KOUGA
local municipality
Good Governance through Service Excellence

ORDINARY COUNCIL MEETING AGENDA

Date	:	28 February 2020
Time	:	10:00
Venue	:	Kouga Council Chamber (Jeffreys Bay Unit)

KOUGA MUNICIPALITY (EC108)	UMASIPALA I-KOUGA (EC108)	MUNISIPALITEIT KOUGA (OK108)
NOTICE CONVENING A MEETING	**ISAZISO NGENTLANGANISO**	**KENNISGEWING VAN VERGADERING**
NOTICE IS HEREBY GIVEN that an Ordinary Council Meeting will be held in the in the **Kouga Council Chambers, (Jeffreys Bay Unit** on	**OKU KUKWAZISA OKOKUBA** intlanganiso yesigqeba Ye-khansile **eyakuba-kwikhansile yase Kouga (Jeffreys Bay)**	**KENNIS GESKIED HIERMEE** dat 'n Gewone Raadsvergadering in die **Kouga Raadsaal, (Jeffreys- baai Eenheid)** gehou sal word op
DATE: 28 February 2020	**UMHLA: 28 EyoMdumba 2020**	**DATUM: 28 Februarie 2020**
TIME: 10:00	**IXESHA: 10:00**	**TYD: 10:00**
H. BORNMAN **SPEAKER**	**H. BORNMAN** **USOMLOMO**	**H. BORNMAN** **SPEAKER**

Councillors are required to comply with the Standing Rules and Orders of Council and all its Committees By-law as promulgated in the Provincial Gazette on 22 October 2018 No.4134 and applicable to this meeting of Council. Any person who willfully contravenes any provision of these rules shall be guilty of an offence and which contravention shall be dealt with in accordance with the disciplinary procedures for Councillors.

A G E N D A

1. **NOTICE OF MEETING**
2. **OPENING AND WELCOME**
3. **ABSENT WITH LEAVE**
4. **ABSENT WITHOUT LEAVE**
5. **PRESENTATIONS**

   None

6. **ACKNOWLEDGEMENTS, CONDOLENCES & CONGRATULATIONS**
7. **STATEMENTS OR COMMUNICATIONS BY THE SPEAKER**
8. **STATEMENTS OR COMMUNICATIONS BY THE EXECUTIVE MAYOR**

9. **REPORT BACK: SARAH BAARTMAN DISTRICT MUNICIPALITY REPRESENTATIVES**

None

10. **REPORT BACK: INTERGOVERNMENTAL RELATIONS FORUM (IGR)**

The Intergovernmental Relations Forum meeting was held on 19 February 2020. A full report on the proceedings will be submitted to the next Council meeting.

11. **REPORT BACK: MUNIMEC**

The next MUNIMEC will be held during March 2020 whereafter a full report will be submitted to the next Council meeting.

12. **DECLARATION OF INTEREST**

13. **STATUTORY MATTERS**

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

14.1 Minutes of the Ordinary Council Meeting held on 30 January 2020

Pages 7-18

15. **MATTERS DEALT WITH IN TERMS OF DELEGATED AUTHORITY BY THE EXECUTIVE MAYOR**

(The reports by the Executive Mayor, in terms of the provisions of Section 63 of the Local Government Municipal Systems Act, 32 of 2000, on matters dealt with by the Executive Mayor in terms of delegated authority as detailed in the Minutes to be noted).

16. **REPORTS OF COMMITTEES OF COUNCIL**

16.1 **MUNICIPAL PUBLIC ACCOUNTS COMMITTEE**

Reports tabled under the Confidential Section

16.2 **KOUGA AUDIT COMMITTEE**

None

16.3 **RULES & ETHICS COMMITTEE**

None

17. **REPORTS BY THE PORTFOLIO CHAIRPERSONS**

17.1 **REPORTS BY THE CHAIRPERSON: FINANCE**

20/02/F1 2019/20 Adjustments Budget
(Adjustment Budget distributed under separate cover)

Pages 21

18. **REPORTS BY THE EXECUTIVE MAYOR**

REPORT BY THE OFFICE OF THE MUNICIPAL MANAGER

20/02/MM1 Council Resolutions of 30 January 2020

Pages 23-63

20/02/MM2 Mid-Year Institutional Performance Report: 2019/20 Financial Year: Period 1 July 2019 to 31 December 2019

Pages 64-194

20/02/MM3 Status of Job Evaluation

Pages 195-206

20/02/MM5 Kouga Mayors Cup Tournament: 2019

Pages 207-209

19. **REPORTS BY THE PORTFOLIO CHAIRPERSONS**

19.1 **REPORTS BY THE CHAIRPERSON: CORPORATE SERVICES**

20/02/CORP1 Portfolio Committee Structure: Change of Committee Members: 2019/2020

Pages 211-213

19.2 **REPORTS BY THE CHAIRPERSON: INFRASTRUCTURE & ENGINEERING**

20/02/I&E1 Purchase of Erf 9951 (Portion 147 A Portion of Portion 63 of the Farm Klein Zeekoei Rivier No 335): Jeffreys Bay

Pages 215-268

19.3 **REPORTS BY THE CHAIRPERSON: COMMUNITY SERVICES**

None

19.4 **REPORTS BY THE CHAIRPERSON: PLANNING AND DEVELOPMENT**

None

19.5 **<u>REPORTS BY THE CHAIRPERSON: LOCAL ECONOMIC DEVELOPMENT & TOURISM</u>**

20/02/LED&T1 Approval of The Grant In Aid In-Year Applications For National Sea Rescue Institute In Financial Year 19/20

Pages 270-275

19. **<u>CLOSURE</u>**

<u>Distribution list:</u>
Executive Mayor
Speaker
Mayoral Committee Councillors
Municipal Manager
All Directors
Relevant Managers
Committee Services

CONFIRMATION OF PREVIOUS COUNCIL MINUTES

MINUTES OF AN ORDINARY COUNCIL MEETING OF THE KOUGA MUNICIPALITY HELD AT THE KOUGA COUNCIL CHAMBER (JEFFREYS BAY UNIT) ON THURSDAY, 30 JANUARY 2020 AT 10:00

PRESENT: Councillors	H Bornman	(Speaker)
	H Hendricks	(Executive Mayor)
	D Benson	
	F Baxter	
	BF Rheeder	(Alderman)
	B Dhludhlu	
	Cllr F Campher	
	L Vorster	
	W Coenraad	
	NS Botha	
	R Jantjies	
	T Jantjes	
	WPD Gertenbach	
	C August	
	M Biko	
	M van Niekerk	
	M Dayimani	
	E Februarie	
	V Vumazonke	
	S Makasi	
	M Peters	
	P Oliphant	
	A Mabukane	
	P Nkwalase	
	J Mayoni	
	S Jujwana	
	C Matroos	
Officials & Municipal Manager	C du Plessis	(Municipal Manager)
	F Mabusela	(Director: Planning, Dev & Tourism)
	S Abrahams	(Acting: CFO)
	V Felton	(Director: Infrastructure & Eng)
	K Moodley	(Director: Corporate Services)
	N Machelesi	(Director: Community Services)
	L Opperman	(Manager: Legal Services)
	A Koegelenberg	(Manager: PMS)
	D de Jager	(Manager: HR)
	M Rossouw	(Acting Manager: Administration)
	B de Groot	(Sen Admin Officer: Committees)
Office of the Auditor General	A Stapelberg	

1. **NOTICE OF MEETING**

The Speaker read the notice convening the meeting.

2. **OPENING AND WELCOME**

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

The Speaker extended a special welcome to all Councillors and wished all a prosperous 2020.

3. **WITH LEAVE OF ABSENCE**

B Williams
Cllr T Meleni - Sick Leave

4. **WITHOUT LEAVE OF ABSENCE**

None

5. **PRESENTATION**

None

6. **ACKNOWLEDGEMENTS, CONDOLENCES & CONGRATULATIONS**

Birthday wishes to Cllr Nkwalase
Cllr Dayimani welcomed Cllr Campher back after a long illness
Cllr Meleni to remain in prayers due to his illness

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

The Speaker congratulated the Executive Mayor and commended all Kouga officials who were involved in delivering services to the area during the summer festive season. Many tourists visited Kouga which means economic stability. The festive season proved to be very successful thereby boosting tourism in Kouga.

The Speaker stated that 2019 ended on a high note in terms of challenges and achievements and once again thanked all Councillors for their input and productive debates in Council. The aim is to make Kouga Municipality the best Municipality in the Eastern Cape in terms of service delivery and good governance. The Speaker also urged that all Councillors continue to participate positively in Council debates during 2020 as the vision is to place the community interests first and to not be fearful in making decisions in terms of the way forward for Kouga. The Speaker shared the following quote:-

"Great men discuss ideas,
Average men discuss against,
Small or weak men discuss other people"

8. STATEMENTS OR COMMUNICATION BY THE EXECUTIVE MAYOR

The Executive Mayor welcomed all Councillors, Municipal Manager, Directors, officials, public and media to the meeting and wished everyone a prosperous 2020.

The Executive Mayor congratulated the Senior Administration Officer: Committees with gratitude for capturing the minutes of all Council meetings and stated that it was of a very high standard. When things are done well, it's not always recognised. While going through the minutes of Council, he found the minutes to be impeccable and would like to express in front of Council, a word of gratitude for a job well done.

The Executive Mayor stated that over the past 3 years, Council led by the current Governing Body, has a number of achievements, namely;-

1. Clean Record of Governance and stability in the Municipality;
2. Improvement in the service delivery fleet which is operational again;
3. Significant difference at the Call Centre with the link App which has made a huge difference in improving service delivery to the community;
4. Resilience against drugs and crime;
5. Progress on Housing projects especially Stofwolk and those still in the pipeline, is a testimony of how serious social responsibility is taken;

The Executive Mayor further stated that the Ruling Party has always had the mandate from the majority electorate to turn Kouga Municipality around on year-on-year.

The Executive Mayor stated that the 2nd Draft Annual Report with the Auditor General's Report is being tabled, reflecting on performance for the year under review. Kouga Municipality is accountable to the community.

The Executive Mayor expressed good wishes to MPAC and the Committee in doing the oversight during the upcoming month which will reveal the performance of the Municipality in the community of Kouga.

The Executive Mayor raised serious concern in respect of expenditure on internal as well as external capital projects and undertook to issue a letter to all senior management expressing his dismay.

Lastly, the Executive Mayor advised that the Adjustments Budget process is in progress and a workshop will be called to fully engage with Ward Councillors to take cognisance of fund allocation in respective Wards. The workshop to engage on the Adjustments Budget is envisaged to take place prior to submission to Council at the end of February 2020.

9. **REPORT BACK: SARAH BAARTMAN DISTRICT MUNICIPALITY REPRESENTATIVES**

20/01/SBDM1 SARAH BAARTMAN DISTRICT MUNICIPALITY REPORT

Resolved (30 January 2020)

1. That the Sarah Baartman District Municipality report be noted.

2. That it be noted that at the meeting held on 16 October 2019, it was resolved that Ndlambe and Kouga Municipality be added to the drought current status.

10. **REPORT BACK: INTERGOVERNMENTAL RELATIONS FORUM (IGR)**

20/01/IGR1 MINUTES OF THE INTER GOVERNMENTAL RELATIONS STEERING COMMITTEE

Resolved (30 January 2020)

1. That the minutes of the Intergovernmental Relations Steering Committee be noted.

11. **REPORT BACK: MUNIMEC**

None

12. **DECLARATION OF INTEREST**

None

13. **STATUTORY MATTERS**

14. **CONFIRMATION OF MINUTES OF PREVIOUS COUNCIL MEETINGS**

14.1 The minutes of the Special Council meeting held on 25 November 2019 were confirmed and accepted.

Proposed: B Rheeder Seconded: B Dhludhlu

14.2 The minutes of the Ordinary Council meeting held on 12 December 2019 were confirmed and accepted.

Proposed: B Rheeder Seconded: W Coenraad

15. **MATTERS DEALT WITH IN TERMS OF DELEGATED AUTHORITY BY THE EXECUTIVE MAYOR**

(The reports by the Executive Mayor, in terms of the provisions of Section 63 of the Local Government Municipal Systems Act, 32 of 2000, on matters dealt with by the Executive Mayor in terms of delegated authority as detailed in the Minutes to be noted).

16. **MINUTES AND REPORTS OF COMMITTEES OF THE COUNCIL**

16.1 **MUNICIPAL PUBLIC ACCOUNTS COMMITTEE**

Dealt with under the Confidential Section of the agenda.

16.2 **KOUGA AUDIT COMMITTEE**

20/01/KAC1 MINUTES OF THE KOUGA AUDIT COMMITTEE

Resolved (30 January 2020)

1. That the minutes of the Kouga Audit Committee of 26 June 2019 and 27 August 2019, be noted.

16.3 **RULES & ETHICS COMMITTEE**

Dealt with under the Confidential Section of the agenda.

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

20/01/MM1 COUNCIL RESOLUTIONS FOR 12 DECEMBER 2019

Resolved (30 January 2020)

1. That the updated Action Sheets reflecting resolutions of the Ordinary Council meeting for 12 December 2019 be noted.

2. That it be noted that the Action Sheets are referred to Top Management meetings for discussion and progress reports are to be submitted to respective Portfolio Committee meetings.

3. That the management/custodianship initiatives of all Kouga Sports fields in respective Wards be considered following public participation process **(refer to item 19/10/CS13 – Custodianship: Kruisfontein Sports Field).**

4. That the relevant Directorate submit a status report on the selling of the 98 High Water Table erven: Kruisfontein **(19/10/PD3)** to the next Council meeting.

5. That the relevant Directorate submit a status report on the development proposal on portion of erf 499: Humansdorp **(19/12/PD6)** to the next Council meeting.

20/01/MM2 **<u>2ND DRAFT ANNUAL REPORT (2018/2019)</u>**

Cllr W Gertenbach stated that the members of MPAC have been scrutinizing the 2nd Draft Annual Report over the past 5 months at MPAC meetings and have pointed out areas of concern with no feedback from the relevant Directorates, which is unacceptable.

Cllr W Gertenbach informed Council that community public meetings have been scheduled for 3 March 2020 (Jeffreys Bay), 5 March 2020 (Humansdorp) and 6 March 2020 (Hankey).

Cllr Februarie stated that consequence management should be implemented against those Directorates who are not submitting information as requested and should be recommended by MPAC for the Accounting Officer to follow due processes.

The Executive Mayor stated that senior officials are not taking the content of the Annual Report seriously thus resulting and constituting maladministration therefore consequence management needs to be implemented.

Resolved (30 January 2020)

1. That the 2nd Draft of the 2018/19 Annual Report be noted in terms of the provisions of Section 127(1) of the Municipal Finance Management Act (Act 56 of 2003).

2. That the Accounting Officer in terms of Section 127 (5) of the MFMA, and in accordance with Section 21 (A) of the Municipal Systems Act:

    a) Make public the Annual Report; and

    b) Invite the Local Community to submit inputs and comments on the 2nd Draft Annual Report.

    c) Submit the Annual Report to:

        - The Auditor-General;
        - The Provincial Treasury;
        - The Provincial Department for Local Government;
        - Other institutions as prescribed by legislation.

3. That the 2ndDraft Annual Report for the 2018/19 financial year be tabled to the Kouga Audit Committee for consideration.

4. That an Oversight Report on the 2nd Draft 2018/19 Annual Report be prepared by the Municipal Public Accounts Committee in terms of Section 129 of the MFMA to be tabled to the Council at the end of March 2019.

5. That it be noted that prior to the scheduled community public participation meetings for 3 March 2020 (Jeffreys Bay), 5 March 2020 (Humansdorp) and 6 March 2020 (Hankey) the content of the Annual Report be verified as truthful and accurate.

20/01/MM3 **<u>DONATION FOR THE BIKER'S FESTIVAL TO BE HELD ON 28 FEB-1 MARCH 2020</u>**

The Municipal Manager advised that the Event Organizer presented to Council on 29 August 2019. Funding is available on certain votes which will need to be re-directed in terms of the Virement Policy to host the event and adjustments may be done on the Adjustments Budget.

Cllr Dayimani stated that he fully supports the Biker's Festival in Kouga but is not in agreement with the re-direction of funds and proposed to wait for the Adjustments Budget.

Reference was made to the Donations Policy approved by Council in July 2018:-

"7.5 The donations budget vote may not be supplemented by way of virements".

Cllr Februarie stated that on 29 August 2019 it was not resolved to give funds for the hosting of the event and was of the opinion that it was illegal to redirect funds not yet approved in the Adjustments Budget.

The Acting CFO stated that Council may resolve to allocate funds from the Donations Budget which has been approved.

Cllr Dayimani stated that subject to approval of funds and due processes being followed, all Wards should be allowed the opportunity to host events in respective Wards to promote tourism in Kouga.

Cllr Gertenbach proposed that Council approve the redirection of funds in terms of the Virement Policy subject thereto that the correction be made in the Adjustments Budget.

Resolved (30 January 2020)

1. That a donation to the amount of R100 000 by the Municipality to WOZA for the Biker's Fest, be approved subject to the prioritization and provision of funds to be made available on the Adjustments Budget.

Proposed: W Gertenbach Seconded: M Dayimani

20/01/MM4 APPLICATION FOR DONATION BY MIGHTY MEN CONFERENCE

Cllr Dayimani requested a 10min caucus to discuss the application.

On return, Cllr Benson proposed that in terms of Rule 28.1 of the Standing Rules of Order, the report be withdrawn and that a corrected report be submitted for consideration.

Resolved (30 January 2020)

1. That the item be withdrawn, and that the relevant Directorate be requested to submit a revised report to the next Council meeting.

Proposed: M Dayimani Seconded: R Jantjies

18. **REPORTS BY THE EXECUTIVE MAYOR**

18.1 **REPORTS BY THE CHAIRPERSON: FINANCE**

20/01/F1 MID-YEAR FINANCIAL REPORT FOR THE PERIOD JULY TO DECEMBER 2019 AND ASSESSMENT OF THE MUNICIPALITY'S FINANCIAL POSITION AS AT 31 DECEMBER 2019 (2019/20 FINANCIAL YEAR)

Cllr Botha raised concern regarding the following: -

- Drop in Debt Collection of 4 %;
- Underspending on Capital Projects;
- Rentals – income of only 8.29%;
- Fines – low income of 21%;
- Tenders not timeously awarded;
- Contracted Services linked to Capital Budget;
- Roads & Maintenance under-expenditure;
- INEP Grant – less than 1% spent on grant – risk of loosing grant;
- Kwanomzamo WWTW – 17% of expenditure;

Cllr Dayimani also expressed concern regarding the low collection rate and the underspending of allocated funds. He also pointed out that proper financial oversight be done by administration in respect of underspending.

The Municipal Manager advised that the Revenue Enhancement Task Team will be scheduling meetings focusing on strategic measure to be implemented to ensure sound financial management. The Municipal Manager advised on the procurement process and indicated that some tenders are referred back due to lack of criteria or returnable documents, which results in delays and extension of tenders.

Cllr Oliphant requested that the concerns need to be addressed in the report submitted to Council as the feedback is of essence but is not included in the reports.

Resolved (30 January 2020)

1. That the Municipal Manager's report on the Mid-year Budget and Performance Assessment of the municipality, in accordance with Section 72(1)(a) of the MFMA, be noted.

2. That the Executive Mayor's report on the implementation of the budget and the financial state of affairs of the municipality, in accordance with Sections 52(d), 54(1)(f) and 72 of the MFMA, be noted.

3. That an Adjustments Budget, based on the realistically anticipated revenues, in line with section 18 of the MFMA, be tabled by the Executive Mayor to the Council.

4. That the 2019/20 Adjustments Budget be tabled by the Executive Mayor to the Council on 28 February 2020.

5. That the Mid-year report accordingly be submitted to National Treasury and Provincial Treasury, in line with Section 72(1) (b) of the MFMA.

6. That the Accounting Officer submit a report on the mid-year figures based on the concerns raised to the next Finance Portfolio Committee meeting.

20/01/F2 **BUDGET AND TREASURY: WITHDRAWALS FROM MUNICIPAL BANK ACCOUNT FOR THE QUARTER ENDED 31 DECEMBER 2019**

Resolved (30 January 2020)

1. That the Municipal Manager's report on the withdrawals that were made in terms of section 11(1) (b) to (j) of the MFMA for the quarter ended 31 December 2019, be noted.

2. That the report accordingly be submitted to the Provincial Treasury and Auditor-General as determined by section 11(4) (b) of the MFMA.

18.2 **REPORTS BY THE CHAIRPERSON: CORPORATE SERVICES**

None

18.3 **REPORTS BY THE CHAIRPERSON: INFRASTRUCTURE & ENGINEERING**

None

18.4 **REPORTS BY THE CHAIRPERSON: COMMUNITY SERVICES**

None

18.5 **REPORTS BY THE CHAIRPERSON: PLANNING AND DEVELOPMENT**

20/01/PD1 COUNCIL'S FINAL APPROVAL FOR DISPOSAL AND ALIENATION OF MUNICIPAL ERVEN (ERF 2078, 2079, 2081, 2082, 3296 AND 3297 HUMANSDORP) – INDUSTRIAL 1

The Executive Mayor proposed that the proceeds in the amount of R11,4m from the sale of the land be allocated as follows:-

Proposal 1

R4m to the Wheelie Bin Program;
R7,4m to the paving of gravel roads;

Proposed: H Hendricks Seconded: B Dhludhlu

Cllr Dayimani stated that the Opposition Party was not against the sale of land but opposed the allocation of the funds derived through the sale of land in respect of the proposed allocation structure.

Alderman Rheeder proposed the following amendment:-

Proposal 2

That the amount of R11,4m from the sale of land and the allocation/spending thereof be captured and addressed in the Adjustment Budget.

Proposed: B Rheeder Seconded: C August

The Executive Mayor retracted his proposal but reiterated that the allocation of funds from the sale of land be reserved for the Wheelie Bin Programme and the paving of gravel roads in Kouga.

Cllr P Oliphant stated that the Opposition Party did not support the item and requested a Division of Votes.

Division of Votes (Proposal 2)

In favour of the recommendation, with amendments:-

Cllr D Benson -
Cllr F Baxter
Cllr B Dhludhlu
Cllr B Rheeder
Cllr L Vorster
Cllr F Campher
Cllr W Gertenbach
Cllr N Botha
Cllr R Jantjies
Cllr C August
Cllr M van Niekerk
Cllr M Biko
Cllr W Coenraad

Cllr T Jantjes
Cllr H Hendricks
Cllr H Bornman

(Cllr B Williams not in attendance at the Council meeting)

Not in favour of the recommendation, with amendments:-

Cllr P Oliphant
Cllr M Dayimani
Cllr E Februarie
Cllr Z Mayoni
Cllr A Mabukane
Cllr M Peters
Cllr C Matroos
Cllr L Vumazonke
Cllr C Makasi
Cllr S Jujwana
Cllr P Nkwalase

(Cllr T Meleni not in attendance at the Council Meeting)

Resolved (30 January 2020)

1. That Council approves the disposal and alienation of the following erven: Erf 2078,2079,2081,2082,3296 and 3297 Humansdorp at the selling price of R11 400 000,00 (Eleven million four hundred thousand Rand).

2. That the Accounting Officer be authorised to enter into a Deed of Sale with the successful bidder for the alienation and disposal of Erf 2078,2079,2081,2082,3296 and 3297 Humansdorp as per the outcome of the competitive bidding tender process followed under Tender Notice 127 of 2019.

3. That the amount of R11,4m derived from the sale of land as well as the allocation/spending thereof, be captured and addressed in the Adjustments Budget.

Proposed: B Rheeder Seconded: C August

19.6 REPORTS BY THE CHAIRPERSON: LOCAL ECONOMIC DEVELOPMENT & TOURISM

None

21. **CLOSURE**

The Speaker thanked all present for their valuable input and moved onto the confidential section of the agenda.

The meeting closed at 14:00 for In Committee discussions.

H BORNMAN	**DATE**
SPEAKER	

MATTERS DEALT WITH IN TERMS OF DELEGATED AUTHORITY BY THE EXECUTIVE MAYOR

REPORTS BY THE PORTFOLIO CHAIRPERSON: FINANCE

KOUGA MUNICIPALITY (EC108)

ORDINARY COUNCIL MEETING

FINANCE

DATE: 28 FEBRUARY 2020 **ITEM NO: 20/02/F1**

2019/20 ADJUSTMENTS BUDGET

1. Introduction

The purpose of the report is to table the 2019/20 Adjustments Budget at the Ordinary Council Meeting, in accordance with Section 28 of the Municipal Finance Management Act and section 23 of the Municipal Budget and Reporting Regulations. ***Please refer to the separately circulated Adjustments Budget for the 2019/20 financial year. ******

2. Recommendation

2.1 The Executive Mayor recommends that the Council, by resolution taken by the majority of its full number, and in terms of Section 30(2) of the Local Government: Municipal Structures Act No. 117 of 1998 (as amended), read in conjunction with Section 28 of the Local Government: Municipal Finance Management Act, Act 56 of 2003, approves the 2019/20 Adjustments Budget as set-out in the following tables:

- Table B1 Adjustments Budget Summary;
- Table B2 Adjustments Budget Financial Performance (revenue and expenditure by standard classification);
- Table B3 Adjustments Budget Financial Performance (revenue and expenditure by municipal vote);
- Table B4 Adjustments Financial Performance (revenue and expenditure by type);
- Table B5 Adjustments Budget Capital Expenditure by vote and standard classification and funding source;
- Table B6 Adjustments Budget Financial Position;
- Table B7 Adjustments Budget Cash Flows;
- Table B8 Cash backed reserves/accumulated surplus reconciliation;
- Table B9 Asset Management; and
- Table B10 Basic service delivery measurement.

Item prepared by : **Acting Manager Budget & Treasury**

Item approved by : **Acting Chief Financial Officer** ....

Endorsed by : **The Municipal Manager** ....

Item noted by the Portfolio Chairperson ....

REPORTS BY THE OFFICE OF THE MUNICIPAL MANAGER

KOUGA MUNICIPALITY (EC108)

ORDINARY COUNCIL MEETING

OFFICE OF THE MUNICIPAL MANAGER

DATE: 28 FEBRUARY 2020 **ITEM NO: 20/02/MM1**

COUNCIL RESOLUTIONS FOR 30 JANUARY 2020

1. Introduction

The purpose of this item is to provide a report back on progress of Council Resolutions.

2. Background

The Action Sheets reflect outstanding Council resolutions for all Directorates.

3. Recommendation

3.1 That the updated Action Sheets reflecting resolutions of the Ordinary Council meeting for 30 January 2020 be noted.

3.2 That it be noted that the Action Sheets are referred to Top Management meetings for discussion and progress reports are to be submitted to their respective Portfolio Committee meetings.

Item prepared by: The Director: Corporate Services

Item endorsed by: The Acting Chief Financial Officer

Item endorsed by: The Director: Infrastructure & Engineering

Item endorsed by: The Director: Community Services

Item endorsed by: The Director: Planning, Development & Tourism

Noted by the Portfolio Chairperson

ACTION SHEET FOR EXECUTION OF RESOLUTIONS

ORDINARY COUNCIL MEETING HELD ON 30 JANUARY 2020

ITEM NO.	ACTION	FOR DISPOSAL BY DEPARTMENT	DUE DATE	STATUS REPORT BY RELEVANT DIRECTOR	*REPORT BACK DATE / COMPLETION DATE*
OFFICE OF THE MUNICIPAL MANAGER – 30 JULY 2019					
19/07/MM4 **RESCISSION OF A COUNCIL RESOLUTION – 17/8/F23 OF A COUNCIL MEETING HELD ON 31 AUGUST 2017**	1. That Council rescind the Council resolution as resolved under 17/8/F23 by removing the reference made to Erf 873 Jeffreys Bay, to the effect that the Council Resolution be implemented in exclusion of the reference to Erf 873 Jeffreys Bay as reflected:- ***Erf 873 Jeffreys Bay*** • ***That processes for the renewal of the lease contract for the Jeffreys Bay Bowling Club commences in March 2018.*** • ***That the lease contracts for the Jeffreys Bay Golf Club and the Driving Range be renewed.***				

ITEM NO.	ACTION	FOR DISPOSAL BY DEPARTMENT	DUE DATE	STATUS REPORT BY RELEVANT DIRECTOR	*REPORT BACK DATE / COMPLETION DATE*
	• ***That the rental income complies with the MFMA.*** • ***That a termination clause be included in the lease contracts which gives Council six (6) months to terminate the lease should the property be required for development.*** 2. That Erf 873, Jeffreys Bay, in extent of 82,908ha be subdivided and rezoned for sporting facilities and that the remainder of Portion Erf 873, Jeffreys Bay, be rezoned for future development. 3. That a long-term lease agreement for the remainder of Erf 873, Jeffreys Bay, be considered after the subdivision, rezoning and public participation				Advertising Process for public participation has been commenced with Town Planning Currently Busy with Subdivision And Rezoning Process

ITEM NO.	ACTION	FOR DISPOSAL BY DEPARTMENT	DUE DATE	STATUS REPORT BY RELEVANT DIRECTOR	*REPORT BACK DATE / COMPLETION DATE*
	processes have been finalised. 4. That Council confirms, in terms of Section 14(2) of the Local Government: Municipal Finance Management Act, the assets herein, is not needed to provide the minimum level of basic municipal services. 5. That Council approve the advertisement inviting interested parties to lease the asset mentioned herein, and in line with the Policy and Procedures for the disposal of immovable assets, as approved by Council.				Notice inviting for proposals was advertised and will serve at the LEC meeting to be held on 17 October 2019 Process will be completed by end January 2020 LEC recommended not to make an award MM will refer item back to the LEC with recommendations
OFFICE OF THE MUNICIPAL MANAGER - 30 OCTOBER 2019					
19/10/MM5 **<u>AMENDMENT BY-LAW ON THE STANDING RULES AND ORDER FOR THE MEETINGS OF COUNCIL AND ALL ITS COMMITTEES BY-LAW</u>**	1. That the item be withdrawn and referred to the Rules & Ethics Committee meeting to be held on 15 November 2019 for discussion.				Submitted To The Rules & Ethics Committee Meeting Held On 15 November 2019

ITEM NO.	ACTION	FOR DISPOSAL BY DEPARTMENT	DUE DATE	STATUS REPORT BY RELEVANT DIRECTOR	*REPORT BACK DATE / COMPLETION DATE*
OFFICE OF THE MUNICIPAL MANAGER – 12 DECEMBER 2019					
19/12/MM5 **APPROVAL TO EMBARK ON SECTION 55 OF THE LOCAL GOVERNMENT MUNICIPAL STRUCTURES ACT PROCESS – FOR ELECTION OF AN DEPUTY EXECUTIVE MAYOR**	1. That Council support the intention to elect an Executive Deputy Mayor for the Kouga Municipality Council. 2. That the Accounting Officer be authorised to approach the office of the MEC for Local Government for Eastern Cape Department Corporate Governance and Traditional Affairs to seek the approval for the election of an Executive Deputy Mayor				A written correspondence has been addressed to the Office of the MEC for Local Government for Eastern Cape Department Corporate Governance and Traditional Affairs to seek the approval for the election of an Executive Deputy Mayor.
19/12/MM6 **PURCHASE OF PORTION 77: FARM KLAARFONTEIN: THORNHILL**	1. The Municipal Manager be empowered to: (a) Re-negotiate with Tony Ward Family Trust for the purchasing of portion 77 of 449 Klaarefontein.				Negotiation correspondence has commenced, but the process is not finalized yet

ITEM NO.	ACTION	FOR DISPOSAL BY DEPARTMENT	DUE DATE	STATUS REPORT BY RELEVANT DIRECTOR	*REPORT BACK DATE / COMPLETION DATE*
	(b) Re-negotiate the selling price of portion 77 of 449 Klaarefontein which is not to be more the R130 000 and to be in line with the value as determined by DDP Valuers. (c) Initiate and authorise all procedures including legal and land surveyor requirements that may be required to ensure the finalisation of the entire process to secure the land on which the elevated water tower is currently situated. 2. The revised valuation of R130,000.00 as provided by DDP Professional Valuers in June/ July 2019 be accepted and approved.				

ITEM NO.	ACTION	FOR DISPOSAL BY DEPARTMENT	DUE DATE	STATUS REPORT BY RELEVANT DIRECTOR	*REPORT BACK DATE / COMPLETION DATE*
OFFICE OF THE MUNICIPAL MANAGER – 30 JANUARY 2020					
20/01/MM1 **COUNCIL RESOLUTIONS FOR 12 DECEMBER 2019**	1. That the updated Actions Sheets reflecting resolutions of the Ordinary Council meeting for 12 December 2019 be noted. 2. That it be noted that the Action Sheets are referred to Top Management meetings for discussions and progress reports are to be submitted to their respective Portfolio Committee meetings. 3. That the management/custodianship initiatives of all Kouga Sports fields in respective Wards be considered with public participation process to be followed **(refer to item 19/10/CS13 – Custodianship: Kruisfontein Sports Field).** 4. That the relevant Directorate submit a status report on the selling of the 98 High Water Table erven: Kruisfontein				

ITEM NO.	ACTION	FOR DISPOSAL BY DEPARTMENT	DUE DATE	STATUS REPORT BY RELEVANT DIRECTOR	*REPORT BACK DATE / COMPLETION DATE*
	(19/10/PD3) be submitted to the next Council meeting. 5. That the relevant Directorate submit a status report on the development proposal on portion of erf 499: Humansdorp **(19/12/PD6)** be submitted to the next Council meeting.				
20/01/MM2 **2ND DRAFT ANNUAL REPORT (2018/2019)**	1. That the 2nd Draft of the 2018/19Annual Report be noted in terms of the provisions of Section 127(1) of the Municipal Finance Management Act (Act 56 of 2003). 2. That the Accounting Officer in terms of Section 127 (5) of the MFMA, and in accordance with Section 21 (A) of the Municipal Systems Act:				

ITEM NO.	ACTION	FOR DISPOSAL BY DEPARTMENT	DUE DATE	STATUS REPORT BY RELEVANT DIRECTOR	*REPORT BACK DATE / COMPLETION DATE*
	c) Make public the Annual Report; and d) Invite the Local Community to submit inputs and comments on the 2nd Draft Annual Report. c) Submit the Annual Report to: - The Auditor-General; - The Provincial Treasury; - The Provincial Department for Local Government; - Other institutions as prescribed by legislation. 3. That the 2ndDraft Annual Report for the 2018/19 financial year be tabled to the Kouga Audit Committee for consideration. 4. That an Oversight Report on the 2nd Draft 2018/19 Annual Report be prepared by the Municipal Public Accounts				

ITEM NO.	ACTION	FOR DISPOSAL BY DEPARTMENT	DUE DATE	STATUS REPORT BY RELEVANT DIRECTOR	*REPORT BACK DATE / COMPLETION DATE*
	Committee in terms of Section 129 of the MFMA to be tabled to the Council at the end of March 2019.				
20/01/MM3 **DONATION FOR THE BIKER'S FESTIVAL TO BE HELD ON 28 FEB-1 MARCH 2020**	1. That an amount of R100 000 donation by the Municipality to WOZA for the Biker's Fest, be approved subject to the pre-prioritization for the provision of funds made available on the Adjustments Budget.				
20/01/MM4 **APPLICATION FOR DONATION BY MIGHTY MEN CONFERENCE**	1. That the item be withdrawn and that the relevant Directorate be requested to submit a revised report to the next Council meeting.				

ACTION SHEET FOR EXECUTION OF RESOLUTIONS

ORDINARY COUNCIL MEETING HELD ON 30 JANUARY 2020

ITEM NO.	ACTION	FOR DISPOSAL BY DEPARTMENT	DUE DATE	STATUS REPORT BY RELEVANT DIRECTOR	*REPORT BACK DATE / COMPLETION DATE*
FINANCE – 30 JANUARY 2020					
20/01/F1 **MID-YEAR FINANCIAL REPORT FOR THE PERIOD JULY TO DECEMBER 2019 AND ASSESSMENT OF THE MUNICIPALITY'S FINANCIAL POSITION AS AT 31 DECEMBER 2019 (2019/20 FINANCIAL YEAR)**	1. That the Municipal Manager's report on the Mid-year Budget and Performance Assessment of the municipality, in accordance with Section 72(1)(a) of the MFMA, be noted. 2. That the Executive Mayor's report on the implementation of the budget and the financial state of affairs of the municipality, in accordance with Sections 52(d), 54(1)(f) and 72 of the MFMA, be noted. 3. That an Adjustments Budget, based on the realistically anticipated revenues, in line with section 18 of the MFMA, be tabled by the Executive Mayor to the Council.				

	4. That the 2019/20 Adjustments Budget be tabled by the Executive Mayor to the Council on 28 February 2020. 5. That the Mid-year report accordingly be submitted to National Treasury and Provincial Treasury, in line with Section 72(1)(b) of the MFMA.				
20/01/F2 **BUDGET AND TREASURY: WITHDRAWALS FROM MUNICIPAL BANK ACCOUNT FOR THE QUARTER ENDED 31 DECEMBER 2019**	1. That the Municipal Manager's report on the withdrawals that were made in terms of section 11(1) (b) to (j) of the MFMA for the quarter ended 31 December 2019, be noted. 2. That the report accordingly be submitted to the Provincial treasury and Auditor-General as determined by section 11(4) (b) of the MFMA.				

ACTION SHEET FOR EXECUTION OF RESOLUTIONS

ORDINARY COUNCIL MEETING HELD ON 30 JANUARY 2020

ITEM NO.	ACTION	FOR DISPOSAL BY DEPARTMENT	DUE DATE	STATUS REPORT BY RELEVANT DIRECTOR	*REPORT BACK DATE / COMPLETION DATE*
CORPORATE SERVICES – 30 OCTOBER 2019					
19/10/CORP10 **REPORT ON ASSESSMENT OF MUNICIPAL ADMINISTRATION BUILDINGS AND COUNCILLOR OFFICES**	3. That an urgent Ward Committee Forum meeting be arranged to discuss the content of the report as well as matters of concern in all Wards.				Office of the Speaker scheduled meeting mid-January 2020

ACTION SHEET FOR EXECUTION OF RESOLUTIONS

ORDINARY COUNCIL MEETING HELD ON 30 JANUARY 2020

ITEM NO.	ACTION	FOR DISPOSAL BY DEPARTMENT	DUE DATE	STATUS REPORT BY RELEVANT DIRECTOR	*REPORT BACK DATE / COMPLETION DATE*
		INFRASTRUCTURE AND ENGINEERING – 28 JUNE 2019			
19/06/I&E10 **RE: LIST OF OBSOLETE EQUIPMENT (ASSETS) THAT WERE IDENTIFIED FOR AUCTION**	2. That the list of redundant / obsolete equipment be removed from the Asset Register. 3. That the redundant / obsolete equipment be done via public auction / donation, be supported. 4. That a legal opinion be obtained to establish whether employees of the Kouga Municipality may partake in the public auction and that such report be submitted to the next Council meeting.	Asset management Asset management Manager: legal services			Specification for the appointment of an auctioneer approved 27 September 2019 The item has been finalised at BEC and a recommendation was made to BAC Committee for the appointment of auctioneer Officials May Partake In The Auction Process On Condition That Such Official Is On Leave – No

ITEM NO.	ACTION	FOR DISPOSAL BY DEPARTMENT	DUE DATE	STATUS REPORT BY RELEVANT DIRECTOR	*REPORT BACK DATE / COMPLETION DATE*
					Preference To Officials Tender for the appointment of an auctioneer will be submitted to the BAC meeting by end of Feb 2020 Redundant items for auctioning will be submitted to Council by end of April 2020
INFRASTRUCTURE & ENGINEERING – 30 OCTOBER 2019					
19/10/I&E9 **WATER CONSUMPTION: HIGHEST USERS**	1. That the item be dealt with under the confidential section of the agenda.				Dealt with under the Confidential Section of the Agenda
19/10/I&E4 **DAY TO DAY OPERATIONS OF THE FLEET SECTION WHICH RESIDES UNDER INFRASTRUCTURE & ENGINEERING DURING THE PERIOD OF JULY 2019**	1. That the outcomes of the investigation regarding the truck that fell over while off loading building sand be tabled at the next Mayoral Committee.	Office Of The Speaker			A report was submitted to PC meeting – necessary steps have been taken

ITEM NO.	ACTION	FOR DISPOSAL BY DEPARTMENT	DUE DATE	STATUS REPORT BY RELEVANT DIRECTOR	*REPORT BACK DATE / COMPLETION DATE*
	2. That the Speaker intervene in the investigation regarding the Councillor's involvement in the matter.				Speaker to implement
19/10/I&E5 **INTRODUCTION OF A DRAFT BY-LAW: ELECTRICITY SUPPLY BY-LAW**	1. That the report be withdrawn and be resubmitted once the by-law has been workshopped.				By-law to be reviewed at the Policy Workshop scheduled for 27 November 2019 but postponed. Will be submitted to next policy workshop on 17 January 2020

ACTION SHEET FOR EXECUTION OF RESOLUTIONS

ORDINARY COUNCIL MEETING HELD ON 30 JANUARY 2020

ITEM NO.	ACTION	FOR DISPOSAL BY DEPARTMENT	DUE DATE	STATUS REPORT BY RELEVANT DIRECTOR	*REPORT BACK DATE / COMPLETION DATE*
COMMUNITY SERVICES 30 MAY 2019					
19/05/CS10 **PROGRESS REPORT ON GERMAN MISSION: KOUGA VS ILSFELD MUNICIPALITIES**	3. That the International Closing Workshop 6th Project Phase, Municipal Climate partnership to be hosted in Kouga Municipality from 9- 11 October 2019 be noted.				To be hosted 9-11 October 2019 Report on the workshop will be submitted to the Council meeting in 2020
COMMUNITY SERVICES – 29 AUGUST 2019					
19/08/CS13 **APPLICATION FOR THE MANAGEMENT OF THE ASTON BAY COMMUNITY HALL BY THE ASTON BAY RATEPAYERS ASSOCIATION**	1. That the granting of control and management of Aston Bay Community Hall to the Aston Bay Ratepayers Association be supported in principle. 2. That the intention of Council be advertised for public comments and/or objections, be supported.				Public Participation has been completed In process of drafting a Memorandum of Agreement with Legal Services

COMMUNITY SERVICES – 30 OCTOBER 2019					
19/10/CS13 **CUSTODIANSHIP: KRUISFONTEIN SPORTS FIELD**	1. That Council grants custodianship to the Kruisfontein United Rugby Club, an Eastern Cape Premier League competitor club, for the Kruisfontein Sports Field as a pilot project for a period of 9 years and 11 months. 2. That a Service Level Agreement be drawn up between the Municipality and the Kruisfontein United Rugby Club, to clarify the roles and responsibilities, including the conditions on which such custodianship is granted. 3. That the custodianship initiative be communicated to Ward 4, 5 and 15 residents through a Public Participation Process. 4. That it be noted that a legally recognised Sporting Body is to be established in Kouga and that the Kruisfontein United Rugby Club be affiliated to such controlling Body.				The notice for public participation was advertised Notice:2/2020 Advertised:9/01/ 2020 Closing 31/01/2020

ITEM NO.	ACTION	FOR DISPOSAL	DUE DATE	STATUS REPORT BY RELEVANT DIRECTOR	*REPORT BACK DATE / COMPLETION DATE*
COMMUNITY SERVICES – 12 DECEMBER 2019					
19/12/CS4 **FIRE ASSESSMENT REPORT CONDUCTED BY PHOENIX FIRE**	1. That Council note and approve the report. 2. That Council also approve the following recommendations as stipulated by the service provider. 2.1 The Kouga Fire and Rescue Control Room in Humansdorp should be provided with a suitable call and voice logger.			The Fire & Disaster department is currently in discussion with the IT department Acting Manager, Mr. A. Makomo to procure a suitable call and voice logger system. Mr. Makomo recommended that the department budget sufficiently for the system in the new financial year of 2020/21, as we do not have sufficient budget currently.	

