KOUGA
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ORDINARY COUNCIL MEETING

AGENDA

Date : 31 JANUARY 2019
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: 31 January 2019	**UMHLA: 31 EyoMqungu 2019**	**DATUM: 31 Januarie 2019**
TIME: 10:00	**IXESHA: 10:00**	**TYD: 10:00**
H. BORNMAN SPEAKER	**H. BORNMAN** USOMLOMO	**H. BORNMAN** WOORDVOERDER

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. **LEAVE OF ABSENCE**
4. **PRESENTATIONS**

   None
5. **ACKNOWLEDGEMENTS, CONDOLENCES & CONGRATULATIONS**
6. **STATEMENTS OR COMMUNICATIONS BY THE SPEAKER**
7. **STATEMENTS OR COMMUNICATIONS BY THE EXECUTIVE MAYOR**

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

The next Sarah Baartman District meeting will take place on 30 January 2019 whereafter Council's representative to the SBDM, as appointed on 31 May 2018 will submit a report to the next Council meeting.

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

The next Intergovernmental Land Forum meeting is scheduled for 6 February 2019 whereafter a report will be submitted to Council.

10. **REPORT BACK: MUNIMEC**

None

11. **DECLARATION OF INTEREST**

12. **STATUTORY MATTERS**

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

12.1 Minutes of the Ordinary Council Meeting held on 11 December 2018

Pages 6-38

13. **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).

13.1 **MINUTES OF PREVIOUS MAYORAL COMMITTEE MEETING**

None

14. **REPORT BY THE OFFICE OF THE MUNICIPAL MANAGER**

19/01/MM1 Council Resolutions of 11 December 2018

Pages 41-66

19/01/MM2 Mid-Year Institutional Performance Report: 2018/19 Financial Year: Period 1 July 2018 to 31 December 2018

Pages 67-126

15. **REPORTS BY THE EXECUTIVE MAYOR**

15.1 **REPORTS BY THE CHAIRPERSON: FINANCE**

19/01/F1 Mid-Year Financial Report for The Period July To December 2018 And The Assessment Of The Municipality's Financial Position As At 31 December 2018 (2018/19 Financial Year)

Pages 128-165

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

19/01/CORP1 Member Replacement for Rules and Ethics Committee

Pages 167

19/01/CORP2 2nd Draft Annual Report (2017/2018)
(The 2nd Draft Annual Report will be circulated under separate cover)

Pages 168-170

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

None

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

19/01/CS1 Fire Assessment Report Conducted By Phoenix Fire

Pages 172-238

15.5 **REPORTS BY THE CHAIRPERSON: PLANNING, DEVELOPMENT & TOURISM**

19/01/PDT1 Grant- In- Aid In Year Application: SPCA

Pages 240-242

Distribution list:

Executive Mayor
Speaker
Mayoral Committee Councillors
Municipal Manager
All Directors
Relevant Managers

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 TUESDAY, 11 DECEMBER 2018 AT 10:00

PRESENT: Councillors	H Bornman	(Speaker)
	H Hendricks	(Executive Mayor)
	D Benson	
	F Baxter	
	FJ Campher	
	B Williams	
	BF Rheeder	(Alderman)
	DM Nkomo	
	L Vorster	
	F Louw	
	NS Botha	
	B Dhludhlu	
	WPD Gertenbach	
	R Jantjies	
	T Jantjes	
	C August	
	P Nkwalase	
	J Mayoni	
	C Mandeka	
	M Peters	
	A Mabukane	
	V Camealio-Benjamin	
	M Dayimani	
	C Matroos	
	T Meleni	
	V Vumazonke	
	E Februarie	
	S Jujwana	
Officials & Municipal Manager	C du Plessis	(Municipal Manager)
	S Thys	(CFO)
	F Mabusela	(Director: Planning, Dev & Tourism)
	N Machelesi	(Director: Community Services)
	V Felton	(Director: I&E)
	L Opperman	(Manager: Legal Services)
	D de Jager	(Manager: Human Resources)
	L Randal	(Media Liaison Officer)
	M Jantijies	(Committee Services
	B Klopper	(Committee Services)

1. **NOTICE OF MEETING**

The Speaker read the notice convening the meeting.

2. **OPENING AND WELCOME**

The Speaker welcomed everybody to the meeting and requested Councillor Cllr R Jantjies to open the proceedings with a prayer.

Cllr Dayimani stated that in terms of the Rules of Order adopted by Council on 18 September 2018, that not all Councillors were adhering to the Rules of Order regarding the Dress Code when attending Council meetings. Cllr Dayimani requested that the House follow the proceedings as per the Rules of Order and referred to the Rules of Order:-

53. Dress code

53.1 Council may by resolution prescribe a dress code for Councillors and traditional leaders attending meetings.

53.2 Notwithstanding the provisions of any resolution passed in accordance with Rule 53.1, no Councillor or member of the public shall be allowed to wear any clothing or accessory containing party political regalia to any meeting of Council or its committees.

3. **LEAVE OF ABSENCE**

None

4. **PRESENTATIONS**

4.1 **BUILDING GREEN INCLUSIVE MUNICIPALITIES: DIRECTOR: PLANNING, DEVELOPMENT AND TOURISM**

OUTLINE

- Section1: Reflections on the November Mission
- Section 2: Business Retention & Expansion Programme for Kouga LM
- Section 3: Counclusion

Meeting with Economic Development Commission

LESSONS LEARNED

- Developing Local Economic Development approaches based on successful international programmes.
- Importance of Real life experience ***(Work Shadowing)*** in project management, communication, problem solving, and intercultural learning – things that traditional professional development activities seldom replicate.

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KOUGA & PEC REPRESENTATIVES

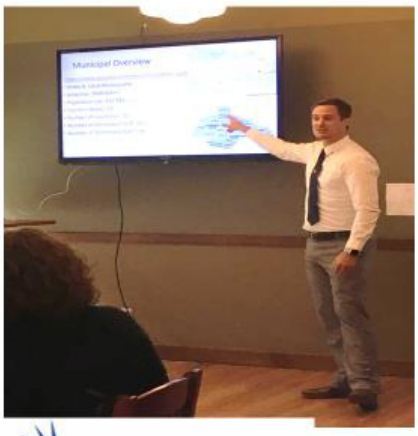
(Left front row: *Mayor elect Cllr Ferguson, Kouga Speaker-Cllr. H Bornman; Outgoing Mayor- ; Director : Kouga PD& T – Ms. FF Mabusela)*

Left Back row: Director : PEC CDD (Neil Carbone); MM; LED Officers (Mr. V Yake & X Wagasa



Prince Edward County – Council Induction

Kouga Municipal Speaker Councilor H. Bornman presenting to newly elected PEC Council strategic value of Kouga – PEC partnership.



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Mrs. F Mabusela: Director - Planning, Development & Tourism presenting to newly elected PEC council progress made Kouga and PEC inception of BIGM



Business Retention and Expansion Interviews

KEY LESSONS:

- Importance of having a BR+E programme for sustainable Local Economic Development.
- BR+E empowers the Municipality to plan, formulate and implement strategies that will encourage the economic growth and social development

KOUGA EMPLOYEES SHADOWING PEC STAFF IN CONDUCTING BR+E INTERVIEWS



Destination Marketing & Development

LESSONS LEARNED

- Stakeholder engagement for effective destination marketing.
- Successful Destination Marketing relies on solid community and municipal relationship.
- Destination Marketing Process is best internally driven.

Prince Edward County Destination Marketing Advisory Committee



Tourism Ambassador Training

LESSONS LEARNED

- Local Community play a critical role in promoting tourism and should be trained as good will ambassadors for local tourism.
- Developing Local content for Tourism Ambassadors Training.

KOUGA MUNICIPAL STAFF TAKING PART IN TOURISM AMBASSADOR TRAINING PROGRAMME



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BUSINESS RETENTION & EXPANSION

- Identified as key activity in March 2018 Mission.
- The purpose of a BR+E program is to **identify local business issues**, concerns and potential opportunities that local government, agencies and other stakeholders **can address proactively.**
- The professionals who administer this program engage with the existing business base to retain and create investment and jobs in their communities.



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BR& E Engagements with Provincial Dept. Agriculture, Rural Dev and Food .



Why BR& E Program??

Existing businesses are major contributors to the local government's tax base, and they also provide jobs for local residents.

As the local economy becomes a global economy, making sure that businesses are operating at optimum capacity becomes a main priority for local economic development professionals.

Conducting a BR&E program provides local government with a specific understanding of the needs and wants of vital businesses.

Base line information for Economic Development Strategy, LED Programs & Strategies, Town planning By-Laws and policies, Strategic Objectives of KLM.

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BUSINESS RETENTION & EXPANSION PROGRAMME
What is it exactly?

One on one interviews with individual business owners/managers.

Collects tombstone information about the business.

Collects information about businesses' opportunities, challenges, workforce, industry outlook, sales, marketing, training, trends, future plans and potential impacts.

Provides insight into entire sectors or industries within the community.

Allows the municipality to measure changes in responses over time, in order to evaluate the effects of policy changes and other initiatives on the business climate.

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BENEFITS OF BR+E

- Meaningful consultation with local business; business community feels engaged and heard.
- Tombstone information allows a municipality to develop a database of businesses for various purposes.
- Relationship-building with individual business owners & managers.
- Excellent data from which to derive policy; difficult to argue against BR+E reporting.
- Allows you to share reports with the community.
- Allows you to focus policy on areas of highest value; evidence-based decision making.
- Acts as a call to action for local business; promotes buy-in and support for programs and activities.

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How will KLM implement BR&E?

- The BR& E is based on a four stage, 12 steps process.
- Theme ***" Kouga LM cares, Let's talk business".***
- +50 businesses in / supporting Tourism sector.
- Will invite academic support/ DEDEAT to participate as team support.
- Monkey Survey (data analysis).
- Annual programme BR&E

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Stage 2: Collect and Analyze (Feb-March 2019)
Step 5
Conduct Business Interviews
Step 6
Address Immediate Concerns and Opportunities
Step 7
Data Analysis
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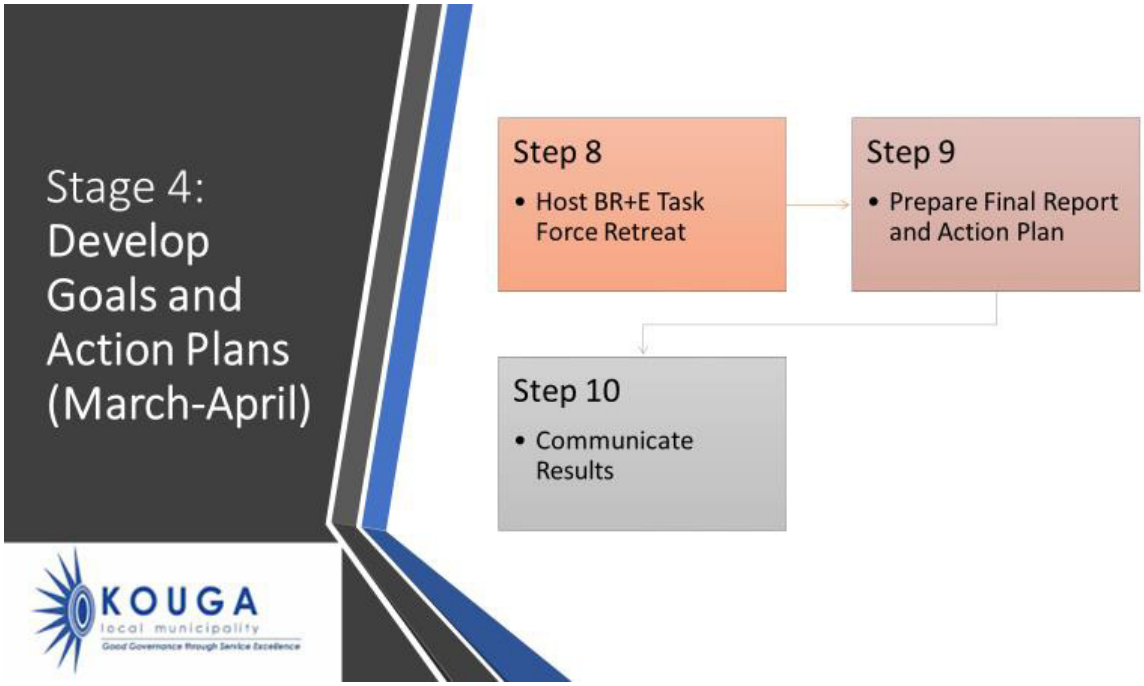
Stage 4: Develop Goals and Action Plans (March-April)
Step 8
• Host BR+E Task Force Retreat
Step 9
• Prepare Final Report and Action Plan
Step 10
• Communicate Results
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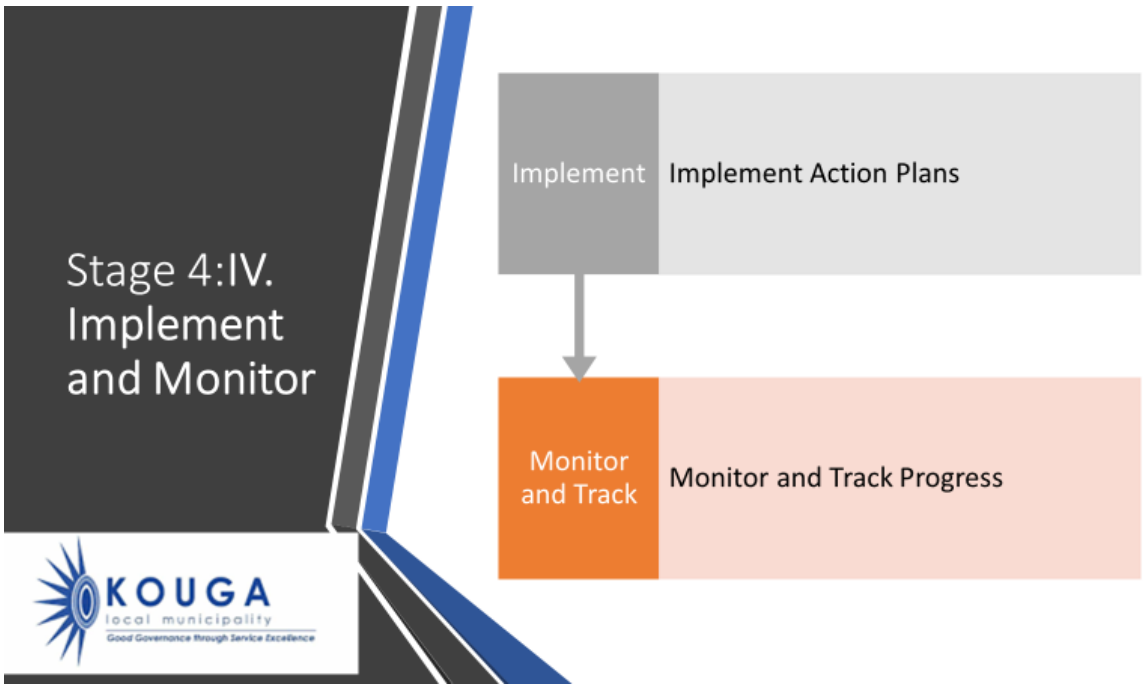

Conclusion

- Council support the BR&E program launch.
- Support BR&E as LED Flagship Program (annually).
- Assist with business listing
- Share our excitement!

Questions

- Expenses;
- KM Tourism Client;
- Placement of Ambassadors on whose account;

Response

- Expenses paid by Government of Canada;
- Businesses in Tourism – Shortlisting and appointment of 8 Ambassadors done by the Department of Tourism;
- Placement of Ambassadors paid from budget of Department Tourism – action plan where placements are done over festive season – 8 Tourism Agencies provided by Province.

4.2 AMAZA DEVELOPMENT: EASTER CAPE PROVINCIAL GOVERNMENT BROADBAND ROLLOUT

EASTERN CAPE PROVINCIAL GOVERNMENT (ECPG) BROADBAND ROLLOUT

N-RFP1819-262

Background

The Eastern Cape Provincial Government has appointed Liquid Telecom for the provision of Broadband Connectivity in the Eastern Cape Province. The contract was formally awarded to Liquid Telecommunications as per Treasury Regulation Section16A.6 – participation of the Eastern Cape Government under RFB1161/2013.

Introduction of the project

The Eastern Cape Provincial Government (ECPG) is the process of accelerating the rollout of broadband services throughout all the District Municipalities of the Eastern Cape Province and to all ECPG facilities, namely; public schools, public hospitals and clinics, social development centres, and ECPG corporate / administrative offices.

This is a mega project aimed at ensuring that our province also take part in the Fourth Industrial Revolution. The OTP fills that this project is the first step in the right direction. While the service is primarily to connect the ECPG facilities, it is our intention to ensure that any excess bandwidth is made available to the public.

Role Players

- The Eastern Cape Office of the Premier is the sponsor and project owner.
- Liquid Telecom is the company appointed last year (2017) to implement the broadband to government facilities (sites).
- It is an international company that has a foot print in many African Countries
- They are one of the leaders in IT space, coverage telecommunication
- Network etc.
- Amaza Development is the support sub consultants appointed by LT to manage
- stakeholders and conduct Institutional Development Facilitation.

Project Status

- The project is in the pre- construction stage.
- Finalization of technical input, pending site verifications.

- Further to this, the ECPG desires to involve unemployed youth of the Eastern Cape in the establishment of these services by providing successful candidates a one-week employment opportunity to verify site location and other critical information necessary for the successful rollout of broadband services within the whole Province.
- LT will appoint two Unemployed Graduates from each ward in the Province. The two candidates must meet the following criteria:
    1. SA Citizen
    2. Diploma / Degree in Information Technology or Electrical Engineering.
    3. Youth under the age of 35 years.
- To select successful candidates for this one-week employment opportunity, we need the assistance of all the Local Municipality's Municipal Managers and Ward Councilors in the identification process.
- We trust that this initiative to co-opt the unemployed youth of the Eastern Cape in the Delivery of broadband services throughout the 8 District Municipalities of the Eastern Cape.

Budget

- It is the Provincial project of 2.8 Billion that will cover the will the entire Eastern Cape Province.
- Nelson Mandela Metro budget will be ascertained once all the sites are verified.
- Also, the ward budget will be confirmed on completion of the site variation process.
- At the moment the interested companies should prepare themselves and the budget will be released once the entire site have been verified and costed.

Roll out

The full project roll out will be done in phases:

1. Stakeholder Engagements,
2. Pre-construction Phase – Site Verifications and Identification
3. Construction Phase

Benefits of the project

- Improved network coverage for all department and government institutions.
- Easy and quicker work for officials in various department that translate to
- Better service delivery to the end users/ communities.
- Jobs will be created for local communities.

- Local business (SMMEs and Big) will also participate.
- Identify in the community's young IT specialist, Engineers, technicians who will be trained or provided with experiential training in their field of study.

Public Awareness

This a very good initiative, more especially now that we are in the 4th industrial Revolution, but we know that the internet can be utilized by criminals to cause harm and distress to the citizens of our Province. Hence, we plead with the authorities to caution and make the community aware of: e.g.

1. the cyber criminal syndicates, hacking of banking accounts, social media bullying, etc.
2. Viewing of explicit content – visiting pornographic sites and that the whole society is faced with.

We must utilize this service for the betterment of our lives.

For more information and enquiries:

Camagu Tatanqu

Director: Provincial Broadband and Connectivity Support (OTP)

Camagu.tatanqu@otp.ecprov.za

(040) 609 6696

Fezidinga Isaac

Social Facilitator: Amaza Development

fisaac@amazadevelopment.co.za

083 780 6511

Nomhle Mpofu

Director: Amaza Development

nmpofu@amazadevelopment.co.za or mpofunomhle@gmail.com

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Martin Pram

Social Facilitator: Amaza Development

martin.pram@gmail.com

064 408 6097

Way forward

- 3 Public meetings to be co-ordinated;
- Ward Councillors to arrange meeting with SMME's in respective Ward;
- Skills in community to be identified in terms of criteria;
- Ward Councillors to assist in updating CV's of possible candidates and forward to the Office of the Municipal Manager by 10 January 2019;
- Ward Councillors to submit meeting schedule to the Office of the Municipal Manager whereafter to advise the Department of meeting programme for all SMME's;
- Skills in rural areas are scarce but surrounding areas also a possibility;
- Libraries and museums are important for broadband access for learners;
- Employment of 5 days but depends on vastness of areas and stipends will be paid;

5. **ACKNOWLEDGEMENTS, CONDOLENCES & CONGRATULATIONS**

The Speaker advised that Cllr D Biggs had resigned, and that the vacancy was declared vacant by the IEC. As prescribed in item 18 of Schedule 1 of the Municipal Structures Act, 1998 (Act No 177 of 1998), that Cynthia Cecily August being the candidate at the top of the party list for the Democratic Alliance (DA) has been declared elected to the Kouga Local Municipality who replaces Diana Jane Biggs who ceased to hold office of Councillor in the Municipality. The Speaker advised that Cllr C August will be sworn in as a Councillor and requested Cllr C August to step forward to undertake the Oath of Office.

OATH OF OFFICE

I, ***Cynthia Cecily August,*** *do hereby swear that I will be faithful to the Republic of South Africa and will obey, respect and uphold the Constitution and all other laws of the Republic, and I solemnly promise to perform my functions as a Councillor of the Council of Kouga Municipality to the best of my ability – SO HELP ME GOD.*

Cllr Dayimani as the Regional Chairperson of the ANC congratulated the Cllr C August on her appointment as Councillor to the Kouga Municipality.

Birthday wishes and upcoming was extended to the following Councillors:-

Alderman B Rheeder
Cllr T Jantjes
Cllr A Mabukane
Cllr B Williams
Cllr H Hendricks
Cllr L Vorster
Cllr R Jantjies
Cllr W Gertenbach

Condolences extended to the family of the former General Treasurer of the ANC who had passed away.

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

The Speaker congratulated Cllr C August on her appointment as Councillor to the Kouga Municipality and stated that the aim of Cllrs is to serve the community. Councillors are faced with many challenges.

The Speaker stated that 2018 had been a long year faced with many challenges in the local community but with accomplishments. Councillors were encouraged to continuing doing the good work in the community for their upliftment and by assisting people in need which can make life changes. Continue to strive in making Kouga Municipality the best as the community deserves a better life with hopefulness & positivity – not to serve ourselves but to serve the community.

7. **STATEMENTS OR COMMUNICATIONS BY THE EXECUTIVE MAYOR**

The Executive Mayor welcomed all present to the last Council meeting for 2018 and extended a special welcome to the KM delegation who had returned back from Canada.

The Executive Mayor advised that a full statement reflecting on achievements & challenges for KM will be submitted at the Ordinary Council meeting scheduled in February 2019.

The Executive Mayor reported on the following:-

- Many challenges were faced in 2018 by KM especially with the passing of Mayor Elsa van Lingen who had laid a foundation for Councillors to follow who always said that the interests of the community should be a priority;
- R151m funding received for 10 boreholes, 5 tenders – contactors to be appointed end of January 2019 and work to commence June 2019;
- Commended the Municipal Manger for taking Performance Management seriously – performance vastly improved;
- Unqualified audit received;
- Launching Festive Season on 14 December 2018 – Official open of the Festive Season will take place on 15 December 2018 at 10:00 to 20:30;
- Xmas lights will be switched on in Jeffreys Bay, Humansdorp, Patensie and Hankey;
- Strive to launch the best Summer Festive Season in Kouga – "Safe & have Fun";

In closing, the Executive Mayor wished all Councillors, Officials and their families a safe Festive Season and prosperous New Year.

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

None

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

None

The Speaker advised that he had received a request from the Opposition Party to allow speakers to speak on items contained in the agenda. The Speaker referred to previous occasions when notices were given and not given, and he was of the opinion that not all Councillors prepare for all items and wants to allow all Councillors to exercise their rights when requesting to speak on items as Councillors represent the community and their interests. The Speaker also stated that conflict is to be avoided and that the business of Council is to be conducted in an orderly manner.

The Speaker referred to the Rules of Order that a list of names of speakers on items was to be submitted to the Office of the Speaker 12 hours prior to a council meeting and due to the non-submission of a list of names to his office by the ANC the ruling was made to no accept the request from the Opposition Party.

Cllr Camealio-Benjamin stated that additional items have been submitted and Councillors have not had the opportunity to view or discuss the additional items and should no speakers be permitted to speak on the referred to items, then that would be in contraction to the Rules.

Cllr Dayimani regarded the ruling of the Speaker to be unfair as the request was made to the Speaker for Cllrs to speak on items and he was advised that the Speaker would consider the request. Although the list of speakers from the ANC was only submitted at the meeting, the Speaker after considered accepted the list and advised that only the names indicated on the list will be allowed to speak on items as indicated.

10. **REPORT BACK: MUNIMEC**

18/12/MM1 REPORT ON THE PROVINCIAL MUNIMEC TECHNICAL MEETING (INCLUSIVE OF THE PROVINCIAL POLITICAL MUNIMEC AND PROVINCIAL WATER FORUM MEETINGS) HELD ON 1 NOVEMBER 2018 AT QUEENSTOWN

Resolved (11 December 2018)

1. That the content of the report on the 1 November MUNIMEC Meeting, be noted.

2. That the Municipal Manager through the Director Planning and Development pursue possible partnerships/other initiatives with Transnet through their Community Investment Program for the benefit of the local communities pending further discussions on this matter at the next meeting of MUNIMEC.

3. That it be noted that an agreement has been concluded between the Municipal Manager and the Senior Manager to complete the required Certificate Program in Management Development within a period of 18 months from date of appointment as per legislative provisions.

4. That the Municipal Manager monitor MIG and INEP progress and expenditure on a monthly basis and report expenditure at meetings of the Mayoral Committee.

5. That the Municipal Manager monitor expenditure on the drought grant funding and report expenditure at meetings of the Mayoral Committee.

11. **DECLARATION OF INTEREST**

None

12. **STATUTORY MATTERS**

12.1 **CONFIRMATION OF MINUTES OF PREVIOUS COUNCIL MEETINGS**

The Municipal Manager confirmed that all reports, are accurate and truthful.

12.2 The Minutes of the Ordinary Council Meeting held on 30 October 2018 were confirmed and accepted.

Proposed: R Jantjies Seconded: B Dhludhlu

9. **REPORT BACK: IGR FORUM**

None

13. **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).

13.1 **MINUTES OF THE PREVIOUS MAYORAL COMMITTEE MEETING**

13.1.1 Minutes of a Mayoral Committee Meeting held on 16 October 2018 be noted.

14. **REPORTS OF COMMITTEES OF THE COUNCIL**

14.1 **MUNICIPAL PUBLIC ACCOUNTS COMMITTEE MINUTES**

18/12/MPAC1 **MINUTES OF THE MUNICIPAL PUBLIC ACCOUNTS COMMITTEE**

Resolved (11 December 2018)

1. To be dealt with under the Confidential Section of the Agenda.

18/12/MPAC2 **MUNICIPAL PUBLIC ACCOUNTS COMMITTEE RECOMMENDATIONS FOR CONSIDERATION**

Resolved (11 December 2018)

1. To be dealt with under the Confidential Section of the Agenda.

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

18/12/MM2 COUNCIL RESOLUTIONS FOR 30 OCTOBER 2018

Cllr Februarie raised a concern that the Council resolutions contained in the Action Sheets was not a true reflection of the Council minutes. A concern was also raised that confidential resolutions were reflected in the open section of the agenda as contained in the Action Sheets and was to be addressed in the confidential section of the agenda.

The Speaker advised that the resolutions reflected in the Action Sheets were unactioned resolutions and needed to be addressed/reported on by the respective Directorates.

An audio recording of the Council meeting was requested to be made available for authentication and legal purposes.

Resolved (11 December 2018)

1. That the updated Actions Sheets reflecting resolutions of the Ordinary Council meeting for 30 October 2018 be accepted.

2. That all outstanding matters / unactioned resolutions be referred to the first Mayco & Exec Management meeting to be held in January 2019.

3. That all outstanding reports be submitted to the respective Portfolio Committee meetings to be held in February 2019.

4. That it be noted that all future confidential resolutions contained in the Action Sheets be dealt with under the confidential section of the agenda and that the open agenda and confidential agenda be distributed separately.

5. That the open agenda and confidential agenda be distributed only to Councillors, the Municipal Manager, all Directors, the Manager Legal Services and the Media Liaison Officer with the exclusion of any official named or under discussion in the confidential agenda.

6. That it be noted that a concern was raised that Council resolutions contained in the Action Sheets do not reflect the Council resolutions as per the minutes of Council meetings.

7. That it be noted that, as contemplated in (6) above, the audio recording of the Council Meeting dated 30 October 2018 be made available for authentication purposes in terms of the Council resolutions.

8. That the Office of the Speaker provide the list of members of the public in attendance of all Council meetings to Administration prior to such meeting, be supported.

18/12/MM3 INSTITUTIONAL PERFORMANCE REPORT: 2018/19 FINANCIAL YEAR: QUARTER 1: PERIOD 1 JULY 2018 TO 30 SEPTEMBER 2018

Resolved (11 December 2018)

1. That the content of the Quarter 1 Institutional Performance Report on the implementation of the Service Delivery and Budget Implementation Plan for the period 1 July 2018 to 30 September 2018, be noted.

2. That as from November 2018, monthly performance reports be submitted to every Council meeting on progress made with improvements in revenue collection and capital budget expenditure until such time as the set quarterly targets have been achieved.

3. That the SDBIP be updated regarding targets for the year and to be aligned with the Adjustments Budget.

18/12/MM4 MID-YEAR PROGRESS REPORT ON THE 2019/20 REVIEW PROCESS

Resolved (11 December 2018)

1. That the mid-year progress report on the 2019/20 IDP Review period, be noted.

18/12/MM5 CALL CENTRE REPORT ON SERVICE DELIVERY REQUESTS FOR SEPTEMBER 2018

Resolved (11 December 2018)

1. That the report on the Call Centre Service Delivery Requests September 2018 be noted.

2. That all service delivery requests received directly by management / Supervisors, be immediately reported to the Call Centre, alternatively on the Vodacom Link Application.

3. That it be noted that many issues are still not going via the Call Centre and departments are requested to make it mandatory for all requests to be logged at the Call Centre.

4. That the incidence level of septic tank issues be prioritized, and a root cause analysis be conducted to resolve the issues (dealt with under item 18/12/MM6).

5. That the GV area be included in the detailed Service Delivery Requests Report per Ward regarding service delivery requests and resolved service delivery requests, be investigated.

6. That Service Delivery Requests Reports include overgrown plots per Ward indicating resolved service delivery requests.

7. That Ward Councillors utilize Ward Assistants to log issues on behalf of the community.

8. That the possibility of alternative methods of electrical backup be investigated.

18/12/MM6 **CALL CENTRE: ROOT CAUSE ANALYSIS ON THE INCIDENCE LEVEL OF SEPTIC TANKS**

Resolved (11 December 2018)

1. That the report on the Root Cause Analysis on the incidence level of septic tanks be noted.

2. That the resolution of the problems indicated in the report be referred to the Infrastructure and Engineering Department to execute a plan to resolve these factors.

16. REPORTS BY THE EXECUTIVE MAYOR

16.1 REPORTS BY THE PORTFOLIO CHAIRPERSON: FINANCE

18/12/F1 **MONTHLY BUDGET STATEMENTS FOR THE PERIOD JULY 2018 TO OCTOBER 2018 AND FINANCIAL STATE OF AFFAIRS OF THE MUNICIPALITY AS AT 31 OCTOBER 2018 (2018/19 FINANCIAL YEAR)**

Resolved (11 December 2018)

1. That the Executive Mayor notes the Municipal Manager's report on the monthly budget statements, in accordance with Section 71(1) of the Municipal Finance Management Act.

2. The monthly budget statements be accordingly submitted to Provincial Treasury as stipulated in Section 71(1) of the MFMA.

3. That Council takes note that creditors are understated as not all invoices received from suppliers are being processed upon receipt and are not being reflected as 30 days and over creditors.

4. That a report on expenditure on furniture be submitted to the next Portfolio Committee meeting for the 2017/2018 financial year as well as expenditure on furniture for the first 6 months of the current financial year.

5. That a report on expenditure on the 66KV line supplying Jeffreys Bay with power be submitted to the next Finance Portfolio Committee meeting detailing expenditure on the 66KV line during 2017/2018 and 2018/2019 financial year.

6. That a report on Travelling & Subsistence for 2017/2018 and 2018/2019 financial year be submitted to the next Finance Portfolio Committee meeting.

7. That a report on the EMF expenditure for the current financial year be submitted to the next Finance Portfolio Committee meeting.

18/12/F2 **BYTES USER GROUP INVITE**

Resolved (11 December 2018)

1. That the financial implications associated with the user group meeting, be noted.

2. That the matter be referred to MPAC for further investigation, regarding potential fruitless and wasteful expenditure incurred.

3. That all the necessary supporting documentation be submitted to the MPAC by no later than 15 January 2019.

18/12/F3 **WRITE-OFF IN RESPECT OF IRRECOVERABLE ARREAR DEBTS – EQUITABLE SHARE**

Resolved (11 December 2018)

1. That the Equitable Share write-offs for the period 1 July 2018 to September 2018, in the amount of R3 532 392.21, be approved.

2. That Sea Vista be reported on separately from St Francis regarding write-offs in respect of irrecoverable arrear debts – Equitable Share

18/12/F4 **SUPPLY CHAIN MANAGEMENT: S36 DEVIATIONS, MONTHLY TENDERS AND 7 DAY NOTICES FOR THE MONTH OF OCTOBER 2018**

Resolved (11 December 2018)

1. That the report on the Section 36 Deviations, monthly tenders and 7 Day Notices for the month of October 2018, be noted.

18/12/F5 **PUBLIC AUDIT AMENDMENT ACT**

Resolved (11 December 2018)

1. That the Public Audit Amendment Act, be noted.

18/12/F6 **REVENUE: WRITE-OFF OF LONG OUTSTANDING DEBT**

Resolved (11 December 2018)

1. The Bad Debts Committee recommended that the outstanding debt as per Annexure "A", in the amount of R1 833 382.05 be written-off as bad debt and be implemented as at 30 September 2018.

18/12/F7 **KPMG**

Resolved (11 December 2018)

1. That the item be withdrawn.

18/12/F8 **THE ACQUISITION OF IMMOVABLE PROPERTY BY COUNCIL**

Resolved (11 December 2018)

1. That the item be withdrawn.

18/12/F9 **EXTENSION OF LEASE AGREEMENT - ERF 554, ST FRANCIS BAY BOWLING CLUB**

Resolved (11 December 2018)

1. That consideration be given to extend the lease agreement of the St Francis Bay Bowling Club for a further period of one year, at the current rental, until the disposal process is completed.

2. That the necessary processes to address the request be implemented with immediate effect.

16.2 **REPORTS BY THE PORTFOLIO CHAIRPERSON: CORPORATE SERVICES**

18/12/CORP1 **COMPARATIVE MONTHLY REPORT FOR THE CORPORATE SERVICES DIRECTORATE: ADMINISTRATION SECTION**

Resolved (11 December 2018)

1. The monthly report for September 2018, be noted.

2. That a full audit of the owners of equipment on the Municipal towers be undertaken and that proper

processes for the removal of such equipment of other radio network operators on Municipal high sites, be followed.

3. That high sites be identified, and towers be erected by the Municipality where other radio network operators can install their equipment, supported.

4. That operators apply to the Municipality for authorization to install their equipment and pay a monthly usage fee to the Municipality, be supported.

5. That a By-Law be established to regulate the installation of radio networks of other operators within the Municipal boundaries, be supported.

6. That the acquisitions and installation of an internet fibre network for the Municipal radio network, be explored.

7. That the proposed Municipal account enquiries being handled by the call centre be referred to the CFO and Municipal Manager for further investigation.

8. That the Call Centre operators sign a confidentiality agreement regarding account information, be supported.

9. That the frequency and meeting schedule of Ward Committees, be noted.

10. That the Municipal vehicle usage be monitored and reported on a monthly basis and anomalies in distance travelled as well as fuel usage, be supported.

18/12/CORP2 **<u>COMPARATIVE CALL CENTRE REPORT ON SERVICE DELIVERY REQUESTS JULY – SEPTEMBER 2018</u>**

Resolved (11 December 2018)

1. That the report on the Comparative Call Centre Service Delivery Requests July – September 2018 be noted.

2. That a status report on water losses be compiled indicating progress made as well as remedial measures to reduce water losses be submitted to the next Portfolio Committee meeting.

3. That future service delivery reports include overgrown plots with service requests resolved.

18/12/CORP3 **TELEPHONE BILLING FOR SEPTEMBER 2018**

Resolved (11 December 2018)

1. That the report on telephone activity for September 2018 be noted.

2. That the extent of unanswered is still a concern and user departments are urged to attend to this and submit a report to their respective portfolios on interventions to deal with the problem.

3. That the various Directorates take responsibility for:

    - Monitoring usage.
    - Getting employees to account for usage.

18/12/CORP4 **COMPARATIVE TELEPHONE BILLING REPORT FOR JULY - SEPTEMBER 2018**

Resolved (11 December 2018)

1. That the report on Telephone Activity for July to September 2018 be noted.

2. That it be noted that all unanswered calls are currently being investigated per Directorate and a further report thereon will be submitted.

3. That a report on cell phone activity be included in future reports submitted to the respective Portfolio Committee meeting.

18/12/CORP5 **HR REPORT SEPTEMBER 2018**

Resolved (11 December 2018)

1. That the HR Report for September 2018, be noted.

2. That the stats and monitor movement, on a monthly basis, be noted.

18/12/CORP6 **SALGA CONTINUED TASK JOB EVALUATION SUPPORT AND IMPLEMENTATION IN ALL MUNICIPALTIES- CIRCULAR 44 OF 2018**

Resolved (11 December 2018)

1. That the content of the SALGA Continued Task Job Evaluation Support and Implementation In all Municipalities - Circular 44 Of 2018 report, be noted.

18/12/CORP7 **WARD DEVELOPMENT FUND – USAGE OF SUPPLIERS FROM RESPECTIVE WARDS**

Resolved (11 December 2018)

1. That suppliers from respective Wards be invited to submit quotations for Ward specific projects, be supported.

2. That should suppliers from the Ward not be able to submit a quotation, suppliers from other Wards be afforded an opportunity to quote, be supported.

3. That if more than one item is requested collectively across various wards, which results in an amount over R30 000, either a 7-day notice or a formal tender process be used for such procurement as per the SCM Policy, be supported.

4. That Councillors be prohibited from submitting quotes and that quotations be requested only from service providers who are registered on the SCM database, be supported.

18/12/CORP8 **APPROVAL OF COUNCIL POLICIES**

Resolved (11 December 2018)

1. That the following revised policies be approved by Council for adoption:-

    - Plot Clearing Policy;
    - Child Care Facilities in Residential Areas;
    - Kouga Telecommunication Mast Policy;

2. That the adopted policies be placed on the Kouga Website.

18/12/CORP9 **DELEGATION OF POWERS TO THE EXECUTIVE MAYOR DURING RECESS PERIOD**

Councillor N. Botha	-	In favour
Councillor B Dhludhlu	-	In favour
Councillor B. Williams	-	In favour
Councillor F. Baxter	-	In favour
Councillor D. Benson	-	In favour
Councillor H. Bornman	-	In favour
Councillor F. Campher	-	In favour
Councillor T Jantjes	-	In favour
Councillor W. Gertenbach	-	In favour
Councillor L. Vorster	-	In favour
Councillor C August	-	In favour
Councillor W Coenraad	-	In favour
Councillor F. Louw	-	In favour
Councillor D. Nkomo	-	In favour
Alderman B. Rheeder	-	In favour
Councillor R Jantjies	-	In favour
Councillor H Hendricks	-	In favour
Councillor S. Jujwana	-	In favour
Councillor CS Mandeka	-	In favour
Councillor P Nkwalase	-	In favour
Councillor T Meleni	-	In favour
Councillor M Peters	-	In favour
Councillor V Camealio-Benjamin	-	In favour
Councillor M Dayimani	-	In favour
Councillor C Matroos	-	In favour
Councillor J Mayoni	-	In favour
Councillor V Vumazonke	-	In favour
Councillor E Februarie	-	In favour
Councillor A Mabukane	-	In favour

In favour of the recommendation	29
Not in favour of the recommendation	0

Resolved (11 December 2018)

1. That the authority be delegated to the Executive Mayor to take decisions on matters normally reserved for resolution of Council, during the recess period, with the exception of the following powers:

    - The passing of by-laws;
    - The approval of budgets;
    - The imposition of rates and other taxes, levies and duties; and
    - The raising of loans;
    - Entering into Service Delivery Agreements, and
    - The approval or amendment of the IDP.

2. That authority be delegated to the Executive Mayor to consider and, if necessary, authorize the increase of the remuneration of Councillors in terms of the limits set by the Remuneration of Public Office Bearers Act, in line with the 2018/19 Operating Budget subject to the request for concurrence received from the MEC of Local Government & Traditional Affairs.

16.3 **REPORTS BY THE PORTFOLIO CHAIRPERSON: INFRASTRUCTURE & ENGINEERING**

18/12/I&E1 ST FRANCIS BAY BEACH SPIT DUNE PROTECTION REVETMENTS

Resolved (11 December 2018)

1. That the Municipal Manager be authorized to instruct Council's legal representatives to approach the necessary government departments in a pursuit for same to contribute towards the estimated costs involved, as per the report submitted by PRDW Consulting Port and Coastal Engineers, in respect of the St Francis Bay Beach Spit Dune Protection, be supported.

18/12/I&E2 EXTENSION OF DUINEWEG ROAD – JEFFREYS BAY

Resolved (11 December 2018)

1. That the Municipal Manager be authorized to enter into a Land Use Agreement with the registered owner of the property known as Portion 63 of Farm 335 Jeffreys Bay, be approved.

