

NDLAMBE MUNICIPALITY



AGENDA

OPEN NDLAMBE COUNCIL MEETING

DATE: FRIDAY, 30 AUGUST 2024

TIME: 10H00

**VENUE: COUNCIL CHAMBERS
CAMPBELL STREET;
PORT ALFRED.**

**AGENDA OF AN OPEN NDLAMBE COUNCIL MEETING WILL BE HELD ON FRIDAY,
30 AUGUST 2024 AT 10H00 IN THE COUNCIL CHAMBERS, CAMPBELL STREET,
PORT ALFRED.**

NOTICE is hereby given that an OPEN MEETING of the NDLAMBE COUNCIL will be held on FRIDAY, 30 AUGUST 2024 at 10H00 IN THE COUNCIL CHAMBERS, CAMPBELL STREET, PORT ALFRED.

PORT ALFRED
23 August 2024


DIRECTOR: CORPORATE SERVICES
for: **MUNICIPAL MANAGER**

TO: Councillor: A Marasi (In the Chair)

Councillors: KC Ncamiso, (Mayor) A. Bukani, S. T Dyakala, N. E. Haynes, W. Johannes, P. Y Kani, S. Kolosa, P. Khungwayo, T. Mbekela, N. F. Memani, M. Mgweba, Z. W. Myali, S. Melani, A Nyumka, X. Runeli, M. Sweli, S. Venene, E. H. K. Walker, S. Zweni.

Officials: Municipal Manager, Directors: Financial Management, Corporate Services, Infrastructural Development, Community / Protection Services.

Deputy Directors: Financial Management, Infrastructural Development (Port Alfred), (Alexandria), Community/Protection Services, Manager: Local Economic Development, Manager: Human Resources, Manager: Town Planning, Manager: Integrated Development Plan, Manager: Housing, Manager: Supply Chain Management Unit, Manager Water Services, Manager: Budget & Treasury Manager: Internal Audit Unit, Manager: Administration, Communication Officer, SAMWU and IMATU.

NCA001/08/2024

OPENING

NCA002/08/2024

APPLICATION FOR LEAVE OF ABSENCE

3/2/4

NCA003/08/2024

OFFICIAL ANNOUNCEMENTS BY THE SPEAKER

3/2/1

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NCA004/08/2024

REPORTS OF SPEAKER IN TERMS OF RULES

10 (1) and 87 (4)

NCA005/08/2024

**DISCLOSURE OF INTEREST BY COUNCILLORS (SCHEDULE 1 OF MUNICIPAL
SYSTEMS ACT)**

Attached as **Annexure C. 01**

NCA006/08/2024

**DISCLOSURE OF INTEREST AND BENEFITS BY MUNICIPAL STAFF MEMBERS
(SCHEDULE 2 OF MUNICIPAL SYSTEMS ACT)**

Attached as **Annexure C. 02**

NCA007/08/2024

REPORTS RECEIVED BY THE SPEAKER

NCA008/08/2024

MOTIONS OF SYMPATHY AND CONGRATULATIONS BY THE SPEAKER

NCA009/08/2024

MOTIONS OF SYMPATHY AND CONGRATULATIONS BY OTHER COUNCILLORS

NCA010/08/2024

DEPUTATIONS AND INTERVIEWS

**AGENDA OF AN OPEN NDLAMBE COUNCIL MEETING WILL BE HELD ON FRIDAY,
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NCA011/08/2024

COMMUNICATION BY THE MAYOR

NCA012/08/2024

**MINUTES OF PREVIOUS FULL OPEN NDLAMBE COUNCIL MEETING: 31 MAY 2024
3/2/1**

That the Minutes of the Full Open Ndlambe Council meeting held on 31 May 2024, Resolutions NCM001/05/2024 to NCM029/05/2024, a copy which appears as **Annexure C.03** BE CONFIRMED.

NCA013/08/2024

**MINUTES OF PREVIOUS SPECIAL OPEN NDLAMBE COUNCIL MEETING: 07 JUNE
2024
3/2/1**

That the Minutes of the Special Open Ndlambe Council meeting held on 07 June 2024, Resolutions SNCM001/06/2024 to SNCM009/06/2024, a copy which appears as **Annexure C.04** BE CONFIRMED.

NCA014/08/2024

**MINUTES OF PREVIOUS SPECIAL OPEN NDLAMBE COUNCIL MEETING: 14 JUNE
2024
3/2/1**

That the Minutes of the Special Open Ndlambe Council meeting held on 14 June 2024, Resolutions SNCM001/06/2024 to SNCM015/06/2024, a copy which appears as **Annexure C.05** BE CONFIRMED.

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NCA015/08/2024

**MINUTES OF PREVIOUS SPECIAL OPEN NDLAMBE COUNCIL MEETING: 28 JUNE
2024**

3/2/1

That the Minutes of the Special Open Ndlambe Council meeting held on 28 June 2024, Resolutions SNCM001/06/2024 to SNCM015/06/2024, a copy which appears as **Annexure C.06** BE CONFIRMED.

NCA016/08/2024

**MINUTES OF PREVIOUS SPECIAL OPEN NDLAMBE COUNCIL MEETING: 31 JULY
2024**

3/2/1

That the Minutes of the Special Open Ndlambe Council meeting held on 31 July 2024, Resolutions SNCM001/07/2024 to SNCM009/07/2024, a copy which appears as **Annexure C.07** BE CONFIRMED.

NCA017/08/2024

REPORT ON IMPLEMENTATION OF COUNCIL RESOLUTIONS

Implementation of the Council Resolutions, a copy which appears as **Annexure C.08**, BE CONFIRMED AND UPDATED.

NCA018/08/2024

**REPORT DATED 08 AUGUST 2024 FROM THE MUNICIPAL MANAGER TO COUNCIL:
IDP/BUDGET PROCESS PLAN for IDP 2025/2026**

PURPOSE

To request Council to APPROVE the IDP/Budget process plan for the 2024/2025 financial year for approval as a guiding tool for the development of the IDP and the Budget for 2025/2026.

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BACKGROUND

To ensure that the IDP process complies with certain minimum quality standards and that proper co-ordination between and within the spheres of government is established, the preparation of the process plan is regulated by the Local Government: Municipal Systems Act (No. 32 of 2000). In line with the above, section 28 stipulates the following:

- (1) Each municipal council, within a prescribed period after the start of its elected term, must adopt a process set out in writing to guide the planning, drafting, adoption and review of its integrated development plan; and

In terms of the Municipal Finance Management Act No. 56 of 2003 Section 21 (1) (b), the Executive Mayor must at least ten months before the start of a budget year table a schedule outlining the key deadlines for the drafting of the budget.

The IDP/Budget process plan for the 2024/2025 financial year appear as **Annexure C.09**

RECOMMENDATIONS TO COUNCIL

THAT the IDP/Budget process plan for formulation of the IDP 2025/2026 financial year BE APPROVED.

NCA019/08/2024

**REPORT DATED 19 AUGUST 2024 FROM THE MUNICIPAL MANAGER TO COUNCIL:
ADOPTION OF KOWIE ESTUARINE MANAGEMENT PLAN**

PURPOSE

The purpose of this item to Council is to adopt the Gazetted Kowie Estuarine Management Plan.

BACKGROUND

On the 26th of October 2023, the Department (DEDEAT) conducted a Councillors' workshop regarding the approved Environmental Management Plan (EMP) for the Kowie Estuarine Management Plan for Implementation. Part of the reason for DEDEAT to undertake this activity was to keep DEDEAT's commitment that was made at the Ndlambe Council meeting on the 30th August 2022.

DEDEAT was requested by Council to present to them the full content of the EMP. The draft Kowie EMP was adopted in principle at the time (30 August 2022).

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DISCUSSION

Subsequently the Kowie Estuarine Management Plan (Kowie EMP) was gazetted by the MEC for DEDEAT in the Provincial Gazette after all public participation took place.

Department of Economic Development: Environmental Affairs and Tourism requires that Ndlambe municipal Council adopt the gazetted Kowie Estuarine Management Programme as this is a legal requirement.

The Gazetted Kowie EMP is attached as Annexure C.10

RECOMMENDATION TO COUNCIL

THAT the Kowie Estuarine Management Plan that was gazetted in the Eastern Cape Provincial Gazette BE ADOPTED.

NCA020/08/2024

**REPORT DATED 19 AUGUST 2024 FROM THE MUNICIPAL MANAGER TO COUNCIL:
SELLING OF THE MUNICIPAL D4G AND D5N BULLDOZERS**

PURPOSE

The purpose of this item is to request permission from Council to sell both the Caterpillar D4G and D5N Municipal bulldozers to avoid storage costs.

BACKGROUND

In March 2020 the D4 and D5 dozer were sent to Peugair to obtain a quotation for the repairs to both machines.

The quotation amounted to over R 500 000.00 to repair the said machines. Unfortunately, during that time, the Municipality did not budget for that amount. The dozers are non-operational and cannot be used any longer.

Peugair has informed the Municipality that they will start billing the Municipality storage costs for the storing of this machines. The machines are degrading and can only be used for scrap metal due to the condition.

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Secondly, an investigation was done to obtain offer to purchases from other service providers. The offers that were received totalled to a +- 50% less than the proposed supplier. See attached offers that were received as **Annexure C.11**



The offers to purchase for the Caterpillar D5N XL and D4G bulldozer are attached as **Annexure C.11**

RECOMMENDATIONS TO COUNCIL

1. THAT Council APPROVE the selling of the Caterpillar D5N XL Bulldozers at an amount of R 180 000.00
2. THAT Council APPROVE the selling of the Caterpillar D4G bulldozer at an amount of R 185 000.00

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NCA021/08/2024

**REPORT DATED 19 AUGUST 2024 FROM MAYOR TO COUNCIL: UNSPENT GRANTS
BUDGET ADJUSTMENTS 2024/2025**

PURPOSE

To submit the adjustments made to the approved budget for 2024/2025 because of the unspent grants at the end of 2023/2024 financial year, to Council for approval.

BACKGROUND

Grants allocations were received by the municipality during 2023/24 financial year however funds were not fully spent at the end of the financial year 2023/24 and could not have been foreseen at the time to include roll-overs when the annual budget for the current year was approved by Council. Section 28(e) of the Municipal Finance Management Act, No.56 of 2003 allows the municipality to adjust the approved budget because of the rollover grants.

DISCUSSION

Unspent conditional grant for the financial year ended 2023/24 reflected as follows:

Conditional Description	Grant	Grant Funder	Unspent Balance	Type
Library		Department of Sport Arts and Culture	R 1,095,641	Operational
Disaster Relief Grant		COGTA	R10,026,130	Capital
TOTAL			R11,121,771	

The expenditure funded by the grants listed above is as follows:

Segment	Adjustments	Funding	Nature of the Expenditure
Salaries	R117,232	DESRAC	Operating expenditure
Overtime	R60,000.00	DESRAC	Operating expenditure
Maintenance of facilities	R511,458	DESRAC	Operating expenditure
Standard Rated Consumables	R66,951.00	DESRAC	Operating expenditure
Awareness programmes	R100,000.00	DESRAC	Operating expenditure
Grade 12 Intervention	R240,000.00	DESRAC	Operating expenditure
	R1,095,641		

Project Description	Budget 24/25	Funding	Nature Of Expenditure
Upgrading of Anglers Way Kenton-on-Sea	2,867,930.00	Disaster Relief Grant	Capital expenditure
Upgrading of Sagwityi Street	1,017,448.98	Disaster Relief Grant	Capital expenditure
Upgrading of Ntini Street	1,015,286.40	Disaster Relief Grant	Capital expenditure

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Upgrading of Mabela Street	1,400,000.00	Disaster Relief Grant	Capital expenditure
Upgrading of Magongo Street	1,563,165.00	Disaster Relief Grant	Capital expenditure
Mansfield Raw and Clear Water Pump Station	1,019,300.00	Disaster Relief Grant	Capital expenditure
Bathurst Lushington Raw Water Pump Station	493,000.00	Disaster Relief Grant	Capital expenditure
Daniel Scheepers Street Outfall Stormwater Drainage	650,000.00	Disaster Relief Grant	Capital expenditure
TOTAL	10,026,130.38		

How the adjustments budget affects the annual budget: -

- The adjustments will significantly change the capital expenditure budget by R10,026,130.38
- The cash movement of R11,121,771 of the adjustments will increase the net cash movements in the cash flow budget.
- Property plant and equipment in the financial position will increase by R10,026,130.38
- The adjustments may require changes to be made on service delivery budget implantation plans (SDBIP)

Any material changes to the annual budget

- The roll over adjustments material changes in the annual budget are as follows:

ITEM	2024/2025 ORIGINAL BUDGET	ADJUSTMENTS	2024/2025 ADJUSTED BUDGET
Total Capital Expenditure	R140,494,000	R10,026,130	R150,520,130
Operating Expenditure	R689,438,000	R1,095,641	R690,533,641
Operating Revenue	-R678,680,000	-R1,095,641	-R679,775,641
Capital Transfers	-R126,491,000	-R10,026,130	-R136,517,130

Impact of any increased spending on the annual budget and the annual budgets for the next two financial years

- The spending in the next two years will be increased by the maintenance, depreciation and insurance costs of the constructed road assets when completed.

Will the adjustment budget have any material impact on the IDP or SDBIP?

- No, the adjustment budget will not have any impact on the IDP, however, there will be an impact on the SDBIP as the approved targets will increase by the adjustment budget and the new projects based on the adjustment must be included.

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RECOMMENDATIONS TO COUNCIL

1. THAT the detailed expenditure in the table below funded by the roll over grants be approved as follows:

Segment	Adjustments	Funding	Nature of the Expenditure
Salaries	R117, 232	DESRAC	Operating expenditure
Overtime	R60,000.00	DESRAC	Operating expenditure
Maintenance of facilities	R511,458	DESRAC	Operating expenditure
Standard Rated Consumables	R66,951.00	DESRAC	Operating expenditure
Awareness programmes	R100,000.00	DESRAC	Operating expenditure
Grade 12 Intervention	R240,000.00	DESRAC	Operating expenditure
	R1,095,641		

Project Description	Budget 24/25	Funding	Nature Of Expenditure
Upgrading of Anglers Way Kenton-on-Sea	2,867,930.00	Disaster Relief Grant	Capital expenditure
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Bathurst Lushington Raw Water Pump Station	493,000.00	Disaster Relief Grant	Capital expenditure
Daniel Scheepers Street Outfall Stormwater Drainage	650,000.00	Disaster Relief Grant	Capital expenditure
TOTAL	10,026,130.38		

NCA022/08/2024

**REPORT DATED 20 AUGUST 2024 FROM THE MAYOR TO COUNCIL: ANNUAL
SUPPLY CHAIN REPORT**

PURPOSE

To submit the annual supply chain report for the financial year 2023/2024 to Council for noting and actioning.

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BACKGROUND

The Local Government: Municipal Finance Management Act, No 56 of 2003, requires the Municipality to have and implement a Supply Chain Management Policy which gives effect to the provisions of Part 1 of Chapter 11 of the Act, dealing with 'Supply Chain Management'.

On May 30, 2005, the Municipal Supply Chain Management Regulations were promulgated. Council, Ndlambe Municipality Council, ensured compliance with the regulations by adopting a Supply Chain Management Policy in terms of these Regulations. The SCM Policy is being reviewed regularly with the last review approved on 28 June 2024 during budget policy approval for implementation in the current financial year.

DISCUSSION

Annual Supply Chain Report Period 1st July 2023 to 30 June 2024 is attached as

Annexure C.12

RECOMMENDATIONS TO COUNCIL

1. THAT Council notes the Supply Chain Management report for the period 01 July 2023 to 30 June 2024 and the supporting documentation *annexed as A, B, C, D, E, F, G and H* in this report.
2. THAT the Council refers the potential Irregular Expenditure noted in Annexure E, to the Municipal Accounts Committee (MPAC) for further investigation and appropriate action.
3. THAT the Council approves the write-off and inventory adjustments noted in Annexure E.

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NCA023/08/2024

**REPORT DATED 20 AUGUST 2024 FROM THE MUNICIPAL MANAGER TO COUNCIL:
UPDATE ON SALARY AND WAGE INCREASES FOR 01 JULY 2024 NEGOTIATIONS**

PURPOSE

To update the Council on the update on Salary and Wage Collective Agreement negotiations for 01 July 2024.

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BACKGROUND

This item outlines the collective bargaining programme for the 2024/2025 salary and wage negotiations between the SALGBC parties. Two facilitators, Ms Duduzile Madubanya and Adv Lucas Mabusela, have been appointed due to the expected difficulty of this year's negotiations. To compensate for the delay because of the national elections, negotiations will follow a compressed 3-round timetable over one month instead of the usual 5-round negotiations;

No.	Rounds of Negotiations	Dates
1.	First Round	15-19
2.	Second Round	23-26
3.	Third Round	12-16
4.	Issuing of Facilitator's Proposal	19 Aug
5.	Return Date / Responses to Facilitator's Proposal	23 Aug

The above table depicts that Salary and Wage negotiation will not be concluded before 01 July 2024 will not be implemented due to the ongoing negotiations by SALGA, SAMWU and IMATU.

Subsequently a new circular was introduced and the purpose of the circular is to provide a facilitators' proposal for a salary and wage collective agreement in the South African Local Government Bargaining Council. It outlines objectives including general salary adjustments and related matters for a five-year period from 2024-2029. The proposal covers key areas such as salary increases, minimum wage adjustments, homeowner allowances, medical aid contributions, and an exemption procedure for municipalities facing financial difficulties. It aims to balance employee needs with economic constraints and limited fiscal resources. The circular requests parties to submit their acceptance or non-acceptance of the proposal by a specified deadline.

DISCUSSION

The facilitators' proposal outlines a comprehensive five-year salary and wage agreement for the South African Local Government sector from 2024 to 2029 and is attached as

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Annexure C.13. It addresses key financial aspects, including annual salary increases, minimum wage adjustments, and benefits such as homeowner allowances and medical aid contributions. The agreement aims to balance employee needs with economic constraints in a high-inflation environment.

A notable feature is the flexible approach to salary increases, with the first year specifying a 6% increase split into two phases, and subsequent years linking increases to the Consumer Price Index (CPI) plus additional percentages. This structure allows for adaptability to economic conditions while providing some predictability for employees and municipalities.

The proposal also includes a detailed exemption procedure for municipalities facing financial difficulties. This process involves mediation attempts and, if necessary, assessment by a panel with financial expertise. The exemption criteria consider factors such as affordability, compliance with financial management laws, and fairness to both employers and employees.

Overall, the proposal seeks to provide a balanced framework for salary adjustments while allowing flexibility for municipalities in financial distress.

RECOMMENDATION TO COUNCIL

THAT the progress made by the parties concerning salary and wage negotiations BE NOTED.

NCA024/08/2024

**REPORT DATED 12 AUGUST 2024 FROM THE MUNICIPAL MANAGER TO COUNCIL:
PROPOSED DONATION OF ERF 6096 CAUSEWAY ROAD, PORT ALFRED: ESTATES
SECTION**

PURPOSE

To obtain approval for the donation of Erf 6096 Causeway, Port Alfred to the Girl Guides Association of South Africa.

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BACKGROUND

A SPLUMA application for the Removal of Restrictive Title Deed Condition was received by the Town Planning section from the Girl Guide Association of South Africa on Erf 6098 Port Alfred. The Town Planning section discovered that a portion of the kitchen located on the southern side of the existing Girl Guide building encroached upon the adjoining Erf 6096, ownership which still vests in the Ndlambe Municipality. It was revealed that Erf 6098 formed part of an Exchange Agreement of immovable property annexed hereto, which obliged the Ndlambe Municipality to adhere to certain obligations in effect to the land exchange which were not met. Therefore, this proposed donation is to fulfil the outstanding condition 13.21 as contained in the Exchange Agreement to proceed with the consideration of the SPLUMA application.

LEGISLATIVE COMPLIANCE & ADHERANCE TO POLICY FRAMEWORKS

In accordance with legislation pertaining to the Municipal Finance Management Act, 2003; Ndlambe Municipality - Supply Chain Management Policy which derives from the Local Government: Municipal Finance Management Act (56/2003); Municipal Supply Chain Management Regulations; and Municipal Asset Transfer Regulations, 2008 and Ordinance 20 of 1974.

DISCUSSION

Request dated 26 July 2024 from M E H Sülter & Son Professional Land Surveyors on behalf of the Girl Guides Association of South Africa

-See Annexures-C.14

Briefly, the Girl Guides Association of South Africa who is the owner of Erf 6098 Port Alfred is requesting the donation of vacant Erf 6096 adjoining their property situated in Causeway, Port Alfred Road in proximity of the Civic Centre, Port Alfred. The reason for the request is that Ndlambe Municipality to date have not complied with Clause 13.2.1 of the Agreement of Exchange signed between the parties concerned to re-build the kitchen encroaching on Erf 6097 on the north side of the building.

-See Annexure-C.14

DISCUSSION CONTINUES

Erf 6096 is categorized as a Non-Viable Property as it is undevelopable on its own and function as

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a separate entity and will only become functional if alienated to an adjoining owner for usage in conjunction with the said owner's property.

RECOMMENDATIONS TO COUNCIL

- a) THAT it **BE NOTED** that Council does not anticipate that this property shall be required for purposes of providing a basic municipal service as the necessary services already exist in the surrounding area.
- b) THAT the request dated 26th of July 2024 from M E H Sülter & Son Professional Land Surveyors on behalf of the Girl Guides Association of South Africa, **BE NOTED**.
- c) That it **BE APPROVED** that Erf 6096 Causeway, Port Alfred, measuring 182 m² in extent as per LOCALITY PLAN NO. ERF 6096 PA and Site Development Plan (PA-6098 SDP), ownership which vests in the Ndlambe Municipality vide Deed of Transfer No. T52572/2008, **BE DONATED** to the Girl Guides Association of South Africa, the adjoining owner of Erf 6098 Causeway Port Alfred to compensate for the non-compliance of Clause 13.2.1 which states "That the existing kitchen extension on the South Side of the Girl Guides Building be demolished and be reconstructed by THE MUNICIPALITY on the North Side of the building to the satisfaction of both parties to this agreement", subject to the following conditions:
 - i) All costs incidental to the transaction is for the account of the applicant.
 - ii) The cost incurred in connection with the relocation of the water connection in conjunction with the Directorate Infrastructural Services, if necessary, is borne by the applicant.
- d) THAT it **BE APPROVED** that the user department be exempted from publishing the intent as it will bear no interest to the general public.
- e) THAT it **BE NOTED** that Clause 13.2.1 as indicated above has to date not being rectified as per the Agreement of Exchange between the Girl Guides Association and the Ndlambe Municipality signed on the 15th of July 2006.
- f) THAT it **BE NOTED** that The Land Disposal Policy makes provision for the out-of-hand sale as per Clause 9.6.1, dealing with non-viable property which reads as follows:

"In respect of Non-Viable Property which can only be utilized by one or more adjacent landowners, a Property Transaction(s) may be approved without any competitive process having been followed on the basis that no purpose would be served by a competitive process."

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- g) THAT it BE NOTED that Building Plan No. 97/04/75 approved on the 23.5.97 confirms that the kitchen is indeed located on the Northern Side of the building, and that no additions have been affected since then.

NCA025/08/2024

**REPORT DATED 12 AUGUST 2024 FROM THE MUNICIPAL MANAGER TO THE COUNCIL:
APPLICATION TO PURCHASE THE PROCLAIMED PUBLIC ROAD KOWN AS ERF 941
BOESMANSRIVIERMOND: ESTATES SECTION**

PURPOSE

To decline the request from the applicant to purchase the proclaimed public street registered as Erf 941 Boesmansriviermond.

BACKGROUND

The designated Street known as Erf 941 is positioned adjacent to the applicant's property in Pienaar Street, Boesmansriviermond.

LEGISLATIVE COMPLIANCE & ADHERANCE TO POLICY FRAMEWORKS

Government Gazette Notice No. 31346 – Municipal Finance Management Act, 2003, Municipal Asset Transfer Regulations; Municipal Supply Chain Management Policy.

DISCUSSION

Letter dated 10 November 2023 from M E H Sülter & Son Professional Land Surveyors

-See Annexure-C.15

In brief, M E H Sülter & Son Professional Land Surveyors applied on behalf of Grenspos Eiendom (Pty) Ltd, the owner of Erf 946 Boesmansriviermond to purchase the entire portion of street known as Erf 941 Boesmansriviermond, which abuts their property to maintain better control of the property. Access to this property is via Pienaar Street and lends access to Erven 944, 945 and 946 and Portion 0 of Farm 319 Kwaaihoek. It is further stated that a 7 m servitude will be created and registered in favour of the public, although not utilize by the public, and that only the aforesaid owners and the Albany Coast Waterworks make use of this road.

Furthermore, it is stated that the road in question has been paved at the expense of the applicant

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due to a lack of maintenance, and that permission was granted by the local authority.

RECOMMENDATION TO COUNCIL

- a) THAT the application dated 10 November 2023 from M E H Sülter & Son Professional Land Surveyors on behalf of Grenspos Eiendomme (Pty) Limited, the owner of Erf 946 Pienaar Street, Boesmansriviermond to purchase the entire adjoining proclaimed Street known as Erf 941, Pienaar Street, Boesmansriviermond, measuring 743 m² in extent as depicted on LOCALITY PLAN NO. ERF 941/BOESMANSRIVIERMOND, ownership which vests in the former Boesmansriviermond Municipality vide Deed of Transfer No. T4286/1982, and which provides access to Erven 944, 945 and 946 and Portion 0 of Farm 319 Kwaaioek on which the reservoir is situated, for the proposed intended purpose of keeping and maintaining better control over the property, BE DECLINED as it will affect the zoning of the property from Street to Residential 1 after being consolidated with Erf 946 Boesmansriviermond.

NCA026/08/2024

**REPORT DATED 21 AUGUST 2024 FROM THE MUNICIPAL MANAGER TO COUNCIL:
ADOPTION OF THE NEW ICT DISASTER RECOVERY PLAN**

PURPOSE

For Council to adopt the newly developed ICT Disaster recovery plan of Ndlambe Municipality.

BACKGROUND

The latest revised Disaster Recovery Plan includes the latest server infrastructure information and enables ICT Ndlambe to recover from a disaster if a Virtual server needs to be replaced.

Ndlambe LM is currently making use of the automated backup solution called Veeam Backup and Replication for which we do have a enterprise support license as well.

A written Backup Retore procedure is included in the Annexure C.16 In February, the IT Manager successfully conducted a comprehensive restore test to evaluate the integrity of the Veeam Automated backup system utilized by Ndlambe IT. This test was meticulously

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planned and executed to ensure the resilience and effectiveness of our backup solution. Our approach was deliberately rigorous: we simulated a worst-case scenario by completely deleting the virtual machine, thus replicating the total loss of the virtual machine in its live environment. Subsequently, we initiated the restoration process using the latest backup. I'm pleased to report that the restore test yielded exceptional results, with no errors encountered throughout the entire procedure. This successful test affirms the robustness of our backup system and provides assurance that we are well-prepared to handle any unforeseen disruptions effectively.

A video was also recorded during the restoration procedure to ensure clarity for the IT Manager or an ICT Technician when a system restore is needed.

The Munsoft DR Operational Procedure and Munsoft Backup Security Plan are also included in the annexures.

Munsoft and Payday are included in the Ndlambe Disaster Recovery Plan in order for Ndlambe to use the Ndlambe Veeam backup as a first line of restoration because restoring the data from the cloud will delay the recovery process due to internet fiber speed limitations.

Munsoft and Payday is backed up in a third location offsite in the cloud by Munsoft, which is included in their Service Level Agreement.

DISCUSSION

Attached as **Annexure C.16** ICT Disaster recovery plan.

RECOMMENDATIONS TO COUNCIL

THAT the ICT Disaster recovery plan policy BE REVIEWED AND ADOPTED;

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NCA027/08/2024

**REPORT DATED 21 AUGUST 2024 FROM THE MUNICIPAL MANAGER TO COUNCIL:
REPORT ON REVIEW OF HUMAN RESOURCES POLICIES**

PURPOSE

For Council to review and adopt the Human Resources Policies.

BACKGROUND

It is imperative that the Human Resources Policies should be reviewed to ensure consistency with the current applicable legislations. However, it is worth noting that ever since the last reviews there has been no major shift on legislative change that impacts on Human Resource. Furthermore, the Auditor General of South Africa requires that such policies be tabled before Council.

DISCUSSION

Attached as Annexure C.017 is the Human Resources Policies.

RECOMMENDATIONS TO COUNCIL

THAT the following Human Resources Policy **BE REVIEWED AND ADOPTED**.

NO.	TITLE	CUSTODIAN(S) RESPONSIBLE PERSON
1.	Recruitment and Selection Policy	Corporate Services
2.	Skills Development Policy	Corporate Services
3.	Employment Equity Policy	Corporate Services
4.	Anti – Corruption and Fraud Prevention Policy	Corporate Services

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NCA028/08/2024

**REPORT DATED 21 AUGUST 2024 FROM THE MUNICIPAL MANAGER TO COUNCIL:
EMERGENCY ADJUSTMENT BUDGET FOR THE 2024/2025 FINANCIAL YEAR OF
INFRASTRUCTURAL DEVELOPMENT MIG PROJECTS.**

PURPOSE

To request Council to approve the emergency adjustment of budget for the 2024/2025 financial year of Infrastructural Development MIG projects.

BACKGROUND

In terms of Section 28(a) of the Municipal Finance Management Act, No.56 of 2003, a municipality may revise an approved annual budget through an adjustment budget if additional revenue has become available or to utilise projected savings in one vote towards projected overspending on another vote.

It must be noted that due to changes made by council regarding the implementation of projects for the 2024/2025 financial year which constitutes the projects that are not registered. These projects will only be implemented when COGTA grants approval. Due to RAS interventionist framework the municipality must meet the target of 60 % first quarter of the financial year therefore waiting for these project will affect the spending of the grant and result into not meeting the targets as per RAS. The following stages are to be followed in order the project to be implemented.

- Submission to council for approval of projects
- Council to approve MTEF projects
- Submission of Technical report to sector departments(MISA,COGTA,DEDEAT and Transport) to recommend the projects
- Eastern cape technical task team to recommend
- Municipal Appraisal Committee to assess the reports and recommend to DAC
- District Appraisal Committee to recommend the projects

DISCUSSION

The Infrastructural Development is adjusting the 2024/25 Financial year budget to be in line with what has been paid to date in the projects that are multiyear and to adjust projects that were planned to be implemented in the 24/25 financial year but due to the projects not yet being registered to be budgeted under 25/26 financial year projects. The Bathurst Sewerage projects planning have been started and the project is now on the EIA stage, therefore construction will commence in the next financial year.

Therefore we request that the funds be adjusted to projects that are approved by COGTA which were included on the three year capital plan.

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RECOMMENDATIONS TO COUNCIL

THAT adjustment budget for the Infrastructural Development Capital Projects 2024/25 BE APPROVED as follows:

INFRASTRUCTURAL DEVELOPMENT CAPITAL PROJECTS BUDGET SHIFT

Project Desc	Function	2024/25 Budget	Budget adjustment	SHIFTED 2024/25 Budget
Outfall Sewers:Thornhill Link Sanitation Service Portion 1	Sewerage:Sewerage (012025)	R 5 342 217.15	R 2 556 855.73	R 7 899 072.88
Upgrading of Mjuza Street in Marselle	Roads:Roads and general works(012020)	R 0.00	R 239 121.00	R 239 121.00
Upgrading of Protea crescent in Station- hill	Roads:Roads and general works(012020)	R 4 825 545,84	-R 1 512 149.70	R 3 313 396.14
Upgrading of Mamityi Gidana Sportsfield	Sports ground and Stadiums(011057)	R 0.00	R 648 738.57	R 648 738.57
Upgrading of Tana Square in Kenton on Sea	Roads:Roads and general works(012020)	R 0.00	R 5 500 000.00	R 5 500 000.00
Upgrading of Koti Street in Bathurst	Roads:Roads and general works(012020)	R 0.00	R 3 414 255.50	R 3 414 255.50
Upgrading of Mbundwini Road in Nemato	Roads:Roads and general works(012020)	R 0.00	R 2 185 000.00	R 2 185 000.00
Upgrading of Atherstone Road	Roads:Roads and general works(012020)	R 4 924 603.55	R 1 051 912.36	R 5 976 515.91
Upgrading of Gladiola Road in Alexandria	Roads:Roads and general works(012020)	R 4 137 483.46	-R 4 137 483.46	R 0.00
Upgrading of Mswela road in Nemato	Roads:Roads and general works(012020)	R 2 185 000.00	-R 2 185 000.00	R 0.00
Waste water Treatment Works and Bulk sewer Reticulation-Bathurst	Roads:Roads and general works(012020)	R 8 261 250.00	-R 7 757 250.00	R 500 000
PMU 5%	Project Management Unit	R1,561 900.00	R0.00	R1,561 900.00

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	(012041)			
		31,238,000.00		31,238,000.00

NCA029/08/2024

**REPORT DATED 19 AUGUST 2024 FROM THE MUNICIPAL MANAGER TO COUNCIL:
WATER SERVICES INGRASTRUCTURE GRANT (WSIG) PROJECTS ADJUSTMENT
BUDGET**

PURPOSE

To request Council to approve the WSIG adjustment budget for the 2024/2025 financial year implemented under Infrastructural Development as follows:

BACKGROUND

Ndlambe municipality has been allocated R32 600 000.00 by the Department of Water and Sanitation to continue with the implementation of sanitation projects in 2024/25FY. The project named as Port Alfred Sewerage reticulation and put in the budget for implementation as one project for the 2024/2025FY and the other projects had to be split per segment to align with the budget and not spend under Port Alfred Sewerage though other projects are also sewerage but to be split as different projects.

DISCUSSION

Project Name	Pre-submitted budget for 2024/25FY	Variance	Budget for 2024/25FY
Port Alfred Sewerage Infrastructure Phase 1 Reticulation	R32 600 000.00	-R18 242 699.01	R14 357 300.99
Pumping Main and Gravity line from Mabela and Mswela pump station	0	R1 044 594,64	R1 044 594,64
Gravity Sewer Line from Wharf Street to Thornhill pump	0	R1 441 352,81	R1 441 352,81

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station			
Thornhill Link Sanitation Services - Portion 1: Pump station and pumping mains	0	R3 070 950.00	R3 070 950.00
Port Alfred Sewage Pump Station Upgrades	0	R12 685 801,56	R12 685 801,56
TOTAL	R32 600 000.00	R0.00	R 32 600 000.00

RECOMMENDATION TO COUNCIL

THAT the WSIG adjustment for 2024/25 BE APPROVED as follows:

Project Name	Pre-submitted budget for 2024/25FY	Variance	Budget for 2024/25FY
Port Alfred Sewerage Infrastructure Phase 1 Reticulation	R32 600 000.00	-R18 242 699.01	R14 357 300.99
Pumping Main and Gravity line from Mbabela and Mswela pump station	0	R1 044 594,64	R1 044 594,64
Gravity Sewer Line from Wharf Street to Thornhill pump station	0	R1 441 352,81	R1 441 352,81
Thornhill Link Sanitation Services - Portion 1: Pump station and pumping mains	0	R3 070 950.00	R3 070 950.00
Port Alfred Sewage Pump Station Upgrades	0	R12 685 801,56	R12 685 801,56

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TOTAL	R32 600 000.00	R0.00	R 32 600 000.00

NCA030/08/2024

**REPORT DATED 21 AUGUST 2024 FROM THE MUNICIPAL MANAGER TO COUNCIL:
ROLLOVER AND ADJUSTMENT BUDGET**

PURPOSE

To request Council to approve the adjustment of draught budget for the 2024/2025 financial year of Infrastructural Development MIG projects and NOTE the submission to National Treasury for the rollover application.

BACKGROUND

In terms of Section 28(a) of the Municipal Finance Management Act, No.56 of 2003, a municipality may revise an approved annual budget through an adjustment budget if additional revenue has become available or to utilize projected savings in one vote towards projected overspending on another vote.

Section 21. (1) - Any conditional allocation, or a portion thereof, that is not spent at the end of the 2023/24 financial year reverts to the National Revenue Fund, unless the roll-over of the allocation is approved in terms of subsection (2).

(2) The National Treasury may, at the request of a transferring officer, receiving officer or provincial treasury, approve a roll-over of a conditional allocation to the 2023/24 financial year if the unspent funds are committed to identifiable projects.

When requesting a rollover in terms of section 21(2) of the 2023 DoRA, municipalities must include the following information with their submission to National Treasury:

- A formal letter, signed by the accounting officer addressed to the National Treasury requesting the rollover of unspent conditional grants in terms of section 21(2) of the 2022 DoRA;
- A list of all the projects that are linked to the unspent conditional grants and a breakdown of how much was allocated, spent and the balance per project;
- The following evidence indicating that work on each of the projects has commenced, as applicable to the specific rollover(s):
 - ✓ Proof that a contractor or service provider was appointed for delivery of the project before 31 March 2024; or
 - ✓ Proof of project tender and tender submissions published and closed before 31 March 2024 or with the appointment of contractor or service provider for delivery of service before 30 June 2024 in cases where additional funding was allocated during the course of the financial year of the project;

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- ✓ Evidence that all projects linked to an allocation will be fully utilized by 30 June 2025 (attach cash flow projection for the applicable grant).

DISCUSSION

The Eastern Cape Province was affected by heavy rainfall and flooding during the week of the 15th of September 2023. A provincial disaster was classified in the month of September 2023 after the damages were identified. The catastrophe is aligned in terms of the Disaster Management Act, 2002 (Act No. 57 of 2002).

Ndlambe Local Municipality submitted Business Plan and motivation to obtain Municipal Disaster Relief Grant to rehabilitate/ reconstruct the storm and flood damaged infrastructure in Port Alfred, Bathurst, Boknes, Kenton on Sea, Cannon Rocks, Bushmans River Mouth, Marselle etc. Upon receipt of the documentation from the municipality, the documentation was reviewed. MISA and PDMC conducted visual assessments and verifications as accompanied and directed by the Municipal Technical Representatives on the 12th, 13th and 18th of December 2023.

The whole Ndlambe municipality has been highly affected by floods during the week of the 15th of September 2023 which affected various areas that includes the following towns; Port Alfred, Bathurst, Boknes, Kenton on Sea, Cannon Rocks, Bushmans River Mouth, Marselle etc.

An allocation of R11 250 000.00 was approved and the approval letter dated the 2nd of April 2024 was sent to the municipality on the 3rd of April 2024. The municipality immediately commenced with administrative processes with the funder and finalised the procurement processes by May 2024. The funds were not fully spent by end June 2024 due to various reasons outlined in detail under the Annexure B under the progress report

In order to reduce the impact of the floods the following projects were prioritized;

- **KENTON –EKUPHUMLENI: ANGLERS WAY**
Bulk earthworks, preparation of the road pavement layers, concrete block paving and provision of suitable storm water drainage Road length approx. 500m Road width approx. 6m Storm water drainage approx. 650m.
- **PORT ALFRED: MAGONGO STREET**
Bulk earthworks, preparation of the road pavement layers, concrete block paving and provision of suitable storm water drainage Road length approx. 300m Road width approx. 6m Storm water drainage approx. 350m

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- **PORT ALFRED: MBABELA STREET**
Bulk earthworks, preparation of the road pavement layers, concrete block paving and provision of suitable storm water drainage Road length approx. 220m Road width approx. 6m Storm water drainage approx. 300m
- **PORT ALFRED: NTINI STREET**
Bulk earthworks, preparation of the road pavement layers, concrete block paving and provision of suitable storm water drainage. Road length approx. 170m Road width approx. 6m Storm water drainage approx. 180m
- **PORT ALFRED: SAGWITYI STREET**
Bulk earthworks, preparation of the road pavement layers, concrete block paving and provision of suitable storm water drainage. Road length approx. 250m Road width approx. 6m Storm water drainage approx. 260m
- **BATHURST: LUSHINGTON RAW WATER PUMP STATION**
Reconstruct submersible pump station including associated pipework and components
- **BATHURST: MANSFIELD RAW AND CLEAR WATER PUMP STATION**
Repair/ replace damaged mechanical and electrical components Construct drainage system in and around the pump station
- **BOKNES: DANIEL SCHEEPERS STREET OUTFALL STORMWATER DRAINAGE**
Rehabilitating the collapsed revetment with suitable gabion mattresses, gabion baskets including stones. Estimated volume 160m³ Reconstruct approximately 15m of 450mm diameter concrete pipe culvert including a catch pit, headwall and lined channel.

See Annexure C.18

COMMENTS FROM OTHER DEPARTMENTS

Finance Department has provided required information for attachments Section 71/72.

RECOMMENDATIONS TO COUNCIL

1. For Council to APPROVE the adjustment of disaster budget for the 2024/2025 financial year as per below rollover amounts. .

Project Name	Revised Budget as per Cashflow Projections	Expenditure as of end June 2024	Rolled over Amount
A. Upgrading of Road- Ekuphumleni: Anglers' Way	R 3 100 000.00	R 232 070.00	R 2 868 000.00

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B. Upgrading of Road - Port Alfred: Magongo Street	R 1 900 000.00	R 336 835.00	R 1 563 165.00
C. Upgrading of Road - Port Alfred: Mbabela Street	R 1 400 000.00	R 0.00	R 1 400 000.00
D. Upgrading of Road Port Alfred: Ntini Street	R 1 100 000.00	R84 713.60	R 1 015 286.40
E. Refurbishment of Road Port Alfred: Sagwityi Street	R 1 100 000.00	R82 551.03	R 1 017 448.97
F. Refurbishment of Pump Station Bathurst: Mansfield Raw and Clear Water Pump Station	R 1 400 000.00	R380 700.00	R 1 019 300.00
G. Refurbishment of Pump Station Bathurst: Lushington Raw Water Pump Station	R 600 000.00	R107 000.00	R 493 000.00
H. Refurbishment of Boknes: Daniel Scheepers Street Outfall Stormwater Drainage	R 650 000.00	R0.00	R 650 000.00
TOTAL	R11 250 000.00	R 1 223 869.63	R10 026 130.37

2. For Council to NOTE the submission to National Treasury for the rollover application of an amount of R10 026 130.37 as shown below.

UNSPENT AMOUNT AS AT END JUNE 2024:

Project Name	Revised Budget as per Cashflow Projections	Expenditure as of end June 2024	Rolled over Amount
A. Upgrading of Road-Ekuphumleni: Anglers' Way	R 3 100 000.00	R 232 070.00	R 2 868 000.00
B. Upgrading of Road - Port Alfred: Magongo Street	R 1 900 000.00	R 336 835.00	R 1 563 165.00
C. Upgrading of Road - Port Alfred: Mbabela Street	R 1 400 000.00	R 0.00	R 1 400 000.00
D. Upgrading of Road Port Alfred: Ntini Street	R 1 100 000.00	R84 713.60	R 1 015 286.40
E. Refurbishment of Road Port Alfred: Sagwityi Street	R 1 100 000.00	R82 551.03	R 1 017 448.97

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F. Refurbishment of Pump Station Bathurst: Mansfield Raw and Clear Water Pump Station	R 1 400 000.00	R380 700.00	R 1 019 300.00
G. Refurbishment of Pump Station Bathurst: Lushington Raw Water Pump Station	R 600 000.00	R107 000.00	R 493 000.00
H. Refurbishment of Boknes: Daniel Scheepers Street Outfall Stormwater Drainage	R 650 000.00	R0.00	R 650 000.00
TOTAL	R11 250 000.00	R 1 223 869.63	R10 026 130.37

NCA031/08/2024

**REPORT DATED 21 AUGUST 2024 FROM THE MUNICIPAL MANAGER TO COUNCIL:
APPROVAL OF THE PROJECT STEERING COMMITTEE (PSC) POLICY**

PURPOSE

For the Council to approve the Project Steering Committee (PSC) policy.

BACKGROUND

The Government of South Africa has mandated that all Government organisations, including Sector Departments, Municipalities and State-Owned Entities, to establish PSCs within projects that are implemented utilising State funds.

Eastern Cape Department of Co-operative Governance and Traditional Affairs (ECCOGTA) developed Eastern Cape Institutional and Social Development (ISD), to advance community participation in the delivery of services and to give guidance to Municipalities and other institutions on how to promote community participation.

The ISD Framework provides guidance for the establishment of PSCs within the Municipal projects.

The PSCs has been in operation for some time without a localised policy guidance in the form of Project Streeting Committee Policy.

DISCUSSION

The policy outlines the management of Project Steering Committees (PSCs) for service delivery projects in Ndlambe Municipality. PSCs aim to achieve maximum management through public participation, transparency, and accountability. Key stakeholders include

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the Municipality, Ward Councillors, Community Liaison Officers (CLOs), service providers, and community organizations.

The policy defines roles and responsibilities for each stakeholder. The municipality funds and implements projects, appoints service providers, and assigns officials for oversight. Ward Councillor chairs PSC meetings and provides feedback to the community. CLOs act as liaisons between stakeholders and provide secretariat services.

Service providers are responsible for creating a conducive environment for local labour recruitment, remunerating workers, and providing safety measures. The policy also outlines reporting mechanisms, with consolidated reports submitted monthly to the relevant forum (PSC) .

To ensure public safety and transparency, service providers must display project details visibly and implement necessary fencing. The policy includes a complaint resolution process, with all complaints to be addressed within 48 working hours.

The policy outlines specific reporting mechanisms and sitting allowances for the Project Steering Committee (PSC). A consolidated report should be submitted monthly to the Ward Councillor and the PSC by the Community Liaison Officer (CLO). This report is then sent to the Speaker's Office, with copies distributed to all components of the steering committee, affected Ward Committees, and Stakeholders Forums.

Regarding sitting allowances, PSC members are entitled to receive R300 per meeting that achieves a quorum per month. The policy mandates compulsory monthly PSC meetings, with additional ad hoc meetings as required. These measures aim to ensure regular communication, transparency, and accountability in project management while providing compensation for committee members' time and effort.

The Project Steering Committee Policy is attached as **Annexure C.19**

RECOMMENDATIONS TO COUNCIL

1. THAT Council approve the Project Steering Committee policy.
2. THAT it BE NOTED that a sitting allowance of R300 per month will be paid to PSC members who are not government officials, CLOs and Councillors.

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NCA032/08/2024

**REPORT DATED 20 AUGUST 2024 FROM THE MUNICIPAL MANAGER TO COUNCIL:
PERFORMANCE AGREEMENTS FOR THE MUNICIPAL MANAGER AND MANAGERS
REPORTING DIRECTLY TO THE MUNICIPAL MANAGER FOR THE 2024/2025
FINANCIAL YEAR**

PURPOSE

For Council to NOTE the Performance Agreements for the Municipal Manager and Senior Managers reporting directly to the Municipal Manager for the 2023/2024 financial year

LEGISLATIVE FRAMEWORK

- Constitution of the Republic of South Africa, 1996
- White Paper on Local Government, 1998
- Local Government: Municipal Systems Act 32 of 2000
- Municipal Planning and Performance Management Regulations, 2001
- Municipal Finance Management Act, 2003
- Local Government: Municipal Performance Regulations for Municipal Managers and Managers Directly Accountable to Municipal Manager, 2006

BACKGROUND

In terms of section 57 (1) (b) of the Municipal Systems Act the Performance agreements for the Municipal manager and all Senior managers are concluded in accordance with section 57 (2) of the Municipal Systems Act.

The Contract of Employment concluded between the parties, requires the parties to conclude an annual Performance Agreement. The performance plans must set out the objectives and targets that are aligned to the Integrated Development Plan, Services Delivery and Budget Implementation Plan and the Budget of the institution. The parties wish to ensure that they are clear about the goals to be achieved and secure the commitment of the employee to a set of outcomes that will secure local government policy goals. The managers are also expected to develop performance plans to fulfil their goals whilst also ensuring their personal development by having their own personal development plans.

OTHER PARTIES CONSULTED

- Mayor
- Municipal Manager
- All Municipal Directors
- Internal Audit Unit

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The Performance Agreements as signed between the Mayor and the Municipal Manager, and between the Municipal Manager and Senior Managers for the 2024/2025 financial year are attached as Annexure C.20

RECOMMENDATIONS TO COUNCIL

THAT the Performance Agreements as signed between the Mayor and the Municipal Manager, and between the Municipal Manager and Senior Managers for the 2024/2025 financial year BE NOTED.

NCA033/08/2024

**REPORT DATED 21 AUGUST 2024 FROM THE MUNICIPAL MANAGER TO COUNCIL:
DRAFT ANNUAL REPORT 2023/2024**

PURPOSE

To request Council to NOTE the Draft Annual Report for the 2023/2024 financial year as stipulated by both the Local Government: Municipal Systems Act (No: 32 of 2000) and the Local Government: Municipal Finance Management Act (No: 56 of 2003) and for submission to the MPAC, the Auditor General of South Africa and relevant departments.

BACKGROUND

Section 46 of the Local Government: Municipal Systems Act (No: 32 of 2000) read with Chapter 12 of the Local Government: Municipal Finance Management Act (No: 56 of 2003) stipulate the process for the preparation and adoption of Annual Reports by all municipalities. The said legislation further provides for the interrogation of the Annual Report and public participation processes to happen before it is adopted.

DISCUSSION

The Draft annual report will be distributed in a separate document.

RECOMMENDATION TO COUNCIL

THAT the Draft Annual Report for the 2023/2024 financial year BE NOTED and be sent to the MPAC, relevant government departments and the Auditor General of South as stipulated by both the Local Government: Municipal Systems Act (No: 32 of 2000) and the Local Government: Municipal Finance Management Act (No: 56 of 2003). Further, to be used for public participation and consultation purposes.

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NCA034/08/2024

**REPORT DATED 21 AUGUST 2024 FROM THE MUNICIPAL MANAGER TO COUNCIL:
ILLEGAL OCCUPYING OF PUBLIC OPEN SPACE AT CENTENARY PARK**

PURPOSE

The purpose of this report is to brief Council on the illegal occupying of the public open space at Centenary Park, Port Alfred.

BACKGROUND

In March 2024 an Item (NCM006/03/2024) was brought to Council of illegal occupiers that has invaded a public open space at Centenary Park. Council took a decision to divert the item to the office of the Speaker for further investigation before Council resolved on this matter.

The Speaker has engaged with the illegal occupiers several times. Therefore, this item has been brought back to Council for Council to discuss and to make a final decision on the item.

Since the item was brought to Council, more illegal structures have been erected by the illegal occupants, and more occupants has invaded the public open space at Centenary Park. Council resolution - NCM006/03/2024 is attached as **Annexure C.21**

RECOMMENDATION TO COUNCIL

For Council to take a decision for an eviction order to be granted to the illegal occupants.

NCA035/08/2024

**REPORT DATED 22 AUGUST 2024 FROM THE MUNICIPAL MANAGER TO COUNCIL:
DETERMINATION OF UPPER LIMITS OF SALARIES, ALLOWANCES AND BENEFITS
OF DIFFERENT MEMBERS OF MUNICIPAL COUNCILS FOR THE 2023/24 2024/25
FINANCIAL YEAR: NOT FOR IMPLEMENTATION**

PURPOSE

For Council to submit written comments on the draft Notice 1. regarding the Determination of Upper Limits of Salaries, Allowances and Benefits for Different Members of the Municipal Council.

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BACKGROUND

The circular provides background on the determination of salaries and benefits for municipal council members. The Independent Commission for the Remuneration of Public Office Bearers is mandated by the Constitution to make annual recommendations on salaries, allowances, and benefits for public office bearers. The Minister responsible for local government has the power to determine upper limits of salaries for municipal council members, after consulting with provincial MECs and considering the Commission's recommendations. SALGA is lobbying for aligning local government public office bearers' remuneration with national and provincial counterparts, making all Councillors full-time, and including formal tertiary education in capacity-building programs. The Commission is finalizing a major review of public office bearers' remuneration, but full implementation of structural changes is not currently possible due to economic constraints

DISCUSSION

The draft Notice outlines key aspects for the 2023/24 and 2024/25 financial years, including a 3.0% and 2.5% annual increase respectively for municipal council members. It addresses upper limits for full-time Councillors' remuneration packages, allowances for appointed Councillors, and those serving in organized local government structures. The Notice also proposes increased sitting allowances, cellphone allowances up to R3400 per month, and mobile data bundles not exceeding R300 monthly. Security provisions for executive mayors, mayors, speakers, and whips are detailed, allowing for two bodyguards per shift. SALGA advocates for aligning local government public office bearers' remuneration with national and provincial counterparts, making all Councillors full-time, and enhancing capacity-building programs. Municipalities are urged to submit written comments on the draft Notice by August 26, 2024, to contribute to the final determination.

The Circular is attached as **Annexure C.22**

RECOMMENDATIONS TO COUNCIL

1. THAT Council must submit written comments on the draft Notice regarding the Determination of Upper Limits of Salaries, Allowances and Benefits for Different Members of the Municipal Council.

**AGENDA OF AN OPEN NDLAMBE COUNCIL MEETING WILL BE HELD ON FRIDAY,
30 AUGUST 2024 AT 10H00 IN THE COUNCIL CHAMBERS, CAMPBELL STREET,
PORT ALFRED.**

2. THAT it BE NOTED that the Council is encouraged to provide feedback on any matters not covered in the gazette relating to salaries, allowances, benefits, and resources required by Public Office Bearers.
3. THAT it further BE NOTED that comments should be submitted by Monday, 26 August 2024, to SALGA National Office via email.

NCA36/08/2024
URGENT REPORT BY MUNICIPAL MANAGER

NCA037/08/2024
CLOSURE

OPEN NDLAMBE COUNCIL MEETING

HELD ON FRIDAY, 30 AUGUST 2024

**DISCLOSURE OF INTEREST BY COUNCILLORS
(SCHEDULE 1 OF MUNICIPAL SYSTEMS ACT)**

ANNEXURE C.01

NDLAMBE MUNICIPALITY



DECLARATION OF INTEREST BY COUNCILLOR

In accordance with Councillor's Code of Conduct Section 5(1)a, A Councillor must disclose to the Municipal Council or to any Committee of which that Councillor is a Member, any direct or indirect personal or private business interest that the Councillor or any Spouse, Partner or Business Associate of that Councillor may have in any matter before the Council or the Committee.

I, Councillor declare that I recuse myself during the discussion of the following items:

.....
.....
.....

And I will recuse myself on the abovementioned items.

Signed at: on this day of 2024

.....
Signature of Councillor

Witnesses:

1. Signature:

2. Signature:

OPEN NDLAMBE COUNCIL MEETING

HELD ON FRIDAY, 30 AUGUST 2024

**DISCLOSURE OF INTEREST BY MUNICIPAL
STAFF MEMBERS
(SCHEDULE 2 OF MUNICIPAL SYSTEMS ACT)**

ANNEXURE C.02

NDLAMBE MUNICIPALITY



DECLARATION OF INTEREST BY STAFF

In accordance with Code of Conduct for Municipal Members under Section 4 Personal Gain
(1) a Staff Member of the Municipality may not:
b) take a decision on behalf of the Municipality concerning a matter in which that Staff Member's Spouse, Partner or Business Associate, has a direct or indirect personal or private business interest.

I, ... Identity Number

Staff Number employed by Ndlambe Council as

Hereby declare that I have an interest on the following items:

.....

.....

.....

And I will recuse myself on the abovementioned items.

Signed at: on this day of 2024

.....
Signature of Staff

Witnesses:

1. Signature:

2. Signature:

OPEN NDLAMBE COUNCIL MEETING

HELD ON FRIDAY, 30 AUGUST 2024

**MINUTES OF PREVIOUS OPEN NDLAMBE
COUNCIL MEETING: 31 MAY 2024**

ANNEXURE C.03

**MINUTES OF AN OPEN NDLAMBE COUNCIL MEETING HELD ON FRIDAY, 31 MAY 2024
AT 10H00 IN THE COUNCIL CHAMBERS, CAMPBELL STREET, PORT ALFRED**

The Notice of an Open Meeting of the Ndlambe Council Held on Friday, 31 May 2024 at 10h00 In the Council Chambers, Campbell Street, Port Alfred **WAS TAKEN AS READ.**

PRESENT

Councillor: A Marasi (In the Chair)

Councillors: KC Ncamiso, (Mayor) A. Bukani, S. T Dyakala,
W. Johannes, P. Y Kani, S. Kolosa, P. Khungwayo, T. Mbekela,
Z. W. Myali, S. Melani, A Nyumka, M. Sweli, S. Venene,
E. H. K. Walker, S. Zweni.

Officials: Municipal Manager, Directors: Corporate Services, Infrastructural
Development, Community / Protection Services, Acting Director Financial
Management,

Manager: Human Resources, Manager: Integrated Development Plan, Manager: Town
Planning, Manager: Internal Audit Unit, Acting Manager: Administration,
Communication Officer,

Secretariat: Clerk: Committee Support

By Invitation: Mr D M Pillay
Chairperson: Audit and Performance Committee

NCM001/05/2024

OPENING

- 1.1. The meeting was officially opened by the Chairperson, and municipal Speaker, Councillor Andile Marasi, at 10:04 and he requested that Director Booysen-Willy open in prayer, to which she did.
- 1.2. DA Councillors, S. Venene and P. Kani, raised a Point of Order with the Speaker relating to conduct of loud chanting and singing by the ANC members whilst entering the meeting.
- 1.3. Further, Councillors Venene and Khani raised a Point of Order whereby the prayer as requested by the Speaker falls outside the constitutional mandate of the Council, as

**MINUTES OF AN OPEN NDLAMBE COUNCIL MEETING HELD ON FRIDAY, 31 MAY 2024
AT 10H00 IN THE COUNCIL CHAMBERS, CAMPBELL STREET, PORT ALFRED**

the Christian overtones promotes personal and private religious beliefs and may exclude people of other religions and this practice should not continue.

- 1.4. The Chairperson reminded the Councillors to raise their hands before speaking.
- 1.5. The Chairperson countered that the decorum of the house of Council starts with each individual and before a Council meeting commences the Chairperson will sing any song and the ANC that the Chairperson represents as a Speaker is a very disciplined organization and he will not tolerate being lectured by other members.

NCM002/05/2024

APPLICATION FOR LEAVE OF ABSENCE (3/2/4)

COUNCIL RESOLVED

- 2.1. THAT it BE NOTED, the Human Resources Manager represented the Director of Corporate Services, while the Budget & Treasury Manager represented the Finance Director.

NCM003/05/2024

OFFICIAL ANNOUNCEMENTS BY THE SPEAKER

3/2/1

None.

NCM004/05/2024

REPORTS OF SPEAKER IN TERMS OF RULES

10 (1) and 87 (4)

None.

**MINUTES OF AN OPEN NDLAMBE COUNCIL MEETING HELD ON FRIDAY, 31 MAY 2024
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NCM005/05/2024

DISCLOSURE OF INTEREST BY COUNCILLORS (SCHEDULE 1 OF MUNICIPAL SYSTEMS ACT)

None declared.

NCM006/05/2024

DISCLOSURE OF INTEREST AND BENEFITS BY MUNICIPAL STAFF MEMBERS (SCHEDULE 2 OF MUNICIPAL SYSTEMS ACT)

None declared.

NCM007/05/2024

REPORTS RECEIVED BY THE SPEAKER

None.

NCM008/05/2024

MOTIONS OF SYMPATHY AND CONGRATULATIONS BY THE SPEAKER

None.

NCM009/05/2024

MOTIONS OF SYMPATHY AND CONGRATULATIONS BY OTHER COUNCILLORS

None.

NCM010/05/2024

DEPUTATIONS AND INTERVIEWS

None.

**MINUTES OF AN OPEN NDLAMBE COUNCIL MEETING HELD ON FRIDAY, 31 MAY 2024
AT 10H00 IN THE COUNCIL CHAMBERS, CAMPBELL STREET, PORT ALFRED**

NCM011/05/2024

COMMUNICATION BY THE MAYOR

None.

NCM012/05/2024

**MINUTES OF PREVIOUS FULL OPEN NDLAMBE COUNCIL MEETING: 28 MARCH 2024
3/2/1**

COUNCIL RESOLVED

12.1. THAT the minutes of the Full Open Ndlambe Council meeting held on Thursday, 28 March 2024, Resolutions NCM001/03/2024 to NCM027/03/2024, a copy which appeared as **Annexure C.03** BE **CONFIRMED**, subject to the following correction:

- a. THAT the minutes be amended to reflect the virtual attendees, as raised by the Mayor who was in attendance.

NCM013/05/2024

**MINUTES OF PREVIOUS SPECIAL OPEN NDLAMBE COUNCIL MEETING: 30 APRIL 2024
3/2/1**

COUNCIL RESOLVED

13.1. That the minutes of the Special Open Ndlambe Council meeting held on Tuesday, 30 April 2024, Resolutions SNCM001/104/2024 to SNCM024/04/2024, a copy which appeared as **Annexure C.04** BE **CONFIRMED**.

NCM014/05/2024

REPORT ON IMPLEMENTATION OF COUNCIL RESOLUTIONS

COUNCIL RESOLVED

14.1. THAT the implementation of the Council Resolutions, a copy which appeared as **Annexure C.05**, BE **CONFIRMED AND UPDATED**.

**MINUTES OF AN OPEN NDLAMBE COUNCIL MEETING HELD ON FRIDAY, 31 MAY 2024
AT 10H00 IN THE COUNCIL CHAMBERS, CAMPBELL STREET, PORT ALFRED**

NCM015/05/2024

**REPORT DATED 20 MAY 2024 FROM THE MUNICIPAL MANAGER TO COUNCIL:
REPORT ON REVIEW OF RISK MANAGEMENT COMMITTEE TERMS OF REFERENCE**

COUNCIL RESOLVED

15.1. THAT the Terms of Reference of the Risk Management Committee BE **ADOPTED**.

15.2. THAT the Terms of Reference be a legal and binding document to all stakeholders involved.

NCM016/05/2024

**REPORT DATED 20 MAY 2024 FROM THE MUNICIPAL MANAGER TO COUNCIL:
REPORT ON REVIEW OF RISK MANAGEMENT POLICY**

COUNCIL RESOLVED

16.1. THAT the Risk Management policy BE **REVIEWED AND ADOPTED**.

It was at this point that the Chairperson of the Audit and Performance Committee (APC), Mr. D. M. Pillay, was permitted to present his report, and he greeted all those present.

The report was taken as read, with the Councillors having taken cognisance of any salient matters brought to the attention of Council by the APC.

Mr. Pillay advised that the committee is responsible for ensuring the municipality's internal controls are adhered to and that issues raised previously by the Auditor-General and Internal Audit have been dealt with, and do not reoccur.

Mr. Pillay was very pleased the key issue of Risk Management raised by the Auditor-General is being addressed, with the Terms of Reference and Risk Policy already having been adopted by Council. It is now important that the Risk Committee now functions, with the Municipal Manager as Chairperson and the Directors as Members.

A key issue is the Irregular Expenditure which is not always a case of money being misappropriated but rather where controls are not adhered to. The committee requested that all irregular expenditure be identified and reported to Council to resolve for the Municipal Public Accounts Committee (MPAC) to investigate. It is crucial that Irregular expenditure is

**MINUTES OF AN OPEN NDLAMBE COUNCIL MEETING HELD ON FRIDAY, 31 MAY 2024
AT 10H00 IN THE COUNCIL CHAMBERS, CAMPBELL STREET, PORT ALFRED**

minimised and dealt with when it does occur. Mr. Pillay further highlighted that where Irregular expenditure occurred in prior years it will remain irregular until it is fully dealt with.

The APC were advised that the Municipal Manager would engage with the Department of Human Settlements (DHS) and ABSA to negotiate the contract with regards to the Thornhill development because this Irregular Expenditure will continue to reoccur until it is dealt with.

There is concern around the high level of overtime and a mitigation plan was submitted by the Director of Infrastructure in particular, to reduce the overtime. Also of concern is the leave and payment in lieu of leave not taken which is very high and the APC requested that management must investigate this to ensure there is no abuse of this system, where staff become accustomed to leave payments and when it is curbed or stopped it becomes an issue. Measures must be implemented to reduce the number of hours worked with regards to overtime.

Mr. Pillay commended the municipality lead by the Municipal Manager on the high level of conditional grants obtained. There is however pressure for administration to deliver on that the APC requests that Council monitors implementation of projects as planned, and expenditure is occurring. Not all Conditional Grants expenditure will be done by end of June, so there will be a rollover application. All conditions of the rollover process must be adhered to, to avoid losing the grant money.

Lastly, the unaccounted water and loss of water revenue as highlighted in the financial report, the municipality should not be allowing water and electricity losses to escalate and this needs to be drastically curbed. Crucial to the sustainability to the municipality is the revenue due to the municipality in terms of property rates which must be collected. Revenue is critical to ensure functioning of the municipality.

Mr. Pillay thanked the Chairperson for the opportunity to present.

NCM017/05/2024

REPORT DATED 20 MAY 2024 FROM THE CHAIRPERSON AUDIT AND PERFORMANCE COMMITTEE TO COUNCIL: AUDIT AND PERFORMANCE COMMITTEE (APC) REPORT

COUNCIL RESOLVED

17.1. THAT the report from the Chairperson: Audit and Performance Committee (APC) BE NOTED.

**MINUTES OF AN OPEN NDLAMBE COUNCIL MEETING HELD ON FRIDAY, 31 MAY 2024
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NCM018/05/2024

**REPORT DATED 29 APRIL 2024 FROM THE MUNICIPAL MANAGER TO COUNCIL:
REVIEW OF THE DELEGATION REGISTER**

COUNCIL RESOLVED

18.1. THAT the reviewed Delegation Register BE **ADOPTED**.

NCM019/05/2024

**REPORT DATED 21 MAY 2024 FROM THE MAYOR TO COUNCIL: ADJUSTMENT
BUDGET 2023/2024**

COUNCIL RESOLVED

19.1. THAT the table in the agenda item for '*Municipal Disaster Response Grant projects*' be AMENDED to reflect the correct Ward numbers.

19.2. The Mayor and Municipal Manager addressed Councillor Zweni's query about the Disaster Grant project for Ntini Street rather than for Mtati Street in Ward 7. Disaster funding is managed by CoGTA, and the designated streets cannot be altered. If there is an error in the street name, it can be corrected but must align with CoGTA's approved list. Using the funds for unapproved projects will result in CoGTA demanding a refund from the municipality.

19.3. THAT the **Capital Adjusted Budget** of R184,916,000 for the year 2024, with projected amounts of R69,722,000 for 2025 and R71,797,000 for 2026, funded by External Sources as detailed in the 'Final Adjusted Medium Term Revenue and Expenditure Framework [MTEF] 2023/24 to 2025/26', page 12, *Table B5: Adjusted 'Budgeted Capital Expenditure by Vote, Standard Classification, and Funding'*, and the overall capital expenditure of **R201,202,000** be **APPROVED**.

19.4. THAT it BE NOTED the *agenda* recommendation does not reflect the correct figures for the Capital Adjusted Budget amounts of *R104,407,000 for 2025 and R49,486,000 for*

**MINUTES OF AN OPEN NDLAMBE COUNCIL MEETING HELD ON FRIDAY, 31 MAY 2024
AT 10H00 IN THE COUNCIL CHAMBERS, CAMPBELL STREET, PORT ALFRED**

2026 and the CORRECT amounts are minuted in the resolution as per point 19.2. above.

19.5. THAT the **Operating Adjusted Budget** for the 2023/2024 financial year, as presented on page 11 of the Adjusted MTEF, *Table B4: Adjusted 'Budgeted Financial Performance (Revenue and Expenditure)'*, reflecting an operating deficit of **-R11,124,000** for 2023/24, a projected operating deficit of -R4,503,000 for 2025, and a projected operating surplus of R5,081,000 for 2026, be **APPROVED**.

19.6. THAT the **Adjusted Financial Position** for the 2023/2024 fiscal year, as presented on page 13 of the Adjusted MTEF, *Table B6: Adjusted 'Budgeted Financial Position'*, reflecting Community Wealth/Equity of R1,515,924,000 for 2023/2024, R 1,425,879,000 for 2025, and R1,520,354,000 for 2026, be **APPROVED**.

19.7. THAT the **Adjusted Cash Flow** for the 2023/2024 financial year, as presented in *Table B7: Adjusted 'Budgeted Cash Flow'*, reflecting a projected positive cash and cash equivalent of R121,554,000 at the end of 2023/2024 financial year, R19,597,000 for 2025 and R41,328,000 for 2026 be **APPROVED**.

NCM020/05/2024

REPORT DATED 20 MAY 2024 FROM MUNICIPAL MANAGER TO COUNCIL: REQUEST FOR THE AUTHORISATION OF A 60-MONTH EXTENSION OF THE OVVO GEOGRAPHICAL INFORMATION AND DATA MANAGEMENT SYSTEM

COUNCIL RESOLVED

20.1. THAT it BE NOTED that no comments were received from the community following a public participation process.

**MINUTES OF AN OPEN NDLAMBE COUNCIL MEETING HELD ON FRIDAY, 31 MAY 2024
AT 10H00 IN THE COUNCIL CHAMBERS, CAMPBELL STREET, PORT ALFRED**

- 20.2. THAT it BE APPROVED that the current agreement with Umhlaba Consulting Group (OVVIO GIS Software system, software data, software licence and support system) be **EXTENDED** by a period of 60 months from 1 July 2024 to 30 June 2029.

NCM021/05/2024

REPORT DATED 21 MAY 2024 FROM THE MUNICIPAL MANAGER TO COUNCIL: RATES AND VALUATION COMMITTEE MINUTES: 04 APRIL 2024

COUNCIL RESOLVED

- 21.1. THAT the Rates and Valuation Committee meeting minutes dated Thursday, 4 April 2024, a copy which appeared as **Annexure C.10** BE **APPROVED**.

NCM022/05/2024

REPORT DATED 20 MAY 2024 FROM THE MUNICIPAL MANAGER TO COUNCIL: REMOVAL OF POLITICAL POSTERS

COUNCIL RESOLVED

- 22.1. THAT, in line with Schedule 11 of the Bylaws, all political posters / banners BE **REMOVED** within *10 days* from all public places, open spaces and roads, therefore no later than *7 June 2024*.
- 22.2. THAT it BE NOTED the item recommendation in the agenda incorrectly stated 7 July 2024 and has such been corrected in the minutes, as above.
- 22.3. THAT the removal needs to be done in such a manner to **RESTORE** the site, object etc. to its original state prior to the posters placed on it.
- 22.4. THAT litter generated from the removal must be disposed of at a designated landfill site and / or used for recycling purposes or safekeeping by the political party.
- 22.5. THAT failure to adhere to the abovementioned instructions will result in an Admission of Guilt fine issued against the political organisation.

**MINUTES OF AN OPEN NDLAMBE COUNCIL MEETING HELD ON FRIDAY, 31 MAY 2024
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NCM023/05/2024

**REPORT DATED 23 MAY 2024 FROM THE MUNICIPAL MANAGER TO COUNCIL:
REPORT ON REVIEW OF HUMAN RESOURCE PLAN**

COUNCIL RESOLVED

23.1. THAT the 'Human Resources Plan', a copy of which was attached in **Annexure C.011**,
BE REVIEWED AND ADOPTED.

NCM024/05/2024

**REPORT DATED 28 MAY 2024 FROM THE MUNICIPAL MANAGER TO COUNCIL: RESCINDING
RESOLUTION FOR LAND ACQUISITION OF CERTAIN PORTIONS OF MUNICIPAL OWNED
PROPERTIES ERVEN 1070, 1071, 1073, 1074, 1075, 1278, 1720, REMAINDER 0 FARM 235 AND
ERF 623 ALEXANDRIA: ESTATES SECTION**

COUNCIL RESOLVED

24.1. THAT the request dated 10th of April 2024 from newly appointed Consulting Engineers by
the South African National Roads Agency (SOC) Limited (SANRAL) to provide consulting
engineering services for the improvement of the National Route R72 outside Alexandria, **BE
NOTED.**

24.2. THAT it **BE NOTED** that Council does not anticipate that the properties as tabled below shall
be required for purposes of providing basic municipal services as the necessary services
already exists in the surrounding areas.

24.3. THAT it **BE APPROVED** that Council Resolution SNCM016/05/2022 dated 31st of May 2022
be substituted with the following:

- a. THAT it **BE APPROVED** that the municipal owned properties and situated within the area
of Alexandria which falls within the jurisdiction of the Ndlambe Local Municipality, as per
the Acquisition Diagrams No's 0-R72-003-35_1; 0-R72-003-34_1; 0-R72-003-33_1; 0-
R72-003-32_1; 0-R72-003-31_1; 0-R72-003-30_1; 0-R72-003-30_1; 0-R72-003-26_1A
and 0-R72-003-27_1, and as tabled below be sold to the South African National Roads

**MINUTES OF AN OPEN NDLAMBE COUNCIL MEETING HELD ON FRIDAY, 31 MAY 2024
AT 10H00 IN THE COUNCIL CHAMBERS, CAMPBELL STREET, PORT ALFRED**

Agency (SOC) Limited (SANRAL) for the purpose of facilitating road widening and upgrading to the R72/2, subject to the following conditions:

Erven	Title No.	Total Extent (ha)	Extent Required (ha)	Current Zoning	Purchase Price Offered by SANRAL
1070	T48854/1980	2894	0.1049	Open Space Zone 1	R1 000.00
1071	T31127/1970	1177	0.0248	Open Space Zone 1	R1 000.00
1073	T31127/1970	1487	0.1487	Open Space Zone 1	R25 363.80
1074	T31127/1970	1487	0.0310	Open Space Zone 1	R14 322.00
1075	T31127/1970	1487	0.0008	Open Space Zone 1	R1 000.00
1278	T2553/1931	7.4746	0.0298	Agricultural Zone 1	R1 000.00
1720	T16997/1998	2.1475	0.1053	Open Space Zone 1	R1 000.00
Remainder of Farm 235 Brakfontein	T3001/1998	129.2560	0.6401	Agriculture Zone 1	R4 244.90
Rem of Erf 623	T29178/1986	36.3258	0.6401	Agricultural Zone 1	R2 651.11

- b. The selling price of the above properties are determined at R51 581,81 of which the market value have been based on the principles of Sections 12(1)(a)(i), 12(1)(a)(ii) and Section 12 of the Expropriation Act 63 of 1975 as per the valuations submitted by the valuers, Property Solutions Joint Venture (PropSol JV) on behalf of the South African National Roads Agency (SOC) Limited (SANRAL).
- c. The applicant complies with all statutory and land use requirements by lodging a formal application with the Town Planning Section for the closure, subdivision, consolidation and rezoning in terms of Sections 73, 59 and 71 and 68, respectively, of the Ndlambe Municipal Spatial Planning and Land Use Management By-Laws, 2015, and any other requirements, within a period of three (3) months of acceptance of condition (vii).
- d. The South African National Roads Agency (SOC) Limited (SANRAL) appoints a registered Land Surveyor to survey the portions of the properties in question and to provide copies of the approved Surveyor Generals diagrams to the Estates Section of the Directorate

**MINUTES OF AN OPEN NDLAMBE COUNCIL MEETING HELD ON FRIDAY, 31 MAY 2024
AT 10H00 IN THE COUNCIL CHAMBERS, CAMPBELL STREET, PORT ALFRED**

Infrastructural Development.

- e. The South African National Roads Agency (SOC) appoint a conveyancer on receipt (iv) above.
- f. All costs associated with the transaction are borne by the applicant.
- g. The applicant first indicates the acceptance of all the above conditions in writing before the transaction is proceeded with.

24.4. THAT it BE APPROVED that the request by the South African National Roads Agency (SOC) Limited to commence with the construction of the portions in question be permitted due to the lengthy processes in finalizing the transaction, and the Municipal Manager be authorised to sign the Access to Site Letters.

24.5. THAT it BE APPROVED that the user department be exempted from publish the intent as it was published on the 20 June 2022 vide Notice Number 102/2022 in the Talk of the Town, and that no objections were forthcoming.

24.6. THAT it BE NOTED that all the required portions of the aforementioned properties are situated along the R72 National Route.

NCM025/05/2024

REPORT DATED 28 MAY 2024 FROM THE MAYOR TO COUNCIL: ANNUAL BUDGET – 2024/25

COUNCIL RESOLVED

- 25.1. THAT the Council **CONSIDERS** the factors relating to tariffs increases and structure changes.
- 25.2. THAT the Council **CONSIDER** the comments from the Rate Payers Associations and refers them to IDP/Budget Steering Committee for possible strategies on the way forward.
- 25.3. THAT it BE NOTED, the Municipal Manager clarified there are still outstanding

**MINUTES OF AN OPEN NDLAMBE COUNCIL MEETING HELD ON FRIDAY, 31 MAY 2024
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Mayoral Imbizo's as part of the public participation process for the Integrated Development Plan (IDP), which ties into the municipal budget, and hence the annual budget is not yet ready for approval as it is a working document. The law provides for the annual budget to be tabled at Council for consideration on a 7-day rolling basis, with a cut-off deadline for approval before 1 July 2024.

NCM026/05/2024

REPORT DATED 28 MAY 2024 FROM THE MAYOR TO COUNCIL: INTEGRATED DEVELOPMENT PLAN (IDP) – 2024/25

COUNCIL RESOLVED

26.1. THAT the Council **APPROVES** the Revised IDP 2024/25 being tabled, subject to the following conditions:

- a. THAT the Draft Financial Plan and Budget 24/25 be replaced with a final approved budget by or before end June 2024.
- b. THAT the Draft SDBIP be replaced with a final approved SDBIP by or before end July 2024.
- c. THAT the following corrections to the IDP document as identified by Cllr. A. Nyumka in a previous Council meeting concerning the IDP, be implemented:
 - i. Section 4.2, page 215, MIG Projects, row 5: Changing of *KwaNonkqubela* Road, to Pandle Street and correcting Ward 2, to Ward 1.
 - ii. Page 216: Upgrading of Gladiola Road be corrected to Ward 2, not Ward 1.

26.2. THAT it BE NOTED, the Director: Infrastructure noted the MIG project table corrections, and in response to the Cllr. Nyumka's query on page 217 of the IDP, that the R29,032,715.58 would be used for Bathurst RO Plant rather than the Port Alfred Sewerage Infrastructure Phase 1 Reticulation, clarified that this is a Water Services Infrastructure Grant (WSIG) for the purposes of the Port Alfred Reclamation Plant to function, and was resolved as such at a previous Council meeting.

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NCM027/05/2024

**REPORT DATED 30 MAY 2024 FROM THE MUNICIPAL MANAGER TO COUNCIL:
BUSHMAN'S RO PLANT TRANSFER**

COUNCIL RESOLVED

- 27.1. THAT Council NOTE the update on the transfer of Bushman's RO plant.
- 27.2. THAT Council NOTE the LETTER received from the Director General of Water and Sanitation Department.
- 27.3. THAT it BE NOTED that the letter received from the Director General of the Department of Water and Sanitation is outlining a process to be followed until the plant is transferred to the Municipality.
- 27.4. THAT it BE NOTED that the letter does not stipulate timeframes of the process.

NCM028/05/2024

URGENT REPORT BY MUNICIPAL MANAGER

None.

NCM029/05/2024

CLOSURE

The Open Council meeting ended, and the Chairperson moved to the agenda of the Confidential Council meeting of Friday, 31 May 2024.

OPEN NDLAMBE COUNCIL MEETING

HELD ON FRIDAY, 30 AUGUST 2024

**MINUTES OF PREVIOUS SPECIAL OPEN NDLAMBE
COUNCIL MEETING: 07 JUNE 2024**

ANNEXURE C.04

**MINUTES OF A SPECIAL OPEN NDLAMBE VIRTUAL COUNCIL MEETING HELD
ON FRIDAY, 07 JUNE 2024 AT 10H00 VIA MS TEAMS**

The notice of a special open meeting of the Ndlambe Council held on Friday, 07 June 2024 at 10h00 via MS Teams **WAS TAKEN AS READ.**

PRESENT:

Councillor: A Marasi (In the Chair)

Councillors: K Ncamiso (Mayor) A. Bukani, S. T Dyakala, N. E. Haynes, P. Y Kani, S. Kolosa, P. Khungwayo, T. Mbekela, S. Melani, N. F. Memani, Z. W. Myali, A Nyumka, X. Runeli, M. Sweli, S. Zweni.

Present in Municipal Manager's Boardroom :

Municipal Manager, Directors: Financial Management, Corporate Services, Infrastructural Development, Community / Protection Services.

Manager: Human Resources, Manager: Integrated Development Plan, Manager: Internal Audit Unit, Manager: Administration.

Via MS Teams :

Mr T Pillary – Chairman : Audit & Performance Committee
Director: Corporate Services, Manager: Town Planning

SNCM001/06/2024

OPENING

The Speaker opened the meeting at 10:18am. Due to the meeting being virtual, slight delays were experienced due to technical difficulties. In order to ascertain that Councillors were in fact online, the Speaker carried out a rollcall.*

**MINUTES OF A SPECIAL OPEN NDLAMBE VIRTUAL COUNCIL MEETING HELD
ON FRIDAY, 07 JUNE 2024 AT 10H00 VIA MS TEAMS**

The Speaker thanked the Mayor, the Councillors and Municipal officials, for their role in assisting members of the communities who have been badly affected by the torrential rainfall and inclement weather experienced.

This has resulted in a disaster in our area, and these officials have assisted and continue to assist, communities in areas such as New Rest and farming communities.

*Councillor A Nyumka joined the virtual meeting at 10:25am

Councillor T Mbekela joined the virtual meeting at 10:29am

Councillor M Sweli joined the virtual meeting at 10:38am

SNCM002/06/2024

APPLICATION FOR LEAVE OF ABSENCE

3/2/4

THAT Leave of absence be granted to Councillor S. Venene.

SNCM003/06/2024

OFFICIAL ANNOUNCEMENTS BY THE SPEAKER

3/2/1

None, other than the comments made by the Speaker in opening.

**MINUTES OF A SPECIAL OPEN NDLAMBE VIRTUAL COUNCIL MEETING HELD
ON FRIDAY, 07 JUNE 2024 AT 10H00 VIA MS TEAMS**

SNCM004/06/2024

COMMUNICATION BY THE MAYOR

3/2/1

The Mayor did not have much to communicate, except to request the officials to give an update on the Budget as we are still on the consideration phase of our Budget process, and to report on any progress from the last meeting, held on 31 May 2024.

At this point, Cllr Runeli raised a question, wanting to know how far the Mayor is with the Imbizo process, and whether it has been completed based on the programme.

The Speaker explained the Resolutions taken at the Council meeting held on 31st May 2024, which Cllr Runeli did not attend. The Speaker explained further that at this stage, the Budget is NOT CONCLUDED/APPROVED, and that the Imbizo schedule is expected to be concluded by the end of next week. The meeting today is only for Council to receive a progress report.

The Mayor continued, saying that the Imbizo schedule had been interrupted due to Elections. For this reason, not all the Imbizo meetings have taken place. However, this is not holding up the process, as officials are still finalizing the Budget.

The Speaker then requested the Municipal Manager to give an update, who in turn requested the CFO to give his progress report.

SNCM005/06/2024

**DISCLOSURE OF INTEREST BY COUNCILLORS (SCHEDULE 1 OF MUNICIPAL
SYSTEMS ACT)**

None.

**MINUTES OF A SPECIAL OPEN NDLAMBE VIRTUAL COUNCIL MEETING HELD
ON FRIDAY, 07 JUNE 2024 AT 10H00 VIA MS TEAMS**

SNCM006/06/2024

**DISCLOSURE OF INTEREST AND BENEFITS BY MUNICIPAL STAFF MEMBERS
(SCHEDULE 2 OF MUNICIPAL SYSTEMS ACT)**

None.

SNCM007/06/2024

**REPORT DATED 28 MAY 2024 FROM THE MAYOR TO COUNCIL: ANNUAL BUDGET –
2024/25**

COUNCIL RESOLVED

1. **THAT** Council has considered the above factors relating to tariffs increases and structure changes.
2. **THAT** Council has considered the comments from Rate Payers' Associations and refer them to IDP/Budget Steering Committee for possible strategies on the way forward.
3. **THAT** Councillor Runeli strongly objected to this tariff increase as presented and advised that the EFF is opposed to the said increase and structure changes.

SNCM008/06/2024

URGENT REPORTS BY THE MUNICIPAL MANAGER

None.

**MINUTES OF A SPECIAL OPEN NDLAMBE VIRTUAL COUNCIL MEETING HELD
ON FRIDAY, 07 JUNE 2024 AT 10H00 VIA MS TEAMS**

SNCM009/06/2024

CLOSURE

The meeting ended at 10:42am.

OPEN NDLAMBE COUNCIL MEETING

HELD ON FRIDAY, 30 AUGUST 2024

**MINUTES OF PREVIOUS SPECIAL OPEN NDLAMBE
COUNCIL MEETING: 14 JUNE 2024**

ANNEXURE C.05

**MINUTES OF A SPECIAL OPEN NDLAMBE COUNCIL MEETING TO BE HELD ON,
FRIDAY, 14 JUNE 2024 AT 14H00 IN THE COUNCIL CHAMBERS, CAMPBELL
STREET, PORT ALFRED.**

The NOTICE of a SPECIAL OPEN NDLAMBE COUNCIL MEETING held on FRIDAY, 14 JUNE 2024 AT 14:00 IN THE COUNCIL CHAMBERS, CAMPBELL STREET, PORT ALFRED WAS TAKEN AS READ.

=====

PRESENT

Councillor: S Dyakala (Acting Speaker)

Councillors: K Ncamiso (Mayor), A Marasi, A. Bukani, S. T Dyakala,
P. Y Kani, S. Kolosa, P. Khungwayo, T. Mbekela, N. F. Memani,
M. Mgweba, Z. W. Myali, S. Melani, A Nyumka, M. Sweli, S. Venene,

Municipal Manager, Directors: Financial Management, Corporate Services,

Manager: Integrated Development Plan, Communication Officer,

Secretariat: Committee Administrator.

SNCM001/06/2024

OPENING

The Municipal Manager officially opened the meeting and informed Council that the Speaker, Councillor A Marasi was running late due to the meeting that he attended in Bisho. He proposed for Council to elect the Acting Speaker to chair the Special Council meeting.

Councillor A Nyumka nominated Councillor S Dyakala to be the acting Speaker, the nomination was seconded by Councillor P Khungwayo. There being no other nomination for the acting Speaker, Councillor S Dyakala chaired the Special Council meeting.

SNCM002/06/2024

APPLICATION FOR LEAVE OF ABSENCE

3/2/4

COUNCIL RESOLVED

1. THAT Leave of absence BE GRANTED to Councillors; E Walker, N Haynes, S Zweni, X Runeli, W Johannes and Director: Infrastructural Development for the meeting held on 14 June 2024.

**MINUTES OF A SPECIAL OPEN NDLAMBE COUNCIL MEETING TO BE HELD ON,
FRIDAY, 14 JUNE 2024 AT 14H00 IN THE COUNCIL CHAMBERS, CAMPBELL
STREET, PORT ALFRED.**

2. THAT it BE NOTED that the Speaker, Councillor A Marasi, S Kolosa and Director: Corporate Services would join the meeting at a later stage.

**SNCM003/06/2024
OFFICIAL ANNOUNCEMENTS BY THE SPEAKER
3/2/1**

None.

**SNCM004/06/2024
COMMUNICATION BY THE MAYOR**

3/2/1

None

**SNCM005/06/2024
DISCLOSURE OF INTEREST BY COUNCILLORS (SCHEDULE 1 OF MUNICIPAL
SYSTEMS ACT)**

None

**SNCM006/06/2024
DISCLOSURE OF INTEREST AND BENEFITS BY MUNICIPAL STAFF MEMBERS
(SCHEDULE 2 OF MUNICIPAL SYSTEMS ACT)**

None

**MINUTES OF A SPECIAL OPEN NDLAMBE COUNCIL MEETING TO BE HELD ON,
FRIDAY, 14 JUNE 2024 AT 14H00 IN THE COUNCIL CHAMBERS, CAMPBELL
STREET, PORT ALFRED.**

SNCM007/06/2024

**REPORT DATED 13 JUNE 2024 FROM THE MAYOR TO COUNCIL: ADOPTION OF
ANNUAL BUDGET – 2024/25**

COUNCIL RESOLVED

1. **THAT** the tariffs **BE APPROVED** as follows:

The annual and monthly tariff of property rates:

Category	Cent amount in the Rand rate determined for the relevant property category 2024/2025	Ratio tariff in relation to residential tariff 2024/2025
Residential	0.0110	1:1
Vacant Land Vacant Residential	0.0119	1:1.08
Business & Commercial	0.0122	1:1.11
Vacant Land Vacant Business & Commercial	0.0131	1:1.19
Industrial	0.0122	1:1.11
Vacant Land Vacant Industrial	0.0131	1:1.19
Agricultural Properties	0.0028	1:0.25
Mining	0.0122	1:1.11
Public Service Purposes	0.0139	1:1.26

- The pensioners rebate criteria **BE APPROVED**:

RETIRED AND DISABLED OWNERS ON RESIDENTIAL PROPERTY WITH RATEABLE VALUE OF LESS THAN R2 500 000		
Category/Description	Proposed rebate	Based on:
Owner with income up to R 10 000 per month	45.0%	Residential rate
Owner with income between R 10 001 and R14 000	35.0%	Residential rate
Owner with income between R14 001 and R18 000	25.0%	Residential rate

- **Water tariffs:**
- Water basic fee (old availability fee) 11% (6% inflationary and 5% tariff structure change over 5 year).

**MINUTES OF A SPECIAL OPEN NDLAMBE COUNCIL MEETING TO BE HELD ON,
FRIDAY, 14 JUNE 2024 AT 14H00 IN THE COUNCIL CHAMBERS, CAMPBELL
STREET, PORT ALFRED.**

- Water usage 11% (6% inflationary and 5% tariff structure change over 1 year).
 - Sewerage basic 11%(6% inflationary and 5% tariff structure over 2 years).
 - Sanitation/Pump -outs 11% (6% inflationary and 5% tariff structure over 5 years).
 - Refuse removal per collection point 12% (6% inflationary and 6% tariff structure over 1 year). See tariff structure.
 - Environmental fee 9% (6% inflationary and 0% tariff structure).
 - Electricity 13% inflationary increase and the various tariff structure changes can be seen from the attached tariff structure.
2. **THAT** the capital budget of R140,461,000 for 2025, (2026 R57,133,000) and (2027 R64,426,000) funded by mix funding as outlined in Table A5 - Budgeted Capital Expenditure by vote, standard classification and funding source be APPROVED.
 3. **THAT** the operating budget for the 2024/2025 financial year as presented in Table A4 - Budgeted Financial Performance (revenue and expenditure) reflecting the operating deficit of R10,758,000, surpluses of (2026 R664,000) and (2027 R1,493,000) be APPROVED.
 4. **THAT** the financial position for the 2024/2025 financial year as presented in Table A6- Budgeted Financial Position reflecting the community wealth/equity of R1,473,337,000 for 2024/2025, (2026 R1,529,635,000) and (2027 R1,594,864,000) be APPROVED.
 5. **THAT** the cash flow for the 2024/2025 financial year as presented in Table A7- Budgeted Cash Flow reflecting a positive cash and cash equivalent at the end of 2024/2024 financial year R125,152,000, (2026 R133,888,000) and (2027 R143,361,000) be APPROVED.
 6. **THAT** budget related policies reviewed for 2024/25 MTREF be APPROVED.

Policy	Policy Amended			Amendment Date
	Yes	No	New	
Rates Policy	Yes			
Indigent Policy	Yes			
Budget Policy		No		
Creditors, Staff and Councilors Payment Policy		No		
Credit Control and Debt Collection Policy		No		
Funding and Reserve Policy		No		
Virement Policy		No		
Subsistence and Travel Policy		No		

**MINUTES OF A SPECIAL OPEN NDLAMBE COUNCIL MEETING TO BE HELD ON,
FRIDAY, 14 JUNE 2024 AT 14H00 IN THE COUNCIL CHAMBERS, CAMPBELL
STREET, PORT ALFRED.**

Policy and Procedures for Irregular and Fruitless Expenditure		No		
Fixed Asset Policy		No		
Supply Chain Management Policy	Yes			
Write-off of Irrecoverable Debt Policy		No		
Loans Policy		No		
Tariff Policy	Yes			
Management of Accumulated Surplus and Bad Debt Policy		No		
Loss Control Policy		No		
Fuel Card Policy		No		
Internship Programme Policy		No		
Costs Containment Policy		No		
Long term financial plan policy			Yes	

7. THAT the procurement plans for 2024/25 budget BE APPROVED.
8. THAT the institutional organogram for 2024/25 which forms the annexure of the IDP BE APPROVED.
9. THAT the draft SDBIP for 2024/25 BE NOTED.

{At this stage, the Speaker, Councillor A Marasi (Speaker) and Councillor A Kolosa arrived at the meeting time being 14:20}

SNCM008/06/2024

REPORT DATED 14 JUNE 2024 FROM THE OFFICE OF THE MUNICIPAL MANAGER TO COUNCIL: FUNDING PROPOSAL FOR MUSIC FESTIVAL (14 & 15 DECEMBER 2024)

COUNCIL RESOLVED

1. THAT the funding proposal for Music Festival to be hosted on 14th and 15th December 2024 could not be approved by Council due to Council resolution number **NCM034/10/2023** taken by Council on 31 October 2023 that approved to support Ecawa Music Festival hosted by Lutifusion PTY LTD for a period of three (3) years.

**MINUTES OF A SPECIAL OPEN NDLAMBE COUNCIL MEETING TO BE HELD ON,
FRIDAY, 14 JUNE 2024 AT 14H00 IN THE COUNCIL CHAMBERS, CAMPBELL
STREET, PORT ALFRED.**

2. THAT it BE NOTED that Ndlambe Municipality has a Service Level Agreement (SLA) with Lutifusion PTY LTD to host eCawa Music Festival for a period of three (3) years therefore Ndlambe Municipality cannot support another proposal for a Music Festival.

SNCM011/06/2024

**REPORT DATED 14 JUNE 2024 FROM THE MUNICIPAL MANAGER TO COUNCIL:
DECLARATION OF INTEREST TO ATTEND THE CHINA INTERNATIONAL IMPORT
EXPO**

COUNCIL RESOLVED

THAT the Mayor, Councillor K Ncamiso and the Municipal Manager: Adv R Dumezweni be delegated to attend the International Import Expo which is scheduled to take place on 05 to 10 November 2024 in CHINA.

SNCM012/06/2024

**REPORT DATED 13 JUNE 2024 FROM THE MUNICIPAL MANAGER TO THE
COUNCIL: 2023/24 POTENTIAL IRREGULAR AND FRUITLESS AND WASTEFULL
EXPENDITURE REPORT FOR THE PERIOD MARCH 2024 TO MAY 2024**

COUNCIL RESOLVED

1. THAT the second term pre-audit irregular expenditure amount of R10,650,693.37 and Fruitless and Wasteful Expenditure is R41,944.64 for the year BE NOTED.
2. THAT Council refer the reported UIF amounts to MPAC for investigation be required to address any possible inconsistencies and submitted to Council for adoption.

**MINUTES OF A SPECIAL OPEN NDLAMBE COUNCIL MEETING TO BE HELD ON,
FRIDAY, 14 JUNE 2024 AT 14H00 IN THE COUNCIL CHAMBERS, CAMPBELL
STREET, PORT ALFRED.**

SNCM013/06/2024

**REPORT DATED 14 JUNE 2024 FROM THE MUNICIPAL MANAGER TO COUNCIL:
MASTER PLANS AND PRECINCT PLANS FOR ALEXANDRIA AND PORT ALFRED**

COUNCIL RESOLVED

1. THAT Both Master plans and Precinct plans for Alexandria and Port Alfred BE ADOPTED.
2. THAT the Business Plans developed with estimated costs and potential projects for both Alexandria and Port Alfred as targeted areas BE ADOPTED.
3. THAT the Municipality facilitates an Inter-Governmental Relations session, wherein Sector departments will partake, the Municipality will use this platform to sell the Business Plans to source funding for the implementation of the proposed developments.
4. THAT the Mayor consider organizing a session to engage the Business Chambers in Ndlambe particularly Alexandria and Port Alfred to source funding whilst waiting for Sector Departments (IGR Session).
5. THAT it BE NOTED that Municipal Manager will follow up on the commitment made by COGTA to mobilize other sector Departments to source funding for Ndlambe Municipality to implement the proposed development in the plans.

SNCM014/06/2024

URGENT REPORTS BY THE MUNICIPAL MANAGER

None.

SNCM015/06/2024

CLOSURE

The meeting was officially closed at 15:00

OPEN NDLAMBE COUNCIL MEETING

HELD ON FRIDAY, 30 AUGUST 2024

**MINUTES OF PREVIOUS SPECIAL OPEN NDLAMBE
COUNCIL MEETING: 28 JUNE 2024**

ANNEXURE C.06

**MINUTES OF A SPECIAL OPEN NDLAMBE COUNCIL MEETING HELD ON,
FRIDAY, 28 JUNE 2024 AT 10H00 IN THE COUNCIL CHAMBERS, CAMPBELL
STREET, PORT ALFRED.**

The NOTICE of a SPECIAL OPEN NDLAMBE COUNCIL MEETING held on FRIDAY, 28 JUNE 2024 AT 10:00 IN THE COUNCIL CHAMBERS, CAMPBELL STREET, PORT ALFRED WAS TAKEN AS READ.

=====

PRESENT

Councillor: A Marasi (In the Chair)

Councillors: K Ncamiso (Mayor) A. Bukani, S. T Dyakala,
W. Johannes, P. Y Kani, S. Kolosa, P. Khungwayo, T. Mbekela, N. F. Memani,
Z. W. Myali, S. Melani, A Nyumka, M. Sweli, S. Venene,
E. H. K. Walker, S. Zweni.

Officials: Acting Municipal Manager, Directors: Corporate Services, Community /
Protection Services.

Deputy Directors: Financial Management, Infrastructural Development (Port Alfred)
Manager: Internal Audit Unit, Manager: Administration, Communication Officer,

Secretariat: Committee Administrator.

SNCM001/06/2024

OPENING

The meeting was officially opened by the Speaker, Councillor, A Marasi followed with a prayer by Councilor A Nyumka. The Speaker welcomed everyone who was present at the meeting.

SNCM002/06/2024

APPLICATION FOR LEAVE OF ABSENCE

3/2/4

COUNCIL RESOLVED

THAT Leave of absence BE GRANTED to Councillors; N Haynes, X Runeli and M Mgweba for the meeting held on Friday, 28 June 2024.

**MINUTES OF A SPECIAL OPEN NDLAMBE COUNCIL MEETING HELD ON,
FRIDAY, 28 JUNE 2024 AT 10H00 IN THE COUNCIL CHAMBERS, CAMPBELL
STREET, PORT ALFRED.**

**SNCM003/06/2024
OFFICIAL ANNOUNCEMENTS BY THE SPEAKER
3/2/1**

None

**SNCM004/06/2024
COMMUNICATION BY THE MAYOR**

3/2/1

None.

**SNCM005/06/2024
DISCLOSURE OF INTEREST BY COUNCILLORS (SCHEDULE 1 OF MUNICIPAL
SYSTEMS ACT)**

None.

**SNCM006/06/2024
DISCLOSURE OF INTEREST AND BENEFITS BY MUNICIPAL STAFF MEMBERS
(SCHEDULE 2 OF MUNICIPAL SYSTEMS ACT)**

None.

**SNCM007/06/2024
RPORT DATED 24 JUNE 2024 FROM THE MUNICIPAL MANAGER TO COUNCIL:
DRAFT DONATION POLICY**

COUNCIL RESOLVED

1. THAT the Draft Donation Policy BE REFERED to the Executive Committee for consideration before the approval by Council;

**MINUTES OF A SPECIAL OPEN NDLAMBE COUNCIL MEETING HELD ON,
FRIDAY, 28 JUNE 2024 AT 10H00 IN THE COUNCIL CHAMBERS, CAMPBELL
STREET, PORT ALFRED.**

2. THAT the following BE NOTED when the policy is considered;

- The donations must be considered by the Executive Committee not the Executive Mayor or Municipal Manager.
- The deadline must be considered for donation applications and not be considered haphazardly.
- Issuing of the notice to the media by advising applicants on the opening of donations to allows everyone to submit application.
- Donation must be granted for a period of 12 months if further assistance is needed, applicants must re apply particularly if the applicants had overspent their funds.
- Workshop be organised for all councillors before the adoption of the Policy.

SNCM008/06/2024

**REPORT DATED 24 JUNE 2024 FROM THE MUNICIPAL MANAGER TO COUNCIL:
WRITE-OFF FOR DECEASED ACCOUNT HOLDERS IN ALL WARDS**

COUNCIL RESOLVED

THAT the request for "Deceased account holders debt" write-off amounting to
R7 456 224.70 BE APPROVED.

SNCM009/06/2024

**REPORT DATED 24 JUNE 2024 FROM THE MUNICIPAL MANAGER TO COUNCIL:
WRITE OFF FOR INDIGENT DEBT**

COUNCIL RESOLVED

THAT the request for "Indigent household debt" write-off amounting to **R19 045 972.23 BE
APPROVED.**

**MINUTES OF A SPECIAL OPEN NDLAMBE COUNCIL MEETING HELD ON,
FRIDAY, 28 JUNE 2024 AT 10H00 IN THE COUNCIL CHAMBERS, CAMPBELL
STREET, PORT ALFRED.**

SNCM010/06/2024

**REPORT DATED 26 JUNE 2024 FROM THE MUNICIPAL MANAGER TO COUCIL:
DERECOGNITION OF ASSETS DURING THE FINANCIAL YEAR ENDED 30 JUNE 2024**

COUNCIL RESOLVED

THAT the derecognition of fixed assets amounting to total net book value of R1,533,916.85 from the Fixed Asset Register **BE APPROVED.**

SNCM011/06/2024

**REPORT DATED 27 JUNE 2024 FROM THE MUNICIPAL MANAGER TO COUNCIL:
RATES AND VALUATION COMMITTEE MINUTES: 25 JUNE 2024**

COUNCIL RESOLVED

THAT the Rates and Valuation Committee meeting minutes dated 25 June 2024, a copy which appeared as Annexure SC.07 **BE APPROVED.**

SNCM012/06/2024

**REPORT DATED 27 JUNE 2024 FROM THE MUNICIPAL MANAGER TO COUNCIL:
ADOPTION OF NDLAMBE MUNICIPALITY'S SCHEDULE OF MEETINGS FOR
2024/2025 FINANCIAL YEAR**

COUNCIL RESOLVED

THAT the Ndlambe Municipality's schedule of meetings for the 2024/2025 Financial Year **BE ADOPTED.**

**MINUTES OF A SPECIAL OPEN NDLAMBE COUNCIL MEETING HELD ON,
FRIDAY, 28 JUNE 2024 AT 10H00 IN THE COUNCIL CHAMBERS, CAMPBELL
STREET, PORT ALFRED.**

SNCM013/06/2024

**REPORT DATED 27 JUNE 2024 FROM MPAC CHAIRPERSON TO COUNCIL:
IRREGULAR AND UNAUTHORISED EXPENDITURE REPORT.**

COUNCIL RESOLVED

1. THAT the MPAC Irregular expenditure investigation report for the investigation period BE CONSIDERED.
2. THAT it BE APPROVED that the Municipal Public Accounts Committee recommendations to write-off the following:
 - a. The irregular expenditure amount of R 244,088,444.67
 - b. The fruitless and wasteful expenditure amount of R 11,957.78
 - c. The unauthorised expenditure amount of R 84,000,358.02
3. THAT the fruitless and wasteful expenditure amount of R 708,233.54 be RECOVERED from the employees/institutions affected.
4. THAT administration develops an action plan that will ensure elimination of irregular expenditure.

SNCM014/06/2024

URGENT REPORTS BY THE MUNICIPAL MANAGER

None.

SNCM015/06/2024

CLOSURE

The meeting was officially closed at 11:51

**MINUTES OF A SPECIAL OPEN NDLAMBE COUNCIL MEETING HELD ON,
WEDNESDAY, 31 JULY 2024 AT 10H00 IN THE COUNCIL CHAMBERS, CAMPBELL
STREET, PORT ALFRED.**

The NOTICE of a SPECIAL OPEN NDLAMBE COUNCIL MEETING held on
WEDNESDAY, 31 JULY 2024 AT 10:00 IN THE COUNCIL CHAMBERS, CAMPBELL
STREET, PORT ALFRED WAS TAKEN AS READ.

=====

PRESENT

Councillor: A Marasi (In the Chair)

Councillors: K Ncamiso (Mayor) A. Bukani, S. T Dyakala, N. E. Haynes,
W. Johannes, P. Y Kani, S. Kolosa, P. Khungwayo, T. Mbekela, N. F. Memani,
M. Mgweba, S. Melani, A Nyumka, X. Runeli, M. Sweli,
E. H. K. Walker.

Municipal Manager, Directors: Financial Management, Community / Protection
Services.

Manager: Local Economic Development, Manager: Human Resources, Manager:
Integrated Development Plan, Manager: Administration, Communication Officer,

Secretariat: Committee Administrator

SNCM001/07/2024

OPENING

The meeting was officially opened by the Speaker, Councillor A Marasi, he welcomed
everyone who was present at the meeting.

SNCM002/07/2024

APPLICATION FOR LEAVE OF ABSENCE

3/2/4

COUNCIL RESOLVED

THAT Leave of absence BE GRANTED to Councillors: S Venene and M Myali for the
meeting held on 31 July 2024.

**MINUTES OF A SPECIAL OPEN NDLAMBE COUNCIL MEETING HELD ON,
WEDNESDAY, 31 JULY 2024 AT 10H00 IN THE COUNCIL CHAMBERS, CAMPBELL
STREET, PORT ALFRED.**

SNCM003/07/2024

OFFICIAL ANNOUNCEMENTS BY THE SPEAKER

3/2/1

The Speaker reminded Councillors to sign the declaration of Interest forms that was circulated by Manager: Administration, Mrs J Nel to all Councillors via email. Forms were also available in Council.

SNCM004/07/2024

COMMUNICATION BY THE MAYOR

3/2/1

None.

SNCM005/07/2024

**DISCLOSURE OF INTEREST BY COUNCILLORS (SCHEDULE 1 OF MUNICIPAL
SYSTEMS ACT)**

None

SNCM006/07/2024

**DISCLOSURE OF INTEREST AND BENEFITS BY MUNICIPAL STAFF MEMBERS
(SCHEDULE 2 OF MUNICIPAL SYSTEMS ACT)**

None

SNCM007/07/2024

**REPORT DATED 29 JULY 2024 FROM THE MAYOR TO COUNCIL: SECTION 52
QUARTERLY REPORT FOR THE QUARTER ENDING 30 JUNE 2024**

COUNCIL RESOLVED

THAT the fourth quarter budget statement performance report BE NOTED.

**MINUTES OF A SPECIAL OPEN NDLAMBE COUNCIL MEETING HELD ON,
WEDNESDAY, 31 JULY 2024 AT 10H00 IN THE COUNCIL CHAMBERS, CAMPBELL
STREET, PORT ALFRED.**

SNCM008/07/2024

**REPORT DATED 30 JULY 2024 FROM THE OFFICE OF THE MUNICIPAL MANAGER
TO COUNCIL: ESTABLISHMENT OF PARTNERSHIP BETWEEN SOUTH AFRICAN
MARITIME SAFETY AUTHORITY(SAMSA) AND NDLAMBE LOCAL MUNICIPALITY ON
MARITIME YOUTH DEVELOPMENT PROGRAMME(MYDP).**

COUNCIL RESOLVED

1. THAT the partnership between South African Maritime Safety Authority (SAMSA) and Ndlambe Local Municipality **BE APPROVED**.
2. THAT the funding for Ndlambe local youth to access the Maritime Youth Development Programme (MYDP), scheduled to start on the first week of September 2024 **BE APPROVED**.
3. THAT it **BE NOTED** that the partnership between South African Maritime Safety Authority (SAMSA) and Ndlambe Local Municipality was rejected by the Democratic Alliance (DA) and Economic Freedom Fighter (EFF), the matter was put to vote, **Eight (8)** Councillors voted in the approval of the recommendations and **Seven (7)** Councillors voted against the approval of the recommendation.

URGENT REPORTS BY THE MUNICIPAL MANAGER

None.

SNCA009/07/2024
CLOSURE

The meeting was officially closed at 16:05

OPEN NDLAMBE COUNCIL MEETING

HELD ON FRIDAY, 30 AUGUST 2024

**MINUTES OF PREVIOUS SPECIAL OPEN NDLAMBE
COUNCIL MEETING: 31 JULY 2024**

ANNEXURE C.07

OPEN NDLAMBE COUNCIL MEETING

HELD ON FRIDAY, 30 AUGUST 2024

**REPORT ON IMPLEMENTATION OF COUNCIL
RESOLUTIONS**

ANNEXURE C.08



REPORT ON IMPLEMENTATION OF COUNCIL RESOLUTIONS –AUGUST 2024

NO.	ITEM NO.	ITEM (HEADING)	RESPONSIBLE PERSON	REPORT / COMMENTS SUBMITTED BY THE RELEVANT DIRECTOR	TIMEFRAME TO BE INSERTED BY DIR.
12 DECEMBER 2016					
1.	NCM028/12/2016	Report Dated 5 December 2016 from the Municipal Manager to Council: Non Access to Erven in Cannon Rocks as a Result of Sand on Roadway. <u>COUNCIL RESOLVED</u> 1. That the Directorate considers the presentation made by the Department of Environmental Affairs on the Best Practise. 2. THAT it BE NOTED that timeframes to this item must be attached.	Community & Protection Services	<u>PROGRESS TO DATE:</u> We have engage with the Municipal lawyers to write to the owners of the affected Erven informing them that it is not possible for them to build on their properties.	Ongoing
30 AUGUST 2022					
2.	NCM030/08/2022	Report dated 18 August 2022 from the Municipal Manager to Council: Appointment of Ndlambe	Infrastructural Development	<u>PROJECT PROGRESS:</u> It should be noted that the	Ongoing

	Municipality as an implementing agent for quick wins projects previously implemented by Amatola Water Board <u>COUNCIL RESOLVED</u> 1. THAT the intention of the department to hand over the Amatola projects to the Ndlambe Municipality BE ACCEPTED. 2. THAT it BE NOTED that an item will be tabled to Council once all above processes have been completed. 3. THAT it BE NOTED that timeframes to this item must be attached. <u>COUNCIL RESOLVED</u> • THAT the Project Steering Committee (PSC) be established for the Contract 14 and 15 project. •		Ndlambe Bulk Water Quick Win projects are split into two different projects; Contract 14 & 15 pipeline project and the Port Alfred Brackish Water RO (BWRO) Plant project. The following are the key project milestones: • The Bulk Water Quick Win projects were handed over to the municipality as an implementing agent in August 2023. • A consultant was appointed to design and compile a tender specification document for the project. • A contractor was appointed in December 2023. • The contract 14 & 15 project is currently under construction and is sitting at 65%

				progress and is due for completion in October 2024. • The Port Alfred Brackish Water Reverse Osmosis Plant is currently at procurement stage and is planned to be completed in June 2025. The following challenges have been encountered for the project: • The contractor had a delay in starting the project due to the December 2023 shutdown break. The manufacturing of materials could only commence mid-January 2024. • The contractor encountered delays due to numerous design changes which emanated from unforeseen design

				technicalities.	
30 MARCH 2023					
3.	NCM016/ 03/2023	Report Dated 15 March 2023 From The Municipal Manager To Council: On-Site Verification Of Municipal Buildings And Land Leased to Various Tenants as Stated On The Current Lease Schedule: Estates Section. <u>COUNCIL RESOLVED</u> 1. THAT it <u>BE NOTED</u> that this verification exercise will now be extended to determine whether any other municipal buildings or vacant land is used by any other tenants without the necessary lease agreements being in place. 2. THAT a report on the progress made by the service provider which stipulates what has been done thus far be submitted in the next Council meeting.	Infrastructure/ Estate	<u>PROGRESS TODATE:</u> The Estates Section is working the Service Provider appointed by Finance Department to do asset verification for the municipality	Ongoing

OPEN NDLAMBE COUNCIL MEETING

HELD ON FRIDAY, 30 AUGUST 2024

**REPORT DATED 08 AUGUST 2024 FROM THE
MUNICIPAL MANAGER TO COUNCIL: IDP/BUDGET
PROCESS PLAN FOR IDP 2025/2026**

ANNEXURE C.09

NDLAMBE MUNICIPALITY



IDP/BUDGET PROCESS PLAN FOR IDP 2025/2026

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1. INTRODUCTION

1.1 In terms of Section 34 of the MSA:

A municipal council –

(a) must review its integrated development plan –

(i) annually in accordance with an assessment of its performance measurements in terms of section 41; and

(ii) to the extent that changing circumstances so demand; and

(b) may amend its IDP in accordance with a prescribed process

1.2 Prior to reviewing the IDP, the municipality must, in terms of the Municipal Systems Act No 32 of 2000, section 28 and section 29 (1) prepare a “process plan” for the review of its IDP.

What is a process plan?

The IDP “*Process Plan*” can be referred to as “the plan” before the “actual plan”

The *Process Plan* is an organized activity plan that outlines the process of development of the IDP.

1.3 As per the requirements set out in Section 28(1) of the Municipal Systems Act No 32 of 2000.

The Ndlambe IDP Process Plan 2025/2026 aligns the IDP, Budget process and Performance Management, by making provision for the following:

- A programme specifying the time frames for different planning steps within the IDP.
- A programme specifying the time frames for the formulation of the Municipal **Budget** based on the IDP. (As per Section 21(1) of the Municipal Finance Management Act no 56 of 2003.
- A programme specifying the time frames for the formulation of the **PMS** and **SDBIP** based on the IDP and Budget provision for the year of implementation. (as per section 53 (1) (C) (ii) of the MFMA.

NOTE: The IDP, the Budget, the PMS and SDBIP are 4 distinctly different “products or plans”, yet they are intrinsically intertwined.

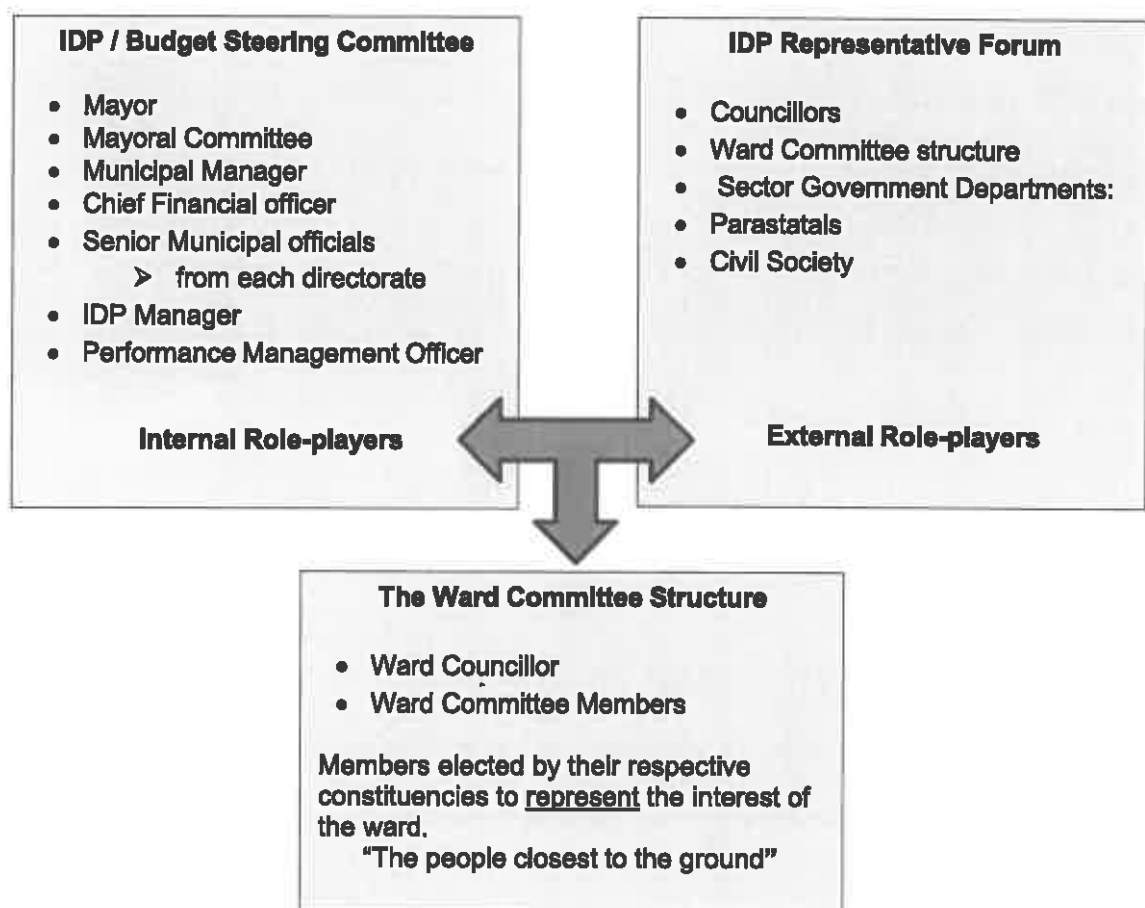
- Appropriate mechanisms, processes and procedures for consultation and participation of local communities, organs of state, traditional authorities, and other role players in the IDP and Budget drafting process
- Training to all Councilors and ward committee members on IDP and the formulation of ward-based plans. (Purpose: To build capacity at ward level, strengthen democracy and public participation)
- Clear roles and responsibilities for all roles players, structures and or platforms to be engaged.
- An indication of the organizational arrangements for the IDP process
- Binding plans and planning requirements i.e. policy and legislation
- Mechanisms and procedures for vertical and horizontal alignment

2. Organizational Arrangements

The municipality needs to establish a set of organizational arrangements to

- Institutionalize the participation process of All stakeholders
- Effectively manage outputs and
- Give affected parties access to contribute to the decision-making process

To this extent the Ndlambe IDP Review Process will be guided by following, 3 Key structures for the duration of the entire IDP Process (start to end):



2.1 IDP Steering Committee

The IDP/ Budget Steering Committee will function as the internal support structure, (i.e. *the voice of operational / technical officials*) to guide the IDP process throughout the review of the IDP.

It will be comprised of:

- Ndlambe Senior Management officials, and
- The Ndlambe Mayor and
- The Mayoral Committee.

The IDP/Budget Steering Committee will be chaired by the Municipal Manager.

The main function of this committee is:

- To consider inputs and comments from the various role-players and stakeholders make recommendations on the content of the IDP as well as provide terms of reference for various planning activities.
- To act as an advisory and support structure to the Mayor, as well as providing her with a platform, to in turn provide political guidance and monitor progress of the IDP and Budget process.
- In terms of National Treasury requirements, the municipality has already established a msCOA Budget Steering Committee which comprises of Councillors and officials as prescribed in section 4 (2) of the Budget and Reporting Regulations.