	2.2 The Kouga Municipality should consider making suitable wide fire breaks at strategic points where veld and bush interface with the urban areas with the installation of additional Fire Hydrants in the fire break areas. This is of special importance in St. Francis Bay in the thatched roof urban areas. 2.3 One area that has a specific high fire risk, is the residential areas surrounding the Cove. The residential areas surrounding the Cove are all the thatched roof structures. In the event of a south easterly as well as a westerly wind, the fire can/will spread to the nearby residential thatched structures. An effort needs to be made to control or eliminate open fires to prevent fires and damage			The Fire & Disaster department has commenced with the bush clearing program, where emphasis is made on the reduction of fire risks, especially within the St Francis Bay area. There have been fire breaks established as well as existing fire breaks maintained. The current water infrastructure needs to be upgraded to address the water pressure supply to current and proposed additional fire hydrants in the fire break areas. To prevent people from camping out with open fires, the municipality instructed that fixed designated braai stands with chimneys and spark arrestors fitted in the chimneys be erected.	

	to surrounding residential thatched roof structures. 2.4 The Kouga Fire Department should continue to guide the home owners to improve upon their own fire protection arrangements. 2.5 The Kouga Fire Department need to arrange continuous fire prevention training with all stake holders and effected communication where possible risks are present. 2.6 The Kouga Department need to put proper Risk Reduction Plans in place.			The Fire & Disaster department attends regular meetings with the homeowner's association representatives and homeowner's insurance companies to implement fire preventative measures on their properties. The department is also in constant communication with the media platforms to distribute prevention material. The Fire & Disaster department conducts awareness programs within the community as well as media platforms. An Integrated Fire Management Plan needs to be conducted by a service provider to address the Fire Risk	

	2.7 The Kouga Fire Department should put strategic fire plans in place and each stakeholder's role needs to be clearly identified.			Reduction Plan for the municipality as a whole. The department however for the interim established a Fire Risk Reduction Committee in St Francis Bay to address immediate risks. As mentioned above, the Fire & Disaster department must appoint a service provider to assist with overall fire risk management plans for Kouga Municipality. The department has established good working relationships with the public and the community with regards to fire risk reduction.	
	2.8 The Kouga Fire Department should put basic firefighting courses in place for all volunteer groups and other relevant role players.			The Fire & Disaster department has basic firefighting training programs for all volunteer groups in Kouga, of which there are volunteer groups in St Francis Bay,	

	2.9 The Kouga Fire Department should investigate the possibility of appointing retainer firefighters on a stipend basis to supplement the professional firefighters of the Kouga Municipality. 2.10 The Kouga Fire Department should investigate an Operational Agreement with The Working Water Organization to carry out risk reduction activities such as clearing alien vegetation in the Kouga Municipalities area of jurisdiction.			Humansdorp, Hankey, and Jeffreys Bay. The Fire & Disaster department is investigating the possibility of appointing reserve firefighters according to the Fire Brigade Act to supplement the professional firefighters in Kouga. The Fire & Disaster department has a verbal agreement in place with the Working for Water organization. The organization has been working on clearing alien vegetation within the St Francis Bay area to reduce fire risks for the past year. The department attends regular meetings to review work to be done as well as areas to be cleared with Working for Water. They also form	

	2.11 The Kouga Fire Department should investigate an Operational Agreement with the Working on Fire Organization to assist in clearing of bush and creating and maintaining fire breaks in high risk areas. 2.12 The Kouga Fire Department should investigate a program to refurbish, replace and maintain the water reticulation system, especially the isolating valves so that it will be fully operational. The Kouga Fire Department can than close valves in order to direct increases.			part of the Fire Risk Reduction committee in the area. The Fire & Disaster department has a signed operational agreement with the Working on Fire organization. The Working on Fire organization is in process to appoint 22 members, of which 12 are already appointed and based in St Francis Bay, to assist in bush clearing and the creating and maintaining of fire breaks in high fire risk areas.	

19/12/CS6 **<u>PROGRESS REPORT ON EIA FOR CEMETERIES</u>**	1. That the progress report on the EIA on cemeteries be noted. 2. That a status report on all cemeteries be submitted to the February 2020 Portfolio Committee meeting.				Item submitted to the February 2020 Portfolio Committee meeting.
19/11/CS7 **<u>REPORT ON GREENEST MUNICIPALITY COMPETITION</u>**	1. That the report on the Greenest Municipality Competition be noted. 2. That the funds won for the Greenest Municipality Competition be used for Green initiatives and that a Business Plan be development for the utilization thereof.				Business plan completed and submitted to the Department of Environmental Affairs 15 November 2019

ACTION SHEET FOR EXECUTION OF RESOLUTIONS

ORDINARY COUNCIL MEETING HELD ON 30 JANUARY 2020

ITEM NO.	ACTION	FOR DISPOSAL BY DEPARTMENT	DUE DATE	STATUS REPORT BY RELEVANT DIRECTOR	*REPORT BACK DATE / COMPLETION DATE*
PLANNING AND DEVELOPMENT 30 MAY 2019					
19/05/PD6 **PUBLIC WORKS PROPERTIES TO BE TRANSFERRED TO KOUGA MUNICIPALITTY**	1. That Council accepts the following erven from Public Works and that they are added to the asset register of Kouga Municipality: Farm 448 portion 15 — Uitenhage RD Pellsrus: 677; 678; 733; 751 ; 753; 794;812 826; 854; 862 Humansdorp: 1 968 Thornhill: 221 ; 237 333; 334; 342;362;376;751v; 762; 763; 775; 776; 777; 778; 779; 780; 781 ; 782; 783; 784; 785; 788; 789; 790; 791 ; 792; 805; 845; 846; 849; 850; 852; 855; 857; 859; 860; 861 ; 862; 863; 865; 866; 868; 870; 874;	LEGAL SERVICES		Deed Of Donation Signed Signed Documents Will Be Provided To The Dept Public Works	In progress of being finalised State Attorney Dept Public Works Responsible For Transfer of properties Signed deed of donation was forwarded to the Dept Public Works

	875; 883; 884; 885; 886; 887; 888; 889; 891; 892; 894; 895; 897; 898; 896 2. That the Municipal Manager write a covering letter to the Department Public Works requesting the transfer of these properties. 3. That a Deed of Donation be sent to the Department Public Work for the transfer of these properties. 4. That Kouga Human Settlement Department proceed with the transfers of these erven to the owners of the properties as soon as registration to Kouga has been completed.				

PLANNING & DEVELOPMENT – 30 OCTOBER 2019					
19/10/PD3 **SELLING OF 98 HIGH WATER TABLE HUMAN SETTLEMENT ERVEN – KRUISFONTEIN**	2. That the selling price of R8 000 per erf, be supported. 3. That the sale of these erven be advertised for input from the public. 4. That the people currently occupying erven be given first option to buy the erf that they are occupying. 5. That these erven be sold voetstoots with the following recommendations by SRK Consulting included in the Deed of Sale should the owner wish to build a brick house:- • *Individual erven need to be box cut and compacted to the recommended founding depth and graded towards the stormwater network;* • *A layer of course river sand and/or gravel (± 100mm in thickness) to be placed at the base of the box cut to act as a preferential flow*				Public Participation Process to be commenced with 1st week of December 2019 Advert for public participation and objections will be advertised on 23/1/2020

	path for ground water seepage; • *A subsoil drain (at the lowest point of the erf) to be installed and connected to the stormwater network to remove excess groundwater seepage from the site; and* • *The finished floor level of the house should be at least 2 brick courses above the level of the road if the site is level; otherwise two brick courses above the highest ground level on the site."* 6. That all proceeds from the sale of the 98 high water table erven be ringfenced for projects namely the upgrading of gravel roads to paved roads.				

19/10/PDT5 **<u>TEMPORARY APPROVAL TO DERMACATE A SECTION OF PORTION 125 OF THE FARM ESTATE KLEIN ZEEKOEI RIVER NO.335 FOR NUTRITIONAL COMMUNITY VEGETABLE GARDEN IN PARTNERSHIP WITH VICTORY 4 ALL KING'S COLLEGE and JEFFERY'S BAY WINDFARM</u>**	1. That Council grants approval to demarcate a portion of land (1ha) on portion 125 of the Farm Estate Klein Zeekoei River No. 335: Ocean View for the purpose of a Nutritional vegetable garden as per proposal from King's College. 2. That it be noted that this is not a permanent approval and does not rescind any previous Council Resolutions taken on this land parcel including Council resolutions (**13/07/IPD** and **19/02/PDT**). 3. That a Land Use Application be submitted to Town Planning Department for Temporary Departure of a period not exceeding 5 years. 4. That the Accounting Officer enters into a Memorandum of Understanding / Agreement with the Victory for All Trust (King's College) pertaining the approval granted and applicable conditions, including but not limited to the validity period of the agreement (not exceeding 5 years).				Developer informed to submit land use application. Agreement will be signed after approval of land use application. Departure process in progress

	5. That a community meeting be arranged by the beneficiary of the land in order to provide information regarding to Community Vegetable Garden in Partnership with Victory 4 All King's College and Jeffery's Bay Windfarm Project.				MOU to be concluded To be confirmed
19/10/PDT **LAND SWOP OF HANKEY ERVEN 668,680,681&682 OWNED BY W&M KLEYN BOERDERY (PTY)LTD FOR PORTION OF ERF 17, HANKEY OWNED BY THE KOUGA MUNICIPALITY**	1. That Council approve the land swap between W&M Boerdery (PTY) Ltd and Kouga Municipality: Erf 668 Hankey South: 851m² Business 1 Erf 680 Hankey South:914 m² Residential 1 Erf 681 Hankey South:960 m² Residential 1 Erf 682 Hankey South:897 m² Residential 1 **TOTAL 3622 m²** FOR Portion of Erf 17 Hankey as indicated on the attached map.				Section 14 process was completed Information on transfer will be submitted on 21/1/2020

	2. That a Sect 14 process as stipulated in the Municipal Finance Management Act 2005 be adhered to before the transfers are effected. 3. That W&M Boerdery will be responsible for the layout plan, architectural drawings, sub-division, rezoning, registration and all other related costs incurred in respect of erven for their workers. 4. That the extent of the land to be subdivided for swop from Erf 17 should be equivalent to the combined erven to be transferred to Kouga Municipality i.e. (3622 m² in size). 5. That W&M Boerdery be responsible as the applicant, for all other necessary approvals from the Department of Agriculture and other authorities, as may be required for changes in land use.				

	6. That Kouga Municipality carries the cost of the transfers of the 4 erven to be registered to Kouga Local Municipality.				
PLANNING & DEVELOPMENT – 12 DECEMBER 2019					
19/12/PD6 **<u>COUNCIL IN-PRINCIPLE APPROVAL OF DEVELOPMENT PROPOSAL ON PORTION OF ERF 499, HUMANSDORP AND AUTHORISATION TO ADVERTISE FOR PUBLIC PARTICIPATION</u>**	1. That in terms of the Regulation 5(1) (b) of the Municipal Transfer Regulations (2008), Council grants in-principle approval of the project development proposal for Agri-hub and Port Terminal on a Portion of erf 499, Humansdorp. 2. That in terms of the Regulation 5(3) (b) of the Municipal Transfer Regulations (2008), Council authorises the Accounting officer to embark on a Public Participation Process on the proposed development of a Portion of erf 499. 3. That in terms of Section 14(2)(a)and (b) of the Local Government: Municipal Finance Management Act56 (2003):-				

	a) Council resolve that Portion of erf 499, Humansdorp, in extent of 376.3013Ha is not required for the provision of the minimum level of basic municipal services; b) Council confirm that the fair market value of the asset described in (4) above and the economic and community value to be received in exchange for the asset (portion erf 499, Humansdorp) have been considered; 4. That erf 499 be subdivided into land parcels suitable for the Agri-hub precinct as follows: a) Agri-processing plant b) Port Terminal c) Agricultural Machinery & Technology Industry d) Large scale farming e) Green & Renewable energies in Agriculture plant 5. That a Agri-hub precinct plan be developed for the purposes stated in (d) above.				

	6. That the subdivided portions (as per (d) above) of a Portion of erf 499, Humansdorp, be disposed of through a competitive bidding process subject to conditions to be imposed by the Council and/or Accounting Officer according to his delegated authority. 7. That any gain or loss incurred by the Municipality in respect of the transfer of the asset be included on the adjustment budget of the municipality (section 28 of the MFMA); 8. That a Technical Working Group be established to steer the project and ensure all legislative and technical compliance. 9. That the Accounting Officer appoint a Technical Working Group as referred to in 5.8 above.				

19/12/PD7 **<u>ENDORSEMENT AND CONDONEMENT OF THE PROCESS FOLLOWED IN ALIENATION OF MUNICIPAL ERVEN (ERVEN 2078, 2079, 2081, 2082, 3296, 3297 HUMANSDORP –ZONING INDUSTRIAL 1 AND RESCINDMENT OF PREVIOUS RELATED COUNCIL RESOLUTIONS</u>**	1. Council condones and endorses the tender notice 127/2019 initiating a competitive bidding process for disposal of erven 2078, 2079, 2081, 2082. 3296 and 3297 that was published in the absence of Council authorisation. 2. Council authorises the Accounting Officer to proceed and conclude with the disposal process as initiated 3. Council rescinds the following Council resolutions:				Process being initiated
14/10/F27	***<u>LAND: PROPOSED SALE OF ERVEN 2078, 2079, 2081, 2082, 2954, 3296, 3297, HUMANSDORP AND A PORTION OF THE ABUTTING STREET (HD1/3769)</u>*** ***Resolved: (30 October 2014)*** *i) That the application for the sale of Erven 2078, 2079, 2081, 2082, 2954, 3296, 3297 Humansdorp, and a portion of the abutting street, situated in the Industrial area, Humansdorp be approved.* *ii)* ***That Council Resolution 11/12/FAME4*** *dated 20 December 2011 be rescinded.* *iii) That in terms of Section 14 of the Municipal Finance Management Act, Erven 2078, 2079,*				

2081, 2082, 2954, 3296, 3297, Humansdorp and a portion of the abutting street, situated in the Industrial area, Humansdorp are not required for minimum basic municipal services. *iv) That all legislative requirements for the sale of the property be adhered to.* *v) That all costs incurred by the sale for the relocation or installation of any services, including the consolidation of the properties, will be for the account of the purchaser.* *vi) That the comments and objections from the public be taken into consideration.* *vii) That where rezoning is required, it be expedited by the IPD Directorate, in terms of the preparation of a report to be presented at a National level.* ***11/12/FAME4 <u>LEASE OF IMMOVABLE MUNICIPAL ASSETS: ERVEN 2078 AND 2081, HUMANSDORP (INDUSTRIAL AREA)</u>*** ***Resolved: (20 December 2011)*** *i) That the application for the lease of Erven 2078 and 2081, Humansdorp with an option to buy for the construction of an Abattoir be approved, subject to the proposed Lease Policy to be drafted, which will contain a termination and escalation clause.*			

	ii) *That in terms of Section 14 of the Municipal Finance Management Act, Erven 2078 and 2081, Humansdorp are not required for basic level of municipal services.* iii) *That a fair market value of the assets and the economic and community value to be received in exchange for the assets be obtained.* iv) *That the relevant Directorate proceeds to advertise the intention of the Council to lease Erven 2078 and 2081, Humansdorp to Eastcape Poultry Processors (Pty) Ltd. at market related value.* v) *That the comments and objections from the public be taken into consideration.*			
17/12/F12	***<u>LAND ADVISORY COMMITTEE MINUTES– NOVEMBER 2017</u>*** ***Resolved 19 December 2017*** ***<u>Erven 2078, 2079, 2081, 2082, 3296, 3297 – Humansdorp Woodlands</u>*** iii) *That the purchase agreements be drawn up for the disposal of erven 2078, 2079, 2081, 2082. 3296 and 3297 to Woodlands Dairy.*			

	4. In terms of the Regulation 5(1) (b) of the Municipal Approval Transfer Regulations (2008), Council **grants in-principle approval** for the disposal of erven 2078, 2079, 2081, 2082. 3296 and 3297, Humansdorp; 5. In terms of **Section 14(2) (a)and (b)** of the Local Government: Municipal Finance Management Act56 (2003) and **clause 5.3** of Kouga Policy and Procedures for disposal of Immovable Assets (2018):- i) Council **resolves** that erven 2078, 2079, 2081, 2082. 3296 and 3297, Humansdorp, are not required for the provision of the minimum level of basic municipal services; and ii) Council **confirm**s that the fair market value of the asset described in (4) above and the economic and community value to be received in exchange for the asset (erven 2078, 2079, 2081, 2082. 3296 and 3297, Humansdorp) have been considered;				

PLANNING & DEVELOPMENT – 30 JANUARY 2020					
20/01/PD1 **<u>COUNCIL'S FINAL APPROVAL FOR DISPOSAL AND ALIENATION OF MUNICIPAL ERVEN (ERF 2078, 2079, 2081, 2082, 3296 AND 3297 HUMANSDORP) – INDUSTRIAL 1</u>**	1. That Council approves the disposal and alienation of the following erven: Erf 2078,2079,2081,2082,3296 and 3297 Humansdorp at the selling price of R11 400 000,00(Eleven million four hundred thousand Rand). 2. That the Accounting Officer be authorised to enter into a Deed of Sale for the alienation and disposal of Erf 2078,2079,2081,2082,3296 and 3297 Humansdorp with the successful bidder as per the outcome of the competitive bidding tender process followed under Tender Notice 127 of 2019. 3. That the amount of R11,4m derived from the sale of land as well as the allocation / spending thereof, be captured and addressed in the Adjustments Budget.				

ACTION SHEET FOR EXECUTION OF RESOLUTIONS

ORDINARY COUNCIL MEETING HELD ON 30 JANUARY 2020

ITEM NO.	ACTION	FOR DISPOSAL BY DEPARTMENT	DUE DATE	STATUS REPORT BY RELEVANT DIRECTOR	*REPORT BACK DATE / COMPLETION DATE*
LOCAL ECONOMIC DEVELOPMENT – 12 DECEMBER 2019					
19/12/LED&T6 **REQUEST FOR SPONSORSHIP FOR THE JEFFREYS BAY WINTERFEST FOR PERIOD OF THREE YEARS**	1. That the request for sponsorship of R 1 500 000.00 annually for a period of three years (2020, 2021, and 2022) be allocated towards the Jeffreys Bay Winterfest as per Municipal Sponsorship Policy, **be withdrawn.**				Noted

KOUGA MUNICIPALITY (EC 108)

ORDINARY COUNCIL MEETING

OFFICE OF THE MUNICIPAL MANAGER

DATE: 28 FEBRUARY 2020 **ITEM NO: 20/02/MM2**

MID-YEAR INSTITUTIONAL PERFORMANCE REPORT: 2019/20 FINANCIAL YEAR: PERIOD 1 JULY 2019 TO 31 DECEMBER 2019

1. Introduction

It is the purpose of this report to submit to Council the Institutional Service Delivery and Budget Implementation Performance Report for the period 1 July 2019 to 31 December 2019.

2. Institutional Performance Report

The Institutional Performance Report reflects progress made with the implementation of the 2019/20 Institutional Service Delivery and Budget Implementation Plan over the first two quarter of the 2019/20 year. The report is attached hereto.

Green highlighting reflects targets achieved while orange highlighting reflects non-achievement of targets and also reflects where performance was not reported.

3. Comment

The Implementation of the procurement plan has been included in the SDBIP and performance agreements to ensure improved oversight on project implementation and expenditure.

The Implementation Report is arranged per Directorate to allow ease of oversight per Directorate.

4. Recommendation

4.1 That the content of the Mid-year Institutional Performance Report on the implementation of the 2019/20 Service Delivery and Budget Implementation Plan for the period 1 July 2019 to 31 December 2019 be noted.

4.2 That all areas of underperformance be discussed at the level of Portfolio Committees in order to agree on corrective actions so as to ensure that the required targets are achieved by the end of the financial year.

Item prepared by : The Manager: Performance Management System
A Koegelenberg

Item approved by : The Municipal Manager

2019/20: SDBIP FINANCIAL PERFORMANCE INFORMATION: QUARTERS 1 AND 2

3 INCOME - BUDGETS

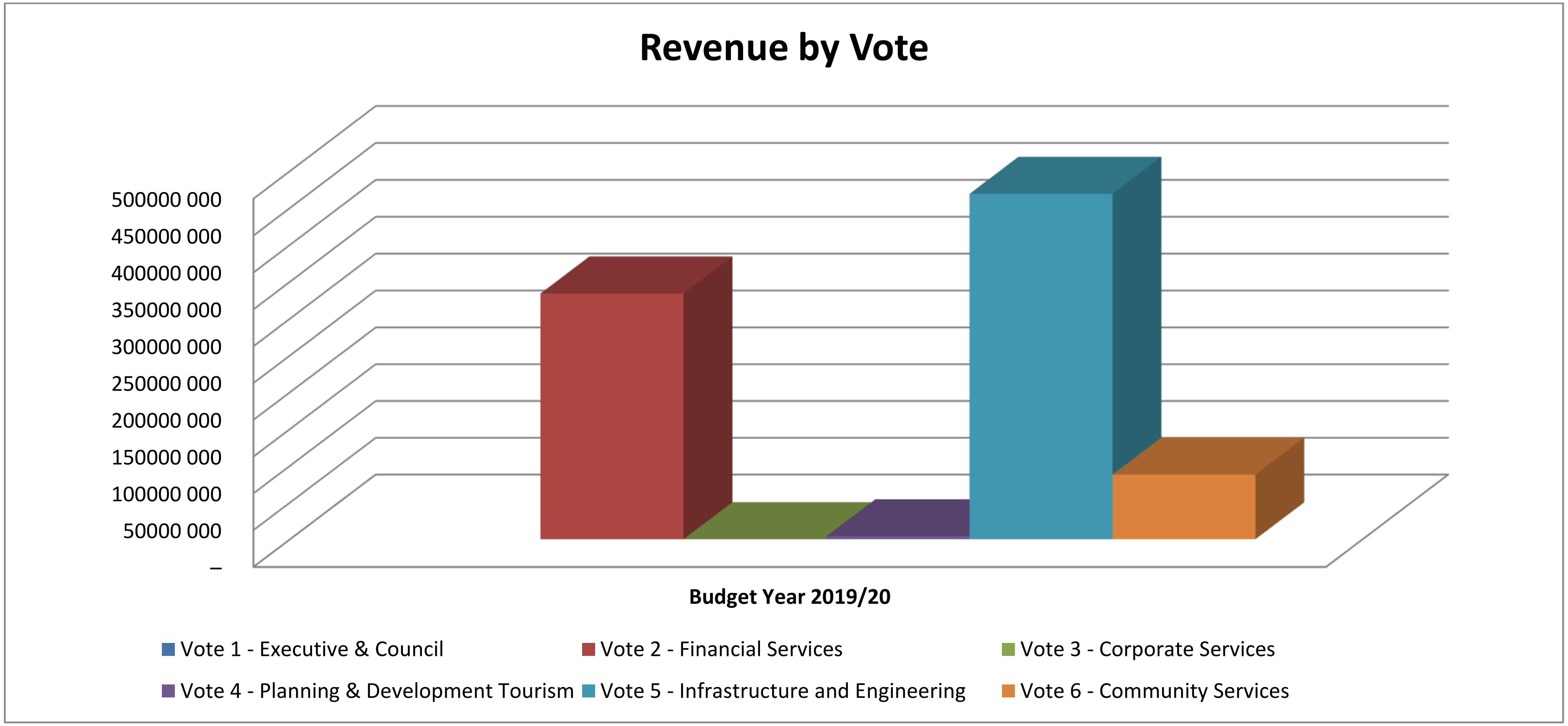
3.1. Revenue by Source

Description	Budget Year 2019/20	Actual YTD	Quarter 1		Quarter 2		Quarter 3		Quarter 4		
R thousand			Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	% of Budget
Revenue By Source											
Property rates	196 717		77 158	94 237	120 327	128 407	155 122		196 717		
Service charges - electricity revenue	277 068		69 465	55 558	134 263	119 861	200 121		277 068		
Service charges - water revenue	76 105		16 863	12 122	35 855	30 244	56 602		76 105		
Service charges - sanitation revenue	46 346		11 339	12 983	22 246	26 263	33 487		46 346		
Service charges - refuse revenue	53 732		11 066	14 451	22 801	27 044	35 146		53 732		
Rental of facilities and equipment	4 037		824	163	1 684	335	2 487		4 037		
Interest earned - external investments	10 375		2 350	3 661	4 803	8 385	7 094		10 375		
Interest earned - outstanding debtors	8 439		987	3 078	3 351	6 042	5 223		8 439		
Fines, penalties and forfeits	6 397		1 130	738	2 168	1 363	3 291		6 397		
Licences and permits	16 568		3 876	5 909	7 440	10 959	11 293		16 568		
Transfers and subsidies	133 112		54 131	52 766	99 655	99 773	133 112		133 112		
Other revenue	7 797		1 477	2 437	2 835	5 248	4 303		7 797		
Total Revenue (excluding capital transfers and contributions)	**836 693**		250 667	258 103	457 428	463 924	647 282		**836 693**		

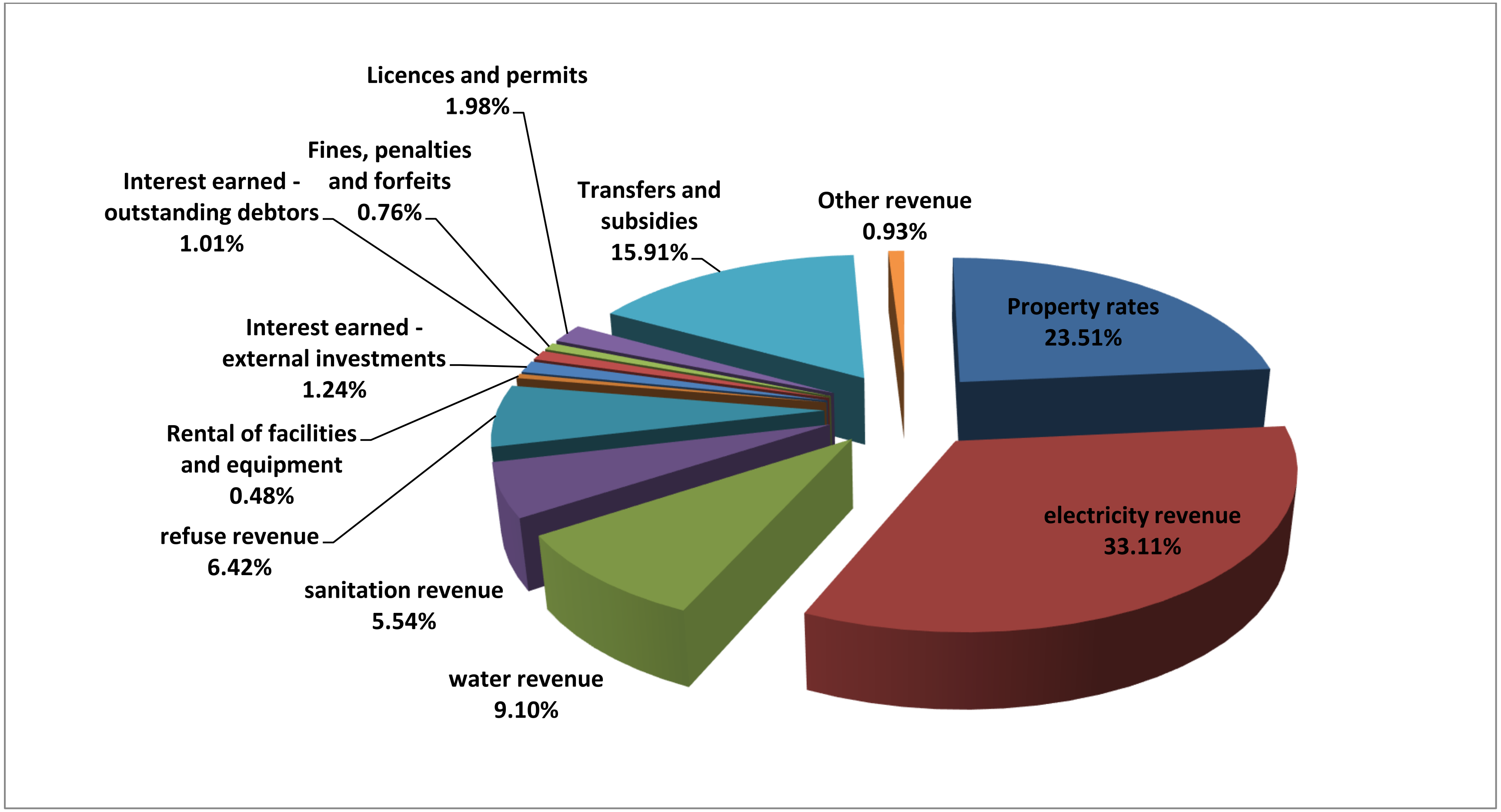
3.2. Revenue by Vote

Description	Budget Year 2019/20	Actual YTD	Quarter 1		Quarter 2		Quarter 3		Quarter 4		
R thousand			Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	% of Budget
Revenue by Vote											
Vote 1 - EXECUTIVE COUNCIL	–		–		–		–		–		
Vote 2 - FINANCIAL SERVICES	333 857		81 529	151 932	171 741	234 142	253 895		333 857		
Vote 3 - CORPORATE SERVICES	27		7	4	14	270	21		27		
Vote 4 - PLANNING, DEVELOPMENT & TOURISM	4 052		738	947	1 555	1 840	2 299		4 052		
Vote 5 - INFRASTRUCTURE AND ENGINEERING	468 908		180 866	89 701	251 185	211 196	369 145		468 908		
Vote 6 - COMMUNITY SERVICES	87 912		20 738	22 286	43 684	44 446	64 581		87 912		
Total Revenue by Vote	**894 756**		**283 877**	**264 870**	**468 178**	**491 894**	**689 941**		**894 756**		

3.3. Budgeted Revenue Graph (illustration)



3.4. Source of Budgeted Income Graph (illustration)



4. EXPENDITURE - BUDGETS

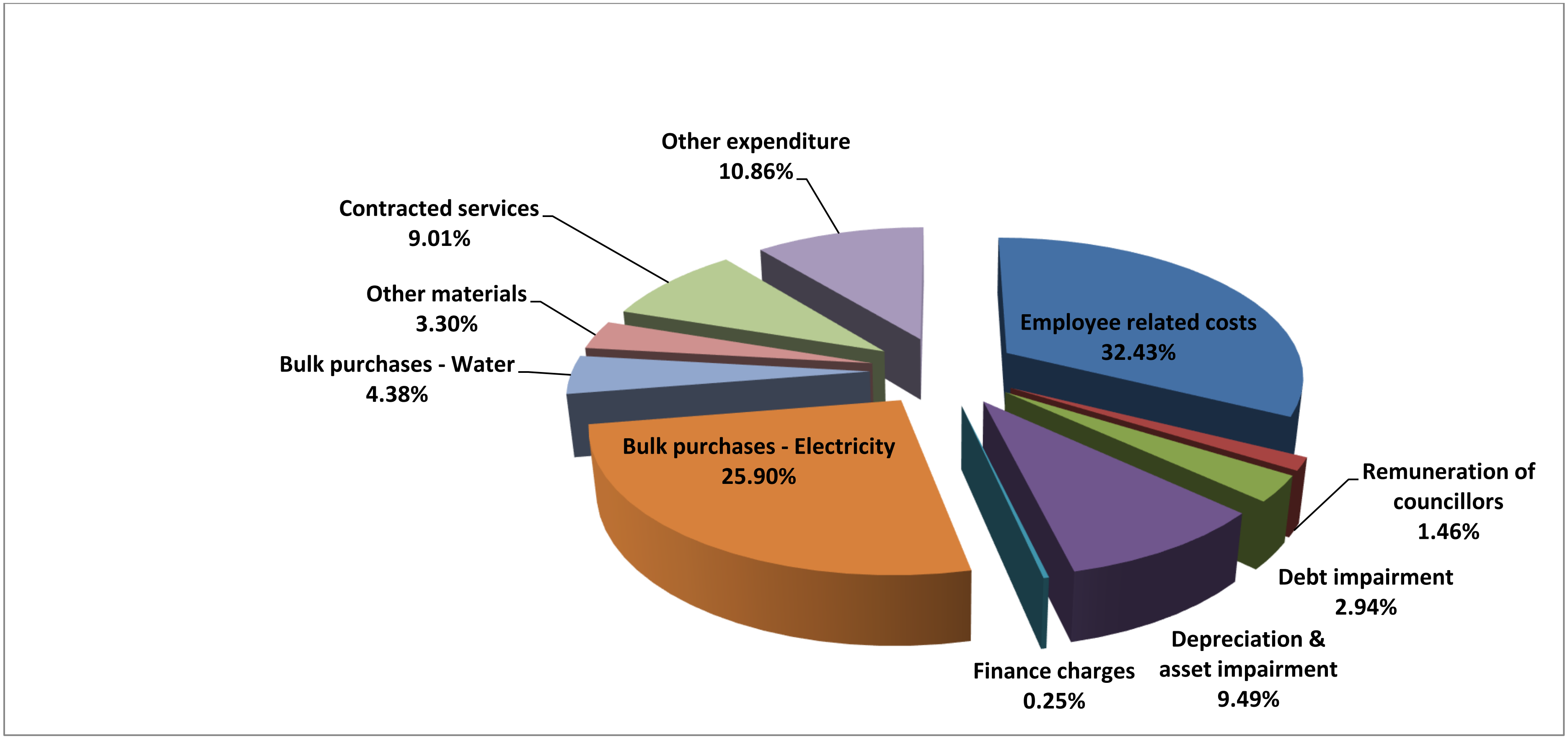
4.1 Operating Expenditure by Vote

Description	Budget Year 2019/20	Actual YTD	Quarter 1		Quarter 2		Quarter 3		Quarter 4		
R thousand			Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	% of Budget
<u>Expenditure by Vote to be appropriated</u>											
Vote 1 - EXECUTIVE COUNCIL	43 826		9 370	7 504	19 737	19 233	29 179		43 826		
Vote 2 - FINANCIAL SERVICES	93 059		21 341	11 499	44 955	33 100	66 460		93 059		
Vote 3 - CORPORATE SERVICES	51 140		13 398	9 558	28 223	20 698	41 723		51 140		
Vote 4 - PLANNING, DEVELOPMENT & TOURISM	22 412		5 405	3 900	11 386	8 883	16 833		22 412		
Vote 5 - INFRASTRUCTURE AND ENGINEERING	515 897		124 068	129 390	258 382	249 277	383 188		515 897		
Vote 6 - COMMUNITY SERVICES	170 802		41 174	35 735	86 734	83 511	128 224		170 802		
Total Expenditure by Vote	**897 137**		**214 756**	**197 586**	**449 417**	**414 703**	**665 607**		**897 137**		

4.2 Operating Expenditure by Type

Description	Budget Year 2019/20	Actual YTD	Quarter 1		Quarter 2		Quarter 3		Quarter 4		
R thousand			Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	% of Budget
Expenditure By Type											
Employee related costs	290 942		67 695	67 230	149 960	152 088	222 144		290 942		
Remuneration of councillors	13 063		2 677	3 094	5 193	6 223	9 265		13 063		
Debt impairment	26 336		6 584		13 168		19 752		26 336		
Depreciation & asset impairment	85 101		21 275	18 382	42 550	36 763	63 825		85 101		
Finance charges	2 201		551	647	1 110	1 226	1 641		2 201		
Bulk purchases	271 623		66 663	80 554	135 176	140 550	206 867		271 623		
Other materials	29 621		7 658	5 794	15 881	14 420	22 070		29 621		
Contracted services	80 814		16 720	4 967	34 673	22 084	48 186		80 814		
Other expenditure	97 436		24 933	16 916	51 706	41 349	71 858		97 436		
Total Expenditure	**897 137**		**214 756**	**197 584**	**449 417**	**414 703**	**665 607**		**897 137**		

4.3 Budgeted Expenditure Graph (illustrative)



2019/20 SDBIP PERFORMANCE REPORT: Q 1 AND Q2

OFFICE OF THE MUNICIPAL MANAGER

Operational Budget Item	Program Driver	Project Number	Budget 2019/20	Annual expenditure target	Revised Target	2019/20 Targets							
						30/09/19		31/12/19		31/3/20		30/06/20	
						Target	Actual	Target	Actual	Target	Actual	Target	Actual
MUNICIPAL MANAGER'S OFFICE													
Travel Agency Services	MM	OP1	Operational	90%		% Budget expenditure		% Budget expenditure		% Budget expenditure		% Budget expenditure	
Comment and corrective actions						-		30%		30%		30%	
Q1	Tender evaluation report submitted to BEC Scribe 10 July 2019, Report served at BEC 5 September 2019					Item submitted to BSC		Leading Department Tender evaluation report submitted to SCM					
Q2	Tender awarded. Submission date target achieved.												
Q3													
Q4						-		20/7/19		-		-	
Legal Services	MM	OP1	Operational	90%		% Budget expenditure		% Budget expenditure		% Budget expenditure		% Budget expenditure	
Comment and corrective actions						-		30%		30%		30%	
Q1	In July 2019 the, then, BEC Chairperson advised that the Panel for legal services tender is being referred to Provincial Treasury for advice. There has been no recommendation from BAC to the Municipal Manager for cancelation of the Tender, and subsequently to that the tender expired as the BEC and BAC could not provide a final recommendation to the Accounting Officer prior to the validity of the tender expired. New specifications were drafted and circulated to relevant officials for comment and input. With reference to budget expenditure the targets are met as there is expenditure on the Legal Costs: Legal Advice and Litigation Vote.					Item submitted to BSC		Leading Department Tender evaluation report submitted to SCM					
Q2	The specifications served at a Special Bid Specification Committee meeting held on 21 October 2019 where is was recommended that the functionality score sheet be amended and item be referred back to BSC. The item is to serve at the BSC scheduled for 31 January 2020.												

