KOUKAMMA LOCAL MUNICIPALITY

FIRST DRAFT ANNUAL REPORT: 2020/21

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ABBREVIATIONS

AIDS – Acquired Immune Deficiency Syndrome

ANC - African National Congress

A- G – Auditor _ General

CDW – Community Development Worker

CLO - Community Liaison Officer

CSTR – Centre for Small Town Regeneration

CFO - Chief Operations Officer

CoGTA- Cooperative Governance and Traditional Affairs

DA - Democratic Alliance

DM – District Municipality

DLTC –Driving License Testing Centre

DLA - Department of Land Affairs

DoE – Department of Energy

DWA – Department of Water Affairs

DeDea – Department of Economic Development, Environmental Affairs and Tourism

DRDRL – Department of Rural Development and Land Reform

EIA – Environmental Impact Assessment

Fe - High iron

GCIS – Government Communications and Information Systems

GDP- Gross Domestic Product

GIS – Geographic Information Systems

GRAP – Generally Recognised Accounting Practices

GVA – Gross Value Add

HH -Household

HIV – Human Immunodeficiency Virus

HR – Human Resource

ICT –Information Communication Technology

IDP –Integrated Development Plan

IGR – Intergovernmental Relations

IOD – Injury on Duty

LM - Local Municipality

MD – Maximum Demand

MEC – Member of Executive Committee

MFMA – Municipal Finance Management Act

MISA - Municipal infrastructure Support Agencies

MIG - Municipal Infrastructure Grant

MM – Municipal Manager

MN - Manganese

MPAC – Municipal Public Accounts Committee

MPT – Municipal Planning Tribunal

MTO – Mountain – to- Ocean Forestry

MVR – Motor Vehicle Registration

NHLS – National Health Laboratory Services

NMD – National Maximum Demand

NYS - National Youth Support

O & M – Operations and Maintenance

PDMS – Provincial Disaster Management System

PMS – Performance Management System

PR – Proportional Representation

RIMS – Road Incident Management System

RBIG – Regional Bulk Infrastructure Grant

SALGA –South African Local Government Association

SALGBC – South African Local Government Bargaining Council

SANS – South African National Standards

SBDM – Sarah Baartman District Municipality

SDBIP – Service Delivery Budget Implementation Plan

SDF – Spatial Development Framework

SPLUMA - Spatial Land Use Management Act

SCM – Supply Chain Management

TMT- Traffic Management Team

WSA-Water Service Authority

WSIG – Water Service Infrastructure Grant

WSP – Water Service Provider

ZSR - Zoning Scheme Regulation

Chapter 1: Mayor's foreword and Executive Summary

1.1. Mayor's Foreword

1.2. Executive Summary

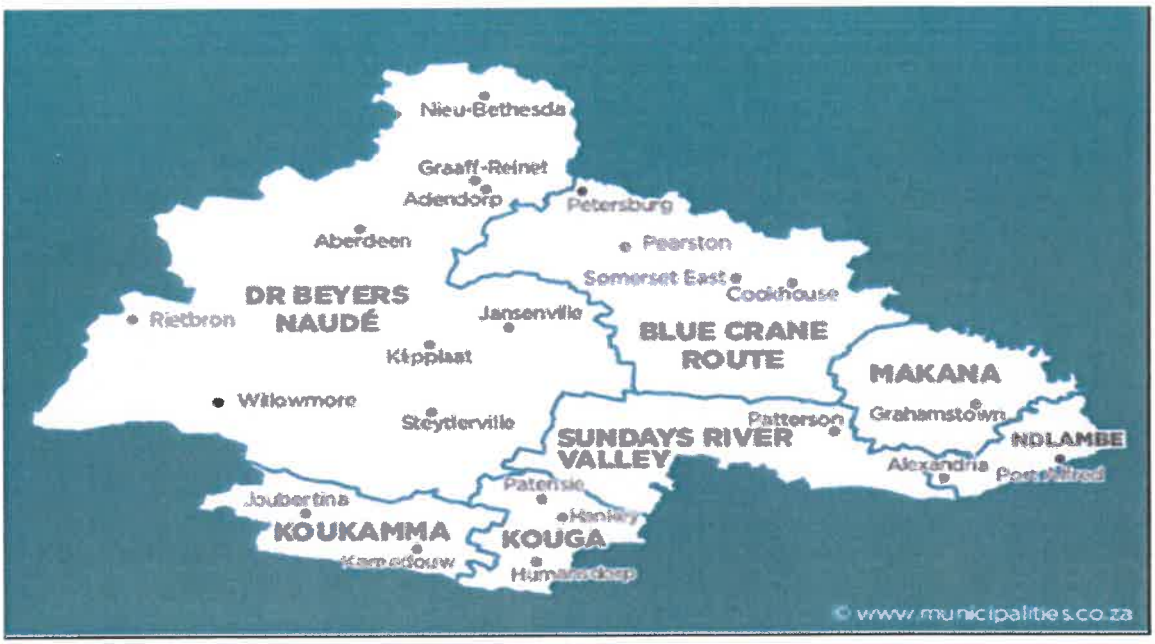
1.3. Municipal Overview

Geographical Profile of Koukamma

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

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

MAP OF SARAH BAARTMAN DISTRICT MUNICIPALITY



Socio - Economic Profile

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

fynbos; with deep river that gorges cleft the plateau as they make way down to the sea, creating spectacular waterfalls and deep kloof.

Koukamma is huge in forestry and timber industry as that contributes to the domestic economy through job creation, capital investment and in global economy through export sales. Along its coastal belt, a fishery catchment zone exists adjacent to the stunning and classic golf estate which is also in close proximity to the tourism attraction site in Eerste Rivier.

MAP OF KOUKAMMA MUNICIPALITY

Demographic Profile

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

In relation to the Census statistics of 2011, Koukamma had 50.2% males and 49.8% females. Of those population estimates of 2011, blacks were estimated as 30.6%, coloureds – 59.8%, whites- 8.2% and Indians at 0.3%. The most spoken language is Afrikaans at 73.5%, followed by IsiXhosa at 19.9% and English at 2.5%. From ages 20 years and older, 10.3 had completed primary school education, 40.2% secondary school education, 17.6% have completed matric and 3.9% had some form of higher education.

Chapter 2: Good Governance and Public Participation

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

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

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

Component A: Political and Administrative Governance

2.1. Political Governance Structure

Koukamma Municipality is a plenary executive system combined with a ward participatory system as category B, Grade 1. There are only two (2) political parties which forms the municipal Council and these are: the African National Congress (ANC) and the Democratic Alliance (DA). The municipality have eleven (11) Councillors of which six (6) Councillors of the eleven (11) are Ward Councillors and five (5) are Proportional Representatives (PR).

After the election of 3 August 2016, new Councillors were elected six (6) for the ANC and five (5) for the DA and were inaugurated on the 18 August 2016; the list is detailed below:

No	Name and Surname	Position	Party Represented
1.	Samuel Vuso	Mayor	ANC
2.	Fuzile Jan Yake	Chief Whip Ward 4	ANC
3.	Jessie Plaatjies	Ward Councillor 1	ANC
4.	Fundiswa Herman	Ward Councillor 3	ANC
5.	Graham Goliath	Ward Councillor 5	ANC

6.	Hester Pullen	Ward Councillor 6	ANC
7.	Francois Strydom	PR Councillor	DA
8.	James Krige	PR Councillor	DA
9.	Cecilia Reeders	PR Councillor (passed away) replaced by Clr Warren Plaatjies	DA
10.	Kerneels Smit	PR Councillor	DA
11.	Julian Jansen	Ward 2	DA

During 2020/21, Councillor Cecilia passed away on the 18 November 2020 and was replaced by Councillor Warren Plaatjies who was sworn in on the 21 January 2021. Five (5) of the abovementioned Councillors had other responsibilities despite being Ward Councillors and they are also Portfolio Councillors representing the following directorates:

Name & Surname	Ward	Portfolio	Other responsibility
Fuzile Yake	4	Finance	ANC Chief Whip
Jessica Plaatjies	1	Corporate Services	LLF Deputy Chairperson & HRD Chairperson
Hester Pullen	6	Technical Services	MPAC Chairperson
Graham Goliath	5	Community Services	None
Fundiswa Herman	3	Local Economic Development	None

Councillor Kerneels Smit who is the PR Councillor for the DA is also a Chief Whip of the DA.

2.1. Administrative Governance Structure

During the 2020/21 financial year the administrative structure in relation to section 56 and 57 was as follows:

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

Since the Council has taken a decision in 2017/18 financial year, to merge the two service delivery directorates, that is Social and Community Services and Technical Services into single directorate called Technical and Community Services Directorate, there is much improvement in the delivery of services. Although serving two directorates is very strenuous as each directorate is unique and have its own challenges.

After the death of Mr Mogammat Rockman on the 8 October 2019, the Council experience a struggle to get a suitable candidate as a result the position was advertised three times. Koukamma Local Municipality is the smallest municipality in the Eastern Cape Region, it is very difficult to attract highly skilled personnel; resulting in taking longer to fill the position. After advertising the position three times, the Council managed to get a suitable candidate only in July 2020.

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

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

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

The municipality has appointed one hundred and sixty six (166) permanent employees, sixteen (16) contract workers and forty (40) Expanded Public Works Programme (EPWP) workers. There are four directorates in the institution namely, Finance with twenty nine (29) employees, Corporate Services with nineteen (20) employees, Technical and Community Services with hundred and eight (108) employees, Local Economic Development and Tourism with two (2) employees.

As the Municipal Manager is the head of administration, his office is also entrusted with other functions such as Internal Audit, Performance Management System, Integrated Planning and Development, Communications, Public Participation, Local Economic Development and Tourism and Special Programmes Unit. The office of the Municipal Manager has seven (7) employees. The organogram was reviewed in March and was approved by Council on the 28 May 2021.

These directorates are aligned to the five development priorities of the Provincial Government.

Component B: Intergovernmental Relations

2.3. Intergovernmental Relations

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

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

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

The following meetings were held during 2020/21 financial year.

Structure	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	Apr	May	June
Provincial Command Council					15	20	10		28			27
Political Munimec			25		24 & 27				16			16
Speakers Forum			18				29			28	20	11
District Command Council		27	10	22 & 8				25 & 11			25	
Mayor's Forum											14, 20 & 26	

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

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

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

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

The Mayor had one (1) intergovernmental relations meeting during 2020/21 financial year. The structure plays a bigger role in shaping the policy and the resource allocation. Various departments and parastatals, such as SANRAL had contributed in the upliftment of Koukamma area by paving alongside the road.

Component C: Public accountability and participation

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

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

The function of public participation resides mainly in the Office of the Speaker, and the Speaker with the Public Participation Officer develops a programme indicating that when they are going to conduct the community outreach programmes. These programmes deals with issues such as what the municipality had achieved the previous years and what the municipality intends to achieve moving forward. The Speaker is expected to chair the Ward Councillors meetings which must be held monthly or quarterly depending on the matters brought by Ward Councillors to the Speaker. The Speaker is supposed to establish the Moral Regeneration Movement, which deals with religious leaders and other structures such as the Residential Association.

The Mayor/Speaker launched a newsletter as a tool to communicate programmes and projects with communities for Koukamma Municipality in 2016 but after the resignation of the Communication Co-ordinator the newsletter is no longer in existence. During the year under review the Speaker/Mayor had public participation meeting when the IDP and Budget was reviewed and communities had the opportunity to discuss issues pertaining to budget and IDP.

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

2.4. Public Meetings

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

Date of the meeting	Area	Venue	Time
18 May 2021	Coldstream	Community Hall	10:00

Due to Covid 19 meeting could not be held in all areas as a matter of fact the above meeting only invited the IDP Representatives Forum to comply with the Disaster Management Act, which relates to Health and Safety Regulations.

2.5. IDP participation and Alignment

The Municipal Systems Act, 2000 requires that municipalities develop an IDP. Koukamma Local Municipality's IDP is premised from the Spatial Development Plan, linked to the Sarah Baartman District Municipality's IDP and also aligned to the National and Provincial framework directives. Section 26 of the Municipal Systems Act, 2000 has set a criterion for the institutions in order to check whether the IDP is aligned with public participation as follows:

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

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

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

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

Component D: Corporate Governance

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

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

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

During the 2020/21 financial year, Koukamma Municipality's Audit Committee and Municipal Public Accounts Committee (MPAC) had several meetings on the following dates, namely:

Committee	Date of Meeting	Quarter	Comment
Audit	27 Aug 2020	First	
Audit	15 Oct 2020	Second	
Audit	3 Dec 2020	Second	
Audit	8 March 2021	Third	
Audit	11 May 2021	Fourth	
MPAC	28 August 2020	First	
MPAC	14 Oct 2020	Second	
MPAC	5 March 2021	Third	
MPAC	20 April 2021	Fourth	

The Audit Committee and the MPAC are the Committees of Council which play an oversight role and therefore report to Council, advised and recommend to the Council on matters relating to unauthorised, irregular, fruitless & wasteful expenditure and

municipal performance. The Internal Audit unit and Audit Committee must support MPAC in its activities to ensure issues discussed are relevant, apply a consistent approach to matters, act within the legislative framework, raise and respond to matters to enable them to be addressed on a timely basis and support recommendations.

The Internal Audit is responsible to assist the municipality by ensuring that there are internal controls in place such as Standard Operating Procedure (SOP) and policies. During the 2020/21 financial year, the Internal Audit managed to develop an entity wide Risk Register and identify risks pertaining to municipal operations.

2.6. Risk Management

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

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

During 2020/21 financial year, Koukamma Municipality identified the following risks in the risk register:

Identified Risk	Mitigating factor	Intervention
Inability to collect revenue	A Revenue enhancement strategy was enacted.	Repair of faulty meters. Data cleansing Removal of tampered meters.
Inadequate economic development	Draft LED strategy was developed	The development of a comprehensive LED strategy approved by Council
Non-compliance with legislation and prescripts	Annual review of policies	Policies Workshop was convened with the Unions to create awareness amongst staff.
Potential for fraud and corruption	Draft Fraud and corruption strategy in place.	Workshop was held with Management on Fraud and corruption. Fraud Risk register was established.

Ineffective Information Communication technology	IT Policies IT Steering Committee in place. Disaster recovery strategy in place	IT Policies and Strategic Framework were reviewed. IT Steering Committee was established and is functional. IT Manager was appointed.
Political and administrative instability	Training of Councilors on their Oversight role. Strict adherence to the Rules of Order that govern meeting procedures	The MPAC Councillors were trained on their oversight role by CoGTA. With respect to the staff Performance Management Training was effected.
Natural disasters	Establishment of more boreholes. Upgrading of water treatment plants.	Development of water conservation strategy. Development of alternative water sources Development of fire breaks to address instances of veld fires. Conducting fire safety campaigns.
Unsound labour relations	LLF is functional. Review of membership of LLF	LLF members were provided with training on their roles and responsibilities. LL meetings were included in the Council approved Schedule of meetings. Virtual meetings were held when the situation dictated.
Possibility of staff being infected with Covid -19 virus.	Covid-19 Preparation Committee in place.	Covid-19 Champion appointed. Disaster Act regulations were strictly complied with the Municipal sites being Sanitized and the staff wearing face masks and sanitizing regularly. Covid-19 Task Team established to lead the process.

Lack of business continuity	Disaster Recovery Strategy in place. Cloud storage in place	Disaster recovery site not established
Poor performance of Contractors	SCM Regulation relating to contractor work performance. Project Manager in place.	Project Steering Committees were established for Projects. SCM regulations were strictly adhered to.
Irregular and wasteful expenditure	Monitoring of deviations. Draft UIFWE policy Procurement plans developed	Deviations are monitored and discouraged. Draft UIFWE developed but not approved by Council. Procurement plans being utilised.

The Internal Auditor was tasked with monitoring the implementation of the register on a quarterly basis and submitted regular progress reports to the Audit Committee. The Koukamma Municipality's departments were implementing the risk plan according to what is in the plan.

2.7. Anti-corruption and fraud

The Koukamma Local Municipality developed an Anti-Corruption and Prevention strategy/plan which was tabled and approved by Council on 30 January 2017. The Municipality also developed a Draft Whistle – blowing Policy although still a draft document. In line with the policy, the municipality had appointed a company to perform Internal Audit on a three (3) contract. During the 2020/21 financial year, the municipality convened a Fraud and Risk Workshop that related to the prevention of fraud and corruption. There is a procedure of reporting fraud and corruption and the Internal Audit is expected to investigate such occurrences. There are effective internal control in place such as policies, Internal Audit, Municipal Public Accounts Committee (MPAC) and the external stakeholders such as the Audit Committee and the Auditor – General which play an

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

The Internal Audit is responsible to assist the municipality by ensuring that there are internal controls in place such as Standard Operating Procedure (SOP) and policies. During the 2019/20

financial year, the Internal Audit managed to develop an entity wide Risk Register and identify risks pertaining to municipal operations.

2.8. Supply Chain Management

Koukamma Local Municipality had developed the Supply Chain Management policy which was approved by Council in 2017. The Supply Chain Management policy provides an effective system of demand management in order to ensure that the resources required to support the strategic and operational commitments of the municipality are delivered.

All three bid committees are functional except for the fact that the Bid Adjudication Committee (BAC) is not meeting the required standard of the Provincial Treasury as during 2019/20 and 2020/21 financial years; there were three (3) Directors only instead of four (4) as per the treasury requirement. This resulted in the Auditor- General having a finding in 2018/19 and 2019/20 financial year consecutively. Projects and expenditure will be outlined in the annual financial statements.

The table below will reflect the meeting held by the bid committees during 2020/21 financial year as well as the tender awarded.

Bid Committee	Schedule of meetings	No. of meeting held	Dates	Reason for postponement
Bid Evaluation	20 February 2020	1	20 February 2020	
Bid Adjudication	24 February 2020	3	09 March 2020, 10 March 2020 & 11 March 2020	
Bid Specification	18 February 2020	1	18 February 2020	members were unavailable
Bid Evaluation	25 May 2020	1	25 May 2020	
Bid Adjudication	05 June 2020	1		
Bid Specification	06 November 2020	1		members were unavailable
Bid Evaluation	29 June 2020	1	29 June 2020	
Bid Adjudication	29 June 2020	1	10 June 2020	
Bid Specification	26 August 2020	1	06 November 2020	members were unavailable
Bid Evaluation	25 November 2020	1	25 November 2020	
Bid Adjudication	27 November 2020	1	03 December 2020	
Bid Specification	10 September 2020	1	10 September 2020	members were unavailable
Bid Evaluation	08 October 2020	1	08 October 2020	
Bid Adjudication	14 October 2020	1	14 October 2020	
Bid Specification	20 October 2020	1	20 October 2020	
Bid Evaluation	09 December 2020	1	09 December 2020	
Bid Adjudication	17 December 2020	1	17 December 2020	
Bid Specification	20 October 2020	1	20 October 2020	
Bid Evaluation	10 December 2020	1	10 December 2020	
Bid Adjudication	17 December 2020	1	17 December 2020	
Bid Specification	12 November 2020	1	12 November 2020	
Bid Evaluation	21 January 2021	1	21 January 2021	
Bid Adjudication	25 January 2021	1	26 January 2021	
Bid Specification	12 November 2020	1	12 November 2020	members were unavailable
Bid Evaluation	21 January 2021	1	21 January 2021	
Bid Adjudication	25 January 2021	1	26 January 2021	
Bid Specification	04 March 2021	1	04 March 2021	members were unavailable
Bid Evaluation	29 March 2021	1	29 March 2021	

Bid Adjudication	01 April 2021	1	31 March 2021	
Bid Specification	17 March 2021	1	17 March 2021	members were unavailable
Bid Evaluation	12 April 2021	1	12 April 2021	
Bid Adjudication	14 April 2021	1	19 April 2021	
Bid Specification	15 April 2021	1	15 April 2021	members were unavailable
Bid Evaluation	14 May 2021	1	14 May 2021	
Bid Adjudication	03 June 2021	1	03 June 2021	
Bid Specification	18 May 2021	1	18 May 2021	
Bid Evaluation	15 June 2021	1	15 June 2021	
Bid Adjudication	12 June 2021	1	21 June 2021	
				members were unavailable

Description of the Project	Service Provider	Amount of the tender	Duration of the tender
Construction of Louterwater Multipurpose Centre	TTR Infrastructure	R9 711 845,85	12 months
Refurbishment of Woodlands & Sandrift Water Treatment Plant	Ntlama Civils (Pty) Ltd	R1 547 929,30	02 Months
Refurbishment of Kareedouw WWTW	JR Quality Projects (Pty) Ltd	R4 201 908,75	7 Months
Refurbishment of Misgund WWTW	Rudcor Engineering (Pty) Ltd	R1 047 650,00	05 Months
Refurbishment of Coldstream WWTW	JR Quality Projects (Pty) Ltd	R2 354 000,00	07 Months
Refurbishment of Twee Rivier WWTW	Razz Civils	R2 878 475,88	03 Months
Electrification of	VE Reticulation (Pty) Ltd	R5 233 214,15	06 Months

Ravinia, Krakeel and Louterwater over a period of three years			
Paving of Louterwater Internal Roads-Phase 1 (900M)	Hlulani Civils and Porciano Trading JV	R3 399 174,34	4 months
Conversion of existing library into council chamber	Erivision Pty Ltd	R793 247,00	4 months
Provision of short term insurance	Silverlake Trading 305 Pty Ltd	R643 427,00	36 Months
Paving of Louterwater internal roads-phase 2 (2,03km)	Mhlango JV	R8 997 318,89	4 months
Fencing of woodlands dumping site	Leteketa Construction Pty Ltd	R962 540,46	4 months
Refurbishment of Coldstream WWTW - Phase 2	JR Quality Projects (Pty) Ltd	R1 186 130,41	4 months
Construction of Stormsriver internal roads	Devomix Construction JV Envirotech Pty Ltd	R5 516 439,60	4 months
Paving of Woodlands Internal Roads	Sango Civils & Plant Hire Pty Ltd	R4 742 657,33	4 months
Paving of Louterwater Internal Roads	JR Quality Projects (Pty) Ltd	R3 580 671,05	4 months

Phase 1			
Supply and Installation of directional mikes & sound recording system for council chamber	Vox Telecommunications Pty Ltd	R171 181,28	4 months
Supply of digital cameras, related services and contravention management system as well as the provision of system for payments and the recording of traffic fines collected for a period of 3 years	Ultimate Traffic Solutions	R172,50	36 Months
Provision of internal audit services for a period of 3 years	Khulisa Business Consulting	R1 104 429,00	36 Months
The compilation of the valuation roll, supplementary valuation rolls and maintenance thereof for the financial year 01	CDV Waardeerders Pty Ltd	R1 094 580,00	60 Months

July 2022 - 30 June 2027			

2.9. By –Laws

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

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

By- Laws	Date advertised	Publication date	By – law Number	Date for Review
Aerodrome By-Law	13 Nov 2006	September 2011	493	30 November 2021
Community Fire Safety By-law	13 Nov 2006	September 2011	494	30 March 2022
Commonage	13 Nov 2006	September 2011	495	30 November 2021
Customer Care and Revenue By-law	13 Nov 2006	September 2011	496	31 January 2022
Electricity supply bylaw	13 Nov 2006	September 2011	497	14 January 2022
Fences and fencing by-law	13 Nov 2006	September 2011	498	30 November 2021
Funeral Parlours, Cemeteries and Crematoria By-law	13 Nov 2006	September 2011	499	30 May 2022
Impoundment of animals by-law	13 Nov 2006	September 2011	500	28 February 2022
Liquor Trading By-law	13 Nov 2006	September 2011	501	14 January 2022
Outdoor advertising and signage by-law	13 Nov 2006	September 2011	502	31 March 2022
Prevention of public nuisances and keeping of animals by-law	13 Nov 2006	September 2011	503	16 March 2022
Roads and traffic By-law	13 Nov 2006	September 2011	504	28 February 2022
Solid waste disposal By-law	13 Nov 2006	September 2011	505	15 April 2022

Sporting Facilities By law	13 Nov 2006	September 2011	506	31 May 2022
Storm water Management By-law	13 Nov 2006	September 2011	507	29 April 2022
Street trading By-law	13 Nov 2006	September 2011	508	29 April 2022
Water supply and sanitation by-law	13 Nov 2006	September 2011	509	30 June 2022
Public amenities by-law	13 Nov 2006	September 2011	510	30 June 2022
KKM Rates By law	6 May 2013	September 2011	511	28 February 2022
Municipal Health Service		September 2018		

As indicated in the table the review of the by-laws will be completed by 30 June 2022 and tabled to Council for approval and gazetted by the government printers

2.10 Websites

Section 75 (1) of the Municipal Finance Management Act, and Section 21B on the Municipal System's Act requires that each municipality must establish its own official website and place the information required to be made public for communities to enable them to obtain information as and when they need it.

The table below reflects the documents published on the website, the date in which they were published.

