

# ANNUAL REPORT 2021/22

## Koukamma Local Municipality

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## **ABBREVIATIONS**

**AIDS** – Acquired Immune Deficiency Syndrome

**ANC** - African National Congress

**A- G** – Auditor \_ General

**CDW** – Community Development Worker

**CLO** - Community Liaison Officer

**CSTR** – Centre for Small Town Regeneration

**CFO** - Chief Operations Officer

**CoGTA**- Cooperative Governance and Traditional Affairs

**DA** - Democratic Alliance

**DM** – District Municipality

**DLTC** –Driving License Testing Centre

**DLA** - Department of Land Affairs

**DoE** – Department of Energy

**DWA** – Department of Water Affairs

**DeDea** – Department of Economic Development, Environmental Affairs and Tourism

**DRDRL** – Department of Rural Development and Land Reform

**EIA** – Environmental Impact Assessment

**Fe** - High iron

**GCIS** – Government Communications and Information Systems

**GDP**- Gross Domestic Product

**GIS** – Geographic Information Systems

**GRAP** – Generally Recognised Accounting Practices

**GVA** – Gross Value Add

**HH** -Household

**HIV** – Human Immunodeficiency Virus

**HR** – Human Resource

**ICT** –Information Communication Technology

**IDP** –Integrated Development Plan

**IGR** – Intergovernmental Relations

**IOD** – Injury on Duty

**LM** - Local Municipality

**MD** – Maximum Demand

**MEC** – Member of Executive Committee

**MFMA** – Municipal Finance Management Act

**MISA** - Municipal infrastructure Support Agencies

**MIG** - Municipal Infrastructure Grant

**MM** – Municipal Manager

**MN** - Manganese

**MPAC** – Municipal Public Accounts Committee

**MPT** – Municipal Planning Tribunal

**MTO** – Mountain – to- Ocean Forestry

**MVR** – Motor Vehicle Registration

**NHLS** – National Health Laboratory Services

**NMD** – National Maximum Demand

**NYS** - National Youth Support

**O & M** – Operations and Maintenance

**PDMS** – Provincial Disaster Management System

**PMS** – Performance Management System

**PR** – Proportional Representation

**RIMS** – Road Incident Management System

**RBIG** – Regional Bulk Infrastructure Grant

**SALGA** –South African Local Government Association

**SALGBC** – South African Local Government Bargaining Council

**SANS** – South African National Standards

**SBDM** – Sarah Baartman District Municipality

**SDBIP** – Service Delivery Budget Implementation Plan

**SDF** – Spatial Development Framework

**SPLUMA** - Spatial Land Use Management Act

**SCM** – Supply Chain Management

**TMT**- Traffic Management Team

**WSA**-Water Service Authority

**WSIG** – Water Service Infrastructure Grant

**WSP** – Water Service Provider

**ZSR** - Zoning Scheme Regulation

# Chapter 1: Mayor's foreword and Executive Summary

## 1.1. Mayor's Foreword

## 1.2. Executive Summary

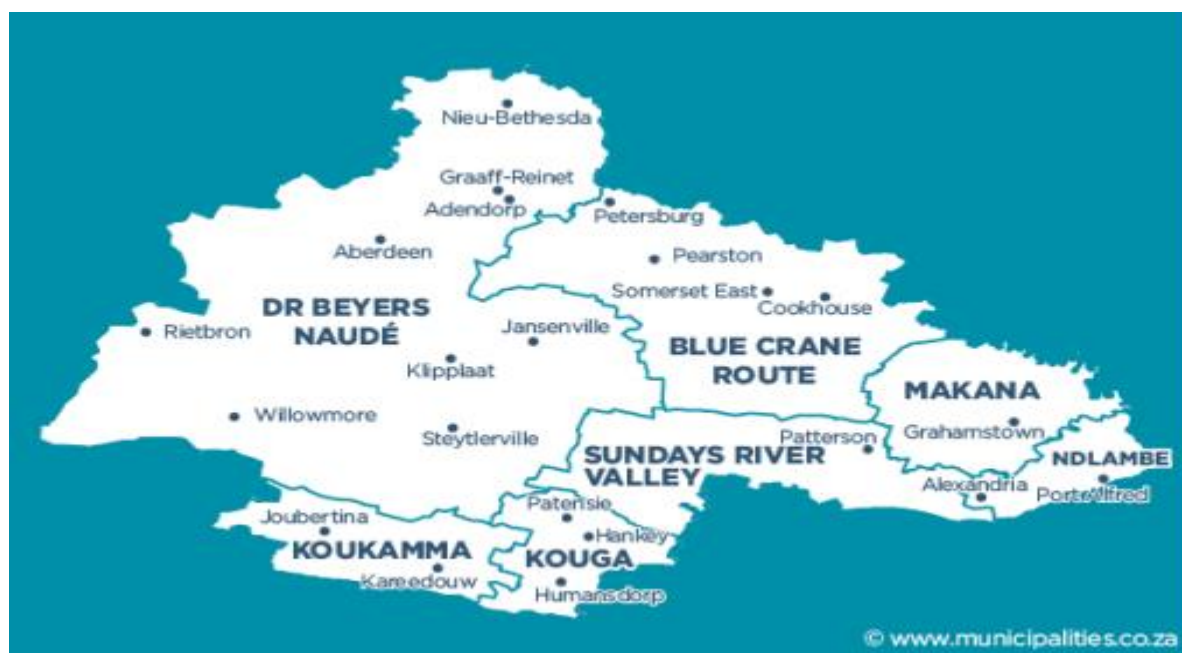
### 1.3. Municipal Overview

#### Geographical Profile of Koukamma

Koukamma Municipality forms part of the then Cacadu District Municipality currently known as the Sarah Baartman District Municipality (SBDM), situated in the Western side of the Eastern Cape with approximately 60 000 square kilometres. Koukamma Municipality is amongst the seven (7) municipalities that forms part of the Sarah Baartman District Municipality.

Koukamma Municipality is characterised by two distinct regions which can be classified as coastal belt and inland. The coastal belt boasts of tourism as its primary economic hub whilst the inland represents the agricultural sector as its primary hub. It is located in the north of Baviaans Mega Reserve (Kloof), west of Bitou Municipality, east of Kouga which all resemble the core elements of tourism and agriculture hubs of Koukamma Municipality. The area is approximately 3 598 square kilometres and the density is 12, 14 square kilometres.

#### MAP OF SARAH BAARTMAN DISTRICT MUNICIPALITY



#### Socio - Economic Profile

Koukamma is well-known for its agricultural production. Its weather conditions create and sustain a conducive environment for a variety of Agri- Business Enterprise. Koukamma Municipality's commodities range from dairy, ferns, protea and indigenous plants along the coastal belt including tree and marine harvesting. It also consists of massive and competitive fruit production and medicinal plants in the Langkloof area. In 2007, approximately 44% of commercial agriculture was projected for local economic growth which accounts and contributed significantly on job creation. The coastal belt is rich in tourism with diverse production market such as accommodation, attraction sites with art and craft including indigenous history. Koukamma is known as a place for sparkling water with large traits of indigenous forest and fynbos; with deep river that gorges cleft the plateau as they make way down to the sea, creating spectacular waterfalls and deep kloof.

Koukamma is huge in forestry and timber industry as that contributes to the domestic economy through job creation, capital investment and in global economy through export sales. Along its

coastal belt, a fishery catchment zone exists adjacent to the stunning and classic golf estate which is also in close proximity to the tourism attraction site in Eerste Rivier.

## MAP OF KOUKAMMA MUNICIPALITY



## Demographic Profile

According to the Community Survey conducted in 2016, the population of Koukamma is approximately 46 000 and is comprised of all races in the country. The 2016 population figures of Community Survey were calculated from the geo- spatial data. The 2011 Census report, indicated the population of Koukamma as estimated at 40,663; which then suggests that in five years – time, Koukamma had an influx or population growth of 5 337.

In relation to the Census statistics of 2011, Koukamma had 50.2% males and 49.8% females. Of those population estimates of 2011, blacks were estimated as 30.6%, coloureds – 59.8%, whites- 8.2%, Indians at 0.3% and other at 1.1%. The most spoken language is Afrikaans at 73.5%, followed by IsiXhosa at 19.9% and English at 2.5%. From ages 20 years and older, 10.3% had completed primary school education, 57.8% secondary school education and 3.9% had some form of higher education.

## **Chapter 2: Good Governance and Public Participation**

The purpose of good governance is to measure how public institutions conduct public affairs and manage public resources in a way that is preferred by society/communities. It is a process of decision – making and implementation.

Municipal leadership both political and administration are required to comply with the eight elements of good governance namely;

- Rule of Law – fair legal framework enforced by an impartial regulatory body for full protection of stakeholders;
- Transparency- information should be provided in easily understandable forms and media, it should be freely available and directly accessible to those who will be affected;
- Responsiveness – organizations and their processes are designed to serve the best interest of stakeholders within reasonable timeframes;
- Consensus oriented – there must be consultation to understand the different interest of stakeholders and how this can be achieved in a sustainable and prudent manner;
- Equity and inclusiveness – provision of opportunity to stakeholders to maintain and improves their well-being and see reason for existence and value to society;
- Effectiveness and efficiency – decisions taken must produce favorable results that meet the community needs, whilst making the best use of resources;
- Accountability- this is the fundamental principle of good governance. The municipality must be able to explain and answer to the communities on decisions that has been made;
- Participation – communities must be involved in the decision- making and they must be able to raise their opinions on issues affecting them.

### **Component A: Political and Administrative Governance**

#### **2.1. Political Governance Structure**

Koukamma Municipality was a plenary executive system combined with a ward participatory system as category B, Grade 1 during 1 July 2021 until 10 October 2021. There were only two (2) political parties which made the municipal Council and these were: the African National Congress (ANC) and the Democratic Alliance (DA). The municipality had eleven (11) Councillors of which six (6) Councillors of the eleven (11) were Ward Councillors and five (5) were Proportional Representatives (PR).

After the local government election held on the 1<sup>st</sup> November 2021, the municipality has four (4) political parties and an independent candidate. The four (4) political parties are as follows:

- African National Congress with six (6) members;
- Democratic Alliance with three (3) members;
- Freedom Front Plus with one (1) member;
- Patriotic Alliance with one (1) member and
- Independent member.

The MEC for local government, Mr Xolile Nqata, after consultation with the affected municipality as prescribed in Section 16 (3) (b) of the Municipal Structures Act, 1998 as amended under powers vested to him by Section 16 (1) (a) (d) of the Municipal Structures Act, 1998 as amended had corrected item 3 and 7 of Part II of Notice number 1027 by changing the type of the existing plenary executive system combined with a ward participatory system to a collective executive system combined with a ward participatory system municipality; as published in item 3 of Part II in

Government Gazette 45301 dated 11 October 2021. These changes have resulted in Koukamma Municipal Council having twelve (12) Councillors instead of eleven (11).

The replacement of item 7 of Part II of the Schedule resulted in Koukamma Municipal Council getting an approval for the full – time status of the office bearers namely:

- Mayor; and
- Speaker.

Koukamma Municipality has an executive committee with the newly established collective executive system, which allows for the exercise of the executive authority in whom the executive leadership of the municipality is vested. The Council has a Speaker, who chairs the meetings of Council. All decisions are taken by the Council, but there are some of the decisions entrusted to the executive committee in terms of authority delegated by legislation. The Mayor provides political guidance over the policy, budget and financial affairs of the municipality.

The Speaker is in charge of the Council, which means that he is entrusted with the responsibility to guard the integrity of the legislative process and plays an important role in the oversight that the Council must exercise. He is also responsible to ensure that the municipality fulfil its public participation role and that all decisions taken by Council are implemented.

The twelve (12) Councillors which are serving municipal Council are as follows:

<b>No</b>	<b>Name and Surname</b>	<b>Position</b>	<b>Political Party</b>
1.	Fuzile Jan Yake	Mayor	ANC
2.	Dadley Maasdorp	Speaker	Independent
3.	Ronwell Fillis	Member	ANC
4.	Ronnie Campher	Whip of Council	ANC
5.	Kerneel Smit	Whip of the party	DA
6.	Nomathamsanqa Sikiwe	Chairperson of the MPAC	ANC
7.	Vuyani Persent	Member	ANC
8.	Sharon Ferguson	Whip of the party	FFP
9.	Similo Ncetezo	Whip of the party	ANC
10.	Francois Strydom	Member	DA
11.	Brendan Jantjies	Whip of the party	PA
12.	James Krige	Member	DA

After the change of Koukamma Municipality’s status from plenary executive system to collective executive system, Koukamma Municipality Council was increased to twelve Councillors which then gave the municipal three (3) executive members, two (2) from the ANC and one (1) DA namely:

- Councillor Fuzile Yake - Chairperson of the Executive Committee;
- Councillor Ronwell Fillis – Member of the Executive Committee; and
- Councillor Kerneel Smit – Member of the Executive Committee.

All Councillors have different functions and involved in other areas of responsibilities such as the Standing Committee as outlined below:

No	Name and Surname	Ward	Portfolio	Other responsibility
1.	Cllr Dudley Maasdorp	3	None	None
1.	Cllr Vuyani Percent	4	LED, Special Programmes and Finance Standing Committee, Technical Service and Community Service Standing Committee	MPAC Member and LLF Deputy Chairperson
3.	Cllr Smilo Ncethezo	5	LED, Special Programmes and Finance Standing Committee	MPAC and LLF member
4.	Cllr Nomathamsanqa Sikiwe	6	Corporate Service Standing Committee, LED, Special Programme & Finance Standing Committee	Chairperson MPAC and District Representative
5.	Cllr Ronnie Campher	2	Corporate Services Standing Committee, LED, Special Programmes & Finance Standing Committee.	None
6.	Cllr Ronwell Fillis	1	Chairperson of the Technical Service & and Community Service Standing Committee	None
No.	Name & Surname	Designation	Portfolio	Other Responsibilities
7.	Cllr Sharon Ferguson	PR	LED, Special Programmes, Finance Standing Committee	Member MPAC
8.	Cllr Brendon Jantjies	PR	Corporate Services Standing Committee	Member MPAC

9.	Cllr James Krige	PR	Technical Services and Community Standing Committee	District Representative
10.	Cllr Kerneel Smit	PR	Corporate Services Standing Committee	None
11.	Cllr Francois Strydom	PR	MPAC Member	None

Other than the mentioned responsibilities, Councillors are expected to attend working groups facilitated by South African Local Government Association (SALGA) which relates or aligned to the Standing Committees.

## 2.2. Administrative Governance Structure

The Municipal Manager is the Accounting Officer of the municipality and delegated with the responsibility to provide guidance on compliance with Section 55 (1) of the Municipal Structures Act, 1998. The Municipal Manager is the driving force behind administration and integrates all the different components of the municipality into strategic and operational plans. During the 2021/22 financial year, the administrative structure in relation to section 56 and 57 was as follows:

No.	Name & Surname	Designation	Race	Gender
1	Pumelelo Kate	Municipal Manager	A	M
2	Thobeka Tom	Director: Corporate Services	A	F
3	Nydine Venter	Chief Financial Officer	W	F
4	Mziwamadoda Qalaba	Director: Technical Services	A	M

During May 2022, the process of the organogram review by departments had taken place after which the Local Labour Forum (LLF) was consulted on the review on the 25 May 2022 and then the approval of the organogram was done by Council on the 26 May 2022. The organogram review contributed to the separation of the combined Technical and Community Services Directorate to each directorate having its own staff, but the challenge is that the Director and Manager position are still vacant in Community Services Directorate.

When looking in both services delivery departments which are the core of municipal existence; the rate of vacancy is very high in comparison to the support services. In Technical Services Directorate, the Director position is filled and the Manager: PMU, but generally all critical positions such as the Town Planner, the Manager: Technical Services and plumbers are not filled. In Community Services Directorate, the Director, the Manager: Social and Community Services and the supervisors are not filled which makes it difficult for the core services department to deliver services according to community expectations.

In terms of the Employment Equity Act, No. 55 of 1998 and regulations; the employer must prepare and implement an employment equity plan to ensure that suitably qualified are equally represented in all occupational levels. Significant progress has been made during 2019/20 and 2020/21 as the organizational structure reflects the employment equity targets in all occupational levels.

The Senior Managers are appointed on a five (5) year contract as per the Local Government: Regulation on the appointment and conditions of employment of Senior Managers; which emanates from the Municipal Systems Act, No. 32 of 2000 and regulations in relation to Section 54A on the appointment of the Municipal Managers and acting Municipal Managers and Section 56 on the appointment of managers directly accountable to the Municipal Managers. Within three (3) months of the completion of the five (5) year contract of the Director or the Municipal Managers 'position must be advertised.

Although S56 and S57 are appointed on fixed term contracts, Chapter 2 of the Government Gazette No.37245 Section 4 (5) (c)(d) on staff establishment states that the Municipal Manager must have due regard to the need of the municipality to retain institutional memory and scarce skills to promote stability and continuity within the municipality and sustainability of the municipality.

On the 31 January 2022, the Chief Financial Officer's employment contract ended and the position was advertised on the 06 December 2021 and the recruitment and selection taken place in accordance with chapter 3 of the Government Gazette No. 37245 as published on the 17 January 2014. The Chief Financial Officer's re- appointment was approved by Council on the 19 April 2022 and she was appointed on the 01 May 2022. The Municipal Manager's employment contract ended on the 10 April 2022 and advertised on the 09 March 2022. After following all due processes, the re- appointment of the Municipal Manager was approved by Council on the 30 June 2022.

The municipality has a staff compliment of one hundred and sixty-three (163) permanent employees, fifteen (15) contract employees and forty (40) Expanded Public Works Programme (EPWP) employees. During 2021/2022 financial year, the municipality had four directorates and the department directly reporting to the Municipal Manager. The office of the Municipal Manager has nine (9) employees, Budget and Treasury had thirty (30) employees, Corporate Services had eighteen (18) employees, Technical Services had fifty- two (52) employees and Community Services had fifty-four (54) employees.

## **Component B: Intergovernmental Relations**

### **2.3. Intergovernmental Relations**

The Constitution defines the intergovernmental relations as interacting networks of institutions such as National, Provincial and local sphere which are expected to work together, co-operate with one another in mutual trust and in good faith. Intergovernmental relations are viewed as evolving system of institutional co-operation that seeks to address equality and independence. Koukamma Municipality accepts and understand the importance of the Intergovernmental Relations which is the key driver in ensuring that all government departments and state organs share ideas with the intention to improve the livelihood of the communities.

The Mayor/Speaker participates in the following structures which are held quarterly in the province and the meeting were held as follows:

- Premiers' Co-ordinating Forum
- Political Munimec driven by Department of Cooperative Governance and Traditional Affairs (CoGTA)
- Speakers' Forum
- Provincial Command Council
- District Command Council
- Mayor's Forum

The following meetings were held during 2021/22 financial year:

Structure	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
Provincial Command Council	1& 15	19										
Political Munimec											4 & 21	
Speakers' Forum												
District Command Council			2									
Mayor's Forum				5	10			3 & 14		18		

The Municipal Manager attends the Provincial Munimec with the Mayor where the Municipal Manager deals with the technical issues pertaining to the administrative functions of the municipality. Senior Managers and Portfolio Councillors attends the SALGA Working Groups which updates or informs participants of amendment in legislation or and updating on issues such as job evaluation and general increments.

These structures are guided by the Intergovernmental Relations Framework Act, No. 13 of 2005. Although the Mayor is responsible for chairing the Intergovernmental Relations at municipal level and in ensuring that knowledge is shared, as part of development; Councillors and officials are also nominated to participate in various Sarah Baartman District Municipality meetings such as:

- IDP Forums
- District Support Team
- SBDM Health Authority
- District HIV/AIDS Council, and
- EPWP regional Steering Committee

The Mayor established and chaired the intergovernmental forum where all government departments and organs of state situated in Koukamma Local Area come together for planning common programmes that affect communities and share ideas on how budget will be spent to uplift and improve the communities.

The structure plays a bigger role in shaping the policy and the resource allocation. Various departments and parastatals, such as SANRAL had contributed to the upliftment of Koukamma area by paving alongside the road. There Speaker is newly elected and has established Ward Committee members in all six (6) wards in March 2022. In June 2022, the Speaker was co-ordinating the circumcision process which was achieved successfully.

## Component C: Public accountability and participation

Chapter 4 Section 16 (1) of the Local Government: Municipal Systems Act requires that the municipality must develop a culture of municipal governance that complements formal representative government (i.e., Ward Councillors and Ward Committees) with a system of participatory governance, and must for this purpose:

- (a) Encourage, and create conditions for, local community to participate in the affairs of the municipality, including in-
  - (i) The preparation, implementation and review of its Integrated Development Plan (IDP);
  - (ii) The establishment, implementation and review of its Performance Management System (PMS);
  - (iii) The monitoring and review of its performance, including the outcomes and impact of such performance;
  - (iv) The preparation of its budget; and
  - (v) Strategic decisions relating to the provision of municipal services.

During 2021/22 financial year, the Council resolved on 21 January 2022 in line with the provisions of the Municipal Structures Act, 1998 as amended; to establish Ward Committees in all its six (6) wards. Local residents, Community Based Organisations (CBO), Ratepayers Association, Non-governmental Organisations (NGO), Religious Based Organisations (RBO), youth organisation, women organisation, sports, education, agricultural association, People with Disability, Community Safety Forums (CSF) and other civil society organization were invited to take part in the establishment of the wards.

The meeting for the establishment of ward committee was advertised and taken place in the following areas:

Election of Ward Committees:

WARD	DATE	VENUE	TIME	WARD COUNCILLOR
1	09.02.2022	Misgund MPCC	10:00	Cllr Ronwell C Fillis
	09.02.2022	Krakeel Community Hall	12:00	
2	10.02.2022	Louterwater Community Hall	19:00	Cllr Ronnie Campher
3	17.02.2022	Ravinia Community Hall	12:00	Cllr Dudley Maasdorp
4	24.02.2022	Kagiso Heights Community Hall	18:00	Cllr Vuyani Persent
5	22.02.2022	Clarkson Community Hall	10:00	Cllr Smilo Ncethezo
	22.02.2022	Woodlands Community Hall	14:00	
6	23.02.2022	Nompumelelo Village Community Hall	14:00	Cllr Nomathamsanqa Sikiwe
	23.02.2022	Coldstream Community Hall	10:00	

In all the six (6) wards, the appointment of ten (10) ward committee members was achieved successfully. There were disputes from other wards which were dealt with by the Speaker and the Ward Councillors in those particular wards.

During the year under review the Mayor had public participation meetings when the IDP and Budget were reviewed and communities had the opportunity to discuss issues pertaining to budget and IDP.

Ward Councillors also call constituency meetings where they give feedback to communities of their ward on programmes and projects approved in the IDP and Budget which will be implemented. Ward Committee members as the representatives of the communities are also expected to facilitate programmes in relation to their portfolio (for example youth portfolio leader must organise programmes to benefit youth).

## 2.4. Public Meetings

Koukamma had been engaging with communities on public meetings, consulting on various programmes to be implemented such as IDP and Budget. The table below illustrates the meeting which were held in different areas on different dates:

### **PUBLIC NOTICE IDP & BUDGET 2021/22 CONSULTATIVE MEETING**

As contemplated in the Municipal Systems Act 2000 and Municipal Finance Management Act, 2003. A notice is hereby given that IDP and Budget consultative meetings are scheduled as follows:

<b>AREA/WARD</b>	<b>DATE</b>	<b>VENUE</b>	<b>TIME</b>
Coldstream	02 March 2022	Community Hall	10:00
Storms river	02 March 2022	Community Hall	14:00
Nompumelelo Village	04 March 2022	Community Hall	10:00
Woodlands	04 March 2022	Community Hall	14:00
Misgunds	07 March 2022	Community Hall	10:00
Louterwater	07 March 2022	Community Hall	14:00
Krakeel	08 March 2022	Community Hall	10:00
Ravinia	08 March 2022	Community Hall	14:00
Clarkson	09 March 2022	Community Hall	10:00
Kareedouw	09 March 2022	Kagiso Community Hall	14:00

## 2.5. IDP participation and Alignment

The Municipal Systems Act, 2000 requires that municipalities develop an IDP. Koukamma Local Municipality's IDP is premised from the Spatial Development Plan, linked to the Sarah Baartman District Municipality's IDP and also aligned to the National and Provincial framework directives.

Section 26 of the Municipal Systems Act, 2000 has set a criterion for the institutions in order to check whether the IDP is aligned with public participation as follows:

<b>IDP Participation and alignment Criterion</b>	<b>Yes/No</b>
Does the municipality have impact, outcome, input, output indicator?	Yes
Does the IDP have priorities, objectives, KPI's, development strategies?	Yes
Does the IDP have multiyear targets?	Yes
Are the above aligned and can they calculate into a score?	Yes
Does the budget align directly to the KPI's in the strategic plan?	Yes
Do the IDP KPI's align to the Section 57 Managers	Yes
Do the IDP KPI's lead to functional area KPI's as per the SDBIP?	Yes
Do the IDP KPI's align with the provincial KPI's on the 12 Outcomes?	Yes
Were the indicators communicated to the public?	Yes
Were the four quarter aligned reports submitted within stipulated timeframes?	Yes

The municipality had established public participation methodology that embodies the fundamental values outlined in the Constitution focussing on human rights and community involvement. Different platforms of engagement have been established namely:

- Ward Committee Constituency meetings;
- Mayoral Imbizo;
- IDP Representative Forum;
- IDP Steering Committee
- Intergovernmental relations; and
- Community- based planning sessions.

The third generation of IDP development and implementation was completed in 2017. The fourth generation commenced in August 2017 after the local election in August 2016.

During 2021/22 financial year, the local election had taken place in 01 November 2021 and the newly elected Councillors had developed the fifth generation of IDP and the strategic planning session held on the 23 March 2022.

### **Component D: Corporate Governance**

Section 3 (1) of the Municipal Systems Act, dictates that Municipalities must exercise their executive and legislative authority within the constitutional system of co-operative governance as contemplated in Section 41 of the Constitution of the Republic of South Africa.

All Municipalities are required to effectively and efficiently develop common approaches for local government as distinct sphere of government, enhance co-operation, mutual assistance and sharing of resources amongst themselves. Corporate governance is the mechanisms, processes and relations by which corporate services are controlled and directed.

This definition relates to governance structures and principles to identify the distribution of rights and responsibilities among different participants in the corporate environment such as internal auditors, audit committee and municipal public accounts committees which are designed to ensure that processes to mitigate elements of risks and fraud are in place.

During the 2021/22 financial year, Koukamma Municipality’s Audit Committee and Municipal Public Accounts Committee (MPAC) had several meetings on the following dates, namely:

<b>Committee</b>	<b>Date of Meeting</b>	<b>Quarter</b>	<b>Comment</b>
Audit	12 August 2021	First	To consider the fourth quarterly report for 2020/2021 financial year and the Annual performance 2020/21
Audit	30 August 2021	Special Meeting	To review the draft annual performance report 2022/22
Audit	09 Nov 2021	Second	To review the first quarterly report for 2021/22 financial year
	08 Feb 2022	Third	To review the second quarter performance report 2021/22 financial year
Audit	17 March 2022	Third	To review the departmental third quarterly reports (Jan-March)2021/22 financial year
Audit	24 May 2022	Fourth	To review the second quarterly report for 2021/22 financial year
MPAC	11 August 2021	First	To review the work plan, monitoring tool and Performance Management Report
MPAC	No Meeting	Second	
MPAC	10 March 2022	Third	To address concerns raised in the public hearing sessions and to develop the Oversight Report.
MPAC	19 April 2022	Fourth	To evaluate quarterly report on the activities of the MPAC and the Final Annual Report 2020/21 financial year
MPAC	20 May 2022	Fourth	To analyse implementation of the monitoring tool and the 3 <sup>rd</sup> quarter performance report

The Audit Committee and the MPAC are the Committees of Council which play an oversight role and therefore report to Council, advise and recommend to the Council on matters relating to unauthorised, irregular, fruitless & wasteful expenditure and municipal performance. The Internal Audit unit and Audit Committee must support MPAC in its activities to ensure issues discussed are relevant, apply a consistent approach to matters, act within the legislative framework, raise and respond to matters to enable them to be addressed on a timely basis and support recommendations.

The Internal Audit is responsible to assist the municipality by ensuring that the internal controls are function such as Standard Operating Procedure (SOP) and policies. During the 2021/22 financial year, the Internal Audit managed to develop an entity wide Risk Register pertaining to municipal operations.

## 2.6. Risk Management

The Management of Koukamma Municipality is tasked with the responsibility to identify, manage and mitigate risks. Risk Management forms an integral part of Management’s responsibility and therefore the Risk Management Committee of Koukamma conducted a risk assessment meeting to identify risks factors, and was facilitated by the Internal Audit. The Koukamma Municipality’s risk register was discussed by the Risk Committee and updated.