Operational Budget Item	Program Driver	Project Number	Budget 2019/20	Annual expenditure target	Revised Target	2019/20 Targets 30/09/19 Target	Actual	31/12/19 Target	Actual	31/3/20 Target	Actual	30/06/20 Target	Actual
	With reference to budget expenditure the targets are met as there is expenditure on the Legal Costs: Legal Advice and Litigation Vote.												
Q3													
Q4						26/7/19		30/11/19		-		-	

DIRECTORATE			OFFICE OF THE MUNICIPAL MANAGER		2019/2020 Targets										Baseline	
Department/ Directorate	Program Driver	Key Performance Area	IDP Objective	Key Performance Indicator	Annual Target	Revised Target	30/9/19 Target	Actual	31/12/19 Target	Actual	31/3/20 Target	Actual	30/6/20 Target	Actual	30 June 2018	30 June 2019
Municipal Manager	Municipal Manager	Good Governance and Public Participation	SOD1:1 To provide Office Management Services to the Municipal Manager	Number of Institutional Performance Reports submitted To Council	4		1	1	1	1	1		1		4	4
Comment and corrective actions	Q1	2018/19 Institutional Performance Report submitted to Council 29 August 2019														
	Q2	Q1 2019/20 Performance Report submitted to Council on 12 December 2019														
	Q3															
	Q4															
Municipal Manager	Municipal Manager	Good Governance and Public Participation	SOD1.2 To assess municipal risks and provide an independent appraisal of the adequacy and effectiveness of	Number of Audit Committee Meetings	4		1	1	1	1	1		1		4	4

DIRECTORATE			OFFICE OF THE MUNICIPAL MANAGER		2019/2020 Targets										Baseline	
Department/ Directorate	Program Driver	Key Performance Area	IDP Objective	Key Performance Indicator	Annual Target	Revised Target	30/9/19		31/12/19		31/3/20		30/6/20		30 June 2018	30 June 2019
							Target	Actual	Target	Actual	Target	Actual	Target	Actual		
			financial controls in the municipality													
Comment and corrective actions	Q1	Audit Committee Meeting held 27 August 2019														
	Q2	Audit Committee Meeting held 3 December 2019														
	Q3	Audit Committee Meeting scheduled for 9 April 2020														
	Q4	Audit Committee Meeting scheduled for 25 June 2020														
Municipal Manager	Municipal Manager	Good Governance and Public Participation	SOD1.2 To assess municipal risks and provide an independent appraisal of the adequacy and effectiveness of financial controls in the municipality	Number of Risk Management Meetings held	4		1	1	1	1	1		1		4	4
Comment and corrective actions	Q1	Risk Workshop was held on 27 May 2019 and Risk Management is a standing Item on Top Management Meetings Strategic Risk Register Finalized on 15 July 2019														
	Q2	Standing Item on Top Management Meetings. Follow-up on implementation of Risk Register done on 13 December 2019														
	Q3	Follow-up on implementation of Risk Register scheduled for 23 March 2020														
	Q4	Follow-up on implementation of Risk Register scheduled for 23 June 2020														

DIRECTORATE			OFFICE OF THE MUNICIPAL MANAGER		2019/2020 Targets										Baseline	
Department/ Directorate	Program Driver	Key Performance Area	IDP Objective	Key Performance Indicator	Annual Target	Revised Target	30/9/19		31/12/19		31/3/20		30/6/20		30 June 2018	30 June 2019
							Target	Actual	Target	Actual	Target	Actual	Target	Actual		
Municipal Manager	Municipal Manager	Good Governance and Public Participation	SD 1.3 To develop and coordinate a credible Integrated Development Plan that will address the developmental needs of the community	Develop a process plan for the IDP by 31 August	31/8/19		31/8/19	31/8/19	-		-		-		31/7/17	31/8/18
Comment and corrective actions	Q1	Process Plan approved by Council on 29 August 2019m														
	Q2	Process Plan approved by Council on 29 August 2019m														
	Q3															
	Q4															
Municipal Manager	Municipal Manager	Good Governance and Public Participation	SD 1.3 To develop and coordinate a credible Integrated Development Plan that will address the developmental needs of the community	Table a draft IDP to Council by 31 March 2020	31/3/20		-	-	-	-	31/3/20		-		31/3/7	31/3/18
Comment and corrective actions	Q1	No target set for Q1														
	Q2	No target set for Q2														
	Q3															
	Q4															

DIRECTORATE			OFFICE OF THE MUNICIPAL MANAGER		2019/2020 Targets										Baseline	
Department/ Directorate	Program Driver	Key Performance Area	IDP Objective	Key Performance Indicator	Annual Target	Revised Target	30/9/19		31/12/19		31/3/20		30/6/20		30 June 2018	30 June 2019
							Target	Actual	Target	Actual	Target	Actual	Target	Actual		
Municipal Manager	Municipal Manager	Good Governance and Public Participation	SD 1.3 To develop and coordinate a credible Integrated Development Plan that will address the developmental needs of the community	Number of final IDP's submitted to Council by 31 May 2020	1		-	-	-		-		1		1	1
Comment and corrective actions	Q1	No target set for Q1														
	Q2	No target set for Q2														
	Q3															
	Q4															
Municipal Manager	Municipal Manager	Good Governance and Public Participation	SD 1.3 To develop and coordinate a credible Integrated Development Plan that will address the developmental needs of the community	Number of IDP Public meetings to determine ward priorities	15		-	-	-	-	-		15		15	15
Comment and corrective actions	Q1	No target set for Q1														
	Q2	No target set for Q2														
	Q3															
	Q4															

DIRECTORATE			**OFFICE OF THE MUNICIPAL MANAGER**		2019/2020 Targets										Baseline	
Department/ Directorate	Program Driver	Key Performance Area	IDP Objective	Key Performance Indicator	Annual Target	Revised Target	30/9/19		31/12/19		31/3/20		30/6/20		30 June 2018	30 June 2019
							Target	Actual	Target	Actual	Target	Actual	Target	Actual		
Municipal Manager	Municipal Manager	Good Governance and Public Participation	SD 1.3 To develop and coordinate a credible Integrated Development Plan that will address the developmental needs of the community	Number of IDP Rep Forum Meetings	2		-	-	1	1	-		1		2	2
Comment and corrective actions	Q1	No target set for Q1														
	Q2	IDP Rep Forum meeting held 28 November 2019														
	Q3															
	Q4															
Municipal Manager	Municipal Manager	Good Governance and Public Participation	SD 1.3 To develop and coordinate a credible Integrated Development Plan that will address the developmental needs of the community	Number of Ward based IDP planning sessions with ward committees	1		-	-	-	-	1		-		1	1
Comment and corrective actions	Q1	No target set for Q1														
	Q2	No target set for Q2														
	Q3															
	Q4															

DIRECTORATE			OFFICE OF THE MUNICIPAL MANAGER		2019/2020 Targets										Baseline	
Department/ Directorate	Program Driver	Key Performance Area	IDP Objective	Key Performance Indicator	Annual Target	Revised Target	30/9/19		31/12/19		31/3/20		30/6/20		30 June 2018	30 June 2019
							Target	Actual	Target	Actual	Target	Actual	Target	Actual		
Municipal Manager	Municipal Manager	Good Governance and Public Participation	SD 1.3 To develop and coordinate a credible Integrated Development Plan that will address the developmental needs of the community	Number of strategic planning sessions for the review of the IDP	1		-	-	1	-	-		-		1	1
Comment and corrective actions	Q1	No target set for Q1														
	Q2	Scheduled for October 2019 but rescheduled to 25 February 2020														
	Q3															
	Q4															
Municipal Manager	Municipal Manager	Good Governance and Public Participation	SD 1.3 To develop and coordinate a credible Integrated Development Plan that will address the developmental needs of the community	Number of IDP's uploaded to web site by 15 June 2020	1		-	-	-	-	-		1		1	1
Comment and corrective actions	Q1	No target set for Q1														
	Q2	No target set for Q2														
	Q3															
	Q4															

DIRECTORATE			**OFFICE OF THE MUNICIPAL MANAGER**		2019/2020 Targets										Baseline	
Department/ Directorate	Program Driver	Key Performance Area	IDP Objective	Key Performance Indicator	Annual Target	Revised Target	30/9/19		31/12/19		31/3/20		30/6/20		30 June 2018	30 June 2019
							Target	Actual	Target	Actual	Target	Actual	Target	Actual		
Municipal Manager	Municipal Manager	Good Governance and Public Participation	SOD 1.4 To develop, maintain and monitor the institutional performance management system/SDBIP in the municipality	Number of SDBIP's submitted to the Mayor within 14 days of adoption of budget	1		-	-	-	-	-		1		1	1
Comment and corrective actions	Q1	No target set for Q1														
	Q2	No target set for Q2														
	Q3															
	Q4															
Municipal Manager	Municipal Manager	Good Governance and Public Participation	SOD 1.4 To develop, maintain and monitor the institutional performance management system/SDBIP in the municipality	Number of SDBIP's tabled to Council by 31 July 2019	1		1	1	-	-	-		-		1	1
Comment and corrective actions	Q1	SBIP submitted during July 2019, referred back by Council and resubmitted on 29 August 2019														
	Q2	No Target set for Q2: SBIP submitted during July 2019, referred back by Council and resubmitted on 29 August 2019														
	Q3															
	Q4															
Municipal Manager	Municipal Manager	Good Governance	SOD 1.4 To develop, maintain and monitor the institutional performance	Number of SDBIP's uploaded	1		1	1	-	-		-		-	1	1

DIRECTORATE			**OFFICE OF THE MUNICIPAL MANAGER**		2019/2020 Targets										Baseline	
Department/ Directorate	Program Driver	Key Performance Area	IDP Objective	Key Performance Indicator	Annual Target	Revised Target	30/9/19		31/12/19		31/3/20		30/6/20		30 June 2018	30 June 2019
							Target	Actual	Target	Actual	Target	Actual	Target	Actual		
		and Public Participation	management system/SDBIP in the municipality	to web site by 5 August 2019												
Comment and corrective actions	Q1	SDBIP Uploaded 10 September 2019 (SDBIP submitted July 2019, referred back by Council and only approved by Council on 29 August 2019)														
	Q2	SDBIP Uploaded 10 September 2019 (SDBIP submitted July 2019, referred back by Council and only approved by Council on 29 August 2019)														
	Q3															
	Q4															
Municipal Manager	Municipal Manager	Good Governance and Public Participation	SOD 1.4 To develop, maintain and monitor the institutional performance management system/SDBIP in the municipality	Number of SDBIP implementation reports submitted to Council	4		1	1	1	1	1		1		4	4
Comment and corrective actions	Q1	2018/19 Q4 annual performance report submitted to Council on 29 August 2019 with the draft 2018/19 Annual Report														
	Q2	Q1 Performance Report submitted to Council 12 December 2019														
	Q3															
	Q4															
Municipal Manager	Municipal Manager	Good Governance and Public Participation	SOD 1.4 To develop, maintain and monitor the institutional performance management system/SDBIP in the municipality	Number of SDBIP implementation reports submitted to the Audit Committee	4		1	1	1		1		1		4	4

DIRECTORATE			OFFICE OF THE MUNICIPAL MANAGER		2019/2020 Targets										Baseline	
Department/ Directorate	Program Driver	Key Performance Area	IDP Objective	Key Performance Indicator	Annual Target	Revised Target	30/9/19		31/12/19		31/3/20		30/6/20		30 June 2018	30 June 2019
							Target	Actual	Target	Actual	Target	Actual	Target	Actual		
Comment and corrective actions	Q1	Submitted 18 September 2019														
	Q2	Submitted 3 December 2019														
	Q3															
	Q4															
Municipal Manager	Municipal Manager	Good Governance and Public Participation	SOD 1.4 To develop, maintain and monitor the institutional performance management system/SDBIP in the municipality	Number of performance agreements submitted to Council by 31 August 2019	6		6	6	-	-	-		-		6	6
Comment and corrective actions	Q1	Performance Agreements submitted to Council on 29 August 2019														
	Q2	No Target set for Q2: Performance Agreements submitted to Council on 29 August 2019														
	Q3															
	Q4															
Municipal Manager	Municipal Manager	Good Governance and Public Participation	SOD 1.4 To develop, maintain and monitor the institutional performance management system/SDBIP in the municipality	Number of performance agreements uploaded to web site within 5 days of approval	6		6	6	-	-	-		-		6	6
	Q1	Performance agreements uploaded to web site on 10 September 2019 (Only approved by Council on 29 August 2019)														

DIRECTORATE			**OFFICE OF THE MUNICIPAL MANAGER**		2019/2020 Targets										Baseline	
Department/ Directorate	Program Driver	Key Performance Area	IDP Objective	Key Performance Indicator	Annual Target	Revised Target	30/9/19		31/12/19		31/3/20		30/6/20		30 June 2018	30 June 2019
							Target	Actual	Target	Actual	Target	Actual	Target	Actual		
Comment and corrective actions	Q2	Performance agreements uploaded to web site on 10 September 2019 (Only approved by Council on 29 August 2019)														
	Q3															
	Q4															
Municipal Manager	Municipal Manager	Good Governance and Public Participation	SOD 1.4 To develop, maintain and monitor the institutional performance management system/SDBIP in the municipality	Number of Senior Management Performance Agreements Concluded before 31 July 2019	6		6	6	-	-	-		-		6	6
Comment and corrective actions	Q1	All Agreements concluded by 31 July 2019														
	Q2	All Agreements concluded by 31 July 2019														
	Q3															
	Q4															
Municipal Manager	Municipal Manager	Good Governance and Public Participation	SD: 1 Ensure Institutional Performance supports the achievement of IDP objectives	Number of Senior Managers subjected to Quarterly Performance review	6		6	-	6	6	6		6		6	6
Comment and	Q1	No Senior Manager was subjected to performance review during Q1 for reason that the Annual Performance information for the 2018/19 was subjected to audit by the AG. Date for annual performance review to be arranged														
	Q2	As per the Performance Management Regulations, informal reviews for Q1 is permitted. Informal performance reviews were conducted for Q1														

DIRECTORATE			**OFFICE OF THE MUNICIPAL MANAGER**		2019/2020 Targets										Baseline	
Department/ Directorate	Program Driver	Key Performance Area	IDP Objective	Key Performance Indicator	Annual Target	Revised Target	30/9/19		31/12/19		31/3/20		30/6/20		30 June 2018	30 June 2019
							Target	Actual	Target	Actual	Target	Actual	Target	Actual		
corrective actions	Q3															
	Q4															
Municipal Manager	Municipal Manager	Institutional Development and Transformation	SD5.1 Ensure HR services supports the achievement of IDP objectives	Number of approved Budgeted Senior Management Positions filled	6		6	6	6	6	6		6		6	6
Comment and corrective actions	Q1	All 6 Senior Management positions have been filled														
	Q2	All 6 Senior Management positions have been filled														
	Q3															
	Q4															
Municipal Manager	Municipal Manager	Good Governance and Public Participation	SOD 1.5 To provide comprehensive communication and intergovernmental relations services	Number of Kouga News publications prepared and circulated	1		-	-	1	1	-		-		1	1
Comment and corrective actions	Q1	No target set for Q1														
	Q2	Kouga News prepared and circulated during October 2019														
	Q3															
	Q4															

DIRECTORATE			OFFICE OF THE MUNICIPAL MANAGER		2019/2020 Targets										Baseline	
Department/ Directorate	Program Driver	Key Performance Area	IDP Objective	Key Performance Indicator	Annual Target	Revised Target	30/9/19		31/12/19		31/3/20		30/6/20		30 June 2018	30 June 2019
							Target	Actual	Target	Actual	Target	Actual	Target	Actual		
Municipal Manager	Municipal Manager	Good Governance and Public Participation	SOD 1.4 To develop, maintain and monitor the institutional performance management system/SDBIP in the municipality	Phase 1 of overhauling the functionality of the web site to include payment portals for various functions like traffic fines completed by 30 June 2020	1		-	-	-	-	-		1		-	-
Comment and corrective actions	Q1	No Target set for Q1														
	Q2	No Target set for Q2														
	Q3															
	Q4															
Municipal Manager	Municipal Manager	Infrastructure and Basic Service Delivery	SOD1.7 To coordinate and manage all special programs to address special needs in society	Number of meetings of the Kouga Women's Forum	4		1	-	1	-	1		1		-	-
Comment and corrective actions	Q1	No meetings held: Women's Forum became dysfunctional and needs to be revived.														
	Q2	No meetings held: Women's Forum became dysfunctional and needs to be revived.														
	Q3															
	Q4															

DIRECTORATE			OFFICE OF THE MUNICIPAL MANAGER		2019/2020 Targets										Baseline	
Department/ Directorate	Program Driver	Key Performance Area	IDP Objective	Key Performance Indicator	Annual Target	Revised Target	30/9/19		31/12/19		31/3/20		30/6/20		30 June 2018	30 June 2019
							Target	Actual	Target	Actual	Target	Actual	Target	Actual		
Municipal Manager	Municipal Manager	Infrastructure and Basic Service Delivery	SOD1.7 To coordinate and manage all special programs to address special needs in society	Number of Youth Forum Meetings	4		1	-	1	-	1		1		-	-
Comment and corrective actions	Q1	No meetings held: Youth Forum became dysfunctional and needs to be revived.														
	Q2	No meetings held: Youth Forum became dysfunctional and needs to be revived.														
	Q3															
	Q4															
Municipal Manager	Municipal Manager	Infrastructure and Basic Service Delivery	SOD1.7 To coordinate and manage all special programs to address special needs in society	Number of Kouga Vulnerable Groups Forum Meetings	4		1	-	1		1		1		-	-
Comment and corrective actions	Q1	No meetings held: Vulnerable Groups Forum needs to be established														
	Q2	No meetings held: Vulnerable Groups Forum needs to be established														
	Q3															
	Q4															

DIRECTORATE			OFFICE OF THE MUNICIPAL MANAGER		2019/2020 Targets										Baseline	
Department/ Directorate	Program Driver	Key Performance Area	IDP Objective	Key Performance Indicator	Annual Target	Revised Target	30/9/19		31/12/19		31/3/20		30/6/20		30 June 2018	30 June 2019
							Target	Actual	Target	Actual	Target	Actual	Target	Actual		
Municipal Manager	Municipal Manager	Good Governance and Public Participation	SOD 1.6 To provide professional, effective and efficient legal support to Council and Administration, to protect the municipality's interests and legal risks and ensure legal compliance	Number of Delegation Registers reviewed by 30 June 2020	1		-	-	-	-	-		1		1	1
Comment and corrective actions	Q1	No Target Set for Quarter 1														
	Q2	No Target Set for Quarter 2														
	Q3															
	Q4															
Municipal Manager	Municipal Manager	Good Governance and Public Participation	SOD 1.6 To provide professional, effective and efficient legal support to Council and Administration, to protect the municipality's interests and legal risks and ensure legal compliance	Number of reports on legal risks submitted to Council	4		1	1	1	1	1		1		-	2
Comment and corrective actions	Q1	Legal Reports submitted to the Mayoral Committee Quarterly														
	Q2	Legal Reports submitted to the Mayoral Committee Quarterly														
	Q3															

DIRECTORATE			OFFICE OF THE MUNICIPAL MANAGER		2019/2020 Targets										Baseline	
Department/ Directorate	Program Driver	Key Performance Area	IDP Objective	Key Performance Indicator	Annual Target	Revised Target	30/9/19		31/12/19		31/3/20		30/6/20		30 June 2018	30 June 2019
							Target	Actual	Target	Actual	Target	Actual	Target	Actual		
	Q4															
Municipal Manager	Municipal Manager	Good Governance and Public Participation	SOD 1.6 To provide professional, effective and efficient legal support to Council and Administration, to protect the municipality's interests and legal risks and ensure legal compliance	Audit and review By-Laws by 30 June 2020	30/3/20		-	-	-	-	-		30/3/20		-	-
Comment and corrective actions	Q1	No Target set for Quarter 1: Electrical Supply By-law under review														
	Q2	No Target set for Quarter 2: Standing Rules and Order of Council and all its Committees By-Law (under review) , Public Amenities By-law (under review), Taxi Rank By-law (new by-law being drafted)														
	Q3															
	Q4															

DIRECTORATE FINANCE: PROCUREMENT PLAN IMPLEMENTATION: CAPITAL PROJECTS

Capital Budget Item		Program Driver	Project Number	Budget 2019/20	Annual expenditure target	Revised Target	2019/20 Targets 30/09/19 Target	30/09/19 Actual	31/12/19 Target	31/12/19 Actual	31/3/20 Target	31/3/20 Actual	30/06/20 Target	30/06/20 Actual
FINANCE														
Filing system (SCM)		CFO	CP54	350 000	90%		% Budget expenditure		% Budget expenditure		% Budget expenditure		% Budget expenditure	
Comment and corrective actions							-	-	-		90%			
Q1	Specifications served at BSC on 14 August 2019.						Item submitted to BSC		Leading Department Tender evaluation report submitted to SCM					
Q2	Tender closed 30 Sept 2019						17/7/19	14/08/19	30/10/19					
Q3														
Q4														
Shelving (SCM)		CFO	CP54	200 000	90%		% Budget expenditure		% Budget expenditure		% Budget expenditure		% Budget expenditure	
Comment and corrective actions- Funds to be used for other assets							-	-	-		90%			
Q1									Item submitted to BSC		Leading Department Tender evaluation report submitted to SCM			
Q2														
Q3														
Q4							-		27/9/19		29/11/19			
Containers (SCM)		CFO	CP096	100 000	90%		% Budget expenditure		% Budget expenditure		% Budget expenditure		% Budget expenditure	
Comment and corrective actions							-	-	-		90%			
Q1	Specifications served at BSC on 6 September 2019.						Item submitted to BSC		Item submitted to BSC Leading Department Tender evaluation report submitted to SCM					
Q2	Tender closed 10 Oct 2019- advertised as RFQ													
Q3														
Q4							23/07/2019		4/11/2019					

Capital Budget Item		Program Driver	Project Number	Budget 2019/20	Annual expenditure target	Revised Target	2019/20 Targets 30/09/19 Target	30/09/19 Actual	31/12/19 Target	31/12/19 Actual	31/3/20 Target	31/3/20 Actual	30/06/20 Target	30/06/20 Actual
WIFI Solution		CFO	PC019	250 000	90%		% Budget expenditure		% Budget expenditure		% Budget expenditure		% Budget expenditure	
Comment and corrective actions							-	-	-		45%		45%	
Q1							Item submitted to BSC		Leading Department Tender evaluation report submitted to SCM					
Q2	Tender closes on 28 Oct 2019						30/08/19		5/12/2019					
Q3														
Q4														
End User Endpont Software		CFO	CP075	600 000	90%		% Budget expenditure		% Budget expenditure		% Budget expenditure		% Budget expenditure	
Comment and corrective actions							-	-	-		90%			
Q1	Tender closed 30 Sept 2019						Item submitted to BSC		Leading Department Tender evaluation report submitted to SCM					
Q2														
Q3														
Q4							30/8/19		15/11/19					
Vehicle		CFO	CP21	300	90%		% Budget expenditure		% Budget expenditure		% Budget expenditure		% Budget expenditure	
Comment and corrective actions							-	-	-		90&			
Q1	Tender closed 1 July 2019						Leading Department Tender evaluation report submitted to SCM							
Q2	To be awarded by end of Oct 2019													
Q3														
Q4							17/07/2019							

Capital Budget Item	Program Driver	Project Number	Budget 2019/20	Annual expenditure target	Revised Target	2019/20 Targets							
						30/09/19		31/12/19		31/3/20		30/06/20	
						Target	Actual	Target	Actual	Target	Actual	Target	Actual

DIRECTORATE FINANCE: PROCUREMENT PLAN IMPLEMENTATION: OPERATIONAL

Operational Budget Item	Program Driver	Project Number	Budget 2019/20	Annual expenditure target	Revised Target	2019/20 Targets							
						30/09/19		31/12/19		31/3/20		30/06/20	
						Target	Actual	Target	Actual	Target	Actual	Target	Actual
Street Light Poles	CFO	OP1	Operational	90%		% Budget expenditure		% Budget expenditure		% Budget expenditure		% Budget expenditure	
Comment and corrective actions						-		30%		30%		30%	
Q1	Awarded at BAC on 19 Sept 2019 3year contract as and when required					Item submitted to BSC. Leading Dept Report submitted to SCM							
Q2													
Q3													
Q4						- 30/07/2019				-		-	
Air conditioners	CFO	OP1	Institutional	90%		% Budget expenditure		% Budget expenditure		% Budget expenditure		% Budget expenditure	
Comment and corrective actions						-		30%		30%		30%	
Q1	Awarded at BAC on 26 July 2019 3year contract as and when required					Leading Department Tender evaluation report submitted to SCM							
Q2													
Q3													
Q4						21/07/2019				-		-	
Polythene Refuse Bags	CFO	OP1	Operational	90%		% Budget expenditure		% Budget expenditure		% Budget expenditure		% Budget expenditure	
Comment and corrective actions						-	-	-		45%		45%	
Q1								tem submitted to BSC		Leading Department Tender evaluation report submitted to SCM			
Q2													
Q3	To be advertised in 2020 due to closure of businesses												
Q4								1/11/2019		19/03/20		-	

Operational Budget Item	Program Driver	Project Number	Budget 2019/20	Annual expenditure target	Revised Target	2019/20 Targets							
						30/09/19		31/12/19		31/3/20		30/06/20	
						Target	Actual	Target	Actual	Target	Actual	Target	Actual
Tyres and tubes	CFO	OP1	Operational	90%		% Budget expenditure		% Budget expenditure		% Budget expenditure		% Budget expenditure	
Comment and corrective actions						-	-	30%		30%		30%	
Q1								Item to be submitted to BSC		Leading Department Tender evaluation report submitted to SCM			
Q2	Tender will only be advertised in 2020 due to closure of businesses												
Q3													
Q4								1/11/19		19/03/20		-	
Protective Clothing 2P overalls	CFO	OP1	Operational	90%		% Budget expenditure		% Budget expenditure		% Budget expenditure		% Budget expenditure	
Comment and corrective actions						-	-	30%		30%		30%	
Q1	Awaiting feedback from Occupational Health Section							tem submitted to BSC		Leading Department Tender evaluation report submitted to SCM			
Q2	Tender will only be advertised in 2020 due to closure of businesses												
Q3													
Q4								1/11/19		19/03/20		-	
Valves and Pipes	CFO	OP1	Operational	90%		% Budget expenditure		% Budget expenditure		% Budget expenditure		% Budget expenditure	
Comment and corrective actions						-	-	-		45%		45%	
Q1								tem submitted to BSC				Leading Department Tender evaluation report submitted to SCM	
Q2	Tender will only be advertised in 2020 due to closure of businesses												
Q3													
Q4						-		8/11/2019				16/4/20	
Disinfectant Dip	CFO	OP1	Operational	90%		% Budget expenditure		% Budget expenditure		% Budget expenditure		% Budget expenditure	
Comment and corrective actions						-	-	-		45%		45%	
Q1								tem submitted to BSC				Leading Department Tender evaluation report submitted to SCM	
Q2	Tender will only be advertised in 2020 due to closure of businesses												
Q3													
Q4						-		8/11/2019				16/4/20	

Operational Budget Item	Program Driver	Project Number	Budget 2019/20	Annual expenditure target	Revised Target	2019/20 Targets							
						30/09/19		31/12/19		31/3/20		30/06/20	
						Target	Actual	Target	Actual	Target	Actual	Target	Actual
Road Marking Paint	CFO	OP1	Operational	90%		% Budget expenditure		% Budget expenditure		% Budget expenditure		% Budget expenditure	
Comment and corrective actions						-	-	-		45%		45%	
Q1								tem submitted to BSC				Leading Department Tender evaluation report submitted to SCM	
Q2	Tender will only be advertised in 2020 due to closure of businesses												
Q3													
Q4						-		8/11/19				16/4/20	
Stationary	CFO	OP1	Operational	90%		% Budget expenditure		% Budget expenditure		% Budget expenditure		% Budget expenditure	
Comment and corrective actions						-	-	-		45%		45%	
Q1								tem submitted to BSC				Leading Department Tender evaluation report submitted to SCM	
Q2	Tender will only be advertised in 2020 due to closure of businesses												
Q3													
Q4						-		5/11/19				30/4/20	
Water Meters	CFO	OP1	Operational	90%		% Budget expenditure		% Budget expenditure		% Budget expenditure		% Budget expenditure	
Comment and corrective actions						-	-	-		45%		45%	
Q1								tem submitted to BSC				Leading Department Tender evaluation report submitted to SCM	
Q2	Tender will only be advertised in 2020 due to closure of businesses												
Q3													
Q4						-		15/11/19				8/5/20	
Consumables	CFO	OP1	Operational	90%		% Budget expenditure		% Budget expenditure		% Budget expenditure		% Budget expenditure	
Comment and corrective actions						-	-	-					
Q1								tem submitted to BSC				Leading Department Tender evaluation report submitted to SCM	
Q2	Tender will only be advertised in 2020 due to closure of businesses												
Q3													
Q4						-		15/11/19				8/5/20	

Operational Budget Item	Program Driver	Project Number	Budget 2019/20	Annual expenditure target	Revised Target	2019/20 Targets							
						30/09/19		31/12/19		31/3/20		30/06/20	
						Target	Actual	Target	Actual	Target	Actual	Target	Actual
Oil and grease	CFO	OP1	Operational	90%		% Budget expenditure		% Budget expenditure		% Budget expenditure		% Budget expenditure	
Comment and corrective actions						-		-		45%		45%	
Q1								tem submitted to BSC				Leading Department Tender evaluation report submitted to SCM	
Q2													
Q3	Tender will only be advertised in 2020 due to closure of businesses												
Q4						-		22/11/19				22/5/20	
Water Fittings	CFO	OP1	Operational	90%		% Budget expenditure		% Budget expenditure		% Budget expenditure		% Budget expenditure	
Comment and corrective actions						-	-	-		45%		45%	
Q1								tem submitted to BSC				Leading Department Tender evaluation report submitted to SCM	
Q2													
Q3	Tender will only be advertised in 2020 due to closure of businesses												
Q4								22/11/19		-		22/05/20	
Safety Gear	CFO	OP1	Operational	90%		% Budget expenditure		% Budget expenditure		% Budget expenditure		% Budget expenditure	
Comment and corrective actions						-	-	-				45%	
Q1	Awaiting feedback from Occupational Health Section							tem submitted to BSC				Leading Department Tender evaluation report submitted to SCM	
Q2													
Q3	Tender will only be advertised in 2020 due to closure of businesses												
Q4								22/11/19				22/5/20	

DIRECTORATE FINANCE: IDP RELATED INDICATORS

DIRECTORATE			FINANCE		2019/2020 Targets										Baseline	
Department/ Directorate	Program Driver	Key Performance Area	IDP Objective	Key Performance Indicator	Annual Target	Revised Target	30/9/19		31/12/19		31/3/20		30/6/20		30 June 2018	30 June 2019
							Target	Actual	Target	Actual	Target	Actual	Target	Actual		
Finance	CFO	Financial Viability and Management	SOD 6.1 To manage and control the implementation of budget policies, systems and procedures, statements and reporting processes to ensure legislative compliance	% compliance with National Treasury reporting calendar	100%		100%	100%	100%	100%	100%		100%		100%	100%
Comment and corrective actions	Q1	100%														
	Q2	100%														
	Q3															
	Q4															

DIRECTORATE			FINANCE		2019/2020 Targets										Baseline	
Department/ Directorate	Program Driver	Key Performance Area	IDP Objective	Key Performance Indicator	Annual Target	Revised Target	30/9/19		31/12/19		31/3/20		30/6/20		30 June 2018	30 June 2019
							Target	Actual	Target	Actual	Target	Actual	Target	Actual		
Finance	CFO	Financial Viability and Management	SOD 6.1 To manage and control the implementation of budget policies, systems and procedures, statements and reporting processes to ensure legislative compliance	Number of Annual Financial Statements submitted to the AG by 30 August 2020	1		1	1	-	-	-		-		1	1
Comment and corrective actions	Q1	1 Submitted 30 August 2019														
	Q2	Submitted 30 August 2019														
	Q3															
	Q4															

DIRECTORATE			FINANCE		2019/2020 Targets										Baseline	
Department/ Directorate	Program Driver	Key Performance Area	IDP Objective	Key Performance Indicator	Annual Target	Revised Target	30/9/19		31/12/19		31/3/20		30/6/20		30 June 2018	30 June 2019
							Target	Actual	Target	Actual	Target	Actual	Target	Actual		
Finance	CFO	Financial Viability and Management	SOD 6.1 To manage and control the implementation of budget policies, systems and procedures, statements and reporting processes to ensure legislative compliance	Number of draft budgets submitted by 31 March 2020	1		-	-	-	-	-		1		1	1
Comment and corrective actions	Q1	No target for Q1														
	Q2	No target for Q2														
	Q3															
	Q4															
Finance	CFO	Financial Viability and Management	SOD 6.1 To manage and control the implementation of budget policies, systems and procedures, statements and reporting processes to ensure legislative compliance	Number of final budgets submitted to Council for approval by 31 May 2020	1		-	-	-	-	-		1		1	1
Comment and	Q1	No target for Q1														
	Q2	No target for Q2														

DIRECTORATE			FINANCE		2019/2020 Targets										Baseline	
Department/ Directorate	Program Driver	Key Performance Area	IDP Objective	Key Performance Indicator	Annual Target	Revised Target	30/9/19		31/12/19		31/3/20		30/6/20		30 June 2018	30 June 2019
							Target	Actual	Target	Actual	Target	Actual	Target	Actual		
corrective actions	Q3															
	Q4															
Finance	CFO	Financial Viability and Management	SOD 6.1 To manage and control the implementation of budget policies, systems and procedures, statements and reporting processes to ensure legislative compliance	Number of draft adjustment budgets submitted to the MM and Portfolio Councilor by 15 December 2019	1		-	-	1		-		-		-	-
Comment and corrective actions	Q1	No target for Q1														
	Q2															
	Q3															
	Q4															
Finance	CFO	Financial Viability and Management	SOD 6.1 To manage and control the implementation of budget policies, systems and procedures, statements and reporting processes to ensure legislative compliance	Number of Budget Monitoring Committee Meetings	10		2	0	3		3		2		-	-

DIRECTORATE			FINANCE		2019/2020 Targets										Baseline	
Department/ Directorate	Program Driver	Key Performance Area	IDP Objective	Key Performance Indicator	Annual Target	Revised Target	30/9/19		31/12/19		31/3/20		30/6/20		30 June 2018	30 June 2019
							Target	Actual	Target	Actual	Target	Actual	Target	Actual		
Comment and corrective actions	Q1	No meetings held														
	Q2															
	Q3															
	Q4															
Finance	CFO	Financial Viability and Management	SOD 6.1 To manage and control the implementation of budget policies, systems and procedures, statements and reporting processes to ensure legislative compliance	Liquidity Ratio	1:1		1:1	2.47	1:1		1:1		1:1		-	1:1
	Q1	2.47														
	Q2															
	Q3															
	Q4															
Finance	CFO	Financial Viability and Management	SD6.1 Ensure compliant Budgeting and reporting	Number of un-qualified audit opinions by the AG	1		-	-	1	1	-		-		Un-Qualified	Un-Qualified

DIRECTORATE			FINANCE		2019/2020 Targets										Baseline	
Department/ Directorate	Program Driver	Key Performance Area	IDP Objective	Key Performance Indicator	Annual Target	Revised Target	30/9/19		31/12/19		31/3/20		30/6/20		30 June 2018	30 June 2019
							Target	Actual	Target	Actual	Target	Actual	Target	Actual		
Comment and corrective actions	Q1	No target for Q1														
	Q2	1 Unqualified opinion received														
	Q3															
	Q4															
Finance	CFO	Financial Viability and Management	SOD 6.2 To administer the recording, authorization, executing and reporting of expenditure transactions	% of creditors paid within 30 Days of receipt of Invoice	100%		100%	50%	100%		100%		100%			198%
Comment and corrective actions	Q1	50%														
	Q2															
	Q3															
	Q4															
Finance	CFO	Financial Viability and Management	SOD 6.3 To implement and maintain revenue policies and credit control procedures to ensure sound revenue management practices and compliance	% revenue collection rate between revenue raised and revenue collected	96%		96%	85.12%	96%		96%		96%		94%	94%
	Q1	85.12%														

DIRECTORATE			FINANCE		2019/2020 Targets										Baseline	
Department/ Directorate	Program Driver	Key Performance Area	IDP Objective	Key Performance Indicator	Annual Target	Revised Target	30/9/19		31/12/19		31/3/20		30/6/20		30 June 2018	30 June 2019
							Target	Actual	Target	Actual	Target	Actual	Target	Actual		
Comment and corrective actions	Q2															
	Q3															
	Q4															
Finance	CFO	Financial Viability and Management	SOD 6.3 To implement and maintain revenue policies and credit control procedures to ensure sound revenue management practices and compliance	Number of VAT Recovery service providers appointed by 30 September 2019	1		1	0	-		-		-		-	-
Comment and corrective actions	Q1	Not appointed														
	Q2															
	Q3															
	Q4															
Finance	CFO	Financial Viability and Management	SOD 6.3 To implement and maintain revenue policies and credit control procedures to ensure sound revenue management practices and compliance	Number of Debt Collection Service Providers appointed by 30 October 2019	1		-	-	1		-		-		-	-
	Q1	No target for Q1														

DIRECTORATE			FINANCE		2019/2020 Targets										Baseline	
Department/ Directorate	Program Driver	Key Performance Area	IDP Objective	Key Performance Indicator	Annual Target	Revised Target	30/9/19		31/12/19		31/3/20		30/6/20		30 June 2018	30 June 2019
							Target	Actual	Target	Actual	Target	Actual	Target	Actual		
Comment and corrective actions	Q2															
	Q3															
	Q4															
Finance	CFO	Financial Viability and Management	SOD 6.3 To implement and maintain revenue policies and credit control procedures to ensure sound revenue management practices and compliance	Number of handovers to Debt Collector of debt exceeding 90 days	6		1	0	2		2		1		-	-
Comment and corrective actions	Q1	No handovers done														
	Q2															
	Q3															
	Q4															
Finance	CFO	Financial Viability and Management	SOD 6.3 To implement and maintain revenue policies and credit control procedures to ensure sound revenue management practices and compliance	Number of Debt Collection Meetings	4		1	12	1		1		1		-	-
	Q1	12 meetings														

DIRECTORATE			FINANCE		2019/2020 Targets										Baseline	
Department/ Directorate	Program Driver	Key Performance Area	IDP Objective	Key Performance Indicator	Annual Target	Revised Target	30/9/19		31/12/19		31/3/20		30/6/20		30 June 2018	30 June 2019
							Target	Actual	Target	Actual	Target	Actual	Target	Actual		
Comment and corrective actions	Q2	12 meetings held in Q1														
	Q3															
	Q4															
Finance	CFO	Financial Viability and Management	SOD 6.3 To implement and maintain revenue policies and credit control procedures to ensure sound revenue management practices and compliance	Number of Revenue Enhancement Strategy Meetings	6		1	1	2		2		1		-	-
Comment and corrective actions	Q1	1 meeting														
	Q2															
	Q3															
	Q4															
Finance	CFO	Financial Viability and Management	SOD 6.3 To implement and maintain revenue policies and credit control procedures to ensure sound revenue management practices and compliance	Number of Revenue Collection Monitoring Meetings	8		2	1	2		2		2		-	-
	Q1	1 Meeting														

DIRECTORATE			FINANCE		2019/2020 Targets										Baseline	
Department/ Directorate	Program Driver	Key Performance Area	IDP Objective	Key Performance Indicator	Annual Target	Revised Target	30/9/19		31/12/19		31/3/20		30/6/20		30 June 2018	30 June 2019
							Target	Actual	Target	Actual	Target	Actual	Target	Actual		
Comment and corrective actions	Q2															
	Q3															
	Q4															
Finance	CFO	Financial Viability and Management	SOD 6.3 To implement and maintain revenue policies and credit control procedures to ensure sound revenue management practices and compliance	% of indigent residents as per Indigent register with access to free basic services	100%		100%	100%	100%	100%	100%		100%		100%	100%
Comment and corrective actions	Q1	100%														
	Q2	100%														
	Q3															
	Q4															
Finance	CFO	Financial Viability and Management	SOD 6.3 To implement and maintain revenue policies and credit control procedures to ensure sound revenue management practices and compliance	Number of Indigent Registration Drives	1		-	-	-	-	1		-		-	-
	Q1	No target for Q1														

DIRECTORATE			FINANCE		2019/2020 Targets										Baseline	
Department/ Directorate	Program Driver	Key Performance Area	IDP Objective	Key Performance Indicator	Annual Target	Revised Target	30/9/19		31/12/19		31/3/20		30/6/20		30 June 2018	30 June 2019
							Target	Actual	Target	Actual	Target	Actual	Target	Actual		
Comment and corrective actions	Q2	No target for Q2														
	Q3															
	Q4															
Finance	CFO	Financial Viability and Management	SOD 6.3 To implement and maintain revenue policies and credit control procedures to ensure sound revenue management practices and compliance	Number of Indigent Steering Committee Meetings	4		1	1	1		1		1		-	-
Comment and corrective actions	Q1	1 Meeting														
	Q2															
	Q3															
	Q4															
Finance	CFO	Financial Viability and Management	SOD 6.4 To plan, coordinate and render ICT services to the municipality to ensure efficient operations and support services in terms of the ICT Strategy and Policy	1st Phase implementation of ERP Solution project by 30 June 2020	1		-	-	-	-	-		1		-	-

DIRECTORATE			FINANCE		2019/2020 Targets										Baseline	
Department/ Directorate	Program Driver	Key Performance Area	IDP Objective	Key Performance Indicator	Annual Target	Revised Target	30/9/19		31/12/19		31/3/20		30/6/20		30 June 2018	30 June 2019
							Target	Actual	Target	Actual	Target	Actual	Target	Actual		
Comment and corrective actions	Q1	No target for Q1														
	Q2	No target for Q2														
	Q3															
	Q4															
Finance	CFO	Financial Viability and Management	SOD 6.4 To plan, coordinate and render ICT services to the municipality to ensure efficient operations and support services in terms of the ICT Strategy and Policy	Number of ERP Project Managers appointed by 30 September 2019	1		-	-	1		-		-		-	-
Comment and corrective actions	Q1	No target for Q1														
	Q2															
	Q3															
	Q4															
Finance	CFO	Financial Viability and Management	SOD 6.4 To plan, coordinate and render ICT services to the municipality to ensure efficient operations and support	% Up-Time of the ICT System	98%		98%	98%	98%		98%		98%		-	-

DIRECTORATE			FINANCE		2019/2020 Targets										Baseline	
Department/ Directorate	Program Driver	Key Performance Area	IDP Objective	Key Performance Indicator	Annual Target	Revised Target	30/9/19		31/12/19		31/3/20		30/6/20		30 June 2018	30 June 2019
							Target	Actual	Target	Actual	Target	Actual	Target	Actual		
			services in terms of the ICT Strategy and Policy													
Comment and corrective actions	Q1	98%														
	Q2															
	Q3															
	Q4															
Finance	CFO	Financial Viability and Management	SOD 6.4 To plan, coordinate and render ICT services to the municipality to ensure efficient operations and support services in terms of the ICT Strategy and Policy	Number of ICT Steering Committee Meetings	6		1	3	2		2		1		2	4
Comment and corrective actions	Q1	3 Meetings held														
	Q2															
	Q3															
	Q4															

DIRECTORATE			FINANCE		2019/2020 Targets										Baseline	
Department/ Directorate	Program Driver	Key Performance Area	IDP Objective	Key Performance Indicator	Annual Target	Revised Target	30/9/19		31/12/19		31/3/20		30/6/20		30 June 2018	30 June 2019
							Target	Actual	Target	Actual	Target	Actual	Target	Actual		
Finance	CFO	Financial Viability and Management	SOD 6.4 To plan, coordinate and render ICT services to the municipality to ensure efficient operations and support services in terms of the ICT Strategy and Policy	% of ICT Policies reviewed by 30 November 2019	100%		-	-	100%		-		-		-	100%
Comment and corrective actions	Q1	No target for Q1														
	Q2															
	Q3															
	Q4															
Finance	CFO	Financial Viability and Management	SOD 6.4 To plan, coordinate and render ICT services to the municipality to ensure efficient operations and support services in terms of the ICT Strategy and Policy	Number of ICT reports submitted to Finance Portfolio Committee	6		1	3	2		2		1		6	6
Comment and	Q1	3 ICT reports submitted														
	Q2															

DIRECTORATE			FINANCE		2019/2020 Targets										Baseline	
Department/ Directorate	Program Driver	Key Performance Area	IDP Objective	Key Performance Indicator	Annual Target	Revised Target	30/9/19		31/12/19		31/3/20		30/6/20		30 June 2018	30 June 2019
							Target	Actual	Target	Actual	Target	Actual	Target	Actual		
corrective actions	Q3															
	Q4															
Finance	CFO	Financial Viability and Management	SOD 6.4 To plan, coordinate and render ICT services to the municipality to ensure efficient operations and support services in terms of the ICT Strategy and Policy	Number of ICT Software application and cost reports submitted to the Finance Portfolio Committee	6		1	3	2		2		1		-	-
Comment and corrective actions	Q1	3 Reports submitted														
	Q2															
	Q3															
	Q4															
Finance	CFO	Financial Viability and Management	SOD 6.5 To manage supply chain management services to ensure proper systems, policies and procedures and control for demand, acquisition, logistics and disposal management	% compliance with Procurement Plan	90%		90%	27.7%	90%		90%		90%			90%

DIRECTORATE			**FINANCE**		2019/2020 Targets										Baseline	
Department/ Directorate	Program Driver	Key Performance Area	IDP Objective	Key Performance Indicator	Annual Target	Revised Target	30/9/19		31/12/19		31/3/20		30/6/20		30 June 2018	30 June 2019
							Target	Actual	Target	Actual	Target	Actual	Target	Actual		
Comment and corrective actions	Q1	27.7% Compliance with procurement plan														
	Q2															
	Q3															
	Q4															
Finance	All Directors	Financial Viability and Management	SOD 6.5 To manage supply chain management services to ensure proper systems, policies and procedures and control for demand, acquisition, logistics and disposal management	% Capital Budget Expenditure	95%%		5%	8.25%	25%		40%		30%		73%	90%
Comment and corrective actions	Q1	8.25% Capital budget expenditure														
	Q2															
	Q3															
	Q4															
Finance	CFO	Financial Viability and Management	SOD 6.5 To manage supply chain management services to ensure proper systems, policies and procedures and control for demand,	Number of days for the processing of requisitions	5		5	5	5		5		5		-	-

DIRECTORATE			FINANCE		2019/2020 Targets										Baseline	
Department/ Directorate	Program Driver	Key Performance Area	IDP Objective	Key Performance Indicator	Annual Target	Revised Target	30/9/19		31/12/19		31/3/20		30/6/20		30 June 2018	30 June 2019
							Target	Actual	Target	Actual	Target	Actual	Target	Actual		
			acquisition, logistics and disposal management													
Comment and corrective actions	Q1	5 Days for processing of requisitions														
	Q2															
	Q3															
	Q4															
Finance	CFO	Financial Viability and Management	SOD 6.5 To manage supply chain management services to ensure proper systems, policies and procedures and control for demand, acquisition, logistics and disposal management	Number of working days for the evaluation of 7 day notices	7		7	3	7		7		7		-	-
Comment and corrective actions	Q1	3 days														
	Q2															
	Q3															
	Q4															

DIRECTORATE			FINANCE		2019/2020 Targets										Baseline	
Department/ Directorate	Program Driver	Key Performance Area	IDP Objective	Key Performance Indicator	Annual Target	Revised Target	30/9/19		31/12/19		31/3/20		30/6/20		30 June 2018	30 June 2019
							Target	Actual	Target	Actual	Target	Actual	Target	Actual		
Finance	All Directors	Financial Viability and Management	SOD 6.5 To manage supply chain management services to ensure proper systems, policies and procedures and control for demand, acquisition, logistics and disposal management	Number of days for the preparation of tender reports by leading departments from closing date of tender	30		30	30	30	30	30		30		-	-
Comment and corrective actions	Q1	Done within 30 days														
	Q2	Leading Department Reports were completed and resubmitted within 30 days of SCM completing preliminary checks on tender documents submitted														
	Q3															
	Q4															
Finance	All Directors	Financial Viability and Management	SOD 6.5 To manage supply chain management services to ensure proper systems, policies and procedures and control for demand, acquisition, logistics and disposal management	Number of days for the adjudication of tender from closing date	100		100	80	100	80	100		100		-	-
Comment and	Q1	80 days for adjudication of tender from closing date														
	Q2	All bids adjudicated within 80 days from closing date of tender														

DIRECTORATE			FINANCE		2019/2020 Targets										Baseline	
Department/ Directorate	Program Driver	Key Performance Area	IDP Objective	Key Performance Indicator	Annual Target	Revised Target	30/9/19		31/12/19		31/3/20		30/6/20		30 June 2018	30 June 2019
							Target	Actual	Target	Actual	Target	Actual	Target	Actual		
corrective actions	Q3															
	Q4															
Finance	All Directors	Financial Viability and Management	SOD 6.5 To manage supply chain management services to ensure proper systems, policies and procedures and control for demand, acquisition, logistics and disposal management	Number of meetings on the implementation of the procurement plan	6		1	2	2	2	2		1		-	-
Comment and corrective actions	Q1	2 Meetings on implementation of procurement plan														
	Q2	The implementation of the procurement plan is discussed at Top Management Meetings. 2 Meetings														
	Q3															
	Q4															
Finance	CFO	Financial Viability and Management	SOD 6.6 To manage supply chain management services to ensure proper systems, policies and procedures and control for demand, acquisition, assets and disposal management	Number of reports submitted on dysfunctional and redundant movable assets to be disposed of submitted to Council by 31 August 2019	1		1	0	-	-	-		-		1	-

