



**ORDINARY MEETING OF THE MAYORAL  
COMMITTEE**

**GEWONE VERGADERING VAN DIE  
BURGEMEESTERSKOMITEE**

**INTLANGANISO YESIQHELO YEKOMITI  
KASODOLOPHU**

**A G E N D A  
I-AJENDA**

**DATE / DATUM / UMHLA : 25 MARCH / MAART / MATSHI  
2026  
BANQUETING HALL,  
CIVIC CENTRE  
HERMANUS**

**TIME / TYD / IXESHA : 09:00**

## **MUNICIPALITY / MUNISIPALITEIT / UMASIPALA WE-OVERSTRAND**

Office of the Municipal  
Manager  
Municipal Offices  
HERMANUS

**18 March 2026**

### **NOTICE TO ALL ALDERMEN AND COUNCILLORS**

**NOTICE IS HEREBY GIVEN** that an **ORDINARY MEETING** of the **MAYORAL COMMITTEE** will be held in the **BANQUETING HALL, CIVIC CENTRE, HERMANUS** on **WEDNESDAY, 25 MARCH 2026** at **09:00** to consider the items set out in the attached agenda.

**DR D O'NEILL**  
**MUNICIPAL MANAGER**

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**18 Maart 2026**

### **KENNISGEWING AAN ALLE RAADSHERE EN RAADSLEDE**

**KENNIS WORD HIERMEE GEGEE** dat 'n **GEWONE VERGADERING** van die **BURGEMEESTERSKOMITEE** gehou sal word in die **BANKETSAAL, BURGERSENTRUM, HERMANUS** op **WOENSDAG, 25 MAART 2026** om **09:00** vir oorweging van die items op die meegaande agenda.

**DR D O'NEILL**  
**MUNISIPALE BESTUURDER**

**18 Matshi 2026**

### **ISAZISO ESIYA KUBO BONKE OOCEBAKHULU NOOCEBA**

### **INTLANGANISO YESIQHELO YEKOMITI KASODOLOPHU WE-OVERSTRAND**

**OKU KUKWAZISA** ukuba intlanganiso **YESIQHELO yeKOMITI KASODOLOPHU**, iza kuba se **I-BANQUETING HALL, kwiZiko, eHERMANUS uLWESITHATHU UMHLA, 25 MATSHI 2026** ngeye-**09:00** ukuqwalasela imicimbi ekule ajenda iqhotyoshelwe apha.

**DR D O'NEILL**  
**UMPHATHI KAMASIPALA**

**AGENDA/...**

# OVERSTRAND MUNICIPALITY

## MAYORAL COMMITTEE MEETING

25 March 2026

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No Items were received for this Portfolio

**COMMUNITY SERVICES PORTFOLIO:**

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**CORPORATE SERVICES PORTFOLIO:**

No items were received for this portfolio

**FINANCIAL SERVICES PORTFOLIO:**

- |           |  |           |
|-----------|--|-----------|
| <b>1.</b> | <b>FLEET MANAGEMENT REPORT WITH REGARD TO THE SLA PERFORMANCE AND SUPPLIER GOVERNANCE RELATING TO THE MAINTENANCE OF COUNCIL FLEET</b> | <b>1</b>  |
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**1. OPENING**

**2. APPLICATIONS FOR LEAVE OF ABSENCE**

**3. CONFIRMATION OF MINUTES**

3.1 Minutes of an **Ordinary Meeting** of the **Mayoral Committee** held on **Wednesday, 25 February 2026 at 09:00**

**4. STATEMENTS AND COMMUNICATIONS BROUGHT FORWARD BY THE EXECUTIVE MAYOR / DEPUTY EXECUTIVE MAYOR**

SALGA Matters:

**5. CONSIDERATION OF THE 2024/25 ANNUAL REPORT AND ADOPTION OF AN OVERSIGHT REPORT**

**RG Louw**      **Divisional Manager: Strategic Support Services**  
**19 March 2026**

**(028) 313 8071**

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**1. Executive Summary**

The purpose of this report is to consider the 2024/2025 Annual Report and to adopt an Oversight Report. **FOR PURPOSES OF CONSIDERING THIS ITEM COUNCILLORS ARE REQUESTED TO ALSO REFER TO THE ANNUAL REPORT, WHICH WAS TABLED ON 28 JANUARY 2026.**

**2. Service Delivery and Budget Implementation Plan - IGNITE**

Office of the Municipal Manager  
Strategic Support Services

**3. Compliance with Strategic Priority**

Provision of democratic, accountable and ethical governance

**4. Delegated Authority**

None

**5. Legal Requirements**

Local Government: Municipal Systems Act, 2000 (Act 32 of 2000)  
Local Government: Municipal Finance Management Act, 2003 (Act 56 of 2003)  
(MFMA)

**6. Background/Discussion/Evaluation/Conclusion****Background**

In terms of the above legislation a Municipality must prepare an Annual Report for each financial year. The core components of such an annual report must include:

- a. a performance report;
- b. the financial statements;
- c. and audit report on the financial statements; and
- d. the audit report on the performance evaluation

The purpose of the annual report is to:

- provide a record of the activities of the Municipality;

- provide a report on performance in service delivery and against the budget;
- provide information that supports the revenue and expenditure decisions made; and
- promote accountability to the local community for decisions made.

The draft audited annual report, taking cognisance of the above-mentioned requirements, was tabled by the Executive Mayor at the Special Council meeting of 28 January 2026.

The local community was in terms of section 127(5)(a)(ii) of the Local Government: Municipal Finance Management Act, 2003 (Act 56 of 2003) (MFMA) invited to submit representations in connection with the draft Annual Report to the Municipality by submitting such representations to the Municipal Manager on or before 27 February 2026.

No representations were received from the public or from the Western Cape Government: Provincial Treasury.

The Municipal Public Accounts Committee (MPAC) also considered the annual report on 4 March 2026. The minutes of the MPAC are attached as **Annexure A**.

The checklist for considering the annual report is attached as **Annexure B**.

Representatives of the Office of the Auditor-General and Provincial Departments of Local Government and Provincial Treasury have been invited to attend the council meeting. Likewise, the chairperson of the municipality's Joint Audit and Performance Audit Committee (JPAC) was also invited to attend the meeting. The MFMA furthermore provides for members of the local community, if any, to address the council.

For purpose of adopting an Oversight Report the MFMA requires the council to consider the annual report to state whether the council:

- approves the annual report, with or without reservations;
- rejects the annual report or;
- refers the annual report back for revision of those components that can be revised.

## **7. Financial Implications**

Not applicable

## **8. Staff Implications**

Report compiled in-house

**9. Comments from other Departments, Divisions and Administrations**

Various officials were consulted during the information gathering phase.

**10. Annexures**

Annexure A: Minutes of the Municipal Public Accounts Committee (MPAC)

Annexure B: Checklist for considering the Annual Report

**(Note: The Final Annual Report for 2024/25 will be distributed as a link via e-mail as part of the electronic agenda.)**

**RECOMMENDATION TO THE COUNCIL:**

that in terms of Section 129 of the Local Government: Municipal Finance Management Act, 2003 (Act 56 of 2003) (MFMA) and having duly considered the 2024/25 Annual Report of the Overstrand Municipality and the content of this item, the said report **be approved** without reservation.

**RESPONSIBLE OFFICIAL :****RG LOUW****TARGET DATE FOR IMPLEMENTATION :****NOT APPLICABLE**



## **MEETING OF THE MUNICIPAL PUBLIC ACCOUNTS COMMITTEE**

### **MINUTES**

**DATE :** 04 MARCH 2026  
**VENUE :** MUNICIPAL MANAGER'S BOARDROOM, CIVIC  
CENTRE, HERMANUS / VIRTUALLY  
**TIME :** 15:00

**OVERSTRAND****MUNICIPALITY / MUNISIPALITEIT / U-MASIPALA****MINUTES OF A MEETING OF THE MUNICIPAL PUBLIC ACCOUNTS  
COMMITTEE HELD IN THE MUNICIPAL MANAGER'S BOARDROOM,  
HERMANUS ON  
04 MARCH 2026 AT 15:00**

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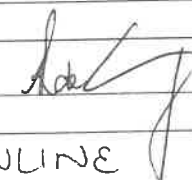
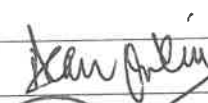



<b>PRESENT:</b>	Cllr C Tafu-Nwonkwo Ald R de Coning Cllr M Nomatiti Ald D Coetzee Cllr K Ngqandana
<b>OFFICIALS PRESENT:</b>	Dr D O'Neill Ms D Arrison Ms R Louw Ms C Fisher
<b>ALSO PRESENT:</b>	Ms Gina Schultz (Repr Auditor-General)
<b>APOLOGIES:</b>	None

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OVERSTRAND MUNICIPALITY  
ATTENDANCE REGISTER

MEETING: MUNICIPAL PUBLIC ACCOUNTS COMMITTEE

DATE OF MEETING: 4 MARCH 2026

CLLR C TAFU-NWONKWO	
ALD D COETZEE	ONLINE
ALD R DE CONING	
CLLR K NGQANDANA	ONLINE
CLLR M NOMATITI	ONLINE
DR D O'NEILL	
D ARRISON	
R LOUW	
C FISHER	

**MINUTES OF THE MUNICIPAL PUBLIC ACCOUNTS COMMITTEE**  
**04 MARCH 2026**

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**1. OPENING**

The Chairperson, Cllr C Tafu-Nwonkwo, opened the meeting and Cllr R de Conning opened with prayer. The Municipal Manager, Dr D O'Neill, read the convening notice.

**2. APPLICATIONS FOR LEAVE OF ABSENCE**

None

**3. CONSIDERATION OF THE 2024/2025 ANNUAL REPORT**

The Chairperson afforded Ms G Schultz from the Auditor-General time to make a presentation.

The Municipal Public Accounts Committee considered the content of the Municipality's 2024/2025 Annual Report.


**RESOLVED TO RECOMMEND TO THE COUNCIL:**

that the draft Annual Report for the 2024/2025 financial year **be approved** without reservations.

**4. CLOSURE**

The meeting closed at 15: 24

  
\_\_\_\_\_  
CHAIRPERSON

  
\_\_\_\_\_  
DATE

## **ANNEXURE C TO MFMA CIRCULAR NO 32**

### **CHECKLIST FOR CONSIDERING THE ANNUAL REPORT**

The MFMA provides that the purpose of the annual report of a municipality or a municipal entity for each financial year is:

- to provide a record of activities;
- to provide a report on performance against the budget; and
- to promote accountability to the local community for decisions made throughout the year.

The MSA provides that an annual *performance report* must be prepared for each financial year to report on the performance of the municipality and each external service provider, compared with targets set for performance.

The annual report requirements are provided in Chapter 12 of the MFMA, section 45 and 46 of the MSA and the annual Division of Revenue Act.

The following checklist summarises what must be included in the annual report and is designed to support and guide councillors and officials. It should be noted however, that this list is not exhaustive and from time to time other information requirements may be prescribed. Consideration must also be given to specific circumstances and conditions in which other questions may be appropriate. Councillors and officials are encouraged to make suggestions to enhance this checklist and send these to the National Treasury.