- Mayor, Mayoral Committee, Municipal Manager,
- Chief Financial Officer,
- All senior Managers,
- IDP Manager,
- PMS officer,
- Manager Budget and Treasury

The terms of reference for the IDP / Budget Steering Committee are as follows:

- Prepares, facilitates and documents meetings
- Verify facts and figures identified in the IDP Representative Forum
- Provides terms of reference for the various planning activities
- Compiles a status quo report in terms of spatial planning
- Commissions research studies
- Considers and comments on the Draft IDP:
 - Inputs received from sub-committee/s, study teams and consultants
 - Inputs received from provincial sector departments and support providers
- Processes, summarizes and document outputs
- Makes content recommendations

2.2 IDP Representative Forum

The IDP Representative Forum will function as the **external support** structure, (*the voice of the community and external roles players*) to guide the IDP process throughout the review of the IDP. The IDP Representative Forum will play a key role in the public participation process.

In terms of composition

The IDP Representative Forum is made up of representatives from each of the following structures:

- Ward Structures x 10 (Represented by the Councillor of the ward)
- Mayoral committee members
- Senior Management officials - from each of the directorates of Ndlambe LM
- Registered NGO's / NPO's (including any religious groups)
- The Local Tourism organization
- Local Rate Payers association
- Local Business Chamber / Forum
- Dept of Education
- Dept of Health
- Dept of Social Development
- Dept of Transport
- Dept of Agriculture
- Dept of Water and Forestry
- Dept of Economic Development
- Human Settlements
- Parastatal organizations
- SAPS
- Community Development Workers
- Civils society: with legitimate mandates to attend the IDP Representative Forum

Chairing of the IDP Representative Forum meeting

- The IDP Representative Forum will be chaired by the Mayor.
- Technical facilitation and support will be provided by the IDP Manager.

The terms of reference of the IDP Representative Forum are as follows:

- Serve as consultative forum for public participation
- Represent the Interest of the municipality's constituency in the IDP process
- Provide inputs
- Identification of community needs
- Contribute / Share relevant data/ facts and figures
- Serve as an organizational mechanism for discussion, negotiation and decision making between the stakeholders inclusive of municipal government

- Ensure communication between all the stakeholder representatives
- Monitor the performance of the planning and implementation process
- Ensure alignment of programmes.

2.3 The Ward Committee

Apart from the formulation of the overall Ndlambe IDP 2025/26, this IDP process plan also makes provision for the formulation of 10 individual ward- based plans.

To this extent the Ward Councilor and his/her ward committee members will serve as the official ward level consultative platform for the collection of issues/ needs within each of the 10 x wards respectively.

Wards Cllrs and committee members will be sufficiently train in terms of IDP and the formulation of ward-based plans.

The ultimate intention of developing 10 individual ward-based plans is to strengthen community involvement. (i.e. to foster robust engagement, buy in and community contribution)

The terms of reference of the ward committee in respect of the IDP and Budget will be to:

- Assist the ward councillor in the identification of service delivery needs and development challenges
- To mobilize communities to attend IDP/Budget meetings
- All committee members must be present at the IDP Community meetings to assist marginalized groups and those who cannot read or write
- Participate in the ward-based planning process
- Prioritize the community inputs and determine the top 3 development priorities of the ward
- Give details on the priority issues and problems
- Monitor the implementation of projects and programmes in the ward.
- Provide regular community feedback sessions,
- Attend the Mayoral Imbizo's outreach as part of the panel of the Mayor.

3 Roles and Responsibilities

As with the preparation of the IDP/Budget, When it comes to the actual formulation of the IDP/Budget, the main roles and responsibilities allocated to each of the internal and external role players are set out in the tables below.

TABLE: ROLES AND RESPONSIBILITIES

3.1 Internal Stakeholders

Role Player	Roles and Responsibilities
Council	• Approves and adopts the IDP process plan and budget timeframes • Approves the IDP and Budget • Monitors the implementation of the IDP and budget and considers any amendments.
Executive Mayor and Mayoral Committee	• Consider the IDP process plan and timetable and submit it to the council for approval • Overall management, coordination and monitoring of the IDP and budget process. • Assign and delegate responsibilities to the municipal manager. • Submit the draft and final IDP and Budget to Council for approval.
Speaker	• Overall monitoring of the public participation process • Establishment and oversight of the ward committee system
Ward Councillors	• Liaison between the public and municipality • Assist to facilitate meaningful participation by the public and relevant stakeholders in the IDP process and Budget process • Oversee the public meetings and other engagements in their respective wards • Monitor the implementation of the IDP with respect to their wards.
Municipal Manager	• Fulfills the duties and responsibilities as delegated by the accounting officer in terms of Section 81 of the MFMA • Manages and coordinates the entire budgeting process • Chairperson of the IDP and Budget steering committee
Chief Financial officer	• Performs all the budgeting duties delegated by the accounting officer in terms of Section 81 of the MFMA • Manages and coordinates the entire budgeting process • Ensures proper alignment and Implementation of the programmes/ projects Identified in the IDP
IDP Manager	• Prepare the IDP process plan and coordinate the implementation thereof • Manage and coordinate the day-to- day activities of the entire IDP process • Facilitate effective engagements for the public and stakeholder participation in all wards

	• Represent the municipality at inter-governmental engagements with other spheres of government • Drafting of all IDP documentation • Submit the draft IDP to the MEC for comment • Publish the draft IDP for comment to the public • Ensure alignment of the municipal IDP with the IDP Framework of the District Municipality • Facilitate alignment between the IDP and Budget • Amend the IDP document in accordance with the comments of the MEC
Senior Managers	• Provide technical and financial information in respect of analyzing the priority issues of communities • Provide technical and budgetary input in respect of the development of operational strategies of the municipality • Preparation of project proposals and business plans for priority projects • Ensure integration of all projects and programmes culminating from the IDP process • Submit project proposals and business plan to the relevant authorities for funding and or technical support • Facilitate the incorporation and updating of all relevant sector plans in the IDP

3.2 The Municipality and External stakeholders

Ndlambe local municipality	• Prepare and adopt the IDP • Undertake the overall planning, management and coordination of the IDP process • Consider the comments of the MEC on the IDP and adjust the IDP if necessary. • Ensure the linkage between the IDP and Budget
Local Communities, residents and stakeholders	• Represent interest and contributes knowledge and ideas in the IDP process by participating in and through the ward committee • Keep constituencies informed on the IDP activities and outcomes.
Sarah Baartman District Municipality	• Ensure vertical and horizontal alignment of the IDP between the municipality and the district municipality as well as all neighboring municipalities • Facilitate the district wide IDP engagements to foster cross border planning between municipalities and Sarah Baartman District • Facilitate joint planning initiatives between municipalities in the district with national and provincial spheres of government structured intergovernmental engagements between municipalities and provincial government • Assessment of the MTREF to improve the responsiveness of the budget • Preparation of joint strategy workshops with local municipalities, provincial and national role players and other subject matter specialists.

Provincial Government: Cogta and DLGTA	• Ensure horizontal alignment of the municipal IDP with all the relevant provincial sector departments • Facilitate structured inter-governmental engagements between the municipality and provincial government. • Participate in the process through local offices • Assessment of commenting on draft IDPs to strengthen and improve the credibility thereof • Assessment of the MTREF to improve the responsiveness of the budget to the priority needs of the community • Provincial treasury to provides guidelines for the preparation of the budget • Efficient financial management of provincial IDP grants • Monitor the progress of the IDP process • Facilitate resolution of disputes related to the IDP • Assist municipalities in the drafting process where required and • Coordinate and manage the MECS assessment of the IDP's
Sector Departments	• Contribute sector expertise and technical knowledge to the formulation of municipal strategies and projects • Provide sector plans and programmes for inclusion in the IDP
National Government	• National treasury issues guidelines on the way municipal councils should process their annual budgets • Assist with funding and technical support in respect of projects and programmes emanating from the IDP process.

4 Mechanisms for Public Participation

The involvement of community stakeholders, viz. community involvement, in the IDP process is one of the main features of a review process.

Participation by all stakeholders ensures that the IDP addresses issues experienced by the communities. The following means of communication will be utilized:

- Meeting and or workshops with the IDP Representative Forum
- Meetings and or workshops with the IDP Steering Committee
- Meetings and or workshops with Ward Cllr and his or her ward committee members/structures
- Municipal website and intranet
- Notices at all municipal offices
- Municipal newsletter's and press releases
- Loud hailing prior to the public meetings
- Adverts in local newspapers
- Radio announcements
- Emails and bilks SMSs to all consolidated municipal databases
- Social media platforms i.e. face book

The adopted Ndlambe Communication Strategy supports the public participation mechanism referred to above.

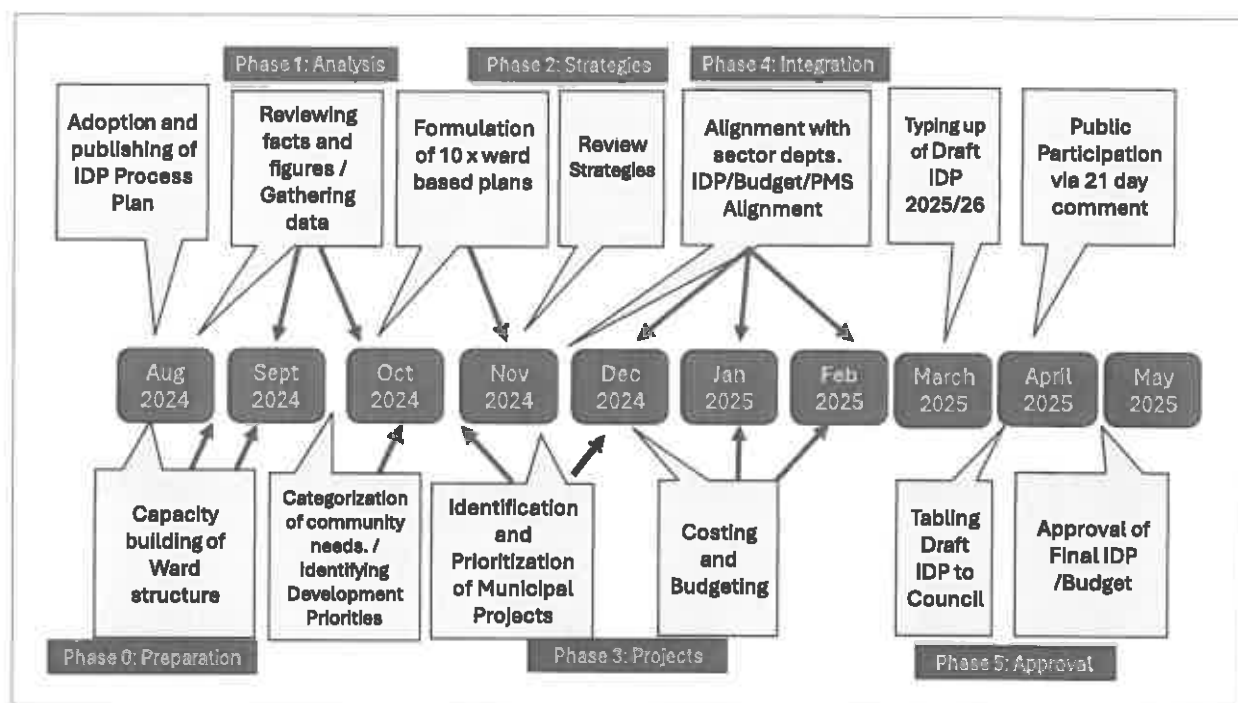
Newspaper publications	• To invite comments from the public for the draft IDP. • To ensure the municipality adheres to legislation in terms of publishing notices in the local newspaper.
Loud hailing	• To alert the community on the IDP process • To ensure that the message is carried out within the community to attend the public participation meetings to identify needs.
Ward committee meetings	• Ward committees serve as an official specialized participatory structure within the municipality and a mobilizing agent for community action within wards • Ensure constructive and harmonious coordination of ward residents' meetings and other community development forums
Mayoral roadshows	• To interact with communities in the different wards to keep track of the issues they face as well as give feedback regarding municipal matters
Public engagements	• Ensure that venues for public meetings is selected in a manner that enables easy access for community members to attend.

5 Phases of the IDP

The table below summarizes the important activities and deliverables to be considered during the different phases of the IDP Process:

PHASE	ACTIVITIES	DIRECTORATE/STRUCTURE
Preparation	• Approval of IDP Process Plan • Approval of Budget Process Plan	• Council
Analysis	• Conduct community needs analysis through a process of public participation	• Mayor • Manager: Development Planning
	• Conduct a socio-economic analysis	• All directorates
	• Develop ward- based plans	• IDP Manager • Cllrs
	• Conduct an organizational SWOT analysis	• Municipal Manager
Strategy	• Review strategic objectives	• IDP manager • Municipal Manager
	• Set specific service delivery and development targets	• PMS • All directorates • Council
	• Review all sector plans	• All directorates
Projects	• Identify projects /programme that will address the issues identified per ward and at municipal level	• IDP manager • Municipal Manager
	• Link project to budget allocation	• IDP and Finance
Integration	• Horizontal and vertical alignment with other spheres of government	• All directorates
	• Actively participate in relevant inter-governmental engagements	• Council • All directorates
Approval	• Apply all legislative requirements to ensure the credibility of the IDP process	• Council

The diagram below illustrates the phases of the drafting of the 2025/26 IDP Review with key Milestones



6. Intergovernmental Alignment

6.1 Alignment of the IDP, Budget, and Performance management

The IDP process plan 2025/26 aligns the IDP, Budget process and PMS to adhere to the legislative requirements. The linkages of the 3 processes are summarized in the following diagram.

6.2 Horizontal and Vertical Alignment

Sarah Baartman has established a District IDP Engagement Forum which is attended by the Dept of Co-operative Governance, Human Settlements and Traditional Affairs and the Office of the Premier to provide strategic direction in terms of IDP's.

The IDP preparation process utilize this forum to ensure vertical and horizontal alignment.

6.2.2 Alignment with Sector Departments

Alignment with sector departments is essential to ensure that the priorities of Ndlambe Local Municipality can be reflected in their prioritization process, as well as their projects can be reflected in the IDP document.

7. Time Schedule Annexures

Activity Time Schedule	Annexure	Comments
IDP 2025/26	Annexure A	This document is IDP specific. It provides a detailed breakdown of activities and time frames for the formulation of a • Municipal level IDP as well as • 10 x Individual ward-based plans • Key points of intersection
IDP Budget Process Plan 2025/26	Annexure B	This document makes provision for all MFMA key activities / milestones and time frames, that relate to the Budget + IDP + PMS + SDBIP processes.
PMS 2025/26	Annexure C	This document is PMS/SDBIP specific. It provides a breakdown of specific PMS and SDBIP related activities and regulations that needs to be adhered to.

Phase 0		Preparatory Phase	
By end July	Draft IDP Review Process Plan Meeting with Finance and PMS for budget, PMS and SDBIP process timing alignment	IDP Manager Deputy Director Finance	Draft IDP / Budget / PMS IDP review Process Plan
24 July 2024	Attend District IDP Framework meeting	IDP Manager	Attendance Register
End August 2024	Approval of IDP Process Plan	Council	Council Resolution
15 Aug – 20 Sept. 2024.	Training of all Ward Councillors on: - How to develop ward- based plans in terms Phase 1 of the IDP: Analysis - Prepare and send out Invitations to all Ward Cllrs and Ward Committee members - Secure training venue - Prepare relevant training material	IDP Manager	- Attendance registers - Training material
By 25 Sept. 2024	Mayoral Imbizo feedback from May – June 2024 - Mayor to provide feedback on issues raised at Imbizo's - To explain that all challenges related to wards need to be submitted to the ward Councillor directly or via ward committee members - That we cannot wait for the Imbizo next year to submit challenges – it's too late - That next Imbizo process will be different – it will be about coming to get feedback on the Draft IDP and ward- based plans which have been formulated. - Role of the ward councillor/ committee and the IDP public participation process.	Mayor Communications officer Public Participation Manager IDP Manager	Attendance registers
1 – 30 August 2024	Preparation for Ward Based Planning Process Ward level data collection	IDP Manager	New facts and figures per ward documented

	Prepare 10 x ward profiles – a ward profile for each of the 10 wards (use SA Stats, GIS, Area coordinator and call centre information – make use of all internal local Intelligence)	Cllrs Ward Committee members CDW's	
	Identify Inter alia - Demographics per ward - Service backlogs per ward - Current projects per ward - Projects in pipeline per ward - Challenges per ward		
Phase 1	Analysis		
August – Sept. 2024	Advertise for Public Participation via the Cllr and ward committee structure create formal community awareness of the upcoming ward-based planning process	IDP manager Cllrs Ward committee	Copy of advert/ newspaper, radio, social media.
August – November 2024	Municipal Level data collection - Review the municipal level facts and figures - Review demographic and socio-economic data based on the latest statistics	IDP Manager All directorates	Documented updated facts and figures.
August – October 2024	Review ward level community needs analysis via the 10 x ward committee structures: Public participation via the elected ward committee structures	IDP Manager All directorates	- Att. Registers - Minutes
August - Sept. 2024	1st District IDP Representative Forum Meeting	IDP Representative Forum	- Attend. Register - Minutes
By mid Sept. 2024	1st Ndlambe IDP Representative Forum Meeting	IDP Manager Mayor	- Att. Registers - Minutes

By end October 2024	Phase 1: Ward level analysis for all 10 wards has been completed Result: 10 x Phase 1: Ward -based plans	IDP Manager	Phase 1 of ward- based plans documented x 10
By end October 2024	Phase 1: Municipal Level analysis has been completed Result Phase 1 of Ndlambe IDP reviewed	IDP Manager	Supporting Documents
August - Sept 2024	Meeting between IDP and Finance for budget and IDP alignment	IDP Manager and Directorate Finance	- Attendance Register - Minutes
By end September 2024	1st Ndlambe IDP Steering Committee meeting	IDP Steering Committee	- IDP SC agenda - IDP SC Minutes of meeting
As soon as IDP Process Plan has been approved	Inform District and Cogta of the Ndlambe IDP Review Process Plan 2025/26 - Email revised process plan - Explain Public Participation and IDP Representation	IDP Manager	Email or proof of virtual meeting
Phase 2	Objectives and Strategies		
November 2024	Identification of Key Development Priorities	IDP Manager Municipal Manager	List of Dev Priorities
Sept – October 2024	Review the organizational SWOT analysis Adjust, if applicable - where necessary	Municipal Manager Director Corporate Services	Reviewed SWOT document

Sept – November 2024	- Review the strategic objectives - Ensure that all projects in Phase 3 are accurately aligned to these strategic objectives - Working Session per directorate	IDP Manager All directorates	Reviewed objectives
September – Nov 2024	Review service delivery and development targets	PMS All directorates	Reviewed SDBIP
October – November 2024	Review all relevant sector plans	IDP Manager Directorate Infra. Directorate CPS	Reviewed Sector Plans
October – November 2024	2nd IDP Steering Committee Meeting <i>Provide Feedback to the IDP Steering Committee meeting</i>	IDP Steering Committee Meeting	- Attend. Registrar - Minutes
Phase 3 Projects			
October – Nov. 2024	Identification of the Projects and or Review of existing projects - Budget allocations for projects - Completion of project templates - Ensure that all internal Ndlambe funded projects are listed on Munsoft for IDP data strings.	IDP Manager Project Management Unit All directorates	- Revised project list - Project templates where applicable
October – Nov 2024	2nd IDP Representative Forum Meeting	IDP Representative Forum Meeting	- Minutes - Attend. Registrar
October – Nov 2024	Phase 3: Ward level Project Identification for 10 wards has been completed Result: 10 x Phase 3: Ward -based plans	IDP Manager	Phase 3 ward level sections
October – Nov 2024	Critical IDP / Budget and PMS Alignment meeting	IDP Manager Directorate Finance PMS Officer	- Minutes - Attend. Registrar

By 1 st week December 2024	• Update Sarah Baartman District Municipality • Update Cogta	IDP Manager	• Emails • Letters
Phase 4	Integration		
Nov – Dec 2024	Feasibility, sequencing, harmonising of all projects ◦ Working session with relevant IDP SC task team members ◦ Looking for cross cutting dimensions of all project s ◦ Identification of All relevant sector programmes / integrated programmes ◦ Identification of all Sector Plans required ◦ 5- year capital investment programme ◦ Institutional Plan ◦ Double check IDP and Budget Alignment	IDP Manager All Directorates	• Working sessions, per directorate
Nov 2024 – Jan 2025	3rd IDP Steering Committee Meeting • <i>Provide Feedback to the IDP Steering Committee meeting – progress to date</i>	IDP Steering Committee Meeting	• Minutes • Attend. Register
Nov – Dec 2024	3rd IDP Representative Forum Meeting • Provide feedback to the IDP Rep Forum on 1st Draft IDP 2025/26	IDP Representative Forum Meeting	• Virtual meeting
December 24 – January 2025	Documenting of the Draft IDP 25/26	IDP Manager	• Draft IDP 25/26
Phase 5	Approval		
By end Feb 2025	1st Draft IDP 2025/26	IDP Manager	• Item
End Feb – end March 2025	4th IDP Steering Committee Meeting • <i>Provide Feedback to the IDP Steering Committee meeting – progress to date</i>	IDP Steering Committee Meeting	• Minutes • Attend. Register
By end March	4th IDP Representative Forum Meeting	IDP Representative Forum Meeting	• Virtual meeting

	• Provide feedback to the IDP Rep Forum on 1st Draft IDP 2025/26		
By end March 2025	• Submit Draft IDP 25/26 to Council for approval	IDP Manager	• Item Resolution • Draft IDP 25/26
By end March 2025	• Submit copy of Draft IDP 25/26 to office of the MEC	IDP Manager	• Letter • Email
By end March, latest 1 st week April 2025	• Advertise the Draft IDP 25/26 for public comment – 21 days	IDP Manager	• Advert
By end April 2025	• Review all IDP comments received – adjust accordingly • Final IDP 2025/26	IDP Manager	Amended Final IDP 2025/26
By latest end May 2025	Council Adoption of the Final IDP 2025/26	IDP Manager	Item Resolution No

TIME SCHEDULE OF KEY DEADLINES

Mayor to Table in Council 10 Months
Prior to Start of Budget Year

ANNEXURE B

Month	Municipality Ndlambe Municipality	Budget Year 2025/2026	
	Mayor and Council	Administration - Municipality	Evidence
July	Mayor begins planning for next three-year budget in accordance with co-ordination role of budget process MFMA s 53 Planning includes review of the previous year's budget process and completion of the Budget Evaluation Checklist	Accounting officers and senior officials of municipality and entities begin planning for next three-year budget MFMA s 68, 77 Accounting officers and senior officials of municipality review options and contracts for service delivery MSA s 78-81	Budget time schedule IDP/Budget process plan
August	Mayor tables in Council a time schedule outlining key deadlines for: preparing, tabling and approving the budget; reviewing the IDP (as per s 34 of MSA) and budget related policies and consultation processes at least 10 months before the start of the budget year. MFMA s 21,22, 23; MSA s 34, Ch 4 as amended Mayor establishes committees and consultation forums for the budget process	Accounting Officer to assist Mayor to prepare the schedule of key deadlines and aligns the IDP and budget process.	Council resolutions
September	Council through the IDP review process determines strategic objectives for service delivery and development for next three-year budgets including review of provincial and national government sector and strategic plans	Budget office to set parameters for the next 3 years based on marked trends and other information available. • Tariff increases • Salary increases • General expenses • Repairs and maintenance • Key changes to be reflected considering all strategies and studies (including institutional study) • Develop priority areas Reflect on all factors that could potentially impact on future budgets.	Next three Budget parameters and revenue projections
October	Budget Steering Committee to consider budget parameters for the next three year and national plans	Accounting officer does initial review of national policies and budget plans and potential price increases of bulk resources with function and department officials MFMA s 35, 36, 42; MTBPS Municipalities receive inputs from National and Provincial Government and other bodies on factors influencing the budget – reference to legislation.	Next three Budget parameters and revenue projections Budget Steering Minutes and attendance register
November		Accounting officer reviews and drafts initial changes to IDP MSA s 34 IDP manager aligns IDP projects to the strategic objectives and indicators in the financial system to create IDP data strings. Budget office to compile Budget templates for circulations Managers and directors assess the Human Resources component (organogram) of their operating budget for the next year and for the two following years and make submissions to the human resources department. Submissions would include full motivations for each post and assessments must take into consideration all known studies, establishment plan (organogram) and any other future developments over the next three years that would require a provision for costing. The submission on all offices and directorates human resources requirements to be considered by the Municipal Manager in consultation with each manager and director and to be facilitated by the chairperson of the IDP/Budget Steering Committee. The budget and treasury office will assist directorates where required in determining budget figures for: Insurance Depreciation Provision for bad debts	IDP Projects Extracts compile Budget templates for circulations Draft Budget Templates Revised organogram with new proposed positions with motivations Minutes of the management meeting Schedule of depreciation, insurance premium and debt impairment for the next three years.
December	Council finalizes tariff (rates and service charges) policies for next financial year MSA s 74, 75	Budget Offices and directorates are to breakdowns IDP projects into activities(items) and to align activities(items) to the other mSca segments(Function, Funding, Region & Costing) to allocate budget for the next three years. complete the relevant capital request forms as provided by the Budget and Treasury with all required information and to provide a summary of capital requirements for the next three financial years. Accounting officer and senior officials consolidate and prepare proposed budget and plans for next financial year taking into account previous year's performance	Three-year budget plans submissions

		as per audited financial statements Revenue and Budget Office to review tariffs and charges and ensure that all costs of trading and economic services are covered by the tariff submitted by offices and directorates. Budget office to advise the Mayor, chairperson of the budget steering committee, CFO and Municipal Manager, in writing, of any office or directorate that has not submitted all budget related documentation to the finance directorate by the stipulated date.	Cost reflective tariffs tool Email to the Mayor/Chairperson of the budget steering committee, CFO and MM
January	Mayor tables the special adjustment budget for the unauthorized expenditure incurred in the previous together with the annual report in respect of MFMA s172 (2) MFMA s 32(2) (a)(i),	Chief Financial Officer and Budget manager reviews proposed national and provincial allocations to municipality for incorporation into the draft budget for tabling. (Proposed national and provincial allocations for three years must be available by 20 January) MFMA s 38 Budget Office to compile mid-year performance assessments MFMA s 72 Budget Steering committee meeting report -mid-year assessment report and next three years budget progress report Municipal Manager to submit mid-year performance assessment report to the Mayor, National Treasury and relevant Provincial Treasury MFMA s 72 (b) Chief financial officer and budget office to compile adjustment budget for the previous year unauthorized expenditure to table to Council MFMA s 32	2024 Schedule B document/Council resolution Division of revenue Bill for 2024/2025 MTREF Mid-year performance assessment report Attendance registers and minutes Proof of submission to the Mayor 2024 Schedule B document
February	Mayor tables the mid-year adjustment budget to Council MFMA s 28	Accounting officer incorporates mid-year review and any corrective measures proposed as part of the oversight report for the previous years audited financial statements and annual report. Completion of midyear adjustment budget by directorates Accounting officer to notify relevant municipalities of projected allocations for next three budget years 120 days prior to start of budget year MFMA s 37(2) Mid-year Budget Performance engagements with Provincial Treasury Budget Steering Committee- midyear adjustment budget	2025 B Schedule document/mid-year adjustment council resolution 2025 B Schedule Presentation slides/attendance register/PT assessment feedback report Attendance register/ Minutes
March	Mayor tables municipality budget, resolutions, plans, and proposed revisions to IDP at least 90 days before start of budget year MFMA s 16, 22, 23, 87; MSA s 34	Final reconciliation of the IDP/Budget/ draft SDBIP for the next three years Accounting officer reviews any changes in prices for bulk resources as communicated by 15 March MFMA s 42 Budget steering committee meeting- Draft budget for the next three years Accounting officer publishes tabled budget, plans, and proposed revisions to IDP, invites local community comment and submits to NT, PT and others as prescribed MFMA s 22 & 37; MSA Ch 4 as amended	Council resolution IDP /Budget Reconciliation Table A6,A7 Proof of publication
April	Consultation with national and provincial treasuries and finalise sector plans for water, sanitation, electricity etc MFMA s 21	Draft budget document open for consultation for comments Draft Budget/Benchmark Engagement with Provincial Treasury Budget office assists the Mayor in revising budget documentation in accordance with consultative processes and taking into account the results from the third quarterly review of the current year.	Draft budget Public comments Presentation slides/Attendance register/PT draft budget assessment report Revised budget extract

NDLAMBE MUNICIPALITY**PMS / SDBIP TIMETABLE FOR THE 2025/2026 FINANCIAL YEAR**

COMPLETION DATE	ACTIVITY	RESPONSIBILITY	EVIDENCE
JULY 2024			
31 July 2024	Develop Performance Agreements (2023/24) of Municipal Manager and Managers reporting to the Municipal Manager and submit to MEC and publicize.	Municipal Manager	Check legal requirement
SEPTEMBER 2024			
Sept – November 2024	- Review the strategic objectives - Ensure that all projects in Phase 3 are accurately aligned to these strategic objectives Working Session per directorate	IDP Manager All directorates PMS	
September – Nov 2024	Review service delivery and development targets	PMS All directorates	
OCTOBER 2024			
For the month of October 2024	Conduct gap analysis to determine level of existing development consider changes in the current environment; IDP Assessment (2023/24) and Annual Performance Report and develop corrective action plans.	Municipal Manager, Directors and IDP Official	Corrective Action Plans
October 2024	Q1 review by Internal Audit. Preparation of Annual Performance Report for MPAC.	MM, PMS Manager, and Internal Audit Unit	Reviewed Reports
31 October 2024	Q1 Performance Reporting. Evaluation Sec 56 managers, lower levels if applicable and institution PMS - Legal Compliance.	MM and PMS Officer	Score sheet

COMPLETION DATE	ACTIVITY	RESPONSIBILITY	EVIDENCE
NOVEMBER 2024			
28 November 2024	The budget and treasury office will assist directorates where required in determining budget figures for: > Insurance > Depreciation > Provision for bad debts	All Managers / Directors	Schedule of depreciation Calculation of provision for bad debts
30 November 2024	Offices and directorates to finalize their SDBIP's for each cost / functional center on what is contained in the operating budget that indicate what the key objectives / measurable outputs are. The SDBIP format provided by the Office of the Municipal Manager is to have been used.	All Managers / Directors	
DECEMBER 2024			
13 December 2024	Chairperson of the IDP Budget Steering Committee to confirm in writing to the Mayor that all required documentation (SDBIP's, capital budget, operating budget, Tariffs) has been submitted to the finance directorate for consolidation.	Chairperson IDP/Budget Steering Committee	Letter or email
JANUARY 2025			
23 January 2025	Chairperson of the IDP/Budget Steering Committee to confirm in writing to the Mayor that all SDBIP's, capital budgets and operating budgets have been consolidated.	Chairperson IDP/Budget Steering Committee	
27 January 2025	Submission of the Mid-year budget and performance assessment report to the Mayor.	Budget office	Signed confirmation of submission
31 January 2025	Q2 Performance Reporting. Evaluation Sec 56 managers, lower levels if applicable and institution PMS - Legal Compliance.	MM and PMS Officer	

FEBRUARY 2025			
06 February 2025	IDP/Budget Steering Committee Chairperson to have met with the ward Councillors to discuss any anticipated changes to the operational / capital budget, tariffs and draft SDBIP's that are to be tabled to Council.	Chairperson IDP/Budget Steering Committee All ward councillors	
17 February 2025	Mid-year Budget Performance engagements	MM, CFO, All Directors, Internal Audit, IDP/PMS, BTO Managers.	Assessment Report (Sec72)
17 February 2025	IDP/Budget Steering Committee to have met to discuss any material changes to the operational / capital budget and the SDBIP's that are to be tabled to Council.	IDP/Budget Steering Committee	Minutes of budget steering committee meeting

COMPLETION DATE	ACTIVITY	RESPONSIBILITY	EVIDENCE
MARCH 2025			
06 March 2025	Convene IDP/Budget Steering Committee. Finalize internal alignment and project register. Ensure budget alignment between the draft IDP and draft SDBIP with agreed upon targets and performance indicators per project.	Municipal Manager, Mayor and IDP Official	Reports, presentations, minutes, and attendance register
19 March 2025	Convene the third IDP/Budget Representatives Forum meeting. Present the draft IDP and Draft SDBIP. Sector Dept. report on project implementation for 2024/25 and confirm project and budget allocations for 2025/26. (Finalize external project alignment)	Municipal Manager, Mayor and IDP Official	Presentations, minutes and attendance register
APRIL 2025			

22 April 2024	Convene 4th IDP and Budget Steering Committee. Interrogate community comments and finalize SDBIP/IDP alignment and any necessary amendments to the IDP/ budget.	Municipal Manager and IDP Official and CFO	Reports, presentations, minutes and attendance register
30 April 2024	Q3 Performance Reporting. Evaluation Sec 56 managers, lower levels if applicable and institution PMS - Legal compliance	MM and PMS Officer	Score sheets and attendance registers
MAY 2025			
27 June 2025	PMS to provide the Mayor with the consolidated SDBIP for Consideration	IDP/PMS Manager	Acknowledgement of receipt from Mayor

FREQUENCY	MSA/MFMA REPORTING ON PMS	SECTION
Quarterly reporting	- The municipal manager collates the information and draft the organizational performance report, which is submitted to Internal Audit. - The Internal Auditors (IA) must submit quarterly reports to the Municipal Manager.	MSA Regulation 14(1)(c)
Mid-year reporting	The Performance Audit Committee must review the PMS and make recommendations to the Council.	MSA Regulation 14(4)(a)
	The Performance Audit Committee must submit a report at least twice during the year a report to Council.	MSA Regulation 14(4)(a)
	The municipality must report to Council at least twice a year.	MSA Regulation 14(4)(c)
	The Accounting Officer must by 28 January of each year assess the performance of the municipality and submit a report to the Mayor, National Treasury and the relevant Provincial Department.	MFMA S22
Annual Reporting	The annual report of a municipality must include the annual performance report and any recommendations of the municipality's audit committee.	MFMA S121(2)(c)(i) & MSA S46
	The Accounting Officer of a municipality must submit the performance report to the Auditor-General for auditing within two months after the end of the financial year to which that report relates.	MFMA S126(1)(a)
	The Auditor-General must audit the performance report and submit the report to the accounting officer within three months of receipt of the performance report.	MFMA S126(3)(a)(b)
	The Mayor of a municipality must, within seven months after the end of the financial year, table in the municipal council the annual report of the municipality.	MFMA S127(2)
	The Auditor-General may submit the performance report and audit report of a municipality directly to the municipal council, the National Treasury, the relevant provincial treasury, the MEC responsible for local government in the Province and any prescribed organ of state, if the accounting officer of the entity fails to comply with subsection (2) and (3).	MFMA S127(4)(a)
	Immediately after an annual report is tabled in the council, the accounting officer of the municipality must submit the annual report to the Auditor-General, the relevant provincial treasury and the provincial department responsible for local government in the province.	MFMA S127(5)(b)
	The Council of the municipality must consider the annual report by no later than two months, from the date on which the annual report was tabled, adopt an oversight report containing council's comments on the annual report.	MFMA S128(1)
	The meetings of a municipal council at which an annual report is to be discussed or at which decisions concerning an annual report are to be taken, must be open to the public and any organ of state.	MFMA S130(1)
	The cabinet member responsible for local government must annually report to Parliament on actions taken by the MEC's for local government to address issues by the Auditor-General.	MFMA S134

OPEN NDLAMBE COUNCIL MEETING
HELD ON FRIDAY, 30 AUGUST 2024

**REPORT DATED 19 AUGUST 2024 FROM THE
MUNICIPAL MANAGER TO COUNCIL: ADOPTION
OF KOWIE ESTUARINE MANAGEMENT PLAN**

ANNEXURE C.10



PROVINCE OF THE EASTERN CAPE
IPHONDO LEMPUMA KOLONI
PROVINSIE OOS-KAAP

Provincial Gazette
Igazethi Yephondo
Provinsiale Koerant

Vol: 30

BISHO/KING WILLIAM'S TOWN

6 February 2023

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ISSN 1682-4555



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PROVINCIAL NOTICE 498 OF 2023

PROVINCIAL NOTICE

BY THE

**MEMBER OF THE EXECUTIVE COUNCIL FOR THE
DEPARTMENT OF ECONOMIC DEVELOPMENT, ENVIRONMENTAL AFFAIRS AND TOURISM**

APPROVAL OF THE KOWIE ESTUARINE MANAGEMENT PLAN FOR IMPLEMENTATION

I, Mlungisi Mvoko, Member of the Executive Council for Economic Development, Environmental Affairs and Tourism (DEDEAT) in the Eastern Cape, acting in terms of Sections 38(2), 33(1) and 34(1)(a) and (b) of the National Environmental Management: Integrated Coastal Management Act, read with paragraphs 5.1 and 9.1(1)(a) of the National Estuarine Management Protocol, hereby approve the Kowie Estuarine Management Plan for Implementation, from the date of publication hereof.



**HON. GERALD MLUNGISI MVOKO
MEMBER OF THE EXECUTIVE COUNCIL
EASTERN CAPE DEPARTMENT OF ECONOMIC DEVELOPMENT, ENVIRONMENTAL AFFAIRS AND
TOURISM**

ESTUARINE MANAGEMENT PLAN FOR THE KOWIE ESTUARY

FINAL REPORT



Province of the
EASTERN CAPE
ECONOMIC DEVELOPMENT,
ENVIRONMENTAL AFFAIRS AND TOURISM

OCTOBER 2022

Report Details

Report Title	Development of an Estuarine Management Plan for the Kowie Estuary: Final Estuarine Management Plan
Report Status	Final Report
Report Date	October 2022
Purpose of this Report	The Estuarine Management Plan (EMP) addresses the requirements as set out in the 2021 National Estuarine Management Protocol (NEMP), and is ultimately intended to improve the state of the coastal, and specifically the estuarine environment, for the Kowie Estuary, whilst ensuring the on-going provision of benefits to society.

Acknowledgements

The following main contributors to the development of the Kowie Estuarine Management Plan are acknowledged for their input into and compilation of the report:

- Habitat Link Consulting, the appointed service provider and project leaders;
- Coastwise Consulting, the estuarine and ecological specialists;
- SMC Consulting, GIS and mapping;
- Leesa Social Facilitators, public participation and stakeholder engagement;
- Ndlambe Local Municipality, specifically the officials from the Directorate: Community Protection Services; and
- Various stakeholders from the Port Alfred, Ndlambe and wider community.

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List of Abbreviations

CML	Coastal Management Line
CMP	Coastal Management Programme
CoGTA	Cooperative Governance and Traditional Affairs
CTD	Conductivity-Temperature-Depth
DRDAR	Department of Rural Development and Agrarian Reform
DEA	Department of Environmental Affairs
DEDEAT	Eastern Cape Department of Economic Development, Environmental Affairs and Tourism
DFFE	Department of Forestry, Fisheries and the Environment
DWS	Department of Water and Sanitation
EA	Environmental Authorisation
EAF	Estuary Advisory Forum
ECPTA	East Cape Parks and Tourism Agency
ECPHRA	Eastern Cape Provincial Heritage Resources Authority
EFZ	Estuarine Functional Zone
EIA	Environmental Impact Assessment
EMP	Estuarine Management Plan
GIS	Geographic Information System
IAP	Invasive Alien Plant
ICM Act	National Environmental Management: Integrated Coastal Management Act
IDP	Integrated Development Plan
LED	Local Economic Development
LM	Local Municipality
LUMS	Land Use Management Scheme
MLRA	Marine Living Resources Act (No. 18 of 1998)
MUCH	Maritime and Underwater Cultural Heritage
NBA	National Biodiversity Assessment
NEMA	National Environmental Management Act
NEMP	National Estuarine Management Protocol
NHRA	National Heritage Resources Act
NMU	Nelson Mandela University
NWA	National Water Act
PES	Present Ecological State
REC	Recommended Ecological Category
REI	River-Estuarine Interface
RIA	Regulatory Impact Assessment
RMA	Responsible Management Authority
RO	Reverse Osmosis
RQO	Resource Quality Objective
SAHRA	South African Heritage Resources Agency
SANBI	South African National Biodiversity Institute
SAR	Situation Assessment Report
SDF	Spatial Development Framework
SuDS	Sustainable urban Drainage System
SZP	Spatial Zonation Plan
SWOT	Strengths, Weaknesses, Opportunities and Threats
WMA	Water Management Area
WWTW	Wastewater Treatment Works

1. Introduction

1.1 Background

The Kowie Estuary is an artificially permanently open system that meanders in a north-westerly direction for about 21 km from the coastal town of Port Alfred, within the Ndlambe Local Municipality, Eastern Cape province (Figure 1.1).

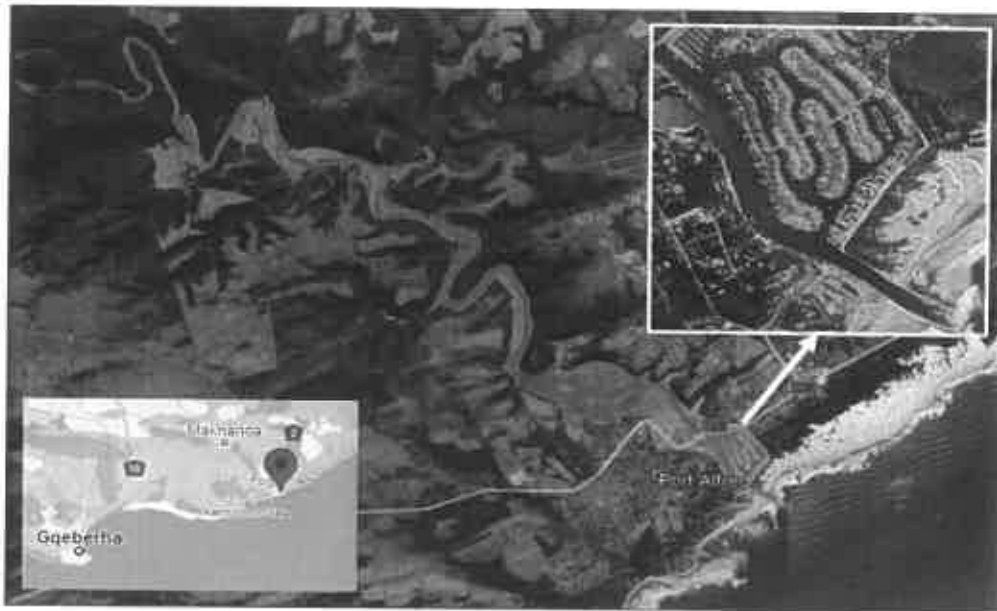


Figure 1.1: Locality of the Kowie Estuary, Port Alfred, Eastern Cape.

A key feature of the Kowie Estuary, and its surrounds, is the relatively large urban environment, including the Royal Alfred Marina, which is located within the lower reaches of the estuarine functional zone (EFZ). In addition to the marina and other existing developments located within the floodplain, there are also a variety of different land uses further upstream, including agricultural farming, game farming, residential, holiday accommodation, commercial facilities as well as limited light industrial operations. These, together with a large salt marsh area and an artificial permanently open river mouth, makes the Kowie Estuary a particularly complex system that requires a variety of management measures.

The Present Ecological State (PES) of the estuary is categorised as 'C' (Moderately Modified). While the Kowie Estuary is not a national priority estuary, it is regarded as vulnerable due to the poor protection of the system (not formerly conserved and this estuary type is poorly conserved at a national level). However, the estuary is still categorised as 'highly important' and is ranked 33rd in terms of biodiversity importance.

In accordance with the 2021 National Estuarine Management Protocol (NEMP), developed in line with the National Environmental Management: Integrated Coastal Management Act (Act 24 of 2008, as amended by Act 36 of 2014) (ICM Act), an Estuarine Management Plan (EMP) has been developed for the Kowie Estuary.

1.2 Estuary Management Process

The process undertaken complies with the ICM Act and the 2021 NEMP. The latter prescribes distinct components (minimum requirements) that must be included in the process of developing and implementing an EMP (Figure 1.2), and these are further detailed in the EMP Guidelines (DEA, 2015).

The minimum requirements of an EMP include:

1. A Situation Assessment;
2. A geographical description and a map of the estuary indicating the EFZ;
3. The setting of Visions and Objectives;
4. The Identification of Management Objectives and Activities/Actions collated into action plans;
5. The spatial zonation of activities in a GIS map format;
6. The compilation of a detailed integrated monitoring plan with a list of performance indicators; and
7. Details of the institutional capacity and necessary arrangements to ensure the implementation of the plan and its constituent actions and projects.

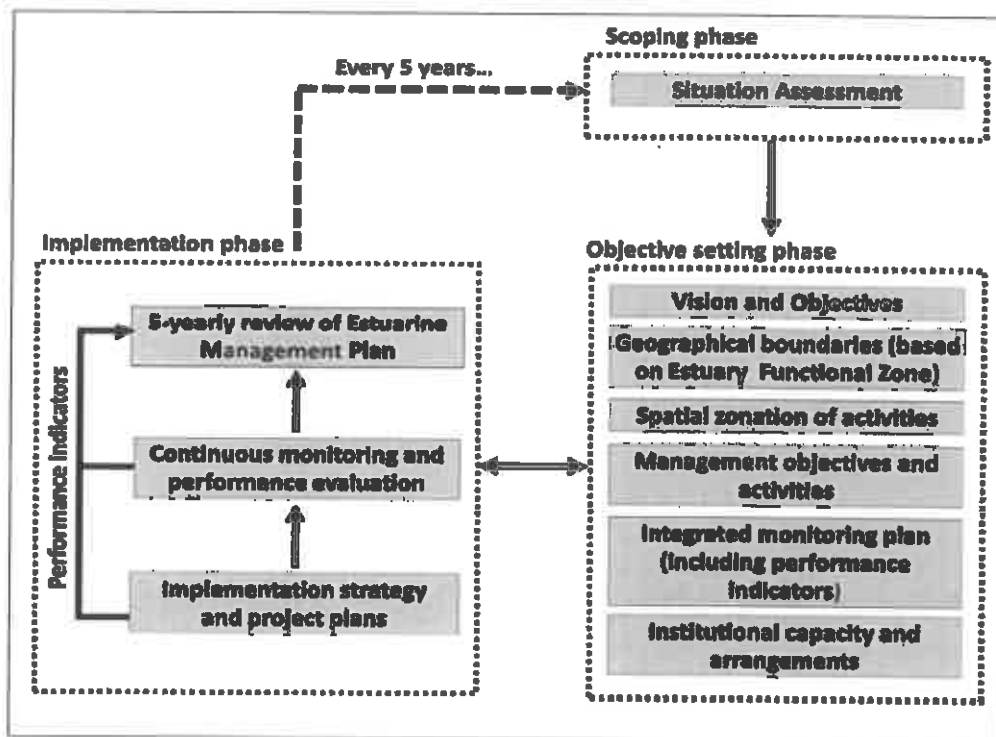


Figure 1.2: A framework for integrated estuarine management in South Africa (DEA, 2015).

The project has proceeded through two (2) main phases as prescribed in the 2021 NEMP and EMP Guideline document. Phase 1 entailed the Situation Assessment, which is the Information gathering phase aimed at describing the status quo and identifying critical issues needing to be addressed, while Phase 2 focused on the compilation of the EMP (this report).

1.3 Purpose of the Estuarine Management Plan

This report constitutes the second objective and core component of the estuarine management planning process, namely the EMP. The purpose of the plan is to provide the overarching 'Vision' for the future desired state of the estuary, and thereby guide the management of human activities in and around the Kowie EFZ by setting out essential management objectives with related actions and activities.

The estuarine management process is, by definition, inclusive of coastal hinterland and marine influences, shoreline status, catchment management, human development impacts such as tourism, recreation and agriculture, and climate change, amongst many others. It is the primary document for use by the identified Responsible Management Authority (RMA) to facilitate coordination of the management interventions identified during the planning process to ultimately ensure the longevity of the estuarine system. It is also the critical reference document for the incorporation of estuarine management into the municipal Integrated Development Planning (IDP) and spatial planning processes (e.g. spatial development framework, land use management system / town planning scheme, etc.), as well as relevant national and provincial plans. This EMP comprises the following critical elements, as prescribed in the 2021 NEMP and EMP Guidelines:

- A geographical description and map of the estuary, based on the EFZ;
- A succinct Executive Summary of the SAR, highlighting key information;
- The local vision and overarching objectives (confirmed via stakeholder engagement);
- A priority list of management objectives and activities, established largely through stakeholder engagement, in the form of specific action plans;
- Intended spatial zonation of the system that indicates permissible and non-permissible activities within various proposed zones of the system, to be governed by specific organs of state and respective legislation;
- A detailed integrated monitoring plan with specific management actions, accompanied by a list of performance indicators for the gauging the progress of achieving the objectives of the EMP;
- A description of the institutional capacity and arrangements required for undertaking the identified actions, taking cognisance of the mandates of the implicated departments and institutions, and the existence of local forums; and
- A list of key research needs to address the gaps identified in the SAR, to facilitate effective management of the estuary.

1.4 Structure of the Report

The structure of this EMP is detailed as follows:

- **Chapter 2** provides a summary of the SAR;
- **Chapter 3** delineates the geographical boundaries of the Kowie Estuarine management area;
- **Chapter 4** sets out the Vision and Key Objectives for the management of the Kowie Estuary. It describes the desired future state for the system and provides the overarching logical framework for the action plans that have been developed;
- **Chapter 5** sets out the Management Objectives for the Kowie Estuary and includes a list of actions from which management priorities are selected;
- **Chapter 6** provides a description of the Spatial Zonation of the Kowie Estuary;
- **Chapter 7** describes the Institutional arrangements for implementation of the EMP;
- **Chapter 8** sets out the Integrated Monitoring Plan required in respect to assessing the performance of the EMP in respect to achieving the stipulated objectives;
- **Chapter 9** provides the recommendations for addressing specific shortfalls or knowledge gaps in the EMP, and the conclusion to the document.

2. Summary of Situation Assessment

2.1 Overview

The first phase in the process of developing the EMP is an assessment of the *status quo* via a Situation Assessment, which explores and contextualises the Kowie Estuary relative to various environmental, social and economic aspects. The key findings of this assessment are captured below in order to prepare for the management planning process.

The Situation Assessment Report (SAR) locates the Kowie Estuary within the Ndlambe Local Municipality along the Eastern Cape coastline. A description of the broader catchment, including the catchment geology, climate, runoff, and land-use, is provided in the SAR. The current status of the estuary is then described through an assessment of the ecological characteristics and functioning of the system, its health status and importance, as well as the ecological goods and services it provides. Thereafter, the broader socio-economic context of the region and the social uses and activities that it supports are described. Current and potential impacts and/or impacting activities or threats to the ecological functioning of the system are detailed and the legal instruments and related strategies and plans, which impact the management of the estuary, along with the current institutional structures governing estuarine management, are listed.

The SAR concludes by detailing opportunities and constraints, which should be used to develop the necessary responses or actions, and by making recommendations to address identified information gaps for the EMP.

2.2 Legislative Instruments

The development of the EMP as well as the management of activities taking place in and around the EFZ is subject to various legislative requirements in terms of South African environmental law. Amongst others, the following legislation bears relevance to the development of an EMP for the Kowie Estuary:

Integrated Coastal Management Act (ICM Act)

The ICM Act is the key legislation relevant to the planning and the control of activities within the coastal zone, including estuaries. The ICM Act aims to facilitate the efficient and coordinated management of all estuaries, in accordance with the NEMP (or 'the Protocol') and EMPs for individual estuaries. The NEMP provides a national policy for estuarine management and guides the development of individual EMPs.

National Environmental Management Act (NEMA)

In terms of NEMA, estuaries require specific attention in management and planning procedures, especially those subjected to significant human resource usage and development. Various activities listed in the NEMA EIA Regulations relate to the coastal zone and require an Environmental Authorisation (EA) before they can proceed.

National Water Act (NWA)

Water quality and quantity are mainly controlled under the NWA, which is implemented and controlled by the Department of Water and Sanitation (DWS).

Marine Living Resources Act (MLRA)

The exploitation of marine living resources in South Africa (which includes estuarine resources) is governed by the MLRA. The MLRA defines the species that can be exploited, and protection measures for those species, such as closed areas, closed seasons and size and bag limits.

Other relevant legislation includes the Spatial Planning and Land Use Management Act, the National Environmental Management: Protected Areas Act, the National Environmental Management: Biodiversity Act, the Conservation of Agricultural Resources Act, the National Forests Act, the National Environmental Management: Air Quality Act, the National Environmental Management: Waste Act, the National Heritage Resources Act, National Health Act and Local Government: Municipal Systems Act.

Further to this, there is specific provincial and local legislation that pertains to estuarine management. The municipal bylaws are the primary instrument utilised by the Ndlambe environmental officers for the protection and management of the local estuarine systems, including the Kowie Estuary.

2.3 Present Ecological State and Desired Ecological State

The overall ecological health of the Kowie Estuary is a C Category (moderately modified). The Kowie Estuary is not part of the core set of priority estuaries in the 2018 National Biodiversity Assessment (NBA) National Estuary Biodiversity Plan, but was ranked as the 33rd most important estuary out of 256 estuaries assessed. The importance rating was given as 'Important to Very Important'. Furthermore, the Kowie Estuary is among the list of very important nursery areas, in terms of overall fish biodiversity, particularly for juvenile dusky kob and spotted grunter. Given that a large portion of the estuary has been irreversibly transformed by urban development and its associated impacts, the likelihood of implementing major changes that would not be detrimental to socio-economics of the area is fairly low. The Recommended Ecological Category (REC) for the Kowie Estuary was prescribed as Category C.

2.4 Goods and Services

Recreational use of the system is high, with the main activities being power-boating, water skiing, recreational and subsistence fishing, bait harvesting, kayaking/canoeing, and swimming. Commercial value of the estuary waterbody is related to the property market associated with the town of Port Alfred, the Royal Alfred Marina and the berthing of vessels in the small craft harbour. In terms of the economic value of estuaries and the ecosystem goods and services they provide, estuaries are globally recognised as being one of the most productive ecosystem types. The estimated values for the Kowie Estuary are as follows: Subsistence value of R 183 912 / annum; Property value of R 613.1 million; Recreational/tourism value of R 20 million / annum; and Nursery value of R 7.8 million / annum. The recreational and property values, in particular, are among the highest of the estuaries of the temperate coastline.

2.5 Socio-Economic Context

The population of the Ndlambe Local Municipality increased by 1.12 % over the ten-year period between 2001 and 2011. The bulk of the migration patterns experienced within the municipality are due to the influx of holiday makers (approximately 33 000) in the peak season. The influx of seasonal holiday makers equates to approximately 56 % of the permanent resident population and places tremendous pressure on the available infrastructure of the area. The economic activities of the municipality are largely focussed on the tourism and agricultural sector as the main economic drivers, with the services sector main source of permanent employment opportunities. Of the economically

active youth (15 to 34 years old), 39 % are unemployed. The value of the Kowie Estuary is linked to its recreational use, which peaks in holiday seasons. The estuary is a key fishing and bait collection area and is a nursery ground for numerous favoured marine fish species. Public access to the estuary is thus of great importance, but due to the largely built-up nature of the lower reaches of the Kowie Estuary, a number of areas remain inaccessible to the public.

2.6 Current or Potential Pressures and Impacts

There are numerous activities and developments that pose a threat to the future health state of the Kowie Estuary. It is evident that the system has experienced a loss and change in natural habitat and biota, although the basic ecosystem functions and processes are largely unchanged. There are numerous activities and developments that currently impact and pose a threat to the future health state of the estuary (Table 2.1).

Table 2.1: Current impacts and threats facing the Kowie Estuary.

NATURAL HAZARDS ASSOCIATED WITH CLIMATE CHANGE	
Drought	Given the semi-arid, low rainfall climate of the region, baseflow supply to the Kowie Estuary is already limited and has been altered by severe droughts in the region.
Flooding	The modification of the system through canalisation, and the extensive development in the EFZ, renders the system vulnerable to severe flood damage and unnatural erosion.
Sea-level rise	Climate change impacts, which affect sea level rise and increase the propensity for storm surges, will have a significant impact on the functioning of the estuary.
LAND USE IMPACTS	
Urban development	Extensive development occurs within the lower reaches of the Kowie EFZ. Falling bank stabilisation presents a navigation hazard and there are also several pipelines (sewage, bulk water services) which traverse the bed of the estuary in different locations. The system is subject to very high noise pollution from numerous anthropogenic sources.
Agricultural Activities	Changes in crops and farming methods in the catchment have likely affected the sediment load entering the river and estuary. It is possible that agricultural activities and trampling by livestock within the EFZ contributes to siltation, poor water quality and habitat degradation and fragmentation.
WATER QUANTITY AND QUALITY	
Altered Flow and Flood Regime	There has been some modification to the baseflow through abstraction in the catchment both for agriculture and potable water supply. In addition, saline water is being abstracted from the Kowie Estuary for use at the Reverse Osmosis (RO) plants.
Invasive Alien Plant Species	Terrestrial alien vegetation species within the Kowie catchment contributes to the reduction in freshwater flow reaching the estuary.
Waste Management	Littering and solid waste disposal are a key factor contributing to water pollution in the urbanised area of the EFZ. Leachate from the landfill site can also lead to both surface and groundwater pollution.
Water Quality Deterioration	Agricultural return flows, urban run-off, stormwater pollution, effluent discharge, brine effluent, malfunctioning/damaged sewage infrastructure, domestic solid waste and litter and water pollution from vessels are contributing to a decline in water quality in the Kowie Estuary. In addition, increased nutrient inputs has resulted in visible macroalgal blooms in areas with reduced connectivity to the main channel.

EXPLORATION OF NATURAL RESOURCES	
Fishing and Bait Harvesting	Fishing as well as bait harvesting pressure, specifically for mudprawns, is high, particularly during peak holiday periods. Illegal harvesting of mudprawns and inappropriate harvesting methods are prevalent and can cause noteworthy damage to intertidal habitat.
Urban Development	The natural assets of the area have been exploited for their tourism and aesthetic value. This has resulted in extensive urban development in the EFZ and the resultant loss of estuarine habitat, as well as fragmentation and degradation of the remaining habitat.
Livestock Grazing	The main saltmarsh area as well as some areas in the middle to upper reaches are impacted by cattle grazing and movement.
Recreational Use	High speed powerboating and skiing could result in the long-term erosion of estuary banks, salt marsh vegetation and sensitive <i>Zostera</i> beds, and disturbance to wading bird populations, affecting the functional value of the estuary.
Reverse Osmosis Plant	The return of hypersaline concentrate to the estuary may have negative impacts on the estuary water quality.
Alien Fish Species	Alien fish species (e.g. Mozambique tilapia and Largemouth bass) pose a threat to the indigenous species of the Kowie Estuary, particularly larval and juvenile life stages that would serve as prey food resources.

2.7 Opportunities and Constraints

A number of strengths, weaknesses, opportunities and threats have been identified in relation to the Kowie Estuary and its current situation and management. Stakeholders have suggested that, in order to prevent further habitat loss and reduce cumulative impacts, any development within the EFZ (outside of the existing urban edge) should be severely restricted. From an infrastructure point of view, stakeholders have indicated that the priority should be the maintenance and reconstruction of the collapsing stone wall banks between the Nico Malan Bridge and the river mouth, as this will become a navigational problem and will be unsightly. Other restoration should include the restoration, rehabilitation and ongoing maintenance of the salt marsh areas especially on the eastern bank adjacent to the Nico Malan Bridge, in order to reconnect these areas from a hydrological perspective.

2.8 Information Gaps to be Addressed in the Plan

Recommendations regarding future studies include bathymetry studies of the whole system, additional benthos studies, studies on marine megafauna, determination of the ecological reserve, long-term monitoring of invertebrates, monitoring of catch and effort data for recreational and small-scale fisheries and studies on the extent and importance of the River-Estuarine Interface (REI).

3. Geographical Boundaries

3.1 The Kowie River Catchment

The Kowie Estuary is located at the interface between the Kowie River and the Indian Ocean and falls within the Mzlmvubu-Tsitsikamma Water Management Area (WMA 7). The Kowie River spans three (3) quaternary catchments, namely P40A (south-east of the Grahamstown/Makhanda area), P40B (north-west of Bathurst) and part of the P40C (Port Alfred and adjacent Interior) (Figure 3.1).

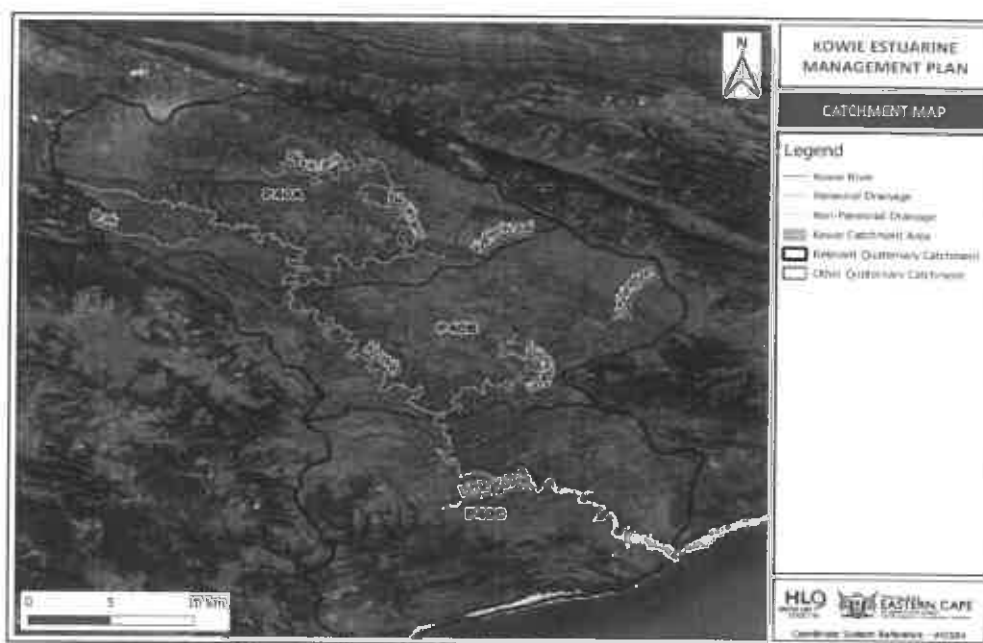


Figure 3.1: Quaternary catchments relevant to the Kowie River.

3.2 The Kowie Estuarine Functional Zone

The 2021 NEMP acknowledges the EFZ as the geographical boundary of an estuary in South Africa¹. The Kowie Estuary extends 21 km upstream where its tidal influence ends at the 'Old Wel' (Table 3.1 and Figure 3.2).

Table 3.1: Geographical boundaries of the Kowie Estuary.

Downstream boundary	33°36'13.053" S; 26°54'5.882" E
Upstream boundary	33°32'40.98" S; 26°47'53.62" E
Lateral boundaries	5 m contour above Mean Sea Level (amsl) along each bank

¹ According to the 2014 EIA Regulations, the 'estuarine functional zone' means "the area in and around an estuary which includes the open water area, estuarine habitat (such as sand and mudflats, rock and plant communities) and the surrounding floodplain area, as defined by the area below the 5 m topographical contour (referenced from the indicative mean sea level)".

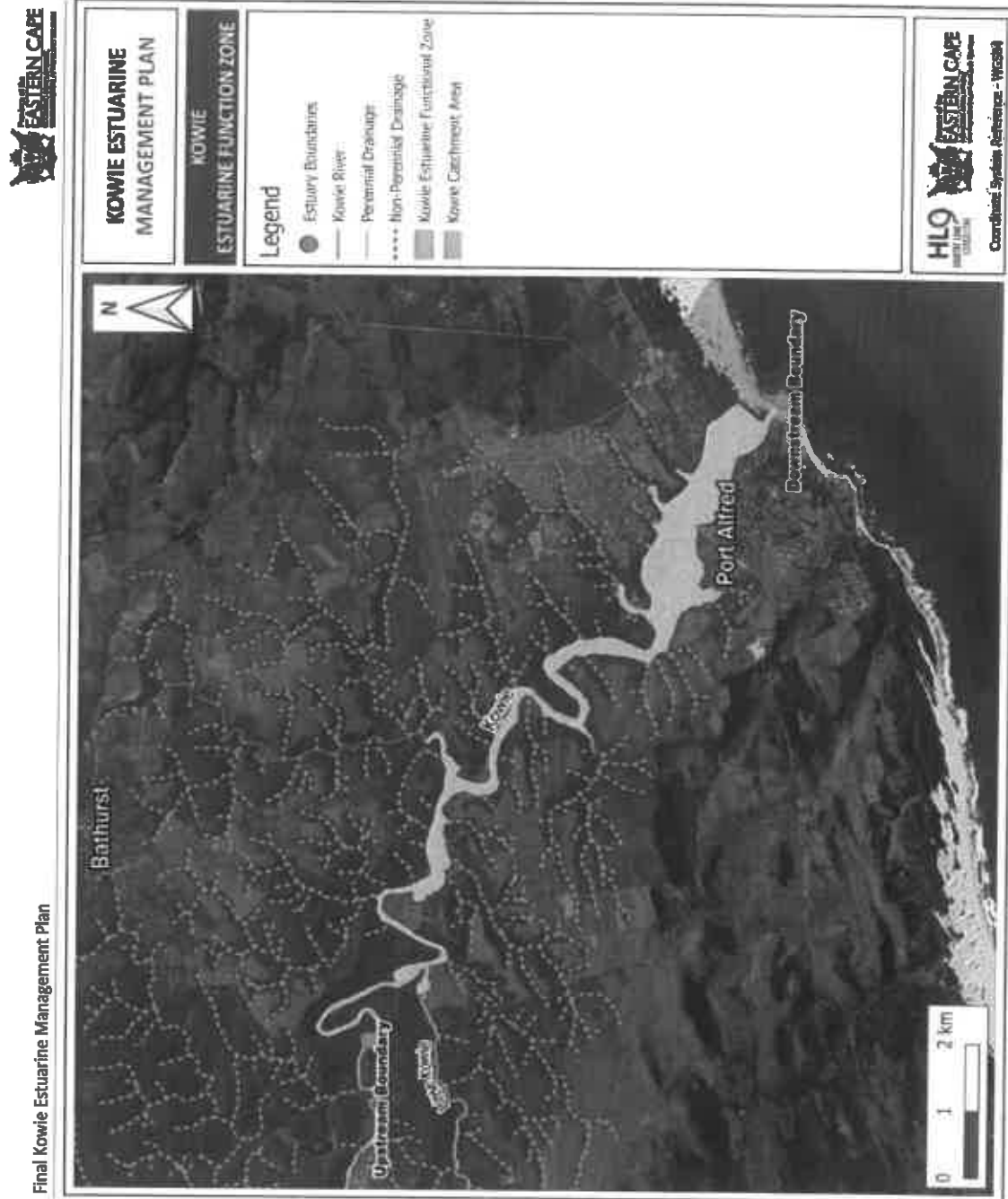


Figure 3.2: Geographical boundaries of the Kowie Estuary corresponding as captured in the 2018 National Biodiversity Assessment (Van Niekerk et al., 2019).

4. Vision and Objectives

4.1 Vision

Based on subsequent discussions with key stakeholders and specialists, the following vision is proposed:

The Kowie Estuary is a healthy, resilient system which supports a rich biodiversity and provides safe recreational and economic opportunities, while preserving heritage land uses to ensure that its scenic beauty and cultural significance is maintained

4.2 Key Objectives

There are several 'categories' for objectives as prescribed by the EMP guidelines (Figure 4.1). For the Kowie Estuary, the overarching or 'Key Objectives' have been detailed according to the Issues identified in the SAR.

Estuarine Health and Function	The ecological health and functioning of the Kowie Estuary must be enhanced and safeguarded
Biodiversity Conservation	The biodiversity and estuarine habitats of the Kowie Estuary must be conserved
Land-use and Infrastructure Planning and Development	All developments and associated activities are controlled by legislation in such a way so as to sustain existing and future livelihoods, while ensuring the maintenance and ecological functioning and services
Institutional and Management Structures	The Kowie Estuary must be managed through effective and co-operative governance between government and civil society
Socio-Economic Considerations	Sustainable socio-economic benefits must be conserved, regulated and enhanced without compromising estuarine ecological integrity
Education, Awareness, Monitoring and Research	The value and importance of the Kowie Estuary must be well understood and made known to members of society

Figure 4.1: Key objectives relevant to the management of the Kowie Estuary.



5. Management Objectives, Actions & Priorities

The management objectives and actions were informed by the Strengths, Weaknesses, Opportunities and Threats (SWOT) analysis undertaken during the Situation Assessment. Management objectives are grouped according to the key objectives, sectors or categories of issues (Figure 5.1). Proposed actions are unpacked for each management objective in the tables that follow, which also detail the ecological and socio-economic consequences of no action. These actions are assigned performance indicators in order to ensure that they are suitably achieved. The priority is ranked and the responsibility assigned for each action item (Table 5.1 – 5.6). This process includes both the required summary of management objectives requirements as well as the recommended management priorities requirements as detailed in the national guideline.

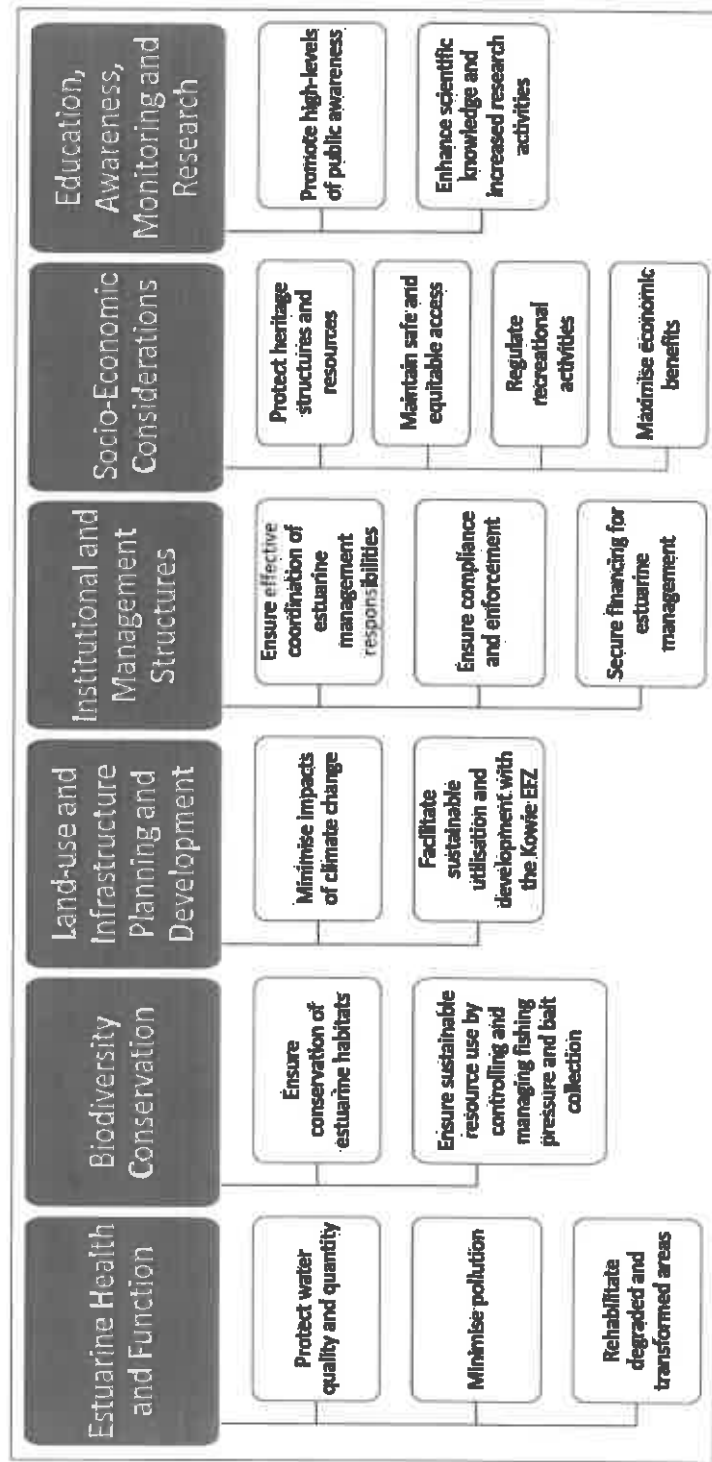


Figure 5.1: Key Management Objectives for the Kowie Estuary.



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5.1 Estuarine Health and Function

The estuarine health and function key objective is subdivided into the following specific management objectives:

1. Protect water quality and quantity
2. Minimise pollution
3. Rehabilitate degraded and transformed areas

Table 5.1: The proposed actions associated with the abovementioned specific management objectives are detailed below.

Proposed Actions		Consequence of No Action	Performance Indicator	Priority	Responsibility
1. Protect Water Quality and Quantity					
A	Develop a catchment management plan to support the EMP				
B	Finalise and adopt outcomes of the Reserve Determination ² for the Kowie River catchment	Further degradation of the estuary, potential unsustainable abstraction and loss of services provided Risk to biodiversity: High Risk to socio-economics: High	- Freshwater baseflows reaching the estuary are maintained as per the outcome of the Reserve Determination - Resource Quality Objectives (RQOs) are adopted	MEDIUM	DWS
C	Prevent illegal abstraction and manage impoundments within the catchment in line with the Reserve Determination.		- Level of infestation established - Priority species and areas identified - Engagements with farmers as well as DFFE Working for programmes e.g. Working for Water (WfW) and Working for the Coasts (WfC) - Training / education undertaken where required - Commitment obtained by farmers/DFFE for IAP control - Targets set (and achieved) for removal of alien vegetation	HIGH	DWS / Landowners
D	Continued removal of alien vegetation in riverine habitats according to a structured and approved IAP control plan	Continued spread of invasive species and resultant loss of freshwater inputs Risk to biodiversity: Medium Risk to socio-economics: Medium	- Priority species and areas identified - Engagements with farmers as well as DFFE Working for programmes e.g. Working for Water (WfW) and Working for the Coasts (WfC) - Training / education undertaken where required - Commitment obtained by farmers/DFFE for IAP control - Targets set (and achieved) for removal of alien vegetation	MEDIUM	DRDAR / DFFE / Ndlambe LM / Farmers' Associations
E	Implement agricultural best practice within the catchment in terms of irrigation, fertilisation, tilling,	Continued pollution of system and resultant negative impacts on biodiversity, tourism and human health Risk to biodiversity: High	Survey of number of farms and farmers within the catchment	MEDIUM	DRDAR / Ndlambe LM

² A Water Resource Classification Study is in progress for the Keiskamma and Fish to Tsitsikamma catchment areas.



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Proposed Actions		Consequence of No Action	Performance Indicator	Priority	Responsibility
F	sustainable stocking rates (to prevent overgrazing and erosion), avoiding wetlands, etc. The Importance of the estuary and associated wetland areas (e.g. flood attenuation, sediment traps etc.) to be highlighted amongst land users via proper awareness and promotion of these areas.	Risk to socio-economics: Medium	- Education / awareness raising campaign undertaken with farmers (crop/industry specific) - Commitment from farmers to implement best practice. - Targets for water reduction per hectare irrigated for crops (where feasible) - Improved quality of agricultural return flow - Increased river flow to estuary - Recovery of riparian margin and wetland areas - Inappropriate use of inorganic fertilisers reduced		Farmers' Associations
	Continue to promote regulated saline water abstraction for reverse osmosis while ensuring that process effluent does not adversely impact on estuarine water quality by undertaking regular maintenance of the RO plants.	Unsustainable freshwater resource use and resultant over-abstraction from the upper catchment Risk to biodiversity: High Risk to socio-economics: Medium	- Measurable increases in usable water from (and ongoing operationality) of the RO plants - Effluent discharge monitored and in keeping with authorisation and discharge limits - Maintenance records of RO plants to be captured and filed.	LOW	Ndlambe LM
2. Minimise Pollution					
A	Appoint a task team to identify point and non-point pollution sources		- Meeting convened between DEDEAT and Ndlambe LM - Pollution task team commissioned - Critical pollution sources identified	MEDIUM	Ndlambe LM / DEDEAT
B	Develop a pollution action plan in response to the pollution study, which identifies appropriate strategies to reduce pollution in its various forms from the different sources	Continued pollution of system and resultant negative impacts on biodiversity, tourism and human health Risk to biodiversity: High Risk to socio-economics: High	- Inter-departmental consultations - Pollution action plan compiled - Action items recorded in departmental budgets and project programmes	MEDIUM	Ndlambe LM
C	Improve solid waste management within waterside precincts (e.g. correct storage and handling of waste, adequate waste disposal facilities, regular waste removal etc.)		- Ensure that the municipal landfill site complies with permit conditions, INWMP and NEM:WA - Regular compliance monitoring undertaken	HIGH	Ndlambe LM
D	Implement a reward-based litter collection and/or recycling programme			MEDIUM	Ndlambe LM



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Proposed Actions		Consequence of No Action		Performance Indicator	Priority	Responsibility
E	Monitor and address/mitigate (any) leachate as well as wind-blown litter from landfill site	Continued erosion and sedimentation Contaminated stormwater run-off, Risk to biodiversity: High Risk to socio-economics: High		Regular maintenance undertaken and system is operating effectively and according to specification (limited / no non-compliance)	HIGH	Ndlambe LM / DWS / DEDEAT
F	Continue to monitor effluent discharge water quality, especially from the Port Alfred Wastewater Treatment Works to ensure that effluent is being treated effectively			Penalties issued for non-compliance		
G	Maintain and repair sewage infrastructure on an ongoing basis			Negligible impacts on estuarine water quality	HIGH	Ndlambe LM / DWS
H	Sewer master plan to take cognisance of EMP (i.e. sensitivity of the system, the RQOs when developed), with specific contingencies developed for estuary / floodplain-based infrastructure			Engagement with residents regarding contributions towards upgrades/repairs to sewage infrastructure (public-private partnerships)	HIGH	Ndlambe LM
I	Implement monitoring and management of effluent from businesses located within and adjacent to the EFZ			Infrastructure and planning department ensure development proposals align with EMP	MEDIUM	Ndlambe LM
J	Investigate alternative means of domestic sewage disposal (i.e. replacement of aged septic tanks and sewage infrastructure)			Ongoing engagement with businesses and landowners, specifically in high-density areas	HIGH	Ndlambe LM
K	Revise and amend boating bylaws to include correct management of ancillary activities such as refuelling			Development and implementation of action plan		
L	Ensure compliance with authorisation conditions for existing developments in and adjacent to the EFZ (e.g. Building approval, WULs and/or EAs)			Engagement with residents regarding contributions towards upgrades/repairs to sewage infrastructure (public-private partnerships)	HIGH	Ndlambe LM
M	Monitor stormwater quality along major discharge points			Environmental and legal review of boating bylaws undertaken	LOW	Ndlambe LM
N	Install mesh screens at stormwater outlets to prevent large-scale litter from entering the estuarine system and			Gazetting of amended boating bylaws		
				Due diligence and compliance audit of existing authorisations	MEDIUM	DEDEAT / DWS / Ndlambe LM
				SubS investigation included in municipal infrastructure management budget	MEDIUM	Ndlambe LM
				Training for officials convened and attended	HIGH	Ndlambe LM



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Proposed Actions		Consequence of No Action	Performance Indicator	Priority	Responsibility
C	ensure ongoing maintenance of mesh screens		• SuDS applied by building control and technical services • Increased vegetated margin and 'natural' habitat where feasible • Improved overall habitat integrity as per resource monitoring outlined in Section 8.1		
	Investigate opportunities for the installation of Sustainable urban drainage systems (SuDS) and ecological infrastructure to control stormwater run-off			MEDIUM	Ndlambe LM
3. Rehabilitate Degraded and Transformed Areas					
A	Develop and Implement a strategic rehabilitation plan (with ongoing care of rehabilitated areas)		• Rehabilitation plan developed and implemented • Priority degraded areas repaired / restored (taking NEMA / NWA into account) • Annual review of rehabilitated areas for ongoing maintenance	MEDIUM	DEDEAT / Ndlambe LM
B	Lobby for landowners to maintain / rectify damages / degraded areas on their property within the EFZ, as required (e.g. clearance/erosion on agricultural land, damaged/failing infrastructure along residential properties)	Continued degradation of the estuarine habitat and biodiversity within the EFZ Risk to biodiversity: High Risk to socio-economics: High	• Education / awareness raising campaign undertaken with relevant landowners • Degraded areas in the EFZ restored (e.g., planting of estuarine / coastal species and rehabilitation of estuarine margin) • Rehabilitate the margins of the marina to recreate shallow water refuge • Ongoing maintenance of all erosion defence interventions	MEDIUM	Ndlambe LM



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5.2 Biodiversity Conservation

The biodiversity conservation key objective is subdivided into the following specific management objectives:

1. Ensure conservation of estuarine habitats
2. Ensure sustainable resource use by controlling and managing fishing pressure and bait collection

Table 5.2: The proposed actions associated with the above-mentioned specific management objectives are detailed below:

Proposed Action		Consequence of No Action		Performance Indicator	Priority	Responsibility
1. Ensure Conservation of Estuarine Habitats						
A	Ensure the estuary is appropriately zoned (including buffer zones) within the Ndlambe SDF to support the conservation of the estuarine ecosystem at a municipal level	Continued loss / degradation of EFZ and estuarine resources. Disturbance to, and over exploitation of, living resources	Risk to biodiversity: High Risk to socio-economics: High	- Engagement with landowners regarding zonation held and agreement reached - Environmental protection of the Kowie Estuary provided for in the Ndlambe SDF - Management controls disseminated - Landowners notified of EMP zonation (and associated restrictions contained in the management controls)	HIGH	Ndlambe LM
B	Proposed conservation areas as per the EMP zonation plan to be adopted by the Ndlambe SDF and other spatial plans				LOW	Ndlambe LM / DEDEAT / ECPTA (for future consideration)
C	Inclusion of parts of the estuary into one (or some) of the existing protected areas within the upper EFZ and wider catchment	Additional demands on local municipality conservation management beyond their current capacity Risk to biodiversity: Medium Risk to socio-economics: Low		- Feasibility of informal / formal protected areas investigated - Proclamation of conservation areas to be implemented where possible - Meetings / workshops convened with DFFE / DEDEAT and/or ECPTA - Formal motivation submitted for consideration	LOW	Ndlambe LM / DEDEAT / ECPTA (for future consideration)
D	Study to be commissioned to assess the effects of recreational activities (e.g. skiing / boating) on estuarine habitats along the Kowie Estuary	Continued conflict between recreational activities and ecological conservation with no evidence to support either argument Risk to biodiversity: Medium Risk to socio-economics: Medium		- Study commissioned - All relevant stakeholders included for input into the study - Findings of study inform the way forward regarding recreational activities	MEDIUM	DEDEAT / Ndlambe LM
E	Protect areas of conservation importance as identified in the EMP zonation plan (Chapter 6)	Continued loss / degradation of EFZ and estuarine resources. Risk to biodiversity: Medium		- Reduced habitat disturbance / degradation / loss - Protection of identified habitats	MEDIUM	DEDEAT / Ndlambe LM



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Proposed Actions	Consequence of No Action <i>Risk to socio-economics: Medium</i>	Performance Indicator	Priority	Responsibility
		- Reduction in illegal activities (e.g. illegal fishing, bait harvesting, hunting, general criminal activity etc.) - Improved habitat Integrity and general estuarine health and appearance - Reduced noise and wake causing activities, particularly in the vicinity of wetland feeding areas	MEDIUM	Ndlambe LM
Revise and amend boating bylaws to support EMP zonation (e.g. no-wake zones, no-take zones etc.)		- Reduction / eradication of invasive fish populations - Markers / buoys / signage installed to demarcate zones and mudbank 'no-go' areas - Increased compliance monitoring during peak holiday season	MEDIUM	Ndlambe LM
2. Ensure Sustainable Resource Use by Controlling and Managing Fishing Pressure and Bait Collection				
Enforce regulations as per the Marine Living Resources Act (MLRA) (i.e. bag limits, size limits, gear restrictions)			MEDIUM	
Disallow fishing and bait harvesting in 'no-take' zones and regulate restrict illegal fishing and bait harvesting in 'controlled-take' zones		- Enforcement of fishing and bait harvesting regulations including permit requirement - Engagements with DFFE fisheries - Engagement with subsistence fishers - Permitting system for fishing and bait harvesting implemented	MEDIUM	
Investigate the feasibility of establishing a formal Small Scale (subsistence) Fishery (or suitable alternative) with regards to bait harvesting	No control of estuarine resources and resultant negative impacts on biodiversity and tourism <u>Risk to biodiversity: High</u> <u>Risk to socio-economics: High</u>	- Fisheries sector managed appropriately, including the small-scale (subsistence) fishers - Reduction / eradication of invasive fish populations	MEDIUM	Ndlambe LM / DFFE Fisheries
Implement appropriate permitting system to regulate subsistence fishing and bait collection		Designated zones demarcated and enforced (in respect to boating and fishing controls)	MEDIUM	
Investigate and implement options for the effective control of alien fish (e.g. fishing competitions for targeted species)			HIGH	



5.3 Land-use and Infrastructure Planning and Development

The key objective regarding land-use and infrastructure planning and development is subdivided into the following specific management objectives:

1. Minimise impacts of climate change
2. Facilitate sustainable utilisation and development within the Kowie EFZ

Table 5.3: The proposed actions associated with the above-mentioned specific management objectives are detailed below:

Proposed Actions		Consequence of No Action	Performance Indicator	Priority	Responsibility
1. Minimise Impacts of Climate Change					
A	Undertake climate change/sea-level rise risk assessment	Continued degradation of EFZ and negative impacts on biodiversity, tourism and human health and potential damage to property and loss of human life Risk to biodiversity: Medium Risk to socio-economics: High	• Sea level rise implications and coastal risk determined	MEDIUM	DEDEAT
B	Determine and designate the Coastal Management Line (CML)		• Consultation undertaken	MEDIUM	DEDEAT
C	Specific engagement with property owners within the EFZ / seaward of the CML in respect to potential risk and responses/interventions (e.g. innovative building techniques)		• Engagement with property owners regarding risks and appropriate interventions	HIGH	DEDEAT / Ndlambe LM
D	Update building restrictions & develop construction guideline for properties at risk		• Contingency plans developed for infrastructure at risk	HIGH	Ndlambe LM
E	Obtain environmental authorisation for the construction, repair and/or maintenance of defence structures in high risk areas		• Determination of priority maintenance areas and rectification thereof	HIGH	Ndlambe LM
F	Prevent bank erosion and repair damage to existing bank stabilisation infrastructure as per current / future approved Maintenance Management Plans		• Cost of stabilisation and defence structures included in annual budget • Relevant authorisations obtained • Implementation of approved maintenance activities	HIGH	Ndlambe LM
2. Facilitate Sustainable Utilisation and Development within the Kowie EFZ					
A	Screen all new development activities in terms of environmental legislation to ensure compliance	Unsustainable development practice, changes to estuary marginal habitats, impacting on estuary processes and potential environmental damage Risk to biodiversity: High	• Contact details of where transgressions can be reported provided	MEDIUM	DEDEAT
B	Ensure maintenance and correct operation of existing facilities (e.g.	Risk to socio-economics: High	• Effective reporting channels in place to ensure enforcement of legal requirements	HIGH	DEDEAT / Ndlambe LM



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	Proposed Action	Consequence of No Action	Performance Indicator	Priority	Responsibility
	industries, restaurants, tourism facilities etc.) in line with SZP & by-laws		Inspections undertaken / increased visibility of control		
C	Undertake strict compliance monitoring for new structures being built		New developments and modifications are legally compliant	MEDIUM	DEDEAT
D	Restrict and limit new developments according to EMP zonation		- Transgressors prosecuted - Corrective action undertaken / effective results of increased inspections	MEDIUM	DEDEAT / Ndlambe LM
E	Encourage environmentally friendly developments and maintain sound and innovative building techniques (e.g. developing far back on the property, building on stilts, ensuring foundations are designed to allow water flow, elevating living spaces, ensuring infrastructure is elevated to reduce damage from possible flooding etc.)		- Land use control decisions influenced (e.g., appropriate development only in disturbed areas of EFZ, implement SuDS, prevent removal of indigenous vegetation etc.) - No further loss of indigenous vegetation and habitat - Stormwater regulated on-site	LOW	DEDEAT / Ndlambe LM
F	Review dredging maintenance / management plan for Royal Alfred Marina and any other required dredging activities		- Dredging maintenance management plan reviewed, revised and approved via a stakeholder engagement process - Main channel remains navigable, specifically at the entrances to the marina - Engagement with the Royal Alfred Marina on dredging responsibilities and actions - Initiate research into alternatives for channel maintenance and better dredging methods.	LOW	DEDEAT / Ndlambe LM / Landowners
G	Removal / rehabilitation of jetties and slipways as per existing and future su/NEVA		Jetties and slipways database updated and maintained	MEDIUM	DEDEAT / Landowners
H	Encourage use of communal jetties between neighbouring properties and remove the need for excess jetties		- All jetties and slipways are compliant - Impact study of old recreational structures undertaken.	MEDIUM	DEDEAT / Landowners
I	Study undertaken to assess the impact of old recreational structures (e.g. jetties and slipways) on the estuary from an ecological, aesthetic and socio-economic perspective.		Old structures with a nett negative impact on the estuary (as identified by the impact study) to be removed.	MEDIUM	DEDEAT / Landowners



5.4 Institutional and Management Structures

The institutional and management structure's key objective is subdivided into the following specific management objectives:

1. Ensure effective coordination of estuarine management responsibilities
2. Ensure compliance and enforcement
3. Secure financing for estuarine management

Table 5.4: The proposed actions associated with the abovementioned specific management objectives are detailed below:

Proposed Actions		Consequence of No Action		Performance Indicator	Priority	Responsibility
1. Ensure Effective Coordination of Estuarine Management Responsibilities		Consequence of No Action				
A	DEDEAT to obtain agreement from organs of state and other participating agencies with respect to their roles and responsibilities in estuarine management (and the implementation of this EMP)	Uncoordinated and ineffective implementation of EMP. Risk to biodiversity: Medium Risk to socio-economics: Medium		• Applicable agreements reached and signed between RMA and spheres of government and participating agencies	HIGH	DEDEAT
B	Define and co-ordinate estuarine management responsibilities			• Estuarine management coordination function assigned / established in Ndlambe	HIGH	DEDEAT
C	Establish an Estuary Advisory Forum (EAF) to link local and provincial role-players			• EAF appointed in the long term • Reports on the progress of EMP actions and achievements	MEDIUM	DEDEAT
D	Identify human resource and infrastructure needs for estuarine management. A comprehensive and properly-structured Regulatory Impact Assessment (RIA) must be commissioned to determine the details of the resources required	Potential damage to EFZ with resultant negative impacts on biodiversity, tourism, property and human health Risk to biodiversity: High Risk to socio-economics: Medium		• RIA / Need and Desirability investigation undertaken • Motivation for acquisition drafted and approved • Official(s) attend accredited estuarine management course • Equipment purchased and maintained	MEDIUM	DEDEAT / Ndlambe LM
E	Address training needs with the Ndlambe Local Municipality				MEDIUM	DEDEAT / DFFE / Ndlambe LM
F	Acquire necessary equipment (e.g. water quality monitoring equipment, patrol boats etc.)				MEDIUM	DEDEAT / DFFE / Ndlambe LM



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Proposed Actions	Consequence of No Action	Performance Indicator	Priority	Responsibility
5. Incorporate the EMP into the IDP and SDF plans for the municipality as well as into relevant municipal legislation and planning programmes		- Environmental protection of the Kowie Estuary provided for in the Ndlambe SDF & IDP - Update river bylaws to include key estuarine issues - Municipal peak season planning programme to be implemented / updated to manage effects from peak season tourism	HIGH	Ndlambe LM
6. Establish and manage a voluntary community monitoring team to monitor site-specific EMP compliance and manage the data collected		- Voluntary champion / team details captured - Regular communication with voluntary team - Results of monitoring collated and documented	LOW	DEDEAT
7. Maintain a stakeholder database for the dissemination of information	Uninformed stakeholders and unrealised potential for community involvement Risk to biodiversity: Medium Risk to socio-economics: Medium	- Stakeholder database developed and regularly updated - Engagement with tourism / hospitality industry	MEDIUM	DEDEAT / Ndlambe LM
8. Develop and maintain estuaries information repository and database		Critical data and information collected and managed	LOW	DEDEAT
2. Ensure Compliance and Enforcement				
A. Review of current compliance and enforcement operations	Unregulated recreational use of estuary / overexploitation, habitat disturbance and degradation, user conflict and safety risks Risk to biodiversity: Low Risk to socio-economics: Medium	- Review the needs of the compliance and enforcement officers - Budget to be approved - Training of EMIs, deployment of EMIs - Increased patrols - Equipment purchased and maintained - Corrective action undertaken / effective results of increased inspections	MEDIUM	DEDEAT / DFFE / Ndlambe LM
B. Implement penalties and fines system to be issued to offenders via relevant local and provincial legislation		Transgressors prosecuted	MEDIUM	DEDEAT / DFFE / Ndlambe LM
3. Secure Financing for Estuarine Management				
A. Individual government agencies to make provision for the necessary resources in the short, medium and long-term expenditure frameworks to create and fill posts, and acquire necessary	Ineffective Implementation of EMP, Potential damage to EFZ with resultant negative impacts on biodiversity, tourism, property and human health Risk to biodiversity: Medium Risk to socio-economics: Medium	- Funds secured for 5 years - An action plan for securing future funding drafted and approved	HIGH	CoGTA / DEDEAT / Ndlambe LM



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Proposed Actions		Consequence of No Action	Performance Indicator	Priority	Responsibility
9	Infrastructure and resources for effective management of the Kowie Estuary				
	Individual government agencies to develop long-term financial plans			MEDIUM	COGTA / DEDEAT / Ndlambe LM
	Local budget to be set aside for management activities			HIGH	Ndlambe LM
	Implement fundraising activities			LOW	DEDEAT / Ndlambe LM



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5.5 Socio-economic Considerations

The socio-economic considerations key objective is subdivided into the following specific management objectives:

1. Protect heritage structures and resources
2. Maintain safe and equitable access
3. Regulate recreational activities
4. Maximise economic benefits

Table 5.5: The proposed actions associated with the abovementioned specific management objectives are detailed below:

Proposed Actions		Consequence of No Action	Performance Indicator	Priority	Responsibility
1. Protect heritage structures and resources					
A	Existing heritage structures (e.g. shipwrecks, historical buildings and structures) to be safeguarded and maintained/restored where necessary.	Transgression of legislation, loss of heritage resources and impacts on tourism and sense of place Risk to biodiversity: Low Risk to socio-economics: Medium	- Designated zones demarcated and enforced (in respect to boating and fishing controls) - Markers / buoys / signage installed	MEDIUM	ECPHRA / SAHRA (input / research) / Ndlambe LM
B	Maritime and Underwater Cultural Heritage (MUCH) resources to be protected and the relevant heritage resource authorities to be consulted regarding any relevant activities within the estuary.		- Engage with SAHRA and ECPTA regarding any future development within the EFZ - Engagement with SAHRA and ECPTA on any activities (including maintenance) on, or in proximity to, heritage sites - Relevant heritage permits obtained if necessary	MEDIUM	ECPHRA / SAHRA (input / research / permits) / Ndlambe LM
2. Maintain Safe and Equitable Access					
A	Maintain existing public access points and ensure adequate public access points are made available	Loss of public amenity, conflict and safety risks Risk to biodiversity: Low Risk to socio-economics: High	- Budget allocated for on-going maintenance of public access and amenities - Scheduled maintenance programme in place for access areas and infrastructure	MEDIUM	Ndlambe LM
B	Prevent unauthorised 'privatisation' of estuarine access areas		Maintenance of bank stabilisations	MEDIUM	Ndlambe LM
C	Ensure navigability of the estuary by repairing / maintaining bank stabilisations and adjacent infrastructure	Unprotected / unsafe environment with resultant negative impacts on biodiversity, tourism, property and human health and safety Risk to biodiversity: Low Risk to socio-economics: High	- Determination of priority maintenance areas and rectification thereof - Implementation of approved maintenance activities	HIGH	Ndlambe LM
D	Investigate suitable and safe areas for traditional / cultural activities		Determination of current areas utilised for traditional/cultural areas together with a risk assessment	MEDIUM	Ndlambe LM / CoGTA



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Proposed Actions	Consequence of No Action	Performance Indicator	Priority	Responsibility
3. Regulate Recreational Activities				
A. Adopt, demarcate and enforce spatial zonation plan (SZP) and its controls	Continued loss / degradation of EFZ and estuarine resources Risk to biodiversity: Medium Risk to socio-economics: Medium	- Engagement with traditional leaders and determination of a way forward aligning with the provisions of the EMP - SZP incorporated into SDF and Land Use Management Scheme (LUMS) - SZP demarcated with markers / buoys / signage if necessary - SZP controls enforced according to bylaws and offenders prosecuted - Reduced habitat disturbance / degradation - Boat mooring and launch site applications renewed on an ongoing basis - Compliance with EMP and operating procedures - Facilities well maintained	MEDIUM	DEDEAT / Ndlambe LM
B. Ensure that public boat mooring and launch sites are well managed	Loss of public amenity, habitat disturbance, ecosystem degradation, conflict and safety risks Risk to biodiversity: Medium Risk to socio-economics: High		MEDIUM	Ndlambe LM
4. Maximise Economic Benefits				
A. Promote tourism activities and provide tourist operators with information pertaining to the appropriate usage of the Kowie Estuary in line with the EMP	Potential overexploitation of estuarine resources, decreased income earning opportunities, limited appreciation of estuarine resources and attributes, reduced buy-in from neighbouring land owners Risk to biodiversity: Low Risk to socio-economics: Medium		MEDIUM	Ndlambe LM / ECPTA / Local Tourism Board / Business Chamber
B. Continue to facilitate/support opportunities for activities by commercial operators and/or local communities around services on the estuary and in the EFZ (particularly during peak seasons)		- Facilities maintained/ upgraded as necessary - Local Economic Development (LED) budget allocated accordingly - Degraded/transformed areas rehabilitated	MEDIUM	
C. Impart knowledge and stewardship to encourage 'greener' business practices within the EFZ.			LOW	



5.6 Education, Awareness, Monitoring and Research

The education, awareness, monitoring and research key objective is subdivided into the following specific management objectives:

1. Promote high-levels of public awareness
2. Enhance scientific knowledge and increased research activities

Table 5.6: The proposed actions associated with the abovementioned specific management objectives are detailed below:

Proposed Actions		Consequence of No Action	Performance Indicator	Priority	Responsibility
1. Promote High Levels of Public Awareness					
A	Develop an effective education and awareness programme for the residents and visitors	Potential overexploitation of estuarine resources, limited appreciation of estuarine resources and attributes, reduced buy-in from local communities and visitors Risk to biodiversity: Medium Risk to socio-economics: Medium	- Education programme approved and developed - Educational signage erected at strategic points - Posters and pamphlets disseminated - Utilise relevant municipal webpages and social media - Number of volunteer community monitors trained	MEDIUM	Ndlambe LM / ECPTA / Local Tourism Board
B	Educational material (e.g. posters, pamphlets and webpages) to be developed and published			MEDIUM	Ndlambe LM / ECPTA / Local Tourism Board
C	Provide an online platform for public comment and grievances (on municipal website)		Register of grievances and actions maintained on an ongoing basis	LOW	Ndlambe LM
2. Enhance Scientific Knowledge and Increased Research Activities					
A	Water quality monitoring to be aligned with the RQOs once these are finalised	Habitat disturbance and degradation, overexploitation of estuary living resources and natural environment, conflict Risk to biodiversity: High Risk to socio-economics: Medium	- Required basic monitoring undertaken - Data reported on against RQOs - EMP informed by monitoring results going forward	HIGH	DWS, DFFE
B	Solicit research funding support		- Potential funders identified - Funding proposals submitted	MEDIUM	DWS, DFFE, DEDEAT
C	Engage academic and research institutions, organs of state and/or parastatals to undertake and/or collaborate on priority research projects	Inability to undertake research and resultant lack of knowledge and understanding of systems Risk to biodiversity: Medium Risk to socio-economics: Medium	- Relevant institutions included in EAF - Consolidated monitoring programme implemented and maintained - Long-term database maintained - Data reported on against RQOs	MEDIUM	DEDEAT, DWS, DFFE



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Proposed Actions	Consequence of No Action	Performance Indicator	Priority	Responsibility
Further research on system bathymetry, benthos, marine megafauna, invertebrates and REI	Lack of knowledge of estuarine functioning and misinformed management interventions due to lack of or misaligned data. Risk to biodiversity: Medium Risk to socio-economics: Medium	• EMP informed by monitoring results going forward • Relevant studies to be included in relevant budgets • Service providers to be appointed	LOW	DEDEAT, DWS, DFFE

6. Spatial Zonation

There are numerous activities that take place on and in the surrounds of the Kowie Estuary. Spatial zonation of activities within an EFZ is necessary to avoid user conflict and to guide sustainable utilisation without further degradation of the estuarine environment. It also allows for the spatial representation of the desired state, addresses the aims of the management objectives, where applicable, and is informed by the following existing spatial frameworks:

- The geographical boundary of the estuary also indicating important habitats (e.g., floodplain, open water, reed beds, sandflats, etc.);
- The surrounding land uses and existing infrastructure, as per the local town planning scheme;
- Areas designated for the conservation and protection of biodiversity;
- Appropriate buffers in which land use and development are strictly controlled and monitored; and
- Zones where certain types of activities (recreational, commercial, agricultural, etc.) are permissible and others not permissible.

6.1 Habitat Zones

A habitat sensitivity analysis is the baseline that guides the differentiation of the various estuarine zones, specifically identifying:

- Threatened, ecologically important habitats as no-go or minimal disturbance zones;
- Those areas which can support controlled, sustainable exploitation of marine living resources; and
- Those areas where various forms and levels of appropriate water-based recreation are acceptable.

The most recent assessment of estuarine habitats and their extent in the Kowie Estuary was undertaken by the Nelson Mandela University (NMU) in 2021 (Figure 6.1). This habitat map is used as the baseline for the identification of sensitive estuarine habitats and informs the zonation of activities in the Kowie Estuary.

The entire wetland area at the Bay of Biscay must be considered a conservation area. Habitat connectivity is important as this wetland area is at the interface between estuarine, freshwater, mudflat, saltmarsh, reedbed and terrestrial habitats. Habitat loss, specifically saltmarsh habitat is a major issue for the Kowie Estuary, so preservation to avoid any further disturbance of this area is of utmost importance. This could be undertaken through a municipal conservation area like the "Duck Pond" and ensure that no development can be considered within these conservation areas. The value of these areas must be realised and it should not be fragmented in the future.

6.2 Water-based Zones within the EFZ

It must be noted that the river area of the Kowie Estuary has no specific zonation in terms of the Ndlambe SDF, but the Ndlambe Local Municipality has demarcated three (3) ski zones that are utilised for boating and recreational skiing (i.e. high-wake areas) (Figure 6.2). Furthermore, fishing and bait harvesting is currently not restricted in any particular part of the EFZ. Based on stakeholder engagement during the compilation of the SAR, there were proposals to remove the first ski-zone at the Bay of Biscay (and subsequently extend the remaining ski-zones), and to rehabilitate and protect intertidal salt marsh species within the 'Duck Pond' and similar saltmarsh areas. The proposal in respect to the ski-zone was subsequently met by several objections from numerous residents who raised a number of valid points regarding the impact that alteration of this ski-zone may have on the local tourism economy and property value.'

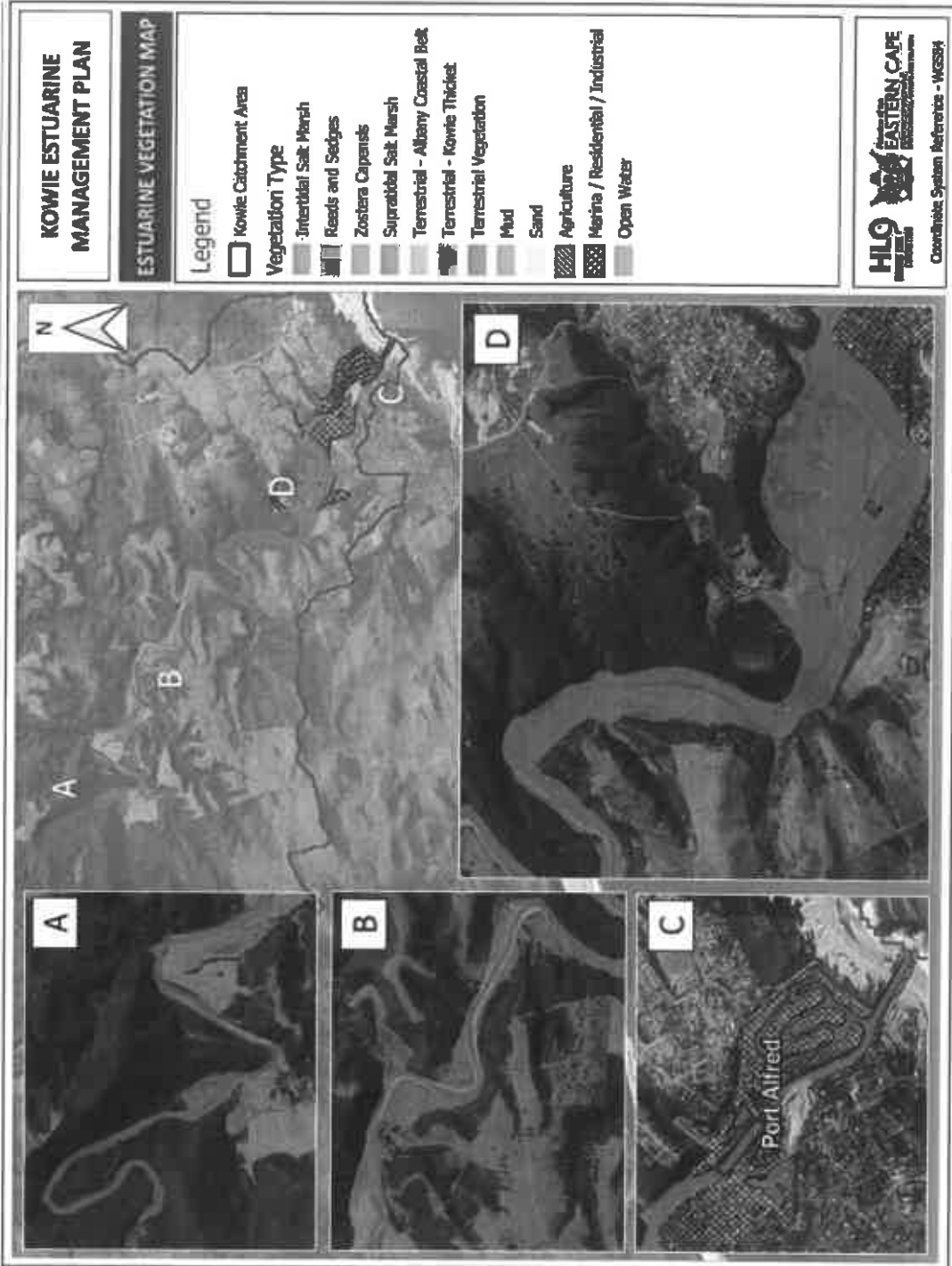


Figure 6.1: Distribution of macrophyte habitats of the Kowie Estuary (NIMU, 2021).

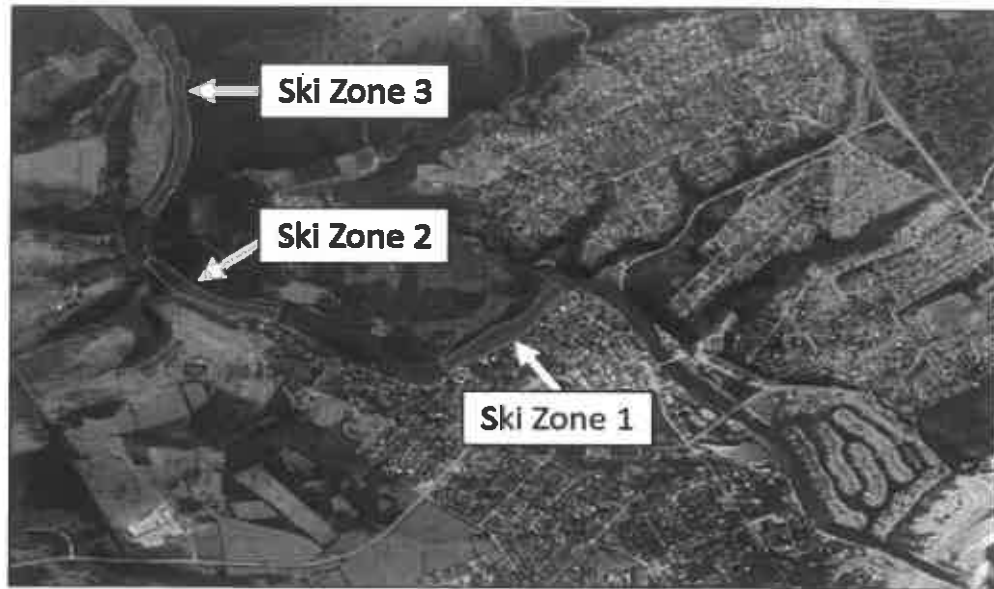


Figure 6.2: Existing water-based zones within the Kowie Estuary (ski-zones).

In order to promote conservation within the Kowie EFZ, certain restrictions on activities may need to be implemented in future (e.g. no skiing, no-wake zones for boating etc.). However, instating changes to the current ski-zones within the main channel of the estuary would need to be substantiated by detailed studies on the effects of boating/skiing on ecological integrity of the estuary. The outcomes would need to be weighed against the probable socio-economic implications of altering the water-based zones within the EFZ.

The water-based zonation of the main channel of the estuary will thus remain as per its current use, with additional measures proposed for the management thereof. The no-wake zones are specific to the built-up areas of the estuary to support the prevention of further bank erosion and to ensure the safety of estuary users. This will include the section from the eastern canal entrance of the Royal Alfred Marina to the R72 road bridge and then from the Main Street bridge to the Bay of Biscay. The section between the two bridges is currently not a no-wake zone and this will remain as such subject to maintenance of the bank stabilisation structures. The no-wake zone will extend into the Bay of Biscay, past the Buffalo Shipwreck and will end at the start of the existing 'Ski Zone 1' area.

Furthermore, it is proposed that a no-wake zone is implemented in the upper reaches of the EFZ upstream of the 'Old Mill'. The river channel from this point further upstream is rocky and poses a navigational threat. The implementation of a no-wake zone in this area is beneficial and must be clearly stated as such in the boating by-laws and via the erection of relevant signage, although policing of this area would be difficult.

The existing ski-zones will remain unchanged. The zones that are not classified as 'ski-zones' or 'no-wake' zones will simply be referred to as 'no-ski zones' and the only boating restriction would be regarding skiling and similar water-based activities. Additional measures are proposed to be implemented within the ski-zones (e.g. tubing to be disallowed, keeping to the main channel with a suitable distance from the mud bank, utilising marker buoys at edge of mud bank). Furthermore, the northern bank along Ski Zone 1 will be demarcated as a 'No-Go' area for boats, skiers, canoes and other recreational activities. Monitoring of the ski zone areas, particularly Ski Zone 1 and surrounds,

must be undertaken to inform future planning and lend the EMP to adaptive management of these areas.

Further protection of conservation areas must be undertaken via the implementation of zones where fishing and bait harvesting are controlled or disallowed (either seasonally or on a permanent basis). These restriction zones will also apply to any other activities which could result in pollution (e.g. dumping of waste or effluent disposal) or disturbance to the natural environment (e.g. cattle grazing, trampling by people or animals etc.). Restrictions must also be implemented to ensure the protection of heritage resources within the estuary (e.g. the shipwreck, old Jetty and old mill). These are indicated on the zonation plan and must be protected and preserved.

The following restriction zones are included for the water body of the Kowie Estuary (Figure 6.3):

- **No Ski Zones** – The purpose of these zones is to allow for normal boating activities, but to disallow skiing activities to promote overall river safety.
- **No Wake Zones** – The purpose of these zones is to disallow all high-speed boating activity (including skiing and water-based sports) thus reducing erosion of river banks, noise disturbance to birds and sensitive habitats, and for safety of other river users.
- **Controlled Resource Use Zones** – The purpose of these zones is to protect mudprawn population from overexploitation, to prevent habitat disturbance/degradation, to preserve important shallow water habitat and support important habitat linkages, and promote the overall nursery function of the estuary. Further to this, these areas may require rehabilitation via cattle grazing restrictions and removal of any past illegal dumping. These zones are subcategorised into 'No-Take' and 'Controlled-Take' zones:
 - **No-Take Zone:** No fishing in any form is permitted in these areas, including catch and release. Furthermore, no bait harvesting will be permitted within these areas.
 - **Controlled-Take Zone:** Fishing and bait collection will be allowed as per an appropriate mechanism (to be established in consultation with DFFE Fisheries) and will promote permissible regulated harvesting of resources. The controls on fishing and bait collection within this area will need to be detailed (e.g. permitted seasons, permitted equipment, permitted numbers of harvesters/number of permits issued etc.).
- **Heritage Sites** – These are indicated as markers on the zonation plan and serve the purpose of ensuring the protection and preservation of sites of heritage importance within the estuary.

The specific conditions of use for these particular water-based zones are provided together with the relevant authority responsible for ensuring compliance (Table 6.1).

Table 6.1: Water-based zonation prescriptions for the Kowie Estuary.

Restriction Zone	Conditions of Use	Enforcement
Zones of No Restriction	• Adherence to municipal boating by-laws • All motor boats to be registered and skippers issued a valid license • Tourism operators to be registered and regularised • Skiing in the main channel only (demarcated with buoys) with a suitable distance from the mud bank (i.e. avoid shallow marginal areas) • Tubing not permitted	Ndlambe LM
No Ski Zone	• As above • No jet-skis, water-skis, or towing of people / structures or similar activities permitted	Ndlambe LM
No Wake Zone	• As above • Speed restriction of 'idling speed' i.e. max 10 km per hour • Boating competitions for non-motorised boats only • Canoeing, rowing and swimming, where appropriate	Ndlambe LM



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Restriction Zone	Conditions of Use	Enforcement
Controlled Resource Use (No-Take Zone)	- No fishing of any kind (except for approved research purposes) - No bait harvesting of any kind (except for approved research purposes) - Access restricted (except for approved research purposes). No people, domestic animals and/or livestock permitted. - No motorised boats, except those permitted for rehabilitation or research purposes only - No fishing competitions - Bird hides permitted where appropriate - No cattle grazing or similar activities resulting in trampling and disturbance of natural areas	Ndlambe LM / DFFE Fisheries
Controlled Resource Use (Controlled-Take Zone)	- Limited fishing and bait harvesting as per appropriate mechanism to be established in consultation with DFFE Fisheries) with exception of approved research purposes - Fishing competitions permitted, but only for catching of alien fish species or for catch-and-release of indigenous species - No motorised boats, except those permitted for rehabilitation or research purposes only - Access restricted to designated routes and trails - No cattle grazing or similar activities to prevent trampling and disturbance of natural areas - Control of visitor numbers, frequency and group sizes in marginal areas to reduce trampling and disturbance	Ndlambe LM / DFFE Fisheries
Heritage Site	- No physical access to heritage features (i.e. for observation only) - Control of visitor numbers, frequency and group sizes - No development activities within a 50m radius of heritage sites - If a potential resource is discovered elsewhere in the EFZ, this must be immediately reported to SAHRA and ECPHRA	Ndlambe LM

6.3 Land-based Zones within the EFZ

The zoning of the urban portion of the EFZ relates to land-based activities and developments (versus water-based activities above) and reflects the existing land use, and municipal zonation and accompanying land use controls as per the Ndlambe SDF. Several land use types for Port Alfred are listed as per the SDF, of which the majority take place within or adjacent to the Kowie Estuary. These have been summarised and simplified with the EFZ overlay (Figure 6.4). This summarised zoning will be used to inform the estuarine zonation for land-based activities within developed areas of the EFZ.

6.3.1 Built-Up Areas

Development has resulted in noteworthy modification of the estuary margin along a significant portion of the lower estuary, through the removal of natural vegetation in favour of formal development (residential, commercial, transport infrastructure, marina, etc.). Such encroachment places urban development at risk from riverine flooding, as well as tidal surges and marine storms. There are additional urban impacts relating to leaking sewage infrastructure, as well as stormwater run-off containing pollution and sediment. In order to mitigate against climate change and potential future sea-level rises, development (or activities) within the built-up areas of the EFZ should only be permitted if assessed as having low/little to no negative impact on the health and functioning of the estuary. Any new developments along the river interface must be limited to non-permanent structures and will also need to comply with legislation before being developed. All jetties need to be registered and no new jetties or launch sites should be allowed unless the relevant legislative steps are taken. Maintenance of existing infrastructure may only be undertaken as per existing or future approved Maintenance Management Plans.

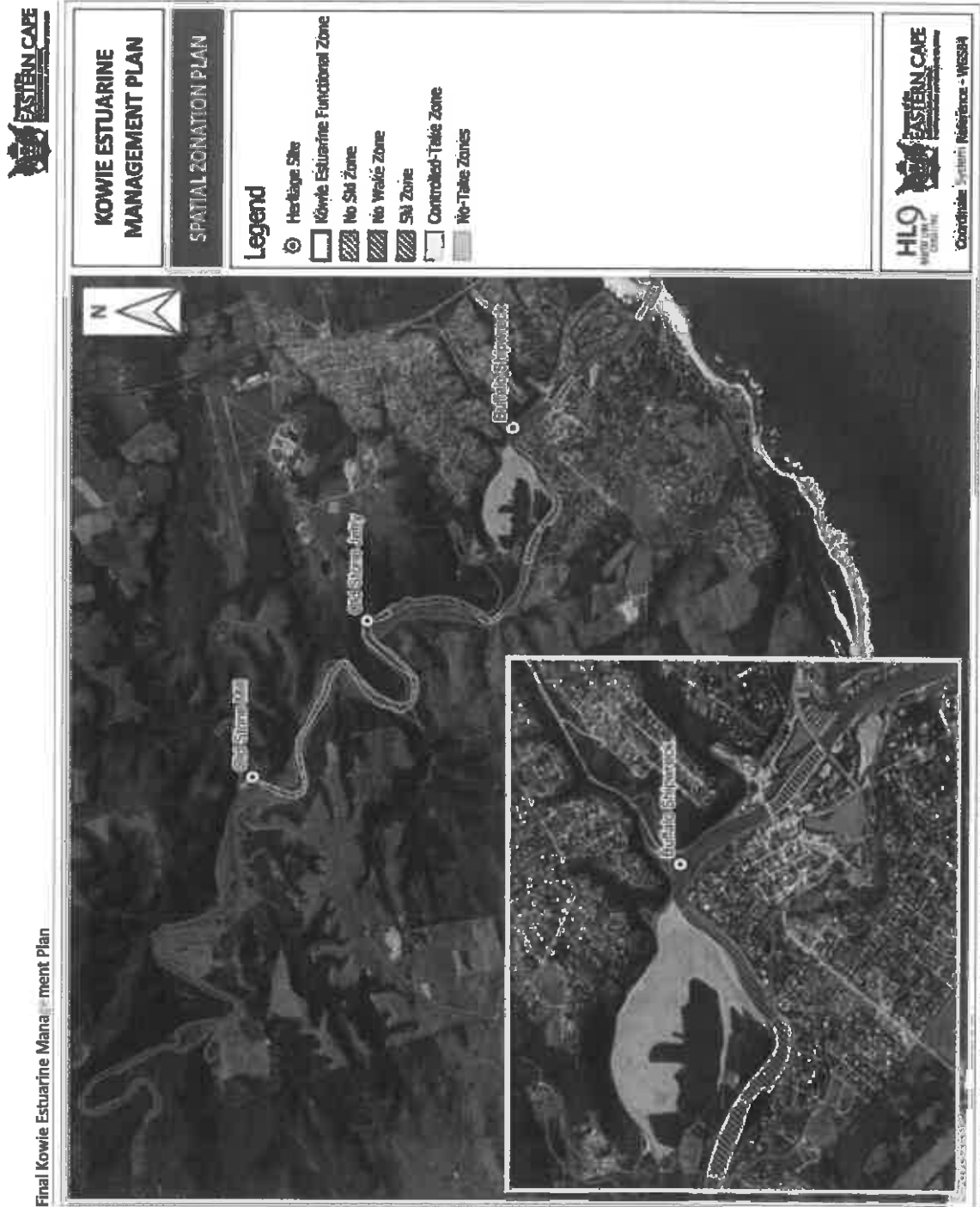


Figure 6.3: Proposed water-based zonation for the Kowie Estuary.