DIRECTORATE			FINANCE		2019/2020 Targets										Baseline	
Department/ Directorate	Program Driver	Key Performance Area	IDP Objective	Key Performance Indicator	Annual Target	Revised Target	30/9/19		31/12/19		31/3/20		30/6/20		30 June 2018	30 June 2019
							Target	Actual	Target	Actual	Target	Actual	Target	Actual		
Comment and corrective actions	Q1	No reports submitted														
	Q2	No Target set for Q2														
	Q3															
	Q4															
Finance	CFO	Financial Viability and Management	SOD 6.7 To administer assets management and lease registers	Number of Municipal land audits conducted by 31 December 2019	1		-	-	1		-		-		-	-
Comment and corrective actions	Q1	No target for Q1														
	Q2															
	Q3															
	Q4															
Finance	CFO	Financial Viability and Management	SOD 6.7 To administer assets management and lease registers	Number of municipal land registers completed by 31 December 2019	1		-	1	1	1	-		-		-	-
Comment and	Q1	No target for Q1 but Land register completed														
	Q2	Land Register completed during Q1														

DIRECTORATE			FINANCE		2019/2020 Targets										Baseline	
Department/ Directorate	Program Driver	Key Performance Area	IDP Objective	Key Performance Indicator	Annual Target	Revised Target	30/9/19		31/12/19		31/3/20		30/6/20		30 June 2018	30 June 2019
							Target	Actual	Target	Actual	Target	Actual	Target	Actual		
corrective actions	Q3															
	Q4															
Finance	CFO	Financial Viability and Management	SOD 6.7 To administer assets management and lease registers	Number of meetings of the Land Advisory Committee	6		2	1	1		2		1		-	-
Comment and corrective actions	Q1	1 Meeting of Land Advisory Committee														
	Q2															
	Q3															
	Q4															
Finance	CFO	Financial Viability and Management	SOD 6.7 To administer assets management and lease registers	Number of service providers appointed for the insurance of municipal assets by 30 October 2019	1		-	-	1		-		-		-	-
Comment and corrective actions	Q1	No target for Q1														
	Q2															
	Q3															

DIRECTORATE			**FINANCE**		2019/2020 Targets										Baseline	
Department/ Directorate	Program Driver	Key Performance Area	IDP Objective	Key Performance Indicator	Annual Target	Revised Target	30/9/19		31/12/19		31/3/20		30/6/20		30 June 2018	30 June 2019
							Target	Actual	Target	Actual	Target	Actual	Target	Actual		
	Q4															
Finance	CFO	Financial Viability and Management	SOD 6.7 To administer assets management and lease registers	Number of reports on insurance claims submitted to Finance Portfolio Committee (Bi-Monthly reports)	6		1	0	2		2		1		-	-
Comment and corrective actions	Q1	No reports submitted														
	Q2															
	Q3															
	Q4															
Finance	CFO	Financial Viability and Management	SOD 6.7 To administer assets management and lease registers	% of insurance claims finalized within 90 days of incident	100%		100%	80%	100%		100%		100%		-	-
Comment and corrective actions	Q1	80% claims finalized within 90 days														
	Q2															
	Q3															
	Q4															

DIRECTORATE			FINANCE		2019/2020 Targets										Baseline	
Department/ Directorate	Program Driver	Key Performance Area	IDP Objective	Key Performance Indicator	Annual Target	Revised Target	30/9/19		31/12/19		31/3/20		30/6/20		30 June 2018	30 June 2019
							Target	Actual	Target	Actual	Target	Actual	Target	Actual		
Finance	CFO	Financial Viability and Management	SOD 6.7 To administer assets management and lease registers	Update and validate all municipal lease agreements by 31 December 2019	1		-	-	1		-		-		-	-
Comment and corrective actions	Q1	No target for Q1														
	Q2															
	Q3															
	Q4															

DIRECTORATE INFRASTRUCTURE AND ENGINEERING: PROCUREMENT PLAN IMPLEMENTATION: CAPITAL PROJECTS

Capital Budget Item	Program Driver	Project Number	Budget 2019/20	Annual expenditure target	Revised Target	2019/20 Targets							
						30/09/19		31/12/19		31/3/20		30/06/20	
						Target	Actual	Target	Actual	Target	Actual	Target	Actual
INFRASTRUCTURE AND ENGINEERING													
Machinery and Equipment	Dir I&E	PC1002	330 000	90%		% Budget expenditure		% Budget expenditure		% Budget expenditure		% Budget expenditure	
Comment and corrective actions						-		-		-		90%	
Q1	Purchasing Items on quotation basis									Item submitted to BSC		Leading Department Tender evaluation report submitted to SCM	
Q2	Purchasing Items on quotation basis												
Q3													
Q4						-		-		10/01/20		20/03/20	
Q4													
Vehicles	Dir I&E	CP21	2 600 000	90%		% Budget expenditure		% Budget expenditure		% Budget expenditure		% Budget expenditure	
Comment and corrective actions						-		45%	100%	45%			
Q1	Tender 19/2019 awarded – Awaiting TLB Delivery. Written Notice to deliver within 7 days as per Tender requirements					Item submitted to BSC		Leading Department Tender evaluation report submitted to SCM					
Q2	8xTLB delivered on 28 October 2019, Value of order R8 249 725												
Q3													
Q4						28/6/19		11/10/19					
Energy and Demand Side Management	Dir I&E	PC1002	3 478 261	90%		% Budget expenditure		% Budget expenditure		% Budget expenditure		% Budget expenditure	
Comment and corrective actions						-		-	-	-	-	100%	
Q1	Tender advertised 14 August, closed 06th September 2019. Evaluation stage currently.									Item submitted to BSC		Leading Department Tender evaluation report submitted to SCM	
Q2	Purchase orders issued 14 December 2019, Delivery scheduled for February 2020, payment on delivery												

Capital Budget Item	Program Driver	Project Number	Budget 2019/20	Annual expenditure target	Revised Target	2019/20 Targets 30/09/19 Target	30/09/19 Actual	31/12/19 Target	31/12/19 Actual	31/3/20 Target	31/3/20 Actual	30/06/20 Target	30/06/20 Actual
Q3						-		-		14/08/2019		17/10/19	
Q4													
New overhead lines 66kv overheadlines(Jbay to Melk	Dir I&E	PC1008	1 800 000	90%		% Budget expenditure		% Budget expenditure		% Budget expenditure		% Budget expenditure	
Comment and corrective actions						-	-	25%	0%	50%		15%	
Q1	Tender documents had to be adjusted to comply with Eskom's new specifications. A site meetings was held on the 08/10/19 between Kouga and Eskom to clarify issues on site. Eskom required new structure designs and height measurements. Document to be ready by 25/10/19					Item forecast to be submitted to BSC 25/10/19		Leading Department Tender evaluation report submitted to SCM					
Q2	Approval on specifications from ESKOM received January 2020, BSC 24 January 2020 and tender advertised 31 January 2020					25/10/19		-		-		-	
Q3													
Q4													
Upgrading of the Ses Vista Wastewater Treatment Wo	Dir I&E	PC608	15 859 937	90%		% Budget expenditure		% Budget expenditure		% Budget expenditure		% Budget expenditure	
Comment and corrective actions						25%	28%	25%	38%	30%		10%	
Q1	R 4,495,450.30 certified for payment end Sept 2019Only R 1 452,837.06 PD) Procurement concluded prior years.					Item submitted to BSC		Leading Department Tender evaluation report submitted to SCM					
Q2	R10 565 526 payments certified for December 2019												
Q3													
Q4						-	-	-	-	-		-	

Capital Budget Item	Program Driver	Project Number	Budget 2019/20	Annual expenditure target	Revised Target	2019/20 Targets 30/09/19 Target	30/09/19 Actual	31/12/19 Target	31/12/19 Actual	31/3/20 Target	31/3/20 Actual	30/06/20 Target	30/06/20 Actual
Upgrading of Gravel Roads in Jeffreys Bay	Dir I&E	PC075	363 655	90%		% Budget expenditure		% Budget expenditure		% Budget expenditure		% Budget expenditure	
Comment and corrective actions						-		-		25%		55%	
Q1	MIG Project Planning Phase only					Item submitted to BSC				Leading Department Tender evaluation report submitted to SCM			
Q2	Project submitted to COGTA for approval 13 November 2019												
Q3													
Q4						3/09/19	-			13/01/20			
Patensie Sewage Package Plant	Dir I&E	PC011	4 429 441	90%		% Budget expenditure		% Budget expenditure		% Budget expenditure		% Budget expenditure	
Comment and corrective actions						-		-		35%		55%	
Q1	MIG Funded project					Item submitted to BSC		Leading Department Tender evaluation report submitted to SCM					
Q2													
Q3													
Q4						28/06/19		11/10/19		-		-	
Upgrade Sanitation System Old Hankey	Dir I&E	PC012	434 783	90%		% Budget expenditure		% Budget expenditure		% Budget expenditure		% Budget expenditure	
Comment and corrective actions						-	-	-	-	-		90%	
Q1	No Target set for Q1									Item submitted to BSC		Leading Department Tender evaluation report submitted to SCM	
Q2	No Target set for Q2 Planning phase only, consultant concluded prior years												
Q3													
Q4						-	-	-	-	15/01/20		30/03/20	
LV Networks (Informal Areas, Electrification/illegal	Dir I&E		1 000 000	90%		% Budget expenditure		% Budget expenditure		% Budget expenditure		% Budget expenditure	
Comment and corrective actions						-		10%		45%		35%	
Q1	Tender advertised, closed 24/10/2019					Item submitted to BSC							

Capital Budget Item	Program Driver	Project Number	Budget 2019/20	Annual expenditure target	Revised Target	2019/20 Targets							
						30/09/19		31/12/19		31/3/20		30/06/20	
						Target	Actual	Target	Actual	Target	Actual	Target	Actual
Q2	Tender served at BEC 31 January 2020, supply and delivery of materials							Leading Department Tender evaluation report submitted to SCM					
Q3													
Q4						25/7/19		06/09/19					
Pump Station Capital	Dir I&E	CP37	750 000	90%		% Budget expenditure		% Budget expenditure		% Budget expenditure		% Budget expenditure	
Comment and corrective actions						-		-		10%		80%	
Q1								Item submitted to BSC		Leading Department Tender evaluation report submitted to SCM			
Q2													
Q3													
Q4								17/10/19		13/1/20			
Security Camera	Dir I&E	PCA002	200 000	90%		% Budget expenditure		% Budget expenditure		% Budget expenditure		% Budget expenditure	
Comment and corrective actions						-		45%		45%		-	
Q1	In Process of obtaining quotes					Item submitted to BSC		Leading Department Tender evaluation report submitted to SCM					
Q2													
Q3													
Q4						19/7/19		30/9/19					
Fencing of Jeffreys Bay and Kruisfontein Reservoir	Dir I&E	PC506	1 500 000	90%		% Budget expenditure		% Budget expenditure		% Budget expenditure		% Budget expenditure	
Comment and corrective actions						-		-		-		90%	
Q1	Orders No 109682 issued 17/09/2019 for fencing of Hankey WWTW Order No 109681 issued 17/09/2019 for fencing Jeffreys Bay Reservoir									Item submitted to BSC		Leading Department Tender evaluation report submitted to SCM	
Q2	Fencing of Jeffreys Bay Reservoir and installation of gates complete. Payment made to service provider on 17/12/2019												
Q3													
Q4						-	-	-		20/1/20		23/3/20	-

Capital Budget Item		Program Driver	Project Number	Budget 2019/20	Annual expenditure target	Revised Target	2019/20 Targets 30/09/19 Target	30/09/19 Actual	31/12/19 Target	31/12/19 Actual	31/3/20 Target	31/3/20 Actual	30/06/20 Target	30/06/20 Actual
										-				
Roads Capital		Dir I&E		1 500 000	90%		% Budget expenditure		% Budget expenditure		% Budget expenditure		% Budget expenditure	
Comment and corrective actions							-		-		45%		45%	
Q1	Item to appoint professional service provider to be tabled at BAC (Tender for design, EIA etc.						Item submitted to BSC		Leading Department Tender evaluation report submitted to SCM					
Q2	Appointment letter dated 30 October 2019, Professional service provider appointed, project inception meeting held on 18 November 2019 (Duine Road Extension)													
Q3														
Q4							26/7/19		30/10/19					
Bucket Eradication Programme		Dir I&E	PC1015	2 300 000	90%		% Budget expenditure		% Budget expenditure		% Budget expenditure		% Budget expenditure	
Comment and corrective actions							-		-		-		90%	
Q1	Tender 49/2019 for the Supply and Delivery of Mobile Ablution Facilities awarded on 27 June 2019. Order no 1086600 was issued on 31/07/2019 for two units, with was delivered on 5 Aug 2019 for purpose to familiarise ward Cllr.										Item submitted to BSC		Leading Department Tender evaluation report submitted to SCM	
Q2	Order number 110911 for the supply and delivery of 20 mobile ablution facilities issued, value of order 2 140 150, awaiting delivery of units													
Q3														
Q4							-	-	-	-	6/3/20	-	29/5/20	
St Francis bulk main outfall sewer		Dir I&E	PC014	500 000	90%		% Budget expenditure		% Budget expenditure		% Budget expenditure		% Budget expenditure	
Comment and corrective actions							-		-		35%		55%	
Q1									Item submitted to BSC		Leading Department Tender evaluation			
Q2	Liaise with Dept Environmental Affairs for authorization for new route as planned route runs through wetlands													

Capital Budget Item		Program Driver	Project Number	Budget 2019/20	Annual expenditure target	Revised Target	2019/20 Targets 30/09/19 Target	30/09/19 Actual	31/12/19 Target	31/12/19 Actual	31/3/20 Target	31/3/20 Actual	30/06/20 Target	30/06/20 Actual
Q3											report submitted to SCM			
Q4							-		17/10/19	-	13/12/19	-	-	
Sewer REPLACE OLD PUMPS		Dir I&E	PC015	750 000	90%		% Budget expenditure		% Budget expenditure		% Budget expenditure		% Budget expenditure	
Comment and corrective actions							-		-		35%		55%	
Q1	Item to appoint professional service provider to be tabled at BAC. Tender for design, EIA etc.						Item submitted to BSC		Leading Department Tender evaluation report submitted to SCM					
Q2	Appointment letter dated 30 October 2019, professional service provider appointed, inception meeting held 18 November 2019													
Q3							20/9/19	-	13/12/19	-	-		-	
Q4														
Electrical replacement of old and dangerous switch gear Saffery Sub station Humansdorp		Dir I&E	PC004	2 000 000	90%		% Budget expenditure		% Budget expenditure		% Budget expenditure		% Budget expenditure	
Comment and corrective actions							-		10%		40%		30%	
Q1	No Target set form Q1: Tender not ready at this stage, Kenneth seeking specifications to proceed.						Item submitted to BSC		Leading Department Tender evaluation report submitted to SCM					
Q2	Tender cancelled due to complexity of specifications, professional service needed to compile document. Money transferred to cable installation in Humansdorp and vehicles													
Q3														
Q4							15/11/19	-	18/01/19					
Electrical Replacement of old mv cables to		Dir I&E	PC005	1 200 000	90%		% Budget expenditure		% Budget expenditure		% Budget expenditure		% Budget expenditure	

Capital Budget Item	Program Driver	Project Number	Budget 2019/20	Annual expenditure target	Revised Target	2019/20 Targets 30/09/19 Target	30/09/19 Actual	31/12/19 Target	31/12/19 Actual	31/3/20 Target	31/3/20 Actual	30/06/20 Target	30/06/20 Actual
main substation Humansdorp													
Comment and corrective actions						-		10%		40%		40%	
Q1	No Target set for Q1					Item submitted to BSC		Leading Department Tender evaluation report submitted to SCM					
Q2	**Document prepared for BEC meeting scheduled for 6 January 2020**												
Q3													
Q4						08/10/2019	-	21/11/19	-				
Electrical supply of tri switches St francis Bay	Dir I&E	PC006	200 000	90%		% Budget expenditure		% Budget expenditure		% Budget expenditure		% Budget expenditure	
Comment and corrective actions						-		10%		80%		-	
Q1						Item submitted to BSC		Leading Department Tender evaluation report submitted to SCM					
Q2	7 day notice procurement					16/8/19	-	18/10/19	-				
Q3													
Q4													
Electrical Supply auto recloser St Francis Bay	Dir I&E	PC007	400 000	90%		% Budget expenditure		% Budget expenditure		% Budget expenditure		% Budget expenditure	
Comment and corrective actions						-	-	-		30%		60%	
Q1	No target set for Q1							Item submitted to BSC		Leading Department Tender evaluation report submitted to SCM			
Q2	2/11/2019 BSC, to be advertised 3 February 2020												
Q3													
Q4						-	-	31/10/19	-	24/1 /20	6/1/20		
Electrical Mini sub station 22	Dir I&E	PC008	700 000	90%		% Budget expenditure		% Budget expenditure		% Budget expenditure		% Budget expenditure	

Capital Budget Item	Program Driver	Project Number	Budget 2019/20	Annual expenditure target	Revised Target	2019/20 Targets							
						30/09/19		31/12/19		31/3/20		30/06/20	
						Target	Actual	Target	Actual	Target	Actual	Target	Actual
000/11000/400 St Francis Bay													
Comment and corrective actions						-		-		90%		-	
Q1						Item submitted to BSC		Leading Department Tender evaluation report submitted to SCM					
Q2	Completed 31/01/20												
Q3													
Q4						27/7/19		18/10/19		-		-	
Electrical 5 MV 22000/11000 transformer	Dir I&E	PC009	1 400 000	90%		% Budget expenditure		% Budget expenditure		% Budget expenditure		% Budget expenditure	
Comment and corrective actions						-		-		-		90%	
Q1	Tender to be prepared for submission 29/11/2019							Item submitted to BSC		Leading Department Tender evaluation report submitted to SCM			
Q2	Tender to be advertised on 31/1 202 for 14 days on urgent procurement					-	-	29/11/19	-	13/3/20		-	
Q3													
Q4													
Electrical Oil circuit breakers replacement with vacuum or gas breakers	Dir I&E	PC0010	800 000	90%		% Budget expenditure		% Budget expenditure		% Budget expenditure		% Budget expenditure	
Comment and corrective actions						-		-		35%		55%	
Q1	Tender to be prepared for submission to BSC 2019					Item submitted to BSC		Leading Department Tender evaluation report submitted to SCM					
Q2	Scheduled for submission to BSC on 7 February 2020												
Q3													

Capital Budget Item	Program Driver	Project Number	Budget 2019/20	Annual expenditure target	Revised Target	2019/20 Targets							
						30/09/19		31/12/19		31/3/20		30/06/20	
						Target	Actual	Target	Actual	Target	Actual	Target	Actual
Q4						01/11/19	-	19/12/19	-				
Purchase storage containers (3)	Dir I&E	CP096	200 000	90%		% Budget expenditure		% Budget expenditure		% Budget expenditure		% Budget expenditure	
Comment and corrective actions						-		-		-		90%	
Q1										Item submitted to BSC		Leading Department Tender evaluation report submitted to SCM	
Q2	Specifications prepared for submission to BSC on 7/1/20 7 day tender												
Q3													
Q4						-	-	-		10/1/20	7/1/20	1/3/20	
KwaNomzamo Wastewater Treatment Works	Dir I&E	PC010	8 695 652	90%		% Budget expenditure		% Budget expenditure		% Budget expenditure		% Budget expenditure	
Comment and corrective actions						-		-		35%		55%	
Q1	Consultant appointed on 2 Aug 2019. Conditional assessment of existing works undertaken and report received 13/09/2019. Draft tender document received 8 Oct 2019.Discussion re tender document between KM and Prof Service provider held on 10 Oct 2019. Tender document envisage to BSC 18 Oct 2019.					Item submitted to BSC		Leading Department Tender evaluation report submitted to SCM					
Q2	Tender advertised under notice number 222/2019 on 1 November 2019. Compulsory clarification meeting held on 18 November 2019. Tender closed on 13 December 2019					31/10/19	-	24/1/20					
Q3													
Q4													
Humansdorp, Kruisfontein and Ocean View Electrification	Dir I&E	PC003	5 219 130	90%		% Budget expenditure		% Budget expenditure		% Budget expenditure		% Budget expenditure	

Capital Budget Item	Program Driver	Project Number	Budget 2019/20	Annual expenditure target	Revised Target	2019/20 Targets 30/09/19 Target	30/09/19 Actual	31/12/19 Target	31/12/19 Actual	31/3/20 Target	31/3/20 Actual	30/06/20 Target	30/06/20 Actual
Comment and corrective actions						-		10%		30%		50%	
Q1						Item submitted to BSC		Leading Department Tender evaluation report submitted to SCM					
Q2	BEC no quorum on 17/10/2019, contractor appointed 28/10 2019, contractor to move on site 14 January 2020												
Q3													
Q4						16/08/19	-	1710/19	-				
High Mast Lights	Dir I&E	CP1999	1 200 000	90%		% Budget expenditure		% Budget expenditure		% Budget expenditure		% Budget expenditure	
Comment and corrective actions						-		10%		75%		5%	
Q1	Tender currently advertised and closing 22/10/19					Item submitted to BSC		Leading Department Tender evaluation report submitted to SCM					
Q2	Served at BEC on 30/1/20												
Q3													
Q4						20/09/19	-	05/11/19	-				

DIRECTORATE INFRASTRUCTURE AND ENGINEERING: IDP RELATED INDICATORS

DIRECTORATE			INFRASTRUCTURE AND ENGINEERING		2019/2020 Targets										Baseline	
Department/ Directorate	Program Driver	Key Performance Area	IDP Objective	Key Performance Indicator	Annual Target	Revised Target	30/9/19 Target	30/9/19 Actual	31/12/19 Target	31/12/19 Actual	31/3/20 Target	31/3/20 Actual	30/6/20 Target	30/6/20 Actual	30 June 2018	30 June 2019
Infrastructure & Engineering	Director I&E	Infrastructure and Basic Service Delivery	SOD2.1 To manage the rendering of water services and to provide bulk and potable water and sanitation services to the community	% households in formal residential areas with Access to potable Water	100%		100%	100%	100%	100%	100%		100%		100%	100%
Comment and corrective actions	Q1	100%														
	Q2	100%														
	Q3															
	Q4															
Infrastructure & Engineering	Director I&E	Infrastructure and Basic Service Delivery	SOD2.1 To manage the rendering of water services and to provide bulk and potable water and sanitation services to the community	% of informal households within the urban edge with access to water within 200m	100%		100%	100%	100%	100%	100%		100%		100%	100%
Comment and corrective actions	Q1	100%														
	Q2	100%														
	Q3															
	Q4															

DIRECTORATE			INFRASTRUCTURE AND ENGINEERING		2019/2020 Targets										Baseline	
Department/ Directorate	Program Driver	Key Performance Area	IDP Objective	Key Performance Indicator	Annual Target	Revised Target	30/9/19 Target	30/9/19 Actual	31/12/19 Target	31/12/19 Actual	31/3/20 Target	31/3/20 Actual	30/6/20 Target	30/6/20 Actual	30 June 2018	30 June 2019
Infrastructure & Engineering	Director I&E	Infrastructure and Basic Service Delivery	SOD2.1 To manage the rendering of water services and to provide bulk and potable water and sanitation services to the community	% of Clinics within the Urban edge have access to water	100%		100%	100%	100%	100%	100%		100%		100%	100%
Comment and corrective actions	Q1	100%														
	Q2	100%														
	Q3															
	Q4															
Infrastructure & Engineering	Director I&E	Infrastructure and Basic Service Delivery	SOD2.1 To manage the rendering of water services and to provide bulk and potable water and sanitation services to the community	% of Schools within the Urban edge with access to water	100%		100%	100%	100%	100%	100%		100%		100%	100%
Comment and corrective actions	Q1	100%														
	Q2	100%														
	Q3															
	Q4															

DIRECTORATE			INFRASTRUCTURE AND ENGINEERING		2019/2020 Targets										Baseline	
Department/ Directorate	Program Driver	Key Performance Area	IDP Objective	Key Performance Indicator	Annual Target	Revised Target	30/9/19		31/12/19		31/3/20		30/6/20		30 June 2018	30 June 2019
							Target	Actual	Target	Actual	Target	Actual	Target	Actual		
Infrastructure & Engineering	Director I&E	Infrastructure and Basic Service Delivery	SOD2.1 To manage the rendering of water services and to provide bulk and potable water and sanitation services to the community	Number of Water demand/ conservation management loss reduction programs completed by 31 October 2019	1		1	-	-	-	-		-		-	-
Comment and corrective actions	Q1	No Target set for Q1: Current WCDM being implemented under drought funded projects														
	Q2	No Target set for Q2: Current WCDM being implemented under drought funded projects														
	Q3															
	Q4															
Infrastructure & Engineering	Director I&E	Infrastructure and Basic Service Delivery	SOD2.1 To manage the rendering of water services and to provide bulk and potable water and sanitation services to the community	% water losses	35%		36%	35%	36%		36%		35%		35%	32%
Comment and corrective actions	Q1	35%														
	Q2															
	Q3															
	Q4															

DIRECTORATE			INFRASTRUCTURE AND ENGINEERING		2019/2020 Targets										Baseline	
Department/ Directorate	Program Driver	Key Performance Area	IDP Objective	Key Performance Indicator	Annual Target	Revised Target	30/9/19		31/12/19		31/3/20		30/6/20		30 June 2018	30 June 2019
							Target	Actual	Target	Actual	Target	Actual	Target	Actual		
Infrastructure & Engineering	Director I&E	Infrastructure and Basic Service Delivery	SOD2.1 To manage the rendering of water services and to provide bulk and potable water and sanitation services to the community	% capital Expenditure on Water Infrastructure Projects	100%		5%	12.73%	25%	43.06%	40%		30%		95%	100%
Comment and corrective actions	Q1	12.73%														
	Q2	43.06%														
	Q3															
	Q4															
Infrastructure & Engineering	Director I&E	Infrastructure and Basic Service Delivery	SOD2.1 To manage the rendering of water services and to provide bulk and potable water and sanitation services to the community	% Expenditure of water supply infrastructure repairs and maintenance budget	100%		5%	12.73%	25%	43.06%	40%		30%			
Comment and corrective actions	Q1	12.73%														
	Q2	43.06%														
	Q3															
	Q4															

DIRECTORATE			**INFRASTRUCTURE AND ENGINEERING**		2019/2020 Targets										Baseline	
Department/ Directorate	Program Driver	Key Performance Area	IDP Objective	Key Performance Indicator	Annual Target	Revised Target	30/9/19		31/12/19		31/3/20		30/6/20		30 June 2018	30 June 2019
							Target	Actual	Target	Actual	Target	Actual	Target	Actual		
Infrastructure & Engineering	Director I&E	Infrastructure and Basic Service Delivery	SOD2.1 To manage the rendering of water services and to provide bulk and potable water and sanitation services to the community	Number of Buckets sanitation converted from Bucket sanitation to a more acceptable level of sanitation (Stofwolk, Thornhill, Sea Vista, Ocean View, Kwanomzamo	1500		-	-	250	-	1000		250		0	1500
Comment and corrective actions	Q1	No target set for Q1. 2 X Mobile ablution facilities delivered in Aug for inspection. Clarity still outstanding (1) if targeted communities will accept these structures (2) as to how these structures will be cleaned and maintained once erected on site.														
	Q2	20 Mobile ablution facilities ordered, awaiting delivery														
	Q3															
	Q4															
Infrastructure & Engineering	Director I&E	Infrastructure and Basic Service Delivery	SOD2.1 To manage the rendering of water services and to provide bulk and potable water and sanitation services to the community	% of households in formal residential areas with access to Sanitation Services	100%		100%	100%	100%	100%	100%		100%		100%	100%
Comment and	Q1	100%														
	Q2	100%														

DIRECTORATE			INFRASTRUCTURE AND ENGINEERING		2019/2020 Targets										Baseline	
Department/ Directorate	Program Driver	Key Performance Area	IDP Objective	Key Performance Indicator	Annual Target	Revised Target	30/9/19		31/12/19		31/3/20		30/6/20		30 June 2018	30 June 2019
							Target	Actual	Target	Actual	Target	Actual	Target	Actual		
corrective actions	Q3															
	Q4															
Infrastructure & Engineering	Director I&E	Infrastructure and Basic Service Delivery	SOD2.1 To manage the rendering of water services and to provide bulk and potable water and sanitation services to the community	% of Clinics within the Urban edge with access to Sanitation services	100%		100%	100%	100%	100%	100%		100%		100%	100%
Comment and corrective actions	Q1	100%														
	Q2	100%														
	Q3															
	Q4															
Infrastructure & Engineering	Director I&E	Infrastructure and Basic Service Delivery	SOD2.1 To manage the rendering of water services and to provide bulk and potable water and sanitation services to the community	% of schools within the Urban edge with access to Sanitation services	100%		100%	100%	100%	100%	100%		100%		100%	100%
Comment and corrective actions	Q1	100%														
	Q2	100%														
	Q3															

DIRECTORATE			**INFRASTRUCTURE AND ENGINEERING**		2019/2020 Targets										Baseline	
Department/ Directorate	Program Driver	Key Performance Area	IDP Objective	Key Performance Indicator	Annual Target	Revised Target	30/9/19		31/12/19		31/3/20		30/6/20		30 June 2018	30 June 2019
							Target	Actual	Target	Actual	Target	Actual	Target	Actual		
	Q4															
Infrastructure & Engineering	Director I&E	Infrastructure and Basic Service Delivery	SOD2.1 To manage the rendering of water services and to provide bulk and potable water and sanitation services to the community	% capital Budget Expenditure on Internally funded Sanitation capital Projects	100%		5%	5.46%	25%	49.38%	40%		30%		-	100%
Comment and corrective actions	Q1	5.46%														
	Q2	49.38%														
	Q3															
	Q4															
Infrastructure & Engineering	Director I&E	Infrastructure and Basic Service Delivery	SOD2.1 To manage the rendering of water services and to provide bulk and potable water and sanitation services to the community	% expenditure of sanitation infrastructure repairs and maintenance budget	100%		5%	16.52%	25%	60.88%	40%		30%		-	100%
Comment and corrective actions	Q1	16.52%														
	Q2	60.88%														
	Q3															
	Q4															

DIRECTORATE			**INFRASTRUCTURE AND ENGINEERING**		2019/2020 Targets										Baseline	
Department/ Directorate	Program Driver	Key Performance Area	IDP Objective	Key Performance Indicator	Annual Target	Revised Target	30/9/19		31/12/19		31/3/20		30/6/20		30 June 2018	30 June 2019
							Target	Actual	Target	Actual	Target	Actual	Target	Actual		
Infrastructure & Engineering	Director I&E	Infrastructure and Basic Service Delivery	SD 2.2 To manage the provisioning of electrical services	% electricity losses	17%		18%	-	18%	-	17%		17%		18%	12%
Comment and corrective actions	Q1	Electrical meter inspections continue to curb losses and close down on consumers stealing electricity, the installation of prepaid meters to non-paying consumers. The reviewing of the terms of the prepaid vending tender. The tender to electrify illegal settlements went out to start with the electrification and to curb losses.														
	Q2	Meter inspections continued, prepaid monitoring system installed at technical department, prepaid meters replaced with split phase smart meters.														
	Q3															
	Q4															
Infrastructure & Engineering	Director I&E	Infrastructure and Basic Service Delivery	SD 2.2 To manage the provisioning of electrical services	% formal Residential Households Serviced by Kouga have access to Electrical services	100%		100%	100%	100%	100%	100%		100%		100%	100%
Comment and corrective actions	Q1	100% The tender for electrification of 200 houses in currently undergoing evaluation. R 6 million was allocated towards this project by DoE on the IMEP program.														
	Q2	100%														
	Q3															
	Q4															

DIRECTORATE			INFRASTRUCTURE AND ENGINEERING		2019/2020 Targets										Baseline	
Department/ Directorate	Program Driver	Key Performance Area	IDP Objective	Key Performance Indicator	Annual Target	Revised Target	30/9/19		31/12/19		31/3/20		30/6/20		30 June 2018	30 June 2019
							Target	Actual	Target	Actual	Target	Actual	Target	Actual		
Infrastructure & Engineering	Director I&E	Infrastructure and Basic Service Delivery	SD 2.2 To manage the provisioning of electrical services	% of clinics within the urban edge have access to electricity	100%		100%	100%	100%	100%	100%		100%		100%	100%
Comment and corrective actions	Q1	100% clinics within the Kouga area are supplied with electricity.														
	Q2	100%														
	Q3															
	Q4															
Infrastructure & Engineering	Director I&E	Infrastructure and Basic Service Delivery	SD 2.2 To manage the provisioning of electrical services	% of schools within the urban edge have access to electricity	100%		100%	100%	100%	100%	100%		100%		100%	100%
Comment and corrective actions	Q1	100% schools in the Kouga area is supplied with electricity.														
	Q2	100%														
	Q3															
	Q4															

DIRECTORATE			INFRASTRUCTURE AND ENGINEERING		2019/2020 Targets										Baseline	
Department/ Directorate	Program Driver	Key Performance Area	IDP Objective	Key Performance Indicator	Annual Target	Revised Target	30/9/19		31/12/19		31/3/20		30/6/20		30 June 2018	30 June 2019
							Target	Actual	Target	Actual	Target	Actual	Target	Actual		
Infrastructure & Engineering	Director I&E	Infrastructure and Basic Service Delivery	SD 2.2 To manage the provisioning of electrical services	% Capital Budget Expenditure on Internally funded Electrical Infrastructure projects	100%		0%	0%	30%	-	40%		30%		95%	95%
		No Target set for Q1: R 9 million, internal funding on Capital projects.														
		Most projects are scheduled for completion in 3rd quarter and spending will increase														
Infrastructure & Engineering	Director I&E	Infrastructure and Basic Service Delivery	SD 2.2 To manage the provisioning of electrical services	% expenditure on DOE grant	100%		5%	0%	25%	10%	40%		30%		95%	100%
Comment and corrective actions	Q1	0% expenditure: Tender currently being evaluated, and appointment will be made end of October 2019.														
	Q2	Contractor on site, all material ordered, and expenditure will increase drastically in quarter 3, currently at 10%														
	Q3															
	Q4															

DIRECTORATE			INFRASTRUCTURE AND ENGINEERING		2019/2020 Targets										Baseline	
Department/ Directorate	Program Driver	Key Performance Area	IDP Objective	Key Performance Indicator	Annual Target	Revised Target	30/9/19		31/12/19		31/3/20		30/6/20		30 June 2018	30 June 2019
							Target	Actual	Target	Actual	Target	Actual	Target	Actual		
Infrastructure & Engineering	Director I&E	Infrastructure and Basic Service Delivery	SD 2.2 To manage the provisioning of electrical services	% expenditure of electrical infrastructure repairs and maintenance budget	100%		5%	68%	25%	68% (Q1)	40%		30%		95%	100%
Comment and corrective actions	Q1	Maintenance budget has already spent up to 68% due to repairs and vandalism at the ocean view substation and normal service delivery programs.														
	Q2	68% expenditure Q1														
	Q3															
	Q4															
Infrastructure & Engineering	Director I&E	Infrastructure and Basic Service Delivery	SOD 2.3 To Manage the construction, repair and maintenance of roads and storm water systems	Number of roads master plans developed by 30 June 2020	1		-	-	-	-	-		1		-	-
Comment and corrective actions	Q1	No Target set for Q1: RRAMS in place. We are in process of following procurement process for a Water Master Plan. Tender document completed.														
	Q2	No Target set for Q2														
	Q3															
	Q4															

DIRECTORATE			INFRASTRUCTURE AND ENGINEERING		2019/2020 Targets										Baseline	
Department/ Directorate	Program Driver	Key Performance Area	IDP Objective	Key Performance Indicator	Annual Target	Revised Target	30/9/19		31/12/19		31/3/20		30/6/20		30 June 2018	30 June 2019
							Target	Actual	Target	Actual	Target	Actual	Target	Actual		
Infrastructure & Engineering	Director I&E	Infrastructure and Basic Service Delivery	SOD 2.3 To Manage the construction, repair and maintenance of roads and storm water systems	% Capital budget expenditure for the construction of roads	100%		5%	5.40%	25%	12.10%	40%		30%		-	100%
Comment and corrective actions	Q1	5.40%														
	Q2	12.10%														
	Q3															
	Q4															
Infrastructure & Engineering	Director I&E	Infrastructure and Basic Service Delivery	SOD 2.3 To Manage the construction, repair and maintenance of roads and storm water systems	% Planned road construction completed	100%		-	-	5%	-	60%		35%		-	100%
Comment and corrective actions	Q1	No target set for Q1														
	Q2															
	Q3															
	Q4															
Infrastructure & Engineering	Director I&E	Infrastructure and Basic	SOD 2.3 To Manage the construction, repair and	% of households within the urban Edge with access to	100%		100%	100%	100%	100%	100%		100%		New	100%

DIRECTORATE			INFRASTRUCTURE AND ENGINEERING		2019/2020 Targets										Baseline	
Department/ Directorate	Program Driver	Key Performance Area	IDP Objective	Key Performance Indicator	Annual Target	Revised Target	30/9/19		31/12/19		31/3/20		30/6/20		30 June 2018	30 June 2019
							Target	Actual	Target	Actual	Target	Actual	Target	Actual		
		Service Delivery	maintenance of roads and storm water systems	gravel or graded roads												
Comment and corrective actions	Q1	100% of households within the urban have access to graded gravel roads.														
	Q2	100%														
	Q3															
	Q4															
Infrastructure & Engineering	Director I&E	Infrastructure and Basic Service Delivery	SOD 2.3 To Manage the construction, repair and maintenance of roads and storm water systems	% reduction in Road Infrastructure requiring upgrade	1%		-	-	-	-	-		1%		New	1%
Comment and corrective actions	Q1	No target set for Q1														
	Q2	No Target set for Q2														
	Q3															
	Q4															
Infrastructure & Engineering	Director I&E	Infrastructure and Basic Service Delivery	SOD 2.3 To Manage the construction, repair and maintenance of roads and storm water systems	% expenditure of roads infrastructure repairs and maintenance budget	90%		15%	5.39%	40%	31.01%	30%		15%		New	-

DIRECTORATE			INFRASTRUCTURE AND ENGINEERING		2019/2020 Targets										Baseline	
Department/ Directorate	Program Driver	Key Performance Area	IDP Objective	Key Performance Indicator	Annual Target	Revised Target	30/9/19		31/12/19		31/3/20		30/6/20		30 June 2018	30 June 2019
							Target	Actual	Target	Actual	Target	Actual	Target	Actual		
Comment and corrective actions	Q1	5.39%														
	Q2	31.01%														
	Q3															
	Q4															
Infrastructure & Engineering	Director I&E	Infrastructure and Basic Service Delivery	SOD 2.3 To Manage the construction, repair and maintenance of roads and storm water systems	% expenditure of storm water infrastructure repairs and maintenance budget	90%		15%	9.38%	40%	50.78%	30%		15%		New	-
Comment and corrective actions	Q1	9.38%														
	Q2	50.78%														
	Q3															
	Q4															
Infrastructure & Engineering	Director I&E	Infrastructure and Basic Service Delivery	SOD 2.4 To manage the coordination and implementation of project management processes with regard to engineering projects (MIG)	% MIG expenditure	100%		5%	-	40%	-	30%		25%		100%	100%

DIRECTORATE			INFRASTRUCTURE AND ENGINEERING		2019/2020 Targets										Baseline	
Department/ Directorate	Program Driver	Key Performance Area	IDP Objective	Key Performance Indicator	Annual Target	Revised Target	30/9/19		31/12/19		31/3/20		30/6/20		30 June 2018	30 June 2019
							Target	Actual	Target	Actual	Target	Actual	Target	Actual		
Comment and corrective actions	Q1	An amount of R8,275,304.70 was certified for payment up to end September 2019 of which only R 5,232,692.06 has been paid														
	Q2	An amount of R15 415 001 was certified for payment up to end December 2019														
	Q3															
	Q4															

DIRECTORATE PLANNING, DEVELOPMENT AND TOURISM: PROCUREMENT PLAN IMPLEMENTATION: CAPITAL PROJECTS

Capital Budget Item	Program Driver	Project Number	Budget 2019/20	Annual expenditure target	Revised Target	2019/20 Targets							
						30/09/19		31/12/19		31/3/20		30/06/20	
						Target	Actual	Target	Actual	Target	Actual	Target	Actual
PLANNING DEVELOPMENT AND TOURISM													
Furniture and equipment	Dir PDT	CP54	200	90%		% Budget expenditure		% Budget expenditure		% Budget expenditure		% Budget expenditure	
Comment and corrective actions						-		-		90%			
Q1	The Specifications approved at BSC. Tender advertised.					Item submitted to BSC		Leading Department Tender evaluation report submitted to SCM					
Q2													
Q3													
Q4						16/7/19		30/9/19					
Mini Fresh Food and Craft Markets in Jeffrey's Bay & Hankey	Dir PDT	CP31	1 220	90%		% Budget expenditure		% Budget expenditure		% Budget expenditure		% Budget expenditure	
Comment and corrective actions						-		-		45%		45%	

Capital Budget Item	Program Driver	Project Number	Budget 2019/20	Annual expenditure target	Revised Target	2019/20 Targets							
						30/09/19		31/12/19		31/3/20		30/06/20	
						Target	Actual	Target	Actual	Target	Actual	Target	Actual
Q1	The target not met pending approval of designs.					Item submitted to BSC		Leading Department Tender evaluation report submitted to SCM					
Q2													
Q3													
Q4						28/6/19		30/8/19					

DIRECTORATE PLANNING, DEVELOPMENT AND TOURISM: PROCUREMENT PLAN IMPLEMENTATION: OPERATIONAL

Operational Budget Item	Program Driver	Project Number	Budget 2019/20	Annual expenditure target	Revised Target	2019/20 Targets							
						30/09/19		31/12/19		31/3/20		30/06/20	
						Target	Actual	Target	Actual	Target	Actual	Target	Actual
PLANNING AND DEVELOPMENT													
Precinct Plans, JB, HD, SFB	Dir PDT	OP1	600 000	90%		% Budget expenditure		% Budget expenditure		% Budget expenditure		% Budget expenditure	
Comment and corrective actions						-		-		25%		65%	
Q1	The Specifications drafted. The item did not serve at BSC in this quarter, item going to BSC on 25 October 2019.					Item submitted to BSC		Leading Department Tender evaluation report submitted to SCM					
Q2													
Q3													
Q4						20/9/19		13/12/19		-		-	
Professional Service Panel	Dir PDT	OP207	3 000 000	90%		% Budget expenditure		% Budget expenditure		% Budget expenditure		% Budget expenditure	
Comment and corrective actions						-		-		45%		45%	
Q1	The item served at BSC on 20 September 2019.					Item submitted to BSC		Leading Department Tender evaluation report submitted to SCM					
Q2													
Q3													
Q4						26/7/19		20/11/19		-		-	
Land Audit	Dir PDT	OP1	300 000	90%		% Budget expenditure		% Budget expenditure		% Budget expenditure		% Budget expenditure	
Comment and corrective actions						-		-		25%		65%	
Q1	The Specifications drafted. The item did not serve at BSC in this quarter, item going to BSC on 25 October 2019.					Item submitted to BSC		Leading Department Tender evaluation report submitted to SCM					
Q2													
Q3													
Q4						11/7/19		30/9/19		-		-	
ILUS (Land Use Scheme)	Dir PDT	PO705	210 400	90%		% Budget expenditure		% Budget expenditure		% Budget expenditure		% Budget expenditure	
Comment and corrective actions						-		25%		40%		25%	

Operational Budget Item	Program Driver	Project Number	Budget 2019/20	Annual expenditure target	Revised Target	2019/20 Targets							
						30/09/19		31/12/19		31/3/20		30/06/20	
						Target	Actual	Target	Actual	Target	Actual	Target	Actual
Q1	The item was submitted to BSC The Terms of Reference were submitted to BSC meeting on 27 September 2019.					Item submitted to BSC		Leading Department Tender evaluation report submitted to SCM					
Q2													
Q3													
Q4						16/7/19		19/9/19		-		-	

DIRECTORATE PLANNING DEVELOPMENT AND TOURISM: IDP RELATED INDICATORS

DIRECTORATE			PLANNING, DEVELOPMENT AND TOURISM		2019/2020 Targets										Baseline	
Department/ Directorate	Program Driver	Key Performance Area	IDP Objective	Key Performance Indicator	Annual Target	Revised Target	30/9/19		31/12/19		31/3/20		30/6/20		30 June 2018	30 June 2019
							Target	Actual	Target	Actual	Target	Actual	Target	Actual		
Planning and Development	Director P,D&T	Infrastructure and Basic Service Delivery	SOD 3.1 To manage the rendering of spatial and land use planning, surveying, valuations and building control services	% of building plans finalized within 30 days of submission of a compliant plan	100%		100%	100%	100%	100%	100%		100%		100%	100%
Comment and corrective actions	Q1	The target met. Compliant building plans approved within time.														
	Q2	100%														
	Q3															
	Q4															

DIRECTORATE			PLANNING, DEVELOPMENT AND TOURISM		2019/2020 Targets										Baseline	
Department/ Directorate	Program Driver	Key Performance Area	IDP Objective	Key Performance Indicator	Annual Target	Revised Target	30/9/19		31/12/19		31/3/20		30/6/20		30 June 2018	30 June 2019
							Target	Actual	Target	Actual	Target	Actual	Target	Actual		
Planning and Development	Director P,D&T	Infrastructure and Basic Service Delivery	SOD 3.1 To manage the rendering of spatial and land use planning, surveying, valuations and building control services	% of land use applications finalized within 60 days of a compliant submission	100%		100%	100%	100%		100%		100%		100%	100%
Comment and corrective actions	Q1	The target is met. The MPT convened on 31 August 2019 to approve compliant applications that cannot be approved by Authorised Official.														
	Q2															
	Q3															
	Q4															
Planning and Development	Director P,D&T	Infrastructure and Basic Service Delivery	SOD 3.1 To manage the rendering of spatial and land use planning, surveying, valuations and building control services	No. Informal Settlements Formalized by 30 June 2020	1		-	-	-	-	-		1		New	1
Comment and corrective actions	Q1	No target for this Quarter. Application for the NUSP Grant was submitted to the Department of Human Settlements and approved on 2020/ 21 (April 2020) Business Plan of the Department. The Department is further in a process to formalize (Process for electrification and interim services for Stofwolk residences).														
	Q2	No Target set for Q2. Stofwolk formalization in progress. NUSP Grant approved for upgrading of informal settlements..														