2.11. Public Satisfaction on municipal services

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

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

Koukamma Local Municipality has developed a template to conduct public satisfaction survey but has not conducted the survey in the 2020/21 financial year due to not having the Communication Co-ordinator. The objective of the survey is:

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

2.12. All Municipal Oversight Committees

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

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

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

2.12.1. Standing Committee

The Council has appointed five (5) standing committees to perform oversight responsibilities to ensure that the Council complies with legislation and does not allow maladministration, inefficiency, waste of resources and corrupt practices. The five (5) standing committees are as follows: of five (5) departments as follows:

- **Social and Community Services**

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

- **Technical and Infrastructure**

  Cllr H. Pullen Chairperson
  Cllr F. Yake
  Cllr J. Jansen

  Cllr B. Smit

  Cllr G.G.M. Goliath

- **Local Economic Development**

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

- **Corporate Services**

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

- **Finance Services**

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

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

2020/2021 STANDING COMMITTEES MEETINGS SCHEDULED DATES

Committees	Date 1	Date 2	Date 3	Date 4	Date 5	Date 6	Date 7	Date 8
LED	24 JULY 2020	29 AUG 2020	17 SEPT 2020	21 OCT 2020	20 NOV 2020	10 MARCH 2021	7 APRIL 2021	17 JUNE 2020
Social	24 JULY 2020	29 AUG 2020	17 SEPT 2020	21 OCT 2020	20 NOV 2020	10 MARCH 2021	7 APRIL 2021	17 JUNE 2020
Technical	24 JULY 2020	29 AUG 2020	17 SEPT 2020	21 OCT 2020	20 NOV 2020	10 MARCH 2021	7 APRIL 2021	17 JUNE 2020
Corporate	25 JULY 2020	30 AUG 2020	18 SEPT 2020	22OCT 2020	21 NOV 2020	11 MARCH 2021	8 APRIL 2020	18 JUNE 2020
Finance	25 JULY 2020	30 AUG 2020	18 SEPT 2020	22 OCT 2020	21 NOV 2020	11 MARCH 2021	8 APRIL 2020	18 JUNE 2020

2020/2021 STANDING COMMITTEES SEATING DATES

Committee	Date 1	Date 2	Date 3	Date 4	Date 5	Date 6
LED	28 SEPT 2020	26 OCT 2020	7 DEC 2020	17 FEB 2021	17 MARCH 2021	12 MAY 2021
Social	28 SEPT 2020	26 OCT 2020	7 DEC 2020	17 FEB 2021	17 MARCH 2021	12 MAY 2021
Technical	28 SEPT 2020	26 OCT 2020	7 DEC 2020	17 FEB 2021	17 MARCH 2021	12 MAY 2021
Corporate	29 SEPT 2020	27 OCT 2020	9 DEC 2020	18 FEB 2021	18 MARCH 2021	13 MAY 2021
Finance	29 SEPT 2020	27 OCT 2020	9 DEC 2020	18 FEB 2021	Meeting was postponed due to lack of quorum	13 MAY 2021

2.12.2. Municipal Public Accounts Committee (MPAC)

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

Cllr H.P. Pullen Chairperson

Cllr J. Plaatjies

Cllr F.J. Yake

Cllr F. Strydom

The Committee held four (4) meetings during 2020/21 financial year as detailed below:

28 August 2020

14 Oct 2020

5 March 2021

20 April 2021

2.12.3. Audit Committee

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

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

The King Code of Governance Principles and the King III Report on the Governance share the same sentiments by indicating that the Audit Committee have a vital role to ensure integrity of financial controls and integrated reporting, identifying and managing financial risks. The Company Act, No. 71 of 2008 had shared a different

view stating that the Audit Committee must enhance accountability and transparency. It is in this regard that the Municipal Council had appointed the three (3) members of the Audit Committee as follows:

Name & Surname	Designation	Date of appointment
Ms Ronel Shaw	Chairperson	01 January 2021 to 31 December 2023.
Mr Danie De Lange	Member	01 January 2021 to 31 December 2023.
Mr Sipho Tandani	Member	01 January 2021 to 31 December 2023.

The Audit Committee members appointed are not permanently employed at Koukamma Local Municipality but appointed on contractual basis of three (3) years to assist the Council on financial affairs of the municipality. They are expected to meet at least four (4) times a year. The committee convened four (4) times in the 2020/21 financial year as follows:

Scheduled Meetings	Actual seating
17 August 2020	27 Aug 2020
4 March 2021	15 Oct 2020
11 May 2021	3 Dec 2020
8 March 2021	8 March 2021
20 April 2021	20 April 2021

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

No	Indicator Name	Target set for the year	Achievement level during the year	Achievement % during the year
1.	% of ward committees established	6	5	90%
2.	% of ward committees that are functional	6	5	90%
3.	Existence of an effective system to monitor CDW's	The CDWs reported directly to Provincial CoGTA but submitting reports to the office of the Mayor.		
4.	Existence of an IGR Strategy	No strategy existed during the year of reporting		
5.	Effectiveness of IGR structural meetings	Due to Covid restrictions no formal IGR meetings could be held during the year under review.		
6.	Existence of an effective	The Strategy need to be reviewed with the assistance of COGTA		

	communication strategy			
7.	Number of Mayoral Imbizo's	4	1 IDP consultation session	25% due to Lock down crowd restrictions
8.	Existence of fraud and preventive mechanism	The policy was approved in January 2017 and A workshop on risk and fraud was facilitated by the Cooperative governance and Traditional affairs Department on 26 May 2021.		

CHAPTER 3: Basic Service Delivery Performance (Technical Department)

Component A: Basic Service Delivery

3.1. Water Service Delivery Strategy and key Role Players

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

Role Players

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

3.2. Level and Standard in water services

Area covered

The area within the WSA jurisdiction includes:

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

*According to statistics South Africa (census 2001 and 2011) population of Koukamma increased from 34438 to 40664. This represents an average of annual increase of 2.8%.

During 2019/20 financial year, Koukamma Municipality has completed the refurbishment of Kareedouw, Woodlands, Nompumelelo Village and Blikkiesdorp WTW through the funding received from Water Service Infrastructure Grant (WSIG). Koukamma Municipality is responsible for ensuring that the water provided to communities is safe for human consumption and adequate for domestic, industrial and all other human use.

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

The accepted limits for Fe in drinking water are <2000 for chronic and <300 aesthetically. While the accepted limits of Mn in drinking water are <400 for chronic and <100 aesthetically. Much of the existing water infrastructure is not adequately maintained and in many cases, it is malfunctioning. The municipality through the technical and infrastructure directorate strives to utilise the minimum available resources to ensure maintenance of the existing infrastructure.

Water service levels and number of Households

Water service level	**Estimated Households***
Piped water inside the dwelling/yard	9 917
Piped water from the communal standpipe	1056
Communities provided water with a tanker/without water supply system	60

*Numbers extracted from the Statistics South Africa report.

Blue Water Services Audit

The Department of Water and Sanitation did not conduct overall Blue Drop assessment for the year 19/20, and 2020/21. The Technical Department has undertaken suitable measures to ensure that the blue drop score improves from obtained previous score. Frequent sampling and reporting must be achieved to ensure proper assessment. Water safety plans must be developed and implemented. Although steps in the right direction have been taken, the Technical Department still faces challenges in meeting requirements due to:

- Water Treatment Works not functional and some partially functional
- No budget available for the necessary training needs for Process Controller
- Majority of Treatment Works are without office facilities and those with have been vandalised, which makes operational Monitoring non-existent.
- Out dated Water Service Development Plans

- Out dated Risk Assessment Plans
- No recording keep systems

Interventions

- Train process controllers for effective daily water quality control, sampling and testing techniques.
- Refurbishment and preventative maintenance of the Water Treatment infrastructure must be conducted.
- Improve compliance by following regulatory requirements.
- Development and implementation of effective operation and maintenance plan.
- Filling of critical posts required for effective O&M, i.e. process controllers, plumbers and general workers.
- Compile WDSP and RAP
- Improve in recode keeping strategies

3.4. Major challenges in water services

Koukamma Municipal area has been declared a water scarce area more specifically the Langkloof area. The statement is intensified by regular raw water supply shortages that were experienced at various systems within Koukamma and more specifically in Langkloof. Besides the scarcity of rain in the area, the situation is also exacerbated by competition with agricultural farmers that also use water for irrigation purposes. To aid the situation, the Department requested a 5000L water tanker from COGTA for a period of three (3) months to aid with water supply to disadvantaged communities since the Municipality does not have a water tanker.

Challenges per area:

Area	Challenge & Remedial action
Kareedouw	Major water leaks within the reticulation system, collapsed weir walls in Driekrone and Derdebos
Clarkson	High iron and manganese levels in borehole water results in frequent blockages within the treatment system rendering the treatment plant non-functional
Woodlands	Supplementary raw water source (borehole at the WTW) has collapsed.
Stormsriver	-Backup pumps for the river and quarry are required to allow the pumps to

	alternate and rest. -Repair/Replace dosing pumps -leaking final water storage reservoir
Joubertina	Treatment works in need of a full refurbishment, replacement of old asbestos water lines , repair bulk water supply line from the river, explore additional water storage and final water storage.
Louterwater	-Replace dosing pumps -Repair filters -Repair borehole pumps(4 * existing) - Explore sound protective against vandalism and theft of electrical components in boreholes.
Krakeel	-Treatment plant and pump station are under refurbishment, one additional boreholes have been drilling through RRU funding.
Misgund	New Water Treatment Plant and refurbish of existing final storage reservoir is under way, Through RBIG funding.

3.2. Sanitation

3.2.1. Sanitation delivery strategy and main role players

Sanitation is a specialised function which strives to provide households and businesses with well-maintained and appropriate systems for safe disposal of waste water/sewerage. As a Water Service Authority (WSA) the Municipality is mandated to ensure proper disposal of effluent in a manner that will not degrade the

environment. Koukamma Municipality provides sanitation services via water borne sanitation systems connected to 12 wastewater treatment works, emptying of conservancy tanks and digesters with honey suckers and Ventilated Pit Latrines.

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

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

3.2.2. Level and standard in sanitation services

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

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

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

Sanitation service levels and number of households

Sanitation Service Level	Estimated Households*
Full water borne system (Flush toilets connected to the sewerage system)	8610
Flush toilets (with septic tank)	993

VIP toilet	739
Bucket toilet system (informal settlement), sanitation backlog	570
Percentage of household without proper basic sanitation	**5.2%**

*Numbers were extracted from the Statistics South Africa report. Which have not been updated as yet.

Green Water Services Audit

The Department of Water and Sanitation has not conducted a National Audit for the reporting year 19/20; WSAs make use of IRIS to measure institutional compliance. Although water quality samples were taken for the year in question, the previous Technician Water & Sanitation who has since resigned was not able to capture these results on the IRIS system due to poor internet connectivity. The internet challenge has since been restored with assistance from the newly appointed Manager IT. Samples are taken every month and results loaded on the IRIS system by the appointed Technician Water and Sanitation for monthly compliance reporting.

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

3.2.3. Annual Performance as per key performance indicators

No	Indicator Name	Total no of HH expected to benefit	Estimated Backlogs (Actual no's)	Target set for the FY under review (actual numbers)	No of HH customer reached during FY	Percentage of achievement during FY
1	Number of HH with flush toilets connected to a sewer system	8610	0	8610	8610	100

2	Number of HH with flush toilets connected to a septic tank	993	100	900	800	88
3	Number of HH using VIP toilet	739	150	650	500	77
4	Number of H/H using bucket system (informal settlements) sanitation backlog	570	570	0	0	0

3.2.4. Major challenges in Sanitation Services

- Scarceness of skilled personnel (Plumbers) and constrained equipment to implement effective maintenance.
- Untreated effluent spillage into rivers and streams, not all Waste Treatment Plants are fully functional; some are in dire need of refurbishments WWTW such as: Kareedouw Ponds, Woodlands WWTW, Blikkiesdorp WWTW, and Clarkson Ponds. When these systems are not fully operational the risk of spillage of waste water to nearby water sources is increased.
- Spillage of effluent from overflowing conservancy and septic tanks. Existing septic tanks have aged and as a result have collapsed. This makes it challenging for the Operations and Maintenance team to completely empty out the tanks. Within a few days of emptying the tanks are overflowing the frequency of emptying out tanks causes a backlog in effective maintenance.
- Not all residential areas are incorporate into the sewer reticulation network.
- Lack of an effective operations and maintenance strategy. In ideal circumstances O&M should consist of two well defined teams, Water and Sanitations. This in turn reduces brake down response time and promotes efficient workmanship.
- Vandalism and theft of mostly electrical components remains one of the biggest challenges that the Municipality faces.

NB: none of these challenges have changed from last financial year we are experiencing the same challenges till today.

Challenges per area:

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

	safety of the community.
Krakeel	-Procure sewer backup pumps as there is only one sewer pump.

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

3.3. Electricity services

3.3.1. Electricity delivery strategy and main role players

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

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

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

distribution industry.

3.3.2. Level and standard in electricity services

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

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

Consumer quantities

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

1. De Rye & Laurel Ridge: NMD – 150kA; Actual MD – 40kVA

2. Bluelilliesbush State Forest Village: NMD – 100kVA; Actual MD – N/A
3. Kagiso Heights and New Rest: NMD – 600kVA; Actual MD – 650kVA
4. Puntijiesboss Village: NMD – 500kVA; Actual MD – 310kVA

5. The number of indigent electricity users is 2345 in total.

Maintenance BUDGET FOR 2020/21 financial year

Maintenance	Total expenditure	Percentage
R 8 740. 521.74	R 1 157 018.66	13%

3.3.3. Annual Performance as per key performance indicator

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

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

		AREAS			project for 19/20

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

3.3.4. Major challenges and remedial solutions

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

Remedial actions

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

3.4. Roads

3.4.1. Roads delivery strategy and main role players

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

Service delivery goals

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

3.4.2. Level and standard in roads services

The total length of Municipal roads is 150km, 60km is gravel that is state of despair, 90km is surfaced and 30km of the 90 is in a state of disrepair and is way beyond the maintenance period. The condition of roads in the Koukamma Municipal area has deteriorated rapidly over the past few years due to aging of the infrastructure, increase traffic volumes, lack of sufficient funding for maintenance and the impact of floods which have occurred over the past few years.

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

3.4.3. Annual Performance as per key performance indicators

No	Indicator name	Total number of household/ customer expected to benefit	Estimated backlogs (actual numbers)	Target set for the financial year under review (Actual numbers)	Number of kms reached during the financial year	Percentage of achievement during the year
1	Percentage of households with access to gravel or graded roads	11032	50km	5km	0km	0%
2	Percentage of road infrastructure requiring upgrade	11032	28.5kms	5km	6km	100%
3	Percentage of planned new road infrastructure to be constructed	11032	30km	5km	0	0
4	Percentage of capital budget reserved for road upgrading and maintenance effectively used.	11032	R 50 000,00	R 22 000	1065	44%

*The roads that were upgraded on this financial year were multi-year projects hence they were not completed , and the amount of R 50 000.00 relates to operation and maintenance

3.4.4. Major challenges and remedial solutions

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

Remedial solutions

- Ensure appointment of staff so that there is establishment of roads maintenance team
- Facilitate budget availability to buy equipment's and tools for road maintenance
- Seek assistance from the Department of Roads and Public Works to appoint consultants for the development of master plan

3.6. Spatial Planning

3.6.1. Preparation and approval process of Spatial Development Framework

The existing Koukamma Local Municipality Spatial Development Framework requires an updated as a matter of urgency to align with the provisions of the Spatial Planning and Land Use Management Act, Act 16 of 2013 (SPLUMA). A service provider, Umhlaba Team was appointed by the Sarah Baartman District Municipality to assist with the preparation of the Municipal Spatial Development Framework (MSDF) for Koukamma Local Municipality which includes all settlements as well as the rural area within Koukamma Local Municipality in 2021 and which is in preparation stage. Officials and the Municipal Planning Tribunal Chair have given inputs and one meeting was attended to discuss and raise issues known as related.

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

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

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

prepared and signed by the Municipal Manager as the appointed Authorised Official of which records are kept in accordance with the internal processes.

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

3.6.3. Integrated Land Use Scheme (LUMS)

The Sarah Baartman District Municipality has also appointed the same service provider, Umhlaba Team which is responsible for the MSDF update to assist with the preparation of the Koukamma Local Municipality Integrated Land Use Scheme (ILUS) of which is work in progress. Officials and the Municipal Planning Tribunal Chair are assisting with inputs thereto as it transgresses.

A forum is established in the district, where the Building Inspector is attending meetings but so far nothing has improved in updating the system or the preparation of a LUMS for the Koukamma LM area. A request was made to get a Town Planner from CoGTA but it is still difficult as it was indicated that it cannot be deployed in Koukamma Municipality as they are assisting other municipalities in the Eastern Cape.

3.6.4. Levels and standard in Spatial Planning

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

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

The Koukamma Local Municipality had appointed the MPT Committee which is compliant to the regulation and the implementation of the Koukamma LM By-law which has been developed in accordance with the relevant processes as per SPLUMA requirements and regulations. The Municipal IDP is required to include the Municipal Spatial Development Framework (MSDF) which outlines the provision of land use management system and basic guidelines, however as indicated above these are work in progress and being attended to.

3.6.5. Major challenges and remedial actions

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

3.6.6. Annual Performance as per key performance areas:

This information reflects the number of meeting held during the year 2020/21 as well as the number of plans received and the number of plans approved for the year.

Dates	Number of meetings (held)	Number of plans (received)	Number of plans (approved)	Number not (approved)
2020/08/27	1	26	22	4
2020/11/09	1	12	9	3
2020/12/14	1	11	6	5
2021/02/17	1	7	7	0
2021/04/21	1	7	7	0
2021/06/25	1	10	10	0
TOTALS	**6**	**73**	**61**	**12**

3.13. Safety and Security

3.13.1. Traffic Law Enforcement and DLTC

3.13.1.1. Service Delivery strategy and role players

The Koukamma Municipality's Traffic Department is tasked with the provision, maintenance and protection of lives through provision of law enforcement services and it further performs other functions such as provision of emergency support services. The Koukamma Municipality also rendered a Licensing function on an agency basis, on behalf of the Provincial Department of Transport through a Service Level Agreement.

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

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

3.13.1.2. Level and standards

The Traffic Law Enforcement Unit managed the implementation, monitoring, evaluation, and reporting sequences of outcomes associated with plans and programs designed to accomplish key services delivery objectives with respect to traffic control and law enforcement through the co-ordination of operations associated with the enforcement of laws, By-Laws and maintaining road safety in order to ensure the risk of damage of property and loss of lives is limited through prompt and efficient execution of sequences and applications.

The traffic law enforcement must be seen to be fair, impartial, effective, efficient, decisive, focused and results driven. The driving licence and vehicle testing comply with legislation set out by the MEC of Transport for serving our clients.

The following Legislation governs the rendering of the service

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

Staff component: Law Enforcement and Licensing Services

The Traffic law enforcement component consist of eight (8) permanent staff and, with one (2) back office support staff members appointed by the new service provider namely Ultimate Traffic Solutions. The services of the previous service provider named TMT had expired and they were replaced by Ultimate Traffic solutions.
In addition there is one Admin Clerk appointed by the Municipality to render back office

support.
The Traffic administration (DLTC) component consist of six (6) permanent staff and one (1) contractual workers, appointed on a six (6) month contractual basis.

The service provides:

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

Activities conducted by the Law Enforcement

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

3.13.1.3. Annual performance as per key indicators

The Digital Camera Operations were conducted from the month of July 2020 to November 2020. After this period no camera operation were conducted due to the contract of TMT expiring at 31 November 2020.

As it was clear that the violations rate might increase in the absence of speed cameras and it was deemed prudent to make use of Koukamma own speed camera, the Prolazer 3, for speed law enforcement.

The new Service provider is called Ultimate Traffic Solutions and it was appointed on 3 May 2021. The appointment of the aforementioned service provider, would lead to an increase in speed fines and summonses. The contract with the Service Provider TMT is running for a 3 year period. Messrs TMT, the previous service provider, was required to assist the Unit during the approved dry-run period of one year, with the collection of all outstanding fines that were registered on their back office system.
During the contract period of Messrs TMT, 174524 infringements were logged on the system of TMT, which to an amount of R61 469 650, 00. The amount collected and transferred to the Municipality, was an amount totalling R10 258 260.
The effects of the Covid 19 Lockdowns and regulatory restrictions were severely felt by the Unit, in terms of income generation.
With respect to hand written fines (Section 56 notices), 1403 summonses were issued which amounted to R1 195 250, 00. The income received from said summonses, was R197 850,00.

Accidents that had occurred within the Koukamma jurisdiction route were:

ACCIDENTS - SEPT 2020 ON R62 – R102 AND N2

DATE	TIME	ROUTE	INJURIES	TYPE OF VEHICLE
05/09/2020	12:00 PM	R62- BETWEEN KAREEDOUW AND JOUBERTINA	1 PERSON	VW POLO
19/09/2020	14:00	R402- KAREEDOUW MOUNTAIN	1 SLIGHTLY INJURED	MAZDA MOTOR VEHICLE
11/09/2020	12:15 PM	R62- LOUTERWATER RONDOMSKRIK	I PEDESTRIAN- (DECEASED)	TOYOTA LDV
15 /09/2020	14:30 PM	R62- LOUTERWATER RONDOMSKRIK	I PEDESTRIAN- (SERIOUSLY INJURED)	ISUZU LDV

The accidents that happened at Louterwater on the R62 (Rondomskrilk) were discussed with newly appointed Road Engineer and he was requested to conduct an investigation on the road layout and the possible installation of more warning signs in order to slow down fast moving vehicles. The proposal would also make more motorists aware of the crossing of pedestrians in that specific area.

ACCIDENTS - December 2020 – January 2021 ON R62 – R102 AND N2

DATE	TIME	ROUTE	INJURIES	Number of VEHICLE
06/12/2020	07h35	N2 Coldstream	Slightly injured	1
06/12/2020	01h30	R62 – Klein Langkloof	2x slightly injured	1
15/12/2020	16h30	N2 Kommasbos	Slightly injured	1
25/12/2020	23h15	R62 Misgund	1x Slightly injured	1
14/12/2020	21h15	N2 Woodlands	2x slightly injured	1

17/12/2020	19h55	N2 Coldstream	1x Slightly injured	1

Having perused the above statistics related to motor vehicle accident instances, over the Festive period, it is evident that the Covid Lockdown had a great effect on the flow of traffic which was drastically reduced.

ACCIDENTS – February 2021 ON R62 – R102 AND N2

DATE	**TIME**	**ROUTE**	**INJURIES**	**Number of VEHICLE**
4 Feb 2021	04:20	N2- Coldstream	1 Slightly injured	1 Truck overturned
10 Feb 2021	00:00	R102- Woodlands	No injuries	Motor vehicle/stray animal
15 Feb 2021	08:30	R62-Between Kareedouw and Joubertina	No injuries	1 LDV left the road
19 Feb 2021	15:22	N2-Hillside Farm/ Stop and Go	4 Seriously injured	4 Vehicle pile up
20 Feb 2021	00:30	Keet and Buitekant Street- Kareedouw at Paul Sauer School	2 Seriously and 1 slightly injured	LDV
23 Feb 2021	01:20	R62-Krakeel	1 Seriously injured	Motor vehicle/Pedestrian

Provincial Traffic Department is currently running a pilot project through which, their Traffic Officers are operating a 24hour shift in our jurisdiction. A request was send through to the Provincial Chief of Traffic for more visibility of Traffic Officers between 16H30 and 08h00 during the week and 14H00 on weekends, when the Koukamma Traffic Officers were off duty.

ACCIDENTS – March 2021 till 31 April 2021 ON R62 – R102 AND N2.

DATE	TIME	ROUTE	INJURIES	Number of VEHICLE
01March 2021	14:30	Olivier street Joubertina	1 Slightly injured	2 Motor vehicles
04 March 2021	19:15	Canvada street Joubertina	1 Slighty injured pedestrian	1 Motor vehicle
05 March 2021	05:30	R62-Louterwater	No injuries	2 Motor vehicles
08 March 2021	07:15	R62-Joubertina	No injuries	2 Motor vehicles
12 March 2021	01:30	Tweeriviere mainroad	1 slightly injured	LDV
24 March 2021	19:00	R62-Between Krakeel and Joubertina	1 Seriously injured	Heavy motor vehicle overturned
25 March 2021	12:50	Misgund gravel road	No injuries	1 Motor vehicle
24 March 2021	16:30	N2-Thornham	No injuries	2 Motor vehicles
25 March 2021	07:30	N2 Kwaaibrand	No injuries	1 Motor vehicle
31 March 2021	21:40	N2-Stormsriver	No injuries	Bus public transport
15 March 2021	06:40	N2-Between Palmietvlei and Eersterivier	1 Seriously injured /1 Deceased	2 Motor vehicles
01April 2021	17:05	R62-Kareedouw	1 slightly injured	1 Motor vehicle
03 April 2021	20:21	N2-Stormsriver	2 Seriously injured	2 Motor vehicles
04 April 2021	05:30	R62-Kareedouw	4 slightly	1 Motor vehicle

			injured	
11 April 2021	04:00	N2-Coldstream	No injuries	S.A.P.S Motor vehicle
11 April 2021	08:30	Old road Mandela park	No injuries	1 Motor vehicle
13 April 2021	08:40	N2-Thornham	1 slightly injured	1 Motor vehicle
15 April 2021	17:45	N2-Total Garage	No injuries	2 Motor vehicles
17 April 2021	08:15	N2-Kareedouw	7 slightly injured	1 Motor vehicle

It must be noted that accidents that occur on the N2, at the stop and go's(construction sites) are currently being investigated by the Kareedouw S.A.P.S to make sure that all the road and warning signs are erected according to specifications. High number of accident that occur in our area, are of great concern .A meeting is planned with all the law enforcement authorities in Koukamma area of jurisdiction, in order to identify possible causes of all the incidents and to plan operations accordingly.

ACCIDENTS FOR THE MONTHS OF MAY AND JUNE 2021

DATE	TIME	ROUTE	INJURIES	TYPE OF VEHICLE
6/06/2021	15:38 PM	N2 – Coldstream	Two persons slightly injured	Mazda motor vehicle and VW Polo
19/6/2021	16:40 PM	N2 – Koomansbos	No Injuries	Hyundai motor vehicle
19/6/2021	06:00 AM	N2 – Palmietvlei turn off	Two slightly injured	Toyota LDV

ROAD MAINTENANCE (COMPLAINTS)

NATURE OF COMPLAINT	AREA/ROAD	RESPONSIBLE PERSON	RESPONSE
Potholes	R102/R402	Mr. Moore – Provincial Dept of Roads	Requested assistance from SANRAL to help fixing the potholes on R102 and R402. The Koukamma Municipality also assisted with the fixing of the potholes with a team consisting of a

			Traffic Officer, CWP workers and the refuse supervisor. On Monday 26 April all the potholes on these roads were fixed. See attach photos
Stop Signs	Main Road Kareedouw (R62)	Mr. Johan Nel – Q & A Consulting	Inspection was done by Mr Nel and Acting Chief Mr PD Floors and problem areas were identified with a report being compiled and sent to SANRAL for further investigations by their Engineers.
Stray animals	N2 Clarkson/Mandela Park, Louterwater, Kareedouw, Coldstream and Storms river	Mr. Johan Nel-Q&A Consulting, Animal Theft Unit, Traffic, Health Inspector, SAPS, Animal Pound	The closing of the only registered animal pound in Kouga area created challenges with stray animals in our area, there for an operational Plan with stake holders in the law enforcement was compiled. An awareness programme was started in the Louterwater area with operations being planned for Clarkson, Kareedouw and Nompumelelo Village which are areas identified as high stray animal non-compliant areas. On 22 April 2021 a operation was conducted with all the role players (Koukamma traffic ,SAPS and the Kareedouw stock theft unit). 8 summons and 4 fines were issued to animal owners for not complying to our municipal by-laws
Request for errection of Speed humps to curb accidents	Paul Sauer School	Koukamma Municipality	A written request for assistance to erect two (2) Speed humps was sent to Road-max. On Monday 26 April 2021, Road-max informed the Municipality that the request was approved and that the process to erect the speed humps would proceed.

Stats for the N2

Below is the number of infringements that were recorded by the speed cameras.