Section 62 (1) (c) (i) of the Municipal Finance Management Act, No.56 of 2003 requires that the Accounting Officer must take all reasonable steps to ensure that the municipality has and maintains effective, efficient and transparent systems of financial and risk management and internal control. Further to this statement, Section 165 (2) (a) requires that the Internal Audit Unit of a municipality must prepare a risk – based audit plan and an internal audit program for each financial year.

During 2021/22 financial year, Koukamma Municipality had a risk assessment workshop and identified the following risks in the risk register:

### **Top 5 Inherent Risks**

The table below lists the top 5 inherent risks identified during the risk assessment:

<b>No.</b>	<b>Risk No.</b>	<b>Strategic Objective</b>	<b>Risk Statement and Source</b>	<b>Level of Inherent Risk</b>
1	Risk 1	Financial Viability and Management and Sustainability	1) Inability to collect revenue	<b>High</b>
2	Risk 2	Local Economic Development	2) Inadequate economic development	<b>High</b>
3	Risk 9	Financial Viability and Management and Sustainability	3) Poor performance of contractors	<b>Medium</b>
4	Risk 6	Good Governance and Public Participation	4) Political and administrative instability	<b>Medium</b>
5	Risk 8	Municipal Transformation and Institutional Development	5) Inability to attract and retain skilled labour force	<b>Medium</b>

### Top 5 Residual Risks

The table below lists the top 5 residual risks identified during the risk assessment:

No.	Risk No.	Risk Name	Risk Definition	Risk Strategy	Level of Residual Risk
	Risk 1	Inability to collect revenue	<ul style="list-style-type: none"> <li>• Incorrect meter reading</li> <li>• Incorrect billing of debtors (Amount and/or Incorrect consumer)</li> <li>• Non receipt and/or late receipt of statements</li> <li>• Late Billing of consumers</li> <li>• Shortage of personnel</li> <li>• Inaccurate billing information on the system.</li> <li>• High population of indigent households and unregistered indigents.</li> <li>• Inability to restrict water usage.</li> <li>• Ineffective communication with debtors.</li> <li>• Faulty meters</li> <li>• Unmetered Consumption</li> </ul>		<b>High</b>
	Risk 2	Inadequate economic development	<ul style="list-style-type: none"> <li>• No sector plans in place</li> <li>• Lack of economic infrastructure</li> <li>• Insufficient funding for economic development</li> <li>• Lack of credible business plan and feasibility studies due to limited capacity</li> <li>• Inability to access external funding</li> <li>• Lack of LED strategy</li> </ul>		<b>High</b>
	Risk 9	Poor performance of contractors	<ul style="list-style-type: none"> <li>• Poor work quality of service providers</li> <li>• Misrepresentation of grading status of contractors &amp; their ability to perform</li> <li>• Poor financial capacity &amp; management of contractors</li> <li>• Delayed payment of contractor's invoices</li> <li>• Weaknesses procurement specifications.</li> <li>• Poor performance of the professional service provider.</li> </ul>		<b>Medium</b>

No.	Risk No.	Risk Name	Risk Definition	Risk Strategy	Level of Residual Risk
			<ul style="list-style-type: none"> <li>• Lack of Contract Management System</li> </ul>		
	Risk 6	Political and administrative instability	<ul style="list-style-type: none"> <li>• Poor political and administrative interface</li> <li>• Misunderstanding of roles and responsibilities;</li> <li>• Communication breaking down between administration and political arm.</li> <li>• Changes in political leadership.</li> <li>• Political interference</li> <li>• Lack of information</li> </ul>		<b>Medium</b>
	Risk 8	Inability to attract and retain skilled labour force	<ul style="list-style-type: none"> <li>• Geographic location of Koukamma</li> <li>• Low municipal grading of Koukamma Municipality</li> <li>• Low skills base in the local labour market</li> <li>• Stringent regulation within the sector</li> <li>• Lack of budget for recruitment and staff development.</li> </ul>		<b>Medium</b>

The risk committee meeting was held on the 16 February 2022 whereby a date for the risk assessment workshop was decided and it was held on the 30 March 2022. On the 18 May 2022, the risk committee held a meeting as part of its legal requirement.

## 2.7. Anti-corruption and fraud

Since 30 January 2012, the Anti-Corruption and Prevention strategy/plan has not been reviewed; the Council has taken a decision to embark on the review of policies and bylaws and the process had started in June 2022. The Draft Whistle – blowing Policy is among the policies that the municipality is workshopping and reviewing to check whether the draft is still in line with other related legislation. In line with the policy, the municipality had appointed a company to perform Internal Audit on a three (3) year contract. During the year in review, the municipality convened a Fraud and Risk Workshop that is related to the prevention of fraud and corruption. There is a procedure for reporting fraud and corruption, and the Internal Audit is expected to investigate such occurrences. Effective internal control is in place such as policies, Internal Audit, Municipal Public Accounts Committee (MPAC) and the external stakeholders such as the Audit Committee and the Auditor – General which play a major role on ensuring that municipalities comply or adhere to legislation.

## 2.8. Supply Chain Management

Koukamma Local Municipality had developed the Supply Chain Management policy which was approved by Council during 2017. The Supply Chain Management policy provides an effective system of demand management in order to ensure that the resources required to support the strategic and operational commitments of the municipality are delivered. The Municipal Manager must submit quarterly a report on the implementation of the policy to the Council in order for the

Council to maintain oversight over the implementation of the policy. Currently, Supply Chain Unit consists of three (3) members namely:

- The Manager: SCM;
- Accountant; and
- An Intern

The Manager: SCM sits in the Bid Adjudication Committee (BAC) as an expert advice on the policy, whilst the accountant sits in the Bid Evaluation Committee (BEC) to take minutes and ensure that proper evaluation is done in compliance with- the advertised and compiled Bid Specification and the Supply Chain Policy of Koukamma Local Municipality. The accountant also provides guidance and support, assists with the technical aspects of the specification and where necessary seeks advice from the Provincial Treasury.

All three bid committees are functional except for the fact that the Bid Adjudication Committee (BAC) is not meeting the required standard of the Provincial Treasury as during 2021/22 financial year; there were three (3) Directors only instead of four (4) as per the treasury requirement. During the year under review, the status quo remains the same as only three (3) Directors were sitting in the BAC but the difference is the Council has separated the merged departments (i.e., Technical and Community Services) to each having a Director although the position of the Director: Community Services is still vacant due to financial constraints. National Treasury published on the 5 May 2020 Government Gazette No. 43281 which allows municipalities with less than four (4) Senior Managers to utilise Senior Manager from neighbouring municipality in accordance with S88 of Municipal Structures Act, 1998. The Director from Kouga Ms. Krishen Moodley was invited on the meeting held 7 April 2022, but she submitted an apology. Projects and expenditure will be outlined in the annual financial statements. The table below will reflect the meeting held by the bid committees during 2021/22 financial year as well as the tender awarded.

Bid Number	Bid Committee	Schedule of meetings	No. of meeting held	Dates	If postponed provide reasons
Tender 10/2021	Bid Specification	21 July 2021	1	21 July 2021	
	Bid Evaluation	25 August 2021	1	25 August 2021	
	Bid Adjudication	04 October 2021	1	04 October 2021	
Tender 11/2021	Bid Specification	21 July 2021	1	21 July 2021	
	Bid Evaluation	09 November 2021	1	09 November 2021	
	Bid Adjudication	22 November 2021	1	22 November 2021	
Tender 12/2021	Bid Specification	21 July 2021	1	21 July 2021	
	Bid Evaluation	20 September 2021	2	20 September 2021 & 21 September 2021	Members couldn't finish evaluation and reconvened the following day
	Bid Adjudication	04 October 2021	1	15 October 2021	Members were not available on the initial set date
Tender 13/2021	Bid Specification	27 July 2021	1	27 July 2021	
	Bid Evaluation	15 September 2021	1	15 September 2021	
	Bid Adjudication	04 October 2021	1	15 October 2021	Members were not available on the initial set date
Tender 15/2021	Bid Specification	13 September 2021	1	13 September 2021	
	Bid Evaluation	18 October 2021	1	18 October 2021	
	Bid Adjudication	20 October 2021	1	21 October 2021	Members were not available on the initial set date
Tender 16/2021	Bid Specification	19 October 2021	1	19 October 2021	
	Bid Evaluation	27 January 2022	1	27 January 2022	
	Bid Adjudication	07 February 2022	2	07 February 2022 & 08 February 2022	Members could not finish adjudication and set another day to reconvene
Tender 17/2021	Bid Specification	06 December 2021	1	06 December 2021	
	Bid Evaluation	02 February 2022	1	02 February 2022	
	Bid Adjudication	07 February 2022	1	07 February 2022	
Tender 18/2021	Bid Specification	06 December 2021	1	06 December 2021	
	Bid Evaluation	21 January 2022	1	21 January 2022	

	Bid Adjudication	07 February 2022	1	07 February 2022	
Tender 19/2021	Bid Specification	07 December 2021	1	07 December 2021	
	Bid Evaluation	01 February 2022	1	01 February 2022	
	Bid Adjudication	07 February 2022	1	07 February 2022	
Tender 01/2022	Bid Specification	18 January 2022	1	18 January 2022	
	Bid Evaluation	08 March 2022	1	08 March 2022	
	Bid Adjudication	07 April 2022	1	07 April 2022	
Tender 09/2022 - A	Bid Specification	22 July 2021	1	22 July 2021	
	Bid Evaluation	22 October 2021	1	22 October 2021	
	Bid Adjudication	29 October 2021	2	29 October 2021 & 03 November 2021	Members couldn't finish adjudication and set another day to reconvene
Tender 09/2022 - B	Bid Specification	22 July 2021	1	22 July 2021	
	Bid Evaluation	22 October 2021	1	22 October 2021	
	Bid Adjudication	29 October 2021	2	29 October 2021 & 03 November 2021	Members couldn't finish adjudication and set another day to reconvene
Tender 09/2022 - C	Bid Specification	22 July 2021	1	22 July 2021	
	Bid Evaluation	22 October 2021		22 October 2021 & 08 December 2021	Members couldn't finish evaluation and reconvened the following day
	Bid Adjudication	22 November 2021	2	22 November 2021 & 19 January 2022	Members couldn't finish adjudication and set another day to reconvene
Tender 09/2022 - D	Bid Specification	22 July 2021	1	22 July 2021	
	Bid Evaluation	22 October 2021	1	22 October 2021	
	Bid Adjudication	29 October 2021	2	29 October 2021 & 03 November 2021	Members couldn't finish adjudication and set another day to reconvene

## 2.9. By -Laws

A by-law is a rule or law established by an organization or community to regulate itself, as allowed or provided for by some higher authority. The higher authority, generally a legislature or some other government body, establishes the degree of control that the by-laws may exercise. By-laws may be established by entities such as a business corporation, a neighbourhood association, or depending on the jurisdiction, a municipality.

Koukamma Local Municipality had approved a number of by-laws as illustrated in the table below:

By- Laws	Date advertised	Publication date	By – law Number	Date for Review
Aerodrome By-Law	13 Nov 2006	September 2011	493	
Community Fire Safety By-law	13 Nov 2006	September 2011	494	
Commonage	13 Nov 2006	September 2011	495	
Customer Care and Revenue By-law	13 Nov 2006	September 2011	496	
Electricity supply bylaw	13 Nov 2006	September 2011	497	
Fences and fencing by-law	13 Nov 2006	September 2011	498	
Funeral Parlours, Cemeteries and Crematoria By-law	13 Nov 2006	September 2011	499	
Impoundment of animal's by-law	13 Nov 2006	September 2011	500	
Liquor Trading By-law	13 Nov 2006	September 2011	501	
Outdoor advertising and signage by-law	13 Nov 2006	September 2011	502	
Prevention of public nuisances and keeping of animal's by-law	13 Nov 2006	September 2011	503	
Roads and traffic By-law	13 Nov 2006	September 2011	504	
Solid waste disposal By-law	13 Nov 2006	September 2011	505	
Sporting Facilities By law	13 Nov 2006	September 2011	506	

Storm water Management By-law	13 Nov 2006	September 2011	507	
Street trading By-law	13 Nov 2006	September 2011	508	
Water supply and sanitation by-law	13 Nov 2006	September 2011	509	
Public amenities by-law	13 Nov 2006	September 2011	510	
KKM Rates By law	6 May 2013	September 2011	511	
Municipal Health Service		September 2018		

In May 2022, there was a call from the Office of the Premier through the Department of Cooperative Governance and Traditional Affairs (CoGTA) to submit all the by – laws as the Premiers’ Office are assisting municipalities in the review of these laws. Koukamma Municipality is one of the municipalities who responded. Although each municipality is supposed to review their own by-laws in accordance with the municipal needs, it was imperative for the municipality to respond to such with assistance; due to lack of capacity. On 2 June 2022, a meeting with Department of Cooperative Governance and Traditional Affairs (CoGTA) was held, discussing the By-laws that needs to be reviewed and thereafter submitted to CoGTA. No by -laws were developed during the year under review.

## 2.10. Website

Section 75 (1)(a) of the Municipal Finance Management Act, and Section 21B on the Municipal System’s Act requires that each municipality must establish its own official website and place the information required to be made public for communities to enable them to obtain information as and when they need it. The information on our website is in compliance with the mentioned legislation. For verification consult the Koukamma website at [koukammamunicipality.gov.za](http://koukammamunicipality.gov.za).

## 2.11. Public Satisfaction on municipal services

Chapter 4 Section 16 (1) of the Local Government: Municipal Systems Act requires that the municipality must develop a culture of municipal governance that complements formal representative government (i.e. Ward Councillors and Ward Committees) with a system of participatory governance, and must for this purpose:

- Give a better understanding of how the municipality is performing in the eyes of the public;
- Provide a consistent datum for setting service levels and a means of measuring the impact of service improvement;
- Provide access to the best performers the opportunity to learn from the good practice of others; and
- Provide a full transparency of data in a secure members area for benchmarking purposes

Koukamma Local Municipality has developed a template to conduct public satisfaction survey but has not conducted the survey in the 2021/22 financial year due to not having the Communication Co-ordinator. The Communication Co-ordinator was appointed on the 1 July 2022, and will commence with the municipal satisfaction survey for 2022/23. The objective of the survey is:

- To develop a platform where the communities of Koukamma Municipal area assess the service delivery performance;
- To establish the current state of development in the area of Koukamma;
- To ensure that the survey key results find in the municipal Integrated Development Plan and the Service Delivery Budget Implementation Plan during the review of these documents; and
- To ensure that service delivery successes are maintained and backlogs and challenges are expedited efficiently and effectively.

## 2.12. All Municipal Oversight Committees

The Municipal Structures Act, No. 117 of 1998, Section 79 (1) states that a municipal Council may-

- (a) Establish one or more committees necessary for the effective and efficient performance of any its functions or the exercise of any of its powers;
- (b) Appoint the members of such committee from among its members; and
- (c) Dissolve a committee at any time.

The above statement suggested that Koukamma Municipality can establish any committee that it deems necessary guided by legislation, hence the Council has established the following oversight committees **inter alia**:

### 2.12.1. Standing Committee

The Council has appointed five (5) standing committees to perform oversight responsibilities to ensure that the Council complies with legislation and does not allow maladministration, inefficiency, waste of resources and corrupt practices. The five (5) standing committees were performing these functions from 1 July 2021 until 8 November 2021 as follows:

#### **Social and Community Services**

Cllr G.G. M. Goliath                      Chairperson  
Cllr J. Plaatjies  
Cllr F.E. Herman  
Cllr K. Smit  
Cllr W Plaatjies  
Cllr J. Jansen

#### **Technical and Infrastructure**

Cllr H. Pullen                              Chairperson  
Cllr F. J. Yake  
Cllr J. Jansen  
Cllr B. Smit  
Cllr G.G.M. Goliath

#### **Local Economic Development**

Cllr F. Herman                            Chairperson  
Cllr H. Pullen  
Cllr W Plaatjies  
Cllr G.G.M. Goliath  
Cllr J. Jansen

#### **Corporate Services**

Cllr J. Plaatjies                          Chairperson  
Cllr F.E. Herman  
Cllr G.G. Goliath  
Cllr F. Strydom  
Cllr J. Jansen

#### **Finance Services**

Cllr F.J. Yake                              Chairperson  
Cllr F.E. Herman  
Cllr F. Strydom  
Cllr G.G.M. Goliath  
Cllr J. Jansen

The five committees were abolished after the local government election in November 2021 and after the Minister for CoGTA pronounced through publication in the gazette the Councillors elected for 2021. The newly elected Councillors commenced their political role on the 9 November 2021 which then automatically terminated the Councillors who were not on the list.

In terms of the Municipal Structures Act, 1998, the municipal Council also gained the executive committee consisting of three (3) members which perform the oversight function, and as at the 9 November 2021; the Standing Committees are aligned to the three (3) executive members as follows:

❖ Technical, Social and Community Services:

Cllr R. Fillis Chairperson

Cllr V. Persent

Cllr R. Campher

Cllr S. D Ncethezo

Cllr J. Krige

❖ LED, Tourism and Finance Services

Cllr FJ Yake Chairperson

Cllr N. Sikiwe

Cllr E.V.X Percent

Cllr R Camper

Cllr S. Ferguson

❖ Corporate Services

Cllr K. Smith Chairperson

Cllr N. Sikiwe

Cllr S.D Ncethezo

Cllr R. Camper

Cllr B.T. Jantjies

The table below reflects the schedule of meeting for the Standing Committees and the changes made thereof.

**2021/2022 STANDING COMMITTEES MEETINGS SCHEDULED DATES**

<b>Committees</b>	<b>Date 1</b>	<b>Date 2</b>	<b>Date 3</b>
LED	21 July 2021	07 September 2021	12 October 2021
Social	21 July 2021	07 September 2021	12 October 2021
Technical	21 July 2021	07 September 2021	12 October 2021
Corporate	22 July 2021	08 September 2021	13 October 2021
Finance	22 July 2021	08 September 2021	13 October 2021

The abovementioned standing committee were chaired by the Councillors who were terminated on the 8 November 2021 on the roll for Councillors and the new set of Councillors commenced their role on the standing committee as follows:

<b>Committees</b>	<b>Date 4</b>	<b>Date 5</b>	<b>Date 6</b>
LED, Tourism and Finance	01 February 2022	08 April 2022	21 June 2022
Technical & Community Services	02 February 2022	13 April 2022	22 June 2022
Corporate Services	03 February 2022	07 April 2022	23 June 2022

### **2.12.2. Municipal Public Accounts Committee (MPAC)**

The core function of the MPAC is to contribute to good governance in the municipality hence the Council had appointed four (4) members of the Council to become MPAC and they are inter alia:

Cllr H.P. Pullen                      Chairperson

Cllr J. Plaatjies

Cllr F.J. Yake

Cllr F. Strydom

The Committee held four (4) meetings during 2021/22 financial year as detailed below:

❖ 11 August 2021

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On the 30<sup>th</sup> of November 2021, the Council appointed five (5) new members to become MPAC members, they are inter alia:

Cllr N. Sikiwe Chairperson

Cllr B.T. Jantjies

Cllr K. Smith

Cllr S.D. Ncethezo

Cllr S. Ferguson

The abovementioned MPAC has conducted the following meetings:

- ❖ 10 March 2022
- ❖ 19 May 2022; and
- ❖ 20 May 2022

### **2.12.3. Audit Committee**

The Audit Committee is an independent advisory body in terms of Section 166 (2) of the Municipal Finance Management Act, No. 56 of 2003; which must-

- (a) Advise the municipal Council, political office –bearers, the Accounting Officer and management staff of the municipality, or board of directors, the accounting officer on matters relating to-
  - (i) Internal financial controls and internal audits;
  - (ii) Risk management;
  - (iii) Accounting policies
  - (iv) The adequacy, reliability and accuracy of financial reporting and information;
  - (v) Performance management;
  - (vi) Effective governance;
  - (vii) Compliance with this Act, the Division of Revenue Act and any applicable legislation;

- (viii) Performance evaluation; and
- (ix) Any other issues referred to it by the municipality.

The King Code of Governance Principles and the King IV Report on the Governance share the same sentiments by indicating that the Audit Committee have a vital role to ensure integrity of financial controls and integrated reporting, identifying and managing financial risks. The Company Act, No. 71 of 2008 had shared another view stating that the Audit Committee must enhance accountability and transparency. It is in this regard that the Municipal Council had appointed the three (3) members of the Audit Committee as follows:

<b>Name &amp; Surname</b>	<b>Designation</b>	<b>Date of appointment</b>
Ms Ronel Shaw	Chairperson	04 December 2019 to 31 December 2022.
Mr Danie De Lange	Member	01 January 2021 to 31 December 2023.
Mr Sipho Tandani	Member	01 January 2021 to 31 December 2023.

The Audit Committee members appointed are not permanently employed at Koukamma Local Municipality but appointed on contractual basis of three (3) years to assist the Council on financial affairs of the municipality. They are expected to meet at least four (4) times a year. The committee convened six (6) times in the 2021/22 financial year as follows:

Scheduled Meetings	Actual seating
12 August 2021	12 August 2021
30 August 2021	30 August 2021
09 Nov 2021	09 Nov 2021
24 January 2022	08 Feb 2022
01 March 2022	17 March 2022
24 May 2022	24 May 2022

#### **2.12.4. Annual performance as per the key performance indicators of Good Governance and Public Participation**

<b>No</b>	<b>Indicator Name</b>	<b>Target set for the year</b>	<b>Achievement level during the year</b>	<b>Achievement during the year</b>	<b>%</b>
1.	% Of ward committees established	6	6	100%	
2.	% Of ward committees that are functional	6	6	100%	
3.	Existence of an effective system to monitor CDW's	The CDWs reported directly to Provincial CoGTA but submitting reports to the office of the Mayor.			
4.	Existence of an IGR Strategy	No strategy existed during the year of reporting			
5.	Effectiveness of IGR structural meetings	Due to Covid restrictions no formal IGR meetings could be held during the year under review.			
6.	Existence of an effective communication strategy	The Strategy need to be reviewed with the assistance of COGTA			

7.	Number of Mayoral Imbizo's	4	1 IDP consultation session	18 November 2021
8.	Existence of fraud and preventive mechanism	The policy was approved in January 2017 and A workshop on risk and fraud was facilitated by the Cooperative governance and Traditional affairs Department on 26 May 2021.		

## Chapter 3: Basic Service Delivery Performance (Technical Department)

### Component A: Basic Service Delivery

#### 3.1. Water Service Delivery Strategy and key Role Players

The Constitution of the Republic of South Africa assigns local municipalities with the responsibility of ensuring access to the provision of quality water services, whilst section 11 of the Water Services Act, 1997 entrusted the municipality with the provision of ensuring efficient, affordable, economical and sustainable access to water to all the communities in its jurisdiction. In this regard, Koukamma Municipality is provided with the execution of both functions of Water Services Authority (WSA) and Water Service Provision (WSP).

#### Role Players

Performance of the Water Services in terms of rendering the aforementioned services is regularly monitored by the Department of Water and Sanitation to ensure that quality and other standards are adhered to and reported on to national level. Bulk water supply projects are funded through the Regional Bulk Infrastructure Grant (RBIG) from the Department of Water and Sanitation. Koukamma Municipality is a grant dependent municipality and most of its water related capital projects are funded through the Municipal Infrastructure Grant (MIG) administered by the Department of Cooperative Governance and Traditional Affairs (COGTA), National and Provincial Treasury. The Irrigation Boards in Langkloof namely; the Krakeel Water Verbruikers Vereeniging and Louterwater Besproeiings Raad play a major role in ensuring sustainable provision of water to the Krakeel and Louterwater communities by allocating water turns to the Municipal water works.

#### 3.2. Level and Standard in water services

##### Area covered

The area within the WSA jurisdiction includes:

Clarkson	Coldstream
Eersterivier	Ekuphumleni/Guava Juice
Joubertina	Kareedouw
Krakeelriver	Louterwater
Misgund	Sanddrift/Nompumelelo Village
Storms River	Twee Riviere
Woodlands	
<b>Rural Dense Areas</b>	
Koomansbos	Thornham
Wittekleibosch	Hermanuskraal

\*According to statistics South Africa (census 2001 and 2011) population of Koukamma increased from 34438 to 40664. This represents an average of annual increase of 2.8%. The report for the census 2021 has not been published yet.

During 2021/22 financial year, Koukamma Municipality has completed the refurbishment of the Krakeel Water Treatment Works, the drilling of an additional borehole, rehabilitation of one existing borehole which was incapacitated and refurbishment of the water pump station. The funds were granted by the Rapid Response Unit. The year also saw the replacement of asbestos cement main water lines to PVC main water line in the Joubertina area, funds granted by Office of the Premier (OTP).

Water Quality is facilitated through adequate water treatment, sampling and analysis in compliance with South African National Standards (**SANS 241-1:2015**) recommended limits for drinking water quality. High iron (Fe) and Manganese (Mn) content in borehole water remains a challenge. However, all SANS 241-1:2015 analysis that was conducted by the Department of Water and Sanitation on the Municipal boreholes in July 2017 revealed that the Iron and Manganese content in borehole water was within the acceptable limits.

The accepted limits for Fe in drinking water is <2000 for chronic and <300 aesthetically. While the accepted limits of Mn in drinking water is <400 for chronic and <100 aesthetically. Most recent water quality tests that were taken by the Municipality at Water Treatment Plants shows that iron and manganese are within the acceptable limit, through blending of ground water and surface water and treatment of iron it is possible to lower the level of these parameter and exploration of technological avenues might provide possible ways to eliminate these parameters.

Much of the existing water infrastructure is not adequately maintained due to limited technical staff capacity and the aging state of infrastructure and limited tools of trade. The municipality through the technical and infrastructure directorate strives to utilise the minimum available resources to ensure maintenance of the existing infrastructure and service delivery at large.

### **Water service levels and number of Households**

<b>Water service level</b>	<b>Estimated Households*</b>
Piped water inside the dwelling/yard	9 917
Piped water from the communal standpipe	1056
Communities provided water with a tanker/without water supply system	60
<b>Overall basic water provision in 2021/22</b>	<b>99%</b>

\*Numbers extracted from the Statistics South Africa report.

## Blue Water Services Audit

The Department of Water and Sanitation did not conduct overall Blue Drop assessment for the year 2021/22. The Technical Department has undertaken suitable measures to ensure that the blue drop score improves from obtained previous score. Frequent sampling and reporting must be achieved to ensure proper assessment. Water safety plans must be developed and implemented. Although steps in the right direction have been taken, the Technical Department still faces challenges in maintaining water quality, such as:

- Water Treatment Works not fully functional.
- Process Controllers not trained in water sampling and the proper handling or use of testing equipment. The training has been arranged and will commence in the next financial year.
- Majority of Treatment Works are without office facilities to safe store testing equipment for daily sampling and testing.

## Interventions

- Train process controllers for effective daily water quality control, sampling and testing techniques.
- Refurbishment and preventative maintenance of the Water Treatment infrastructure must be conducted.
- Improve compliance by following regulatory requirements.
- Development and implementation of effective operation and maintenance plan.
- Filling of critical posts required for effective maintenance and operations, i.e., process controllers, plumbers and general workers.
- Appointment of Service Provider to conduct maintenance of pumps and overall mechanical and electrical needs in water treatment facilities.

During the year under review, the projects completed are outlined below:

<b>Project</b>	<b>Area</b>	<b>Cost</b>	<b>Funding Source</b>	<b>Progress</b>
Krakeel Water Supply	Krakeel	R 3 030 285	RRU	Complete
Installation of new water lines in Joubertina	Joubertina	R 8 279700	OTP	Complete
Ground Water Development Kareedouw	Kareedouw	R 4 761 000	MDRG	Complete
Raw Water Abstraction for Storms River	Stormriver	R 1 619 000	MDRG	Complete

### 3.3 Annual Performance as per key performance indicator

No.	Indicator Name	Total Number of households expected to benefit	Estimated Backlogs (actual numbers)	Target set for the Financial Year under review (actual numbers)	Number of households reached during the Financial Year	Percentage of achievement during the year
1	Percentage of household with access to potable water					
2	Percentage of Indigent household with access to free basic potable water					

### 3.4. Challenges in water services

Koukamma Municipal area has been declared a water scarce area more specifically the Langkloof area. The statement is intensified by regular raw water supply shortages that were experienced at various systems within Koukamma and more specifically in Langkloof. Besides the scarcity of rain in the area, the situation is also exacerbated by competition with agricultural farmers that also use water for irrigation purposes. To aid the situation, water tankers from Amatola Water Board and Rand Water were used during the national lockdown to cart water to the affected communities. Water harvesting tanks were installed in all the communities serviced by the Koukamma Municipality.

#### Challenges per area:

Area	Challenge & Remedial action
Kareedouw	Major water leaks within the reticulation system, vandalism and theft of water infrastructure.
Clarkson	High iron and manganese levels in borehole water results in frequent blockages within the treatment system.  Treatment Plant in need of refurbishment.