DIRECTORATE			PLANNING, DEVELOPMENT AND TOURISM		2019/2020 Targets										Baseline	
Department/ Directorate	Program Driver	Key Performance Area	IDP Objective	Key Performance Indicator	Annual Target	Revised Target	30/9/19		31/12/19		31/3/20		30/6/20		30 June 2018	30 June 2019
							Target	Actual	Target	Actual	Target	Actual	Target	Actual		
	Q3															
	Q4															
Planning and Development	Director P,D&T	Infrastructure and Basic Service Delivery	SOD 3.2 To manage the funding, administration of housing projects and administration of housing processes of housing applications provisioning to ensure proper service delivery to the community	Number of housing audits completed by 30 June 2020	1		-	-	-	-	-		1		-	1
Comment and corrective actions	Q1	No target for this Quarter.														
	Q2	No Target set for Q2														
	Q3															
	Q4															
Planning and Development	Director P,D&T	Infrastructure and Basic Service Delivery	SOD 3.2 To manage the funding, administration of housing projects and administration of housing processes of housing applications provisioning to ensure proper service delivery to the community	Number of service providers appointed by 30 June 2020 for the review of the Human Settlement Plan	1		-	-	-	-	-		1		-	-

DIRECTORATE			PLANNING, DEVELOPMENT AND TOURISM		2019/2020 Targets										Baseline	
Department/ Directorate	Program Driver	Key Performance Area	IDP Objective	Key Performance Indicator	Annual Target	Revised Target	30/9/19		31/12/19		31/3/20		30/6/20		30 June 2018	30 June 2019
							Target	Actual	Target	Actual	Target	Actual	Target	Actual		
Comment and corrective actions	Q1	No target for this Quarter.														
	Q2	No Target set for Q2. Tender published (Notice No. 219/2019) and closed on 02/12/2019.														
	Q3															
	Q4															
Planning and Development	Director P,D&T	Local Economic Development	SOD 3.3 To plan and develop a coherent and integrated framework for local economic development and tourism	Number of LED Strategies reviewed by 30 June 2020	1		-	-	-	-	-		1		0	1
Comment and corrective actions	Q1	No Target for this Quarter. The LED Strategy Steering Committee convened on 01 August 2019. The Stakeholder engagement was held on the week of 19 – 23 August 2019. A draft LED Strategy report has been submitted for technical inputs and comments .														
	Q2	No Target set for Q2. Draft LED Strategy Report in place. Stakeholder workshop will be held on the														
	Q3															
	Q4															
Planning and Development	Director P,D&T	Local Economic Development	SOD 3.3 To plan and develop a coherent and integrated framework for local economic development and tourism	Number of LED Forum meetings	4		1	1	1	1	1		1		4	4
	Q1	The LED forum was held on 18 July 2019.														

DIRECTORATE			PLANNING, DEVELOPMENT AND TOURISM		2019/2020 Targets										Baseline	
Department/ Directorate	Program Driver	Key Performance Area	IDP Objective	Key Performance Indicator	Annual Target	Revised Target	30/9/19		31/12/19		31/3/20		30/6/20		30 June 2018	30 June 2019
							Target	Actual	Target	Actual	Target	Actual	Target	Actual		
Comment and corrective actions	Q2	LED forum held on 05 October 2019														
	Q3															
	Q4															
Planning and Development	Director P,D&T	Local Economic Development	SOD 3.3 To plan and develop a coherent and integrated framework for local economic development and tourism	% expenditure of Budget for LED Programs and Projects	100%		15%	19%	50%	36%	25%		10%			100%
Comment and corrective actions	Q1	19% expenditure on LED Budget.														
	Q2	36% expenditure on LED Budget														
	Q3															
	Q4															
Planning and Development	Director P,D&T	Local Economic Development	SOD 3.3 To plan and develop a coherent and integrated framework for local economic development and tourism	Number of jobs created through capital projects and LED initiatives	550		50	-	400	50	50		50		736	
Comment and corrective actions	Q1															
	Q2	50 Jobs were created through Community Public Works Programme.														
	Q3															

DIRECTORATE			**PLANNING, DEVELOPMENT AND TOURISM**		2019/2020 Targets										Baseline	
Department/ Directorate	Program Driver	Key Performance Area	IDP Objective	Key Performance Indicator	Annual Target	Revised Target	30/9/19 Target	30/9/19 Actual	31/12/19 Target	31/12/19 Actual	31/3/20 Target	31/3/20 Actual	30/6/20 Target	30/6/20 Actual	30 June 2018	30 June 2019
	Q4															
Planning and Development	Director P,D&T	Local Economic Development	SOD 3.3 To plan and develop a coherent and integrated framework for local economic development and tourism	Number of jobs Created through PPP	20		-	75	5	33	10		1		New	20
Comment and corrective actions	Q1	No Target set for Q1 Approximately 334 job opportunities created through Winterfest. 25 Jobs through Calamari Festival.														
	Q2	33 Jobs through the Calamari Festival (Excluding stalls). 40 Jobs through Wine Tasting event														
	Q3															
	Q4															
Planning and Development	Director P,D&T	Local Economic Development	SOD 3.3 To plan and develop a coherent and integrated framework for local economic development and tourism	Number of SMME training programs provided	4		1	-	1	-	1		1		4	4
Comment and corrective actions	Q1	Kouga Municipality (LED) co-hosted a supplier day with DEDEAT on 07 August 2019 which is a Capacity Building platform for SMME's to access opportunities in the Renewable energy sector. The event benefited 89 SMME's from Kouga LM.														
	Q2	Kouga Municipality (LED) co-hosted a workshop with DEDEAT on 28 November 2019 which is platform for SMME's to access funding through the ISIQALO YOUTH FUNDING initiative. The event benefited 66 SMME's from Kouga LM.														
	Q3															

DIRECTORATE			**PLANNING, DEVELOPMENT AND TOURISM**		2019/2020 Targets										Baseline	
Department/ Directorate	Program Driver	Key Performance Area	IDP Objective	Key Performance Indicator	Annual Target	Revised Target	30/9/19		31/12/19		31/3/20		30/6/20		30 June 2018	30 June 2019
							Target	Actual	Target	Actual	Target	Actual	Target	Actual		
	Q4															

DIRECTORATE CORPORATE SERVICES: PROCUREMENT PLAN IMPLEMENTATION: CAPITAL PROJECTS

Capital Budget Item	Program Driver	Project Number	Budget 2019/20	Annual expenditure target	Revised Target	2019/20 Targets							
						30/09/19		31/12/19		31/3/20		30/06/20	
						Target	Actual	Target	Actual	Target	Actual	Target	Actual
CORPORATE SERVICES													
Library upgrade Corporate Services	Dir Corp	CP56	100 000	90%		% Budget expenditure		% Budget expenditure		% Budget expenditure		% Budget expenditure	
Comment and corrective actions						-		-		45%		45%	
Q1	• As at 31 July - Specifications to Serve at BSC week 26 – 30 Aug 2019 • As at 31 August, 7 day noticed specs have been completed for submission to BSC • As at 30 Sept 2019, specs for High Density filing cabinets were approved by BSC					Item submitted to BSC		Leading Department Tender evaluation report submitted to SCM.					
Q2	• Report finalized 24 October 2019 • Requisition prepared 25 October 2019 for amount of R122 824.00 • As at 30 November 2019 order was given to bidder, cabinets will be fitted between January 2020 and February 2020												
Q3													
Q4						27/9/19	26/8/19	29/11/19	24/10/19				
Buildings	Dir Corp	CP30	1 000 000	90%		% Budget expenditure		% Budget expenditure		% Budget expenditure		% Budget expenditure	
Comment and corrective actions						-		-		45%		45%	
Q1	• As at 31 July 2019 - Building Assessment completed. Item to serve at 3 September portfolio Committee • At 31 August 2019, minor repairs have commenced, using I&E Maintenance Team. Tenders specs being finalised by Snr Auxiliary Officer • As at 30 Sept 2019, repairs in administrative buildings and Cllrs offices have been on-going and fencing of the main building has been completed: . High Density filing system has been approved at BSC and will be advertised 1st week in Oct					Item submitted to BSC		Leading Department Tender evaluation report submitted to SCM.		17.8%			

Capital Budget Item	Program Driver	Project Number	Budget 2019/20	Annual expenditure target	Revised Target	2019/20 Targets							
						30/09/19		31/12/19		31/3/20		30/06/20	
						Target	Actual	Target	Actual	Target	Actual	Target	Actual
	. Laminated flooring specs served at BSC but was referred back to include Functionality. Will serve again at BSC 1st week in Oct . Painting Tender – Specs being formulated . Blinds – Draft specifications have been formulated . Trellidor – Draft specs have been formulated for submission to BSC 1st week in Oct. . Burglar proofing – Draft specs formulated. To serve at BSC by end of Oct . Signage – Awaiting finalisation of design												
Q2	• Drafted tender have been put on hold, until the SCM Policy (With SMME/LED Policy) have been workshopped and approved. To allow geographical location for specific tenders. Tenders on hold: ○ Laminate Flooring ○ Tiling ○ Trelidoors ○ Blinds ○ Burglar proofing ○ Installation of carpets (Mayors Office) ○ Painting ○ Quotes will be obtained to procure above which is of high priority • Ongoing R&M for Cllr Offices and Administration Buildings. As at 30 November 12019 the following has been completed: ○ Painting of main building ○ Tiling Ward 13 ○ Fitment of door Ward 6 ○ General plumbing work Patensie Main building and Cllr Office ○ Painting Ward 13 ○ Installation of burglar cage geyser at Patensie Main building												

Capital Budget Item	Program Driver	Project Number	Budget 2019/20	Annual expenditure target	Revised Target	2019/20 Targets							
						30/09/19		31/12/19		31/3/20		30/06/20	
						Target	Actual	Target	Actual	Target	Actual	Target	Actual
	○ Installation of sink and cupboard Patensie Main building ○ Fencing Ward 9 Office (Repairs) • As at 31 December 2019 the following has been completed: ○ Wheelchair ramp installation Hankey Main building ○ Installation of blinds Wards 4, 5, 6 and 10 • As at 31 December 2019 the following is in progress ○ Jeffreys Bay and Hankey Main Offices, Electrical work ○ Kitchen cupboards for HR kitchen ○ Plumbing Ward 7 ○ Laminate floors Ward 10 ○ St Francis Bay Main Office painting (exterior)												
Q3	•					2/10/19		19/12/19					
Q4	•												
EDMS	Dir Corp	PC201	540 506	90%		% Budget expenditure		% Budget expenditure		% Budget expenditure		% Budget expenditure	
Comment and corrective actions						-		-		45%		45%	
Q1	• As at 31 July 2019 - the execution of the EDMS is linked to the implementation of SAP. Once a decision is taken on the use of SAP, this will inform on the direction of the EDMS • As at 31 August 2019 - revised SAP quotation is waited from BCX. A quote was requested from SITA. • At 30 September 2019, a revised quotation was received from BCX as requested from the consultant. However, at a formal quotation request from the Municipality, further discount may be obtained. Before the latter is initiated clarity must be given regarding a Sec 110 MFMA procurement feasibility as BCX will not be able to Tender if the					Item submitted to BSC							

Capital Budget Item	Program Driver	Project Number	Budget 2019/20	Annual expenditure target	Revised Target	2019/20 Targets							
						30/09/19		31/12/19		31/3/20		30/06/20	
						Target	Actual	Target	Actual	Target	Actual	Target	Actual
	Municipality had engaged with them and had requested a formal quotation. SITA is still in the process of obtaining a quote from SAP. The approach in respect of the EDMS depends on what the outcome of SAP is.												
Q2	• As at 31 October 2019, no progress recorded • As at 30 November 2019 a deviation has been prepared to acquire the Metro File EDMS i.e. datastore software is needed to access the scanned documents which was scanned by Metrofile into their EDMS format • As at 31 December 2019 a deviation document has been prepared and signed by the MM to acquire the Metrofile EDMS system as Metrofile was appointed via tender to scan and store all Kouga documents and the documents are being scanned into their system that has a unique file format.												
Q3													
Q4						26/7/19		31/10/19 kkk					
Biometric system	Dir Corp	PC2001	130 000	90%		% Budget expenditure		% Budget expenditure		% Budget expenditure		% Budget expenditure	
Comment and corrective actions						-		25%		25%		40%	
Q1	• As at 31 July 2019, the item is at BEC for Evaluation • As at 31 August 2019, BEC has still not made a recommendation to BAC. BEC failed to meet on several occasions • As at 30 September 2019, the Biometric System tender has been awarded.					Item submitted to BSC		Leading Department Tender evaluation report submitted to SCM.					
Q2	• As at 21 October 2019, 14-day cooling period has ended. ○ Discussions are being held for information required to roll out biometric system. • As at 30 November 2019 Discussions are being held for information required to roll out biometric system.												

Capital Budget Item	Program Driver	Project Number	Budget 2019/20	Annual expenditure target	Revised Target	2019/20 Targets							
						30/09/19		31/12/19		31/3/20		30/06/20	
						Target	Actual	Target	Actual	Target	Actual	Target	Actual
	• As at 31 December 2019 the information for the roll out of the system has been collected and the implementation is scheduled for January-February 2020												
Q3													
Q4						29/3/19		15/7/19					

DIRECTORATE CORPORATE SERVICES: PROCUREMENT PLAN IMPLEMENTATION: OPERATIONAL PROJECTS

Operational Budget Item	Program Driver	Project Number	Budget 2019/20	Annual expenditure target	Revised Target	2019/20 Targets							
						30/09/19		31/12/19		31/3/20		30/06/20	
						Target	Actual	Target	Actual	Target	Actual	Target	Actual
CORPORATE SERVICES													
Document Imaging and Storing	Dir Corp	OP1	2 000 000	90%		% Budget expenditure		% Budget expenditure		% Budget expenditure		% Budget expenditure	
Comment and corrective actions						-		30%		30%		30%	
Q1	• As at 31 August 2019, Tender Awarded • At 30 September 2019 the Service provider has commenced with the sorting and transporting of documents from Patensie, Hankey and Jeffreys Bay (HO) to their premises.					Item submitted to BSC		Leading Department Tender evaluation report submitted to SCM.					
Q2	• As at 31 October 2019 Metrofile has finalized sorting documents in Patensie and Hankey. • As at 30 November 2019 the process is 40% completed												

Operational Budget Item	Program Driver	Project Number	Budget 2019/20	Annual expenditure target	Revised Target	2019/20 Targets							
						30/09/19		31/12/19		31/3/20		30/06/20	
						Target	Actual	Target	Actual	Target	Actual	Target	Actual
	• As at 31 December 2019 1 500 000 documents have been scanned and stored												
Q3													
Q4						-		-		-		-	
EAP	Dir Corp	OP206	Operational	90%		% Budget expenditure		% Budget expenditure		% Budget expenditure		% Budget expenditure	
Comment and corrective actions						-		30%		30%		30%	
Q1	• As at 31 July 2019 - Service Provider appointed. • As at 30 September 2019, Service Provider has conducted Roadshows					Item submitted to BSC		Leading Department Tender evaluation report submitted to SCM					
Q2	• As at 31 October 2019 roadshows and awareness programmes are ongoing • As at 30 November 2019 roadshows and awareness programmes are ongoing • As at 31 December 2019 roadshows and awareness programmes are ongoing												
Q3													
Q4						-		31/7/19	Service Provider appointed	-		-	
Medical Surveillance	Dir Corp	OP1	Operational	90%		% Budget expenditure		% Budget expenditure		% Budget expenditure		% Budget expenditure	
Comment and corrective actions						-		30%		30%		30%	
Q1	• As at 31 July 2019, Item referred to BEC for recommendation to BAC • As at 31 August 2019, Service Provider appointed					Item submitted to BSC		Leading Department Tender evaluation report submitted to SCM					
Q2	• As at 31 October 2019, The service provider is on site • As at 30 November 2019, 74 medicals have occurred • As at 31 December 2019, 198 medicals have occurred												
Q3													

Operational Budget Item	Program Driver	Project Number	Budget 2019/20	Annual expenditure target	Revised Target	2019/20 Targets							
						30/09/19		31/12/19		31/3/20		30/06/20	
						Target	Actual	Target	Actual	Target	Actual	Target	Actual
Q4						-		31/8/19	Service Provider appointed	-		-	
Cleaning Services	Dir Corp	OP1	Operational	90%		% Budget expenditure		% Budget expenditure		% Budget expenditure		% Budget expenditure	
Comment and corrective actions						-		30%		30%		30%	
Q1	• As at 31 July - Tender advertised. The lead dept and SCM are busy with the preliminary evaluation • As at 31 August 2019, the tender is still awaiting evaluation by BEC • As at 3o September 2019, the tender was awarded conditionally.					Item submitted to BSC		Leading Department Tender evaluation report submitted to SCM.					
Q2	• As at 30 October 2019, 14 day cooling period still in progress and shall close on 8 November 2019 • As at November 2019, cleaning services put on hold As at 31 December 2019, cleaning services still on hold												
Q3													
Q4						-		30/7/19		-		-	

DIRECTORATE CORPORATE SERVICES: IDP RELATED INDICATORS

DIRECTORATE			CORPORATE SERVICES		2019/2020 Targets										Baseline	
Department/ Directorate	Program Driver	Key Performance Area	IDP Objective	Key Performance Indicator	Annual Target	Revised Target	30/9/19 Target	30/9/19 Actual	31/12/19 Target	31/12/19 Actual	31/3/20 Target	31/3/20 Actual	30/6/20 Target	30/6/20 Actual	30 June 2018	30 June 2019
Corporate Services	Dir Corp	Institutional Development and Transformation	SOD 5/1 To render human resources management and support services to the municipality that will sustain the optimum utilization of the municipality's human capital	Number of Organogram reviews by 30 June 2020	1		-	-	-	-	-		1			
Comment and corrective actions	Q1	• No action required as at 31 August 2019 • Proposed amendments submitted by MAYCO														
	Q2	• Service provider appointed to conduct an Organizational Work-Study which includes a review of the Organizational Structure • Phase 1 of the Organizational Work study completed • Phase 2 of the Organizational Work study completed														
	Q3															
	Q4															
Corporate Services	Dir Corp	Institutional Development and Transformation	SOD 5/1 To render human resources management and support services to the municipality that will sustain the optimum utilization of	Vacancy rate for approved Budgeted posts	2.7%		2.7%	2%	2.7%	2.2%	2.7%		2.7%			

DIRECTORATE			CORPORATE SERVICES		2019/2020 Targets										Baseline	
Department/ Directorate	Program Driver	Key Performance Area	IDP Objective	Key Performance Indicator	Annual Target	Revised Target	30/9/19		31/12/19		31/3/20		30/6/20		30 June 2018	30 June 2019
							Target	Actual	Target	Actual	Target	Actual	Target	Actual		
			the municipality's human capital													
Comment and corrective actions	Q1	• 2% Vacancy rate as at 31 July 2019 • 1.6% Vacancy rate as at 31 August 2019 • 1.8% Vacancy rate as at 30 September 2019														
	Q2	• 2.8% Vacancy rate as at 31 October 2019 • 2.1% Vacancy rate as at 30 November 2019 • 2.2% Vacancy rate as at 31 December 2019														
	Q3															
	Q4															
Corporate Se	Dir Corp	Financial Viability and Management	SOD 6.1 To manage and control the implementation of budget policies, systems and procedures, statements and reporting processes to ensure legislative compliance	% Staff cost compared to Operational Budget	35%		35%	7.49%	35%	12.75%	35%		35%		35%	35%
Comment and	Q1	• 5.98% total budget expenditure as 31 July 2019 • 3.94% staff cost to operational budget as at 31 August 2019 • 7.49% staff cost to ops budget as at 30 Sept 2010														

DIRECTORATE			CORPORATE SERVICES		2019/2020 Targets										Baseline	
Department/ Directorate	Program Driver	Key Performance Area	IDP Objective	Key Performance Indicator	Annual Target	Revised Target	30/9/19 Target	30/9/19 Actual	31/12/19 Target	31/12/19 Actual	31/3/20 Target	31/3/20 Actual	30/6/20 Target	30/6/20 Actual	30 June 2018	30 June 2019
corrective actions	Q2	• 10.12% staff costs to Operational Budget as at 31 October 2019 • 12.75% staff costs to Operational Budget as at 30 November 2019 • No info available as Finance Directorate did not respond to the request for information														
	Q3															
	Q4															
Corporate Services	Dir Corp	Institutional Dev and Transformati	SOD 5/1 To render human resources management and support services to the municipality that will sustain the optimum utilization of the municipality's human capital	Number of new appointments as per Equity plan Employed in 3 highest categories of employment	AF 2 AM 2		-	1 AM	2 AM	-	-		AF 2 AM 2		-	-
Comment and corrective actions	Q1	• 1 African Male appointed at Middle Management level as at 31 July 2019 • 2 African Males appointed at Middle Management level as at 31 August 2019 • 1 African Female appointed as Specialised level as at 30 September 2019														
	Q2	• No new appointments as at 31 October 2019 • No new appointments as at 30 November 2019 • No new appointments as at 31 December 2019														
	Q3															
	Q4															

DIRECTORATE			CORPORATE SERVICES		2019/2020 Targets										Baseline	
Department/ Directorate	Program Driver	Key Performance Area	IDP Objective	Key Performance Indicator	Annual Target	Revised Target	30/9/19		31/12/19		31/3/20		30/6/20		30 June 2018	30 June 2019
							Target	Actual	Target	Actual	Target	Actual	Target	Actual		
Corporate Services	Dir Corp	Institutional Dev and Transformati	SOD 5/1 To render human resources management and support services to the municipality that will sustain the optimum utilization of the municipality's human capital	Number of Employment Equity reports submitted to the Dept Labour by 15 February 2020	1		-	-	-	-	1		-		1	1
Comment and corrective actions	Q1	No action required for the Quarter														
	Q2	No action required for the Quarter														
	Q3															
	Q4															
Corporate Services	Dir Corp	Institutional Dev and Transformati	SOD 5/1 To render human resources management and support services to the municipality that will sustain the optimum utilization of	% expenditure of Skills Dev Budget	100%		5%	54%	40%	58.5%	50%		5%			

DIRECTORATE			CORPORATE SERVICES		2019/2020 Targets										Baseline	
Department/ Directorate	Program Driver	Key Performance Area	IDP Objective	Key Performance Indicator	Annual Target	Revised Target	30/9/19		31/12/19		31/3/20		30/6/20		30 June 2018	30 June 2019
							Target	Actual	Target	Actual	Target	Actual	Target	Actual		
			the municipality's human capital													
Comment and corrective actions	Q1	• 24% as at 31 July 2019 • 54% expenditure on skills as at 31 August 2019 as opposed to the target of 5% • 54% expenditure on skills as at 30 September 2019 as opposed to the target of 5%														
	Q2	• 54% expenditure on skills as at 31 October 2019 as opposed to target of 45% • 54% expenditure on skills as at 30 November 2019 as opposed to target of 45% • 58.5% expenditure on skills as at 31 December 2019 as opposed to target of 45%														
	Q3															
	Q4															
Corporate Services	Dir Corp	Institutional Dev and Transformati	SOD 5/1 To render human resources management and support services to the municipality that will sustain the optimum utilization of the municipality's human capital	Number of Work Place Skills Plans submitted to LGSETA by 30 April 2020	1		-	-	-	-	1		-		1	1
Comment and	Q1	• No action required for the quarter														
	Q2	• No action required for the quarter														

DIRECTORATE			CORPORATE SERVICES		2019/2020 Targets										Baseline	
Department/ Directorate	Program Driver	Key Performance Area	IDP Objective	Key Performance Indicator	Annual Target	Revised Target	30/9/19 Target	30/9/19 Actual	31/12/19 Target	31/12/19 Actual	31/3/20 Target	31/3/20 Actual	30/6/20 Target	30/6/20 Actual	30 June 2018	30 June 2019
corrective actions	Q3															
	Q4															
Corporate Services	Dir Corp	Institutional Dev and Transformati	SOD 5/1 To render human resources management and support services to the municipality that will sustain the optimum utilization of the municipality's human capital	Number of OHS Forum meetings held	4		1	3	1	1	1		1		4	4
Comment and corrective actions	Q1	• 2 meetings held on the 8th of July 2019 and 21 August 2019. • Meeting held on the 6th of September 2019.														
	Q2	• Meeting held 12 December 2019														
	Q3															
	Q4															
Corporate Services	Dir Corp	Institutional Dev and Transformati	SOD 5/1 To render human resources management and support services to the	Number of OHS Risk Assessments	1		-	1	-		-		1		-	-

DIRECTORATE			CORPORATE SERVICES		2019/2020 Targets										Baseline	
Department/ Directorate	Program Driver	Key Performance Area	IDP Objective	Key Performance Indicator	Annual Target	Revised Target	30/9/19		31/12/19		31/3/20		30/6/20		30 June 2018	30 June 2019
							Target	Actual	Target	Actual	Target	Actual	Target	Actual		
			municipality that will sustain the optimum utilization of the municipality's human capital	completed by 30 June 2020												
Comment and corrective actions	Q1	• As at 31 July 2019, 1 OHS risk assessment already completed. Target achieved														
	Q2	• As at 31 July 2019, 1 OHS risk assessment already completed. Target achieved														
	Q3	As at 31 July 2019, 1 OHS risk assessment already completed. Target achieved														
	Q4	As at 31 July 2019, 1 OHS risk assessment already completed. Target achieved														
Corporate Services	Dir Corp	Good Governance public Participati	SOD 5.2 To provide professional, effective and efficient administrative support to Council and Administration	% reduction in printing cost of agendas against budgeted amount	10%		2%	-6.25%	2%	-3.64%	2%		4%		-	-
Comment and corrective actions	Q1	• As at 30 Sept 2019 reduction of 51.23% decrease (yearly comparison) • As at 30 September 2019 6.25% decrease (Monthly comparison Aug 19 vs Sept 19)														
	Q2	• As at 31 October 2019 57.83% decrease (Yearly comparison) • As at 31 October 2019 decrease of 9.34% (Monthly comparison Sept 2019 vs Oct 2019) • As at 30 November 2019 decrease of 7.43% (Monthly comparison Oct 19 vs Nov 19) • As at 31 December 2019 decrease of 3.64% (Monthly comparison Nov 19 vs Dec 19)														
	Q3															

DIRECTORATE			CORPORATE SERVICES		2019/2020 Targets										Baseline	
Department/ Directorate	Program Driver	Key Performance Area	IDP Objective	Key Performance Indicator	Annual Target	Revised Target	30/9/19		31/12/19		31/3/20		30/6/20		30 June 2018	30 June 2019
							Target	Actual	Target	Actual	Target	Actual	Target	Actual		
	Q4															
Corporate Services	Dir Corp	Good Governanc public Participati	SOD 5.2 To provide professional, effective and efficient administrative support to Council and Administration	Number of documents imaged and stored off-site	250 000		-	-	-	1 500 000	100 000		150 000		-	-
Comment and corrective actions	Q1	• As at 30 Sept 2019, Metrofile has commenced with the sorting and transporting of documents. The documents of Patensie, Hankey, and the Finance department in Jeffreys Bay are being processed.														
	Q2	• As at 31 December 2019 1 500 000 documents were imaged and stored off-site														
	Q3															
	Q4															
Corporate Services	Dir Corp	Good Governanc public Participati	SOD 5.2 To provide professional, effective and efficient administrative support to Council and Administration	% completion of library conversion	100%		100%	0%	-	0%	-		-		-	-
Comment and corrective actions	Q1	• As at 31 July 2019, Partitioning removed to create HR Archives. Specifications prepared for filing cabinets • As 31 August 2019, the specs have not served at BSC. The initial idea was to piggy-back on specs prepared by SCM, however after research, this was not possible as the generic specs did not meet the requirements of the filing cabinets needed by HR • As at 30 Sept 2019, the specs served at BSC.														
	Q2	• Report finalized 24 October 2019														

DIRECTORATE			**CORPORATE SERVICES**		2019/2020 Targets										Baseline	
Department/ Directorate	Program Driver	Key Performance Area	IDP Objective	Key Performance Indicator	Annual Target	Revised Target	30/9/19		31/12/19		31/3/20		30/6/20		30 June 2018	30 June 2019
							Target	Actual	Target	Actual	Target	Actual	Target	Actual		
		• Requisition drafted 25 October 2019 for an amount of R 122 824.00 • As at 30 November 2019 order given to bidder, bidder will fit cabinets between January and February 2020														
	Q3															
	Q4															
Corporate Services	Dir Corp	Good Governanc public Participati	SOD 5.2 To provide professional, effective and efficient administrative support to Council and Administration	Amount reduction in Telkom Bill against budgeted amount	R60 000		R5 000		R10 000		R15 000		R30 000		-	-
Comment and corrective actions	Q1	• Telkom Bill for July 2019 – R4705.99 • Telkom Bill for August 2019 – Not received at the time of submitting this report • Telkom Bill for September 2019 – Not received at the time of submitting this report. The bill of September still reflects lines that were cancelled, and Telkom has advised that it will be corrected at the September billing run.														
	Q2	• Telkom bill for October 2019 Received credit of R13 505.82 Current balance of account is -R18 569.26 • Telkom bill for November 2019 R14 064.51, current balance of account -R4504.74 • Telkom bill for December 2019 R14 063.48, current balance R9 559.73 (Telkom bills are being investigated by Administration for inaccurate billing)														
	Q3															

DIRECTORATE			CORPORATE SERVICES		2019/2020 Targets										Baseline	
Department/ Directorate	Program Driver	Key Performance Area	IDP Objective	Key Performance Indicator	Annual Target	Revised Target	30/9/19		31/12/19		31/3/20		30/6/20		30 June 2018	30 June 2019
							Target	Actual	Target	Actual	Target	Actual	Target	Actual		
	Q4															

DIRECTORATE COMMUNITY SERVICES

Capital Budget Item	Program Driver	Project Number	Budget 2019/20	Annual expenditure target	Revised Target	**2019/20 Targets**							
						30/09/19		**31/12/19**		**31/3/20**		**30/06/20**	
						Target	**Actual**	**Target**	**Actual**	**Target**	**Actual**	**Target**	**Actual**
COMMUNITY SERVICES													
Vehicles (Traffic)	Dir Com Serv	CP23	800 000	90%		% Budget expenditure		% Budget expenditure		% Budget expenditure		% Budget expenditure	
Comment and corrective actions						-		-		-		90%	
Q1	Procurement of Vehicles (Traffic- Law Enforcement) tender process completed - 3 year tender. Waiting for 4 bakkies and 3 sedans to be delivered.									Item submitted to BSC		Leading Department Tender evaluation report submitted to SCM	
Q2	4 bakkies and 3 vehicles (sedans) delivered.					-		-	-	7/10/20		30/04/20	
Q3													
Q4													
Vehicles (Lifesaving)	Dir Com Serv	CP23/ CP21	1 150 000	90%		% Budget expenditure		% Budget expenditure		% Budget expenditure		% Budget expenditure	

Capital Budget Item	Program Driver	Project Number	Budget 2019/20	Annual expenditure target	Revised Target	2019/20 Targets							
						30/09/19		31/12/19		31/3/20		30/06/20	
						Target	Actual	Target	Actual	Target	Actual	Target	Actual
Comment and corrective actions						-		-		90%			
Q1	Tender for lifesaving and Disaster Vehicles was advertised 19 June 2019 closed 22 July 2019. Notice 116/2019. Must serve at BEC.					Item submitted to BSC		Leading Department Tender evaluation report submitted to SCM					
Q2	Item served at BEC and BAC, where it was adjudicated, and two service providers were appointed Simunye Fleet Management & Masilelo Investments (11 Dec 2019)					2/7/19		30/09/19					
Q3													
Q4													
Vehicles Fire Dept	Dir Com Serv	CP23	3 465 100	90%		% Budget expenditure		% Budget expenditure		% Budget expenditure		% Budget expenditure	
Comment and corrective actions						-		-		-		90%	
Q1	Item served at BSC on 20 September 2019 and was approved to be advertised. (see attached BSC minutes)									Item submitted to BSC		Leading Department Tender evaluation report submitted to SCM	
Q2	Item must serve at BEC on 22 January 2020.					-		-	-	7/01/20	20/09/19	10/04/20	
Q3													
Q4													
Fencing - Hdorp	Dir Com Serv	CP32	1 600 000	90%		% Budget expenditure		% Budget expenditure		% Budget expenditure		% Budget expenditure	

Capital Budget Item	Program Driver	Project Number	Budget 2019/20	Annual expenditure target	Revised Target	2019/20 Targets							
						30/09/19		31/12/19		31/3/20		30/06/20	
						Target	Actual	Target	Actual	Target	Actual	Target	Actual
Comment and corrective actions						-		35%		50%		5%	
Q1	Kruisfontein Civic Centre + Kwanomzamo Hall fencing completed – order number 108839 = 381 800,00 + order number 108838 = 415 725,00 Fencing at Hankey fire station completed – order number 97298 = R 196 667.25					Item submitted to BSC		Leading Department Tender evaluation report submitted to SCM					
Q2	Fencing of the C-Place cemetery ablution block– order 202207 = R79 925.00												
Q3													
Q4						-		-		-		-	
Machinery and Equipment(Grass cutting)	Dir Com Serv	PC1003	600 000	90%		% Budget expenditure		% Budget expenditure		% Budget expenditure		% Budget expenditure	
Comment and corrective actions						-		10%		80%			
Q1	Tender advert for Supply and delivery of grass cutting closed on the 16th September 2019, BEC report to be Submitted to Supply Chain on 16th October 2019.					Item submitted to BSC		Leading Department Tender evaluation report submitted to SCM					
Q2	Report submitted to SCM and waiting for extra documents from Service Providers												
Q3													
Q4						2/07/19		30/09/19	16/10/19				
Machinery and Equipment (Lifesaving)	Dir Com Serv	PC1002	100 00 000	90%		% Budget expenditure		% Budget expenditure		% Budget expenditure		% Budget expenditure	
Comment and corrective actions						-		50%		40%			
Q1	Lifeguard uniform – seven-day notice serve at BSC and was approved on 20 September 2019. Medical equipment – order number. Information sign boards and flags Quade bike seven-day notice served at BSC on 20 September 2019 and was approved to be Advertised.					Item submitted to BSC		Leading Department Tender evaluation report submitted to SCM					
Q2	The quad bike served at BEC on 11 December 2019 and was referred to the leading department. It is set to serve at BEC on 22 January 2020.												
Q3													
Q4						2/07/19		30/09/19					

Capital Budget Item	Program Driver	Project Number	Budget 2019/20	Annual expenditure target	Revised Target	2019/20 Targets							
						30/09/19		31/12/19		31/3/20		30/06/20	
						Target	Actual	Target	Actual	Target	Actual	Target	Actual
Furniture and Equipment (CCTV Cameras)	Dir Com Serv	PC1003	000 500 000	90%		% Budget expenditure		% Budget expenditure		% Budget expenditure		% Budget expenditure	
Comment and corrective actions						-		-		-		90%	
Q1	Notice will serve on the Bid Specification Committee for a 7 day notice									Item submitted to BSC		Leading Department Tender evaluation report submitted to SCM	
Q2	In process, waiting for new specification												
Q3													
Q4						-		-		10/01/20		25/03/20	
Life Guards Beach Tower	Dir Com Serv	PC1004	100 000	90%		% Budget expenditure		% Budget expenditure		% Budget expenditure		% Budget expenditure	
Comment and corrective actions						-		90%		-		-	
Q1	lifeguard towers delivered (completed) order number 109846					Item submitted to BSC		Leading Department Tender evaluation report submitted to SCM					
Q2	Completed												
Q3													
Q4						5/08/19		30/9/19					
Upgrading of Sports Facilities	Dir Com Serv	CP074	3 936 841	90%		% Budget expenditure		% Budget expenditure		% Budget expenditure		% Budget expenditure	
Comment and corrective actions						--		-		40%		50%	
Q1	Upgrade of Sea Vista Sports Field Tender advertised on 13th September 2019.					Item submitted to BSC		Leading Department Tender evaluation report submitted to SCM					
Q2	Tender will be tabled in the BEC in January 2020												
Q3													
Q4						26/08/19		2/12/19					
Upgrading of Kwanomzamo Sports Facility	Dir Com Serv	CP095	5 413 043	90%		% Budget expenditure		% Budget expenditure		% Budget expenditure		% Budget expenditure	
Comment and corrective actions						-		-		40%		50%	

Capital Budget Item	Program Driver	Project Number	Budget 2019/20	Annual expenditure target	Revised Target	2019/20 Targets							
						30/09/19		31/12/19		31/3/20		30/06/20	
						Target	Actual	Target	Actual	Target	Actual	Target	Actual
Q1	Tender advert for Appointment of Consultant for design of Kwanomzamo Sport Filed closed on the 06th August 2019, BEC report submitted to Supply Chain will be discussed at next BEC meeting on 11th October 2019.					Item submitted to BSC		Leading Department Tender evaluation report submitted to SCM					
Q2	Consultant appointed and will start with the designs in January 2020												
Q3													
Q4						26/08/19		2/12/19					
Upgrading of Pellsrus, Kabeljous, Cape St Francis Beach parks	Dir Com Serv	PCA001	450 000	90%		% Budget expenditure		% Budget expenditure		% Budget expenditure		% Budget expenditure	
Comment and corrective actions						-		-		40%		50%	
Q1	**Kabeljous Ablution facility** was repaired and renovated, works included Installation of security gate, painting, erection of aprons and bush clearing around the toilets, Fitting of lock and letches Works at Kabeljouws park commenced, building of Braai Stands, board walk, planting of trees and landscaping in progress. **Cape St Francis Ablution facility,** works included changing of sewerage pipes, backwash paint, installation of a new toilet set					Item submitted to BSC		Leading Department Tender evaluation report submitted to SCM					
Q2	Kabeljouws, Pellsrus and Cape St Francis Ablution facilities upgraded												
Q3													
Q4						5/7/19		14/10/19					

Operational Budget Item	Program Driver	Project Number	Budget 2019/20	Annual expenditure target	Revised Target	2019/20 Targets							
						30/09/19		31/12/19		31/3/20		30/06/20	
						Target	Actual	Target	Actual	Target	Actual	Target	Actual
COMMUNITY SERVICES													
Security Guarding	Dir Com Serv	OP1	1 052 000	90%		% Budget expenditure		% Budget expenditure		% Budget expenditure		% Budget expenditure	
Comment and corrective actions						-		25%		25%		40%	
Q1	Tender will serve on the BAC in October 2019					Item submitted to BSC		Leading Department Tender evaluation report submitted to SCM					
Q2	Security Guarding Tender awarded to Smart Security Monitoring alarms tender awarded to GAP (December 2019)												
Q3													
Q4						-		22/7/19		-		-	
Hire Landfill compactors and waste trucks	Dir Com Serv	OP1	3 500 000	90%		% Budget expenditure		% Budget expenditure		% Budget expenditure		% Budget expenditure	
Comment and corrective actions						-		25%	98%	25%		40%	
Q1	Items submitted to BSC. Tender for landfill compactors will close on the 3 October 2019. Tender for waste trucks still to be advertised before end October 2019.					Item submitted to BSC		Leading Department Tender evaluation report submitted to SCM. Tender to be evaluated					
Q2	Landfill compactor tender at BEC. Due to budget constraints the tender for waste trucks could not be advertised. The funds that was allocated has been used to hire trucks for the department												
Q3													
Q4						5/7/19		11/12/19	20/1/20	-		-	

DIRECTORATE			**COMMUNITY SERVICE**		2019/2020 Targets										Baseline	
Department/ Directorate	Program Driver	Key Performance Area	IDP Objective	Key Performance Indicator	Annual Target	Revised Target	30/9/19		31/12/19		31/3/20		30/6/20		30 June 2018	30 June 2019
							Target	Actual	Target	Actual	Target	Actual	Target	Actual		
Community Services	Dir Com Serv	Infrastructure And Basic Service Delivery	SOD 4.3 To manage the provisioning and maintenance of caravan parks/ resorts, play parks, sports fields, community halls, beaches, public ablution facilities and cemeteries to the community	Number of cemetery design and layout completed by 30 June 2020	2		-	-	-	-	-		2		-	-
Comment and corrective actions	Q1	No Target set for Q1: The Service provider for the development of EIA has been appointed and is busy with the EIA process.														
	Q2	No Target set for Q2: The Service provider for the development of EIA has been appointed and is busy with the EIA process.														
	Q3															
	Q4															
Community Services	Dir Com Serv	Infrastructure And Basic Service Delivery	SOD 4.3 To manage the provisioning and maintenance of caravan parks/ resorts, play parks, sports fields, community halls, beaches, public ablution facilities and cemeteries to the community	Number of cemetery EIA's implemented by 30 June 2020	1		-	-	-	-	-		1		-	1