Months	Location Code Description	Vehicle Checked	Infringements	Highest Speed	Average Speed	Duration (Hours)	% Infringements
June-20	N2 BOSKOR TURN-OFF	10873	1558	166	93	127	8.15%
Jul-20	N2 BOSKOR TURN-OFF	3464	587	158	98	36	6.13%
Sept-20	N2 BOSKOR TURN-OFF	11356	1636	153	99	59	3.61%
Sept-20	N2 STTOT	914	4	132	85	7	1.75%
Oct-20	N2 BOSKOR TURN-OFF	5125	554	160	98	28	5.05%

Stats for R62 Krakeel

This part of the approval covers the R62 that runs from the N2 through the Langkloof.

Months	Location Code Description	Vehicle Checked	Infringements	Highest Speed	Average Speed	Duration (Hours)	% Infringements
June-20	R62 KRAKEEL	11157	1053	137	53	117	11.11%
Jul-20	R62 KRAKEEL	3277	353	114	52	29	8.21%
Aug-20	R62 KRAKEEL	11547	967	138	55	94	9.72%
Sept-20	R62 KRAKEEL	4045	663	130	62	48	7.24%
Oct-20	R62 KRAKEEL	8557	870	123	67	81	9.31%

Nov-20	R62 KRAKEEL	2931	274	129	56	25	9.21%

Stats for R62 TRIFOLIA

Months	Location Code Description	Vehicle Checked	Infringements	Highest Speed	Average Speed	Duration (Hours)	% Infringements
JUL-20	R62TRAF	1206	248	149	96	26	10.48%
AUG-20	R62TRAF	346	58	142	95	14	24.14%

Stats for R62VAN2

Months	Location Code Description	Vehicle Checked	Infringements	Highest Speed	Average Speed	Duration (Hours)	% Infringements
June-20	R62VAN2	3053	181	105	50	24	13.25%
Jul-20	R62VAN2	3827	309	105	48	44	14.24%
Aug-20	R62VAN2	5434	360	109	50	73	20.28%
Sept-20	R62VAN2	7805	444	110	48	69	15.54%
Oct-20	R62VAN2	971	44	94	45	12	15.54%

Operations of the Joubertina Drivers Licence Testing Centre.

The President of South Africa, Mr C Ramaphosa announced the re-opening of all the Drivers Licence Testing Centres (DLTC's) country wide under lockdown level 2, which were closed because of the lock down due to COVID-19. As there was a huge backlog of drivers and motor vehicle licence renewals, the Minister of COGTA pronounced strict Disaster Management Act Regulations that needed to be complied with by all the DLTCs.

In January 2021, there was an inspection from the Department of Transport Inspectorate at the DLTC in Joubertina and one of the findings was that the Municipality need to urgently upgrade the testing route due to the potholes and faded road markings. All new driving licence appointments were put on hold until the testing route was upgraded. A consultant was appointed under the Small Town Revitalisation Project, which was funded by the Office of the Eastern Cape Premier, Mr O Mabuyane, and plans were developed to upgrade the testing station from a Grade B to a Grade A testing station to accommodate motor cycling testing as well. The Project would address the upgrading of the Testing route, the internal testing ground and the Building itself.

DLTC	
Total Transaction Count	18 582
Net Income for Municipality	**R 6 591 408,05 Million**

A fully digital camera monitoring system was used to monitor all conducted operations at the DLTC centre and the Inspectorate from the Department of Transport required the installation of additional video cameras for the monitoring of the Vehicle Testing Station in order for the DLTC to be fully compliant and ensure that no fraudulent activities were conducted at the site.

3.13.1.4. Major challenges within the Law Enforcement and DLTC

- A Lack of reliable patrol vehicles.
- The vehicles that are used by the Traffic Officials are at high risk due to their bad mechanical state.
- The lack of a dedicated Roads Maintenance Team forcing the Unit to assist with the potholes, road signs and road marking
- Fire Arms and Bullet proof vests are needed for night shift operations.

Remedial action

- To ensure sufficient Budget for the Municipality to secure three new patrol vehicles for law enforcement
- To conduct more operations with the ANPR bus to enhance revenue collection.
- To ensure the filling of crucial vacant positions for compliance purposes as the DLTC requires that a Manager Representative be appointed
- To ensure the establishment of a Warrants collection section for outstanding fines
- To procure two-way radios for all officers to improve communication.
- To focus on the establishment of a satellite office at the Sanddrift Municipal Offices that would deal with learners licence and renewal of motor vehicle licences.

3.14.2. Security Services

3.14.2.1. Delivery strategy and role players

The security services are established in terms of chapter 11 Section 198 of the Constitution of the Republic of South Africa, 1996, Act 108; and stipulate the principles governing the National Security. The Republic of South Africa Constitution, Section 199 (3) and (4) of the above act states that security services must be established in terms of the National Legislation.
Security Officers are required to have a certain level of qualifications and must be registered to a professional body, namely the Private Security Industry Authority (PSIRA).

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

3.14.2.2. Levels and standards

The Koukamma Municipality contracted a PSIRA registered service provider called Messrs Watcharm Security on 22 August 2018 to provide security services for a 3 Year period at the below Municipal Sites, namely:

Municipal Site	Guard frequency	Shifts worked	Cost per site
Kareedouw Head offices at no.5 Keet Street, Kareedouw	(24hr Shift with both day and night Officers)	2 day and 2 night shift Officers	R28 626,80
Joubertina Workshop	24hr Shift with both day and night Officers)	2 day and 2 night shift Officers	R17 438,40
Joubertina Drivers Licence Testing Centre(DLTC)	24hr Shift with both day and night Officers)	2 day and 2 night shift Officers	R15903,60
Sanddrift/Blikkiesdorp Fire station	24hr Shift with both day and night Officers)	2 day and 2 night shift Officers	R17438,40

3.14.2.3. Annual performance as per key performance indicators

PSIRA also provides for minimum standards of occupational conduct that the Security guards and the Service Provider must abide by their Code of conduct.
The service provider provided 15 Grade D registered security guards who guard the abovementioned municipal premises.

3.14.2.4. Major challenges and remedial actions

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

Challenges	**Remedial actions**
Theft	The security fence in Kareedouw was repaired and Security lights were installed. The perimeter fence was electrified in the reporting period.
Vandalism of Municipal buildings and infrastructure	The Municipality was urged to provide for alternative uses when a new Community Hall replaced and existing one, before the venue was vandalised. Installation of more armed response monitoring sites with alarms. Brick walling of access doors to water treatment plants that are remote, to prevent access.
Break-ins at night.	In order to improve on the security measures, flood lighting was provided and the burglar proofing of hotspot areas was also addressed. The reporting of all burglary cases to the SA Police Service as per the criminal procedure Act.

Co-vid Pandemic Measures	The Security guards at all Municipal sites were tasked to test the temperatures of all visitors to the building, sanitize their hands and insisting on mask-wearing. To improve the access control function of the security officials at the Main Office building at 5 Keet Street, Kareedouw, only one entrance Gate was opened.

3.15. Fire and Rescue Services

3.15.1. Delivery strategy and role players

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

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

The role players assisting the department:

- Provincial Government Disaster Management (EC-COGTA)
- Sarah Baartman District Municipality
- Sarah Baartman West Fire Protection Association
- South Cape Fire Protection Association
- MTO forestry
- Sanparks Tsitsikamma
- Working on Fire

3.15.2. Levels and standards

The Municipal structures act 117 of 1998 Section 84(1)(j) The divisions of functions and powers of fire services between district and local municipalities states that the district municipalities are responsible for mountain and veld fires, chemical incidents as well as training of Fire Officers and the Local municipalities are responsible for structural fires, rescue and extrication and fire prevention.

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

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

APPLICABLE LEGISTLATIONS

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

3.15.3. Annual performance as per key performance indicators

The 2020/2021 financial year has been a year growth for the department when compared to previous years, however there are still challenges and more needs to be done in order for the department to function like a well-oiled machine. The fire and rescue service is a critical function of the municipality and the protection of lives and properties are crucial, the department must be in a state of readiness at all times.

IMPLEMENTATION OF THE 24 HOURS ROTATIONAL SHIFT SYSTEM

Previously the fire fighters worked a shift system that was not very functional, the operational shifts operated Mondays to Fridays from 08:00am – 16:30pm and then they went on standby after hours and weekends which made it very difficult in terms of service delivery and response times to emergencies. In December 2021 the Chief Fire Officer implemented a twelve hour rotational system where the fire fighters work two days and two

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

STAFF COMPLIMENT

The total staff compliment consisted of the Chief Fire Officer, Control room operator and the operational staff consisted of three Platoon commanders and one Fire Fighter. During the current financial year two additional fire fighters were appointed permanently and six trainee fire fighters on an annual contract basis. This gave the department the opportunity and capacity to implement a twenty four hour shift system which had a positive effect on service delivery.

TRAINING

Various training courses were also conducted this year, The Platoon commanders and the Chief Fire Officer went for Law enforcement peace officers' training in Port Elizabeth. The training was arranged by Sarah Baartman District Municipality and presented by Nelson Mandela University; the training was very valuable in terms of by-law enforcement. The fire & rescue department now have the necessary skills and knowledge to issue compliance notices and fines for contravention of fire by-laws to the public. This will improve fire safety and prevention measures and will reduce the risk of fires; however additional training is needed such as basic and advanced fire prevention training because it aligns with by-law enforcement.

Incident Command system 100 & 200 initial response training was also conducted as well as Wild land fire line safety. The training concentrated on providing skills development for the initial attack incidents, to ensure proper span of control is adhered to and that the Incident Commander ensures that the incident and its resources are managed by:

- Setting objectives
- Strategies & Tactics
- Safety for emergency staff as well as the endangered people or communities at risk
- Effective and efficient use of resources

The Trainee fire fighters also attended a computer literacy course; this will empower their administrative skills at a basic level.

EQUIPMENT

As part of the partnership performance service level agreement (PPSLA) between Sarah Baartman District and Koukamma local municipality, fire fighting equipment was procured by the district. A fire service cannot function properly without the necessary tools and machinery; there was a critical need for adequate fire and rescue equipment. The procurement of the items amounted to R 600 000.00 and was delivered on November 2020.

OPERATIONS

FIRE SAFETY COMPLIANCE INSPECTIONS & FIRE AWARENESS CAMPAIGNS

As part of the service delivery budget implementation plan (SDBIP) for 2020/2021 the fire and rescue service are mandated to do a number of fire safety inspections and fire safety awareness campaigns.

The purpose of these inspections is to identify fire hazards and risks and to ensure that the owners or occupiers rectify the findings and recommendations made. The annual target for fire safety inspections was twelve, three per quarter. The fire service conducted 13 inspections for the year at the following premises.

- **AGRIMARK FUEL DEPOT**
- **BJ VORSTER HOSPITAL**
- **MTO WITELSBOS FIRE BASE**
- **PETRO PORT FUEL DEPOT STORMSRIVER**
- **DC FRUIT PACKERS**
- **JOUBERTINA HOSPITAL**
- **TSITSIKAMMA WIND FARM**
- **CLARKSON PRIMARY SCHOOL**
- **KAREEDOUW PRIMARY SCHOOL**
- **KAREEDOUW BUTCHERY**
- **KEMP MOTORS FUEL DEPOT**
- **DEPARTMENT OF JUSTICE JOUBERTINA**
- **KOUKAMMA MUNICIPAL OFFICE**

Fire awareness campaigns are conducted to spread information with regards fire safety to the community, the objective is to educate the community about the dangers of fires and the impacts it can have on human life, infrastructure damage, farm lands and residential properties. The annual target in terms of the SDBIP is eight per year. The department

completed eight campaigns as required. The focus was mainly aimed at door to door campaigns because of the risks of Covid-19 that was the safest way to conduct the campaign and schools and private businesses were also visited. The areas and places covered are as follows:

- **COLDSTREAM**
- **STORMSRIVER**
- **MANDELA PARK**
- **LOUTERWATER**
- **MISGUND**
- **PAUL SAUER HIGH SCHOOL**
- **BUSINESSES AND PUBLIC INSTITUTIONS**

MAJOR INCIDENTS SUMMARY

Date	**11 February 2021**
Location	**Twee Riviere Joubertina**
Type of incident	**Mountain fire**
Burn scar	**759 hectares**
Perimeter length	**15 kilometres**
Estimated damages	**R 330 000.00**
Estimated risks	**R5,300 000.00**
Time frame	**3 days**

Date	**02 March 2021**
Location	**GeelHout Boom nature reserve**
Type of incident	**Veld fire**
Burn scar	**581 hectares**
Perimeter length	**10.5kms**
Estimated damages	**No damage**
Estimated risks	**R140 000 000.00**
Time frame	**5 days**

Date	**28 February 2021**
Location	**Kareedouw mountain fire**
Type of incident	**Veld fire**
Burn scar	**13,4 hectares**
Perimeter length	**1.8 kilometres**
Estimated damages	**No damages**
Estimated risks	**R6,600 000.00**
Time frame	**2 days**

Date	**21 June 2021**
Location	**Cold stream Lottering & Koomansbos**
Type of incident	**Pine plantation fires**
Burn scar	**2400 hectares**
Perimeter length	**Undetermined**
Estimated damages	**R1,500 000.00 fire fighting costs**
Estimated risks	**Undetermined**
Time frame	**5 days**

3.15. 4. CHALLENGES

- Fire engine aged and high maintenance
- Response vehicles are not sufficient
- Limitations with regards to response drivers
- Fire vehicles are used to supply water to the community
- Response times to the Langkloof region is time consuming
- Inadequate personnel
- No service vehicles in the department, response vehicles used for general traveling to the fire station
- High rate of wear and tear and maintenance on the vehicles
- No radio communications system
- No equipment or training for specialized rescue incident

3. 15. 4. REMEDIAL ACTIONS

- A new fire engine must be procured
- Additional light duty fire fighting vehicle and service vehicles must be procured
- Driver's license training & additional fire fighters
- Policy development with regards to functions of fire fighting fleet
- Satellite fire station must be built in Joubertina (Langkloof)
- Service vehicles to be procured and response vehicles only to be used for emergency incidents
- Radio communication system must be procured and installed
- Rescue training courses must be conducted and the relevant equipment

CATEGORY	1st Quarter July - September 2020	2nd Quarter October - December 2020	3rd Quarter January - March 2021	4th Quarter April - June 2021	Grand Total 2020/2021	SUSPECTED CAUSES
NUMBER OF FIRES AS FOLLOWS					**0**	
BUILDINGS	**1**		**0**	**0**	**1**	
DWELLINGS (formal - brick & mortar)			**2**	**2**	**4**	
INFORMAL DWELLINGS (Shacks/mud/hut etc.)	**1**	**2**	**7**	**11**	**21**	
ELECTRICAL		**1**	**0**	**1**	**2**	
RUBBISH			**0**	**0**	**0**	
VEGETATION	**3**	**7**	**18**	**14**	**42**	
TRANSPORT (Cars/busses/trains/aircraft/ship)			**1**	**1**	**2**	
OTHER (not specified above)				**8**	**8**	
SUB TOTAL	**5**	**10**	**28**	**37**	**80**	

NUMBER OF SPECIAL SERVICES	1st Quarter July - September 2020	2nd Quarter October - December 2020	3rd Quarter January - March 2021	4th Quarter April - June 2021	Grand Total 2020/2021	SUSPECTED CAUSES
ACCIDENTS (Cars/busses/trains/aircrafts etc.)	**1**	**2**	**0**	**6**	**9**	
RESCUE (people/animals trapped/lost from machinery or water etc.)			**1**	**2**	**3**	
SPILLAGES (oil, diesel on road services)			**1**	**0**	**1**	
MISCELLANEOUS (any other not specified)				**0**	**0**	

HAZMAT SPILLAGES (chemicals ect.)				0	0
SUB TOTAL	1	2	2	8	13

ACCUMALATED HOURS FOR DURATION OF INCIDENT	1st Quarter July - September 2020	2nd Quarter October - December 2020	3rd Quarter January - March 2021	4th Quarter April - June 2021	Grand Total 2020/2021
Vegetation	3	15	70	90	178
Hazmat			4		4

(LMs: SBDM requires this infor

NUMBER OF ANCILLARY SERVICES	1st Quarter July - September 2020	2nd Quarter October - December 2020	3rd Quarter January - March 2021	4th Quarter April - June 2021	Grand Total 2020/2021
Provision of Potable Water		3	12	0	15
Locked premises			0	0	0
Any other types of humanitarian services	10	4	20		34
SUB TOTAL	10	7	32	0	49

NUMBER OF NO - SERVICES	1st Quarter July - September 2020	2nd Quarter October - December 2020	3rd Quarter January - March 2021	4th Quarter April - June 2021	Grand Total 2020/2021
Extinguish before arrival	0	0	0	0	0
False Alarm Good Intent	0	0	0	0	0
False Alarm Malicious	0	0	0	0	0

SUB TOTAL	0	0	0	0	0

GRAND TOTAL OF INCIDENTS.	16	19	62	45	

NUMBER OF PEOPLE INVOLVED IN:	1st Quarter July - September 2020	2nd Quarter October - December 2020	3rd Quarter January - March 2021	4th Quarter April - June 2021	Grand Total 2020/2021
Fires	15	20	90	280	405
Accidents	2	8	0	20	30
TOTAL	17	28	90	300	435

NUMBER OF FATALITIES	1st Quarter July - September 2020	2nd Quarter October - December 2020	3rd Quarter January - March 2021	4th Quarter April - June 2021	Grand Total 2020/2021
Fires	0	0	0	4	4
Accidents	0	2	0	1	3
TOTAL	0	2	0	5	7

NUMBER OF INJURIES:	1st Quarter July - September 2020	2nd Quarter October - December 2020	3rd Quarter January - March 2021	4th Quarter April - June 2021	Grand Total 2020/2021
Fires	1	0	0	2	3
Accidents	0	0	0	1	1

TOTAL	1	0	0	3	4
	1st Quarter July - September 2020	2nd Quarter October - December 2020	3rd Quarter January - March 2021	4th Quarter April - June 2021	Grand Total 2020/2021
ESTIMATED DAMAGES (inclusive of Contents and Building/land)	R700 000	R30 000	R330 000.00	R250 000.00	
ESTIMATED VALUES (Contents and Building)	R1 500 000	R15 000	R11,900 000.00		

	1st Quarter July - September 2020	2nd Quarter October - December 2020	3rd Quarter January - March 2021	4th Quarter April - June 2021	Grand Total 2020/2021
ESTIMATED DAMAGES (Veld Fires)	0	0	0	R1500 000.00	0
ESTIMATED VALUES	0	0	0	0	0

NO. OF STAFF (Full Time)	AREA /MUNICIPAL	TOTAL FILLED	TOTAL VACANT
Chief Fire Officer	KOU KAMMA MUNICIPAL AREA	1	0
Assistant/Deputy Chief		0	0
Divsional Commanders		0	0
Station Commanders		UNDER REVIEW	0
Platoon Commanders	SANDRIFT	3	1
Senior / Leading Fire fighters		0	0
Fire Fighters	SANDRIFT	3	9
Control Room Operators	SANDRIFT	1	3
Reservist/Volunteer Fire fighters	SANDRIFT	6	
Admin staff		0	0
Other staff		0	0
TOTAL			
		14	13

NUMBER OF VEHICLES	AREA /MUNICIPAL	CURRENT TOTAL	AGE AND CONDITION	TOTAL REQUIRED	ESTIMATED COST
Major Fire Pumpers	KOU KAMMA AREA	0		1	R4 000 000
Medium Pumper Fire Engines	KOU KAMMA AREA	1	15 YEARS & OLD	1	
Light Rescue vehicles	KOU KAMMA AREA	0		1	R1 200 000
Heavy Duty Rescue	KOU	0			

	KAMMA AREA				
LDV Fire Skid units	KOU KAMMA AREA	2	1 YEAR	1	R850 000
Fire fighting trailers	KOU KAMMA AREA	2	OUT OF COMMISION	3	R300 000
Water Tankers	KOU KAMMA AREA				
Hazmat trailer / vehicle	KOU KAMMA AREA	0	0	1	R400 000
Hydraulic Platforms	KOU KAMMA AREA	0	0		
Turntable Ladders	KOU KAMMA AREA	0			
OTHER	KOU KAMMA AREA	0			
TOTAL	KOU KAMMA AREA	0			
		5		8	R6 750 000,00

FIRE SERVICES VEHICLES	TYPE	NUMBER	SINCE WHEN
Vehicles involve in Accidents	LANDCRUISER	1	2019
	FIRE ENGINE	1	Feb-21

Vehicles Out of Commission	NISSAN DOUBLE CAB	1	2016
TOTAL		3	

BUILDINGS / FIRE STATIONS	CURRENT	REQUIRED	ESTIMATED COSTS
Location of fire stations	BLIKKIESDORP	JOUBERTINA KAREEDOUW	R2.400 000
No. of fire stations (Includes Satelites)	1	2	
TOTAL	1	2	R2.400 000

TRAINING & DEVELOPMENT OF STAFF	ALL STAFF TRAINED TO DATE (NOT ONLY DURING THIS QUARTER)				
Number of staff trained in:	FIRE FIGHTER 1	FIRE FIGHTER 2	HAZMAT OPERATIONS	HAZMAT AWARENESS	BASIC AMBULANCE ASSISTANT
TOTAL	11	7	7	11	3

CATEGORY	1st Quarter July - September 2020	2nd Quarter October - December 2020	3rd Quarter January - March 2021	4th Quarter April - June 2021	Grand Total 2020/2021
IN- SERVICES TRAINING TO FIRE STAFF	0	0	0	0	0
Specify subjects covered (e.g. ropes/ship/aircraft fire fighting/ hazmat)	0	0	0	0	0

Number of hours i.r.o theoretical and practical	0	0	0	0	0
TOTAL	**0**	**0**	**0**	**0**	**0**

FORMAL TRAINING BY FIRE STAFF	**1st Quarter July - September 2020**	**2nd Quarter October - December 2020**	**3rd Quarter January - March 2021**	**4th Quarter April - June 2021**	**Grand Total 2020/2021**
Specify type of training (Eg. FF1/FF2/BAA/Hazmat etc.)	0	0	0	**Law enforcement peace officers course; Incident command system 100 & 200; Wildland fire line safety; Computer literacy course; Fire Fighter 2 & Hazmat operations**	
Number of Staff Trained during the **Quarter**	0	0	0	19	19
TOTAL	**0**	**0**	**0**	**19**	**19**

AWARENESS AND TRAINING	1st Quarter July - September 2020	2nd Quarter October - December 2020	3rd Quarter January - March 2021	4th Quarter April - June 2021	Grand Total 2020/2021
Number of civilians made aware	1300		1000	300	2600
Specify the type of institutions visited (e.g. Old age home/Hospital / Clinic / Factory / Govt. buildings / Library etc.)	0		KRAKEEL & LOUTERWATER DOOR TO DOOR CAMPAIGN	SCHOOLS, PUBLIC PLACES AND BUSINESSES	
Number of children and teachers made aware	0	210		35	245
Number of schools covered	0	1		1	2
TOTAL	1300	211	1000	336	2847

FIRE SAFETY (number of inspections conducted)	1st Quarter July - September 2020	2nd Quarter October - December 2020	3rd Quarter January - March 2021	4th Quarter April - June 2021	Grand Total 2020/2021
General Inspections	2	3	1	2	8
Flammable Liquid	2	0	1	1	4
Building Plans	4	4	0	0	8
Fire Hydrants(specify the area)	COLD STREAM; STORMSRIVER VILLAGE; MANDELA PARK	0	0	0	0
Burning Permits Issued	8	7	8	12	35

NUMBER OF FINES ISSUED AND PROSECUTED	NO. ISSUED	NUMBER PROSECUTED	CHALLENGES	REMEDIAL MEASURES
			NO PEACE OFFICERS TRAINING	LAW ENFORCEMENT PEACE OFFICER TRAINING DONE, APPOINTMENTS IN PROCESS
TOTAL	0	0		

FUNDING (MUNICIPAL / DISTRICT / PROVINCIAL)			
2020 / 2021 BUDGET ALLOCATION	EXPENDITURE	BALANCE	NARRATIVE OF EXPENDITURE (ON WHAT!!!!)
R 3 105 632,00	R2 421 775,05	R 683 856,95	Employee related cost
R 250 000,00	R161 719,33	R 88 280,67	Maintenance of Vechiles
R 207 593,00	R 127 856,97	R 79 736,03	Fuel & Oil
R 10 000,00	R 12 936,00	-R 2 936,00	License Fees
R 160 000,00	R 75 455,36	R 84 544,64	Uniforms
R 878 648,00	R 585 877,34	R 292 770,66	General Expenditure
R 817 000,00	R 129 726,95	R 687 273,05	Capital Items

PLANS / POLICIES/ IN PLACE	YES OR NO	REMARKS	
Fire Season Readines Plans	YES	2020/2021	For which period
By-laws	YES	2006	When promulgated
Fire Risk Assessment Study conducted	YES	2018	When
Mutual Aid Agreements in Place	YES	SBDM	With whom?
Fire Awareness Plans in place	YES	2 PER QUARTER 2020/2021	State period of Plan
Fire Services Tariffs in place	YES	2020/2021	
Vehicle Replacement policy in place		NO	

Challenges	Strategies to deal with challenges	
MANPOWER	ADDITIONAL STAFF REQUIRED FOR SATELITE STATIONS KAREEDOU W & JOUBERTINA	
INCIDENT REPORTING SYSTEM NOT ACTIVE	SYSTEM NOT ACTIVE	

NO RADIO COMMUNICATION SYSTEM	RADIO COMMUNIC ATION SYSTEM MUST BE INSTALLED
CURRENTLY 1 STATION AT SANDRIFT TO COVER THE WHOLE MUNICIPIL AREA	KAREEDOUW & JOUBERTINA SATELITE STATIONS TO BE BUILD
VEHICLES NOT SUFFICIENT	NEW MEDUIM PUMP FIRE ENGIN/TANK ER; RESCUE VEHICLE; HAZMAT TRAILER & SERVICE VEHICLES

Developed by:	
Print Name	CURVIN ALEXANDER
Designation	CHIEF FIRE OFFICER
Signature	CURVIN ALEXANDER
Date	15-Jul-21

3.16. MUNICIPAL HEALTH SERVICES

3.16.1. DELIVERY STRATEGY AND MAIN ROLE PLAYERS

Health is defined as "a state of complete physical, mental and social well- being and not merely the absence of disease or infirmity". This is according to the definition as per the World Health Organization

Environmental Health further addresses all physical, chemical, and biological factors external to a person, and all related factors impacting behaviours. This further encompasses the assessment and control of those environmental factors that can potentially affect health. Environmental Health is targeted towards preventing diseases and creating health-supportive environments. By definition, this excludes behaviour not related to environment, as well as behaviour related to the social and cultural environment, as well as genetics.