	Raw water storage (Weir) in need of refurbishment in order to optimize water storage Weir
Woodlands	Supplementary raw water source (borehole at the WTW) has collapsed.  Raw water storage (Weir) in need of refurbishment in order to optimize water storage.
Stormsriver	Leaking final water storage
Joubertina	Treatment works in need of a full refurbishment
Louterwater	Replace dosing pumps  Repair filters  Increase raw water capacity
Krakeel	Repair water leaks in low-income households  Upgrade Sewer Pump station
Misgund	Purchase backup/standby borehole pumps.  Construction of a water treatment plant

## 3.2. Sanitation

### 3.2.1. Sanitation delivery strategy and main role players

Sanitation is a specialised function which strives to provide households and businesses with well-maintained and appropriate systems for safe disposal of wastewater/sewage. As a Water Service Authority (WSA) the Municipality is mandated to ensure proper disposal of effluent in a manner that will not degrade the environment. Koukamma Municipality provides sanitation services via water borne sanitation systems connected to 12 wastewater treatment

works, emptying of conservancy tanks and digesters with honey suckers and Ventilated Pit Latrines.

The legacy of poor access to services in the informal and rural settlements within the Municipal jurisdiction has resulted in sanitation backlogs for Koukamma Municipality. Addressing these backlogs is a main priority for Koukamma but the speed of roll out is limited by funding constraints.

Performance of the Water Services in terms of rendering sanitation services to the communities is regularly monitored by the Department of Water and Sanitation to ensure that quality and other standards are adhered to and reported on to national level. Koukamma Municipality is dependent on grants for infrastructure related projects such as the Water Services Infrastructure Grant (WSIG) administered by the Department of Water and Sanitation, and the Municipal Infrastructure Grant (MIG) administered by the Department of Cooperative Governance and Traditional Affairs (COGTA), National and Provincial Treasury

### 3.2.2. Level and standard in sanitation services

Everyone has a right of access to basic water supply and basic sanitation as per Section 3, subsection 1 of the Water Services Act. Koukamma Municipality as a Water Service Authority has a duty to all customers in its area of jurisdiction to progressively ensure the realisation of these rights. Koukamma Municipality strives to ensure access to sanitation services and effluent purification up to the set standards before releasing it back to the environment.

This is facilitated through adequate wastewater treatment, sampling and analysis in compliance with Department of Water and Sanitation standards for wastewater discharge. Backlogs have made it difficult to provide sanitation services in areas which do not have sanitation infrastructure especially in the rural dense and informal settlement. Much of the existing sewer infrastructure is not adequately maintained and in most infrastructure is malfunctioning/collapsed, impacting negatively on the quality of effluent discharged into rivers.

The municipality through the Technical and Infrastructure directorate strives to utilise the minimum available resources to ensure proper maintenance of the existing infrastructure.

#### **Sanitation service levels and number of households**

<b>Sanitation Service Level</b>	<b>Estimated Households*</b>
Full water borne system (Flush toilets connected to the sewerage system)	8610
Flush toilets (with septic tank)	993
VIP toilet	739

Bucket toilet system (informal settlement), sanitation backlog	570
<b>Percentage of household without proper basic sanitation</b>	<b>5.2%</b>

\*Numbers were extracted from the Statistics South Africa report.

### Green Water Services Audit

The Department of Water and Sanitation conducted green drop audits in 2021 the result have been published; it is unfortunate that the Municipality received a very low score. The results reflected the challenges that the Municipality faces. Through corrective actions and implementation of those actions the Municipality seeks to redeem itself in the next green drop audit.

The Technical Department has embarked on a journey to improve Waste Water Quality, but the journey is not without challenges. The frequency of sampling has increased and maintenance plans have been implemented in most areas. Although monthly compliance is currently being implemented the ultimate goal is to implement operational sampling in every Wastewater Treatment Works on a daily basis.

### 3.2.3. Annual Performance as per key performance indicators

No	Indicator Name	Total no of HH expected to benefit	Estimated Backlogs (Actual no's)	Target set for the FY under review (actual numbers)	No of HH customer reached during FY	Percentage of achievement during FY
1	Number of HH with flush toilets connected to a sewer system	8610	0	8610	8610	100
2	Number of HH with flush toilets connected to a septic tank	993	100	900	800	88
3	Number of HH using VIP toilet	739	150	650	500	77

4	Number of H/H using bucket system (informal settlements) sanitation backlog	570	570	0	0	0
5	Percentage of household with access to Sanitation Services					
6	Percentage of Indigent H/H with access to free basic sanitation services					

### 3.2.4. Major challenges in Sanitation Services

- Scarceness of skilled personnel (Plumbers) and constrained equipment to implement effective maintenance.
- Untreated effluent spillage into rivers and streams, not all Waste Treatment Plants are fully functional; some are in dire need of refurbishments WWTW such as: Kareedouw Ponds, Woodlands WWTW, Blikkiesdorp WWTW, and Clarkson Ponds. When these systems are not fully operational the risk of spillage of waste water to nearby water sources is increased.
- Spillage of effluent from overflowing conservancy and septic tanks. Existing septic tanks have aged and as a result have collapsed. This makes it challenging for the Operations and Maintenance team to completely empty out the tanks. Within a few days of emptying the tanks are overflowing the frequency of emptying out tanks causes a backlog in effective maintenance.
- Not all residential areas are incorporate into the sewer reticulation network.

- Lack of an effective operations and maintenance strategy. In ideal circumstances O&M should consist of two well defined teams, Water and Sanitations. This in turn reduces brake down response time and promotes efficient workmanship.
- Vandalism and theft of mostly electrical components remains one of the biggest challenges that the Municipality faces. The Mayor in the Mayoral Imbizo raised concerns on the vandalism as well as Councillors in their constituency meetings.

**Challenges per area:**

<b>Area</b>	<b>Challenges &amp; Remedial action</b>
Kareedouw	<p>All Kareedouw Pump Stations are currently under refurbishment.</p> <p>The Water and Sanitation unit hopes to work with community services with the help of DEDEA to eradicate alien species and weeds in WWTW especially so in Pond - Procure proper tools to unblock sewer mains.</p> <p>Educate community members on sanitation systems to prevent community member from inserting foreign objects in manholes and in flush toilets that in turn block sewers.</p>
Clarkson	<p>Frequent blockages in sewer mains due to small diameter pipes.</p> <p>A project to replace small-bore system to full waterborne system has been approved in Clarkson.</p>
Woodlands	<p>Frequent blockages in sewer mains due to small diameter pipes. The Municipality must seek funding to replace small-bore system to full waterborne system.</p> <p>Funding for a full refurbishment of the WWTW in Woodlands in required.</p>
Blikkiesdorp	<p>WWTW is not operational; a full refurbishment of the WWTW is required.</p>
Mandela Park	<p>Frequent blockages in sewer main lines due to small diameter pipes.</p>

	The Municipality must seek funding to replace small-bore system to full waterborne system.
Louterwater	Roomstrek small pipe diameter must be replaced.  The Municipality must seek funding for re-fencing the Waste Treatment Ponds for the safety of the community.
Krakeel	Procure sewer backup pumps as there is only one sewer pump.

**NB: the above has not changed the same challenges are still big issue for sanitation services.**

### 3.3. Electricity services

#### 3.3.1. Electricity delivery strategy and main role players

A municipality must comply with the provision of the constitution as per the Municipal Systems Act, no.32 of 2000; Section 73(1) and (2)(e) states that municipal services must be regularly reviewed with a view to upgrading, extension and improvement.

The role players in the electricity department are Eskom and NERSA. NERSA is the National Energy Regulator of South Africa which regulates the energy industry in accordance with government laws and policies, standards and international best practices in support of sustainable development. The organization issues licenses to electricity distributors. NERSA recognizes that certain processes have to be put in place, to effectively regulate the industry as follows:

- 1) Audit licensees to establish compliance to licensee conditions.
- 2) Ensure existence of an effective communication channel between relevant NERSA departments and the licensees.
- 3) Share information with the licensees on general issues affecting the electricity distribution industry.

#### 3.3.2. Level and standard in electricity services

It is envisaged that by ensuring that the minimum standards are met; the following will be achieved:

- 1) There will be improved efficiency within the electricity distribution industry.
- 2) Reliability of supply will be improved.
- 3) Safety in the use of electricity will be enhanced.
- 4) There will be an economical and a sustainable supply of electricity.

#### **Consumer quantities**

The demand and actual maximum demand for each supply point is as follows:

1. De Rye & Laurel Ridge: NMD – 150kVA; Actual MD – 40kVA
2. Bluelilliesbush State Forest Village: NMD – 100kVA; Actual MD – N/A
3. Kagiso Heights and New Rest: NMD – 600kVA; Actual MD – 650kVA
4. Puntijiesboss Village: NMD – 500kVA; Actual MD – 310kVA
5. The number of indigent electricity users is 2345 in total.

Maintenance BUDGET FOR 2021/22 financial year

Maintenance	Total expenditure	Percentage
R 8 740. 521	R 1 157 018	13%

During the year under review, consumers that has bought electricity at Koukamma Municipality and those that are supplied by Eskom are indicated below:

TOWN	NO OF CONSUMERS SUPPLIED BY KOUKAMMA	AREAS SUPPLIED BY ESKOM	NO OF CONSUMERS	TOTAL
KAREEDOUW	897	STORMSRIVER SANDRIFT WOODLANDS CLARKSON KAREEDOUW TOWN	INDUSTRIAL COMMERCIAL DOMESTIC CREDIT METER	69
COLDSTREAM	396	JOUBERTINA KRAKEEL	DOMESTIC PREPAYMENT	1321
BLIKKIESDORP	28	LOUTERWATER MISGUND		

SECTION	PROJECT NAME	DESCRIPTION	FUNDER	ALLOCATION	YEAR
	RAVINIA	ELECTRIFICATION OF RAVINIA 96 INFORMAL AREAS	DOE	R 1 550 000.	Project is on Construction stage even though it was a roll-over project for 19/20

MUNICIPALITY	AREA	NO.OF HOUSEHOLDS BACKLOG	FUNDER	FINANCIAL YEAR
Koukamma	Louterwater	134	Doe	20/21  Project has not yet started due to the delays of beneficiary identification
	Krakeel	45	Doe	20/21 Project has not yet started due to the delays of beneficiary identification

### 3.3.3 Annual performance as per key performance indicators in Electricity Services

No.	Indicator Name	Total Number of households expected to benefit	Estimated Backlogs (actual numbers)	Target set for the Financial Year under review (actual numbers)	Number of households reached during the Financial Year	Percentage of achievement during the year
1	Percentage of household with					

	access to electricity services					
2	Percentage of Indigent household with access to free basic electricity services					
3	Percentage of Indigent household with access to free alternative energy sources					

### 3.3.4. Major challenges and remedial solutions

- No Master plan
- Tampering
- Review of Augmentation levy
- Illegal connections
- Ageing infrastructure

#### **Remedial actions**

- Seek assistance from the Department of Energy on the development of the master plan
  - Educate/Conduct training to communities on the danger of tampering with electricity
  - Advise communities and businesses on the review of augmentation levy
  - Communicate with communities on illegal connections and state the consequences thereof
- Plan and budget for aging infrastructure

## 3.4. Roads

### 3.4.1. Road's delivery strategy and main role players

The strategy of the municipality is to provide and maintain quality of local roads thereby contributing to socio-economic development of the people of Kareedouw. The Department of Roads and Public Works is a role player which governs the department at the centre of Infrastructure provision in the province. It is a department that derives its existence directly from the Constitution of the Republic of South Africa (Act 108 of 1996 as amended) and the Public Service Act of 1994 (as amended). The strategic goals of the roads department are as follows:

### 3.4.2. Service delivery goals

- To ensure that all communities in the municipality are connected.
- To provide "world class" service to user departments and see all departments with spacious and appropriate accommodation
- To place all government properties in a good well-maintained condition
- All projects being implemented through the Community Based Public Works.

### 3.4.3. Level and standard in roads services

The total length of Municipal roads is 150km, 54km is gravel that is in a state of disrepair, 90km is surfaced of which 45km of the 90km is in a state of disrepair and is way beyond the maintenance period. The condition of roads in the Koukamma Municipal area has deteriorated rapidly over the past few years due to aging of the infrastructure, increase traffic volumes, insufficient funding for maintenance and the impact of floods which have occurred over the past few years.

The standard of roads maintenance in all areas in the Koukamma is the same whether it is re-gravelling or resealing or pothole repair. The only tarred and maintained areas in Koukamma are the N2 Road which is the National Road and maintained through SANRAL by the National Department of Road and Public Works. Due to the fact that SANRAL had to provide for social responsibility as per the procurement system, then they had provided for a pavement management system to assist the communities of Koukamma.

### 3.4.4. Annual Performance as per key performance indicators

<b>No</b>	<b>Indicator name</b>	<b>Total number of household/customer expected to benefit</b>	<b>Estimated backlogs (actual numbers)</b>	<b>Target set for the financial year under review (Actual numbers)</b>	<b>Number of kms reached during the financial year</b>	<b>Percentage of achievement during the year</b>
1	Kilometres of road infrastructure requiring upgrade	873	28.5kms	6km	6km	100%
2	Percentage of H/H without access to gravel or graded road.	0	0	0	0	0
3	Percentage of planned new road infrastructure constructed	0	0	0	0	0
4	Percentage of capital budget reserved for road	0	0	0	0	0

	upgrading and maintenance effectively used					
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**\*The roads that were upgraded in this financial year are 100% complete**

### 3.4.5. Major challenges and remedial solutions

- No roads team within the technical department.
- No tools of trade
- Insufficient budget for operation and maintenance
- No Roads master plan

#### **Remedial solutions**

- Ensure appointment of staff so that there is establishment of roads maintenance team
- Facilitate budget availability in order for the department to be functional
- Seek assistance from the Department of Roads and Public Works to appoint consultants for the development of master plan

## 3.5. Housing

### 3.5.1. Housing delivery strategy and main role players

Housing is the responsibility of the Provincial Department of Human Settlement but is performed at the local level through the signing of the Service Level Agreement between Koukamma Municipality and the Department of Human Settlement. The Provincial Department of Human Settlement (PDoHS) provides two (2) types of housing namely; Reconstruction and Development Programme (RDP) and Social Housing.

RDP housing is solely designed for those poor people who cannot have means to buy their own houses. Social Housing is an option for low to medium income earners. All the housing delivery are based on the Housing Act of 1997 (Act no. 107) and the social housing is determined by the Rental Act, 1999, Act no.60. Every municipality is expected to have a housing plan and basic infrastructure in order for the Provincial Department of Human Settlement (PDoHS) to deliver houses for the poor.

### 3.5.2. Level and standard of housing delivery

The objective of the levels and standards for the provision of sustainable and integrated human settlements is to be fully compliant with the minimum norms and standards as outlined in the provisions of the National Housing Code of 2009.

The Code spells out the minimum standard that a municipality may utilize for the connection and installation of internal reticulation infrastructure for subsidized housing. Quality control is monitored internally by the building control section as well as the National Home Builders Regulatory Council (NHBR). It is also important to note that there is specific requirement

in the building of a house that the construction company should adhere to for example the erf or plot where the house is built must be zoned for housing

In building a house, it is very important to ensure that there is basic infrastructure for water and sanitation, building lines and proper size of the house.

### 3.5.3. Major challenges and remedial action

- Delivery of houses due to land availability
- Unavailability of funds to transfer properties
- Inability to provide Title Deeds to owners
- Illegal occupation of houses
- Non completion of Housing Rectification Programmes – Resulting to homeless families.

### 3.5.4 Annual performance as per key performance indicators in housing

No.	Indicator name	Total number of household / customers expected to benefit	Estimated backlogs (Actual numbers)	Target set for the FY under review	Number of HH/customer reached	Percentage of achievement during the year
1	Percentage of households living in informal settlements	1192	1192	1192	0	0
2	Percentage of informal settlements that have been provided with basic services	34%	1156	1156	34%	0%
3	Percentage of households in formal housing that conforms to the minimum building standards for residential houses	1192	1192	1192	0%	0%

4	Existence of an effective indigent policy	The Municipality does allocate indigent policy to qualifying beneficiaries of formal settlements. Does not allocate to informal settlements, as there is no billing done, since there are no formal structures and no ownership
5	Existence of an approved SDF	The Municipality does have an approved Special Development Framework.
6	Existence of Land Use Management System (LUMS)	The Municipality does have a Land Management System

### **Intervention**

Roles - Implementation Agents

Developers – Procure projects

### **Digitalized Beneficiary Management System**

Has to do with:

- Blocked Project: Louterwater, Krakeel, Joubertina ,Kareedouw
- Asbestos Houses: Hazardous to Community (Kareedouw, Joubetina, Krakeel and Louterwater Discount Benefit Scheme Houses/ Pre- 1994 Houses)
- Mud Houses (Which we do not have in Koukamma)
- Title Deeds

### **Report on New Projects**

Land Availability

- Currently there are no new projects due to unavailability of land in most of our areas.

### **Destitute Housing Projects**

- Koomansbos 66
- Hermanus Kraal 20
- Griqua Rust 20

### **Informal Settlements**

- There is an Upgrading of Informal Settlements Programme conducted by the Department of Human Settlements.
- There are areas in Koukamma that forms part of the programme i.e:

Louterwater, Krakeel, Joubertina, Eerste Rivier, Woodlands, Nompumelelo Village/Mandela Park, Thornham and Storms River.

- The Service Providers appointed by the Department of Human Settlements are busy Consolidating information about each and every area in terms of land availability, availability of services, kind of project suitable in each area, and utilities available or that will be needed. They gather the information and work hand in hand with the Provincial Department of Human Settlements to consolidate so that the final end product be submitted to the National Department of Human Settlements.
- In a virtual meeting that was held between the Department of Human Settlements and the Municipality it was mentioned that areas in Koukamma that were included in the programme has been approved for funding and areas not included in the programme will be included in the budget for 2022. Kareedouw was mentioned as one of the areas.
- The community of Kareedouw is currently also starting developing informal Settlements.

### 3.6. Spatial Planning

#### 3.6.1. Spatial Management and Land Use Management Act (SPLUMA) No. 16 of 2013 implementation

Koukamma Local Municipality has promulgated the SPLUMA By – Laws of which is implemented accordingly as dated 24 March 2016. The Municipal Planning Tribunal (MPT) meets once a month and deal with all subject matters related to land use applications submitted for processing. It is noted again that in the absence of a Professional Town Planner at Koukamma Local Municipality, the planning controls are checked as part of the building plan approval process at every meeting of the MPT and all applications are being dealt with as part of the MPT's work.

Although Koukamma Local Municipality does not have an appointed Professional Town Planner, the Chairperson of the MPT is a Professional Town Planner which is appointed on a five (5) contractual basis. The MPT composition in Koukamma Local Municipality has five (5) panel members but most of the time at least three (3) members that sits and decide on matters in line with the By-laws. All applications are submitted in accordance to a SPLUMA application form and a registry is kept by the records section of which the Building Inspector capture and prepare agenda for the MPT meeting as outlined in the Koukamma LM SPLUMA By –law. Minutes of all meetings is prepared and submitted to the relevant authority for adoption and confirmation. All relevant approvals and correspondence are prepared and signed by the Municipal Manager as the appointed Authorised Official of which records are kept in accordance with the internal processes.

Koukamma Local Municipality has submitted an application in terms of section 55(1) of the Spatial Planning and Land Use Management Act 16 of 2013 (SPLUMA) to be exempted from the requirements of Section 24(1) of SPLUMA which explicitly requires a municipality after public consultation, to adopt and approve a single Land Use Scheme (LUS) for its entire municipal area within five years from the commencement of the Act. This will be concluded

once the Koukamma Spatial Development Framework Plan and Land Use Management Scheme as being prepared by the Consultants is approved by Council.

### 3.6.2. Preparation and approval process of Spatial Development Framework

The existing Koukamma Local Municipality Spatial Development Framework requires an updated as a matter of urgency to align with the provisions of the Spatial Planning and Land Use Management Act, Act 16 of 2013 (SPLUMA). The Sarah Baartman District Municipality has appointed consultants to proceed with the Koukamma Local Municipality Spatial Development Framework Plan and Land Use Management Scheme in 2021 of which the draft reports have been presented by the consultants to the Koukamma Council in 2022 to ensure compliance with SPLUMA.

### 3.6.3. Integrated Land Use Scheme (LUMS)

The Sarah Baartman District Municipality has appointed a service provider for the preparation of the LUMS as the Section 8 Zoning Scheme Regulations (LUPO) is still applicable in the area. The municipality does have Ovvio Electronic System in place and the information will dually also once approved be updated as part of the appointment with the latest records of zoning rights of all properties in the Koukamma area.

A forum is established in the district, where the Building Inspector is attending meetings. A request was also made to get a Professional Town Planner from CoGTA but it is still difficult as it was indicated that it cannot be deployed in Koukamma Municipality as they are assisting other municipalities in the Eastern Cape. The matter of preparation of a single Land Use Scheme (LUMS) and the assistance of the Provincial Departments will be concluded and submitted for Council approval and it was approved on 26 May 2022 for implementation.

### 3.6.4. Levels and standard in Spatial Planning

The Constitution of the Republic of South Africa, Act No. 108 of 1996 outlines the developmental duties of municipalities in terms of Section 153 and the Spatial Planning and Land Use Management Act (SPLUMA), Act No.16 of 2013 is a framework that introduces a Spatial Planning System, which consists of four (4) levels of planning **viz:**

- Spatial Development Frameworks (SDF's) and specific such as the Integrated Development Planning (IDP);
- Development principles guiding spatial planning, land use and land development;
- Management of land use through Land Use Schemes (LUS); and
- Procedures and processes for the preparations, submissions and considerations of Land Development Applications (together with provincial planning legislation and municipal planning bylaws).

The Koukamma Local Municipality had appointed the MPT Committee which is compliant to the regulation and the implementation of the Koukamma LM By-law which has been developed in accordance with the relevant processes as per SPLUMA requirements and regulations. The municipal IDP is required to include the new Koukamma LM Spatial

Development Framework which outlines the provision of land use management system and basic guidelines, however as indicated above once finalised by the appointed Consultants.

### 3.6.5. Major challenges and remedial actions

<b>Challenges</b>	<b>Remedial actions</b>
1 Professional Town Planner position not filled.	Budget for position or request for deployment of a Town Planner from CoGTA or Department Rural Development and Land Reform
2. Non-compliance with SPLUMA, Section 8 Zoning Scheme Regulations as well as National Building Regulations.	Seek assistance from the Department of Rural Development and Land Reform, CoGTA and SALGA.
3. The Organogram does not accommodate the Planning and Development department.	Review the organogram to create the planning section with resources required to ensure compliance with legislation in place.

<b>Dates</b>	<b>Number of meetings (held)</b>	<b>Number of plans (received)</b>	<b>Number of plans (approved)</b>	<b>Number not (approved)</b>
25/08/2021	1	09	09	0
20/10/2021	1	08	08	0
04/02/2022	1	09	04	05
23/03/2022	1	11	08	03
01/06/2022	1	13	08	05
<b>TOTALS</b>	<b>5</b>	<b>50</b>	<b>37</b>	<b>13</b>

### 3.7. Overall Service Delivery Backlogs

<b>Basic Service Delivery</b>	<b>01 July 2021 - 30 June 2022</b>			<b>Total backlog</b>
	<b>Required</b>	<b>Budgeted</b>	<b>Actual</b>	
<b>Water Backlogs P/A</b>				
Backlogs to be eliminated (no. HH not receiving the minimum standard service)	NIL	NIL	NIL	NIL
Backlogs to be eliminated (%: total HH identified as backlog/total number of HH in the municipality)	NIL	NIL	NIL	NIL

Spending on new water infra-structure to eliminate backlogs (R000)	NIL	NIL	NIL	NIL
Spending on renewal of existing water infrastructure to eliminate backlog (R000)	R 5 557 950	R 5 557 950	R 5 557 950	0
Backlogs to be eliminated (no. HH not receiving the minimum standard service ( <i>ELECTRICITY</i> ))	280HH	96HH	0	280HH
Backlogs to be eliminated (%: total HH identified as backlog/total number of HH in the municipality)	280HH	280HH	0	280HH
Spending on new infra-structure to eliminate backlogs (R000)	R6 000 000	R 1 500 000	R0	R4 500 000
Spending on renewal of existing Electricity infrastructure to eliminate backlog (R000)	R1 015 005	R1 015 005	R 668 506	R346 498
Total spending to eliminate backlogs (R000)	NIL	NIL	NIL	NIL
Spending on maintenance to ensure no new backlogs (R000)	NIL	NIL	NIL	NIL
Sanitation backlogs	R30 000 000	NIL	R30 000 000	
Backlogs to be eliminated (no. HH not receiving the minimum standard service)	NIL	NIL	NIL	NIL
Backlogs to be eliminated (%: total HH identified as backlog/total numb of HH in the municipality)	NIL	NIL	NIL	NIL

Spending on new infrastructure to eliminate backlogs (R000)	NIL	NIL	NIL	NIL
Spending on renewal of existing infrastructure to eliminate backlog (R000)	R8 673 043	R8 673 043	R8 673 043	0
Total spending to eliminate backlogs (R000)	NIL	NIL	NIL	NIL
Spending on maintenance to ensure no new backlogs (R000)	0	0	0	0
Total spending to eliminate backlogs (R000)	0	0	0	0
Spending on maintenance to ensure no new backlogs (R000)	0	0	0	0

## Component B: Community Services

### 3.8. Solid Waste and Environmental Management

Solid waste management refers to the collection, treatment, and disposing of solid material that is discarded or is no longer useful. Improper disposal of municipal solid waste can create unsanitary conditions, which can lead environmental pollution and outbreak of infectious diseases. An inefficient municipal solid waste management system may create serious negative environmental impacts like infectious diseases, land and water pollution, obstruction of drains and loss of biodiversity.

Solid waste means any garbage, domestic refuse, sludge from a wastewater treatment plant, water supply treatment plant, or air pollution control facility and other discarded materials including solid, liquid, semi-solid, or contained gaseous material, resulting from industrial, commercial, mining, agricultural operations and from community activities. The difference between solid waste and hazardous waste and solid waste is material that can be decomposed whilst hazardous waste is waste that has substantial or potential threat to the public health or the environment.

#### 3.8.1. Delivery strategy and main role players

The Department of environment, Forestry and Fisheries developed the National Environmental Management: Waste Act, 2008 thereafter advanced the National Waste Management Strategy which is a legislative requirement of the above - mentioned act. Subsequent to the act and strategies, municipalities are therefore required to develop the Integrated Waste Management Plan (IWMP). The IWMP forms the integral part of the Integrated Development Plan (IDP) as per the requirement of the Municipal Systems Act, 2000.

The waste Disposal By-Law was gazette in 2006 and published in 2011 and was not reviewed yet. The Koukamma Municipality Integrated Waste Management Plan (IWMP) is the application of suitable techniques, technologies and management programs covering all types of solid wastes from all sources to achieve the objectives of (a) waste reduction and (b) effective management of waste produced after waste reduction.

Koukamma Municipality in partnership with the Department of Economic Development, Environmental Affairs and Tourism and the Department Water Affairs are working together to ensure compliance.

### 3.8.2 Waste disposal facilities

Waste is disposed of in area or sites demarcated and permitted by the Department of Economic Development, Environmental Affairs and Tourism. In a landfill site classification system, a landfill site is classified in terms of waste class, size of operation and potential for significant leachate generation, all of which influence the risk it poses to the environment. Graded requirements are then set for all aspects of disposing of waste in the facilities.

LOUTERWATER DISPOSAL SITE: The site is approximately 200m northeast of Louterwater community, within 40m from the R62. The landfill site was authorized in terms of Section 20 (5) (b) of the Environmental Act, 73 Of 1989 by the Department of Water Affairs and Forestry as a G: C: B site. It is closed waste is transported to Tweeriviere / Joubertina disposal site.

Koukamma Municipality appointed Element Consulting Engineers (ECE) for the rendering consulting professional services for the decommissioning and rehabilitation of the Louterwater Waste Disposal Site.

The purpose of the project is to enact the, rectify and ensure compliance to section 31Lof the National Environmental Management Act, 1998 (Act 107) of 1998, as amended, in respect of non-compliance with the waste management license (HO/A14/LO22/14). This non-compliance was captured in a letter from the Eastern Cape Provincial Department of Economic Development, Environmental Affairs and Tourism to Koukamma Municipality, dated 9<sup>th</sup> April 2018. This matter is deemed urgent, and all steps need to be taken to rectify the current non- compliance.

#### CHALLENGES

Koukamma Municipality has not budgeted for the implementation of the project 2021/22, the cost estimate is R12m.