Council should verify that the required information is contained in the annual report and then consider the relevance and accuracy of information accordingly. The checklist provides guidance on how matters could be considered.

The oversight committee and the full council may use this checklist as a means to organise the report and to manage requests for additional information. The questions suggested may be used by all councillors to gain clarification on contents of reports and also to verify compliance with the MFMA and MSA. Responses to many of these questions should be provided by the accounting officer of the municipality and/or municipal entities.

Note that the views of the Audit Committee and the findings of the Auditor-General are primary sources of information to assist council in determining a decision on the annual report.

**CHECKLIST FOR CONSIDERING THE ANNUAL REPORT FOR THE 2024/25 FINANCIAL YEAR, OVERSTRAND MUNICIPALITY**

Information Required to be Included in Annual Reports	Council Considerations and Questions	Comments
<b><i>Financial Matters</i></b>	<b><i>Financial Reporting Matters to be Considered</i></b>	
The annual financial statements (AFS) for the municipality and, if applicable, consolidated statements (with all entities) as submitted to the Auditor-General	Where the municipality has sole or effective control of a municipal entity, consolidated financial statements are required. The AFS are to be in the form as required by the applicable accounting standards. MFMA Circular 18 with annexures, 23 June 2005 provides guidelines on the new accounting standards for municipalities. <i>Have the required standards been met – refer audit report and report of audit committee for views on this?</i>	Yes,  Annexure A: Financial Statements (AFS) (pg.1 -99)
	The above applies also to the AFS of municipal entities.	n/a
The Auditor-General's reports on the financial statements of the municipality and the entities	<i>Is the audit report included in the annual report as tabled? If not, when will the audit report be tabled? What are causes of the delays? What actions are being taken to expedite the report?</i>	Yes,  Annexure B: Report of the Auditor-General
	The above applies also to the AFS of municipal entities.	n/a
Any explanations that may be necessary to clarify issues in connection with the financial statements	The accounting standards require that notes accompany the statements to provide explanations of issues and matters reported. Refer also points below on information in notes to AFS. <i>Taking into consideration the audit report and the audit committee comments, is sufficient explanation of financial issues contained in the notes to the statements?</i>	Yes,  Notes attached as part of Annexure A, (pg.37-92) of the AFS
	The above applies also to the AFS of municipal entities.	n/a
An assessment by the accounting officer on any arrears on municipal taxes and service charges including municipal entities.	<i>Has an adequate assessment been included? Is there sufficient explanation of the causes of the arrears and of actions to be taken to remedy the situation? Is any other action required to be taken?</i>	Yes,  Chapter 5, Section 5.11-5.12 (pg.449-461)
	The conclusions of the annual audit may be either – <ul style="list-style-type: none"> <li>• an unqualified audit opinion with or without management issues, which</li> </ul>	Yes, Chapter 6 (section 6.2), pg. 465

Information Required to be Included in Annual Reports	Council Considerations and Questions	Comments
<p>Particulars of any corrective action taken or to be taken in response to issues raised in the audit reports</p>	<p>means that the financial statements are acceptable;</p> <ul style="list-style-type: none"> <li>• a qualified audit opinion setting out reasons for qualification, which means that certain issues need to be addressed before an unqualified opinion can be achieved; or</li> <li>• the auditor will disclaim the statements and not offer an opinion. In this case there may be serious financial issues to be addressed.</li> </ul> <p>The objective of the municipality should be to achieve an unqualified audit opinion. <i>Taking into account the audit report, audit opinion and the views of the audit committee, council should consider:</i></p> <ul style="list-style-type: none"> <li>• <i>To what extent does the report indicate serious or minor financial issues?</i></li> <li>• <i>To what extent are the same issues repeated from previous audits?</i></li> <li>• <i>Is the action proposed considered to be adequate to effectively address the issues raised in the audit report?</i></li> <li>• <i>Has a schedule of action to be taken been included in the annual report, with appropriate due dates?</i></li> </ul> <p>Note that actions taken on audit issues are to be reported to the provincial legislature, the MEC's for local government and finance to report on any omissions by municipalities in addressing issues. Council should confirm that the audit report has been forwarded to the MEC's.</p>	<p>Annexure B- AG report, paragraph 2 (opinion)</p>
	<p>The above applies also to the AFS of municipal entities.</p>	<p>n/a</p>
<p>An assessment by the municipality's accounting officer of the municipality's performance against measurable performance objectives for revenue collection from each revenue source and for each vote in the approved budget</p>	<p>The budget of the municipality must contain measurable performance objectives for revenue from each source and for each vote in the budget, taking into account the IDP (MFMA's 17(3)(b)). The accounting officer must include these objectives in the annual report and report on performance accordingly. <i>Has the performance met the expectations of council and the community? Have the objectives been met? What explanations have been provided for any non-achievement? What was the impact on the service delivery and expenditure objectives in the budget?</i> Council should comment and draw conclusions on performance and explanations provided.</p>	<p>Yes, Chapter 3, Service delivery performance, (pg. 113 -396)</p>

Information Required to be Included in Annual Reports	Council Considerations and Questions	Comments
<p>An assessment by the municipal entity's accounting officer of the entity's performance against any measurable performance objectives set in terms of the service delivery agreement or other agreement between the entity and the municipality</p>	<p>Agreements between the municipality and its entities for service delivery are to include measurable performance objectives. This will include measures of services delivered to the community, financial targets, expenditure targets, etc. The entity's annual report must include an assessment by the accounting officer, or performance against these objectives. In order to show the linkage between the entity and the municipality, the report of the municipality should also include the performance of entities.</p> <p><i>Has the performance met the expectations of council and the community?</i>  <i>Have the performance objectives been met?</i>  <i>What explanations have been provided for any non-achievement?</i>  <i>What was the impact on the service delivery and expenditure objectives in the budget?</i>            Council should comment and draw conclusions on performance and explanations provided.</p>	<p>n/a- no municipal entities</p>
<p>Any information as determined by the municipality, the entity or its parent municipality</p>	<p>Review any other information that has been included in regard to the AFS.</p>	<p>n/a- no municipal entities</p>
	<p>The above applies also to the AFS of municipal entities.</p>	<p>n/a- no municipal entities</p>
<p>Recommendations of the audit committee in relation to the AFS and audit reports of the municipality and its entities.</p>	<p><i>Have the recommendations of the audit committee in regard to the AFS been adequately addressed by the municipality and/or the entity?</i>  <i>What actions need to be taken in terms of these recommendations?</i>            Conclusions on these recommendations and the actions required should be incorporated in the oversight report.</p>	<p>Yes,            Annexure C: Report of the Audit Committee            Pg. 2-3. Paragraphs 4, 5, 6,7,8</p>

Information Required to be Included in Annual Reports	Council Considerations and Questions	Comments
<i>Allocations received and made</i>	<i>Considerations</i>	<i>Comments</i>
Allocations received by <u>and</u> made to the municipality	<p>The report should disclose:</p> <ul style="list-style-type: none"> <li>• Details of allocations received from another organ of state in the national or provincial sphere.</li> <li>• Details of allocations received from a municipal, entity or another municipality.</li> <li>• Details of allocations made to any other organ of state, another municipality or a municipal entity.</li> <li>• Any other allocation made to the municipality under Section 214(1)(c) of the Constitution.</li> </ul> <p><i>Have these allocations been received and made?</i>  <i>Does the audit report confirm the correctness of the allocations received in terms of DORA and provincial budgets?</i>  <i>Does the audit report or the audit committee recommend any action?</i>            Council should comment and draw conclusions on information and explanations provided.</p>	<p>Yes,</p> <p>Chapter 5: Financial performance, Section 5.3.1 – grant performance (pg. 427- 428); Section 5.13.3 (pg.463)</p> <p>Also- notes of AFS provides detail of government grants and subsidies</p>
Allocations received <u>and</u> made to the municipal entity	<p>The report should disclose:</p> <ul style="list-style-type: none"> <li>• Details of allocations received from any municipality or other organ of state.</li> <li>• Details of any allocations made to a municipality or other organ of state.</li> <li>• Other information as may be prescribed.</li> </ul> <p><i>Have these allocations been received and made?</i>  <i>Does the audit report confirm the correctness of the allocations received in terms of DORA and provincial budgets?</i>  <i>Does the audit report or the audit committee recommend any action?</i>            Council should comment and draw conclusions on information and explanations provided.</p>	n/a
	<p>Section 123 of the MFMA and MFMA guidance circular 11, require that the municipality provide information per allocation received per vote and include:</p> <ul style="list-style-type: none"> <li>• The current year and details of spending on all previous</li> </ul>	<p>Yes,</p> <p>Chapter 5: Financial performance, (pg. 412- 420); Section 5.13.3 (pg.463)</p>

Information Required to be Included in Annual Reports	Council Considerations and Questions	Comments
<i>Allocations received and made</i>	<i>Considerations</i>	<i>Comments</i>
<p>Information in relation to the use of allocations received</p>	<p>conditional grants, for the previous two financial years. Information is to be provided per vote. (For example, municipalities must report on all transfers received from provincial housing departments for housing subsidy grants for three financial years, and indicate how such funds were spent, and for what projects.</p> <ul style="list-style-type: none"> <li>• Information stating whether the municipality has complied with the conditions of the grants, allocations in terms of section 214(1)(c) of the Constitution and allocations received from other than another organ of state. Where there is non-compliance, details of the reasons for non-compliance are to be provided.</li> <li>• Information on whether allocations under the DORA were delayed or withheld and the reasons advanced for this.</li> </ul> <p>This information is required on all allocations excluding the municipality's portion of the equitable share and where prescribed otherwise by the nature of the allocation.</p> <p>The Auditor-General will ensure that the audit process includes a proper assessment (and reconciliation) on all national grants received by a municipality. Council should consider this aspect of the audit report and comments by the audit committee on the use of allocations received.</p> <p><i>Council should be satisfied that –</i></p> <ul style="list-style-type: none"> <li>• <i>the information has been properly disclosed;</i></li> <li>• <i>conditions of allocations have been met; and</i></li> <li>• <i>that any explanations provided are acceptable.</i></li> </ul> <p>The comments of the Auditor-General and the views of the audit committee should be used to determine the accuracy and appropriateness of this information.</p>	
	<p>Municipalities and entities are reminded of the requirements to include, in their</p>	<p>Pg. 460-461 only cites debtors per service. The differentiation by</p>

Information Required to be Included in Annual Reports	Council Considerations and Questions	Comments
<b><i>Allocations received and made</i></b>	<b><i>Considerations</i></b>	<b><i>Comments</i></b>
Information in relation to outstanding debtors and creditors of the municipality and entities	<p>annual financial statements, amounts owed to them and persistently delayed beyond 30 days, by national or provincial departments and public entities.</p> <p>It is also a requirement to report on whether the municipality or entity has met its statutory commitments, included the payment of taxes, audit fees, and contributions for pension and medical aid funds.</p> <p><i>Council should be satisfied that –</i></p> <ul style="list-style-type: none"> <li>• <i>the information has been properly disclosed;</i></li> <li>• <i>conditions of allocations have been met; and</i></li> <li>• <i>also that any explanations provided are acceptable</i></li> </ul> <p>The comments of the Auditor-General and the views of the audit committee should be used to determine the accuracy and appropriateness of this information.</p>	national and provincial is available, but not included because it's not a requirement for inclusion in the AR by neither the MFMA, GRAP nor the AG.