DIRECTORATE			**COMMUNITY SERVICE**		2019/2020 Targets										Baseline	
Department/ Directorate	Program Driver	Key Performance Area	IDP Objective	Key Performance Indicator	Annual Target	Revised Target	30/9/19		31/12/19		31/3/20		30/6/20		30 June 2018	30 June 2019
							Target	Actual	Target	Actual	Target	Actual	Target	Actual		
Comment and corrective actions	Q1	No Target Set for Q1: The process for the basic assessment process is 18 months. The service provider has assessed the site for Critical Biodiversity, Terrestrial Ecosystem, Groundwater Impact, Archeology and heritage. The Public Participation has been advertised and the application has been lodged with DEDEAT.														
	Q2	No Target set for Q2: Public participation and specialist studies conducted														
	Q3															
	Q4															
Community Services	Dir Com Serv	Infrastructure And Basic Service Delivery	SOD 4.3 To manage the provisioning and maintenance of caravan parks/ resorts, play parks, sports fields, community halls, beaches, public ablution facilities and cemeteries to the community	Number of public ablution facilities upgraded (Pellsrus, Kabeljouws, Cape St Francis)	3		-	-	3	3	-		-		-	
Comment and corrective actions	Q1	**Kabeljous Ablution** facility was repaired and renovated, works included Installation of security gate, painting, erection of aprons and bush clearing around the toilets, Fitting of lock and letches building of Braai Stands, board walk, planting of trees and landscaping in progress. **Cape St Francis** Ablution facility, works included changing of sewerage pipes, backwash paint, installation of a new toilet set														
	Q2	Kabeljouws, Pellsrus and Cape St Francis Ablution facilities upgraded														
	Q3															
	Q4															

DIRECTORATE			COMMUNITY SERVICE		2019/2020 Targets										Baseline	
Department/ Directorate	Program Driver	Key Performance Area	IDP Objective	Key Performance Indicator	Annual Target	Revised Target	30/9/19		31/12/19		31/3/20		30/6/20		30 June 2018	30 June 2019
							Target	Actual	Target	Actual	Target	Actual	Target	Actual		
Community Services	Dir Com Serv	Infrastructure And Basic Service Delivery	SOD 4.3 To manage the provisioning and maintenance of caravan parks/ resorts, play parks, sports fields, community halls, beaches, public ablution facilities and cemeteries to the community	Number of caravan parks upgraded (Yellow woods, Jeffreys Bay)	2		-	-	2	3	-		-		-	2
Comment and corrective actions	Q1	No Target set for Q1: Jeffreys Bay Caravan Park was renovated, works included, - Free State block: Renovation of the whole building (removing and installation of tiles, changing of gyser, painting - Old block: Plumbing, removing and installation of tiles, repairing of lights, fit new door handles and letches, back wash + painting (interior + exterior)														
	Q2	Pellsrus Caravan park was renovated, works included: - Tiling all Chalets and the hall, painting, repairing of the main gate excess, replacement of all electrical boxes, replacement of all curtain tracks , purchasing of new electrical appliances - New card machine and landline been restored for effective bookings Yellow woods Park - Cleaning of the facility - Erection of 3 flood lights - Order for installation of roof, doors 202216 and burglar doors 202214														
	Q3															

DIRECTORATE			**COMMUNITY SERVICE**		2019/2020 Targets										Baseline	
Department/ Directorate	Program Driver	Key Performance Area	IDP Objective	Key Performance Indicator	Annual Target	Revised Target	30/9/19		31/12/19		31/3/20		30/6/20		30 June 2018	30 June 2019
							Target	Actual	Target	Actual	Target	Actual	Target	Actual		
	Q4															
Community Services	Dir Com Serv	Infrastructure And Basic Service Delivery	SOD 4.3 To manage the provisioning and maintenance of caravan parks/ resorts, play parks, sports fields, community halls, beaches, public ablution facilities and cemeteries to the community	Number of community halls upgraded (Kruisfontein Civic, Newton Hall)	2		-	-	1	1	1		-		-	1
Comment and corrective actions	Q1	Renovations at Kwanomzamo Hall, works included: Repairing and painting burnt ceiling, Installation of doors and door frames, painting of hall and outside toilets, installation of galvanized burglar gates, removing of bees at the hall, installation of new toilet seats and Fencing. Work at the Newton hall will start in October 2019, however material for the renovations has been purchased														
	Q2	Works at the Newton Hall commenced														
	Q3															
	Q4															
Community Services	Dir Com Serv	Infrastructure And Basic Service	SOD 4.3 To manage the provisioning and maintenance of caravan parks/ resorts, play parks, sports fields, community halls, beaches, public ablution	Number of chairs and tables procured for community halls	100-T 1000-C		-	-	100-T 1000-C	-	-		-		-	-

DIRECTORATE			COMMUNITY SERVICE		2019/2020 Targets										Baseline	
Department/ Directorate	Program Driver	Key Performance Area	IDP Objective	Key Performance Indicator	Annual Target	Revised Target	30/9/19		31/12/19		31/3/20		30/6/20		30 June 2018	30 June 2019
							Target	Actual	Target	Actual	Target	Actual	Target	Actual		
		Delivery	facilities and cemeteries to the community													
Comment and corrective actions	Q1	Process to start in the 2nd quarter (October – December 2019)														
	Q2	Quotation sourced for tables														
	Q3															
	Q4															
-	Dir Com Serv	Infrastructure And Basic Service Delivery	SOD 4.3 To manage the provisioning and maintenance of caravan parks/ resorts, play parks, sports fields, community halls, beaches, public ablution facilities and cemeteries to the community	Number of sports fields upgraded (Loerie and Thornhill Club Houses)	2		-	-	1	1	1		-		-	-
	Q1	Crowd fence at the Hankey Sportfield was installed														
	Q2	Phillipsville Club house renovated														

DIRECTORATE			COMMUNITY SERVICE		2019/2020 Targets										Baseline	
Department/ Directorate	Program Driver	Key Performance Area	IDP Objective	Key Performance Indicator	Annual Target	Revised Target	30/9/19		31/12/19		31/3/20		30/6/20		30 June 2018	30 June 2019
							Target	Actual	Target	Actual	Target	Actual	Target	Actual		
Comment and corrective actions		Tender to replace the roof at Thornhill Sportfield will serve at Bid Specifications														
	Q3															
	Q4															
Community Services	Dir Com Serv	Infrastructure And Basic Service Delivery	SOD 4.3 To manage the provisioning and maintenance of caravan parks/ resorts, play parks, sports fields, community halls, beaches, public ablution facilities and cemeteries to the community	Number of sports fields upgraded (Pellsrus, Sea Vista, Kwanomzamo)	3		-	-	1	-	1		1		-	1
Comment and corrective actions	Q1	• Specifications for Sea Vista Sports Fields served at BSC on the 26th August 2019. • Tender advert for Appointment of Consultant for design of Kwanomzamo Sport Filed closed on the 06th August 2019, BEC report submitted to Supply Chain and it will be discussed at next meeting (11th October 2019).														
	Q2	Pellsrus Sports Fields upgrading in progress.														
	Q3															

DIRECTORATE			COMMUNITY SERVICE		2019/2020 Targets										Baseline	
Department/ Directorate	Program Driver	Key Performance Area	IDP Objective	Key Performance Indicator	Annual Target	Revised Target	30/9/19		31/12/19		31/3/20		30/6/20		30 June 2018	30 June 2019
							Target	Actual	Target	Actual	Target	Actual	Target	Actual		
	Q4															
Community Services	Dir Com Serv	Infrastructure And Basic Service Delivery	SOD 4.3 To manage the provisioning and maintenance of caravan parks/ resorts, play parks, sports fields, community halls, beaches, public ablution facilities and cemeteries to the community	Number of Play Parks upgraded (Gill Marcus, Arcadia, Kwanomzamo, Kablejouws)	4		1	-	1	-	1		1		-	-
Comment and corrective actions	Q1	Works at Kabeljouws park commenced, building of Braai Stands, board walk, planting of trees and landscaping in progress.														
	Q2	Awaiting for the finalization of tender: 215/2019 SUPPLY AND DELIVERY OF (DIY) SELF-INSTALLATION WOODEN PLAYPARK APPARATUS (JUNGLE GYMS)														
	Q3															
	Q4															

DIRECTORATE			COMMUNITY SERVICE		2019/2020 Targets										Baseline	
Department/ Directorate	Program Driver	Key Performance Area	IDP Objective	Key Performance Indicator	Annual Target	Revised Target	30/9/19		31/12/19		31/3/20		30/6/20		30 June 2018	30 June 2019
							Target	Actual	Target	Actual	Target	Actual	Target	Actual		
Community Services	Dir Com Serv	Infrastructure And Basic Service Delivery	SOD 4.3 To manage the provisioning and maintenance of caravan parks/ resorts, play parks, sports fields, community halls, beaches, public ablution facilities and cemeteries to the community	% budget expenditure on grass cutting and bush clearing equipment	100%		-	-	25%	-	50%		25%		-	-
Comment and corrective actions	Q1	Tender advert for Supply and delivery of grass cutting closed on the 16th September 2019. BEC report to be Submitted to Supply Chain on 16th October 2019.														
	Q2	Report submitted to SCM and waiting for extra documents from Service Providers														
	Q3															
	Q4															
Community Services	Dir Com Serv	Infrastructure and Service Delivery	SOD 4.4 To provide effective and efficient fire and disaster management services	Number of disaster management plans reviewed by 30 June 2020	1		-	-	-	-	-		1		-	-
Comment and corrective actions	Q1	No target set for Q1: Disaster Management plan was sent out for public participation in May 2019. No written comments were received from the public. SBDM appointed a service provider to do a disas management plan for Kouga municipality. The meeting with the service provider will commence on 15 October 2019 with SBDM Service provider. This meeting will include all officials of the M and thereafter the community involvement meeting will be conducted.														

DIRECTORATE			COMMUNITY SERVICE		2019/2020 Targets										Baseline	
Department/ Directorate	Program Driver	Key Performance Area	IDP Objective	Key Performance Indicator	Annual Target	Revised Target	30/9/19 Target	30/9/19 Actual	31/12/19 Target	31/12/19 Actual	31/3/20 Target	31/3/20 Actual	30/6/20 Target	30/6/20 Actual	30 June 2018	30 June 2019
	Q2	No Target set for Q2: The Service provider started with compilation of the draft risk Management plan which will be submitted to Sarah Baartman District Municipality														
	Q3															
	Q4															
Community Services	Dir Com Serv	Infrastructure and Service Delivery	SOD 4.4 To provide effective and efficient fire and disaster management services	Number of meetings of the Disaster Risk Management Forum	4		1	-	1	1	1		1		-	-
Comment and corrective actions	Q1	None reported														
	Q2	One meetings of the Disaster Risk Management Forum took place on the 16 October 2019														
	Q3															
	Q4															
Community Services	Dir Com Serv	Infrastructure And Basic Service Delivery	SOD 4.4 To provide effective and efficient fire and disaster management services	Number of vehicles and equipment procured for lifesaving and fire and disaster (3 vehicles 2 rescue equipment)	5		-	-	3	-	2		-		1	3

DIRECTORATE			COMMUNITY SERVICE		2019/2020 Targets										Baseline	
Department/ Directorate	Program Driver	Key Performance Area	IDP Objective	Key Performance Indicator	Annual Target	Revised Target	30/9/19		31/12/19		31/3/20		30/6/20		30 June 2018	30 June 2019
							Target	Actual	Target	Actual	Target	Actual	Target	Actual		
Comment and corrective actions	Q1	No Target set for Q1: Tender notice for the procurement of one disaster LDV and one lifeguard LDV The procurement of fire fighting vehicles served at the BSC on 20 September 2019 and was approved to be advertised Lifeguard surveillance chairs delivered – DONE Order number 109638 out on 12 September 2019 for the supply and delivery of Hydraulic equipment. Awaiting delivery. Notice number 155/2019 – supply and delivery of fire fighting equipment, advert closed 30 August 2019. Awaiting appointment service providers.														
	Q2	Waiting for delivery on the 2 4X4 LVD's vehicles (Life Saving and Disaster Management) Tender closed for the quad bike														
	Q3															
	Q4															
Community Services	Dir Com Serv	Infrastructure and Basic Service Delivery	SOD 4.4 To provide effective and efficient fire and disaster management services	Number of lifeguards trained	15		-	-	15	25	-		-		-	-
Comment and corrective actions	Q1	Second quarter target.														
	Q2	25 lifeguards were trained from February 2019 – 07 September 2019 and 22 life guards were successful														
	Q3															

DIRECTORATE			COMMUNITY SERVICE		2019/2020 Targets										Baseline	
Department/ Directorate	Program Driver	Key Performance Area	IDP Objective	Key Performance Indicator	Annual Target	Revised Target	30/9/19		31/12/19		31/3/20		30/6/20		30 June 2018	30 June 2019
							Target	Actual	Target	Actual	Target	Actual	Target	Actual		
	Q4															
Community Services	Dir Com Serv	Infrastructure and Basic Service Delivery	SOD 4.5 To provide effective and efficient safety and security services	Number of vehicles procured	3		-	-	3	4	-		-		-	2
Comment and corrective actions	Q1	No Target set for Q1: Procurement of Vehicles (Traffic- Law Enforcement) tender process completed - 3 year tender. Waiting for 4 bakkies and 3 sedans to be delivered.														
	Q2	4 bakkies and 3 sedans delivered.														
	Q3															
	Q4															
Community Services	Dir Com Serv	Infrastructure and Basic Service Delivery	SOD 4.5 To provide effective and efficient safety and security services	Number of stray animals impounded	120		5	12	80	151	15		20		-	-
Comment and corrective actions	Q1	12 stray animals impounded														
	Q2	151 stray animals impounded														
	Q3															
	Q4															

DIRECTORATE			COMMUNITY SERVICE		2019/2020 Targets										Baseline	
Department/ Directorate	Program Driver	Key Performance Area	IDP Objective	Key Performance Indicator	Annual Target	Revised Target	30/9/19		31/12/19		31/3/20		30/6/20		30 June 2018	30 June 2019
							Target	Actual	Target	Actual	Target	Actual	Target	Actual		
Community Services	Dir Com Serv	Infrastructure and Basic Service Delivery	SOD 4.5 To provide effective and efficient safety and security services	% expenditure of budget on procurement of safety equipment	100%		-	-	50%	100%	50%		-		-	-
Comment and corrective actions	Q1	No Target for Q1: Second quarter target however bullet proof vests were procured using the rollover budget of 2018/19														
	Q2	Completed														
	Q3															
	Q4															
Community Services	Dir Com Serv	Infrastructure and Basic Service Delivery	SOD 4.6 To ensure clean and safe environment that is well maintained and managed	% completion of coastal management plan	50%		-	-	-	50%	-		50%		-	-
Comment and corrective actions	Q1	No Target for Q1: A Provincial Coastal Management plan has been drafted and the draft was submitted to Council. The draft includes a portion related to KM. The Coastal Management Plan will be up comments. KM submitted to Provincial department areas, Oyster Bay, St Francis, Jeffreys Bay and Gamtoos where the documents will be placed for public viewing. The public participation process will s quarter and will run parallel with Provincial public participation process														
	Q2	The Coastal Management Plan was published from 12 November 2019 until 13 December 2019 and the reports were placed at Jeffreys Bay Library, Oyster Bay, St Francis Bay and Gamtoos Mouth														
	Q3															

DIRECTORATE			COMMUNITY SERVICE		2019/2020 Targets										Baseline	
Department/ Directorate	Program Driver	Key Performance Area	IDP Objective	Key Performance Indicator	Annual Target	Revised Target	30/9/19		31/12/19		31/3/20		30/6/20		30 June 2018	30 June 2019
							Target	Actual	Target	Actual	Target	Actual	Target	Actual		
	Q4															
Community Services	Dir Com Serv	Infrastructure and Basic Service Delivery	SOD 4.6 To ensure clean and safe environment that is well maintained and managed	% completion in the development of a climate change strategy	25%		-	-	-	-	5%		25%		-	-
Comment and corrective actions	Q1	Third quarter target.														
	Q2	Third quarter target														
	Q3															
	Q4															
Community Services	Dir Com Serv	Infrastructure and Basic Service Delivery	SOD 4.6 To ensure clean and safe environment that is well maintained and managed	Number of climate change projects implemented in collaboration with German Partners	1		-	1	-	-	-		1		-	-
	Q1	Tree planting as one of the identified programmes started in the first quarter. Pellsrus, 45 trees were planted in Wavecrest and St Francis (Sea Vista) and some were planted in Humansdorp														

DIRECTORATE			COMMUNITY SERVICE		2019/2020 Targets										Baseline	
Department/ Directorate	Program Driver	Key Performance Area	IDP Objective	Key Performance Indicator	Annual Target	Revised Target	30/9/19		31/12/19		31/3/20		30/6/20		30 June 2018	30 June 2019
							Target	Actual	Target	Actual	Target	Actual	Target	Actual		
Comment and corrective actions	Q2	There are 20 trees Planted at the Jeffreys Bay Drop-off Zone and 100 trees that has been planted 5 December in Partnership with the Youth outreach programme by the Department of Sports and Recreation														
	Q3															
	Q4															
Community Services	Dir Com Serv	Infrastructure and Basic Service Delivery	SOD 4.6 To ensure clean and safe environment that is well maintained and managed	Number of environmental awareness campaigns conducted	4		1	1	1	2	1		1		-	-
Comment and corrective actions	Q1	A joint environmental campaign took place with Sarah Baartman district in Sea Vista on the 29 August 2019.														
	Q2	Awareness Education conducted on Ecosytems and Natural Habitats in October and Campaign on Sustainable Fishing in partnership with the Department of Economic Development, Environmental Af Tourism 19 November 2019 at Pellsrus Community Hall. Forum to be established in 3rd quarter														
	Q3															
	Q4															
Community Services	Dir Com Serv	Infrastructure And Basic Service	SOD 4.6 To ensure clean and safe environment that is well maintained and managed	Number of progress reports submitted to Portfolio Committee on rehabilitation of	4		1	3	1	3	1		1		-	-

DIRECTORATE			COMMUNITY SERVICE		2019/2020 Targets										Baseline	
Department/ Directorate	Program Driver	Key Performance Area	IDP Objective	Key Performance Indicator	Annual Target	Revised Target	30/9/19		31/12/19		31/3/20		30/6/20		30 June 2018	30 June 2019
							Target	Actual	Target	Actual	Target	Actual	Target	Actual		
		Delivery		St Francis Spit and Oyster Bay dunes												
Comment and corrective actions	Q1	Monthly reports regarding rehabilitation of St Francis Spit and Oyster Bay dunes are submitted to the Portfolio Committee														
	Q2	Monthly reports regarding rehabilitation of St Francis Spit and Oyster Bay dunes are submitted to the Portfolio Committee														
	Q3															
	Q4															
Community Services	Dir Com Serv	Infrastructure and Basic Service Delivery	SOD 4.6 To ensure clean and safe environment that is well maintained and managed	Number of trees planted	200		-	45	50	120	50		100		-	-
Comment and corrective actions	Q1	Tree planting started during Mandela day and World Environmental day. Areas where 45 trees were planted. Pellsrus, Wavecrest and St Francis (Sea Vista) and some were planted in Humansdorp														
	Q2	There are 20 trees Planted at the Jeffreys Bay Drop-off Zone and 100 trees that has been planted 5 December in Partnership with the Youth outreach programme by the Department of Sports and Recreation														
	Q3															
	Q4															

DIRECTORATE			**COMMUNITY SERVICE**		2019/2020 Targets										Baseline	
Department/ Directorate	Program Driver	Key Performance Area	IDP Objective	Key Performance Indicator	Annual Target	Revised Target	30/9/19		31/12/19		31/3/20		30/6/20		30 June 2018	30 June 2019
							Target	Actual	Target	Actual	Target	Actual	Target	Actual		
Community Services	Dir Com Serv	Infrastructure and Basic Service Delivery	SOD 4.6 To ensure clean and safe environment that is well maintained and managed	Number of meetings of the Environmental Management Forum	4		1	-	1	-	1		1		-	-
Comment and corrective actions	Q1	An Environmental Management Forum needs to be resuscitated however an Environmental meetings did take place with the following forums: Conservation Outcomes, KROMME Enviro trust.														
	Q2	Awareness Education conducted on Ecosytems and Natural Habitats in October and Campaign on Sustainable Fishing in partnership with the Department of Economic Development, Environmental Af Tourism 19 November 2019 at Pellsrus Community Hall														
	Q3															
	Q4															
Community Services	Dir Com Serv	Infrastructure and Basic Service Delivery	SOD 4.1 To coordinate all functions/ powers regarding solid waste management assigned to the municipality	Number of Integrated Waste Management Strategies reviewed by 30 June 2020	1		-	-	-	-	-		1		0	1
Comment and corrective actions	Q1 4th Quarter target															
	Q2 4th Quarter target															
	Q3															

DIRECTORATE			**COMMUNITY SERVICE**		2019/2020 Targets										Baseline	
Department/ Directorate	Program Driver	Key Performance Area	IDP Objective	Key Performance Indicator	Annual Target	Revised Target	30/9/19		31/12/19		31/3/20		30/6/20		30 June 2018	30 June 2019
							Target	Actual	Target	Actual	Target	Actual	Target	Actual		
	Q4															
Community Services	Dir Com Serv	Infrastructure and Basic Service Delivery	SOD 4.1 To coordinate all functions/ powers regarding sold waste management assigned to the municipality	% capital budget expenditure on Waste Management projects	100%		5%	-	25%	100%	40%		30%			100%
Comment and corrective actions	Q1	Three TLB's procured and waiting for delivery														
	Q2	Three TLB's delivered. Capital budget spent														
	Q3															
	Q4															
Community Services	Dir Com Serv	Infrastructure and Basic Service Delivery	SOD 4.1 To coordinate all functions/ powers regarding sold waste management assigned to the municipality	% expenditure of solid waste infrastructure repairs and maintenance budget	100%		25%	25%	25%	25%	25%		25%			100%
Comment and corrective actions	Q1	Repairs and maintenance done to toilets in St Francis offices, Jeffreys Bay drop off site and Humansdorp Landfill														
	Q2	Repairs and maintenance done to Oyster Bay, Jeffreys Bay and St Francis drop off site and Humansdorp Landfill. More than 50% on repairs and maintenance budget was spent														
	Q3															

DIRECTORATE			COMMUNITY SERVICE		2019/2020 Targets										Baseline	
Department/ Directorate	Program Driver	Key Performance Area	IDP Objective	Key Performance Indicator	Annual Target	Revised Target	30/9/19		31/12/19		31/3/20		30/6/20		30 June 2018	30 June 2019
							Target	Actual	Target	Actual	Target	Actual	Target	Actual		
	Q4															
Community Services	Dir Com Serv	Infrastructure and Basic Service Delivery	SOD 4.1 To coordinate all functions/ powers regarding sold waste management assigned to the municipality	% of formal households within the urban edge provided with refuse removal services once a week	100%		100%	100%	100%	100%	100%		100%		100%	100%
Comment and corrective actions	Q1	All formal residential areas receive a once a week service. All compactor trucks have daily trip sheets and fitted with tracker monitoring devices and daily reports submitted on starting and finishing times														
	Q2	All formal residential areas receive a once a week service. All compactor trucks have daily trip sheets and fitted with tracker monitoring devices and daily reports submitted on starting and finishing times														
	Q3															
	Q4															
Community Services	Dir Com Serv	Infrastructure and Basic Service Delivery	SOD 4.1 To coordinate all functions/ powers regarding sold waste management assigned to the municipality	% increase in refuse removal coverage of informal areas	10%		-	100%	5%	100%	5%		-		0	0
	Q1	No Target set for Q1: Survey undertaken to identify areas not receiving a service. All informal areas are either serviced by skip bins or weekly collection of bags														
	Q2	All recognised informal areas are either serviced by skip bins or weekly collection of bags														

DIRECTORATE			COMMUNITY SERVICE		2019/2020 Targets										Baseline	
Department/ Directorate	Program Driver	Key Performance Area	IDP Objective	Key Performance Indicator	Annual Target	Revised Target	30/9/19		31/12/19		31/3/20		30/6/20		30 June 2018	30 June 2019
							Target	Actual	Target	Actual	Target	Actual	Target	Actual		
Comment and corrective actions	Q3															
	Q4															
Community Services	Dir Com Serv	Infrastructure And Basic Service Delivery	SOD 4.1 To coordinate all functions/ powers regarding sold waste management assigned to the municipality	% of commercial Enterprises within the urban Edge provided with refuse removal services 3 times per week	100%		100%	100%	100%	100%	100%		100%		100%	100%
Comment and corrective actions	Q1	All Commercial Enterprises required to have a 3 -day service is receiving the service. Mostly shopping centres, restaurants														
	Q2	All Commercial Enterprises required to have a 3 -day service is receiving the service. Mostly shopping centres, restaurants														
	Q3															
	Q4															
Community Services	Dir Com Serv	Infrastructure and Basic Service Delivery	SOD 4.1 To coordinate all functions/ powers regarding sold waste management assigned to the municipality	Number of wheelie bins provided to residents	4 240		-	4 410	2 000	-	2 000		-		-	5 947
	Q1	No Target set for Q1: 4410 Bins were rolled out to Humansdorp and surrounding areas during 1st quarter														

DIRECTORATE			COMMUNITY SERVICE		2019/2020 Targets										Baseline	
Department/ Directorate	Program Driver	Key Performance Area	IDP Objective	Key Performance Indicator	Annual Target	Revised Target	30/9/19		31/12/19		31/3/20		30/6/20		30 June 2018	30 June 2019
							Target	Actual	Target	Actual	Target	Actual	Target	Actual		
Comment and corrective actions	Q2	All 4410 240l bins procured were delivered in Quarter 1														
	Q3															
	Q4															
Community Services	Dir Com Serv	Infrastructure and Basic Service Delivery	SOD 4.1 To coordinate all functions/ powers regarding sold waste management assigned to the municipality	% of Clinics within the Urban edge provided with refuse removal services	100%		100%	100%	100%	100%	100%		100%		100%	100%
Comment and corrective actions	Q1	100% of 10 Clinics within the Urban edge are provided with refuse removal services														
	Q2	100% of Clinics within the Urban edge are provided with refuse removal services														
	Q3															
	Q4															
Community Services	Dir Com Serv	Infrastructure and Basic Service Delivery	SOD 4.2 To ensure that visitors and residents have a safe and healthy environment	Number of waters samples submitted for bacteriological and chemical analysis	420 B 140 C		105B 35C	105 35C	105B 35C	105 35C	105B 35C		105B 35C		420B 140C	420B 140C

DIRECTORATE			COMMUNITY SERVICE		2019/2020 Targets										Baseline	
Department/ Directorate	Program Driver	Key Performance Area	IDP Objective	Key Performance Indicator	Annual Target	Revised Target	30/9/19		31/12/19		31/3/20		30/6/20		30 June 2018	30 June 2019
							Target	Actual	Target	Actual	Target	Actual	Target	Actual		
Comment and corrective actions	Q1	July 2019 - 35 water samples collected for bacteriological analysis, August 2019 – 35 water samples collected for bacteriological analysis & 35 water samples collected for chemical analysis, September 201 water samples collected for bacteriological analysis. Total for Q1 – 105 Bacteriological analysis & 35 Chemical analysis														
	Q2	105 waters samples submitted for bacteriological analysis and 35 water samples collected for Chemical analysis														
	Q3															
	Q4															
Community Services	Dir Com Serv	Infrastructure and Basic Service Delivery	SOD 4.2 To ensure that visitors and residents have a safe and healthy environment	Number of premises subjected to environmental health inspections	1960 (IDP 780)		490	634	490	889	490		490			
Comment and corrective actions	Q1	July 2019 – 160 inspections, August 2019 – 213 inspections, September 2019 – 261 inspections Total for Q1 - 634														
	Q2	250 during October 2019, November 314 and December - 325 Premises and properties Inspected and investigated Total 889														
	Q3															
	Q4															

KOUGA MUNICIPALITY (EC 108)

ORDINARY COUNCIL MEETING

OFFICE OF THE MUNICIPAL MANAGER

DATE: 28 FEBRUARY 2020 **ITEM NO: 20/02/MM3**

STATUS OF JOB EVALUATION

1. Introduction

The intention of this item is to present Council with a status quo report on Job Evaluation in the Kouga Local Municipality.

2. Background

The Job Evaluation project dates back to 2003 which saw the signing of the TASK Job Evaluation Collective Agreement, confirming TASK as the system Local Government will be utilizing to conduct Job Evaluation.

The SALGA Human Resource Working Group in 2008 resolved that mechanisms be put in place to guide municipalities on how to execute the job evaluation function and implement any training intervention that were required (Job Evaluation Policy Guidelines).

SALGA resolved that Job Evaluation is a matter that is regulated in the Municipal Systems Act and that implementation of Job Evaluation be regulated as a policy matter.

The Municipal Manager in terms of legislation is responsible to ensure that each employee has a job description and must attach remuneration to each post.

The National Human Resource Conference on the 5th and 6th of March 2013 resolved that;

- The Deloitte proposal on the job evaluation implementation as well as "central" management at SALGA National Level of the three years contract was adopted;
- That the proportional distribution of cost implication for Job Evaluation implementation be approved;
- The new model of handling job evaluation should commence on the 1st of April 2013 in respect of provinces that were ready;
- That all contracts that existed between Deloitte and some municipalities would be terminated.

The Conference also resolved that SALGA would be responsible for coordination of Job Evaluation and developed a guideline document to assist municipalities with implementation of Job Evaluation.

SALGA EC Municipalities agreed to establish 6 Job Evaluation Committees with 2 Metro Job Evaluation Committees and a Provincial Audit Committee for the province.

In 2015, Kouga directly appointed Deloitte, the custodian of the TASK Job Evaluation system, to evaluate all positions at Kouga. This, however, was not a successful exercise, as the Municipality failed to implement the job gradings correctly. There was room for a lot of manipulation, and the end result was skewed gradings which led to several "equal work for equal pay" disputes.

In 2013, Kouga became part of the Sarah Baartman District Municipality Job Evaluation Committee through Council Resolution 13/07/AME3.

3. State of Job Evaluation in Kouga Local Municipality

The district Job Evaluation Committee is championed by the Sarah Baartman District Municipality and constituted by members from all seven local municipalities within its boundary.

Municipality	Job Descriptions	Loaded	JEC Evaluated	Submission to PAC	Graded by PAC
Kouga	266	203	92	92	11

As illustrated in the table above, Kouga has loaded 203 Job descriptions on the TASK job evaluation system, with 92 evaluated and 92 submitted to the Provincial Audit committee (PAC).

However, after being part of the SALGA PAC for 8 years, only 13 job descriptions (11 in December 2019, and 2 in 2017) have been evaluated and approved for implementation, equating to a staggering 1.6 job descriptions per year.

If this is equated to completion in years, the Job Evaluation process at Kouga will be finalized in 166 years, thus in the year 2178 only.

Kouga has spent R 330 000 per financial year for the last 3 years paying contributions towards the Sarah Baartman District Municipality's job evaluation committee.

This equates to an amount of R 990 000, spent over the last 3 financial years, which can further be equated to R 76 153 paid per job description approved at the SALGA PAC.

To continue with this approach is not feasible, financially sensible and beneficial to the municipality, or in any other way. Organised Labour, on the 10th of February 2020 in a Special Local Labour Forum, and in writing, have indicated that they are unhappy with the very slow progress and demanded alternative avenues to complete the long outstanding process.

Due to the fact that there is no legally binding Collective Agreement for Job Evaluation, the Municipality has the option to complete the process of Job Evaluation on its own.

By following the above route, the Job Evaluation process can be concluded by end of April 2020.

Find attached letter from SAMWU and IMATU supporting the withdrawal from the Sarah Baartman District Municipality and SALGA PAC job evaluation structures, as well a legal opinion in terms of the implementation of Job Evaluation systems from a Senior Legal Counsel.

4. Director: Corporate Services

That the slow progress shown in the approval of the Job Evaluation process has created Labour instability, and the rapid completion of the project will mitigate this instability and create a more productive working environment.

5. Municipal Manager

That the process is long outstanding and must be supported.

6. Financial implications

An amount of R 320 000 is available from Grant funding received from the LGSETA to complete the Job Evaluation process.

7. Legal implications

None

8. Other implications

None.

9. Recommendation

9.1 That the following Local Lobour Forum resolutions be adopted and approved as resolutions of Council:

9.1.1 That the LLF supports Kouga Local Municipality's withdrawal from the Sarah Baartman District Municipality Job Evaluation Committee, and subsequently the SALGA Provincial Audit Committee.

9.1.2 That the LLF supports the completion of the Job Evaluation process by utilizing its own service provider.

9.1.3 That all previous resolutions with regards to Kouga Local Municipality's inclusion in the Sarah Baartman District Municipality's Provincial PEC Job Evaluation Structure, be tabled to council for rescission.

9.1.4 That terms of reference for the Job Evaluation Process going forward be formulated as soon as a service provider is appointed, and such terms of reference be consulted with Organized Labour.

9.1.5 That the following Council Resolution be rescinded:

13/07/AME3 CDM DISTRICT MUNICIPALITY JOB EVALUATION REPORT – MEETING HELD ON 18 JUNE 2013

Resolved: (12 July 2013)

i) That the report on the CDM Job Evaluation Process be noted.

ii) That approval be given for Cacadu District Municipality to be the 'driver' of the Job Evaluation Process.

iii) That the Job Evaluation Policy of the Cacadu District Municipality be accepted.

iv) That it be noted that there will be financial implication on the Job Evaluation Process i.t.o. human resources, that will be addressed, taking in mind that the Kouga Municipality already purchased a licence in order to proceed with their Job Evaluation process, which could have a positive impact on the financial implications for the Council.

v) That all financial implications on the Job Evaluation Process be tabled to the Council for approval.

Item prepared by : The Acting Director: Corporate Services

Item approved by : The Municipal Manager

CONFIDENTIAL AND LEGALLY PRIVILEGED

IN MATTER OF:

KOUGA LOCAL MUNICIPALITY **the Consultant**

IN RE: IMPLIMENTATION OF TASK JOB EVALUATIONS

MEMORANDUM

ADVOCATE MARIUS GROBLER ***B.IURS LL.B***
OASIM CHAMBERS – PORT ELIZABETH

1. The consultant is a local municipality, in terms of the prevailing local government legislation in South Africa.

2. The consultant seeks a legal opinion on its implementation of the TASK job evaluations with specific reference to the TASK Job Evaluation Policy for Municipalities dated 2012;

3. Section 66 of the Municipal Systems Act which makes it obligatory that the municipality's staff establishment be adopted by the municipal council. (Previously this rested solely with the municipal manager).

4. The Municipal Systems Act requires the following:

"66 (1) A municipal manger, within a policy framework determined by the municipal council and subject to any applicable legislation, must

a) Develop a staff establishment for the municipality; and submit the staff establishment to the municipal council for approval;

b) Provide a job description for each post on the staff establishment

5. The Consultant has adopted and implemented a staff establishment, which is reviewed, as required by the Act. The Consultant's staff establishment incorporates the grades of

the posts as envisaged by the TASK system. Suffice to say that the Consultant has complied with the statutory requirements above.

6. The TASK job evaluation system for Local Government institutions became the norm of all municipalities in South Africa, when the SALGA National Executive Committee resolved that all municipalities would use the system.

7. The initial implementation process was governed by collective bargaining conducted under the auspices of the SALGBC; however this process came to an end on 30 November 2009, when the relevant agreement and its extensions lapsed.

8. In the result, it was incumbent on each municipality to implement the TASK system in its own municipality.

9. SALGA, in 2012 issued a TASK job evaluation policy for municipalities, which it advised were to be read in context of the TASK system for municipalities.

10. The controversial provision of this policy relates to the auditing of the job evaluation outcomes by a Provincial Audit Committee (PAC). The PAC was tasked with auditing the job evaluation results of the municipalities, and was to "decide on the outcome of the evaluations results which will be final and binding"[1].

[1] Par 7.2.1.(c)

11. The Consultant was inundated with disputes relating to job evaluations and grading and although it submitted its job evaluations for auditing, it found the PAC unresponsive. It appointed the TASK service provider, Deloitte, to review its job descriptions, and thereafter implemented the reviewed job descriptions, as the delay in implementing the TASK system became unbearable.

12. The Consultant has now been approached by COGTA and advised that it had to comply with the requirement that the job evaluations had to be submitted to the PAC for auditing. The Consultant requires a legal opinion whether it is obliged to do so.

13. It is submitted that after the Collective Agreement(s), on the implementation of the TASK system, lapsed on 30 June 2012, there was no longer any legal obligation on any municipality to implement the TASK system, and if implemented, how it should go about doing so.

14. SALGA duly advised its members on 10 March 2014 in its circular 7 of 2014, that job evaluations was, in the absence of any collective agreement on the matter, hence forth a management prerogative. This is indeed the correct position in law.

15. In the circumstance, the implementation of the TASK system, which appears to be favoured by all municipalities, rests on each municipality and the manner it goes about is depends on each such municipality.

16. The legal effect of the SALGC TASK job evaluation policy for municipalities is that it is no more than a guideline, which a municipality may follow, should it wish to do so. In the absence of any Collective Agreement on the matter, the Consultant is under no legal obligation to submit its job evaluations to the PAC.

17. In the result, the Consultant is under no legal obligation to submit its job evaluations to the PAC as envisaged by the SALGA TASK job evaluation policy for municipalities.

ADVOCATE MARIUS GROBLER

OASIM CHAMBERS

PORT ELIZABETH

Tel: 041 503 6300

South African Municipal Workers' Union

KOUGA LOCAL MUNICIPALITY
42, Heugh Street
Humansdorp
6300
Tel. No.: (042) 2002200
Fax No.: (086) 6459385
Web site: http://www.samwu.org.za
E-mail: vdala@kouga.gov.za

27 January 2020

ATTTENTION : HR MANAGER

SAMWU SHOPSTEWARDS COUNCIL RESOLUTION ON JOB EVALUATION

SAMWU held its first Shopstewards council on the 24th of January 2020 in Humansdorp traffic department to outline the programme of action for the year and strategies to improve workers control in the municipality as whole. We recommitted ourselves to be the vanguard of the working class by championing the struggle of the workers and bring stability in our region and local which is kouga. We reflected comprehensively on a number of issues that keep on raised by our members in our general meetings which is job evaluation process that is facilitated by Sarah Baartman district since 2003 which saw the signing of the TASK Job Evaluation Collective Agreement, confirming TASK as a system Local Government will be utilizing to conduct Job Evaluation. We been waiting for the fair results of this process instead it produced the terrible outcomes that disadvantage a lot of our employees as a result, there are two parallel systems that are running in terms of job evaluation which Task system and Van de Merwe system. We view that as a recipe for disaster and it shows the inconsistency as few people managed to benefit and majority were not lucky, that leave a room for manipulation because those who benefited they implemented for themselves wherelse other remain in the old system. We believe the only way to address that process is to do a new job evaluation that will benefit the majority of our workers and bridge this gap that was created by that report lots of inconsistency on different job grades. We totally dismayed when we receive a progress report from HR of job evaluation process in Sarah Baartman and we were convinced that we will wait for 20 years if we cannot take a drastic measure to save our workers from this slavery wage. We are instructing the employer to consider withdrawing from this slow pace process of Sarah Baartman in favour of going on our own in order to accelerate this process as a matter of urgency and treat this as a priority because our workers are tired of waiting. We as SAMWU, we lost confidence in that process of Sarah Baartman and we believe if we can go on our own, it will be much better. We cannot convince our members anymore to wait for this process as it was supposed to be done long time ago. All we want is the implementation of this process before the end of this financial year which ending on 30 June 2020.

Thank you in advance for taking your time in considering our report and implementing our proposal in order to advance workers interest.

Yours in the Struggle
Mr. Vuyisani Dala
Secretary: Kouga Local
081 393 8753

IMATU

INDEPENDENT MUNICIPAL AND ALLIED TRADE UNION

Social Transformation Through Sustainable Local Government

PO Box 35343
Menlo Park Pretoria 0102

NATIONAL OFFICE

47 Selati Street
Ashlea Gardens Pretoria 0081

Tel: 012 460 6276/7/8
Fax: 012 460 8427

Email: sarie@imatu.co.za
www.imatu

ATTENTION: HR MANAGER

IMATU SHOPSTEWARDS COUNCIL RESOLUTION ON JOB EVALUATION

We as IMATU Shopstewards we totally dismayed when we received a progress from HR of job evaluation process in Sarrah Baartman and we were convinced that we will wait for 20 years if we cannot take a drastic to save our workers from this slavery wage,we as IMATU and SAMWU as collective labour we have instructed the employer to consider withdrawing from this slow pace process of Sarrah Baartman in favour of going onour own in order to accelerate this process as a matter of urgency and treat this as a priority because our workers are tired of waiting.We as collective labour IMATU and SAMWU in Kouga Municipality,we lost confidence in that process,we cannot convince our members anymore,it was supposed to be done long time ago,all we want,is the implementation of this process before the end of this financial year 2020/30/June.

Thank you in advance for taking your time in considering our report and implementing our process in order to advance workers interest,we also withdraw from this process as IMATU.

Yours faithfully

Chairperson: Kouga Local Municipality

Mr.Kholisile James Ndzelani

0659862488/0733438659

ndzelanik@gmail.com

KOUGA MUNICIPALITY (EC108)

ORDINARY COUNCIL MEETING

OFFICE OF THE EXECUTIVE MAYOR

DATE: 28 FEBRUARY 2020 **ITEM NO: 20/02/MM5**

KOUGA MAYORS CUP TOURNAMENT: 2020

1. Purpose

The purpose of this application is to seek council approval for payment to be made to Kouga Sport Bodies that will take part in the Annual Kouga Mayors Cup Tournaments that will be played from 07 March - 19 June 2020, these tournaments will be hosted in different towns of Kouga.

2. Background

The Kouga Local Municipality like many other local and district municipalities across the country have been hosting the Mayor's Cup tournaments. The past tournaments Kouga focused on were main sport codes which include Soccer, Rugby and Netball. This fiscal year the tournament will include Golf, Cricket, Volleyball, Pool, Boxing and Chess. The plan is to include more sports codes annually which will result in more community members taking part in sport activities.

The aim of the tournament is to ensure that the people of Kouga from all walks of life engage in different sport activities in a competitive manner that raise the pride and social cohesion of the people of the region. One of the fundamental goals of the Kouga Mayor's cup is to develop the Kouga communities through sport and to foster social cohesion.

The municipality have in the past entered into a Memorandum of Agreement (MOA) with the Kouga Sports Council. The Kouga Council passed the budget of 2016/2017 where a budget was allocated to the Kouga Sports Council. This MOA was for the provision of sport development for the period from 1 July 2016 to 30 June 2017.

The MOA was to expire by 30 June 2018 but before it could expire the Kouga Sports Council became dysfunctional and could not call meetings to convene itself. As a direct result of this the Kouga Municipality discontinued its Grant in Aid to the KSC.

The Kouga Mayors Cup budget was in the past paid into the account of the KSC in order for KSC to pay the different sport associations then in return the association pays its member clubs that participated in the Mayor's Cup tournament.

In order to achieve the aims and objectives of the Mayors Cup tournaments the municipality have to follow strict supply chain processes. In this fiscal year there is no MOA between the Kouga Municipality and the Kouga Sports Council.

Kouga Municipality Council resolved on the 30 October 2019, resolution 19/10/CS13, that there should be a legally recognised Sporting Body that is established. The legally recognised Sport Body has not been established at this stage.

Resolution 19/04/ MM6 declared that the payments be made to the Sport Bodies and that to be consistent with the distribution of funds. It is against this that we propose that payment be made to the Sport Bodies as resolved.

