor and staff benefits -

Summary of Employee and Councillor remuneration	Ref	2024/25	Budget Year 2025/26							
		Audited Outcome	Original Budget	Adjusted Budget	Monthly Actual	YearTD Actual	YearTD Budget	YTD Variance	YTD Variance %	Full Year Forecast
R thousands										
	1	A	B	C						D
Councillors (Political Office Bearers plus Other)										
Basic Salaries and Wages		10 607	10 879	10 761	1 162	7 925	8 071	(146)	-2%	10 761
Pension and UIF Contributions		–	–	–	–	–	–	–		–
Medical Aid Contributions		–	–	–	–	–	–	–		–
Motor Vehicle Allowance		3 427	3 626	4 153	392	2 664	3 115	(450)	-14%	4 153
Cellphone Allowance		1 409	1 483	1 637	118	1 042	1 227	(186)	-15%	1 637
Housing Allowances		–	–	–	–	–	–	–		–
Other benefits and allowances		–	–	–	–	–	–	–		–
Sub Total - Councillors		15 443	15 988	16 550	1 672	11 631	12 413	(782)	-6%	16 550
Senior Managers of the Municipality	3									
Basic Salaries and Wages		10 400	9 436	10 393	680	6 237	7 794	(1 558)	-20%	10 393
Pension and UIF Contributions		13	11	13	1	10	10	0	0%	13
Medical Aid Contributions		–	–	–	–	–	–	–		–
Overtime		–	–	–	–	–	–	–		–
Performance Bonus		1 657	395	472	–	82	354	(272)	-77%	472
Motor Vehicle Allowance		1 024	655	1 085	255	2 174	814	1 360	167%	1 085
Cellphone Allowance		24	–	96	8	108	72	36	50%	96
Housing Allowances		–	–	–	–	–	–	–		–
Other benefits and allowances		10	0	28	0	50	21	28	134%	28
Sub Total - Senior Managers of Municipality		17 381	10 498	12 087	944	8 659	9 065	(406)	-4%	12 087
Other Municipal Staff										
Basic Salaries and Wages		254 014	309 705	268 337	22 709	201 457	201 253	204	0%	268 337
Pension and UIF Contributions		36 539	52 636	45 383	3 640	31 918	34 037	(2 119)	-6%	45 383
Medical Aid Contributions		16 734	28 847	20 946	1 727	14 072	15 710	(1 638)	-10%	20 946
Overtime		37 582	37 741	39 573	161	29 906	29 679	227	1%	39 573
Performance Bonus		979	227	1 010	–	948	758	190	25%	1 010
Motor Vehicle Allowance		10 046	13 359	12 181	925	8 105	9 136	(1 031)	-11%	12 181
Cellphone Allowance		103	–	120	10	88	90	(1)	-2%	120
Housing Allowances		677	951	865	70	604	649	(44)	-7%	865
Other benefits and allowances		32 181	45 629	37 878	1 336	29 093	28 409	684	2%	37 878
Payments in lieu of leave		–	–	–	–	–	–	–		–
Long service awards		8 522	1 583	2 002	44	1 252	1 502	(250)	-17%	2 002
Post-retirement benefit obligations	2	3 972	24 085	–	558	7 774	–	7 774		–
Sub Total - Other Municipal Staff		401 350	514 763	428 296	31 181	325 217	321 222	3 995	1%	428 296
Total Parent Municipality		434 173	541 249	456 933	33 796	345 507	342 700	2 807	1%	456 933
TOTAL SALARY, ALLOWANCES & BENEFITS		434 173	541 249	456 933	33 796	345 507	342 700	2 807	1%	456 933
% increase	4		24,7%	5,2%						5,2%
TOTAL MANAGERS AND STAFF		418 731	525 261	440 383	32 125	333 876	330 287	3 589	1%	440 383

1.5. Key performance indicators

The table below reflects the key performance indicators as per the 2025/26 Budget and the associated performance to date.

		Actuals as at 30 June 2023	Actuals as at 30 June 2024	Actuals as at 30 June 2025	Actuals as at 31 March 2025	Approved Adjusted Budget 2025/26	Actuals as at 31 March 2026
Borrowing Management							
Capital Charges to Operating Expenditure	Interest & principal paid/Total Operating Expenditure	0.32%	0.52%	2.23%	1.58%	2.8%	3.22%
Borrowed funding of "own" capital expenditure	Borrowings/Capital expenditure excl. transfers & grants	0%	0%	269.91%	82.34%	171.94%	62.90%
Debt Servicing Costs to Operating Revenue	Debt Servicing Costs / Total Operating Revenue - Conditional Grants	0.00	0.01	0.02	0.2	0.03	0.03
Liquidity							
Current Ratio	Current assets / current liabilities	0.91	0.87	1.04	1.54:1	0.98	1.46
Liquidity Ratio	Monetary assets / current liabilities	0.40	0.47	0.50	0.85:1	0.37	0.61
Revenue Management							
Annual Debtors Collection Rate	Billed Revenue / Receipted Revenue	86.71%	91.01%	91.38%	90.81%	95%	92.67%

Other indicators		Actuals as at 30 June 2023	Actuals as at 30 June 2024	Actuals as at 30 June 2025	Actuals as at 31 March 2025	Approved Adjusted Budget 2025/26	Actuals as at 31 March 2026
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)	0.98	1.19 Months	0.53 Months	2.38 Month	0.94 Months	0.65 Months
Employee Costs	Employee Costs / Total Operating Expenditure	29.47%	30.85%	29.53%	27.39%	28.5%	32.15%
Capital Expenditure	Capital Expenditure / Capital Budget	94.66%	71.38%	84.49%	42.15%	95%	20.91%
Repairs and Maintenance as % of Total Operating Expenditure	Repairs and Maintenance / Total Operating Expenditure	3.86%	2.24%	2.33%	9.95%	12.15%	12.43%
Repairs and Maintenance as % of PPE (Book Value)	Repairs and Maintenance / Net PPE	2.32%	1.42%	1.52%	5.35%	8%	6.0%
Own Revenue Sources / Total Operating Revenue (Including operating grants)	Own Revenue Sources / Total Operating Revenue (Including Conditional Grants)	77.74%	83.49%	84.46%	79.79%	85.31%	80.51%

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 3.22% as at 31 March 2026, compared to the approved adjusted budget ratio of 2.8%.

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 31 March 2026, the ratio indicates 62.90% 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 31 March 2026, the ratio indicates 0.03, compared to the approved adjusted budget of 0.03.

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:

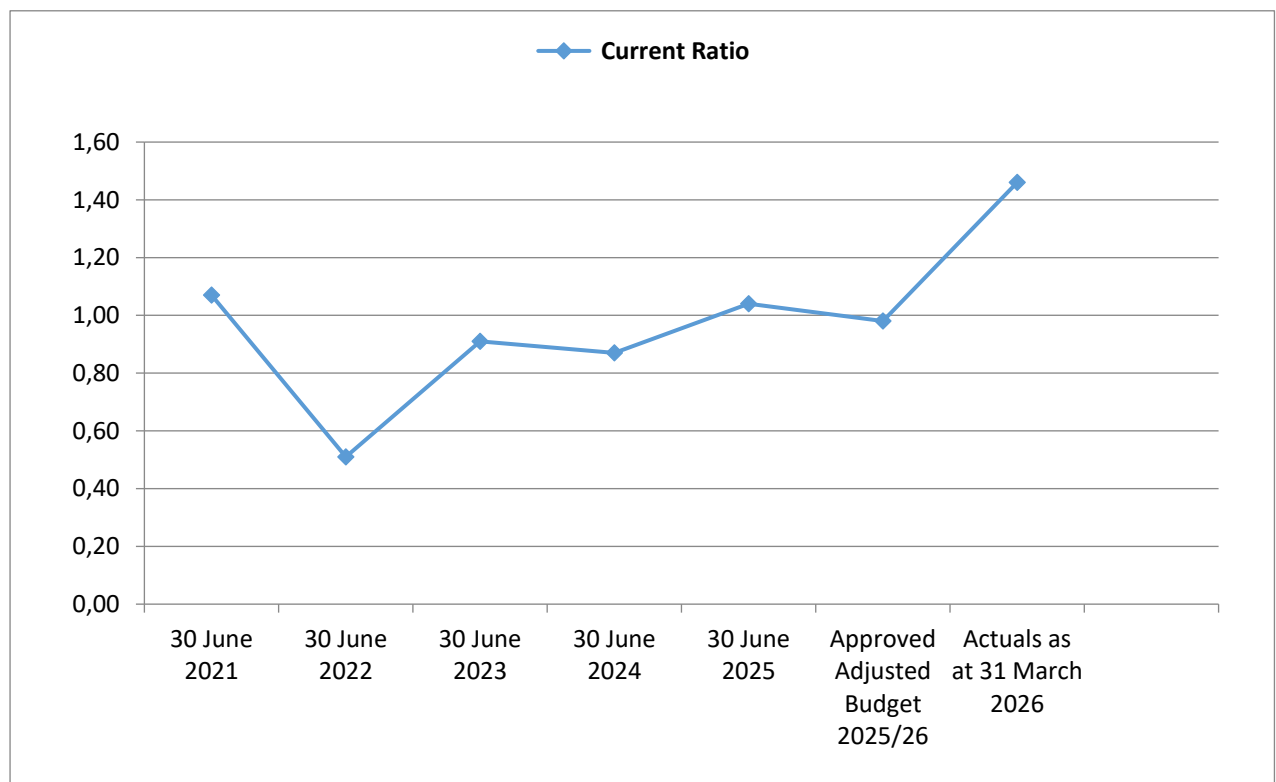
Current assets/Current liabilities

The ratio as at 31 March 2026 was 1.46:1, compared to the approved adjusted budget ratio of 0.98:1. As at 31 March 2026, cash reserves/commitments amounted to R 88,127 million, the current ratio excluding the cash reserves constitute 1.2:1.

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.

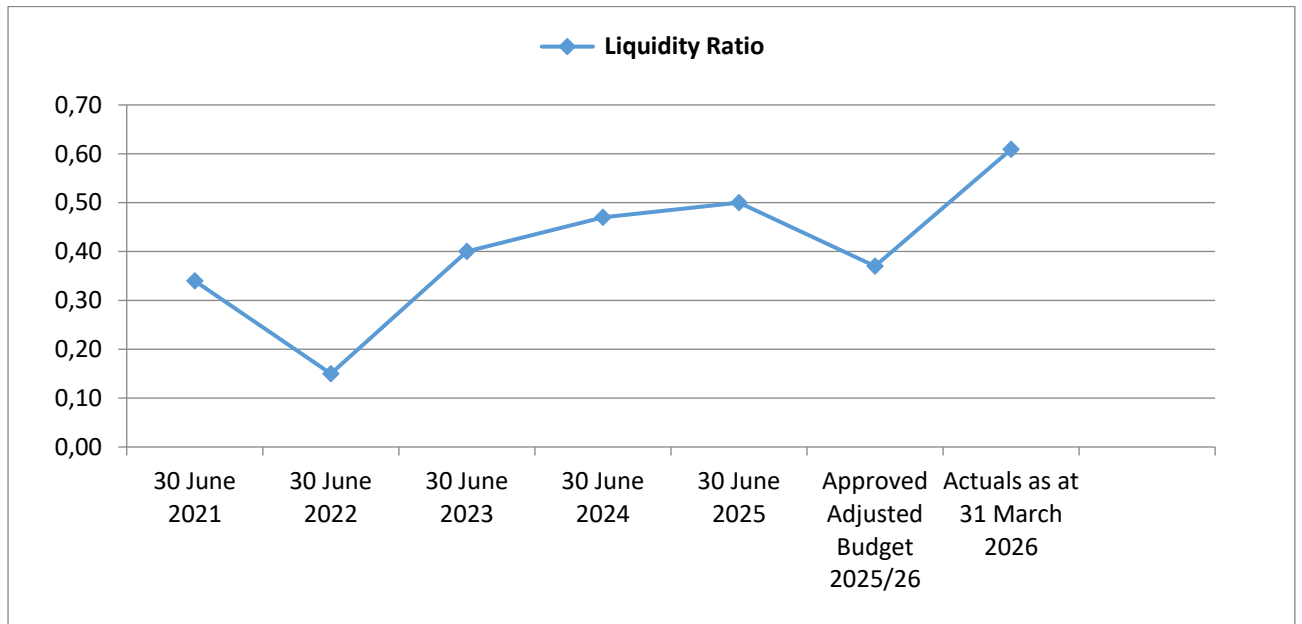
The ratio is determined as follows:

$$\text{Monetary assets/Current liabilities}$$

A favourable ratio would ensure that the Municipality is able to settle its short-term commitments from monetary assets. The liquidity ratio as at 31 March 2026 was 0.61:1 compared to the approved adjusted budget ratio of 0.37:1.

As at 31 March 2026, cash reserves/commitments amounted to R 88,127 million, the liquidity ratio excluding the cash reserves constitute 0.36:1.

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

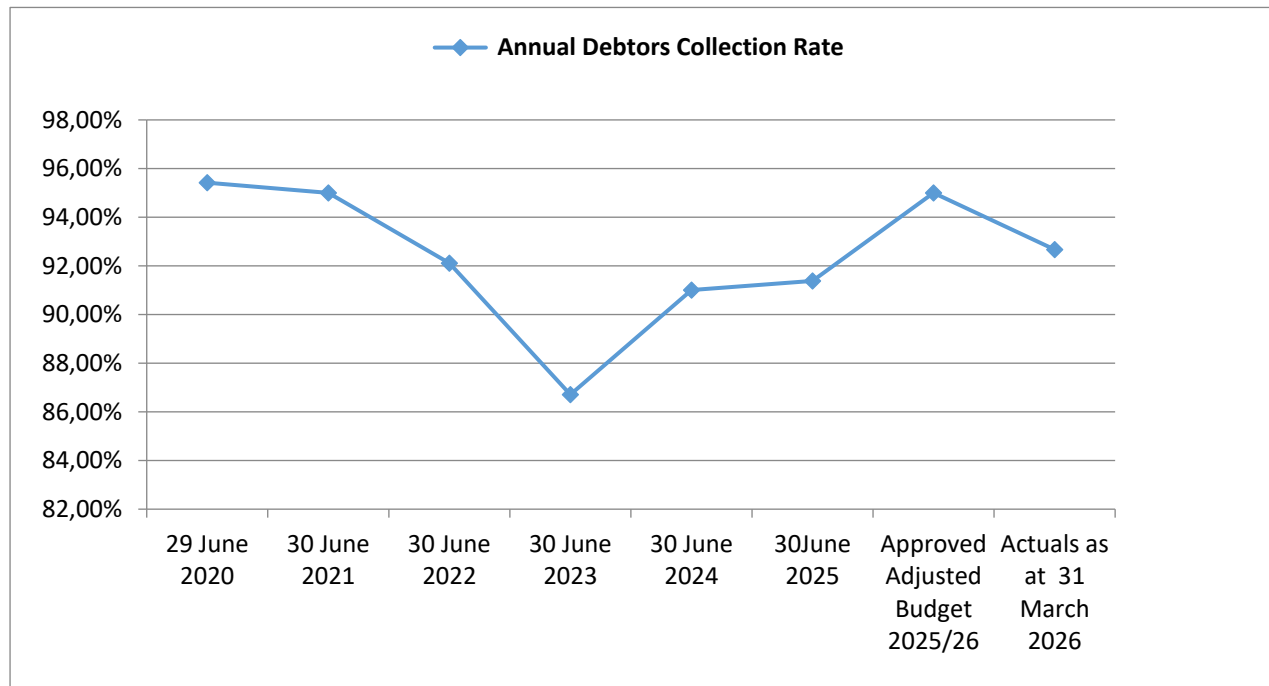
This ratio assesses the actual cash collected, compared to the monetary value of the municipal accounts rendered for municipal rates and services.

The ratio to determine the percentage collection rate is as follows:

$$\frac{\text{Gross Debtors Opening Balance} + \text{Billed Revenue} - \text{Gross Debtors Closing Balance} - \text{Bad Debts Written Off}}{\text{Billed Revenue}} \times 100$$

The average collection rate as at 31 March 2026 was 92.67%, compared to the approved adjusted budget collection rate of 95%. The actual collection rate for

March is 98.11 %.



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.

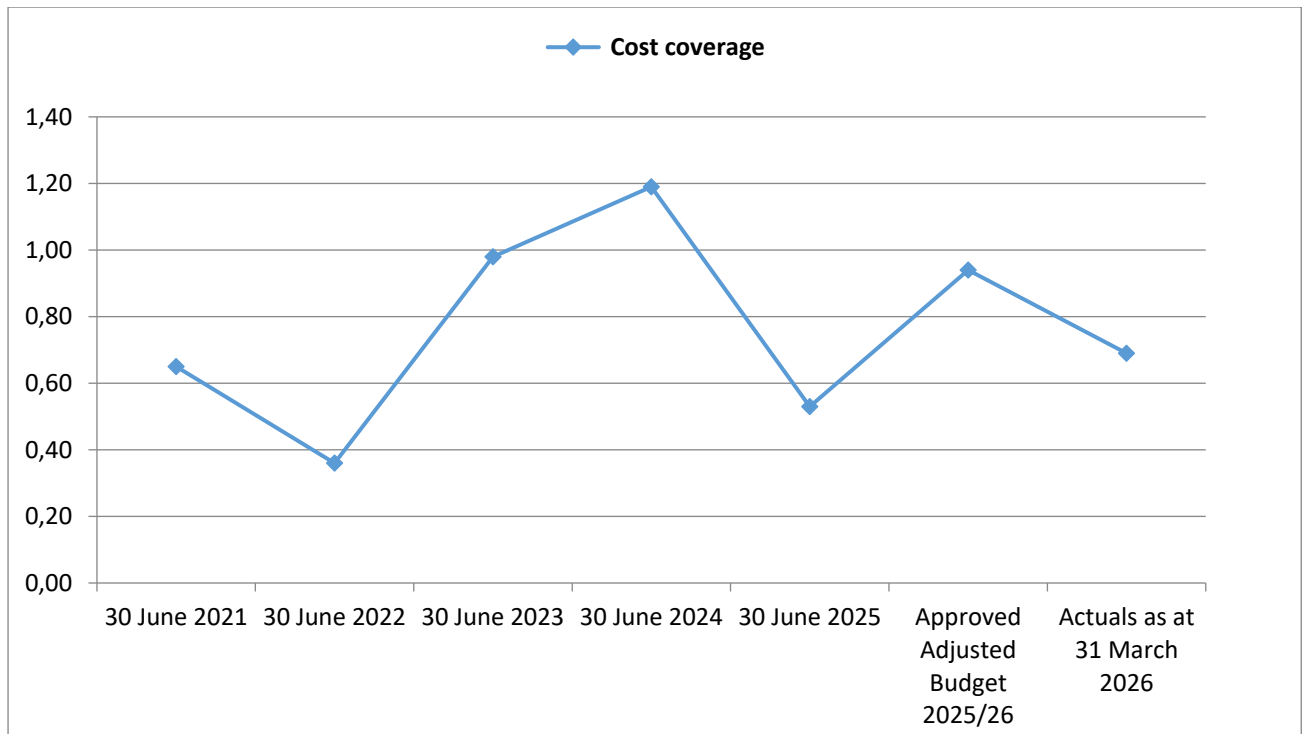
The Ratio is adjusted for Unspent Conditional Grants, Unspent borrowings, Cash Reserves for Eskom and Cash Reserves provided for the Development Bank of South Africa (DBSA) and augmentation fees, as the cash is not available for normal day-to-day operational expenditure but rather reserved for Grant and Capital related expenditure.

The ratio is determined as follows:

Cash and cash equivalents – unspent conditional grants – unspent borrowings – cash reserves - 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 31 March 2026, the Ratio was 0.69 months, compared to the approved adjusted budget ratio of 0.94 months.

In terms of MFMA Circular No. 71, the norm is 1 month to 3 months.



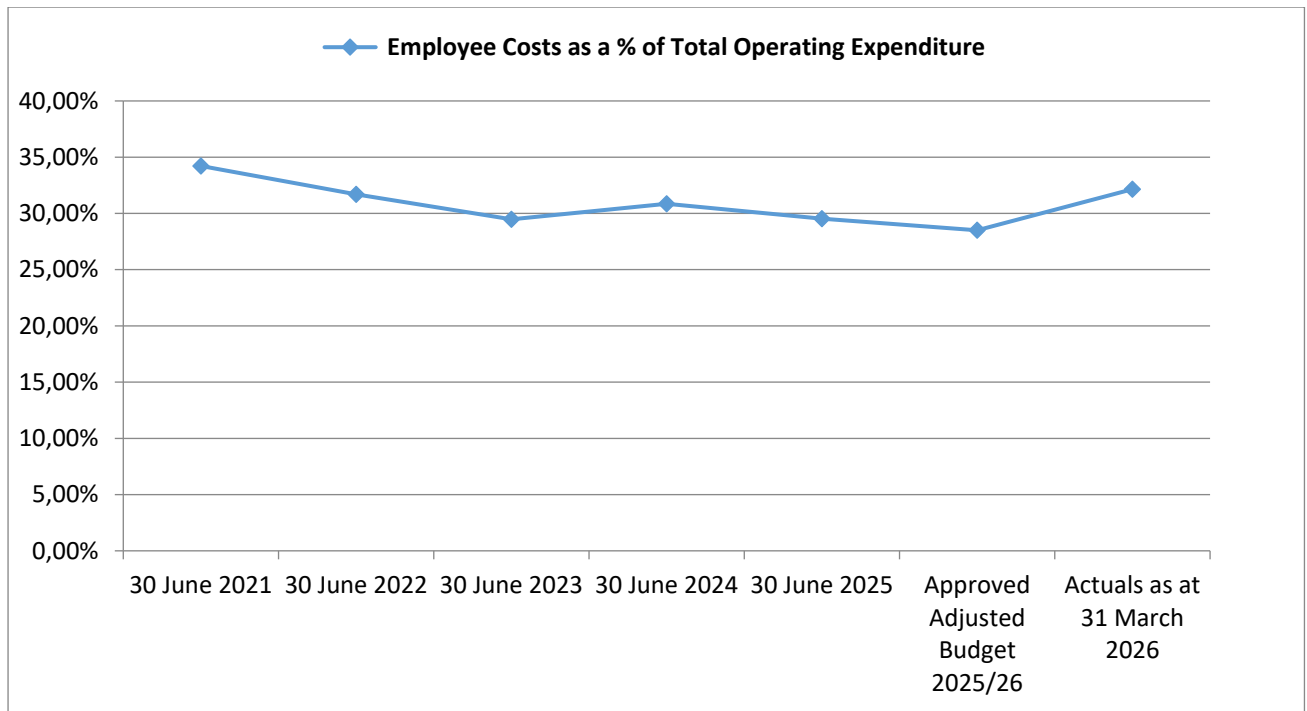
1.3.2. Employee costs as a % of Total Operating Expenditure

This ratio assesses the extent to which the Municipality's Total Operating Expenditure is consumed by costs associated with the employment of human resources.

The ratio is determined as follows:

Employee Costs to date/Total Operating Expenditure to Date

As at 31 March 2026, Employee Related Costs constituted 32.15% of the Total Operating Expenditure, compared to the approved adjusted budget ratio 28.5%.



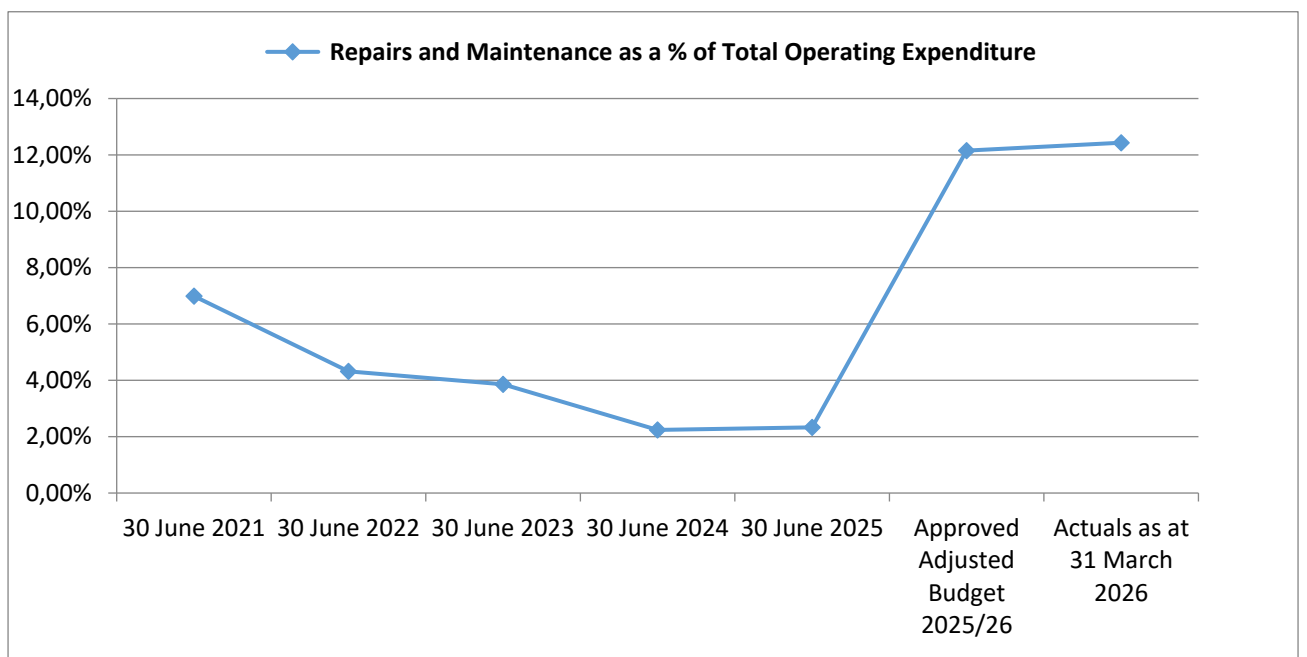
1.3.3. Repairs and Maintenance as a % of Total Operating Expenditure

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 31 March 2026, the ratio was 12.43%, compared to the approved adjusted budget ratio of 12.15%.



1.3.4. Repairs and Maintenance as a % of the book value of Property, Plant and Equipment (PPE)

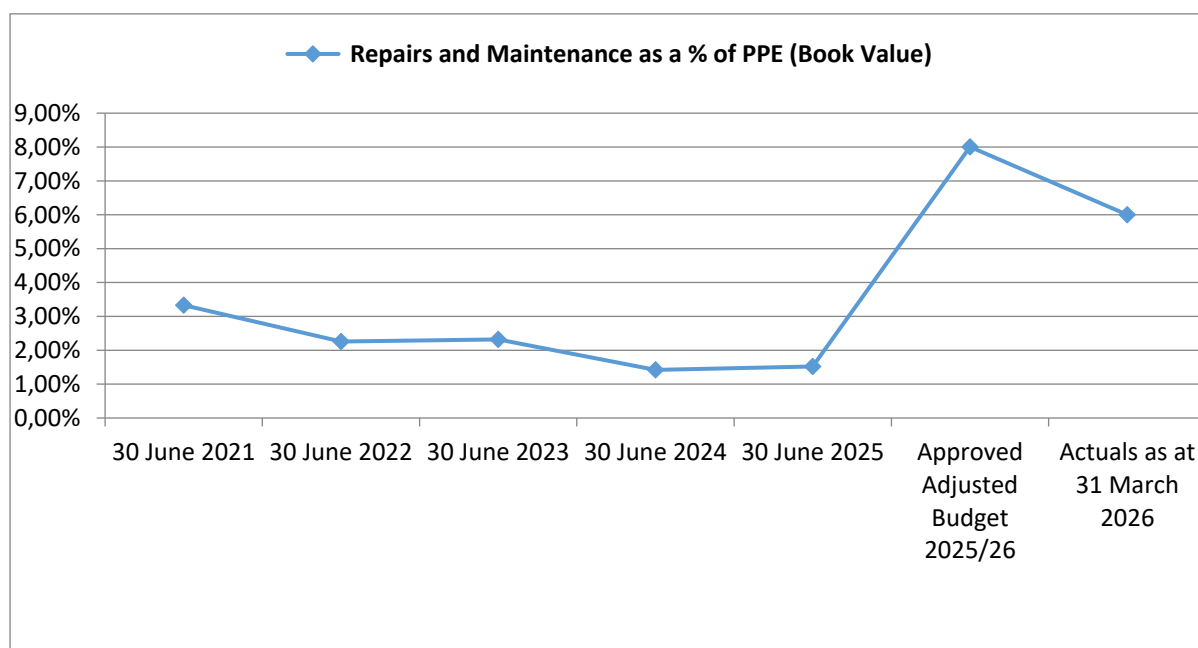
The Ratio measures the level of repairs and maintenance to ensure adequate maintenance to minimise breakdowns and interruptions in service delivery.

The ratio is determined as follows:

Repairs and maintenance expenditure to date / Book value of PPE to date

As at 31 March 2026, repairs and maintenance expenditure constituted 6.0% of the book value of PPE, compared to the approved adjusted budget ratio of 8%.

In terms of the MFMA Circular No.71, the norm is 8%.



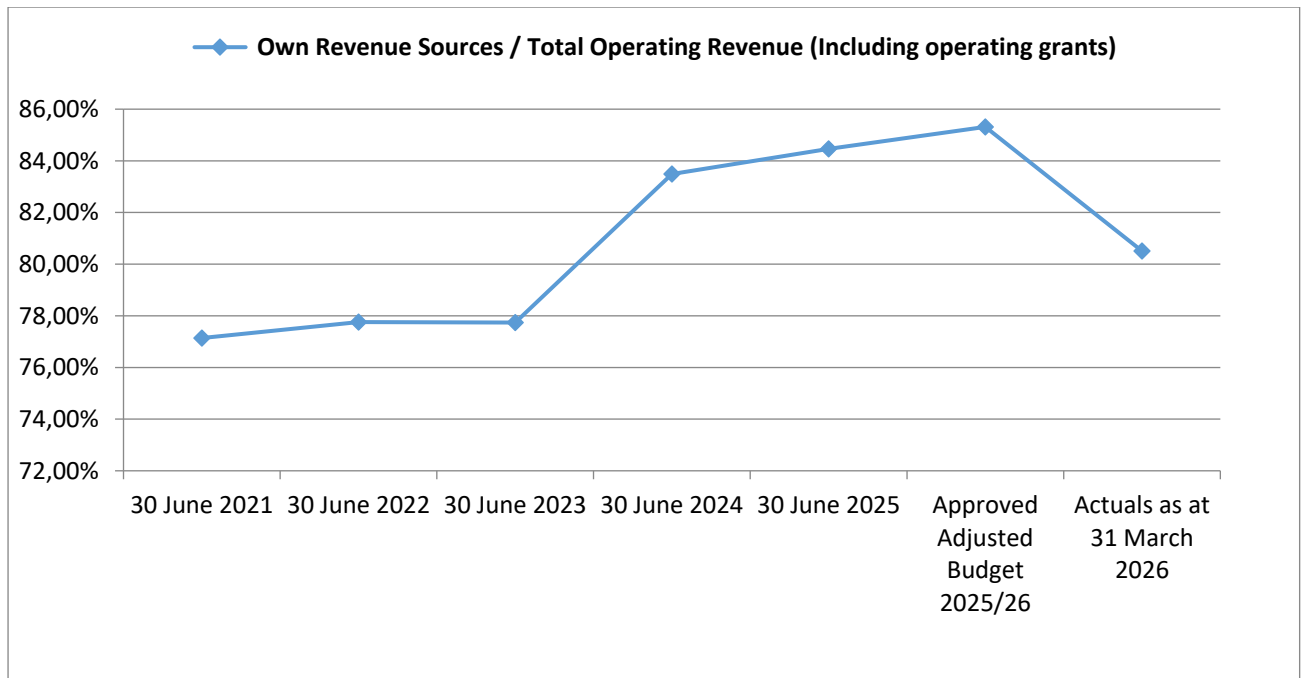
Own Revenue Generation

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 31 March 2026, the Municipality's own revenue sources constituted 80.51% of its total Operating Income, compared to the approved adjusted budget ratio of 85.31%.



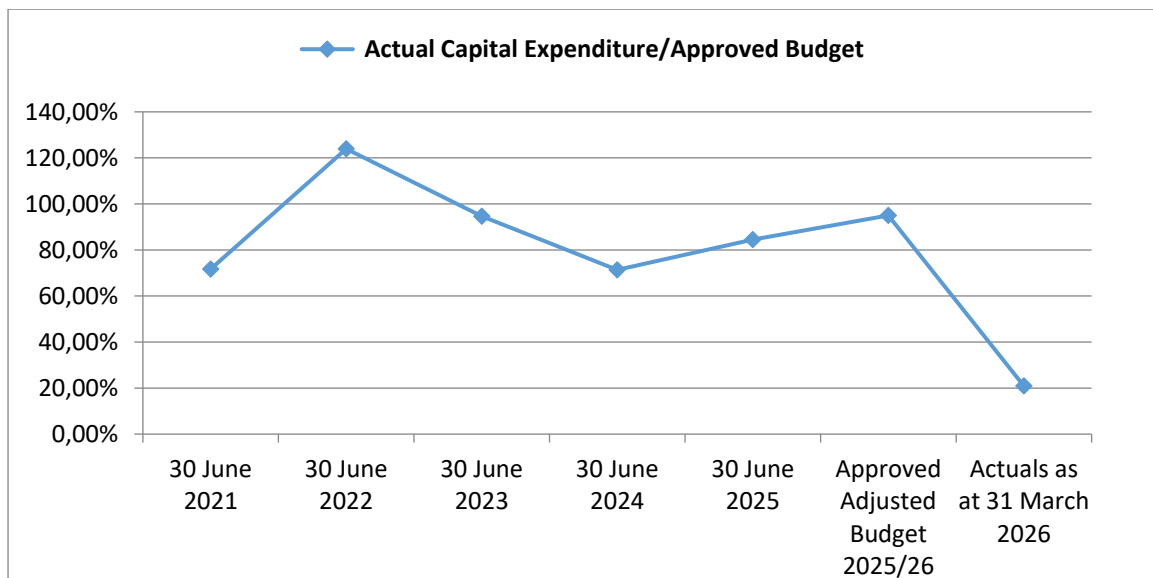
1.3.5. Capital Budget Spending

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 31 March 2026 amounted to 20.91%, compared to the approved adjusted budget ratio of 95%.




KOUGA MUNICIPALITY (EC 108)

ORDINARY COUNCIL
FINANCE & ECONOMIC
DEVELOPMENT
OPEN

DATE: 29 APRIL 2026

ITEM NO: **26/04/FED12**

SUPPLY CHAIN MANAGEMENT: QUARTERLY IMPLEMENTATION REPORT FOR THE THIRD TERM OF THE 2025-2026 FINANCIAL YEAR ENDING 31 MARCH 2026

1. **Introduction**

The purpose of this item is to report on the Supply Chain Management activities for the third quarter of the 2025/ 2026 Financial Year starting 01 January 2026 and ending 31 March 2026

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 third 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**

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**

Noted.

8.7 **Municipal Manager**

Noted

9. **Delegated Authority**

Council

10. **Recommendations**

- 10.1 That the Supply Chain Management report be approved by Council, as per the reporting requirements for the third quarter of the 2025/2026 Financial year starting 01 January 2026 and ending 31 March 2026.

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.

5. 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 3rd quarter is reflected in Tables below:

Table 2a: Bid Specification Meetings:

No. of meetings held in January 2026	Cancelled
1 (Formal Tenders)	0
2 (Informal Tenders)	0
No. of meetings held in February 2026	Cancelled
3 (Formal Tenders)	0
9 (Informal Tenders)	0
No. of meetings held in March 2026	Cancelled
4 (Formal Tenders)	1 – Chairperson not available
3 (informal Tenders)	0

**Please note meetings between demand management and project managers for research purposes and correction of items is not captured above.*

Table 2b: Bid Evaluation Meetings

No. of Meetings held in January 2026	Cancelled.
9 (Formal Tenders)	0
1 (Informal Tenders)	0
No. of Meetings held in February 2026	Cancelled
10 (Formal Tenders)	1-Chairperson not available
3 (Informal Tenders)	0
No. of Meetings held in March 2026	Cancelled
17 (Formal Tenders)	2 Item Rep not available Chairperson not available
14 (Informal Tenders)	0

Table 2c: Bid Adjudication Committee Meetings

No. of Meetings held in January 2026	Cancelled
3	0
No. of Meetings held in February 2026	Cancelled
3	0
No. of Meetings held in March 2026	Cancelled
2	2 – No quorum

8- Training: Supply Chain/Stores Section

There was no formal training session held during this quarter.

9- 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.

10- SCM Policy Implementation changes

National Shutdown started 12 December and ended 15 January 2026 which affected operations.

Standards Operating procedures was drafted for panels and implementation of restriction policy but drafted but input has not been submitted.

The amended supply chain policy was workshopped and approved at Council on 30 March 2026. The policy committee reviewed the Municipal Restriction policy on the 17 March 2026.

11- Advertisements

The following table reflects the sixteen (16) informal tenders (7day notice), one (1) re-advertisement done for the period and the twenty-eight (28) formal tenders (competitive bids) and one erratum to cancel one notice advertised for the period.

Informal tenders

Tender Notice	Tender Description	Date of Advert
Notice 10 of 2026	Complete Engine Overhaul of Toyota Land Cruiser 4.2 for Fire Dept	16 January 2026
Notice 22 of 2026	Facilitation of Training provider for law Enforcement Peace Officers	28 January 2026
Notice 28 of 2026	Automated (SCADA) Disinfection System for Water and Wastewater Purification Plant	5 February 2026
Notice 30 of 2026	2500L Water Wagon Trailer) WDF- Dorp van Drome)	5 February 2026
Notice 29 of 2026	Supply and Delivery and Personal Protective Equipment for the Fleet section	10 February 2026
Notice 37 of /2026	Complete Engine Overhaul of Toyota Landcruiser: REQ No. FHY 408EC (Re-advertisement: Notice 10 of 2026)	17 February 2026
Notice 38 of 2026	Repairs to Hopper Unit and Leaking Hydraulic Cylinders of FMK 516 EC	17 February 2026
Notice 45 of 2026	Completion of 1,4KM Motto Wire Fence at 1,4M Height on Erf 746 PRT 62 Sea Vista	19 February 2026

Notice 46 of 2026	Environmental Awards Event Management	23 February 2026
Notice 47 of 2026	Facilitation of a training Service Provider for Municipal Management Programme	26 February 2026
Notice 49 of 2026	Supply, Delivery and Off-loading of Tables for Community Services	26 February 2026
Notice 59 of 2026	Acrobat Pro License Renewals	2 March 2026
Notice 56 of 2026	Appointment of Service Provider for long Service Event Management	5 March 2026
Notice 60 of 2026	Appointment of a Service Provider for the exhibition Stands Set Up and Dismantling at the World Travel Market (WTM)	11 March 2026
Notice 55 of 2026	Supply and install additional element services of 2500l hot water Boiler	18 March 2026
Notice 83 of 2026	Appointment of Service Provider to provide Supervisory Skills Training	18 March 2026
Notice 87 of 2026	Completion of 1,4KM Motto Wire Fence at 1,4M Height on Erf 746 PRT 62 Sea Vista (Re-advertisement- Notice 45)	26 March 2026
Notice 73 of 2026	Supply, Delivery and Installation of steel doors and gates at various facilities	30 March 2026

Formal tenders

Tender Notice	Tender Description	Date of Advertisement
Notice 3 of 2026	Supply, Delivery and Off-loading of Tyres and Tubes for a three-year period	16 January 2026
Notice 4 of 2026	Supply, Delivery and Off-loading of New/ Used Shipping Containers for a three-year period	16 January 2026
Notice 2 of 2026	Extension of the ICC Building in Humansdorp	23 January 2026
Notice 5 of 2026	Supply, Delivery and Off-loading of Valves and Pipes for a three-year period	23 January 2026
Notice 24 of 2026	Appointment of Registered Professional Service Provider to provide Auctioneering Service to dispose of Municipal movable and Immovable Property for a period of three years.	4 February 2026
Notice 25 of 2026	Provision of Cash in Transit Services for a period of 3 years	4 February 2026
Notice 26 of 2026	Appointment of a Professional Service Provider for the Provision of K9 Security Services for a period of three years	4 February 2026

Notice 35 of 2026	Supply, Delivery and Off-loading of Street Light Poles and Adaptor Brackets for a period of three years	13 February 2026
Notice 36 of 2026	Advertising Services in Digital Media and related Services	13 February 2026
Notice 40 of 2026	Supply and Delivery and Off-loading of Electrical Material	18 February 2026
Notice 33 of 2026	Travel Agency Services	19 February 2026
Notice 42 of 2026	Facilitation of Event Management Services for a period of Three Years	24 February 2026
Notice 43 of 2026 Contract C&WS 1/2026	Supply and Delivery and Off-loading of Concrete Kerbs, various precast Concrete units for a period of Three years	24 February 2026
Notice 43 of 2026 Contract C&WS 2/2026	Supply and Delivery and Off-loading / installation of Concrete Poles and Street Name plates including road signage for a period of three years (Cancelled after placement- Erratum Notice 84)	24 February 2026
Notice 44 of 2026	Supply and Delivery and Off-loading of Floodlights for a period of Three Years	24 February 2026
Notice 48 of 2026	Seven-Seater Vehicle	24 February 2026
Notice 50 of 2026	Supply, Delivery, Installation and Maintenance of Air Conditioners	27 February 2026
Notice 51 of 2026	Appointment of a service provider to develop an Environmental Management Framework for Kouga Municipality	27 February 2026
Notice 53 of 2026	Supply, Delivery and Off-loading of hardware items	03 March 2026
Notice 54 of 2026	Disconnection and Reconnection of Municipal Services	03 March 2026
Notice 65 of 2026	Appointment of Panel of Service Providers for Engine Overhauls, vehicle Repairs and Preparation of Vehicles for their Annual COF Tests for a period of one year	12 March 2026
Notice 66 of 2026	Appointment of contractor for the drilling and Installation of Boreholes	12 March 2026
Notice 67 of 2026	Appointment Contractor for the installation of a Collector Sewer in Oceanview	13 March 2026
Notice 68 of 2026	Kwanomzamo Bulk Water: New Water Main from Humansdorp Water Treatment Works to Kwanomzamo	13 March 2026
Notice 72 of 2026	Appointment of Service Provider for the Construction of 280m x1.6 High Free	13 March 2026

	Standing boundary wall and a 258m X1,8 High Clearview Fence on Erf 335 Ptn 125, Oceanview Jeffreys Bay	
Notice 71 of 2026	Prospective Service Providers are hereby invited to submit tenders for Appointment of an implementer for the street sweeping, road verge clearing and grass cutting cleaning project in the Kouga municipal area for a period of three (3) years.	16 March 2026
Notice 85 of 2026	Supply and Delivery of Oil and lubricants	27 March 2026
Notice 86 of 2026	Advanced Road Safety Solutions	27 March 2026

12- Tender Clarification Meetings.

The table below reflects the thirty (30) clarification meetings held during this period.

Tender Notice	Tender Description	Date of Meeting
Notice 10 of 2026	Complete Engine Overhaul of Toyota Land Cruiser 4.2 for Fire Dept	23 January 2026 (Site Meeting)
Notice 3 of 2026	Supply, Delivery and Off-loading of Tyres and Tubes for a three-year period	28 January 2026
Notice 4 of 2026	Supply, Delivery and Off-loading of New/ Used Shipping Containers for a three-year period	28 January 2026
Notice 2 of 2026	Extension of the ICC Building in Humansdorp	4 February 2026
Notice 5 of 2026	Supply, Delivery and Off-loading of Valves and Pipes for a three-year period	5 February 2026
Notice 28 of 2026	Automated (SCADA) Disinfection System for Water and Waste water Purification Plant	12 February 2026
Notice 24 of 2026	Appointment of Registered Professional Service Provider to provide Auctioneering Service to dispose of Municipal movable and Immovable Property for a period of three years.	16 February 2026
Notice 25 of 2026	Provision of Cash in Transit Services for a period of 3 years	16 February 2026

Notice 26 of 2026	Appointment of a Professional Service Provider for the Provision of K9 Security Services for a period of three years	17 February 2026
Notice 29 of 2026	Supply and Delivery and Personal Protective Equipment for the Fleet section	17 February 2026
Notice 37 of 2026	Complete Engine Overhaul of Toyota Landcruiser: Req FHY408EC (Re-advertisement: Notice 10 of 2026)	23 February 2026 (Site meeting)
Notice 38 of 2026	Repairs to Hopper Unit and Leaking Hydraulic Cylinders of FMK 516 EC	23 February 2026 (Site Meeting)
Notice 35 of 2026	Supply, Delivery and Off-loading of Street Light Poles and Adaptor Brackets for a period of three years	26 February 2026
Notice 45 of 2026	Completion of 1,4KM Motto Wire Fence at 1,4M Height on Erf 746 PRT 62 Sea Vista	26 February 2026 (Site Meeting)
Notice 36 of 2026	Advertising Services in Digital Media and related Services	27 February 2026
Notice 33 of 2026	Travel Agency Services	3 March 2026
Notice 42 of 2026	Facilitation of Event Management Services for a period of Three Years	11 March 2026
Notice 43 of 2026 Contract C&WS 1/2026	Supply and Delivery and Off-loading of Concrete Kerbs, various precast Concrete units for a period of Three years	11 March 2026
Notice 44 of 2026	Supply and Delivery and Off-loading of Floodlights for a period of Three Years	12 March 2026
Notice 51 of 2026	Appointment of a service provider to develop an Environmental Management Framework for Kouga Municipality	12 March 2026
Notice 50 of 2026	Supply, Delivery, Installation and Maintenance of Air Conditioners	13 March 2026

Notice 53 of 2026	Supply, Delivery and Off-loading of hardware items	18 March 2026
Notice 54 of 2026	Disconnection and Reconnection of Municipal Services	18 March 2026
Notice 60 of 2026	Appointment of a Service Provider for the exhibition Stands Set Up and Dismantling at the World Travel Market (WTM)	18 March 2026
Notice 72 of 2026	Appointment of Service Provider for the Construction of 280m x1.6 High Free Standing boundary wall and a 258m X1.8 High Clearview Fence on Erf 335 PRT 125, Oceanview Jeffreys Bay	23 March 2026
Notice 67 of 2026	Appointment Contractor for the installation of a Collector Sewer in Oceanview	25 March 2026
Notice 68 of 2026	Kwanomzamo Bulk Water: New Water Main from Humansdorp Water Treatment Works to Kwanomzamo	25 March 2026
Notice 65 of 2026	Appointment of Panel of Service Providers for Engine Overhauls, vehicle Repairs and Preparation of Vehicles for their Annual COF Tests for a period of one year	26 March 2026 (Site Meeting)
Notice 66 of 2026	Appointment of contractor for the drilling and Installation of Boreholes	26 March 2026
Notice 71 of 2026	Prospective Service Providers are hereby invited to submit tenders for Appointment of an implementer for the street sweeping, road verge clearing and grass cutting cleaning project in the Kouga municipal area for a period of three (3) years.	27 March 2026 (Site Meeting)

13- Seven Day Notices (Price Quotations) Awarded

The tables below reflect the nine (9) informal notice was awarded and three (3) cancellations was done for the period.

Notice & Description	Service Provider	Date Of Award	Amount/ Cancelled	Workdays- Completion of Evaluation
Notice 281/2025 Supply, Delivery and Offloading of All-Weather Bitumen-Based Cold Mix Asphalt	Roadsaver Group (Pty) Ltd	16 January 2026	R145,25 per unit Incl. Vat	22 Working Days – could not conclude during the shutdown period.

Notice 10/2026 Complete Engine Overhaul of a Toyota Land Cruiser 4.2 for the Fire Department	Cancelled	9 January 2026	n/a	3 Working Days
Notice 22/2026 Facilitation of Training Provider: Law Enforcement by Peace Officer	Molao Academy CC	18 February 2026	R 5 370.50 per Delegate	5 Working Days
Notice 30/2026 Supply, Delivery and Offloading of Mobile Utility Trailer 4.5m x 1.5m x 1.8m Double Axle & Supply of 2500L Water Tank	Moregworks Holdings (Pty) Ltd	19 February 2026	R111 389.00 Per Unit	2 Working Days
Notice 28 of 2026 Automated (SCADA) Disinfection System for Water and Wastewater Purification Plant	Impower Electrical (Pty) Ltd	27 March 2026	Various rates	24 Working days (Budget issues)
Notice 29 of 2026 Supply and Delivery and Personal Protective Equipment for the Fleet section	Premier Attraction 528CC t/a ZJS Distributors	11 March 2026	Various rates	9 Working days
Notice 37 of 2026 Complete Engine Overhaul of Toyota Land Cruiser: FHY408EC (Re-advertisement: Notice 10 of 2026)	Phakamisa Fleet services (Pty) Ltd	11 March 2026	R 172 500,00	4 Working days
Notice 38 of 2026 Repairs to Hopper Unity and Leaking Hydraulic Cylinders of FMK 516 EC	Rencor Engineering (Pty) Ltd	11 March 2026	R 293 250,00	4 Working days
Notice 45 of 2026 Completion of 1,4KM Motto Wire Fence at 1,4M Height on Erf 746 PRT 62 Sea Vista	Cancelled	17 March 2026	n/a	6 Working days
Notice 46 of 2026 Environmental Awards Event Management	Bay Fun Event Services Pty Ltd	17 March 2026	R 260 000,00	7 Working days

Notice 47 of 2026 Facilitation of a Training Service Provider for Municipal Management Programme	Cancellation	20 March 2026	n/a	5 Working days
Notice 59 of 2026 Acrobat Pro License Renewals	Justnet Solutions CC	24 March 2026	R 5 419,54 per license	7 Working days

14- Competitive bids Awarded/ Cancelled for the Period

The tables below reflect the Seven (7) competitive bids awarded and Cancellation (6) cancellations, and Two (2) panel awards was done for the period. A Total of 4 competitive bids and 3 panels awards was recommended but still in objection phase at end of March 2026.

Notice & Description	Service Provider	Date Of Award	Amount/ Cancelled	Workdays- Completion of Evaluation
Notice 224/2025- Contract C&WS 4/2025 Supply, Delivery and Offloading of Concrete Kerbs, various Pre-Cast Concrete units for a Period of Three (3) Years	Cancelled	16 January 2026	n/a	48 Working Days
Notice 224/2025- Contract C&WS 5/2025 Supply, Delivery and Offloading of Concrete Poles and Street Name Plates Including Road Signage for A Period of Three (3) Years	Cancelled	16 January 2026	n/a	48 Working Days
Notice 223/2025: Supply and delivery of one (1) seven-seater vehicle to Kouga Local Municipality	Cancelled	16 January 2026	n/a	39 Working Days

Notice & Description	Service Provider	Date Of Award	Amount/ Cancelled	Workdays- Completion of Evaluation
Notice 235/2025: Fumigation & Pest Control Services of Administration Office Buildings and Filing Rooms for a Period of One (1) year	Cancelled	16 January 2026	n/a	20 Working Days
Notice 255/2025: Supply and delivery of brush mobile handsets including voice, data and SMS packages for a period of twenty-four (24) months	Cancelled	16 January 2026	n/a	12 Working Days
Notice 190 of 2025: Supply and delivery of specialized PPE for electrical and associated workers clothing and footwear	Linito Developers CC	26 January 2026	Various rates	22 Working days
Notice 166 of 2025: Contract F3/2025 Supply and Delivery of Various Sizes Batteries Until The 30th Of June 2026	BEB Motors (Pty) Ltd T/A Algoa Nissan	29 January 2026	Various rates	55 Working days
Notice 213/2025: Supply, delivery and offloading of branded Promotional Items for a period of one (1) year to Kouga Local Municipality	-Zleo Properties (Pty) Ltd -Infinity Printing and Technology CC -L and P Construction and Services (Pty) Ltd -JK Tech Promo (Pty) Ltd	29 January 2026	Various rates	40 Working Days

Notice & Description	Service Provider	Date Of Award	Amount/ Cancelled	Workdays- Completion of Evaluation
Notice 212/2025: Appointment of Built Environment Professionals for the Establishment of two Panels of Consultants for a period of thirty-six (36) months	Maswana JV (Pty) Ltd -Urban Dynamics EC Inc. -Zutari (Pty) Ltd -Reneilwe Consulting and Planners CC -Rondo Group (Pty) Ltd -Tshani Consulting CC	30 January 2026	To be Costed per request.	40 Working Days
Notice 226/2026 Recycling and Collection of Recyclable Waste for a period of three (3) years	MJ Joubert t/a Extreme Recycling	30 January 2026	No Cost to Municipality	23 Working Days
Notice 253/2026 Supply, Delivery and Off-loading of Brush Chipper	Baycon (Pty) Ltd	16 February 2026	R 1 500 000.00	33 Working Days
Panel: Notice 185/2023 – C&W 10/25 Appointment of a Suitably Qualified professional Service Provider for the Design and Implementation of Completion of the Kwa Nomzamo Sports field Upgrade	Cancelled	12 February 2026	n/a	73 Working days (please note submission to SCM was on 6 Feb)
Notice 233/2026 Supply, Delivery and Off-loading of Branded Corporate Wear for a period of one year	Infinity Printing and Technology CC JK Tech Promo Pty Ltd Intando Yodlamini Trading	27 February 2026	Rated items	51 Working Days

Notice & Description	Service Provider	Date Of Award	Amount/ Cancelled	Workdays- Completion of Evaluation
Panel: Notice 185/2023 – C&W 02/26 Appointment of a Suitably Qualified professional Service Provider for the Design and Implementation of Arcadia Sewer Pumpstation	Bosch Projects (Pty) Ltd	12 March 2026	R 492 067.50	15 Working Days
Panel: Notice 1/2025 – C&W 14/25 RFQ for the Completions of Flood Damaged Repair Projects: Da Gama Road	Enzel 186 CC	12 March 2026	R1 066 452.50	50 Working Days (please note submission to SCM was 13 Feb)

9. Variations awarded for the Quarter

Notice & Description	Service Provider	Date Of Award	Amount/ Cancelled
Variation: Notice 120 of 2025: Appointment of a Contractor for the rehabilitation and reseal of roads in Jeffreys Bay and Paradise Beach in the KLM area.	Scribante Construction EC (Pty) Ltd	12 February 2026	R 1 336 591.41

15. Termination of Contracts

No termination was reported to Supply Chain in the third quarter.

16. Section 36 Deviations in terms of SCM Policy

The total deviation value for the third quarter amounted to **R 8 665 137.04** as follows:

- January deviations amounted to **R 958 983.64**

- February deviations amounted to **R 4 494 552.05**
- March deviations amounted to **R 3 211 601.35**

DIRECTORATE	AMOUNT
Civil and Water Services	R 2 924 571.64
Electro- Mechanical Services	R 0.00
Community Services	R 4 717 210.25
Office of DMM	R 592 329.97
Finance and Economic Development	R 431 025.18
Planning and Development	R 0.00

REFER TO DETAILED BREAKDOWN -TABLE 11 BELOW

17. Quarterly Requisitions Report

SCM REQUISITIONS REPORT FOR THE THIRD QUARTER					
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 Services	171	151	20	Weekend inclusive (5), Waiting for Approval (2), Delayed Processing (8)	Rejected awaiting response from End user (5)
Community Services	235	202	33	Delayed processing (3), Delayed Approval (2) Waiting Approval (1) inclusive of	Rejected awaiting response from End user (10)(Budget Exceeded (9), Company registration not updated-

				Weekend (5)	dept was informed (3)
Office of DMM	228	182	46	Weekend inclusive (8) delayed approval (2), Awaiting Approval (3) Delayed Processing: new creditor/VA T issues (6)	Rejected awaiting response from end user (23) Budget exceeded (3) Cancellation (1)
MM & Mayors	47	44	3	Delayed Approval (1) Inclusive of Weekend (1)	Cancelled (1)
Electro - Mechanical: Electrical	63	56	7	Delayed Approval (2) Inclusive of Weekend (1)	Cancelled requisition (1) Rejected awaiting response from End user (2) Budget Exceeded (1)
Electro - Mechanical: Workshop	296	262	34	Delayed Weekend Inclusive (3) Delayed Approval, (3) Awaiting Approval (9) Delayed processing (7)	Rejected (8), Budget Exceeded (4)
Finance & Economic Development	166	157	9	Delayed Approval (1) Awaiting Approval (5) Inclusive of Weekend (2)	Budget Exceeded (1)
Planning & Development	26	25	1	Inclusive of Weekend (1)	0
Totals	1232	1079	153	81	72

Please note: that the totals above excludes the purchases done through the inventory section.

18. 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 January 2026 to 31 March 2026.

Table 13a

STOCK BALANCING REPORT - JANUARY 2026						
DATE	BALANCE		ISSUES	RECEIPTS	JNL/RETURN	BALANCE
1/1/2026	26,099,712.20	0				26,099,712.20
2/1/2026	26,099,712.20	0				26,099,712.20
5/1/2026	26,099,712.20	28	144,937.28	49,751.00	-36,696.84	25,967,829.08
6/1/2026	25,967,829.08	0				25,967,829.08
7/1/2026	25,967,829.08	36	190636.79		779.84	25,777,972.13
8/1/2026	25,777,972.13	13	46,378.49	20,715.60	4,993.51	25,757,302.75
9/1/2026	25,757,302.75	12	34,457.66	94,030.00		25,816,875.09
12/1/2026	25,816,875.09	18	69,060.10	66,000.60		25,813,815.59
13/01/2026	25,813,815.59	15	106,821.40	198,923.70		25,905,917.89
14/01/2026	25,905,917.89	7	27,784.80	239,182.17	3,356.51	26,120,671.77
15/01/2026	26,120,671.77	18	318,736.14	106,210.45	3,504.39	25,911,650.47
16/01/2026	25,911,650.47	12	78,768.36	200,916.31	7.55	26,033,805.97
19/01/2026	26,033,805.97	25	76,772.33	134,640.00	33,332.22	26,125,005.86
20/01/2026	26,125,005.86	20	134,164.35	13,361.90	768	26,004,971.41
21/01/2026	26,004,971.41	1	162.99		287.55	26,005,095.97
22/01/2026	26,005,095.97	0				26,005,095.97
23/01/2026	26,005,095.97	27	169,243.01			25,835,852.96
26/01/2026	25,835,852.96	4	7,063.86			25,828,789.10
27/01/2026	25,828,789.10	14	86,351.79	107,003.50		25,849,440.81
28/01/2026	25,849,440.81	17	130,994.45			25,718,446.36
29/01/2026	25,718,446.36	7	25,512.36	211,910.60	205.05	25,905,049.65
30/01/2026	25,905,049.65	0				25,905,049.65
		274	1,647,846.16	1,442,645.83	10,537.78	

Table 13b

STOCK BALANCING REPORT- FEBRUARY 2026						
DATE	BALANCE		ISSUES	RECEIPTS	JNL/RETURN	BALANCE
02/02/2026	25,905,049.65	19	127,713.73	308,955.00		26,086,290.92

03/02/2026	25,086,290.92	0				25,086,290.92
04/02/2026	26,086,290.92	35	472,531.69			25,613,759.23
05/02/2026	25,613,759.23	7	270,639.06			25,343,120.17
06/02/2026	25,343,120.17	15	213118.19			25,130,001.98
09/02/2026	25,130,001.98	5	97,876.72			25,032,125.26
10/02/2026	25,032,125.26	15	131,599.80			24,900,525.46
11/02/2026	24,900,525.46	32	83,820.39		6,976.32	24,823,681.39
12/02/2026	24,823,681.39	8	257,549.44	645,852.00		25,211,983.95
13/02/2026	25,211,983.95	9	54,832.95	4,721.81		25,161,872.81
16/02/2026	25,161,872.81	15	43,144.74		519.23	25,119,247.30
17/02/2026	25,119,247.30	10	114,583.37	353,130.40	1,737.39	25,359,531.72
18/02/2026	25,359,531.72	16	89,349.24	229,938.00		25,500,120.48
19/02/2026	25,500,120.48	9	72,614.79	172,760.25	3,610.92	25,603,876.86
20/02/2026	25,603,876.86	6	174,810.47	142,973.40	4.74	25,572,044.53
23/02/2026	25,572,044.53	30	344,460.54		204.50	25,227,788.49
24/02/2026	25,227,788.49	17	89,991.10		44,160.18	25,181,957.57
25/02/2026	25,181,957.57	20	52,393.94		156.12	25,129,719.75
26/02/2026	25,129,719.75	35	179,892.90		60.93	24,949,887.78
27/02/2026	24,949,887.78	15	66,025.40	167,267.40		25,051,129.78
		318	2,936,948.46	2,025,598.26	57,430.33	

Table 13c

STOCK BALANCING REPORT- MARCH 2026						
DATE	BALANCE		ISSUES	RECEIPTS	JNL/RETURN	BALANCE
02/03/2026	25,051,129.78	19	90,693.80			24,960,435.98
03/03/2026	24,960,435.98	0	-			24,960,435.98
04/03/2026	24,960,435.98	27	96,601.96	329,430.00	5,223.42	25,198,487.44
05/03/2026	25,198,487.44	9	62,527.44	689,332.50	1,602.76	25,826,895.26
06/03/2026	25,826,895.26	10	69878.41	17640		25,774,656.85
09/03/2026	25,774,656.85	25	261,869.14	346,350.00		25,859,137.71
10/03/2026	25,859,137.71	23	124,285.85	129,004.00	12,258.92	25,876,114.78
11/03/2026	25,876,114.78	11	235,751.20	90,554.10	3,711.64	25,734,629.32
12/03/2026	25,734,629.32	17	95,903.65		2,408.03	25,641,133.70
13/03/2026	25,641,133.70	12	72,807.14		967.38	25,569,293.94
16/03/2026	25,569,293.94	20	70,387.70			25,498,906.24
17/03/2026	25,498,906.24	16	209,001.82	105,800.00		25,395,704.42
18/03/2026	25,395,704.42	17	54,937.16		4,371.00	25,345,138.26
19/03/2026	25,345,138.26	13	57,323.94	171,366.75		25,459,181.07
20/03/2026	25,459,181.07	11	84,741.67	97,457.00		25,471,896.40
23/03/2026	25,471,896.40	15	173,806.96			25,298,089.44
24/03/2026	25,298,089.44	17	59,563.40	80,681.00		25,319,207.04

25/03/2026	25,319,207.04	16	98,582.66	452,933.48	4,870.24	25,678,428.10
26/03/2026	25,678,428.10	8	69,396.00	183,290.00	470.30	25,792,792.40
27/03/2026	25,792,792.40	12	59,951.83	19,170.00	153.88	25,752,164.45
30/03/2026	25,752,164.46	19	272,092.95	153,087.50	3,823.55	25,636,982.56
31/03/2026	25,636,982.55	7	50,361.05	48,955.00	210.00	25,635,786.50
		324	2,370,465.73	2,915,051.33	40,071.12	

19. SCM Management component for 01 January 2026-31 March 2026.

The section operated with a total staff complement of 13 permanent staff members of which three (3) officials are doing their probationary period, 1 intern, 1 EPWP workers and 6 vacancies.