TWERIVIERE / JOUBERTINA: The site is located approximately 2km northeast of Joubertina within 1km from the R62. In March 2015, the Department of Economic Development, Environmental Affairs and Tourism (DEDEAT) provided a permit for the landfill site as a G: C: B landfill site in terms of Section 49 (1) (a) of the National Environment Management: Waste Act, of 2008. The site classified as a communal site and is meant to receive not more than 25 tons of waste per day.

## CHALLENGES

The current state of the disposal site is as follows; the fence vandalized and broken down, no gate to regulate access, stray animals are roaming freely, local farmer disposes spoiled and rotten fruits outside the boundaries and the access road need to be upgraded

WOODLAND DISPOSAL SITE: It is approximately 500 south south-west of Woodlands community. The disposal site received a permit in March 2015 from the Department of Economic Development, Environmental Affairs and Tourism (DEDEAT) as a class B landfill site in terms of Section 49(1) (a) of the National Environmental Management Act: Waste Act of 2008. It is classified as a communal site and is meant to receive no more than 25 tons per day.

Woodlands landfill site has been fenced in the 2020/21 financial year amount of R979 540 (Clear view fence) TO8/2020

## CHALLENGES

Clarkson disposal and Kareedouw disposal site has been closed, therefore waste from Kareedouw and Clarkson has been transported to Woodlands that is more than 25 tons permitted by the Department of Economic Development, Environmental Affairs and Tourism.

Access road is in a poor state need to be upgraded, graveled and storm water drainage to be addressed in the 2022/23 financial year

COLDSTREAM DISPOSAL SITE: is located approximately 500m north from Coldstream residential area. It is not permitted and an authorization for decommissioning and rehabilitation of the site was received from the Department of Economic Development, Environmental Affairs and Tourism in September 2014. The disposal still site continues to operate with no permit. Communities are supposed to be penalized for continually utilized the landfill without a permit and Department of Economic Development, Environmental Affairs and Tourism has a right to fine Koukamma Local Municipality.

The site has been fenced in the 2021/22 financial year amount of R199 000 mesh wire.

## CHALLENGES

Koukamma Municipality needs to request the Department of Economic Development, Environmental Affairs and Tourism to review the decommissioning and rehabilitation permit, to allow the municipality to continue to operate the disposal site.

There is still enough space to receive waste for now and the future.

The disposal site is the only one close to the following areas; Coldstream, Khoisan Village, Tsitsikamma Tol-plaza, Boskor, Stormsriver and Mandela Park.

The access road needs to be attended to, gravelling, storm water drainage because high rain fall in the area.

### 3.8.3. Level and standard of waste

South Africa has come a long way with regard to the management of waste. Historically, waste was managed by various pieces of legislation that were governed by different government

departments and which were fragmented in nature, resulting in gaps and poor waste management practices. The promulgation of the National Environmental Waste Act (Act 59 of 2008) was a key milestone in South Africa’s environmental policy and legislation, and gives effect to the principles of the Constitution, NEMA and the White Paper on Integrated Pollution and waste Management (IP&WM). Apart from providing a coherent regulatory framework for sound waste management practices, it presents a great opportunity to ensure that the country’s approach to waste management contributes to environmental wellness as well as support the country’s economic and social priorities. Waste management also has an important role to play in mitigating climate change, and successful implementation of the waste of the waste hierarchy is part of a range of responses aimed at reducing the country’s greenhouse gas emissions. A transition to a low carbon “green” economy as anticipated in coherent national response to climate change would see a proliferation of green jobs in the waste sector ranging from life-cycle engineering to informal waste recovery.

Environmental standards are set to protect the environment from the negative effects of pollution. However, other considerations must be taken into account to ensure successful implementation. For example, technology should be available to treat the waste as per the regulations and the standards should make economic sense for the industry to follow. Current environmental legislation in South Africa is guided by the own set of principles. Pollutant levels must be set to levels that are deemed to be safe.

The high level of protection must take into account the diversity of situations in the various areas of the community (under the context that the principle is formally a part of the legislation.) Action must be taken to avoid potentially damaging impacts of substances that are persistent, toxic and liable to bio accumulate even where there is no scientific evidence to prove a causal link between emission and effects.

Koukamma Municipality’s long - term goal is to become a recycling society avoiding waste and using unavoidable waste as a resource wherever possible. Guidelines have been set on the municipal by-law for landfill sites on the waste acceptance criteria (for example in a communal site there cannot be more than 25 tons of waste per day).

During the year under review, the projects completed are outlined below:

<b>Indicator</b>	<b>Action</b>	<b>Cost</b>	<b>Progress</b>	<b>Intervention</b>
Fencing of Woodlands landfill site	Appointed a service provider to implement the project	R979 244	Complete	DEDEA
Fencing of Coldstream landfill site	Contractor appointed to implement the project	R199 000	complete	DEDEA
Cleansing and removal of illegal dump site	EPWP Incentive Grant initiative	R1m	ongoing	DEDEA

in the whole Koukamma				
Removal of alien trees and plants at municipal public spaces	Waste Management Project funded by DEDEA for unemployed	R0	ongoing	DEDEA
Employment of unemployed in all six wards to implement waste management projects	Waste Management Project funded by DEDEA for unemployed	R1 615 680	106	DEDEA
Cleansing and cover waste at Woodlands, Coldstream and Tweerivier / Joubertina disposal sites	Cleansing and disposal of sites	R36 000	12	DEDEA
Waste and refuse removal	Daily	R0	Daily	Ongoing

### 3.8.4 Annual performance as per key performance indicators in waste management services

	Indicator Name	Total number of households/ customers expected to benefit	Estimated backlogs (actual numbers)	Target set for the financial year under review	Number of H/H customer reached	Percentage of achievement during the year
1	Percentage of H/H with access to refuse removal services					
2	Existence of waste management plan					

### 3.8.5. Major Challenges and Remedial Actions

<b>CHALLENGES</b>	<b>REMEDIAL</b>
Fencing of all disposal sites in Koukamma	Apply for funding from DEDEAT and register on project on MIG
Inadequate vehicles and equipment	Budget
Closure of the Kareedouw landfill site	Identify land for a new landfill site

### 3.9. Refuse Collection and Cleansing Parks

It is the planning, organizing and control of all refuse collection and transportation services that provides for specific waste management measures and norms and standards. The primary objective of refuse collection and cleansing of parks is to keep the area clean and ensure that communities live in a clean environment that is maintained and managed in a sustainable manner.

#### 3.9.1 Delivery strategy and main role-players

#### **SCHEDULE OF WASTE AND REFUSE COLLECTION SERVICES IN KOUKAMMA**

**As per approved schedule of Koukamma Municipality Council 2021/22**

UPPER TSITSIKAMMA

<b>DAY</b>	<b>AREA</b>	<b>TYPE OF REFUSE</b>	<b>TIME FRAME</b>
MONDAY	STORMSRIVER	BUSINESS	8H30 – 16H30
TUESDAY	STORMSRIVER & KWAAIBRAND	DOMESTIC & BUSINESS	8H30 – 16H30
WEDNESDAY	CLARKSON & WOODLANDS	DOMESTIC & BUSINESS	8H30 – 16H30
THURSDAY	NOMPUMELELO VILLAGE & BLIKKIESDORP	DOMESTIC & BUSINESS	8H30 – 16H30
FRIDAY	STORMSRIVER & COLDSTREAM	DOMESTIC & BUSINESS	8H30 – 16H00

LOWER TSITSIKAMMA

<b>DAY</b>	<b>AREA</b>	<b>TYPE OF REFUSE</b>	<b>TIME FRAME</b>
MONDAY	TSITSIKAMMA LODGE, TSITSIKAMMA FALLS, TSITSIKAMMA COTTAGES, GREENSIDE, VANS VERVOER, TSITSIKAMMA LAER, VANS VERVOER	BUSINESS	8H30 – 16H30
TUESDAY	BLIKKIESDORP, KWAAIBRAND, KOOMANSBOS, HERMANUSKRAAL	DOMESTIC & BUSINESS	8H30 – 16H30
WEDNESDAY	WOODLANDS	DOMESTIC & BUSINESS	8H30 – 16H30
THURSDAY	CLARKSON	DOMESTIC & BUSINESS	8H30 – 16H30
FRIDAY	WITTEKLEIBOS, EERSTE RIVIER	DOMESTIC & BUSINESS	8H30 – 16H00

KAREEDOUW

<b>DAY</b>	<b>AREA</b>	<b>TYPE OF REFUSE</b>	<b>TIME FRAME</b>
MONDAY	KAREEDOUW & TOWNSHIP	BUSINESS	8H30 – 16H30

TUESDAY	CENTRAL & MOUNTAIN VIEW	GARDEN	8H30 – 16H30
WEDNESDAY	KAREEDOUW & TOWNSHIP	DOMESTIC	8H30 – 16H30
THURSDAY	UITKYK, KAGISO, NEWREST	GARDEN	8H30 – 16H30
FRIDAY	KAREEDOUW & TOWNSHIP	BUSINESS	8H30 – 16H00

## LANGKLOOF

DAY	AREA	TYPE OF REFUSE	TIME FRAME
MONDAY	RAVINIA	DOMESTIC	8H30 – 16H30
TUESDAY	JOUBERTINA	DOMESTIC	8H30 – 16H30
WEDNESDAY	MISGUND, KRAKEEL & LOUTERWATER	DOMESTIC	8H30 – 16H30
THURSDAY	LANGKLOOF	BUSINESS	8H30 – 16H30
FRIDAY	LANGKLOOF	BUSINESS	8H30 – 16H00

### 3.9.2 Waste Characterisation Result

No waste is characterised per income in an area. It is not done as yet as no survey has been conducted. Waste is supposed to be categorised as per high income area, medium and low-income areas (indigent income earners).

Waste quantity is usually measured by mass (kilograms or tonnes) but it can also be less accurately if estimated as volume (cubic metres). The formula used to estimate waste quantities is as follows: i.e.

- Annual total tones waste from an area equal to average amount of waste produced by one person in one day (kg) multiply by number of people in the area and then multiply by 365 days over 1000.

These quantities will differ depending on the socio- economic status of the community

Currently, in Koukamma no waste separation is done, characterisation or quantify and weighing is done in all disposal sites

- (i) Challenge  
No weighbridge or weigh-pads

### 3.9.3 Waste composition

During 2021/22 financial year, waste composition study was not conducted due to not having a weigh bridge. The waste composition study is supposed to determine the amount of waste received per day at the site and the type of waste. Firstly, there supposed to be a dedicated employee responsible for the waste site that will sort the waste and classify it. Various types

of waste are received from the households in black bags which they received weekly from the municipality. The waste is composed of papers, plastics, metals, textiles, glasses and food and even from the house-holds waste is not sorted and placed differently, it is thrown in the same bag and goes to the sites where it is supposed to be sorted but not sorted.

The households that are dealing with recycling are sorting the waste from the waste sites for them to sell it to recycling companies. It is also not quantifying nor classified in the waste sites. Some municipalities use recycling companies to classify and receive the quantities from those recycling companies.

### 3.9.4 Domestic refuse removal

Domestic waste is waste that is generated as a result of the ordinary day-to-day use of domestic premises and is either: collected by or on behalf of a local government as part of a waste collection and disposal system. Koukamma Municipality is servicing approximately 11 261 households. A regular waste removal is provided to all households and businesses within the major towns of the municipal area, except to the households in rural areas.

The majority of the population in semi-rural areas either buries or burn their waste. There is only one private waste contractor active in Kareedouw town and townships. The municipality provides a weekly (1day per week) waste collection service to all the households in the following wards:

Ward	Town	Settlements	No of businesses	Location of landfill site
1	Misgund & Louterwater	New Extension Old Louterwater Smartie Town Rondomskrik	Approximately 7	200m North East of Louterwater
2	Krakeel Joubertina Town	No settlements	4	3km from Krakeel, approximately 300m from the R62
3	Ravinia/ Joubertina Town	No settlements	4	2km North East of Joubertina
4	Kareedouw	Uitkyk, Kagiso Heights, New Rest, Mountain View, Town Central.	18	3km North of Kareedouw
5	Clarkson Woodlands, Eerste Rivier, Kwaaibrandt Hermanus Kraal Wittekleibos Guava Juice Snyklip & Palmietvlei	Bazia Kerk Straat Smartie Town Landsdown	2	2km South of Clarkson

6	Nompumelelo Village Storms River Coldstream Blikkiesdorp Thornham Koomansbos	No settlements	2	500m North of Coldstream residential area
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**Koukamma Municipality renders services in following areas;**

1. Kareedouw Town, Uitkyk, Kagiso Heights, Mountain View, New Rest.
2. Langkloof; Misgund, Louterwater, Krakeelriviere, Joubertina, Ravinia
3. Upper Tsitsikamma; Coldstream, Stormsriver, Nompumelelo Village
4. Lower Tsitsikamma; Blikkiesdorp, Koomansbos, Hermanuskraal, Kwaaibrand, Woodlands, Eersterivier, Clarkson, Wittekleibos
5. Businesses, Schools and hostels

**3.9.5. Annual performance as per key performance indicators in waste management services**

No.	Indicator Name	Total Number of households expected to benefit	Estimated Backlogs (actual numbers)	Target set for the Financial Year under review (actual numbers)	Number of households reached during the Financial Year	Percentage of achievement during the year
1	Percentage of household with access to potable water					
2	Percentage of Indigent household with access to free basic potable water					

**3.9.6. Major challenges and remedial actions**

The settlements and towns are scattered and far from each other and the location of the three landfill sites that are currently operational is also far from the majority of the communities. It contributes to the high kilometers travelled, fuel, and maintenance cost of the refuse removal vehicles and hours spent on the road to the disposal sites.

Additional waste generated, illegal dump sites, waste collected by the EPWP teams, working for the coast and catchment area cleaning, waste management teams need regular collection and transporting to the landfill sites

### 3.10. Sports and Recreation Facilities

Recreation facilities means those facilities constructed or installed within the Local Community Residential Area (LCRA) for recreational use by the public or for support of such recreational use. It refers to a park, playground, recreation center, bathing beach, swimming pool or wading pool, gymnasium, sports field, or sports facility, including the parking area and land surrounds any of the aforementioned facilities, which is owned by or under the jurisdiction of any department, agency, or authority of the municipality.

#### 3.10.1 Delivery strategy and main role - players

Section 156 of the Constitution of the Republic of South Africa, 1996 emphasis the provision of recreation facilities as the function administered by municipalities. In 2012, South Africa finalised the revised White Paper on Sport and Recreation for the third time leading to the development of the National Sport Recreation Plan (NSRP). The strategic focus of the NSRP is to reconstruct and revitalise the delivery of sport and recreation towards building an active and winning nation that equitably improves the lives of all South Africans.

On the 13 November 2006, Koukamma Municipality gazetted the Sporting Facility by-law to ensure that communities utilise the facility and accepts the responsibility to maintain these facilities. Hence the municipality has established Local Sport Council in some of the wards to take control of the sports facility.

#### 3.10.2. Level and standard in sports and recreation facilities

##### **SPORT FIELDS**

###### **CLARKSON**

<b>AREA</b>	<b>CURRENT STATUS</b>
The sports field serve Clarkson, Die Blaar and adjacent communities	Good
Netball court	

###### **WOODLANDS**

<b>AREA</b>	<b>CURRENT STATUS</b>
Sports field	Good
Club house	Never completed

###### **NOMPUMELELO VILLAGE**

The municipality need to identify of land for the establishment of a netball court in the area.

<b>RECREATIONAL FACILITY</b>	<b>CURRENT STATUS</b>
Rugby and Soccer Field	Good
Netball Court	None
Ablution	Vandalized

### **STORMSRIVER**

The Sports field is not properly managed and controlled as the post of the care taker vacant for the last (4) years and poses a great challenge for the department.

<b>RECREATIONAL FACILITY</b>	<b>CURRENT STATUS</b>
Sports field	Good
Club house	Totally vandalized

### **COLDSTREAM**

<b>RECREATIONAL FACILITY</b>	<b>CURRENT STATUS</b>
Rugby and soccer field	Good
Netball court	Good
Clubhouse	Totally vandalized

### **KAREEDOUW**

<b>RECREATIONAL FACILITY</b>	<b>CURRENT STATUS</b>
Rugby and soccer field	Vandalised
Practice field	Vandalised
Netball court	Totally vandalized
Clubhouse	Totally vandalised
Care takers house	Totally vandalised

### **RAVINIA**

<b>RECREATIONAL FACILITY</b>	<b>CURRENT STATUS</b>
Sports field	Vandalized

### **KRAKEEL**

<b>RECREATIONAL FACILITY</b>	<b>CURRENT STATUS</b>
Sports field	Good
Tennis Court	
Clubhouse	Dilapidated

### **LOUTERWATER**

<b>RECREATIONAL FACILITY</b>	<b>CURRENT STATUS</b>
Sports field	Totally vandalized
Tennis Court	Totally vandalized
Clubhouse	Totally vandalized

### 3.10.3. Annual performance as per key performance indicators

Type of Sport fields	Areas Constructed	Cost	Progress	Intervention
Soccer field	13 Settlement	N/A	Grass needs to be maintained	Budget
Rugby and Soccer	Kareedouw	N/A	Grass needs to be maintained	Budget
No sportfield	Misgund	N/A	School maintains the field	Using the school sport field
4 Netball field	4 Settlements	N/A		

### 3.10.4. Major challenges and remedial actions

#### CLARKSON

AREA	INTERVENTION	REMEDIAL ACTION
The sports field serve Clarkson, Die Blaar and adjacent communities	Fencing need attention Playing surface need to be leveled Lack of ablution facility	Assess the damage and do costing for upgrading
Netball court	Needs attention due to cracks on playing surface	

#### WOODLANDS

AREA	INTERVENTION NEEDED	REMEDIAL ACTION
Sports field	Sports field playing surface need to be attended too	Assess the damage and do costing for upgrading
Club house	Need to plaster the walls, put up the roof and electrified	Assess the damage and do costing for upgrading

#### NOMPUMELELO VILLAGE

RECREATIONAL FACILITY	INTERVENTION NEEDED	REMEDIAL ACTION
Rugby and Soccer Field	Repair the lights and fence	Assess the damage and do costing for upgrading
Netball Court	The netball team are currently using the parking area at the community hall	Identify land and budget in the area
Ablution	Total renovation	Assess the damage and do costing for upgrading

## STORMSRIVER

RECREATIONAL FACILITY	INTERVENTION NEEDED	REMEDIAL ACTION
Sports field	Lightning attend to the condition of the surface	Assess the damage and do costing for upgrading
Club house	Renovate and repair lights, ceiling, windows and doors	Assess the damage and do costing for upgrading

## COLDSTREAM

RECREATIONAL FACILITY	INTERVENTION NEEDED	REMEDIAL ACTION
Rugby and soccer field	Replace the fence, repair the lights, renovate, paint the stadium	Assess the damage and do costing for upgrading
Netball court	Upgrading, Paint and lights	Assess the damage and do costing for upgrading
Clubhouse	Upgrading, refurbish and lights	Assess the damage and do costing for upgrading

## KAREEDOUW

RECREATIONAL FACILITY	INTERVENTION NEEDED	REMEDIAL ACTION
Rugby and soccer field	Upgrade playground, and repair lights and security fence	Assess damage and do costing for budgeting purposes
Practice field	Repair lights	Assess damage and do costing for budgeting purpose
Netball court	Paint and lights	Assess the damage and do costing for upgrading
Clubhouse	Renovate and lights	Assess the damage and do costing for upgrading
Care takers house	Total upgrading	The future of the house needs to be discussed by the council

## RAVINIA

RECREATIONAL FACILITY	INTERVENTION NEEDED	REMEDIAL ACTION
Sports field	Upgrade fencing and playground	Assess the damage and do costing for budgeting purpose

## **KRAKEEL**

<b>RECREATIONAL FACILITY</b>	<b>INTERVENTION NEEDED</b>	<b>REMEDIAL ACTION</b>
Sports field	Total upgrading and refurbished	Assess the damage and do costing for upgrading
Tennis Court	Refurbish and upgrading	Assess the damage and do costing for upgrading
Clubhouse	Total upgrading and refurbished	Assess the damage and do costing for upgrading

## **LOUTERWATER**

<b>RECREATIONAL FACILITY</b>	<b>INTERVENTION NEEDED</b>	<b>REMEDIAL ACTION</b>
Sports field	Engagement of the Koukamma Sports Forum	Assess the damage and do costing for upgrading of facility
Tennis Court	Engagement of Koukamma Sports Forum	Assess the damage and do costing for upgrading
Clubhouse	Engage the SPU and Koukamma Sports Forum	Assess the damage and do costing for upgrading

### **3.11. Cemeteries**

#### **3.11.1 Cemeteries Services delivery Strategy and Main Role Players**

The Constitution provides the overarching legislative framework with which all natural and juristic persons must comply. In terms of section of Section 155 and 156 of the Constitution the establishment, management and administration of cemeteries are functions of the municipalities while provinces simply have a monitoring and support role in respect of such functions. In terms of Section 139(1) where a municipality cannot or does not fulfill its executive function, i.e., the provision of cemeteries, the relevant provincial executive may intervene and take appropriate steps to ensure fulfillment of the obligation.

#### **Koukamma Municipality Public Cemeteries**

Koukamma Municipality has a total of eleven (11) cemeteries. Most of these cemeteries are not in a good condition, no burial registration is done, no walk ways, no fencing, no ablution facilities or shelters for care takers. This is causing problems for the municipality and the communities. Stray animals are grazing on the grave sites and breaking down the tomb stones.

#### **3.11.2. Level and standard in cemeteries**

Koukamma Municipality had established cemeteries in the area of Koukamma as follows:

Area	Available facility
Coldstream	Fenced, clean
Storm river	ROD
Woodlands	Fence, clean
Nompumelelo Village	Fence but vandalised, proper lay out, record – keeping
Eerste Rivier	None
Clarkson	None
Kareedouw (Uitkyk)	None
New Rest	None
Mountain View	None
Ravinia	Reached its capacity
Joubertina	Almost full
Krakeel	None
Louterwater	Clean
Misgund	None

### 3.11.3. Annual key performance as per key indicator

No of cemeteries established for 2020/21	Area where established	Cost	Intervention	Comment
1	Krakeel	R75, 000	Internal funding	Not new establishment but is the extension of Krakeel Cemetery

### 3.11.4. Major challenges and remedial actions

Area	Required	Intervention
Coldstream	Ablution facility and shelter	budget
Storm river	Ablution block and shelter	budget
Woodlands	Ablution facility, shelter and extension of land	budget
Nompumelelo Village	Ablution facility, shelter	budget
Eerste Rivier	None	
Clarkson	Fencing, cleaning, ablution and shelter	budget
Kareedouw (Uitkyk)	Fencing, cleaning, ablution and shelter	budget
New Rest	Fencing, cleaning, ablution and shelter	budget
Mountain View	Fencing, cleaning, ablution and shelter	budget
Ravinia	Fencing, EIA to be conducted	Dept. of Environmental Affairs
Joubertina	Fencing and cleaning	Budget

Krakeel	Finalisation of decision between Municipality and owner, fencing, ablution block and shelter	budget
Louterwater	Fencing, cleaning, ablution and shelter	budget
Misgund	Fencing, cleaning, ablution and shelter	budget

### 3.12. Parks and Open Space

Parks and open space refer to land that has been reserved for the purpose of formal and informal sport and recreation, preservation of natural environments, provision of green space and/or urban storm water management.

Open space is any open piece of land that is undeveloped (has no buildings or other built structures) and is accessible to the public. Open space can include: green space includes parks, community gardens, and cemeteries.

#### 3.12.1. Delivery strategy and role-players

The Department of Environment Affairs, Fisheries and Forestry in recognising its Constitutional obligation, promulgated the National Environmental Management Act, 1998 in support of environmental management function in all spheres of government.

Sarah Baartman District Municipality will be assisting Koukamma Municipality to provide parks and open space services and to establish a project called, "Thuma Mina Green Deeds implemented by SALP Holdings PTY LTD.

#### 3.12.2. Level and standard

The project is aimed at encouraging better environmental management practices through street cleaning, clearing of illegal dumping and public spaces as well as conducting of environmental education.

#### 3.12.3. Annual key performance as per key performance indicator

No of Play Parks	Areas where parks exist	No of days to clean the parks	Intervention	Comments
N/A	N/A	N/A	Municipality to establish playparks	To plan for the development of the play- parks

#### 3.12.4. Major challenges and remedial actions

Challenges	Remedial Actions
No play parks	Municipality to establish playparks
Shortage of staff to clean open space	Usage of EPWP employees
Shortage of equipment to clean open spaces	Employer to budget for the purchase of equipment
Illegal dumping on open spaces	Placement of Willy bins in the area

### 3.13. Safety and Security

#### 3.13.1. Traffic Law Enforcement and DLTC

##### 3.13.1.1. Service Delivery strategy and role players

The Koukamma Municipality's Traffic Department is tasked with the Enforcement of Traffic Laws deterrent to Law violations, special assistance to prosecutors and courts and incidental services to road users.

One part of the Traffic Law Enforcement is performed by the court through

- ❖ Prosecution
- ❖ Adjudication
- ❖ Penalization

#### **Goals of Law Enforcement**

- ❖ To increase safety levels enforcement efforts, should be directed towards the reduction of accidents or the minimizing thereof.
- ❖ To increase Traffic efficiency
- ❖ To ensure harmonize and comfortable enforcement.

#### **Risk factors**

- ❖ Speeding, drunk-driving, Drug-driving
- ❖ Overloading: Commercial, Passengers, Freight, Long Distance Haulage
- ❖ Driver distractions: Mobile phone, Texting
- ❖ No Helmets, No Safety Belts
- ❖ No License, unregistered vehicles, limited driving experience

The following role players are involved in the process and assist the Traffic Department in rendering the service, namely:

- Eastern Cape / Western Cape Provincial Law Enforcement Traffic
- South African Police Services
- Eastern Cape Department of Transport
- Road Traffic Management Corporation
- Department of Justice
- EMS
- SANRAL (Roads)
- Provincial Department of Roads

##### 3.13.1.2. Level and standards

The Traffic Law Enforcement Unit managed the implementation, monitoring, evaluation, and reporting sequences of outcomes associated with plans and programs designed to accomplish key services delivery objectives with respect to traffic control and law enforcement through the co-ordination of operations associated with the enforcement of laws, By-Laws and

maintaining road safety in order to ensure the risk of damage of property and loss of lives is limited through prompt and efficient execution of sequences and applications.

The following Legislation governs the rendering of the service

- National Road Traffic Act - Act 93/1996
- Health and Safety Act – Act 85/1993
- Provincial Archives and Records Act – Act 1 of 2003
- Municipal Finance Management Act – Act 5/2003

### **Staff component: Law Enforcement and Licensing Services**

The Traffic Department is divided into two (2) sections namely:

- Traffic Administration (DLTC, VTS & MVR)

The Law Enforcement Section consist of seven permanent traffic officers to assist with Law Enforcement and camera operations. Two of the permanent officers assist currently with Management Rep duties for Driving License and Examiner of Driving License functions, to comply with the minimum requirements, set out by the MEC of Transport.

The Traffic Administration Unit (DLTC, VTS, MVR) consist of Six (6) permanent employees and One (1) Examiner for Driving License appointed on a six-month contract basis.

The service provides:

- Renewal of Drivers Licence cards
- Renewal of PRDP's
- Learners Licence Tests
- Drivers Licence Tests
- Exchange of Foreign Drivers Licence
- Motor Vehicles Renewal
- Testing for Motor Vehicle Fitness

Activities conducted by the Law Enforcement

- Speed Monitoring
- Roads Management
- Intoxication Driving
- Public Transport Compliance
- Special Operations
- Corridor operations

### 3.13.1.3. Annual performance as per key indicators

#### Law Enforcement

The Law Enforcement department performed daily speed and stop and search operations with two (2) Radar cameras in order to reduce driver's behaviour relating to excessive speed traveling through our area. The highest speed recorded on these devices were 206 km/h on the R62 (Diepriver), and 201km/h on the N2 (Boskor). The department are following up on these offenders to secure a successful prosecution in a court of Law. Since the beginning of the Lockdown for covid-19 it was evident that the income on Traffic Fines, seriously declined due to non-payments. The appointment of the new service provider UTS (Ultimate Traffic Solutions) and their different payment methods, processes, as well as the easing of the Lockdown levels clearly shows an increase on payments received.

The services at the DLTC Licencing centre were operational as there was an increased influx of visitors who came to make use of the services at the DLTC. With the upgrading of the DLTC through the Small-Town Revitalisation Project, it is envisaged that there would be an increase in revenue because of more learner's licence classes and more driving licence tests that would be conducted. Two additional staff members were trained at King Williamstown to assist with the large volumes of people who are expected after the completion of the renovations of the DLTC.