<b><i>Disclosures in notes to AFS</i></b>	<b><i>Considerations relating to section 124</i></b>	<b><i>Comments</i></b>
Information relating to benefits paid by municipality and entity to councillors, directors and officials	<p>Information on the following items is to be included in the notes to the annual report and AFS:</p> <ul style="list-style-type: none"> <li>• salaries, allowances and benefits of political office bearers, councillors and boards of directors, whether financial or in kind;</li> <li>• any arrears owed by individual councillors to the municipality or entity for rates and services, which at any time were outstanding for more than 90 days, including the names of councillors;</li> <li>• salaries allowances and benefits of the municipal manager, CEO of a municipal entity, CFO and every senior manager;</li> <li>• contributions for pensions and medical aid;</li> <li>• travel, motor car, accommodation, subsistence and other allowances;</li> <li>• housing benefits and allowances;</li> <li>• overtime payments;</li> <li>• loans and advances; and</li> <li>• any other type of benefit or allowance related to staff.</li> </ul> <p><i>Council should be satisfied that –</i></p> <ul style="list-style-type: none"> <li>• <i>the information has been properly disclosed;</i></li> </ul>	<p>Yes,</p> <p>Notes 31-32 in AFS (pg. 64 -65 of AFS, Annexure A)</p>

Disclosures in notes to AFS	Considerations relating to section 124	Comments
	<ul style="list-style-type: none"> <li>• conditions of allocations have been met; and</li> <li>• that any explanations provided are acceptable.</li> </ul> <p>The comments of the Auditor-General and the views of the audit committee should be used to determine the accuracy and appropriateness of this information.</p>	

Municipal Performance	Considerations	Comments
<p>The annual performance reports of the municipality and entities</p>	<p>Section 46, MSA requires municipalities to submit a performance report reflecting the performance of the municipality and each service provider, a comparison of the performance with targets set for the previous year and measures taken to improve performance. The report must form part of the annual report. Questions that may be considered are –</p> <p><i>Has the performance report been included in the annual report?</i></p> <p><i>Have all the performance targets set in the budgets, SDBIP, service agreements, etc. been included in the report?</i></p> <p><i>Does the performance evaluation in the annual report compare actual performance with targets expressed in the budgets and SDBIP approved for the financial year?</i></p> <p><i>In terms of key functions or services, how has each performed? E.g., have backlogs for water, sanitation and electricity been reduced? What are the refuse collection volumes, library usage statistics, etc.?</i></p> <p><i>To what extent has performance achieved targets set by council?</i></p> <p><i>Is the council satisfied with performance? Has a customer satisfaction survey been undertaken and, if so, how do the results align with the annual report contents? What were the outcomes of public consultation and public hearings?</i></p> <p><i>What actions have been taken and planned to improve performance?</i></p> <p><i>Is the council satisfied with actions to improve performance?</i></p> <p><i>Did the targets set in the budgets, SDBIP agree with the targets set in the performance contracts of the municipal manager and each senior manager?</i></p> <p><i>Does the report evaluate the efficiency of mechanisms applied to deliver the performance outcomes?</i></p> <p><i>Taking into account the audit report and opinion and the views of the audit committee, is performance considered to be efficient and effective?</i></p>	<p>Yes,</p> <p>Chapter 3, Service delivery performance, pg.113 -396)</p>

<b>Municipal Performance</b>	<b>Considerations</b>	<b>Comments</b>
	<p><i>To what extent have actions planned for the previous year been carried over to the financial year reported upon?</i></p> <p><i>Have any actions planned in the reported year been carried over to the current or future years? If so, are any explanations been provided by the municipal manager and are these satisfactory?</i></p> <p>Council should comment and draw conclusions on information and explanations provided.</p>	
Audit reports on performance	<p>Section 45, MSA requires that the Auditor-General must audit the results of performance measurements, as part of the internal auditing processes and annually.</p> <p><i>Have the recommendations of internal audit been acted on during the financial year?</i></p> <p><i>Have recommendations by internal audit and/or the auditor-general been included in action plans to improve performance in the following year?</i></p>	<p>Yes, Chapter 2: Good Governance, Pg. 92- 95, Section 2.11 (Internal Auditing)</p> <p>Chapter 6: Section 6.2- AG report 2024/25 (pg.465)</p> <p>Annexure C- Report of the AC- pg.2 paragraph 6</p>
Performance of municipal entities and municipal service providers	<p>The annual report of the municipality should provide an assessment of the performance of the municipal entities and all contracted service providers. This is in addition to the separate annual reports of the entities.</p> <p>The report should evaluate the effectiveness of these services and whether alternative mechanisms should be considered.</p> <p><i>Is the council satisfied with the evaluation and conclusions of the municipality?</i></p> <p><i>What other actions are considered necessary to be taken by the accounting officers?</i></p>	<p>Yes, only for contracted service providers, Chapter 3, Section 3.2.3 (pg. 150-206)</p> <p>No municipal entities.</p>
For municipal entities – an assessment of the entity’s performance against any measurable performance objectives set in terms of the service delivery agreement or other agreement between the entity and municipality	<p>This is the separate report of the municipal entity and should contain details of service delivery agreements with the municipality and the performance measures therein.</p> <p>Council should consider similar issues to that outlined above for municipal performance to determine a view on the performance of municipal entities.</p> <p><i>To what extent were the objectives and performance measures of the entity aligned to the overall strategic objectives of the municipality and its IDP?</i></p> <p><i>Is the report of the municipal entity consistent with the conclusions on performance evaluation by the municipality?</i></p> <p><i>What specific actions should be taken by the entity and the municipality to improve performance?</i></p>	No municipal entities- not applicable

<b>General Information</b>	<b>The following general information is required to be disclosed in the annual report</b>	<b>Comments</b>
Relevant information on municipal entities	The municipality should disclose all information relating to the municipal entities under the sole or effective control of the municipality. Information to be disclosed includes names and types of entities, members of the board, addresses and contact details for entities, the purpose of the entity, the functions and services provided, the type and term of service level agreements with the entities.	No municipal entities - not applicable
The use of any donor funding support	<p><i>What donor funding has the municipality received?</i></p> <p><i>Have the purpose and the management agreements for the funding been properly agreed upon?</i></p> <p><i>Have the funds been used in accordance with agreements?</i></p> <p><i>Have the objectives been achieved?</i></p> <p><i>Has the use of funds been effective in improving services to the community?</i></p> <p><i>What actions need to be taken to improve utilisation of the funds?</i></p>	Yes, Chapter 5, Section 5.3.3- Grants received from sources other than the DORA (pg.432-433)
Agreements, contracts and projects under Private-Public Partnerships	Information similar to the details of municipal entities should be provided. Council should ensure that all details have been supplied.	No municipal entities - not applicable
Service delivery performance on key services provided	<p>This may be a high-level summary, in addition to detailed information on performance, which sets out overall performance under the strategic objectives of the municipality.</p> <p>Overall results on the strategic functions and services should be summarised.</p> <p>This should cover all services whether provided by the municipality, entities or external mechanisms.</p> <p>Council may draw conclusions on the overall performance of the municipality.</p> <p>This information may be found in an executive summary section of the annual report and or in statistical tables.</p>	Yes,  Chapter 3- Service Delivery performance,  Figure 12: Overall strategic performance per Strategic objective (pg.122-123)
Information on long-term contracts	Details of all long-term contracts including levels of liability to the municipality should be included. Council should ensure all information is correctly supplied.	Yes,  Chapter 5- Financial Performance, Section 5.13- Borrowings and Investments (pg. 462-463)
Information technology and systems purchases and the effectiveness of these systems in the delivery of services and for ensuring compliance with statutory obligations	<p>Details of significant IT activities should be outlined indicating the effectiveness of the IT projects and the quality of IT services.</p> <p>Council should consider how effectively the IT services support and facilitate performance of the municipality and whether value for money has been obtained.</p> <p>Details of any future IT proposals should be summarised.</p>	Yes, Chapter 3- Section 3.10.4 ICT services (pg.384- 388)

<b>General Information</b>	<b>The following general information is required to be disclosed in the annual report</b>	<b>Comments</b>
	Council should comment and draw conclusions on the information provided.	
Three year capital plan for addressing infrastructure backlogs in terms of the Municipal Infrastructure Grant (MIG) framework	<p>A summary of the long-term capital plans and how these address the backlogs of services in the municipality should be provided. This should include details of types and scale of backlogs, projected cost implications, strategies to address the backlogs and plans proposed and/or approved.</p> <p>The summary here should cross reference to the performance reports in the annual report and also will be highlighted in the coming budgets.</p> <p>Council should consider whether the plans appropriately address the backlogs and are consistent with the strategic policy directions of council and needs of the community.</p>	Pg. 446- 457, MIG spending for 2024/25

<b>Other considerations recommended</b>		<b>Comments</b>
Timing of reports	<p><i>Was the report in the time prescribed?</i>  <i>Has a schedule for consideration of the report been adopted?</i></p>	<p>Yes, draft audited tabled at Special Council meeting on 28 January 2026,</p> <p>Public comment period- 4 to 27 February 2026,</p> <p>Final report to Council on 25 March 2026</p>
Oversight committee or other mechanisms	<p><i>What mechanisms have been put in place to prepare the oversight report?</i>  <i>Has a schedule for its completion and tabling been adopted?</i></p>	MPAC meeting scheduled, 4 March 2026
Payment of performance bonuses to municipal officials	<p>Refer to Section 57 MSA as amended. Bonuses based on performance may be awarded to a municipal manager or a manager directly accountable to the municipal manager after the end of the financial year and only after an evaluation of performance and approval of such evaluation by the municipal council. Preferably such evaluation should be considered along with the annual report. The basis upon which performance is evaluated for payment of bonuses should be reconciled with the municipal performance reported in the annual report.</p> <p><i>Have bonuses been paid based on achievements of agreed outputs and after consideration of the annual report by council?</i>  <i>If so, has a proper evaluation of performance been undertaken?</i>  <i>Was the evaluation approved by council?</i>  <i>Does the performance evaluation align and reconcile with the performance reported in the annual report? If not, what reasons have been</i></p>	<p>The Municipal Manager (Section 54A appointee) and former Director Community Services (Section 56) are entitled to a bonus for 2024/25.</p> <p>Overstrand municipality pays no performance bonuses for the other Section 56 appointees.</p>

<b>Other considerations recommended</b>		<b>Comments</b>
	<p><i>given for non-reporting of the basis of evaluation in the annual report?</i></p> <p><i>Are the payments justified in terms of performance reported in the annual report?</i></p> <p>Conclusions and comments on the evaluation and payment of performance bonuses of council should be included in the oversight report.</p>	

**6. SIGNED REVISED PERFORMANCE PLANS OF THE MM AND SECTION 56 (DIRECTORS) APPOINTEES FOR 2025/26**

**RG Louw      Divisional Manager: Strategic Support Services**  
**10 March 2026**

**(028) 313 8071**

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**1. Executive Summary**

The purpose of this report is for Council to note the signed revised performance plans of the Municipal Manager (MM), Director: Corporate Services and Chief Engineer: Infrastructure Services for the 2025/26 financial year.