As stated by section 24 of the Constitution of the Republic of South Africa Act, 1996, everyone has the right -

- to an environment that is not harmful to their health or well-being;
- to have the environment protected, for the benefit of present and future generations, through reasonable legislative and other measures that –
- prevent pollution and ecological degradation;
- promote conservation; and
- Secure ecologically sustainable development and use of natural resources while promoting justifiable economic and social development.

As per the National Environmental Health Policy that was gazetted on 04 December 2013, Environmental Health Services is further defined as the assessment, monitoring, correction, control and prevention of environmental factors that can adversely affect human health. It includes but not limited to anticipation and identification of environmental health hazards and risks regarding:

a) water quality monitoring;
b) food control;
c) waste management;
d) surveillance health of premises
e) surveillance and prevention of communicable diseases, excluding immunisations;
f) vector control;
g) environmental pollution control;
h) disposal of the dead;
i) chemical safety and noise control
j) Port Health and;
k) Malaria Control;
l) Hazardous Substance Control;
m) Air Quality Management

Environmental Health does not exist within a vacuum but is further supported by other organizations which include WHO, National Health Laboratory Services (NHLS), Provincial Health Forum and the Sarah Baartman District Municipal Forum.

3.16.2. LEVEL AND STANDARD OF MUNICIPAL HEALTH SERVICES

According to the National Health Act, 2003 (Act 61 of 2003), Municipal Health Services, for the purpose of this Act, includes – Environmental Health Services as stated above, but excludes port health, malaria control and control of hazardous substances.

Section 84 (1) (i), with regards to the Division of functions and powers between district and local municipalities, of the Local Government: Municipal Structures Act, 1998 (Act 117 of 1998), provides that Municipal Health Services be the function of a district municipality, which in this case is the Sarah Baartman District Municipality. The Sarah Baartman District Municipality entered into a Partnership Performance Service Level Agreement (PPLSA) with the Koukamma Local Municipality, in the year 2006, to perform the functions of Environmental Health Services on behalf of the Sarah Baartman District Municipality.

LEGISLATIVE REQUIREMENTS

a) The Constitution of the Republic of South Africa Act, 1996
b) The National Health Act, 2003 (Act 61 of 2003)
c) The National Environmental Management Act, 1998 (Act 107 of 1998)
d) The National Environmental Health Policy, Gazetted on 04 December 2013
e) the Local Government: Municipal Structures Act, 1998 (Act 117 of 1998)
f) The Partnership Performance Service Level Agreement (PPLSA) for Environmental Health Services.

FINANCIAL IMPLICATIONS

Due to the fact that Environmental Health Services are services rendered by Koukamma Municipality on behalf of the district; it is required as per the Constitutional obligation charged to the district, that the district pay the services rendered by Koukamma as well as ensuring that resources are available to enhance Koukamma to effectively and efficiently provides this service to the community in their jurisdiction.

Hence a Service Level Agreement is signed yearly between Koukamma Municipality and the District for operational and strategic service delivery. It was agreed that Sarah Baartman District Municipality provide a subsidy transfer payment, for July 2020 to June 2021 financial year for the purpose of rendering the agreed Municipal Health Services to the Koukamma Local Municipality as follows:

Quarterly Periods	**Total Rands for EHS**
Quarter 1: Period: 1 July to 30 September 2020	R 267 500.00
Quarter 2: Period: 1 October to 31 December 2020	R 267 500.00
Quarter 3: Period: 1 January to 31 March 2021	R 267 500.00
Quarter 4: Period: 1 April to 30 June 2021	Not applicable
TOTAL ALLOCATION	**R 802 500.00**

3.16.3. ANNUAL PERFORMANCE AS PER KEY PERFORMANCE INDICATORS

Regulation 698, promulgated on 26 June 2009 under the Health Professions Act, 1974 (Act no 56 of 1974), regulates defining the scope of Environmental Health Practitioners as follows:

Water quality monitoring

Environmental Health Practitioners is responsible for the following:

(a) Monitoring water quality and availability, including mapping water sources and enforcing laws and regulations related to water quality management;
(b) ensuring water safety and accessibility in respect of a safe quality (microbiological, physical and chemical) and an adequate quantity for domestic use as well as in respect of the quality for recreational, industrial, food production and any other human or animal use;
(c) promoting access to water for all communities by providing inputs toward the planning, design and management of the water supply system and ensuring healthy community water supplies through surveillance;
(d) ensuring monitoring of effective waste water treatment and water pollution control, including the collection, treatment and safe disposal of sewage and other waterborne waste, and surveillance of the quality of surface water (including sea water) and ground water;
(e) advocating proper and safe water usage and waste water disposal;
(f) sampling and testing water in the field and examining and analysing it in a laboratory.

The table below shows the results of water samples taken in July 2020 – March 2021

NUMBER OF WATER SAMPLES COLLECTED FOR ANALYSES	NUMBER OF WATER SAMPLES COMPLIANT	NUMBER OF WATER SAMPLES NON COMPLIANT	COMPLIANCE PERCENTAGE (%)
66	49	17	74 %

Food control

Environmental Health Practitioners is responsible for the following:

(a) Ensuring food safety in respect of acceptable microbiological and chemical standards, quality of all food for human consumption and optimal hygiene control throughout the food supply chain from the point of origin, all primary raw material or raw products production, up to the point of consumption;
(b) inspecting food production, distribution and consumption areas;
(c) monitoring informal food trading;
(d) inspecting food premises and any nuisances emanating therefrom;
(e) enforcing food legislation and the Codex Alimentarius;
(f) applying food quality monitoring programmes and principles through various techniques, e.g. Hazard Analysis and Critical Control Points System (HACCP System) audits;

(g) promoting the safe transportation, handling, storage and preparation of foodstuffs used in the Primary School Nutrition Programme (PSNP), prisons, health establishments, at airports, etc.;
(h) promoting the safe handling of meat and meat products through, amongst others, meat inspections and examination of abattoirs;
(i) promoting the safe handling of milk and milk products.

A total of **seventeen (17)** evaluations were conducted at the following premises

TYPE OF PREMISES	NUMBER OF PREMISES INSPECTED	COMPLIES WITH THE FCD ACT 54 OF 1972	NOTICES ISSUED	BUSINESSES LICENCES ISSUED	COA'S ISSUED
Food premises	14	12	2	0	0
Milking Shedds	3	3	0	N/A	3

Waste management and general hygiene monitoring

Environmental Health Practitioners is responsible for the following:

(a) Ensuring proper refuse storage, collection, transportation, transfer and processing, materials recovery, and final disposal;
(b) ensuring proper management of liquid waste including sewage and industrial effluents;
(c) ensuring the proper storage, treatment, collection, transportation, handling and disposal of medical waste and hazardous waste;
(d) sampling and analysing any waste or waste product such as sewage or refuse;
(e) investigating and inspecting any activity relating to the waste stream or any product resulting therefrom;
(f) advocating proper sanitation;
(g) controlling the handling and disposal of diseased animal tissue;
(h) ensuring safe usage of treated sewage sludge and ensuring that reclaimed waste is safe for health;
(i) ensuring waste management including auditing of waste management systems and adherence to the 'cradle-to-grave' approach.

A total of **five (5)** evaluations were conducted at the following premises

NAME OF PREMISES	AREA/TOWN	HCRW Removal Contractor	INTERVENTIONS
Clarkson Clinic	Clarkson	Yes	On-going inspections
Sanddrift Clinic	Nompumelelo village	Yes	On- going inspections
Coldstream Clinic	Coldstream	Yes	On-going inspections
Stormsriver Clinic	Stormsriver	Yes	On-going inspections
Woodlands Clinic	Woodlands	Yes	On- going inspections

Health surveillance of premises

Environmental Health Practitioners is responsible for the following:

(a) Conducting environmental health impact assessments of, amongst others, housing projects;
(b) assessing aspects such as ventilation and indoor air quality, lightin~1 moisture proofing, thermal quality, structural safety and floor space;
(c) assessing overcrowded, dirty or other unsatisfactory health conditions on any residential, commercial, industrial or other occupied premises;
(d) monitoring all buildings and all other permanent or temporary physical structures used for residential, public or institutional purposes (including health care and other care, detainment, work and recreation, travel, tourism, holidaying and camping) and the facilities in connection therewith and the immediate precincts;
(e) ensuring urban and rural land-use planning and practices that are conducive to sustainable development by conducting sound environmental health impact and other assessments;
(f) ensuring the prevention and abatement of any condition on any premises, which is likely to constitute a health hazard;
(g) ensuring the health safety of public transport facilities such as buses, trains, taxis, boats and aeroplanes as well as all other facilities in connection therewith;
(h) ensuring compliance with the principles of Local Agenda 21 and the Healthy Cities approach to integrated service rendering and the practical minimising of any environmental health risk.

A total of **nineteen (19)** evaluations were conducted at the following premises

TYPE OF PREMISES	NUMBER OF PREMISES INSPECTED	COMPLIES WITH THE NATIONAL HEALTH ACT NO 61 OF 2003	NOTICES ISSUED	HEALTH CERTIFICATES
Schools	3	3	0	2
Child Care Centres	11	11	0	7
Community halls	5	3	2	N/A

Surveillance and prevention of communicable diseases, excluding immunisations

Environmental Health Practitioners is responsible for the following:

(a) Promoting health and hygiene, aiming at preventing environmentally induced diseases and related communicable diseases;
(b) collecting, analysing and disseminating epidemiological data and information;
(c) using the Participatory Hygiene and Sanitation Transformation (PHAST) training approaches and any other educational training programmes or approaches for effectual control measures at community level;
(d) conducting epidemiological surveillance of diseases;
(e) establishing an effective environmental health surveillance and information system within the different spheres of governance;
(f) developing environmental health measures, including protocols, with reference to epidemics, emergencies, diseases, and migrations of populations.

A total of **135** cases of COVID 19 were reported and isolated in the Tsitsikamma Area, with a total of **236 contacts** being traced and put into quarantine.
by the Department of Health in collaboration with the Environmental Health Practitioner.

Two (2) awareness campaigns were conducted during the COVID 19 period.

Health and Hygiene awareness campaign, with the Department of Water and Sanitation, were conducted in the following areas.

- Ravinia (Joubertina) Phase 3
- Louterwater Informal Settlement

A total of **140 sanitizers, 100 hand soaps, 5 disposable suits and a 1000 nitrile gloves** were handed over by the Department of Water and Sanitation during the campaign.

Environmental Health Practitioners also formed part of the COVID 19 fire Awareness in the areas of Storms River Village and Nompumelelo Village (Tsitsikamma) respectively. COVID 19 awareness pamphlets were delivered door to door through the help of Working on Fire, MTO Forestry, South African National Parks and the Koukamma Fire Department.

Several premises were closed and decontaminated under the supervision of Environmental Health Practitioners during lockdown. Were staff members tested positive for COVID 19, the patients were placed under home isolation. All close contacts to the patient were quarantined at their houses as determined by the contact tracing team.

A total of **two (2)** health complaints were received for January 2021 – March 2021

NATURE OF COMPLAINT	AREA/TOWN	INTERVENTIONS
Sewerage Overflow	Clarkson	Complaint was directed to the Technical Services Directorate for attention
Keeping of animals creating a health nuisance	Nompumelelo Village	Notices served

Disposal of the dead (COVID 19 burials)

Environmental Health Practitioners is responsible for the following:

(a) Controlling, restricting or prohibiting the business of an undertaker or embalmer, mortuaries and other places or facilities for the storage of dead bodies;
(b) monitoring practices at cemeteries, crematoria and other facilities used for the disposal of dead bodies;
(c) managing, controlling, and monitoring exhumations and reburials or the disposal of human remains.

The burials of human remains were carried out as per the by-laws of the Koukamma Local Municipality. This report must be read in conjunction with the

Regulations Relating to the Management of Human Remains, Regulation No. R. 363 of 22 May 2013 as framed in terms of the National Health Act, 2003 (act No. 61 of 2003).

Environmental Health Practitioners were requested by the Department of Health to provide information with regards to the capacity of the cold storerooms of all the private funeral undertakers. A list was populated and forwarded to the Manager: Environmental Health within the Sarah Baartman District Municipality.

A database was also compiled with regards to the capacity of private and municipal cemeteries to bury COVID – 19 human remains. This was done with the help of the Acting Manager: Social & Community Services.

Training on guidelines in dealing with COVID-19 human remains was conducted with Funeral Undertakers within the Koukamma Local Municipality to ensure their readiness in receiving such infectious bodies. Environmental Health Practitioners were also supervising funerals for COVID-19 casualties to ensure the safe disposal of human remains.

Alternatively, indemnity forms were circulated to all Funeral Undertakers for clients to complete, stipulating the date and time of the funeral, and such a form were returned to the municipality for recommendation. Recommendations were forwarded to the Local SAPS station commander for approval. This was to ensure that law enforcement officers were present during funeral procedures and that those that preside over the funeral were aware of what is required by legislation.

A total of **eight (8)** COVID 19 burials were conducted at the following areas:

TOWN/SETTLEMENT	NUMBER OF COVID 19 BURIALS SUPERVISED
Kareedouw	4
Clarkson	2
Nompumelelo Village	1
Storms River Village	1

Law enforcement

Joint operations together with the South African Police Services, The Koukamma Municipality Fire Department and the Eastern Cape Liquor board were conducted to enforce the Lockdown regulation within the Koukamma Municipality.

A Joint inspection were conducted with Environmental Health and Department of Labour on 14 October 2020 regarding Occupational Health and Safety COVID 19 compliances at all Public Health Facilities within the Tsitsikamma Area. Compliance notices were issued where non-conformities were found.

Meetings and workshops

A total of **twenty-five (25)** meetings and workshops were attended by Environmental Health Practitioners:

3.16.4. MAJOR CHALLENGES AND REMEDIAL ACTIONS

Challenges	Remedial Actions
Sharing of fleet with other departments which reduces productivity in Environmental Health Services	The Municipal Health Services function was transferred to the Sarah Baartman District Municipality to address the mentioned challenges. This transfer took effect on 01 March 2021. Environmental Health Practitioners were transferred under section 197 of the Labour relations Act and thus forms part of the District Municipality. Though the Environmental Practitioners will remain within the Kou-Kamma Area of Jurisdiction, all administrative and funding matters will be handled by the Sarah Baartman District Municipality
Shortage of EHS staff as per the norm of 1:10 000 populations.	
No provision of administrative staff to EHS	
The EHS are dependent on the Grant Funding received from the SBDM in its totality, which is not provided as per the National Norm for Environmental Health	
Offices for the EHP's in Joubertina & Tsitsikamma are in a poor structural and hygienic condition with a lack of infrastructure including ICT equipment.	

3.17. Special Programmes

3.17.1. Service delivery strategy and main role players in relation to Special Programmes

Act	What is expected from us	Role player
Older Persons Act, 2006 (Act No 13 of 2006	To give Care, Support, Facilitate process of elderly clubs and homes	Department of Social Development Koukamma Elderly forum clubs, SASSA South African Older Persons Forum
National Youth Policy 2021 **South African Youth Council** **Youth Development Framework**	Disadvantage youth must be empowered through effective institutions, forum and council to overcome conditions that disadvantage them, marginalised youth those fallen out of educational, social and economic mainstream must be re-integrated through supportive measures.	South African Youth Council Sarah Baartman District Municipality Koukamma Youth Council
Strategic Framework on Gender and Women's Economic Empowerment	To facilitate programmes and create the conducive environment for women empowerment	Sarah Baartman District Municipality Koukamma Women's Forum S.A Gender Equality
Section 28 of the Bill of Rights in our Constitution	To give support in Education, Social and Health rights of Children	Department of Social Development Department of Education SASSA
Constitution of South Africa 1996 PLWD	To facilitate mainstreaming of disability issues into all policies, plans, programmes and activities of the local Municipality	Sarah Baartman District Municipality Disabled forum SASSA

South African National Plan on HIV/AIDS 2017-2022	To give support, Education and programmes which will reduce the number of people with HIV/AIDS,TB,STI's and Covid19	District Aids Council Koukamma Local Aids Council Department of Health
Substance and Drug Act, Act 70 of 2008 **Central Drug Authority (CDA)**	Provides for the establishments of programmes for prevention and treatment of drug dependency	Department of Social Development Koukamma Local Drug Action Committee SAPS

Social Cohesion and Social challenges of Koukamma Society working with government departments

Main stakeholders: Youth, Women, Children, Elderly and People Living with Disabilities.

HIV/AIDS – Koukamma Local Aids Council

Drugs – Koukamma Local Drug Action Committee

3. 17.2. Level and Standard of Special Programmes

Active Senior Citizens

Settlement	**Club**	**Active/Not active**	**Number**
Misgund	**0**	**Not active**	**0**
Louterwater	**0**	**Not active**	**0**
Krakeel	Pink lady	Active	**20**
Joubertina	Huis Formosa Old Age	Active	**55**
Ravinia	Dalia	Active	20
Kareedouw	Nerifolia	Active	**20**
Clarkson	Sonskyn	Active	**15**
Guava Juice	Sonskyn	Active	**15**
Woodlands	Everlife Old Age Group	Active	**22**
Thornham	Thornham Senior Club	Active	**22**
Mandela Park	0	Not Active	**0**
Stormsriver	0	Not Active	0
Cold Stream	Blue Mountain	Active	15

3. 17.3. Annual Performance as per key performance indicators in Special Programmes

Designated groups	Programme	Date
Youth	Social	25 June 2021 27 June till 02 July
Children	No Program	
Women	No program	
Elderly	Koi language literature workshop	28 June till 02 July 2021
People Living with Disability	No Program	
HIV/AIDS	No Program	
Local Drug & Alcohol Action Committee	Alcohol Abuse Awareness	

THE SATATISTICS OF KVSC PERIOD OF 2020/2021

Women – 372

Children – 726

Men – 159

Youth – 171

Elderly – 137

Total of contacts for the 16 months is 1.348 in which only 89 people has open cases or has open a protection order against their perpetrators. These are the only domestic violence cases that reported to the Victim Support Centre.

3.17.4. CHALLENGES

- Children between ages of 10-15 who are doing drugs and dropping out of school in early grades.
- Parents who are neglecting their children and misusing their social grants dumping their children.
- Children being left with grandparents.
- Transport issue to visit farm areas that are too far.
- Not having a Social Worker for 18 years and above CMR is here but she only service 0-18 children and she is very tight because she is servicing the entire Koukamma and as we all know our area is vast.
- Under age children who are being used to sell and buy drugs, also being used for sex by older men.

- Lack of collaboration with other stakeholders in breaking this circle of violence.
- The men are still scared of disclosing their issue of abuse
- Teenagers that are falling pregnant at the early stage
- Youth are the slaves of Alcohol and Drugs and they are being provided by the blessers / sugar daddy

Special Program Unit

Major Challenges and Remedial Actions

1. We do not have a budget in our office while the sectors are expecting to be to be serviced.
2. There are no structures that are established
3. As the office that works with people leaving with disability we failed them because when we have a client that is using wheel chair the client cannot reach the office he/she must wait for us at the reception and talk there which means there is no privacy for that person.
4. As S.P.U Assistance we are struggling to reach other area cause we have a problem of transport now it makes us fail areas like Misgund, Louterwater, Krakeel, Joubertina, Coldstream, Storms River, Woodlands, Clarkson and others.

3.18. Library Services

NAME OF THE LIBRARY	ADDRESS OF THE LIBRARY	NUMBER OF PERSONNEL	OPENING HOURS	NETWORK POINTS	CONTACTS DETAILS
Mcebisi Michael Msizi Public Library	5 Keet Street Kareedouw 6400	1.Librarian – **Lonwabo Heleni** 2.Library Assistant – **Geraldine Kleinbooi** & **Lihle Nkqayi**	Monday-Thursday 08h00-16h30 Friday 08h00-16h00	11 Computers Not connected to the internet	042 288 7232
Joubertina	18 Olivier Street Joubertina 6410	1.Librarian – **Siphosethu Tyukala** 1.EPWP Library Assistant – **Lilly-Anne Koyo**	Monday-Thursday 08h00-16h30 Friday 08h00-16h00	7 Computers Not connected to the internet	042 273 1337
Nompumelelo	ERF: 10	1.Librarian –	Monday-	6 computers	

Village	Nompumelelo Village Hall Sandrift 6307	**Phumza Gogela** 1.Library Assistant – **Linda Toyi**	Thursday 08h00-16h30 Friday 08h00-16h00	Not connected to the internet and only 4 computers that are working .these 4 computers need an upgrade, 2 computers are connected to Wi-Fi.	0872882566
Clarkson	279 Lansdowne Street Clarkson 6302	Cashier – **Virginia Mrwebi**	Monday-Thursday 08h00-16h30 Friday 08h00-16h00	3 computers. They are not connected	071 265 2228
Thornham	Thornham 6307	Library Assistant – **Charmaine Bruiners**	Monday-Thursday 08h00-16h30 Friday 08h00-16h00	1 Computer connected to wifi	064 688 4730
Woodlands	Long Street Woodlands 6300	Library Assistant – **Patrick Toyi**	Not Operational	3 Computers They are not connected	-

REPORT ON THE LIBRARY SERVICES: STATISTICS FOR THE YEAR SEPTEMBER 2020/APRIL 2021

LIBRARY	BOOKS CIRCULATED	WALK-INS	NEW MEMBERSHIP	NEWSPAPERS	PHOTOCOPY
KAREEDOUW	1865	747	37	Yes	Yes
JOUBERTINA	688	304	16	Yes	Yes
NOMPUMELELO	435	440	14	Yes	Yes
CLARKSON	-	-	-	Yes	Yes
THORNHAM	426			Yes	Yes
WOODLANDS	-	-	-	Yes	Yes

3.17.1. LIBRARY SERVICES DELIVERY STRATEGY AND MAIN ROLE PLAYERS

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

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

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

3.17.2. LEVEL AND STANDARD IN LIBRARY SERVICES

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

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

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

REPORT ON THE EXTENSION WORKS

LIBRARY	ACTIVITIES
JOUBERTINA	In March Joubertina Library celebrated the National book week, as the Koukamma libraries the activities were divided amongst the libraries, Joubertina library was doing Afrikaans reading and English poetry and the program was a success.
KAREEDOUW	Mcebisi Michael Msizi Public Library celebrated "National Book Week" on the 27th of October 2020. The theme of the event was "Passport to tomorrow" the country's social and economic progress depends in large measure on its people's ability to access and read. Under these difficult circumstances, on the 16 & 18 March 2021 Mcebisi Michael Msizi Public Library had two activities Display and Poetry in IsiXhosa as the schools were unable to give us any of the learners to participate Koukamma libraries have yet again played its role in making sure that all these activities took place and the event was a success.
CLARKSON	
NOMPUMELELO	On the 24th of March 2021 we had National book week where we as Koukamma libraries divide the activities that were given by the district for the functional libraries, Tsitsikamma was doing readings in isiXhosa and English and the program me was successful
THORNHAM	Thornham library celebrated National Book Week during March 2021. The local school and Crèche took part in Afrikaans poetry.

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

- Storytelling
- Indoor games
- International Literacy Day
- South African National Book Week
- World Play Day
- Library week
- Read Aloud
- Book Club sessions
- Book review
- Spelling Bee
- World Book Day
- Holiday programme

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

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

3.17. 3. Major challenges and remedial actions

CHALLENGES	REMEDIAL ACTIONS
Internet connection	The Municipality to subsidize the libraries with the internet.
Short staff	The Municipality needs to appoint a permanent library assistant for Joubertina and a cleaner in Thornham/ Nompumelelo Village
Library equipment and broken material	The falling ceiling, broken windows, toilets, dirty walls, dead lights, cleaning material needs to be attended to all the libraries.
In Joubertina Library the children's section is currently in a small place that is not really suitable for children	The children library could move into the opposite office of the main library
Transport	Libraries to have their own vehicle for the purpose of meetings, library visits and delivering of newspapers.
Circulation System	Libraries need an automated library management system for example SLIMS or symphony to check in/out books.

ACHIEVEMENTS

All the libraries have received router connection on the 3rd November 2020 from the department of Sport, Recreation, Arts and Culture. The libraries are now connected the internet via the tablets and are able to assist the public. The learners are able to do their projects since the day of the connection.

The libraries also received photocopy machine on the 23rd April 2021 from Xerox since the end of contract with Minolta on the 13th October 2020. These photocopy machines were connected to the libraries on 29th April 2021 and now the libraries are able to serve the community needs.

Mcebisi Michael Msizi Public Library as one of the libraries who has the Mini Library for The Blind also received a table and 8 chairs for their member whenever there is a meeting taking place.

Chapter 4: Institutional Transformation & Organisational Development

Component A: Introduction to municipal workforce

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

4.1. Total workforce

The total workforce refers to the total number of employees employed in the municipality, whether these employees are employed permanently, and or on contractual basis. During 2020/21 financial year, Koukamma Municipality had one hundred and sixty three (166) total employees. This total workforce is made up of five directorates namely:

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

During the year under review, the organogram was approved by Council as it was in 2018/19 financial year; due to the fact that scarce skills and critical identified positions were not filled and the municipality is still requiring these positions for ensuring effective and efficient service delivery.

Technical and Community Services directorate had a substantial number of positions that became vacant which were funded but due to cash-flow challenges the positions were not filled. The only position which was filled was the Water and Sanitation Technician.