3. Financial implications

The total approved budget for the Mayor's Cup is three hundred thousand.

Eastern Province Kouga Rugby Union:	R40 000
Kouga Local Football Association:	R40 000
Kouga Netball:	R40 000
Kouga Golf:	R35 000
Kouga Chess:	R25 000
Kouga Cricket:	R20 000
Kouga Pool:	R20 000
Kouga Volleyball Union:	R20 000
Kouga Boxing	R20 000
Kouga Tennis	R20 000
Kouga Disabled Sport	R20 000
Total Amount	**R300 000**

4. Legal implications

Agreements will be written and signed by the recipients for the amounts. They will further be asked to submit a detailed project proposal and a list of expenditure of their budget. The clubs will also be asked to sign confirmation of receiving the amounts from their respective structures.

5. Other implications

None

6. <u>Recommendation</u>

6.1 That payment be made to the said Sport Bodies in accordance with Council resolution 19/04/MM6.

6.2 That a new Memorandum of Agreement (MOA) between Kouga Municipality and the Kouga Sports Council be developed, in accordance to resolution 19/10/CS13.

6.3 That the payment of the Mayors Cup Tournament be condoned.

Item prepared by : The Special Programmes Officer

Item approved by : The Manager: Office of the Executive Mayor

Item noted by the Executive Mayor

REPORTS BY THE PORTFOLIO CHAIRPERSON: CORPORATE SERVICES

KOUGA MUNICIPALITY (EC108)

ORIDINARY COUNCIL MEETING

CORPORATE SERVICES

DATE: 28 FEBRUARY 2020 **ITEM NO: 20/02/CORP1**

PORTFOLIO COMMITTEE STRUCTURE: COMMITTEE MEMBERS: 2019/2020

1. Introduction

The purpose of the item is to report the changes regarding the Portfolio Committee Members to Council.

2. Changes: Portfolio Committee Structure

The change of two Portfolio Councillors took place during February 2020. Cllr F Campher has moved to Corporate Services as the Portfolio Councillor and Cllr B Dhludhlu has moved to Infrastructure & Engineering as the Portfolio Councillor.

4 Recommendation

4.1 That the proposed changes to the Committee Members of the Portfolio Committees be noted.

Item prepared by : Director: Corporate Services

Item noted by the Portfolio Chairperson

PORTFOLIO COMMITTEE STRUCTURE – 2020

CORPORATE SERVICES PORTFOLIO COMMITTEE

Corporate Services Portfolio	Committee Members	Alternate Members	Functions
Chairperson	**Freddy Campher**		• Administration • Human Resources • Strategic Institutional Projects
	Faan Louw	Danny Benson	
	Aaron Nkomo	Robin Jantjies	
	Wilma Coenraad		
	Sibongile Jujwana	Cynthia Matroos	
	Phumza Nkwalase		
Ex-officio	Horatio Hendricks		

PLANNING & DEVELOPMENT PORTFOLIO COMMITTEE

Planning & Development	Committee Members	Alternate Members	Functions
Chairperson	**Ben Rheeder**		• Human Settlements • Town & Regional Planning • MPT
	C August	Ludwig Vorster	
	Wilma Coenraad	Brenton Williams	
	Robin Jantjies		
	Chico Februarie	Phumzile Oliphant	
	Sindiswa Mandeka		
Ex-Officio	Horatio Hendricks		

LED & TOURISM PORTFOLIO COMMITTEE

LED & Tourism Portfolio	Committee Members	Alternate Members	Functions
Chairperson	**Frances Baxter**		• Tourism • Creative Industries • Crèches • Events Committee
	Brenton Williams	Ben Rheeder	
	Cynthia August	Robin Jantjies	
	Faan Louw		
	Zolani Mayoni	Cynthia Matroos	
	Margaret Peters		
Ex-Officio	Horatio Hendricks		

COMMUNITY SERVICES PORTFOLIO COMMITTEE

Community Services Portfolio	Committee Members	Alternate Members	Functions
Chairperson	**Daniel Benson**		• Environmental Management • Community Amenities & Environmental Health • Protection Services • Beaches • Mayoral Special Programmes
	Willem Gertenbach	Wilma Coenraad	
	Timothy Jantjes	Bryan Dhludhlu	
	C August		
	Timothy Meleni	Zolani Mayoni	
	Velile Vumazonke		
Ex-Officio	Horatio Hendricks		

INFRASTRUCTURE & ENGINEERING PORTFOLIO COMMITTTEE

Infrastructure and Engineering Portfolio	Committee Members	Alternate Members	Functions
Chairperson	**Bryan Dhludhlu**		• Infrastructure • Civil services • PMU • Electrical Services • Fleet Management
	Ben Rheeder	Willem Gertenbach	
	Nico Botha	Frances Baxter	
	Timothy Jantjes		
	Zolani Mayoni	Amos Mabukane	
	Malibongwe Dayimani		
Ex-Officio	Horatio Hendricks		

FINANCE PORTFOLIO COMMITTEE

Finance Portfolio	Committee Members	Alternate Members	Functions
Chairperson	**Brenton Williams**		• Budget & treasury • Revenue • Expenditure • Assets Management • Supply Chain Management • Information, Communication & Technology • MSCOA
	Nico Botha	Faan Louw	
	Willem Gertenbach	Freddy Campher	
	Ludwig Vorster		
	Malibongwe Dayimani	Chico Februarie	
	Phumzile Oliphant		
Ex-Officio	Horatio Hendricks		

REPORTS BY THE PORTFOLIO CHAIRPERSON: INFRASTRUCTURE & ENGINEERING

KOUGA MUNICIPALITY (EC 108)

ORDINARY COUNCIL MEETING

INFRASTRUCTURE AND ENGINEERING

DATE: 28 FEBRUARY 2020 **ITEM NO: 20/02/I&E1**

PURCHASE OF ERF 9951 (PORTION 147 A PORTION OF PORTION 63 OF THE FARM KLEIN ZEEKOEI RIVIER NO 335): JEFFREYS BAY

1. Introduction

The purpose of this report is to request the Committee to approve and grant the Municipal Manager permission to negotiate with the owner of erf 9951 Jeffreys Bay in order to purchase the property.

2. Background

This triangular portion of vacant land is 4591m/2 in extent and is situated adjacent to the Aston Bay link road on the Western side of the "Apiesdraai:" bend. (see plan attached as **Annexure "A")**

It must be pointed out that the "Apiesdraai" Sewer Pump station is situated next to this piece of land on its western side. Erf 9951 therefore lies between the "Apiesdraai" Sewer Pump station and the Aston Bay link road. When the sewer pump station overflows due to blockages and unforeseen breakdowns, it flows over erf 9951 to the lower laying stormwater pond and water course in contravention of the National Environmental Management Act requirements

This situation therefore renders this piece of land unsuitable for conventional development use.

3. Comment: Director I & E

The "Apiesdraai" sewer pump station, which receives all the sewage flow from Ocean View, is one of the major pump stations on the rising main to the Jeffreys Bay Wastewater Treatment Works.

Erf 9951 therefore is ideally situated to be utilized for the provision of a sewer overflow pond when repairs needs to be done at the "Apiesdraai" sewer pump station, due to unforeseen emergencies, such as blockages and breakages, taking place.

The following factors are pertinent to the purchase of this land and must be taken cogniscance of in considering the purchase of this piece of land, namely:

(a) the location and size of erf 9951, in respect of the position of the "Apiesdraai" sewer pump station is absolutely ideal for the provision of an overflow pond large enough to control emergency sewage spills.

(b) the provision of the overflow pond on this portion of land will have the additional effect of curtailment of contamination of the lower laying natural stormwater pond and water course, thereby ensuring compliance with Environmental legislation.

In view of the aforementioned, erf 9951 has been valued by an independent company, namely, Evergreen Valuers (PTY) Ltd. The valuation as determined by the said valuers is set at R 360 000.00. This valuation report is attached as **Annexure" B".**

Kouga Local municipality requested a valuation be done by DDP Valuers for the same erf 9951, Jeffreys Bay and the market related value was estimated at R 90 000.00. This valuation report is attached as **Annexure" C".**

4. Financial Implications

(i) the market related value of erf 9951, as determined by DDP Valuers and Evergreen Valuers (PTY) Ltd, be negotiated by the Municipal Manager within a range value of R90 000.00 and R 360 000.00.

(ii) an additional cost implication of approximately R 13 580.00 for legal fees to finalise the purchase of the property is envisaged (see quote from CW Malan Attorneys, attached as **Annexure "D")**

5. Legal implications

Although erf 9951 has been surveyed, a diagram prepared and approved in the Survey's General's office, the property has not yet been registered in the Deeds Office. The registration of the property in the Deeds Office, is a legal requirement which must be done by a registered legal practitioner/ conveyancer and therefore, once the offer to purchase has been accepted in writing, an attorney/Conveyancer must be appointed to finalise the transaction.

6. Recommendation

6.1 That the Municipal Manager be empowered to:

(a) Negotiate with the owner of Erf 9951 Jeffreys Bay for the purchase thereof

(b) Negotiate the purchase price within the value range provided by Evergreen Valuers (PTY) Ltd in the estimated amount of R90 000.00 and DDP Valuers in the estimated amount of R360 000.00.

(c) Initiate all legal procedures to finalise the process of transferring the property, Erf 9951, to Kouga Municipality.

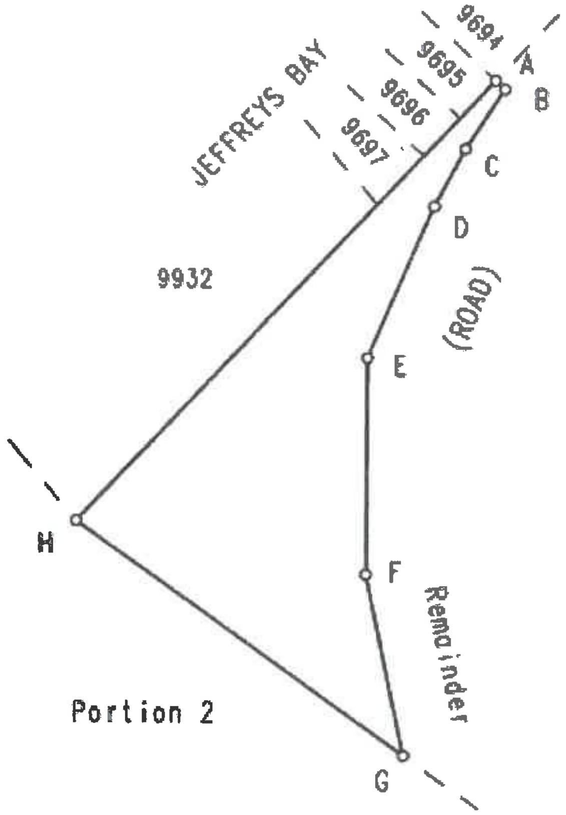
Item prepared by Director: G Swanepoel

Item approved by the Director: Infrastructure & Engineering

Item approved by the Portfolio Councilor:

Annexure "A"

12mm iron peg: A, B, C, D, E, F, G
15mm iron peg: H



APPROVED IN TERMS OF SECTION 108
OF THE SPLUMA BY-LAW:
KOUGA MUNICIPALITY 2016
DATE 2018-07-17

EXEMPT FROM PROVISIONS OF
ACT No. 70 OF 1970
SECTION 1(a)

*NOW ERF 9951
JEFFREYS BAY

The figure A B C D E F G H
represents 4591 square metres of land, being
PORTION 147 (A PORTION OF PORTION 63) OF THE FARM ESTATE KLEIN ZEEKOE
situate in the Kouga Municipality.
Administrative District of Humansdorp.

Annexure "B"

EVERGREEN VALUERS Pty Ltd
Year Round Meticulous

Erf 9951 Jeffrey's Bay

VALUATION REPORT

Erf 9951 Jeffrey's Bay

Jeffrey's Bay

Eastern Cape, South Africa

DATE OF VALUATION

10 June 2016

MARKET VALUE

Vacant Land– R 360 000

REFERENCE NO.

2019/9951

EVERGREEN VALUERS Pty Ltd ©
Le-Shaun Ferreira: 0833546797
info@evergreenvaluers.co.za
www.evergreenvaluers.co.za

Table of Contents

EVERGREEN VALUERS PTY Ltd ©
Le-Shaun Ferreira: 0833546797
info@evergreenvaluers.co.za
www.evergreenvaluers.co.za

A. GENERAL REPORT

1. INSTRUCTION

My client, Kouga Municipality (Mr Vuyisani Dala), duly instructed me, Le-Shaun Ferreira, on the 25th of Novemeber 2019 to determine the **Market Value** of the property in question. The subject property is a vacant land held under **Freehold** ownership.

2. PURPOSE OF VALUATION

The purpose of this valuation report is to determine the value for Purchase purposes.

3. DATE OF VALUATION

The property is to be valued as at the 28th of November 2019.

4. EFFECTIVE DATE OF VALUATION

The effective date of valuation is the 28th of November 2019.

5. DATE OF INSPECTION

The property was inspected on the 28th of November 2019.

6. ASSUMPTIONS & LIMITATIONS

Not applicable for this report.

EVERGREEN VALUERS PTY Ltd ©
Le-Shaun Ferreira: 0833546797
info@evergreenvaluers.co.za
www.evergreenvaluers.co.za

7. CERTIFICATE OF VALUATION

I am of the opinion that the **market value of R 360 000** (Three Hundred and Sixty Thousand Rand) is a fair indication of the market value as at the 28th of November 2019.

Ferreira

Le-Shaun Ferreira

Professional Valuer (Reg. No. 7007/2, NDREE)

EVERGREEN VALUERS PTY Ltd ©
Le-Shaun Ferreira: 0833546797
info@evergreenvaluers.co.za
www.evergreenvaluers.co.za

B. SUBJECT REPORT

8. HISTORICAL BACKGROUND

Mr Vuyisani Dala informed me that Kouga Municipality requires a valuation for the purpose of purchasing the subject property. The subject property is currently uncategorized as pertaining to the current zoning.

9. LEGAL INTEREST & CONDITIONS

The property formerly known as Portion 147 (a portion of Portion 63) of the Farm Estate, Klein Zeekoe Rivier No. 335, which has not yet registered a title deed number, and is registered in the name of Tantus Trading 301 Pty Ltd. It is further described as:

"Erf 9951, Jeffrey's Bay, Eastern Cape, South Africa, Kouga municipality, being 4591 m² in extent."

Purchase Price: Not indicated

Date of Sale: Not indicated

Date of Registration: Not indicated

Mortgage Bond: None

Endorsements/Servitudes: None where noticed, as such, no inspection further into this nature was made and it's assumed not to be value affecting.

EVERGREEN VALUERS PTY Ltd ©
Le-Shaun Ferreira: 0833546797
info@evergreenvaluers.co.za
www.evergreenvaluers.co.za

10. MUNICIPAL INFORMATION

MUNICIPAL VALUATION

None

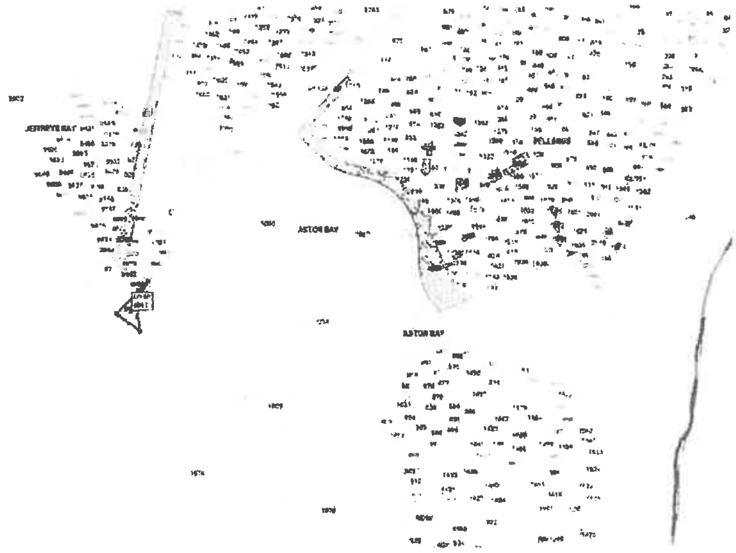
TOWN PLANNING CONDITONS

Local Authority: Kouga Municipality.

No information was available.

EVERGREEN VALUERS PTY Ltd ©
Le-Shaun Ferreira: 0833546797
info@evergreenvaluers.co.za
www.evergreenvaluers.co.za

11. LOCATION



LOCALITY PLAN

AERIAL PHOTO

EVERGREEN VALUERS PTY Ltd ©
Le-Shaun Ferreira: 0833546797
info@evergreenvaluers.co.za
www.evergreenvaluers.co.za

MACRO LOCATION

Jeffrey's Bay is situated approximately 13 km East of Humansdorp and 60 km east from Port Elizabeth along the N2 national road.

Jeffrey's Bay provides most immediate amenities such as schools, medical clinic services, police station as well as shopping centres. More purchasing power is available in the form of Humansdorp, noted. Jeffrey's Bay is a popular holiday destination and especially known for its surfing competitions. The town of Jeffrey's Bay has shown good growth in the last couple of years with an increase in permanent residents.

MICRO LOCATION

The subject property is located in outskirts of Jeffrey's Bay, approximately 1.775 km South East of Koraal Street on Dolphin Drive. The subject property is a subdivision of Portion 63 (remaining extent) of the Farm Estate Klein Zeekoe Rivier No. 335, which is located between the town of Jeffrey's Bay and Aston Bay approximate 5km to the west.

GPS CO-ORDINATES

S 34° 04' 04.89"

E 24° 54' 14.12"

SURROUNDING NEIGHBOURHOOD

To the west of the subject property is grazing land, to the north is a party enclosed power utility and a water treatment building, and to the east of the property, the municipality is currently busy with installing services for the future extension. The suburb profile consists primarily of residential and lower income properties.

EVERGREEN VALUERS PTY Ltd ©
Le-Shaun Ferreira: 0833546797
info@evergreenvaluers.co.za
www.evergreenvaluers.co.za

AMENITIES AND IMPORTANT POINTS

Amenity	Type	Distance (km)
Jeffreys Bay - Main Beach	Beach	1.55 km
Dolphin Beach	Beach	1.62 km
Beach	Beach	3.29 km
Caltex Caltex Wavelands	FillingStation	2.09 km
BP Jeffreys Bay	FillingStation	2.49 km
Engen Wavecrest Convenience Centre	FillingStation	3.85 km
Polclinic - Jeffreys Bay	Hospital/Clinic	2.46 km
SAPS - Jeffreys Bay	PoliceStation	1.41 km
Makukhanye Primary School	PrimarySchool	0.67 km
Pellsrus Primary School	PrimarySchool	1.09 km
Elijah Christian School	School	1.04 km
Skippers Centre	ShoppingCentre	1.10 km
Wavecrest Convenience Centre	ShoppingCentre	1.29 km
Pick 'n Pay Shopping Centre	ShoppingCentre	1.97 km
Global Leadership Insitute	TertiaryInstitution	1.97 km

Public Transport

Sufficient public transport infrastructure is in place i.e. rail, busses, and mini-busses (taxi's).

Recreation

Recreational options are available within the area.

Shopping

Wavecrest Shopping Centre is located within 1.3km from the subject property.

Employment

Employment options are available within the area.

EVERGREEN VALUERS PTY Ltd ©
Le-Shaun Ferreira: 0833546797
info@evergreenvaluers.co.za
www.evergreenvaluers.co.za

12. SITE

FORM AND SUB-DIVISION

The stand is an irregular shape, has a slight slope to the west with no noted sub-division proposals. The property is currently unimproved with an uncategorized zoning.

13. SERVICES

ROADS

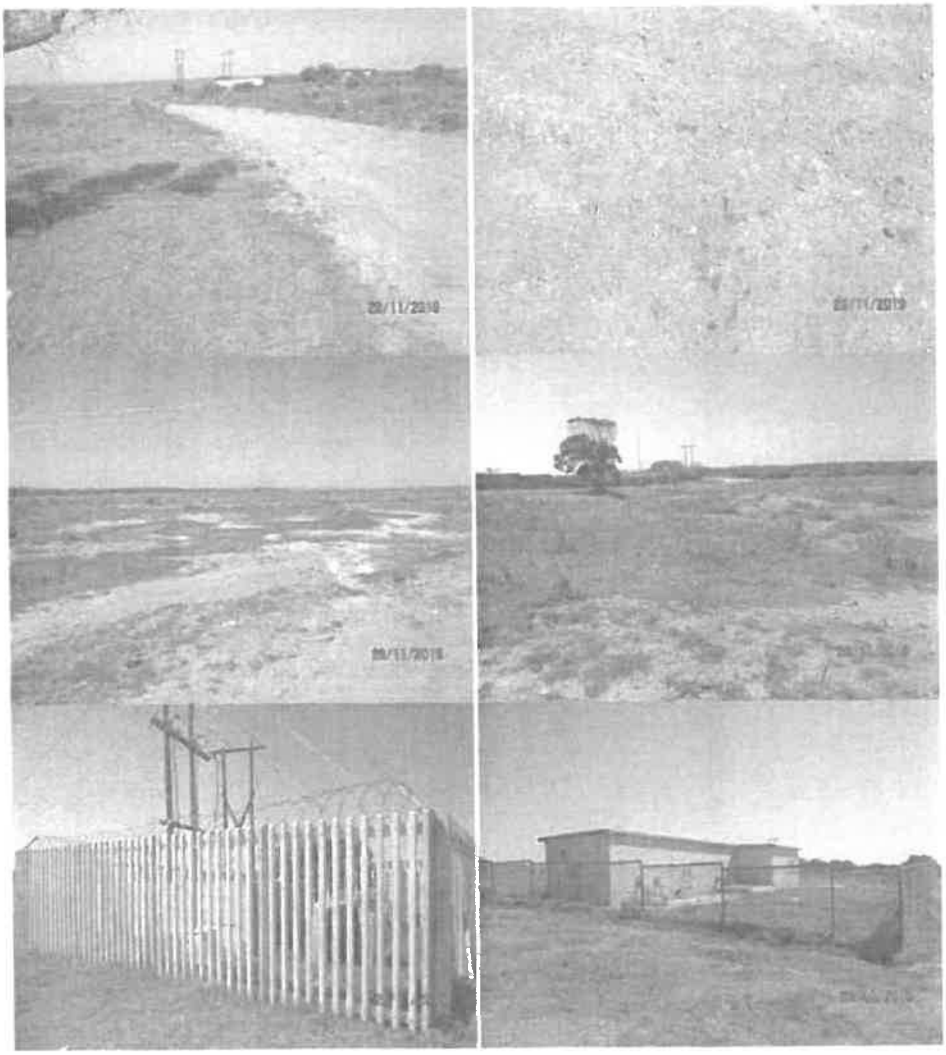
Sufficient surrounding road infrastructures are in place. Roads are mainly of tarred composition except for the new extension the municipality is busy providing services.

ELECTRICITY, WATER, SEWERAGE AND STORMWATER

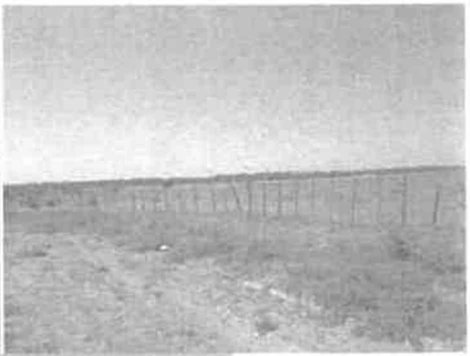
The subject property is currently vacant land.

Site Photos

EVERGREEN VALUERS PTY Ltd ©
Le-Shaun Ferreira: 0833546797
info@evergreenvaluers.co.za
www.evergreenvaluers.co.za



EVERGREEN VALUERS PTY Ltd ©
Le-Shaun Ferreira: 0833546797
info@evergreenvaluers.co.za
www.evergreenvaluers.co.za


15. HIGHEST AND BEST USE (HABU)

Highest and Best Use can be described as the most probable use of a property which is physically possible, appropriately justified, legally permissible, financially feasible, and which results in the highest value of the property being valued. The current use has limiting options as the stand has undetermined zoning, property usage as residential would not be financially recommended. The usage of PSI would in this instance be the highest and best use of the property in this point in time.

16. METHODOLOGY

VALUATION METHODS / APPROACHES

There are 5 generally accepted methods or approaches to value i.e. The Sales Comparison-, the Income Capitalization-, the Depreciated Replacement Cost (DRC)-, the Residual-, and the Profits method. Please refer to the appendices for description. As this is a valuation utilizing the comparable sales method, the value will be determined by comparable sales in the immediate area and surroundings to establish a market trend to be applied to the subject property.

EVERGREEN VALUERS PTY Ltd ©
Le-Shaun Ferreira: 0833546797
info@evergreenvaluers.co.za
www.evergreenvaluers.co.za

C. MARKET REPORT

17. MARKET IDENTIFICATION

As the comparable sales method has been adopted, the market will be investigated for propertied unimproved properties that sold in the past 2 years. Only properties with similar attributes will be considered, but as the subject property is not a property that is available on the open market very often, some adjustment would be necessary to reflect market norms of the subject property. There were 99 vacant land transactions in Jeffrey's bay in the past two years within the immediate vicinity of the subject property. These sales range from R 146.15/m² to R 1181.10/m². Only two transactions are a similar extent to the subject property. There were only one vacant land transactions in Pellsrus in the past two years. This transaction had a selling rate of R 87.29/m². Unfortunately this transaction does not have the shape, extent and zoning of the subject property. There were only two vacant land transactions in Kruisfontein in the past two years. These sales range from R 15.18/m² to R 52.29/m². Sufficient information is available for the valuation.

18. MARKET TENDENCIES

MACRO ECONOMIC TENDENCIES

Prime property generates higher income returns, with low vacancy rates and higher rentals generally provide good income streams. The economic downturn over the past few years have led to increased yields, but this has recently stabilised with certain nodes within the property industry in the major cities reporting a sideways movement in vacancies.

Various factors have a negative influence on the economy, including but not limited to the Rand exchange rate, inflation, transport costs, food process, labour costs and property running costs. It has been noted that the running costs of properties are becoming increasingly important, as this often affects the affordability of property as an asset class.

The headline CPI (for all urban areas) annual inflation rate in August 2019 was 4.3%, up from 4.0% in July 2019. The annual percentage change in the PPI for final manufactured goods was 4.5% in August 2019 down from 4.9% in July 2019. The unemployment rate increased from 27.60% in the first quarter of 2019 to 29.00% in the second quarter.

In late March, SARB Governor Lesetja Kganyago said the central bank expected SA's GDP growth for 2019 to average 1.3%, down from the bank's January projection

EVERGREEN VALUERS PTY Ltd ©
Le-Shaun Ferreira: 0833546797
info@evergreenvaluers.co.za
www.evergreenvaluers.co.za

of 1.7%. In October 2019 they lowered this rate to under 1.0%. The bank's forecast for 2020 was 1.8%, down from 2.0% Various new and increases in tax were announced and this together with increased municipal costs, fuel, medical aid, low salary increases and other will put pressure on individual household spending.

The minister painted a bleak picture as the country struggles with rising expenditure, failing SOEs and declining revenues, but outlined several processes underway to try and rein things in.

In the medium term, spending reductions are expected at R50.3 billion, while provisional allocations of R75.3 billion have been budgeted, mainly to deal with the Eskom crisis.

The country's budget deficit has widened because of Eskom and because of a revenue shortfall, and is now seen at 4.5% of GDP in 2019-20 – up from the 4.2% forecast in the October mid-term statement. Expenditure in 2019 is expected at R1.83 trillion, with the bulk (R1.1 trillion) going to social services.

State wages and compensation remains the largest category of spending, accounting for 34.4% of consolidated expenditure – a level which the finance minister described as "unsustainable". Measures are in place to realise a R27 billion reduction in spending here, he said.

Local economists further predict that it will take considerably longer for market conditions to improve, as investors and the public in general has lost confidence, with the recent decrease in interest rates doing little to stimulate the market.

Any easing of mortgage loan criteria's by the financial institutions in the short-term is not forecasted, as upside risks regarding uncertainty in job security and income growth continue.

MICRO ECONOMIC TENDENCIES

On a micro level, the immediate node, Jeffrey's Bay, is an old well-established mixed use node, which is popular amongst the small to medium scale concerns. Most of the tenants / owners have been trading from this area for many years and this trend is expected to continue in future. The majority of the work force reside in the greater node and as such enjoy the advantage of working close to home.

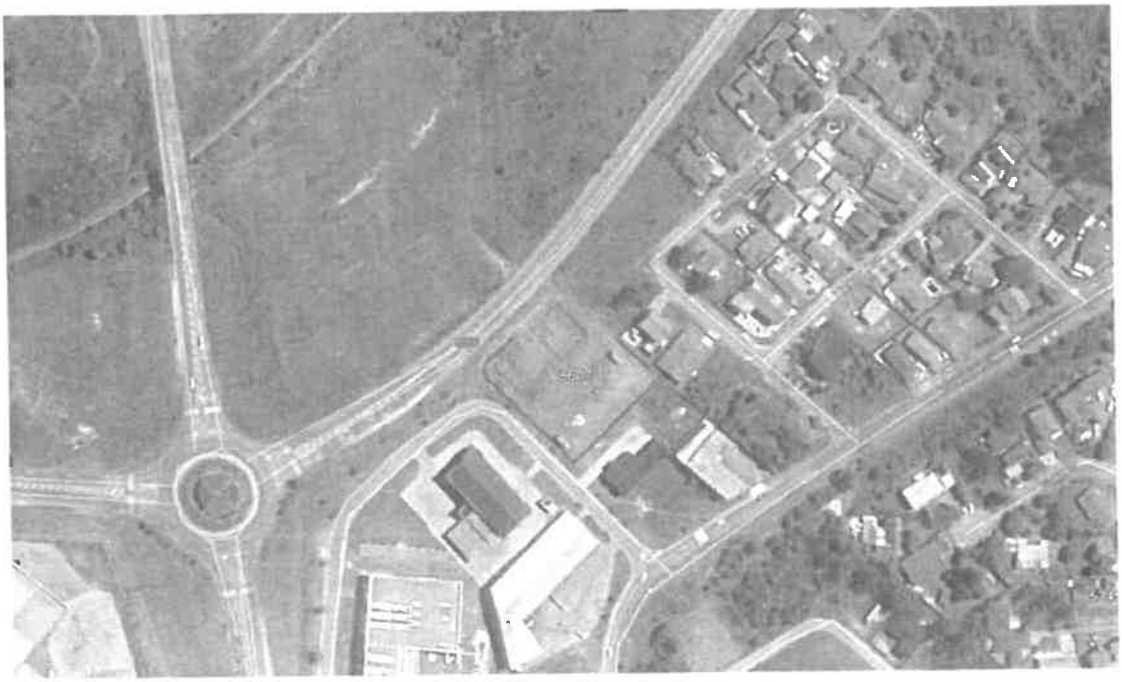
On the residential side, Jeffrey's Bay is a holiday town that is popular among retirees and holiday goers. Jeffrey's Bay is surrounded by an agricultural community that consists of smallholdings, dairy farms in Humansdorp RD, lifestyle estates and citrus farms (Patensie) that contributes to the economy of the area.

Demand for vacant land in the area is considered limited and mostly known for low-cost RDP developments and informal houses located to the north of Aston Bay.

EVERGREEN VALUERS PTY Ltd ©
Le-Shaun Ferreira: 0833546797
info@evergreenvaluers.co.za
www.evergreenvaluers.co.za

19. MARKET RESEARCH

TRANSACTIONS



Transaction 1

Erf 8607

Jeffrey's Bay

This transaction was sold on the 31th of May 2018 for R 1 500 000 which is approximately 4400m from the subject property. The stand is measuring 3399m² in extent and is a rectangular/square shape. This transaction had a selling rate of R 441.31 m².

EVERGREEN VALUERS PTY Ltd ©
Le-Shaun Ferreira: 0833546797
info@evergreenvaluers.co.za
www.evergreenvaluers.co.za

Transaction 2

Erf 3931

Jeffrey's Bay

This transaction was sold on the 2nd of July 2018 for R 1 380 000 which is approximately 5200m from the subject property. The stand is measuring 3705m² in extent and is a rectangular/square shape. This transaction had a selling rate of R 372.47 m².

EVERGREEN VALUERS PTY Ltd ©
Le-Shaun Ferreira: 0833546797
info@evergreenvaluers.co.za
www.evergreenvaluers.co.za

Transaction 3

Erf 1781

Kruisfontein

This transaction was sold on the 26th of July 2018 for R 145 000 which is approximately 16820m from the subject property. The stand is measuring 2773m² in extent and is a rectangular shape. This transaction had a selling rate of R 52.29 m².

EVERGREEN VALUERS PTY Ltd ©
Le-Shaun Ferreira: 0833546797
info@evergreenvaluers.co.za
www.evergreenvaluers.co.za

Transaction 4

Erf 100

Kruisfontein

This transaction was sold on the 6th of February 2019 for R 130 000 which is approximately 17380m from the subject property. The stand is measuring 8565m² in extent and is a rectangular shape. This transaction had a selling rate of R 15.18 m².

EVERGREEN VALUERS PTY Ltd ©
Le-Shaun Ferreira: 0833546797
info@evergreenvaluers.co.za
www.evergreenvaluers.co.za

SALES COMPARISON SCHEDULE

Description	Transaction 1	Transaction 2	Transaction 3	Transaction 4
Erf	8607	3931	1781	100
Suburb	Jeffrey's Bay	Jeffrey's Bay	Kruisfontein	Kruisfontein
Sale Date	31/05/2018	02/07/2018	26/07/2018	06/02/2019
Price	R 1 500 000	R 1 380 000	R 145 000	R 130 000
Adjusted Price	R 1 545 643.20	R 1 417263.60	R 148 915.38	R 132 182.99
Extent	3399	3705	2773	8565
Security	Gently Superior	Similar	Similar	Similar
Surrounding Works	Superior	Superior	Similar	Similar
Landscaping	Gently Superior	Gently Superior	Similar	Similar
Frontage	Similar	Similar	Similar	Similar
Location	Superior	Superior	Inferior	Inferior
Zoning	Superior	Superior	Gently Superior	Gently Superior

EVERGREEN VALUERS PTY Ltd ©
Le-Shaun Ferreira: 0833546797
info@evergreenvaluers.co.za
www.evergreenvaluers.co.za

D. VALUE REPORT

20. SUMMARY OF MARKET RESEARCH

Market selling rates varied depending on various value affecting factors such as extent, shape of stand, zoning, surrounding works and location. Based on the unimproved information (Transaction 1 to 4,) the selling rate for the subject property is between R 15.43 m^2 and R 454.73 m^2.

21. ACCEPTANCE AND REJECTION OF DATA

Transaction one is considered superior to the subject property, zoned commercially, shape is superior as well as the surrounding works. As such the selling rate of the subject property should be much lower than transaction one.

Transaction two is considered superior to the subject property, zoned residential (prime cluster home or sectional title development land), shape is superior as well as the surrounding works. As such the selling rate of the subject property should be much lower than transaction two.

Transaction three is considered slightly inferior to the subject property, zoned residential, shape is superior, but the surrounding works are similar. As such the selling rate of the subject property should be higher than transaction three.

Transaction four is considered inferior to the subject property, zoned residential, shape is superior, but the surrounding works are similar. As such the selling rate of the subject property should be much higher than transaction four.

The following information was considered in the quantification of value for the subject property:

Estate Late Marks v Pretoria City Council 1969 3 SA 227 (A)-"COMPARABLE TRANSACTIONS afford best guide to fix MARKET VALUE."

Sri Raja Vyricherla Narayana Gajapatiraju Bahadur Garu v Revenue Divisional Officer, Vizagapatam [1939] 2 All ER 317 – "In this case where the acquirer is the only likely purchaser, the market value must be determined (between willing buyer and seller) to the best of ability, and taking potential into account in the same way as if there were a number of purchasers. The valuation must be made at the value before acquisition, not thereafter."

EVERGREEN VALUERS PTY Ltd ©
Le-Shaun Ferreira: 0833546797
info@evergreenvaluers.co.za
www.evergreenvaluers.co.za

As indicated by court cases, the method adopted in this valuation stands firm. The second court case involves only one likely purchaser (in this particular case Kouga municipality), but as indicated by the judge, the valuation must be made for multiple purchasers in the open market. It further states that the property should be valued based on the current use, rather than the future possible uses.

The subject property is an irregularly shaped stand which reduces the optimal development of the property. The location and surrounding works of the subject property is not ideal. Upon inspection it would seem the water treatment overflowed over the stand as the smell, as well as the discoloration of the soil, was immediately noted.

That being said, the subject property should have a slightly higher rate than transaction three and a much lower selling rate to transaction two. The transactions in the area were not directly comparable, as some adjustments would have been needed to quantify value of the subject property. The value of the subject property is between R 60.00 m^2 and R 90.00 m^2.

Taking cognizance of the other value forming attributes listed i.e. extent, zoning, location, etc., we believe a good reflection of the true market value would be **R358 098.00,** with a selling rate **of R 78/m^2**, Say R 360 000.00.

EVERGREEN VALUERS PTY Ltd ©
Le-Shaun Ferreira: 0833546797
info@evergreenvaluers.co.za
www.evergreenvaluers.co.za

22. APPLICATION AND CONCLUSION

Allowing for all aspects of differences the property is estimated at a value of

Vacant land - R 360 000 (Three Hundred and Sixty Thousand Rand) representing a selling rate of R 78.41/m².

APPENDICES

I. REPORTING STANDARDS AND PRINCIPLES

VALUATION STANDARDS

This valuation has been conducted in accordance with the ethics and code of conduct of The SA Council for the Property Valuers Profession (SACPVP) and The SA Institute of Valuers (SAIV). The report complies with the Standards and Generally Accepted Valuation Principles (GAVP) of the International Valuations Standards Committee (IVSC). The report conforms to the requirements of IAS 16 as per International Financial Reporting Standards (IFRS).

ACCURACY OF INFORMATION

Information provided by the property owners, parties to sale and others are assumed to be reliable but the accuracy thereof is not guaranteed. No responsibility can be assumed for the non-disclosure of any information or value affecting factors to Evergreen Valuers (Pty) Ltd.

LAND TENURE

It is assumed that the title to the property is marketable, that the property, other than where stated in the report is free and clear of alien rights or encumbrances, and that there are no defects in title.

DEDUCTIONS/RETENTIONS

The properties concerned have been valued free of any encumbrances unless specifically stated. Therefore, no deductions for outstanding mortgage bonds, loans or other have been made.

VALUE ADDED TAX (VAT)

All valuation amounts exclude VAT.

EVERGREEN VALUERS PTY Ltd ©
Le-Shaun Ferreira: 0833546797
info@evergreenvaluers.co.za
www.evergreenvaluers.co.za

CALCULATION OF AREAS

All areas are measured onsite and in accordance with the latest release of "SAPOA Method for Measuring Floor Areas in Commercial and Industrial Buildings".

LAYOUT PLAN

Plans included in the report are for information purposes only and may not necessarily be to scale.

INCOME AND EXPENSES

Any agreements or restrictive covenants entered into between the landlord and any other party, of which the valuer has no knowledge or has not been made aware of, is excluded from the valuation. The income and expenses are therefore considered under 'normal' market conditions unless specifically stated to the contrary i.e. adoption of leases or relevant documentation.

LEGAL SIZE

The boundaries of the properties as indicated by the client or any duly authorized individual whether by physical inspection or relevant documentation is assumed to be the legal extent of the property. No responsibility is taken for variations in size due to extension or omission.

SITE CONDITION AND CONTAMINATION

No investigation as to the site condition with specific reference to ground conditions, services, hazardous or noxious substances has been conducted. Present or future contamination use/possibilities of the subject and/or abutting properties are assumed to be in order.

CONDITION OF IMPROVEMENTS

We have not carried out a structural survey of any of the improvements. Any structural defects (patent or latent), including hazardous material or techniques employed during construction, as revealed by visual inspection can be noted in this report, though is excluded from the value unless explicitly stated to the contrary.

All equipment, apparatus, and electrical installations (including wiring as per the accepted standards of compliance to SANS) is assumed in order and working conditions unless explicitly stated to the contrary.

STATUTORY NOTICE AND UNLAWFUL USE

The valuation was performed free of any restrictions/limitations by statutory notices and unlawful uses unless explicitly stated in this report.

EVERGREEN VALUERS PTY Ltd ©
Le-Shaun Ferreira: 0833546797
info@evergreenvaluers.co.za
www.evergreenvaluers.co.za

SOURCES OF INFORMATION

Several of the sources of information are listed under the "References" paragraph. In some instances information is obtained verbally or in writing whether telephonically, internet based, interview or other. These sources can be made available if required.

CONFIDENTIALITY

Neither all nor any part of this report shall be conveyed to the public or anybody other than the addressee or their principals through advertising, public relations, news sales or any other media without the written consent of the author. This particularly pertains to the valuation conclusion, the identity of the valuer or any reference to the professional organisations to which he/she belongs. No responsibility is taken to any other party for the use of these valuations.

VALUERS CLAUSE

The Valuer states that he/she has physically inspected the properties and/or assets. Neither the Valuer, nor Evergreen Valuers (Pty) Ltd (or any of its employees) have any vested interest (present or future) in the properties or other interest which would affect the statements, conditions and values found within this report. The valuation is therefore conducted entirely on an independent and unbiased basis by an external valuer employed/associated with Evergreen Valuers (Pty) Ltd, with the valuation fee not dependent on the specified amounts of value.

INDEMNITY CLAUSE

Every effort has been made to ensure that this valuation fairly reflects the value of the properties concerned. We will, however, not be liable for any loss and/or damage which might be suffered should this valuation prove to be inaccurate in the event of uncontrollable external factors and "acts of God". Reliance, upon this valuation, can accordingly be entirely at own risk.

II. VALUATION METHODS / APPROACHES

VALUATION METHODS / APPROACHES

There are 5 generally accepted methods or approaches to value i.e. The Sales Comparison-, the Income Capitalization-, the Depreciated Replacement Cost (DRC)-, the Residual-, and the Profits method.

Sales Comparison Method / Approach

"A comparative approach to value that considers the sales of similar or substitute properties and related market data and establishes a value estimate by processes involving comparison."

The first method is the sales comparison approach. In a perfect market (or even a share market) a pattern or trend of prices can be observed by participants or potential participants. However, the very differentiation of a market is a collection of buyers and sellers with differing tastes and needs in terms of property. For example, the investor might be placing a premium on security rather than a higher return. Property prices needs to be analyzed and interpreted in order to obtain the true values utilized in the comparison analysis. This method is the preferred approach to value accepted by courts as less room is given to either too many variables or non-market information.

Minister of Agriculture v Davey 1981 3 SA 877 (A) at 881: "Mr Junod (for applicant) ARGUES: the method of using comparables as a guide to what the hypothetical buyer and seller would have agreed upon...has been held to be the most reliable method...It is seldom, if ever, that our courts are confronted with a situation where the comparable material is a mirror-like reflection of the expropriated property (to be valued). What the valuer is looking for is a sale of a property which is similar, not identical."

Income Capitalization Method / Approach

"A comparative approach to value that considers income and expense data relating to the property being valued and estimates value through a capitalization process."

The second method is applied when income generating capabilities is present and is considered by the market as forming the primary basis for value. The capital value arrived at is the value attributed to the right to an annual income stream. This approach, to name a few, entails a research and analysis of transaction prices of similar or comparably substituting properties, rental rates, expense ratios, yields, capitalization rates, tenant covenants, and risk. In essence this approach entails an income stream from which expenses are deducted, the net income is then capitalized (income is converted to capital) by dividing it with a capitalization

EVERGREEN VALUERS PTY Ltd ©
Le-Shaun Ferreira: 0833546797
info@evergreenvaluers.co.za
www.evergreenvaluers.co.za

factor. Although the value is determined by capitalization, the basis of information researched and analyzed by utilizing the comparison approach. This method, therefore, is a combination of income and expense data though valued by processes of comparison.