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Figure 6.4: Summarised municipal zoning for Port Alfred showing the Kowie EFZ.

6.3.2 Agricultural Zone

The loss and transformation of estuarine habitat is the largest and most conspicuous impact on the estuary. There are large areas within and around the Kowie Estuary that have been historically transformed by agricultural activities, specifically cattle grazing, which has impacted and continues to impact on the system through reduced flood buffering, sedimentation, and water quality impacts. While reclaiming and restoring these transformed areas is the ideal (and potentially reversible in comparison to the permanently transformed urban area), there would be much resistance in prescribing the retreat or full extraction of agricultural activities from the EFZ. This would also impact negatively on the agricultural sector and contributions made to the local economy for communities and the municipality.

A strategic retreat of certain agricultural activities from specific areas of the EFZ is therefore proposed. This will entail engagement and focussed discussions between DEDEAT and the landowners, to identify areas of high potential for restoration with ecosystem linkages/biodiversity corridors. These areas would typically include low-lying floodplain and freshwater drainage areas, which would help to filter agricultural return flows. Apart from strategic retreat, key management interventions within this zone should also be undertaken, including implementation of agricultural best practices, control of invasive alien vegetation, strict avoidance of remaining natural vegetation and rehabilitation of trampled/cleared areas of the riparian margin. Where farmers intend to cultivate land adjoining the estuary, proper buffer zones must be implemented between the edge of the EFZ and the cultivated land. Cultivation plans must incorporate the EFZ with adequate buffers.

6.3.3 Open Space and Undeveloped Areas

In general, development must be avoided in existing open space and undeveloped (natural) land sections within the EFZ. Furthermore, it is proposed that the 10m contour around the EFZ is utilised



as a development setback line (development buffer) for any future activities in undeveloped areas. Rehabilitated areas (as prescribed in Section 6.4 below) would also fall into this category for land-based zones.

6.4 Areas for Rehabilitation

Given the length and urbanised nature of the system, specifically the lower reaches of the EFZ, its complete and extensive rehabilitation may be considered both unrealistic and impractical. There are parts of the estuary that are irreversibly transformed and given the highly urbanised nature of the system, restoration to a near natural state is not feasible. However, there are some aspects that can contribute to the improved state of the estuary if rehabilitation is undertaken. The primary rehabilitation activity proposed by this EMP is the repair and maintenance to the river banks, specifically the failing bank stabilisation structures in lower urbanised section. Further to this, the rehabilitation of the Intertidal salt marsh habitat within the 'Duck Pond' and similar saltmarsh areas where connectivity to the main estuary has become limited, is recommended to be undertaken. This must include consideration of stormwater run-off from the urban areas and road network carrying chemical and solid waste contamination into these confined areas.

The development of the Royal Alfred Marina resulted in the loss of substantial shallow water habitat. It is suggested that innovative means of reinstating important habitat be investigated through focussed research. These could include, for example, modifications to some sections of the sheer canal walls to promote shallow water habitat or increased occupation by estuarine marine). The control of invasive alien vegetation throughout the EFZ, extending into the adjacent properties and into the catchment, coupled with the rehabilitation of other degraded estuarine habitats are also priorities. These areas include the salt marsh habitats prescribed in the zonation plan as well as other areas identified in the strategic rehabilitation plan for the estuary. Beyond the EFZ, the potential upstream pollutants (e.g. wastewater treatment works and municipal landfill site) must be monitored (and maintained where necessary) to protect the estuarine health and function. A site-specific inventory of areas requiring rehabilitation is required and is specified as a management action in Chapter 5.

7. Institutional Capacity and Arrangements

It is important to note that this EMP is a strategic plan that guides the implementation of actions in respect to each management priority. The management priorities do not specify the resources (both human and financial) required for the execution of the specific actions. It does, however, offer a schedule or phased planning approach that incorporates capacity building and implementation at the local level over a five-year period.

7.1 Responsible Management Authority

In alignment with the 2021 NEMP, the responsibility for developing an EMP and coordinating the implementation thereof falls to the provincial environmental department, in this case, the DEDEAT. This needs to be undertaken in collaboration with the relevant municipalities, specifically the Ndlambe Local Municipality.

Specific implementation actions identified remain the responsibility of mandated organs of state as well as respective departments within the municipality. As an example, the DWS will monitor water quality, while the DFFE should ensure compliance with matters related to fisheries. The Ndlambe Local Municipality may be prescribed the role of RMA and accept the responsibility for coordinating the implementation of the Kowie EMP, with support from DEDEAT. The Ndlambe municipal departments identified as important role-players include:

- Infrastructure Development (infrastructure development and maintenance of such infrastructure, including roads and storm water systems, public transport infrastructure, public facilities, maintenance of buildings, etc.);
- Community Protection Services (environmental management, waste management, maintenance of recreational areas, safety, bylaws enforcement, crime prevention, disaster management); and
- Financial Management (financial provision, supply chain, service delivery and health programmes).
- Development Planning (Building Approvals, Spatial Planning, LED and IDP)

Monitoring forms an important part of ensuring the EMP remains valid and will help to address issues that may arise in due course. The RMA is responsible for monitoring the overall progress of implementing the EMP, whilst the different actions and activities must be monitored by the relevant governmental departments, organisations or elected groups and/or committees. Progress towards achieving the objectives set out in this EMP must be reviewed on an annual basis and communicated to stakeholders, as well as to DEDEAT and DFFE, via an annual report. This EMP must be revisited and updated after five (5) years to reflect goals that have been achieved and changing priorities.

7.2 Government Departments and Organs of State

The key to successful implementation of this EMP is the commitment and contribution of all spheres of government to the process, including:

- Ndlambe Local Municipality as the proposed RMA;
- Sarah Baartman District Municipality: Provision of management and technical support;
- Eastern Cape government departments: Legislatively mandated responsibilities as well as support, including compliance, funding, research and monitoring (e.g., DEDEAT, Cooperative Governance and Traditional Affairs (CoGTA) and Department of Rural Development and Agrarian Reform (DRDAR); and
- Relevant national government departments, especially DFFE, DWS, CoGTA, Department of Agriculture Land Reform and Rural Development and other conservation agencies.

7.3 Estuary Advisory Forum

Although the establishment of an EAF is no longer a requirement of the 2021 NEMP, this could be established to address critical estuarine matters as they arise. This will consist of the relevant officials from the DEDEAT and Ndlambe Local Municipality, as well as other key members of DFFE, DWS and/or other organs of state where necessary. The EAF should meet on a regular basis to discuss the implementation of the EMP and, where necessary, include relevant key stakeholders identified during this EMP process.

Organs of state should be represented on this EAF by delegates mandated by the respective departments. Each government representative on the EAF will be tasked to convey recommendations to his/her department and report back to the EAF on behalf of the department. Moreover, representatives from the authorities who have executive powers within the specific sector should also be present. This ensures that recommendations are executed and resources are made available for priority tasks or activities. This also streamlines the flow of information and decreases the turnaround time of required interventions. The various local members of the EAF will play an invaluable role in providing on the ground, local insight and support to the various authorities as well as to the RMA.

Effective implementation of this EMP requires the conversion of the priority actions into detailed project plans, which must be prepared and adopted into the respective departmental implementation strategies. A template for such project plans is provided in the EMP Development Guideline (DEA, 2015)³. This template can also be utilised to facilitate the implementation of other projects proposed in the EMP. Furthermore, a comprehensive and properly-structured Regulatory Impact Assessment (RIA) must be commissioned to determine the details of the resources required by all organisations that will be involved in the implementation of the EMP.

³ Document currently under review. Any updated EMP Development Guidelines would subsequently apply.

8. Integrated Monitoring and Future Research

According to the standards for estuarine management, management actions should be based on sound scientific evidence. Thus, monitoring is a crucial aspect of the adaptive estuarine management process as the generated data will be used to inform and update management decisions. However, the collection, processing and interpretation of such data, particularly ecological data, are generally costly, time-consuming and often require considerable scientific expertise. Further to this, the EMP makes provision for a number of future plans and research needs to assist with the future management of the estuary and the achievement of the management actions listed in the plan.

8.1 Resource Monitoring

In the context of estuarine management, there are three broad categories of monitoring which should be incorporated into an integrated monitoring plan, namely resource monitoring, compliance monitoring and performance monitoring (DEA, 2015).

The primary aim of resource monitoring is to collect and evaluate data which will inform management on the ecological health of an estuary, as well as the intensity and nature of uses/activities that potentially influence its health (DEA, 2015). A summary of the current monitoring activities is provided below. Resource monitoring is closely linked to the reserve determination process and RQOs identified/agreed upon.

8.1.1 Current Resource Monitoring

A number of water quality monitoring programmes have been undertaken by various research institutions, often as part of a national (DFFE or DWS) project, during the course of the past forty years. A detailed account of the water quality research is provided in the SAR. Further to this, a basic ongoing water quality monitoring programme is implemented by the Ndlambe Local Municipality in order to monitor any changes to estuarine water quality over time. The sampling points are randomly selected, but are generally restricted to the areas downstream of the WWTW discharge point. It is understood that samples are taken on a monthly basis and several parameters are measured to determine any pollution effects. It is imperative that this monitoring programme is maintained and the data stored and utilised to inform the future management of the Kowie Estuary. Furthermore, it is recommended that sampling points are formalised and additional sampling is added to the monitoring regime.

8.1.2 Recommended Resource Monitoring

The purpose of the recommended long-term monitoring programme is to continuously improve understanding of ecosystem function. While all components in the long-term monitoring programme remain important, certain primary data are of highest priority (Table 8.1).

RQOs or Ecological Specifications (EcoSpecs) are clear and measurable specifications of ecological attributes (in the case of estuaries - hydrodynamics, sediment dynamics, water quality and different biotic components) that define a specific ecological category, in the case of the Kowie Estuary, a Category C. These will be formalised via the reserve determination process currently being undertaken for the catchment.

In general, there is significant research and data available for the Kowie Estuary that needs to be collated in a central repository/database and formalised as baseline information to inform the long-term monitoring. Other recommended resource monitoring is as per the information gaps and research need identified in the SAR (see Section 2.7 of this report).

Table 8.1: Recommended minimum requirements for long-term monitoring (DWS, 2015).

COMPONENT	MONITORING ACTION	TEMPORAL SCALE	SPATIAL SCALE
Hydrodynamics	• Record water levels	Continuous	Near the mouth of the estuary
	• Measure freshwater inflow into the estuary	Continuous	Near head of estuary
	• Aerial photographs of estuary (spring low tide)	Annually	Entire estuary
Sediment dynamics	• Bathymetric surveys: Series of cross section profiles and a longitudinal profile collected at fixed 500 m intervals, but in more detail in the mouth. Vertical accuracy at least 5 cm	Every three years (and after large resetting event)	Entire estuary. Particular priority to be given to areas with navigational concerns (e.g. marina entrances and Skl-Zone 1)
	• Collect sediment grab samples (at cross section profiles) for analysis of particle size distribution and organic content (and ideally origin, i.e., microscopic observations)	Every three years	Entire estuary
Water quality	• Collect data on conductivity, temperature, suspended solids, pH, inorganic nutrients (and organic content in river inflow)	Quarterly, every 3 years	Inflow above estuary
	• Collect samples for pesticides/herbicide and metal determinations (toxic substances) in river inflow	Every 3 – 6 years if baseline shows contamination	Near head of estuary, and downstream of agricultural inflows
	• Water quality measurements taken along the length of the estuary (surface and bottom samples) for salinity, pH, dissolved oxygen, suspended solids/turbidity and inorganic nutrients. • Collect in situ continuous salinity data with mini Conductivity-Temperature-Depth (CTD) probe at a depth of about 1 m (should also include pH, DO, TSS/turbidity, and nutrients)	Continuous (monthly)	Along length of estuary (minimum of 10 stations), also include marginal habitats plus one site above the estuary and one in the marine environment
	• Record longitudinal in situ salinity and temperature pH, turbidity profiles over a spring and neap tide during high and low tide at end of low flow season and at peak of high flow season	Quarterly, every 3 years	Entire estuary (minimum of 10 stations)
	• Collect surface and bottom water samples for inorganic nutrients (and organic nutrient) and suspended solid analysis, together with in-situ profiles	As above or when significant change is expected	Entire estuary (minimum of 10 stations)
	• Measure pesticides/herbicides and metal accumulation (toxic substances) in sediments (for metals investigate establishment of distribution models)	Every 3 – 6 years, if results show contamination	Entire estuary (minimum of 10 stations)

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COMPONENT	MONITORING ACTION	TEMPORAL SCALE	SPATIAL SCALE
	Effluent discharge - measurements of flow rate and other parameters, as per discharge standards	Continuous (monthly)	Discharge point - just before entering the estuary
Microalgae	- Record relative abundance of dominant phytoplankton groups, i.e., flagellates, dinoflagellates, diatoms, chlorophytes and blue-green algae. - Chlorophyll-a measurements taken at the surface, 0.5 m and 1 m depths, under typically high and low flow conditions using a recognised technique, (e.g. spectrophotometer, High Performance Liquid Chromatography or fluoroprobe). - Intertidal and subtidal benthic chlorophyll-a measurements (4 replicates each) using a recognised technique (e.g., sediment corer or fluoroprobe).	Summer and winter surveys every three years	Along length of estuary (minimum ten stations)
Macrophytes	- Ground-truth maps to update the existing map and to check the areas covered by the different macrophyte habitats. - Record boundaries of macrophyte habitats and total number of macrophyte species in the field, rare and endangered species. - Assess extent of invasive species within the EFZ. - Establish and monitor the integrity of <i>Zostera</i> beds in the various ski-zones to establish the impact of various water based activities	Summer survey every three years	Entire estuary (minimum 10 stations)
Invertebrates	- Collect duplicate zooplankton samples at night from mid-water levels using WP2 nets (190 µm mesh). - Collect grab samples (5 replicates) (day) from the bottom substrate in mid-channel areas at same sites as zooplankton (each sample to be sieved through 500 µm). - Collect sled samples (day) at same zooplankton sites for macrocrustaceans/ hyperbenthos (190 µm). - Intertidal invertebrate hole counts using 0.25 m² grid (5 replicates per site). Establish the species concerned using a prawn pump. - Collect sediment samples using the grab for particle size analysis and organic content (at same sites as zooplankton). - Establish and monitor the integrity of benthic invertebrate communities in the various ski-zones to establish the impact of various water based activities.	Every two years (mid-summer) Every three years (winter survey)	Entire estuary (minimum 10 stations) For hole counts – three sites

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COMPONENT	MONITORING ACTION	TEMPORAL SCALE	SPATIAL SCALE
Fish	- Record species and abundance of fish, based on seine net and gill net sampling. Sampling with a small beam trawl for channel fish should also be considered. - Seine net specifications: 30 m x 2m, 15 mm bar mesh seine with a 5 mm bar mesh with a 5mm bar mesh 5 m either side and including the cod-end. - Gill nets specifications: Set of gill nets each panel 30 m long by 2 m deep with mesh sizes of 44 mm, 48 mm, 51 mm, 54 mm, 75 mm, 100 mm and 145 mm. - Trawl specification: 2 m wide by 3 m long, 10 mm bar nylon mesh in the main net body and a 5 mm bar in the cod-end. - Sampling undertaken at intervals along the estuary, including all habitat types, e.g. <i>Zostera</i> beds, prawn beds, sand flats, and with at least one sample sets in the 0 to 1 ppt reach of the system. - Establish and monitor the integrity of fish communities in the various skl-zones to establish the impact of various water based activities.	Twice annually, Spring/Summer and Autumn/Winter	Entire estuary (minimum 10 stations)
Birds	Undertake counts of all non-passerine water birds, identified to species level.	Annual winter and summer surveys	Entire estuary (divided into counting areas, taking key habitats into account, must be standardised)

8.2 Compliance Monitoring

Compliance monitoring refers to the monitoring of the type and intensity of uses/activities and developments within an estuary/EFZ. Such monitoring is usually prescribed in relevant legislation, regulations, policies, standards, guidelines and or permits and license agreements (DEA, 2015). The purpose of this form of monitoring is to test whether activities are compliant with the established limits and objectives as well as to detect growing pressures on resources.

8.2.1 Current compliance monitoring

The Ndlambe Local Municipality boating by-laws relate to the management and use of rivers, including estuaries, specifically in respect to boats and vessels and are enforced by the Community Protection Services department of the municipality. Currently the river is patrolled by Ndlambe municipal officials on an approximately weekly basis, who fulfill the role of river compliance officers to enforce the relevant fishing and boating regulations. However, the compliance and enforcement responsibility for the Kowie Estuary is largely under-capacitated, given the length of the system and the surrounding dense population in the lower reaches, and subsequent human activities taking place, especially during peak holiday seasons.

8.2.2 Recommended compliance monitoring

By and large, compliance monitoring will continue to be the responsibility of the Ndlambe Local Municipality, and will be undertaken according to legislation and policies applicable, and by means of law enforcement and compliance monitoring protocols. This is proposed to be supported by the DEDEAT and DFFE compliance and enforcement departments where feasible. It is imperative that the

Final Kowie Estuarine Management Plan



current appointment of a river compliance officers remain in place, but additional personnel are required for more effective law enforcement and compliance monitoring, and could potentially include volunteers from the community or local tourism operators.

Further to this, the monitoring of compliance of structures within the EFZ (In relation to applicable legislation including municipal by-laws) must be implemented. This could include a similar process to the DEDEAT's jetty audit and could assess which structures have the necessary permits, leases and/or authorisations. This will provide a baseline to determine general compliance of structure located in Port Alfred as well as other areas within the Kowie EFZ.

It is recommended that an assessment of estuary usage is determined, targets and/or limits set and these policed to ensure compliance. A scheduled compliance/law enforcement programme must be implemented to enforce management controls as per this EMP, with more frequent monitoring undertaken during peak holiday periods (Error! Reference source not found. 8.2).

Table 8.2: Recommended compliance monitoring requirements.

Use / Activity	Indicator	Frequency	Target / Limit	Responsibility
FISHING / BAIT COLLECTION	- Number of fishers - Number of harvesters - Species targeted - Catch volume - Gear utilised - Number of offences / transgressions - Adherence to 'no-take' and 'controlled-take' zones	Monthly, increased to weekly during peak season	Target species and limits as per MLRA regulations	DFFE / Ndlambe LM
BOATING	- Number of boats and other vessels - Main locations of boating - Number of boat licenses - Number of skipper's licenses - Adherence to 'no-wake' zone - Adherence to boating by-laws - Number of offences / transgressions	Monthly, increased to weekly during peak season	Carrying capacity to be determined	Ndlambe LM
BUILDINGS AND STRUCTURES	- Number of structures within the EFZ - Relevant approvals obtained - Compliance with approvals and any relevant legislation - Number of transgressions	Baseline audit required, thereafter annually where applicable	Improved number of permitted structures and overall increase in compliance	DEDEAT / Ndlambe LM

8.3 Performance Monitoring (Review & Evaluation)

A performance monitoring plan is used by the RMA, and/or identified implementing agents, to assess the effectiveness with which planned management activities contained in the EMP are being performed and ultimately to gauge progress in achieving the vision and objectives. This component utilises the performance indicators included for the various actions, specifically the management priorities, and includes a temporal scale or the frequency of the collection of the performance data and the targets that should be achieved (Table 8.3).

Ultimately, the EMP must be reviewed every five years from the date it was adopted, ideally in line with the review cycles of the applicable IDP, SDF and/or Coastal Management Programme (CMP). This review is the responsibility of the RMA and should include an assessment of:

- The effectiveness of the EMP and success with meeting the objectives (i.e. the performance monitoring plan);
- Environmental changes at a local or a wider scale that could affect the estuarine resources or the implementation of the EMP; and
- Changes (if any) to legislation, land-use planning, goals or policies that may require the EMP to be amended.

This review may involve revisiting the SAR to determine the progress or changes that have come about because of the implementation of the EMP in terms of the objectives that were originally set. It may also require the EMP to be amended, including a revision of the objectives, amendments to the management actions, and/or monitoring protocols. Ideally, representatives and experts in the major sectors (e.g. water quantity and quality, land-use and infrastructure planning and development, etc.), should evaluate the efficiency of the EMP in the context of their mandate or area of expertise. Public participation will be required before the amended EMP can be approved.

8.4 Future Planning and Research Requirements

This section provides a summary of the planning and research studies that are required to meet the action items listed in this EMP:

- Development of a catchment management plan
- Reserve Determination (currently in progress)
- IAP control plan
- Farm survey
- Pollution action plan
- Amendment of boating bylaws
- SuDS investigation
- Strategic rehabilitation plan
- Assessment of effects of recreational activities on estuarine habitats
- Small-Scale Fishery (subsistence) feasibility study
- Climate change/sea-level rise risk assessment
- CML determination
- Construction guideline / contingency plans for properties at risk
- Review dredging maintenance / management plan
- Impact study of old recreational structures (e.g. jetties and slipways)
- RIA / Need and desirability investigation (with regards to resource requirements)
- Action plan for securing future
- Education and awareness programme
- Further research on system bathymetry, benthos, marine megafauna, invertebrates and REI



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Table 8.3: Performance Monitoring Plan for the Kowie Estuary.

Management Output	Performance Indicator	Temporal Scale	Responsible Authority
Estuarine Health and Function			
1. Protect Water Quality and Quantity	- Freshwater baseflows reaching the estuary are maintained or improved - Alien vegetation removal target achieved - Improved quality of agricultural return flow - Recovery of riparian margin and wetland areas	Annual	DWS / Ndlambe LM
2. Minimise Pollution	- Improved effluent and stormwater discharge quality (meeting the DWS limits for discharge) - Improvement in groundwater quality surrounding landfill site - Improved estuarine water quality - Improved integrity of estuarine margins	Quarterly	DFFE / DWS / Ndlambe LM
3. Rehabilitate Degraded and Transformed Areas	- Rehabilitation plan developed and priority restoration/degraded areas restored (e.g. estuarine margin including margins of the marina) - Increased vegetated margin and 'natural' habitat - Improvement of erosion defence structures	Annual	DEDEAT / Ndlambe LM
Biodiversity Conservation			
1. Ensure Conservation of Estuarine Habitats	- SZP adopted and adhered to - Protected areas proclaimed and expanded along the estuary and estuarine boundaries - Reduced habitat disturbance / degradation / loss - Protection of identified habitats - Improved habitat integrity and general estuarine health and appearance	Annual	Ndlambe LM / DEDEAT / ECPTA
2. Ensure Sustainable Resource Use by Controlling and Managing Fishing Pressure and Bait Collection	- SZP demarcated and enforced using markers / buoys / signage - Compliance monitoring / patrols undertaken, findings documented and reported on - Relative decreases in incidents of illegal fishing, bait collection etc.	Annual	Ndlambe LM / DFFE Fisheries
Land-use and Infrastructure Planning and Development			
1. Minimise Impacts of Climate Change	- Relevant climate change / sea-level rise studies undertaken and CML determined - Contingency plans developed and property owners engaged - Maintenance of stabilisation and defence structures undertaken - Inspections undertaken, transgressors prosecuted, and remedial actions implemented - Compliance monitoring and suitable rectification of non-compliances for existing and new developments that require authorisations - No further loss of indigenous vegetation and habitat within the EFZ - Dredging plan reviewed, revised and approved via a stakeholder engagement process - Recreational structures (e.g. jetties) controlled to prevent environmental degradation	Once-off (review after 5 years or extreme events)	Ndlambe LM / DEDEAT
2. Facilitate Sustainable Utilisation and Development within the Kowie EFZ		Ad hoc / Annual	Ndlambe LM / DEDEAT



Final Kowie Estuarine Management Plan

Management Output	Performance Indicator	Temporal Scale	Responsible Authority
Institutional and Management Structures			
1. Ensure Effective Coordination of Estuarine Management Responsibilities	- Estuarine management coordination function assigned / established in Ndlambe - EAF appointed in the long term - Update of river bylaws to include key estuarine issues - Official(s) attend accredited estuarine management course - Municipal peak season planning programme to be implemented / updated to manage effects from peak season tourism - Stakeholder database developed and regularly updated - Municipal teams or assigned entities well equipped for estuarine management activities - Review and address the needs of the compliance and enforcement officers - Training of EMIs, deployment of EMIs - Increased patrols - Corrective action undertaken / effective results of increased inspections / transgressors prosecuted	Ad hoc / Biannual	DEDEAT / Ndlambe LM
2. Ensure Compliance and Enforcement	- Review and address the needs of the compliance and enforcement officers - Training of EMIs, deployment of EMIs - Increased patrols - Corrective action undertaken / effective results of increased inspections / transgressors prosecuted	Biannual	DEDEAT / Ndlambe LM
3. Secure Financing for Estuarine Management	- Funds secured for 5 years - Long term funding plan developed, and reviewed on an ongoing basis	Annual	CoGTA / DEDEAT / Ndlambe LM
Socio-economic Considerations			
1. Protect heritage structures and resources	- Markers / buoys / signage installed and maintained - Inclusion of heritage structures in local tourism sector - Heritage resources related to the estuary are identified and enhanced where possible - Current access well maintained through a scheduled maintenance programme - Navigability of estuary maintained via repair/maintenance to bank stabilisation structures - Suitable / safe areas identified for traditional / cultural activities	Ad hoc	Ndlambe LM
2. Maintain safe and equitable access	- Reduced habitat disturbance / degradation - Boating bylaws and EFZ controls enforced and offenders prosecuted - Boat mooring and launch site applications renewed on an ongoing basis - Signage procured, installed and maintained - Increased environmental awareness and education via informative signage	Annual	Ndlambe LM
3. Regulate recreational activities	- Boating bylaws and EFZ controls enforced and offenders prosecuted - Boat mooring and launch site applications renewed on an ongoing basis - Signage procured, installed and maintained - Increased environmental awareness and education via informative signage	Annual	Ndlambe LM
4. Maximise economic benefits	Recreational amenities well maintained to ensure persistence of local economic activities and benefits	Annual	Ndlambe LM



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Management Output	Performance Indicator	Temporal Scale	Responsible Authority
Education, Awareness, Monitoring and Research			
1. Promote high-levels of public awareness	- Increased environmental awareness and education via informative signage, social media and educational programmes - Community volunteers signed-up and suitably trained - Grievances recorded and actioned	Annual	Ndlambe LM
2. Enhance scientific knowledge and increased research activities	- Required basic monitoring undertaken - Funding/research proposals submitted - EMP updated by data/monitoring results going forward	Annual	DEDEAT / DWS / DFFE

9. Conclusion and Recommendations

The Kowie Estuary has a long history of human modification, which persists today via transformation of large areas within the EFZ due to urbanisation in the lower reaches and agricultural activities in the upper reaches. Nevertheless, the estuary maintains important biodiversity and socio-economic value and provides critical goods and services to the natural environmental and local economy. It is for these reasons that further deterioration of the Kowie Estuary must be prevented through effective and co-ordinated management by all relevant institutions. The human activities which could negatively affect the integrity of the estuary must be managed appropriately and such activities should not continue without a level of compliance and control. It is important that implementation of this EMP be reviewed annually, and that both the EMP and SAR be updated at the mandatory 5-year interval to keep the document relevant and to enable adaptive management.

In conclusion, this plan adopts the principle of adaptive management and presents an integrated approach to addressing the environmental, social and economic impacts that affect the health of the Kowie Estuary. The actions proposed in this EMP reflect an ongoing process of implementation and should accommodate potential amendments due to changing circumstances. They are the first steps of a long-term process designed to secure ongoing and sustainable improvements to the current situation.

The following issues are considered critical towards the ultimate achievement of the vision for the Kowie Estuary and should be immediately addressed and/or receive greatest effort in respect to human/financial resources:

- Improved waste and effluent management via suitably engineered upgrades and/or maintenance of existing waste management infrastructure;
- Management of stormwater outfalls via installation (and regular cleaning) of mesh screens as well as ensuring the discontinuation of any illegal connections of sewage infrastructure to stormwater;
- Prevention of further development within the EFZ and suitable protection of existing estuarine defences / infrastructure primarily via the repair and maintenance of bank stabilisation infrastructure;
- Implementation of compliance and rectification strategies for the operation of existing facilities in and around the estuary (e.g. industries, restaurants, tourism facilities etc.) in line with proposed zonation and municipal by-laws;
- Determination of accountability for roles and responsibilities relating to estuarine management actions;
- Resource use must be controlled and a strong precedent of compliance and enforcement implemented to prevent future overexploitation;
- Provision of budget and resources for effective management of the Kowie Estuary, and
- Enhanced scientific research and data collection via water quality and other relevant ecological monitoring.

10. References

- DEA, 2015, *Guidelines for the Development and Implementation of Estuarine Management Plans in terms of the National Estuarine Management Protocol*, Cape Town.
- DEFF, 2021, *Draft National Estuarine Management Protocol*.
- DWS, 2015, *Classification of Water Resources and Determination of the Comprehensive Reserve and Resource Quality Objectives*, Estuary Resource Quality Objectives.
- Habitat Link Consulting, 2022, *Development of an Estuarine Management Plan for the Kowie Estuary: Final Situation Assessment Report*, Port Elizabeth.
- Ndlambe Municipality Final Reviewed Integrated Development Plan, 2021, Ndlambe Municipality, <https://ndlambe.gov.za/web/>.
- Nelson Mandela University, 2021, *Estuarine Habitat Metadata*, Prepared by Institute for Coastal and Marine Research.
- Van Niekerk, L., Adams, J.B., Lamberth, S.J., MacKay, C.F., Taljaard, S., Turpie, J.K., Weerts S.P. and Raimondo, D.C., 2019 (eds), *South African National Biodiversity Assessment 2018: Technical Report. Volume 3: Estuarine Realm*, CSIR report number CSIR/SPLA/EM/EXP/2019/0062/A, South African National Biodiversity Institute, Pretoria, Report Number: SANBI/NAT/NBA2018/2019/Vol3/A.

OPEN NDLAMBE COUNCIL MEETING

HELD ON FRIDAY, 30 AUGUST 2024

**REPORT DATED 19 AUGUST 2024 FROM THE
MUNICIPAL MANAGER TO COUNCIL: SELLING OF
THE MUNICIPAL D4G AND D5N BULLDOZERS**

ANNEXURE C.11

S MICHELL THE PLANT FINDER CC

CK95/34416/23

P O BOX 34667 ~ NEWTON PARK ~ PORT ELIZABETH 6055 ~ SOUTH AFRICA
18 HUDSON STREET ~ NEWTON PARK ~ PORT ELIZABETH ~ 6045
Phone 041-3791717 ~ Fax 041-3794753
Email ~ info@plantfinder.co.za
VAT no: 4490151984

11 September 2023

Ndlambe Municipality
PO Box 13
PORT ALFRED
6170

ATT: Wayne Collins
wcollins@ndlambe.gov.za

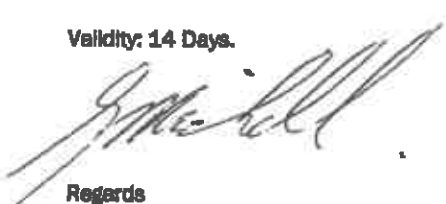
We take pleasure in submitting our Offer To Purchase as follows:

1x Caterpillar D4G XL Series
S/no: HYD01340
Engine model: 3046, 5XK series.
Year: 2005
Status: Complete, unable to start i.e., non-runner.
Price: R 125 000.00 ex VAT.
Point of purchase: Port Alfred.
Location: Municipal Depot, Port Alfred.

1x Caterpillar D5N XL Series
S/no: AGG series
Engine model: 3126, E/no: BMA24400
Year: 2005
Status: Partially stripped, non-runner.
Price: R 100 000.00 ex VAT.
Point of purchase: East London.
Location: Peugeot, East London.

Terms: Payment would be made in full via EFT on receipt of a Tax Invoice.

Validity: 14 Days.



Regards
Shawn
082 568 4033
www.plantfinder.co.za



1 Victoria Road
Corner of Osmond Terrace
Grahamstown
6139

gdellearthworks@gmail.com
Office / Orders 071 047 2894
Gavin Dell 079 671 8893
VAT NO : 414 026 3593

Ndlambe Municipality
PO Box 13
Causeway
Port Alfred
6170

15th August 2023

Attention Wayne Collins

2005 CAT D4G Bulldozer

I hereby make an offer of R85,000.00 plus Vat R of R12,750.00 (Total R 97,750.00) for the abovementioned 2nd hand Bulldozer

Yours faithfully

Gavin Dell



ELANDSDRIFT TRUST

ELANDSDRIFT FARM, TARKWYN, CRADOCK, EC, 5880

elandsdrift@yahoo.com

083 273 7544/083 446 8662

TO: Ndlemba Municipality

OFFER TO PURCHASE

RE: CATERPILLAR D4G

SERIAL NUMBER MHK08724

I would like to make an offer to purchase CATERPILLAR D4G bulldozer, serial no MHK08724 AS IS, non-operational, for the amount of R185 000.00 (One Hundred and Eighty Thousand Rand)

I will take responsibility for the collection of machine from your premises at my own expense.

I appreciate your consideration and look forward to your reply.

Sincerely,
L. Coetzer

LC Coetzer (Trustee)



ELANDSDRIFT TRUST

ELANDSDRIFT FARM, TARKWYK, CRADOCK, EC, 5880

elandsdrift@webco.com

083 273 7544/083 446 8662

To: Nkamba Municipality

OFFER TO PURCHASE

RE CATERPILLAR D5N XL

SERIAL NUMBER BMA24400

ENGINE 3126

I would like to make an offer to purchase CATERPILLAR D5NXL bulldozer, serial no BMA24400 AS IS, non-operational, for the amount of R180 000,00 (One Hundred and Eighty Thousand Rand)

I will take responsibility for the collection of machine from your premises at my own expense.

I appreciate your consideration and look forward to your reply.

Sincerely,

L. Coetzer

LC Coetzer (Trustee)

OPEN NDLAMBE COUNCIL MEETING

HELD ON FRIDAY, 30 AUGUST 2024

**REPORT DATED 20 AUGUST 2024 FROM THE
MAYOR TO COUNCIL: ANNUAL SUPPLY CHAIN
REPORT**

ANNEXURE C.12



NDLAMBE LOCAL MUNICIPALITY

ANNUAL REPORT 01 JULY 2023 – 30 JUNE 2024 SUPPLY CHAIN MANAGEMENT REPORT

SUPPLY CHAIN MANAGEMENT REPORT FOR THE YEAR ENDED 30 JUNE 2024

1. PURPOSE

To report on the implementation of the Supply Chain Management (SCM) policy for the year that ended on 30 June 2024. To further request the Council to approve the write-off and adjustments to stock items and to recommend the Irregular Expenditure reported to the Municipal Public Accounts Committee (MPAC) for investigation.

2. BACKGROUND

In terms of section 6(2) of the SCM Regulations, the Accounting Officer must, within 30 days of the end of each financial year, submit a report on the implementation of the SCM policy to the Mayor.

The report contains information about operational activities within the Supply Chain Management division and includes information on progress on the Procurement Plan, Tenders awarded, Formal Written Price Quotations awarded, awards from deviations from the SCM Policy, Purchase Orders issued, potential Irregular Expenditure incurred and the Contract Register. The report further contains the findings from the annual store inventory stock count and recommendations for the Council regarding the write-off and adjustments.

3. RELEVANT LEGISLATION

Section 6(2) of the Supply Chain Management Regulations.

Section 21A of the Municipal Systems Act: Documents to be made public.

4. ITEMS FOR NOTING

4.1 Procurement Plan

Amendments to the approved Procurement Plan for the 2023 - 2024 financial year were made in respect of items with a procurement value above R300 000.00 (inclusive of VAT). This aimed to align all procurement processes with the objectives of the municipality using the departmental input received.

- Progress on Procurement Plan as of 30 June 2024 - (refer to Annexure "A")

4.2 Tenders Awarded

For the period under review, there are twenty-seven (27) tenders awarded, which are listed under Annexure "B".

4.3 Formal Written Price Quotations

For the period under review, there were fifty-five (55) formal written price quotations awarded with a transaction value exceeding R30 000.00 and below R300 000.00 including VAT.

- Formal Written Quotations awarded (refer to Annexure "C")

4.4 Deviations

Paragraph 36 of the SCM Policy allows the Accounting Officer to dispense with the official procurement processes established by this Policy and procure any required goods or services through any convenient process, which may include direct negotiations, but only –

- (i) in an emergency.
- (ii) if such goods or services are produced or available from a single provider only.
- (iii) for the acquisition of special works of art or historical objects where specifications are difficult to compile.
- (iv) acquisition of animals for zoos and/or nature and game reserves; or
- (v) In any other exceptional case where it is impractical or impossible to follow the official procurement processes.

For the year under review, three hundred and fifty-four (354) deviations were approved by the Accounting Officer. The summary of the approved deviations is depicted in Table A for the period under review indicating the values and number of approvals for each period. A full listing of all approved deviations is noted in Annexure “D”.

TABLE A: DEVIATIONS APPROVED BY VALUE PER DEPARTMENT FOR THE PERIOD JULY 2023 – JUNE 2024				
Department	Total Amount by Department	No. of Transaction	% Transactions by Department	Percentage of Total by Department
COMMUNITY SERVICES	R4,874,372.64	73	2.08%	7.10%
CORP SERVICES	R763,440.99	48	2.32%	1.11%
FINANCE	R927,080.54	38	3.58%	1.35%
INFRASTRUCTURE	R58,094,514.16	99	87.93%	84.62%
MUNICIPAL MANAGER	R3,997,051.93	96	4.09%	5.82%
Grand Total	R68,656,460.26	354	100.00%	100.00%

- Deviation Register - refer to Annexure “D”

4.4 PURCHASE ORDERS

Purchase orders with a transaction value of R186,218,364.09 were issued during the period under review.

The table below provides a summary of the top 10 purchase transactions by creditor name, with a detailed listing of the purchase orders issued provided in Annexure E of the SCM reports.

TABLE B – TOP 10 PURCHASE TRANSACTIONS BY CREDITOR NAME				
Sequence	Creditor	Creditor Name	No of Transactions	Sum of Transactions
1	12959	PE FUEL DISTRIBUTORS	91	R38,381,463.22
2	3793	KayJay's	39	R20,083,702.10
3	15397	ECO Chemical Solutions	5	R9,772,544.81

4	13130	CDR TECHNICAL SERVICES	8	R5,316,087.73
5	12162	NJH GROUP	84	R4,064,132.15
6	7170	NQOLA EMASONDOSONDO CONSULTING	2	R3,615,428.47
7	5320	MOOIFONTEIN KLOPPER BOERDERY	68	R3,005,451.66
8	7695	ONTOLLIGENT SOFTWARE SERVICES	6	R2,807,025.00
9	1479	THE BUILDING COMPANY TRADING	281	R2,422,481.58
10	8402	RENNIES TRAVEL (PT	66	R2,222,296.27

- Purchase Order Register - refer to **Annexure "G"**

4.5 CONTRACTS REGISTER

The contracts management register lists the contracts that are valid for the financial year. It provides a listing of the award amount, payments made and duration of the contracts. The contracts management unit provides the user department with a notice of contracts that will be coming to an end, for the departments to initiate a procurement process and is used as a tool for procurement planning processes.

- Contract Register - refer to **Annexure "H"**

5. ITEMS FOR RECOMMENDATION AND APPROVAL BY COUNCIL

5.1 IRREGULAR EXPENDITURE

The potential Irregular Expenditure identified for the period 01 July 2023 to 30 June 2024 is detailed in Annexure "E" and amounted to approximately R56,149,750.60 with 426 instances identified (this includes historical ongoing expenditure from previous contracts). The review and investigations of expenditure for the period July 2023 to February 2024 were performed by MPAC and submitted to the Council of the municipality on 28 June 2024. The Council approved the write-offs for the current year identified IE, together with write-offs of historical IE as detailed in Table C below. A summary by the department is provided in Table C of the IE incurred during the financial year, with a depiction of the IE in Figure 1, together with a detailed listing provided in Annexure "E".

Following the write-off of the IE by Council on 28 June 2024, there is an outstanding potential IE amounting to R R19,123,676.10, as per the table below:

TABLE C – IRREGULAR EXPENDITURE MOVEMENTS FOR THE PERIOD JULY 2023 – JUNE 2024	
Description	Amount
IE Incurred	R 57,549,750.60
Less amount written-off	R 38,426,074.50
IE Outstanding	R 19,123,676.10

TABLE D – IRREGULAR EXPENDITURE APPROVED BY VALUE PER DEPARTMENT FOR THE PERIOD JULY 2023 – JUNE 2024			
Department	Total Amount by Department	No. of Transaction	Percentage of Transactions by Department
Community Services	R1,199,179.32	49	2.08%
Corp Services	R1,332,375.13	47	2.32%
Finance	R2,060,305.31	57	3.58%
Infrastructure	R50,604,957.94	206	87.93%
Municipal Manager	R2,352,932.90	67	4.09%
Grand Total	R57,549,750.60	426	100.00%

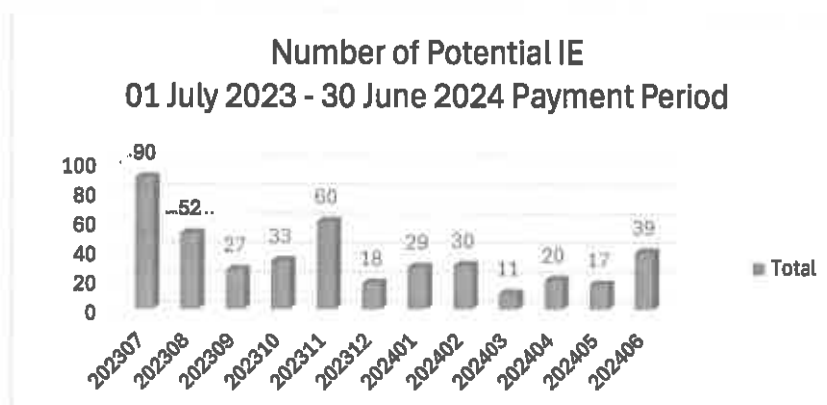


Figure 1 Irregular Expenditure for the period 01 July 2023 - 30 June 2024

5.2 MUNICIPAL STORES ANNUAL INVENTORY COUNT AND WRITE-OFF

The year-end stock stake was done on Friday, 28 June 2024, with the office of the Internal Audit unit present. Variances relating to the petrol, diesel, and other store items have been detected, with a total value of R6 645.05. The Variance Report indicated the following variances:

5.2.1 Diesel – 125.86 litres worth R2 604.00

5.2.2 Petrol – 28.86 litres worth R1908.79

5.2.3 Other – R2132.26

The major losses related to fuel were a result of identified leakages from the fuel pump in Kenton-on-Sea and the dipping/measuring stick which due to wear and tear was not providing accurate readings. The fuel pump at KOS has since been repaired with the diesel tank and dipping/measuring stick purchased for Port Alfred stores.

TABLE E – STOCK VARIANCE REPORT

Part No	Part Description	Avg Cost	Current QOH	Stock Take Count	+	-	Stock Take Adjustment	Stock Take Adjustment Stock Value
D06660 - KOS	DIESEL: WORKSHOP	R20.68	357	260	0	-97	-R2,005.86	R5,376.54
D06660: PA	DIESEL: WORKSHOP	R20.73	7578.86	7550	0	-28.86	-R598.14	R156,476.77
U06663 - PA	PETROL: HI-OCTANE 98	R22.46	4575	4490	0	-85	-R1,908.79	R100,829.24
NSO172	25L WATER REFILL	R30.38	40	0	0	-40	-R1,215.20	R0.00
NSO97	PADLOCK 70MM DISCUS STANDARD	R204.63	5	0	0	-5	-R1,023.15	R0.00
NSO134	POLY PICK HANDLE	R109.40	1	0	0	-1	-R109.40	R0.00
R06670	ENGINE OIL 15W40	R48.87	1083.5	1083	0	-0.5	-R24.43	R52,924.04
R06677	HYDRAULIC OIL '68	R41.89	1203	1199	0	-4	-R167.57	R50,228.51
R02507	PRESSCLIP FILE FASTENER	R18.86	16	18	2	0	R37.73	R339.56
R06675	GEAR OIL 80W/90	R38.34	55	56	1	0	R38.34	R2,147.09
R08359	DRIVERS DENIM TROUSERS- 107-38	R165.71	0	2	2	0	R331.42	R331.42
							-R6,645.05	

- Stock Take Variance Register - refer to **Annexure "F"**

6. CHALLENGES / IMPROVEMENTS / OTHER

Improvements have been implemented in the unit such as the following:

- The procurement system has been migrated from a decentralized to a centralized system.
- User departments have been provided with training to migrate from a paper system to a centralised automated procurement system.
- Strengthening of internal controls related to the deviation process by amending the deviation template form to require SCM review.
- Introduction of the reimbursement form and procedures, which have aligned payment processes between the SCM unit, BTO and Expenditure.
- The Office of the CFO together with Corporate Services have ensured the filling of critical SCM vacancies, with the position for the SCM Manager and Acquisition Officer completed during the period under review.
- SCM officials have been capacitated by providing ongoing SCM-related information through training and workshops conducted by the Provincial Treasury, financial system service provider Munsoft, and other external stakeholders.

7. RECOMMENDATION

7.1 The Council notes the Supply Chain Management report for the period 01 July 2023 to 30 June 2024 and the supporting documentation *annexed as A, B, C, D, E, F, G and H* in this report.

7.2 That Council refers the Potential Irregular Expenditure noted in Annexure E, to the Municipal Accounts Committee (MPAC) for further investigation and appropriate action.

7.3 That Council approves the write-off and inventory adjustments noted in Annexure E.

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Sl. No.	Ref. No.	Notice Date	Project Name	Project Location	Project Description	Project Status	Project Value	Project Completion Date
1	149/2023	Notice	Upgrading of roads in Solomon mahlangu, westbourne road, zola street and xhanti street	Infrastructure	Upgrading of roads in Solomon mahlangu, westbourne road, zola street and xhanti street	Awarded	Awarded	31-Aug-23
2	150/2023	Notice	Upgrading of Mamityi Gidana Sportfield	Infrastructure	Upgrading of Mamityi Gidana Sportfield	Awarded	Awarded	31-Aug-23
3	211/2023	Notice	Completion of Port Alfred Sewerage Infrastructure Phase 1- Reticulation	Infrastructure	Completion of Port Alfred Sewerage Infrastructure Phase 1- Reticulation	Awarded	Awarded	19-Apr-24
4	212/2023	Notice	Construction of Civil Engineering service- Thornhill Integrated Housing Development - Construction of Civil Engineering service- Phase 1 B1 (Internal	Infrastructure	Construction of Civil Engineering service- Thornhill Integrated Housing Development - Construction of Civil Engineering service- Phase 1 B1 (Internal	Awarded	Awarded	25-May-24
5	152/2023	Notice	Contract 15- Retrofitting of pipeline	Infrastructure	Contract 15- Retrofitting of pipeline	Bid Process Completed - No successful bidder	Bid Process Completed - No successful bidder	n/a

Item No	Ref No	Description	Procurement	Status	Notice - April and May 2024	Notice - June 2024	Notice Involved	Final Appointment Date
6	Notice 297/2023	Port Alfred Brackish Water RO Plant	Infrastructure		Evaluation	Evaluation	Award Process not Finalised	Award Process not Finalised
7	N/A	Roads Material Annual Tender	Infrastructure	Tender Process cancelled No submission from EU Dept	Lagging	Tender Process cancelled No submission from EU Dept	Tender Process cancelled No submission from EU Dept	Tender Process cancelled No submission from EU Dept
8	N/A	Supply and Delivery of New Tyres and Tubes	Infrastructure	Tender Process cancelled No submission from EU Dept	Lagging	Tender Process cancelled No submission from EU Dept	Tender Process cancelled No submission from EU Dept	Tender Process cancelled No submission from EU Dept
9	N/A	Hiring of Water Trucks , Sanitation Trucks, TLB & Jetting	Infrastructure	Lagging	Lagging	Lagging		
10	N/A	Procurement of New Fleet	Infrastructure	Tender Process cancelled No submission from EU Dept	Lagging	Tender Process cancelled No submission from EU Dept	Tender Process cancelled No submission from EU Dept	Tender Process cancelled No submission from EU Dept

Item No	Ref No	Description	Programme	Phase	1 - April and May 2004	2 - June 2004	3 - Tender Provider	4 - Final Appointment Date
11	N/A	Procurement of Alexandria & Cannon Rocks Bulk water service provider	Infrastructure	Tender Process cancelled No submission from EU Dept	Lagging	Tender Process cancelled No submission from EU Dept	P&S Consul through a deviation	
12	N/A	Supply and Delivery of Water Treatment Chemicals for a period of 1 years	Infrastructure	Lagging	Lagging	Lagging		
13	N/A	Supply and Delivery of fittings/material for water and Sanitation for a period of 1 years	Infrastructure	Tender Process cancelled No submission from EU Dept	Lagging	Tender Process cancelled No submission from EU Dept	Tender Process cancelled No submission from EU Dept	Tender Process cancelled No submission from EU Dept
14	N/A	Panel of Profesional Consultants for a period of 36 months	Infrastructure	Lagging	Lagging	Lagging		
15	N/A	Phase 3 Port Alfred Sewage Pump Station Upgrades	Infrastructure	Appointed through deviation	Appointed through deviation	Appointed through deviation	Northfield and not Rudcor (Phase 1)	n/a
16	N/A	Phase 2 Port Alfred Sewerage Industrial Area Reticulation and Bulk Link	Infrastructure	Tender Process cancelled No submission from EU Dept	Lagging	Tender Process cancelled No submission from EU Dept	Tender Process cancelled No submission from EU Dept	Tender Process cancelled No submission from EU Dept

Sl. No.	Est. No.	Description	Category	Status	Estimate - April and May 2014	Estimate - June 2014	Contract Provider	Contract Agreement/Price
17	N/A	Procurement of uniforms	Infrastructure	Tender Process cancelled No submission from EU Dept	Tender Process cancelled No submission from EU Dept	Tender Process cancelled No submission from EU Dept	Tender Process cancelled No submission from EU Dept	
18	N/A	Completion of Construction of 2.6ML Thornhill Elevated tower, Sewer pumpstation and pumping main Supply and delivery of paving and concrete kerbs, Sand, G5 Material and Cruscher Dust Alexandria Main Road, Xhanti street and Zola Street	Infrastructure	Awarded	Awarded	Awarded	LRC CIVILS	7-Nov-23
19	N/A		Infrastructure	Cancelled	Cancelled	Cancelled	n/a	n/a
20	N/A	Hiring of Truck and Tlb for Alexandria Main Road	Infrastructure	Cancelled	Cancelled	Cancelled	n/a	n/a
21	N/A	Upgrading of Mjuza Street in Marselle	Infrastructure	Awarded	Awarded	Awarded	Cool Makers Trading	
22	N/A	Upgrading of Protea crescent in Station- hill	Infrastructure	Awarded	Awarded	Awarded	Luzuko Trading Enterprise NIJ Group	22-Feb-24

Ref No	Project Name	Department	Phase 1 Jan - April and May 2024	Phase 2 June - July 2024	Phase 3 Tender Provider	Phase 4 Tender Appointment Date
31	N/A	Infrastructure	Tender Process cancelled No submission from EU Dept Planning	Tender Process cancelled No submission from EU Dept	Tender Process cancelled No submission from EU Dept	Tender Process cancelled No submission from EU Dept
32	NOTICE 228/2023	MARSELLE 500 HOUSING PROJECT INTERNAL RETICULATION UPGRADE	Awarded	Awarded	Ezuluweni Construction	29-Feb-24
33	T10/2324	FIBRE INSTALLATION	Evaluation	Evaluation		
34	T9/2324	SALE OF PLOTS	Awarded	Evaluation	Various Service Providers	28-Jun-24
35	Notice 109/2024	Pump Station Upgrades - Phase 2	Bid Closed	Planning		
FINANCE PROCUREMENT ITEMS						
1	N/A	PROCUREMENT OF PREPAID VENDING SYSTEM	Cancelled	Cancelled	N/A	N/A
2	N/A	PURCHASE OF LDV VEHICLE FOR METER READERS	Awarded	Awarded	NIJ Group	22 February 2024
3	NOTICE 104/2023	INTERNET CONNECTIONS AND INTERNET BANDWIDTH	Awarded	Awarded	Whispernet	07 November 2023

Item No	Qty/Unit	Description	Department	Source	Order - up to and May 2024	Order - up to and May 2024	Order - up to and May 2024	Order - up to and May 2024	Order - up to and May 2024	Order - up to and May 2024
4	N/A	SUPPLY AND DELIVERY OF WATER METERS	Finance		THROUGH RFQ	THROUGH RFQ	THROUGH RFQ	THROUGH RFQ	THROUGH RFQ	Tender Process cancelled No submission from EU Dept
5	N/A	SUPPLY AND DELIVERY PHOTO COPY PAPER (WHITE)	Finance		THROUGH RFQ	THROUGH RFQ	THROUGH RFQ	THROUGH RFQ	THROUGH RFQ	Tender Process cancelled No submission from EU Dept
6	N/A	SUPPLY AND DELIVERY ENGINE OIL AND HYDRAULIC OIL	Finance		TO TO COMMENCE IN 2024/2025	TO TO COMMENCE IN 2024/2025	TO TO COMMENCE IN 2024/2025	TO TO COMMENCE IN 2024/2025	TO TO COMMENCE IN 2024/2025	Tender Process cancelled No submission from EU Dept
7	N/A	SUPPLY AND DELIVERY OF TOILET PAPER	Finance		TO TO COMMENCE IN 2024/2025	TO TO COMMENCE IN 2024/2025	TO TO COMMENCE IN 2024/2025	TO TO COMMENCE IN 2024/2025	TO TO COMMENCE IN 2024/2025	Tender Process cancelled No submission from EU Dept
8	N/A	SUPPLY AND DELIVERY OF CLEANING MATERIAL	Finance		TO TO COMMENCE IN 2024/2025	TO TO COMMENCE IN 2024/2025	TO TO COMMENCE IN 2024/2025	TO TO COMMENCE IN 2024/2025	TO TO COMMENCE IN 2024/2025	Tender Process cancelled No submission from EU Dept
9	N/A	SUPPLY AND DELIVERY OF OFFICE STATIONERY	Finance		TO TO COMMENCE IN 2024/2025	TO TO COMMENCE IN 2024/2025	TO TO COMMENCE IN 2024/2025	TO TO COMMENCE IN 2024/2025	TO TO COMMENCE IN 2024/2025	Tender Process cancelled No submission from EU Dept
10	N/A	SUPPLY AND DELIVERY OF REFUSE BAGS	Finance		TO TO COMMENCE IN 2024/2025	TO TO COMMENCE IN 2024/2025	TO TO COMMENCE IN 2024/2025	TO TO COMMENCE IN 2024/2025	TO TO COMMENCE IN 2024/2025	Tender Process cancelled No submission from EU Dept
11	N/A	SUPPLY AND DELIVERY OF ROADMARKING PAINT	Finance		TO TO COMMENCE IN 2024/2025	TO TO COMMENCE IN 2024/2025	TO TO COMMENCE IN 2024/2025	TO TO COMMENCE IN 2024/2025	TO TO COMMENCE IN 2024/2025	Tender Process cancelled No submission from EU Dept

Item No.	Sub Item	Description	Responsible	Phase	Timeline - April and May 2024	Timeline - June 2024	Timeline - Tender	Timeline - Request for Proposal
1	N/A	PROVISION OF TRAVEL SERVICES	Municipal Manager		Planning Lagging	Lagging	Tender Process cancelled No submission from EU Dept	Tender Process cancelled No submission from EU Dept

TENDERS AWARDED REGISTER FOR THE 2023-2024 FY

ITEM NO	NOTICE NO	PROJECTS AWARDED	PROJECT MANAGER	DEPARTMENT	BAC DATE	AWARD DATE	AWARDED BIDDER	AWARD AMOUNT	BIDDER LOCALITY	B-BBEE STATUS LEVEL OF CONTRIBUT OR
1	076/2023	TENDER: ARREAR AND UNTRACEABLE DEBTOR CONTACT DETAILS VERIFICATION SYSTEM FOR A PERIOD OF 36 (THIRTY SIX) MONTHS	D MAY	FINANCE	27-Jul-2023	28-Aug-2023	eNkaya Search Pty Ltd	R240,000.00	PRETORIA	1
2	095/2023	TENDER: ACCREDITED LEGAL SERVICE PROVIDERS FOR A PERIOD OF 36 (THIRTY SIX) MONTHS	U NONDZUBE	CORPORATE SERVICES	23-Aug-2023	31-Aug-2023	Nesave Stottler Incorporated	PANEL	NDLAMBE	NC
		TENDER: ACCREDITED LEGAL SERVICE PROVIDERS FOR A PERIOD OF 36 (THIRTY SIX) MONTHS	U NONDZUBE	CORPORATE SERVICES	23-Aug-2023	24-Aug-2023	Clark Laing	PANEL	EAST LONDON	2
		TENDER: ACCREDITED LEGAL SERVICE PROVIDERS FOR A PERIOD OF 36 (THIRTY SIX) MONTHS	U NONDZUBE	CORPORATE SERVICES	23-Aug-2023	24-Aug-2023	Magqali Seth Ziba Incorporated	PANEL	EAST LONDON	1
		TENDER: ACCREDITED LEGAL SERVICE PROVIDERS FOR A PERIOD OF 36 (THIRTY SIX) MONTHS	U NONDZUBE	CORPORATE SERVICES	23-Aug-2023	24-Aug-2023	Wheeldon Rushmura & Cole	PANEL	GRAHAMSTOWN	4
3	134/2023	TENDER: ACCREDITED LEGAL SERVICE PROVIDERS FOR A PERIOD OF 36 (THIRTY SIX) MONTHS	U NONDZUBE	CORPORATE SERVICES	23-Aug-2023	24-Aug-2023	Boqwana Burns	PANEL	PORT ELIZABETH	1
		TENDER: ACCREDITED LEGAL SERVICE PROVIDERS FOR A PERIOD OF 36 (THIRTY SIX) MONTHS	U NONDZUBE	CORPORATE SERVICES	23-Aug-2023	24-Aug-2023	YBI Incorporated	PANEL	PORT ELIZABETH	1
		TENDER: ACCREDITED LEGAL SERVICE PROVIDERS FOR A PERIOD OF 36 (THIRTY SIX) MONTHS	U NONDZUBE	CORPORATE SERVICES	23-Aug-2023	28-Aug-2023	Homesling Marketing	R776,205.00	DURBAN	1
		TENDER: ACCREDITED LEGAL SERVICE PROVIDERS FOR A PERIOD OF 36 (THIRTY SIX) MONTHS	U NONDZUBE	CORPORATE SERVICES	23-Aug-2023	28-Aug-2023	Homesling Marketing	R4,740,000.00	DURBAN	1
4	133/2023	SUPPLY AND DELIVERY OF GEL FUEL FOR GEL STOVES	D MAY	FINANCE	27-Jul-2023	28-Aug-2023	Homesling Marketing			
5	149/2023 A	SUPPLY AND DELIVERY OF GEL FUEL FOR GEL STOVES	D MAY	FINANCE	27-Jul-2023	28-Aug-2023	Homesling Marketing			
6	149/2023 B	TENDER: UPGRADING OF NDLAMBE ROADS: ZOLA STREET LOCATION ROAD (BATHURST) AND WESTBOURNE ROAD (KENTON) PACKAGE A - ROAD BASE LAYER	V TSHANGANA	INFRASTRUCTURE	28-Aug-2023	31-Aug-2023	LTE/Insitride JV	R1,470,095.57	NDLAMBE	1
7	149/2023 C	TENDER: UPGRADING OF NDLAMBE ROADS: ZOLA STREET LOCATION ROAD (BATHURST) PACKAGE B - ROADS TOP LAYER	V TSHANGANA	INFRASTRUCTURE	28-Aug-2023	31-Aug-2023	MDJ Construction	R1,367,810.00	NDLAMBE	NC
8	149/2023 D	TENDER: UPGRADING OF NDLAMBE ROADS: ZOLA STREET LOCATION ROAD (BATHURST) PACKAGE C ROAD TOP LAYER	V TSHANGANA	INFRASTRUCTURE	28-Aug-2023	31-Aug-2023	Conini PTY Ltd	R959,940.00	NDLAMBE	1
9	149/2023 E	TENDER: UPGRADING OF NDLAMBE ROADS: ZOLA STREET LOCATION ROAD (BATHURST) PACKAGE D - ROAD TOP LAYER	V TSHANGANA	INFRASTRUCTURE	28-Aug-2023	31-Aug-2023	Indinvo Trading PTY Ltd	R961,500.00	NDLAMBE	1
10	150/2023 1	TENDER: UPGRADING OF NDLAMBE ROADS: ZOLA STREET LOCATION ROAD (BATHURST) PACKAGE E - ROAD TOP LAYER	V TSHANGANA	INFRASTRUCTURE	28-Aug-2023	31-Aug-2023	Mzwangwa Omhle General	R1,401,347.20	NDLAMBE	1
11	150/2023 2	TENDER: UPGRADING OF NDLAMBE ROADS: ZOLA STREET LOCATION ROAD (BATHURST) PACKAGE F - ROAD TOP LAYER	V TSHANGANA	INFRASTRUCTURE	28-Aug-2023	31-Aug-2023	Sky Wings (PTY) LTD	R2,155,070.53	EAST LONDON	1
12	150/2023 3	TENDER: UPGRADING OF NDLAMBE ROADS: ZOLA STREET LOCATION ROAD (BATHURST) PACKAGE G - ROAD TOP LAYER	V TSHANGANA	INFRASTRUCTURE	28-Aug-2023	31-Aug-2023	Dikele Building and Civil (Pty) Ltd	R353,523.45	NDLAMBE	1
13	150/2023 4	TENDER: UPGRADING OF NDLAMBE ROADS: ZOLA STREET LOCATION ROAD (BATHURST) PACKAGE H - ROAD TOP LAYER	V TSHANGANA	INFRASTRUCTURE	28-Aug-2023	31-Aug-2023	Bong and Wongs Trading	R294,287.50	NDLAMBE	NC
14	150/2023 5	TENDER: UPGRADING OF NDLAMBE ROADS: ZOLA STREET LOCATION ROAD (BATHURST) PACKAGE I - ROAD TOP LAYER	V TSHANGANA	INFRASTRUCTURE	28-Aug-2023	31-Aug-2023	DMZ Trading	R1,477,350.00	NDLAMBE	1
15	150/2023 6	TENDER: UPGRADING OF NDLAMBE ROADS: ZOLA STREET LOCATION ROAD (BATHURST) PACKAGE J - ROAD TOP LAYER	V TSHANGANA	INFRASTRUCTURE	28-Aug-2023	31-Aug-2023	Mondliwa Electrical Contractors	R3,775,269.54	EAST LONDON	1
16	104/2023	TENDER: UPGRADING OF NDLAMBE ROADS: ZOLA STREET LOCATION ROAD (BATHURST) PACKAGE K - ROAD TOP LAYER	G GERMISHUIZEN	FINANCE	7-Nov-2023	7-Nov-2023	Mikateko Trading Enterprise	R1,280,688.69	NDLAMBE GEORGE	1
17	143/2023	TENDER: IT INTERNET CONNECTIONS & BANDWIDTH COMPLETION OF THORNHILL 2.6ML ELEVATED TOWER AND TEMPORARY PUMP STATION	SIPHO BABAMA	INFRASTRUCTURE	7-Nov-2023	7-Nov-2023	Whispernet (Pty) LTD	R767,124.00	NDLAMBE GEORGE	N/A
							LRC CIVILS	R14,377,290.82	CRADOCK	2

TENDERS AWARDED REGISTER FOR THE 2023-2024 FY										
ITEM NO	NOTICE NO	PROJECTS AWARDED	PROJECT MANAGER	DEPARTMENT	BAC DATE	AWARD DATE	AWARDED BIDDER	AWARD AMOUNT	BIDDER LOCALITY	B-BBEE STATUS LEVEL OF CONTRIBUT OR
18	184/2023	CPS-GARDEN SHREDDING	FANIE FOUCHE	CPS	7-Nov-2023	7-Nov-2023	Emmalanga Trust	R588,597.60	BETHLEHEM	2
19	7/2324	SUPPLY AND DELIVERY OF MUNICIPAL FLEET	N BOOTSEN & M KLAAS	FINANCE	9-Feb-2024	22-Feb-2024	NIH GROUP	R4,676,860.38	NOLAMBE	1
20	4/2324	SUPPLY AND DELIVERY OF UNIFORM	MBENGA-SMAJI	FINANCE	13-Feb-2024	26-Mar-2024	ECO-CHEMICAL SOLUTIONS	R1,954,509.18	EAST LONDON	1
21	11/2024	UPGRADING OF ROADS IN STATION HILL, MARSELLE AND PORT ALFRED-PACKAGE A UPGRADING OF MILUZA STREET IN MARSELLE	VTSHANGANA	INFRASTRUCTURE	27-Mar-2024	27-Mar-2024	COOL MAKERS TRADING	R2,127,155.00	EAST LONDON	1
22	11/2024	UPGRADING OF ROADS IN STATION HILL, MARSELLE AND PORT ALFRED-PACKAGE B1 UPGRADING OF PROTEA CRESCENT IN STATION HILL	VTSHANGANA	INFRASTRUCTURE	27-Mar-2024	27-Mar-2024	LUZUKO TRADING ENTERPRISE	R4,094,653.07	NOLAMBE	1
23	11/2024	UPGRADING OF ROADS IN STATION HILL, MARSELLE AND PORT ALFRED-PACKAGE B2 UPGRADING OF PROTEA CRESCENT IN STATION HILL	VTSHANGANA	INFRASTRUCTURE	27-Mar-2024	27-Mar-2024	NIH GROUP	R4,153,822.77	NOLAMBE	1
24	12/2324	UPGRADING OF MAGONGO STREET, MBABELA STREET, NTINI STREET, SAGWITYI AND DANIEL SCHEERPS STREET: ROAD BASE LAYER AND STORMWATER	VTSHANGANA	INFRASTRUCTURE	30-May-2024	30-May-2024	IBALA CONSULTING	R7,086,115.56	PORT ELIZABETH	1
25	2/2324	CONSTRUCTION OF CIVIL ENGINEERING SERVICES FOR THORNHILL PHASE 1B1	SIPHO BABAMA	INFRASTRUCTURE	25-May-2024	25-May-2024	BONTIFOR (PTY) LTD	R33,820,406.11	EAST LONDON	1
26	12/2324	UPGRADING OF DANIEL SCHEERPS STREET, GABION BASKETS INCLUDING STONES AND CONCRETE PIPES,	VTSHANGANA	INFRASTRUCTURE	25-May-2024	5-Jun-2024	Dikela Building and Civil (Pty) Ltd	R595,000.00	NOLAMBE	1
27	19/2324	CULVERTS AND CATCHPIT SALE OF PLOTS	K RADINGONNA	INFRASTRUCTURE	24-Jun-2024	28-Jun-2024	Various Service Providers	VARIOUS	VARIOUS	N/A

FORMAL QUOTATIONS AWARDED REGISTER FOR THE PERIOD 01 JULY 2023 - 30 JUNE 2024

FORMAL QUOTES AWARDED - QUARTER 1

[illegible]

FORMAL QUOTES AWARDED - QUARTER 2

[illegible]

FORMAL QUOTES AWARDED - QUARTER 3

Sl#	RFQ NO	NOTICE NO	ORDER NO	SPF NO	DESCRIPTION	CONTRACT NAME	TYPE	DEPT	AWARDED TO	AWARD AMOUNT	AWARDED DATE
1	17	14/1/14	24644	EF006735-0001	SUPPLY AND DELIVERY OF ELECTRICAL FITTINGS (STREET LIGHT)	SE BUNELI	RFQ	Infra	GENLUX LIGHTING A DIVISION OF ACTCOM	187,122.00	18-Jan-24
2	22	23/1/14		ORDER NOT CREATED YET	FIRE SERVICE UNIFORMS	M SALES	RFQ	CPS	ECO CHEMICAL SOLUTIONS	131,687.23	15-Jan-24
3	28	14/2/14	24650	EF0068709-0002	SANITATION TRUCK HIRE	G MADHUNA	RFQ	Infra	CASBER GENERAL TRADING	888,000.00	08-Jan-24
4	32	10/1/14	24592	EF006486-0004	SUPPLY AND DELIVERY OF WATER TREATMENT CHEMICALS	S BABAMA	RFQ	Infra	TYUKA GENERAL TRADING	186,000.00	16-Feb-24
5	34	04/1/14	24483	EF006731-0008	RENEWAL OF PASSENGER ENDPOINT SECURITY LICENSES	G GEMRISHAZEN	RFQ	IT	BLD PTVO LTD	78,150.00	30-Jan-24
6	35	00/7/14	24483	EF006706-0003	GENERAL LICENSE RENEWAL	G GEMRISHAZEN	RFQ	IT	SABANA GROUP	64,101.24	05-Feb-24
7	37	17/1/14	25096	EF006887-005	SUPPLY AND DELIVERY OF TYRES	W COLLINS	RFQ	MPWA	SILVER BUBBY TRADING UN93	129,998.88	13-Feb-24
8	38	11/1/14	25143	EF006882-004	SUPPLY AND DELIVERY OF S10 GREY INTERLOCK RETAINING BLOCKS	V TSUANGSANA	RFQ	Infra	NHA GROUP	141,247.13	27-Feb-24
9	51	22/1/14	25344	EF006933-0025	HIRING OF WATER TRUCKS	X TAYATA	RFQ	Infra	CONNER ITTY LTD	78,150.00	29-Feb-24
10	51	21/2/14	25261	EF006763-0018	HIRING OF WATER TRUCKS	X TAYATA	RFQ	Infra	MOHONGO HOLDINGS ITTY LTD	88,150.00	28-Feb-24
11	51	17/2/14	25250	EF006735-0010	HIRING OF WATER TRUCKS	X TAYATA	RFQ	Infra	INDOLHO TRADING ITTY LTD	90,000.00	28-Feb-24
12	58	14/2/14	CONCILI	EF006845-0001	ZERO TURN MOWER PILOT PROGRAMME FOR ONSITE LABOUR BASED COLD ASPHALT MANUFACTURING (COLD ASPHALT MANUFACTURING AND PROCESSING)	W COLLINS	RFQ	Infra	TYUKA GENERAL TRADING	186,189.68	20-Feb-24
13	59	14/2/14	27216	NOT YET PAID		S BABAMA	RFQ	Infra	SAEFTI ITTY LTD	199,123.00	03-Mar-24
14	65	14/2/14	25372	EF006894-0002	HIRING OF SANITATION TRUCK HIRE	W COLLINS	RFQ	Infra	MARFAM CYRUS	82,007.29	29-Mar-24
15	65	14/2/14	25352	EF006706-0002	HIRING OF SANITATION TRUCK HIRE	W COLLINS	RFQ	Infra	UCODED SAMITATION	88,000.00	19-Mar-24
16	65	14/2/14	25351	EF006870-0005	HIRING OF SANITATION TRUCK HIRE	W COLLINS	RFQ	Infra	PRECHAMU CYRIL	88,000.00	19-Mar-24
17	56	10/1/14	24355	EF006830-0002	SUPPLY AND DELIVERY OF COMPUTER SOFTWARE	G GEMRISHAZEN	RFQ	IT	CHIN YUYUAN COMPUTER SOLUTIONS	88,500.71	08-Feb-24

FORMAL QUOTES AWARDED - QUARTER 4

S/N	REQ NO	NOTICE NO	ORDER NO	EFF NO	DESCRIPTION	CONTRACT NAME	TYPE	DEST	AWARDED TO	AWARDED AMOUNT	AWARD DATE
1	57	01/11/11	C0628	EP00935-0005	APPOINTMENT OF CONSULTANTS FOR PROFESSIONAL SERVICE FOR TOWNWATER DESIGN IN BATHURST SUPPLY AND DELIVERY OF ELECTRICAL FITTINGS STREET LIGHTS	TOWNSHALL	RFL	INFRA	RYOY ENGINEERS AND PROJECT MANAGERS	R 131,000.00	22-Apr-13
2	58	01/05/11	25511	EP00935-0001	LIGHTING	S RUIBEL	RFL	INFRA	GEMILK LIGHTING	R 181,332.00	11-Apr-12
3	59	01/05/11	25985	EP00935-0004	SANITATION TRUCK HIRE	S BAHAMIA	RFL	INFRA	UCODED SANITATION	R 78,959.00	15-Jul-13
4	60	01/05/11	25986	EP00935-0004	SANITATION TRUCK HIRE	S BAHAMIA	RFL	INFRA	CONNOR PTY LTD	R 15,340.00	15-Jul-13
5	61	01/05/11	26085	DEVIATION	SANITATION TRUCK HIRE	S BAHAMIA	RFL	INFRA	MANDACHAMA TRAINING	R 84,525.00	15-Jul-13
6	62	01/05/11	25984	EP00935-0002	SANITATION TRUCK HIRE	S BAHAMIA	RFL	INFRA	BRECHMAY CIVIL	R 81,000.00	15-Jul-13
7	63	13/07/11	25982	EP00937-0001	SUPPLY AND DELIVERY AND INSTALLATION OF AIR-CONDITIONER UNITS	JACOBS	RFL	TRAFFIC	V AND A AIR CONDITIONING	R 168,825.00	30-Aug-12
8	64	04/07/12	NOT YET PAID	NOT YET PAID	SUPPLY AND DELIVERY OF COLD MGR-BAGS	T MALULIDE	RFL	INFRA	FIFA GENERAL TRADING	R 278,000.00	10-Jan-24
9	65	10/07/12	NOT YET PAID	NOT YET PAID	SUPPLY AND DELIVERY OF WATER TREATMENT CHEMICALS	T MALULIDE	RFL	INFRA	RHECHEM	R 179,123.00	13-Jun-24
TOTAL AMOUNT AWARDED - QUARTER 4										R 1,313,502.00	

Seq	Year	Month	Supplier	Details	Order No.	Order Date	Order amount R	Paid Amount R	Debit	Reason per Item	Order amount R Paid Debit amount	REGULARITY CLASSIFICATION	COMMODITY CLASSIFICATION
1	2023	July	ARENA HOLDINGS - TOTIT	Publication of tender notices LAB & L50	022614	8/10/2023	R	R	R	2	NO	NO	MD - Sole Provider
2	2023	July	BARRY REED CONTRACTING UNWISSED	Refund to tender transaction	022641	7/11/2023	R 4,917.59	R	R	5	R55,518.20	R55,518.20	Normal Deviation
3	2023	July	WINDOED	Database integrity searches	022642	7/11/2023	R 4,917.59	R	R	5	R55,518.20	R55,518.20	Normal Deviation
4	2023	July	MASHEPANE TRADING 797	Consulting services	022659	7/14/2023	R 8,100.00	R	R	1	R55,518.20	R55,518.20	Normal Deviation
5	2023	July	MASHEPANE TRADING 797	Consulting services	022660	7/17/2023	R 8,100.00	R	R	1	R55,518.20	R55,518.20	Normal Deviation
6	2023	July	INSTITUTE OF INTERNAL AUDITORS SOUTH AFRICA (IISA)	Internal Audit and IA Standard workshop	022675	7/17/2023	R 2,070.00	R	R	2	R55,518.20	R55,518.20	Normal Deviation
7	2023	July	IN M HOLDINGS	Excavation and materials	022676	7/17/2023	R 157,100.81	R	R	1	R55,518.20	R55,518.20	MD - Sole Provider
8	2023	July	WELFARE SECURITY	Loading of cattle - June 2023	022677	7/18/2023	R 56,240.00	R	R	5	R55,518.20	R55,518.20	Normal Deviation
9	2023	July	ARENA HOLDINGS - DAILY DISPATCH	Publication of notice 104/2023 Internet Connection	022680	7/18/2023	R 6,119.18	R	R	2	R55,518.20	R55,518.20	Normal Deviation
10	2023	July	MAINTIME TRAVEL	Toured services for Dr. Ntsho Masoko to Ghana	022682	7/18/2023	R 47,580.42	R	R	2	R55,518.20	R55,518.20	MD - Sole Provider
11	2023	July	VANGUARD FIRE & SAFETY	Annual tender	022687	7/18/2023	R 54,048.50	R	R	5	R55,518.20	R55,518.20	MD - Travelling and Accommodation
12	2023	July	PANDIAN SOFTWARE SYSTEMS	Annual license fees 1 - 2023 - June 2024	022690	7/18/2023	R 48,417.00	R	R	5	R55,518.20	R55,518.20	MD - Travelling and Accommodation
13	2023	July	MAMOSA	Feas - continuation of studies - S Denko	022694	7/18/2023	R 38,315.00	R	R	2	R55,518.20	R55,518.20	MD - Sole Provider
14	2023	July	LUNAMU CONSULTING	Flight change costs	022644	7/24/2023	R -	R	R	1	R55,518.20	R55,518.20	Normal Deviation
15	2023	July	WINDOED	Extension of Wagonnet Internet services Port Alfred	022654	7/24/2023	R 11,878.00	R	R	5	R55,518.20	R55,518.20	MD - Travelling and Accommodation
16	2023	July	ARENA HOLDINGS - DAILY DISPATCH	Publication of notice 105/2023 and 110/2023	022646	7/24/2023	R 35,846.18	R	R	2	R55,518.20	R55,518.20	Normal Deviation
17	2023	July	TERNAKKE UNIVERSITY	Tuition fees for Mr S Hendricks	022659	7/26/2023	R 31,500.00	R	R	2	R55,518.20	R55,518.20	MD - Sole Provider
18	2023	July	WINDOED	Registration fees - 2023/2024	022690	7/27/2023	R 22,243.00	R	R	5	R55,518.20	R55,518.20	Normal Deviation
19	2023	July	ROYAL ST ANDREWS HOTEL	Conference facilities	022650	7/27/2023	R 16,900.00	R	R	5	R55,518.20	R55,518.20	MD - Travelling and Accommodation
20	2023	July	YOUNG INDUSTRY	Travel consultation	022613	7/27/2023	R 15,388.35	R	R	5	R55,518.20	R55,518.20	MD - Travelling and Accommodation
21	2023	July	R DUMINYEN	Refund - accommodation	022657	7/28/2023	R 1,380.00	R	R	1	R55,518.20	R55,518.20	MD - Travelling and Accommodation
22	2023	July	WINDOED	Database integrity searches	022659	7/28/2023	R 1,457.80	R	R	5	R55,518.20	R55,518.20	MD - Sole Provider
23	2023	July	MOCHILLE DAVIDS CONSULTING	Orbit Foundation Barn	022650	7/28/2023	R 7,432.00	R	R	2	R55,518.20	R55,518.20	Normal Deviation
24	2023	July	GLENKOPE	Management of fishponds Refuse Site	022646	7/31/2023	R 36,100.00	R	R	2	R55,518.20	R55,518.20	Normal Deviation
25	2023	July	IMPFA (INSTITUTE OF MUNICIPAL PEOPLE PRACTITIONERS OF SOUTHERN AFRICA)	Conference fees - 1 Manual-People annual membership fees	022641	7/31/2023	R 10,145.00	R	R	2	R55,518.20	R55,518.20	Normal Deviation
26	2023	July	VARSITY COLLEGE PE	Tuition fees for Mr. Ndlovu	022655	7/31/2023	R 29,000.00	R	R	5	R55,518.20	R55,518.20	MD - Sole Provider
27	2023	July	NEW AGE FLEET MAINTENANCE	Warranty services for UBT BROWER TRUCK FLEET S15	022658	7/31/2023	R 11,618.11	R	R	2	R55,518.20	R55,518.20	Normal Deviation
28	2023	August	ARENA HOLDINGS - TOTIT	Publication of tender notice 075/2023 - Caravan Park lease	022689	8/1/2023	R 4,906.10	R	R	2	R55,518.20	R55,518.20	Normal Deviation
29	2023	August	ARENA HOLDINGS - TOTIT	Publication of tender notice 109 & 104	022680	8/1/2023	R 6,119.18	R	R	2	R55,518.20	R55,518.20	MD - Sole Provider
30	2023	August	MASHEPANE TRADING 797	Management of TMO	022750	8/1/2023	R 110,000.00	R	R	2	R55,518.20	R55,518.20	MD - Sole Provider
31	2023	August	ARENA HOLDINGS - DAILY DISPATCH	Publication of vacancy notice - Asst Town Planner	022736	8/1/2023	R 7,117.51	R	R	2	R55,518.20	R55,518.20	Normal Deviation
32	2023	August	ALUMAL METHOD EMERGENCY MANAGEMENT SERVICES	Fire Fighter 2 training - Mowabetshe Mafule	022741	8/4/2023	R 11,885.50	R	R	5	R55,518.20	R55,518.20	MD - Sole Provider
33	2023	August	MANHAGED INTEGRITY EVALUATION UNIVERSITY OF SOUTH AFRICA (UNISA)	Appointed independent of checks	022740	8/4/2023	R 17,100.52	R	R	5	R55,518.20	R55,518.20	Normal Deviation
34	2023	August	INSTITUTE OF INTERNAL AUDITORS SOUTH AFRICA (IISA)	Tuition fees - CB S T Dykstra	022739	8/8/2023	R	R	R	5	R55,518.20	R55,518.20	MD - Sole Provider
35	2023	August	INSTITUTE OF INTERNAL AUDITORS SOUTH AFRICA (IISA)	Tuition fees - Ndlovu/OTFS	022764	8/8/2023	R 14,985.00	R	R	2	R55,518.20	R55,518.20	Normal Deviation
36	2023	August	WINDOED	Refund - travel expenses	022773	8/9/2023	R 1,511.75	R	R	5	R55,518.20	R55,518.20	MD - Sole Provider
37	2023	August	AUREA KENNETH NUBANA	Refund - transverse travel costs - Water Services	022770	8/9/2023	R 1,091.00	R	R	5	R55,518.20	R55,518.20	MD - Sole Provider
38	2023	August	ARENA HOLDINGS - TOTIT	Publication of notice 106/2023 - Housing Database	022769	8/9/2023	R 6,059.72	R	R	2	R55,518.20	R55,518.20	MD - Sole Provider

Sl. No.	Year	Month	Supplier	Details	Order No.	Order Date	Order amount	Field Amount	Balance	Dept	Reason per form	Order amount - Field Amount	REGULARITY CLASSIFICATION	COMMODITY CLASSIFICATION
39	2023	August	PAYDAY SOFTWARE SYSTEMS	Seminar - Bharat	02767	8/2/2023	R 20,944.00	R 20,944.00	R	FINANCE	5	R 20,944.00	NO	NO
40	2023	August	SCI & CO INC	Legal fees - Indemnity	02768	8/2/2023	R 18,000.00	R 18,000.00	R	MM	5	R 18,000.00	YES	NO
41	2023	August	YUJATONIS	Hydraulic repairs - Fleet 93 refuse compactor	02815	8/11/2023	R 202,800.00	R 202,800.00	R	COMMUNITY PROTECTION SERVICES	5	R 202,800.00	NO	NO
42	2023	August	RENCOR	Hydraulic repairs - Fleet 93 refuse compactor	02815	8/11/2023	R 202,800.00	R 202,800.00	R	COMMUNITY PROTECTION SERVICES	5	R 202,800.00	NO	NO
43	2023	August	ROYAL ST ANDREWS HOTEL	Vehicle hire - Indemnity	02813	8/11/2023	R 3,959.99	R 3,959.99	R	MM	1	R 3,959.99	NO	Normal Deviation
44	2023	August	JLR FORENSICS	Accommodation for private forensic investigation	02818	8/14/2023	R 8,570.00	R 8,570.00	R	COMMUNITY PROTECTION SERVICES	5	R 8,570.00	YES	Normal Deviation
45	2023	August	ENPUMALANGA TRUST	Hire of yard for the chipping garden refuse	02817	8/14/2023	R 21,310.00	R 21,310.00	R	COMMUNITY PROTECTION SERVICES	5	R 21,310.00	NO	Normal Deviation
46	2023	August	MULTI SECURITY	CCTV camera monitoring - August 2023	02813	8/15/2023	R 15,535.09	R 15,535.09	R	COMMUNITY PROTECTION SERVICES	5	R 15,535.09	NO	Normal Deviation
47	2023	August	NEW AGE FLEET MAINTENANCE	Warranty services - Fleet 1967 LD water works truck	02841	8/15/2023	R 13,961.87	R 13,961.87	R	MM	5	R 13,961.87	YES	Normal Deviation
48	2023	August	ZEMITH CAR RENTAL	SPL's car rental Invoice	02870	8/16/2023	R 4,825.98	R 4,825.98	R	MM	5	R 4,825.98	YES	Normal Deviation
49	2023	August	INDAMRE SECURITY	Loading of cable - July 2023	02880	8/16/2023	R 54,240.00	R 54,240.00	R	COMMUNITY PROTECTION SERVICES	5	R 54,240.00	NO	Normal Deviation
50	2023	August	ROAD LODGE PE AIRPORT	Accommodation for Counsellors	02894	8/16/2023	R 40,000.00	R 40,000.00	R	MM	5	R 40,000.00	NO	Normal Deviation
51	2023	August	SOYFA CONSULTANCY	Training services	02893	8/16/2023	R 3,291.40	R 3,291.40	R	COMMUNITY PROTECTION SERVICES	5	R 3,291.40	NO	Normal Deviation
52	2023	August	RENCOR	Factor value bank	02894	8/16/2023	R 41,455.90	R 41,455.90	R	COMMUNITY PROTECTION SERVICES	5	R 41,455.90	NO	Normal Deviation
53	2023	August	ROHIE REY LOCKSMITH		02898	8/16/2023	R 1,200.00	R 1,200.00	R	COMMUNITY PROTECTION SERVICES	1	R 1,200.00	NO	Normal Deviation
54	2023	August	SAKCHING TRADING 797	Perusal of the SA	02898	8/17/2023	R 99,999.99	R 99,999.99	R	MM	5	R 99,999.99	YES	Normal Deviation
55	2023	August	PHULIANI GONGAL TRADING	Hiring of truck for refuse collection	02891	8/17/2023	R 27,800.00	R 27,800.00	R	COMMUNITY PROTECTION SERVICES	5	R 27,800.00	YES	Normal Deviation
56	2023	August	XE DORELA	Refund for PDP	02895	8/17/2023	R 434.00	R 434.00	R	MM	5	R 434.00	NO	Normal Deviation
57	2023	August	K.C. RICARDO	Refund for Mayor to reimburse fuel costs	02894	8/21/2023	R 1,146.00	R 1,146.00	R	MM	5	R 1,146.00	NO	Normal Deviation
58	2023	August	ARENA HOLDINGS	Notice - Forensic Manager - Traffic Services	02848	8/21/2023	R 8,880.00	R 8,880.00	R	COMMUNITY PROTECTION SERVICES	2	R 8,880.00	NO	Normal Deviation
59	2023	August	PHANGELA SATELITE	Three months extension on the trucking system	02893	8/21/2023	R 48,680.00	R 48,680.00	R	MM	5	R 48,680.00	NO	Normal Deviation
60	2023	August	PHANGELA SATELITE	Three months extension on the trucking system	02893	8/21/2023	R 48,680.00	R 48,680.00	R	MM	5	R 48,680.00	NO	Normal Deviation
61	2023	August	PHANGELA SATELITE	Consulting services - handling high trust	02898	8/21/2023	R 1,146.00	R 1,146.00	R	COMMUNITY PROTECTION SERVICES	1	R 1,146.00	NO	Normal Deviation
62	2023	August	PHANGELA SATELITE	Case between Indemnity and Vero - Trust	02841	8/21/2023	R 1,146.00	R 1,146.00	R	MM	5	R 1,146.00	NO	Normal Deviation
63	2023	August	PHANGELA SATELITE	Flight and car hire for Ctr 5 Dyabala	02848	8/21/2023	R 8,880.00	R 8,880.00	R	MM	5	R 8,880.00	NO	Normal Deviation
64	2023	August	PHANGELA SATELITE	Flight - VOS	02893	8/21/2023	R 8,880.00	R 8,880.00	R	MM	5	R 8,880.00	NO	Normal Deviation
65	2023	August	PHANGELA SATELITE	Stranding of garden refuse - August	02896	8/21/2023	R 1,146.00	R 1,146.00	R	MM	5	R 1,146.00	NO	Normal Deviation
66	2023	August	PHANGELA SATELITE	Part 2 - VOS	02896	8/21/2023	R 1,146.00	R 1,146.00	R	MM	5	R 1,146.00	NO	Normal Deviation
67	2023	August	PHANGELA SATELITE	Part 2 - VOS	02896	8/21/2023	R 1,146.00	R 1,146.00	R	MM	5	R 1,146.00	NO	Normal Deviation
68	2023	August	PHANGELA SATELITE	Part 2 - VOS	02896	8/21/2023	R 1,146.00	R 1,146.00	R	MM	5	R 1,146.00	NO	Normal Deviation
69	2023	August	PHANGELA SATELITE	Part 2 - VOS	02896	8/21/2023	R 1,146.00	R 1,146.00	R	MM	5	R 1,146.00	NO	Normal Deviation
70	2023	August	PHANGELA SATELITE	Part 2 - VOS	02896	8/21/2023	R 1,146.00	R 1,146.00	R	MM	5	R 1,146.00	NO	Normal Deviation
71	2023	August	PHANGELA SATELITE	Part 2 - VOS	02896	8/21/2023	R 1,146.00	R 1,146.00	R	MM	5	R 1,146.00	NO	Normal Deviation
72	2023	August	PHANGELA SATELITE	Part 2 - VOS	02896	8/21/2023	R 1,146.00	R 1,146.00	R	MM	5	R 1,146.00	NO	Normal Deviation
73	2023	August	PHANGELA SATELITE	Part 2 - VOS	02896	8/21/2023	R 1,146.00	R 1,146.00	R	MM	5	R 1,146.00	NO	Normal Deviation
74	2023	August	PHANGELA SATELITE	Part 2 - VOS	02896	8/21/2023	R 1,146.00	R 1,146.00	R	MM	5	R 1,146.00	NO	Normal Deviation
75	2023	August	PHANGELA SATELITE	Part 2 - VOS	02896	8/21/2023	R 1,146.00	R 1,146.00	R	MM	5	R 1,146.00	NO	Normal Deviation
76	2023	August	PHANGELA SATELITE	Part 2 - VOS	02896	8/21/2023	R 1,146.00	R 1,146.00	R	MM	5	R 1,146.00	NO	Normal Deviation
77	2023	August	PHANGELA SATELITE	Part 2 - VOS	02896	8/21/2023	R 1,146.00	R 1,146.00	R	MM	5	R 1,146.00	NO	Normal Deviation
78	2023	August	PHANGELA SATELITE	Part 2 - VOS	02896	8/21/2023	R 1,146.00	R 1,146.00	R	MM	5	R 1,146.00	NO	Normal Deviation
79	2023	August	PHANGELA SATELITE	Part 2 - VOS	02896	8/21/2023	R 1,146.00	R 1,146.00	R	MM	5	R 1,146.00	NO	Normal Deviation
80	2023	August	PHANGELA SATELITE	Part 2 - VOS	02896	8/21/2023	R 1,146.00	R 1,146.00	R	MM	5	R 1,146.00	NO	Normal Deviation

Sr	Year	Month	Supplier	Details	Order No.	Order Date	Order amount	Paid Amount	Balance	Dept	Reason per form	Order amount in Full Disposition	COMMODITY CLASSIFICATION	REASONABILITY CLASSIFICATION
81	2023	September	WHELDON RUSHMORE	Legal fees for Arbitrator	023179	8/9/2023	R 20,000.00	R 20,000.00	R	MM	3	R 20,000.00	Legal services	NO
82	2023	September	WHELDON RUSHMORE	Additional fee for SALEM Inwood	023191	8/9/2023	R 2,340.35	R 2,340.35	R	FRANCE	3	R 2,340.35	MD - Traveling and Accommodation	NO
83	2023	September	WHELDON RUSHMORE	Legal fees - Melambi Men and The Vice	023196	7/9/2023	R 15,525.00	R 15,525.00	R	MM	3	R 15,525.00	Legal services	NO
84	2023	September	WHELDON RUSHMORE	Payment for services rendered	023202	12/9/2023	R 8,071.86	R 8,071.86	R	COMMUNITY PROTECTION SERVICES	3	R 8,071.86	Normal Disposition	NO
85	2023	September	ROYAL ST. ANDREWS	Training for staff	023213	11/9/2023	R 57,880.00	R 57,880.00	R	MM	3	R 57,880.00	Normal Disposition	NO
86	2023	September	ROYAL ST. ANDREWS	Training for staff	023223	11/9/2023	R 57,880.00	R 57,880.00	R	COMMUNITY PROTECTION SERVICES	3	R 57,880.00	Normal Disposition	NO
87	2023	September	NOU ANNE SECURITY	Leasing of cab for August 2023	023241	11/9/2023	R 50,340.00	R 50,340.00	R	COMMUNITY PROTECTION SERVICES	3	R 50,340.00	Normal Disposition	NO
88	2023	September	ZEMTH CAR RENTAL	Leasing of vehicle	023255	10/9/2023	R -	R -	R	COMMUNITY PROTECTION SERVICES	3	R -	Normal Disposition	NO
89	2023	September	THE INSTITUTE OF INTERNAL AUDITORS	Conference fee	023275	14/9/2023	R 13,500.00	R 13,500.00	R	MM	3	R 13,500.00	MD - Legal	NO
90	2023	September	SAHRA	SAHRA Women's Commission National	023272	15/9/2023	R 9,000.00	R 9,000.00	R	MM	3	R 9,000.00	MD - Legal	NO
91	2023	September	ZEMTH CAR RENTAL	Leasing of vehicle	023277	15/9/2023	R 9,000.00	R 9,000.00	R	MM	3	R 9,000.00	MD - Legal	NO
92	2023	September	DAILY DISPATCH / ANENA	Publication of notices for road works	023320	14/9/2023	R 10,300.00	R 10,300.00	R	MM	3	R 10,300.00	MD - Legal	NO
93	2023	September	GLAXOCODE	Publication of notices for road works	023323	14/9/2023	R 96,600.00	R 96,600.00	R	COMMUNITY PROTECTION SERVICES	3	R 96,600.00	Normal Disposition	NO
94	2023	September	DAILY DISPATCH / ANENA	Publication of notices for road works	023337	14/9/2023	R 4,752.72	R 4,752.72	R	MM	3	R 4,752.72	MD - Legal	NO
95	2023	September	DAILY DISPATCH / ANENA	Publication of notices for road works	023338	14/9/2023	R 16,540.00	R 16,540.00	R	MM	3	R 16,540.00	MD - Legal	NO
96	2023	September	DAILY DISPATCH / ANENA	Publication of notices for road works	023345	14/9/2023	R 10,300.00	R 10,300.00	R	COMMUNITY PROTECTION SERVICES	3	R 10,300.00	Normal Disposition	NO
97	2023	September	DEPARTMENT WATER AND SANITATION	Water use	023360	14/9/2023	R 8,101.40	R 8,101.40	R	MM	3	R 8,101.40	MD - Legal	NO
98	2023	September	KONWE TIMBER PRODU	Installation of 1000mm x 100mm x 100mm	023366	14/9/2023	R 80,665.00	R 80,665.00	R	COMMUNITY PROTECTION SERVICES	3	R 80,665.00	Normal Disposition	NO
99	2023	September	KONWE TIMBER PRODU	Installation of 1000mm x 100mm x 100mm	023367	14/9/2023	R 22,345.00	R 22,345.00	R	COMMUNITY PROTECTION SERVICES	3	R 22,345.00	Normal Disposition	NO
100	2023	September	WHELDON RUSHMORE	Legal fees	023359	10/09/2023	R 12,791.71	R 12,791.71	R	MM	3	R 12,791.71	MD - Legal	NO
101	2023	September	WHELDON RUSHMORE	Legal fees	023364	10/09/2023	R 12,791.71	R 12,791.71	R	MM	3	R 12,791.71	MD - Legal	NO
102	2023	September	WHELDON RUSHMORE	Legal fees	023365	10/09/2023	R 12,791.71	R 12,791.71	R	MM	3	R 12,791.71	MD - Legal	NO
103	2023	September	WHELDON RUSHMORE	Legal fees	023366	10/09/2023	R 12,791.71	R 12,791.71	R	MM	3	R 12,791.71	MD - Legal	NO
104	2023	September	WHELDON RUSHMORE	Legal fees	023367	10/09/2023	R 12,791.71	R 12,791.71	R	MM	3	R 12,791.71	MD - Legal	NO
105	2023	September	WHELDON RUSHMORE	Legal fees	023368	10/09/2023	R 12,791.71	R 12,791.71	R	MM	3	R 12,791.71	MD - Legal	NO
106	2023	September	WHELDON RUSHMORE	Legal fees	023369	10/09/2023	R 12,791.71	R 12,791.71	R	MM	3	R 12,791.71	MD - Legal	NO
107	2023	September	WHELDON RUSHMORE	Legal fees	023370	10/09/2023	R 12,791.71	R 12,791.71	R	MM	3	R 12,791.71	MD - Legal	NO
108	2023	September	WHELDON RUSHMORE	Legal fees	023371	10/09/2023	R 12,791.71	R 12,791.71	R	MM	3	R 12,791.71	MD - Legal	NO
109	2023	September	WHELDON RUSHMORE	Legal fees	023372	10/09/2023	R 12,791.71	R 12,791.71	R	MM	3	R 12,791.71	MD - Legal	NO
110	2023	September	WHELDON RUSHMORE	Legal fees	023373	10/09/2023	R 12,791.71	R 12,791.71	R	MM	3	R 12,791.71	MD - Legal	NO
111	2023	September	WHELDON RUSHMORE	Legal fees	023374	10/09/2023	R 12,791.71	R 12,791.71	R	MM	3	R 12,791.71	MD - Legal	NO
112	2023	September	WHELDON RUSHMORE	Legal fees	023375	10/09/2023	R 12,791.71	R 12,791.71	R	MM	3	R 12,791.71	MD - Legal	NO
113	2023	September	WHELDON RUSHMORE	Legal fees	023376	10/09/2023	R 12,791.71	R 12,791.71	R	MM	3	R 12,791.71	MD - Legal	NO
114	2023	September	WHELDON RUSHMORE	Legal fees	023377	10/09/2023	R 12,791.71	R 12,791.71	R	MM	3	R 12,791.71	MD - Legal	NO
115	2023	September	WHELDON RUSHMORE	Legal fees	023378	10/09/2023	R 12,791.71	R 12,791.71	R	MM	3	R 12,791.71	MD - Legal	NO
116	2023	September	WHELDON RUSHMORE	Legal fees	023379	10/09/2023	R 12,791.71	R 12,791.71	R	MM	3	R 12,791.71	MD - Legal	NO
117	2023	September	WHELDON RUSHMORE	Legal fees	023380	10/09/2023	R 12,791.71	R 12,791.71	R	MM	3	R 12,791.71	MD - Legal	NO
118	2023	September	WHELDON RUSHMORE	Legal fees	023381	10/09/2023	R 12,791.71	R 12,791.71	R	MM	3	R 12,791.71	MD - Legal	NO
119	2023	September	WHELDON RUSHMORE	Legal fees	023382	10/09/2023	R 12,791.71	R 12,791.71	R	MM	3	R 12,791.71	MD - Legal	NO
120	2023	September	WHELDON RUSHMORE	Legal fees	023383	10/09/2023	R 12,791.71	R 12,791.71	R	MM	3	R 12,791.71	MD - Legal	NO
121	2023	September	WHELDON RUSHMORE	Legal fees	023384	10/09/2023	R 12,791.71	R 12,791.71	R	MM	3	R 12,791.71	MD - Legal	NO
122	2023	September	WHELDON RUSHMORE	Legal fees	023385	10/09/2023	R 12,791.71	R 12,791.71	R	MM	3	R 12,791.71	MD - Legal	NO
123	2023	September	WHELDON RUSHMORE	Legal fees	023386	10/09/2023	R 12,791.71	R 12,791.71	R	MM	3	R 12,791.71	MD - Legal	NO
124	2023	September	WHELDON RUSHMORE	Legal fees	023387	10/09/2023	R 12,791.71	R 12,791.71	R	MM	3	R 12,791.71	MD - Legal	NO
125	2023	September	WHELDON RUSHMORE	Legal fees	023388	10/09/2023	R 12,791.71	R 12,791.71	R	MM	3	R 12,791.71	MD - Legal	NO
126	2023	September	WHELDON RUSHMORE	Legal fees	023389	10/09/2023	R 12,791.71	R 12,791.71	R	MM	3	R 12,791.71	MD - Legal	NO
127	2023	September	WHELDON RUSHMORE	Legal fees	023390	10/09/2023	R 12,791.71	R 12,791.71	R	MM	3	R 12,791.71	MD - Legal	NO
128	2023	September	WHELDON RUSHMORE	Legal fees	023391	10/09/2023	R 12,791.71	R 12,791.71	R	MM	3	R 12,791.71	MD - Legal	NO
129	2023	September	WHELDON RUSHMORE	Legal fees	023392	10/09/2023	R 12,791.71	R 12,791.71	R	MM	3	R 12,791.71	MD - Legal	NO
130	2023	September	WHELDON RUSHMORE	Legal fees	023393	10/09/2023	R 12,791.71	R 12,791.71	R	MM	3	R 12,791.71	MD - Legal	NO
131	2023	September	WHELDON RUSHMORE	Legal fees	023394	10/09/2023	R 12,791.71	R 12,791.71	R	MM	3	R 12,791.71	MD - Legal	NO
132	2023	September	WHELDON RUSHMORE	Legal fees	023395	10/09/2023	R 12,791.71	R 12,791.71	R	MM	3	R 12,791.71	MD - Legal	NO
133	2023	September	WHELDON RUSHMORE	Legal fees	023396	10/09/2023	R 12,791.71	R 12,791.71	R	MM	3	R 12,791.71	MD - Legal	NO
134	2023	September	WHELDON RUSHMORE	Legal fees	023397	10/09/2023	R 12,791.71	R 12,791.71	R	MM	3	R 12,791.71	MD - Legal	NO

Seq	Year	Month	Supplier	Details	Order No.	Order Date	Order amount	Paid amount	Balance	Dept	Invoice per Item	Order amount	Full Disbursal amount	REGULARITY CLASSIFICATION (YES/NO)	COMMODITY CLASSIFICATION
180	2023	November	Dr R VMA	Refund for diesel	024037	16/11/2023	R 300.10	R 300.10	R	MM	COMMUNITY PROTECTION SERVICES	3	R 300.10	YES	Normal Deviation
181	2023	November	Arana Investments Ltd	Tender 7/24 NEW FLEET	024060	13/11/2023	R 4,515.09	R 4,515.09	R	MM	COMMUNITY PROTECTION SERVICES	1	R 4,515.09	YES	Normal Deviation
182	2023	November	Arana Investments Ltd	Car rental invoice	024021	27/11/2023	R 36,432.12	R 36,432.12	R	MM	COMMUNITY PROTECTION SERVICES	1	R 36,432.12	YES	Normal Deviation
183	2023	November	Usumu Consultants	PAYMENT DIFFERENCE IN QUOTATION	024070	18/11/2023	R 2,157.52	R 2,157.52	R	MM	COMMUNITY PROTECTION SERVICES	1	R 2,157.52	YES	Normal Deviation
184	2023	November	Usumu Consultants	Middle class 1000 work to car	024087	18/11/2023	R 12,305.10	R 12,305.10	R	MM	COMMUNITY PROTECTION SERVICES	1	R 12,305.10	YES	Normal Deviation
185	2023	November	Usumu Consultants	Procurement of 1000 work to car	024128	20/11/2023	R 46,727.80	R 46,727.80	R	MM	COMMUNITY PROTECTION SERVICES	1	R 46,727.80	YES	Normal Deviation
186	2023	November	Usumu Consultants	Procurement of 1000 work to car	024125	20/11/2023	R 46,727.80	R 46,727.80	R	MM	COMMUNITY PROTECTION SERVICES	1	R 46,727.80	YES	Normal Deviation
187	2023	November	Usumu Consultants	Procurement of 1000 work to car	024125	20/11/2023	R 46,727.80	R 46,727.80	R	MM	COMMUNITY PROTECTION SERVICES	1	R 46,727.80	YES	Normal Deviation
188	2023	November	Usumu Consultants	Procurement of 1000 work to car	024129	20/11/2023	R 46,727.80	R 46,727.80	R	MM	COMMUNITY PROTECTION SERVICES	1	R 46,727.80	YES	Normal Deviation
189	2023	November	Usumu Consultants	Procurement of 1000 work to car	024161	22/11/2023	R 46,727.80	R 46,727.80	R	MM	COMMUNITY PROTECTION SERVICES	1	R 46,727.80	YES	Normal Deviation
190	2023	November	Usumu Consultants	Procurement of 1000 work to car	024168	22/11/2023	R 46,727.80	R 46,727.80	R	MM	COMMUNITY PROTECTION SERVICES	1	R 46,727.80	YES	Normal Deviation
191	2023	November	Usumu Consultants	Procurement of 1000 work to car	024169	22/11/2023	R 46,727.80	R 46,727.80	R	MM	COMMUNITY PROTECTION SERVICES	1	R 46,727.80	YES	Normal Deviation
192	2023	November	Usumu Consultants	Procurement of 1000 work to car	024217	27/11/2023	R 23,330.00	R 23,330.00	R	MM	COMMUNITY PROTECTION SERVICES	1	R 23,330.00	YES	Normal Deviation
193	2023	November	H Venter Plant	Removal of Dune	024258	28/11/2023	R 240,550.00	R 240,550.00	R	MM	COMMUNITY PROTECTION SERVICES	1	R 240,550.00	YES	Normal Deviation
194	2023	November	Usumu Consultants	Procurement of 1000 work to car	024255	28/11/2023	R 2,370.40	R 2,370.40	R	MM	COMMUNITY PROTECTION SERVICES	1	R 2,370.40	YES	Normal Deviation
195	2023	November	Usumu Consultants	Procurement of 1000 work to car	024273	28/11/2023	R 2,370.40	R 2,370.40	R	MM	COMMUNITY PROTECTION SERVICES	1	R 2,370.40	YES	Normal Deviation
196	2023	November	Usumu Consultants	Procurement of 1000 work to car	024273	28/11/2023	R 2,370.40	R 2,370.40	R	MM	COMMUNITY PROTECTION SERVICES	1	R 2,370.40	YES	Normal Deviation
197	2023	November	Usumu Consultants	Procurement of 1000 work to car	024273	28/11/2023	R 2,370.40	R 2,370.40	R	MM	COMMUNITY PROTECTION SERVICES	1	R 2,370.40	YES	Normal Deviation
198	2023	November	Usumu Consultants	Procurement of 1000 work to car	024273	28/11/2023	R 2,370.40	R 2,370.40	R	MM	COMMUNITY PROTECTION SERVICES	1	R 2,370.40	YES	Normal Deviation
199	2023	November	Usumu Consultants	Procurement of 1000 work to car	024273	28/11/2023	R 2,370.40	R 2,370.40	R	MM	COMMUNITY PROTECTION SERVICES	1	R 2,370.40	YES	Normal Deviation
200	2023	November	Usumu Consultants	Procurement of 1000 work to car	024273	28/11/2023	R 2,370.40	R 2,370.40	R	MM	COMMUNITY PROTECTION SERVICES	1	R 2,370.40	YES	Normal Deviation
201	2023	November	Usumu Consultants	Procurement of 1000 work to car	024273	28/11/2023	R 2,370.40	R 2,370.40	R	MM	COMMUNITY PROTECTION SERVICES	1	R 2,370.40	YES	Normal Deviation
202	2023	November	Usumu Consultants	Procurement of 1000 work to car	024273	28/11/2023	R 2,370.40	R 2,370.40	R	MM	COMMUNITY PROTECTION SERVICES	1	R 2,370.40	YES	Normal Deviation
203	2023	November	Usumu Consultants	Procurement of 1000 work to car	024273	28/11/2023	R 2,370.40	R 2,370.40	R	MM	COMMUNITY PROTECTION SERVICES	1	R 2,370.40	YES	Normal Deviation
204	2023	November	Usumu Consultants	Procurement of 1000 work to car	024273	28/11/2023	R 2,370.40	R 2,370.40	R	MM	COMMUNITY PROTECTION SERVICES	1	R 2,370.40	YES	Normal Deviation
205	2023	November	Usumu Consultants	Procurement of 1000 work to car	024441	18/12/2023	R 3,000.00	R 3,000.00	R	MM	COMMUNITY PROTECTION SERVICES	1	R 3,000.00	YES	Normal Deviation
206	2023	December	Usumu Consultants	Procurement of 1000 work to car	024496	18/12/2023	R 12,075.00	R 12,075.00	R	MM	COMMUNITY PROTECTION SERVICES	1	R 12,075.00	YES	Normal Deviation
207	2023	December	Usumu Consultants	Procurement of 1000 work to car	024497	18/12/2023	R 12,075.00	R 12,075.00	R	MM	COMMUNITY PROTECTION SERVICES	1	R 12,075.00	YES	Normal Deviation
208	2023	December	Usumu Consultants	Procurement of 1000 work to car	024497	18/12/2023	R 12,075.00	R 12,075.00	R	MM	COMMUNITY PROTECTION SERVICES	1	R 12,075.00	YES	Normal Deviation
209	2023	December	Usumu Consultants	Procurement of 1000 work to car	024497	18/12/2023	R 12,075.00	R 12,075.00	R	MM	COMMUNITY PROTECTION SERVICES	1	R 12,075.00	YES	Normal Deviation
210	2023	December	Usumu Consultants	Procurement of 1000 work to car	024497	18/12/2023	R 12,075.00	R 12,075.00	R	MM	COMMUNITY PROTECTION SERVICES	1	R 12,075.00	YES	Normal Deviation
211	2023	December	Usumu Consultants	Procurement of 1000 work to car	024497	18/12/2023	R 12,075.00	R 12,075.00	R	MM	COMMUNITY PROTECTION SERVICES	1	R 12,075.00	YES	Normal Deviation
212	2023	December	Usumu Consultants	Procurement of 1000 work to car	024497	18/12/2023	R 12,075.00	R 12,075.00	R	MM	COMMUNITY PROTECTION SERVICES	1	R 12,075.00	YES	Normal Deviation
213	2023	December	Usumu Consultants	Procurement of 1000 work to car	024497	18/12/2023	R 12,075.00	R 12,075.00	R	MM	COMMUNITY PROTECTION SERVICES	1	R 12,075.00	YES	Normal Deviation
214	2023	December	Usumu Consultants	Procurement of 1000 work to car	024497	18/12/2023	R 12,075.00	R 12,075.00	R	MM	COMMUNITY PROTECTION SERVICES	1	R 12,075.00	YES	Normal Deviation
215	2023	December	Usumu Consultants	Procurement of 1000 work to car	024497	18/12/2023	R 12,075.00	R 12,075.00	R	MM	COMMUNITY PROTECTION SERVICES	1	R 12,075.00	YES	Normal Deviation
216	2023	December	Usumu Consultants	Procurement of 1000 work to car	024571	28/12/2023	R 1,475.00	R 1,475.00	R	MM	COMMUNITY PROTECTION SERVICES	1	R 1,475.00	YES	Normal Deviation
217	2024	JANUARY	Usumu Consultants	Procurement of 1000 work to car	024571	28/12/2023	R 1,475.00	R 1,475.00	R	MM	COMMUNITY PROTECTION SERVICES	1	R 1,475.00	YES	Normal Deviation
218	2024	JANUARY	Usumu Consultants	Procurement of 1000 work to car	024726	25/01/2024	R 1,470.00	R 1,470.00	R	MM	COMMUNITY PROTECTION SERVICES	1	R 1,470.00	YES	Normal Deviation
219	2024	JANUARY	Usumu Consultants	Procurement of 1000 work to car	024586	25/01/2024	R 1,470.00	R 1,470.00	R	MM	COMMUNITY PROTECTION SERVICES	1	R 1,470.00	YES	Normal Deviation
220	2024	JANUARY	Usumu Consultants	Procurement of 1000 work to car	024586	25/01/2024	R 1,470.00	R 1,470.00	R	MM	COMMUNITY PROTECTION SERVICES	1	R 1,470.00	YES	Normal Deviation
221	2024	JANUARY	Usumu Consultants	Procurement of 1000 work to car	024586	25/01/2024	R 1,470.00	R 1,470.00	R	MM	COMMUNITY PROTECTION SERVICES	1	R 1,470.00	YES	Normal Deviation
222	2024	JANUARY	Usumu Consultants	Procurement of 1000 work to car	024587	25/01/2024	R 1,470.00	R 1,470.00	R	MM	COMMUNITY PROTECTION SERVICES	1	R 1,470.00	YES	Normal Deviation
223	2024	JANUARY	Usumu Consultants	Procurement of 1000 work to car	024601	25/01/2024	R 1,470.00	R 1,470.00	R	MM	COMMUNITY PROTECTION SERVICES	1	R 1,470.00	YES	Normal Deviation
224	2024	JANUARY	Usumu Consultants	Procurement of 1000 work to car	024602	25/01/2024	R 1,470.00	R 1,470.00	R	MM	COMMUNITY PROTECTION SERVICES	1	R 1,470.00	YES	Normal Deviation