Below details depicts the detail of the officials:

- Mrs. C. Groenewald- Manager Supply Chain Management

SUPPLY CHAIN MANAGEMENT	STORES
Mrs. N. Goeda (Permanent)	Mr. E. Felix (Permanent)
Ms. A. Smith (Permanent)	Mr. Delaino Domingo (Permanent)
Ms. A. Gorden (Permanent)	Mr. D. Volontiya (Permanent)
Ms. N. Mandeka (Permanent)	Mr. F. Msolo (Permanent)
Ms. A. Lloyd (Permanent)	Mr. M. Cimile - EPWP Programme Mr. K. Bulelani- EPWP Programme – ended 28 March 2026 Mr. Z. Mafana –EPWP Programme- started 13 March
Ms. A. Kolyt (Permanent)	
Ms. S. Malusi (Probation Period started 1 January 2026)	
Mr. R. Matthee (Probation Period- started 1 January 2026)	
Ms. S. Raco (Probation Period- started 1 February 2026)	
Mrs. U. Sukata (Intern-Finance)	

TABLE 11
QUARTER 3 DEVIATIONS BREAKDOWN

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
25-26/ CWS17	14-Jan-26	Civil & Water Engineering Services	Water Services	International Metal Processing (Pty) Ltd	Yes	Emergency supply, install, and process control sequencing of eight pumps and electrical equipment at Hankey and Humansdorp Water Treatment Works (WTW)	R 81 029,00	13-Jan-26	16-Jan-26	S36 (1)(a)(v)	Req No. 177742 Order No. 247235
25-26/ CWS8	22-Jan-26	Civil & Water Engineering Services	Water Services	Qpoint Group (Pty) Ltd	No	Approved Deviation: 24-25 Fin Year: Sampling, transportation, analysis and preparing certificates of analysis of all samples taken at the Water and Wastewater Treatment works throughout Kouga Local Municipality.	R 375 108,19	30-Jun-25	09-Sep-25	S36 (1)(a)(v)	Req No.177751 Order No. 247411
25-26/ CWS8	26-Feb-26	Civil & Water Engineering Services	Water Services	QPoint Group (Pty) Ltd	No	Approved Deviation: 24-25 Fin Year: Sampling, transportation, analysis and preparing certificates of analysis of all samples taken at the Water and Wastewater Treatment works throughout Kouga Local Municipality.	R 843 567,54	30-Jun-25	09-Sep-26	S36 (1)(a)(v)	Req No. 177789 Order No. 248204

25-26/ CWS18	25-Feb-26	Civil & Water Engineering Services	Water Services	Sains Agencies	No	Supply DPD free Chlorine (could not obtain 3 quotes)	R 22 794,15	16-Feb-26	26-Feb-26	S36 (1)(a)(v)	Req No. 177778 Order No. 248149
25-26/ CWS 19	06-Mar- 26	Civil & Water Engineering Services	PMU Unit	LRC Civils CC	No	CW14/24: Seekoei Estuary Causeway Reconstruction: Additional Costs Incurred	R 1 558 686,51	03-Mar-26	19-Mar-26	S36 (1)(a)(v)	Req No. 175990 Order No. 248670
25-26/ CWS 20	12-Mar- 26	Civil & Water Engineering Services	Water Services	International Metal Processing (Pty) Ltd	Yes	Emergency repairs to Water Supply System on 3 occasions in December (Humansdorp WTW-Pipeline Filter contamination and pump fault, PLC Repair at Jeffreys Bay WTW, Level Sensor Repair at N2 Reservoir)	R 43 386,25	12-Feb-26	27-Mar-26	S36 (1)(a)(i)	Req No.176051 Order No. 248876
25-26/ COMM2	14-Jan-26	Community Services	Waste and Environment al: Environment al Health	National Health Laboratory Services	No	Laboratory Tests: Water Samples. Approved memo signed by MM to proceed with deviation process dated June 2025. (Amount spent reflected)	R 106 715,04	01-Jul-25	15-Jan-26	S36 (1)(a)(v)	Req No. 97856, 97857 Order No. 247206, 247207
25-26/ COMM3	20-Jan-26	Community Services	Waste and Environment al	Wildlife and Environmental Society of South Africa	No	Blue Flag Status Application for Cape St Francis and Jeffreys Bay beaches	R 61 845,00	04-Dec- 25	26-Jan-26	S36 (1)(a)(ii)	Req No. 159715 Order No. 247351

25-26/ COMM4	12-Feb-26	Community Services	Fire and Disaster	EC Umbrella Fire Protection Association	No	Aviation Fire Fighting Coordination and Fire Fighting	R 268 755,00	10-Feb-26	12-Feb-26	S36 (1)(a)(i)	Req No. 170713 Order No. 247811
25-26/ COMM2	18-Feb-26	Community Services	Waste and Environment al: Environment al Health	National Health Laboratory Services	No	Laboratory Tests: Water Samples. Approved memo signed by MM to proceed with deviation process dated June 2025. (Amount spent reflected)	R 14 502,65	01-Jul-25	15-Jan-26	S36 (1)(a)(v)	Req No: 97867 Order No: 247976
25-26/ COMM5	26-Feb-26	Community Services	Fire and Disaster	Kishugu Aviation (Pty) Ltd	No	Aviation Fire Fighting	R 3 238 294,78	10-Feb-26	26-Feb-26	S36 (1)(a)(i)	Req No: 170712 Order No: Direct Payment
25-26/ COMM 6	10-Mar- 26	Community Services	Fire and Disaster	EC Umbrella Fire Protection Association	No	Annual membership fees to the Sarah Baartman West Fire Protection Association	R 63 066,00	03-Mar-26	12-Mar-26	S36 (1)(a)(v)	Req No. 170723 Order No. 248439
25-26/ COMM2	20-Mar- 26	Community Services	Waste and Environment al Managemen t	National Health Laboratory Services	No	Approved Deviation: Laboratory Tests: Water Samples. (Amount spent reflected)	R 16 926,28	01-Jul-25	22-Jul-25	S36 (1)(a)(v)	Req No: 97876 Order No: 248682

25-26/ COMM7	23-Mar-26	Community Services	Waste and Environmental Management	Nu- Plant Projects (-ty) Ltd	Yes	Foot and Mouth Disease Mitigation: Digging of trenches in and around Geelhout Municipal Farm, the Berg, Honeyville and Kwanomzamo to mitigate against the spread of foot and mouth disease	R 696 405,50	16-Mar-26	24-Mar-26	S36 (1)(a)(i)	Req No: 186110 Order No: 248771
25-26/ COMM8	25-Mar-26	Community Services	Parks and Amenities	Kouga Fencing (Pty) Ltd	Yes	Foot and Mouth Disease Mitigation: Supply and install Farmstyle fencing in around quarantine sites - Kruisfontein, Geelhout farm and surrounding areas	R 250 700,00	25-Mar-26	31-Mar-26	S36 (1)(a)(i)	Req No: 164771 Order No: 248909
25-26/ DMM4	20-Jan-26	Office of DMM	Administration	Bambelela Property Development	Yes	Approved Deviation: 25-26 Fin Year: Servicing air conditioning units 6 monthly, repairs and maintenance of air conditioning units, including replacement if required. (Amount spent reflect)	R 5 611,23	26-Aug-25	27-Aug-25	S36 (1)(a)(v)	Req No. 176822 Order No. 247295
25-26/ DMM7	02-Feb-26	Office of DMM	Digital Services	Mars Technologies	No	Semby A (Speech to text software for Committees)	R 10 340,95	20-Jan-26	06-Feb-26	S36 (1)(a)(v)	Req No. 172119 Order No. 247638

25-26/ DMM2	26-Feb	Office of DMM	Legal Services	Billet Gouws	Yes	Legal Services- Approved deviation: Papiesfontein Eviction, Criminal matters, labour Investigation, R Petersen vs Phela. Lovens (transaction value spent reported in next column)	R 27 378,85	23-Jul-25	28-Jul-25	S36 (1)(a)(v)	Req No. 176709,176702 Order No. 248104, 247624
25-26/ DMM1	26-Feb	Office of DMM	Legal Services	CW Malan Jeffreys Bay	Yes	Approved deviation: Legal Services-25-26 Fin Year Van der Westhuizen and others, MEC CoGTA (Oliphant), MEC CoGTA (Petersen) and Freddy van Rooyen (transaction value spent reported in next column)	R 13 567,80	23-Jul-25	28-Jul-25	S36 (1)(a)(v)	Req No. 176703 Order No. 247626
25-26/ DMM4	12-Feb-26	Office of DMM	Administratio n	Bambelela Property Development	Yes	Approved Deviation: 25- 26 Fin Year: Servicing air conditioning units 6 monthly, repairs and maintenance of air conditioning units, including replacement if required.	R 55 350,33	26-Aug- 25	27-Aug-25	S36 (1)(a)(v)	Req No. 176835, 176836, 176837 Order No. 247858, 247859,247872
24-25/ DMM1	03-Mar- 26	Office of DMM	Administratio n	Bambelela Property Development	Yes	Approved Deviation: 24- 25 Fin Year: Approved Rental of Office space for 3 years. Rental for 1 month's expenditure not included in bulk order indicated in next column	R 466 669,77	28-Jun-24	12-Jul-24	S36 (1)(a)(v)	Req No. 17686 Order No. 248351

25-26/ DMM1	23-Mar-26	Office of DMM	Legal Services	CW Malan Jeffreys Bay	Yes	Approved deviation: Legal Services-25-26 Fin Year Van der Westhuizen and others, MEC CoGTA (Oliphant), MEC CoGTA (Petersen) and Freddy van Rooyen. (Transaction value spent reported in next column	R 13 411,04	23-Jul-25	28-Jul-25	S36 (1)(a)(v)	Req No. 176728 Order No. 248823
25-26/ FIN2	20-Jan-26	Finance and Economic Development	Revenue	Lexis Nexis	No	Windeed Platform used by various Directorates: Approved memo signed by MM to proceed with deviation process dated June 2025.	R 328 675,18	20-Jan-26	22-Jan-26	S36 (1)(a)(v)	Req No: 174239 Order No: 247521
25-26/ FED3	11-Mar-26	Finance and Economic Development	Assets and Investments	Ratings Afrika (Pty) Ltd	No	Municipal Financial Sustainability Services - In depth assessment	R 102 350,00	10-Mar-26	11-Mar-26	S36 (1)(a)(ii)	Req No. 180481 Order No. 248433
						TOTAL	R 8 665 137,04				



KOUGA MUNICIPALITY (EC 108)

ORDINARY COUNCIL MEETING

FINANCE & ECONOMIC

DEVELOPMENT

OPEN

DATE: 29 APRIL 2026

ITEM NO: **26/04/FED13**

BUDGET AND TREASURY: WITHDRAWALS FROM MUNICIPALITY BANK ACCOUNT FOR THE QUARTER ENDED 31 MARCH 2026

1. Introduction

The purpose of this report is to report to Council on specific withdrawals from the Municipal bank account in terms of the Municipal Finance Management Act, No. 56 of 2003.

2. Background

Section 11(4) of the MFMA:

"The Accounting Officer of a Municipality must within 30 days after the end of each quarter –

- a) table in the Municipal Council a consolidated report of all withdrawals made in terms of subsection 1(b) to (j) during that quarter; and
- b) submit a copy of the report to the relevant provincial treasury and the Auditor-General".

3. Discussion

The report provides specific withdrawals from the Municipal bank account and attached as "**Annexure A**" the withdrawals from municipal bank account for the quarter ended 31 March 2026.

The following information should be noted for the quarter ended 31 March 2026:

Section 11(1)(b): Expenditure that was authorized in terms of section 26(4) of the MFMA.

No withdrawals

Section 11(1) (c): Unforeseeable and unavoidable expenditure

No withdrawals

Section 11(1) (d): Withdrawals in respect of Trust, and so forth

No withdrawals

Section 11(1) (e): Third party payment of monies received on behalf of a person or state body.

As per attached “**Annexure A**”.

Section 11(1) (f): Monies erroneously deposited into the municipal bank account.

No withdrawals

Section 11(1) (g): Guarantees, sureties and security deposits refunded.

No withdrawals

Section 11(1) (h): Cash management and investment

As per attached “**Annexure A**”.

Section 11(1) (i): Increased expenditure in terms of section 31 of MFMA

No withdrawals

Section 11(1) (j): Other purposes as prescribed

No withdrawals

4. **Financial Implications**

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

5. **Applicable Legislation**

Section 11(4) of the Municipal Finance Management Act 56 of 2003, MFMA.

6. **Legal Implications**

Compliance with Municipal Finance Management Act 56 of 2003.

7. **Other Implications**

None

8. **Comments by Directorates:**

8.1 **Chief Financial Officer:**

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 noted.

8.6 **Deputy Municipal Manager**

Noted.

8.7 **Municipal Manager**

Noted.

9. **Delegated Authority**

To be noted by Council

10. **Recommendations**

10.1 That the Council notes the withdrawals that were made in terms of section 11(1) (b) to (j) of the MFMA for the quarter ended 31 March 2026; and

10.2 That the Council notes the submission of the report to the Provincial treasury and Auditor-General as stipulated in section 11(4) (b) of the MFMA.

Item prepared by the Manager Budget and Treasury:



Item approved by the Chief Financial Officer:



Item endorsed by the Municipal Manager:



Item noted by the Portfolio Councillor:



“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:	31 MARCH 2026	
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 13,750,290	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 202,348,567	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 – α) 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 2064	N/A	zgonggoba@kouga.gov.za

The completed form must be submitted within 30 days after the end of each quarter to Provincial Treasury and Auditor General.

REPORTS BY THE CHAIRPERSON: PLANNING & DEVELOPMENT SERVICES



KOUGA MUNICIPALITY (EC 108)

ORDINARY COUNCIL MEETING

PLANNING & DEVELOPMENT

OPEN

DATE: 29 APRIL 2026

ITEM NO: **26/04/PD3**

REQUEST FOR CONSENT ON PROPOSED REMOVAL OF RESTRICTIVE TITLE DEED CONDITIONS DEEMED TO BE IMPOSED BY COUNCIL

1. Introduction

The purpose of this report is to notify Council of the proposed removal of restrictive title deed conditions deemed to be imposed by Council on Erf 6400 Jeffreys Bay and acquire consent towards the finalization of the application by the Municipal Planning Tribunal (MPT).

2. Background

An application for removal of restrictive title deed conditions and permanent departure to permit the erection of proposed 25m monopole mast with associated base station on Erf 6400 Jeffreys Bay, reference number JL2425-00171, was submitted by Mr Daniel Beukes of Urban Scope Consulting CC (on behalf of the Roman Catholic Church) on the 8th of July 2025. The application is submitted to the Town Planning Department in accordance with Section 57(d) read with Section 69 and Section 57(j) read with Section 76 of the Spatial Planning and Land Use Management By-law: Kouga Local Municipality, 2016 (the By-law).

The application has undergone administrative processes including public participation and circulation for comments from internal departments, undertaken between 6 November to 8 December 2025. No objections were received from the public or internal departments.

3. Discussion

Erf 6400 Jeffreys Bay (the subject property) is zoned Community Zone in terms of Kouga Local Municipality Land Use Scheme, 2021 (the Scheme), and is used as a Place of Worship (church). The applicable zoning allows for Place of Worship, Place of Assembly and Place of Instruction as primary rights. Other land uses (Funeral Parlour, Institution, Sport Facility) may be permitted only upon application as consent uses. A telecommunication mast and base station may be permitted subject to a permanent departure application.

The proposal on the subject property seeks to enable only the erection of the telecommunication mast and associated base station, without exercising any consent use(s) or any indicated intent to develop the property for other purposes permissible as primary rights. Notwithstanding the clear intent to add only telecommunication infrastructure on the property, the title deed contains conditions which seek to be amended or removed to allow such infrastructure. The application, as submitted, opts for removal of Conditions B(v) and

Condition C from the title deed of the property (T81502/1995). See the table below and annexures provided for further information.

Annexure A: Cover letter from Applicant, requesting consent from Council

Annexure B: Title Deed for Erf 6400 Jeffreys Bay (see Page 4 for affected conditions)

Annexure C: Relevant land use application documents

TITLE DEED CONDITIONS	LIMITATION FROM TITLE DEED	IMPLICATION TO LAND USE MANAGEMENT
<i>Part B: Conditions imposed by Administrator of the Cape of Good Hope in terms of Section 18(3) of Ordinance No. 33 of 1934 during the approval of Jeffreys Bay Township Extension No. 3</i>		
Condition B(v)	Prevents land use change beyond what's permitted in the title deed	Notwithstanding the Community Zone applicable to the property in terms of the land use scheme or further land uses which may be administered in terms of the By-law, use of the property remains limited to title deed conditions.
<i>Part C: Condition imposed by Jeffreys Bay Transitional Council as transferor, in its own favour</i>		
Condition C	Reflects agreement that the property was to be transferred in the name of the Church and would be used for public worship and religious purposes only and no other purpose whatsoever. Endorsement to this effect was to be registered on the title deed.	Although the specific conditions strictly limiting use of the property were only reflected in expression of the agreement between Council and the Church, it may be considered that the property is constrained to use for public worship and religious purposes only. Other uses, including telecommunication mast which is acquired as a land use right would therefore be limited in honour of said agreement.

Per requirements of the Spatial Planning and Land Use Management Act, No. 16 of 2013 (SPLUMA) and the Council approved delegations in terms of the By-law, decision on applications involving the removal of restrictive conditions must be decided upon by the MPT. The MPT, in making its decision, must be satisfied that all necessary requirements of the By-law are fulfilled. One of these requirements in respect of the removal of restrictive conditions is to ensure that parties affected by the specific conditions are notified of intent to remove such conditions and where appropriate afforded an opportunity to consent to the removal thereof.

Powers of the erstwhile Jeffreys Bay Transitional Council have ceded to the current Municipal Council. For this reason, finalisation of the application by the Municipal Planning Tribunal requires confirmation that Council does not object to removal of restrictive conditions in this regard.

4. **Financial Implications**

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

5. **Applicable Legislation**

- Spatial Planning and Land Use Management Act (No. 16 of 2013).
- Spatial Planning and Land Use Management By-law: Kouga Local Municipal, 2016.

6. **Legal Implications**

Should the Council agree to the removal of the conditions referenced above, the MPT may continue to consider and finalize the application for removal of restrictive conditions and departure application by the registered property owner.

7. **Other Implications**

None

8. **Comments by Directorates:**

8.1 **Chief Financial Officer:**

Report noted

8.2 **Director: Planning & Development**

Recommendation supported.

8.3 **Director: Civil & Water Services**

Item noted.

8.4 **Director: Electro-Mechanical Services**

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 consent to the removal of the restrictive title deed conditions B(v) and C in respect of title deed No. T81502/1995 applicable on Erf 6400 Jeffreys Bay.
- 10.2 That the Municipal Planning Tribunal finalizes the land use application in accordance with applicable legislative requirements following the consent of Council.

Item prepared by the: Manager Town & Regional Planning



Item approved by the: Director Planning & Development



Item endorsed by the: Municipal Manager:



Item noted by Portfolio Chairperson:



URBAN SCOPE CONSULTING CC

CK 2011/071266/23 VAT: 4530288887

90 MANGOLD STREET, NEWTON PARK, PORT ELIZABETH, 6045
TEL: 041 467 4134 FAX: 086 670 0575

Urban Scope Consulting CC
90 Mangold Street
Newton Park
Port Elizabeth
Tel: 041 467 4134
Email: daniel@urbanscope.co.za

Date: 09-02-2026

The Municipal Manager
Kouga Local Municipality
Private Bag X1001
Jeffreys Bay
6330

RE: REQUEST FOR COUNCIL CONSENT – REMOVAL OF RESTRICTIVE TITLE DEED CONDITIONS IN FAVOUR OF KOGUA LOCAL MUNICIPALITY – ERF 6400, JEFFREYS BAY

Dear Sir / Madam,

Urban Scope Consulting, acting on behalf of Mast Services (Pty) Ltd, the applicant in a land development application submitted to the Kouga Local Municipality for the removal of restrictive title deed conditions affecting Erf 6400, Jeffreys Bay.

The application has been lodged in terms of Section 69 of the Spatial Planning and Land Use Management Act, 2013 (Act 16 of 2013) (SPLUMA) and is currently before the Municipal Planning Tribunal (MPT) for consideration.

It has been identified that the restrictive title deed conditions recorded in Title Deed T81502/1995, specifically:

- Condition B(v) on page 2.
- Condition C on page 4.

are conditions in favour of the Kouga Local Municipality Council as the owner/beneficiary of the restriction.

As Council is the beneficiary of these restrictive conditions, its written consent is required for their removal.

The purpose of the removal is to permit the lawful establishment of a telecommunications mast and associated base station infrastructure on a small portion of the property. The proposed development will not interfere with the continued religious use of the property and will occupy only a limited portion of the erf. The primary use rights remain unaffected.

URBAN SCOPE CONSULTING CC**CK 2011/071266/23 VAT: 4530288887****90 MANGOLD STREET, NEWTON PARK, PORT ELIZABETH, 6045****TEL: 041 467 4134 FAX: 086 670 0575**

The removal of the conditions is necessary to regularise the additional infrastructure use and to enable the Municipal Planning Tribunal to properly consider the application in the public interest. The proposal supports improved telecommunications coverage within Jeffreys Bay, enhances emergency communication capability, and contributes to broader economic and social development objectives.

Considering the above, we hereby respectfully request that Kouga Local Municipality Council, as beneficiary of the restrictive conditions, provide written confirmation that it does not object to the removal of:

1. Condition B(v) on page 2 of Title Deed T81502/1995; and
2. Condition C on page 4 of Title Deed T81502/1995.

Yours faithfully,



Daniel Beukes

Urban Scope Consulting CC

On behalf of Mast Services (Pty) Ltd

*Jarvis*TRANSPORTBESORGER
TOLKEN L

15

2/11 J. Jarvis
*7/11*SEELREG
DUTY

750

K41

T

81502 1995

TRANSPORTAKTE

HIERBY WORD BEKEND GEMAAK

DAT LIZETTE TOLKEN

Transportbesorger, voor my, Registrateur van Aktes in Kaapstad, verskyn het,
behoorlik daartoe gemagtig deur 'n Volmag geteken te JEFFREYSBAAI op 16
AUGUSTUS 1995 en aan hom verleen deur

JEFFREYSBAAI OORGANGSRAAD

(hierna genoem "die transportgewer")

J

EN DIE KOMPARANT HET VERKLAAR dat sy Lasgewer op 9 JUNIE 1995 ooreengekom het om aan die ondervermelde Transportnemer die eiendom wat hiermee getranspoteer word oor te dra in ruil vir

1. Erf 5817 Jeffreysbaai
geleë in die gebied van Jeffreysbaai Oorgangsraad
Afdeling van Humansdorp
Provinsie Oos-Kaap
GROOT : 659 (Ses Honderd Nege en Vyftig) vierkante meter;
2. Erf 5818 Jeffreysbaai
geleë in die gebied van Jeffreysbaai Oorgangsraad
Afdeling van Humansdorp
Provinsie Oos-Kaap
GROOT: 740 (Sewe Honderd en Veertig) vierkante meter;
3. Erf 5819 Jeffreysbaai
geleë in die gebied van Jeffreysbaai Oorgangsraad
Afdeling van Humansdorp
Provinsie Oos-Kaap
GROOT: 699 (Ses Honderd Nege en Negentig) vierkante meter
4. Erf 5826 Jeffreysbaai
geleë in die gebied van Jeffreysbaai Oorgangsraad
Afdeling van Humansdorp
Provinsie Oos-Kaap
GROOT: 677 (Ses Honderd Sewe en Sewentig) vierkante meter

ALMAL GEHOU kragtens Transportakte Nr.T75153/1989

NOU DERHALWE sedeer en transporteer hy, die genoemde Komparant, in sy hoedanigheid voormeld hiermee in volkom en vrye eiendom aan en ten gunste van:

**DIE BISKOP VAN DIE BISDOM VAN PORT ELIZABETH VAN DIE
ROOMS KATOLIEKE KERK**

(hierna genoem "die Transportnemer")
die se opvolgers in titel of regsverkrygendes

Erf 6400, 'n gedeelte van Erf 5807 Jeffreysbaai
Geleë in die gebied van Jeffreysbaai Oorgangsraad
Afdeling van Humansdorp
Provinsie Oos-Kaap
GROOT: 4500 (Vier Duisend Vyf Honderd) vierkante meter

SOOS DUIDELIK SAL BLYK uit Kaart S.G. No. 4334/95 en gehou
krachtens Transportakte Nr. T80748/1993

A. **ONDERHEWIG** aan die voorwaardes waarna verwys word in
Sertifikaat van Dorpsitel No T4551/1969.

B. **ONDERHEWIG VERDER** soos vervat in Transportakte Nr.
T14956/1969, aan die volgende voorwaardes opgelê deur die
Administrateur van die Kaapprovinsie in terme van Artikel 18(3) van
Ordonnansie Nr 33 van 1934 tydens die goedkeuring van
JEFFREYSBAAI DORP UITBREIDING NO 3, naamlik:

- i. Alle woorde en uitdrukkings wat in die volgende voorwaardes
gebesig word, het dieselfde betekenis as wat daaraan geheg
word by die regulasies afgekondig by Provinsiale Kennisgewing
nr. 383 van 13 Junie 1958.
- ii. Ingeval 'n dorpsaanlegskema of enige gedeelte daarvan op
hierdie erf van toepassing is of daarop van toepassing gemaak
word, sal enige bepalings daarvan wat meer beperkend is as
enige voorwaardes van eiendomsreg wat op hierdie erf van
toepassing is voorkeur geniet. Enige bepaling van hierdie
voorwaardes moet nie opgevat word as sou dit die bepalings van
Artikel 146 van Ordonnansie nr. 15 van 1952, soos gewysig,
vervang nie.
- iii. Die eienaar van hierdie erf is verplig om sonder betaling van
vergoeding toe te laat dat elektrisiteits-, telefoon- of
televisiekabels of -drade en hoof- en/of ander waterpype en die
rioolvuil en dreinerings, insluitende stormwater van enige ander
erf of erwe, binne of buite hierdie dorp, oor hierdie erf gevoer
word indien dit deur die plaaslike of 'n ander statutêre owerheid
nodig geag word, en wel op die wyse en plek wat van tyd tot tyd
redelikerwys vereis word. Dit sluit die reg op toegang te alle
redelike tye tot die eiendom in met die doel om enige werke met
+betrekking tot bogenoemde aan te lê, te wysig, te verwyder of
te inspekteer.

- iv. Die eienaar van hierdie erf is verplig om sonder vergoeding op die erf die materiaal te ontvang of uitgrawings op die erf toe te laat al na vereis word, sodat die volle breedte van die straat gebruik kan word, sodat die volle breedte van die straat gebruik kan word en die wal veilig en behoorlik skuins gemaak kan word omrede van die verskil tussen die hoogte van die straat soos finaal aangele en die erf tensy hy verkies om steunmure te bou tot genoeë van en binne 'n tydperk wat die plaaslike owerheid bepaal.
- v. Geen gebou op hierdie erf mag gebruik word of van gebruik verander word vir 'n ander doel as wat volgens hierdie voorwaardes toegelaat word nie.

C. ONDERHEWIG VERDER aan die volgende voorwaarde opgelê deur JEFFREYSBAAI OORGANGSRAAD as Transportgewer in sy guns, naamlik:

"The parties agree in particular that the property which is to be registered in name of the CHURCH shall be used for public worship and religious purposes only and for no other purpose whatsoever. The CHURCH agrees to the endorsement of the Title Deed which is to be registered in the CHURCH'S name to this effect.

WESHALWE die Komparant, q.q., afstand doen van al die regte en titel wat die hogenoemde

TRANSPORTGEWER

voorheen op genoemde eiendom gehad het en gevolglik ook erken dat hulle geheel en al van die besit daarvan onthef is en nie meer daarop geregtig is nie, en dat, kragtens hierdie Akte bogenoemde

TRANSPORTNEMER

die se opvolgers in titel of regsverkrygendes

tans en voortaan daarop geregtig is, ooreenkomstig plaaslike gebruik, behoudens die regte van die Staat; en ten slotte verklaar hy dat geen vergoeding ten opsigte van die ruiltransaksie voormeld betaal is nie en dat hereregte vrygestel is volgens Artikel 9 (1)(c) Wet 40/1949.

TEN BEWYSE waarvan ek, die genoemde Registrateur van Aktes, tesame met die Komparant, q.q., hierdie Akte onderteken en met die Ampseel bekragtig het.

ALDUS GEDOEN en geteken op die Kantoor van die Registrateur van Aktes in Kaapstad, Provinsie van die Kaap die Goeie Hoop, op hierdie 2^{de} dag van die maand November in die jaar van onse Heer Eenduisend Negehoonderd Vyf en Negentig (1995).



q.q.


REGISTRATEUR VAN AKTES

In my teenwoordigheid,

VA 1530 1997

Certified a true copy of the duplicate original
 Oorspronklike 'n ware afskrif van die duplikaat-
 blad of record in this Registry, issued to serve in
 oorspronklike in bewaring geges op hierdie Regi-
 place of the original thereof under the provisions
 stelselkantoor, uitgereik om te dien in die plek van
 of Deeds Registry Regulation No. 60. (1)
 die oorspronklike daarvan onder die bepalinge van
 die Registrasiekantoor-Regulasie No. 60. (1)
 Deeds Registry/Registrasiekantoor,
 Cape Town/Kaapstad.
 13.05.97
 Asst. Registrar of Deeds.
 Ass. Registrateur van Aktes.

BETAAL
Dutsky
PAID

Catholic Diocese

Idayosisi yase-Katolike
Port Elizabeth

Katolieke Bisdom

Tel. Bishop (+27) 41 373 6735
 Tel. Chancery (+27) 41 373 2854
 Tel. Finance (+27) 41 373 2803
 Fax (+27) 41 374 3921

The Diocesan Chancery
 P. O. Box 12194
 CENTRAHIL 6006
 PORT ELIZABETH
 South Africa

**THE CATHOLIC DIOCESE OF PORT ELIZABETH**

Registration number – (Date of Establishment 11 January 1951)

TO WHOM IT MAY CONCERN

At a meeting held by the Bishop with his College of Consultors of the Diocese of Port Elizabeth of the Roman Catholic Church held at the Diocesan Chancery, 10 Park Lane, Central, Port Elizabeth on the 5th December 2023, the following resolution is confirmed that John Theodore Swart, Identity Number 6304155157084 in his position as Financial Administrator of the Diocese of Port Elizabeth of the Roman Catholic Church, duly appointed with effect from the 4th December 2023, be given authority:

1. To enter into any agreements with financial institutions which will ensure the proper administration of the Diocese of Port Elizabeth of the Roman Catholic Church in accordance with the Code of Canon Law of the Roman Catholic Church, and
2. To act as co-signatory with the other authorised signatories on the following accounts held at the Standard Bank of South Africa :

Account Name	Account Number
Catholic Diocese of PE	080006388
Catholic Diocese Rink Street	080463215
Diocesan Catholic Centre	080291562
St. Don Bosco Crèche Pier 14	080631525

3. To act as final release to authorise payments using Standard Bank's Business Online electronic funds for the above mentioned accounts.
4. To sign, endorse and execute all documents for and on behalf of the Diocese to give effect to such resolutions, with modification at his sole discretion shall deem fit, his signature to be conclusive proof that the documents which bear it are authorised.
5. To purchase, sell, register and renew all motor vehicles owned by the Diocese.
6. To enter into and sign any service provider agreements for and on behalf of the Diocese to give effect to such agreements.
7. To do all that is necessary to represent the Diocese for all tax matters with the South African Revenue Service.

SIGNED at PORT ELIZABETH on 6th December 2023.

RT. REV. BISHOP VINCENT MDUDUZI ZUNGU
 BISHOP OF THE CATHOLIC DIOCESE OF PORT ELIZABETH

RT. REV. LUBABALO MGUDA
 COLLEGE OF CONSULTORS



RT. REV. HENRY EZENWANNE
 COLLEGE OF CONSULTORS

The Diocesan Chancery, 10 Park Lane, Central, Port Elizabeth. 6001

Email: (Bishop)secretary@catholic-pe.co.za (Financial Administrator) finance@catholic-pe.co.za

POWER OF ATTORNEY (REGISTERED OWNER'S CONSENT FORM)

I / we, THE BISHOP OF THE DIOCESE OF PORT ELIZABETH OF THE ROMAN CATHOLIC CHURCH

.....
(name(s) of registered owner(s))

registered owner(s) of the following property(ies) :

ERF 6400, JEFFREYS BAY

.....
(property description(s))

wish to certify that authority is hereby granted to

N.D BEUKES PR.PLN A/1949/2014 OF URBAN SCOPE CONSULTING OBO MAST SERIVES PTY LTD

.....
(applicant's name)

in terms of the resolution enclosed herewith (applicable if land owner is a registered company / close corporation, trust or other juristic person), to apply for *

- removal / suspension / amendment of restrictions
- rezoning
- consent / conditional use
- departure (temporary / permanent)
- subdivision / subdivision exemption
- site development plan approval / amendment
- amendment of conditions
- township establishment
- other (please specify)

in respect of the above-mentioned property(ies) to enable it to be developed / utilised for the following purpose(s) :

ALL MATTERS RELATING TO THE APPROVAL / PERMITTING OF A CELLULAR MAST ON

THE AFOREMENTIONED PROPERTY

.....
(proposed purpose(s) / development)

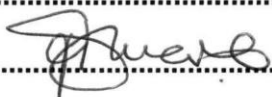
(* please delete whichever not applicable).

The undersigned therefore nominates, constitutes and appoints the above applicant with power of substitution to be the registered owner's legal representative / agent and to act in the name, place and stead of the registered owner in the above regard. Power of attorney is accordingly hereby granted to the applicant to sign all correspondence in respect of the matter referred to above.

Owner's name

JOHN THEODORE SWART

Owner's signature



Date

31.10.2024

*Jarui*TRANSPORTBESORGER
TOLKEN L

15

2/11 Jurele
*7/11*SEELREG
DUTY

R

750

1641

T

81502 1995

TRANSPORTAKTE

HIERBY WORD BEKEND GEMAAK

DAT LIZETTE TOLKEN

Transportbesorger, voor my, Registrateur van Aktes in Kaapstad, verskyn het,
behoorlik daartoe gemagtig deur 'n Volmag geteken te JEFFREYSBAAI op 16
AUGUSTUS 1995 en aan hom verleen deur

JEFFREYSBAAI OORGANGSRAAD

(hierna genoem "die transportgewer")

EN DIE KOMPARANT HET VERKLAAR dat sy Lasgewer op 9 JUNIE 1995 ooreengekom het om aan die ondervermelde Transportnemer die eiendom wat hiermee getranspoteer word oor te dra in ruil vir

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Afdeling van Humansdorp
Provinsie Oos-Kaap
GROOT: 4500 (Vier Duisend Vyf Honderd) vierkante meter

SOOS DUIDELIK SAL BLYK uit Kaart S.G. No. 4334/95 en gehou
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Administrateur van die Kaapprovinsie in terme van Artikel 18(3) van
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erf of erwe, binne of buite hierdie dorp, oor hierdie erf gevoer
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nodig geag word, en wel op die wyse en plek wat van tyd tot tyd
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C. ONDERHEWIG VERDER aan die volgende voorwaarde opgelê deur JEFFREYSBAAI OORGANGSRAAD as Transportgewer in sy guns, naamlik:

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WESHALWE die Komparant, q.q., afstand doen van al die regte en titel wat die hogenoemde

TRANSPORTGEWER

voorheen op genoemde eiendom gehad het en gevolglik ook erken dat hulle geheel en al van die besit daarvan onthef is en nie meer daarop geregtig is nie, en dat, kragtens hierdie Akte bogenoemde

TRANSPORTNEMER

die se opvolgers in titel of regsverkrygendes

tans en voortaan daarop geregtig is, ooreenkomstig plaaslike gebruik, behoudens die regte van die Staat; en ten slotte verklaar hy dat geen vergoeding ten opsigte van die ruiltransaksie voormeld betaal is nie en dat hereregte vrygestel is volgens Artikel 9 (1)(c) Wet 40/1949.

TEN BEWYSE waarvan ek, die genoemde Registrateur van Aktes, tesame met die Komparant, q.q., hierdie Akte onderteken en met die Ampseel bekragtig het.

ALDUS GEDOEN en geteken op die Kantoor van die Registrateur van Aktes in Kaapstad, Provinsie van die Kaap die Goeie Hoop, op hierdie
2^{de} dag van die maand November in die jaar van
onse Heer Eenduisend Negehoonderd Vyf en Negentig (1995).



q.q.


REGISTRATEUR VAN AKTES

In my teenwoordigheid,

VA 1530 11997

Certified a true copy of the duplicate original
 Oorspronklike in ware afskrif van die duplikaat-
 blad of record in this Registry, issued to serve in
 oorspronklike in bewaring geges op hierdie Regi-
 place of the original thereof under the provisions
 stelselkantoor, uitgereik om te dien te dien in die plek van
 of Deeds Registry Regulation No. 68. (1)
 die oorspronklike te dien onder die bepalinge van
 die Registrasiekantoor Regulasie No. 68. (1)
 Deeds Registry/Registrasiekantoor,
 Cape Town/Kaapstad.

13.05.97

Asst. Registrar of Deeds.
 Ass. Registrateur van Aktes.

BETAAL

PAID

URBAN SCOPE CONSULTING CC
CK 2011/071266/23 VAT: 4530288887
90 MANGOLD STREET, NEWTON PARK, PORT ELIZABETH,
6045
TEL: 041 467 4134 FAX: 086 670 0575

APPLICATION FOR	APPLICATION IS DONE IN TERMS OF SECTION 76 OF THE KOUGA LOCAL MUNICIPALITY: LAND USE SCHEME 2021 READ WITH THE SPATIAL PLANNING AND LAND USE MANAGEMENT ACT 16 OF 2013: (1) APPLICATION FOR THE PERMANENT DEPARTURE FROM THE SCHEME, TO ALLOW THE PLACEMENT OF A TELECOMMUNICATION MAST ON THE PROPERTY IN TERMS OF SECTION 76 OF THE SCHEME. (2) APPLICATION FOR THE PERMANENT DEPARTURE FROM THE SCHEME, TO RELAX THE LATERAL AND STREET BUILDING LINES IN TERMS OF SECTION 76 OF THE SCHEME. (3) APPLICATION FOR THE PERMANENT DEPARTURE FROM THE SCHEME, TO ALLOW THE RELAXATION OF THE HEIGHT RESTRICTION APPLICABLE ON THE PROPERTY IN TERMS OF SECTION 79 (4) APPLICATION FOR THE REMOVAL OF THE TITLE DEED CONDITIONS IN TERMS OF SECTION 69 OF THE SPATIAL PLANNING AND LAND USE MANAGEMENT ACT 16 OF 2013. THE ABOVEMENTIONED APPLICATION IS TO ALLOW THE PLACEMENT OF A TELECOMMUNICATIONS MAST AND BASE STATION ON THE PROPERTY
PROPERTY DESCRIPTION	ERF 6400, JEFFREYS BAY
PROPERTY PHYSICAL ADDRESS	DOLLY VARDEN STREET JEFFREYS BAY
MUNICIPAL AREA	KOUGA LOCAL MUNICIPALITY
SITE NAME	C-PLACE

APPLICANT	URBAN SCOPE CONSULTING
COMPILED BY	DANIEL BEUKES
ON BEHALF OF / FOR	MAST SERVICES
OWNER	BISHOP OF THE DIOCESE OF THE PORT ELIZABETH OF THE ROMAN CATHOLIC CHURCH
DATE	APRIL 2025

Table of Contents

1.	INTRODUCTION	3
2.	GENERAL INFORMATION	3
2.1	LOCATION.....	3
2.2	LOCAL AUTHORITY.....	3
2.3	OWNERSHIP	3
2.4	SIZE OF THE PROPERTY	4
3.	EXISTING LAND USES AND ZONING	4
3.1	THE APPLICATION PROPERTY.....	4
3.2	SURROUNDING LAND USES	4
3.3	PROPOSED LAND USES.....	5
4.	ENGINEERING SERVICES.....	5
4.1	ENTRANCES AND EXITS.....	5
4.2	ENGINEERING SERVICES.....	5
4.3	FACILITY SHARING	5
4.4	SAN FRANCISCO CIVIL AVIATION AUTHORITY APPROVAL	6
4.5	ALTERNATIVE SITES	6
4.6	ENVIRONMENTAL IMPACT ASSESSMENT	7
5.	NATURE OF THIS APPLICATION	7
5.1.	PERMANENT DEPARTURE	7
5.1.1.	PERMANENT DEPARTURE TO ALLOW A TELECOMMUNICATIONS BASE STATION (in terms of section 76(1)).....	9
5.1.2.	PERMANENT DEPARTURE: BUILDING LINE RELAXATION (in terms of Section 76(1)).....	9
5.1.3	PERMANENT DEPARTURE: RELAXATION OF THE BUILDING HEIGHT RESTRICTION.....	10
5.2	TITLE DEED REMOVAL OF RESTRICTIVE CONDITIONS.....	11
6.	NEED AND DESIRABILITY	13
6.1	NEED.....	13
6.1.1	NEED IN GENERAL	13
6.1.2.	SOCIO-ECONOMIC BENEFITS	14
6.1.3.	COVERAGE.....	15
6.2	DESIRABILITY	15

6.2.1	VISUAL IMPACT	15
6.2.2.	DESIRABILITY	16
7.	TELECOMMUNICATIONS BASE STATION POLICY, 2018	17
8.	DEVELOPMENT PRINCIPLES	20
8.1.	SPATIAL JUSTICE.....	21
8.2.	SPATIAL SUSTAINABILITY	22
8.3.	SPATIAL EFFICIENCY	24
8.4.	SPATIAL RESILIENCE	25
8.5.	GOOD ADMINISTRATION.	26
9.	CONCLUSION.....	28
	ANNEXURE A – APPLICATION FORM.....	29
	ANNEXURE B – APPLICATION FEES	30
	ANNEXURE C – COPY OF ADVERT	31
	ANNEXURE D – PROOF OF REGISTERED MAIL	32
	ANNEXURE E – SITE NOTICE	33
	ANNEXURE F – TITEL DEED.....	34
	ANNEXURE G – POWER OF ATTORNEY	35
	ANNEXURE H – RESOLUTION	36
	ANNEXURE I – LOCALITY PLAN.....	37
	ANNEXURE J – CAA APPROVAL	38
	ANNEXURE K – EIA APPROVAL.....	39
	ANNEXURE L – SG DIAGRAM.....	40
	ANNEXURE M – PREVIOUS APPROVALS.....	41
	ANNEXURE N – CONVEYANCERS CERTIFICATE	42

1. INTRODUCTION

This application is submitted by Urban Scope Consulting on behalf of MAST Services (Pty) Ltd (“MAST”), a leading South African telecommunications infrastructure company. MAST specialises in the development, ownership, and management of communication towers nationwide, supporting network operators through co-location, leasing, and build-to-suit solutions. The company operates a portfolio of more than 8 000 tower sites across South Africa, providing reliable infrastructure that underpins mobile and broadband connectivity. Their operations include full infrastructure support services such as power management, site monitoring, maintenance, and security, ensuring consistent service delivery and network uptime.

It should be noted that the proposed freestanding monopole telecommunication base station on Erf 6400, Jeffreys Bay, was previously approved by the Kouga Local Municipality. However, the tower was not constructed within the prescribed timeframe, resulting in the lapse of the original approval. The purpose of this application is therefore to renew the approval and enable the construction and operation of the mast in accordance with current municipal and technical requirements.

2. GENERAL INFORMATION

2.1 LOCATION

The proposed site is situated on the corner of Butterfly and Dolly Varden Street in Jeffreys Bay, known as Erf 6400, Jeffreys Bay. (See Annexure I - Location Map)

2.2 LOCAL AUTHORITY

The application property falls under the jurisdiction of the Kouga Local Municipality.

2.3 OWNERSHIP

The property is registered to the Bishop of the Diocese of Port Elizabeth of the Roman Catholic Church (Annexure F – Title Deed – T36888_2011)

Mast Services and the registered owner of the property has authorised Urban Scope Consulting CC (Annexure G – Power of Attorney) to lodge the necessary application for the placement of the proposed Cellular mast.

A formal lease agreement has been agreed upon and signed by both parties.

2.4 SIZE OF THE PROPERTY

The application Property measures 0.45ha / 4500m²

3. EXISTING LAND USES AND ZONING

3.1 THE APPLICATION PROPERTY

The proposed mast is to be located on the premises of the Roman Catholic Church, situated at the corner of Dolly Varden and Butterfly Street. The property offers ample space to accommodate all associated church activities and the installation of the mast without any interference.

Existing structures on the church property—comprising the main church building, a hall, and offices—have all been approved and constructed according to plan. The rear north-western corner of the property has been identified as the most suitable location for the mast. This spot is set well away from any existing buildings, does not obstruct any views, and will not interfere with the activities or enjoyment of neighbouring properties.

3.2 SURROUNDING LAND USES

The properties to the west and east of the application site are designated for community services, with several churches already established along the entire length of Dolly Varden Street. North of the church, across the road, lies a vacant parcel of land zoned for "Authority Use" in accordance with current zoning regulations.

To the south of the site, residential development has increased significantly, with multiple townhouse complexes recently constructed or underway. This growing residential density highlights the urgent need for improved telecommunications infrastructure. The installation of a cellular mast will help ensure that the increasing demand for reliable and consistent mobile network coverage is met, both now and in the near future.

3.3 PROPOSED LAND USES

It is the intent of this application to allow the placement of a telecommunication mast on the property utilising around 120m². The rest of the property will not be affected by the proposed development.

4. ENGINEERING SERVICES

4.1 ENTRANCES AND EXITS

Access to the site will be gained from the street, Dolly Varden, it should be noted that the impact on to the traffic conditions will be minimal, as the entrance will only be used for the construction and maintenance of the mast. The reason for this design is to ensure ease of access to the site without disturbing any future uses on the property.

4.2 ENGINEERING SERVICES

- Sanitation: N/A
- Water: N/A
- Electricity: Electricity will be obtained from the (Municipal grid/ ESKOM) in the area, the electricity consumed will be separately metered to Mast Services account.

4.3 FACILITY SHARING

Facility sharing refers to the practice where multiple licensed telecommunications operators make joint use of existing infrastructure such as towers, masts, base stations, or related support structures to provide their network services. Instead of each operator constructing a separate mast, the same facility is shared among them, either through co-location on a single structure or by sharing ancillary resources like power supply, access roads, and security enclosures. In this instance, Mast Services will act as the company responsible for supplying and maintaining the physical infrastructure that enables such sharing. A typical mast is designed to accommodate around three to four operators, providing sufficient space and structural capacity for multiple service providers to install their equipment safely and efficiently. This approach is encouraged under both national and municipal telecommunications policies as a means to reduce duplication of infrastructure, minimise environmental and visual impact, and promote more efficient use of land and resources.

The benefits of facility sharing extend well beyond technical efficiency. For the surrounding area, it helps limit the proliferation of multiple masts within the same neighbourhood, thereby

maintaining the character and visual quality of the environment. It also accelerates the rollout of improved network coverage and connectivity by allowing several operators to serve the community from a single, well-located site. This contributes to better mobile reception, enhanced access to digital services, and more reliable communication for residents, businesses, and emergency services. In addition, facility sharing supports sustainable land use planning by optimising existing infrastructure, reducing construction-related disruption, and promoting equitable access to communication services within the municipality.

4.4 SA CIVIL AVIATION AUTHORITY APPROVAL

The application to the South African Civil Aviation Authority (SACAA) has been submitted and is currently in the process of being considered. It should, however, be noted that the processing of the application has been significantly delayed due to recent changes in SACAA's procedures for evaluating obstacle applications, as outlined in the attached letter (Annexure J).

Considering this delay, we respectfully request that the Council proceed to consider this application even in the absence of the SACAA's conditional approval. To ensure compliance with aviation safety requirements, we propose that, should the application be approved, a condition be included in the outcome letter requiring that the SACAA's approval and any associated conditions be formally met once it is received. This approach will allow the planning process to continue without unnecessary delays while maintaining adherence to all aviation safety standards.

4.5 ALTERNATIVE SITES

Mast Services provides towers that other service providers such as Vodacom, MTN and cell C, can lease and place their equipment on. This makes the need for additional sites in the area less. With this said the specific area that is required to provide optimal service to these service providers and their respective clients falls on Er 6400, Jeffreys Bay.

By erecting the proposed mast on an alternative location, would mean that Mast Services Base Transceiver Stations (BTS) will not overlap sufficiently – thus will cause telephone calls to be “dropped” should a person travel out of reach of one BTS.

The site is furthermore ideal due to the following:

- Facility Sharing means that the need for other companies to erect mast in the area will be reduced.
- Poor coverage in the area will be improved

4.6 ENVIRONMENTAL IMPACT ASSESSMENT

Please take note that according to the new EIA regulations, it will not be necessary to conduct an Environmental Impact Assessment, as it does not fall within a conservation area, thus do not trigger any listed activities as prescribed by legislation. (Annexure K – Letter from DEDEAT regarding EIA regulations 2014)

5. NATURE OF THIS APPLICATION

Application is made according to the Kouga Municipality Zoning Scheme, in conjunction with the Spatial Planning and Land Use Management Act 16 of 2013, for the following purposes:

1. The Permanent Departure in terms of Section 76(1) of the Kouga Municipality SPLUMA by-law, 2015 to permit the placement of a 25m freestanding Monopole telecommunications Base station on the property as allowed under the by-law.
2. The Permanent Departure to relax the street and lateral building lines from 5m to 0m in terms of Section 76(1) of the Kouga Municipality SPLUMA by-law, 2015
3. The Permanent Departure to relax the building height restriction from 11m to 25m in terms of Section 76(1) of the Kouga Municipality SPLUMA by-law, 2015
4. Application for the removal of restrictive condition B(v) and Condition C on page 4 of Deed of Transfer T81502/1995 in terms of Section 69 of the Spatial Planning and Land Use Management Act 16 of 2013.

The four (4) applications together is to allow the placement of a 25m Freestanding Monopole Telecommunication Base Station on Erf 6400, Jeffreys Bay.

5.1. PERMANENT DEPARTURE

A 'Departure' signifies a formal application for a temporary deviation from or a permanent amendment to the land use scheme provisions that are applicable to a particular piece of land/property. According to the Kouga Zoning Scheme the following is applicable to the property.

LAND USE CATEGORY	Community	
ZONING	Community Zone	
PURPOSE	• Education • Worship • Assembly • Institution	
Objectives		
• Provision of education and related uses. • Includes schools, crèches, tertiary facilities and support activities. • Provision for worship facilities and related uses. • Includes places of assembly. • Provision of a wide range of community facilities, including institutions. • Institutions include health care facilities, facilities for social welfare and physical health, clinics, community halls, multi-purpose centres as a consent use.		
USE OF THE PROPERTY		
Primary Use	Definition	Consent Use
Place of Worship	means land or a building used as a church, sinner block, mosque, temple, chapel, synagogue or facility for practising religion or devotion and includes uses directly related thereto, but does not include a funeral parlour	• Funeral Parlour • Institution • Sport Facility
Place of Assembly	means land or a building used for gatherings, meetings and social events and includes a public hall, a hall for social functions, a music hall, a concert hall, an exhibition hall, a public art gallery, a town or civic centre, private and public parks	
Place of Instruction	means land or a building used as a child care facility, school, college, technical institution, university, academy, lecture hall, monastery, convent, public library, art gallery, museum or other such facility which is utilised for education purposes and includes facilities directly related thereto	

The Kouga Municipality's Land Use Scheme states that permission is granted by council by means of a departure application when dealing with Telecommunications Base Stations.

62. Transmission Facility

- (1) Transmission Facility (as contemplated in the General Provisions of this Land Use Scheme) means a structure or facility, incorporating a high mast, antennae or dish for the transmission and/or receiving of radio, television, radar, cellular or micro waves, and includes a base station and equipment room.
- (2) Permission for erecting a transmission facility or infrastructure in all zonings in terms of this Land Use Scheme shall be obtained by way of a departure. Conditions of the departure granted, shall include conditions imposed by relevant regulating authority.

It is therefore the intent of this application that we apply for the Permanent Departures in terms of section 76(1) of the Kouga Municipality Spatial Planning and Land Use Management By-law, 2012 to amend the scheme to allowing the following parameters, applicable to Erf 6400, Jeffreys Bay.

- Permanent departure to allow the placement of a Telecommunication base station on the property
- Permanent departure to relax the 5m street and 5m lateral building lines to 0m and
- Permanent departure to relax the 11m height restriction applicable to the property to 25m to allow the 25m structure.

5.1.1. PERMANENT DEPARTURE TO ALLOW A TELECOMMUNICATIONS BASE STATION (in terms of section 76(1))

As mentioned previously, in 2020, a Freestanding Monopole Telecommunication Base Station was approved by the Municipal Planning Tribunal under Item No. 17/03/2020 – MPT2, dated 17 March 2020.

Mast Services has taken over the project and intends to move forward with the construction of the proposed telecommunication mast.

The installation is aimed at improving network coverage and capacity for the rapidly expanding community in the vicinity of the application property. With growing demand for reliable connectivity, the proposed development is viewed as a crucial step in addressing current signal deficiencies and supporting future growth in the area.

It is there for the intent of this application to apply for a Permanent Departure, in terms of Section 76(1) of the Kouga Local Municipality Land Use Scheme 2021 requesting permission to place allow the use of a Telecommunication Base Station on the Erf 6400, Jeffreys Bay.

5.1.2. PERMANENT DEPARTURE: BUILDING LINE RELAXATION (in terms of Section 76(1))

The Kouga Zoning Scheme allows for the consideration of departures from standard building line setbacks where such relaxations do not negatively impact surrounding properties, infrastructure, or spatial planning intent.

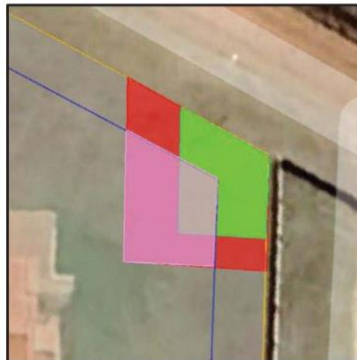
In the case of Erf 6400, Jeffreys Bay the building is situated in a well-established residential area with similar “Community” uses on the eastern and western boundaries of the property. The relaxation requested does not obstruct views, overshadow neighbouring properties, or compromise access to light and ventilation for adjacent dwellings. The design respects the privacy and amenity of neighbouring properties, maintaining an appropriate buffer where possible. Furthermore, these considerations are consistent with the development principles in the Spatial Planning and Land Use Management Act (SPLUMA), particularly Section 7(b) which advocates for spatial justice and efficiency in land development.

The current building lines applicable on the property, as illustrated the in the Site Development plan, is as followings (Reference Kouga Land Use Scheme, 2021)

DEVELOPMENT PARAMETERS			
Building Lines		Height	Coverage
Street	Lateral & Rear		
5m	5m	11m	50%

To utilise the available space on the property more efficiently while minimising any impact on the surrounding neighbourhood, an application is hereby made to relax the 5 m street and lateral building lines to 0 m, applicable only to the proposed mast site. The remainder of the property will continue to comply with the restrictions set out in the applicable Land Use Scheme.

It should be noted that positioning the mast directly on the boundary allows for a more efficient and compact use of land, utilising an area of approximately 120 m². In contrast, placing the mast further away from the boundary would require a larger area of around 180 m², thereby reducing the usable space on the property and unnecessarily extending the development footprint.



Green – Mast located on the property boundary
Pink – Mast located on the building line (5m)
Red – wasted space ultimately calculating to 100m²

Placing the proposed telecommunication mast on the property boundary is preferred because it ensures independent, unobstructed access for maintenance personnel and vehicles, thereby not interrupting the existing church and community uses on the site. This layout improves community safety by ensuring that all service operations are kept separate from areas used by congregants and visitors. In line with the approved Kouga Telecommunication Mast Policy, which states that “telecommunication infrastructure must be sited so as to minimise impact on surrounding land-uses and ensure safe access and maintenance” (Kouga LM 2018) the boundary placement meets that criterion. Furthermore, the property’s zoning under the Kouga Integrated Land Use Scheme (effective from 26 February 2021) authorises infrastructure development in a manner consistent with “efficient land-use, optimal service delivery and minimal disruption to existing legitimate uses” (Clause 2.1 of the Scheme’s Purpose statement)

5.1.3 PERMANENT DEPARTURE: RELAXATION OF THE BUILDING HEIGHT RESTRICTION

As indicated in the Table above the height of a structure or building is restricted to 11m. However, this is sufficient for buildings this is far under the recommended height of 25m of the standard Telecommunications mast. Like the original applicant a 30-35m structure would be recommended for the area but considering the previous approval, a 25m be conceded to and made to work.

For this reason, we wish to apply for the Permanent Departure in terms of Section 76(1) of the

Kouga Municipality Land Use Scheme, to relax the height restriction on Erf 6400, Jeffreys Bay, to allow for the erection of a 25-meter telecommunication mast.

This request is essential, as the currently permitted height, as mentioned, of 11m is technically inadequate to meet the safety and operational standards required for proper signal distribution. A mast of only 11 meters would fail to provide the necessary line-of-sight for reliable coverage and would severely limit the potential for infrastructure sharing, a principle promoted by both national and local policy frameworks to reduce visual clutter and maximize land use efficiency.

The Spatial Planning and Land Use Management Act (SPLUMA), Act 16 of 2013, which provides a legal framework for land development that promotes spatial justice, sustainability, and efficiency. The height relaxation is fully consistent with these principles, as it promotes the shared use of infrastructure (efficiency), enables service delivery to previously underserved areas (justice), and ensures long-term network viability without the need for duplicative structures (sustainability). Denying the height increase would contravene these objectives and could result in a disjointed rollout of infrastructure—an outcome SPLUMA expressly seeks to avoid.

Evaluated in context of the Kouga Local Municipality's Telecommunication Infrastructure Policy, which encourages the establishment of well-located, high-quality communication infrastructure while minimizing environmental and social disruption. A 25m mast is standard in the industry for urban environments and enables co-location by multiple network operators, supporting the policy's aim of consolidated and efficient infrastructure. Lower structures force the installation of multiple smaller masts, increasing visual impact and land use conflict—outcomes that are contrary to the municipality's planning and environmental goals.

5.2 TITLE DEED REMOVAL OF RESTRICTIVE CONDITIONS

In terms of Section 69 of the Spatial Planning and Land Use Management Act (Act 16 of 2013), a restrictive condition contained in a title deed may, with the approval of the Municipal Planning Tribunal, be removed, amended, or suspended in the prescribed manner. This application therefore seeks the removal of the restrictive conditions contained in Title Deed T81502/1995, which currently prevent the establishment of a telecommunication mast and associated base station on Erf 6400, Jeffreys Bay. A Conveyancer's Certificate confirming the relevant restrictive conditions is attached as Annexure N.

Condition B(v) on page 4 of the title deed, states: "Geen gebou op hierdie erf mag gebruik word of van gebruik verander word vir 'n ander doel as wat volgens hierdie voorwaardes toegelaat word nie."

Translated: "No building on this erf may be used, or the use thereof changed, for any purpose other than what is permitted under these conditions."

This clause effectively prohibits any change to the land use or to the purpose for which buildings on the erf may be used. It restricts the Municipality's ability to consider or approve alternative uses — even where such uses serve the broader community interest. The removal of this clause is therefore necessary to allow flexibility in accommodating essential infrastructure while maintaining compliance with all other planning controls.

Condition C, reads (translated) *"The property which is to be registered in the name of the CHURCH shall be used for public worship and religious purposes only and for no other purpose whatsoever. The CHURCH agrees to the endorsement of the title deed to this effect."*

This condition limits the property's use solely to religious purposes and prevents the inclusion of any compatible secondary or community-supporting use. The removal of this clause is required to enable the establishment of a freestanding telecommunication mast and base station, which will serve both the church and the surrounding Jeffreys Bay community by improving mobile coverage, emergency communication, and digital connectivity.

The removal of these restrictive conditions will not affect any of the remaining title deed provisions or development controls contained in the applicable Kouga Land Use Scheme. The balance of the conditions will continue to regulate appropriate land use and ensure that the property remains compatible with the surrounding area, while allowing the introduction of infrastructure that provides a clear public and social benefit.

The requirements of Section 69(5) of the Spatial Planning and Land Use Management Act, 2013 (Act 16 of 2013) (SPLUMA), states that the Municipality must consider several factors when evaluating an application for the removal or amendment of a restrictive condition. These include

- the financial or other value of the existing rights.
- the personal benefits enjoyed by the current holder of those rights.
- the personal benefits that will accrue to the applicant if the restriction is removed.
- the social benefit of the restrictive condition remaining in place.
- the social benefit of removing or amending the condition.
- whether all or only some of the existing rights will be affected.

In the context of Erf 6400, Jeffreys Bay, the current restriction limits the use of the property to public worship and religious purposes. While this restriction supports the primary function of the property, it provides limited flexibility and restricts opportunities for the property to contribute toward wider municipal development objectives. The proposed amendment would not remove or diminish the existing religious rights but would introduce a compatible, additional use that allows for the installation of telecommunications infrastructure. This use aligns with public interest objectives and promotes improved communication and safety for the surrounding community.

The introduction of the mast offers measurable social and economic advantages. The rental income generated would support the sustainability of the church's facilities and community programmes, while the infrastructure itself would deliver a broader social benefit by improving network coverage and supporting emergency and municipal services in the area. The retention of the restrictive condition in its current form, by contrast, limits these benefits and prevents the property from contributing to local digital and spatial development goals.

Accordingly, when assessed in terms of Section 69(5) of SPLUMA, it is evident that the proposed amendment satisfies the intent of the legislation. It preserves the value of existing rights, enhances the functionality and social contribution of the property, and promotes the efficient and sustainable use of land in line with national spatial planning principles

6. NEED AND DESIRABILITY

6.1 NEED

6.1.1 NEED IN GENERAL

Cellular masts are essential today as they enable communication via mobile phones and other wireless devices. Here are five examples of how cellular masts benefit society in a positive way:

Emergency services: Cellular masts provide reliable communication for emergency services such as police, firefighters, and ambulance services. In case of an emergency, these services need to communicate quickly and effectively with each other, and cellular masts provide a way for them to do this.

Improved communication: Cellular masts improve communication in general, allowing people to stay in touch with each other even when they are far apart.

Economic development: Cellular masts can help drive economic development in areas by providing reliable and fast communication. This can attract businesses and industries to the area, which can create jobs and stimulate the local economy.

Education: Cellular masts can provide access to educational resources, such as online courses and remote learning, which can be particularly important for people who are unable to attend traditional classes.

Healthcare: Cellular masts can be used to provide remote healthcare services, such as telemedicine, which can be particularly useful for people who are unable to travel to a doctor's office. This can improve access to healthcare and help to reduce healthcare costs.

6.1.2. SOCIO-ECONOMIC BENEFITS

The installation of a telecommunication mast in a specific area can bring several socio-economic benefits, including:

Improved connectivity: The telecommunication mast can provide better cellular and internet coverage, enabling residents to communicate with each other and the rest of the world more easily. This can be particularly important for businesses and individuals who need to conduct their operations online.

Better access to information: The improved connectivity provided by the telecommunication mast can give residents better access to important information related to healthcare, education, and government services, improving their quality of life.

Increased economic opportunities: The improved connectivity provided by the telecommunication mast can attract businesses to the area, as it can provide them with the necessary infrastructure to operate efficiently and effectively. This, in turn, can create jobs and boost the local economy.

Enhanced emergency services: The telecommunication mast can help emergency services providers, such as police, fire, and ambulance, to respond more quickly and effectively to emergencies in the area, potentially saving lives.

Educational opportunities: The better internet connectivity provided by the telecommunication mast can allow students to access online resources and educational materials, improving their education and future opportunities.

Community development: The improved connectivity and access to information provided by the telecommunication mast can help to build a stronger sense of community, potentially leading to greater cooperation and collaboration among residents.

The benefits of having a telecommunication mast in a specific area are crucial today because of the increasing reliance on technology and the need for connectivity. In today's world, people need to communicate, access information, conduct business, and access emergency services quickly and efficiently, regardless of their location.

The improved connectivity provided by a telecommunication mast can meet these needs and improve the quality of life for residents in the area. It can also attract businesses to the area, creating jobs and boosting the local economy. With the rise of remote work and online learning, having access to reliable internet connectivity is more important than ever.

Moreover, the presence of a telecommunication mast can be especially crucial in remote areas that are traditionally underserved by telecommunication infrastructure. This can help to bridge

the digital divide and provide access to important services and resources that were previously unavailable.

The benefits of having a telecommunication mast in a specific area are crucial in today's society as they improve connectivity, access to information, economic opportunities, emergency services, education, and community development. The installation of a telecommunication mast can play an important role in improving the lives of residents and promoting socio-economic development in the area

6.1.3. COVERAGE

The coverage analysis for the proposed area indicates that network reception is currently limited, as illustrated in the provided coverage maps. While there are existing telecommunications structures nearby, the level of service in the immediate vicinity of Erf 6400 remains suboptimal. This highlights the need for additional infrastructure to improve connectivity, particularly for residents, businesses, and emergency services in the area. Reliable mobile and data coverage is essential for both social and economic development, as well as for supporting municipal and national objectives for digital inclusion.

Within the surrounding area, there are two lattice masts located approximately 900m - 1km to the east, a monopole mast roughly 1.1 kilometres to the south, and a rooftop structure situated about 1.2 kilometres to the south-east. Although these existing masts provide some coverage, the distances between them are greater than the standard spacing for optimal service in the Eastern Cape, which is typically around 500 meters between masts. As a result, signal quality in the target area is weaker, and gaps in coverage remain, making it challenging to provide consistent, reliable service for mobile and data users.

The placement of a new mast on Erf 6400 would address these gaps by bringing coverage within the standard spacing recommended for the region. By positioning a mast in this location, network operators can ensure stronger, more reliable signals, reduce network congestion, and improve overall service quality for the local community. This is particularly important in line with municipal planning objectives, which prioritize equitable access to communication services and the efficient provision of digital infrastructure across all areas. The proposed mast would therefore not only enhance local connectivity but also support broader regional network efficiency and resilience.

6.2 DESIRABILITY

6.2.1 VISUAL IMPACT

The desirability of a telecommunications mast is often a subject of debate due to its visual impact on the surrounding area. However, in many cases, the benefits of improved connectivity and

access to reliable telecommunications services outweigh the potential negative impact on the visual character of the area.

With careful planning and design, the visual impact of the mast can be minimised. For instance, the mast can be situated in locations where it is less visible, and it can be designed to blend in with the surrounding environment or existing infrastructure. In addition, advancements in technology have allowed for the development of smaller and more discreet mast designs, further reducing their visual impact.

Overall, the desirability of a telecommunications mast ultimately depends on the specific needs of the community and the potential benefits it brings. While visual impact should be taken into consideration, it should not overshadow the significant impact that reliable telecommunications services can have on economic growth, emergency response, and overall quality of life avoided

6.2.2. DESIRABILITY

In terms of Section 69(c) of the Kouga SPLUMA By-law (2016), the Municipal Planning Tribunal or Authorised Official must consider the desirability of a proposed land use in relation to its location, accessibility, impact on surrounding properties, and alignment with municipal policy. The present application for the erection of a cellular mast in Jeffreys Bay is considered desirable for reasons outlined below.

Firstly, the Kouga Land Use Scheme requires that land use applications demonstrate efficient and sustainable utilisation of land. Jeffreys Bay is a rapidly growing urban node within the Kouga Local Municipality, characterised by both permanent residents and a substantial seasonal influx of tourists. This places a considerable burden on existing telecommunication infrastructure, leading to congestion, service interruptions, and compromised network quality. The proposed mast will directly address these deficiencies by providing improved network capacity and coverage, thereby ensuring the efficient functioning of telecommunication services in the area. The placement of the mast has been carefully considered to minimise its footprint while ensuring maximum coverage, thereby fulfilling the principles of sustainable land use.

Secondly, the Kouga Telecommunication Mast Policy recognises that masts form an integral component of municipal infrastructure and are essential to socio-economic development. The policy explicitly acknowledges that equitable access to telecommunication services is a matter of public interest and that municipalities must facilitate such infrastructure while managing environmental and visual impacts. The proposed mast is aligned with this policy direction in that it will not only enhance connectivity for residents and businesses but also strengthen services for visitors, thereby supporting the local economy, tourism sector, and digital inclusion. The mast has been designed and positioned to mitigate visual intrusion and will not adversely affect the character of the surrounding neighbourhood.

