



KOUGA

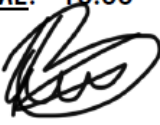
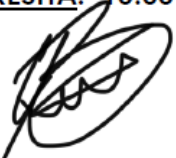
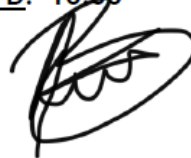
local municipality

Good Governance through Service Excellence

ORDINARY COUNCIL MEETING

AGENDA

Date : 30 April 2019
Time: 10:00
Venue : Kouga Council Chamber
(Jeffreys Bay Unit)

KOUGA MUNICIPALITY (EC108) <u>NOTICE CONVENING A MEETING</u> NOTICE IS HEREBY GIVEN that an Ordinary Council Meeting will be held in the in the <u>Kouga Council Chambers, (Jeffreys Bay Unit)</u> on <u>DATE:</u> 30 April 2019 <u>TIME:</u> 10:00  <u>H. BORNMAN</u> SPEAKER	UMASIPALA I-KOUGA (EC108) <u>ISAZISO NGENTLANGANISO</u> OKU KUKWAZISA OKOKUBA intlanganiso yesigqeba Ye-khansile <u>eyakuba-kwikhansile yase Kouga (Jeffreys Bay)</u> <u>UMHLA:</u> 30 Utshazimpuzi 2019 <u>IXESHA:</u> 10:00  <u>H. BORNMAN</u> USOMLOMO	MUNISIPALITEIT KOUGA (OK108) <u>KENNISGEWING VAN VERGADERING</u> KENNIS GESKIED HIERMEE dat 'n Gewone Raadsvergadering in die <u>Kouga Raadsaal, (Jeffreys- baai Eenheid)</u> gehou sal word op <u>DATUM:</u> 30 April 2019 <u>TYD:</u> 10:00  <u>H. BORNMAN</u> WOORDVOERDER
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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. **ABSENT**
5. **PRESENTATIONS**

None
6. **ACKNOWLEDGEMENTS, CONDOLENCES & CONGRATULATIONS**
7. **STATEMENTS OR COMMUNICATIONS BY THE SPEAKER**
8. **STATEMENTS OR COMMUNICATIONS BY THE EXECUTIVE MAYOR**
9. **REPORT BACK: SARAH BAARTMAN DISTRICT MUNICIPALITY REPRESENTATIVES**

None

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

None

11. **REPORT BACK: MUNIMEC**

None

12. **DECLARATION OF INTEREST**

13. **STATUTORY MATTERS**

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

14.2 Minutes of the Ordinary Council Meeting held on 29 March 2019

Pages 11-24

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

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

15.1 **MINUTES OF PREVIOUS MAYORAL COMMITTEE MEETING**

15.1 Minutes of the Mayoral Committee meeting held on 20 February 2019
(confirmed and accepted on 16 April 2019)

Pages 26-43

16. **MATTERS FOR INFORMATION**

19/04/F1 Report On Bid Committee Sitzings For The Month Of January 2019 And February 2019

Pages 45

19/04/F7 Revenue Management And Customer Care Report For The Month Of January 2019

Pages 45

19/04/F8 Revenue Management And Customer Care Report For The Month Of February 2019

Pages 45

19/04/F9 ICT Report For The Month Of January 2019

Pages 45

19/04/F10	ICT Report For The Month Of February 2019 Pages 45
19/04/F15	Expenditure Reports: For The Month Of February 2019 Pages 45
19/04/F20	Action Sheets Of The Finance Portfolio Committee Meetings Pages 45
19/04/I&E4	Progress With Duine Road Extension Pages 46
19/04/CS1	Monthly Report Community Services: January 2019 Pages 46
19/04/CS2	Monthly Report Community Services: February 2019 Pages
19/04/CS3	Drinking Water Quality Report January 2019 Pages 46
19/04/CS4	Drinking Water Quality Report February 2019 Pages 46
19/04/CS5	Blue Flag - Marine Water Samples Report Pages 46
19/04/CS6	Report On National Water Week 2019 Program Pages 46
19/04/CS11	Re: Status Quo Weston Sports Facility Pages 46
19/04/LED2	Events Application For Period March_2019 Pages 47
19/04/LED3	Arts And Craft Training Pages 47

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

- 18/04/MM1** Council Resolutions 29 March 2019
(Action Sheets to be distributed under separate cover)

Pages 50

- 19/04/MM2** Call Centre Reports On Service Delivery Requests January – February 2019

Pages 51-67

- 19/03/MM4** Media Report – July To December 2018

Pages 68-77

- 19/04/MM5** Feedback On Acquisition Of Immovable Property – Woltemade Building And In Principle Consideration To Construct New Municipal Offices

Pages 78-79

- 19/04/MM6** Kouga Mayors Cup Tournament 2019

Pages 80-84

18. **REPORTS BY THE EXECUTIVE MAYOR**

18.1 **REPORTS BY THE CHAIRPERSON: FINANCE**

- 19/04/F2** Report On Progress With The Procurement Process For The Development Of A Local Economic Development Strategy For The Kouga Local Municipality

Pages 86-195

- 19/04/F3** Revenue Management: Monthly Debtors Report – January 2019

Pages 106-109

- 19/04/F4** Revenue Management: Monthly Debtors Report – February 2019

Pages 110-114

- 19/04/F5** Revenue Report: Summary Of The Equitable Share Allocations Per Unit/Service And Ward

Pages 115-121

- 19/04/F6** Revenue Report: Summary Of The Equitable Share Allocations Per Unit/Service And Ward

Pages 122-128

- 19/04/F11** Monthly Report Of All Council Properties Leases As At 30 January 2019 And 28 February 2019
Pages 129-135
- 19/04/F12** Short-Term Insurance Claims Report For The Month Of January 2019
Pages 136-152
- 19/04/F13** Short-Term Insurance Claims Report For The Month Of February 2019
Pages 153-171
- 19/04/F14** Expenditure Reports: For The Month Of January 2019
Pages 172-176
- 19/04/F16** ICT Report On The Operational Software With The Municipality
Pages 177-216
- 19/04/F17** Report On The Revenue Enhancement Task Team Meeting Held On 20 March 2019
Pages 217-243
- 19/04/F18** Short-Term Insurance: Agreements Of Loss Reports For The Period Ending 31 March 2019
Pages 244-251
- 19/04/F19** Progress Report: Implementation Of The Municipal Standard Chart Of Accounts (MscOA) For The Months Of January 2019 And February 2019
Pages 252-257
- 19/04/F21** Monthly Budget Statements For The Period July 2018 To March 2019 And Financial State Of Affairs Of The Municipality As At 31 March 2019 (2018/19 Financial Year)
Pages 258-298

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

- 19/04/CORP1** Comparative Monthly Report For The Corporate Services Directorate: Administration Section
Pages 300-308
- 19/04/CORP2** HR Report For January 2019 To February 2019
Pages 309-324
- 19/04/CORP3** Analysis: Overtime Vs Shift Workers For The Traffic Section
Pages 325-327

- 19/04/CORP4** Report On The Progress Of The Ward Development Fund
Pages 328-333
- 19/04/CORP5** Report On The Ward Development Fund Policy
(Reviewed WDF Policy to be distributed under separate cover)
Pages 334-335

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

- 19/04/I&E1** Infrastructure and Engineering service delivery report
Pages 336-347
- 19/04/I&E2** Progress on Grant Funding (MIG, INEP, WSIG & EPWP)
Pages 348-350
- 19/04/I&E3** Drought Funding: Progress with Borehole Development and Water Conservation and Demand Management Projects
Pages 351-363
- 19/04/I&E4** Progress with Duine Road Extension
Pages 364-366
- 19/04/I&E5** Report on status of required operation and maintenance of surface roads
Pages 367-383
- 19/04/I&E6** Day to day operations of the Fleet section which resides under Infrastructure & Engineering during the period February 2019
Pages 364-383

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

- 19/04/CS7** MIG Ring Fenced Funding
Pages 385-389
- 19/04/CS8** Report on Oyster Bay Dune Rehabilitation
Pages 390-395
- 19/04/CS9** Risk Reduction Progress Report
Pages 396-399
- 19/04/CS10** Report on Environmental and Awareness Program
Pages 400-413

19/04/CS11 Report On Wheelie Bin Management Policy

Pages 414-423

19/04/CS12 Report On Fire Risk Reduction Committee – Terms Of Reference

Pages 424-427

18.5 REPORTS BY THE CHAIRPERSON: PLANNING AND DEVELOPMENT

19/04/PD1 Town Planning Progress Report: January – March 2019

Pages 429-430

19/04/PD3 Proposed Land Sales

Pages 431

19/04/PD4 Kouga Local Municipality Outdoor Advertising Control Policy: Unauthorized Signage And Legal Signage

Pages 432-439

19/04/PD5 Rescindment Of Council Resolution: 16/09/lpd1 Dated 9 September 2016 - Appointment Of Kouga Municipal Planning Tribunal Members, And Appointment Of New MPT Committee Members

Pages 440-443

19/04/PD6 Review Of The Kouga Municipal Spatial Development Framework, 2015

Pages 444-445

19/04/PD7 Extension Of Timeframes For The Led Strategy Development

Pages 446-466

18.5 REPORTS BY THE CHAIRPERSON: LOCAL ECONOMIC DEVELOPMENT

19/04/LED4 SMME Business Training

Pages 468-470

19/04/LED5 Design and construction of Kouga mini fresh food and craft market change of site Erf 6614 TO Erf 63 Jeffreys Bay

Pages 471-474

19/04/LED6 Building Green Inclusive Municipalities (BIGM) 2019

Pages 475-480

Distribution list:

Executive Mayor
Speaker
Mayoral Committee Councillors
Municipal Manager
All Directors & Relevant Managers
Legal Services
Media Liaison Officer
Committee Services

CONFIRMATION OF PREVIOUS COUNCIL MINUTES

**MINUTES OF AN ORDINARY COUNCIL MEETING OF THE KOUGA MUNICIPALITY HELD
AT THE KOUGA COUNCIL CHAMBER (JEFFREYS BAY UNIT) ON
FRIDAY, 29 MARCH 2019 AT 10:00**

PRESENT: Councillors

H Bornman	(Speaker)
H Hendricks	(Executive Mayor)
B Williams	
D Benson	
F Baxter	
FJ Campher	
BF Rheeder	(Alderman)
DM Nkomo	
L Vorster	
W Coenraad	
NS Botha	
B Dhludhlu	
WPD Gertenbach	
C August	
R Jantjies	
T Jantjes	
P Nkwalase	
V Camealio-Benjamin	
J Mayoni	
M Dayimani	
C Matroos	
T Meleni	
V Vumazonke	
E Februarie	
C Mandeka	
M Peters	
A Mabukane	

**Officials &
Municipal Manager**

F Mabusela	(Acting Municipal Manager)
S Thys	(CFO)
V Felton	(Director: I&E)
D Barnard	(Acting Director:Community Services)
D De Jager	(Manager: HR)
L Opperman	(Manager: Legal Services)
N Zode	(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 Dayimani to open the proceedings with a prayer. He then stated that there will be a presentation from COGTA

3. **LEAVE OF ABSENCE**

Cllr Louw – Off sick

Cllr Jujwana – Leave of absence

4. **PRESENTATIONS**

COGTA – CWP presented by Mr. Sobantu Yoko

QUESTIONS/ANSWERS/COMMENTS

Cllr Dayimani enquired how the employability is enhanced by the CWP programme. What initiatives have they had and what is the impact?

Cllr August enquired how does COGTA ensure that the programme does not benefit a selected few in the Community and how do they ascertain rotation for all Community members.

Cllr Gertenbach asked who caters for the equipment that the CWP people have to use?

Cllr Dhludhlu enquired whether the different types of unions have been engaged regarding the scope of CWP, as it might attract an establishment of other unions within Kouga which might create problems for Kouga.

Mr. Yoko stated that participants are encouraged to register co-operatives, COGTA province rolls out co-operatives training supported by SETA and by the Department of Economic Affairs. All the site managers were trained with the hope that the second leg of the training will be targeted to participants, in Joe Gqabi there are co-operatives currently running on their own such as brick making co-operatives, poultry co-operatives which are focusing on their own initiatives. There is also a focus on artisan training such as brick making and carpentry which makes individuals to have a skill and be employable.

He further indicated that when it comes to Community employment, they request Councillors to come up with a list as this is a Community based programme and Councillors are the ones who are more familiar with their Communities, he also indicated that the non-wage payment is dedicated to buy the equipment and safety clothing required for projects and training.

Mr. Plaatjie greeted everyone and advised that some of the questions can be answered at a session after Council meeting with the Councillors, he also indicated that these programmes work better when COGTA is working with Municipalities to make the projects a success. There are participants in other Municipalities who have been trained to make the orange overalls and supply them to CWP and there also participants who have been trained on home-

based care which have been absorbed by Social Development, there are also participants who have been trained on welding. He further indicated that creatively they can come up with programmes within the Municipality to enhance the skills of the Communities, however it is difficult for the Municipality to even make the threshold number required for participants. Public employment programmes do come with challenges, but government has agreed that this programme is not an employment service it is a vehicle to empower Communities. Government did have sessions with unions and businesses and unions are encouraged to become part of such initiatives together with Councillors in order to successfully drive this vehicle together for the betterment of Communities.

5. **ACKNOWLEDGEMENTS, CONDOLENCES & CONGRATULATIONS**

Condolences to:-

Ms. C Strydom who passed away, she was one of the retired employees of Kouga Municipality.

Birthday wishes to:-

Cllr Peters
Cllr Nkomo
Cllr Februarie

Speaker requested Councillors to be mindful of their dress code in a formal Council Meeting.

Councillor Jantjies humbly apologised to Councillor Februarie for an incident which took place at the opening of Council.

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

Speaker mentioned that we are going to a season of IDP processes which is very important going to the final adoption of the annual budget for the next financial year, with that comes a lot of Community processes which have not been attended very well in the past few years, he then urged Councillors to encourage their Communities to participate in the Municipal IDP processes.

He further indicated that he would like this Council to be more transparent and more open to the public, because of space Council can only allow 8 public members to attend Council meetings, he also mentioned that the Municipality is exploring ways of getting a camera in the Council Chambers in order to livestream the Council meetings for public to access on the Municipal website or Facebook/YouTube as these meetings are open to the public. He also indicated that there was one very positive public meeting with the community of ocean view and Tokyo where the community assisted two children, he then thanked Cllr Meleni & Cllr Makhasi in getting the community involved and for the outcome of the meeting.

Feedback on the Ward Development Fund expenditure will be given shortly at the Ward Councillors meeting as the financial year is coming towards the end, in some Wards there are some of the funds which have not been allocated yet and there are also technical issues but

he is urging the Councillors to prioritize submitting their list of priorities for the upcoming year before the financial year starts in order to start procurement processes earlier.

There is a Ward Councillors meeting scheduled for the 9 April 2019 where the alignment of budget with IDP will be discussed, he urged all Ward Councillors to attend.

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

The Executive Mayor welcomed all present and he indicated that during this meeting some very significant documents will be tabled in this Council which includes the adoption of the Annual Draft Budget, the second review of the IDP, the Annual Report of 17/18, the Oversight Report as well as the SDBIP.

The total operating revenue has increased by 9.70% or R73,739 million for the 2019/20 financial year, compared to the 2018/19 adjustment budget.

For the two outer years, operational revenue increase by 9,63% and 9,88% respectively, resulting in a total revenue growth of R244, 375 million over the MTREF when compared to the 2018/19 financial year.

Total operating budget expenditure for the 2019/20 financial year amounts to R889, 468 million, resulting in a budget deficit of R55,496 million. Compared to the 2018/19 adjustment budget, operational expenditure increased by 8.50% in the 2019/20 budget.

For the two outer years, operational expenditure increases by 8.81% and 8.58% respectively. The 2020/21 and 2021/22 budgets reflect operating deficits of R53,544 million and R46,190 million respectively.

The major successes are the various sources that budget was received from such as service charges such as electricity, water and sanitation, property rates and environmental fees and refuse collection which is about 54,75% property rates 23.81% grants and subsidies received from National and Provincial Governments 15.96%

In order for to fund the 2019/20 operating budget the following increase in property rates and service charges have been proposed, with effect from 1 July 2019

Property rates	-	7.5%
Water	-	7.5%
Sanitation	-	8%
Refuse	-	8%
Electricity (average increase in electricity income)	-	13.87%
Environmental Management Fee	-	5%

most of these rates show a downward trend from what we had previously, this is more or less an increase as proposed by NERSA, Council will now subject this budget to scrutiny by our Communities and this will take place over April 2019, the Draft budget will be accompanied by the IDP. What sets this Municipality apart is the innovative way it deals with its challenges such as service delivery which includes dilapidated infrastructure, electricity, water and bucket system. The Municipality has over the last year made some visible progress in tackling each of its challenges and we need to step up our game in order to deal with

these backlogs and achieve service excellence for our Communities. As we embark on our public participation process in April 2019 the IDP and the budget seek to improve the challenges faced by the Municipality.

Council will also get to approve the Annual Report which has been scrutinized by the public as well as Council which is accompanied by the oversight report from MPAC, my sincere appreciation to the MPAC Chairperson and the previous Chairperson for their very hard work on the Oversight and the annual report. Council will also be adopting the SDBIP which is a score card and a significant oversight tool for Council to keep Administration accountable. From the last Council meeting this Municipality has had a privilege of giving away another 8-wheel chairs to disabled people to show that we are a caring Municipality. The Municipality is also embarking on a new project of plastic road which is the first for South Africa, this is the correct impetus we need in dealing with the road and infrastructure challenge, we understand economic growth and we believe in job creation. There are worrying factors such as the expenditure on drought budgets is slow and that may require the Mayor to National treasury to request a roll over but he is pleading to Administration to prioritize the spending of drought budget before end of June 2019.

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

The Speaker mentioned that the first four pages of the report are suffice and for future there is no need to attach the minutes.

Cllr Februarie was of the view that the confidential minutes of Sarah Baartman should have been placed in the confidential section of the agenda not on the public agenda.

The Executive Mayor said that was an error it should have never been on the open section of the agenda.

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

None

10. **REPORT BACK: MUNIMEC**

The Executive Mayor proposed that the specific matters dealing with Kouga should be distributed electronically to all Councillors as opposed to put it on the agenda.

11. **STATUTORY MATTERS**

12. **REPORTS BY THE EXECUTIVE MAYOR**

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

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

- 13.1 The Minutes of Council Meeting held on 28 February 2019 were confirmed and accepted with amendments.

Proposed: R Jantjies

Seconded: V Camealio-Benjamin

13.2 **CLARITY/ CORRECTIONS**

Cllr Botha raised the fact that all Councillors were present at the meeting yet Councillor Mabukane is not listed under the adjustment budget division of votes. All Councillors present must be recorded.

The Speaker explained that Cllr Mabukane was out of the Council Chamber when the division of votes took place, he came back in after the votes were counted but that should be noted in the minutes.

Cllr Dayimani stated that he noticed that the names on the Portfolio Committee Structures are not captured correctly as they were submitted to the office of the Speaker.

14. **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).

14.1 **MINUTES OF PREVIOUS MAYORAL COMMITTEE MEETING**

None

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

15.1 **MUNICIPAL PUBLIC ACCOUNTS COMMITTEE**

15.2 **KOUGA AUDIT COMMITTEE**

None

16. **REPORTS BY THE OFFICE OF THE ACTING MUNICIPAL MANAGER**

19/03/MM2 **COUNCIL RESOLUTIONS FOR 31 JANUARY 2019 & 28 FEBRUARY 2019**

Cllr Williams enquired about action sheets prior to January 2019 which were supposed to be part of this agenda. Council cannot continue like this.

Cllr Februarie enquired where is the report of 75 workers that he requested numerous times from Administration.

Cllr Camealio-Benjamin stated that Top Management should priorities the attendance of Council Meetings.

Cllr Dhludhlu apologized and stated that his Director did inform him of her trip.

Resolved (29 March 2019)

1. That the updated Actions Sheets reflecting unactioned resolutions of the Ordinary Council meeting for 31 January 2019 & 28 February 2019 be noted.
2. That it be noted that the Action Sheets are referred to Top Management meetings for discussions and progress reports are submitted to their respective Portfolio Committee meetings.
3. That the relevant Portfolio Chairpersons must interact with their respectful Directors on the matters pertaining to action sheets before they are submitted to Council.
4. That oversight on Council Resolutions be performed by the office of the Speaker.

19/03/MM3 KOUGA MUNICIPALITY: ANNUAL REPORT (2017/2018)

Cllr Dayimani stated that he agrees with the adoption of the annual report noting that the activities within that financial year have been an onslaught on the poor Communities by diversion of funds from non privileged areas to privileged areas

Resolved (29 March 2019)

1. That the Kouga Municipality Annual Report for the 2017/2018 be adopted in terms of the provisions of Section 121 (1) of the Local Government Municipal Finance Management Act, 56 of 2003 subject thereto that the comments, and recommendations as set out in the Oversight report be attended to.
2. That the Municipal Manager submit copies of the minutes of the meeting of Council where the Annual Report was adopted to the Auditor General, Provincial Treasury and the Department of Cooperative Governance and Traditional Affairs as required in terms of the provisions of Section 129(2)(b) of the Local Government Municipal Finance Act, 56 of 2003.
3. That the comment received on the Annual Report be dealt with administratively.
4. That the 2017/18 Annual Report be published on the Kouga Web-Site within 7 days of adoption of the Annual Report.
5. That the 2017/18 Annual Report be submitted to the following institutions:
 - The Auditor General
 - Provincial Treasury
 - COGTA

19/03/MM4

**2017/18 ANNUAL REPORT: MUNICIPAL PUBLIC ACCOUNTS COMMITTEE
OVERSIGHT REPORT**

Resolved (29 March 2019)

1. That having fully considered the 2017/2018 Annual Report of the Kouga Municipality and representations thereon, the Oversight Report by the Municipal Public Accounts Committee be adopted with the following reservations:
 - a) The components of satisfactory performance of the Kouga Municipality is acknowledged and appreciated.
 - b) Management should ensure timeous availability of correct documents for the Annual Report to allow MPAC to evaluate performance.
 - c) That Supply Chain Management expedite the approval of contracts (BSC, BEC and BAC) for implementation of projects, because it delays service delivery and give rise to fruitless and wasteful expenditure.
 - d) That the efficiency and accuracy of the reporting of the Call Centre and Link App be investigated.
 - e) That the bulk water service agreement with the Nelson Mandela Metro be finalized.
 - f) That a new agreement with Department of Water and Sanitation for the provision of an increased water quota for domestic use by Kouga be negotiated.
 - g) That the dramatic increase in growth rate and associated informal settlements be used to motivate for infrastructure grants from Government.
 - h) That the percentage of the budget for Repair and Maintenance be increased and be guided by the Repair and Maintenance Plan.
 - i) That the continued escalation in outstanding debtors be curbed.
 - j) That the Anti-corruption and Fraud Prevention Policy be upgraded.
 - k) The implementation of the Audit Action Plan based on the findings of the Auditor General should in future be evaluated by MPAC on a quarterly basis.
 - l) That the relocation of residents after removal from informal settlements and the removal of old shacks be guided by a Relocation Plan.
 - m) That land be made available for new Cemeteries in Kouga as they are mostly full.

- n) That the Disaster Management Plan be updated and improved.
- o) That all the Draft Policies be updated and finalized.
- p) That the Environmental Management Fee (EMF) in future be phased out of the budget.
- q) That electrical losses due to illegal electrical connections and meter tampering be limited by installing legal connections.
- r) That the annual deficit in the budget be reduced.
- s) That the increased expenditure on Employee Related Cost, Impairment Losses and Contracted Services be curtailed and
- t) That where possible, the entire Capital Budget be spent.

19/03/MM5 DRAFT SERVICE DELIVERY AND BUDGET IMPLEMENTATION PLAN: 2019/20

Cllr Dayimani raised some discrepancies with the budget and the SDBIP in the revenue target percentages as well as water and sanitation.

The Acting Manager stated that the amendments have been noted and will be addressed accordingly.

Resolved (29 March 2019)

- 1. That the Draft 2019/20 Service Delivery and Budget Implementation Plan be noted.
- 1. That the Draft Service Delivery and Budget Implementation Plan 2019/20 be workshopped for all Councillors.

19/03/MM6 TERMS OF REFERENCE FOR THE KOUGA MUNICIPALITY FINANCIAL MISCONDUCT DISCIPLINARY BOARD

Resolved (29 March 2019)

- 1. That the Terms of Reference for the Kouga Municipality Financial Misconduct Disciplinary Board be workshopped for all Councillors.

19/03/MM7 2019/20 DRAFT IDP REVIEW OF THE 5 YEAR IDP (2017/2022)

Cllr Februarie stated that he is disputing the priorities as listed in the IDP because according to his Ward priorities which he submitted they have bulk infrastructure as number one on the list. He also indicated that he wrote to the MM and Council regarding the bulk infrastructure in Loerie and still the budget does not reflect the bulk infrastructure for Loerie. He further indicated that he will take legal action regarding the bulk

infrastructure because Ward 8 priorities are neglected by the Municipality.

Cllr Dayimani stated that in 2016 there was an agreement with the previous Executive Mayor to at least take care of one priority per financial year for each Ward and that is not happening, he then requested that budget be Ward based.

The Speaker stated that in April 2019 there will be a Ward Councillors meeting where the Ward based proposition will be discussed, he pleaded with Councillors to be in attendance.

Resolved (29 March 2019)

1. That the **Draft 2019/20 IDP** of the 2017/22 Integrated Development Plan be accepted in terms of the provisions of Section 25 of the Local Government Municipal Systems Act, 32 of 2000.
2. That the **Draft IDP** document be submitted to the MEC and relevant stakeholders within 10 days of acceptance by Council.
3. That the Draft 2019/20 IDP be published on the municipal website within 10 days of acceptance by the Council.
4. That a Progress Report on the priorities per ward from 2016 be tabled to the next Council meeting.

17. REPORTS BY THE EXECUTIVE MAYOR

17.1 FINANCE

19/03/F1 MONTHLY BUDGET STATEMENTS FOR THE PERIOD JULY 2018 TO FEBRUARY 2019 AND FINANCIAL STATE OF AFFAIRS OF THE MUNICIPALITY AS AT 28 FEBRUARY 2019 (2018/19 FINANCIAL YEAR)

Resolved (29 March 2019)

1. 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 the Metro Water bill be referred for an opinion, as to whether it can be considered as a contingent liability removed from the current liabilities, that the matter be dealt with in 7 days and a report be tabled to the Executive Mayor and the Finance Portfolio Chairperson.

19/03/F2 SUPPLY CHAIN MANAGEMENT: S36 DEVIATIONS, MONTHLY TENDERS AND 7 DAY NOTICES FOR THE MONTH OF JANUARY 2019.

Resolved (29 March 2019)

1. That the report on the Section 36 Deviations, monthly tenders and 7 Day Notices for the month of January 2019, be noted.
2. That the report be submitted to Council for approval as per the reporting requirements.
3. That payments made to MJM Consulting be referred to MPAC for investigation in to potential fruitless expenditure, in light of concerns raised by the BAC on the 4 January 2019, and the subsequent rejection of the applicable water tenders by the BAC.

19/03/F3 SUPPLY CHAIN MANAGEMENT: S36 DEVIATIONS, MONTHLY TENDERS AND 7 DAY NOTICES FOR THE MONTH OF FEBRUARY 2019.

Resolved (29 March 2019)

1. That the report on the Section 36 Deviations, monthly tenders and 7 Day Notices for the month of February 2019, be noted.
2. That the report be submitted to Council for approval as per the reporting requirements.

19/03/F4 DRAFT MEDIUM-TERM REVENUE AND EXPENDITURE FRAMEWORK (MTREF) – BUDGET FOR THE 2019/20 TO 2021/2022 FINANCIAL YEARS

Resolved (29 March 2019)

1. That Council, by resolution taken by the majority of its full number, and in terms of Section 30(2) of the Local Government: Municipal Structures Act No. 117 of 1998 (as amended), read in conjunction with Section 16 of the Local Government: Municipal Finance Management Act, Act 56 of 2003, approves the 2019/20 – 2021/22 Draft Annual Budget, as set out in the following tables:
 - a) Consolidated Budget Summary; [Table A1]
 - b) Budgeted Financial Performance (revenue and expenditure by standard classification); [Table A2]
 - c) Budgeted Financial Performance (revenue and expenditure by municipal vote); [Table A3]
 - d) Budgeted Financial Performance (revenue by source and expenditure by type); [Table A4]
 - e) Multi-year and single year capital appropriations by municipal vote and standard classification and associated funding by source. [Table A5]

2. That the budgeted financial position, budgeted cash flows, cash-backed reserves/accumulated surplus, asset management and basic service delivery targets be noted as set-out in the following tables:

1. Budgeted Financial Position; [Table A6]
2. Budgeted Cash Flows; [Table A7]
3. Cash backed reserves and accumulated surplus reconciliation; [Table A8]
4. Asset management; [Table A9]
5. Basic service delivery measurement. [Table A10]

3. That the Tariffs be increased as follows, with effect from 1 July 2019:

Property rates	-	7.5%
Water	-	7.5%
Sanitation	-	8%
Refuse	-	8%
Electricity	-	13.87%
(average increase in electricity income)		
Environmental Management Fee	-	5%

- (a) Indicative tariffs for 2020/21 and 2021/22 will be increased as follows:

	<u>2020/21</u>	<u>2021/22</u>
Property rates	7.5%	7.5%
Water	7.5%	7.5%
Sanitation	8%	8%
Refuse	8%	8%
Electricity	13.87%	13.87%
(average increase in electricity income)		
Environmental Management Fee	5%	5%

4. That the Director: Infrastructure and Engineering reports on the outcomes of the implementation of a strategy by 6 May 2019 to the Office of the Municipal Manager, to reduce non-technical electricity losses.
5. That the Director: Infrastructure and Engineering reports on the outcomes of the implementation of a strategy by 6 May 2019 to the Office of the Municipal Manager, to reduce water losses.
6. That the Director: Community Services reports on the outcomes of the implementation of a strategy by 6 May 2019 to the Office of the Municipal Manager, to collect outstanding traffic fines.
7. That the Director: Infrastructure and Engineering reports on the implementation of a bucket eradication strategy by 6 May 2019 to the Office of the Municipal Manager.

8. That the relevant Directors submits their respective Maintenance Plans, in support of the 2019/20 – 2021/22 Draft Annual Budget to the Office of the Municipal Manager, by not later than 6 May 2019.
9. That the relevant Directors submit their respective Procurement Plans, in support of the 2019/20 – 2021/22 Draft Annual Budget to the Office of the Municipal Manager, by not later than 13 May 2019.

The matter was put to a vote:

In favour of the recommendations - 16

Not in favour of the recommendations - 11

The matter was moved by the majority of the Council.

17.2 CORPORATE SERVICES

19/03/CORP1 CORRECTION OF CORPORATE SERVICES PORTFOLIO COMMITTEE COMPOSITION

Resolved (29 March 2019)

1. That the committee notes the error in the resolution dated 28 February 2019, which omitted Cllrs Jujwana and Nkwalase's names from the Corporate Services Portfolio and which included Cllr Vumazonke as a member instead of an alternate member.
2. That the Corporate Services Portfolio Committee be corrected to read as follows:

Corporate Services Portfolio	Committee Members	Alternate Members	Functions
Chairperson	Bryan Dhludhlu		• Administration • Human Resources • Strategic Institutional Projects
	Faan Louw	Danny Benson	
	Robin Jantjies	Aaron Nkomo	
	Wilma Coenraad		
	Sibongile Jujwana		
	Phumza Nkwalase	Velile Vumazonke	
Ex-officio	H Hendricks		

3. That the political parties submit names of Committee Members with alternate Members to serve on the Portfolio Committee Structure which is to be tabled at the next Council Meeting.

17.3 INFRASTRUCTURE & ENGINEERING

19/03/I&E1 FUNDING APPLICATION FOR REFURBISHMENT AND UPGRADE OF THE HUMANSDORP KWANOMZAMO WASTE WATER TREATMENT WORKS

Resolved (29 March 2019)

1. That the Council supports the application process for accessing grant funding from sector departments for the upgrade and refurbishment of the Kwanomzamo waste water treatment works.

17.4 PLANNING, DEVELOPMENT & TOURISM

19/03/PDT1 INFORMAL SETTLEMENTS AUDIT REPORT

Resolved (29 March 2019)

Item withdrawn

17.5 COMMUNITY SERVICES

19/03/CS1 ESTABLISHMENT OF RISK REDUCTION COMMITTEE IN ST FRANCIS BAY

Resolved (29 March 2019)

Item withdrawn

The meeting closed at 12:55 for In Committee discussions.

H BORNMAN
SPEAKER

DATE

CONFIRMATION
OF PREVIOUS
MAYORAL
COMMITTEE
MEETING

**MINUTES OF A MAYORAL COMMITTEE MEETING OF THE KOUGA MUNICIPALITY HELD
IN THE KOUGA COUNCIL CHAMBER (JEFFREYS BAY UNIT) ON
WEDNESDAY, 20 FEBRUARY 2019 AT 09:00**

Present:

Councillors

H Hendricks	(Executive Mayor)
D Benson	
BJ Williams	
F Baxter	
B Dhludhlu	
F Campher	

Councillors

as Observers

N Botha	
B Rheeder	
W Gertenbach	
H Bornman	(Speaker)

Officials

C du Plessis	(Municipal Manager)
K Moodley	(Director: Corporate Services)
S Thys	(CFO)
N Machelesi	(Director: Community Services)
V Felton	(Director: Infrastructure & Eng.)
L Opperman	(Manager: Legal Services)
D de Jager	(Manager: Human Resources)
H Hammes	(Acting Manager: Admin)
L Randal	(Media Liaison Officer)
M Jantijes	(Committee Services)
B Klopper	(Committee Services)

1. **NOTICE OF MEETING**

The Executive Mayor read the notice convening the meeting.

2. **OPENING AND WELCOME**

The Executive Mayor opened the meeting and requested Cllr F Baxter to open the proceedings with prayer.

The Executive Mayor welcomed everyone present to the 1st Mayoral Committee meeting for 2019 and stated that the Mayoral Committee meeting which was to be held in January 2019 was postponed due to no Portfolio Committee meetings taking place.

3. **LEAVE OF ABSENCE**

None

4. **PRESENTATION/FEEDBACK: DIRECTOR: INFRASTRUCTURE & ENGINEERING**

None

5. **ACKNOWLEDGEMENTS, CONDOLENCES & CONGRATULATIONS**

None

6. **STATEMENTS AND COMMUNICATIONS BY THE EXECUTIVE MAYOR**

None

7. **DECLARATION OF INTEREST**

None

8. **STATUTORY MATTERS**

9. **CONFIRMATION OF MINUTES OF PREVIOUS MAYORAL COMMITTEE MINUTES**

- 9.1 Minutes of a Mayoral Committee dated 16 October 2018 were accepted with amendments.

Proposed: B Williams

Seconded: F Baxter

Page 24: to read "Readiness" instead of "Preparedness"

9.1.1 **MATTERS IN ABEYANCE – 16 OCTOBER 2018**

19/10/MM1 MAYORAL RESOLUTIONS FOR 16 OCTOBER 2018

Resolved (20 February 2019)

1. That it be noted that the application to renew all licenses for the launching sites and other sites was advertised for PPP and that the respective Directorate is currently addressing comments received as the closing date was 12 October 2018 after which a report will be submitted to the next Portfolio Committee meeting.
2. That it be noted that firearms have been purchased and currently the Department of Justice is dealing with the matter administratively regarding the issuing thereof.
3. That a quarterly status report on the monitoring and tracking system of all Council vehicles as well as the condition of Council owned vehicles be submitted to the respective Portfolio Committee meeting.
4. That a report on commonage land and support to Kouga Emerging Farmers be referred to the Land Advisory Forum whereafter a monthly report be submitted to the Portfolio Committee meeting.
5. That the respective Directorate be requested to ensure that creditors are paid within the required timeframes.

9.1.2 **MATTERS IN ABEYANCE – 27 NOVEMBER 2018**

18/11/I&E1 ST FRANCIS BAY BEACH SPIT PROTECTION REVETMENTS

Resolved (20 February 2019)

1. That a status report on the beach spit protection revetments be submitted regarding emergency repairs and the appointment of contractor to undertake the repairs.
2. That it be noted that Legal Services reported that CW Malan has been appointed to deal with the matter on receipt of a report from the municipality.