Seq	Year	Month	Supplier	Details	Order No.	Order Date	Order amount	Paid Amount	Balance	Project	Revenue per Item	Order amount	Full Deviation Amount	REGULARITY (Y/N)	COMMODITY CLASSIFICATION
317	2024	May	Synchronised Traffic Services	Attended to damage traffic signal light-station road, Port Alfred	026836	14/05/2024	R 8 101.83	R 8 101.83	R	COMMUNITY PROTECTION SERVICES	5	R60,265,794.69	R1,301.85	NO	Normal Deviation
318	2024	May	Shalini Projects	Relocating submersible pump station including associated pipework and components Bathurst; Unibegon New Water Pump Station	Deviation	14/05/2024	R	R 420,600.00	R 420,600.00	INFRA	5	R61,006,594.69	R6,220,000.00	NO	Normal Deviation
319	2024	May	Shalini Projects	Repair/replace damaged mechanical and electrical components connect drainage system in and around the pump station Bathurst; Mainland New and Clear Water Pump Station	Deviation	17/05/2024	R	R 420,600.00	R 420,600.00	INFRA	5	R62,294,314.89	R1,200,000.00	NO	Consultancy Services
320	2024	May	Winwood Handicrafts	Desktop searches	026949	24/05/2024	R 3,106,130.00	R 3,106,130.00	R	INFRA	2	R62,796,341.89	R1,031.25	NO	ND - Sole Provider
321	2024	June	Winwood Handicrafts	Hiring of machine truck	026959	24/06/2024	R 84,423.50	R 84,423.50	R	INFRA	1	R62,880,765.39	R64,423.50	NO	ND - Sole Provider
322	2024	June	Manjivans Trading 797cc	Water use license-Acquisition for the Alexandra Airstair	026161	01/06/2024	R 1,116,000.00	R 1,116,000.00	R	MM	5	R63,996,765.39	R1,116,000.00	NO	ND - Sole Provider
323	2024	June	Arma	Tender Notice 168.17 2324-SUPPLY AND DELIVERY OF GEL, FUEL AND GEL STONES 2.4 GDC 404	026151	01/06/2024	R 12,084.44	R 12,084.44	R	FINANCE	2	R64,008,849.83	R2,055.01	YES	Normal Deviation
324	2024	June	Sachin City Toyota	2.4 GDC 404	026171	07/06/2024	R 540,811.77	R 540,811.77	R	INFRA	1	R64,549,661.60	R3,500,000.00	NO	ND - Sole Provider
325	2024	June	Kenzie Toyota	2.4 GDC 404	026171	07/06/2024	R 397,440.67	R 397,440.67	R	INFRA	5	R64,947,102.27	R3,778.44	NO	ND - Sole Provider
326	2024	June	DAILY DISPATCH / ARSIA	Vacancy Traffic Officer/Forwarder for Driving Licence	026205	11/06/2024	R 15,343.00	R 15,343.00	R	INFRA	5	R65,002,445.27	R10,143.00	NO	ND - Vehicle procurement
327	2024	June	Talk of the Town	Vacancy Traffic Officer/Forwarder for Driving Licence	026206	11/06/2024	R 9,786.02	R 9,786.02	R	COMP SERV	5	R65,012,231.29	R4,786.02	NO	ND - Sole Provider
328	2024	June	Talk of the Town	One Year Contract Vacuum Two (2) Fire Fighters	026234	11/06/2024	R 8,776.44	R 8,776.44	R	COMP SERV	5	R65,021,007.73	R8,776.44	NO	ND - Sole Provider
329	2024	June	Sachin Wood	Emergency maintenance services	026224	12/06/2024	R 7,230.00	R 7,230.00	R	COMP SERV	5	R65,028,237.73	R7,230.00	NO	ND - Sole Provider
330	2024	June	Synchronised Traffic Systems PTY LTD	Attended to Traffic Signal Light Water Mill and repair K72/Adventure Robots	026218	12/06/2024	R 16,543.89	R 16,543.89	R	COMP SERV	2	R65,044,781.62	R16,543.89	NO	ND - Sole Provider
331	2024	June	Synchronised Traffic Systems PTY LTD	Attended to Traffic Signal Light Water Mill and repair K72/Adventure Robots	026218	12/06/2024	R 37,457.65	R 37,457.65	R	COMP SERV	5	R65,082,239.27	R37,457.65	NO	ND - Sole Provider
332	2024	June	Mphahle Engineers	Clearing of illegal Dumping Throughout Mamelambo	026219	12/06/2024	R 131,179.00	R 131,179.00	R	COMP SERV	5	R65,213,418.27	R131,179.00	YES	Normal Deviation
333	2024	June	Zumel Impact Engineers	Calculation of rehabilitation of landfill also provision as of 30 June 2024	026272	14/06/2024	R 255,889.95	R 255,889.95	R	COMP SERV	5	R65,469,308.22	R255,889.95	YES	ND - Vehicle
334	2024	June	Kenzie Toyota	Purchase-LDV 404	026269	14/06/2024	R 163,714.50	R 163,714.50	R	COMP SERV	5	R65,633,022.72	R163,714.50	YES	Normal Deviation
335	2024	June	Restatstone	Materials for Construction of Mamelambo Piggy	026277	16/06/2024	R 181,489.68	R 181,489.68	R	MM	1	R65,814,512.40	R181,489.68	NO	Normal Deviation
336	2024	June	Arma Holdings	Advertisement Notice 80 97/2024 & 96/2024- Tender for Gel stones and fuel	026288	16/06/2024	R 6,632.27	R 6,632.27	R	FINANCE	2	R65,821,144.67	R2,770.86	NO	ND - Sole Provider
337	2024	June	Arma Holdings	Notice for publication of rates for financial year 2024/2025	026290	16/06/2024	R 2,770.86	R 2,770.86	R	FINANCE	2	R65,823,915.53	R2,770.86	NO	ND - Sole Provider
338	2024	June	Arma Holdings	Public Tender 14/2324 Service Provider for landfill also	026287	16/06/2024	R 7,461.54	R 7,461.54	R	COMP SERV	2	R65,831,377.07	R7,461.54	NO	ND - Sole Provider
339	2024	June	ROYAL ST ANDREWS HOTEL	Conference Facilities	026295	23/06/2024	R 215,580.00	R 215,580.00	R	MM	5	R66,046,957.07	R215,580.00	NO	ND - Sole Provider
340	2024	June	ALIA KOPHARD INC	ACCOUNTING SERVICES SUPPORT FOR FINANCIAL YEARS 2024 AND 2025	026294	24/06/2024	R	R	R	FINANCE	5	R66,046,957.07	R0.00	NO	ND - Sole Provider
341	2024	June	ZENTH CAR RENTAL	DIFFERENCES FOR car hire	026294	26/06/2024	R	R	R	FINANCE	5	R66,046,957.07	R0.00	NO	ND - Sole Provider
342	2024	June	Messings Dayway	Filing, Removal, Collaps roof and house renovation at 2125 Joe Slovo	026287	26/06/2024	R	R	R	COMP SERV	1	R66,046,957.07	R0.00	NO	ND - Sole Provider
343	2024	June	Chadler Transport	Printers for ward councilors	026282	21/06/2024	R 37,111.58	R 37,111.58	R	COMP SERV	5	R66,084,068.65	R37,111.58	NO	Normal Deviation
344	2024	June	Arma Holdings	Materials for construction of landfill	026293	21/06/2024	R 540,021.60	R 540,021.60	R	COMP SERV	5	R66,624,090.25	R540,021.60	NO	Normal Deviation
345	2024	June	Arma Holdings	Materials for construction of landfill	026293	21/06/2024	R 540,021.60	R 540,021.60	R	COMP SERV	5	R67,164,111.85	R540,021.60	NO	Normal Deviation
346	2024	June	Arma Holdings	Materials for construction of landfill	026293	21/06/2024	R 540,021.60	R 540,021.60	R	COMP SERV	5	R67,704,133.45	R540,021.60	NO	Normal Deviation
347	2024	June	Arma Holdings	Maintenance of 5 R 1117777 At Mamelambo	026279	24/06/2024	R 86,650.00	R 86,650.00	R	INFRA	1	R67,790,783.45	R86,650.00	NO	Normal Deviation
348	2024	June	Manjivans Trading	Maintenance of 5 R 1117777 At Mamelambo	026279	24/06/2024	R 86,650.00	R 86,650.00	R	INFRA	1	R67,877,433.45	R86,650.00	NO	Normal Deviation
349	2024	June	Arma Holdings	Maintenance of 5 R 1117777 At Mamelambo	026279	24/06/2024	R 86,650.00	R 86,650.00	R	INFRA	1	R67,964,083.45	R86,650.00	NO	Normal Deviation
350	2024	June	Woodford Quarry	Supply and Delivery of Road material to Port Alfred	026414	27/06/2024	R 223,038.70	R 223,038.70	R	INFRA	2	R68,187,122.15	R223,038.70	NO	Normal Deviation
351	2024	June	The Institution of Internal Auditors South Africa	Registration for conference	026417	27/06/2024	R 81,745.00	R 81,745.00	R	MM	5	R68,268,867.15	R81,745.00	NO	ND - Sole Provider
352	2024	June	Lufund Consulting Engineers	Mamelambo Bulk Services Professional Fee	026415	27/06/2024	R 98,394.35	R 98,394.35	R	INFRA	5	R68,367,261.50	R98,394.35	YES	Consultancy Services
353	2024	June	C2M N	Augmentation of the Mamelambo Bulk water	026418	27/06/2024	R 1,347,702.76	R 1,347,702.76	R	INFRA	5	R69,714,964.26	R1,347,702.76	NO	Construction works

Seq	Year	Month	Supplier	Details	Order No.	Order Item	Order amount	Paid amount	Balance	Dept	Reason per form	Order amount	Paid amount	REGULARITY CLASSIFICATION (Y/N/?)	COMMODITY CLASSIFICATION
354	2024	June	MIGULU MBALI GROUP HOLDINGS	Review - Historical Periods		28,047,103.1	R 867,751.50	R 460,767.75	R	MP&A	5	R 867,751.50	R 460,767.75	(Y/N/?)	Commodity

R 86,656,460.36

R 86,656,460.36

SUMMARY BY REASONS AND DEPARTMENTS

REASON	NO OF DEVIATIONS	SUM OF DEVIATIONS
1.Emergency	36	R 6,572,585.57
2.Items/Services produced from a single provider	82	R 1,050,693.56
3.Acquisition of special wants of set or historical objects where specifications are difficult to compile.	0	R
4.Acquisition of nature and game reserves	0	R
5.Other	216	R 81,141,101.13
	354	R 88,656,460.36

DEPARTMENTS	NO OF DEVIATIONS	SUM OF DEVIATIONS
FINANCE	36	R 597,080.54
CORPORATE SERVICES	48	R 765,440.89
MUNICIPAL MANAGER	96	R 3,497,051.85
COMMUNITY PROTECTION SERVICES	73	R 4,574,572.64
INFRA	59	R 59,054,334.16
	354	R 88,656,460.36

IRREGULAR EXPENDITURE REGISTER FOR THE PERIOD ENDED 1 JULY 2023 TO 30 JUNE 2024										
Pay Period	Order Number	Creditor Name	Payment Due Date	Payment Amount	Payment Date	Written Off Date	Current Month's Due	Outstanding Amount	Outstanding Date	Reason for Irregular
202307	12982	WISPERNET	EF005941-0002	R 15,939.00	31/07/2023	Written-Off	28-Jun-24	R -	Municipal Manager	MWEB Monthly Rental PROCUREMENT PROCESSES NOT FOLLOWED
202307	12982	WISPERNET	EF005941-0003	R 11,125.00	31/07/2023	Written-Off	28-Jun-24	R -	Municipal Manager	MWEB Monthly Rental PROCUREMENT PROCESSES NOT FOLLOWED
202307	10544	WHEELDON RUSHMERE	EF005953-0002	R 22,252.50	08/08/2023	Written-Off	28-Jun-24	R -	Finance	Withdrawals: Accrual Other (381) LEGAL SERVICES CONTRACT EXPIRED
202307	10341	VANGUARD FIRE & SA	EF005893-0007	R 1,751.45	19/07/2023	Written-Off	28-Jun-24	R -	Finance	Withdrawals: Accrual Other (381) UNJUSTIFIABLE REASON TO DEVIATE
202307	9058	STEINER HYGIENE	EF005870-0012	R 2,200.39	12/07/2023	Written-Off	28-Jun-24	R -	Corp Services	Hygiene Services: Steiner CONTRACT EXPIRED
202307	9058	STEINER HYGIENE	EF005870-0013	R 603.76	12/07/2023	Written-Off	28-Jun-24	R -	Corp Services	Hygiene Services: Steiner AUTOMATIC RENEWAL OF CONTRACT
202307	9058	STEINER HYGIENE	EF005870-0014	R 1,140.61	12/07/2023	Written-Off	28-Jun-24	R -	Finance	Hygiene Services: Steiner AUTOMATIC RENEWAL OF CONTRACT
202307	9058	STEINER HYGIENE	EF005870-0015	R 4,396.13	12/07/2023	Written-Off	28-Jun-24	R -	Community Services	Hygiene Steiner: Services AUTOMATIC RENEWAL OF CONTRACT
202307	9058	STEINER HYGIENE	EF005870-0016	R 2,865.91	12/07/2023	Written-Off	28-Jun-24	R -	Municipal Manager	Steiner AUTOMATIC RENEWAL OF CONTRACT
202307	9058	STEINER HYGIENE	EF005870-0017	R 315.60	12/07/2023	Written-Off	28-Jun-24	R -	Finance	Hygiene Steiner: Services AUTOMATIC RENEWAL OF CONTRACT
202307	9058	STEINER HYGIENE	EF005870-0018	R 1,180.74	12/07/2023	Written-Off	28-Jun-24	R -	Finance	Hygiene Steiner: Services AUTOMATIC RENEWAL OF CONTRACT
202307	15464	SPARK AND STEEL	EF005954-0017	R 11,298.29	08/08/2023	Written-Off	28-Jun-24	R -	Infrastructure	Maintenance: Unspecified Assets AUTOMATIC RENEWAL OF CONTRACT
202307	8573	SKY METRO OFFICE A	EF005870-0009	R 8,749.66	12/07/2023	Written-Off	28-Jun-24	R -	Corp Services	Maintenance: Computer AUTOMATIC RENEWAL OF CONTRACT
202307	8573	SKY METRO OFFICE A	EF005885-0003	R 99,758.87	14/07/2023	Written-Off	28-Jun-24	R -	Finance	Withdrawals: Accrual Other (381) AUTOMATIC RENEWAL OF CONTRACT
202307	14846	SCI AND CO INC	EF005975-0010	R 39,500.00	11/08/2023	Written-Off	28-Jun-24	R -	Municipal Manager	Legal Costs: Legal Advise and Litigations LEGAL SERVICES CONTRACT EXPIRED
202307	8911	SAKI GENERAL TRADI	EF005944-0003	R 17,400.00	01/08/2023	Written-Off	28-Jun-24	R -	Community Services	Maintenance of buildings LAST PAGE OF MBD 4 FORM MISSING
202307	8507	ROYAL ST. ANDREWS	EF005968-0001	R 5,250.00	10/08/2023	Written-Off	28-Jun-24	R -	Municipal Manager	Hire Charges UNJUSTIFIABLE REASON TO DEVIATE
202307	8507	ROYAL ST. ANDREWS	EF005968-0002	R 1,660.00	10/08/2023	Written-Off	28-Jun-24	R -	Municipal Manager	Catering Service UNJUSTIFIABLE REASON TO DEVIATE
202307	8402	RENNIES TRAVEL (PT	EF005867-0013	R 4,520.27	12/07/2023	Written-Off	28-Jun-24	R -	Municipal Manager	Air Transport NO 3RD QUOTE
202307	8402	RENNIES TRAVEL (PT	EF005867-0015	R 3,726.69	12/07/2023	Written-Off	28-Jun-24	R -	Community Services	Accommodation and Material Acquisition NO 3RD QUOTE
202307	13058	PRECISION METERS	EF005870-0034	R 25,932.50	12/07/2023	Written-Off	28-Jun-24	R -	Finance	Withdrawals: Accrual Other (381) NO MBD 4 FORM
202307	7993	POTGIETER QUARRY/SUP	EF005899-0004	R 3,395.12	20/07/2023	Written-Off	28-Jun-24	R -	Finance	Withdrawals: Accrual Other (381) NO BILLING, MBD4 FORM AND NO TAX
202307	7993	POTGIETER QUARRY/SUP	EF005899-0005	R 3,363.32	20/07/2023	Written-Off	28-Jun-24	R -	Finance	Withdrawals: Accrual Other (381) NO BILLING, MBD4 FORM AND NO TAX
202307	15023	PORT ALFRED PLANT HIRE	EF005869-0014	R 29,400.00	12/07/2023	Written-Off	28-Jun-24	R -	Infrastructure	Hire Charges MBD 4 FORM LAST PAGE MISSING

IRREGULAR EXPENDITURE REGISTER FOR THE PERIOD ENDED 1 JULY 2023 TO 30 JUNE 2024											
Pay Period	Contract Code	Contract Name	Payment Desc No	Payment Amount	Payment Date	Write Off Date	Cancelled Reason/Date	Outstanding Amount	DEPARTMENT	Good / Procured Services	REASON FOR IRREGULAR
202307	15023	PORT ALFRED PLANT HIRE	EF005888-0023	R 26,500.00	18/07/2023	Written-Off	28-Jun-24	R -	Infrastructure	Hire Charges	MBD 4 FORM 2ND AND 3RD MISSING
202307	7929	PEUGAIR BORDER CC	EF005876-0006	R 3,374.54	13/07/2023	Written-Off	28-Jun-24	R	Infrastructure	Maintenance of Unspecified Assets	NO 3RD QUOTE
202307	14695	NUWATER SYSTEMS	EF005875-0001	R 378,764.58	13/07/2023	Written-Off	28-Jun-24	R -	Infrastructure	Inventory Consumed Water	NO PROCUREMENT PROCESS WERE FOLLOWED -UNJUSTIFIABLE REASON TO DEVIATE
202307	14695	NUWATER SYSTEMS	EF005875-0002	R 725,546.50	13/07/2023	Written-Off	28-Jun-24	R -	Infrastructure	Inventory Consumed Water	NO PROCUREMENT PROCESS WERE FOLLOWED -UNJUSTIFIABLE REASON TO DEVIATE
202307	7224	NOKONGO HOLDINGS P	EF005940-0003	R 29,900.00	28/07/2023	Written-Off	28-Jun-24	R -	Infrastructure	Roads Premix and Quarry Materials 6592 6610	SPLITTING
202307	7224	NOKONGO HOLDINGS P	EF005959-0004	R 29,382.50	04/08/2023	Written-Off	28-Jun-24	R -	Infrastructure	Roads Premix and Quarry Materials 6592 6610	SPLITTING
202307	7224	NOKONGO HOLDINGS P	EF005960-0001	R 29,382.50	04/08/2023	Written-Off	28-Jun-24	R -	Infrastructure	Upgrading of Solomon Mahlangu: Phase 2	SPLITTING
202307	23228	NALLUCHWAYITO GENERAL	EF005944-0009	R 25,000.00	01/08/2023	Written-Off	28-Jun-24	R -	Finance	Inventory Standard rated Acquisition	NO BILLING CLEARANCE ATTACHED
202307	5373	MASIQHAME TRADING	EF005899-0001	R 21,000.00	20/07/2023	Written-Off	28-Jun-24	R -	Municipal Manager	Withdrawals:Accrual Other (381)	UNJUSTIFIABLE REASON TO DEVIATE
202307	5373	MASIQHAME TRADING	EF005899-0002	R 6,200.00	20/07/2023	Written-Off	28-Jun-24	R -	Municipal Manager	Withdrawals:Accrual Other (381)	UNJUSTIFIABLE REASON TO DEVIATE
202307	5373	MASIQHAME TRADING	EF005959-0003	R 130,000.00	04/08/2023	Written-Off	28-Jun-24	R -	Municipal Manager	Sustainable Economical Opportunity	PROCUREMENT PROCESSES NOT FOLLOWED
202307	11817	MANDLACHUMA TRADING	EF005903-0002	R 29,670.00	21/07/2023	Written-Off	28-Jun-24	R -	Infrastructure	Operational Cost:Hire Charges	SPLITTING
202307	11817	MANDLACHUMA TRADING	EF005975-0004	R 29,670.00	11/08/2023	Written-Off	28-Jun-24	R -	Infrastructure	Operational Cost:Hire Charges	SPLITTING
202307	11817	MANDLACHUMA TRADING	EF005975-0005	R 29,670.00	11/08/2023	Written-Off	28-Jun-24	R -	Infrastructure	Operational Cost:Hire Charges	SPLITTING
202307	14379	MANDLACHUMA TRADING	EF005949-0002	R 29,670.00	02/08/2023	Written-Off	28-Jun-24	R -	Infrastructure	Hire charges	SPLITTING
202307	4904	MANAGED INTEGRITY	EF005972-0001	R 10,903.41	11/08/2023	Written-Off	28-Jun-24	R -	Finance	Withdrawals:Accrual Other (381)	NOT A SOLE PROVIDER FOR STAFF REFERENCE CHECKS
202307	4904	MANAGED INTEGRITY	EF005972-0002	R 5,082.90	11/08/2023	Written-Off	28-Jun-24	R -	Finance	Withdrawals:Accrual Other (381)	NOT A SOLE PROVIDER FOR STAFF REFERENCE CHECKS
202307	13263	LUMAMU CONSULTING AN	EF005921-0002	R 4,448.54	25/07/2023	Written-Off	28-Jun-24	R -	Finance	Withdrawals:Accrual Other (381)	UNJUSTIFIABLE REASON TO DEVIATE
202307	13263	LUMAMU CONSULTING AN	EF005922-0006	R 4,448.55	25/07/2023	Written-Off	28-Jun-24	R -	Municipal Manager	travelling Air transport	UNJUSTIFIABLE REASON TO DEVIATE
202307	3809	KLEINEMONDE TRADING	EF005868-0002	R 71,554.73	12/07/2023	Written-Off	28-Jun-24	R -	Infrastructure	Inventory Consumed Water	PROCUREMENT PROCESSES NOT FOLLOWED
202307	13249	IWONGA ENGINEERING P	EF005967-0009	R 764,221.99	06/08/2023	Written-Off	28-Jun-24	R -	Infrastructure	Thornhill Ministerial Housing Project Ph 2: Sewer Contract 3	PROCUREMENT PROCESSES NOT FOLLOWED

IRREGULAR EXPENDITURE REGISTER FOR THE PERIOD ENDED 1 JULY 2023 TO 30 JUNE 2024									
Prj Period	Creditor Code	Creditor Name	Payment Desc Bk	Payment Amount	Payment Date	Prj Period	Prj Period	Outstanding Amount	Reason for Irregular
202307	13020	INNOVO NETWORKS	EF005945-0007	R 1,033.85	02/06/2023	Written-Off	28-Jun-24	R -	NO QUOTES NO MBD 4
202307	14760	IMBEKO TRAVEL AND HOS	EF005867-0031	R 605.00	12/07/2023	Written-Off	28-Jun-24	R -	UNJUSTIFIABLE REASON TO DEVIATE
202307	14760	IMBEKO TRAVEL AND HOS	EF005867-0032	R 1,992.00	12/07/2023	Written-Off	28-Jun-24	R -	UNJUSTIFIABLE REASON TO DEVIATE
202307	14760	IMBEKO TRAVEL AND HOS	EF005930-0026	R 6,190.00	26/07/2023	Written-Off	28-Jun-24	R -	UNJUSTIFIABLE REASON TO DEVIATE
202307	14760	IMBEKO TRAVEL AND HOS	EF005930-0028	R 7,075.00	26/07/2023	Written-Off	28-Jun-24	R -	UNJUSTIFIABLE REASON TO DEVIATE
202307	14760	IMBEKO TRAVEL AND HOS	EF005930-0028	R 3,310.00	26/07/2023	Written-Off	28-Jun-24	R -	UNJUSTIFIABLE REASON TO DEVIATE
202307	15557	IMANGE 750	EF005903-0003	R 29,950.00	21/07/2023	Written-Off	28-Jun-24	R -	NO 3RD QUOTE
202307	15043	GLENHOPE	EF005869-0015	R 18,400.00	12/07/2023	Written-Off	28-Jun-24	R -	UNJUSTIFIABLE REASON TO DEVIATE
202307	15043	GLENHOPE	EF005947-0012	R 18,400.00	02/08/2023	Written-Off	28-Jun-24	R -	UNJUSTIFIABLE REASON TO DEVIATE
202307	14763	GERT LABUSCHAGNE	EF005877-0015	R 11,760.00	13/07/2023	Written-Off	28-Jun-24	R -	PROCUREMENT PROCESSES NOT FOLLOWED
202307	14763	GERT LABUSCHAGNE	EF005960-0002	R 14,348.00	04/08/2023	Written-Off	28-Jun-24	R -	PROCUREMENT PROCESSES NOT FOLLOWED
202307	14763	GERT LABUSCHAGNE	EF005973-0013	R 15,231.20	11/08/2023	Written-Off	28-Jun-24	R -	PROCUREMENT PROCESSES NOT FOLLOWED
202307	14763	GERT LABUSCHAGNE	EF005975-0009	R 15,230.00	11/08/2023	Written-Off	28-Jun-24	R -	PROCUREMENT PROCESSES NOT FOLLOWED
202307	2206	FATHER & SON	EF005907-0001	R 28,175.00	21/07/2023	Written-Off	28-Jun-24	R -	SPLITTING
202307	2206	FATHER & SON	EF005932-0003	R 29,551.55	27/07/2023	Written-Off	28-Jun-24	R -	SPLITTING
202307	2206	FATHER & SON	EF005963-0002	R 29,785.00	07/08/2023	Written-Off	28-Jun-24	R -	SPLITTING
202307	2126	EMPUMALANGA TRUST	EF005904-0001	R 695,150.00	21/07/2023	Written-Off	28-Jun-24	R -	PROCUREMENT PROCESSES NOT FOLLOWED
202307	12944	CDR TECHNICAL (MONTHLY)	EF005874-0003	R 1,247,506.23	13/07/2023	Written-Off	28-Jun-24	R -	NO BID SPECIFICATION MINUTES
202307	12944	CDR TECHNICAL (MONTHLY)	EF005946-0001	R 1,247,506.23	02/08/2023	Written-Off	28-Jun-24	R -	NO BID SPECIFICATION MINUTES
202307	12945	CDR TECHNICAL (MONTHLY)	EF005866-0007	R 40,227.00	12/07/2023	Written-Off	28-Jun-24	R -	NO BID SPECIFICATION MINUTES
202307	12945	CDR TECHNICAL (MONTHLY)	EF005866-0008	R 242,225.57	12/07/2023	Written-Off	28-Jun-24	R -	NO BID SPECIFICATION MINUTES
202307	12945	CDR TECHNICAL (MONTHLY)	EF005866-0009	R 216,203.74	12/07/2023	Written-Off	28-Jun-24	R -	NO BID SPECIFICATION MINUTES
202307	12945	CDR TECHNICAL (MONTHLY)	EF005974-0002	R 113,831.03	11/08/2023	Written-Off	28-Jun-24	R -	NO BID SPECIFICATION MINUTES
202307	481	BURWANA ASPHALT GO	EF005932-0001	R 29,750.39	27/07/2023	Written-Off	28-Jun-24	R -	SPLITTING

IRREGULAR EXPENDITURE REGISTER FOR THE PERIOD ENDED 1 JULY 2023 TO 30 JUNE 2024											
Pay Period	Creditor Code	Creditor Name	Payment Ref No	Payment Amount	Payment Date	Written Off (Written-Off)	Current Outstanding Date	Outstanding Amount	DEPARTMENT	Goods / Procured Services	REASON FOR IRREGULAR
202307	481	BURWANA ASPHALT GO	EF005967-0002	R 29,747.63	08/06/2023	Written-Off	28-Jun-24	R -	Infrastructure	Roads Premix and Quarry Materials 6592 6610	SPLITTING
202307	481	BURWANA ASPHALT GO	EF005975-0001	R 29,750.39	11/06/2023	Written-Off	28-Jun-24	R -	Infrastructure	Roads Premix and Quarry Materials 6592 6610	SPLITTING
202307	481	BURWANA ASPHALT GO	EF005975-0002	R 29,750.40	11/06/2023	Written-Off	28-Jun-24	R -	Infrastructure	Roads Premix and Quarry Materials 6592 6610	SPLITTING
202307	481	BURWANA ASPHALT GO	EF005975-0003	R 29,750.00	11/06/2023	Written-Off	28-Jun-24	R -	Infrastructure	Consumables Standard Rated	SPLITTING
202307	729	BOQWANA BURNS	EF005882-0001	R 109,500.00	14/07/2023	Written-Off	28-Jun-24	R -	Finance	Withdrawals-Accrual Other (381)	LEGAL SERVICES CONTRACT EXPIRED
202307	729	BOQWANA BURNS	EF005882-0002	R 62,100.00	14/07/2023	Written-Off	28-Jun-24	R -	Finance	Withdrawals-Accrual Other (381)	LEGAL SERVICES CONTRACT EXPIRED
202307	729	BOQWANA BURNS	EF005882-0003	R 124,200.00	14/07/2023	Written-Off	28-Jun-24	R -	Finance	Withdrawals-Accrual Other (381)	LEGAL SERVICES CONTRACT EXPIRED
202307	729	BOQWANA BURNS	EF005882-0004	R 62,100.00	14/07/2023	Written-Off	28-Jun-24	R -	Finance	Withdrawals-Accrual Other (381)	LEGAL SERVICES CONTRACT EXPIRED
202307	729	BOQWANA BURNS	EF005882-0005	R 62,100.00	14/07/2023	Written-Off	28-Jun-24	R -	Finance	Withdrawals-Accrual Other (381)	LEGAL SERVICES CONTRACT EXPIRED
202307	729	BOQWANA BURNS	EF005882-0006	R 84,812.50	14/07/2023	Written-Off	28-Jun-24	R -	Finance	Withdrawals-Accrual Other (381)	LEGAL SERVICES CONTRACT EXPIRED
202307	729	BOQWANA BURNS	EF005882-0007	R 57,500.00	14/07/2023	Written-Off	28-Jun-24	R -	Finance	Withdrawals-Accrual Other (381)	LEGAL SERVICES CONTRACT EXPIRED
202307	729	BOQWANA BURNS	EF005882-0008	R 57,500.00	14/07/2023	Written-Off	28-Jun-24	R -	Finance	Withdrawals-Accrual Other (381)	LEGAL SERVICES CONTRACT EXPIRED
202307	729	BOQWANA BURNS	EF005882-0009	R 28,980.00	14/07/2023	Written-Off	28-Jun-24	R -	Finance	Withdrawals-Accrual Other (381)	LEGAL SERVICES CONTRACT EXPIRED
202307	729	BOQWANA BURNS	EF005882-0010	R 31,050.00	14/07/2023	Written-Off	28-Jun-24	R -	Finance	Withdrawals-Accrual Other (381)	LEGAL SERVICES CONTRACT EXPIRED
202307	729	BOQWANA BURNS	EF005882-0011	R 57,500.00	14/07/2023	Written-Off	28-Jun-24	R -	Finance	Withdrawals-Accrual Other (381)	LEGAL SERVICES CONTRACT EXPIRED
202307	729	BOQWANA BURNS	EF005882-0012	R 57,500.00	14/07/2023	Written-Off	28-Jun-24	R -	Finance	Withdrawals-Accrual Other (381)	LEGAL SERVICES CONTRACT EXPIRED
202307	13324	AN DUKE SOLUTIONS	EF005869-0011	R 26,399.46	12/07/2023	Written-Off	28-Jun-24	R -	Infrastructure	Maintenance: Mansfield Dam	SPLITTING
202307	13324	AN DUKE SOLUTIONS	EF005869-0012	R 23,342.47	12/07/2023	Written-Off	28-Jun-24	R -	Infrastructure	Maintenance: Golden Ridge Dam	SPLITTING
202307	27	ALGOASCOPE (PTY) L	EF005967-0001	R 24,450.00	08/08/2023	Written-Off	28-Jun-24	R -	Community Services	Hire charges	MUNICIPAL BILLING CLEARANCE NOT ATTACHED
202307	20142	AKHA LEE TRADERS	EF005954-0024	R 18,600.00	03/08/2023	Written-Off	28-Jun-24	R -	Infrastructure	Buildings (Boundry Walls)	MUNICIPAL BILLING CLEARANCE NOT ATTACHED
202307	25991	ABSA Property Development	EF005970-0001	R 164,097.35	10/08/2023	Written-Off	28-Jun-24	R -	Infrastructure	Thornhill Ministerial Housing Project Ph 2: Sewer Contract 3	PROCUREMENT PROCESSES NOT FOLLOWED
202308	12701	YONGA PRIVATE LIMITED	EF006043-0009	R 27,500.00	31/08/2023	Written-Off	28-Jun-24	R -	Infrastructure	Hire Charges	2ND AND 3RD PAGE OF MBD 4 FORM MISSING

IRREGULAR EXPENDITURE REGISTER FOR THE PERIOD ENDED 1 JULY 2023 TO 30 JUNE 2024											
Pay Period	Creditor Code	Creditor Name	Payment Doc No	Payment Amount	Payment Date	Notes (Written-off)	Capitalised (Written-off)	Outstanding Amount	Department	Goods / Procured Services	Reason for Irregular
202308	14827	YOLISA NDZUTA	EF005980-0013	R 39,589.35	14/08/2023	Written-Off		28-Jun-24 R -	Municipal Manager	Legal Costs: Legal Advise and Litigations	LEGAL SERVICES CONTRACT EXPIRED
202308	12982	WISPERNET	EF005988-0012	R 15,939.00	17/08/2023	Written-Off		28-Jun-24 R -	Municipal Manager	MWEB Monthly Rental	PROCUREMENT PROCESSES NOT FOLLOWED
202308	12982	WISPERNET	EF005988-0013	R 11,125.00	17/08/2023	Written-Off		28-Jun-24 R -	Municipal Manager	MWEB Monthly Rental	PROCUREMENT PROCESSES NOT FOLLOWED
202308	12982	WISPERNET	EF005988-0013	R 11,125.00	17/08/2023	Written-Off		28-Jun-24 R -	Municipal Manager	Hire Charges	SPLITTING
202308	10544	WHEELDON RUSHMERE	EF006043-0007	R 11,126.25	31/08/2023	Written-Off		28-Jun-24 R -	Municipal Manager	Legal Costs: Legal Advise and Litigations	LEGAL SERVICES CONTRACT EXPIRED
202308	10544	WHEELDON RUSHMERE	EF006069-0001	R 20,000.00	07/09/2023	Written-Off		28-Jun-24 R -	Municipal Manager	Legal Costs: Legal Advise and Litigations	LEGAL SERVICES CONTRACT EXPIRED
202308	10544	WHEELDON RUSHMERE	EF005985-0009	R 8,653.75	16/08/2023	Written-Off		28-Jun-24 R -	Municipal Manager	Legal Costs: Legal Advise and Litigations	LEGAL SERVICES CONTRACT EXPIRED
202308	10544	WHEELDON RUSHMERE	EF006039-0017	R 20,000.00	30/08/2023	Written-Off		28-Jun-24 R -	Municipal Manager	Legal Costs: Legal Advise and Litigations	LEGAL SERVICES CONTRACT EXPIRED
202308	8972	SUPAQUICK PORT ALF	EF005982-0021	R 2,040.00	15/08/2023	Written-Off		28-Jun-24 R -	Community Services	Assets	LEGAL SERVICES CONTRACT EXPIRED
202308	9058	STEINER HYGIENE	EF006054-0006	R 603.76	04/09/2023	Written-Off		28-Jun-24 R -	Corp Services	Hygien Services: Steiner	2 QUOTES OBTAINED
202308	9058	STEINER HYGIENE	EF006054-0007	R 1,477.87	04/09/2023	Written-Off		28-Jun-24 R -	Community Services	Hygiene Steiner: Services	AUTOMATIC RENEWAL OF CONTRACT
202308	9058	STEINER HYGIENE	EF006054-0008	R 1,140.61	04/09/2023	Written-Off		28-Jun-24 R -	Municipal Manager	Steiner	AUTOMATIC RENEWAL OF CONTRACT
202308	9058	STEINER HYGIENE	EF006054-0009	R 1,180.74	04/09/2023	Written-Off		28-Jun-24 R -	Finance	Hygien Services: Steiner	AUTOMATIC RENEWAL OF CONTRACT
202308	9058	STEINER HYGIENE	EF006054-0010	R 316.60	04/09/2023	Written-Off		28-Jun-24 R -	Finance	Hygien Services: Steiner	AUTOMATIC RENEWAL OF CONTRACT
202308	15464	SPARK AND STEEL	EF005986-0008	R 16,968.00	16/08/2023	Written-Off		28-Jun-24 R -	Community Services	Maintenance of Unspecified Assets	2 QUOTES OBTAINED FROM A SINGLE DIRECTOR,(SPARK AND STEEL AND AC GENIUS)
202308	15464	SPARK AND STEEL	EF006054-0013	R 25,998.15	04/09/2023	Written-Off		28-Jun-24 R -	Community Services	Maintenance of Unspecified Assets	2 QUOTES OBTAINED FROM A SINGLE DIRECTOR,(SPARK AND STEEL AND AC GENIUS)
202308	15464	SPARK AND STEEL	EF006039-0026	R 7,027.63	30/08/2023	Written-Off		28-Jun-24 R -	Community Services	Maintenance: Unspecified Assets	2 QUOTES OBTAINED FROM A SINGLE DIRECTOR,(SPARK AND STEEL AND AC GENIUS)
202308	15464	SPARK AND STEEL	EF006039-0027	R 29,669.55	30/08/2023	Written-Off		28-Jun-24 R -	Community Services	Maintenance: Unspecified Assets	2 QUOTES OBTAINED FROM A SINGLE DIRECTOR,(SPARK AND STEEL AND AC GENIUS)
202308	8573	SKY METRO OFFICE A	EF006062-0010	R 49,216.31	06/09/2023	Written-Off		28-Jun-24 R -	Infrastructure	Rental of office machines	CONTRACT EXPIRED
202308	8507	ROYAL ST. ANDREWS	EF005976-0002	R 2,960.00	11/08/2023	Written-Off		28-Jun-24 R -	Corp Services	Catering	UNJUSTIFIABLE REASON TO DEVIATE
202308	8507	ROYAL ST. ANDREWS	EF005976-0002	R 999.99	11/08/2023	Written-Off		28-Jun-24 R -	Municipal Manager	Hire Charges	UNJUSTIFIABLE REASON TO DEVIATE
202308	7929	PEUGAIR BORDER CC	EF006044-0012	R 18,310.56	31/08/2023	Written-Off		28-Jun-24 R -	Infrastructure	Motor Vehicle Maintenance	NO BILLING CLEARANCE ATTACHED

IRREGULAR EXPENDITURE REGISTER FOR THE PERIOD ENDED 1 JULY 2023 TO 30 JUNE 2024										
Prj Period	Qualifier Code	Creditor Name	Payment Desc No	Payment Amount	Payment Date	Special Circumstances	Outstanding Amount	Department	Goods / Procured Services	Reason for Irregular
202308	14695	NUWATER SYSTEMS	EF005998-0001	R 725,546.50	21/08/2023	Written-Off	R -	Infrastructure	Inventory Consumed Water-OWMO	PROCUREMENT PROCESSES NOT FOLLOWED
202308	14695	NUWATER SYSTEMS	EF005998-0002	R 378,764.58	21/08/2023	Written-Off	R -	Infrastructure	Inventory Consumed Water-OWMO	PROCUREMENT PROCESSES NOT FOLLOWED
202308	7116	NDLAMBE SECURITY	EF005984-0001	R 28,500.00	15/08/2023	Written-Off	R -	Infrastructure	Hire Charges	NO BILLING CLEARANCE ATTACHED AND LAST PAGE OF MBD 4 FORM MISSING
202308	23228	NALLUCHWAYITO GENERAL	EF006001-0014	R 26,550.00	21/08/2023	Written-Off	R -	Community Services	Inventory consumable Standard Related	LAST PAGE OF MBD 4 FORM MISSING
202308	13012	MVR BUILDERS	EF006056-0012	R 29,230.00	05/09/2023	Written-Off	R -	Community Services	Maintenance of buildings and facilities	MBD4 FORM LAST PAGE MISSING
202308	5403	MULTI SECURITY (ATLAS)	EF005995-0009	R 15,535.08	18/08/2023	Written-Off	R -	Community Services	Safeguarding and Security Tender	UNJUSTIFIABLE REASON TO DEVIATE
202308	5373	MASIQHAME TRADING	EF006051-0001	R 61,275.00	01/09/2023	Written-Off	R -	Municipal Manager	Consultant research and advisory Review tourism sector	UNJUSTIFIABLE REASON TO DEVIATE
202308	5373	MASIQHAME TRADING	EF006010-0001	R 99,198.99	23/08/2023	Written-Off	R -	Municipal Manager	Sustainable Economical Opportunity	UNJUSTIFIABLE REASON TO DEVIATE
202308	6437	MANZIMAHLE TRADING	EF006025-0003	R 2,400.00	24/08/2023	Written-Off	R -	Corp Services	Transportation	THIRD QUOTE NOT ATTACHED
202308	11817	MANDLACHUMA TRADING	EF006015-0001	R 29,670.00	23/08/2023	Written-Off	R -	Infrastructure	Operational Cost:Hire Charges	SPLITTING
202308	4904	MANAGED INTEGRITY	EF006059-0003	R 4,888.71	05/09/2023	Written-Off	R -	Corp Services	Employment Reference Checks	DEVIATION APPROVED AFTER THE SERVICES WERE RENDERED
202308	4904	MANAGED INTEGRITY	EF005985-0006	R 1,407.22	16/08/2023	Written-Off	R -	Corp Services	Employment Reference Checks	DEVIATION APPROVED AFTER THE SERVICES WERE RENDERED
202308	3879	KHANGELA SATELLITE	EF006037-0008	R 48,680.00	29/08/2023	Written-Off	R -	Infrastructure	System Access and Information Fees	CONTRACT EXPIRED
202308	3392	INDLUVO TRADING PT	EF006034-0002	R 29,750.00	28/08/2023	Written-Off	R -	Infrastructure	Operational Cost:Hire Charges	NO QUOTES
202308	14763	GERT LABUSCHAGNE	EF005980-0012	R 12,348.00	14/08/2023	Written-Off	R -	Community Services	Safeguarding and Security Tender	PROCUREMENT PROCESSES NOT FOLLOWED
202308	2206	FATHER & SON	EF006037-0004	R 29,463.00	29/08/2023	Written-Off	R -	Infrastructure	Hire Charges	NO BILLING CLEARANCE ATTACHED
202308	12944	CDR TECHNICAL (MONTHLY)	EF006023-0001	R 1,247,506.23	24/08/2023	Written-Off	R -	Infrastructure	Consultant Electricity	No Bid specification minutes
202308	13062	CAPTAIN MOGUL	EF006047-0001	R 29,235.62	31/08/2023	Written-Off	R -	Infrastructure	Hire Charges	SPLITTING
202308	13062	CAPTAIN MOGUL	EF006047-0001	R 29,235.62	14/08/2023	Written-Off	R -	Infrastructure	Hire Charges	SPLITTING
202308	1148	CAPE WIRE (PTY) LT	EF006032-0002	R 27,058.35	28/08/2023	Written-Off	R -	Finance	Withdrawals-Accrual Other (381)	UN JUSTIFIABLE REASON TO DEVIATE
202308	481	BURWANA ASPHALT GO	EF006036-0001	R 29,750.39	29/08/2023	Written-Off	R -	Infrastructure	Roads Premix and Quarry Materials	SPLITTING
202308	481	BURWANA ASPHALT GO	EF006036-0002	R 29,750.39	29/08/2023	Written-Off	R -	Infrastructure	Roads Premix and Quarry Materials	SPLITTING

IRREGULAR EXPENDITURE REGISTER FOR THE PERIOD ENDED 1 JULY 2023 TO 30 JUNE 2024										
Pay Period	Qualifier Code	Qualifier Name	Payment Doc No	Proposed Amount	Payment Date	Initial Written-Off	Final Resolution Date	Outstanding Amount	DEPARTMENT	Goods / Procured Services
202308	481	BURWANA ASPHALT GO	EF006036-0003	R 29,750.39	29/06/2023	Written-Off	28-Jun-24	R -	Infrastructure	Roads Premix and Quarry Materials
202308	481	BURWANA ASPHALT GO	EF006036-0004	R 29,750.50	29/06/2023	Written-Off	28-Jun-24	R -	Infrastructure	Roads Premix and Quarry Materials
202308	481	BURWANA ASPHALT GO	EF006039-0001	R 29,749.98	30/06/2023	Written-Off	28-Jun-24	R -	Infrastructure	Roads Premix and Quarry Materials
202308	25991	ABSA Property Development	EF005996-0016	R 136,435.47	18/08/2023	Written-Off	28-Jun-24	R -	Infrastructure	Thornhill Ministerial Housing Project p2: Sewer Contract 4&5
202308	25991	ABSA Property Development	EF006067-0001	R 128,188.32	07/09/2023	Written-Off	28-Jun-24	R -	Infrastructure	Thornhill Ministerial Housing Project Ph 2: Sewer Contract 3
202308	25991	ABSA Property Development	EF006067-0002	R 136,435.47	07/09/2023	Written-Off	28-Jun-24	R -	Infrastructure	Thornhill Ministerial Housing Project p2: Sewer Contract 4&5
202309	12982	WISPERNET	EF006142-0024	R 15,939.00	29/09/2023	Written-Off	28-Jun-24	R -	Municipal Manager	MWEB Monthly Rental
202309	12982	WISPERNET	EF006142-0025	R 11,125.00	29/09/2023	Written-Off	28-Jun-24	R -	Municipal Manager	MWEB Monthly Rental
202309	10341	VANGUARD FIRE & SA	EF006142-0023	R 64,046.95	29/09/2023	Written-Off	28-Jun-24	R -	Corp Services	Uniform and protective clothing
202309	15731	TIM CORNISH PROJECT MANAGEMENT	EF006141-0001	R 20,000.00	29/09/2023	Written-Off	28-Jun-24	R -	Municipal Manager	Legal Costs: Legal Advise and Litigations
202309	9058	STEINER HYGIENE	EF006081-0007	R 648.46	12/09/2023	Written-Off	28-Jun-24	R -	Corp Services	Hygien Services: Steiner
202309	9058	STEINER HYGIENE	EF006081-0008	R 1,587.26	12/09/2023	Written-Off	28-Jun-24	R -	Community Services	Hygiene Steiner: Services
202309	9058	STEINER HYGIENE	EF006081-0009	R 1,225.05	12/09/2023	Written-Off	28-Jun-24	R -	Municipal Manager	Steiner
202309	9058	STEINER HYGIENE	EF006081-0010	R 340.02	12/09/2023	Written-Off	28-Jun-24	R -	Finance	Steiner
202309	9058	STEINER HYGIENE	EF006081-0011	R 1,268.16	12/09/2023	Written-Off	28-Jun-24	R -	Corp Services	Hygien Services: Steiner
202309	8573	SKY METRO OFFICE A	EF006081-0006	R 78,306.87	12/09/2023	Written-Off	28-Jun-24	R -	Corp Services	Rental of office machines
202309	8507	ROYAL ST. ANDREWS	EF006081-0005	R 26,600.00	12/09/2023	Written-Off	28-Jun-24	R -	Municipal Manager	Catering
202309	8507	ROYAL ST. ANDREWS	EF006081-0005	R 20,000.00	12/09/2023	Written-Off	28-Jun-24	R -	Municipal Manager	Stakeholders Engagement Catering Services
202309	8507	ROYAL ST. ANDREWS	EF006081-0005	R 10,000.00	12/09/2023	Written-Off	28-Jun-24	R -	Municipal Manager	Moral Regeneration/Catering
202309	8507	ROYAL ST. ANDREWS	EF006081-0005	R 1,000.00	12/09/2023	Written-Off	28-Jun-24	R -	Municipal Manager	Hire Charges
202309	7891	P & S CONSULTING E	EF006129-0001	R 285,141.97	26/09/2023	Written-Off	28-Jun-24	R -	Infrastructure	Inventory Consumed Water
202309	14695	NUWATER SYSTEMS	EF006077-0001	R 725,546.50	11/09/2023	Written-Off	28-Jun-24	R -	Infrastructure	Inventory Consumed Water
202309	14695	NUWATER SYSTEMS	EF006077-0002	R 378,764.58	11/09/2023	Written-Off	28-Jun-24	R -	Infrastructure	Inventory Consumed Water

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IRREGULAR EXPENDITURE REGISTER FOR THE PERIOD ENDED 1 JULY 2023 TO 30 JUNE 2024											
Pay Period	Creditor Code	Creditor Name	Payment Desc Info	Payment Amount	Payment Date	Terms (Written-Off)	Final Settlement Date	Outstanding Amount	DEPARTMENT	Goods / Procured Services	REASON FOR IRREGULAR
202309	5415	MY POND HOTEL	EF006159-0001	R 7,500.00	03/10/2023	Written-Off	28-Jun-24	R -	Municipal Manager	Hire Charges	UN JUSTIFIABLE REASON TO DEVIATE
202309	13510	MMANDIKHAYA TRADING ENTERPRISE	EF006165-0004	R 57,875.00	06/10/2023	Written-Off	28-Jun-24	R -	Municipal Manager	Catering Service	UN JUSTIFIABLE REASON TO DEVIATE
202309	13020	INNOVO NETWORKS	EF006094-0009	R 1,033.85	18/09/2023	Written-Off	28-Jun-24	R -	Municipal Manager	MWEB Monthly Rental	NO QUOTES NO MBD 4
202309	14760	IMBEKO TRAVEL AND HOSPITALITY	EF006103-0020	R 8,075.00	19/09/2023	Written-Off	28-Jun-24	R -	Municipal Manager	travelling Air transport	UN JUSTIFIABLE REASON TO DEVIATE
202309	6602	GRAZICODE	EF006109-0001	R 96,600.00	20/09/2023	Written-Off	28-Jun-24	R -	Infrastructure	Maintenance: Highmast PSP REQ	UN JUSTIFIABLE REASON TO DEVIATE
202309	12944	CDR TECHNICAL (MONTHLY FIXED)	EF006146-0001	R 1,247,506.23	29/09/2023	Written-Off	28-Jun-24	R -	Infrastructure	Consultant Electricity	NO BID SPECIFICATION MINUTES
202309	12945	CDR TECHNICAL (MONTH VARIABLE)	EF006156-0001	R 265,046.66	03/10/2023	Written-Off	28-Jun-24	R -	Infrastructure	Consultant Electricity	NO BID SPECIFICATION MINUTES
202309	12945	CDR TECHNICAL (MONTH VARIABLE)	EF006147-0001	R 67,263.79	29/09/2023	Written-Off	28-Jun-24	R -	Infrastructure	Consultant Electricity	NO BID SPECIFICATION MINUTES
202309	25991	ABSA Property Development (Pty)	EF006155-0001	R 117,405.28	03/10/2023	Written-Off	28-Jun-24	R -	Infrastructure	Thornhill Ministerial Housing Project Ph 2: Sewer Contract 3	PROCUREMENT PROCESSES NOT FOLLOWED
202309	25991	ABSA Property Development (Pty)	EF006155-0002	R 112,228.10	03/10/2023	Written-Off	28-Jun-24	R -	Infrastructure	Thornhill Ministerial Housing Project p2: Sewer Contract 4&5	PROCUREMENT PROCESSES NOT FOLLOWED
202310	14834	ZENITH CAR RENTAL	EF006254-0014	R 37,864.70	30/10/2023	Written-Off	28-Jun-24	R -	Municipal Manager	Subsistence and travelling Car rental	UN JUSTIFIABLE REASON TO DEVIATE
202310	12982	WISPERNET	EF006254-0012	R 15,939.00	30/10/2023	Written-Off	28-Jun-24	R -	Municipal Manager	MWEB Monthly Rental	SCM PROCUREMENT PROCESSES WERE NOT FOLLOWED
202310	12982	WISPERNET	EF006255-0008	R 11,125.00	30/10/2023	Written-Off	28-Jun-24	R -	Municipal Manager	MWEB Monthly Rental	SCM PROCUREMENT PROCESSES WERE NOT FOLLOWED
202310	8573	SKY METRO OFFICE A	EF006173-0008	R 85,494.29	11/10/2023	Written-Off	28-Jun-24	R -	Corp Services	Rental of office machines	NO PROCUREMENT PROCESS FOLLOWED
202310	7993	POTGIETER QUARRY/SUPACRUSH	EF006275-0003	R 8,769.95	06/11/2023	Written-Off	28-Jun-24	R -	Infrastructure	Roads Premix and Quarry Materials 6592 6610	AMOUNT PAID IS MORE THAN THE QUOTED AMOUNT
202310	7993	POTGIETER QUARRY/SUPACRUSH	EF006275-0004	R 15,049.93	06/11/2023	Written-Off	28-Jun-24	R -	Infrastructure	Roads Premix and Quarry Materials 6592 6610	AMOUNT PAID IS MORE THAN THE QUOTED AMOUNT
202310	7993	POTGIETER QUARRY/SUPACRUSH	EF006275-0005	R 6,189.96	06/11/2023	Written-Off	28-Jun-24	R -	Infrastructure	Roads Premix and Quarry Materials 6592 6610	AMOUNT PAID IS MORE THAN THE QUOTED AMOUNT
202310	13406	PORT ALFRED ROYAL GOLF CLUB	EF006176-0001	R 24,350.00	11/10/2023	Written-Off	28-Jun-24	R -	Corp Services	employee wellness	NO PAPERWORK ONLY DEVIATION
202310	15140	OXYGARD TRAVEL	EF006187-0023	R 40,320.00	16/10/2023	Written-Off	28-Jun-24	R -	Corp Services	Travel and subsistence Accommodation	PROCUREMENT PROCESSES NOT FOLLOWED
202310	7695	ONTOLLIGENT	EF006181-0001	R 420,000.00	13/10/2023	Written-Off	28-Jun-24	R -	Municipal Manager	Review Processes Organisational	PROCUREMENT PROCESSES NOT FOLLOWED
202310	14695	NUWATER SYSTEMS	EF006169-0001	R 725,546.50	10/10/2023	Written-Off	28-Jun-24	R -	Infrastructure	Inventory Consumed Water	UN JUSTIFIABLE REASON TO DEVIATE
202310	14695	NUWATER SYSTEMS	EF006169-0002	R 378,764.58	10/10/2023	Written-Off	28-Jun-24	R -	Infrastructure	Inventory Consumed Water	UN JUSTIFIABLE REASON TO DEVIATE

IRREGULAR EXPENDITURE REGISTER FOR THE PERIOD ENDED 1 JULY 2023 TO 30 JUNE 2024											
Pay Period	Creditor Code	Creditor Name	Payment Due No	Payment Amount	Payment Date	Status (Per Bid-Off)	Current Resolution Date	Outstanding Amount	Department	Goods / Procured Services	Reason for Irregular
202310	5403	MULTI SECURITY (ATLAS)	EF006250-0009	R 15,535.08	27/10/2023	Written-Off	28-Jun-24	R -	Community Services	Safeguarding and Security Tender	UNJUSTIFIABLE REASON TO DEVIATE
202310	5403	MULTI SECURITY (ATLAS)	EF006264-0007	R 15,535.08	01/11/2023	Written-Off	28-Jun-24	R -	Community Services	Safeguarding and Security Tender	UNJUSTIFIABLE REASON TO DEVIATE
202310	5373	MASIQHAME TRADING	EF006221-0001	R 12,400.00	23/10/2023	Written-Off	28-Jun-24	R -	Municipal Manager	Consultant Fees	UNJUSTIFIABLE REASON TO DEVIATE
202310	23286	LUTRUSION (PTY) LTD	EF006274-0009	R 70,000.00	06/11/2023	Written-Off	28-Jun-24	R -	Municipal Manager	Artists and performers	PROCUREMENT PROCESSES NOT FOLLOWED
202310	4033	KOWIE MARINA PROPE K2023746094 (SOUTH AFRICA)	EF006264-0003	R 20,631.00	01/11/2023	Written-Off	28-Jun-24	R -	Finance	Operating Leases: Investment Property	NO PROCUREMENT PROCESS FOLLOWED
202310	15692		EF006175-0007	R 21,000.00	11/10/2023	Written-Off	28-Jun-24	R -	Finance	Suspense Account QC 91 Withdrawals	2ND AND 3RD PAGE MISSING
202310	13020	INNOVO NETWORKS	EF006215-0005	R 1,033.85	20/10/2023	Written-Off	28-Jun-24	R -	Municipal Manager	MWEB Monthly Rental	NO QUOTES NO MBD 4
202310	14760	IMBEKO TRAVEL AND HOSPITALITY	EF006187-0022	R 20,268.00	16/10/2023	Written-Off	28-Jun-24	R -	Municipal Manager	travelling Air transport	PROCUREMENT PROCESSES NOT FOLLOWED
202310	14760	IMBEKO TRAVEL AND HOSPITALITY	EF006187-0022	R 6,370.00	16/10/2023	Written-Off	28-Jun-24	R -	Corp Services	Travel and subsistence	PROCUREMENT PROCESSES NOT FOLLOWED
202310	14760	IMBEKO TRAVEL AND HOSPITALITY	EF006187-0022	R 10,885.00	16/10/2023	Written-Off	28-Jun-24	R -	Municipal Manager	travelling accommodation	PROCUREMENT PROCESSES NOT FOLLOWED
202310	25976	FREETHOUGHT WORLD	EF006225-0017	R 28,450.00	24/10/2023	Written-Off	28-Jun-24	R -	Community Services	Hire charges	BILLING CLEARANCE NOT OBTAINED
202310	12915	CDR TECHNICAL (START UP COST)	EF006168-0007	R 78,509.03	10/10/2023	Written-Off	28-Jun-24	R -	Infrastructure	Consultant Electricity	NO BID SPECIFICATION MINUTES
202310	12915	CDR TECHNICAL (START UP COST)	EF006253-0001	R 265,046.66	30/10/2023	Written-Off	28-Jun-24	R -	Infrastructure	Consultant Electricity	NO BID SPECIFICATION MINUTES
202310	12944	CDR TECHNICAL (MONTHLY FIXED)	EF006261-0001	R 1,247,506.23	31/10/2023	Written-Off	28-Jun-24	R -	Infrastructure	Consultant Electricity	NO BID SPECIFICATION MINUTES
202310	12945	CDR TECHNICAL (MONTH VARIABLE)	EF006175-0006	R 129,353.44	11/10/2023	Written-Off	28-Jun-24	R -	Infrastructure	Consultant Electricity	NO BID SPECIFICATION MINUTES
202310	1015	BIDVEST WALTONS	EF006248-0001	R 25,804.28	27/10/2023	Written-Off	28-Jun-24	R -	Finance	Inventory Standard rated Acquisition	SPLITTING
202310	1015	BIDVEST WALTONS	EF006248-0002	R 25,804.28	27/10/2023	Written-Off	28-Jun-24	R -	Finance	Inventory Standard rated Acquisition	SPLITTING
202310	13052	ADAM AND ASSOCIATES	EF006277-0005	R 25,530.00	06/11/2023	Written-Off	28-Jun-24	R -	Municipal Manager	Social assistance Poverty Relief	MUNICIPAL BILLING CLEARANCE NOT ATTACHED
202310	25991	ABSA Property Development (Pty)	EF006277-0009	R 49,597.27	06/11/2023	Written-Off	28-Jun-24	R -	Infrastructure	Acquisition: Link Sanitation Services - Portion 1	PROCUREMENT PROCESSES NOT FOLLOWED
202310	25991	ABSA Property Development (Pty)	EF006277-0010	R 50,804.77	06/11/2023	Written-Off	28-Jun-24	R -	Infrastructure	Acquisition: Link Sanitation Services - Portion 1	PROCUREMENT PROCESSES NOT FOLLOWED
202310	25991	ABSA Property Development (Pty)	EF006277-0008	R 50,804.77	06/11/2023	Written-Off	28-Jun-24	R -	Infrastructure	Acquisition: Link Sanitation Services - Portion 1	PROCUREMENT PROCESSES NOT FOLLOWED
202311	15731	TIM CORNISH PROJECT	EF006283-0022	R 16,000.00	08/11/2023	Written-Off	28-Jun-24	R -	Municipal Manager	Legal Costs: Legal Advice and Litigations	PROCUREMENT PROCESSES NOT FOLLOWED
202311	9058	STEINER HYGIENE	EF006325-0001	R 1,587.26	21/11/2023	Written-Off	28-Jun-24	R -	Community Services	Hygiene Steiner: Services	CONTRACT EXPIRED

IRREGULAR EXPENDITURE REGISTER FOR THE PERIOD ENDED 1 JULY 2023 TO 30 JUNE 2024											
Pay Period	Creditor Code	Creditor Name	Payment Desc No	Payment Amount	Payment Date	Write-Off (R/Amount)	Goods / Materials Date	Outstanding Amount	DEPARTMENT	Goods / Personal Services	REASON FOR IRREGULAR
202311	9058	STEINER HYGIENE	EF006325-0002	R 2,200.39	21/11/2023	Written-Off	28-Jun-24	R -	Corp Services	Hygien Services: Steiner	CONTRACT EXPIRED
202311	9058	STEINER HYGIENE	EF006325-0003	R 603.76	21/11/2023	Written-Off	28-Jun-24	R -	Corp Services	Hygien Services: Steiner	CONTRACT EXPIRED
202311	9058	STEINER HYGIENE	EF006325-0004	R 1,477.87	21/11/2023	Written-Off	28-Jun-24	R -	Community Services	Hygiene Steiner: Services	CONTRACT EXPIRED
202311	9058	STEINER HYGIENE	EF006325-0005	R 1,140.62	21/11/2023	Written-Off	28-Jun-24	R -	Finance	Steiner	CONTRACT EXPIRED
202311	9058	STEINER HYGIENE	EF006325-0006	R 4,396.13	21/11/2023	Written-Off	28-Jun-24	R -	Corp Services	Hygien Services: Steiner	CONTRACT EXPIRED
202311	9058	STEINER HYGIENE	EF006325-0007	R 2,865.90	21/11/2023	Written-Off	28-Jun-24	R -	Municipal Manager	Steiner	CONTRACT EXPIRED
202311	9058	STEINER HYGIENE	EF006325-0008	R 316.60	21/11/2023	Written-Off	28-Jun-24	R -	Finance	Steiner	CONTRACT EXPIRED
202311	9058	STEINER HYGIENE	EF006325-0009	R 1,180.74	21/11/2023	Written-Off	28-Jun-24	R -	Finance	Steiner	CONTRACT EXPIRED
202311	9058	STEINER HYGIENE	EF006325-0010	R 2,200.39	21/11/2023	Written-Off	28-Jun-24	R -	Corp Services	Hygien Services: Steiner	CONTRACT EXPIRED
202311	9058	STEINER HYGIENE	EF006325-0011	R 4,396.13	21/11/2023	Written-Off	28-Jun-24	R -	Corp Services	Hygien Services: Steiner	CONTRACT EXPIRED
202311	9058	STEINER HYGIENE	EF006325-0012	R 2,865.91	21/11/2023	Written-Off	28-Jun-24	R -	Municipal Manager	Steiner	CONTRACT EXPIRED
202311	9058	STEINER HYGIENE	EF006325-0013	R 2,363.20	21/11/2023	Written-Off	28-Jun-24	R -	Corp Services	Hygien Services: Steiner	CONTRACT EXPIRED
202311	9058	STEINER HYGIENE	EF006325-0014	R 4,721.60	21/11/2023	Written-Off	28-Jun-24	R -	Corp Services	Hygien Services: Steiner	CONTRACT EXPIRED
202311	9058	STEINER HYGIENE	EF006325-0015	R 3,078.04	21/11/2023	Written-Off	28-Jun-24	R -	Municipal Manager	Steiner	CONTRACT EXPIRED
202311	9058	STEINER HYGIENE	EF006325-0016	R 2,363.20	21/11/2023	Written-Off	28-Jun-24	R -	Corp Services	Hygien Services: Steiner	CONTRACT EXPIRED
202311	9058	STEINER HYGIENE	EF006325-0017	R 648.46	21/11/2023	Written-Off	28-Jun-24	R -	Corp Services	Hygien Services: Steiner	CONTRACT EXPIRED
202311	9058	STEINER HYGIENE	EF006325-0018	R 1,225.05	21/11/2023	Written-Off	28-Jun-24	R -	Finance	Steiner	CONTRACT EXPIRED
202311	9058	STEINER HYGIENE	EF006325-0019	R 4,721.60	21/11/2023	Written-Off	28-Jun-24	R -	Corp Services	Hygien Services: Steiner	CONTRACT EXPIRED
202311	9058	STEINER HYGIENE	EF006325-0020	R 3,078.04	21/11/2023	Written-Off	28-Jun-24	R -	Municipal Manager	Steiner	CONTRACT EXPIRED
202311	9058	STEINER HYGIENE	EF006325-0021	R 340.02	21/11/2023	Written-Off	28-Jun-24	R -	Finance	Steiner	CONTRACT EXPIRED
202311	9058	STEINER HYGIENE	EF006325-0022	R 1,268.16	21/11/2023	Written-Off	28-Jun-24	R -	Finance	Steiner	CONTRACT EXPIRED
202311	9058	STEINER HYGIENE	EF006325-0023	R 2,363.20	21/11/2023	Written-Off	28-Jun-24	R -	Corp Services	Hygien Services: Steiner	CONTRACT EXPIRED
202311	9058	STEINER HYGIENE	EF006325-0024	R 648.46	21/11/2023	Written-Off	28-Jun-24	R -	Corp Services	Hygien Services: Steiner	CONTRACT EXPIRED
202311	9058	STEINER HYGIENE	EF006325-0025	R 1,587.26	21/11/2023	Written-Off	28-Jun-24	R -	Community Services	Hygiene Steiner: Services	CONTRACT EXPIRED
202311	9058	STEINER HYGIENE	EF006325-0026	R 1,225.05	21/11/2023	Written-Off	28-Jun-24	R -	Finance	Steiner	CONTRACT EXPIRED
202311	9058	STEINER HYGIENE	EF006325-0027	R 4,721.60	21/11/2023	Written-Off	28-Jun-24	R -	Corp Services	Hygien Services: Steiner	CONTRACT EXPIRED
202311	9058	STEINER HYGIENE	EF006325-0028	R 3,078.04	21/11/2023	Written-Off	28-Jun-24	R -	Municipal Manager	Steiner	CONTRACT EXPIRED
202311	9058	STEINER HYGIENE	EF006325-0029	R 340.02	21/11/2023	Written-Off	28-Jun-24	R -	Finance	Steiner	CONTRACT EXPIRED
202311	9058	STEINER HYGIENE	EF006325-0030	R 1,268.16	21/11/2023	Written-Off	28-Jun-24	R -	Finance	Steiner	CONTRACT EXPIRED

IRREGULAR EXPENDITURE REGISTER FOR THE PERIOD ENDED 1 JULY 2023 TO 30 JUNE 2024										
Pay Period	Qualifier Code	Supplier Name	Payment Due No	Payment Amount	Payment Date	Written Declaration	Outstanding Amount	Department	Goods / Procured Services	Reason for Irregular
202311	8573	SKY METRO OFFICE A	EF006283-0008	R 67,187.79	08/11/2023	Written-Off	R -	Corp Services	Rental of office machines	PROCUREMENT PROCESSES NOT FOLLOWED
202311	11420	RYANO PLUMBING	EF006355-0003	R 4,105.50	29/11/2023	Written-Off	R -	Community Services	Contractors engineering civil	UNJUSTIFIABLE REASON TO DEVIATE
202311	8401	RENCOR ENGINEERING	EF006372-0001	R 202,860.00	05/12/2023	Written-Off	R -	Community Services	Maintenance: Unspecified Assets	UNJUSTIFIABLE REASON TO DEVIATE
202311	14695	NUWATER SYSTEMS	EF006294-0001	R 725,546.50	10/11/2023	Written-Off	R -	Infrastructure	Inventory Consumed Water	UNJUSTIFIABLE REASON TO DEVIATE
202311	14695	NUWATER SYSTEMS	EF006294-0002	R 378,764.58	10/11/2023	Written-Off	R -	Infrastructure	Inventory Consumed Water	UNJUSTIFIABLE REASON TO DEVIATE
202311	12929	NOMTY TRADING	EF006367-0005	R 27,209.00	01/12/2023	Written-Off	R -	Infrastructure	Hire Charges	NO DOCUMENTATION ONLY ORDER
202311	5403	MULTI SECURITY (ATLAS)	EF006308-0019	R 15,535.08	15/11/2023	Written-Off	R -	Community Services	Safeguarding and Security Tender	UNJUSTIFIABLE REASON TO DEVIATE
202311	20089	MPHELE ENGINEERS AND P	EF006304-0009	R 154,670.40	14/11/2023	Written-Off	R -	Community Services	Contractors engineering civil	UNJUSTIFIABLE REASON TO DEVIATE
202311	20089	MPHELE ENGINEERS AND P	EF006355-0012	R 12,305.00	29/11/2023	Written-Off	R -	Community Services	Contractors engineering civil	UNJUSTIFIABLE REASON TO DEVIATE
202311	15830	MNU CONSTRUCTION	EF006292-0010	R 46,488.75	10/11/2023	Written-Off	R -	Community Services	Contractors engineering civil	UNJUSTIFIABLE REASON TO DEVIATE
202311	15830	MNU CONSTRUCTION	EF006374-0012	R 46,488.75	05/12/2023	Written-Off	R -	Community Services	Contractors engineering civil	UNJUSTIFIABLE REASON TO DEVIATE
202311	14579	MASHULULE RECYCLING	EF006326-0009	R 9,865.00	21/11/2023	Written-Off	R -	Community Services	Contractors engineering civil	UNJUSTIFIABLE REASONS TO DEVIATE
202311	15682	MARA GENERAL TRADING	EF006341-0001	R 41,040.00	24/11/2023	Written-Off	R -	Infrastructure	Maintenance: Building and Facilities	UNJUSTIFIABLE REASON TO DEVIATE
202311	23286	LUTIFUSION (PTY) LTD	EF006279-0001	R 700,000.00	07/11/2023	Written-Off	R -	Municipal Manager	Artists and performers	UNJUSTIFIABLE REASON TO DEVIATE
202311	4092	KAYTECH	EF006304-0003	R 27,174.50	14/11/2023	Written-Off	R -	Community Services	Contractors engineering civil	UNJUSTIFIABLE REASON TO DEVIATE
202311	13554	H VENTER PLANT HIRE	EF006351-0003	R 12,420.00	28/11/2023	Written-Off	R -	Infrastructure	Hire Charges	SPLITTING
202311	13554	H VENTER PLANT HIRE	EF006351-0006	R 29,900.00	28/11/2023	Written-Off	R -	Infrastructure	Material and Supplies	SPLITTING
202311	25976	FREETHOUGHT WORLD	EF006344-0006	R 29,950.00	24/11/2023	Written-Off	R -	Community Services	Hire Charges	PROCUREMENT PROCESSES NOT FOLLOWED
202311	13130	CDR TECHNICAL 4 (CALL O	EF006348-0002	R 133,131.40	27/11/2023	Written-Off	R -	Infrastructure	Consultant Electricity	NO BID SPECIFICATION MINUTES
202311	13130	CDR TECHNICAL 4 (CALL O	EF006348-0003	R 103,482.75	27/11/2023	Written-Off	R -	Infrastructure	Consultant Electricity	NO BID SPECIFICATION MINUTES
202311	13130	CDR TECHNICAL 4 (CALL O	EF006348-0004	R 39,556.26	27/11/2023	Written-Off	R -	Infrastructure	Consultant Electricity	NO BID SPECIFICATION MINUTES
202311	13130	CDR TECHNICAL 4 (CALL O	EF006377-0004	R 103,482.75	05/12/2023	Written-Off	R -	Infrastructure	Consultant Electricity	NO BID SPECIFICATION MINUTES
202311	12915	CDR TECHNICAL (START UP	EF006377-0001	R 133,131.40	05/12/2023	Written-Off	R -	Infrastructure	Consultant Electricity	NO BID SPECIFICATION MINUTES
202311	12915	CDR TECHNICAL (START UP	EF006377-0002	R 39,556.26	05/12/2023	Written-Off	R -	Infrastructure	Consultant Electricity	NO BID SPECIFICATION MINUTES

IRREGULAR EXPENDITURE REGISTER FOR THE PERIOD ENDED 1 JULY 2023 TO 30 JUNE 2024											
Period	Creditor Code	Creditor Name	Payment Desc No	Payment Amount	Payment Date	Invoice (Written-off)	Council Resolution Date	Outstanding Amount	Department	Goods / Procured Services	Reason for Irregular
202311	12944	CDR TECHNICAL MONTHLY	EF006359-0001	R 1,247,506.23	30/11/2023	Written-Off	28-Jun-24	R -	Infrastructure	Consultant Electricity	NO BID SPECIFICATION MINUTES
202311	12945	CDR TECHNICAL MONTHLY	EF006348-0001	R 451,619.69	27/11/2023	Written-Off	28-Jun-24	R -	Infrastructure	Consultant Electricity	NO BID SPECIFICATION MINUTES
202311	12945	CDR TECHNICAL MONTHLY	EF006377-0003	R 451,619.69	05/12/2023	Written-Off	28-Jun-24	R -	Infrastructure	Consultant Electricity	NO BID SPECIFICATION MINUTES
202311	25991	ABSA Property Development	EF006300-0002	R 297,706.24	13/11/2023	Written-Off	28-Jun-24	R -	Infrastructure	Acquisition: Sanitation Infrastructure	PROCUREMENT PROCESSES NOT FOLLOWED
202311	25991	ABSA Property Development	EF006388-0004	R 276,186.91	07/12/2023	Written-Off	28-Jun-24	R -	Infrastructure	Thornhill Ministerial Housing Project Ph 2: Sewer Contract 3	PROCUREMENT PROCESSES NOT FOLLOWED
202312	8573	SKY METRO OFFICE A	EF006464-0005	R 118,003.92	27/12/2023	Written-Off	28-Jun-24	R -	Corp Services	Rental of office machines	CONTRACT EXPIRED
202312	7891	P & S CONSULTING E	EF006445-0001	R 224,056.67	22/12/2023	Written-Off	28-Jun-24	R -	Infrastructure	Inventory Consumed Water	PROCUREMENT PROCESSES NOT FOLLOWED
202312	14695	NUWATER SYSTEMS	EF006411-0001	R 378,764.58	13/12/2023	Written-Off	28-Jun-24	R -	Infrastructure	Inventory Consumed Water	UNJUSTIFIABLE REASONS TO DEVIATE
202312	14695	NUWATER SYSTEMS	EF006411-0002	R 725,546.50	13/12/2023	Written-Off	28-Jun-24	R -	Infrastructure	Inventory Consumed Water	UNJUSTIFIABLE REASONS TO DEVIATE
202312	12162	NIJ GROUP	EF006393-0008	R 298,499.50	08/12/2023	Written-Off	28-Jun-24	R -	Infrastructure	Upgrading of Xhanti Street Bathurst	UNJUSTIFIABLE REASON TO DEVIATE
202312	5403	MULTI SECURITY (ATLAS)	EF006480-0001	R 15,535.08	03/01/2024	Written-Off	28-Jun-24	R -	Community Services	Consultant Fees	UNJUSTIFIABLE REASON TO DEVIATE
202312	5320	MOOIFONTEIN QUARRY	EF006482-0002	R 418,535.60	04/01/2024	Written-Off	28-Jun-24	R -	Infrastructure	Upgrading of Xhanti Street Bathurst	UNJUSTIFIABLE REASON TO DEVIATE
202312	5320	MOOIFONTEIN QUARRY	EF006482-0003	R 346,411.05	04/01/2024	Written-Off	28-Jun-24	R -	Infrastructure	Upgrading of Xhanti Street Bathurst	UNJUSTIFIABLE REASON TO DEVIATE
202312	5373	MASIQHAME TRADING	EF006393-0005	R 12,400.00	08/12/2023	Written-Off	28-Jun-24	R -	Municipal Manager	Safeguarding and Security Tender	UNJUSTIFIABLE REASONS TO DEVIATE
202312	6157	MASIQHAME TRADING	EF006443-0005	R 7,000.00	22/12/2023	Written-Off	28-Jun-24	R -	Municipal Manager	Consultant Fees	UNJUSTIFIABLE REASONS TO DEVIATE
202312	3914	KHANDISISA TRADING	EF006471-0001	R 277,616.82	29/12/2023	Written-Off	28-Jun-24	R -	Infrastructure	Maintenance: Street Highmast	UNJUSTIFIABLE REASONS TO DEVIATE
202312	12157	INALO GENERAL TRADING	EF006393-0007	R 14,000.00	08/12/2023	Written-Off	28-Jun-24	R -	Infrastructure	Catering	THE SERVICES WERE RENDERED BEFORE THE PURCHASE ORDER WAS RELEASED.
202312	1479	ILAD AFRICA T/A BUCO	EF006482-0001	R 628,048.06	04/01/2024	Written-Off	28-Jun-24	R -	Infrastructure	Upgrading of Xhanti Street Bathurst	UNJUSTIFIABLE REASONS TO DEVIATE
202312	6602	GRAZICODE	EF006470-0001	R 351,800.00	29/12/2023	Written-Off	28-Jun-24	R -	Infrastructure	Maintenance: Street Highmast	UNJUSTIFIABLE REASONS TO DEVIATE
202312	14763	GERT LABUSCHAGNE	EF006392-0004	R 14,348.00	08/12/2023	Written-Off	28-Jun-24	R -	Community Services	Safeguarding and Security Tender	PROCUREMENT PROCESSES NOT FOLLOWED
202312	214	AYAJR TRADING (PT)	EF006450-0001	R 57,641.00	22/12/2023	Written-Off	28-Jun-24	R -	Infrastructure	Removal of structures and Management of informal settlement	UNJUSTIFIABLE REASON TO DEVIATE
202312	214	AYAJR TRADING (PT)	EF006453-0001	R 177,840.00	22/12/2023	Written-Off	28-Jun-24	R -	Infrastructure	Removal of structures and Management of informal settlement	UNJUSTIFIABLE REASON TO DEVIATE

IRREGULAR EXPENDITURE REGISTER FOR THE PERIOD ENDED 1 JULY 2023 TO 30 JUNE 2024											
Pay Period	Contract Code	Contract Name	Payment Due Date	Payment Amount	Payment Date	Status	Contract Expiry Date	Outstanding Amount	DEPARTMENT	Goods / Procured Services	REASON FOR IRREGULAR
202312	25991	ABSA Property Development	EF006421-0001	R 129,262.04	19/12/2023	Written-Off	28-Jun-24	R -	Infrastructure	Thornhill Ministerial Housing Project p2: Sewer Contract 4&5	PROCUREMENT PROCESSES NOT FOLLOWED
202401	15574	UCOCEKO SANITATION	EF006506-0002	R 105,000.00	16/01/2024	Written-Off	28-Jun-24	R -	Infrastructure	Operational Cost:Hire Charges	UNJUSTIFIABLE REASONS TO DEVIATE
202401	8573	SKY METRO OFFICE A	EF006563-0007	R 45,992.98	02/02/2024	Written-Off	28-Jun-24	R -	Corp Services	Rental of office machines	NO PROCUREMENT PROCESS FOLLOWED
202401	7675	ONE STOP SUPERMARK	EF006571-0017	R 27,700.00	06/02/2024	Written-Off	28-Jun-24	R -	Corp Services	Special Programmes	SUPPLIER'S TAX MATTERS NOT BE IN ORDER
202401	14695	NUWATER SYSTEMS	EF006504-0001	R 725,546.50	15/01/2024	Written-Off	28-Jun-24	R -	Infrastructure	Inventory Consumed Water	UNJUSTIFIABLE REASON TO DEVIATE
202401	14695	NUWATER SYSTEMS	EF006504-0002	R 378,764.58	15/01/2024	Written-Off	28-Jun-24	R -	Infrastructure	Inventory Consumed Water	UNJUSTIFIABLE REASON TO DEVIATE
202401	5403	MULTI SECURITY (ATLAS)	EF006569-0009	R 9,980.00	05/02/2024	Written-Off	28-Jun-24	R -	Community Services	Maintenance of equipment	UNJUSTIFIABLE REASON TO DEVIATE
202401	5403	MULTI SECURITY (ATLAS)	EF006571-0015	R 74,278.50	06/02/2024	Written-Off	28-Jun-24	R -	Community Services	Acquisition: Furniture and Equipment	UNJUSTIFIABLE REASON TO DEVIATE
202401	4353	MOOIFONTEIN QUARRY	EF006571-0003	R 4,772.55	06/02/2024	Written-Off	28-Jun-24	R -	Infrastructure	Roads Premix and Quarry Materials 6592 6610	SPLITTING
202401	4433	MOOIFONTEIN QUARRY	EF006571-0004	R 4,927.80	06/02/2024	Written-Off	28-Jun-24	R -	Infrastructure	Roads Premix and Quarry Materials 6592 6610	SPLITTING
202401	4513	MOOIFONTEIN QUARRY	EF006571-0005	R 4,927.80	06/02/2024	Written-Off	28-Jun-24	R -	Infrastructure	Roads Premix and Quarry Materials 6592 6610	SPLITTING
202401	4593	MOOIFONTEIN QUARRY	EF006571-0006	R 4,927.80	06/02/2024	Written-Off	28-Jun-24	R -	Infrastructure	Roads Premix and Quarry Materials 6592 6610	SPLITTING
202401	4673	MOOIFONTEIN QUARRY	EF006571-0007	R 1,642.65	06/02/2024	Written-Off	28-Jun-24	R -	Infrastructure	Roads Premix and Quarry Materials 6592 6610	SPLITTING
202401	4753	MOOIFONTEIN QUARRY	EF006571-0008	R 4,772.55	06/02/2024	Written-Off	28-Jun-24	R -	Infrastructure	Roads Premix and Quarry Materials 6592 6610	SPLITTING
202401	5320	MOOIFONTEIN QUARRY	EF006571-0009	R 4,772.55	06/02/2024	Written-Off	28-Jun-24	R -	Infrastructure	Roads Premix and Quarry Materials 6592 6610	SPLITTING
202401	5320	MOOIFONTEIN QUARRY	EF006571-0010	R 4,772.55	06/02/2024	Written-Off	28-Jun-24	R -	Infrastructure	Roads Premix and Quarry Materials 6592 6610	SPLITTING
202401	6865	MINYANI CIVILS AND	EF006509-0001	R 92,999.80	16/01/2024	Written-Off	28-Jun-24	R -	Infrastructure	Operational Cost:Hire Charges	UNJUSTIFIABLE REASON TO DEVIATE
202401	6865	MINYANI CIVILS AND	EF006541-0002	R 2,000.00	26/01/2024	Written-Off	28-Jun-24	R -	Infrastructure	Operational Cost:Hire Charges	UNJUSTIFIABLE REASON TO DEVIATE
202401	14379	MANDIACHUMA TRADING	EF006510-0001	R 110,400.00	16/01/2024	Written-Off	28-Jun-24	R -	Infrastructure	Operational Cost:Hire Charges	UNJUSTIFIABLE REASON TO DEVIATE
202401	4113	KOWIE TOYOTA	EF006491-0001	R 587,084.70	10/01/2024	Written-Off	28-Jun-24	R -	Infrastructure	Acquisition: Transport Assets	UNJUSTIFIABLE REASONS TO DEVIATE

IRREGULAR EXPENDITURE REGISTER FOR THE PERIOD ENDED 1 JULY 2023 TO 30 JUNE 2024											
Pay Period	Contract Code	Contract Name	Payment Desc No	Payment Amount	Payment Date	Invoice / Receipt Date	Contract Description	Outstanding Amount	DEPARTMENT	Goods / Financial Services	REASON FOR IRREGULAR
202401	4033	KOWIE MARINA PROPE	EF006499-0002	R 20,631.00	12/01/2024	Written-Off	28-Jun-24	R -	Finance	Operating Leases: Investment Property	NO PROCUREMENT PROCESS FOLLOWED
202401	7891	P & S CONSULTING E	EF006515-0001	R 242,527.89	17/01/2024	To be investigated	n/a	R 242,527.89	Infrastructure	Inventory Consumed Water	PROCUREMENT PROCESSES NOT FOLLOWED
202401	4033	KOWIE MARINA PROPE	EF006522-0007	R 20,631.00	19/01/2024	Written-Off	28-Jun-24	R -	Finance	Operating Leases: Investment Property	NO PROCUREMENT PROCESS FOLLOWED
202401	13130	CDR TECHNICAL 4 (CALL O	EF006551-0001	R 315,852.77	31/01/2024	Written-Off	28-Jun-24	R -	Infrastructure	Consultant Electricity	NO BSC MINUTES
202401	13130	CDR TECHNICAL 4 (CALL O	EF006551-0002	R 593,171.25	31/01/2024	Written-Off	28-Jun-24	R -	Infrastructure	Consultant Electricity	NO BSC MINUTES
202401	13130	CDR TECHNICAL 4 (CALL O	EF006551-0003	R 124,179.30	31/01/2024	Written-Off	28-Jun-24	R -	Infrastructure	Consultant Electricity	NO BSC MINUTES
202401	12944	CDR TECHNICAL (MONTHLY	EF006542-0001	R 1,247,506.23	26/01/2024	Written-Off	28-Jun-24	R -	Infrastructure	Consultant Electricity	NO BSC MINUTES
202401	12945	CDR TECHNICAL (MONTHLY	EF006542-0002	R 56,915.51	26/01/2024	Written-Off	28-Jun-24	R -	Infrastructure	Consultant Electricity	NO BSC MINUTES
202401	15043	GLENHOPE	EF006558-0005	R 18,400.00	31/01/2024	To be investigated	n/a	R 18,400.00	Infrastructure	Contractors engineering civil	UNJUSTIFIABLE REASON TO DEVATE
202401	25991	ABSA PROPERTY DEVELOPMENT	EF006561-0009	R 192,919.87	01/02/2024	Written-Off	28-Jun-24	R -	Infrastructure	Thornhill Ministerial Housing Project Ph 2: Sewer Contract 3	PROCUREMENT PROCESSES NOT FOLLOWED
202402	9058	STEINER HYGIENE	EF006631-0014	R 1,409.90	22/02/2024	Written-Off	28-Jun-24	R -	Corp Services	Hygien Services: Steiner	CONTRACT EXPIRED
202402	9058	STEINER HYGIENE	EF006631-0015	R 312.80	22/02/2024	Written-Off	28-Jun-24	R -	Corp Services	Hygien Services: Steiner	CONTRACT EXPIRED
202402	9058	STEINER HYGIENE	EF006631-0016	R 1,136.20	22/02/2024	Written-Off	28-Jun-24	R -	Corp Services	Hygien Services: Steiner	CONTRACT EXPIRED
202402	9058	STEINER HYGIENE	EF006631-0017	R 868.25	22/02/2024	Written-Off	28-Jun-24	R -	Corp Services	Hygien Services: Steiner	CONTRACT EXPIRED
202402	8573	SKY METRO OFFICE A	EF006629-0007	R 1,409.90	21/02/2024	Written-Off	28-Jun-24	R -	Corp Services	Hygien Services: Steiner	PROCUREMENT PROCESSES NOT FOLLOWED
202402	8573	SKY METRO OFFICE A	EF006629-0008	R 312.80	21/02/2024	Written-Off	28-Jun-24	R -	Corp Services	Hygien Services: Steiner	PROCUREMENT PROCESSES NOT FOLLOWED
202402	8573	SKY METRO OFFICE A	EF006629-0009	R 1,136.20	21/02/2024	Written-Off	28-Jun-24	R -	Corp Services	Hygien Services: Steiner	PROCUREMENT PROCESSES NOT FOLLOWED
202402	8573	SKY METRO OFFICE A	EF006629-0010	R 868.25	21/02/2024	Written-Off	28-Jun-24	R -	Corp Services	Hygien Services: Steiner	PROCUREMENT PROCESSES NOT FOLLOWED
202402	11482	SAMMY'S CLEANING AND	EF006597-0003	R 24,000.00	09/02/2024	Written-Off	28-Jun-24	R -	Municipal Manager	Co-operative: Grass Cutting	COVER QUOTING
202402	11482	SAMMY'S CLEANING AND	EF006684-0004	R 1,000.00	07/03/2024	Written-Off	28-Jun-24	R -	Municipal Manager	Co-operative: Grass Cutting	COVER QUOTING
202402	14695	NUWATER SYSTEMS	EF006588-0001	R 401,401.30	08/02/2024	Written-Off	28-Jun-24	R -	Infrastructure	Inventory Consumed Water	UNJUSTIFIABLE REASON TO DEVATE
202402	14695	NUWATER SYSTEMS	EF006588-0002	R 769,079.29	08/02/2024	Written-Off	28-Jun-24	R -	Infrastructure	Inventory Consumed Water	UNJUSTIFIABLE REASON TO DEVATE
202402	12929	NOMTY TRADING	EF006688-0001	R 94,875.00	07/03/2024	Written-Off	28-Jun-24	R -	Infrastructure	Hire Charge - Vacuum Tankers	PROCUREMENT PROCESSES NOT FOLLOWED
202402	4033	KOWIE MARINA PROPE	EF006624-0001	R 20,631.00	20/02/2024	Written-Off	28-Jun-24	R -	Finance	Operating Leases: Investment Property	PROCUREMENT PROCESSES NOT FOLLOWED

IRREGULAR EXPENDITURE REGISTER FOR THE PERIOD ENDED 1 JULY 2023 TO 30 JUNE 2024											
Period	Order Code	Order Name	Payment Desc Bk	Payment Amount	Payment Date	Status (If Blank)	Current Resubmission Date	Outstanding Amount	Department	Goods / Procured Services	Reason for Irregular
202402	13490	IMIBHUCWA SANITATION	EF006682-0001	R 74,700.00	06/03/2024	Written-Off	28-Jun-24	R -	Infrastructure	Hire Charge - Vacuum Tankers	PROCUREMENT PROCESSES NOT FOLLOWED
202402	13130	CDR TECHNICAL 4 (CALL O)	EF006594-0001	R 124,179.30	09/02/2024	Written-Off	28-Jun-24	R -	Infrastructure	Consultant Electricity	NO BID SPECIFICATION MINUTES
202402	13130	CDR TECHNICAL 4 (CALL O)	EF006595-0001	R 315,852.77	09/02/2024	Written-Off	28-Jun-24	R -	Infrastructure	Consultant Electricity	NO BID SPECIFICATION MINUTES
202402	13130	CDR TECHNICAL 4 (CALL O)	EF006596-0001	R 599,171.25	09/02/2024	Written-Off	28-Jun-24	R -	Infrastructure	Consultant Electricity	NO BID SPECIFICATION MINUTES
202402	7891	P & S CONSULTING E	EF006640-0001	R 228,680.75	27/02/2024	To be Investigated	n/a	R 228,680.75	Infrastructure	BULK WATER SUPPLY MANAGEMENT	NO SCM PROCESSES FOLLOWED
202402	7695	ONTOLLIGENT	EF006649-0001	R 403,800.00	28/02/2024	To be Investigated	28-Jun-24	R 403,800.00	Infrastructure	Review Processes Organisational	UNJUSTIFIABLE REASON TO DEVIATE
202402	12944	CDR TECHNICAL (MONTHLY)	EF006661-0001	R 1,247,506.23	29/02/2024	Written-Off	28-Jun-24	R -	Infrastructure	Consultant Electricity	NO BID SPECIFICATION MINUTES
202402	12945	CDR TECHNICAL (MONTH V)	EF006585-0001	R 144,875.85	08/02/2024	Written-Off	28-Jun-24	R -	Infrastructure	Consultant Electricity	NO BID SPECIFICATION MINUTES
202402	12945	CDR TECHNICAL (MONTH V)	EF006592-0001	R 173,390.66	09/02/2024	Written-Off	28-Jun-24	R -	Infrastructure	Consultant Electricity	NO BID SPECIFICATION MINUTES
202402	12945	CDR TECHNICAL (MONTH V)	EF006606-0001	R 126,423.63	13/02/2024	Written-Off	28-Jun-24	R -	Infrastructure	Consultant Electricity	NO BID SPECIFICATION MINUTES
202402	12945	CDR TECHNICAL (MONTH V)	EF006626-0019	R 303.60	20/02/2024	Written-Off	28-Jun-24	R -	Infrastructure	Consultant Electricity	NO BID SPECIFICATION MINUTES
202402	13013	ACEM GENERAL TRADING	EF006678-0001	R 96,000.00	04/03/2024	Written-Off	28-Jun-24	R -	Infrastructure	Hire Charge - Vacuum Tankers	PROCUREMENT PROCESSES NOT FOLLOWED
202402	4515	LUKHOZI CONSULTING	EF006679-0010	R 259,732.15	05/03/2024	To be Investigated	n/a	R 259,732.15	Infrastructure	Alfred Sewerage Pump Station	SCM PROCESSES NOT FOLLOWED
202402	25991	ABSA Property Development	EF006689-0005	R 125,746.12	07/03/2024	Written-Off	28-Jun-24	R -	Infrastructure	Thornhill Ministerial Housing Project p2: Sewer Contract 485	PROCUREMENT PROCESSES NOT FOLLOWED
202402	25991	ABSA Property Development	EF006689-0006	R 184,395.32	07/03/2024	MPAC	28-Jun-24	R 184,395.32	Infrastructure	THORNHILL LINK SANITATION SERVICE: PUMPING STATION AND PUMPING MAINS	PROCUREMENT PROCESSES NOT FOLLOWED
202402	25991	ABSA Property Development	EF006689-0007	R 57,041.79	07/03/2024	MPAC	28-Jun-24	R 57,041.79	Infrastructure	THORNHILL LINK SANITATION SERVICE: PUMPING STATION AND PUMPING MAINS	PROCUREMENT PROCESSES NOT FOLLOWED
202403	2931	GOLDEN REWARD T/A	EF006703-0007	R 29,900.00	13/03/2024	To be Investigated	n/a	R 29,900.00	Infrastructure	Upgrading of Zola street in Bathurst	SAME DIRECTORS FROM 2 COMPETITIVE QUOTES.
202403	2931	GOLDEN REWARD T/A	EF006733-0005	R 29,900.00	22/03/2024	To be Investigated	n/a	R 29,900.00	Infrastructure	Nkonjane Street (Nemato)	ONLY 2 QUOTES OBTAINED
202403	5373	MASIQHAME TRADING	EF006740-0006	R 12,400.00	27/03/2024	To be Investigated	n/a	R 12,400.00	Municipal Manager	Consultant Fees	UNJUSTIFIABLE REASON TO DEVIATE
202403	7891	P & S CONSULTING E	EF006719-0001	R 206,492.48	19/03/2024	To be Investigated	n/a	R 206,492.48	Infrastructure	Inventory Consumed Water	PROCUREMENT PROCESSES NOT FOLLOWED
202403	8573	SKY METRO OFFICE A	EF006710-0011	R 110,392.79	14/03/2024	To be Investigated	n/a	R 110,392.79	Corp Services	Rental of office machines	PROCUREMENT PROCESSES NOT FOLLOWED
202403	8573	SKY METRO OFFICE A	EF006716-0006	R 9,739.82	18/03/2024	To be Investigated	n/a	R 9,739.82	Infrastructure	Maintenance of Equipment	PROCUREMENT PROCESSES NOT FOLLOWED

IRREGULAR EXPENDITURE REGISTER FOR THE PERIOD ENDED 1 JULY 2023 TO 30 JUNE 2024											
Fin Period	Creditor Code	Creditor Name	Payment Desc No	Payment Amount	Payment Date	Initial Investigation	Current Investigation	Outstanding Amount	DEPARTMENT	Goods / Procured Services	REASON FOR IRREGULAR
202403	8573	SKY METRO OFFICE A	EF006716-0006	R 3,441.88	18/03/2024	To be Investigated	n/a	R 3,441.88	Infrastructure	Consumables Standard Rated	PROCUREMENT PROCESSES NOT FOLLOWED
202403	12944	CDR TECHNICAL (MONTHLY	EF006745-0001	R 1,247,506.23	02/04/2024	To be Investigated	n/a	R 1,247,506.23	Infrastructure	Consultant Electricity	NO BID SPECIFICATION MINUTES
202403	12945	CDR TECHNICAL (MONTH V	EF006697-0006	R 196,617.23	12/03/2024	To be Investigated	n/a	R 196,617.23	Infrastructure	Consultant Electricity	NO BID SPECIFICATION MINUTES
202403	12945	CDR TECHNICAL (MONTH V	EF006711-0001	R 410,433.70	14/03/2024	To be Investigated	n/a	R 410,433.70	Infrastructure	Consultant Electricity	NO BID SPECIFICATION MINUTES
202403	14695	NUWATER SYSTEMS	EF006708-0001	R 401,401.30	14/03/2024	To be Investigated	n/a	R 401,401.30	Infrastructure	Consultant Electricity	NO BID SPECIFICATION MINUTES
202404	389	LITHOTECH SALES PO	EF006863-0001	R 12,075.00	08/05/2024	To be Investigated	n/a	R 12,075.00	Community Services	Assets Consumable - Traffic Books	UNJUSTIFIABLE REASON TO DEVIATE
202404	3809	KLEINEMONDE TRADING	EF006781-0001	R 60,025.14	11/04/2024	To be Investigated	n/a	R 60,025.14	Infrastructure	Water Inventory Input Bulk	UNJUSTIFIABLE REASON TO DEVIATE
202404	4515	LUKHOZI CONSULTING	EF006780-0001	R 507,507.25	11/04/2024	To be Investigated	n/a	R 507,507.25	Infrastructure	Consultant	UNJUSTIFIABLE REASON TO DEVIATE
202404	5373	MASIQHAME TRADING	EF006818-0007	R 6,200.00	22/04/2024	To be Investigated	n/a	R 6,200.00	Municipal Manager	Consultant research and advisory Review tourism sector	PROCUREMENT PROCESSES NOT FOLLOWED
202404	5373	MASIQHAME TRADING	EF006852-0006	R 6,200.00	03/05/2024	To be Investigated	n/a	R 6,200.00	Municipal Manager	Social assistance Poverty Relief	PROCUREMENT PROCESSES NOT FOLLOWED
202404	6890	NORTHFIELD ENGINEE	EF006870-0001	R 483,373.60	08/05/2024	To be Investigated	n/a	R 483,373.60	Infrastructure	Acquisition: Sanitation Infrastructure	UNJUSTIFIABLE REASON TO DEVIATE
202404	6890	NORTHFIELD ENGINEE	EF006870-0002	R 890,914.30	08/05/2024	To be Investigated	n/a	R 890,914.30	Infrastructure	Acquisition: Sanitation Infrastructure	UNJUSTIFIABLE REASON TO DEVIATE
202404	7891	P & S CONSULTING E	EF006861-0001	R 185,719.68	08/05/2024	To be Investigated	n/a	R 185,719.68	Infrastructure	Water Inventory Input Bulk	PROCUREMENT PROCESSES NOT FOLLOWED
202404	12945	CDR TECHNICAL (MONTH V	EF006771-0001	R 119,005.16	09/04/2024	To be Investigated	n/a	R 119,005.16	Infrastructure	Consultant Electricity	NO BID SPECIFICATION MINUTES
202404	14695	NUWATER SYSTEMS	EF006778-0001	R 407,694.55	11/04/2024	To be Investigated	n/a	R 407,694.55	Infrastructure	Provision of Water	UNJUSTIFIABLE REASON TO DEVIATE
202404	14695	NUWATER SYSTEMS	EF006778-0002	R 401,401.30	11/04/2024	To be Investigated	n/a	R 401,401.30	Infrastructure	Provision of Water	UNJUSTIFIABLE REASON TO DEVIATE
202404	14695	NUWATER SYSTEMS	EF006865-0001	R 401,401.30	08/05/2024	To be Investigated	n/a	R 401,401.30	Infrastructure	Provision of Water	UNJUSTIFIABLE REASON TO DEVIATE
202404	14695	NUWATER SYSTEMS	EF006865-0002	R 407,694.55	08/05/2024	To be Investigated	n/a	R 407,694.55	Infrastructure	Provision of Water	UNJUSTIFIABLE REASON TO DEVIATE
202404	15023	PORT ALFRED PLANT HIRE	EF006862-0039	R 25,800.00	08/05/2024	To be Investigated	n/a	R 25,800.00	Infrastructure	Hire Charges	UNJUSTIFIABLE REASON TO DEVIATE
202404	15043	GLENHOPE	EF006846-0004	R 18,400.00	02/05/2024	To be Investigated	n/a	R 18,400.00	Community Services	Contractors engineering civil	UNJUSTIFIABLE REASON TO DEVIATE
202404	25991	ABSA Property Development	EF006783-0001	R 135,137.22	11/04/2024	To be Investigated	n/a	R 135,137.22	Infrastructure	Thornhill Ministerial Housing Project Ph 2: Sewer Contract 3	PROCUREMENT PROCESSES NOT FOLLOWED
202404	25991	ABSA Property Development	EF006783-0002	R 386,471.13	11/04/2024	To be Investigated	n/a	R 386,471.13	Infrastructure	Thornhill Ministerial Housing Project p2: Sewer Contract 4&5	PROCUREMENT PROCESSES NOT FOLLOWED

IRREGULAR EXPENDITURE REGISTER FOR THE PERIOD ENDED 1 JULY 2023 TO 30 JUNE 2024										
Proj Period	Creditor Code	Creditor Name	Payment Doc No	Payment Amount	Payment Date	Status (Date of last update)	Contract Reference Number (if any)	Outstanding Amount	DEPARTMENT	Goods / Procurement Services
202404	25991	ABSA Property Development	EF006855-0002	R 131,668.91	07/05/2024	To be investigated	n/a	R 131,668.91	Infrastructure	Thornhill Ministerial Housing Project p2: Sewer Contract 4&5
202404	25991	ABSA Property Development	EF006855-0003	R 90,317.06	07/05/2024	To be investigated	n/a	R 90,317.06	Infrastructure	Acquisition: Link Sanitation Services - Portion 1
202404	25991	ABSA Property Development	EF006859-0001	R 234,003.14	07/05/2024	To be investigated	n/a	R 234,003.14	Infrastructure	Thornhill Ministerial Housing Project Ph 2: Sewer Contract 3
202405	4083	KOWIE MARINA PROPE	EF006887-0016	R 20,631.00	13/05/2024	To be investigated	n/a	R 20,631.00	FINANCE	Operating Leases: Investment Property
202405	4515	LUKHOZI CONSULTING	EF006885-0002	R 265,175.97	13/05/2024	To be investigated	n/a	R 265,175.97	Infrastructure	Alfred Sewerage Pump Station
202405	4515	LUKHOZI CONSULTING	EF006923-0003	R 411,310.60	23/05/2024	To be investigated	n/a	R 411,310.60	Infrastructure	Alfred Sewerage Pump Station
202405	4515	LUKHOZI CONSULTING	EF006927-0001	R 198,400.01	24/05/2024	To be investigated	n/a	R 198,400.01	Infrastructure	Acquisition: Sanitation Infrastructure
202405	4515	LUKHOZI CONSULTING	EF006927-0002	R 481,838.62	24/05/2024	To be investigated	n/a	R 481,838.62	Infrastructure	Acquisition: Sanitation Infrastructure
202405	5373	MASIQHAME TRADING 797	EF006986-0001	R 178,500.00	07/06/2024	To be investigated	n/a	R 178,500.00	Municipal Manager	Alexandria Abbatior (Inkwenkwezi): Consultant Project Mngmnt
202405	7695	Ontelligent	EF006943-0001	R 269,280.00	28/05/2024	To be investigated	n/a	R 269,280.00	Corp Services	Review Processes Organisational
202405	8573	SKY METRO OFFICE A	EF006898-0002	R 45,752.10	17/05/2024	To be investigated	n/a	R 45,752.10	Corp Services	Rental of office machines
202405	8573	SKY METRO OFFICE A	EF006898-0003	R 92,619.63	17/05/2024	To be investigated	n/a	R 92,619.63	Corp Services	Rental of office machines
202405	8986	SPRINGWELL (PTY)	EF006924-0005	R 9,368.20	23/05/2024	To be investigated	n/a	R 9,368.20	Community Services	nce of Unspecified Assets
202405	12944	CDR TECHNICAL (MONTHLY)	EF006944-0001	R 1,247,506.23	28/05/2024	To be investigated	n/a	R 1,247,506.23	Infrastructure	Consultant Electricity
202405	12945	CDR TECHNICAL (MONTH V)	EF006901-0001	R 191,443.09	17/05/2024	To be investigated	n/a	R 191,443.09	Infrastructure	Consultant Electricity
202405	12945	CDR TECHNICAL (MONTH V)	EF006938-0001	R 147,485.76	27/05/2024	To be investigated	n/a	R 147,485.76	Infrastructure	Consultant Electricity
202405	14763	GERT LABUSCHAGNE	EF006942-0002	R 67,563.00	28/05/2024	To be investigated	n/a	R 67,563.00	Corp Services	Anti Crime
202405	15043	GLENHOPE	EF006961-0010	R 18,400.00	04/06/2024	To be investigated	n/a	R 18,400.00	Community Services	Contractors engineering civil
202405	25991	ABSA Property Development	EF006902-0001	R 184,288.09	17/05/2024	To be investigated	n/a	R 184,288.09	Infrastructure	Engineering Services for Thornhill
202405	25991	ABSA Property Development	EF006990-0005	R 249,020.74	07/06/2024	To be investigated	n/a	R 249,020.74	Infrastructure	Thornhill Ministerial Housing Project p2: Sewer Contract 4&5
202406	15224	NKONJANE ENTERPRISES	EF007004-0003	R 19,725.95	13/06/2024	To be investigated	n/a	R 19,725.95	Infrastructure	Maintenance: Other Pumps
										SPLITTING

SCM PROCESSES NOT FOLLOWED

SCM PROCESSES NOT FOLLOWED

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IRREGULAR EXPENDITURE REGISTER FOR THE PERIOD ENDED 1 JULY 2023 TO 30 JUNE 2024											
Year Period	Qualifier Code	Creditor Name	Payment Desc No	Payment Amount	Payment Date	Settle Period	Unaudited Completion Date	Outstanding Amount	DEPARTMENT	Goods / Procured Services	REASON FOR IRREGULAR
202406	15224	NKONJANE ENTERPRISES	EF007053-0008	R 28,974.25	26/06/2024	To be investigated	n/a	R 28,974.25	Infrastructure	Maintenance: Pump Station 3	SPLITTING
202406	14695	NUWATER SYSTEMS	EF007007-0001	R 401,401.30	14/06/2024	To be investigated	n/a	R 401,401.30	Infrastructure	nice of Unspecified Assets	UNJUSTIFIABLE REASON TO DEVIATE
202406	14695	NUWATER SYSTEMS	EF007007-0002	R 769,079.29	14/06/2024	To be investigated	n/a	R 769,079.29	Infrastructure	nice of Unspecified Assets	UNJUSTIFIABLE REASON TO DEVIATE
202406	2718	GOLDEN RIDGE DAM	EF007043-0001	R 217,810.00	24/06/2024	To be investigated	n/a	R 217,810.00	Infrastructure	Inventory Consumed Water	PROCUREMENT PROCESSES NOT FOLLOWED
202406	7891	P & S CONSULTING E	EF007017-0001	R 202,598.04	19/06/2024	To be investigated	n/a	R 202,598.04	Infrastructure	Inventory Consumed Water	PROCUREMENT PROCESSES NOT FOLLOWED
202406	7891	P & S CONSULTING E	EF007071-0001	R 214,746.69	28/06/2024	To be investigated	n/a	R 214,746.69	Infrastructure	Inventory Consumed Water	PROCUREMENT PROCESSES NOT FOLLOWED
202406	15425	AMAAQCWA CIVILS	EF007030-0005	R 26,565.00	20/06/2024	To be investigated	n/a	R 26,565.00	Infrastructure	Hire Charges	RESCAN NHU AND MANDLACHUMA
202406	3262	HLAHLABONE TRADING (P)	EF007030-0001	R 24,960.00	20/06/2024	To be investigated	n/a	R 24,960.00	Community Services	Hire Charge - Vacuum Tankers	RESCAN WINNING BIDDER'S QUOTE NOT THERE
202406	4033	KOWIE MARINA PROPE	EF006994-0010	R 20,631.00	10/06/2024	To be investigated	n/a	R 20,631.00	Finance	Operating Leases:Investment Properties	PROCUREMENT PROCESSES NOT FOLLOWED
202406	4033	KOWIE MARINA PROPE	EF007058-0006	R 20,631.00	26/06/2024	To be investigated	n/a	R 20,631.00	Finance	Operating Leases: Investment Property	PROCUREMENT PROCESSES NOT FOLLOWED
202406	27	ALGOASCOPE	EF006995-0001	R 25,760.00	11/06/2024	To be investigated	n/a	R 25,760.00	Infrastructure	Hire charges	CHANGE 1 QUOTE
202406	2206	FATHER AN SON GENERAL	EF006994-0005	R 23,751.52	10/06/2024	To be investigated	n/a	R 23,751.52	Infrastructure	Hire charges	CHANGE 1 QUOTE
202406	6890	NORTHFIELD ENGINEE	EF007067-0002	R 426,473.82	28/06/2024	To be investigated	n/a	R 426,473.82	Infrastructure	Alfred Sewerage Pump Station	UNJUSTIFIABLE REASON TO DEVIATE
202406	4515	LUKHOZI CONSULTING	EF007064-0008	R 98,394.35	28/06/2024	To be investigated	n/a	R 98,394.35	Infrastructure	Waste Water: Consultant	PROCUREMENT PROCESSES NOT FOLLOWED
202406	4515	LUKHOZI CONSULTING	EF007074-0002	R 250,636.75	01/07/2024	To be investigated	n/a	R 250,636.75	Infrastructure	Alfred Sewerage Pump Station	PROCUREMENT PROCESSES NOT FOLLOWED
202406	3262	HLAHLABONE TRADING (P)	EF007030-0001	R 24,960.00	20/06/2024	To be investigated	n/a	R 24,960.00	Infrastructure	Hire Charge - Vacuum Tankers	WINNING BIDDER'S QUOTE NOT OBTAINED
202406	12701	YONGA PRIVATE LIMITED	EF006997-0015	R 16,350.00	12/06/2024	To be investigated	n/a	R 16,350.00	Community Services	Inventory consumed Standard Rated	1 QUOTE OBTAINED
202406	15355	R72 TOWING SERVICES	EF007012-0012	R 25,500.00	18/06/2024	To be investigated	n/a	R 25,500.00	Community Services	Acquisition: Fencing of Municipal Buildings	NO MBD 4 FORM
202406	8573	SKY METRO OFFICE A	EF007014-0001	R 73,205.96	18/06/2024	To be investigated	n/a	R 73,205.96	Corp Services	Rental of office machines	NO SCM PROCESSES FOLLOWED
202406	13308	4LEIGH TRADING	EF007072-0013	R 29,500.00	28/06/2024	To be investigated	n/a	R 29,500.00	Infrastructure	Management of Informal Settlement encroachment	COVER QUOTING
202406	12944	CDR TECHNICAL MONTHLY	EF007069-0001	R 1,331,089.15	28/06/2024	To be investigated	n/a	R 1,331,089.15	Infrastructure	Consultant Electricity	NO BID SPECIFICATION MINUTES
202406	12945	CDR TECHNICAL MONTHLY	EF006996-0005	R 249,335.19	11/06/2024	To be investigated	n/a	R 249,335.19	Infrastructure	Consultant Electricity	NO BID SPECIFICATION MINUTES
202406	12945	CDR TECHNICAL MONTHLY	EF007056-0001	R 56,915.51	26/06/2024	To be investigated	n/a	R 56,915.51	Infrastructure	Consultant Electricity	NO BID SPECIFICATION MINUTES

STOCK TAKE VARIANCE REPORT - JUNE 2024

PartNo	Part Descrip	Avg Cost	Current QOH	Stock Take Count	+	-	Stock Take Adjustment	Stock Take Adjustment Stock Value	REASON
D06660 - KOS	DIESEL WORKSHOP	R20.68	357	260	0	-97	-R2,005.86	R5,376.54	THE MEASURING STICK DOES NOT INDICATE THE EXACT LITRES. THERE IS ALSO THE FACTOR OF SPILEAGE DUE TO THE PUMP AND WEATHER WHICH COULD HAVE CONTRIBUTED TO THE DISCREPANCY IN THE ADJUSTMENT.
D06660- PA	DIESEL WORKSHOP	R20.73	7578.86	7550	0	-28.86	-R598.14	R156,476.77	THE MEASURING STICK DOES NOT INDICATE THE EXACT LITRES REQUIRED AND THERE IS ALSO THE FACTOR OF SPILEAGE AND WEATHER WHICH COULD HAVE CONTRIBUTED TO THE DISCREPANCY IN THE ADJUSTMENT.
U06663 - PA	PETROL: HI-OCTANE 98	R22.45	4575	4490	0	-85	-R1,908.79	R100,829.24	THE MEASURING STICK DOES NOT INDICATE THE EXACT LITRES REQUIRED AND THERE IS ALSO THE FACTOR OF SPILEAGE AND WEATHER WHICH COULD HAVE CONTRIBUTED TO THE DISCREPANCY IN THE ADJUSTMENT.
NS0172	25L WATER REFILL	R30.98	40	0	0	-40	-R1,215.20	R0.00	CAPTURED INACCURATELY, THE ITEM IS NOT A STOCK ITEM SINCE IT IS NOT KEPT AT OUR STORES.
NS097	PADLOCK 70MM DISCUS STANDARD	R204.63	5	0	0	-5	-R1,023.15	R0.00	CAPTURED INACCURATELY, THE ITEM IS NOT A STOCK ITEM SINCE IT IS NOT KEPT AT OUR STORES.
NS0194	POLY PCK HANDLE	R109.40	1	0	0	-1	-R109.40	R0.00	CAPTURED INACCURATELY, THE ITEM IS NOT A STOCK ITEM SINCE IT IS NOT KEPT AT OUR STORES.
RD6670	ENGINE OIL 15W40	R48.87	1083.5	1083	0	-0.5	-R24.43	R52,924.04	DIP STICK READINGS CANNOT BE 100% ACCURATE BUT IS BASED ON THE CLOSEST ESTIMATE READING POSSIBLE. THE MEASUREMENT DOES NOT INDICATE THE EXACT LITRES REQUIRED.
RD6677	HYDRAULIC OIL '68	R41.89	1203	1199	0	-4	-R167.57	R50,228.51	DIP STICK READINGS CANNOT BE 100% ACCURATE BUT IS BASED ON THE CLOSEST ESTIMATE READING POSSIBLE. THE MEASUREMENT DOES NOT INDICATE THE EXACT LITRES REQUIRED.
RD2507	PRESSCLIP FILE FASTENER	R18.86	16	18	2	0	R37.73	R339.56	THE ITEMS WAS NEVER COLLECTED BY THE END USER DEPARTMENT
RD6675	GEAR OIL 80W/90	R38.34	55	56	1	0	R38.34	R2,147.09	DIP STICK READINGS CANNOT BE 100% ACCURATE BUT IS BASED ON THE CLOSEST ESTIMATE READING POSSIBLE. THE MEASUREMENT DOES NOT INDICATE THE EXACT LITRES REQUIRED.
RD6859	DRIVERS DENIM TROUSERS- 107-38	R165.71	0	2	2	0	R331.42	R331.42	STOCK ITEMS WERE RETURNED BY THE END-USER DEPARTMENT AND THE STOCK RETURN WAS NOT CAPTURED
							Nil, 645.05		

ANNEXURE G - PURCHASE ORDERS

Sequence	Creditor	Creditor Name	No of Transactions	Sum of Transactions
1	12959	PE FUEL DISTRIBUTORS	91	R38,381,463.22
2	3793	KayJay's	39	R20,083,702.10
3	15397	ECO Chemical Solutions	5	R9,772,544.81
4	13130	CDR TECHNICAL SERVICES	8	R5,316,087.73
5	12162	NJH GROUP	84	R4,064,132.15
6	7170	NQOLA EMASONDOSONDO CONSULTING	2	R3,615,428.47
7	5320	MOOIFONTEIN KLOPPER BOERDERY	68	R3,005,451.66
8	7695	ONTOLLIGENT SOFTWARE SERVICES	6	R2,807,025.00
9	1479	THE BUILDING COMPANY TRADING	281	R2,422,481.58
10	8402	RENNIES TRAVEL (PT	66	R2,222,296.27
11	3914	KHANDISISA TRADING ENTERPRISE	29	R2,209,887.88
12	15714	TALINIA HARDWARE	3	R2,107,717.89
13	12945	CDR TECHNICAL (MONTH VARIABLE	8	R2,072,775.54
14	4113	KOWIE TOYOTA	16	R1,994,917.52
15	15750	Elexpert(Pty)Ltd	3	R1,973,143.00
16	15043	GLENHOPE	13	R1,952,200.00
17	6850	911 Security and cleaning serv	56	R1,911,647.78
18	730	BANZOTONE	44	R1,683,293.83
19	11817	MANDLACHUMA TRADING	33	R1,537,607.50
20	6602	GRAZICODE	10	R1,530,100.00
21	5922	Munsoft	8	R1,496,610.00
22	20143	CZAR CONSTRUCTION CC	1	R1,347,708.08
23	7116	NDLAMBE SECURITY	44	R1,237,103.01
24	15464	Spark and Steel	43	R1,115,855.44
25	8548	Rheochem (Pty) Ltd	8	R1,098,795.10
26	15329	INGCAMBU CIVIL PTY	16	R1,019,500.10
27	11051	GENLUX LIGHTING A DIVISION OF	5	R1,012,931.50
28	12988	Bolcor group	10	R994,027.49
29	27	ALGOASCOPE	22	R950,398.55
30	12962	ZEE AND NANDE ENTERPRISE	18	R920,294.56
31	10544	Wheeldon Rushmere and Cole Inc	20	R903,921.29
32	481	BURWANA ASPHALT COLDMIX	26	R901,017.97
33	14751	CONINI (PTY) LTD	22	R870,671.00
34	13554	H VENTER PLANT HIRE	27	R835,592.91
35	15023	PORT ALFRED PLANT HIRE	39	R819,931.97
36	14970	SHOLINE PROJECTS	30	R764,370.43
37	3392	INDLUVO TRADING	26	R757,943.01
38	11971	INTSINDE HOLDINGS	12	R749,199.70
39	15574	UCOCEKO SANITATION	17	R715,915.00
40	2206	FATHER AN SON GENERAL TRADING	23	R712,145.55
41	15158	SALINDA ENGINEERING	24	R709,272.67
42	8652	SILVER RUBY TRADIN	48	R702,740.11
43	6865	MNYANI CIVILS AND GENERAL	15	R683,461.85
44	11460	KOWIE BUILD IT	84	R681,952.07
45	11728	HLOMELANG MARKETING	2	R666,521.60

ANNEXURE G - PURCHASE ORDERS

Sequence	Creditor	Creditor Name	No of Transactions	Sum of Transactions
46	14760	IMBEKO TRAVEL AND HOSPITALITY	104	R664,032.87
47	15140	OXYGARO TRAVEL	89	R632,566.35
48	12701	YONGA PRIVATE LIMITED COMPANY	25	R624,240.00
49	10199	V & A AIRCONDITION	13	R596,755.70
50	2126	Empumalanga Trust	31	R579,081.93
51	15563	JLR FORENSICS	3	R570,843.90
52	5373	MASIQHAME TRADING 797	12	R565,175.00
53	5403	Multi Security Services (Pty)	64	R558,770.88
54	405	BARRY REED CONTRAC	1	R555,046.20
55	12938	SETTLER CITY TOYOTA	1	R550,012.27
56	12929	NOMTY TRADING	15	R548,101.50
57	1501	ARENA HOLDINGS	105	R541,805.67
58	15434	BONGA TRUSTED HOLDINGS	8	R541,000.80
59	13013	ACEM GENERAL TRADING	11	R534,989.48
60	15445	Berlu Projects	13	R528,073.39
61	7224	NOKONGO HOLDINGS P	12	R522,330.00
62	2931	Golden Rewards 906	18	R513,612.54
63	14642	MIKUWO CONSTRUCTION AND PROJEC	2	R510,600.00
64	8401	Rencor Engineering	12	R470,709.61
65	7993	POTGIETER QUARRY/SUPACRUSH	18	R468,936.11
66	1015	BIDVEST WALTONS	22	R449,899.72
67	15756	DEEFOUR	4	R442,541.56
68	214	AYA.JR TRADING	13	R427,093.01
69	16353	SAFETI	2	R399,464.00
70	8507	ROYAL ST. ANDREWS	20	R397,418.14
71	15575	M & M HOLDINGS	2	R395,601.66
72	1248	CHM VUWANI COMPUTER SOLUTIONS	16	R391,677.54
73	14969	PROTEGE TECHNICAL ACADEMY	14	R385,865.25
74	20089	MPHELE ENGINEERS AND PROJECT M	8	R385,291.40
75	13324	AN DUKE SOLUTIONS	9	R381,892.87
76	15155	YMW GROUP	5	R376,466.96
77	15601	LLU GROUP	14	R361,142.00
78	13263	LUMAMU CONSULTING AND PROJECTS	36	R351,666.20
79	13359	NTOMBEMBI GENERAL TRADING	3	R350,035.49
80	14834	Avis Rent a Car	30	R345,446.70
81	7739	PATHCARE	25	R340,050.40
82	14890	MALWANDE IQHAYIYA TRADING	10	R335,001.53
83	15355	R72 TOWING SERVICES	16	R334,611.00
84	3464	IHIRE CONSTRUCTION & DIY	80	R330,079.57
85	11260	TYUKA GENERAL TRADING	8	R326,485.20
86	15065	SN SERVICES	12	R316,950.00
87	13295	SHINE THE WAY 771 CC	12	R316,477.01
88	15425	AMAQOCWA CIVILS	7	R296,139.97
89	15895	GODFATHER OPERATIONS	2	R295,800.00
90	12158	KOWIE HARDWARE	61	R291,737.95