**2. Service Delivery and Budget Implementation Plan - IGNITE**

*Office of the Municipal Manager  
Strategic Support Services*

**3. Compliance with Strategic Priority**

Provision of democratic, accountable and ethical governance

**4. Delegated Authority**

None

**5. Legal Requirements**

Section 53(3)(b) of the Local Government: Municipal Finance Management Act, 2003 (56 of 2003) [MFMA]

**6. Background/Introduction/Discussion**

Section 53 (3)(b) of the Local Government: Municipal Finance Management Act, 2003 states “ *The Mayor must ensure- (b) that the performance agreements of the municipal manager, senior managers and any other categories of officials as may be prescribed, are made public no later than 14 days after the approval of the municipality’s service delivery and budget implementation plan. Copies of such performance agreements must be submitted to the council and the MEC for local government in the province.*”

The mid-year budget and performance assessment and 1<sup>st</sup> adjustments budget for 2025/26 approved by a Special Council on 28 January 2026 as well as the mid-year performance assessments of 10 February 2026 resulted in amendments to the performance plans of the Municipal Manager, Director Corporate Services and Chief Engineer: Infrastructure Services. The said plan

forms Annexure A of the main performance contract of the affected appointees.

A summary of the revisions to the performance plans (Annexure A) are as follows:

<b>Section 54A and 56 appointee</b>	<b>Revisions to performance plan</b>	<b>Reason</b>
Municipal Manager	<p>Remove D10 95% of vacancies registered for advertising on Collaborator (within 14 days after the funded post became vacant)</p> <p>Remove D11 95 % of appointments made after the shortlisting and interview process was conducted (within 60 days after closing date of the advertisement.)</p> <p>TL 42- Submit the Final MTREF Budget by the end of May 2025 (change year to 2026)</p>	<p>D10 &amp; D11</p> <p>A Standard Operating Procure (SOP) has been put in place for recruitment. The municipal staff regulations (MSR) as well as the amended recruitment and selection policy also provides for recruitment timeframes.</p> <p>Capturing error</p>
Director Corporate Services	<p>Remove D83 95% of vacancies registered for advertising on Collaborator (within 14 days after the funded post became vacant)</p> <p>Remove D84 95 % of appointments made after the shortlisting and interview process was conducted (within 60 days after closing date of the advertisement.)</p>	<p>D83 &amp; D84</p> <p>A Standard Operating Procure (SOP) has been put in place for recruitment. The municipal staff regulations (MSR) as well as the amended recruitment and selection policy also provides for recruitment timeframes.</p>
Chief Engineer: Infrastructure Services	<p>Remove D476 95% of vacancies registered for</p>	<p>D476 &amp; D477</p> <p>A Standard Operating</p>

<b>Section 54A and 56 appointee</b>	<b>Revisions to performance plan</b>	<b>Reason</b>
	advertising on Collaborator (within 14 days after the funded post became vacant)  Remove D477 95 % of appointments made after the shortlisting and interview process was conducted (within 60 days after closing date of the advertisement.)	Procure (SOP) has been put in place for recruitment. The municipal staff regulations (MSR) as well as the amended recruitment and selection policy also provides for recruitment timeframes.

The said revised performance plans are attached as Annexure A for Council notification.

#### **7. Financial Implications**

The documents were compiled in-house by our own staff.

#### **8. Staff Implications**

Internal Staff

#### **9. Comments from other Departments, Divisions and Administrations**

The Municipal Manager and 2 Directors were involved in the revision of their performance plans.

#### **10. Annexures**

Annexure A: Signed revised performance plans of the Municipal Manager, Director Corporate Services and Chief Engineer: Infrastructure Services for 2025/26

#### **RECOMMENDATION TO THE COUNCIL:**

that the signed revised performance plans of the Municipal Manager, Director Corporate Services and Chief Engineer: Infrastructure Services for 2025/26 **be noted.**

**RESPONSIBLE OFFICIAL :**

**RG LOUW**

**TARGET DATE FOR IMPLEMENTATION :**

**31 MARCH 2026**

Annexure A

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Performance Plan

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**Director: Corporate Services****The Performance Plan sets out:**

- a) Key Performance Areas that the employee should focus on, performance objectives, key performance indicators and targets that must be met within a specific timeframe; and
- b) The Competencies required from employees prescribed in the Regulations on the appointment and conditions of employment of senior managers, R21 of 2014.

## Annexure A

**KEY PERFORMANCE INDICATORS**

The key performance areas, the performance objectives, key performance indicators and targets that must be met within the agreed timeframe are described below. The assessment of these performance indicators will account for **eighty percent** of the total employee assessment score.

Ref No	National KPA	Key Performance Indicator (KPI)	Unit of Measurement	Baseline	Portfolio of evidence	Targets				Weight
						Q1	Q2	Q3	Q4	
SDBIP Graphs	Municipal Transformation and Institutional Development	Effective Management and supervision of the SDBIP on the KPIs of Section: Council Administrative services	90% of the KPI's of the section have been met as per Ignite Dashboard report	93%	Updated SDBIP and report	90%	90%	90%	90%	33
SDBIP Graphs	Municipal Transformation and Institutional Development	Effective Management and supervision of the SDBIP on the KPIs of Division: Human Resources Management	90% of the KPI's of the division have been met as per Ignite Dashboard report	89%	Updated SDBIP and report	90%	90%	90%	90%	3
SDBIP Graphs	Municipal Transformation and Institutional Development	Effective Management and supervision of the SDBIP on the KPIs of Section: Employee Relations	90% of the KPI's of the section have been met as per Ignite Dashboard report	64%	Updated SDBIP and report	90%	90%	90%	90%	3
SDBIP Graphs	Municipal Transformation and Institutional Development	Effective Management and supervision of the SDBIP on the KPIs of Division: Information & Communication Technology (ICT)	90% of the KPI's of the division have been met as per Ignite Dashboard report	80%	Updated SDBIP and report	90%	90%	90%	90%	3

## Annexure A

Ref No	National KPA	Key Performance Indicator (KPI)	Unit of Measurement	Baseline	Portfolio of evidence	Targets				Weight
						Q1	Q2	Q3	Q4	
SDBIP Graphs	Municipal Transformation and Institutional Development	Effective Management and supervision of the SDBIP on the KPIs of Division: Business Architecture & CRM	90% of the KPI's of the division have been met as per Ignite Dashboard report	78%	Updated SDBIP and report	90%	90%	90%	90%	3
SDBIP Graphs	Municipal Transformation and Institutional Development	Effective Management and supervision of the SDBIP on the KPIs of Division: Risk Management	90% of the KPI's of the division have been met as per Ignite Dashboard report	85%	Updated SDBIP and report	90%	90%	90%	90%	3
SDBIP Graphs	Municipal Transformation and Institutional Development	Effective Management and supervision of the SDBIP on the KPIs of Section: Municipal Court	90% of the KPI's of the section have been met as per Ignite Dashboard report	New kpi	Updated SDBIP and report	90%	90%	90%	90%	3
TL17	Municipal Transformation and Institutional Development	The percentage of a municipality's budget (training budget) actually spent on implementing its workplace skills plan (Actual expenditure divided by the budget allocated) (MPPMR Reg. 10 (f))	% of the training budget spent on implementation of the WSP	99.99%	Expenditure reports from SAMRAS system	20%	40%	60%	100%	3
TL18	Municipal Transformation and Institutional Development	92% of the approved and funded organogram filled {(actual number of posts filled divided by the funded posts budgeted) x100}	% filled	90.50%	HR statistics on filled and vacant posts	92%	92%	92%	92%	3

## Annexure A

Ref No	National KPA	Key Performance Indicator (KPI)	Unit of Measurement	Baseline	Portfolio of evidence	Targets				Weight
						Q1	Q2	Q3	Q4	
TL19	Municipal Transformation and Institutional Development	The number of people from employment equity target groups employed in the three highest levels of management in compliance with a municipality's approved employment equity plan (MPPMR Reg. 10 (e))	The number of people from EE target groups employed based on staff mobility	67	Monthly report to respective Directors. Extract from Payday	75	75	75	75	3
Dept. SDBIP	Municipal Financial Viability and Management	Apply proper procurement practices with the adherence to the approved SCM policy to promote good governance and to be effective in delivering services	Draft planning schedules for procuring timeframes for the financial year submitted by end February 2026 (Final Directorate inputs for the draft DMP)	1	SCM records – Draft DMP	0	0	1	0	3
Dept. SDBIP	Municipal Transformation and Institutional Development	Director: Corporate Services compile and approve all direct staff's performance agreements by 30 July 2025 (2025/26 financial year)	% of staff agreements approved	100%	IPMS System report	100%	0	0	0	3
Dept. SDBIP	Municipal Transformation and Institutional Development	Director: Corporate Services conduct mid-year reviews of all direct staff by 30 January 2026 (current financial year)	% of mid-year reviews conducted	100%	IPMS System report	0	0	100%	0	3
Dept. SDBIP	Municipal Transformation and Institutional Development	Director: Corporate Services conduct annual reviews of all direct staff by 30 August 2025 (for previous financial year – 2024/25)	% of annual reviews conducted	100%	IPMS System report	0	100%	0	0	3

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## Annexure A

Ref No	National KPA	Key Performance Indicator (KPI)	Unit of Measurement	Baseline	Portfolio of evidence	Targets				Weight
						Q1	Q2	Q3	Q4	
Dept. SDBIP	Good Governance and Public Participation	Not more than 5 matters for the Directorate referred to Legal Services to obtain legal advice and input on administrative action of a nature which exceeds the level of skills required to exercise powers and perform duties in terms of the system of delegations	Number of matters referred	New kpi	Monthly email submission to the Municipal Manager of Schedule matters referred to Legal Services for the Directorate	5	5	5	5	3
Dept. SDBIP	Good Governance and Public Participation	Departmental Annual Report prepared and submitted by the end of July 2025	Report submitted by July		Copy of annual report inputs submitted	1	0	0	0	3
Dept. SDBIP	Good Governance and Public Participation	Implement internal audit queries, where applicable, within the agreed upon timeframe (Actual queries implemented divided by queries received)	% of queries rectified	85%	Feedback submitted to Manager: Internal Audit	85%	85%	85%	85%	3
Dept. SDBIP	Good Governance and Public Participation	Implement Council resolutions within the required Council item target date (Actual resolutions implemented divided by resolutions assigned to the directorate)	% of Council resolutions implemented	99.17%	Template- Council resolution POE sheet	95%	95%	95%	95%	4
Dept. SDBIP	Good Governance and Public Participation	Quarterly review the report submitted by the Chief Risk Officer (CRO) on the corrective measures implemented to reduce risk areas	Number of risk action/risk management reports submitted	4	Quarterly Risk Action Report/Risk Management Report from the Chief Risk Officer (CRO)	1	1	1	1	3