18/11/CS1 MONTHLY REPORT COMMUNITY SERVICES: SEPTEMBER 2018

Resolved (20 February 2019)

1. That it be noted that Cllr Williams and the Municipal Manager will engage with IGEN regarding internet access for public and submit a report to the Portfolio Committee meeting.
2. That a full report regarding the placement of camera fines be submitted to the next Portfolio Committee meeting.

18/11/PDT1 RELOCATION OF HUMANSDORP MUSEUM TO KOUGA CULTURAL CENTRE

Resolved (20 February 2019)

1. That the Executive Mayor, Municipal Manager and Director: Planning, Development & Tourism arrange a meeting regarding the way forward in terms of security measures at the Kouga Cultural Centre to be put in place to avoid vandalism and the relocation options of the community radio station.

18/11/PTD12 TOURISM MONITORS PROGRAMME

1. That a report with the Placement Plan for the Tourism Monitors Programme be submitted to the next Portfolio Committee meeting to be held in February 2019.

10. REPORT BY THE OFFICE OF THE MUNICIPAL MANAGER

19/02/MM1 MAYORAL RESOLUTIONS FOR 27 NOVEMBER 2018

Resolved (20 February 2019)

1. That the Actions Sheets reflecting resolutions of the Mayoral Committee meeting for 27 November 2018 be executed and implemented.

2. That a status report on the following to be submitted:-
 - removal of equipment of other radio network operators on municipal high sites – Town Planning;
 - that high sites be identified, and towers be erected by the municipality where other radio network operators can install their equipment – Town Planning;
 - that operators apply to the municipality for authorisation to install their equipment and pay a monthly usage fee to the municipality – Asset Management;
 - that a By-Law be established to regulate the installation of radio networks of other operators within the municipal boundaries – Town Planning;
 - That the acquisitions and installation of an internet fibre network for municipal radio network be explored – IT Steering Committee;
 - That a full report on the placement of camera fines be submitted to the next PC meeting;

19/02/MM2 COMPARATIVE CALL CENTRE REPORT ON SERVICE DELIVERY REQUESTS JULY – DECEMBER 2018

Resolved (20 February 2019)

1. That the report on the Comparative Call Centre Service Delivery Requests July – December 2018 be noted.
2. That it be noted that the Call Centre Supervisor be given access to the vehicle tracking system to verify the resolutions of issues logged.
3. That the monitoring of the placement of cameras be brought into the report concentrating on high crime areas.

19/02/MM3 CALL CENTRE REPORTS ON SERVICE DELIVERY REQUESTS OCTOBER – DECEMBER 2018

Resolved (20 February 2019)

1. That the report on the Call Centre Service Delivery Requests October – December 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 Ward Councillors utilize Ward Assistants to log issues on behalf of the community.
4. That spot-checks be undertaken on feedback regarding all service delivery requests reported to the Call Centre or on the Vodacom Link application.

19/02/MM4 ACQUISITION OF IMMOVABLE PROPERTY – IN PRINCIPLE APPROVAL TO MAKE AN OFFER

Resolved (20 February 2019)

1. That the Mayoral Committee, in principle, authorizes the Accounting Officer to make an offer to purchase Erf 7877, Woltemade & St Croix Streets, Jeffreys Bay, on receipt of a 2nd sworn valuation report to determine the current market value.
2. That the final offer herein be referred to Council for consideration and approval of the acquisition of Erf 7877, Woltemade & St Croix Streets, Jeffreys Bay.
3. That the required budget provision be considered in conjunction with the preparation of the 2019/20 Capital Budget.

19/02/MM5 LEGAL OPINION FOR KPMG

Resolved (20 February 2019)

1. That the matter be referred to Council for consideration based on the report submitted by the Manager: Legal Services.

11. REPORTS BY THE PORTFOLIO COMMITTEES CHAIRPERSONS

11.1 FINANCE

19/02/F1 MONTHLY BUDGET STATEMENTS FOR THE PERIOD JULY 2018 TO DECEMBER 2018 AND FINANCIAL STATE OF AFFAIRS OF THE MUNICIPALITY AS AT 31 DECEMBER 2018 (2018/19 FINANCIAL YEAR)

Resolved (20 February 2019)

- 1, The Executive Mayor notes the Municipal Manager's report on the monthly budget statements, in accordance with Section 52(1) of the Municipal Finance Management Act.
2. The monthly budget statements be accordingly submitted to Provincial Treasury as stipulated in Section 52(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.

19/02/F2 INCOME STATEMENTS AND BALANCE SHEETS FOR THE MONTHS OF NOVEMBER 2018 AND DECEMBER 2018

Resolved (20 February 2019)

1. That the Income Statements and Balance Sheets for the months of November 2018 and December 2018, be noted.

19/02/F3 SUPPLY CHAIN MANAGEMENT: S36 DEVIATIONS, MONTHLY TENDERS AND 7 DAY NOTICES FOR THE MONTHS OF NOVEMBER 2018 AND DECEMBER 2018

Resolved (20 February 2019)

1. That the report on the Section 36 Deviations, monthly tenders and 7 Day Notices for the months of November 2018 and December 2018, be noted.
2. That the report be submitted to Council for approval as per the reporting requirements.

19/02/F4 SUPPLY CHAIN MANAGEMENT: QUARTERLY REPORT FOR THE PERIOD ENDING 31 DECEMBER 2018

Resolved (20 February 2019)

1. That the summary of the resolutions of the Bid Committees, for the month of November 2018, be noted.

19/02/F5 REPORT ON BID COMMITTEE SITTINGS FOR THE MONTHS OF NOVEMBER 2018 AND DECEMBER 2018

Resolved (20 February 2019)

1. That the summary of the resolutions of the Bid Committees, for the month of November 2018, be noted.
2. That it be noted that Legal Services advised that the normal validity period for the procurement of tenders is 120 days in terms of compliance.
3. That any extended tender be reported to Council to contemplate implementing consequence management as tenders are not to extend beyond the validity period.
4. That it be noted that the tender on water was referred back to the Bid Specification Committee and that the Municipal Manager, Chairperson of the BSC and CFO will meet to discuss the specifications.

19/02/F6 REPORT ON PROGRESS MADE WITH REGARDS TO THE PROCUREMENT OF MEDIA MONITORING SERVICES FOR A PERIOD OF TWELVE (12) MONTHS

Resolved (20 February 2019)

1. That the progress report regarding the procurement of Media Monitoring Services be noted.

19/02/F7 REVENUE MANAGEMENT: MONTHLY DEBTORS REPORT – NOVEMBER 2018

Resolved (20 February 2019)

1. That the Debtors Report for the month of November 2018, be noted.

19/02/F8 REVENUE MANAGEMENT: MONTHLY DEBTORS REPORT – DECEMBER 2018

Resolved (20 February 2019)

1. That the Debtors Report for the month of December 2018, be noted.

19/02/F9 REVENUE REPORT: SUMMARY OF THE EQUITABLE SHARE ALLOCATIONS PER UNIT/SERVICE AND WARD

Resolved (20 February 2019)

1. That the summary of the Equitable Share allocations per unit/service and ward for the period ending 30 November 2018, be noted.

19/02/F10 REVENUE REPORT: SUMMARY OF THE EQUITABLE SHARE ALLOCATIONS PER UNIT/SERVICE AND WARD

Resolved (20 February 2019)

1. That the summary of the Equitable Share allocations per unit/service and ward for the period ending 31 December 2018, be noted.

19/02/F11 REVENUE MANAGEMENT AND CUSTOMER CARE REPORT FOR THE MONTHS OF NOVEMBER 2018 AND DECEMBER 2018

Resolved (20 February 2019)

1. That the Revenue Management and Customer Care Report for the months of November 2018 and December 2018, be noted.

19/02/F12 ICT REPORT FOR THE MONTH OF NOVEMBER 2018**Resolved (20 February 2019)**

1. That the ICT report for the month of November 2018 be, noted.

19/02/F13 ICT REPORT FOR THE MONTH OF DECEMBER 2018**Resolved (20 February 2019)**

1. That the ICT report for the month of December 2018 be, noted.

19/02/F14 MONTHLY REPORT OF ALL COUNCIL PROPERTIES LEASES AS AT 30 NOVEMBER 2018**Resolved (20 February 2019)**

1. That the report on the Operating Leases of Council properties at 30 November 2018, be noted.

19/02/F15 MONTHLY REPORT OF ALL COUNCIL PROPERTIES LEASES AS AT 31 DECEMBER 2018**Resolved (20 February 2019)**

1. That the report on the Operating Leases of Council properties as at 31 December 2018, be noted.

19/02/F16 SHORT-TERM INSURANCE CLAIMS REPORT FOR THE MONTH OF NOVEMBER 2018**Resolved (20 February 2019)**

1. That the Short-term insurance claims report as at 30 November 2018, be noted.

19/02/F17 SHORT-TERM INSURANCE CLAIMS REPORT FOR THE MONTH OF DECEMBER 2018**Resolved (20 February 2019)**

1. That the Short-term insurance claims report as at 31 December 2018, be noted.

19/02/F18 PROGRESS REPORT: IMPLEMENTATION OF THE MUNICIPAL STANDARD CHART OF ACCOUNTS (mSCOA) FOR THE MONTHS OF NOVEMBER 2018 AND DECEMBER 2018

Resolved (20 February 2019)

1. That the progress report on the implementation of mSCOA, be noted.

19/02/F19 EXPENDITURE REPORTS: FOR THE MONTHS OF NOVEMBER 2018 DECEMBER 2018

Resolved (20 February 2019)

1. That the Expenditure reports for the months of November 2018 and December 2018, be noted.

19/02/F20 ACTION SHEETS OF THE FINANCE MAYORAL COMMITTEE MEETINGS

Resolved (20 February 2019)

1. That the updated action sheets for the Finance Portfolio Committee meetings held on 22 August 2018, 8 November 2018 and 10 December 2018, be noted.

19/02/F21 REPORT ON THE REVENUE ENHANCEMENT TASK TEAM MEETING HELD ON 26 NOVEMBER 2018

Resolved (20 February 2019)

1. That the report on the outcomes of the Revenue Enhancement Task Team Meeting, held on 26 November 2018, be noted.

19/02/F22 REPORT ON SUBSISTENCE & TRAVELLING CLAIMS FOR THE 2017/18 AND 2018/19 FINANCIAL YEARS

Resolved (20 February 2019)

1. That the report on the expenditure on subsistence and travelling per Department be noted.

19/02/F23 REPORT OF EXPENDITURE ON FURNITURE AND EQUIPMENT

Resolved (20 February 2019)

1. That the report on the expenditure on furniture per Department be noted.

19/02/F24 REPORT ON THE EMF EXPENDITURE FOR 2018/19 FINANCIAL YEAR**Resolved (20 February 2019)**

1. That the report on the EMF expenditure, be noted.

19/02/F25 PROGRESS REPORT ON THE REGISTRATION OF ELECTRICAL POWERLINE SERVITUDE IN FAVOUR OF KOUGA MUNICIPALITY OVER VARIOUS PROPERTIES**Resolved (20 February 2019)**

1. That the progress report be noted.

19/02/F26 REPORT ON MUNICIPAL HOUSES IN VOORTREKKER STREET IN HUMANSDORP**Resolved (20 February 2019)**

1. The item be referred to the following Mayoral Committee Meeting that includes the Council resolution authorising the Municipal Manager to obtain valuations for the two properties in Voortrekker Street.

11.2 CORPORATE SERVICES**19/02/CORP1 REPORT ON TELEPHONE AND PRINTING COST SAVINGS****Resolved (20 February 2019)**

1. That the report on telephone and printing cost savings and the financial implications thereof be noted.
2. That a new emergency number, for example, 043 911 be created that will ring simultaneously to all the emergency numbers
3. That the existing Telkom emergency numbers for Fire and disaster be ported to the Municipal platform after the installation of an SXT dish and that the Telkom lines be cancelled.
4. That Agendas for all committees be sent and accessed electronically as far as practically possible.
5. That further computer training be provided to Councillors who require it.
6. That the printing of Agendas for Council and Committee meetings cease at the end of May 2019, as far practically possible.
7. The intermittent non-accessible of cell phone connectivity on the Telkom network be investigated

8. That the usage and expenditure on private Telkom lines paid for by the Municipality be referred to MPAC for further investigation.

19/02/CORP2 COMPRATIVE MONTHLY REPORT FOR THE CORPORATE SERVICES DIRECTORATE: ADMINISTRATION SECTION

Resolved (20 February 2019)

1. The monthly report for February 2019, be noted;
2. All adverts for publication be submitted to Registry on Fridays before 15h00 in the week prior to publication and late submissions will be processed for the week after submission;
3. A new larger Tender Box be placed in the Foyer at the Woltemade St building and that all future tenders be submitted there;
4. A work study be undertaken in the traffic section to establish why telephones are not being answered.

19/02/CORP3 HR REPORT FOR OCTOBER 2018 TO DECEMBER 2018

Resolved (20 February 2019)

1. That the HR Report for October 2018 To December 2018, be noted.
2. That the stats and monitor movement, on a monthly basis, be noted.
3. That User departments ensure that drivers complete the daily checklist before commencing duty.
4. That the overloading of tools in and on municipal vehicles be controlled by user departments.
5. That it be noted that the wearing of PPE is compulsory, and employees found not wearing PPE may be faced with disciplinary action due to non-compliance.

19/02/CORP4 REPORT ON THE STATUS OF WARD COUNCILLORS OFFICES

Resolved (20 February 2019)

1. That the report on the Status of Ward Councillors Offices be noted.
2. That it be noted that funds have been requested in the February adjustments budget, in order to complete repairs of the Ward Councillors Offices.

3. That all future faults/complaints of Ward office buildings be reported to the Auxiliary Officer for escalation/execution purposes.

19/02/CORP5 REPORT ON THE PROGRESS OF THE WARD DEVELOPMENT FUND

Resolved (20 February 2019)

1. That the report on the Progress of the Ward Development Fund be noted.
2. That it be noted that the Sport Uniform tender has been advertised and closes on the 30 January 2019. Expected expense will be at R150 000.
3. That Infrastructure and Engineering prepare specifications for all capital/technical projects.
4. That the priority list per Ward be workshopped with Ward Councillors.

11.3 INFRASTRUCTURE & ENGINEERING

19/02/I&E1 INFRASTRUCTURE AND ENGINEERING SERVICE DELIVERY REPORT

Resolved (20 February 2019)

1. That the progress on service delivery of complaints in the Infrastructure & Engineering directorate (i.e. water, sewer, roads, electricity, etc.) for period October – December 2018 be noted.

19/02/I&E2 KOUGA MUNICIPALITY RESIDENTIAL LOAD MANAGEMENT SYSTEM: REPORT ON SAVING FOR DECEMBER 2018

Resolved (20 February 2019)

1. That the Item on Kouga Municipality Residential Load Management System: Report on Saving for December 2018 be noted.

19/02/I&E3 REPORT ON WORKING CONDITIONS OF HIGH MAST LIGHTS IN KOUGA

Resolved (20 February 2019)

1. That the report on working conditions of high mast light in Kouga be noted.

19/02/I&E4 DROUGHT FUNDING: BOREHOLES DEVELOPMENT AND WATER CONSERVATION AND DEMAND MANAGEMENT PROJECTS

Resolved (20 February 2019)

1. That the report on the progress on the implementation of drought relief funds be noted and accepted.

19/02/I&E5 PROGRESS ON GRANT FUNDING (MIG, INEP, WSIG & EPWP)

Resolved (20 February 2019)

1. That the progress report be noted.

19/02/I&E6 PROGRESS WITH DUINE ROAD EXTENSION

Resolved (20 February 2019)

1. That the progress report be accepted.

19/02/I&E7 DAY TO DAY OPERATIONS OF THE FLEET SECTION WHICH RESIDES UNDER INFRASTRUCTURE & ENGINEERING DURING THE FESTIVE PERIOD OF DECEMBER 2018

Resolved (20 February 2019)

1. That the report on the Day To Day Operations Of The Fleet Section Which Resides Under Infrastructure & Engineering During The Festive Period Of December 2018, be noted.
2. That the current work skill ability of the EPWP workers employed at the municipal workshop be established regarding possible training.

19/02/I&E8 PROPOSED OPERATIONAL MAINTENANCE SCHEDULE FOR GRAVEL ROADS

Resolved (20 February 2019)

1. That the proposed operational maintenance schedule for gravel roads be adopted.
2. That a comprehensive operational maintenance schedule be included in future reports.

19/02/I&E9 REPORT ON STATUS OF REQUIRED OPERATION AND MAINTENANCE OF SURFACE ROADS

Resolved (20 February 2019)

1. That the report on status of required operation and maintenance of surface roads be noted.

19/02/I&E10 REPORT: ABLUTION FACILITIES: MUNICIPAL DEPOTS

Resolved (20 February 2019)

1. That funds be identified to implement the repair and refurbishment of existing ablution facilities as well as for the provision of additional ablution facilities required to comply with the relevant National legislation, be accepted.

11.4 COMMUNITY SERVICES

19/02/CS1 MONTHLY REPORT COMMUNITY SERVICES: OCTOBER 2018

Resolved (20 February 2019)

1. That the monthly report of Community Services Directorate for October 2018 be noted.

19/02/CS2 MONTHLY REPORT COMMUNITY SERVICES: NOVEMBER 2018

Resolved (20 February 2019)

1. That the monthly report of Community Services Directorate for November 2018 be noted

19/02/CS3 MONTHLY REPORT COMMUNITY SERVICES: DECEMBER 2018

Resolved (20 February 2019)

1. That the monthly report of Community Services Directorate for December 2018 be noted.

19/02/CS4 DRINKING WATER QUALITY REPORT: OCTOBER 2018

Resolved (20 February 2019)

1. That the report on the drinking water quality for Kouga Municipality, be noted.

19/02/CS5 DRINKING WATER QUALITY REPORT: NOVEMBER 2018

Resolved (20 February 2019)

1. That the report on the drinking water quality for Kouga Municipality be noted

19/02/CS6 DRINKING WATER QUALITY REPORT: DECEMBER 2018

Resolved (20 February 2019)

1. That the report on the drinking water quality for Kouga Municipality be noted.

19/02/CS7 BLUE FLAG - MARINE WATER SAMPLES REPORT

Resolved (20 February 2019)

1. That the report be noted and supported.

19/02/CS8 TRADITIONAL CIRCUMCISSION REPORT DECEMBER 2018/JANUARY 2019 SEASON

Resolved (20 February 2019)

1. That the report on the traditional circumcision December 2018/January 2019 season for Kouga Municipality be noted.

19/02/CS9 LIFESAVING FEEDBACK REPORT

Resolved (20 February 2019)

1. That the Lifesaving Feedback report be noted.

19/02/CS10 PROVISION OF FIRE SERVICES TRAINING FOR LOCAL MUNICIPALITIES

Resolved (20 February 2019)

1. That the report on the provision of fire services training for local municipalities be noted.

19/02/CS11 2018/19 FESTIVE SEASON FEEDBACK REPORT: COMMUNITY SERVICES

Resolved (20 February 2019)

1. That the 2018/19 Festive Season Feedback report of Community Services Directorate be noted;
2. That any recommendations arising from the 2018/19 Festive Season Feedback report of Community Services be forwarded to the Mayoral Executive Committee for consideration.

11.5 PLANNING, DEVELOPMENT & TOURISM

19/02/PDT1 LED PERFORMANCE REPORT FOR QUARTER 2

Resolved (20 February 2019)

1. That the Committee notes the progress reported for Quarter 2.

19/02/PDT2 TRAINING OF 100 PARTICIPANTS IN THE CATEGORY OF WOMEN, YOUTH & PEOPLE WITH DISABILITIES ON ARTS & CRAFT: PARTNERSHIP WITH DEPARTMENT OF RURAL DEVELOPMENT & LAND REFORM

Resolved (20 February 2019)

1. That the collaboration between Kouga LM and DRDLR for training 100 participants from Kouga, mainly women, PWD and youth, be supported.

19/02/PDT3 TOWN PLANNING PROGRESS REPORT: OCTOBER to DECEMBER 2018

Resolved (20 February 2019)

1. That the content in the town planning progress report be noted.

19/02/PDT4 MONTHLY PROGRESS OF THE 10 X HUMAN SETTLEMENTS PROJECTS

Resolved (20 February 2019)

1. That the current status of the Human Settlements Projects be noted.

19/02/PDT5 INTERGOVERNMENTAL LAND FORUM – TERMS OF REFERENCE

Resolved (20 February 2019)

1. That the Terms of Reference for the Intergovernmental Land Forum for Kouga Municipality, be noted.

19/02/PDT6 DEPARTMENT OF PUBLIC WORKS– APPLICATION FOR TRANSFER OF PROPERTIES TO THE EASTERN CAPE PROVINCIAL GOVERNMENT

Resolved (20 February 2019)

1. That Council notes the application submitted by the Department Public Works for the transfer of properties to the Eastern Cape Provincial Government.
2. That Council approves the transfer of properties as per the letter submitted by Department Public Works:

Erf 3012	Hankey	Masakhane Clinic
Erf 1999	Kwanomzamo	Lungisa Public High School\
Erf 713	Kruisfontein	Kruisfontein Clinic
Erf 968	Patensie	Masisebenze Primary School
Erf 34	Pellsrus	Pellsrus Clinic
Erf 2600	Sea Vista	St Francis Clinic

3. That the Department Public Works is liable for all and any costs deriving from the transfers.

19/02/PDT7 APPLICATION FOR APPROVAL: APPOINTMENT OF A LAND SURVEYOR: SUB-DIVISION OF ERF 1324 IN KWANOMZAMO AND ERF 848 PATENSIE TOWNSHIPS FOR CLINIC PURPOSES;

Resolved (20 February 2019)

1. That the Kouga Council give approval for the subdivision and appointment of a service provider for the surveying of the Erf 1324, Kwanozamo and Erf 848 Patensie.
2. That, the appointment of professional service providers be in accordance with Council Supply Chain Policy.
3. That the Department Public Works is liable for all and any costs deriving from the transfers.

19/02/PDT8 MINUTES OF THE INTER-GOVERNMENTAL LAND FORUM MEETING

Resolved (20 February 2019)

1. That the minutes of the Intergovernmental Land Forum meeting held on 21 November 2018 be noted.

12. **CLOSURE**

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

H HENDRICKS
EXECUTIVE MAYOR

DATE

REPORTS FOR INFORMATION

16. **MATTERS FOR INFORMATION**
(refer to items and annexures of Portfolio Committee meetings held on 2 & 3 April 2019 submitted to the Mayoral Committee meeting held on 16 April 2019)
- 19/04/F1 **REPORT ON BID COMMITTEE SITTINGS FOR THE MONTH OF JANUARY 2019 AND FEBRUARY 2019**
- Resolved (16 April 2019)
1. That the summary of the resolutions of the Bid Committees, for the months of January 2019 and February 2019 be noted.
- 19/04/F7 **REVENUE MANAGEMENT AND CUSTOMER CARE REPORT FOR THE MONTH OF JANUARY 2019**
- Resolved (16 April 2019)
1. That the Revenue Management and Customer Care Report for the month of January 2019 be noted.
- 19/04/F8 **REVENUE MANAGEMENT AND CUSTOMER CARE REPORT FOR THE MONTH OF FEBRUARY 2019**
- Resolved (16 April 2019)
1. That the Revenue Management and Customer Care Report for the month of February 2019 be noted.
- 19/04/F9 **ICT REPORT FOR THE MONTH OF JANUARY 2019**
- Resolved (16 April 2019)
1. That the ICT report for the month of January 2019 be, noted.
- 19/04/F10 **ICT REPORT FOR THE MONTH OF FEBRUARY 2019**
- Resolved (16 April 2019)
1. That the ICT report for the month of February 2019 be, noted.
- 19/04/F15 **EXPENDITURE REPORTS: FOR THE MONTH OF FEBRUARY 2019**
- Resolved (16 April 2019)
1. That the Expenditure reports for the month February 2019, be noted.
- 19/04/F20 **ACTION SHEETS OF THE FINANCE PORTFOLIO COMMITTEE MEETINGS**
- Resolved (16 April 2019)
1. That the updated action sheets for the Finance Portfolio Committee meetings held on 22 August 2018, 8 November 2018, 10 December 2018 and 14 February 2019, be noted.

19/04/I&E4 PROGRESS WITH DUINE ROAD EXTENSION**Resolved (16 April 2019)**

1. That an revised report containing all updated information, as discussed, be submitted by the leading department to the next Infrastructure & Engineering Portfolio Committee meeting.

19/04/CS1 MONTHLY REPORT COMMUNITY SERVICES: JANUARY 2019**Resolved (16 April 2019)**

1. That the monthly report of Community Services Directorate for January 2019 be noted.

19/04/CS2 MONTHLY REPORT COMMUNITY SERVICES: FEBRUARY 2019**Resolved (16 April 2019)**

1. That the monthly report of Community Services Directorate for February 2019 be noted.

19/04/CS3 DRINKING WATER QUALITY REPORT JANUARY 2019**Resolved (16 April 2019)**

1. That the report on the drinking water quality for Kouga Municipality be noted.

19/04/CS4 DRINKING WATER QUALITY REPORT FEBRUARY 2019**Resolved (16 April 2019)**

1. That the report on the drinking water quality for Kouga Municipality be noted.

19/04/CS5 BLUE FLAG - MARINE WATER SAMPLES REPORT**Resolved (16 April 2019)**

1. That the report be noted and supported.

19/04/CS6 REPORT ON NATIONAL WATER WEEK 2019 PROGRAM**Resolved (16 April 2019)**

1. That the report on the National Water Week 2019 Program be noted.

19/04/CS11 RE: STATUS QUO WESTON SPORTS FACILITY**Resolved (16 April 2019)**

1. That the status quo report be noted.

19/04/LED2 EVENTS APPLICATION FOR PERIOD MARCH 2019**Resolved (16 April 2019)**

1. That the events approved by the Events Planning Committee on 03 March 2019, be noted.

19/04/LED3 ARTS AND CRAFT TRAINING**Resolved (16 April 2019)**

1. That the envisaged arts and craft training programme for 100 participants in the Kouga area, be noted.

REPORTS FOR DISCUSSION

REPORTS BY
THE
OFFICE OF THE
MUNICIPAL
MANAGER

KOUGA MUNICIPALITY (EC108)
ORDINARY COUNCIL MEETING
OFFICE OF THE MUNICIPAL MANAGER

DATE: 30 APRIL 2019

ITEM NO: 19/04/MM1

COUNCIL RESOLUTIONS FOR 29 MARCH 2018

1. Introduction

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

2. Background

It was resolved that future Council Resolution reports, reflecting outstanding resolutions, be submitted as a standing item for approval.

3. Recommendation

- 3.1 That the updated Actions Sheets reflecting resolutions of the Council meeting held on 29 March 2019 be noted.
- 3.3 That all resolutions be discussed at Top Management meetings whereafter outstanding reports are to be submitted to respective Portfolio Committee meetings for discussion.
- 3.4 That the Action Sheets be distributed within 10 days after Council Committee meetings to the respective Directorates for actioning.

Item prepared by: The Director: Corporate Services

KOUGA MUNICIPALITY (EC 108)**ORDINARY COUNCIL MEETING****OFFICE OF THE MUNICIPAL MANAGER****DATE: 30 APRIL 2019****ITEM NO: 19/04/MM2****CALL CENTRE REPORTS ON SERVICE DELIVERY REQUESTS JANUARY – FEBRUARY 2019****1. Introduction**

The purpose of this report is to give an overview of Service Delivery Requests reported for January to February 2019.

2. Background

Kouga Municipality opened its Call Centre Unit on the 23 October 2017. The Call Centre runs on a system known as the Vodacom Link Application, which ensures and caters for real time request logging. This system ensures that service delivery requests are either logged on the mobile application or telephonically. Call Centre Operators can action, resolve and resubmit service delivery requests, with the assistance of the Municipality's Technical Personnel. This ensures that work is carried out effectively and feedback is given to the community.

3. Discussion

The tables and graphs below indicate all service delivery requests:

i) MONTHLY ACTIVITIES AT THE CALL CENTRE JANUARY – FEBRUARY 2019

SERVICE DELIVERY REQUESTS JANUARY – FEBRUARY 2018			
MONTH	JANUARY	FEBRUARY	
Service Delivery Requests Reported	2958	2587	
Service Delivery Requests Actioned	247	245	
Service Delivery Requests Resolved	2708	2341	
Service Delivery Requests Resubmitted	2	1	

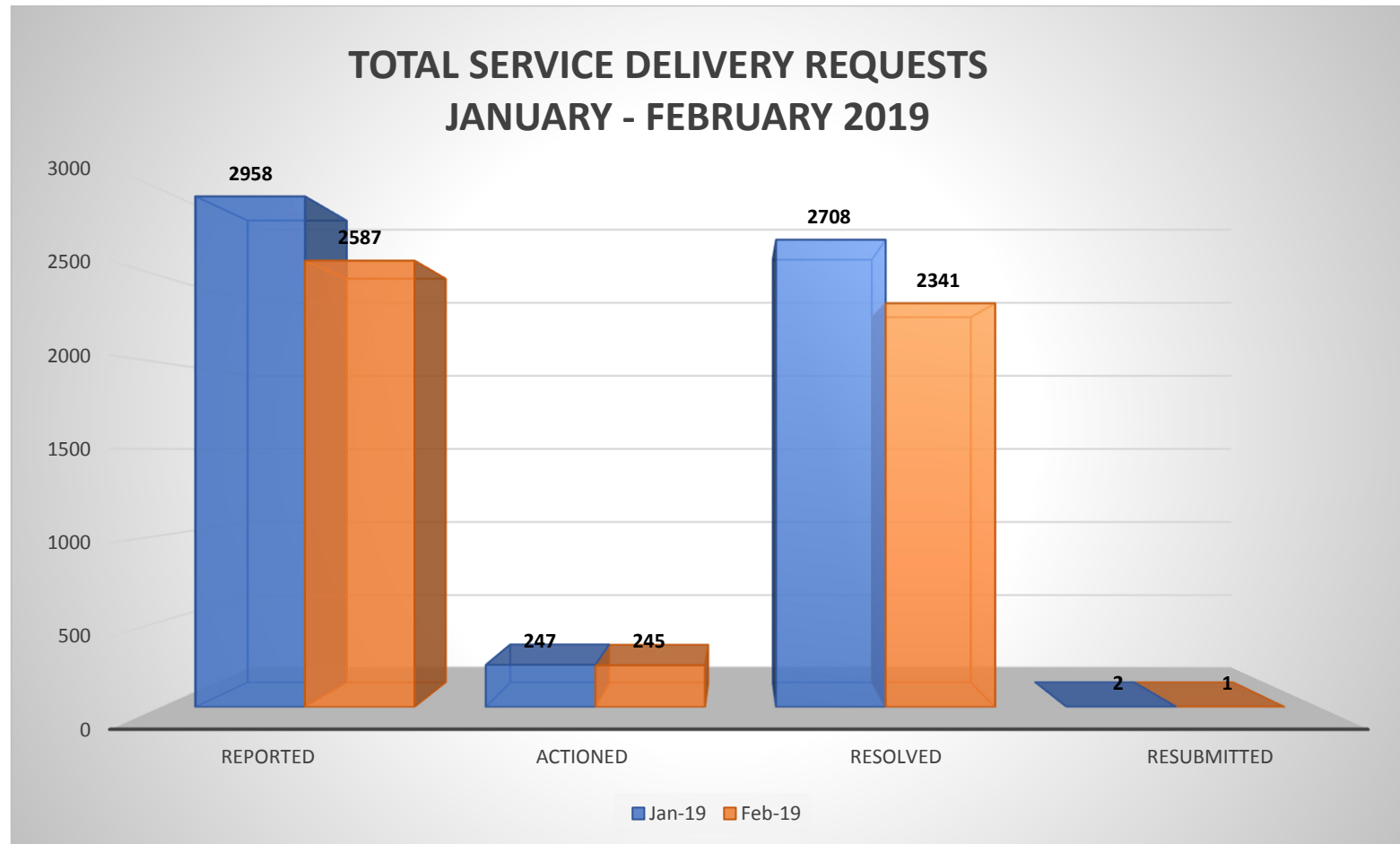
ii) REASON FOR RESUBMISSIONS FOR JANUARY AND FEBRUARY 2019:

Reported	Month	Reason for Resubmission:
1	JANUARY 2019	Roads: Potholes – Swan Drive, Shearwater, Owl Drive Aston bay - Complaint resubmitted as not all streets were completed. Owl street still outstanding and awaiting feedback on completion.
1	JANUARY 2019	Other: Dumped Rubbish – Resubmitted as complainant wants the Municipality to clean area every day (rubbish alongside the road between Jeffreys Bay and Aston bay)
1	FEBRUARY 2019	Environment: Dumped Rubbish – Resubmitted as complainant wants the Municipality to clean area every day (rubbish alongside the road between Jeffreys Bay and Aston bay)

iii) TOTAL SUMMARY OF SERVICE DELIVERY REQUESTS JANUARY – FEBRUARY 2019:

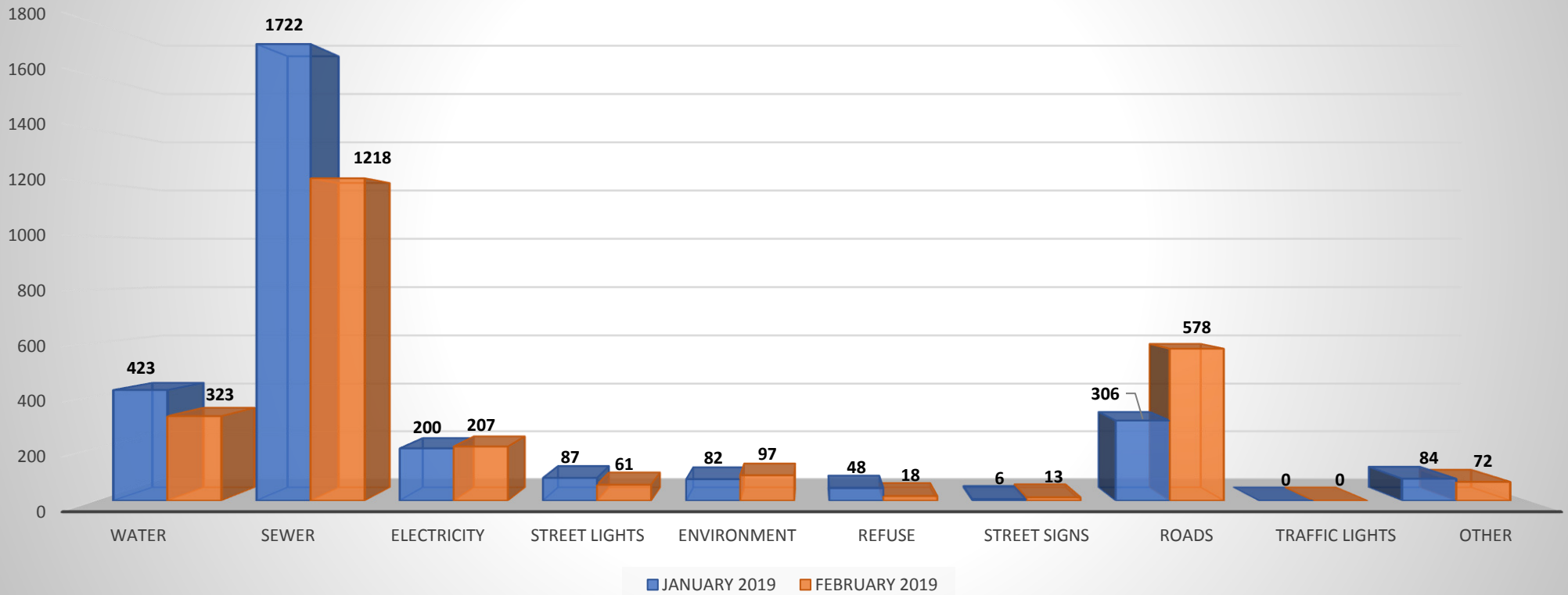
	Actual January 2019				Actual February 2019			
	Reported	Actioning	Resolved	Resubmitted	Reported	Actioning	Resolved	Resubmitted
WATER								
Water: No supply	58	1	57	0	53	0	53	0
Water: Pressure	9	0	9	0	10	1	9	0
Water: Burst Pipe	185	9	175	0	142	10	132	0
Water: Quality	1	0	1	0	2	0	2	0
Water: Faulty Meter	170	2	168	0	116	10	106	0
TOTAL	423	12	410	0	323	21	302	0
SEWER								
Sewer: Septic Tank full	1446	107	1339	0	1016	94	922	0
Sewer: Drain damaged	1	0	1	0	0	0	0	0
Sewer: Blocked	267	2	265	0	199	3	196	0
Sewer: Manhole damaged	7	0	7	0	3	0	3	0
Sewer: Manhole cover missing	1	0	1	0	0	0	0	0
TOTAL	1722	109	1613	0	1218	97	1121	0
ELECTRICITY								
Electricity: No Supply	142	0	142	0	139	1	138	0
Electricity: Exposed Wires	21	1	20	0	23	0	23	0
Electricity: Faulty Meter	32	0	32	0	36	0	36	0
Electricity: Damaged box	5	1	4	0	9	0	9	0
TOTAL	200	2	198	0	207	1	206	0
STREET LIGHTS								
Street lights: not working	75	29	46	0	58	39	19	0
Street lights: Damaged	12	3	9	0	3	2	1	0
Street lights: On permanently	0	0	0	0	0	0	0	0
TOTAL	87	32	55	0	61	41	20	0
ENVIRONMENT								
Environment: Damaged Pavement	36	17	19	0	18	8	10	0
Environment: Dumped Rubbish	22	5	17	0	44	12	31	1
Environment: Needs Mowing	14	11	3	0	23	17	6	0
Environment: Fallen Tree	4	0	4	0	7	3	4	0
Environment: Graffiti	0	0	0	0	0	0	0	0
Environment: Animal remains	6	0	6	0	5	0	5	0
TOTAL	82	33	49	0	97	40	56	1
REFUSE								
Refuse: not collected	48	4	44	0	18	2	16	0
TOTAL	48	4	44	0	18	2	16	0
STREET SIGNS								
Street Signs: Damaged	2	2	0	0	1	1	0	0
Street Signs: Missing	4	3	1	0	12	8	4	0
TOTAL	6	5	1	0	13	9	4	0
ROADS								
Roads: Potholes	305	34	270	1	576	22	554	0
Roads: Lines missing	1	1	0	0	2	1	1	0
TOTAL	306	35	270	1	578	23	555	0
TRAFFIC LIGHTS								
Traffic lights: Damaged	0	0	0	0	0	0	0	0
Traffic lights: Lights Out	0	0	0	0	0	0	0	0
Traffic lights: Timing Out	0	0	0	0	0	0	0	0
TOTAL	0	0	0	0	0	0	0	0
OTHER:								
Other:	84	15	68	1	72	11	61	0
TOTAL	84	15	68	1	72	11	61	0
TOTALS								
	2958	247	2708	2	2587	245	2341	1

iv) TOTAL SERVICE DELIVERY REQUESTS JANUARY - FEBRUARY 2019:



v) SERVICE DELIVERY REQUESTS JANUARY – FEBRUARY 2019:

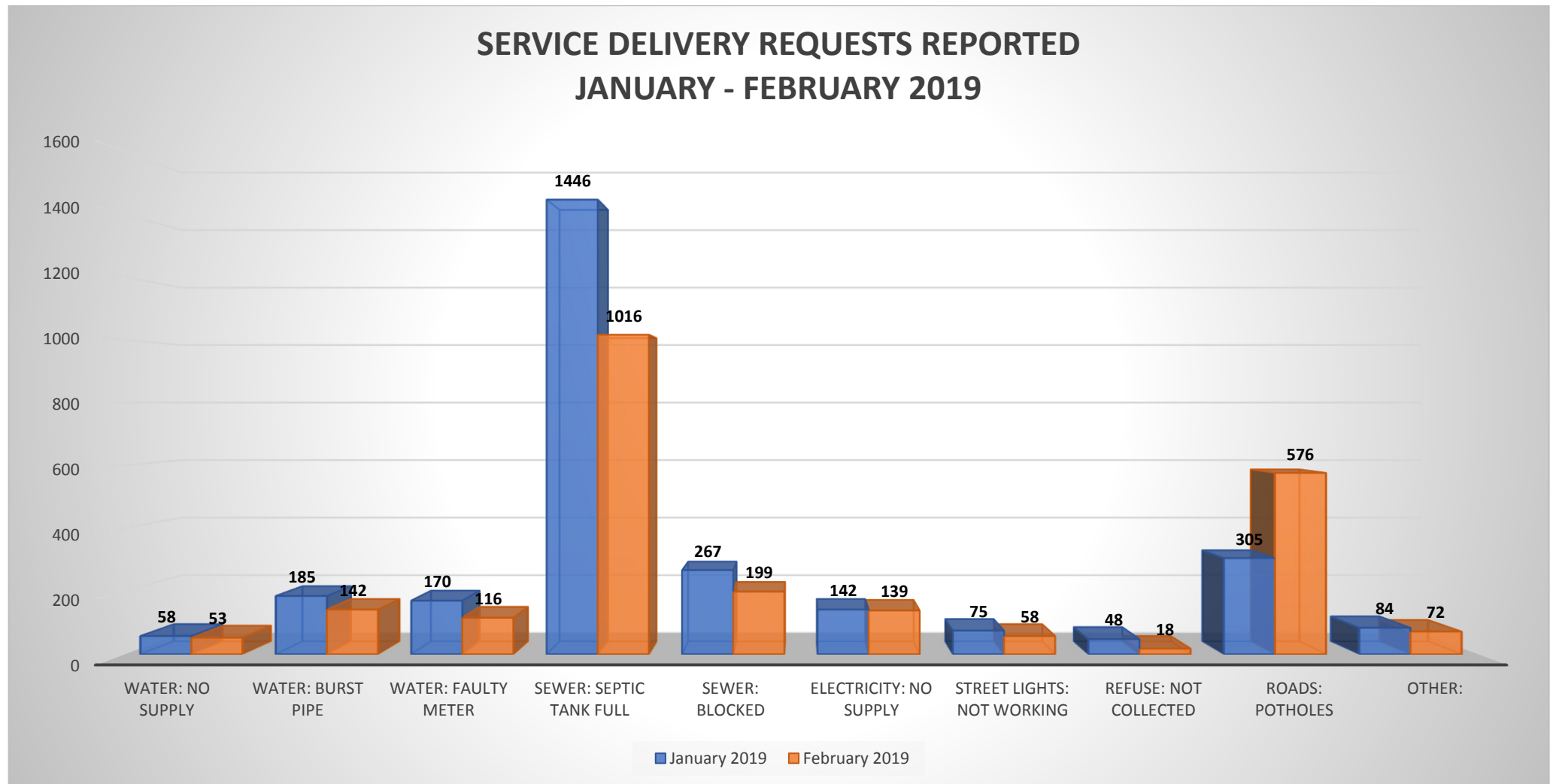
SERVICE DELIVERY REQUESTS REPORTED JANUARY - FEBRUARY 2019



* In the month of January 2019, sewer related service delivery requests recorded the highest number with 1722 requests reported and 1218 requests reported in February 2019.

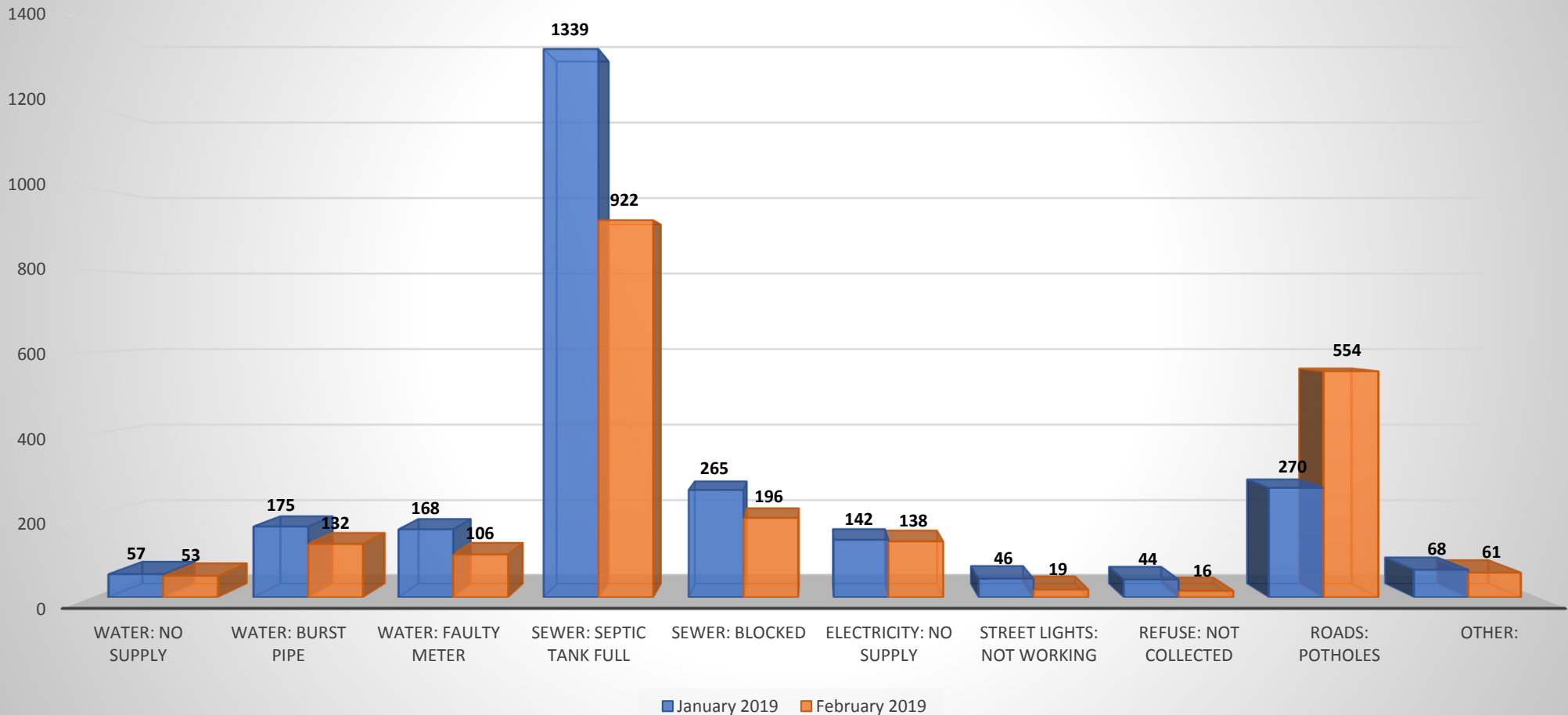
*Road related services delivery requests recorded the 2nd highest number with 306 requests reported in January 2019 and 578 requests reported in February 2019.

vi) TOP 10 SERVICE DELIVERY REQUESTS REPORTED JANUARY – FEBRUARY 2019:



vii) TOP 10 SERVICE DELIVERY REQUESTS RESOLVED JANUARY – FEBRUARY 2019:

SERVICE DELIVERY REQUESTS RESOLVED JANUARY - FEBRUARY 2019

viii) SUMMARY OF SERVICE DELIVERY REQUESTS PER WARD JANUARY – FEBRUARY 2019

WARD 1	Actual January 2019				Actual February 2019			
WATER	Reported	Actioning	Resolved	Resubmitted	Reported	Actioning	Resolved	Resubmitted
Water: No supply	2	0	2	0	0	0	0	0
Water: Pressure	1	0	1	0	2	0	2	0
Water: Burst Pipe	4	0	4	0	2	0	2	0
Water: Quality	0	0	0	0	0	0	0	0
Water: Faulty Meter	0	0	0	0	0	0	0	0
TOTAL	7	0	7	0	4	0	4	0
SEWER	Reported	Actioning	Resolved	Resubmitted	Reported	Actioning	Resolved	Resubmitted
Sewer: Septic Tank full	26	1	25	0	11	4	7	0
Sewer: Drain damaged	0	0	0	0	0	0	0	0
Sewer: Blocked	0	0	0	0	2	0	2	0
Sewer: Manhole damaged	0	0	0	0	0	0	0	0
Sewer: Manhole cover missing	0	0	0	0	0	0	0	0
TOTAL	26	1	25	0	13	4	9	0
ELECTRICITY	Reported	Actioning	Resolved	Resubmitted	Reported	Actioning	Resolved	Resubmitted
Electricity: No Supply	3	0	3	0	1	0	1	0
Electricity: Exposed Wires	0	0	0	0	0	0	0	0
Electricity: Faulty Meter	0	0	0	0	2	0	2	0
Electricity: Damaged box	0	0	0	0	0	0	0	0
TOTAL	3	0	3	0	3	0	3	0
STREET LIGHTS	Reported	Actioning	Resolved	Resubmitted	Reported	Actioning	Resolved	Resubmitted
Street lights: not working	0	0	0	0	1	0	1	0
Street lights: Damaged	0	0	0	0	0	0	0	0
Street lights: On permanently	0	0	0	0	0	0	0	0
TOTAL	0	0	0	0	1	0	1	0
ENVIRONMENT	Reported	Actioning	Resolved	Resubmitted	Reported	Actioning	Resolved	Resubmitted
Environment: Damaged Pavement	0	0	0	0	2	0	2	0
Environment: Dumped Rubbish	2	1	1	0	4	1	3	0
Environment: Needs Mowing	0	0	0	0	1	1	0	0
Environment: Fallen Tree	0	0	0	0	0	0	0	0
Environment: Graffiti	0	0	0	0	0	0	0	0
Environment: Animal remains	3	0	3	0	2	0	2	0
TOTAL	5	1	4	0	9	2	7	0
REFUSE	Reported	Actioning	Resolved	Resubmitted	Reported	Actioning	Resolved	Resubmitted
Refuse: not collected	4	0	4	0	1	0	1	0
TOTAL	4	0	4	0	1	0	1	0
STREET SIGNS	Reported	Actioning	Resolved	Resubmitted	Reported	Actioning	Resolved	Resubmitted
Street Signs: Damaged	0	0	0	0	0	0	0	0
Street Signs: Missing	0	0	0	0	0	0	0	0
TOTAL	0	0	0	0	0	0	0	0
ROADS	Reported	Actioning	Resolved	Resubmitted	Reported	Actioning	Resolved	Resubmitted
Roads: Potholes	0	0	0	0	3	1	2	0
Roads: Lines missing	0	0	0	0	0	0	0	0
TOTAL	0	0	0	0	3	1	2	0
TRAFFIC LIGHTS	Reported	Actioning	Resolved	Resubmitted	Reported	Actioning	Resolved	Resubmitted
Traffic lights: Damaged	0	0	0	0	0	0	0	0
Traffic lights: Lights Out	0	0	0	0	0	0	0	0
Traffic lights: Timing Out	0	0	0	0	0	0	0	0
TOTAL	0	0	0	0	0	0	0	0
OTHER:	Reported	Actioning	Resolved	Resubmitted	Reported	Actioning	Resolved	Resubmitted
Other:	2	0	2	0	5	0	5	0
TOTAL	2	0	2	0	5	0	5	0
TOTALS	Reported	Actioning	Resolved	Resubmitted	Reported	Actioning	Resolved	Resubmitted
	47	2	45	0	39	7	32	0

WARD 2	Actual January 2019				Actual February 2019			
WATER	Reported	Actioning	Resolved	Resubmitted	Reported	Actioning	Resolved	Resubmitted
Water: No supply	4	0	4	0	2	0	2	0
Water: Pressure	0	0	0	0	0	0	0	0
Water: Burst Pipe	12	0	12	0	6	0	6	0
Water: Quality	0	0	0	0	0	0	0	0
Water: Faulty Meter	9	0	9	0	9	0	9	0
TOTAL	25	0	25	0	17	0	17	0
SEWER	Reported	Actioning	Resolved	Resubmitted	Reported	Actioning	Resolved	Resubmitted
Sewer: Septic Tank full	3	0	3	0	2	0	2	0
Sewer: Drain damaged	0	0	0	0	0	0	0	0
Sewer: Blocked	36	0	36	0	20	0	20	0
Sewer: Manhole damaged	0	0	0	0	0	0	0	0
Sewer: Manhole cover missing	1	0	1	0	0	0	0	0
TOTAL	40	0	40	0	22	0	22	0
ELECTRICITY	Reported	Actioning	Resolved	Resubmitted	Reported	Actioning	Resolved	Resubmitted
Electricity: No Supply	12	0	12	0	17	0	17	0
Electricity: Exposed Wires	0	0	0	0	4	0	4	0
Electricity: Faulty Meter	4	0	4	0	5	0	5	0
Electricity: Damaged box	0	0	0	0	0	0	0	0
TOTAL	16	0	16	0	26	0	26	0
STREET LIGHTS	Reported	Actioning	Resolved	Resubmitted	Reported	Actioning	Resolved	Resubmitted
Street lights: not working	0	0	0	0	1	0	1	0
Street lights: Damaged	0	0	0	0	0	0	0	0
Street lights: On permanently	0	0	0	0	0	0	0	0
TOTAL	0	0	0	0	1	0	1	0
ENVIRONMENT	Reported	Actioning	Resolved	Resubmitted	Reported	Actioning	Resolved	Resubmitted
Environment: Damaged Pavement	2	1	1	0	1	0	1	0
Environment: Dumped Rubbish	2	0	2	0	0	0	0	0
Environment: Needs Mowing	0	0	0	0	0	0	0	0
Environment: Fallen Tree	0	0	0	0	0	0	0	0
Environment: Graffiti	0	0	0	0	0	0	0	0
Environment: Animal remains	0	0	0	0	0	0	0	0
TOTAL	4	1	3	0	1	0	1	0
REFUSE	Reported	Actioning	Resolved	Resubmitted	Reported	Actioning	Resolved	Resubmitted
Refuse: not collected	2	0	2	0	0	0	0	0
TOTAL	2	0	2	0	0	0	0	0
STREET SIGNS	Reported	Actioning	Resolved	Resubmitted	Reported	Actioning	Resolved	Resubmitted
Street Signs: Damaged	0	0	0	0	0	0	0	0
Street Signs: Missing	0	0	0	0	0	0	0	0
TOTAL	0	0	0	0	0	0	0	0
ROADS	Reported	Actioning	Resolved	Resubmitted	Reported	Actioning	Resolved	Resubmitted
Roads: Potholes	78	3	75	0	0	0	0	0
Roads: Lines missing	0	0	0	0	0	0	0	0
TOTAL	78	3	75	0	0	0	0	0
TRAFFIC LIGHTS	Reported	Actioning	Resolved	Resubmitted	Reported	Actioning	Resolved	Resubmitted
Traffic lights: Damaged	0	0	0	0	0	0	0	0
Traffic lights: Lights Out	0	0	0	0	0	0	0	0
Traffic lights: Timing Out	0	0	0	0	0	0	0	0
TOTAL	0	0	0	0	0	0	0	0
OTHER:	Reported	Actioning	Resolved	Resubmitted	Reported	Actioning	Resolved	Resubmitted
Other:	1	0	1	0	2	0	2	0
TOTAL	1	0	1	0	2	0	2	0
TOTALS	Reported	Actioning	Resolved	Resubmitted	Reported	Actioning	Resolved	Resubmitted
	166	4	162	0	69	0	69	0

WARD 3	Actual January 2019				Actual February 2019			
	Reported	Actioning	Resolved	Resubmitted	Reported	Actioning	Resolved	Resubmitted
WATER								
Water: No supply	2	0	2	0	2	0	2	0
Water: Pressure	1	0	1	0	1	0	1	0
Water: Burst Pipe	13	1	12	0	9	0	9	0
Water: Quality	0	0	0	0	0	0	0	0
Water: Faulty Meter	15	0	15	0	4	0	4	0
TOTAL	31	1	30	0	16	0	16	0
SEWER								
Sewer: Septic Tank full	3	1	2	0	4	1	3	0
Sewer: Drain damaged	0	0	0	0	0	0	0	0
Sewer: Blocked	4	0	4	0	1	0	1	0
Sewer: Manhole damaged	0	0	0	0	0	0	0	0
Sewer: Manhole cover missing	0	0	0	0	0	0	0	0
TOTAL	7	1	6	0	5	1	4	0
ELECTRICITY								
Electricity: No Supply	3	0	3	0	6	0	6	0
Electricity: Exposed Wires	0	0	0	0	0	0	0	0
Electricity: Faulty Meter	0	0	0	0	2	0	2	0
Electricity: Damaged box	1	1	0	0	2	0	2	0
TOTAL	4	1	3	0	10	0	10	0
STREET LIGHTS								
Street lights: not working	8	1	7	0	4	2	2	0
Street lights: Damaged	2	0	2	0	0	0	0	0
Street lights: On permanently	0	0	0	0	0	0	0	0
TOTAL	10	1	9	0	4	2	2	0
ENVIRONMENT								
Environment: Damaged Pavement	3	3	0	0	4	4	0	0
Environment: Dumped Rubbish	1	1	0	0	2	1	1	0
Environment: Needs Mowing	3	3	0	0	3	1	2	0
Environment: Fallen Tree	0	0	0	0	1	1	0	0
Environment: Graffiti	0	0	0	0	0	0	0	0
Environment: Animal remains	1	0	1	0	0	0	0	0
TOTAL	8	7	1	0	10	7	3	0
REFUSE								
Refuse: not collected	3	0	3	0	2	0	2	0
TOTAL	3	0	3	0	2	0	2	0
STREET SIGNS								
Street Signs: Damaged	0	0	0	0	0	0	0	0
Street Signs: Missing	0	0	0	0	0	0	0	0
TOTAL	0	0	0	0	0	0	0	0
ROADS								
Roads: Potholes	57	1	56	0	29	1	28	0
Roads: Lines missing	0	0	0	0	0	0	0	0
TOTAL	57	1	56	0	29	1	28	0
TRAFFIC LIGHTS								
Traffic lights: Damaged	0	0	0	0	0	0	0	0
Traffic lights: Lights Out	0	0	0	0	0	0	0	0
Traffic lights: Timing Out	0	0	0	0	0	0	0	0
TOTAL	0	0	0	0	0	0	0	0
OTHER:								
Other:	5	1	3	1	3	0	3	0
TOTAL	5	1	3	1	3	0	3	0
TOTALS								
	125	13	111	1	79	11	68	0

WARD 4	Actual January 2019				Actual February 2019			
	Reported	Actioning	Resolved	Resubmitted	Reported	Actioning	Resolved	Resubmitted
WATER								
Water: No supply	8	0	8	0	11	0	11	0
Water: Pressure	1	0	1	0	0	0	0	0
Water: Burst Pipe	4	0	4	0	7	0	7	0
Water: Quality	0	0	0	0	0	0	0	0
Water: Faulty Meter	1	0	1	0	3	0	3	0
TOTAL	14	0	14	0	21	0	21	0
SEWER								
Sewer: Septic Tank full	12	0	12	0	31	0	31	0
Sewer: Drain damaged	0	0	0	0	0	0	0	0
Sewer: Blocked	16	0	16	0	12	0	12	0
Sewer: Manhole damaged	1	0	1	0	0	0	0	0
Sewer: Manhole cover missing	0	0	0	0	0	0	0	0
TOTAL	29	0	29	0	43	0	43	0
ELECTRICITY								
Electricity: No Supply	16	0	16	0	10	0	10	0
Electricity: Exposed Wires	0	0	0	0	3	0	3	0
Electricity: Faulty Meter	5	0	5	0	7	0	7	0
Electricity: Damaged box	0	0	0	0	0	0	0	0
TOTAL	21	0	21	0	20	0	20	0
STREET LIGHTS								
Street lights: not working	5	0	5	0	3	2	1	0
Street lights: Damaged	0	0	0	0	0	0	0	0
Street lights: On permanently	1	1	0	0	0	0	0	0
TOTAL	6	1	5	0	3	2	1	0
ENVIRONMENT								
Environment: Damaged Pavement	0	0	0	0	0	0	0	0
Environment: Dumped Rubbish	0	0	0	0	1	1	0	0
Environment: Needs Mowing	1	1	0	0	0	0	0	0
Environment: Fallen Tree	0	0	0	0	0	0	0	0
Environment: Graffiti	0	0	0	0	0	0	0	0
Environment: Animal remains	0	0	0	0	0	0	0	0
TOTAL	1	1	0	0	1	1	0	0
REFUSE								
Refuse: not collected	0	0	0	0	0	0	0	0
TOTAL	0	0	0	0	0	0	0	0
STREET SIGNS								
Street Signs: Damaged	0	0	0	0	0	0	0	0
Street Signs: Missing	0	0	0	0	0	0	0	0
TOTAL	0	0	0	0	0	0	0	0
ROADS								
Roads: Potholes	0	0	0	0	0	0	0	0
Roads: Lines missing	0	0	0	0	0	0	0	0
TOTAL	0	0	0	0	0	0	0	0
TRAFFIC LIGHTS								
Traffic lights: Damaged	0	0	0	0	0	0	0	0
Traffic lights: Lights Out	0	0	0	0	0	0	0	0
Traffic lights: Timing Out	0	0	0	0	0	0	0	0
TOTAL	0	0	0	0	0	0	0	0
OTHER:								
Other:	4	0	4	0	4	0	4	0
TOTAL	4	0	4	0	4	0	4	0
TOTALS								
	75	2	73	0	92	3	89	0

WARD 5	Actual January 2019				Actual February 2019			
WATER	Reported	Actioning	Resolved	Resubmitted	Reported	Actioning	Resolved	Resubmitted
Water: No supply	0	0	0	0	3	0	3	0
Water: Pressure	0	0	0	0	0	0	0	0
Water: Burst Pipe	13	0	13	0	8	0	8	0
Water: Quality	0	0	0	0	0	0	0	0
Water: Faulty Meter	4	0	4	0	6	1	5	0
TOTAL	17	0	17	0	17	1	16	0
SEWER	Reported	Actioning	Resolved	Resubmitted	Reported	Actioning	Resolved	Resubmitted
Sewer: Septic Tank full	16	1	15	0	28	0	28	0
Sewer: Drain damaged	0	0	0	0	0	0	0	0
Sewer: Blocked	33	0	33	0	26	1	25	0
Sewer: Manhole damaged	0	0	0	0	0	0	0	0
Sewer: Manhole cover missing	0	0	0	0	0	0	0	0
TOTAL	49	1	48	0	54	1	53	0
ELECTRICITY	Reported	Actioning	Resolved	Resubmitted	Reported	Actioning	Resolved	Resubmitted
Electricity: No Supply	9	0	9	0	9	1	8	0
Electricity: Exposed Wires	1	0	1	0	1	0	1	0
Electricity: Faulty Meter	7	0	7	0	2	0	2	0
Electricity: Damaged box	0	0	0	0	0	0	0	0
TOTAL	17	0	17	0	12	1	11	0
STREET LIGHTS	Reported	Actioning	Resolved	Resubmitted	Reported	Actioning	Resolved	Resubmitted
Street lights: not working	11	7	4	0	3	2	1	0
Street lights: Damaged	0	0	0	0	0	0	0	0
Street lights: On permanently	0	0	0	0	0	0	0	0
TOTAL	11	7	4	0	3	2	1	0
ENVIRONMENT	Reported	Actioning	Resolved	Resubmitted	Reported	Actioning	Resolved	Resubmitted
Environment: Damaged Pavement	0	0	0	0	0	0	0	0
Environment: Dumped Rubbish	1	0	1	0	12	1	11	0
Environment: Needs Mowing	1	0	1	0	3	1	2	0
Environment: Fallen Tree	0	0	0	0	0	0	0	0
Environment: Graffiti	0	0	0	0	0	0	0	0
Environment: Animal remains	0	0	0	0	0	0	0	0
TOTAL	2	0	2	0	15	2	13	0
REFUSE	Reported	Actioning	Resolved	Resubmitted	Reported	Actioning	Resolved	Resubmitted
Refuse: not collected	1	0	1	0	1	0	1	0
TOTAL	1	0	1	0	1	0	1	0
STREET SIGNS	Reported	Actioning	Resolved	Resubmitted	Reported	Actioning	Resolved	Resubmitted
Street Signs: Damaged	0	0	0	0	0	0	0	0
Street Signs: Missing	0	0	0	0	0	0	0	0
TOTAL	0	0	0	0	0	0	0	0
ROADS	Reported	Actioning	Resolved	Resubmitted	Reported	Actioning	Resolved	Resubmitted
Roads: Potholes	0	0	0	0	0	0	0	0
Roads: Lines missing	0	0	0	0	0	0	0	0
TOTAL	0	0	0	0	0	0	0	0
TRAFFIC LIGHTS	Reported	Actioning	Resolved	Resubmitted	Reported	Actioning	Resolved	Resubmitted
Traffic lights: Damaged	0	0	0	0	0	0	0	0
Traffic lights: Lights Out	0	0	0	0	0	0	0	0
Traffic lights: Timing Out	0	0	0	0	0	0	0	0
TOTAL	0	0	0	0	0	0	0	0
OTHER:	Reported	Actioning	Resolved	Resubmitted	Reported	Actioning	Resolved	Resubmitted
Other:	0	0	0	0	3	0	3	0
TOTAL	0	0	0	0	3	0	3	0
TOTALS	Reported	Actioning	Resolved	Resubmitted	Reported	Actioning	Resolved	Resubmitted
	97	8	89	0	105	7	98	0

WARD 6	Actual January 2019				Actual February 2019			
WATER	Reported	Actioning	Resolved	Resubmitted	Reported	Actioning	Resolved	Resubmitted
Water: No supply	0	0	0	0	2	0	2	0
Water: Pressure	0	0	0	0	0	0	0	0
Water: Burst Pipe	3	0	3	0	5	0	5	0
Water: Quality	0	0	0	0	0	0	0	0
Water: Faulty Meter	3	0	3	0	7	0	7	0
TOTAL	6	0	6	0	14	0	14	0
SEWER	Reported	Actioning	Resolved	Resubmitted	Reported	Actioning	Resolved	Resubmitted
Sewer: Septic Tank full	0	0	0	0	0	0	0	0
Sewer: Drain damaged	0	0	0	0	0	0	0	0
Sewer: Blocked	14	0	14	0	16	1	15	0
Sewer: Manhole damaged	0	0	0	0	1	0	1	0
Sewer: Manhole cover missing	0	0	0	0	0	0	0	0
TOTAL	14	0	14	0	17	1	16	0
ELECTRICITY	Reported	Actioning	Resolved	Resubmitted	Reported	Actioning	Resolved	Resubmitted
Electricity: No Supply	6	0	6	0	11	0	11	0
Electricity: Exposed Wires	1	0	1	0	2	0	2	0
Electricity: Faulty Meter	8	0	8	0	6	0	6	0
Electricity: Damaged box	2	0	2	0	1	0	1	0
TOTAL	17	0	17	0	20	0	20	0
STREET LIGHTS	Reported	Actioning	Resolved	Resubmitted	Reported	Actioning	Resolved	Resubmitted
Street lights: not working	1	0	1	0	4	2	2	0
Street lights: Damaged	0	0	0	0	0	0	0	0
Street lights: On permanently	0	0	0	0	0	0	0	0
TOTAL	1	0	1	0	4	2	2	0
ENVIRONMENT	Reported	Actioning	Resolved	Resubmitted	Reported	Actioning	Resolved	Resubmitted
Environment: Damaged Pavement	0	0	0	0	0	0	0	0
Environment: Dumped Rubbish	0	0	0	0	3	2	1	0
Environment: Needs Mowing	0	0	0	0	0	0	0	0
Environment: Fallen Tree	0	0	0	0	0	0	0	0
Environment: Graffiti	0	0	0	0	0	0	0	0
Environment: Animal remains	0	0	0	0	1	0	1	0
TOTAL	0	0	0	0	4	2	2	0
REFUSE	Reported	Actioning	Resolved	Resubmitted	Reported	Actioning	Resolved	Resubmitted
Refuse: not collected	1	0	1	0	0	0	0	0
TOTAL	1	0	1	0	0	0	0	0
STREET SIGNS	Reported	Actioning	Resolved	Resubmitted	Reported	Actioning	Resolved	Resubmitted
Street Signs: Damaged	0	0	0	0	0	0	0	0
Street Signs: Missing	0	0	0	0	1	0	1	0
TOTAL	0	0	0	0	1	0	1	0
ROADS	Reported	Actioning	Resolved	Resubmitted	Reported	Actioning	Resolved	Resubmitted
Roads: Potholes	0	0	0	0	1	0	1	0
Roads: Lines missing	0	0	0	0	0	0	0	0
TOTAL	0	0	0	0	1	0	1	0
TRAFFIC LIGHTS	Reported	Actioning	Resolved	Resubmitted	Reported	Actioning	Resolved	Resubmitted
Traffic lights: Damaged	0	0	0	0	0	0	0	0
Traffic lights: Lights Out	0	0	0	0	0	0	0	0
Traffic lights: Timing Out	0	0	0	0	0	0	0	0
TOTAL	0	0	0	0	0	0	0	0
OTHER:	Reported	Actioning	Resolved	Resubmitted	Reported	Actioning	Resolved	Resubmitted
Other:	0	0	0	0	0	0	0	0
TOTAL	0	0	0	0	0	0	0	0
TOTALS	Reported	Actioning	Resolved	Resubmitted	Reported	Actioning	Resolved	Resubmitted
	39	0	39	0	61	5	56	0

WARD 7	Actual January 2019				Actual February 2019			
	Reported	Actioning	Resolved	Resubmitted	Reported	Actioning	Resolved	Resubmitted
WATER								
Water: No supply	5	1	4	0	2	0	2	0
Water: Pressure	0	0	0	0	0	0	0	0
Water: Burst Pipe	6	0	6	0	6	0	6	0
Water: Quality	0	0	0	0	0	0	0	0
Water: Faulty Meter	6	0	6	0	10	0	10	0
TOTAL	17	1	16	0	18	0	18	0
SEWER								
Sewer: Septic Tank full	16	2	14	0	6	1	5	0
Sewer: Drain damaged	0	0	0	0	0	0	0	0
Sewer: Blocked	4	0	4	0	11	0	11	0
Sewer: Manhole damaged	0	0	0	0	0	0	0	0
Sewer: Manhole cover missing	0	0	0	0	0	0	0	0
TOTAL	20	2	18	0	17	1	16	0
ELECTRICITY								
Electricity: No Supply	1	0	1	0	0	0	0	0
Electricity: Exposed Wires	0	0	0	0	0	0	0	0
Electricity: Faulty Meter	0	0	0	0	0	0	0	0
Electricity: Damaged box	0	0	0	0	0	0	0	0
TOTAL	1	0	1	0	0	0	0	0
STREET LIGHTS								
Street lights: not working	0	0	0	0	0	0	0	0
Street lights: Damaged	0	0	0	0	0	0	0	0
Street lights: On permanently	0	0	0	0	0	0	0	0
TOTAL	0	0	0	0	0	0	0	0
ENVIRONMENT								
Environment: Damaged Pavement	0	0	0	0	0	0	0	0
Environment: Dumped Rubbish	0	0	0	0	0	0	0	0
Environment: Needs Mowing	0	0	0	0	0	0	0	0
Environment: Fallen Tree	0	0	0	0	0	0	0	0
Environment: Graffiti	0	0	0	0	0	0	0	0
Environment: Animal remains	0	0	0	0	0	0	0	0
TOTAL	0	0	0	0	0	0	0	0
REFUSE								
Refuse: not collected	0	0	0	0	0	0	0	0
TOTAL	0	0	0	0	0	0	0	0
STREET SIGNS								
Street Signs: Damaged	0	0	0	0	0	0	0	0
Street Signs: Missing	0	0	0	0	0	0	0	0
TOTAL	0	0	0	0	0	0	0	0
ROADS								
Roads: Potholes	0	0	0	0	0	0	0	0
Roads: Lines missing	0	0	0	0	0	0	0	0
TOTAL	0	0	0	0	0	0	0	0
TRAFFIC LIGHTS								
Traffic lights: Damaged	0	0	0	0	0	0	0	0
Traffic lights: Lights Out	0	0	0	0	0	0	0	0
Traffic lights: Timing Out	0	0	0	0	0	0	0	0
TOTAL	0	0	0	0	0	0	0	0
OTHER:								
Other:	4	0	4	0	1	1	0	0
TOTAL	4	0	4	0	1	1	0	0
TOTALS	Reported	Actioning	Resolved	Resubmitted	Reported	Actioning	Resolved	Resubmitted
	42	3	39	0	36	2	34	0