#### Income DLTC

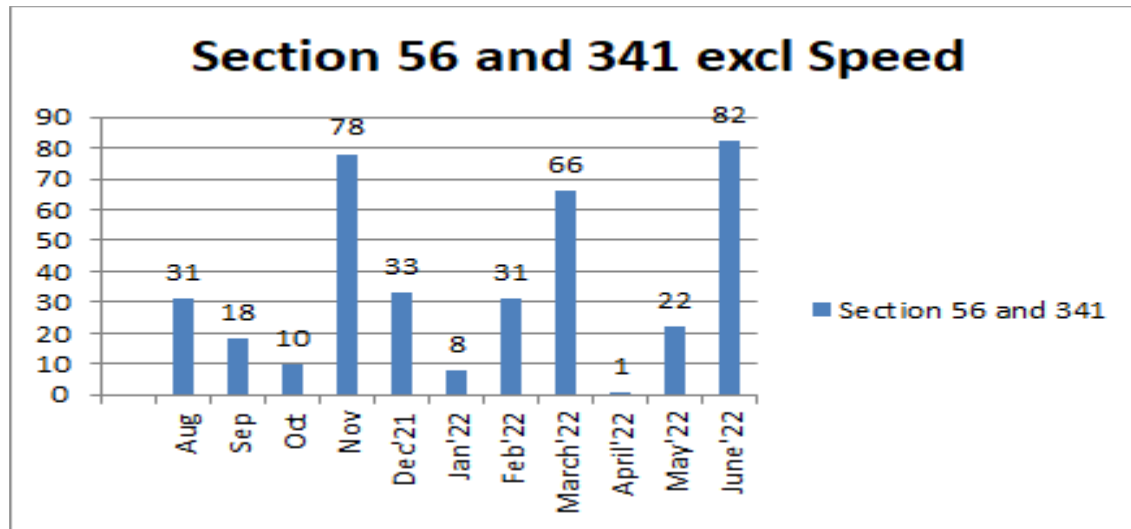
- 4 999 561,20	Motor Registration Receipts
3 415 452,71	Payments to DOT
<b>- 1 584 108,49</b>	<b>Municipality's Commission</b>

DRIVERS LICENCES		R 1 090 487
MOTOR VEHICLE REG	1 584 108.49	
DRIVERS LICENCES	1 090 487.00	
<b>TOTAL MUNICIPAL COMMISSION</b>		<b>R 2 674 595</b>

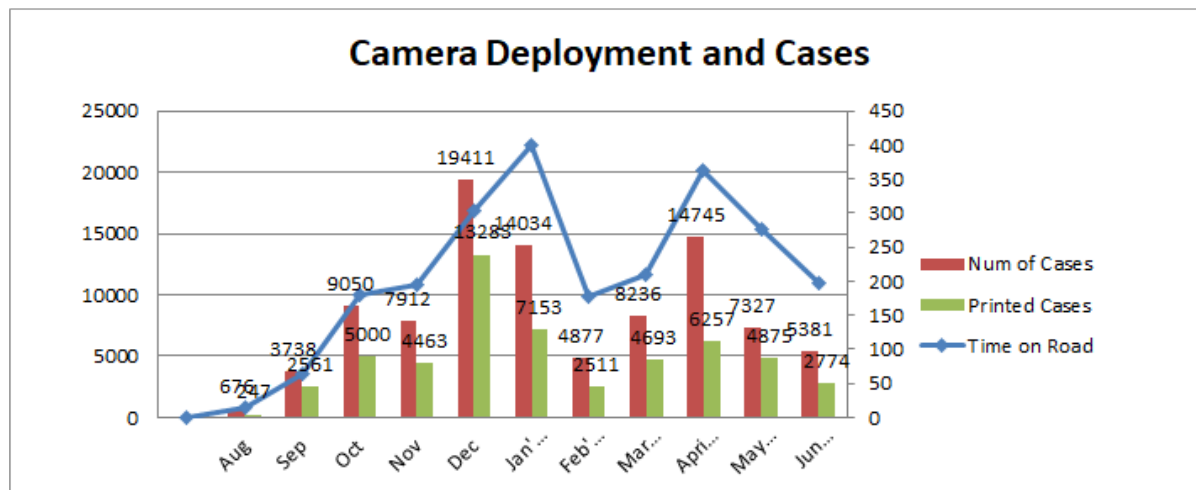
#### Income Law Enforcement

- 2 731 313,79	Traffic Fines receipts
509 068,01	Traffic fines management costs

## Law Enforcement and Camera Operations

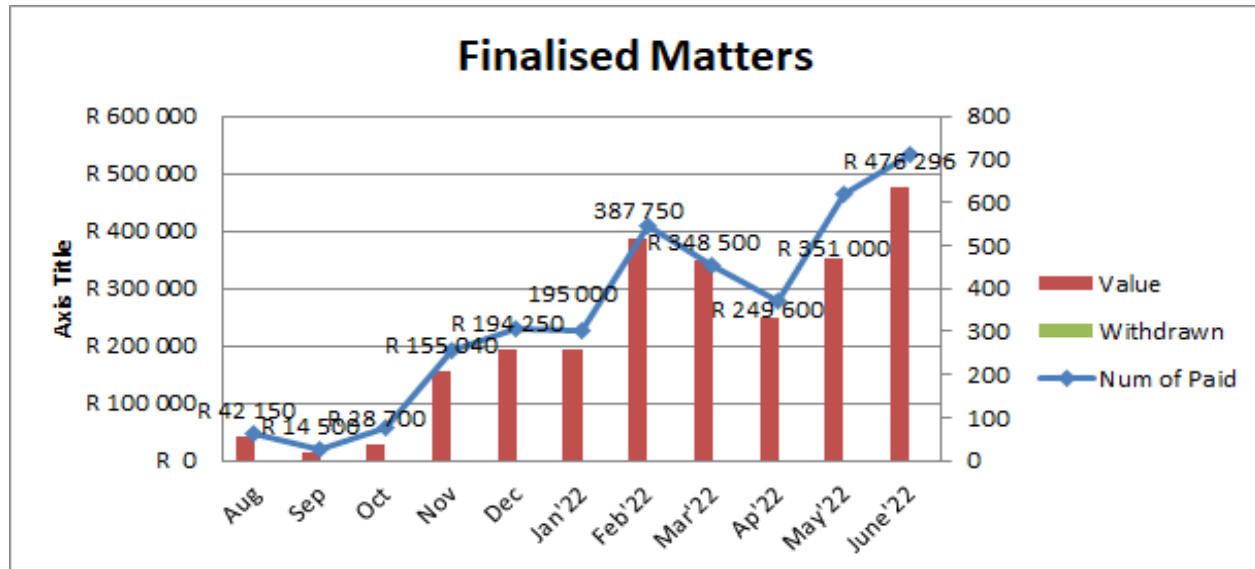


	Aug	Sep	Oct	Nov	Dec'21	Jan'22	Feb'22	March'22	April'22	May'22	June'22	
Section 56 and 341		31	18	10	78	33	8	31	66	1	22	82
Value	R28 400	R15 100	R9 400	R75 000	R26 000	R5 400	R28 300	R62 100	R1,500	R 9 800	8600	

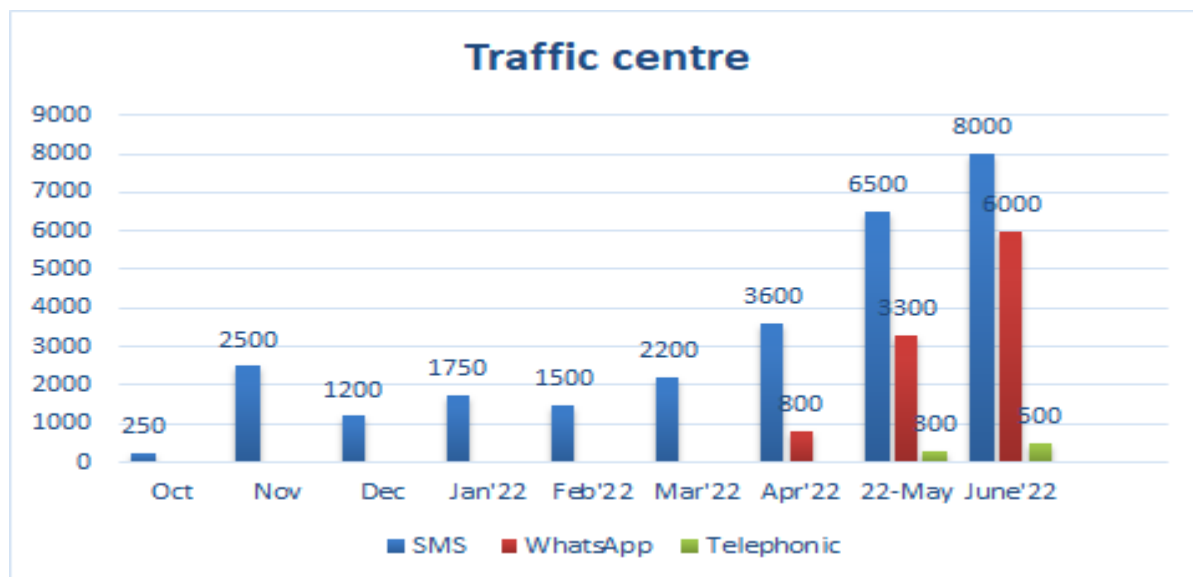


Radars	Aug	Sep	Oct	Nov	Dec	Jan'22	Feb'22	Mar'22	April'22	May'22	June'22
Time on Road	15,29	63,61	180,55	193,87	303,21	399,02	178	210,2	362,5	277	197
Num of Cases	676	3738	9050	7912	19411	14034	4877	8236	14745	7327	5381
Printed Cases	247	2561	5000	4463	13283	7153	2511	4693	6257	4875	2774
Value of Accepted	86 200	1 300 300	2 137 850	2 781 200	8 120 600	4 936 500	1 975 100	3 713 250	5 248 200	3 887 100	2 254 050

**Number of payments**



	Aug	Sep	Oct	Nov	Dec	Jan'22	Feb'22	Mar'22	Ap'22	May'22	June'22	Total Collected
Num of Paid	61	27	78	255	306	302	546	454	372	617	710	
Value	R 42 150	R 14 500	R 28 700	R 155 040	R 194 250	195 000	387 750	R 348 500	R 249 600	R 351 000	R 476 296	R 2 442 786
Withdrawn	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA		



	Oct	Nov	Dec	Jan'22	Feb'22	Mar'22	Apr'22	22-May	June'22
SMS	250	2500	1200	1750	1500	2200	3600	6500	8000
WhatsApp							800	3300	6000
Telephonic								300	500

### **New payment options loaded**

- Easy Pay
- Online debit Card Payments
- Online Credit Card Payments
- Debit Orders
- Instant EFT Payments

### **Imitative undertaken to address stray animals in Koukamma.**

The SA Police Service established a Task Team consisting of

- SAPS Stock theft and endangered species Unit
- Koukamma Traffic Department
- SAPS Kareedouw
- SAPS Stormsriver
- SAPS Joubertina
- SANPARKS
- ENVIRONMENTAL HEALTH INSPECTORS

The complaints that were experienced were the following:

- a) Animals crossing the road without herdsman.
- b) Unbranded Stray pigs along the road.
- c) Unbranded cows and goats
- d) Stray donkeys and horses
- e) Illegal abalone activities.

In terms of the agreed Action Plan the following steps would be undertaken.

- i. The team would visit the various stock owners and identify unmarked animals and the owners would be issued with a J534(fine) for keeping unmarked animals.
- ii. The Team would determine the origin of the livestock and arrest possible stock theft incidences.
- iii. The Team would assist the stock owners to register and mark the animals with an identification mark.
- iv. The Team would visit butcheries and abattoirs for check compliance with the relevant legislation.

**ACCIDENTS - JULY 2021- JUNE 2022 ON R62 – R102 AND N2**

**ACCIDENTS –March/April and May 2022 – ON R62 – R102 AND N2**

<b>DATE</b>	<b>TIME</b>	<b>ROUTE</b>	<b>INJURIES</b>	<b>TYPE OF VEHICLE</b>
02/07/2021	18:00PM	N2- AT EERSTERIVIER	1 Person	One Vehicle
03/07/2021	18:55	R62-WATERFALL	1 Slightly Injured	Two Vehicles
12/09/2021	21H31	N2 COLDSTREAM	4 Persons slightly injured 1x seriously injured	1 Vehicle with Stray Animal
17/09/2021	07h43	N2 PALMIETVLEI	2X Deceased 2x seriously injured	1x Vehicle
23/09/2021	14h53	N2 TRIFOLIA	No Injuries	1x Vehicle
10/10/2021	08h49	NW EERSTE RIVIER	14 people injured	Taxi Overturned
31/10/2021	18h21	R62 ESSENBOS	1person injured	Vehicle Collided with Pedestrian
10/11/2021	06h32	N2 COLDSTREAM	2person slightly injured	Truck Overturned
20/11/2021	23h31	N2 PALMIETVLEI	1x seriously injured	Truck Overturned
22/11/2021	06h48	N2 BLAAUWKRANS	3X Seriously injured	Motor Vehicle Overturned
23/12/2021	16h12	N2 STORMSRIVER	3X Seriously injured	1x Motor Vehicle
08/01/2022	03h39	R62 KAREEDOUW – TWO STREAMS	2X Seriously injured 4x Slightly Injured	1x Toyota Avanza
09/02/2022	13h03	N2 STORMSRIVER	3X Slightly Injured	1x Motor Vehicle
31/02/2022	13h06	N2 STORMRIVER	1XSlightly Injured	1x Motor Vehicle
20/03/2022	01h07	R102 Robbehoek	Slightly injured	Nissan m/v
20/03/2022	21h12	R62 between Krakeel and Louterwater	Driver Deceased	Toyota Camry m/v
22/03/2022	09h02	R102 Coldstream	Seriously injured	MAN truck
27/03/2022	16h38	N2 Coldstream	2 Seriously injured	SUV
13/04/2022	05H56	N2 Total Garage	2 Seriously injured	Two heavy trucks
26/05/2022	06h47	N2 Eersteriver	Driver deceased	Heavy motor vehicle
19/06/2022	20h14	N2 TRIFOLIA	Pedestrian Deceased	1x Motor Vehicle & 1xPedestria

#### 3.13.1.4. Major challenges within the Law Enforcement and DLTC

- Emergency barricading equipment
- Roadblock trailer
- Animal pound for stray animals
- Vehicle pound
- AARTO preparedness
- Tools of trade
- Firearm bulletproof vest for overnight shift operation
- Internet and telephone lines connections (DLTC)
- Absence of receptionist at (DLTC)
- Lack of staff after the upgrading of DLTC offices
- No Law Enforcement Officers for Municipal Laws
- No warrant section within the law enforcement department
- Traffic vehicle not in a good state/condition (3)
- Lack of staff for administration/law enforcement for shift system
- Two - way radios for communication
- Proper structure within the traffic department

#### **Remedial action**

- To appoint 2x Traffic officer
- To appoint 2x law enforcement (by-laws)
- To appoint 1x admin Clerk
- To establish warrant section
- To allocate more vehicles to this section
- Establishment of animal pound
- Appointment of receptionist at DLTC
- Replacement of all 3 old vehicles
- To implement the current approved organogram

### 3.13.2. Security Services

#### 3.13.2.1. Delivery strategy and role players

The security services are established in terms of chapter 11 Section 198 of the Constitution of the Republic of South Africa, 1996, Act 108; and stipulate the principles governing the National Security. The Republic of South Africa Constitution, Section 199 (3) and (4) of the above act states that security services must be established in terms of the National Legislation.

Security Officers are required to have a certain level of qualifications and must be registered to a professional body, namely the Private Security Industry Authority (PSIRA).

PSIRA derives its mandate from the Private Security Industry Regulation Act 56 of 2001. The primary objective of the Private Security Regulatory Authority (PSIRA) is to regulate the private security industry and to exercise effective control over the practice of the occupation of security service provider in the public and national interest and in the interest of the private security industry itself.

#### 3.13.2.2. Levels and standards

The Koukamma Municipality contracted a PSIRA registered service provider called **Koukamma 111 Security** on 01 October 2021-31 March 2022 to provide security services on a month to month basis for the period of six (6) months, at the below Municipal Sites, namely:

Municipal Site	Guard frequency	Shifts worked	Cost per site
Kareedouw Head offices at no. 5 Keet Street, Kareedouw	(24hr Shift with both day and night Officers)	2 day and 2-night shift Officers	
Joubertina Workshop	24hr Shift with both day and night Officers)	2 day and 2-night shift Officers	
Joubertina Drivers Licence Testing Centre (DLTC)	24hr Shift with both day and night Officers)	2 day and 2-night shift Officers	
Sanddrift/Blikkiesdorp Fire station	24hr Shift with both day and night Officers)	2 day and 2-night shift Officers	R104 998

During the year under review, Koukamma Municipality contracted a PSIRA registered service provider called **Vuka Belele Security** to provide security services for a period of three (3) years, at the below Municipal Sites, namely:

MUNICIPAL SITE	No OF GUARDS & THE GUARD FREQUENCY	TOTAL COST
5 Keet street Main building Entrance	3 guards 2-day shift Monday to Sunday	

	1 for night shift Monday to Sunday	
Joubertina Drivers Licence Testing Centre	3 guards 1 day shift Monday to Sunday 2 for night shift Monday to Sunday	
Sanddrift/ Blikkiesdorp Fire station	2 guards 1 day shift Monday to Sunday 1 night shift Monday to Sunday	
Water Treatment Works (Kareedouw)	1 guard 1 Nightshift Guard Monday to Sunday	
Joubertina Warehouse/Stores	2 guards 1 Nightshift Guard and 1 dayshift guard- Monday to Sunday	
Site Supervisor (Armed response reaction)	1 Supervisor 5 days (Monday to Friday) weekends -On standby	R 5,503,630

### 3.13.2.3. Annual performance as per key performance indicators

PSIRA also provides for minimum standards of occupational conduct that the Security guards and the Service Provider must abide by their Code of conduct.

The service provider provided 11 Grade D registered security guards who guard the abovementioned Municipal premises, plus a Site Supervisor (Armed response).

### 3.13.2.4. Major challenges and remedial actions

The Koukamma Municipal area has experienced the following challenges where experienced in the securing of municipal buildings namely:

Challenges	Remedial actions
Theft	The security fence in Kareedouw was repaired, there was a provision of burglar proof and closing of broken

	windows with bricks in the Community halls (Misgund and Louterwater).
Vandalism of Municipal buildings and infrastructure	The Municipality added more security guards from the 01 <sup>st</sup> April 2022. Furthermore, a situational analysis has been made, recommendations to strengthen the current security services are submitted to Council.
Break-ins at night.	All burglary cases have been reported to the SA Police Service as per the criminal procedure Act.

### 3.14. Fire and Rescue Services

#### 3.14.1. Delivery strategy and role players

The Constitution of South Africa states that every citizen in the Republic of South Africa has the right to a healthy and safe environment. This is where the mandate of the fire and rescue service stems from, the fire brigade services act also makes provision for the functions and duties of a fire brigade and is as follows:

- (a) Preventing the outbreak or spread of a fire;
- (b) Fighting or extinguishing a fire;
- (c) The protection of life or property against a fire or other threatening danger;
- (d) The rescue of life or property from a fire or other danger;
- (e) Subject to the provisions of the Health Act, 1977 (Act 63 of 1977), the rendering of an ambulance service as an integral part of the fire brigade service; or
- (f) The performance of any other function connected with any of the matters referred to in paragraphs (a) to (e).

#### **The role players assisting the department:**

- Provincial Government Disaster Management (EC-COGTA)
- Sarah Baartman District Municipality
- Sarah Baartman West Fire Protection Association
- South Cape Fire Protection Association
- MTO forestry
- Sanparks Tsitsikamma
- Department of Forestry and Fisheries
- Eastern Cape parks and tourism association
- Working on Fire

#### 3.14.2. Levels and standards

The Municipal structures act 117 of 1998 Section 84(1)(j) The divisions of functions and powers of fire services between district and local municipalities states that the district municipalities are responsible for mountain and veld fires, Hazardous substances and

Chemical incidents as well as training of Fire Officers and the Local municipalities are responsible for structural fires, rescue and extrication and fire prevention.

Koukamma Local Municipality has a service level agreement with Sarah Baartman district municipality, where Koukamma fire services renders the full fire- fighting function which are as follows:

- Mountain & veld fires
- Structural fires formal and informal dwellings
- Hazardous chemical incidents
- Rescue & Extrication
- Public Fire safety awareness education
- Enforcement of fire safety by-laws of Koukamma local municipality
- Fire safety compliance inspections
- Risk visits to buildings and high -risk areas
- Cutting of fire breaks at strategic areas in and around high-risk residential areas.
- Control burns at high veld fire risk areas

#### **APPLICABLE LEGISLATION**

- Constitution of the Republic of South Africa, 1996
- Fire Brigade Services Act no 99 of 1989
- Municipal Finance Management Act no. 56 of 2003
- Municipal structures act 117 OF 1998
- Disaster Management Act 57 of 2002
- Community Protection against fire Sans 10090:2003
- National veld & forest fire act 101 of 1998

#### **3.14.3. Annual performance as per key performance indicators**

The Koukamma municipal region is known as a high-risk area in terms of mountain and veld fires. Fire fighters are faced with disastrous mountain and veld fires every year during the summer months from November to February. The forestry industry in the Tsitsikamma region is a huge contributor to the Local and National economy, with effect to that the risk also increases in terms of mountain and veld fires. MTO forestry and other Major forestry companies owns huge lands of pine plantations in the Tsitsikamma region.

The Koukamma mountain landscape consists mostly of two large mountain ranges; Tsitsikamma and Suranays mountain ranges, where the N2 and R62 National roads are situated. These mountain ranges consist of the popular range of fynbos biodiverse plants

similar to the Western Cape. The famous protea and honey bush plants are also found in this region.

The vegetation mentioned above are indigenous to the area and alien vegetation are also found in the in the mountain and veld. When the vegetation burns, coupled with dry; hot and windy conditions it creates extreme fire behaviour which creates huge challenges for the fire and rescue service.

### Implementation of the 24 hours rotational shift system

Previously the fire fighters worked a shift system that was not very functional for the department, the operational shifts operated **Mondays to Fridays from 08:00am – 16:30pm** and then they went on standby after hours and weekends which made it very difficult in terms of service delivery and response times to emergencies. In December 2020 the municipality implemented a twelve-hour rotational system where the fire fighters work two days and two nights and four days off.

This means that the station is manned twenty-four hours a day/ seven days a week which improved response times to incidents and the department is ready to respond from the base at any given time. Currently there is a uniform and standardized approach when responding to fires and other emergencies.

### OPERATIONAL SHIFT – 8 DAYS CYCLE

DATES	DAYS	A-SHIFT	B-SHIFT	C-SHIFT	D-SHIFT
1	MONDAY	<b>NIGHT</b>	OFF DUTY	OFF DUTY	<b>DAY</b>
2	TUESDAY	<b>NIGHT</b>	OFF DUTY	OFF DUTY	<b>DAY</b>
3	WEDNESDAY	OFF DUTY	<b>DAY</b>	OFF DUTY	<b>NIGHT</b>
4	THURSDAY	OFF DUTY	<b>DAY</b>	OFF DUTY	<b>NIGHT</b>
5	FRIDAY	OFF DUTY	<b>NIGHT</b>	<b>DAY</b>	OFF DUTY
6	<b>SATURDAY</b>	OFF DUTY	<b>NIGHT</b>	<b>DAY</b>	OFF DUTY
7	<b>SUNDAY</b>	<b>DAY</b>	OFF DUTY	<b>NIGHT</b>	OFF DUTY
8	MONDAY	<b>DAY</b>	OFF DUTY	<b>NIGHT</b>	OFF DUTY

### Staff Compliment

The staff compliment decreased this year, one of the Platoon Commanders and one Trainee fire fighter resigned. The department is faced with challenges due to a small number of fire fighters employed, which creates a negative impact on the daily operations of the fire and rescue service in general.

The municipality has a high percentage of expenditure in terms of salaries which makes it difficult to fill all the positions at once, however positions are filled annually as the budget allows.

<b>Positions</b>	<b>Filled</b>	<b>Vacant</b>
Chief Fire Officer	1	0
Platoon Commanders	3	1
Station Commander	0	1
Fire Fighters	2	10
Administration Clerk	0	1
Contract Trainee fire fighters	5	1
Working On Fire Learnerships 12 months	5	N/A
Call Centre operator	1	3

## **Training**

Koukamma fire and rescue staff members attended specialised training in Greytown KwaZulu Natal at Rural Metro Fire and Rescue training academy. **Brief outline of training courses below:**

### **Incident command system 100 & 200**

- Incident stabilization
- Life safety and property conservation
- Strategies and tactics
- Integration organizational structure
- Co-ordination of manpower and resources

### **Wildland fire line safety**

- Wildland fire safety
- Fireline Hazards
- Fireline hazard and risk assessment
- Rules of engagement (fire safety orders)

### **Vehicle rescue and extrication:**

- Safety at motor vehicle accidents
- Vehicle stabilization
- Patient care and safety
- Various practical methods of extricating and rescuing trapped patients from vehicles

### **Fire safety & prevention**

- Apply or enforce relevant fire safety legislation and by-laws
- Hazard Identification & Fire risk Assessments
- Conduct fire safety inspections and surveys
- Introduction to fire investigation

The training conducted was very valuable and is applicable in the daily operations of the fire and rescue service. This will make a positive impact within the fire service in terms of knowledge and skills with regards to the above-mentioned training courses.

### **Partnership performance service level agreement Sarah Baartman DM & Koukamma LM**

As mentioned above in terms of the **Municipal Structures Act 117 of 1998 Section 84(1)(j)** Division of functions and powers, Sarah Baartman District Municipality and Koukamma local municipality are engaged in a service level agreement, whereby Koukamma local municipality renders the mountain & veld fire- fighting function as well as chemical or hazardous substance incidents and the district municipality provides funding and support with training and infrastructure.

The 2021/2022 financial year Sarah Baartman District municipality made funding available to Koukamma local municipality an amount of **R1,257 000**

**This fund was utilized as indicated in the table below:**

<b>ITEM NO</b>	<b>DESCRIPTION</b>	<b>AMOUNT</b>	<b>STATUS</b>
1	Fire service vehicle 7-seater, fully branded with logos, siren & beacons	R350 000	Complete
2	Sandrift fire station: Repairs and Maintenance	R258 000	In process
3	Kareedouw satellite fire station: Upgrade and repairs	R243 000	Roll over
4	Uniform & personal protective clothing	R100 000	Complete
5	Stationary: printing cartridges, paper, pens etc	R6 000	Complete
6	Materials & stores: 2 stroke mix; drip torch mix; petrol for fire pumps; cleaning materials	R15 000	Complete
7	Vehicle maintenance: servicing & maintenance	R150 000	Complete
8	FPA membership fees	R60 000	In process
9	Training & skills development: 4x4 training drivers' course; vehicle rescue & extrication	R75 000	Not utilized
		<b>R1 257 000</b>	

### **Other Projects**

## **Fire breaks**

The Sarah Baartman District municipality made funding available for a fire break projects. An amount of two hundred thousand (**R200 000**) was funded and Koukamma local municipality facilitated the project. Twenty-two (22) unemployed people from the community were appointed on a contractual basis for 3 months.

Storms river and Nompumelelo village was identified as the high-risk areas in terms of veld fires and fire breaks needed to be cut in strategic areas to prevent or mitigate runaway veld fires. The Twenty-two people was from the area where the project was implemented. They were provided with personal protective clothing and received training on how to use the tools and safety measures.

MTO forestry; San parks Tsitsikamma and Working on fire also assisted with the project, they provided manpower and resources, their intervention made the project run smoother and faster than anticipated. Koukamma fire and rescue has very good stakeholder relations with the organisations mentioned.

## **Fire breaks project 2021/2022**



## **Rescue vehicle**

Koukamma fire and rescue service is in the process of procuring a light duty rescue vehicle, the vehicle should be delivered and in operation before the peak season starts in December 2022. This will improve operations for the department with regards to motor vehicle accidents and rescues.

## Fire and rescue service operations

### Incidents and Emergencies

The table below illustrates the total number of emergency incidents.

Mountain & Veld fires are the most common emergencies incidents responded to in the fire and rescue service, especially during the summer months. In recent years due to climate change and global warming, mountain and veld fires seems to increase during the winter season as well. This causes an increase in responses to veld fires annually, which impacts on the department in terms of the use of resources.

The second most fire incidents are shack fires in the informal settlements, these types of incidents occur throughout the year. These types of fires are mostly caused by negligence from community members **eg: children left alone at home that plays with matches or lighters; candles that falls over; cooking food close to curtains; fires made in metal paint tins and taken inside the shacks.**

The fire and rescue service has one fire station situated in Sandrift in the Tsitsikamma region that services the whole municipal area. When shack or building fires occur in the Langkloof region it takes a long time for the fire service to arrive at the scene, in most cases the structures have burned own already and fire fighters are faced with angry community members.