Furthermore, the relaxation of certain building line restrictions as motivated in this application is limited exclusively to the mast site. The remainder of the property will continue to comply with all restrictions imposed by the Land Use Scheme. This demonstrates a balanced approach that respects the rights of neighbouring property owners while enabling the development of critical infrastructure. The mast will not introduce a land use incompatible with the zoning but rather enhance the property's functionality in a manner fully consistent with the planning framework.

Lastly, from a socio-economic and public service perspective, the mast will deliver significant benefits. Enhanced network capacity will improve service delivery for businesses, residents, emergency services, and municipal operations. Reliable connectivity is indispensable for education, healthcare, commerce, and safety, and it strengthens Jeffreys Bay's competitiveness as both a local economic centre and a tourism destination. These benefits clearly outweigh any minimal localised impact and underscore the alignment of the proposal with the spatial planning principles set out in SPLUMA, including efficiency, spatial justice, and sustainability

7. TELECOMMUNICATIONS BASE STATION POLICY, 2018

The Kouga telecommunications base station policy refers to some operation required mention to consider a telecommunication mast on a property. This is mentioned and addressed in the below table.

7.1 Procedural Requirements		
	Clause Description	Application applicability/comment
Clause 7.1.(a)	The application procedure shall be in terms of the National Building Regulations or a special or a written consent of the relevant Town Planning Schemes to which the application relates.	This application is intended to get this consent from the relevant Town planning Schemes and building regulations will take place if approval is received.
Clause 7.1.(b)	All rooftop antennas that are not higher than 3 m, as measured from the top of the roof of a structure, must be exempted from the application process. (Telecommunication containers and lift structures will not be regarded as part of the roof of a structure.)	N/A to this application.
Clause 7.1.(c)	All containers utilised with any telecommunications infrastructure must be in the same property with all	As shown in the attached site development plan and additional drawings all equipment

	telecommunications infrastructure and mast. No separate container will be approved if located in a different location/property from the Base station/masts.	applicable to the tower will be located within/on the application property.
Clause 7.1.(d)	Normal building plans processes will be applicable.	Noted and will be complied with.
Clause 7.1.(e)	The general conditions laid down in terms of different town-planning schemes regarding the lapse of time for rights not exercised must apply.	This application was initiated due to the lapsing of the previous approval granted in 2020
Clause 7.1.(f)	All applications whether for a new or modification must be accompanied by a copy of the property deed of transfer and the owner of the property is to certify that the proposal, as applied for, does not conflict in any way with the property deeds of transfer.	Please see attached title deed (Annexure F)

7.2 General		
	Clause description	Application applicability/comment
Clause 7.2.(a)	The location of all telecommunication masts must be discussed by the applicant with the Municipality prior to any application is submitted.	Council has approved the mast previously and consultation with the Town planners was undertaken prior to the submission of the application.
Clause 7.2.(b)	Access to the proposed site of the telecommunication mast must be discussed with the Municipality prior to the submission of an application.	Council has approved the mast previously and consultation with the Town planners was undertaken prior to the submission of the application.
Clause 7.2.(c)	The location of telecommunication masts outside residential areas is preferred.	The location identifies is along a stretch of properties earmarked for Community used and as far possible from residential properties as possible.
Clause 7.2.(d)	The future planning of the area around a telecommunication mast site must be taken into consideration.	Due to the current and future developments in the area lead to the increased need to place the proposed base station in C-place.
Clause 7.2.(e)	Co-location on existing masts must be encouraged and, if co-location is not possible, evidence must be provided that diligent efforts were made to co-locate.	As per the coverage maps and the additional exiting towers map its clear that there are no additional towers in the vicinity. The current mast does allow for

		facility sharing and Mast Services would be open to all service providers to install their equipment on the mast.
Clause 7.2.(f)	Building lines as defined in the relevant town-planning schemes and title deeds must be applicable to all telecommunication structures. The normal process of building line relaxation and the removal of restrictive title deed conditions will be applicable.	The application seeks to address these issues and explained throughout the application.
Clause 7.2.(g)	If the Municipality requires, the applicant must supply at least one alternative type of or site for the telecommunication structure that has a lower visual impact.	No request from council in this regard has been received - but any and all conditions will be considered and implemented where possible.
Clause 7.2.(h)	The permission of the South African Civil Aviation Authority must be obtained and submitted to the Municipality before a telecommunication mast is erected (especially in rural and mountainous areas).	Has been applied for an approved conditionally - final approval can only be granted once the mast is constructed.
Clause 7.2.(i)	Environmental Authorization must be obtained from EC DEDEAT and submitted to the Municipality before a telecommunication mast is erected.	Environmental approval was granted as per (Annexure K)
Clause 7.2.(j)	The municipality may request additional public participation if it is felt that the participation has been inadequate.	Mast Service will comply to this request if applicable.
Clause 7.2.(k)	Applications on properties which are zoned business and industrial, telecommunication mast should be encouraged with a special consent.	Not Applicable to this application.
Clause 7.2.(l)	A photo montage and a schedule of colours and finishes for the proposed TMI may be re- requested by the municipality.	No request received - will comply if requested.
Clause 7.2.(m)	A visual impact assessment prepared by a suitably qualified independent professional, to the municipality's satisfaction, may be requested by the municipality. The assessment shall include the visual sensitivity indicating low, medium, high, very high at each scale of visibility including local, distant	Will be complied with is requested.

	and skyline, and include recommendations on mitigation.	
Clause 7.2.(n)	For every new or upgraded FBTS site, the municipality must consider whether landscaping or the provision of public amenities is appropriate in the context to both enhance the local environment and to benefit the public amenity. If it is considered appropriate, a landscape plan must be provided by the applicant, to demonstrate to Council how landscaping will be implemented and maintained on the subject site prior to plan approval.	Will be complied with if requested. (Within reason)
Clause 7.2.(o)	signage, camera poles and flag poles, co-location must be encouraged.	Not applicable to this application.

According to the tables above the proposed mast complies with most of the requirements and the client confirms they will comply to any recommendations were applicable and within reason.

8. DEVELOPMENT PRINCIPLES

SPLUMA stands for the Spatial Planning and Land Use Management Act. The act was enacted in South Africa in 2013 and sets out the framework for managing and regulating land use in the country. The key principles of SPLUMA include:

- **Spatial Justice:** SPLUMA emphasizes the principle of spatial justice, which means that all communities, regardless of their location or socio-economic status, should have access to basic services and opportunities. This includes access to land, housing, infrastructure, and mobile communication services. Spatial justice aims to address past imbalances and promote equitable development across all areas and communities.
- **Spatial Sustainability:** SPLUMA promotes the principle of spatial sustainability, which means that development should be sustainable and considerate of the environment. This includes reducing the environmental impact of development, promoting energy efficiency, and promoting the use of renewable resources. Spatial sustainability aims to promote a healthy and sustainable environment for current and future generations.
- **Efficiency:** SPLUMA emphasizes the principle of efficiency, which means that development should be planned and implemented in a way that maximizes the efficient use of resources. This includes

optimising land use, reducing travel times, and minimizing waste and pollution. Efficiency aims to promote cost-effective and sustainable development.

- **Spatial Resilience:** SPLUMA promotes the principle of spatial resilience, which means that development should be designed and implemented in a way that is resilient to natural disasters and other shocks. This includes building infrastructure that can withstand extreme weather events, planning for emergency response, and ensuring that critical services and facilities are accessible during emergencies. Spatial resilience aims to promote safe and secure communities that can withstand and recover from shocks and stresses.
- **Good Administration:** SPLUMA emphasizes the principle of good administration, which means that spatial planning should be transparent, participatory, and accountable. This includes involving all relevant stakeholders in the planning process, ensuring that decisions are based on sound evidence and analysis, and providing timely and accessible information to the public. Good administration aims to promote effective and accountable governance in spatial planning and development.

Overall, the SPLUMA principles aim to ensure that land use and development are managed in a way that is sustainable, equitable, and benefits all citizens:

8.1. SPATIAL JUSTICE

In terms of spatial justice, some benefits of Spatial Justice are as follow

Bridging the digital divide: One of the main benefits of a cellular mast is that it can provide access to mobile communication services in areas that may have been previously underserved or excluded. By installing a cellular mast in a community that lacks reliable mobile coverage, SPLUMA can help bridge the digital divide and provide equitable access to mobile communication services.

Increased safety and security: Cellular masts can play a crucial role in emergency situations by enabling communication between emergency services and the public. By improving mobile coverage in a community, SPLUMA can help enhance safety and security, particularly in areas that are prone to natural disasters or have high crime rates.

Enhanced economic opportunities: Reliable mobile communication services can help support economic development by providing access to business and job opportunities, as well as enabling remote work and online commerce. By promoting the installation of cellular masts in underserved areas, SPLUMA can help stimulate economic growth and reduce economic inequality.

Improved social connectivity: Mobile communication services can help connect individuals and communities, providing opportunities for social interaction, sharing of information, and collective action. By promoting equitable access to mobile communication services, SPLUMA can help improve social connectivity and foster social cohesion.

Reduced spatial inequalities: Spatial inequalities refer to disparities in access to services and opportunities based on geographic location. By promoting equitable access to mobile communication services, SPLUMA can help reduce spatial inequalities and promote spatial justice. This can help ensure that all communities have access to basic services and opportunities, regardless of their location or socio-economic status.

Criteria	Compliance	Planning Implication
Past spatial and other development imbalances must be redressed through improved access to and use of land.	Not applicable	Not applicable
Spatial development frameworks and policies at all spheres of government must address the inclusion of persons and areas that were previously excluded, with an emphasis on informal settlements, former homeland areas and areas characterised by widespread poverty and deprivation.	Not applicable	Not applicable
Spatial planning mechanisms, including land use schemes, must incorporate provisions that enable redress in access to land by disadvantaged communities and persons.	Not applicable	Not applicable

8.2. SPATIAL SUSTAINABILITY

SPLUMA promotes spatial sustainability for the installation of a telecommunications mast in several ways, including:

Environmental Impact Assessment (EIA): SPLUMA requires an EIA to be conducted before the installation of a telecommunications mast. The EIA assesses the environmental impact of the mast and recommends measures to mitigate any adverse effects on the environment.

Site selection: SPLUMA encourages the selection of sites for telecommunications masts that have the least impact on the environment. This includes avoiding environmentally sensitive areas, such

as wetlands or protected areas, and selecting sites that are already developed or have a low ecological value.

Renewable energy: SPLUMA encourages the use of renewable energy sources, such as solar or wind power, to power telecommunications masts. This reduces the environmental impact of the mast by reducing greenhouse gas emissions and reliance on non-renewable energy sources.

Efficient land use: SPLUMA promotes efficient land use by requiring that telecommunication masts are designed to take up the minimum amount of land necessary. This promotes sustainable development by conserving land resources and reducing the impact on the environment.

Public participation: SPLUMA requires public participation in the planning and decision-making process for the installation of telecommunications masts. This ensures that local communities are involved in the process and have a say in how the mast is installed and operated. Public participation also helps to identify and address any environmental concerns related to the installation of the mast

Criteria	Compliance	Planning Implication
Promote land development that is within the fiscal, institutional, and administrative means of the Republic.	Comply	The application property is located within the urban edge of the urban edge area, and within an established urban environment. The mast is in line with the current legislation of the property and fall within the development parameters of the Kouga Land Use Scheme
Ensure that special consideration is given to the protection of prime and unique agricultural land.	Not applicable	Not applicable
Uphold consistency of land use measures in accordance with environmental management instruments.	Comply	Not applicable
Promote and stimulate the effective and equitable functioning of land markets.	Comply	The proposal is consistent with the character of the surrounding area. The area comprises of mixed land uses. The proposal will also uplift the area, ultimately increasing the value of properties in the surrounding area.

		It will contribute to the economic environment and allow for additional expenditure in the area.
Consider all current and future costs to all parties for the provision of infrastructure and social services in land developments.	Comply	The application property has existing connections to municipal services. However, some upgrades might be required.
Promote land development in locations that are sustainable and limit urban sprawl; and result in communities that are viable.	Comply	The application is within an existing urban development and adheres to the parameters of the proposed zoning “special use Zone” in terms of the Kouga Land Use Scheme. No urban sprawl will be created because of this land use application.

8.3. SPATIAL EFFICIENCY

The benefits of a cellular mast with regards to the SPLUMA principle of efficiency include:

Reduced costs: By promoting spatial efficiency in the installation and operation of a cellular mast, costs can be reduced. This can be achieved through careful site selection, co-location with other infrastructure, and the use of compact designs. The mast promotes this by allowing the service providers to co-locate on this mast.

Optimal land use: A cellular mast requires land for installation and promoting spatial efficiency can help optimize land use. By co-locating with other infrastructure and using compact designs, space can be conserved for other land uses. This can promote efficient land use and sustainable development.

Improved network performance: Cellular masts are designed to improve network performance, and by promoting efficiency, network performance can be further improved. This can be achieved through careful site selection and design, which can help minimize signal loss and improve coverage. This strengthens the need to place the mast on the application property.

Improved community acceptance: Promoting spatial efficiency in the installation and operation of a cellular mast can also help promote community acceptance. By reducing the overall footprint of the mast and minimizing its environmental impact, the mast is less likely to have a negative impact on the community. For this reason, we opted to place the mast to the rear of the property

and reduced the size of the mast to minimize the impact it may pose on the existing uses on the property yet providing sufficient space to not lead to additional masts to be built.

The installation and operation of a cellular mast can provide several benefits with regards to the SPLUMA principle of efficiency, including reduced costs, optimal land use, improved network performance, energy efficiency, and improved community acceptance

Criteria	Compliance	Planning Implication
Land development optimises the use of existing resources and infrastructure.	Comply	An un-used section of the property was identified optimising the use of space on the property additionally no physical alterations are needed to be made.
Decision-making procedures are designed to minimise negative financial, social, economic, or environmental impacts.	Comply	All relevant information has been included and supplied with the application to expedite and assist in the decision-making procedures
Development application procedures are efficient and streamlined and timeframes are adhered to by all parties.	Comply	The municipality has the correct procedures in place for the processing of applications.

8.4. SPATIAL RESILIENCE

In a small town, the installation of a cellular mast can provide several benefits with regards to the SPLUMA principle of spatial resilience. These benefits include:

Improved communication during emergencies: In a small town, communication during emergencies can be a challenge due to limited resources and infrastructure. Installing a cellular mast can help improve communication and coordination during emergencies, allowing emergency services to respond quickly and effectively to crises.

Enhanced network redundancy: In a small town, there may be limited options for communication networks. By installing a cellular mast, network redundancy can be improved, ensuring that communication networks remain operational even in the face of disruptions or failures in the network.

Remote monitoring and control: Cellular masts can be used for remote monitoring and control of critical infrastructure in a small town, such as water and power systems. This can help

improve resilience by allowing operators to quickly identify and respond to issues, reducing downtime and minimizing the impact of disruptions.

Economic development: In a small town, economic development can be a key component of resilience. Installing a cellular mast can help create economic opportunities by improving connectivity and providing access to critical services, such as online banking or e-commerce.

The installation of a cellular mast in a small town can provide several benefits with regards to the SPLUMA principle of spatial resilience, including improved communication during emergencies, enhanced network redundancy, remote monitoring and control of critical infrastructure, and economic development.

Criteria	Compliance	Planning Implication
Flexibility in spatial plans, policies and land use management systems are accommodated to ensure sustainable livelihoods in communities most likely to suffer the impacts of economic and environmental shocks.	Comply	The application for the Special Purposes ensures flexibility as the zoning scheme does not make provisions for a cellular mast as rezoning is overkill as only a small portion is needed for the entire property, this lends itself to the efficiency of the property.

8.5. GOOD ADMINISTRATION.

The installation of a cellular mast in a small town can provide several benefits with regards to the SPLUMA principle of spatial good administration. These benefits include:

Improved access to information and communication channels: With the installation of a cellular mast, residents in a small town can have better access to information and communication channels. This can improve transparency and accountability by ensuring that residents have access to information about local government decisions and processes.

Enhanced public services: Improved connectivity can help facilitate the delivery of public services in a small town. For example, residents can use online services to access information, pay bills, and request services, reducing the need for in-person visits to government offices. This can help save time and resources for both residents and government officials.

Better planning and decision-making: The installation of a cellular mast can help improve planning and decision-making in a small town by providing better access to data and information. This can help inform decisions related to infrastructure development, zoning, and land use, ensuring that resources are allocated in an effective and equitable manner.

Citizen engagement and participation: Improved communication channels can help facilitate citizen engagement and participation in a small town. This can help ensure that residents have a voice in the decision-making process and can participate in the development of their community.

Increased efficiency and cost savings: With improved connectivity, government offices in a small town can operate more efficiently, reducing the need for paper-based processes and in-person meetings. This can help save time and resources and reduce the cost of delivering public services.

The installation of a cellular mast in a small town can help improve spatial good administration by enhancing access to information and communication channels, facilitating the delivery of public services, improving planning and decision-making, promoting citizen engagement and participation, and increasing efficiency and cost savings.

Criteria	Compliance	Planning Implication
All spheres of government ensure an integrated approach to land use and land development that is guided by the spatial planning and land use management systems as embodied in this Act.	Comply	This principle seeks an integrated approach to land development which includes transparent public participation process for the processing and advertising of this application and will give effect to this principle. Decision-making was aligned with sound policies based on national, provincial, and local development legislation, spatial plans, and policies.
All government departments must provide their sector inputs and comply with any other prescribed requirements during the preparation or amendment of spatial development frameworks.		
The requirements of any law relating to land development		

and land use are met timeously.		
The preparation and amendment of spatial plans, policies, land use schemes as well as procedures for development applications, include transparent processes of public participation that afford all parties the opportunity to provide inputs on matters affecting them.		
Policies, legislation, and procedures must be clearly set to inform and empower members of the public.		

9. CONCLUSION

Considering the above, it is requested that the following be approved.

Application is done in terms of Section 76(1) and Section 69 of the Kouga Local Municipality: Land Use Scheme 2021 read with the Spatial Planning and Land Use Management act 16 of 2013:

1. The Permanent Departure in terms of section 76(1) of the by-law to permit the placement of a 25m Freestanding Monopole Telecommunications Mast on the property as allowed under the by-law.
2. The Permanent Departure to relax the street and lateral building lines from 5m to 0m in terms of section 76(1) of the by-law.
3. The Permanent Departure to relax the building height restriction from 11m to 25m in terms of Section 76(1) of the by-law.
4. Application for the removal of Deed condition B(v) and amendment of the title deed condition C on page 4 in terms of section 69 of the Spatial Planning and Land Use Management Act 16 of 2013

PART A - LAND USE PLANNING APPLICATION FORM

KOUGA LOCAL MUNICIPALITY

SPATIAL PLANNING AND LAND USE MANAGEMENT BY-LAWS (Gazetted 2016)

1. Property Details

Property description (Number(s) of Erf/Erven/Portion(s) or Farm(s), allotment area.)	ERF 6400, JEFFREY'S BAY		
Physical Address	CNR OF BUTTERFLY AND DOLY VARDEN STREET		
GPS Coordinates (If Available)	-30.04485° 24.91162°	Town	CRACE - JEFFREY'S BAY.

2. Zoning, Land Use and Title restrictions

Current Zoning	Community	Extent	4500 m² / ha	Are there existing buildings?	☒	☐
Applicable Zoning Scheme	JEFFREY'S BAY ZONING SCHEME					
Current Land Use	CHURCH					
Title Deed number and date	T	81502 / 1995				
Any restrictive conditions?	☐	If Yes, list condition(s)	BLV) 8 c.			
Are the restrictive conditions in favour of a third party(ies)?	☐	If Yes, list the party(ies)				
Is the property encumbered by a bond?	☐	If Yes, list bondholder(s)				
Any existing unauthorized buildings and/or land use on the subject property(ies)?	☒	If yes, is this application to legalize the building / land use?	☐	☐	☐	☐
Are there any pending court case(s) / order(s) relating to the subject property(ies)?	☐	Are there any land claim(s) registered on the subject property(ies)?	☐	☐	☐	☐

3. Description of the Proposal

Provide a brief description of proposed development and intent of application.
APPLICATION TO ALLOW THE PLACEMENT OF A CELLULAR MAST ON ERF 6400 JBAY
* TAKE NOTE THAT THE MAST HAS BEEN APPROVED PREVIOUSLY AND THIS IS A RESUBMISSION.

PART A - LAND USE PLANNING APPLICATION FORM

KOUGA LOCAL MUNICIPALITY

SPATIAL PLANNING AND LAND USE MANAGEMENT BY-LAWS (Gazetted 2016)

4. Land Use Application (Tick Relevant Application)

Tick	Section	Type of application
	0	New Site Development Plan Assessment (Not Amended SDP)
	0_1	Approval ito condition of title, a condition of subdivision or condition of an existing scheme or land use scheme
	0_2	Occup Practice or Other Rights - Approval ito condition of title, a condition of subdivision or condition of an existing scheme or land use scheme
	0_4	Zoning Certificate
	111	Application for Appeal
	181	Determination of a zoning as contemplated in section 181
	54(1)k	Approval of the constitution of an owners association or an amendment of the constitution of the owners association
	57_n	Sect 57(n) Applic. for Amendment, deletion or addition of conditions iro an existing approval granted in terms of section 54(9) - (Incl. Amended SDP);
	57(n)	Site Development Plan Amendment
	59	Subdivision of land (Into 2 Erven)
	59_1	Subdivision of land (Into 3 - 250 Erven)
	59-1-c	Combined - Rezoning, Departure, Subdivision of land (Into 3 - 250 Erven)
	59_2	Subdivision of land (Into 251 - 1000 Erven)
	59-2-c	Combined - Rezoning, Departure, Subdivision of land (Into 251 - 1000 Erven)
	59_3	Subdivision of land (Into > 1000 Erven)
	59-3-c	Combined - Rezoning, Departure, Subdivision of land (Into >1000 Erven)
	59_4	Subdivision of land RDP Housing
	59-c	Combined - Rezoning, Departure, Subdivision of land (Into 2 Erven)
	60	Phasing of a approved subdivision plan
	64	Extension of the validity period of an approval
	65	Amendment or cancellation of a subdivision plan (Section 57)
	66	Exemption of a subdivision or consolidation from the need for approval in terms of this By-Law as contemplated in section 66
	68	Rezoning of Land
	68_1	Rezoning of Land RDP (Smaller than 250m2)
X	69	Removal, suspension, or amendment of restrictive condition of title deed
	69_com	Combined - Departure and Removal, suspension, or amendment of restrictive condition of title deed
	71	Consolidation
	73	Permanent closure of any public place
	74	Consent use
	74_1	Consent use RDP
X	76	Departure (Permanent/Temporary)
X	76_1	Permanent departure (Building Line)
	76_2	Permanent departure (Building Line) RDP
	76a2	Departure RDP (Permanent/Temporary)

PART A - LAND USE PLANNING APPLICATION FORM

KOUGA LOCAL MUNICIPALITY

SPATIAL PLANNING AND LAND USE MANAGEMENT BY-LAWS (Gazetted 2016)

5. APPLICATION FEES PAYABLE

NOTE –Payable after municipality have confirmed the application fee payable and applicable reference number.

Application fees that are paid to the Municipality are non-refundable and proof of payment of the application fees must be submitted on request by the municipality. The applicant is liable for the cost of required public participation i.e. publishing of an application, placement of notices, registered letter etc.

APPLICATION FEES AND BANKING DETAILS - REFER TO PART C

6. Applicant Details

First name(s)	NICOLAAS DANIEL				
Surname	BEUKES				
South African Council for Planners (SACPLAN) registration number (if applicable)	A/1949/2014				
Company name (if applicable)	URBAN SCOPE CONSULTING				
Postal Address	90 MANGOLD STREET, NEWTON PARK				
	PORT ELIZABETH			Postal Code	6045
Email	daniel@urbanscope.co.za				
Tel	041 447 4134	Fax	—	Cell	083 357 2057
Note - Where an agent is appointed to submit this application on the owner's behalf, it is accepted that correspondence from and notifications by the Municipality in terms of the by-law will be sent only to the agent and that the owner will regularly consult with the agent in this regard.					

7. Registered Owner(S) Details (**If different from applicant)

PART B: REGISTERED OWNER(S) DETAILS (If different from applicant)					
Registered owner(s)	Roman Catholic Church.				
Physical address	Butterfly STREET				
	SEAY			Postal code	
E-mail	—				
Tel	—	Fax	—	Cell	—

PART A - LAND USE PLANNING APPLICATION FORM

KOUGA LOCAL MUNICIPALITY

SPATIAL PLANNING AND LAND USE MANAGEMENT BY-LAWS (Gazetted 2016)

8. Mandatory Required Documents and Supporting Information

The mandatory documentation associated with your application type is set out in the Online OVVO submission portal. You will be provided with the details when you lodge your application online.

You can peruse the Documentation Checklist which forms part of the Land Use Application Procedures document to determine what documentation and information may be requested during your application process.

Please take notice of the mandatory documentation, without which your application will not be able to be lodged.

9. Authorisation in terms of Other Legislation

Indicate whether the application/land use proposal requires authorisation in terms of other legislation.

Y	☒	National Heritage Resources Act, 1999 (Act 25 of 1999)				
Y	☒	National Environmental Management Act, 1998 (Act 107 of 1998)	Y	N/A	Other (specify)	
Y	☒	Subdivision of Agricultural Land Act, 1970 (Act 70 of 1970)				
Y	☒	If required, has application for EIA / HIA / TIA / TIS approval been made? If yes, attach documents / plans / proof of submission etc.				
Y	☒	If required, do you want to follow an integrated application procedure in If yes, please attach motivation.				

10. Departures

Indicate and describe the details of the Departure Application if relevant.

Tick	Description	From	To
☒	Building Line Street	Relax Street BL	From 5m To 0m
	Building Line Street	From	To
☒	Building Line Common	Relax lateral (EASTERN)	From 5m To 0m
	Building Line Common	From	To
	Building Line Common	From	To
	Building Line Common	From	To
	Exceed Coverage	From	To
☒	Exceed Height	Relax Restriction	From 11m To 25m
	Relaxation of Open Space Provision	From	To
	Other (Specify)		
	Other (Specify)		
	Other (Specify)		
	Other (Specify)		

PART A - LAND USE PLANNING APPLICATION FORM

KOUGA LOCAL MUNICIPALITY

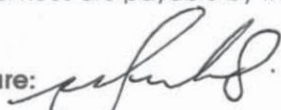
SPATIAL PLANNING AND LAND USE MANAGEMENT BY-LAWS (Gazetted 2016)

11. Declaration and Signature of Applicant

I hereby confirm:

1. That the information contained in this application form and accompanying documentation is complete and correct.
2. 'I am aware that it is an offense to supply particulars, information or answers knowing the particulars, information or answers to be false, incorrect or misleading or not believing them to be correct.
3. I am properly authorized to make this application on behalf of the owner.
4. That this submission includes all necessary land use planning applications required to enable the development proposed herein.
5. I confirm that the relevant title deed(s) have been read and that there are no restrictive title deed restrictions, which impact on this application, or alternatively an application for removal/suspension or amendment forms part of this submission.
6. I am aware that development charges to the Municipality in respect of the provision and installation of external engineering services are payable by the applicant as a result of the proposed development.

Applicant's signature:



Date: 09/04/2025

NICOLAAS DANIEL BEUKES

Full name:

Professional capacity:

Prof Plan.

SACPLAN registration

number:

A/1949/2014.

PART A - LAND USE PLANNING APPLICATION FORM

KOUGA LOCAL MUNICIPALITY

SPATIAL PLANNING AND LAND USE MANAGEMENT BY-LAWS (Gazetted 2016)

FOR OFFICE USE ONLY		
		Received by: _____
	Signature: _____	Date received: _____
	Application Fee Payable	Amount to be paid: _____
	Payment Date	Date received: _____
	Advertisement Date	Date: _____
	Closing date for objections	Date: _____
	Objections Received	Yes/No: _____
ANNEXURES		
The following support documentation is included for your information only if applicable: Please <u>do not submit</u> these with the application form.		Part A: This application form Part B: Required Documents and Check List Part C: Application Fees and Payment Details

POWER OF ATTORNEY (REGISTERED OWNER'S CONSENT FORM)

I / we, THE BISHOP OF THE DIOCESE OF PORT ELIZABETH OF THE ROMAN CATHOLIC CHURCH

.....
(name(s) of registered owner(s))

registered owner(s) of the following property(ies) :

ERF 6400, JEFFREYS BAY

.....
(property description(s))

wish to certify that authority is hereby granted to

N.D BEUKES PR.PLN A/1949/2014 OF URBAN SCOPE CONSULTING OBO MAST SERIVES PTY LTD

.....
(applicant's name)

in terms of the resolution enclosed herewith (applicable if land owner is a registered company / close corporation, trust or other juristic person), to apply for *

- removal / suspension / amendment of restrictions
- rezoning
- consent / conditional use
- departure (temporary / permanent)
- subdivision / subdivision exemption
- site development plan approval / amendment
- amendment of conditions
- township establishment
- other (please specify)

in respect of the above-mentioned property(ies) to enable it to be developed / utilised for the following purpose(s) :

ALL MATTERS RELATING TO THE APPROVAL / PERMITTING OF A CELLULAR MAST ON

THE AFOREMENTIONED PROPERTY

.....
(proposed purpose(s) / development)

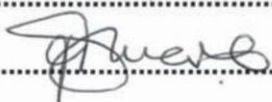
(* please delete whichever not applicable).

The undersigned therefore nominates, constitutes and appoints the above applicant with power of substitution to be the registered owner's legal representative / agent and to act in the name, place and stead of the registered owner in the above regard. Power of attorney is accordingly hereby granted to the applicant to sign all correspondence in respect of the matter referred to above.

Owner's name

JOHN THEODORE SWART

Owner's signature



Date

31.10.2024

Catholic Diocese

Idayosisi yase-Katolike
Port Elizabeth

Katolieke Bisdom

Tel. Bishop (+27) 41 373 6735
 Tel. Chancery (+27) 41 373 2854
 Tel. Finance (+27) 41 373 2803
 Fax (+27) 41 374 3921

The Diocesan Chancery
 P. O. Box 12194
 CENTRAHIL 6006
 PORT ELIZABETH
 South Africa

**THE CATHOLIC DIOCESE OF PORT ELIZABETH**

Registration number – (Date of Establishment 11 January 1951)

TO WHOM IT MAY CONCERN

At a meeting held by the Bishop with his College of Consultors of the Diocese of Port Elizabeth of the Roman Catholic Church held at the Diocesan Chancery, 10 Park Lane, Central, Port Elizabeth on the 5th December 2023, the following resolution is confirmed that John Theodore Swart, Identity Number 6304155157084 in his position as Financial Administrator of the Diocese of Port Elizabeth of the Roman Catholic Church, duly appointed with effect from the 4th December 2023, be given authority:

1. To enter into any agreements with financial institutions which will ensure the proper administration of the Diocese of Port Elizabeth of the Roman Catholic Church in accordance with the Code of Canon Law of the Roman Catholic Church, and
2. To act as co-signatory with the other authorised signatories on the following accounts held at the Standard Bank of South Africa :

Account Name	Account Number
Catholic Diocese of PE	080006388
Catholic Diocese Rink Street	080463215
Diocesan Catholic Centre	080291562
St. Don Bosco Crèche Pier 14	080631525

3. To act as final release to authorise payments using Standard Bank's Business Online electronic funds for the above mentioned accounts.
4. To sign, endorse and execute all documents for and on behalf of the Diocese to give effect to such resolutions, with modification at his sole discretion shall deem fit, his signature to be conclusive proof that the documents which bear it are authorised.
5. To purchase, sell, register and renew all motor vehicles owned by the Diocese.
6. To enter into and sign any service provider agreements for and on behalf of the Diocese to give effect to such agreements.
7. To do all that is necessary to represent the Diocese for all tax matters with the South African Revenue Service.

SIGNED at PORT ELIZABETH on 6th December 2023.

RT. REV. BISHOP VINCENT MDUDUZI ZUNGU
 BISHOP OF THE CATHOLIC DIOCESE OF PORT ELIZABETH

RT. REV. LUBABALO MGUDA
 COLLEGE OF CONSULTORS



RT. REV. HENRY EZENWANNE
 COLLEGE OF CONSULTORS

The Diocesan Chancery, 10 Park Lane, Central, Port Elizabeth. 6001

Email: (Bishop)secretary@catholic-pe.co.za (Financial Administrator) finance@catholic-pe.co.za



YOLANDE MALAN
ATTORNEYS
NOTARIES & CONVEYANCERS

CONVEYANCER'S CERTIFICATE

I, the undersigned,

YOLANDE MALAN

a practicing attorney and conveyancer of the firm Yolande Malan Attorneys, carrying on practice at 1st Floor, 69 Voortrekker Road, Malmesbury, Western Cape.

do hereby certify that after doing a Pivot Search of

Erf 6400 JEFFREYS BAY

In the Kouga Municipality

Division of Humansdorp

Province of the Eastern Cape

In extent 4500 (Four Thousand Five Hundred) square metres.

Held by Deed of Transfer number T81502/1995

That there is a restrictive condition contained in Deed of Transfer number T81502/1995 at page 4, condition C that restricts the placing of a cellular mast on the property, which condition is required to be removed or amended to allow for the placement of a cellular mast.

DATED AT MALMESBURY ON 9TH DAY OF APRIL 2025.

CONVEYANCER

YOLANDE MALAN (LPCM92646)



KOUGA MUNICIPALITY (EC 108)

ORDINARY COUNCIL MEETING

PLANNING & DEVELOPMENT

OPEN

DATE: 29 APRIL 2026

ITEM NO: **26/04/PD4**

REQUEST FOR COUNCIL'S IN-PRINCIPLE APPROVAL AND AUTHORISATION TO ADVERTISE FOR THE ALIENATION BY WAY OF RIGHT-TO-USE (LEASE) OF A PORTION OF ERF 499, HUMANSDORP TO SPCA ASSISI

1. **Introduction**

The purpose of this item is to request for Council's in-principle approval for the Right-to-Use (lease) a portion of Erf 499, Humansdorp by SPCA Assisi.

2. **Background**

The SPCA Assisi has been using the subject property since 1982. However, there is no evidence that the municipality granted a formal lease for the use of the subject property. The applicant is hereby requesting a formal lease to use the subject property.

3. **Discussion**

A request was received from the SPCA Assisi for the formalization of a lease agreement for a portion of Erf 499, Humansdorp, for an essential service they deliver in the whole of Kouga as well as the occupation of the building since 1982. ****See attached Annexure "A"**

The SPCA focusses on the prevention of animal cruelty and assisting especially the underprivileged with their animals. Section 14 comments have been finalized and attached as **Annexure "B"**.

This property is perfectly located in Kwa-Nomzamo and needs to be subdivided and rezoned for the purposes of an animal rescue facility. ****See annexure "C"**

4. **Financial Implications**

Completed by BTO -	
Project Description	Land Valuations & surveyor & planning services
Ukey no.	20210710001552
Budgeted Amount	See attached
Amount spent and committed to date	KOUGA MUNICIPALITY 2026-03-17  BUDGET & TREASURY R454 938.24

Amount Available	R1 045061.76
Comment	

5. **Applicable Legislation**

Municipal Finance Management Act No. 56 of 2003
Municipal Asset Transfer Regulations, 2008
Spatial Planning and Land Use Management Act No. 13 of 2013
Kouga Municipality Spatial Planning and Land Use Management By-law,
2016

Policy on the Disposal and Leasing of Council Owned Immovable Property, as
approved by Council.

6. **Legal Implications**

Should the Council resolve the recommendations below, the Accounting
Officer will be authorized to advertise Council's intention to lease the
property, for public comments and/or objections.

7. **Other Implications**

The intended use will require a sub-division and rezoning of the subject land.

8. **Comments by Directorates:**

8.1 **Chief Financial Officer:**

Report noted

8.2 **Director: Planning & Development**

Recommendation supported.

8.3 **Director: Civil & Water Services**

Item noted.

8.4 **Director: Electro-Mechanical Services**

Noted

8.5 **Director: Community Services**

Supported

8.6 **Deputy Municipal Manager**

Noted

8.7 **Municipal Manager**

Supported.

9. **Delegated Authority**

Council

10. **Recommendations**

- 10.1 That Council **grant in-principle** approval for the Right-to-Use (lease) of a portion (5600m) of Erf 499, Humansdorp to the SPCA Assisi for 9 years and 11 months.
- 10.2 That Council authorises the Accounting Officer to advertise the intended alienation (lease) of the immovable property.
- 10.3 That Council confirm, in terms of Section 14 and 90 of the MFMA and departmental inputs, that the property is not needed for the provision of the minimum level of basic municipal services.
- 10.4 That Council authorises the accounting officer to obtain market valuation for the subject property.

Item prepared by the: The Manager: Land & Property Administration



Item approved by the: Director Planning & Development



Item endorsed by the Municipal Manager:



Item noted by Portfolio Chairperson:



Annexure "A"



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

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

APPLICATION FOR MUNICIPAL LAND

APPLICATION TO PURCHASE/LEASE/CONSENT USE OF VACANT KOUGA MUNICIPAL LAND – INDIVIDUALS/PRIVATE

NAME: SPCA ASSISI

ID NUMBER: NPO 041-023-NPO

CONTACT DETAILS: LOUISE BAKKES 082 879 6509 (ID: 580419 0006 080)

ERF/PROPERTY APPLYING FOR:

AREA: KWANOMZAMO HUMANSDORP

ERF NUMBER: 499

ADDRESS: ST FRANCIS ROAD HUMANSDORP

PURPOSE OF APPLICATION:

Although we've been occupying the premises since 1982, we've been unable to locate a fo lease agreement, and there doesn't appear to be a traceable copy. Given this situaiton , it's essential to consider next steps.

MOTIVATION:

As our mission is preventing of animal cruelty and assist the underprivileged with their animals, our position is absolutely perfect and within walking distance of our Kwanomzamo community. We have taken great care of maintaining and improving our facility, to uphold the highest standards. As our facility needs expanding, we are concerned to invest in improvements without the certainty of a lease agreement from the KOUGA MUNICIPALITY.

NAME: LOUISE BAKKES 082 879 6509

SIGNATURE: 

DATE: 08/09/2025

Annexure "B"

ERF	AREA	LAND USE SCHEME	BUILDING CONTROL	MANAGEMENT
A portion of 499, Humansdorp	Humansdorp	No objection. Developer/lessee must obtain appropriate land use rights in terms of SPLUM By-law.	Supported on condition that applicant comply with Town Planning & Service department's requirements before submitting building plan to Building Control for approval.	Health Comment: No objection CS (Environmental): No objection. C&W: No objection Human Settlements: No objection AS: No objection from Assets Electrical: Supported, the customer need to apply for electrical connection from electrical department. All electrical installation on customer's side must comply to SANS 10142, Kouga Municipality By-laws and SSEG policy

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Annexure “C”



PropertiesIncidentsAssetsPlanningProjectsLayersGeneralSupportMy Profile

Land Parcel Information

Erf499 of Humansdorp

AddressUnknown

SG NumberC03400050000049900000

MunicipalityKouga

Township/Holding: Title DeedHumansdorp

Suburb: FinancialsHumansdorp (30603)

Centroid54.0180697870106745 24.781946762778762E

Sectional TitleNo

Extent376.3013Ha

Extent (SG)368.5911Ha

Extent (Title Deed)376.3013H

Zoning: FinancialsAGAIC

ZoningKouga Municipality Land Use Scheme - Authority Zone

Land Usage: Financials

Ward: FinancialsKouga 15

Ward: Demarcation BoardDeeds Office, Surveyor General, Financials

SourcesEffective

Bookmarks

Layout

Help

Messages

Prev

Next

Go To

Home

Return

Disc

Print

Export

Docu

Com

Tasks

Index

Notes

Build

Time L

Google

Google

Maple

Linked Documents

Name	Status	Type	Size	Sub Docs	Document Type	Date Modified
KOUGA FILE STRUCTURE/DOCUMENTS		Folder	2 items			15 Sep 2025 10:35:51
Projects/Standard Notifications/2018 General Valuation		Folder	1 item			05 Oct 2020 05:23:23

Document Preview

Status	Comment	Type	User Name	Date Made	Date Edited
	Title Deed search from WinDeed requested by regardt.		regardt (Regardt van Vuuren)	14 Feb 2017 14:54	
	HDI/499 booked out to Estelle	Files	estellevdm (Estelle van der Herwe)	10 Dec 2013 08:35	

Tasks and Questions and eForms

Land Parcels for Incident

Incident

I22-11260 (Buildings: Corporate Services) Humansdorp Fire Department

I22-13568 (Sewer) Sewer Blocked

Title Deeds

Owner	Title Deed	Share	Purchased	Registered	Price (Alpha)	New No
Mun Kouga	T5522/1902	0.0000		6 Jun 1902	SECT 16	
Mun Kouga	T74868/2008	0.0000			TRANSFER BY ENDORSEMENT	
Mun Humansdorp	T5522/1902	0.0000			Unknown	T36874/1995
Oorgangeraad-Humansdorp	T5522/1902	0.0000			SECT 16	T74868/2008

Financial Accounts

Account	Debtor	ID Number	Debtor Type	Owner Tenant
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KOUGA MUNICIPALITY (EC 108)

ORDINARY COUNCIL MEETING

PLANNING & DEVELOPMENT

OPEN

DATE: 29 APRIL 2026

ITEM NO: **26/04/PD5**

REQUEST FOR IN-PRINCIPLE APPROVAL AND AUTHORIZATION TO ADVERTISE TO ALIENATE: ERF 13, PATENSIE (MUNICIPAL HOUSE)

1. **Introduction**

The purpose of this item is to request Council's in-principle approval and authorisation to advertise the intention to alienate (sale) Erf 13 situated at Church Street, Patensie.

2. **Background**

Council resolved on 30 June 2021 to lease the subject property at market related value. ****Attached as Annexure "A"**.

Attached is the application received to purchase the municipal house on Erf 13, Patensie, land parcel information and aerial images indicating the location of the subject property. ****See Annexure "B"**.

3. **Discussion**

The municipality received a request from the current lessee, Mr. Bassil Jafta in respect of Erf, 13, Patensie who is interested in purchasing the house that he has leased from the Municipality since 2018. Mr. Jafta is a municipal employee in the Public Participation Section under the Corporate and Communication Services Directorate.

The applicant indicated that houses in the Gamtoos Valley are very limited and would like to occupy the house on a permanent basis. Should Council consider the request, it is advised that property be alienated at market value and disposed in line with Council Policy and other legislation.

The Section 14 processes were also completed. ****See Annexure "C"**.

4. **Financial Implications**

Completed by BTO -	
Project Description	Land Valuations & surveyor & planning services
Ukey no.	20210710001552
Budgeted Amount	See attached

Amount spent and committed to date	KOUGA MUNICIPALITY 2026-03-17  BUDGET & TREASURY R454 938.24
Amount Available	R1 045061.76
Comment	

5. **Applicable Legislation**

Finance Management Act No. 56 of 2003
Municipal Asset Transfer Regulations, 2008
Spatial Planning and Land Use Management Act No. 13 of 2013
Kouga Municipal, Spatial Planning and Land Use Management By-law, 2016
Policy on the Disposal and Leasing of Council Owned Immovable Property, 26 June 2025

6. **Legal Implications**

Should the Council resolve the recommendations below, the Accounting Officer will be authorized to advertise Council's intention to alienate the property, for public comments and/or objections. It should be noted that the intended sale would be considered an unsolicited bid, and the applicable requirements for such a method of sale must be complied with.

7. **Other Implications**

None

8. **Comments by Directorates:**

8.1 **Chief Financial Officer:**

Report noted

8.2 **Director: Planning & Development**

Recommendation supported.

8.3 **Director: Civil & Water Services**

Item noted.

8.4 **Director: Electro-Mechanical Services**

Noted

8.5 **Director: Community Services**

Noted

8.6 **Deputy Municipal Manager**

Noted.

8.7 **Municipal Manager**

Supported.

9. **Delegated Authority**

Council

10. **Recommendations**

- 10.1 That Council grant in-principle approval and authorization to advertise for the intention to alienate Erf 13, Patensie at fair market-related value.
- 10.2 That in terms of Section 14 and 90 of the MFMA and departmental inputs, Council hereby confirms that the property is not needed in future to provide the minimum level of basic municipal services.
- 10.3 That Council authorises the Accounting Officer to advertise the intended alienation of the immovable property.
- 10.4 That Council authorises the Accounting Officer to obtain a market valuation for the intended alienation.

Item prepared by the: The Manager Land & Property Administration



Item approved by the: Director Planning & Development



Item endorsed by the Municipal Manager:



Item noted by Portfolio Chairperson:



Annexure "A"

21/06/CF18

REPORT ON THE ASSESSMENT OF MUNICIPAL PROPERTIES**Resolved (30 June 2021)**

1. That Council confirms that the following properties are not needed to provide the minimum level of basic municipal services.
 - a. Hankey - Erf 543
 - b. Jeffreys Bay - Erf 5830
 - c. Kruisfontein - Erf 696, 699 and 1566
 - d. Pellsrus - Erf 180, 181, 185, 186, 187 and 438
 - e. Sea Vista - Erf 2317, 2318, 2319, 2320, 2322, 2324, 2330, 2332 2336, 2534, 2535, 2536, 2537, 2538, 2539, 2540, 2541
2. That a fair market value be obtained for all properties in (1) above, for Council to consider in line with Section 14(2) of the Municipal Finance Management Act;
3. That In terms of the Regulation 5(1) (b) of the Municipal Approval Transfer Regulations (2008), Council grants in-principle approval for the disposal of all properties in (1) above;
4. That Council grant authorization to advertise the intended disposal of the immovable properties in (1) above;
5. That the following properties be leased at market-related rentals from 1 October 2021:
 - a) Humansdorp - Erf 437, 440 ,1324
 - b) Jeffreys Bay - Erf 6175
 - c) Patensie - Erf 13
 - d) Sea Vista - Erf 1044, 1053, 2291 and 2293

Annexure "B"



Cape St Francis
Hahkey
Humansdorp
Jeffreys Bay
Leribe
Oyster Bay
Patensie
St Francis Bay
Thornhill

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

APPLICATION FOR MUNICIPAL LAND

APPLICATION TO PURCHASE/LEASE/CONSENT USE OF VACANT KOUGA MUNICIPAL LAND -
INDIVIDUALS/PRIVATE

NAME: Basil Japfa

ID NUMBER: 7510295066089

CONTACT DETAILS: 067 108 2959

ERF/PROPERTY APPLYING FOR:

AREA: PATENSIE

ERF NUMBER: 13

ADDRESS: 13 Church Street

PURPOSE OF APPLICATION:

PURCHASE OF ERF 13, PATENSIE

MOTIVATION:

I AM AN EMPLOYEE OF COUNCIL AND HAS BEEN STAYING / RENTING THE MUNICIPAL HOUSE IN PATENSIE FOR MORE THAN A DECADE NOW.

MY FAMILY LOVES THE HOUSE AND MADE IT OUR HOME AND DUE TO LIMITED ACCESS TO HOUSES IN GOOD AREAS ON THE OPEN MARKET IN PATENSIE, WE HUMBLY REQUEST COUNCIL AS MY EMPLOYER TO CONSIDER MY APPLICATION

NAME: B. Japfa

SIGNATURE: B. Japfa

DATE: 19 May 2025

AERIAL IMAGE AND ZONING INFO

[Properties](#)
[Incidents](#)
[Assets](#)
[Planning](#)
[Projects](#)
[Layers](#)
[General](#)
[Support](#)
[My Profile](#)

[Land Parcel Information](#)
[Edit](#)
[Audit Trail](#)

[Bookmark](#)
[Layout](#)
[Help](#)
[Messages](#)

[Prev](#)
[Next](#)
[Go To](#)
[Home](#)
[Return](#)

Erf	13 of Patensie	Zoning: Financials	INST
Address	Church Street	Zoning	Kouga Municipality Land Use Scheme - Residential Zone 1
SG Number	C03400120000001300000	Land Usage: Financials	
Municipality	Kouga	Ward: Financials	Kouga 13
Township/Holding: Title Deed	Patensie	Ward: Demarcation Board	Kouga 13
Suburb: Financials	Patensie (60001)	Sources	Deeds Office, Surveyor General, Financials
Centroid	33.75357170430336S 24.820776217424832E	Effective	
Sectional Title	No		
Extent	1170sqm		
Extent (SG)	1173sqm		
Extent (Title Deed)	1170 SQM		

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[Non-Sectional Units](#)
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[Linked Documents](#)
[Comments](#)

[Tasks and Questions and eForms](#)

[Land Parcels for Incident](#)

Title Deeds						
Owner	Title Deed	Share	Purchased	Registered	Price (Alpha)	New No
Oorgangraad-Patensie	T95880/1995	0.0000	10 Jul 1995	21 Dec 1995	R4300	
Kucera Aletta Hilde 2590	T40952/1985	0.0000		23 Sep 1986		T95880/1995

[Financial Accounts](#)

[Properties](#)

Unit	26 Digit Code	Owner(s) and Id(s)	Scheme	Scheme Number
0	C03400120000001300000000000	Oorgangraad-Patensie		

[Current Municipal Information](#)

Valuation Date	Valuation Category	Valuation Category Tariff	Market Value	Extent
	Type MUN		710000	0

[Valuations and Surveys](#)

Project	Category / Usage	H Area	P/C	M/S	R/S	Status	Review Status	Current Value
2008 GV (from TruVal data)	Sect 8(2)(a) - Residential (As Per MPRA)	HIGH				Valued		490,000.00
2013 - 2018_DDP Valuation Roll as Printed	2a-01 (Residential - Developed) (Kouga)	Unknown				Valued		570,000.00
2018 General Valuation	MUNICIPAL PROPERTY (GV2018)	Unknown				Valued		580,000.00
2023 General Valuation	MUNICIPAL PROPERTIES 2023 (2023 General Valuation)	Unknown				Valued		710,000.00



Annexure "C"

ERF	AREA	LAND USE SCHEME	BUILDING CONTROL	MANAGEMENT
Erf 13	Patensie	No objection on condition that correct lease protocol be followed.	No objection, Bidding process to be followed.	HS: Supported AS: Supported C&W: Department will support the application if all council's protocols are followed. Spatial: No objection. L.S: Procedure for unsolicited bid. Follow protocol for competitive bid. Environmental unit: Supported on condition that all relevant departments protocols/ requirements are followed and complied with.



KOUGA MUNICIPALITY (EC 108)

ORDINARY COUNCIL MEETING

PLANNING & DEVELOPMENT

OPEN

DATE: 29 APRIL 2026

ITEM NO: **26/04/PD6**

REQUEST FOR COUNCIL'S IN-PRINCIPLE APPROVAL AND AUTHORISATION TO ADVERTISE FOR THE ALIENATION (LEASE) OF UNREGISTERED ERF 3292, HUMANSDORP

1. **Introduction**

The purpose of this item is to request for Council's in-principle approval for the lease of unregistered Erf 3292, Humansdorp.

2. **Background**

An application was received from Mr. Bernard Palmer from Ten-to-Nine Funeral Services to lease unregistered erf 3292, Humansdorp with the intention of developing a coffin and furniture manufacturing facility. ****See attached Annexure "A"**

3. **Discussion**

Mr. Palmer is currently operating a funeral parlor in Humansdorp under the name of Ten-to-Nine Funeral Services. The applicant indicates that this development will provide much-needed employment opportunities for the youth in the Humansdorp Area.

The Section 14 comments have been finalized and attached as **Annexure "B"**.

This property is located in Humansdorp industrial area and zoned for "Industrial" purposes. ****See annexure "C"**

4. **Financial Implications**

Completed by BTO -	
Project Description	Land Valuations & surveyor & planning services
Ukey no.	20210710001552
Budgeted Amount	See attached
Amount spent and committed to date	KOUGA MUNICIPALITY 2026-03-17  BUDGET & TREASURY R454 938.24
Amount Available	R1 045061.76
Comment	

5. **Applicable Legislation**

Municipal Finance Management Act No. 56 of 2003

Municipal Asset Transfer Regulations, 2008

Spatial Planning and Land Use Management Act No. 13 of 2013

Kouga, Spatial Planning and Land Use Management By-law, 2016

Policy on the Disposal and Leasing of Council Owned Immovable Property, 26 June 2025

6. **Legal Implications**

Should the Council resolve the recommendations below, the Accounting Officer will be authorized to advertise Council's intention to lease the property, for public comments and/or objections.

7. **Other Implications**

None

8. **Comments by Directorates:**

8.1 **Chief Financial Officer:**

Report noted

8.2 **Director: Planning & Development**

Recommendation supported.

8.3 **Director: Civil & Water Services**

Item noted.

8.4 **Director: Electro-Mechanical Services**

Noted

8.5 **Director: Community Services**

Noted

8.6 **Deputy Municipal Manager**

Noted

8.7 **Municipal Manager**

Supported.

9. **Delegated Authority**

Council

10. **Recommendations**

- 10.2 That Council **grants in-principle** approval for the lease of unregistered Erf 3292, Humansdorp to Ten-to-Nine Funeral Services for a period of 9 years and 11 months.
- 10.2 That Council authorises the Accounting Officer to advertise the intended alienation of the immovable property.
- 10.3 That Council confirm that in terms of Section 14 and 90 of the MFMA and departmental inputs, the property is not needed in future to provide the minimum level of basic municipal services.
- 10.4 That Council authorises the Accounting Officer to obtain market-related valuation for the property contemplated herein.

Item prepared by the: The Manager: Land & Property Administration



Item approved by the: Director Planning & Development



Item endorsed by the Municipal Manager:



Item noted by Portfolio Chairperson:



Annexure "A"



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

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

APPLICATION FOR MUNICIPAL LAND

**APPLICATION TO PURCHASE/LEASE/CONSENT USE OF VACANT KOUGA MUNICIPAL LAND –
INDIVIDUALS/PRIVATE**

NAME: BERNARD ENRICO PALMER

ID NUMBER: 8410285060086

CONTACT DETAILS: 0834413255 / 0834413245

ERF/PROPERTY APPLYING FOR:

AREA: 3292, Humansdorp

ERF NUMBER: 2094

ADDRESS: ALONG R330 ROAD

KOUGA
Municipality / Munisipaliteit / uMasipala
2025-01-30
LAND & PROPERTY ADMINISTRATION
Planning Development & Tourism

PURPOSE OF APPLICATION:

TO LEASE THE PROPERTY TO ESTABLISH
A MANUFACTURING FACILITY TO BUILD
COTTIES AND FURNITURE

MOTIVATION:

TEN TO NINE HANSA KATIE FUNERAL SPAIR CHIES
OF BERNARD PALMER AND HIS FATHER AND HAS
BEGUN PROVIDING FUNERAL SERVICE TO LOCAL COMMUNITIES
IN THE KOUGA MUNICIPALITY. WE WANT TO BUILD
FACTORY FACILITY FOR UNEMPLOYED YOUTH AND
DEMANDS IN THE KOUGA AREA.

NAME: BERNARD PALMER

SIGNATURE: [Signature]

DATE: 30/01/2025

Annexure "B"

ERF	AREA	LAND USE SCHEME	BUILDING CONTROL	MANAGEMENT
Erf 3292	Humansdorp	No objection. Proposal is in line with zoning.	Supported on condition that the applicant complies with Town Planning and Service Departments requirements before submitting a building plan application to Building Control for approval.	L.S: check for any servitudes Environmental: Supported. Applicant to be made aware that certain trees are protected trees any may not be damaged or removed without a permit from the DFFE. All Members: support consider availing both erven to applicant

Annexure "C"





KOUGA MUNICIPALITY (EC 108)

ORDINARY COUNCIL MEETING

PLANNING & DEVELOPMENT

OPEN

DATE: 29 APRIL 2026

ITEM NO: **26/04/PD7**

REQUEST FOR COUNCIL'S IN-PRINCIPLE APPROVAL AND AUTHORISATION TO ADVERTISE THE ALIENATION (LEASE) OF A PORTION OF ERF 8783, JEFFREYS BAY TO THE JEFFREYS BAY ANIMAL RESCUE

1. Introduction

The purpose of this item is to request for Council's in-principle approval for the Right-to-Use (lease) of a portion of Erf 8783, Jeffreys Bay to the Jeffreys Bay Animal Rescue.

2. Background

On 4 September 2020, the municipality entered into an agreement with the applicant to lease the subject property. The initial agreement expired in September 2023 and from there on, it was leased on a month-to-month basis.

****See attached Annexure "A"**

3. Discussion

A request was received from Jeffreys Bay Animal Rescue for the formalization of a long-term lease agreement on a portion of Erf 8783, Jeffreys Bay, for an essential service they deliver in Jeffreys Bay. The Jeffreys Bay Animal Rescue focusses on the prevention of animal cruelty and assisting especially the underprivileged with their animals.

The Section 14 comments have been finalized and attached as **Annexure "B"**.

This property is perfectly located in Oceanview and needs to be subdivided and rezoned for the purposes of an animal rescue facility. ****See annexure "C"**

4. Financial Implications

Completed by BTO -	
Project Description	Land Valuations & surveyor & planning services
Ukey no.	20210710001552
Budgeted Amount	See attached
Amount spent and committed to date	KOUGA MUNICIPALITY 2026-03-17  BUDGET & TREASURY R454 938.24
Amount Available	R1 045061.76
Comment	

5. **Applicable Legislation**

Municipal Finance Management Act No. 56 of 2003

Municipal Asset Transfer Regulations, 2008

Spatial Planning and Land Use Management Act No. 13 of 2013

Kouga, Spatial Planning and Land Use Management By-law, 2016

Policy on the Disposal and Leasing of Council Owned Immovable Property, 26 June 2025

6. **Legal Implications**

Should the Council resolve the recommendations below, the Accounting Officer will be authorized to advertise Council's intention to lease the property, for public comments and/or objections.

7. **Other Implications**

None

8. **Comments by Directorates:**

8.1 **Chief Financial Officer:**

Report noted

8.2 **Director: Planning & Development**

Recommendation supported.

8.3 **Director: Civil & Water Services**

Item noted.

8.5 **Director: Electro-Mechanical Services**

Noted

8.5 **Director: Community Services**

Supported

8.6 **Deputy Municipal Manager**

Noted

8.7 **Municipal Manager**

Supported.

9. **Delegated Authority**

Council

10. **Recommendations**

- 10.1 That Council **grant in-principle** approval for the Right-to-Use (lease) of a portion (2800sqm) of Erf 8783, Jeffreys Bay to the Jeffreys Bay Animal Rescue for 9 years and 11 months.
- 10.2 That Council authorises the Accounting Officer to advertise the intended lease of the immovable property.
- 10.3 That Council confirm that, in terms of Section 14 and 90 of the MFMA and departmental inputs, the property is not needed in future to provide the minimum level of basic municipal services.
- 10.4 That Council authorises the Accounting Officer to obtain a market valuation for the intended lease.

Item prepared by the: The Manager: Land & Property Administration



Item approved by the: Director Planning & Development



Item endorsed by the Municipal Manager:



Item noted by Portfolio Chairperson:



Annexure “A”

From: jbayanimals@gmail.com <jbayanimals@gmail.com>

Sent: Monday, July 17, 2023 6:24 PM

To: Lee-ann Opperman <lopperman@kouga.gov.za>

Cc: Christa Venter <cventer@kouga.gov.za>; 'Martin Humphry' <martin@doorware.co.za>; 'cindy muller' <cindyels@live.co.za>

Subject: JBAY ANIMAL RESCUE SANCTUARY - LEASE AGREEMENT FOR GRIFFITHS MXENGE CLINIC

Dear Lee Ann

Please find attached Lease Agreement for Jbay Animal Rescue Sanctuary / Kouga Municipality for the building at Griffiths Mxenge Road, Oceanview, Jeffreys Bay

As noted the lease expires September 2023.

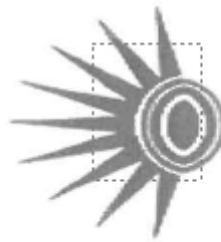
We would appreciate if you could update the Lease agreement and possibly for a longer period of time.

If you wish to view the premises we would more than welcome you. Please call me at 083 6506373 for a time and date.

We look forward to your response.

Kind regards

Jessica Naude



KOUGA
local municipality
Good Governance through Service Excellence

KOUGA MUNICIPALITY (EC108)

CONSENT USE AGREEMENT

JBAY ANIMAL RESCUE

PORTION OF THE PROPERTY SITUATED ON ERF 8783, JEFFREYS BAY

51

1. Page

Initial:

AGREEMENT FOR CONSENT OF USE

between:

THE KOUGA MUNICIPALITY

A municipality as defined by the Local Government: Municipal Systems Act;

And herein represented by:

The Municipal Manager: Charl Du Plessis

Identity number: 6710155014085

And duly authorised thereto
(hereinafter referred to as the "Landowner")

And:

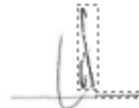
JBAY ANIMAL RESCUE**MRS. JESSICA LIEPNER NAUDE**

Identity number: 5905160096082

And duly authorised thereto
(hereinafter referred to as the "Operator")**WHEREAS** the Landowner is the owner of the land known as Erf 8783, Jeffreys Bay; and:**WHEREAS** the Operator is desirous to lease from the Landowner a portion of the erf described above, for purposes of Animal community clinic; and**WHEREAS** the Landowner has agreed to lease the land to the Operator for the purposes of Animal community clinic; and

- 2 - (Page:

Initial



WHEREAS the parties hereto agree on the importance of utilizing this vacant land to enhance the revenue base of the municipality.

WHEREAS the Kouga Municipal Council resolved, under resolution 17/12/F12 and dated 19 December 2017 on the consent use of the said property to the Operator.

NOW THEREFORE THE PARTIES AGREES AS FOLLOWS:

1. Property Description

The Landowner hereby leases to the Operator, to occupy and use for Animal community clinic and related purposes, the following described property:

Erf 8783, Jeffreys Bay, in the extent of 2.6211 Ha, which erf is zoned for Restricted Business: Authority

2. Commencement and duration

2.1 The parties agree that, notwithstanding the date of signature hereof, this lease shall commence on 09 September 2020 and shall continue for a period of 3 years.

2.2 The parties agree that the Operator may, during the course of this agreement approach the Landowner for the extension of the duration of this agreement, should the Landowner grant an application to this effect to the Operator, such an extension shall be in writing and attached to this agreement as an addendum.

3. Rental and other charges

3.1 The parties agree that the Operator shall pay the rent herein monthly in advance on or before the 7th day of the month and which rent shall be in the amount of R0

3.2 The parties agree that the monthly rental shall escalate on an annual basis by 0%, which escalation shall take effect annually on the anniversary of the commencement date as stipulated in 2.1 above.

3.3 All municipal services charges in respect of the land shall be for the account of the Operator, and which account shall be paid promptly by the Operator as and when an account is so provided. In the event that the Operator is not receiving any accounts from the Landowner, it is the sole responsibility of the Operator to enquire from the Landowner for the accounts in respect of the leased property.



3.3 The Operator understands and agrees that interest will be charged by the Landowner in respect of any late payments of any payments due in terms of this agreement.

4. Operator's duties

- 4.1 The Operator shall be entitled to use the lease premises solely for purposes of Animal community clinic and related purposes, and not for any other purpose whatsoever without the prior written consent of the Landowner.
- 4.2 The Operator shall be responsible for procuring suitable security arrangements in respect of the leased premises in order to secure any and all assets brought onto the premises by the Operator.
- 4.3 The Operator shall at all times, and at his own expense keep and maintain the leased property in a neat and tidy condition.
- 4.4 The Operator shall assume all responsibility to all expenses of the fence lines, and improvements on the leased property.
- 4.5 The Operator shall execute all the necessary environmental legal obligations, if any,
- 4.6 The Operator shall not under any circumstances allow his Animals to become a nuisance to surrounding property owners or occupants and shall in no way allow the Animal to break through the fence or roam on a public open space.
- 4.7 The Operator shall be responsible to insure all his Animal, implements and equipment brought onto the leased property.
- 4.8 The Operator shall not permit or allow anything to be done on the leased property, that might result in any insurance policy held by the Landowner in respect of the property, being rendered void or voidable.
- 4.9 If the insurance policy held by the Landowner is increased by reason of the nature of the use of the premises by the Operator, or as a result of the Operator not complying with the aforesaid conditions, then without prejudice to any other rights which the Landowner may have as a result thereof, the Operator shall on demand refund to the Landowner the amount of that additional premium.
- 4.10 The Operator shall ensure that it has adequate public liability insurance.
- 4.11 The Operator may not erect buildings, structures and fences on the property without the prior written consent from the Landowner, or make any improvements, alterations or additions without having obtained the prior written consent from the Landowner.

Page 4 of 3

Initial

- 4.12 The Operator shall not in any way sub-let the leased property or any portion thereof, or cede his rights or assign his obligations under this Lease to any other party, or part with possession of the property or any portion thereof.
- 4.13 The Operator shall not permit any unauthorized person to occupy the leased property.
- 4.14 The Operator shall ensure that he, his employees, agents or any authorized person attending to his Animal, takes the utmost care such Animal in a responsible manner, having regard to the guidelines and regulations as provided for by the Department Agriculture, Forestry and Fishery, so as to prevent overgrazing of the property and degrading the property.

5. Right of entry

- 5.1 The Landowner, as well as its agents and employees, reserve the right to enter the leased property at any reasonable time for purposes of consultation with the Operator, making repairs, improvements, and inspections.
- 5.2 In addition to the above the Operator will grant the Landowner, its agents and employees unfettered access to the lease premises so as to attend to any matter in relation to the pump station situated on the leased premises. The Operator shall at all times ensure that the Landowner has a key to all the gates granting access to the leased premises and shall in no way whatsoever prevent the Landowner, its agents or employees from entering the premises in order to attend to the pump station.

6. No partnership created

This lease shall not be deemed to give any rise to a partnership relation, and neither party shall have authority to obligate the other, except as specifically provided in this lease.