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## Annexure A

Ref No	National KPA	Key Performance Indicator (KPI)	Unit of Measurement	Baseline	Portfolio of evidence	Targets				Weight
						Q1	Q2	Q3	Q4	
Dept. SDBIP	Municipal Financial Viability and Management	Verify correctness of the quarterly report on the performance of all contracts for service providers in terms of the Municipal Systems Act and submit it to SCM	Number of reports verified	4	Copies of reports verified	1	1	1	1	3
Dept SDBIP	Good Governance and Public Participation	Respond to 90% of all standard (non-statutory) queries/complaints/requests and memorandums within 14 days from when the request is received via the Collaborator system (Generate collaborator report - POE- not on calendar month, but from 15th of previous month to 14th of the current reporting period)	% responded to within 14 days	96,75%	Collaborator report	90%	90%	90%	90%	3
Dept. SDBIP	Good Governance and Public Participation	100% compliance with the deliverables as per Compliance Assist	% compliance	92%	Compliance assist report	100%	100%	100%	100%	4
Dept. SDBIP	Basic Service Delivery	95% of the total approved capital budget of the Directorate: Corporate Services spent (Actual expenditure divided by the total approved capital budget)	% of the capital budget spent	99,42%	Expenditure report from SAMRAS	5%	20%	55%	95%	4

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Annexure A

Ref No	National KPA	Key Performance Indicator (KPI)	Unit of Measurement	Baseline	Portfolio of evidence	Targets				Weight
						Q1	Q2	Q3	Q4	
Dept. SDBIP	Basic Service Delivery	95% of the total approved operational budget of the Directorate: Corporate Services spent (Actual expenditure divided by the total approved operational budget)	% of the operational budget spent	92,12%	Expenditure report from SAMRAS	20%	40%	60%	95%	11
Dept. SDBIP	Basic Service Delivery	Monthly comply with 80% the anticipated timeframes for procurement processes of the Directorate: Corporate Services as per the approved Demand Management Plan (DMP) (BSC, BEC, and BAC).	% compliance with anticipated timeframes	New kpi	Monthly DMP report issued by Supply Chain Management	80%	80%	80%	80%	4
<b>80</b>										

*(Handwritten initials)*

## Annexure A

**COMPETENCIES**

The competencies required from employees prescribed in the Regulations on the appointment and conditions of employment of senior managers, R21 of 2014. The assessment of these competencies will account for **twenty percent** of the total employee assessment score.

Annexure B describes the different achievement levels for each Competency and should therefore form part of this section of the Performance Plan.

Competency	Definition	Weight
<b>LEADING COMPETENCIES</b>		
Strategic direction and leadership	Provide and direct a vision for the institution and inspire and deploy others to deliver on the strategic institutional mandate. It includes: <ul style="list-style-type: none"> <li>• Impact and influence</li> <li>• Institutional performance management</li> <li>• Strategic planning and management</li> <li>• Organisational awareness</li> </ul>	1.67
People management	Effectively manage, inspire and encourage people, respect diversity, optimise talent and build and nurture relationships in order to achieve institutional objectives. It includes: <ul style="list-style-type: none"> <li>• Human capital planning and development</li> <li>• Diversity management</li> <li>• Employee relations management</li> <li>• Negotiation and dispute management</li> </ul>	1.67
Programme and project management	Able to understand program and project management methodology; plan, manage, monitor and evaluate specific activities in order to deliver on set objectives. It includes: <ul style="list-style-type: none"> <li>• Program and project planning and implementation</li> <li>• Service delivery management</li> <li>• Program and project monitoring and evaluation</li> </ul>	1.67
Financial management	Able to compile, plan and manage budgets, control cash flow, institute financial risk management and administer	1.67

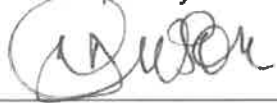
## Annexure A

Competency	Definition	Weight
	procurement processes in accordance with recognised financial practices. Further to ensure that all financial transactions are managed in an ethical manner. It includes: <ul style="list-style-type: none"> <li>• Budget planning and execution</li> <li>• Financial strategy and delivery</li> <li>• Financial reporting and delivery</li> </ul>	
Change leadership	Able to direct and initiate transformation on all levels in order to successfully drive and implement new initiatives and deliver professional and quality services to the community. It includes: <ul style="list-style-type: none"> <li>• Change vision and strategy</li> <li>• Process design and improvement</li> <li>• Change impact monitoring and evaluation</li> </ul>	1.67
Governance leadership	Able to promote, direct and apply professionalism in managing risk and compliance requirements and apply a thorough understanding of governance practices and obligations. Further, able to direct the conceptualisation of relevant policies and enhance cooperative governance relationships. It includes: <ul style="list-style-type: none"> <li>• Policy formulation</li> <li>• Risk and compliance management</li> <li>• Cooperative governance</li> </ul>	1.67
<b>CORE COMPETENCIES</b>		
Moral competence	Able to identify moral triggers, apply reasoning that promotes honesty and integrity and display behaviour that reflects moral competence.	1.67
Planning and organising	Able to plan, prioritise and organise information and resources effectively to ensure the quality of service delivery and build efficient contingency plans to manage risk.	1.67
Analysis and innovation	Able to critically analyse information, challenges and trends to establish and implement fact-based solutions that are innovative to improve institutional processes in order to achieve key strategic objectives.	1.67
Knowledge and Information management	Able to promote the generation and sharing of knowledge and information through various processes and media, in order to enhance the collective knowledge base of local government	1.67
Communication	Able to share information, knowledge and ideas in a clear, focused and concise manner appropriate for the	1.67

Annexure A

Competency	Definition	Weight
	audience in order to effectively convey, persuade and influence stakeholders to achieve the desired outcome.	
Results and quality focus	Able to maintain high quality standards, focus on achieving results and objectives while consistency striving to exceed expectations and encourage others to meet quality standards. Further, to actively monitor and measur results and quality against identified objectives.	1.67
	TOTAL	20

Signed and accepted by the Employee



Date: 04/3/2026

Signed by the Municipal Manager on behalf of the Municipality



Date: 04/03/2026



## Performance Plan

Annexure A

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**Chief Engineer: Infrastructure Services****The Performance Plan sets out:**

- a) Key Performance Areas that the employee should focus on, performance objectives, key performance indicators and targets that must be met within a specific timeframe; and
- b) The Competencies required from employees prescribed in the Regulations on the appointment and conditions of employment of senior managers, R21 of 2014.

## Annexure A

### KEY PERFORMANCE INDICATORS

The key performance areas, the performance objectives, key performance indicators and targets that must be met within the agreed timeframe are described below. The assessment of these performance indicators will account for **eighty percent** of the total employee assessment score.

Ref No	National KPA	Key Performance Indicator (KPI)	Unit of Measurement	Baseline	Portfolio of evidence	Targets				Weight
						Q1	Q2	Q3	Q4	
SDBIP Graphs	Basic Service Delivery	Effective Management and supervision of the SDBIP on the KPIs of Division: Civil Infrastructure Planning	90% of the KPI's of the division have been met as per Ignite Dashboard report	90%	Updated SDBIP and report	90%	90%	90%	90%	3
SDBIP Graphs	Basic Service Delivery	Effective Management and supervision of the SDBIP on the KPIs of the Division: Civil Engineering Services	90% of the KPI's of the division have been met as per Ignite Dashboard report	72%	Updated SDBIP and report	90%	90%	90%	90%	3
SDBIP Graphs	Basic Service Delivery	Effective Management and supervision of the SDBIP on the KPIs of the Division: Electrical Services	90% of the KPI's of the division have been met as per Ignite Dashboard report	80%	Updated SDBIP and report	90%	90%	90%	90%	3
SDBIP Graphs	Basic Service Delivery	Effective Management and supervision of the SDBIP on the KPIs of the Division: Project Management Unit	90% of the KPI's of the division have been met as per Ignite Dashboard report	66%	Updated SDBIP and report	90%	90%	90%	90%	3
TL 2	Basic Service Delivery	m <sup>2</sup> of roads patched and resealed according to	m <sup>2</sup> of roads patched and resealed	128419	Consultant reseal statistical report	-	15000	65000	120000	2

## Annexure A

Ref No	National KPA	Key Performance Indicator (KPI)	Unit of Measurement	Baseline	Portfolio of evidence	Targets				Weight
						Q1	Q2	Q3	Q4	
		approved Pavement Management System within available budget								
TL 3	Basic Service Delivery	Quality of effluent comply 75% with general or special limit in terms of the Water Act (Act 36 of 1998)	% compliance	77,81%	Report from Directorate Infrastructure (WSA) compiled from independent Laboratory test results	75%	75%	75%	75%	2
TL 4	Basic Service Delivery	Quality of potable water comply 95% with SANS 241	% compliance with SANS 241	97,03%	Independent Laboratory test results	95%	95%	95%	95%	2
TL 5	Basic Service Delivery	Limit unaccounted water to less than 33% $\{(Number\ of\ kiloliter\ water\ purified - Number\ of\ kiloliter\ water\ sold) / Number\ of\ kiloliter\ purified \times 100\}$	% of water unaccounted for	30,59%	Consolidated report SAMRAS (DB4) GFS and Infrastructure (water purified)	-	-	-	32%	2
TL 15	Basic Service Delivery	Limit electricity losses to 7.65% or less $\{(Number\ of\ Electricity\ Units\ Purchased - Number\ of\ Electricity\ Units\ Sold) / Number\ of\ Electricity\ Units\ Purchased\ and/or\ Generated\} \times 100\}$	% of electricity unaccounted for	7,61%	Electricity losses Excel spreadsheet from Manager: Costing and Reports in Finance Directorate	-	-	-	7.65%	3
TL 16	Basic Service Delivery	Report on the implementation of the Water Service Development plan annually by the end of October	Report submitted	1	Letter of submission of Water Services Audit to DWS	-	1	-	-	2

## Annexure A

Ref No	National KPA	Key Performance Indicator (KPI)	Unit of Measurement	Baseline	Portfolio of evidence	Targets				Weight
						Q1	Q2	Q3	Q4	
TL 23	Basic Service Delivery	Provision of water to informal households (excluding invaded state owned land and private land) based on the standard of 1 water point to 25 households  (MPPMR Reg. 10 (a))	The number of taps installed in relation to the number of informal households (excluding invaded land unsuitable for housing and private land)	718	Annual report from Housing Department indicating the number of informal households (excluding invaded land unsuitable for housing and private land); Report on the GPS coordinates on the number of taps to informal households (excluding invaded land unsuitable for housing and private land);	-	-	-	262	2
TL 24	Basic Service Delivery	Provision of cleaned piped water to all formal households within 200 m from households (MPPMR Reg. 10 (a))	No of formal households that meet agreed service standards for piped water	32887	Yearly statistics provided by finance department (SAMRAS)	-	-	-	32 888	2
TL 27	Basic Service Delivery	Provision of Electricity: Number of metered electrical connections in formal areas (Eskom Areas excluded) (Definition: Refers to residential households (RE) and pensioners (PR) as per Finance departments billed households) (MPPMR Reg. 10 (a))	Number of formal households that meet agreed service standards	23989	Based on number of households billed by department of finance	-	-	-	23 500	2