There are plans in place of developing a satellite fire station in Joubertina which will service the Langkloof region, this will improve service delivery in the region in terms of faster response and arrival times at incidents.

CATEGORY	1st Quarter July - September 2021	2nd Quarter October - December 2021	3rd Quarter January - March 2022	4th Quarter April - June 2022	Grand Total 2021/2022
<b>NUMBER OF FIRES AS FOLLOWS</b>					
BUILDINGS	0	0	0	0	0
DWELLINGS (formal - brick & mortar)	4	4	0	0	8
INFORMAL DWELLINGS (Shacks/mud/hut etc.)	3	8	6	4	21
ELECTRICAL	2	0	0	0	2
RUBBISH		2	1	3	6
VEGETATION	8	13	39	18	78
TRANSPORT (Cars/busses/trains/aircraft/ship)	3	0	0	0	3
OTHER (not specified above)	2	0	0		2
<b>SUB TOTAL</b>	<b>22</b>	<b>27</b>	<b>46</b>	<b>25</b>	<b>120</b>

<b>NUMBER OF SPECIAL SERVICES</b>	<b>1st Quarter July - September 2021</b>	<b>2nd Quarter October - December 2021</b>	<b>3rd Quarter January - March 2022</b>	<b>4th Quarter April - June 2022</b>	<b>Grand Total 2021/2022</b>
ACCIDENTS (Cars/busses/trains/aircrafts etc.)	3	6	5	6	20
RESCUE (people/animals trapped/lost from machinery or water etc.)	0	0	0	1	1
SPILLAGES (oil, diesel on road services)	1	0		0	1
<b>SUB TOTAL</b>	<b>4</b>	<b>6</b>	<b>5</b>	<b>7</b>	<b>22</b>
<b>NUMBER OF &amp; FATALITIES</b>	<b>1st Quarter July - September 2021</b>	<b>2nd Quarter October - December 2021</b>	<b>3rd Quarter January - March 2022</b>	<b>4th Quarter April - June 2022</b>	<b>Grand Total 2021/2022</b>
Fires	0	1	0	0	1
Accidents	1	0	0	1	2
<b>TOTAL</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>3</b>

The **N2 and R62 National Road** both runs through the Koukamma region towards the Western Cape, these routes are very busy daily. Trucks and motorists' travel along these routes moving to and from the Western Cape. This increases the risks in terms of motor vehicles accidents and pedestrian incidents. A total of 20 motor vehicles accidents were responded this year and 2 fatalities occurred.

#### **Accumulated hours for duration of incidents**

The table below indicates the number of operational hours the fire and rescue service spend at Mountain & Veldfire incidents annually, as mentioned above mountain and veld fires is the most common types of emergencies. **The 2<sup>nd</sup> and 3<sup>rd</sup> quarter of the financial year October up to March is the peak times for veld fires.**

#### **Fire safety compliance inspections**

Fire safety compliance inspections at business premises is one of the important functions of the fire and rescue service. The **Fire Brigade Service Act 99 of 1987** mandates the fire service to conduct compliance inspections and risk visits.

The purpose of these inspections is to identify fire hazards and risks and to ensure that the owners or occupiers rectify the findings and recommendations provided and to implement prevention and mitigation measures in case of fire emergencies. The department conducted a total of 20 fire safety compliance inspections for the 2021/2022 financial year.

- Agri total fuel station Kareedouw
- Joubertina Toyota
- J Boldy and Sons
- Misgund SSK
- SSK Atlantic oil
- SSK Krakeel
- SSK Tweeriviere
- MTO Witelbos Fire Base

- Overberg
- Kareedouw Sawmill
- Woodlands Clinic
- Lanco PTY, LTD
- Tsitsikamma Crystal
- Agri mark Joubertina
- Petro port Stormsrivier

- U-save Ekasi Kareedouw
- DC Fruits
- Kareedouw butchery
- Department of Justice Joubertina
- Vestas Tsitsikamma Windfarm

<b>FIRE SAFETY (number of inspections conducted)</b>	<b>1st Quarter July - September 2021</b>	<b>2nd Quarter October - December 2021</b>	<b>3rd Quarter January - March 2022</b>	<b>4th Quarter April - June 2022</b>	<b>Grand Total 2021/2022</b>
General Inspections	1	4	1	2	8
Flammable Liquid	7	2	2	1	12
Building Plans	0	0	0	0	0
Fire Hydrants (specify the area)	0	0	0	0	0
Burning Permits Issued	9	4	9		22
	<b>16</b>	<b>10</b>	<b>12</b>	<b>3</b>	<b>42</b>

### **Fire awareness campaigns**

Fire awareness campaigns and programs forms part of the department's annual service delivery budget implementation plan (**SDBIP**). The campaigns vary from door-to-door campaigns; displays and talks at schools and community centres. This initiative is important in terms of making the communities more fire wise. History has shown that human activity and negligence is the cause of most unwanted fires.

Therefore, the fire and rescue service conduct these campaigns on a quarterly basis. A total number of 5 awareness campaigns were held in 2021/2022 financial year and are as follows:

- Woodlands community
- Paul Sauer High School
- Bloubos primary x2
- Sanparks Tsitsikamma

<b>AWARENESS AND TRAINING</b>	<b>1st Quarter July - September 2021</b>	<b>2nd Quarter October - December 2021</b>	<b>3rd Quarter January - March 2022</b>	<b>4th Quarter April - June 2022</b>	<b>Grand Total 2021/2022</b>
Number of civilians made aware	500	200	0	50	750
Specify the type of institutions visited (e.g. Old age home/Hospital / Clinic / Factory / Govt. buildings / Library etc.)	Community Woodlands	Schools & Community	0	Sanparks Tsitsikamma	
Number of children and teachers made aware	20	30	0	100	150
Number of schools covered	1	1	0	1	3
<b>TOTAL</b>	<b>521</b>	<b>231</b>	<b>0</b>	<b>151</b>	<b>903</b>

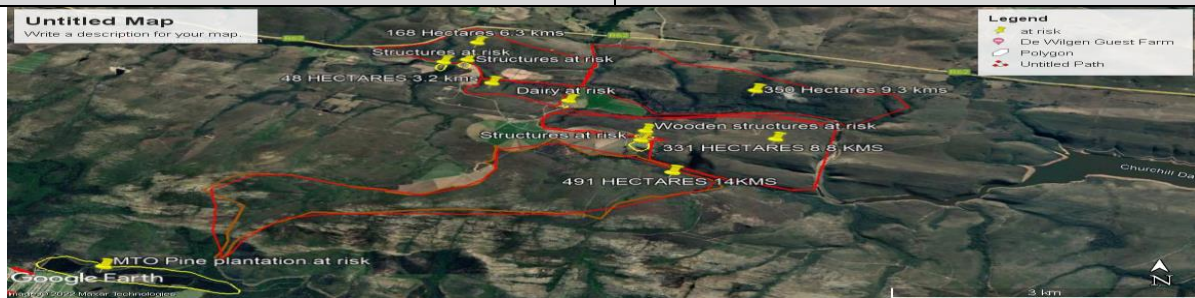
**Financial implications (check the**

<b>2021 / 2022 BUDGET ALLOCATION</b>	<b>EXPENDITURE</b>	<b>BALANCE</b>	<b>NARRATIVE OF EXPENDITURE (ON WHAT!!!!)</b>
R 4 082 498,00	R3 735 659,94	-R687 692,94	Employee related cost
R 265 000,00	R208 178,44	R18 758,56	Maintenance of Vehicles
R 283 649,00	R508 985,88	-R388 181,88	Fuel & Oil
R 11 600,00	R12 142,80	R793,20	License Fees
R 169 600,00	R-	R169 600,00	Uniforms
R 288 634,00	R98 197,27	R18 231,73	General Expenditure
R 1 200 000,00	R867 584,53	R332 415,47	Capital Items

**correctness of these figures with finance)**

## MAJOR INCIDENTS SUMMARY

<b>Date</b>	<b>12 January 2022 - 28 January 2022</b>
<b>Location</b>	<b>Churchill dam &amp; Waterval farms</b>
<b>Type of incident</b>	<b>Mountain and veld fire</b>
<b>Burn scar</b>	<b>1388 hectares</b>
<b>Perimeter length</b>	<b>41,6 km</b>
<b>Estimated damages</b>	<b>+ - R 75 000</b>
<b>Estimated risks &amp; properties saved</b>	<b>R 2 000 000</b>
<b>Time frame</b>	<b>17 days</b>



### 3.14.4. Challenges

- Fire engine aged and high maintenance
- Response vehicles are not sufficient
- Limitations with regards to response drivers
- Response times to the Langkloof region is time consuming
- Inadequate resources
- No service vehicles in the department, response vehicles used for general traveling to the fire station
- High rate of wear and tear and maintenance on the response vehicles
- No radio communications system
- No equipment or training for specialized rescue incidents
- Poor network at the fire station
- Telephones landlines non-functional during power outages

### 3.14.5. Remedial Actions

- A new fire engine must be procured
- Service vehicle was procured
- Additional fire fighters to be appointed
- Satellite fire station must be built in Joubertina (Langkloof)
- Rescue equipment will be procured 2022/2023
- Radio communication system will be procured 2022/2023
- Fire Fighters undergoing specialised training. (Vehicle rescue & Extrication/ Fire Prevention/ Rope rescue
- Network and Internet upgrade needed at the fire station

## 3.15. Local Economic Development

### 3.15.1. LED service delivery strategy and main role players

#### **Service Delivery Strategy**

To achieve dynamic local development, all aspects of local communities such as the economy, social, welfare, environmental and political issues need to be addressed in an integrated and holistic manner. An inclusive strategy therefore needs to be compiled for a specific region to realize developmental success. Academics, development practitioners and strategic partners in the economic development space recognises the important role of local economic development (LED) to create jobs and list the following advantages of LED over traditional economic policies namely,

- LED empowers and ensures local participation, local people can play an active part in planning their own economic future,
- LED ensures that local business is involved in the process and are more open to play an active role in partnerships with local communities.
- In addition, LED ensures that local development is locality based and focused on local comparative advantages, it allows for more resilient local economies and LED could create local opportunities and local jobs, thereby improving the local quality of life.

In South Africa there are various pieces of legislation and policies that form the foundation of LED, particularly at national, provincial and regional levels. The Constitution (no.108 of 1996) is the foundation and provides for a developmental model of local government. It is also asserted that Local Government is not only responsible for service delivery, but also for socio-economic development of its communities. In terms of Sections 152 and 153 of the constitution, it is also stated that “municipalities must provide and manage their administration, budgeting and planning processes to give priority to the basic needs of communities” (Republic of South Africa, 1996).

Furthermore, in terms of the Constitution, local government needs to fulfil the following functions:

- (i) Provide democratic and accountable government for all communities,
- (ii) Ensure service provision in a sustainable way. Promote social and economic development. Promote a safe and healthy environment.
- (iii) Encourage community participation and involvement in matters of the area.

In response and based on reasonable grounds for conceptualizing Local Economic Development, Koukamma Local Municipality has partnered with the Provincial Department of Corporate Governance and Traditional Affairs to contract and assist with the development of a responsive, Specific, Measurable, Achievable, Relevant, and Time-Bound (SMART) Local Economic Strategy. The processes kicked-off with an inception meeting on the 24th of June 2019 to expedite the arrangements and allocation of accessible resources for the development of the first draft within the first quarter of the 2021/22 fiscal to ensure that completion of the 5-year LED strategy is in alignment with the IDP and implemented in accordance to the priorities as

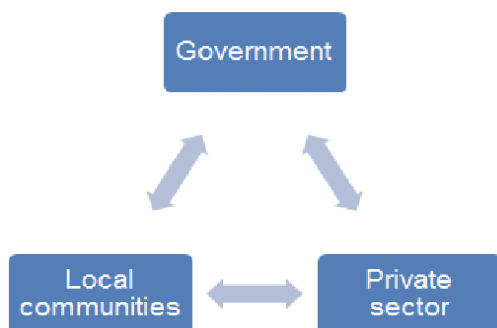
enshrined in the strategic planning document of the institution. This process could not be finalized due to the inception of the Covid-19 Pandemic, which put the country to a total stand still. However, during the era, and due to the easing of the regulations from time to time, some activities / operations were permitted and gradually the use of technology came into play in terms of convening virtual meetings and permitting small gatherings under certain strict regulations.

However, though all dealings were already resolute and organized for implementation, the country was unprecedentedly caught up in a pandemic which brought all operations and the project to a haphazard stand still. Subsequent to the new normal, alternative plans were invented to carry out the project through utilization of electronic systems which also postures its own disadvantages in some way or the other. This then led to the LED Strategy not been finalized in the 2021/22 and the parties resolving at deferring the process for finalization in the 2021/22 financial year to properly fit into the new council term starting in November 2021 to November 2026 and will be annually reviewed in line with the Integrated Development Plan (IDP) to warrant updates and new project data.

### **Main Role Players**

Improved local governance performance regarding LED requires cooperation and partnerships. The service delivery triangle relating to LED consists of three partners namely government, private sector and local communities.

Figure 1 below provides an illustration of the service delivery triangle for LED.



**Figure 1: Service delivery triangle regarding to LED Source: Meyer, (2013)**

### **Government Role Players.**

#### **The Local Economic Development Portfolio Committee**

- After nonexistence of a Planning and Economic Development Directorate in Koukamma Municipality, the LED Section reports on its activities to the municipal council through LED Portfolio Committee.
- The LED section only make recommendations to the municipal council for consideration during the decision-making process.

**Political Role Players**

The Council of Koukamma makes provision for five (5) members; three (3) from the ruling party (African National Congress) and two (2) from the opposition party (Democratic Alliance) to become the Oversight Committee for the Local Economic Development and Special Programmes Portfolio Committee. The Portfolio Chairperson is elected amongst the committee members.

The Chairperson of the Portfolio Committee for Local Economic Development and Special Programmes is Cllr Fundiswa Herman from the African National Congress. The other ordinary members of the committee are as follows:

Cllr Hester Pullen (ANC), Cllr Graham Goliath (ANC), Cllr Julian Jansen (DA) and Cllr Warren Plaatjies (DA).

Subsequent to the Local Government Elections that took place on the 1 November 2021, the newly elected council changed the narrative and brought in new councillors to ensure that the committees remain active after the inauguration that took place in November 2021. Since council determined its committees, the composition of the new LED and SPU Standing Committee was as follows:

**Chairperson: Councillor Fuzile Yake (Mayor)(ANC).**

Ordinary Members: Councillor Vuyani Persent (ANC), Councillor Nomathamsanqa Sikiwe (ANC), Councillor Sharon Ferguson (FF Plus) and Councillor Ronnie Campher (ANC).

**Administrative / Staff Role Players**

The Local Economic Development Section of Koukamma is headed by the Municipal Manager, Mr. Pumelelo Kate and is comprised of 2 permanent staff members; an Agricultural Coordinator and a Tourism Officer. Both officials report directly to the Municipal Manager and have no decision - making powers. The Section is understaffed and thus results at the officials having to attend to all LED related issues without receiving any incentives for their efforts. In the office of the Municipal Manager, LED Section, there is a position of the Manager Local Economic Development and Tourism which remained vacant for the rest of the financial year.

Figure 1 below provides an illustration of the organogram of the office of the Municipal Manager:



### **Other role players (Public Sector Partners)**

Since Local Economic Development is not a funded mandate, particularly in Koukamma, the Section entirely depends on Sector Departments budgets to roll-out most of its programmes. The section has established and nurtured good relations with numerous government departments and agencies to drive economic development in the region. Various interfacing settings are created mostly with government entities that include, but not limit the section to the following important institutions whose constitutional mandate is to improve the living conditions of communities at a local level:

- National Department of Tourism (NDT),
- National and Provincial Department of Corporative Governance and Traditional Affairs (Cogta)
- Department of Environment, Forestry and Fisheries (DEFF),
- Eastern Cape Department: Rural Development and Agrarian Reform (DRDAR),
- Eastern Cape Department: Rural Development and Land Reform (DRDLR),
- Department of Water Affairs (DWA),
- Department of Social Development and Special Programmes, (DSDSP),
- Department of Small Business Development (DSDB),
- Eastern Cape Department of Economic Development, Environmental Affairs and Tourism (DEDEAT),
- Eastern Cape Development Corporation (ECDC), Small Enterprise Development Agency (SEDA),
- Eastern Cape Socio Economic Consultative Council (ECSECC),
- Sarah Baartman District Municipality (SBDM),
- Cacadu Development Agency (CDA),
- Four Returns Foundation,
- Agricultural Research Council (ARC), etc.

The above pool of entities has similar and dissimilar programme offerings within their respective disciplines that seek to address countless social, economic, cultural and inspirational issues in communities, which therefore presents Koukamma the opportunity to associate itself with each individual entity to establish meaningful relations between the latter and potential clients in pursuit of obtaining non-financial and financial support for local businesses to advance their individual development.

### **Community role players**

The community is considered the third pillar of the economic system in addition to the market and the state. In the context of Koukamma Local Municipality, community is considered as every individual within the local space that contributes

in realizing the economic agenda of the region. In most cases, highly recommended community stakeholders include among others:

- Sole Proprietors operating within the jurisdictions,
- Registered and non-registered private business entities,
- Parastatals,
- Business Development Forum,
- Community Based Organizations,
- Not for Profit Organizations, etc.

The above listed organizations also play a critical role in the LED process and significantly respond to the socio-economic needs of the locality and are expected to also contribute their inputs during the processes of developing of an amicable Local Economic Development Strategy for the Municipality.

### 3.15.2. Level and standard of LED service

National government provides infrastructure subsidies to ensure that all households have access to a basic level of infrastructure services. The benefits of this intervention are well known, particularly in relation to the public good characteristics of many municipal services. In the context of the principles outlined above, the key objectives of the Municipal Infrastructure Grant are to:

- (a) Fully subsidize the capital costs of providing basic services to poor households: this implies that priority must be given to meeting the basic infrastructure needs of poor households, through the provision of appropriate bulk, connector and internal infrastructure in key services;
- (b) Distribute funding for municipal infrastructure in an equitable, transparent and efficient manner, which supports a co-ordinated approach to local development and maximizes developmental outcomes;
- (c) Assist in enhancing the developmental capacity of municipalities, through supporting multi-year planning and budgeting systems; and
- (d) Provide a mechanism for the co-ordinated pursuit of national policy priorities with regard to basic municipal infrastructure programmes, while avoiding the duplication and inefficiency associated with sectorally fragmented grants.

For 2021/2022 fiscal year, Koukamma Municipality received support from various forms of conditional grant funds to uplift the standards of living of the local residents as outlined in the table below:

No	Project Name (IG)	Project Start Date	Project End Date	Project Budget
1	Community Environmental Project	01 July 2020	30 June 2021	R 112 000
2	Water Leaks and Sewer Spillages			
3	EPWP Support			
No	Project Name (MIG)	Project Start Date	Project End Date	Project Budget
1	Construction of Louterwater Multipurpose Centre	01-Jul-2020	30-Dec-2021	R 12 500 000
2	Paving of Louterwater Phase 1	15 -July- 2020	21 Feb 2021	R 18 849 463
3	Paving of Louterwater Phase 2	30 - Oct - 2020	28 May 2021	R 18 849 463
4	Paving of Woodlands gravel roads	5-May- 2020	30 Oct 2021	R 6 267 500
5	Paving of Storms River gravel roads	5-May- 2020	30 Oct 2021	R 8 409 375
6	Refurbishment of Coldstream WWTW	30 Oct 2020	30 Mar 2021	R 1 395 684
No	Project Name (Other Grants)	Project Start Date	Project End Date	Project Budget
9	Community Services Casuals	01-July-19	30-Jun-20	R 11 8043
11	Finance Interns	01-July-19	30-Jun-20	R 435 000

## ***Table 1: Koukamma Municipality's grant funded project for the 2020/21 FY***

### **Other LED Projects and Programmes.**

#### **Enterprise Development**

The Local Economic Development section of Koukamma Municipality is consistently engaging with relevant stakeholders in terms of establishing healthy networks with the main objective of providing all the necessary assistance with regards to ensuring that local SMME's are capacitated and comply with the statutory requirements in the specific field. Essentially, the municipality also ensures that on an annual basis, the Local Economic Development section embarks on processes to review the Business Development Forum to safeguard the beneficiation of locals and that there is an appropriate channel for SMME's to discuss serious issues that affect them.

Though the Koukamma Local Municipality's Local Economic Development wishes to withdraw from totally depending on other organizations to be the main funders and implementers of projects locally, it becomes very difficult in that the revenue collection in the district is slow-moving and projects no improvement any time soon. It is however highly anticipated that if the municipality could set aside a small amount that will benefit the SMME's in each financial cycle, would be a clear indication that the municipality is involved and is in favour of ensuring that the SMME's are contributing to the poverty alleviation and comply with the Millennium Development Goals (MDG) of government.

Subsequent to the unavailability of a ring-fenced fund that will serve as an operational budget for the local Business Development Forum, the structure struggled to operate optimally. The few endeavours that the Business Development Forum planned to implement under the auspices of Koukamma Local Economic Development section to in pursuit of promoting the area whilst also building active networks with relevant institutions and levelling the ground for local SMME's to thrive, are the following but not limited to:

- Conduct annually Small Business Imbizo's (creation of a networking platform).
- Conduct annually the Tourism / Festive season Opening Ceremony.
- Conduct Business Training interventions for new entrants.
- Rejuvenation of dilapidated municipal properties for utilization by small businesses, etc.

#### **Tourism and Creative Industries**

##### **Integration of black SMME's in the Tourism Industry**

Subsequent to the appointment of the Tourism Officer in March 2020, Koukamma Municipality embarked on a process of utilizing the services of the incumbent to establish good relations that were non-existent between the municipality and the only existing tourism association in the region and thus far, constant interfaces with the Tsitsikamma Tourism Association's (TTA) Board of Directors are maintained. The

Tsitsikamma Tourism was in the previous years under full control of thriving white owned businesses until the latter unconditionally decided to also embrace new entrants in the market by encouraging black owned tourism related businesses to join and obtain membership of the respective organization.

As a measure to improve the relations between main role players and emerging black businesses in the area, the Tsitsikamma Tourism Association appointed one amongst the small number of black business owners subscribing with the association, Mr Lee-Marque Jansen to serve as the Chairperson of the Association. It is quite remarkable to overhear the degree to which the association's membership appreciation and applaud the strategic move since the inception of Mr Jansen as the chairperson of the organization.

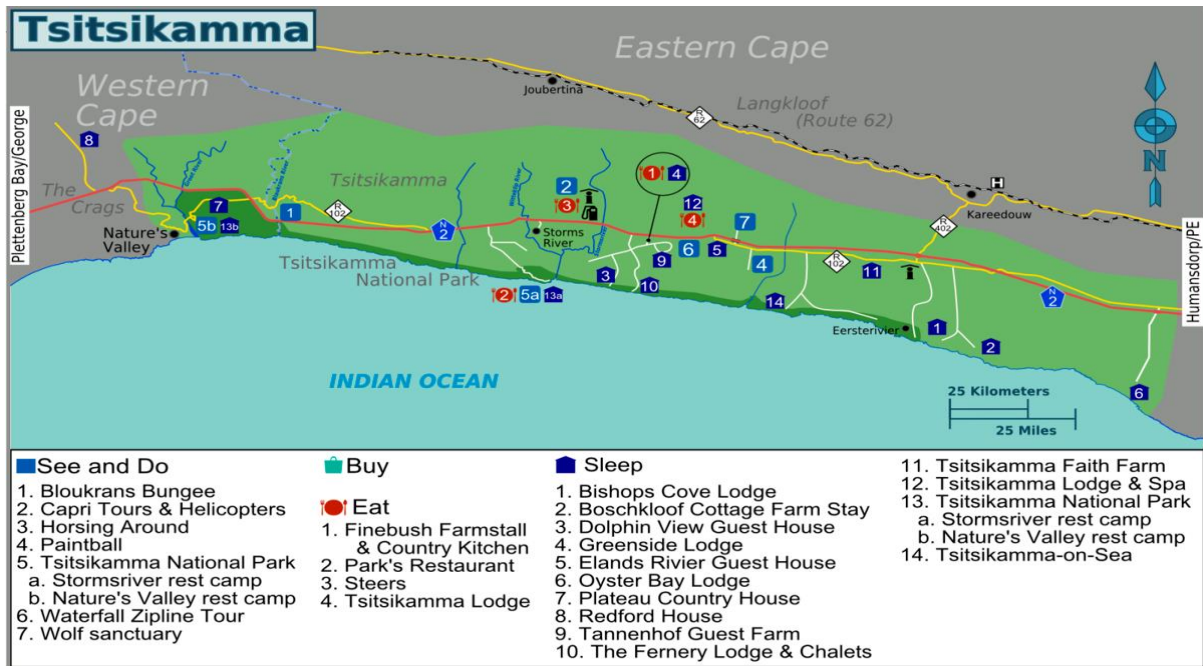
As the chairperson Mr Jansen is enthusiastic to bring all relevant stakeholders on board in aspiration to also embrace and revive tourism in the Langkloof side and make provision for a Koukamma wide marketing campaign. Since the appointment of the Tourism Officer on the 1<sup>st</sup> of March 2020, the municipality also became involved in tourism discussions and planning intervention, and that move is highly regarded by the sector.

However, despite of the challenges that Koukamma might be faced within tourism development, the municipality boast of the Tsitsikamma Section of the Garden Route where the National Park was declared in 1964 and encompasses a marine reserve made up of over 80km of coastline. Amongst other excursions that exist in the area is the Stormsriver Mouth rest camp of the Tsitsikamma Section of the Garden Route National Park which is very scenic and a must-visit. There is also number of short [hiking trails](#) (2-6km) to allow tourists to explore the coastal bush and rocky shoreline. Storms River Mouth offers the visitor magnificent scenery, a small beach, restaurant and shop.

The famous Storms River Suspension Bridge spans the river mouth and this walk is the most popular within the reserve. The SANParks conserves a considerable portion of the natural biota (all living organisms) of the Garden Route. The primary vegetation biomes consist of Mountain Fynbos, Coastal Fynbos, Afro-montane Forest and the Marine herb-land-, inter-tidal-, and sub-tidal zones. This is one of the largest single units 'no take' (including fishing) Marine Protected Areas (MPA) in the world, conserving 11 percent of South Africa's Temperate South Coast rocky shoreline and provides a 'laboratory' for fisheries baseline research on endangered line fish species. In 1964 when it was proclaimed, it became the first Marine National Park to be proclaimed in Africa. Park Visitors area spoilt with choices and can choose to stay in a number of different accommodation units in the three different camps, Storms River (Tsitsikamma Section), Nature's Valley (Tsitsikamma Section) and Wilderness (Wilderness Section).

Complementary to the scenic beauty of the Tsitsikamma, visitors may then travel in the direction of the lesser-known section of Route 62, the Langkloof; where towns such as Kareedouw, Twee Riviere, Joubertina, Krakeel, Louterwater and Misgund form part of South Africa's Fruit Route, an area boasting pink and white blooming fruit orchards in spring and white snow-covered mountain peaks during winter.

The Langkloof is a haven of tranquillity, a secret hideaway, with its wild proteas next the road, scenic mountain vistas and secluded, quiet farm stays. The area also offers guaranteed rest and for adventure seekers, this section of the Koukamma region is also known for its hiking trails, such as the formidable Peak Formosa, the highest in the Tsitsikamma mountain range, with a height of 1 665m above sea level, 4x4 routes, horse riding and dirt roads waiting in anticipation to cover mountain bikes in dust and adrenaline.