2. That the Director Infrastructure & Engineering be authorized to conduct the necessary feasibility studies in respect of the property known as Portion 63 of Farm 335 Jeffreys Bay for the purpose of constructing a road connecting Duineweg road to the Marina Martinique Road, subject to budget availability, be approved.

3. That a layout plan indicating the total distance of the road connecting Duineweg Road to the Marina Martinique Road, as contemplated in (2) above, be provided at the next Portfolio Committee meeting.

16.4 **REPORTS BY THE PORTFOLIO CHAIRPERSON: COMMUNITY SERVICES**

18/12/CS1 MINUTES OF THE SEEKOEI ESTUARY MOUTH BREACHING COMMITTEE MEETING HELD AT THE MAYORAL BOARDROOM (JEFFREYS BAY) ON MONDAY: 10 SEPTEMBER 2018

Resolved (11 December 2018)

1. That the minutes of the Seekoei Estuary Mouth Breaching Committee held on 10 September 2018, be noted.

2. That the approval of the Environmental Management Plan by the MEC be expedited for implementation, be supported.

18/12/CS2 PROGRESS REPORT: LIFESAVING

Resolved (11 December 2018)

1. That an integrated approached between lifeguards and the National Sea Rescue Institute (NSRI) towards lifesaving in Kouga, be supported.

2. That the Lifeguard container for the NSRI remain for the 2018 Festive Season until 15 January 2019 and be removed by no later than end of January 2019.

3. That public participation processes be followed and adhered to regarding all future applications of such nature.

18/12/CS3 BLUE FLAG STATUS AWARD – 2018/2019 SEASON

Resolved (11 December 2018)

1. That the achievement of the Blue flag Status/award, be noted.

2. That a successful and compliant Blue Flag Beach status be maintained throughout the Blue Flag season, be supported.

3. That the Portfolio Councillor accompany the official responsible for obtaining the required samples at the Main beach and be requested to sign off the sample taken, be supported.

18/12/CS4 **ENVIRONMENTAL PROTECTION AND INFRASTRUCTURE PROGRAMMES(EPIP): APPLICATION FOR FUNDING 2018/19 – 2020/21 MTEF**

Resolved (11 December 2018)

1. That the Environmental Protection and Infrastructure Programmes (EPIP): approval for funding to the value of R 20 million (2018/19 – 2020/21) MTEF report be supported.

2. That the planning and implementation of the project not exceed the budget, be supported.

3. That Council enter into a pre-implementation owning entity MOA with the department within 60 days from the date of receipt of the letter as no implementation shall commence without a duly-signed MOA, be supported.

4. That the Department of Environmental Affairs procure the services of professional companies and CIDB graded contractors for the planning and implementation of the infrastructure projects using correctional methods as defined in the Built Environment Industry, be supported.

18/12/CS5 **2018/19 FESTIVE SEASON PREPAREDNESS PROGRAMME: COMMUNITY SERVICES**

Resolved (11 December 2018)

1. That the content of the report in preparation of the festive season 2018/19, be noted.

2. That the temporary closure of the Pellsrus and Paradise Lagoon areas for motor vehicles for the period: 30 December 2018 to 02 January 2019, be supported.

3. That the temporary conversion of the Diaz street to be a one-way street from the 30 December 2018 up to the 02 January 2019, be supported.

4. That a formal notice be published in the local newspapers and Council Notice boards of Councils intentions of the temporary closure of motor vehicle access to the Pellsrus and Paradise Lagoon picnic areas.

5. That the overtime implications during the festive season to render an acceptable level of service, be supported.

6. That emergency after hours details be made available to all Councillors and such be made via public media.

18/12/CS6 **AMENDMENTS TO THE 2018/19 ANNUAL BUDGET – APPROVAL OF SERVICE LEVEL AGREEMENT ALLOCATION FROM THE SARAH BAARTMAN DISTRICT MUNICIPALITY**

Resolved (11 December 2018)

1. 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, Act No. 117 of 1998 (as amended), read in conjunction with Section 28 of the Local Government: Municipal Finance Management Act, Act No 56 of 2003, approved the following amendments to the 2018/19 Annual Budget.

   Revenue : Service Level Agreement funding
   Vote Number : 20180702070337
   Amended Budget : R 1,965,100

Ukey Nr	Item Description	Approved Budget 2018/19	Adjustments	Adjusted Budget 2018/19
20171122982465	Vehicle	1,850,000	1,700,000	3,550,000
20171122982543	Machinery & Equipment	200,000	265,100	465,100
Total		**2,050,000**	**1,965,100**	**4,015,100**

18/12/CS7 **CLIMATE PARTNERSHIP MISSION: ILSFELD MUNICIPALITY GERMANY VS KOUGA MUNICIPALITY SOUTH AFRICA (8 – 12 OCTOBER 2018)**

Resolved (11 December 2018)

1. That the report on the mission between Kouga and our Germany Partner Municipality, Ilsfeld be noted.

2. That the envisaged, identified projects between the two municipal partners be noted and supported:

   - Water
   - Energy
   - Recycling

18/12/CS8 **TRADITIONAL CIRCUMCISION SUMMER SEASON/NOVEMBER/DECEMBER 2018**

Resolved (11 December 2018)

1. That the report on the tradition Summer Season for Kouga Municipality, be noted.
2. That the Council supply water to initiation school sites in particular for Gamtoos area, be supported.

3. That it be noted that a report, as contemplated above 2), indicating all financial implications be submitted to the next Corporate Services Portfolio Committee meeting to be held in February 2019.

4. That the Council provide the monitoring team with transport, be supported.

16.5 **REPORTS BY THE PORTFOLIO CHAIRPERSON: PLANNING, DEVELOPMENT & TOURISM**

18/12/PDT1 **RELOCATION OF HUMANSDORP MUSEUM TO KOUGA CULTURAL CENTRE**

Resolved (11 December 2018)

1. That the report on the Relocation of Humansdorp Museum to Kouga Cultural Centre, be noted.

2. That the Feasibility Study undertaken by the Humansdorp Museum Association, be supported.

3. That relocation options of the community radio station be investigated by the Municipal Manager & Maycom, be supported.

4. That security measures at the Kouga Cultural Centre be investigated and be put in place to avoid vandalism, be supported.

18/12/PDT2 **AMENDMENT OF LAYOUT PLAN: OCEAN VIEW 1500 HOUSING PROJECT: INSTALLATION OF INFRASTRUCTURE SERVICES**

Resolved (11 December 2018)

1. That the approved layout plan for the Ocean View 1500 Housing Project be amended to make provision for 235 additional stands on a portion of portion 125 of the Farm Estate Klein Zeekoe River No. 335 and the densification of 58 middle-income stands comprising erven 9646 to 9663 and 9684 to 9725, be supported.

2. That the proposal to provide the appointed Contractor with alternative stands for the installation of infrastructure service in the Ocean View 1500 Housing Project, be supported.

3. That a Land Surveyor be appointed to undertake the land surveying and pegging activities in the erven mentioned in 1) above, be supported.

4. That the financial implications for the appointment of a land surveyor and town planner to undertake the subdivision and amendment of existing general and layout plan be reported at the next Portfolio Committee meeting.

18/12/PDT3 PROCESSES PLAN – LAND DISPOSAL

Resolved (11 December 2018)

1. That the Flow Chart for the Alienation of Municipal Properties, be noted.

18/12/PDT4 EXCHANGE TRANSFER: ROODEGROND BOERDERY/ GRASKOP TRUST: PORTIONS 39, 197 & 201 OF THE FARM QUACHA NO. 49; DIVISION OF HUMANSDORP, EASTERN CAPE

Resolved (11 December 2018)

1. That the Exchange Transfer: Roodegrond Boerdery/ Graskop Trust: Portions 39, 197 & 201 of the Farm Quacha No. 49; Division of Humansdorp, Eastern Cape, be supported.

2. That the application for the cancellation of the Notarial Tie be supported.

3. That it be noted that portion 197 of Quacha, No. 49 and 198 of Quacha No. 49 may not be separately alienated.

4. That Groenewalds Attorneys be advised accordingly.

18/12/PDT5 ESTABLISHMENT OF HOUSING COMMITTEES IN KOUGA MUNICIPALITY

Resolved (11 December 2018)

1. That the establishment of Housing Committees in Kouga Municipal area, be approved.

2. That the composition of the Housing Committee be composed of the following representatives, be approved:-

   a) Representatives of the community on the need list at a ratio of 1:500 with the option to increase the number to serve on the Committee;

b) Ward Councillor;
c) PR Councillor;
d) Each representative must submit the name of an alternative for record purposes;

3. That the Terms of Reference for establishment of Housing Committees, be approved.

4. That the time frames for the establishment of the Housing Committees be completed by end February 2019 and that the establishment of committees be Ward based, be supported.

18/12/PDT6 APPLICATION FOR IMPLEMENTATION OF AN AMNESTY PERIOD IN RELATION TO PENALTIES IMPOSED ON BUILDING PLAN SUBMISSIONS TO THE DEPARTMENT PLANNING & DEVELOPMENT: UNAUTHORISED BUILDING WORK IN TERMS OF THE NATIONAL BUILDING REGULATIONS AND STANDARDS ACT, ACT 103 OF 1977.

Resolved (11 December 2018)

1. That the implementation of an amnesty period of 18 months, on building plan submissions to the department planning and development in respect of unauthorised building works, from a date to be determined by Council, be approved.

2. That the applicant shall where applicable, be required to comply with the National Building Regulations and Standards Act ,1977(Act 103 of 1977, as amended) to ensure sound building control management, be supported.

3. The Council reserves the right to impose conditions to ensure compliance to other applicable legislation, be supported.

4. That the amnesty period as determined by Council be published in the local newspaper during January 2019 for a period of 18 months effective from date of publication to inform all residents of the waiver period for penalties, be supported.

5. That the penalties being waived be reported to Council for endorsement.

18/12/PDT7 DONATION OF ERVEN IN PARADISE BEACH

Resolved (11 December 2018)

1. That the item be withdrawn and referred back to the Leading Department.

18/12/PDT8 SELLING OF 98 HIGH WATER TABLE HUMAN SETTLEMENT ERVEN – KRUISFONTEIN

Resolved (11 December 2018)

1. That the item be withdrawn and referred back to the Leading Department.

18/12/PDT9 OUTSTANDING LAND ADVISORY COMMITTEE ITEMS – APPLICATIONS TO PURCHASE ERVEN

Resolved (11 December 2018)

1. That the item be withdrawn and referred back to the Leading Department.

18/12 PDT10 SALE OF MUNICIPAL PROPERTIES PREVIOUSLY PUT OUT IN TENDER

Resolved (11 December 2018)

1. That the item be withdrawn and referred back to the Leading Department.

The meeting closed at 15:15 for In Committee discussions.

_____ _____

H BORNMAN **DATE**
SPEAKER

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

REPORTS BY THE OFFICE OF THE MUNICIPAL MANAGER

KOUGA MUNICIPALITY (EC108)

ORDINARY COUNCIL MEETING

OFFICE OF THE MUNICIPAL MANAGER

DATE: 31 JANUARY 2019 **ITEM NO: 19/01/MM1**

UNACTIONED COUNCIL RESOLUTIONS FOR 11 DECEMBER 2018

1. Introduction

The purpose of this item is to provide an overview/feedback report regarding the progress of the unactioned of Resolutions.

2. Background

The Actions Sheets reflect outstanding/unactioned Council resolutions of all Directorates.

3. Recommendation

3.1 That the updated Actions Sheets reflecting unactioned resolutions of the Ordinary Council meeting for 11 December 2018 be noted.

3.2 That the Action Sheets be referred to Top Management meetings for discussions and progress reports be submitted to their respective Portfolio Committee meetings.

Item prepared by: The Director: Corporate Services

Item noted by the Portfolio Chairperson

ACTION SHEET FOR EXECUTION OF UNACTIONED RESOLUTIONS

ORDINARY COUNCIL MEETING HELD ON 11 DECEMBER 2018

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 OCTOBER 2018					
18/12/MM1 **REPORT ON THE PROVINCIAL MUNIMEC TECHNICAL MEETING (INCLUSIVE OF THE PROVINCIAL POLITICAL MUNIMEC AND PROVINCIAL WATER FORUM MEETINGS) HELD ON 1 NOVEMBER 2018 AT QUEENSTOWN**	2. That the Municipal Manager through the Director Planning and Development pursue possible partnerships/other initiatives with Transnet through their Community Investment Program for the benefit of the local communities pending further discussions on this matter at the next meeting of MUNIMEC. 4. That the Municipal Manager monitor MIG and INEP progress and expenditure on a monthly basis and report expenditure at meetings of the Mayoral Committee. 5. That the Municipal Manager monitor expenditure on the	Office Of The Municipal Manager			

ITEM NO.	ACTION	FOR DISPOSAL BY DEPARTMENT	DUE DATE	STATUS REPORT BY RELEVANT DIRECTOR	*REPORT BACK DATE / COMPLETION DATE*
	drought grant funding and report expenditure at meetings of the Mayoral Committee.				
18/12/MM2 **COUNCIL RESOLUTIONS FOR 30 OCTOBER 2018**	2. That all outstanding matters / unactioned resolutions be referred to the first Mayco & Exec Management meeting to be held in January 2019. 3. That all outstanding reports be submitted to the respective Portfolio Committee meetings to be held in February 2019. 4. That it be noted that all future confidential resolutions contained in the Action Sheets be dealt with under the confidential section of the agenda and that the open agenda and confidential agenda be distributed separately.				Progress Reports Addressed At The Mayco Bi-Weekly Meetings Reports To Be Submitted At The February Pc Meetings Done Done

ITEM NO.	**ACTION**	**FOR DISPOSAL BY DEPARTMENT**	**DUE DATE**	**STATUS REPORT BY RELEVANT DIRECTOR**	***REPORT BACK DATE / COMPLETION DATE***
	5. That the open agenda and confidential agenda be distributed only to Councillors, the Municipal Manager, all Directors, the Manager Legal Services and the Media Liaison Officer with the exclusion of any official named or under discussion in the confidential agenda. 6. That it be noted that a concern was raised that Council resolutions contained in the Action Sheets do not reflect the Council resolutions as per the minutes of Council meetings. 7. That it be noted that, as contemplated in (6) above, the audio recording of the Council Meeting dated 30 October 2018 be made available for authentication purposes in terms of the Council resolutions.				Done

ITEM NO.	**ACTION**	**FOR DISPOSAL BY DEPARTMENT**	**DUE DATE**	**STATUS REPORT BY RELEVANT DIRECTOR**	***REPORT BACK DATE / COMPLETION DATE***
	8. That the Office of the Speaker provide the list of members of the public in attendance of all Council meetings to Administration prior to such meeting, be supported.				To be provided by the Office of the Speaker
18/12/MM3 <u>INSTITUTIONAL PERFORMANCE REPORT: 2018/19 FINANCIAL YEAR: QUARTER 1: PERIOD 1 JULY 2018 TO 30 SEPTEMBER 2018</u>	2. That as from November 2018, monthly performance reports be submitted to every Council meeting on progress made with improvements in revenue collection and capital budget expenditure until such time as the set quarterly targets have been achieved. 3. That the SDBIP be updated regarding targets for the year and to be aligned with the Adjustments Budget.	FINANCE			Performance reports to be submitted monthly to council meetings Will Meet With Directors In Jan

ITEM NO.	ACTION	FOR DISPOSAL BY DEPARTMENT	DUE DATE	STATUS REPORT BY RELEVANT DIRECTOR	*REPORT BACK DATE / COMPLETION DATE*
18/12/MM5 **CALL CENTRE REPORT ON SERVICE DELIVERY REQUESTS FOR SEPTEMBER 2018**	4. That the incidence level of septic tank issues be prioritized, and a root cause analysis be conducted to resolve the issues (dealt with under item 18/12/MM6). 5. That the GV area be included in the detailed Service Delivery Requests Report per Ward regarding service delivery requests and resolved service delivery requests, be investigated. 6. That Service Delivery Requests Reports include overgrown plots per Ward indicating resolved service delivery requests. 8. That the possibility of alternative methods of electrical backup be investigated.				Report submitted to council on 11 December 2018 Report to be submitted to next PC meeting in February 2019 to include Service Delivery Requests per Ward In progress – investigating option of generators

ITEM NO.	ACTION	FOR DISPOSAL BY DEPARTMENT	DUE DATE	STATUS REPORT BY RELEVANT DIRECTOR	*REPORT BACK DATE / COMPLETION DATE*
18/12/MM6 **CALL CENTRE: ROOT CAUSE ANALYSIS ON THE INCIDENCE LEVEL OF SEPTIC TANKS**	2. That the resolution of the problems indicated in the report be referred to the Infrastructure and Engineering Department to execute a plan to resolve these factors.				Report to be submitted to pc meeting in February 2019

ACTION SHEET FOR EXECUTION OF UNACTIONED RESOLUTIONS

ORDINARY COUNCIL MEETING HELD ON 11 DECEMBER 2018

ITEM NO.	RESOLUTION	FOR DISPOSAL	DUE DATE	STATUS	COMPLETION DATE
FINANCE – 30 OCTOBER 2018					
18/12/F1 **MONTHLY BUDGET STATEMENTS FOR THE PERIOD JULY 2018 TO OCTOBER 2018 AND FINANCIAL STATE OF AFFAIRS OF THE MUNICIPALITY AS AT 31 OCTOBER 2018 (2018/19 FINANCIAL YEAR)**	4. That a report on expenditure on furniture be submitted to the next Portfolio Committee meeting for the 2017/2018 financial year as well as expenditure on furniture for the first 6 months of the current financial year. 5. That a report on expenditure on the 66KV line supplying Jeffreys Bay with power be submitted to the next Finance Portfolio Committee meeting detailing expenditure on the 66KV line during 2017/2018 and 2018/2019 financial year.	Director: I&E		Report will be submitted to Finance Portfolio Committee Meeting scheduled for 14 February 2019. Report will be submitted to Finance Portfolio Committee Meeting scheduled for 14 February 2019.	

	6. That a report on Travelling & Subsistence for 2017/2018 and 2018/2019 financial year be submitted to the next Finance Portfolio Committee meeting. 7. That a report on the EMF expenditure for the current financial year be submitted to the next Finance Portfolio Committee meeting.	Director: Community Services		Report will be submitted to Finance Portfolio Committee Meeting scheduled for 14 February 2019. Report will be submitted to Finance Portfolio Committee Meeting scheduled for 14 February 2019.	
18/12/F2 **BYTES USER GROUP INVITE**	2. That the matter be referred to MPAC for further investigation, regarding potential fruitless and wasteful expenditure incurred. 3. That all the necessary supporting documentation be submitted to the MPAC by no later than 15 January 2019.			This matter will be considered at a MPAC meeting scheduled for 24 January 2019	
18/12/F3 **WRITE-OFF IN RESPECT OF IRRECOVERABLE ARREAR DEBTS – EQUITABLE SHARE**	1. That the Equitable Share write-offs for the period 1 July 2018 to September 2018, in the amount of R3 532 392.21, be approved.			The write-offs have been implemented.	

	2. That Sea Vista be reported on separately from St Francis regarding write-offs in respect of irrecoverable arrear debts – Equitable Share.				
18/12/F6 **REVENUE: WRITE-OFF OF LONG OUTSTANDING DEBT**	1. The Bad Debts Committee recommended that the outstanding debt as per Annexure "A", in the amount of R1 833 382.05 be written-off as bad debt and be implemented as at 30 September 2018.			The write-offs have been implemented.	
18/12/F9 **EXTENSION OF LEASE AGREEMENT - ERF 554, ST FRANCIS BAY BOWLING CLUB**	1. That approval be given to extend the lease agreement of the St Francis Bay Bowling Club for a further period of one year, at the current rental, until the disposal process is completed. 2. That the necessary processes to address the request be implemented with immediate effect.			Addendum to lease agreement being finalised for signature	8 February 2019

ACTION SHEET FOR EXECUTION OF UNACTIONED RESOLUTIONS

ORDINARY COUNCIL MEETING HELD ON 11 DECEMBER 2018

CORPORATE SERVICES - MATTERS ARISING – 30 OCTOBER 2018					
ITEM NO.	**RESOLUTION**	**FOR DISPOSAL**	**DUE DATE**	**STATUS**	**COMPLETION DATE**
18/10/CORP1 **MONTHLY REPORTS FOR THE CORPORATE SERVICES DIRECTORATE: ADMINISTRATION SECTION FOR JULY AND AUGUST 2018**	2. That the report be referred to the revenue section to obtain cell phone details of rate-payers to give effect to a bulk SMS system, be supported. 3. That a full report on the financial impact of the new PABX System and Cellphone contract be submitted to the next Corporate Services Portfolio Committee meeting. 4. That options for the provision of Ward Councillor offices, be investigated, where required.	Finance Corporate Services Auxiliary Services			Feb 2019 Portfolio meeting Portfolio Committee meeting – Feb 2019 Portfolio Committee meeting – Feb 2019
18/10/CORP2 **CALL CENTRE REPORTS ON SERVICE DELIVERY COMPLAINTS**	6. That the Director: Infrastructure & Engineering, Director: Community Services and the Call Centre Supervisor address the integration of the systems in terms reporting and resolution of issues which are bypassing the Call Centre. Such issues must be included in the monthly Call Centre Report	Community Services & I&E			Realigning operating budget for the hire of septic suction tankers & jetting machines

18/10/CORP3 **TELEPHONE BILLING FOR AUGUST 2018**	4. That a detailed report on all Ward Offices regarding the lack of equipment and tools of trade for the proper functioning of Ward Offices, be submitted to the next Corporate Services Portfolio Committee meeting.	Corporate Services			Report to be submitted to the Feb 2019 PC
18/10/CORP4 **HR REPORT JULY 2018 – AUGUST 2018**	3. That the overtime expenditure be noted, and a concerted effort be made to reduce the overtime bill.			Overtime expenses to be controlled and unnecessary overtime to be avoided	Report on overtime expenses to be submitted to next PC meeting – Feb 2019
	4. That the upgrading of employees ablution facilities at all Plants be referred to the Infrastructure and Engineering Department. & Community Services.	Community Services and I&E		Currently evaluating employees ablution facilities at all plants to accommodate disabled facilities where possible, female and male - quotations being obtained	Report to be submitted to next PC meeting – Feb 2019
	5. That the Infrastructure and Engineering Department address the issue of lighting at all Plants.				Next PC meeting Feb 2019

	7. That the following risks facing security personnel be addressed with immediate effect by the Community Services department: - a) Firearm training – competency certificate to be obtained; b) Training on how to safeguard buildings, assets and personnel; c) Training on control and monitoring of access for officials and the public; d) Training on risk prevention during planning and execution phases of dealing with strike actions; e) Female security personnel should not be left on their own at night; 8. That the option of implementing a shift system be investigated for Directorates Infrastructure & Engineering and Community Services for the purpose of reducing overtime costs, be submitted to the next Portfolio Committee meeting.	Community Services and I&E			Next PC meeting Feb 2019 Next PC meeting Feb 2019

CORPORATE SERVICES – 11 DECEMBER 2018					
ITEM NO.	**RESOLUTION**	**FOR DISPOSAL**	**DUE DATE**	**STATUS**	**COMPLETION DATE**
18/12/CORP1 **COMPARATIVE MONTHLY REPORT FOR THE CORPORATE SERVICES DIRECTORATE: ADMINISTRATION SECTION**	2. That a full audit of the owners of equipment on the Municipal towers be undertaken and that proper processes for the removal of such equipment of other radio network operators on Municipal high sites, be followed. 3. That high sites be identified, and towers be erected by the Municipality where other radio network operators can install their equipment, supported. 4. That operators apply to the Municipality for authorization to install their equipment and pay a monthly usage fee to the Municipality, be supported. 5. That a By-Law be established to regulate the installation of radio networks of other operators within the Municipal boundaries, be supported. 6. That the acquisitions and installation of an internet fibre network for the Municipal radio network, be explored.				Referred to IT

	7. That the proposed Municipal account enquiries being handled by the call centre be referred to the CFO and Municipal Manager for further investigation. 8. That the Call Centre operators sign a confidentiality agreement regarding account information, be supported. 10. That the Municipal vehicle usage be monitored and reported on a monthly basis and anomalies in distance travelled as well as fuel usage, be supported.				Referred to Finance Awaiting for CFO on whether enquired will be transferred to Call Centre Done
18/12/CORP2 **COMPARATIVE CALL CENTRE REPORT ON SERVICE DELIVERY REQUESTS JULY – SEPTEMBER 2018**	2. That a status report on water losses be compiled indicating progress made as well as remedial measures to reduce water losses be submitted to the next Portfolio Committee meeting. 3. That future service delivery reports include overgrown plots with service requests resolved.	I&E Office of the Municipal Manager			Report to be submitted to the next PC meeting

18/12/CORP3 **TELEPHONE BILLING FOR SEPTEMBER 2018**	2. That the extent of unanswered is still a concern and user departments are urged to attend to this and submit a report to their respective portfolios on interventions to deal with the problem. 3. That the various Directorates take responsibility for: • Monitoring usage. • Getting employees to account for usage.	Finance and Community Services All Directorates			Inaccuracies in e-costing system was referred to the provider to be corrected

ACTION SHEET FOR EXECUTION OF UNACTIONED RESOLUTIONS

ORDINARY COUNCIL MEETING HELD ON 11 DECEMBER 2018

ITEM NO.	RESOLUTION	FOR DISPOSAL	DUE DATE	STATUS	COMPLETION DATE
COMMUNITY SERVICES – 11 DECEMBER 2018					
18/12/CS1 **MINUTES OF THE SEEKOEI ESTUARY MOUTH BREACHING COMMITTEE MEETING HELD AT THE MAYORAL BOARDROOM (JEFFREYS BAY) ON MONDAY: 10 SEPTEMBER 2018**	2. That the approval of the Environmental Management Plan by the MEC be expedited for implementation, be supported.			Done	Awaiting EMP to be gazette by the MEC
18/12/CS2 **PROGRESS REPORT: LIFESAVING**	1. That an integrated approached between lifeguards and the National Sea Rescue Institute (NSRI) towards lifesaving in Kouga, be supported. 2. That the Lifeguard container for the NSRI remain for the 2018 Festive Season until 15 January 2019 and be removed by no later than end of January 2019. 3. That public participation processes be followed and adhered to regarding all future applications of such nature.				Done PPP in progress – end February 2019

18/12/CS4 **ENVIRONMENTAL PROTECTION AND INFRASTRUCTURE PROGRAMMES(EPIP): APPLICATION FOR FUNDING 2018/19 – 2020/21 MTEF**	1. That the Environmental Protection and Infrastructure Programmes (EPIP): approval for funding to the value of R 20 million (2018/19 – 2020/21) MTEF report be supported. 2. That the planning and implementation of the project not exceed the budget, be supported. 3. That Council enter into a pre-implementation owning entity MOA with the department within 60 days from the date of receipt of the letter as no implementation shall commence without a duly-signed MOA, be supported. 4. That the Department of Environmental Affairs procure the services of professional companies and CIDB graded contractors for the planning and implementation of the infrastructure projects using correctional methods as defined in the Built Environment Industry, be supported.				In progress

ACTION SHEET FOR EXECUTION OF UNACTIONED RESOLUTIONS

ORDINARY COUNCIL MEETING HELD ON 11 DECEMBER 2018

INFRASTRUCTURE & ENGINEERING – 11 DECEMBER 2018					
ITEM NO.	**RESOLUTION**	**FOR DISPOSAL**	**DUE DATE**	**STATUS**	**COMPLETION DATE**
18/12/I&E1 **ST FRANCIS BAY BEACH SPIT DUNE PROTECTION REVETMENTS**	1. That the Municipal Manager be authorized to instruct Council's legal representatives to approach the necessary government departments in a pursuit for same to contribute towards the estimated costs involved, as per the report submitted by PRDW Consulting Port and Coastal Engineers, in respect of the St Francis Bay Beach Spit Dune Protection, be supported.	Office of the Municipal Manager			Feedback/ Progress report to be submitted
18/12/I&E2 **EXTENSION OF DUINEWEG ROAD – JEFFREYS BAY**	1. That the Municipal Manager be authorized to enter into a Land Use Agreement with the registered owner of the property known as Portion 63 of Farm 335 Jeffreys Bay, be approved.				Land Agreement between Kouga LM and property owner needs to be

	2. That the Director Infrastructure & Engineering be authorized to conduct the necessary feasibility studies in respect of the property known as Portion 63 of Farm 335 Jeffreys Bay for the purpose of constructing a road connecting Duineweg road to the Marina Martinique Road, subject to budget availability, be approved. 3. That a layout plan indicating the total distance of the road connecting Duineweg Road to the Marina Martinique Road, as contemplated in (2) above, be provided at the next Portfolio Committee meeting.				concluded. This would be the starting point before any work can commence from Kouga LM. The exact alignment of Duineweg Rd is not known. Therefore, no one can provide a layout plan. Once the layout plan has been completed then costing / feasibility of the project can proceed.

ACTION SHEET FOR EXECUTION OF UNACTIONED RESOLUTIONS

ORDINARY COUNCIL MEETING HELD ON 11 DECEMBER 2018

PLANNING, DEVELOPMENT AND TOURISM – 11 DECEMBER 2018					
ITEM NO.	**RESOLUTION**	**FOR DISPOSAL**	**DUE DATE**	**STATUS**	**COMPLETION DATE**
18/12/PDT1 **RELOCATION OF HUMANSDORP MUSEUM TO KOUGA CULTURAL CENTRE**	1. That the report on the Relocation of Humansdorp Museum to Kouga Cultural Centre, be noted. 2. That the Feasibility Study undertaken by the Humansdorp Museum Association, be supported. 3. That relocation options of the community radio station be investigated by the Municipal Manager & Maycom, be supported. 4. That security measures at the Kouga Cultural Centre be investigated and be put in place to avoid vandalism, be supported.			In progress	Report will be submitted on findings after investigating options for the re-location of the radio station and security measures

18/12/PDT2 **AMENDMENT OF LAYOUT PLAN: OCEAN VIEW 1500 HOUSING PROJECT: INSTALLATION OF INFRASTRUCTURE SERVICES**	1. That the approved layout plan for the Ocean View 1500 Housing Project be amended to make provision for 235 additional stands on a portion of portion 125 of the Farm Estate Klein Zeekoe River No. 335 and the densification of 58 middle-income stands comprising erven 9646 to 9663 and 9684 to 9725, be supported. 2. That the proposal to provide the appointed Contractor with alternative stands for the installation of infrastructure service in the Ocean View 1500 Housing Project, be supported. 3. That a Land Surveyor be appointed to undertake the land surveying and pegging activities in the erven mentioned in 1) above, be supported. 4. That the financial implications for the appointment of a land surveyor and town planner to undertake the subdivision and amendment of existing				Completed In the process of appointing a Land Surveyor Financial implications will be reported on at the PC

	general and layout plan be reported at the next Portfolio Committee meeting.				meeting to be held in February 2019
18/12/PDT4 **EXCHANGE TRANSFER: ROODEGROND BOERDERY/ GRASKOP TRUST: PORTIONS 39, 197 & 201 OF THE FARM QUACHA NO. 49; DIVISION OF HUMANSDORP, EASTERN CAPE**	1. That the Exchange Transfer: Roodegrond Boerdery/ Graskop Trust: Portions 39, 197 & 201 of the Farm Quacha No. 49; Division of Humansdorp, Eastern Cape, be supported. 2. That the application for the cancellation of the Notarial Tie be supported. 3. That it be noted that portion 197 of Quacha, No. 49 and 198 of Quacha No. 49 may not be separately alienated. 4. That Groenewalds Attorneys be advised accordingly.				In the process of transfer
18/12/PDT5 **ESTABLISHMENT OF HOUSING COMMITTEES IN KOUGA MUNICIPALITY**	1. That the establishment of Housing Committees in Kouga Municipal area, be approved.	Officer of the Speaker			Public participation process to be followed

	2. That the composition of the Housing Committee be composed of the following representatives, be approved:- a) Representatives of the community on the need list at a ratio of 1:500 with the option to increase the number to serve on the Committee; b) Ward Councillor; c) PR Councillor; d) Each representative must submit the name of an alternative for record purposes; 3. That the Terms of Reference for establishment of Housing Committees, be approved. 4. That the time frames for the establishment of the Housing Committees be completed by end February 2019 and that the establishment of committees be Ward based, be supported.				Report to be submitted to the PC meeting once the process has been completed

18/12/PDT6 **APPLICATION FOR IMPLEMENTATION OF AN AMNESTY PERIOD IN RELATION TO PENALTIES IMPOSED ON BUILDING PLAN SUBMISSIONS TO THE DEPARTMENT PLANNING & DEVELOPMENT: UNAUTHORISED BUILDING WORK IN TERMS OF THE NATIONAL BUILDING REGULATIONS AND STANDARDS ACT, ACT 103 OF 1977**	1. That the implementation of an amnesty period of 18 months, on building plan submissions to the department planning and development in respect of unauthorised building works, from a date to be determined by Council, be approved. 2. That the applicant shall where applicable, be required to comply with the National Building Regulations and Standards Act ,1977(Act 103 of 1977, as amended) to ensure sound building control management, be supported. 3. The Council reserves the right to impose conditions to ensure compliance to other applicable legislation, be supported.				

	4. That the amnesty period as determined by Council be published in the local newspaper during January 2019 for a period of 18 months effective from date of publication to inform all residents of the waiver period for penalties, be supported. 5. That the penalties being waived be reported to Council for endorsement.				Report to be submitted on the waived penalties

KOUGA MUNICIPALITY (EC 108)

ORDINARY COUNCIL MEETING

OFFICE OF THE MUNICIPAL MANAGER

DATE: 31 JANUARY 2019 **ITEM NO: 19/01/MM2**

MID-YEAR INSTITUTIONAL PERFORMANCE REPORT: 2018/19 FINANCIAL YEAR: PERIOD 1 JULY 2018 TO 31 DECEMBER 2018

1. Introduction

It is the purpose of this report to submit to the Council the Institutional Service Delivery and Budget Implementation Performance Report for the period 1 July 2018 to 31 December 2018.

Following an evaluation of the Mid-Year Performance, consideration may be given to adjust the targets as set out in the 2018/19 Service Delivery and Budget Implementation Plan.

2. Institutional Performance Report

The Institutional Performance Report reflects progress made with the implementation of the 2018/19 Institutional Service Delivery and Budget Implementation Plan over the first two quarter of the 2018/19 year from 1 July 2018 to 31 December 2018. The report is attached hereto.

3. Comment

IDP Priority 06, Extension and Tarring of Roads, with the SDBIP Target of tarring two entrances to Townships must be amended with the adjustment of the SDBIP as the funds for the tarring of entrances has been re-allocated towards the extension of Blackberry Road to link up with Dogwood Street.

IDP Priority 11, Repairs and Maintenance of Caravan Parks in Kouga with SDBIP target fencing of caravan parks be considered for amendment with the adjustment of the SDBIP for reason that the fencing tender was cancelled for reason that no responsive bid was received, and insufficient time remains for the re-advertisement of the bid. The Directorate Community Services suggests that the funds for fencing be re-allocated to wheelie-bins.

IDP Priority 12, Repairs and maintenance to Community Halls with SDBIP target of fencing community halls must be considered for amendment with the adjustment of the SDBIP for reason that the fencing tender was cancelled for reason that no responsive bid as received and insufficient time remains for the re-advertisement of the bid. The Directorate Community Services suggests that the funds for fencing be re-allocated to wheelie-bins.

IDP Priority 17, Develop LED Strategy for Kouga Municipality, with SDBIP Target of the LED Strategy being developed by 30 June 2019 must be considered for

amendment with the adjustment of the SDBIP for reason that delays in the tender award is not within the control of the Directorate.

SDBIP Operational Priority, 100% expenditure on fencing of Loerie Pump Station, consideration must be given for the amendment/review of this target with the adjustment of the SDBIP for reason that the fencing tender was advertised in good time to meet the target, but no responsive bids were received, and the bid was cancelled. The tender was returned for reconsideration of specifications.

SDBIP Operational Priority, Sort and store 1 Million images electronically must eb considered for review/amendment with the adjustment of the SDBIP for reason that the tender was advertised well in time to meet the set deadline, but the tender was cancelled for reason of tender specification related matters. Specifications have been reviewed and the tender was re-advertised and is now in the process of adjudication. With the delayed appointment of the service provider the target of 1 million images sorted and stored would be un-achievable by 30 June 2019.

SDBIP Operational Priority, 100% up-tine of ICT System; reported up-time 95%.
SDBIP Operational Priority, 95% Capital Budget Expenditure with quarter 2 target set at 50% expenditure of capital budget for the institution. Consolidated capital expenditure across all Directorates amounts to 35.20% capital budget expenditure.

4. Recommendation

4.1 That the content of the Mid-Year Institutional Performance Report on the implementation of the Service Delivery and Budget Implementation Plan for the period 1 July 2018 to 31 December 2018 be noted.

4.2 That the Municipal Manager commence with the process to adjust the SDBIP targets after the adoption of the Adjustments Budget taking into consideration the proposed re-allocation of funding is reported herein.