7. Breach and Cancellation

7.1 Should the Landowner breach any of its obligations under this Agreement and fail to remedy such breach within a period of 14 (fourteen) days (or such longer period as may be necessary to facilitate the remedying of the breach by diligent application thereto), the Operator shall be entitled, without prejudice to any of its other rights under this Agreement, to claim specific performance, if such an appropriate remedy in the circumstances, or to cancel this Agreement by way of written notice to the Landowner and, in either event, to claim such damages as it may thereby have suffered.



7.1 Should the Operator –

- 7.1.1 fail to pay any rent or other amount due by it to the Landowner in terms of this Lease on the due date therefor; or
- 7.1.2 commit any breach of the terms and conditions of this Lease which is incapable of being remedied and which goes to the root of the agreement; or
- 7.1.3 commit any breach of the terms of this Lease and fails to remedy such breach within 7 (seven) days (or such longer period as may be reasonably required should such breach not be capable of being remedied within 7 (seven) days) after written notice requiring that it be remedied; or
- 7.1.4 so consistently breaches the terms of this Lease (whether by non-payment of rent or any other amount due to the Landowner on the due date therefore or by non-compliance with its terms) as to justify the Landowner in holding that the Operator conduct is inconsistent with an intention or an ability to carry out these terms; or
- 7.1.5 being a natural person dies during the currency of the Lease; or
- 7.1.6 being a natural person, partnership or trust, commit an act of insolvency within the meaning of section 8 of the Insolvency Act, No. 24 of 1936, as amended, or its successor in title; or
- 7.1.7 being a company or close corporation, is or is deemed in accordance with applicable legislation, to be unable to pay its debts; or
- 7.1.8 be a partnership, and admits any new partners or in any way changes the partners of the partnership, unless the new partner/s has first bound himself jointly and severally with the other partners as a tenant unto the Landowner (and with application, *mutatis mutandis*, to an incorporated company with unlimited liability),

then and in any of such events, the Landowner shall have the right but not be obliged, without prejudice to and in addition to any other rights which it may have at law and in its sole discretion to the remedies set out in 7.3 below.

7.2 Under the circumstances described in 7.2 above, the Landowner shall be entitled to –

- 7.2.1 cancel this Lease, claim damages and retake possession of the Premises without prejudice to any of its other rights under this Lease or at law. In so doing, the Landowner shall be entitled to remove from the Premises any goods situate therein and all Animal on the premises, in which event, the Operator shall have no claim whatsoever either for damages or otherwise against the Landowner. Any goods and Animal so removed from the Premises, shall be stored at the cost and risk of the Operator; and/or
- 7.2.2 convert this Lease into one which the Landowner (but not the Tenant who shall continue to be bound for the full period of the Lease) shall be entitled to terminate by giving 1 (one) month's

written notice to the Operator, the remaining terms and conditions being otherwise unaffected, without prejudice to the Landowner's claim for arrear rent and/or damages which it may have suffered by reason of the Operator's breach or of the premature cancellation; and/or

7.2.3 claim specific performance and damages.

7.3 In the event of the Landowner cancelling this lease and the Operator disputing its right to cancel and remaining in occupation of the Premises, the Operator shall, pending the determination of such dispute, continue to pay to the Landowner an amount equivalent to the monthly rental and or other sums payable hereunder on the date or dates upon which such sum would have been due but for the cancellation, and the Landowner shall be entitled to accept and recover such payments. The acceptance thereof shall be without prejudice to and shall not in any way whatsoever affect the Landowner's cancellation then in dispute. Should the dispute be determined in favour of the Landowner, the payments made and received in terms of this clause shall be deemed to be amounts paid by the Operator on account of damages suffered by the Landowner by reason of the cancellation of the lease and/or the unlawful holding over by the Operator.

7.4 In the event of the Landowner instructing its attorneys to take legal action or other measures for the enforcement of any of the Landowner's rights under this Lease, the Operator shall pay to the Landowner such legal fees and collection charges on an attorney-and-own-client scale ~~(alternatively the highest permissible scale of legal fees)~~ together with collection commission, counsel's fees, auditor's fees, forensic auditor's fees, valuator's fees, architect's fees, quantity surveyor's fees, other consultants, professional or expert's fees and all other reasonable costs incurred by the Landowner in having to take such legal steps as shall be lawfully charged by such persons to the Landowner, on demand made therefor by the Landowner.

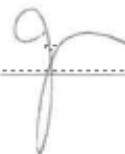
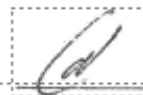
7.5 Any payments made by the Operator after legal action has been instituted, shall be appropriated first towards such legal costs as contemplated in 7.5 above.

7.6.1 The Parties acknowledge and agree that the Landowner shall be at liberty to cancel this agreement by way of a six (6) months written notice, in the event that the land is required for any development purposes or required for the provision of minimum level of basic municipal services as contemplated in the Local Government: Municipal Finance Management Act No.56 of 2003.

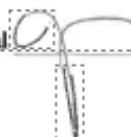
7.6.2 The parties agree that should the Landowner cancel the agreement as provided for in 7.6.1 above, the Operator shall have no further claims against the Landowner as a result of such cancellation having been effected.

8 RESOLUTION OF DISPUTES

8.1 Any dispute which the parties are unable to resolve by negotiation between them (and following reference of the dispute to the Accounting Officer or his designate of each of the parties), shall, at the instance of either party, be submitted to and decided by arbitration if it concerns:

- 8.1.1 any matter arising out of, or the interpretation of, or the termination of, or any matter arising out of this agreement.
- 8.2 The arbitration referred to in clause 8.1 8.1 above shall be held:
- 8.2.1 at Jeffreys Bay or Port Elizabeth;
- 8.2.2 in English and in accordance with the provisions of the Arbitration Act then in force in South Africa;
- 8.2.3 as soon as is reasonably practicable in the circumstances and with a view to it being completed expeditiously.
- 8.3 The arbitrator shall be a person agreed between the parties and, failing agreement, a person nominated for such purpose by the President (or failing him, the Secretary) for the time being of the Cape Law Society (or, if applicable, the successor to the Cape Law Society), subject to the following provisions –
- 8.3.1 if the question in issue is primarily a financial one, the arbitrator shall be an independent accountant of not less than 10 (TEN) years standing as such;
- 8.3.2 if the question in issue is primarily a legal matter or is not a matter which falls within the category contemplated in clause 8.3.1 above, the arbitrator shall be an admitted attorney or a practising Senior Counsel at the Eastern Cape Society of Advocates.
- 8.4 The arbitrator shall determine, *inter alia*, which party shall pay the costs of and incidental to the arbitration or, if each is to contribute, the ratio of their respective contributions.
- 8.5 The parties irrevocably agree that the decision of the arbitrator shall, in the absence of manifest error :
- 8.5.1 be binding on them;
- 8.5.2 be carried into effect;
- 8.5.3 be capable of being made an Order of any Court of competent jurisdiction.
- 8.6 Notwithstanding the above, either party shall be entitled to apply to the High Court for an interdict or a *mandamus* where such is appropriate in the circumstances.
- 9 NOTICES AND DOMICILIA**
- 9.1 Each Party chooses as its *domicilium citandi et executandi* its address set out in this 9 for all purposes arising out of or in connection with this Lease at which address all the processes and notices arising out of or in connection with this Lease, its breach or termination may validly be served upon or delivered to the Party.
- 9.2 For the purpose of the Lease, the Parties' respective addresses shall be –
- 9.2.1 **The Landowner:** 33 Da Gama Road, Jeffreys Bay, 6330, and
- 9.2.2 **The Operator:** Oceanview Taxi rank
or at such other address in the RSA, not being a post office box or *poste restante*, of which the party concerned may notify the others in writing.
- 9.3 Any notice given in terms of the Lease shall be in writing and shall –
- 9.3.1 if delivered by hand be deemed to have been duly received by the addressee on the date of delivery; and




- 9.3.2 if delivered by recognised courier service be deemed to have been received by the addressee on the first Business Day following the date of such delivery by the courier service concerned.

10. Special Conditions

- 10.1 The Operator will revamp the fence on the property which fence will be adjacent to the Griffiths Mzingi road.
- 10.2 The Operator will clear out all the rubbish inside and around the building.

11. Exclusion of liability

- 11.1 Neither the Landlord nor any of its directors, agents, employees or servants shall be liable for -

11.1.1 personal injury to or the death of any person or the loss of or damage to any property of whatever nature in the Property, or the Building, if any, howsoever arising or caused, save by reason of the wilful default or gross negligence of the Landowner or of any of the said persons or otherwise;

11.1.2 any failure or suspension of, or any interruption in, the supply of water, electricity, gas, district cooling, air-conditioning, heating, telecommunication service or any other amenity or service to the Property or any part of the Property whatever the cause may be;

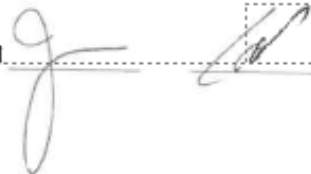
11.1.3 any breakdown of, or interruption in the operation of, any machinery, plant, equipment, installation, or system situated in or on, or serving the Property or any part of the Premises, including, geyser, boiler, burglar alarm, or security installation or system, if any, whatever the cause may be;

11.1.4 any interruption of, or interference with, the enjoyment or beneficial occupation of the Property or any part thereof caused by any building operations or other works to the Property or elsewhere on or about the Property, whether by the Landowner or by anybody else; or

11.1.5 any loss which the Operator may suffer as a result of the business activities of any other occupants of the Property.

- 11.2 For the purposes of 11.1.3, "personal injury to or death of any person or of loss of or damage to any Property" shall include loss of profits, consequential damages or any damage to Animal, equipment, machines, raw materials, papers or other articles kept on the Property by rain, hail, lightning or fire or by reason of riots, strikes, state's enemies or as a result of theft or burglary, with or without forceful entry, or through any cause whatsoever.

- 11.3 The Operator hereby indemnifies the Landowner and its employees, agents, and servants against any claim of whatever nature which may be made against any of them arising out of any of the foregoing occurrences.



12. Whole agreement, relaxation and variation

12.1 This agreement constitutes the whole agreement between the Parties, as to the subject matter of this agreement and no agreement, representation or warranties between the Parties other than those set out herein are binding on the Parties.

12.2 No addition to or variation, consensual cancellation or novation of the agreement and no waiver of any right arising from this agreement or its breach or termination shall be of any force or effect unless reduced to writing and signed by all the Parties or their duly authorized representatives.

12.3 No latitude, extension of time or other indulgence which may be given or allowed by the Landowner to the Operator in respect of the performance of any obligation hereunder or enforcement of any right arising from the agreement and no single or partial exercise of any right by the Landowner shall under any circumstances be construed to be an implied consent by the Landowner or operate as a waiver or a novation of, or otherwise affect any of the Landowner's rights in terms of or arising from this agreement or estop the Landowner from enforcing, at any time and without notice, strict and punctual compliance with each and every provision or term hereof.

Signed at: Jeffrey Bay on 29 day of September 2020

Witnesses:

Name: Vuyisani Ndebe

Signature: [Signature]

Name: Jessica Nande

Signature: [Signature]

OPERATOR

Signed at: JEFFREY BAY on 4 day of SEPTEMBER 2020

- 10 - Page

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[Signature]

[Signature]

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Witnesses:

Name: _____

Signature: _____

Name: CM PLESSY
Signature: [Signature]
LANDOWNER

- 11 - Page

Initial: [Signature] _____

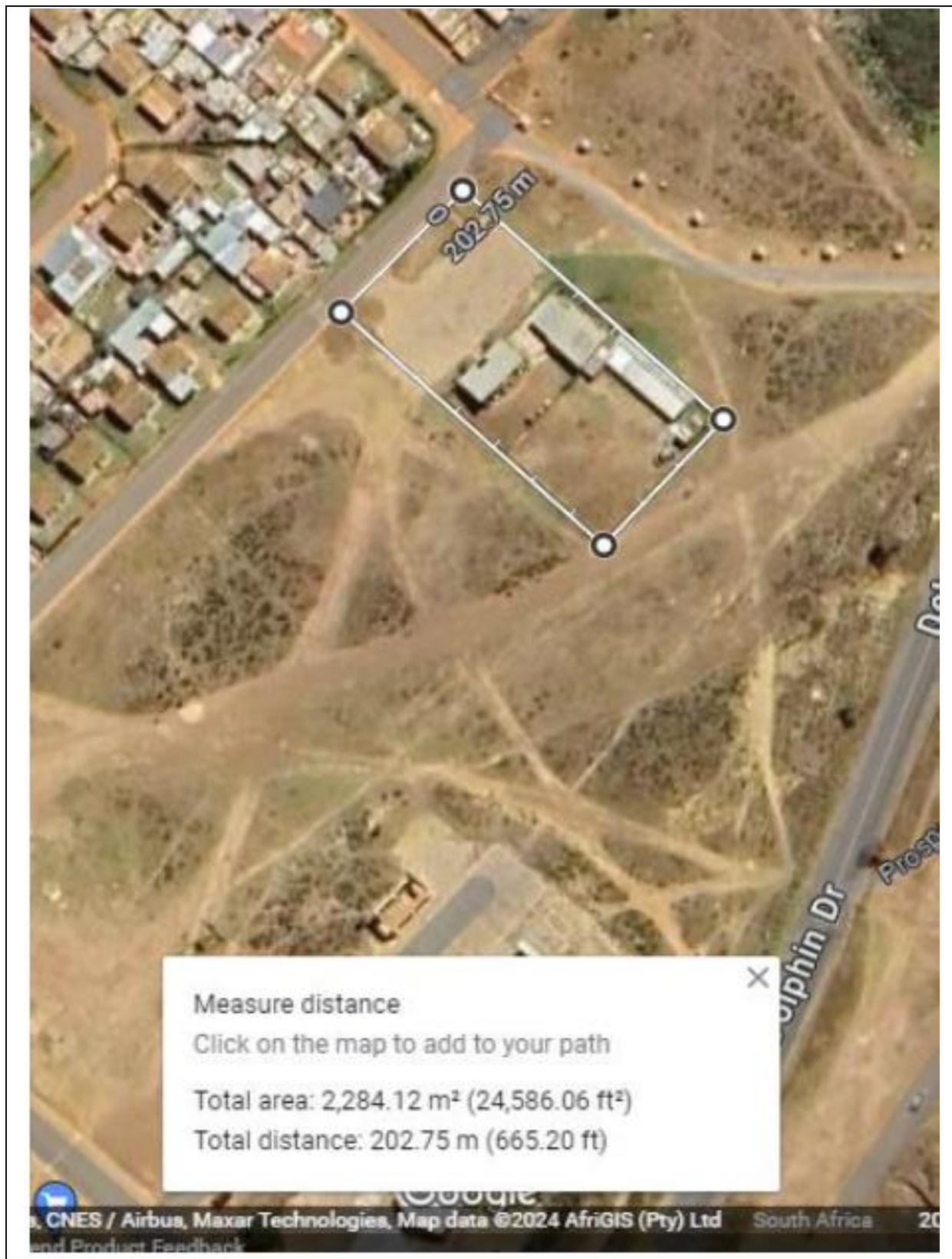
Annexure “B”

Section 14 comments

For ease of reference and consideration in the agreement please see the comments from service departments:

- There was a general view that a month-to-month agreement be entered into to allow the applicant to:
 - Comply with all Town Planning and Building Control requirements, and
 - For Spatial Planning to finalize the subdivision of the property (until the precinct plan has been concluded).

Annexure "C"





KOUGA MUNICIPALITY (EC 108)

ORDINARY COUNCIL MEETING

PLANNING & DEVELOPMENT

OPEN

DATE: 29 APRIL 2026

ITEM NO: **26/04/PD8**

REQUEST FOR COUNCIL'S FINAL APPROVAL FOR THE ALIENATION OF VACANT MUNICIPAL ERVEN WITHIN THE KOUGA MUNICIPAL AREA

1. **Introduction**

The purpose of this item is to request Council's final approval for the disposal of Municipal vacant erven within the Kouga Municipal area.

2. **Background**

Numerous applications were received for alienation of municipally owned immovable properties for business and church purposes.

The current challenge is that there are too many applications for church sites and too little municipal land available, and in some areas, we are even land locked.

It should be noted that short-term agreements were signed with churches in respect of certain properties, but was it highlighted in the specific agreements entered into, that there is no guarantee of land (even the current Lessees) and that they too must bid for the properties once those properties are subjected to a competitive method of disposal.

Minutes of the Land Evaluation Committee Meeting held on Monday, 26 June 2023 is attached as **Annexure "A"**.

The advertisement Notice 92/2024 for comments/input for public invitation for comments and objections to the council's intended disposal of municipal properties, was placed on 2 May 2024 until 31 May 2024 and one objection and one comment were received. **Attached as **Annexure "B"**.

Market-related valuation reports were requested and is it attached below.

3. **Discussion**

All erven identified for disposal was recommended by the Land Evaluation Committee (LEC) and confirmed by a verification conducted by the leading department.

To ensure that the process is transparent and not to disadvantage established churches, conditions are proposed to be considered relevant in the selection and allocation of immovable property to places of worship. Attached as **Annexure "C"**.

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 Finance Management Act No. 56 of 2003
Municipal Asset Transfer Regulations, 2008
Spatial Planning and Land Use Management Act No. 13 of 2013
Kouga, Spatial Planning and Land Use Management By-law, 2016
Policy on the Disposal and Leasing of Council Owned Immovable Property, 26 June 2025

6. **Legal Implications**

Should Council approve the recommendations below, the Accounting Officer would be authorized to proceed with the implementation of the competitive bidding process for the alienation and lease of the immovable property subjected to this item.

7. **Other Implications**

None

8. **Comments by Directorates:**

8.1 **Chief Financial Officer:**

Report noted

8.2 **Director: Planning & Development**

Recommendation supported.

8.3 **Director: Civil & Water Services**

Item noted.

8.4 **Director: Electro-Mechanical Services**

Noted

8.5 **Director: Community Services**

Noted

8.6 **Deputy Municipal Manager**

Noted.

8.7 **Municipal Manager**

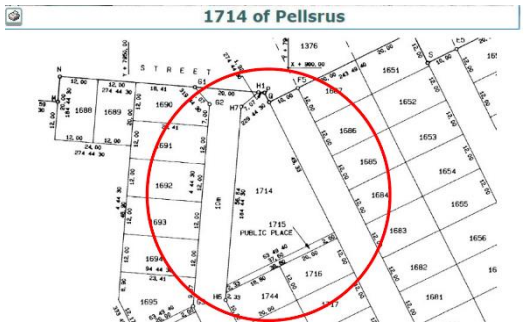
Noted.

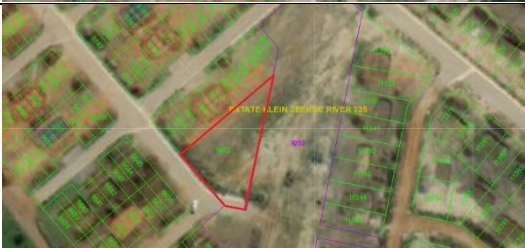
9. **Delegated Authority**

Council

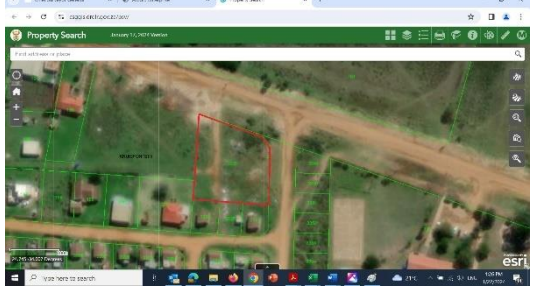
10. **Recommendations**

- 10.1 That Council **grant final** approval for the disposal of the following immovable properties, by way of a competitive bidding process (sale and lease) at fair market related value in line with all applicable legislation and policies of Council.

CHURCHES/CRECHES/BUSINESS/RESIDENTIAL				
	ERF NO	ZONING	VALUATION	AERIAL IMAGE
10.1 (a)	Erf 1714 – Pellsrus 1128m ²	Community Zone	R42,000.00 – R10,500.00 (25% OF MV) = R31,500.00	 

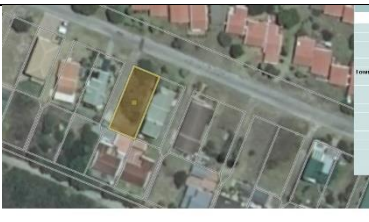
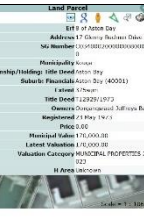
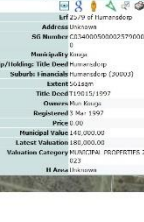
10.1 (b)	Erf 3061, Humansdorp 1215 m ²	Community Zone	R30,000.00 – R7,500.00 (25% OF MV) = R22,500.00	
10.1 (c)	Erf 9541, Jeffreys Bay 663 m ²	Community Zone	R28,000.00 – R7,000.00 (25% OF MV) = R21,000.00	
10.1 (d)	Erf 9325, Jeffreys Bay 698 m ²	Community Zone	R29,000.00 – R7,250.00 (25% OF MV) = R21,750.00	
10.1 (e)	Erf 9252, Jeffreys Bay 802 m ²	Community Zone	R33,000.00 – R8,250.00 (25% OF MV) = R24,750.00	
10.1 (f)	Erf 9672, Jeffreys Bay 897 m ²	Community Zone	R36,000.00 – R9,000.00 (25% OF MV) = R27,000.00	
10.1 (g)	Erf 3184, Kruisfontein 1107 m ²	Community Zone	R42,000.00 – R10,500.00 (25% OF MV) = R31,500.00	

10.1 (h)	Erf 3563, Kruisfontein 1937 m ²	Community Zone	R58,000.00 – R14,500.00 (25% OF MV) = R43,500.00		
10.1 (i)	Erf 4897, Kruisfontein 2892 m ²	Community Zone	R58,000.00 – R14,500.00 (25% OF MV) = R43,500.00		
10.1 (j)	Erf 5831, Jeffreys Bay 706 m ²	Residential Zone 1	R250,000.00		
10.1 (k)	Erf 7517, Jeffreys Bay 596 m ²	Community Zone	R25,000.00 – R6,250.00 (25% OF MV) = R18,750.00		
10.1 (l)	Erf 9886, Jeffreys Bay 850 m ²	Business	R360.00 / month		
10.1 (m)	Erf 9346, Jeffreys Bay 436 m ²	Business	R210.00 / month		

10.1 (n)	Erf 3323, Kruisfontein 2049 m ²	Business	R660.00 / month	 
10.1 (o)	Erf 712, Kruisfontein 1624 m ²	Business	R1160.00 / month	
10.1 (p)	Erf 1606, Hankey 2148 m ²	Business	R560.00 / month	
10.1 (q)	Erf 3553, Hankey 1218 m ²	Business	R320.00 / month	
10.1 (r)	Erf 32, Loerieheuvel 887 m ²	Business	R40,000.00	

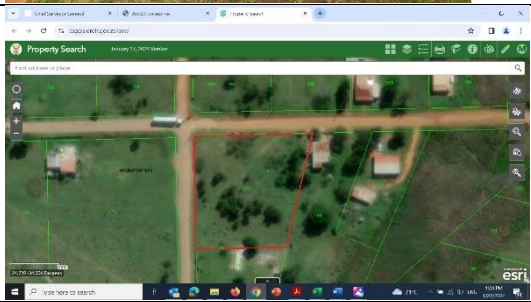
10.1 (s)	Erf 2119, Hankey 1173 m ²	Business	R400.00 / month		
10.1 (t)	Erf 1433, Hankey 2123 m ²	Business	R550.00 / month		
10.1 (u)	Erf 1222, Humansdorp 828 m ²	Residential Zone 1	R110,000.00		
10.1 (v)	Erf 1226, Humansdorp 832 m ²	Residential Zone 1	R110,000.00		
10.1 (w)	Erf 1192, Humansdorp 836 m ²	Residential Zone 1	R110,000.00		
10.1 (x)	Erf 1193, Humansdorp 802 m ²	Residential Zone 1	R110,000.00		

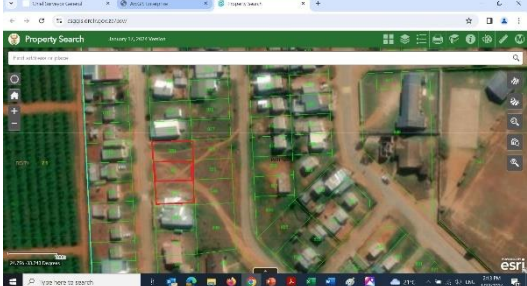
10.1 (y)	Erf 701, Patensie 394 m ²	Residential Zone 1	R11,000.00	 
10.1 (z)	Erf 702, Patensie 395 m ²	Residential Zone 1	R10,000.00	 
10.1 (aa)	Erf 703, Patensie 395 m ²	Residential Zone 1	R11,000.00	
10.1 (bb)	Erf 835, Patensie 465 m ²	Residential Zone 1	R11,500.00	

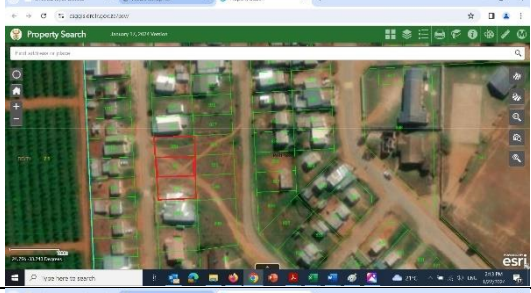
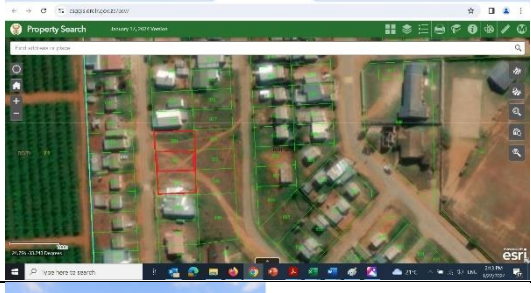
10.1 (cc)	Erf 1322, Jeffreys Bay 500 m ²	Residential Zone 1	R950,000.00	 
10.1 (dd)	Erf 8, Aston Bay 375 m ²	Residential Zone 1	R180,000.00	 
10.1 (ee)	Erf 2577, Humansdorp 735 m ²	Residential Zone 1	R195,000.00	 
10.1 (ff)	Erf 2578, Humansdorp 706 m ²	Residential Zone 1	R190,000.00	 
10.1 (gg)	Erf 2579, Humansdorp 561 m ²	Residential Zone 1	R165,000.00	 
10.1 (hh)	Erf 2565, Humansdorp 976 m ²	Residential Zone 1	R245,000.00	 

10.1 (ii)	Erf 2584, Humansdorp 757 m ²	Residential Zone 1	R200,000.00	
10.1 (jj)	Erf 2583, Humansdorp 658 m ²	Residential Zone 1	R180,000.00	 Land Parcel Erf 2583 of Humansdorp Address: Humansdorp SG Number: C3140005000035830000 0 Municipality: Kruger Township/Holding: Title Deed: Humansdorp Suburb: Humansdorp (20002) Extent: 658sqm Title Deed: T1901/15/1997 Owner: Mm. Kooze Registered: 2 Mar 1997 Plot: 0.00 Municipal Value: 160,000.00 Latest Valuation: 210,000.00 Valuation Category: MUNICIPAL PROPERTIES 2 023 W Area: Uncovered
10.1 (kk)	Erf 2581, Humansdorp 513 m ²	Residential Zone 1	R155,000.00	 Land Parcel Erf 2581 of Humansdorp Address: Humansdorp SG Number: C3140005000025810000 0 Municipality: Kruger Township/Holding: Title Deed: Humansdorp Suburb: Humansdorp (20002) Extent: 513sqm Title Deed: T1901/15/1997 Owner: Mm. Kooze Registered: 3 Mar 1997 Plot: 0.00 Municipal Value: 120,000.00 Latest Valuation: 160,000.00 Valuation Category: MUNICIPAL PROPERTIES 2 023 W Area: Uncovered
10.1 (ll)	Erf 2337, Sea Vista 324 m ²	Residential Zone 1	R9,500.00	 Land Parcel Erf 2337 of Sea Vista Address: Erf 2337 of Sea Vista SG Number: C3140014000023370000 0 Municipality: Kruger Township/Holding: Title Deed: Sea Vista Suburb: Humansdorp Sea Vista (70005) Extent: 324sqm Title Deed: T1901/15/1992 Owner: Mm. Kooze Registered: 1 Oct 1992 Plot: 0.00 Municipal Value: 10,000.00 Latest Valuation: 71,000.00 Valuation Category: MUNICIPAL PROPERTIES 2 023 W Area: Uncovered

10.2 That Council takes note of the **comments and objections** received and that the properties listed below **not** be alienated:

CHURCHES/CRECHES/BUSINESS/RESIDENTIAL				
	<u>ERF NO</u>	<u>SIZE</u>	<u>ZONING</u>	<u>AERIAL IMAGE</u>
10.2 (a)	Erf 3365, Kruisfontein	975 m ²	Community Zone	
10.2 (b)	Erf 2691, Kruisfontein	1447 m ²	Community Zone	
10.2 (c)	Erf 2817, Kruisfontein	4299 m ²	Business	
10.2 (d)	Erf 33, Loerieheuwel	117 m ²	Business	
10.2 (e)	Erf 2675, Sea Vista	1313 m ²	Business	

10.2 (f)	Erf 871, Patensie	587 m ²	Residential Zone 1	
10.2 (g)	Erf 937, Patensie	288 m ²	Residential Zone 1	
10.2 (h)	Erf 938, Patensie	288 m ²	Residential Zone 1	
10.2 (i)	Erf 939, Patensie	288 m ²	Residential Zone 1	
10.2 (j)	Erf 952, Patensie	360 m ²	Residential Zone 1	

10.2 (k)	Erf 953, Patensie	288 m ²	Residential Zone 1	
10.2 (l)	Erf 954, Patensie	288 m ²	Residential Zone 1	
10.2 (m)	Erf 955, Patensie	288 m ²	Residential Zone 1	
10.2 (n)	Erf 898, Patensie	679 m ²	Residential Zone 1	
10.2 (o)	Erf 2346, Sea Vista	537 m ²	Industrial Zone 1	
10.2 (p)	Erf 2360, Kruisfontein	640 m ²	Residential Zone 1	

10.2 (q)	Erf 1114, Hankey	455 m ²	Residential Zone 1	
10.2 (r)	Erf 704, Kruisfontein	2559 m ²	Residential Zone 1	
10.2 (s)	Erf 59, Cape St Francis	878 m ²	Residential Zone 1	

- 10.3 That Council confirm, in terms of Section 14 of the Local Government: Municipal Finance Management Act, that the immovable properties listed in 10.1 are not needed for the provision of the minimum level of basic municipal services and be alienated through a competitive bidding process.
- 10.4 That Council confirm that the above market-related valuations are in line with Section 14(2) of the Municipal Finance Management Act.
- 10.5 That Council authorises the Accounting Officer to enter into the appropriate Lease or Deed of Sale Agreements with successful bidders.
- 10.6 That Council take note and approve the qualifying criteria as per **Annexure "C"** attached hereto.

Item prepared by the: The Manager: Land & Property Administration

Item approved by the: Director Planning & Development

Item endorsed by the Municipal Manager:



Item noted by Portfolio Chairperson:



Annexure "A"

EXTRACT OF MINUTES OF LAND EVALUATION COMMITTEE MEETING HELD ON THE 26th OF JUNE 2023 AT 9AM,
KOUGA MUNICIPALITY, ROOM 30, WOLTEMADE BUILDING – CONTINUATION OF MEETING HELD 31 MAY 2023

3.3 RECOMMENDATION TO LEC: LAND FOR DISPOSAL – CHURCHES / CRECHES AND BUSINESS

<u>CHURCHES / CRECHES</u>			<u>COMMENTS SUPPORTED/NOT SUPPORTED</u>
<u>ERF NO</u>	<u>SIZE</u>	<u>ZONING</u>	
Erf 1714 – Pellsrus	1128m ²	Community Zone	T.P: Supported Assets: Supported subject to compliancy and all regulations and being considered. C.S: Supported BC: Submit building plan and get occupation certificate. Tech: supported subject to SDP being submitted (consider 5-meter boundary distances)
Erf 2236 – Hankey	1775m ²	Community Zone	T.P: Supported Assets: Supported subject to compliancy and all regulations and being considered. C.S: Supported BC: Submit building plan and get occupation certificate. Tech: supported subject to SDP being submitted (consider 5-meter boundary distances)
Erf 1085 – Patensie	927m ²	Community Zone	T.P: Supported Assets: Supported subject to compliancy and all regulations and being considered. C.S: Supported BC: Submit building plan and get occupation certificate. Tech: supported subject to SDP being submitted (consider 5-meter boundary distances)
Erf 1074 – Patensie	1639m ²	Community Zone	T.P: Supported Assets: Supported subject to compliancy and all regulations and being considered. C.S: Supported BC: Submit building plan and get occupation certificate.

			Tech: supported subject to SDP being submitted (consider 5-meter boundary distances)
Erf 7355, Jeffreys Bay	1263m ²	Community Zone	T.P: Supported Assets: Supported subject to compliancy and all regulations and being considered. C.S: Supported BC: Submit building plan and get occupation certificate. Tech: Supported subject to SDP being submitted (consider 5-meter boundary distances)
Erf 7517 - Jeffreys Bay	596m ²	Community Zone	T.P: Supported Assets: Supported subject to compliancy and all regulations and being considered. C.S: Supported BC: Submit building plan and get occupation certificate. Tech: supported subject to SDP being submitted (consider 5-meter boundary distances)
Erf 6857 - Jeffreys Bay	1019 m ²	Community Zone	T.P: Supported Assets: Supported subject to compliancy and all regulations and being considered. C.S: Supported BC: Submit building plan and get occupation certificate. Tech: supported subject to SDP being submitted (consider 5-meter boundary distances)
Erf 7263 – Jeffreys Bay	2343 m ²	Community Zone	T.P: Supported Assets: Supported subject to compliancy and all regulations and being considered. BC: Submit building plan and get occupation certificate. Tech: supported subject to SDP being submitted (consider 5-meter boundary distances)
Erf 3061, Humansdorp	1215 m ²	Community Zone	T.P: Supported Assets: Supported subject to compliancy and all regulations and being considered. C.S: Supported BC: Submit building plan and get occupation certificate.

			Tech: supported subject to SDP being submitted (consider 5-meter boundary distances)
Erf 9541, Jeffreys Bay	663 m ²	Community Zone	T.P: Supported Assets: Supported subject to compliancy and all regulations and being considered. C.S: Supported BC: Submit building plan and get occupation certificate. Tech: supported subject to SDP being submitted (consider 5-meter boundary distances)
Erf 9325, Jeffreys Bay	698 m ²	Community Zone	T.P: Supported Assets: Supported subject to compliancy and all regulations and being considered. C.S: Supported BC: Submit building plan and get occupation certificate. Tech: supported subject to SDP being submitted (consider 5-meter boundary distances)
Erf 9252, Jeffreys Bay	802 m ²	Community Zone	T.P: Supported Assets: Supported subject to compliancy and all regulations and being considered. C.S: Supported BC: Submit building plan and get occupation certificate. Tech: supported subject to SDP being submitted (consider 5-meter boundary distances)
Erf 9672, Jeffreys Bay	897 m ²	Community Zone	T.P: Supported Assets: Supported subject to compliancy and all regulations and being considered. C.S: Supported BC: Submit building plan and get occupation certificate. Tech: supported subject to SDP being submitted (consider 5-meter boundary distances)
Erf 3184, Kruisfontein	1107 m ²	Community Zone	T.P: Supported Assets: Supported subject to compliancy and all regulations and being considered. C.S: Supported BC: Submit building plan and get occupation certificate.

			Tech: supported subject to SDP being submitted (consider 5-meter boundary distances)
Erf 3365, Kruisfontein	975 m ²	Community Zone	T.P: Supported Assets: Supported subject to compliancy and all regulations and being considered. C.S: Supported BC: Submit building plan and get occupation certificate. Tech: supported subject to SDP being submitted (consider 5-meter boundary distances)
Erf 3563, Kruisfontein	1937 m ²	Community Zone	T.P: Supported Assets: Supported subject to compliancy and all regulations and being considered. C.S: Supported BC: Submit building plan and get occupation certificate. Tech: supported subject to SDP being submitted (consider 5-meter boundary distances)
Erf 4897, Kruisfontein	2892 m ²	Community Zone	LS: Currently no services available: Not supported L.P Determine if services can be availed-temporary services at cost of applicant. C&W: Department will support the application on condition that services be made available and services plans be submitted to the LEC. Environmental Health: Application cannot be supported based on the zoning of the property. Also, KLM must look at alternative ways to support and assist NGO's / NPO's in providing such services to our communities. This comment is applicable for all three applications of ERF 1269. L&P: Confirmed that the land is correctly zoned for churches.
Erf 2691, Kruisfontein	1447 m ²	Community Zone	T.P: Supported Assets: Supported subject to compliancy and all regulations and being considered. C.S: Supported BC: Submit building plan and get occupation certificate.

			Tech: supported subject to SDP being submitted (consider 5-meter boundary distances)
Erf 2979, Humansdorp	3382 m ²	Community Zone	T.P: Supported Assets: Supported subject to compliancy and all regulations and being considered. C.S: Supported BC: Submit building plan and get occupation certificate. Tech: supported subject to SDP being submitted (consider 5-meter boundary distances)
Erf 3176, Humansdorp	935 m ²	Community Zone	T.P: Supported Assets: Supported subject to compliancy and all regulations and being considered. C.S: Supported BC: Submit building plan and get occupation certificate. Tech: supported subject to SDP being submitted (consider 5-meter boundary distances)
Erf 2739, Humansdorp	1833 m ²	Community Zone	T.P: Supported Assets: Supported subject to compliancy and all regulations and being considered. C.S: Supported BC: Submit building plan and get occupation certificate. Tech: supported subject to SDP being submitted (consider 5-meter boundary distances)
Erf 1646, Hankey	1360 m ²	Community Zone	T.P: Supported Assets: Supported subject to compliancy and all regulations and being considered. C.S: Supported BC: Submit building plan and get occupation certificate. Tech: supported subject to SDP being submitted (consider 5-meter boundary distances)
Erf 2494, Hankey	1136 m ²	Community Zone	T.P: Supported Assets: Supported subject to compliancy and all regulations and being considered. C.S: Supported BC: Submit building plan and get occupation certificate.

			Tech: supported subject to SDP being submitted (consider 5-meter boundary distances)
Erf 2266, Hankey	1685 m ²	Community Zone	T.P: Supported Assets: Supported subject to compliancy and all regulations and being considered. C.S: Supported BC: Submit building plan and get occupation certificate. Tech: supported subject to SDP being submitted (consider 5-meter boundary distances)
Erf 3012, Hankey	1711 m ²	Community Zone	T.P: Supported Assets: Supported subject to compliancy and all regulations and being considered. C.S: Supported BC: Submit building plan and get occupation certificate. Tech: supported subject to SDP being submitted (consider 5-meter boundary distances)
Erf 2236, Hankey	1775 m ²	Community Zone	T.P: Supported Assets: Supported subject to compliancy and all regulations and being considered. C.S: Supported BC: Submit building plan and get occupation certificate. Tech: supported subject to SDP being submitted (consider 5-meter boundary distances)
Erf 2120, Hankey	1743 m ²	Community Zone	T.P: Supported Assets: Supported subject to compliancy and all regulations and being considered. C.S: Supported BC: Submit building plan and get occupation certificate. Tech: supported subject to SDP being submitted (consider 5-meter boundary distances)
Erf 2122, Hankey	802 m ²	Community Zone	T.P: Supported Assets: Supported subject to compliancy and all regulations and being considered. C.S: Supported BC: Submit building plan and get occupation certificate.

			Tech: supported subject to SDP being submitted (consider 5-meter boundary distances)
Erf 2103, Hankey	1010 m ²	Community Zone	T.P: Supported Assets: Supported subject to compliancy and all regulations and being considered. C.S: Supported BC: Submit building plan and get occupation certificate. Tech: supported subject to SDP being submitted (consider 5-meter boundary distances)
Erf 2071, Hankey	940 m ²	Community Zone	T.P: Supported Assets: Supported subject to compliancy and all regulations and being considered. C.S: Supported BC: Submit building plan and get occupation certificate. Tech: supported subject to SDP being submitted (consider 5-meter boundary distances)
Erf 2059, Hankey	1047 m ²	Community Zone	T.P: Supported Assets: Supported subject to compliancy and all regulations and being considered. C.S: Supported BC: Submit building plan and get occupation certificate. Tech: supported subject to SDP being submitted (consider 5-meter boundary distances)
Erf 892, Thornhill	-	Community Zone	T.P: Supported Assets: Supported subject to compliancy and all regulations and being considered. C.S: Supported BC: Submit building plan and get occupation certificate. Tech: supported subject to SDP being submitted (consider 5-meter boundary distances)
<u>BUSINESS</u>			
Erf 9886, Jeffreys Bay	850 m ²	Business	General: Supported with condition of submission of SDP and type of business zone to be considered.
Erf 9346, Jeffreys Bay	436 m ²	Business	General: Supported with condition of submission of SDP and type of business zone to be considered.

Erf 9646, Jeffreys Bay	748 m ²	Business	General: Supported with condition of submission of SDP and type of business zone to be considered.
Erf 9684, Jeffreys Bay	528 m ²	Business	General: Supported with condition of submission of SDP and type of business zone to be considered.
Erf 7294, Jeffreys Bay		Business	TS: U save has just upgraded the electrical supply to a 3 phase 60 ampere connection. We don't have any other infra structure on erf. General: Consider for tender process
Erf 32, Loerieheuwel		Business	TS: Eskom Supply area. Services not affected subject to no waterborne sewers being required. CS: No objection General: Consider for tender process
Erf 1826, Hankey		Business	TS: Eskom Supply area. All services to be verified by area engineer. CS: No objection General: Consider for tender process.
Erf 259, Patensie		Business	TS: Eskom Supply area. Services not affected subject to no waterborne sewers being required. CS: No objection General: Consider for tender process
Erf 3323, Kruisfontein	2049 m ²	Business	General: Supported with condition of submission of SDP and type of business zone to be considered.
Erf 3147, Kruisfontein	2067 m ²	Business	General: Supported with condition of submission of SDP and type of business zone to be considered.
Erf 712, Kruisfontein	1624 m ²	Business	General: Supported with condition of submission of SDP and type of business zone to be considered. Assets: Property is next to Kruisfontein Clinic, determine if might be needed for future extension of clinic-reconsider
Erf 2406, Humansdorp	4186 m ²	Business	General: Supported with condition of submission of SDP and type of business zone to be considered.
Erf 3049, Humansdorp	455 m ²	Business	General: Supported with condition of submission of SDP and type of business zone to be considered.

Erf 1606, Hankey	2148 m ²	Business	General: Supported with condition of submission of SDP and type of business zone to be considered.
Erf 3553, Hankey	1218 m ²	Business	General: Supported with condition of submission of SDP and type of business zone to be considered.
Erf 33, Loerieheuwel	117 m ²	Business	General: Supported with condition of submission of SDP and type of business zone to be considered.
Erf 616, Oyster Bay	1421 m ²	Business	General: Supported with condition of submission of SDP and type of business zone to be considered.
Erf 2675, Sea Vista	1313 m ²	Business	General: Supported with condition of submission of SDP and type of business zone to be considered.
Erf 2506, Hankey	397 m ²	Business	General: Supported with condition of submission of SDP and type of business zone to be considered.
Erf 2119, Hankey	1173 m ²	Business	General: Supported with condition of submission of SDP and type of business zone to be considered.
Erf 1433, Hankey	2123 m ²	Business	General: Supported with condition of submission of SDP and type of business zone to be considered.
Erf 2084, Humansdorp	6967m ²	Industrial	AS: Supported CS: Supported all Environmental authorisations (DEDEAT is the competent authority) must be applied for in order to develop the site. TS: There is limited electrical network in the area developer will have to extend it at his own cost. H.S Supported L.A: Rather consider for portion erf erf 499, Humansdorp. General: Supported with condition of submission of SDP and type of business zone to be considered.
Erf 2085, Humansdorp	1,7077 HA	Industrial	AS: Supported CS: Supported all Environmental authorisations (DEDEAT is the competent authority) must be applied for in order to develop the site. TS: There is limited electrical network in the area developer will have to extend it at his own cost. H.S Supported L.A: Rather consider for portion erf erf 499, Humansdorp.

			General: Supported with condition of submission of SDP and type of business zone to be considered.
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Consideration and description of purpose of land parcels to be disposed must be in accordance to adopted Land Use Scheme as depicted below, it should also be noted that churches can apply for consent use on business zone 1 and business zone 2 land parcels:

Land Use Category	1 Zoning	2 Purpose	3 Objective	4 Primary Use	5 Consent Use
Community	Community Zone	Education Worship Assembly Institution	- Provision of education and related uses. - Includes schools, crèches, tertiary facilities and support activities. - Provision for worship facilities and related uses. - Includes places of assembly. - Provision of a wide range of community facilities, including institutions. - Institutions include health care facilities, facilities for social welfare and physical health, clinics, community halls, multi-purpose centres as a consent use.	- Place of Worship - Place of Assembly - Place of Instruction	- Funeral Parlour - Institution - Sport Facility
	Authority Zone	Authority Use	- Land reserved for uses normally undertaken by National, Provincial and Municipal Government, providing a service to the general public (museum and places of cultural significance and heritage). - Land owned by organs of state including infrastructure, utilities and public amenities which do not qualify for inclusion into any other zone, i.e. electrical sub-stations, waste water treatment works, landfill sites, cemeteries & crematorium. - Including land uses relating to public services, i.e. police services, correctional facilities, fire protection, special uses that is not compatible within a single residential environment.	Authority Use	Subject to Municipality's decision]
Land Use Category	1 Zoning	2 Purpose	3 Objective	4 Primary Use	5 Consent Use
Business & Commercial	Business Zone 1	Low Intensity Business	- Business uses, including shops and offices to be accommodated on neighbourhood level and in areas identified by the SDF. - Provision for a variety of land uses for convenient shopping and associated requirements, restricting high impact uses. - Development can be restricted with respect to height and scale, limiting overall impact on surrounding softer land uses, i.e. Residential and community facilities.	- Shop - Office - Shopping Centre	- Bakery - Bottle Store - Car Wash - Funeral Parlour - General Residential Building - Gym - Hospital - Institution - Licensed Hotel - Micro Manufacturing - Petrol Filling Station - Place of Assembly - Place of Instruction - Place of Entertainment - Place of Worship - Tourist Facility
	Business Zone 2	High Intensity Business	- The variety of business and related land use types representing the needs within a sub-regional and regional context. - Key objective if this zone is to promote economic development, employment and mixed use through the inclusion of a wide range of uses. - Generally located within the existing strong commercial nodes, central business district and areas identified for a wide range of commercial uses and mixed use activity in the SDF. - For inclusion of storage, goods handling and general residential purposes. - Industrial and manufacturing uses are restricted.	- Business & Mixed Use - General Residential Building	Uses other than those mentioned in Primary Use, excluding Noxious Use and Industry

Section 14 verifications – Notice 9/2018 and Notice 44/2018:

LAND SALES ITEM

PLEASE NOTE:

Presentation of: The section 14 verifications

Copy of the Notices

Council resolutions

OUTSTANDING LAC ITEMS – APPLICATIONS TO PURCHASE RESIDENTIAL ERVEN

AREA	ERF	EXTENT	ZONING	APPLICATION	SECTION 14 VERIFICATION	NOTICE PLACED	COUNCIL	VALUATION 2018
Ocean View	7292	1200 m²	Business 1	Business Dev.	Yes	44/2018	7 March 2018	R 60 000
Pellrus	225	480 m²	Single Res B	Private Res	Yes	44/2018	7 March 2018	R 10 000
Ramaphosa V	835	465 m²	Res. 1	Private Res	Yes	44/2018	7 March 2018	R 10 000
Ramaphosa V	908	312 m²	Res. 1	Private Res	Yes	44/2018	7 March 2018	R 10 000
Ramaphosa V	940	360 m²	Res. 1	Private Res.	Yes	44/2018	7 March 2018	R 10 000
Ramaphosa V	898	679 m²	Res. 1	Private Res	Yes	44/2018	7 March 2018	R 7 000
Ramaphosa V	952	360 m²	Res. 1	Private Res	Yes	44/2018	7 March 2018	R 22 000
Ramaphosa V	703	395 m²	Res. 1	Private Res	Yes	44/2018	7 March 2018	R 10 000
Ramaphosa V	701	394 m²	Res. 1	Private Res	Yes	44/2018	7 March 2018	R 10 000
Ramaphosa V	702	395 m²	Res. 1	Private Res	Yes	44/2018	7 March 2018	R 10 000
Ramaphosa V	936	288 m²	Res. 1	Private Res.	Yes	44/2018	7 March 2018	R 10 000
Ramaphosa V	938	288 m²	Res. 1	Private Res	Yes	44/2018	7 March 2018	R 10 000
Ramaphosa V	871	587 m²	Res. 1	Private Res	Yes	44/2018	7 March 2018	R 12 000

Ramaphosa V	939	505 m²	Res. 1	Private Res	Yes	44/2018	7 March 2018	R 10 000
Ramaphosa V	900	587 m²	Res. 1	Private Res	Yes	44/2018	7 March 2018	R 11 000
Ramaphosa V	897	583 m²	Res. 1 (House)	Private Res	Yes		7 March 2018	R11 000
Humansdorp RD	184 Portion 1	218,3343Ha	Agriculture	Private farm	Yes	09/2018	19 /12/ 2017	R 830 000
Humansdorp RD	182 Portion 0	81,9073Ha	Agriculture	Private farm	Yes	09/2018	19 /12/ 2017	R 290 000
Sea Vista	2337	324 m²	Res 1	Private Res	Yes	44/2018 09/2018	19 /12/ 2017	R 10 000
Hankey	2217	296 m²	Consolidate informal res	Private res	Yes		19 /12/ 2017	R 10 000
Hankey	2225	281 m²	Consolidate informal res	Private res	Yes		19 /12/ 2017	R 10 000
Hankey	2226	289 m²	Consolidate informal res	Private res	Yes		19 /12/ 2017	R 10 000
Jeffreys Bay	5832	707 m²	Single Res B	Private res	Yes			R 180 000
Jeffreys Bay	5833	706 m²	Single Res B	Private res	Yes			R 180 000
Jeffreys Bay	5838	707 m²	Single Res B	Private res	Yes			R 180 000
Jeffreys Bay	5839	707 m²	Single Res B	Private res	Yes			R 180 000
Jeffreys Bay	5408	538 m²	Residential	Private res	Yes			R150 000
Pellsrus	533	264 m²	Single Res B	Private Res	Yes			R 15 000
Jeffreys Bay	5304	571 m²	Single Res B	Private Res	Yes			R 150 000
Jeffreys Bay	5429	520 m²	Single Res B	Private Res	Yes			R 150 000
Jeffreys Bay	5820	698 m²	Single Res B	Private Res	Yes			R 170 000
Jeffreys Bay	4916	736 m²	Single Res B	Private Res	Yes			R 160 000

Pellsrus	130	487 m²	Single Res B	Private Res	Yes			R 80 000
Kabeljous	6275	525 m²	Residential	Private Res	Yes			R170 000
Kabeljous	6276	522 m²	Residential	Private Res	Yes			R170 000

Recommendations:

1. That a notice for public participation for the erven listed above not yet advertised for public comment and tender be placed in the local newspaper.
2. That any and all objections received be taken into consideration and tabled before Council.
3. That Council approves the market related valuations as per the 2018 Municipal Valuation roll.
4. That Council approves the alienation of the erven above based on the Section 14 verification indicating that the properties are not required for the future delivery of basic services.
5. That the Land Evaluation Committee the final allocation of these properties after the bid committees have completed their assessments.
6. That the successful tenders be tabled before Council.
7. That the buyer be held responsible for all transfer costs and any other costs deriving from the process.

ERF 8813 – Jeffrey's bay – School

Members of the public or interested parties are hereby invited to submit comments/inputs to the intention of the municipality to lease municipal land to the Municipal Manager, 33 Da Gama Road, Jeffreys Bay on or before Thursday, 01 February 2018.

C. DU PLESSIS
MUNICIPAL MANAGER

P.O. Box 21
JEFFREYS BAY
6330

For placement:

Kouga Express - 01 February 2018
Municipal Notice Boards
Municipal Website

KOUGA MUNICIPALITY (EC108)

NOTICE NO. 44/2018

PUBLIC INVITATION FOR COMMENTS/INPUTS TO THE INTENDED ALIENATION / LEASE OF MUNICIPAL LAND FOR CHURCHES/RESIDENTIAL/BUSINESSESSES

Notice is hereby given that at a Council Meeting held on 7 March 2018 (RESOLUTION 18/03/F2) the Council resolved to call for public input for objections on the lease/rental and alienation of immoveable assets for Churches and disposing of land for business of the below-mentioned erven at fair market related rental as indicated in the Municipal Finance Management Act:

Land earmarked for church sites

ERF 7263 – Ocean View

ERF 7517 - Ocean View

ERF 7355 – Ocean View
 ERF 7263 – Ocean View
 ERF 6857 – Ocean View
 ERF 1245 - Pellsrus
 ERF 1714 - Pellsrus
 ERF 854 – Pellsrus
 ERF 2675 – Sea Vista
 ERF 3481 – Sea Vista
 ERF 2734 – Sea Vista
 ERF 3493 – Sea Vista
 ERF 3147 - Kruisfontein
 ERF 4897 – Kruisfontein
 ERF 1522 – Kruisfontein
 ERF 1853 – Kruisfontein
 ERF 2307 – Kruisfontein
 ERF 3065 – Kruisfontein
 ERF 4593, Portion ERF 2 – Kruisfontein
 ERF 849 – Thornhill
 ERF 891 – Thornhill
 ERF 2252 – Hankey

ERF 3316 – Hankey

ERF 835 - Patensie

Council Land earmark for Lease/Rental

ERF 8782 – Ocean View
 ERF 300 – Patensie (Farming – Agriculture)
 ERF 275 – Humansdorp
 ERF 184 Portion 29 – Humansdorp RD (Farming – Agriculture)
 ERF 199 – Humansdorp (Portion of Erf to Place Container)

Residential Land earmark for sale

ERF 2337 - Sea Vista
 ERF 2789 – Kruisfontein
 ERF 225 – Pellsrus
 ERF 3049 – Humansdorp
 ERF 2330 – Humansdorp
 ERF 898 – Patensie
 ERF 908 – Patensie
 ERF 940 - Patensie
 ERF 898 – Patensie
 ERF 1074 - Patensie
 ERF 952 – Patensie

ERF 703 – Patensie

ERF 701 – Patensie

ERF 702– Patensie

ERF 930 – Patensie

ERF 929– Patensie

ERF 936– Patensie

ERF 938– Patensie

ERF 900– Patensie

ERF 871– Patensie

ERF 939– Patensie

Land Earmark for Business

ERF 7292 – Ocean View

ERF 600 -Pellsrus

ERF 275 – Humansdorp

ERF 891 – Thornhill

ERF 32 – Loeirie

ERF 1826 – Hankey

ERF 349 – Patensie

Erf 259 – Patensie

ERF 7294 – Ocean View

Members of the public or interested parties are hereby invited to submit comments/inputs to the intention of the municipality to lease municipal land to the Municipal Manager, 33 Da Gama Road, Jeffreys Bay on or before Friday, 20 April 2018.

C. DU PLESSIS
MUNICIPAL MANAGER

P.O. Box 21
JEFFREYS BAY

18/03/F2 LAND ADVISORY COMMITTEE: MINUTES & REPORT BACK**Resolved (7 March 2018)**

1. That the Report on the Land Advisory Committee Meeting held on 12 February 2018 which was Workshopped on 6 March 2018, with recommendations, be accepted.

CHURCH APPLICATIONS**JEFFREYS BAY, OCEAN VIEW, PELLSRUS**

ERF NO.	ADDRESS	EXTENT	ZONING	RECOMMENDATION
Erf 7222	Street unknown, Ocean View	868m ²	Institutional 2	i) That erf 7222 be transferred to the Presbyterian Church of Africa – all the necessary processes and legislation was adhered to. The erf was awarded through the tender processes
Erf 7263	Street Unknown, Ocean View	2343 m ²	Institutional 3	i) That the erf be made available subject to the successful application to re-zone or through consent use
Erf 7517	Street unknown Ocean View	596 m ²	Institutional 2	i) That this erf be sold for the erection of a church building.
Erf 315	Swan Drive, Aston Bay	26,9672Ha	Open space 1	i) Not recommended – sensitive nature area and not conducive for the erection of a church building.
Erf 337	9 Stompkop Street Pellsrus	265m ²	Restricted Business	i) Not recommended for church purposes – extent too small
Erf 1245	Steve Biko Avenue Pellsrus	1 749 m ²	Undetermined	i) That the current lessee apply for the zoning of erf 1245. ii) That the possible subdivision of erf 1245 be investigated.
Erf 7355	Street unknown Ocean View	1263 m ²	Institutional 2	i) That this property be made available for the development of a church. ii) Investigate current status of the buildings on this erf.
Erf 5804	Nautilus Street	6468 m ²	Institutional	i) Not available
Erf 7292	Street unknown Ocean View	1200 m ²	Business	i) That erf 7292 be utilized for business development purposes
Erf 7293	Street unknown	1660 m ²	Authority	i) Not available

	Ocean View			
Erf 7515	Street unknown Ocean View	200 m ²	Restricted business	i) Not recommended. Erf extent much too small for church development
Erf 7263	Street unknown Ocean View	2343 m ²	Institutional 3	i) That the erf be made available through the process of consent use or apply for re-zoning. ii) That the possible sub- division be determined – possibly two church erven
Erf 7217	Street unknown Ocean View	210 m ²	Restricted Business	i) Not recommended Erf extent much too small for church development
Erf 1714	Mazantsi Avenue Pellssrus	1128 m ²	Institutional 2	i) That this erf be sold for the erection of a church building
Erf 588	23 Chris Hani Avenue, Pellssrus	971 m ²	Institutional 2	i) That the letter of transfer be drafted subject to confirmation of the Council resolution taken on the sale of the erf.
Erf 1773	Govan Mbeki Avenue, Pellssrus	1225 m ²	Institutional 2	i) That the letter of transfer be drafted subject to confirmation of the Council resolution taken on the sale of the erf.
Erf 1148	43 Robert Dennis Avenue, Pellssrus	1070 m ²	Open space 1	i) Not available
Erven 1610, 1611, 1612	Govan Mbeki Avenue Pellssrus	1575 m ² 1600 m ² 800 m ²	Authority Special Business Special Business	i) Consult the SDF before considering subdivisions ii) Report back on SDF before recommendation can be made on these properties by the LAC.
Erf 1244	Steve Biko Avenue Pellssrus	2300 m ²	Institutional 1	i) Not available – Future Education use
Erf 1147	Robert Dennis Avenue, Pellssrus	1208 m ²	Institutional 1	i) Not available – Future Education use
Erf 1772	Rolihlahla Mandela Road, Pellssrus	2437 m ²	Institutional 2	i) That the letter of transfer be drafted subject to confirmation of the Council resolution taken on the sale of the erf.

SEA VISTA

ERF NO.	ADDRESS	EXTENT	ZONING	RECOMMENDATION
Erf 626	Street unknown, Sea Vista	9,189Ha	Undetermined	i) Not available – school site
Erf 2675	74 Street unknown Sea Vista	1313 m ²	Special Business	i) That the erf be made available subject to the successful application to re-zone or through consent use
Erf 3481	Unknown, Sea Vista	475 m ²	Informal residential	i) That the erf be made available through the process of consent use (church).
Erf 2734	80 Taragona Street Sea Vista	514 m ²	Special Business	i) That this erf be sold through the tender process for the erection of a church building

HUMANSDORP, KWANOMZAMO, KRUISFONTEIN

ERF NO.	ADDRESS	EXTENT	ZONING	RECOMMENDATION
Erf 2599	Unknown Kwanomzamo	2,4391 Ha	Open space 1	i) Not available. Filled with informal settlements - there is a proposed layout plan for RDP houses.
Erf 3147	Gill Marcus Village Kruisfontein	2067 m ²	Special Business	i) Currently there is a temporary library on this property. ii) That the property be sub-divided and the new erf be sold off.
Erf 4593 (Portion erf 2)	Kruisfontein	3800 m ²		i) Erf 4593 is a sub-division that must be registered before the letter of transfer can be drafted. ii) That transfer be done once confirmation of Council resolution has been established.
Erf 4897	Kruisfontein (part of new housing development)	2892 m ²	Institutional 2	i) That this erf be sold for the erection of a church building
Erf 346 Portion 4		3,1100Ha vs 520,891 Ha	Residential v	i) That the sub-division be verified after the finalization of the verification of the extents required by the applicants. ii) That the application not be approved – land already allocated to

				school and Humansdorp Co-op developments
Open space between erven 2215 & 2216	Rosyntjie Street Kruisfontein		Road reserve	i) That temporary use of this open area not be considered. Zoning: Road reserve.
Erf 1522	Unknown, Kruisfontein	2587 m ²	Institutional 2	i) That the sale of this property commence after all the supply chain processes have been complied with. Council resolution of 31 March 2015.

PATENSIE

ERF NO.	ADDRESS	EXTENT	ZONING	RECOMMENDATION
Erf 1085	Richmond Street, Patensie	927 m ²	Institutional 2	i) That it be noted that all the processes have been concluded before. ii) That the new valuation to be tabled before Council. iii) That the sale of this erf be concluded.
Erf 343	Unknown, Patensie	3266 m ²	Institutional 2	i) That the sale of this property be concluded after validation of a signed deed of sale and Council resolution.

HANKEY

ERF NO.	ADDRESS	EXTENT	ZONING	RECOMMENDATION
Erven 2216 2217 2225 2226	Bosman Street, Hankey	291 m ² 296 m ² 281 m ² 289 m ²	Informal residential	i) That it be noted that a Council resolution was taken in 2012. ii) That the transfer of these properties be concluded. iii) That the purchaser apply for consent use and consolidation. (6 months)
Erf 3316	Unknown, Hankey	1448 m ²	Informal residential	i) That erf 3316 be made available for church purposes subject to approved re-zoning or through consent use.

THORNHILL

ERF NO.	ADDRESS	EXTENT	ZONING	RECOMMENDATION
Erf 849	Unknown, Thornhill	1110 m ²	Institutional 2	i) That the sale of erf 849 be concluded after all compliant legislation and processes have been completed and verification of the Council resolution taken on the sale of this erf.
Erf 892	1 Felix Street, Thornhill	1060 m ²	Institutional 2	i) That this property be made available for the development of a church.

CHURCHES: ERVEN APPLIED FOR THAT REQUIRE SPECIAL INVESTIGATION/CLARITY

ERF NO.	ADDRESS	EXTENT	ZONING	RECOMMENDATION
Erf 6858	Street unknown, Ocean View	1552 m ²	Open space 1	i) That the possibility of re-zoning be investigated.
Erf 3682	Hawthorn Avenue, Jeffreys Bay	2980 m ²	Authority	i) That the possibility of subdivision be investigated. ii) That the possibility of re-zoning to Authority 2 be investigated. iii) That all viable usages of this erf be investigated and reported back to the LAC iv) PLEASE note that objections have been received and will be taken into account.
Erf 854	2 Oliver Thambo Crescent, Pellsrus	693 m ²	Institutional 2	i) Currently erf 676 is under ownership of Province of the Eastern Cape. i) Investigate the transfer of erf 676 to Kouga Municipality.
Erf 952	Manta Street, Pellsrus	1855 m ²	Open space 1	i) That the possibility of re-zoning to Authority 2 be investigated.
Erf 1331	Govan Mbeki Avenue, Pellsrus	2446 m ²	Open space 1	i) That the possibility of subdivision be investigated. ii) That the possibility of re-zoning to Authority 2 be investigated.
Erf 356	Dolphin Street, Pellsrus	460 m ²	Open space 1	i) That the possibility of re-zoning to Authority 2 be investigated.