**Figure 1: Map of Tsitsikamma and expeditions.**

### 3. 15. 3. Annual Performance as per Key Performance Indicators in Local Economic Development

The Service Delivery and Budget Implementation Plan of Koukamma encapsulated a number of internally funded and externally funded projects;

LED01/2020	Development of the Honeybush tea industry in Koukamma	Development of a partnership agreement and facilitate engagement with the stakeholders	Conduct a number of stakeholder engagements to ensure the signing of partnership agreements	External Funding	External Funding	External Funding	External	Conduct 4 stakeholder engagements	
LED02/2020	Ensure the implementation of the Agri - park business model	Facilitate the establishment of a Farmer Production Support Unit under the Agri-park business model in Misgund	Facilitate a number of stakeholder engagements and progress reports for the establishment of the FPSU in Misgund	Department of Rural Development and Land Reform	Department of Rural Development and Land Reform	Department of Rural Development and Land Reform	External	1) 4 stakeholder engagements and 2) 4 progress reports on the establishment of the FPSU	
LED03/2020	Implementation of the EPWP program	Job creation through the EPWP programme	Number of jobs created through EPWP	R 1 112 000			Public Works	40 jobs created through EPWP	

LED04/2020		Reporting on EPWP implementation to public Works	Submit a number of EPWP reports to Public Works					Submit 4 EPWP reports to Public Works
LED05/2020	Monitor the implementation of the CWP program	Monitor implementation of the CWP program through conducting LRC meetings	Conduct a number of LRC meetings	External Funding	External Funding	External Funding	COGTA	Conduct 4 LRC meetings
LED06/2020	SMME Support	Support and development of the SMME's in Koukamma through the Business development forum	Conduct a number of Business development forum meetings	Operational	Operational	Operational	Operational	4 Business development forum meetings

### 3.15.4. Major challenges and remedial actions

The challenges faced by the Local Economic Development Section of Koukamma and suggestions on how to mitigate the latter are illustrated in table 3 below:

<b>CHALLENGES</b>	<b>REMEDIAL ACTIONS</b>
All economic sectors came to a stand- still during Covid-19 which led to loss of lives and job opportunities.	Designing strategies to rebuild industries and re-building of the economy.
Non-availability of a budget to fund local economic development initiatives.	Tap into the MIG budget to ring-fence a portion of the funds for local economic development.
Number of Previously Disadvantaged Individuals who are in the mainstream economy.	Mainstreaming of local entrepreneurs through localization of job opportunities.
Lack of decision-making powers in the department	Reviewal and realignment of the organizational structure of the Local Economic Development
Delays in the finalization and implementation of the Local Economic Development Strategy.	Mobilization of key Local Economic Development Stakeholders and nurturing good relations with the Provincial Department of Corporative Governance and Traditional Affairs.
Dependence of local business community on government and grant funding.	Empowerment of local SMME's through appointing effective training methods and encouraging entrepreneurs to keep up with modern technology.

### 3.16. Library Services

#### **Inculcating a culture of reading and lifelong learning**

The strategic direction of library services in Koukamma Local Municipality focuses on enabling libraries to deliver the connected and innovative services, programs and information resources that Koukamma community need now and will need in the future. The strategy also recognizes the important role libraries play in enabling equitable access to information. People will have access to the information they need regardless of who they are or because of any physical or geographical barriers. Koukamma Local Municipality has libraries in both of the areas Tsitsikamma, Langkloof and the main library in Kareedouw.

<b>NAME OF THE LIBRARY</b>	<b>ADDRESS OF THE LIBRARY</b>	<b>NUMBER OF PERSONNEL</b>	<b>OPENING HOURS</b>	<b>NETWORK POINTS</b>	<b>CONTACTS DETAILS</b>
Mcebisi Michael Msizi Public Library	5 Keet Street Kareedouw 6400	1.Librarian – <b>Lonwabo Heleni</b> 2.Library Assistant – <b>Geraldine Kleinbooi &amp; Lihle Nkqayi</b>	Monday-Thursday 08h00-16h30 Friday 08h00-16h00	2 Computers connected to the internet, 4 Tablets and 9 computers not connected to the internet	042 288 7232
Joubertina	18 Olivier Street Joubertina 6410	1.Librarian – <b>Siphosethu Tyukala</b> 1.EPWP Library Assistant – <b>Lilly-Anne Koyo</b>	Monday-Thursday 08h00-16h30 Friday 08h00-16h00	7 Computers 1 connected to the Wi-Fi	042 273 7301
Nompumelelo Village	ERF: 10 Nompumelelo Village Hall Sandrift 6307	1.Librarian – <b>Phumza Gogela</b> 1.Library Assistant – <b>Linda Toyi</b>	Monday-Thursday 08h00-16h30 Friday 08h00-16h00	6 computers Not connected to the internet and only 4 computers that are working, these 4 computers need an upgrade, 2 computers are connected to Wi-Fi.	087288256 6
Clarkson	279 Lansdowne Street Clarkson 6302	Cashier – <b>Virginia Mrwebi</b>	Monday-Thursday 08h00-16h30 Friday 08h00-16h00	3 computers. They are not connected	071 265 2228
Thornham	Thornham 6307	Library Assistant – <b>Charmaine Bruiners</b>	Monday-Thursday 08h00-16h30 Friday 08h00-16h00	1 Computer	064 688 4730
Woodlands	Long Street Woodlands 6300	Library Assistant – <b>Patrick Toyi</b>	<b>Not Operational</b>		

## Report on the library services: statistics for the year 1 July 2021- 30 June 2022

<b>LIBRARY</b>	<b>BOOKS CIRCULATED</b>	<b>WALK-INS</b>	<b>NEW MEMBERSHIP</b>	<b>NEWSPAPERS</b>	<b>PHOTOCOPY</b>
KAREEDOUW	3462	1566	68	Yes	Yes
JOUBERTINA	2011	463	23	Yes	Yes
NOMPUMELELO	949	1337	19	Yes	Yes
CLARKSON				Yes	Yes
THORNHAM	1449	933	29	Yes	Yes
WOODLANDS	Library not operational			Yes	No

### 3.16.1. Library services delivery strategy and main role players

The National Library and Information Services Act and the Constitution of the Republic of South Africa, No. 108 of 1996, Schedule 5 Part A vested the function of the libraries to the Provincial Department of Sports, Recreation, Arts and Culture (DSRAC). Koukamma Local Municipality renders the library services on behalf of DSRAC on agency basis through a Service Level Agreement (SLA).

Public awareness strategy to promote use of libraries is one of the key main areas to focus on to attracting new members. It is important to place libraries at the core of fighting illiteracy through promotion culture of reading.

The South African Library for the blind (SALB), in partnership with the Department of Sport, Recreation, Arts & Culture (DSRAC) have rolled out the Mini-Library Project for the blind since 2010 and have managed to establish this project in all nine provinces of South Africa by 2020. Koukamma Local Municipality has also benefited in this project as it also has a Mini-Library in one of their libraries which is based in Kareedouw.

### 3.16.2. Level and standard in library services

Level and standard service delivery in the different library sectors is lacking. Norms and standards are needed for libraries in the different sectors with regard to services, management, staffing, resources, infrastructure, ICT and access.

The National Department of Sports, Recreation, Arts and Culture (DSRAC) has drafted a South African Public Library and Information Services Bill, 2012 to ensure consistency in the delivery of library services, put in place measures to redress the inequalities of the past and to provide principles, norms and standards for the provision of public library and information.

Section 9 (1) of the Bill requires the municipality that is providing library services to take all the reasonable steps to “provide public library and information services that comply with the minimum national norms and standards contemplated in this Act and execute its functions in accordance with the National norms and standards for public libraries and information services.

## Report on the extension works of library events and programs

<b>LIBRARY</b>	<b>ACTIVITIES</b>
KAREEDOUW	Read Aloud, World book day, World play day, Career Expo, National Book Week Display, Library week, Holiday programs
JOUBERTINA	World Play day, National book week
CLARKSON	National book week
NOMPUMELELO	Cleaning of the library and book display
THORNHAM	Read aloud was celebrate on the 18 <sup>th</sup> February at the local library. South African Library week was celebrated in Kareedouw and Seavista. World play day was held in Nompumelelo Village.

Koukamma Municipality Libraries in partnership with DSRAC is rendering free services, easy access and promoting reading through the following library programs:

- Storytelling
- Educational indoor games
- International Literacy Day
- South African National Book Week
- World Play Day
- Library week
- Read Aloud
- Book Club sessions
- Book review
- Spelling Bee
- World Book Day
- Holiday programme
- Career Expo/Exhibition

These programmes have played a positive role to our community as most of the learners are unable to read and write, all these programmes had responded with a positive change to our community needs.

➤ **Storytelling, Read aloud, World Book Day, Educational indoor games and Holiday programme:**

Koukamma Local Municipality Celebrated World Book Day in two different ways, where we visited local pre-school (Zamuxolo Crèche) and invited learners to share the importance of books in our libraries and ask each learner to pick up their favourite books to read and share with other learners. Throughout these occasions, in pre-school, the teacher was reading for the children, and librarians know storytelling is an incredibly effective tool when it comes to educating younger generations and shared the importance of books. Libraries had also cherished and defended books as symbols of hope and dialogue. This was to show the learners that books are vital vehicles to access, transmit and promote education, science, culture and information worldwide.



- **South African National Book Week, Library Week, World Play Day and Book Club Sessions:** These are yearly event that are making a huge difference in our learners including the community as the whole. The aim of these programmes is to increase the reading statistics as it states that only 14% of the South African population are active readers, and a mere 5% of parents read to their children. All these programmes are an important initiative in encouraging the nation to value reading as a fun and pleasurable activity and to showcase how reading can be easily be incorporated into one’s daily lifestyle. This in exchange will promote the culture of reading and eradicate the high rate of illiteracy in our communities, for example Book Review, Spelling Bee, Reading and Debate.





**Career Expo/Exhibition:** Koukamma Libraries hosted Career Expo/ Exhibition on 15<sup>th</sup> & 16<sup>th</sup> June 2022 in Paul Sauer School. The plan was to accommodate all Grade 12s and 11s learners in Koukamma Local Municipality; however, the schools has asked to accommodate learners from grade 9 and 10 as well which turned out a very successful event, all the high schools did come, Qhayiyalethu F.E.T, McLachlan High School and Paul Sauer High School. We invited most of the high institutions around and 3 of the them honored our invite, Eastern Midlands TVET College, Rosebank College and Damelin College. The purpose of this event was to show how libraries are dedicated to actively promoting furthering education and in providing the learners/youth with as much information as possible to make the right choices in life and giving relevant information.



The Koukamma libraries are promoting their services through social media and word of mouth. Social media plays an important role in the success of our libraries these days. Some of the activities that we take up to promote our libraries on social media are – plan some events, books fairs and new books announce it on social media platforms like Facebook.

### 3.16.3. Major challenges and remedial actions

<b>CHALLENGES</b>	<b>RECOMMENDATIONS</b>
Maintenance of libraries	Libraries need maintenance as a matter of yesterday – Roof leaks, Broken windows, Broken shelves, Ceiling falling, Painting, Dead lights and cleaning of the library building inside and outside.
Internet connection	The Municipality to subsidize the libraries with the internet.
Transport	Libraries to have their own vehicle for the purpose of meetings, library visits and delivering of newspapers.
Short staff	The Municipality needs to appoint a permanent library assistant for Joubertina and a cleaner in Thornham/ Nompumelelo Village.
In Joubertina Library the children's section is currently in a small place that is not really suitable for children	The children library could move into the opposite office of the main library.
Circulation System	Libraries need an automated library management system for example SLIMS or symphony to check in/out books.
Library has the old collection	Libraries have to receive books every quarter.

## ***Chapter 4: Institutional Transformation & Organisational Development***

### **Component A: Introduction to municipal workforce**

Section 66 (1) of the Municipal Systems Act, 2000 requires that the Municipal Manager must develop a staff establishment with a number of positions, job description remuneration packages attached to such positions and that these positions must be evaluated to determine the salary packages relevant to such positions. In turn, the staff establishment must be tabled to Council for approval, but before the tabling to the Council, the staff establishment must be aligned to budget and no person must be appointed in a position which is not available or reflecting in the staff establishment and not funded.

#### **4.1. Total workforce**

The total workforce refers to the total number of employees employed in the municipality, whether these employees are employed permanently, and or on contractual basis. During 2021/22 financial year, Koukamma Municipality had one hundred and sixty - three (163) total employees. This total workforce is made up of five directorates namely:

- Community Services,
- Technical and Infrastructure Services,
- Finance Services,
- Corporate Services, and
- Local Economic Development and Tourism.

During the year under review, the organogram was approved by Council on the 28 May 2022 after the consultation process was undertaken with the Local Labour Forum (LLF) on the 24 May 2022.

Technical and Community Services directorate had a substantial number of positions that are vacant but due to challenges the positions were not filled.

Political Leadership and top management had a view that the total salary budget must not exceed thirty - eight per cent as the Treasury requirement as per the salary norm is forty per cent of the operating budget. This determination was made to ensure that the Treasury norm is not exceeded.

The total workforce in Koukamma Municipality is aligning with employment equity as follows:

**TOTAL WORKFORCE**

OCCUPATIONAL LEVELS	MALE				FEMALE				TOTAL	FILLED	VACANT
	A	C	I	W	A	C	I	W			
Top Management	1	0	0	0	0	0	0	0	1	1	0
Senior Management	1	0	0	0	1	0	0	1	3	2	1
Middle management	5	2	0	1	2	1	0	0	11	11	6
Professionally qualified and experienced specialist	6	4	0	1	1	1	0	0	13	13	6
skilled technical and academically qualified workers, junior management, supervisors, foreman, and superintendents	6	13	0	0	8	6	0	0	33	33	10
Semi-skilled and discretionary decision making	17	16	0	0	14	9	0	0	56	56	62
Unskilled and defined decision making	15	16	0	0	3	3	0	0	37	37	38
<b>Total Permanent</b>											
Temporary employees	2	2	0	0	5	1	0	0	10	10	
<b>Grant Total</b>	<b>53</b>	<b>52</b>	<b>0</b>	<b>2</b>	<b>33</b>	<b>22</b>	<b>0</b>	<b>1</b>	<b>163</b>	<b>163</b>	<b>124</b>

#### 4.1.1. Staff turnover per department

The staff turnover per department during the year under review is as follows:

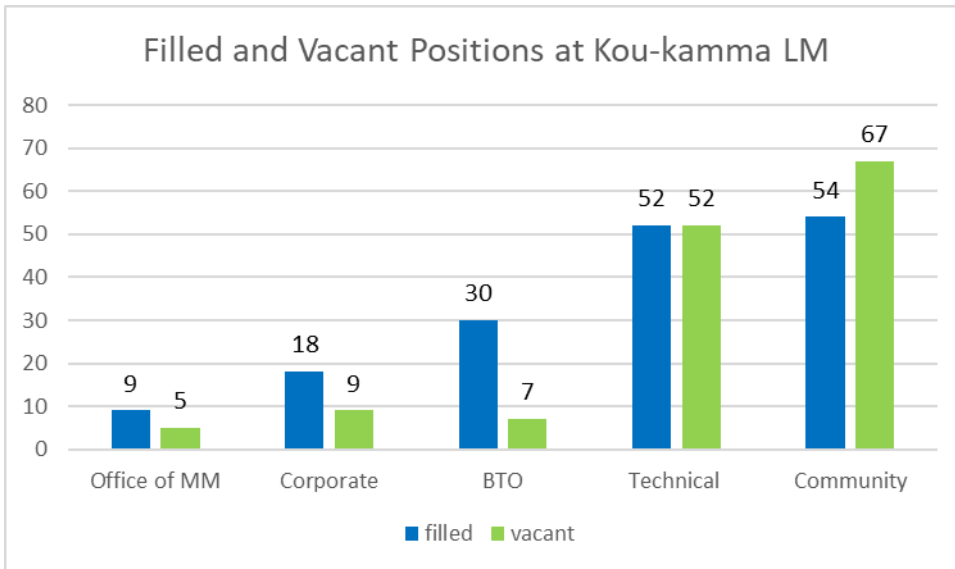
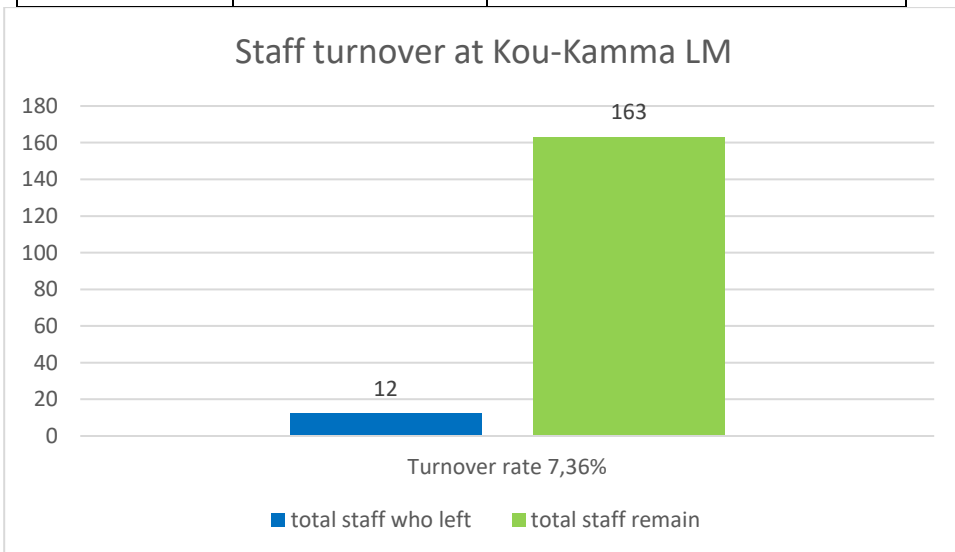


chart 1	Filled and vacant positions at Koukamma LM	
department	Filled	Vacant
Office of MM	9	5
Corporate	18	9
BTO	30	7
Technical	52	52
Community	54	67
<b>Total workforce</b>	<b>163</b>	<b>140</b>



## Staff turnover at Koukamma LM

Note: Staff turnover is equal to total staff who terminated divide by total staff compliment x 100 = %

Turnover rate 7.36%

total staff who left 12

total staff remain 163 turnover rate 7.36%

### 4.1.2. Leave Management

In terms of the legislation, employees are allowed to take leave when they are sick, when their family members such as spouse, children, mother and father and in-laws are sick. Also, when there is death or they are going to write exams. In the year 2021/22, various types of leave which was taken by employees were:

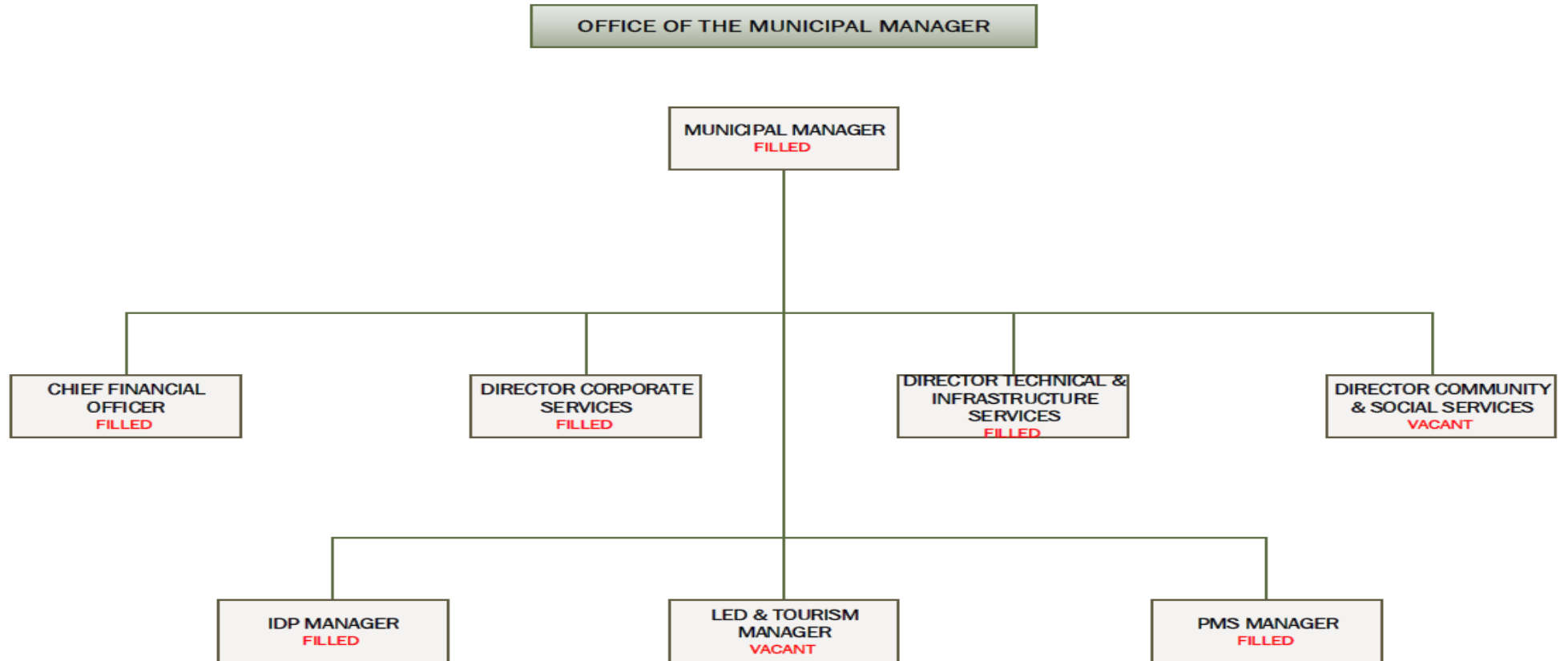
Type of leave taken	No. of days
Annual Leave	24
Sick Leave	80
Family Responsibility Leave	5
Special Leave/ Study Leave	5
IOD	Depends on the extent of the Injury not limited

Leave is regulated in the Basic Conditions of Employment Act, and therefore no employee is allowed to abuse leave hence when employees are taking sick leave are required to bring sick certificate from the medical practitioner as a proof that indeed was sick. In taking annual leave employees are required to fill in the form requesting the leave prior taking it. The form is the integral part of leave management policy.

- Every directorate has a responsibility to manage their employee's leave and submit such leave forms to human resource for capturing in the system. The supervisor prior approving leave must check the availability of leave.

Component B: Managing the municipal workforce on reporting level

**4.2 Organisational Structure**



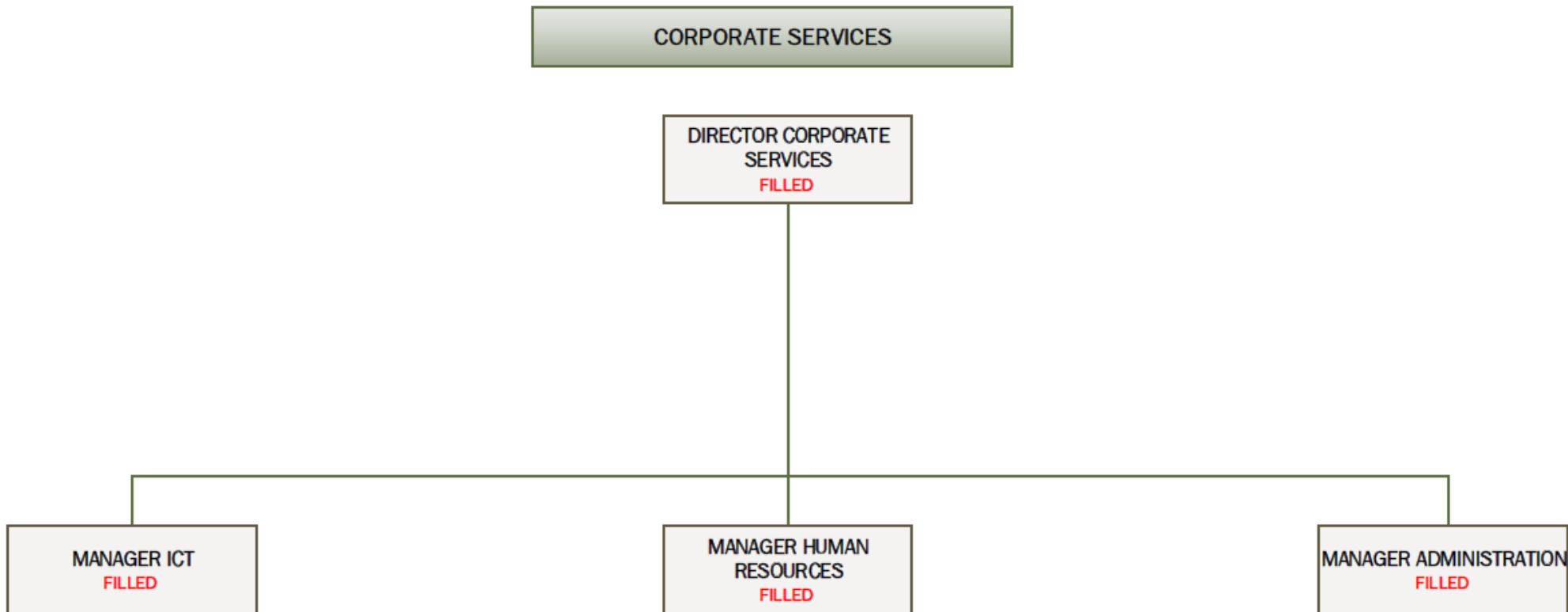
**BUDGET & TREASURY OFFICE**

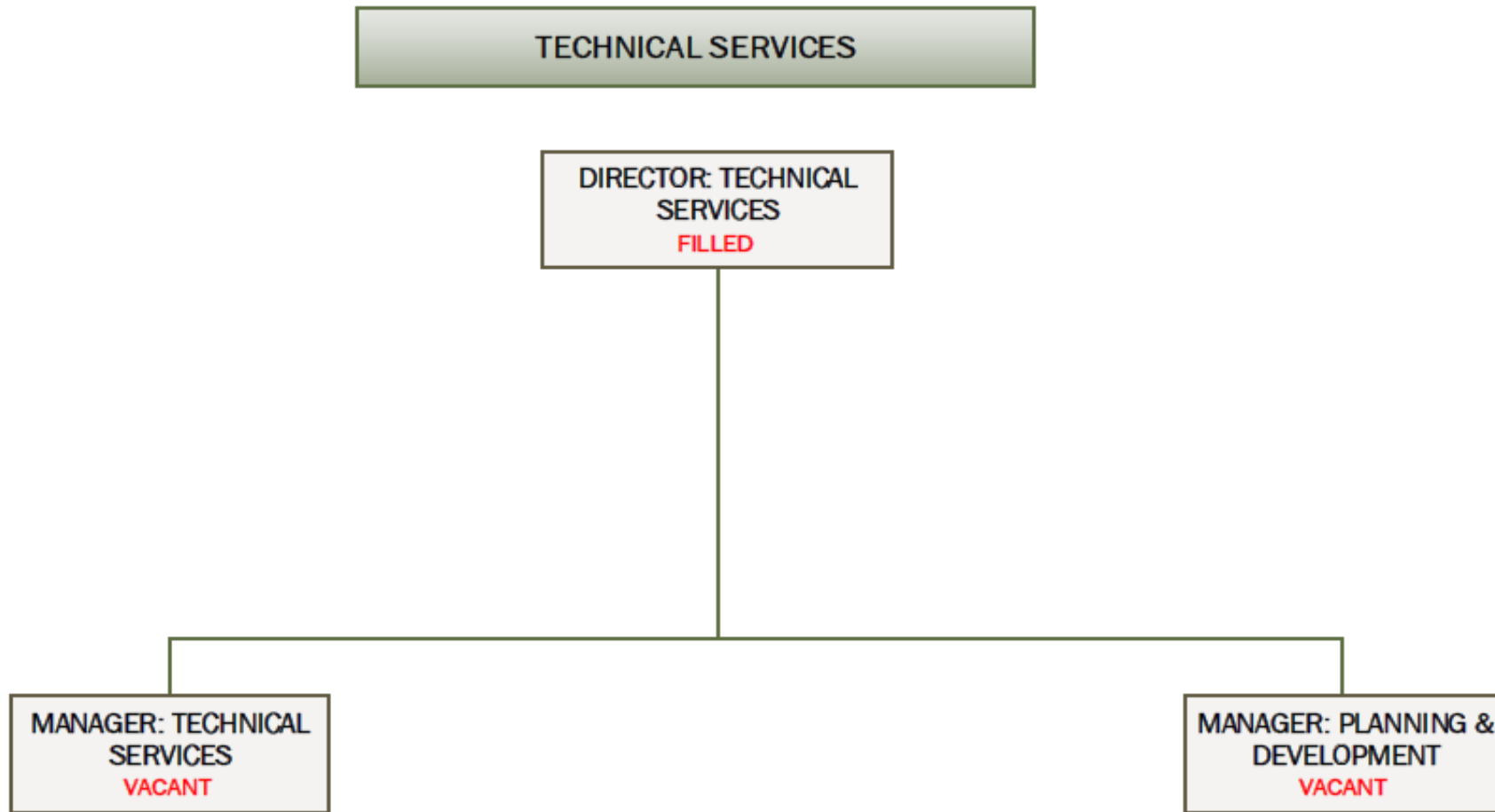
**CHIEF FINANCIAL OFFICER**  
**FILLED**

**MANAGER: SUPPLY CHAIN**  
**FILLED**

**MANAGER: ACCOUNTING  
& REPORTING**  
**FILLED**

**MANAGER: REVENUE &  
EXPENDITURE**  
**FILLED**





**COMMUNITY SERVICES**

DIRECTOR: COMMUNITY SERVICES  
VACANT

MANAGER: COMMUNITY SERVICES  
VACANT

CHIEF FIRE OFFICER  
FILLED

CHIEF TRAFFIC OFFICER  
FILLED

#### 4.2.1. List of medical aid where employees belong

Koukamma Municipality 's employees belong to the following medical aid during 2021/22 financial year:

<b>Name of medical aid</b>	<b>No of employees</b>
Key Health Medical Aid	2
LA Health Medical Aid	31
Bonitas	33
SAMWU Medical Aid	24

#### 4.2.2. List of pension fund where employees belong

During 2021/22 employees belong to the following pension funds:

<b>Name of pension fund</b>	<b>No. of employees</b>
Municipal Workers Retirement Fund	50
Cape Joint Retirement Fund	112
Municipal Council Pension Fund	1
Sala Provident Fund	1

#### 4.2.3. Labour Relations

The Labour Relations Act, 1995 was designed to protect everyone in the workplace and to promote economic development, fair labour practice, peace, democracy and social development. It also requires that corrective measures be implemented as per the Main Collective Agreement: Disciplinary Procedure. The Employer Component is represented by two (2) Councillors and three (3) Directors, whilst the Labour Component is represented by four (4) South African Municipal Union (SAMWU) and one (1) representative from IMATU. During the year under review, currently the Chairperson was from the Labour Component and the Vice Chairperson was from Employer Component. The Employer and Employee Component have a good working relationship.