## Annexure A

Ref No	National KPA	Key Performance Indicator (KPI)	Unit of Measurement	Baseline	Portfolio of evidence	Targets				Weight
						Q1	Q2	Q3	Q4	
TL 30	Basic Service Delivery	The provision of sanitation services to informal households (excluding invaded state owned land and private land) based on the standard of 1 toilet to 5 households (MPPMR Reg. 10 (a))	The number of toilets provided in relation to the number of informal households (excluding invaded land unsuitable for housing and private land)	1112	Annual report from Housing Department indicating the number of informal households (excluding invaded land unsuitable for housing and private land); Report on the GPS coordinates for the number of toilets to informal households (excluding invaded land unsuitable for housing and private land);.	-	-	-	785	2
TL 31	Basic Service Delivery	Provision of sanitation services to formal residential households (A household is defined as a residential unit billed for the particular services rendered by way of the financial system (SAMRAS)) (MPPMR Reg. 10 (a))	No of formal residential households which are billed for sewerage in accordance to the SAMRAS financial system	33539	Yearly statistics provided by the Department of Finance	-	-	-	33 562	2
TL 32	Basic Service Delivery	100% of the Municipal Infrastructure Grant (MIG) spent by 30 June 2026 (Actual MIG expenditure/ Allocation received)	% expenditure of allocated MIG funds	100%	Monthly MIG report	5	40	62.4	100	3

## Annexure A

Ref No	National KPA	Key Performance Indicator (KPI)	Unit of Measurement	Baseline	Portfolio of evidence	Targets				Weight
						Q1	Q2	Q3	Q4	
TL 38	Basic Service Delivery	Provision of water to informal households on invaded land with available funding  ("Land Invasion" refers to the illegal occupation of land, with the intention of establishing dwellings / a settlement upon it. An invasion may be by one individual or by hundreds of households).	The number of taps installed for informal households on invaded land with available funding	81	Report on the GPS coordinates on the number of taps installed for informal households on invaded land	-	-	-	80	2
TL 39	Basic Service Delivery	The provision of sanitation services to informal households on invaded land with available funding  ("Land Invasion" refers to the illegal occupation of land, with the intention of establishing dwellings / a settlement upon it. An invasion may be by one individual or by hundreds of households).	The number of toilets provided for informal households on invaded land with available funding	133	Report on the GPS coordinates for the number of toilets provided for informal households on invaded land	-	-	-	105	2
Dept. SDBIP	Municipal Financial Viability and Management	Apply proper procurement practices with the approved SCM policy to promote good governance and to be effective in delivering services	Draft planning schedules for procuring timeframes for the financial year submitted by end February 2026 (Final Directorate inputs for the draft DMP)	1	SCM records – Draft DMP	0	0	1	0	3
	Good Governance	Not more than 5 matters for	Number of matters	New kpi	Monthly email	5	5	5	5	2

## Annexure A

Ref No	National KPA	Key Performance Indicator (KPI)	Unit of Measurement	Baseline	Portfolio of evidence	Targets				Weight
						Q1	Q2	Q3	Q4	
Dept. SDBIP	and Public Participation	the Directorate referred to Legal Services to obtain legal advice and input on administrative action of a nature which exceeds the level of skills required to exercise powers and perform duties in terms of the system of delegations	referred		submission to the Municipal Manager of Schedule matters referred to Legal Services for the Directorate					
Dept. SDBIP	Municipal Transformation and Institutional Development	Chief Engineer: Infrastructure Services compile and approve all direct staff's performance agreements by 30 July 2025 (2025/26 financial year)	% of staff agreements approved	100%	IPMS System report	100%	0	0	0	3
Dept. SDBIP	Municipal Transformation and Institutional Development	Chief Engineer: Infrastructure Services conduct mid-year reviews of all direct staff by 30 January 2026 (current financial year)	% of mid-year reviews conducted	100%	IPMS System report	0	0	100%	0	3
Dept. SDBIP	Municipal Transformation and Institutional Development	Chief Engineer: Infrastructure Services conduct annual reviews of all direct staff by 30 August 2025 (for previous financial year – 2024/25)	% of annual reviews conducted	100%	IPMS System report	100%	0	0	0	3
Dept. SDBIP	Good Governance and Public Participation	Departmental Annual Report prepared and submitted by the end of July 2025	Report submitted by July	1	Copy of Annual Report inputs submitted	1	0	0	0	3

## Annexure A

Ref No	National KPA	Key Performance Indicator (KPI)	Unit of Measurement	Baseline	Portfolio of evidence	Targets				Weight
						Q1	Q2	Q3	Q4	
Dept. SDBIP	Good Governance and Public Participation	Implement internal audit queries, where applicable, within the agreed upon timeframe (Actual queries implemented divided by queries received)	% of queries rectified	85%	Feedback submitted to Manager: Internal Audit	85%	85%	85%	85%	2
Dept. SDBIP	Good Governance and Public Participation	Implement Council resolutions within the required Council item target date (Actual resolutions implemented divided by resolutions assigned to the directorate)	% of Council resolutions implemented	97,57%	Template- Council resolution POE sheet	95%	95%	95%	95%	3
Dept. SDBIP	Good Governance and Public Participation	Quarterly review the report submitted by the Chief Risk Officer (CRO) on the corrective measures implemented to reduce risk areas	Number of risk action/risk management reports submitted	4	Quarterly Risk Action Report/Risk Management Report from the Chief Risk Officer (CRO)	1	1	1	1	2
Dept. SDBIP	Municipal Financial Viability and Management	Verify correctness of the quarterly report on the performance of all contracts for service providers in terms of the Municipal Systems Act and submit to SCM	Number of reports verified	4	Copies of reports verified	1	1	1	1	3

## Annexure A

Ref No	National KPA	Key Performance Indicator (KPI)	Unit of Measurement	Baseline	Portfolio of evidence	Targets				Weight
						Q1	Q2	Q3	Q4	
Dept. SDBIP	Basic Service Delivery	95% of the total approved capital budget of the Directorate Infrastructure Services spent (Actual expenditure divided by the total approved capital budget)	% of the capital budget spent	81,35%	Expenditure report from SAMRAS	5%	20%	55%	95%	3
Dept. SDBIP	Basic Service Delivery	95% of the total approved operational budget of the Directorate Infrastructure Services spent (Actual expenditure divided by the total approved operational budget)	% of the operational budget spent	97,94%	Expenditure report from SAMRAS	20%	40%	60%	95%	3
Dept. SDBIP	Basic Service Delivery	Monthly comply 80% with the anticipated timeframes for procurement processes of the Infrastructure Services Directorate as per the approved Demand Management Plan (DMP) (BSC, BEC, and BAC). (new KPI)	% compliance with anticipated timeframes	New kpi	Monthly DMP report issued by Supply Chain Management	80%	80%	80%	80%	3
Dept SDBIP	Good Governance and Public Participation	Respond to 90% of all standard (non statutory) queries/complaints/requests and memorandums within 14 days from when the request is received via the Collaborator system (Generate collaborator report - POE- not on calendar month, but from 15th of	% responded to within 14 days	95,01%	Collaborator report	90%	90%	90%	90%	2

Annexure A

Ref No	National KPA	Key Performance Indicator (KPI)	Unit of Measurement	Baseline	Portfolio of evidence	Targets				Weight
						Q1	Q2	Q3	Q4	
		previous month to 14th of the current reporting period)								
										<b>80</b>

## Annexure A

**COMPETENCIES**

The competencies required from employees prescribed in the Regulations on the appointment and conditions of employment of senior managers, R21 of 2014. The assessment of these competencies will account for **twenty percent** of the total employee assessment score.

Annexure B describes the different achievement levels for each Competency and should therefore form part of this section of the Performance Plan.

Competency	Definition	Weight
<b>LEADING COMPETENCIES</b>		
Strategic direction and leadership	Provide and direct a vision for the institution and inspire and deploy others to deliver on the strategic institutional mandate. It includes: <ul style="list-style-type: none"> <li>• Impact and influence</li> <li>• Institutional performance management</li> <li>• Strategic planning and management</li> <li>• Organisational awareness</li> </ul>	1.67
People management	Effectively manage, inspire and encourage people, respect diversity, optimise talent and build and nurture relationships in order to achieve institutional objectives. It includes: <ul style="list-style-type: none"> <li>• Human capital planning and development</li> <li>• Diversity management</li> <li>• Employee relations management</li> <li>• Negotiation and dispute management</li> </ul>	1.67
Programme and project management	Able to understand program and project management methodology; plan, manage, monitor and evaluate specific activities in order to deliver on set objectives. It includes: <ul style="list-style-type: none"> <li>• Program and project planning and implementation</li> <li>• Service delivery management</li> <li>• Program and project monitoring and evaluation</li> </ul>	1.67
Financial management	Able to compile, plan and manage budgets, control cash flow, institute financial risk management and administer	1.67

## Annexure A

Competency	Definition	Weight
	<p>procurement processes in accordance with recognised financial practices. Further to ensure that all financial transactions are managed in an ethical manner. It includes:</p> <ul style="list-style-type: none"> <li>• Budget planning and execution</li> <li>• Financial strategy and delivery</li> <li>• Financial reporting and delivery</li> </ul>	
Change leadership	<p>Able to direct and initiate transformation on all levels in order to successfully drive and implement new initiatives and deliver professional and quality services to the community. It includes:</p> <ul style="list-style-type: none"> <li>• Change vision and strategy</li> <li>• Process design and improvement</li> <li>• Change impact monitoring and evaluation</li> </ul>	1.67
Governance leadership	<p>Able to promote, direct and apply professionalism in managing risk and compliance requirements and apply a thorough understanding of governance practices and obligations. Further, able to direct the conceptualisation of relevant policies and enhance cooperative governance relationships. It includes:</p> <ul style="list-style-type: none"> <li>• Policy formulation</li> <li>• Risk and compliance management</li> <li>• Cooperative governance</li> </ul>	1.67
<b>CORE COMPETENCIES</b>		
Moral competence	Able to identify moral triggers, apply reasoning that promotes honesty and integrity and display behaviour that reflects moral competence.	1.67
Planning and organising	Able to plan, prioritise and organise information and resources effectively to ensure the quality of service delivery and build efficient contingency plans to manage risk.	1.67
Analysis and innovation	Able to critically analyse information, challenges and trends to establish and implement fact-based solutions that are innovative to improve institutional processes in order to achieve key strategic objectives.	1.67
Knowledge and information management	Able to promote the generation and sharing of knowledge and information through various processes and media, in order to enhance the collective knowledge base of local government	1.67
Communication	Able to share information, knowledge and ideas in a clear, focused and concise manner appropriate for the	1.67

Annexure A

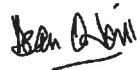
Competency	Definition	Weight
	audience in order to effectively convey, persuade and influence stakeholders to achieve the desired outcome.	
Results and quality focus	Able to maintain high quality standards, focus on achieving results and objectives while consistency striving to exceed expectations and encourage others to meet quality standards. Further, to actively monitor and measur results and quality against identified objectives.	1.67
	TOTAL	20

Signed and accepted by the Employee



Date: 26.02.2026

Signed by the Municipal Manager on behalf of the Municipality



Date: 26 February 2026

## Performance Plan



26/31

### KEY PERFORMANCE INDICATORS

The key performance areas, the performance objectives, key performance indicators and targets that must be met within the agreed timeframe are described below. The assessment of these performance indicators will account for **eighty percent** of the total employee assessment score.