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

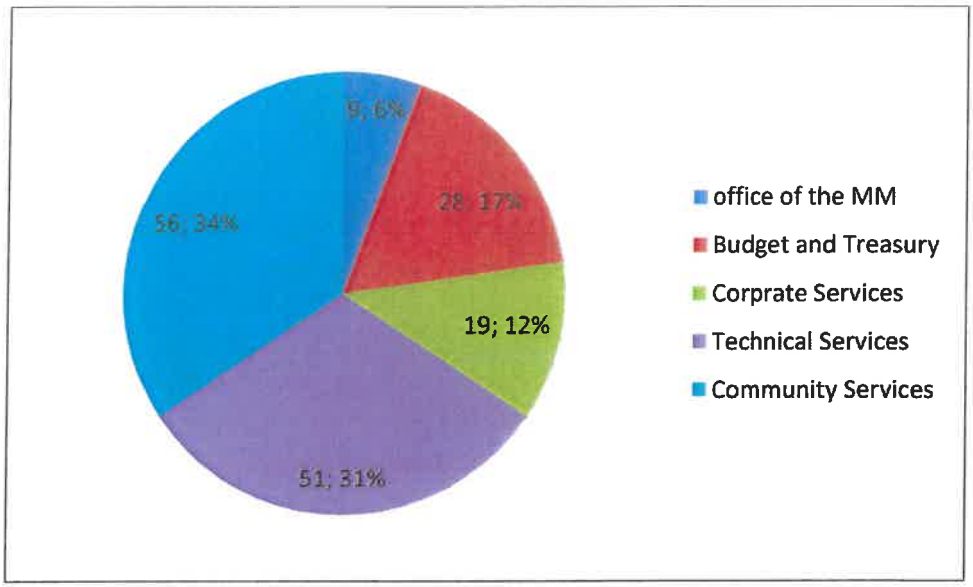
The total workforce in Koukamma Municipality is aligning with employment equity as follows:

TOTAL WORKFORCE

OCCUPATIONAL LEVELS	MALE				FEMALE				TOTAL	FILLED	VACANT
	A	C	I	W	A	C	I	W			
Top Management	1	0	0	0	0	0	0	0	1	1	0
Senior Management	0	0	0	0	1		0	1	2	2	1
Middle management	6	1	0	1	1	2	0	0	11	11	4
Professionally qualified and experienced specialist	6	4	0	1	1	1	0	0	13	13	4
skilled technical and academically qualified workers, junior management,supervisors,foreman, and superintendents	6	13	0	0	8	6	0	0	33	33	10
Semi-skilled and discretionary decision making	18	18	0	0	17	9	0	0	62	62	56
Unskilled and defined decision making	17	18	0	0	3	3	0	0	41	41	31
Total Permanent											
Temporary employees	2	2	0	0	5	1	0	0	10	10	
Grant Total	**56**	**56**	**0**	**2**	**36**	**22**	**0**	**1**	**173**	**173**	**106**

4.1.1. Staff turnover per department

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



The pie chart reflects the percentages of staff turn- over and vacancies per department.

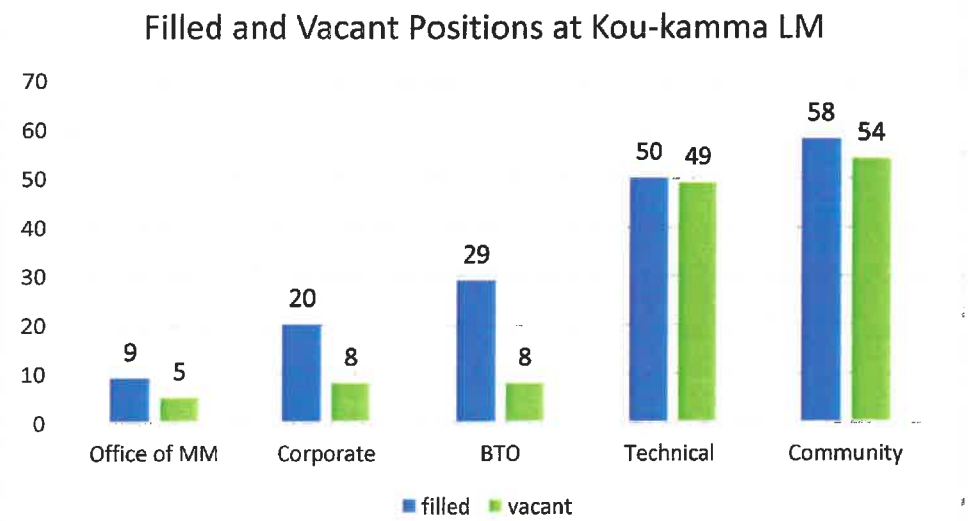
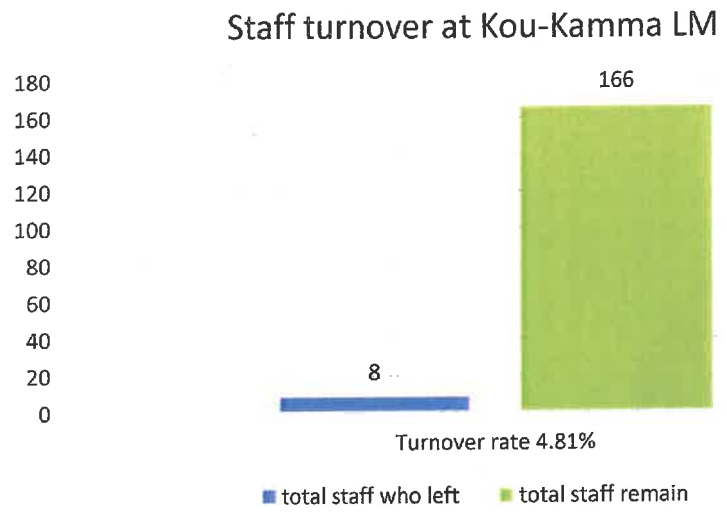


chart 1	Filled and vacant positions at Koukamma LM	
department	**filled**	**vacant**
Office of MM	9	5
Corporate	20	8
BTO	29	8
Technical	50	49
Community	58	54
Total workforce	**166**	**124**



	Turnover rate 4.81%	
total staff who left	8	
total staff remain	166	turnover rate 5%

4.1.2. Leave Management

In terms of the legislation, employees are allowed to take leave when they are sick, when their family members such as spouse, children, mother and father and in-laws are sick. Also when there is death or they are going to write exams. In the year 2020/21, various types of leave which was taken by employees were:

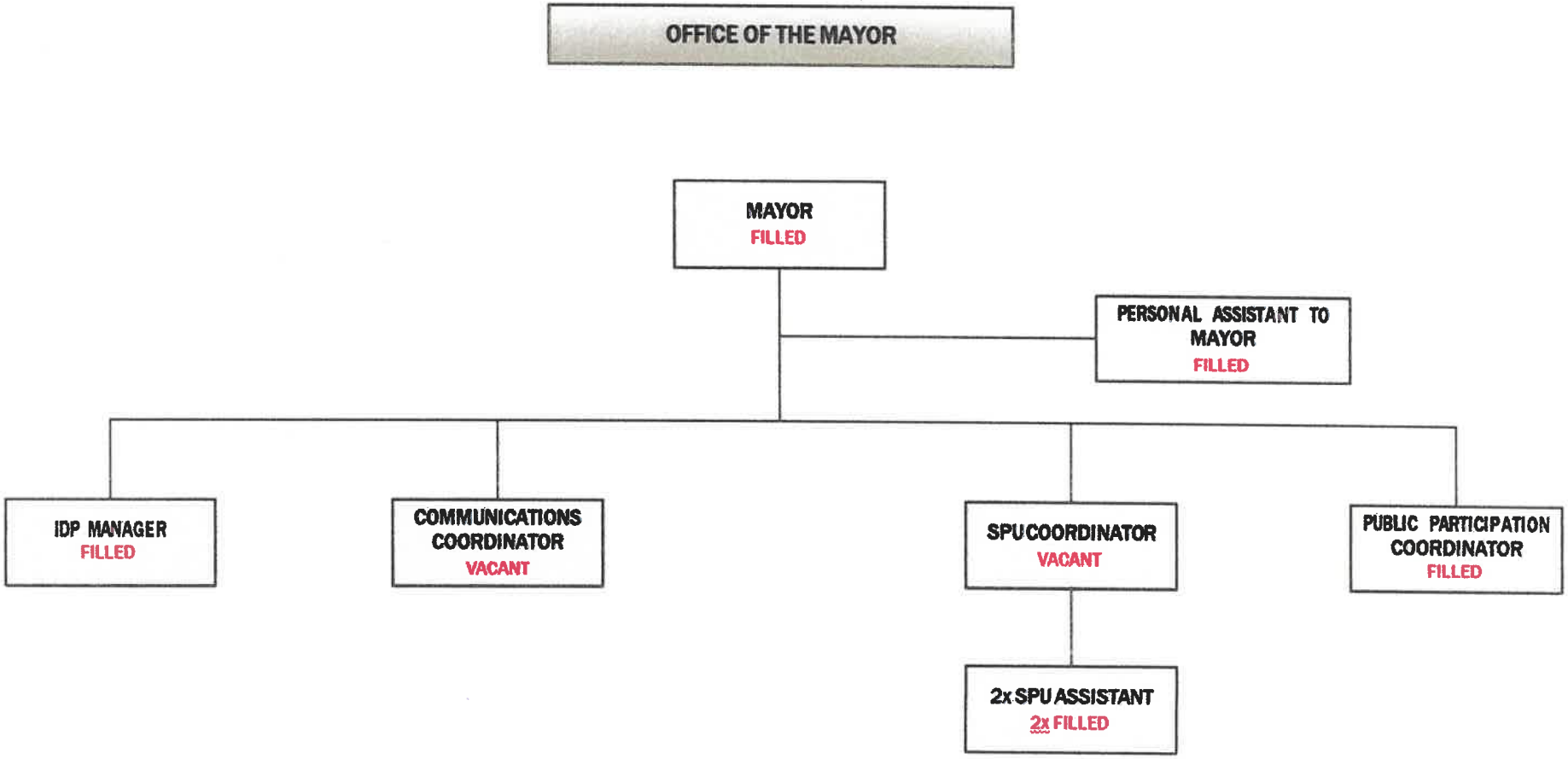
Type of leave taken	**No. of days**
Annual Leave	24
Sick Leave	80
Family Responsibility Leave	5
Special Leave/ Study Leave	5
IOD	Depends on the extent of the Injury not limited

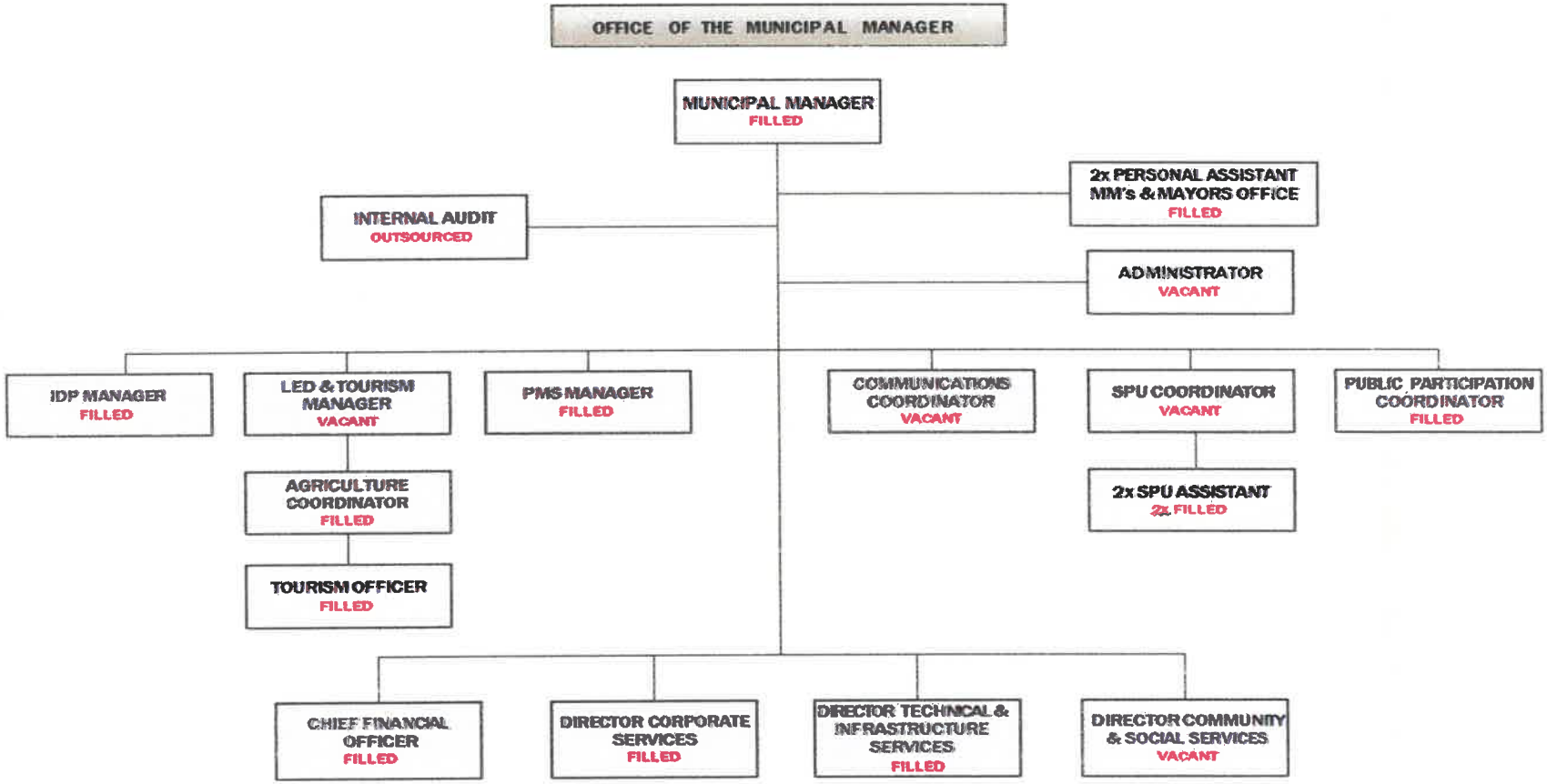
Leave is regulated in the Basic Conditions of Employment Act, and therefore no employee is allowed to abuse leave hence when employees are taking sick leave are required to bring sick certificate from the medical practitioner as a proof that indeed was sick. In taking annual leave employees are required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

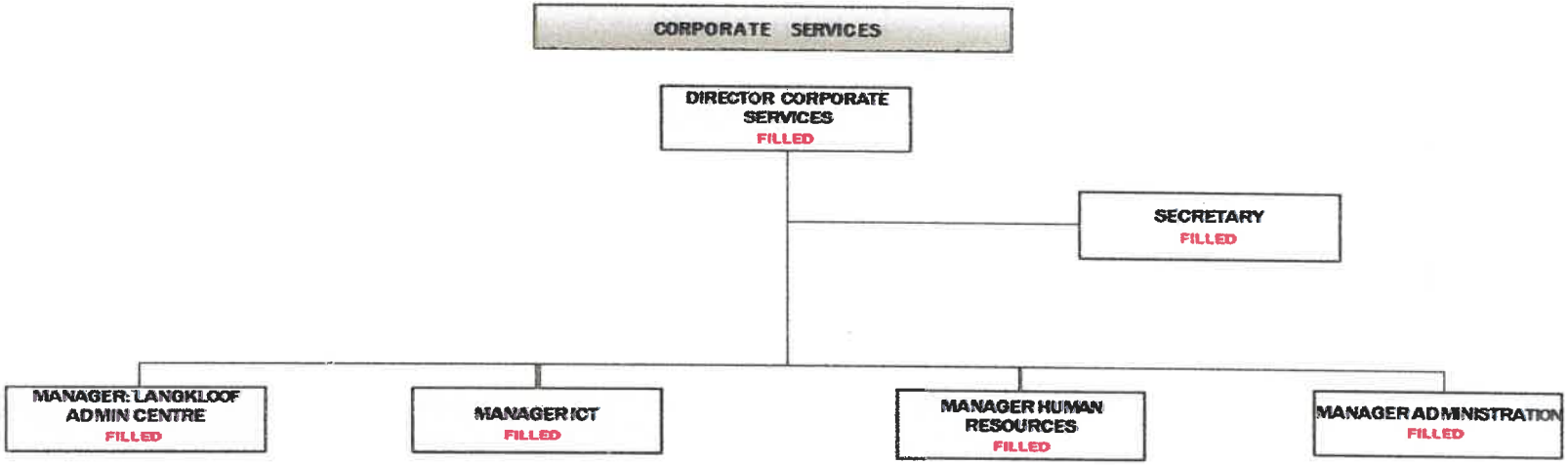
Every directorate has a responsibility to manage their employee's leave and submit such leave forms to human resource for capturing in the system. The supervisor prior approving leave must check the availability of leave.

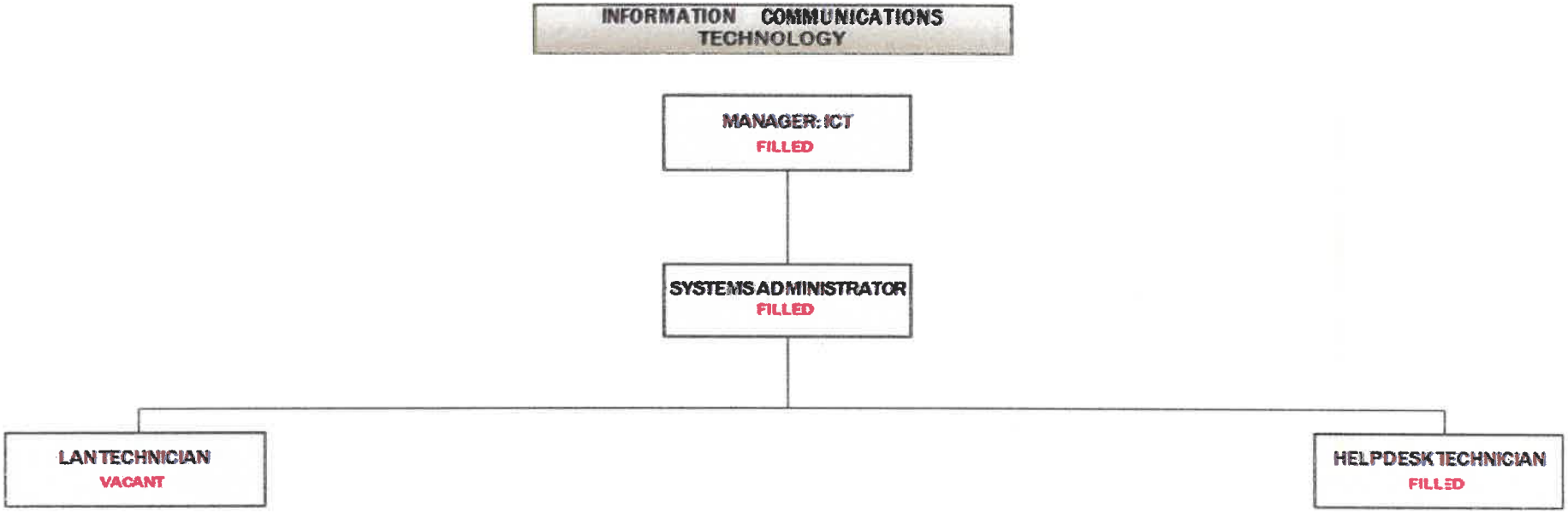
Component B: Managing the municipal workforce on reporting level

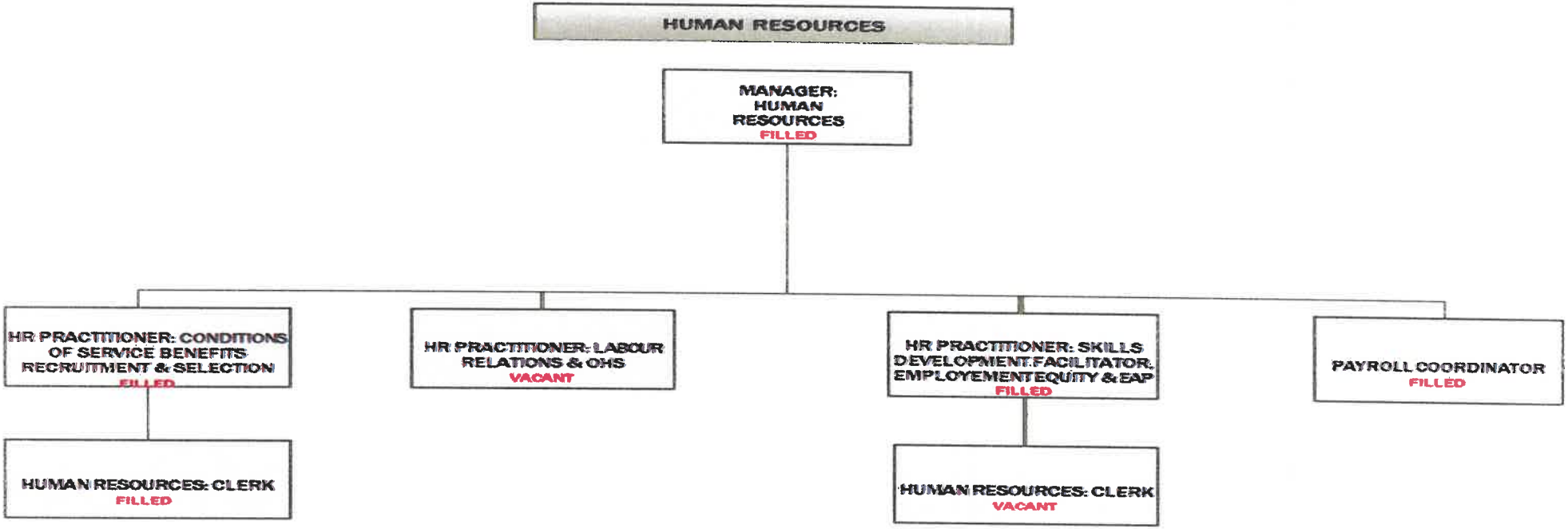
4.2. Organisational Structure


OFFICE OF THE MAYOR
MAYOR
FILLED
PERSONAL ASSISTANT TO MAYOR
FILLED
IDP MANAGER
FILLED
COMMUNICATIONS COORDINATOR
VACANT
SPU COORDINATOR
VACANT
PUBLIC PARTICIPATION COORDINATOR
FILLED
2x SPU ASSISTANT
2x FILLED


OFFICE OF THE MUNICIPAL MANAGER
MUNICIPAL MANAGER
FILLED
2x PERSONAL ASSISTANT MM's & MAYORS OFFICE
FILLED
INTERNAL AUDIT
OUTSOURCED
ADMINISTRATOR
VACANT
IDP MANAGER
FILLED
LED & TOURISM MANAGER
VACANT
PMS MANAGER
FILLED
COMMUNICATIONS COORDINATOR
VACANT
SPU COORDINATOR
VACANT
PUBLIC PARTICIPATION COORDINATOR
FILLED
AGRICULTURE COORDINATOR
FILLED
2x SPU ASSISTANT
2x FILLED
TOURISM OFFICER
FILLED
CHIEF FINANCIAL OFFICER
FILLED
DIRECTOR CORPORATE SERVICES
FILLED
DIRECTOR TECHNICAL & INFRASTRUCTURE SERVICES
FILLED
DIRECTOR COMMUNITY & SOCIAL SERVICES
VACANT


CORPORATE SERVICES
DIRECTOR CORPORATE SERVICES
FILLED
SECRETARY
FILLED
MANAGER: LANGKLOOF ADMIN CENTRE
FILLED
MANAGER ICT
FILLED
MANAGER HUMAN RESOURCES
FILLED
MANAGER ADMINISTRATION
FILLED


INFORMATION COMMUNICATIONS TECHNOLOGY
MANAGER: ICT
FILLED
SYSTEMS ADMINISTRATOR
FILLED
LAN TECHNICIAN
VACANT
HELPDESK TECHNICIAN
FILLED


HUMAN RESOURCES
MANAGER: HUMAN RESOURCES
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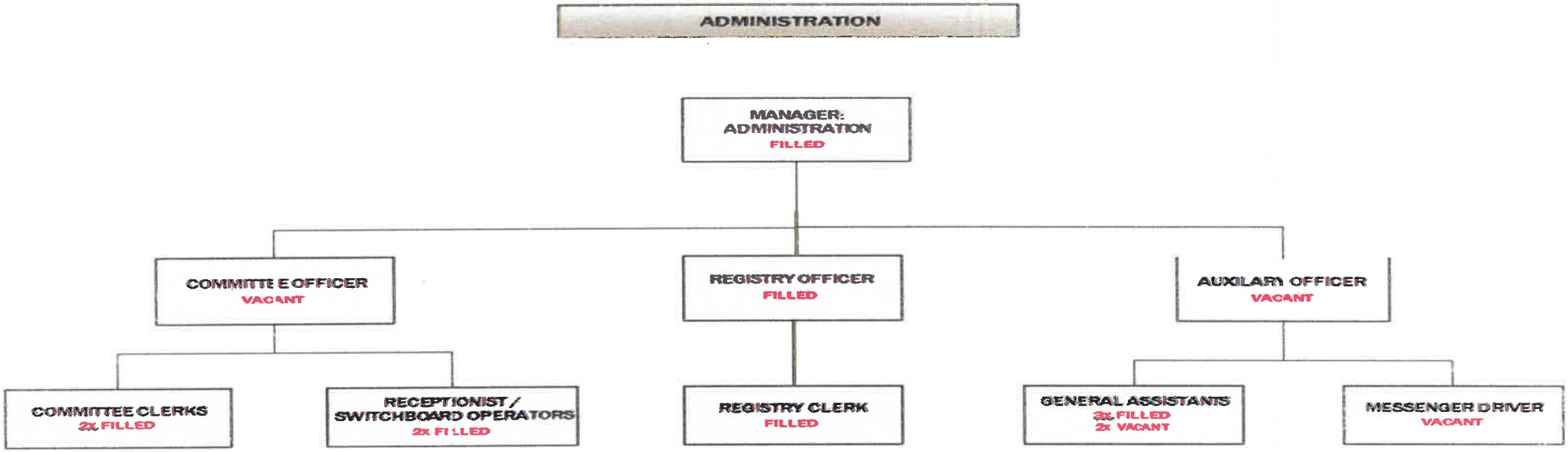
HR PRACTITIONER: CONDITIONS OF SERVICE BENEFITS RECRUITMENT & SELECTION
FILLED
HR PRACTITIONER: LABOUR RELATIONS & OHS
VACANT
HR PRACTITIONER: SKILLS DEVELOPMENT.FACILITATOR, EMPLOYEMENT EQUITY & EAP
FILLED
PAYROLL COORDINATOR
FILLED
HUMAN RESOURCES: CLERK
FILLED
HUMAN RESOURCES: CLERK
VACANT