During the year under review 2021/22 the Local Labour Forum discussed the following issues:

Designated	Activities	Date	Comments
Employer and Labour Component	Report on draft danger allowance policy	23 July 2021	The report was taken to Council for approval.  The LLF recommended that there be a Memorandum of Understanding on the Danger Allowance process, entered between Koukamma Municipality and the Leadership of Departments responsible for the EPWP Employees.
Employer and Labour Component	Report on the updated covid 19 readiness plans	23 July 2021	The Labour Component recommended that the Unions should have someone that would be representing them on Occupational Health and Safety Committee.
Employer and Labour Component	Consultation of the organogram review	25 May 2022	The report was taken to Council for approval.

Disciplinary action is not a punitive measure but a corrective measure which must be implemented fairly, consistently, progressively and promptly. The maintenance of discipline is the responsibility of management and falls within the control function of supervisory position.

During 2021/2022, Koukamma Municipality reported the following disciplinary cases as follows:

<b>NUMBER OF CASES</b>	<b>DECIDED AGAINST THE EMPLOYER</b>	<b>DECIDED AGAINST THE EMPLOYEE</b>	<b>INTERNAL, CCMA OR SALGBC</b>	<b>RESOLVED</b>	<b>OUTSTANDING</b>
3	No	Yes	Internal	Yes	Yes
1	Abeyance	Settlement Agreement	Internal	Yes	
1	No	Yes	CCMA & latte referred to SALGBC	Yes	

#### 4.2.4. Performance Management System (PMS)

Performance Management System (PMS) is the tool used to measure the performance of the municipality and the individual performance of the Municipal Manager and the managers directly reporting to the Municipal Manager. The Audit Committee, the Municipal Public Accounts Committee (MPAC) and Councillors through this system are given an opportunity to play their oversight role.

Performance Management is regulated through the provisions of the Local Government: Municipal Systems Act and regulations promulgated in terms of this act. In compliance with the legislative provisions the Integrated Development Plan (IDP) for 2021/22 financial year forms the basis for the development of institutional Service Delivery and Budget Implementation Plan (SDBIP).

The SDBIP is developed annually and forms an integral part of the individual performance agreements of Municipal Manager and Directors. The SDBIP is developed to give effect to the projects under the predetermined objectives in line with the IDP. Performance agreements are signed annually on or before 31 July of each year between the Mayor and the Municipal Manager and between the Municipal Manager and the Directors.

Performance reviews must be conducted on a quarterly basis with the annual performance review conducted by an Evaluation Panel appointed in terms of the Performance Management Regulations. During the year 2021/22, there were no performance reviews conducted; resulting to non – payment of performance bonuses for Senior Managers.

The payment of bonuses for the Municipal Manager and Directors is subject to the adoption of the annual report by Council in respect of the year under review and as such the performance bonus cannot be paid on the year under review, but during the next financial year if such a performance bonus was approved by Council.

## Component C: Capacitating municipal workforce

### 4.3. Skills Development

The following schedule reflects the skills development conducted during 2021/22:

Number Of Beneficiaries	Department	Start Date	End Date	Intervention	Training Complete /Complete	Cost Of Training
3	BTO	July 2020	June 2023	<b>Chartered Certified Accountant Candidacy Programme</b>	<b>In progress</b>	<b>Donor Training By LGSETA</b>
16	Technical Department	22 Nov 2021	29 Nov 2021	<b>Chlorine and Chemical Handling</b>	<b>Complete</b>	<b>R 45 264</b>
1	BTO	August 2021		<b>Certificate: Municipal Financial Management Minimum Credits: 166; NQF Level 6</b>	<b>In-progress</b>	<b>R 18 400</b>
12	ALL Department	22 March 2022	22 Sept 2022	<b>Generic Management NQF L5</b>	<b>In-progress</b>	<b>Donor training</b>
11	Mayor's Office	30 May 2022		<b>Public Administration NQF L6</b>	<b>In progress</b>	<b>R 99 000</b>
15	All Departments	06 June 2022		<b>Public Administration NQF L7</b>	<b>In-progress</b>	<b>R100 800</b>
1	Technical	20 June	24 June	<b>ORHVS</b>	<b>Complete</b>	<b>R 10 436</b>

	Services	2022	2022			
6	Traffic Department	April 2022	July 2022	<b>Examiner Driving Licence: Grade F &amp; L</b>	<b>In-progress</b>	<b>R 47 460</b>
1	Corporate: ICT	May 2022	June 2022	<b>CompTIA A+ and CompTIA N+</b>	<b>In progress</b>	<b>R 22 543</b>

### Training Conducted for unemployed from 2021/2022

Programme	Type of learning intervention	Contract Amount	Number of Learners contracted	No of learners completed programme	Status / Comment
Work Integrated learning HR, Admin & Finance	Work Integrated Learning	N/A	2	2	In Progress
Dibanisa Learning Intervention	Learnership Generic Management NQF Level 4	DONOR PROGRAMME FROM SERVICES SETA	30	26.	In progress
Youth graduate programme : Environmental Affairs	3-year Graduate programme	DONOR PROGRAMME FROM THE DEPARTMENT OF ENVIRONMENTAL AFFAIRS	1	1	In Progress
Department of Public works	NYS Tsitsikamma	DONOR PROGRAMME FROM PUBLIC WORKS	4	4	Complete
Department of Transport	NYS (Kareedouw, Joubertina & Woodlands	DONOR PROGRAMME FROM DEPARTMENT OF TRANSPORT	36	14	Complete

Department of Public works	Accelerated Professional and Trade Competency Development Programme	DONOR PROGRAMME FROM DEPARTMENT OF PUBLIC WORKS	12	2	In progress
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#### 4.3.1. Level of education and skills

Total number of staff	Number of staff without grade 12	Number of staff with senior certificate only	Number of staff with Tertiary/ accredited professionals training
163	54	53	56

#### 4.3.2. Technical Staff registered with professional bodies

Water and Electricity	Total Number of Technical Service Managers	Total number reregistered in the accredited professional body	Total number pending registration confirmation in the accredited professional body	Total number not yet registered
35	2	1	0	1

### Component D: Managing the workforce expenditure

#### 4.4. Trends on Personnel Expenditure

There has been a growth in the total operating budget for staff salaries in particular 2021/22 which is exceeding the Treasury Norm as reflected below.

Financial year	Total No. of Staff	Actual operating expenditure	Personnel Expenditure	% of personnel expenditure
2017/18	Permanent Staff -146 Councillors – 11 Section 56 & 57 Managers – 3	R131 924 698	R42 883 443 (excl councillors)	33%
2018/19	Permanent Staff – 157 Councillors – 11	R128 381 000	R44 600 000	35%

	Section 56 & 57 – 5			
2019/20	Permanent Staff – 15  Councillors – 11  Section 56 & 57- 4	R 166 481 454	56 857 355	34%
2020/21	Permanent Staff – 166  Councillors- 11  Section 56&57 managers- 4	R175 927 333	R58 683 643	35%
2021/22	Permanent Staff – 163  Councillors – 12  Section 56 & 57 Managers - 4	R60 750 928  R3 732 725	R64 483 653	40.56%

#### **4.5. Salary Disclosure**

The MFMA 2003 requires that the salaries of the Councillors and the Senior Management be disclosed. The salaries are as follows:

##### **4.5.1. Councillors**

***Refer to the Annual Financial Statements (AFS)***

##### **4.5.2. Section 56 and Section 57**

***Refer to the Annual Financial Statements (AFS)***

4.5.3. Annual performance as per key performance indicators in municipal transformation and organisational development.

No	Indicator name	Total number of people (planned for) during the year under review	Achievement level during the year under review	Achievement percentage during the year	Comments on the gap
1	Vacancy rate for all approved and budgeted post;	12	6	50%	12 positions were planned in the adjustment budget and only 6 filled
2	Percentage of appointment in strategic positions (Municipal Manager and Section 57 Managers)	5	4	80%	There are five (5) positions and of the five only four (4) positions filled and one (1) is still vacant i.e., Director: Community Services.
3	Percentage of Section 57 Managers including Municipal Manager who attended at least 1 skill development training course within the FY	1	1	100%	Mr Qalaba, it was planned for him to attend MFMP for 18 months and is not yet complete.
4	Percentage of Managers in Technical Services with a professional qualification	2	2	100%	Mr Qalaba and Mr Arosi
5	Level of PMS effectiveness in the DM – (DM to report)	<b>THE INFORMATION SHOULD BE REFLECTED IN A NARRATIVE FORM</b> <b>PMS is only conducted between the Mayor and the MM, and between the MM and the Directors but not yet cascaded below the level of the Directors.</b>			
6	Level of effectiveness of PMS in the LM – (LM to report)				
7	Percentage of staff that have undergone a skills audit (including	63	100	63%	Only a certain number of employees

	competency profiles) within the current 5-year term				complete skills audit, some employees feel it is a waste of time, since the Municipality does not have enough budget for training.
8	Percentage of councillors who attended a skill development training within the current 5-year term	8	12	66.7%	Out of 12 Councillors, only 8 attended training, 3 did not have interest in being trained.
9	Percentage of staff complement with disability	0	0	0%	0% declared
10	Percentage of female employees	61	61	37.4%	FULL PERMANENT STAFF COMPLIMENT IS 163
11	Percentage of employees that are aged 35 or younger	33	33	20.2%	FULL PERMANENT STAFF COMPLIMENT IS 163
12	Adoption and implementation of a HRD including Workplace Skills Plan	100%	100%	100%	100%

**Component A. Statement of financial performance**

**5 Chapter 5: Municipal and financial viability and management**

**5.1 Annual Financial Statement**

***To be reflected on the Second Draft Annual Report***

## 6. Chapter 6: Auditor-General Audit Findings

### 6.1 Auditor General Report

***To be reflected on the Second Draft Annual Report***

### 6.2 Details on issues raised during the previous financial year

***To be reflected on the Second Draft Annual Report***

### 6.3 Audit Action Plan

***To be reflected on the Second Draft Annual Report***

**7. Chapter 7: Annual Performance Report**  
**To be reflected on the Second Draft Annual Report**

**8. Chapter 8: Annual Audit Committee Report**  
**To be reflected on the Second Draft Annual Report**

## **APPENDIXES DESCRIPTIONS (A-T)**

**APPENDIX A: COUNCILLORS, COMMITTEE ALLOCATION AND COUNCIL ATTENDANCE**

Name & Surname	Quarter 1 01/07/2021-30/09/2021				Quarter 2 1/10/2021– 31/12/2021		Quarter 3 1/01/2022– 31/03/2022				Quarter 4 1/04/2022-30/06/2022	
	27/07/2021	24/08/2021	13/09/2021	21/09/2021	23/11/2021	30/11/2021	21/01/2022	25/02/2022	08/03/2022	29/03/2022	6/04/2022	19/04/2022
Cllr. S. Vuso	✓	✓	✓	✓	Cllr. F. J. Yake	✓	✓	✓	✓	✓	✓	✓
Cllr. J. Plaatjies	✓	✓	✓	✓	Cllr. D. Maasdorp	✓	✓	✓	✓	X	X	✓
Cllr. F. Herman	✓	✓	✓	✓	Cllr. R. Campher	✓	✓	✓	✓	✓	✓	✓
Cllr. F. J. Yake	✓	✓	✓	X	Cllr. R. Fillis	✓	✓	✓	✓	✓	✓	✓
Cllr. G. Goliath	✓	✓	✓	✓	Cllr. V. X. Persent	✓	✓	✓	✓	✓	✓	✓
Cllr. H. Pullen	✓	X	✓	✓	Cllr. S. D. Ncethezo	✓	✓	✓	✓	✓	✓	✓
Cllr. F. Strydom	✓	✓	✓	✓	Cllr. N. Sikiwe	✓	✓	✓	✓	✓	✓	✓
Cllr. R. J. Krige	X	✓	✓	✓	Cllr. J.R. Krige	✓	✓	✓	✓	X	✓	✓
Cllr. J. Jansen	✓	✓	X	X	Cllr. K. Smit	✓	✓	✓	✓	✓	✓	✓
Cllr. K. Smit	✓	✓	✓	✓	Cllr. F. Strydom	✓	✓	✓	✓	✓	✓	✓
Cllr. W. Plaatjies	✓	✓	✓	✓	Cllr. S. Ferguson	✓	✓	✓	✓	✓	✓	✓
	✓	✓	✓	✓	Cllr. B. Jantjies	✓	✓	✓		✓	✓	✓

## **APPENDIX B: COMMITTEE AND COMMITTEE PURPOSE**

PLEASE REFER TO CHAPTER 2 (2.4.7.1)

## **APPENDIX C: ORGANOGRAM**

PLEASE REFER TO CHAPTER 4 (*Pages.....*)

## **APPENDIX D: FUNCTIONS & POWERS OF MUNICIPALITY**

**8.3 General-**(1) The Koukamma Municipality had the functions and powers assigned to it in terms of sections 156 and 229 of the Constitution.

(2) The functions and powers referred to in subsection (1) must be divided in the case of a district municipality and the local municipalities within the area of the district municipality, as set out in this Chapter.

(3) A district municipality must seek to achieve the integrated, sustainable and equitable social and economic development its area as a whole by-

- a) Ensuring integrated development planning for the district as a whole;
- b) Promoting bulk infrastructural development and services for the district as a whole;
- c) Building the capacity of local municipalities in its area to perform their functions and exercise their powers where such capacity is lacking; and
- d) Promoting the equitable distribution of resources between the local municipalities in its area to ensure appropriate levels of municipal services with in its area.

**8.4. Division of functions and powers between district and local municipalities.**-(1) A district municipality has the following functions and powers-

- a) Integrated development planning for the district municipality as a whole, including a framework for integrated development plans of all municipalities in the area of the district municipality.
- b) Potable water supply systems.
- c) Bulk supply of electricity, which includes for the purposes of such supply, the transmission, distribution and, where applicable, the generation of electricity.
- d) Domestic waste-water and sewerage disposal systems.
- e) Solid waste disposal sites, in so far as it relates to
  - i. The determination of a waste disposal strategy;
  - ii. The regulation of water disposal;
  - iii. The establishment, operation and control of waste disposal sites, bulk waste transfer facilities and waste disposal facilities for more than one local municipality in the district.
- f) Municipal roads which form an integral part of a road transport system for the area of the district municipal as a whole.
- g) Regulation of passenger transport services.
- h) Municipal airports serving the area of the district municipality as a whole.
- i) Municipal health services.
- j) Firefighting services serving the area of the district municipality as a whole, which includes-?
  - i. planning, co-ordination and regulation of fire services;
  - ii. specialised firefighting services such as mountain, veld and chemical fire services;

- iii. co-ordination of the standardization of infrastructure, vehicles equipment and procedures;
- iv. training of fire officers.
- k) The establishment, conduct and control of fresh produce markets and abattoirs services the area of a major proportion of the municipalities in the district.
- l) The establishment, conduct and control of cemeteries and crematoria serving the area of a major proportion of municipalities in the district.
- m) Proportion of local tourism for the area of the district municipality.
- n) Municipal public works relating to any of the above functions or any other functions assigned to the district municipality.
- o) The receipt, allocation and, if applicable, the distribution of grants made to the district municipality.
- p) The imposition and collection of taxes, levies and duties as related to the above functions or as may be assigned to the district municipality in terms of national legislation.

(2) A local municipality has the functions and powers referred to in section 83 (1), excluding those functions and powers vested in terms of subsection (1) of this section in the district municipality in whose area it falls.

(3) (a) The Minister may, by notice in the Government Gazette, and after consultation with the Cabinet member responsible for the functional area in question, and after consulting the MEC for local government in the province and, if applicable, subject to national legislation, authorize a local municipality to perform a function or exercise a power mentioned in subsection (1)(b), (c),(d) or (i) in its area or any aspect of such function or power.

(b) The Minister must in the notice referred to in paragraph (a) regulate the legal, practical and other consequences of the authorization, which may include-

- i. the transfer of staff.
- ii. the transfer of assets, liabilities, rights and obligations, and administrative and other records; and
- iii. the continued application of any by-laws and resolutions in the area of the municipalities concerned and the extent of such application.

(c) The Minister may-

- i. Amend a notice issued in terms of paragraph (a); and
- ii. Regulate the legal, practical and other consequences of such amendment.

(d) Whenever the Minister revokes an authorization envisaged by paragraph (a) the Minister must in the notice revoking that authorization regulate the legal, practical and other consequences of the revocation, which may include-

- i. the transfer of staff;

- ii. the transfer of assets, liabilities, rights, obligations and administrative and other records; and
  - iii. the continued application of any by-laws and resolutions in the area of the municipalities in question and the extent of such application.
- (e) The Minister must comply with the consultation requirements as set out in paragraph (a) when a power referred to in paragraph (c) or (d) is to be exercised.
- (4) (a) Subject to paragraph (c), any authorization, amendment of an authorization or revocation of any authorization under subsection (3) takes effect on the commencement date of the municipal financial year following the date of publication of the notice effecting such authorization or amendment or revocation.
- (b) The Minister must inform the Minister responsible for finance of his or her intention to publish a notice contemplated in paragraph (a) at least six months before the notice is to take effect in terms of that paragraph.
- (c) Paragraph (a) does not apply if any authorisation, amendment of an authorization or revocation of an authorization under subsection (3) is to coincide with an election of the council of an affected municipality.

**8.5. Adjustment of division of functions and powers between district and local municipalities.**

(1) The MEC for local government in a province may, subject to the other provisions of this section, adjust the division of functions and powers between a district and a local municipality as set out in section 84 (1) or (2), by allocating, within a prescribed policy framework, any of those functions or powers vested-

- a) in the local municipality, to the district municipality; or
  - in the district municipality (excluding a function or power referred to in section 84 (1)(a), (b),(c),(d),(i),(o), or (p), to the local municipality.
- (2) An MEC may allocate a function or power in terms of subsection (1) only if-
- a) The municipality in which the function or power is vested lacks the capacity to perform that function or exercise that power; and
  - b) The MEC has consulted the Demarcation Board and considered its assessment of the capacity of the municipality concerned.
- (3) Subsection (2) (b) does not apply if the Demarcation Board omits to comply with subsection (4) within a reasonable period.
- (4) The Demarcation Board must-
- (a) consider the capacity of a district or local municipality to perform the functions and exercise the powers vested in the municipality in terms of section 84 (1) or (2) when-
    - i. Determining or re-determining the boundaries of the district and the local municipalities; or
    - ii. Request in terms of subsection (2) (b) by the MEC for local government in the province concerned to do so; and
  - (b) convey its assessment in writing to the relevant MEC.

(5) If an MEC disagrees with the Demarcation Board on the capacity of the district or local municipality and adjusts the division of the functions and powers between the district and local municipality, or refuses to adjust the division, contrary to the assessment of the Demarcation Board, the MEC must furnish reasons to the relevant municipalities and the Minister before finalizing and adjustment in terms of subsection (1).

(6) Any adjustment of the division of functions and powers by way of an allocation in terms of subsection (1) or re-allocation in terms of subsection (9) must be reflected in the notices referred to in section 12 which establish the municipalities concerned. Where applicable the legal, practical and other consequences of the allocation or re-allocation must be regulated, including-

- a) the transfer of staff;
- b) the transfer of assets, liabilities and administrative and other records; and
- c) the continued application of any by-laws, regulations and resolutions in the area or the municipalities concerned and the extent of such application.

(7) The Minister may by notice in the *Government Gazette* and after consulting the MEC for local government and the municipalities concerned-

- a) vary or withdraw any allocation of a function or power in terms of subsection (1) or re-allocation of a function or power in terms of subsection (9); or
- b) Adjust the division of functions and powers between a district and local municipality if the MEC has refused to make an adjustment in accordance with the assessment of the Demarcation Board.

(8) The MEC must amend the relevant section 12 notice to give effect to any variation or withdrawal of any allocation or re-allocation in terms of subsection (7).

(9) (a) if a function or power has been allocated in term of subsection (1) the MEC for local government in the province must regularly review the capacity of the relevant municipality and re-allocate that function or power to that municipality when that municipality acquires the capacity to perform that function or exercise that power.

A re-allocation in terms of paragraph (a) must be made with the concurrence of the receiving municipality or, in the absence of such concurrence, after having consulted the Demarcation Board.

(9A) (a) Subject to paragraph (c), any adjustment of the division of functions and powers under this section takes effect on the commencement date of the municipal financial year following the date of publication of the notice effecting such adjustment.

(b) The MEC or Minister, as the case may be, must inform the national Minister responsible for finance of his or her intention to publish a notice contemplated in paragraph (a) at least four months before the notice is to take effect in terms of that paragraph.

(c) Paragraph (a) does not apply if any adjustment of the division of powers and functions under this section is to coincide with an election of the council of an affected municipality.

(d) The Minister of Finance may, in exceptional cases, including those referred to in section 87 of Municipal Structures

*Act, 1998 (Act No. 117 of 1998), decide on a different or shorter period than the period referred to in a paragraph (a) and (b).*

(10) This section does not apply before the date of the first elections of municipal councils in terms of this Act.

**86 Resolution of disputes concerning performance of functions or exercise of powers-**If a dispute arises between a district and a local municipality concerning the performance of a function or the exercise of a power, the MEC for local government in the province, after consulting them, may, by notice in the *Provincial Gazette*, resolve the dispute by defining their respective roles in the performance of that function or in the exercise of that power.

**87. Temporary allocation of functions and powers.**-(1) if the provision of basic services by a district or local municipality collapses or likely to collapse because of that municipality's lack of capacity or for any other reason, the MEC for local government in the province may, after written notice to the district or local municipality and with immediate effect, allocate any functions and powers necessary to restore or maintain those basic services, to a local municipality which falls within that district municipality or to the district municipality in whose area that local municipality falls, as the case may be.

(2) The district or local municipality may lodge a written objection against the allocation to the Minister, who may confirm, vary or withdraw the allocation after having consulted the Demarcation Board.

(3) If the district or local municipality does not lodge a written objection against the allocation to the Minister within 14 days of the notice referred to in subsection (1), the municipality is regarded as having consented to the allocation.

(4) The MEC for local government must re-allocate that function or power for the original municipality when that municipality is in a position to resume the provision of those basic services.

**88. Co-operation between district and local municipalities.**-(1) A district municipality and the local municipalities within the area of that district municipality must co-operate with one another by assisting and supporting each other.

(2)(a) A district municipality on request by a local municipality within its area may provide financial, technical and administrative support services to that local municipality to the extent that district municipality has the capacity to provide those support services.

(b) A local municipality on request of a district municipality in whose area that local municipality falls may provide financial, technical and administrative support

services to that district municipality to the extent that local municipality has the capacity to provide those support services.

(c) A local municipality may provide financial, technical or administrative support services to another local municipality within the area of the same district municipality to the extent that it has the capacity to provide those support services, if the district municipality or that local municipality so requests.

(3) The MEC for local government in a province must assist a district municipality to provide support services to a local municipality

**89. District management area.-** In district management areas, the district municipality has all the municipal functions and powers.

## APPENDIX “E” WARD REPORTING

Ward	Ward Committee	Sector	Reports Submitted	Feedback	Challenges	Measures Taken	Comment
Ward 1	Heinrich Claassen Pieter Meyer Persephone Arendse Nombuyiselo Bam Julian Jansen Franklin Abrahams Colin Najoe Zenith Krige Nadia Krige Eden Najoe	Community Rep Health Disabled Louterwater Water & Sanitation Youth Women Sport Sport	Yes	Committees attended the ward committee meeting were nominated	None	N/A	N/A
Ward 2	Antonie Miggels Michael Hartz		Yes	Committees attended the ward	None	N/A	N/A

	Nora Damons Fransiena Manxodidi Booi Bambie Natalie Zana Gqibile Doena Michelle Jocker Fanie Windvogel Ronald Roman			committee meeting were nominated			
Ward 3	Godfrey Bosman Denise Coetzee Stephanus Buys April Adams Natasha Umtwa Christie Matick Alfred Mazungula Vernon Draai	Education Stock Farmers Religion Disability Youth Sport Business Health Community Rep	Yes	Committees attended the ward committee meeting were nominated	None	N/A	N/A

	Wilhelm Maya	Women					
Ward 4	Vrizes Pentrie Thembeke Belani Bramley Miggels Christo Theunissen Ester Korkera Ntombizandile Hanise Daten Roberts Nonzame Ndabambi	Uitkyk New Rest Kagiso Heights Town Central Mountain View Business Churches Youth Forum Women	Yes	Committees attended the ward committee meeting were nominated	None	N/A	N/A
Ward 5	Elizabeth Williams Akhona Mrwebi Audrey Martin Elzira Majola	Youth Women Church Hermanskraal Community Rep Clinic Rep Education	Yes	Committees attended the ward committee meeting were nominated	None	N/A	N/A

		Guava Juice Eersterivier Rep Snyklip					
Ward 6	Petrus Krigga Sanna Tyatya Abel Abrahams Nyameka Fikayo Vuyani May Jacqueline Cola Stanley Ndondo Ndebasha Bukani Afika Nkwinti	Mandela Park Ratepayers Stormsriver Thornham Blikkiesdorp Youth Komansboos Clinic/Health Tourism Woman	Yes	Committees attended the ward committee meeting were nominated	None	N/A	N/A





**APPENDIX G : RECOMMENDATIONS OF THE MUNICIPAL AUDIT COMMITTEE**

DRAFT

**APPENDIX I: MUNICIPAL ENTITY/SERVICE PROVIDER PERFORMANCE SCHEDULE**

**(REFER TO FINANCIAL STATEMENTS)**

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**APPENDIX J: DISCLOSURE OF FINANCIAL INTEREST**

**(N/A)**

DRAFT

## **APPENDIX K: REVENUE COLLECTION PERFORMANCE**

- (i) REVENUE COLLECTION PERFORMANCE BY VOTE (REFER TO FINANCIAL STATEMENTS)**

**(N/A)**

- (ii) REVENUE COLLECTION PERFORMANCE BY SOURCE (REFER TO FINANCIAL STATEMENTS)**

**DRAFT**

**APPENDIX L: CONDITIONAL GRANTS RECEIVED: EXCLUDING MIG  
(REFER TO FINANCIAL STATEMENTS)**

**APPENDIX M: CAPITAL EXPENDITURE – NEW & UPGRADE/RENEWAL  
PROGRAMMES: INCLUDING MIG (REFER TO FINANCIAL  
STATEMENTS)**

- (i) CAPITAL EXPENDITURE – NEW ASSETS PROGRAMME**
- (ii) CAPITAL EXPENDITURE – UPGRADE/RENEWAL  
PROGRAMME**

**APPENDIX N: CAPITAL PROGRAMME BY PROJECT CURRENT YEAR**

**(REFER TO FINANCIAL STATEMENTS)**

DRAFT

**APPENDIX O: CAPITAL PROGRAMME BY PROJECT BY WARD CURRENT YEAR**

<b>Project</b>	<b>Area</b>	<b>Cost</b>	<b>Funding Source</b>	<b>Progress</b>

DRAFT

**APPENDIX P: SERVICE CONNECTION BACKLOGS AT SCHOOLS AND CLINICS**

**N/A**

DRAFT

**APPENDIX Q: SERVICE BACKLOGS EXPERIENCED BY THE COMMUNITY WHERE ANOTHER SPHERE OF GOVERNMENT IS RESPONSIBLE FOR SERVICE PROVISION technical**

Government Sphere	Backlog

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**APPENDIX R: DECLARATION OF LOANS AND GRANTS MADE BY THE MUNICIPALITY**

**(REFER TO FINANCIAL STATEMENTS)**

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**APPENDIX S: DECLARATION OF RETURNS NOT MADE IN DUE TIME  
UNDER MFMA s71**

**(REFER TO FINANCIAL STATEMENTS)**

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**APPENDIX T: NATIONAL AND PROVINCIAL OUTCOME FOR LOCAL GOVERNMENT**

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