Erf 673	Dolphin Street, Pellsrus	1970 m ²	Business 1	i) That the current status of erf 673 be investigated.
Erf 676	Unknown, Pellsrus	3.5638Ha	Undetermined	i) Currently erf 676 is under ownership of Province of the Eastern Cape. ii) Investigate the transfer of erf 676 to Kouga Municipality. iii) That the zoning of erf 676 be determined and the possibility of sub-division be investigated.
Erf 7413	Street unknown, Ocean View	1823 m ²	Open space 1	i) That the possibility of re-zoning to Authority 2 be investigated ii) That the buildings on erf 7413 be investigated.
Erf 493	16 Tornyn Street, Pellsrus	766 m ²	Residential B	i) That the possible re-zoning of erf 493 to Authority 2 be investigated.
Erf 6857	Street unknown Ocean View	1019 m ²	Institutional 2	i) That this property be sold for the development of a church. ii) That the buildings on this property be investigated
Erven 5832, 5833, 5838, 5839	Kwagga Street Jeffreys Bay	707 m ² 706 m ² 707 m ² 707 m ²	Restricted Business	i) That the SDF be consulted before the LAC can make a recommendation on these properties.
Erf 188	17 Manta Street, Pellsrus			i) Application for financial assistance: ii) That this matter of erf 188 be referred to the Manager: Income.
Erf 3493	7 th Avenue, Sea Vista	2033 m ²	Open space 1 • Make sure that zoning is correct as it was zoned Institutional 2 in the original SDF.	i) That the possibility of sub-division be investigated. ii) That the possibility of re-zoning to Authority 2 be investigated.
Erf 3143	Sea Vista	12.343Ha		i) That Town Planning confirm the status of erf 3143. ii) That erf 3143 be sub-divided to the original erven: Erf 745 (Council) and Erf 996 (Education).

				iii) That an EIA will have to be conducted on this erf as it was declared "wetland".
Erf 1853	Geelhout Avenue, Kruisfontein	3480 m ²	Open space 1	i) That the possibility of subdivision be investigated. ii) That the possibility of re-zoning be investigated.
Erf 3049	Vergenoeg, Humansdorp	455 m ²	Residential 1	i) That erf 3049 be leased/sold.
Erf 2360	Vaaldam, Kruisfontein	611 m ² vs 3265 m ²	Residential 1	i) That the size of erf 2360 be verified. ii) That the status of erf 2360 be verified
Erf 2789	Peterson Street, Kruisfontein	1174 m ²	Residential 1	i) That erf 2789 be registered to Kouga Municipality. ii) That erf 2789 be re-zoned to Authority 2 iii) That the building on erf 2789 be investigated.
Erf 2307	Vaaldam, Kruisfontein	4650 m ²	Open space 1	i) That the possibility of subdivision be investigated. ii) That the possibility of re-zoning to Authority 2 be investigated. iii) That the buildings on erf 2307 be investigated
Erf 2321	Vaaldam, Kruisfontein	244 m ² vs 1518 m ²	Residential 1	i) That the extent of erf 2321 be clarified. ii) That the building in erf 2321 be investigated.
Erf 2749	Vaaldam, Kruisfontein	795 m ²	Residential 1	i) That the building on erf 2749 be investigated. ii) That the status of erf 2749 be determined.
Erf 3176	Kwanomzamo, Humansdorp	935 m ²	Residential 1	i) That the building on erf 3176 be investigated
Erf 2330	Mjekula Street, Kwanomzamo	1315 m ²	Institutional 3	i) That the erf be sold/leased through the process of consent use or apply for re-zoning to Authority 2. ii) That the building on erf 2330 be investigated.
Erf 3061	Kwanomzamo, Humansdorp	1215 m ²	Residential 1	i) That the building on erf 3061 be investigated
Erf 3065	Peterson Street, Kruisfontein	2003 m ²	Open space 1	i) That the possibility of subdivision be investigated.

				ii) That the possibility of re-zoning to Authority 2 be investigated.
Erf 2360 & erf 2822	Kruisfontein			i) Refer to LED Department LED project
Erf 3010	Unknown, Hankey	5045 m ²	Special Business	i) That it be noted that erf 3010 is the property of National Government of Republic of South Africa and not suitable for the erection of a church building.
Erf 2315	Unknown, Hankey	1324 m ²	Residential 1	i) That Town Planning verify erf 2315 (GIS Administrator)
Erf 2252	Akker Avenue, Hankey	1261 m ²	Informal residential	i) That the church currently on erf 2252 be verified ii) That building plans for erf 2252 be verified.

BUSINESS, PRIVATE & FARMING APPLICATIONS

ERF NO.	ADDRESS	EXTENT	ZONING	RECOMMENDATION
Erf 600	22 Seekoei Road, Pellsrus	454 m ²	Restricted business	i) That the land be made available for leasing ii) That the existence of building plans for erf 600 be verified
Erf 8783	Unknown, Ocean View	2,6211Ha	Zoning currently "Authority" but will be verified.	i) That the GIS Administrator draw up a proposal on the different areas available on erf 8783 for lease opportunities ii) That the previous Council resolution taken in this regard be verified.
Erf 868	Paradise Beach Ski Boat club			i) That Law Enforcement investigate current occupants of building. ii) That eviction notice be issued. iii) That the legality of the building be verified iv) That new lease agreement be entered into
Erf 225	21 Garnaal Street, Pellsrus	480 m ²	Single residential B	i) That the sale of erf 225 be approved.

Erf 275	Old market building. Humansdorp			i) That applications for erf 275 not be approved. ii) That erf 275 be investigated for potential FLISP housing. iii) That the current lessee be issued a month to month lease agreement.
Erf 199	Du Plessis Street, Humansdorp	1351 m²	Residential 1	i) That all the relevant municipal departments be consulted for a suitable site for the placing of a container. ii) That all regulations are complied with including the availability of ablution facilities
Erf 300	Patensie REFER BACK – EMERGING FARMERS' POLICY	14,0902Ha	Agriculture	i) That a proper lease agreement be drawn up with the farmers already on the land. ii) That the possibility of sub-division be investigated as to accommodate more people,
Erf 898	Rooikloof Street, Patensie	679 m²	Residential 1	i) That erf 898 be registered to the Kouga Municipality. ii) That erf 898 be leased/sold
Erf 184 portion 29	Human Street, Rural, Humansdorp RD	10,2797Ha	Agriculture	i) That erf 184 portion 29 be leased on the basis of competitive bidding
Erf 891	Mohayo Drive, Thornhill	1069 m²	Open space 1	i) That portion of erf 891 be leased for business purposes for a period of 5 years, no permanent structure and option to renew.
Erf 32	Street unknown, Loerieheuwel	887 m²	Special Business	i) That erf 32 be leased for business purposes for a period of 9 years and 11 months.
Erf 1826	Extension 3, Hankey	3296 m²	Open space 1	i) That the possibility of re-zoning for business be investigated.
Erf 259	Unknown, Ramaphosa Village, Patensie	1223 m²	Business 3	i) That erf 259 be leased for business purposes.

Erf 349	Tiger Street, Ramaphosa Village, Patensie	150 m ²	Authority	i) That the possibility of re-zoning be investigated for the purpose of sale of erf 349
Erf 871	Tiger Street, Ramaphosa Village, Patensie	505 m ²	Residential 1	i) That the sale of erf 871 be approved.
Erf 7294	Street unknown, Ocean View	4777 m ²	Special Business	i) That erf 7294 be leased/sold for business purposes.
Erf 835	Rooikloof Street, Ramaphosa Village	465m ²	Residential 1	i) That Council approves the sale of erf 835
Erf 230	Unknown, Ramaphosa Village	1810 m ²	Open space 1	i) That the possible rezoning of erf 230 be investigated.
Erf 908	Rooikloof Street, Ramaphosa Village	312 m ²	Residential 1	i) That Council approves the sale of erf 908
Erf 227	Unknown, Ramaphosa Village	2,4808Ha	Open space 1	i) That the possible rezoning of erf 227 be investigated. ii) That the buildings on erf 227 be investigated. iii) That the SDF for the Patensie area be consulted.
Erf 940	Rooikloof Street, Ramaphosa Village	360 m ²	Residential 1	i) That Council approves the sale of erf 940
Erf 898	Rooikloof Street, Ramaphosa Village	679 m ²	Residential 1	i) That Council approves the sale of erf 898
Erf 233	Unknown, Ramaphosa Village	12,9288Ha	Open space1	i) That the possible rezoning of erf 233 be investigated.
Erf 1074	Stuurman Street, Ramaphosa Village	1639 m ²	Institutional 2	i) That Council approves the sale of erf 1074
Erf 952	Ramaphosa Village	360 m ²	Residential 1	i) That Council approves the sale of erf 952
Erf 703	Tiger Street, Ramaphosa Village	395 m ²	Residential 1	i) That Council approves the sale of erf 703
Erf 701	Tiger Street, Ramaphosa Village	394 m ²	Residential 1	i) That Council approves the sale of erf 701
Erf 702	Tiger Street, Ramaphosa Village	395 m ²	Residential 1	i) That Council approves the sale of erf 702

51

Erf 930	Richmond Street, Ramaphosa Village	286 m ²	Restricted Business/Bus 1	i) That Council approves the sale of erf 930
Erf 929	Richmond Street, Ramaphosa Village	297 m ²	Restricted Business/Bus 1	i) That Council approves the sale of erf 929
Erf 936	Rooikloof Street, Ramaphosa Village	288 m ²	Residential 1	i) That Council approves the sale of erf 936
Erf 938	Tiger Street, Ramaphosa Village	288 m ²	Residential 1	i) That Council approves the sale of erf 938
Erf 900	Richmond Street, Ramaphosa Village	587 m ²	Residential 1	i) That Council approves the sale of erf 900
Erf 871	Tiger Street, Ramaphosa Village	505 m ²	Residential 1/Restricted Business	i) That Council approves the sale of erf 871
Erf 939	Rooikloof Street, Ramaphosa Village	288 m ²	Residential 1/Restricted Business	i) That Council approves the sale of erf 939

- ii) That it be determined whether the applicable abovementioned erven are required by Council for basic levels of municipal services.
- iii) That all MFMA regulations, legislation and supply chain processes be complied with in taking the above matters forward.
- iv) That the purchaser is responsible for the transfer cost in the cases of erven sold.
- v) That all illegal buildings on the abovementioned erven be investigated.
- vi) That all the emerging farmers' applications be held in abeyance until the policy on emerging farmers has been approved by Council.
- vii) That Council approves the recommendations of the Land Advisory Committee meeting held on 12 February 2018 as captured in the report tabled.
- viii) That the Land Advisory Committee draft a SOP for the applications for land by churches and NGO's.

The meeting closed at 11:50 for In Committee discussions.

H HENDRICKS
SPEAKER

DATE



NOTICE NUMBER: 92/2024

PUBLIC PARTICIPATION NOTICE

PUBLIC INVITATION FOR COMMENTS AND OBJECTIONS TO THE COUNCIL'S INTENDED DISPOSAL OF MUNICIPAL PROPERTIES.

Notice is hereby given that at an Ordinary Council Meeting held on 27 March 2024, the Council resolved to call for public comments and objections on the intended disposal of immovable assets, in accordance with all applicable Legislation and the Municipal Policy and Procedures of Immovable Assets:

Land earmarked for disposal:

ERF NO	SIZE	ZONING
Erf 1714 – Pellsrus	1128m ²	Community Zone
Erf 3061, Humansdorp	1215 m ²	Community Zone
Erf 9541, Jeffreys Bay	663 m ²	Community Zone
Erf 9325, Jeffreys Bay	698 m ²	Community Zone
Erf 9252, Jeffreys Bay	802 m ²	Community Zone
Erf 9672, Jeffreys Bay	897 m ²	Community Zone
Erf 3184, Kruisfontein	1107 m ²	Community Zone
Erf 3365, Kruisfontein	975 m ²	Community Zone
Erf 3563, Kruisfontein	1937 m ²	Community Zone
Erf 2691, Kruisfontein	1447 m ²	Community Zone
Erf 7517, Jeffreys Bay	596 m ²	Community Zone
Erf 2059, Hankey	1047 m ²	Community Zone
Erf 9886, Jeffreys Bay	850 m ²	Business
Erf 9346, Jeffreys Bay	436 m ²	Business
Erf 7294, Jeffreys Bay	4777 m ²	Business
Erf 34, Loerieheuvel	1357 m ²	Business
Erf 1826, Hankey	3296 m ²	Business
Erf 259, Patensie	1223 m ²	Business
Erf 3323, Kruisfontein	2049 m ²	Business
Erf 712, Kruisfontein	1624 m ²	Business
Erf 2817, Kruisfontein	4299 m ²	Business
Erf 1606, Hankey	2148 m ²	Business
Erf 3553, Hankey	1218 m ²	Business
Erf 32, Loerieheuvel	887 m ²	Business
Erf 33, Loerieheuvel	117 m ²	Business
Erf 2675, Sea Vista	1313 m ²	Business
Erf 2119, Hankey	1173 m ²	Business
Erf 1433, Hankey	2123 m ²	Business
Erf 1222, Humansdorp	828 m ²	Residential Zone 1
Erf 1226, Humansdorp	832 m ²	Residential Zone 1
Erf 291, Humansdorp	1487 m ²	Residential Zone 1
Erf 292, Humansdorp	1487 m ²	Residential Zone 1
Erf 1192, Humansdorp	836 m ²	Residential Zone 1

ERF NO	SIZE	ZONING
Erf 1193, Humansdorp	802 m ²	Residential Zone 1
Erf 871, Patensie	587 m ²	Residential Zone 1
Erf 937, Patensie	288 m ²	Residential Zone 1
Erf 938, Patensie	288 m ²	Residential Zone 1
Erf 939, Patensie	288 m ²	Residential Zone 1
Erf 952, Patensie	360 m ²	Residential Zone 1
Erf 953, Patensie	288 m ²	Residential Zone 1
Erf 954, Patensie	288 m ²	Residential Zone 1
Erf 955, Patensie	288 m ²	Residential Zone 1
Erf 898, Patensie	679 m ²	Residential Zone 1
Erf 701, Patensie	394 m ²	Residential Zone 1
Erf 702, Patensie	395 m ²	Residential Zone 1
Erf 703, Patensie	395 m ²	Residential Zone 1
Erf 835, Patensie	465 m ²	Residential Zone 1
Erf 2346, Sea Vista	537 m ²	Industrial Zone 1
Erf 2360, Kruisfontein	640 m ²	Residential Zone 1
Erf 1969, Kruisfontein	1140 m ²	Residential Zone 1
Erf 1322, Jeffreys Bay	500 m ²	Residential Zone 1
Erf 1114, Hankey	455 m ²	Residential Zone 1
Erf 704, Kruisfontein	2559 m ²	Residential Zone 1
Erf 59, Cape St Francis	878 m ²	Residential Zone 1
Erf 8, Aston Bay	375 m ²	Residential Zone 1
Erf 2577, Humansdorp	735 m ²	Residential Zone 1
Erf 2578, Humansdorp	706 m ²	Residential Zone 1
Erf 2579, Humansdorp	561 m ²	Residential Zone 1
Erf 2565, Humansdorp	976 m ²	Residential Zone 1
Erf 2584, Humansdorp	757 m ²	Residential Zone 1
Erf 2583, Humansdorp	658 m ²	Residential Zone 1
Erf 2581, Humansdorp	513 m ²	Residential Zone 1
Erf 2337, Sea Vista	324 m ²	Residential Zone 1
Erf 841, Kruisfontein	1206 m ²	Residential Zone 1
Erf 842, Kruisfontein	1066 m ²	Residential Zone 1
Erf 3481, Sea Vista	475 m ²	Residential Zone 1

Land earmarked for alienation (right-to-use):

ERF NO	SIZE	ZONING
Portion 7 of Farm 688, Humansdorp RD	85, 6532Ha	Agricultural Zone

Members of the public or interested parties are hereby invited to submit comments and objections, on the intention of the municipality to dispose of municipal land in writing to the Municipal Manager, 33 Da Gama Road, Jeffreys Bay, ireed@kouga.gov.za on or before Friday, 31 May 2024.

Further particulars are available for inspection at the office of the Directorate Planning and Development: Municipal Offices, 16 Woltemade Street, Jeffreys Bay. Contact: Mr. S. Grootboom: 0422002168

Mr. D de JAGER
DEPUTY MUNICIPAL MANAGER

P.O. Box 21
JEFFREYS BAY
6330

Annexure “B” – below:



16 May 2024

OBJECTION TO THE SALE OF ERF 59, CAPE ST FRANCIS - NOTICE NO 92/2024

To:

Municipal Manager: Mr Charl du Plessis

cduplessis@kouga.gov.za

jreed@kouga.gov.za

Cc'd:

Cllr Lorraine Maree	Ward 12 Councillor	lmaree@kouga.gov.za ward12@kouga.gov.za
Cllr Shena Ruth	Mayco member - Planning	sruth@kouga.gov.za
Lawrence Ramakuwela	Acting manager: Planning & Development	lramakuwela@kouga.gov.za

We hereby formally object to the proposed sale of Erf 59 in Cape St Francis based on the following points:

1. Ecological Significance of the Subject Property: Erf 59, along with even 60 and 61, forms a crucial part of a block of vacant sites that collectively provide protection to a wetland and spring. This area is an integral component of a Watercourse that runs along Niagra Street towards the east, ultimately flowing into the ocean.
2. Impact on Stormwater Drainage: The development of any of these sites will have a detrimental effect on stormwater drainage in the area. The natural state of these properties plays a vital role in managing stormwater flow and preventing flooding.
3. Lack of Stormwater Planning: Due to inadequate stormwater planning and provision in the area, the subject properties serve a critical function in draining excess water. They are essential for mitigating the risk of water accumulation that can lead to flooding and waterlogging.
4. Seasonal Rains and Water Table Considerations: During seasonal rains and given the shallow water table in the region, these properties offer significant relief to neighbouring

properties. They absorb and manage excess water, thereby protecting surrounding areas from potential water damage.

5. Adverse Effects of Development: Developing Erf 59 would severely restrict and inhibit the existing watercourse and wetland. This would lead to a direct and negative impact on neighbouring properties, exacerbating issues related to stormwater and potentially causing ecological harm to the wetland.

In conclusion, the sale and subsequent development of Erf 59 would pose significant risks to stormwater management and wetland protection in Cape St Francis. We urge the relevant authorities to consider these critical environmental and infrastructural concerns and reject the proposed sale to safeguard the ecological and community well-being of the area.

From: Groundswell – Cape St Francis Management Committee

Email address: manager@groundswell.org.za

Contact person: Trudi Malan

Mobile number: 0829405521

Annexure “C” – below:

The following conditions are proposed to be considered relevant in the selection and allocation of immovable property to places of worship:

1. The size the congregation/membership (a minimum membership of 100 people) and be in the area for at least 5 years.
2. Availability of finance to acquire the site and commence development within three years.
3. Whether or not such a denomination is already represented in the area.
4. Whether or not welfare type facilities/activities will be provided in addition to religious facilities.
5. Whether or not the congregation/membership is drawn from the area in which a site is being applied for.
6. Church name and copy of registration.
7. Constitution of Church/Church Order.
8. Erf number and area / locality.
9. Resolution – Authorizing signatory on behalf of the church.
10. Copy of ID's of the authorized person/s.
11. Confirmation from the Ward Councillor.


KOUGA MUNICIPALITY (EC 108)

ORDINARY COUNCIL MEETING

PLANNING & DEVELOPMENT

OPEN

DATE: 29 APRIL 2026

 ITEM NO: **26/04/PD10**

REQUEST FOR COUNCIL'S IN-PRINCIPLE APPROVAL AND AUTHORISATION TO ADVERTISE FOR ALIENATE (SALE) OF A PORTION OF ERF 238 (A PORTION OF ROAD IN PELLSRUS) TO BE CONSOLIDATED WITH ERF 190 AND ERF 197 PELLSRUS

1. Introduction

The purpose of this item is to request Council's in-principle approval for the closure of public space (transport zone) and alienation (sale) of a portion of Erf 238, Pellsrus to Victory 4 All Foundation Trust, who is represented by Mr. Johan Vos.

2. Background

An application was received from Victory 4 All Foundation Trust to purchase a portion (±880m²) of Erf 283 Pellsrus, who is represented by Mr. Johan Vos.

3. Discussion

Victory 4 All Foundation Trust owns both adjoining properties, Erven 190 and 197 Pellsrus, and would like to close the public space (Transport Zone), subdivide, rezone and consolidate the portion of Erf 238, Pellsrus with their properties for community use. Erf 190 Pellsrus comprises a creche and a foster home on Erf 197 Pellsrus. The intention is to extend the property area to build four classrooms.

Civil & Water department confirmed that there were no services traversing the portion and that no extension of the road will be done.

With the subdivision of the portion as depicted in Annexure "B", it is also recommended by the leading department that the boundaries of the adjacent properties, Erf 1568, Pellsrus (leased for ECDC purposes) and Erf 1567, Pellsrus (leased for Skills Development purposes) be extended for play areas.

Land Parcel information and Section 14 comments is attached 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	All administrative costs for closure, subdivision, consolidations, transfers, valuations, etc. will be for the Applicant.

5. **Applicable Legislation**

Municipal Finance Management Act No. 56 of 2003
Municipal Asset Transfer Regulations, 2008
Spatial Planning and Land Use Management Act No. 13 of 2013
Kouga, Spatial Planning and Land Use Management By-law, 2016
Policy on the Disposal and Leasing of Council Owned Immovable Property, 26 June 2025

6. **Legal Implications**

Should the Council resolve the recommendations below, the Accounting Officer will be authorized to advertise Council's intention to alienate the property, for public comments and/or objections. It should be noted that the intended sale would be considered an unsolicited bid, and the applicable requirements for such a method of sale must be complied with.

7. **Other Implications**

None

8. **Comments by Directorates:**

8.1 **Chief Financial Officer:**

Report noted

8.2 **Director: Planning & Development**

Recommendations are supported

8.3 **Director: Civil & Water Services**

Item noted.

8.4 **Director: Electro-Mechanical Services**

Noted

8.5 **Director: Community Services**

Noted

8.6 **Deputy Municipal Manager**

Noted

8.7 **Municipal Manager**

Supported.

9. **Delegated Authority**

Council

10. **Recommendations**

- 10.1 That Council **grant in-principle** approval for the disposal (sale) of a portion ($\pm 880\text{m}^2$) of Erf 238, Pellsrus to the adjacent property owner (Victory 4 All Foundation Trust).
- 10.2 That Council authorizes the Accounting Officer to advertise the property contemplated in 10.1.
- 10.3 That Council confirms that the land is not needed to provide the minimum level of basic municipal services.
- 10.4 That Council authorizes the Accounting Officer to obtain a market valuation for the intended sale.

Item prepared by the: The Manager: Land & Property Administration



Item approved by the: Director Planning & Development



Item endorsed by the Municipal Manager:



Item noted by Portfolio Chairperson:



Annexure "A"

 KOUGA local municipality Good Governance through Service Excellence	Cape St Francis Hankey Humansdorp Jeffreys Bay Loris 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
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APPLICATION FOR MUNICIPAL LAND

APPLICATION TO PURCHASE/LEASE/CONSENT USE OF VACANT KOUGA MUNICIPAL LAND – INDIVIDUALS/PRIVATE

NAME: Victory4ALL Foundation Trust

ID NUMBER: JOHAN vos NV2863906

CONTACT DETAILS: JOHAN@VICTORY4ALL.COM

ERF/PROPERTY APPLYING FOR:

AREA: PELLSRUS

ERF NUMBER: Portion of ERF 238

ADDRESS: 18 GARNAL Street

PURPOSE OF APPLICATION:

4 Extra CLASSROOMS FOR Noah's Ark Pre-School

MOTIVATION:

To help and bless MORE children we like
to build 4 Extra CLASSROOMS between our
4 Foster homes AND our Noah's Ark Pre-School.

NAME: Johan Vos

SIGNATURE: _____

DATE: 18 March 2024

Annexure “B”

Zoning and property information:

Properties Incidents Assets Planning Projects Layers General Support My Profile

Land Parcel Information

238 of Pellurus
 Address: STREET UNKNOWN
 SG Number: C03400130000023800000
 Municipality: Kouga
 Township/Holding: Title Deed
 Suburb: Financials
 Pellurus (40017)
 Centroid: 34.06302280751125 24.919344607698687E
 Sectional Title: No
 Extent: 9.1289Ha
 Extent (SG): 9.1289Ha
 Extent (Title Deed): 800.0000DUM

Zoning: Financials/ UNDET
 Zoning: Kouga Municipality Land Use Scheme - Transport Zone 1
 Land Usage: Financials
 Ward: Financials
 Ward: Demarcation Board: Kouga 2
 Sources: Deeds Office, Surveyor General, Financials
 Effective:

Linked Documents

Name	Status	Type	Size	Sub Docs	Document Type	Date Modified
Projects/Standard Notifications/2018 General Valuation		Folder	1 item			05 Oct 2020 05:28:25
SG Images/Pellurus		Folder	1 item			05 Oct 2020 05:30:10

Document Preview

Comments

Tasks and Questions and eForms

Land Parcels for Incident

Title Deeds

Owner	Title Deed	Share	Purchased	Registered	Price (Alpha)	New No
Mun Kouga	T11937/1987	0.0000		20 Mar 1987	SECT 16	
Mun Kouga	T104618/2002	0.0000			TRANSFER BY ENDORSEMENT	

Financial Accounts

Account	Debtor	ID Number	Debtor Type	Owner Tenant
004000238076	Kouga Municipality (Jeffreys B		Departmental (DEPAR)	Owner (Kouga)

Properties

Unit	26 Digit Code	Owner(s) and Id(s)	Scheme	Scheme Number
0	C034001300000238000000000	Mun Kouga Mun Kouga		

Current Municipal Information

Valuation Date	Valuation Category	Valuation Category Tariff	Market Value	Extent





Section 14 comments by the Directorates

ERF	AREA	LAND USE SCHEME	BUILDING CONTROL	MANAGEMENT
A portion of Erf 238	Pellsrus – a portion of 9.1286Ha	Supported: On condition that all necessary town planning processes be undertaken to formalise and incorporate the road portion prior to the commencement of any further development.	Supported. Applicant to comply with Town Planning and service department requirements, before submitting a building plan for approval.	TP: No objection. All applicable processes must be followed. Appropriate land use rights must be obtained by the developer. HS: No objection ELECTRO: We support, and there is electricity service available. C&W: Supported, Water & Services available. There is no road development planned for the area. CS: No objection AS: Supported

				LS: Unsolicited bid. Land required to provide services (road)
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KOUGA MUNICIPALITY (EC 108)

ORDINARY COUNCIL MEETING
PLANNING & DEVELOPMENT
OPEN

DATE: 29 APRIL 2026

ITEM NO: **26/04/PD11**

REQUEST FOR COUNCIL'S APPROVAL TO RE-ADVERTISE: SELLING OF FARM 184 PORTION 1, HUMANSDORP RD (218 3343m²) AND REMAINDER OF FARM 182, HUMANSDORP RD (81 9073m²)

1. Introduction

The item seeks to apprise Council of the in-principle approval granted to dispose Portion 1 of Farm 184, Humansdorp RD (218 3343m²) and Remainder of Farm 182, Humansdorp RD (81 9073m²) in December 2017. The item further seeks Council's permission to readvertise the approval granted to dispose of the subject farm portions through a competitive process.

2. Background

On 19 December 2017, Council granted in-principle approval to dispose (sell) Portion 1 of Farm 184, Humansdorp RD, and Remainder of Farm 182, Humansdorp RD, through a competitive process (17/12/F12). Below is an extract of the 2017 Council resolution.

Farm 184 Portion 1 And Farm 182 Portion 0 Humansdorp Rd

- i) That the water quotas for the canals be verified to ensure that the alienation of this land will not influence the water supply.

Z:\Minutes\Council\2017 Council Minutes\Special Council\19 December 2017 - Special Council Meeting.docx

- ii) Should there be any water quota problems the water rights on the said properties will be withheld.
- iii) That the land be sold per the competitive bidding processes.
- iv) That notices be published calling for any objections.
- v) That it be confirmed that the land will not be required by the municipality for future development.

In 2018, the Council's intention to alienate the subject property was advertised for public comment, and no objections were received. However, this process was never finalized (Annexure A).

3. Discussion

The subject properties are currently zoned Agriculture under the Kouga Integrated Land Use Scheme. Both properties are mainly uneven, with mountains and rocky terrain, and some parts feature rocky rolling hills and many valleys. The portions in consideration are currently unfenced with no infrastructure or services. A report from the then Regional Land Claims Commissioner: Eastern Cape-Post Settlement Unit highlights that the land is not agriculturally viable and is only suitable for conservation (Annexure B).

Under the Municipal Spatial Development Framework, the subject property is earmarked for conservation. As it is outside the urban edge, only conservation use is recommended. In response to several requests, the municipality granted in-principle approval for conservation use. The intention to alienate was advertised in 2018 with no objections, but the process was not finalized. Given the time lapse since the resolution, it is recommended that the intention to alienate be re-advertised for public comment.

Section 14 comments to confirm the above resolution by Council was requested from departments, in compliance with Municipal Finance Management Act, 2003 (Act 56 of 2003) – Sections 14, 90 and 33 (MFMA) (Annexure C). The proposal was supported by all relevant departments.

The Gamtoos Water Board was also consulted regarding water rights and confirmed that there are none on the two properties.

4. Financial Implications

Completed by BTO -	Not applicable
Project Description	
Ukey no.	
Budgeted Amount	
Amount spent and committed to date	
Amount Available	
Comment	All administrative costs for consolidations, transfers, valuations, etc. will be for the Applicant.

5. Applicable Legislation

Municipal Finance Management Act No. 56 of 2003

Municipal Asset Transfer Regulations, 2008

Spatial Planning and Land Use Management Act No. 13 of 2013

Kouga, Spatial Planning and Land Use Management By-law, 2016

Policy on the Disposal and Leasing of Council Owned Immovable Property, 26 June 2025

6. **Legal Implications**

Should Council approve the recommendations herein, the Accounting Officer shall be authorized to advertise Council's intention to alienate the immovable property, for public comment and/or objections.

7. **Other Implications**

None

8. **Comments by Directorates:**

8.1 **Chief Financial Officer:**

Report noted

8.2 **Director: Planning & Development**

Recommendation supported

8.3 **Director: Civil & Water Services**

Item noted.

8.4 **Director: Electro-Mechanical Services**

Item noted.

8.5 **Director: Community Services**

Item noted.

8.6 **Deputy Municipal Manager**

Noted.

8.7 **Municipal Manager**

Noted.

9. **Delegated Authority**

Council

10. **Recommendations**

- 10.1 That Council notes the 19 December 2017 in-principle approval granted to alienate Portion 1 of Farm 184, Humansdorp RD (218 3343m²) and the Reminder of Farm 182, Humansdorp RD (81 9073m²) through a competitive process.

- 10.2 That Council authorizes the Accounting Officer to readvertise the properties contemplated in 10.1 for public comment and/or objections.
- 10.3 That Council confirms that Portion 1 of Farm 184, Humansdorp RD and Remainder of Farm 182, Humansdorp RD are not needed to provide the minimum level of basic municipal services.
- 10.4 That Council grant authorization to the Accounting Officer to obtain market related valuations for the subject properties.

Item prepared by: The Manager Land & Property Administration



Item approved by the: Director Planning & Development



Item endorsed by the Municipal Manager:



Item noted by Portfolio Chairperson:



Annexure "A"

126 / 176



KOUGA

 LOCAL MUNICIPALITY

KOUGA MUNICIPALITY (EC108)

NOTICE NO. 09/2018

PUBLIC INVITATION FOR COMMENTS/INPUTS TO THE INTENDED

ALIENATION / LEASE/CONSENT USE/DONATION OF MUNICIPAL LAND

Notice is hereby given that at a Council Meeting held on 19 December 2017 (RESOLUTION 17/12/F12) the Council resolved to call for public input for objections on the lease/rental and alienation of immovable assets and granting of consent use of the below-mentioned erven at fair market related rental as indicated in the Municipal Finance Management Act:

Disposal of Land

- ERF 589 - Oyster Bay
- ERF 554 - St Francis
- ERF 346 - Humansdorp
- ERF 2078, 2079, 2081, 2082, 3296 and 3297 - Humansdorp
- ERF 275 - Humansdorp
- ERF 4587, 4588 - Kruisfontein School
- ERF 190 - Pellsrus Pre-Primary School
- ERF 8813 - Jeffreys Bay School
- ERF 184 - Portion 1, Farm 182 Humansdorp RD, Portion 0, Farm 182, Humansdorp RD - Gamtoos - Farming
- ERF 2082, 3296, 3297 - Humansdorp
- ERF 374 - Portion 4 Farm Zwartbosch (Portion of portion 4) - Humansdorp

Lease/Rental

- ERF 8783 - Jeffreys Bay - Business
- Farm Geelhoutboom ERF 169 - Portion 2 & 4 - Farming
- ERF 17 (Portion) - Hankey

Residential

- ERF 2337 - Sea Vista
- ERF 1324 - Kwanomzamo

Community Project

- ERF 1245 - Pellsrus

Consent Land Use

- ERF 5465 - Jeffreys Bay - Farming
- ERF 697 - Humansdorp - Community Development Program

Deed Of Donation

- ERF 620 - Oyster Bay - Dept. Of Education
- ERF 1325 - Kwanomzamo - Dept. Of Education
- ERF 2253 - Hankey - Dept. Of Education
- ERF 347 - Patensie - Dept. Of Education
- ERF 560 - Pellsrus - Dept. Of Education
- ERF 346 - Portion 4 - Humansdorp - Dept. Of Education
- ERF 5059, 2306 - Kruisfontein - Dept. Of Education
- ERF 8813 - Jeffreys Bay School

Members of the public or interested parties are hereby invited to submit comments/inputs to the intention of the municipality to lease municipal land to the Municipal Manager, 33 Da Gama Road, Jeffreys Bay on or before Thursday, 01 February 2018.

C. DUPLESSIS
MUNICIPAL MANAGER

PO Box 21
 JEFFREYS BAY
 6330

Annexure "B"



COMMISSION ON RESTITUTION OF LAND RIGHTS
IKHOMISHANA YOKUBUYISELA
KWAMALUNGELO OMHLABA
KHOMISHINI E MABAPI LE PUSETSO YA
DITSHWANELO TSA MAFATSHE
KOMMISSIE OP HERSTEL VAN GRONDREGTE

Enquiries : V.N. Daniel

24 November 2004

Van den Bosch & Rousseau
 P. O. Box 1021
 SCOTTBURGH

Dear Sirs

B & G V van Nikkelen – Kuiper

I hereby acknowledge receipt of your correspondence dated 5 October regards above mentioned matter.

Please be advised that after a site inspection of the land, an official from our Post Settlement Planning Unit recommended that soil analysis be conducted on the land. The soil analysis was conducted by the Department of Agriculture and the report we got was that the land will not be productive, but is only suitable for conservation.

Because of those reasons we were forced to look at other options like finding alternative land for the claimants as we could not restore them to arable land.

Due to circumstances beyond my control I have been unable to update you on these developments, and I apologise for that. The Katoo family will have to leave the premises to enable you to do as you please with your land. This office will communicate the news to the family.

Assuring you of our co-operation at all times.

Yours faithfully

REGIONAL LAND CLAIMS COMMISSIONER : EASTERN CAPE
DATE :

P.O. BOX 1375, EAST LONDON, 5200 TEL: (043) 743 3824 FAX: (043) 743 3687

Annexure "C"

Section 14 comments

ERF	AREA	LAND USE SCHEME	BUILDING CONTROL	MANAGEMENT
Remainder of Farm 182 and Portion of Farm 184, Humansdorp RD Zoned: Agriculture	81,9073ha 218,3343ha	Supported: As proposed use is in line with the zoning.	Supported. Applicant to comply with Town Planning and service department requirements.	HS: Supported C&W: Supported, no infrastructure or boreholes on the properties. CS: Supported AS: Supported LS: Was on tender but Section 14 comments needed. All Departments: Support that the properties be disposed of through competitive process

Zoning and property information:

Land Parcel

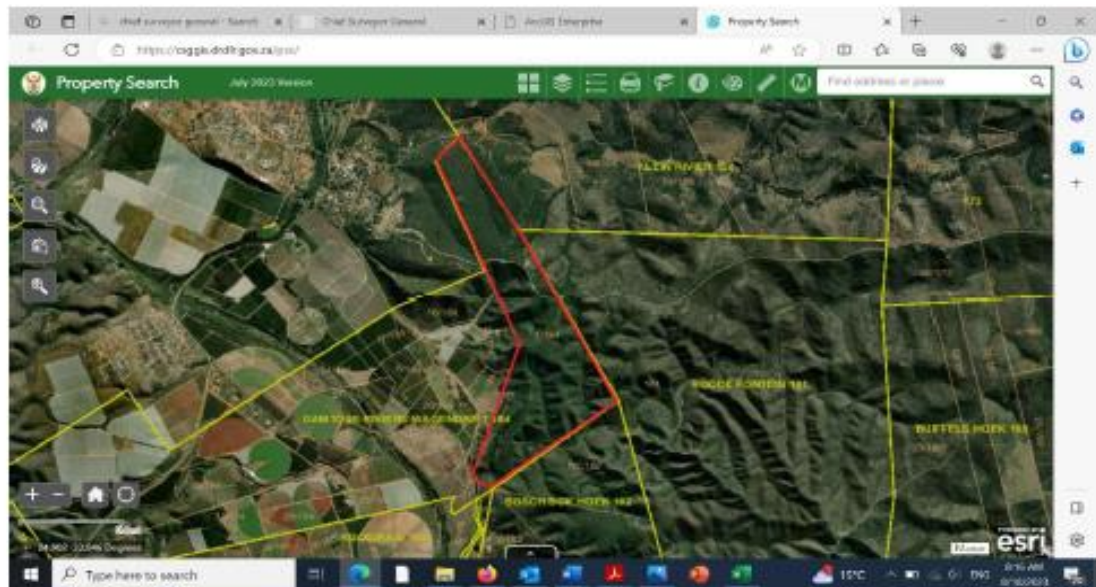
24 May 2023 14:10

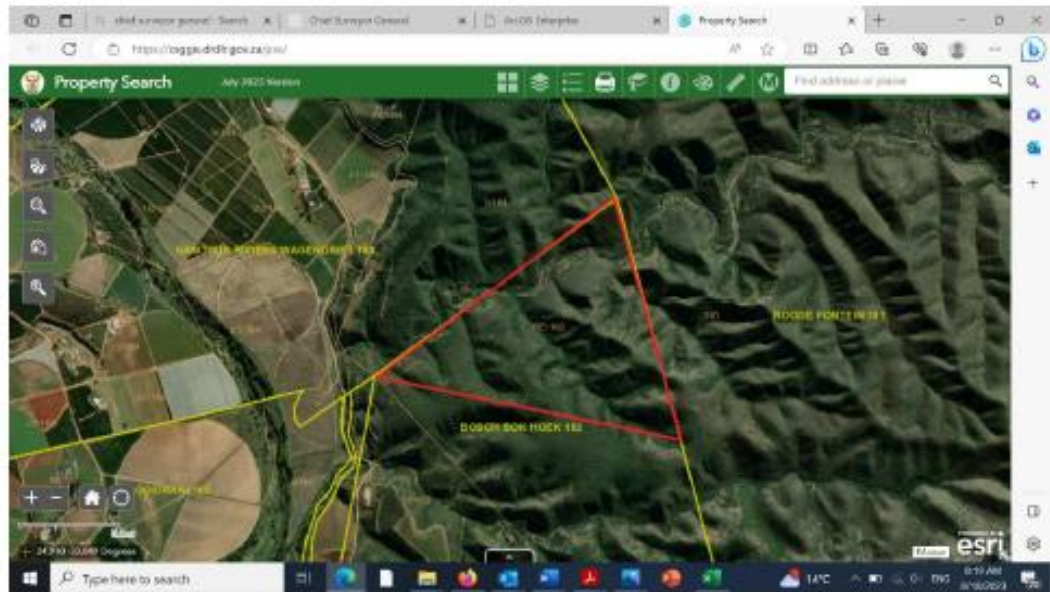
Erf	182 of Humansdorp RD		Zoning: Financials		AGRIC	
Address	Human Street (		Zoning		Kouga Municipality Land Use Scheme - Agriculture Zone	
SG Number	C03400000000018200000		Land Usage: Financials			
Municipality	Kouga					
Township/Holding: Title Deed	Twin Valley		Ward: Financials		Kouga 13	
Suburb: Financials	Humansdorp Rural District (90001)		Ward: Demarcation Board		Kouga 7	
Centroid	33.87069395032578S 24.907770356258332E		Sources		Deeds Office, Surveyor General, Financials	
Sectional Title	No					
Farm Name	BOSCH BOK HOEK		Effective			
Extent	81.9073Ha					
Extent (SG)	371.4487Ha					
Extent (Title Deed)	81.9073 H					
Title Deeds						
Owner	Title Deed	Share	Purchased	Registered	Price (Alpha)	New No
Mun Kouga	T21945/1966	0.0000		20 Oct 1966	R	
Mun Hankey	T21945/1966	0.0000		20 Oct 1966		
Oorgangsaad-Hankey	T21945/1966	0.0000		20 Oct 1966	END	T51703/2001
Mun Hankey T5939/1986 Nil	T21945/1966	0.0000		20 Oct 1966		T60812/1995
Financial Accounts						
Account	Debtor		ID Number	Debtor Type		Owner Tenant
009030182100	Kouga Municipality (Humansdorp)			Departmental (DEPAR)		Owner (Kouga)
Properties						
Unit	26 Digit Code	Owner(s) and Id(s)		Scheme		Scheme Number
0	C03400000000018200 00000000	Mun Kouga				
Current Municipal Information						
Valuation Date	Valuation Category	Valuation Category Tariff	Land Value	Improvements Value	Land Area	Improvements Area
		Type MUN	290000	0	819073	0
Valuations and Surveys						
Project	Category / Usage		H Area	P Status / C	Current Value	
2013 - 2018_DDP Valuation Roll as Printed	2d-01 (Farm-Agricultural) (Kouga)		Unknown	Valued	286,700.00	
2018 General Valuation	MUNICIPAL PROPERTY (GV2018)		Unknown	Valued	290,000.00	

Land Parcel

24 May 2023 14:11

Erf	184 of Humansdorp RD (Portion 1)		Zoning: Financials		AGRIC	
Address	Human Street		Zoning		Kouga Municipality Land Use Scheme - Agriculture Zone	
SG Number	C03400000000018400001		Land Usage: Financials			
Municipality	Kouga		Ward: Financials			
Township/Holding: Title Deed	Humansdorp RD		Ward: Demarcation Board		Kouga 7	
Suburb: Financials	Humansdorp Rural District (90001)		Sources		Deeds Office, Surveyor General, Financials	
Centroid	33.84720775582009S 24.90082074077402E		Effective			
Sectional Title	No					
Farm Name	GAMTOUS RIVIERS WAGENDRIFT					
Extent	218.3343Ha					
Extent (SG)	200.9368Ha					
Extent (Title Deed)	218.3343 H					
Title Deeds						
Owner	Title Deed	Share	Purchased	Registered	Price (Alpha)	New No
Mun Kouga	T21945/1966	0.0000		20 Oct 1966	R	
Mun Hankey	T21945/1966	0.0000		20 Oct 1966		
Oorgangsaad-Hankey	T21945/1966	0.0000		20 Oct 1966	END	T51703/2001
Mun Hankey T5939/86 Nil	T21945/1966	0.0000		20 Oct 1966		T60812/1995
Financial Accounts						
Account	Debtor	ID Number	Debtor Type	Owner Tenant		
009030184009	Kouga Municipality (Humansdorp)		Departmental (DEPAR)	Owner (Kouga)		
Properties						
Unit	26 Digit Code	Owner(s) and Id(s)	Scheme		Scheme Number	
0	C0340000000001840001000000	Mun Kouga				
Current Municipal Information						
Valuation Date	Valuation Category	Valuation Category Tariff	Land Value	Improvements Value	Land Area	Improvements Area
		Type MUN	830000	0	2183343	0
Valuations and Surveys						
Project	Category / Usage		H Area	P Status / C	Current Value	
Original Values before 2008 GV (Samras 1 Jun 2009)	Unknown (As Per MPRA)		Unknown	Valued	220,000.00	
2013 - 2018 DDP Valuation Roll as Printed	2d-01 (Farm-Agricultural) (Kouga)		Unknown	Valued	764,000.00	
2018 General Valuation	AGRICULTURAL PROPERTIES (GV2018)		Unknown	Valued	830,000.00	
SV4 (2018-2023)	MUNICIPAL PROPERTY (GV2018)		Unknown	Valued	830,000.00	





NONE



KOUGA MUNICIPALITY (EC 108)

ORDINARY COUNCIL MEETING

PLANNING & DEVELOPMENT

OPEN

DATE: 29 APRIL 2026

ITEM NO: **26/04/PD12**

SALE OF A PORTION OF ERF 499, HUMANSDORP

1. Introduction

The purpose of this item is to request Council's final approval for the alienation (sale) of a portion of Erf 499 situated in Humansdorp.

2. Background

On 27 October 2023, Council approved a long-term lease of the subject property to CD Freight Logistics (Pty) Ltd for industrial use. CD Freight Logistics (Pty) Ltd currently has an existing long-term lease agreement with the Municipality for the above portion of Erf 499, measuring approximately 10 hectares. The development has not commenced, as the applicant (and current Lessee) is awaiting the outcome of the environmental impact assessment in respect of the intended use of the immovable property.

On 11 December 2025, Council granted in-principle approval for the alienation of the immovable property and authorized the advertisement of Council's intent for comments and/or objections.

Notice 14/2026 was placed on 22 January 2026; no public objections were received. **See Annexure "B"**

3. Discussion

In September 2025, CD Freight Logistics (Pty) Ltd submitted a revised application to acquire 5 hectares for a storage facility. See Annexure "A".

On 19 September 2025, the applicant received letters of intent from established clients to use the proposed facility. ****See Annexure "B"**. However, the applicant confirmed that the funding for the proposed facility is contingent on his obtaining full ownership of the property. The subject property was identified due to its proximity to surrounding developments and the access to the N2. The proposal is in line with the envisaged Humansdorp Eco Industrial Park, located on Erf 499, Humansdorp. The intended development will contribute positively to the economic growth of the Humansdorp Area.

Section 14 comments have been obtained from service departments and are attached as an Annexure "C".

The department obtained a market-related valuation of the property, which is attached as Annexure "D".

4. Financial Implications

Completed by BTO -	N/A
Project Description	
Ukey no.	
Budgeted Amount	
Amount spent and committed to date	
Amount Available	
Comment	

5. Applicable Legislation

Municipal Finance Management Act No. 56 of 2003
Municipal Asset Transfer Regulations, 2008
Spatial Planning and Land Use Management Act No. 13 of 2013
Kouga, Spatial Planning and Land Use Management By-law, 2016
Policy on the Disposal and Leasing of Council Owned Immovable Property, 26 June 2025

6. Legal Implications

Should the Council approve the recommendations below, the Accounting Officer may proceed with the implementation of the approved method of disposal.
Should Council alienate the subject property, the purchaser/successful bidder must be informed of the existing lease agreement, as the principle of '*huur gaan voor koop*' will be applicable, unless the Lease Agreement is cancelled prior to the intended alienation.

7. Other Implications

None

8. Comments by Directorates:

8.1 Chief Financial Officer:

Report noted

8.2 Director: Planning & Development

Recommendation supported.

8.3 Director: Civil & Water Services

Item noted.

8.4 Director: Electro-Mechanical Services

Item noted.

8.5 Director: Community Services

Item noted.

8.6 Deputy Municipal Manager

Noted.

8.7 Municipal Manager

Noted.

9. Delegated Authority

Council

10. Recommendations

- 10.1 That Council grant final approval for the alienation (sale) of a portion of Erf 499, Humansdorp through a competitive bidding process.
- 10.2 That Council notes that no comments and/or objections were received for the intended sale of the subject portion of Erf 499, Humansdorp.
- 10.3 That the property may only be used for industrial purposes in line with the proposed Humansdorp Industrial Hub.
- 10.4 The Council confirms that the immovable property contemplated herein is not needed for the provision of the minimum level of basic municipal services.
- 10.5 That Council accepts the obtained market-related valuation of R1,540 000.00 in line with Section 14(2) of the Municipal Finance Management Act.
- 10.6 That Council authorises the Accounting Officer to enter into a Deed of Sale with the successful bidder.

Item prepared by the: The Manager: Land & Property Administration

Item approved by the: Director Planning & Development

Item endorsed by the Municipal Manager:

Item noted by Portfolio Chairperson:






Annexure "A"



Cape St Francis
Hantkey
Humansdorp
Jeffreys Bay
Lorrie
Oyster Bay
Patensie
St Francis Bay
Thomhill

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

APPLICATION FOR MUNICIPAL LAND

APPLICATION TO PURCHASE/LEASE/CONSENT USE OF VACANT KOUGA MUNICIPAL LAND –
INDIVIDUALS/PRIVATE

NAME: CD FREIGHT LOGISTICS (PTY) LTD

ID NUMBER: 202^{NP} 2014/281267/07

CONTACT DETAILS: 082 611 8481

ERF/PROPERTY APPLYING FOR:

AREA: KOUGA FIRE STATION HUMANSDORP

ERF NUMBER: 499

ADDRESS: HUMANSDORP

PURPOSE OF APPLICATION:

TO DEVELOP A MULTIFUNCTIONAL INDUSTRIAL
BUSINESS FACILITY

MOTIVATION:

* TO CREATE JOB OPPORTUNITIES FOR THE LOCAL
COMMUNITY

* THIS PROJECT WILL PROVIDE 50 000 PERMANENT JOBS
WITH A FURTHER 100 SEASONAL EMPLOYMENT OPPORTUNITIES

* AFTER COMPLETION OF THE FACILITY, THE MUNICIPALITY WILL BENEFIT
FROM THE RATES AND TAXES THAT WILL BE PAID BY THE COMPANY.

NAME: CLAYTON DAMONS

SIGNATURE:

DATE: 17-09-2025

Properties Incidents Assets Planning Projects Layers General Support Logout

View: Background: **OVVio**

Active Layer: Action:



Land Parcel

Erf 2084 of Humansdorp
 Address Unknown
 SG Number C034000500002084000
 00
 Municipality Kouga
 Township/Holding: Title Deed Humansdorp
 Suburb: Financials Humansdorp (30003)
 Extent 6967sqm
 Title Deed T11158/2013
 Owners Mun Kouga
 Registered 7 Mar 2013
 Price 0.00
 Municipal Value 1,900,000.00
 Latest Valuation 1,900,000.00
 Valuation Category MUNICIPAL PROPERTY
 H Area Unknown

Scale = 1 : 8333

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Land Parcel

21 Oct 2025 00:07

Erf		499 of Humansdorp		Zoning: Financials		AGRIC	
Address		Unknown		Zoning		Kouga Municipality Land Use Scheme - Authority Zone	
SG Number		C03400050000049900000		Land Usage: Financials			
Municipality		Kouga		Ward: Financials			
Township/Holding: Title Deed		Humansdorp		Ward: Demarcation Board		Kouga 15	
Suburb: Financials		Humansdorp (30003)		Sources		Deeds Office, Surveyor General, Financials	
Centroid		34.01806978701065S 24.78194676277873E		Effective			
Sectional Title		No					
Extent		376.3013Ha					
Extent (SG)		368.5911Ha					
Extent (Title Deed)		376.3013H					
Comments							
Status	Comment		Type	User Name	Date Made	Date Edited	
	Title Deed search from WinDeed requested by regardt.			regardt (Regardt van Vuuren)	14 Feb 2017 14:54		
	HD1/499 booked out to Estelle		Files	estellevdm (Estelle van der Merwe)	10 Dec 2013 08:35		
Land Parcels for Incident							
Incident							
I22-11260 (Buildings: Corporate Services) Humansdorp Fire Department							
I22-13568 (Sewer) Sewer Blocked							
Title Deeds							
Owner		Title Deed	Share	Purchased	Registered	Price (Alpha)	New No
Mun Kouga		T5522/1902	0.0000		6 Jun 1902	SECT 16	
Mun Kouga		T74868/2008	0.0000			TRANSFER BY ENDORSEMENT	
Mun Humansdorp		T5522/1902	0.0000			Unknown	T36874/1995
Oorgangsraad-Humansdorp		T5522/1902	0.0000			SECT 16	T74868/2008
Financial Accounts							
Account		Debtor		ID Number	Debtor Type		Owner Tenant
003000499016		Kouga Municipality			Departmental (DEPAR)		Owner (Kouga)
003000499195		Hiver Solar South Africa (Pty)			Email Accounts (EMAIL)		Tenant (Kouga)
003088888236		Eastern Cape Parkes & Tourism			State (S)		Tenant (Kouga)
Properties							
Unit	26 Digit Code	Owner(s) and Id(s)		Scheme		Scheme Number	
0	C034000500000499000000000	Mun Kouga Mun Kouga					
Valuations and Surveys							
Project		Category / Usage		H Area	Status	Review Status	Current Value
Interim Valuation 2011-01		Unknown (As Per MPRA)		Unknown	Valued		4,807,000.00
2008 GV (from TruVal data)		Sect 8(2)(h) - Municipal (As Per MPRA)		CENTRAL	Valued		4,810,000.00
2013 - 2018_DDP Valuation Roll as Printed		2h-04 (Municipal-Public Roads) (Kouga)		Unknown	Valued		3,400,000.00
2018 General Valuation		MUNICIPAL PROPERTY (GV2018)		Unknown	Valued		3,800,000.00
2023 General Valuation		MUNICIPAL PROPERTIES 2023 (2023 General Valuation)		Unknown	Valued		4,140,000.00

ANNEXURE B



Reg. No. 1988/002068/07
 9 Kudu Drive, PO Box 4, Humansdorp, 6300
 Tel: +27 42 200 3400 | Fax: +27 42 291 0940
 www.woodlandsdairy.co.za | www.firstchoice.co.za

Woodlands Dairy is
 the proud producer of
 First Choice®
 products.

19 September 2025

To: The Management: CD Freight Logistics (PTY) Ltd

Subject: Letter of Intent – External Storage for UHT Milk Volumes and Packaging Material

Dear Sir/Madam,

We hereby submit this Letter of Intent on behalf of Woodlands Dairy to formally express our interest in engaging CD Freight Logistics (PTY) Ltd as a potential provider of external storage facilities for our peak overflow volumes of UHT milk.

In light of seasonal production surges and variable market demand, Woodlands Dairy has identified a strategic need for supplementary storage capacity beyond our existing infrastructure. Accordingly, we are seeking a reputable logistics partner capable of offering compliant, secure, and scalable storage solutions to support our operational continuity.

Should CD Freight Logistics (PTY) Ltd be in a position to offer such facilities, Woodlands Dairy intends to commence utilization of the proposed storage services effective 01 August 2026, with the arrangement continuing indefinitely, subject to mutual agreement and satisfactory performance.

To facilitate further evaluation and planning, we respectfully request that CD Freight Logistics (PTY) Ltd submit a formal proposal detailing the following:

- Available storage capacity and facility specifications
- Location and logistical accessibility
- Compliance with food safety and quality assurance standards
- Pricing structure and contractual terms
- Any ancillary services offered (e.g. inventory management, transportation support)

Please note that this Letter of Intent is non-binding and does not constitute a contractual commitment or obligation on the part of Woodlands Dairy. It is intended solely to communicate our interest and initiate discussions regarding the potential engagement.

We trust that CD Freight FULL NAME !!! will give due consideration to this request and we look forward to your proposal and the opportunity to engage in further discussions.

Best regards,


 LOYISO SIMON
 GM: Logistics - Woodlands Dairy



Date: 19 September 2025

To:

Mr. Clayton Damons
CD Freight Logistics (Pty) Ltd
17 Koning Street
Jeffreys Bay
6330

Commitment to Cold Storage Capacity

Dear Mr. Damons,

Endulini Fruit (Pty) Ltd hereby confirms its commitment to utilize the cold storage facility to be constructed by CD Freight Logistics (Pty) Ltd near Humansdorp.

As part of this commitment, Endulini Fruit secures capacity for **8,000 pallets of citrus per season**, starting from the 2026 **after** the commencement of the facility's operations, for a period of ten (10) years.

This commitment is necessary to support the continued growth of Endulini Fruit and to ensure that we have adequate and reliable cold storage capacity for our product during each citrus season.

We hereby authorize CD Freight Logistics (Pty) Ltd to prepare and finalize the formal contract reflecting these terms for signature by both parties.

We are grateful for the opportunity to work together in this long-term partnership that will strengthen the citrus value chain in the region.

Yours faithfully,

For and on behalf of Endulini Fruit (Pty) Ltd

ANNEXURE "C"

Section 14

ERF	ZONING	LAND USE	SPATIAL DEV	DEPARTMENTS
Portion of erf 499, Humansdorp	Agriculture Zone	Supported, Although the specific area under application is not clearly reflected in the application, it was conveyed by the Land and Properties Department that it is immediately east for R330 and positioned immediately north of the Fire Station in Humansdorp.	Supported = Subject to rezoning and subdivision	Environmental: Supported, on condition of the applicant to indicate the proposed area on Erf 499. Applicant to also indicate type of industrial business to be developed. Listed activities may be triggered. Assets Department: Supported, on condition that all legislation be complied with. Building Control: Supported on condition that applicant to comply with Town Planning & Service departments requirements before submitting building plan to Building Control for approval. Electrical Department: The application is supported. The applicant must visit or contact the Electrical Department to confirm the required NMD so that the Municipality can verify the point of supply and available spare capacity. The applicant's electrical engineer

				will be required to submit an engineering report. Applicable augmentation fees will apply.
--	--	--	--	--



KOUGA
local municipality
Good Governance Through Service Excellence

NOTICE
N0:15/2026

PUBLIC PARTICIPATION NOTICE

PUBLIC INVITATION FOR COMMENTS AND OBJECTIONS TO THE COUNCIL'S INTENDED ALIENATION (SALE) OF A PORTION OF ERF 499 HUMANSDORP

Notice is hereby given that at a Council Meeting held on 11 December 2025 (RESOLUTION 25/12/PD3), the Council resolved to call for public comments and objections on the intended the alienation (sale) of a portion of Erf 499, Humansdorp to CD Freight Logistics (Pty) Ltd. for the development of a Multifunctional Storage Industrial Business Facility, in accordance with all applicable Legislation and the Municipal Policy and Procedures of Immovable Assets:

Land Earmarked for Alienation (Sale)

A PORTION OF ERF 499 HUMANSDORP

Members of the public or interested parties are hereby invited to submit comments and objections, on the intention of the municipality to alienate municipal land by means of sale in writing to the Municipal Manager, 33 Da Gama Road, Jeffreys Bay, jreed@kouga.gov.za within 30 days from date of notice.

Further particulars are available for inspection at the office of the Directorate Planning and Development: Municipal Offices, 16 Woltemade Street, Jeffreys Bay. Contact: Mr. S. Grootboom: 0422002168

Mr. D de JAGER - DEPUTY MUNICIPAL MANAGER

10718

Annexure "D"



Clive Errol Francis T/A CEF Valuations

VALUATION CERTIFICATE

**FIXED PROPERTY: PORTION OF ERF 499 HUMANSDORP, EASTERN CAPE PROVINCE (50 000 m²)
(AGRICULTURE WITH DEVELOPMENT POTENTIAL)**

My client, Marius Gysman, on behalf of the Kouga Municipality, has requested a 1-Page Certificate of the **Present Market Value** of the subject property.



Market Value

Market Value can be defined as the estimated amount for which a property should exchange on the date of valuation between a willing buyer and a willing seller in an arm's length transaction after proper marketing wherein the parties had each acted knowledgeably, prudently and without compulsion.
(international definition – ivsc)

Taking into account all the aspects of the subject property the Market Value is concluded at:

R1 540 000 (One Million Five Hundred and Forty Thousand Rand) – Land Value Only

I the undersigned, Clive Errol Francis, consider this valuation to be a true reflection and a fair assessment of the subject property as at the effective date of valuation.

.....


Clive Errol Francis (SACPVP Reg. No. 5181/3)

Professional Associated Valuer

ND: Real Estate: Property Valuation

16/03/2026

Caveats

This one-page valuation certificate has been prepared on the basis that full disclosure of all information and factors, which may affect the valuation should have been made available to ourselves and we cannot accept any liability or responsibility whatsoever for the valuation if any information was withheld.

We have assumed that the property and its value are unaffected by any statutory notice, and that neither the property nor its condition, current use or intended use, is or will be unlawful.

I, Clive Errol Francis have no interest in this property or any other properties which would affect the statements or values contained in this valuation report. All figures quoted are exclusive of Value Added Tax.

REPORTS BY THE CHAIRPERSON: COMMUNITY & SAFETY SERVICES



KOUGA MUNICIPALITY (EC 108)
 ORDINARY COUNCIL MEETING
 COMMUNITY AND SAFETY
 SERVICES
 OPEN
 DATE: 29 APRIL 2026
 ITEM NO: **26/04/CSS2**

REVIEW AND UPDATE OF KOUGA LOCAL MUNICIPALITY DISASTER MANAGEMENT PLAN

1. Introduction

This report aims to inform the Council on the process of reviewing and updating the Kouga Local Municipality Disaster Management Plan.

2. Background

In terms of Regulation 53 of the Disaster Management Plan for Municipal areas under Chapter 5 of the Disaster Management Act 57 of 2002, each municipality must, within the applicable Municipal Disaster Management Framework, regularly review and update its plan, and through appropriate mechanism, processes and procedures established in terms of Chapter 4 of the Local Government Municipal Systems Act, 2000 (Act No. 32 of 2000) consult the local community on the preparation or amendment of its Plan.

The objective of the Disaster Management plan is to promote and sustain an integrated and coordinated approach to Disaster Management by:

- Preventing and reducing risk and vulnerability
- Mitigating disaster severity
- Ensure emergency preparedness
- Promoting rapid and effective response
- Ensuring the provision of relief and implementing rehabilitation
- Reconstruction measures consistently ensure a developmental focus to give effect to applicable legislation

3. Discussion

The current Kouga Local Municipality Disaster Management Plan was made available on public platforms from 07th of September to the 08th October 2025, to allow members of the public and relevant stakeholders to provide input and comments.

The yellow-highlighted text represents the incorporated inputs by the Disaster Official.

See Annexures below:

- Annexure A: Disaster Management Plan(attached)
- Annexure B: SOP for Disaster Response

- Annexure C: Disaster Management Education, Training, and Awareness Plan
- Annexure D: Disaster Management Communication Plan

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**

Disaster Management Act 57 of 2002
Local Government Municipal Systems Act 32 of 2000, as amended

6. **Legal Implications**

None

7. **Other Implications**

None.

8. **Comments by Directorates:**

8.1 **Chief Financial Officer:**

Noted

8.2 **Director: Planning & Development**

Noted

8.3 **Director: Civil & Water Services**

Item noted.

8.4 **Director: Electro-Mechanical Services**

Noted

8.5 **Director: Community Services**

Item supported.

8.6 **Deputy Municipal Manager**

Noted

8.7 **Municipal Manager**

Noted.

9. **Delegated Authority**

Council

10. **Recommendations**

- 10.1 That the report on the Review & Update of the Kouga Local Municipality Disaster Management Plan be noted.

Item prepared by the Manager, Fire & Disaster



Item approved by the Director of Community Services



Item endorsed by the Municipal Manager:



Item noted by Portfolio Chairperson:



Kouga Local Municipality



Disaster Management Plan

2025/26

Plan Number:	Date of Approval:
Date of Effect:	Date of Approval:

FOREWORD

This plan was developed to comply with the legislative requirements as contemplated in the Disaster Management Act, No 57 of 2002, Disaster Management Amendment Act, No 16 of 2015, and The Policy Framework for Disaster Risk Management, 2005.

This plan gives effect to the fundamental requirements of the Disaster Management Act. It focuses on providing a coordinated and integrated approach to Disaster Management that focuses on preventing or reducing disaster risk and facilitating emergency preparedness to rapidly and effectively respond to disasters.

The focus of Disaster Management is to create a safe and secure environment where the lives and property of people are the central priority.

The purpose of this plan is to give effect to the responsibilities assigned to municipalities in Chapter 5 of the Disaster Management Act.

STATEMENT OF COMMITMENT BY THE EXECUTIVE MAYOR OF THE SARAH BAARTMAN DISTRICT MUNICIPALITY



Sarah Baartman Executive Mayor: Cllr Deon De Vos

Whilst hazards are inevitable, and the elimination of all risks impossible, there are many technical measures, traditional practices, and public experiences that can reduce the extent or severity of economic, environmental, and social disasters." South Africa is susceptible to a range of hazards, both natural and technological, which can impact significantly on national and municipal development strategies and initiatives.

The sustainability of such initiatives will therefore depend very much on how successfully risks associated with these hazards can be managed. This Disaster Management Plan has been developed by the Sarah Baartman District Municipality Disaster Management Centre, with significant input from the Sarah Baartman District Municipality Disaster Management Advisory Forum. The plan provides a framework through which holistic and comprehensive risk management can be undertaken within the Sarah Baartman District.

The focus, as required by the Disaster Management Act, 2002, and within the legislated disaster management framework, is on minimizing the effects of hazards on local communities by ensuring a co-ordinated effort in risk management within the Sarah Baartman District utilizing partnerships of Provincial Government, District and Local Municipalities, and non-governmental bodies with responsibility or capacity in disaster risk management and emergency response.

The Plan outlines the national disaster management framework. The plan further identifies the risk environment for Sarah Baartman District and outlines the key institutional and programming components relative to effective risk management and emergency response. The Plan is not designed to usurp the incident management responsibilities of the various emergency services or other organizations within the community that respond to events that fall within their normal daily activities. Instead, the plan is designed to enhance the capacity of the emergency services to plan for and respond to emergencies more effectively.

This is achieved through the combined processes of hazard and risk analysis, which provides more realistic base information upon which to frame operational plans and procedures. The Plan is a dynamic document that may be extended in the future to incorporate any additional risk treatment options as they are identified following formal hazard and risk analysis. The Plan will also be amended in line with changes in the legislation and current best practices, and to reflect lessons learned from the impact of hazards and other disaster situations that may arise.

Honourable Mayor

STATEMENT OF COMMITMENT BY THE EXECUTIVE MAYOR OF THE KOUGA LOCAL MUNICIPALITY



Kouga Executive Mayor: Cllr Hattingh Bornman

Municipalities play a key role in bringing together stakeholders to prevent and manage potential disasters that may befall a region, including minimising the impact a disaster may have on the socio-economic welfare of communities.

To this end, Kouga Municipality has compiled the following Disaster Management Plan (DMP), aimed at promoting an integrated and coordinated system of disaster management for the region, with special emphasis on prevention and mitigation by all role-players.

The Kouga region has not been alien to disasters, be it the COVID-19 pandemic, drought, floods, run-away fires, or rising sea levels threatening coastal properties and infrastructure.

With climate change expected to increase the frequency and intensity of extreme weather-related occurrences, it is now more important than ever that we stand and act together to keep Kouga safe, serviced, and growing.

The political leadership of the institution is fully committed to ensuring a responsive, accountable, efficient, and effective system of disaster management.

Various partnerships are already in place to help reduce the risk of disasters happening and to build the resilience of communities. On behalf of the Kouga Council, I wish to thank each one of these community, business, and government partners for recognising the importance of collective action.

I further wish to thank our Disaster Management officials for facilitating the compilation of this plan. Studies have shown that effective disaster management is critical in ensuring sustained service delivery. The DMP will, therefore, also form an integral part of the municipality's Integrated Development Plan (IDP) going forward.