Item prepared by: The Manager: Performance Management Systems

SERVICE DELIVERY AND BUDGET IMPLEMENTATION PLAN: 2018/19 YEAR: QUARTER 1 REPORT ON IMPLEMENTATION

BUDGET IMPLEMENTATION: PER SERVICE DELIVERY AND BUDGET IMPLEMENTATION PLAN

Revenue By Source: QUARTER 2

Description	Budget Year 2018/19		Quarter 1		Quarter 2		Quarter 3		Quarter 4		
	Original Budget	YearTD actual	Original Budget	YearTD actual	Original Budget	YearTD actual	Original Budget	YearTD actual	Original Budget	YearTD actual	% of Budget
R thousands											
Revenue By Source											
Property rates	176 766	122 019	44 192	91 047	88 383	122 019	132 575		176 766		69.03%
Service charges - electricity revenue	247 165	124 316	61 791	65 852	123 582	124 316	185 374		247 165		50.30%
Service charges - water revenue	67 702	37 478	16 926	20 916	33 851	37 478	50 777		67 702		55.36%
Service charges - sanitation revenue	41 658	23 018	10 415	12 269	20 829	23 018	31 244		41 658		55.25%
Service charges - refuse revenue	43 571	27 161	10 893	14 623	21 786	27 161	32 678		43 571		62.34%
Rental of facilities and equipment	1 881	268	470	363	940	268	1 410		1 881		14.26%
Interest earned - external investments	7 561	4 277	1 890	1 850	3 781	4 277	5 671		7 561		56.57%
Interest earned - outstanding debtors	14 986	3 375	3 746	1 527	7 493	3 375	11 239		14 986		22.52%
Fines, penalties and forfeits	4 230	3 136	1 057	1 140	2 115	3 136	3 172		4 230		74.13%
Licences and permits	16 661	11 220	4 165	3 945	8 331	11 220	12 496		16 661		67.34%
Transfers and subsidies	123 618	88 649	30 905	48 378	61 809	88 649	92 714		123 618		71.71%
Other revenue	7 917	4 560	1 979	1 824	3 959	4 560	5 938		7 917		57.59%
Total Revenue (excluding capital transfers and contributions)	**753 717**	**449 477**	**188 429**	**263 733**	**376 858**	**449 477**	**565 288**	**–**	**753 717**	**–**	**59.63%**

Revenue By Vote : QUARTER 2

Vote Description	Budget Year 2018/19		Quarter 1		Quarter 2		Quarter 3		Quarter 4		
	Original Budget	YearTD actual	Original Budget	YearTD actual	Original Budget	YearTD actual	Original Budget	YearTD actual	Original Budget	YearTD actual	% of Budget
R thousands											
Revenue by Vote											
Vote 1 - EXECUTIVE COUNCIL	–	–	–	–	–	–	–		–		–
Vote 2 - FINANCIAL SERVICES	310 697	213 444	77 674	140 785	155 349	213 444	233 023		310 697		68.70%
Vote 3 - CORPORATE SERVICES	26	405	6	168	13	405	19		26		1574.97%
Vote 4 - PLANNING, DEVELOPMENT & TOURISM	3 316	1 693	829	970	1 658	1 693	2 487		3 316		51.07%
Vote 5 - INFRASTRUCTURE AND ENGINEERING	405 491	201 287	101 373	109 725	202 746	201 287	304 118		405 491		49.64%
Vote 6 - COMMUNITY SERVICES	74 014	45 708	18 503	20 952	37 007	45 708	55 510	–	74 014	–	61.76%
Total Revenue by Vote	**793 544**	**462 538**	**198 386**	**272 600**	**396 772**	**462 538**	**595 158**	**–**	**793 544**	**–**	58.29%

Operating Expenditure by Vote : QUARTER 2

Vote Description	Budget Year 2018/19		Quarter 1		Quarter 2		Quarter 3		Quarter 4		
	Original Budget	YearTD actual	Original Budget	YearTD actual	Original Budget	YearTD actual	Original Budget	YearTD actual	Original Budget	YearTD actual	% of Budget
R thousands											
expenditure by Vote											
Vote 1 - EXECUTIVE COUNCIL	33 404	14 963	8 351	5 800	16 702	14 963	25 053		33 404		44.79%
Vote 2 - FINANCIAL SERVICES	79 397	31 041	19 849	10 794	39 699	31 041	59 548		79 397		39.10%
Vote 3 - CORPORATE SERVICES	49 336	20 912	12 334	8 972	24 668	20 912	37 002		49 336		42.39%
Vote 4 - PLANNING, DEVELOPMENT & TOURISM	22 307	7 892	5 577	3 368	11 154	7 892	16 731		22 307		35.38%
Vote 5 - INFRASTRUCTURE AND ENGINEERING	455 521	225 684	113 880	116 935	227 760	225 684	341 640		455 521		49.54%
Vote 6 - COMMUNITY SERVICES	156 819	76 325	39 205	32 214	78 409	76 325	117 614	–	156 819	–	
Total expenditure by Vote	**796 785**	**376 817**	**199 196**	**178 083**	**398 392**	**376 817**	**597 589**	**–**	**796 785**	**–**	**47.29%**

Operating Expenditure by Type: QUARTER 2

Description	Budget Year 2018/19		Quarter 1		Quarter 2		Quarter 3		Quarter 4		
	Original Budget	YearTD actual	Original Budget	YearTD actual	Original Budget	YearTD actual	Original Budget	YearTD actual	Original Budget	YearTD actual	% of Budget
R thousands											
Expenditure By Type											
Employee related costs	272 802	136 967	68 201	60 642	136 401	136 967	204 602		272 802		50.21%
Remuneration of councillors	12 784	5 874	3 196	2 933	6 392	5 874	9 588		12 784		45.95%
Debt impairment	41 429	1	10 357	1	20 715	1	31 072		41 429		0.00%
Depreciation & asset impairment	75 357	36 782	18 839	18 382	37 679	36 782	56 518		75 357		48.81%
Finance charges	3 021	2 076	755	1 259	1 510	2 076	2 265		3 021		68.74%
Bulk purchases	241 476	124 519	60 369	70 841	120 738	124 519	181 107		241 476		51.57%
Other materials	28 458	13 466	7 114	5 445	14 229	13 466	21 343		28 458		47.32%
Contracted services	45 111	19 674	11 278	5 699	22 556	19 674	33 833		45 111		43.61%
Other expenditure	76 346	37 458	19 087	12 882	38 173	37 458	57 260		76 346		49.06%
Total Expenditure	**796 785**	**376 817**	**199 196**	**178 083**	**398 392**	**376 817**	**597 589**	**–**	**796 785**	**–**	47.29%

Capital Works Plan 2018/19: QUARTER 2 IMPLEMENTATION

Summary - Capital Budget 2018/19	Adjusted Budget 2018/19	Quarter 1 Expenditure	Quarter 2 Expenditure	% of Budget	Funding
Executive and Council					
Computer Equipment (ward ass)	110 000	93 831	91 734	83.39%	Internal
PA System	145 830	-	172 265	118.13%	Internal
EDMS	400 000	-			Internal
Wards Capital Programmes	1 437 229	27 156	51 856	3.61%	Internal
	2 093 060	**120 987**	**315 855**	**15.09%**	
Corporate Services					
Furniture and Office Equipment	1 116 395	7 318	14 467	1.30%	Internal
Computer Equipment	205 789	27 134	93 241	45.31%	Internal
Library upgrade (phase 2)	1 245 400	-			Internal
Main Office Building Upgrade	300 000	-	26 765	8.92%	Internal
Computer Software (Legal Services)	100 000	-			Internal
HR System	500 000	-			Internal
Upgrade offices of Councillors	47 254	-			Internal
Upgrade community centre	75 734	-			Internal
	3 590 573	**34 452**	**134 472**	**3.75%**	

Summary - Capital Budget 2018/19	Adjusted Budget 2018/19	Quarter 1 Expenditure	Quarter 2 Expenditure	% of Budget	Funding
Finance					
Furniture and Office Equipment	115 700	2 564	23 509	20.32%	Internal
Computer Equipment	1 593 930	-	703 585	44.14%	Internal
IT Sever	533 822	160 000	160 000	29.97%	FMG
Office Upgrade ICT	100 000	-			Internal
	2 343 452	**162 564**	**887 094**	**37.85%**	
Infrastructure and Engineering					
Computer Equipment	35 000	27 410	88 418	252.62%	Internal
Computer Equipment	50 000	-	28 359	56.72%	MIG
Water infrastructure boreholes	1 500 000	164 542	3 233 693	215.58%	Internal
Furniture and Office Equipment	198 000	4 895	20 929	10.57%	Internal
Bucket Eradication Programme	2 300 000	-			Internal
Illegal electricity connections (LV Network)	1 000 000	-	203 032	20.30%	Internal
Machinery and Equipment	415 000	-	89 026	21.45%	Internal
MV Networks	8 869 565	177 812	283 072	3.19%	INEP
New overheadlines 66kv overheadlines(Jbay to Melkhout)	3 000 000	1 922 729	1 922 729	64.09%	Internal
Jeffreys Bay- Northern Bulk main outfall sewer -area north of R102	1 200 000	-			Internal
Fencing: New x Loerie Sewer pump station	900 000	-			Internal
Fencing of Jeffreys Bay and Kruisfontein Reservoir	900 000	-			Internal
Roads upgrade	2 500 000	24 750	117 413	4.70%	Internal
upgrading of infrastructure for new township establishment	500 000	-			Internal
Vehicles	6 410 264	3 124 795	3 124 795	48.75%	Internal
Upgrading of the Sea Vista Wastewater Treatment Works	18 503 132	4 265 304	12 567 124	67.92%	MIG
Humansdorp - Upgrade Kruisfontein Waste Water Treatment Works	2 173 913	1 727 063	2 092 074	96.24%	MIG
	50 454 874	**11 439 300**	**23 770 665**	**47.11%**	

Summary - Capital Budget 2018/19	Adjusted Budget 2018/19	Quarter 1 Expenditure	Quarter 2 Expenditure	% of Budget	Funding
Planning, Development and Tourism					
Machinery and Equipment	30 000	-			Internal
Informal Traders - building	1 220 951	-			MIG
Furniture and Office Equipment	200 000	22 647	22 647	11.32%	Internal
Computer Software	700 000	-	36 500	5.21%	Internal
Computer Equipment	60 000	27 410	54 821	91.37%	Internal
Land acquisition housing projects	1 000 000	-	150 000	15.00%	Internal
Arts and Creative industries	250 000	-			District
Loerie Flower Project	65 500	-			DEDEAT
Upgrading Kouga Cultural Centre	1 000 000	-			Internal
	4 526 451	**50 057**	**263 968**	**5.83%**	

Summary - Capital Budget 2018/19	Adjusted Budget 2018/19	Quarter 1 Expenditure	Quarter 2 Expenditure	% of Budget	Funding
Community Services					
Fencing of existing cemeteries	500 000	-	24 739	4.95%	Internal
Computer Equipment	160 000	-	16 666	10.42%	Internal
Fencing - Fire Station	200 000	-			Internal
Furniture and Office Equipment	145 000	1 739	129 142	89.06%	Internal
Upgrading of Sports Facilities	3 864 352	-			MIG
Machinery and Equipment	844 010	190 752	281 650	33.37%	Internal
Life Guards Beach shelter	250 000	-	26 400	10.56%	Internal
Fencing of caravan parks & camping sites	500 000	-	26 070	5.21%	Internal
Security Cameras	150 000	-			Internal
Table and Chairs Community Facilities	100 000	-			Internal
Weston Library Upgrade	100 000	-			Internal
Wheelie bins	1 500 000	-			Internal
Vehicles	5 850 000	-	1 434 668	24.52%	Internal
Fencing of Sport and Recreational Facilities	500 000	-	25 940	5.19%	Internal
	14 663 362	**192 491**	**1 965 275**	**13.40%**	
Total	**77 671 772**	**11 999 851**	**27 337 330**	**35.20%**	
Internally generated funds	42 140 536	5 669 673	12 206 700	28.97%	
Transfers recognised - capital	35 531 235	6 330 178	15 130 629	42.58%	
Total	**77 671 772**	**11 999 851**	**27 337 330**	**35.20%**	

KEY PERFORMANCE AREA		INFRASTRUCTURE AND BASIC SERVICE DELIVERY					
IDP PRIORITY		IDP 01	Eradication of Bucket Sanitation Systems				
OBJECTIVE		To provide residents with acceptable levels of sanitation systems					
TARGET FOR THE YEAR	**PERFORMANCE INDICATOR**	**COUNCIL APPROVED BUDGET**	**TARGET**		**REPORTED PERFORMANCE**	**MEANS OF VERIFICATION**	**RESPONSIBLE AGENT**
			30 September 2018	**31 December 2018**			
100% expenditure of the budget provided for the bucket eradication program	% expenditure of the budget provided for the bucket eradication program	R2 300 000	N/A: (No target set for Q1 Planning, prelim design and costing done target exceeded)	Tender advertised 30 November 2018	Section 32 SCM Procedures to secure contractor in process to be appointed by Nelson Mandela Bay Metropolitan Municipality.	• Tender notice • Payments made against budget	Dir. I&E
100% of formal households have access to sanitation services	% of formal households (exclusive of vacant sites) have access to sanitation services	Operational	100% of formal households have access to sanitation services	100% of formal households have access to sanitation services	All formal households within the urban edge have access to sanitation services. What's-up group initiated to speed up service delivery.	New connections and service accounts	Dir. I&E

TARGET FOR THE YEAR	PERFORMANCE INDICATOR	COUNCIL APPROVED BUDGET	TARGET		REPORTED PERFORMANCE	MEANS OF VERIFICATION	RESPONSIBLE AGENT
			30 September 2018	31 December 2018			
100% expenditure on upgrading of Northern Bulk main outfall sewer	% expenditure on upgrading of Northern Bulk main outfall sewer	R1 200 000	N/a: (Tender closed 22 October 2018. Exceed target for Q1)	Tender advertised 31 December 2018	Tender closed 22 October 2018, Tender awarded: Target exceeded for Q 2.	Payment Certificates	Dir I&E
100% expenditure on fencing of Loerie sewer pumpstation	% expenditure on fencing of Loerie sewer pumpstation	R900 000	N/a: (Tender closed 16/7/18 Target exceeded for Q1)	Tender advertised	Tender was advertised and closed well in advance of target dates. No responsive tender was however received and the matter has been returned for reconsideration of tender specifications.	Payment certificates	Dir I&E
100% expenditure on upgrading of Sea Vista treatment works	% expenditure on upgrading of Sea Vista treatment works	R18 503 132	25% expenditure on upgrading of Sea Vista treatment works: 18/19 budget R 21 278 601.50 and expenditure to date R 5 707 433.32 of which R	50% expenditure on upgrading of Sea Vista treatment works	Contract in progress. Multi-year project. 18/19 budget R 21 278 601.50 expenditure up to 31 December 2018 = R15 000 000. 85% expenditure, target exceeded.	Payment certificates	Dir I&E

			1 817 896.79 is pending payment.				
TARGET FOR THE YEAR	**PERFORMANCE INDICATOR**	**COUNCIL APPROVED BUDGET**	**TARGET**		**REPORTED PERFORMANCE**	**MEANS OF VERIFICATION**	**RESPONSIBLE AGENT**
			30 September 2018	**31 December 2018**			
100% expenditure on the upgrading of the Kruisfontein Waste water treatment works	100% expenditure on the upgrading of the Kruisfontein Waste water treatment works	R2 173 913	N/a (18/19 budget R2 500 000 and expenditure to date R 859 970.94 of which R204 199.27 is pending payment.)	Tender advertised and awarded	Project completed only retention money to be paid	Payment certificates	Dir I&E

IDP PRIORITY		IDP 02	Formalize illegal electricity connections and reduce electricity losses				
OBJECTIVE		Provide residents in formal areas with access to electricity (Exclusive of areas serviced by ESKOM)					
TARGET FOR THE YEAR	**PERFORMANCE INDICATOR**	**COUNCIL APPROVED BUDGET**	**TARGETS**		**REPORTED PERFORMANCE**	**MEANS OF VERIFICATION**	**RESPONSIBLE AGENT**
			30 September 2018	**31 December 2018**			
100% of formal residential areas provided with access to electricity services	% of formal residential areas provided with access to electricity services	Operational	100% of formal residential areas provided with access to electricity services	100% of formal residential areas provided with access to electricity services	100% access exclusive of areas serviced by ESKOM and NMBM. Reconciliation of valuation roll and serviced account by finance What's App group initiated to speed up service delivery	Approved housing development applications	Dir. I&E
Reduce electricity losses to 12% (Losses Includes technical losses of 8%)	% electricity not accounted for between electricity purchased and electricity sold	Operational	1 Report per quarter on progress made with curbing electricity losses	1 Report per quarter on progress made with curbing electricity losses	Electrical services reporting submitted to Portfolio Committee	% electricity not accounted for between purchased and sold	Dir. I&E
	Due date compliance with the submission of	Operational	Submit application for funding for the conversion of illegal connections to legal	Report on progress with application	Electrical services reporting submitted to Portfolio Committee	Application submitted	Dir. 1&E

	the funding application		connections by 30 September 2018				
TARGET FOR THE YEAR	**PERFORMANCE INDICATOR**	**COUNCIL APPROVED BUDGET**	**TARGETS**		**REPORTED PERFORMANCE**	**MEANS OF VERIFICATION**	**RESPONSIBLE AGENT**
			30 September 2018	**31 December 2018**			
100% expenditure of budget allocation for the formalization of electrical connections in informal areas	% expenditure of budget allocation for the formalization of electrical connections in informal areas	R1 000 000	N/a	Tender advertised 30 November 2018	100% of funding used for the electrification of Sea Vista transfer camp.	% expenditure of budget for the formalization of electrical connections in informal areas	Dir. I&E
100% budget expenditure for the electricity meter replacement program	Preparations for meter replacements during the 2019/20 year	Operational (No funding provided on budget for meter replacement)	N/a	N/a	No target set for Quarter 1 or 2, Budget submission motivations for funding meter replacements due 31 January 2019	% expenditure of budget allocation	Dir. I&E

IDP PRIORITY		IDP 03	Melkhout to Jeffreys Bay Main 66kv line				
OBJECTIVE		To increase electricity supply to cater for housing development and needs					
TARGET FOR THE YEAR	**PERFORMANCE INDICATOR**	**COUNCIL APPROVED BUDGET**	**TARGETS**		**REPORTED PERFORMANCE**	**MEANS OF VERIFICATION**	**RESPONSIBLE AGENT**
			30 September 2018	**31 December 2018**			
100% expenditure of Department of Energy grant funding	% expenditure of Department of Energy grant funding	R8 869 565	N/a (Tender advertised)	Tender advertised 30 November 2018	Tender awarded. Site handover scheduled for 11 January 2019	Proof of grant funding received and expenditure on the vote	Dir. I&E
Upgrade Melkhout to Jeffreys Bay main line (Servitude) 100% expenditure of funding provided to maintain servitude	% budget expenditure for the upgrading of the Melkhout Line to maintain servitude rights	R3 000 000	N/a. (Budget for financial year 3 million. Expenditure to date R2.2 million = 73%. Finalized last farmers servitude agreement with KLM.)	N/a	Servitude agreements finalized.	Payment certificates	Dir. I&E

IDP PRIORITY		IDP 04	Address water crisis in the Kouga Municipal Area				
OBJECTIVE		Provide a sustainable potable water sources and supply to the residents of Kouga					
TARGET FOR THE YEAR	**PERFORMANCE INDICATOR**	**COUNCIL APPROVED BUDGET**	**TARGETS**		**REPORTED PERFORMANCE**	**MEANS OF VERIFICATION**	**RESPONSIBLE AGENT**
			30 September 2018	**31 December 2018**			
100% expenditure of funding provided for investigations and borehole infrastructure capacity into alternative ground water	% expenditure of funding provided for investigations and borehole infrastructure capacity, into alternative ground water	R1 400 000	N/a (Application was made for funding for additional water sources and disaster water augmentation, additional funds allocated.)	10% expenditure of funding provided for investigations and borehole infrastructure capacity, into alternative ground water	Budget available own funds (R3,3m) Spending as at 19 Dec 2018 = R 3,139,714.00 (95,2%) Target exceeded	Budget expenditure	Dir. I&E
Submit application for funding for disaster water funding National Disaster Fund	Due date compliance with the submission of the application for disaster water funding	Operational	Application submitted for disaster water funding by 30 September 2018	Application submitted for disaster water funding by 30 September 2018	Funding application submitted. Funding allocation of R152 million received	Proof of submission	Dir. I&E

TARGET FOR THE YEAR	PERFORMANCE INDICATOR	COUNCIL APPROVED BUDGET	TARGETS		REPORTED PERFORMANCE	MEANS OF VERIFICATION	RESPONSIBLE AGENT
			30 September 2018	31 December 2018			
100% of resident in formal residential areas have access to water	% of resident in formal residential areas have access to water	Operational	100% of resident in formal residential areas have access to water	100% of resident in formal residential areas have access to water	100% access. Reconciliation of valuation roll and service accounts by finance. WhatsApp group initiated to ensure speedy turn-around time for public access to water.	New applications	Dir. I&E
100% of informal households have access to water within a 200m radius	% of informal households have access to water within a 200m radius	Operational	100% of informal households have access to water within a 200m radius	100% of informal households have access to water within a 200m radius	All informal households have access to water within a 200m radius. GIS Mapping Transit camp in Oceanview installation of standpipes.	Mapped standpipe locations	Dir. I&E
100% expenditure on water meter replacement program	% budget expenditure on water meter replacement program	R100 000	N/a (completed validation and verification of non functioning household, schools, clinics, public buildings, etc water meters. Replacement programme	Tender advertised 30 November 2018	Tender was advertised. Water meter replacement forms part of the R152 million grant funding projects.	% expenditure of budget for water meter replacement	Dir. I&E

			commenced. Commenced with validation and verification process in Patensie)				

IDP PRIORITY		IDP 06	Extension and tarring of roads in the Kouga municipal area				
OBJECTIVE		To provide residents and visitors with high quality road networks					
TARGET FOR THE YEAR	**PERFORMANCE INDICATOR**	**COUNCIL APPROVED BUDGET**	**TARGETS**		**REPORTED PERFORMANCE**	**MEANS OF VERIFICATION**	**RESPONSIBLE AGENT**
			30 September 2018	**31 December 2018**			
Paving of entrances to two (2) townships	Number of entrances to townships paved	(No budget provided, Allocate from Roads R 2.5 mil)	N/a (Re-allocated funds to Raspberry / Dogwood and Duine road. Work in progress Raspberry Rd construction commenced.)	Plan design and identify entrances to be upgraded by 30 November 2018	Funds re-allocated for the extension of Blackberry road to link with Dogwood Road	Expenditure reports	Dir. I&E

TARGET FOR THE YEAR	PERFORMANCE INDICATOR	COUNCIL APPROVED BUDGET	TARGETS		REPORTED PERFORMANCE	MEANS OF VERIFICATION	RESPONSIBLE AGENT
			30 September 2018	31 December 2018			
100% expenditure of road upgrade budget	% expenditure of road upgrade budget	R2 500 00	Tender advertised. (Tender closed 17 July 2018)	Tenderer appointed.	Tenderer appointed October 2018 and work has progressed satisfactory. Work in progress Seetuin, Flame Cresent.	Roads vote expenditure reports	Dir. I&E
IDP PRIORITY		IDP 07	Acquire land and develop 2 cemeteries in the Kouga Area				
OBJECTIVE		To provide residents of Kouga with adequate burial facilities					
TARGET FOR THE YEAR	**PERFORMANCE INDICATOR**	**COUNCIL APPROVED BUDGET**	**TARGETS**		**REPORTED PERFORMANCE**	**MEANS OF VERIFICATION**	**RESPONSIBLE AGENT**
			30 September 2018	**31 December 2018**			
Identify land for additional cemeteries by 30 June 2019	Due date compliance with the identification of land for additional cemeteries	Operational	N/a	N/a	No target set for Quarter 1 or Q2 (Deadline for achievement only set at 30 June 2019)	Minutes of the meeting of Council where the report was submitted	Dir. PDT
Conclude the EIA for additional	Due date compliance with concluding	R600 000 (Roll over)	Tender advertised (Tender closed 3 September 2018)	Tender awarded	Tender awarded EIA processes has commenced.	Minutes of the meeting of Council where	Dir.Com

cemeteries (1 additional cemetery)	the EIA processes for cemeteries					the EIA was submitted	
Develop a cemetery master plan for Kouga Community	Due date compliance with the development of a cemetery master plan	R150 000	Tender advertised (Tender not advertised in Q1)	Tender awarded	Master Plan due for completion 30 June 2019 as per target set.	Minutes of the meeting of Council where the Cemetery Master Plan was submitted	Dir. Com
IDP PRIORITY		IDP 08	Acquire land for housing in Kwanomzamo (Ward 6)				
		IDP 09	Acquire land for housing for Loerieheuwel (De Wet Farm) (Ward 7)				
OBJECTIVE		To provide adequate housing to residents of Ward 6					
		Provide adequate housing to the residents of Ward 7					
TARGET FOR THE YEAR	**PERFORMANCE INDICATOR**	**COUNCIL APPROVED BUDGET**	**TARGETS**		**REPORTED PERFORMANCE**	**MEANS OF VERIFICATION**	**RESPONSIBLE AGENT**
			30 September 2018	**31 December 2018**			
Identify land suitable for housing development	Land acquired for Kwanomzamo	R1 000 000	Report on progress with negotiations	Report on progress with negotiations	Monthly reports submitted to Portfolio Committee negotiations for acquisitions underway.	Proof of acquisition	Dir. PDT

Identify land suitable for housing development	Land acquired for Loerie Heuwel		Report on progress with negotiations	Report on progress with negotiations	Monthly reports submitted to Portfolio Committee negotiations for acquisitions underway.	Proof of acquisition	Dir. PDT
IDP PRIORITY		IDP 10	Upgrade and maintain public ablution facilities to an acceptable standard				
OBJECTIVE		T provide clean and safe public ablution facilities to residents and visitors					
TARGET FOR THE YEAR	**PERFORMANCE INDICATOR**	**COUNCIL APPROVED BUDGET**	**TARGETS**		**REPORTED PERFORMANCE**	**MEANS OF VERIFICATION**	**RESPONSIBLE AGENT**
			30 September 2018	**31 December 2018**			
100% expenditure of the budget provided for the upgrading/ maintenance of public ablution facilities	% expenditure of the budget provided for the upgrading/ maintenance of public ablution facilities	R 125 000	10% expenditure of the budget provided for the upgrading and maintenance of public ablution facilities	50% expenditure of the budget provided for the upgrading and maintenance of public ablution facilities	100% expenditure. All public facilities in Jeffreys Bay and St Francis Bay were repaired/upgraded.	% expenditure of the budget provided for the upgrading and maintenance of public ablution facilities	Dir. Com

IDP PRIORITY		IDP 11	Maintenance and repairs to caravan parks in the Kouga Area				
OBJECTIVE			To provide high quality recreational facilities to residents and visitors to Kouga				
TARGET FOR THE YEAR	**PERFORMANCE INDICATOR**	**COUNCIL APPROVED BUDGET**	**TARGETS**		**REPORTED PERFORMANCE**	**MEANS OF VERIFICATION**	**RESPONSIBLE AGENT**
			30 September 2018	**31 December 2018**			
Fencing of facilities (Caravan Parks)	% completion of fencing of caravan parks scheduled for fencing	R500 000	Tender advertised	Tender awarded by 31 October 2018	Performance was subject to the award for the fencing tender which was cancelled for reason that no-responsive tender was received. Tender document resubmitted to Bid Specification for review of tender specifications. It suggested that funding be re-allocated towards wheelie-bins.	Payment certificates for fencing installed	Dir. Com
Install surveillance cameras (Caravan Parks)	Due date compliance with the installation of surveillance cameras	R150 000	Quotations for surveillance cameras awarded	Cameras installed by 30 November 2018	Surveillance cameras installed at Jeffreys Bay Caravan Park. Funding for surveillance cameras had to be split between the various	Payment certificates for installation of surveillance cameras	Dir. Com

					areas requiring cameras and not all caravan parks could be equipped with surveillance cameras.		
TARGET FOR THE YEAR	**PERFORMANCE INDICATOR**	**COUNCIL APPROVED BUDGET**	**TARGET**		**REPORTED PERFORMANCE**	**MEANS OF VERIFICATION**	**RESPONSIBLE AGENT**
			30 September 2018	**31 December 2018**			
Painting and repairs of Caravan Parks	% completion of painting and repairs for caravan parks scheduled for upgrade	Operational	50% completion of painting and repairs for caravan parks scheduled for upgrade	100% completion of painting and repairs for caravan parks scheduled for upgrade by 30m November 2018	Repairs and maintenance were done on Jeffreys Bay and Pellsrus caravan parks, 100% expenditure	Before and after photos	Dir. Com

IDP PRIORITY		IDP 12	Maintenance and repairs to community halls				
OBJECTIVE		To ensure that residents and visitors have decent facilities for functions					
TARGET FOR THE YEAR	**PERFORMANCE INDICATOR**	**COUNCIL APPROVED BUDGET**	**TARGETS**		**REPORTED PERFORMANCE**	**MEANS OF VERIFICATION**	**RESPONSIBLE AGENT**
			30 September 2018	**31 December 2018**			
Fencing of facilities (Community Halls)	% completion of fencing of community halls scheduled for fencing	R(R500 000 for sport and rec facilities must be spilt)	Tender advertised	Tender awarded by 31 October 2018	Fencing of facilities was subject to the award of the fencing tender. Fencing tender was cancelled for reason that no responsive bids were received. The matter has been referred to BSC for review of tender specifications. It is suggested that consideration be given to move funding to wheely-bins.	Payment certificates for fencing installed	Dir. Com
Painting and repair of facilities (Community Halls)	% completion of painting and repairs for community halls scheduled for upgrade	R (R500 000 for sport and rec facilities	25% completion of painting and repairs for community halls	50% completion of painting and repairs for community halls	100% expenditure of funding. Newton Hall, Aston bay Hall and Shell Museum painted. New cupboards	Before and after photos	Dir. Com

		must be spilt)			installed at Vusumzi Landu Hall.		
IDP PRIORITY		IDP 13	Initiate and develop climate change projects				
OBJECTIVE		To ensure that residents and visitors have a clean and safe environment					
TARGET FOR THE YEAR	**PERFORMANCE INDICATOR**	**COUNCIL APPROVED BUDGET**	**TARGETS**		**REPORTED PERFORMANCE**	**MEANS OF VERIFICATION**	**RESPONSIBLE AGENT**
			30 September 2018	**31 December 2018**			
Initiate climate change projects in collaboration with German partners	Number of reports (4 reports at 1 report per quarter) submitted on the implementation of climate change projects in collaboration with the German partners	Operational	Report 1/4 submitted on progress with the implementation of climate change projects	Report 2/4 submitted on progress with the implementation of climate change projects	Progress report submitted to the portfolio committee and to Council	Minutes of the meeting of Council where the implementation reports were submitted (1 report per quarter)	Dir. Com

IDP PRIORITY		IDP 15	Procure new vehicles for the Traffic Department				
OBJECTIVE		To ensure that road and traffic services are rendered in the Kouga Municipal area					
TARGET FOR THE YEAR	**PERFORMANCE INDICATOR**	**COUNCIL APPROVED BUDGET**	**TARGETS**		**REPORTED PERFORMANCE**	**MEANS OF VERIFICATION**	**RESPONSIBLE AGENT**
			30 September 2018	**31 December 2018**			
Comply with expenditure targets	% expenditure on the acquisition of new vehicles for Traffic	R4 000 000	Tender advertised by 31 July 2018	Tender awarded by 15 October 2018	Tender awarded.	Expenditure report on the acquisition of traffic vehicles	Dir. Com
IDP PRIORITY		IDP 16	Install CCTV cameras at key municipal offices, depo and open spaces				
OBJECTIVE		To provide residents with a safe secure environment					
TARGET FOR THE YEAR	**PERFORMANCE INDICATOR**	**COUNCIL APPROVED BUDGET**	**TARGETS**		**REPORTED PERFORMANCE**	**MEANS OF VERIFICATION**	**RESPONSIBLE AGENT**
			30 September 2018	**31 December 2018**			
Install surveillance cameras (At municipal offices, depots and areas)	Due date compliance with the installation of surveillance cameras	R (R150 000 for cameras must be spilt)	Quotations for surveillance cameras awarded	Cameras installed by 30 November 2018	Only R150 000 was provided on the budget for surveillance cameras at the various areas. Cameras installed at Jeffreys Bay Caravan Park and Dolphin Beach. Surveillance Cameras	Payment certificates for installation of surveillance cameras	Dir.Com

					shall be installed at the Traffic Department during Quarter 3.		
IDP PRIORITY		IDP 18	Replace the roof at the St Croix str workshop/store				
OBJECTIVE		To provide decent and safe working areas to the staff of the municipal buildings					
TARGET FOR THE YEAR	**PERFORMANCE INDICATOR**	**COUNCIL APPROVED BUDGET**	**TARGETS**		**REPORTED PERFORMANCE**	**MEANS OF VERIFICATION**	**RESPONSIBLE AGENT**
			30 September 2018				
Repair the St Croix str Workshop/store roof by 30 June 2019 (Operating)	Due date compliance with the dates for the completion of the roof repairs at St Croix street workshop/store	Operational	Tender/Quotation for replacement roof sheets and materials advertised	Tender/Quotation for replacement roof sheets and materials awarded	Workshop upgrade completed during quarter 1, target exceeded.	Before and after photos	Dir. I&E

IDP PRIORITY		IDP 20	Develop in-house lifesaving capacity				
OBJECTIVE		To ensure that lifesaving services be rendered to residents and visitors to the Kouga					
TARGET FOR THE YEAR	**PERFORMANCE INDICATOR**	**COUNCIL APPROVED BUDGET**	**TARGETS**		**REPORTED PERFORMANCE**	**MEANS OF VERIFICATION**	**RESPONSIBLE AGENT**
			30 September 2018	**31 December 2018**			
Appoint additional lifesavers	Number of life savers appointed	Salary budget	Advert for life savers published by 31 August 2018	30 Lifesavers appointed by 1 November 2018	Seasonal Life Savers were appointed as from 1 November 2018.	Records of appointment	Dir. Corp
Procure lifesaving equipment by 15 November 2018	Due date compliance with procuring lifesaving equipment	R250 000	Tender advertised; Tender awarded	Lifesaving equipment received by 15 November 2018	All lifesaving equipment procured in time for the peak holiday period.	Proof of payment	Dir. Com
Initiate volunteer lifesaving association	Establishment of Volunteer Lifesaving Association	Operational Budget	Call Public and stakeholder Meetings	Volunteer Lifesaving Association established by 15 November 2018	Kouga Municipality is working in close liaison with the NSRI on lifesaving related matters and safety at public beaches.	Minutes of meetings of volunteer lifesaving association	Dir. Com

IDP PRIORITY		IDP 21	Eradicate livestock kraals and piggeries from residential areas				
OBJECTIVE		To ensure that no stray animals roam the streets of Kouga					
TARGET FOR THE YEAR	**PERFORMANCE INDICATOR**	**COUNCIL APPROVED BUDGET**	**TARGETS**			**MEANS OF VERIFICATION**	**RESPONSIBLE AGENT**
			30 September 2018	**31 December 2018**	**REPORTED PERFORMANCE**		
Ensure sufficient law enforcement is affected to combat stray animals and illegal kraals and piggeries	Number of reports submitted on the combatting of stray animals and illegal kraals and piggeries	R (No funding)	1/4 Reports submitted on the combatting of stray animals and illegal kraals and piggeries	2/4 Reports submitted on the combatting of stray animals and illegal kraals and piggeries	2 Reports submitted to Portfolio Committee meeting	Minutes of meetings where reports was submitted	Dir. Com
IDP PRIORITY		IDP 23	Contribution towards Animal Welfare Society in Kouga				
OBJECTIVE		To ensure that animal welfare associations render much need care to lost animals					
TARGET FOR THE YEAR	**PERFORMANCE INDICATOR**	**COUNCIL APPROVED BUDGET**	**TARGETS**		**REPORTED PERFORMANCE**	**MEANS OF VERIFICATION**	**RESPONSIBLE AGENT**
			30 September 2018	**31 December 2018**			
Conclude a service level agreement with animal welfare	Due date compliance with the conclusion of a service level agreement with	Operational R240 000	N/a	Conclude as service level agreement with the animal welfare society by	Service Level Agreement Concluded.	Service Level Agreement	Dir. Com

society by 15 November 2018	the animal welfare society			15 November 2018			
IDP PRIORITY		IDP 24	Rezoning of Erf 400 and 554 for sporting facilities				
OBJECTIVE			To ensure that much needed sporting facilities become available in St Francis Bay				
TARGET FOR THE YEAR	**PERFORMANCE INDICATOR**	**COUNCIL APPROVED BUDGET**	**TARGETS**		**REPORTED PERFORMANCE**	**MEANS OF VERIFICATION**	**RESPONSIBLE AGENT**
			30 September 2018	**31 December 2018**			
Investigate transfer of Erf 400 and 554 from the Department of Public Works to Kouga Municipality (Erf 554 Public Open Space)	Due date compliance with the submission of a report on the transfer of erven 400 and 554	Operational	N/a	N/a	No target set for Q1 & 2 report on investigations only due 31 March 2019	Minutes of the meeting of Council where the transfer report was submitted.	Dir. PDT

IDP PRIORITY		IDP 25	Investigate roll-out of broadband connectivity (Fibre optic) to the entire Kouga Municipal area				
OBJECTIVE			To improve communications in the Kouga area				
TARGET FOR THE YEAR	**PERFORMANCE INDICATOR**	**COUNCIL APPROVED BUDGET**	**TARGETS**		**REPORTED PERFORMANCE**	**MEANS OF VERIFICATION**	**RESPONSIBLE AGENT**
			30 September 2018	**31 December 2018**			
Investigate the roll-out of broadband connectivity to the entire Kouga area (Feasibility study investigation)	Number of reports on the feasibility of the roll out of broadband fibre connectivity to the entire Kouga Area	Operational	1/4 Reports on the feasibility of the roll out of broadband fibre connectivity to the entire Kouga Area	2/4 Reports on the feasibility of the roll out of broadband fibre connectivity to the entire Kouga Area	Roll out of fibre for Kouga is in the investigation process	Minutes of meetings where reports were submitted	CFO
IDP PRIORITY		IDP 28	Relocation of Humansdorp Museum to Kouga Cultural Centre				
OBJECTIVE			To provide a suitable venue for the Humansdorp Museum				
TARGET FOR THE YEAR	**PERFORMANCE INDICATOR**	**COUNCIL APPROVED BUDGET**	**TARGETS**		**REPORTED PERFORMANCE**	**MEANS OF VERIFICATION**	**RESPONSIBLE AGENT**
			30 September 2018	**31 December 2018**			
Relocate the Humansdorp Museum	Due date compliance with the feasibility study for the	Operational	N/a	N/a	Feasibility study results must be submitted for consideration with	Minutes of the meeting where	Dir. Com

(Feasibility study)	relocation of the Humansdorp Museum				adjustments budget submissions by 31 January 2019	the report was submitted	
OPERATIONAL PRIORITIES							
TARGET FOR THE YEAR	**PERFORMANCE INDICATOR**	**COUNCIL APPROVED BUDGET**	**TARGETS**		**REPORTED PERFORMANCE**	**MEANS OF VERIFICATION**	**RESPONSIBLE AGENT**
			30 September 2018	**31 December 2018**			
100% MIG Grant funding expenditure	% MIG Grant funding expenditure	R25 812 348	Tenders advertised (22.31% expenditure)	40% MIG Expenditure	MIG Expenditure as at 31 December 2018 was 127% of allocation, and 47% of total MIG grant for the year.	% expenditure of MIG grant funding for the year	Dir.I&E
95% expenditure of the Capital Budget	% Capital budget expenditure	R67 744 823	N/a	Tenders advertised 30 November 2018	Tenders advertised	Capital budget expenditure reports	All Directors
100% of Building plans approved/ rejected with 30 days of the submission of a	% Building plans approve/ rejected within 30 days from submission of a compliant building plan	Operational	100% of Building plans approved/ rejected with 30 days of the submission of a building plan	100% of Building plans approved/ rejected with 30 days of the submission of a building plan	All building plans complying with the submission requirements are approved/rejected within 30 days of a compliant submission.	Building plan register	Dir PDT

compliant building plan					Note that as per legislative provisions building plans in excess of 500m2 is attended to within 60 days of a compliant submission		
TARGET FOR THE YEAR	**PERFORMANCE INDICATOR**	**COUNCIL APPROVED BUDGET**	**TARGET**		**REPORTED PERFORMANCE**	**MEANS OF VERIFICATION**	**RESPONSIBLE AGENT**
			30 September 2018	**31 December 2018**			
Complete informal housing audit by 31 December 2018	Due date compliance with completion of informal housing audit	Operational	N/a	Informal housing audit completed by 31 December 2018	The Audit of informal housing was completed in 2017/18. The updating of the Informal Housing Audit is initiated.	Housing audit document	Dir. PDT
Prepare and submit funding applications for the review of the waste management strategy for Kouga by 30 November 2018	Due date compliance with the submission of the funding application	Operational	N/a	Funding application for the review of the waste management strategy submitted by 30 November 2018	Funding application was submitted to the Department of Economic Development, Environmental Affairs and Tourism.	Proof of submission of funding application	Dir. Com

TARGET FOR THE YEAR	PERFORMANCE INDICATOR	COUNCIL APPROVED BUDGET	TARGET		REPORTED PERFORMANCE	MEANS OF VERIFICATION	RESPONSIBLE AGENT
			30 September 2018	31 December 2018			
100% of formal households provided with a weekly refuse removal service	% of formal households provided with a weekly refuse removal service	Operational	100% of formal households provided with a weekly refuse removal service	100% of formal households provided with a weekly refuse removal service	Refuse programme being done as per the weekly programme schedule in all the formal households and businesses, illegal dumps are also cleaned	Collection reports	Dir. Com
Increase coverage of recognized informal residential areas serviced with refuse removal services once per week by 5%	% increase in coverage of recognized informal residential areas serviced with refuse removal services once per week	Operational	Report on plans and progress with the increase in coverage of refuse removal services to recognized informal areas	Report on plans and progress with the increase in coverage of refuse removal services to recognized informal areas	Part of the refuse collection weekly programme schedules, skip bins are used in most informal areas, new informal areas are also included on the collection programme like the transfer sites in areas where there is housing developments.	Collection reports	Dir. Com

TARGET FOR THE YEAR	PERFORMANCE INDICATOR	COUNCIL APPROVED BUDGET	TARGETS		REPORTED PERFORMANCE	MEANS OF VERIFICATION	RESPONSIBLE AGENT
			30 September 2018	31 December 2018			
420 Water samples submitted for bacteriological analysis and 140 water samples submitted for chemical analysis	Number of water samples submitted for analysis	Operational	105/420 water samples Bacteriological analysis; 35/140 water samples chemical analysis	210/420 water samples Bacteriological analysis; 70/140 water samples chemical analysis	212/420 water samples collected and submitted for bacteriological analysis and 70/140 waters samples collected and submitted for chemical analysis.	Water sampling reports	Dir. Com
1 920 premises subjected to environmental health inspections	Number of premises subjected to environmental health inspections	Operational	480/1920 premises subjected to environmental health inspections	960/1920 premises subjected to environmental health inspections	972/1920 environmental health inspections conducted at premises in Kouga (492 for Q 2)	Environmental health inspection reports	Dir. Com
Develop a Coastal Management Plan for Kouga (SBDM in process of developing a district Coastal	Number of reports submitted on the development of a Coastal Management Plan	No budget funding	Report 1/4 on progress with the development of a coastal management plan	Report 2/4 on progress with the development of a coastal management plan	Progress reports submitted to Portfolio Committee	Reports submitted on progress with the development of a coastal management plan	Dir. Com

Management Plan)							
TARGET FOR THE YEAR	**PERFORMANCE INDICATOR**	**COUNCIL APPROVED BUDGET**	**TARGETS**		**REPORTED PERFORMANCE**	**MEANS OF VERIFICATION**	**RESPONSIBLE AGENT**
			30 September 2018	**31 December 2018**			
Conduct 2 environmental awareness campaigns	Number of environmental awareness campaigns conducted	Operational	N/a	Conduct 1/2 Environmental Awareness Campaigns	1 Environmental Awareness Campaign conducted.	Reports on environmental awareness campaigns conducted	Dir. Com

KEY PERFORMANCE AREA		GOOD GOVERNANCE AND PUBLIC PARTICIPATION					
IDP PRIORITY		IDP 19	Investigate the construction of a new municipal building				
OBJECTIVE			To provide suitable accommodation to staff of the municipality to facilitate improved service delivery				
TARGET FOR THE YEAR	**PERFORMANCE INDICATOR**	**COUNCIL APPROVED BUDGET**	**TARGETS**		**REPORTED PERFORMANCE**	**MEANS OF VERIFICATION**	**RESPONSIBLE AGENT**
			30 September 2018	**31 December 2018**			
Conclude investigations into the various options available	Due date compliance with reporting on alternative	No funding for new building, R 300 000	N/a	N/a	No target set for Quarter 1 & 2 Report on alternative office	Report submitted to	Dir. Corp

for alternative office accommodation and report on the findings and recommendations by 31 January 2019	office accommodation	and R500 000 for upgrade of main building/ old library			accommodation due on 31 January 2019	Top Management	
IDP PRIORITY		IDP 25	Introduction of ERP solution and associated IT architecture				
OBJECTIVE							
TARGET FOR THE YEAR	**PERFORMANCE INDICATOR**	**COUNCIL APPROVED BUDGET**	**TARGETS**		**REPORTED PERFORMANCE**	**MEANS OF VERIFICATION**	**RESPONSIBLE AGENT**
			30 September 2018	**31 December 2018**			
Report on investigations into new ERP solution	Number of reports submitted on investigations of the introduction of ERP solutions and associated IT architecture	No funding	1/4 Reports on investigations of the introduction of ERP solutions and associated IT architecture	2/4 Reports on investigations of the introduction of ERP solutions and associated IT architecture	ICT related matters discussed at IT Steering Committee level. Investigations towards possible the acquisition of a SAPS System in progress.	Minutes of the meeting where IRP investigation reports was submitted	Dir. Fin