An extended form of this method can be seen in the Discounted Cash Flow (DCF) approach and is defined as:

"A financial modeling technique based on explicit assumptions regarding the prospective cash flow to a property or a business. As an accepted methodology within the income approach to valuation, DCF analysis involves the projection of a series of periodic cash flows either to an operating property, a development property, or a business. To this projected cash flow series, an appropriate, market-derived discount rate is applied to establish an indication of the present value of the income stream associated with the property or business. In the case of operating real properties periodic cash flow is typically estimated as gross income less vacancy and collection losses and less operating expenses/outgoings. The series of periodic net operating income along with an estimate of the reversion/terminal value/exit value, anticipated at the end of the projected period, is then discounted. In the case of development properties, estimates of capital outlays, development costs, and anticipated sales income are estimated to arrive at a series of net cash flows that are then discounted over the projected development and marketing periods. In the case of a business, estimates of periodic cash flows and the value of the business at the end of the projection period are discounted. The most widely used application of DCF analysis are the Present Value (PV) or Net Present Value (NPV), and the Internal Rate of Return (IRR) of cash flows."

Depreciated Replacement Cost (DRC) Method / Approach

"The current cost of replacing an asset with its modern equivalent asset less deductions for physical deterioration and all relevant forms of obsolescence and optimisation."

The third method, known as the depreciated replacement cost (DRC) method, is appropriate when little to no market evidence is available and the property does not transact readily in the market. A specialised property is a type of property that is rarely, if ever, sold in the market, due to the uniqueness of its specialised nature, design, configuration, size, and/or location. The approach entails the measuring of the improvements (buildings, site works) to which the appropriate construction costs are applied, resulting in the new replacement (or reproduction) cost. A depreciation factor (being composed of three factors namely physical deterioration, functional obsolescence, and external or economical obsolescence) is applied to the replacement values per category or segment in order to arrive at the present day value for the improvements.

Physical deterioration: Physical deterioration is as a result of wear and tear and lack of maintenance. Different methods can be used to estimate the amount required

EVERGREEN VALUERS PTY Ltd ©
Le-Shaun Ferreira: 0833546797
info@evergreenvaluers.co.za
www.evergreenvaluers.co.za

for repair. Estimates can consist of specific elements of depreciation or charges of contractors or direct comparison of similar properties.

Functional obsolescence: changes in technology making the new assets more efficient. Functional obsolescence can also include changes in buyer preferences/tastes.

External obsolescence: This is the effect on value that external influences have due to changes in the economy, costs, availability of raw materials, utilities, and labour.

The market value of the land as if unimproved is then to be determined and added to this depreciated amount with the total amount reflecting the market value for the property.

Residual Method / Approach

"The estimated amount that an entity would currently obtain from the disposal of an asset, after deducting the estimated costs of disposal, if the asset were already of the age and in the condition expected at the end of its useful life."

The fourth method, known as the residual method, is widely used by developers to determine the value of land or the bid amount (the amount which the developer is willing to pay) for a piece of land given the proposed development. This approach, therefore, is applicable where a valuation is to be conducted for undeveloped land or where redevelopment of an obsolescent piece of land demands it. The first step is to estimate the value of the development as complete, whether it's a township development or residential development or any other use or type of building. Then an allowance for development costs, professional fees, advertising and marketing costs, financing costs, developer's profit and risk is deducted from the value as complete which results in the residual value.

Profits Method / Approach

The fifth method is the profit's method and is sometimes referred to as the accounting method. In general, the rental amounts and capital values are usually influenced by the potential to generate profit. Resultantly, profits can be used as a basis to determine the value of a property. The method entails an estimation of the gross annual income or turnover from which cost of sales and operating expenses are deducted. The net balance is then divided into a rent and profit split. The rental split is capitalized at an appropriate capitalization factor. In addition, the goodwill is to be ascertained at a market related multiplier with the market represented by the total of these two amounts. The second approach takes the estimated net profit only, divides it into a rental and profit split, and capitalizes the rental amount in order to determine the value of the business "lock, stock and barrel".

EVERGREEN VALUERS PTY Ltd ©
Le-Shaun Ferreira: 0833546797
info@evergreenvaluers.co.za
www.evergreenvaluers.co.za

General

In certain circumstance it may be necessary to value on non-market based information. For example:

a.) a number of buildings can be compared on a cost basis to ascertain whether the property will be obtained at a bargain or a premium. It's useful to note that this approach centres on the property while costs can possibly not be market related.

b.) An owner may be willing to pay a premium for an adjoining property due to the potential or utility also known as Plottage Value i.e. where the whole represents more than the sum of the individuals.

c.) The owner may require the application of a rate of return in an income capitalisation approach which is non-market related and specific to that investor or Portfolio Company and their financial capabilities.

d.) It has been said that any method will be accepted, in the occasion of alternative approaches not being applicable, if it can be suitably motivated. Whenever a valuation is conducted on a non-market basis, then the definition of value should be provided i.e. investment value, synergistic value, etc.

EVERGREEN VALUERS PTY Ltd ©
Le-Shaun Ferreira: 0833546797
info@evergreenvaluers.co.za
www.evergreenvaluers.co.za

III. DEFINITIONS OF VALUE

IVSC DEFINITIONS OF VALUE

Fair Value

"Fair Value can be defined as the amount for which an asset could be exchanged or a liability settled between knowledgeable willing parties in an arm's-length transaction."

Fair Value if market based is the equivalent of the Market Value definition, however, if a bases other than market value have been adopted then the definition of value should be included.

Investment Value

"The value of property to a particular investor, or a class of investors, for identified investment or operational objectives. This subjective concept relates specific property to a specific investor, group of investors, or entity with identifiable investment objectives and/or criteria."

Residual Value

"The estimated amount that an entity would currently obtain from disposal of an asset, after deducting the estimated costs of disposal, if the asset were already of the age and in the condition expected at the end of its useful life."

"The net amount which the entity expects to obtain for an asset at the end of its useful life after deducting the expected costs of disposal."

Market Rent

"The estimated amount for which a property, or space within a property, should lease on the date of valuation between a willing lessor and a willing lessee on appropriate terms in an arm's-length transaction, after proper marketing wherein the parties had each acted knowledgeably, prudently and without compulsion." (Whenever Market Rent is provided, the appropriate lease terms" which it reflects should also be stated.

Market Value

"The Market Value can be defined as the estimated amount for which a property should exchange on the date of valuation between a willing buyer and a willing seller in an arm's length transaction after proper marketing wherein the parties had each acted knowledgeably, prudently and without compulsion."

Mortgage Lending Value (MLV)

"The value of the property as determined by a prudent assessment of the future marketability of the property taking into account long-term sustainable aspects of the property, the normal and local market conditions, and the current use and alternative appropriate uses of the property. Speculative elements shall not be taken into account in the assessment of mortgage lending value. The mortgage lending value shall be documented in a transparent and clear manner."

New Replacement Cost

"A replacement cost estimate envisions constructing a structure of comparable utility, employing the design and materials that are currently used in the market."

New Reproduction Cost

"The cost to create a virtual replica of the existing structure, employing the same design and similar building materials."

Synergistic Value

"An additional element of value created by the combination of two or more interests where the value of the combined interests is worth more than the sum of the original interests."

Liquidation Value

"The value of assets estimated with regard to specific circumstances under which the assets are sold. Liquidation value describes a situation where a group of assets employed together in a business are offered for sale separately, usually following a closure of the business. Although associated with forced sale, these terms have distinct meanings. There is no reason why assets cannot be liquidated by an orderly sale following proper marketing."

International Financial Reporting Standards (IFRS)

International Financial Reporting Standards (IFRS) differentiates between physical (tangible) and non-physical (intangible) assets:

Current assets: These are assets that will not be utilised on a continuing basis with regards to the activities of an entity. For example stock, cash, short-term investments. Real estate can sometimes be treated as current assets where it's held in inventory for sale i.e. it's traded as a commodity.

Non-current assets: This is fixed or long-term assets and can be divided into two main categories:

Property, plant and equipment: These are assets that will be utilised on a continuing basis with regards to the activities of an entity. These assets are physical or tangible.

Other non-current assets: These are assets that will not be utilised on a continuing basis with regards to the activities of an entity but is expected to be held in long-term ownership. For example, long-term investments, receivable, goodwill, expenditure carried forward, patents & trademarks.

EVERGREEN VALUERS PTY Ltd ©
Le-Shaun Ferreira: 0833546797
info@evergreenvaluers.co.za
www.evergreenvaluers.co.za

IV. TITLE DEED

None Available

V. SECTIONAL TITLE PLANS

OFFICE COPY

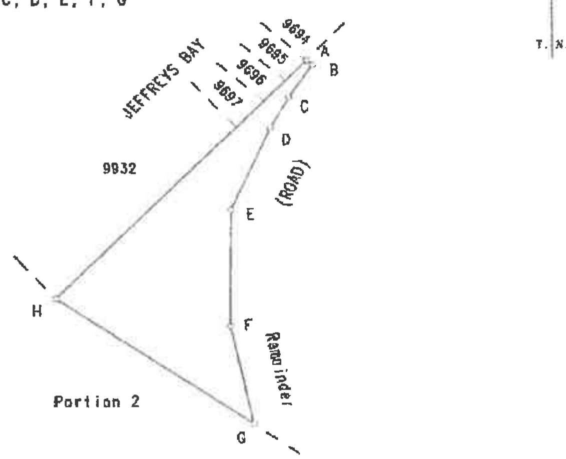
Moorschalk & Partners, Humansdorp

SIDES	Metres	ANGLES OF DIRECTION		CO-ORDINATES Y System WG 25	X
		Constant		+0,00	+3700000,00
AB	2,97	313 14 00	A	+8813,84	+71120,18
BC	16,59	33 20 30	B	+8811,67	+71122,22
CD	15,07	28 15 30	C	+8820,80	+71136,08
DE	38,25	23 25 30	D	+8827,93	+71149,35
EF	50,00	0 31 10	E	+8843,14	+71184,45
FG	42,62	348 32 50	F	+8843,59	+71234,45
GH	92,17	125 50 00	G	+8835,12	+71276,22
HA	140,13	223 14 40	H	+8909,85	+71222,26
		7BB9	⊕	+7832,80	+69690,52
		9BB9	⊕	+8788,87	+71109,56

S.G. No.
936/2018
Approved

for Surveyor-General
2018-10-30

BEACONS:
12mm iron peg: A, B, C, D, E, F, G
15mm iron peg: H



*NOW ERF 9951
JEFFREYS BAY

Scale 1:2000

The figure A B C D E F G H
represents 4591 square metres of land, being
PORTION 147 (A PORTION OF PORTION 63) OF THE FARM ESTATE KLEIN ZEEKOE RIVIER No.335 *
situate in the Kouga Municipality.
Administrative District of Humansdorp.
Province of Eastern Cape

Surveyed in September 2018 by us.

D.E. Latagan (PLS 1168)
Professional Land Surveyor

J. Du T. Bester (PLS 1056)
Professional Land Surveyor

This diagram is annexed to	The original diagram is	File No. Humd. 335
No dated i.f.o. Registrar of Deeds	No. 2062/1967 annexed to Transfer/Grant No. 1990- -72719	S.R. No. 463/2018 Comp AN-2BD(3627) LPI C0340002

9951

APPROVED IN TERMS OF SECTION 105 OF THE SPLUMA BY-LAW: Kouga MUNICIPALITY 2016 DATE 2018-09-17

EXEMPT FROM PROVISIONS OF ACT No. 70 OF 1970 SECTION 1(a)

APPROVED IN TERMS OF SECTION 25 OF ORDINANCE No. 15/1985 REF AE 63/335 DATE 2018-09-17

DDP

Annexure "C"

Valuation Report

ERF 9951 JEFFREYS BAY
KOUGA LOCAL MUNICIPALITY
EASTERN CAPE

REFERENCE NO.: DDPPe10708

DDP

Table of Contents

1. CONTACT DETAILS

Name	Vuyisani Dala
Title	Mr.
Organisation	Kouga Local Municipality
Address	33 Da Gama Road Jeffreys Bay 6330
Phone	(042) 200 2200
Fax	Not applicable
Mobile	+27 (78) 209 8127
Email	vdala@kouga.gov.za
Website	www.kouga.gov.za

2. SUMMARY OF KEY FACTS

Subject	Erf 9951 Jeffreys Bay
Physical Address	Between Jeffreys Bay and Aston Bay
Property Type	Vacant land
Registered Owner	Tantus Trading 301 Pty Ltd
Identity or Entity Registration Number	N/A
Date of Inspection	09 September 2019
Effective Date of Valuation	10 September 2019
Method of Valuation	Comparable Sales Method
Report Number	01
DDP Reference Number	DDPPe10708
Instructing Party	Vuyisane Dala
Instructing Party Reference	Not applicable
Erf Extent	4 591m²
Section Extent	Not applicable
Quality of Accommodation Offered	Vacant land
Approximate Age of Buildings	N/A

DDP

3. INTRODUCTION

3.1 INSTRUCTION

Kouga Local Municipality, as represented by Mr Vuyisani Dala, instructed DDP Valuation and Advisory Services (Pty) Ltd to determine the fair market value of the proposed subject property as per its current existing zoning.

3.2 PURPOSE OF VALUATION

The purpose of this valuation report is to determine the fair market value of the subject property as at the date of valuation. The property is valued as per its existing zoning.

3.3 METHOD OF VALUATION

The Sales Comparison Approach to value compares the subject property to similar properties that have sold under similar market conditions. The value indicated is established by comparing the subject property with similar properties, called comparable sales. Comparable sales are recent property transactions of properties that were sold in accordance with the definition of market value.

The International Valuation Standards 2017 defines the sales comparison method as: "The comparative approach considers the sales of similar or substitute properties and related market data, and establishes value estimated by processes involving comparison.

3.4 DEFINITION OF OPEN MARKET VALUE

The estimated amount for which an asset or liability should exchange on the valuation date between a willing buyer and a willing seller in an arm's length transaction, after proper marketing and where the parties had each acted knowledgeably, prudently and without compulsion.

3.5 DATE OF INSPECTION

09 September 2019

3.6 EFFECTIVE DATE OF VALUATION

10 September 2019

3.7 INFORMATION SOURCES

Lightstone Property Report
Agents active in the area
Statistics South Africa
Own records
Deeds Office

4. TITLE DEED INFORMATION

4.1 DEED DESCRIPTION OF SUBJECT PROPERTY

Erf 9951 Jeffreys Bay (Formerly Portion 147 (a portion of Portion 63) of the Farm Estate Klein Zeekoe Rivier No. 335)

4.2 REGISTERED OWNER

Tantus Trading 301 Pty Ltd

4.3 EXTENT OF SUBJECT PROPERTY

4 591m²

4.4 HISTORICAL PURCHASE PRICE

Not indicated

4.5 DATE OF PURCHASE

Not indicated

4.6 TITLE DEED NUMBER

Not yet registered.

Parent property, Portion 63 (remaining extent) of the Farm Estate Klein Zeekoe Rivier No. 335 Humansdorp RD – T23941/2008CTN

4.7 DATE OF TRANSFER

Not applicable

4.8 ENDORSEMENTS

The parent property is affected by numerous servitudes and restrictions, however, according to the Surveyor Diagram do not affect the subject property.

4.9 SERVITUDES

A Title Deed is a legal instrument as documentary proof of ownership in terms of the Deeds Registries Act 47 of 1937. Each property has its own separate Title Deed. It is a document containing all the details pertaining to a particular property and includes, amongst others, conditions applicable to the zoning, use, and sale of the land as well as all real rights registered in respect of the property.

DDP

The Title Deed was not available at the time of valuation and we value the property therefore as if free from any onerous or restrictive conditions that may be registered against the property. DDP, therefore, reserves the right to review this valuation in the existence of any restrictive or onerous conditions that may have an adverse effect on this valuation.

Refer to Appendix B, for a copy of the Deeds Office Enquiry

The Surveyor General Diagram is the fundamental registerable document prepared by the land surveyor. The essential information shown on a diagram is, amongst others, a) The unique designation of the property, b) An illustration depicting the property, c) The boundary description listing the corner beacons and the details of any curvilinear boundary, d) Descriptions of the corner beacons, e) A table listing the numerical data of the boundaries and f) The area of the property

On scrutiny of the Surveyor General Diagram, we have not noted any restrictive servitudes registered against the property.

Refer to Appendix D, for a copy of the Surveyor General Diagram

5. ZONING INFORMATION

A zoning certificate was not obtained for the purposes of this valuation. It is assumed that the subject property, Erf 9951 Jeffreys Bay conforms to all pre-requisite recommendations as per Town Planning Scheme. As per instruction, the client proposes to purchase the property as per its current undetermined zoning.

5.1 LAND USE RESTRICTIONS

According to the town planner at Kouga Local Municipality, Elsa van Biljon, the zoning of the parent property is Undetermined. The subject property is not yet registered and therefore not individually zoned, and we have therefore, assumed the zoning to be similar to that of the parent property.

6. LOCAL AUTHORITY VALUATION

6.1	TOTAL VALUE	NOT REGISTERED OR VALUED
	DATE	NOT APPLICABLE

6.2 SERVICES AVAILABLE

All services appear to be available to the property. A new residential extension is being serviced just north of the subject property and the subject property is being acquired for a proposed sewerage service installation.

7. LOCATION

7.1 LOCATION

The subject property is situated in Jeffreys Bay within the Kouga Local Municipal area.

Jeffreys Bay is a holiday town located between Humansdorp and Port Elizabeth.

The town provides most immediate amenities and offers schools, medical clinic services, police station and shopping centres. However, more comprehensive amenities are available in Humansdorp located approximately 15km west of Jeffreys Bay, or in Port Elizabeth located approximately 75km east of Jeffreys Bay.

The town is a popular holiday destination and especially known for its ideal surfing conditions. The town showed good growth in the last ten years with an increase in permanent residents.

The subject property is a subdivision of Portion 63 (remaining extent) of the Farm Estate Klein Zeekoe Rivier No. 335, which is located between the town of Jeffreys Bay and Aston Bay ±6km to the west.

The subject property is located adjacent to Dolphin Drive, which connects Jeffreys Bay with Aston Bay. The new Ocean View Extention is located just north of the subject property where the municipality is busy with the installation of services.

Figure 1 Macro location


Figure 2 Micro location

7.2 SITE DESCRIPTION

The site is irregular in shape and offers a level topography. The subject property is currently unimproved and is zoned as Undetermined. The client intends to use the property for the installation of a sewerage pump.

8. HIGHEST AND BEST USE[1]

([1]A term meaning the reasonable, probable and permissible use that will support the highest present value, as of the effective date of valuation).

The subject property is currently zoned as Undetermined. The location of the property adjacent to Dolphin Drive limits the potential uses of the property. It is also located within a road widening area.

9. DESCRIPTION OF IMPROVEMENTS

The subject property offers a vacant undeveloped stand with no structural improvements.

[1] A term meaning the reasonable, probable and permissible use that will support the highest present value, as of the effective date of valuation

10. MARKET COMMENTARY

10.1 MACRO

The property market in South Africa is currently in an uncertain phase, awaiting the impact such as the outcome of the expropriation of land without compensation. Reasonable stability is expected with the recent expected result from the national elections; however, the overall state of the economy is catching up with the real estate market. Property expenses and cost of living is rising, and property prices show increasing signs of slowing down.

10.2 MICRO

Jeffreys Bay is a holiday town that is popular among retirees and holiday goers. The town is further surrounded by an agricultural community that consists of smallholdings, dairy farms, lifestyle estates and citrus farms that contributes to the economy of the area. The town is further located fairly close to the city of Port Elizabeth with some occupants travelling daily to work in the city.

The town of Jeffreys Bay expanded in recent years. In the immediate area of the subject property, only two vacant land transactions could be found. The other transactions were obtained in the adjacent township of Kruisfontein located adjacent to Humansdorp. Demand for vacant land in the area is considered limited and mostly known for low-cost RDP developments and informal houses located to the north of Ocean View.

10.3 COMPARABLE SALES

The comparable sales listed are comparable transactions located in close proximity and in the fairly similar area of Kruisfontein to the subject property. These sales are noted as they compare best in terms of location but differ in terms of land use and extent.

Comparable Sale Three

Comparable Sale Three offers a much smaller stand and is zoned Residential. The subject property offers an inferior land use and its much larger extent suggest that the subject property would achieve a much lower rate (R/m²) compared to this comparable.

Comparable Sale Four:

Comparable Sale Four offers a much smaller stand and is zoned Residential. The subject property offers an inferior land use and its much larger extent suggest that the subject property would achieve a much lower rate (R/m²) compared to this comparable.

The subject property is an Undetermined zoned property and therefore is considered inferior to the comparable sales listed above. No comparable sales of other land uses could be found in the immediate area. Considering the current zoning and the location and the extent of the subject property, it is our opinion, that a rate (R/m²) of R20.00 is considered market-related in the present economic environment and the restricted zoning of the subject property.

Therefore:

Erf Number	Suburb	Land Extent	Market Rate (R/m²)	Market Value	Rounded Value
9951	Jeffreys Bay	4,591	20.00	91,820	90,000

12. CONCLUSION

The following are important factors that need to be considered when determining the fair market value:

- The current zoning of the property.
- The extent of the property;
- The location of the property.

Therefore, based on the comparable sales and market norms in the surrounding area, we are of the opinion that a nominal value of R90 000.00 is market-related for the proposed subject property, provided that they find a buyer who is willing to undergo the subdivision process and rezoning process in order to use the property optimally.

After due consideration of the comparable sales listed, the condition, size and location, as well as the current market conditions, a valuation of **R90 000.00 (Ninety Thousand Rand Only)** is considered market related.

CURRENT MARKET VALUE:
R90 000.00 (NINETY THOUSAND RAND ONLY)

13. CONDITIONS AND RECOMMENDATIONS

This valuation is subject to the following conditions and recommendations:

- The proposed property is valued as per its current zoning.

DECLARATION

Having inspected the above-mentioned property and after taking due consideration of all the relevant factors I, **DPD van Vuuren**, in my capacity as a Professional Valuer consider the above valuation to be a true reflection and a fair assessment of the subject property's market value as at the date of valuation.

Du Toit van Vuuren
Professional Valuer (South Africa)
SACPVP Reg. No.: 5675/3

DATE: 10 September 2019

ANNEXURE A: ACCOMMODATION

Not Applicable

DDP

ANNEXURE B: TITLE DEED SUMMARY

Property detail:

Deeds registry	KING WILLIAMS TOWN
Property type	FARM
Farm name	ESTATE KLEIN ZEEKOE RIVER
Farm number	335
Portion	63 (REMAINING EXTENT)
Province	EASTERN CAPE
Registration division/Administrative district	HUMANSDORP RD
Local authority	JEFFREYS BAY MUN
Previous description	PTN OF HU 335
Diagram deed number	T72719/1990
Extent	94.6102 H
LPI Code	C03400000000033500063

Title Deeds detail:

Document	Registration date	Purchase date	Amount	Image Scanned reference	Document copy?
T23941/2008CTN	20080408	20071212	R2087500.00	20190610 12:55:55	Yes

Owners detail:

Document	Full name	Identity Number	Share	Person Enquiry?
T23941/2008CTN	TANTUS TRADING 301 PTY LTD	200501404207	-	Yes

Endorsements / Encumbrances:

Endorsement / Encumbrance	Holder	Amount	Image Scanned reference	Document copy?
I-1034/2019LG	-	-	20190722 14:38:32	Yes
CONVERTED FROM CTN	-	-	-	Not available
FARM HU 335/63	-	-	-	Not available
NOW SUBDIVISION	TOWN ASTON BAY ,ERF 1609 ,PRTN 0	-	-	Not available

ANNEXURE C: PHOTOGRAPHS

Street Elevation

Rear Elevation

Property Valuation Experts

DDP

APPENDIX D: SURVEYOR GENERAL DIAGRAM

OFFICE COPY

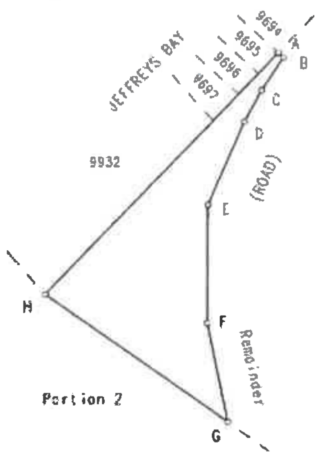
Moorschalk & Partners, Humansdorp

	SIDES Metres	ANGLES OF DIRECTION		CO-ORDINATES Y System WG 25	X
		Constant		+0,00	+3700000,00
AB	2,97	313 14 00	A	+8813,84	+71120,18
BC	16,59	33 20 30	B	+8811,67	+71122,22
CD	15,07	28 15 30	C	+8820,80	+71136,08
DE	38,25	23 25 30	D	+8827,93	+71149,35
EF	50,00	0 31 10	E	+8843,14	+71184,45
FG	42,62	348 32 50	F	+8843,59	+71234,45
GH	97,17	125 50 00	G	+8835,12	+71276,22
HA	140,13	223 14 40	H	+8909,85	+71222,26
		7889	⊕	+7832,80	+69690,52
		9889	⊕	+8788,87	+71109,56

S.G No.
936/2018
Approved

for Surveyor-General
2018-10-30

BEACONS:
12mm iron peg A, B, C, D, E, F, G
15mm iron peg: H



*NOW ERF 9951
JEFFREYS BAY

Scale 1:2000

APPROVED IN TERMS OF SECTION 105 OF THE SPLUMA BY-LAW: KOUGA MUNICIPALITY 2016 DATE 2018-09-17

EXEMPT FROM PROVISIONS OF ACT No. 70 OF 1970 SECTION 1(a)

APPROVED IN TERMS OF SECTION 25 OF ORDINANCE No. 15/1985 REF RE 63/335 DATE 2018-09-17

The figure A B C D E F G H
represents 4591 square metres of land, being
PORTION 147 (A PORTION OF PORTION 63) OF THE FARM ESTATE KLEIN ZEEKOE RIVIER No.335 *
situate in the Kouga Municipality.
Administrative District of Humansdorp.
Province of Eastern Cape

Surveyed in September 2018 by us.

D.E. Lategan (PLS 1168)
Professional Land Surveyor.

J. Du T. Bester (PLS 1056)
Professional Land Surveyor

This diagram is annexed to	The original diagram is	File No. Humd. 335
No		S.R. No. 463/2018
dated	No 2062/1967 annexed to	Comp AN-2BD(3627)
i r o.	Transfer/Grant	
Registrar of Deeds	No 1990- -72719	LPI C0340002

9951

Property Valuation Experts

DDP

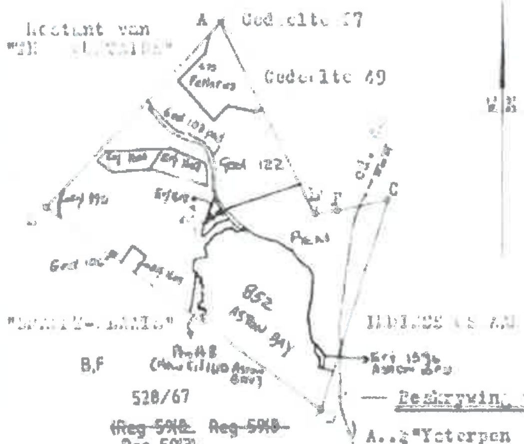
OFFICE [illegible]
KANTOOR [illegible]

2062/67
L.G. No.

SYE Kaapse Voet	RIGTINGS	KO-ORDINATE y Lo Stelsel 5° x				AMP. BES.
	Konst.		±	0.0	+3 310000.0	
[illegible] [illegible]1.6	3[illegible]3.49.50	A	+	25041.3	+ [illegible]373.0	
[illegible]C 1[illegible].0	[illegible]7.52.00	B	+	[illegible]3364.6	+ 3[illegible]714.9	
[illegible]D [illegible]7.3	17.37.30	C	+	[illegible]2055.2	+ 36505.0	
[illegible] 6070.5	135.50.19	D	+	[illegible].4	+ 40[illegible]49.7	
[illegible]A [illegible]59.9	[illegible].[illegible].30	E	+	[illegible]0169.5	+ 36694.4	
[illegible]	[illegible].00	F	+	27953.6	+ 36697.3	

Goedgekeur.

Landmeter-generaal.
27-5 1967



528/67

~~Reg 5912~~ ~~Reg 5918~~
Reg 5913

— Beskrywing van Bakens. —

A..2"Ysterpen in beton 6" hoog.
B.E..Ingeplante klip 2' hoog.
..[illegible] baken.
D..1"x6' Ysterstaaf 5" hoog.
[illegible]..Ingeplante klip 1' hoog.

~~Die Saar Estate Klein Zeekoe River Nr. 335~~

HUMANSDORP

Skaal 1:25000

METRIEKE GROOTTE
185,4637 HEKTAAR

Die figuur A B C D E

stel voor 216.5307 morg grond, synde ~~[illegible]~~

*Gedeelte 63 van die PLAAS ESTATE KLEIN ZEEKOE RIVER Nr. 335

~~van die plaas~~ ~~[illegible]~~

geleë in die

Administratiewe Distrik Humansdorp Provinsie Kaap die Goeie Hoop

Opgemeet in Maart 1967 deur my [signature]

Landmeter.

Hierdie kaart is geheg aan	Die oorspronklike kaart ~~die oorspronklike kaart is~~ is.	Lêer No. [illegible]
C. & T No. 72719/90	No. 276/1899	M.S. No. [illegible]
geliasseer	~~Transport~~/Grondbrief	Komp. AN-2BD (5627) AN-2BD/22 (772) AN-2BD/W 22 (6273)
t.g.o.	No. Rum. Q. 7.2	Alg. Plan [illegible]
Registrateur van Aktes.		

SBC

[illegible]
[illegible] NUWE KOPIE VAN KAART

335/LE

Property Valuation Experts

CAVEATS

1. FULL DISCLOSURE

This valuation has been prepared on the basis that full disclosure of all information and factors that could affect the valuation (**'all relevant factors'**) have been made to us. We accept no liability or responsibility whatsoever for the valuation if it should transpire that a full disclosure of all relevant factors was not made.

2. THIRD PARTY INVOLVEMENT

Where reliance was placed on information supplied by third parties in undertaking the evaluation, we have assumed such information to be substantially correct. We accept no liability or responsibility whatsoever for the valuation if it should transpire that the information supplied was substantially incorrect.

3. VALUATION STANDARD

This valuation has been prepared in accordance with the International Valuation Standards Committee requirements as adopted by the South African Council for the Property Valuers Profession and the South African Institute of Valuers.

4. FREEHOLD PROPERTY

In the case of freehold properties, we have inspected the relevant Title Deed documents when available. Whenever perusal of the Title Deed caused concern, we made specific reference to this in the Valuation Report. Where the Title Deeds were not available we have assumed that good title can be shown and that the property is not subject to any unusual or especially onerous restrictions, encumbrances or outgoings.

5. MORTGAGE BONDS, LOANS OR OTHER CHARGES

The property has been valued as if wholly owned with no allowance made for any outstanding monies due in respect of mortgage bonds, loans or other charges. No deductions have been made in our valuation for the cost of acquisition, such as legal or transfer fees, or the costs involved in the disposal of the assets.

6. CALCULATION OF AREAS

Where the client (or his/her representative) has provided all surface, areas quoted within the Valuation Report, we assume such surface areas have been calculated in accordance with the SAPOA standard method of measurement. Where a valuer on site measures the surface areas, the SAPOA standard method of measurement shall be employed.

7. PLANS

All plans included in the Valuation Report are supplied for the purpose of identification and orientation only and are not necessarily to scale.

DDP

8. PROPERTY BOUNDARIES

The farm or property boundaries, as indicated to the Valuer by the instructing client or his appointed agent, or the boundaries as indicated by plans supplied by the client, are assumed to be the legal extent of the property. Any variation of these boundaries by extension or omission, and the resultant inclusion or omission of any improvements because of this or these variations, cannot therefore be regarded as the responsibility of the Valuer. We accept no liability or responsibility whatsoever for the valuation should it transpire that any boundaries were incorrectly pointed out.

9. OUTGOINGS

It is assumed, except where otherwise stated, that the property is subject to the normal property owner's outgoings and that there are no onerous restrictions or unusual covenants of which we have no knowledge. In preparing our valuation, we have formed our opinion of outgoings, having had reference to the various schedules of outgoings supplied by the client or a representative thereof.

10. STRUCTURAL CONDITION

The property has been valued in its existing state. In the event of its ownership or use changing in such a manner that the local authority will require the upgrading of the premises to comply with fire protection and other regulations, it may be necessary to reduce the valuation by the amount covering the cost of such compliance. We have had regard to the apparent state and condition of the property but have not carried out a structural survey, nor inspected those areas, which were covered, unexposed or inaccessible, neither have we arranged for the testing of electrical, heating or other services. The valuation assumes that the services and structures are in a satisfactory state of repair and condition, unless otherwise stated in our report. The valuation further assumes that the improvements have been erected in accordance with the relevant Building and Town Planning Regulations as well as the Local Authority by-laws. We have not inspected woodwork or other parts of the structure, and we are therefore unable to repost that such parts of the property are free from rot, beetle or other defects. We have assumed that no deleterious or hazardous materials or techniques were used in the construction of the property nor have since been incorporated.

11. CONTAMINATION

Our valuation assumes that a formal environmental assessment is not provided and further that the property is not environmentally impaired nor contaminated, unless otherwise stated in our report.

12. VACANT LAND

No soil or substratum tests on the property have been undertaken and it is assumed that the property is suitable for the intended purpose, without having to provide excessive reinforcement to any structure built thereon.

13. STATUTORY NOTICE AND UNLAWFUL USE

We have assumed that the property and its value are unaffected by any statutory notice, and that neither the property nor its condition, nor its use, nor its intended use, is or will be unlawful.

14. INDIVIDUAL PROPERTIES

The values reported are for the individual properties. No allowance is made for any premium, which may be applicable for an assembled portfolio of properties, nor is a discount allowed for any flooding of the market, which might exist if all, or a majority of the properties were offered for sale simultaneously.

15. CONFIDENTIALITY

This valuation is produced exclusively for the client and for the specific purposes to which it refers. It may be disclosed to other professional advisers assisting you in respect of that purpose. We accept no responsibility whatsoever to any parties other than yourselves who make use of this valuation.

16. NON-PUBLICATION

Neither the whole nor any part of this valuation report or certificate, nor any reference thereto, may be included in any published document, circular or statement, nor published in any way without the written approval of the Valuer, as to the form or context in which it may appear and acknowledgement that the Valuer are professional valuers.

17. INDEPENDENT VALUERS CLAUSE

Neither the Valuer, nor any employee, have any present or contemplated interest in this or any other properties or any other interests, which could affect the statements or values, contained in this valuation report. The valuation enclosed herewith was therefore undertaken on a completely independent basis by a valuer employed the Valuer, a company which specializes in valuation and which does not trade in these assets.

18. VALUE ADDED TAX

All figures quoted are exclusive of Value Added Tax.

19. COURT CASES

Please note that if this report or any portions of the report are used in a court case, additional fees will be applicable.

Annexure "D"

C.W. MALAN

JEFFREYSBAAI ING/INC
Reg No. 1996/006706/21

PROKUREURS/ATTORNEYS

Gestig/Established 1908

Oosterlandstraat 15 Oosterland Street
Posbus/P.O. Box 273
JEFFREYSBAAI/BAY 6330
Suid-Afrika/South Africa
Telefoon/Telephone: (042) 293 1053
Faks/Fax: (042) 293 3027
EMAIL : aktes@cwmalan.co.za
DOCEX 1 JEFFREYSBAAI/BAY

TO
KOUGA MUNICIPALITY
JEFFREYS BAY

Our Ref AJB/mw/Quotation

Your Ref

Date 6 February 2020

PROFORMA STATEMENT OF ACCOUNT

TRANSFER : TO KOUG MUNICIPALITY
VALUATION: R360000,00

QUOTATION

DESCRIPTION	VAT	DEBIT	CREDIT
To transfer fees	1 443,00	9 620,00	
To Discount on our fees	-300,00		2000,00
To Deeds Office fee		632,00	
To Deeds Office search		120,00	
To postages and petties	112,50	750,00	
To electronic document generation fee	33,75	225,00	
To Rates clearance certificate fee		500,00	
To fee for submitting transfer duty receipt	18,75	125,00	
To Drawing of Deed of Sale	300,00	2000,00	
		R13 972,00	
VAT	R1 608,00	1 608,00	R2000,00
TOTAL AMOUNT DUE (incl. VAT)			R13 580,00

ACCOUNT DETAILS:
CW MALAN JEFFREYS BAY INC
ABSA BANK JEFFREYS BAY
ACCOUNT NO: 5170 000 015
ACB CODE: 334515
SWIFT CODE: ABSAZAJJCPE

KINDLY NOTE THAT ANY BANK CHARGES LEVIED BY OUR BANKERS AS A RESULT OF A CASH DEPOSIT WILL BE DEBITED TO THE CLIENT'S ACCOUNT.

REPORTS BY THE PORTFOLIO CHAIRPERSON: LOCAL ECONOMIC DEVELOPMENT & TOURISM

KOUGA MUNICIPALITY (EC108)

ORDINARY COUNCIL MEETING

LOCAL ECONOMIC DEVELOPMENT & TOURISM

DATE: 28 FEBRUARY 2020 **ITEM NO: 20/02/LED&T1**

APPROVAL OF THE GRANT IN AID IN-YEAR APPLICATIONS FOR NATIONAL SEA RESCUE INSTITUTE IN FINANCIAL YEAR 19/20

1. Purpose

The item is tabled for Council's approval of the Adhoc / in-year application of the Grant-in-aid allocation.

2. Background

The Council approved the Grant in Aid policy on the 31 May 2017 to address the numerous requests received from the various organisations in Kouga for funding on an annual basis.

Section 4.1(c) of the Grant in Aid Policy states that," *funding of applications will largely be considered on an annual basis in response to the annual advertisement inviting applications for a Grant in Aid. Allocations may also be made during the course of the year for amounts less than R10 000. If over R10 000, it must be submitted for Council Approval. A maximum of 20% may be reserved for in- year, ad-hoc applications…"*

On the 13 November 2019, the Grant in Aid Committee convened a meeting to consider in-year applications. Whilst other items were held in abeyance pending other processes, the application that was recommended for grant allocation was from the National Sea Rescue Institute.

3. Financial Implications

R250 000.00 budget provision is made from the Community Services Directorate Budget. Vote Number 20190910995057

4. Legal Implications

The Municipality's Grant-in-Aid Policy is in place and makes provision for Grant allocations for in-year, ad-hoc applications in section 4.1(c).

5. Recommendation

5.1 That the minutes of the Grant-in-Aid Committee held on the 13 November 2019 as annexed, be noted.

5.2 That Council **approves** the Grant In Aid allocation of **R 250 000.00 (Two Hundred and Fifty Thousand Rand only)** to the National Rescue Institute as recommended by the Grant-in-Aid Committee.

Item prepared by : The Director: Planning, Development & Tourism

Approved by : The Municipal Manager

Item noted by the Portfolio Councillor Baxter

KOUGA local municipality
Good Governance through Service Excellence

Cape St Francis
Hankey
Humansdorp
Jeffreys Bay
Loerie
Oyster Bay
Patensie
St Francis Bay
Thornhill

Postal: PO Box 21, Jeffreys Bay, 6330
Tel: 042 200 2200 / 042 200 8300
Fax: 042 200 8606
Email: registry@kouga.gov.za
Website: www.kouga.gov.za

DRAFT MINUTES FOR GRANT-IN-AID MEETING
DATE: 13 NOVEMBER 2019
TIME: 09HOO – 11HOO
VENUE: ROOM 45, WOLTEMADE STREET, JEFFREYS BAY

No.	Item	Discussion	Recommendation	Responsibility
1.	Opening and Welcome	The chairperson opened the meeting and welcomed everyone who honoured the invite.		Chairperson – Mr. M Penxa
2.	**Attendance and apologies**	**Attendance noted are as follows:** - Mr. M Penxa (Acting Director PD&T) - Ms. Machelesi (CS) - Ms. F Baxter (LED & TOURISM) - Ms. L Opperman (LS) - Ms. C Venter (CS) - Ms. V Adams (LED & TOURISM) - Mr. V Yake (LED & TOURISM) - Ms. C Draghoender (Scribe) **Apologies / Leave of Absence** - Mr. D Benson (CS) - Ms. F. F Mabusela (PD&T)		All

3.	**Purpose of the Meeting**	The meeting serves to discuss pending and newly considered Grant in Aid Applications and to give recommendations pertaining to the Applications received.		All
4.	**Approval and Adoption of Previous Minutes**	Members pointed out and corrected all the typographical errors on pg.1 and pg.4. The minutes were approved with amendments.		
5.	**Matters Arising and for discussion** - The Committee discussed three matters arising from their previous meeting and made recommendations on pending Grant in Aid Applications.			
5.1		**Winterfest R1,300,000** - Committee recommended that Winterfest should make a Separate Application apart from KLTO. - Committee confirmed with Expenditure that there is no separate line item for Winterfest	- Held in Abeyance pending the clarification on availability of funding.	
5.2		**OASIS RADIO STATION R149 522,30** - It was confirmed that the outstanding additional support documentation were submitted to the LED Office as per requested; breakdown of expenditure in respect of 2018/19 financial year Grant-In-Aid allocations.	- The Committee agreed to fund Oasis 75% of R149 522, 30. • **R112 141.72** - As per discussion the Committee decided to put the application in abeyance until clarification on the availability of funding.	
5.3		**KOUGA FM RADIO STATION R197 653,56** - Application was held in abeyance as per council resolution due to outstanding Lease Agreement. - Legal Services confirmed that the Lease Agreement between KFM Radio station has expired and a letter was issued out to evacuate the KCC premises by end of Year 2019.	- The Committee agreed to fund Kouga FM 50 % of R197 653,56. • **R98 826,78** - As per discussion the Committee decided to put the application in abeyance until clarification on the availability of funding	

6.	**Points of discussion as per Annexure.**	Ms. Machelesi advised the Committee to discuss Applications; National Sea Rescue Institute and Eastern Cape Biker Challenge due to urgent attention.		
6.1		**NATIONAL SEA RESCUE INSITUTE** - **Application was approved by the committee for the value of R250 000.00**	- Community Services agreed to fund NSRI with R250 000, 00 on Items as follows: • Training - R79 950.00 • Container - R125 000.00 • Rescue Equipment – R45 050.00 • Department to meet and conclude Service Level Agreement on authorization of Item.	
6.2		**EASTERN CAPE BIKER CHALLENGE** - **Application held in Obeyance.**	- Committee indicated that they cannot fund a Private Company/Event due to the grant in policy regulations and highlighted if Mayors Office wishes to fund such an Event/Company they should use a donation vote.	
7.	**Items / Grant in Aid Applications to be discussed at next meeting**	- Winterfest - Oasis Radio Station - Kouga FM Radio - Mighty Men Conference - King Jesus International Ministries - Air Dried Fruit - Youth with Potential South Africa - Imagine Youth Movement - Eastern Cape Bikers Challenge		

8.	**Way forward**	**The way forward was outlined**	- The committee proposed that the following documentation should be attached to the minutes: • Checklist on Applications. • Budget Confirmations. - Committee to reconvene on confirmation of availability of funding.	- LED & Tourism Office - CS & LED Office - All
9.	**Date of the next meeting**	No Proposed date as yet.	Proposed date to be communicated.	All
10.	**Closure**	The meeting was adjourned at 11H00		Chairperson