ANNEXURE G - PURCHASE ORDERS

Sequence	Creditor	Creditor Name	No of Transactions	Sum of Transactions
91	7777	PENNY LINDETROM VA	1	R290,000.00
92	13012	MVR BUILDERS	12	R288,536.84
93	7647	OKUHLE KODWA CATERERS AND DECO	58	R287,360.00
94	1271	CITY PAINT AND TOOL	11	R287,333.30
95	1367	CURONEX (PTY) LTD	13	R282,320.00
96	12982	WISPERNET	12	R270,640.00
97	15905	INNOVATIVE AGRI SERVICES	12	R267,113.91
98	12997	CIRCULAR TECHNOLOGIES	21	R267,030.57
99	15526	K2023686472(SOUTH AFRICA) (PTY	13	R260,907.51
100	13502	BAKAQANA GENERAL TRADING	13	R259,019.99
101	6437	MANZIMAHLE TRADING	15	R253,135.49
102	10101	UNIVERSAL EQUIPMEN	4	R250,763.65
103	5055	MARX CONCRETE	3	R246,714.10
104	10583	WORKSTATION OFFICE	12	R245,669.90
105	12688	LV TRADING 780	12	R233,290.03
106	8944	SIYANCEDA TRADING ENTERPRISE	31	R231,212.07
107	787	BRAVOPIX 541	9	R230,120.00
108	3262	HLAHLABONE TRADING (PTY) LTD	12	R227,780.00
109	8972	Supa Quick Port Alfred	40	R227,129.95
110	13062	CAPTAIN MOGUL	8	R226,545.34
111	13510	MNANDIKHAYA TRADING ENTERPRISE	11	R223,804.43
112	5124	BUSHMANS BUILD IT	24	R221,225.93
113	15887	Liyabona Trading Enterprise	3	R219,400.00
114	15396	LTA SERVICES	9	R213,278.99
115	13052	ADAM AND ASSOCIATES	6	R213,237.12
116	322	ABM OFFICE NATIONA	16	R212,446.17
117	7664	OMNI TECHNOLOGIES	9	R209,351.56
118	2385	FLEET DYNAMICS	11	R208,649.93
119	15899	ELLO TECHNOLOGY (PTY)LTD	2	R206,285.87
120	15573	MS NCUTHU GROUP	4	R205,200.01
121	13471	KFC PIPES AND FITTINGS	10	R204,389.59
122	23228	NALUCHWAYITO GENERAL TRADING P	8	R200,994.00
123	13053	PRECISION METERS	8	R200,100.00
124	15830	MNJ CONSTRUCTION (PTY) LTD	3	R198,191.00
125	15647	MS SERVICES (PTY) LTD	7	R196,650.00
126	14752	GEM AUTO	27	R195,212.31
127	15532	JAMES SS CIVIL GROUP	7	R192,081.00
128	15251	SIYAMKELA 00 CONSULTING	7	R191,147.00
129	3133	HIDE 'N SHADE PORT ALFRED	13	R189,872.99
130	15682	MARA GENERAL TRADING	7	R187,300.98
131	8385	RUTE GENERAL TRADI	10	R182,333.69
132	1536	DLOMO TRADING ENTE	7	R180,286.00
133	7108	NOROZEST (PTY)LTD	32	R179,975.00
134	13110	EFESE GENERAL TRADING	7	R178,979.68
135	2075	Eastern Cape Motors (Pty) Ltd	21	R177,810.93

ANNEXURE G - PURCHASE ORDERS

Sequence	Creditor	Creditor Name	No of Transactions	Sum of Transactions
136	4422	LOZHAR GENERAL TRA	9	R177,169.20
137	13147	CAESAR GENERAL TRADING	2	R175,999.80
138	5949	METSI WATER SOLUTI	5	R174,512.50
139	15769	LO DISTRIBUTORS	7	R172,850.04
140	12157	INALO GENERAL TRADING	12	R171,245.00
141	14957	S N R ELECTRICAL CC	1	R169,310.48
142	15745	NTABEZINDE GENERAL TRADING	7	R166,193.59
143	13250	NDLAMBE GENERAL INVESTMENTS (P	4	R165,338.98
144	15414	OLWAMNAM MULTI TRADER	2	R164,700.00
145	13490	IIMIBHUCWA SANITATION SOLUTION	4	R161,700.12
146	1523	DMZ TRADING CC	4	R158,120.00
147	9881	The Water Bar	103	R156,119.20
148	12070	AURECON SOUTH AFRICA (ZUTARI)	1	R155,839.95
149	11482	SAMMY'S CLEANING AND CONSTRUCT	6	R154,800.00
150	15184	ZAPHALALA HOLDINGS	6	R152,390.83
151	15545	TFM MANUFACTURING	1	R152,375.00
152	14803	LANDINI EASTERN CAPE JOINT VEN	1	R151,800.00
153	9819	THE INSTITUTE OF INTERNAL AUDI	10	R149,715.88
154	25976	FREETHOUGHT WORLD	5	R149,500.00
155	1160	CHEM-EX	11	R145,528.74
156	3398	CIGFARO	8	R143,423.20
157	16226	TIYEKA EMPIRE	3	R142,600.00
158	12906	PS RAMS HOLDINGS	5	R140,816.35
159	15096	LE DUKE CLEANING AND SECURITY	5	R140,524.75
160	11890	SONGELWA DLAMINI GEN TRADING(P	5	R139,885.38
161	15000	NEW AGE FLEET MAINTENANCE	6	R139,047.65
162	20142	AKHA LEE TRADERS	6	R138,213.15
163	15224	NKONJANE ENTERPRISES	5	R135,611.46
164	14806	LINGAPHAWU	5	R135,275.00
165	15615	SIYOLISE TRAVEL	1	R134,305.50
166	9583	ENGEN OIL CENTRE	7	R133,574.14
167	15648	MEKE GENERAL TRADING	6	R133,416.81
168	14941	KYRASTAR	5	R132,961.77
169	4107	KOWIE TIMBER PRODU	3	R132,886.00
170	15288	SIMTHE TRADING ENTERPRISE	1	R131,232.00
171	7725	PAMREEN SALES CC	7	R130,918.30
172	15175	EPITOME 31 HOLDINGS	6	R130,808.00
173	7757	PAYDAY SOFTWARE SY	3	R130,609.00
174	15631	HEART IN DIAMOND	7	R129,623.80
175	9665	TSHAWA LAMA TSHAWA TRADING	14	R126,349.00
176	7956	PICK N PAY PORT ALFRED	78	R126,025.33
177	4574	ULULO TRADING	7	R125,549.99
178	15903	LIESEN BITUMEN	1	R125,375.30
179	15630	VANGUARD FIRE AND SAFETY CAPE	5	R120,785.65
180	16281	ASNX	2	R119,500.00

ANNEXURE G - PURCHASE ORDERS

Sequence	Creditor	Creditor Name	No of Transactions	Sum of Transactions
181	11864	MIHLE GENERAL TRADING (PTY)LTD	5	R117,525.00
182	13169	LUVUYOTHUMANI GENERAL TRADING	5	R117,300.00
183	14846	SCJ AND CO INC	2	R114,000.00
184	14749	AOS CONSULTANTS	5	R113,250.00
185	13155	ZIMELE GENERAL PRIMARY CO	4	R110,376.16
186	15176	LIYEMA NTONTELA CONSTRUCTION (	4	R110,146.17
187	11124	UKHWELO GENERAL TRADING	4	R110,090.31
188	15679	HLALISTO TRADING ENTERPRISE	5	R109,640.00
189	676	BAY TECHNOLOGIES	10	R108,803.25
190	16192	IYANNA GROUP	4	R105,452.10
191	7672	ONIKAMIHLALI TRADING ENTERPRIS	4	R105,080.06
192	9414	SIZWE PAINTS	4	R104,690.25
193	13020	INNOVO NETWORKS	11	R104,418.85
194	1151	Cinywa General Trading	4	R102,925.00
195	15215	INGUQUKO DEVELOPMENT PLANNING	4	R102,914.00
196	11334	LUTIWELL PTY LTD	4	R102,600.00
197	15560	MPIYAKHE04 CONSTRUCTION AND TR	1	R102,350.00
198	15099	SILINDOKUHLE NDIKE SERVICES	4	R102,170.00
199	15070	ASIZOZO	6	R101,720.00
200	8046	Poppiez trading Cc	7	R101,365.00
201	6617	NDLAMBE COMMUNITY	3	R101,106.92
202	73	AMISILE MEDIA PTY LTD	1	R99,000.00
203	23286	LUTIFUSION	2	R98,500.00
204	4515	LUKHOZI CONSULTING	1	R98,394.35
205	15732	98 CONSTRUCTION	5	R97,763.19
206	15227	SBASH GENERAL TRADING	4	R97,478.00
207	15752	IMBOVANE MICROFINANCE	4	R97,474.30
208	2599	GRAYLOR	4	R96,600.00
209	15223	ENDULINI SERVICES	7	R94,501.00
210	5035	MARS TECHNOLOGIES	7	R93,691.31
211	313	ARB ELECTRICAL WHOLESALERS	4	R93,439.48
212	15708	EZAMAQWATHI HOLDINGS (PTY) LTD	4	R93,200.09
213	15645	CROSS OVER GROUP	4	R92,447.20
214	12163	ALUVECT	5	R91,907.60
215	15768	The Marah Group	4	R90,205.15
216	13207	CAMSEC	5	R90,162.18
217	15576	ATHONATHI ELECTRONICS	3	R89,850.00
218	389	LITHOTECH SALES PO	6	R89,274.50
219	7843	NEMATO SPAR	25	R89,180.81
220	15669	yamihle royalty(pty)ltd	3	R89,100.00
221	15066	ALUNGISELELWE AMAJWARHA TRAD	3	R88,400.08
222	15436	DULULA MEGA PROJECTSPTY LTD	3	R88,378.78
223	10435	WESSA	1	R88,350.00
224	14805	Itha Plumbing and Civil Constr	3	R87,313.75
225	7738	PAX STATIONERS	4	R87,134.60

ANNEXURE G - PURCHASE ORDERS

Sequence	Creditor	Creditor Name	No of Transactions	Sum of Transactions
226	1148	CAPE WIRE (PTY) LT	3	R86,792.80
227	5061	COLOURCO HOLDINGS	3	R85,981.77
228	16252	Koos Duvenhage Consult	1	R85,359.00
229	13422	GXALEKA MOTIVES	3	R85,099.99
230	14816	DT PROJECTS	4	R84,679.00
231	15332	CRENSHAW CONSULTING	3	R83,000.00
232	15453	MNT GEOMATICS	3	R82,958.70
233	10084	TYREMART	14	R82,475.00
234	11363	ANZA TECHNOLOGY	8	R82,208.90
235	13423	NOMBEWU GROUP	3	R81,999.97
236	15325	MUTISWA MAGIE TRADING	3	R81,472.52
237	16140	IXAXA OFFICE FURNITURE	3	R80,569.84
238	15863	Mandisi Christopher Planga	3	R80,400.00
239	15229	ON POINT CABINETRY INSTALLATIO	4	R80,390.00
240	13044	VS NDUMNDUM CONSTRUCTION	3	R80,252.87
241	10094	UBER TECHNOLOGIES	13	R79,852.49
242	14827	YOLISA NDZUTA	2	R79,178.70
243	15431	K2022558479	4	R79,000.00
244	9116	SYNCHRONISED TRAFF	3	R78,585.25
245	13046	BLAWZIZ GENERAL SERVICES	3	R78,585.00
246	15823	MASBU GENERAL TRADING	4	R75,770.00
247	1065	COMPU CARE COMPUTER	19	R72,301.12
248	12928	F A T AUTO SPARES	17	R71,901.60
249	12684	ALIME ENTERPRISE	3	R71,200.08
250	25999	MANCOSA	2	R70,515.04
251	16224	PRINCE DEVELOPMENTS	3	R70,500.00
252	9986	TOTAL COMPUTER SER	1	R70,086.32
253	16323	THUTHUKA OFFICE SUPPLIES	3	R70,033.85
254	1719	DIE HUMANS DORPSE K	12	R69,465.73
255	13439	KWAYI AND KWAYI 749 ENTERPRISE	3	R68,850.00
256	15313	V MAP TRADING (PTY) LTD	3	R67,374.96
257	15296	NOHMA TRADING (PTY) LTD	3	R66,971.00
258	16145	SIRAHA GROUP	1	R66,301.24
259	6788	NGXALA GENERAL TRA	3	R65,609.20
260	15640	PBG ENTERPRISE	3	R65,364.16
261	3879	KHANGELA SATELLITE	2	R65,286.00
262	7857	Top Carpets and Floors	9	R65,006.70
263	15308	NEEDIT	5	R64,324.00
264	15469	ENVIROSERV WASTE MANAGEMENT	4	R63,521.09
265	2232	FIRST TECHNOLOGY PE	5	R63,204.52
266	11860	IMIBONO YAMALAWU GENERAL TRADI	3	R63,000.00
267	14975	BASI IT SOLUTIONS	3	R62,002.12
268	15608	rolux kenton(pty)ltd	13	R61,560.81
269	15192	GEDZE MANAGEMENT (PTY) LTD	3	R61,250.00
270	15200	M P D ENTERPRISES	3	R61,237.00

ANNEXURE G - PURCHASE ORDERS

Sequence	Creditor	Creditor Name	No of Transactions	Sum of Transactions
271	15650	Sibakhulu QN Tradings	4	R61,075.00
272	12160	ELAWYERS	2	R59,900.00
273	13513	NEKTON ENTERPRISE	2	R59,450.00
274	10263	VARSITY COLLEGE PE	2	R59,400.00
275	750	BRUNOS PANELBEATER	12	R58,888.75
276	14706	VUYADLAMIN GENERAL TRADING	2	R58,879.00
277	15848	Southern Sun Newlands	3	R58,816.70
278	15813	NDLAMBE MULTIPURPOSE INVESTMEN	2	R58,350.00
279	13308	4LEIGH TRADING	2	R58,000.00
280	15433	ACES GENERAL TRADERS AND CAB	2	R58,000.00
281	15557	IMANGE 750	2	R57,950.00
282	12990	WESFLO	3	R57,718.50
283	15646	CTMB TRADING	2	R57,300.00
284	14707	SWEET PEA GENERAL TRADING	2	R57,100.00
285	11165	PETER SIMTHANDILE	6	R56,923.02
286	13047	MVUWA GENERAL ENTERPRISE	2	R56,500.00
287	15717	SAKHULUNTU BUILDING SUPPLIES A	2	R56,100.00
288	15269	TSITIMBOSH TRADING AND CONSTRU	2	R56,000.00
289	12752	PIXISYNC (PTY) LTD	3	R55,900.00
290	15651	NGENE AND ADAM TRADING ENTERPR	2	R55,600.00
291	15121	IMBEWU COMMUNICATIONS	2	R54,741.40
292	12691	SDADU GENERAL TRADING	2	R54,396.00
293	14718	SIZILIZWE GENERAL TRADING	2	R52,556.00
294	13545	VUKUPHAPHAME	4	R52,200.00
295	13415	GOODWORKS AND SUPPLIES	2	R51,999.98
296	12942	IBAYI PC SALES AND REPAIRS PTY	4	R51,356.70
297	15320	MONZ AND ZET GENERAL TRADING	2	R51,000.00
298	6442	MANAGED INTEGRITY	6	R50,705.93
299	15692	K2023746094 (SOUTH AFRICA)	2	R50,471.00
300	13151	QALABUSHA BUILDING	2	R50,370.00
301	15776	Systems Services	3	R49,611.00
302	1335	COASTAL SPARES	36	R49,541.34
303	4098	Kowie News Agency	33	R49,100.93
304	910	2ND BEST	2	R48,900.00
305	15806	SHRINE GROUP	2	R48,800.00
306	15852	MINDSPRING COMPUTING	1	R48,727.80
307	6416	MINENTLE GENERAL T	2	R48,055.00
308	15590	MARITIME TRAVEL	1	R47,680.42
309	15100	MLATSHA GENERAL TRADING	2	R47,600.00
310	5800	MZANGWA OMHLE GEN	2	R47,529.64
311	14908	LUNCUMO 2020 TRADING	2	R47,170.00
312	16173	S& L Labour Hire	1	R47,020.00
313	13532	Gxaleka Motives Pty Ltd	2	R46,940.00
314	14075	SAKI GENERAL TRADING	2	R46,846.50
315	10352	H.VENTER PLANT HIR	2	R46,460.00

ANNEXURE G - PURCHASE ORDERS

Sequence	Creditor	Creditor Name	No of Transactions	Sum of Transactions
316	12503	KIDFELEMNTWINI GENERAL TRADING	2	R46,000.00
317	6890	NORTHFIELD ENGINEE	2	R45,774.46
318	2170	EXPRESS PETROLEUM	3	R45,578.70
319	10564	WIMPY PORT ALFRED	27	R45,250.78
320	7929	PEUGAIR BORDER CC	5	R45,014.43
321	4904	MIE (PTY) LTD	6	R44,971.54
322	11721	BANZOGUARD (PTY) LTD	2	R44,963.86
323	15762	BUNISPACE	2	R44,941.00
324	15792	KWA KHANYA KUDE	2	R44,875.00
325	11896	ZOBIKAMVA CONSULTANTS	2	R44,724.70
326	15499	SAKHANE GENERAL TRADING (PTY)	2	R44,664.00
327	15147	NTOMBIM GENERAL TRADING	3	R44,400.00
328	5464	Misona General Trading	2	R44,400.00
329	7823	PREMIER HOTEL ELIC	5	R44,100.00
330	14894	Zabalaza General Trading	2	R44,000.00
331	72	ALLCUT POWER PRODU	3	R43,429.99
332	8644	SUPA CRUSH QUARRIE	2	R43,414.12
333	12835	RURAL METRO EMERGENCY MANAG	2	R43,188.25
334	12689	PENNY AND SON SECURITY GUARDS	3	R43,100.45
335	13476	SVG MAFILIKA GENERAL TRADING	2	R41,999.88
336	14909	PORT BIZCONNECTION	2	R41,800.00
337	1654	DREAMERS GUEST HOU	4	R41,250.00
338	15185	MALUTI NTOHO CONSTRUCTION PTY	7	R41,200.00
339	12861	NCT INNOVETORS GENERAL TRAD	2	R40,217.00
340	8445	ROAD LODGE PE AIRP	1	R40,000.00
341	6761	NELSON MANDELA UNIVERSITY	1	R38,920.00
342	3439	INXIMBELA TRADING	2	R38,800.00
343	12728	ZAY GENERAL TRADING	2	R37,870.00
344	16337	blessings everyday	1	R37,313.38
345	8573	SKY METRO OFFICE A	4	R37,006.94
346	9061	SULTER M E H	2	R36,612.50
347	8837	Supreme Leisure & Boating	5	R36,555.37
348	13576	KAYALETHU HOYI	5	R36,500.00
349	12981	XPZOZI	2	R36,040.00
350	15017	KVOYI ENGINEERS AND PROJECT	2	R36,000.00
351	14774	WORLD N WORKS	2	R35,300.00
352	7675	ONE STOP SUPERMARK	3	R35,204.00
353	1550	DELL V.H.	1	R35,075.00
354	11320	Reed's Electrocool	2	R34,356.25
355	3897	KUNGAWO HOLDINGS (	2	R33,994.00
356	11578	WINDEED	13	R33,659.77
357	14515	HAYES ELECTRICAL	29	R33,300.40
358	3093	HEALTH PROFESIONS	6	R33,036.00
359	23078	SINO AND LUPHAWU GENERAL TRADI	2	R33,000.00
360	12511	EPIKANINI PROMOTIONS	2	R32,901.50

ANNEXURE G - PURCHASE ORDERS

Sequence	Creditor	Creditor Name	No of Transactions	Sum of Transactions
361	2836	GENKORALD GENERAL	2	R31,372.00
362	15700	METROFILE	2	R31,363.17
363	16044	EMHATOLENI	2	R31,125.00
364	15109	SUPAMIX DIY EL	2	R30,954.53
365	13017	KURT'S AUTO REPAIRS AND SPRAY	3	R30,947.50
366	12115	241 WATER TECHNOLOGIES	7	R30,864.00
367	223	ARCH ACTUARIAL CON	2	R30,245.00
368	3355	HOYI KAYALETHU	4	R30,160.00
369	12607	FOSTER X GENERAL TRADING	1	R29,980.00
370	15917	AMAPONDO GENERAL TRADING	1	R29,959.36
371	11536	HLAHLATYI TRADING ENTERPRISE	1	R29,950.00
372	7874	PHUHLANI GENERAL T	1	R29,950.00
373	15716	LUPOLOX	1	R29,900.01
374	14446	NQABO CONSTRUCTION AND CONSULT	1	R29,900.00
375	14968	GCOBO GENERAL TRADING (PTY) LT	1	R29,880.00
376	15188	NKOSI YAMNTU HOLDINGS	1	R29,800.00
377	13309	NKOSIBAWO TRADING	1	R29,800.00
378	12512	THABISA GENERAL TRADING	1	R29,800.00
379	15454	BISHOPS GUEST HOUSE	1	R29,799.99
380	15882	Tokyo Ladies General Services	1	R29,780.00
381	15150	SHOBA CONSULTING	1	R29,700.00
382	2311	THE FRAMEWORKS & S	19	R29,645.75
383	15376	NTANDO GENERAL TRADING	1	R29,500.00
384	13249	IWONGA ENGINEERING PROJECTS	1	R29,375.60
385	4083	Kowie Keys (Pty) Ltd	32	R29,180.64
386	15356	GOSANI ENTERPRISE	1	R28,970.75
387	16039	BLOOMING STAR	1	R28,934.00
388	14641	K2019467325 (SOUTH AFRICA)	1	R28,900.00
389	12627	SETHU AND LIKHO (PTY) LTD	1	R28,899.99
390	14335	PETRA GENERAL TRADING	1	R28,837.00
391	15658	VARGACEPT	1	R28,646.50
392	15508	MBENGA-SMAILE S V	1	R28,560.00
393	13556	Bongie and wongs	1	R28,499.30
394	12882	KHANYA AFRICA NETWORKS	1	R28,325.54
395	14698	KHAYAKHANYA GENERAL TRADING	1	R28,300.00
396	15826	JOLINGOMO TRADING (PTY) LTD	1	R28,110.00
397	13470	MAXCO TRADINGS	1	R28,050.00
398	14576	OOPUTSE GENERAL TRADE	1	R28,000.00
399	12715	LUBISI CIVIL AND GENERAL	1	R28,000.00
400	8911	SAKI GENERAL TRADI	2	R27,940.00
401	13266	ALUTA UVUKUYIBAMBE	2	R27,600.00
402	15797	ENVIRO-TECH SERVICES	1	R27,564.00
403	15593	GREYSHELL	3	R27,531.00
404	15484	AMANYWABE GENERAL TRADING	1	R27,500.00
405	16292	KWA THUMBEZA	1	R27,419.91

ANNEXURE G - PURCHASE ORDERS

Sequence	Creditor	Creditor Name	No of Transactions	Sum of Transactions
406	8462	ROSEHILL SUPERSPAR	10	R27,320.12
407	4092	KAYTECH ELECTRICAL AND CONSTRU	1	R27,174.50
408	16290	SAMMY LIKHAKA SERVICE	2	R26,850.00
409	3002	GEORGE SMITH	9	R26,540.00
410	8067	PILLAY D.M	2	R26,102.12
411	15367	AUTOMOTOR CYCLES	5	R26,095.00
412	13226	Siyaphuhlisa Investments	1	R26,000.00
413	14533	JIKOLO L TRADERS (PTY) LTD	1	R25,900.00
414	13589	BL GROUP HOLDINGS (PTY) LTD	1	R25,800.00
415	20109	Siphakamise Ndlambe	1	R25,800.00
416	9227	SIBANYE GLASS AND	1	R25,500.00
417	5241	MEYERS MOTORS	1	R25,416.59
418	13248	VALMAC OFFICE NATIONAL	1	R25,084.95
419	16178	Silverton Travel Lodge	1	R25,079.99
420	15619	PAM GOLDING PORT	1	R25,000.00
421	6563	MZUGO BASIZE GENER	1	R25,000.00
422	15349	EZAMATSHAWA PROJECTS	1	R25,000.00
423	15274	ZOELEGACY GENERAL (PTY) LTD	1	R24,965.01
424	130	AFINTAPART	1	R24,838.53
425	14942	SISEBENZA WORKS	1	R24,816.00
426	15216	KOWIE FINANCE (PTY) LTD	1	R24,740.00
427	15458	TSHEZI GENERAL TRADING	1	R24,700.00
428	14794	EZAMANTAKWENDA	1	R24,500.00
429	5163	Midas Port Alfred	14	R24,434.42
430	2575	GLASFIT t/a ASTILBE TRADING	14	R24,427.90
431	15916	EKUPHELENI SAKUVUYA	1	R24,400.00
432	15984	BUKEKANI ENTERPRISE	1	R24,280.00
433	16291	SY TRADING ENTERPRISE	1	R24,000.00
434	13497	BHONGOLWETHU0201	1	R24,000.00
435	2390	FLOTEK	2	R23,938.00
436	14673	C-MAX INVESTMENTS 313	1	R23,890.57
437	15331	OYITHIS GENERAL TRADING (PTY)	1	R23,870.00
438	13305	SAKHINGOMSO GENERAL TRADING	1	R23,750.00
439	15794	SOQHAYISANGAWA TRADING ENTERP	1	R23,500.00
440	16177	ULICEBO ENTERPRISE	1	R23,400.00
441	4372	LANDU'S FUNERAL PA	4	R23,155.00
442	9866	TSHWANE UNIVERSITY	1	R23,110.00
443	16110	JAROSOL	1	R23,067.00
444	15311	MBISE BUSINESS COMPANY	1	R23,000.00
445	16202	KISTIZONE (PTY) LTD	2	R23,000.00
446	15536	MZANGWE TRADINGS	1	R22,800.00
447	14678	NGCEBOYENKOSI GENERAL PRIMARY	1	R22,500.00
448	4606	LAVENDER HOUSE	2	R22,499.99
449	12880	MSIMI GENERAL TRADING	1	R22,400.00
450	15849	JOE DAVIS LOCKSMITHS	2	R21,850.00

ANNEXURE G - PURCHASE ORDERS

Sequence	Creditor	Creditor Name	No of Transactions	Sum of Transactions
451	14870	WESTERN GRUPPE PROPERTIES	1	R21,735.00
452	15763	BURTON ARCHITACTURAL DESIGNS	1	R21,700.00
453	20050	LIMTHANDILE GENERAL TRADING	1	R21,500.00
454	8986	SPRINGWELL (PTY)	4	R21,193.08
455	13132	MZIYANDA SHUAN MTIYA	1	R21,162.66
456	23258	NAMEVA TRADING ENTERPRISE	1	R21,000.00
457	15918	SKL HOLDING ENTERPRISE	1	R20,800.00
458	4270	KOWIE GLASS & ALLU	13	R20,595.57
459	16144	SPARGS FURNISHERS	4	R20,546.97
460	14632	TEE ZAT PEE GENERAL TRADING	1	R20,000.00
461	4173	KWAYI KWAYI TRADIN	1	R20,000.00
462	13054	MVUMVU GENERAL TRADING	1	R20,000.00
463	5701	MATHORI GENERAL CO	1	R20,000.00
464	16288	ELUSIZINI TRADING	1	R19,850.00
465	13138	PLAATJIES PROF W.A	3	R19,786.00
466	15621	N P BIJA	1	R19,437.63
467	4155	KAYISE GENERAL TRA	3	R19,320.00
468	2581	GOSHAWK LITHO CC	4	R18,928.82
469	13127	LINGE LAND SURVEYING	1	R18,700.00
470	11481	IMPSA	4	R18,574.00
471	14317	Ndlambe fm	1	R18,450.00
472	4033	KOWIE MARINA PROPE	1	R18,450.00
473	16266	SN CONSTRUCTION	1	R18,411.00
474	4000	KOWIE BRAKE & CLUT	8	R18,048.33
475	15800	SIVIWE MBELE DIGITAL AGENCY	1	R18,000.00
476	2050	EZAKWANTU PROJECTS	1	R18,000.00
477	15603	UMHLABA VALUERS (PTY) LTD	1	R17,997.50
478	16102	NGUMZAMO WETHU GENERAL TRADING	1	R17,600.00
479	14501	MYALA NOMVUYO ENTERPRISE	1	R17,500.00
480	14649	LOYISO2019	1	R17,500.00
481	783	BOSHOF J H	1	R17,283.20
482	13035	OTHA K2W TRADINGS	1	R17,243.96
483	14585	DES LONG TYRES	1	R17,084.95
484	7625	OASIS WATER	20	R16,970.05
485	15793	SIR MGUZ	1	R16,500.00
486	15637	A AND S PRINTERS (PTY) LTD	1	R16,267.90
487	54	AD'EMPIRE	1	R16,120.00
488	12235	BELINDA WOOD	7	R15,820.00
489	13512	QHUBU GENERAL TRADING	1	R15,800.00
490	16373	ZUBENATHI TWENTY TWENTY	1	R15,600.00
491	2093	EASCAPE GLASS & AL	3	R15,484.11
492	12827	SIWELELE TOURISM DEVELOPMENT C	1	R15,315.00
493	14866	K2020192427 SOTH AFRICA	4	R15,055.00
494	1776	DELL GAVIN	2	R15,050.00
495	15770	GLOBAL COMMERCE HOLDINGS	1	R15,000.00

ANNEXURE G - PURCHASE ORDERS

Sequence	Creditor	Creditor Name	No of Transactions	Sum of Transactions
496	15990	NQADOLO B.D.	2	R14,718.41
497	7760	PORT ALFRED BRICKW	2	R14,686.65
498	23118	EFFICIENT TRADING AND GENERAL	1	R14,530.00
499	8621	SPORTS 'N ALL	3	R14,489.08
500	15554	LINN BUSINESS SOLUTIONS	1	R14,085.00
501	16297	LESEDI ICT	1	R13,874.20
502	15003	ABAXABISI VALUERS	1	R13,800.00
503	14798	BIG GUYS PLACE	5	R13,620.00
504	10117	UNIVERSITY OF SOUTH AFRICA	2	R13,584.00
505	3563	JUTA AND COMPANY L	1	R13,496.00
506	5439	SONKE APHA BUILDER	1	R13,450.00
507	12718	XMAN TSHISANYAMA (PTY)LTD	1	R13,300.00
508	9895	TURFMASTER	1	R13,248.00
509	15811	MIMZ TRADINGS	1	R13,200.00
510	3990	KONICA MINOLTA	1	R13,181.70
511	12977	PARTSERVE CHANNEL SUPPORT	2	R12,913.81
512	14658	KYOWAY	1	R12,750.00
513	16289	PROCOMP COMPUTER SERVICES	1	R12,650.00
514	16042	SOLDAT GENERAL TRADING (PTY) L	1	R12,600.00
515	15063	GRACE OF WOMEN GENERAL TRADIN	2	R12,600.00
516	2576	GIVE ZIYAWA/R.V.CO	1	R12,599.54
517	8438	RIVER HOTELS	3	R12,540.00
518	3565	JUTA LAW	1	R12,496.00
519	9375	SIPHELO TRADING CC	1	R12,100.00
520	5415	MY POND HOTEL	4	R12,090.01
521	13294	SUNSHINE GUESTHOUSE	1	R12,075.00
522	15812	SIQALA GENERAL TRADING	1	R11,883.62
523	11687	KNOBS GENERAL TRADING	6	R11,750.00
524	11164	SHAW RONEL	2	R11,392.00
525	198	ALMECODE PTY LTD	1	R10,800.00
526	8505	ROAD LODGE EL	1	R10,000.00
527	8955	SALGA	2	R10,000.00
528	14579	MASIHLELE RECYCLING	1	R9,865.00
529	20136	Dunlop Express	2	R9,650.00
530	7655	OVERBERG AGRI	7	R9,630.76
531	11911	AUTO-ALU-GLASS	2	R9,275.00
532	16293	1ST BORN LOGISTICS (PTY) LTD	1	R9,000.00
533	11420	RYANO PLUMBING	5	R8,837.75
534	3992	KOWIE AUTOMOTIVE &	8	R8,601.35
535	14227	MZOLISWA MAZDA JACK	1	R8,600.00
536	16134	Buffalo Toyota East London	1	R7,969.99
537	13562	SIMPHIWE SYPRIAL GCAYIYA	2	R7,800.00
538	15723	WHYTRIVER TRADING	1	R7,750.00
539	369	BARGAIN BOOKS	4	R7,669.18
540	2741	GOVERNMENT PRINTIN	8	R7,565.89

ANNEXURE G - PURCHASE ORDERS

Sequence	Creditor	Creditor Name	No of Transactions	Sum of Transactions
541	4112	KOWIE TOWING & REP	1	R7,500.00
542	16213	SALOLO TRANS	1	R7,500.00
543	15167	GARMED AMBULANCE SERVICE	1	R7,500.00
544	15604	MICHELLE DAVIDS CONSULTING	1	R7,452.00
545	10459	WORK DYNAMICS (PTY	1	R7,287.39
546	1360	Compudoc Computer Services	7	R7,110.00
547	6157	MASIQHAME TRADING	1	R7,000.00
548	12075	LEADERSHIP ACADEMY FOR GUARDIA	1	R6,904.34
549	272	AVIS	1	R6,774.00
550	14697	LINALOOKS	1	R6,690.00
551	169	ALBANY AND BATHURST ENGINEERING	4	R6,626.76
552	3529	JOHN MUIRHEAD & AS	2	R6,450.00
553	3221	HI-TEC SECURITY	1	R6,331.67
554	13090	XMAN TSHISAYAMA	1	R6,150.00
555	9595	THE BAGMAN	4	R6,008.07
556	1730	DYANI'S TENT HIRIN	1	R5,950.00
557	13338	NGXINGO TRADING	2	R5,890.00
558	68	AUDIE ATTORNEYS	1	R5,871.80
559	14944	USINGATA BURIAL AND FUNERALS	1	R5,600.00
560	15924	MENLINET	1	R5,500.00
561	9516	SOUL T.U	1	R5,427.89
562	1815	DUMEZWENI R.	3	R5,177.20
563	14620	GUARDRISK INSURANCE	2	R5,000.00
564	492	BATHURST BUTCHERY	2	R4,900.00
565	13039	COASTAL FUNERAL SERVICES	2	R4,850.00
566	9409	SONGONGO B.P	1	R4,800.00
567	6630	NCAMISO K.C.	4	R4,788.20
568	670	BUILD IT P.A	3	R4,555.79
569	2578	GIJIMA ENGINEERING	1	R4,416.00
570	23281	HEINDRIK AUDIE	1	R4,352.00
571	1859	DE WET J.A	1	R4,352.00
572	9405	SPHELO GENERAL TRADING	2	R4,196.00
573	15550	DEPARTMENT WATER AND SANITATIO	1	R4,181.40
574	7667	OUTDOOR FOCUS	1	R4,100.00
575	12155	NA MLATSHA GENERAL TRADING (PT	2	R4,000.00
576	1553	DELL'S PRINTERS	2	R3,979.00
577	11562	SEKU HLOBO LAWRENCE	2	R3,950.00
578	4434	LEXIS NEXIS	2	R3,868.60
579	13339	T & T WINDOW CLEANERS	1	R3,795.00
580	13058	KELSTONS MOTORS	2	R3,716.56
581	12111	MABAZI SUPPLIER AND SERVICES	1	R3,600.00
582	15622	MZIYANDA A MXABANISI	2	R3,550.00
583	3062	RIVER LEISURE HOTELS (HALYARDS	3	R3,530.01
584	9402	SOUTH AFRICAN COUNCIL FOR PLAN	3	R3,466.00
585	8838	SOYISA CONSULTANCY	1	R3,359.40

ANNEXURE G - PURCHASE ORDERS

Sequence	Creditor	Creditor Name	No of Transactions	Sum of Transactions
586	13557	WELCOME SIPHIWO KELEMANE	3	R3,310.00
587	15831	RED APPLE FARM STALL AND EATER	2	R3,303.60
588	8807	SUNSHINE CLEANING	2	R3,241.30
589	12891	AFRICAN SNAKEBITE INSTITUTE	2	R3,214.00
590	6847	NGXINGO Z	1	R3,202.50
591	15594	NJIBANA ZUKISA K	1	R3,091.00
592	15761	FORTYWINGSPE GUEST LODGE	1	R3,040.00
593	7912	PORT ELIZABETH COL	1	R3,026.00
594	13558	Ndlambe Local Municipality	3	R3,000.00
595	12071	HIMOINSA SOUTHERN AFRICA	2	R2,981.32
596	8576	SOUTH AFRICAN MARITIME SAFETY	2	R2,836.24
597	8867	SESE & ARVO GENERA	1	R2,800.00
598	15642	The Absolute on 42 (Pty) LTD	1	R2,800.00
599	8663	SUNSHINE COAST SPA	2	R2,740.41
600	9582	TELKOM S A LIMITED	3	R2,707.45
601	6329	MAC HIRE (PTY) LTD	2	R2,700.00
602	9551	TOWN LODGE PORT EL	1	R2,700.00
603	15889	JEWELL S.C	1	R2,698.00
604	15766	MHESHE-MATSHINGANA NANDE	1	R2,698.00
605	15767	ROSSOUW JOHANNES WILHELMUS	1	R2,698.00
606	1499	DOMONEY BROS - PE	2	R2,679.90
607	15975	IT SURE PROCUREMENT	1	R2,500.00
608	5015	MARASI A.L	2	R2,392.35
609	15435	Blue Chip Technology Consultin	2	R2,378.40
610	15986	BUZZ MOVERS	1	R2,370.00
611	1363	COM OFFICE PORT AL	2	R2,349.26
612	10249	VIDEOTRONIC	9	R2,226.00
613	4634	LANGE WARREN	1	R2,176.00
614	23282	NJIBANA SIKELELWE	1	R2,176.00
615	16237	AZTIPAX	1	R2,000.00
616	15466	WORKWEAR DEPOT (PTY) LTD	1	R1,996.00
617	3890	KLAAS M.M.	1	R1,964.45
618	16142	FOOTPRINT PRESS	1	R1,950.00
619	14891	TSHAWE LOGISTICS 580 (PTY) LTD	1	R1,950.00
620	10190	VUKUPHAPHAME TRADI	1	R1,900.00
621	1046	CABLEMAN	1	R1,897.50
622	16346	The Marine	1	R1,876.00
623	16370	LANDU FUNERAL SERVICES	1	R1,850.00
624	3842	KENTON NEWS AGENCY	1	R1,825.00
625	16386	MR DEE MEDIA PRO	1	R1,823.00
626	16276	FUNDAM A TRADING AND RECYCLING	1	R1,800.00
627	5305	MNANDIKHAYA CC	1	R1,800.00
628	15387	DR N REDDY INC	1	R1,650.00
629	16238	BCX	1	R1,635.09
630	2536	GATES R.M.	1	R1,470.00

ANNEXURE G - PURCHASE ORDERS

Sequence	Creditor	Creditor Name	No of Transactions	Sum of Transactions
631	11262	REDEFINE IT SOLUTIONS	1	R1,380.00
632	13986	BUCO PORT ALFRED	1	R1,367.38
633	5310	MTATANA M.G	1	R1,117.23
634	13374	PHUMELELA OFFICE AUTOMATION	1	R1,092.50
635	2540	GLOBAL BUSINESS SO	1	R1,092.50
636	15818	Life Changing Construction	1	R1,080.00
637	1224	Compufix Designs (Pty) Ltd	3	R1,080.00
638	4559	LP GAZ	1	R1,080.00
639	2307	FONDINI X.P.	1	R1,050.00
640	9601	Government Printing Works- Pub	1	R1,008.78
641	12881	Mostert Pest Control	1	R940.00
642	15333	MOTJALIFA GENERAL TRADING	1	R900.00
643	3393	INDEPENDENT COMMUN	1	R738.00
644	26000	Mengesipho Development(PTY) LT	1	R700.00
645	1804	DRS VISSER ERASMUS	1	R680.40
646	546	BLOOMING BRILLIANT	2	R600.00
647	14104	Oasis Water Port Alfred	1	R435.00
648	1494	DE WEE J.	1	R434.00
649	2313	FAXA M.L	1	R434.00
650	10392	VETO M.G	1	R434.00
651	9421	SAULS M.A	1	R434.00
652	1844	DYANTYI BONGANI	1	R434.00
653	3528	JOBELA X.E.	1	R434.00
654	10286	GAGA V.J.	1	R434.00
655	10265	MASIZA N	1	R300.00

R186,218,364.09

Customer ID	Project Name	Project Description	Project Type	Project Status	Project Manager	Project Start Date	Project End Date	Project Budget	Project Actual Cost	Project Variance	Project Risk	Project Notes
001	Project A	Construction	Residential	Completed	John Doe	2023-01-01	2023-03-31	\$100,000	\$95,000	\$5,000	Low	Project completed successfully.
002	Project B	Construction	Commercial	In Progress	Jane Smith	2023-04-01	2023-06-30	\$200,000	\$180,000	\$20,000	Medium	Project on track.
003	Project C	Construction	Industrial	On Hold	Mike Johnson	2023-07-01	2023-09-30	\$150,000	\$150,000	\$0	High	Project on hold due to funding issues.
004	Project D	Construction	Residential	Completed	Sarah Lee	2023-10-01	2023-12-31	\$80,000	\$78,000	\$2,000	Low	Project completed successfully.
005	Project E	Construction	Commercial	In Progress	David Kim	2024-01-01	2024-03-31	\$120,000	\$110,000	\$10,000	Medium	Project on track.
006	Project F	Construction	Industrial	On Hold	Emily White	2024-04-01	2024-06-30	\$180,000	\$180,000	\$0	High	Project on hold due to funding issues.
007	Project G	Construction	Residential	Completed	Chris Brown	2024-07-01	2024-09-30	\$90,000	\$88,000	\$2,000	Low	Project completed successfully.
008	Project H	Construction	Commercial	In Progress	Alex Green	2024-10-01	2024-12-31	\$110,000	\$105,000	\$5,000	Medium	Project on track.
009	Project I	Construction	Industrial	On Hold	Mia Black	2025-01-01	2025-03-31	\$160,000	\$160,000	\$0	High	Project on hold due to funding issues.
010	Project J	Construction	Residential	Completed	Noah Gray	2025-04-01	2025-06-30	\$70,000	\$68,000	\$2,000	Low	Project completed successfully.
011	Project K	Construction	Commercial	In Progress	Olivia Blue	2025-07-01	2025-09-30	\$130,000	\$125,000	\$5,000	Medium	Project on track.
012	Project L	Construction	Industrial	On Hold	Liam Red	2025-10-01	2025-12-31	\$190,000	\$190,000	\$0	High	Project on hold due to funding issues.
013	Project M	Construction	Residential	Completed	Ava Purple	2026-01-01	2026-03-31	\$85,000	\$83,000	\$2,000	Low	Project completed successfully.
014	Project N	Construction	Commercial	In Progress	Ethan Yellow	2026-04-01	2026-06-30	\$115,000	\$110,000	\$5,000	Medium	Project on track.
015	Project O	Construction	Industrial	On Hold	Sophia Pink	2026-07-01	2026-09-30	\$170,000	\$170,000	\$0	High	Project on hold due to funding issues.
016	Project P	Construction	Residential	Completed	Lucas Brown	2026-10-01	2026-12-31	\$75,000	\$73,000	\$2,000	Low	Project completed successfully.
017	Project Q	Construction	Commercial	In Progress	Isabella Green	2027-01-01	2027-03-31	\$125,000	\$120,000	\$5,000	Medium	Project on track.
018	Project R	Construction	Industrial	On Hold	Benjamin Blue	2027-04-01	2027-06-30	\$185,000	\$185,000	\$0	High	Project on hold due to funding issues.
019	Project S	Construction	Residential	Completed	Charlotte Red	2027-07-01	2027-09-30	\$95,000	\$93,000	\$2,000	Low	Project completed successfully.
020	Project T	Construction	Commercial	In Progress	William Yellow	2027-10-01	2027-12-31	\$110,000	\$105,000	\$5,000	Medium	Project on track.
021	Project U	Construction	Industrial	On Hold	Amelia Pink	2028-01-01	2028-03-31	\$165,000	\$165,000	\$0	High	Project on hold due to funding issues.
022	Project V	Construction	Residential	Completed	James Brown	2028-04-01	2028-06-30	\$80,000	\$78,000	\$2,000	Low	Project completed successfully.
023	Project W	Construction	Commercial	In Progress	Harper Green	2028-07-01	2028-09-30	\$120,000	\$115,000	\$5,000	Medium	Project on track.
024	Project X	Construction	Industrial	On Hold	Elijah Blue	2028-10-01	2028-12-31	\$195,000	\$195,000	\$0	High	Project on hold due to funding issues.
025	Project Y	Construction	Residential	Completed	Aria Red	2029-01-01	2029-03-31	\$85,000	\$83,000	\$2,000	Low	Project completed successfully.
026	Project Z	Construction	Commercial	In Progress	Grayson Yellow	2029-04-01	2029-06-30	\$115,000	\$110,000	\$5,000	Medium	Project on track.
027	Project AA	Construction	Industrial	On Hold	Scarlett Pink	2029-07-01	2029-09-30	\$175,000	\$175,000	\$0	High	Project on hold due to funding issues.
028	Project AB	Construction	Residential	Completed	Robert Brown	2029-10-01	2029-12-31	\$75,000	\$73,000	\$2,000	Low	Project completed successfully.
029	Project AC	Construction	Commercial	In Progress	Victoria Green	2030-01-01	2030-03-31	\$125,000	\$120,000	\$5,000	Medium	Project on track.
030	Project AD	Construction	Industrial	On Hold	Christopher Blue	2030-04-01	2030-06-30	\$185,000	\$185,000	\$0	High	Project on hold due to funding issues.
031	Project AE	Construction	Residential	Completed	Madison Red	2030-07-01	2030-09-30	\$95,000	\$93,000	\$2,000	Low	Project completed successfully.
032	Project AF	Construction	Commercial	In Progress	Daniel Yellow	2030-10-01	2030-12-31	\$110,000	\$105,000	\$5,000	Medium	Project on track.
033	Project AG	Construction	Industrial	On Hold	Chloe Pink	2031-01-01	2031-03-31	\$165,000	\$165,000	\$0	High	Project on hold due to funding issues.
034	Project AH	Construction	Residential	Completed	Matthew Brown	2031-04-01	2031-06-30	\$80,000	\$78,000	\$2,000	Low	Project completed successfully.
035	Project AI	Construction	Commercial	In Progress	Abigail Green	2031-07-01	2031-09-30	\$120,000	\$115,000	\$5,000	Medium	Project on track.
036	Project AJ	Construction	Industrial	On Hold	Isaac Blue	2031-10-01	2031-12-31	\$195,000	\$195,000	\$0	High	Project on hold due to funding issues.
037	Project AK	Construction	Residential	Completed	Grace Red	2032-01-01	2032-03-31	\$85,000	\$83,000	\$2,000	Low	Project completed successfully.
038	Project AL	Construction	Commercial	In Progress	Henry Yellow	2032-04-01	2032-06-30	\$115,000	\$110,000	\$5,000	Medium	Project on track.
039	Project AM	Construction	Industrial	On Hold	Emily Pink	2032-07-01	2032-09-30	\$175,000	\$175,000	\$0	High	Project on hold due to funding issues.
040	Project AN	Construction	Residential	Completed	Alexander Brown	2032-10-01	2032-12-31	\$75,000	\$73,000	\$2,000	Low	Project completed successfully.
041	Project AO	Construction	Commercial	In Progress	Madeline Green	2033-01-01	2033-03-31	\$125,000	\$120,000	\$5,000	Medium	Project on track.
042	Project AP	Construction	Industrial	On Hold	Benjamin Blue	2033-04-01	2033-06-30	\$185,000	\$185,000	\$0	High	Project on hold due to funding issues.
043	Project AQ	Construction	Residential	Completed	Sophia Red	2033-07-01	2033-09-30	\$95,000	\$93,000	\$2,000	Low	Project completed successfully.
044	Project AR	Construction	Commercial	In Progress	William Yellow	2033-10-01	2033-12-31	\$110,000	\$105,000	\$5,000	Medium	Project on track.
045	Project AS	Construction	Industrial	On Hold	Amelia Pink	2034-01-01	2034-03-31	\$165,000	\$165,000	\$0	High	Project on hold due to funding issues.
046	Project AT	Construction	Residential	Completed	James Brown	2034-04-01	2034-06-30	\$80,000	\$78,000	\$2,000	Low	Project completed successfully.
047	Project AU	Construction	Commercial	In Progress	Harper Green	2034-07-01	2034-09-30	\$120,000	\$115,000	\$5,000	Medium	Project on track.
048	Project AV	Construction	Industrial	On Hold	Elijah Blue	2034-10-01	2034-12-31	\$195,000	\$195,000	\$0	High	Project on hold due to funding issues.
049	Project AW	Construction	Residential	Completed	Aria Red	2035-01-01	2035-03-31	\$85,000	\$83,000	\$2,000	Low	Project completed successfully.
050	Project AX	Construction	Commercial	In Progress	Grayson Yellow	2035-04-01	2035-06-30	\$115,000	\$110,000	\$5,000	Medium	Project on track.
051	Project AY	Construction	Industrial	On Hold	Scarlett Pink	2035-07-01	2035-09-30	\$175,000	\$175,000	\$0	High	Project on hold due to funding issues.
052	Project AZ	Construction	Residential	Completed	Robert Brown	2035-10-01	2035-12-31	\$75,000	\$73,000	\$2,000	Low	Project completed successfully.
053	Project BA	Construction	Commercial	In Progress	Victoria Green	2036-01-01	2036-03-31	\$125,000	\$120,000	\$5,000	Medium	Project on track.
054	Project BB	Construction	Industrial	On Hold	Christopher Blue	2036-04-01	2036-06-30	\$185,000	\$185,000	\$0	High	Project on hold due to funding issues.
055	Project BC	Construction	Residential	Completed	Madison Red	2036-07-01	2036-09-30	\$95,000	\$93,000	\$2,000	Low	Project completed successfully.
056	Project BD	Construction	Commercial	In Progress	Daniel Yellow	2036-10-01	2036-12-31	\$110,000	\$105,000	\$5,000	Medium	Project on track.
057	Project BE	Construction	Industrial	On Hold	Chloe Pink	2037-01-01	2037-03-31	\$165,000	\$165,000	\$0	High	Project on hold due to funding issues.
058	Project BF	Construction	Residential	Completed	Matthew Brown	2037-04-01	2037-06-30	\$80,000	\$78,000	\$2,000	Low	Project completed successfully.
059	Project BG	Construction	Commercial	In Progress	Abigail Green	2037-07-01	2037-09-30	\$120,000	\$115,000	\$5,000	Medium	Project on track.
060	Project BH	Construction	Industrial	On Hold	Isaac Blue	2037-10-01	2037-12-31	\$195,000	\$195,000	\$0	High	Project on hold due to funding issues.
061	Project BI	Construction	Residential	Completed	Grace Red	2038-01-01	2038-03-31	\$85,000	\$83,000	\$2,000	Low	Project completed successfully.
062	Project BJ	Construction	Commercial	In Progress	Henry Yellow	2038-04-01	2038-06-30	\$115,000	\$110,000	\$5,000	Medium	Project on track.
063	Project BK	Construction	Industrial	On Hold	Emily Pink	2038-07-01	2038-09-30	\$175,000	\$175,000	\$0	High	Project on hold due to funding issues.
064	Project BL	Construction	Residential	Completed	Alexander Brown	2038-10-01	2038-12-31	\$75,000	\$73,000	\$2,000	Low	Project completed successfully.
065	Project BM	Construction	Commercial	In Progress	Madeline Green	2039-01-01	2039-03-31	\$125,000	\$120,000	\$5,000	Medium	Project on track.
066	Project BN	Construction	Industrial	On Hold	Benjamin Blue	2039-04-01	2039-06-30	\$185,000	\$185,000	\$0	High	Project on hold due to funding issues.
067	Project BO	Construction	Residential	Completed	Sophia Red	2039-07-01	2039-09-30	\$95,000	\$93,000	\$2,000	Low	Project completed successfully.
068	Project BP	Construction	Commercial	In Progress	William Yellow	2039-10-01	2039-12-31	\$110,000	\$105,000	\$5,000	Medium	Project on track.
069	Project BQ	Construction	Industrial	On Hold	Amelia Pink	2040-01-01	2040-03-31	\$165,000	\$165,000	\$0	High	Project on hold due to funding issues.
070	Project BR	Construction	Residential	Completed	James Brown	2040-04-01	2040-06-30	\$80,000	\$78,000	\$2,000	Low	Project completed successfully.
071	Project BS	Construction	Commercial	In Progress	Harper Green	2040-07-01	2040-09-30	\$120,000	\$115,000	\$5,000	Medium	Project on track.
072	Project BT	Construction	Industrial	On Hold	Elijah Blue	2040-10-01	2040-12-31	\$195,000	\$195,000	\$0	High	Project on hold due to funding issues.
073	Project BU	Construction	Residential	Completed	Aria Red	2041-01-01	2041-03-31	\$85,000	\$83,000	\$2,000	Low	Project completed successfully.
074	Project BV	Construction	Commercial	In Progress	Grayson Yellow	2041-04-01	2041-06-30	\$115,000	\$110,000	\$5,000	Medium	Project on track.
075	Project BW	Construction	Industrial	On Hold	Scarlett Pink	2041-07-01	2041-09-30	\$175,000	\$175,000	\$0	High	Project on hold due to funding issues.
076	Project BX	Construction	Residential	Completed	Robert Brown	2041-10-01	2041-12-31	\$75,000	\$73,000	\$2,000	Low	Project completed successfully.
077	Project BY	Construction	Commercial	In Progress	Victoria Green	2042-01-01	2042-03-31	\$125,000	\$120,000	\$5,000	Medium	Project on track.
078	Project BZ	Construction	Industrial	On Hold	Christopher Blue	2042-04-01	2042-06-30	\$185,000	\$185,000	\$0	High	Project on hold due to funding issues.
079	Project CA	Construction	Residential	Completed	Madison Red	2042-07-01	2042-09-30	\$95,000	\$93,000	\$2,000	Low	Project completed successfully.
080	Project CB	Construction	Commercial	In Progress	Daniel Yellow	2042-10-01	2042-12-31	\$110,000	\$105,000	\$5,000	Medium	Project on track.
081	Project CC	Construction	Industrial	On Hold	Chloe Pink	2043-01-01	2043-03-31	\$165,000	\$165,000	\$0	High	Project on hold due to funding issues.
082	Project CD	Construction	Residential	Completed	Matthew Brown	2043-04-01	2043-06-30	\$80,000	\$78,000	\$2,000	Low	Project completed successfully.
083	Project CE	Construction	Commercial	In Progress	Abigail Green	2043-07-01	2043-09-30	\$120,000	\$115,000	\$5,000	Medium	Project on track.
084	Project CF	Construction	Industrial	On Hold	Isaac Blue	2043-10-01	2043-12-31	\$195,000	\$195,000	\$0	High	Project on hold due to funding issues.
085	Project CG	Construction	Residential	Completed	Grace Red	2044-01-01	2044-03-31	\$85,000	\$83,000	\$2,000	Low	Project completed successfully.
086	Project CH	Construction	Commercial	In Progress	Henry Yellow	2044-04-01	2044-06-30	\$115,000	\$110,000	\$5,000	Medium	Project on track.
087	Project CI	Construction	Industrial	On Hold	Emily Pink	2044-07-01	2044-09-30	\$175,000	\$175,000	\$0	High	Project on hold due to funding issues.
088	Project CJ	Construction	Residential	Completed	Alexander Brown	2044-10-01	2044-12-31	\$75,000	\$73,000	\$2,000	Low	Project completed successfully.
089	Project CK	Construction	Commercial	In Progress	Madeline Green	2045-01-01	2045-03-31	\$125,000	\$120,000	\$5,000	Medium	Project on track.
090	Project CL	Construction	Industrial	On Hold	Benjamin Blue	2045-04-01	2045-06-30	\$185,000	\$185,000	\$0	High	Project on hold due to funding issues.
091	Project CM	Construction	Residential	Completed	Sophia Red	2045-07-01	2045-09-30	\$95,000	\$93,000	\$2,000	Low	Project completed successfully.
092	Project CN	Construction	Commercial	In Progress	William Yellow	2045-10-01	2045-12-31	\$110,000	\$105,000	\$5,000	Medium	Project on track.
093	Project CO	Construction	Industrial	On Hold	Amelia Pink	2046-01-01	2046-03-31	\$165,000	\$165,000	\$0	High	Project on hold due to funding issues.
094	Project CP	Construction	Residential	Completed	James Brown	2046-04-01	2046-06-30	\$80,000	\$78,000	\$2,000	Low	Project completed successfully.
095	Project CQ	Construction	Commercial	In Progress	Harper Green	2046-07-01	2046-09-30	\$120,000	\$115,000	\$5,000	Medium	Project on track.
096	Project CR	Construction	Industrial	On Hold	Elijah Blue	2046-10-01	2046-12-31	\$195,000	\$195,000	\$0	High	Project on hold due to funding issues.
097	Project CS	Construction	Residential	Completed	Aria Red	2047-01-01	2047-03-31	\$85,000	\$83,000	\$2,000	Low	Project completed successfully.
098	Project CT	Construction	Commercial	In Progress	Grayson Yellow	2047-04-01	2047-06-30	\$115,000	\$110,000	\$5,000	Medium	Project on track.
099	Project CU	Construction	Industrial	On Hold	Scarlett Pink	2047-0						

OPEN NDLAMBE COUNCIL MEETING

HELD ON FRIDAY, 30 AUGUST 2024

**REPORT DATED 20 AUGUST 2024 FROM THE
MUNICIPAL MANAGER TO COUNCIL: UPDATE ON
SALARY AND WAGE INCREASES FOR 01 JULY
2024 NEGOTIATIONS**

ANNEXURE C.13



SOUTH AFRICAN LOCAL GOVERNMENT BARGAINING COUNCIL

HEAD OFFICE

Private Bag X16
MUSGRAVE
4062

Tel: (031) 201-8210/8219/8255
Fax: (031) 201-9788

461 King Dinuzulu Road
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4062

E-mail: info@salgbc.org.za
Web-site: www.salgbc.org.za

15 July 2024

**TO: ALL MUNICIPAL MANAGERS
ALL HUMAN RESOURCES DIRECTORS**

THE PARTIES

**SALGA
SAMWU
IMATU**

**Mr. S Mbanga
Mr. D Magagula
Mr. J Koen**

smbanga@salga.org.za
Dumisaanl.magagula@samwu.org.za
johan@imatu.co.za

REGIONAL SECRETARIES:

**Gauteng/Johannesburg/Tshwane Division
Eastern Cape Division
Western Cape/Cape Metro Division
Northern Cape/Free State Division
Northwest/Mpumalanga/Limpopo Division
KwaZulu-Natal/eThekwinl Division**

**Ms. E. Sekgweleo
Mr. C. Gqeke
Ms. W Brink
Mr. T Mqobongo
Ms. D Monyemangene
Mr. V Nzuza**

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Dikaledi@salgbc.org.za
vual@salgbc.org.za

CIRCULAR NO.: 4/2024

SALARY AND WAGE NEGOTIATIONS STATUS

The current three-year salary and wage collective agreement for municipal staff expired on 30 June 2024.

Salary and Wage Negotiations for municipal staff are negotiated at the Central Bargaining Committee of the South African Local Government Bargaining Council (SALGBC). All municipalities are represented by an employer organisation, the South African Local Government Association (SALGA).

Employees are represented by recognised trade unions, the South African Municipal Workers' Union (SAMWU) and the Independent Municipal and Allied Trade Union (IMATU).

The parties to the SALGBC, (SALGA, SAMWU and IMATU), wish to confirm that they have commenced with the negotiations on Monday the 15th July 2024.

Due to the sensitivity of the engagements and as per the Facilitators instructions, the parties cannot provide any further details until Friday the 19th July 2024.

Address correspondence to the General Secretary

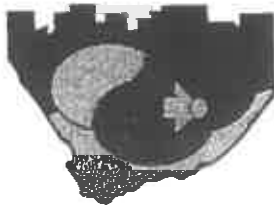
However, the parties reserve the right to make their own individual communication with their membership.

Yours faithfully

A handwritten signature in black ink, appearing to be 'HN Hlangwani', written over a horizontal line.

HN HLANGWANI
DEPUTY GENERAL SECRETARY

Address correspondence to the General Secretary



SOUTH AFRICAN LOCAL GOVERNMENT BARGAINING COUNCIL

HEAD OFFICE

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4062

E-mail: info@salgbc.org.za
Web-site: www.salgbc.org.za

15 August 2024

TO:

SALGA

Chief Executive Officer
Senior Manager :LR&CB

Mr. S Mbanga
Mr. Z Ndlala

smbanga@salga.org.za
zndlala@salga.org.za

SAMWU

President
General Secretary

Mr. N Mokgotho
Mr. D Magagula

N8laonmm@gmail.com
Dumiso1.magagula@samwu.org.za

IMATU

President
General Secretary

Mr. K Swanepoel
Mr. J Koen

keith@imatu-fhb.co.za
johan@imatu.co.za

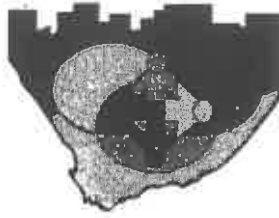
FACILITATOR'S PROPOSAL ON A SALARY AND WAGE COLLECTIVE AGREEMENT

1. Pursuant to the three rounds of Salary and Wage negotiations held on the 15-19 July 2024, 23-26 July 2024 and 12-15 August 2024, the facilitators have issued the attached Facilitator Proposal, dated 15 August 2024.
2. The parties are required to submit their acceptance of the Facilitator's Proposal, in writing, to the SALGBC by 14h00 on 02 September 2024.

Yours faithfully,


S. GOVENDER
GENERAL SECRETARY

Address correspondence to the General Secretary



SOUTH AFRICAN LOCAL GOVERNMENT BARGAINING COUNCIL

(Hereinafter referred to as "the "SALGBC")

FACILITATORS' PROPOSAL ON A SALARY AND WAGE COLLECTIVE AGREEMENT

**In accordance with the provisions of the Labour Relations Act, 1995, as amended, made
and entered into by and between the: -**

SOUTH AFRICAN LOCAL GOVERNMENT ASSOCIATION

(Hereinafter referred to as "SALGA")

and

INDEPENDENT MUNICIPAL AND ALLIED TRADE UNION

(Hereinafter referred to as "IMATU")

and

SOUTH AFRICAN MUNICIPAL WORKERS' UNION

(Hereinafter referred to as "SAMWU")

(IMATU and SAMWU will together be referred to as the "Trade Unions")

(IMATU, SAMWU and SALGA will collectively be referred to as the "Parties")

1. OBJECTIVES

The objectives of this agreement are to provide for general across the board salary adjustments and other related matters for the duration of this agreement, within competing constraints of a high inflation, financially constrained economy and limited fiscus.

2. SCOPE OF APPLICATION

The terms of this agreement shall be observed in the Local Government Undertaking in the Republic of South Africa by all employers and by all employees who fall within the scope of the SALGBC.

3. EXCLUSIONS: SECTION 56 AND SECTION 57 EMPLOYEES

Municipal Managers and those employees appointed as managers directly accountable to Municipal Managers in terms of Section 56 and Section 57 of the Municipal Systems Act 32 of 2000, as amended, shall be excluded from all the terms of this collective agreement.

4. PERIOD OF OPERATION

This agreement shall be for a five-year period and will come into operation on 01 July 2024 and shall remain in force until 30 June 2029.

5. SALARY AND RELATED INCREASES

Financial Year 2024/2025 (Year 1)

- 5.1. In respect of the first financial year of this agreement, all employees covered by this agreement shall receive an increase of six percent (6%) payable as follows:

Handwritten signature and a circular stamp, likely an official seal or logo, located at the bottom right of the page.

5.1.1 Four-point five percent (4.5%) with effect from 01 July 2024

5.1.2 An additional one-point five percent (1.5%) with effect from 01 March 2025.

Financial Year 2025/2026 (Year 2)

5.2 All employees covered by this agreement shall receive, with effect from 01 July 2025, an increase based on the published CPI percentage for 2025, plus zero-point seven five percent (CPI + 0.75%).

5.3 The average CPI published by STATS SA from February to January of the preceding year shall be used to determine the CPI in terms of clause 5.2 above.

Financial Year 2026/2027 (Year 3)

5.4 All employees covered by this agreement shall receive, with effect from 01 July 2026, an increase based on the published CPI percentage for 2025, plus zero-point seven five percent (CPI + 0.75%).

5.5 The average CPI published by STATS SA from February to January of the preceding year shall be used to determine the CPI in terms of clause 5.4 above.

Financial Year 2027/2028 (Year 4)

5.6 All employees covered by this agreement shall receive, with effect from 01 July 2027, an increase based on the published CPI percentage for 2027, plus one-point two five percent (CPI + 1.25%).

5.7 The average CPI published by STATS SA from February to January of the preceding year shall be used to determine the CPI in terms of clause 5.6 above.



Financial Year 2028/2029 (Year 5)

- 5.8 All employees covered by this agreement shall receive, with effect from 01 July 2028, an increase based on the published CPI percentage for 2028, plus one point two five percent (CPI + 1.25%).
- 5.9 The average CPI published by STATS SA from February to January of the preceding year shall be used to determine the CPI in terms of clause 5.8 above.
- 5.10 In the event that the average CPI for the periods as contemplated in the years 2, 3, 4 and 5 above is less than four percent (4%), the average CPI shall be deemed to be four percent (4%), and in the event that the average CPI for the periods as contemplated in the years 2, 3, 4 and 5 above is more than seven percent (7%), the average CPI shall be deemed seven percent (7%).

6. LINKED BENEFITS AND CONDITIONS OF SERVICE

- 6.1 Any benefit or condition of service that is linked to salary increases, shall increase by four-point five percent (4.5%) from 01 July 2024 and a further additional increase of one-point five percent (1.5%) from 01 March 2025.
- 6.2 The increases for the outer years shall increase by the same rate of increment on salaries, as defined in paragraphs 5.2 to 5.9 above.

7. MINIMUM WAGE

- 7.1 The minimum wage shall be reviewed from the current rate of R9 531.54 by the same salary increase percentage of four-point five percent (4.5%) to R9 960.45 from 01 July 2024 and a further adjustment by one-point five percent (1.5%) to R 10 109.85 from 01 March 2025.
- 7.2 The minimum wage shall be incremented annually by the percentage of salary increases to be effected over the five-year period, in line with paragraphs 5.2 to 5.9 above.



8. HOMEOWNER ALLOWANCE

8.1 The Homeowner Allowance shall be reviewed from the current rate of R1 066.41 by the same salary increase percentage of four-point five percent (4.5%) to R1 109.07 from 01 July 2024. The additional salary increase adjustment of one-point five percent (1.5%) on 01 March 2025 shall not be applicable to this allowance.

8.2 The Homeowner Allowance will be increased by the same percentage as the salary increase determined in the outer years in line with paragraphs 5.2 to 5.9 above.

9. MEDICAL AID

9.1 The Medical Aid contributions shall remain at the 60/40 ratio, with employees contributing 40% and the employer contributions at 60%. The current maximum employer contribution of R5 277.38 shall be increased by the same salary increase percentage of four-point five percent (4.5%) with effect from 1 July 2024 to R5 514.86.

9.2 The additional salary increase adjustment of one-point five percent (1.5%) effective 01 March 2025 shall not be applicable to this benefit.

9.3 The employer maximum contribution will be increased by the same percentage as the salary increase determined in the outer years in line with paragraphs 5.2 to 5.9 above.

9.4 The increase of the medical aid subsidy shall only apply to employees who belong to the accredited medical schemes.

10. MATERNITY, PATERNITY AND ADOPTION LEAVE

The above leave related matters shall be dealt with as part of Main Collective Agreement negotiation.

11. GAP MARKET ALLOWANCE

11.1 Gap Market employees are defined as employees whose income is regarded as too low to access bank funded housing finance (mortgage finance), but too high to qualify for the national government's free-basic housing subsidy scheme.



11.2 Gap market employees who earn a basic salary of R22 000.00 per month or less, as at 01 July 2024, and who do not own a house or receive any form of housing assistance or do not participate in the current or any other Homeowners Allowance scheme shall be paid a once-off, non-pensionable payment of R2 000.00. The above payment shall be made on 31 December 2024, and where not possible by no later than 31 March 2025.

11.3 The parties shall conduct an investigation on housing and shall be finalized by no later than 31 March 2025. The purpose of the investigation will be to improve access to housing for employees within the Local Government Sector.

12. SERVICED STANDS

The provision of serviced stands is left to the Municipal discretion.

13. PRODUCTIVITY

13.1 Parties to recognize that, wage increase adjustments strive to reinforce, encourage and promote optimal municipal performance to ensure a higher level of productivity. Therefore, this salary and wage adjustments collective agreement must be seen to attract and retain scarce and critical skills to help municipalities maintain financial sustainability and viability.

13.2 This wage collective agreement is a means to address socio economic needs of workers, their families and communities to benefit from the employers' revenue and productivity. Parties to commit and recognize that municipalities exist to serve the public. Therefore, service delivery is the focal point of this collective agreement.

13.3 The parties to commit to engage in a method to optimize productivity of employees in all municipalities, through the implementation of the current service charter and professionalization framework for the local government sector.

14. EXEMPTIONS

The exemptions procedure has been reviewed as per the attached document – Annexure A.

Handwritten signature and initials in black ink, located at the bottom right of the page.

The Facilitators made a determination on the disputed clause 15.1.16.5 of the procedure as outlined in clause 15.4.9 of the Proposed Amended Exemptions Procedure.

15. APPLICATION AND VARIATION OF THE PROPOSED AGREEMENT

This Facilitators' Proposal shall apply to the members of the *Parties* for general application in the Local Government Sector. No variation of this proposed agreement shall be effective unless in writing and signed by the Facilitators.

16. STATUS OF THIS FACILITATORS' PROPOSAL

16.1 This document remains as a proposal for consideration by the parties and shall remain as such until the parties have complied with the SALGBC Constitution provisions.

16.2 The Drafting Committee of the Bargaining Committee will consider the final wording in this proposed collective agreement, subject to the mandate seeking process in 17.1 below.

17. RETURN DATE

17.1 The Parties should immediately commence their mandate seeking processes and have until 14:00 on 02 September 2024 to formally communicate their acceptance or non-acceptance of this proposal in writing to the SALGBC.

17.2 In the event the Parties do not accept the Facilitators' Proposal, the Parties may revert to their respective positions and may exercise their rights in terms of the Labour Relations Act.

SIGNED BY THE FACILITATOR IN DURBAN ON THIS 15TH DAY OF AUGUST 2024.



MS. DUDUZILE MADUBANYA
PRINCIPAL FACILITATOR



ADV. LUCAS MABUSELA
DEPUTY FACILITATOR

ANNEXURE A

PROPOSED REVIEWED EXEMPTION PROCEDURE

15. EXEMPTIONS

15.1 Exemptions Application

15.1.1 Any Party or municipality bound by this collective agreement concluded under the auspices of the SALGBC or which binds the Parties to the SALGBC, shall be entitled to apply for exemption from any provision of the said collective agreement.

15.1.2 All applications for exemption by a municipality must be lodged with the SALGBC's National Office by no later than:

15.1.2.1 45-working days of this collective agreement being signed, in respect of the 2024/2025 financial year; and

15.1.2.2 30-days from the date of approval of the budget of the municipality by the municipal council, or 30 June, whichever is the soonest, in respect of the 2025/2026, 2026/2027, 2027/2028 and 2028/2029 financial years.

15.1.3 All applications for exemption shall be made in writing on the appropriate application form, obtained from the SALGBC, setting out relevant information, including, but not limited to:

- A. The provisions of the agreement in respect of which exemption is sought;**
- B. The number of employees in respect of whom the exemption is sought;**
- C. The reasons why the exemption is sought;**

- D. The nature and size of the municipality in respect of which the exemption is sought;
- E. The duration and timeframe for which the exemption sought;
- F. The financial recovery plan of the applicant seeking the exemption;
- G. The applicant's past record (if applicable) of compliance with the provisions of the Collective Agreement, its amendments and Exemptions Outcome;
- H. Confirmation that the trade unions or employees themselves were advised of the exemption application at local level;

I. The following relevant financial information:

- i) The last two audited financial statements; and
- ii) The Section 71 and Section 72 Municipal Finance Management Act (MFMA) reports for the current and preceding two financial years.
- iii) The latest financial ratios as prescribed by National Treasury in the template for Calculating Uniform Financial Ratios and Norms (MFMA Circular 71 of January 2014).

15.1.4 An application for exemption from any provision of the collective agreement shall be lodged in writing on the prescribed form with the General Secretary of the SALGBC and the applicant shall serve a copy of the application as follows:

15.1.4.1 In the case of a Trade Union applying for exemption from a collective agreement, submit a copy of the exemption application to SALGA and the relevant municipality affected by the application; and

- 15.1.4.2** In the case of SALGA and/or a Municipality applying for exemption from a collective agreement, forward the exemption application to the national and local offices of IMATU and SAMWU.
- 15.1.5** The Parties referred to in clause 15.1.4, as the case may be, shall be afforded ten (10) days to submit a response to the application for exemption to the General Secretary of the SALGBC. The party shall also be obliged to submit the response to the applicant for exemption.
- 15.1.6** The application for exemption shall be considered by the Panellist.
- 15.1.7** All applications considered by the Panellist shall only be based on the written exemption application and written submissions and arguments in respect of the application, if any, by the applicant and any party or person opposing the application, unless determined otherwise by a Panellist. The Panellist shall consider and determine exemption applications in a manner that is fair and transparent. The applications shall be determined as expeditiously as possible and may, in exceptional cases and subject to the decision of the Panellist, include the hearing of evidence, where the matter cannot be decided solely on the documentation.
- 15.1.8** Notwithstanding clause 15.1.3 I, any party to this Agreement shall be free to submit any relevant evidence / documents for consideration by the Panellist. However, the Panellist shall determine the relevance and weight to be attached to such evidence, noting the specific criteria and factors to be considered by the Panellist.
- 15.1.9** The Exemptions Process shall be a financial inquiry based on the Exemptions Criteria set out in clause 15.4 below
- 15.1.10** In the event of applications being made that are frivolous and vexatious, such applications may be dismissed with costs.

15.1.11 Where a municipality submits an application for exemption, the municipality's obligation to implement the salary increase is suspended pending the outcome of the exemption application.

15.1.12 The Panellist must consider and make a decision and issue an Exemption Outcome within 30 days of appointment of the Panellist.

15.1.13 The onus to prove the case for the granting of an exemption lies with the applicant.

15.1.14 Parties undertake to make every reasonable effort to assist their members to discharge such onus in a full and proper manner.

15.2 National Exemption Panel:

15.2.1 The Executive Committee of the SALGBC shall establish a dedicated panel of exemption panellists and mediators that are accredited by the CCMA to conduct mutual interest disputes from the National and Divisional Panel of conciliators and arbitrators of the SALGBC to constitute the National Exemptions Panel.

15.2.2 The Executive Committee of the SALGBC shall also establish a dedicated panel of independent financial experts made up of persons, in good standing, from a body to be determined by the Executive Committee. The financial expert should be in possession of a qualification in finance and, preferably a background and experience in local government finances.

15.2.3 The role of the financial expert shall be to;

15.2.3.1 Conduct an assessment of the exemption application, within the parameters stipulated by this agreement, including the relevant information set out in clause 15.1.3.1 hereof.

- 15.2.3.2 Assess whether the municipality can afford the costs of the whole or part of the agreement;
 - 15.2.3.3 Provide financial advice to the Panellist;
 - 15.2.3.4 Develop a report with recommendations for consideration by the Panellist.
 - 15.2.4 For each exemption application, the General Secretary of the SALGBC shall appoint a Panellist from the dedicated exemptions panel of arbitrators together with one financial expert from the appointed panel of financial experts.
- 15.3 Exemption Procedure:
- 15.3.1 The SALGBC must, in the first instance, appoint a mediator to the exemption application.
 - 15.3.2 The mediator must attempt to resolve the application through mediation, within 30-days of receipt of the exemption application by the SALGBC. However, the parties may agree to extend the 30-day period.
 - 15.3.3 In the event that mediation is successful, the agreement must be recorded and issued as an exemption outcome of the Panellist, by consent of the parties.
 - 15.3.4 In the event that mediation has failed, or at the end of the 30-day period or any further period agreed to between the parties, the SALGBC must set the application down for hearing before a Panellist assisted by a financial expert.

- 15.3.5** The Panellist shall hear and determine the application. The financial expert shall assist and provide advice and recommendations to the Panellist.
- 15.3.6** The Panellist shall consider any written and or verbal substantiation provided by the applicant or a Party to the SALGBC.
- 15.3.7** The Panellist shall undertake its duties in a fair and transparent manner and shall have the powers and functions to:
- 15.3.7.1** Grant a full or partial exemption or reject an application for exemption; and
- 15.3.7.2** Approve interim orders in circumstances where this will not affect the final outcome.
- 15.3.8** For the purposes of this section:
- 15.3.8.1** Full exemption is defined as an exemption in terms of which a municipality is fully exempted from implementing the provisions of this collective agreement which relate to the salary increase, and / or related conditions, for the full duration of the financial year in respect of which exemption has been sought.
- 15.3.8.2** Partial exemption is defined as an exemption in terms of which a municipality is exempted from implementing the provisions of this collective agreement in full, either by a later implementation date, or reduced salary increase or reduced conditions as per the collective agreement.

- 15.3.9** The Panellist shall grant or reject an exemption application within thirty (30) days after a referral to the General Secretary.
- 15.3.10** The Panellist shall have the power to condone any failure to comply with the time periods provided for in terms of this procedure based on good cause shown.
- 15.3.11** The decisions of the Panellist shall be final and binding, subject to an aggrieved party's right to institute review proceedings in any court having jurisdiction to hear the matter. The Panellist shall provide brief written reasons for its decision, together with a copy of the financial expert's report.
- 15.3.12** The Panellist shall notify the parties of its decision and that the aggrieved party has the right to institute review proceedings in any court having jurisdiction to hear the matter.
- 15.3.13** An Exemption Outcome shall be signed by the Panellist of the, and contain the following information:
- a) The full name of the applicant employer;
 - b) The date of issue;
 - c) The details of the agreement for which exemption is granted;
 - d) The period for which exemption shall operate;
 - e) The terms and conditions, or remedial requirements of the exemption;
 - f) The reasons for the decision;

g) A copy of the financial expert's report; and

h) Any other matter the Panellist deems relevant.

15.4 Criteria to be considered by the Panellist:

- 15.4.1** When considering an application for exemption, including an application for the withdrawal of an Outcome of Exemption by the SALGBC, the following criteria shall be taken into account (the order not indicating any form of priority):
- 15.4.2** The employer is unable to afford the costs of the whole or part of this agreement;
- 15.4.3** The level of compliance with Section 138 and 140 of the Municipal Finance Management Act 56 of 2003 as amended;
- 15.4.4** Fairness to the employer and its employees with reference to the criteria set out in this agreement as well as the impact of the exemption on the employer and its employees;
- 15.4.5** The employer has short-term cash flow problems necessitating a partial exemption;
- 15.4.6** Unexpected economic hardship occurring during the currency of this agreement and job creation and/or loss thereof;
- 15.4.7** Whether a budgetary provision, approved by the Municipal Council, was made for implementation of the obligation arising out of the collective agreement, having regard, where applicable, to unfunded budgets and unforeseen budget constraints
- 15.4.8** Any other factor(s) which is considered appropriate.

15.4.9 The outcome of the exemption application should not have the effect of undermining this agreement or the collective bargaining process;

15.5 For the purposes of this section only, "Day" shall mean calendar day, unless otherwise specified.

OPEN NDLAMBE COUNCIL MEETING
HELD ON FRIDAY, 30 AUGUST 2024

**REPORT DATED 12 AUGUST 2024 FROM THE
MUNICIPAL MANAGER TO COUNCIL:
PROPOSED DONATION OF ERF 6096 CAUSEWAY
ROAD, PORT ALFRED: ESTATES SECTION**

ANNEXURE C.14



M.E.H. SÜLTER & SON Inc.

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072-7976479

E-mail: peter@surveyec.co.za

kyle@surveyec.co.za

Our Reference / Ons verwysing: PA-6098

Your Reference / U verwysing:

Date: 26th July 2024

Att: Mrs. Shirley Boshoff

Ndlambe Municipality

P.O. Box 13

PORT ALFRED

6170

Dear Shirley,

Erf 6096 Port Alfred – request to donate the erf to the Girl Guides Association of South Africa

We refer to previous correspondence and write to ask that you please submit to council a request for them to donate erf 6096 Port Alfred to the Girl Guides Association of South Africa.

The reasoning is as follows:-

- In 2005 the municipality instructed us to subdivide portions of erven 1404 and 4676 for a “land swap” between the Girl Guides Association of South Africa and the Ndlambe Municipality as the Municipality wanted to extend their offices. Part of the agreement was that the municipality would demolish the encroachment of the kitchen area onto erf 6096 and re-build it on the north side of the building at the municipality’s cost (Clause 13.2.1 of the agreement attached).
- The Ndlambe Municipality never complied with this condition and where going to set aside R 250 000 for this purpose in 2006.
- Rather than now forcing the municipality to comply with this condition it seems more logical for the municipality to just donate erf 6096 back to the Association. This will correct the encroachment and release the municipality of their obligation to re-build the kitchen.

Yours faithfully,

P.B. Sülter

Professional Land Surveyor

MEH Sülter & Son Inc.

PA-6098m2

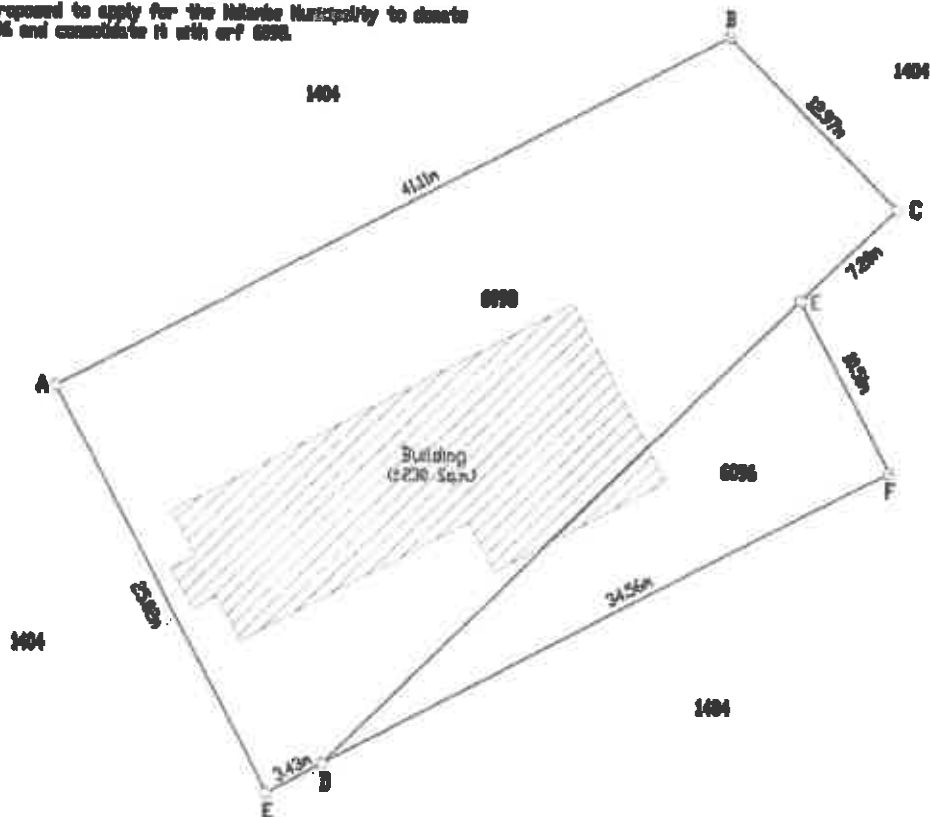
Directors: P.B. Sülter B.Sc. Survey, Pr.L. (S.A.G.C.) Dip. Proj. Management and E. van Niekerk B.Sc. Geomatics, Pr.L. (S.A.G.C.)
Reg. No. 2014/00340821

T N

2 The figure AGCE represents or? 6998 Port Alfred and is owned by the Girl Guides Association of South Africa.

3 The figure JFS represents or? 6996 Port Alfred and is owned by the Nkomo Municipality.

4 It is proposed to apply for the Nkomo Municipality to donate or? 6996 and construct it with or? 6996.



Date: May 2024



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DISCOVERED POLARIS

**EXCHANGE AGREEMENT
(IMMOVABLE PROPERTY)**

**MEMORANDUM OF AN AGREEMENT OF EXCHANGE OF IMMOVABLE
PROPERTY made and entered into by and between:-**

GIRL GUIDES ASSOCIATION OF SOUTH AFRICA
herein represented by LIANE HYMAN in her capacity as Regional
Commissioner for Cape East Region duly authorised by Resolution of the
Regional Committee for the Cape East Region

its Successors in Title or Assigns

(hereinafter referred to as "GGASA") of the one part; and

NDLAMBE MUNICIPALITY

(herein represented by VUKILE MICHAEL BALURA and NCAMISILE GEORGE
NGSEI in their respective capacities as Mayor and Municipal Manager for the
time being of the said Municipality duly authorised hereto by Resolution of its
Council)

its Successors in Title or Assigns

(hereinafter referred to as "THE MUNICIPALITY") of the other part.

WHEREAS "GGASA" is the owner of;

**ERF 6086 (Portion of ERF 4676) PORT ALFRED
in the area of Ndlambe Municipality
Division of Bathurst
Eastern Cape Province**

In Extent : 182 (One Hundred and Eighty Two) Square Metres

As per Diagram S.G. Number 5197/2005

which is part of the land which it holds under Deed of Transfer No. T
80122/1991;

AND WHEREAS "THE MUNICIPALITY" is the owner of;

**ERF 6097 (Portion of Erf 1404) PORT ALFRED
in the area of Ndlambe Municipality
Division of Bathurst
Eastern Cape Province**

In Extent : 184 (One Hundred and Eighty Four) Square Metres

As per Diagram S.G. Number 5198/2005

N.G.
K.B.
J.C.
H.

being part of the land of which it is the registered owner under Deed of Grant No. 171/1958

NOW THEREFORE WITNESSETH;

In terms of this Exchange Agreement "GGASA" will transfer to "THE MUNICIPALITY";

**ERF 6096 (Portion of Erf 4676) PORT ALFRED
In the area of Ndlambe Municipality
Division of Bathurst
Eastern Cape Province**

In Extent : 182 (One Hundred and Eighty Two) Square Metres

As per diagram S.G. Number 5197/2005

and simultaneously and in exchange THE MUNICIPALITY will transfer to "GGASA";

**ERF 6097 (Portion of Erf 1404) PORT ALFRED
In the area of Ndlambe Municipality
Division of Bathurst
Eastern Cape Province**

In Extent : 184 (One Hundred and Eighty Four) Square Metres

As per diagram S.G. Number 5198/2005

upon the following terms, conditions and stipulations.

1. NO CONSIDERATION;

- 1.1 Neither party shall pay any consideration whatsoever to the other party in respect of this exchange of properties;
- 1.2 For purposes of this exchange transaction the parties record that they consider the current fair and reasonable market value of each of their respective properties to be the sum of R184 000,00 (One Hundred and Eighty Four Thousand Rand).

2. POSSESSION AND OCCUPATION;

Possession and occupation of the respective properties shall pass simultaneously with registration of the transactions in the Deeds Registry at Cape Town from which date sole risk, loss or profit shall also pass.

N.G.
V.B.
R. A. J.
M.E.

3. **TRANSFER:**

Registration of transfer shall be effected as soon as is possible after the signing of this agreement and both parties shall be obliged to sign all necessary documents when called upon to do so in order to enable transfer to be so effected.

4. **OCCUPATIONAL RENTAL:**

As possession and vacant occupation are being taken against registration of the transactions there shall be no occupational rent payable.

5. **RATES AND TAXES:**

"GGASA" shall continue to pay rates, taxes, assessments and availability charges in respect of the property which he currently owns up until the date of registration of transfer from which date he will then be liable for these items on Erf 6097 Port Alfred.

6. **COSTS AND TRANSFER:**

6.1 All costs of and incidental to transfer, the costs of this exchange agreement, the costs of obtaining any necessary certificate, permit or consent from any statutory body or official to effect transfer, together with value added tax payable on any of the abovementioned items shall in view of the circumstances giving rise to this agreement be borne by the MUNICIPALITY.

6.2 All costs related to the sub-division of the respective mother properties, and if necessary any rezoning thereof and the preparation and approval of the necessary survey diagrams to give effect to the provisions of this agreement, shall also be borne THE MUNICIPALITY.

7. **SALE VOETSTOOTS:**

The respective parties acknowledge that the respective properties of which they are to take transfer are transferred as they stand, subject to all defects, latent and patent, that may now exist or may in future be found to exist in respect of the said properties, buildings, erections or improvements thereon, any implied warranty being expressly excluded, that is to say voetstoots.

The parties hereto record that the respective Erven are currently unimproved.

N.G.
V.B.
R. ME. J.

8. **CONVEYANCING:**

Registration of transfer of the transactions shall be effected by MESSRS NEAVE STÖTTER INCORPORATED of 37 Campbell Street, P O Box 76, Port Alfred 6170.

9. **DOMICILIA CITANDI ET EXECUTANDI:**

It is agreed by the parties that for the purposes of this agreement they each select their following respective addresses as their respective domicilia citandi et executandi and that they each select their following respective telefax numbers or e-mail addresses which shall be the address or telefax number or e-mail address to which all notices or other documents in relation to these presents may be sent, it being agreed however that should legal action be instituted all processes shall be served at the respective domicilia citandi et executandi addresses, it being further agreed that all notices dispatched in the Republic of South Africa by pre-paid registered post to the domicilium selected shall be deemed to have been received five (5) days after the date of posting thereof whilst all notices dispatched by telefax or e-mail to the telefax number or the e-mail address selected shall be deemed to have been received one (1) day after the date of dispatch thereof. Either party may from time to time change that party's domicilium address or telefax number or e-mail address by delivery of written notice to the other party to that effect.

The MUNICIPALITY at:

1.	Domicilium address:	Causeway Port Alfred 6170
2.	Postal address:	P O Box 13 Port Alfred 6170
3.	Telefax number:	(045) 624 4320

GGASA at:

1.	Domicilium address:	c/o Mrs J Roberts 4 Honey Suckle Avenue Sunridge Park Port Elizabeth 6045

N.C.
V.B.
R NE

2. Postal address: c/o Mrs J Roberts
P O Box 778
Newton Park
Port Elizabeth
6055

10. **DATE OF EXCHANGE:**

The date of exchange is recorded as being the date of last signature of this agreement.

11. **WARRANTIES AND REPRESENTATIONS:**

This exchange agreement constitutes the entire contract between THE NDLAMBE MUNICIPALITY and GGASA. No warranties, representations or conditions not recorded herein shall be binding on either party.

12. **TRANSFER DUTY AND VALUE ADDED TAX**

12.1 GGASA declares that it is not a registered vat vendor in terms of the Value Added Tax Act and that in the normal course insofar as the transfer of its property to THE MUNICIPALITY is concerned, transfer duty would be payable but it is recorded that THE MUNICIPALITY is exempt from payment of transfer duty in terms of the relevant provisions (Section 9(1)(b) of the Transfer Duty Act, Act number 40 of 1949.

12.2 THE MUNICIPALITY declares that it is a vendor as defined in the Value Added Tax Act No. 89/1991, registration number 4330101223, and that the disposal made in terms of this agreement by it is made in the course of the furtherance of a vat enterprise of the seller and that value added tax at the statutory rate in the sum of R20 240,00 (Twenty Thousand Two Hundred and Forty Rand) is payable on the fair and reasonable market value declared in clause 1.2 above. THE MUNICIPALITY acknowledges that it shall pay the aforementioned amount of value added tax on registration of the relevant property into the name of "GGASA" in the deeds registry at Cape Town.

13. **SPECIAL CONDITIONS**

13.1 Simultaneously with registration of Erf 6097 (Portion of Erf 1404) Port Alfred into its name "GGASA" shall be obliged to consolidate that property with the Remainder of Erf 4576 Port Alfred of which it is the current registered owner to for;

ERF 6098 PORT ALFRED
In the area of Ndlambe Municipality
Division of Bathurst
Eastern Cape Province

Y
to Port

R N.C
V.B
R K J

In Extent : 838 (Eight Hundred and Thirty Eight) Square Metres

As per Diagram S.G. Number 8199/2005

All costs relating to the obtaining of the necessary approved Consolidation Survey Diagram and the application for the issue of a Certificate of Consolidated Title in the name of "GGASA" shall be borne by THE MUNICIPALITY.

13.2 Insofar as the existing buildings on the property of "GGASA" are concerned the parties have agreed as follows, namely :

13.2.1 That the existing kitchen extension on the South Side of the Girl Guides Building, be demolished and be reconstructed by THE MUNICIPALITY on the North Side of the building to the satisfaction of both parties to this agreement.

13.2.2 That the amount of R250 000,00 (Two Hundred and Fifty Thousand Rand) be set aside and be made available by THE MUNICIPALITY for the proposed changes.

13.2.3 That the consolidated property of which "GGASA" is to be the registered owner after the provisions of this agreement have been given effect to, shall be fenced as discussed and agreed by the parties to this agreement at the cost of THE MUNICIPALITY.

13.2.4 THE MUNICIPALITY will make good any damage which it may cause to the existing building of "GGASA" due to the alterations and construction of the Municipality's new offices which are to be built on the land adjoining that of "GGASA". In this regard the parties hereto agree that before any construction/alteration work commences on the Municipality's land in respect of its new offices, that an on site inspection of the property of "GGASA", take place and that the state and condition of the building of "GGASA" be recorded for purposes of this clause.

city's

*N.G.
V.B.
R. MC*

THUS DONE AND SIGNED for and on behalf of "GGASA" at Port Elizabeth
on this 15 day of July 2008

AS WITNESSES:

1. [Signature]

2. [Signature]

[Signature]
LIANE HYMAN, Regional
Commissioner for the Girl
Guides Association of South
Africa duly authorised hereto

THUS DONE AND SIGNED for and on behalf of THE NDLAMBE
MUNICIPALITY AT PORT ALFRED on this 6th day of June 2008

AS WITNESSES:

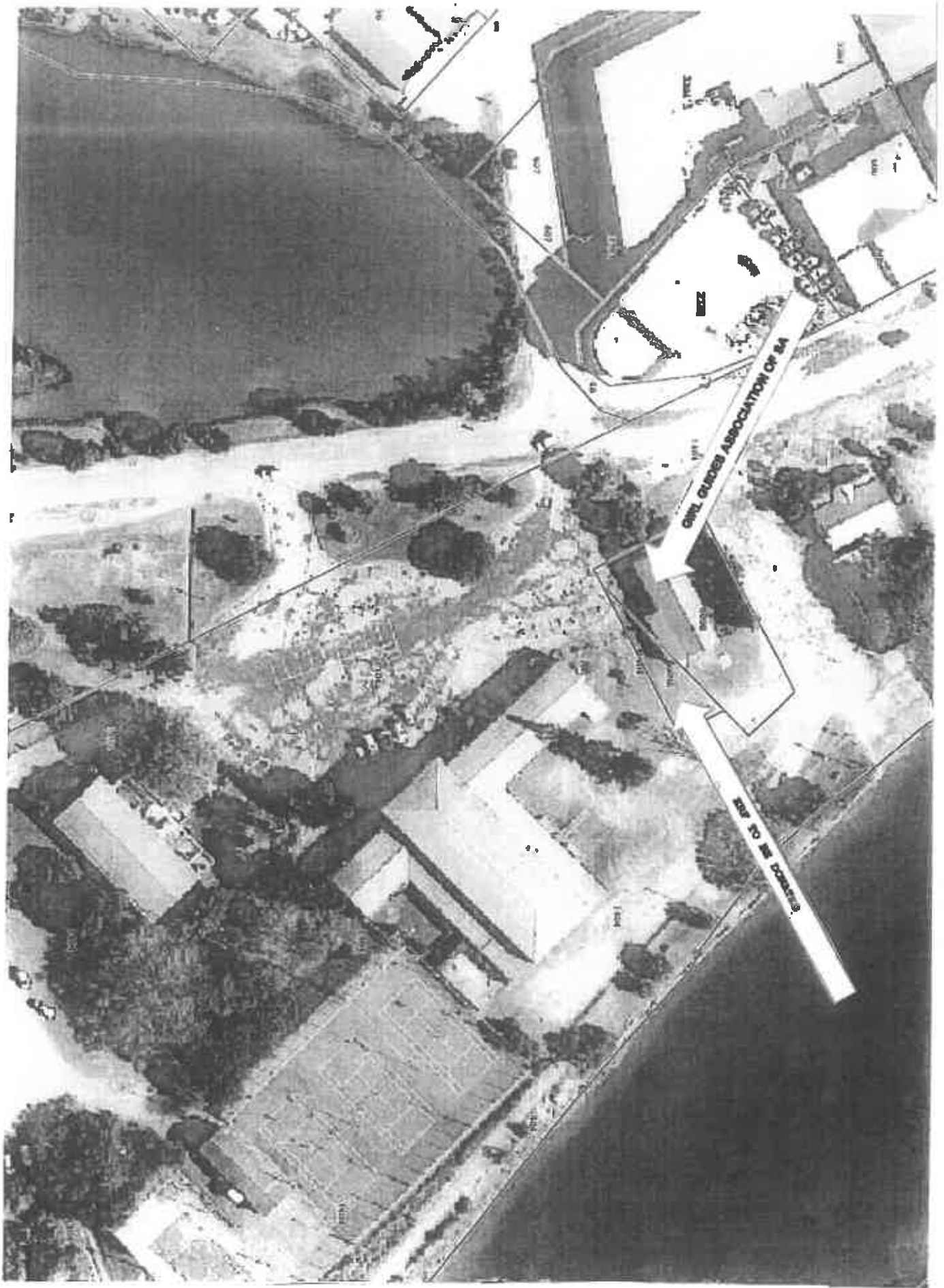
1. [Signature]

2. [Signature]

[Signature]
VUKILE MICHAEL BALURA
Mayor

[Signature]
NCAMISILE GEORGE NGESI
Municipal Manager
for and on behalf of Ndlambe
Municipality

1:100 OFFICE PLAN



LOCALITY PLAN NO. 6096/PA

OPEN NDLAMBE COUNCIL MEETING

HELD ON FRIDAY, 30 AUGUST 2024

**REPORT DATED 12 AUGUST 2024 FROM THE
MUNICIPAL MANAGER TO THE COUNCIL:
APPLICATION TO PURCHASE THE PROCLAIMED
PUBLIC ROAD KOWN AS ERF 941
BOESMANSRIVIERMOND: ESTATES SECTION**

ANNEXURE C.15



M.E.H. SÜLTER & SON Inc.

Professional Land Surveyors / Professionele Landmeters
Township & Property Consultants / Dorps- en Eiendomsradgewers
Sectional Title Surveyors / Deeltitelmeters
3D Scanning and Data Modelling / 3D Skandering en Datamodelleerling

Medical Centre
15A Milner Street
Grahamstown 6139

Tel: 046-6224441
Cell: 082-6549849
072-7976479

E-mail:

peter@surveycc.co.za

kyle@surveycc.co.za

Our Reference / Ons verwysing: BUSH-941

Your Reference / U verwysing:

Date: 10TH November 2023

Att: Shirley Boshoff

The Manager

Ndlambe Municipality

P.O. Box 13

PORT ALFRED

6170

Dear Shirley,

Proposed purchase of erf 941 Bushman's River Mouth by the owners of erf 946

The owners of erf 946 Bushman's River Mouth have asked us to make an application, on their behalf, to purchase erf 941.

Please see attached:-

1. Ndlambe Municipality land acquisition form
2. Locality map
3. Plan showing the proposal
4. Short motivation report
5. A copy of the title deed for erf 941 Bushman's River Mouth
6. Resolution from the owners
7. Survey diagram
8. Photographs

Kindly put this to Council to obtain their approval.

Please acknowledge receipt of this letter and advise us if you require anything further at this stage.

Yours faithfully,

M. E. H. Sülter & Son Inc.

BUSH-941nm

Directors: P.B. Sülter B.Sc. Survey, Pr.L. (S.A.G.C.) Dip. Proj. Management and K. van Niekerk B.Sc. Geomatics, Pr.L. (S.A.G.C.)

Reg. No. 2014/003435/21

“A curse upon him who moves his neighbour's boundary stone”: the people shall say ‘Amen’”
Deuteronomy 27:17

NDLAMBE MUNICIPALITY

PORT ALFRED

01975



APPLICATION FOR LAND / BUILDINGS

1. Name of Applicant: **MEH SULTER & SON INC**
2. Fundraising Number, if any: **N/A**
3. Address: **15A MILNER STREET, GRAHAMSTOWN, 6139**
4. Tel No. **046-6224441** Fax No.
5. Do you require land? **ERF 941 BUSHMANS AS INDICATED ON THE PLAN**
6. If so, for what purpose? Please provide full details, including size, owner etc.
THE OWNER OF ERF 946 WANTS TO PURCHASE THE ADJOINING ERF 941 WHICH IS OWNED BY THE MUNICIPALITY.
7. Do you require buildings / offices/ vacant land?
VACANT LAND - ERF 941

8. If so, for what purpose? Please provide full details, including size, owner, etc.

ERF 941 IS OWNED BY THE NDLAMBE MUNICIPALITY AND IS DESIGNATED PUBLIC ROAD.

THE ERF IS 743 SQ.M. IN EXTENT.

THE OWNERS OF THE ADJOINING ERF WISH TO PURCHASE ERF 941 TO KEEP AND MAINTAIN BETTER CONTROL OF THE ERF

10. Where are these buildings situated (Plans) N/A

11. Do you or your organization have funds to finance this venture?
Please provide full details and proof thereof.

YES - PRIVATE FUNDS

12. Do you have a Business Plan in place? If so, provide a copy / details.
N/A

13 Are you an individual applicant or are you representing a Grouping, Organization etc? Please provide details

GRENSPOS EIENDOMME (PTY.) LTD.

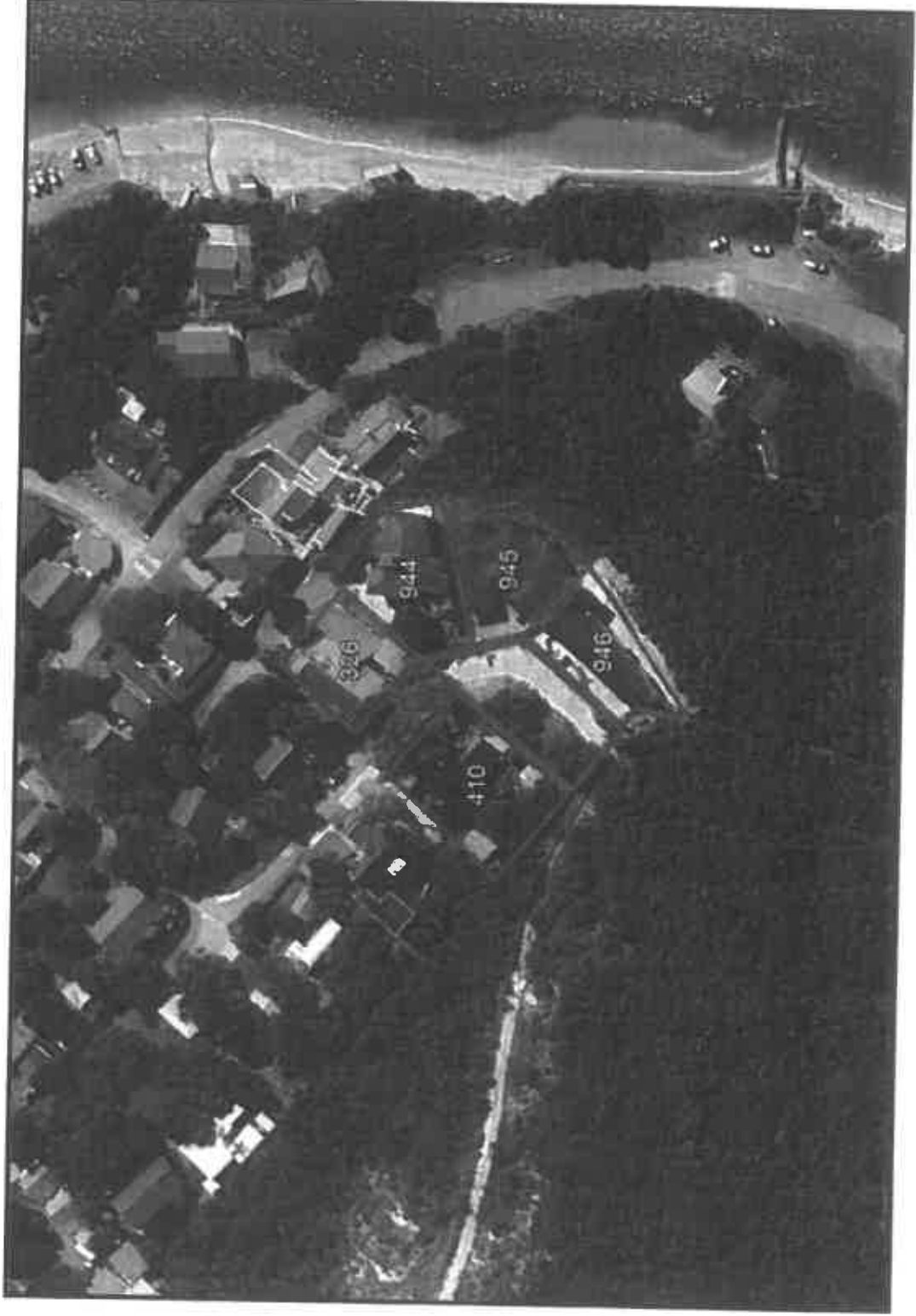
NB: Please attach supporting documents with application form

DATE: 10th November 2023

SIGNATURE:  _____

ERVEN 941 & 946 BUSHMANS RIVER MOUTH – LOCALITY PLAN

ERF 941 BORDERED GREEN

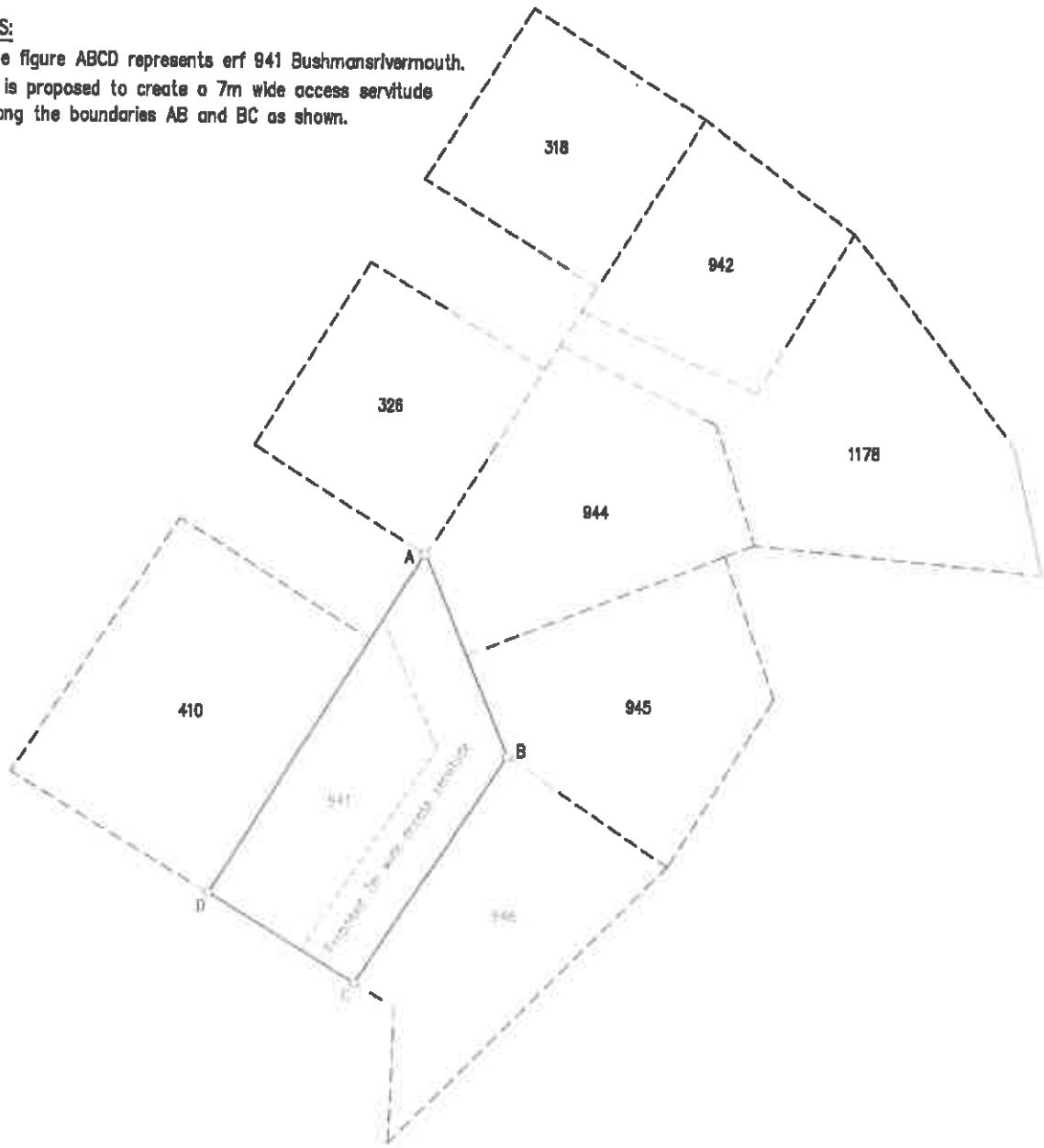


Plan showing
proposed servitude over
Erf 941 Bushmansrivermouth
Administrative District of Alexandria
Province of the Eastern Cape
Scale: 1/500 (0A3)



NOTES:

- 1) The figure ABCD represents erf 941 Bushmansrivermouth.
- 2) It is proposed to create a 7m wide access servitude along the boundaries AB and BC as shown.



Date: November 2023



M.E.H SULTER & SON INC.

Professional Land Surveyors
Township & Property Consultants
Sectional Title Practitioners

3D scanning and building information modelling

Medical Centre
15A Miner Street
Grahamstown
6139

Tel: (048) - 622 4441
e-mail: peter@surveyec.co.za

P.B. Sulter
K. van Niekirk

B.Sc.(SURVEY) Pr.L.(S.A.S.C.) Dip.Proj.Man.
B.Sc.(GEOMATIC) Pr.L.(S.A.S.C.)

(BUSH-941 PLAN)
REF: BUSH-941

MOTIVATION REPORT
FOR THE PROPOSED PURCHASE OF ERF 941 BUSHMANS RIVER MOUTH

APPLICATION:

This application is for the purchase of erf 941 Bushman's River Mouth by the owners of the adjoining erf 946.

THE APPLICANT:

The applicant is Messrs. M.E.H. Sultzer & Son, Professional Land Surveyors, on behalf of the owners of erf 946 being Grenspos Elendomme (Pty) Ltd.

LOCALITY OF PROPERTY:

The properties are situated at the end of Plenaar Street in Bushman's as indicated on the attached plan.

DETAILS OF PROPERTY:

Erf 941 form part of the road reserve and provides access for erven 944, 945, 946 Bushman's and the farm Kwaalhoek No.319 Alexandria.

Erf 941 is 3 902 square meters in extent and is held under Transfer No.4286/1982.

TOPOGRAPHY:

The relevant portion has slopes upwards from north to south.

ACCESS TO THE PROPERTIES:

Access to the site is via Plenaar Street.

THE EXISTING LAND USE AND ZONING:

Erf 941 is vacant and acts as access to erven 944, 945, 946 and the farm Kwaalhoek No.349.

EXISTING ZONING:

Erf 941 is a public road.

THE PROPOSAL:

The owners of erf 946 want to purchase erf 941 for the following reasons:-

- Erf 942 and its infrastructure has been neglected by the municipality for at least 20 years causing a severe fire hazard to the neighboring houses and nature reserve.
- The intent is to keep the stand free of misuse and utilize the erf for parking as needed.
- Illegal structures have been erected on the property

BENEFIT TO THE NDLAMBE MUNICIPALITY:

- The sale of erf 941 will result in income for the Ndlambe Municipality, through the sale of the land and rates and taxes in perpetuity.
- The sale of the erf will free the municipality of the responsibility of maintaining the erf and unauthorized use of the erf.

CONCLUSION:

- The road has not been maintained at all and our clients have recently paved the road at their own expense and with the municipality's permission.
- Access to the existing erven will be via a servitude registered in favor of the public.
- The road is not used by the public and only the municipality, Albany Coast Waterworks and owners of erven 944, 945 and 946 will be affected by this transaction.

The sale of the land will benefit the Ndlambe Municipality financially both through the selling price and rates and taxes.



P.B. Sülter

Professional Land Surveyor

November 2023

SYFRET GODLONTON FULLER MOORE INC

MICROFILM	
DATE - 10.10.1982	OPERATION - OPERATIVE
1982-02-12	
NT- RYK BLADST	
FOR ENDORSEMENT	

REKORDAT NATIONALE - INDO-CHINESE - MAPA DAPION	
OPINION EN: 10.10.1982	As of 10.10.1982
1982-02-12	
10.10.1982	

OFFICIAL	
CERTIFICATE	
STAMPED	
CHIEF	
1982-02-12	
150.	
10.10.1982	

T 4286	1982

Prepared by me

[Signature]
Conveyancer

CERTIFICATE OF CONSOLIDATED TITLE

Issued under the provisions of Section 40 of the Deeds Registries Act 1937, No. 47 of 1937 as amended.

WHEREAS THE MUNICIPALITY OF BOESMANSRIVIERMOND has applied for the issue to it of a Certificate of Consolidated Title under the provisions of Section 40 of the Deeds Registries Act 1937, as amended;

AND WHEREAS the said Municipality is the registered owner of the following pieces of land situate in the Municipality of Boesmansriviermond, Division of Alexandria :-

(a) Erf /..

(a) Erf 939 Boesmansriviermond;

held by Deed of Grant dated the 22nd September, 1981
registered this day No. **4284** and

(b) Erf 940 (portion of Erf 950) Boesmansriviermond,

held by Certificate of Registered Title No. T
dated this day; **4285**

which upon ~~re-survey~~ have been consolidated into the land
hereinafter described;

NOW THEREFORE, in pursuance of the provisions of the
said Act, I, the Registrar of Deeds at Cape Town, do hereby
certify that the said

MUNICIPALITY OF BOESMANSRIVIERMOND

Or its Assigns, is the registered owner of :-

CERTAIN land situate in the Municipality of
Boesmansriviermond, Division of Alexandria, being Erf 94
Boesmansriviermond;

MEASURING Three Thousand Nine Hundred and Two (3902)
Square Metres;

AS WILL more fully appear from the annexed diagram
No. 3244/81;

(1) AS REGARDS the figure A B x y H J on said diagram
No. 3244/81 -

SUBJECT, as stated in said Deed of Grant No. **4284**
dated this day, to the reservation of all rights to precious
stones, precious metals, base minerals and natural oil,
as /..

WHITE GROUP
BLANKE GROEP

as defined in the Mineral Laws, in favour of the State;

(11) AS REGARDS the figure x C D E F G H Y on the said diagram No. 3244/81 -

SUBJECT to the following special conditions contained in Deed of Grant No. 113/1948 dated 31st August, 1948 and registered on the 9th September, 1948 :-

- " (1) Subject to the provisions of the Reserved Minerals Development Act, 1926, and of the Precious Stones Act, 1927, as amended, all rights to all minerals, mineral products, mineral oils, coal, base or precious metals or precious stones in or under the land are reserved to the Government.
- (2) That no cutting or destruction of any trees, shrubs or other plants growing on the land hereby granted shall be permitted.
- (3) That should danger of sand movement develop, the proprietor of the land shall carry out at his own expense any reclamation work considered necessary by the Department of Forestry. Alternatively, the Department shall have the right to enter upon the land and take such steps as it may consider necessary to reclaim the land and recover the cost from the proprietor.
- (4) That should the grantee dispose of any lot laid out on the land, the buyer of such lot not being the improver thereof, shall compensate the owner of the improvements by the payment on the date of purchase, to such owner of the value of the said improvements as may be mutually agreed upon by the parties concerned or as may be determined by arbitration."

A Certificate of Rights to Minerals No. 101/48 having been registered on the 9th September 1948 in respect of the Mineral Rights mentioned in Clause 1 above.

AND THAT BY VIRTUE OF THESE PRESENTS, the said MUNICIPALITY OF BOESMANSRIVIERMOND or its Assigns, now is and henceforth shall be entitled thereto conformably to local custom, the State, however, reserving its rights;

IN WITNESS WHEREOF I, the said Registrar, have subscribed to these presents and have caused the Seal of Office to be affixed thereto.

THUS /

THUS DONE AND EXECUTED at the Office of the Registrar
of Deeds, Cape Town, Cape of Good Hope, on the 3rd
day of the month of January in the
year of Our Lord One Thousand Nine Hundred and Eighty-two
(1982).

REGISTERED

Registered in the Even
Register of Boesmansdrif

Book

Folio 941

S. rolt
Clerk in Charge

94

P.

4171

BLADSY/PAGE 5
ENDOSSEMENT OP 4286
ENDORSEMENT ONT 1952

BIENDOM/PROPERTY ERF 941

DOES MONS RIJKE MOND

B 19

VERBOD
MORTGAGE

vir met met
for with preference
vir 'n verder bedra bedra
for an additional of exceeding
R. P.R.

SAATSE KANTOR
Landes Office
KAPSTADT/CAPE TOWN

ERF 4286 489 2
-8-12-1982 UPT DELFORT

GETRANSPORTEER.....
TRANSFERRED.....
No. 1 127 2 3413
Remainder.....

4287

Ass.
To
Ass.

ERF 9445 730 2
-8-12-1982 ESTATE LAIC

GETRANSPORTEER.....
TRANSFERRED.....
No. 1 4288 2 1413
Remainder.....

Ass.
To
Ass.

VIR ENDOSSEMENTE KYK BLADSY
FOR ENDORSEMENTS SEE PAGE 6 ET SP

BLADSY/PAGE 6
ENDOSSEMENT OP 4286
ENDORSEMENT ON 11982
EINDOM/PROPERTY ERF 941
BOES MANS RUTAROND

ERF 945 = 685 m²

GETRANSPORTEER.....	12-1982	Assn. <u>P. T. MABALE</u>
TRANSFERRED.....	To	
No. <u>4290</u>	Restant.....	<u>1992</u> m ²
	Remainder	

.....
Regist. Registrar.

ERF 946 = 587 m²

GETRANSPORTEER.....	12-1982	Assn. <u>B. J. MALLAN</u>
TRANSFERRED.....	To	
No. <u>4291</u>	Restant.....	<u>1411</u> m ²
	Remainder	

.....
Regist. Registrar.

ERF 947 = 668 m²

GETRANSPORTEER.....	12-1982	Assn. <u>E. D. HELNIS</u>
TRANSFERRED.....	To	
No. <u>4288</u>	Restant.....	<u>742</u> m ²
	Remainder	

.....
Regist. Registrar.