OPERATIONAL PRIORITIES							
TARGET FOR THE YEAR	**PERFORMANCE INDICATOR**	**COUNCIL APPROVED BUDGET**	**TARGETS**		**REPORTED PERFORMANCE**	**MEANS OF VERIFICATION**	**RESPONSIBLE AGENT**
			30 September 2018	**31 December 2018**			
Submit 4 Institutional Performance Reports to Council at 1 report per quarter	Number of institutional performance reports submitted to Council	Operational	1/4 Institutional Performance Report submitted to Council	2/4 Institutional Performance Report submitted to Council	Annual Performance Report submitted to Council August 2018; 2018/19 Q1 Performance Report submitted to Council December 2018	Reports submitted to Council	Manager PMS
4 Risk Management Meetings per year with 1 Risk Management Meeting per quarter	Number of Risk Management Meetings held	Operational	1/4 Risk Management Meeting	2/4 Risk Management Meeting	Risk Management Meeting held monthly at Top Management level.	Minutes of Risk Management Meetings	CFO

TARGET FOR THE YEAR	PERFORMANCE INDICATOR	COUNCIL APPROVED BUDGET	TARGETS		REPORTED PERFORMANCE	MEANS OF VERIFICATION	RESPONSIBLE AGENT
			30 September 2018	31 December 2018			
Develop 2019/20 IDP process plan by 31 August 2018	Due date compliance	Operational	Process Plan for the review of the 2019/20 IDP developed by 31 August 2018	Process Plan for the review of the 2019/20 IDP developed by 31 August 2018	IDP Process plan adopted by Council: 30 August 2018	Minutes of the meeting of Council where the IDP process plan was adopted	Manager IDP
Review and table a draft copy of the IDP to Council by 31 March 2019	Due date compliance	Operational	N/a	N/a	Draft IDP to be submitted to Council by 31 March 2019	Minutes of the meeting of Council where the draft IDP was considered	Manager IDP
Submit the final review copy of the IDP to Council by 31 May 2019	Due date compliance with the submission of the IDP to Council	Operational	N/a	N/a	Final copy of the IDP to be submitted to Council by 31 May 2019	Draft copy of the IDP review submitted to Council by 31 March 2019	Draft IDP submitted to Council by 31 March 2019
Arrange and facilitate 15 IDP public meetings to determine ward priorities	Number of IDP public meetings held	Operational	N/a	15 IDP public meetings held to determine ward priorities	All 15 Wards reached with public participation meetings for IDP priorities	Ward priority registers	Manager IDP

TARGET FOR THE YEAR	PERFORMANCE INDICATOR	COUNCIL APPROVED BUDGET	TARGETS		REPORTED PERFORMANCE	MEANS OF VERIFICATION	RESPONSIBLE AGENT
			30 September 2018	31 December 2018			
Arrange and facilitate 1 ward based planning session with ward Committees	Number of ward based planning sessions held	Operational	N/a	1 Ward Based Planning session with Ward Committees	All Wards have been reached for ward based planning sessions.	Attendance registers	Manager IDP
Arrange 1 Strategic Planning Session to review IDP objectives	Number of Strategic Planning Session to review IDP objectives	Operational	N/a	1 Strategic Planning Session to review IDP objectives by 30 November 2018	Strategic Planning Session conducted with Roy Steele Consultant and other internal strategic planning sessions held	Minutes of strategic planning session	Manager IDP
Upload approved IDP on the municipal web site by 15 June 2019	Due date compliance with the uploading of the approved IDP on the municipal web site	Operational	N/a	N/a	2019/20 IDP to be uploaded on web site by 15 June 2019	Municipal Web Site	Manager IDP

TARGET FOR THE YEAR	PERFORMANCE INDICATOR	COUNCIL APPROVED BUDGET	TARGETS		REPORTED PERFORMANCE	MEANS OF VERIFICATION	RESPONSIBLE AGENT
			30 September 2018	31 December 2018			
Submit draft SDBIP by 31 March 2019	Due date compliance with the submission of the draft SDBIP	Operational	N/a	N/a	Submission only due March 2019 in respect of the 2019/20 SDBIP	Minutes of Council Meeting where draft SDBIP was considered	Manager PMS
Submit the SDBIP to the Executive Mayor for approval within 14 days of the adoption of the budget	Due date compliance with the submission of the SDBIP to the Executive Mayor	Operational	N/a	N/a	Submission only due within 14 days after approval of the 2019/20 budget	Date of approval by the Executive Mayor	Manager PMS
Table the approved SDBIP to Council by 31 July 2018	Due date compliance with the submission of the SDBIP to Council	Operational	Table approved SDBIP to Council by 31 July 2018	Table approved SDBIP to Council by 31 July 2018	Target not achieved. SDBIP submitted to Council 30 August 2018	Minutes of the meeting of Council where the SDBIP was considered	Manager PMS
Upload the approved SDBIP on the municipal web site by 5 August 2018	Due date compliance with the uploading of the SDBIP on the municipal web site	Operational	SDBIP uploaded on municipal web site by 5 August 2018	SDBIP uploaded on municipal web site by 5 August 2018	SDBIP uploaded to web site on 20 August 2018, target not achieved.	Municipal Web Site	Manager PMS

TARGET FOR THE YEAR	PERFORMANCE INDICATOR	COUNCIL APPROVED BUDGET	TARGET		REPORTED PERFORMANCE	MEANS OF VERIFICATION	RESPONSIBLE AGENT
			30 September 2018	31 December 2018			
Ensure that all Section 56 and 57 performance contracts are signed by 31 July 2018	Due date compliance with the conclusion of performance agreements in respect of Section 56/57 employees	Operational	All Section 56 and 57 Performance Agreements are signed by 31 July 2018	All Section 56 and 57 Performance Agreements are signed by 31 July 2018	Draft performance agreements submitted to MM and Directors June 2018. All agreements signed by 31 July 2018	Signed performance agreements	Manager PMS
Submit signed performance agreements to Council by 31 August 2018	Due date compliance with the submission of performance agreements by Council	Operational	Signed Section 56 and 57 Performance Agreements submitted to Council by 31 August 2018	Signed Section 56 and 57 Performance Agreements submitted to Council by 31 August 2018	Performance agreements submitted to Council on 30 August 2018	Minutes of the meeting of Council where the performance agreements were submitted	Manager PMS
Upload performance agreements on municipal web site within 5	Due date compliance with uploading of performance agreements on	Operational	Performance agreements uploaded on municipal web site within 5 days	Performance agreements uploaded on municipal web site within 5 days	Performance Agreements uploaded to Municipal Web Site on 22 August 2018	Municipal Web Site	Manager PMS

days of approval by Council	municipal web site		of approval by Council	of approval by Council			
TARGET FOR THE YEAR	**PERFORMANCE INDICATOR**	**COUNCIL APPROVED BUDGET**	**TARGET**		**REPORTED PERFORMANCE**	**MEANS OF VERIFICATION**	**RESPONSIBLE AGENT**
			30 September 2018	**31 December 2018**			
Publish 1 Kouga News by 30 November 2018	Due date compliance with the publication and distribution of Kouga News	Operational	N/a	1 Kouga News published and distributed by 30 November 2018	Kouga News published and distributed on 18 October 2018	Kouga News publication	Municipal Manager
4 Reports submitted to Council on legal risks	Number of reports submitted to Council on legal risks	Operational	Identify legal risks and submit report 1/4 on legal risks to Council	submit report 2/4 on legal risks to Council	Legal Risk reporting submitted as part of the Monthly reporting process.	Minutes of meetings of Council where legal risk reports was considered	MM and CFO
4 Meetings of the Occupational Health and Safety Forum	Number of meetings of the Occupational Health and Safety Forum	Operational	1/4 Meetings of the Occupational Health and Safety Forum	2/4 Meetings of the Occupational Health and Safety Forum	2 Meetings of the Occupational Health and Safety Forum was held.	Minutes of meetings of the Occupational Health and Safety Forum	Dir. Corp

TARGET FOR THE YEAR	PERFORMANCE INDICATOR	COUNCIL APPROVED BUDGET	TARGET		REPORTED PERFORMANCE	MEANS OF VERIFICATION	RESPONSIBLE AGENT
			30 September 2018	31 December 2018			
Compile a Municipal Code by 30 June 2019	Due date compliance with the compilation of a Municipal Code	Operational	N/a	N/a	Due date for completion of municipal code only set at 30 June 2019	Sign off on Municipal code	Dir. Corp
Audit and review Municipal Policies and by-Laws by 30 June 2019	Due date compliance with review of Municipal policies and By-Laws	Operational	N/a	N/a	Due date for review only set at 30 June 2019	Council resolution for the adoption of Policy and By-Law reviews	Dir. Corp
Reduce printing costs by 40%	% reduction in printing costs	Operational	Printing costs reduced by 5%	Printing costs reduced by 10%	Tender was awarded and machines installed during January 2019. New rental tariff shall only become applicable as from January 2019. Remain on track to meet 40% reduction	Budget expenditure on printing costs against budget provisions	Dir. Corp

					target by 30 June 2019. Printing costs as at 31 December 2019 represented 21.28% of the 2018/19 printing budget, thus 28% lower than budgeted for the first six months.		
TARGET FOR THE YEAR	**PERFORMANCE INDICATOR**	**COUNCIL APPROVED BUDGET**	**TARGET**		**REPORTED PERFRORMANCE**	**MEANS OF VERIFICATION**	**RESPONSIBLE AGENT**
			30 September 2018	**31 December 2018**			
Electronically sort, image and store 1 million documents in an off-site warehouse	Number of images sorted, imaged and stored in an office site warehouse	R 2 000 000 operational	Tender advertised	Service provider appointed and commenced with electronic sorting and imaging	Tender was advertised but cancelled due to a technicality in the specifications, new tender specifications prepared and re-advertised. The tender was split to allow for the	Records of off-site warehouse storage	Dir. Corp

					electronic document management system as a separate part as insufficient funds were available to acquire both the system and do the document capturing and storing.		
TARGET FOR THE YEAR	**PERFORMANCE INDICATOR**	**COUNCIL APPROVED BUDGET**	**TARGET**		**REPORTED PERFRORMANCE**	**MEANS OF VERIFICATION**	**RESPONSIBLE AGENT**
			30 September 2018	**31 December 2018**			
Review the layout and functionality of the Kouga Municipal Web Site by 30 June 2019	Due date compliance with the review of the layout and functionality of the Kouga Municipal Web Site	Operational	N/a	N/a	Target for the review of the layout of the Municipal web site is set for 30 June 2019	New Web Site layout	Media Liaison Officer

TARGET FOR THE YEAR	PERFORMANCE INDICATOR	COUNCIL APPROVED BUDGET	TARGET		REPORTED PERFRORMANCE	MEANS OF VERIFICATION	RESPONSIBLE AGENT
			30 September 2018	31 December 2018			
50% Completion of the conversion of the Old Library into Office space by 30 June 2019	Percentage completion of conversion of old Library into Office Space by 30 June 2019	R500 000 (Phase 2)	N/a	Tender advertised	Contractor was appointed for the conversion and is set to commence construction during January 2019 for completion during April 2019	Technical Completion report	Dir. Corp
Reduce the Telkom account by R40 000	Rand's reduction in the average Telkom account for the year	Operational	N/a	Telkom account reduced by R5 000 for the year to date	The Telkom account has reduced from R220 000 per month to R4 402 for the previous account. It is anticipated that the average Telkom monthly account shall be approximately	Telkom account payment schedules	Dir. Corp

					R6 000 per month.		
KEY PERFORMANCE AREA		ORGANIZATIONAL TRANSFORMATION AND DEVELOPMENT					
OPERATIONAL PRIORITIES							
TARGET FOR THE YEAR	**PERFORMANCE INDICATOR**	**COUNCIL APPROVED BUDGET**	**TARGETS**		**REPORTED PERFORMANCE**	**MEANS OF VERIFICATION**	**RESPONSIBLE AGENT**
			30 September 2018	**31 December 2018**			
Review the Organogram by 30 June 2019	Due date compliance with the review of the Organogram	Operational	N/a	N/a	Organogram review due at year end, but Organogram was reviewed on 31 August 2018	Resolution adopting the review of the Organogram	Dir. Corp
Employee 3 African Females and 2 African Males in the 2 highest levels of employment as per the Employment Equity Plan	Number of people from disadvantaged groups employed in the 3 highest levels of employment as per Employment Equity Plan targets	Operational subject to salary budget	N/a	Report progress by 31 December 2018	As at 31 December 2018 Snr Management 2 WM; 2 AF; 1 IF Middle Management	Records of employment of employees in the 3 highest categories of employment	Dir. Corp

					3 AM; 6 CM; 11 WM; 2 AF; 2 CF; 2 WF Employment Equity Targets is addressed with appointments.		
TARGET FOR THE YEAR	**PERFORMANCE INDICATOR**	**COUNCIL APPROVED BUDGET**	**TARGET**		**REPORTED PERFORMANCE**	**MEANS OF VERIFICATION**	**RESPONSIBLE AGENT**
			30 September 2018	**31 December 2018**			
Submit the Employment Equity Plan to the Department of Labour by 15 January 2019	Due date compliance with the submission deadline for the Employment Equity Plan	Operational	N/a	Report on consultative processes in the review of the Employment Equity Plan	Monthly HR reports is submitted to the Portfolio Committee inclusive of progress made with Equity and consultative processes on Employment Equity.	Acknowledgment of receipt from the Department of Labour	Dir. Corp
100% of training budget spent on skills development	% of training budget spent on skills development	R1 100 000	10% of training budget spent	50% of training budget spent	Budget allocation = R1 141 779, spent to 31 December 2018 inclusive of	Training reports	Dir. Corp

			on skills development	on skills development.	commitments = R252 245 or 22.09% of total budget allocation.		
TARGET FOR THE YEAR	**PERFORMANCE INDICATOR**	**COUNCIL APPROVED BUDGET**	**TARGET**		**REPORTED PERFORMANCE**	**MEANS OF VERIFICATION**	**RESPONSIBLE AGENT**
			30 September 2018	**31 December 2018**			
Submit Work Place Skills Plan to LGSETA by 30 April 2019	Due date compliance with the submission of the Work Place Skills Plan to LGSETA	Operational	N/a	N/a	WSP must only be submitted 30 April 2019	Acknowledgement of receipt of Work Place Skills Plan by LGSETA	Dir. Corp
Review Delegation Framework by 30 June 2019	Due date compliance with the review of the Delegation Framework	Operational	N/a	N/a	Due date for review of the delegation framework was set at 30 June 2019. Delegation framework was reviewed and adopted October 2018.	Minutes of the meeting of Council where the Delegation Framework review was considered	Dir. Corp

KEY PERFORMANCE AREA			LOCAL ECONMIC DEVELOPMENT				
IDP PRIORITY		IDP 17	Develop a LED Strategy for the Kouga				
OBJECTIVE		To ensure that the economic development of the Kouga area is achieved in a structured and planned manner					
TARGET FOR THE YEAR	**PERFORMANCE INDICATOR**	**COUNCIL APPROVED BUDGET**	**TARGETS**		**REPORTED PERFORMANCE**	**MEANS OF VERIFICATION**	**RESPONSIBLE AGENT**
			30 September 2018	**31 December 2018**			
Review LED Strategy by 30 June 2019	Due date compliance with the review of the LED Strategy	R 300 593	N/a	N/a	LED Strategy target date for review set at 30 June 2019 (Tender for LED Strategy closed and is in process of adjudication, bidder appointed)	Minutes of the meeting of Council where the LED Strategy review was submitted	Dir. PDT

OPERATIONAL PRIORITIES							
TARGET FOR THE YEAR	**PERFORMANCE INDICATOR**	**COUNCIL APPROVED BUDGET**	**TARGET**		**REPORTED PERFORMANCE**	**MEANS OF VERIFICATION**	**RESPONSIBLE AGENT**
			30 September 2018	**31 December 2018**			
4 Meetings of the LED Forum with 1 meeting per quarter	Number of meetings of the LED Forum	Operational	1/4 meetings of the LED Forum	2/4 meetings of the LED Forum	2nd LED Forum Meeting held 14 December 2018	Minutes of LED Forum Meetings	Dir. PDT
100% expenditure of LED project and program budget on LED programs and projects	% expenditure of LED project and program budge	R450 000	5% expenditure of LED project and program budget on LED programs and projects (No expenditure but funds committed)	30% expenditure of LED project and program budget	100% of LED program and project budget spent as at 31 December 2018	Expenditure reports	Dir. PDT

TARGET FOR THE YEAR	PERFORMANCE INDICATOR	COUNCIL APPROVED BUDGET	TARGET		REPORTED PERFORMANCE	MEANS OF VERIFICATION	RESPONSIBLE AGENT
			30 September 2018	31 December 2018			
500 jobs created through LED initiatives and capital projects	Number of jobs created through LED initiatives and capital projects	Operational	25/500 jobs created through LED initiatives and capital projects (1. Winterfest = 256 2. EPWP = 45 3. Total 301)	100/500 jobs created through LED initiatives and capital projects	Total jobs created year to date = 329 (301 Q1 and 28 Q2)	Reports on jobs created	Dir. PDT
4 Training opportunities provided to entrepreneurs and SMME's	Number of Training opportunities provided to entrepreneurs and SMME's	R300 000	N/a	1/4 Training opportunities provided to entrepreneurs and SMME's	2 Training sessions presented, ECPTA on Tourism and Skills Development, SMME Training	Attendance Registers	Dir. PDT
90% expenditure of Kouga Cultural Centre refurbishment budget	% expenditure of Kouga Cultural Centre refurbishment budget	R1 000 000	Tender advertised	Tender awarded, Contractor on site	Specifications submitted to Bid Specification Committee, bid for window and doors to eb advertised January 2019, bid for repairs to	Budget expenditure reports	Dir. Com

					thatch roof referred back for refinement of specifications.		
TARGET FOR THE YEAR	**PERFORMANCE INDICATOR**	**COUNCIL APPROVED BUDGET**	**TARGET**		**REPORTED PERFORMANCE**	**MEANS OF VERIFICATION**	**RESPONSIBLE AGENT**
			30 September 2018	**31 December 2018**			
1 Report on the usage options for the Kouga Cultural Centre	Number of reports on the usage proposals for the Kouga Cultural Centre	Operational	N/a	N/a	Usage report only due at 30 June 2019	Minutes of the meeting where the usage report was submitted to Top Management	Dir. Com
1 Report on optimal functionality of the proposed Tourism Agency for Kouga	Number of reports submitted on the optimal functionality of the proposed Tourism Agency	Operational	N/a	N/a	Report on optimal functionality of the proposed Tourism Agency for Kouga only due 30 June 2019	Minutes of the meeting where the report was submitted	Dir. PDT

KEY PERFORMANCE AREA		FINANCIAL VIABILITY AND MANAGEMENT					
IDP PRIORITY	IDP 22	Improve revenue generation and collection to facilitate increased funding for service delivery					
OBJECTIVE	To ensure optimal levels of revenue collection						
TARGET FOR THE YEAR	**PERFORMANCE INDICATOR**	**COUNCIL APPROVED BUDGET**	**TARGETS**		**REPORTED PERFORMANCE**	**MEANS OF VERIFICATION**	**RESPONSIBLE AGENT**
			30 September 2018	**31 December 2018**			
Revenue collection rate of 94% between revenue raised and revenue collected	% revenue collected between revenue raised and revenue collected	Operational	94% revenue collected against revenue raised (30 September 2018, 86.61%.)	94% revenue collected against revenue raised	93.24%	Revenue collected expressed as a percentage of revenue raised	CFO

TARGET FOR THE YEAR	PERFORMANCE INDICATOR	COUNCIL APPROVED BUDGET	TARGET		REPORTED PERFORMANCE	MEANS OF VERIFICATION	RESPONSIBLE AGENT
			30 September 2018	31 December 2018			
OPERATIONAL INDICATOR							
100% Compliance with the reporting requirements as per National Treasury reporting calendar	% Compliance with the reporting requirements as per National Treasury reporting calendar	Operational	100% Compliance with the reporting requirements as per National Treasury reporting calendar	100% Compliance with the reporting requirements as per National Treasury reporting calendar	National Treasury reporting requirements complied with in full. 100% achievement.	Reports submitted against National Treasury reporting calendar	CFO
100% of creditors paid within 30 days of receipt of invoice certified for payment	% of creditors paid within 30 days of receipt of an invoice certified for payment	Operational	100% of creditors paid within 30 days of receipt of invoice certified for payment	100% of creditors paid within 30 days of receipt of invoice certified for payment	38.75% of creditors are paid within 30 days. The Municipality received R 46 million bulk water account in May 2016. According to the Nelson Mandela Bay Municipality, the Kouga Municipality was incorrectly billed from December	Records of reports submitted as required in terms of the National Treasury reporting calendar	CFO

					2012 to April 2016. This has a direct influence on the calculation of this ratio. If the bulk water account of R 46 million is excluded, the ratio would have been 78 days creditors payment period. The CFO was appointed on the 1 December 2015 and had no control of this new bulk water account of R 46 million.		

TARGET FOR THE YEAR	PERFORMANCE INDICATOR	COUNCIL APPROVED BUDGET	TARGET		REPORTED PERFORMANCE	MEANS OF VERIFICATION	RESPONSIBLE AGENT
			30 September 2018	31 December 2018			
100% of indigent residents registered on the Indigent Register have access to free basic services	% of indigent residents registered on the Indigent Register have access to free basic services	Operational	100% of indigent residents registered on the Indigent Register have access to free basic services	100% of indigent residents registered on the Indigent Register have access to free basic services	100% of residents registered on the Indigent Register have access to free basic services	Indigent register and records of free basic services provided	CFO
100% up-time of the ICT System	% up time of the ICT system	Operational	100% up-time of the ICT System	100% up-time of the ICT System	95%	Records of down time of the ICT system	
Develop/ review ICT policies by 30 November 2018	Due date compliance with the development/ review of ICT policies	Operational	N/a	Develop/review ICT Policies by 30 November 2018	ICT Policies reviewed.	Record of resolution adopting reviewed/ developed ICT policies	CFO

TARGET FOR THE YEAR	PERFORMANCE INDICATOR	COUNCIL APPROVED BUDGET	TARGET		REPORTED PERFORMANCE	MEANS OF VERIFICATION	RESPONSIBLE AGENT
			30 September 2018	31 December 2018			
90% compliance with the Procurement Plan	% Compliance with the Procurement Plan	Operational	Monthly report to Top Management on implementation of Procurement Plan	Monthly report to Top Management on implementation of Procurement Plan	Monthly reports submitted to Top Management with progress made with Procurement Plan	Reports on implementation of Procurement Plan	All Directors
95% Capital Budget expenditure	% Capital Budget expenditure	R77 671 772	Tenders advertised	Tenderers appointed, 50% Capital Budget Expenditure	35.20%	Capital Budget expenditure reports	All Directors
Conduct a land audit by 31 December 2018	Due date compliance with conducting a land audit	Operational	N/a	Land Audit conducted by 31 December 2018	Land Audit conducted as part of the Audit process.	Date of submission of land audit to Council	CFO

REPORTS BY THE PORTFOLIO CHAIRPERSON: FINANCE

KOUGA MUNICIPALITY (EC108)

ORDINARY COUNCIL MEETING

FINANCE

DATE: 31 JANUARY 2019 **ITEM NO: 19/01/F1**

MID-YEAR FINANCIAL REPORT FOR THE PERIOD JULY TO DECEMBER 2018 AND THE ASSESSMENT OF THE MUNICIPALITY'S FINANCIAL POSITION AS AT 31 DECEMBER 2018 (2018/19 FINANCIAL YEAR)

1. Purpose

The purpose of this report is to assess the financial performance and financial position of the Municipality, as at 31 December 2018, and its consequential impact on the implementation of the approved 2018/19 Budget.

This report is submitted in compliance with Sections 72, 52(d) and 54(1)(f) of the Municipal Finance Management Act (MFMA) and the Municipal Budget and Reporting Regulations.

2. Legislative Requirements

The Municipality is required to assess on an ongoing basis whether it collects sufficient revenue to meet its commitments, such as paying Employees, Councillors, Eskom, Nelson Mandela Bay Municipality, service providers etc.

In accordance with Section 72 of the MFMA, the Accounting Officer is required to submit to the Mayor of the Municipality, National Treasury and Provincial Treasury a report on the performance of the municipality during the first half of the financial year on the state of the municipality's budget.

In accordance with Section 52(d) of the MFMA, the Executive Mayor must within 30 days of the end of each quarter, submit a report to the Council on the implementation of the budget and the financial state of affairs of the Municipality. Furthermore, section 54(1)(f) of the MFMA states that, in the case of a section 72 report, the Executive Mayor must submit the report to the Council by 31 January of each year.

3. Executive Summary

This report provides a balanced and consolidated financial performance overview to assist the Executive Mayor in his oversight role.

An analysis of the financial position and performance was undertaken to determine the relative financial strength and liquidity of the Municipality. This was complemented by analysing the cash flow position, the investment portfolio, ratios, the operating and capital budget performance for the period July 2018 to December 2018, so as to facilitate an informed assessment of the relative liquidity and financial position of the Municipality.

The financial performance highlights are as follows:

- Operating revenue amounted to R 449,477 million, whilst operating expenditure amounted to R 376,817 million, resulting in an operating surplus of R 72,660 million.
- Capital expenditure constituted 35,20% of the 2018/19 Adjusted Capital Budget.
- Overdue consumer debts increased by R 22,830 million (18,25%) since June 2018.
- An amount of R 77,923 million is owing to creditors, of which R 19,895 million (25,53%) represents current creditors. Currently all outstanding creditors are not reflected on the creditors age analysis.
- The municipality's investment portfolio has increased by R 95,463,037 (101,22%) since June 2018, from R 94,314,704 to R 189,777,741.

The following key financial ratios are monitored on an on-going basis:

Ratio	Actuals as at 30 June 2016	Actuals as at 30 June 2017	Actuals as at 30 June 2018	Actuals as at 31 December 2017	Actuals as at 31 December 2018	Approved Budget 2018/19
Current Ratio	0.85:1	0.97:1	1.11:1	1.29:1	1.66:1	0.98:1
Liquidity Ratio	0.40:1	0.47:1	0.52:1	0.90:1	1.08:1	0.40:1
Cost Coverage (Excluding unspent conditional grants)	1.60 months	1.62 months	1.72 months	2.55 months	2.49 months	0.95 months
Debtors Collection Rate	97.60%	95.81%	90.73%	84.66%	93.24%	94%
Capital Expenditure	81.97%	72.92%	72.98%	20.34%	35.20%	95%

4. Detailed Reports

In order to comply with Schedule C of the Municipal Budget and Reporting Regulations, the following detailed schedules are attached for the period, ending 31 December 2018:

Annexure "A1" – Operating Revenue and Expenditure Performance

Annexure "A2" - Capital Budget Performance

Annexure "A3"- Projected Cash Flow Statement

Annexure "A4" – Municipal Monthly Budget Tables

Annexure "A5"- Analysis of Municipality's Statement of Financial Performance

i. Overview of Outstanding Consumer Debtors
ii. Overview of Creditors position
iii. Investment portfolio
iv. Grants receipts and Expenditure
v. Councillors & Employee benefits
vi. Key performance Indicators

5. Recommendation

5.1 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.

5.2 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.

5.3 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.

5.4 That the 2018/19 Adjustments Budget be tabled by the Executive Mayor to the Council on 28 February 2019.

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

Item prepared by: The Acting Manager Budget & Treasury

Approved by CFO:

Mr. S Thys: ..... 16/1/2019 .....

Endorsed by Municipal Manager :

Mr. C Du Plessis: .....

Noted by Portfolio Councillor: pp 16/1/2019

Annexure "A1"

OVERVIEW OF OPERATING REVENUE AND EXPENDITURE PERFORMANCE FOR THE PERIOD 1 JULY 2018 TO 31 DECEMBER 2018

Below is an analysis of the operating revenue and expenditure performance

Description	Budget Year 2018/19		
	Approved Budget	Actuals as at 31 December 2018	%
R thousands			
Revenue By Source			
Property rates	176 766	122 019	69.03%
Service charges - electricity revenue	247 165	124 316	50.30%
Service charges - water revenue	67 702	37 478	55.36%
Service charges - sanitation revenue	41 658	23 018	55.25%
Service charges - refuse revenue	43 571	27 161	62.34%
Rental of facilities and equipment	1 881	268	14.26%
Interest earned - external investments	7 561	4 277	56.57%
Interest earned - outstanding debtors	14 986	3 375	22.52%
Fines, penalties and forfeits	4 230	3 136	74.13%
Licences and permits	16 661	11 220	67.34%
Transfers and subsidies	123 618	88 649	71.71%
Other revenue	7 917	4 560	57.59%
Total Revenue (excluding capital transfers and contributions)	**753 717**	**449 477**	**59.63%**
Expenditure By Type			
Employee related costs	272 802	136 967	50.21%
Remuneration of councillors	12 784	5 874	45.95%
Debt impairment	41 429	1	0.00%
Depreciation & asset impairment	75 357	36 782	48.81%
Finance charges	3 021	2 076	68.74%
Bulk purchases	241 476	124 519	51.57%
Other materials	28 458	13 466	47.32%
Contracted services	45 111	19 674	43.61%
Other expenditure	76 346	37 458	49.06%
Total Expenditure	**796 785**	**376 817**	**47.29%**
Surplus/(Deficit)	**(43 068)**	**72 660**	

The statement of financial performance indicates a surplus of R 72,660 million.

Below is a discussion of the significant revenue and expenditure variations:

Revenue Variations

Property Rates

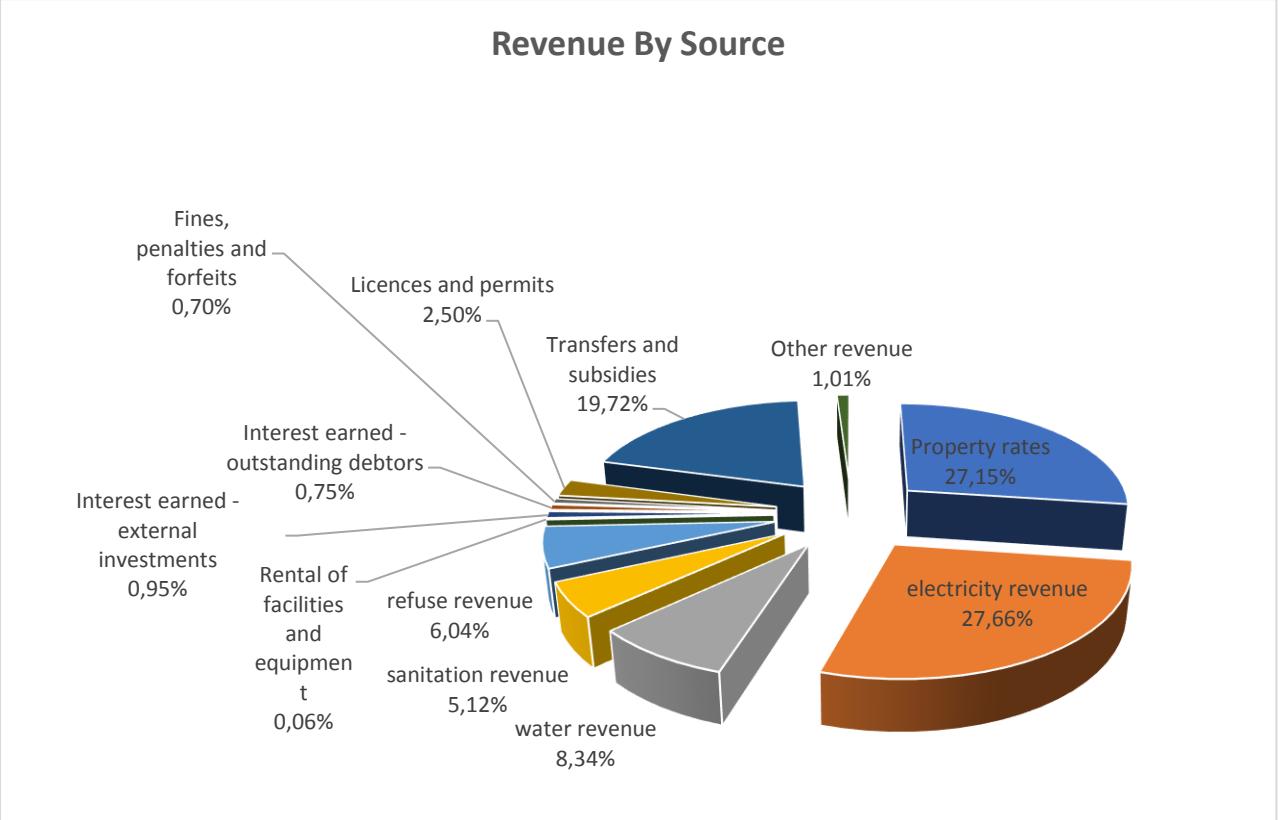
As at 31 December 2018, the Municipality has recognised 69,03% of its property rates revenue, compared to the approved budget. This is influenced by annual property rates raised in July 2018, amounting to R 79,540 million.

Rental of Facilities and Equipment

This relates to the rental of municipal buildings, community halls and other municipal facilities. The revenue is influenced by the extent of rental agreements.

Interest Earned – Outstanding Debtors

Interest is influenced by the extent of outstanding debtors. The actual overdue debtors as at 31 December 2018 amounted to R 147,894 million.



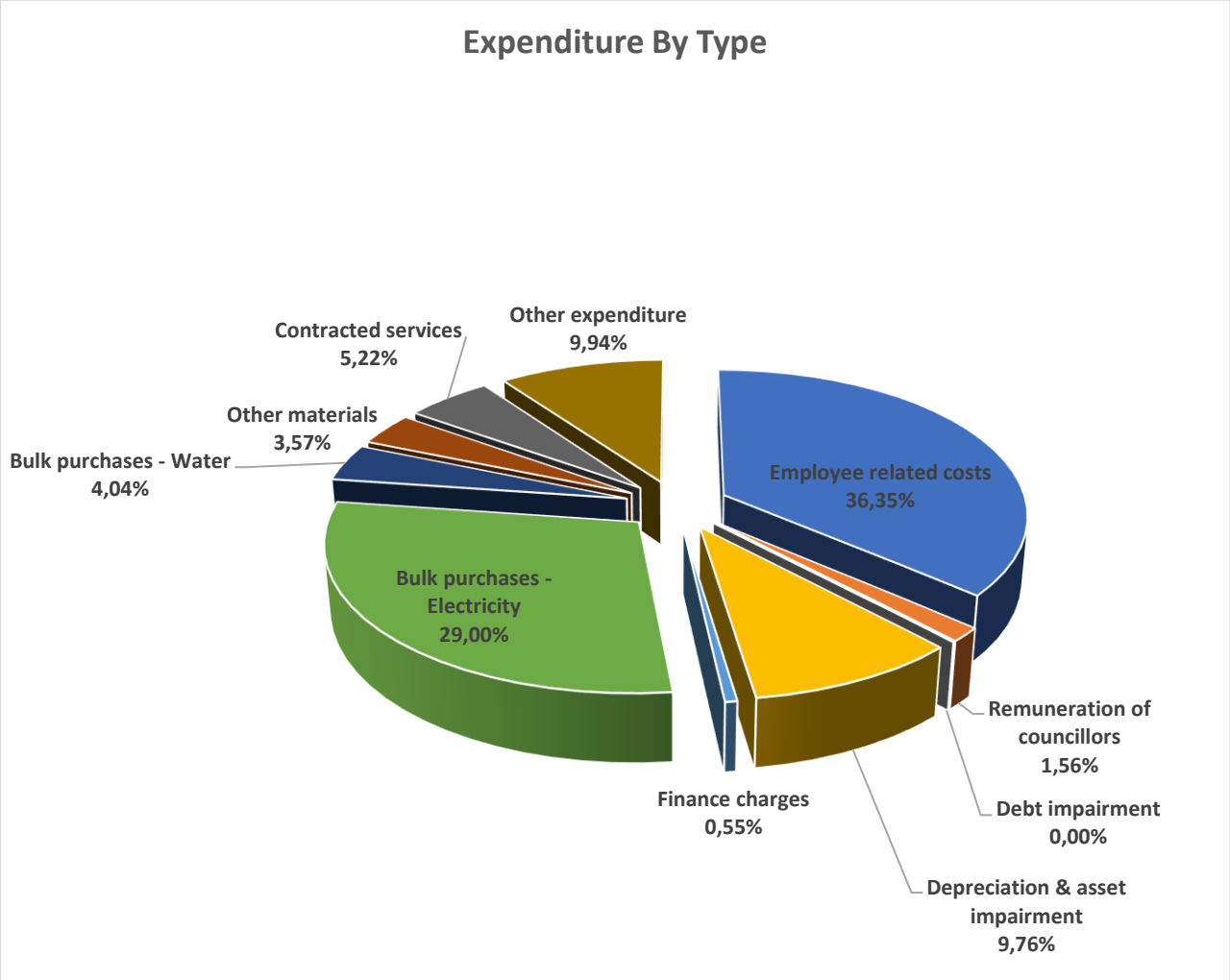
Expenditure Variations

Debt Impairment

Bad debts are written off upon Council approval.

Finance Charges

Finance charges relate to the interest paid on long-term liabilities, in line with the loan repayment schedules.



Repairs and Maintenance

Below is an analysis of actual repairs and maintenance expenditure by Directorate, compared to the approved 2018/19 Budget.

Item Description	Approved Budget 2018/19	Amended Budget 2018/19	Actuals as at 31 December 2018	% of Budget
Executive & Council				
Contracted Services:Maintenance of Vehicles	10 000	10 000	450	4.50%
	10 000	**10 000**	**450**	**4.50%**
Corporate Services				
Contracted Services:Maintenance of Buildings and Facilities	300 000	300 000	6 605	2.20%
Contracted Services:Maintenance of Vehicles	35 000	35 000	-	0.00%
	335 000	**335 000**	**6 605**	**1.97%**
Finance				
Contracted Services:Maintenance of Buildings and Facilities	370 000	391 200	62 424	15.96%
Expenditure:Contracted Services:Contractors:Maintenance of Vehicles	90 000	90 000	9 099	10.11%
Inventory Consumed:Materials and Supplies	165 000	165 000	1 295	0.78%
	625 000	**646 200**	**72 818**	**11.27%**
Community Services				
Contracted Services:Maintenance of Buildings and Facilities	870 000	2 266 750	1 757 401	77.53%
Contracted Services:Maintenance of Vehicles	3 443 000	4 883 000	2 610 405	53.46%
Contracted Services:Maintenance of Equipment	122 400	122 400	62 246	50.85%
Inventory Consumed:Materials and Supplies	1 049 625	1 109 625	821 258	74.01%
Operational Cost:Rental of Machinery and Equipment	2 000 000	2 000 000	518 798	25.94%
	7 485 025	**10 381 775**	**5 770 108**	**55.58%**
Planning, Development & Tourism				
Inventory Consumed:Materials and Supplies	50 000	50 000	39 110	78.22%
Contracted Services:Maintenance of Vehicles	20 000	20 000	1 728	8.64%
	70 000	**70 000**	**40 837**	**58.34%**
Infrastructure & Engineering				
Contracted Services:Maintenance of Equipment	226 000	226 000	80 104	35.44%
Contracted Services:Maintenance of Buildings and Facilities	85 193	175 193	152 978	87.32%
Contracted Services:Maintenance of Vehicles	12 524 000	13 167 000	3 692 115	28.04%
Inventory Consumed:Materials and Supplies	12 695 000	11 561 000	4 911 965	42.49%
Operational Cost:Rental of Machinery and Equipment	3 010 435	2 890 435	1 161 124	40.17%
	28 540 628	**28 019 628**	**9 998 286**	**35.68%**
Total	**37 065 653**	**39 462 603**	**15 889 105**	**40.26%**

It is to be noted that actual repairs and maintenance expenditure constituted 40,26% of the 2018/19 Adjusted Budget.

Annexure "A2"

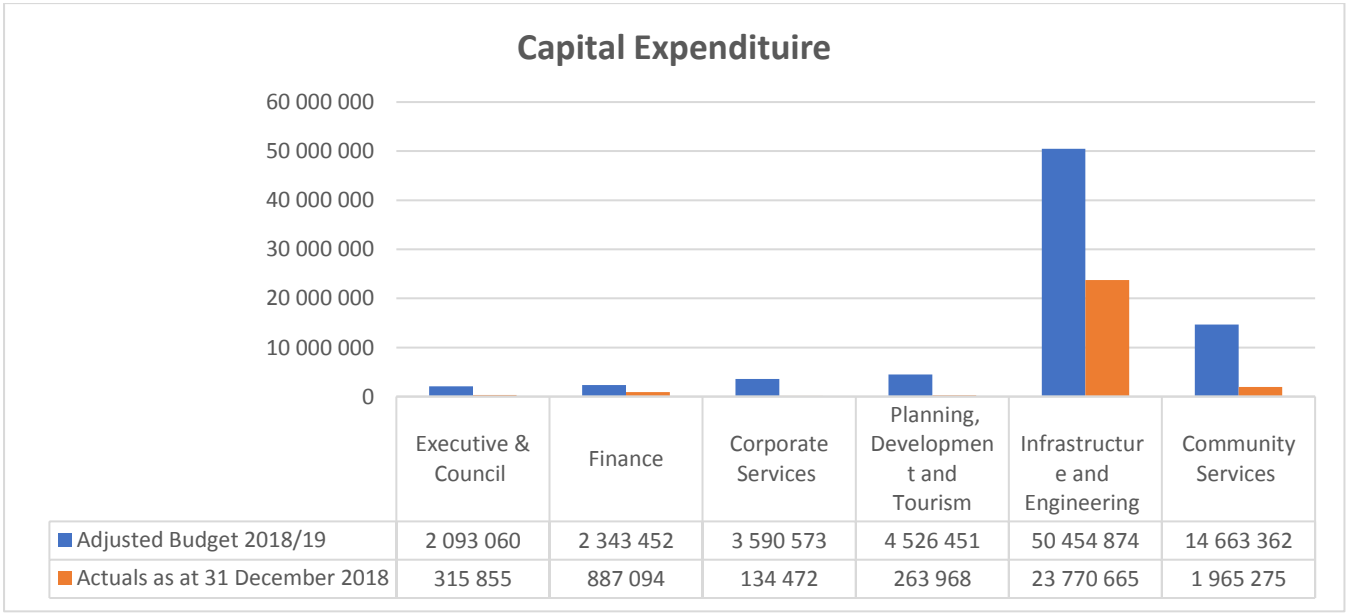
CAPITAL BUDGET PERFORMANCE

Below is an analysis of the capital expenditure compared to the 2018/19 Adjusted Capital Budget.