WARD 8	Actual January 2019				Actual February 2019			
	Reported	Actioning	Resolved	Resubmitted	Reported	Actioning	Resolved	Resubmitted
WATER								
Water: No supply	10	0	10	0	14	0	14	0
Water: Pressure	1	0	1	0	2	0	2	0
Water: Burst Pipe	41	6	34	0	45	8	37	0
Water: Quality	1	0	1	0	1	0	1	0
Water: Faulty Meter	73	0	73	0	44	0	44	0
TOTAL	126	6	119	0	106	8	98	0
SEWER								
Sewer: Septic Tank full	510	57	453	0	399	47	352	0
Sewer: Drain damaged	0	0	0	0	0	0	0	0
Sewer: Blocked	26	1	25	0	13	1	12	0
Sewer: Manhole damaged	3	0	3	0	2	0	2	0
Sewer: Manhole cover missing	0	0	0	0	0	0	0	0
TOTAL	539	58	481	0	414	48	366	0
ELECTRICITY								
Electricity: No Supply	13	0	13	0	17	0	17	0
Electricity: Exposed Wires	9	1	8	0	3	0	3	0
Electricity: Faulty Meter	2	0	2	0	1	0	1	0
Electricity: Damaged box	0	0	0	0	2	0	2	0
TOTAL	24	1	23	0	23	0	23	0
STREET LIGHTS								
Street lights: not working	6	3	3	0	10	7	3	0
Street lights: Damaged	0	0	0	0	3	2	1	0
Street lights: On permanently	0	0	0	0	0	0	0	0
TOTAL	6	3	3	0	13	9	4	0
ENVIRONMENT								
Environment: Damaged Pavement	17	4	13	0	7	1	6	0
Environment: Dumped Rubbish	2	1	1	0	3	1	2	0
Environment: Needs Mowing	7	6	1	0	9	7	2	0
Environment: Fallen Tree	4	0	4	0	1	1	0	0
Environment: Graffiti	0	0	0	0	0	0	0	0
Environment: Animal remains	0	0	0	0	0	0	0	0
TOTAL	30	11	19	0	20	10	10	0
REFUSE								
Refuse: not collected	1	0	1	0	2	0	2	0
TOTAL	1	0	1	0	2	0	2	0
STREET SIGNS								
Street Signs: Damaged	0	0	0	0	0	0	0	0
Street Signs: Missing	0	0	0	0	4	2	2	0
TOTAL	0	0	0	0	4	2	2	0
ROADS								
Roads: Potholes	55	12	43	0	122	7	115	0
Roads: Lines missing	1	1	0	0	0	0	0	0
TOTAL	56	13	43	0	122	7	115	0
TRAFFIC LIGHTS								
Traffic lights: Damaged	0	0	0	0	0	0	0	0
Traffic lights: Lights Out	0	0	0	0	0	0	0	0
Traffic lights: Timing Out	0	0	0	0	0	0	0	0
TOTAL	0	0	0	0	0	0	0	0
OTHER:								
Other:	17	4	13	0	19	0	19	0
TOTAL	17	4	13	0	19	0	19	0
TOTALS	Reported	Actioning	Resolved	Resubmitted	Reported	Actioning	Resolved	Resubmitted
	799	96	702	0	723	84	639	0

WARD 9	Actual January 2019				Actual February 2019			
WATER	Reported	Actioning	Resolved	Resubmitted	Reported	Actioning	Resolved	Resubmitted
Water: No supply	2	0	2	0	3	0	3	0
Water: Pressure	0	0	0	0	0	0	0	0
Water: Burst Pipe	7	0	7	0	8	0	8	0
Water: Quality	0	0	0	0	0	0	0	0
Water: Faulty Meter	5	0	5	0	8	3	5	0
TOTAL	14	0	14	0	19	3	16	0
SEWER	Reported	Actioning	Resolved	Resubmitted	Reported	Actioning	Resolved	Resubmitted
Sewer: Septic Tank full	21	0	21	0	22	3	19	0
Sewer: Drain damaged	0	0	0	0	0	0	0	0
Sewer: Blocked	9	0	9	0	8	0	8	0
Sewer: Manhole damaged	0	0	0	0	0	0	0	0
Sewer: Manhole cover missing	0	0	0	0	0	0	0	0
TOTAL	30	0	30	0	30	3	27	0
ELECTRICITY	Reported	Actioning	Resolved	Resubmitted	Reported	Actioning	Resolved	Resubmitted
Electricity: No Supply	0	0	0	0	0	0	0	0
Electricity: Exposed Wires	0	0	0	0	0	0	0	0
Electricity: Faulty Meter	0	0	0	0	0	0	0	0
Electricity: Damaged box	0	0	0	0	0	0	0	0
TOTAL	0	0	0	0	0	0	0	0
STREET LIGHTS	Reported	Actioning	Resolved	Resubmitted	Reported	Actioning	Resolved	Resubmitted
Street lights: not working	1	1	0	0	2	2	0	0
Street lights: Damaged	0	0	0	0	0	0	0	0
Street lights: On permanently	0	0	0	0	0	0	0	0
TOTAL	1	1	0	0	2	2	0	0
ENVIRONMENT	Reported	Actioning	Resolved	Resubmitted	Reported	Actioning	Resolved	Resubmitted
Environment: Damaged Pavement	0	0	0	0	0	0	0	0
Environment: Dumped Rubbish	1	0	1	0	0	0	0	0
Environment: Needs Mowing	0	0	0	0	0	0	0	0
Environment: Fallen Tree	0	0	0	0	1	0	1	0
Environment: Graffiti	0	0	0	0	0	0	0	0
Environment: Animal remains	0	0	0	0	0	0	0	0
TOTAL	1	0	1	0	1	0	1	0
REFUSE	Reported	Actioning	Resolved	Resubmitted	Reported	Actioning	Resolved	Resubmitted
Refuse: not collected	0	0	0	0	0	0	0	0
TOTAL	0	0	0	0	0	0	0	0
STREET SIGNS	Reported	Actioning	Resolved	Resubmitted	Reported	Actioning	Resolved	Resubmitted
Street Signs: Damaged	0	0	0	0	0	0	0	0
Street Signs: Missing	0	0	0	0	0	0	0	0
TOTAL	0	0	0	0	0	0	0	0
ROADS	Reported	Actioning	Resolved	Resubmitted	Reported	Actioning	Resolved	Resubmitted
Roads: Potholes	1	1	0	0	0	0	0	0
Roads: Lines missing	0	0	0	0	0	0	0	0
TOTAL	1	1	0	0	0	0	0	0
TRAFFIC LIGHTS	Reported	Actioning	Resolved	Resubmitted	Reported	Actioning	Resolved	Resubmitted
Traffic lights: Damaged	0	0	0	0	0	0	0	0
Traffic lights: Lights Out	0	0	0	0	0	0	0	0
Traffic lights: Timing Out	0	0	0	0	0	0	0	0
TOTAL	0	0	0	0	0	0	0	0
OTHER:	Reported	Actioning	Resolved	Resubmitted	Reported	Actioning	Resolved	Resubmitted
Other:	1	0	1	0	0	0	0	0
TOTAL	1	0	1	0	0	0	0	0
TOTALS	Reported	Actioning	Resolved	Resubmitted	Reported	Actioning	Resolved	Resubmitted
	48	2	46	0	52	8	44	0

WARD 10	Actual January 2019				Actual February 2019			
WATER	Reported	Actioning	Resolved	Resubmitted	Reported	Actioning	Resolved	Resubmitted
Water: No supply	0	0	0	0	0	0	0	0
Water: Pressure	0	0	0	0	0	0	0	0
Water: Burst Pipe	3	0	3	0	0	0	0	0
Water: Quality	0	0	0	0	0	0	0	0
Water: Faulty Meter	1	0	1	0	1	0	1	0
TOTAL	4	0	4	0	1	0	1	0
SEWER	Reported	Actioning	Resolved	Resubmitted	Reported	Actioning	Resolved	Resubmitted
Sewer: Septic Tank full	4	1	3	0	1	1	0	0
Sewer: Drain damaged	0	0	0	0	0	0	0	0
Sewer: Blocked	1	0	1	0	5	0	5	0
Sewer: Manhole damaged	0	0	0	0	0	0	0	0
Sewer: Manhole cover missing	0	0	0	0	0	0	0	0
TOTAL	5	1	4	0	6	1	5	0
ELECTRICITY	Reported	Actioning	Resolved	Resubmitted	Reported	Actioning	Resolved	Resubmitted
Electricity: No Supply	0	0	0	0	0	0	0	0
Electricity: Exposed Wires	0	0	0	0	0	0	0	0
Electricity: Faulty Meter	0	0	0	0	0	0	0	0
Electricity: Damaged box	0	0	0	0	0	0	0	0
TOTAL	0	0	0	0	0	0	0	0
STREET LIGHTS	Reported	Actioning	Resolved	Resubmitted	Reported	Actioning	Resolved	Resubmitted
Street lights: not working	0	0	0	0	1	1	0	0
Street lights: Damaged	0	0	0	0	0	0	0	0
Street lights: On permanently	0	0	0	0	0	0	0	0
TOTAL	0	0	0	0	1	1	0	0
ENVIRONMENT	Reported	Actioning	Resolved	Resubmitted	Reported	Actioning	Resolved	Resubmitted
Environment: Damaged Pavement	0	0	0	0	0	0	0	0
Environment: Dumped Rubbish	0	0	0	0	0	0	0	0
Environment: Needs Mowing	0	0	0	0	0	0	0	0
Environment: Fallen Tree	0	0	0	0	0	0	0	0
Environment: Graffiti	0	0	0	0	0	0	0	0
Environment: Animal remains	0	0	0	0	0	0	0	0
TOTAL	0	0	0	0	0	0	0	0
REFUSE	Reported	Actioning	Resolved	Resubmitted	Reported	Actioning	Resolved	Resubmitted
Refuse: not collected	0	0	0	0	0	0	0	0
TOTAL	0	0	0	0	0	0	0	0
STREET SIGNS	Reported	Actioning	Resolved	Resubmitted	Reported	Actioning	Resolved	Resubmitted
Street Signs: Damaged	0	0	0	0	0	0	0	0
Street Signs: Missing	0	0	0	0	0	0	0	0
TOTAL	0	0	0	0	0	0	0	0
ROADS	Reported	Actioning	Resolved	Resubmitted	Reported	Actioning	Resolved	Resubmitted
Roads: Potholes	0	0	0	0	0	0	0	0
Roads: Lines missing	0	0	0	0	0	0	0	0
TOTAL	0	0	0	0	0	0	0	0
TRAFFIC LIGHTS	Reported	Actioning	Resolved	Resubmitted	Reported	Actioning	Resolved	Resubmitted
Traffic lights: Damaged	0	0	0	0	0	0	0	0
Traffic lights: Lights Out	0	0	0	0	0	0	0	0
Traffic lights: Timing Out	0	0	0	0	0	0	0	0
TOTAL	0	0	0	0	0	0	0	0
OTHER:	Reported	Actioning	Resolved	Resubmitted	Reported	Actioning	Resolved	Resubmitted
Other:	2	1	1	0	0	0	0	0
TOTAL	2	1	1	0	0	0	0	0
TOTALS	Reported	Actioning	Resolved	Resubmitted	Reported	Actioning	Resolved	Resubmitted
	11	2	9	0	8	2	6	0

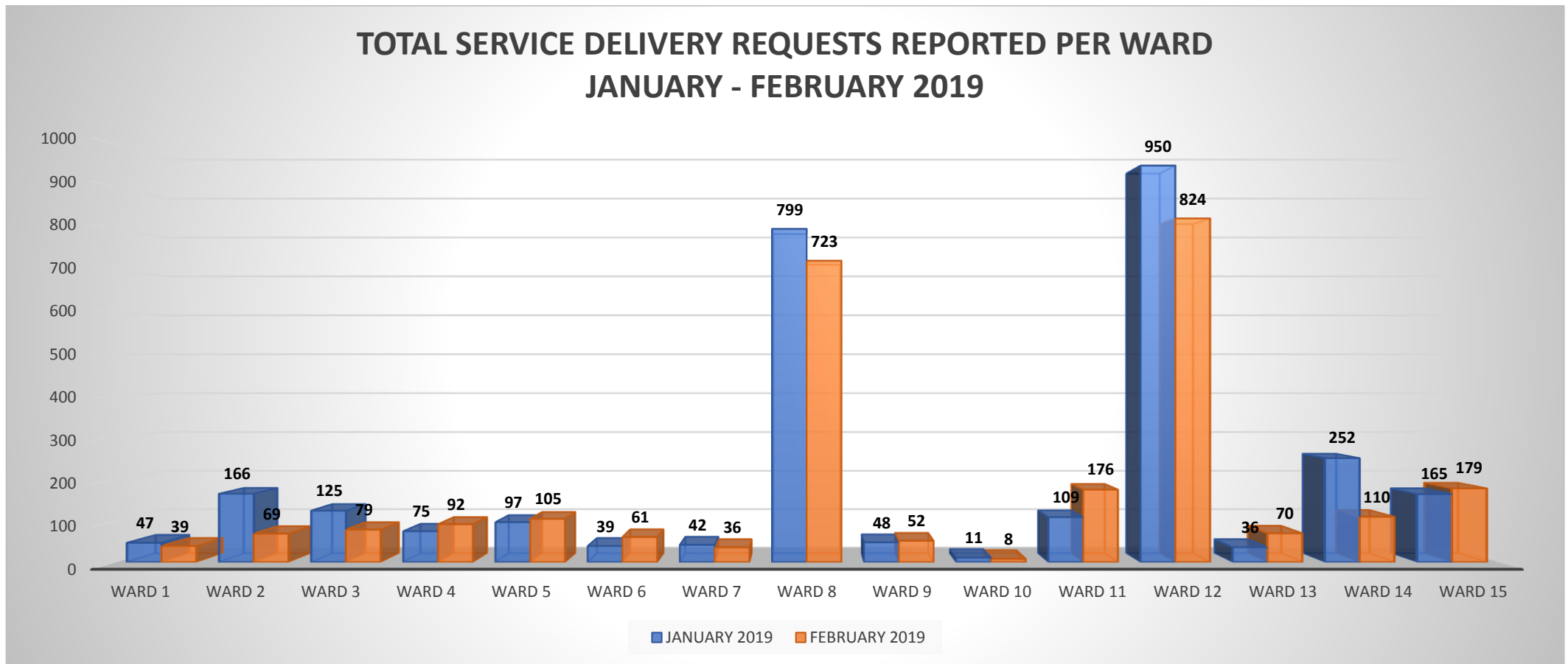
WARD 11	Actual January 2019				Actual February 2019			
<i>WATER</i>	Reported	Actioning	Resolved	Resubmitted	Reported	Actioning	Resolved	Resubmitted
Water: No supply	1	0	1	0	4	0	4	0
Water: Pressure	0	0	0	0	1	1	0	0
Water: Burst Pipe	13	0	13	0	11	0	11	0
Water: Quality	0	0	0	0	0	0	0	0
Water: Faulty Meter	10	0	10	0	7	0	7	0
TOTAL	24	0	24	0	23	1	22	0
<i>SEWER</i>	Reported	Actioning	Resolved	Resubmitted	Reported	Actioning	Resolved	Resubmitted
Sewer: Septic Tank full	6	0	6	0	9	5	4	0
Sewer: Drain damaged	1	0	1	0	0	0	0	0
Sewer: Blocked	17	0	17	0	14	0	14	0
Sewer: Manhole damaged	0	0	0	0	0	0	0	0
Sewer: Manhole cover missing	0	0	0	0	0	0	0	0
TOTAL	24	0	24	0	23	5	18	0
<i>ELECTRICITY</i>	Reported	Actioning	Resolved	Resubmitted	Reported	Actioning	Resolved	Resubmitted
Electricity: No Supply	15	0	15	0	12	0	12	0
Electricity: Exposed Wires	1	0	1	0	6	0	6	0
Electricity: Faulty Meter	1	0	1	0	2	0	2	0
Electricity: Damaged box	0	0	0	0	0	0	0	0
TOTAL	17	0	17	0	20	0	20	0
<i>STREET LIGHTS</i>	Reported	Actioning	Resolved	Resubmitted	Reported	Actioning	Resolved	Resubmitted
Street lights: not working	6	2	4	0	8	7	1	0
Street lights: Damaged	2	1	1	0	0	0	0	0
Street lights: On permanently	0	0	0	0	0	0	0	0
TOTAL	8	3	5	0	8	7	1	0
<i>ENVIRONMENT</i>	Reported	Actioning	Resolved	Resubmitted	Reported	Actioning	Resolved	Resubmitted
Environment: Damaged Pavement	6	3	3	0	2	2	0	0
Environment: Dumped Rubbish	3	0	3	0	2	1	1	0
Environment: Needs Mowing	1	1	0	0	0	0	0	0
Environment: Fallen Tree	0	0	0	0	1	1	0	0
Environment: Graffiti	0	0	0	0	0	0	0	0
Environment: Animal remains	0	0	0	0	0	0	0	0
TOTAL	10	4	6	0	5	4	1	0
<i>REFUSE</i>	Reported	Actioning	Resolved	Resubmitted	Reported	Actioning	Resolved	Resubmitted
Refuse: not collected	5	0	5	0	2	0	2	0
TOTAL	5	0	5	0	2	0	2	0
<i>STREET SIGNS</i>	Reported	Actioning	Resolved	Resubmitted	Reported	Actioning	Resolved	Resubmitted
Street Signs: Damaged	0	0	0	0	0	0	0	0
Street Signs: Missing	2	1	1	0	0	0	0	0
TOTAL	2	1	1	0	0	0	0	0
<i>ROADS</i>	Reported	Actioning	Resolved	Resubmitted	Reported	Actioning	Resolved	Resubmitted
Roads: Potholes	9	3	6	0	79	6	73	0
Roads: Lines missing	0	0	0	0	0	0	0	0
TOTAL	9	3	6	0	79	6	73	0
<i>TRAFFIC LIGHTS</i>	Reported	Actioning	Resolved	Resubmitted	Reported	Actioning	Resolved	Resubmitted
Traffic lights: Damaged	0	0	0	0	0	0	0	0
Traffic lights: Lights Out	0	0	0	0	0	0	0	0
Traffic lights: Timing Out	0	0	0	0	0	0	0	0
TOTAL	0	0	0	0	0	0	0	0
<i>OTHER:</i>	Reported	Actioning	Resolved	Resubmitted	Reported	Actioning	Resolved	Resubmitted
Other:	10	2	8	0	16	3	13	0
TOTAL	10	2	8	0	16	3	13	0
TOTALS	Reported	Actioning	Resolved	Resubmitted	Reported	Actioning	Resolved	Resubmitted
	109	13	96	0	176	26	150	0

WARD 12	Actual January 2019				Actual February 2019			
<i>WATER</i>	Reported	Actioning	Resolved	Resubmitted	Reported	Actioning	Resolved	Resubmitted
Water: No supply	9	0	9	0	5	0	5	0
Water: Pressure	2	0	2	0	2	0	2	0
Water: Burst Pipe	16	0	16	0	8	1	7	0
Water: Quality	0	0	0	0	1	0	1	0
Water: Faulty Meter	11	1	10	0	4	0	4	0
TOTAL	38	1	37	0	20	1	19	0
<i>SEWER</i>	Reported	Actioning	Resolved	Resubmitted	Reported	Actioning	Resolved	Resubmitted
Sewer: Septic Tank full	783	37	746	0	414	13	401	0
Sewer: Drain damaged	0	0	0	0	0	0	0	0
Sewer: Blocked	13	0	13	0	2	0	2	0
Sewer: Manhole damaged	3	0	3	0	0	0	0	0
Sewer: Manhole cover missing	0	0	0	0	0	0	0	0
TOTAL	799	37	762	0	416	13	403	0
<i>ELECTRICITY</i>	Reported	Actioning	Resolved	Resubmitted	Reported	Actioning	Resolved	Resubmitted
Electricity: No Supply	20	0	20	0	9	0	9	0
Electricity: Exposed Wires	2	0	2	0	0	0	0	0
Electricity: Faulty Meter	0	0	0	0	1	0	1	0
Electricity: Damaged box	0	0	0	0	0	0	0	0
TOTAL	22	0	22	0	10	0	10	0
<i>STREET LIGHTS</i>	Reported	Actioning	Resolved	Resubmitted	Reported	Actioning	Resolved	Resubmitted
Street lights: not working	9	1	8	0	7	5	2	0
Street lights: Damaged	6	2	4	0	0	0	0	0
Street lights: On permanently	0	0	0	0	0	0	0	0
TOTAL	15	3	12	0	7	5	2	0
<i>ENVIRONMENT</i>	Reported	Actioning	Resolved	Resubmitted	Reported	Actioning	Resolved	Resubmitted
Environment: Damaged Pavement	2	2	0	0	0	0	0	0
Environment: Dumped Rubbish	9	2	7	0	5	1	4	0
Environment: Needs Mowing	0	0	0	0	4	4	0	0
Environment: Fallen Tree	0	0	0	0	0	0	0	0
Environment: Graffiti	0	0	0	0	0	0	0	0
Environment: Animal remains	2	0	2	0	2	0	2	0
TOTAL	13	4	9	0	11	5	6	0
<i>REFUSE</i>	Reported	Actioning	Resolved	Resubmitted	Reported	Actioning	Resolved	Resubmitted
Refuse: not collected	25	4	21	0	8	1	7	0
TOTAL	25	4	21	0	8	1	7	0
<i>STREET SIGNS</i>	Reported	Actioning	Resolved	Resubmitted	Reported	Actioning	Resolved	Resubmitted
Street Signs: Damaged	2	2	0	0	1	1	0	0
Street Signs: Missing	2	2	0	0	7	6	1	0
TOTAL	4	4	0	0	8	7	1	0
<i>ROADS</i>	Reported	Actioning	Resolved	Resubmitted	Reported	Actioning	Resolved	Resubmitted
Roads: Potholes	12	11	0	1	331	3	328	0
Roads: Lines missing	0	0	0	0	2	1	1	0
TOTAL	12	11	0	1	333	4	329	0
<i>TRAFFIC LIGHTS</i>	Reported	Actioning	Resolved	Resubmitted	Reported	Actioning	Resolved	Resubmitted
Traffic lights: Damaged	0	0	0	0	0	0	0	0
Traffic lights: Lights Out	0	0	0	0	0	0	0	0
Traffic lights: Timing Out	0	0	0	0	0	0	0	0
TOTAL	0	0	0	0	0	0	0	0
<i>OTHER:</i>	Reported	Actioning	Resolved	Resubmitted	Reported	Actioning	Resolved	Resubmitted
Other:	22	7	15	0	11	5	6	0
TOTAL	22	7	15	0	11	5	6	0
TOTALS	Reported	Actioning	Resolved	Resubmitted	Reported	Actioning	Resolved	Resubmitted
	950	71	878	1	824	41	783	0

WARD 13	Actual January 2019				Actual February 2019			
WATER	Reported	Actioning	Resolved	Resubmitted	Reported	Actioning	Resolved	Resubmitted
Water: No supply	8	0	8	0	0	0	0	0
Water: Pressure	0	0	0	0	0	0	0	0
Water: Burst Pipe	11	1	10	0	5	1	4	0
Water: Quality	0	0	0	0	0	0	0	0
Water: Faulty Meter	2	0	2	0	7	6	1	0
TOTAL	21	1	20	0	12	7	5	0
SEWER	Reported	Actioning	Resolved	Resubmitted	Reported	Actioning	Resolved	Resubmitted
Sewer: Septic Tank full	11	7	4	0	46	19	27	0
Sewer: Drain damaged	0	0	0	0	0	0	0	0
Sewer: Blocked	2	1	1	0	8	0	8	0
Sewer: Manhole damaged	0	0	0	0	0	0	0	0
Sewer: Manhole cover missing	0	0	0	0	0	0	0	0
TOTAL	13	8	5	0	54	19	35	0
ELECTRICITY	Reported	Actioning	Resolved	Resubmitted	Reported	Actioning	Resolved	Resubmitted
Electricity: No Supply	0	0	0	0	0	0	0	0
Electricity: Exposed Wires	0	0	0	0	0	0	0	0
Electricity: Faulty Meter	0	0	0	0	0	0	0	0
Electricity: Damaged box	0	0	0	0	0	0	0	0
TOTAL	0	0	0	0	0	0	0	0
STREET LIGHTS	Reported	Actioning	Resolved	Resubmitted	Reported	Actioning	Resolved	Resubmitted
Street lights: not working	2	1	1	0	3	2	1	0
Street lights: Damaged	0	0	0	0	0	0	0	0
Street lights: On permanently	0	0	0	0	0	0	0	0
TOTAL	2	1	1	0	3	2	1	0
ENVIRONMENT	Reported	Actioning	Resolved	Resubmitted	Reported	Actioning	Resolved	Resubmitted
Environment: Damaged Pavement	0	0	0	0	0	0	0	0
Environment: Dumped Rubbish	0	0	0	0	0	0	0	0
Environment: Needs Mowing	0	0	0	0	0	0	0	0
Environment: Fallen Tree	0	0	0	0	0	0	0	0
Environment: Graffiti	0	0	0	0	0	0	0	0
Environment: Animal remains	0	0	0	0	0	0	0	0
TOTAL	0	0	0	0	0	0	0	0
REFUSE	Reported	Actioning	Resolved	Resubmitted	Reported	Actioning	Resolved	Resubmitted
Refuse: not collected	0	0	0	0	0	0	0	0
TOTAL	0	0	0	0	0	0	0	0
STREET SIGNS	Reported	Actioning	Resolved	Resubmitted	Reported	Actioning	Resolved	Resubmitted
Street Signs: Damaged	0	0	0	0	0	0	0	0
Street Signs: Missing	0	0	0	0	0	0	0	0
TOTAL	0	0	0	0	0	0	0	0
ROADS	Reported	Actioning	Resolved	Resubmitted	Reported	Actioning	Resolved	Resubmitted
Roads: Potholes	0	0	0	0	1	1	0	0
Roads: Lines missing	0	0	0	0	0	0	0	0
TOTAL	0	0	0	0	1	1	0	0
TRAFFIC LIGHTS	Reported	Actioning	Resolved	Resubmitted	Reported	Actioning	Resolved	Resubmitted
Traffic lights: Damaged	0	0	0	0	0	0	0	0
Traffic lights: Lights Out	0	0	0	0	0	0	0	0
Traffic lights: Timing Out	0	0	0	0	0	0	0	0
TOTAL	0	0	0	0	0	0	0	0
OTHER:	Reported	Actioning	Resolved	Resubmitted	Reported	Actioning	Resolved	Resubmitted
Other:	0	0	0	0	0	0	0	0
TOTAL	0	0	0	0	0	0	0	0
TOTALS	Reported	Actioning	Resolved	Resubmitted	Reported	Actioning	Resolved	Resubmitted
	36	10	26	0	70	29	41	0

WARD 14	Actual January 2019				Actual February 2019			
WATER	Reported	Actioning	Resolved	Resubmitted	Reported	Actioning	Resolved	Resubmitted
Water: No supply	5	0	5	0	4	0	4	0
Water: Pressure	3	0	3	0	2	0	2	0
Water: Burst Pipe	21	1	20	0	13	0	13	0
Water: Quality	0	0	0	0	0	0	0	0
Water: Faulty Meter	24	1	23	0	11	0	11	0
TOTAL	53	2	51	0	30	0	30	0
SEWER	Reported	Actioning	Resolved	Resubmitted	Reported	Actioning	Resolved	Resubmitted
Sewer: Septic Tank full	5	0	5	0	5	1	4	0
Sewer: Drain damaged	0	0	0	0	0	0	0	0
Sewer: Blocked	40	0	40	0	18	0	18	0
Sewer: Manhole damaged	0	0	0	0	0	0	0	0
Sewer: Manhole cover missing	0	0	0	0	0	0	0	0
TOTAL	45	0	45	0	23	1	22	0
ELECTRICITY	Reported	Actioning	Resolved	Resubmitted	Reported	Actioning	Resolved	Resubmitted
Electricity: No Supply	26	0	26	0	28	0	28	0
Electricity: Exposed Wires	1	0	1	0	1	0	1	0
Electricity: Faulty Meter	3	0	3	0	6	0	6	0
Electricity: Damaged box	1	0	1	0	3	0	3	0
TOTAL	31	0	31	0	38	0	38	0
STREET LIGHTS	Reported	Actioning	Resolved	Resubmitted	Reported	Actioning	Resolved	Resubmitted
Street lights: not working	16	7	9	0	2	1	1	0
Street lights: Damaged	1	0	1	0	0	0	0	0
Street lights: On permanently	2	0	2	0	0	0	0	0
TOTAL	19	7	12	0	2	1	1	0
ENVIRONMENT	Reported	Actioning	Resolved	Resubmitted	Reported	Actioning	Resolved	Resubmitted
Environment: Damaged Pavement	5	3	2	0	1	1	0	0
Environment: Dumped Rubbish	1	0	1	0	7	0	6	1
Environment: Needs Mowing	1	0	1	0	0	0	0	0
Environment: Fallen Tree	0	0	0	0	1	0	1	0
Environment: Graffiti	0	0	0	0	0	0	0	0
Environment: Animal remains	0	0	0	0	0	0	0	0
TOTAL	7	3	4	0	9	1	7	1
REFUSE	Reported	Actioning	Resolved	Resubmitted	Reported	Actioning	Resolved	Resubmitted
Refuse: not collected	1	0	1	0	2	1	1	0
TOTAL	1	0	1	0	2	1	1	0
STREET SIGNS	Reported	Actioning	Resolved	Resubmitted	Reported	Actioning	Resolved	Resubmitted
Street Signs: Damaged	0	0	0	0	0	0	0	0
Street Signs: Missing	0	0	0	0	0	0	0	0
TOTAL	0	0	0	0	0	0	0	0
ROADS	Reported	Actioning	Resolved	Resubmitted	Reported	Actioning	Resolved	Resubmitted
Roads: Potholes	93	3	90	0	4	3	1	0
Roads: Lines missing	0	0	0	0	0	0	0	0
TOTAL	93	3	90	0	4	3	1	0
TRAFFIC LIGHTS	Reported	Actioning	Resolved	Resubmitted	Reported	Actioning	Resolved	Resubmitted
Traffic lights: Damaged	0	0	0	0	0	0	0	0
Traffic lights: Lights Out	0	0	0	0	0	0	0	0
Traffic lights: Timing Out	0	0	0	0	0	0	0	0
TOTAL	0	0	0	0	0	0	0	0
OTHER:	Reported	Actioning	Resolved	Resubmitted	Reported	Actioning	Resolved	Resubmitted
Other:	3	0	3	0	2	1	1	0
TOTAL	3	0	3	0	2	1	1	0
TOTALS	Reported	Actioning	Resolved	Resubmitted	Reported	Actioning	Resolved	Resubmitted
	252	15	237	0	110	8	101	1

WARD 15	Actual January 2019				Actual February 2019			
	Reported	Actioning	Resolved	Resubmitted	Reported	Actioning	Resolved	Resubmitted
WATER								
Water: No supply	2	0	2	0	3	0	3	0
Water: Pressure	0	0	0	0	0	0	0	0
Water: Burst Pipe	18	0	18	0	15	0	15	0
Water: Quality	0	0	0	0	0	0	0	0
Water: Faulty Meter	6	0	6	0	5	0	5	0
TOTAL	26	0	26	0	23	0	23	0
SEWER								
Sewer: Septic Tank full	30	0	30	0	44	0	44	0
Sewer: Drain damaged	0	0	0	0	0	0	0	0
Sewer: Blocked	52	0	52	0	54	0	54	0
Sewer: Manhole damaged	0	0	0	0	0	0	0	0
Sewer: Manhole cover missing	0	0	0	0	0	0	0	0
TOTAL	82	0	82	0	98	0	98	0
ELECTRICITY								
Electricity: No Supply	18	0	18	0	19	0	19	0
Electricity: Exposed Wires	6	0	6	0	3	0	3	0
Electricity: Faulty Meter	2	0	2	0	2	0	2	0
Electricity: Damaged box	1	0	1	0	1	0	1	0
TOTAL	27	0	27	0	25	0	25	0
STREET LIGHTS								
Street lights: not working	10	6	4	0	9	6	3	0
Street lights: Damaged	1	0	1	0	0	0	0	0
Street lights: On permanently	0	0	0	0	0	0	0	0
TOTAL	11	6	5	0	9	6	3	0
ENVIRONMENT								
Environment: Damaged Pavement	1	1	0	0	1	0	1	0
Environment: Dumped Rubbish	0	0	0	0	5	3	2	0
Environment: Needs Mowing	0	0	0	0	3	3	0	0
Environment: Fallen Tree	0	0	0	0	2	0	2	0
Environment: Graffiti	0	0	0	0	0	0	0	0
Environment: Animal remains	0	0	0	0	0	0	0	0
TOTAL	1	1	0	0	11	6	5	0
REFUSE								
Refuse: not collected	5	0	5	0	0	0	0	0
TOTAL	5	0	5	0	0	0	0	0
STREET SIGNS								
Street Signs: Damaged	0	0	0	0	0	0	0	0
Street Signs: Missing	0	0	0	0	0	0	0	0
TOTAL	0	0	0	0	0	0	0	0
ROADS								
Roads: Potholes	0	0	0	0	6	0	6	0
Roads: Lines missing	0	0	0	0	0	0	0	0
TOTAL	0	0	0	0	6	0	6	0
TRAFFIC LIGHTS								
Traffic lights: Damaged	0	0	0	0	0	0	0	0
Traffic lights: Lights Out	0	0	0	0	0	0	0	0
Traffic lights: Timing Out	0	0	0	0	0	0	0	0
TOTAL	0	0	0	0	0	0	0	0
OTHER:								
Other:	13	0	13	0	7	2	5	0
TOTAL	13	0	13	0	7	2	5	0
TOTALS								
	165	7	158	0	179	14	165	0

ix) TOTAL SERVICE DELIVERY REQUESTS REPORTED PER WARD JANUARY - FEBRUARY 2019:

* Ward 10 recorded the lowest number of service delivery requests reported, with 11 issues reported in January 2019 and 8 issues reported in February 2019.

* Ward 12 recorded the highest number of service delivery requests reported, with 950 issues reported in January 2019 and 824 issues reported in February 2019.

4. Comments by Directorates

4.1 Director: Corporate Services

The report is noted. Once again septic tank issues dominate.

5. Recommendation

- 5.1 That the report on the Call Centre Service Delivery Requests January – February 2019 be noted.
- 5.2 That the Service Provider be requested to include in the service delivery requests report, plot clearing under environmental which is to be reflected separately in the total summary table and graph, if possible, be supported.
- 5.3 That the Call Centre Reports on Service Delivery Requests be included as a standard item on the agenda for discussion at Top Management meetings and be forwarded to the Office of the Speaker on a monthly basis, be supported.
- 5.4 That the Call Centre Reports on Service Delivery Requests be submitted to all Portfolio Committee meetings for discussion and noting purposes, be supported.
- 5.5 That the Call Centre Reports on Service Delivery Requests for Wards be forwarded to all Ward Committees for noting purposes.
- 5.6 That a collective monthly report between the link app, call centre and day-to-day job card operations regarding service delivery requests received be submitted to the Top Management meetings for discussion.

Item Prepared by: Senior Auxiliary Officer

KOUGA MUNICIPALITY (EC108)

ORDINARY COUNCIL MEETING

OFFICE OF THE MUNICIPAL MANAGER

DATE: 30 APRIL 2019

ITEM NO: 19/04/MM4

MEDIA REPORT – JULY TO DECEMBER 2018

1. Purpose

The purpose of the report is to provide an overview of the media coverage received by Kouga Municipality and related events for the first six months of the 2018/2019 financial year. The report covers print, online, broadcast and social media platforms, as well as Mayoral campaigns and events/programme support.

2. Background

The Media & Communications section has been monitoring the media coverage received by Kouga Municipality in-house. This monitoring has been largely limited to Kouga and Nelson Mandela Bay-based print and online media.

A service provider, Newsclip, has subsequently been appointed to monitor all media coverage received by the municipality nationally. This monitoring service commenced on 1 November 2018 and allows for fuller reporting on the publicity received by the municipality across media platforms nationally.

The monitoring service also enables the municipality to attach a monetary value to the coverage. This is called AVE (advertising value equivalent) and reflects how much one would typically have to pay for the media space or airtime.