SIDES Metres	ANGLES OF DIRECTION	CO ORDINATES		SG No 3244/81
		Y System 10 27	X	
		Constant 0,00	+3 700 000,00	
AB	20,93	306.34.10	A + 31 477,15	28 875,26
BC	29,65	322.21.30	B + 31 460,34	28 887,73
CD	34,55	68.51.50	C + 31 442,23	28 911,21
DE	16,84	340.17.00	D + 31 474,38	28 923,85
EF	22,23	32.03.40	E + 31 468,70	28 939,70
FG	41,72	47.43.10	F + 31 480,50	28 938,54
GH	12,06	182.30.50	G + 31 511,37	28 986,61
HJ	24,60	121.01.50	H + 31 510,84	28 974,56
JA	102,47	212.18.30	J + 31 531,92	28 961,88
Δ No 72 Bath 5			+ 31 259,22	27 553,74
Δ No 78 Klipfontein			+ 34 408,76	30 023,49

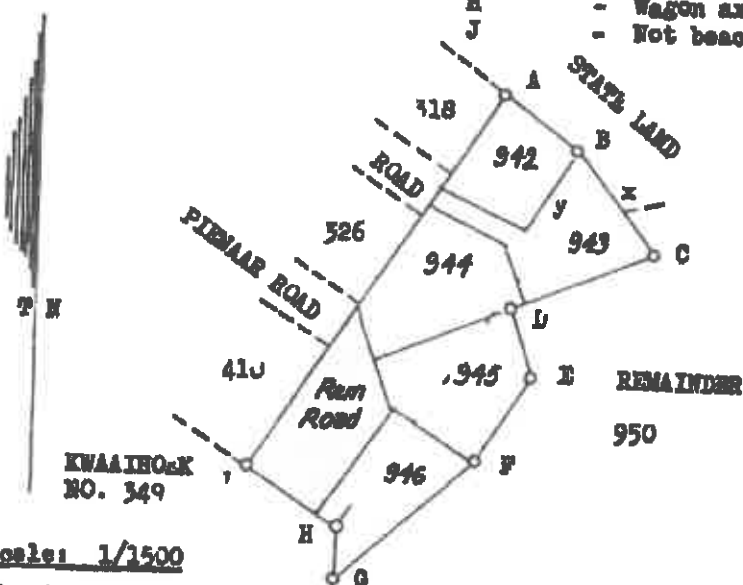
Approved

Surveyor General

1981-08-12

REASONS:

- A - 25mm Square peg
- B, C, D, E, F, G - 30mm iron peg
- H - Wagon axle projecting 1 metre
- J - Not beacons



Scale: 1/1500

The figure A B C D E F G H J represents 3902 square metres of land being ERF 941 BOESMANSRIVIERMOND and comprises;

1. The figure ABxHJ representing Erf 939 Boesmansriviermond Dg. No. 7P/2/RD D/T No. 1982 4284
2. The figure xCDEFGH representing Erf 940 Boesmansriviermond Dg. No. 3P/3/51 D/T No. 1982 4285

situate in the Municipality of BOESMANSRIVIERMOND, Administrative District of ALEXANDRIA, PROVINCE OF THE CAPE OF GOOD HOPE.

Surveyed in November 1980, by me,

Land Surveyor

This diagram is annexed to
CCT
No 4286/82
dated
1/10

The original diagrams are
as quoted above

No- annexed to
Transfer/Grant
No-

File No S/8133/1
SR No L 2580/80
Comp BF-6CD/T21 (2167)

Register of Deeds

S/F BRM-3

FOR ENDORSEMENTS
SFC 8A/4 OF D2M

941

**MUNICIPALITY OF
DOORNARIVIERDORP
MUNICIPALITY**

I hereby certify that this subdivision is
in accordance with the order
required in terms of section (B) 12 (a) of
the Municipalities Act (No) 12 (a) of 1954

18/10/81

[Signature]
Town Clerk

SU		TY		DIA		7		1		T		T		T		T		T		T		T		T		T		T		T		T		T		T		T		T		T		T		T		T		T		T		T		T		T		T		T		T		T		T		T		T		T		T		T		T		T		T		T		T		T		T		T		T		T		T		T		T		T		T		T		T		T		T		T		T		T		T		T		T		T		T		T		T		T		T		T		T		T		T		T		T		T		T		T		T		T		T		T		T		T		T		T		T		T		T		T		T		T		T		T		T		T		T		T		T		T		T		T		T		T		T		T		T		T		T		T		T		T		T		T		T		T		T		T		T		T		T		T		T		T		T		T		T		T		T		T		T		T		T		T		T		T		T		T		T		T		T		T		T		T		T		T		T		T		T		T		T		T		T		T		T		T		T		T		T		T		T		T		T		T		T		T		T		T		T		T		T		T		T		T		T		T		T		T		T		T		T		T		T		T		T		T		T		T		T		T		T		T		T		T		T		T		T		T		T		T		T		T		T		T		T		T		T		T		T		T		T		T		T		T		T		T		T		T		T		T		T		T		T		T		T		T		T		T		T		T		T		T		T		T		T		T		T		T		T		T		T		T		T		T		T		T		T		T		T		T		T		T		T		T		T		T		T		T		T		T		T		T		T		T		T		T		T		T		T		T		T		T		T		T		T		T		T		T		T		T		T		T		T		T		T		T		T		T		T		T		T		T		T		T		T		T		T		T		T		T		T		T		T		T		T		T		T		T		T		T		T		T		T		T		T		T		T		T		T		T		T		T		T		T		T		T		T		T		T		T		T		T		T		T		T		T		T		T		T		T		T		T		T		T		T		T		T		T		T		T		T		T		T		T		T		T		T		T		T		T		T		T		T		T		T		T		T		T		T		T		T		T		T		T		T		T		T		T		T		T		T		T		T		T		T		T		T		T		T		T		T		T		T		T		T		T		T		T		T		T		T		T		T		T		T		T		T		T		T		T		T		T		T		T		T		T		T		T		T		T		T		T		T		T		T		T		T		T		T		T		T		T		T		T		T		T		T		T		T		T		T		T		T		T		T		T		T		T		T		T		T		T		T		T		T		T		T		T		T		T		T		T		T		T		T		T		T		T		T		T		T		T		T		T		T		T		T		T		T		T		T		T		T		T		T		T		T		T		T		T		T		T		T		T		T		T		T		T		T		T		T		T		T		T		T		T		T		T		T		T		T		T		T		T		T		T		T		T		T		T		T		T		T		T		T		T		T		T		T		T		T		T		T		T		T		T		T		T		T		T		T		T		T		T		T		T		T		T		T		T		T		T		T		T		T		T		T			

ERF 941 BUSHIMANS

LOOKING NORTH-WEST ALONG PIENAAR ROAD



LOOKING SOUTH EAST TO ERF 946



LOOKING NORTH-EAST – ERF 946 ON RIGHT



LOOKING SOUTH – ERF 946 ON LEFT



ERF 941 BUSHMANS

ENTRANCE TO ERF 944



ENTRANCE TO ERF 945

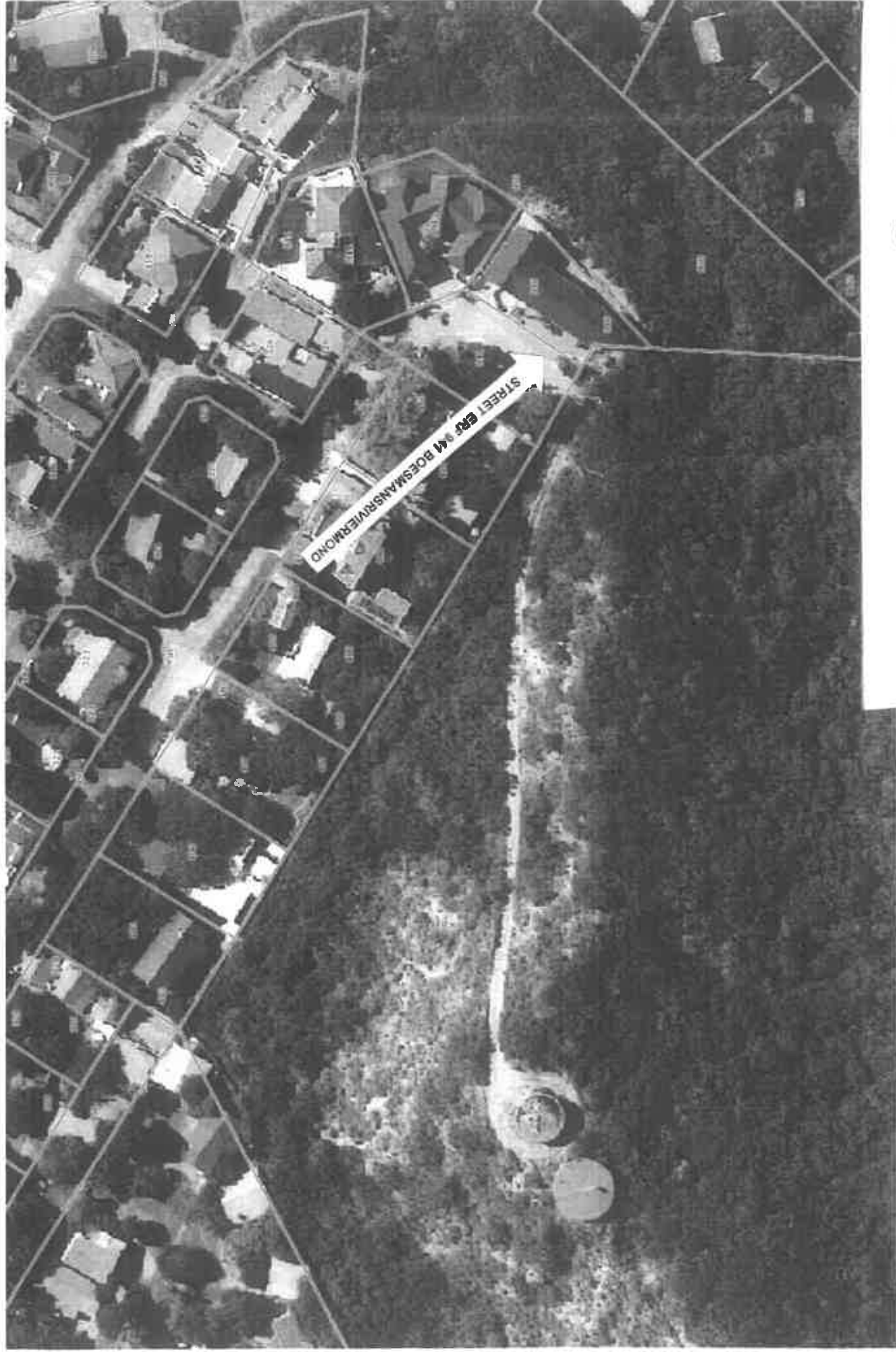


BOTTOM ENTRANCE TO ERF 946



TOP ENTRANCE TO ERF 946





LOCALITY PLAN NO. ERF 941/BOESMANSRIVERMOND

OPEN NDLAMBE COUNCIL MEETING

HELD ON FRIDAY, 30 AUGUST 2024

**REPORT DATED 21 AUGUST 2024 FROM THE
MUNICIPAL MANAGER TO COUNCIL: ADOPTION
OF THE NEW ICT DISASTER RECOVERY PLAN**

ANNEXURE C.16



NDLAMBE MUNICIPALITY

ICT DRAFT DISASTER RECOVERY

PLAN 2024/2025

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1. Plan introduction

NDLAMBE Municipality recognizing their operational dependency on computer system, including the Local Area Network (LAN), Database Servers, Internet, Intranet and e-Mail, and the potential loss of revenue and operational control that may occur in the event of a disaster; authorized the preparation, implementation and maintenance of a comprehensive disaster recovery plan.

The intent of a Disaster Recovery Plan is to provide a written and tested plan directing the computer system recovery process in the event of an interruption in continuous service resulting from an unplanned and unexpected disaster.

2. Mission

To articulate well-defined responsibilities, actions, and procedures for reinstating the municipality's computer, communication, and network infrastructure in the case of an unforeseen and unscheduled disruption. The plan is designed with the following key objectives in mind:

- Restore the physical network within the Critical Time Frames, as determined and endorsed by the user community.
- Restore the applications within the Critical Time Frames established and accepted by the IT Steering Committee.

Moreover, the plan aims to:

- Minimize the impact on the business concerning financial losses and operational disruptions.

3. Objectives

Establish a clear financial framework by limiting the combined capital and operating budgets for Disaster Recovery, encompassing servers, clients, LAN facilities, and applications, to a maximum of 20% of the overall organizational IT Operational Budget. This allocation covers both operational backup and Disaster Recovery measures.

While no specific cap is mandated, it is expected that the capital and operating budget for decentralized environments remain reasonable, justifiable, and cost-effective. This approach ensures a balanced investment, aligning with the goal of mitigating potential business risks associated with technological dependencies.

3.1 Client / Server Objectives

- Streamlining the Disaster Recovery Procedure to minimize complexity and administrative workload through automation.
- Decreasing the recovery time for primary server backup facilities and all server-related applications in NDLAMBE MUNICIPALITY to 24 hours by 2024.
- Restricting the recovery time of centralized server backup facilities to the critical timeframe of the Municipality by 2024.
- Where applicable, reducing the recovery time of secondary backup facilities to 18 hours by 2024.
- Integrating disaster recovery and operational recovery to achieve cost and workload reduction.
- Simplifying Disaster Recovery testing to the extent that regular testing, conducted through disaster recovery systems and infrastructure, results in minimal impact on daily services, making it transparent to daily operations.
- Conducting an analysis on the potential impact of server loss on LAN environments.

3.2 Network Objectives

Disaster Recovery Resilience Implementation for NDLAMBE MUNICIPALITY Network:

LAN Objectives:

1. Implement a comprehensive backup strategy for all critical data hosted on production LANs by 2024, including off-site cycling.
2. Develop and test effective Disaster Recovery Plans and backup facilities for all high-priority Business Units by 2024.
3. Constrain the recovery time at backup facilities to meet the actual critical time frames of all high-priority Business Units by 2024.
4. Establish a unified Disaster Recovery facility for high-priority Business Units and a shared testing site for low, medium, and high-priority business units.

3.3 System Recovery Strategy

Enhanced System Recovery Strategy for Ndlambe Municipality:

Ndlambe Municipality employs a sophisticated warm site, serving as an off-site recovery facility housing critical data facilities such as UPS and air conditioning, along with a continuously accessible IT Infrastructure comprising servers, disks, and networking resources.

All system services are efficiently virtualized and hosted on a Hyper Visor server, hyperv01. The entire server infrastructure has been seamlessly virtualized, leveraging Veeam Backup and Replication to back up all servers in virtualization format.

The virtualization of Ndlambe's server infrastructure empowers swift restoration of any server with a simple click, showcasing the municipality's commitment to operational efficiency. Moreover, Ndlambe adopts the best practice backup scenario of a 321 strategy, ensuring data security by replicating information across three distinct repositories in different locations and at various intervals. This strategic approach serves as a robust defense against potential threats, such as ransomware attacks.

4. ICT Server Infrastructure

Mission Critical Status (Business Continuity)	System name	Equipment Name	System Location	Recovery Type	Data Backup Location
Critical	Firewall	Firewall	ICT Server Room	Warm system restart, Restore	Daily Full Configuration Backup
Critical	DC-01	Primary domain Controller /DNS Server/Active Directory	ICT Server Room	Warm system restart, Restore	Fin backup server Veeam Backup & Replication Repository @ Ndlambe DR Management Firestation at Bushmans
Critical	Munsoft	Financial System	ICT Server Room	Warm system restart, Restore	Munsoft Offsite Backup location @ Munsoft Head Office and Fin backup server Veeam Backup & Replication Repository @ Ndlambe DR Management Firestation at Bushmans
Critical	Veeam Backup Server	Backup server	ICT Server Room	Warm system restart, Restore	On Premise and Fin backup server Veeam Backup & Replication Repository @ Ndlambe DR Management

					Firestation at Bushmans
None Critical	Kaspersky Ad Audit Plus	Application Server	ICT Server Room	Warm system restart, Restore	On Premise and Fin backup server Veeam Backup & Replication Repository @ Ndlambe DR Management Firestation at Bushmans
Critical	Fin backup	Backup Server	ICT Server Room	Warm system restart, Restore	On Premise and Fin backup server Veeam Backup & Replication Repository @ Ndlambe DR Management Firestation at Bushmans
None Critical	Traffic Cop System	Traffic Cop System	ICT Server Room	Warm system restart, Restore	On Premise and Fin backup server Veeam Backup & Replication Repository @ Ndlambe DR Management Firestation at Bushmans
Critical	NAS-FIN01	NAS Server	ICT Server Room	Warm system restart	User Documents Replicated by real-time rsync to Ndlambe DR Management Firestation at Bushmans

Critical	NAS-CORP01	NAS Server	Civic Centre Server Room	Warm system restart	User Documents Replicated by real-time rsync to Ndlambe DR Management Firestation a
None Critical	Ovvio	Spatial and Document Indexing System	Cloud Base	N/A	Cloud Based Backup stored at Ovvio's Hosting Cloud Server
None Critical	Archive	Mail Archive Server	ICT Server Room	Warm system restart	On Premise and Fin backup server Veeam Backup & Replication Repository @ Ndlambe DR Management Firestation at Bushmans
Critical	ZIMBRA	Mail Server	ICT Server Room	Warm system restart	On Premise and Fin backup server Veeam Backup & Replication Repository @ Ndlambe DR Management Firestation at Bushmans
None Critical	Zabbix/ GLPI/Monitoring/Proxy/UNIFY WIFI CONTROLLER SOFTWARE	Monitoring SERVER		Warm system restart	On Premise and Fin backup server Veeam Backup & Replication Repository @ Ndlambe DR Management Firestation at Bushmans

5. ICT Network Infrastructure

5.1 Network Switches

Switch	Number of Ports	TYPE	LOCATION
FINANCEA	24	MANAGED	ICT SERVER ROOM
FINANCEB	48	MANAGED	FINANCE GROUND FLOOR (Meters Readers Section)
FINANCEC	24	MANAGED	ICT OFFICE
SPEAKERS	24	MANAGED	SPEAKERS OFFICE
SUPPLYCHAIN	16	MANAGED	SUPPLYCHAIN UNIT FIRST FLOOR
PMU	16	MANAGED	PMU FIRST FLOOR
MM	16	MANAGED	MM FIRST FLOOR
CIVICA	16	MANAGED	CIVIC CENTRE SERVER ROOM
CIVICB	24	MANAGED	CIVIC CENTRE SERVER ROOM
CIVICC	24	MANAGED	CIVIC CENTRE REGISRTY ARCHIVE SERVER ROOM
CIVICD	16	MANAGED	CIVIC CENTRE HOUSING OFFICE
LIBRARY	10	MANAGED	PORT ALFRED LIBRARY
CPS	16	MANAGED	COMMUNITY PROTECTION SERVICES
STORES	16	MANAGED	MUNICIPAL STORES AT THE MUNICIPAL YARD
FLEET	10	MANAGED	FLEET MANAGEMENT MUNICIPAL YARD
FIRESDEPT	10	MANAGED	FIRE DEPARTMENT FIRE CHIEF OFFICE
TRAFFIC DEPT	24	MANAGED	TRAFFIC DEPARTMENT CHIEF OFFICE

5.2 Indoor Wi-Fi Access Points

Access Point	BRAND	LOCATION
FINANCE	Unify	First Floor Hall way
MM	Unify	MM Office First Floor

5.3 Network Backbone Wi-Fi

MUNICIPAL BUILDING	MAKE AND MODEL	IP	TYPE	LOCATION
FINANCE	Unify Air Fiber 60 LR	10.10.0.149	STATION	FINANCE ROOF POINT TO HIGH SITE
FINANCE	PowerBeam M5 400	10.0.1.15	ACCESS POINT	FINANCE FACING TO MM
MM	PowerBeam M5 300	10.0.1.16	STATION	MM FACING TO FINANCE
FINANCE	Mikrotik RBLHGG60ad	10.10.0.34	STATION	FINANCE FACING TO CIVIC CENTRE
CIVIC	Mikrotik RBLHGG60ad	10.10.0.35	ACCESS POINT	CIVIC CENTRE TO FINANCE
CIVIC	PowerBeam M5 300	10.10.0.50	ACCESS POINT	CIVIC TO CPS AND STORES

CPS	PowerBeam M5 300	10.10.0.53	STATION	CPS TO CIVIC BUILDING
STORES	PowerBeam M5 300	10.10.0.51	STATION	STORES TO CIVIC CENTRE
FIRE DEPARTMENT	Unify Air Fiber 60 LR	10.10.0.4	STATION	FACING FROM FIRE DEPT TO HIGH SITE (TYALI STREET)
FIRE DEPARTMENT	Unify Air Fiber 60 LR		ACCESS POINT	FACING FROM FIRE DEPT TO TRAFFIC DEPT
TRAFFIC DEPT	Unify Air Fiber 60 LR		STATION	FACING FROM TRAFFICV DEPT TO FIRE DEPT

5.4 Municipal Building Gateways

Municipal Building Gateways			
ROUTER	MODEL NR	LAN IP	LOCATION
FINANCE	RB2011	192.168.10.1	ICT SERVER ROOM
SPEAKERS	RB2011	192.168.11.254	SPEAKERS OFFICE
SUPPLYCHAIN	RB2011	192.168.8.1	SUPPLYCHAIN UNIT FIRST FLOOR
CIVIC	RB2011	192.168.0.254	CIVIC CENTRE REGISRTY ARCHIVE SERVER ROOM
CPS	RB2011	192.168.4.254	COMMUNITY PROTECTION SERVICES
STORES	RB2011	192.168.5.254	MUNICIPAL STORES AT THE MUNICIPAL YARD
FIRESDEPT	RB2011	192.168.3.254	FIRE DEPARTMENT FIRE CHIEF OFFICE
TRAFFIC DEPT	RB2011	192.168.7.254	TRAFFIC DEPARTMENT CHIEF OFFICE

6. Recovery information

6.1 Recovery Team Check List

The recovery checklist is used as the main contact list for the system's recovery roles and responsibilities. The IT Department can call on the required individuals to ensure that the system can be recovered efficiently. Each team member will have an alternative team member defined to ensure continuity can be achieved in case where a team member for recovery is unavailable (on leave or was part of the disaster). The Municipality system owner list is used by the IT Manager for this system to communicate system status during the recovery phase.

6.2 Municipalities Contacts

Ndlambe Municipality	IT Department	Cell	Office Contact No	After Hours No
Gerrie Germishuizen	IT Manager	067 8088 088	046 604 5627	067 8088 088

6.3 Recovery team contact (Service Provider)

Member Name	Role	Responsibility	Cell	Office no	After Hours No
Gerrie Germishuizen	IT Manager	To call Service Provider and report back to the IT Steering Committee process Status	0678088088	046 604 5627	067 8088 088

6.4 Damage Assessment Check List

The damage assessment checklist below details all equipment that needs to be recovered for this system to be considered operational. The checklist is used by the damage assessment team to check all status of equipment damaged in the disaster for this system.

Equipment Item Number	Equipment name	Area	User of equipment, and use	Status (please tick correct check box)
0	Firewall	IT Department Server Room	ALL EQUIPMENT IN THIS ENVIRONMENT (Please only continue the check if salvageable is answered to the first question)	Total loss ☐ Salvageable ☐
1	DC-01	IT Department Server Room	ALL EQUIPMENT IN THIS ENVIRONMENT (Please only continue the check if salvageable is answered to the first question)	Total loss ☐ Salvageable ☐
2	Munsoft Gpt their own disaster recovery plan from ITNA	IT Department Server Room	ALL EQUIPMENT IN THIS ENVIRONMENT (Please only continue the check if salvageable is answered to the first question)	Total loss ☐ Salvageable ☐
3	Finbackup	IT Corporate Server Room	ALL EQUIPMENT IN THIS ENVIRONMENT (Please only continue the check if salvageable is answered to the first question)	Total loss ☐ Salvageable ☐
6	Zimbra	IT Department Server Room	ALL EQUIPMENT IN THIS ENVIRONMENT (Please only continue the check if salvageable is answered to the first question)	Total loss ☐ Salvageable ☐
7	Zabbix/ GLPI/Proxy	IT Department Server Room	ALL EQUIPMENT IN THIS ENVIRONMENT (Please only continue the check if salvageable is answered to the first question)	Total loss ☐ Salvageable ☐
11	NAS-FIN01	IT Server room	ALL EQUIPMENT IN THIS ENVIRONMENT (Please only continue the check if salvageable is answered to the first question)	Total loss ☐ Salvageable ☐
12	NAS-CORP01	Corporate Server Room	ALL EQUIPMENT IN THIS ENVIRONMENT (Please only continue the check if salvageable is answered to the first question)	Total loss ☐ Salvageable ☐
13	Telkom Teltrace PC	Corporate Server Room	ALL EQUIPMENT IN THIS ENVIRONMENT (Please only continue the check if salvageable is answered to the first question)	Total loss ☐ Salvageable ☐
14	All Mikrotik Routers	All Municipal Buildings	ALL EQUIPMENT IN THIS ENVIRONMENT (Please only continue the check if salvageable is answered to the first question)	Total loss ☐ Salvageable ☐

15	All PowerBeam WIFI Routers	All Municipal Buildings including municipal High Site	ALL EQUIPMENT IN THIS ENVIRONMENT (Please only continue the check if salvageable is answered to the first question)	Total loss ☐
				Salvageable ☐
16	KASPERSKY	IT Server Room	EQUIPMENT IN THIS ENVIRONMENT (Please only continue the check if salvageable is answered to the first question)	Total loss ☐
				Salvageable ☐

6.5 IT System Checklist Timelines and who's in charge

The Timeline matrix detailed below is the detail of the timing expected to recover each area of the system.

Equipment name	Pre-recovery Time	Hardware Recovery Time	Operation System Recovery Time	Application Recovery Time	Testing Recovery Time	Total For this piece of equipment	Business Critical Timeframe
FIREWALL							8 HOURS
Main Mikrotik Router							
Hyperv01							
DC-01							
MUNSOFT backups							
Finbackup							
NAS-FIN01							
DCCORP							
KASPERSKY							
ZIMBRA							
ARCHIVE							
ZIBBIX / GLPI/proxy							
Total technical recovery time frame						X HOURS	

6.6 Alternative Site/s

The following details the designated alternative site(s) intended for the recovery of this system in the event of a disaster. This comprehensive list is provided as a reference for all members of the recovery team and suppliers tasked with ensuring the accurate restoration of the system to the specified recovery premises.

Site Name	Physical Address	Contact Number	Site Contact Person	Equipment Number (refer to Damage assessment list) recovered to this site
Fire Department	Bushmans DR Management Center	046 604 5536	Mr. M Sauls	All

6.7 Critical Dependencies (e.g., people, systems, other DR Plans etc.)

The following list provides a comprehensive overview of all systems, personnel, and other environments on which this system relies for recovery. The dedicated recovery team responsible for ensuring the consideration of all dependencies during the system recovery process will utilize this information. Moreover, the main Disaster Recovery (DR) Management team will incorporate these dependencies into their recovery planning for all departments. The list is strategically organized based on system priority and dependencies, indicating the sequence in which operational restoration must occur before focusing on this system's recovery. The recovery team will employ this list as an inquiry tool, engaging with the main DR team manager to assess the status of dependent systems.

Dependency Order	Dependency Element	Reason for dependency
1st	LAN	The system is reliant on the network switches being up.
2nd	Firewall	The system is reliant on the lan being up and running as it gets routing info from the firewall to operate
3rd	Backup Server	The system needs the Firewall up and running so restored data can be recovered for this systems recovery
4th	Hyperv01	Master Virtual Hosting Server
5th	DC-01	The system uses the PDC to gain user access to the workstations sites for application usage and needs it up and running

6.8 Test Check List

Technicians and business end-user testers are required to ensure the completion of all necessary tests to validate the readiness and operational state of the system. Please refer to the checklist provided below for guidance:

Action	Test Status	Testers Name (To be filled In at time of test)
1. Data Integrity test by Technical Restore personnel:		
2. User integrity test:		
3. Recovery of lost data		
4. Technical integrity test by technical restore personnel (recovery of lost source data)		
5. User Integrity and acceptance test		
6. Hand over to user for production		
7. Processing of backlogs		
8. Ready for normal production		
9. System Integrity checks		

This checklist outlines the essential tests that must be conducted to confirm the system's preparedness for operation. Ensure that each item on the checklist is thoroughly reviewed and validated before certifying the system as ready for use.

6.9 Systems Setting Sheet

System Rebuild and Restoration Settings Checklist:

This checklist outlines specific details regarding system, application, or hardware settings that are imperative for rebuilding the system to an operational state. Restore technicians should reference this checklist to ensure the accurate incorporation of system variables and settings during the system rebuild or restoration process.

Operating System Configuration:

- Verify the correct version and configuration of the operating system.
- Confirm system language, time zone, and regional settings.

Application Settings:

- Document and reinstate application-specific configurations and preferences.
- Ensure licensing and registration details are accurate.

Network Configurations:

- Confirm network settings, including IP addresses, DNS, and gateway configurations.
- Validate firewall and security settings.

Hardware Specifications:

- Document and verify hardware specifications, including CPU, RAM, and storage.
- Ensure compatibility with peripheral devices.

Data Restoration:

- Confirm the availability of up-to-date backups.
- Validate the integrity of restored data.

User Authentication and Authorization:

- Ensure user accounts are recreated with the correct permissions.
- Verify access controls and security policies.

Monitoring and Logging:

- Reinstate monitoring tools and configurations.
- Validate log settings for error tracking and system performance.

Testing and Validation:

- Conduct thorough testing of each system component.
- Verify the functionality of critical applications and services.

By adhering to this checklist, restore technicians will contribute to a successful system rebuild or restoration, guaranteeing the accurate setup of system variables and settings for optimal functionality.

Environment/ Variable name	Setting	Completed
HYPERV01	Hypervisor Virtual Host	
1. DC-01	Primary Domain Controller	
2. Domain	Ndlambe	
3. Munsoft	Financial System	
4. Zimbra (mail server)	Mail.ndlambe.local.gov.za	
5. Monitoring (GLPI/Zabbix)	Monitoring.ndlambe.local.gov.za	
6. Sophos XTS2300 (firewall)	Firewall.ndlambe.local.gov.za	

6.10 System Specification Sheet

The specification sheets serve as a crucial reference for technicians to guarantee the accurate construction of a system based on the defined specifications. These sheets meticulously outline hardware specifications, peripheral connectivity details, and, importantly, aid in the procurement process. When ordering hardware, the specifications indicated on the sheet ensure a match with the operational requirements of the intended system.

Moreover, the specification sheets contain additional information such as the locations of backups. This information proves invaluable in ensuring that the restoration process aligns with the intended operational state. In essence, these specification sheets play a pivotal role in maintaining consistency, accuracy, and efficiency throughout the system building and restoration processes.

Server	Operating System
HYPERV01	Windows DataCenter 2022
DC01	Windows Server Standard 2022
MUNSOFT	
MONITORING/proxy/GLPI	Linux Ubuntu
ZIMBRA MAIL	Linux Ubuntu
BACKUP	Linux Debian
PAYDAY PAYROLL SERVER	Windows Server 2012 STD

4. Administration

This plan is under the administration of the Senior Manager ICT and will undergo revisions at least annually.

5. Document Details

Title:	IT Data Recovery Plan
Version:	1.0
Address:	47 Campbell Street Port Alfred 6170
Phone:	0466045627

6. Version Control

Author(s)	Gerrie Germishuizen (ICT Manager)
Version	1.0
Effective Date	1 September 2024

7. Document Revision

Revised by	Gerrie Germishulzen (ICT Manager)
Version	1.0
Effective Date	September 2024

Document Acceptance

This plan has been approved by the undersigned signatories, signifying their acknowledgment and acceptance of its content. They hereby authorize the implementation of the plan.

Adv. R. DUMEZWENI
MUNICIPAL MANAGER

DATE

Munsoft Disaster Recovery



Disaster Recovery Operating Procedure

MUNSOFT

municipal financial software

Prepared by:

MUNSOFT (PTY) LTD

(Reg. No. 2001/024674/07)

MUNSOFT DISASTER RECOVERY OPERATING PROCEDURE

Date: 03 / 02 / 2024
Version: 12

VERSION HISTORY

Date	Document Version	Document Revision History	Document Author/Reviser
14 / 07 / 2010	V1.0	Initial Draft	Mr. JGM Richter
04 / 07 / 2011	V2.0	Final	Mr. JGM Richter & Mr. R de Bruin
05 / 07 / 2012	V3.0	Second Draft Review	Mr. N Rerani, Mr ID Graham-Parker & Ms D Masemola
08 / 08 / 2013	V4.0	Final	Mr. N. Rerani, Mr R de Bruin & Mr JGM Richter
24 / 01 / 2017	V5.0	Final	Ms D Masemola
01 / 07 / 2018	V6.0	Final	D vd Westhulzen
01 / 07 / 2019	V7.0	Final	D vd Westhulzen
01 / 07 / 2020	V8.0	Final	D vd Westhulzen
01/07/2022	V9.0	Final	Mahlodi Goba
01/07/2023	V10.0	Final	Mahlodi Goba

APPROVALS

Date	Document Version	Approver Name and Title	Approver Signature
05 / 07 / 2011	V2.0	Mr R de Bruin – Director	
12 / 08 / 2013	V4.0	Mr R de Bruin – Director	
03 / 02 / 2017	V5.0	Mr P Mpuzi - SDM	
12 / 08 / 2013	V6.0	D vd Westhulzen – Continuity Manager	
01 / 07 / 2020	V8.0	D vd Westhulzen – Continuity Manager	DCL vd Westhulzen
03 / 02 / 2021	V9.0	Mr P Mpuzi – ICT Manager	
03 / 02 / 2022	V10.0	Mr P Mpuzi - SDM Mr P Mpuzi – ICT Manager	
03 / 02 / 2023	V11.0	Mr P Mpuzi - ICT Manager	
03 / 02 / 2024	V12.0	D vd Westhulzen – Disaster Recovery Administrator	

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Introduction

Definition

DR Operating Procedure comprises the following high-level objectives:

- Provision of a Backup Solution which allows business to protect data off-site.
- Align the customers Data over a network to the Munsoft infrastructure in Centurion every evening.
- Perform a full restore of each customer's data regularly onto the Disaster Back-up Server. Data from live must be compared to DR data to ensure integrity.
- Daily Checks & Management of the back-up platform, reporting on successes and failures and a support desk to assist with queries.

Goal

The Operating Procedure Goal:

- To restore service to the customers environment as quickly as possible allowing for high business impact areas to be subject to as little downtime as possible.

Scope

- Customers Payroll Servers (specific data selection)
- Customers Mail Servers (specific data selection)
- Customers Financial Management Servers (specific data selection)
- Customers File Servers (specific data selection)
- Provision of Mail archiving and continuity platform

Roles & Responsibilities

ITNA

- Monitor and manage backups daily and log and escalate any failures.
- Monitor Infrastructure upon which DR Service relies and report any issues that could impede the delivery of this service.
- Provide monthly summary of backups and exceptions report.
- Provide daily reporting on backup failures and proposed resolutions.
- Conduct regular restore tests of data and Inform Municipality to verify data integrity. Report to be provided after each instance.

Municipality

- Municipality to provide formal authorisation for Munsoft to access / view data.
- Municipality service contact provide list of staff (including ID number, cell number, email address and land line) that can initiate DR and Inform service provider of any staff changes.
- Upon DR request or scheduled quarterly restore tests, data must be verified and signed off by the relevant officer at Municipality. Data to be provided to service contact at municipality.
- Onsite assistance during DR event or Infrastructure failure will be required from IT personnel and the service contact at municipality.

Support Process

Escalations / Problem Manager

The Escalations / Problem Manager, a single role, is responsible for:

- Developing and maintaining the Problem control process
- Reviewing the efficiency and effectiveness of the Problem control process
- Reviewing and finalising management information
- Managing Problem support staff
- Allocating resources for the support effort
- Monitoring the effectiveness of error control and making recommendations for improving it
- Developing and maintaining Problem and error control systems
- Reviewing the efficiency and effectiveness of proactive Problem Management activities
- Managing the resolution of problems
- Ensuring that the communications process is functioning correctly (both in general and for the current problem)
- Managing the interface to all technical resources and the customer

Call and Problem Manager

A call and problem manager is responsible for:

- Managing to resolution of all calls
- Identification of problem, repeat or user reopened calls.
- Identification Fulfilment of the problem management process
- Monitoring progress on the resolution of Known Errors
- Preparation of the monthly management and problem management reports
- Escalation of any calls not reaching resolution

Problem Engineer / Call Centre Engineer

Any IT staff member may fulfil a problem analyst (or problem engineer) role at times. The role has both reactive and proactive responsibilities, as follows:

3.3.1 Reactive responsibilities:

- Identifying Problems (by analysing Incident data, for example)
- Investigating Problems, according to impact, through to resolution or error identification
- Raising RFCs to clear errors
- Advising Incident Management staff on the best available work-around for Incidents related to unresolved Problems/known errors.
- Assisting with the handling of major Incidents and identifying the root causes.

3.3.2 Proactive responsibilities:

- Identifying trends and potential Problem sources (by reviewing Incident and Problem analyses)
- Raising RFCs to prevent the recurrence of Problems.
- Preventing the replication of Problems across multiple systems.

Procedures / Responsibilities

Daily Checklist

The below actions will be performed on every working day:

- Review the backup software logs for the success / failure of the data backup for each customer.
- Check availability of Munsoft connectivity to site.
- Send the customer the success / failure report.
- Log calls for all failures and troubleshoot these failures as well as follow up with customer to resolve outstanding issues.
- Escalate incidents if the problem cannot be resolved on the same day.
- Send follow-up e-mails to clients with feedback on backup failures.
- Schedule times with the customer if required for a catch-up of data.
- Ensure the continued availability of resources on the back-up platform.

Monthly Checklist

The following actions will be performed on a monthly basis:

- Compile monthly report of the success / failure for the past month highlighting issues and the corrective actions taken, or those actions required by the municipality.
- Email the reports to the municipality for review and respond to any comments.
- Check the service contractual status and inform service contact if the contract is up for renew.

Data Restore Checklist

The following actions will be performed on a regular basis (Quarterly/Bi-Annually/Annually):

- Restore data to Disaster Recovery Server for testing.
- Include backup restore test results into following months 'Monthly Checklist'.

DR Restore Checklist

The following actions will be performed on a regular basis (Quarterly/Bi-Annually/Annually):

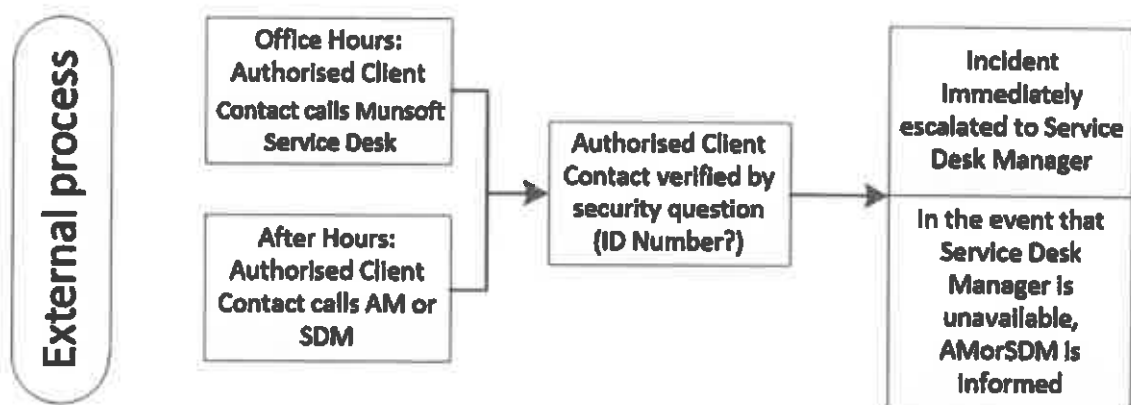
- Initiate DR Service for Financial and Payroll service.
- Include DR test results into following months 'Monthly Checklist'.

How to initiate a Disaster Recovery

External DR Invocation Process

The methods of initiating Disaster Recovery are as follows:

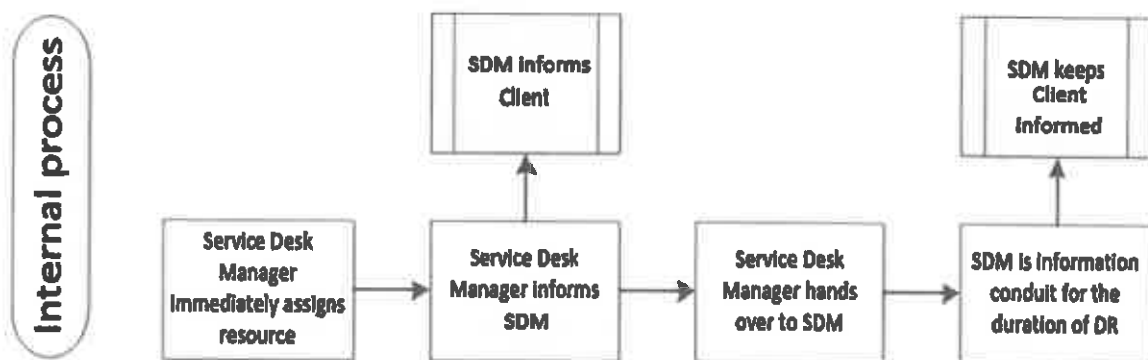
A nominated client contact may Initiate a DR by contacting the service provider.
Quarterly DR and Backup restores simulations are done per schedule and reported upon.



Internal DR Invocation Process

Once a valid invocation request has been received from the client, the MUNSOFT internal processes will be initiated to prepare the DR environment for live use.

The following steps must take place:



Summary of Deliverables

Daily backup of:

- Financial Management System
- HR and Payroll System
- File Server
- Email
- Document Management System
- GIS
- Application Server
- Domain

Restore Tests:

- Financial Management System - Quarterly
- HR and Payroll System – Bi-Annually
- File Server – Bi-Annually
- Email – Bi-Annually
- Document Management System – Bi-Annually
- GIS – Bi-Annually
- Application Server– Bi-Annually
- Domain – Bi-Annually

Reporting:

- Daily Success/Failure Reporting as per 4.1
- Monthly Summary, including exceptions and corrective actions as per 4.2.
- Quarterly/Bi-Annual/Annual Restore test certificates.

Disaster Recovery:

- Upon the declaration of a disaster, the DR systems must be made available in the shortest possible time so as to minimise disruption. This is variable as it is dependent upon the amount of data to be made available.

Email Archiving and Continuity:

- Availability of archived mail
- Regular confirmation of retention
- Email continuity.

Appendix A

Municipality Disaster Recovery Invocation Procedure

The following procedure has been put in place to assist Municipalities in the event that due to unforeseen circumstances, they will need to invoke a disaster in order to get access to the Munsoft Disaster Recovery platform through which the Municipality can access their DR application.

As the data included in the Disaster Recover service contains sensitive and critical information to the Municipality, it is of utmost importance that the process to invoke a disaster is well controlled. To this point, only three nominated representatives from the Municipality may invoke a disaster.

Some personal information will be requested from the representatives, and validation questions will be posed to the representatives to ensure that the nominated person is indeed invoking a disaster.

The following steps must be followed by the nominated representatives when invoking a disaster:

- Call Munsoft Disaster Recovery Service Desk 012 682 9242 / Key Account Manager / email support@munsoft.co.za
In the event that you are not able to get through to the Service Desk, please escalate to a Key Account Manager (086 123 4862 - *see Service Provider Contacts table below for alternative contact details*), who will assist you immediately.
- State your name, Municipality and relay that you need to invoke a disaster.
- The Service Delivery Manager will ask you a few personal questions to validate your identity.
If your identity cannot be validated, the Service Delivery Manager will attempt to contact the Municipal Manager, Corporate Director or CFO to validate the disaster.
- Once validated, Munsoft will initiate the disaster recovery procedures on their side.

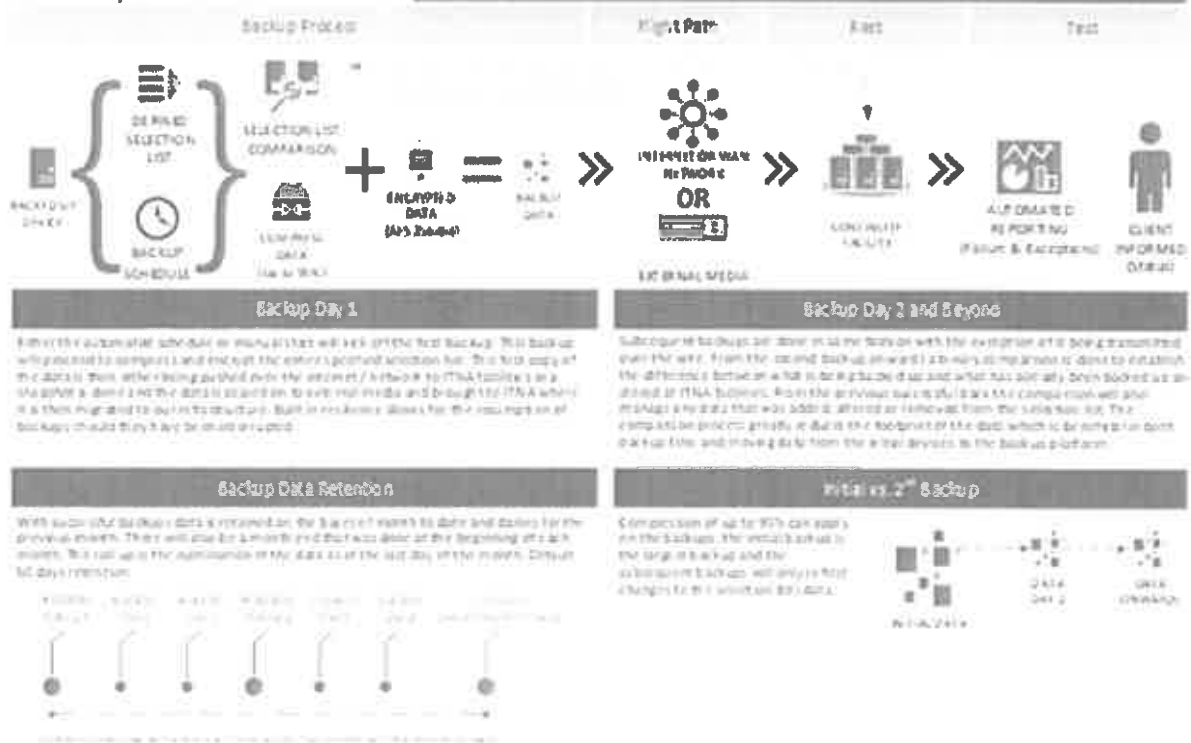
Communication

The following channels of communication will be followed to ensure that the correct information is provided to the right party at the right times.

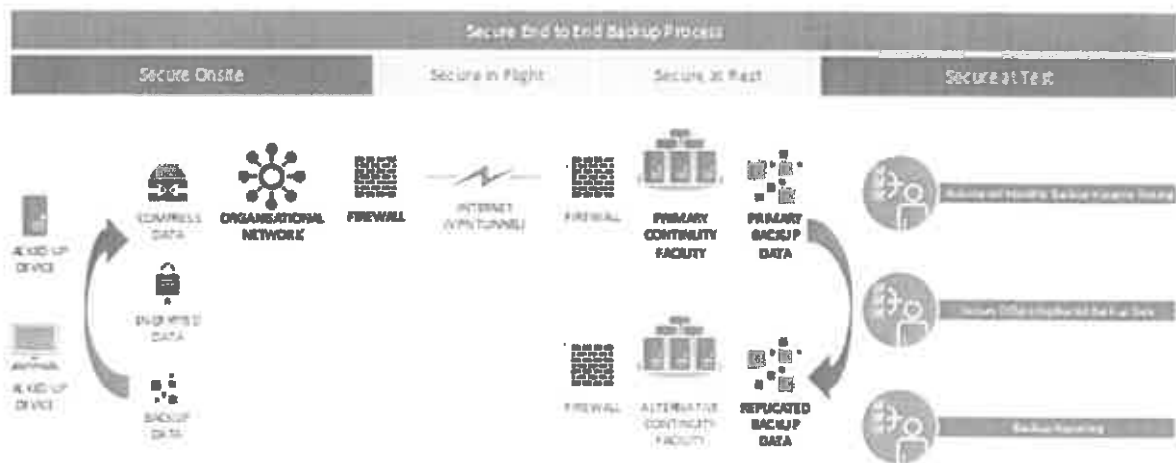
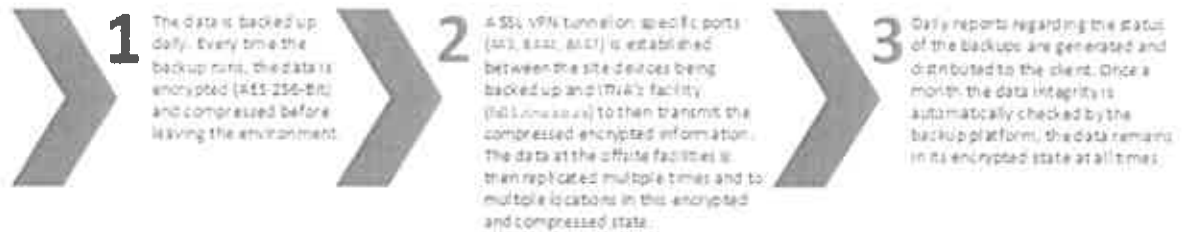
Only the Service Delivery Manager from MUNSOFT will contact the nominated representative with feedback on the restoration process. A status update will be provided every 30 minutes.

Disaster Recovery Invoke Authorised Municipal Contacts					
	Name and Surname	ID Number	Cell Number	Land Line	Email Address
1)					
2)					
3)					
Service Provider Contacts					
	Name and Surname	ID Number	Cell Number	Land Line	Email Address
1) Service Desk	Service Desk	n/a	n/a	011 215 8000	support@munsoft.co.za
2) Key Account Managers	Service Desk	n/a		011 215 8000	support@munsoft.co.za

Munsoft Backup Procedures



Munsoft Backup Procedures



Munsoft Backup Procedures

Disaster Recovery Plan Creation

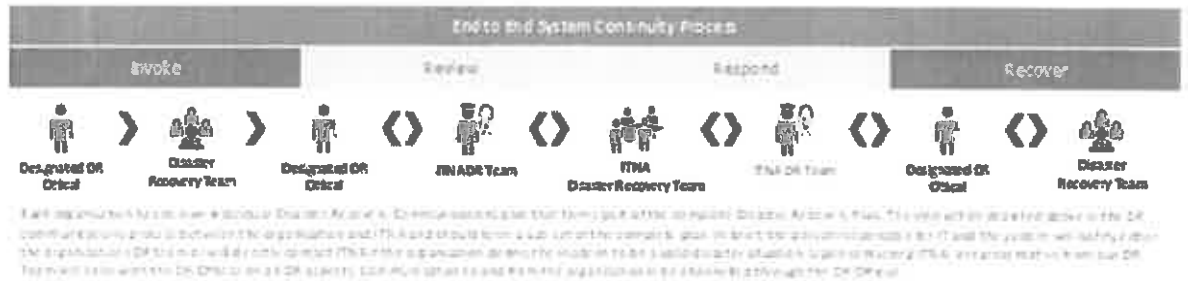
Gather	Compile	Review	Test
 Information is gathered from various sources in the organisation to develop a plan which identifies the organisation and its demands. This information is generally categorised and assessed. Highlights of this phase: - Business Impact Analysis - ICT Risk Control - Risk Profile	 The information provided is compiled and processed into the necessary Disaster Recovery Plan (DRP) documents. During the compilation phase a draft ICT Risk Register is provided. Highlights of this phase: - Disaster Plan (ICT BCP/DRP) - Disaster Risk Register	 The information in the plan will be reviewed and approved by the organisation. During this phase changes and updates will be made to the plan in line with the organisation. Highlights of this phase: - Disaster Plan Approval - Disaster Register	 Plan validation is done on the selected systems and their respective recovery times. This is done by performing Recovery Time Objective (RTO) and Recovery Point Objective (RPO) tests to verify that the plan is working as intended. Highlights of this phase: Simulation Testing & Results

Disaster Recovery Plan Maintenance

Gather	Compile	Review	Test
With any plan there needs to be maintenance to ensure that it remains relevant to the organisation's needs. This maintenance will include a periodic review of the ICT environment, business impact analysis and the various other plans that are in place to ensure that the plan is still relevant and active. The maintenance process is a continuous one and this information will be used to update the plan, compile a new version and ensure that the plan is always up-to-date and relevant to the organisation's needs.			

Disaster Recovery Plan Simulation / Testing

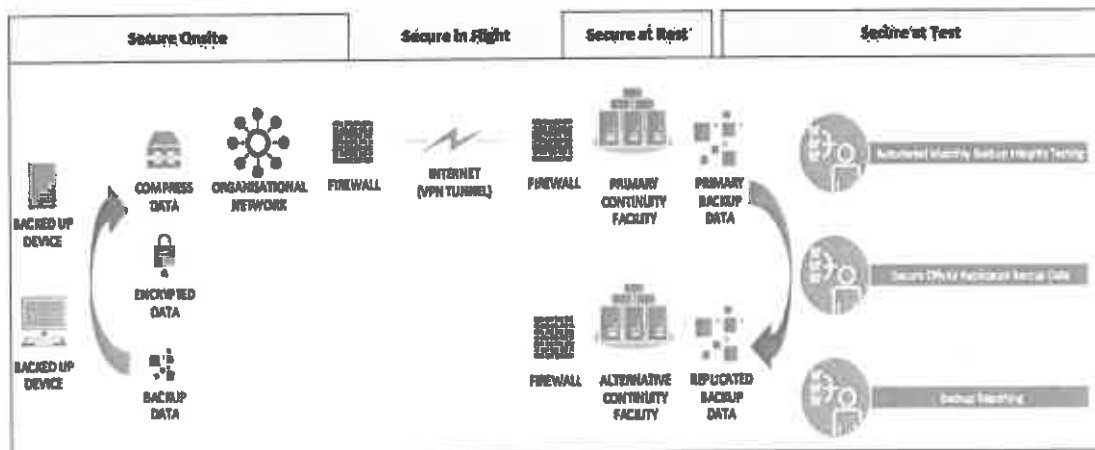
Gather	Compile	Review	Test
The plan will be tested by the organisation and the results will be used to ensure that the plan is still relevant and active. This testing will be done by performing a simulation of the plan and the results will be used to ensure that the plan is still relevant and active. The testing process is a continuous one and this information will be used to update the plan, compile a new version and ensure that the plan is always up-to-date and relevant to the organisation's needs.			



Munsoft Backup Security

- 1** The data is backed up daily. Every time the backup runs, the data is encrypted (AES 256-Bit) and compressed before leaving the environment.
- 2** A SSL VPN tunnel on specific ports (443, 8444, 8447) is established between the site devices being backed up and ITNA's facility (tna01.tna.co.za) to then transmit the compressed encrypted information. The data at the offsite facilities is then replicated multiple times and to multiple locations in this encrypted and compressed state.
- 3** Daily reports regarding the status of the backups are generated and distributed to the client. Once a month the data integrity is automatically checked by the backup platform, the data remains in its encrypted state at all times.

Secure End to End Backup Process



A Backup Service Powered by Munsoft. Copyright © 2018

OPEN NDLAMBE COUNCIL MEETING
HELD ON FRIDAY, 30 AUGUST 2024

**REPORT DATED 21 AUGUST 2024 FROM THE
MUNICIPAL MANAGER TO COUNCIL: REPORT ON
REVIEW OF HUMAN RESOURCES POLICIES**

ANNEXURE C.17

NDLAMBE MUNICIPALITY CORPORATE SERVICES



SKILLS DEVELOPMENT POLICY

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1. PREAMBLE

A skills development policy aligned to the Municipality's goals affords opportunities to benefit from better co-ordination and alignment of development initiatives. The Municipality commits to provide skills development to all employees on an equal opportunity basis.

2. PURPOSE

The purpose of this policy is:

- 2.1** To ensure that skills development occur in a coherent and structured manner
- 2.2** To provide clear alignment of the strategic plan, National Skills Development Strategy, and other internal Human Resource policies
- 2.3** To facilitate access to appropriate skills development
- 2.4** To support personal development plans and career development
- 2.5** To support the Municipality's succession planning
- 2.6** To promote and facilitate participation of unemployed learners in learnerships

3. SCOPE

This policy applies to all employees of the Municipality, learners in cases of learnership programmes for students who are not employees, and interns, where applicable.

4. LEGISLATIVE AND POLICY FRAMEWORK

- Constitution of the Republic of South Africa Act 108 of 1996
- Municipal Systems Act 32 of 2000
- Municipal Structures Act 117 of 1998
- Local Government: Regulations on appointment and conditions of employment of senior managers, dated 17 January 2014
- Local Government: Municipal Staff Regulations, 2016 (issued in terms of Section 72, read with Section 120 of the Municipal Systems Act 32 of 2000)
- Local Government: Guidelines for the Implementation of the Municipal Staff Regulations, 2016 (issued in terms of Section 72, read with Section 120 of the Municipal Systems Act 32 of 2000)
- Municipal Finance Management Act 56 of 2003
- Labour Relations Act 66 of 1995
- Employment Equity Act 55 of 1998
- Basic Conditions of Employment Act 75 of 1997
- Compensation for Occupational Injuries and Diseases Act 130 of 1993
- Skills Development Act 97 of 1998

- Occupational Health and Safety Act 85 of 1993
- Skills Development Levies Act, No. 9 of 1999
- National Skills Development Strategy
- National Qualifications Framework

5. DEFINITIONS

All terminology used in this policy shall bear the same meaning as in the applicable legislation, or as defined and / or explained in the Glossary of the Human Resources Policies Manual.

6. PROBLEM STATEMENT

The municipality strives to be the hub of skill development and envisage to retain skills developed.

7. POLICY PROVISIONS

7.1 Principles of skills development

7.1.1 Skills development shall –

- 7.1.1.1** support the achievement of the Municipality's goals set out in the Integrated Development Plan by providing critical skills that ensure the delivery of quality services
- 7.1.1.2** promote the development and retention of competent Municipal staff, including the development of technical, professional and specialist staff who have the required qualifications and skills
- 7.1.1.3** support the employment equity objectives of the Municipality
- 7.1.1.4** be based on high quality provision and effective workplace learning and development practices, including coaching, mentoring, on-the-job learning and opportunities for the practical application of skills in the workplace
- 7.1.1.5** seek to continuously improve its results and the returns on learning investments, by defining measures of success, conducting regular evaluations and improving the impact of learning, training and development; and
- 7.1.1.6** be designed to support and reinforce other capacity building programmes in the Municipality.

- 7.1.2** A staff member shall take responsibility for his or her development and own career growth.

7.1.3 The Municipality shall support its staff members by –

- 7.1.3.1** clarifying the skills required for jobs, identifying relevant skills needs and developing opportunities to satisfy the skills needs
- 7.1.3.2** identifying new skills and knowledge required by staff to support their career growth and progression
- 7.1.3.3** creating learning opportunities that will allow their staff to develop the skills and expertise to enable them to compete effectively for placement in new or vacant posts; and
- 7.1.3.4** allocating responsibilities to senior managers and supervisors to promote career development and to conduct career development consultations with staff members.

7.1.4 The skills development process shall involve planning, skills assessment, implementation, and review.

7.2 Skills development planning

7.2.1 Alignment to strategic planning cycles

The determination of Municipal skills needs, priorities and budgets shall be –

- 7.2.1.1** developed once every five years at the commencement of the integrated development planning process, and shall be reviewed annually thereafter; and
- 7.2.1.2** aligned to the strategic planning cycles associated with the –
 - a.** Integrated Development Plan
 - b.** Municipal budget
 - c.** human resource planning; and
 - d.** performance management cycle.

7.2.2 Determination of skills needs

Skills needs in the Municipality shall be determined by conducting –

- 7.2.2.1** skills needs analysis, in which the Municipality shall identify skill needs at Municipal and department levels based on critical roles and job categories and associated competencies; and
- 7.2.2.2** a staff skills audit, which shall identify skills needs for each staff member based on specific competency needs associated with current roles and future career aspirations.

7.2.3 Skills needs analysis

- 7.2.3.1** The Municipality shall conduct a skills needs analysis that analyses the Municipality's skills needs and assesses the skills constraints on service delivery in the Municipality as a whole and in each department or function.
- 7.2.3.2** The skills needs analysis shall identify the priority skills needs, which if effectively developed, will have a marked impact on the Municipality's performance.
- 7.2.3.3** The process of identifying the skills needs shall –
 - a. be guided by the critical and scarce skills lists for the sector published by the Minister for Higher Education and Training and the Local Government: Competency Framework for Occupational Streams as contained in Annexure A of the Municipal Staff Regulations.
 - b. take into account the related institutional capacity needs and workplace skills plan of the Municipality; and
 - c. cover all major roles in the Municipality, including –
 - i. management and leadership roles that –
 - (1) require strategic and analytical functions
 - (2) involve a relatively high degree of discretionary decision-making
 - (3) have a relatively high level of risk associated with decisions made; or
 - (4) require long lead times (2+ years) to develop the qualifications and a further time (3+ years) to develop the experience required to be able to perform competently.
 - ii. technical, specialist, professional and administrative roles; and

iii. specified priority skills needs.

7.2.3.4 The skills needs analysis shall be based on –

- a. a strategic evaluation of skills needs that have constrained the service delivery and performance of the Municipality and each of its departments or functions in the current year
- b. a review of community feedback information and an assessment as to whether a lack of skills has contributed to the shortcomings in respect of service delivery
- c. a review of the effectiveness of the implementation of previous priority skills development programmes and interventions; and
- d. an analysis of individual staff member personal development plans to identify common skills needs across job categories.

7.2.4 Staff skills audit

7.2.4.1 The Municipality shall conduct a skills analysis using programmes or systems determined by the Minister to ascertain the skills needs of staff members in respect of their current roles.

7.2.4.2 A skills audit may comprise –

- a. biographical audits, which includes information on the educational qualifications and experience of the staff member
- b. perception based assessments; and
- c. evidence based assessments, including assessments using psychometric instruments.

7.2.5 Personal development plans

7.2.5.1 Every staff member shall have a personal development plan that sets out the strategies to –

- a. address the staff member's development needs and specific skills to be developed for their current roles arising from the skills audit, as well as the learning interventions required to build these skills; and

- b. develop new skills and provide exposure to new areas of work, which are linked to the realistic career aspirations of and opportunities available to the staff member.

7.2.5.2 The personal development plan shall take account of the skills audit and the implementation of the performance management system.

7.2.5.3 No staff member shall undergo training unless –

- a. the training is contained in personal development plan of the staff member; or
- b. the Municipal Manager or his or her delegate approves the training intervention.

7.2.6 Workplace skills plan

7.2.6.1 The Municipality shall, in consultation with the trade unions, develop a workplace skills plan arising from the outcomes of institutional skills needs analysis and the individual skills audits.

7.2.6.2 The workplace skills plan shall include –

- a. the priority skills needs for the Municipality and each department or function;
- b. the associated interventions that the Municipality intends conducting; and
- c. an aggregation of the learning and development initiatives from staff personal development plans.

7.2.6.3 The workplace skills plan shall be included in the Municipality's Integrated Development Plan.

7.2.7 Discretionary grants

The Municipality shall make use of discretionary grants to fund the development of critical and scarce skills that coincide with the published lists of critical and scarce skills or roles of the LGSETA or the Department of Higher Education and Training.

7.2.8 Budgeting for skills development

7.2.8.1 The Municipality shall establish a skills development budget that provides funding for the priority skills needs identified in the workplace skills plan.

- 7.2.8.2** The sources of funding for priority learning interventions shall be –
- a. the Municipality's dedicated training budget from own budget
 - b. the grants available from the LGSETA on approval of the workplace skills plan and resulting from discretionary grant submissions; and
 - c. additional funding available for skills development for the Municipality from provincial and national government.

7.2.9 Recognition of prior learning assessment

- 7.2.9.1** Recognition of prior learning assessment determine a staff member's skills and knowledge acquired through formal or informal training conducted by industry or educational institutions, work experience and on-the-job training.
- 7.2.9.2** Recognition of prior learning assessment shall be conducted –
- a. by service providers that are accredited by the relevant Education and Training Quality Assurance Body; and
 - b. in line with the provisions of the National Qualifications Framework established in terms of the National Qualifications Framework Act.

7.3 Implementing skills development

7.3.1 Types of skills development programmes

The Municipality shall focus on developing priority skills through –

- 7.3.1.1** structured learning programmes, which shall include learnerships, apprenticeships, technicians-in-training programmes, and graduates-in-training programmes
- 7.3.1.2** structured on-the-job learning and development, which may include –
 - a. professional coaching of staff members by an external or internal expert coach where such capacity exists
 - b. coaching of staff by supervisors, including guiding a staff member to develop new skills

- c. mentoring staff to master technical, professional or specialist roles, which may include pairing a staff member with an expert for a period of time
- d. the creative allocation of work to accelerate learning, including –
 - i. allocating staff members to a specific project
 - ii. seconding a staff member to another department or work area to increase the staff member's exposure to other work processes and systems
 - iii. increasing the responsibilities allocated to a staff member
 - iv. rotating staff through the full range of activities of a particular process or department; and
 - v. work shadowing, where a staff member is given the opportunity to observe a more senior professional or manager at work enabling the staff member to understand more complex and challenging roles in a structured and secure manner; and

7.3.1.3 professional development programmes.

7.3.2 Succession planning

The Municipality shall develop future managers in order to ensure seamless succession of competent leaders, as follows:

- 7.3.2.1** Carry out a potential staff member search and matching through –
- a. nomination of staff members who are considered for succession planning, ensuring representation of qualified women, Black people, and employees with disabilities
 - b. nomination criteria that include staff member who –
 - i. show an interest to be nominated
 - ii. are able to work without supervision
 - iii. show a commitment to deliver beyond what is required
 - iv. display consistent high performance in their duties, in attaining targets, and with a rating scored at outstanding level; and

- v. demonstrate potential to operate at a high level

7.3.2.2 Create a succession pool of staff members who demonstrate desirable values, behaviour and competencies to be potential successors, and -

- a. where a number of jobs are of similar type and need similar skills, the number of potential successors to the succession pool shall be increased; and
- b. nominate two (2) or more staff members for possible succession per post to cater for natural attrition / turnover.

7.3.2.3 Enter formal agreements with staff members earmarked for succession planning to protect the interests of both the staff member and the Municipality. The agreement shall outline the following:

- a. Staff members shall not be guaranteed appointments in posts that they are prepared for, and shall have to compete for the posts when advertised
- b. The succession period for each successor shall range from six (6) to twelve (12) months
- c. A successor who has failed to make an impression during the interviews shall not be guaranteed a stay in the programme

7.3.2.4 Consultants contracted to the Municipality shall be obliged to act as mentors to nominated employees for skill transfer during contract duration.

7.3.2.5 Successors shall have properly designed career paths to ensure that they gain most appropriate experience for their future roles.

7.3.3 Obligations of the Municipality

7.3.3.1 Supervisors shall collaborate on the re-allocation, rotation and secondment of staff members across functions within the Municipality.

7.3.3.2 The Municipality shall ensure the effective management of the quality of learning delivery, especially that provided by external training providers.

7.3.3.3 Supervisors shall be encouraged to gain coaching skills and shall actively coach and support the development of staff members who report to them.

- 7.3.3.4** The Municipality shall prioritise the appointment of mentors who are experts in their fields to support structured skills transfers in order to achieve the required specialist and technical skills for priority roles.

7.4 Evaluating skills development quality and impact

7.4.1 The Municipality shall –

- 7.4.1.1** conduct regular evaluations of the workplace skills plan and personal development plans, as well as their implementation; and
- 7.4.1.2** adjust its learning programmes to improve its effectiveness, including the impact on reducing the skills constraint on service delivery.

7.4.2 The Municipality shall ensure that –

- 7.4.2.1** every supervisor reports annually on progress on implementing staff personal development plans and the other programmes contained in the workplace skills plan
- 7.4.2.2** the effect of implementing personal development plans for staff is evaluated
- 7.4.2.3** evaluations, using standard benchmarks determined by the Minister, respond to priority learning programmes and contribute to the development of skills which result in improved performance and service delivery; and
- 7.4.2.4** regular skills development reports and evaluation results are –
- a.** integrated into the wider capacity building initiatives within the Municipality; and
 - b.** reported to the relevant provincial and national capacity building structures.

7.5 Payment for skills development programmes

- 7.5.1** The Municipality may agree to pay full or part payment for a staff member's learning programme and for reasonable travel and accommodation expenses on receipt of official proof of the structured learning programme.

7.5.2 If the Municipality agrees to pay for a learning programme, the staff member shall be required to work for the Municipality for a reasonable period that is 24 months after the completion of the programme, failing which the staff member shall pay back the costs, or part of the costs, associated with the programme.

7.5.3 Despite clause 7.5.1, if a staff member fails to attend or fails a learning programme, the Municipality shall recover the costs associated with the programme after complying with Section 34 of the Basic Conditions of Employment Act.

7.6 Roles and responsibilities

7.6.1 A staff member shall –

- 7.6.1.1** actively manage their own development, whether for their current role or for their future career opportunities, based on their personal development plan
- 7.6.1.2** participate actively in skills audits
- 7.6.1.3** develop and reflect on their personal development plans with their supervisor
- 7.6.1.4** commit to development that coincides with the Municipality's priority skills
- 7.6.1.5** participate actively in all forms of learning, training and development which will assist the staff member to meet agreed needs
- 7.6.1.6** stay abreast of and apply new knowledge and skills in their field of expertise; and
- 7.6.1.7** provide feedback on the outcomes, effectiveness and relevance of training and development received.

7.6.2 A supervisor shall –

- 7.6.2.1** link skills development to the priorities of their function, the integrated development plan and to the outcomes of the performance management process
- 7.6.2.2** monitor skills needs and constraints that have, or may have, a major impact on the achievement of their objectives and report on these during the institutional skills needs analysis process

- 7.6.2.3** develop, report on and review progress with the personal development plans of the staff members who report to the supervisor or supervisor
- 7.6.2.4** ensure that development proposed in the personal development plans of the staff members who report to the supervisor is relevant to the functions of the Municipality
- 7.6.2.5** provide coaching to and support for the development of their staff members
- 7.6.2.6** provide input into the content of training programmes, if relevant
- 7.6.2.7** allow their subordinates time off for training, as agreed in training schedules and plans; and
- 7.6.2.8** actively facilitate the application of learning back on the job.

7.6.3 The Skills Development Facilitator shall –

- 7.6.3.1** facilitate the adoption of the Workplace Skills Plan, including liaising with the registered trade unions
- 7.6.3.2** facilitate the implementation of skills development programmes with supervisors, staff and external training providers; and
- 7.6.3.3** liaise with the LGSETA and ensure that the Municipality meets all the requirements of the LGSETA.

7.6.4 The Chief Financial Officer shall ensure that proof is provided to the LGSETA that all funds obtained from the LGSETA and the 1% budgeted towards skills development have been used for skills development purposes.

7.6.5 The Training Committee shall –

- 7.6.5.1** be chaired by a senior manager
- 7.6.5.2** have an equal number of managers and representatives of staff
- 7.6.5.3** include the Integrated Development Planning Manager, the Skills Development Facilitator, the Manager responsible for human resources, individual and institutional performance managers, and the Chief Financial Officer, as representatives of the Municipality

- 7.6.5.4** include representatives of the registered trade unions recognised by the Municipality as representatives of staff members or, in their absence, staff members who are representative of the Municipality's staff as a whole; and
- 7.6.5.5** consult, and make recommendations to the Municipal Council, on –
 - a. proposed improvements to skills audit processes
 - b. findings and priorities emerging from the skills audit presented by management
 - c. the draft workplace skills plan
 - d. management's regular skills development report; and
 - e. skills development policy of the Municipality.

8. POLICY MONITORING AND EVALUATION

- 8.1** This policy shall be implemented and effective once recommended by the Local Labour Forum and approved by Council.
- 8.2** Non-compliance to the stipulations contained in this policy shall be regarded as misconduct, which shall be dealt with in terms of the Code of Conduct.
- 8.3** Head of Corporate Services shall carry out the monitoring and evaluation of the policy's implementation.

9. POLICY APPROVAL

Formulated by HR Management:

Signature: _____ Date: _____

Consulted with Local Labour Forum:

Management Representative:

Signature: _____ Date: _____

Union Representative:

Signature: _____ Date: _____

Union Representative:

Signature: _____ Date: _____

Recommended by Portfolio Committee on Corporate Services:

Signature: _____ Date: _____

Approved by Municipal Council:

Signature: _____ Date: _____

NDLAMBE MUNICIPALITY CORPORATE SERVICES



EMPLOYMENT EQUITY POLICY

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1. PREAMBLE

The Municipality has embarked on a process to implement the provisions of the Employment Equity Act. A consultation process to ensure that the process is fully inclusive and transparent would be followed with all interest groups, namely designated and non-designated employees, employees in all the job categories and occupational levels, and senior managers responsible for implementation of the programme.

2. PURPOSE

2.1 The broad objectives of Employment Equity are the following:

- 2.1.1** To address under-representation of designated groups in all occupational categories and levels in the workforce. Specifically, under-representation of black people, as defined in the Act and people with disabilities would be identified during the numerical analysis as presenting special challenges which the Municipality has to address.
- 2.1.2** To identify and develop strategies for the elimination of employment barriers in the employment policies and practices of the Municipality. All barriers identified by the Municipality would be addressed in this policy.
- 2.1.3** To develop operations-oriented strategies for the achievement of numerical goals and timetables for the implementation of affirmative action measures, taking into account the mission of the Municipality.
- 2.1.4** To establish procedures for monitoring and enforcing the implementation process.
- 2.1.5** To establish procedures to address and resolve disputes regarding implementation and enforcement of Employment Equity.

2.2 The purpose of Employment Equity is also to develop an Employment Equity Plan that provide for a timetable for the fulfilment of specific objectives, and these objectives should:

- 2.2.1** Take into account the output of the Municipality planning phase;
- 2.2.2** The particular circumstances of the Municipality; and
- 2.2.3** The alignment and inclusion of the plan in the broad strategy of the Municipality.

3. SCOPE

The policy shall apply to all permanent and fixed-term contract employees, and candidates who apply to the Municipality for employment, including designated groups as well as non-designated groups.

4. LEGISLATIVE AND POLICY FRAMEWORK

- Constitution of the Republic of South Africa Act 108 of 1996
- Municipal Systems Act 32 of 2000
- Municipal Structures Act 117 of 1998
- Municipal Finance Management Act 56 of 2003
- Labour Relations Act 66 of 1995
- Employment Equity Act 55 of 1998
- Skills Development Act 97 of 1998
- Local Government: Regulations on appointment and conditions of employment of senior managers, dated 17 January 2014
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- Local Government: Guidelines for the Implementation of the Municipal Staff Regulations, 2016 (issued in terms of Section 72, read with Section 120 of the Municipal Systems Act 32 of 2000)
- Basic Conditions of Employment Act 75 of 1997
- Occupational Health and Safety Act 85 of 1993
- National Skills Development Strategy
- National Qualifications Framework
- South African Qualifications Authority Act 58 of 1995

5. DEFINITIONS

All terminology used in this policy shall bear the same meaning as in the applicable legislation, or as defined and / or explained in the Glossary of the Human Resources Policies Manual.

6. PROBLEM STATEMENT

Employment equity is a policy that legitimises fair discrimination in term of the past imbalances

7. POLICY PROVISIONS

7.9 Underlying principles to prevent unfair discrimination

- 7.1.1 No person may unfairly discriminate, directly or indirectly, against an employee in any employment policy or practice, or one or more

grounds including race, gender, pregnancy, marital status, family responsibility, ethnic or social origin, colour, sexual orientation, age, disability, religion, HIV status, conscience, belief, political opinion, culture, language and birth.

- 7.1.2** It is not unfair to promote affirmative action consistent with applicable legislation or to prefer or exclude any person on the basis of an inherent job requirement.
- 7.1.3** Medical testing may only be permissible when legislation requires testing or when this is justifiable on various reasons.
- 7.1.4** HIV testing is prohibited unless such testing is determined to be justifiable by the Labour Court.
- 7.1.5** Psychological testing and similar assessments are prohibited unless the test is scientifically valid, and reliable, can be applied fairly to all employees and is not biased against any employee or group.
- 7.1.6** Disputes regarding unfair discrimination shall be handled in terms of the grievance procedure.

7.10 Affirmative Action Measures

7.2.1 Increasing the pool of available candidates

Policies on employment practices adopted by the Municipality shall provide for the internal and external recruitment of suitable candidates from designated groups. A concerted effort will further be made to increase the level of interest of potential candidates from designated groups in applying for vacancies.

7.2.2 Appointment of employees from designated groups

7.2.2.1 In support of the employment practices policies, selection criteria and selection panels will ensure that fair and non-discriminatory selection procedures are implemented to contribute to the appointment of suitable candidates from designated groups

7.2.2.2 More efforts to advance appointment of employees from designated groups shall include:

- a. The review of employment application forms and contracts so that all discriminatory or prejudicial provisions and clauses are removed.

- b. Increased awareness that psychometric tests and evaluation methods tend to be culturally biased and discriminatory and have low predictive validity of true ability of candidates to perform in a work environment.
- c. The increased use of competency-based recruitment and selection methods, whereby the potential of the candidate and the ability to perform the job plays an increasingly prominent role.
- d. Compliance with numerical targets and annual benchmarks.
- e. The advancement of designated groups, but bearing in mind that the Municipality will not resort to window-dressing, tokenism and favouritism, but will advance designated groups by providing the necessary guidance, training and development, and support.
- f. Recognising that the appointment of members of designated groups will help create a more diverse workforce, which holds social and economic benefits for the Municipality.

7.2.3 Training and development of people from designated groups

The Municipality recognises the obligations placed on it by the Skills Development Act of 1998 to train and develop employees, and has adopted structured training programmes for employees. These programmes include:

7.2.3.1 Bursaries for tertiary education

7.2.3.2 Job-related training

7.2.3.3 Training in line function, management, and supervisory skills

7.2.3.4 Learnerships

7.2.3.5 Skills programmes

7.2.3.6 Mentorship and coaching of new employees

7.2.3.7 Career planning and development

7.2.4 Retention of people from designated groups

The Municipality is committed to lowering the turnover rates and increasing the retention rates of designated groups, and shall accordingly conduct exit interviews to develop further strategies regarding the retention of people from designated groups.

7.2.5 Reasonable accommodation of people with disabilities

The Municipality shall adopt practices regarding the accommodation of people with disabilities and their employment and career development, within justifiable resource means, and as follows:

- 7.2.5.1** Adapt or replace existing physical facilities such as offices, ablutions, canteens, parking, office equipment, etc., to make them accessible and usable
- 7.2.5.2** Reorganise workstations for, example, free movement of wheelchairs
- 7.2.5.3** Adapt training and assessment materials, systems and facilities, by consulting employees with disabilities on their career advancement and possible needs
- 7.2.5.4** Consult employees with disabilities, as well as obtain expert advice to establish appropriate mechanisms to optimise accommodation
- 7.2.5.5** Create practical environment and provide necessary tools and aids for optimal participation in social and developmental activities
- 7.2.5.6** Indicate welcoming of people with disabilities through explicit stating of such fact on job advertisements, using disability-friendly application methods, direct advertisements to organisations promoting issues of people with disabilities
- 7.2.5.7** Identify and remove all job requirements that unfairly discriminate against some or all disabilities. Place requirements upfront in all job advertisements to aid screening, and not during interviews, selection, job offers and induction
- 7.2.5.8** Re-integrate employees who became disabled at work by exploring, where reasonable, the possibility of offering

alternative, reduced or flexible work placement, so that they are not compelled to terminate their employment

7.2.5.9 Provide additional work tools and aids, such as readers, Braille equipment, sign language, interpreters

7.2.5.10 Encourage disclosure to ensure optimisation of accommodation measures

7.2.5.11 Provide specialised supervision, training and support

7.2.6 Meaningful participation in strategic decision-making processes

The Municipality shall appoint and promote suitable candidates from the designated groups in positions where they could participate meaningfully in decision-making.

7.2.7 Affirming diversity and harnessing potential of all employees

7.2.7.1 The consultation at the Municipality shall include employees from different levels and seniority and be representative of all designated and non-designated groups.

7.2.7.2 The Municipality shall adopt an overall HR strategy which highlights the importance of managing a diverse, multiracial and multicultural workforce, for the purposes of ensuring the maximum utilisation of all employees.

7.2.7.3 This HR strategy shall include reducing negative stereotyping and discrimination, creating an acceptable and welcoming environment, and integrating affirmative action programmes with general management practices and strategies.

7.11 Corrective measures to eliminate barriers identified during the survey

7.3.1 Employment policies and practices shall be continuously reviewed by the Municipality in order to remove any possible discriminatory content and to eliminate employment barriers from the policies and practices.

7.3.2 The affirmative action measures implemented at the Municipality are designed to prevent the creation of absolute barriers for the appointment or promotion of persons from non-designated groups, and care is taken to ensure that the measures adopted does not discriminate in any way against persons from the non-designated groups.

7.12 Procedure for numerical goals

- 7.4.1** A numerical analysis shall be carried out to determine representation of employees internally in every employment level and job category as well as externally to determine the external representation of the various groups on a national level.
- 7.4.2** On the basis of the analysis, the Municipality shall set quantitative targets which are realistic and attainable given the particular circumstances of the Municipality.
- 7.4.3** Numerical goals shall be developed for the appointment and promotion of people from designated groups to address under-representation of the designated groups.
- 7.4.4** The following factors shall be taken into consideration in developing numerical goals:
 - 7.4.4.1** Degree of under-representation of designated groups in various employment categories at the Municipality as determined by the numerical analysis.
 - 7.4.4.2** Determine staff turnover rate at the Municipality to guide implementation rate of affirmative action measures and the setting of numerical goals.

7.13 Consultation and consensus with employees

- 7.5.1** Prior to implementing any part of this policy the Employment Equity Officer/HR Unit shall ensure that employees are consulted within the Local Labour Forum (LLF), which shall also serve as, among other things, the *de facto* Employment Equity Committee. Efforts shall be made to reach consensus on all key issues relating to this policy.
- 7.5.2** In particular, employees (or their nominated representatives) shall be consulted about:
 - 7.5.2.1** the conducting of the employment equity survey;
 - 7.5.2.2** the preparation and implementation of the employment equity plan; and
 - 7.5.2.3** the submission of statutory reports to Department of Employment and Labour

7.5.3 In the course of the above-mentioned consultations, all relevant information to allow effective consultation shall be disclosed by the Municipality.

7.5.4 Where confidential information is disclosed in the course of consultations, it shall be clearly identified as confidential information and employees shall be informed that it is a criminal offence to breach such confidentiality. Employees may be required to sign confidentiality agreements in certain circumstances.

7.5.5 In addition, employees shall be informed of, and given access to:

7.5.5.1 the most recent statutory report submitted to Department of Employment and Labour;

7.5.5.2 any compliance order, arbitration award or court order concerning the provisions of the Employment Equity Act and Municipality;

7.5.5.3 any current employment equity plan and other documents prescribed by the Act

7.14 Roles and responsibilities

7.6.1 Employment Equity Officer

7.6.1.1 The Municipal Manager is appointed as the Employment Equity Officer to take specific responsibility for implementing and monitoring employment equity in the Municipality. The Municipal Manager is entitled to delegate this responsibility to any manager within the Municipality.

7.6.1.2 The Employment Equity Officer shall report directly to the Council who, will have free access to all information on employment within the Municipality, and will be entitled to attend any meeting or hearing dealing with any employment issue.

7.6.2 Duties of Employment Equity Officer

The duties of the Employment Equity Officer and any staff assigned by him/her are to:

7.6.2.1 conduct employment equity surveys in accordance with this policy;

7.6.2.2 keep and monitor lists of the designated group members employed;

7.6.2.3 collect and analyse external data on the profile of suitably qualified applicants available for employment;

7.6.2.4 based on these surveys, lists and external data, prepare and recommend an employment equity plan including the setting of measurable goals and timetables for the recruitment, advancement and enhancement of the work environment of members of the designated groups;

7.6.2.5 comply with the relevant statutory reporting requirements;

7.6.2.6 identify discriminatory or potentially discriminatory practices and devise strategies and systems to eliminate such practices;

7.6.2.7 devise and recommend training and sensitisation strategies relating to affirmative action for members of the designated groups;

7.6.2.8 co-ordinate recruitment strategies, policies and procedures to ensure compliance with this policy;

7.6.2.9 advise and assist in carrying out recruitment programmes and training and sensitisation sessions;

7.6.2.10 monitor performance under this policy, receive complaints and recommend strategies for improvement;

7.6.2.11 obtain legal advice where necessary and ensure that the policies and practices comply with legal requirements;

7.6.2.12 provide periodic reviews of the implementation of this policy;

7.6.2.13 ensure that notices about the provisions of the Employment Equity Act (in a format prescribed by the Act) are prominently displayed in the workplace

7.6.3 Employment Equity Committee/LLF

The Local Labour Forum (LLF) shall also serve as, among other things, the *de facto* Employment Equity Committee for the Municipality.

8. POLICY MONITORING AND EVALUATION

8.1 This policy shall be implemented and effective once recommended by the Local Labour Forum and approved by Council.

8.2 Non-compliance to the stipulations contained in this policy shall be regarded as misconduct, which shall be dealt with in terms of the Code of Conduct.

8.3 Head of Corporate Services shall carry out the monitoring and evaluation of the policy's implementation.

9. POLICY APPROVAL

Formulated by HR Management: Signature: _____ Date: _____

Consulted with Local Labour Forum:

Management Representative: Signature: _____ Date: _____

NDLAMBE LOCAL MUNICIPALITY



ANTI-CORRUPTION AND FRAUD PREVENTION POLICY

1. DEFINITIONS

"Accounting Officer" means the Municipal Manager referred to in Section 60 of the MFMA;

"Councillor" means a member of the Ndlambe Municipality;

"Chief Financial Officer" means a Chief Financial Officer designated in terms of Section 80 (2) (a) of the MFMA;

"Designated official" means the individuals identified in a Municipality to receive reports of allegations of financial offences against councillors, currently the Municipal Manager, Speaker and Executive Mayor in terms of the terms of reference of the disciplinary board on financial misconduct;

"Disciplinary board" means a disciplinary board established in terms of paragraph 4 of Regulations on financial misconduct, 2014;

"Internal Audit" The Institute of Internal Auditors defines internal audit as an independent, objective assurance and consulting activity designed to add value and improve an organization's operations. It helps an organization accomplish its objectives by bringing a systematic, disciplined approach to evaluate and improve the effectiveness of risk management, control and governance processes. The Internal Audit unit will evaluate and contribute to the improvement of risk management, control and governance systems through the annual internal audit programme and surprise audits;

"Investigator" means the disciplinary board, treasury, person or team conducting a full investigation in terms of paragraph 5 of Regulations on financial misconduct, 2014;

"Management" includes the Senior Management in terms of section 56 of the MSA and include Managers on the first three levels of the organizational structure;

"MFMA" means the Municipal Finance Management Act, 2003 (Act 56 of 2003);

"Staff" any employee not considered as Management, which is a full-time employee, an individual seconded or contracted to the Municipality in his / her personal capacity;

"Whistle-blower" any employee, ratepayer, member of the public or provider of goods and / or services or any other person reporting corruption in terms of this policy;

DESCRIPTION OF FRAUD AND CORRUPTION

The following definition summarizes the act of corruption and fraud to be dealt with in terms of this policy: **"Abuse of power / discretion"** this involves for example a Municipal official using his or her vested authority to improperly benefit another Municipal official, person or entity (or using vested authority to improperly discriminate against another Municipal official, person or entity).

"Abuse of privileged information misconduct" this inter alia involves the use of privileged information

and knowledge that a Municipal official or councillor's possesses as a result of his or her office to provide unfair advantage to another person or entity to obtain a benefit, or to accrue a benefit to him or herself.

"Act of failure" omitting to report or refusing to report or act upon reports of any such irregular or dishonest conduct.

"Billing fraud" occurs when suppliers of goods and services to a Municipality overcharge or otherwise produce false invoices, and payment is secured on those with the help of an employee.

"Bribery" is the bestowing of a benefit in order to unduly influence a decision or action. It can be initiated by a person who seeks or solicits bribes or by a person who offers and then pays bribes. Bribery is the most common form of corruption. The 'benefit' of bribery can be virtually any inducement: money and valuables, company shares, inside information, sexual or other favours. Once bribery has occurred, it can lead to other forms of corruption. Public sector bribery can target any individual who has the power to make decisions or to take an action affecting others and is willing to resort to bribery to influence the outcome of that decision.

"Cheating" this type of corruption is usually perpetrated by an individual or a group of individuals who are out to influence or distort the truth for their selfish gains, e.g. taking leave without completing an application therefor.

"Fraud" is the unlawful and intentional making of a misrepresentation / deceit resulting in actual or potential prejudice to the Municipality and include; Financial Statement fraud, cheque fraud, conflict of interest, gifts and Electronic Fund Transfer fraud.

"Collusion" means conspiring with others by staff/councillors/bidders/suppliers especially in planning fraud or conniving and entering into secret agreement for wrongful and improper purposes.

"Conflict of Interest" this involves a Municipal official failing to disclose within a reasonable time in writing to the Municipal manager:

- (a) full particulars of any benefit / purchase by an official that he / she might have received from a supplier of goods and services, and / or any interest that his / her spouse, partner or close family member stands to acquire from any contract / friendship concluded with a supplier of goods and services of the Municipality;
- (b) all relationships / friendships with any supplier of goods and services to Ndlambe Municipality;- and
- (c) any private business / venture that any employee is involved in.

"Conspiracy" any person who unlawfully and intentionally conspires with any other person to aid or procure a commission from or to commit any offence, whether at common law or against statute or a statutory regulation, shall be guilty of an offence and liable on conviction to the punishment to which the person convicted of actually committing offence would be liable.

"Corporate corruption / theft" this occurs in relationships between officials and the suppliers or clients, when officials use the Municipal resources / contracts for private gain, at the expense of the Municipality.

"Corruption" giving or offering; receiving or agreeing to receive; obtaining or attempting to obtain any benefit which is not legally due to, or by a person who has been charged with a duty or power by virtue of any employment, to do any act or omit to any act in relation to that power or duty.

"Cronyism" it is the practice of appointing friends to high-level, especially in Municipal posts regardless of their suitability.

"Embezzlement" this is a form of theft. It is the appropriation of someone else's property that is already in your possession or control. It is something referred to as theft by conversion in that someone else's property is converted into your own private use e.g. False accounting entries, Unauthorized withdrawals, Unauthorized disbursements, Paying personal expenses from bank funds, Unrecorded cash payments, Theft of physical property, and Moving money from dormant accounts.

"Equipment or resources misconduct" where the Municipality's equipment is used for personal benefit and include;

- (a) Personal use of Municipal or vehicles hired by the Municipality;
- (b) Theft of any equipment and or material or other items; and
- (c) Irregular / unauthorised destruction, removal or abuse of records (including Intellectual property) and equipment.

"Ethical" being in accordance with the accepted principles of right and wrong that govern the conduct of a profession e.g. good, just, fitting, fair, responsible, principled, correct, decent, proper, upright, honourable, honest, righteous and virtuous.

"Extortion" is committed when a person unlawfully and intentionally obtains some advantage which is not due to him from another by subjecting the latter to pressure which induces him to hand over the advantage. It could also be used to coerce individuals into 'cooperating' in a particular manner or towards a specific cause.

"Favouritism / discrimination" it is the practice of giving special treatment to a person or a group of people. This involves the provision of services or resources according to personal affiliation (for example; ethics, religious, gender, geographical factors, political or other affiliations).

"Forgery" is the unlawful and intentional making of a false document with intent to defraud which can include cheques and handwritten receipts.

"Financial misconduct" to be read with sections 170 to 173 of the MFMA and the description of financial

misconduct and financial offences as defined in the MFMA and the regulations on financial misconduct, 2014, and where individuals or companies have fraudulently obtained money from the Municipality by:

- (a) Making profit from insider knowledge;
- (b) Irregular conspiracy in awarding contracts or orders for goods and / or services;
- (c) Suppliers submitting invalid invoices or invoicing for work not done;
- (d) Revenue fraud; and
- (e) Theft or improperly handling or reporting of monies or financial transactions.

"Forms of Corruption" as described in these definitions are by no means exhaustive as corruption appears in many forms and it is virtually impossible to list all of them.

"Friendship" is a form of interpersonal relationship generally considered to be closer than association / colleagues. For this purpose it would mean people connecting/communicating/spending time with one another after office hours as friends.

"Looting / robbing" this is when an individual is involved in the illegal and illegitimate transfer / handover of money or goods from the Municipality or the Municipal bank account to another company / individual. Looting may also take the form of diversion of goods and services from an intended destination to another (un-intended one). An example of this type of corruption is where suppliers or contractors collude with staff to be paid for goods and services that were never delivered.

"Maladministration" is a political term which describes the actions of a government body which can be seen as causing an injustice. Municipalities can only investigate "maladministration causing injustice". Complaints can be considered about the way a decision was taken by Council, but cannot ignore the decision, only because the person complaining does not agree with it. It also means that the person complaining must have suffered an "injustice" as a result of the faulty decision-making process. Maladministration can include; delays, incorrect action or failure to take any action, failure to follow procedures or the law, failure to provide information, inadequate record-keeping, failure to investigate, failure to reply, misleading or inaccurate statements, inadequate liaison, inadequate consultation, or broken promises.

"Malpractice" improper / refusal or unethical conduct or unreasonable lack of skill by a holder of a professional or official position; such as engineers, lawyers, and professional public / Municipal officers / staff to stand for negligent or. Malpractice is a cause of action or no action, by an official or councillor for which damages/claims to the Municipality are occurred / allowed / claimed.

"Misappropriation" is:

- (a) A non-violent criminal taking of property which includes embezzlement, theft, and fraud. Often

applied to a staff member's taking of an employer's property such as stationary, fuel, tools and equipment.

- (b) Taking / using what belongs to someone else like Municipal quotes and tenders and using it unfairly for one's own gain; for example, or using your position with suppliers for own gain.
- (c) To use wrongly or improperly. In terms of copyright, it is the act of theft or improper use of Intellectual property for financial or personal gain.
- (d) Often called unfair competition. A common law form of unfair competition in which an individual or firm copies or appropriates some creation of another that is not protected by patent, copyright, or trademark law, or any other traditional theory of exclusive rights.

"Misconduct" Includes all the definitions mentioned in this policy and also means to act badly or dishonestly or Improperly and / or to manage the activities of the Municipality poorly.

"Nepotism" When a Municipal official or councillor uses his influence to ensure that family members or friends or partners are appointed into any Municipal vacancies or that family members or friends or partners receive contracts from the Municipality, is it regarded as nepotism.

"Other misconduct" activities undertaken by the staff or councillors of the Municipality which may be unlawful and against the Municipality's regulations or policies, or drop below established standard or practices and result in improper conduct can also be dealt with in terms of this policy and include receiving gifts and favours for rendering services;

"Patronage" systems consist of the granting favors, contracts, or appointments to positions by a local public office holder or candidate for a political office in return for political support. Many times patronage is used to gain support and votes in elections or in passing legislation. Patronage systems disregard the formal rules of a local government and use personal instead of formalized channels to gain an advantage.

"Petty corruption" is common in very normal day-to-day interactions and relations in society. It usually involves small gifts, favours or bribes. However, small as petty corruption may sound, its destructive power is as bad as grand corruption due to its pervasiveness in society and due to its apparent appearance as 'harmless'. It is therefore possible for many people to dismiss it and think its consequences are not destructive to a society e.g. fast-track the delivery of essential services e.g. issuing of a certificate, payment, building plan approval, receipt, or driving license.

"Political corruption" involves councillors seeking bribes or other rewards for their own political or personal benefit in return for political favours to their supporters at the expense of the public interest.

"Systemic Corruption" is when corruption becomes accepted as the 'norm' and as part and parcel of the procedures of running public affairs of a Municipality or a society at large. A common manifestation of

systemic corruption in our country is the frequent bribes by offenders to traffic police officers either to ignore the lack of road worthiness, or over-loading, or over-speeding.

"Systems misconduct" where a process / system exists which is prone to abuse by either staff or the public, e.g.:

- (a) Misadministration or financial misconduct in handling or reporting of money, financial transactions or assets;
- (b) Conspiracy in allocation of housing;
- (c) Disclosing confidential or proprietary information to outside parties; and
- (d) Irregular approval in the writing off of bad debt;
- (e) Destruction, removal, or inappropriate use of records, furniture, vehicles, fixtures, and equipment.
- (f) Accepting or seeking anything of material value from contractors, vendors, or persons providing services / materials to the Municipality.

"Theft" is the unlawful and intentional misappropriation / misuse / stealing / fiddling / embezzlement of Municipal property with the intention to deprive the Municipality of its right permanently.

"Trans-active corruption" arises from dealings between an official and a supplier of goods and services. It may occur when particular officials want to enrich themselves at the expense of the Municipality. For instance, when an official colludes with a supplier of uniforms and the latter supplies goods of substandard quality to the Municipality at an inflated cost so that they not only share the profits but also so that colleagues get poor quality uniforms, then trans-active corruption is said to have taken place.

"Unethical" not conforming to approved standards of social or professional behaviour e.g. immoral, wrong, improper, illegal, dirty, unfair, shady (informal), dishonest, unscrupulous, under-the-table, unprofessional, disreputable, underhand, unprincipled, dishonourable.

2. INTRODUCTION

Ndlambe Municipality subscribes to the principles of good corporate governance, which require the conducting of business in an honest and transparent fashion.

Consequently, Ndlambe Municipality is committed to fighting fraudulent and corrupt behaviour at all levels within the Municipality.

3. SCOPE OF POLICY AND APPLICATION

This policy covers all matters relating to the prevention, detection, investigation and resolution of fraud and corruption in the Municipality involving the following persons and/or entities:

- (a) Ndlambe Municipality staff members (permanent, temporary, contract)
- (b) Ndlambe Municipality Councillors
- (c) Consultants, suppliers, contractors, and other providers of goods or services to Ndlambe Municipality.
- (d) Other stakeholders of Ndlambe Municipality.

4. LEGISLATIVE CONTEXT OF THE POLICY

This policy aims to give effect to the requirements and stipulations of the

- (a) Prevention and Combating of Corrupt Activities Act (No. 12 of 2004)
- (b) Promotion of Access to Information Act (No. 2 of 2000)
- (c) Promotion of Administrative Justice Act (No. 3 of 2000)
- (d) Protected Disclosures Act (PDA) (No. 26 of 2000)
- (e) Municipal Finance Management Act (MFMA) (No. 56 2003)
- (f) Financial Intelligence Centre Act (FICA) (No. 38 of 2001)
- (g) Municipal Regulations on Financial Misconduct Procedures and Criminal Proceedings (No. 430 of 2014)
- (h) Code of Conduct for Councillors in terms of Schedule 1 of the Municipal Structures Act (No. 32 of 2000)
- (i) Code of Conduct for Municipal Staff Members in terms of Schedule 2 of the Municipal Structures Act (No. 32 of 2000)
- (j) Labour Relations Act (No. 66 of 1995)
- (k) Ndlambe Municipality Code of Ethics
- (l) Ndlambe Municipality Risk Management Strategy
- (m) Ndlambe Municipality Risk Management Policy

5. POLICY STATEMENT

It is the policy of Ndlambe Municipality that fraud, corruption, maladministration or any other dishonest

activities of a similar nature will not be tolerated. Such activities will be investigated and actions instituted against those found responsible. Such actions may include the laying of criminal charges, administrative / disciplinary actions and civil action for recoveries where applicable.

Prevention, detection, response and investigative strategies will be designed and implemented. These will include any existing controls (system controls and manual internal controls) and those currently prescribed in existing policies, procedures and other relevant prescripts to the activities of the Municipality.

All Managers are responsible for the prevention, detection and sanctioning of fraud and corruption within their areas of responsibility.

6. ETHICS

All corruption and fraud risks arise due to a lack of ethics. Many of the controls implemented to prevent corruption and fraud requires human involvement and can be circumvented by two or more persons colluding. People without a strong ethical character will not report corrupt and/or fraudulent acts they are aware of.

Anti-corruption and fraud prevention measures can thus only succeed in an environment of ethical behaviour, not only due to the need to prevent corrupt and fraudulent acts, but also to detect corruption and fraud when it does occur.

7. ROLE-PLAYERS IN ANTI-CORRUPTION AND FRAUD PREVENTION

7.1. Oversight

7.1.1. Council

Council takes an interest in anti-corruption and fraud prevention to the extent necessary to obtain comfort that properly established and functioning systems of anti-corruption and fraud prevention are in place to protect Ndlambe Municipality against losses, comply with legislation and discipline offenders.

Council may institute investigations into alleged instances of corruption and/or fraud involving Councillors and is responsible for the disciplinary process of Councillors implicated in acts of corruption and/or fraud.

7.1.2. Audit and Performance Audit Committee (APAC)

The APAC is responsible for providing the Municipal Manager and Council with independent counsel, advice and direction in respect of anti-corruption and fraud prevention.

The APAC will include a specific focus on fraud risks when advising on internal financial control, the accuracy and reliability of the financial statements, governance and compliance with legislation.

7.2. Implementers

7.2.1. Accounting Officer / Municipal Manager

The Accounting Officer is ultimately accountable for anti-corruption and fraud prevention within the Municipality. The Accounting Officer must set an example at the top and promote ethical behaviour within Municipality.

7.2.2. Directors

Directors support the Municipality's anti-corruption and fraud prevention philosophy, integrate it into the operational routines of the Municipality and monitor the anti-corruption and fraud prevention activities within their areas of responsibility.

The Directors are ultimately accountable to the Accounting Officer and Council for the anti-corruption and fraud prevention measures in their directorates.

7.2.3. Management

Management is responsible for designing, implementing and monitoring anti-corruption and fraud prevention controls and integrating it into the day-to-day activities of the Municipality.

Management is also risk action owners and must formulate appropriate action plans to combat corruption and fraud risks identified during risk identification and assessment.

7.2.4. Other municipal officials

Other municipal officials are responsible for adhering to and monitoring the process of anti-corruption and fraud prevention and integrating it into their day-to-day activities.

7.3. Support

7.3.1. Risk Management and Internal Unit

The Risk Management Unit's coordination function enables, through risk identification and assessments, the inclusion of corruption and fraud related risks in the Municipality's risk register. Throughout the unit's monitoring activities, special focus is given to ensure that appropriate action plans are formulated by management to mitigate corruption and fraud related risks and sufficient reporting is conducted to the relevant oversight structures

Internal Audit investigates alleged instances of corruption and/or fraud. As part of their investigations, they must provide recommendations for the improvement of anti-corruption and fraud prevention measures to prevent a similar corruption or fraud incident from occurring in the future.

7.4. Assurance Providers

7.4.1. Internal Audit

In addition to investigations and recommendations, Internal Audit can also provide assurance on the Municipality's anti-corruption and fraud prevention measures.

Due to the independence requirements of Standard 1130.A1 of the International Standards for the Professional Practice of Internal Auditing, Internal Audit may only provide assurance on anti-corruption and fraud prevention activities they were not involved with.

7.4.2. External Audit / Auditor General (AG)

The AG provides an independent opinion on the effectiveness of the Municipality's anti-corruption and fraud prevention measures.

In providing an opinion the AG:

- (a) determines whether the anti-corruption and fraud prevention strategy, policy and plan are in place and appropriate;
- (b) assesses the implementation of the anti-corruption and fraud prevention strategy, policy and plan;
- (c) reviews the corruption and fraud risk assessment process to determine if it is sufficiently robust to facilitate timely and accurate risk rating and prioritization;
- (d) determines whether management action plans to mitigate the key corruption and fraud risks are appropriate and being implemented effectively.

Findings and recommendations from an external audit can be used in the evaluation and improvement of anti-corruption and fraud prevention measures.

8. REPORTING

Councillors, staff members and the public are encouraged to report any alleged incident of fraud and corruption.

8.1. Regulations for Financial Misconduct

In terms of Regulation 17 (1) of the Municipal Regulations on Financial Misconduct Procedures and Criminal Proceedings (No. 430 of 2014), the Council has established reporting procedures for persons to report allegations of financial misconduct (including corruption and fraud) on a confidential basis.

A person must report allegations of financial misconduct in the following manner:

Allegations against	Report to
Accounting Officer (Municipal Manager)	Council and
Senior Manager (Director)	Provincial Treasury and
Chief Financial Officer	National Treasury
Other municipal officials	Accounting Officer (Municipal Manager)

8.2. Reporting lines

8.2.1. Staff

It is the responsibility of all staff to report all incidents of fraud or corruption that may come to his/her attention to his/her manager. If the staff member is not comfortable reporting such matters to his/her manager, the matter should be reported to the manager's superior, with final recourse to the Accounting Officer. Where the Accounting Officer is implicated in the incident, the staff member must report the matter to the Speaker.

Alternatively, such reports can be made by way of submitting a report through the prescribed whistle blowing mechanisms.

It is the responsibility of the Managers to report and/or escalate all incidents of fraud, corruption, theft, maladministration and other suspected irregularities of this nature to the Accounting Officer. Such reporting by managers must be made as follows:

- (a) Verbally, immediately after discovery of the incident in question;
- (b) Such verbal report must be followed by a detailed written report to be submitted within five working days after the discovery of such an incident.

It is the responsibility of the Accounting Officer to immediately report all incidents of fraud, corruption, theft, maladministration and other suspected irregularities of this nature to Provincial Treasury. This reporting must take place as follows:

- (a) a detailed written report to be submitted within five working days after discovery of such an incident.

In the event where the Accounting Officer is implicated, the Speaker must report the incident to Provincial Treasury.

The Accounting Officer must assess all reported incidents against the Prevention and Combating of Corrupt Activities Act (No. 12 of 2004) to determine whether the incident must be reported to the South African Police Service (SAPS).

Regardless of whether or not incidents of fraud, corruption, theft, maladministration and other suspected irregularities must be reported to the SAPS in terms of the abovementioned Act, it is the Municipality's policy to refer all alleged fraud and corruption of a criminal nature for prosecution by the appropriate authorities.

The Accounting Officer must consult with Internal Audit to determine whether the matter warrants the laying of criminal charges.

8.2.2. Councillors

A councillor must report all incidents of fraud or corruption involving staff to the Accounting Officer and incidents of fraud or corruption involving councillors to the Speaker.

8.2.3. Public

Members of the public may report incidents of corruption and fraud involving the Municipality to any member of management, a Director, the Municipal Manager, Internal Audit or a Councillor.

The person receiving the report has the responsibility to escalate the matter to the appropriate person / authority.

8.3. Confidentiality

All reports received will be treated with the requisite confidentiality and will not be disclosed or discussed with parties other than those charged with investigation into such reports.

8.4. Anonymous Reporting

Should a councillor, staff member or member of the public wish to report allegations of fraud or corruption anonymously, they can contact or write to any member of management, the Municipal Manager, Executive Mayor, the Speaker or Internal Audit or make use of the national fraud hotline - 0800 701 701.

9. PROTECTION OF WHISTLE BLOWERS

A whistle blower who reports suspected fraud and / or corruption may remain anonymous should he/she so desire.

The Protected Disclosures Act (No. 26 of 2000) protects whistle blowers who are employed by the Municipality. No employee will be subjected to any occupational detriment by the Municipality on account, or partly on account of having made a protected disclosure.

No person will suffer any penalty or retribution for good faith reporting of any suspected or actual incident of fraud and corruption which occurred within the Municipality. The Municipality will not tolerate harassment or victimisation and will take action to protect staff and councillors when they raise a concern in good faith. This does not mean that if a staff member or councillor is already the subject of disciplinary or other action, that action will be halted as a result of their whistle blowing.

The malicious reporting of any false allegations by any staff member or councillor constitutes a serious disciplinary infraction and is not protected by the provisions in this section.

10. INVESTIGATIONS

10.1. Responsibility for conducting investigations

The responsibility for conducting investigations relating to fraud and corruption lies with the Accounting Officer, who may delegate such responsibility, whether generally or in specific cases, to managers of the Municipality as he may consider appropriate.

10.2. Anonymous Allegations

The Municipality encourages staff and councillors to put their names to allegations. Concerns expressed anonymously are difficult to investigate; nevertheless they will be followed up at the discretion of the Municipality. This discretion will be applied by taking into account the following:

- (a) seriousness of the issue raised;
- (b) credibility of the concern; and
- (c) likelihood of confirming the allegation.

10.3. Investigators

The assistance of the following people / entities may be sought for purposes of carrying out investigations into corruption and fraud:

- (a) External and Internal audit services;
- (b) Disciplinary Committee;
- (c) External state investigating agencies, e.g. SAPS, where matters fall within their mandate;
- (d) External consultants, e.g. forensic accounting consultants;
- (e) Office of the National Director of Public Prosecutions;
- (f) Special Investigating Units established under any law;
- (g) The Public Protector;
- (h) Any other authority as determined by Council.

Council and management of the Municipality must, within the bounds of their authority, render appropriate support and assistance to any investigation undertaken by an authorised investigator and must arrange/take the necessary steps to facilitate free access to the Municipality's buildings, equipment, staff, councillors and information sources required by the investigator.

10.4. Confidentiality

All information relating to fraud and corruption that is received and investigated will be treated confidentially. The progression of investigations will be handled in a confidential manner and will not be disclosed or discussed with any persons other than those who have a legitimate right to such information.

10.5. Feedback to complainants

The Municipal Manager or his/her delegate will upon receiving a report of alleged / suspected fraud or corruption, write to the complainant acknowledging receipt.

The Municipality accepts that those people who reported alleged fraud or corruption need to be assured that the matter is progressing or has been properly addressed, but confidentiality during and after investigations must also be maintained. Thus, subject to legal constraints, information about any investigation will be disseminated on a 'need to know basis' only.

11. DISCIPLINARY / LEGAL ACTION

Where a staff member is alleged to have committed an act of fraud, corruption, theft, or maladministration, the Manager or Immediate senior (if the manager is the alleged offender) must institute disciplinary proceedings within a reasonable period in terms of the disciplinary code and procedures of the Municipality. Where the Accounting Officer or a councillor is the alleged offender, the Speaker or Council (if the Speaker is the alleged offender) must institute disciplinary proceedings.

Any fraud or corruption allegations against staff or councillors will be pursued by thorough investigations and to the full extent of the law by the Disciplinary Committee established by Council in terms of the Municipal Regulations on Financial Misconduct Procedures and Criminal Proceedings (No. 430 of 2014, whose actions will include:

- (a) Taking disciplinary action;
- (b) Instituting civil action (particularly to recover losses suffered by the Municipality);
- (c) Initiating criminal prosecution by reporting the matter to the SAPS or any other relevant law enforcement agency; and
- (d) Any other appropriate legal remedies available.

As soon as a disciplinary hearing is completed, the outcome must be reported to the Accounting Officer, for hearings of staff, or the Speaker, for hearings of councillors. Such report must contain the following:

- (a) The name and position of the staff member or councillor against whom proceedings are instituted;
- (b) The disciplinary charges, indicating the misconduct the staff member or councillor is alleged to have committed;
- (c) The findings of the disciplinary hearing;
- (d) Any sanction imposed on the staff member or councillor; and
- (e) Any further action to be taken against the staff member or councillor, including criminal charges or

civil proceedings.

The Accounting Officer must ensure that losses or damages suffered by the Municipality as a result of an act committed or omitted by a staff member, councillor or external person are recovered from such person if he/she is liable in law. The Accounting Officer must determine the amount of the loss or damage and, in writing, request that person to pay the amount within 30 days or in reasonable instalments. If the person fails to comply with the request, the legal process for recovery will be initiated by the Accounting Officer. In the event where recovery actions must be instituted against the Accounting Officer, the Mayor must execute the aforementioned processes.

12. RESPONSE TO INCIDENTS

In all instances where incidents of fraud, corruption, theft, maladministration and other similar irregularities of this nature take place, all Managers must immediately review the controls which have been breached in order to prevent similar irregularities from taking place in future.

Internal audit obtains, assembles and researches information on acts of fraud, corruption, other unlawful and/or irregular conduct and practices in order to identify causes and advise and consult on interventions / action plans to improve controls and prevent similar incidents in future.

13. TRAINING, EDUCATION, COMMUNICATION AND AWARENESS

In order for this policy to be sustainable, it must be supported by a structured training, education, communication and awareness programme.

It is the responsibility of all heads of department and managers to ensure that all staff are made aware of and receive appropriate training and education with regards to this Policy.

Council, in consultation with the Accounting Officer, must arrange training for councillors.

14. CONFLICTS OF INTEREST

All staff and Councillors of Ndlambe Municipality must declare any possible conflicts of interests. Once possible conflicts are disclosed, there are several decision paths:

- (a) If the Municipal Manager/Council declares that there is in fact a conflict that cannot be avoided, the Municipal Manager/Council must require the individual to end the conflict of interest or to resign from the Municipality, otherwise the individual must be charged with misconduct;
- (b) The Municipal Manager/Council may determine that there is a potential for conflict of interest and impose certain constraints on the individual to manage the conflict and avoid opportunities for a conflict to arise. If the individual fails to adhere to the constraints, he/she must be charged with misconduct.

- (c) The Municipal Manager/Council may accept the disclosure and determine that there is no conflict of interest in the situation described.

15. REVIEW

This Anti-Corruption and Fraud Prevention Policy must be reviewed and approved by Council annually.

NDLAMBE MUNICIPALITY CORPORATE SERVICES



RECRUITMENT AND SELECTION POLICY

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1. PREAMBLE

Ndlambe Municipality endeavours to match the human resources to its strategic and operational needs whilst ensuring the full utilisation and continued development of the employees. All aspects of the employment – structures, recruitment, selection, interviewing and appointment of employees - shall be non-discriminatory and will afford applicants equal opportunity to compete for vacant positions, except where explicitly provided for affirmative action and employment equity.

2. PURPOSE

2.1 The Municipality recognises that its employment policies, practices and procedures must comply with the principle of the rule of law. The principle of the rule of law includes the principle of legality, which requires the Municipal Council and its employees to comply at all times and without exception with the relevant legal prescripts governing the situation concerned.

2.2 This policy is further based on the principles of best practice human resource management that ensures the Municipality must –

2.2.1 be characterised by a high standard of professional ethics;

2.2.2 promote the efficient, economic and effective utilisation of employees;

2.2.3 conduct human resources in an accountable manner;

2.2.4 be transparent;

2.2.5 promote good human resource management and career development practices, to maximise human potential; and

2.2.6 ensure that its administration is broadly representative of the people of South Africa, with human resources management practices based on ability, objectivity, fairness and the need to redress the imbalances of the past to achieve broad representation.

3. SCOPE

To ensure a fair and equitable employment process, this policy shall apply to all permanent, fixed-term contract appointments, casual employees, temporary appointments, and fixed-term secondments made within the Municipality. This

policy will not apply to appointments arising out of a procurement process, acting appointments or rotation of portfolios.

4. LEGISLATIVE AND POLICY FRAMEWORK

- Constitution of the Republic of South Africa Act 108 of 1996
- Municipal Systems Act 32 of 2000
- Municipal Structures Act 117 of 1998
- Municipal Finance Management Act 56 of 2003
- Labour Relations Act 66 of 1995
- Employment Equity Act 55 of 1998
- Skills Development Act 97 of 1998
- Local Government: Regulations on appointment and conditions of employment of senior managers, dated 17 January 2014
- Local Government: Municipal Staff Regulations, 2016 (issued in terms of Section 72, read with Section 120 of the Municipal Systems Act 32 of 2000)
- Local Government: Guidelines for the Implementation of the Municipal Staff Regulations, 2016 (issued in terms of Section 72, read with Section 120 of the Municipal Systems Act 32 of 2000)
- Basic Conditions of Employment Act 75 of 1997
- Occupational Health and Safety Act 85 of 1993
- National Skills Development Strategy
- National Qualifications Framework
- South African Qualifications Authority Act 58 of 1995
- Employment Services Act 4 of 2014
- Income Tax Act 58 of 1962
- Immigration Act 13 of 2002

5. DEFINITIONS

All terminology used in this policy shall bear the same meaning as in the applicable legislation, or as defined and / or explained in the Glossary of the Human Resources Policies Manual.

6. PROBLEM STATEMENT

Ndlambe Local Municipality seeks to source staff with potential and nature them and impact a culture of service orientated.

7. PROVISIONS

7.1 Principles

- 7.1.1** The recruitment, selection and appointment of a staff member to a post on the staff establishment shall –
- 7.1.2** comply with the requirements of the Municipality's employment equity policy and plan
- 7.1.3** be integrated with other human resource management systems and procedures
- 7.1.4** use objective competencies specified in the job description; and
- 7.1.5** be filled through advertising in accordance with this policy.

7.2 Vacancy rate and determination of recruitment needs

- 7.2.1** The Municipality shall –
 - 7.2.1.1** fill all funded vacant posts on the staff establishment within six months of a funded post becoming vacant
 - 7.2.1.2** develop a strategy to –
 - a.** fill funded vacancies
 - b.** reduce turnaround times for filling of vacant funded posts
 - 7.2.1.3** maintain a vacancy rate of not more than 25% of the total posts on the staff establishment.
- 7.2.2** The strategy to fill funded vacancies shall include timeframes for the various activities included in the recruitment and selection process.
- 7.2.3** A vacant post on the staff establishment may not be filled unless –
 - 7.2.3.1** the municipal manager or a staff member to whom this function is delegated has approved the filling of the post; and

7.2.3.2 the post is budgeted for.

7.3 General requirements for appointment of staff members

No person may be appointed as a staff member on a fixed-term contract, permanent basis, or probation, to any post on the approved staff establishment of the Municipality, unless he or she –

7.3.1 is a South African citizen or permanent resident; and

7.3.2 possesses the relevant competencies, qualifications and experience, as set out in the Municipal Staff Regulations.

7.4 Competency requirements for staff members

A person appointed as staff member in the Municipality shall, where applicable, have competencies, and comply with the minimum requirements or education qualifications, work experience and knowledge as set out in Annexure A of the Municipal Staff Regulations.

7.5 Advertising of vacant post

7.5.1 The Municipality shall advertise the post after the Municipal Manager or assigned delegate has approved.

7.5.2 The advertisement shall, at least, specify the –

7.5.2.1 Job title

7.5.2.2 term of appointment

7.5.2.3 place of work

7.5.2.4 applicable salary scale or pay range

7.5.2.5 competency requirements of the post, and where applicable minimum qualifications and experience as set out in Annexure A of the Municipal Staff Regulations

7.5.2.6 summary of the core functions

- 7.5.2.7** need for signing of employment contract and, where applicable, a performance agreement and disclosure of benefits and interest
 - 7.5.2.8** address where applications must be sent
 - 7.5.2.9** place where applicants can obtain the application form; and
 - 7.5.2.10** closing date for submission of applications.
- 7.5.3** The advertisement shall, where necessary and at the discretion of the Municipal Manager, also contain the following:
- 7.5.3.1** Statement that Municipality subscribes to principles of employment equity.
 - 7.5.3.2** Name and contact details of person to whom enquiries may be directed.
 - 7.5.3.3** Statement that canvassing will disqualify any candidate from being considered for appointment.
 - 7.5.3.4** Statement that applications received after the closing date will not be accepted or considered.
- 7.5.4** The Human Resource Unit shall, where required, register job vacancies with the Public Employment Services (PES), as well as notify the PES when filling the vacancies.
- 7.5.5** Following the agreement entered in the Local Labour Forum, and approved by the Council, vacancies shall be advertised internally and may at the same time be advertised externally, provided that external advertisements may only be published in newspapers of record.
- 7.5.6** Where the Municipality does not have the capacity to manage recruitment processes, a recruitment agency shall be appointed to undertake the recruitment processes, including response handling, compilation of the long list of applicants who applied for the advertised post, preliminary list of applicants who meet the requirements, list of applicants who do not meet all requirements but have the potential and list of applicants who do not meet the requirements: Provided that the advertising and recruitment procedures comply with this policy, and that the appointed recruitment agency shall not undertake the selection process.