Summary - Capital Budget 2018/19	Approved Budget 2018/19	Adjustments	Adjusted Budget 2018/19	Actuals as at 31 December 2018	% of Budget	Funding
Executive and Council						
Computer Equipment (ward ass)	110 000		110 000	91 734	83.39%	Internal
PA System		145 830	145 830	172 265	118.13%	Internal
EDMS		400 000	400 000			Internal
Wards Capital Programmes	750 000	687 229	1 437 229	51 856	3.61%	Internal
	860 000	**1 233 060**	**2 093 060**	**315 855**	**15.09%**	
Corporate Services						
Furniture and Office Equipment	752 000	364 395	1 116 395	14 467	1.30%	Internal
Computer Equipment	157 000	48 789	205 789	93 241	45.31%	Internal
Library upgrade (phase 2)	500 000	745 400	1 245 400			Internal
Main Office Building Upgrade	300 000		300 000	26 765	8.92%	Internal
Computer Software (Legal Services)	100 000		100 000			Internal
HR System	500 000		500 000			Internal
Upgrade offices of Councillors		47 254	47 254			Internal
Upgrade community centre		75 734	75 734			Internal
	2 309 000	**1 281 573**	**3 590 573**	**134 472**	**3.75%**	
Finance						
Furniture and Office Equipment	115 700		115 700	23 509	20.32%	Internal
Computer Equipment	1 391 200	202 730	1 593 930	703 585	44.14%	Internal
IT Sever		533 822	533 822	160 000	29.97%	FMG
Office Upgrade ICT		100 000	100 000			Internal
	1 506 900	**836 552**	**2 343 452**	**887 094**	**37.85%**	
Infrastructure and Engineering						
Computer Equipment	35 000		35 000	88 418	252.62%	Internal
Computer Equipment	50 000		50 000	28 359	56.72%	MIG
Water infrastructure boreholes	1 500 000		1 500 000	3 233 693	215.58%	Internal
Furniture and Office Equipment	198 000		198 000	20 929	10.57%	Internal
Bucket Eradication Prograame	2 300 000		2 300 000			Internal
Illegal electricity connections (LV Network)	1 000 000		1 000 000	203 032	20.30%	Internal
Machinery and Equipment	415 000		415 000	89 026	21.45%	Internal
MV Networks	8 869 565		8 869 565	283 072	3.19%	INEP
New overheadlines 66kv overheadlines(Jbay to Melkhout)	3 000 000		3 000 000	1 922 729	64.09%	Internal
Jeffreys Bay- Northern Bulk main outfall sewer -area north of R102	1 200 000		1 200 000			Internal
Fencing: New x Loerie Sewer pump station	900 000		900 000			Internal
Fencing of Jeffreys Bay and Kruisfontein Reservoir	900 000		900 000			Internal
Roads upgrade	2 500 000		2 500 000	117 413	4.70%	Internal
upgrading of infrastructure for new township establishment	500 000		500 000			Internal
Vehicles	2 500 000	3 910 264	6 410 264	3 124 795	48.75%	Internal
Upgrading of the Sea Vista Wastewater Treatment Works	18 503 132		18 503 132	12 567 124	67.92%	MIG
Humansdorp - Upgrade Kruisfontein Waste Water Treatment Works	2 173 913		2 173 913	2 092 074	96.24%	MIG
	46 544 610	**3 910 264**	**50 454 874**	**23 770 665**	**47.11%**	

Summary - Capital Budget 2018/19	Approved Budget 2018/19	Adjustments	Adjusted Budget 2018/19	Actuals as at 31 December 2018	% of Budget	Funding
Planning, Development and Tourism						
Machinery and Equipment	30 000		30 000			Internal
Informal Traders - building	1 220 951		1 220 951			MIG
Furniture and Office Equipment	200 000		200 000	22 647	11.32%	Internal
Computer Software	700 000		700 000	36 500	5.21%	Internal
Computer Equipment	60 000		60 000	54 821	91.37%	Internal
Land acquisition housing projects	1 000 000		1 000 000	150 000	15.00%	Internal
Arts and Creative industries		250 000	250 000			District
Loerie Flower Project		65 500	65 500			DEDEAT
Upgrading Kouga Cultural Centre	1 000 000		1 000 000			Internal
	4 210 951	**315 500**	**4 526 451**	**263 968**	**5.83%**	
Community Services						
Fencing of existing cemeteries	500 000		500 000	24 739	4.95%	Internal
Computer Equipment	160 000		160 000	16 666	10.42%	Internal
Fencing - Fire Station	200 000		200 000			Internal
Furniture and Office Equipment	145 000		145 000	129 142	89.06%	Internal
Upgrading of Sports Facilities	3 864 352		3 864 352			MIG
Machinery and Equipment	844 010		844 010	281 650	33.37%	Internal
Life Guards Beach shelter	250 000		250 000	26 400	10.56%	Internal
Fencing of caravan parks & camping sites	500 000		500 000	26 070	5.21%	Internal
Security Cameras	150 000		150 000			Internal
Table and Chairs Community Facilities	100 000		100 000			Internal
Weston Library Upgrade	100 000		100 000			Internal
Wheelie bins	1 000 000	500 000	1 500 000			Internal
Vehicles	4 000 000	1 850 000	5 850 000	1 434 668	24.52%	Internal
Fencing of Sport and Recreational Facilities	500 000		500 000	25 940	5.19%	Internal
	12 313 362	**2 350 000**	**14 663 362**	**1 965 275**	**13.40%**	
Total	**67 744 823**	**9 926 948**	**77 671 772**	**27 337 330**	**35.20%**	
Internally generated funds	33 062 910	9 077 626	42 140 536	12 206 700	28.97%	
Transfers recognised - capital	34 681 913	849 322	35 531 235	15 130 629	42.58%	
Total	**67 744 823**	**9 926 948**	**77 671 772**	**27 337 330**	**35.20%**	

It is to be noted that capital expenditure as at 31 December 2018 amounted to 35,20%, compared to the adjusted capital budget of R 77,671,772.



Annexure "A3"

PROJECTED CASH FLOW STATEMENT FOR THE 2018/19 FINANCIAL YEAR

Projected Cash Flow Statement as at 31 December 2018

The purpose of the cash flow statement is to compare the cash inflows (receipts) with the cash outflows (payments), so as to ascertain the adequacy of the cash inflows to cover the cash outflows.

Table C7 Monthly Budget Statement – Cash Flow – M06 December 2018

Description	Ref	2017/18	Budget Year 2018/19							
		Audited Outcome	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance	Full Year Forecast
R thousands	1								%	
CASH FLOW FROM OPERATING ACTIVITIES										
Receipts										
Property rates		–	164 393	–	12 254	108 301	82 196	26 105	32%	164 393
Service charges		–	372 090	–	33 434	213 695	186 045	27 650	15%	372 090
Other revenue		–	30 689	–	4 019	27 770	15 345	12 425	81%	30 689
Government - operating		–	123 618	–	74 717	126 562	61 809	64 752	105%	123 618
Government - capital		–	39 827	–	10 906	28 470	19 913	8 557	43%	39 827
Interest		–	21 498	–	1 630	8 027	10 749	(2 722)	-25%	21 498
Dividends		–	–	–	–	–	–	–		–
Payments										
Suppliers and employees		–	(674 270)	–	(68 106)	(380 823)	(337 135)	43 688	-13%	(674 270)
Finance charges		–	(3 021)	–	(260)	(1 479)	(1 510)	(31)	2%	(3 021)
Transfers and Grants		–	–	–	–	–	–	–		–
NET CASH FROM/(USED) OPERATING ACTIVITIES		**–**	**74 823**	**–**	**68 595**	**130 522**	**37 412**	**(93 110)**	**-249%**	**74 823**
CASH FLOWS FROM INVESTING ACTIVITIES										
Receipts										
Proceeds on disposal of PPE		–	–	–	–	–	–	–		–
Decrease (Increase) in non-current debtors		–	–	–	–	–	–	–		–
Decrease (increase) other non-current receivables		–	–	–	–	–	–	–		–
Decrease (increase) in non-current investments		–	–	–	–	–	–	–		–
Payments										
Capital assets		–	(67 745)	–	(5 864)	(31 438)	(33 872)	(2 434)	7%	(67 745)
NET CASH FROM/(USED) INVESTING ACTIVITIES		**–**	**(67 745)**	**–**	**(5 864)**	**(31 438)**	**(33 872)**	**(2 434)**	**7%**	**(67 745)**
CASH FLOWS FROM FINANCING ACTIVITIES										
Receipts										
Short term loans		–	–	–	–	–	–	–		–
Borrowing long term/refinancing		–	–	–	–	–	–	–		–
Increase (decrease) in consumer deposits		–	–	–	–	–	–	–		–
Payments										
Repayment of borrowing		–	(13 247)	–	(590)	(3 621)	(6 623)	(3 002)	45%	(13 247)
NET CASH FROM/(USED) FINANCING ACTIVITIES		**–**	**(13 247)**	**–**	**(590)**	**(3 621)**	**(6 623)**	**(3 002)**	**45%**	**(13 247)**
NET INCREASE/ (DECREASE) IN CASH HELD		**–**	**(6 169)**	**–**	**62 141**	**95 463**	**(3 084)**			**(6 169)**
Cash/cash equivalents at beginning:		–	59 729	–		94 315	59 729			94 315
Cash/cash equivalents at month/year end:		–	53 561	–		189 778	56 645			88 146

Annexure "A4"

MUNICIPAL MONTHLY BUDGET TABLES

1. MONTHLY BUDGET TABLES

The seven main budget tables, as required in terms of the Municipal Budget and Reporting Regulations, are included in this section of the report. These tables set out the Municipality's 2018/19 budget performance for the period July 2018 to December 2018 and are to be noted. Each table is accompanied by explanatory notes.

Table C1 Monthly Budget Statement Summary – M06 December 2018

Description	2017/18	Budget Year 2018/19							
R thousands	Audited Outcome	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance %	Full Year Forecast
Financial Performance									
Property rates	–	176 766	–	10 419	122 019	88 383	33 636	38%	176 766
Service charges	–	400 096	–	33 838	211 973	200 048	11 925	6%	400 096
Investment revenue	–	7 561	–	706	4 277	3 781	497	13%	7 561
Transfers and subsidies	–	123 618	–	37 921	88 649	61 809	26 840	43%	123 618
Other own revenue	–	45 675	–	4 834	22 558	22 837	(279)	-1%	45 675
Total Revenue (excluding capital transfers and contributions)	**–**	**753 717**	**–**	**87 719**	**449 477**	**376 858**	**72 618**	**19%**	**753 717**
Employee costs	–	272 802	–	22 055	136 967	136 401	566	0%	272 802
Remuneration of Councillors	–	12 784	–	990	5 874	6 392	(518)	-8%	12 784
Depreciation & asset impairment	–	75 357	–	6 127	36 782	37 679	(897)	-2%	75 357
Finance charges	–	3 021	–	–	2 076	1 510	566	37%	3 021
Materials and bulk purchases	–	269 933	–	34 412	137 985	134 967	3 018	2%	269 933
Transfers and subsidies	–	–	–	–	–	–	–		–
Other expenditure	–	162 887	–	12 416	57 133	81 444	(24 311)	-30%	162 887
Total Expenditure	**–**	**796 785**	**–**	**76 001**	**376 817**	**398 392**	**(21 576)**	**-5%**	**796 785**
Surplus/(Deficit)	**–**	**(43 068)**	**–**	**11 717**	**72 660**	**(21 534)**	**94 194**	**-437%**	**(43 068)**
Transfers and subsidies - capital (monetary alloc	–	39 827	–	3 114	13 061	19 913	(6 852)	-34%	39 827
Contributions & Contributed assets	–	–	–	–	–	–	–		–
Surplus/(Deficit) after capital transfers & contributions	**–**	**(3 241)**	**–**	**14 831**	**85 721**	**(1 621)**	**87 341**	**-5390%**	**(3 241)**
Share of surplus/ (deficit) of associate	–	–	–	–	–	–	–		–
Surplus/ (Deficit) for the year	**–**	**(3 241)**	**–**	**14 831**	**85 721**	**(1 621)**	**87 341**	**-5390%**	**(3 241)**
Capital expenditure & funds sources									
Capital expenditure	**–**	**67 745**	**–**	**5 099**	**27 337**	**33 872**	**(6 535)**	**-19%**	**67 745**
Capital transfers recognised	–	34 682	–	2 497	15 131	17 341	(2 210)	-13%	34 682
Public contributions & donations	–	–	–	–	–	–	–		–
Borrowing	–	–	–	–	–	–	–		–
Internally generated funds	**–**	**33 063**	**–**	**2 602**	**12 207**	**16 531**	**(4 325)**	**-26%**	**33 063**
Total sources of capital funds	**–**	**67 745**	**–**	**5 099**	**27 337**	**33 872**	**(6 535)**	**-19%**	**67 745**
Financial position									
Total current assets	–	131 820	–		290 802				131 820
Total non current assets	–	2 442 954	–		2 266 533				2 442 954
Total current liabilities	–	133 877	–		174 748				133 877
Total non current liabilities	–	183 244	–		185 581				183 244
Community wealth/Equity	**–**	**2 257 653**	**–**		**2 197 005**				**2 257 653**
Cash flows									
Net cash from (used) operating	–	74 823	–	68 595	130 522	37 412	(93 110)	-249%	74 823
Net cash from (used) investing	–	(67 745)	–	(5 864)	(31 438)	(33 872)	(2 434)	7%	(67 745)
Net cash from (used) financing	–	(13 247)	–	(590)	(3 621)	(6 623)	(3 002)	45%	(13 247)
Cash/cash equivalents at the month/year end	**–**	**53 561**	**–**	**–**	**189 778**	**56 645**	**(133 133)**	**-235%**	**88 146**
Debtors & creditors analysis	**0-30 Days**	**31-60 Days**	**61-90 Days**	**91-120 Days**	**121-150 Dys**	**151-180 Dys**	**181 Dys-1 Yr**	**Over 1Yr**	**Total**
Debtors Age Analysis									
Total By Income Source	31 526	6 987	6 051	4 911	18 526	3 638	14 141	93 640	179 420
Creditors Age Analysis									
Total Creditors	19 895	621	435	891	444	432	2 577	52 628	77 923

Explanatory notes to Table C 1 – Monthly Budget Summary

The aim of the Budget Summary is to provide a concise overview of the actual budget performance from all of the major financial perspective (operating expenditure, capital expenditure, financial position, cash flow, and MFMA funding compliance). The table provides an overview of the actual amounts spent compared to the monthly budget projections within the context of operating

performance, resources utilised for capital expenditure, financial position, cash and funding compliance.

Table C2 Monthly Budget Statement – Financial Performance (standard classification) – M06 December 2018

Description	Budget Year 2018/19							
	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance	Full Year Forecast
R thousands							%	
Revenue - Functional								
Governance and administration	**314,268**	**–**	**50,070**	**217,354**	**157,134**	60,220	38%	**314,268**
Executive and council	26	–	2	3	13	(10)	-79%	26
Finance and administration	314,242	–	50,067	217,351	157,121	60,230	38%	314,242
Internal audit	–	–	–	–	–	–		–
Community and public safety	**15,404**	**–**	**898**	**5,824**	**7,702**	(1,878)	-24%	**15,404**
Community and social services	2,458	–	21	160	1,229	(1,069)	-87%	2,458
Sport and recreation	9,151	–	795	3,450	4,575	(1,126)	-25%	9,151
Public safety	1,869	–	–	860	934	(75)	-8%	1,869
Housing	–	–	–	–	–	–		–
Health	1,927	–	81	1,355	964	392	41%	1,927
Economic and environmental services	**17,367**	**–**	**2,850**	**11,317**	**8,683**	2,633	30%	**17,367**
Planning and development	6,312	–	372	2,674	3,156	(482)	-15%	6,312
Road transport	10,005	–	2,286	8,944	5,002	3,942	79%	10,005
Environmental protection	1,050	–	192	(302)	525	(827)	-157%	1,050
Trading services	**446,060**	**–**	**37,014**	**228,036**	**223,030**	5,006	2%	**446,060**
Energy sources	258,381	–	19,776	125,188	129,190	(4,003)	-3%	258,381
Water management	70,200	–	6,338	37,521	35,100	2,421	7%	70,200
Waste water management	72,456	–	6,661	36,289	36,228	61	0%	72,456
Waste management	45,023	–	4,240	29,037	22,512	6,526	29%	45,023
Other	**445**	**–**	**–**	**7**	**223**	**(215)**	**-97%**	**445**
Total Revenue - Functional	**793,544**	**–**	**90,832**	**462,537**	**396,772**	**65,765**	**17%**	**793,544**
Expenditure - Functional								
Governance and administration	**189,348**	**–**	**13,792**	**82,927**	**94,674**	(11,747)	-12%	**189,348**
Executive and council	52,250	–	3,974	18,521	26,125	(7,604)	-29%	52,250
Finance and administration	137,097	–	9,818	64,406	68,549	(4,142)	-6%	137,097
Internal audit	–	–	–	–	–	–		–
Community and public safety	**86,538**	**–**	**7,765**	**38,792**	**43,269**	(4,477)	-10%	**86,538**
Community and social services	9,483	–	673	4,596	4,741	(145)	-3%	9,483
Sport and recreation	46,668	–	4,780	20,780	23,334	(2,554)	-11%	46,668
Public safety	21,090	–	1,797	10,086	10,545	(459)	-4%	21,090
Housing	3,531	–	209	1,338	1,765	(427)	-24%	3,531
Health	5,767	–	306	1,992	2,883	(892)	-31%	5,767
Economic and environmental services	**101,757**	**–**	**8,628**	**47,423**	**50,878**	(3,455)	-7%	**101,757**
Planning and development	33,954	–	2,688	14,578	16,977	(2,399)	-14%	33,954
Road transport	67,770	–	5,834	32,441	33,885	(1,445)	-4%	67,770
Environmental protection	33	–	106	404	16	388	2383%	33
Trading services	**415,110**	**–**	**45,800**	**207,479**	**207,555**	(76)	0%	**415,110**
Energy sources	248,404	–	32,743	126,102	124,202	1,900	2%	248,404
Water management	80,154	–	5,247	36,217	40,077	(3,860)	-10%	80,154
Waste water management	41,745	–	4,225	23,936	20,872	3,064	15%	41,745
Waste management	44,808	–	3,585	21,224	22,404	(1,180)	-5%	44,808
Other	**4,032**	**–**	**16**	**196**	**2,016**	**(1,820)**	**-90%**	**4,032**
Total Expenditure - Functional	**796,785**	**–**	**76,001**	**376,817**	**398,392**	**(21,576)**	**-5%**	**796,785**
Surplus/ (Deficit) for the year	**(3,241)**	**–**	**14,831**	**85,720**	**(1,621)**	**87,341**	**-5390%**	**(3,241)**

Explanatory notes to Table C2 – Budgeted Financial Performance (revenue and expenditure by standard classification)

The standard classification refers to a modified Government Finance Statistics (GFS) reporting structure. The aim of the standard classification approach is to ensure that all municipalities report their operations in one common format, to facilitate comparison across all municipalities.

Table C3 Monthly Budget Statement – Financial Performance (revenue and expenditure by municipal vote – M06 December 2018

Vote Description	Budget Year 2018/19							
	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance	Full Year Forecast
R thousands							%	
Revenue by Vote								
Vote 1 - EXECUTIVE COUNCIL	–	–	–	–	–	–		–
Vote 2 - FINANCIAL SERVICES	310,697	–	49,605	213,444	155,349	58,096	37,4%	310,697
Vote 3 - CORPORATE SERVICES	26	–	2	405	13	392	3049,9%	26
Vote 4 - PLANNING, DEVELOPMENT & TOURISM	3,316	–	126	1,693	1,658	35	2,1%	3,316
Vote 5 - INFRASTRUCTURE AND ENGINEERING	405,491	–	33,021	201,287	202,746	(1,458)	-0,7%	405,491
Vote 6 - COMMUNITY SERVICES	17,634	–	2,738	11,785	8,817	2,968	33,7%	17,634
Vote 7 - COMMUNITY SERVICES (CONTINUED)	56,380	–	5,341	33,923	28,190	5,733	20,3%	56,380
Total Revenue by Vote	**793,544**	**–**	**90,832**	**462,538**	**396,772**	**65,766**	**16,6%**	**793,544**
Expenditure by Vote								
Vote 1 - EXECUTIVE COUNCIL	33,404	–	3,297	14,963	16,702	(1,739)	-10,4%	33,404
Vote 2 - FINANCIAL SERVICES	79,397	–	4,218	31,041	39,699	(8,658)	-21,8%	79,397
Vote 3 - CORPORATE SERVICES	49,336	–	3,631	20,912	24,668	(3,756)	-15,2%	49,336
Vote 4 - PLANNING, DEVELOPMENT & TOURISM	22,307	–	1,532	7,892	11,154	(3,262)	-29,2%	22,307
Vote 5 - INFRASTRUCTURE AND ENGINEERING	455,521	–	49,265	225,684	227,760	(2,076)	-0,9%	455,521
Vote 6 - COMMUNITY SERVICES	51,470	–	4,482	23,953	25,735	(1,782)	-6,9%	51,470
Vote 7 - COMMUNITY SERVICES (CONTINUED)	105,349	–	9,576	52,372	52,674	(302)	-0,6%	105,349
Total Expenditure by Vote	**796,785**	**–**	**76,001**	**376,817**	**398,392**	**(21,576)**	**-5,4%**	**796,785**
Surplus/ (Deficit) for the year	**(3,241)**	**–**	**14,831**	**85,721**	**(1,621)**	**87,341**	**-5389,6%**	**(3,241)**

Explanatory notes to Table C3 – Budgeted Financial Performance (revenue and expenditure by municipal vote)

The purpose of the format in which the monthly budget reporting table is represented, is to enable the Council to enforce a vote in accordance with the municipality's organisational structure, so as to assign responsibility for the revenue and expenditure recorded against these votes to the Municipal Manager and Directors concerned.

Operating revenue and expenditure is thus presented by "vote". A "vote" is defined as one of the main segment into which a budget of a municipality is divided into, for the appropriation of funds.

Table C4 Monthly Budget Statement – Financial Performance (revenue and expenditure) – M06 December 2018

Description	2017/18	Budget Year 2018/19							
	Audited Outcome	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance	Full Year Forecast
R thousands								%	
Revenue By Source									
Property rates	–	176,766	–	10,419	122,019	88,383	33,636	38%	176,766
Service charges - electricity revenue	–	247,165	–	19,805	124,316	123,582	734	1%	247,165
Service charges - water revenue	–	67,702	–	6,162	37,478	33,851	3,627	11%	67,702
Service charges - sanitation revenue	–	41,658	–	3,708	23,018	20,829	2,189	11%	41,658
Service charges - refuse revenue	–	43,571	–	4,163	27,161	21,786	5,375	25%	43,571
Service charges - other	–	–	–	–	–	–	–		–
Rental of facilities and equipment	–	1,881	–	42	268	940	(672)	-71%	1,881
Interest earned - external investments	–	7,561	–	706	4,277	3,781	497	13%	7,561
Interest earned - outstanding debtors	–	14,986	–	185	3,375	7,493	(4,118)	-55%	14,986
Dividends received	–	–	–	–	–	–	–		–
Fines, penalties and forfeits	–	4,230	–	493	3,136	2,115	1,021	48%	4,230
Licences and permits	–	16,661	–	3,001	11,220	8,331	2,889	35%	16,661
Agency services	–	–	–	–	–	–	–		–
Transfers and subsidies	–	123,618	–	37,921	88,649	61,809	26,840	43%	123,618
Other revenue	–	7,917	–	1,113	4,560	3,959	601	15%	7,917
Gains on disposal of PPE	–	–	–	–	–	–	–		–
Total Revenue (excluding capital transfers and contributions)	**–**	**753,717**	**–**	**87,719**	**449,477**	**376,858**	**72,618**	**19%**	**753,717**
Expenditure By Type									
Employee related costs	–	272,802	–	22,055	136,967	136,401	566	0%	272,802
Remuneration of councillors	–	12,784	–	990	5,874	6,392	(518)	-8%	12,784
Debt impairment	–	41,429	–	–	1	20,715	(20,714)	-100%	41,429
Depreciation & asset impairment	–	75,357	–	6,127	36,782	37,679	(897)	-2%	75,357
Finance charges	–	3,021	–	–	2,076	1,510	566	37%	3,021
Bulk purchases	–	241,476	–	32,102	124,519	120,738	3,782	3%	241,476
Other materials	–	28,458	–	2,310	13,466	14,229	(763)	-5%	28,458
Contracted services	–	45,111	–	4,885	19,674	22,556	(2,882)	-13%	45,111
Transfers and subsidies	–	–	–	–	–	–	–		–
Other expenditure	–	76,346	–	7,531	37,458	38,173	(715)	-2%	76,346
Loss on disposal of PPE	–	–	–	–	–	–	–		–
Total Expenditure	**–**	**796,785**	**–**	**76,001**	**376,817**	**398,392**	**(21,576)**	**-5%**	**796,785**
Surplus/(Deficit)	**–**	**(43,068)**	**–**	**11,717**	**72,660**	**(21,534)**	**94,194**	**(0)**	**(43,068)**
Transfers and subsidies - capital (monetary allocations) (National / Provincial and District)		39,827	–	3,114	13,061	19,913	(6,852)	**(0)**	39,827
Transfers and subsidies - capital (monetary allocations) (National / Provincial Departmental Agencies, Households, Non-profit Institutions, Private Enterprises, Public Corporatons, Higher Educational Institutions)	–	–	–	–	–	–	–		–
Transfers and subsidies - capital (in-kind - all)	–	–	–	–	–	–	–		–
Surplus/(Deficit) after capital transfers & contributions	**–**	**(3,241)**	**–**	**14,831**	**85,721**	**(1,621)**			**(3,241)**
Taxation	–	–	–	–	–	–	–		–
Surplus/(Deficit) after taxation	**–**	**(3,241)**	**–**	**14,831**	**85,721**	**(1,621)**			**(3,241)**
Attributable to minorities	–	–	–	–	–	–			–
Surplus/(Deficit) attributable to municipality	**–**	**(3,241)**	**–**	**14,831**	**85,721**	**(1,621)**			**(3,241)**
Share of surplus/ (deficit) of associate	–	–	–	–	–	–			–
Surplus/ (Deficit) for the year	**–**	**(3,241)**	**–**	**14,831**	**85,721**	**(1,621)**			**(3,241)**

Explanatory notes to Table C4 – Budgeted Financial Performance (revenue and expenditure)

The Financial Performance Budget is required to be approved concurrently by revenue source and expenditure type, so as to ensure consistency with annual reporting format requirements. A key aim is to facilitate comparison between the monthly results, the monthly budget-to-date projections and the original budget, so as to assess performance

Table C5 Monthly Budget Statement – Capital Expenditure (municipal vote, standard classification and funding) – M06 December 2018

Vote Description	Budget Year 2018/19							
	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance	Full Year Forecast
R thousands							%	
Single Year expenditure appropriation								
Vote 1 - EXECUTIVE COUNCIL	860	–	(1)	316	430	(114)	-27%	860
Vote 2 - FINANCIAL SERVICES	1,507	–	34	887	753	134	18%	1,507
Vote 3 - CORPORATE SERVICES	2,309	–	30	134	1,155	(1,020)	-88%	2,309
Vote 4 - PLANNING, DEVELOPMENT & TOURISM	4,211	–	214	264	2,105	(1,842)	-87%	4,211
Vote 5 - INFRASTRUCTURE AND ENGINEERING	46,545	–	2,661	21,712	23,272	(1,561)	-7%	46,545
Vote 6 - COMMUNITY SERVICES	1,644	–	26	1,739	822	917	112%	1,644
Vote 7 - COMMUNITY SERVICES (CONTINUED)	10,669	–	2,134	2,286	5,335	(3,049)	-57%	10,669
Total Capital single-year expenditure	67,745	–	5,099	27,337	33,872	**(6,535)**	**-19%**	67,745
Total Capital Expenditure	**67,745**	**–**	**5,099**	**27,337**	**33,872**	**(6,535)**	**-19%**	**67,745**
Capital Expenditure - Functional Classification								
Governance and administration	**5,346**	**–**	**72**	**1,417**	**2,673**	(1,256)	-47%	**5,346**
Executive and council	985		8	377	493	(115)	-23%	985
Finance and administration	4,361		64	1,040	2,180	(1,141)	-52%	4,361
Internal audit	–			–	–	–		–
Community and public safety	**7,368**	**–**	**91**	**1,867**	**3,684**	(1,817)	-49%	**7,368**
Community and social services	679			102	340	(238)	-70%	679
Sport and recreation	5,489		30	80	2,745	(2,665)	-97%	5,489
Public safety	200		61	1,686	100	1,586	1586%	200
Housing	1,000			–	500	(500)	-100%	1,000
Health	–			–	–	–		–
Economic and environmental services	**6,159**	**–**	**360**	**488**	**3,079**	(2,591)	-84%	**6,159**
Planning and development	3,509		267	342	1,754	(1,412)	-80%	3,509
Road transport	2,650		93	117	1,325	(1,208)	-91%	2,650
Environmental protection	–			28	–	28	#DIV/0!	–
Trading services	**48,872**	**–**	**4,576**	**23,565**	**24,436**	(871)	-4%	**48,872**
Energy sources	12,905		18	2,451	6,452	(4,002)	-62%	12,905
Water management	1,715		2,059	5,348	858	4,491	524%	1,715
Waste water management	28,977		2,497	15,607	14,489	1,119	8%	28,977
Waste management	5,275		2	159	2,638	(2,479)	-94%	5,275
Other	–			–	–	–		–
Total Capital Expenditure - Functional Classificatio	**67,745**	**–**	**5,099**	**27,337**	**33,872**	**(6,535)**	**-19%**	**67,745**
Funded by:								
National Government	34,682		2,497	15,131	17,341	(2,210)	-13%	34,682
Provincial Government	–		–	–	–	–		–
District Municipality	–		–	–	–	–		–
Other transfers and grants	–		–	–	–	–		–
Transfers recognised - capital	**34,682**	**–**	**2,497**	**15,131**	**17,341**	**(2,210)**	**-13%**	**34,682**
Public contributions & donations	–		–	–	–	–		–
Borrowing	–		–	–	–	–		–
Internally generated funds	33,063		2,602	12,207	16,531	(4,325)	-26%	33,063
Total Capital Funding	**67,745**	**–**	**5,099**	**27,337**	**33,872**	**(6,535)**	**-19%**	**67,745**

Explanatory notes to Table C5 – Budgeted Capital Expenditure by vote, standard classification and funding

Table C5 is a breakdown of the capital programme in relation to capital expenditure by municipal vote; capital expenditure by standard classification; and the funding necessary to fund the capital budget, including information on capital transfers from national and provincial departments

Table C6 Monthly Budget Statement – Financial Position – M06 December 2018

Description	Ref	2017/18	Budget Year 2018/19			
		Audited Outcome	Original Budget	Adjusted Budget	YearTD actual	Full Year Forecast
R thousands	1					
ASSETS						
Current assets						
Cash		–	5 356	–	60 745	5 356
Call investment deposits		–	48 205	–	129 032	48 205
Consumer debtors		–	42 559	–	44 855	42 559
Other debtors		–	31 184	–	49 500	31 184
Current portion of long-term receivables		–	3	–	3	3
Inventory		–	4 513	–	6 666	4 513
Total current assets		**–**	**131 820**	**–**	**290 802**	**131 820**
Non current assets						
Long-term receivables		–	65	–		65
Investments		–		–		–
Investment property		–	285 199	–	283 612	285 199
Investments in Associate		–		–		–
Property, plant and equipment		–	2 157 628	–	1 982 603	2 157 628
Agricultural		–		–		–
Biological assets		–		–		–
Intangible assets		–	62	–	302	62
Other non-current assets		–		–	16	–
Total non current assets		**–**	**2 442 954**	**–**	**2 266 533**	**2 442 954**
TOTAL ASSETS		**–**	**2 574 775**	**–**	**2 557 335**	**2 574 775**
LIABILITIES						
Current liabilities						
Bank overdraft		–		–	–	–
Borrowing		–	13 247	–	8 944	13 247
Consumer deposits		–	10 479	–	15 241	10 479
Trade and other payables		–	87 054	–	126 059	87 054
Provisions		–	23 097	–	24 505	23 097
Total current liabilities		**–**	**133 877**	**–**	**174 748**	**133 877**
Non current liabilities						
Borrowing		–	23 112	–	23 600	23 112
Provisions		–	160 132	–	161 981	160 132
Total non current liabilities		**–**	**183 244**	**–**	**185 581**	**183 244**
TOTAL LIABILITIES		**–**	**317 122**	**–**	**360 329**	**317 122**
NET ASSETS	2	**–**	**2 257 653**	**–**	**2 197 005**	**2 257 653**
COMMUNITY WEALTH/EQUITY						
Accumulated Surplus/(Deficit)		–	2 257 653	–	2 197 005	2 257 653
Reserves		–	–	–	–	–
TOTAL COMMUNITY WEALTH/EQUITY	2	**–**	**2 257 653**	**–**	**2 197 005**	**2 257 653**

Explanatory notes to Table C6 – Budgeted Financial Position

i. The table represents Assets less Liabilities as Community Wealth. The order of items within each group is also aligned to the convention of showing items in order of liquidity; i.e. assets readily converted to cash or liabilities immediately required to be met from cash appear first.

ii. Any movement on the Budgeted Financial Performance or the Capital Budget will invariably impact on the Budgeted Financial Position.
For example, the collection rate assumption will impact on the cash position of the municipality and consequently inform the level of cash and cash equivalents at year end.
Similarly, the collection rate assumption informs the budget provision for bad debts. These budget and planning assumptions form a critical link in determining the applicability and relevance of the budget as well as compliance assessment is directly informed by forecasting the statement of financial position.

Table C7 Monthly Budget Statement – Cash Flow – M06 December 2018

Description	Ref	2017/18	Budget Year 2018/19							
		Audited Outcome	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance	Full Year Forecast
R thousands	1								%	
CASH FLOW FROM OPERATING ACTIVITIES										
Receipts										
Property rates		–	164 393	–	12 254	108 301	82 196	26 105	32%	164 393
Service charges		–	372 090	–	33 434	213 695	186 045	27 650	15%	372 090
Other revenue		–	30 689	–	4 019	27 770	15 345	12 425	81%	30 689
Government - operating		–	123 618	–	74 717	126 562	61 809	64 752	105%	123 618
Government - capital		–	39 827	–	10 906	28 470	19 913	8 557	43%	39 827
Interest		–	21 498	–	1 630	8 027	10 749	(2 722)	-25%	21 498
Dividends		–	–	–	–	–	–	–		–
Payments										
Suppliers and employees		–	(674 270)	–	(68 106)	(380 823)	(337 135)	43 688	-13%	(674 270)
Finance charges		–	(3 021)	–	(260)	(1 479)	(1 510)	(31)	2%	(3 021)
Transfers and Grants		–	–	–	–	–	–	–		–
NET CASH FROM/(USED) OPERATING ACTIVITIES		**–**	**74 823**	**–**	**68 595**	**130 522**	**37 412**	**(93 110)**	**-249%**	**74 823**
CASH FLOWS FROM INVESTING ACTIVITIES										
Receipts										
Proceeds on disposal of PPE		–	–	–	–	–	–	–		–
Decrease (Increase) in non-current debtors		–	–	–	–	–	–	–		–
Decrease (increase) other non-current receivables		–	–	–	–	–	–	–		–
Decrease (increase) in non-current investments		–	–	–	–	–	–	–		–
Payments										
Capital assets		–	(67 745)	–	(5 864)	(31 438)	(33 872)	(2 434)	7%	(67 745)
NET CASH FROM/(USED) INVESTING ACTIVITIES		**–**	**(67 745)**	**–**	**(5 864)**	**(31 438)**	**(33 872)**	**(2 434)**	**7%**	**(67 745)**
CASH FLOWS FROM FINANCING ACTIVITIES										
Receipts										
Short term loans		–	–	–	–	–	–	–		–
Borrowing long term/refinancing		–	–	–	–	–	–	–		–
Increase (decrease) in consumer deposits		–	–	–	–	–	–	–		–
Payments										
Repayment of borrowing		–	(13 247)	–	(590)	(3 621)	(6 623)	(3 002)	45%	(13 247)
NET CASH FROM/(USED) FINANCING ACTIVITIES		**–**	**(13 247)**	**–**	**(590)**	**(3 621)**	**(6 623)**	**(3 002)**	**45%**	**(13 247)**
NET INCREASE/ (DECREASE) IN CASH HELD		**–**	**(6 169)**	**–**	**62 141**	**95 463**	**(3 084)**			**(6 169)**
Cash/cash equivalents at beginning:		–	59 729	–		94 315	59 729			94 315
Cash/cash equivalents at month/year end:		–	53 561	–		189 778	56 645			88 146

Explanatory notes to Table C7 – Budgeted Cash Flow Statement

i. The budgeted cash flow statement represents the first measurement in determining whether the budget is funded.

ii. It reflects the expected cash inflows versus outflows that are likely to result from the implementation of the budget.

Annexure "A5"

ANALYSIS OF THE MUNICIPALITY'S STATEMENT OF FINANCIAL POSITION

In this section the Municipality's Debtors, Creditors and Investments will be analysed. These components have a significant impact on the Municipality's financial position.

1. Overview of outstanding Consumer Debtors (Inclusive of VAT)

Below is an analysis of the outstanding consumer debtors as at 30 June 2018, compared to the position as at 31 December 2018.

Debtors' Age Analysis (Inclusive of VAT) as at 30 June 2018

Description	Budget Year 2017/18								
R thousands	0-30 Days	31-60 Days	61-90 Days	91-120 Days	121-150 Dys	151-180 Dys	181 Dys-1 Yr	Over 1Yr	Total
Debtors Age Analysis By Income Source									
Trade and Other Receivables from Exchange Transactions - Water	7 819	2 073	1 457	1 222	824	594	3 847	19 415	37 251
Trade and Other Receivables from Exchange Transactions - Electricity	14 563	1 349	602	402	331	226	1 908	6 001	25 382
Receivables from Non-exchange Transactions - Property Rates	8 069	700	494	394	318	297	6 758	16 539	33 569
Receivables from Exchange Transactions - Waste Water Management	4 267	897	631	483	380	258	1 714	8 652	17 282
Receivables from Exchange Transactions - Waste Management	4 202	1 023	842	600	356	335	1 778	11 769	20 905
Receivables from Exchange Transactions - Property Rental Debtors	–	–	–	–	–	–	–	1	1
Interest on Arrear Debtor Accounts	68	87	97	101	88	84	915	17 487	18 928
Recoverable unauthorised, irregular, fruitless and wasteful expenditure	–	–	–	–	–	–	–	–	–
Other	(12 022)	608	306	257	267	159	2 034	7 106	(1 286)
Total By Income Source	**26 966**	**6 737**	**4 429**	**3 459**	**2 565**	**1 953**	**18 953**	**86 967**	**152 031**
									–
Debtors Age Analysis By Customer Group									
Organs of State	567	230	31	31	28	27	1 204	1 578	3 696
Commercial	6 132	385	256	238	282	115	983	2 878	11 269
Households	20 268	6 122	4 142	3 190	2 256	1 812	16 766	82 512	137 067
Other	–	–	–	–	–	–	–	–	–
Total By Customer Group	**26 966**	**6 737**	**4 429**	**3 459**	**2 565**	**1 953**	**18 953**	**86 967**	**152 031**

Debtors' Age Analysis (Inclusive of VAT) as at 31 December 2018

Description	Budget Year 2018/19								
R thousands	0-30 Days	31-60 Days	61-90 Days	91-120 Days	121-150 Dys	151-180 Dys	181 Dys-1 Yr	Over 1Yr	Total
Debtors Age Analysis By Income Source									
Trade and Other Receivables from Exchange Transactions - Water	9 249	2 050	2 072	1 422	2 672	1 354	4 924	20 855	44 599
Trade and Other Receivables from Exchange Transactions - Electricity	17 188	1 526	813	596	1 957	230	1 020	5 894	29 223
Receivables from Non-exchange Transactions - Property Rates	8 150	689	510	703	9 307	264	1 134	18 947	39 704
Receivables from Exchange Transactions - Waste Water Management	5 089	997	931	700	1 231	572	1 984	9 085	20 588
Receivables from Exchange Transactions - Waste Management	4 518	1 160	1 067	982	939	811	2 953	12 432	24 861
Receivables from Exchange Transactions - Property Rental Debtors	–	–	–	–	–	–	–	1	1
Interest on Arrear Debtor Accounts	72	96	121	130	439	136	789	18 304	20 087
Recoverable unauthorised, irregular, fruitless and wasteful expenditure	–	–	–	–	–	–	–	–	–
Other	(12 739)	469	538	379	1 981	271	1 337	8 121	358
Total By Income Source	**31 526**	**6 987**	**6 051**	**4 911**	**18 526**	**3 638**	**14 141**	**93 640**	**179 420**
Debtors Age Analysis By Customer Group									
Organs of State	638	372	441	332	2 731	33	103	2 313	6 962
Commercial	4 730	389	183	123	338	93	465	2 788	9 108
Households	26 158	6 226	5 428	4 455	15 458	3 513	13 573	88 538	163 349
Other	–	–	–	–	–	–	–	–	–
Total By Customer Group	**31 526**	**6 987**	**6 051**	**4 911**	**18 526**	**3 638**	**14 141**	**93 640**	**179 420**

The aforementioned analysis indicates that from 30 June 2018 to 31 December 2018, the overdue debts have increased from R 125,064 million to R 147,894 million, as follows:

R thousands	OVERDUE AMOUNTS AS AT		
Debtors Age Analysis By Income Source	**30-Jun-18**	**31-Dec-18**	**Difference**
Trade and Other Receivables from Exchange Transactions - Water	29 432	35 350	5 919
Trade and Other Receivables from Exchange Transactions - Electricity	10 819	12 035	1 217
Receivables from Non-exchange Transactions - Property Rates	25 500	31 554	6 054
Receivables from Exchange Transactions - Waste Water Management	13 015	15 499	2 484
Receivables from Exchange Transactions - Waste Management	16 704	20 343	3 639
Receivables from Exchange Transactions - Property Rental Debtors	1	1	–
Interest on Arrear Debtor Accounts	18 860	20 016	1 156
Recoverable unauthorised, irregular, fruitless and wasteful expenditure	–	–	–
Other	10 736	13 097	2 361
Total By Income Source	**125 064**	**147 894**	**22 830**
Debtors Age Analysis By Customer Group			
Organs of State	3 128	6 324	3 196
Commercial	5 137	4 379	(758)
Households	116 799	137 191	20 392
Other	–	–	
Total By Customer Group	**125 064**	**147 894**	**22 830**

2. Overview of Creditors position

Below is an analysis of the status of the major creditors

Description	Budget Year 2018/19								
R thousands	0 - 30 Days	31 - 60 Days	61 - 90 Days	91 - 120 Days	121 - 150 Days	151 - 180 Days	181 Days - 1 Year	Over 1 Year	Total
Creditors Age Analysis By Customer Type									
Bulk Electricity	17,450	(9)	0	0	0	0	(1)	–	**17,441**
Bulk Water	1	410	429	852	429	431	2,578	52,628	**57,757**
PAYE deductions									–
VAT (output less input)									–
Pensions / Retirement deductions									–
Loan repayments									–
Trade Creditors	2,444	221	5	39	14	1	–	–	**2,725**
Auditor General									–
Other									–
Total By Customer Type	**19,895**	**621**	**435**	**891**	**444**	**432**	**2,577**	**52,628**	**77,923**

The above amounts represent invoices still to be paid. The major creditors as at 31 December 2018 are as follows:

Eskom	R 17,441 million
NMBM (Bulk water)	R 57,757 million
Other Creditors	R 2,725 million
TOTAL	**R 77,923 million**

It is to be noted that the Eskom amount of R 17,450 million, represents the current account for December 2018, which will be fully paid on 23 January 2019.