Ref No	National KPA	Key Performance Indicator (KPI)	Unit of Measurement	Baseline	Portfolio of evidence	Targets				Weight
						Q1	Q2	Q3	Q4	
SDBIP Graphs	Good Governance & Public Participation	Effective Management and supervision of the SDBIP on the KPIs of Division: Internal Audit	90% of the KPI's of the division have been met as per Ignite Dashboard report	56%	Updated SDBIP and report	90%	90%	90%	90%	3
SDBIP Graphs	Good Governance & Public Participation	Effective Management and supervision of the SDBIP on the KPIs of Division: Strategic Support Services	90% of the KPI's of the division have been met as per Ignite Dashboard report	92%	Updated SDBIP and report	90%	90%	90%	90%	3
SDBIP Graphs	Good Governance and Public Participation	Effective Management and supervision of the SDBIP on the KPIs of Sub-Section: Communications	90% of the KPI's of the sub section have been met as per Ignite Dashboard report	77%	Updated SDBIP and report	90%	90%	90%	90%	3
SDBIP Graphs	Good Governance and Public Participation	Effective Management and supervision of the SDBIP on the KPIs of Division: Legal Services & Contract Management	90% of the KPI's of the division have been met as per Ignite Dashboard report	87%	Updated SDBIP and report	90%	90%	90%	90%	3
SDBIP Graphs	Basic Service Delivery	Effective Management and supervision of the Infrastructure Services Directorate	90% of the KPI's of the Directorate have been met	80%	Updated SDBIP and report	90%	90%	90%	90%	4

## Annexure A

Revised  
2025/26  
MM

Ref No	National KPA	Key Performance Indicator (KPI)	Unit of Measurement	Baseline	Portfolio of evidence	Targets				Weight
						Q1	Q2	Q3	Q4	
		year & 3 current financial year)								
TL 29	Basic Service Delivery	Percentage of a municipality's capital budget actually spent on capital projects identified for the financial year in terms of the municipality's IDP {(Actual amount spent on projects as identified for the year in the IDP/Total amount budgeted on capital projects)X100}  (MPPMR Reg. 10 (c))	% of the capital budget spent	89.91%	Expenditure report from SAMRAS	5%	20%	55%	95%	4
TL 34	Municipal Transformation and Institutional Development	Sign section 56 performance agreements with all directors by the end of July 2025	Number of agreements signed	5	Cover page and signature section of the performance agreements	3	-	-	-	2
TL 35	Good Governance and Public Participation	Monitor the implementation of the action plan developed to address all the issues raised in the management letter of the Auditor General and submit 4 progress reports to Executive Mayor	Number of progress reports monitored and submitted to Executive Mayor	4	Copy of e-mail and report submitted to the Executive Mayor by the Municipal Manager	1	1	1	1	2

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## Annexure A

Revised  
2025/26  
MM

Ref No	National KPA	Key Performance Indicator (KPI)	Unit of Measurement	Baseline	Portfolio of evidence	Targets				Weight
						Q1	Q2	Q3	Q4	
Dept. SDBIP	Municipal Transformation and Institutional Development	Municipal Manager conduct mid-year reviews of all staff reporting directly to him (excluding Directors) by 30 January 2025 (current financial year)	% of mid-year reviews conducted	100%	IPMS System report	0	0	100%	0	2
Dept. SDBIP	Municipal Transformation and Institutional Development	Municipal Manager conduct annual reviews of all staff reporting directly to him (excluding Directors) by 30 August 2025 (for previous financial year – 2024/25)	% of annual reviews conducted	100%	IPMS System report	100%	0	0	0	2
Dept. SDBIP	Good Governance and Public Participation	Monthly support and advise the Executive Mayor towards unblocking strategic service delivery issues in regular engagements between the Mayor and MM	Number of formal engagements per month	14,58	Meetings in MM's electronic calendar	4	4	4	4	3
Dept. SDBIP	Good Governance and Public Participation	Monthly develop and distribute press releases	Number of press releases developed and distributed	592	Monthly list of press releases developed and distributed	128	128	128	128	3
Dept. SDBIP	Good Governance and Public Participation	Respond to 90% of all standard (non-statutory) queries/complaints/requests and memorandums within 14 days from when the request is received via the Collaborator system (Generate collaborator report - POE- not on	% responded to within 14 days	94,79%	Collaborator report	90%	90%	90%	90%	3

## Annexure A

**COMPETENCIES**

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People management	Effectively manage, inspire and encourage people, respect diversity, optimise talent and build and nurture relationships in order to achieve institutional objectives. It includes: <ul style="list-style-type: none"> <li>• Human capital planning and development</li> <li>• Diversity management</li> <li>• Employee relations management</li> <li>• Negotiation and dispute management</li> </ul>	1.67
Programme and project management	Able to understand program and project management methodology; plan, manage, monitor and evaluate specific activities in order to deliver on set objectives. It includes: <ul style="list-style-type: none"> <li>• Program and project planning and implementation</li> <li>• Service delivery management</li> <li>• Program and project monitoring and evaluation</li> </ul>	1.67
Financial management	Able to compile, plan and manage budgets, control cash flow, institute financial risk management and administer procurement processes in accordance with recognised financial practices. Further to ensure that all financial transactions are managed in an ethical manner. It includes: <ul style="list-style-type: none"> <li>• Budget planning and execution</li> </ul>	1.67

Signed and accepted by the Employee



\_\_\_\_\_

Date: 02/03/2026

Signed by the Executive Mayor on behalf of the Municipality



\_\_\_\_\_

Date: 09/03/2026

**7.  
TOURISM MONTHLY REPORT: FEBRUARY 2026****R Louw  
9 March 2026****Divisional Manager: Strategic Support Services****(028) 313 8071**

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**1. Executive Summary**

The purpose of this report is to provide and outline activities and initiatives of Tourism to promote the Overstrand. The report covers the activities for February 2026.

**2. Service Delivery and Budget Implementation Plan - IGNITE**

Office of the Municipal Manager  
Tourism

**3. Compliance with Strategic Priorities**

Provision of democratic, accountable and ethical governance  
Promotion of tourism, economic and social development

**4. Delegated Authority**

Executive Mayor

**5. Legal Requirements**

NA/

**6. Background/Discussion/Evaluation/Conclusion****Background**

Summary of Tourism activities undertaken during February 2026.

**Discussion**

Visitor Information Centre's and social media statistics, destination marketing and promotion.

**7. Financial Implications**

None

**8. Staff Implications**

None

**9. Comments from other Departments, Divisions and Administrations**

None

**10. Annexures**

Annexure A: Tourism Report

**RECOMMENDATION:**

that the tourism report for February 2026 **be noted**.

**RESPONSIBLE OFFICIAL :****R LOUW****TARGET DATE FOR IMPLEMENTATION :****31 MARCH 2026**

## OVERSTRAND TOURISM REPORT FEBRUARY 2026



### Highlights:

- Annual Pure Venom Stiek Yt Bikers Rally held at Palmiet Caravan Park in Kleinmond from 6-8 February.
- Save a Fishie, Coast2Coast cleanup campaign included Overstrand.
- Birkenhead Memorial held on the 6<sup>th</sup> of March is an initiative between Gansbaai Tourism and Marine Dynamics paying tribute to military war veterans.
- Launch of new Rossouw Modern Gallery Lokaal in Hermanus.
- Product launch of 3 new adventure activities through Wild Wellness.
- DEDAT Experience Master Class programme giving opportunity to entrepreneurs to pitch business ideas.
- Tourism awareness educational tour with Hermanus whale crier and 3<sup>rd</sup> year Marine Science students from Cape Peninsula University of Technology.
- The Western Cape Canoe Sprint Champs (WCCU) held at Springfontein and portions of the Klein River in Stanford on the 21<sup>st</sup> of February saw 125 contestants and 150 spectators in attendance.
- Pandora Nexus music event held between 13-15 February at Stanford Hills Estate was attended by 1100 people.
- The Wortelgat Outreach Gap Year Programme 2026 started off with eager participants joining the welcoming ceremony and orientation.
- The Creative Skills Factory kicked off their youth arts programme in Stanford, in collaboration with the Zwelihle Youth Choir under the leadership of Ayakha Kamana and Nolundi Fullstop. The programme provides young people with meaningful opportunities to grow, express themselves creatively and develop new skills through the arts in a supportive and inspiring environment.
- Opening of Portrait Re-Imagined, Stanford an exhibition space for artists which will run throughout the month of March.



CPUT Students with whale crier



Wild Wellness Tour with stakeholders



Birkenhead Memorial, Gansbaai



Creative Skills Factory Youth Art Programme



Wortelgat 2026 Gap Year Cohorts



Portrait Re-Imagined, Stanford

## 1. DESTINATION MARKETING

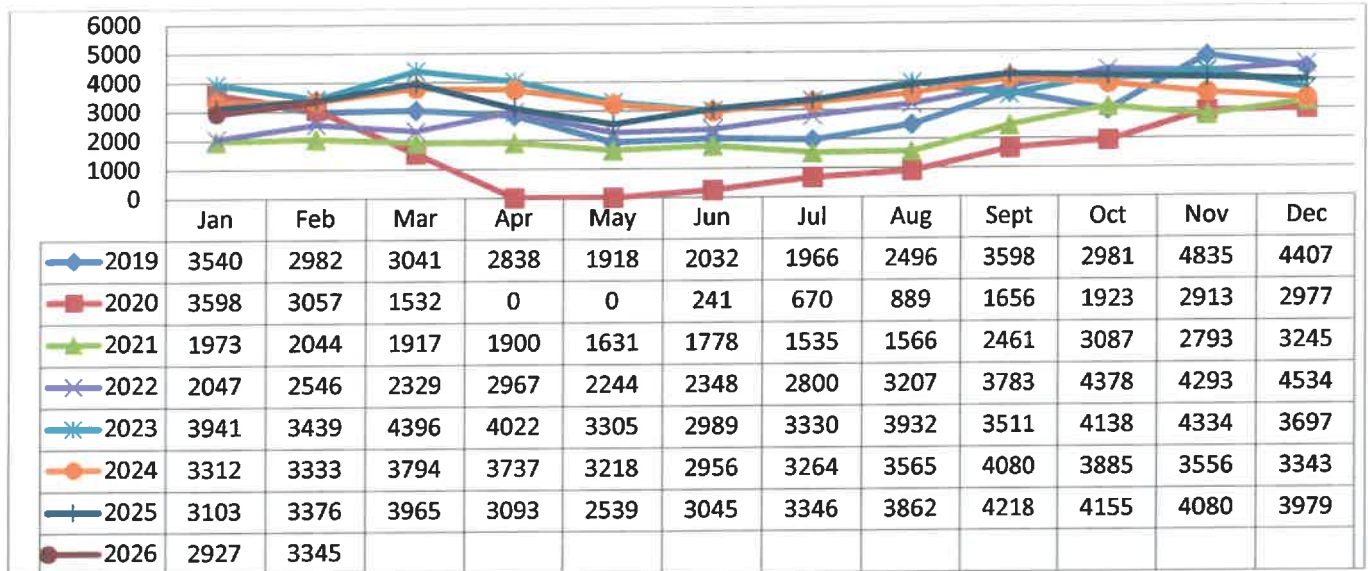
Destination marketing involves promoting the Overstrand and its benefits through print and social media to increase awareness to try and bring more visitors to the area and boost the local economy and establish the Overstrand and all its villages as a desirable leisure and business destination.