7.5.7 Unsolicited applications received during the course of the Municipality's operations shall be returned forthwith to the applicant stating that the Municipality did not have any vacancies at the time when the application was submitted and that should any vacancy arise, the Municipality would advertise such vacancy appointed recruitment agency shall not undertake the selection process. Nobody may promise or undertake to accept an unsolicited application for appointment and to submit it when a vacancy is advertised.

7.5.8 Head hunting through recruitment agencies shall, where utilised, be applied with caution at all times, and it may be employed at any stage of the selection process, when the selection panel is of the opinion that the assessed candidates are not suitable and / or do not meet the requirements of the employment equity plan. The following conditions shall also apply:

7.5.8.1 Recruitment agencies on the preferred list of recruitment service providers shall be provided with a copy of the recruitment advert for use in finding suitable candidates.

7.5.8.2 The detailed head-hunting principles and guidelines shall be agreed to in the Local Labour Forum, and approved by Council.

7.6 Application for vacant post

7.6.1 An application for a vacant post shall be made on the prescribed form of the Municipality, in both hard copy and online version.

7.6.2 An applicant for a post shall disclose –

7.6.2.1 his or her qualifications and experience

7.6.2.2 his or her contactable references

7.6.2.3 his or her registration with a relevant professional body, if applicable

7.6.2.4 full details of any dismissal for misconduct or substandard performance

7.6.2.5 any disciplinary actions, whether pending or finalised, instituted against the applicant in his or her current or previous employment.

7.6.3 Misrepresentation or failure to disclose material information contemplated in clause 7.6.2 and the application form is a breach of the Code of Conduct for Municipal Staff and shall be dealt with in terms of the discipline policy.

7.6.4 The Municipality shall maintain a record of all applications received and the information contained in the applications shall be kept confidential and stored in a secure place on the Municipality's premises. A record of applications shall be disposed of in terms of the National Archives of South Africa Act.

7.6.5 The record shall contain –

7.6.5.1 the applicants' biographical details and contact information

7.6.5.2 the details of the post for which the applicants were applying

7.6.5.3 the applicants' qualifications; and

7.6.5.4 any other requirements outlined in the application form.

7.7 Selection panel

7.7.1 The Municipal Manager or his or her delegate shall appoint a selection panel for each of the advertised post to recommend the appointment of suitable persons to the vacant post.

7.7.2 The selection panel shall comprise of three persons not more than five persons.

7.7.3 The chairperson of the panel shall be the HOD and if not available, a staff member employed at least one job grade higher than that of the advertised post.

7.7.4 In deciding on the composition of the selection panel, the Municipal Manager shall consider the following:

7.7.4.1 nature of the post

7.7.4.2 gender and race balance of the panel; and

7.7.4.3 skills, expertise, experience and availability of the person to be involved.

7.7.5 A member of a selection panel shall –

7.7.5.1 disclose any interest or relationship with shortlisted candidates during the short-listing process

7.7.5.2 recuse himself or herself from the selection panel if –

- a. his or her spouse, partner, close family member or close friend has been shortlisted for the post
- b. the panel member has a de facto relationship or some form of indebtedness to a short-listed candidate or vice versa; or
- c. any other conflict of interest; and

7.7.5.3 sign a prescribed declaration of confidentiality to avert the disclosure of information to unauthorised persons.

7.7.6 A human resource specialist may provide secretarial or advisory services during the selection process but may not form part of the selection panel.

7.7.7 Each panel member shall disclose potential conflict to be considered by the full selection panel at the initial meeting of the panel.

7.7.8 If a conflict of interest becomes apparent during the selection process, the Municipal Manager or his or her delegate shall take the appropriate steps to remedy the situation, which may include declaring the selection process invalid and commencing a new process.

7.7.9 If a conflict of interest becomes apparent after the appointment, the Municipal Manager or his or her delegate shall report the matter to the Council, which shall take remedial action, including possible disciplinary action.

7.8 Compiling shortlist of applicants

7.8.1 The Municipality shall compile a list of all applications received for the post evaluated against the relevant competency requirements for the post.

- 7.8.2** The selection panel shall compile a short-list based on the inherent requirements of the position and with due regard to Section 20 of the Employment Equity Act.

7.9 Interviews

- 7.9.1** The list of short-listed candidates and copies of their applications shall be submitted to the selection panel prior to the interviews taking place.
- 7.9.2** **The selection panel for a post shall once constituted, remain the same at all times. If a member of the selection panel is unable to proceed with the interviews due to circumstances beyond that member's control, such panel member will be replaced by another panel member and the interviews will continue. If the selection panel does not quorate, the panel shall be reconstituted.**
- 7.9.3** The Municipality shall grant observer status to one each of the recognised trade union representatives during the interviews.
- 7.9.4** The selection panel shall interview the short-listed candidates.
- 7.9.5** Before the interviews for a specific post commence, the selection panel shall confirm the selection criteria for the advertised post, based on the relevant competencies required for the advertised post.
- 7.9.6** The selection panel shall keep a written record of the interviewed candidates.
- 7.9.7** After considering all the relevant information, the selection panel shall recommend candidates in order of preference. If the recommended candidate declines an offer of employment, the next suitable candidate, where applicable, may be considered for appointment.
- 7.9.8** If it is determined that the recruitment process has not attracted suitable candidates, the post may be re-advertised.
- 7.9.9** If the post is categorised as a critical and scarce skill post, alternative recruitment methods such as executive search, head-hunting, referrals and/ or re-advertising may be considered. The details of these alternatives shall be agreed to in the Local Labour Forum and approved by Council.
- 7.9.10** The recommendations of the selection panel shall be determined by-

7.9.10.1 consensus; or

7.9.10.2 where the panel fails to reach consensus, the matter shall be referred to the Municipal Manager or his or her delegate for mediation or resolution.

7.9.11 If the selection panel recommends an appointment to the post, it shall submit its recommendation to the Municipal Manager or his or her delegate for approval.

7.10 Conducting proficiency tests

7.10.1 One or more relevant proficiency tests (e.g. computer skills tests, operating equipment, writing tests, technical presentations, etc.) may be required to be conducted before or after an interview is conducted.

7.10.2 A proficiency test may only be required if the outcome thereof is relevant to the expected job standards that would be expected of the employee and it relates to the job description.

7.10.3 A proficiency test shall be conducted under the supervision of the selection panel.

7.11 References and personal credential verification

7.11.1 Reference checks and personal credential verification for short-listed candidates shall be conducted by –

7.11.1.1 verifying the candidate's inherent requirements of the job with the current or previous employer

7.11.1.2 establishing the validity of candidate qualifications and any other verification required by the position before appointment

7.11.1.3 determining whether the candidate has been dismissed previously for misconduct or poor performance by another municipality or employer, and, if so, the nature of that misconduct or poor performance; and

7.11.1.4 verifying any other additional personal credentials as may be required by the nature of the job such as criminal records, credit checks, identification document, security clearance, etc.

7.11.2 A written report on the outcome of the reference checks and personal credential verification shall be compiled before the appointment is concluded.

7.11.3 Notwithstanding clause 7.11.1.1, the absence of a previous employment record shall not disqualify a candidate for appointment to an advertised post.

7.12 Appointment

7.12.1 An applicant may be appointed as a staff member only if they –

7.12.1.1 possesses the relevant competencies as prescribed in the Municipal staff Regulations

7.12.1.2 is not disqualified in terms of the policy provisions on the re-employment of dismissed municipal staff.

7.12.2 The Municipal Manager or the staff member to whom this function is delegated shall –

7.12.2.1 consider the recommendations of the selection panel;
and

7.12.2.2 decide –

- a.** on whom to appoint; and
- b.** the terms and conditions of employment.

7.12.3 Before making a decision to appoint, the Municipal Manager or his/her delegate shall satisfy himself or herself that the candidate meets the relevant requirements of the post as provided in the competency framework of the Municipal Staff Regulations.

7.12.4 An appointment shall only take effect after the Municipal Manager or his or her delegate has approved the appointment.

7.12.5 The Municipal Manager or his or her delegate shall ensure that all the interviewed candidates are informed whether or not they were successful.

7.12.6 Unsuccessful candidates shall on request be provided with, or given reasons, in writing why they were not successful or appointed.

7.13 Appointment of permanent staff

Except where specifically determined in terms of this policy, appointments of staff members shall be on a permanent basis.

7.14 Appointment of support staff to offices of Mayor, Speaker and Whip

7.14.1 An applicant appointed to a post on the staff establishment in order to support the offices of the Mayor, Speaker or Whip shall either be –

7.14.1.1 seconded from a post on that Municipality's staff establishment or another Municipality's staff establishment; or

7.14.1.2 appointed on a fixed-term contract of employment.

7.14.2 The duration of the secondment or fixed-term employment contract in this regard may not be longer than one month after the Mayor, Speaker or Whip vacates office.

7.15 Appointment of temporary staff

7.15.1 Notwithstanding clause 7.13 and subject to the provisions of the Labour Relations Act, the Municipality may in exceptional circumstances and within the administrative and financial capacity appoint a person or persons on short term employment without adhering to the full provisions of this policy.

7.15.2 The Municipality may in accordance with this policy, and after satisfying reasons that there is an unforeseen temporary increase in the volume of work or need for additional capacity to perform functions, consider short term employment to complement the permanent staff under the followings circumstances:

7.15.1.1 Casual employment

- a. Casual employment may only be offered for:
 - I. relief purposes to meet special work demands; and
 - II. seasonal work, where the work requirements may vary from day-to-day.
- b. A person engaged in casual employment may be employed in the Municipality on a day-to-day basis without an expressed or implied continuity.
- c. The casual employment shall terminate at the end of each day unless specified otherwise. In cases of misconduct, the Municipality can dismiss a casual worker instantly.
- d. Notwithstanding clause 7.15.1.1.c., a casual worker may be exempt from unfair dismissal access unless the casual worker:
 - I. is engaged by the Municipality on a regular and systematic basis for a sequence of periods of employment during a period of at least three months; and
 - II. would, for purposes of dismissal, have had a reasonable expectation of continuing employment with the Municipality.
- e. Casual employment does not replace staff employed on permanent basis in the Municipality or cannot be used as a substitute for continuing or fixed term employment.

7.15.1.2 Fixed-term employment

- a. The Municipality may offer temporary employment for a period not exceeding three months only under the following conditions –
 - i. when the Municipality requires new skills to fill a vacant post to manage a new project or programme funded by an external source, which has a known fixed period
 - ii. when the Municipality is obliged to make a temporary appointment to replace a staff member who is absent from work for a period of three months or more
 - iii. when the Municipality is in a process to fill a part-time post of a staff member who works less than 24 hours per week
 - iv. when the Municipality is awaiting recruitment and selection processes to fill the post of a staff member who has reached the normal retirement age applicable to Municipalities
 - v. the fixed-term employment is for a minimum period of three months not exceeding a period of five years; and
 - vi. the post is budgeted for.

7.15.1.3 Notwithstanding clause 7.15.1.1, the Municipality may in exceptional circumstances appoint support staff to the office of the political office bearers for a period not exceeding one months after the Mayor, Speaker or Whip vacates office.

7.15.1.4 Temporary employment

- a. The Municipality shall offer temporary employment –
 - i. to replace staff members on leave or any other extended period of leave; and
 - ii. as short-term secondments; and

- III. for temporary assistance to improve staff shortages.

7.16 Appointment of replacement labour in the event of a strike

The employment of replacement labour during a strike in terms of Section 76 of the Labour Relations Act shall be based on the main and divisional collective agreements entered in the SALGBC, and details agreed to in the Local Labour Forum.

7.17 Re-employment of dismissed municipal staff

7.17.1 A person who was dismissed from a municipality for any reason stated in the Municipal Staff Regulations may not be employed in the Municipality before the period set out, or any concurrent periods set out, has expired.

7.17.2 Notwithstanding clause 7.17.1, a person who has lodged a dispute in terms of any applicable legislation, may be appointed subject to the outcome of the dispute.

7.17.3 The Municipality shall maintain a record of staff dismissed for misconduct and staff who resigned prior to the finalisation of any disciplinary proceedings.

7.17.4 The record shall contain –

- 7.17.4.1** full names and identity number of the person
- 7.17.4.2** title of the post that the person occupied
- 7.17.4.3** nature of the misconduct
- 7.17.4.4** date of suspension, if any
- 7.17.4.5** conditions of suspension, if any
- 7.17.4.6** date on which the misconduct was referred to a disciplinary hearing or pre-dismissal arbitration
- 7.17.4.7** date of commencement of the disciplinary hearing or pre-dismissal arbitration
- 7.17.4.8** finding

- 7.17.4.9** whether a dispute was referred to the SALGBC or the Labour Court
- 7.17.4.10** costs incurred by the municipality; and
- 7.17.4.11** date of resignation or dismissal of the person.

7.18 Probation

- 7.18.1** The appointment of a person as per this policy shall be effective on a minimum probationary period of three months and a maximum probationary period of 12 months.
- 7.18.2** The probationary period shall be determined on the basis of the complexity of the job and the minimum period required to establish whether performance is satisfactory or not.
- 7.18.3** The Municipal Manager or his or her delegate shall –
 - 7.18.3.1** inform the staff member within the first two weeks of employment of that member's performance requirements
 - 7.18.3.2** ensure that the staff member completes the Municipality's induction programme; and
 - 7.18.3.3** assess the staff member's performance and provide the staff member with feedback on a quarterly basis on that member's performance.
- 7.18.4** If a staff member's performance is not satisfactory, the Municipal Manager or his or her delegate shall advise the staff member of any aspects that the staff member is considered to be failing to meet the required performance standards.

7.18.5 If the Municipal Manager or his or her delegate believes that the staff member's performance does not meet the required standards, he or she may extend the probationary period or dismiss the staff member, provided that –

7.18.5.1 the staff member shall first be given a reasonable period of time for assessment, training, guidance or counselling; and

7.18.5.2 the staff member's performance continues to be unsatisfactory after a reasonable period has been given to the staff member to improve his or her performance.

7.18.6 Notwithstanding clause 17.18.5, the Municipal Manager or his or her delegate may extend the probationary period by a period not exceeding six months, in order to afford the Municipality an opportunity to further assess the staff member's performance.

7.18.7 Within one month after the completion of the probationary period, the Municipal Manager or his or her delegate shall –

7.18.7.1 confirm the appointment if –

- a.** the staff member's performance during the probationary period was satisfactory; and
- b.** the staff member complied with all the conditions of the probationary appointment.

7.18.7.2 subject to the Labour Relations Act, terminate the appointment if –

- a.** the staff member's performance was not satisfactory during the probationary period; and
- b.** the staff member did not comply with all the conditions of the probationary appointment.

7.19 Induction

7.19.1 All new Municipal staff members shall attend a standardised induction programme within a month of commencing employment.

7.19.2 Induction programmes shall result in new staff members having a clear understanding of the operations of the Municipality, as well as its structure, strategy, objectives and culture.

7.19.3 The Municipality shall use induction programme to:

- 7.19.3.1** welcome new employees in a constructive way that projects a positive image of the Municipality
- 7.19.3.2** introduce the staff member to the working environment and his or her colleagues
- 7.19.3.3** facilitate integration into the job functions, the department, team and the Municipality as a whole
- 7.19.3.4** provide the new staff member with comprehensive information about the Municipality's policies, health and safety requirements, procedures, facilities, and services
- 7.19.3.5** highlight and introduce performance standards, expectations and required behaviour patterns for effective job performance
- 7.19.3.6** establish a solid foundation for the staff member to embrace the challenges of the post and to build commitment to the Municipality; and
- 7.19.3.7** open effective communication channels.

7.20 Roles and responsibilities

The Municipal Manager or his / her delegated assignee(s) accept overall responsibility for the implementation and monitoring of the policy. The financial implications related to implementing this policy shall be qualified and quantified by the Human Resource Unit, in consultation with the Chief Financial Officer (CFO).

8. POLICY MONITORING AND EVALUATION

- 8.1** This policy shall be implemented and effective once recommended by the Local Labour Forum and approved by Council.

8.2 Non-compliance to the stipulations contained in this policy shall be regarded as misconduct, which shall be dealt with in terms of the Code of Conduct.

8.3 Head of Corporate Services shall carry out the monitoring and evaluation of the policy's implementation.

Signature: _____ Date: _____

Approved by Municipal Council:

Signature: _____ Date: _____

OPEN NDLAMBE COUNCIL MEETING

HELD ON FRIDAY, 30 AUGUST 2024

**REPORT DATED 21 AUGUST 2024 FROM THE
MUNICIPAL MANAGER TO COUNCIL: ROLLOVER
AND ADJUSTMENT BUDGET**

ANNEXURE C.18

NDLAMBE LOCAL MUNICIPALITY



P.O. Box 13, Port Alfred 6170

046) 624 1140

Fax: (046) 624 2669

portalfred@ndlambe.gov.za

<http://www.ndlambe.co.za>

Date: 15 August 2024

THE DIRECTOR GENERAL

National Treasury

Private Bag X115

PRETORIA

0001

By E-Mail: DGRegistry@treasury.gov.za

Dear Sir/ Madam

**ROLLOVER APPLICATION FOR UNSPENT MUNICIPAL DISASTER RELIEF
GRANT (MDRG) ALLOCATION: 2023/24 FY**

The allocation letter from the Department of Corporative Governance and Traditional Affairs, signed the 2nd of April 2024 bears reference.

The municipality hereby requests for the approval of rollover amount of R10 026 130.37, inclusive of VAT (as indicated in the table showing unspent amount below) which is an unspent Municipal Disaster Relief Grant (MDRG) for 2023/24 financial year.

BACKGROUND:

The Eastern Cape Province was affected by heavy rainfall and flooding during the week of the 15th of September 2023. A provincial disaster was classified in the month of September 2023 after the damages were identified. The catastrophe is aligned in terms of the Disaster Management Act, 2002 (Act No. 57 of 2002).

Ndlambe Local Municipality submitted Business Plan and motivation to obtain Municipal Disaster Relief Grant to rehabilitate/ reconstruct the storm and flood damaged infrastructure in Port Alfred, Bathurst, Boknes, Kanton on Sea, Cannon Rocks, Bushmans River Mouth, Marselle etc. Upon receipt of the documentation from the municipality, the documentation was reviewed. MISA and PDMC conducted visual assessments and verifications as accompanied and directed by the Municipal Technical Representatives on the 12th, 13th and 18th of December 2023.

The whole Ndlambe municipality has been highly affected by floods during the week of the 15th of September 2023 which affected various areas that includes the following towns; Port Alfred, Bathurst, Boknes, Kanton on Sea, Cannon Rocks, Bushmans River Mouth, Marselle etc.

In order to reduce the impact of the floods the following projects were prioritized;

- **KENTON –EKUPHUMLENI: ANGLERS WAY**
Bulk earthworks, preparation of the road pavement layers, concrete block paving and provision of suitable storm water drainage Road length approx. 500m Road width approx. 6m Storm water drainage approx. 650m.
- **PORT ALFRED: MAGONGO STREET**
Bulk earthworks, preparation of the road pavement layers, concrete block paving and provision of suitable storm water drainage Road length approx. 300m Road width approx. 6m Storm water drainage approx. 350m
- **PORT ALFRED: MBABELA STREET**
Bulk earthworks, preparation of the road pavement layers, concrete block paving and provision of suitable storm water drainage Road length approx. 220m Road width approx. 6m Storm water drainage approx. 300m
- **PORT ALFRED: NTINI STREET**
Bulk earthworks, preparation of the road pavement layers, concrete block paving and provision of suitable storm water drainage. Road length approx. 170m Road width approx. 6m Storm water drainage approx. 180m
- **PORT ALFRED: SAGWITYI STREET**
Bulk earthworks, preparation of the road pavement layers, concrete block paving and provision of suitable storm water drainage. Road length approx. 250m Road width approx. 6m Storm water drainage approx. 260m
- **BATHURST: LUSHINGTON RAW WATER PUMP STATION**
Reconstruct submersible pump station including associated pipework and components
- **BATHURST: MANSFIELD RAW AND CLEAR WATER PUMP STATION**
Repair/ replace damaged mechanical and electrical components Construct drainage system in and around the pump station
- **BOKNES: DANIEL SCHEEPERS STREET OUTFALL STORMWATER DRAINAGE**
Rehabilitating the collapsed revetment with suitable gabion mattresses, gabion baskets including stones. Estimated volume 160m³ Reconstruct approximately 15m

of 450mm diameter concrete pipe culvert including a catch pit, headwall and lined channel.

An allocation of R11 250 000.00 was approved and the approval letter dated the 2nd of April 2024 was sent to the municipality on the 3rd of April 2024. The municipality immediately commenced with administrative processes with the funder and finalised the procurement processes by May 2024. The funds were not fully spent by end June 2024 due to various reasons outlined in detail under the Annexure B under the progress report

UNSPENT AMOUNT AS AT END JUNE 2024:

Project Name	Revised Budget as per Cashflow Projections	Expenditure as of end June 2024	Rolled over Amount
A. Upgrading of Road-Ekuphumleni: Anglers' Way	R 3 100 000.00	R 232 070.00	R 2 868 000.00
B. Upgrading of Road - Port Alfred: Magongo Street	R 1 900 000.00	R 338 835.00	R 1 563 165.00
C. Upgrading of Road - Port Alfred: Mbabela Street	R 1 400 000.00	R 0.00	R 1 400 000.00
D. Upgrading of Road Port Alfred: Ntini Street	R 1 100 000.00	R84 713.60	R 1 015 286.40
E. Refurbishment of Road Port Alfred: Sagwityi Street	R 1 100 000.00	R82 551.03	R 1 017 448.97
F. Refurbishment of Pump Station Bathurst: Mansfield Raw and Clear Water Pump Station	R 1 400 000.00	R380 700.00	R 1 019 300.00
G. Refurbishment of Pump Station Bathurst: Lushington Raw Water Pump Station	R 600 000.00	R107 000.00	R 493 000.00
H. Refurbishment of Boknes: Daniel Scheepers Street Outfall Stormwater Drainage	R 650 000.00	R0.00	R 650 000.00
TOTAL	R11 250 000.00	R 1 223 869.63	R10 026 130.37

Cash-flow projections for the unspent amount up to the end of June 2024, are reflected below.

CASH FLOW PROJECTIONS FOR 2023/2024 FINANCIAL YEAR WITH INDICATION OF WHEN THE MONEY WILL BE SPENT:

Project Name	Rolled over Amount	July 2024	August 2024	September 2024
A. Refurbishment of Road- Ekuphumleni: Anglers' Way	R 2 868 000,00	0	R1 634 264,40	R1 229 735,60
B. Refurbishment of Road - Port Alfred: Magongo Street	R 1 563 165,00	R76 176,00	R1 126 843,92	R304 198,00
C. Refurbishment of Road - Port Alfred: Mbabela Street	R 1 400 000,00	R89 903,55	R529 692,24	R757 556,80
D. Refurbishment of Road Port Alfred: Ntini Street	R 1 015 286,40	R367 103,67	R433 750,35	R200 000,00
E. Refurbishment of Road Port Alfred: Sagwityi Street	R 1 017 448,97	R226 714,65	R439 600,00	R354 636,15
F. Refurbishment of Pump Station Bathurst: Mansfield Raw And Clear Water Pump Station	R 1 019 300,00	R373 000,00	R190 727,00	R329 830,00
G. Refurbishment of Pump Station Bathurst: Lushington Raw Water Pump Station	R 493 000,00	R107 000,00	R374 000,00	R274 600,00
H. Refurbishment of Boknes: Daniel Scheepers Street Outfall Stormwater Drainage	R 650 000,00	R29 995,56	R270 153,35	R349 851,09
TOTAL	R10 026 130,37	R1 226 893,43	R4 998 831,77	R3 880 407,64

Attached to this application are the following documents:

- 1. ANNEXURE A: ALLOCATION LETTER : SIGNED ON THE 4TH OF APRIL 2024**
- 2. ANNEXURE B: PROGRESS REPORT**
 - Project linked to rollover amount, budget and Expenditure
 - Amount of funds committed to project
 - Reasons for unspent funds and Cash flow projects
 - Indication on when the money will be spent: Planned completion date for each project
- 3. ANNEXURE C: PROJECT IMPLEMENTATION PLAN FOR 2023/24 ROLLOVER PROJECTS**
- 4. ANNEXURE D: CONFIRMATION OF EMPLOYMENT OF CFO AND MM AND COUNCIL RESOLUTION**
- 5. ANNEXURE E: ADVERTS AND APPOINTMENT LETTERS**
- 6. ANNEXURE F: SECTION 71/72 REPORTS AND PROOF OF SUBMISSIONS**
- 7. ANNEXURE G: BANK CASH PROOF OF UNSPENT FUNDS**
- 8. ANNEXURE H: FINANCIAL STATEMENTS**

CONCLUSION AND COMMITMENT TO SPEND THE REAMINING AMOUNT

Ndlambe Municipality received MDRG approval letter on the 2nd of April 2024. As the approved allocation was R11,25m compared to the requirements on the submitted Business Plan of R22,75m, this necessitated as reprioritisation of the scope to be covered, including some adjustments on the designs and other relevant planning documents, in order to be aligned with the funded scope. This therefore affected the commencement of the procurement process and subsequent stages. It necessitated exploring of a variety of options, so as to optimally use approved budget. All procurement was concluded in the month of May 2024, and most of construction works commenced in June 2024.

The start of the construction coincided with adverse weather conditions including disastrous rainfall and strong winds that affected outdoor operations like construction activities. Some of the sites, like Mansfield and Lushington pump stations could not be accessible, at least for another week, after those heavy rains.

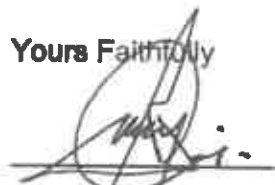
A lot of intervention had to be done, to ensure speedy delivery for the material supply, as most of the contractors do not possess a good credit rating. There are also delays experienced from Eskom response time, which has heavily affected testing at Mansfield. This necessitated a hiring of the generator, in order to test the panels.

All of the above, have been mitigated, and is now under control, hence construction is being accelerated, within all projects.

The Municipality has available resources and plans to fast track the projects, within available cost and without compromising quality. Adequate plant and equipment is available on various sites. Any additional is mobilized whenever required. Contractors are given a permission to work weekends and Public Holidays, in order to accelerate delivery. Most of the work, especially kerbing and paving, is labour only, hence more than 40 jobs have been created to date. A Professional service Provider has been appointed and the municipalities professional team is working together to speed up the projects and monitor quality as per the specifications.

In reference to the above information, we therefore request that the rollover application for **2023/2024** financial year of unspent MDRG allocation for the municipality be considered and approved.

Yours Faithfully



ADV. R DUMEZWENI
MUNICIPAL MANAGER

ANNEXURE A: ALLOCATION LETTER



COOPERATIVE
GOVERNANCE

Department:
Cooperative Governance
REPUBLIC OF SOUTH AFRICA

Private Bag X804, Pretoria, 0001 | Tel: 012 334 0600 | 87 Hamilton Street, Arcadia, Pretoria | www.cogta.gov.za

Reference: 21/4/2/2
Enq: V Mabisi
Tel: 012 336 6655/ 084 890 6536
Email: ymabisi@ndmc.gov.za

The Municipal Manager
Ndlambe Local Municipality
PO Box 13
PORT ALFRED
6170

Dear Municipal Manager

FUNDING ALLOCATION FROM THE MUNICIPAL DISASTER RESPONSE GRANT (MDRG) FOR INFRASTRUCTURE DAMAGES CAUSED BY FLOODS OF JANUARY 2024/: 2023/2024 FINANCIAL YEAR

This letter serves to inform the municipality on the approved funding from the MDRG for infrastructure damages due to the impact of floods and storm surges that occurred in January 2024. The approved amount transferred to the municipality is R11 250 000 (R11.2 million) during the 2023/2024 financial year from the Municipal Disaster Response Grant within the Department of Cooperative Governance (DCOG) through the National Disaster Management Centre (NDMC). The approval is for a total number of eight (08) projects as per the report prepared by the municipality and supported by the Eastern Cape Provincial Disaster Management Centre (PDMC).

Table: Project prioritized by the municipality and the amount: 2023/2024.

No. PROJECTS PRIORITISED BY THE MUNICIPALITY FOR 2023/2024 FINANCIAL YEAR		APPROVED AMOUNT
1.	Bulk earthworks, preparation of the road pavement layers, concrete block paving & provision of suitable stormwater drainage. Road length approx. 500m Road width approx. 6m Stormwater drainage approx. 650m Kenton-Ekuphumleni (Anglers Way).	R3 100 000,00
2.	Bulk earthworks, preparation of the road pavement layers, concrete block paving and provision of suitable stormwater drainage Road length approx. 300m Road width approx. 6m Stormwater drainage approx. 350m Port Alfred: Magongo Street	R1 900 000,00

3.	Bulk earthworks, preparation of the road pavement layers, concrete block paving and provision of suitable stormwater drainage. Road length approx. 220m Road width approx. 6m Stormwater drainage approx. 300m Port Alfred: Mbabela Street.	R1 400 000
4.	Bulk earthworks, preparation of the road pavement layers, concrete block paving and provision of suitable stormwater drainage. Road length approx. 170m Road width approx. 6m Stormwater drainage approx. 180m Port Alfred: Ntini Street.	R1 100 000
5.	Bulk earthworks, preparation of the road pavement layers, concrete block paving and provision of suitable stormwater drainage. Road length approx. 250m Road width approx. 6m Stormwater drainage approx. 280m Port Alfred: Sagwity Street.	R1 100 000
6.	Repair/ replace damaged mechanical and electrical components Construct drainage system in and around the pump station. Bathurst: Mansfield Raw and Clear Water Pump station.	R1 400 000,00
7.	Reinstating of submersible pump station including associated pipework and components Bathurst: Lushington Raw Water Pump station.	R600 000,00
8.	Reinstating the collapsed revetment with suitable gabion mattresses, gabion baskets including stones. Estimated volume 180m ³ Reconstruct approximately 15m of 450mm diameter concrete pipe culvert including a catchpit, headwall and lined channel Boknes: Daniel Scheepers Street Outfall Stormwater Drainage	R650 000,00
TOTAL: PROJECT: 08		R 11 250 000



Kindly take note that the funds were transferred on 22 March 2024 and should be spent within six (6) months (March 2024 - September 2024) in line with the disaster grant framework. Proof of transfers will be shared as soon as it is available.

Details on the approved funding

The allocated funds must solely be utilized for the approved purposes as outlined above and may not be used for any other purposes e.g. compensation, travel and subsistence payments to employees. The MDRG is a conditional grant and the municipality is urged to comply with the provision of the Division of Revenue Act (DORA), the Municipal Disaster Response Grant Framework of 2023/2024 (Annexure A), the Municipal Financial Management Act, 2003 (MFMA) (Act No. 56 of 2003), the Disaster Management Act, 2002 (DMA) (Act No. 57 of 2002) including other related legislative prescripts. A compliance certificate to be signed by the Municipal Manager and submitted to the NDMC is attached (Annexure B) before 04 April 2024. The reporting templates for the monthly, quarterly and closeout/ final reports (Annexure C) to be submitted by the municipality to the NDMC through the PDMC on the approved funding allocation.

You are welcome to contact Mr Thabo Khupari, Chief Director: Disaster Preparedness, Response and Recovery Coordination on Tel: (012) 848 4619, or email: thabok@ndmc.gov.za or Ms Vespa Mabitsi, Director: Disaster Grants Administration on 012 336 5655 or email on vespam@ndmc.gov.za in the event that any further clarity is required on this matter.

Yours Sincerely,



DR BONGANI ELIAS SITHOLE

HEAD: NATIONAL DISASTER MANAGEMENT CENTRE

DATE: 02/04/2024



Department of Cooperative Government / Umnyango Kahulumeni Wokubambisana / Lefapha la puso ya kopansio / Departement van Samewerkende Regering / Litiko Lekubusa Ngokubambisana / Umnyango Wozokubusa Ngokuhlenganyela / Ndzwawulo ya Mfumo we Miganga / Lefapha la puso ea tlabelelsano / ISebe lolawulo lwentsabenziswano / Mufasho wa Tshumiso na Mavhusa / Kgoro ya Pulo Tirisano

ANNEXURE B: PROGRESS REPORT

ANNEXURE B: PROGRESS REPORT

STATUS QUO ON THE IMPLEMENTATION OF FUNDED PROJECTS

The table below illustrates the progress of the project implementation as well as the expenditure incurred to date, with regards to MDRG funded projects:

No.	Implementation funded projects	Budget Allocated	Expenditure incurred during the reporting month	Balance	Project Progress and status in %	Planned completion date for each project	Narrative/ Summary on progress for the month of reporting
1.1.1	KENTON –EKUPHUMLENI: ANGLER'S WAY Bulk earthworks, preparation of the road pavement layers, concrete block paving and provision of suitable storm water drainage; Road length approx. 500m; Road width approx. 6m; Storm water drainage approx. 650m.	R 3 100 000,00	R 232 070,00 (May 2024) R282 734,40 (August 2024)	R 2 585 285,60	40%	30/09/2024	The Contractor is busy with the subbase (G5) layer. Base course, material supply and paving to take place in Aug 2024
1.1.2	PORT ALFRED: MAGONGO STREET Bulk earthworks, preparation of the road pavement layers, concrete block paving and provision of suitable storm water drainage; Road length approx. 300m; Road width approx. 6m Storm water drainage approx. 350m	R 1 900 000,00	R336 835,00 (June 2024) R76 176,00 (July 2024) R614 559,26	R 872 428,74	40%	30/09/2024	The Contractor is busy with kerbing. Material supply and paving to take place in August 2024

1.1.3	PORT ALFRED: MBABELA STREET Bulk earthworks, preparation of the road pavement layers, concrete block paving and provision of suitable storm water drainage; Road length approx. 220m; Road width approx. 6m; Storm water drainage approx. 300m	R 1 400 000,00	(August 2024) R89 903,55 (July 2024) R22 314,60 (August 2024)	R 1 287 781,85	40%	30/09/2024	The Contractor is busy with the subbase (G5) layer. Sub base layer, material supply and paving to take place in August 2024
1.1.4	PORT ALFRED: NTINI STREET Bulk earthworks, preparation of the road pavement layers, concrete block paving and provision of suitable storm water drainage; Road length approx. 170m; Road width approx. 6m; Storm water drainage approx. 180m	R 1 100 000,00	R84 713,60 (June 2024) R367 103,67 (July 2024) R162 567,91 (August 2024)	R 485 614,82	50%	30/09/2024	Base course layers have been completed. Delivery of material and paving to take place in August 2024.
1.1.5	PORT ALFRED: SAGWITYI STREET Bulk earthworks, preparation of the road pavement layers, concrete block paving and provision of suitable storm water drainage; Road length approx. 250m; Road width approx. 6m; Storm water drainage approx. 260m	R 1 100 000,00	R82 551,03 (June 2024) R225 714,65 (July 2024)	R791 734,32	30%	30/09/2024	The Contractor is busy with the sub grade (G7) layer and subsoil drain. Sub base layer, material supply and paving to take place in August 2024.
1.1.6	BATHURST: MANSFIELD RAW AND CLEAR WATER PUMP STATION	R 1 400 000,00	R380 700,00 (June 2024)	R645 600,00	70%	30/09/2024	Refurbished 3x 90kW pumpsets, repaired and

	Repair/ replace damaged mechanical and electrical components; Construct drainage system in and around the pump station.			R373 000,00 (July 2024)					serviced 16 gate valves, installed 2 water meters, flow and pressures sensors, telemetry readers well as control circuit for 15kW Pumpsets. Busy with earth berms, soft starters. Testing of panels will be done in August 2024.
1.1.7	BATHURST: LUSHINGTON RAW WATER PUMP STATION Reinstating submersible pump station including associated pipework and components	R 600 000,00	R107 000,00 (June 2024) R65 000,00 (July 2024)	R 428 000,00	50%	30/09/2024			Wendy house completed. Pumps already procured. Currently busy with the fabrication of the pump station structure, to house the pumpset and the panel. Generator to be delivered in August 2024.
1.1.8	BOKNES: DANIEL SCHEEPERS STREET OUTFALL STORMWATER DRAINAGE Rehabilitating the collapsed revetment with suitable gabion mattresses, gabion baskets including stones. Estimated volume 160m³; Reconstruct approximately 15m of 450mm diameter concrete pipe culvert including a catch pit; headwall and lined channel.	R 650 000,00	R29 995,56 (July 2024) R265 153,35 (August 2024)	R354 851,09	20%	30/09/2024			The Contractor is busy with the Site Clearance. Delivery of Material and Construction of Gabions to be done in August 2024.

UNSPENT AMOUNT AS AT END JUNE 2024:

Project Name	Revised Budget as per Cashflow Projections	Expenditure as of end June 2024	Rolled over Amount
A. Upgrading of Road-Ekuphumleni: Anglers' Way	R 3 100 000.00	R 232 070.00	R 2 868 000.00
B. Upgrading of Road - Port Alfred: Magongo Street	R 1 900 000.00	R 336 835.00	R 1 563 165.00
C. Upgrading of Road - Port Alfred: Mbabela Street	R 1 400 000.00	R 0.00	R 1 400 000.00
D. Upgrading of Road Port Alfred: Ntini Street	R 1 100 000.00	R84 713.60	R 1 015 286.40
E. Refurbishment of Road Port Alfred: Segwityi Street	R 1 100 000.00	R82 551.03	R 1 017 448.97
F. Refurbishment of Pump Station Bathurst: Mansfield Raw and Clear Water Pump Station	R 1 400 000.00	R380 700.00	R 1 019 300.00
G. Refurbishment of Pump Station Bathurst: Lushington Raw Water Pump Station	R 600 000.00	R107 000.00	R 493 000.00
H. Refurbishment of Boknes: Daniel Schaeepers Street Outfall Stormwater Drainage	R 650 000.00	R0.00	R 650 000.00
TOTAL	R11 250 000.00	R 1 223 869.63	R10 026 130.37

REASONS FOR UNSPENT FUNDS SUMMARISED BELOW FOR EACH PROJECT:

Service Provider	Appointment Date	Contract Value	Completion/Termination Date	Comments	Project Name
IBALA CONSULTING	01/05/2024	R 7 086 155.56	September 2024	Late start due to adverse weather conditions and seepage from groundwater	Refurbishment of Roads -- Anglers Way, Magongo Street, Mbabela Street, Ntini Street and Sagwityi Street

1. Refurbishment/Upgrading of Roads in Port Alfred and Kenton-on-Sea

- a) The overall progress as at end June 2024 was 15%.
- b) There was a late start of about 2-3 weeks, as a result of adverse weather conditions, including heavy rains and winds.
- c) The project was heavily delayed by an unforeseen challenge of having to put in a sub-grade layer from a commercial source, instead of re-using the in-situ material, which was not anticipated due underground seepage which was only discovered during initial excavations.
- d) There was seepage of groundwater into the roadway, which necessitated the change of designs and the scope of works.

2. Refurbishment of Mansfield and Lushington pump stations

Service Provider	Appointment Date	Contract Value	Completion/Termination Date	Comments	Project Name
SHOLINE (PTY) LTD	17/05/2024	R1 208 130.00	September 2024	Late start due to adverse weather conditions, resulting into inaccessible roads.	Refurbishment of Mansfield pump station
SHOLINE (PTY) LTD	17/05/2024	R820 600.00	September 2024		Refurbishment of Lushington pump station

The overall progress as at end June 2023 was 10% for the approved scope `

- a) There was a late start of about 2-3 weeks, as a result of adverse weather conditions, including heavy rains and winds.
- b) Inaccessibility of the pump stations, road conditions caused by the rains, with extreme muddy surface.
- c) Delay from Eskom, to activate the power supply for testing of panels and operations.

3. Refurbishment of Boknes: Daniel Scheepers Street Outfall Stormwater Drainage

Service Provider	Appointment Date	Contract Value	Completion/Termination Date	Comments	Project name
DIKELA BUILDING AND CIVILS	17/05/2024	R595 000	September 2024	Non-compliance with SARS and Workman's Compensation. Inaccessibility to credit facility for material supply	Refurbishment of Boknes: Daniel Scheepers Street Outfall Stormwater Drainage

- a) The contractor delayed to commence with construction, as they experienced Non-compliance with SARS and Workman's Compensation which prohibited from taking occupation of the construction site. These were resolved about the end of June 2024.
- b) The contractor appointed is a grade 2 SMME and therefore the contractor also struggled with the start-up capital, to procure necessary material, and had to be assisted with cession agreements, with respective suppliers.
- c) All the above have since been resolved and the contractor is on site progressing well with the works.

OPEN NDLAMBE COUNCIL MEETING

HELD ON FRIDAY, 30 AUGUST 2024

**REPORT DATED 21 AUGUST 2024 FROM THE
MUNICIPAL MANAGER TO COUNCIL: APPROVAL
OF THE PROJECT STEERING COMMITTEE (PSC)
POLICY**

ANNEXURE C.19

NDLAMBE MUNICIPALITY



POLICY ON PROJECT STEERING COMMITTEE MANAGEMENT

POLICY ON PROJECT STEERING COMMITTEE MANAGEMENT

1. INTRODUCTION

A steering committee is a group of identifiable individuals representing the same views/aspiration to achieve a particular objective e.g. service delivery, and of which from within the group, assign other individuals to act on behalf of the group, by taking decisions for the entire group so as to achieve the group's vision and mission. The Terms of Reference for the Project Steering Committee shall be developed by the Ndlambe Local Municipality as a guide to the functions and responsibilities of the committee.

2. PURPOSE

The purpose of this Policy is to provide proper and sufficient mechanisms, by which Project Steering Committee can be established and managed for the benefit of the municipalities, service provider and affected communities.

This Policy must be read with the conditions applicable to the appointment of consultants and execution of projects (available at Records Section).

3. DEFINITIONS

In this policy, unless the context indicates otherwise -

"Municipality" means local government institutions established in terms of Chapter 7 of the RSA Constitution

"Councillor" means a public office bearer elected through the Municipal Electoral Act, No 27 of 2000

"Community" refers to an identifiable group of people as follows:

- a) Residing within a particular municipal boundary
- b) Community Based Organizations (CBO)
- c) Organized Business
- d) Labour Movement
- e) Moral Regeneration Movement

"Service Provider (SP)" refers to individuals, companies, joint ventures/consortium that is capable of delivering a particular service and have been appointed by the Ndlambe Local Municipality to do so.

"Community Liaison Officer, (CLO)" refers to an official appointed by the local municipality to execute communication between the service provider, community and the local municipality. He/she is appointed for the duration of the project implementation.

"Municipal Manager" refers to a person appointed in terms of Section 54(A) of Municipal Systems Act.

"RSA Constitution" refers to the country's supreme laws adopted in Parliament in 1996.

"Municipal Structures Act" refers to the Local Government Structures Act of 1998 (Act No 117).

"Municipal Systems Act" refers to Local Government: Municipal Systems Act No 32 of 2000.

"Policy" refers to the Final Policy on Project Steering Committee management, as approved by council of Ndlambe Local Municipality, as per the relevant Council Resolution.

4. OBJECTIVES OF THE POLICY ON PROJECT STEERING COMMITTEE MANAGEMENT

The main objective of this policy is to achieve maximum management of service delivery projects through public participation, transparency and accountability by municipalities.

5. PROJECT STEERING COMMITTEE MANAGEMENT CORE VALUES

- a) That communities affected by project implementation have a right to be involved in its management.
- b) That communities should be provided with information they need pertaining to the project and to contribute positively towards the project.
- c) That communities and service providers should recognize the needs and interests of each other and be able to find each other.
- d) That a commitment is made that community involvement will be treated with the respect it deserves and to influence project related decisions.

6. PROJECT STEERING COMMITTEE MANAGEMENT PRINCIPLES

Project implementation and community participation should be underlined by the Batho Pele Principles, namely

- a) **Consultation:** communities should be consulted about the level and quality of the service provided
- b) **Service standards:** the communities should be told about what the level and quality of public service they will receive so that they are of what to expect.
- c) **Access:** all communities should have equal access to the services to which they are entitled.
- d) **Courtesy:** communities should be treated with courtesy and consideration
- e) **Information:** communities should be given full, accurate information about the public services they are to receive.
- f) **Openness and transparency:** communities should be told how local and district governments are run, how much they cost and who are in charge.
- g) **Redress:** if the promised standard of service is not delivered, communities should be afford an apology, a full explanation and a speedy and effective remedy; and when complaints are made, communities should receive a sympathetic, positive response.
- h) **Value for money:** service delivery should be provided economically and efficiently in order to give the best possible value for money.

7. SCOPE

This policy shall apply to the service providers and the affected communities.

8. LEGAL FRAMEWORK

The Constitution of the Republic of South Africa, Municipal Systems Act, Municipal Structures Act.

9. LOCATION OF THE PROJECT STEERING COMMITTEE MANAGEMENT

This Final Draft Policy shall be located in and managed by the Office of the Speaker (Public Participation) and shall be provided in close liaison with all relevant departments in the Municipality.

10. STAKEHOLDERS

- Ndlambe Local Municipality
- Ward Councillor
- Community Liaison Officer (CLO)
- Service Provider(s)
- Traditional Leadership (where necessary)
- Relevant CBO - Community Based Organizations

11. ROLES AND RESPONSIBILITIES OF STAKEHOLDERS

Ndlambe Local Municipality

- To fund and implement service delivery projects as per the IDP and approved/allocated budget
- Appoint the services of a Service Provider(s) (SP)
- To assign officials to supervise and oversee the technical aspects of the project implementation.
- To assign a Councillor to attend and provide political oversight to the project and the Project Steering Committee meetings and report to the Ndlambe Local Municipality on monthly basis, or as and when necessary.
- Appoint only one Community Liaison Officer (CLO) for each project in consultation with the Community (subject to availability of funds).
- Develop Terms of Reference for both the Project Steering Committee and the Community Liaison Officer.
- Facilitate the project launching ceremony in consultation with the Project Service Provider.
- Provide capacity building to the Ward Councillors, PSCs and the CLOs.
- Provide interventions and solutions to disputes between the PSC and the Service Provider.

Local Municipality

- The Municipality must indicate whether a Project Steering Committee has to be established for the project and if so, the establishment of the Project Steering Committee has to be facilitated by the relevant officials with the assistance of the Councillor assigned by Ndlambe Local Municipality and in collaboration with the office of the Ndlambe Local Municipality Speaker.
- Develop and approve its own PSC establishment Procedure, ensuring that youth, women and people living with disabilities and individuals with relevant technical and local community background are involved in the committee

- Provide support, as and when it is required, to the Project Steering Committee and the affected community.
- Resolve any conflict that may arise between the service provider and affected communities.
- Receive and consider the report of the project steering committee.

Ward Councillors

- He/she chairs the meetings of the Project Steering Committee.
- Work in close liaison with the elected CLO as the Secretary of the PSC, to compile minutes and reports of the PSC.
- Give feedback on the project to the community ward meeting
- Refer disputes between the Service Provider and the PSC to the Ndlambe Local Municipality for resolution
- Report the status of the project to the Speaker on monthly basis, or as and when necessary

Community Liaison Officer (CLO)

- Attend project steering committee meetings
- Do inspection in loco on the project
- Induct new labourers
- Attend Site Inspection/Technical Committee meetings
- Assist the PSC in the recruitment of required project labour personnel
- Ensure that workers' salaries are recorded and submitted to the contractor on time
- Create an effective liaison between the service provider, PSC, Ndlambe Local Municipality and the community
- Develop a schedule of PSC meetings in consultation with the Ward Councillor
- Submit a monthly progress report to the Ward Councillor
- Provide Secretariat services and report to the PSC on monthly basis, or as and when necessary

Service Provider (SP)

- Create a conducive environment for the recruitment and appointment of local skilled and unskilled labour
- Remunerate and provide support to the CLO, on behalf of the Municipality (Client)
- Remunerate the labourers in accordance to the labour law
- Provide safety and protection to the labour on site
- Report to the Ndlambe Local Municipality allocated Project Manager through Site Inspection meetings on monthly basis, or as and when necessary

- Imparting skills to the labourers
- Provide meeting accommodation and where applicable, remuneration (on behalf of the Municipality Client) refreshments to the PSC.

12. REPORTING MECHANISMS OF THE PROJECT STEERING COMMITTEE AND SITTING ALLOWANCE

- A consolidated report should be submitted to the Ward Councillor and the PSC by the CLO
- The PSC shall receive a sitting allowance of R300 per meeting that has a quorum per month.
- A consolidated report should be done monthly on a date determined by the PSC
- The report should be sent to the Speakers' Office monthly
- Copies of the report should be sent to all components of the steering committee and affected Ward Committees and all Stakeholders Forums

13. POLICY DIRECTIVES AND PROCEDURES

13.1. Compulsory meetings

- Monthly project steering committee meetings.
- Adhoc project steering committee meetings, as and when required.

13.2. Public Safety And Display

- The project steering committee should ensure that compliance on safety is strictly adhered to by the service provider and the cooperation of the affected community is maintained.
- The service provider must display a board detailing about the project and which should be visible to the public.
- Where necessary, fencing of the area around the project should be applied.

14. COMPLAINTS

The following mechanisms should be explored to receive and resolve conflicts by all stakeholders and members of the affected community:

- All complaints should be referred to the CLO, Ward Councillor and/or the Municipality.

- Such complaints should be acknowledged in writing by the CLO, Ward Councillor and/or Municipality and copies thereof should be given to the complainant and the project steering committee.
- The received complaint should be disposed of by the relevant stakeholder within 48 working hours.
- The complainant should be notified after the expiry of the 48 hour period on remedial action taken.
- The project Technical Team must try and resolve all complaints within a reasonable time
- Copies of all complaints and resolutions of the complaints must be forwarded to both the Ndlambe Local Municipality and the Speaker.

15. POLICY REVIEW

The Policy shall be reviewed bi-annually by resolution of the Ndlambe Local Municipality Council.

OPEN NDLAMBE COUNCIL MEETING
HELD ON TUESDAY, 30 AUGUST 2024

**REPORT DATED 20 AUGUST 2024 FROM THE
MUNICIPAL MANAGER TO COUNCIL:
PERFORMANCE AGREEMENTS FOR THE
MUNICIPAL MANAGER AND MANAGERS
REPORTING DIRECTLY TO THE MUNICIPAL
MANAGER FOR THE 2024/2025 FINANCIAL YEAR**

ANNEXURE C.20

PERFORMANCE AGREEMENT

MADE AND ENTERED INTO BY AND BETWEEN:

THE NDLAMBE LOCAL MUNICIPALITY,

AS REPRESENTED BY THE MAYOR,

AND

THE MUNICIPAL MANAGER OF THE MUNICIPALITY

FOR THE

YEAR 2024/2025

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PERFORMANCE AGREEMENT

ENTERED INTO BY AND BETWEEN:

The Ndlambe Local Municipality herein represented by Mrs Khululwa Cella Ncamiso in her capacity as Mayor (hereinafter referred to as the Employer) and Adv. Rolly Dumezweni, Municipal Manager of the Ndlambe Local Municipality (hereinafter referred to as the Employee).

WHEREBY IT IS AGREED AS FOLLOWS:

1. INTRODUCTION

- 1.1 The Employer has entered into a contract of employment with the Employee in terms of section 57(1)(a) of the Local Government: Municipal Systems Act 32 of 2000 ("the Systems Act"). The Employer and the Employee are hereinafter referred to as "the Parties".
- 1.2 Section 57(1)(b) of the Systems Act, read with the Contract of Employment concluded between the parties, requires the parties to conclude an annual performance Agreement.
- 1.3 The parties wish to ensure that they are clear about the goals to be achieved, and secure the commitment of the Employee to a set of outcomes that will secure local government policy goals.
- 1.4 The parties wish to ensure that there is compliance with Sections 57(4A), 57(4B) and 57(5) of the Systems Act.

2. PURPOSE OF THIS AGREEMENT

The purpose of this Agreement is to –

- 2.1 comply with the provisions of Section 57(1) (b), (4A), (4B) and (5) of the Systems Act as well as the Contract of Employment entered into between the parties;
- 2.2 specify objectives and targets established for the Employee and to communicate to the Employee the Employer's expectations of the Employee's performance expectations and accountabilities;
- 2.3 specify accountabilities as set out in the Performance Plan (Annexure A);
- 2.4 monitor and measure performance against set targeted outputs;
- 2.5 use the Performance Agreement and Performance Plan as the basis for assessing the suitability of the Employee for permanent employment and/or to assess whether the Employee has met the performance expectations applicable to his/her job;
- 2.6 appropriately reward the Employee in accordance with the Employer's performance management policy in the event of outstanding performance; and
- 2.7 give effect to the Employer's commitment to a performance-orientated relationship with the Employee in attaining equitable and improved service delivery.

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3. COMMENCEMENT AND DURATION

- 3.1 This Agreement will commence on the **1st July 2024** and will remain in force until **30th June 2025** whereafter a new Performance Agreement, Performance Plan and Personal Development Plan shall be concluded between the parties for the next financial year or any portion thereof.
- 3.2 The parties will review the provisions of this Agreement during June each year. The parties will conclude a new Performance Agreement and Performance Plan that replaces this Agreement at least once a year by not later than the beginning of each successive financial year.
- 3.3 This Agreement will terminate on the termination of the Employee's contract of employment for any reason.
- 3.4 The content of this Agreement may be revised at any time during the abovementioned period to determine the applicability of the matters agreed upon.
- 3.5 If at any time during the validity of this Agreement the work environment alters (whether as a result of government or council decisions or otherwise) to the extent that the contents of this Agreement are no longer appropriate, the contents shall immediately be revised.

4. PERFORMANCE OBJECTIVES

- 4.1 The Performance Plan (Annexure A) sets out-
- 4.1.1 the performance objectives and targets that must be met by the Employee; and
 - 4.1.2 the time frames within which those performance objectives and targets must be met.
- 4.2 The performance objectives and targets reflected in Annexure A are set by the Employer in consultation with the Employee and based on the Integrated Development Plan and the Budget of the Employer, and shall include key objectives; key performance indicators; target dates and weightings.
- 4.3 The key objectives describe the main tasks that need to be done. The key performance indicators provide the details of the evidence that must be provided to show that a key objective has been achieved. The target dates describe the timeframe in which the work must be achieved. The weightings show the relative importance of the key objectives to each other.
- 4.4 The Employee's performance will, in addition, be measured in terms of contributions to the goals and strategies set out in the Employer's Integrated Development Plan.

5. PERFORMANCE MANAGEMENT SYSTEM

- 5.1 The Employee agrees to participate in the performance management system that the Employer adopts or introduces for the Employer, management and municipal staff of the Employer.
- 5.2 The Employee accepts that the purpose of the performance management system will be to provide a comprehensive system with specific performance standards to assist the Employer, management and municipal staff to perform to the standards required.

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5.3 The Employer will consult the Employee about the specific performance standards that will be included in the performance management system as applicable to the Employee.

6. THE EMPLOYEE AGREES TO PARTICIPATE IN THE PERFORMANCE MANAGEMENT AND DEVELOPMENT SYSTEM THAT THE EMPLOYER ADOPTS.

6.1 The Employee undertakes to actively focus towards the promotion and implementation of the KPAs (including special projects relevant to the Employee's responsibilities) within the local government framework.

6.2 The criteria upon which the performance of the Employee shall be assessed shall consist of two components, both of which shall be contained in the Performance Agreement.

6.2.1 The Employee must be assessed against both components, with a weighting of 80:20 allocated to the Key Performance Areas (KPAs) and the Core Competency Requirements (CCRs) respectively.

6.2.2 Each area of assessment will be weighted and will contribute a specific part to the total score.

6.2.3 KPAs covering the main areas of work will account for 80% and CCRs will account for 20% of the final assessment.

6.3 The Employee's assessment will be based on his/ her performance in terms of the outputs/ outcomes (performance indicators) identified as per attached Performance Plan (Annexure A), which are linked to the KPA's, and will constitute 80% of the overall assessment result as per the weightings agreed to between the Employer and Employee:

Key Performance Areas (KPA's): 80%		Weighting
Spatial Planning		1.40%
Basic Service Delivery and Infrastructure		31.10%
Municipal Institutional Development and Transformation		10.60%
Local Economic Development		10.60%
Financial Viability and Management		18.90%
Good Governance and Public Participation		27.40%
Total		100%

6.4 The CCRs will make up the other 20% of the Employee's assessment score.

LEADING COMPETENCIES		WEIGHT
01	Strategic Direction and Leadership	8.37%
02	People Management	8.33%
03	Program and Project Management	8.33%
04	Financial Management	8.33%
05	Change Leadership	8.33%
06	Governance Leadership	8.33%
CORE COMPETENCIES		
07	Moral Competence	8.33%
08	Planning and Organising	8.33%

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09	Analysis and Innovation	8.33%
10	Knowledge and Information Management	8.33%
11	Communication	8.33%
12	Results and Quality Focus	8.33%
TOTAL		100
WEIGHT		20%

7. EVALUATING PERFORMANCE

7.1 The Performance stated in 4 (4.1) above shall be the basis for evaluating performance.

7.2 Despite the establishment of agreed intervals for evaluation, the Employer may in addition review the Employee's performance at any stage while the contract of employment remains in force.

7.3 Personal growth and development needs identified during any performance review discussion must be documented in a Personal Development Plan as well as the actions agreed to and Implementation must take place within set time frames.

7.4 The Employee's performance shall be measured in terms of contributions to the goals and strategies set out in the Employer's IDP.

7.5 The annual performance appraisal shall involve:

7.5.1 Assessment of the achievement of results as outlined in the performance plan:

- (a) Each KPA shall be assessed according to the extent to which the specified standards or performance indicators have been met and with due regard to ad hoc tasks that had to be performed under the KPA.
- (b) An indicative rating on the five-point scale should be provided for each KPA.
- (c) The applicable assessment rating calculator (refer to paragraph 6.5.3 below) must then be used to add the scores and calculate a final KPA score.

7.5.2 Assessment of the CCRs

- (a) Each CCR shall be assessed according to the extent to which the specified standards have been met.
- (b) An indicative rating on the five-point scale should be provided for each CCR.
- (c) The applicable assessment rating calculator (refer to paragraph 7.5.3) must then be used to add the scores and calculate a final CCR score.

7.5.3 Overall rating

An overall rating is calculated by using the applicable assessment-rating calculator. Such overall rating represents the outcome of the performance appraisal.

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7.6 The assessment of the performance of the Employee will be based on the following rating scale for KPA's and CCRs:

Level	Terminology	Description	Rating				
			1	2	3	4	5
5	Outstanding performance	Performance far exceeds the standard expected of an Employee at this level. The appraisal indicates that the Employee has achieved above fully effective results against all performance criteria and indicators as specified in the PA and Performance plan and maintained this in all areas of responsibility throughout the year.					
4	Performance significantly above expectations	Performance is significantly higher than the standard expected in the job. The appraisal indicates that the Employee has achieved above fully effective results against more than half of the performance criteria and indicators and fully achieved all others throughout the year.					
3	Fully effective	Performance fully meets the standards expected in all areas of the job. The appraisal indicates that the Employee has fully achieved effective results against all significant performance criteria and indicators as specified in the PA and Performance Plan.					
2	Not fully effective	Performance is below the standard required for the job in key areas. Performance meets some of the standards expected for the job. The review/assessment indicates that the Employee has achieved below fully effective results against more than half the key performance criteria and indicators as specified in the PA and Performance Plan.					
1	Unacceptable performance	Performance does not meet the standard expected for the job. The review/assessment indicates that the Employee has achieved below fully effective results against almost all of the performance criteria and indicators as specified in the PA and Performance Plan. The Employee has failed to demonstrate the commitment or ability to bring performance up to the level expected in the job despite management efforts to encourage improvement.					

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7.7 For purposes of evaluating the performance of the Employee, an evaluation panel constituted by the following persons will be established –

7.7.1 Mayor;

7.7.2 Chairperson of the Audit Committee;

7.7.3 Member of the Executive Committee

7.7.4 Mayor (and or Municipal Manager) from another municipality

7.7.5 Member of a ward committee as nominated by the Mayor

The Manager: Human Resources shall provide secretarial services to the assessment team referred to above and Internal Auditor and PMS serve as resource personnel.

8. SCHEDULE FOR PERFORMANCE REVIEWS

8.1 The performance of each Employee in relation to his/her performance agreement shall be reviewed on the following dates with the understanding that reviews in the first and third quarter may be verbal if performance is satisfactory:

First quarter (Mayor and Municipal Manager) :	July– September 2024
Second quarter (Panel) :	October – December 2024
Third quarter (Mayor and Municipal Manager) :	January – March 2025
Fourth quarter (Panel) :	April – June 2025

8.2 The Employer shall keep a record of the mid-year review and annual assessment meetings.

8.3 Performance feedback shall be based on the Employer's assessment of the Employee's performance.

8.4 The Employer will be entitled to review and make reasonable changes to the provisions of Annexure "A" from time to time for operational reasons. The Employee will be fully consulted before any such change is made.

8.5 The Employer may amend the provisions of Annexure A whenever the performance management system is adopted, implemented and/or amended as the case may be. In that case the Employee will be fully consulted before any such change is made.

9. DEVELOPMENTAL REQUIREMENTS

The Personal Development Plan (PDP) for addressing developmental gaps is attached as Annexure B.

10. OBLIGATIONS OF THE EMPLOYER

10.1 The Employer shall –

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- 10.1.1 create an enabling environment to facilitate effective performance by the Employee;
- 10.1.2 provide access to skills development and capacity building opportunities;
- 10.1.3 work collaboratively with the Employee to solve problems and generate solutions to common problems that may impact on the performance of the Employee;
- 10.1.4 on the request of the Employee delegate such powers reasonably required by the Employee to enable him/ her to meet the performance objectives and targets established in terms of this Agreement; and
- 10.1.5 make available to the Employee such resources as the Employee may reasonably require from time to time to assist him/ her to meet the performance objectives and targets established in terms of this Agreement.

11. CONSULTATION

- 11.1 The Employer agrees to consult the Employee timeously where the exercising of the powers will have amongst others –
 - 11.1.1 a direct effect on the performance of any of the Employee's functions;
 - 11.1.2 commit the Employee to implement or to give effect to a decision made by the Employer; and
 - 11.1.3 a substantial financial effect on the Employer.
- 11.2 The Employer agrees to inform the Employee of the outcome of any decisions taken pursuant to the exercise of powers contemplated in 11.1 as soon as is practicable to enable the Employee to take any necessary action without delay.

12. MANAGEMENT OF EVALUATION OUTCOMES

- 12.1 The evaluation of the Employee's performance will form the basis for rewarding outstanding performance or correcting unacceptable performance.
- 12.2 A performance bonus of 5% to 14% of the inclusive annual remuneration package may be paid to the Employee in recognition of outstanding performance. In determining the performance bonus the relevant percentage is based on the overall rating, calculated by using the applicable assessment rating calculator; provided that-
 - 12.2.1 a score of 130% to 149% is awarded a performance bonus ranging from 5% to 9%; and
 - 12.2.2 a score of 150% and above is awarded a performance bonus ranging 10% to 14%
- 12.3 The Employee will be eligible for progression to the next higher remuneration package, within the relevant remuneration band, after completion of at least twelve months (12) service at the current remuneration package on 30 June (end of financial year) subject to a fully effective assessment.
- 12.4 In the case of unacceptable performance, the Employer shall –
 - 12.4.1 provide systematic remedial or developmental support to assist the Employee to improve his or her performance; and

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- 12.4.2 after appropriate performance counselling and having provided the necessary guidance and/ or support as well as reasonable time for improvement in performance, the Employer may consider steps to terminate the contract of employment of the Employee on grounds of unfitness or incapacity to carry out his or her duties.

PERFORMANCE PLAN

1. PURPOSE

The Performance Plan defines the Council's expectations of the Municipal Manager's Performance Agreement and Section 57 (5) of the Municipal Systems Act, which provides that performance objectives and targets shall be based on the Key Performance Areas and Indicators as set in the Ndlambe Local Municipality Integrated Development Plan (IDP) and as reviewed annually.

2. KEY RESPONSIBILITIES

The following objectives of local government will inform the Municipal Manager's performance against set performance indicators

- a. Provide democratic and accountable government for local communities
- b. Ensure the provision of services to communities in a sustainable manner
- c. Promote social and economic development
- d. Promote a safe and healthy environment
- e. Encourage the involvement of communities and community-based organisations in matters of local government

3. KEY PERFORMANCE AREAS

The following Key Performance Areas (KPA's) as outlined in the Local Government: Municipal Performance Regulations for Municipal Managers and Managers Directly Accountable to Municipal Managers, 2006, inform the strategic objectives in the table below:

- a. Spatial Planning
- b. Basic Service Delivery
- c. Municipal Institutional Development and Transformation
- d. Local Economic Development
- e. Municipal Financial Viability and Management
- f. Good Governance and Public Participation

Details of the Performance Plan are contained in Annexure A of this contract.

4. DISPUTE RESOLUTION

- 4.1 Any disputes about the nature of the employee's performance agreement, whether it relates to key responsibilities, priorities, methods of assessment and/ or salary increment in the agreement, must be mediated by the MEC responsible

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for Local Government in the Province of the Eastern Cape within thirty (30) days of receipt of a formal dispute from the employee, whose decision shall be final and binding on both parties.

- 4.2 Any disputes about the outcome of the employee's performance evaluation, must be mediated by the MEC responsible for Local Government in the Province of the Eastern Cape, within thirty (30) days of receipt of a formal dispute from the employee, whose decision shall be final and binding on both parties.

5. GENERAL

- 5.1 The contents of this agreement and the outcome of any review conducted in terms of Annexure A may be made available to the public by the Employer.
- 5.2 Nothing in this agreement diminishes the obligations, duties or accountabilities of the Employee in terms of his/ her contract of employment, or the effects of existing or new regulations, circulars, policies, directives or other instruments.

Thus done and signed at Port Alfred on this the ~~23~~ day of July 2024.

AS WITNESSES:

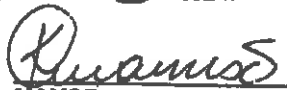
1. 


EMPLOYEE

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Thus done and signed at Port Alfred on this the ~~23~~ day of July 2024.

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ANNEXURE A

PERFORMANCE PLAN

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Department	Key Performance Area	Strategic Objective	Code	Key Performance Indicator (KPI)	Weighting	Baseline FY15/2014	Annual Targets				Means of Verification
							Quarter 1	Quarter 2	Quarter 3	Quarter 4	
Community Protection Services	KPA 2: Basic Service Delivery	2.3 Create a pleasant, safe and secure living environment for all our citizens	2.2,2.3,8	8. Number of identified by-laws to be reviewed within the CPS directorate	1.40%						Lead Schedule Reviewed By-laws, Council Resolution
						3	N/A	N/A	N/A		
Community Protection Services	KPA 2: Basic Service Delivery	2.3 Create a pleasant, safe and secure living environment for all our citizens	2.2,2.3,9	9. Number of municipal sites secured by alarm and security cameras	1.40%	54 Sites	54 Sites	54 Sites	54 Sites	54 Sites	Service Level Agreement between Security Company and the Municipality Monthly Security Company Report Lead Schedule
Infrastructure Development	KPA 2: Basic Service Delivery	1.3 Develop state-of-the-art innovative physical and technological infrastructure	2.1,2.3,11	10. Percentage of physical sites secured by guards as per user department requests	1.40%	New Indicator	100%	100%	100%	100%	User Department Request Monthly Security Company Report, Lead Schedule
Infrastructure Development	KPA 2: Basic Service Delivery	1.3 Develop state-of-the-art innovative physical and technological infrastructure	2.1,2.3,12	11. Number of sanitation infrastructure project milestones completed (Milestones)	1.40%						Lead Schedule Completion Certificate
						3	2 (Bathurst Mermaid Row and Clear Water Pump Station) 3 (Port Alfred Water Treatment Plant and Lushington Row Water Pump Station)	1 (Bulk sewer pipeline Wharf Street (40m))	N/A	5 1. Allocated and Allocated Pump Station 2. Port Alfred Pump Station 3. Port Alfred Water Treatment Plant and Lushington Row Water Pump Station 4. Port Alfred Sewerage information phase 1 - Rehabilitation 5. Treatment Services	
Infrastructure Development	KPA 2: Basic Service Delivery	1.3 Develop state-of-the-art innovative physical and technological infrastructure	2.1,2.3,12	12. Number of water infrastructure project milestones completed (Milestones)	1.40%	New Indicator	2 (Thermal Reservoir Completion Port Alfred Water Treatment Plant)	N/A	N/A	2 (Thermal Reservoir Completion Port Alfred Water Treatment Plant)	Lead Schedule Completion Certificate

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Department	Key Performance Area	Strategic Objective	Code	Key Performance Indicator (KPI)	Weighting	Baseline 2015/2016	Annual Targets				Means of Verification
							Quarter 1	Quarter 2	Quarter 3	Quarter 4	
Infrastructure Development	NPA 2: Basic Service Delivery	2.1. Provide sustainable, efficient, cost effective, adequate and affordable services to all our citizens	2.2.1.1_20	20. Percentage of water supply compliant to water license conditions.	1.20%	60%	75%	75%	75%	75%	Lab Results Detailed Lead Schedule
				21. Percentage of households with access to electricity in informal service areas	1.30%	100%	100%	100%	100%	100%	Lead Schedule Billing Report from Finance
Infrastructure Development	NPA 2: Basic Service Delivery	2.1. Provide sustainable, efficient, cost effective, adequate and affordable services to all our citizens	2.2.1.1_21	22. Percentage of water supply compliant to SANISDI	1.30%	100%	85%	85%	85%	85%	Monthly Lab results, Detailed Lead Schedule
				23. Indices of road improved (km)	1.40%	2530m	2272m	1800m	1030m	1600m	Lead Schedule Completion Certificates, Project Reports
Infrastructure Development	NPA 2: Basic Service Delivery	2.1. Provide sustainable, efficient, cost effective, adequate and affordable services to all our citizens	2.2.1.1_22	24. Percentage registered informal households having access to free basic services	1.30%	100%	100%	100%	100%	100%	Lead Schedule Indigent Register, Transaction Report, Meter Report
				25. Staff Vacancy Rate	1.40%	10%	N/A	N/A	N/A	10%	Lead Schedule Positions advertised, Appointment letters issued, Cancellation of the staff vacancy rate, Approved Institutional Organogram
Corporate Services	NPA 3: Municipal Transformation and Institutional Development	3.1. Improve the governance of the Municipality	3.1.1.1_25	26. Percentage of funded posts (rank Grade 5 upwards) filled within 6 months of vacancy arising to municipal staff regulations (50)	1.40%	Now indicator	60%	60%	60%	60%	Lead Schedule Positions advertised, Appointment letters issued, Termination Report, Approved Institutional Organogram
				27. The percentage of municipality's (Corporate Services) budget (CFPEA) actually spent on implementing its corporate plan	1.40%	0.9%	0.100%	N/A	0.100%	0.100%	Lead Schedule Municipal Budget Training Report Expenditure Report from Finance
Corporate Services	NPA 3: Municipal Transformation and Institutional Development	3.1. Improve the governance of the Municipality	3.1.1.1_26	28. Number of NLM Organograms updated	1.40%	1	1	N/A	1	N/A	Lead Schedule NLM Organogram Council Resolution
				29. Number of Business Continuity Strategies approved	1.40%	Now indicator	1	N/A	1 (Approved Business Continuity Strategy)	N/A	Lead Schedule Minutes of Steering Committee meeting, Final Business Continuity Strategy, Council Resolution
Office of the Municipal Manager	NPA 4: Local Economic Development	4.1. Develop a vibrant and growing economy based on human resources and new digital technologies	4.1.1.1_30	30. Number of work opportunities created by the municipality through Public Employment Programmes (incl. EMPER, CWP and other related employment programmes)	1.40%	910	1228	578	419	171	Lead Schedule Employment contracts, Letters of appointment
				31. Number of tourism initiatives supported	1.40%	4	5 eCape Music Festival, Ndabamba Gospel Music Festival, Amarel Festival, Emayemot Music Festival, Ndabamba Gospel Music Festival, Alomasho Easter Tournament	1 Emayemot Music Festival	N/A	1 Alomasho Easter Tournament	Lead Schedule Proof of payments, Request/Proposal, Report
Office of the Municipal Manager	NPA 4: Local Economic Development	4.1. Develop a vibrant and growing economy based on human resources and new digital technologies	4.3.3.1_31	32. Number of LED Strategies approved	1.40%	1	1 (Local Economic Development Strategy)	N/A	1 Local Economic Development Strategy	N/A	Lead Schedule Local Economic Development Strategy Council Resolution

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Department	Key Performance Area	Strategic Objective	Code	Key Performance Indicator (KPI)	Weighting	Baseline 2017/2018	Annual Targets				Means of Verification
							Quarter 1	Quarter 2	Quarter 3	Quarter 4	
Financial Services	KPA 5: Financial Viability and Management	5.1.2 Improve financial viability of the municipality	5.1.1.2_33	33. Percentage Collection Rate	1.40%	78%	80%	78%	72%	70%	Lead Schedule Collection Rate Report
							1 month	1 month	1 month	1 month	Lead Schedule Financial Viability Report, Cashflow statement Investment Register Section 71 Report
Financial Services	KPA 5: Financial Viability and Management	5.1.2 Improve financial viability of the municipality	5.1.1.2_34	34. Cost Cost Coverage Ratio (Excluding Unspent Conditional Grants)	1.40%	1.0	70% (based on closing balance of 2122 AP3 & Cumulative balance for 2022/23)	N/A	N/A	70%	Lead Schedule Audited Financial Statements, Quarterly Report, Council Resolutions (Quarter 2, 3 and 4)
							1 month	1 month	1 month	1 month	Lead Schedule Audited Financial Statements, Quarterly Report, Council Resolutions (Quarter 2, 3 and 4)
Financial Services	KPA 5: Financial Viability and Management	5.1.2 Improve financial viability of the municipality	5.1.1.2_35	35. Percentage reduction of Irregular, Frustrated and Wasteful, Unauthorised Expenditure prior years	1.40%	80% (based on closing balance of 2122 AP3 & Cumulative balance for 2022/23)	25%	N/A	N/A	25%	Lead Schedule Audited Financial Statements, Quarterly Report, Council Resolutions (Quarter 2, 3 and 4)
							1 month	1 month	1 month	1 month	Lead Schedule Audited Financial Statements, Quarterly Report, Council Resolutions (Quarter 2, 3 and 4)
Financial Services	KPA 5: Financial Viability and Management	5.1.2 Improve financial viability of the municipality	5.1.1.2_36	36. Irregular, Frustrated and Wasteful Expenditure as a percentage of Total Operating Expenditure	1.40%	10%	25%	N/A	N/A	25%	Lead Schedule Audited Financial Statements, Quarterly Report, Council Resolutions (Quarter 2, 3 and 4)
							1 month	1 month	1 month	1 month	Lead Schedule Audited Financial Statements, Quarterly Report, Council Resolutions (Quarter 2, 3 and 4)
Financial Services	KPA 5: Financial Viability and Management	5.1.2 Improve financial viability of the municipality	5.1.1.2_37	37. Repairs and Maintenance as a % of Property, Plant and Equipment and Investment Property (Carrying Value)	1.40%	1%	0.02%	0.01%	0.015%	0.02%	Lead Schedule Monthly budget actuals for expenditure, Section 71 Report
							1 month	1 month	1 month	1 month	Lead Schedule Monthly budget actuals for expenditure, Section 71 Report
Financial Services	KPA 5: Financial Viability and Management	5.1.2 Improve financial viability of the municipality	5.1.1.2_38	38. Debt coverage	1.40%	2	1%	1%	1%	N/A	Lead Schedule Section 71 Report
							1 month	1 month	1 month	1 month	Lead Schedule Section 71 Report
Financial Services	KPA 5: Financial Viability and Management	5.1.2 Improve financial viability of the municipality	5.1.1.2_39	39. Current Ratio	1.40%	1.06	1.13	1.10	1.10	1.20	Lead Schedule Monthly actuals, Debtors, Age Analysis, Bank Reconciliation, Investment Register
							1 month	1 month	1 month	1 month	Lead Schedule Monthly actuals, Debtors, Age Analysis, Bank Reconciliation, Investment Register
Financial Services	KPA 5: Financial Viability and Management	5.1.2 Improve financial viability of the municipality	5.1.1.2_40	40. Percentage of Total Funded Budget (Interest) spent	1.40%	75%	80%	N/A	N/A	80%	Lead Schedule Section 71 Report
							1 month	1 month	1 month	1 month	Lead Schedule Section 71 Report
Financial Services	KPA 5: Financial Viability and Management	5.1.2 Improve financial viability of the municipality	5.1.1.2_41	41. Total Capital Expenditure as a percentage of Total	1.40%	85%	70%	N/A	N/A	70%	Lead Schedule Monthly budget actuals, Section 71 Report
							1 month	1 month	1 month	1 month	Lead Schedule Monthly budget actuals, Section 71 Report
Financial Services	KPA 5: Financial Viability and Management	5.1.2 Improve financial viability of the municipality	5.1.1.2_42	42. Audit Opinion	1.40%	Unqualified	(5 - Clean Audit, 4 - Unqualified, 3 - Qualified, 2 - Adverse Findings, 1 - Disclaimer)	N/A	N/A	N/A	Lead Schedule Audit-General Report
							1 month	1 month	1 month	1 month	Lead Schedule Audit-General Report
Office of the Municipal Manager	KPA 6: Good Governance and Public Participation	6.1.1 Improve the effectiveness of the Municipality	6.1.1.1_43	43. Percentage of alleged fraud and corruption cases reported	1.40%	0	100%	100%	100%	100%	Lead Schedule Anti-Fraud Report
							1 month	1 month	1 month	1 month	Lead Schedule Anti-Fraud Report
Office of the Municipal Manager	KPA 6: Good Governance and Public Participation	6.1.1 Improve the effectiveness of the Municipality	6.1.1.1_44	44. Member of Public Participation meetings and forums held with Local Communities (excluding formal engagement events held with Local Communities)	1.40%	4	8	2	2	2	Lead Schedule Attendance Registers, Programmes
							1 month	1 month	1 month	1 month	Lead Schedule Attendance Registers, Programmes
Office of the Municipal Manager	KPA 6: Good Governance and Public Participation	6.1.1 Provide sustainable, efficient, cost effective, equitable and affordable services to all our citizens	6.1.1.1_45	45. Number of special programmes held	1.40%	11	10	3	1	1	Lead Schedule Attendance Registers, Payment Voucher
							1 month	1 month	1 month	1 month	Lead Schedule Attendance Registers, Payment Voucher
Corporate Services	KPA 6: Good Governance and Public Participation	6.1.1 Improve the effectiveness of the Municipality	6.1.1.1_46	46. Percentage of members who have declared their financial interests	1.40%	100%	100%	N/A	N/A	N/A	Lead Schedule Completed and signed Declaration Forms
							1 month	1 month	1 month	1 month	Lead Schedule Completed and signed Declaration Forms

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Department	Key Performance Area	Strategic Objective	Code	Key Performance Indicator (KPI)	Weighting	Baseline 2022/2024	Annual Targets				Means of Verification
							2024/2025	Quarter 1	Quarter 2	Quarter 3	Quarter 4
Office of the Municipal Manager	NPA B: Good Governance and Public Participation	1.1 Improve the governance of the Municipality	6_1_1_1_47	47. Number of credible EDPs approved by council	1.40%	1	1 (Development of 1 credible Integrated Development Plan submitted to Council by end May 2025 for approval)	N/A	N/A	N/A	1 (Development of 1 credible Integrated Development Plan submitted to Council by end June 2025 for approval)
Office of the Municipal Manager	NPA B: Good Governance and Public Participation	1.1 Improve the Governance of the Municipality	8_1_1_1_48	48. Number of developed SDGPs approved by the Mayor	1.40%	1	1 (Development of SDGP submitted to Mayor)	N/A	N/A	N/A	1 (Development of SDGP submitted to Mayor)
Office of the Municipal Manager	NPA B: Good Governance and Public Participation	1.1 Improve the Governance of the Municipality	3_1_1_1_48	48. EDP Assessment Rating	1.40%	High	1 (5 - High 2 - Medium 1 - Low)	N/A	N/A	N/A	1 (5 - High 2 - Medium 1 - Low)
Office of the Municipal Manager	NPA B: Municipal Transformation and Institutional Development	1.1 Improve the Governance of the Municipality	3_1_1_1_50	50. Number of sub-committees established for management issues (MM)	1.20%	12	2	1 (Prior Year Annual Assessment)	N/A	1 (Mid year Assessment)	N/A
Office of the Municipal Manager	NPA B: Municipal Transformation and Institutional Development	1.1 Improve the Governance of the Municipality	3_1_1_1_51	51. Number of sub-committees established for management issues (MM)	1.20%	TBC	1 (1 - Internal Factors Analysis 2 - Scanning External Environment 3 - Conduct Gap Analysis; Develop ICT Strategy and Technical Road Map)	1 (Internal Factors Analysis)	2 (Scanning External Environment; Develop Corporate ICT Architecture 3 - Conduct Gap Analysis; Develop ICT Strategy and Technical Road Map)	3 (Conduct Gap Analysis; Develop ICT Strategy and Technical Road Map)	1 (Internal Factors Analysis Report External Environment Report Corporate ICT Architecture Gap Analysis Report ICT Strategic Plan)
Office of the Municipal Manager	NPA 3: Municipal Transformation and Institutional Development	1.1 Improve the Governance of the Municipality	3_1_1_1_57	57. Number of findings related to the AG in terms of (a) relevant recommendations	1.20%	0	0	N/A	0	N/A	N/A
Office of the Municipal Manager	NPA 4: Local Economic Development	1.2 Develop a vibrant economy generating employment based on tourism, agriculture, business, resources and new digital technologies	4_1_1_2_58	58. Number of economic development proposals submitted to secure funding for initiatives LED Initiative	1.30%	New Indicator	1 (1. Uplifting of Port Alfred Bridge. 2. Main Go-cart Racing. 3. Willowood Boat Festival. 4. Speedboat Boat Festival)	1	1	1	1
Corporate Services	NPA 4: Local Economic Development	1.2 Develop a vibrant economy generating employment based on tourism, agriculture, business, resources and new digital technologies	4_1_1_2_59	59. Number of initiatives secured with relevant stakeholders (Feasible)	1.30%	1	2	1 (LTD MoU)	N/A	N/A	1 (Agriculture-related MoU)
Office of the Municipal Manager	NPA 4: Local Economic Development	1.2 Develop a vibrant economy generating employment based on tourism, agriculture, business, resources and new digital technologies	4_1_1_2_66	66. Number of meetings held to accelerate economic activities	1.30%	New Indicator	4	1	1	1	1
Office of the Municipal Manager	NPA 4: Local Economic Development	1.2 Develop a vibrant economy generating employment based on tourism, agriculture, business, resources and new digital technologies	4_3_3_4_68	68. Number of initiatives reached towards the implementation of a marketing plan	1.30%	New Indicator	3	1 (Final Calendar of Events)	2 (Final Calendar of Events, Stakeholder Engagement)	1 (Relating session with Local Businesses)	1 (Marketing session with Local Businesses)
Office of the Municipal Manager	NPA 4: Local Economic Development	1.2 Develop a vibrant economy generating employment based on tourism, agriculture, business, resources and new digital technologies	4_3_3_1_70	70. Number of sub-committees established towards capacity of sub-committees	1.20%	New Indicator	1	N/A	N/A	N/A	1
Office of the Municipal Manager	NPA 5: Financial Management	1.2 Improve the viability of the municipality	5_1_1_2_71	71. Turnaround time to submit financial statements to the Council for payment (MM)	1.20%	2 days	10 days	10 days	10 days	10 days	10 days
Office of the Municipal Manager	NPA 5: Financial Management	1.2 Improve the viability of the municipality	5_1_1_2_72	72. Percentage of (divisions) irregular expenditure relative to total budget (Excluding Municipal MM)	1.20%	12%	12%	N/A	N/A	N/A	12%

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Department	Key Performance Area	Strategic Objective	Code	Key Performance Indicator (KPI)	Weighting	Baseline FY17/18	2018/19	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Means of Verification
Office of the Municipal Manager	OPA & Good Governance and Public Participation	1.1 Improve the Governance of the Municipality	3.1.1.1_101	101. Number of risk committee meetings held	1.25%	4	4	4	4	1	1	Lead Schedule Agenda, Attendance register, Minutes of Meetings
Office of the Municipal Manager	OPA & Good Governance and Public Participation	1.1 Improve the Governance of the Municipality	3.1.1.1_102	102. Number of performance agreements entered into: (Municipal Manager and Senior Managers signed by 31st July 2019) and (Municipal Manager and Managers reporting directly to the Municipal Manager by 31st of August 2019)	1.25%	New Indicator	10 (4 - Performance Agreements with Senior Managers) 6 - Performance Agreements with Managers reporting directly to the MM)	10 (4 - Performance Agreements with Senior Managers) 6 - Performance Agreements with Managers reporting directly to the MM)	N/A	N/A	N/A	Lead Schedule Signed Performance Agreements

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ANNEXURE B
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Topic	Skill required / Performance Gap	Outcome Expected (What will I achieve)	Status	Completion Date (Deadline)	Priority	Name of Manager	Mode of Delivery	Suggested Training / Learning	Work Opportunity created to practice Skill / Development Area	Support Person	Competency
Leadership	To Intensify teamwork and improve political and administrative interface	High level of performance by the municipality. Stability between officials and councillors	Ongoing	11 Nov 2027	Medium	Mayor	Training, Self-study	Budget for books, attending workshops, Register leadership courses, Attend leadership seminars.	Attendance of Council Meetings	Mayor	Leadership
Financial Management	To have knowledge of municipal finances	Clean Audit, Viable municipality	Ongoing	11 Nov 2027	High	Mayor	Training, Internal mentorship	Attend Municipal Manager's forum, Arrange mentorship programmes on finances, Attend conferences on financial management.	Attendance of Finance Committee Meetings. Analysis of the AFS, Budget and Financial Reports	CFO	Financial Management
Local economic development knowledge	Ability to understand the local economic development	Training, Mentorship	Ongoing	11 Nov 2027	Medium	Mayor	Self-study	Self-study by buying relevant books to read	Self study Attendance of LED Meetings, Analysis and discussion of the LED Strategy	Manager: LED DEDEA	Socio-economic knowledge
Knowledge of Environmental impact on development	Deeper understanding of Environmental impact on the development.	Provide more input into EIA issues	Ongoing	11 Nov 2027	Medium	Mayor	Self-study	Self-study by buying relevant books to read	Attendance of EIA Committee Meetings. Analysis of EIA documentation	DEDEAT Director: Community Protection Services	Research, information analysis and policy

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NDLAMBE LOCAL MUNICIPALITY



PERFORMANCE AGREEMENT AND PERFORMANCE PLAN of Director Financial Management

FINANCIAL YEAR: 1 JULY 2024 – 30 JUNE 2025

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PERFORMANCE AGREEMENT

MADE AND ENTERED INTO BY AND BETWEEN:

THE NDLAMBE LOCAL MUNICIPALITY,

AS REPRESENTED BY THE MUNICIPAL MANAGER,

AND

THE DIRECTOR: FINANCIAL MANAGEMENT

FOR THE

FINANCIAL YEAR: 01 JULY 2024 – 30 JUNE 2025

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PERFORMANCE AGREEMENT

ENTERED INTO BY AND BETWEEN:

The Ndlambe Local Municipality herein represented by Adv. Rolly Dumezweni in his capacity as Municipal Manager (hereinafter referred to as the Employer) Mr Mlungisi Michael Klaas, Director: Financial Management of the Ndlambe Local Municipality (hereinafter referred to as the Employee).

WHEREBY IT IS AGREED AS FOLLOWS:

1. INTRODUCTION

- 1.1 The Employer has entered into a contract of employment with the Employee in terms of section 57(1)(a) of the Local Government: Municipal Systems Act 32 of 2000 ("the Systems Act"). The Employer and the Employee are hereinafter referred to as "the Parties".
- 1.2 Section 57(1)(b) of the Systems Act, read with the Contract of Employment concluded between the parties, requires the parties to conclude an annual performance Agreement.
- 1.3 The parties wish to ensure that they are clear about the goals to be achieved, and secure the commitment of the Employee to a set of outcomes that will secure local government policy goals.
- 1.4 The parties wish to ensure that there is compliance with Sections 57(4A), 57(4B) and 57(5) of the Systems Act.

2. PURPOSE OF THIS AGREEMENT

The purpose of this Agreement is to –

- 2.1 comply with the provisions of Section 57(1) (b), (4A), (4B) and (5) of the Systems Act as well as the Contract of Employment entered into between the parties;
- 2.2 specify objectives and targets established for the Employee and to communicate to the Employee the Employer's expectations of the Employee's performance expectations and accountabilities;
- 2.3 specify accountabilities as set out in the Performance Plan (Annexure A);
- 2.4 monitor and measure performance against set targeted outputs;
- 2.5 use the Performance Agreement and Performance Plan as the basis for assessing the suitability of the Employee for permanent employment and/or to assess whether the Employee has met the performance expectations applicable to his/her job;
- 2.6 appropriately reward the Employee in accordance with the Employer's performance management policy in the event of outstanding performance; and
- 2.7 give effect to the Employer's commitment to a performance-orientated relationship with the Employee in attaining equitable and improved service delivery.

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3. COMMENCEMENT AND DURATION

- 3.1 This Agreement will commence on the **1st July 2024** and will remain in force until **30th June 2025** whereafter a new Performance Agreement, Performance Plan and Personal Development Plan shall be concluded between the parties for the next financial year or any portion thereof.
- 3.2 The parties will review the provisions of this Agreement during June each year. The parties will conclude a new Performance Agreement and Performance Plan that replaces this Agreement at least once a year by not later than the beginning of each successive financial year.
- 3.3 This Agreement will terminate on the termination of the Employee's contract of employment for any reason.
- 3.4 The content of this Agreement may be revised at any time during the abovementioned period to determine the applicability of the matters agreed upon.
- 3.5 If at any time during the validity of this Agreement the work environment alters (whether as a result of government or council decisions or otherwise) to the extent that the contents of this Agreement are no longer appropriate, the contents shall immediately be revised.

4. PERFORMANCE OBJECTIVES

- 4.1 The Performance Plan (Annexure A) sets out-
- 4.1.1 the performance objectives and targets that must be met by the Employee; and
 - 4.1.2 the time frames within which those performance objectives and targets must be met.
- 4.2 The performance objectives and targets reflected in Annexure A are set by the Employer in consultation with the Employee and based on the Integrated Development Plan and the Budget of the Employer and shall include key objectives; key performance indicators; target dates and weightings.
- 4.3 The key objectives describe the main tasks that need to be done. The key performance indicators provide the details of the evidence that must be provided to show that a key objective has been achieved. The target dates describe the timeframe in which the work must be achieved. The weightings show the relative importance of the key objectives to each other.
- 4.4 The Employee's performance will, in addition, be measured in terms of contributions to the goals and strategies set out in the Employer's Integrated Development Plan.

5. PERFORMANCE MANAGEMENT SYSTEM

- 5.1 The Employee agrees to participate in the performance management system that the Employer adopts or introduces for the Employer, management and municipal staff of the Employer.
- 5.2 The Employee accepts that the purpose of the performance management system will be to provide a comprehensive system with specific performance standards to assist the Employer, management and municipal staff to perform to the standards required.

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5.3 The Employer will consult the Employee about the specific performance standards that will be included in the performance management system as applicable to the Employee.

6. THE EMPLOYEE AGREES TO PARTICIPATE IN THE PERFORMANCE MANAGEMENT AND DEVELOPMENT SYSTEM THAT THE EMPLOYER ADOPTS.

6.1 The Employee undertakes to actively focus towards the promotion and implementation of the KPAs (including special projects relevant to the Employee's responsibilities) within the local government framework.

6.2 The criteria upon which the performance of the Employee shall be assessed shall consist of two components, both of which shall be contained in the Performance Agreement.

6.2.1 The Employee must be assessed against both components, with a weighting of 80:20 allocated to the Key Performance Areas (KPAs) and the Core Competency Requirements (CCRs) respectively.

6.2.2 Each area of assessment will be weighted and will contribute a specific part to the total score.

6.2.3 KPAs covering the main areas of work will account for 80% and CCRs will account for 20% of the final assessment.

6.3 The Employee's assessment will be based on his/ her performance in terms of the outputs/ outcomes (performance indicators) identified as per attached Performance Plan (Annexure A), which are linked to the KPA's, and will constitute 80% of the overall assessment result as per the weightings agreed to between the Employer and Employee:

Key Performance Areas (KPA's): 80%		Weighting
Basic Service Delivery and Infrastructure		10
Municipal Institutional Development and Transformation		9
Local Economic Development (LED)		6
Financial Viability and Management		56
[vGood Governance and Public Participation		19
Total		100%

6.4 The CCRs will make up the other 20% of the Employee's assessment score.

LEADING COMPETENCIES		WEIGHT
01	Strategic Direction and Leadership	7.75%
02	People Management	7.25%
03	Program and Project Management	7.50%
04	Financial Management	8.25%
05	Change Leadership	7.25%
06	Governance Leadership	7.00%
CORE COMPETENCIES		
07	Moral Competence	9.55%

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08	Planning and Organising	9.00%
09	Analysis and Innovation	9.80%
10	Knowledge and Information Management	8.55%
11	Communication	9.10%
12	Results and Quality Focus	9.00%
TOTAL		100
WEIGHT		20%

7. EVALUATING PERFORMANCE

7.1 The Performance stated in 4 (4.1) above shall be the basis for evaluating performance.

7.2 Despite the establishment of agreed intervals for evaluation, the Employer may in addition review the Employee's performance at any stage while the contract of employment remains in force.

7.3 Personal growth and development needs identified during any performance review discussion must be documented in a Personal Development Plan as well as the actions agreed to and implementation must take place within set time frames.

7.4 The Employee's performance shall be measured in terms of contributions to the goals and strategies set out in the Employer's IDP.

7.5 The annual performance appraisal shall involve:

7.5.1 Assessment of the achievement of results as outlined in the performance plan:

- (a) Each KPA shall be assessed according to the extent to which the specified standards or performance indicators have been met and with due regard to ad hoc tasks that had to be performed under the KPA.
- (b) An indicative rating on the five-point scale should be provided for each KPA.
- (c) The applicable assessment rating calculator (refer to paragraph 6.5.3 below) must then be used to add the scores and calculate a final KPA score.

7.5.2 Assessment of the CCRs

- (a) Each CCR shall be assessed according to the extent to which the specified standards have been met.
- (b) An indicative rating on the five-point scale should be provided for each CCR.
- (c) The applicable assessment rating calculator (refer to paragraph 7.5.3) must then be used to add the scores and calculate a final CCR score.

7.5.3 Overall rating

An overall rating is calculated by using the applicable assessment-rating calculator. Such overall rating represents the outcome of the performance appraisal.

7.6 The assessment of the performance of the Employee will be based on the following rating scale for KPA's and CCRs:

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Level	Terminology	Description	Rating				
			1	2	3	4	5
5	Outstanding performance	Performance far exceeds the standard expected of an Employee at this level. The appraisal indicates that the Employee has achieved above fully effective results against all performance criteria and indicators as specified in the PA and Performance plan and maintained this in all areas of responsibility throughout the year.					
4	Performance significantly above expectations	Performance is significantly higher than the standard expected in the job. The appraisal indicates that the Employee has achieved above fully effective results against more than half of the performance criteria and indicators and fully achieved all others throughout the year.					
3	Fully effective	Performance fully meets the standards expected in all areas of the job. The appraisal indicates that the Employee has fully achieved effective results against all significant performance criteria and indicators as specified in the PA and Performance Plan.					
2	Not fully effective	Performance is below the standard required for the job in key areas. Performance meets some of the standards expected for the job. The review/assessment indicates that the Employee has achieved below fully effective results against more than half the key performance criteria and indicators as specified in the PA and Performance Plan.					
1	Unacceptable performance	Performance does not meet the standard expected for the job. The review/assessment indicates that the Employee has achieved below fully effective results against almost all of the performance criteria and indicators as specified in the PA and Performance Plan. The Employee has failed to demonstrate the commitment or ability to bring performance up to the level expected in the job despite management efforts to encourage improvement.					

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7.7 For purposes of evaluating the performance of the Employee, an evaluation panel constituted by the following persons will be established –

7.7.1 Municipal Manager

7.7.2 Chairperson of the Audit Committee;

7.7.3 Portfolio Councillor of Executive Committee or representative who is a portfolio councillor of Executive Committee

7.7.4 Municipal Manager of another local municipality

The Manager: Human Resources shall provide secretarial services to the assessment team referred to above and Internal Audit and PMS serve as resource personnel.

8. SCHEDULE FOR PERFORMANCE REVIEWS

8.1 The performance of each Employee in relation to his/her performance agreement shall be reviewed on the following dates with the understanding that reviews in the first and third quarter may be verbal if performance is satisfactory:

First quarter (Municipal Manager and Director) :	July – September 2024
Second quarter (Full Panel) :	October – December 2024
Third quarter (Municipal Manager and Director) :	January – March 2025
Fourth quarter (Full Panel) :	April – June 2025

8.2 The Employer shall keep a record of the mid-year review and annual assessment meetings.

8.3 Performance feedback shall be based on the Employer's assessment of the Employee's performance.

8.4 The Employer will be entitled to review and make reasonable changes to the provisions of Annexure "A" from time to time for operational reasons. The Employee will be fully consulted before any such change is made.

8.5 The Employer may amend the provisions of Annexure A whenever the performance management system is adopted, implemented and/or amended as the case may be. In that case the Employee will be fully consulted before any such change is made.

9. DEVELOPMENTAL REQUIREMENTS

The Personal Development Plan (PDP) for addressing developmental gaps is attached as Annexure B.

10. OBLIGATIONS OF THE EMPLOYER

10.1 The Employer shall –

10.1.1 create an enabling environment to facilitate effective performance by the Employee;

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- 10.1.2 provide access to skills development and capacity building opportunities;
- 10.1.3 work collaboratively with the Employee to solve problems and generate solutions to common problems that may impact on the performance of the Employee;
- 10.1.4 on the request of the Employee delegate such powers reasonably required by the Employee to enable him/ her to meet the performance objectives and targets established in terms of this Agreement; and
- 10.1.5 make available to the Employee such resources as the Employee may reasonably require from time to time to assist him/ her to meet the performance objectives and targets established in terms of this Agreement.

11. CONSULTATION

- 11.1 The Employer agrees to consult the Employee timeously where the exercising of the powers will have amongst others –
 - 11.1.1 a direct effect on the performance of any of the Employee's functions;
 - 11.1.2 commit the Employee to implement or to give effect to a decision made by the Employer; and
 - 11.1.3 a substantial financial effect on the Employer.
- 11.2 The Employer agrees to inform the Employee of the outcome of any decisions taken pursuant to the exercise of powers contemplated in 11.1 as soon as is practicable to enable the Employee to take any necessary action without delay.

12. MANAGEMENT OF EVALUATION OUTCOMES

- 12.1 The evaluation of the Employee's performance will form the basis for rewarding outstanding performance or correcting unacceptable performance.
- 12.2 A performance bonus of 5% to 14% of the inclusive annual remuneration package may be paid to the Employee in recognition of outstanding performance. . In determining the performance bonus the relevant percentage is based on the overall rating, calculated by using the applicable assessment rating calculator; provided that-
 - 12.2.1 a score of 130% to 149% is awarded a performance bonus ranging from 5% to 9%; and
 - 12.2.2 a score of 150% and above is awarded a performance bonus ranging 10% to 14%
- 12.3 The Employee will be eligible for progression to the next higher remuneration package, within the relevant remuneration band, after completion of at least twelve months (12) service at the current remuneration package on 30 June (end of financial year) subject to a fully effective assessment.
- 12.4 In the case of unacceptable performance, the Employer shall –
 - 12.4.1 provide systematic remedial or developmental support to assist the Employee to improve his or her performance; and
 - 12.4.2 after appropriate performance counselling and having provided the necessary guidance and/ or support as well as reasonable time for improvement in performance, the Employer may consider steps to terminate

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the contract of employment of the Employee on grounds of unfitness or incapacity to carry out his or her duties.

PERFORMANCE PLAN

1. PURPOSE

The Performance Plan defines the Council's expectations of the Director's Performance Agreement and Section 57 (5) of the Municipal Systems Act, which provides that performance objectives and targets shall be based on the Key Performance Areas and Indicators as set in the Ndlambe Local Municipality Integrated Development Plan (IDP) and as reviewed annually.

2. KEY RESPONSIBILITIES

The following objectives of local government will inform the Municipal Manager's performance against set performance indicators

- a. Provide democratic and accountable government for local communities
- b. Ensure the provision of services to communities in a sustainable manner
- c. Promote social and economic development
- d. Promote a safe and healthy environment
- e. Encourage the involvement of communities and community-based organisations in matters of local government

3. KEY PERFORMANCE AREAS

The following Key Performance Areas (KPA's) as outlined in the Local Government: Municipal Performance Regulations for Municipal Managers and Managers Directly Accountable to Municipal Managers, 2006, inform the strategic objectives in the table below:

- a. Spatial Planning
- b. Basic Service Delivery
- c. Municipal Institutional Development and Transformation
- d. Local Economic Development
- e. Municipal Financial Viability and Management
- f. Good Governance and Public Participation

Details of the Performance Plan are contained in Annexure A of this contract.

4. DISPUTE RESOLUTION

- 4.1 Any disputes about the nature of the employee's performance agreement, whether it relates to key responsibilities, priorities, methods of assessment and/or salary increment in the agreement, must be mediated by the MEC responsible for Local Government in the Province of the Eastern Cape within thirty (30) days of receipt of a formal dispute from the employee, whose decision shall be final and binding on both parties.

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- 4.2 Any disputes about the outcome of the employee's performance evaluation, must be mediated by the MEC responsible for Local Government in the Province of the Eastern Cape, within thirty (30) days of receipt of a formal dispute from the employee, whose decision shall be final and binding on both parties.

5. GENERAL

- 5.1 The contents of this agreement and the outcome of any review conducted in terms of Annexure A may be made available to the public by the Employer.

- 5.2 Nothing in this agreement diminishes the obligations, duties or accountabilities of the Employee in terms of his/ her contract of employment, or the effects of existing or new regulations, circulars, policies, directives or other instruments.

Thus done and signed at Port Alfred on this the 23 day of July 2024.

AS WITNESSES:

1. [Signature]

[Signature]
EMPLOYEE

2. [Signature]

Thus done and signed at Port Alfred on this the 23 day of July 2024.

1. [Signature]

[Signature]
MUNICIPAL MANAGER

2. [Signature]

ANNEXURE A

PERFORMANCE PLAN

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Financial Services	KPA 5: Financial Viability and Management	1.2. Improve financial viability of the municipality	5_1_1.2_38	39. Current Ratio	2,57	1,48:1	1,13	1,10	1,10	1,10	1,20	Lead Schedule Monthly actuals, Debtors Age Analysis, Bank Reconciliation, Investment Register
Financial Services	KPA 5: Financial Viability and Management	1.2. Improve financial viability of the municipality	5_1_1.2_40	40. Percentage of Total Funded budget (Interim) spent	2,57	75%	80%	N/A	N/A	N/A	80%	Lead Schedule Section 71 Reports
Financial Services	KPA 5: Financial Viability and Management	1.2. Improve financial viability of the municipality	5_1_1.2_41	41. Total Capital Expenditure as a percentage of Total Capital Budget	2,57	55,48%	70%	N/A	N/A	40%	70%	Lead Schedule Monthly budget actuals Section 71 Report
Financial Services	KPA 6: Good Governance and Public Participation	1.1 Improve the governance of the Municipality	6_1_1.1_42	42. Audit Opinion	5,00	Unqualified	(5 - Clean Audit 4 - Unqualified 3 - Qualified 2 - Adverse Findings 1 - Disclaimer)	N/A	N/A	(5 - Clean Audit 4 - Unqualified 3 - Qualified 2 - Adverse Findings 1 - Disclaimer)	N/A	Lead Schedule Auditor-General Report
Financial Services	KPA 2: Basic Service Delivery	1.1 Improve the governance of the Municipality	2_1_1.1_103	Number of registered indigent households receiving alternative energy (gel fuel)	5,00	New Indicator	2020	2020	2020	2020	2020	Lead Schedule Alternative Energy Register
Financial Services	KPA 3: Municipal Transformation and Institutional Development	1.1 Improve the governance of the Municipality	3_1_1.1_104	104. Number of meetings held with management team whereby departmental issues/matters are discussed (FS)	5,00	16	12	3	3	3	3	Lead Schedule Agendas Attendance Registers Minutes of meeting
Financial Services	KPA 3: Municipal Transformation and Institutional Development	1.1 Improve the governance of the Municipality	3_1_1.1_106	106. Number of findings raised by the AG in terms of insufficient records/evidence for finance audit items (FS)	4,00	0	2	N/A	N/A	2	N/A	Lead Schedule AG Management Letter

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Financial Services	KPA 4: Local Economic Development	1.5. Develop a vibrant rapidly growing employment generating economy based on tourism, agriculture, ocean resources and new digital technologies	4_1_1.5_107	107. Number of jobs created in line with the EPWP Policy (FS)	6,00	98	44	8	12	12	12	Lead Schedule EPWP Report (Including supporting documents such as Employment contracts, Appointment Letters, Time Sheets, etc.)
Financial Services	KPA 5: Financial Viability and Management	1.2. Improve financial viability of the municipality	5_1_1.2_108	108. Number of funded institutional budget adjustment approved by Council	2,57	1	1 (By end February)	N/A	N/A	1	N/A	Lead Schedule Council Resolution
Financial Services	KPA 6: Financial Viability and Management	1.2. Improve financial viability of the municipality	5_1_1.2_108	109. Turnaround time for approval of funded institutional annual budget by Council (30 June 2025)	2,57	New Indicator	30 Days	N/A	N/A	N/A	30 Days	Lead Schedule Council Resolution
Financial Services	KPA 5: Financial Viability and Management	1.2. Improve financial viability of the municipality	5_1_1.2_110	110. Turnaround time for submission of procurement plans within 30 days after the approval of the budget - Draft (Dates to be confirmed & Annual - (Dates to be confirmed))	2,57	New Indicator	30 Days	30 Days (Final procurement plan)	N/A	N/A	30 Days (Draft budget procurement plan)	Lead Schedule Proof of submission to Treasury (Draft and Approved Plans)
Financial Services	KPA 5: Financial Viability and Management	1.2. Improve financial viability of the municipality	5_1_1.2_111	111. Percentage of finance 2024/2025 irregular expenditure relative to total budget (Excluding non cash items and salaries) (FS)	2,57	7,95%	25%	20%	28%	27%	25%	Lead Schedule Irregular Expenditure Report, Budget Actuals
Financial Services	KPA 5: Financial Viability and Management	1.2. Improve financial viability of the municipality	5_1_1.2_112	112. Percentage of capital budget spent (Finance Only)	2,57	74,55%	75%	N/A	25%	55%	75%	Lead Schedule Monthly budget actuals
Financial Services	KPA 5: Financial Viability and Management	1.2. Improve financial viability of the municipality	5_1_1.2_113	113. Submission of Annual Financial Statements (2023/2024) to Auditor General of South Africa by 31st August 2024	2,57	New Indicator	1	1	N/A	N/A	N/A	Lead Schedule Proof of submission (AG Acknowledgement of Receipt)

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Financial Services	KPA 5: Financial Viability and Management	1.2. Improve financial viability of the municipality	5_1_1.2_114	114. Number of draft AFS submitted to Internal Audit for review prior to AG submission	2,57	New Indicator	1	1	N/A	N/A	N/A	Lead Schedule Proof of submission (Internal Audit Acknowledgement of Receipt)
Financial Services	KPA 5: Financial Viability and Management	1.2. Improve financial viability of the municipality	5_1_1.2_115	115. Turnaround time for submission of quarterly financial reports within 30 working days after end of quarter (Section 52d to Mayor)	2,57	14 days	30 Days	30 Days	30 Days	30 Days	30 Days	Lead Schedule Proof of submission to Mayor
Financial Services	KPA 5: Financial Viability and Management	1.2. Improve financial viability of the municipality	5_1_1.2_116	116. Percentage reduction of Irregular, Fruitless and Wasteful expenditure - current FY	2,57	78,80%	30% (Cumulative balance for current FY)	N/A	N/A	N/A	30%	Lead Schedule Council Resolutions (Quarter 4)
Financial Services	KPA 5: Financial Viability and Management	1.2. Improve financial viability of the municipality	5_1_1.2_118	118. Percentage progress made in resolving 2022/23 FYR Audit qualifications raised by Auditor General not requiring Year End Transactions (FS)	2,57		80%	N/A	N/A	N/A		Lead Schedule Audit Report
Financial Services	KPA 5: Financial Viability and Management	1.2. Improve financial viability of the municipality	5_1_1.2_121	121. Capital Cost (Interest Paid and Redemption) as a percentage of Total Operating Expenditure	2,57	0,50%	3,9%	3,9%	N/A	3,9%	N/A	Lead Schedule Section 71 Report, Loan Register
Financial Services	KPA 5: Financial Viability and Management	1.2. Improve financial viability of the municipality	5_1_1.2_244	244. Percentage of Repairs and Maintenance budget spent (FS)	2,57	New Indicator	80,00%	20%	60%	80,00%	80,00%	Lead Schedule Monthly budget actuals for expenditure, Section 71 Rep00
Financial Services	KPA 5: Financial Viability and Management	1.2. Improve financial viability of the municipality	5_1_1.2_245	245. Percentage reduction in irregular expenditure in comparison to prior years (FS)	2,00	New Indicator	25%	25%	25%	25%	25%	Lead Schedule Irregular Expenditure Report,
Financial Services	KPA 6: Good Governance and Public Participation	1.1 Improve the governance of the Municipality	6_1_1.1_123	123. Number of risk registers updated on the electronic Risk Asset System by deadline (FS)	2,00	New Indicator	8	N/A	3	3	3	Lead Schedule Monthly Reports

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Financial Services	KPA 6: Good Governance and Public Participation	1.1 Improve the governance of the Municipality	6_1_1.1_124	124. Number of performance reviews conducted quarterly between Senior Manager and Managers (FS)	4,00	New Indicator	4	1	1	1	1	Lead Schedule Performance Scorecards, Attendance Registers, Evaluation Report
Financial Services	KPA 6: Good Governance and Public Participation	1.1 Improve the governance of the Municipality	6_1_1.1_125	125. Number of performance agreements entered into between the Senior Manager and Managers (FS) signed by 31st August 2024.	4,00	New Indicator	5	5	N/A	N/A	N/A	Lead Schedule Signed Performance Agreements
Financial Services	KPA 6: Good Governance and Public Participation	1.3 Develop state-of-the-art innovative physical and technological infrastructure	6_1_1.3_126	126. Number of MOUs entered into with service providers in terms of installation of Broadband Infrastructure	4,00	New Indicator	1 (Broad Band)	1 (Broad Band)	N/A	N/A	N/A	Lead Schedule MOU

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ANNEXURE B
PERSONAL DEVELOPMENT PLAN

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Topic	Performance Gap	(What will I achieve)	Status	Date (Deadline)	Priority	Manager	Delivery	Training / Learning	Created to practice Skill / Development Area	Person	Competency
Performance Management	Appraise the performance of my deputies/managers/assistants	Deputies/Managers and assistance will be able to complete their scorecards and I will be in the position to monitor their performance	On-going.	To be completed by May 2025	Normal	Adv. Rolly Dumezwani	Coaching - Internal Expert	Sessions to be held with the performance services provider / manager	All managers reporting to me will appraise on their performance areas	Performance Manager/ Service provider	Performance Management
Financial Management	Sound financial management	To be fully capacitated with all GRAP requirements	On-going.	To be completed by 30 June 2025	High	Adv. Rolly Dumezwani	Training	GRAP training courses presented by institutions that are GRAP experts and e-learning registration	To have GRAP compliant financial statements and a clean audit report	Treasury e-learning program	Financial Reporting
Good Governance	Practice good governance and financial ethics	To have everybody procuring goods making use of centralised supply chain processes	On-going.	To be completed by 30 May 2025	High	Adv. Rolly Dumezwani	Allocation to specific project	Resourcing department with key personnel, delegation of duties and development and staff on SOPs	Preparation of procurement plans, costing templates, creation of a commodity database	Treasury / CGFARO, Financial system service provider	Governance Leadership
Financial Performance Reporting	Financial performance and reporting	Development of a well running financial system, reliable reporting ability for timeous submission of Treasury reports	On-going.	As soon as the MunSoft is able to activate the system	High	Adv. Rolly Dumezwani	Training	To hold monthly meetings with departmental heads to assess KPA and provide a action plans to address performance gaps	Monthly budget statement extraction	MunSoft and BTO Manager	Financial Reporting
Strategic Skills	Acquire advanced strategic and operations skills	To enhance strategic decisions for advancement of the institution given the municipal	On-going.	To be completed by 30 June 2025	High	Adv. Rolly Dumezwani	Self-study	Register for a generalist Academic qualification	I will be better equipped to deal with strategic issues and align the institution's operations to the dynamic environmental challenges	Academic Institutions would be critical in acquiring the	Strategic Capability and Leadership

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Topic	*Skill required / Performance Gap	Outcomes Expected (What will I achieve)	Status	Completion Date (Deadline)	Priority	Name of Manager	Mode of Delivery	Suggested Training / Learning	Work Opportunity created to practice Skill / Development Area	Support Person	Competency
		dynamic operating environment								necessary knowledge	
Risk and Change Management	Risk and change management in finance	To be able to strategize around risks, identify risks, rate risks, develop plans to mitigate risks, scan operating environment and identify required changes to ensure continuity	On-going.	To be completed by 31 April 2025	High	Adv. Rolly Dumezweni	Self-study	Engage various service providers providing revenue protection solutions to mitigate diminishing municipal revenue and remote operations monitoring equipment	To be able to manage finance risks and move away from crisis management	Internal auditor / CIGFARO	Integrated Risk Register Management (IRM)
Project Management	Project management	To be able to manage all projects that are undertaken by the Ndabambe Municipality in accordance with legislation, policy and GRAP requirements. Also to contribute towards contract Management activities	On-going.	To be completed by 30 June 2024	High	Adv. Rolly Dumezweni	Training	Project Management training by MunSoft on the Project Module	To be able to prepare project and contracts registers that are aligned to our financial system and that meet GRAP requirements	MunSoft Team and Treasury guidelines	Project Management
Customer Care And Stakeholder Engagement	Customer care and stakeholder engagement	To be able to respond to the concerns of our stakeholders and to conduct meaningful interactions with them	On-going.	To be completed by 28 Feb 2025	Normal	Adv. Rolly Dumezweni	Training	Training on the use of the Module by QVVO	Engaging with public through various platforms on budget process, valuation issues and general enquiries by stakeholders/ratepayers	Service provider, QVVO team	Combined Assurance
MSCOA	mSCOA	To be able to implement	On-going.	To be completed	Normal	Adv. Rolly Dumezweni	Training	MunSoft Training unit	To be able to fully implement mSCOA	Sector Departments	Budgeting

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Topic	*Skill required / Performance Gap	Outcome Expected (What will I achieve)	Status	Completion Date (Deadline)	Priority	Name of Manager	Mode of Delivery	Suggested Training / Learning	Work Opportunity created to practice Skill / Development Area	Support Person	Competency
		mSCOA SCM Module by 2022		by 30 March 2025				and module developers			
Auditing And Audit Assurance	Auditing and audit assurance	To achieve unqualified Audit opinion with no repeated findings	On-going.	To be completed by 30 June 2025	High	Adv. Rolly Dumezweni	Training	Sessions to be held with the internal auditor and training sessions to be held with external service provider to discuss all audit aspects	Development of analytical skills, knowledge of municipal ability and limitations, GRAP reporting, UJF management, contracts and reporting	A combination: Treasury and external service providers	Combined Assurance



Mr M. Klaas

Director: Financial Management



Adv. R. Dumezweni

Municipal Manager

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NDLAMBE LOCAL MUNICIPALITY



PERFORMANCE AGREEMENT AND PERFORMANCE PLAN of Director Community Protection Services

FINANCIAL YEAR: 1 JULY 2024– 30 JUNE 2025

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PERFORMANCE AGREEMENT

MADE AND ENTERED INTO BY AND BETWEEN:

THE NDLAMBE LOCAL MUNICIPALITY,

AS REPRESENTED BY THE MUNICIPAL MANAGER,

AND

THE DIRECTOR: COMMUNITY PROTECTION SERVICES

FOR THE

FINANCIAL YEAR: 01 JULY 2024 – 30 JUNE 2025

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PERFORMANCE AGREEMENT

ENTERED INTO BY AND BETWEEN:

The Ndlambe Local Municipality herein represented by Adv. Rolly Dumezweni in his capacity as Municipal Manager (hereinafter referred to as the Employer) Ms Nombulelo Booysen-Willy, Director: Director Community Protection Services of the Ndlambe Local Municipality (hereinafter referred to as the Employee).

WHEREBY IT IS AGREED AS FOLLOWS:

1. INTRODUCTION

- 1.1 The Employer has entered into a contract of employment with the Employee in terms of section 57(1)(a) of the Local Government: Municipal Systems Act 32 of 2000 ("the Systems Act"). The Employer and the Employee are hereinafter referred to as "the Parties".
- 1.2 Section 57(1)(b) of the Systems Act, read with the Contract of Employment concluded between the parties, requires the parties to conclude an annual performance Agreement.
- 1.3 The parties wish to ensure that they are clear about the goals to be achieved, and secure the commitment of the Employee to a set of outcomes that will secure local government policy goals.
- 1.4 The parties wish to ensure that there is compliance with Sections 57(4A), 57(4B) and 57(5) of the Systems Act.

2. PURPOSE OF THIS AGREEMENT

The purpose of this Agreement is to –

- 2.1 comply with the provisions of Section 57(1) (b), (4A), (4B) and (5) of the Systems Act as well as the Contract of Employment entered into between the parties;
- 2.2 specify objectives and targets established for the Employee and to communicate to the Employee the Employer's expectations of the Employee's performance expectations and accountabilities;
- 2.3 specify accountabilities as set out in the Performance Plan (Annexure A);
- 2.4 monitor and measure performance against set targeted outputs;
- 2.5 use the Performance Agreement and Performance Plan as the basis for assessing the suitability of the Employee for permanent employment and/or to assess whether the Employee has met the performance expectations applicable to his/her job;
- 2.6 appropriately reward the Employee in accordance with the Employer's performance management policy in the event of outstanding performance; and
- 2.7 give effect to the Employer's commitment to a performance-orientated relationship with the Employee in attaining equitable and improved service delivery.