The municipality received a significant bulk water account in May 2016. According to the Nelson Mandela Bay Municipality, the Kouga municipality was incorrectly billed from December 2012 to April 2016.

The Kouga municipality's bulk water account was accordingly adjusted to reflect the correct billing for the aforementioned period, based on the relevant meter readings.

3. Investment Portfolio

Below is an analysis of the Investment Portfolio as at 31 December 2018.

	Balance as at 30 June 2018	Invested	Interest	Withdrawals	Adjustments	Balance as at 31 December 2018
Standard Bank	18 653 721	-	598 507	-	-	19 252 228
ABSA	25 806 825	-	827 329	-	141	26 634 013
Nedbank	19 520 160	-	631 485	-	-	20 151 646
RMB	5 885 309	55 139 102	415 254	19 297 471	-	42 142 194
INVESTEC	20 188 841	-	663 493	-	-	20 852 334
Total	**90 054 856**	**55 139 102**	**3 136 068**	**-19 297 471**	**-141**	**129 032 414**
INVESTMENT	**Balance as at 30 June 2018**	**Invested**	**Interest**	**Withdrawals**	**Adjustments**	**Balance as at 31 December 2018**
General Account	85 725 571	24 694 619	2 790 850	-	141	113 210 899
Conditional Grants	1 359 363	30 444 483	252 191	16 250 026	-	15 806 011
Housing Funds	2 969 923	-	93 027	3 047 445	-	15 505
Total	**90 054 856**	**55 139 102**	**3 136 068**	**-19 297 471**	**-141**	**129 032 414**
Bank	4 259 847	56 485 479				60 745 327
Total	**94 314 704**	**111 624 582**	**3 136 068**	**-19 297 471**	**-141**	**189 777 741**

The increase in the investment portfolio since 30 June 2018 amounts to R 95,463,037. The following analysis indicates the extent to which the investments are committed:

Cash backed Reserves

Bank Balances and Cash	R 60,745,327
Short-term Investment Deposits	R 129,032,414
	R 189,777,741

Application of Cash

Unspent Conditional Grants	48,135,637
Internally Generated Funds	29,933,836
Outstanding Creditors Liability	77,922,871
	155,992,344

Reserves in excess of Commitments **R 33,785,397**

The cash backed reserves exceed the commitments at this stage by an amount of R 33,220,905. It should be noted that the excess of reserves over commitments as at 31 December 2018, is mainly due to an amount of R 37,717 million in respect of the Equitable Share allocation being received on 3 December 2018, but not yet fully spent.

These funds are already committed towards spending in the 2018/19 Operating budget.

4. Allocation and Grants receipts and expenditure for the 2018/2019 financial year

Supporting Table SC6 Monthly Budget Statement – transfers and grant receipts – M06 December 2018

Description	Budget Year 2018/19						
	Original Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance	Full Year Forecast
R thousands						%	
RECEIPTS:							
Operating Transfers and Grants							
National Government:	117 493	38 262	88 457	88 457	–		117 493
Local Government Equitable Share	113 151	37 717	84 863	84 863	–		113 151
Finance Management	1 770	–	1 770	1 770	–		1 770
MIG - Administration Fees	1 559	545	1 114	1 114	–		1 559
EPWP Incentive	1 013	–	710	710	–		1 013
Provincial Government:	2 050	–	–	–	–		2 050
Sport and Recreation	2 050	–	–	–	–		2 050
District Municipality:	2 210	–	1 681	1 681	–		2 210
Local Economic Development	445	–	445	445	–		445
Environmental Health Subsidy	1 765	–	1 236	1 236	–		1 765
Other grant providers:	1 865	–	983	983	–		1 865
Fire Subsidy	1 865	–	983	983	–		1 865
Total Operating Transfers and Grants	123 618	38 262	91 120	91 120	–		123 618
Capital Transfers and Grants							
National Government:	39 827	47 361	64 357	27 357	37 000	135.3%	39 827
Municipal Infrastructure Grant (MIG)	29 627	10 361	21 157	21 157	–		29 627
Water Services Infrastructure Grant	–	37 000	37 000	–	37 000		–
Intergrated National Electrification Programme	10 200	–	6 200	6 200	–		10 200
Total Capital Transfers and Grants	39 827	47 361	64 357	27 357	37 000	135.3%	39 827
TOTAL RECEIPTS OF TRANSFERS & GRANTS	163 445	85 623	155 476	118 476	37 000	31.2%	163 445

Below is an analysis of the spending associated with the grants as at 31 December 2018:

Supporting Table SC7 Monthly Budget Statement – transfers and grants expenditure – M06 December 2018

Description	Budget Year 2018/19						
	Original Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance	Full Year Forecast
R thousands						%	
EXPENDITURE							
Operating expenditure of Transfers and Grants							
National Government:	**117 493**	**38 220**	**87 079**	**87 034**	**45**	**0.1%**	**117 493**
Local Government Equitable Share	113 151	37 717	84 863	84 863	–		113 151
Finance Management	1 770	37	480	885	(405)	-45.8%	1 770
MIG - Administration Fees	1 559	125	844	780	64	8.2%	1 559
EPWP Incentive	1 013	341	893	507	386	76.2%	1 013
Provincial Government:	**2 050**	**–**	**–**	**1 025**	**(1 025)**	**-100.0%**	**2 050**
Sport and Recreation	2 050	–	–	1 025	(1 025)	-100.0%	2 050
District Municipality:	**2 210**	**–**	**–**	**1 105**	(1 105)	-100.0%	**2 210**
Local Economic Development	445	–	–	223	(223)	-100.0%	445
Environmental Health Subsidy	1 765			882	(882)	-100.0%	1 765
Other grant providers:	**1 865**	**–**	**–**	**933**	(933)	-100.0%	**1 865**
Fire Subsidy	1 865			933	(933)		1 865
Total operating expenditure of Transfers and Grants:	**123 618**	**38 220**	**87 079**	**90 097**	**(3 017)**	**-3.3%**	**123 618**
Capital expenditure of Transfers and Grants							
National Government:	**39 827**	**2 872**	**17 216**	**19 913**	**(2 697)**	**-13.5%**	**39 827**
Municipal Infrastructure Grant (MIG)	29 627	2 872	16 891	14 813	2 077	14.0%	29 627
Intergrated National Electrification Programme	10 200	–	326	5 100	(4 774)	-93.6%	10 200
Total capital expenditure of Transfers and Grants	**39 827**	**2 872**	**17 216**	**19 913**	**(2 697)**	**-13.5%**	**39 827**
TOTAL EXPENDITURE OF TRANSFERS AND GRANTS	**163 445**	**41 091**	**104 296**	**110 010**	**(5 714)**	**-5.2%**	**163 445**

Note: The equitable share allocation is utilised to fund indigent household's subsidies granted to qualifying households, with the remainder being used to support the Municipality's operations.

Grants received from National Government

DORA Operating Grants

Financial Management Grant (FMG)

The purpose of this grant is to promote and support reforms in financial management by building capacity in municipalities to implement the Municipal Finance Management Act (MFMA).

DORA Allocation: R 1,770,000
Amount of Grant Received: R 1,770,000
Expenditure to date: R 479,694
Unspent as at 31 December 2018: R 1,290,306

The spending of the grant amounted to 27,10% as at 31 December 2018, compared to the amount of the grant received.

Expanded Public Works Programme (EPWP)

The purpose of this grant is to provide Expanded Public Works Programme (EPWP) incentive funding to expand job creation efforts in specific focus areas, where labour intensive methods can be maximised.

DORA Allocation: R 1,013,000
Amount of Grant Received: R 710,000
Expenditure to date: R 892,661
Overspent as at 31 December 2018: R -182,661

The spending of the grant amounted to 125,73% as at 31 December 2018, compared to the amount of the grant received.

DORA Capital Grants

Municipal Infrastructure Grant (MIG)
The purpose of this grant is to provide specific capital finance for eradicating basic municipal infrastructure backlogs.

DORA Allocation:	R 31,186,000
Amount of Grant Received:	R 22,270,000
Expenditure to date:	R 17,734,644
Unspent as at 31 December 2018:	R 4,535,356

The spending of the grant amounted to 79,63% as at 31 December 2018, compared to the amount of the grant received.

Integrated National Electrification Programme (INEP)
The purpose of this grant is to implement the Integrated National Electrification Programme (INEP) by providing capital subsidies to municipalities to address the electrification backlog of occupied residential dwellings, and the installation of bulk infrastructure.

DORA Allocation:	R 10,200,000
Amount of Grant Received:	R 6,200,000
Expenditure to date:	R 325,533
Unspent as at 31 December 2018:	R 5,874,467

The spending of the grant amounted to 5,25% as at 31 December 2018, compared to the amount of the grant received.

Water Services Infrastructure Grant
The purpose of this grant is to implement the meter and internal leak audit, repairs of leaks and water meters, reticulation pipe replacement and reservoir level control.

DORA Allocation:	R 92,500,000
Amount of Grant Received:	R 37,000,000
Expenditure to date:	R 564,492
Unspent as at 31 December 2018:	R 36,435,508

The spending of the grant amounted to 1.53% as at 31 December 2018, compared to the amount of the grant received.

5. Councillor and employee benefits

Below is an analysis of Councillor and employee benefits:

Table SC8 Monthly Budget Statement – Councillor and staff benefits – M06 December 2018

Summary of Employee and Councillor remuneration	Budget Year 2018/19							
	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance	Full Year Forecast
R thousands							%	
Councillors (Political Office Bearers plus Other)								
Basic Salaries and Wages	9 232		661	3 921	4 616	(695)	-15%	9 232
Motor Vehicle Allowance	2 747		220	1 307	1 374	(67)	-5%	2 747
Cellphone Allowance	805		110	646	402	244	61%	805
Sub Total - Councillors	**12 784**	**–**	**990**	**5 874**	**6 392**	**(518)**	**-8%**	**12 784**
Senior Managers of the Municipality								
Basic Salaries and Wages	4 434	–	450	2 587	2 217	370	17%	4 434
Pension and UIF Contributions		–	1	4	–	4		
Motor Vehicle Allowance		–	55	324	–	324		
Cellphone Allowance		–	1	4	–	4		
Other benefits and allowances	2 956	–	3	21	1 478	(1 457)	-99%	2 956
Sub Total - Senior Managers of Municipality	**7 389**	**–**	**509**	**2 941**	**3 695**	**(754)**	**-20%**	**7 389**
Other Municipal Staff								
Basic Salaries and Wages	161 389		13 945	79 295	80 695	(1 399)	-2%	161 389
Pension and UIF Contributions	27 035		2 292	13 757	13 518	239	2%	27 035
Medical Aid Contributions	16 559		1 179	7 032	8 279	(1 247)	-15%	16 559
Overtime	11 345		2 431	12 142	5 673	6 469	114%	11 345
Performance Bonus	16 117		–	–	8 058	(8 058)	-100%	16 117
Motor Vehicle Allowance	8 701		564	3 699	4 350	(651)	-15%	8 701
Cellphone Allowance			–	1	–	1		
Housing Allowances	2 516		56	597	1 258	(661)	-53%	2 516
Other benefits and allowances	20 864		749	16 328	10 432	5 896	57%	20 864
Payments in lieu of leave			191	609	–	609		
Long service awards	888		140	567	444	123	28%	888
Sub Total - Other Municipal Staff	**265 413**	**–**	**21 546**	**134 026**	**132 707**	**1 320**	**1%**	**265 413**
Total Parent Municipality	**285 586**	**–**	**23 046**	**142 841**	**142 793**	**47**	**0%**	**285 586**
TOTAL SALARY, ALLOWANCES & BENEFITS	**285 586**	**–**	**23 046**	**142 841**	**142 793**	**47**	**0%**	**285 586**
TOTAL MANAGERS AND STAFF	**272 802**	**–**	**22 055**	**136 967**	**136 401**	**566**	**0%**	**272 802**

6. Key performance indicators

The table below reflects the key performance indicators as per the 2017/18 Approved Budget and the associated performance to date.

Borrowing Management		**Actuals as at 30 June 2015**	**Actuals as at 30 June 2016**	**Actuals as at 30 June 2017**	**Actuals as at 30 June 2018**	**Approved Budget 2018/19**	**Actuals as at 31 December 2018**
Capital Charges to Operating Expenditure	Interest & principal paid/Total Operating Expenditure	4.50%	3.67%	2.51%	1.77%	2.04%	1.35%
Borrowed funding of "own" capital expenditure	Borrowings/Capital expenditure excl. transfers & grants	0%	0%	0%	0%	0%	0%
Debt Servicing Costs to Operating Revenue	Debt Servicing Costs / Total Operating Revenue - Conditional Grants	0.05	0.04	0.03	0.02	0.02	0.01
Liquidity							
Current Ratio	Current assets / current liabilities	0.72	0.85	0.97	1.11	0.98	1.66
Liquidity Ratio	Monetary assets / current liabilities	0.22	0.40	0.47	0.52	0.40	1.09
Revenue Management							
Annual Debtors Collection Rate	Billed Revenue / Receipted Revenue	98.91%	97.60%	95.81%	90.73%	94%	93,24%

Other indicators		Actuals as at 30 June 2015	Actuals as at 30 June 2016	Actuals as at 30 June 2017	Actuals as at 30 June 2018	Approved Budget 2018/19	Actuals as at 31 December 2018
Cost coverage	(Cash and cash equivalents - Unspent Conditional Grants - Overdraft) + Short term investment)/monthly fixed operational expenditure excluding (depreciation, amortisation, provision for bad debts, impairment and loss on disposal of assets)	0.82	1.60	1.62	1.72	0.95	2.49
Employee Costs	Employee Costs / Total Operating Expenditure	35.70%	35.62%	33.39%	32.99%	34.24%	36.35%
Capital Expenditure	Capital Expenditure / Capital Budget	241.30%	81.97%	72.92%	72.98%	95%	35,20%
Repairs and Maintenance as % of Total Operating Expenditure	Repairs and Maintenance / Total Operating Expenditure	4.46%	4.61%	4.94%	3.79%	4.65%	4.22%
Repairs and Maintenance as % of PPE (Book Value)	Repairs and Maintenance / Net PPE	1.06%	1.17%	1.65%	1.42%	1.72%	0,80%
Own Revenue Sources / Total Operating Revenue (Including operating grants)	Own Revenue Sources / Total Operating Revenue (Including Conditional Grants)	69.55%	74.74%	78.69%	80.57%	83.60%	80,28%

The above table is discussed in details below.

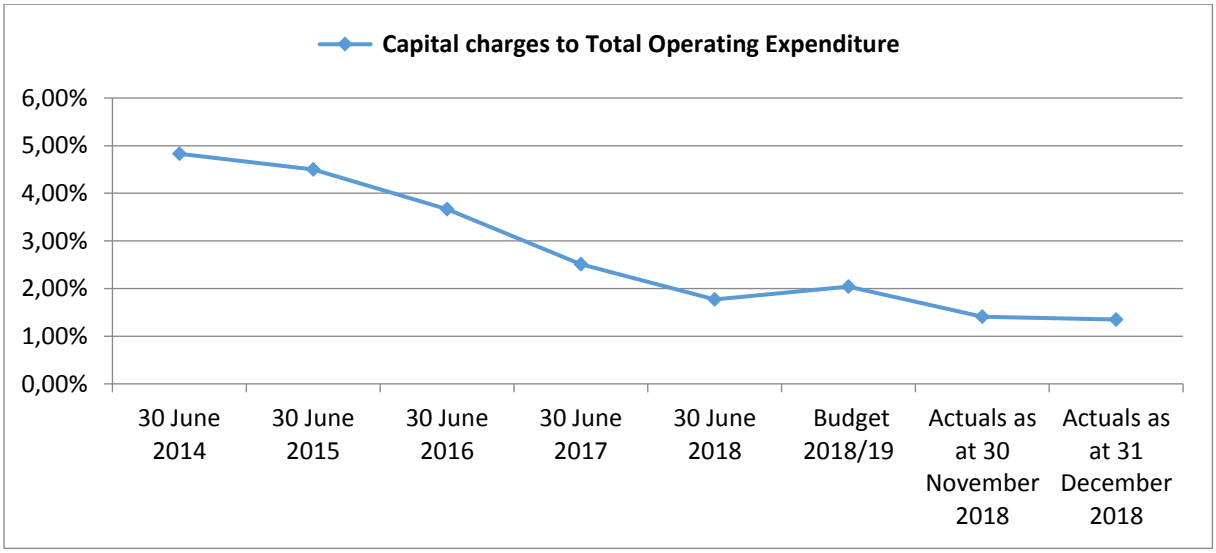
5.1. Borrowing Management

5.1.1. Capital charges to Operating Expenditure

The Ratio indicates the cost required to service the borrowing. It assesses the Borrowing or Payment obligation expressed as percentage of Total Operating Expenditure.

Capital charges/Total Operating Expenditure to date

The ratio indicates that 1.35% of the Total Operating Expenditure was utilised for capital charges as at 31 December 2018, compared to the budgeted ratio of 2.04%.



5.1.2. Borrowed funding of capital expenditure

This ratio indicates the proportion of borrowed funding to actual capital expenditure to date (excluding transfers and grants). The ratio also indicates the extent of capital expenditure being financed from borrowed funding compared to own and other funding sources, excluding transfers and grant funded expenditure.

The ratio is determined as follows:

Capital expenditure funded from Borrowings/Total Capital Expenditure to date (excluding transfers and grants)

The ratio is 0% as no capital expenditure was funded from borrowings, which is in line with the budgeted target as per the 2018/19 Operating Budget as no borrowing is planned for the 2018/19 to 2020/21 financial years.

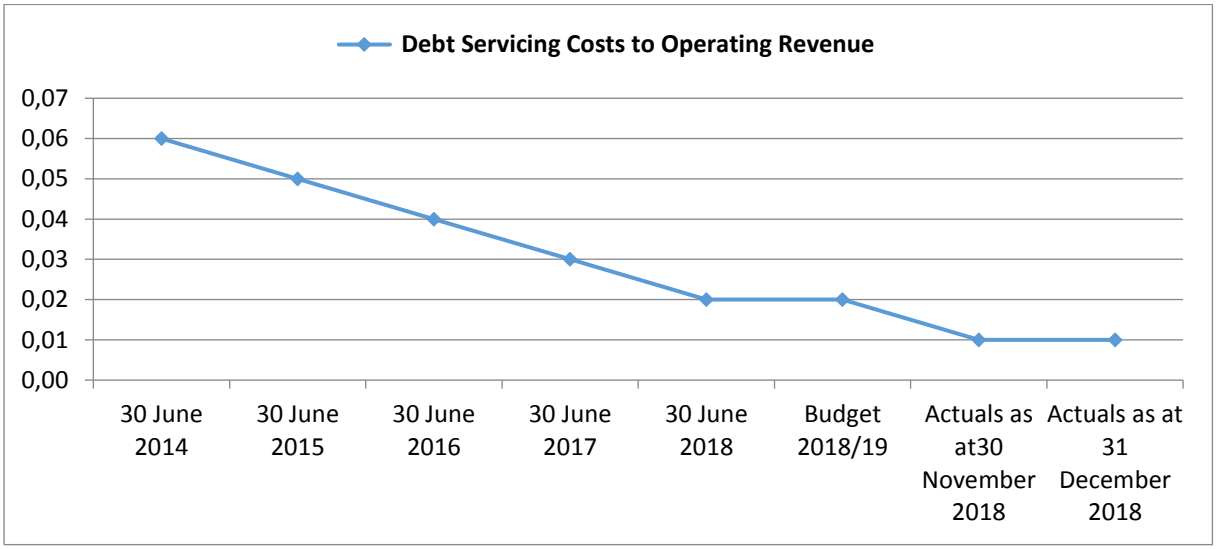
5.1.3. Debt Servicing Costs to Operating Revenue Ratio

This ratio indicates the proportion of debt servicing costs (interest and principal paid on borrowing) to actual operating revenue to date.

The ratio is determined as follows:

Debt Servicing Costs/Operating Revenue

As at 31 December 2018, the ratio was 0.01:1, compared to the budgeted ratio of 0.02:1.



5.2. Liquidity

5.2.1. Current ratio

The Ratio assesses the Municipality's ability to meet its Short-term Liabilities (Debt and Payables) with its Short-term Assets (Cash, Inventory, Receivables etc.).

The ratio is determined as follows:

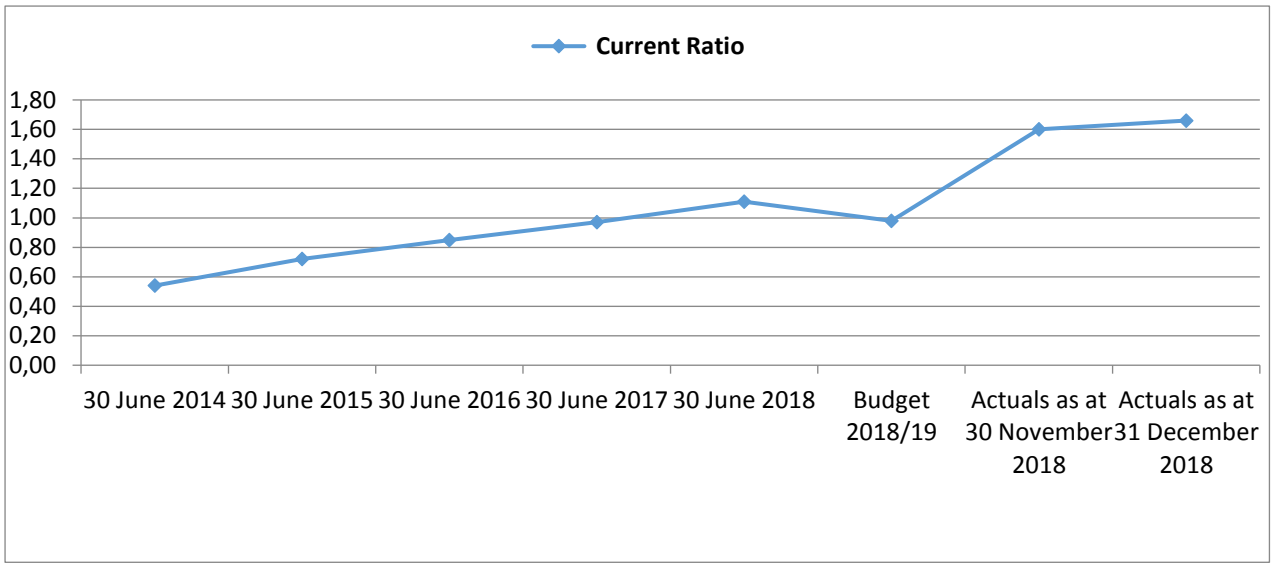
Current assets/Current liabilities

The ratio as at 31 December 2018 was 1.66:1, compared to the budgeted ratio of 0.98:1.

In terms of the MFMA Circular No. 71, the norm is 1.5:1 to 2:1

The higher the current Ratio, the stronger the Municipality's financial capacity to meet its current obligations.

A ratio of below 1:1 would suggest that the Municipality would be unable to meet all of its current obligations as and when they fall due.



5.2.2. Liquidity Ratio

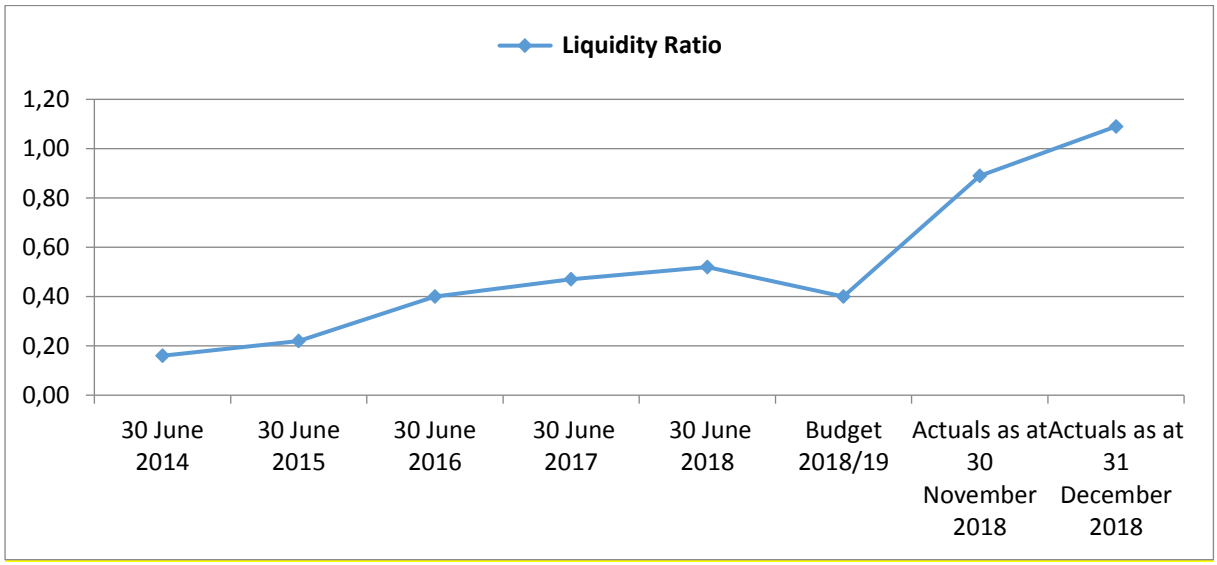
The liquidity ratio assesses a Municipality's ability to meet its short-term commitments from Monetary Assets.

The ratio is determined as follows:

Monetary assets/Current liabilities

A favourable ratio would ensure that the Municipality is able to settle its short-term commitments from monetary assets. The liquidity ratio as at 31 December 2018 was 1.08:1, compared to the budgeted ratio of 0.40:1.

The liquidity ratio is of the utmost importance to measure the financial liquidity and sustainability of the municipality.



5.3. Revenue Management

5.3.1. Annual Debtors Collection Rate

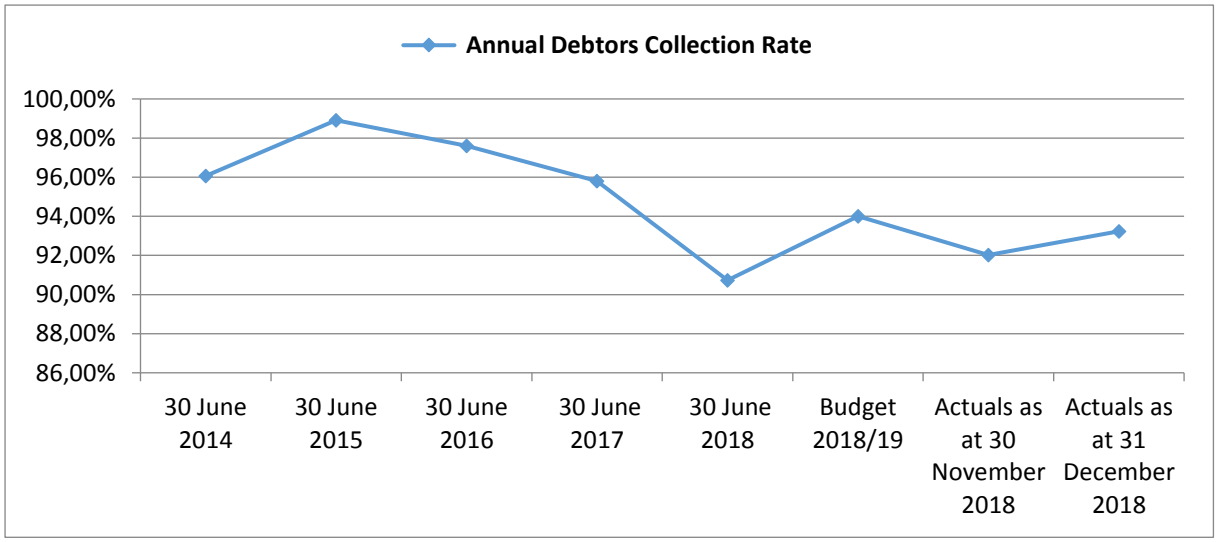
This ratio assesses the actual cash collected, compared to the monetary value of the municipal accounts rendered for municipal rates and services.

The ratio to determine the percentage collection rate is as follows:

Total Payments Received in Current month/Total Value of Accounts Rendered in the Previous Month X 100

Note: the reason for using the previous month's billing is due to the accounts only being payable the following month (i.e. account-holders are given one calendar month to pay their current accounts).

The average collection rate as at 31 December 2018 was 93.24%, compared to the budgeted collection rate of 94%. The collection rate of 93.24% as at 31 December 2018 is influenced by the annual property rates raised in July 2018, but not yet paid. The collection rates have been calculated, based on the revenue receipted, compared to the revenue billed on a month – to - month basis.



5.4. Other indicators

5.4.1. Cost coverage

The Ratio indicates the Municipality's ability to meet at least its monthly fixed operating commitments from cash and short-term investments, without collecting any additional revenue, during that particular month.

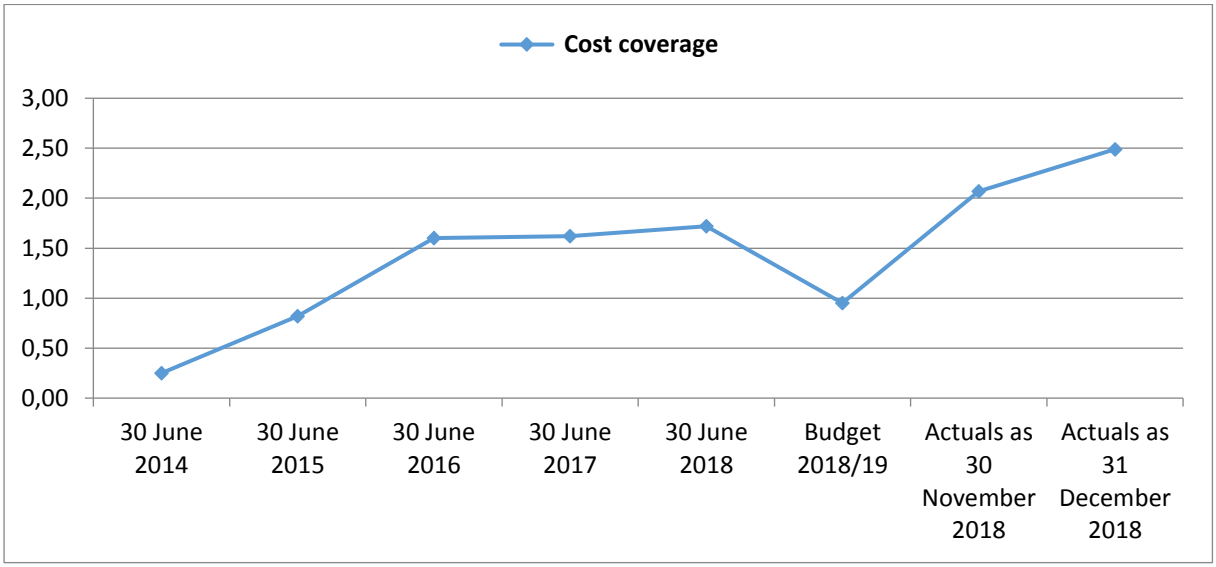
The Ratio is adjusted for Unspent Conditional Grants as the cash is not available for normal day-to-day operational expenditure, but rather reserved for Grant related expenditure.

The ratio is determined as follows:

Cash and cash equivalents – unspent conditional grants – overdraft + short-term investments/ monthly fixed operational expenditure excluding (depreciation, amortisation, provisions for bad debts, impairment and loss on the disposal of assets)

As at 31 December 2018, the Ratio was 2.49 months, compared to the budgeted ratio of 0.95 months.

In terms of MFMA Circular No. 71, the norm is 1 month to 3 months



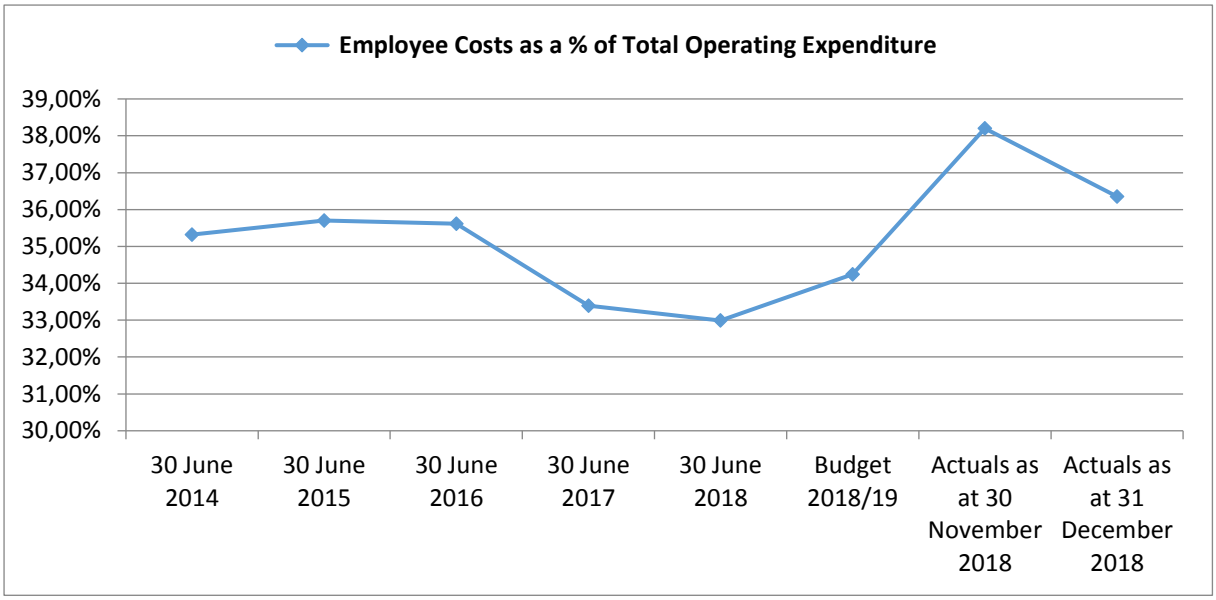
5.4.2. Employee costs as a % of Total Operating Expenditure

This ratio assesses the extent to which the Municipality's Total Operating Expenditure is consumed by costs associated with the employment of human resources.

The ratio is determined as follows:

Employee Costs to date/Total Operating Expenditure to Date

As at 31 December 2018, Employee Related Costs constituted 36.35% of the Total Operating Expenditure, compared to the budgeted ratio of 34.24%.



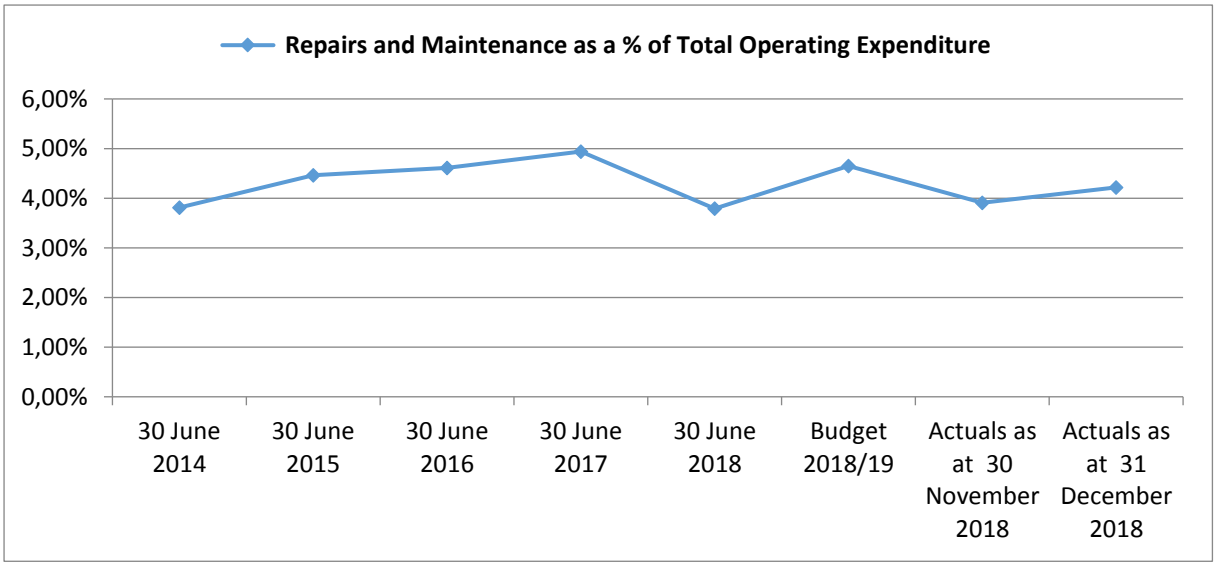
5.4.3. Repairs and Maintenance as a % of Total Operating Expenditure

This ratio assesses the extent to which the Municipality's Total Operating Expenditure is consumed by costs associated with the repairs and maintenance of its assets.

The ratio is determined as follows:

Repairs and maintenance expenditure to date / Total Operating Expenditure to date

As at 31 December 2018, the ratio was 4.22%, compared to the budgeted ratio of 4.65%.



5.4.4. Repairs and Maintenance as a % of the book value of Property, Plant and Equipment (PPE)

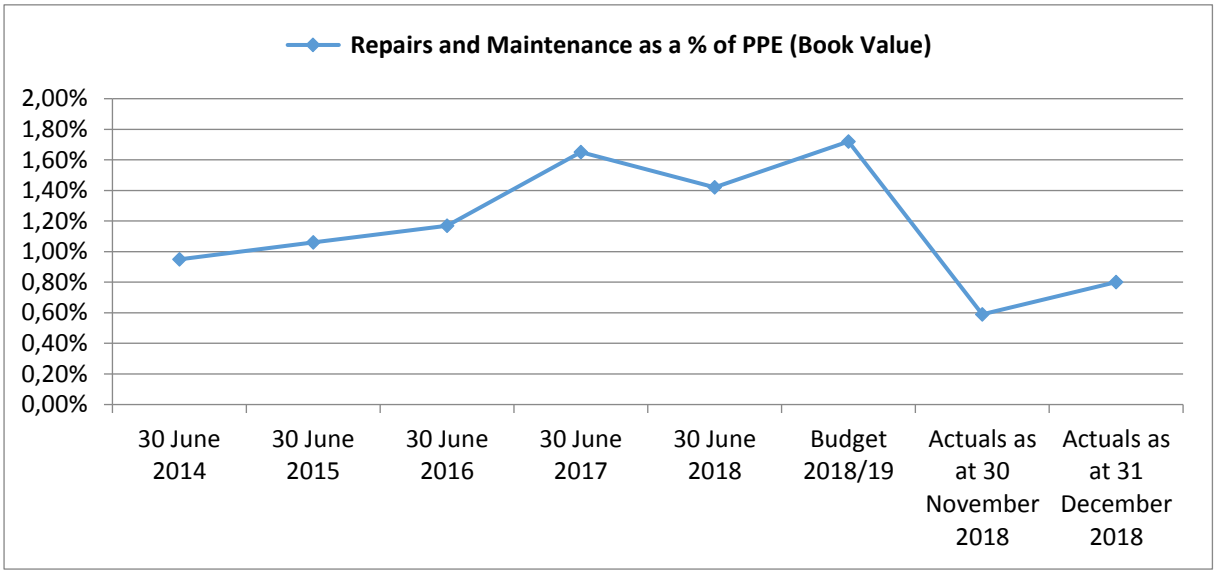
The Ratio measures the level of repairs and maintenance to ensure adequate maintenance to minimise breakdowns and interruptions in service delivery.