3. Reports

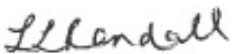
3.1 The following reports are attached hereto:

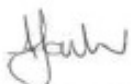
- Annexure A: Media and Website statistics for the period July to December 2018 (in-house monitoring)
- Annexure B: Newsclip statistics for the following keywords for the period July to September 2018:
 - Horatio Hendricks
 - JBay Winterfest
 - Corona Open JBay
 - Dorp van die Jaar
 - Town of the Year
 - KIA Makietie

- Annexure C: Newsclip statistics for Kouga Municipality for the period November to December 2018
- Annexure D: Facebook report for the period July to December 2018
- Annexure E: Mayoral campaigns and event/programme support for the period July to December 2018

4. Recommendation

- 4.1 That the media report for the period July to December 2018 be noted.
- 4.2 That it be noted that a Service Provider has been appointed to monitor all media coverage received and that statistics together with the in-house statistics will be submitted quarterly.
- 4.3 That the Media Liaison Officer develop a monthly newsletter for the whole Kouga Municipality to be phased in with the monthly electronic utility account effective 1 July 2019, be supported.

Item prepared by: 

Item approved by: 

Item noted by: 

ANNEXURE A: Media and Website statistics for the period July to December 2018 (in-house monitoring)

MEDIA LIAISON & WEBSITE – IN-HOUSE STATISTICS									
PLEASE NOTE: The following stats represent how often Kouga appeared in the following print and online platforms, which are monitored in-house.									
• PRINT - Kouga Express, Our Times, The Herald, Weekend Post, Die Burger (Oos-Kaap) • ONLINE - News 24, Network 24, J'Bay News, St Francis Today									
MONTH	Media releases	Media queries	Radio/TV interviews	Web releases	Local Print & Online Media Hits				
					Print	Online	Total		
JULY	26	7	0	22	52	71	123		
AUGUST	31	12	6	28	69	102	171		
SEPTEMBER	24	11	2	19	51	78	129		
OCTOBER	34	15	0	21	64	102	166		
NOVEMBER	46	6	9	23	58	74	132		
DECEMBER	35	7	12	17	43	75	118		

PUBLICATIONS FOR THIS PERIOD	
OCTOBER: Kouga News (21 000 copies) 	DECEMBER: Kouga Events Guide (3 000 copies) 

ANNEXURE B: Newsclip statistics for the following keywords for the period July to September 2018: Horatio Hendricks; JBay Winterfest; Corona Open JBay; Dorp van die Jaar; Town of the Year; KIA Makietie

Horatio Hendricks – 227 hits with a value of R5,179 677.19	KIA Makietie – 54 hits with a value of R590 879.66
Dorp van die Jaar – 34 hits with a value of R588 570.03	Town of the Year – 33 hits with a value of R529 477.78
JBay Winterfest – 25 hits with a value of R419 396.62	Corona Open JBay – 46 hits with a value of R1,070 835.83

ANNEXURE D: FACEBOOK REPORT FOR THE PERIOD JULY TO DECEMBER 2018							
Month	New Likes	Total Likes	Posts	Posts with highest reach			Total reach (all posts)
				Description	Date	Reach	
JULY	198	6180	31	1. Hankey and Patensie have used up their quota	16	17 000	107 291 or 3461/day
				2. Taps could run dry at Hankey and Patensie	23	14 600	
				3. Juvenile whale washes up at Cape St Francis	12	11 600	
AUG	183	6376	54	1. Weston reservoir vandalised	16	40 100	221 092 or 7132/day
				2. Watershedding schedule for Hankey & Patensie	2	37 700	
				3. Water Warriors donate bottled water	19	16 700	
SEPT	183	6559	86	1. Day Zero's Heroes (Patensie prayer day)	18	12 900	165 381 or 5 513/day
				2. Gamtoos River mouth breach	11	11 800	
				3. Festive Season vacancies	15	8 200	
OCT	240	6799	43	1. More than R150-m for drought relief	18	11 200	117 884 or 3 802/day
				2. Fire warning – fire risk high	30	8 800	
				3. Speaker gives thanks at prayer day	13	6 200	
				4. Behind with your account – 50% off prepaid	31	5 900	
				5. We're hiring (Manager Electrical & Area Engineer)	26	5 900	
NOV	224	7023	47	1. Kouga firefighters helping in Tsitsikamma	4	14 700	168 200 or 5 606/day
				2. Tsitsikamma fire update	4	9 700	
				3. Eskom loadshedding stage 2	30	9 500	
				4. Applications for apprenticeships invited	5	9 000	
				5. Loadshedding schedules	30	8 300	
DEC	1 129	8152	115	1. St Francis fire video footage	18	108 600	689 396 or 22 238/day
				2. St Francis evacuation alert	18	86 000	
				3. Holiday bliss at Jeffreys Bay (video)	26	38 100	
				4. Fantastic festive lights at Jeffreys Bay	15	25 600	
				5. Life's a beach at J'Bay (photos)	15	19 600	

ANNEXURE E: Mayoral campaigns and event/programme support for the period July to December 2018

MAYORAL CAMPAIGNS & EVENT/PROGRAMME SUPPORT – JULY 2018		
Water shortages Hankey & Patensie	Media & Facebook Posters (trilingual) Water-saving pamphlet (trilingual) Save Water Licence Discs	WATER AWARENESS: HANKEY & PATENISIE 
Nelson Mandela Day: - Title deeds (Kruisfontein) - Home repair (KwaNomzamo) - Baby clothing (Jeffreys Bay)	Media & Facebook	
MRM Summit	Media & Facebook	
KIA Makietie Jeffreysbaai	Media & Facebook (prepublicity)	
MAYORAL CAMPAIGNS & EVENT/PROGRAMME SUPPORT – AUGUST 2018		
Water Rationing: Hankey & Patensie	Media, Facebook & Website Posters & Flyers	WATER RATIONING HANKEY & PATENISIE: THE SCHEDULE REACHED 37 700 PEOPLE THROUGH THE MUNICIPAL FACEBOOK PAGE 
Water Drive: Hankey & Patensie	Media, Facebook & Website	
Door-to-door water campaign: Hankey & Patensie	Mini census survey form Training material & training Info material (water-saving tips, etc)	
Women's Day: Matric Empowerment Session	Media Facebook & Website	
Kouga Humansdorp Lentefees	Facebook (prepublicity)	
KIA Makietie Jeffreysbaai	Media & Facebook (prepublicity) Posters	
Wheelchair Wednesday	Media & Facebook	
Title Deeds: KwaNomzamo & Sea Vista	Media & Facebook	

MAYORAL CAMPAIGNS & EVENT/PROGRAMME SUPPORT – SEPTEMBER 2018	
Drought Awareness: Water mascot	Media, Facebook & Website "Name the Drop" competition Info stall at Fountains Mall Kids colouring-in corner at Makietie Media & Facebook
Drought Awareness: School campaign	Media & Facebook
Water Distribution: Hankey (Ashrafal Uloom)	Media, Facebook & Website
BIGM	Media & Facebook
KIA Makietie Jeffreysbaai	Media, Facebook & Website Posters (A1, A3 and A4) Flyers & Programmes 2 x photo wrap-up in local newspaper Media & Facebook
Road repair oversight	Media & Facebook
Title Deeds: Patensie	Media & Facebook
Men's Health Day: Patensie	Media & Facebook
World Environmental Health Day	Media & Facebook
MAYORAL CAMPAIGNS & EVENT/PROGRAMME SUPPORT – OCTOBER 2018	
IDP Community Meetings	Media & Facebook (plus radio interview in November following Oasis FM launch)
Title Deeds: Pellsrus and Hankey	Media & Facebook
Prayer Day for Rain	Media & Facebook
Call Centre/Link birthday	Invitations Media & Facebook (plus radio interview in November)
Adopt an Entrance	Media & Facebook



Umhlobo Wenene live broadcast from the KwaNomzamo Methodist Church	(plus radio interview in November)	
Wheelchair handover (with APD)	Media & Facebook	
	Media & Facebook	
MAYORAL CAMPAIGNS & EVENT/PROGRAMME SUPPORT – NOVEMBER 2018		
Provincial Marine Day celebrations (with DEDEAT)	Media & Facebook	Hoisting of Blue Flag prior to the Provincial Marine Day Celebrations:
Oasis FM launch	Media & Facebook Interview series over 2 weeks focusing on: * IDP * Fire services & Guy Fawkes * Community Services * Financial performance * Call Centre & Link App * Beach safety * Public Participation & Ward Development Fund * Waste Management * Accounts and EQS	 Oasis FM interview about the call centre and Link app: 
80/80 Walk	Media & Facebook	
Organ donation awareness	Media & Facebook	
Global Entrepreneurship Week	Media & Facebook	
Local Aids Council certificate handover	Media & Facebook	
16 Days of Activism launch	Media & Facebook	
16 Days of Activism door-to-door	Media & Facebook	
Mayor's Cup launch	Media & Facebook	

KOUGA MUNICIPALITY (EC 108)**ORDINARY COUNCIL MEETING****OFFICE OF THE MUNICIPAL MANAGER****DATE: 30 APRIL 2019****ITEM NO: 19/04/MM5****FEEDBACK ON ACQUISITION OF IMMOVABLE PROPERTY – WOLTEMADE BUILDING AND IN PRINCIPLE CONSIDERATION TO CONSTRUCT NEW MUNICIPAL OFFICES****1. Introduction**

The purpose of this item is to give the Committee feedback on the abandoned negotiations regarding the acquisition of immovable property i.e. Erf 7877, Woltemade Building, Jeffreys Bay, and zoned as Special Business. The item further seeks to obtain Council approval for construction of new municipal offices

2. Background

An item served at Mayoral Committee on 20 February 2019, seeking approval for the in principal authorization to acquire the Woltemade Building, Erf 7877, which the municipality is currently leasing from Bambelela Property Development (Pty) Ltd, for a period of 3 years terminating on 31 January 2021

The Mayoral Committee resolved on 20 February 2019:

2. *That the Mayoral Committee, in principle, authorizes the Accounting Officer to make an offer to purchase Erf 7877, Woltemade & St Croix Streets, Jeffreys Bay, on receipt of a 2nd sworn valuation report to determine the current market value.*
2. *That the final offer herein be referred to Council for consideration and approval of the acquisition of Erf 7877, Woltemade & St Croix Streets, Jeffreys Bay.*
3. *That the required budget provision be considered in conjunction with the preparation of the 2019/20 Capital Budget.*

3. Discussion

Having obtained a 1st sworn valuation report, which confirms the current market value in the amount of R11 800 000, the Municipal Manager entered into preliminary negotiations with the Lessor. The Lessor verbally indicated that he would not consider an offer of R11 800 000. This created the option to explore construction of new municipal offices and abandon negotiations for acquisition of the Woltemade building. It is also apparent that the Woltemade building has severe shortcomings and is not suitable for municipal offices. Amongst the major concerns are limited parking space, access by the public, and large office spaces that require substantial customization.

The municipality currently owns property i.e. ERF 5803 & 5804 which is ideally positioned for a new office building that will accommodate all the needs of a municipal administrative unit. The advantage of a new office building is the possible consolidation and disposal of current building/immovable assets that are spread throughout the municipality.

It is anticipated that the project be initiated in the 2019/2020 financial year with commissioning an architect for the design, layout and costing.

4. Financial implications

- 4.1 The estimated cost of the design, layout, 3D plans and costing is R1 600 000 which must be provided for in 2019/2020 budget.

5. Recommendation

- 5.1 That negotiations for the purchase Erf 7877, Woltemade & St Croix Streets, Jeffreys Bay, be abandoned in favour of the proposed construction of consolidated office space for the municipality, be supported.
- 5.2 That it be noted that the lease with Bамbelela Property Developments for the Woltemade Building will end on 31 January 2021.
- 5.3 That the Accounting Officer be authorized to explore the financial implications of the proposed construction of new offices and report back on such findings, be supported.
- 5.4 That it be noted, the municipality owns ERF 5803 & 5804 which is deemed suitable for such new offices.
- 5.5 That the required budget provision of R1 600 000 for the design, layout, 3D drawings and costing of such offices be provided for in the 2019/20 Budget, be supported.
- 5.6 That the Municipal Manager obtain valuations for the following municipal buildings, which could be disposed of in lieu of a consolidated office building, be supported:
- a. Da Gama Street Office - Erf 271, 272 & 273
 - b. Shell Museum - Erf 6558
 - c. SCM Stores & Fleet - Erf 6633

Item prepared by: Director: Corporate Services

Item approved by: Municipal Manager

KOUGA MUNICIPALITY (EC108)**ORDINARY COUNCIL MEETING****OFFICE OF THE MUNICIPAL MANAGER****DATE: 30 APRIL 2019****ITEM NO: 19/04/MM6****KOUGA MAYORS CUP TOURNAMENT 2019**1. Purpose

The purpose of this application is to seek council approval for the payments of clubs that will take part in the annual Kouga Mayors Cup Tournaments that will be played as from 06 to 26 April 2019, it will be played across various towns of Kouga.

2. Background

The Kouga Local Municipality like many other local and district municipalities across the Eastern Cape and South Africa at large, have been hosting the mayor's cup tournament. The past tournaments focused on main sport codes which include Soccer, Rugby and Netball. For this fiscal year the tournament will include Golf, Cricket, Volley Ball, Pool and Chess. The plan is to include more sports codes annually which will result in more community members taking part in sport activities.

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

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

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

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

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

It is against this that we propose to council to make payments to the different sport associations and clubs that will be taking part in the Mayors cup tournaments.

4. Financial implications

The total approved budget for the Mayor's cup is hundred and thirty thousand. The Money will be paid out to the following structures as follows:

Eastern Province Kouga Rugby Union:	R20 000
Kouga Local Football Association:	R20 000
Kouga Netball:	R20 000
Kouga Golf:	R20 000
Kouga Chess:	R20 000
Kouga Cricket:	R20 000
Pool:	R10 000
Kouga Volleyball Union:	R10 000
Total:	R130 00

5. Legal implications

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

6. Other implications

None

7. Recommendation

- 7.1 That the proposal be approved and that the Sport Clubs be paid.
- 7.2 That a new Memorandum of Agreement (MoA) between Kouga Municipality and the Kouga Sports Council be developed with clear systems of financial reporting after the current Mayors cup.
- 7.3 That the payment of the Mayors Cup Tournament be condoned by Council.

Item prepared by: Special Programmes Officer

KOUGA MUNICIPALITY (EC108)
OFFICE OF THE EXECUTIVE MAYOR

DATE: 05 APRIL 2019

ITEM NO:

KOUGA MAYORS CUP TOURNAMENT: VOLLEYBALL 2019

1. Purpose

The purpose of this application is to seek council approval for the payment of Kouga Volleyball Union that will take part in the annual Kouga Mayors Cup Tournament that will be played as from 06 to 07 April 2019, it will be played in Jeffreys bay main beach.

2. Background

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

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

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

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

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

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

Council have at this stage not resolved that payment be made for the participation in the annual mayor's cup tournament. It is against this that we propose that payment be made to the Kouga Volleyball Union for their participation in the mayor's cup tournament.

4. Financial implications

The total approved budget for the Mayor's cup is hundred and thirty thousand. The Volley Ball Tournament budget is R10 000

Kouga Volleyball Union:	R10 000
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5. Legal implications

A Service Level Agreement will be put in place and signed by the association and recipients of the amounts. They will further be asked to submit a detailed summary of expenditure on how the funds were spent. The winners and or clubs will also be asked to sign confirmation of receiving the amounts from their respective structures.

6. Other implications

An item will be tabled to council requesting for the Volleyball Tournament Mayors cup payment be condoned by council.

7. Recommendation

1. It is recommended that this proposal be approved and that the Volleyball Mayors Cup Tournament budget be paid to the Kouga Volleyball Union.
2. It is also recommended that this application be attached to an Item that will be sent to council to ask for approval of payment of all Sport Associations to that will take part in the Mayors Cup.
3. That council condone payment to the Kouga Volley Ball Union and it to be rectified by a council resolution that will put a Service Level Agreement with the Kouga Sports Associations.



MR C. DU PLESSIS
MUNICIPAL MANAGER



CLL. H. HENDRICKS
EXECUTIVE MAYOR

REPORTS BY
THE
PORTFOLIO
CHAIRPERSON:
FINANCE

KOUGA MUNICIPALITY (EC108)**ORDINARY COUNCIL MEETING****FINANCE****DATE: 30 APRIL 2019****ITEM: 19/04/F2****REPORT ON PROGRESS WITH THE PROCUREMENT PROCESS FOR THE DEVELOPMENT OF A LOCAL ECONOMIC DEVELOPMENT STRATEGY FOR THE KOUGA LOCAL MUNICIPALITY**1. Background

The purpose of this item is to provide a progress report regarding the procurement process for the development of a Local Economic Development Strategy for the Kouga Local Municipality.

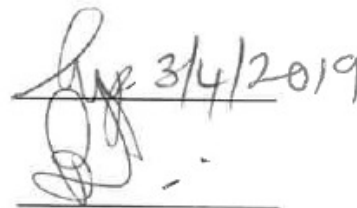
2. Executive Summary

Attached is a progress report regarding the procurement process followed for the development of a Local Economic Development Strategy for the Kouga Local Municipality, as requested at the Finance Portfolio Committee Meeting, held on 14 February 2019:

- I. Sequence of events that took place from the Bid Specification Committee to the award by the Bid Adjudication Committee **(see Annexure "A")**

3. Recommendation

- 3.1 That the progress report regarding the appointment of a service provider, to develop a Local Economic Development Strategy for the Kouga Local Municipality, be noted.
- 3.2 That the Director: Planning and Development arrange a meeting within the next 7 days between the Office of the Municipal Manager and all stakeholders.
- 3.3 That a status report regarding the procurement process for the development of a local economic development strategy for Kouga Municipality be submitted to the next Planning and Development Portfolio Committee meeting.

Item prepared: Manager SCM**Approved by: Chief Financial Officer****Noted by: Portfolio Councillor:**


Handwritten signature and date 3/4/2019

ANNEXURE A				
SEQUENCE OF EVENTS FROM 3 AUGUST 2018 TO 21 DECEMBER 2018				
PROJECT TRACKER AND ACTIVITIES				
DATE:	FORM OF CORRESPONDENCE	TO/FROM	DISCUSSION/DECISION TAKEN	ANNEXURE #
3 August 2018	Minutes BSC	SCM/ BSC Members/ Project manager	The item was presented on BSC on the 3 August 2018, the item was not approved because of the following reasons: The pricing schedule should be included in the document. The Committee advised that functionality be included by the item representative so that they can be able to put measures for the personnel they require as reflected on the document, for example years in experience of the different personnel required, minimum qualification. That the criteria as per the submission cannot be used during evaluation to eliminate a bidder	A1
13 August 2018	Meeting between BSC Chairperson/SCM Manager and Project Manager	BSC/SCM Manager/Leading Department	On the 13 August 2018 a meeting was held by BSC, SCM Manager and Leading department to attend to the action items that were raised by BSC on the 3 August 2018. All the issues were attended to, more particularly functionality and pricing schedule. The tender document was then edited by the leading department and send to BSC Chairperson. The revised document was sent to all BSC members for the consideration on the 15 August 2018 for a BSC meeting of the 17 August 2018, see attached email from BSC chair, BSC members were requested to provide their inputs before 12h00 through a round robin approach, due to the sense of urgency for the project, the following day being the 16 August 2018, before a BSC meeting of the 17 August 2018. Unfortunately, the BSC Chair was on leave on the 17 August 2018, this item was not discussed, an assumption was made that BSC members were in agreement with the content the email of the 15 March 2018, the a revised tender document from the and the minutes of the 3 August 2018 were presented to the MM for approval on the 16 August 2018 and approved for publication of the 17 August 2018. On the 17 August the advert was placed on various platforms for publication, see attached advert.	A2
24 August 2018	BSC Minutes	BSC/SCM Manager/Leading Department	The item was noted and duly approved on the 24 August 2018. Proposal closed on the 10 September 2018. Attached is a BEC report to BAC which details what happened in the procurement process. A service provide was appointed and the successful bidder is currently busy preparing stakeholder engagement with the leading department.	A3

BSC Resolved: (24 August 2018)

- i) That the item be approved.

5.2 FORMULATION OF THE KOUGA ECONOMIC DEVELOPMENT STRATEGY

Representative: J. Marais

Scoring Criteria: 80/20

14-Day Tender Notice

The item representative explained the purpose of the item.

The Committee had the following comments regarding the document:

- That the amendments suggested to the leading department were circulated to all members with reversed functionality and no response was received, thus the committee accepted the item with the amendments.

BSC Resolved: (24 August 2018)

- i) That the item be approved.

6. CLOSURE

The Chairperson thanked everyone present for their inputs and declared the meeting closed.

The meeting adjourned at 09:45


A. PERILS
CHAIRPERSON

DATE: 24/08/2018

Attachments:

FW: LED STRATEGY - TOR -final

Good Day Abrie

In response to your email below.

As discussed in a BEC meeting held on 20th September 2018, I have deemed what happened to be an administrative issue/error which can be corrected internally by the relevant structure which in this instance is BSC. The BSC chairperson has advised in writing and also verbally in our meeting that the submission was approved by BSC. I would therefore believe that our discussions were captured by the scribe on that day. As explained in our meeting, the decision to engage with the LED Director was taken on the 8th August 2018. The team then met with the leading department on the 13th August 2018 to iron-out the outstanding issues. A scheduled BSC meeting took place on the 17th August 2018. Unfortunately on the 17th August 2018 the BSC chairperson was on leave, the acting chairperson was Mr. D. Barnard.

On the 15th August 2018, the BSC chairperson sent the revised tender documents to BSC members for their consideration. Therefore the discussion of the 13th August and the content of the email that was sent on the 15th August 2018 was supposed to be noted on the 17th August 2018 by BSC. Unfortunately the BSC chair was on leave, therefore there was no one to give BSC a full report on what transpired post BSC meeting on the 8th August 2018. Also note that the BSC members that attended the BSC meeting of the 17th August 2018 did receive the email that was sent by the BSC chair on the 15th August 2018 to them.

When the BSC chairperson was back, the item was noted by BSC on the 24th August 2018. There was no objection from any of the BSC members, hence I have advised that this is administrative issue/error. All that was done or the assistance that was offered was done in good spirit which talked to service delivery.

So if need be, the minutes of the 24th August 2018, may indicate that this item was supposed to be noted by BSC on the 17th August 2018, but there was no one to provide feedback on the day to the acting chairperson.

Regards

Landu L

From: Abrie Koelenberg

Sent: Tuesday, 25 September 2018 8:56 AM

To: Lundi Landu <llandu@kouga.gov.za>

Cc: Shukree Abrahams <sabrahams@kouga.gov.za>; Johanna Hammes <jhammes@kouga.gov.za>; Colleen Dreyer <cdreyer@kouga.gov.za>; Theodore Madatt <tmadatt@kouga.gov.za>; Coren Groenewald <scmp@kouga.gov.za>; Fezeka Mabusela <fmabusela@kouga.gov.za>

Subject: LED STRATEGY TENDER

Good Day Mr Ladu,

Please note that BEC on your advice shall proceed with the evaluation of the LED Strategy Tender on the matter relative to the publication being made prior to BSC approval. We do however need something in writing from you in

this regard explaining why you do not deem this as a deviation from the prescribed processes, just to have justification for BEC to proceed.

The matter of objectively scoring the stated functionality remains problematic but BEC shall deal with this best we can.

Thanking you

Abrie

I am not sure who will be inviting the bidders for the presentations.

Abrie

From: Lundi Landu
Sent: Thursday, October 11, 2018 8:59 AM
To: Vusumzi Yake <vyake@kouga.gov.za>
Cc: Abrie Koelenberg <abrie@kouga.gov.za>; Fezeka Mabusela <fmabusela@kouga.gov.za>
Subject: RE: SCHEDULE FOR LED STRAT PRESENTATIONS FOR NOTICE 144/2018

Good Day Colleagues

Thanks for the info, may we start a bit earlier than that and secondly, 15 minutes sounds to be too short how about 30 minutes. Remember this session would help the BEC members in scoring.

Regards

Landu

From: Vusumzi Yake
Sent: Thursday, 11 October 2018 8:51 AM
To: Lundi Landu <llandu@kouga.gov.za>
Cc: Abrie Koelenberg <abrie@kouga.gov.za>; Fezeka Mabusela <fmabusela@kouga.gov.za>
Subject: SCHEDULE FOR LED STRAT PRESENTATIONS FOR NOTICE 144/2018

Good Day Lundi

I trust this finds you well, Kindly find the attached LED Strategy presentation schedule for prospective bidders for Notice 144 / 2018 Formulation of Local Economic Development Strategy. Please note that each of the prospective service providers is allocated 15 minutes to present their value propositions and one hour will be suitable for all the presentations.

Date: 16 October 2018

Time: 15:00 – 16:00

Venue: Mayoral Boardroom (Main – Building)

Regards 

3. Bids received

Tenders were opened in public by:

The following bids were received:

- Khanyisela College
- Powerhouse Strategies
- Rand International Capital
- HS Business Solutions

4. Compulsory clarification/site meeting

A mandatory briefing meeting was scheduled for 24 August 2018.

The Attendance register for the mandatory briefing meeting is attached hereto as Annexure "A".

Where the tender notice specified a compulsory site/clarification meeting shall only bidders that attended such meeting be regarded as responsive. Bids received from bidders who have not attended the compulsory site/clarification meeting shall be non-responsive.

All bidders that submitted bids by the closing date and time attended the briefing meeting and all bids received are thus responsive in this regard.

5. Legislative provisions

Clause 28(2) of the revised Supply Chain Management policy provides as follows:

"A bid evaluation committee must -

- (a) evaluate bids in accordance with the relevant bid specification or terms of reference, as the case may be, inclusive of unconditional discounts, sub-contracting and this policy; and
 - (b) evaluate each bidder's ability to execute the contract provided that, where bids are invited on the basis of functionality as a criterion, the must be evaluated on the following two stages:
 - (i) First stage – evaluation of functionality
 - (ii) Second stage - Evaluation in terms of the 80/20 or 90/10 preference point systems, Only bids that achieved the minimum functionality score/percentage for functionality must be evaluated further in accordance with the bid specification or terms of reference for the bid, as the case may be
 - (c) evaluate bids based on a stipulated minimum threshold for local production and content as required in the relevant bid specification in the following two stages:
 - (i) First Stage- Evaluation in terms of stipulated minimum threshold for local production and content
 - (ii) Second Stage – Evaluation in terms of the 80/20 or the 90/10 preference points system.
-

- (d) check in respect of the recommended bidder whether or not such bidder's municipal rates and taxes and municipal service charges are not in arrears;
- (e) verify the status of the recommended bidders (including their director (s) owner(s) or trustee(s) by checking the Data Base of Restricted Suppliers maintained by National Treasury in order to ensure that no recommended bidder or any of its directors/owners/trustees are listed as companies or persons prohibited from doing business with the public sector;
- (f) submit to the adjudication committee a report and recommendations regarding the award of the bid or any other related matter

6. Evaluation of bids on compliance with conditions of tender; returnable documents;

Only bidders whom have submitted the compulsory returnable documents as specified in the tender document shall be regarded as responsive and only such bidders shall be further evaluated.

The schedule for the evaluation of compliance with returnable documents is attached hereto as Annexure "B".

Whereas tax compliance is verified on the day of evaluation is Rand International Capital not disqualified on grounds that their submitted tax clearance has expired during July 2018.

All bidders were found to be compliant with conditions of tender in so far as it relates to the submission of returnable documents.

7. Evaluation of functionality

The functionality assessment by members of the committee and consolidated assessment is attached hereto as Annexure "C".

The following bidders achieved the minimum functionality score of 70 points of 100:

Powerhouse 100 points

Khanyisala College 89 Points

HS Business Solutions 75 Points

The following bidder did not achieve the minimum functionality score and is thus non-responsive:

Rand International 60 points

BEC Resolved to recommend to BAC (14 September 2018)

That Tender No. 144/2018: The formulation of Kouga Local Municipality Economic Development Strategy be cancelled for reason that the prescribed processes for the approval of the bid specifications and approval thereof by the Accounting Officer was not followed prior to the bid being advertised.

BEC Discussions 19 September 2018

The BEC was informed that following the resolution of BEC to recommend cancellation of the bid on grounds of non-compliance with the SCM Policy the matter was communicated to the Leading Department following which the SCM Manager requested that he and the Chairperson of BSC address BEC on the matter.

The Chairperson of BEC informed the Manager SCM and Chairperson of BSC that BEC established from the minutes of the BSC of 3 and 24 August 2018 that the bid was advertised prior to approval by BSC. The bid was advertised on 17 August 2018 and the BSC only approved the specifications on 24 August 2018. BEC could furthermore not find the approval of the Municipal Manager of the specifications are required in term of the Policy/Regulations.

BEC further indicated that some of the functionality criteria stated in the bid document is ambiguous and open for interpretation, it was not made clear to bidders on how this specific criteria shall be evaluated. BEC could not evaluate this functionality criteria and had to rely on the leading departments interpretation of the matter which was not substantiated beyond doubt.

Submissions by Manager SCM:

The Manager SCM advised that the matter proceed in that the regulations have been complied with and that the matters are not correctly recorded in the minutes of BSC.

The BEC remained of the view that the exclusion of any bidder based on the functionality criteria cannot be objectively justified. BEC agreed on advice from the Manager SCM that the matter proceed.

Whereas it still remains unclear as to how the functionality assessment can be evaluated objectively, BEC was of the view that the bidders be invited to do a presentation on their submissions and that the functionality be attempted thereafter.

The Manager SCM was requested to provide a written submission relative to the compliance with the SCM Policy in this regard and the following was submitted:

From: Lundi Landu

Sent: Thursday, September 27, 2018 11:57 AM

To: Abrie Koelenberg <abrie.k@koga.gov.za>

Cc: Shukree Abrahams <sabrahams@knusa.gov.za>; Inhanna Hammes

Subject: RE: LED STRATEGY TENDER

Good Day Abrie, In response to your email below.

As discussed in a BEC meeting held on 20th September 2018, I have deemed what happened to be an administrative issue/error which can be corrected internally by the relevant structure which in this instance is BSC. The BSC chairperson has advised in writing and also verbally in our meeting that the submission was approved by BSC. I would therefore believe that our discussions were captured by the scribe on that day. As explained in our meeting, the decision to engage with the LED Director was taken on the 8th August 2018. The team then met with the leading department on the 13th August 2018 to iron-out the outstanding issues. A scheduled BSC meeting took place on the 17th August 2018. Unfortunately on the 17th August 2018 the BSC chairperson was on leave, the acting chairperson was Mr. D. Barnard.

On the 15th August 2018, the BSC chairperson sent the revised tender documents to BSC members for their consideration. Therefore the discussion of the 13th August and the content of the email that was sent on the 15th August 2018 was supposed to be noted on the 17th August 2018 by BSC. Unfortunately the BSC chair was on leave, therefore there was no one to give BSC a full report on what transpired post BSC meeting on the 8th August 2018. Also note that the BSC members that attended the BSC meeting of the 17th August 2018 did receive the email that was sent by the BSC chair on the 15th August 2018 to them.

When the BSC chairperson was back, the item was noted by BSC on the 24th August 2018. There was no objection from any of the BSC members, hence I have advised that this is administrative issue/error. All that was done or the assistance that was offered was done in good spirit which talked to service delivery.

So if need be, the minutes of the 24th August 2018, may indicate that this item was supposed to be noted by BSC on the 17th August 2018, but there was no one to provide feedback on the day to the acting chairperson.

Regards

Landu L

From: Abrie Koelenberg

Sent: Tuesday, 25 September 2018 8:56 AM

To: Landu Landu <llandu@kouga.gov.za>

Cc: Shukree Abrahams <sabrahams@kouga.gov.za>; Johanna Hammes <jhammes@kouga.gov.za>; Colleen Dreyer <cdreyer@kouga.gov.za>; Theodore Madatt <tmadatt@kouga.gov.za>; Coren Groenewald <scmgp@kouga.gov.za>; Fizeka Mabusela <fmabusela@kouga.gov.za>

Subject: LED STRATEGY TENDER

Good Day Mr Landu,

Please note that BEC on your advice shall proceed with the evaluation of the LED Strategy Tender on the matter relative to the publication being made prior to BSC approval. We do however need something in writing from you in this regard explaining why you do not deem

The matter of objectively scoring the stated functionality remains problematic but BEC shall deal with this best we can.

Thanking you

Abrie

BEC Resolved: (19 September 2018)

That the four (4) bidders be invited to do a presentation on their proposal so as to provide more clarity in their compliance with the interpretation of the brief of the project, following which BEC shall proceed with the functionality assessment.

BEC Discussions 18 October 2018

BEC members attended the presentation by bidders on 16 October 2018 and conducted the functionality assessment as attached hereto.

It must be noted that BEC regards the stated functionality criteria as vague and open to interpretation for the following reasons:

- No points are allocated for experience between 4 to 9 years and BEC simply awarded the points applicable to the 4-year experience allocation of 26 points to bidders with experience more than 5 years but less than 10 years;
 - The experience requirement of the bidder/company in LED Strategy development in itself is not clear in that a strategy developed 10 years ago can be interpreted as 10 years' experience while 10 strategies developed over the past 3 years shall only result in a 3 year score;
 - It was not compulsory for bidder to attach supporting documentation "bidders should attach" which left BEC with no option but to consider written submissions and/or statements by bidders as per tenders submitted;
 - The interpretation of the understanding of the brief under functionality is open to individual interpretation and cannot be objectively assessed;
 - Whether costing is clear or not is also open for interpretation as no explanation was given in the document on how this will be scored;
 - In qualifications reference is made to related fields which have not been clarified in the tender document and whereas LED relates to most areas this is open for interpretation, BEC thus awarded points for qualifications deemed to relate to LED but not for qualifications in the linguistics field for instance.
 - Local government experience has not been defined in the tender document and can be interpreted to mean "worked in local government" or perhaps it relates to LED Strategies completed if such takes longer than 1 year to do. If the intention was to score for years worked in local government, the specifications can be regarded as biased as this cannot impact on the ability of the bidder to perform the required work. BEC awarded points based on LED or related strategies completed thus 1 strategy equates to 1 year experience.
-

8. Evaluation on price

It must be noted that the BEC has a concern that the price submitted by the recommended bidder appears to be very low compared to other bids received.

J Hammes mentioned that whereas HS Business solutions low price indicates that it is not market related and there is a significant risk that the bidder may not fulfil its obligations to council. The difference in price amounts to approximately 55%. J Hammes stated that she remains of the opinion that the second highest scoring bidder should be awarded the contract based on the tender submission and presentation made.

The other BEC members is however not in a position to provide any substance thereto that the price may not be market related for reason that the quality of work can in this instance only be determined on completion. In this regard it must be noted that as per the E-mail of the bidder where an example of a LED Strategy developed by them, the bidder stated that the tender brief for the submitted example LED Strategy was more complex than the specifications of Kouga Municipality.

It cannot be determined at this stage if the highest priced bidder shall develop a strategy superior to any of the other bidders or the LED strategy developed by the lowest priced bidder shall be inferior to that of any of the other bidders.

BEC recommends the highest scoring bidder from all bidders that met the functionality requirements.

The Price scoring schedule is attached hereto as Annexure "D".

9. **BEC Resolved to recommend to BAC (26 October 2018)**

- i) That Tender No. 144/2018: The formulation of Kouga Local Municipality Economic Development Strategy be awarded to the highest scoring bidder, HS Business Solutions at a price of R322 000.00 (VAT inclusive).

BAC DISCUSSION 9 NOVEMBER 2018

Mr. Felton stated that the issue raised by BEC that the advert was placed on 17 August 2018 before approval of the item by BSC on 24 August 2018, is considered an irregularity.

The Chairperson stated that in terms of the SCM Policy and the SCM regulations the specification must be approved by the BSC before an advert is placed. Fully compliant procurement processes should be followed. In this case the Auditor General will assess the compliance of the tender and it will be regarded as irregular expenditure.

Mr. Felton proposed that the item be cancelled because due processes were not followed.

Ms. Machelesi seconded the proposal and stated that the item can be re-advertised.

The Chairperson stated that the BAC can recommend cancellation to the Municipal Manager and he will have to take the final decision.

The business forum was then excused from the meeting.

BAC Resolved: (9 November 2018)

- i) That the tender be cancelled and be re-advertised, as the tender was advertised prior to approval by the Bid Specification Committee.

Submission from the Accounting Officer (12 December 2018)

As per the communication received from the Accounting officer, in terms of regulation 33(7) of the SCM Policy, referring BAC's recommendation back for reconsideration of the recommendations made by the BEC, and make an award.