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5.3 The Employer will consult the Employee about the specific performance standards that will be included in the performance management system as applicable to the Employee.

6. THE EMPLOYEE AGREES TO PARTICIPATE IN THE PERFORMANCE MANAGEMENT AND DEVELOPMENT SYSTEM THAT THE EMPLOYER ADOPTS.

6.1 The Employee undertakes to actively focus towards the promotion and implementation of the KPAs (including special projects relevant to the Employee's responsibilities) within the local government framework.

6.2 The criteria upon which the performance of the Employee shall be assessed shall consist of two components, both of which shall be contained in the Performance Agreement.

6.2.1 The Employee must be assessed against both components, with a weighting of 80:20 allocated to the Key Performance Areas (KPAs) and the Core Competency Requirements (CCRs) respectively.

6.2.2 Each area of assessment will be weighted and will contribute a specific part to the total score.

6.2.3 KPAs covering the main areas of work will account for 80% and CCRs will account for 20% of the final assessment.

6.3 The Employee's assessment will be based on his/ her performance in terms of the outputs/ outcomes (performance indicators) identified as per attached Performance Plan (Annexure A), which are linked to the KPA's, and will constitute 80% of the overall assessment result as per the weightings agreed to between the Employer and Employee:

Key Performance Areas (KPA's): 80%		Weighting
Basic Service Delivery		72
Municipal Transformation and Institutional Development		6
Local Economic Development (LED)		4
Municipal Financial Viability and Management		10
Good Governance and Public Participation		8
Total		100%

6.4 The CCRs will make up the other 20% of the Employee's assessment score.

LEADING COMPETENCIES		WEIGHT
01	Strategic Direction and Leadership	8.37%
02	People Management	8.37%
03	Program and Project Management	8.37%
04	Financial Management	8.37%
05	Change Leadership	8.37%
06	Governance Leadership	8.37%
CORE COMPETENCIES		
07	Moral Competence.	8.3%

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Level	Terminology	Description	Rating				
			1	2	3	4	5
5	Outstanding performance	Performance far exceeds the standard expected of an Employee at this level. The appraisal indicates that the Employee has achieved above fully effective results against all performance criteria and indicators as specified in the PA and Performance plan and maintained this in all areas of responsibility throughout the year.					
4	Performance significantly above expectations	Performance is significantly higher than the standard expected in the job. The appraisal indicates that the Employee has achieved above fully effective results against more than half of the performance criteria and indicators and fully achieved all others throughout the year.					
3	Fully effective	Performance fully meets the standards expected in all areas of the job. The appraisal indicates that the Employee has fully achieved effective results against all significant performance criteria and indicators as specified in the PA and Performance Plan.					
2	Not fully effective	Performance is below the standard required for the job in key areas. Performance meets some of the standards expected for the job. The review/assessment indicates that the Employee has achieved below fully effective results against more than half the key performance criteria and indicators as specified in the PA and Performance Plan.					
1	Unacceptable performance	Performance does not meet the standard expected for the job. The review/assessment indicates that the Employee has achieved below fully effective results against almost all of the performance criteria and indicators as specified in the PA and Performance Plan. The Employee has failed to demonstrate the commitment or ability to bring performance up to the level expected in the job despite management efforts to encourage improvement.					

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7.7 For purposes of evaluating the performance of the Employee, an evaluation panel constituted by the following persons will be established –

7.7.1 Municipal Manager

7.7.2 Chairperson of the Audit Committee;

7.7.3 Portfolio Councillor of Executive Committee or representative who is a portfolio councillor of Executive Committee

7.7.4 Municipal Manager of another local municipality

The Manager: Human Resources shall provide secretarial services to the assessment team referred to above and Internal Audit and PMS serve as resource personnel.

8. SCHEDULE FOR PERFORMANCE REVIEWS

8.1 The performance of each Employee in relation to his/her performance agreement shall be reviewed on the following dates with the understanding that reviews in the first and third quarter may be verbal if performance is satisfactory:

First quarter (Municipal Manager and Director):	July – September 2024
Second quarter (Full Panel) :	October – December 2024
Third quarter (Municipal Manager and Director):	January – March 2025
Fourth quarter (Full Panel) :	April – June 2025

8.2 The Employer shall keep a record of the mid-year review and annual assessment meetings.

8.3 Performance feedback shall be based on the Employer's assessment of the Employee's performance.

8.4 The Employer will be entitled to review and make reasonable changes to the provisions of Annexure "A" from time to time for operational reasons. The Employee will be fully consulted before any such change is made.

8.5 The Employer may amend the provisions of Annexure A whenever the performance management system is adopted, implemented and/or amended as the case may be. In that case the Employee will be fully consulted before any such change is made.

9. DEVELOPMENTAL REQUIREMENTS

The Personal Development Plan (PDP) for addressing developmental gaps is attached as Annexure B.

10. OBLIGATIONS OF THE EMPLOYER

10.1 The Employer shall –

10.1.1 create an enabling environment to facilitate effective performance by the Employee;

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- 10.1.2 provide access to skills development and capacity building opportunities;
- 10.1.3 work collaboratively with the Employee to solve problems and generate solutions to common problems that may impact on the performance of the Employee;
- 10.1.4 on the request of the Employee delegate such powers reasonably required by the Employee to enable him/ her to meet the performance objectives and targets established in terms of this Agreement; and
- 10.1.5 make available to the Employee such resources as the Employee may reasonably require from time to time to assist him/ her to meet the performance objectives and targets established in terms of this Agreement.

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- 11.1 The Employer agrees to consult the Employee timeously where the exercising of the powers will have amongst others –
 - 11.1.1 a direct effect on the performance of any of the Employee's functions;
 - 11.1.2 commit the Employee to implement or to give effect to a decision made by the Employer; and
 - 11.1.3 a substantial financial effect on the Employer.
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12. MANAGEMENT OF EVALUATION OUTCOMES

- 12.1 The evaluation of the Employee's performance will form the basis for rewarding outstanding performance or correcting unacceptable performance.
- 12.2 A performance bonus of 1% to 14% of the inclusive annual remuneration package may be paid to the Employee in recognition of outstanding performance. In determining the performance bonus the relevant percentage is based on the overall rating, calculated by using the applicable assessment rating calculator; provided that-
 - 12.2.1 a score of 130% to 149% is awarded a performance bonus ranging from 5% to 9%; and
 - 12.2.2 a score of 150% and above is awarded a performance bonus ranging 10% to 14%
- 12.3 The Employee will be eligible for progression to the next higher remuneration package, within the relevant remuneration band, after completion of at least twelve months (12) service at the current remuneration package on 30 June (end of financial year) subject to a fully effective assessment.
- 12.4 In the case of unacceptable performance, the Employer shall –
 - 12.4.1 provide systematic remedial or developmental support to assist the Employee to improve his or her performance; and
 - 12.4.2 after appropriate performance counselling and having provided the necessary guidance and/ or support as well as reasonable time for improvement in performance, the Employer may consider steps to terminate

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the contract of employment of the Employee on grounds of unfitness or incapacity to carry out his or her duties.

PERFORMANCE PLAN

1. PURPOSE

The Performance Plan defines the Council's expectations of the Director's Performance Agreement and Section 57 (5) of the Municipal Systems Act, which provides that performance objectives and targets shall be based on the Key Performance Areas and Indicators as set in the Ndlambe Local Municipality Integrated Development Plan (IDP) and as reviewed annually.

2. KEY RESPONSIBILITIES

The following objectives of local government will inform the Municipal Manager's performance against set performance indicators

- a. Provide democratic and accountable government for local communities
- b. Ensure the provision of services to communities in a sustainable manner
- c. Promote social and economic development
- d. Promote a safe and healthy environment
- e. Encourage the involvement of communities and community-based organisations in matters of local government

3. KEY PERFORMANCE AREAS

The following Key Performance Areas (KPA's) as outlined in the Local Government: Municipal Performance Regulations for Municipal Managers and Managers Directly Accountable to Municipal Managers, 2006, inform the strategic objectives in the table below:

- a. Spatial Planning
- b. Basic Service Delivery
- c. Municipal Institutional Development and Transformation
- d. Local Economic Development
- e. Municipal Financial Viability and Management
- f. Good Governance and Public Participation

Details of the Performance Plan are contained in Annexure A of this contract.

4. DISPUTE RESOLUTION

- 4.1 Any disputes about the nature of the employee's performance agreement, whether it relates to key responsibilities, priorities, methods of assessment and/or salary increment in the agreement, must be mediated by the MEC responsible for Local Government in the Province of the Eastern Cape within thirty (30) days of receipt of a formal dispute from the employee, whose decision shall be final and binding on both parties.
- 4.2 Any disputes about the outcome of the employee's performance evaluation, must be mediated by the MEC responsible for Local Government in the Province of the Eastern Cape, within thirty (30) days of receipt of a formal dispute from the employee, whose decision shall be final and binding on both parties.

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5. GENERAL

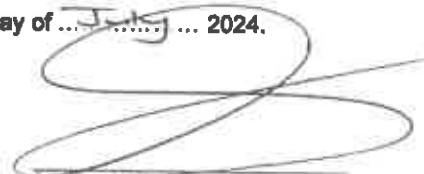
5.1 The contents of this agreement and the outcome of any review conducted in terms of Annexure A may be made available to the public by the Employer.

5.2 Nothing in this agreement diminishes the obligations, duties or accountabilities of the Employee in terms of his/ her contract of employment, or the effects of existing or new regulations, circulars, policies, directives or other instruments.

Thus done and signed at Port Alfred on this the ~~23~~ day of July ... 2024.

AS WITNESSES:

1. 


EMPLOYEE

2. 

Thus done and signed at Port Alfred on this the ~~23~~ day of July ... 2024.

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MUNICIPAL MANAGER

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ANNEXURE A
PERFORMANCE PLAN

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ANNEXURE B
PERSONAL DEVELOPMENT PLAN

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Topic	Skill required / Performance Gap	Outcome Expected (What will I achieve)	Status	Completion Date (Deadline)	Priority	Name of Manager	Mode of Delivery	Suggested Training / Learning	Work Opportunity created to practice Skill / Development Are	Support Person	Competency
Disease prevention and control	Disease prevention and control	Disease prevention control and knowledge in health prevention, also research and investigation in communicable diseases	New	December 2025	High	Municipal Manager	Self-study	Master's in Environmental Health	Environmental Health - through the management of COVID-19	Senior Environmental Health Practitioner	Safety and Welfare
Disaster Management	Prevention and mitigation of disasters	Coordinating disaster management policies within the Municipality and focus on prevention and mitigation of disasters	New	December 2025	Normal	Municipal Manager	Self-study	Disaster Management / Fire Services	Development of a Disaster Management Policy	Disaster Coordinator / Fire Services	Disaster Operations
Traffic Management	Development of traffic procedures	Planning and preparing traffic procedures	New	June 2025	Normal	Municipal Manager	Self-study	Traffic Management	Examiner: F Examiner: D Examiner: L Examiner: B	Manager: Traffic	Operation and Control

Ms N.C. Booyesen-Willy

Director: Community Protection Services

Adv. R. Dumazweni

Municipal Manager

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NDLAMBE LOCAL MUNICIPALITY



PERFORMANCE AGREEMENT AND PERFORMANCE PLAN of Director Infrastructural Development

FINANCIAL YEAR: 1 JULY 2024 – 30 JUNE 2025

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PERFORMANCE AGREEMENT

MADE AND ENTERED INTO BY AND BETWEEN:

THE NDLAMBE LOCAL MUNICIPALITY,

AS REPRESENTED BY THE MUNICIPAL MANAGER,

AND

THE DIRECTOR: INFRASTRUCTURAL DEVELOPMENT

FOR THE

FINANCIAL YEAR: 01 JULY 2024 – 30 JUNE 2025

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PERFORMANCE AGREEMENT

ENTERED INTO BY AND BETWEEN:

The Ndlambe Local Municipality herein represented by Adv. Rolly Dumazweni in his capacity as Municipal Manager (hereinafter referred to as the Employer) Dr. Noluthando Vithi- Masiza, Director: Infrastructural Development of the Ndlambe Local Municipality (hereinafter referred to as the Employee).

WHEREBY IT IS AGREED AS FOLLOWS:

1. INTRODUCTION

- 1.1 The Employer has entered into a contract of employment with the Employee in terms of section 57(1)(a) of the Local Government: Municipal Systems Act 32 of 2000 ("the Systems Act"). The Employer and the Employee are hereinafter referred to as "the Parties".
- 1.2 Section 57(1)(b) of the Systems Act, read with the Contract of Employment concluded between the parties, requires the parties to conclude an annual performance Agreement.
- 1.3 The parties wish to ensure that they are clear about the goals to be achieved, and secure the commitment of the Employee to a set of outcomes that will secure local government policy goals.
- 1.4 The parties wish to ensure that there is compliance with Sections 57(4A), 57(4B) and 57(5) of the Systems Act.

2. PURPOSE OF THIS AGREEMENT

The purpose of this Agreement is to –

- 2.1 comply with the provisions of Section 57(1) (b), (4A), (4B) and (5) of the Systems Act as well as the Contract of Employment entered into between the parties;
- 2.2 specify objectives and targets established for the Employee and to communicate to the Employee the Employer's expectations of the Employee's performance expectations and accountabilities;
- 2.3 specify accountabilities as set out in the Performance Plan (Annexure A);
- 2.4 monitor and measure performance against set targeted outputs;
- 2.5 use the Performance Agreement and Performance Plan as the basis for assessing the suitability of the Employee for permanent employment and/or to assess whether the Employee has met the performance expectations applicable to his/her job;
- 2.6 appropriately reward the Employee in accordance with the Employer's performance management policy in the event of outstanding performance; and
- 2.7 give effect to the Employer's commitment to a performance-orientated relationship with the Employee in attaining equitable and improved service delivery.

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3. COMMENCEMENT AND DURATION

- 3.1 This Agreement will commence on the **1st July 2022** and will remain in force until **30th June 2023** whereafter a new Performance Agreement, Performance Plan and Personal Development Plan shall be concluded between the parties for the next financial year or any portion thereof.
- 3.2 The parties will review the provisions of this Agreement during June each year. The parties will conclude a new Performance Agreement and Performance Plan that replaces this Agreement at least once a year by not later than the beginning of each successive financial year.
- 3.3 This Agreement will terminate on the termination of the Employee's contract of employment for any reason.
- 3.4 The content of this Agreement may be revised at any time during the abovementioned period to determine the applicability of the matters agreed upon.
- 3.5 If at any time during the validity of this Agreement the work environment alters (whether as a result of government or council decisions or otherwise) to the extent that the contents of this Agreement are no longer appropriate, the contents shall immediately be revised.

4. PERFORMANCE OBJECTIVES

- 4.1 The Performance Plan (Annexure A) sets out-
- 4.1.1 the performance objectives and targets that must be met by the Employee; and
 - 4.1.2 the time frames within which those performance objectives and targets must be met.
- 4.2 The performance objectives and targets reflected in Annexure A are set by the Employer in consultation with the Employee and based on the Integrated Development Plan and the Budget of the Employer, and shall include key objectives; key performance indicators; target dates and weightings.
- 4.3 The key objectives describe the main tasks that need to be done. The key performance indicators provide the details of the evidence that must be provided to show that a key objective has been achieved. The target dates describe the timeframe in which the work must be achieved. The weightings show the relative importance of the key objectives to each other.
- 4.4 The Employee's performance will, in addition, be measured in terms of contributions to the goals and strategies set out in the Employer's Integrated Development Plan.

5. PERFORMANCE MANAGEMENT SYSTEM

- 5.1 The Employee agrees to participate in the performance management system that the Employer adopts or introduces for the Employer, management and municipal staff of the Employer.
- 5.2 The Employee accepts that the purpose of the performance management system will be to provide a comprehensive system with specific performance standards to assist the Employer, management and municipal staff to perform to the standards required.

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5.3 The Employer will consult the Employee about the specific performance standards that will be included in the performance management system as applicable to the Employee.

6. THE EMPLOYEE AGREES TO PARTICIPATE IN THE PERFORMANCE MANAGEMENT AND DEVELOPMENT SYSTEM THAT THE EMPLOYER ADOPTS.

6.1 The Employee undertakes to actively focus towards the promotion and implementation of the KPAs (including special projects relevant to the Employee's responsibilities) within the local government framework.

6.2 The criteria upon which the performance of the Employee shall be assessed shall consist of two components, both of which shall be contained in the Performance Agreement.

6.2.1 The Employee must be assessed against both components, with a weighting of 80:20 allocated to the Key Performance Areas (KPAs) and the Core Competency Requirements (CCRs) respectively.

6.2.2 Each area of assessment will be weighted and will contribute a specific part to the total score.

6.2.3 KPAs covering the main areas of work will account for 80% and CCRs will account for 20% of the final assessment.

6.3 The Employee's assessment will be based on his/ her performance in terms of the outputs/ outcomes (performance indicators) identified as per attached Performance Plan (Annexure A), which are linked to the KPA's, and will constitute 80% of the overall assessment result as per the weightings agreed to between the Employer and Employee:

Key Performance Areas (KPA's): 80%		Weighting
Spatial Planning		4.20%
Basic Service Delivery and Infrastructure		72.20%
Municipal Institutional Development and Transformation		3.60%
Local Economic Development		3.80%
Financial Viability and Management		9%
Good Governance and Public Participation		7.20%
Total		100%

6.4 The CCRs will make up the other 20% of the Employee's assessment score.

LEADING COMPETENCIES		WEIGHT
01	Strategic Direction and Leadership	8.33%
02	People Management	8.33%
03	Program and Project Management	8.33%
04	Financial Management	8.33%
05	Change Leadership	8.33%
06	Governance Leadership	8.33%
CORE COMPETENCIES		
07	Moral Competence	8.33%
08	Planning and Organising	8.33%

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09	Analysis and Innovation	8.33%
10	Knowledge and Information Management	8.33%
11	Communication	8.33%
12	Results and Quality Focus	8.33%
TOTAL		100
WEIGHT		20%

7. EVALUATING PERFORMANCE

7.1 The Performance stated in 4 (4.1) above shall be the basis for evaluating performance.

7.2 Despite the establishment of agreed intervals for evaluation, the Employer may in addition review the Employee's performance at any stage while the contract of employment remains in force.

7.3 Personal growth and development needs identified during any performance review discussion must be documented in a Personal Development Plan as well as the actions agreed to and implementation must take place within set time frames.

7.4 The Employee's performance shall be measured in terms of contributions to the goals and strategies set out in the Employer's IDP.

7.5 The annual performance appraisal shall involve:

7.5.1 Assessment of the achievement of results as outlined in the performance plan:

- (a) Each KPA shall be assessed according to the extent to which the specified standards or performance indicators have been met and with due regard to ad hoc tasks that had to be performed under the KPA.
- (b) An Indicative rating on the five-point scale should be provided for each KPA.
- (c) The applicable assessment rating calculator (refer to paragraph 6.5.3 below) must then be used to add the scores and calculate a final KPA score.

7.5.2 Assessment of the CCRs

- (a) Each CCR shall be assessed according to the extent to which the specified standards have been met.
- (b) An indicative rating on the five-point scale should be provided for each CCR.
- (c) The applicable assessment rating calculator (refer to paragraph 7.5.3) must then be used to add the scores and calculate a final CCR score.

7.5.3 Overall rating

An overall rating is calculated by using the applicable assessment-rating calculator. Such overall rating represents the outcome of the performance appraisal.

7.6 The assessment of the performance of the Employee will be based on the following rating scale for KPA's and CCRs:

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Level	Terminology	Description	Rating				
			1	2	3	4	5
5	Outstanding performance	Performance far exceeds the standard expected of an Employee at this level. The appraisal indicates that the Employee has achieved above fully effective results against all performance criteria and indicators as specified in the PA and Performance plan and maintained this in all areas of responsibility throughout the year.					
4	Performance significantly above expectations	Performance is significantly higher than the standard expected in the job. The appraisal indicates that the Employee has achieved above fully effective results against more than half of the performance criteria and indicators and fully achieved all others throughout the year.					
3	Fully effective	Performance fully meets the standards expected in all areas of the job. The appraisal indicates that the Employee has fully achieved effective results against all significant performance criteria and indicators as specified in the PA and Performance Plan.					
2	Not fully effective	Performance is below the standard required for the job in key areas. Performance meets some of the standards expected for the job. The review/assessment indicates that the Employee has achieved below fully effective results against more than half the key performance criteria and indicators as specified in the PA and Performance Plan.					
1	Unacceptable performance	Performance does not meet the standard expected for the job. The review/assessment indicates that the Employee has achieved below fully effective results against almost all of the performance criteria and indicators as specified in the PA and Performance Plan. The Employee has failed to demonstrate the commitment or ability to bring performance up to the level expected in the job despite management efforts to encourage improvement.					

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7.7 For purposes of evaluating the performance of the Employee, an evaluation panel constituted by the following persons will be established –

7.7.1 Municipal Manager

7.7.2 Chairperson of the Audit Committee;

7.7.3 Portfolio Councillor of Executive Committee or representative who is a portfolio councillor of Executive Committee

7.7.4 Municipal Manager of another local municipality

7.7.5 Councillor from the opposition party designated by Council

The Manager: Human Resources shall provide secretarial services to the assessment team referred to above and Internal Audit and PMS serve as resource personnel.

8. SCHEDULE FOR PERFORMANCE REVIEWS

8.1 The performance of each Employee in relation to his/her performance agreement shall be reviewed on the following dates with the understanding that reviews in the first and third quarter may be verbal if performance is satisfactory:

First quarter (Municipal Manager and Director) :	July – September 2024
Second quarter (Full Panel) :	October – December 2024
Third quarter (Municipal Manager and Director) :	January – March 2025
Fourth quarter (Full Panel) :	April – June 2025

8.2 The Employer shall keep a record of the mid-year review and annual assessment meetings.

8.3 Performance feedback shall be based on the Employer's assessment of the Employee's performance.

8.4 The Employer will be entitled to review and make reasonable changes to the provisions of Annexure "A" from time to time for operational reasons. The Employee will be fully consulted before any such change is made.

8.5 The Employer may amend the provisions of Annexure A whenever the performance management system is adopted, implemented and/or amended as the case may be. In that case the Employee will be fully consulted before any such change is made.

9. DEVELOPMENTAL REQUIREMENTS

The Personal Development Plan (PDP) for addressing developmental gaps is attached as Annexure B.

10. OBLIGATIONS OF THE EMPLOYER

10.1 The Employer shall –

10.1.1 create an enabling environment to facilitate effective performance by the Employee;

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- 10.1.2 provide access to skills development and capacity building opportunities;
- 10.1.3 work collaboratively with the Employee to solve problems and generate solutions to common problems that may impact on the performance of the Employee;
- 10.1.4 on the request of the Employee delegate such powers reasonably required by the Employee to enable him/ her to meet the performance objectives and targets established in terms of this Agreement; and
- 10.1.5 make available to the Employee such resources as the Employee may reasonably require from time to time to assist him/ her to meet the performance objectives and targets established in terms of this Agreement.

11. CONSULTATION

- 11.1 The Employer agrees to consult the Employee timeously where the exercising of the powers will have amongst others –
 - 11.1.1 a direct effect on the performance of any of the Employee's functions;
 - 11.1.2 commit the Employee to implement or to give effect to a decision made by the Employer; and
 - 11.1.3 a substantial financial effect on the Employer.
- 11.2 The Employer agrees to inform the Employee of the outcome of any decisions taken pursuant to the exercise of powers contemplated in 11.1 as soon as is practicable to enable the Employee to take any necessary action without delay.

12. MANAGEMENT OF EVALUATION OUTCOMES

- 12.1 The evaluation of the Employee's performance will form the basis for rewarding outstanding performance or correcting unacceptable performance.
- 12.2 A performance bonus of 1% to 14% of the inclusive annual remuneration package may be paid to the Employee in recognition of outstanding performance.
- 12.3 The Employee will be eligible for progression to the next higher remuneration package, within the relevant remuneration band, after completion of at least twelve months (12) service at the current remuneration package on 30 June (end of financial year) subject to a fully effective assessment.
- 12.4 In the case of unacceptable performance, the Employer shall –
 - 12.4.1 provide systematic remedial or developmental support to assist the Employee to improve his or her performance; and
 - 12.4.2 after appropriate performance counselling and having provided the necessary guidance and/ or support as well as reasonable time for improvement in performance, the Employer may consider steps to terminate the contract of employment of the Employee on grounds of unfitness or incapacity to carry out his or her duties.

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PERFORMANCE PLAN

1. PURPOSE

The Performance Plan defines the Council's expectations of the Director's Performance Agreement and Section 57 (5) of the Municipal Systems Act, which provides that performance objectives and targets shall be based on the Key Performance Areas and Indicators as set in the Ndlambe Local Municipality Integrated Development Plan (IDP) and as reviewed annually.

2. KEY RESPONSIBILITIES

The following objectives of local government will inform the Municipal Manager's performance against set performance indicators

- a. Provide democratic and accountable government for local communities
- b. Ensure the provision of services to communities in a sustainable manner
- c. Promote social and economic development
- d. Promote a safe and healthy environment
- e. Encourage the involvement of communities and community-based organisations in matters of local government

3. KEY PERFORMANCE AREAS

The following Key Performance Areas (KPA's) as outlined in the Local Government: Municipal Performance Regulations for Municipal Managers and Managers Directly Accountable to Municipal Managers, 2006, inform the strategic objectives in the table below:

- a. Spatial Planning
- b. Basic Service Delivery
- c. Municipal Institutional Development and Transformation
- d. Local Economic Development
- e. Municipal Financial Viability and Management
- f. Good Governance and Public Participation

Details of the Performance Plan are contained in Annexure A of this contract.

4. DISPUTE RESOLUTION

- 4.1 Any disputes about the nature of the employee's performance agreement, whether it relates to key responsibilities, priorities, methods of assessment and/or salary increment in the agreement, must be mediated by the MEC responsible for Local Government in the Province of the Eastern Cape within thirty (30) days of receipt of a formal dispute from the employee, whose decision shall be final and binding on both parties.
- 4.2 Any disputes about the outcome of the employee's performance evaluation, must be mediated by the MEC responsible for Local Government in the Province of the Eastern Cape, within thirty (30) days of receipt of a formal dispute from the employee, whose decision shall be final and binding on both parties.

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5. GENERAL

5.1 The contents of this agreement and the outcome of any review conducted in terms of Annexure A may be made available to the public by the Employer.

5.2 Nothing in this agreement diminishes the obligations, duties or accountabilities of the Employee in terms of his/ her contract of employment, or the effects of existing or new regulations, circulars, policies, directives or other instruments.

Thus done and signed at Port Alfred on this the 23 day of July 2024.

AS WITNESSES:

1.  _____


EMPLOYEE

2.  _____

Thus done and signed at Port Alfred on this the 23 day of July 2024.

1.  _____


MUNICIPAL MANAGER

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ANNEXURE A

PERFORMANCE PLAN

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Department	Key Performance Area	Strategic Objective	Code	Key Performance Indicator (KPI)	Weighting	Baseline 2023/24 (forecasted)	Annual Targets				Means of Verification	
							2024/2025	Quarter 1	Quarter 2	Quarter 3		Quarter 4
Infrastructure Development	KPA 2: Basic Service Delivery	1.3 Develop innovative physical and technological infrastructure	2_1_1.3_103	193. Percentage progress made towards the completion of the Theron - Pumping Station PG and Murele PG	1.80%	TBC	100% (600m)	N/A	N/A	50% 300m	50% 300m	Lead Schedule Monthly progress reports
Infrastructure Development	KPA 2: Basic Service Delivery	1.3 Develop innovative physical and technological infrastructure	2_1_1.3_104	194. Kilometres of unsurfaced road graded	1.80%	TBC	116.32km	25.08	26.08	29.08	29.08	Lead Schedule Monthly Project Reports, Roads Maintenance Plan
Infrastructure Development	KPA 2: Basic Service Delivery	1.3 Develop innovative physical and technological infrastructure	2_1_1.3_105	195. Kilometres of surfaced municipal roads which have been improved (resurfacing)	1.80%	TBC	5km	N/A	N/A	N/A	8km	Lead Schedule Monthly Project Reports, Roads Maintenance Plan
Infrastructure Development	KPA 2: Basic Service Delivery	1.3 Develop innovative physical and technological infrastructure	2_1_1.3_106	196. Number of surfaced municipal road lanes with potholes patched	1.80%	TBC	90	N/A	20	20	10	Lead Schedule Monthly Report, Roads Maintenance Plan
Infrastructure Development	KPA 2: Basic Service Delivery	1.3 Develop innovative physical and technological infrastructure	2_1_1.3_107	197. Percentage progress made towards the completion of the Theron Inland Services (Mali Year)	1.80%	New Indicator	55%	5% (Site Establishment)	10% (Construction of Civil Services)	15% (Construction of Civil Services)	25% (Construction of Civil Services)	Lead Schedule Completion Certificate
Infrastructure Development	KPA 2: Basic Service Delivery	1.3 Develop innovative physical and technological infrastructure	2_1_1.3_108	198. Percentage progress made towards the completion of the bulk water pipeline: Wind Street (40m)	1.80%	TBC	100% (40m)	N/A	100% (40m)	N/A	N/A	Lead Schedule Monthly Progress Report, Completion Certificate
Infrastructure Development	KPA 2: Basic Service Delivery	1.3 Develop innovative physical and technological infrastructure	2_1_1.3_109	199. Percentage progress made towards the completion of the bulk water pipeline: Wind Street (40m)	1.80%	New Indicator	100% (600m road length (Base), 800m road length (Topping), 800m of Stormwater Drainage)	100% (600m road length (Base), 800m road length (Topping), 800m of Stormwater Drainage)	N/A	N/A	N/A	Lead Schedule Progress Report Completion Certificate
Infrastructure Development	KPA 2: Basic Service Delivery	1.3 Develop innovative physical and technological infrastructure	2_1_1.3_200	200. Percentage progress made towards the completion of the upgrading of Kanton on Sea - Anglers Way (Phase 1) Road (Phase 2)	1.80%	New Indicator	100% (600m road length (Base), 500m of Stormwater Drainage)	N/A	10% (50m road length (Base), 50m Stormwater Drainage)	50% (2500m road length (Base), 250m Stormwater Drainage)	40% (2000m road length (Base), 200m Stormwater Drainage)	Lead Schedule Progress Report Completion Certificate
Infrastructure Development	KPA 2: Basic Service Delivery	1.3 Develop innovative physical and technological infrastructure	2_1_1.3_201	201. Percentage progress made towards the completion of the upgrading of Edendale Link Road	1.80%	New Indicator	100% (1.1km road length (Base), 1.1km road length (Topping), 800m of Stormwater Drainage)	25%	25%	N/A	50%	Lead Schedule Progress Report Completion Certificate
Infrastructure Development	KPA 2: Basic Service Delivery	1.3 Develop innovative physical and technological infrastructure	2_1_1.3_202	202. Percentage progress made towards the completion of the upgrading of Port Alfred - Nguni Street	1.80%	New Indicator	100% (200m road length (Base), 300m road length (Topping), 350m of Stormwater Drainage)	100% (200m road length (Base), 300m road length (Topping), 350m of Stormwater Drainage)	N/A	N/A	N/A	Lead Schedule Progress Report Completion Certificate
Infrastructure Development	KPA 2: Basic Service Delivery	1.3 Develop innovative physical and technological infrastructure	2_1_1.3_203	203. Percentage progress made towards the completion of the upgrading of Port Alfred - Mithila Street	1.80%	New Indicator	100% (220m road length (Base), 220m road length (Topping), 300m of Stormwater Drainage)	100% (220m road length (Base), 220m road length (Topping), 300m of Stormwater Drainage)	N/A	N/A	N/A	Lead Schedule Progress Report Completion Certificate

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Department	Key Performance Area	Strategic Objective	Code	Key Performance Indicator (KPI)	Weighting	Baseline 2023/2024 (forecasted)	Annual Targets				Means of Verification
							2024/2025	Quarter 1	Quarter 2	Quarter 3	
Infrastructure Development	KPA 3: Municipal Institutional Development	3.1 Improve the governance of the Municipality	3.1.1.1_227	227. Number of meetings held with management team whereby financial soundness are discussed (ID)	1.80%	12	3	3	3	3	Lead Schedule Agenda Attendance Registers Minutes of meeting
	KPA 3: Municipal Institutional Development	3.1 Improve the governance of the Municipality	3.1.1.1_228	228. Number of findings raised by the AG in terms of Inefficient (Performance) (ID)	1.80%	0	N/A	N/A	N/A	N/A	Lead Schedule Management Report from the AG
Infrastructure Development	KPA 4: Local Economic Development	4.1 Develop and enhance the innovative physical and technological infrastructure	4.1.1.3_229	229. Number of SMEs appointed on projects	1.80%	35	40	10	10	10	Lead Schedule Appointment letters
	KPA 4: Local Economic Development	4.1 Develop and enhance the innovative physical and technological infrastructure	4.1.1.3_230	230. Number of jobs created in line with EPWP policy (ID)	2.00%	630	1100	100	400	300	Lead Schedule EPWP Report (including supporting documents such as Employment contracts, Appointment Letters, Term Sheets, etc.)
Infrastructure Development	KPA 5: Financial Viability and Management	5.1 Improve financial viability of the Municipality	5.1.1.2_231	231. Percentage reduction in Irregular expenditure in prior years (forecasted)	1.80%	New Indicator	25.00%	25%	25%	25%	Lead Schedule Irregular Expenditure Report
	KPA 5: Financial Viability and Management	5.2 Improve financial viability of the Municipality	5.1.1.2_232	232. Percentage of Regular and Maintenance budget spent (Performance)	1.80%	New Indicator	80.00%	20%	40%	60%	Lead Schedule Monthly budget actuals for expenditure, Section 71 Report
Infrastructure Development	KPA 5: Financial Viability and Management	5.2 Improve financial viability of the Municipality	5.1.1.2_233	233. Percentage capital budget spent (ID)	1.80%	80%	80%	N/A	N/A	80%	Lead Schedule Monthly budget actuals
Infrastructure Development	KPA 5: Financial Viability and Management	5.2 Improve financial viability of the Municipality	5.1.1.2_234	234. Turnaround time to submit budgetary control Invoices to Finance for payment (excluding schedule 68 Invoices) (ID)	1.80%	2 days	10 days	10 days	10 days	10 days	Lead Schedule Signed Invoices, Proof of submission
Infrastructure Development	KPA 5: Financial Viability and Management	5.2 Improve financial viability of the Municipality	5.1.1.2_235	235. Compliance in submission of Development budget adjustment submitted to Finance in terms of legislative requirements	1.80%	1 (By end January)	N/A	N/A	1	N/A	Lead Schedule Adjustment budget submission
Infrastructure Development	KPA 6: Good Governance and Public Participation	6.1 Improve the governance of the Municipality	6.1.1.1_236	236. Percentage of qualification meeting and number of employees related by the Auditor General relating to ID received (ID)	1.80%	40%	100%	25%	55%	100%	Lead Schedule Audit Action Plan Reports on Audit Action Plan
	KPA 6: Good Governance and Public Participation	6.1 Improve the governance of the Municipality	6.1.1.1_237	237. Number of risk registers updated on the electronic Risk Audit System by deadline (CS)	1.80%	New Indicator	9	N/A	3	3	Lead Schedule Monthly Reports
Infrastructure Development	KPA 6: Good Governance and Public Participation	6.1 Improve the governance of the Municipality	6.1.1.1_238	238. Number of performance reviews conducted quarterly between Senior Manager and Manager (CS)	1.80%	New Indicator	4	1	1	1	Lead Schedule Performance Scorecards, Attendance Registers, Evaluation Report
Infrastructure Development	KPA 6: Good Governance and Public Participation	6.1 Improve the governance of the Municipality	6.1.1.1_239	239. Number of performance reviews conducted into between the Senior Manager and Manager (CS) signed by 31st August 2024	1.80%	New Indicator	5	5	N/A	N/A	Lead Schedule Signed Performance Agreements

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ANNEXURE B
PERSONAL DEVELOPMENT PLAN

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Topic	Skill required / Performance Gap	Outcome Expected (What will I achieve)	Status	Completion Date (Deadline)	Priority	Name of Manager	Mode of Delivery	Suggested Training / Learning	Work Opportunity created to practice Skill / Development Are	Support Person	Competency
Career Development	Enhancement of Engineering skills to better service delivery	Professional Engineer/ Able to take sound engineering decisions.	Ongoing	30-Jun-25	High	Adv. Rolly Dumezweni	Training	Attend trainings on technical, project management, asset management, and occupational health and safety.	Engineering	Municipal Manager	Operation and Maintenance
Strengthen my leadership capabilities.	Leadership and Administration	Able to manage in a manner that will contribute to the success of the organisation.	Ongoing	30-Jun-25	Normal	Adv. Rolly Dumezweni	Self-study	Learning by doing and attending workshops on leadership and reading books	Team leader	Municipal Manager	Leadership
More knowledge and experience in government legislative framework.	Corporate Governance	Adherence to legal frameworks	Ongoing	30-Jun-25	High	Adv. Rolly Dumezweni	Self-study	Time to time refresher course on legislative framework	Municipal Policies and bylaws	Municipal Manager	Research, Information Analysis and Policy
More Knowledge on financial issues	Financial Management	Contribute to the revenue enhancement of the municipality	Ongoing	30-Jun-25	High	Adv. Rolly Dumezweni	Training	Learning on the job and training on financial management	Finance and budget related issues	Municipal Manager	Financial Management

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Dr N. Vithiwasiza

Director Infrastructure

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Adv. R. Dumezweni

Municipal Manager

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NDLAMBE LOCAL MUNICIPALITY



PERFORMANCE AGREEMENT AND PERFORMANCE PLAN of Director Corporate Services

FINANCIAL YEAR: 1 JULY 2024 – 30 JUNE 2025

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PERFORMANCE AGREEMENT

MADE AND ENTERED INTO BY AND BETWEEN:

THE NDLAMBE LOCAL MUNICIPALITY,

AS REPRESENTED BY THE MUNICIPAL MANAGER,

AND

THE DIRECTOR: CORPORATE SERVICES

FOR THE

FINANCIAL YEAR: 01 JULY 2024 – 30 JUNE 2025

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PERFORMANCE AGREEMENT

ENTERED INTO BY AND BETWEEN:

The Ndlambe Local Municipality herein represented by Adv. Rolly Dumezweni in his capacity as Municipal Manager (hereinafter referred to as the Employer) Ms Lazola Maneli-Payi, Director: Corporate Services of the Ndlambe Local Municipality (hereinafter referred to as the Employee).

WHEREBY IT IS AGREED AS FOLLOWS:

1. INTRODUCTION

- 1.1 The Employer has entered into a contract of employment with the Employee in terms of section 57(1)(a) of the Local Government: Municipal Systems Act 32 of 2000 ("the Systems Act"). The Employer and the Employee are hereinafter referred to as "the Parties".
- 1.2 Section 57(1)(b) of the Systems Act, read with the Contract of Employment concluded between the parties, requires the parties to conclude an annual performance Agreement.
- 1.3 The parties wish to ensure that they are clear about the goals to be achieved, and secure the commitment of the Employee to a set of outcomes that will secure local government policy goals.
- 1.4 The parties wish to ensure that there is compliance with Sections 57(4A), 57(4B) and 57(5) of the Systems Act.

2. PURPOSE OF THIS AGREEMENT

The purpose of this Agreement is to –

- 2.1 comply with the provisions of Section 57(1) (b), (4A), (4B) and (5) of the Systems Act as well as the Contract of Employment entered into between the parties;
- 2.2 specify objectives and targets established for the Employee and to communicate to the Employee the Employer's expectations of the Employee's performance expectations and accountabilities;
- 2.3 specify accountabilities as set out in the Performance Plan (Annexure A);
- 2.4 monitor and measure performance against set targeted outputs;
- 2.5 use the Performance Agreement and Performance Plan as the basis for assessing the suitability of the Employee for permanent employment and/or to assess whether the Employee has met the performance expectations applicable to his/her job;
- 2.6 appropriately reward the Employee in accordance with the Employer's performance management policy in the event of outstanding performance; and
- 2.7 give effect to the Employer's commitment to a performance-orientated relationship with the Employee in attaining equitable and improved service delivery.

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3. COMMENCEMENT AND DURATION

3.1 This Agreement will commence on the *1st July 2024* and will remain in force until *30th June 2025* whereafter a new Performance Agreement, Performance Plan and Personal Development Plan shall be concluded between the parties for the next financial year or any portion thereof.

3.2 The parties will review the provisions of this Agreement during June each year. The parties will conclude a new Performance Agreement and Performance Plan that replaces this Agreement at least once a year by not later than the beginning of each successive financial year.

3.3 This Agreement will terminate on the termination of the Employee's contract of employment for any reason.

3.4 The content of this Agreement may be revised at any time during the abovementioned period to determine the applicability of the matters agreed upon.

3.5 If at any time during the validity of this Agreement the work environment alters (whether as a result of government or council decisions or otherwise) to the extent that the contents of this Agreement are no longer appropriate, the contents shall immediately be revised.

4. PERFORMANCE OBJECTIVES

4.1 The Performance Plan (Annexure A) sets out-

4.1.1 the performance objectives and targets that must be met by the Employee; and

4.1.2 the time frames within which those performance objectives and targets must be met.

4.2 The performance objectives and targets reflected in Annexure A are set by the Employer in consultation with the Employee and based on the Integrated Development Plan and the Budget of the Employer, and shall include key objectives; key performance indicators; target dates and weightings.

4.3 The key objectives describe the main tasks that need to be done. The key performance indicators provide the details of the evidence that must be provided to show that a key objective has been achieved. The target dates describe the timeframe in which the work must be achieved. The weightings show the relative importance of the key objectives to each other.

4.4 The Employee's performance will, in addition, be measured in terms of contributions to the goals and strategies set out in the Employer's Integrated Development Plan.

5. PERFORMANCE MANAGEMENT SYSTEM

5.1 The Employee agrees to participate in the performance management system that the Employer adopts or introduces for the Employer, management and municipal staff of the Employer.

5.2 The Employee accepts that the purpose of the performance management system will be to provide a comprehensive system with specific performance standards to assist the Employer, management and municipal staff to perform to the standards required.

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5.3 The Employer will consult the Employee about the specific performance standards that will be included in the performance management system as applicable to the Employee.

6. THE EMPLOYEE AGREES TO PARTICIPATE IN THE PERFORMANCE MANAGEMENT AND DEVELOPMENT SYSTEM THAT THE EMPLOYER ADOPTS.

6.1 The Employee undertakes to actively focus towards the promotion and implementation of the KPAs (including special projects relevant to the Employee's responsibilities) within the local government framework.

6.2 The criteria upon which the performance of the Employee shall be assessed shall consist of two components, both of which shall be contained in the Performance Agreement.

6.2.1 The Employee must be assessed against both components, with a weighting of 80:20 allocated to the Key Performance Areas (KPAs) and the Core Competency Requirements (CCRs) respectively.

6.2.2 Each area of assessment will be weighted and will contribute a specific part to the total score.

6.2.3 KPAs covering the main areas of work will account for 80% and CCRs will account for 20% of the final assessment.

6.3 The Employee's assessment will be based on his/ her performance in terms of the outputs/ outcomes (performance indicators) identified as per attached Performance Plan (Annexure A), which are linked to the KPA's, and will constitute 80% of the overall assessment result as per the weightings agreed to between the Employer and Employee:

Key Performance Areas (KPA's): 80%		Weighting
Basic Service Delivery and Infrastructure		14
Municipal Institutional Development and Transformation		45
Local Economic Development (LED)		10
Financial Viability and Management		9
Good Governance and Public Participation		22
Total		100%

6.4 The CCRs will make up the other 20% of the Employee's assessment score.

LEADING COMPETENCIES		WEIGHT
01	Strategic Direction and Leadership	8.37%
02	People Management	8.37%
03	Program and Project Management	8.37%
04	Financial Management	8.37%
05	Change Leadership	8.37%
06	Governance Leadership	8.37%
CORE COMPETENCIES		
07	Moral Competence	8.3%
08	Planning and Organising	8.3%

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09	Analysis and Innovation	8.3%
10	Knowledge and Information Management	8.3%
11	Communication	8.29%
12	Results and Quality Focus	8.29%
TOTAL		100
WEIGHT		20%

7. EVALUATING PERFORMANCE

7.1 The Performance stated in 4 (4.1) above shall be the basis for evaluating performance.

7.2 Despite the establishment of agreed intervals for evaluation, the Employer may in addition review the Employee's performance at any stage while the contract of employment remains in force.

7.3 Personal growth and development needs identified during any performance review discussion must be documented in a Personal Development Plan as well as the actions agreed to and implementation must take place within set time frames.

7.4 The Employee's performance shall be measured in terms of contributions to the goals and strategies set out in the Employer's IDP.

7.5 The annual performance appraisal shall involve:

7.5.1 Assessment of the achievement of results as outlined in the performance plan:

- (a) Each KPA shall be assessed according to the extent to which the specified standards or performance indicators have been met and with due regard to ad hoc tasks that had to be performed under the KPA.
- (b) An Indicative rating on the five-point scale should be provided for each KPA.
- (c) The applicable assessment rating calculator (refer to paragraph 6.5.3 below) must then be used to add the scores and calculate a final KPA score.

7.5.2 Assessment of the CCRs

- (a) Each CCR shall be assessed according to the extent to which the specified standards have been met.
- (b) An indicative rating on the five-point scale should be provided for each CCR.
- (c) The applicable assessment rating calculator (refer to paragraph 7.5.3) must then be used to add the scores and calculate a final CCR score.

7.5.3 Overall rating

An overall rating is calculated by using the applicable assessment-rating calculator. Such overall rating represents the outcome of the performance appraisal.

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7.6 The assessment of the performance of the Employee will be based on the following rating scale for KPA's and CCRs:

Level	Terminology	Description	Rating				
			1	2	3	4	5
5	Outstanding performance	Performance far exceeds the standard expected of an Employee at this level. The appraisal indicates that the Employee has achieved above fully effective results against all performance criteria and indicators as specified in the PA and Performance plan and maintained this in all areas of responsibility throughout the year.					
4	Performance significantly above expectations	Performance is significantly higher than the standard expected in the job. The appraisal indicates that the Employee has achieved above fully effective results against more than half of the performance criteria and indicators and fully achieved all others throughout the year.					
3	Fully effective	Performance fully meets the standards expected in all areas of the job. The appraisal indicates that the Employee has fully achieved effective results against all significant performance criteria and indicators as specified in the PA and Performance Plan.					
2	Not fully effective	Performance is below the standard required for the job in key areas. Performance meets some of the standards expected for the job. The review/assessment indicates that the Employee has achieved below fully effective results against more than half the key performance criteria and indicators as specified in the PA and Performance Plan.					
1	Unacceptable performance	Performance does not meet the standard expected for the job. The review/assessment indicates that the Employee has achieved below fully effective results against almost all of the performance criteria and indicators as specified in the PA and Performance Plan. The Employee has failed to demonstrate the commitment or ability to bring performance up to the level expected in the job despite management efforts to encourage improvement.					

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7.7 For purposes of evaluating the performance of the Employee, an evaluation panel constituted by the following persons will be established –

7.7.1 Municipal Manager

7.7.2 Chairperson of the Audit Committee;

7.7.3 Portfolio Councillor of Executive Committee or representative who is a portfolio councillor of Executive Committee

7.7.4 Municipal Manager of another local municipality

The Manager: Human Resources shall provide secretarial services to the assessment team referred to above and Internal Audit and PMS serve as resource personnel.

8. SCHEDULE FOR PERFORMANCE REVIEWS

8.1 The performance of each Employee in relation to his/her performance agreement shall be reviewed on the following dates with the understanding that reviews in the first and third quarter may be verbal if performance is satisfactory:

First quarter (Municipal Manager and Director) :	July – September 2024
Second quarter (Full Panel) :	October – December 2024
Third quarter (Municipal Manager and Director) :	January – March 2025
Fourth quarter (Full Panel) :	April – June 2025

8.2 The Employer shall keep a record of the mid-year review and annual assessment meetings.

8.3 Performance feedback shall be based on the Employer's assessment of the Employee's performance.

8.4 The Employer will be entitled to review and make reasonable changes to the provisions of Annexure "A" from time to time for operational reasons. The Employee will be fully consulted before any such change is made.

8.5 The Employer may amend the provisions of Annexure A whenever the performance management system is adopted, implemented and/or amended as the case may be. In that case the Employee will be fully consulted before any such change is made.

9. DEVELOPMENTAL REQUIREMENTS

The Personal Development Plan (PDP) for addressing developmental gaps is attached as Annexure B.

10. OBLIGATIONS OF THE EMPLOYER

10.1 The Employer shall –

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- 10.1.1 create an enabling environment to facilitate effective performance by the Employee;
- 10.1.2 provide access to skills development and capacity building opportunities;
- 10.1.3 work collaboratively with the Employee to solve problems and generate solutions to common problems that may impact on the performance of the Employee;
- 10.1.4 on the request of the Employee delegate such powers reasonably required by the Employee to enable him/ her to meet the performance objectives and targets established in terms of this Agreement; and
- 10.1.5 make available to the Employee such resources as the Employee may reasonably require from time to time to assist him/ her to meet the performance objectives and targets established in terms of this Agreement.

11. CONSULTATION

- 11.1 The Employer agrees to consult the Employee timeously where the exercising of the powers will have amongst others –
 - 11.1.1 a direct effect on the performance of any of the Employee's functions;
 - 11.1.2 commit the Employee to implement or to give effect to a decision made by the Employer; and
 - 11.1.3 a substantial financial effect on the Employer.
- 11.2 The Employer agrees to inform the Employee of the outcome of any decisions taken pursuant to the exercise of powers contemplated in 11.1 as soon as is practicable to enable the Employee to take any necessary action without delay.

12. MANAGEMENT OF EVALUATION OUTCOMES

- 12.1 The evaluation of the Employee's performance will form the basis for rewarding outstanding performance or correcting unacceptable performance.
- 12.2 A performance bonus of 5% to 14% of the inclusive annual remuneration package may be paid to the Employee in recognition of outstanding performance. . In determining the performance bonus the relevant percentage is based on the overall rating, calculated by using the applicable assessment rating calculator; provided that-
 - 12.2.1 a score of 130% to 149% is awarded a performance bonus ranging from 5% to 9%; and
 - 12.2.2 a score of 150% and above is awarded a performance bonus ranging 10% to 14%
- 12.3 The Employee will be eligible for progression to the next higher remuneration package, within the relevant remuneration band, after completion of at least twelve months (12) service at the current remuneration package on 30 June (end of financial year) subject to a fully effective assessment.
- 12.4 In the case of unacceptable performance, the Employer shall –
 - 12.4.1 provide systematic remedial or developmental support to assist the Employee to improve his or her performance; and

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12.4.2 after appropriate performance counselling and having provided the necessary guidance and/ or support as well as reasonable time for improvement in performance, the Employer may consider steps to terminate the contract of employment of the Employee on grounds of unfitness or incapacity to carry out his or her duties.

PERFORMANCE PLAN

1. PURPOSE

The Performance Plan defines the Council's expectations of the Director's Performance Agreement and Section 57 (5) of the Municipal Systems Act, which provides that performance objectives and targets shall be based on the Key Performance Areas and Indicators as set in the Ndlambe Local Municipality Integrated Development Plan (IDP) and as reviewed annually.

2. KEY RESPONSIBILITIES

The following objectives of local government will inform the Municipal Manager's performance against set performance indicators

- a. Provide democratic and accountable government for local communities
- b. Ensure the provision of services to communities in a sustainable manner
- c. Promote social and economic development
- d. Promote a safe and healthy environment
- e. Encourage the involvement of communities and community-based organisations in matters of local government

3. KEY PERFORMANCE AREAS

The following Key Performance Areas (KPA's) as outlined in the Local Government: Municipal Performance Regulations for Municipal Managers and Managers Directly Accountable to Municipal Managers, 2006, inform the strategic objectives in the table below:

- a. Spatial Planning
- b. Basic Service Delivery
- c. Municipal Institutional Development and Transformation
- d. Local Economic Development
- e. Municipal Financial Viability and Management
- f. Good Governance and Public Participation

Details of the Performance Plan are contained in Annexure A of this contract.

4. DISPUTE RESOLUTION

- 4.1 Any disputes about the nature of the employee's performance agreement, whether it relates to key responsibilities, priorities, methods of assessment and/ or salary increment in the agreement, must be mediated by the MEC responsible for Local Government in the Province of the Eastern Cape within thirty (30) days

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of receipt of a formal dispute from the employee, whose decision shall be final and binding on both parties.

- 4.2 Any disputes about the outcome of the employee's performance evaluation, must be mediated by the MEC responsible for Local Government in the Province of the Eastern Cape, within thirty (30) days of receipt of a formal dispute from the employee, whose decision shall be final and binding on both parties.

5. GENERAL

- 5.1 The contents of this agreement and the outcome of any review conducted in terms of Annexure A may be made available to the public by the Employer.

- 5.2 Nothing in this agreement diminishes the obligations, duties or accountabilities of the Employee in terms of his/ her contract of employment, or the effects of existing or new regulations, circulars, policies, directives or other instruments.

Thus done and signed at Port Alfred on this the ~~23~~ day of July..... 2024.

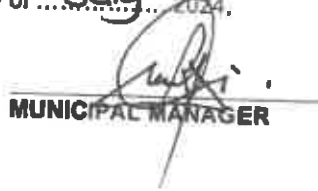
AS WITNESSES:

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EMPLOYEE

Thus done and signed at Port Alfred on this the ~~23~~ day of July..... 2024.

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MUNICIPAL MANAGER

ANNEXURE A
PERFORMANCE PLAN

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2024-2025 FINANCIAL YEAR
DIRECTOR CORPORATE SERVICES: SCORCANO

2024/2025 FINANCIAL YEAR													
Department	Key Performance Area	Strategic Objective	Code	Key Performance Indicator (KPI)	Weighting	Baseline 2022/2024 (estimated)	Annual Targets				Means of Verification		
							2024/2025	Quarter 1	Quarter 2	Quarter 3		Quarter 4	
Corporate Services	KPA 3: Municipal Transformation and Institutional Development	1.1. Improve the governance of the Municipality	1_1_1_25	35 Staff Vacancy Rate	4.00%		7.20%	N/A	N/A	N/A	10%	Lead Schedule Positions advertised, Appointment letters issued, Calculation of the staff vacancy rate, Approved Institutional Organogram	
	KPA 3: Municipal Transformation and Institutional Development	1.4. Create a comfortable remote working environment and develop the economy skills	3_1_1_27	27. The percentage of municipal a (Corporate Services) budget (CPPEX) actually spent on implementing its workplace skills plan	3.00%		0.00%	N/A	N/A	0.166%	0.166%	Lead Schedule Municipal Budget Training Report Expenditure Report from Finance	
Corporate Services	KPA 3: Municipal Transformation and Institutional Development	1.1. Improve the governance of the Municipality	3_1_1_28	28 Number of NLM Organograms updated	1.00%		1	N/A	N/A	1	N/A	Lead Schedule NLM Organogram Council Resolution	
Corporate Services	KPA 6: Good Governance and Public Participation	1.1 Improve the governance of the Municipality	6_1_1_46	46. Percentage of councilors who have declared their financial interests	1.00%		100%	100%	N/A	N/A	N/A	Lead Schedule Completed and signed Declaration forms	
Corporate Services	KPA 2: Basic Service Delivery	1.3 Develop state-of-the-art innovative physical and technological infrastructure	2_1_1_165	155. Number of physical infrastructure repairs conducted on municipal buildings	4.00%		38	N/A	8	8	2	Lead Schedule Maintenance Reports, Job Cards	
Corporate Services	KPA 2: Basic Service Delivery	2.1. Provide sustainable, efficient, cost effective, adequate and affordable services to all our citizens	2_2_2_1_158	158. Number of new members joining the library	3.00%		1227	N/A	N/A	N/A	500	Lead Schedule Library Membership Application Forms	
Corporate Services	KPA 2: Basic Service Delivery	2.1. Provide sustainable, efficient, cost effective, adequate and affordable services to all our citizens	2_2_2_1_159	159. Number of schools receiving	5.00%		15	7	2	2	2	1	Lead Schedule Reports (including supporting documents such as Payment Regulations Proof of Delivery to schools, Request letters, Attendance Registers, Invoices, etc.)
Corporate Services	KPA 2: Basic Service Delivery	2.1. Provide sustainable, efficient, cost effective, adequate and affordable services to all our citizens	2_2_2_1_159	159. Number of business plans submitted to other agencies of government and/or private entities for service delivery projects	2.00%		1	1 (DSRA C)	N/A	N/A	N/A	N/A	Lead Schedule Copy of Business Plans, Proof of Submission (Email Confirmation of Receipt)
Corporate Services	KPA 3: Municipal Transformation and Institutional Development	1.1. Improve the governance of the Municipality	3_1_1_160	160 Turnaround time to inform Departments of a vacancy	2.00%		New Indicator	30 days	30 days	30 days	30 days	30 days	Lead Schedule Letter to the Department
Corporate Services	KPA 3: Municipal Transformation and Institutional Development	1.1. Improve the governance of the Municipality	3_1_1_161	161. Percentage of official consultants re-deployed to the vacant department through the municipal complaint management system	2.00%		New Indicator	100%	100%	100%	100%	100%	Lead Schedule Complaints Register, Email and WhatsApp Complaints Screenshots, Proof of Submission to other department.

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Corporate Services	KPA 3: Municipal Transformation and Institutional Development	1.1. Improve the governance of the Municipality		3.00%	162. Turnaround time for conducting follow ups by Corporate Services on each complaint directed to the relevant municipal complaint management system							Lead Schedule Email to the relevant departments (1. Informing Department; 2. Follow-up)
Corporate Services	KPA 3: Municipal Transformation and Institutional Development	1.1. Improve the governance of the Municipality	3_1_1_1_162	3.00%	162. Turnaround time for conducting follow ups by Corporate Services on each complaint directed to the relevant municipal complaint management system							Lead Schedule Email to the relevant departments (1. Informing Department; 2. Follow-up)
Corporate Services	KPA 3: Municipal Transformation and Institutional Development	1.1. Improve the governance of the Municipality	3_1_1_1_163	4.00%	163. Percentage of vacant posts filled within 3 months (internal positions)	51%	60%	60%	60%	60%	80%	Lead Schedule Proof of Request from Department, Positions advertised, Appointment letters issued
Corporate Services	KPA 3: Municipal Transformation and Institutional Development	1.4. Create a comfortable remote working environment and develop new economy skills	3_1_1_1_164	4.00%	164. Percentage of municipal officials trained	14%	5%	N/A	N/A	N/A	5%	Lead Schedule EXCO Reports
Corporate Services	KPA 3: Municipal Transformation and Institutional Development	1.1. Improve the governance of the Municipality	3_1_1_1_165	3.00%	165. Number of HR policies reviewed	7.00	6	2	2	1	1	Lead Schedule Council Resolutions
Corporate Services	KPA 3: Municipal Transformation and Institutional Development	1.4. Create a comfortable remote working environment and develop new economy skills	3_1_1_1_166	2.00%	166. Number of Workplace Skills Plan submitted to LGSETA by 30 Apr	1.00		N/A	N/A	N/A	1	Lead Schedule Proof of submission from LGSETA
Corporate Services	KPA 3: Municipal Transformation and Institutional Development	1.4. Create a comfortable remote working environment and develop new economy skills	3_1_1_1_167	1.00%	167. Number of staff skills audit conducted	New Indicator	1	N/A	N/A	N/A	1 (Final Staff Skills Audit Report)	Lead Schedule Final Staff Skills Audit Report
Corporate Services	KPA 3: Municipal Transformation and Institutional Development	1.1. Improve the governance of the Municipality	3_1_1_1_168	2.00%	168. Number of Local Labour Forums held as per the approved schedule of meetings	New Indicator	4	1	1	1	1	Lead Schedule Attendance Registers Agendas Minutes of meetings Memorandum of Agreement
Corporate Services	KPA 3: Municipal Transformation and Institutional Development	1.1. Improve the governance of the Municipality	3_1_1_1_169	2.00%	169. Number of internal meetings with organised labour	New Indicator	4	1	1	1	1	Lead Schedule Attendance Registers
Corporate Services	KPA 3: Municipal Transformation and Institutional Development	1.1. Improve the governance of the Municipality	3_1_1_1_170	2.00%	170. Number of meetings held with Corporate Services' management team whereby departmental issues/ matters are discussed	18.00	12	3	3	3	3	Lead Schedule Agendas Attendance Registers Minutes of meeting
Corporate Services	KPA 3: Municipal Transformation and Institutional Development	1.1. Improve the governance of the Municipality	3_1_1_1_171	4.00%	171. Number of wellness programmes or interventions undertaken by the municipality	9.00	8	2	2	2	2	Lead Schedule Attendance Registers Report
Corporate Services	KPA 3: Municipal Transformation and Institutional Development	1.1. Improve the governance of the Municipality	3_1_1_1_172	2.50%	172. Number of findings raised by the AG in terms of insufficient independence (Corp)	0.00	0	N/A	N/A	N/A	0	Lead Schedule Management Report from the AG
Corporate Services	KPA 3: Municipal Transformation and Institutional Development	1.1. Improve the governance of the Municipality	3_1_1_1_173	2.00%	173. Number of benchmarking reports produced on the achievements of permanent senior managers	New Indicator	1	N/A	N/A	N/A	1	Lead Schedule Benchmarking Report
Corporate Services	KPA 3: Municipal Transformation and Institutional Development	1.1. Improve the governance of the Municipality	3_1_1_1_174	2.00%	174. Number of work study reports developed	New Indicator	1	N/A	N/A	N/A	1	Lead Schedule Work Study Report
Corporate Services	KPA 4: Local Economic Development	1.5 Develop a vibrant rapidly growing employment generating economy based on tourism, agriculture, ocean resources and new digital technologies	4_1_1_5_175	3.00%	175. Number of Jobs created in line with EPWP policy (Corp)	21.00	15	2	10	2	1	Lead Schedule EPWP Report (including supporting documents such as Employment contracts, Time Sheets, etc.)

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Corporate Services	KPA 4: Local Economic Development	1.4. Create a comfortable remote working environment and develop new economy skills	4_1_1_4_176	176. Number of Learnerships awarded	3.00%	117.00	4	N/A	N/A	2	2	Lead Schedule Signed agreements per learner
Corporate Services	KPA 4: Local Economic Development	1.4. Create a comfortable remote working environment and develop new economy skills	4_1_1_4_177	177. Number of external bursaries awarded	4.00%	45.00	40	N/A	N/A	40	N/A	Lead Schedule Requirements Proof of payments letters to the recipients
Corporate Services	KPA 5: Financial Viability and Management	1.2. Improve financial viability of the municipality	5_1_1_2_176	176. Percentage reduction in irregular expenditure in comparison to prior years	2.00%	New Indicator	25%	25%	25%	25%	25%	Lead Schedule Irregular Expenditure Report
Corporate Services	KPA 5: Financial Viability and Management	1.2. Improve financial viability of the municipality	5_1_1_2_178	178. Percentage of projects and infrastructure budget spent (Infrastructure)	2.00%	New Indicator	80.00%	20%	40%	60%	80.00%	Lead Schedule Monthly budget actuals for expenditure, Section 71 Reppo
Corporate Services	KPA 5: Financial Viability and Management	1.2. Improve financial viability of the municipality	5_1_1_2_180	180. Percentage spent on approved budget (Corp)	2.00%	50%	80%	N/A	N/A	N/A	80%	Lead Schedule Monthly budget actuals
Corporate Services	KPA 5: Financial Viability and Management	1.2. Improve financial viability of the municipality	5_1_1_2_181	181. Turnaround time to submit signed/authorised invoices to Finance for payment (Corp)	2.00%	1 Day	10 days	10 days	10 days	10 days	10 days	Lead Schedule Signed Invoices, Proof of submission
Corporate Services	KPA 5: Financial Viability and Management	1.2. Improve financial viability of the municipality	5_1_1_2_182	182. Compliant Corporate Services budget adjustment submitted to Finance in terms of all legislated requirements	1.00%	0.00	1 (By end January)	N/A	N/A	1	N/A	Lead Schedule Adjustment budget submission
Corporate Services	KPA 6: Good Governance and Public Participation	1.1. Improve the governance of the Municipality	6_1_1_1_183	183. Percentage of disciplinary actions carried out on matters reported to HRM	3.00%	100%	100%	100%	100%	100%	100%	Lead Schedule Request & report from Directorate, Letters of appointment for Presiding Officers & Prosecutors
Corporate Services	KPA 6: Good Governance and Public Participation	1.1. Improve the governance of the Municipality	6_1_1_1_184	184. Percentage progress in implementation of employee records	3.00%	New Indicator	30%	5% (initiating with OHS on the process)	5% (Loading of employee records)	10% (Loading of employee records)	10%	Lead Schedule Print Screenshot
Corporate Services	KPA 6: Good Governance and Public Participation	1.1. Improve the governance of the Municipality	6_1_1_1_185	185. Number of Ward Committee Action Plans developed	2.00%	New Indicator	10	10	N/A	N/A	N/A	Lead Schedule Ward Committee Resolution Matrix
Corporate Services	KPA 6: Good Governance and Public Participation	1.1. Improve the governance of the Municipality	6_1_1_1_186	186. Number of Council meetings held (in a financial year)	4.00%	12	4	1	1	1	1	Lead Schedule Agenda, Minutes of Meetings, Attendance Registers, Communication from the Speaker
Corporate Services	KPA 6: Good Governance and Public Participation	1.1. Improve the governance of the Municipality	6_1_1_1_187	187. Number of files disposed to the Provincial Archives repository	2.00%	New Indicator	100	N/A	N/A	N/A	50	Lead Schedule Memorandum to DSRAC
Corporate Services	KPA 6: Good Governance and Public Participation	1.1. Improve the governance of the Municipality	6_1_1_1_188	188. Number of files transferred to the Provincial Archives repository	2.00%	New Indicator	100	N/A	N/A	N/A	50	Lead Schedule Memorandum to DSRAC
Corporate Services	KPA 6: Good Governance and Public Participation	2.4. Mainstream vulnerable groups into our growing society	6_2_2_4_189	189. Number of assessments conducted to determine suitability of accessibility of municipal buildings to accommodate elderly and persons with disabilities	1.00%	New Indicator	1	1	N/A	N/A	N/A	Lead Schedule Assessment Report

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ANNEXURE B
PERSONAL DEVELOPMENT PLAN

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TOPIC	SKILL REQUIRED / PERFORMANCE GAP	OUTCOME EXPECTED (WHAT WILL I ACHIEVE)	STATUS	COMPLETION DATE (DEADLINE)	PRIORITY	NAME OF MANAGER	MODE OF DELIVERY	SUGGESTED TRAINING/LEARNING	SUGGESTED TIME FRAME	WORK OPPORTUNITY CREATED TO PRACTICE SKILL DEVELOPMENT AREA	SUPPORT PERSON	COMPETENCY
Project management	Project manager	Implement, coordinate and evaluate project within corporate services	Ongoing	To be completed by March 2025	Normal	Adv. Rolly Dumezweni	Self-study	Training on Project management by Rhodes or any other recognised institution	3-6 months	Increase capacity of management projects in an adequate manner	MM and service provider	Project management
Financial management for non-finance manager	Financial management	To be able to facilitate budget process and monitor spending trends	Ongoing	To be completed by February 2025	High	Adv. Rolly Dumezweni	Self-study	Short course	5 days a month	Accurate budgeting for the department	MM and service provider	Financial management
Human Resource Development	Human resource	Enable me to pursue the passion of adding value to Ndabamba municipality	3 to 2 yrs	To be completed by 2025	High	Adv. Rolly Dumezweni	Self-study	Masters programme of labour law / human resources masters / honours programme (Unisa/NMU)	2 years theory	Make difference / positive impact to the municipality	MM and institution of higher learning	Human resource
Policy / by-laws development	Policy development	To be able to develop policies and by-laws in line with relevant legislation	Ongoing	To be completed by April 2026	Medium	Adv. Rolly Dumezweni	Self-study	Training / workshop on policy development	5 days to 1 year between any reasonable time	Review and develop institutional policies for implementation	MM and service provider	Development of policy
Counselling expertise	Counselling	Control emotions of employees	Ongoing	To be completed by July 2026	High	Adv. Rolly Dumezweni	Self-study	Counselling	3 months - 1 year	Provide employee wellness to employee where necessary	MM and service provider	Counselling
Human Resources and Policy development	Human resource	Revising new understanding and updates on HR	Ongoing	To be completed by 2027	High	Adv. Rolly Dumezweni	Self-study	HR degree	3yrs	Improve on new mechanisms	MM and the institution of high learning	Human resource


 Ms L. Maneli-Payi
 Director: Corporate Services


 Adv. R. Dumezweni
 Municipal Manager



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OPEN NDLAMBE COUNCIL MEETING
HELD ON FRIDAY, 30 AUGUST 2024

**REPORT DATED 21 AUGUST 2024 FROM THE
MUNICIPAL MANAGER TO COUNCIL - ILLEGAL
OCCUPYING OF PUBLIC OPEN SPACE AT
CENTENARY PARK**

ANNEXURE C.21



NDLAMBE MUNICIPALITY

Port Alfred

☒ 13, Port Alfred 6170
☎ (046) 624 1140
☎ Fax: (046) 624 2669
✉ portalfred@ndlambe.gov.za
🌐 <http://www.ndlambe.co.za>

RESOLUTION

**MINUTES OF A CONFIDENTIAL NDLAMBE COUNCIL MEETING HELD ON
THURSDAY, 28 MARCH 2024 AT 10H00 IN THE COUNCIL CHAMBERS,
CAMPBELL STREET, PORT ALFRED.**

NCM006/03/2024

**REPORT DATED 19 MARCH 2024 FROM THE MUNICIPAL MANAGER TO
COUNCIL: – ILLEGAL OCCUPYING OF PUBLIC OPEN SPACE AT CENTENARY
PARK**

COUNCIL RESOLVED

THAT the item/matter on the Illegal occupation of the public open space at Centenary Park BE REFERRED to the Office of the Speaker for further investigation before Council resolve on the matter.

Signature : Date : 19/08/2024

OPEN NDLAMBE COUNCIL MEETING

HELD ON FRIDAY, 30 AUGUST 2024

**REPORT DATED 22 AUGUST 2024 FROM THE
MUNICIPAL MANAGER TO COUNCIL:
DETERMINATION OF UPPER LIMITS OF
SALARIES, ALLOWANCES AND BENEFITS OF
DIFFERENT MEMBERS OF MUNICIPAL COUNCILS
FOR THE 2023/24 2024/25 FINANCIAL YEAR:
NOT FOR IMPLEMENTATION**

ANNEXURE C.22

Enquiries: Michael Chauke
Tel: (012)-369-8000
Fax: (012) -369-8001
E-mail: mchauke@salga.org.za



Physical:
Block B, Menlyn Corporate Park,
175 Corobay Ave, Waterkloof
Glen Ext II, PRETORIA 0181
Postal: PO Box 2094,
PRETORIA 0001

CIRCULAR 19/2024

FROM : CHIEF EXECUTIVE OFFICER

TO : SALGA PROVINCIAL CHAIRPERSONS
EXECUTIVE MAYORS / MAYORS
SPEAKERS
CHIEF WHIPS
MUNICIPAL MANAGERS

CC : PROVINCIAL DIRECTORS OF OPERATIONS
CHIEF OFFICERS

DATE : 19 AUGUST 2024

DETERMINATION OF UPPER LIMITS OF SALARIES, ALLOWANCES AND BENEFITS OF DIFFERENT MEMBERS OF MUNICIPAL COUNCILS FOR THE 2023/24 2024/25 FINANCIAL YEAR

NOT FOR IMPLEMENTATION

1. PURPOSE OF THE CIRCULAR

The purpose of this circular is to:

- a) Notify and consult municipalities on the Draft Notice on the Determination of Upper Limits of Salaries, Allowances and Benefits of Different Members of Municipal Councils for the 20223/224 and 2024/25 Financial Years;
- b) Request municipalities to submit written comments on the draft Notice.

2. BACKGROUND AND CONTEXT

In terms of Section 219(1) and (5) of the Constitution, read with Section 8(4) of the Independent Commission for the Remuneration of Public Office Bearers (Commission Act), the Independent Commission for the Remuneration of Public Office Bearers ("the Commission") is mandated to make annual recommendations relating to the salaries and/or upper limits of the salaries, allowances, benefits and the resources (tools of trade) required by the Public Office Bearers (POBs) that will enable them to perform their duties effectively.

Further, Section 7 of the Remuneration of Public Office Bearers Act, 1998 empowers the Minister responsible for local government to determine the upper limits of salaries of different members of Municipal Councils by notice in the gazette after consultation with the Member of Executive Council (MECs) responsible for local government in each province and after, inter alia, taking into consideration the recommendations of the Commission.

Considering that the Commission is at the final phase of completing its major review of the remuneration of POBs. It is considered that implementation of the entire structural changes are not possible in the current economic climate and fiscal constraints. These will require prior consideration by the National Treasury and acceptance of the recommendations by the President.

Therefore, regarding the attached draft Notice on the Determination of Upper Limits of Salaries, Allowances and Benefits of Different Members of Municipal Councils for the 2023/24 and 2024/25 Financial Years, municipalities are persuaded to submit written comments on the draft notice of the Minister.

The draft Notice envisages the following key aspects:

- In the main, the Commission recommends an annual increase of **3.0% for the 2023/24 and 2.5% for the 2024/25** which is the board yearly salary adjustment of different members of Municipal Councils for the respective financial years. Further, note that the increments are already factored in the applicable tables of the notice.
- Increase in the bands for population by 19.8% in line with the 2021 Census results;
- Upper limits of the annual total remuneration packages of full-time Councillors;
- Upper limit of annual total remuneration package or allowance in respect of appointed Councillors;
- Upper limit of allowance in respect of Councillors serving in the governance and intergovernmental structures of organised local government;
- Upper limits of allowances of the full-time and part-time Councillors;
- Out-of-pocket expenses;
- Upper limits of cell phone and data allowances for Councillors;
- Upper limits of pension, provident or retirement annuity fund contributions and medical benefits of Councillors;
- Special risk cover;
- Tools of trade;
- Capacity building; and
- Overpayment

In terms of the draft notice, SALGA deems it necessary to continue to lobby for municipalities and further proposes the following key issues:

- Public Office Bearers in local government ought to be remunerated in line with other Public – Office Bearers at National and Provincial Governments;
- All councillors ought to be full-time due to the nature of their work; and
- That capacity building programmes for Councillors should include formal tertiary education where funds are available, and this must be in line with their requirements as Councillors.

Further to the above, “as directed by the National Conference held in 2022, SALGA and COGTA will jointly engage with the Commission that the following key elements must be reviewed and re-considered by the Commission in finalizing the review of remuneration of Councillors:-

- (i) Grades 1 – 3 municipalities must receive the same remuneration, regardless of revenue and population;
- (ii) The highest-earning councillor (Grade 6 Mayor) should be benchmarked against Deputy Speakers of Provincial Legislatures or MECs;
- (iii) De-link the grades and salaries from municipal revenue and population;
- (iv) The concurrence process by MECs should be reviewed;
- (iv) Compulsory Pension and Medical Aid benefits, provided that it does not result in additional cost to councillors;
- (v) The extension of the Section 8 (1)(d) Public Office Bearers Allowance to Councillors;
- (vi) Funding models should be reviewed to address the challenges of struggling rural and peri-urban municipalities; and
- (viii) A more responsive Gratuity, equitably similar to national and provincial Public Office Bearers (POB)".

2.1 KEY FEATURES OF THE NOTICE

Amongst the provisions of the Notice are the following:

1. Percentage increase as recommended by the Commission (3.0% and 2.50% respectively);
2. Increase of the sitting allowance to R,1214.885 per day;
3. Cellphone allowance not exceeding R3400.00 per month in accordance with the applicable municipal council policy;
4. Mobile data bundles not exceeding R300 per month;
4. The Executive Mayor, Mayor, Speaker and Whip are entitled to two bodyguards per shift of three. Deviation from the norm may only be based on the recommendations of the South African Police Service (In line with the provisions of the notice, the stated POBs may make use of municipal-owned vehicles subject to the applicable municipal policy).

In the event there is a risk the municipal council must:

- (i) Determine a threat and risk.
- (ii) Provide security.
- (iii) Comply with section 9 of the Basic Conditions of Employment Act No. 75 of 1997.
- (iv) Exercise financial prudence.

All other councillors are subject to a threat risk analysis conducted by the South African Police Service.

In addition to the above proposals by SALGA, municipalities are further encouraged to submit written comments on any other matters not covered by the gazette relating to the salaries and/or upper limits of the salaries, allowances, benefits, and resources required by the POBs.

Given the urgency of this matter, we are urging municipalities to ensure that their written comments on the draft attached Notice are submitted on or before **Monday, 26 August 2024** for the attention of **Mr Michael Chauke** at **SALGA National Office** via email at **mchauke@salga.org.za**

Any questions regarding the implementation of the upper limits should be directed to Provincial Executive Officers of SALGA at provincial offices or to **Lance Joel** (ljoel@salga.org.za) [(012) 369- 8000 / 082 908 3335] or **Mr Michael Chauke** at SALGA National Office (mchauke@salga.org.za) [(012) 369-8000 / 072 553 5587]

Kindly note that this draft Notice is NOT FOR IMPLEMENTATION by municipalities, but FOR COMMENT. Implementation may only proceed once the Minister has published the

Final Notice. SALGA will issue municipalities with a further communiqué to guide the implementation of the final notice.

Yours faithfully,



SITHOLE MBANGA
CHIEF EXECUTIVE OFFICER

**DRAFT: FOR 2023/2024 FINANCIAL YEAR
GOVERNMENT NOTICE**

DEPARTMENT OF COOPERATIVE GOVERNANCE

**REMUNERATION OF PUBLIC OFFICE BEARERS ACT, 1998
(ACT NO. 20 OF 1998)**

**DETERMINATION OF UPPER LIMITS OF SALARIES, ALLOWANCES AND
BENEFITS OF DIFFERENT MEMBERS OF MUNICIPAL COUNCILS**

Under the powers vested in me by sections 7(1), 8(5)(a) and 9(5)(a) of the *Remuneration of Public Office-bearers Act, 1998* (Act No. 20 of 1998), I, Thembisile Phumelele Nkadameng, Minister of Cooperative Governance and Traditional Affairs, hereby –

- (a) after consultation with the member of the Executive Council responsible for local government in each province; and
- (b) after taking into consideration the matters listed in paragraphs (a) to (i) of section 7(1) of the Act,

determine the upper limits of the salaries, allowances and benefits of the different members of municipal councils as set out in the Schedule.

**VELENKOSINI HLABISA, MP
MINISTER OF COOPERATIVE GOVERNANCE AND TRADITIONAL AFFAIRS**

SCHEDULE

PREAMBLE

The salary and allowances of a councillor is determined by that municipal council by resolution of a supporting vote of the majority of its members, in consultation with the member of the Executive Council responsible for local government in each province, having regard to the upper limits as set out hereunder, the financial year of a municipality and affordability of municipality to pay within the different grades of the remuneration of councillors, including the austerity measures as approved by national Cabinet.

For purposes of implementation of this Government Notice, "In consultation with" means that a municipal council must obtain concurrence of the MEC for local government prior to the implementation of the provisions of this Notice.

1. Definitions

In this Schedule, unless the context indicates otherwise, a word or phrase to which a meaning has been assigned in the *Remuneration of Public Office-bearers Act, 1998* (Act No. 20 of 1998) (hereinafter referred to as "the Act") and the *Local Government: Municipal Structures Act, 1998* (Act No. 117 of 1998) (hereinafter referred to as "the Structures Act"), has that meaning and –

"basic salary" means the salary component of a councillor that excludes a travel allowance as provided in item (9)(1), housing allowance as provided in item 9(2), the municipal contribution to a pension fund as provided in item 13(1) and municipal contribution to a medical aid scheme as provided in item 13(2);

"capacity building programmes" means short training courses or programmes as provided for in the education, training and development policy of council, including training conducted by national departments, associated government agencies and SETAs, provincial departments, municipalities and organised local government through institutions of higher learning and Further Education and Training Colleges.

"full-time councillor" means a councillor who has been elected or appointed to an office which has been designated as full-time in terms of section 18(4) of the Structures Act;

"grade" in relation to this Notice means the grade of municipal council as determined in terms of item 4;

"MEC" means the member of the Executive Council of a province responsible for local government in the province;

"oversight committee" means a committee of the municipal council established in terms of section 79 or 79A of the Structures Act;

"part-time councillor" means a councillor other than a full-time councillor;

"pension fund" means any fund established and registered in terms of, and subject to, any law governing the registration and control of pension funds in the Republic of South Africa and to which an office bearer contributes or any pension scheme approved by Parliament for such office bearers;

"SETAs" means the Sector Education and Training Authorities established in terms of section 9 of the *Skills Development Act, 1998* (Act No. 97 of 1998);

"special risk cover" means an insurance cover, provided to a councillor by the municipality, which covers the loss of or damage to a councillor's personal immovable or moveable property and assets, excluding property used by such councillor for business purposes, as well as life and disability cover, for any loss or damage caused by riot, civil unrest, strike or public disorder;

"tools of trade" means the resources provided by a municipal council to a councillor to enable such councillor to discharge his or her duties in the most efficient and effective manner, and at all times remain the assets of the municipality concerned;

"total municipal income" means gross income in respect of a metropolitan, local or district municipality based on actual income received as stated in the cash flow statement of the audited financial statements of that municipality for the 2022/ 23 financial year. The gross income for the municipality will include the following:

- rates on property;
- fees for services rendered by the municipality, or on its behalf by a municipal entity;
- surcharges;
- other authorised taxes;
- levies and duties;
- income from fines for traffic offences and contravention of municipal by-laws or legislation assigned to the local sphere of government;
- regional services council replacement grant for district municipalities;
- interest earned on invested funds other than national and provincial conditional grants;
- rental for the use of municipal movable or immovable property; and
- amounts received as agent for other spheres of government.

The gross income excludes the following:

- transfers and / or grants from the national fiscus and provincial fiscus, with the exception of regional services council replacement grant for district municipalities; and
- all value added tax (VAT) refunds.

"total population" means the official statistics of the population residing in the area of jurisdiction of a metropolitan, district or local municipality, as determined by the Statistician-General for the 2022 Census, in terms of section 14(7) of the *Statistics Act*, 1999 (Act No. 6 of 1999); and

"total remuneration package" means the total cost to a municipality of a basic salary component, a motor vehicle allowance as provided in item 9(1), housing allowance as provided in item 9(2), the municipal contribution to a pension, provident or retirement annuity fund as provided in item 13(1) and municipal contribution to a medical aid scheme as provided in item 13(2) to a councillor in a municipal financial year.

2. Allocation of number of points for total municipal income

The number of points allocated for the total municipal income of a municipality is as follows:

TOTAL MUNICIPAL INCOME		NUMBER OF POINTS
R 0	- R 10,691,400	8.33
R 10,691,401	- R 53,457,000	16.67
R 53,457,001	- R 213,828,000	25.00
R 213,828,000	- R 1,603,710,000	33.33
R 1,603,710,000	- R 2,138,280,000	41.67
More than R 2,138,280,000		50.00

3. Allocation of number of points for total population

The number of points allocated for the total population within a municipality, is as follows:

TOTAL POPULATION		NUMBER OF POINTS
0	- 73 857	8.33
73 858	- 123 833	16.67
123 834	- 309 583	25.00
309 584	- 681 083	33.33
681 084	- 2 229 001	41.67
More than 2 229 001		50.00

4. Determination of grade of municipal council

(1) The sum of the number of points allocated to a municipal council in terms of items 2 and 3 of the Notice, determines the grade of such municipal council as follows:

GRADE OF MUNICIPAL COUNCIL	POINTS
1	0 to 16.66
2	16.67 to 33.33
3	33.34 to 50.00
4	50.01 to 66.67
5	66.68 to 83.35
6	83.36 and above

5. Upper limits of the annual total remuneration packages of full-time councillors

The upper limits of the annual total remuneration packages of full-time councillors are as follows:

GRADE	TOTAL REMUNERATION PACKAGE			
	EXECUTIVE MAYOR OR MAYOR	SPEAKER, DEPUTY EXECUTIVE MAYOR OR DEPUTY MAYOR	MEMBER OF THE EXECUTIVE COMMITTEE OR MAYORAL COMMITTEE, WHIP OR CHAIRPERSON OF A SUBCOUNCIL	CHAIRPERSON OF A SECTION 79 COMMITTEE
6	1,546,392	1,248,890	1,176,440	1,141,930
5	1,152,968	922,371	864,725	839,360
4	984,310	787,454	738,571	716,583
3	947,990	758,393	710 995	696,710
2	887,651	710,122	672,077	652,364
1	861,780	695,995	652,493	633,353

6. Upper limit of annual total remuneration package or allowance in respect of appointed councillors

(1) A councillor appointed to a district council in terms of section 23(1)(b) of the Structures Act, may be paid the upper limit of the total remuneration package or allowance as follows:

- (a) If a councillor is elected or appointed as speaker, mayor, executive mayor, member of a mayoral committee, member of an executive committee, chairperson of a section 79 committee or part-time member of a district council, such councillor is entitled to an amount equal to the difference between the total remuneration package that a councillor receives as a member of the local council and the total remuneration package allocated to that office in the district council in terms of items 5, 6, 7, 8, 9, 10, 11 and 12, as the case may be.
- (b) If the total remuneration package payable to a councillor as a member of the local council is equal to or higher than the total remuneration package that an appointed councillor to the district council receives, such a councillor is, in addition to the total remuneration package received at the local council, entitled to a sitting allowance not exceeding R 1,214,885 Provided that this allowance is limited to R 1,214,885 R ~~1,179,50~~ per day, regardless of the number of meetings of the district council or committees of that council that are attended by such councillor on a specific day.

(2) A district municipality is responsible for –

- (a) the payment of the remuneration or the allowance referred to in sub-item (1);
- (b) the reimbursement of travel expenses not exceeding the applicable tariffs prescribed by the national department responsible for transport for the use of privately-owned vehicles incurred by a councillor for the execution of official duties on behalf of that district municipality, in terms of that district council's policy; and

- (c) the payment of cell phone expenses not exceeding 50% of the applicable allowances as prescribed under item 11 incurred by a part-time councillor for the execution of official duties on behalf of that district municipality, in terms of that district council's policy.

7. Upper limit of allowance in respect of councillors serving in the governance and intergovernmental structures of organised local government

- (1) (a) A councillor designated by organised local government to serve in a governance structure of organised local government must, in addition to the total remuneration package applicable to that councillor, be paid an allowance not exceeding R 1,214,885 per sitting and actual attendance of any meeting: Provided that the allowance is limited to R 1,214,885 per day, irrespective of the number of meetings attended by such councillor on a specific day.
- (b) A councillor designated by organised local government to represent organised local government at any intergovernmental structure, including national and provincial executive authorities, must in addition to the total remuneration package applicable to that councillor, be paid an allowance not exceeding R 1,214,885 per sitting and actual attendance of such structure: Provided that the allowance is limited to R 1,214,885 per day, irrespective of the number of attendances by such councillor on a specific day.
- (2) Organised local government is responsible for –
- (a) the payment of the allowance referred to in sub-item (1);
- (b) the payment of accommodation expenses incurred for attending a meeting of governance and intergovernmental structures in terms of applicable organised local government policy; and
- (c) reimbursement of travel expenses, not exceeding the applicable tariffs prescribed by the national department responsible of transport for the use of privately-owned vehicles, incurred by a councillor for attending a meeting of governance and intergovernmental structures.

8. Upper limits of the annual total remuneration packages of part-time councillors

The upper limits of the annual total remuneration packages of part-time councillors are as follows:

GRADE	TOTAL REMUNERATION PACKAGE				
	EXECUTIVE MAYOR OR MAYOR	SPEAKER, DEPUTY EXECUTIVE MAYOR OR DEPUTY MAYOR	MEMBER OF THE EXECUTIVE COMMITTEE OR MAYORAL COMMITTEE OR WHIP	CHAIRPERSON OF SECTION 79 COMMITTEE	OTHER PART-TIME MEMBERS

6	866,811	733,286	656,300	637,048	579,132
5	643,205	514,565	482,405	468,251	364,243
4	549,122	439,306	411,841	399,761	311,501
3	528,856	423,048	396,649	385,005	299,994
2	495,192	396,153	371,396	360,501	280,910
1	480,763	384,609	360,574	349,995	274,404

9. Upper limits of allowances of full-time and part-time councillors

The upper limits of allowances of full-time and part-time councillors, that constitute part of the annual total remuneration package, are as follows:

(1) Motor vehicle and travel allowance

- (a) A councillor listed in item 5 and 8 of this Notice may, in line with applicable legislation, structure his or her basic salary to provide for motor vehicle allowance.
- (b) If a councillor structures a vehicle allowance, the councillor must provide proof of ownership of a private vehicle to the municipality and have the vehicle available for official duties.
- (c) A councillor who uses a privately-owned vehicle for execution of official duties on behalf of the municipality, may be reimbursed for official kilometres travelled, in addition to the total remuneration package of a councillor as determined in terms of items 5 and 8 of the Notice, not exceeding the applicable tariffs as prescribed by the national department responsible for transport and in terms of the municipal council's policy.
- (d) A councillor who utilises a privately-owned vehicle for official purposes must, for purpose of claiming kilometres travelled, keep a travel logbook containing the following information relating to actual official and private kilometres travelled per month as may be determined from time to time by the South African Revenue Service:
 - (i) Date of travel;
 - (ii) Kilometres travelled; and
 - (iii) Travel details (i.e. reason for the trip, duration of trip and place from and place to).
- (e) A councillor may, in exceptional circumstances and upon good cause shown, and with the approval of the Mayor or Speaker, utilise the municipal-owned vehicle for official purposes: Provided that the municipal council must, in line with applicable legislation and approved municipal council policy, exercise prudent financial management to ensure that the provision of motor vehicle does not undermine the need to prioritise service delivery and sustain a viable municipality.
- (f) If a councillor uses a municipal-owned motor vehicle for official purposes, such councillor will not be reimbursed for kilometres travelled.

(2) Housing allowance

A councillor may structure his or her salary to provide for housing allowance as part of the total remuneration package.

10. Out of pocket expenses

A councillor may, in addition to the total remuneration package, be reimbursed for reasonable and actual out of pocket expenses incurred during the execution of official or ceremonial duties, in accordance with the applicable municipal council policy.

11. Upper limits of cell phone allowance for councillors

A councillor may, in addition to the annual total remuneration packages provided for in terms of items 5 and 8 respectively, be paid a cell phone allowance not exceeding R3400.00 per month in accordance with the applicable municipal council policy.

12. Upper limits of mobile data bundles for councillors

A councillor may, in addition to the annual total remuneration packages provided for in terms of items 5 and 8 respectively, be paid an allowance on the use of data bundles not exceeding R300 per month.

13. Upper limits of pension, provident or retirement annuity fund contributions and medical benefits of councillors

(1) Pension, provident or retirement annuity contributions

(a) A councillor may participate in a pension, provident or retirement annuity fund registered in terms of the Pension Fund Act, 1956 (Act No. 24 of 1956).

(b) If a councillor elects to participate in a pension, provident or retirement annuity fund, the municipal council must deduct from that councillor's salary, the monthly contributions and pay the contributions to a pension, provident or retirement annuity fund to which the councillor is a member in accordance with the rules of such pension, provident or retirement annuity fund. The contributions by the municipal council and the councillor are included in the total remuneration package as a total cost to the municipality.

(2) Medical Aid Scheme

(a) A councillor may participate in a medical aid scheme registered in terms of the Medical Schemes Act, 1998 (Act No. 131 of 1998).

(b) If a councillor elects to participate in a medical aid scheme, the municipal council must deduct from that councillor's salary, the monthly contributions and pay the contributions to a medical aid scheme to which the councillor is a member in accordance with the rules of such medical aid scheme. The contributions by the municipal council and the councillor are included in the total remuneration package as a total cost to the municipality.

14. Special risk cover

(1) A municipality must, in addition to the annual total remuneration packages as provided in items 5 and 8 respectively, take out risk insurance cover, to provide for an insurance cover, provided to a councillor by the municipality, which covers the loss of or damage to a councillor's personal immovable or moveable property and assets, excluding

property used by such councillor for business purposes, as well as life and disability cover, for any loss or damage caused by riot, civil unrest, strike or public disorder. The special risk insurance on residential property will be limited to R1, 5 million while on vehicles it is limited to R750 000. The life and disability insurance cover is limited to 2 times the total remuneration package of a councillor.

(2) In the event where the residential property of a councillor was damaged or destroyed as a result of riot, civil unrest, strike or public disorder, the municipality may, subject to affordability, provide alternative accommodation to the affected councillor, for a period of 30 days from the date of such an incident.

(3) Notwithstanding sub-item (2), the municipal council may, on good cause shown, provide alternative accommodation for a further period not exceeding 30 days.

(4) A councillor is obliged to submit to the municipality details of property, assets and beneficiaries to be covered by the special risk insurance upon request. A councillor who fails to submit the required details referred to herein will forfeit the benefits associated with the special risk insurance cover.

(5) If a councillor already belongs to another special risk cover, such councillor must declare to the municipality the details of property, assets and beneficiaries to be covered by the special risk insurance.

15. Tools of trade

(1) A municipal council may extend the following tools of trade to a councillor:

	TOOLS OF TRADE	APPLICABLE TO:
(a)	Braille reader	All visually impaired councillors.
(b)	Office space and furniture; Parking bay; Business cards; Calculators; Letter-heads; Stationery; Toner cartridges; Diaries; Postage costs; Office telephone; and Appropriate mobile technology and multi-digital office (excluding cell phones and mobile data card as per item 10 and 11), including facsimile, printer, photocopier and scanner.	Full-time councillors, part-time executive mayors or mayor, part-time deputy executive mayors or deputy mayors, part-time speakers, part-time members of mayoral committee or members of executive committee, part-time chairpersons of section 79 committees, and whips.
(c)	Laptop or tablet	All councillors.
(d)	Official accommodation and furniture where it currently exists	Full-time Executive Mayors or Mayors
(e)	Business cards; Calculators; Letter-heads; Stationery; and Diaries.	Part-time councillors and the usage must comply with policy directives of the municipality.
(f)	Postage costs; Office telephone; and	Part-time councillors to have access to these tools of trade at the municipal offices.

	TOOLS OF TRADE	APPLICABLE TO:
	Multi-digital office, facsimile, printer, photocopier and scanner.	
(g)	Personal security	Executive Mayor, Mayor, Speaker and Whip are entitled to two bodyguards. Deviation from the norm may only be based on the recommendations of the South African Police Service. In the event there is a risk the municipal council must: (i) Determine a threat and risk. (ii) Provide security. (iii) Comply with section 9 of the Basic Conditions of Employment Act No. 75 of 1997. (iv) Exercise financial prudence. All councillors, subject to a threat and risk analysis conducted by the South African Police Service.

(2) If a municipal council makes available tools of trade in terms of sub-item (1), such a municipal council must take into account accessibility, affordability and cost control, equity, flexibility, simplicity, transparency, accountability and value of tools of trade.

(3) The tools of trade must be insured by the council with the exception of sub-item (1)(g).

(4) The application of sub-item (1) is subject to concurrence by the MEC for local government in the province.

16. Capacity building

(1) Every council must develop and adopt a policy to provide for education, training and development of councillors.

(2) Council must make provision in its budget for education, training and development of councillors, which must remain valid for the tenure of office of that council.

(3) A training programme must take into consideration-

(a) the capacity needs of a councillor to fulfil individual councillor's statutory obligations; and

(b) affordability by a municipality.

17. Overpayment

(1) Any remuneration paid to a councillor of a municipality otherwise than in accordance with section 167(1) of the *Local Government: Municipal Finance Management Act, 2003* (Act No. 53 of 2003) including any bonus, bursary, loan, advance or other benefit, is an irregular expenditure and a municipality –

(a) must recover that remuneration from the councillor concerned; and

- (b) may not write-off any expenditure incurred by the municipality in paying or giving that remuneration.

(2) The MEC must report to the Minister –

- (a) any transgression of subsection (1); and
- (b) any non-compliance with this Notice.

18. Information to be submitted to the Minister

(1) A municipal council must submit to the MEC responsible for local government under whose jurisdiction it falls, within 30 days from the date of publication of this Notice on an official letterhead of the municipality, signed by the executive mayor or mayor, a report containing the following information in respect of its serving councillors for the 2023/ 24 financial year.

- (a) Total number of councillors;
- (b) Designation;
- (c) Part-time or full-time;
- (d) Name of incumbent;
- (e) Gender;
- (f) Total municipal income;
- (g) Total population;
- (h) Grading of municipal council;
- (i) Date concurrence granted by the MEC;
- (j) Total remuneration package;
- (k) Total budget for personal security; and
- (l) Any allowance(s) payable to a councillor.

(2) Upon receipt of the information referred to in sub-item 1, the MEC must analyse the information for correctness and completeness and submit a consolidated report to the Minister within 60 days from the date of publication of this Notice.

19. Transitional measures

(1) If a municipal council has no audited financial statements for 2022/ 23 financial year by the date of publication of this Notice, the audited financial statements for the 2021/ 22 financial year shall apply.

(2) If the grading of a municipal council is lower than the current grade of the municipal council as determined in terms of this Notice, a councillor –

- (a) who is in office as at 30 June 2023, will retain the total remuneration package as determined in terms of Government Notice No.38407, Government Gazette No. 49142 of 18 August 2023; and
- (b) such councillor is entitled to the applicable cost of living adjustment;
- (c) provided that the data used by the municipal council for determination of the grade of a municipal council is correct.

(3) Item 15(1)(g) of Notice on upper limits of the salaries, allowances and benefits of the different members of municipal councils has been amended as follows effective from the date of publication of this Notice:

(g)	Personal security	Executive Mayor, Mayor, Speaker and Whip are entitled to two bodyguards. Deviation from the norm may only be based on the recommendations of the South African Police Service. In the event there is a risk the municipal council must: (v) Determine a threat and risk. (vi) Provide security. (vii) Comply with section 9 of the Basic Conditions of Employment Act No. 75 of 1997. (viii) Exercise financial prudence. All councillors, subject to a threat and risk analysis conducted by the South African Police Service.

(4) This Notice replaces Government Gazette No. 49142 of 18 August 2023

20. Short title and commencement

This Notice is called the Determination of Upper Limits of Salaries, Allowances and Benefits of Different Members of Municipal Councils and takes effect from 1 July 2023.

DRAFT: FOR 2024/2025 FINANCIAL YEAR
GOVERNMENT NOTICE

DEPARTMENT OF COOPERATIVE GOVERNANCE

REMUNERATION OF PUBLIC OFFICE BEARERS ACT, 1998
(ACT NO. 20 OF 1998)

**DETERMINATION OF UPPER LIMITS OF SALARIES, ALLOWANCES AND
BENEFITS OF DIFFERENT MEMBERS OF MUNICIPAL COUNCILS**

Under the powers vested in me by sections 7(1), 8(5)(a) and 9(5)(a) of the *Remuneration of Public Office-bearers Act, 1998 (Act No. 20 of 1998)*, I, Thembisile Phumelele Nkadameng, Minister of Cooperative Governance and Traditional Affairs, hereby –

- (a) after consultation with the member of the Executive Council responsible for local government in each province; and
- (b) after taking into consideration the matters listed in paragraphs (a) to (i) of section 7(1) of the Act,

determine the upper limits of the salaries, allowances and benefits of the different members of municipal councils as set out in the Schedule.

VELENKOSINI HLABISA, MP
MINISTER OF COOPERATIVE GOVERNANCE AND TRADITIONAL AFFAIRS

SCHEDULE

PREAMBLE

The salary and allowances of a councillor is determined by that municipal council by resolution of a supporting vote of the majority of its members, in consultation with the member of the Executive Council responsible for local government in each province, having regard to the upper limits as set out hereunder, the financial year of a municipality and affordability of municipality to pay within the different grades of the remuneration of councillors, including the austerity measures as approved by national Cabinet.

For purposes of implementation of this Government Notice, "In consultation with" means that a municipal council must obtain concurrence of the MEC for local government prior to the implementation of the provisions of this Notice.

1. Definitions

In this Schedule, unless the context indicates otherwise, a word or phrase to which a meaning has been assigned in the *Remuneration of Public Office-bearers Act, 1998* (Act No. 20 of 1998) (hereinafter referred to as "the Act") and the *Local Government: Municipal Structures Act, 1998* (Act No. 117 of 1998) (hereinafter referred to as "the Structures Act"), has that meaning and –

"basic salary" means the salary component of a councillor that excludes a travel allowance as provided in item 9(1), housing allowance as provided in item 9(2), the municipal contribution to a pension fund as provided in item 13(1) and municipal contribution to a medical aid scheme as provided in item 13(2);

"capacity building programmes" means short training courses or programmes as provided for in the education, training and development policy of council, including training conducted by national departments, associated government agencies and SETAs, provincial departments, municipalities and organised local government through institutions of higher learning and Further Education and Training Colleges.

"full-time councillor" means a councillor who has been elected or appointed to an office which has been designated as full-time in terms of section 18(4) of the Structures Act;

"grade" in relation to this Notice means the grade of municipal council as determined in terms of item 4;

"MEC" means the member of the Executive Council of a province responsible for local government in the province;

"oversight committee" means a committee of the municipal council established in terms of section 79 or 79A of the Structures Act;

"part-time councillor" means a councillor other than a full-time councillor;

"pension fund" means any fund established and registered in terms of, and subject to, any law governing the registration and control of pension funds in the Republic of South Africa and to which an office bearer contributes or any pension scheme approved by Parliament for such office bearers;

"SETAs" means the Sector Education and Training Authorities established in terms of section 9 of the *Skills Development Act*, 1998 (Act No. 97 of 1998);

"special risk cover" means an insurance cover, provided to a councillor by the municipality, which covers the loss of or damage to a councillor's personal immovable or moveable property and assets, excluding property used by such councillor for business purposes, as well as life and disability cover, for any loss or damage caused by riot, civil unrest, strike or public disorder;

"tools of trade" means the resources provided by a municipal council to a councillor to enable such councillor to discharge his or her duties in the most efficient and effective manner, and at all times remain the assets of the municipality concerned;

"total municipal income" means gross income in respect of a metropolitan, local or district municipality based on actual income received as stated in the cash flow statement of the audited financial statements of that municipality for the 2024/ 2025 financial year. The gross income for the municipality will include the following:

- rates on property;
- fees for services rendered by the municipality, or on its behalf by a municipal entity;
- surcharges;
- other authorised taxes;
- levies and duties;
- income from fines for traffic offences and contravention of municipal by-laws or legislation assigned to the local sphere of government;
- regional services council replacement grant for district municipalities;
- interest earned on invested funds other than national and provincial conditional grants;
- rental for the use of municipal movable or immovable property; and
- amounts received as agent for other spheres of government.

The gross income excludes the following:

- transfers and / or grants from the national fiscus and provincial fiscus, with the exception of regional services council replacement grant for district municipalities; and
- all value added tax (VAT) refunds.

"total population" means the official statistics of the population residing in the area of jurisdiction of a metropolitan, district or local municipality, as determined by the Statistician-General for the 2022 Census, in terms of section 14(7) of the *Statistics Act*, 1999 (Act No. 6 of 1999); and

"total remuneration package" means the total cost to a municipality of a basic salary component, a motor vehicle allowance as provided in item 9(1), housing allowance as provided in item 9(2), the municipal contribution to a pension, provident or retirement annuity fund as provided in item 13(1) and municipal contribution to a medical aid scheme as provided in item 13(2) to a councillor in a municipal financial year.

2. Allocation of number of points for total municipal income

The number of points allocated for the total municipal income of a municipality is as follows:

TOTAL MUNICIPAL INCOME			NUMBER OF POINTS
R0	-	R10,958,685	8.33
R10,958,686	-	R54,793,425	16.67
R54,793,426	-	R219,173,700	25.00
R219,173,701	-	R1,643,802,750	33.33
R1,643,802,751	-	R2,191,737,000	41.67
More than R2,191,737,000			50.00

3. Allocation of number of points for total population

The number of points allocated for the total population within a municipality, is as follows:

TOTAL POPULATION			NUMBER OF POINTS
0	-	73 857	8.33
73 858	-	123 833 403 800	16.67
123 834	-	309 583	25.00
309 584	-	681 083	33.33
681 084	-	2 229 001	41.67
More than 2 229 001			50.00

4. Determination of grade of municipal council

(1) The sum of the number of points allocated to a municipal council in terms of items 2 and 3 of the Notice, determines the grade of such municipal council as follows:

GRADE OF MUNICIPAL COUNCIL	POINTS
1	0 to 16.66
2	16.67 to 33.33
3	33.34 to 50.00
4	50.01 to 66.67
5	66.68 to 83.35
6	83.36 and above

5. Upper limits of the annual total remuneration packages of full-time councillors

The upper limits of the annual total remuneration packages of full-time councillors are as follows:

GRADE	TOTAL REMUNERATION PACKAGE			
	EXECUTIVE MAYOR OR MAYOR	SPEAKER, DEPUTY EXECUTIVE MAYOR OR DEPUTY MAYOR	MEMBER OF THE EXECUTIVE COMMITTEE OR MAYORAL COMMITTEE, WHIP OR CHAIRPERSON OF A SUBCOUNCIL	CHAIRPERSON OF A SECTION 79 COMMITTEE
6	R1,585,052	R1,280,112	R1,205,851	R1,170,478
5	R1,181,792	R945,430	R886,343	R860,344
4	R1,008,918	R807,140	R757,035	R734,498
3	R971,690	R777,353	R728,770	R714,128
2	R909,842	R727,875	R688,879	R668,673
1	R883,325	R713,395	R668,805	R649,187

6. Upper limit of annual total remuneration package or allowance in respect of appointed councillors

(1) A councillor appointed to a district council in terms of section 23(1)(b) of the Structures Act, may be paid the upper limit of the total remuneration package or allowance as follows:

- (a) If a councillor is elected or appointed as speaker, mayor, executive mayor, member of a mayoral committee, member of an executive committee, chairperson of a section 79 committee or part-time member of a district council, such councillor is entitled to an amount equal to the difference between the total remuneration package that a councillor receives as a member of the local council and the total remuneration package allocated to that office in the district council in terms of items 5, 6, 7, 8, 9, 10, 11 and 12, as the case may be.
- (b) If the total remuneration package payable to a councillor as a member of the local council is equal to or higher than the total remuneration package that an appointed councillor to the district council receives, such a councillor is, in addition to the total remuneration package received at the local council, entitled to a sitting allowance not exceeding R1,245,257: Provided that this allowance is limited to R1,245,257 per day, regardless of the number of meetings of the district council or committees of that council that are attended by such councillor on a specific day.

(2) A district municipality is responsible for –

- (a) the payment of the remuneration or the allowance referred to in sub-item (1);
- (b) the reimbursement of travel expenses not exceeding the applicable tariffs prescribed by the national department responsible for transport for the use of privately-owned vehicles incurred by a councillor for the execution of official duties on behalf of that district municipality, in terms of that district council's policy; and
- (c) the payment of cell phone expenses not exceeding 50% of the applicable allowances as prescribed under item 11 incurred by a part-time councillor for the execution of official duties on behalf of that district municipality, in terms of that district council's policy.

7. Upper limit of allowance in respect of councillors serving in the governance and intergovernmental structures of organised local government

- (1) (a) A councillor designated by organised local government to serve in a governance structure of organised local government must, in addition to the total remuneration package applicable to that councillor, be paid an allowance not exceeding R1,245,257 per sitting and actual attendance of any meeting: Provided that the allowance is limited to R1,245,257 per day, irrespective of the number of meetings attended by such councillor on a specific day.
- (b) A councillor designated by organised local government to represent organised local government at any intergovernmental structure, including national and provincial executive authorities, must in addition to the total remuneration package applicable to that councillor, be paid an allowance not exceeding R1,245,257 per sitting and actual attendance of such structure: Provided that the allowance is limited to R 1, R1,245,257 per day, irrespective of the number of attendances by such councillor on a specific day.

(2) Organised local government is responsible for –

- (a) the payment of the allowance referred to in sub-item (1);
- (b) the payment of accommodation expenses incurred for attending a meeting of governance and intergovernmental structures in terms of applicable organised local government policy; and
- (c) reimbursement of travel expenses, not exceeding the applicable tariffs prescribed by the national department responsible of transport for the use of privately-owned vehicles, incurred by a councillor for attending a meeting of governance and intergovernmental structures.

8. Upper limits of the annual total remuneration packages of part-time councillors

The upper limits of the annual total remuneration packages of part-time councillors are as follows:

GRADE	TOTAL REMUNERATION PACKAGE				
	EXECUTIVE MAYOR OR MAYOR	SPEAKER, DEPUTY EXECUTIVE MAYOR OR DEPUTY MAYOR	MEMBER OF THE EXECUTIVE COMMITTEE OR MAYORAL COMMITTEE OR WHIP	CHAIRPERSON OF SECTION 79 COMMITTEE	OTHER PART-TIME MEMBERS
6	R888,481	R751,618	R672,708	R652,974	R593,610
5	R659,285	R527,429	R494,465	R479,957	R373,349
4	R562,850	R450,289	R422,137	R409,755	R319,289
3	R542,077	R433,624	R406,565	R394,630	R307,494
2	R507,572	R406,057	R380,681	R369,514	R287,933
1	R492,782	R394,224	R369,588	R358,745	R281,264

9. Upper limits of allowances of full-time and part-time councillors

The upper limits of allowances of full-time and part-time councillors, that constitute part of the annual total remuneration package, are as follows:

(1) Motor vehicle and travel allowance

- (a) A councillor listed in item 5 and 8 of this Notice may, in line with applicable legislation, structure his or her basic salary to provide for motor vehicle allowance.
- (b) If a councillor structures a vehicle allowance, the councillor must provide proof of ownership of a private vehicle to the municipality and have the vehicle available for official duties.
- (c) A councillor who uses a privately-owned vehicle for execution of official duties on behalf of the municipality, may be reimbursed for official kilometres travelled, in addition to the total remuneration package of a councillor as determined in terms of items 5 and 8 of the Notice, not exceeding the applicable tariffs as prescribed by the national department responsible for transport and in terms of the municipal council's policy.
- (d) A councillor who utilises a privately-owned vehicle for official purposes must, for purpose of claiming kilometres travelled, keep a travel logbook containing the following information relating to actual official and private kilometres travelled per month as may be determined from time to time by the South African Revenue Service:

- (i) Date of travel;
 - (ii) Kilometres travelled; and
 - (iii) Travel details (i.e. reason for the trip, duration of trip and place from and place to).
 - (e) A councillor may, in exceptional circumstances and upon good cause shown, and with the approval of the Mayor or Speaker, utilise the municipal-owned vehicle for official purposes: Provided that the municipal council must, in line with applicable legislation and approved municipal council policy, exercise prudent financial management to ensure that the provision of motor vehicle does not undermine the need to prioritise service delivery and sustain a viable municipality.
 - (f) If a councillor uses a municipal-owned motor vehicle for official purposes, such councillor will not be reimbursed for kilometres travelled.
- (2) Housing allowance

A councillor may structure his or her salary to provide for housing allowance as part of the total remuneration package.

10. Out of pocket expenses

A councillor may, in addition to the total remuneration package, be reimbursed for reasonable and actual out of pocket expenses incurred during the execution of official or ceremonial duties, in accordance with the applicable municipal council policy.

11. Upper limits of cell phone allowance for councillors

A councillor may, in addition to the annual total remuneration packages provided for in terms of items 5 and 8 respectively, be paid a cell phone allowance not exceeding R3400.00 per month in accordance with the applicable municipal council policy.

12. Upper limits of mobile data bundles for councillors

A councillor may, in addition to the annual total remuneration packages provided for in terms of items 5 and 8 respectively, be paid an allowance on the use of data bundles not exceeding R300 per month.

13. Upper limits of pension, provident or retirement annuity fund contributions and medical benefits of councillors

- (1) Pension, provident or retirement annuity contributions
- (a) A councillor may participate in a pension, provident or retirement annuity fund registered in terms of the Pension Fund Act, 1956 (Act No. 24 of 1956).

- (b) If a councillor elects to participate in a pension, provident or retirement annuity fund, the municipal council must deduct from that councillor's salary, the monthly contributions and pay the contributions to a pension, provident or retirement annuity fund to which the councillor is a member in accordance with the rules of such pension, provident or retirement annuity fund. The contributions by the municipal council and the councillor are included in the total remuneration package as a total cost to the municipality.

(2) Medical Aid Scheme

- (a) A councillor may participate in a medical aid scheme registered in terms of the Medical Schemes Act, 1998 (Act No. 131 of 1998).
- (b) If a councillor elects to participate in a medical aid scheme, the municipal council must deduct from that councillor's salary, the monthly contributions and pay the contributions to a medical aid scheme to which the councillor is a member in accordance with the rules of such medical aid scheme. The contributions by the municipal council and the councillor are included in the total remuneration package as a total cost to the municipality.

14. Special risk cover

(1) A municipality must, in addition to the annual total remuneration packages as provided in items 5 and 8 respectively, take out risk insurance cover, to provide for an insurance cover, provided to a councillor by the municipality, which covers the loss of or damage to a councillor's personal immovable or moveable property and assets, excluding property used by such councillor for business purposes, as well as life and disability cover, for any loss or damage caused by riot, civil unrest, strike or public disorder. The special risk insurance on residential property will be limited to R1, 5 million while on vehicles it is limited to R750 000. The life and disability insurance cover is limited to 2 times the total remuneration package of a councillor.

(2) In the event where the residential property of a councillor was damaged or destroyed as a result of riot, civil unrest, strike or public disorder, the municipality may, subject to affordability, provide alternative accommodation to the affected councillor, for a period of 30 days from the date of such an incident.

(3) Notwithstanding sub-item (2), the municipal council may, on good cause shown, provide alternative accommodation for a further period not exceeding 30 days.

(4) A councillor is obliged to submit to the municipality details of property, assets and beneficiaries to be covered by the special risk insurance upon request. A councillor who fails to submit the required details referred to herein will forfeit the benefits associated with the special risk insurance cover.

(5) If a councillor already belongs to another special risk cover, such councillor must declare to the municipality the details of property, assets and beneficiaries to be covered by the special risk insurance.

15. Tools of trade

(1) A municipal council may extend the following tools of trade to a councillor:

	TOOLS OF TRADE	APPLICABLE TO:
(a)	Braille reader	All visually impaired councillors.
(b)	Office space and furniture; Parking bay; Business cards; Calculators; Letter-heads; Stationery; Toner cartridges; Diaries; Postage costs; Office telephone; and Appropriate mobile technology and multi-digital office (excluding cell phones and mobile data card as per item 10 and 11), including facsimile, printer, photocopier and scanner.	Full-time councillors, part-time executive mayors or mayor, part-time deputy executive mayors or deputy mayors, part-time speakers, part-time members of mayoral committee or members of executive committee, part-time chairpersons of section 79 committees, and whips.
(c)	Laptop or tablet	All councillors.
(d)	Official accommodation and furniture where it currently exists	Full-time Executive Mayors or Mayors
(e)	Business cards; Calculators; Letter-heads; Stationery; and Diaries.	Part-time councillors and the usage must comply with policy directives of the municipality.
(f)	Postage costs; Office telephone; and Multi-digital office, facsimile, printer, photocopier and scanner.	Part-time councillors to have access to these tools of trade at the municipal offices.
(g)	Personal security	Executive Mayor, Mayor, Speaker and Whip are entitled to two bodyguards per shift of three. Deviation from the norm may only be based on the recommendations of the South African Police Service. In the event there is a risk the municipal council must: (i) Determine a threat and risk. (ii) Provide security. (iii) Comply with section 9 of the Basic Conditions of Employment Act No. 75 of 1997.

	TOOLS OF TRADE	APPLICABLE TO:
		(iv) Exercise financial prudent.
		All councillors, subject to a threat and risk analysis conducted by the South African Police Service.

(2) If a municipal council makes available tools of trade in terms of sub-item (1), such a municipal council must take into account accessibility, affordability and cost control, equity, flexibility, simplicity, transparency, accountability and value of tools of trade.

(3) The tools of trade must be insured by the council with the exception of sub-item (1)(g).

(4) The application of sub-item (1) is subject to concurrence by the MEC for local government in the province.

16. Capacity building

(1) Every council must develop and adopt a policy to provide for education, training and development of councillors.

(2) Council must make provision in its budget for education, training and development of councillors, which must remain valid for the tenure of office of that council.

(3) A training programme must take into consideration-

- (a) the capacity needs of a councillor to fulfil individual councillor's statutory obligations; and
- (b) affordability by a municipality.

17. Overpayment

(1) Any remuneration paid to a councillor of a municipality otherwise than in accordance with section 167(1) of the *Local Government: Municipal Finance Management Act, 2003* (Act No. 53 of 2003) including any bonus, bursary, loan, advance or other benefit, is an irregular expenditure and a municipality –

- (a) must recover that remuneration from the councillor concerned; and
- (b) may not write-off any expenditure incurred by the municipality in paying or giving that remuneration.

(2) The MEC must report to the Minister –

- (a) any transgression of subsection (1); and

- (b) any non-compliance with this Notice.

18. Information to be submitted to the Minister

(1) A municipal council must submit to the MEC responsible for local government under whose jurisdiction it falls, within 30 days from the date of publication of this Notice on an official letterhead of the municipality, signed by the executive mayor or mayor, a report containing the following information in respect of its serving councillors for the 2024/ 25 financial year.:

- (a) Total number of councillors;
- (b) Designation;
- (c) Part-time or full-time;
- (d) Name of incumbent;
- (e) Gender;
- (f) Total municipal income;
- (g) Total population;
- (h) Grading of municipal council;
- (i) Date concurrence granted by the MEC;
- (j) Total remuneration package;
- (k) Total budget for personal security; and
- (l) Any allowance(s) payable to a councillor.

(2) Upon receipt of the information referred to in sub-item 1, the MEC must analyse the information for correctness and completeness and submit a consolidated report to the Minister within 60 days from the date of publication of this Notice..

19. Transitional measures

(1) If a municipal council has no audited financial statements for 2023/ 24 financial year by the date of publication of this Notice, the audited financial statements for the 2022/ 23 financial year shall apply.

(2) If the grading of a municipal council is lower than the current grade of the municipal council as determined in terms of this Notice, a councillor –

- (a) who is in office as at 30 June 2024, will retain the total remuneration package as determined in terms of Government Notice No.38407, Government Gazette No. 49142 of 18 August 2023; and
- (b) such councillor is entitled to the applicable cost of living adjustment:

Provided that the data used by the municipal council for determination of the grade of a municipal council is correct.

- (3) This Notice replaces Government Gazette No. 49142 of 18 August 2023 and

20. Short title and commencement

This Notice is called the Determination of Upper Limits of Salaries, Allowances and Benefits of Different Members of Municipal Councils and takes effect from 1 July 2024.