The ratio is determined as follows:

Repairs and maintenance expenditure to date / Book value of PPE to date

As at 31 December 2018, repairs and maintenance expenditure constituted 0.80% of the book value of PPE, compared to the budgeted ratio of 1.72%.

In terms of the MFMA Circular No.71, the norm is 8%.



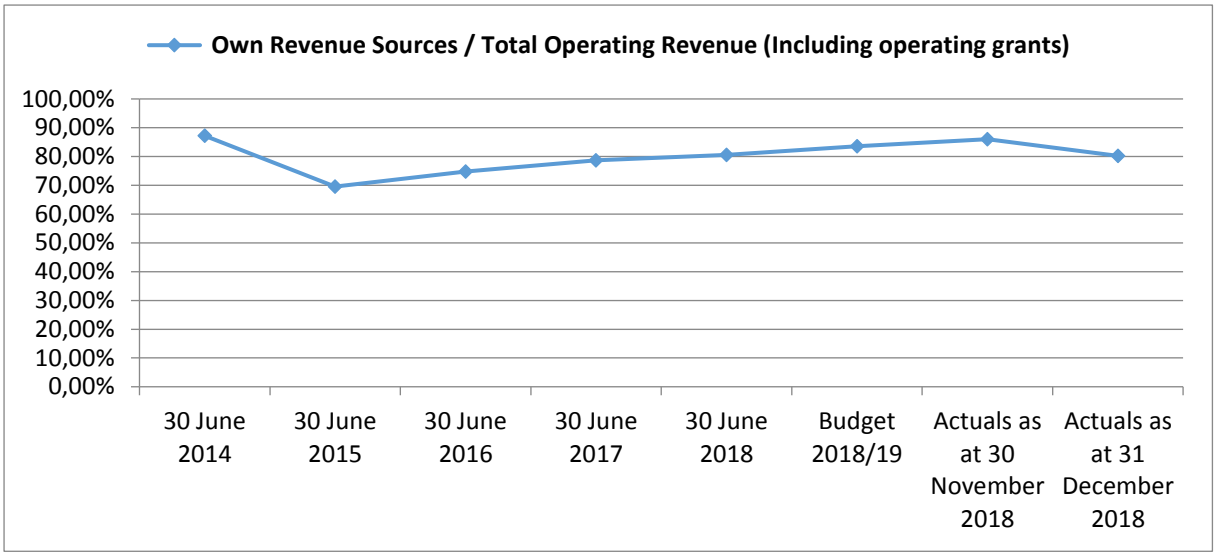
5.4.5. Own Revenue Generation

This ratio measures the extent to which the Municipality has control over its revenue sources, i.e. what percentage of its revenue is generated locally. The higher the ratio, the less reliant a Municipality is on Provincial and National Government to support its operations.

The ratio is determined as follows:

Own Revenue Sources / Total Operating Income (includes operating grants)

As at 31 December 2018, the Municipality's own revenue sources constituted 80.28% of its total Operating Income, compared to the budgeted ratio of 83.60%.



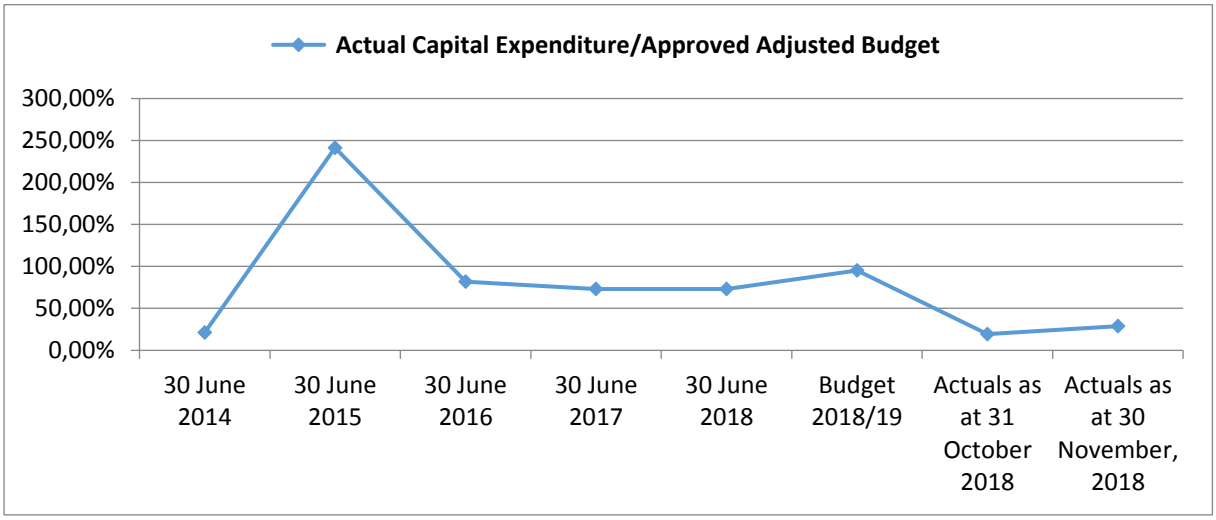
5.4.6. Capital Budget Spending

This ratio assesses the level of actual capital spending, compared to the budgeted capital expenditure.

The ratio is determined as follows:

Actual Capital spending / Approved Capital Budget

The actual spending as at the end of December 2018 amounted to 35.20%, compared to the budgeted ratio of 95%.



REPORTS BY THE PORTFOLIO CHAIRPERSON: CORPORATE SERVICES

KOUGA MUNICIPALITY (EC 108)

ORDINARY COUNCIL MEETING

CORPORATE SERVICES

DATE: 31 JANUARY 2019 **ITEM NO: 19/01/CORP1**

MEMBER REPLACEMENT FOR RULES AND ETHICS COMMITTEE

1. Introduction

The purpose of this item is to replace Cllr Diana Biggs on The Rules and Ethics Committee. Cllr Diana Biggs resigned as Councilor which leaves her position vacant on the Rules and Ethics Committee.

2. Background

The Rules and Ethics Committee was established 08 December 2017 in terms of Section 79 of the local Government: Municipal Structures Act, Act. 117 of 1998.

The following Members were elected and appointed by Council to the Rules & Ethics Committee:

Clr B Dhludhlu
Alderman B Rheeder
Clr D Biggs
Clr W Gertenbach
Clr V Camelio-Benjamin
Clr S Jujwana
Clr N Botha

Clr D Biggs needs to be replaced on the Rules and Ethics Committee.

3. Recommendation

3.1 That Clr D Biggs be replaced on the Rules and Ethics Committee with immediate effect.

3.2 That Cllr……be appointed to serve on the Rules & Ethics Committee with immediate effect.

Item prepared by: Office of the Speaker

Item approved by: The Speaker

KOUGA MUNICIPALITY (EC 108)

ORDINARY COUNCIL MEETING

CORPORATE SERVICES

DATE: 31 JANUARY 2019 **ITEM NO: 19/01/CORP2**

2ND DRAFT ANNUAL REPORT (2017/2018)

1. Introduction

The purpose of this item is to table the 2017/18 2nd Draft Annual Report to Council.

The 2nd Draft annual Report will be circulated separately. ***

2. Background

Section 46 of the Municipal Systems Act 32 of 2000 read with Chapter 12 of the Municipal Finance Management Act 56 of 2003 requires that a municipality must table an Annual Report consisting of:

a) A Performance Report;

b) The Financial Statements for the financial year in review;

c) An Audit Report on the Financial Statements; and

d) Any other reporting requirement in terms of other applicable legislation.

The abovementioned section also provides that Representatives of the Auditor-General and the MEC for Local Government in the Province are entitled to attend and to speak at such meetings, and the Municipal Manager must be available to respond to questions related to the annual report.

Section 46 (4)(b) of the Municipal Systems Act further provides that a copy of the report be submitted to:

a) The MEC for local government in the province;

b) The Auditor-General; and

c) Such other institutions as may be prescribed by legislation.

3. Discussion

The 1st Draft Annual Report was tabled at Council on 30 August 2018 where it was resolved:

"18/08/CORP3 FIRST DRAFT ANNUAL REPORT (2017/2018)

Resolved (30 August 2018)

1. *That the First Draft Annual Report for the 2017/2018 financial year be noted in terms of Section 127(1) of the Municipal Finance Management Act (Act 56 of 2003).*

2. *That the First Draft Annual Report for the 2017/2018 financial year, including the Draft Annual Financial Statements and Annual Performance Report be submitted to the Auditor-General for auditing purposes.*

3. *That the First Draft Annual Report for the 2017/18 financial year be tabled to the Kouga Audit Committee for consideration.*

4. *That the Chairperson of MPAC submit dates for MPAC meetings to administration for placement on the monthly calendar in order to enable MPAC to commence with the oversight process.*

5. *That the1st Draft Annual Report be made available to the MPAC."*

The following documentation has been incorporated in the 2nd Draft 2017/18 Annual report:

i) Updated Departmental information
ii) Component J: Organisational Performance Report
iii) Volume 11: Annual Financial Statements
iv) Chapter 6: Auditor General's Report on 2016/17 Financial Statements
v) Chapter 6: Audit Action Plan on AG Findings

4. Recommendation

4.1 That the 2nd Draft of the 2017/18 Annual Report be noted in terms of the provisions of Section 127(1) of the Municipal Finance Management Act (Act 56 of 2003).

4.2 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.

4.3 That the 2ndDraft Annual Report for the 2017/18 financial year be tabled to the Kouga Audit Committee for consideration.

4.4 That an Oversight Report on the 2nd Draft 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.

Item prepared by: The Manager: Performance Management System

REPORTS BY THE PORTFOLIO CHAIRPERSON: COMMUNITY SERVICES

KOUGA MUNICIPALITY (EC 108)

ORDINARY COUNCIL MEETING
COMMUNITY SERVICES

DATE: 31 JANUARY 2019 **ITEM NO: 19/01/CS1**

FIRE ASSESSMENT REPORT CONDUCTED BY PHOENIX FIRE

1. Introduction

The purpose of this report is to provide Council with an unbiased and clear understanding on what transpired on 18 December 2018 during the devastating fires that occurred in St Francis Bay.

2. Background

The devastating fire of 18 December 2018 destroyed ten (10) formal thatched roof houses and damaged three (3). It was proposed in the Joint Operational Committee (JOC) meeting that a forensic assessment needs to be conducted on the possible causes of the fire.

Phoenix Fire was appointed to conduct a fire assessment report on behalf of Kouga Municipality.

Please find full report attached.

3. Financial implications

Consulting fees: **R 37 500.00**

4. Recommendation

4.1 That Council approve the amount of R 37 500.00 for the assessment conducted by Phoenix Fire.

4.2 That Council also approve the following:

- The installation of a voice logger system for the Fire Station Control room in Humansdorp.
- That the Municipality should consider making suitably 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.
- That council consider the area surrounding the Cove has an extremely high fire risk, due to the surrounding thatch roof structures. In the event of a South Easterly or 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 to surrounding residential thatched roof structures.

- That the home owners be instructed to clear and improve on their own fire protection arrangements.

Item prepared by: The Chief Fire Officer: D. Barnard

PHOENIX

P O Box 6090
Walmer
PORT ELIZABETH
6065

Reg No. CK97 24322/23
Vat Registration No. 4270167937

ASSESSMENT
OF
ST FRANCIS BAY FIRES: 18 DECEMBER 2018

Client	Municipality of Kouga
Area	St Francis Bay
Date of Request	20 December 2018
Prepared by	Coen Bezuidenhout
Q/A Reviewed	Wimpie Kruger
Phoenix File No.	TBA
Date submitted	

Disclaimer
Phoenix Fire Protection Services shall be under no obligation, responsibility or liability to disclose any material information to any person other than the principal ("Client") from whom it received its mandated instructions, as evidenced in the proposal form or other agreed instruction. For the avoidance of doubt the Client should accordingly never assume that any disclosure has been communicated to anyone other than the Client.

Yours faithfully

W.S Kruger

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Page no.

CONTROL SHEET

1. Introduction
2. Objectives and scope
3. Methodology
4. Brief description of area and buildings involved and estimated damage
5. Weather conditions during this fire incident
6. The reporting of the fires
7. Possible origin, causes and sources of ignition
8. Fire and Emergency services resources
9. Modus operandi to control and extinguish the fire
10. Witnesses interviewed
11. Summary of findings and conclusions
12. Annexures

CONTROL SHEET

CLIENT:	The Municipality of Kouga
ADDRESS:	33 Da Gama Road Jeffreys Bay Eastern Cape 6330
POSTAL ADDRESS:	P O Box 21 Jeffreys Bay Eastern Cape
REQUESTED BY:	Mr. Horatio Hendricks. Hon Mayor of Kouga Municipality and Mr. C du Plessis Municipal Manager of Kouga Municipality
TEL:	042 200 200 Cell No. 083 300 0126

EMAIL:	cduplessis@kouga.gov.za
REPORT DRAFTED BY	Coen Bezuidenhout 082 553 8247 Email: bezuidenhout.coen@gmail.com
REVIEWED BY:	Wimpie Kruger 071 790 6979 Email: wsk@zawebs.com

1. Introduction

This assessment aims to provide an unbiased and objective better understanding to the Municipality of Kouga on what transpired on 18 December during the devastating fires that occurred on that day in the St Francis Bay area.

Phoenix Fire Protection Services wishes to express our sincere thanks to the Municipality of Kouga for their trust in us with this assignment. We also wish to place on record the professional manner in which the Chief Fire Officer and his team of officials assisted us as well as our appreciation for the valuable assistance provided by the members of the public interviewed.

Although we feel deeply for the victims of the fire who suffered severe losses we are thankful that no loss of life occurred and that the fires were contained in the best possible manner with Municipal resources and other valuable public resources. The Municipality of Kouga, surrounding Municipalities, the public of Kouga and specifically the St Francis Bay community provides a shining example of standing together under extremely trying circumstances.

Should any further questions or research be required, Phoenix Fire Protection Services will be happy to oblige.

2. Objective and scope

The objective and scope of this analysis was to confirm and/or provide the following:

- The areas and extent of the fires that occurred on 18 December 2018.
- Analysis of weather conditions on the day of the fires.
- The possible causes of the fires and sources of ignition.
- How and when the fires were reported.
- The actions and resources of the fire service of Kouga, other supporting emergency services as well as the community assistance to fight, control and extinguish the fires.
- To identify the water resources which were used during fire fighting operations.
- Conclusions of the assessors.
- **Excluded** are any criminal investigations conducted by the South African Police Services. Enquiries in this regard needs to be referred to Mr Marco Roscherr of the SAPS. Cell number 071 475 1821.

3. Methodology

Report compilation considered the following:

- A briefing meeting was conducted with the client, Kouga Municipality on Thursday 20 December 2018. Present were the Mayor Mr Hendricks, Municipal Manager Chief Fire Officer Mr. Barnard and the Managing Director/owner of Phoenix Fire Protection Services, Mr Kruger.
- Site visit and interviews on 22, 24, 27, 28 December and on 3 January 2019.
- Videos and photos on social media as well as supplied by witnesses.
- Fire Department occurrence book and initial fire report.
- Google maps of the area and scaled maps supplied by the Municipality.
- Weather reports supplied by the SA Weather Services in Port Elizabeth of the weather conditions in St Francis Bay and surrounds.
- Resources used.

4. Brief description of areas and buildings involved and estimated damage

- A scaled map indicating open areas, brush fire areas and areas where buildings were destroyed or damaged, is attached to this report. The wind directions are also indicated in relation to the North point on the map. Information as determined by the Assessors. (Refer to **Annexure 'A'**)
- The following photos or video material shows the areas involved:

Photo

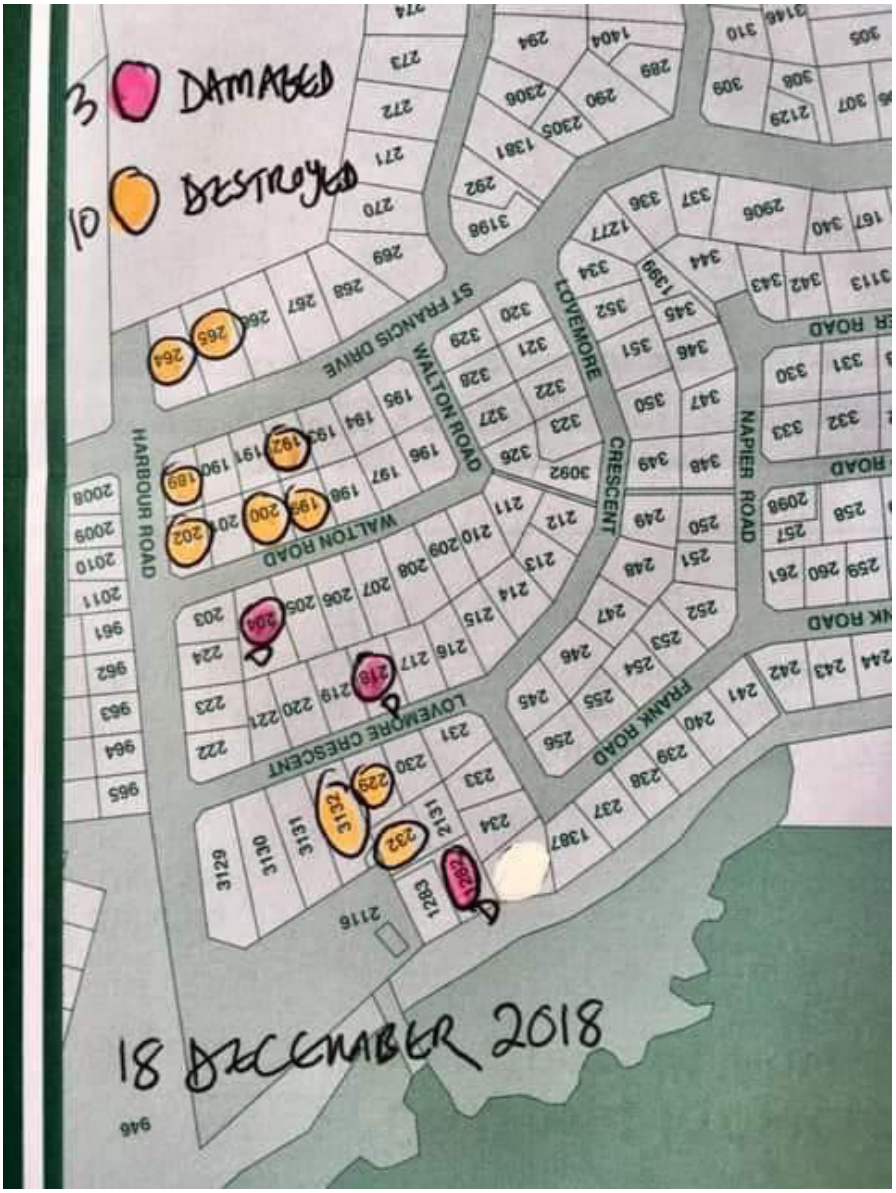


Photo supplied by Malcolm White ERF no 264



Fire No. 2 and Fire No. 3 Wind direct from WEST Possible ignition points marked with an “X”



Aerial photo of fires No’s 2 and 3



View towards Sea Vista Primary School from dirt road at Erf 266

- The Kouga Fire Service Reports:

The Kouga Fire Department reports are attached to this assessment for completeness. These reports contain owner detail and photos and of the dwellings that were destroyed or damaged as well as the estimated damage in ZAR. (Refer to **Annexure 'B'** under attachments.) The estimated damages will be subject to further Insurance assessments which were not available at the time of the assessment.

- The vegetation in the open areas consists mainly of indigenous brush and trees mixed with alien bush such as Rooikrantz and Port Jackson. In general the indigenous vegetation burns slower once ignited whilst the alien vegetation burns faster and contributes to more rapid fire spread.

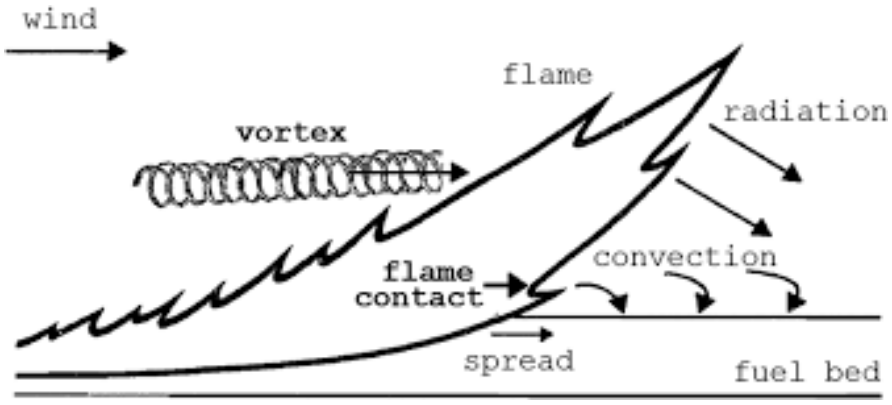
5. Weather conditions on the day of the fire

The weather reports indicating the average and maximum gusting wind speeds as well as the wind direction on 18 December are attached as **Annexure 'C'** to this assessment. A summary of interpretation in layman's terms of the data are as follows:

TIME	DIRECTION	AVERAGE SPEED
08h00	NE (070 deg. From N)	18.72 km/h
09h00	NNE (060 deg. From N)	15.84 km/h
10h00	W (270 deg. From N)	23 km/h
11h00	W (270 deg. From N)	44 km/h
12h00	WSW (260 deg. From N)	52.5 km/h
13h00	WSW (260 deg. From N)	43.2 km/h
14h00	W (270 deg. From N)	39.2 km/h
15h00	W (270 deg. From N)	31.7 km/h
16h00	W (270 deg. From N)	30.2 km/h
17h00	WNW (280 deg. From North)	25.26 km/h
18h00	W (270 deg. From N)	30.6 km/h

- THE MAXIMUM GUSTING WINDS OCCURED AT 11HOO -12HOO (74.5 km/h)
- It is the opinion of the assessors that the gusting winds from13h00 – 1800 could have been 50- 70 km/h as well)
- It is of extreme importance to take note that the data is from the nearest weather station, presumably at Cape St. Francis, and not necessarily at the scene of the conflagration. Fire spread under these conditions at the scene takes place as a result of hot **convection** currents carrying the flying debris and embers with the wind and hot current.
- When a fire of this nature occurs the smoke and hot air rise but as a result of the strong wind the convection current is bent in the direction in which the wind is blowing thus spreading the fire to other combustible structures and materials. During this process cool air is sucked into to the fire at the lower levels causing the wind speed at the low levels to also increase rapidly. As such these "sucked

in cool air wind speeds" could not be measured at the scene and could have been the cause of even much higher speeds than those indicated by the data. Fire spread is further exacerbated by the **radiation** from and contact with the open flames and radiation from one structure to another.



Note the horizontal vortex in strong winds. No or little wind will cause a vertical vortex.

The above explanation explains in practical laymen's' terms the reason why the fire spread was so rapid on the day of the fire and why the fire so easily "jumped" St Francis Drive to ignite the dwellings by means of numerous and almost simultaneous spot fires on the thatch roofs to the east of St Francis drive - Harbour road area.

- Funnel effect: Local residents in St Francis Bay refer to a so-called "funnel effect" when the wind is blowing strongly from West to East over St Francis Bay peninsula. It is claimed that higher wind speeds are possible in the funnel area. (The reason for this phenomena is unknown but it may be related to different Sea temperatures on the West side off the Oyster Bay coast side as opposed to the East side on the St Francis Bay area. Only a weather expert may be able to explain this phenomena. Such research did not form part of the scope of this assessment.)

6. Reporting of the fires

On 18 December three fires occurred in the St Francis Bay area:

Fire No. 1:

10h45: Lorraine Maree (Cell no 082 892424 reported a veld fire at Sea Vista area St Francis Bay.

It is estimated that this fire started between 10h25 and 10h35.

Fire No. 2:

11h42: SAPS at St Francis Bay reported fire at Assisi drive and Harbour road to Humansdorp fire control room.

It is estimated that this fire started between11h20 and 11h30.

Fire No. 3:

Reported by fire fighters already on the scene at Fire No. 2 and officers called out from Humansdorp and Jeffreys Bay. Station Commander Soudien was first to arrive in his private vehicle.

It is estimated that this fire started at approximately 11h50.

The applicable Humansdorp Occurrence book pages is attached as Annexure D.

7. Possible origin, cause and sources of ignition

Fire No. 1 occurred near Sea Vista Township and Industrial area close to the old refuse tip site and the powerlines and road (R330) to Cape St Francis. The fire started approximately 08h30. Mr Tshali from the St Francis Bay Fire station responded to the scene with BK 5 and crew as well as Mr Kevin Burger from St Francis Links with the Links Isuzu fire truck. (Mr Burger and crew belongs to the DVG (Disaster Volunteer Group of St Francis Bay)
Mr Tshali explained that numerous fires occur in that area. In his opinion the cause and sources of ignition was vegetation undergrowth and roots that started burning again as a result of some fires earlier in December. He also mentioned that they found some stones packed in circles with candles on top of the stones indicating possible religious or ritual activities in the area.
When the available internet media was looked at, the possibility was also mentioned that squatters were doing bush clearing to erect illegal shacks and that they could have started the fire.
Whilst busy at fire No. 1 Mr Kevin Burger noticed short intermittent puffs of smoke (30-60 seconds apart) in the area where fire No. 2 started. He was later able to pinpoint the position in line with a marker he used on a building at the Industrial area. This was also confirmed by Mr Bennie Bosch, a crew member on the Isuzu fire truck. Time approximately 11h20-11h30.
Messrs Tshali, Burger and Bosch were all adamant that the puffs of smoke did not come from the scene of fire No.1. The distance was too great and the wind direction was wrong to have started fire No. 2. The assessors agree with this opinion.
The Isuzu and crew left the scene at fire No. 1 to further investigate when the fire emanating from the puffs of smoke broke out close to St Francis Drive Harbour road and the nearby thatch roof dwellings.
Fire No. 2: It can be safely assumed that fire No. 2 was set deliberately and with malicious intent in an extreme gusting Westerly wind. The puffs of smoke could also indicate the use of some sort of flammable liquid was used although it will be extremely difficult to prove unless the culprit(s) can be found to confess.
It is important to note that footpaths to/from the Sea Vista area run through the area where fire No. 2 was started.
Closer inspection of the fire growth patterns at the suspected origin of fire No. 2, revealed a number of spots in close proximity where ignition could

have occurred. As such, the opinion of the assessors is that deliberate arson took place. It was not merely a case of a “passer by dropping a lite”

Fire No 3: Fire No. 3 started in the wildland vegetation of the Sea Vista Primary School at the rear of erf numbers 264,265 and 266. (Refer to attached map.)

Although it could be possible that fire No. 3 was started from flying embers from fire No. 2, such an assumption is not consistent with the wind direction at fire No. 2 at the time. The wind was gusting directly from West to East from fire No. 2 in the direction of St Francis Drive. This was confirmed with a compass and by an interview with Mr Craig Briggs who lives opposite the road from the area of fire No. 2.

It is the opinion of the assessors that fire No. 3 was suspected malicious arson. The possibility that the culprits were watching fire No. 2 and the efforts of the first fire response from the area of Sea Vista school bushes before starting fire No. 3, cannot be excluded. The school gate was still open at the time and it would have been easy to jump the fence into the school area as well. The fence has no sharp protrusions on top.

It is the further opinion of the assessors that fire No. 3 was the source of ignition of the White and Hannam dwellings on erf numbers 264 and 265 which were the first dwellings to go up in flames. Mr Malcolm White also stated that he thought fire No. 2 (veld fire) was almost under control and that his house was safe when a “sudden gush of flames from the rear” engulfed his house whilst he was still wetting the roof in the direction of fire No. 2. This gulf of flames is assumed to have come from fire No. 3 area and it is also consistent with the wind direction blowing from the school side (West). The statement of Mr. White to the effect that it was fire No. 3 which ignited the two dwellings. This was also confirmed by Mr. Barry Plett and by Mr. Craig Briggs.

It is as such this opinion of the assessors that fire No 3 e ignited the Hannam and White dwellings which were then the origin of the ensuing conflagration below St Francis Drive in the direction of the bay as a result of the strong winds. (Refer to item 5 above and photos below as well)

SAPS investigations:

Chief Fire Officer Mr Barnard informed the assessors that the SAPS are currently investigating some youths who may have been involved in the fires. Since the SAPS investigation is sub judice the assessors have no further comments in this regard at this stage.

Typical hot spot where fire could have commenced
(One of many such spots found in the area
indicated by Mr Burger.)



Footpath through area of fire No. 2



Area of fire No. 2
used by vagrants. Remnants of cooking fire





Burnt out aerosol can on scene of fire No. 2



Example of one possible source of ignition - blow torch (flammable expellant)

8. Fire and Emergency Services resources used

The following vehicles and manpower and equipment were deployed or used, see Annexure ‘D’ – Fire Department Control Centre occurrence book.

Kouga Fire Department

Vehicle and station	Vehicle and tank capacity	Number of crew
BK 4 (St Francis)	4500L Nissan Tanker	2
BK5	5000L Toyota Tanker	2
BK6	750L Nissan 4x4 bush fire tender	2
Isuzu (Links)	6000L Isuzu Tanker	3
BK7	600L Toyota 4X	2
BK8	2500L Dennis Pumper	3
BK9	6000L Toyota Tanker	2
BK10	600L Toyota Landcruiser 4X4	2
Iveco BK12	Medium Pumper	2
TLB	Back actor/ Bulldozer	1

(Crews were increased as and when off duty staff became available)

Koukamma Fire

Toyota Land cruiser 4X4		2

Sarah Baartman District Fire

Toyota Hilux 600L		2
Toyota Landcruiser 4X4	750L	2

Helicopter with Bambi bucket from George area.

NMB Metro

Fire Raiders Destroyer	Major pumper 3500L	5
LDV Response vehicle		1

Industrial Fire VW (Uitenhage)

VW Amarok	600L	3

Private owners

Isuzu (Links)	6000L Isuzu Tanker	3
Paradys strand	LDV with slide on unit	2
Mr Pottergill	LDV with slide on unit	2
Mr C Ferreira	LDV with slide on unit	2
Mr R Colesky	LDV with slide on unit	2

Mr O B Van Rensburg (Oyster Bay)	LDV with slide on unit	2
Mr G. Miller	Fire hoses, nozzles and equipment	

Dwelling owners' own resources where available

Water tanks and pumps
Fitted fire hose reels and garden hoses
Pools and Jacuzzis
Fire Extinguishers

Street water mains and fire hydrants
Unlike similar incidents in the past, Mr Barnard reported that the water pressure and flow from municipal mains were adequate for firefighting purposes and to refill the tanks on the vehicles.
In the past water supplies were problematic because many house owners started to wet their roofs simultaneously with garden hoses from taps connected to municipal mains. During the incidents on 18 December the Water Department was of tremendous help to shut-off distant mains and to re-direct the water supplies to the area of the fire. Many home owners have also since installed rainwater tanks which was also of great value.
The Municipality needs to be complimented for the additional mains and pillar type hydrants installed in recent years. Upgrading of this nature to the fire water supplies needs to continue in future until an acceptable standard is reached.

9. Fire and Emergency services modus operandi to bring the fire under control and to extinguish the fires

Fire No. 1:
Although resources had initially been redeployed to fires 2 and 3 from the Sea Vista fire, the emergency services kept a vigilant eye on fire No 1 to contain and to control flare-ups for the entire day. The main efforts were however directed at fires 2 and 3 to contain and prevent major losses as best as possible.

Fires No's 2 and 3:
The initial fire attack was directed at the area above, i.e. to the West of St Francis drive. Fire No. 2 was almost under control when fire No. 3 broke out. Only two houses could be saved to the West of St Francis Drive, namely the dwellings adjacent to and directly below the Hannam residence.
Once the Hannam and White residences (Erf 264 and 265) caught fire the fire rapidly got out of control with extremely rapid fire spread to the area below St Francis Drive along Harbour Road area. (Please refer to item 5 on weather conditions for a more detailed explanation.) It is the opinion of the assessors that the Kouga fire department attempted their very best to extinguish and control the fire in the incipient stages but the weather conditions on the day rendered their efforts almost impossible.
From then onwards all available resources were directed to contain the many dwelling fires below St Francis Drive to the smallest possible area, and to attempt to knock out the main blaze at each dwelling that was on fire.

In spite of the continuing strong winds the main blaze was out and the fire area under control and confined at about 15h00-15h30. Damping down could then commence and was carried on with until the next day. The public of St Francis Bay acted and assisted with great discipline. The resources from outside were also of tremendous help and important to bring the fire under control in the shortest possible time and with damping down.
The Traffic department and WhatsApp groups were also of great value with evacuation procedures.
A JOC (Joint Operations Centre) was also established in the St Francis Bay Municipal offices to assist the public further and to exercise control. The minutes of the JOC is attached as annexure 'E"

10. Witnesses interviewed

Name	Cell No	Email (If available)
CFO D Barnard	082 895 5222	dbarnard@ kouga.gov.za
SO H van Rooyen	081 271 8293	
FF Tshali	081 335 7378	
K Burger (Links)	083 401 9587	
Bennie Bosch (DVG)	082 894 9535	
FF Elton Maya	073 057 9819	
S/FF T Verwey	071 720 5760	
S/FF H Mintoor	083 673 2894	
Mr Barry Pratt	082 477 9543	
Mr Craig Briggs	071 482 9124	
Mr Malcolm White	073 296 8179	
Mrs White	073 296 8179	

Other important contacts:
Marco Rosscher SAPS 071 475 1821
Savannah Helicopters George 082 787 4971 (Conrad de Jager)

11. Summary of Findings and conclusions

On 18 December 2018 three fires occurred in the area of St Francis Bay

- **Fire No. 1:** A Fire started in the early morning near the old tip site close to the R330. The cause of the fire could be attributed to combustible undergrowth still smouldering from previous fires which flared up again or alternatively to arson. The St Francis Bay Fire Station and a vehicle from the Links estate were first in attendance. A second veld/bush fire was spotted by the Links fire crew near St Francis Drive and Harbour Rd. Assistance were called from Humansdorp and the Links Isuzu tanker and crew responded to Fire No 2 and commenced with controlling the fire. Fire No. 1 was of no consequence in the outbreak of fire No. 2.
- **Fire No. 2:** It is the opinion of the assessors that the cause of fire No. 2 was suspected malicious arson which took place in extremely strong and gusty wind conditions. Whilst the fire service was busy at fire No.

2 a third fire broke out in the Sea Vista primary School premises directly behind and in close proximity to the Hannam and White residences. The arriving Fire crews which were called to assist at fire No. 2 then focused their efforts to save the dwellings adjacent to fire No. 3 and to contain the spread of the fire before it "jumped" St Francis Drive.

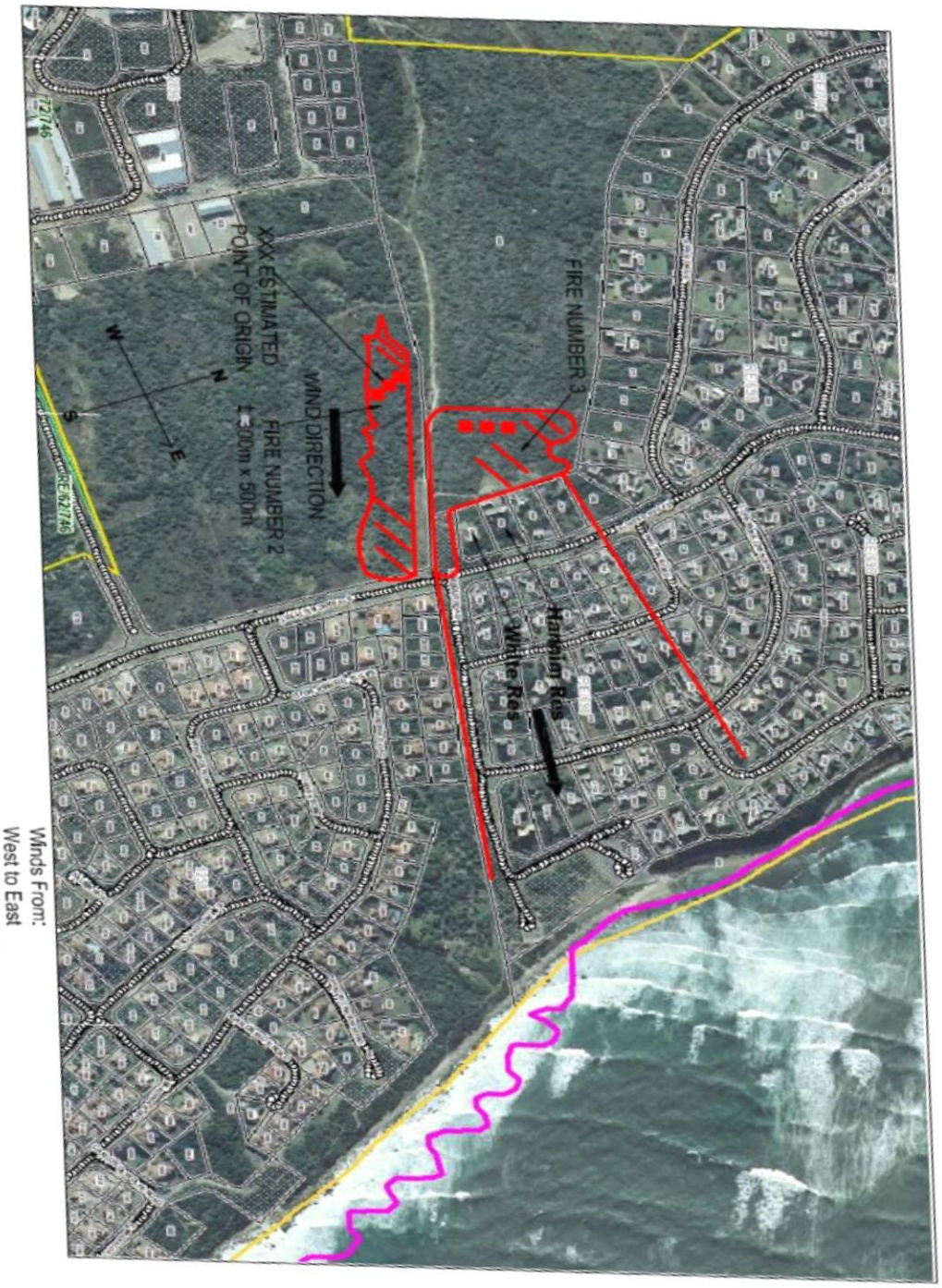
- **Fire N.o 3:** It is the opinion of the assessors that fire No. 3 was also suspected malicious arson. (Possibly the same persons who started fire No. 2)

  The fire service managed to save two dwellings to the West of St Francis drive but in the extreme wind conditions the Hannam and White residences caught fire. The flying debris and embers from the two dwellings on fire were blown over St Francis drive causing numerous hot spots on thatch roof dwellings to the East of St Francis drive along Harbour Rd towards the sea. The only means of attack was to call for as much assistance as possible and to attempt to contain the fire in the smallest possible area. Unfortunately 10 houses were destroyed and three houses were damaged. With assistance arriving from all over the fire was contained and the main blaze was knocked out at about 15h30 in the afternoon. Damping down operations then commenced and lasted until the next day.
- **Hydrants and water supplies:** There was no problem with adequate water supply from the municipal fire hydrants and the assistance from the Water engineers to re-direct supplies as well as the recent installation of additional pillar fire hydrants were of great value.
- **Co-operation:** The assistance and co-operation from adjacent Municipalities, private assistance and the general public in St Francis Bay needs special mention.
- **Possible recommendations**:
  - The central fire station control room in Humansdorp is in a great need of a suitable call and voice logger.
  - The Municipality should consider making suitably 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.
  - One area that has a specific high fire risk, is the residential areas surrounding the Cove. The residential areas surrounding the Cove are all thatched roof structures. In the event of a south easterly or 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 to surrounding residential thatched roof structures.
  - Continue to guide the home owners to improve upon their own fire protection arrangements.

12. Annexures

- **Annexure ‘A’** - A map indicating open areas, brush fire areas and areas where buildings were destroyed or damaged.
- **Annexure ‘B’** - The Kouga Fire Department reports.
- **Annexure ‘C’** - The weather report indicating the average and maximum gusting wind speeds as well as the wind direction on 18 December 2018.
- **Annexure ‘D’** - The Humansdorp Fire Department occurrence book on 18 December 2018.
- **Annexure ‘E’** - Visual material and reporting on social media.
- **Annexure ‘F’** - Joint Operations Centre (JOC).

ANNEXURE A


FIRE NUMBER 3
XXX ESTIMATED POINT OF ORIGIN
WIND DIRECTION
FIRE NUMBER 2
1200m x 500m
W
N
S
E
Winds From:
West to East
47 KM / H gusting
up to 74 KM / H

Report St Francis Bay Fires:

Date **:18/19 December 2018**

To **: Chief Fire Officer**
Mr.D.Barnard

From **: M.P.Sodien Station Commander Operations**

Field Fire Sea Vista 10:46 :

The above fire is a continuation of multiple fire in the same area. The area is opposite informal dwellings. We suspected possible arson in the area provided that we see a need in terms of land to extend informal dwellings.

a) Area:

The area is not easy accessible for vehicles to reach the fire. We made use of the Community services TLB to assist with access to the fire.
The estimated burned area is +- 8 to 10 Ha burned vegetation.

b) Vehicles:

The following Vehicles where dispatched to the scene:

- BK 4
- BK 5
- BK 6
- Links 5000l tanker unit with crew x 3
- TLB

c) Additions:

No injuries reported during fires nor properties in danger.
Possible arson and need to be investigated by SAPS.