Honourable Executive Mayor

STATEMENT OF COMMITMENT BY THE KOUGA LOCAL MUNICIPALITY'S MUNICIPAL MANAGER



Kouga Municipal Manager : Charl Du Plessis

Kouga Local Municipality herewith presents its Disaster Management Plan (DMP) in compliance with Section 53 of the Disaster Management Act, 2002 (Act No. 57 of 2002, DM Act). The Disaster Management Act requires our municipality to prepare a disaster management plan for its area according to the predominant disaster risks affecting the area and such a plan must form an integral part of the municipality's Integrated Development Plan.

Kouga Municipality recognizes the importance of providing services in an efficient and sustainable manner. Studies and observed practical evidence have demonstrated that Disaster Risk Reduction (DRR) is a critical contributor in ensuring sustained service delivery, as it plays a key role in safeguarding lives and infrastructure.

The effects of changes in climate and weather patterns call for a closer relationship between risk reduction, development, and management programs. Within this context, in line with our government's outcomes approach to service delivery and development, our Municipality has committed to ensuring a responsive, accountable, effective, and efficient system of disaster management.

This Plan thus seeks to promote an integrated and coordinated system of disaster management with special emphasis on prevention and mitigation by all role players involved in disaster management and communities.

Disaster Risk Management is and will always be everybody's business. We all have a role to play in the reduction of its effects. I commend this Plan and appreciate the efforts of all involved in shaping robust communities in our municipalities.

Municipal Manager

Kouga Local Municipality

PREFACE

This document should be read in conjunction with the Sarah Baartman District Disaster Management Framework and Sarah Baartman Disaster Risk Assessment.

This plan contains the following chapters as contemplated in the National Disaster Management Centre Guidelines:

- Chapter 1: Introduction and background
- Chapter 2: Constitutional, Legislative and Policy Mandates
- Chapter 3: integrated institutional capacity
- Chapter 4: Risk Assessment
- Chapter 5: Disaster Risk Reduction
- Chapter 6: Preparedness planning
- Chapter 7: Response
- Chapter 8: Recovery
- Chapter 9: Testing and review of the plan
- Chapter 10: Contact details and reference documents.

Careful consideration should be given to the required responsibilities of all local municipal departments and entities towards Disaster Management.

DISTRIBUTION RECORD				
NO	DEPARTMENT OF PERSON NAME AND DESIGNATION	ELECTRONIC OR PRINTED COPY	DATE	SIGNATURE
1	Director – Community Services			
2	Manager Waste & Environment			
3	Manager Parks & Public Amenities			
4	Manager Safety & Security			
5	Manager Fire & Disaster			
6	Disaster Management Practitioner			
7	Environmental Specialist			
8	Senior Environmental Health Practitioners x2			
9	Director Civil & Water Services			
10	Director Electro-Mechanical Services			
11	Manager Occupational Health & Safety			
12				
13				
14				
15				

TABLE OF CONTENTS

Foreword	ii
Foreword by The Executive Mayor	Error! Bookmark not defined.
Statement of commitment by the Executive Mayor of the Kouga Local Municipality	iv
Statement of commitment by the Municipal Manager of the Kouga Local Municipality	v
Preface	vi
List of Abbreviations	xii
Terminology	xiii
1. Chapter 1: Introduction and background	1
1.1 Disaster management plan	1
1.1.1 The disaster management planning process	1
1.2 Stakeholder consultation	4
1.3 Municipal Profile	4
1.3.1 The geographical profile	4
1.3.2 Demographic profile – Kouga Local Municipality	6
2. Chapter 2: Constitutional, Legislative, and Policy Mandates	6
2.1 Constitutional mandates	7
2.2 National and International Standards	7
2.3 Legislative requirements	7
2.3.1 The legal and policy requirements for a disaster management plan	7
2.3.2 Regulations In terms of Act 57 of 2002	9
2.3.3 International guidelines	11
2.3.4 The role of disaster management in South Africa and requirements of the Disaster Management Act	11
2.3.5 The link with sustainable development	15
3. Chapter 3: Integrated institutional capacity	18
3.1 Institutional Arrangements	18
3.1.1 The Status of Disaster Management in Kouga Local Municipality	18
3.1.2 An overview of the arrangements for integrated institutional capacity for disaster management in the municipality	18
3.1.3 The District Municipal Disaster Management Centre	22
3.1.4 Decentralised arrangements for the integrated execution of disaster management policy in the area of Kouga Local Municipality	25
3.1.5 Sarah Baartman District and Kouga Disaster Management Advisory Forums	25
3.1.6 Volunteer Unit	26
3.1.7 Technical Task Teams / Technical Advisory Committee	26
3.1.8 Ward structures	27
3.1.9 Assignment of responsibilities	27
3.1.10 Specific roles and responsibilities for municipal departments and organs of state	31
3.1.11 Cross border arrangements	32

3.1.12	Memorandum of understanding between stakeholders on disaster management planning and implementation for all role players in the municipality	33
4.	Chapter 4: Risk Assessment	33
4.1	Municipal disaster risk assessment and profile	33
5.	Chapter 5: Disaster Risk Reduction	37
5.1	Strategic approach to disaster risk reduction	42
5.1.1	Strategic Disaster Risk Reduction	42
5.2	Protection of critical infrastructure	44
6.	Chapter 6: Preparedness planning	45
6.1	Education, Training, Public Awareness and research	45
6.2	Information Management and Communication	46
6.3	Early warning systems	48
6.3.1	Early warning through normal functioning	48
6.3.2	Early Warning as a result of participation in Provincial Disaster Management Advisory Forum	49
6.3.3	South African Weather Services	49
6.4	Contingency planning	50
6.5	Planning Calendar	51
6.6	Funding arrangements	51
6.6.1	Funding of post-disaster recovery and rehabilitation	52
6.6.2	Procurement of essential goods & services	53
7.	Chapter 7: Response	55
7.1	Immediate and effective response	55
7.2	Declaration of a state of disaster	57
7.2.1	Section 2. Instances where the Disaster Management Act does not apply	57
7.2.2	Section 23. Classification and recording of disasters	58
7.2.3	Section 49. Disasters occurring or threatening to occur in municipal areas	59
7.2.4	Section 55. Declaration of a local state of Disaster	59
7.3	Disaster relief	63
8.	Chapter 8: Recovery	63
8.1	Post disaster impact assessments	63
8.2	Logistics	63
8.2.1	Role of Logistics in Mitigation Activities	63
8.2.2	Overview of Logistics	65
8.2.3	Components and Requirements of Logistical System Structure of a Logistical System	65
8.2.4	Required Facilities and Equipment	67
8.2.5	Role Players in Logistics	67
8.2.6	The Logistical Plan	67
9.	Chapter 9: Testing and review of the plan	68
9.1	Evaluation of response and contingency planning	68
9.2	Integrated reporting, monitoring and evaluation	68

9.2.1 Simulations exercises and drills	69
10. Chapter 10: Contact details and reference documents	69
11. References	70
Appendices	Error! Bookmark not defined.
Appendix A: Action plan for further implementation of disaster management in Kouga Local Municipality.....	Error! Bookmark not defined.

LIST OF TABLES

Table 1-1: Kouga Local Census data (Statistics South Africa, 2012) and (Statistics South Africa, 2017).....	6
Table 3-1: strengths, weaknesses, opportunities and threats for disaster management in the Kouga Local Municipality (SWOT)	24
Table 3-2 Volunteer Distribution in the Kouga Local Municipality	26
Table 3-2: Disaster management summary roles and responsibilities-powers & functions	28
Table 3-3: Primary responsibilities of stakeholders	31
Table 4-1: Prioritized risks for the Kouga Local Municipality (Aurecon South Africa (Pty) Ltd, 2017)	35
Table 5-1: Risk reduction project proposals	37
Table 6-1: Funding arrangements for disaster management	48
Table 8-1: Logistical functions and facilities	67
Table 10-1: List of supporting documents	69

LIST OF FIGURES

Figure 1-1: Disaster Management Planning Process	2
Figure 1-2: Kouga Local Municipality location	5
2-1: Integration of Disaster Management	13
Figure 2-2: National, provincial and municipal disaster management frameworks and disaster management plans across the spheres of government	14
Figure 2-3: Sustainable Development Goals.....	15
Figure 3-1: Municipal Top structure	19
Figure 3-2: Disaster Management Structure	20
Figure 3-3: integrated institutional arrangements for disaster management.....	21
Figure 4-1: The basic stages of disaster risk assessment	34
Figure 6-1: Model of an integrated information management and communication system for disaster risk management	47
Figure 7-1: Process of declaration of states of disaster	61
Figure 7-2: Internal process following during declaration of a disaster	62
Figure 8-1: Logistical system.....	66

LIST OF ABBREVIATIONS

ABBREVIATION	MEANING
AFAM	African Aid Material Curriculum
AIDS	Acquired immunodeficiency syndrome
CBO	Community Based Organisation
COVID-19	Novel Corona Virus 2019
DEFF	Department of Environment Forestry and Fisheries
DM	Disaster Management
DMAF	Disaster Management Advisory Forum
DMF	Disaster Management Framework
GDP	Gross domestic product
IDP	Integrated Development Plan
ISO	International Organization of Standardization
JOC	Joint Operational Centre
KPA	Key Performance Area
MDMC	Municipal Disaster Management Centre
MIG	Municipal Infrastructure Grant
MM	Municipal Manager
NDMC	National Disaster Management Centre
NDMF	National Disaster Management Framework
NGO	Non-governmental organizations
SABS	South African Bureau of Standards
SANS	South African National Standard
SDF	Spatial Development Framework
SWOT	Strengths, Weakness, Opportunities, and Threats
UN	United Nations
UNDAC	United Nations Disaster Assessment and Coordination

Terminology

“adaptation” means—

- (a) in relation to human systems, the process of adjustment to actual or expected climate and its effects, to moderate harm or exploit beneficial opportunities; and
- (b) in relation to natural systems, the process of adjustment to actual climate and its effects.

“Climate change” means a change in the state of the climate that can be identified by changes in the variability of its properties and that persists for an extended period, typically decades or longer.

“disaster” means a progressive or sudden, wide- spread or localised, natural or human-caused occurrence which—

- (a) causes or threatens to cause—
 - (i) death, injury or disease.
 - (ii) damage to property, infrastructure or the environment; or
 - (iii) significant disruption of the life of a community; and
- (b) is of a magnitude that exceeds the ability of those affected by the disaster to cope with its effects using only their own re- sources.

“Disaster management” means a continuous and integrated multi-sectoral, multi-disciplinary process of planning and implementation of measures aimed at—

- (a) preventing or reducing the risk of disasters.
- (b) mitigating the severity or consequences of disasters.
- (c) emergency preparedness.
- (d) a rapid and effective response to disasters; and
- (e) post-disaster recovery and rehabilitation.

“Disaster risk reduction” means either a policy goal or objective, and the strategic and instrumental measures employed for—

- (a) anticipating future disaster risk.
- (b) reducing existing exposure, hazard or vulnerability; and
- (c) improving resilience.

“District municipality” means a municipality that has municipal executive and legislative authority in an area that includes more than one municipality, and which is de- scribed in section 155 (1) of the Constitution as a category C municipality.

“ecosystem” means a system of relationships between animals and plants and their environment.

“Emergency preparedness” means—

- (a) a state of readiness that enables organs of state and other institutions involved in disaster management, the private sector, communities and individuals to mobilise, organise and pro- vide relief measures to deal with an impending or current disaster or the effects of a disaster; and
- (b) the knowledge and capacities developed by governments, professional response and recovery organizations, communities and individuals to effectively anticipate, respond to and recover from the impacts of likely, imminent or current hazard events or conditions.

“Integrated development plan”, in relation to a municipality, means a plan envisaged in section 25 of the Local Government: Municipal Systems Act, 2000 (Act No. 32 of 2000).

“Local disaster” means a disaster classified as a local disaster in terms of section 23.

“Local municipality” means a municipality that shares municipal executive and legislative authority in its area with a district municipality within whose area it falls, and which is described in section 155 (1) of the Constitution as a category B municipality.

“mitigation”, in relation to—

- (a) a disaster or disaster risk, means the lessening of the potential adverse impacts of physical hazards, including those that are human- induced, through actions that reduce hazard, exposure and vulnerability; or
- (b) climate change, means a human intervention to reduce the sources or enhance the sinks of greenhouse gases.

“Municipal disaster management centre” means a centre established in the administration of a municipality in terms of section 43.

“Municipal entity” means a municipal entity defined in section 1 of the Local Government: Municipal Systems Act, 2000.

“municipality” means a municipality as contemplated in section 2 of the Local Government: Municipal Systems Act, 2000 (Act No. 32 of 2000).

“Municipal legislation” means municipal by-laws.

“Municipal manager” means a person appointed as such in terms of section 82 of the Local Government: Municipal Structures Act, 1998 (Act No. 117 of 1998).

“Municipal organ of state” means—

- (a) a municipality.
- (b) a department or other administrative unit within the administration of a municipality, including an internal business unit referred to in section 76 (a) (ii) of the Local Government: Municipal Systems Act, 2000; or
- (c) a municipal entity.

“National disaster management framework” means the national disaster management framework prescribed in terms of section 6.

“post-disaster recovery and rehabilitation” means efforts, including development, aimed at creating a situation where—

- (a) normality in conditions caused by a disaster is restored by the restoration, and improvement, where appropriate, of facilities, livelihoods and living conditions of disaster-affected communities, including efforts to reduce disaster risk factors.
- (b) the effects of a disaster are mitigated; or
- (c) circumstances are created that will reduce the risk of a similar disaster occurring.

“Prevention”, in relation to a disaster, means measures aimed at stopping a disaster from occurring or preventing an occurrence from becoming a disaster.

“Provincial organ of state” means a provincial department or provincial public entity defined in section 1 of the Public Finance Management Act, 1999 (Act No. 1 of 1999).

“Risk assessment” means a methodology to determine the nature and extent of risk by analysing potential hazards and evaluating existing conditions of vulnerability that together could potentially harm exposed people, property, services, livelihoods, and the environment on which they depend.

“Statutory functionary” means a person performing a function assigned to that person by national, provincial, or municipal legislation.

“vulnerability” means the conditions determined by physical, social, economic and environmental factors or processes, which increase the susceptibility of a community to the impact of hazards.

CHAPTER 1: INTRODUCTION AND BACKGROUND

DISASTER MANAGEMENT PLAN

The Kouga Local Municipality prepared this Level 2 Disaster Management Plan, in which the scope, objectives, management issues and other elements pertaining to disaster management are outlined.

The National Disaster Management Framework, Section 3.1.1.2, defines a Level 2 Disaster Management Plan as follows:

“A Level 2 Disaster Risk Management Plan applies to national, provincial and municipal organs of state that have established the foundation institutional arrangements and are building the essential supportive capabilities needed to carry out comprehensive disaster risk management activities. It includes establishing processes for a comprehensive disaster risk assessment, identifying and establishing formal consultative mechanisms for development of disaster risk reduction projects and introducing a supportive information management and communication system and emergency communications capabilities.”

The Plan states actions to prevent and mitigate disasters and how risk reduction measures are dealt with in the long-term as well as managing emergencies in the shorter term. It includes aspects of preparedness, response and recovery. Provision is also made for the periodic reviews and updates of the plans.

This Plan establishes the arrangements for disaster management within The Kouga Local Municipality and has been prepared in accordance with the requirements of the Disaster Management Act, 57 of 2002 (the Act) and Disaster Management Amendment Act, 16 of 2015.

Section 43 (3) of the Disaster Management Act as amended states:

“A local municipality must establish capacity for the development and co-ordination of a disaster management plan and the implementation of a disaster management function for the municipality which forms part of the disaster management plan as approved by the relevant municipal disaster management centre.”

This Plan should be read in conjunction with “The Sarah Baartman District Disaster Management Plan”, Sarah Baartman Disaster Risk Assessment as well as Provincial and National legislation, policy and guidelines.

This living document is a collation of information and inputs received from the different stakeholders and need to be constantly reviewed and updated.

The disaster management planning process

The disaster management planning process is depicted in the diagram below. Communication takes place throughout the disaster management planning process and is key to the ultimate acceptance ownership of the plan.:

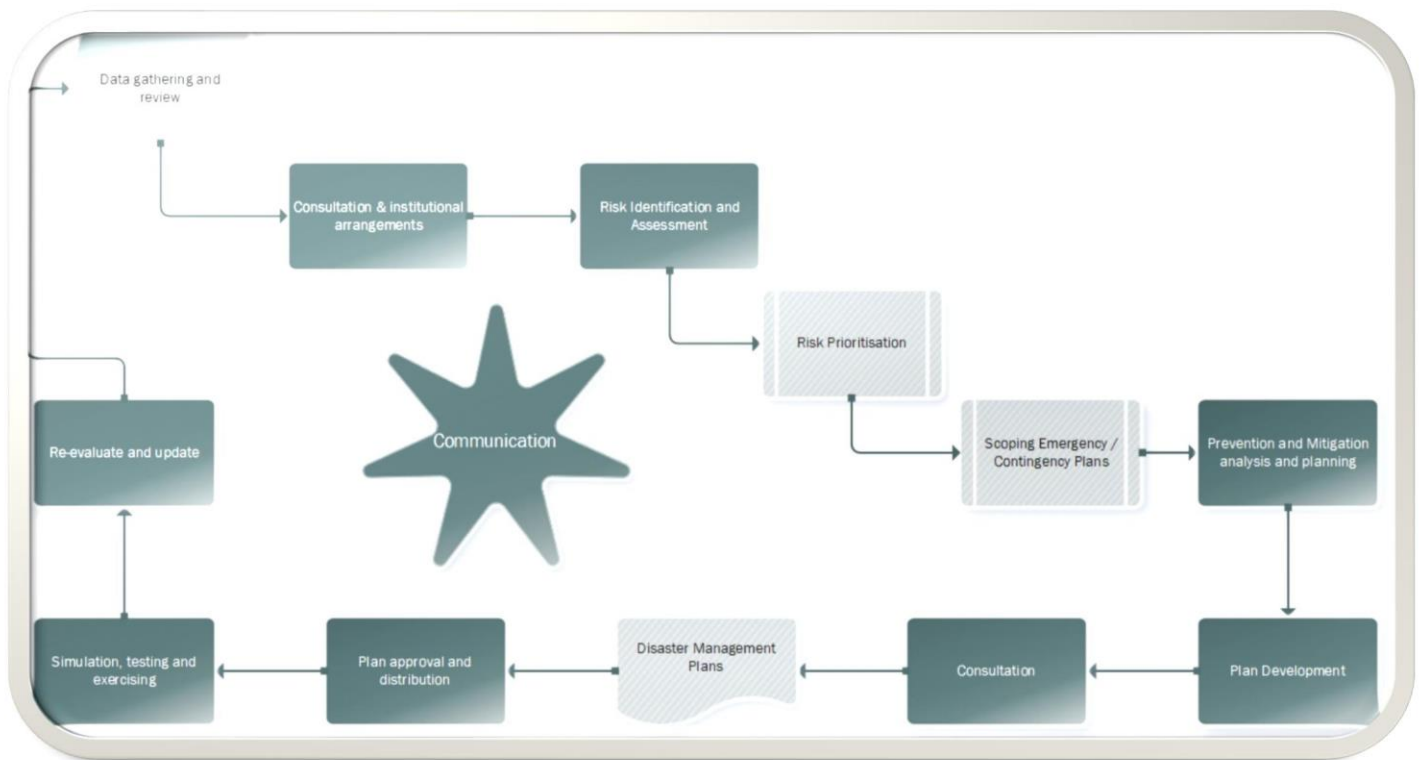


Figure 1: Disaster Management Planning process

STAKEHOLDER CONSULTATION

Consultations were undertaken with:

Kouga Municipality, 15 October 2019, Jeffreys Bay.

Dr. Beyers Naude Municipality, 16 October 2019, Graaf Reinet.

Ndlambe Municipality, 16 October 2019, Port Alfred.

Blue Crane Route Municipality, 17 October 2019, Somerset East.

Makana Municipality, 17 October 2019, Grahamstown.

Kou-Kamma Municipality, 22 October 2019, Kareedouw.

Sundays River Valley Municipality, 22 October 2019, Kirkwood.

Sarah Baartman District Municipality, 23 October 2019, Port Elizabeth.

During these sessions the contents of the Disaster Management Plan was discussed, and all participants were asked for inputs and comments. The comments received was then reviewed and incorporated into this document.

MUNICIPAL PROFILE

THE GEOGRAPHICAL PROFILE

Kouga Local Municipality is located in the Sarah Baartman District of the Eastern Cape Province, South Africa. Covering approximately 2,419 km², it encompasses urban, peri-urban, and rural areas, including towns such as Jeffreys Bay, Humansdorp, Hankey, Patensie, St. Francis Bay, Oyster Bay, Thornhill, Cape St. Francis, and Loerie. The municipality is renowned for its agricultural activities, particularly citrus and dairy farming, as well as coastal tourism and the surfing industry in Jeffreys Bay.

There are numerous areas of wetland adjacent to the region's rivers and on the coastal platform. These wetlands are extremely sensitive to disturbances such as agricultural activities and development. The wetlands accommodate high species diversity and fulfil natural water purification and flood retention roles.

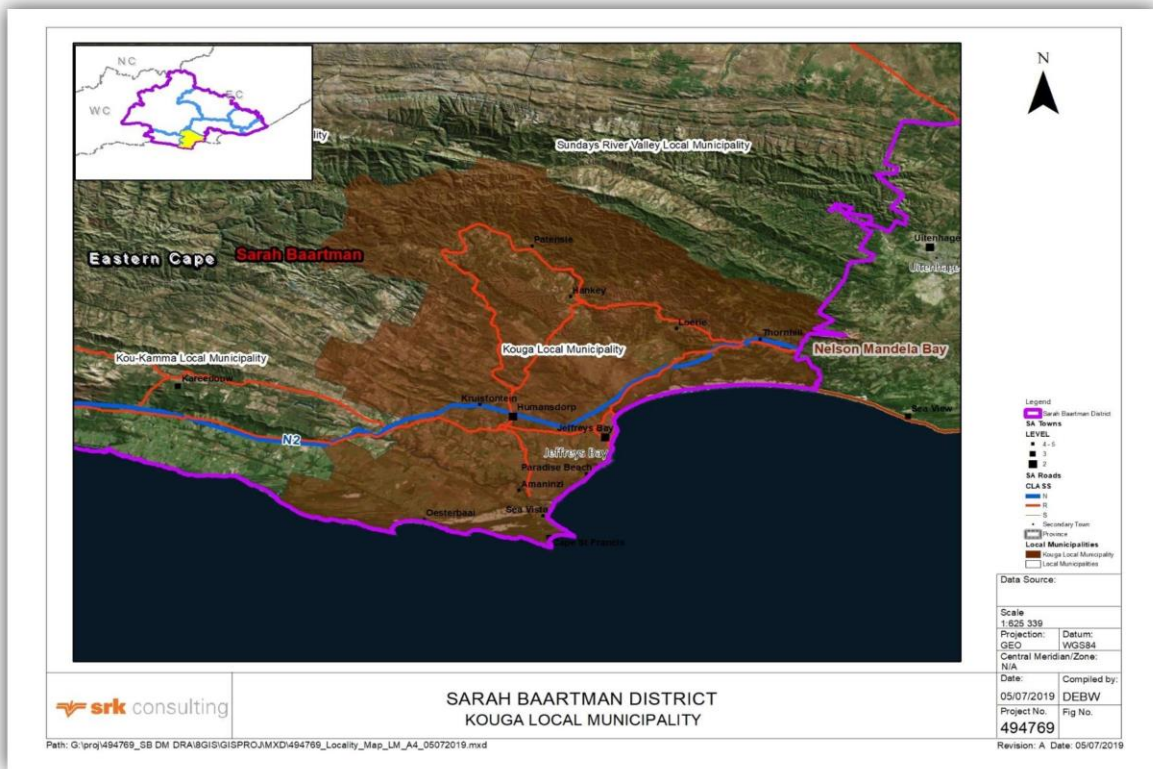


Figure 2: Kouga Local Municipality Location

There are seven (7) local municipalities within Sarah Baartman District Municipality which includes Dr Beyers Naude, Blue Crane Route, Makana, Ndlambe, Sundays River Valley, Kouga and Kou-Kamma.

DEMOGRAPHIC PROFILE – KOUGA LOCAL MUNICIPALITY

LOCAL MUNICIPALITIES COMPRISING THE SARAH BAARTMAN DISTRICT

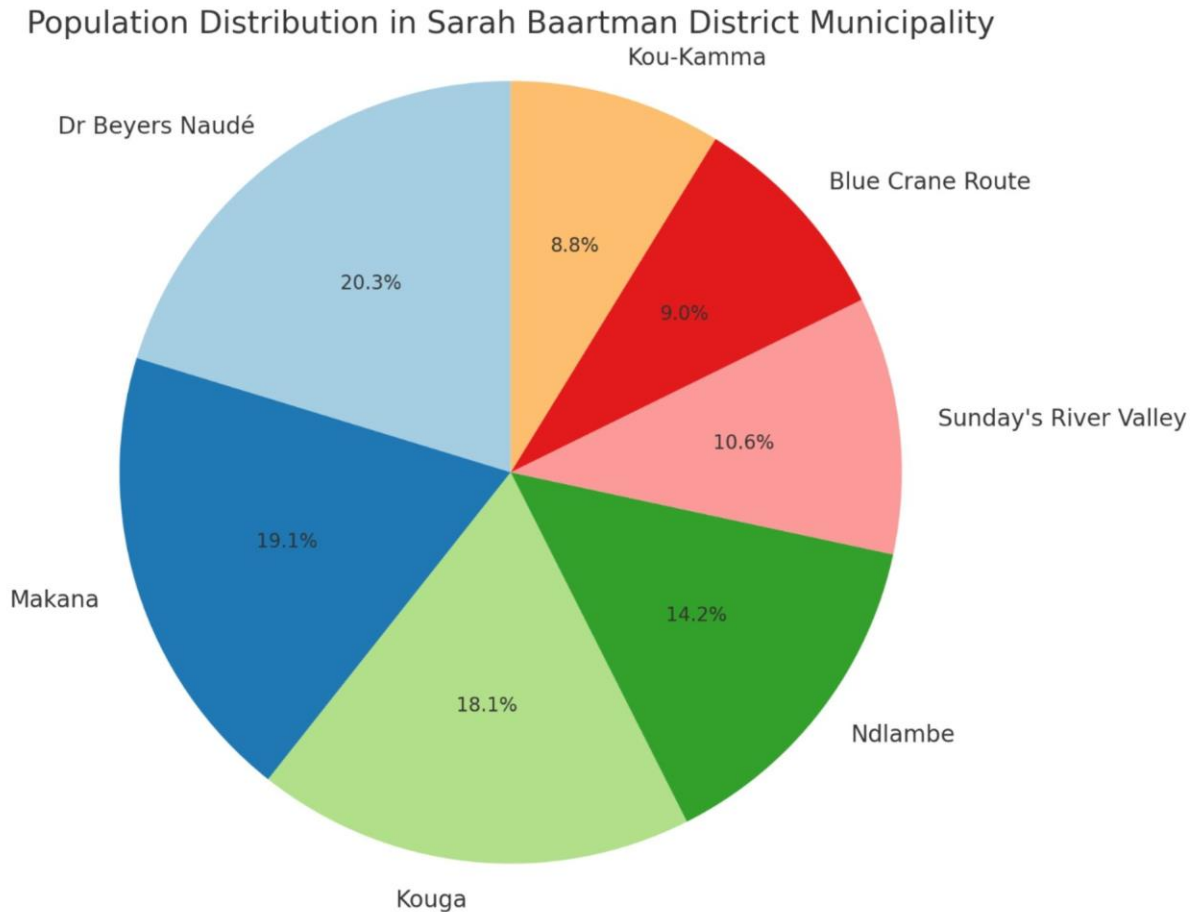
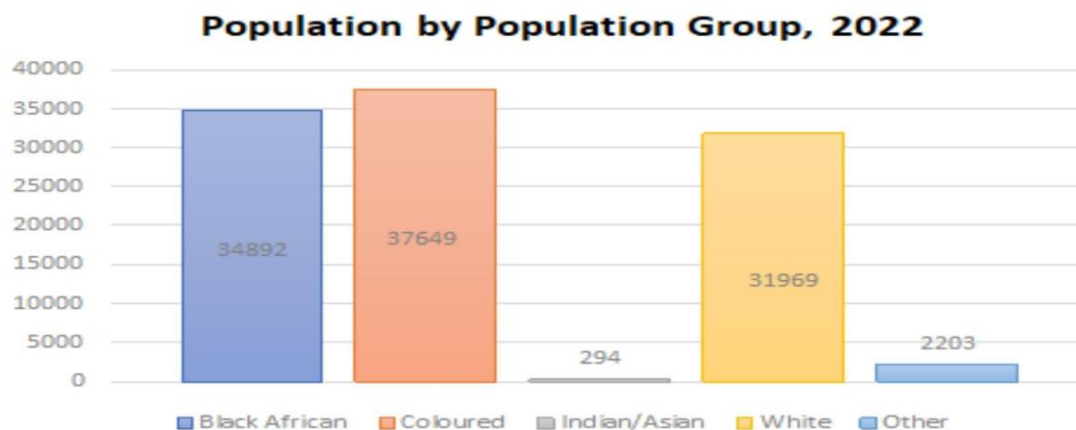


Figure 1-3 Percentage of total population distribution for Sarah Baartman District Municipality
(Statistics South Africa, 2022)

POPULATION BY POPULATION GROUP

Table Error! No text of specified style in document.1: Kouga Local Census data statistics (South Africa 2022)





CHAPTER 2: CONSTITUTIONAL, LEGISLATIVE, AND POLICY MANDATES

CONSTITUTIONAL MANDATES

The primary responsibility for disaster management in South Africa rests with the government.

In terms of section 41(l)(b) of the Constitution of the Republic of South Africa, all spheres of government are required to “*secure the well-being of the people of the Republic*”.

Disaster management is listed as a functional area in Part A of Schedule 4 of the Constitution, meaning that both the national and provincial spheres of government are competent to develop and execute laws within this area and have powers and responsibilities in relation to disaster management.

Disaster management has also been ‘assigned’ to local government through the promulgation of the Disaster Management Act, 2002 (Act no 57 of 2002) as amended by Act 16 of 2015.

NATIONAL AND INTERNATIONAL STANDARDS

SABS TC 292 (National Disaster Management Committee) is the successor of the ISO / SABS TC 223 Committee in South Africa. The SABS TC 292 drives the development of Disaster Management standards in line with Section 7(2)(c)(iii) of the Disaster Management Act. In executing its disaster management function, the Kouga Local Municipality will take guidance and cognisance from national and international standards on disaster management, including SANS 10263-1, 2, and 3.

LEGISLATIVE REQUIREMENTS

THE LEGAL AND POLICY REQUIREMENTS FOR A DISASTER MANAGEMENT PLAN

The Act calls and/or makes provision for a range of actions to be taken by a Local municipality that has, in accordance with legislation, established a Disaster Management Centre.

These actions include:

Establishment and implementation of a Disaster Management Framework.

Appointment of a Head of the Centre and suitably qualified staff.

Adhere to the requirements of assistance and communication with the National and Provincial Disaster Management Centres.

Promote prevention and mitigation.

Monitor and measure performance of disaster management plans.

Assess and classify events as disasters.

Annual reporting.

Establishment of an Advisory Forum; and

Formulating disaster management plans.

Section 53 of the Act, requires the following pertaining municipal disaster management plans:

"(1) Each municipality must—

(a) conduct a disaster risk assessment for its municipal area.

(b) identify and map risks, areas, ecosystems, communities and households that are exposed or vulnerable to physical and human-induced threats.

(c) prepare a disaster management plan setting out-

(i) the way in which the concept and principles of disaster management are to be applied in its municipal area, including expected climate change impacts and risks for the municipality.

(ii) its role and responsibilities in terms of the national, provincial or municipal disaster management framework.

(iii) its role and responsibilities regarding emergency response and post-disaster recovery and rehabilitation.

(iv) its capacity to fulfil its role and responsibilities.

(v) particulars of its disaster management strategies; and

(vi) contingency strategies and emergency procedures in the event of a disaster, including measures to finance these strategies.

(d) co-ordinate and align the implementation of its plan with those of other organs of state and institutional role-players.

(e) provide measures and indicate how it will invest in disaster risk reduction and climate change adaptation, including ecosystem and community-based adaptation approaches.

(f) develop early warning mechanisms and procedures for risks identified in the municipal area; and

(g) regularly review and update its plan."

Important to note are the requirements (by the Act, as amended) for disaster management planning by Municipal Organs of State other than Municipalities. According to the National Disaster Management Framework a: "organ of state" means— (a) any department of state or administration in the national, provincial or local sphere of government; or (b) any other functionary or institution— (i) exercising a power or performing a function in terms of the Constitution or a provincial constitution; or (ii) exercising a public power or performing a public function in terms of any legislation, but does not include a court or a judicial officer;

Section 52 further elaborates on the requirement

"52. Preparation of disaster management plans by municipal organs of state other than municipalities. —

(1) Each municipal organ of state other than a municipality must—

(a) conduct a disaster risk assessment for its functional area.

(b) identify and map risks, areas, ecosystems, communities and households that are exposed or vulnerable to physical and human-induced threats.

(c) prepare a disaster management plan setting out—

(i) the way in which the concept and principles of disaster management are to be applied in its functional area, including expected climate change impacts and risks for that municipal entity or administrative unit.

- (ii) its role and responsibilities in terms of the national, provincial or municipal disaster management framework.*
- (iii) its role and responsibilities regarding emergency response and post-disaster recovery and rehabilitation.*
- (iv) its capacity to fulfil its role and responsibilities.*
- (v) particulars of its disaster management strategies; and*
- (vi) contingency strategies and emergency procedures in the event of a disaster, including measures to finance these strategies.*
- (d) co-ordinate and align the implementation of its plan with those of other organs of state and institutional role-players.*
- (e) provide measures and indicate how it will invest in disaster risk reduction and climate change adaptation, including ecosystem and community-based adaptation approaches.*
- (f) develop early warning mechanisms and procedures for risks identified in its functional area; and*
- (g) regularly review and update its plan.”.*

(2) (a) A municipal [entity] organ of state referred to in subsection (1) must submit a copy of its disaster management plan, and of any amendment to the plan, to the [National Centre and the] relevant [provincial and] municipal disaster management [centres] centre.

(b) If a municipal [entity] organ of state fails to submit a copy of its disaster management plan or of any amendment to the plan in terms of paragraph (a), the [National Centre or] relevant [provincial or] municipal Disaster Management Centre must report the failure to the executive mayor or mayor, as the case may be, of the municipality concerned, who must take such steps as may be necessary to secure compliance with that paragraph, including reporting the failure to the municipal council.”.

Once the above plans have been developed by all Municipal Organs of State, they will further inform this Local Municipal Disaster Management Plan.

Of further importance to note are the stipulations of section 54 of the Act:

“54. Responsibilities in event of local disaster. —

(1) Irrespective of whether a local state of disaster has been declared in terms of section 55-

(a) the council of a metropolitan municipality is primarily responsible for the co-ordination and management of local disasters that occur in its area; and

(b) the council of a district municipality, acting after consultation with the relevant local municipality, is primarily responsible for the co-ordination and management of local disasters that occur in its area.

(2) A district municipality and the relevant local municipality may, despite subsection (1)(b), agree that the council of the local municipality assumes primary responsibility for the co-ordination and management of a local disaster that has occurred or may occur around the local municipality.

(3) The municipality having primary responsibility for the co-ordination and management of a local disaster must deal with a local disaster

(a) in terms of existing legislation and contingency arrangements, if a local state of disaster has not been declared in terms of section 55(1); or

(b) in terms of existing legislation and contingency arrangements as augmented by by-laws or directions made or issued in terms of section 55(2), if a local state of disaster has been declared.

(4) This section does not preclude a national or provincial organ of state, or another municipality or municipal organ of state from aiding a municipality to deal with a local disaster and its consequences.”

The above section implies that a municipality’s council is responsible for all disastrous incidents (i.e. incidents that, as per the definition of a disaster according to the act, cannot be dealt with by those affected by it using only their own resources) irrespective of whether a state of disaster has been declared. It should however be implemented in collaboration with the local municipality(s) in who’s jurisdiction the incident occurs.

REGULATIONS IN TERMS OF ACT 57 OF 2002

National, Provincial and Municipal may make regulations in terms of:

Section 27(2) National.

Section 41(2) Provincial; and

Section 55(2) Municipal.

The National Covid 19 regulations issued during the National Disaster in 2020 was issued under Section 27 of the Disaster Management Act

Section 55(2) and (3) states the following: *“If a local state of disaster has been declared in terms of subsection (1), the municipal council concerned may, subject to subsection (3), make by-laws or issue directions, or authorise the issue of directions, concerning—*

(a) the release of any available resources of the municipality, including stores, equipment, vehicles and facilities.

(b) the release of personnel of the municipality for the rendering of emergency services.

(c) the implementation of all or any of the provisions of a municipal disaster management plan that are applicable in the circumstances.

(d) the evacuation to temporary shelters of all or part of the population from the disaster stricken or threatened area if such action is necessary for the preservation of life.

(e) the regulation of traffic to, from or within the disaster-stricken or threatened area.

(f) the regulation of the movement of persons and goods to, from or within the disaster stricken or threatened area.

(g) the control and occupancy of premises in the disaster-stricken or threatened area.

(h) the provision, control or use of temporary emergency accommodation.

(i) the suspension or limiting of the sale, dispensing or transportation of alcoholic beverages in the disaster-stricken or threatened area.

(j) the maintenance or installation of temporary lines of communication to, from or within the disaster area.

(k) the dissemination of information required for dealing with the disaster.

(l) emergency procurement procedures.

(m) the facilitation of response and post-disaster recovery and rehabilitation; or

(n) other steps that may be necessary to prevent an escalation of the disaster, or to alleviate, contain and minimise the effects of the disaster.

(3) The powers referred to in subsection (2) may be exercised only to the extent that this is necessary for the purpose of—

- (a) assisting and protecting the public.*
- (b) providing relief to the public.*
- (c) protecting property.*
- (d) preventing or combating disruption; or*
- (e) dealing with the destructive and other effects of the disaster."*

INTERNATIONAL GUIDELINES

Disaster management in the Kouga Local Municipality will be implemented in line with provincial, national and international guidelines.

The Sendai Framework for Disaster Risk Reduction 2015-2030 aims to achieve the substantial reduction of disaster risk and losses in lives, livelihoods and health and in the economic, physical, social, cultural and environmental assets of persons, businesses, communities and countries over the next 15 years.

The Framework was adopted at the Third UN World Conference on Disaster Risk Reduction in Sendai, Japan, on March 18, 2015.

The Framework outlines seven clear targets and four priorities for action to prevent new and reduce existing disaster risks:

1. Understanding disaster risk.
2. Strengthening disaster risk governance to manage disaster risk.
3. Investing in disaster reduction for resilience and.
4. Enhancing disaster preparedness for effective response, and to "Build Back Better" in recovery, rehabilitation and reconstruction.

The Sendai Framework targets are:

1. Substantially reduce global disaster mortality by 2030, aiming to lower the average per 100,000 global mortality rates in the decade 2020–2030 compared to the period 2005–2015.
2. Substantially reduce the number of affected people globally by 2030, aiming to lower the average global figure per 100,000 in the decade 2020–2030 compared to the period 2005–2015,9
3. Reduce direct disaster economic loss in relation to global gross domestic product (GDP) by 2030.
4. Substantially reduce disaster damage to critical infrastructure and disruption of basic services, among them health and educational facilities, including through developing their resilience by 2030.
5. Substantially increase the number of countries with national and local disaster risk reduction strategies by 2020.
6. Substantially enhance international cooperation to developing countries through adequate and sustainable support to complement their national actions for implementation of the present Framework by 2030.
7. Substantially increase the availability of and access to multi-hazard early warning systems and disaster risk information and assessments to people by 2030.

THE ROLE OF DISASTER MANAGEMENT IN SOUTH AFRICA AND REQUIREMENTS OF THE DISASTER MANAGEMENT ACT

The approach to disaster risk in South Africa has undergone major reform since 1994, when government took the decision to move away from the prevailing philosophy and practice that disasters were inevitable and could only be dealt with once they had occurred. As early as 1990, South Africa had aligned itself with new international developments in the field of disaster management. These included an emphasis on the use

of disaster risk reduction strategies to build resilience and promote sustainable livelihoods among 'at risk' individuals, households, communities and environments.

A wide process of consultation was embarked upon, which culminated in the publication of the Green Paper, in 1998, and the White Paper on Disaster Management, which was gazetted in 1999. Based on these documents, the Disaster Management Act, Act 57 of 2002 was promulgated in 2002. In terms of a proclamation in Government Gazette, Vol. 465, No. 26228 of 31 March 2004, the President proclaimed 1 April 2004 as the date of commencement of the Act in the national and provincial spheres and 1 July 2004 in the municipal sphere. Subsequent to this the Act has been amended in 2015 and the amendments were incorporated into this plan.

In giving effect to the fact that disaster management is the responsibility of a wide and diverse range of role players and stakeholders, the Act emphasises the need for uniformity in approach and the application of the principles of co-operative governance. In this regard, it calls for an integrated and coordinated disaster management policy, which focuses on risk reduction as its core philosophy. In order to achieve consistency in approach and uniformity in the application of the Act, section 6 of the Act mandates the Minister to prescribe a national disaster management framework. In accordance with this mandate, the National Disaster Management Framework (NDMF) was gazetted on 29 April 2005 (Government Gazette, Vol. 478, No. 27534). The Act was amended in 2015, and these amendments have been incorporated into this plan.

In terms of section 41(1)(b) of the Constitution of the Republic of South Africa, Act 108 of 1996, all spheres of government are required to 'secure the well-being of the people of the Republic. According to Part A, Schedule 4, disaster management is a functional area of concurrent national and provincial legislative competence. However, section 156(4) of the Constitution does provide for the assignment to a municipality of the administration of any matter listed in Part A Schedule 4 which necessarily relates to local government, if that matter would most effectively be administered locally and if the municipality has the capacity to administer it. The assignment of the function must, however, be by agreement and may be subject to certain conditions.

In this context, Schedules 4 and 5 of Part B of the Constitution require local government to provide for functions which are closely linked to disaster management. In particular, section 152(1)(d) requires local government to 'promote a safe and healthy environment'. It is in this context then that the Minister has elected to assign the function, by way of national legislation, to municipalities. Accordingly, in terms of the Act, the function is assigned to the Municipal Council of the Kouga Local Municipality through agreement with the Sarah Baartman District Municipality.

The field of disaster management covers a broad spectrum and affects a range of role players. The integration and context of disaster management in the country is further indicated in the diagrams below:

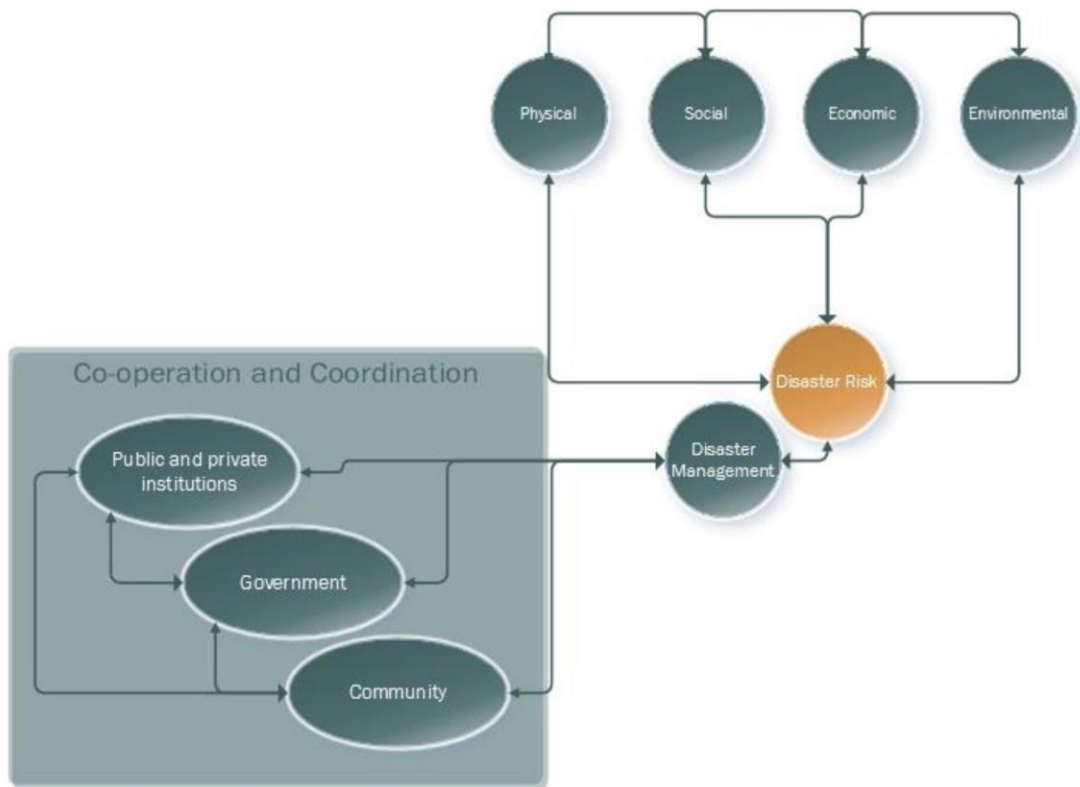


Figure 3: Integration of Disaster Management

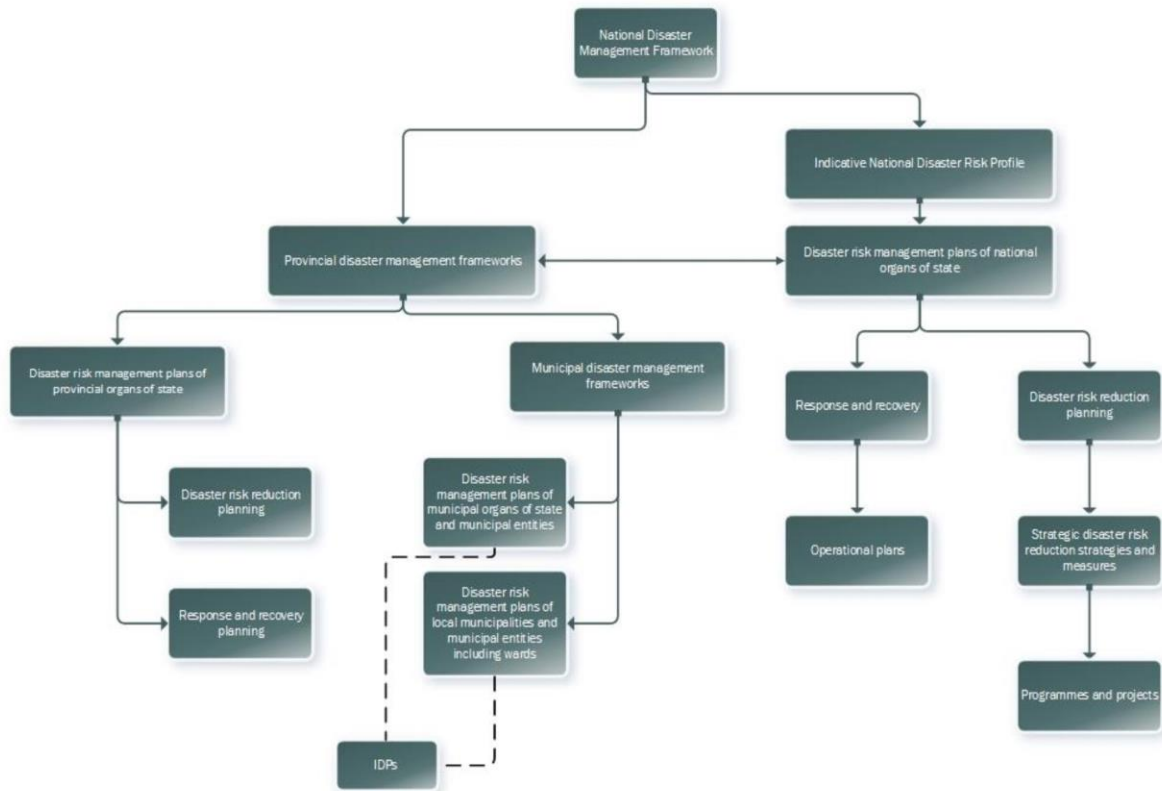


Figure 3: National, Provincial and Municipal Disaster Management Frameworks and Disaster Management Plans across the Spheres of Government

It should be noted that a disaster management framework acts as the foundational policy guideline (*Section 3.1.1.1 of the National Disaster Management Framework*) for **what** needs to be addressed through the disaster management efforts in The Kouga Local Municipality and the disaster management plans specifies in more detail **how** these requirements and policies are implemented.

The Link with Sustainable Development

The aim of the Integrated Development Plans (IDP) of the Kouga Local Municipality is to promote sustainable development and uses the spatial development framework (SDF) to visualize future development.

In terms of Section 26(g) of the Municipal Systems Act, 200, Act 32 of 2000, a Municipality's IDP must contain a disaster management plan. Development projects in the Municipality, as contained in the Municipality's IDP, is thus interlinked with disaster management planning and activities. Risk reduction projects identified as part of disaster management planning, such as those identified in this plan and the contingency plans developed and risk assessments should be included into the local Municipal IDP as the IDP focuses on sustainable development.

The 2030 Agenda for Sustainable Development Goals (United Nations, 2019) were adopted by the member states of the United Nations in 2015. The idea behind this adoption is for member states to work towards a world that enjoys peace and success and that this continues into the future.

In order to achieve this, 17 Sustainable Development Goals were agreed to.



Figure 4: Sustainable Development Goals

Goal 1. End poverty in all its forms everywhere

This goal is aimed at eliminating extreme poverty deemed to be people living on less than \$1.25 per day by 2030. The goal further aims at reducing poverty of men, women and children, of all ages and across all nationalities, by at least half. It also looks at providing “social protection systems and measures for all”.

Goal 2. End hunger, achieve food security and improved nutrition and promote sustainable agriculture

The target by 2030 is to end hunger and ensure that all people have access to sufficient food. This would go hand in glove with increasing agricultural activity by 50% and ensuring that the income of small-scale farmers

is increased. The aim is further to ensure that there is sustainable food production across all systems and that this positively impacts on climate change adaptation.

Goal 3. Ensure healthy lives and promote well-being for all at all ages

The target is to reduce the global maternal mortality rate and to end preventable deaths in newly born babies as well as in children under 5 years of age. The targets also aim at ending “*AIDS, tuberculosis, malaria and neglected tropical diseases and combat hepatitis, water-borne diseases and other communicable diseases.*”

Goal 4. Ensure inclusive and equitable quality education and promote lifelong learning opportunities for all.

The targets are all related to primary and secondary education being made available to all people including women, persons with disabilities, indigenous people, “children in vulnerable situations” and for increasing skills levels so that gainful employment is made possible. All this needs to be done by also improving the number of qualified teachers.

Goal 5. Achieve gender equality and empower all women and girls

The targets associated with this goal include the ending of discrimination of women and girls, the ending of all violence against them, ensuring that women have equal opportunity and rights across all sectors of society as well as leadership roles.

Goal 6. Ensure availability and sustainable management of water and sanitation for all

The targets aim to achieve, by 2030, access to safe, affordable drinking water while providing equitable sanitation and hygiene while also giving attention to the needs to women and girls. The targets also consider the water-related eco-systems and the protection of mountains, forests, wetlands and the like.

Goal 7. Ensure access to affordable, reliable, sustainable and modern energy for all

The targets, by 2030, aim to ensure that there are energy services that all people can access and that much of it is obtained through renewable energy processes.

Goal 8. Promote sustained, inclusive and sustainable economic growth, full and productive employment and decent work for all

The 2030 aim is to increase economic growth, to increase economic productivity by doing things differently including by means of diversification and innovation and to achieve a position where all men and women and the youth have jobs in either the formal or informal sectors.

Goal 9. Build resilient infrastructure, promote inclusive and sustainable industrialization and foster innovation

The targets for 2030 include the development of quality, sustainable and resilient infrastructure for economic development to occur and for it to be sustained. This goal also targets the achievement of maintainable and robust infrastructure development in developing countries.

Goal 10. Reduce inequality within and among countries

The targets here are related to achievement of equality, across all sectors, as it relates to social, economic and political inclusion.

Goal 11. Make cities and human settlements inclusive, safe, resilient and sustainable

The targets for 2030 include that access to adequate, safe, affordable housing and basic services is achieved and that slums and upgraded so that human dignity prevails.

Goal 12. Ensure sustainable consumption and production patterns

The targets include the achievement of sustainable management and use of natural resources. This would improve the health of the environment as well as of humans.

Goal 13. Take urgent action to combat climate change and its impacts

The targets are related to climate change and to increasing climate change adaptation and thereby reducing climate related hazards and reducing natural disasters.

“Acknowledging that the United Nations Framework Convention on Climate Change is the primary international, intergovernmental forum for negotiating the global response to climate change.”

Goal 14. Conserve and sustainably use the oceans, seas and marine resources for sustainable development

The targets here aim to reducing marine pollution. This includes marine debris like single use plastic found in the oceans and inside the bodies of fish and other marine and water using animals. It also includes ending overfishing and the incorrect use of all water sources while increasing sustainable use of water resources.

Goal 15. Protect, restore and promote sustainable use of terrestrial ecosystems, sustainably manage forests, combat desertification, and halt and reverse land degradation and halt biodiversity loss

The targets here relate to adherence to international agreements in respect of conservation, restoration and the “sustainable use of terrestrial and inland freshwater ecosystems and their services, in particular forests, wetlands, mountains and drylands”. The targets also consider reversing desertification and restoring land that has been degraded, through natural and other means like droughts and floods.

Goal 16. Promote peaceful and inclusive societies for sustainable development, provide access to justice for all and build effective, accountable and inclusive institutions at all levels

The target aims to meaningfully reduce violence, and violent deaths in all forms. It also looks at ending violence against children, including exploitation, trafficking and abuse. The targets include reducing funding of weapons, reducing corruption and developing institutions which are accountable.

Goal 17. Strengthen the means of implementation and revitalize the global partnership for sustainable development

These targets relate to finance, technology, capacity-building, trade and systemic issues. They deal, in part, with developing nations strengthening their systems for tax collection, servicing international commitments and attaining long-term debt sustainability. On the technology front the targets aim to achieve “*cooperation on and access to science, technology and innovation*.” The target also aims to improve international assistance for capacity-building in developing countries so that their sustainable development goals can be achieved. The systemic issues to be addressed and achieved include sustainable development through the consistence of policy implementation, being involved in multi-stakeholder partnerships and in so doing sharing knowledge, goals, technology and financial resources, increasing the use and availability of data which is separated by issues of gender, age, geography or any other cause. (United Nations, 2019)

CHAPTER 3: INTEGRATED INSTITUTIONAL CAPACITY

INSTITUTIONAL ARRANGEMENTS

THE STATUS OF DISASTER MANAGEMENT IN KOUGA LOCAL MUNICIPALITY

The Kouga Local Municipality has the following in place:

- District Disaster Management Framework
- A Disaster Management Plan (2025)
- Various Hazard-specific contingency plans
- A Local Disaster Management Advisory Forum
- 24-hour emergency call centre
- An established Disaster Management Volunteer Unit
- A Database of volunteers, private sector stakeholders, CBOs and NGO
- An (District-Based) integrated Disaster Management information system procured and implemented

An Overview of the Arrangements for Integrated Institutional Capacity for Disaster Management in the Municipality

The disaster management function and Kouga Local Disaster Management Centre/Office in the municipality resort under Community Services.

The organogram below indicates the main disaster management-related structure within the municipality.

COMMUNITY SERVICES

Disaster Management & Fire Services

Annexure 5.4

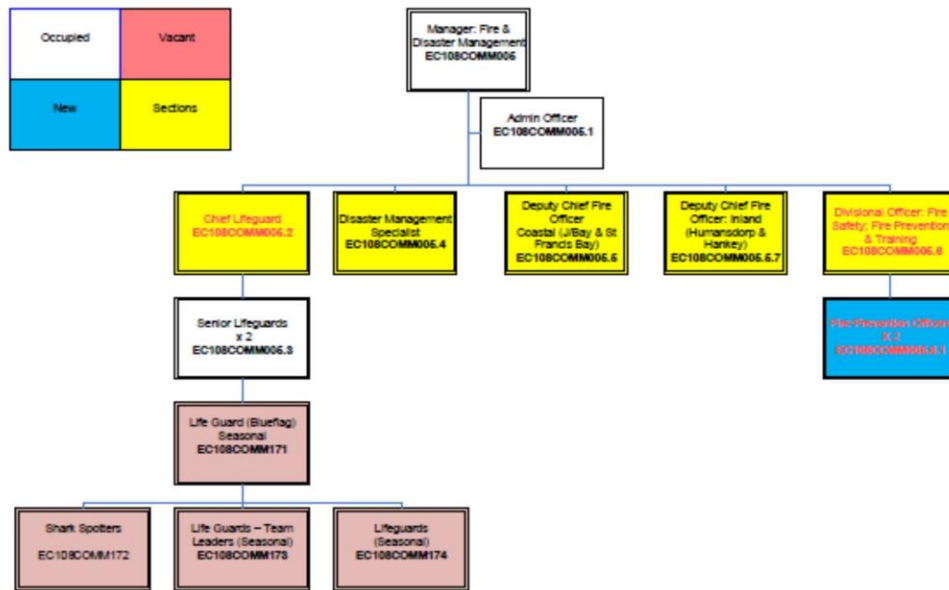


Figure 5: Municipal Structure

Community Services

Disaster Management and Fire Services

Disaster Management

Annexure 5.4.1

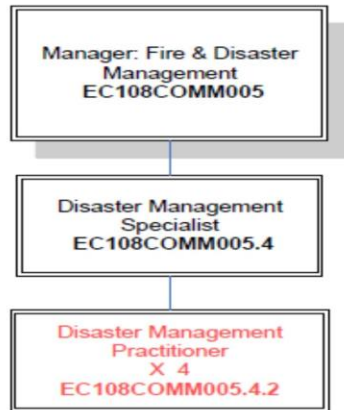


Figure 6: Disaster Management Structure

An overview of the arrangements for integrated institutional arrangements, as prescribed by the National Disaster Management Framework is summarised in the diagram below.

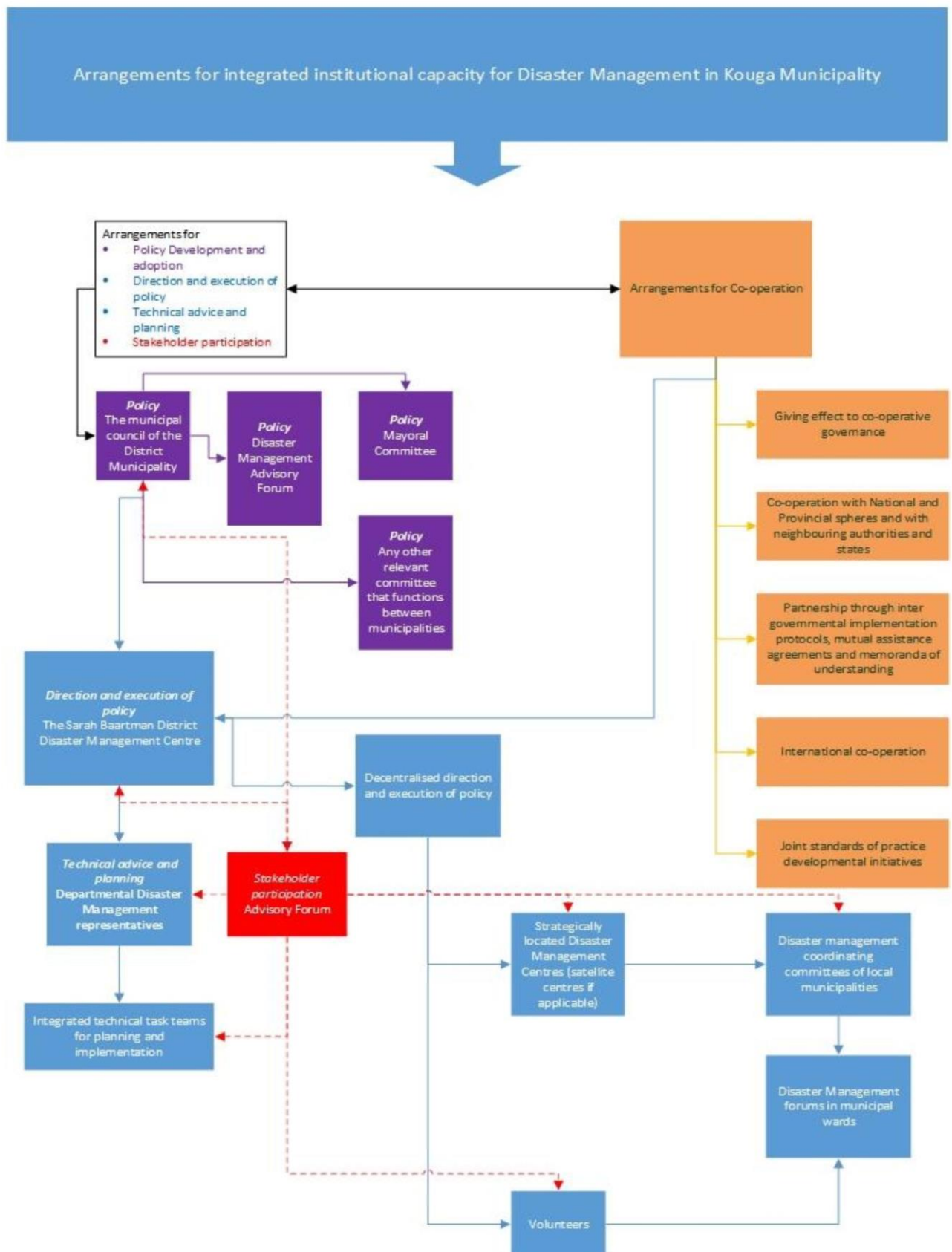


Figure 7: Integrated Institutional Arrangements for Disaster Management

THE DISTRICT MUNICIPAL DISASTER MANAGEMENT CENTRE

The District Municipal Disaster Management Centre (MDMC) is located at Govan Mbeki Street in Port Elizabeth.

The Disaster Management Unit / Centre falls under Department of Infrastructure Development and Community Services. The purpose of the Centre is to promote integrated, coordinated and multi-disciplinary Disaster Management and Fire Services.

The Disaster Management Centre for the District Municipality has a 24-hour control room and an Information System.

The function of firefighting is administered within the Disaster Management Centre and includes:

Planning, co-ordination and regulation of fire services throughout the Sarah Baartman District.
 Provision of specialized firefighting services such as mountain, veld and chemical services.
 Coordinating of the standardization of infrastructure, vehicles, equipment and procedure; and
 Training of fire officers.

The District Municipality enters into a Performance Partnership Service Level Agreement with its seven Local Municipalities annually to perform firefighting services on an agency basis.

The District Municipality is implementing specific projects such as (amongst others) construction of fire stations, emergency response centres, purchase of firefighting response vehicles, standardization of fire hydrants. The funds are budgeted annually for Disaster Management and Fire Services for projects and operational related costs.

To optimally perform all statutory responsibilities and to execute all directives of the Districts Disaster Management Framework, Sarah Baartman District Municipal Disaster Management Unit / Centre must be adequately resourced in terms of personnel and infrastructure. The NDMC provides guidance in this regard, by setting out the minimum standards required for setting up a Disaster Management Centre (The National Disaster Management Centre, 2008).

The Head of the Municipal Disaster Management Centre

In terms of section 45(1) of the Act, the municipal council must appoint a suitably qualified person as head of the municipal Disaster Management Centre. The appointment is subject to the applicable provisions of the Local Government: Municipal Systems Act No. 32 of 2000 (known as the Systems Act). The Head of the Centre should be appointed / situated at senior management level.

The head of the Sarah Baartman District Municipal Disaster Management Centre is responsible for the functioning of the Disaster Management Centre and the exertion of its powers and the performance of its duties. In this regard, the head takes all the decisions of the centre, except decisions taken by another person as a result of a delegation by the Head of the Centre. The head performs the functions of office in accordance with section 44 of the Act.

The Head of the Centre performs the functions of office:

- in accordance with the National Disaster Management Framework and the key responsibilities prescribed in the National Disaster Management Framework.
- in accordance with the disaster management policy framework of the Eastern Cape Province.
- in accordance with the Disaster Management Policy Framework of the Sarah Baartman District Municipality.
- subject to the municipal council's IDP and other directions of the council; and
- in accordance with the administrative instructions of the municipal manager.

Delegation or assignment of the powers of the Head of the Centre

The Head of the Centre may, in writing, delegate any of the powers or assign any of the duties entrusted to the municipal centre in terms of the Act to a member of staff of the Municipal Disaster Management Centre. The District Municipal Manager must give effect to such delegation or assignment of powers. Such delegation is, however, subject to limitations or conditions that the Head of the Centre may impose. Such delegation or assignment does not divest the head of the Municipal Disaster Management Centre of the responsibility concerning the exercise of the delegated power or the performance of the assigned duty.

The Head of The Municipal Disaster Management Centre may confirm, vary or revoke any decision taken in consequence of a delegation or assignment, but no such variation or revocation of a decision may detract from any rights that may have accrued as a result of such a decision.

Capacity Requirements

Section 43 of the Disaster Management Act of 2002, as amended, requires that:

“43. Establishment. — (1) Each metropolitan and each district municipality must establish in its administration a disaster management centre for its municipal area.

(2) A district municipality—

(a) must establish its disaster management centre after consultation with the local municipalities within its area; and

(b) may operate such centre in partnership with those local municipalities.