BAC DISCUSSIONS 14 DECEMBER 2018

The Municipal Manager addressed a memo to BAC to reconsider their recommendation of cancellation and reconsider an award, in line with section 29 (7) of the SCM Policy.

The Committee indicated that the expenditure will be irregular because the advert was placed before the approval of BSC. Section 36 (1) (b) of the SCM policy allows the Municipal Manager to ratify minor breaches of the procurement processes.

The Committee recommended that the Municipal Manager should ratify the minor breach of the procurement process, in order for BAC to consider an award.

BAC Resolved: (14 December 2018)

- i) That the item be referred back to the Municipal Manager to ratify the breach of the procurement process, in order for BAC to consider an award.

Submission from the Accounting Officer (18 December 2018)

As per the communication received from the Accounting officer, in terms of regulation 29(7) and 36(1)(b) of the SCM Policy, referring BAC's recommendation back for reconsideration of the recommendations made by the BEC, and make an award.

Attached as Annexure "E" the ratification memo.

BAC DISCUSSIONS 21 DECEMBER 2018

The Chairperson explained to the Committee that the Municipal Manager wrote a memo to ratify the breach as it was discussed at the last BAC meeting.

SCM advisor stated that the memo only covers the fact that the advert was placed before specification was approved by BSC, the Municipal Manager was supposed to approve the placing of advert with the specification and BSC Minutes attached according to the SCM regulations.

Manager SCM stated that he attached the tender document with the specification and the advert when he sent it for approval to the Municipal Manager's office, prior to the specification being approved by BSC.

The BAC takes note that the SCM Manager provided the Municipal Manager with the tender document which contained the specification, prior to the tender being approved by BSC as per clause 27(2)(g) of the SCM regulation.

In future, the memo signed by the Municipal Manager to approve tender adverts should be restructured to endorse the specifications and to approve the advert for placement.

The Committee resolved to remove the second part of the BEC recommendation of 26 October 2018 as it is not a recommendation, but just a comment.

BAC Resolved: (21 December 2018)

- i) That Tender No. 144/2018: The formulation of Kogga Local Municipality Economic Development Strategy be awarded to the highest scoring bidder, HS Business Solutions at a price of R322 000.00 (VAT inclusive).
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KOUGA LOCAL MUNICIPALITY (EC108)
DIRECTORATE:
PLANNING, DEVELOPMENT & TOURISM DIRECTORATE
LED & TOURISM SECTION

NOTICE NO: 144 of 2018

TENDER FOR THE FORMULATION OF KOUGA LOCAL MUNICIPALITY
ECONOMIC DEVELOPMENT STRATEGY

The purpose of this bid is to invite service providers or suppliers to submit a firm, fixed-price proposal for **THE FORMULATION OF KOUGA LOCAL MUNICIPALITY ECONOMIC DEVELOPMENT STRATEGY**. It is the intention of Kouga Local Municipality to enter into a formal contract with a service provider that will carry out the services described hereunder.

SCOPE OF WORK:

1. A comprehensive analysis of the KLM's current and predicted economic strengths, weaknesses, opportunities, threats and constraints;
2. Clear Vision, Goals, Strategic Pillars and lucrative Programmes;
3. Clear Strategic Direction considerate of green economy
4. Expand upon and clarify the outcomes that the municipality wishes to achieve as related to the challenges identified;
5. Identify the broad strategies that will enable the municipality to achieve those outcomes;
6. Identify ways to measure progress – working with the Planning, Development & Tourism staff to incorporate a logic model for economic development performance measurement that is specific to the desired outcomes and identified action item.

TENDER DOCUMENT:

An electronic copy of tender document will be available on E-Tender portal www.etender.gov.za or the municipal website www.kouga.gov.za. Printed copies of the Tender Document will be available at a non-refundable fee of R300 per document as from **Monday, 20th August 2018** from the Registry Section, 33 Da Gama Road, Jeffreys Bay, 6330 Tel No: 042 2002200. **A more details scope of works outline is found in the tender document.**

CONDITIONS OF THIS TENDER:

1. Prospective bidders **MUST** achieve a minimum threshold of 70% in functionality in order to be evaluated further.
-

1. Prospective bidders **MUST** achieve a minimum threshold of 70% in functionality in order to be evaluated further.
2. Bidders must submit a valid BBBEE Verification Certificate from SANAS Accredited Verification Agency / Registered Auditor approved by IRBA (in case of JV a consolidated BBBEE certificate must be submitted). The Qualifying Small Enterprise (QSE) and Exempted Micro Enterprises (EME) must submit a sworn affidavit confirming the Company Annual Total Revenue and level of black ownership which must be signed and stamped by a Commissioner of Oaths.
3. This contract will be evaluated on the 80/20-points scoring system
4. Proof of registration with National Treasury's Centralized Supplier Database (CSD) or provide a National Treasury CSD registration number e.g. MAAA0...; contractors and service providers have a responsibility to make sure that they are

tax compliant. The tax status of the bidders will be verified through CSD and SARS website at recommendation stage;

5. No price quotation or competitive bids will be awarded to a person or entities who are not tax compliant, therefore prospective bidders must ensure that they are tax compliant through the validity period of the bid/quote in review
6. Telegraphic, telephonic, telex, facsimile, email or late tenders will not be accepted.
7. Prospective Service Providers must register on Kouga Municipality's Supplier database as per the registration requirements.
8. The Council reserves the right to accept any tender and, or part thereof, appoint more than one service provider, and does not bind itself to accept the lowest or any tender. The Council reserves the right to appoint any contractor.
9. The validity period for submission must be 120 days from the closing date.
10. Bids that are deposited in the incorrect box or delivered to any other venue will not be considered.

All enquiries regarding this Tender **MUST** be in writing and must be directed to: tenders@kouga.gov.za (please state the Notice Number and Project Name in your subject line)

A mandatory or compulsory briefing meeting will be held on Friday 24th August 2018, at No:33 Da Gama Road, Jeffreys Bay (IT Boardroom at 11h00). Attendees arriving 15 minutes late or more will not be allowed to attend the meeting.

Bids in a sealed envelope endorsed "**NOTICE NO:144 of 2018 THE FORMULATION OF KOUGA LOCAL MUNICIPALITY ECONOMIC DEVELOPMENT STRATEGY**", must be placed in the Tender Box in the foyer of the Municipal Offices at 33 Da Gama Road, Jeffreys Bay on or before **Monday, 10th September 2018, at 12:00.**

C. DU PLESSIS
MUNICIPAL MANAGER

P.O Box 21
JEFFREYS BAY
6330

For Placement: Herald – 17 August 2018

Municipal Website/ Municipal Notice Boards in all offices/areas – 17 August 2018



Cape St Francis
Hantony
Humansdorp
Jeffreys Bay
Lorrle
Oyster Bay
Paternite
St Francis Bay
Thornhill

Postal: PO Box 21, Jeffreys Bay, 4330
Tel: 042 200 2200 / 042 200 8300
Fax: 042 200 8404
Email: registry@kouga.gov.za
Website: www.kouga.gov.za

INTERNAL MEMORANDUM

TO:	The Chairperson of the Bid Adjudication Committee
FROM:	Municipal Manager
SUBJECT:	Tender 144/2018 Kouga Local Municipality Economic Development Strategy
DATE:	12 December 2018

CORRESPONDENCE IN LINE WITH REGULATION 29(7) SUPPLY CHAIN MANAGEMENT POLICY

The subject matter refers.

The purpose of this correspondence is to instruct the Bid Adjudication Committee to reconsider the recommendation submitted in respect of the tender 144/2018.

The instruction herein is in line with the provision under regulation 29(7) of the Supply Chain Management Policy, which provides that the accounting officer may, at any stage of a bidding process, refer any recommendation made by the evaluation committee or the adjudication committee back to that committee for reconsideration of the recommendation.

You are therefore required to reconsider the recommendations made by the Bid Evaluation Committee, and make an award.

Yours truly


G. DU PLESSIS
MUNICIPAL MANAGER

Lundi Landu

From: Lee-ann Opperman
Sent: Thursday, 13 December 2018 4:36 AM
To: Charl du plessis; Lundi Landu
Subject: FW: Kouga Local Municipality Economic Development Strategy: Tender No.144/2018

Good day

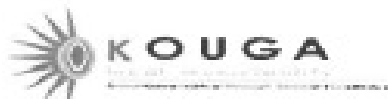
The above matter as well as the emails below refers.

Please accept my correction to the SCM Policy, it must be section 29(7) and not 33(7).

I trust that you find same to be in order.

Regards/ Groete

Lee-Ann Opperman
 Manager: Legal Services / Bestuurder Regsdienste
 Tel: 0422002200
 Cell/ Selfoon: 072 855 1710
 Internal ext / interne uitbreiding: 2015
 Email/E-pos: leann@kouga.gov.za



From: Lee-ann Opperman
Sent: Friday, 30 November 2018 13:19
To: Charl du plessis <cduplessis@kouga.gov.za>
Cc: Joezay Reed <jreed@kouga.gov.za>; Lundi Landu <llandu@kouga.gov.za>
Subject: FW: Kouga Local Municipality Economic Development Strategy: Tender No.144/2018

Dear MM

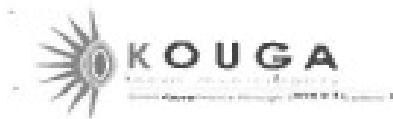
Please be advised that you need refer the matter back to BAC for them to reconsider their recommendation.

Regards

Regards/ Groete

Lee-Ann Opperman
 Manager: Legal Services / Bestuurder Regsdienste
 Tel: 0422002200
 Cell/ Selfoon: 072 855 1710
 Internal ext / interne uitbreiding: 2015

mailto:cduplessis@kouga.gov.za



From: Lee-ann Opperman
Sent: Thursday, 29 November 2018 19:39
To: Charl du plessis <cduplessis@kouga.gov.za>
Cc: Selwyn Thys <sthys@kouga.gov.za>; Lundi Landu <llandu@kouga.gov.za>
Subject: Kouga Local Municipality Economic Development Strategy: Tender No.144/2018

Dear Sir

The above matter as well as your query herein refers.

It is my understanding that the BAC resolved that the above said tender be cancelled and re-advertised, as the tender was advertised prior to approval by the Bid Specification Committee. I believe that this was considered a ground for cancellation as it was considered a material irregularity as alluded to in the minutes of the BEC.

It is however my submission that the Regulation 20.1.4 of the Preferential Procurement Regulations, 2017 provides that the accounting officer may, prior to award, cancel the tender due to material irregularities in the tender process. If there are material irregularities that are committed during the tender process, such that it renders the entire process unfair, the accounting officer may cancel the tender process and start afresh.

It is my respectful submission that the current situation does not meet the requirements for material irregularity and therefor does not meet the requirements for cancellation, as the irregularity in this instance does not render the tender process unfair, as the accounting officer approved the specifications prior to the publication calling for bids.

Paragraph 27(e) of the Supply Chain Management Policy, as approved by Council, provides that a specification or terms of reference referred to in this paragraph (27) must be approved by the Accounting Officer in writing prior to publication of the invitation for bids in terms of paragraph 22. It is my understanding the Accounting Officer approved the specifications prior to same being published for invitation for bids.

I note the concerns raised by the Chief Financial Officer, in that the specifications was not approved by the BSC prior to publication, and also take into account the submission by the Manager Supply Chain regarding the round-robin email approach taken by the BEC members, and consider this a minor breach of the procurement process, under regulation 36(2).

I would however advise that we refrain from using the round-robin approach and ensure that specifications are finalised at BSC meetings. It is also advisable that the BSC minutes be attached to the request for authorisation to publish an invitation for bids addressed to the Accounting Officer.

In light of the above regulation 33(7) of the SCM Policy, provides that the accounting officer may, at any stage of the bidding process, refer any recommendation made by BEC or BAC back to that committee for the reconsideration of the recommendation.

Please also be advised, that at the discretion of the Accounting Officer, he may request the internal audit service providers to carry out an audit procedure and provide an opinion on compliance of the bidding process to the relevant legislation.

I trust that you find my submission to be in order.

~ Regards/ Groete

• *Lee-Ann Opperman*

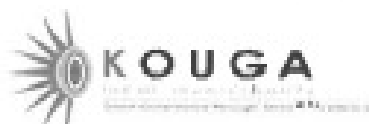
Manager: Legal Services / Bestuurder Regsdienste

Tel: 0422002200

Cell/ Selfoon: 072 855 1710

Internal ext / Internê uitbreiding: 2015

Email/E-pos: leann@kougamunicipality.co.za



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KOUGA MUNICIPALITY (EC108)**ORDINARY COUNCIL MEETING****FINANCE****DATE: 30 APRIL 2019****ITEM: 19/04/F3****REVENUE MANAGEMENT: MONTHLY DEBTORS REPORT – JANUARY 2019**1. Introduction

The purpose of this item is to table the Debtors Report for the month of December 2018. The following relevant documentation is attached:

- Age Analysis per Ward as at 31 January 2019
- Age Analysis for Equitable Share as at 31 January 2019
- Comparison of Age Analysis per Ward for the period 1 July 2018 – 31 January 2019
- Comparison of Age Analysis for Equitable Share for the period 1 July 31 January 2019

2. Background

It is standard practice to submit this monthly report to the Finance Portfolio Committee.

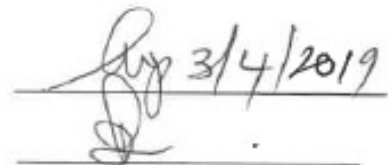
3. Recommendation

- 3.1 That the Debtors Report for the month of January 2019, be noted.
- 3.2 That the CFO be requested to advise of the next Bad Debts Committee meeting.

Item prepared: Manager Revenue

Approved by: Chief Financial Officer:

Noted by: Portfolio Councillor:



Summary Age Analysis per Ward as at 31 January 2019

Ward	Current	30	60	90	120	120+	Total
1	-480,025.12	1,093,402.96	268,177.50	237,346.68	187,026.40	3,531,736.22	4,837,664.64
2	-84,161.23	755,463.67	306,088.99	245,133.88	188,748.77	2,377,026.71	3,788,300.79
3	-575,665.91	2,042,978.12	313,523.56	114,471.22	86,742.24	1,162,092.39	3,144,141.62
4	-47,267.16	391,966.38	317,108.04	302,402.30	295,473.06	4,289,631.01	5,549,313.63
5	-57,500.73	480,330.12	341,847.60	357,331.37	321,089.60	4,579,005.26	6,022,103.22
6	-31,165.17	460,578.25	480,239.79	459,730.21	470,208.47	9,294,585.94	11,134,177.49
7	-269,142.53	650,613.33	463,199.17	464,142.97	460,414.10	20,826,407.66	22,595,634.70
8	-2,441,649.98	7,027,898.17	1,252,401.54	519,633.48	279,526.25	4,799,673.01	11,437,482.47
9	-303,057.62	477,764.66	372,383.72	344,986.62	386,794.05	14,067,080.44	15,345,951.87
10	-41,481.15	248,659.30	185,401.99	214,508.16	196,145.42	4,849,898.53	5,653,132.25
11	-1,283,523.55	4,497,044.01	808,179.14	387,014.47	209,867.40	2,804,036.14	7,422,617.61
12	-3,234,816.03	9,739,062.46	1,696,126.33	752,771.08	440,309.17	9,523,925.92	18,917,378.93
13	-188,072.86	714,137.19	580,589.39	554,793.40	573,124.64	22,480,888.45	24,715,460.21
14	-1,352,424.98	4,166,058.58	1,521,626.25	986,318.09	664,682.63	7,871,871.37	13,858,131.94
15	-776,436.24	4,377,009.74	907,023.18	633,912.48	521,800.79	6,633,754.57	12,297,064.52
Unallocated	-5,244,976.67	2,005,116.20	137,885.02	139,359.38	137,889.99	16,924,245.52	14,099,519.44
TOTAL	-16,411,366.93	39,128,083.14	9,951,801.21	6,713,855.79	5,419,842.98	136,015,859.14	180,818,075.33

Summary Age Analysis for Equitable Share as at 31 January 2019

Admin Unit	Current	30	60	90	120	120+	Total
Unallocated	-0.03						-0.03
Cape St Francis		1,310.53					1,310.53
Hankey	-8,569.64	36,184.28	26,823.68	23,059.94	32,108.75	246,176.34	355,783.35
Humansdorp	-36,763.97	91,993.43	73,365.51	65,509.98	45,471.55	534,830.48	774,406.98
Jeffreys Bay	-47,197.35	340,459.57	312,986.13	140,451.00	105,855.27	484,625.18	1,337,179.80
Loerie	-10.81	18,687.66	12,537.75	4,371.46	8,844.10	115,320.44	159,750.60
Oyster Bay	-404.75	2,777.40	3,569.32	2,095.06	898.66	24,595.01	33,530.70
Patensie	-1,675.75	9,556.95	648.38	7,963.01	411.09	24,835.93	41,739.61
St Francis Bay	-3,964.97	21,422.78	6,581.15	6,903.87	5,967.13	10,083.71	46,993.67
Thornhill	-400.11	15,945.40	12,803.41	2,220.69	9,828.95	23,530.93	63,929.27
Rural	-300.00	8,054.06	4.45		76.00	635.22	8,469.73
TOTAL	-99,287.38	546,392.06	449,319.78	252,575.01	209,461.50	1,464,633.24	2,823,094.21

Summary Age Analysis per Ward for the period July 2018 - January 2019

Ward	Jul-18	Aug-18	Sep-18	Oct-18	Nov-18	Dec-18	Jan-19
1	8,180,449.89	6,251,100.04	5,600,655.50	5,103,362.65	4,879,404.64	4,723,929.91	4,837,664.64
2	4,074,933.27	4,210,501.29	4,140,117.42	3,971,673.87	4,045,035.50	3,795,842.97	3,788,300.79
3	6,448,109.75	4,481,013.97	4,061,816.74	3,629,628.67	3,280,631.53	3,202,188.88	3,144,141.62
4	5,780,993.63	6,022,102.54	5,645,047.50	5,773,155.51	5,958,329.94	5,786,614.55	5,549,313.63
5	5,244,555.63	5,504,272.19	5,450,805.65	5,621,206.04	5,856,655.45	5,802,661.13	6,022,103.22
6	8,895,001.60	9,330,442.51	9,617,727.01	10,067,174.35	10,435,218.67	10,731,979.54	11,134,177.49
7	21,727,363.23	21,112,243.41	21,296,944.72	21,511,401.65	21,754,088.69	22,078,984.26	22,595,634.70
8	20,504,754.91	15,496,796.12	14,223,164.29	12,635,492.87	11,803,443.13	11,680,799.52	11,437,482.47
9	14,686,423.51	14,600,493.27	14,599,419.41	14,789,988.60	14,979,347.35	14,973,776.62	15,345,951.87
10	5,745,666.41	5,441,110.46	5,336,579.92	5,498,743.11	5,545,930.10	5,580,879.14	5,653,132.25
11	12,739,226.19	10,847,651.40	10,587,246.98	8,858,406.48	8,514,622.73	7,790,794.25	7,422,617.61
12	45,394,839.70	29,713,818.25	25,813,950.77	20,936,767.63	19,492,125.06	18,365,131.47	18,917,378.93
13	23,339,079.21	23,337,690.84	23,479,762.35	23,805,540.08	24,241,179.43	24,246,598.04	24,715,460.21
14	18,833,442.15	17,147,441.71	15,698,678.48	14,423,278.77	13,951,580.33	13,529,844.43	13,858,131.94
15	14,447,241.21	13,310,480.24	13,950,643.21	13,522,081.29	12,908,848.81	12,151,113.81	12,297,064.52
Unallocated	18,064,620.94	17,739,872.97	16,727,510.14	16,220,870.93	15,554,499.58	14,978,935.31	14,099,519.44
TOTAL	234,106,701.23	204,547,031.21	196,230,070.09	186,368,772.50	183,200,940.94	179,420,073.83	180,818,075.33

Summary Age Analysis for EQS for the period July 2018 - January 2019

Admin Unit	Jul-18	Aug-18	Sep-18	Oct-18	Nov-18	Dec-18	Jan-19
Unallocated	-0.03	7,120.47	-60.40	-0.03	-532.03	-0.03	-0.03
Cape St Francis	1,397.99	1,183.91	1,302.93	1,256.09	1,195.31	1306.73	1310.53
Hankey	453,257.57	618,105.05	240,931.68	625,802.81	878,930.92	294841.93	355783.35
Humansdorp	921,303.09	1,340,659.03	485,645.68	752,986.43	1,079,574.37	434112.98	774406.98
Jeffreys Bay	957,028.25	1,497,228.42	743,095.24	1,086,154.70	1,626,038.51	879363.6	1337179.8
Loerie	211,176.06	219,636.61	112,302.68	125,753.61	137,641.91	140589.96	159750.6
Oyster Bay	4,495.82	17,583.62	10,582.99	13,276.26	14,804.50	7987.16	33530.7
Patensie	27,950.96	28,031.35	24,244.81	27,900.98	34,618.04	32873.33	41739.61
St Francis Bay	67,964.17	109,849.51	37,616.88	47,696.21	84,201.79	32262.09	46993.67
Thornhill	48,460.66	50,592.63	23,028.96	32,376.96	34,864.88	47654.91	63929.27
Rural	2,474.01	2,374.08	860.98	811.17	1,824.92	1372.75	8469.73
TOTAL	2,695,508.55	3,892,364.68	1,679,552.43	2,714,015.19	3,893,163.12	1,872,365.41	2,823,094.21

KOUGA MUNICIPALITY (EC108)**ORDINARY COUNCIL MEETING****FINANCE****DATE: 30 APRIL 2019****ITEM: 19/04/F4****REVENUE MANAGEMENT: MONTHLY DEBTORS REPORT – FEBRUARY 2019**1. Introduction

The purpose of this item is to table the Debtors Report for the month of December 2018. The following relevant documentation is attached:

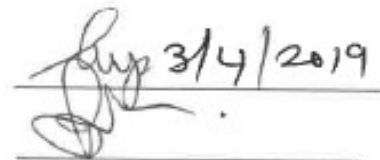
- Age Analysis per Ward as at 28 February 2019
- Age Analysis for Equitable Share as at 28 February 2019
- Comparison of Age Analysis per Ward for the period 1 July 2018 – 28 February 2019
- Comparison of Age Analysis for Equitable Share for the period 1 July 2018 – 28 February 2019

2. Background

It is standard practice to submit this monthly report to the Finance Portfolio Committee.

3. Recommendation

- 3.1 That the Debtors Report for the month of February 2019, be noted.
- 3.2 That the CFO be requested to advise of the next Bad Debts Committee meeting.

Item prepared: Manager Revenue**Approved by: Chief Financial Officer:****Noted by: Portfolio Councillor:**


Summary Age Analysis per Ward as at 28 February 2019

Ward	Current	30	60	90	120	120+	Total
1	-500,371.64	926,143.95	401,716.74	230,188.00	206,683.90	3,606,391.42	4,870,752.37
2	-99,169.13	826,890.66	288,728.99	243,940.60	218,644.81	2,484,754.35	3,963,790.28
3	-582,534.17	2,330,339.34	234,724.98	123,844.29	73,681.83	1,131,147.31	3,311,203.58
4	-63,538.94	417,408.57	322,715.19	301,923.98	296,898.72	4,469,413.72	5,744,821.24
5	-62,952.18	475,040.12	358,374.85	321,361.54	350,719.16	4,825,416.92	6,267,960.41
6	-14,051.48	482,660.70	453,416.54	477,888.09	461,934.60	9,717,798.04	11,579,646.49
7	-288,591.68	609,660.71	582,506.74	451,246.51	461,635.65	21,130,502.67	22,946,960.60
8	-2,387,574.80	7,269,688.53	1,123,313.28	560,420.99	279,297.83	4,584,244.86	11,429,390.69
9	-302,438.51	470,481.73	372,475.53	345,592.67	337,312.32	14,454,362.95	15,677,786.69
10	-54,706.46	316,621.02	228,663.17	185,409.65	215,773.63	5,064,486.63	5,956,247.64
11	-1,292,052.71	4,634,248.59	807,782.42	342,878.60	227,748.75	2,793,863.25	7,514,468.90
12	-3,359,460.52	9,394,666.40	2,010,770.94	763,905.97	468,330.28	9,105,304.64	18,383,517.71
13	-187,045.33	810,139.97	577,579.77	546,048.40	540,689.80	22,929,686.44	25,217,099.05
14	-1,387,820.35	3,946,711.11	1,624,052.59	935,700.65	575,382.75	7,891,595.58	13,585,622.33
15	-914,167.59	4,152,568.39	973,743.50	590,261.81	469,903.73	6,036,630.83	11,308,940.67
Unallocated	-5,671,025.55	1,736,213.09	167,366.86	132,651.87	130,827.42	16,645,229.71	13,141,263.40
TOTAL	-17,167,501.04	38,799,482.88	10,527,932.09	6,553,263.62	5,315,465.18	136,870,829.32	180,899,472.05

Summary Age Analysis for Equitable Share as at 28 February 2019

Admin Unit	Current	30	60	90	120	120+	Total
Unallocated	-0.03	871.55	585.66	429.30	513.80	1,114.86	3,515.14
Cape St Francis		1,188.97					1,188.97
Hankey	-7,870.25	108,787.29	41,703.97	33,483.85	30,378.52	416,878.29	623,361.67
Humansdorp	-35,334.44	127,445.32	70,770.88	91,536.78	90,361.79	818,405.70	1,163,186.03
Jeffreys Bay	-51,647.20	353,101.43	320,385.51	372,505.83	224,565.88	1,028,973.58	2,247,885.03
Loerie	-46.83	15,942.58	19,368.94	12,992.47	4,826.81	136,614.51	189,698.48
Oyster Bay	-404.75	1,790.11	3,744.99	4,447.95	1,842.94	40,015.36	51,436.60
	-1,517.72	26,999.27	9,451.14	855.83	7,996.59	27,762.57	71,547.68
St Francis Bay	-4,247.86	19,921.74	15,812.27	7,148.58	7,795.59	22,864.05	69,294.37
Thornhill	-400.11	5,890.62	17,944.61	13,490.90	4,139.74	101,290.87	142,356.63
Rural	-1,512.34	1,612.50	7,812.91	4.49		716.71	8,634.27
TOTAL	-102,981.53	663,551.38	507,580.88	536,895.98	372,421.66	2,594,636.50	4,572,104.87

Summary Age Analysis per Ward for the period July 2018 - February 2019

Ward	Jul-18	Aug-18	Sep-18	Oct-18	Nov-18	Dec-18	Jan-19	Feb-19
1	8,180,449.89	6,251,100.04	5,600,655.50	5,103,362.65	4,879,404.64	4,723,929.91	4,837,664.64	4,870,752.37
2	4,074,933.27	4,210,501.29	4,140,117.42	3,971,673.87	4,045,035.50	3,795,842.97	3,788,300.79	3,963,790.28
3	6,448,109.75	4,481,013.97	4,061,816.74	3,629,628.67	3,280,631.53	3,202,188.88	3,144,141.62	3,311,203.58
4	5,780,993.63	6,022,102.54	5,645,047.50	5,773,155.51	5,958,329.94	5,786,614.55	5,549,313.63	5,744,821.24
5	5,244,555.63	5,504,272.19	5,450,805.65	5,621,206.04	5,856,655.45	5,802,661.13	6,022,103.22	6,267,960.41
6	8,895,001.60	9,330,442.51	9,617,727.01	10,067,174.35	10,435,218.67	10,731,979.54	11,134,177.49	11,579,646.49
7	21,727,363.23	21,112,243.41	21,296,944.72	21,511,401.65	21,754,088.69	22,078,984.26	22,595,634.70	22,946,960.60
8	20,504,754.91	15,496,796.12	14,223,164.29	12,635,492.87	11,803,443.13	11,680,799.52	11,437,482.47	11,429,390.69
9	14,686,423.51	14,600,493.27	14,599,419.41	14,789,988.60	14,979,347.35	14,973,776.62	15,345,951.87	15,677,786.69
10	5,745,666.41	5,441,110.46	5,336,579.92	5,498,743.11	5,545,930.10	5,580,879.14	5,653,132.25	5,956,247.64
11	12,739,226.19	10,847,651.40	10,587,246.98	8,858,406.48	8,514,622.73	7,790,794.25	7,422,617.61	7,514,468.90
12	45,394,839.70	29,713,818.25	25,813,950.77	20,936,767.63	19,492,125.06	18,365,131.47	18,917,378.93	18,383,517.71
13	23,339,079.21	23,337,690.84	23,479,762.35	23,805,540.08	24,241,179.43	24,246,598.04	24,715,460.21	25,217,099.05
14	18,833,442.15	17,147,441.71	15,698,678.48	14,423,278.77	13,951,580.33	13,529,844.43	13,858,131.94	13,585,622.33
15	14,447,241.21	13,310,480.24	13,950,643.21	13,522,081.29	12,908,848.81	12,151,113.81	12,297,064.52	11,308,940.67
Unallocated	18,064,620.94	17,739,872.97	16,727,510.14	16,220,870.93	15,554,499.58	14,978,935.31	14,099,519.44	13,141,263.40
TOTAL	234,106,701.23	204,547,031.21	196,230,070.09	186,368,772.50	183,200,940.94	179,420,073.83	180,818,075.33	180,899,472.05

Age Analysis for EQS for the period July 2018 - February 2019

Admin Unit	Jul-18	Aug-18	Sep-18	Oct-18	Nov-18	Dec-18	Jan-19	Feb-19
Unallocated	-0.03	7,120.47	-60.40	-0.03	-532.03	-0.03	-0.03	3,515.14
Cape St Francis	1,397.99	1,183.91	1,302.93	1,256.09	1,195.31	1,306.73	1,310.53	1,188.97
Hankey	453,257.57	618,105.05	240,931.68	625,802.81	878,930.92	294,841.93	355,783.35	623,361.67
Humansdorp	921,303.09	1,340,659.03	485,645.68	752,986.43	1,079,574.37	434,112.98	774,406.98	1,163,186.03
Jeffreys Bay	957,028.25	1,497,228.42	743,095.24	1,086,154.70	1,626,038.51	879,363.60	1,337,179.80	2,247,885.03
Loerie	211,176.06	219,636.61	112,302.68	125,753.61	137,641.91	140,589.96	159,750.60	189,698.48
Oyster Bay	4,495.82	17,583.62	10,582.99	13,276.26	14,804.50	7,987.16	33,530.70	51,436.60
Patensie	27,950.96	28,031.35	24,244.81	27,900.98	34,618.04	32,873.33	41,739.61	71,547.68
St Francis Bay	67,964.17	109,849.51	37,616.88	47,696.21	84,201.79	32,262.09	46,993.67	69,294.37
Thornhill	48,460.66	50,592.63	23,028.96	32,376.96	34,864.88	47,654.91	63,929.27	142,356.63
Rural	2,474.01	2,374.08	860.98	811.17	1,824.92	1,372.75	8,469.73	8,634.27
TOTAL	2,695,508.55	3,892,364.68	1,679,552.43	2,714,015.19	3,893,163.12	1,872,365.41	2,823,094.21	4,572,104.87

KOUGA MUNICIPALITY (EC108)**ORDINARY COUNCIL MEETING****FINANCE****DATE: 30 APRIL 2019****ITEM: 19/04/F5****REVENUE REPORT: SUMMARY OF THE EQUITABLE SHARE ALLOCATIONS PER UNIT/SERVICE AND WARD**1. Introduction

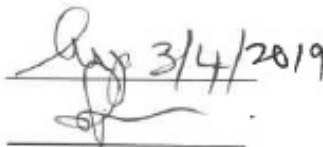
The purpose of this report is to provide a summary of the Equitable Share allocations per unit/service and ward, for the period ending 31 January 2019.

2. Background

Attached as "Annexure A" is a summary of the Equitable Share allocations.

3. Recommendation

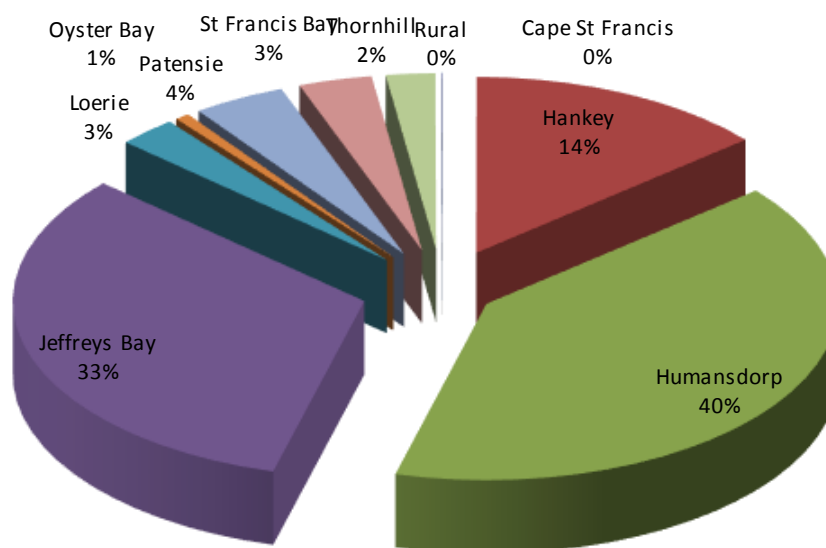
- 3.1 That the summary of the Equitable Share allocations per unit/service and ward for the period ending 31 January 2019, be noted.
- 3.2 That a separate report on the collection rate on electricity debt be submitted to the next Finance Portfolio Committee meeting as the collection rate is not currently reflected in the report.
- 3.3 That Paradise Beach and Sea Vista be reflected as independent entities in future reports indicating EQS allocations, which reflects various town in Kouga as administrative units, be supported.