ADMINISTRATION
MANAGER: ADMINISTRATION
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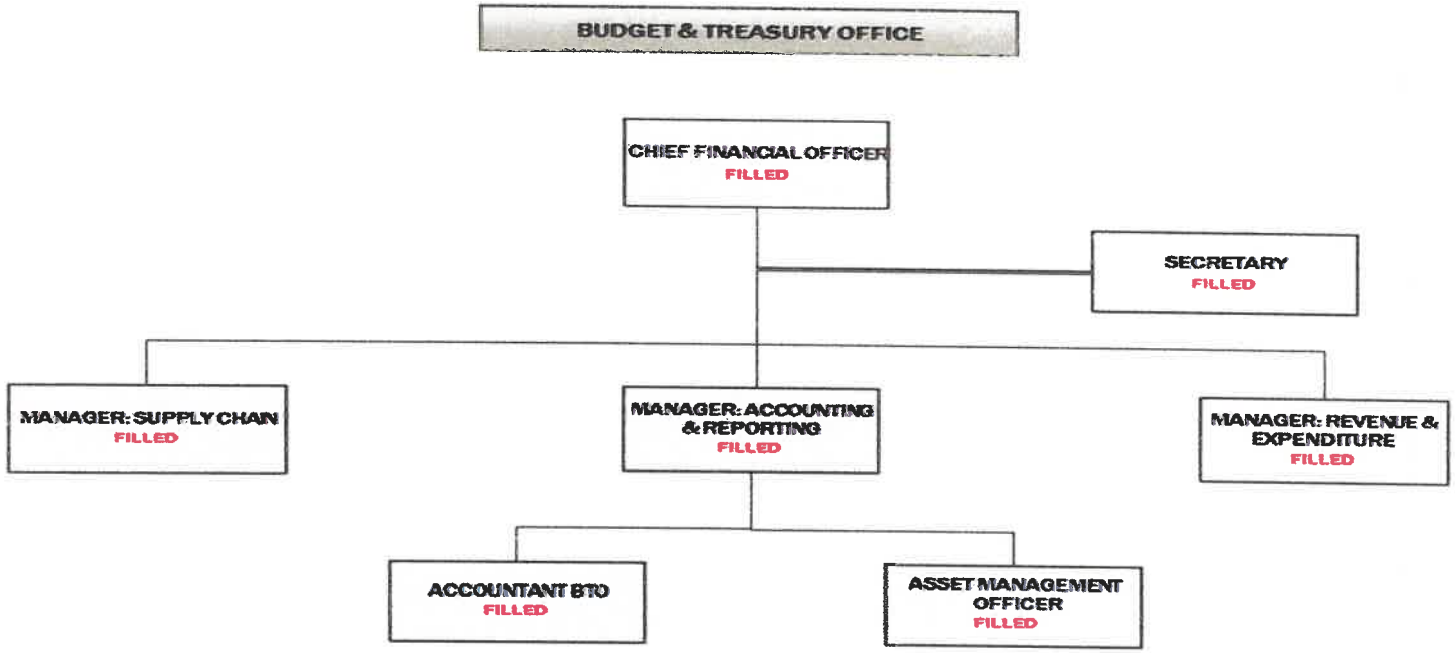
COMMITTEE OFFICER
VACANT
REGISTRY OFFICER
FILLED
AUXILARY OFFICER
VACANT
COMMITTEE CLERKS
2x FILLED
RECEPTIONIST / SWITCHBOARD OPERATORS
2x FILLED
REGISTRY CLERK
FILLED
GENERAL ASSISTANTS
3x FILLED
2x VACANT
MESSENGER DRIVER
VACANT


BUDGET & TREASURY OFFICE
CHIEF FINANCIAL OFFICER
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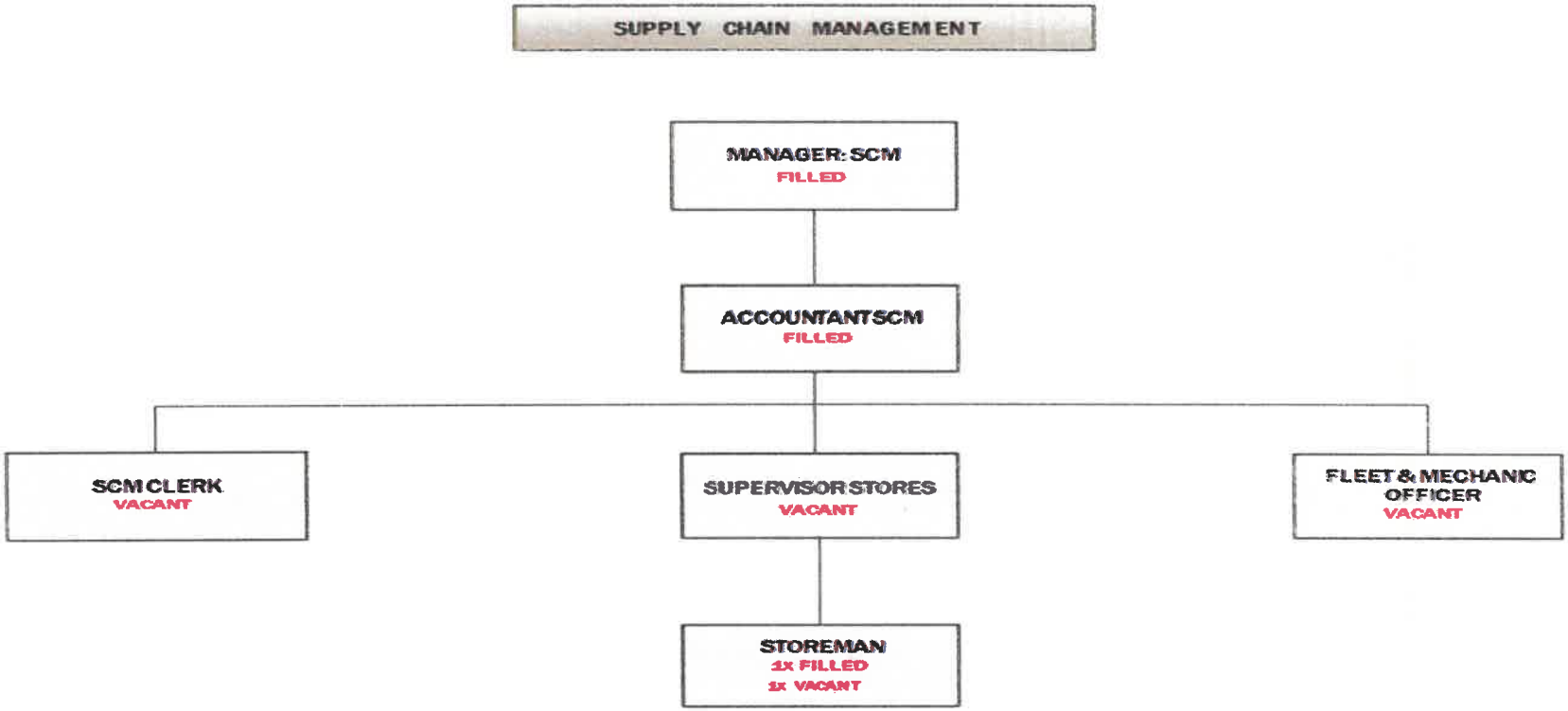
SECRETARY
FILLED
MANAGER: SUPPLY CHAIN
FILLED
MANAGER: ACCOUNTING & REPORTING
FILLED
MANAGER: REVENUE & EXPENDITURE
FILLED
ACCOUNTANT BTO
FILLED
ASSET MANAGEMENT OFFICER
FILLED


SUPPLY CHAIN MANAGEMENT
MANAGER: SCM
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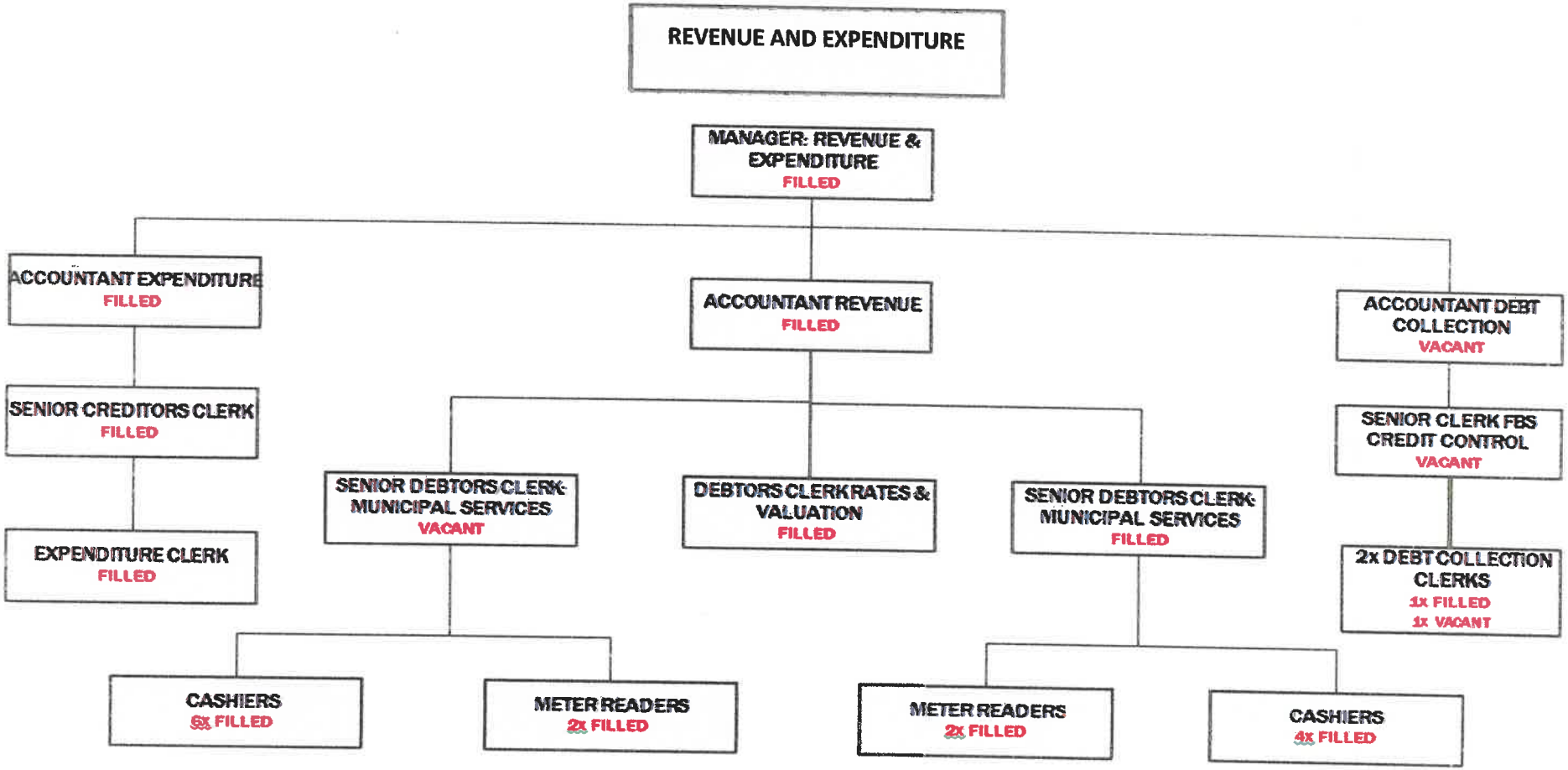
ACCOUNTANT SCM
FILLED
SCM CLERK
VACANT
SUPERVISOR STORES
VACANT
FLEET & MECHANIC OFFICER
VACANT
STOREMAN
1x FILLED
1x VACANT


REVENUE AND EXPENDITURE
MANAGER: REVENUE & EXPENDITURE
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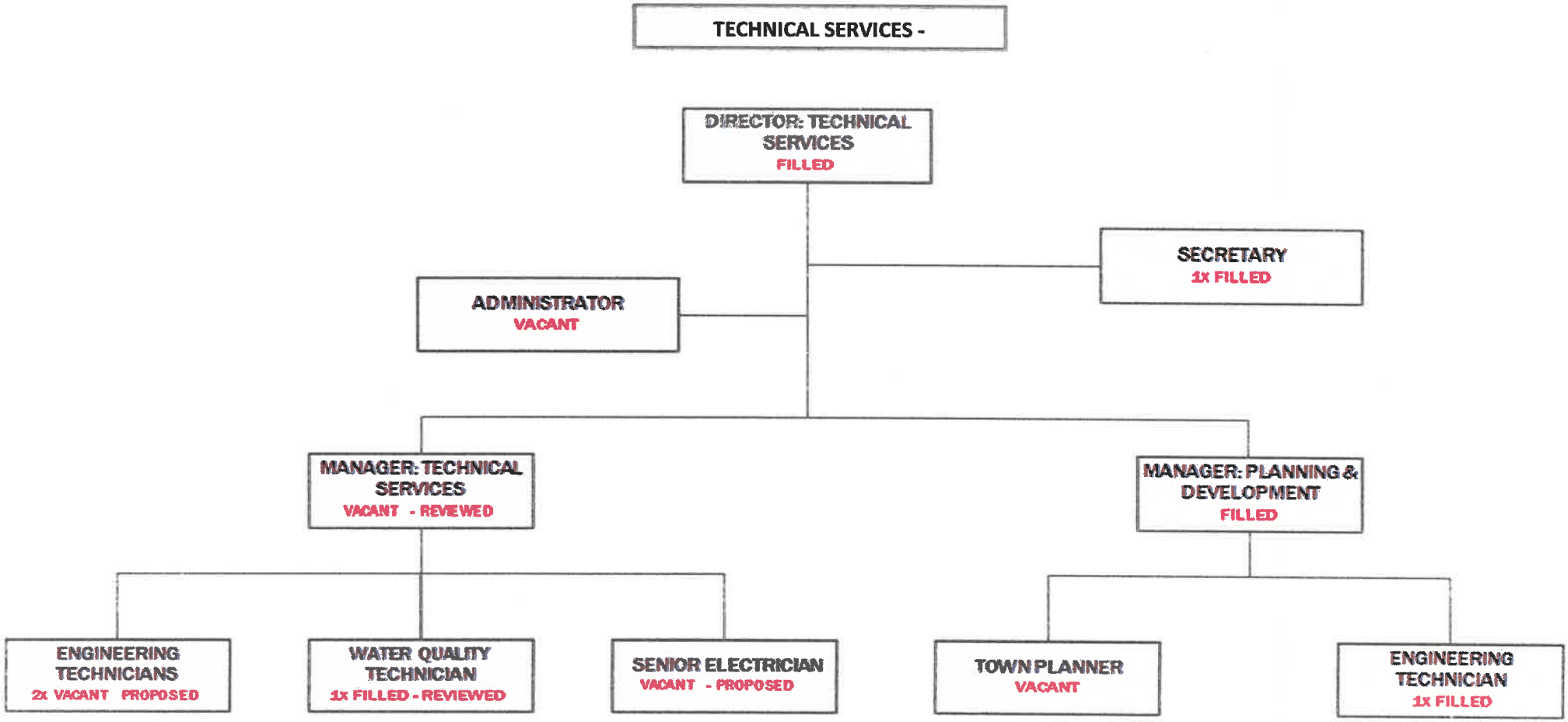
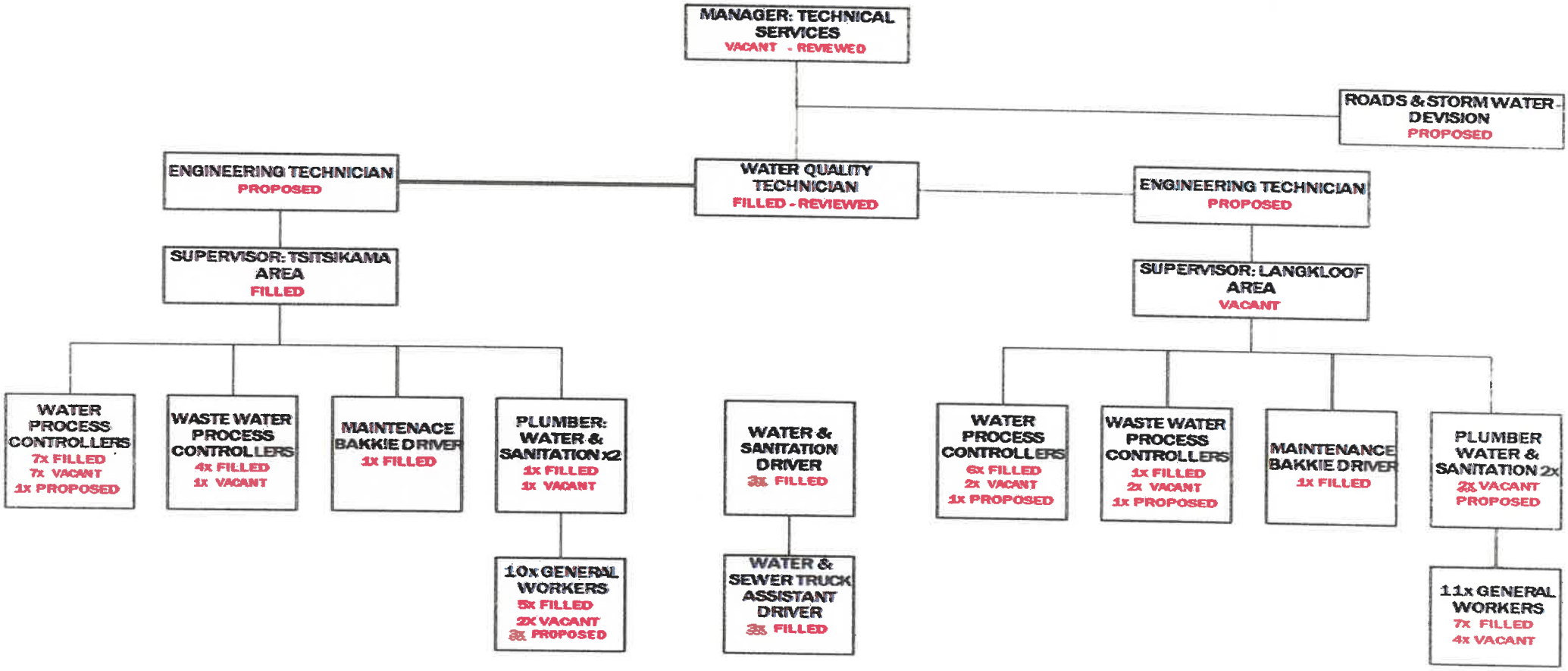
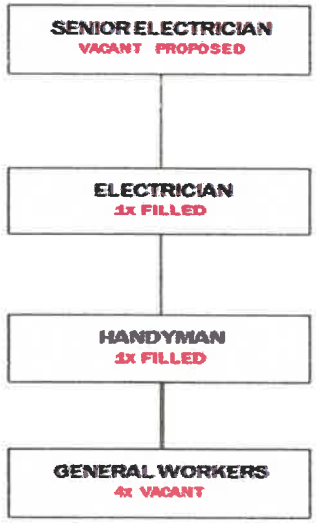
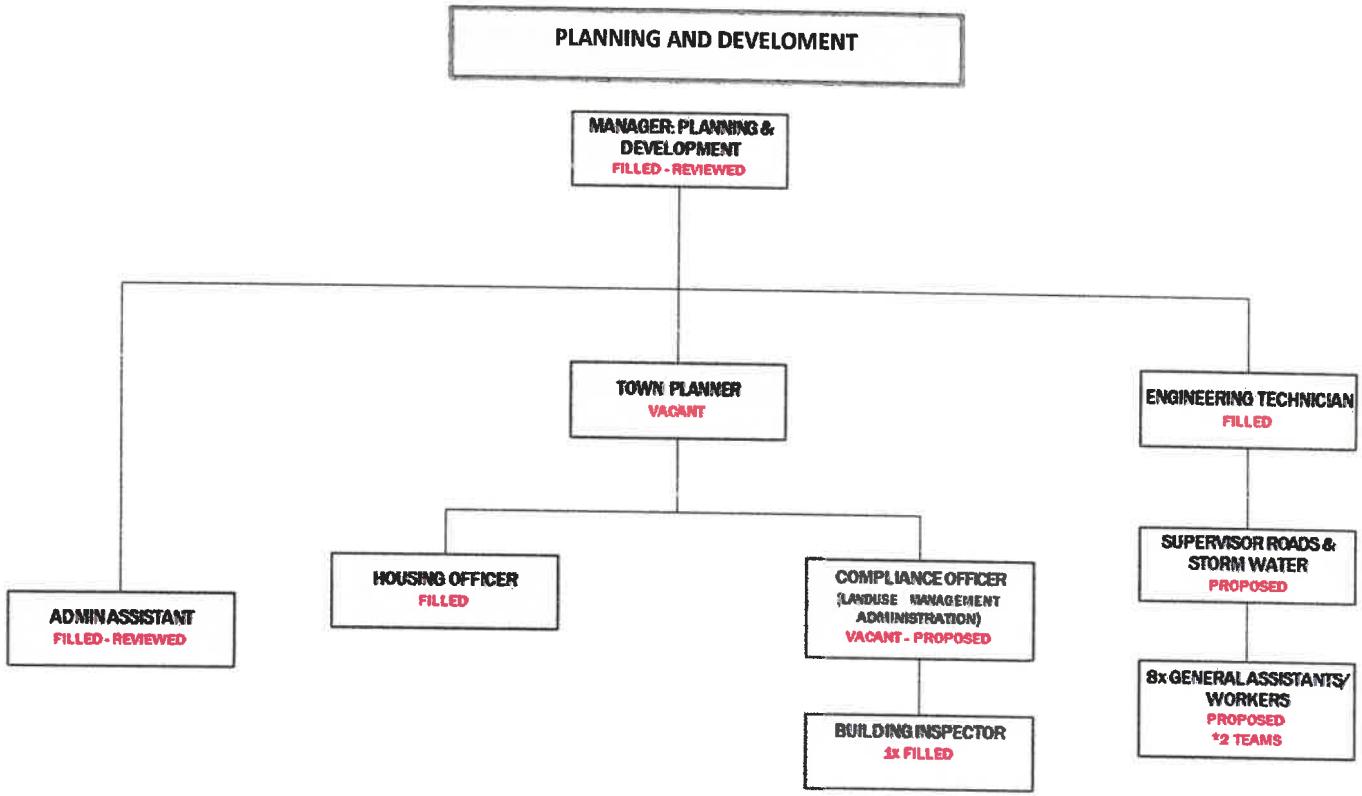
ACCOUNTANT EXPENDITURE
FILLED
SENIOR CREDITORS CLERK
FILLED
EXPENDITURE CLERK
FILLED
ACCOUNTANT REVENUE
FILLED
SENIOR DEBTORS CLERK- MUNICIPAL SERVICES
VACANT
DEBTORS CLERK RATES & VALUATION
FILLED
SENIOR DEBTORS CLERK- MUNICIPAL SERVICES
FILLED
CASHIERS
6x FILLED
METER READERS
2x FILLED
METER READERS
2x FILLED
CASHIERS
4x FILLED
ACCOUNTANT DEBT COLLECTION
VACANT
SENIOR CLERK FBS CREDIT CONTROL
VACANT
2x DEBT COLLECTION CLERKS
1x FILLED
1x VACANT

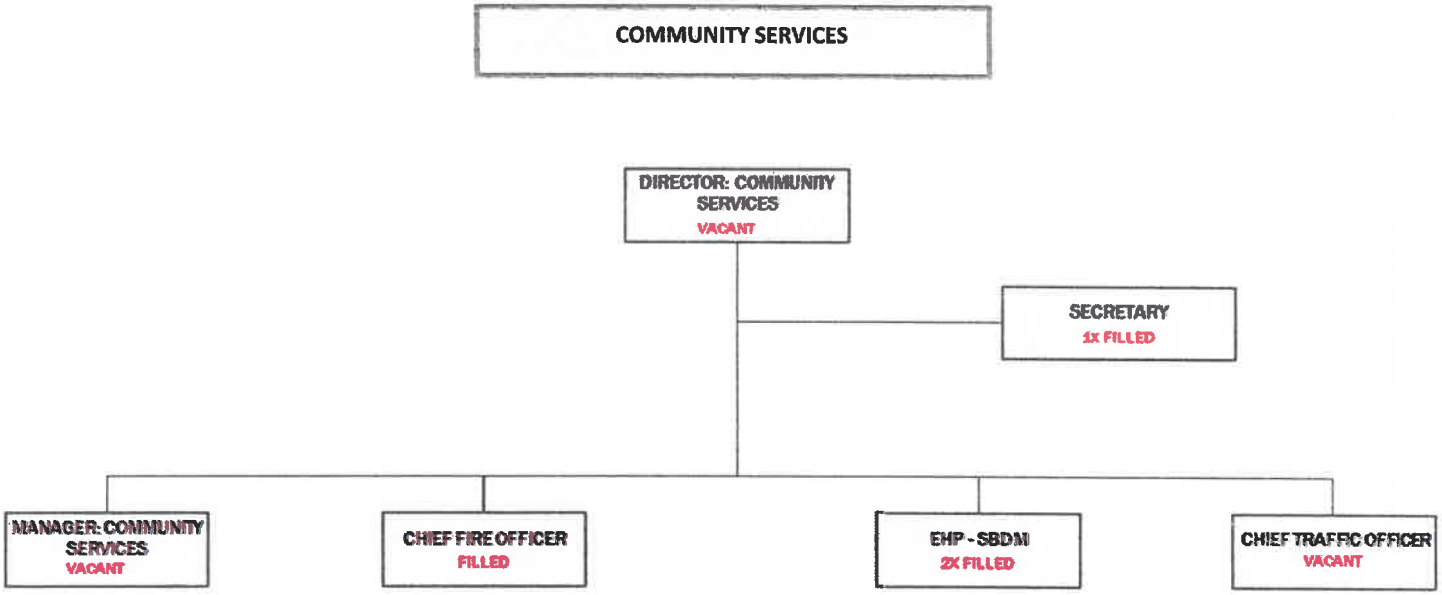

TECHNICAL SERVICES -
DIRECTOR: TECHNICAL SERVICES
FILLED
SECRETARY
1x FILLED
ADMINISTRATOR
VACANT
MANAGER: TECHNICAL SERVICES
VACANT - REVIEWED
MANAGER: PLANNING & DEVELOPMENT
FILLED
ENGINEERING TECHNICIANS
2x VACANT PROPOSED
WATER QUALITY TECHNICIAN
1x FILLED - REVIEWED
SENIOR ELECTRICIAN
VACANT - PROPOSED
TOWN PLANNER
VACANT
ENGINEERING TECHNICIAN
1x FILLED