(3) A local municipality must establish capacity for the development and co-ordination of a disaster management plan and the implementation of a disaster management function for the municipality which forms part of the disaster management plan as approved by the relevant municipal disaster management centre.

(4) A local municipality may establish a disaster management centre in consultation with the relevant district municipality in accordance with the terms set out in a service level agreement between the two parties, in alignment with national norms and standards.”

The strengths, weaknesses, opportunities and threats for disaster management in the Kouga Local Municipality

Table 2: Strengths, Weaknesses, Opportunities and Threats for Disaster Management in the Kouga Local Municipality (SWOT)

SWOT ANALYSIS	
STRENGTHS • Disaster Management Framework • A Disaster Management Plan (2025) • Various Hazard-specific contingency plans • A Local Disaster Management Advisory Forum • 24-hour emergency call centre • An established Disaster Management Volunteer Unit • A Database of volunteers, private sector stakeholders, CBOs, and NGO • An (District-Based) integrated Disaster Management information system procured and implemented	THREATS • Lack of Commitment from internal and external stakeholders • Succession planning • Centre that is not accredited • Legal noncompliance • Community unrest • Labour unrest • Water Scarcity • Infrastructure Capacity • Political Sabotage
WEAKNESSES • Funding • Disaster Response Coordination, including issues of: Coordination and information flow, Incident reporting, Inspections and rapid damage assessment, Processing of the information and actioning, resource mobilization, and priorities. • Lack of a Disaster Management centre with both tactical operations and decision-making functional areas • Lack of attendance and participation in the disaster management advisory and interdepartmental committees for disaster risk reduction meetings. • Preparedness (interdepartmental contingency planning, early warning disseminations and the implementation of prevention and mitigation measures)	OPPORTUNITIES • Training and development of skills • Risk Transfer to the insurance companies • Succession planning

• Personnel shortages • Lack of suitable resources	
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Joint Operations Centre (JOC)

The Joint Operations Centre establishes a platform to manage multi-disciplinary / multi-dimensional response to a major emergency / disaster. The aim is to provide an appropriate operational environment within which all agencies can function and make decisions in a co-operative manner. This allows for strategic decision makers to stay informed of developments, manage deployments and resources on a prioritised basis. This in turn allows for recognition of changing dynamics of a multi-faceted incident and allow for seamless shift in control / co-ordination of the associated response activities from one agency to another depending on the most important remedial focus at any given time.

Decentralised arrangements for the integrated execution of disaster management policy around Kouga Local Municipality

The Head of the Centre must establish mechanisms to ensure integration and joint standards of practice in the execution of disaster management policy throughout the District and Kouga Local Municipality, linked with neighbouring municipalities.

The District Disaster Management Centre will constantly liaise with the local and neighbouring municipalities in disaster risk reduction and planning efforts.

Sarah Baartman District and Kouga Disaster Management Advisory Forums

Purpose

Section 44(1)(b) of the Disaster Management Act No. 57 of 2002 (Act) calls for an integrated and coordinated approach to disaster management in municipal areas. To make provision for the integration and coordination of disaster management activities and to give effect to the principle of co-operative governance in the Sarah Baartman District and Kouga Local Municipality, the municipal councils may establish a Disaster Management Advisory Forums. Section 51 of the Act makes provision for the establishment of such forums.

Legislative requirement

Management and administration

The Advisory Forum is established to coordinate and manage any disaster. The forum is chaired by the Portfolio Head/Committee Chair as well as the Director – Community Services Chief Fire and Disaster Management Services. The Disaster Management Centre/Office provides the secretariat for the Advisory Forum and ensures that accurate records of the activities of the forum are maintained.

Composition of the Disaster Management Advisory Forum

The advisory forum must comprise all the relevant stakeholders and role players in disaster management in the municipality, including non-governmental and community-based organisations, individuals or groups with special technical expertise, representatives of the local municipalities in the district and representatives of neighbouring district municipalities. A detailed standard for the establishment and functioning of the Advisory Forum will be drafted and approved by the Advisory Forum.

Current status of the local advisory forum

Kouga has an established Advisory Forum that has to meet on a quarterly basis. The terms of reference for the **Advisory Forum have been developed, along with reporting requirements.**

Volunteer Unit

The volunteers are managed by the Sarah Baartman District Municipality, which has a formally established disaster management volunteer unit in compliance with the National Regulations.

The management, requirements, and processes relating to volunteers will be in accordance with the Act, its regulations, and the National Disaster Management Framework. Different categories of volunteer units, as envisaged by the National Disaster Management Framework, will be established. The National Regulations about volunteers will be utilised as the basis for the management of the unit.

A total of 34 volunteers within Kouga Local Municipality have been trained according to the African Aid Material (AFAM) curriculum, which was specifically designed for the African Continent. Volunteers from the following areas have been trained:

Table 3 Volunteer Distribution in the Kouga Local Municipality

MUNICIPALITY	MUNICIPAL AREA	NUMBER OF VOLUNTEERS
Kouga Local Municipality	Hankey	19
	Jeffreys Bay	15
	St Francis Bay	12
	Humansdorp	25
	Oyster Bay	10
	GBV Areas	15

Technical Task Teams / Technical Advisory Committee

When an event is not a disaster, but Disaster Management still plays a significant role it is advisable to consider the establishment of a Technical Task Team to resolve that specific event. This in effect encourages multi-disciplinary responses to multi-faceted events. A Technical Task Team may also be appointed by the municipal Disaster Management Centre/Office prior to commissioning any disaster management projects for the municipality as and when required. The purpose of the Technical Task Team is to provide scientific and technical advice, to monitor the progress of disaster management projects and to assist with the validation and/or interpretation of the findings.

In addition, any municipal department and / or municipal entity in the municipality or a department intending to commission disaster management projects for its functional area may appoint a technical advisory committee to provide scientific and technical advice, to monitor the progress of the disaster management project and to assist with the validation and/or interpretation of the findings.

A technical advisory committee must function and meet as required in accordance with predetermined terms of reference, which must be documented and submitted to the Kouga Advisory Forum for approval before being formally adopted by a technical advisory committee.

The relevant departments and municipal entities in the municipality must, in consultation with the Kouga Advisory Forum to determine the intervals at which disaster management implementation for their functional areas should be reviewed.

All proposed disaster management projects planned by departments and municipal entities in the municipality should be submitted to the Kouga Advisory Forum. To ensure that projects are integrated across departments and also accessed from a sustainable development viewpoint.

Ward structures

The existing ward structures and ward-committee meetings are utilised for implementing disaster risk reduction at the ground level. Disaster management is the agenda point of ward committee meetings.

Assignment of responsibilities

The following table summarises the main responsibilities of the different structures at the municipal level, regarding disaster management efforts:

Table 4: Disaster Management Summary Roles and Responsibilities

Name of the directorate	Focal point	Responsibilities
Civil and Water Services	Water	▪ Provision of water to the affected communities ▪ Restoration of water supply to the affected communities
	Sewerage	▪ Provision of sanitation facilities to the affected communities
Electro and Mechanical Services	Electricity	▪ Disconnection and restoration of power in the disaster-affected houses and infrastructure
	Fleet	▪ Logistic support
	Roads	▪ Stormwater drainage system maintenance ▪ Repairing the damaged road ▪ Provide access road to the affected communities
Community and Safety Service	Waste and Environmental Management	▪ Collection of waste in the disaster-affected areas. ▪ Assessment of environmental damages and restoration of the loss of biodiversity
	Parks and Amenities	▪ Provision of alternative or temporary venues and shelters for the displaced communities
	Fire and Disaster	▪ Disaster management and Fire is responsible for effective, integrated coordination and monitoring of the response and recovery function. ▪ Follow up and compile local information on the disaster, damages, and preliminary response. (Control and Call centre ▪ JOC activation ▪ Compiling situational report daily during disaster ▪ Mobilization and management of resources

Name of the directorate	Focal point	Responsibilities
		▪ Reporting to the mayoral committee on information and recommendations on disaster response options
	Safety and Security	• Provide security to the disaster-affected people and areas
Planning and Development	GIS	Hazards mapping
	Human Settlement	Provision of shelters to the affected and displaced people Compiling of the details of the affected people
Corporate and Communication Services	Digital Services	
	Administration	Provide administrative support during the coordinating process of disaster response
	Human Resources	Human capital support (Staff) e.g., disaster volunteers
Finance and Economic Development	Budget and Treasury	Disaster management funding arrangement for disaster response and recovery efforts
Office of the Mayor	Mayoral Committee	▪ Focus on the procedures and guidelines regarding the assessment, classification, declaration, and the review of the disaster. ▪ Direct disaster response activities ▪ Approving annual disaster preparedness and response plans and alternatives ▪ Decision making and guiding disaster response and early recovery efforts
	Special Projects/ Programmes	Initiating disaster response and recovery aligned projects and programmes

Name of the directorate	Focal point	Responsibilities
	Public Participation (Ward Councillors)	▪ Assist with damage reporting, assessment and need analysis. ▪ Escalating reports to the office of the speaker ▪ Assist in the mobilization and the management of resources. ▪ Assisting in monitoring recovery efforts
	Communication	▪ Dissemination of early warning ▪ Broadcasting in the local radio stations ▪ Public notices ▪ Utilising social media to disseminate information. ▪ posters and flyers
	Office of the Speaker	▪ Verifying and authorising assistance for the affected people. ▪ Refer report to disaster management department for actioning.

Specific roles and responsibilities for municipal departments and organs of state

The following general responsibilities pertain to all municipal departments of the Kouga Local Municipality. These general responsibilities are the minimum requirements in order to give effect to the Disaster Management Plan. It should however be noted that these lists are not exhaustive and serve as a guide for departments to take their own initiatives.

The district's main stakeholders in disaster management and their primary responsibilities are summarised in the table below:

Table 5: Primary Responsibilities of Stakeholders

STAKEHOLDER	PRIMARY ROLES AND RESPONSIBILITIES
The Municipal Council	The Municipal Council declares a state of disaster and receives and considers reports with regard to disaster risk management.
The Municipality's Municipal Manager	The Municipal Manager is overall responsible for governance in the Municipality, including effective disaster risk management.
The Municipality's Disaster Management Function	The Disaster Management Functions are overall disaster risk management and co-ordination, as per section 44 of the Disaster Management Act. Each Municipal Organ of State (which implies each Municipality Department and each Municipal Entity), will complete its own disaster management plan, to be incorporated into the Municipality's Municipal Disaster Management Plan.
Fire, Protection and Emergency Management Services	Assist with disaster risk reduction, implementation and co-operation.
The Disaster Management Volunteers	The formal, trained volunteer unit assist Disaster Management in their functions.
The residents and communities affected	Assist with disaster risk reduction and co-operation.
The Ward Councillors	The Ward Councillors assist with community liaison.
The Community Leaders	The Community Leaders assist with community liaison.
Fire Protection Associations	Disaster risk reduction, response and co-operation
Eastern Cape Wildlife	Disaster risk reduction, response and co-operation
Non-Governmental Organisations (NGOs) and Community Based Organisations (CBO's)	The NGOs and CBO's assists with disaster risk reduction and co-operation. Note: The nearest Red Cross Branch
Private sector and industry	Assist with disaster risk reduction and co-operation.
Health Care	Assisting with prevention/mitigation, response and recovery actions. Treating and transporting of patients.
Corporate Services and Financial Services	Assisting with administration, legal advice and funding.
Communication & Public Participation and Community Services	Assisting the disaster management function with communication and awareness.
Engineering, Development, Infrastructure & Technical Services and Community Services	Assisting with prevention/mitigation, response and recovery actions.
The South African Police Service	Assisting with prevention/mitigation and response actions. Public safety and crime prevention
South African Weather Service	Forecasting and issuing of severe weather warnings, including heavy rain, flash flooding,

STAKEHOLDER	PRIMARY ROLES AND RESPONSIBILITIES
	severe thunder, strong winds and conditions where severe veld fires are possible.
National Disaster Management Centre	National guidance and policy and institutional support to Province and Municipality on disaster risk management
Provincial Disaster Management Centre	Provincial guidance, policy and institutional support to Municipality on disaster risk management
Department of Environment, Forestry and Fisheries	Draft disaster management plans, relevant to the DEFF Implement drought and forest fire and fishery-related disaster risk management and report on disaster risk management and disaster risk reduction activities
Department of Social Development	Draft disaster management plans, involving the Department of Social Development Manage disaster relief Annual reports generated by the national Department of Social Development and its provincial counterparts must include an account of the number of households receiving social relief assistance.
Department of Local Economic, Tourism and Environmental Affairs	Draft disaster management plans, involving the Department of Environmental Affairs. Environmental management and impact assessments. Assisting with prevention/mitigation, response and recovery actions.
*The Department of Foreign Affairs	The lead national department responsible for promoting and facilitating South Africa's role in international co-operation in disaster risk management. It must, in liaison with the National Disaster Management Centre and the relevant organs of state, forge links with national agencies that render relief assistance internationally, as well as with international agencies, organisations and institutions involved in disaster risk management
Department of Cooperative Governance, Human Settlement and Traditional Affairs	Assisting with prevention/mitigation, response and recovery actions. Provision of emergency shelter.
Department of Health	Managing provincial hospitals and ambulance services and emergency medical care
Department of Education	Disaster Management education and awareness. Facilities could serve as emergency shelter or housing
Department of Justice	A key area for the Department of Justice and Constitutional Development will be to deal with all criminal cases in a fast and efficient way, especially where foreigners are involved.
Department of Home Affairs	Immigration Response

Cross border arrangements

The Kouga Local Disaster Management Centre / Office will constantly be in contact with Sarah Baartman District and neighbouring municipalities in disaster risk reduction and planning efforts.

Memorandum of understanding between stakeholders on disaster management planning and implementation for all role players in the municipality

The following principles will apply to all stakeholders in disaster management in Kouga Local Municipality:

Detailed disaster management planning, prevention, mitigation, response and recovery-related actions will be executed by all relevant institutions and stakeholders / role players in Kouga Local Municipality though applying the principles and requirements as foreseen by the Act, the National Disaster Management Framework, Provincial Disaster Management Framework, Sarah Baartman District Municipality Disaster Management Framework and this Plan.

Mutual Aid Agreements will be signed between relevant stakeholders.

Chapter 4: Risk Assessment

Municipal Disaster Risk Assessment and Profile

Disaster risk assessments in the Local Municipality are executed as prescribed by the National Disaster Management Framework, summarised below:

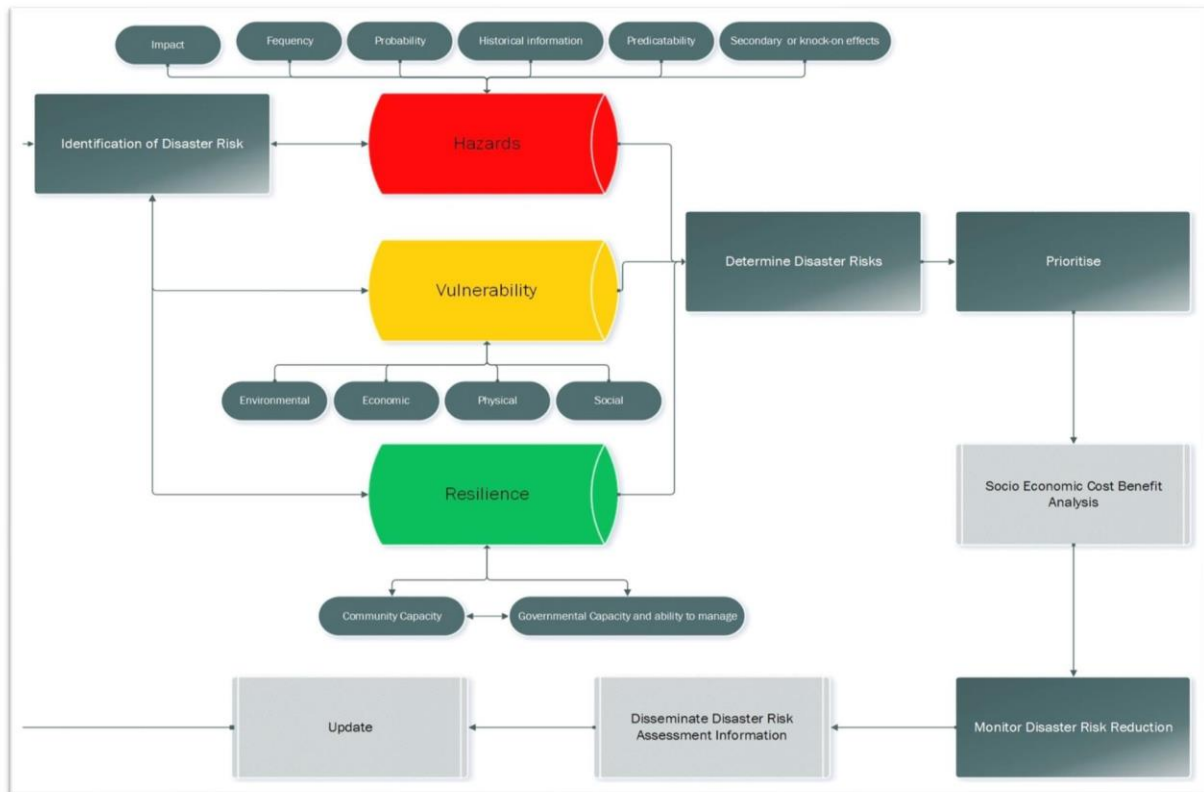


Figure 8: The Basic Stages of Disaster Risk Assessment

The risk profile for the Kouga Local Municipality is based on the data received and analysed from the workshop consultations, as well as the base data (including reports) collected during the study and from the Aurecon Disaster Risk Assessment concluded in November 2017. The data collected from the stakeholders was evaluated against the risk assessment results from the Aurecon Disaster Risk Assessment of 2017.

The prioritised risk profile for the Kouga Local Municipality is based on the data received from the Aurecon Report. The stakeholder perception data and local resilience information was considered and brought into context with the current set of perceived and real disaster risks. The Risk Prioritization for the Kouga Local Municipality is shown below. Please refer to the detailed disaster risk assessment report 2017 for more details about the district and local municipal disaster risks.

The following table contains the summarised results of the disaster risk assessment for Kouga Local Municipality.

Table 6: Prioritized Risks for the Kouga Local Municipality (2026)

LOCAL MUNICIPALITY	NO	DISASTER RISK	TOTAL
Kouga Local Municipality	1	Human and Animal Epidemic Diseases (FMD)	1
	2	Fire (Veldt)	1
	3	Fire (Informal settlement)	1
	4	Climate Change-Drought	1
	5	Road Accidents	1
	6	Climate Change - Floods	1
	7	Dangerous Electrical Connections	1
	8	Water Pollution	1
	9	Fire (Formal)	1
	10	Illegal Uncontrolled Solid Waste Disposal	1
	11	Coastal Erosion	1
	12	Dune Encroachments	1
	13	Spillage of Hazardous Materials	1
Kouga Local Municipality Total			
GRAND TOTAL			13

The Municipal Disaster Risk Assessment (2025 report) has more information on priority risks.

The consultations highlighted several considerations and processes that are already in place. The following was considered in the preparation of this Disaster Management Plan:

- Drought, floods and fire regarded as the highest risk in Kouga.
- Road incidents (buses, taxis, hazardous materials)
- Informal settlement houses are susceptible to fires.
- In Oyster Bay - Dune movements due to winds as a result of human factors and unplanned building of homes. Dune are being rehabilitated.
- St Francis Bay Spit
- Estuaries
- Drought: There is a lack of rain in the catchment areas. Dam which feeds Kouga remains a concern, and boreholes and springs are being negatively affected.
- Informal settlement's structure is not planned, and so emergency services cannot access the areas. Also, illegal electricity connections remain a concern. Social functions (parties) cause people to be less concerned about safety. (alcohol use).
- Labour unrest
- Community unrest; Lack of temporary hospitals
- Lack of mass burial facilities

- No crematorium or medical waste treatment facility is nearby
- Climate change – sea level rise
- Contagious Animal Diseases
- Natural dams a challenge
- Building in high-risk areas.
- Bucket system is still a challenge.
- Sewer pollution in the Jefferies Bay area as pump stations are located along the sea, and this is the lowest point, and contours are used to move sewerage to the pump stations.
- Illegal electricity connections - two different suppliers (Customize for Kouga - Eskom)
- Veld fires: - dense vegetation FPA"s have been established. Also have a Risk reduction committee. Voluntary disaster teams available, clearing of alien vegetation
- Incident command centre that will have a communication system.
- Radio repeaters needed. Can communicate with neighbouring municipalities on two-way radio.

There is a challenge with officials responding to the Joint Operations Centre (JOC) as they live far away, and so it takes a while for them to arrive.

The use of an incident board is in place, but the information is not documented in hard or soft copy. The incident board is managed by the disaster management practitioner or the chairperson of the board.

A Terms of Reference for the JOC needs to be developed. We have currently completed the Standard Operating Procedure for disaster Response and Recovery and have begun with the development of the Terms of Reference of the JOC. The SOP for disaster response and recovery is attached as an annexure

A Mass Casualty Plan is operational with the ambulance (provincial) and Pathology services responsible for the transportation of bodies.

It is the view of the consultations that the province needs to be involved in dealing with and funding mitigation for disaster risks, as well as repairs and maintenance of bridges and other infrastructure that belongs to them.

The Local municipality is investigating appointing 40 fire reservists during the next financial year

Chapter 5: Disaster Risk Reduction

In terms of Section 26(g) of the Municipal Systems Act, 200, Act 32 of 2000, a Municipality's IDP must contain a disaster management plan. Development projects in the Municipality, as contained in the Municipality's IDP, is thus interlinked with disaster management planning and activities. Risk reduction projects identified as part of disaster risk management planning, such as those identified in this plan and the contingency plans and risk assessment should be included into the District and Local Municipal IDP's.

There are eight key planning points or requirements that must be applied by all municipal organs of state and municipalities when planning for disaster risk reduction initiatives. These must form part of the annual reporting of the municipalities and municipal organs of state to the Kouga Local Disaster Management Centre / Office.

- 1) Use the disaster risk assessment findings to focus planning efforts.
- 2) Establish an informed multidisciplinary team with capacity to address identified disaster risk and identify a primary entity to facilitate the initiative.
- 3) Actively involve the communities or groups at risk.
- 4) Address identified vulnerabilities in the municipal area wherever possible.
- 5) Plan for changing risk conditions and uncertainty, including effects of climate variability.
- 6) Apply the precautionary principle to avoid inadvertently increasing disaster risk.
- 7) Avoid unintended consequences that undermine risk avoidance behaviour and ownership of disaster risk; and
- 8) Establish clear goals and targets for disaster risk reduction initiatives and link monitoring and evaluation criteria to initial disaster risk assessment findings.

Several hazard specific risk reduction project proposals are included in the Sarah Baartman Disaster Risk Assessment (page 404) The following list is an extract from this list

Table 7: Risk Reduction Project Proposals

NO	HAZARD	RISK REDUCTION PROJECT PROPOSALS
1	Flooding	Climate Change - Floods: The Seekoei Estuary Causeway sustained significant damage during the September 2023 Equinox Spring tides and gale-force winds, leading to its reconstruction with R10.55 million in funding.

2	Human and Animal Epidemic Disease	1. Quarantine and Movement Restrictions • Immediate quarantine of affected farms. • Establishment of Disease Management Areas (DMAs). • Strict control on the movement of: ◦ Cattle, sheep, goats, and pigs ◦ Animal products (meat, milk, hides) ◦ Vehicles and farm equipment Permits are required for any movement of livestock within or outside designated zones. 2. Surveillance and Testing • Rapid response veterinary teams conducted: ◦ Clinical inspections of livestock ◦ Collection of blood and tissue samples • Ongoing monitoring of surrounding farms to detect further spread. • Tracing animal movements to identify possible transmission pathways. 3. Biosecurity Enforcement Farmers are instructed to: • Disinfect vehicles, equipment, and footwear. • Limit farm access to essential personnel only. • Isolate newly purchased or returning animals. • Implement strict hygiene controls at farm entrances. 4. Vaccination • Emergency vaccination campaigns were implemented in high-risk zones • 1654 cattle have been vaccinated in the areas of Kruisfontein and Kwa Nomzamo • Vaccination aimed to create a buffer zone to prevent wider spread. 5. Stakeholder Communication
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		• Kouga Local Municipality JOC to be activated • Regular updates were provided by: ○ The Eastern Cape Department of Rural Development and Agrarian Reform ○ The Department of Agriculture, Land Reform and Rural Development • Farmers were educated on identifying symptoms such as: ○ Excessive salivation ○ Blisters on the mouth and hooves ○ Lameness
		6. National and Trade Measures • Temporary restrictions are placed on livestock exports from affected zones. • South Africa worked to maintain disease-free zones in other regions to protect trade.
		7. Legal Enforcement • Movement control regulations under the Animal Diseases Act were enforced. • Non-compliance could result in fines or legal action.
3	Fire: Structural (Formal Settlements). Fire: Structural (Informal Settlements).	1. Physical planning measures: Develop a district-wide strategic framework for fire & burn prevention. 2. Engineering & construction measures: Smoke alarms to alert people and reduce death risk in settlements. 3. Economic measures: Prioritize funding & fire prevention training. 4. Management measures: Develop an information strategy & data collection system to support planning.

		5. Societal measures: Fire awareness and safety educational strategies for communities.
4	Road Incidents	1. Physical planning: Evaluate safer travel options, e.g., rail transport. 2. Engineering measures: Develop local road safety schemes for pedestrians, cyclists, and public transport users. 3. Economic measures: Speed detection devices and police training to reduce road incidents. 4. Management measures: Develop Road traffic accident response strategies and enforce land use policies. 5. Societal measures: Enforce seat-belt laws and provide driver training and pedestrian safety programs.
5	Drought	Key drought risk-reduction measures and projects in Kouga Local Municipality: • Alternative water supply development: Drilling and connecting multiple boreholes across Kouga towns to reduce reliance on surface dams and improve water security during droughts. • Water treatment infrastructure: Construction and upgrading of water purification plants to treat borehole water so it meets potable water standards. • Bulk water infrastructure: Installation of bulk pipelines, reservoirs, electrical connections for boreholes, and strategic water storage tanks to stabilise supply. • Emergency drought interventions: Water tankering, water trucking, and placement of communal tanks in high-risk and vulnerable areas during severe shortages. • Water demand management: Public awareness campaigns, water restrictions, installation of flow restrictors, and promotion of water-saving practices. • Community and institutional projects: Partnerships supporting water-saving initiatives in schools and public facilities, including improved ablution systems and rainwater tanks. • Disaster management coordination: Drought planning, monitoring, and response through municipal disaster management structures to ensure timely intervention and support.

6	Water Pollution	1. Physical planning: Control water pollution from rusted galvanized pipes and flood seepage. 2. Engineering measures: Install wastewater discharge regulations. 3. Economic measures: Provide incentives for environmentally sound practices. 4. Management measures: Develop Water Pollution Control Compliance policies for construction sites. 5. Societal measures: Raise community awareness about pollution control and waste management.
7	Fire (Veld)	Kouga's Fire & Disaster Management section leads prevention and risk reduction, including: 1. Fire prevention inspections and hazard risk assessments to identify and mitigate fire risks in residential and open areas. 2. Public awareness campaigns on fire safety and veld fire risk reduction using pamphlets, media materials, notices, and community communication channels. 3. Community disaster preparedness workshops and training to equip residents with knowledge on fire safety and response. 4. Early warning systems and risk communication based on weather/fire conditions, linked with South African Weather Service data to warn high-risk times and areas. 5. Fire season Restrictions and landowner requirements 6. Fire breaks and vegetation management 7. Training, Capacity building, and equipment (Establish volunteer firefighting teams in more remote wards to improve local readiness and response capabilities. additional investment in vehicles, equipment, and fire trucks to strengthen response capacity) 8. Technological Enhancements (Drone Emergency Response Programme, partnerships for aerial support during large fires. 9. Reporting and communication(Residents are encouraged to report fires immediately to emergency hotlines provided by the municipality to ensure rapid suppression and risk containment)

8	Illegal Uncontrolled Solid Waste Disposal	1. Physical planning: Implement solid waste management practices, including street bins and landfill sites. 2. Engineering measures: Develop bulk waste infrastructure and regional disposal sites. 3. Economic measures: Apply the user-pays principle for waste management services. 4. Management measures: Enforce waste management rules and integrate them into the IDP process. 5. Societal measures: Run environmental education and waste minimization awareness campaigns.

The Kouga Municipal Disaster Management Centre / Office must ensure that response and recovery plans and disaster risk reduction plans, programmes and projects are incorporated into IDP's, Spatial Development Frameworks, environmental management plans and other strategic developmental plans and initiatives in the Kouga Local Municipality and in the local municipalities in the district.

Strategic approach to disaster risk reduction

Strategic Disaster Risk Reduction

The dictionary defines a strategy as follows: “A *plan of action designed to achieve a long-term or overall aim*. “Time to develop a coherent strategy” synonym: *master plan, grand design, game plan, plan of action, plan, policy, proposed action, scheme, blueprint, programme, procedure, approach, schedule*.”

Disaster risk reduction, through proper planning and management, is the new key driving principle in disaster management.

Disaster risk reduction is the concept and practice of reducing disaster risks through systematic efforts to analyse and manage the causal factors of disasters, including through reduced exposure to hazards, lessened vulnerability of people and property, wise management of land and the environment, and improved preparedness for adverse events.

Disaster risk reduction is therefore part of disaster management but does not focus primarily on (although it does link with) disaster response and recovery.

Disaster Risk Reduction should not be implemented in an isolated manner. It takes cognisance of international agreements and guidelines.

Disaster risk reduction is closely linked with sustainable development. Development projects should be informed by disaster risk reduction planning and activities.

Disaster risk reduction is influenced by several factors (such as climate change, economic and regional growth and development, capacity to implement planning, etc.), and the municipality has to think carefully and in new ways about effectively reducing its disaster risks.

The Kouga Local Municipality follows a priority strategic approach to disaster risk reduction. This strategy aims to achieve the following objectives:

To establish and incorporate the foundational guiding arrangements for disaster risk reduction in the Kouga Local Municipality.

To increase awareness and knowledge of disaster risk reduction methods and opportunities.

To inform the legal and institutional basis for efficient disaster risk reduction planning and implementation.

To contribute towards the inclusion of disaster risk reduction into development policy, programmes and projects.

To establish a strategic platform for public-private-sector co-operation in disaster risk reduction.

To contribute to community resilience against the threats and effects of disasters.

The success of this strategy will lie in its effective implementation and monitoring throughout the municipality. This can, however, only be achieved through cooperation and partnership between all stakeholders in disaster risk reduction.

The following factors are important to ensure the effectiveness of implementing the strategic goals and initiatives:

Political buy-in and support.

Strategic leadership by management.

Uniform standards supported by national policy and legislation.

Stakeholders and responsible agencies need to accept responsibility and be held accountable for neglecting responsibilities in terms of disaster risk reduction.

Capacity and awareness at local level.

Appropriate systems and technologies.

Private-sector support.

Optimising the use of resources: Using fewer resources to achieve more.

The involvement and co-operation of non-governmental role players and historical information, to be inter alia gathered through indigenous knowledge, is of paramount importance.

The Disaster Management Centre / Office must establish mechanisms to ensure integration and joint standards of practice in the execution of disaster management policy.

The following general principles guide the above goals:

Enhance and support advocacy on disaster risk reduction.

Work within current reality - optimising usage of existing resources and capacity, whilst awaiting additional funding and capacity, is very important.

Plan proactively and not reactively for disaster risk reduction.

Adopt a more holistic approach to disaster risk reduction and building resilience. The 'silos should be broken,' and all risk factors should be recognised and addressed holistically and in an integrated manner.

Utilise the historic indigenous knowledge of the people when disaster risks are assessed.

Utilise private sector advertisement funding to further disaster risk reduction advocacy and information sharing.

Communities need to understand the benefits of contributing to disaster risk reduction and support disaster risk reduction initiatives: Disaster risk reduction can save their lives and property.

Effective law enforcement is critical for disaster risk reduction.

Communities should be active participants in disaster risk assessments and disaster risk reduction planning and programmes.

Work, within the correct and sensitive protocols, with traditional leaders and Community-Based Organisations.

Maintain a balance when assigning resources between proactive and reactive measures.

Understand that national/regional programmes such as poverty reduction is mid to long-term goals, but disaster resilience should be built/enhanced within the current reality as well. Poor and vulnerable people, communities, and groups should be assisted to become more resilient within their current realities.

Cross-cutting considerations such as gender (for example, the value of utilising women in disaster risk reduction), youth (sustainable disaster risk reduction starts with the children), people with disabilities, people with less access to facilities, and risk transfer mechanisms such as insurance, must be taken into cognisance of in disaster risk reduction planning and initiatives.

Because disaster risks cannot be totally eliminated, the remaining economic risks need to be shared, spread or financed so that individual people, companies, and communities are not forced into poverty or bankruptcy if a disastrous event occurs. Mechanisms for sharing or transferring risk are an important component of disaster risk reduction. At the national or district level, this can be achieved through the establishment of reserve funds, contingent credit arrangements, or the purchase of offshore insurance or disaster bonds. These usually require supporting arrangements at the international level through the private sector or multilateral banks. At the local level, the insurance industry can become a partner in disaster risk reduction, and communities can be encouraged (through incentives agreed upon with insurance companies) to ensure themselves against loss.

In terms of Section 26(g) of the Municipal Systems Act, Act 32 of 2000, a Municipality's IDP must contain a disaster management plan. Development projects in the Municipality, as contained in the Municipality's IDP, is thus interlinked with disaster management planning and activities. Risk reduction projects identified as part of disaster management planning, such as those identified in this plan and the contingency plans to be developed, and risk assessments should be included into the Municipality and local Municipal IDPs.

Sarah Baartman District Municipality has defined strategic objectives in order to reach the overarching goal of developing more resilient communities in the Sarah Baartman Municipal Area. One of the objectives is to improve the capacity of Local Municipalities to provide a timely and appropriate response to disasters and emergencies, and other crises. The strategic objectives include the following:

Assisting Local Municipalities with the development of fire services plans for their areas.

Assisting each Local Municipality with the implementation of its fire services plan by rendering support with:

- Establishment of satellite fire stations in identified areas.
- Recruitment of firefighters, reservists, and/or volunteers.
- Restoration of fire hydrants district-wide.
- Acquisition of fire/rescue vehicles, equipment, and tools; and
- Training of fire officers, firefighters, reservists, and volunteers.

Lobbying for funding to assist local municipalities with the implementation of their fire services plans.

Preparing business plans where necessary to secure funding; and

Make the general public aware of the dangers of fires.

Protection of critical infrastructure

Critical infrastructure includes assets and networks, physical or virtual, that are essential for the functioning of a society and economy.

This infrastructure is found in the following sectors/areas:

- Energy
- Communications
- Transportation
- Health Systems

- Public Safety and Security
- Public Administration
- Financial Sector
- Educational Systems
- Water and Sewerage
- Agriculture and Food
- Chemicals and Hazardous Materials

Critical infrastructure in the Municipality should be proactively protected, and a critical infrastructure protection plan needs to be developed by the Municipality.

Chapter 6: Preparedness planning

Education, Training, Public Awareness, and Research

Communication and stakeholder participation in disaster management in the Kouga Local Municipality were executed through a consultative process, initiated by the Sarah Baartman District Municipality disaster management function in conjunction with the Kouga Local Municipality.

The development of disaster management information is critical in ensuring that the community and all facets of the public and private sectors are well-informed and prepared for any disaster that may occur.

In order to give proper effect to preparedness planning, it is necessary that the local disaster management focal point "Disaster Management Centre / Office", together with the District Disaster Management Centre, develops a plan of action which will engage all the departmental, community, traditional, private, and commercial stakeholders. These stakeholders need to be trained in preparedness techniques.

These processes will include the development of disaster management information leaflets, training programmes, media, and local-level meetings with disaster management role players, including non-governmental institutions (to be preferably invited/co-opted on the local disaster management committee) and the local traditional and community leaders, schools, clinics, and communities.

Although the main responsibility to plan for, ensure budgeting and executing education, training, and research (and the publication and communication of the results thereof) lies with the Kouga Local Municipality disaster management function and Municipal departments, organs of state and municipal entities will also address these elements proactively. This will be coordinated through the Kouga Local Disaster Management function and the results communicated to the Eastern Cape Provincial Disaster Management Centre, National Disaster Management Centre, and the local disaster management committee.

Training on disaster management in the Kouga Local Municipality will be in accordance with the National Disaster Management Framework and National Guidelines in this regard. Training can be of an accredited or non-accredited in nature. Practical, 'hands-on' training of the Kouga Local Municipality and local municipal disaster management officials need to be executed to ensure that at least the following capabilities have been efficiently established in the Kouga Local Municipality disaster management function:

Public Awareness: Public Awareness campaigns are ongoing

Education: to have brochures, talks and presentation for disaster management for schools

Training: training of staff on emergency evacuation and ensuring that emergency evacuation takes place at schools

Integrating all of the above into an effective the Kouga Local Disaster Management operation.

Communication and stakeholder participation in disaster management in the Kouga Local Municipality is executed through a consultative process, education and public awareness, initiated by the Kouga Local

Municipality disaster management function. These processes include the development of disaster management information leaflets, training programmes, media and local-level meetings with disaster management role players, including non-governmental institutions (to be preferably invited / co-opted on the local disaster management committee) and the local traditional and community leaders, schools, clinics and communities.

Disaster management actions and initiatives, such as results of important meetings and new projects, will be communicated to the communities via media or otherwise.

The Kouga Local Disaster Management and Sarah Baartman Disaster Management will formulate and implement appropriate disaster management public awareness programmes that are aligned with the national disaster management public awareness strategy and will play an active part in engaging schools to ensure a practical approach to education and awareness programmes.

School level disaster management awareness programmes in The Kouga Local Municipality will be conducted, assessed and adapted on an annual basis. Community resilience-building is crucial, and a first capacity-building priority is the consultative development of a uniform approach to community-based risk assessment for municipalities and non-governmental and community-based organisations throughout The Kouga Local Municipality this will contribute considerably to forge links between disaster risk reduction and development planning in disaster-prone areas and communities.

Information Management and Communication

The Kouga Local Municipality will adhere to the *Integrated Information Management and communication model* as contained in the National Disaster Management Framework, summarised below:

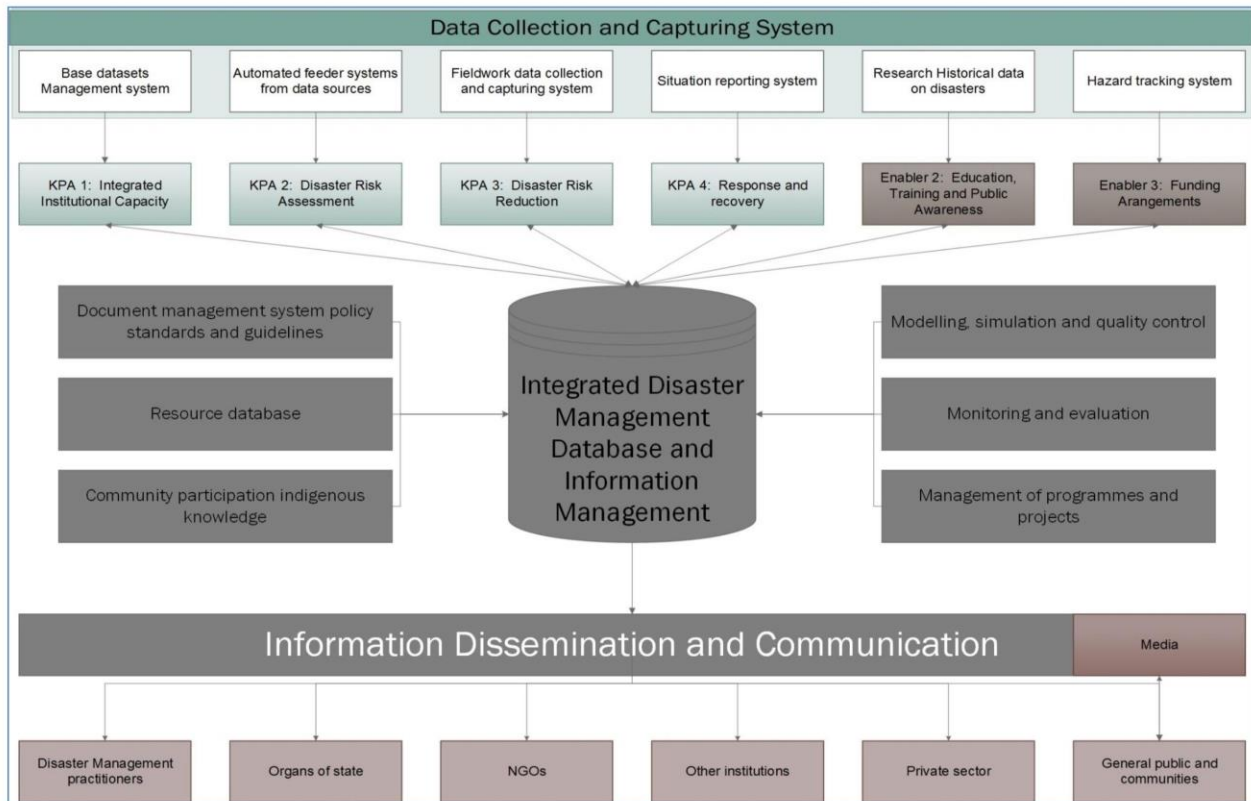


Figure 9: Model of an Integrated Information Management and Communication System for Disaster Risk Management

Effective communication is paramount to effective disaster management planning and implementation. Each stakeholder's communication, dispatching and other procedural arrangements are governed by its functional role and its related standard operating procedures. Details of specific disaster incident communication protocols are contained in the disaster contingency plans, where such details are required.

Communication during a disaster or major incident needs to be fast and require the provisioning of accurate information. Designated resources that would be favourably positioned to convey messages and collect information would be communications officers (emergency control centre) who would act as a communication and information coordinating hub and municipal representatives who would be in familiar with and trusted by local communities.

The involvement of communities is becoming more prominent to ensure resilience and sustainability.

At the heart of participative strategies is the requirement for a sustainable municipal representative that communities will trust and allow should meetings be held for capacity building or information dissemination.

The nature of communication and information management before an incident is largely gathering and making information available regarding the incident. During the incident it is critical to maintain situational awareness and understanding. In order to fulfil this requirement speed of delivery, accessibility and accuracy is very important. SMSs, direct phone calls and even two-way radios are preferred mechanisms. After an incident the coordination of recovery actions would need to take place. For this purpose, emails and meetings would be sufficient.

Early warning systems

The Kouga Local Disaster Management Centre / Office must ensure the technical identification and monitoring of prevailing hazards and must prepare and issue hazard warnings of significance to the municipality and inform the District Disaster Management Unit. The Kouga Local Disaster Management Centre / Office must develop and implement communication mechanisms and strategies to ensure that such warnings are disseminated immediately to reach at-risk communities, areas and developments as speedily as possible. The Kouga Local Disaster Management Centre / Office must identify and establish strategic inter sectoral, multi-disciplinary and multi-agency communication mechanisms and must ensure that such communication mechanisms are accessible to at-risk communities and areas in the district.

The Kouga Local Disaster Management Centre / Office must facilitate the development of a communication plan for the district which must be documented.

Early warning through normal functioning

In cases where a hazard is encountered and has the potential to develop into a disaster, it is important that appropriate actions are taken. This can include:

- Initiation of preventative or mitigation measures.
- Awareness to create a broader understanding within the public sector and within government sectors; and
- Using reporting structures/channels so that details of identified hazards, that have the potential to lead to disasters are appropriately communicated to relevant stakeholders.

This is a continuous process and will be enhanced by a greater understanding of disaster management throughout the municipality. However, in order to give effect to the above, it would be necessary to incorporate disaster risk reduction into all activities, projects, and development plans in the municipality.

This means that when there is a need for communication with the Inter-governmental Committee when an early warning or disaster hazards are identified/discovered so that the proper attention can be given to the

warning/hazard. It is only when Early Warning/hazard becomes mainstreamed as part of disaster risk reduction that the true benefit will emerge, and disaster gain made.

There is a need for Early Warning of disaster hazards to be communicated to all sectors (various departments within the municipality). It is only when these are ingrained into the fabric of the employee's functions that proper Early Warning notices can be communicated to decision-makers.

Early Warning as a result of participation in Provincial Disaster Management Advisory Forum

Kouga has an established Disaster Management Advisory Forum that meets at least once every quarter.

As a result, they are provided with information of risks that affect other municipalities and stakeholders. Risks that negatively impact on the municipality must be addressed proactively by the Inter-governmental Committee.

South African Weather Services

SAWS has an extremely important Early Warning function due to the high percentage of disasters that are weather related

Impact based Early Warning

The current traditional Severe Weather Warning System (SWWS) in South Africa issues warnings based on weather related thresholds. Typically, such warnings could be of "heavy rain with more than 50 mm in 24 hours". This warning has no real meaning in a local area where only 30 mm, or another area where more than 100 mm of rainfall is required to cause flash flooding that could close bridges or flood properties. An Impact-based (ImpB) Early Warning System (EWS) is not based on weather thresholds, but rather on increasing severity levels of impact, considering the localised socio-economic vulnerability to distinguish between less severe and more severe events.

Currently SAWS is still issuing the traditional threshold warnings as the ImpB EWS is still being piloted/tested while the dissemination tools are being put in place so that the ImpB Warnings can be issued seamlessly.

To fully implement ImpB Warnings there will be a need for Local Municipalities to provide information on the impacts that could be expected for their various mandates.

This information is of utmost importance for the Kouga municipality given the prioritised hazards in the municipality include drought and flood, which are weather-related.

Fire Danger Index

In order for SAWS to comply with the legislative requirements of, for example, the Veld and Forest Fire Act (refer to Chapter 2), it monitors the current and predicted state of the Fire Danger Index (FDI) across South Africa on a daily basis and issues predictions based on the expected future state of FDI over the next few days. As per the requirements of the Veld and Forest Fire Act, the public are furnished with a basic indication (in a binary yes/no sense) whether there is expected to be an "extremely dangerous" level of FDI. For more specialised users, such as NDMC, PDMC, Agriculture and Forestry (forest/plantation managers), SAWS issues more detailed information.

The SAWS make use of Lowveld Fire Index when generating Fire Danger Index (FDI)-related watches and warnings for South Africa. As such, the FDI formula makes use of four (4) basic meteorological parameters, namely: (a) surface (@2m) air temperature (b) relative humidity (%) (c) surface wind speed (@10m) as well as (d) the "antecedent rainfall" occurring over a 21-day period, prior to the current time. When the calculated

FDI meets or exceeds 75 (the lower threshold for the “extremely dangerous” category an FDI warning will be generated and distributed to various media (printed, social media, TV, radio, electronic).”

The FDI forms part of televised weather bulletins and provide valuable information to not only the fire services fraternity but also to law enforcement and the public. Within the Cape Province and other areas this has been used most significantly to ensure that the fire services are properly prepared to deal with the fire hazards as these can quickly get out of control, especially on very hot and windy days. While the public are able to participate in ensuring that the risk of fire in hazardous areas is reduced by not having open flames on days which a high fire index.

It is also through a system of Early Warning that disaster risks can be reduced, and preparedness and mitigation measures implemented.

This is beneficial for Kouga Local Municipality due to the fire risks in the municipality.

Early Warning planning

As Kouga Municipality is in the process of developing a Level 2 DMP the Early Warning Planning will be in line with the disaster risk assessment, and this will further enable the Municipality to develop more focused early warning mechanisms. As a result, this will enable planning for high level risk. This will also impact the dissemination of warnings and appropriate reactions within the municipality as well as the neighbouring municipalities. Also, important as part of the expansion and improvement of early warning mechanisms is the inclusion of understanding and interpretation of early warning in awareness programmes so the end user receiving the warning is able to interpret the message correctly.

Contingency planning

In terms of sections 52 and 53 of the Disaster Management Act, Act 57 of 2002, (the Act) each municipality and municipal organ of state must draft disaster management plans for their area.

“52. Preparation of disaster management plans by municipal organs of state other than municipalities. — (1) Each municipal organ of state other than a municipality must—

- (a) conduct a disaster risk assessment for its functional area.*
- (b) identify and map risks, areas, ecosystems, communities and households that are exposed or vulnerable to physical and human- induced threats.*
- (c) prepare a disaster management plan setting out—*
 - (i) the way in which the concept and principles of disaster management are to be applied in its functional area, including expected climate change impacts and risks for that municipal entity or administrative unit.*
 - (ii) its role and responsibilities in terms of the national, provincial or municipal disaster management framework.*
 - (iii) its role and responsibilities regarding emergency response and post-disaster recovery and rehabilitation.*
 - (iv) its capacity to fulfil its role and responsibilities.*
 - (v) particulars of its disaster management strategies.*
 - (vi) contingency strategies and emergency procedures in the event of a disaster, including measures to finance these strategies.*
 - (vii) specific measures taken to address the needs of women, children, the elderly and persons with disabilities during the disaster management process.*

- (d) co-ordinate and align the implementation of its plan with those of other organs of state and institutional role-players.
- (e) provide measures and indicate how it will invest in disaster risk reduction and climate change adaptation, including ecosystem and community-based adaptation approaches.
- (f) develop early warning mechanisms and procedures for risks identified in its functional area; and
- (g) regularly review and update its plan.”

To clarify this further it is important to understand the definition of a “municipal organ of state” as defined in the Disaster Management Act no 57 of 2002: “municipal organ of state” means—

- (a) a municipality.
- (b) a department or other administrative unit with- in the administration of a municipality, including an internal business unit referred to in section 76 (a) (ii) of the Local Government: Municipal Systems Act, 2000; or
- (c) a municipal entity;”

The District Disaster Management Centre / Unit is therefore responsible for the application of the Act; however, the local disaster management office must assist in the provision of guidance to municipal departments, local municipalities and other municipal entities as indicated above are primarily responsible and can be held liable for their Disaster Management Plans.

In terms of section 54 of the Act, a Municipality must deal with a local disaster through existing legislation and contingency arrangements, even if a local state of disaster is not declared.

In terms of the National Disaster Management Framework, contingency planning is defined as follows:

“The forward planning process for an event that may or may not occur, in which scenarios and objectives are agreed, managerial and technical actions defined, and potential response systems put in place to prevent, or respond effectively to, an emergency situation.”

Contingency plans for all major disaster risks will be developed.

The Kouga Local Municipality have developed hazard specific contingency plans for:

Seasonal preparedness plan that is updated yearly

Planning Calendar

There is a seasonal nature to a many hazards and events. Examples of these are grass or veld fires that predominantly happen in winter, and events such as the Major Events the Kouga Local Disaster Management Centre / Office should keep a “Planning Calendar” for such events that can be reviewed and ensure update planning is completed on an annual basis.

Funding arrangements

Funding arrangements for disaster management are specified in the National Disaster Management Framework as indicated below and these guidelines will be followed in the municipality.

Table 8: Funding Arrangements for Disaster Management

ACTIVITY	FUNDING SOURCE	FUNDING MECHANISM
Start-up activities (KPA 1, Enabler 1)	National government	Conditional grant for local government – district and metropolitan municipalities, where
		Conditional grant for provinces with counter-funding component ¹
		Budget of national departments
Disaster risk management ongoing operations (KPAs 2 and 3)	National and provincial government	Own departmental budgets
	New assignment to local government	Increase in the I (Institutional) component of the equitable share of local government
Disaster risk reduction (KPAs 2 and 3)	National departments	Own budgets
	Provincial departments	Own budgets but can be augmented by application for funding to the NDMC for special national
	District municipalities	Own budgets but can be augmented by application for funding to the NDMC for special national
	In the case of low-capacity, resource-poor municipalities ²	Additional funding released from the NDMC targeted at these categories of municipalities
Response, recovery and rehabilitation and reconstruction efforts (KPA 4)	National government	Own budget for those departments frequently affected by disasters
		Access to central contingency funds
		Reprioritise within capital budgets for infrastructure reconstruction
	Provincial government	Own budget, particularly for those departments frequently affected by disasters
		Conditional infrastructure grants
		Access to central contingency fund once threshold is exceeded on a matching basis
		Reprioritize within capital budget for infrastructure reconstruction
	Local government	Access to central contingency fund once threshold is exceeded
		Conditional infrastructure grant, i.e. Municipal Infrastructure Grant (MIG)
Education, training and capacity-building programmes (Enabler 2)	All spheres of government	Own budgets and reimbursement through Public awareness programmes and research activities can also be funded through the private sector, research foundations, NGOs

Section 7.6.2 of the NDMF states that “Cost expenditure on routine disaster management activities must be funded through the budgets of the relevant organs of state. Preparedness must be funded through the budgets of national, provincial and local organs of state as part of their routine disaster management activities”.

Considering the above it is evident that the municipality must fund and implement disaster management from their own budgets.

Funding of Post-Disaster Recovery and Rehabilitation

In the case of post-disaster recovery and rehabilitation, section 56 of the Act states:

“56. Guiding principles (1) This Chapter is subject to sections 16 and 25 of the Public Finance Management Act, 1999, which provide for the use of funds in emergency situations.

(2) When a disaster occurs, the following principles apply:

(a) National, provincial and local organs of state may financially contribute to response efforts and post-disaster recovery and rehabilitation.

(b) The cost of repairing or replacing public sector infrastructure should be borne by the organ of state responsible for the maintenance of such infrastructure.”

Procurement of Essential Goods & Services

To understand the importance of this it should be viewed in context

Section 53(2) of the Disaster Management Act states the following:

“(2) A disaster management plan for a municipal area must—

(a) form an integral part of the municipality’s integrated development plan.

(b) anticipate the types of disaster that are likely to occur in the municipal area and their possible effects.

(c) place emphasis on measures that reduce the vulnerability of disaster-prone areas, communities and households.

(d) seek to develop a system of incentives that will promote disaster management in the municipality.

(e) identify the areas, communities or households at risk.

(f) take into account indigenous knowledge relating to disaster management.

(g) promote disaster management research.

(h) identify and address weaknesses in capacity to deal with possible disasters.

(i) provide for appropriate prevention and mitigation strategies.

(j) facilitate maximum emergency preparedness; and

(k) contain contingency plans and emergency procedures in the event of a disaster, providing for—

(i) the allocation of responsibilities to the various role-players and co-ordination in the carrying out of those responsibilities.

(ii) prompt disaster response and relief.

(iii) the procurement of essential goods and services.

(iv) the establishment of strategic communication links.

(v) the dissemination of information; and

(vi) other matters that may be prescribed.”

Kouga Local Municipality must have an emergency procedure for the procurement of essential goods and services.

Section 55(2) states the following:

“(2) If a local state of disaster has been declared in terms of subsection (1), the municipal council concerned may, subject to subsection (3), make by-laws or issue directions, or authorise the issue of directions, concerning—

- (a) the release of any available resources of the municipality, including stores, equipment, vehicles and facilities.*
- (b) the release of personnel of the municipality for the rendering of emergency services.*
- (c) the implementation of all or any of the provisions of a municipal disaster management plan that are applicable in the circumstances.*
- (d) the evacuation to temporary shelters of all or part of the population from the disaster- stricken or threatened area if such action is necessary for the preservation of life.*
- (e) the regulation of traffic to, from or within the disaster-stricken or threatened area.*
- (f) the regulation of the movement of persons and goods to, from or within the disaster- stricken or threatened area.*
- (g) the control and occupancy of premises in the disaster-stricken or threatened area.*
- (h) the provision, control or use of temporary emergency accommodation.*
- (i) the suspension or limiting of the sale, dispensing or transportation of alcoholic beverages in the disaster-stricken or threatened area.*
- (j) the maintenance or installation of temporary lines of communication to, from or within the disaster area.*
- (k) the dissemination of information required for dealing with the disaster.*
- (l) emergency procurement procedures.*
- (m) the facilitation of response and post-disaster recovery and rehabilitation; or*
- (n) other steps that may be necessary to prevent an escalation of the disaster, or to alleviate, contain and minimise the effects of the disaster.”*

Kouga Local Municipality in conjunction with the district may, when a local state of disaster has been declared, make by-laws or issue directions, or authorise the issue of directions, concerning emergency procurement procedures.

It should be noted that procurement of essential goods and services should take place during all stages of disaster management, including disaster risk reduction, response and recovery.

Procurement for disaster risk reduction will happen in accordance with the relevant legislation and Kouga Local Municipality procurement policies and procedures. Procurement for disaster recovery and reconstruction will happen in accordance with section 56 of the Act.

Emergency procurement during a disaster and for disaster relief will take place in accordance with Section 55 of the Act.

The contingency arrangements for emergency procurement should a local state of disaster not be declared will be as follows:

The Disaster Management Centre / Office to be informed of any emergency procurement requirements during a disaster or major incident.

The Director Community Services will have access to the Municipal Manager to request emergency procurement in the required format.

The Municipal Manager will urgently attend the approvals for the emergency procurement.

Chapter 7: Response

Immediate and effective response

To clarify this, it is important to take note of first section in the Disaster Management Act, 57 of 2002. The purpose of the Act states the following:

“To provide for—

*an integrated and co-ordinated 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 and rehabilitation.*

the establishment and functioning of national, provincial and municipal disaster management centres.

disaster management volunteers; and

matters incidental thereto.”

What constitutes an integrated, co-ordinated, rapid and effective response? This can only be achieved through planning, implementation and exercise. A Technical Advisory Committee will be appointed by the Kouga Local Advisory Forum. A response policy will be drafted. This document must address amongst other factors the following:

Effective communication

Who is in command?

Co-ordination of response

Roles and Responsibilities

Section 54 of the Disaster Management Act states the following:

“54. Responsibilities in event of local disaster. —

(1) Irrespective of whether a local state of disaster has been declared in terms of section 55—

(a) the council of a metropolitan municipality is primarily responsible for the co-ordination and management of local disasters that occur in its area; and

(b) the council of a district municipality, acting after consultation with the relevant local municipality, is primarily responsible for the co-ordination and management of local disasters that occur in its area.

(2) A district municipality and the relevant local municipality may, despite subsection (1) (b), agree that the council of the local municipality assumes primary responsibility for the co-ordination and management of a local disaster that has occurred or may occur in the area of the local municipality.

(3) The municipality having primary responsibility for the co-ordination and management of a local disaster must deal with a local disaster—

(a) in terms of existing legislation and contingency arrangements, if a local state of disaster has not been declared in terms of section 55 (1); or

(b) in terms of existing legislation and contingency arrangements as augmented by by-laws or directions made or issued in terms of section 55 (2), if a local state of disaster has been declared.”

Each of the departments involved have specific response and/or recovery roles and functions, which includes the following generic requirements.

The Departmental Heads: must ensure that Disaster Risk Management Plans are compiled and maintained within their respective departments, with specific reference to the following:

Compilation of pro-active departmental disaster risk management programmes to support disaster risk reduction.

Compilation of reactive departmental disaster management plans to ensure service continuation during emergency/disaster situations.

Submit departmental disaster management plans to the Head of Disaster Management and ensure regular review of such plans; and

Provide a representative at the Disaster Operations Centre if this has been activated.

Section 55 of the Disaster Management Act stipulates the following:

“55. Declaration of local state of disaster. —

(1) In the event of a local disaster the council of a municipality having primary responsibility for the co-ordination and management of the disaster may, by notice in the Provincial Gazette, declare a local state of disaster if—

(a) existing legislation and contingency arrangements do not adequately provide for that municipality to deal effectively with the disaster; or

(b) other special circumstances warrant the declaration of a local state of disaster.

(2) If a local state of disaster has been declared in terms of subsection (1), the municipal council concerned may, subject to subsection (3), make by-laws or issue directions, or authorise the issue of directions, concerning—

(a) the release of any available resources of the municipality, including stores, equipment, vehicles and facilities.

(b) the release of personnel of the municipality for the rendering of emergency services.

(c) the implementation of all or any of the provisions of a municipal disaster management plan that are applicable in the circumstances.

(d) the evacuation to temporary shelters of all or part of the population from the disaster- stricken or threatened area if such action is necessary for the preservation of life.

(e) the regulation of traffic to, from or within the disaster-stricken or threatened area.

(f) the regulation of the movement of persons and goods to, from or within the disaster- stricken or threatened area.

(g) the control and occupancy of premises in the disaster-stricken or threatened area.

(h) the provision, control or use of temporary emergency accommodation.

(i) the suspension or limiting of the sale, dispensing or transportation of alcoholic beverages in the disaster-stricken or threatened area.

(j) the maintenance or installation of temporary lines of communication to, from or within the disaster area.

(k) the dissemination of information required for dealing with the disaster.

(l) emergency procurement procedures.

(m) the facilitation of response and post-disaster recovery and rehabilitation; or

(n) other steps that may be necessary to prevent an escalation of the disaster, or to alleviate, contain and minimise the effects of the disaster.

(3) The powers referred to in subsection (2) may be exercised only to the extent that this is necessary for the purpose of—

(a) assisting and protecting the public.

- (b) *providing relief to the public.*
- (c) *protecting property.*
- (d) *preventing or combating disruption; or*
- (e) *dealing with the destructive and other effects of the disaster.*

(4) *By-laws made in terms of subsection (2) may include by-laws prescribing penalties for any contravention of the by-laws.*

(5) *A municipal state of disaster that has been declared in terms of subsection (1)—*

- (a) *lapses three months after it has so been declared.*
- (b) *may be terminated by the council by notice in the Provincial Gazette before it lapses in terms of paragraph (a); and*
- (c) *may be extended by the council by notice in the Provincial Gazette for one month at a time before it lapses in terms of paragraph (a), or the existing extension is due to expire.”*

The Kouga Local Disaster Management Centre / Office will draft these bylaws in conjunction with Sarah Baartman District to ensure continuity in the district and have them approved with the provision that they should only be valid if a State of Disaster has been declared.

Declaration of a state of disaster

There are a number of sections in Act 57 of 2002 as amended Act 16 of 2015 that contains stipulations that affects the declarations of a Disaster. These sections include:

Section 2. Instances where the Disaster Management Act does not apply.

Section 23. Classification and recording of Disasters. When is a Disaster a:

- Local Disaster
- Provincial Disaster
- National Disaster

Section 27. Declaration of a National state of Disaster

Section 35. Disaster occurring or threatening to occur in provinces

Section 41. Declaration of Provincial state of Disaster

Section 49. Disasters occurring or threatening to occur in municipal areas

Section 55. Declaration of a local state of Disaster

It is important to note that none of these sections can be applied in isolation and cognisance should be taken of all these sections during the declaration of a Disaster. The following section highlights these stipulations that are more applicable to declaring a Local state of Disaster.

Section 2. Instances where the Disaster Management Act does not apply

“2. Application of Act. (1) This Act does not apply to an occurrence falling within the definition of “disaster” in section 1—

- (a) *if, and from the date on which, a state of emergency is declared to deal with that occurrence in terms of the State of Emergency Act, 1997 (Act No. 64 of 1997); or*
- (b) *to the extent that that occurrence can be dealt with effectively in terms of other national legislation—*
 - (i) *aimed at reducing the risk, and addressing the consequences, of occurrences of that nature; and*
 - (ii) *identified by the Minister by notice in the Gazette.*

(2) The Minister may, in consultation with Cabinet members responsible for the administration of national legislation referred to in subsection (1) (b), issue guidelines on the application of that subsection.

(3) Where provincial legislation regulating disaster management in a province is inconsistent with this Act, this Act prevails over the provincial legislation subject to section

146 of the Constitution.”

Section 23. Classification and Recording of Disasters

“23. Classification and recording of disasters.

(1) When a disastrous event occurs or threatens to occur, the National Centre must, for the purpose of the proper application of this Act, determine whether the event should be regarded as a disaster in terms of this Act, and if so, the National Centre must immediately—

- (a) assess the magnitude and severity or potential magnitude and severity of the disaster.*
- (b) classify the disaster as a local, provincial or national disaster in accordance with subsections (4), (5) and (6).*
- (c) inform the relevant provincial disaster management centre of the decision on the classification of the disaster made in terms of para- graph (b); and*
- (d) record the prescribed particulars concerning the disaster in the prescribed register.*

(2) When assessing the magnitude and severity or potential magnitude and severity of a disaster, the National Centre—

- (a) must consider any information and recommendations concerning the disaster received from a provincial or municipal disaster management centre in terms of section 35 or 49; and*
- (b) may enlist the assistance of an independent assessor to evaluate the disaster on site.*

(3) The National Centre may reclassify a disaster classified in terms of subsection (1) (b) as a local, provincial or national disaster at any time after consultation with the relevant provincial or municipal disaster management centres, if the magnitude and severity or potential magnitude and severity of the disaster is greater or lesser than the initial assessment.

(4) A disaster is a local disaster if—

- (a) it affects a single metropolitan, district or local municipality only; and*
- (b) the municipality concerned, or, if it is a district or local municipality, that municipality either alone or with the assistance of local municipalities in the area of the district municipality is able to deal with it effectively.*

(5) A disaster is a provincial disaster if—

- (a) it affects—*
 - (i) more than one metropolitan or district municipality in the same province; or*
 - (ii) a single metropolitan or district municipality in the province and that metropolitan municipality, or that district municipality with the assistance of the local municipalities within its area, is unable to deal with it effectively; and*
- (b) the province concerned is able to deal with it effectively.*

(6) A disaster is a national disaster if it affects—

- (a) more than one province; or
 - (b) a single province which is unable to deal with it effectively.
- (7) Until a disaster is classified in terms of this section, the disaster must be regarded as a local disaster.
- (8) The classification of a disaster in terms of this section designates primary responsibility to a particular sphere of government for the co-ordination and management of the disaster, but an organ of state in another sphere may assist the sphere having primary responsibility to deal with the disaster and its consequences.”