Item prepared: Manager Revenue**Item approved: Chief Financial Officer:****Noted by: Portfolio Councillor:**


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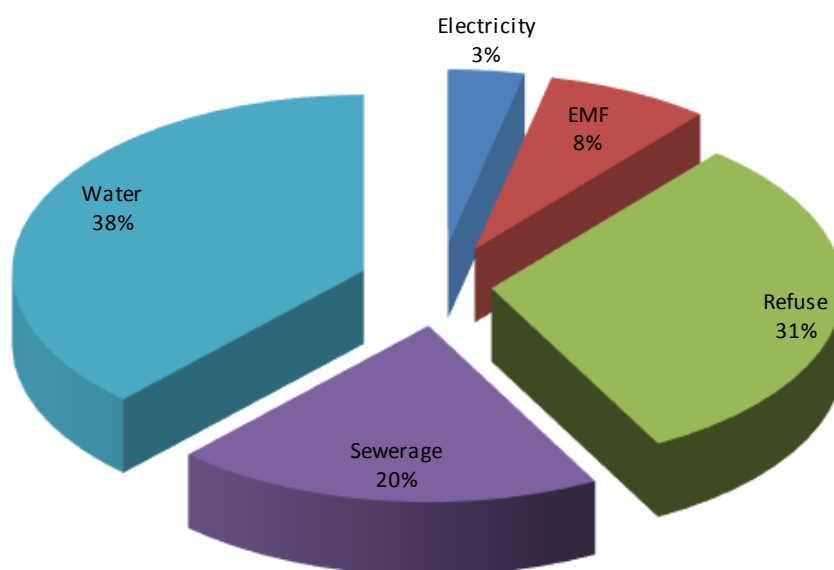
EQS ALLOCATIONS**JANUARY 2019****ALLOCATIONS PER ADMINISTRATIVE UNIT**

UNIT	NO. OF ALLOC.	AMOUNT	SUNDRY
Cape St Francis	1	577.61	
Hankey	837	385,266.10	
Humansdorp	2,258	1,118,831.15	
Jeffreys Bay	1,607	902,716.38	
Loerie	162	75,825.78	
Oyster Bay	47	18,595.51	
Patensie	228	118,498.74	
St Francis Bay	166	93,752.00	
Thornhill	118	62,829.04	
Rural	2	914.58	
TOTAL	5,426	2,777,806.89	

EQS Allocations per Administrative Unit

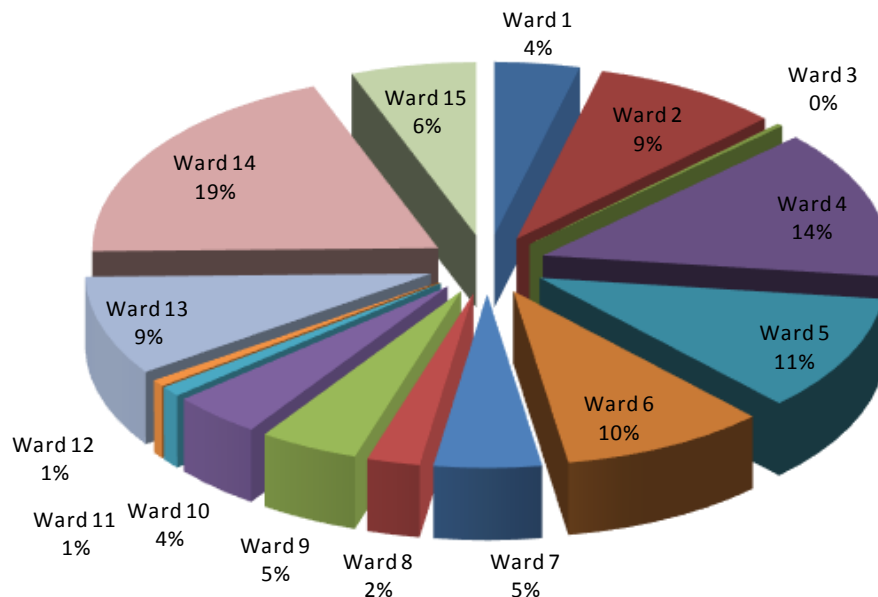
JANUARY 2019			
ALLOCATIONS PER SERVICE			
SERVICE	BASIC	CONSUMPTION/ USAGE	SUNDRY/ INTERIMS
Electricity	90,213.84	7,264.12	
EMF	210,264.45		
Refuse	863,241.83		
Sewerage	550,245.56		
Water	558,406.01	498,171.08	
TOTAL	2,272,371.69	505,435.20	
	2,777,806.89		

EQS Allocations per Service



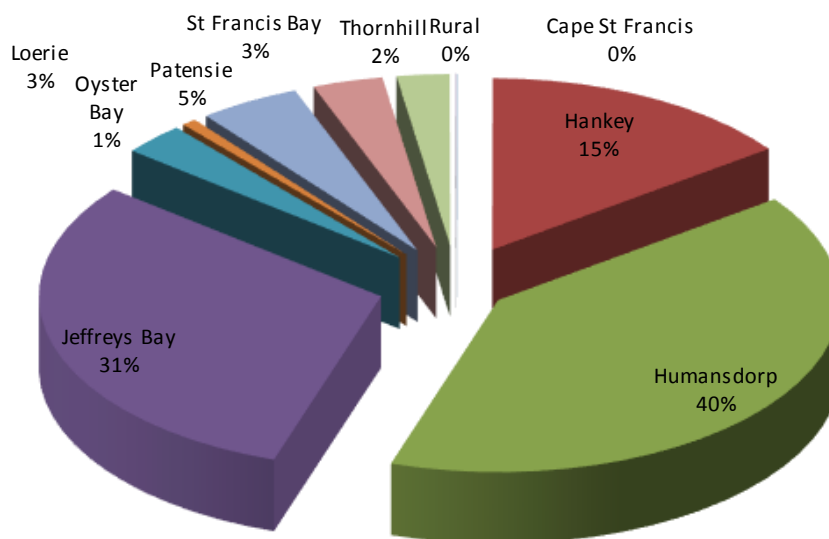
JANUARY 2019**ALLOCATIONS PER WARD**

UNIT	NO. OF ALLOC.	AMOUNT
Ward 1	211	110,680.78
Ward 2	427	243,806.59
Ward 3	11	7,927.67
Ward 4	828	385,774.85
Ward 5	615	302,837.05
Ward 6	541	267,197.43
Ward 7	282	139,602.55
Ward 8	87	68,749.24
Ward 9	267	129,032.01
Ward 10	223	116,319.68
Ward 11	39	27,222.82
Ward 12	29	17,875.18
Ward 13	575	258,413.15
Ward 14	1,017	539,307.34
Ward 15	274	163,060.55
TOTAL	5,426	2,777,806.89

EQS Allocations per Ward

EQS ALLOCATIONS**2018/2019 (JULY - JANUARY)****ALLOCATIONS PER ADMINISTRATIVE UNIT**

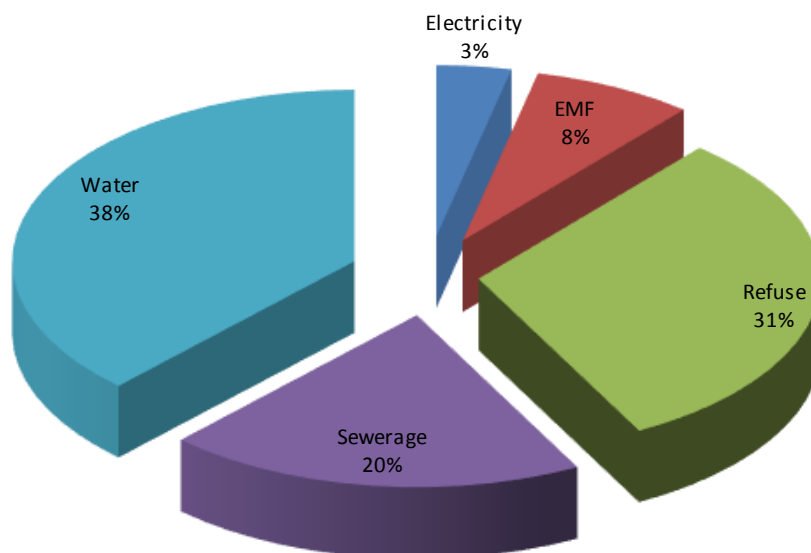
UNIT	NO. OF ALLOC.	AMOUNT	SUNDRY
Cape St Francis	1	4,015.57	
Hankey	837	2,656,440.01	
Humansdorp	2,258	7,111,563.35	
Jeffreys Bay	1,607	5,437,111.51	
Loerie	162	529,757.78	
Oyster Bay	47	123,720.05	
Patensie	228	850,854.81	
St Francis Bay	166	589,363.11	
Thornhill	118	441,089.64	
Rural	2	5,214.10	
TOTAL	5,426	17,749,129.93	

EQS Allocations per Administrative Unit

2018/2019 (JULY - JANUARY)
ALLOCATIONS PER SERVICE

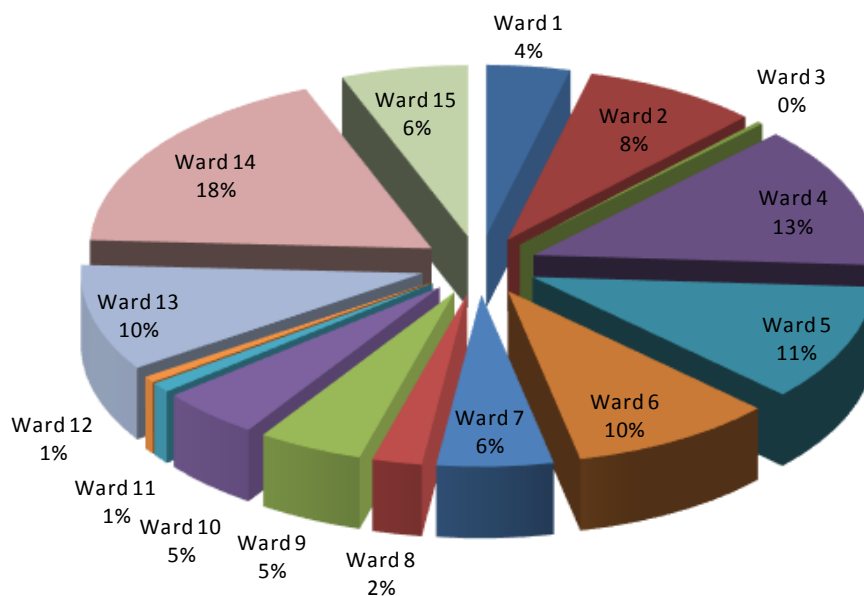
SERVICE	BASIC	CONSUMPTION/ USAGE	SUNDRY/ INTERIMS
Electricity	582,460.92	45,687.09	
EMF	1,357,883.45		
Refuse	5,511,098.23		
Sewerage	3,522,898.04		
Water	3,571,434.73	3,157,667.47	
TOTAL	14,545,775.37	3,203,354.56	
	17,749,129.93		

EQS Allocations per Service



2018/2019 (JULY - JANUARY)**ALLOCATIONS PER WARD**

UNIT	NO. OF ALLOC.	AMOUNT
Ward 1	211	703,156.82
Ward 2	427	1,472,736.49
Ward 3	11	51,187.62
Ward 4	828	2,373,883.36
Ward 5	615	1,959,652.76
Ward 6	541	1,711,305.77
Ward 7	282	976,867.70
Ward 8	87	417,815.14
Ward 9	267	880,871.23
Ward 10	223	840,057.94
Ward 11	39	166,823.07
Ward 12	29	108,550.42
Ward 13	575	1,786,365.65
Ward 14	1,017	3,232,373.32
Ward 15	274	1,067,482.64
	5,426	17,749,129.93

EQS Allocations per Ward

KOUGA MUNICIPALITY (EC108)**ORDINARY COUNCIL MEETING****FINANCE****DATE: 30 APRIL 2019****ITEM: 19/04/F6****REVENUE REPORT: SUMMARY OF THE EQUITABLE SHARE ALLOCATIONS PER UNIT/SERVICE AND WARD**1. Introduction

The purpose of this report is to provide a summary of the Equitable Share allocations per unit/service and ward, for the period ending 28 February 2019.

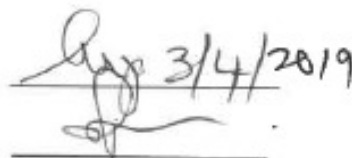
2. Background

Attached as "Annexure A" is a summary of the Equitable Share allocations.

3. Recommendation

3.1 That the summary of the Equitable Share allocations per unit/service and ward for the period ending 28 February 2019, be noted.

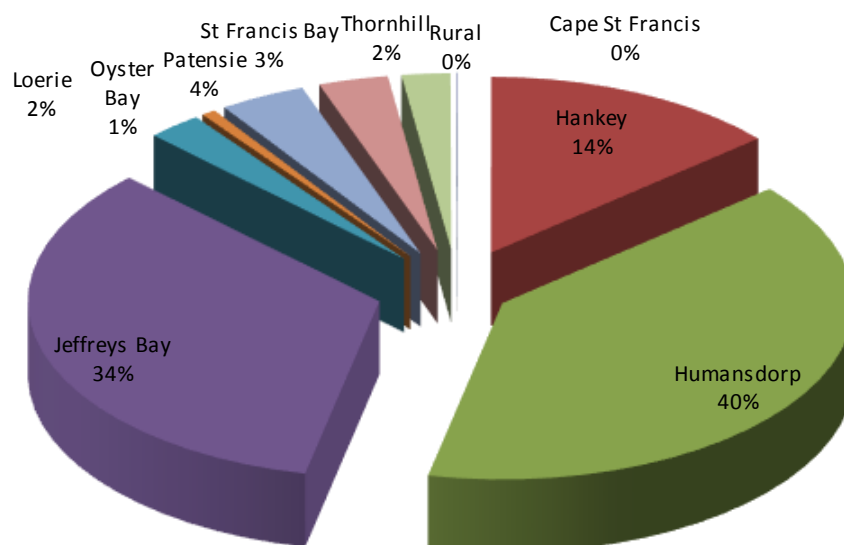
3.2 That Paradise Beach and Sea Vista be reflected as independent entities in future reports indicating EQS allocations, which reflects various town in Kouga as administrative units, be supported.

Item prepared: Manager Revenue**Item approved: Chief Financial Officer:****Noted by: Portfolio Councillor:**


Handwritten signature and date 3/4/2019.

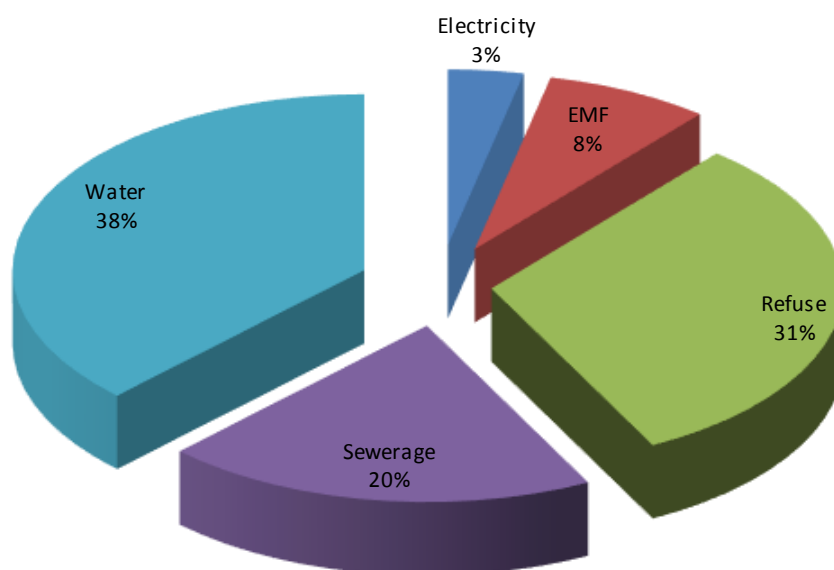
EQS ALLOCATIONS**FEBRUARY 2019****ALLOCATIONS PER ADMINISTRATIVE UNIT**

UNIT	NO. OF ALLOC.	AMOUNT	SUNDRY
Cape St Francis	1	551.79	
Hankey	852	396,310.57	
Humansdorp	2,312	1,143,398.05	
Jeffreys Bay	1,788	980,785.82	
Loerie	163	73,238.07	
Oyster Bay	49	18,919.75	
Patensie	229	114,288.60	
St Francis Bay	168	92,469.27	
Thornhill	119	64,518.35	
Rural	2	837.12	
TOTAL	5,683	2,885,317.39	

EQS Allocations per Administrative Unit

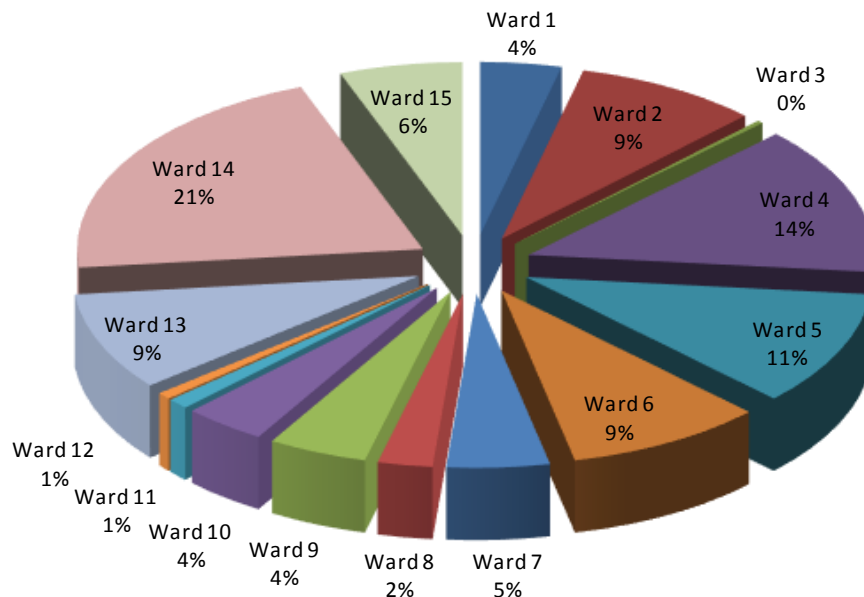
FEBRUARY 2019			
<u>ALLOCATIONS PER SERVICE</u>			
SERVICE	BASIC	CONSUMPTION/ USAGE	SUNDRY/ INTERIMS
Electricity	92,833.20	7,459.70	
EMF	219,318.33		
Refuse	904,477.97		
Sewerage	575,927.96		
Water	585,076.46	500,223.77	
TOTAL	2,377,633.92	507,683.47	
	2,885,317.39		

EQS Allocations per Service



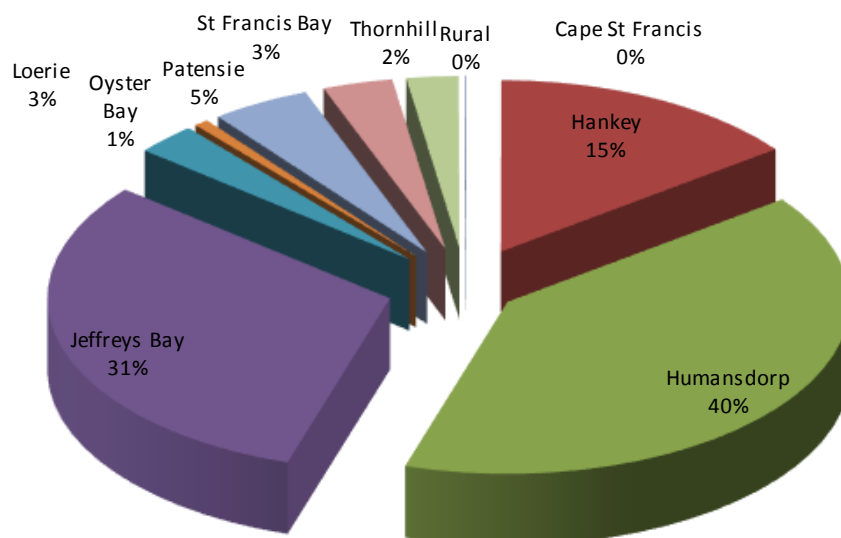
FEBRUARY 2019**ALLOCATIONS PER WARD**

UNIT	NO. OF ALLOC.	AMOUNT
Ward 1	215	109,709.38
Ward 2	446	249,261.10
Ward 3	11	8,043.86
Ward 4	852	399,832.46
Ward 5	634	310,084.93
Ward 6	549	267,544.42
Ward 7	284	138,717.06
Ward 8	92	73,998.84
Ward 9	271	133,777.62
Ward 10	224	112,548.48
Ward 11	40	28,680.74
Ward 12	29	18,617.89
Ward 13	586	264,273.07
Ward 14	1,173	604,278.39
Ward 15	277	165,949.15
TOTAL	5,683	2,885,317.39

EQS Allocations per Ward

EQS ALLOCATIONS**2018/2019 (JULY - FEBRUARY)****ALLOCATIONS PER ADMINISTRATIVE UNIT**

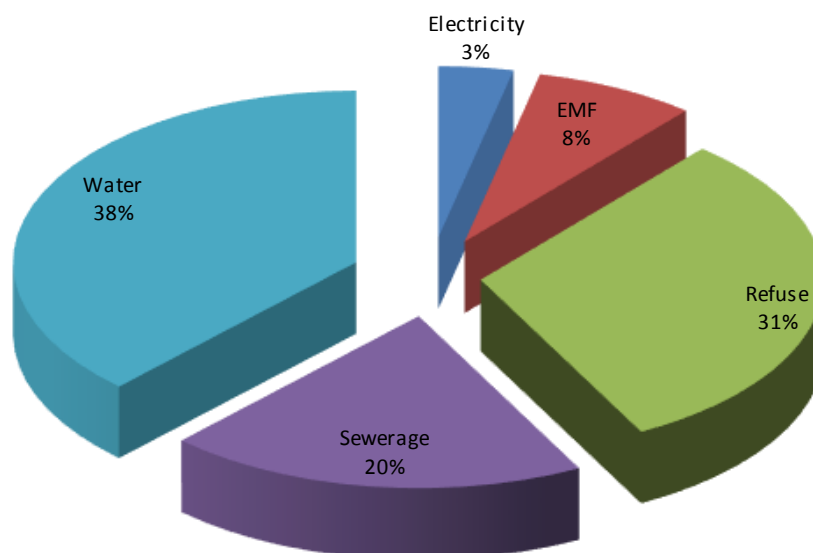
UNIT	NO. OF ALLOC.	AMOUNT	SUNDRY
Cape St Francis	1	4,567.36	
Hankey	852	3,052,750.58	
Humansdorp	2,312	8,254,961.40	
Jeffreys Bay	1,788	6,417,897.33	
Loerie	163	602,995.85	
Oyster Bay	49	142,639.80	
Patensie	229	965,143.41	
St Francis Bay	168	681,832.38	
Thornhill	119	505,607.99	
Rural	2	6,051.22	
TOTAL	5,683	20,634,447.32	

EQS Allocations per Administrative Unit

2018/2019 (JULY - FEBRUARY)
ALLOCATIONS PER SERVICE

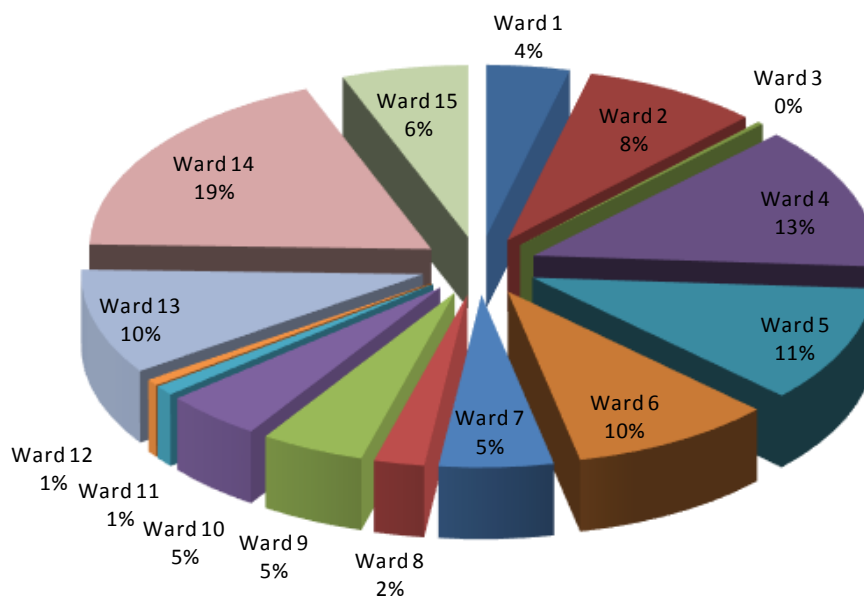
SERVICE	BASIC	CONSUMPTION/ USAGE	SUNDRY/ INTERIMS
Electricity	675,294.12	53,146.79	
EMF	1,577,201.78		
Refuse	6,415,576.20		
Sewerage	4,098,826.00		
Water	4,156,511.19	3,657,891.24	
TOTAL	16,923,409.29	3,711,038.03	
	20,634,447.32		

EQS Allocations per Service



2018/2019 (JULY - FEBRUARY)**ALLOCATIONS PER WARD**

UNIT	NO. OF ALLOC.	AMOUNT
Ward 1	215	812,866.20
Ward 2	446	1,721,997.59
Ward 3	11	59,231.48
Ward 4	852	2,773,715.82
Ward 5	634	2,269,737.69
Ward 6	549	1,978,850.19
Ward 7	284	1,115,584.76
Ward 8	92	491,813.98
Ward 9	271	1,014,648.85
Ward 10	224	952,606.42
Ward 11	40	195,503.81
Ward 12	29	127,168.31
Ward 13	586	2,050,638.72
Ward 14	1,173	3,836,651.71
Ward 15	277	1,233,431.79
	5,683	20,634,447.32

EQS Allocations per Ward

KOUGA MUNICIPALITY (EC108)**ORDINARY COUNCIL MEETING****FINANCE****DATE: 30 APRIL 2019****ITEM: 19/04/F11****MONTHLY REPORT OF ALL COUNCIL PROPERTIES LEASES AS AT 30 JANUARY 2019 AND 28 FEBRUARY 2019**1. Purpose

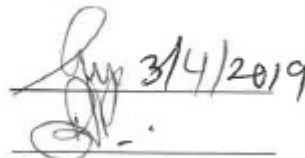
The purpose of this report is to submit Council the current operating leases on Council properties.

2. Executive Summary

The operating leases as per the current classes of rental is attached as Annexure "A1" and "A9", respectively.

3. Recommendation

- 3.1 That the Operating Lease of Council properties as at 30 January 2019 and 28 February 2019, be noted.
- 3.2 That a Service Provider be appointed to audit all council owned property to establish whether contracts have been concluded with all parties occupying council owned property, be supported.

Item prepared: Manager Assets**Approved by: Chief Financial Officer****Noted by: Portfolio Councillor:**


								ANNEXURE " A1"	
Decription	STREET ADDRESS	Location	Zoning	Start date	End date	ASSET REGISTER	Contract	RENTAL AMOUNT	OUTSTANDING
ERF 33 -	4 HARDER STREET, PELLSRUS	PELLSRUS	RESTR. BUS - INST 1	01- Sep- 18	Mth to Mth	Yes	Y		R83.06
ERF 85	LAWRENCE STREET	KRUISFONTEIN	RESTR. BUS - INST 1	01- Sep- 18	Mth to Mth	Yes	Y	R10	R16551.17
ERF 1568	CALAMARI STREET	PELLSRUS	RESTR. BUS. - RES. 4	01- Sep- 18	Mth to Mth	Yes	Y		R3441.74
ERF 2014	20 TSHUME STREET, EXT 4 HANKEY	HANKEY	RESTR. BUS. - INST	01- Aug- 16	31- Jul- 19	Yes	Y		NO
A PORTION OF ERF 2	FANIE RADEMEYER STREET, VAALDAM	KRUISFONTEIN	AGRICULTURAL	01- Jan- 17	31- Dec- 19	Yes	Y	R10	NO
ERF 710	19 CUPIDO STREET, ARCADIA	KRUISFONTEIN	SRESB	01- Jan- 17	31- Dec- 18	Yes	Y		R12.82
ERF 1244	1244 STEVE BIKO AVENUE,	PELLSRUS	EDUCA	01- Dec- 16	31- Dec- 18	Yes	Y	R10	NO
ERF 492	ERF 499 SOLOMON MAHLANGU	PELLSRUS	RESTR. BUS OPEN SPACE 1	01- Sep- 18	Mth to Mth	Yes	Y	R10	NO
ERF 74	GQAMANE STREET	THORNHILL		01-Sep-18		Yes	Y		R11.59
ERF 2739 HUMANSDORP	UNIT 18, 2739 KWANOMZAMBO	HUMANSDORP		18- Nov- 16	18- Nov- 19	Yes	Y		
ERF 2088	GILL MARCUS VILLAGE	KRUISFONTEIN		01-Jan-16	30- Nov- 26	Yes	Y	R10	
ERF / 500	OBS STREET, UMZAMOWETH	OYSTER BAY	RESTR. BUS. - INF. RES.	01- Jan- 17	01- Jul- 19	Yes	Y	R10	NO
ERF 2539 SEA VISTA	5 GEELBEK STREET	SEA VISTA	RESTR. BUS. - RES.	01- Dec- 16	31- Dec- 19	Yes	Y	R10	NO
ERF 1301??	316 MJEKULA STREET	HUMANSDORP	RESTRICTED BUSINESS INSTITUTIONAL 3	01- Aug- 09	01- Jul- 19	Yes	Y	R10	NO
ERF 2236	659 NGCAYISA STREET	HANKEY		01-Sep-18	Mth to Mth	Yes	Y		R5135.57
ERF 15	DAHLIA STREET	HANKEY		01-Sep-18	Mth to Mth	Yes	Y	R10	NO
ERF 47 OF LOERHEUWEL	EERT UNKNOWN AS PER OWN	LOERIE	RESTRICTED BUSINESS - OPEN SPACE 1	01-Sep-18	Mth to Mth	Yes	Y		R2186.58
ERF 1057	BOSBOK STREET	PATENSIE	RESTRICTED BUSINESS - INSTITUTIONAL	01-Sep-18	Mth to Mth	Yes	Y		R69.45
ERF 570	ROOKLOOF STREET	PATENSIE	RESTRICTED BUSINESS - RESIDENTIAL 1	01-Sep-18	Mth to Mth	Yes	Y		R6511.16
ERF 1853	NERINA STREET GILL MARCUS	HUMANSDORP		01-Sep-18	Mth to Mth	Yes	Y	R10	
ERF 190	GARNAAL STREET	PELLSRUS		01-Sep-18	Mth to Mth	Yes	Y	R10	R63674.42

R100

							ANNEXURE "A2"	
Leasing Entity	Lease Type	Decription	STREET ADDRESS	Location	Start date	End date	Contract	RENTAL AMOUNT
ABSA REAM-PROPS	COMMERCIAL : BUSINESS	5486 - JEFFREYS BAY	JEFFEREYS BAY	PUBLIC PARKING	01/12/1997	UNLIMITE D	N	
Lerinz International Investment CC	COMMERCIAL : BUSINESS	Erf 892	Thornhill	Thornhill	08-Jun-18	07-Jun-21	Y	R300.00 P/M
Lerinz International Investment CC	COMMERCIAL : BUSINESS	ERF 32	Loerieheuwel	Loerieheuwel	08-Jun-18	07-Jun-21	Y	R270.00 P/M
Lerinz International Investment CC	COMMERCIAL : BUSINESS	Erf 259	Patensie	Patensie	08-Jun-18	07-Jun-21	Y	R320.00 P/M
Lerinz International Investment CC	COMMERCIAL : BUSINESS	Erf 7294	Ocean view	Ocean view	08-Jun-18	07-Jun-21	Y	R960.00 P/M
DO IT WELL CONTRACTORS	COMMERCIAL : BUSINESS	ERF - 7292 OCIEN VIEW	UNKNOWN AS PER OVVIO	JEFFREYS BAY H 8150	29-Apr-13	30-Sep-20	N	
KOUGA FM	COMMERCIAL : BUSINESS	CULTURAL CENTRE	VOORTREKKER ROAD	HUMANSDORP	01-Jul-13	01-Jul-18	MOU	
MILTON FARMERS	COMMERCIAL : BUSINESS	ERF 170	Hankey	Hankey	10-06-2013	10-05-2023		
LANDBOU GRONDE	COMMERCIAL : BUSINESS	ERF 755	H/DORP	HUMANSDORP			No	
DOLPHIN BEACH ENTERTAINMENT	COMMERCIAL : BUSINESS	ERF 170	DOLPHIN BEACH	JEFFREYS BAY	19-12-17	19-12-20	Y	R1750 P/M
Total								R3 600

[illegible]

SUMMARY OF OPERATING LEASES WHERE THE MUNICIPALITY ACTS AS A LESSOR FOR THE PERIOD ENDING 30 June 2019							ANNEXURE "A4"			
Number	Leasing Entity	Lease Type	Decription	STREET ADDRESS	Start date	End date	Contract	RENTAL AMOUNT	OUTSTANDIN G	COMMENTS
	CACADU	GOVERNMENT	496/3, 707/5, 451/3 (GAMTOOS), 623 LOERIEDAM, 435/18+25-27, 436/4+ 134+154+155+ 174-177		01- Jul- 02	indefinite	N	R1 pa	NO	
	DEPT: SOCIAL SERVICES	GOVERNMENT	Erf 35		27- Nov- 97	indefinite	Y	R1 pa	NO	
	Cacadu District Municipality	GOVERNMENT	Erf 2600	St Francis Bay-Clinic			Y	R1 pa		CLINICS HANDED OVER TO PROV DEPT OF HEALTH
	Cacadu District Municipality	GOVERNMENT	Erf not yet officiated	Weston-Clinic			Y	R1 pa		CLINICS HANDED OVER TO PROV DEPT OF HEALTH
	Cacadu District Municipality	GOVERNMENT	Erf 285	Umzamomhle-Masakhane Clinic			Y	R1 pa		CLINICS HANDED OVER TO PROV DEPT OF HEALTH
	Cacadu District Municipality	GOVERNMENT	Erf 75	Thornhill			Y	R1 pa		CLINICS HANDED OVER TO PROV DEPT OF HEALTH
	Eastern Cape Government;Department of Health	GOVERNMENT	Erf 658	Humansdorp			Y	R1 pa		CLINICS HANDED OVER TO PROV DEPT OF HEALTH
TOTAL									R7.00	

ANNEXURE "A5"							
Leasing Entity	Lease Type	Decription	STREET ADDRESS	Location	End date	Contract	RENTAL AMOUNT
MVIMBELI MN	MUNICIPAL HOUSES	ERF 6175	7 CHRISTIAAN STREET	JEFFREYS BAY	Month to Month	Y	1206
F WINDVOGEL	MUNICIPAL HOUSES	ERF 187	31 SEEKAT STREET	PELLSRUS	Month to Month	Y	886,2
M.NTSHOTA	MUNICIPAL HOUSES	ERF 2540	2540 GEELBEK STREET, SEA VISTA	SEA VISTA	Month to Month	Y	1206
P JACK	MUNICIPAL HOUSES	ERF 2534	2534 GEELBEK STREET, SEA VISTA	SEA VISTA	Month to Month	Y	1071,18
NA JURIES	MUNICIPAL HOUSES	ERF 2318	STEENBRAS STREET, SEA VISTA	SEA VISTA	Month to Month	Y	538,62
M.TITUS	MUNICIPAL HOUSES	ERF 2539	32 GEELBEK STREET, SEA VISTA	SEA VISTA	Month to Month	Y	1206
SS SWEPHU	MUNICIPAL HOUSES	ERF 2317	STEENBRAS STREET, SEA VISTA	SEA VISTA	Month to Month	Y	768,72
FE BUSAKWE	MUNICIPAL HOUSES	ERF 2324	STEENBRAS STREET, SEA VISTA	SEA VISTA	Month to Month	Y	907,44
W DUIKER	MUNICIPAL HOUSES	ERF 2536	GEELBEK STREET, SEA VISTA	SEA VISTA	Month to Month	Y	538,62
S RALA	MUNICIPAL HOUSES	ERF 2537	GEELBEK STREET, SEA VISTA	SEA VISTA	Month to Month	Y	886,2
A BRUINTJIES	MUNICIPAL HOUSES	ERF 2541	GEELBEK STREET, SEA VISTA	SEA VISTA	Month to Month	Y	666,66
SJ SKOSANA	MUNICIPAL HOUSES	ERF 2319	STEENBRAS STREET, SEA VISTA	SEA VISTA	Month to Month	Y	538,62
S.MBETE	MUNICIPAL HOUSES	ERF2330	STEENBRAS STREET, SEA VISTA	SEA VISTA	Month to Month	Y	538,62
L.MHLAMBISO	MUNICIPAL HOUSES	ERF 2538	GEELBEK STREET, SEA VISTA	SEA VISTA	Month to Month	Y	929,28
WJ ADAMS	MUNICIPAL HOUSES	ERF 2336	80 GEELBEK STREET	SEA VISTA	Month to Month	Y	592,2
KR STUURMAN	MUNICIPAL HOUSES	ERF 2535	STREET UNKOWN AS PER OVVO	SEA VISTA	Month to Month	Y	538,62
WB BOSCH	MUNICIPAL HOUSES	ERF 1044	11 PALMA ROAD	ST FRANCIS BAY	Month to Month	Y	2342,76
N.MALGAS- GOEDA	MUNICIPAL HOUSES	ERF 2293	ST FRANCIS DRIVE	ST FRANCIS BAY	Month to Month	Y	1493,1
SV BAARTMAN	MUNICIPAL HOUSES	ERF 2291	2 DIANA CRESCENT	ST FRANCIS BAY	Month to Month	Y	2765,82
LIONEL VAALTYN	MUNICIPAL HOUSES	ERF 437	44 VOORTREKKER ROAD	HUMANSDORP	Month to Month	N	787,14
SIBONGILE TSHALI	MUNICIPAL HOUSES	ERF 440	46 VOORTREKKER ROAD	HUMANSDORP	Month to Month	N	787,14
BASSIL JAFTA	MUNICIPAL HOUSES	ERF 13	CHURCH STREET	PATENSIE	Month to Month	Y	974,34
D DUIKER	MUNICIPAL HOUSES	ERF 2320	STEENBRAS STREET	SEA VISTA	Month to Month	Y	592,2
L FONTUIN	MUNICIPAL HOUSES	ERF 180	37 SEEKAT STREET	PELLSRUS		N	
A BOOYSEN	MUNICIPAL HOUSES	ERF 181	39 TUNA STREET	PELLSRUS		N	
R SODLADLA	MUNICIPAL HOUSES	ERF 185	27 SEEKAT STREET	PELLSRUS		N	
S HAMMOND	MUNICIPAL HOUSES	ERF 438	25 SEEKAT STREET	PELLSRUS		N	
TEACHER COTTAGE 1 :Ms.FEZILE SWEPU	MUNICIPAL HOUSES	ERF 1324	438 NANTO STREET	KWANOMZAMO	Month to Month	Y	1021,56
PROSECUTER COTTAGE 2 : VACANT	MUNICIPAL HOUSES	ERF 1324	438 NANTO STREET	KWANOMZAMO		N	
TEACHER COTTAGE 3 : Mr. VEVEZA	MUNICIPAL HOUSES	ERF 1324	438 NANTO STREET	KWANOMZAMO		N	
TEACHER COTTAGE 3 : Ms. MGEDESI	MUNICIPAL HOUSES	ERF 1324	438 NANTO STREET	KWANOMZAMO		N	
D. WENTZEL	MUNICIPAL HOUSES	ERF 1053	12 MARJORCA CRESCENT	ST FRANCIS	Month to Month	Y	787,14
S NOMBILA	MUNICIPAL HOUSES	ERF 32	2 HARDDER STREET	PELLSRUS	Month to Month	Y	974,34
MCKENZI STR : MR. DAYIMANI	MUNICIPAL HOUSES	ERF 543	McKENZIE STREET	HANKEY	Month to Month	Y	2125
MCKENZI STR : MRS. VAN DER MESCHT	MUNICIPAL HOUSES	ERF 543	McKENZIE STREET	HANKEY	Month to Month	Y	450
MS M JANSEN	MUNICIPAL HOUSES	ERF 699 Humansdrp	94 JACOB STREET	HUMANSDORP		N	
HOUSE BACK OF Clr Office Arcadia - Nurse	MUNICIPAL HOUSES	ERF 697 Humansdorp	1 GESWINDT STREET	HUMANSDORP		N	TRANSFER
Blue House Arcadia: MS M VENA	MUNICIPAL HOUSES	ERF 1566 Kruisfontein	60 JACOB STREET	HUMANSDORP		N	TRANSFER
House near Loerie Nature Reserve - Bruden	MUNICIPAL HOUSES	LOERIE - 168 Portion 9		LOERIE		N	VACANT
3 House back of Loerie Nature Reserve	MUNICIPAL HOUSES	LOERIE - 168 Portion 10		LOERIE		N	VACANT
GAMTOOS RIVER MOUTH 3 House	MUNICIPAL HOUSES	ERF 496 Portion 3 Uitenhage RD		GAMTOOS		N	VACANT
H/DORP CARAVAN PARK (care takers house)	MUNICIPAL HOUSES	HUMANSDORP - ERF 353	PARK STREET	HUMANSDORP		N	DISTROYED BY FIRE
KRUISFONTEIN SPORTSFIELD CARETAKE HOUSE	MUNICIPAL HOUSES	KRUISFONTEIN - ERF 1805	PATERSON STREET	HUMANSDORP		N	JACOBS(GOY)
TOTAL							R27580.90