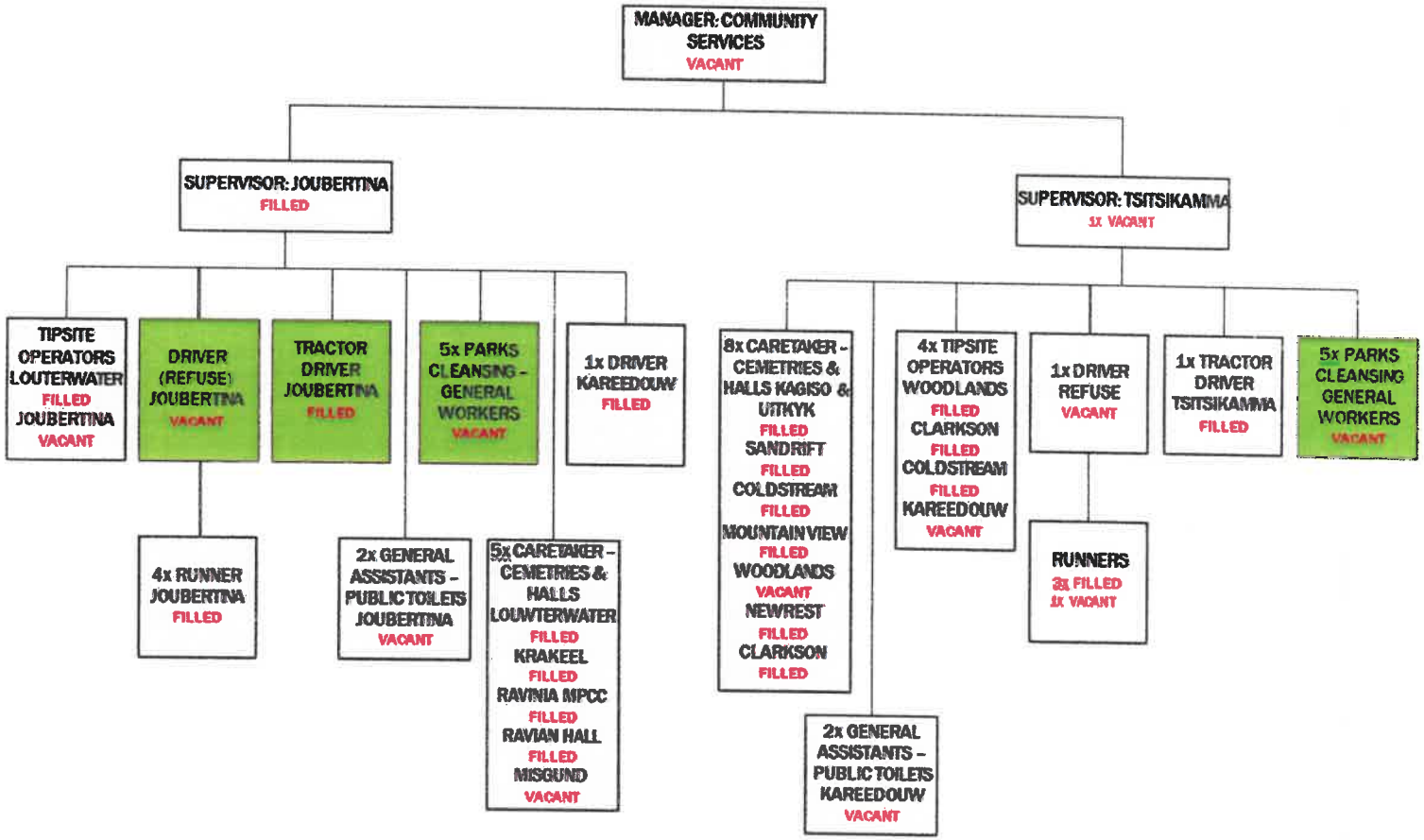

MANAGER: TECHNICAL SERVICES
VACANT - REVIEWED
ROADS & STORM WATER DEVISION
PROPOSED
ENGINEERING TECHNICIAN
PROPOSED
WATER QUALITY TECHNICIAN
FILLED - REVIEWED
ENGINEERING TECHNICIAN
PROPOSED
SUPERVISOR: TSITSIKAMA AREA
FILLED
SUPERVISOR: LANGKLOOF AREA
VACANT
WATER PROCESS CONTROLLERS
7x FILLED
7x VACANT
1x PROPOSED
WASTE WATER PROCESS CONTROLLERS
4x FILLED
1x VACANT
MAINTENACE BAKKIE DRIVER
1x FILLED
PLUMBER: WATER & SANITATION x2
1x FILLED
1x VACANT
10x GENERAL WORKERS
5x FILLED
2x VACANT
3x PROPOSED
WATER & SANITATION DRIVER
3x FILLED
WATER & SEWER TRUCK ASSISTANT DRIVER
3x FILLED
WATER PROCESS CONTROLLERS
6x FILLED
2x VACANT
1x PROPOSED
WASTE WATER PROCESS CONTROLLERS
1x FILLED
2x VACANT
1x PROPOSED
MAINTENANCE BAKKIE DRIVER
1x FILLED
PLUMBER WATER & SANITATION 2x
2x VACANT
PROPOSED
11x GENERAL WORKERS
7x FILLED
4x VACANT

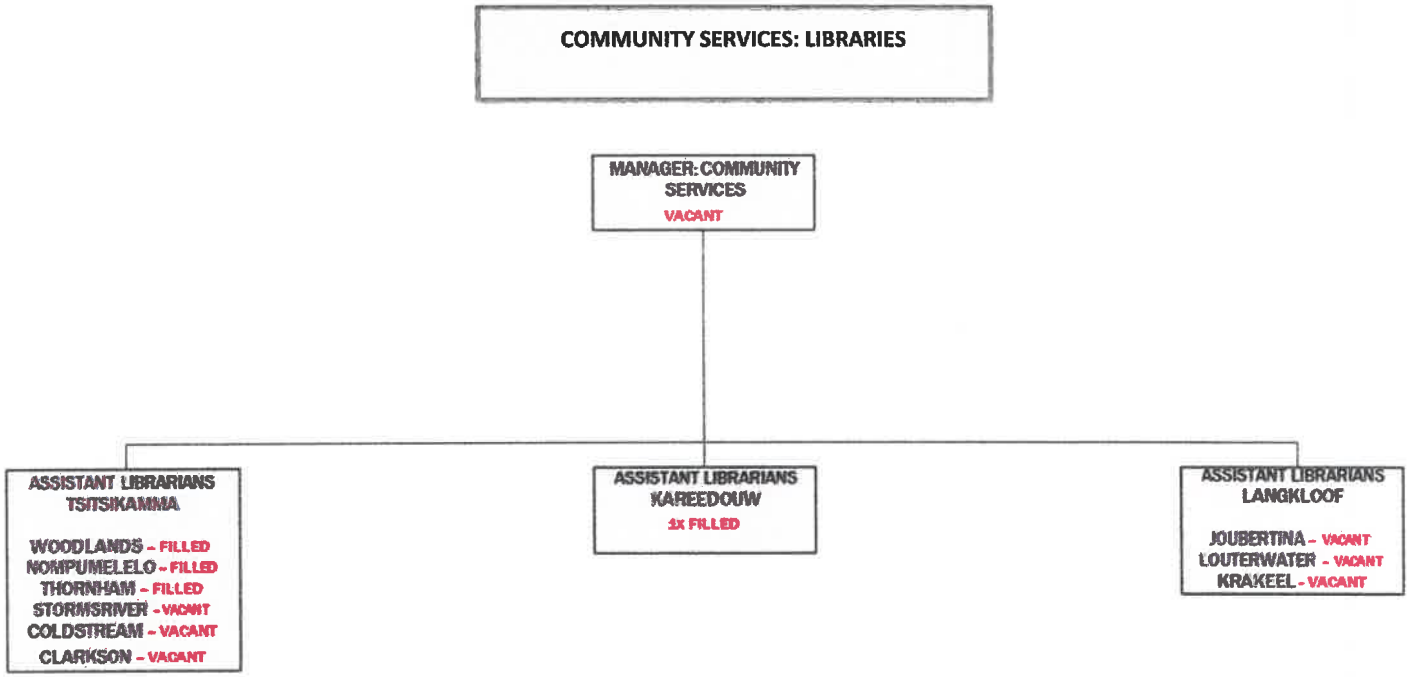
ELECTRICAL SERVICES SECTION -

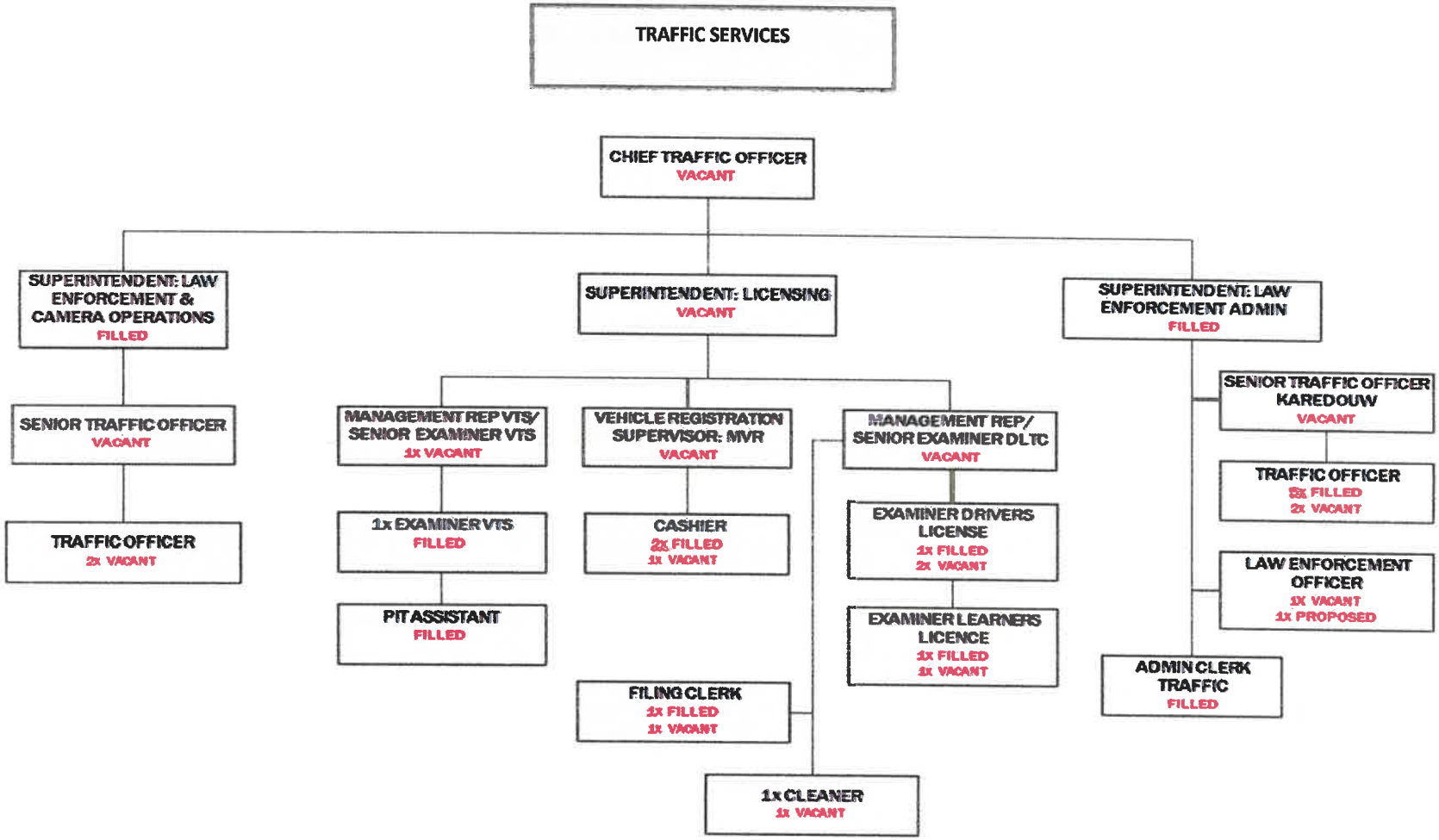


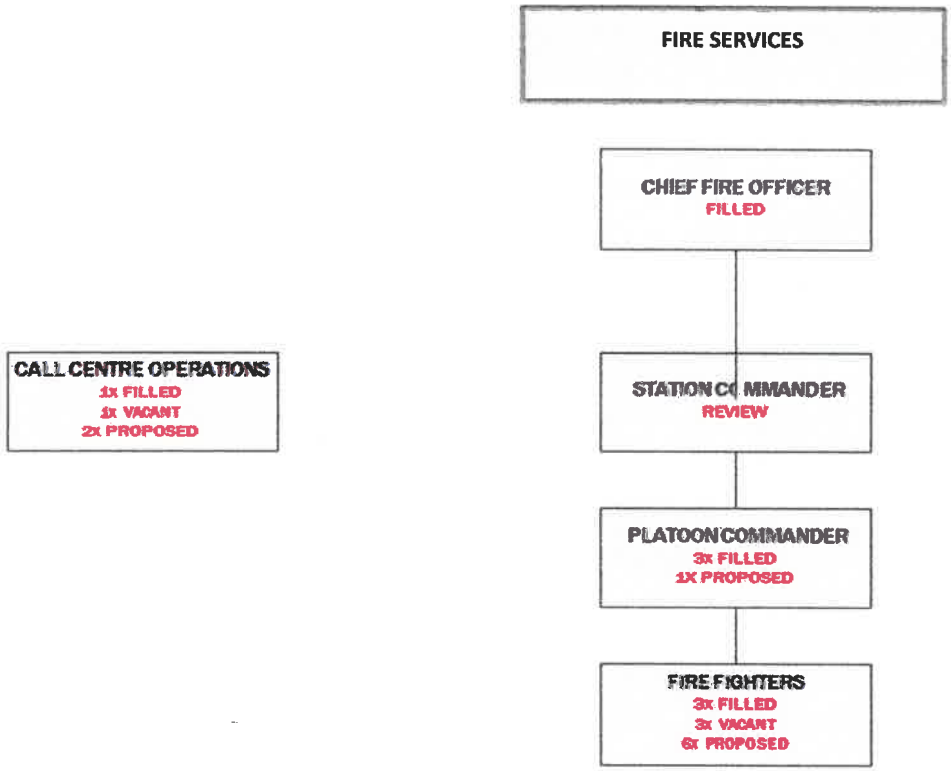

PLANNING AND DEVELOMENT
MANAGER: PLANNING & DEVELOPMENT
FILLED - REVIEWED
TOWN PLANNER
VACANT
ENGINEERING TECHNICIAN
FILLED
ADMIN ASSISTANT
FILLED - REVIEWED
HOUSING OFFICER
FILLED
COMPLIANCE OFFICER
(LANDUSE MANAGEMENT ADMINISTRATION)
VACANT - PROPOSED
SUPERVISOR ROADS & STORM WATER
PROPOSED
BUILDING INSPECTOR
1x FILLED
8x GENERAL ASSISTANTS/ WORKERS
PROPOSED
*2 TEAMS


COMMUNITY SERVICES
DIRECTOR: COMMUNITY SERVICES
VACANT
SECRETARY
1x FILLED
MANAGER: COMMUNITY SERVICES
VACANT
CHIEF FIRE OFFICER
FILLED
EHP - SBDM
2X FILLED
CHIEF TRAFFIC OFFICER
VACANT


MANAGER: COMMUNITY SERVICES
VACANT
SUPERVISOR: JOUBERTINA
FILLED
SUPERVISOR: TSITSIKAMMA
1x VACANT
TIPSITE OPERATORS LOUTERWATER
FILLED
JOUBERTINA
VACANT
DRIVER (REFUSE) JOUBERTINA
VACANT
TRACTOR DRIVER JOUBERTINA
FILLED
5x PARKS CLEANSING - GENERAL WORKERS
VACANT
1x DRIVER KAREEDOUW
FILLED
4x RUNNER JOUBERTINA
FILLED
2x GENERAL ASSISTANTS - PUBLIC TOILETS JOUBERTINA
VACANT
5x CARETAKER - CEMETRIES & HALLS LOUWTERWATER
FILLED
KRAKEEL
FILLED
RAVINIA MPCC
FILLED
RAVIAN HALL
FILLED
MISGUND
VACANT
8x CARETAKER - CEMETRIES & HALLS KAGISO & UITKYK
FILLED
SANDRIFT
FILLED
COLDSTREAM
FILLED
MOUNTAIN VIEW
FILLED
WOODLANDS
VACANT
NEWREST
FILLED
CLARKSON
FILLED
2x GENERAL ASSISTANTS - PUBLIC TOILETS KAREEDOUW
VACANT
4x TIPSITE OPERATORS WOODLANDS
FILLED
CLARKSON
FILLED
COLDSTREAM
FILLED
KAREEDOUW
VACANT
1x DRIVER REFUSE
VACANT
RUNNERS
3x FILLED
1x VACANT
1x TRACTOR DRIVER TSITSIKAMMA
FILLED
5x PARKS CLEANSING GENERAL WORKERS
VACANT


COMMUNITY SERVICES: LIBRARIES
MANAGER: COMMUNITY SERVICES
VACANT
ASSISTANT LIBRARIANS TSITSIKAMMA
WOODLANDS - FILLED
NOMPUMELELO - FILLED
THORNHAM - FILLED
STORMSRIVER - VACANT
COLDSTREAM - VACANT
CLARKSON - VACANT
ASSISTANT LIBRARIANS KAREEDOUW
1x FILLED
ASSISTANT LIBRARIANS LANGKLOOF
JOUBERTINA - VACANT
LOUTERWATER - VACANT
KRAKEEL - VACANT


TRAFFIC SERVICES
CHIEF TRAFFIC OFFICER
VACANT
SUPERINTENDENT: LAW ENFORCEMENT & CAMERA OPERATIONS
FILLED
SUPERINTENDENT: LICENSING
VACANT
SUPERINTENDENT: LAW ENFORCEMENT ADMIN
FILLED
SENIOR TRAFFIC OFFICER
VACANT
TRAFFIC OFFICER
2x VACANT
MANAGEMENT REP VTS/ SENIOR EXAMINER VTS
1x VACANT
1x EXAMINER VTS
FILLED
PIT ASSISTANT
FILLED
VEHICLE REGISTRATION SUPERVISOR: MVR
VACANT
CASHIER
2x FILLED
1x VACANT
FILING CLERK
1x FILLED
1x VACANT
MANAGEMENT REP/ SENIOR EXAMINER DLTC
VACANT
EXAMINER DRIVERS LICENSE
1x FILLED
2x VACANT
EXAMINER LEARNERS LICENCE
1x FILLED
1x VACANT
1x CLEANER
1x VACANT
SENIOR TRAFFIC OFFICER KAREDOUW
VACANT
TRAFFIC OFFICER
8x FILLED
2x VACANT
LAW ENFORCEMENT OFFICER
1x VACANT
1x PROPOSED
ADMIN CLERK TRAFFIC
FILLED


FIRE SERVICES
CHIEF FIRE OFFICER
FILLED
CALL CENTRE OPERATIONS
1x FILLED
1x VACANT
2x PROPOSED
STATION COMMANDER
REVIEW
PLATOON COMMANDER
3x FILLED
1X PROPOSED
FIRE FIGHTERS
3x FILLED
3x VACANT
6x PROPOSED

4.1.1. List of medical aid where employees belong

Koukamma Municipality's employees belong to the following medical aid during 2020/21 financial year:

Name of medical aid	No of employees
Key Health Medical Aid	2
LA Health Medical Aid	28
Bonitas	29
Samwu Medical Aid	12
Hosmed	1

4.1.2. List of pension fund where employees belong

During 2020/21 employees belong to the following pension funds:

Name of pension fund	No. of employees
Municipal Workers Retirement Fund	53
Cape Joint Retirement Fund	112
Municipal Council Pension Fund	5
Sala Provident Fund	1

4.1.3. Labour Relations

The Labour Relations Act, 1995 was designed to protect everyone in the workplace and to promote economic development, fair labour practice, peace, democracy and social development. It also requires that corrective measures be implemented as per the Main Collective Agreement: Disciplinary Procedure.

Disciplinary action is not a punitive measure but a corrective measure which must be implemented fairly, consistently, progressively and promptly. The maintenance

of discipline is the responsibility of management and falls within the control function of supervisory position.

During 2020/2021, Koukamma Municipality reported the following disciplinary cases as follows:

NUMBER OF CASES	DECIDED AGAINSTS THE EMPLOYER	DECIDED AGAINST THE EMPLOYEE	INTERNAL, CCMA OR SALGBC	RESOLVED	OUTSTANDING
3			Internal		Yes
1		Settlement Agreement		Yes	
1		Yes	CCMA & latte referred to SALGBC	Yes	

4.2.4. Performance Management System (PMS)

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

Performance Management is regulated through the provisions of the Local Government: Municipal Systems Act and regulations promulgated in terms of this act. In compliance with the legislative provisions the Integrated Development Plan (IDP) for 2020/21 financial year forms the basis for the development of institutional Service Delivery and Budget Implementation Plan (SDBIP).

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

Performance reviews must be conducted on a quarterly basis with the annual performance review conducted by an Evaluation Panel appointed in terms of the Performance Management Regulations. Although quarterly reviews and annual performance review was conducted during 2019/20 financial year, but none of the Senior Managers received bonuses.

The payment of bonuses for the Municipal Manager and Directors is subject to the adoption of the annual report by Council in respect of the year under review and as

such the performance bonus cannot be paid on the year under review, but during the next financial year if such a performance bonus was approved by Council.

Component C: Capacitating municipal workforce

4.3. Skills Development

The following schedule reflects the skills development conducted during 2020/21:

NUMBER OF BENEFICIARIES	DEPARTMENT	START DATE	END DATE	INTERVENTION	Training complete /complete	Cost of training
3	BTO	July 2020	June 2023	**Chartered Certified Accountant Candidacy Programme**	**In progress**	**Donor Training By LGSETA**
15	ALL Department	26 Oct 2020	13 Nov 2020	**MFMP Module 116342**	**Complete**	**R 11,400.00**
	All Department (OHS Committee)	20 Oct 2020	21 Oct 2020	**OHS Rep/COVID- 19 Champions training**	**Complete**	**R28,500.00**
10	Mayor's Office	22 Oct 2020	22 Oct 2020	**Report Writing**	**Complete**	**R18,400.00**
8	All Departments	12 Nov 2020	13 Nov 2020	**Advanced Computer Training (Ms Word, Ms PowerPoint & Ms Publisher)**	**Completed**	**R 28,800.00**
3	BTO	Dec 2020	June 2021	**Municipal Finance Management Programme**	**Complete**	**R75,000.01**
2	Technical Services	23 Nov 2020	26 Nov 2021	**Certificate: Municipal**	**In progress**	**R60,000.00 through**

	& Corporate Services			**Financial Management** **Minimum Credits: 166; NQF Level: 6**		**LGSETA Discretionary grant** **Donor Training**
13	All Department	22 Feb 2021	26 Feb 2021	**Basic Computer Skills**	**Completed**	**R34,450.00**
5 of 8	Mayor's Office	19 April 2021	18 June 2020	**Leadership and Development** 3 Modules	**Completed**	**R87,515.00**
3	Mayor's Office & Corporate Services	March 2021	June 2021	**EMPAC**	**Completed**	**R90,000.00** **Donor Training by SALGA & LGSETA**

Training Conducted for unemployed from 2020/2021

Programme	Type of learning intervention	Contract Amount	Number of Learners contracted	No of learners completed programme	Status / Comment
FETC: Road Transport Management in the Public Sector	Learnership	552 000.00 LGSETA DONOR PROGRAMME	12	7	Completed & Certificated
FETC: Community Water, Health and Sanitation Facilitation	Learnership	552 000.00 LGSETA DONOR PROGRAMME	12	7	Completed
Work Integrated learning HR,	Work Integrated	N/A	4	3	Completed

Admin & Finance	Learning				
Youth graduate programme: Environmental Affairs	3 year Graduate programme	DONOR PROGRAMM E	1	1	In Progress
Department of Public works	NYS Tsitsikamma	DONOR PROGRAMM E	4	4	In Progress
Department of Transport	NYS (Kareedouw, Joubertina & Woodlands	DONOR PROGRAMM E	36	14	In progress
Department of Public works	Accelerated Professional and Trade Competency Development Programme	DONOR PROGRAMM E	12	8	In progress

4.3.1. LEVEL OF EDUCATION AND SKILLS

Total number of staff	Number of staff without grade 12	Number of staff with senior certificate only	Number of staff with Tertiary/ accredited professionals training
166	55	51	60

4.3.2. TECHNICAL STAFF REGISTERED WITH PROFESSIONAL BODIES

Water and Electricity	Total Number of Technical Service Managers	Total number reregistered in the accredited professional body	Total number pending registration confirmation in the accredited professional body	Total number not yet registered
45	2	1	0	1

Component D: Managing the workforce expenditure

4.4. Trends on Personnel Expenditure

There has been a growth in the total operating budget for staff salaries in particular 2020/21 which is exceeding the Treasury Norm as reflected below.

Financial year	Total No. of Staff	Actual operating expenditure	Personnel Expenditure	% of personnel expenditure
2017/18	Permanent Staff -146 Councillors – 11 Section 56 &57 Managers - 3	R126 724 000	R42 883 443 (excl councillors)	
2018/19	Permanent Staff – 157 Councillors – 11 Section 56 & 57 – 5	R128 381 000	R44 600 000.00	35%
2019/20	Permanent Staff – 15 Councillors – 11 Section 56 & 57- 4	R110 002 000	R 56 397 000	51%
2020/21	Permanent Staff – 166 Councillors- 11 Section 56&57 managers- 4			

4.5. Salary Disclosure

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

4.5.1. Councillors

Designation	Salary Benefit	Amount 2016/17	Amount 2017/18	Amount 2018/19	Amount 2019/2
Mayor/Speaker	Travel Allowance	R14 786.77			
	Cell phone allowance	R1739.00	R3400.00	R3400.00	R 3400
Part-time Councillors		R4635.34	R3400.00	R3400.00	R 3400

4.5.2. Section 56 and Section 57

Designation	Salary Benefit	2016/17	2017/18	2018/19	2019/20
Municipal Manager	Car Allowance Travel Allowance Salary Housing allowance	R3800.00 R10,000.00 R69,505.68	R20,000.00 R72,810.43 R2,842.35	R20000.00 R77975.65 R2842.35	Travel -R 20000.00 Salary- R80798.59 Housing-R 2842.35
CFO	Travel Allowance Salary	R12,000.00 R66, 535.95	R12,000.00 R66, 535.95	R12000.00 R70776.89	Travel- R 3000.00 Salary – R 83366.29
Director: Corporate Services	Salary Travel Allowance Housing Allowance Pension Allowance Medical Allowance		R47,789.93 R8000.00 R2746.02 R12,000.00 R8000.00	R40030.87 R20000.00 R2746.02 R12000.00 R8000.00	Salary – R 43590.29 Travel –R 20000.00 Housing- R 2746.02 Medical all –R8000 Pension- R 12000.00
Director: Technical Services	Salary Travel Allowance Pension Allowance Cell phone Allowance	R22,500.00 R30,000.00 R15,064.00 R3,000.00	R22,500.00 R30,000.00 R15,064.00 R3,000.00	R60251.80 R15000.00	Salary – R 53101.89 Travel – R20000.00 Medical – R 7604 Pension – R 7000
Director: Community Services	Salary Travel Allowance Housing Allowance	R50,641.99 R8,000.00 R800.00 R4,700.00 R4,923.00	R50,641.99 R8,000.00 R800.00 R4,700.00 R4,923.00		

	Pension Allowance Medical Allowance Cell phone Allowance	R1,500.00	R1,500.00		

APPENDIXES DESCRIPTIONS (A-T)

APPENDIX A: COUNCILLORS, COMMITTEE ALLOCATION AND COUNCIL ATTENDANCE

Name & Surname	Quarter 2 1/10/2020 – 31/12/2020				Quarter 3 1/01/2021– 31/03/2021			Quarter 4 1/04/2021 – 31/06/2021		
	20/08	29/10	25/11	10/12		21/01	25/02	30/03		28/05
Samuel Vuso	✓	✓	✓	✓		✓	✓	✓		✓
Jessie Plaatjies	✓	✓	✓	✓		✓	✓	✓		✓
Fundiswa Herman	✓	✓	✓	✓		✓	✓	✓		✓
Fuzile Yake	✓	✓	✓	✓		✓	✓	✓		✓
Graham Goliath	✓	✓	✓	✓		✓	✓	✓		✓
Hester Pullen	✓	✓	✓	✓		✓	✓	✓		✓
Cecilia Reeders	✓	✓	X	X		X	X	X		X
Francois Strydom	✓	✓	✓	✓		✓	✓	✓		✓
James Krige	X	X	✓	✓		X	✓	✓		✓
Julian Jansen	✓	✓	✓	✓		✓	✓	✓		✓
Kerneels Smit	✓	✓	✓	✓		✓	✓	X		✓
Warren Plaaitjies						✓	✓	✓		✓

APPENDIX B: COMMITTEE AND COMMITTEE PURPOSE

PLEASE REFER TO CHAPTER 2 (2.4.7.1)

APPENDIX C: ORGANOGRAM

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

APPENDIX D: FUNCTIONS & POWERS OF MUNICIPALITY

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

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

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

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

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

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

g) Regulation of passenger transport services.

h) Municipal airports serving the area of the district municipality as a whole.

i) Municipal health services.

j) Firefighting services serving the area of the district municipality as a whole, which includes-?

i. planning, co-ordination and regulation of fire services;
ii. specialised firefighting services such as mountain, veld and chemical fire services;
iii. co-ordination of the standardization of infrastructure, vehicles equipment and procedures;
iv. training of fire officers.

k) The establishment, conduct and control of fresh produce markets and abattoirs services the area of a major proportion of the municipalities in the district.

l) The establishment, conduct and control of cemeteries and crematoria serving the area of a major proportion of municipalities in the district.

m) Proportion of local tourism for the area of the district municipality.

n) Municipal public works relating to any of the above functions or any other functions assigned to the district municipality.

o) The receipt, allocation and, if applicable, the distribution of grants made to the district municipality.

p) The imposition and collection of taxes, levies and duties as related to the above functions or as may be assigned to the district municipality in terms of national legislation.