Section 49. Disasters occurring or threatening to occur in Municipal Areas

“49. Disaster occurring or threatening to occur in municipal areas. —

- (1) When a disastrous event occurs or is threatening to occur in the area of a municipality, the disaster management centre of the municipality concerned must determine whether the event should be regarded as a disaster in terms of this Act, and, if so, must immediately—
- (a) initiate efforts to assess the magnitude and severity or potential magnitude and severity of the disaster.
 - (b) inform the National Centre and the relevant provincial disaster management centre of the disaster and its initial assessment of the magnitude and severity or potential magnitude and severity of the disaster.
 - (c) alert disaster management role-players in the municipal area that may be of assistance in the circumstances; and
 - (d) initiate the implementation of any contingency plans and emergency procedures that may be applicable in the circumstances.
- (2) When informing the National Centre and the relevant provincial disaster management centre in terms of subsection (1) (b), the municipal disaster management centre may make such recommendations regarding the classification of the disaster as may be appropriate.”

Section 55. Declaration of a Local State of Disaster

“55. Declaration of local state of disaster. —

- (1) In the event of a local disaster the council of a municipality having primary responsibility for the co-ordination and management of the disaster may, by notice in the Provincial Gazette, declare a local state of disaster if—
- (a) existing legislation and contingency arrangements do not adequately provide for that municipality to deal effectively with the disaster; or
 - (b) other special circumstances warrant the declaration of a local state of disaster.
- (2) If a local state of disaster has been declared in terms of subsection (1), the municipal council concerned may, subject to subsection (3), make by-laws or issue directions, or authorise the issue of directions, concerning—
- (a) the release of any available resources of the municipality, including stores, equipment, vehicles and facilities.
 - (b) the release of personnel of the municipality for the rendering of emergency services.
 - (c) the implementation of all or any of the provisions of a municipal disaster management plan that are applicable in the circumstances.

- (d) the evacuation to temporary shelters of all or part of the population from the disaster- stricken or threatened area if such action is necessary for the preservation of life.*
 - (e) the regulation of traffic to, from or within the disaster-stricken or threatened area.*
 - (f) the regulation of the movement of persons and goods to, from or within the disaster- stricken or threatened area.*
 - (g) the control and occupancy of premises in the disaster-stricken or threatened area.*
 - (h) the provision, control or use of temporary emergency accommodation.*
 - (i) the suspension or limiting of the sale, dispensing or transportation of alcoholic beverages in the disaster-stricken or threatened area.*
 - (j) the maintenance or installation of temporary lines of communication to, from or within the disaster area.*
 - (k) the dissemination of information required for dealing with the disaster.*
 - (l) emergency procurement procedures.*
 - (m) the facilitation of response and post-disaster recovery and rehabilitation; or*
 - (n) other steps that may be necessary to prevent an escalation of the disaster, or to alleviate, contain and minimise the effects of the disaster.*
- (3) The powers referred to in subsection (2) may be exercised only to the extent that this is necessary for the purpose of—*
- (a) assisting and protecting the public; (b) providing relief to the public.*
 - (c) protecting property.*
 - (d) preventing or combating disruption; or*
 - (e) dealing with the destructive and other effects of the disaster.*
- (4) By-laws made in terms of subsection (2) may include by-laws prescribing penalties for any contravention of the by- laws.*
- (5) A municipal state of disaster that has been declared in terms of subsection (1)—*
- (a) lapses three months after it has so been declared.*
 - (b) may be terminated by the council by notice in the Provincial Gazette before it lapses in terms of paragraph (a); and*
 - (c) may be extended by the council by notice in the Provincial Gazette for one month at a time before it lapses in terms of paragraph (a), or the existing extension is due to expire”.*

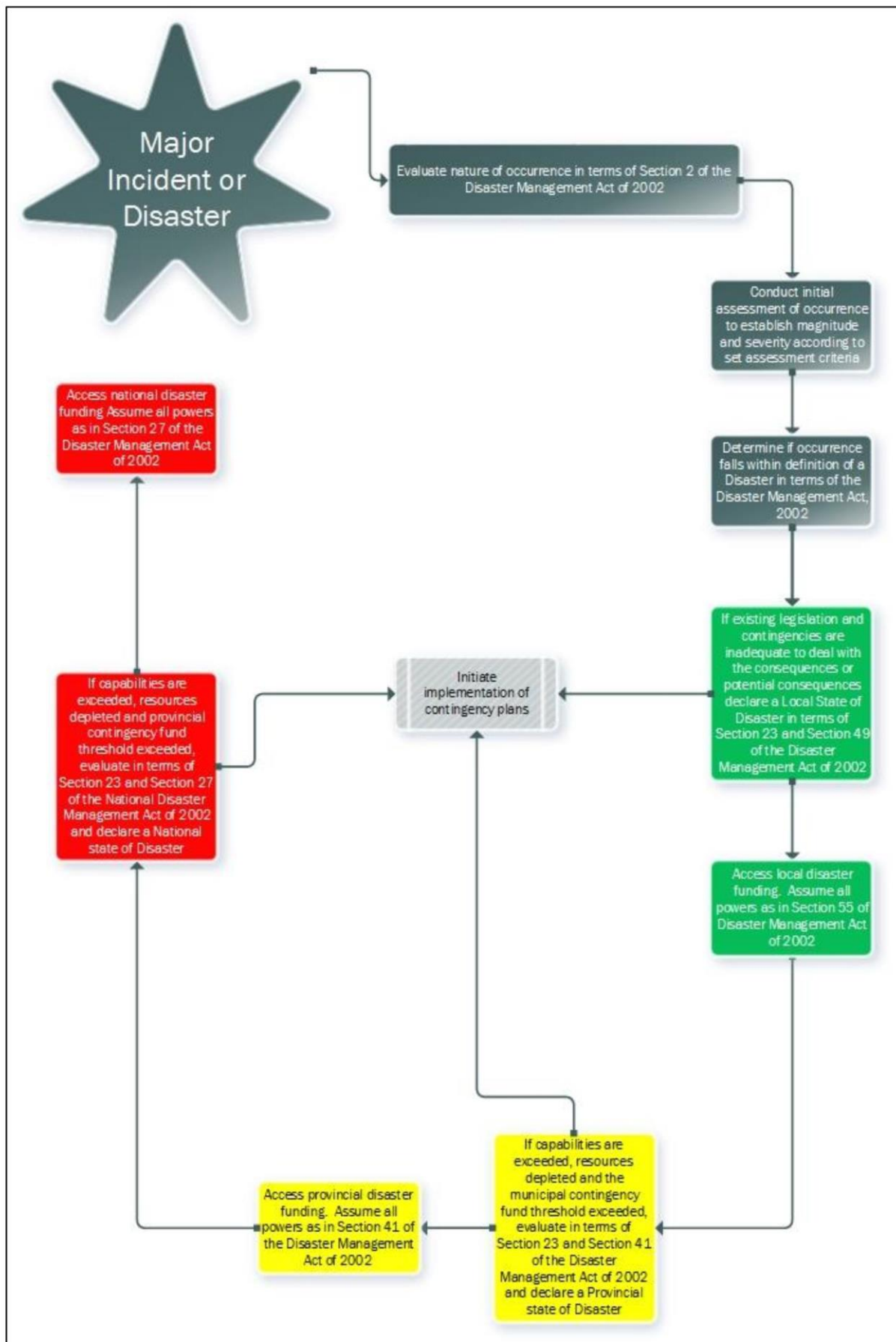


Figure 10: Process of Declaration of States of Disaster

The internal process following during declaration of a disaster is summarised below:

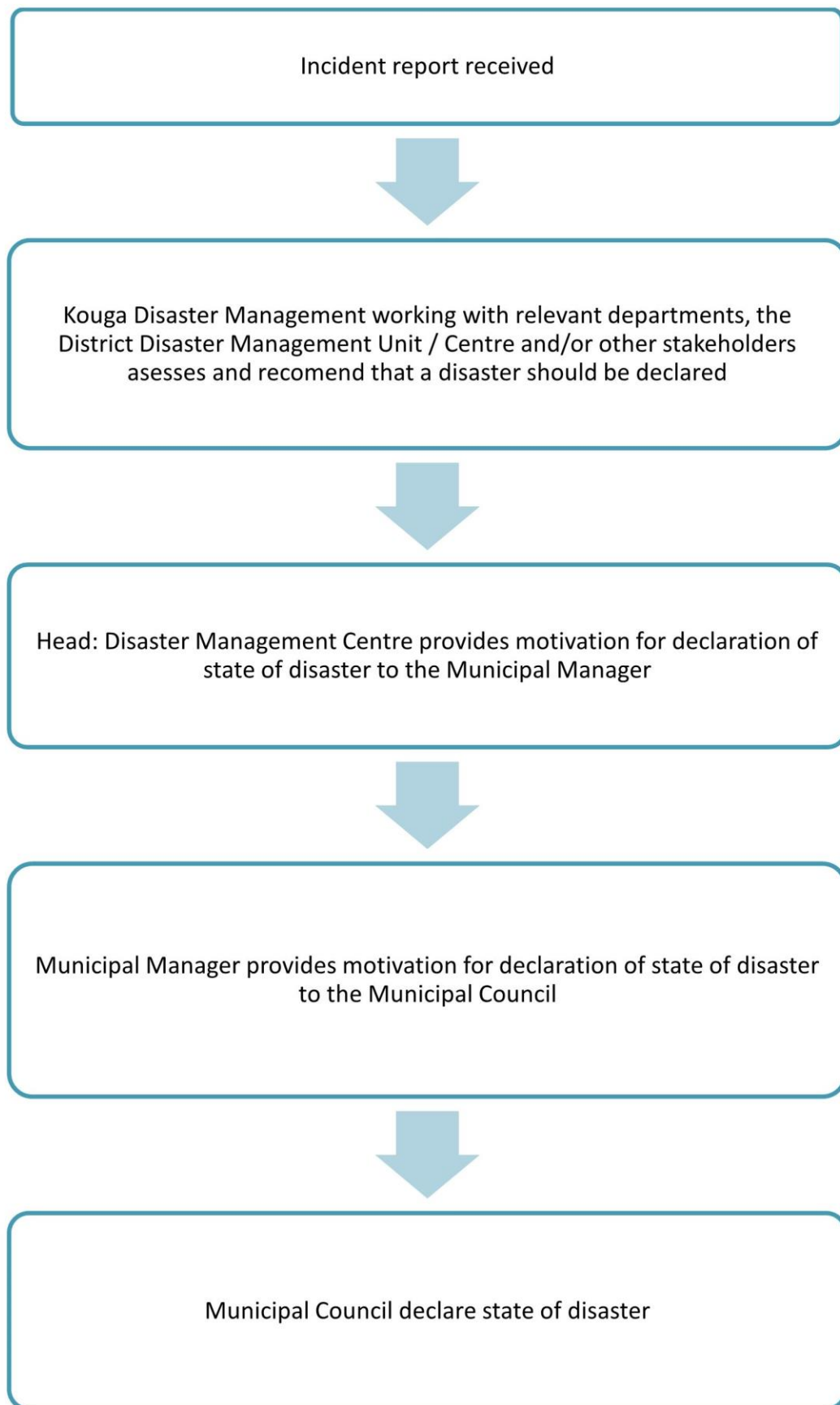


Figure 11: Internal Process Following During Declaration of a Disaster

Disaster relief

The National Disaster Management Framework defines Relief as follows:

“The provision of assistance or intervention during or immediately after a disaster to meet the life preservation and basic subsistence needs of those people affected. It can include the provision of shelter, food, medicine, clothing, water, etc.”

The Kouga Local Disaster Management Centre / Office will establish a Technical Task Team to formulate a Disaster Relief Strategy which will inter alia address the following matters:

- Database of resources
- Manpower & resource contingencies
- Effective needs assessments
- Education as part of relief provision and sustainable relief provision, linking to prevention/mitigation
- Relief protocols, including communication
- Emergency kits
- Venues for relief
- Relief reporting
- Funding & procurement

Chapter 8: Recovery

Post disaster impact assessments

After a disaster, the following disaster impact assessment activities will be undertaken, including an impact analysis relating to:

- Direct and indirect impact on communities.
- Social impact.
- Agricultural impact.
- Infrastructural impact, including critical infrastructure.
- Environmental impact; and
- Economic impact.

Logistics

Whether during disaster response, or while implementing mitigation activities, the basic task of a logistics system is to deliver the appropriate supplies, in good condition, in the quantities required, and at the place and time they are needed. The type of supplies or goods transported in the specific logistical system will be influenced by the operation and activities supported by the logistical system, for example, if the aim is emergency relief, the good might include food or shelter items; while, if a reconstruction or rehabilitation initiative is implemented, the goods transported might include equipment, or construction material. Therefore, irrespective of the disaster phase for which the logistical system is required and implemented (prevention, mitigation, response, recovery), some general considerations can be identified.

The aim of this section is to provide an overview of a general logistical system, and to provide guidance on conducting planning for logistical support during disaster mitigation activities.

Role of Logistics in Mitigation Activities

For the purpose of this discussion, Mitigation activities will be considered to include components such as Preparedness, Recovery and Reconstruction. Mitigation activities can generally also be grouped into two

levels, namely structural and non-structural. Structural measures refer to any physical construction to reduce or avoid possible impacts of hazards, which include engineering measures and construction of hazard-resistant and protective structures and infrastructure. Non-structural measures refer to policies, awareness, knowledge development, public commitment, and methods and operating practices, including participatory mechanisms and the provision of information, which can reduce risk and related impacts. In terms of logistical systems in support of mitigation activities, and in line with the above-mentioned definition, the aim of mitigation logistics will be to ensure appropriate mitigation related supplies or goods, in good condition, in the quantities required, are available at the place and time they are needed in order to implement preparedness, recovery and reconstruction activities. These items can include, amongst others:

- Equipment
 - Construction (Concrete Mixers and Pumps, Scaffolding, Construction Plant, Earthwork Machinery, etc.)
 - Communication and Information Technology (Radio broadcasting, receiving, Cabling, Networks, Servers, etc.)
 - Office Equipment (Computer, Photocopiers, Printers, Plotters, etc.)
- Tools
 - (Power tools, Hand tools, cleaning tools, Machine tools, Measuring tools, Surveying tools, Electrical, Kitchen, etc.).
- Furniture
 - (Desks, tables, chairs, beds, etc.) ;
- Vehicles
 - (Air, Land, Water vehicles) (Freight transport, People carriers, medical vehicles, communication vehicles, etc.).
- Construction Material
 - (Wood, Metals, Stone, Water, etc.).
- Food Material.
- Human Resources
 - (Specialists, support staff, construction workers, field workers, disaster victims, etc.); and
- Disaster Waste. Solid and liquid waste generated from a disaster, including
 - Concrete, steel, wood, clay and tar elements from damaged buildings and infrastructures.
 - Parts from the power and telephone grids such as electrical poles, wire, electronic equipment, transformers.
 - Parts from water and sewage distribution systems.
 - Natural debris such as clay, mud, trees.
 - Chemicals, dyes and other raw materials from industries and workshops.
 - Waste from relief operations.
 - Waste from disaster settlements and camps including food waste, packaging materials, excreta and other wastes from relief supplies; and

- Healthcare waste.

All of these items might be required to support the implemented mitigation activities, be it preparedness, recovery or reconstruction related.

Overview of Logistics

The UNDAC indicates that: *“Emergency logistics is a “systems exercise” and requires:*

Delivery of the appropriate supplies in good condition, when and where they are needed.

A wide range of transport, often improvised at the local level.

Limited, rapid, and specific deliveries from outside the area.

A system of prioritising various relief inputs.

Storing, staging, and moving bulk commodities.

Moving people.

Coordination and prioritization of the use of limited and shared transport assets; and

Possible military involvement in logistics support (especially in cases of civil conflict).

Main factors in the operating environment which shape the response are:

Capacity of the infrastructure.

Availability and quantity of transport assets in the country.

Politics of the situation; and

Civil conflict in the area of operations.

Even though the above relates specifically to ‘Emergency logistics’ the above-mentioned aspects apply equally to logistics during the mitigation phase.

Components and Requirements of Logistical System Structure of a Logistical System

A typical logistical system will generally consist of the following components:

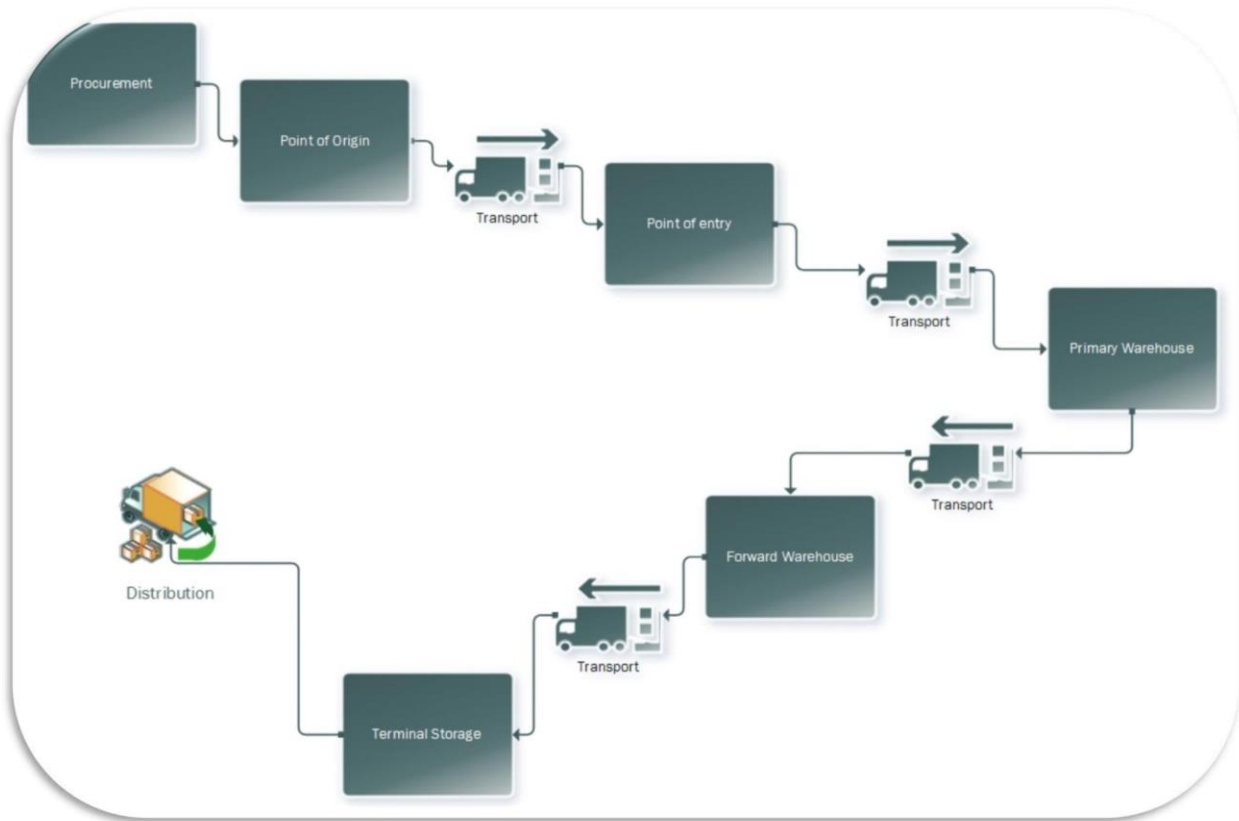


Figure 12: Logistical System

Generally speaking, the further down in the logistical flow, the smaller the required vehicles will be. The transportation means will usually start with ships, trains or aircraft, through big trucks with trailers or semi-trailers, to smaller trucks or even smaller 4x4 vehicles.

Required Facilities and Equipment

The following function will form part of the logistical system, while several facilities will be required to support these functions:

Table 9: Logistical functions and facilities

LOGISTICAL FUNCTIONS	LOGISTICAL FACILITIES
Management ; Central support ; Procurement ; Port clearance ; Warehouse/storage. Transport. Scheduling. Communications. Commodity control; and Distribution control.	Offices and administrative equipment. Warehouses at various levels. Fuel and spares stores. Workshops. Vehicle parks. Vehicles for management staff. Fleets of trucks. Special vehicles such as cranes, tankers and cargo-handling machines. Communications equipment; and Accommodations.

These functions and facilities should be considered when developing a logistical plan.

Role Players in Logistics

Several role-players are involved in the logistical process and should be considered in the logistical planning process. Some of the role-players involved in emergencies include:

Multilateral agencies: In general terms, these are organizations formed by several governments and include disaster assistance among their objectives, such as the United Nations. Their collaboration is generally focused on technical assistance related to the issues dealt with by their different agencies, sending of consultants and experts on these topics, and support to look for and channel assistance resources for the affected country. Multilateral agencies can often provide valuable expertise and support in terms of logistical processes.

Neighbouring communities or regions: It is common to have contributions in kind and spontaneous volunteers from municipalities neighbouring the affected area.

National or local government of the affected region or country: A major event usually brings about the intervention not only of the national authority on disasters but also of other governmental institutions. This is especially the case with logistics, where a range of different role players need to coordinate activities to ensure the availability, storage, transportation and delivery of goods or people. A key role-player in this regard will include border control / customs departments, who needs to ensure the swift processing and transportation of goods through the relevant ports of entry.

Military organizations: Usually they have a wide supply of equipment and experience that may be used to support logistic operations. These include means of transportation, manpower, bridge and road construction, etc. However, the use of this resource must be carefully appraised whenever the army is an active participant in a conflict, as in these cases it may be unwise to use it for security reasons.

Non-governmental organizations (NGO): These may be national or international and include religious and social organizations. The abilities, experience, and resources are usually very varied. There are international NGOs specializing in emergencies and with appropriate intervention skills and resources.

Specialized institutions: These groups may provide crucial technical assistance to deal with specific issues, such as vulnerability analysis, risk mitigation, needs assessment, or other more practical issues such as water quality, medical supply management, etc.

The private and commercial sector, national and international: This section may become involved at different levels ranging from donations to contracting their specialized services (transportation, storage room renting, equipment manufacturing, etc.).

Local population: The inhabitants of the disaster area are the first to provide aid and who also assist with contributions in kind for the victims. The role of local populations, familiar with the affected area, should not be underestimated.

The Logistical Plan

Planning and preparedness are vital to establish an adequate logistics system. This planning should be based on good knowledge of the geographic, social, political, and physical context in which the operations are to be implemented. After a suitable plan has been compiled, it is also important to ensure effective implementation through the required operations plan.

The plan should respond to the following questions with clear, detailed answers:

Which tasks are to be performed? How do they relate to other activities, and what is the sequence for their implementation?

Who are responsible for these tasks? (List specific organizations/departments).

Who will oversee the global coordination of the logistics system?

Which resources will be necessary? How and where will they be acquired?

Which alternative actions will be implemented in case the defined system breaks down?

Special procurement process that can be affected by existing procurement-related legislation.

CHAPTER 9: TESTING AND REVIEW OF THE PLAN

Evaluation of Response and Contingency Planning

An assessment or evaluation of the response efforts of the various departments and role-players. The results from the assessment will be used to determine the overall impact of the event on the Municipality, identify gaps in the current disaster contingency plans, and identify suitable improvements required to increase the resilience of the Municipality to disasters or extreme events.

This should be achieved by performing an analysis of the response efforts of the various departments and role-players after a disaster event. This can be achieved by firstly recapping the events according to records kept during the occurrence.

Study among others the following:

How was decision making? What needs to change to make this effective?

Were the resources adequate or were gaps identified?

Were the contingencies adequate, or do they need to be revised?

How was communication? Was gaps or problems identified?

What is the standard of personnel, were there gaps that need to be addressed through training?

This emphasises the need for simulations and exercises, especially to evaluate response before the occurrence of major incidents or Disaster.

Integrated Reporting, Monitoring and Evaluation

Section 48 of the Disaster Management Act requires that the Kouga Local Municipal Disaster Management Centre/Office in conjunction with Sarah Baartman District Disaster Management Centre must monitor compliance in terms of Section 52 and Section 53 of the Disaster Management Act. The Kouga Local Municipal Disaster Management Centre/Office must also report on these monitoring initiatives.

Taking into consideration the requirements of the National Disaster Management Framework, the following approach will be followed in this regard:

- Taking cognisance of the KPIs defined in the Sarah Baartman Disaster Management Framework
- Reviewing the results of disasters and major incidents in areas where these have occurred and developing contingency arrangements in the interim from lessons learned. This is a simplified example and does not aim to replace any formal reporting templates prescribed by the District, Provincial and or National Disaster Management Centre.
- Conducting rehearsal and simulation exercises.
- Constant progress reporting to the District, Provincial and National Disaster Management Centre, as may be required by these institutions and reports to the Municipal Council as required by Council.

Disaster Incident Reporting will occur in the formats prescribed by the Municipality and/or Provincial Disaster Management Centres externally and in the formats required by the Municipal Council internally. The Director Community Services should have direct access and report to the Municipal Manager in the case of a major incident or disaster. Integrated reporting, monitoring and evaluation.

Simulations Exercises and Drills

To respond effectively to the impact of disasters it is necessary to have a preparedness and response plan to facilitate organised and coordinated actions during an event. Plans are not theoretical exercises: they must be tested frequently so that they can be evaluated, adapted, and updated before and after an actual event.

Simulation exercises and drills are among the most useful tools for evaluating and testing these plans, and they have been used systematically over the years by organisations that work in disaster preparedness and response. They are also excellent tools for training, for evaluating tools and procedures, for decision making exercises, for developing teamwork, and for internal and external coordination.

Simulations

A simulation is a tabletop exercise that recreates a hypothetical disaster scenario where a group of participants must make decisions based on information that they receive during the exercise. Each participant is assigned a role in the exercise that can match his or her actual occupation. The events in the exercise happen in “simulated time” (representing days or weeks), during which the players receive information about situations that might arise during an emergency or disaster.

Drills

A drill is a practical exercise in managing operations which simulates damage and injuries in a hypothetical emergency. Participants face mock situations, using the skills and techniques that would be applied in real situations. Unlike the simulation exercises described in the previous section, drills require the actual mobilization and use of personnel and material resources.

Drills allow for the evaluation of procedures, tools, skills, and individual and institutional capacity in relation to disaster preparedness and response. Drills are carried out in “real” time and each of the participants assumes the role that he or she customarily performs in his/her regular work. Others will perform as victims or other roles.

CHAPTER 10: CONTACT DETAILS AND REFERENCE DOCUMENTS

In terms of the NDMC guidelines this chapter requires the contact details of role players and stakeholders as well as the reference documents referred to in the contents of the plan above.

This section is a dynamic section as the contact details and reference documents may change frequently.

An example of contact details that may change, is when a senior stakeholder is no longer part of the organisation, and another is appointed in that space. An example of reference documents that may change is when key equipment removed service for an extended period and contingency arrangement need to be changed to take this in into consideration.

Since a Disaster Management Plan is required by Section 26(g) of Act 32 of 2000 (Local Government Systems Act) and Section 53(2) of Act 57 of 2002 as amended (Disaster Management Act) to be included in the Integrated Development Plan (IDP) of a Municipality, as a core component, it would be necessary to for the Municipal Council to approve any amendments to the Disaster Management Plan.

The IDP would have been approved by council and therefore any changes to an approved resolution of council would have to rescinded and re-approved.

These supporting documents are listed in in the table below as they will be updated on a regular basis.

Table 10: List of supporting documents

NO	NAME OF DOCUMENT
1	Departmental contact list
2	Database of resources (internal)
3	Database of resources (external)

4	List of Disaster Management Volunteers
5	List of community-based organisations (CBO) and Non-governmental organisations (NGO)
6	Disaster Management By-Laws

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- Regular meetings of the Integrated Committee on Disaster Management should take place.
- The Disaster Management Plan should be sent to Council for approval.
- Drills should be conducted in line with the Disaster Management Plan.
- Regular disaster risk assessments must be conducted, and the action plans identified to reduce risks must be closely monitored.
 - Documentary evidence of the most updated risk assessment should be maintained.
- A detailed disaster communication plan should be drafted.

The plan:

 - identifies the members of the crisis communication team and describe their roles.

- Who will function as a spokesperson, and will there be more than one?
 - Who will field media calls?
 - Who will manage internal communication?
 - Who will serve as back-ups in each role?
 - Include contact information for all team members including personal cell phone numbers.
- Funding for critical vacancies should be obtained and the positions filled as soon as possible.
 - The municipality should maintain copies of the service plan documentation for Disaster Management fleet.

APPENDIX

Key performance area 2: conduct disaster risk assessments and monitor disaster risk to inform disaster management planning and disaster risk reduction undertaken by organs of state and other role players			
IMPERATIVE 2.1 Review disaster risk assessments to inform disaster management and risk reduction policies, planning and programming	Disaster Management Centre/Office	A scientific disaster risk assessment has been conducted in 2017, and the results of the assessment are available at the Disaster Management Centre/Office.	To be reviewed annually
IMPERATIVE 2.2 Generate an Indicative Disaster Risk Profile for the Municipality	Disaster Management Centre/Office	A disaster risk profile has been generated in 2017, and the results of the assessment are available at the Disaster Management Centre/Office.	To be reviewed annually
IMPERATIVE 2.3 Identify and establish effective mechanisms to monitor, update and disseminate disaster risk information	Disaster Management Centre/Office	This is being executed by the Disaster Management Centre/Office	Constant
IMPERATIVE 2.4 Identify and apply mechanisms to conduct quality control	Disaster Management Centre/Office	The municipal Disaster Management Centre/Office appointed and will further technical advisory committees comprising the relevant specialist scientific and technical expertise in the relevant sphere to assist with monitoring standards and progress of disaster risk assessments and with the validation and/or interpretation of findings.	Constant
Key performance area 3: develop and implement integrated and relevant disaster management plans and risk reduction programmes in accordance with approved frameworks			
IMPERATIVE 3.1 Compile and implement integrated and relevant disaster management plans	Disaster Management Centre/Office, all municipal departments and Municipal Organs of State	This Disaster Management Plan and certain Contingency Plans have been drafted. Disaster plans for all municipal departments and entities must be drafted. Additional Contingency Plans for all known prioritised hazards need to be drafted by the Disaster Management Centre/Office. Off-site Disaster Management Plans for all MHIs need to be developed by the Disaster Management Centre/Office	Constant Constant Constant

IMPERATIVE 3.2 Determine municipal priority disaster risks and priority areas, communities and households	Disaster Management Centre/Office	A scientific disaster risk assessment has been conducted in 2017, and the results of the assessment are available at the Disaster Management Centre/Office.	To be reviewed annually
IMPERATIVE 3.3 Scope and develop disaster risk reduction plans, projects and programmes	Disaster Management Centre/Office, all municipal departments and Municipal Entities	This has been executed as part of the development of this plan but still need to be executed by all municipal departments and Municipal Organs of State.	Constant
IMPERATIVE 3.4 Incorporate disaster risk reduction efforts into strategic integrating structures and processes	Municipal Management, Disaster Management Centre/Office, all municipal departments and Municipal Entities	This Disaster Management Plan will be incorporated into the Municipal IDP. Risk-related information will be incorporated into spatial development and environmental management frameworks. Mechanisms to disseminate experience from pilot and research projects that explore the vulnerability reduction potential, appropriateness, cost-effectiveness and sustainability of specific disaster risk reduction initiatives will be further established. Case studies and best-practice guides in disaster risk reduction, facilitated by the municipal Disaster Management Centre/Office, will be generated and disseminated. Disaster risk reduction programmes, projects and initiatives need to be implemented by municipal departments and any other municipal entities. Regulations, standards, minimum criteria, by-laws and other legal instruments that encourage risk-avoidance behaviour need to be constantly enforced by municipal departments and other entities and documented in annual reports to the municipal Disaster Management Centre/Office, the National Disaster Management Centre/Office and the provincial Disaster Management Centre/Office concerned.	Constant Constant Constant Constant
Key performance area 4: develop and implement mechanisms to ensure appropriate and effective disaster response and recovery in accordance with statutory requirements			
IMPERATIVE 4.1 Identify and implement mechanisms for the dissemination of early warnings	Disaster Management Centre/Office, all municipal	Effective and appropriate early warning strategies will be further developed and implemented, and the information communicated to stakeholders to enable appropriate responses.	Constant

	departments and Municipal Entities	Strategic emergency communication links will be further established in high-risk areas and communities.	
IMPERATIVE 4.2 Develop and implement mechanisms for the assessment of significant events and/or disasters for the purposes of classification and declarations of a state of disaster to ensure rapid and effective response	Disaster Management Centre/Office	Uniform methods for the assessment and costing of significant events or disasters, which are consistent with national requirements, will be developed and adopted. Mechanisms for the rapid and effective classification of a disaster and the declaration of a state of disaster have been established. Mechanisms for conducting disaster reviews and reporting, including mechanisms to enable assessments that will comply with the provisions of sections 56 and 57 of the DM Act, have been developed and implemented. Research reports on significant events and trends are routinely submitted to the municipal Disaster Management Centre/Office, the National Disaster Management Centre/Office and the relevant provincial Disaster Management Centre/Office and are disseminated to stakeholders. Review reports on actual disasters are routinely submitted to the municipal Disaster Management Centre/Office, the National Disaster Management Centre/Office and the relevant provincial Disaster Management Centre/Office and are disseminated to stakeholders.	Constant
IMPERATIVE 4.3 Develop and implemented mechanisms to ensure integrated response and recovery efforts.	Disaster Management Centre/Office, all municipal departments and Municipal Entities	The municipal departments and any other entities that should bear primary responsibility for contingency planning and the coordination of known hazards have been identified and allocated such responsibility. Stakeholders who must bear secondary responsibility for contingency planning and the coordination of known hazards have been identified and allocated such responsibility. Contingency Plans for certain known hazards have been developed and implemented by all municipal departments and any other municipal entities. Response and recovery plans are reviewed and updated annually. Field Operations Plans for the various activities associated with disaster response and recovery need to be developed, implemented and are reviewed and updated annually and after each significant event and/or disaster.	Ongoing

		Multi-agency responses need to be constantly managed in accordance with national regulations and directives and the relevant provincial disaster management policy framework and are reviewed and updated annually. Policy and directives for the management of disaster response and recovery operations need to be developed and gazetted or published and need to be adhered to. Constant simulation exercises (attended by senior managers of all departments and stakeholders) must be conducted with all relevant stakeholders, testing the effectiveness of disaster management planning and response, including communication effectiveness and integration.	
IMPERATIVE 4.4 Develop and adopt mechanisms for the management and distribution of disaster relief in accordance with national regulations and directives and the provincial DMF	Disaster Management Centre/Office, Housing	Disaster relief measures are managed in accordance with national regulations and directives and are progressively monitored and reviewed annually. Recommendations are made to the municipal Disaster Management Centre/Office, the National Disaster Management Centre/Office and/or the provincial Disaster Management Centre/Office concerned, on any adjustments according to lessons learnt.	Ongoing
IMPERATIVE 4.5 Develop and implement mechanisms to ensure that integrated rehabilitation and reconstruction activities are conducted in a developmental manner	Disaster Management Centre/Office, Infrastructure & Development, Housing & Land	Post-disaster technical task teams for rehabilitation and reconstruction projects need to be established and operate effectively. Mechanisms for the monitoring of rehabilitation and reconstruction projects have been established, and regular progress reports are submitted to the National Disaster Management Centre/Office and the provincial Disaster Management Centre/Office concerned.	Ongoing
Enabler 1: Mechanisms have been identified and developed to ensure that all relevant data in respect of the information management system is gathered and captured simultaneously in the process of developing and implementing disaster management plans and risk reduction programmes	Disaster Management Centre/Office	Command and Control System has been procured. A Disaster Management Information System need to be procured.	2026
Enabler 2: Education, training, public awareness and research (knowledge management) needs in respect of disaster	Disaster Management Centre/Office	Development of a disaster management communication and awareness strategy for the.	Constant

risk reduction planning and implementation have been analysed, and appropriate mechanisms have been identified and implemented to address the relevant needs		Education, training, public awareness and research (knowledge management) needs in respect of response and recovery planning and operations have been analysed and appropriate mechanisms need to be identified and implemented to address the relevant needs.	Ongoing
Enabler 3: A business plan and a budget for the development and implementation of disaster management plans and risk reduction programmes have been prepared, submitted and approved for the current and ensuing financial year Bylaws for emergency procurement in terms of sections 54 and 55 of the Act need to be promulgated.	Disaster Management Centre/Office, all municipal departments and Municipal Entities Disaster Management Centre/Office and Municipal Council	A business plan and a budget for the development and implementation of response and recovery operational plans is prepared, submitted and approved for the current and ensuing financial year.	Annually Ongoing

ANNEXURE: A



Kouga
Municipality
Humansdorp
Jeffreys Bay
Lorrie
Oyster Bay
Palmiet
St Francis Bay
Thornhill

MANAGER: FIRE AND DISASTER +
ACTING MANAGER SAFETY AND SECURITY
DEWAID BARNARD
Postal: PO Box 21, Jeffreys Bay, 6330
Tel: 042 200 2200
Fax: 042 200 8406
Email: dbarnard@kouga.gov.za
Website: www.kouga.gov.za

INTERNAL MEMORANDUM

TO: Municipal Manager: Mr. C. Du Plessis
Director Community & Safety Services: Mrs. N. Machelesi
Manager Fire & Disaster Services: Mr. D. Barnard
FROM: Disaster Specialist: Mr. M. Nxumalo
DATE: 10 November 2025

SUBJECT: DISASTER MANAGEMENT RESPONSE TEAMS

This memorandum serves to request your approval and formal sign-off for the appointment of the disaster management teams for the following areas:

- Gamtoos Valley Area (Patensie, Hankey, Lorrie and Thornhill)
- Humansdorp
- St Francis Bay (Cape St Francis Bay, St Francis Bay and Oyster Bay)
- Jeffreys Bay (Kabeljous, Jeffreys Bay, Aston Bay and Paradise beach)

The appointed teams have been identified in accordance with the established disaster management framework and are equipped and need to respond effectively to emergencies and coordinate local disaster response activities.

Your approval will allow for the formal activation and operational readiness of these teams to ensure preparedness and effective disaster response within the Kouga region.

Thank you for your consideration.


DISASTER SPECIALIST

11/11/2025
DATE


MANAGER FIRE & DISASTER SERVICES

11/11/2025
DATE


DIRECTOR COMMUNITY & SAFETY SERVICES

DATE


MUNICIPAL MANAGER

11/11/2025
DATE



Disaster Teams.pdf

Environmental Management	Nomvelo Siwela	Environmental Management Specialist	0671141329	nsiwela@kouga.gov.za
Parks & Amenities	Ivan Kamte	Superintendent	0671090964	ikamte@kouga.gov.za
Parks & Amenities	Siyanda Camagu	Superintendent Facilities	0812178434	scamagu@kouga.gov.za

(GV AREAS)

Department / Role	Name	Position	Contact Number	Email
Area Engineer (Head)	Unathi Faku	Area Engineer	0659143620	ufaku@kouga.gov.za
Fire & Rescue	Annelize Rossouw	Deputy Chief Fire Officer	0814822428	arosouw@kouga.gov.za
Law Enforcement & Traffic	Neli Klaas	Traffic Officer	0815200152	nklaas@kouga.gov.za
Human Settlements	Jonh Faulkner	Principal Klerk	0789427051	jfaulkner@kouga.gov.za
Electrical Department	Amanda Nyathela	Manager	0718825236	anyathela@kouga.gov.za
Environmental Management	Nomvelo Siwela	Environmental Management Specialist	0671141329	nsiwela@kouga.gov.za
Parks & Amenities	Thembelani Hesha	Superintendent	0812123049	thesha@kouga.gov.za

ST FRANCIS, CAPE ST FRANCIS & OYSTER BAY

Department / Role	Name	Position	Contact Number	Email
Area Engineer (Head)	Steve Rademeyer	Acting Area Manager	0638220946	srademeyer@kouga.gov.za
Fire & Rescue	Marlin Sodien	Deputy Chief Fire Officer	0815189077	msodien@kouga.gov.za
Law Enforcement & Traffic	Deon Rooi	Traffic officer	0815200152	drooi@kouga.gov.za
Human Settlements	Jonh Faulkner	Principal Klerk	0789427051	jfaulkner@kouga.gov.za
Emergency Services	Amanda Nyathela	Manager	0718825236	anyathela@kouga.gov.za
Environmental Management	Nomvelo Siwela	Environmental Management Specialist	0671141329	nsiwela@kouga.gov.za
Parks & Amenities	Ivan Kamte	Superintendent	0671090964	ikamte@kouga.gov.za



DISASTER MANAGEMENT TEAMS CONTACT DIRECTORY

JEFFREYS BAY

Department / Role	Name	Position	Contact Number	Email
Area Engineer (Head)	Zirk Buys	Area Engineer	0718226008	zbuys@kouga.gov.za
Fire & Rescue	Marlin Sodien	Deputy Chief Fire Officer	0815189077	msodien@kouga.gov.za
Law Enforcement & Traffic	Johnny Haywood Shaun Williams	Senior Law Enforcement Officer Traffic	0813227399	jhaywood@kouga.gov.za
			0813195083	swilliams@kouga.gov.za
Human Settlements	Jonh Faulkner	Principal Klerk	0789427051	jfaulkner@kouga.gov.za
Electrical Department	Amanda Nyathela	Manager	071 8825236	anyathela@kouga.gov.za
Environmental Management	Nomvelo Siwela	Environmental Management Specialist	0671141329	nsiwela@kouga.gov.za
Parks & Amenities	Edo Madatt	Superintendent	0812124468	emadatt@kouga.gov.za
Parks & Amenities	Khanyisa Myeki	Assurance coordinator	0718834775	Kmyeki@kouga.go.za

HUMANSDORP

Department / Role	Name	Position	Contact Number	Email
Area Engineer (Head)	Cristo Sebatana	Area Engineer	0730460205	tsebatana@kouga.gov.za
Fire & Rescue	Annelize Rossouw	Deputy Chief Fire Officer	0814822428	arosouw@kouga.gov.za
Law Enforcement & Traffic	Rean Nel	Superintendent: Traffic	0815723498	rnel@kouga.gov.za
Human Settlements	Jonh Faulkner	Principal Klerk	0789427051	jfaulkner@kouga.gov.za
Electrical Department	Amanda Nyathela	Manager	0718825236	anyathela@kouga.gov.za



Cape St Francis
Hankley
Humansdorp
Jeffreys Bay
Leribe
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

STANDARD OPERATING PROCEDURES FOR DISASTER RESPONSE

Document No:	Title: Standard Operating Procedures for Disaster Response and Recovery	Effective Date:
Revision No:	Prepared By: Mduduzi Nxumalo	Date Prepared:
Standards:	Approved By:	Date Approved:

No.	Procedure	Responsible Person	Frequency
1.	PREPAREDNESS (Readiness) MODE Undertake pre-disaster preparedness and response planning meeting (Scenario Planning meeting)	Disaster Management Joint Coordinating Committee and Disaster Management	As and when required
2.	Analyse seasonal climate outlook and weather forecast and agree on the key messages that must be conveyed to the public. Dissemination of weather warnings.	Disaster Management Joint Coordinating Committee and Disaster Management Communication	As and when required
3.	Initiates and activates sector contingency plan, prevention, and mitigation measures	Disaster Management Joint Coordinating Committee and Disaster Management	As and when required
4.	Ensure the disaster management teams are in a state of alert and readiness. Disaster management assistance for the affected people to be activated.	Disaster Management Joint Coordinating Committee and Disaster Management	As and when required
5.	RESPONSE MODE (Incident Reporting) All incidents must be reported to the Disaster Management Control Room Incidents reported to the Call Centre must be forwarded to the Disaster Management Control Room	Disaster Management	As and when required
6.	Inspections and Rapid damage assessments	Fire and rescue, law enforcement, traffic, human	As and when required



Cape St Francis
Hankey
Humansdorp
Jeffreys Bay
Lorrie
Oyster Bay
Palensie
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

No.	Procedure	Responsible Person	Frequency
	Disaster management teams (fire and rescue, law enforcement, traffic, human settlements, civil and water, emergency services, ward Councillors, and electricity) conduct inspections and rapid damage assessments Forward the information to the Disaster Management	settlements, civil and water, emergency services, ward Councillors, Electricity Department	
7.	Processing of the information and actioning Validate reporting and information management Identify constraints for accessing potentially affected populations and recommendations Identify potential mitigating measures	Disaster Management All members of the Joint Disaster Management Coordinating Committee	As and when required
8.	Resource mobilization and priorities Prioritize the most affected communities for immediate support and relief Public donation and distribution Shelter management	Disaster Management, government sectors c Municipal Council and relevant stakeholders	As and when required
9.	Challenges that require escalation and reprioritization Issues (such as additional resources) that required further attention to be escalated to the relevant departments and the head of the institutions	Disaster Management	As and when required
10.	Situational reports, JOC activation, classification, and declaration Organize and plan JOC meetings Area engineers and their teams to report on the status on the ground in the JOC meeting Disaster management compiles a consolidated report. Disaster management ensures that due processes and procedures are adhered to in the classification and declaration of a state of the local disaster	Disaster Management and Electro-mechanical, Civil and Water, Human Settlement	As and when required

Supporting Documents & Records:

Supporting Document Name
Contact details of responsible officials



Cape St Francis
 Hankey
 Humansdorp
 Jeffreys Bay
 Lerie
 Oyster Bay
 Palensie
 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

Supporting Documents & Records:

Supporting Document Name
Contact details of responsible officials

Manager – Fire & Disaster Management

19/05/2025

Date

Director – Community & Safety Services

19 May '25

Date

ATTACHMENTS: A

CONTACT DETAILS FOR MUNICIPAL INTERDEPARTMENTAL OFFICIALS RESPONSIBLE FOR
DISASTER RESPONSE AND RECOVERY

HUMANSDORP		
Area Engineer	Oyama Mayisela	071 882 5066
JEFFREYS BAY		
Area Engineer	Mhlonishwa Ngwane	081 760 7044
ST FRANCIS BAY		
Area Engineer	Zolani Njibana	073 046 0205
GAMTOOS VALLEY		
Area Engineer	Peter Felix	081 373 2698
LAW ENFORCEMENT		
Superintendent	Adam Floors	081 215 8713
FLEET/WORKSHOP		
Manager	Nico Gouws	081 492 3216
HUMAN SETTLEMENT		
	Ashley Williams	081 765 4349
	Deon Booysen	078 947 4202
	Simphiwe Mahleka	
	John Faulkner	078 942 7051
COMMUNICATION		
	Monique Basson	082 219 9169
FINANCE		
	Nomfundo Mate	081 458 9544
BUDGET & TREASURY		
	Shukree Abrahams	081 267 5300
WASTE & ENVIRONMENTAL MANAGEMENT		
	Christa Venter	067 054 0402
PARKS & AMENITIES		
	Rochelle Ludick	
FIRE & DISASTER		
	Dewald Barnard	081 262 4306
SAFETY & SECURITY		
	Shaun Williams	081 319 5083
HUMAN RESOURCES		
	Jodene Thomas	071 885 6607
PUBLIC PARTICIPATION		
	Eugene Goliath	067 109 8558

Kouga Local Municipality



Disaster Management Education, Training, and Public Awareness Plan

DISASTER MANAGEMENT EDUCATION, TRAINING, AND AWARENESS PLAN

1. Background
2. Purpose
3. Objectives
4. Principles of Disaster Management Education, Training and Awareness
5. Targeted Audience
6. Approaches
7. Stakeholders and Partnerships
8. Tools
9. Implementation Plan
10. Monitoring and Evaluation
11. Conclusion

1. BACKGROUND

Kouga Local Municipality is one of the municipalities in the Eastern Cape province that past disasters have consistently impacted. The occurrence, magnitude, and severity of these disasters have increased. Disasters have negatively affected the livelihood of the communities, damaging infrastructure and destabilizing service delivery. Currently, the municipality is experiencing flooding, Food and Mouth Diseases, and structural and veld fires. When disasters occur, the Disaster Management Act dictates that municipalities must constitute a coordinated and uniform effort to respond and assist affected people to overcome the adverse impacts of disasters.

Disaster Management Act 2002 Enabler 2 emphasizes Disaster Management Education, Training, and Awareness as an important tool to empower the public with the knowledge and skills to respond better before, during, and after a disaster. Moreover, disaster vulnerability is reduced. On the other hand, disaster-resilient communities are strengthened. This strategy aims to create a Kouga disaster-resilient community and a culture of risk avoidance through disaster management education, training, and awareness.

2. THE PURPOSE

The plan outlines the strategies to create disaster-resilience and risk-avoidance communities of the Kouga Local Municipality.

3. OBJECTIVES

- To share knowledge with a community to identify hazards and risks, taking actions to build safety and resilience, and reduce future hazard impacts.
- To create a community partnership and participation in public awareness and education for disaster risk reduction
- Creating community risk reduction capacity
- Creating the climate change smart-disaster resilience

4. PRINCIPLES OF DISASTER MANAGEMENT EDUCATION, TRAINING AND AWARENESS

The following principles need to be applied throughout public awareness and public education for disaster risk reduction

- **Consistency and standard messaging:** key safety and resilience messages are needed to promote urgent action to the broad public.

- **Legitimacy:** The community needs to conform to principles of disaster risk reduction and be able to trust, participate in all activities to strengthen their disaster resilience.
- **Scalability:** Strategies, approaches, and tools that have been selected must be applied on a sufficiently large scale to ensure that community disaster vulnerability is reduced.
- **Sustainability:** The plan must ensure that public awareness and education interventions are continuous over a long period.

5. TARGETED AUDIENCE

The audience of the disaster training, education, and awareness includes the following people:

- Communities in a disaster-prone area within our municipality's jurisdiction
- Community at large
- Community-based organisations
- Schools
- Faith-based organisations
- Old age home
- Disaster volunteers
- Ward committees

6. APPROACHES AND METHODOLOGIES

a. Campaigns

The focus of the campaigns is to provide uniform, large-scale impact with standard messages, and it will be the following activities:

- Publication includes billboards, posters, newspapers, information cards, flyers, and brochures.
- Presentations, including slide presentations and oral presentations
- Games and competitions
- Audio and video materials
- social media and telecommunications

b. Participatory learning

The focus of participatory learning is to engage people in discovery and problem-solving for disaster risk reduction, and it includes the following tools:

- Participate in vulnerability and capacity assessment
- Disaster management (participate in disaster management plan review processes)
- Implement disaster risk reduction measures, e.g., demonstrations, drills, water escape routes, etc.
- Monitoring and improving plans through drills and simulations

- Participate in training

c. Formal and Information school-based interventions

The focus of informal education is providing knowledge and skills to enhance understanding and encouraging behavioural change to increase safety and resilience. Informal education will take place at:

- The community or public level
- Working or business environment
- Schools
- Government sectors
- Churches
- Community-based organisation
- Old age homes
- Hospitals

7. STAKEHOLDERS AND PARTNERSHIPS

The Disaster Management Education, Training, and Awareness Plan adopts an integration and partnership approach to achieve its objectives. Below are internal and external relevant stakeholders expected to play pivotal roles in implementing the plan.

- Fire and Rescue
- Communication Department
- Working on fire
- Lifeguards
- Health and Environmental Management
- Ward communities
- Ward councillors
- Public participation
- Department of Education

8. TOOLS

Below are the plan adopted tools required to achieve the objectives of the plan

- Publications- posters, guidelines, flyers, brochures, booklets.
- Modules and Presentations- community volunteers training
- Games and competitions- drawing and quizzes competitions
- Audio and video materials- short video and radio
- Municipal website
- Social media and telecommunications- SMS, early warning

9. IMPLEMENTATION PLAN

ACTIVITY	TARGETED AUDIENCE AND ACTIVITIES	COMMUNICATION STRATEGIES	STAKEHOLDERS AND PARTNERS
Evacuations Drills	Public and business buildings and institutions	Guidelines, signages, posters	All Stakeholders mentioned above
Training Of Community Volunteers	Members of the communities interested in volunteerism	Modules and presentations	All Stakeholders mentioned above
Community-Based Preparedness (Sandbag Demonstrations)	Communities in flood-prone areas	Demonstrations	All Stakeholders mentioned above
Disaster Management Awareness Campaign	Members of the public at large, including disaster-vulnerable communities	Posters, flyers, guidelines, loud hailing, social media, telecommunications, SMS	All Stakeholders mentioned above
Fire Safety Education	Fire risk areas	Posters, flyers, guidelines	All Stakeholders mentioned above
Water Safety	Schools	Demonstrations, flyers	All Stakeholders mentioned above

10. MONITORING AND EVALUATION

- Monthly and quarterly reports
- The plan will be revised on an annual basis.

11. CONCLUSION

Education, training, public awareness, and research are crucial to the success of disaster risk reduction. Communities of the Kouga Local Municipality are urged to participate in these programmes to ensure their disaster resilience is strengthened.

DISASTER MANAGEMENT SPECIALIST

19 May 2025

DATE



MANAGER – FIRE & DISASTER MANAGEMENT

19 May 2025

DATE



DIRECTOR – COMMUNITY SERVICES

19 May 2025

DATE

Kouga Local Municipality



Disaster Management Communication Plan (Draft Plan)

TABLE OF CONTENTS

DEFINITION OF TERMS

- 1. BACKGROUND AND RATIONALE**
- 2. THE PURPOSE OF THE DISASTER RISK MANAGEMENT COMMUNICATION PLAN (DRMCP)**
- 3. CURRENT DISASTER RISK PROFILE, ANTICIPATED DISASTER, AND SCENARIO PLANNING**
- 4. DISASTER RISK MANAGEMENT INTERDEPARTMENTAL CO-ORDINATING COMMITTEE**
- 5. COORDINATION AND INFORMATION FLOW**
- 6. CREATING CONSENSUS-BASED AND UNAMBIGUOUS MESSAGING**
- 7. INFORMATION COMMUNICATION MEDIA/PLATFORM**
- 8. CONCLUSION**
- 9. ANNEXURE A: NAMES AND CONTACT DETAILS OF THE OFFICIALS RESPONSIBLE FOR DISASTER RESPONSE**
- 10. ANNEXURE B: DISASTER MANAGEMENT TEAMS**

DEFINITION OF TERMS

Disaster Risk Management: The term “disaster risk management” refers to integrated multisectoral and multidisciplinary administrative, organisational, and operational planning processes and capacities aimed at lessening the impacts of natural hazards and related environmental, technological, and biological disasters.

Disaster risk reduction refers to all the elements necessary to minimise vulnerabilities and disaster risks throughout a society. It includes the core risk reduction principles of prevention, mitigation, and preparedness.

Disaster Risk Assessment: A process of determining the nature and the extent of risk by analysing potential hazards and evaluating existing conditions of vulnerability that could pose a potential threat or harm to people, property, livelihoods, and the environment on which they depend.

Disaster prevention refers to actions that provide outright avoidance of the adverse effects of the impact of hazards and related environmental, technological, and biological disasters.

Disaster Mitigation refers to the structural and non-structural measures undertaken to limit the adverse impacts of natural hazards, environmental degradation, and technological hazards on vulnerable areas, communities, and households.

Preparedness contributes to disaster risk reduction through measures taken in advance to ensure effective response to the impact of hazards, including timely and effective early warning and the temporary evacuation of people and property from threatened locations.

Disaster response refers to the provision of assistance or intervention during or immediately after a disaster to meet the life preservation and basic subsistence needs of those people affected. It can be of an immediate, short-term, or protracted duration.

1. BACKGROUND AND RATIONALE

Kouga Local Municipality is one of the municipalities in the Eastern Cape province that past disasters have consistently impacted. The occurrence, magnitude, and severity of these disasters have increased. Disasters have negatively affected the livelihood of the communities, damaging infrastructure and destabilizing service delivery. Currently, the municipality is experiencing flooding, Foot and Mouth Disease, structural and veld fires. When disasters occur, the Disaster Management Act dictates that municipalities must constitute coordinated and uniform efforts to respond and assist affected people to overcome the adverse impacts of disasters.

Communication is the vital tool used to enhance seamless response procedures and processes. When disaster strikes, prompt and accurate communication is important. Disaster Management communication plan ensures that everyone involved has the information they need. The plan outlines protocols to handle and to distribute information during a crisis and ensure that information reaches the public as accurately as possible.

2. THE PURPOSE OF THE DISASTER RISK MANAGEMENT COMMUNICATION PLAN (DRMCP)

- A well-developed DRMCP is essential for quickly and accurately relaying information during an emergency. Unnecessary panic and confusion are avoided.
- The disaster communication plan is an integral part of the municipality's disaster management plan. It contains media monitoring, message construction, and community engagement.
- Communication plan includes details on the message dissemination, which includes social media, press releases, websites, and other means of communication.
- The plan also consists of roles and responsibilities for the officials, delivering messages as well as providing guidelines on handling potential criticism from the public.
- An effective DRMCP ensures that information is adequately distributed during times of emergency, allowing the public to make informed decisions based on timely data. This can minimize panic and confusion and supply much-needed direction during times of crisis.

3. CURRENT DISASTER RISK PROFILE, ANTICIPATED DISASTER, AND SCENARIO PLANNING

The following table contains the summarised results of the disaster risk assessment for Kouga Local Municipality

Prioritized risks for the Kouga Local Municipality:

Local Municipality	Priority	Disaster Risk	Total
Kouga Local Municipality	1	Human and Animal Epidemic Disease (FMD)	1
	2	Climate Change (Meteorological, including floods and drought)	1
	3	Fire (Formal and informal settlement)	1
	4	Road Incidents	1
	5	Fire (Informal Settlement)	1
	6	Water Pollution	1
	7	Dangerous Electrical Connections	1
	8	Fire (Veldt)	1
	9	Illegal Uncontrolled Solid Waste Disposal	1
	10	Coastal Erosion	1
	11	Dune Encroachments	1
	12	Spillage of Hazardous Materials	1
Kouga Local Municipality Total			12
Grand Total			12

South African Weather Services is responsible for issuing and communicating impact-based weather warnings. The Provincial Disaster Management Centre disseminates these weather alerts to both local and district municipalities for prior/ proactive planning for the anticipated impacts.

Municipal departments and entities undertake pre-disaster preparedness and response planning meetings (Scenario Planning). Disseminate seasonal climate outlook and weather forecast. Agree on key messages to be conveyed to the public. Issued early warning information to the public. Initiate contingency planning. Implementation of prevention and mitigation measures. Disaster management teams' availability and readiness. Stockpile, resources, and Shelter availability.

4. DISASTER RISK MANAGEMENT INTERDEPARTMENTAL COORDINATING COMMITTEE

4.1. Responsibilities in the event of a local disaster

Responsibilities for managing disasters in KLM are shared among all internal municipal departments and entities, as well as external stakeholders. The committee institutes disaster response or disaster management teams for response purposes. The committee must elect the spokesperson for specific aspects of the plan. The KLM communication department is responsible for that task. However, a spokesperson should be:

- Be well-informed
- Display genuine empathy
- Be prepared to field any questions regarding the disaster
- Have decision-making authority

The municipality's main stakeholders in disaster management and their primary responsibilities are summarised in the table below:

GENERIC STAKEHOLDERS	PRIMARY ROLES AND RESPONSIBILITIES
Municipal Council	The Municipal Council declares a state of disaster and receives and considers reports regarding disaster management
Municipal Manager office	The overall responsibility of the MM office is to ensure municipal governance, including Disaster Management
Disaster Management function	The main responsibility of DM is to manage and coordinate disasters, as per section 44 of the Act, which states that each municipal organ of state must complete its disaster management plans, to be incorporated into the Municipality's Disaster Management Plan
Fire & Emergency Services	Assist with disaster reduction, implementation, and cooperation.
Disaster Management Volunteers	The formal, trained volunteer unit, the Disaster Management, in its function
Residents and affected communities	Assist with disaster risk reduction and cooperation
Ward Councillors	The ward councillors assist with community liaison
Community leaders	The Community leaders assist the community liaison
Non-Governmental Organisation (NGOs) and Community-based Organisation (CBOs)	The NGOs and CBOs assist with disaster risk reduction and cooperation

SAPS (South African Police Service)	Assist with prevention/mitigation, response, and recovery actions. Treating and transporting of the patient.
Corporate Services and Financial Services	Assisting with administration, legal advice, and funding
Private sector and industry	Assist with disaster risk reduction and cooperation
Communication & Public Participation and Community facilitation.	Assisting the disaster management function with communication and Awareness
Development, infrastructure, & Technical Services, and Community Service	Assisting with prevention/mitigation, response, and recovery

5. COORDINATION AND INFORMATION FLOW

Coordination mechanisms determine the flow of information before, during, and after the emergency for both preparedness and response.

Disaster Management is responsible for coordinating the disaster incident.

5.1 Incident Reporting

- All incidents must be reported to the Disaster Management Control Room
- Incidents reported to the Call Centre must be forwarded to the Disaster Management Control Room

5.2 Inspections and Rapid Damage Assessments

- Disaster management teams (fire and rescue, law enforcement, traffic, human settlements, civil and water, emergency services, ward councillors, and electricity) conduct inspections and rapid damage assessments
- Forward the information to the Disaster Management

5.3 Processing of the information and actioning

- Disaster Management will validate, report, and manage information
- Identify constraints for accessing the potentially affected population and recommendations
- Identify potential mitigating measures

5.4 Resource mobilization and priorities

- Prioritize the most affected communities for immediate support and relief
- Public donation and distribution
- Shelter management

5.5 Challenges that require escalation and reprioritisation

- Issues (such as additional resources) that required further attention to be escalated to the relevant departments and the head of the institution.

5.6 Situational reports, JOC, classification and declaration

- Organize and plan JOC meetings
- Area engineers and their teams to report on the status on the ground in the JOC meeting
- Disaster management compiles a consolidated situational report
- Debriefing
- Kouga Local municipality council and Disaster Management will follow procedures for the classification and declaration of disaster.

6. CREATING CONSENSUS-BASED AND UNAMBIGUOUS MESSAGING

The coordination committee is responsible for crafting a consensus and agreed-upon messaging that will be disseminated to the members of the public. During crises, communities need information they can use. Disaster communication should adhere to the following best practices:

- Use familiar and simple terms that everyone can easily understand
- Avoid technical jargon
- Identify spokespersons that the community knows and trusts
- Emphasize the critically important information to know
- Use visual aids, such as maps and diagrams
- Provide updates promptly
- Communicate with an authoritative but empathetic tone

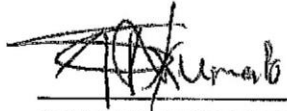
7. INFORMATION COMMUNICATION AND MEDIA PLATFORM

The following communication and media platforms can be utilized to ensure that all members of the public residing in the Kouga Local municipality receive messages through the following platforms.

EXTERNAL COMMUNICATION	INTERNAL COMMUNICATION
EXTERNAL PLATFORMS	INTERNAL PLATFORMS
Print media Online media Radio & TV	E-mail Notice boards Internet
OWN PLATFORMS	OWN PLATFORMS
Website Facebook Instagram YouTube Mass email WhatsApp groups Posters/flyers	WhatsApp group Newsletter

8. CONCLUSION

Disaster management officials must communicate quickly. Regular updates help establish credibility and trust between the public and communication officials. Individuals and families should receive timely, accurate information during emergencies to make informed decisions that may save lives. Once the disaster has been mitigated, communications and disaster management officials must come back together to analyse the communication plan to recommend future improvements.



DISASTER MANAGEMENT SPECIALIST

13/06/2025
DATE



MANAGER-FIRE & DISASTER MANAGEMENT

13/06/2025
DATE



DIRECTOR COMMUNITY SERVICES

16/06/2025
DATE

ATTACHMENT: A**Contact Details for Municipal Interdepartmental Officials Responsible for Disaster Response and Recovery**

HUMANSDORP		
Area Engineer	Oyama Mayisela	071 882 5066
JEFFREYS BAY		
Area Engineer	Mhlonishwa Ngwane	081 760 7044
ST FRANCIS BAY		
Area Engineer	Zolani Njibana	073 046 0205
GAMTOOS VALLEY		
Area Engineer	Peter Felix	081 373 2698
LAW ENFORCEMENT		
Superintendent	Adam Floors	081 215 8713
FLEET/WORKSHOP		
Manager	Nico Gouws	081 492 3216
HUMAN SETTLEMENT		
Manager	Ashley Williams	081 765 4349
Official	Deon Booysen	078 947 4202
Official	Simphiwe Mahleka	
Official	John Faulkner	078 942 7051
COMMUNICATION		
Manager	Monique Basson	082 219 9169
FINANCE		
Manager	Nomfundo Mate	081 458 9544
BUDGET & TREASURY		
Manager	Shukree Abrahams	081 267 5300
WASTE & ENVIRONMENTAL MANAGEMENT		
Manager	Christa Venter	067 054 0402
PARKS & AMENITIES		
Manager	Rochelle Ludick	
FIRE & DISASTER		
Manager	Dewald Barnard	081 262 4306
SAFETY & SECURITY		
Superintendent	Shaun Williams	081 319 5083
HUMAN RESOURCES		
Manager	Jodene Thomas	071 885 6607
PUBLIC PARTICIPATION		
Manager	Eugene Goliath	067 109 8558

ATTACHMENT: B**DISASTER MANAGEMENT TEAM'S STRUCTURE****JEFFREYS BAY**

- Area Engineers (head)
- Fire and Rescue,
- Law Enforcement and Traffic,
- Human Settlements,
- Civil and Water,
- Emergency Services
- Environmental Management
- Parks and Amenities

HUMANSDORP

- Area Engineers (head)
- Fire and Rescue,
- Law Enforcement and Traffic,
- Human Settlements,
- Civil and Water,
- Emergency Services
- Environmental Management
- Parks and Amenities

GV AREAS

- Area Engineers (head)
- Fire and Rescue,
- Law Enforcement and Traffic,
- Human Settlements,
- Civil and Water,
- Emergency Services
- Environmental Management
- Parks and Amenities

ST FRANCIS, CAPE ST FRANCIS, AND SEAVISTA

- Area Engineers (head)
- Fire and Rescue,
- Law Enforcement and Traffic,
- Human Settlements,
- Civil and Water,
- Emergency Services
- Environmental Management
- Parks and Amenities