Fire Assisi /Harbor Road St Francis area 11:42:

2nd Field Fire reported in the above area that changed to multiple house fires.

BK5 with Snr.Mintoor was dispatched to the scene.
Due to wind speed the fire spread into the residential area.
Thatch roof houses immediate set alight in the respective streets to an total of 13 houses in whereby 10 was destroyed and outstanding 3 just damages.

Estimated value : +-R85 000 000 to R100 000 000
Estimated Damages : +-R50 000 000 to R70 000 000

1. **Stake holders:**
   - Kouga Council : Executive Mayor and Mayco
   - : Municipal Manager
   - : Director Community Services
   - : Director IPD
   - : Chief Fire Officer
   - : Disaster Management Officer
   - : Chief Fire Officer
   - : SBDM Disaster Management
   - : Municipal Manager SBDM
   - : SAPS
   - : DCV
   - : NSRI
   - : FPA
   - : Metro Ambulance Services
   - : Private Care Ambulance Services
   - : Community Associations
   - : Kouga Operational Staff

2. **Vehicles:**
   - BK 5
   - BK 4
   - BK 9
   - BK 7
   - Iveco

- Destroyer Metro
- Dennis BK 8
- SBDM x 3 Vehicles
- Koukama x 1
- Multiple Bakkie sakkies of residents.
- TLB
- Chopper

3. Damages on Vehicles:

- BK 5 – Minor damages right indicator/ Srar Bar / multiple scratches.
- BK 9 – Left rear flat tyres

4. Houses Ownership and Status

	Erf.NO	Status	Owner	Contact Number
1.	264	Destroyed	Malcolm White	073 269 8179
2.	265	Destroyed	Liesl Hannam	084 609 6785
3.	189	Destroyed	T.K.Ridley	031 266 5713
4.	191	Destroyed	Jackie Haring	082 347 6727
5.	202	Destroyed	L.B.Scholtz	041 581 1537
6.	200	Destroyed	Ian Horne	076 789 0523
7.	199	Destroyed	F.J.Jacobs	051 754 0070
8.	229	Destroyed	Gert and Monica Van Der Berg	011 782 4572
9.	3132 & 232	Destroyed	Bill Day Mike Beattie c/o Loraine Maree. Consolidated 3803	082 892 4664 082 657 5126
10.	204	Damaged	Gerhard Du Plessis	082 554 6333

11.	1282	Damaged	G.T.Ferreira	082 557 0879
12.	266	Damaged	D.Theron	060 814 2004

5. Images of Houses

Erf NO	Images

264	


19/12/2018
HRF 269 EC

	 19/12/2018

265	

	
189	


19/12/2018

	
191	


19/12/2018

	
202	


19/12/2018

	
200	


19/12/2018

	
199	


19/12/2018

	
229	


19/12/2018

	
3803 **3132** **232**	


19/12/2018


WARNING
CALIBRE
SECURITY
28
19/12/2018

	
204	


19/12/2018

	 DStv 19/12/2018

1282	
266	

6. Recommendations:

- It is important to identify the origin of the fires including the courses.

- Possible arson need to be investigated. (Professional Fire Investigation Service Provider)
- Need to arrange continuous fire prevention training with stakeholders and effected communities where possible risks are present.
- Need to put proper risk reduction plan in place.
- SOP need to be concluded.
- Fire EMS plan need to be concluded and each stakeholders role need to be clearly identified.
- Need to train all volunteer groups.

M.P.Sodien
(Station Commander Operations)

HOURLY DATA : Average Wind Direction (Degrees from North) - December 2018

CAPE ST FRANCIS - Climate Number:0017582A1 Lat:-34.2120 Lon:24.8350 Height:9 m (Extracted 2018/12/20 09:10)

DD	h01	h02	h03	h04	h05	h06	h07	h08	h09	h10	h11	h12	h13	h14	h15	h16	h17	h18	h19	h20	h21	h22	h23	h24	mx	tm
1	270	270	270	270	280	280	280	270	270	270	270	270	270	270	270	270	280	270	270	280	280	290	290	280	**273**	240
2	290	280	290	290	280	300	280	270	270	260	260	250	250	260	260	260	260	270	280	280	280	290	300	300	**272**	410
3	300	280	260	260	280	290	290	290	270	270	250	250	260	250	260	270	260	260	270	280	290	300	300	300	**245**	1055
4	300	290	280	280	270	300	290	280	270	220	200	170	190	150	160	180	200	200	220	270	270	280	270	280	**293**	146
5	290	300	300	290	300	270	270	240	210	170	170	170	170	170	140	120	120	120	000	070	050	030	030	030	**287**	037
6	000	000	000	000	090	070	040	040	080	090	110	100	100	200	250	270	270	270	260	270	260	270	270	270	**270**	2110
7	270	270	270	270	260	270	290	200	200	170	160	200	250	250	260	260	270	260	260	270	270	270	280	290	**257**	136
8	310	300	290	290	300	290	280	270	270	270	270	270	270	260	250	250	250	250	250	270	280	300	300	280	**274**	716
9	150	100	090	030	360	350	350	280	250	230	250	160	160	160	140	140	130	120	140	110	100	100	080	080	**083**	2246
10	090	080	080	080	040	010	020	040	070	090	100	110	120	120	100	100	100	090	080	080	070	070	070	070	**069**	2054
11	070	070	070	070	060	060	050	050	050	070	080	090	090	080	080	080	080	080	080	070	060	290	280	280	**279**	2305
12	280	270	270	270	270	270	270	260	260	260	260	260	250	260	260	260	260	260	270	270	270	280	290	280	**269**	459
13	270	260	270	290	290	310	290	280	270	260	260	250	250	250	250	250	250	250	250	250	260	270	270	270	**271**	220
14	260	270	250	000	000	000	070	070	080	080	120	120	120	120	120	120	120	110	120	130	110	100	090	080	**136**	1941
15	000	000	000	260	270	280	270	270	250	250	250	250	250	230	220	210	210	150	070	060	070	080	090	120	**279**	658
16	150	160	140	060	060	070	070	050	070	090	140	170	160	130	130	120	100	110	110	110	120	120	110	130	**118**	1815
17	120	130	120	080	080	090	090	080	070	100	120	120	130	140	140	130	120	120	120	120	150	120	120	120	**112**	2212
18	110	110	100	080	070	100	090	070	060	270	270	260	260	270	270	270	280	270	280	270	270	270	270	-	**267**	1105
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HOURLY DATA : Average Wind Speed (m/s) - December 2018

CAPE ST FRANCIS - Climate Number:0017582A1 Lat:-34.2120 Lon:24.8350 Height:9 m (Extracted 2018/12/20 09:10)

DD	h01	h02	h03	h04	h05	h06	h07	h08	h09	h10	h11	h12	h13	h14	h15	h16	h17	h18	h19	h20	h21	h22	h23	h24	avg	mx	tm
1	11.6	13.8	13.8	14.0	13.9	13.1	12.5	12.6	13.3	12.4	12.0	11.3	10.9	8.5	10.5	8.8	8.4	9.5	9.4	9.3	8.2	7.2	6.0	6.6	**10.7**	19.3	0240
2	4.9	5.2	5.6	6.9	7.4	4.9	4.9	4.6	4.3	4.7	5.0	4.7	4.8	6.4	6.1	6.4	5.9	5.6	5.1	4.5	3.7	3.6	3.1	3.5	**5.1**	10.9	0410
3	3.2	4.3	5.8	7.1	5.8	5.8	6.4	7.1	9.0	9.1	9.3	9.5	7.1	7.0	7.5	9.1	7.4	6.7	7.1	7.6	6.8	5.1	4.3	4.4	**6.8**	16.1	1055
4	4.4	4.4	3.8	4.5	4.1	2.3	2.2	2.0	1.5	1.5	1.8	1.7	2.2	2.2	2.5	2.3	2.3	2.5	1.6	2.2	3.1	3.9	4.2	3.7	**2.8**	7.2	0146
5	3.3	3.1	3.2	3.0	2.5	2.0	1.8	1.5	1.7	2.5	2.9	3.1	3.3	2.9	1.5	1.7	1.3	1.1	0.0	1.7	1.5	2.3	2.4	1.5	**2.2**	5.0	0037
6	0.0	0.0	0.0	0.0	2.4	2.5	2.1	3.7	2.8	2.9	2.6	2.7	1.7	2.3	2.8	3.9	5.5	7.5	9.7	14.5	14.1	14.5	13.7	11.6	**5.1**	21.1	2110
7	9.8	10.2	8.3	7.2	5.6	3.9	2.5	1.6	1.8	1.7	1.8	3.0	3.2	4.3	3.9	5.2	6.6	5.6	6.8	7.2	6.2	7.3	5.7	4.5	**5.2**	13.8	0136
8	4.1	4.9	6.5	5.7	5.0	5.7	7.2	8.4	8.0	8.2	9.0	8.9	8.1	7.2	6.6	7.5	7.4	6.2	4.9	5.7	5.7	3.3	3.8	3.7	**6.3**	12.6	0716
9	3.5	3.4	2.2	2.3	2.5	2.8	2.2	2.0	3.3	3.3	1.4	3.2	3.8	3.5	2.3	2.4	2.9	4.6	3.0	5.2	7.1	7.2	7.5	7.5	**3.7**	9.6	2246
10	5.6	5.0	5.0	5.7	3.5	2.5	3.0	4.1	4.9	5.9	6.2	5.6	6.5	7.2	8.0	9.1	9.0	9.3	10.0	10.8	11.6	11.6	11.5	10.9	**7.2**	14.9	2054
11	10.6	9.9	9.4	8.5	7.5	6.5	6.8	5.2	4.7	5.0	5.0	6.1	5.4	4.5	6.1	7.6	6.6	7.5	7.9	6.1	3.8	2.7	7.9	9.6	**6.7**	14.3	2305
12	8.4	7.9	7.5	8.8	9.8	9.4	8.6	8.5	8.4	8.4	8.9	6.9	6.7	6.1	5.4	7.2	7.7	6.6	7.9	8.4	7.5	6.5	5.6	5.6	**7.6**	13.6	0459
13	3.8	5.8	6.8	5.4	3.9	2.9	3.7	4.2	5.2	5.0	4.4	5.3	6.0	5.0	5.1	5.4	5.2	5.3	5.4	4.3	3.5	3.9	3.3	3.2	**4.7**	10.0	0220
14	2.5	2.3	1.9	0.0	0.0	0.0	1.5	3.8	3.5	3.0	2.2	2.2	4.3	5.3	6.5	5.7	5.5	4.8	4.8	4.9	6.5	5.1	4.4	2.7	**3.5**	10.9	1941
15	0.0	0.0	0.0	1.7	3.9	5.3	6.0	5.0	4.4	4.8	5.4	4.5	3.7	3.5	3.5	2.8	2.4	1.7	3.5	2.7	2.8	3.9	3.7	1.9	**3.2**	9.3	0658
16	1.3	2.4	2.3	2.3	3.1	3.8	2.5	2.3	2.7	2.1	1.6	2.6	2.3	3.3	2.6	2.9	3.1	4.8	5.0	4.5	4.0	3.9	3.3	2.8	**3.0**	7.6	1815
17	2.7	2.0	1.4	3.4	4.2	2.4	3.4	3.7	2.2	2.1	1.9	2.5	2.1	2.7	2.8	3.6	6.1	5.7	6.2	4.2	2.5	4.9	5.7	3.9	**3.4**	10.5	2212
18	3.2	3.6	5.2	7.2	5.1	3.4	4.4	5.2	4.4	6.2	12.1	14.2	12.0	10.9	8.8	8.4	7.1	8.5	7.3	8.4	10.6	12.1	10.6	-	**7.8**	20.7	1105
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44 K/H - 52 K/H - 43,2

23 K/H

X 3,6 = KM/H.

= 74,52 KM/H

GARTH SAMPSON.

FIRE DEPARTMENT

OCCURRENCE BOOK / VOORVALLEBOEK

Day of week and date
Dag en datum: Tuesday 18 December 2018

Serial number Volgnommer	Time Tyd	Nature of occurrence Aard van voorval
Continued		for Meeting
1175	07:48	On Duty : late entry J/Hayward on Duty AC 07:30
1176	08:30	Private V : P.O Rossouw Van Rooyen out to Town Planning
1177	08:48	Ivego V : Snr A. MAKOBA & CREW Recevived Call from Someone mean From the owner of the house that burned last night, owner Says
1178	08:50	Notify : P.O Van Rooyen
1179	09:25	GMC : Snr Manboor out for Diesel km out
1180	10:12	Private V : S.O Rossouw back on Station
1181	10:13	Late entry : GMC . Snr Manboor back on Station km in
1182	10:45 *	Reporter : LORRAINE MAREE Report Fire that is Starting at Siviste Cape St Fra 082 89 24 664
1183	10:50	Notify : fm x man notify S.O Rossouw.
1184	10:52 AST	J/bay. : J/bay Crew out to Attend Field Fire at Cape St francis bay.
1185	10:55	: fm S. Charlie ARRIVED on the SCENE
1186	10:56	Note : fm Tshali Ask for (TLB)
1187	10:57	Note : S.O Rossouw Spoke to So Sodie Regarding to TLB So his Gone organise

FIRE DEPARTMENT

OCCURRENCE BOOK / VOORVALLEBOEK

Day of week and date
Dag en datum: Tuesday 18 December 2018

Serial number Volgnommer	Time Tyd	Nature of occurrence Aard van voorval
1188	1100	Standby : Frm E. MAYA and Snr Verwey
		Snr Grebe and Frm Geyser
1189	11:10	Entry : N. Gouws Reported that the
		GMC CFL 662 EC is going to Pixie
		Fusion in P.E for Repair of Valves
1190	11:11	BKS: Snr Mantoor & Snr J. Lethuli
		out to Cape St Francis km out
11091	11:21	Private V : Frm Stokes out to ASSIST
		Frm Tshau and Frm S. Brown his Driving
		his own vehicle
1192	11:44	On Duty : Frm E. MAYA
1193	11:50	Private V : P.O van Rooyen back to Station
1194	11:42	SEA VISTA POLICE STATION CALLED TO REPORT A
		FIRE AT HARBOUR ROAD/CC DRIVE.
1195	11:45	BK 7 FF TUBBY + FF ELT MAYA RESPONDING OUT
		OF STATION. Verwey.
1196	11:46	CALLED SENIOR FF ZOLANI TO SIGN IN FOR
		DUTY
1197	11:47	CALLED FF GREBER + GEYSER TO TRAVEL TO
		ST FRANCIS WITH IVECO
1198	11:50	ANOTHER FIRE ERUPTED NEAR SEA VISTA
		PRIMARY SCHOOL S/O SODIEN ATTENDING TO
		FIRE.
1199	12:02	A CALLER - ELISE - REQUESTS TRAFFIC SERVICES
		DUE TO HIGH SMOKE VOLUMES ON THE
		ROAD.
1200	12:09	TRAFFIC - DISPATCHED TO FIRE IN ST FRANCIS

FIRE DEPARTMENT

OCCURRENCE BOOK / VOORVALLEBOEK

Day of week and date / Dag en datum: TUESDAY 18 DECEMBER 2018

Serial number Volgnommer	Time Tyd	Nature of occurrence Aard van voorval
		NOTIFIED J PETERSON.
1201	12:11	ON DUTY: TRAFFIC OFFICERS - LIPPERT, MILLER
		MAJOLA, KOERT
1202	12:12	ON DUTY: SENIOR FF SOLANI, BARNARD
1203	12:13	SENIOR FF SOLANI + MAN I RESPONDING
		OUT OF STATION BK9.
1204	12:15	CHIEF OF FIRE NOTIFIED SARAH BAARTMAN
		DISTRICT, K DUNA TO ASSIST WITH RESOURC-
		ES.
1203	12:37	FF BROWN CALLED TO REPORT THAT FIRE
		JUMPED ST FRANCIS DRIVE ONTO BESSIE
		STREET AND 2 HOUSES BURNING.
1204	12:39	R. KOLESKY AT PARADISE HAVE A FIRE
		TRAILER AND HAVE GONE TO ASSIST.
1205	12:35	MATSHOKWANA NOTIFY CHIEF OF FIRE
	‡	THAT VEHICLES HAVE BEEN DISPATCHED
		FROM SARAH BAARTMAN DISTRICT.
1206	12:42	SAPS CONTACTED TO SEND OUT AN
		EVACUATION NOTICE TO RESIDENTS.
		L. RANDALL CONTACTED TO SEND OUT AN
		EVACUATION NOTICE TO RESIDENTS ON SOCIAL
		MEDIA
1207	12:43	MR VAN RENSBURG CONTACTED TO ASSIST
		WITH FIRE ON ST FRANCIS.
		SERGEANT NABE ST FRANCIS SAPS CONTACT.
		TO
1208	12:48	GRANT PUTTERCILL NOTIFIED CONTROL HE IS

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FIRE DEPARTMENT

OCCURRENCE BOOK / VOORVALLEBOEK

Day of week and date
Dag en datum: TUESDAY, 18 DECEMBER 2018

Serial number Volgnommer	Time Tyd	Nature of occurrence Aard van voorval
		ON HIS WAY WITH FORD BAKKIE SAKKIE
		FROM CROSSWAYS TO ST. FRANCISBAY
		CONTACTED CHRISTO HERSELMAN FROM
		SBWFPA TO ORGANISE FOR ASSISTANCE WITH
		VEHICLES.
		AREA CONFIRMED FOR EVACUATION AT
		ST. FRANCISDRAAI, ASSISI DRIVE
		CONTACTED MR. DE RIDDER FROM NELSON
		MANDELA BAY MUNICIPALITY COULD NOT REACH
		ON CELLPHONE. PHONED THE MM TO SPEAK
		TO HIS OFFICE.
1209	12:56	BKS: PO VAN ROOYEN AND FM BARNARD
		ALSO TO ASSIST IN ST. FRANCISBAY.
		SOLANI NOTIFIED CONTROL THAT THERE ARE
		4-5 HOUSES ON FIRE NEED MORE HELP.
1210	13:05	CHIEF FIRE OFFICER BARNARD ALSO ONWAY TO
		ST. FRANCIS.
1211	13:08	MR PARDON REPORTED FIRE ON THE WAY
		TO CAPE ST FRANCIS.
1212	13:10	A VEHICLE FROM THE UNKS HAS ALSO
		BEEN DISPATCHED TO ASSIST.
1213	13:20	WIND SPEEDS 58 KPH; WIND GUSTS 83 KPH, SW
		JG RHEEDER ALSO ONWAY FROM KARE...
		TO ASSIST
		KO
1214	13:30	FF COOK REPORTING ON DUTY FROM
		SARAH BAARTMAN DISTRICT.

FIRE DEPARTMENT

OCCURRENCE BOOK / VOORVALLEBOEK

Day of week and date / Dag en datum: TUESDAY, 18 DECEMBER 2018

Serial number Volgnommer	Time Tyd	Nature of occurrence Aard van voorval
1215	13:35	G. PATTERGILL REPORTING ON DUTY FROM CROSSWAYS, JUST FILLING UP AND PROCEEDING TO ST FRANCIS BAY
1216	13:35	G. STOLTZ REPORTING THAT THEY HAVE BEEN ON SITE FROM 11:30
1217	13:40	BK8 ARRIVED ON SCENE REPORTED BY P/O VAN ROOYEN.
1218	13:45	FF R KRUGER, V MTHAMBO, S. ABRAHAMS. REPORTING ON DUTY FROM KOUKAMMA MUNICIPALITY.
1219	13:46	FF KRUGER REPORTS THAT ACCIDENT HAS OCCURED ON N2 DIRECTION CAPE TOWN, 8 KM FROM HUMANSDORP.
1220	13:50	~~ABT~~ AMBULANCE AND SAPS HAS BEEN ALERTED TO RESPOND TO ACCIDENT ON N2.
1221	14:10	A CALLER REPORTS A FIRE AT THE CANAL AREA, UNSURE OF THE EXACT LOCATION BUT REPORTS DARK CLOUDS OF SMOKE.
1222	14:15	TO ~~FF~~ BUSAK, STOMPIE, MURRAY, TOM REPORTING ON DUTY IN JEFFREYS BAY FIRE STATION.
1223	14:15	FF SEVAGE REPORTING ON DUTY IN HUMANSDORP FIRE STATION.
1224	14:20	CLLR WILLIAMS RETRIEVING RADIO-PORTABLE AND CHARGER

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FIRE DEPARTMENT

OCCURRENCE BOOK / VOORVALLEBOEK

Day of week and date
Dag en datum: .....

Serial number Volgnommer	Time Tyd	Nature of occurrence Aard van voorval
1225	14:20	HELICOPTER HAS BEEN REQUESTED
		FROM STUTTERHEIM TO ASSIST WITH FI
		THROUGH OLLR WILLIAMS.
1226	14:20	JOC ESTABLISHED AT ST FRANCIS BA
		COUNCIL CHAMBER.
1227	14.35	FIRE NEAR TIP REPORTED UNDER CON
		BY S/O SODIEN, TLB + 1 BAKKIE BUSY
		ALL OTHER VEHICLES ARE AT HOUSE
		FIRES.
1228	14:50	CALTEX FROM PORT ELIZABETH CALL T
		SEND 2 EMPLOYEES TO ST FRACIS TO
		COVER ANY FIRE HAZARDS AT THE
		PETROL STATION IN ST FRANCIS.
1229	15:00	CALLED SENIOR LIFEGUARD, P. MAKU
		TO EVACUATE ALL PATRONS AT
		GRANNY'S POOL AND ALL LIFEGUARD
		DUE TO PROXIMITY TO THE FIRE.
1230	15:15	SMARHT SECURITY REFILLS BAKKIE
		AT HUMANSDORP FIRE STATION.
1231	15:30	DISPATCHED AMBULANCE SERVICES TO
		FIRE FIGHTERS IN ST FRANCIS FIRES.
1232	15:37	SERGEANT NABE REPORTS THAT THE
		FIRE AT ST FRANCIS TOWARDS
		CAPE ST FRANCIS HAS REIGNITED.
1233	15:38	2 FIREMEN HAVING DIFFICULTY WITH
		THEIR EYES AND HAVE BEEN RETURNE
		TO ST FRANCIS STATION.

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FIRE DEPARTMENT

OCCURRENCE BOOK / VOORVALLEBOEK

Day of week and date
Dag en datum: .....

Serial number Volgnommer	Time Tyd	Nature of occurrence Aard van voorval
1234	15:40	TRAFFIC OFFISER OFF DUTY: BUSAK, STOMPIE,
		MURRAY, TOM.
1235	15:50	2 FIREFIGHTERS TRANSPORTED TO
		HOSPITAL THEIR EYES CANNOT OPEN.
1236	15:51	2 WATER TRUCKS TRAVELLING FROM
		PE CONFIRMING WHERE TO ASSIST
		IN ST FRANCIS BAY.
1237	15:55	SERGEANT NABE REPORTS THAT
		A FIRE HAS ERUPTED CLOSE TO
		THE HIGH SCHOOL AT ASSISI DRIVE.
1238.	15:59	BK7 ATTENDING TO FIRE AT ASSISI
		DRIVE FIRE CLOSE TO HIGH SCHOOL.
		CHECKERS AT EQUINOX MALL CALLED
		TO OFFER ASSISTANCE IN ST FRA-
		NCIS BAY
1239	16:18	Onduty: Celebe and Willie in Jeffreysbay.
1240	16h20	Offeluty. Swepu, Olava, Soul, Rooi & Xala. Boesak, Murray, Stompies & Tom
1241	18:01	FF VERWEY + MAYA REPORTED TO BE
		FIGHTING FIRE AT THE ASSISI
		DRIVE RE IGNITION THAT HAS BEEN
		REPORTED.
1242	17:27	AREA AT ASSISI DRIVE SAFE CONFIRM-
		ED TO BE EXTINGUISHED AND SAFE
		BY SENIOR FF VERWEY.
1243	18:07	SECURITY REPORTS ON DUTY.
1244	18:10	SYZAAR REPORTS ON DUTY.
1245	18:30	MAKUPULA REPORTS OFF DUTY.

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FIRE DEPARTMENT

OCCURRENCE BOOK / VOORVALLEBOEK

Day of week and date
Dag en datum: TUESDAY 18 DECEMBER 2018

Serial number Volgnommer	Time Tyd	Nature of occurrence Aard van voorval
1246	18H30	ONDUTY: J. HAYWARD, BURGER, QUINTA
		LATE ENTRY 18H00.
1247	18H30	ONDUTY: KAHLE - CALL CENTRE
1248	19H00	STAFF STRENGTH
		ONDUTY: SNR VERWEY, FRM MAYA, C/O SYZAAR
		STANDBY: CFO BARNARD, PO VAN ROOYEN, LFRM
		MANI.
		JBAY: FRM GREBÉ, LFRM BARNARD, LFRM GEYSER
		STF BAY: LFRM MEINTJIES, LFRM STOLTZ
		HANKEY: LFRW R. SKOSANA, LFRM GROOTBOOM
		LEAVE: C/O TILESE.
		SICK LEAVE: LFRM MSIZI, SNR J.J BARNARD
		OFF DUTY: SO ROSSOUW, SO SODIEN, FRM FERRER
		SNR SOLANI, LFRM NSEBESHÉ, LFRM FANI, SNR
		MINTOOR, LFRM SAVAGE, A,C,D-SHIFTS JBAY
		A,C,D-SHIFTS STF BAY, A,C,D-SHIFTS HANKEY
		C/O (TILE) ARNOLDS. C/O DINGAAN
1249	20H30	WATER: C JOOSTE UIT NA ASSISISTR
		VIR GEBREEKTE HIDRANT.
1250	21H00	ELECTRICAL: MR DAVI - 0422940206
		REPORT POWER FAILURE AT KROMRIVER
		STF BAY, CZO NOTIFY KAHLE.
1251	21H10	OFF DUTY: SWEPU, XALA, ROOI, DLAVA, SOUL
1252	21H15	VERSLAG: INWONER VAN WALTONSTR 24
		VRA WEER VIR HULP. BEHEER VERWITTIG
		CFO BARNARD
1253	21H45	WATER: MNR GROBBELAAR - 0834862260

FIRE DEPARTMENT

OCCURRENCE BOOK / VOORVALLEBOEK

Day of week and date
Dag en datum: TUESDAY 18 DECEMBER 2018

Serial number Volgnommer	Time Tyd	Nature of occurrence Aard van voorval
VOLG		VERWITTIG EERN WATER BY WOODLANDS DAIRY
		ZIETSMAN SE DITRAS EENDE VAN KRAG
		ONDERBREKING. HY GAAN POMPE NOU
		WEER START WANT KRAG IS NOU AAN.
1254	22H00	OFF DUTY: MULLER, LIPPERT, KOERT, MATOLA.
1255	22H15	INSKRYWING: LBLUM MEINTJIE HET GE=
		STREMKEL EN SY ENKEL SEER GEMAAK.
1256	22H25	BK4: LBLUM BROWN & LBLUM WALTERS
		RY VIR DIESEL NA HUMANSDORP RM UIT
		110748.
1257	22H30	AFDIENS: BLUM FERREIRA.
1258	22H45	WETS: ERIC NAUDÉ – 0833203579 KLIA
		OOR HARDE MUSIEK BY JOLLY DOLFIN &
		SOVEREIN, BEHEER VERWITTIG J HAYWARD
1259	22H45	DIESEL/PETROL: LBLUM STOLT & LBLUM ADAM
		KRY 15 LITRE PETROL MET BK10 EN KEER
		TERUG NA HANKEY STASIE.
1260	22H46	INSKRYWING: NICO GOUWS HET TOESTEM=
		MING GEGEE VIR BRANDWEER OM PETROL
		BY ENGEN TE KRY.
1261	23H30	OFF DUTY: CFO BARNARD, SO SOOKEN, SO
		ROSSOUW.
1262	23H30	BK10: BACK IN STATION. OFF DUTY: LBLM
		STOLT & ADAMS
1263	23H55	WATER: BEHEER VERWITTIG C. JOOSTE, N
		HIDRANT HET GEBREEK IN WALTONSSTR,
		PAAR KEER. GEEL AANTW.

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FIRE DEPARTMENT

OCCURRENCE BOOK / VOORVALLEBOEK

Day of week and date
Dag en datum: WEDNESDAY 19 DECEMBER 2018

Serial number Volgnommer	Time Tyd	Nature of occurrence Aard van voorval
1264	00H00	NEWDAY: WEDNESDAY 19 DECEMBER 2018
1265	00H00	OFFDUTY: CFO BARNARD
1266	00H30	IVECO: BACK IN STATION KM IN 2884
1267	00H40	BK4: LFRM TSHALI, LFRM WALTER DO
		INSPECTION.
1268	00H56	VERSLAG: PO VAN ROOYEN RAPPORTEER
		ALLES IS REDELIK IN ORDE. BK5, BK8
		TERUG IN HUMANSDORP STASIE. BK6
		TERUG NA JBAAI STASIE. BK4, BK7
		BK9, EN 2 VOERTUIE VAN DISTRIK
		IN STFBAAI OM TONEEL TE MONITOR
1269	00H57	BK 5: TERUG IN STASIE KM IN 25340
1270	00H58	BK 8: TERUG IN STASIE KM IN 20502
1271	01H00	AFDIENS: PO VAN ROOYEN, SNR MINTOOR
		LBWM SAVAGE, SNR LUTHULI
1272	01H01	VERSLAG: SNR SOLANI, LBWM MANI
		OP STASIE.
1273	01H40	AFDIENS: SNR A. MAKOBA.
1274	03H30	OPVLAMMING: SMART SEKURITIE - 042294028
		VERWITTIG BEHEER DIT BRAND WEER AGTER
		SEA VISTA NA KAAP STFRANCIS. BEHEER
		VERWITTIG LBWM TSHALI, BK 9 MET
		LBWM A.C BROWM & LBWM RHEEDER
		UIT NA TONEEL.
1275	03H50	VERSLAG: BK 9 VERWITTIG BEHEER HUL
		BENODIG 'N CRUISER OM PLEK TE BEREIK
		BEHEER VERWITTIG SNR VERWEY MET BK7.

FIRE DEPARTMENT

OCCURRENCE BOOK / VOORVALLEBOEK

Day of week and date
Dag en datum: WEDNESDAY 19 DECEMBER 2018

Serial number Volgnommer	Time Tyd	Nature of occurrence Aard van voorval
1276	03H55	OPVLAMMING: ADJ LOUW VERWITTIG BEHEER DAAR IS WEER VLAMME BY 'N HUIS IN WALTONSTR 24.
1277	03H56	VERWITTIG: BK 4: LFRM COENRAAD & LFRM WALTER UIT NA TONEEL.
1278	04H30	VERSLAG: BK 7 VERWITTIG BEHEER HUL BENODIG TLB OM BRAND TE BEREIK.
1279	05H00	PETROL: LBWM A.C BROWN VERWITTIG BEHEER HUL JERICAN'S IS LEEG HUL BENODIG PETROL.
1280	05H30	VERWITTIG: LBWM BROWN VERWITTIG BEHEER BK 9 SE LINKER AGTER WIELE HET AL 2 GATTE IN.
1281	05H40	VERWITTIG: PO VAN ROOYEN
1282	05H45	VERWITTIG: SWARTBOOI VIR TLB.
1283	06H00	ONDUTY: J. FONTEIN
1284	06H00	ONDUTY: M. MZILI FOR BK 9 IN STF BAY
1285	06H00	OFF DUTY: SECURITY - ANNEDENE.
1286	06H00	ONDUTY: MULLER, LIPPERT, MAJOLA, KOERT BOESAK
1287	06H35	HANDOVER: C/O SUZAAR HAND OVER CONTROL DUTIES, 2X CELLPHONE'S, (2X RADIO'S) NO RADIO'S 1X FAN + REMOTE, TO LFRM MANI + 2X CHARGES
1288	06:56	Staff. Strength H/dorp : Snr JJ. Barnard, frm X MANI frm E. MSIZI J/bay : Standby : Snr Verwey, E. MAYA, Snr Sulan.

BdV 11/09

Annexure “E”

Visual material and reporting on social media

St Francis 18 Dec

https://www.iol.co.za/news/south-africa/eastern-cape/look-several-homes-gutted-by-runaway-fire-in-st-francis-bay-18549504

https://www.timeslive.co.za/news/south-africa/2018-12-18-runaway-fire-guts-four-homes-in-st-francis-bay/

https://www.heraldlive.co.za/news/2018-12-18-st-francis-bay-on-fire/

https://www.news24.com/SouthAfrica/News/st-francis-bay-residents-evacuated-over-runaway-fire-volunteer-group-scambles-for-chopper-20181218

https://www.news24.com/SouthAfrica/News/watch-aerial-footage-of-st-francis-bay-runaway-fire-20181218

https://www.enca.com/news/update-st-francis-bay-fire-contained

https://ewn.co.za/2018/12/18/st-francis-bay-fire-under-control

MINUTES OF THE JOINT OPERATION CENTER -JOC MEETING HELD AT KOUGA COUNCIL CHAMBERS IN ST FRANCIS BAY AT 8:00 ON THE 19 DECEMBER 2018

PRESENT

See attendance register

Nr	Item	Activities	Responsibility
1.	Opening	The meeting started at 8:00 instead of the scheduled time 8:30 as all the members were present. Mr Mzangwa, as he was chairing the previous JOC meetings, gave over to the Municipal Manager to chair the meeting as the most senior official of Kouga Local Municipality. The chairperson welcomed all the role-players and declared the meeting open.	Municipal Manager / Mr J Mzangwa
2.	Reports from Services	**Fire Services** – It was reported that the preliminary report was drafted and sent to PDMC. The meeting was informed that damping up and smothering of smoking areas was in progress. The flare-ups that were a concern at Teragona and Assisi Roads were well managed by the fire services. The smoke at Walton Street was also attended to by firemen. The eleven (11) fire vehicles that were fighting fires until 00:00 the previous evening; some of them had to be released to rest and some went to refill at Humansdorp and no fuel was available at the Koopersasie. Fire fighters with Seven(7) fire vehicles were left to manage the flares and mopping-up and emphasis was more on the areas where the poles went into the walls. They were sent to rest at 02:00am. Background information on the fires was also given and apparently two fires were dealt with at the same time, which was a bushfire by the dump-site and the houses that were on fire. The firemen were attending to the ST Francis Bay houses as a priority to safeguard them. They also closed all the water leaks that were there as a result of the fire. Certification on the safety of the houses will be issued. When the houses are declared as safe from fire the firemen will attend fully at the bush-fire. The meeting was also informed that 15	Mr D Barnard

		houses burned down of which thirteen(13) were totally damaged. Apparently most of the houses were using gas and some gas bottles were rescued. The damaged and non-damaged gas bottles and all the valuables were left on the premises as some of the houses were not occupied.	Resident
		A local Pilot named Barry flew through the burned area with his own aircraft and informed the meeting that the fire from above was dormant. He was also instrumental in assisting with areal photos of the incident at no cost. He also made his services available if needed to fly over and assess the extent of damages from above.	Traffic Official
		Traffic Services – it was reported that two traffic service vehicles were patrolling the area and would be available on standby.	Mr Floors
		Law enforcement – Two officials were patrolling the area with the police.	
3.	Way forward	**Activities by different services**	
		• Fire services need to sweep and check all the hot-spots. After thorough assessment all the back-up services to be released including SBDM firemen. Owners of Houses be traced and be formally informed of the incident and issue safety certification to them. Also, the area needs to be condoned and monitored.	Fire Chief/Security/DVG/Building Inspector
		• Those that are destitute as the result of the fires are to be requested to provide the DVG with their needs. Donors for firemen's needs will also be informed to close-up on donations as the situation is calm. Short-life beverages/food is to be taken to the fire station at Humansdorp for their daily fire activities.	Fire Chief/DVG
		• The pilots were to be informed to close-up their operations and invoices be sent to the fire chief.	Fire Chief
		• Determine the extent of the damages	

		by getting the right even numbers which will give an exact number of houses damaged. • Damaged structures that are dangerous are to be condemned and condoned as precautionary measures. • Pictures of the verified damaged houses to be taken. • The verified even numbers and physical addresses of the damaged houses be forwarded to the finance department. The purpose of the formal notice is that the property is totally damaged and close-up those accounts.	Fire Chief/Town Planning/Building Inspection
		• The area needs to be walked through to determine how the fire started and a proper forensic investigation be conducted. The Kouga Local Municipality will appoint a service provider immediately to perform the task.	Fire Chief
		• Patrols and monitoring of the area will be performed by the relevant services until the area is declared as safe and certification is handed to owners.	SAPS/Traffic/Security Services
		• Orders need to be issued for all the accounts that need to be paid to service providers for food, petrol etc.	All Municipal Manager/Mayor
		• Internally look at calling a special council meeting for declaration purposes and cover the irregular expenditures.	Kouga Media Officer
		• All communications are to be done through the JOC to relay the same and current information to the media.	Kouga Council/Municipal Manager
		• Kouga LM to look at leasing the unoccupied piece of land between Seavista and the dumping site that belongs to government, which is alleged to be where the fire started as it gives these kinds of challenges.	
4.	Closure	After some deliberations the chairperson declared this JOC closed and disbanded and activities are to be conducted at the normal council JOC. Thereafter the meeting adjourned.	Municipal Manager

REPORTS BY THE PORFOLIO CHAIRPERSON: PLANNING, DEVELOPMENT & TOURISM

KOUGA MUNICIPALITY (EC108)

ORDINARY COUNCIL MEETING

PLANNING, DEVELOPMENT AND TOURISM

DATE: 31 JANUARY 2019 **ITEM NO: 19/01/PDT1**

GRANT- IN- AID IN YEAR APPLICATION: SPCA

1. Purpose

The purpose of the item is to table to Council the recommendations made by the Grant -In -Aid Committee to the Council in respect of in-year applications received in order for the council make informed decisions in approving or not approving the recommendations made by the Grant -In- Aid Committee.

2. Background

The Council approved the Grant- In -Aid policy in 31 May 2017 to address the numerous request it receives from the various organisations in Kouga for funding on an annual basis.

The provisions of S67 of the MFMA (2003) regulate the circumstances within which Grant-In-Aid may be allocated and distributed (see attached annexure C). Section 4 of the Grant- in- Aid policy deals with the guidelines, conditions and exclusions. In respect of the In-year or Ad-hoc applications, sub section C states that, ***"… Allocations may also be made during the course of the year to relevant Department for amounts less than R10 000. If over R10 000, it must be submitted for Council Approval. Amaximum of 20% of the Grant in Aid budget may be reserved for in-year applications. All other guidelines, conditions and exclusions are applicable for in-year adhoc applications".***

3. Applications Received, Discussed, and Recommendation by the Kouga Municipal Grant in Aid Committee

The Municipality received the application from SPCA Animal Clinic on the 23 October 2019. On the 21 January 2019, the committee convened to deal with adhoc/ in-year applications. One application was received for in-year grant-in- aid allocation.

An application for the grant amount of R354 448.35 was received from SPCA. The Grant-in-aid has recommended to grant R120 000 as per available budget from the Directorate: Community Services.

4. Comments Director: Community Services

There is a budget provisions from Directorates: Community Services for the allocation of R120 0000 granted.

5. Financial Implications

R120 000 from the Community Services Directorate Budget.

6. Recommendation

6.1 That the grant allocation of R120 000.00 to SPCA as recommended by the Grant in Aid Committee, be supported.

6.2 That Legal Services draft the SLA for the approved organisations and stipulate conditions as per minutes of the Grant-in Aid Committee.

6.3 That the Municipal Manager enter into the signed agreements on behalf of the Municipality with the approved organisation in line with the approved delegations.

Item prepared by: Director: Planning, Development & Tourism

Item noted by the Portfolio Councillor

KOUGA
Local Municipality

REVIEWED: 26.05.2017
RECOMMENDED BY MAYCOM: 00.00.0000
APPROVED BY COUNCIL: 31.05.2017
ITEM NO: 17/05/TC2

ANNEXURE C

Section 67 of the MFMA:
Funds transferred to organisations and bodies outside government

67. (1) Before transferring funds of the municipality to an organisation or body outside any sphere of government otherwise than in compliance with a commercial or other business transaction, the accounting officer must be satisfied that the organisation or body—

(a) has the capacity and has agreed—
- (i) to comply with any agreement with the municipality;
- (ii) for the period of the agreement to comply with all reporting, financial management and auditing requirements as may be stipulated in the agreement;
- (iii) to report at least monthly to the accounting officer on actual expenditure against such transfer; and
- (iv) to submit its audited financial statements for its financial year to the accounting officer promptly;

(b) implements effective, efficient and transparent financial management and internal control systems to guard against fraud, theft and financial mismanagement; and

(c) has in respect of previous similar transfers complied with all the requirements of this section.

(2) If there has been a failure by an organisation or body to comply with the requirements of subsection (1) in respect of a previous transfer, the municipality may despite subsection (1)*(c)* make a further transfer to that organisation or body provided that—
- *(a)* subsection (1)*(a)* and *(b)* is complied with; and
- *(b)* the relevant provincial treasury has approved the transfer.

(3) The accounting officer must through contractual and other appropriate mechanisms enforce compliance with subsection (1).

(4) Subsection (1)*(a)* does not apply to an organisation or body serving the poor or used by government as an agency to serve the poor, provided—
- *(a)* that the transfer does not exceed a prescribed limit; and
- *(b)* that the accounting officer—
  - (i) takes all reasonable steps to ensure that the targeted beneficiaries receive the benefit of the transferred funds; and
  - (ii) certifies to the Auditor-General that compliance by that organisation or body with subsection (1)*(a)* is uneconomical or unreasonable.