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

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

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

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

(c) The Minister may-

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

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

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

(e) The Minister must comply with the consultation requirements as set out in paragraph (a) when a power referred to in paragraph (c) or (d) is to be exercised.

(4) (a) Subject to paragraph (c), any authorization, amendment of an authorization or revocation of any authorization under subsection (3) takes effect on the commencement date of the municipal financial year following the date of publication of the notice effecting such authorization or amendment or revocation.

(b) The Minister must inform the Minister responsible for finance of his or her intention to publish a notice contemplated in paragraph (a) at least six months before the notice is to take effect in terms of that paragraph.

(c) Paragraph (a) does not apply if any authorisation, amendment of an authorization or revocation of an authorization under subsection (3) is to coincide with an election of the council of an affected municipality.

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

a) in the local municipality, to the district municipality; or
in the district municipality (excluding a function or power referred to in section 84 (1)(a), (b),(c),(d),(i),(o), or (p), to the local municipality.

(2) An MEC may allocate a function or power in terms of subsection (1) only if-

a) The municipality in which the function or power is vested lacks the capacity to perform that function or exercise that power; and
b) The MEC has consulted the Demarcation Board and considered its assessment of the capacity of the municipality concerned.

(3) Subsection (2) (b) does not apply if the Demarcation Board omits to comply with subsection (4) within a reasonable period.

(4) The Demarcation Board must-

(a) consider the capacity of a district or local municipality to perform the functions and exercise the powers vested in the municipality in terms of section 84 (1) or (2) when-

i. Determining or re-determining the boundaries of the district and the local municipalities; or
ii. Request in terms of subsection (2) (b) by the MEC for local government in the province concerned to do so; and

(b) convey its assessment in writing to the relevant MEC.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

(b) A local municipality on request of a district municipality in whose area that local municipality falls may provide financial, technical and administrative support services to that district municipality to the extent that local municipality has the capacity to provide those support services.

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

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

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

Appendix "E" Ward Reporting

Ward	Ward Committee	Sector	Reports Submitted	Feedback	Challenges	Measures Taken	Comment
Ward 1	Zandisile Tshambu	Community Rep	Yes				
	Anita Wildeman	Health					
	Antonie Miggels	Disabled					
	Mantombi Nketyana	Louterwater					
	Christian Alven	Water & Sanitation					
	Gladys Soyi	Youth					
	Lucinda Steenbok	Women					
	Ronnie Windvogel	Sport					
	Marie Damons	Sport					
Ward 2	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ward 3	Suzie Jacobs	Education	Yes				
	Velile Koyo	Stock Farmers					
	Jimmy Human	Religion					

	Alfred Mazungula	Disability					
	Unathi Mputo	Youth					
	Christo Tana	Sport					
	Dadley Maasdorp	Business					
	Evelyn Salmons	Health					
	Godfrey Bosman	Community Rep					
	Madgelena Bukasi	Women					
Ward 4	Gerrit Jacobs	Uitkyk					
	Yvonne Ntombayiteti	New Rest					
	Nwabisa Stefaans	Kagiso Heights					
	Christo Herselman	Town Central					
	Kobus Pentrie	Mountain View					
	Elvis Klaasen	Business					
	Peter Kapank	Churches					
	Nopinkie	Youth Forum					
	Mildred Hanise	Women					

Ward 5	Eugene Afrika	Youth					
	Zukiswa Nyanda	Women					
	Edward Prinsloo	Church					
	Channon May	Hermanskraal					
	Elizabeth Williams	Community Rep					
	Phindile Lebengu	Clinic Rep					
	Caroline Marhaba	Education					
	Merencia Champion	Guava Juice					
	Winston Kettledas	Eersterivier Rep					
	Lumphile Hlela	Snyklip					
Ward 6	Piet Mzalwane	Mandela Park					
	Bob Reed	Ratepayers					
	John Busakwe	Stormsriver					
	Clive Nelson	Thornham					
	Jacky Joseph	Blikkiesdorp					
	Tandiswa Msizi	Youth					
	Linton Cunningham	Komansboos					

	Mcedi Tunzi Rico May Rensia Gillies	Clinic/Health Tourism Woman					

APPENDIX F: PROJECTS PER WARD

Project Name	Location /Area	Year Awarded	Duration	Cost	Status
2020/21					
Upgrading of Louterwater internal roads to paved standards	Louterwater		20/21	R 18 849 463.00	Construction stage
Refubishment of Twee RIviere WWTW	Twee-Rivier		20/21	R 6 905 623.03	Construction stage
Construction of Louterwater MPCC	Louterwater		20/21	R 12 500 500.00	Construction stage
Upgrading of Woodlands Water Treatment Works	Woodlands/Sandrift		20/21	R 4 200 000.00	Completed
Upgrading of Stormsriver internal Roads			20/21	R 4 600 000.00	Construction
Upgrading of Woodlands internal Roads			20/21	R 4 300 000.00	Construction
2021/22					
Upgrading of small bore sewer sytem in Clarkson	Clarkson		21/22	R 17 000 000.00	Tender Stage

APPENDIX G : RECOMMENDATIONS OF THE MUNICIPAL AUDIT COMMITTEE

KOUKAMMA LOCAL MUNICIPALITY
EXTENT OF IMPLEMENTATION OF AUDIT COMMITTEE RECOMMENDATIONS

KOUKAMMA LOCAL MUNICIPALITY
AUDIT COMMITTEE RESOLUTION REGISTER

AUDIT COMMITTEE AGENDA ITEMS	DISCUSSIONS	RESOLUTIONS	BY-WHO	BY-WHEN	STATUS
DATE OF MEETING	3 December 2020				
1. MATTERS DISCUSSED					
FEEDBACK FROM MANAGEMENT ON ANTI-CORPUPTION AND FRAUD PROGRAMMES TO THE AUDIT COMMITTEE.	The Municipality had developed and implemented a Anti-Corruption and Fraud prevention Policy, and an Annual programme was developed to deal with the	Resolved 1. That the Municipality must have in place, a free reporting hotline by the 2020/21 financial year.	Accounting Officer	June 2021	In Progress Actioned

	creation of awareness amongst all employees.	2. That the Municipal Manager ensure the development of Anti- Corruption and Fraud Programmes. 3. That the Committee consider a Whistle Blowing Policy.			
IMPLEMENTATION OF THE IMFORMATION TECHNOLOGY AND COMMUNICATION (ICT) GOVERNANCE FRAMEWORK STRATEGY.	The Committee considered a report on the Implementation of the Municipality's Information Technology And Communication (ICT) Strategy.	Resolved That the ICT Strategy be reviewed and aligned to the IDP objectives by August 2019.	Director: Corporate Services	31 August 2019	
MINUTES OF THE ICT STEERING COMMITTEE.	The Audit Committee expressed the view that it needed to be regularly provided with the minutes of the ICT Steering Committee.	Resolved That the Minutes and Terms of Reference of the ITC Steering Committee be made available at next meeting of the Audit Committee	Director: Corporate Services	N/A	
THE DISASTER RECOVERY PLAN TO THE AUDIT COMMITTEE.	The Committee considered the report on the Disaster Recovery Plan which needed to be reviewed as a review was	Resolved That the Sarah Baartman District Municipality, be requested to assist with the	Director: Corporate Services	30 November 2019	

	long overdue.	review process, with the Disaster Recovery Plan of the Municipality being reviewed before the end of the financial year.			
THE THIRD QUARTER ON THE IMPLEMENTATION OF THE BUDGET.(SECTION 52)	The Committee considered the report from Finance and noted that a roll-over application would have to made for the WSIG grants as the money was received late.	Resolved That the report be noted	CFO	31 June 2019	
REPORT ON 2017/2018 AUDIT ACTION PLAN AND MATTERS OF EMPHASIS	The Committee considered the report attached hereto as ANNEXURE A, in order to address the matter.	Resolved That the report be noted	CFO	31 June 2020	
SUPPLY CHAIN REPORT ON CONTRACTS AWARDED ABOVE R200 000 AND THE SCM DEVIATIONS MADE	The Committee considered the report from Finance and suggested that the SCM Unit should update the Contracts register quarterly.	Resolved That the report be noted	CFO	31 June 2020	

REPORT ON FRUITLESS WASTEFUL AND IRREGULAR EXPENDITURE AS AT MARCH 2019	The Committee considered the report from Finance.	Resolved That the report be noted	CFO	31 June 2020	
REPORT ON UNACCOUNTED FOR WATER LOSSES AND LOSS OF POTENTIAL REVENUE BY THE MUNICIPALITY AS AT 31 MARCH 2018	The Committee considered the report from Finance on water losses and the related potential revenue losses.	Resolved That the report be noted	CFO	31 June 2020	
REPORT ON ELECTRICITY LOSSES BY THE MUNICIPALITY AS AT 31 MARCH 2019	The Committee considered the report from Finance on electricity losses and noted that there was an awareness campaign to users highlighting the consequences of meter tampering.	Resolved That the report be noted	CFO	31 June 2020	
REPORT ON SECTION 72 AS AT END OF DECEMBER 2018	The Committee considered the Section 72 report from Finance	Resolved That the report be noted	CFO	31 June 2020	

REPORT ON ADJUSTMENTS MEDIUM TERM REVENUE AND EXPENDITURE FRAMEWORK FOR 2018/19	The Committee considered the Adjustments MTERF report from Finance.	Resolved That the report be noted	CFO	31 June 2020	
LIST OF MUNICIPAL POLICIES	The Committee considered the list of Koukamma Policies and stated that the future lists should include the date of approval and the planned date of review of said policies.	Resolved That the report be noted and that the future lists should include the date of approval and the planned date of review of said policies.	Accounting Officer.	31 June 2020	Actioned
REPORT ON THIRD MUNICIPAL QUARTER PERFORMANCE	The Committee considered the Third Quarter Performance Report from the Performance Management Coordinator in the MM's Office.	Resolved That the report be noted	Accounting Officer.	N/A	
SECTION 52 REPORT	With respect to item 1.1.2 of Page11, the Chairlady wanted a brief explanation on the details of the revenue collection	Decided a. That the Audit Committee recommended that the revenue strategy document and plan be reviewed and	MM, CFO	Next meeting	

	strategy. The CFO duly complied with the request.	amended taking into account the COVID 19 impact on the process. That municipality establish what the impact of the COVID 19 pandemic was on the cash flow of the municipality with the Municipality making internal arrangements for it to meet its financial commitments			
SCM & CONTRACT MANAGEMENT: TENDERS OR CONTRACTS AWARDED ABOVE R200 000	The Meeting considered the report. The reasons for deviations needed to be clear, and the attachment should be more details.	Resolved That the AC recommended that on the next meeting needs to add another column in details why was there was emergency, to provide reasons of the emergency.	CFO, SCM	Next meeting	
REPORT ON THE IRREGULAR, FRUITLESS AND WASTEFUL AND UNAUTHORISED EXPENDITURE	The Audit Charlady highlighted some issues that in the report and the CFO and Ms G Hammond responded accordingly.	Resolved That Audit Committee recommended that the person who had neglected to pay SARS needed to be taken to task for his/her negligence.	MM, CFO	Next meeting	
PROGRESS REPORT ON ELECTRICITY DISTRIBUTION LOSSES	This is a progress report pertaining to electrical losses as at the end of January 2020.	Resolved There should be legal consequences for tampering with electricity meters as it is a			

		criminal offence to damage municipal property. The CFO stated that the losses were not only as a result of the tampering, as NERSA had also found also that the municipality was being charged at an incorrect tariff, making bulk purchases high.			
REPORT ON THE ANNUAL FINANCIAL STATEMENTS	The CFO tabled the 2019/20 Draft Annual Financial Statements (AFS) and the Audit Committee proposed the following amendments, namely: a) The Chairperson proposed that the introduction also reflect that Municipalities had received a time extension on the submission of the AFS. b) The MM proposed that the	Resolved That the Audit Committee noted the 2019/2020 Draft Annual Financial Statements of the Kou-kamma municipality to be submitted to the Auditor-General.	CFO, Manager: Accounting & Reporting	Next meeting	

	matter be raised in the notes. c) The Chairlady suggested that the rating on page 23 be improved on by the Municipality.				
FIRST DRAFT ANNUAL REPORT 2019/2020 FINANCIAL YEAR	Director Corporate Services presented to the meeting the report, she indicated that this report was aligned to circular 63 of the MFMA. It contained six (6) chapters and had Appendixes. not all in the documents. There are still gaps in Annual Report since is the First Draft, the second draft will be tabling on January 2021 with the Financial Statements. She stated that amendments to the report were on going as it still needed to be tabled to the communities for comments.	Resolved a. That the Audit Committee note the content of the First Draft Annual Report 2019/20 financial year with their comments on the document being incorporated in order to improve the standard of the Document. b. That the approved First Draft Annual Report be placed in the municipal website when Council has approved it in January 2021	DCS	Next meeting	All changes proposed by the Audit Committee to the Draft Annual Report were actioned.

		c. That the MPAC commence its responsibility of interacting with the report for oversight verification to deal with financial and non – financial performance, after Council approval has been obtained in January 2021 d. That the approved First Draft Annual Report be submitted to Auditor-General, Provincial Department of Cooperative Governance and Traditional Affairs (CoGTA), Provincial Treasury and the District Municipality.			
REPORT ON DRAFT ANNUAL PERFORMANCE FOR 2019/2020 FINANCIAL YEAR	The Internal Audit Manager, Mr Galada reported that he had reviewed the PMS report as received. He reflected that he had raised the following areas of concern namely: The proposed completion	Resolved That the Performance Manager to take note of the comments of the Internal Auditor and address all discrepancies in the report.			

	date relating to the target on the review of the organogram fell outside the review period and needed to be amended. He stated that some of the reasons for the variances needed to be amended to reflect that assistance was required from an external body for example where an Environmental Impact Assessment was needed. He also raised his concern with the use of the words "in progress".				
REPORT ON INVESTIGATION OF IRREGULAR, FRUITLESS AND WASTEFUL AND UNAUTHORISED EXPENDITURE FOR PERIOD 20112/13 TO 2016/17.	Mr S Tandani suggested that the Audit Committee in future be provided with a summarised report detailing the unintended consequences of the Fruitless and Wasteful expenditure report. He also urged that clear recommendations be put to the committee on the condonation or not condonation of the	Resolved That the Internal Audit Unit provide a further report on the matter at the next meeting	Internal Audit	Next meeting	

	expenditure. Mr De Lange stated that the report should indicate the steps to be taken to avoid a repeat occurrence in future.				
REPORT ON SECTION 52 (D) FOR THE QUARTER ENDED 30 JUNE 2020	The CFO related that as at the end of the fourth quarter, the Municipality has spent R129 778 million of an Adjustments Budget of R 159 702 million. She also mentioned that the operating revenue actuals against year to date budget was under-receipted by 19%. She stated that one of the major variances was the revenue item, which was affected by the prior year's debt figure. The other major variance was the rental of households as well as the fines, as the accruals had not been completed yet because the focus was on the	Decided b. That the quarterly report on the implementation of the budget and the financial affairs of the municipal be noted in terms of section 52(d) of the MFMA. c. That the Audit Committee recommended that Koukamma Municipality prepare a revised Revenue Enhancement Strategy with a future focus. d. That Municipality also approach INCA for a free assessment of the current processes.	CFO, Manager: Accounting & Reporting	Next meeting	

	preparation of the Annual Financial Statements She related that as at the end of 30 June 2020 the Municipality had issued fines totalling 15 million rand with 4 million rand of the amount being collected. Mr Christo Welch of the AG stated that they would be focussing on the going concern aspect and how Covid 19 affected it. The Chairperson raised the following question on page 8 on the document paragraph 2 under 1.1.2. **Financial problems or risk facing the municipality:** As the issue of the indigents is one of the challenges the revenue	e. That the Municipal Manager write a letter to all Councillors and Officials who have arrear municipal accounts as they should not have in arrears in excess of three months as per the code of conduct in the Municipal Systems Act. f. That it be noted that the Municipality was conducting a data cleansing project making use of EPWP volunteers with the assistance of the Sara Baartman District Municipality. g. That the CFO report on the outcome of her meeting with the Sarah Baartman District Municipality as reported under resolution (e) above.			

	enhancement plan would seek to address, the Chairperson enquired as to how the Municipality intended to address the issue of the indigents? The CFO responded by saying that the Municipality was currently looking at the status quo of indigents versus what is on the ground. She stated that all this period the indigent verification process was not proceeding at the right pace due to lack of internal capacity. She also stated that the Municipality was conducting sessions with the Sarah Baartman District Municipality on a data cleansing project making use of EPWP volunteers, as it was picked as the Pilot site for the project				

	The Audit Committee Chairperson also enquired as to the ageing of the current infrastructure- and the budgeted cost for asset replacement. Ms Hammond responded by stating that the issue of Asset Replacement and maintenance was no longer considered as a line item on financial performance, as it was split between the material and stores and contracted services as per the requirements of MSCOA.				
REGISTER OF IRREGULAR, FRUITLESS AND WASTEFUL AND UNATHORISED EXPENDITURE AS AT THE END OF JUNE 2020	The meeting considered the report and noted that the incorrect membership of the Bid Adjudication Committee of the Municipality was the reason why the AG	Decided a. That the Audit Committee noted the report on unauthorised, irregular, fruitless and wasteful expenditure as at the end of	CFO, Manager: Accounting & Reporting	Next meeting	

	declared some tenders approved as irregular expenditure. The Chairperson suggested that the Municipality could invite a Director from another Municipality to form part of the BAC, in order to comply with the regulation. The CFO informed the meeting that there was a National Treasury circular issued in April 2020 which condoned the use of a reduced number of BAC Members.	June 2020. That in cases where interest is incurred for late payments made, as a result of lack of due care and/or negligence in executing an individual's duties, disciplinary action be initiated and the interest incurred be recovered from the employee concerned should lack of due care be established.			
ELECTRICITY LOSSES AS AT THE END OF 30 JUNE 2020	Ms. G. Hammond informed the meeting that the Institution suffered electricity losses totalling 28% as at the end of June 2020.	Decided a. That the Audit Committee noted the report on Electricity losses as at end of June 2020. b. That the Municipal Councillors be urged to get more involved and be reminded of the need to educate and inform the people in their communities	CFO, Accounting & Reporting	Next meeting	

		regarding their responsibilities towards the municipality by paying for their services' .			
REPORT ON THE EXTENTION OF THE TIMELINES FOR THE SUBMISSION OF THE KOUKAMMA MUNICIPALITY'S ANNUAL REPORT, ANNUAL PERFORMANCE REPORT AND THE ANNUAL FINANCIAL STATEMENTS	The MM informed the meeting that there was a country-wide Ministerial determination in terms of section 126(1) of the Municipal Finance Management Act, granting Municipalities a three month extension for the Accounting Officer of a municipality, to prepare and submit the Annual Financial Statements and Annual Report of the municipality to the Auditor General for auditing. The Committee asked when the Audit Committee would be	Decided That the Audit Committee noted the contents of Government General notice 4426 and that the municipality must comply with the provisions of the MFMA Act 56 of 2003, Circular 204.	MM, CFO & Director: Corporate Services	Next meeting	

	receiving the first draft of the AFS for review. The CFO responded by informing the meeting that it would occur in the month of October 2020.				
REPORT ON THE SUSPENDED EMPLOYEE FRAUD CASES	The Director Corp introduced the item to the meeting and stated that there were only two fraud cases involving Koukamma employees. The MM indicated that the item was not properly prepared as it could create confusion to the reader. He highlighted paragraph 3 on page 4, under the heading **exposition and facts** where the item referred to a Senior Debtors Clerk and that the item was clearly talking about another employee. Mr D De Lange stated that in such fraud cases, the law required that the Accounting Officer should also open a criminal case	Decided a) The Audit Committee noted the report on the alleged fraud cases and requested that a revised report be submitted for consideration at the next ordinary Audit Committee. It was suggested that in all Fraud related cases, the Accounting Officer must also open criminal cases with the SAPS against the affected employees.	MM, Director: Corporate Services and CFO	Next Meeting	

	at the SAPS, against implicated officials.				
INTERNAL AUDIT ACTIVITY REPORT	The Internal Audit Manager reported that there were some assessment projects that could not be completed in the fourth quarter due to the Covid 19 Lockdown period and that some of the projects would be moved to the first quarter of the 2020/2021 financial period.	Decided a. That the Internal Auditor submits a revised plan indicating the progress made on addressing the findings, in order for AC to review it. b. That the Internal Auditor also submits an addendum to the Budget expenditure report in which the additional costs and hours spent on the Internal Audit activities, is shown.	Internal Auditor	Next meeting	

APPENDIX H: LONG TERM CONTRACTS AND PUBLIC PRIVATE PARTNERSHIP

(REFER TO FINANCIAL STATEMENTS)

Upgrading of Louterwater internal roads to paved standards	Louterwater		20/21	R 18 849 463.00	Construction stage
Refubishment of Twee RIviere WWTW	Twee-Rivier		20/21	R 6 905 623.03	Construction stage
Construction of Louterwater MPCC	Louterwater		20/21	R 12 500 500.00	Construction stage
Upgrading of Woodlands Water Treatment Works	Woodlands/Sandrift		20/21	R 4 200 000.00	Completed
Upgrading of Stormsriver internal Roads			20/21	R 4 600 000.00	Construction
Upgrading of Woodlands internal Roads			20/21	R 4 300 000.00	Construction

APPENDIX I: MUNICIPAL ENTITY/SERVICE PROVIDER PERFORMANCE SCHEDULE

(REFER TO FINANCIAL STATEMENTS)

APPENDIX J: DISCLOSURE OF FINANCIAL INTEREST

(N/A)

APPENDIX K: REVENUE COLLECTION PERFORMANCE

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

(N/A)

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

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

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

(i) CAPITAL EXPENDITURE – NEW ASSETS PROGRAMME

(ii) CAPITAL EXPENDITURE – UPGRADE/RENEWAL PROGRAMME

APPENDIX N: CAPITAL PROGRAMME BY PROJECT CURRENT YEAR

(REFER TO FINANCIAL STATEMENTS)

APPENDIX O: CAPITAL PROGRAMME BY PROJECT BY WARD CURRENT YEAR

Project	Area	Cost	Funding Source	Progress
Refurbishment of wwtw	Misgund	R1 325 950	WSIG	Complete
Refurbishment of wwtw	Coldstream	R3 116 100	WSIG	Complete
Refurbishment of wwtw	Twee Riviere	R4 230 993	MIG	Complete

APPENDIX P : SERVICE CONNECTION BACKLOGS AT SCHOOLS AND CLINICS

N/A

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

Government Sphere	Backlog
Department of Human Settlement	+/- RDP houses
Eskom	960 shacks in informal settlements electrified

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

(REFER TO FINANCIAL STATEMENTS)

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

(REFER TO FINANCIAL STATEMENTS)

APPENDIX T: NATIONAL AND PROVINCIAL OUTCOME FOR LOCAL GOVERNMENT

5 KEET STREET
PRIVATE BAG X011
KAREEDOUW
6400

Tel: (042) 288 7200/0303
Fax: (042) 288 0797
Email: koukamma@koukamma.gov.za
Website: www.koukammamunicipality.gov.za

Koukamma Local Municipality

25 August 2021

EXTRACT FROM MINUTES OF AN ORDINARY COUNCIL MEETING HELD IN THE COUNCIL CHAMBERS, KAREEDOUW ON TUESDAY, 24 AUGUST 2021 AT 10:00

10.1 APPROVAL OF THE FIRST DRAFT ANNUAL REPORT 2020/2021 FINANCIAL YEAR OF KOUKAMMA MUNICIPALITY

Council Meeting **24 August 2021**

Item No: 24/08/MM01 **Ref: 5/1/1**

Resolved

a. That Council accepted the content of the First Draft Annual Report 2020/21 Financial Year of Koukamma Local Municipality;

b. That the approved First Draft Annual Report be placed in the municipal website.

c. That the MPAC commence its responsibility of interacting with the report for the oversight verification to deal with financial and non-financial performance.

d. That the approved First Draft Annual Report be submitted to Auditor – General, Provincial Treasury, Provincial Legislature, Department of Co-operative Governance and Traditional Affairs (CoGTA), the Sarah Baartman District Municipality.

S. VUSO
SPEAKER/MAYOR