### 1.1 VISITOR INFORMATION CENTRES (VIC's)

The Overstrand's Visitor Information Centres provide support to ODM, WESGRO, SATSA, LED, RTLC, NDT, and other stakeholders by compiling and distributing information as requested and facilitating communication with members. Walk-in visitors to the Visitor Information Centres (VICs) primarily requested directional assistance, maps, and information on activities and attractions in the Overstrand.

The four Overstrand Tourism VICs are open Monday to Saturday, providing information on activities, accommodation, and travel routes. The Western Cape remains the primary domestic source market, with the Overstrand particularly popular among local travellers due to its proximity to Cape Town and the Cape Town International Airport.

## Statistics: Walk-In Visitors - Visitor Information Centres



Town	February 2026	February 2025
Kleinmond	674	624
Hermanus	1595	1441
Stanford	681	665
Gansbaai	395	646
<b>GRAND TOTAL</b>	<b>3345</b>	<b>3376</b>

Table 1: Statistics – February 2026 vs February 2025

Visitor walk-in numbers decreased by 0.92 % from 3376 in February 2025 to 3345 in February 2026 (Table 1).

Town	International	Local
Kleinmond	23	651
Hermanus	1062	533
Stanford	46	635
Gansbaai	72	323
<b>Total</b>	<b>1203</b>	<b>2142</b>

Table 2: International vs Local Visitors for February 2026

Origin of international visitors to the respective VIC's:

Hermanus	United States, United Kingdom & Germany
Kleinmond	Germany, Asia & Australia
Gansbaai	Germany, Netherlands & United Kingdom
Stanford	Australia, Belgium & Canada.

For the reporting month, local visitors continue to account for the majority of visitors to the VICs.

- ✓ Local event organisers frequently use the notice boards at the Visitor Information Centres to display their events, effectively using the centres as an additional marketing tool.
- ✓ Accommodation and activity establishments regularly collect brochures, maps, and weekly tourism diaries from the VICs for distribution to their guests.
- ✓ The offices also serve as a central pick-up point for tour operators and guides collecting their clients.

## Key Visitor Inquiries: February 2026

Visitor inquiries during February focused primarily on hiking, ocean activities and wine route.

The continued demand for printed brochures, maps, and directional information highlights the need for resources for visitors who may not have access to or prefer digital information.

## Key Attraction Stats for February 2026

Attractions	2025	2026
African Penguin and Seabird Sanctuary	1989	1621
Danger Point Lighthouse	100	85
Shark Cage Diving (All vendors)	2469	1665
Whale Boat Tours (Marine Dynamics)	1021	822
Leisure Fishing Boats (Kleinbaai Harbour)	40	15
Klipgat Caves	1887	2891
Harold Porter National Botanical Garden	5621	6410
Kogelberg Nature Reserve	2087	1074
Stony Point	6438	6250

Table 3: Key attraction statistics, February 2026

Overall, key attractions experienced a decline in visitor numbers in February 2026 (Table 3).

## 1.2 Tourism Engagements

- 5 & 6 February Coast to Coast Beach Cleanup, Gansbaai
- 7 February Coast to Coast Beach Cleanup, Hawston
- 8 February Coast to Coast Beach Cleanup, Betty's Bay
- 17 February DEDAT Experience Master Class Programme workshop for local tourism entrepreneurs focused on business pitching.
- 22 February Panthera Africa Charity Walk organised by the Strandveld Hiking Club with 72 people in attendance.
- 28 February Danger Point Lighthouse open to public.

*Coast to Coast Cleanup Initiatives in Overstrand!*



*Gansbaai*



*Hermanus*



*Betty's Bay*

### 1.3 Digital & Social Media Marketing

Social media marketing is a cornerstone of our strategy for promoting the Overstrand. Our engaging presence on Facebook and Instagram allows us to connect directly with potential visitors, showcasing the beauty, diversity, and unique experiences our region offers. We've seen tremendous success in terms of engagement and reach, fostering a vibrant online community passionate about the Overstrand.






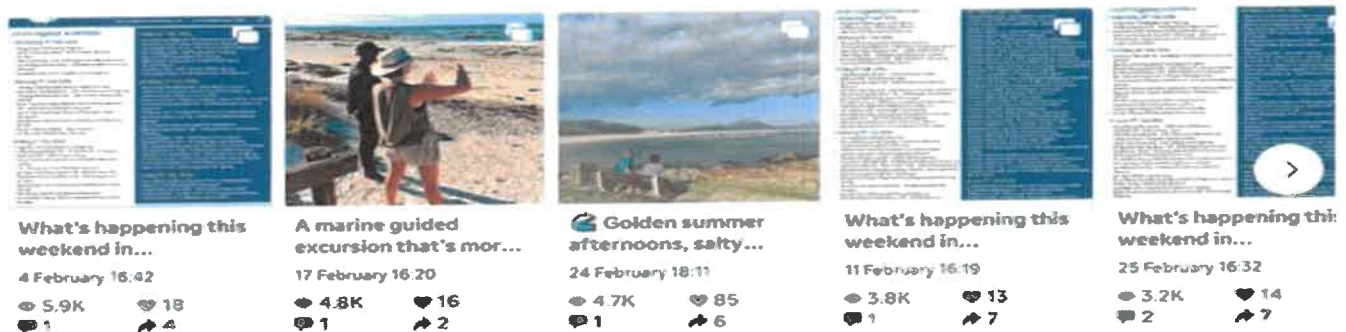
Social Media Stats Feb 2025 vs Feb 2026												
Year	Facebook		%	Instagram		%	Instagram Posts		%	Twitter		%
	2025	2026		2025	2026		2025	2026		2025	2026	
	13 929	15 352	10%	3768	3923	4%	1119	1143	2%	4886	4890	0%
	10 686	11 345	6%	2164	2298	6%	723	786	8%	1781	1789	1%
	23 120	28 363	19%	11.1K	12K	8%	1009	1040	3%	6148	6087	-1%
	9 436	10 652	12%	3849	4673	18%	2013	2240	11%	3535	3541	1%
	12 945	15 332	16%	2642	2951	11%	831	956	13%	3621	3608	-1%
<b>Grand Total</b>	<b>70 116</b>	<b>81 044</b>		<b>23 523</b>	<b>25 845</b>		<b>5 695</b>	<b>6 165</b>		<b>19 971</b>	<b>19 915</b>	

Table 4: Overstrand Tourism Social Media presence – February 2026

As per Table 4 above, there was a 11.45 % increase (from 119,305 followers to 132,969) in tourism's social media presence for all the tourism offices across the Overstrand for February 2026.

#### Top Performing post for February 2026 - Cape Whale Coast



### 1.4 Media Engagements / Media Features / Print , Radio Creative and Management

Media Publications and Online Platforms:

Publication/Platform	Feature / Article Topic	Link / Nature
VIA TV	Lemonliscious & Skybar featured on Dorpie-doen lys	TV Feature
Farmers Weekly	Small is beautiful for budding Overberg trout business Baardskeerdersbos near Gansbaai.	Online

Publication/Platform	Feature / Article Topic	Link / Nature
Inside Guide	The 21 Best Restaurants in Hermanus	Online
KykNET Overbergbewoners	Feature on Panthera Africa Big Cat Sanctuary, Grootbos Nature Reserve, Fynbos Distillery & Kleinriver Cheese.	TV Feature
Facebook Vlog	Interview with Hermanus Whale Crier – Ron Mackenzie	Vlog



## 1.5 Events

The importance of the economic spin-offs from events cannot be overstated. Events can become catalysts for growth for other sectors in the value chain, including accommodation and food, travel, local retail, and tourism attractions. Events tourism supports the local economy, improving the destination's image, and assisting with much needed job creation. The extensive Overstrand events calendar enhances the image as an international reputable tourist destination. This is important in driving development with the communities benefitting on a social and economic level, creating a sense of pride and entrepreneurial opportunities.

Visitor Information Centres (VICs) serve as a key resource for sporting event organisers, including schools, assisting with accommodation bookings and other logistical needs.

Events are crucial catalysts for local economic growth and job creation.

A weekly and monthly events calendar are distributed to accommodation providers, restaurants, and activity operators.

The annual events calendar has been continuously updated and circulated to assist tourism stakeholders in their planning.

Total Events in February 2026: 252

Total Events in February 2025: 257

1.95% decrease in events compared to previous year.



Stiek Yt Bikers Rally held at Palmiet Caravan Park in Kleinmond



Western Cape Canoe Sprint Champs, Stanford

## 2. TOURISM DEVELOPMENT

### 2.1 Job & Skills Development Support

Job creation opportunities are continuously circulated and linked to upskilling unemployed youth to ensure participation in the tourism economy. Tourism communicates available opportunities and assistance available to the unemployed youth.

#### Opportunities Shared:

### 2.2 Business Support Activities

Upskilling and facilitating training of SMMEs and entrepreneurs to participate in the Overstrand tourism economy remains part of Tourism's focus. This includes:

- dissemination of information relating to funding opportunities for business,
- communication of available opportunities,
- assistance with mentoring,
- support for event applications to gain funding,
- assistance with permit applications.

#### SMME Support and Product Display Initiatives:

- Curio Corner SMME Economic Development Program: The Stanford Tourism Office is actively supporting local Small, Medium, and Micro-Enterprises (SMMEs) through its "Curio Corner" program, dedicating space for them to display and sell their products.
- Mardee Design at Hermanus Tourism: Mardee Design has been allocated space at Hermanus Tourism, enabling them to showcase and create their crafts.

- Two stalls at Market Square, Old Harbour Hermanus provides platform for arts/crafters to sell their products.



DEDAT Experience Master Class Programme Participants at Moffat Hall, Mount Pleasant

#### Opportunities shared through platforms:

- 2 Feb Grootbos Foundations 2026 Entrepreneurship Programme. Applications close Friday the 20 February 2026.
- 3 Feb On 19 February 2026, the Department of Employment and Labour, in partnership with Overstrand Municipality, invites employers and business organisations to join a Stakeholder Engagement Session.
- 4 Feb EPWP Ward Specific Projects. Closing Date for Applications: 12 February 2026.
- 17 Feb The Department of Communications and Digital Technologies, in partnership with Huawei is inviting participants in a four-day online Digital Skills Transformation Training on Introduction to Network Basics (02-05 March 2026).
- 17 Feb Experience Master Class Programme Webinars by Western Cape Government.
- 23 Feb Thusong Mobile Outreach will be at the Zwelihle Community Hall on 25 & 26 Feb 2026.