								ANNEXURE "A6"	
Leasing Entity	Lease Type	Decription	STREET ADDRESS	Location	Start date	End date	Contract	RENTAL AMOUNT	SERVICES
VICTORY 4 ALL	PRIVATE SCHOOL	ERF 8813	OCEAN VIEW	JEFFREYS BAY	01- Dec- 11	30- Nov- 20	Y		
TOTAL									PAY ONLY SERVICE

								ANNEXURE "A7"
Leasing Entity	Lease Type	Decription	STREET ADDRESS	Location	Start date	End date	Contract	RENTAL AMOUNT
TENNIS CLUB JBAY	RECREATIONAL	ERF 873	TULIP AVENUE	JEFFREYS BAY	30- Apr- 04	29-Apr-14	N	
SFB TENNIS CLUB	RECREATIONAL	ERF 838 - 3964 sqm	UNREGISTERED	CAPE ST FRANCIS	01- Jan- 05	31-Dec-14	N	R20 P/A
ASTON BAY TENNIS CLUB	RECREATIONAL	ERF 172	DOLPHIN DRIVE	ASTON BAY	01- Jan- 04	31-Dec-13	N	
JBAY GOLF COURSE (CLUB)	RECREATIONAL	PART OF ERF 873	TULIP AVENUE	JEFFREYS BAY	01- Oct- 10	30- Sep- 15	N	
JEFFREYSBAAI ROLBAL KLUB	RECREATIONAL	PART OF ERF 873	TULIP AVENUE	JEFFREYS BAY	01- Sep- 01	31- Aug- 26	Y	10C P/A
HUMANSDORP ROLBAL KLUB	RECREATIONAL	ERF 756 Humansdorp RD	COUNTRY CLUB	HUMANSDORP			N	
SFB GOLF CLUB	RECREATIONAL	ERF1924	UNREGISTERED	STFRANCIS BAY			N	
DRIVING RANGE JBAY	RECREATIONAL	873	TULIP AVENUE	JEFFREYS BAY			N	
HERITAGE CENTRE HABOUR ROAD - St FRANCIS BAY	RECREATIONAL	ERF 2116	HABOUR ROAD	SEA VISTA			Y	
J/BAY CARAVAN PARK	RECREATIONAL	ERF 380	UYS STREET	JEFFRYEY BAY			N	OWNER OCCUPIED
LOERIE NATURE RESERVE	RECREATIONAL	LOERIE - 168 Portion 8	?????	LOERIE			N	OWNER OCCUPIED
TOTAL								R20.10

						ANNEXURE " A8"	
Decription	STREET ADDRESS	Location	Start date	End date	ACCOUNT NUMBER	Contract	RENTAL PAID
ERF 406 - A portion	HARMONIE CRESCENT	PARADISE BEACH	17- Oct- 07	16-Oct-17	4 090 094 370,00	N	R769.86
ERF 875 - A portion	TULIP AVENUE	JEFFREYS BAY	01- Dec- 09	30-Nov-14	4 000 271 941,00	N	R1530.14
ERF 406 - A portion	HARMONIE CRESCENT	PARADISE BEACH	01- Dec- 03	01-Nov-13	4 090 091 511,00	N	R3122.51
ERF 164	ST Croix Street	JEFFREYS BAY	01- Sep- 01	30-Aug-12	4 000 271 941,00	N	
PTN 103 OF FARM 745		ST FRANCIS BAY	1-11-2011	1-10-2022	4 000 406 239,00	N	R1167.48
ERF 15		Oyster bay	Renewal			N	
ERF 2587	Paradise Beach	Jeffreys Bay	Renewal			N	
ERF 1455 - A portion	Hankey-Water Reservoir	30- Nov- 21				N	
ERF 2434	ST Francis drive	Jeffreys Bay				N	
							R6589.99

ANNEXURE " A9"									
Leasing Entity	Lease Type	Decription	STREET ADDRESS	Location	Start date	End date	Contract	RENTAL AMOUNT	OUTSTANDING
PARADISE AIR FIELD	PPP	ERF1373	PARADISE	PARADISE	20-09-17	Month to Month	Y		CONSENT USE
		TOTAL		R37 907.99					

KOUGA MUNICIPALITY (EC108)**ORDINARY COUNCIL MEETING****FINANCE****DATE: 30 APRIL 2019****ITEM: 19/04/F12****SHORT-TERM INSURANCE CLAIMS REPORT FOR THE MONTH OF JANUARY 2019**1. Purpose

The purpose of this report is to submit the Municipality's claims report for the month of January 2019.

2. Executive Summary

The claims report for the month of January 2019 is attached as Annexure "A" and the status of claims is attached as Annexure "B "

An overview (Claims dashboard) of the Municipality's short-term insurance since 2013 and up to the end of January 2019, is attached as Annexure "C".

3. Recommendation

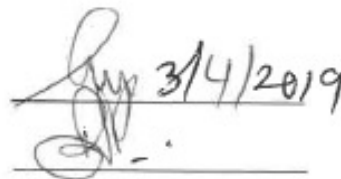
3.1 That the Short-term insurance claims report as at 31 January 2019, be noted.

3.2 That the Manager: Legal Services submit a report on all outstanding insurance claims submitted as well as legal matters under dispute or referred for legal action to the next Finance Portfolio Committee meeting, be supported.

3.3 That it be noted that the current service provider has been appointed on a month to month basis until such time as the procurement process has been finalised to appoint a new service provider to manage insurance claims.

3.4 That an audit of redundant equipment be undertaken by all Directorates for the intention to dispose thereof that such equipment be removed from the assets register to avoid unnecessary insurance costs of redundant equipment, be supported.

3.5 That a report as contemplated in 3.4 above be submitted to the next Finance Portfolio Committee meeting.

Item prepared: Manager Assets**Approved by: Chief Financial Officer****Noted by: Portfolio Councillor:**


2018	CLCBP-139287	Lion of Africa	2018/09/19	2019/01/24	Buildings Combined	MALICIOUS DAMAGE		DAMAGE TO TRANSFORMER AND STRUCTURE	SERVICE PROVIDER'S ADVICES AWAITED	1	Open	89 898	7 897	82 001
2018	CLCBP-139237	Lion of Africa	2018/12/18	2019/01/24	Buildings Combined	LIABILITY		PARTS OF ST FRANCIS BAY HAVE BEEN EVACUATED DUE TO A RUNAWAY FIRE ALONG HARBOUR ROAD.	CLIENT'S ADVICES AWAITED	1	Open	10 927	-	10 927
2018	CLCBP-139289	Lion of Africa	2018/09/01	2019/01/24	Business All Risks	THEFT	Non motor	INSURED CELLPHONE GOT LOST	Replacement quotations and Asset Register still needs to be submitted	1	Open	3 477	870	2 607
2018	CLCBP-139318	Lion of Africa	2018/10/25	2019/01/25	Business All Risks	THEFT	Non motor	STOLEN CELLPHONE ON CHARGER	Replacement quotations and Asset Register still needs to be submitted	1	Open	3 477	870	2 607
2018	CLCBP-139315	Lion of Africa	2018/12/11	2019/01/24	Motor - Fleet	OWN DAMAGE - OTHER PARTIES INVOLVED	Motor	MOTOR -- FKM528EC -- INSURED COLLIDED WITH THIRD PARTY VEHICLE	Awaiting quotes to repair	1	Open	35 718	4 348	31 370
2018	3507492	Lion of Africa	2019/01/22	2019/01/23	Motor - Fleet	REPLACE	Motor	STONE DAMAGE _ FKM535EC	Excess payment stil needs to be made to service provider	1	Open	2 188	652	1 536
2018	N/A	Lion of Africa	2018/10/10	2019/01/24	Public Liability	LIABILITY	Non motor	STONE FROM THE GRASS CUTTER HIT A THIRD PARTY WINDSCREEN	Claim falls within applicable policy excess. Memorandum needs to be prepared for approval of third party payment	1	Open	-	-	-
2018	CLCBP-138576	Lion of Africa	2018/11/13	2019/01/09	Public Liability	LIABILITY	Non motor	PL_SIDE WINDOW OF THE THIRD PARTY VEHICLE WAS DAMAGED BY THE INSURED GRASS CUTTER AT	Claim falls within applicable policy excess. Memorandum needs to be prepared for approval of third party payment	1	Open	-	-	-

ANNEXURE "B"

Insured Year	Claim Number	Date of Loss	Date Notified	Risk Description	Details of Incident	Report Status Description	Remarks	Open / Closed	Gross Settlement	Excess Total	Nett Settlement
2018	CLCBP-139287	2018/09/19	2019/01/24	MALICIOUS DAMAGE	DAMAGE TO TRANSFORMER AND STRUCTURE	SERVICE PROVIDER'S ADVICES AWAITED	SERVICE PROVIDER'S ADVICES AWAITED	Open	89 898	7 897	82 001
2018	CLCBP-139237	2018/12/18	2019/01/24	LIABILITY	PARTS OF ST FRANCIS BAY HAVE BEEN EVACUATED DUE TO A RUNAWAY FIRE ALONG HARBOUR ROAD.	CLIENT'S ADVICES AWAITED		Open	10 927	-	10 927
2018	CLCBP-139289	2018/09/01	2019/01/24	THEFT	INSURED CELLPHONE GOT LOST	CLIENT'S ADVICES AWAITED	Replacement quotations and Asset Register still needs to be submitted	Open	3 477	870	2 607
2018	CLCBP-139318	2018/10/25	2019/01/25	THEFT	STOLEN CELLPHONE ON CHARGER	CLIENT'S ADVICES AWAITED	Replacement quotations and Asset Register still needs to be submitted	Open	3 477	870	2 607
2018	CLCBP-139315	2018/12/11	2019/01/24	OWN DAMAGE - OTHER PARTIES INVOLVED	MOTOR -- FKM528EC -- INSURED COLLIDED WITH THIRD PARTY VEHICLE	CLIENT'S ADVICES AWAITED	Awaiting quotes to repair	Open	35 718	4 348	31 370
2018	3507492	2019/01/22	2019/01/23	REPLACE	STONE DAMAGE _ FKM535EC	ADMIN	Excess payment stil needs to be made to service provider	Open	2 188	652	1 536
2018	N/A	2018/10/10	2019/01/24	LIABILITY	STONE FROM THE GRASS CUTTER HIT A THIRD PARTY WINDSCREEN	CLAIM SETTLED / CLOSED	Claim falls within applicable policy excess. Memorandum needs to be prepared for approval of third party payment	Open	-	-	-
2018	CLCBP-138576	2018/11/13	2019/01/09	LIABILITY	PL SIDE WINDOW OF THE THIRD PARTY VEHICLE WAS DAMAGED BY THE INSURED GRASS CUTTER AT	CLAIM SETTLED / CLOSED	Claim falls within applicable policy excess. Memorandum needs to be prepared for approval of third party payment	Open	-	-	-
2018	CLCBP- 138540	2018/10/22	2019/01/08	ACCIDENTAL DAMAGE	KITCHEN TAP WAS LEFT OPEN DURING WATER SHEDDING , ONCE WATER CAME BACK OFFICE WAS FLOODED	CLIENT'S ADVICES AWAITED	Claim is still in progress, insurers are awaiting quotations for repairs and replacements, pictures of damage as well as Asset Register extract proofing ownership of the building. Documents being compiled for submission.	Open	89 898	8 696	81 202
2018	CLCBP-136961	2018/10/30	2018/11/13	STORM (WIND ETC.)	STRONG WINDS CAUSED DAMAGE TO THE CLUBHOUSE, FASCIA BOARD WAS BLOWN OFF (WESTERN SIDE OF THE FLAT).	CLIENT'S ADVICES AWAITED		Open	-	-	-
2018	CLCBP-137027	2018/11/04	2018/11/14	STORM (WIND SNOW RAIN ETC)	TRANSFORMER GOT DAMAGED AFTER STORM	SERVICE PROVIDER'S ADVICES AWAITED		Open	367 449	43 478	323 971
2018	CLCBP-135428	2018/09/19	2018/10/01	ACCIDENTAL LOSS OF PROPERTY	INSURED CELLPHONE FELL OUT OF POCKET (LOST)	CLIENT'S ADVICES AWAITED	Municipal insurance brokers advised that Municipality must replace cellphones on their own account and then just submit the proof of payment in order for them to pay-out the replacement value less the excess. The problem is that administration department does not have budget to replace the lost & stolen cellphones.	Open	9 872	870	9 002

2018	CLCBP-138595	2018/11/01	2019/01/09	THEFT	THEFT OF CELLPHONE - LUTHULI	CLIENT'S ADVICES AWAITED	Municipal insurance brokers advised that Municipality must replace cellphones on their own account and then just submit the proof of payment in order for them to pay-out the replacement value less the excess. The problem is that administration department does not have budget to replace the lost & stolen cellphones.	Open	3 477	870	2 607
2018	2781422	2018/09/04	2018/09/18	REPLACE	STONE DAMAGE _ DTD511EC	INSURER'S ADVICES AWAITED	Motorglass has been replaced	Closed	2 187	547	1 640
2018	CLCBP-135075	2018/09/07	2018/09/21	OWN DAMAGE - OTHER PARTIES INVOLVED	DSW023ECINSURED COLLIDED LOSS DESCRIPTION INTO A THIRD PARTY VEHICLE	CLIENT'S ADVICES AWAITED	Awaiting repair quotations from Municipal Workshop as well as possible third party approach. E-mail has been sent to Fleet Superintendent	Open	39 054	-	39 054
2018	2785908	2018/09/14	2018/09/18	MOTOR GLASS	WINDSCREEN - DXM914EC	INSURER'S ADVICES AWAITED	Motorglass has been replaced	Closed	2 569	642	1 927
2018	3405265	2018/09/17	2018/09/28	REPLACE	STNE HIT CANOPY GLASS	INSURER'S ADVICES AWAITED	Motorglass has been replaced	Closed	1 186	296	890
2018	CLCBP-138576	2018/11/13	2019/01/09	LIABILITY	PL_SIDE WINDOW OF THE THIRD PARTY VEHICLE WAS DAMAGED BY THE INSURED GRASS CUTTER AT	THIRD PARTY ADVICES AWAITED	Claim has been rejected by insurers due to the claim amount falling within the applicable excess, Claim has to be resolved internally	Open	-	-	-
2018	CLCBP-138611	2018/12/09	2019/01/09	THEFT	BREAK IN AND THEFT AT PELLSRUS COMMUNITY HALL, VARIOUS ITEMS HAVE BEEN STOLEN	CLIENT'S ADVICES AWAITED	Insurers are awaiting quotations for repairs/replacements, proof of forcible entry, as well as AR extract for stolen items	Open	78 462	-	78 462
2017	C193941	2017/08/14	2017/10/05	BUILDINGS COMBINED	BREAK I THEFT OF PLUMBING EQUIPMENT AND VANDALISM	CLAIM SETTLED / CLOSED	Claim rejected due to fact the the property was unoccupied for more than 30 days, and no security measures in place. Repairs has been performed but internal funds was utilised	Closed	18 785	7 500	11 285
2017	CLCBP - 126956	2018/03/06	2018/03/12	Fire	Protest action in Kwanomsamo leading to the Kwanomsamo Community hall being burnt-down	CLIENT'S ADVICES AWAITED	Claim still in progress, property part of the unregistered Municipal properties, still in the process of proving ownership before claim can proceed. Oct 2018, Quantity surveyors have been appointed, busy preparing costing, as there is no building plans for this hall.	Open	>100 000		
2017	C193939	2017/09/20	2018/03/13	Buildings Combined	Protest action at the country club, there was damage to the building and contents were also stolen	CLIENT'S ADVICES AWAITED	AOL recieved, but still negotiating the settlement offer, not accepted yet, as there is still outstanding costs that need to be taken into account. Oct 2018 - Still awaiting costs from Leading departments - Director I&E and Director Community services have been copiede in e-mails requesting the outstanding costs. - Outstanding costs have been recieved from technical services, still awaiting on Community Services.	Open	>1000 000	-	-
2017	LAUM/PEL/P000000555/152	2018/01/16	2018/03/15	FIRE	FIRE DAMAGE TO TOILETS AT THE SPORTSGROUNDS	CLIENT'S ADVICES AWAITED	Still awaiting quotations from Line Department (Community services) - Sept 2018 Quotes received and submitted, awaiting advices from Municipal insurers	Open	82 475	-	82 475

2017	LAUM/PEL/P000000555/138	2018/01/21	2018/02/07	LIGHTNING	ARC WAS HIT BY LIGHTNING.	CLIENT'S ADVICES AWAITED	AOL recieved, but still negotiating the settlement offer, not accepted yet	Open	93 283	-	71 544
2017	LAUM/PEL/P000000555/141	2018/01/27	2018/02/14	LIGHTNING	LIGHTNING DAMAGE TO ISOLATORS AND WHINDINGS AT SANTE RENE. DAMAGE TO TRANSFORMER	CLIENT'S ADVICES AWAITED	AOL recieved, but still negotiating the settlement offer, not accepted yet	Open	72 096	-	50 357
2017	LAUM/PEL/P000000555/139	2018/01/28	2018/02/13	LIGHTNING	LIGHTNING DAMAGE TO TRANSFORMER AT KOUGA FIRE STATION	LOSS ADJUSTER'S ADVICES AWAITED	N/A	Open	224 562	-	224 562
2017	LAUM/PEL/P000000555/140	2018/02/03	2018/02/14	LIGHTNING	LIGHTNING DAMAGE TO BUSHINGS, WIRING, PC BOARDS, CABLES AT TRANSFORMER - SANTA RENE, ST FRANCIS BAY	LOSS ADJUSTER'S ADVICES AWAITED	N/A	Open	85 831	-	85 831
2017	LAUM/PEL/P000000555/145	2018/02/09	2018/03/06	LIGHTNING	66/22KV CIRCUIT BREAKER AT MAIN SUBSTATION	CLIENT'S ADVICES AWAITED	AOL recieved, but still negotiating the settlement offer, not accepted yet	Open	268 653	-	51 262
2017	LAUM/PEL/P000000555/153	2018/02/15	2018/03/15	FORCIBLE AND VIOLENT ENTRY INSIDE A BUILDING	BREAK IN AND THEFT OF VARIOUS DOORS AND A DOUBLE DOOR DEEP FREEZER	CLAIM SETTLED / CLOSED	Rejected claim due to the lack of security and building not being secured.	Closed	4 564	-	4 564
2017	LAUM/PEL/P000000555/156	2018/03/01	2018/03/28	THEFT	ASTON BAY COMMUNITY HALL WAS BROKEN INTO AND VANDALIZED, THEY HAD ALSO STOLEN A DOOR	CLIENT'S ADVICES AWAITED	AOL recieved, but still negotiating the settlement offer, not accepted yet	Open	16 522	-	10 000
2017	LAUM/PEL/P000000555/160	2018/03/25	2018/05/09	FORCIBLE AND VIOLENT ENTRY INSIDE A BUILDING	THERE WAS A BREAK-IN. A DOOR WAS BROKEN ALONG WITH A WINDOW, ELECTRIC WIRES AND A FRIDGE WAS STOLEN	CLIENT'S ADVICES AWAITED	Still awaiting quotations from Line Department (Community services)	Open	71 259	-	71 259
2017	LAUM/PEL/P000000555/159	2018/03/28	2018/05/09	3RD PARTY PROPERTY DAMAGE	THE GARAGE MOTOR WAS ACCIDENTALLY DAMAGEDLOSS	ADMIN	Insurers are negotiating directly with the third party	Open	3 043	-	1 739
2017	LAUM/PEL/P000000555/158	2018/04/04	2018/05/08	THEFT	BREAK IN TOKYO SEXWALE SPORTFIELD	CLIENT'S ADVICES AWAITED	Still awaiting quotations from Line Department (Community services)	Open	71 259	-	64 737
2017	LAUM/PEL/P000000555/161	2018/05/03	2018/05/16	ACCIDENTAL DAMAGE	TRANSFORMER IN THE MINI SUB STATION DAMAGED	CLIENT'S ADVICES AWAITED	AOL recieved, but still negotiating the settlement offer, not accepted yet	Open	55 130	-	33 391
2017	C199731	2017/11/26	2017/12/15	BUILDINGS COMBINED, FIRE, THEFT	FIRE DAMAGE AT ST CROIX STREET INCLUDING ITEMS STOLEN	CLAIM SETTLED / CLOSED	Claim settled - settlement offer paid	Closed	28 644	7 500	21 144
2017	C188727	2017/07/20	2017/07/25	BUSINESS ALL RISKS	LAPTOP HAS BEEN STOLEN FROM VEHICLE DELL LATTITUDE 3440	CLAIM SETTLED / CLOSED	REASON FOR CLOSING CLAIM: CLOSED - REPUDIATED - Could not proof forcible entry	Closed	-	-	-
2017	C195700	2017/07/28	2017/10/25	BUSINESS ALL RISKS	THEFT OF ELECTRICAL TOOL BOX	CLAIM SETTLED / CLOSED	REASON FOR CLOSING CLAIM: CLOSED - REPUDIATED - Could not proof forcible entry	Closed	-	-	-
2017	LAUM/PEL/P000000555/142	2018/01/27	2018/02/15	LIGHTNING	LIGHTNING DAMAGE_ TRANSFORMER	LOSS ADJUSTER'S ADVICES AWAITED	N/A	Open	85 831	-	85 831
2017	LAUM/PEL/P000000555/160	2018/03/25	2018/05/09	FORCIBLE AND VIOLENT ENTRY INSIDE A BUILDING	THERE WAS A BREAK-IN. A DOOR WAS BROKEN ALONG WITH A WINDOW, ELECTRIC WIRES AND A FRIDGE WAS STOLEN	CLIENT'S ADVICES AWAITED	N/A	Open	10 757	-	10 757

2017	C200245	2017/11/26	2017/12/29	ELECTRONIC EQUIPMENT	WATER PIPE BURST AND DAMAGED 2 LAPTOPS	CLAIM SETTLED / CLOSED	REASON FOR CLOSING CLAIM: CLOSED - NO RESPONSE RECEIVED FROM INSURED OVER 40 DAYS OPEN - Still awaiting quotations and damage report from line department. (IT). Did not instruct insurers to close the claim. Claim file closed provisionally	Closed	-	-	-
2017	LAUM/PEL/P000000555/165	2018/05/14	2018/06/12	THEFT	BREAK IN AND THEFT OF LAPTOP FROM VEHICLE. DELL LAPTOP.	CLIENT'S ADVICES AWAITED	Employee cannot supply proof of forcible entry - E. Madatt (Community Services)	Open	10 757	-	10 757
2017	C191811	2017/08/23	2017/09/05	FIRE	WITH THE WIND WE HAD ON THE DAY IT CUASED THE WIRES TO CLASH THE CLASING OF HIGH VOLTAGE WIRES IGNITHED SPARKS WHICH IN TURN FELL ON THE DRY GRASS CAUSING A FIRE TO THE PROPERTY OF THE OWNER.	CLAIM SETTLED / CLOSED	REASON FOR CLOSING CLAIM: CLOSED - SETTLED	Closed	41 575	7 500	34 075
2017	C198463	2017/10/28	2017/12/01	GLASS	CARETAKERS HOUSE WINDOWS WERE THROWN BY BRICKS	CLAIM SETTLED / CLOSED	REASON FOR CLOSING CLAIM: CLOSED - SETTLED	Closed	3 740	2 500	1 240
2017	C187909	2017/07/06	2017/07/14	MOTOR GLASS	STONE DAMAGE	CLAIM SETTLED / CLOSED	REASON FOR CLOSING CLAIM: CLOSED - SETTLED	Closed	1 936	-	1 936
2017	C188345	2017/07/16	2017/07/19	MOTOR GLASS	STONE DAMAGE	CLAIM SETTLED / CLOSED	REASON FOR CLOSING CLAIM: CLOSED - SETTLED	Closed	2 127	-	2 127
2017	C192744	2017/08/23	2017/09/18	OWN DAMAGE - INCL THIRD PARTY	INSURED REVERSED INTO PARKED TP VEHICLE	THIRD PARTY	AWAITING THIRD PARTY APPROACH - To date no approach has been received from the Eastern Cape Provincial Traffic services	Open	10 000	-	10 000
2017	C192547	2017/09/11	2017/09/15	MOTOR GLASS	STONE DAMAGE	CLAIM SETTLED / CLOSED	REASON FOR CLOSING CLAIM: CLOSED - SETTLED	Closed	2 666	-	2 666
2017	C197363	2017/09/12	2017/11/16	MOTOR GLASS	STONE DAMAGE	CLAIM SETTLED / CLOSED	2017-11-17 - DEAR JULIALIEZEL OF GLASFIT CONFIRMED VEHICLE IS A TRUCK AND CLAIM IS FALLING WITHIN EXCESS OF R3500 AND WILL BE CLIENT'SRESPONSIBLTY,I HAVE CLOSED MY FILE AND LIEZEL WILL LIASE WITH CLIENT DIRECT FOR PAYMENT	Closed	-	-	-
2017	C192906	2017/09/13	2017/09/19	MOTOR GLASS	FOREIGN	CLAIM SETTLED / CLOSED	REASON FOR CLOSING CLAIM: CLOSED - SETTLED	Closed	16 135	4 034	12 101
2017	C201299	2017/10/10	2018/01/18	OWN DAMAGE - INCL THIRD PARTY	TP ALLEGES THAT OUR VEHICLE FJS700EC COLLIDED WITH THEIR VEHICLE ON 10 OCTOBER 2017.	CLAIM SETTLED / CLOSED	THIRD PARTY PAYMENT REQUESTED	Closed	8 583	-	8 583
2017	C199015	2017/10/23	2017/12/08	MOTOR GLASS	WINDSCREEN DAMAGE	CLAIM SETTLED / CLOSED	REASON FOR CLOSING CLAIM: CLOSED - SETTLED	Closed	9 140	3 500	5 640
2017	C197446	2017/11/02	2017/11/17	OWN DAMAGE - SINGLE VEHICLE	INSURED WAS INVOLVED IN AN ACCIDENT	CLAIM SETTLED / CLOSED	2018-06-26 - SPOKE TO MONICA ON QUOTE 93467- RPAIRS NOT COMPLETED YET INVOICE TO FOLLOW ONCE DONE - Vehicle is still currently with Denys Edwards in PE busy with repairs. Vehicle has been repaired and is back in operation.	Closed	485 821	46 115	439 706
2017	C198316	2017/11/06	2017/11/29	MOTOR GLASS	WINDSCREEN DAMAGE	CLAIM SETTLED / CLOSED	REASON FOR CLOSING CLAIM: CLOSED - SETTLED	Closed	16 177	4 044	12 133
2017	C199358	2017/11/08	2017/12/12	MOTOR GLASS	WINDOW FELL OUT	CLAIM SETTLED / CLOSED	REASON FOR CLOSING CLAIM: CLOSED - SETTLED	Closed	8 789	3 500	5 289
2017	C198225	2017/11/10	2017/11/28	MOTOR GLASS	STONE DAMAGE	CLAIM SETTLED / CLOSED	REASON FOR CLOSING CLAIM: CLOSED - SETTLED	Closed	2 089	-	2 089
2017	C197557	2017/11/15	2017/11/20	MOTOR GLASS	STONE DAMAGE	CLAIM SETTLED / CLOSED	REASON FOR CLOSING CLAIM: CLOSED - SETTLED	Closed	1 334	-	1 334

2017	C199653	2017/11/29	2017/12/15	MOTOR GLASS	STONE DAMGED	CLAIM SETTLED / CLOSED	REASON FOR CLOSING CLAIM: CLOSED - SETTLED	Closed	1 334	-	1 334
2017	C199964	2017/12/09	2017/12/19	MOTOR GLASS	CRACKED WINDSCREEN	CLAIM SETTLED / CLOSED	REASON FOR CLOSING CLAIM: CLOSED - SETTLED	Closed	2 011	-	2 011
2017	C200064	2017/12/16	2017/12/20	MOTOR GLASS	WINDOW DAMAGE	CLAIM SETTLED / CLOSED	REASON FOR CLOSING CLAIM: CLOSED - SETTLED	Closed	1 118	500	618
2017	C200526	2017/12/27	2018/01/08	MOTOR GLASS	STONE DAMAGE	CLAIM SETTLED / CLOSED	REASON FOR CLOSING CLAIM: CLOSED - SETTLED	Closed	1 334	-	1 334
2017	LAUM/PEL/P000000555/137	2018/01/18	2018/01/29	MOTOR GLASS	STONE DAMAGE TO WINDSCREEN	CLAIM SETTLED / CLOSED	REASON FOR CLOSING CLAIM: CLOSED - SETTLED	Closed	1 170	-	1 170
2017	LAUM/PEL/P000000555/136	2018/01/18	2018/01/29	MOTOR GLASS	STONE DAMAGE	CLAIM SETTLED / CLOSED	REASON FOR CLOSING CLAIM: CLOSED - SETTLED	Closed	1 982	-	1 487
2017	LAUM/PEL/P000000555/133	2018/01/23	2018/01/26	ACCIDENTAL BREAKAGE	WINDSCREEN REPLACEMENT - FKM528EC	CLAIM SETTLED / CLOSED	REASON FOR CLOSING CLAIM: CLOSED - SETTLED	Closed	2 090	-	1 567
2017	LAUM/PEL/P000000555/135	2018/01/23	2018/01/29	MOTOR GLASS	STONE DAMAGE	CLAIM SETTLED / CLOSED	REASON FOR CLOSING CLAIM: CLOSED - SETTLED	Closed	1 999	-	1 999
2017	LAUM/PEL/P000000555/150	2018/02/05	2018/03/14	MOTOR GLASS	STONE DAMAGE	CLAIM SETTLED / CLOSED	REASON FOR CLOSING CLAIM: CLOSED - SETTLED	Closed	2 456	-	1 842
2017	LAUM/PEL/P000000555/144	2018/02/24	2018/02/26	MOTOR GLASS	WINDSCREEN - DTB664EC	CLAIM SETTLED / CLOSED	REASON FOR CLOSING CLAIM: CLOSED - SETTLED	Closed	1 351	-	1 351
2017	LAUM/PEL/P000000555/148	2018/03/04	2018/03/13	ACCIDENTAL BREAKAGE	WINDSCREEN REPLACEMENT - FKD121EC	CLAIM SETTLED / CLOSED	REASON FOR CLOSING CLAIM: CLOSED - SETTLED	Closed	1 756	-	1 318
2017	LAUM/PEL/P000000555/147	2018/03/05	2018/03/13	ACCIDENTAL BREAKAGE	WINDSCREEN REPLACEMENT - DTB653EC	CLAIM SETTLED / CLOSED	REASON FOR CLOSING CLAIM: CLOSED - SETTLED	Closed	2 068	-	1 551
2017	LAUM/PEL/P000000555/149	2018/03/08	2018/03/14	REPLACE	STONE DAMAGE _ STONE HIT THE WINDSCREEN _ FKM518EC	CLAIM SETTLED / CLOSED	REASON FOR CLOSING CLAIM: CLOSED - SETTLED	Closed	2 575	-	2 140
2017	LAUM/PEL/P000000555/146	2018/03/08	2018/03/13	ACCIDENTAL BREAKAGE	WINDSCREEN REPLACEMENT - FKM528EC	CLAIM SETTLED / CLOSED	REASON FOR CLOSING CLAIM: CLOSED - SETTLED	Closed	2 996	-	2 247
2017	LAUM/PEL/P000000555/162	2018/03/20	2018/05/18	INSURED HIT THIRD PARTY - REPAIRABLE	INSURED WAS REVERSING AND THE FLAP OF THE BAKKIE FELL OPEN AND HIT THE BACK OF THIRD PARTY STATIONARY VEHICLE _ FMK532EC	ASSESSORS REPORT AWAITED	N/A	Open	-	-	-
2017	LAUM/PEL/P000000555/157	2018/04/01	2018/05/08	OWN DAMAGE - OTHER PARTIES INVOLVED	MOTOR -- FHY439EC -- THIRD PARTY COLLIDED WITH INSURED STATIONARY VEHICLE	ASSESSORS REPORT AWAITED	AOL recieved, but still negotiating the settlement offer, not accepted yet	Open	50 232	-	45 884
2017	LAUM/PEL/P000000555/163	2018/04/26	2018/05/23	MOTOR GLASS	WINDSCREEN - DNH308EC	CLAIM SETTLED / CLOSED	REASON FOR CLOSING CLAIM: CLOSED - SETTLED	Open	1 697	-	1 262
2017	LAUM/PEL/P000000555/164	2018/05/18	2018/06/12	OWN DAMAGE - OTHER PARTIES INVOLVED	THIRD PARTY COLLIDED WITH THE INSURED FRONT BUMPER	CLIENT'S ADVICES AWAITED	N/A	Open	39 054	-	39 054
2017	LAUM/PEL/P000000555/167	2018/06/16	2018/06/20	ACCIDENTAL BREAKAGE	STONE DAMAGE - FCW797EC	CLAIM SETTLED / CLOSED	Motorglass has been replaced	Closed	2 117	-	1 588
2017	CLCBP-126947	2017/09/20	2018/03/13	Office Contents	BREAK-IN AT HUMANSDORP COUNTRY CLUB, PROPERTY DAMAGE AND FRIDGE STOLEN	CLAIM SETTLED / CLOSED	Claim repudiated due to the building not being properly secured and due to the lack of security at the premises	Closed	-	-	-
2017	C197085	2017/02/16	2017/11/13	PUBLIC LIABILITY	PL - THIRD PARTY ON A WHEELCHAIR FELL DOWN STAIRS	CLAIM SETTLED / CLOSED	2017-12-18 - LION HANDED FILE TO NMA - No further approaches received from third party	Closed	-	-	-
2017	LAUM/PEL/P000000555/94	2017/08/15	2017/08/17	LIABILITY	PL- THIRD PARTY DAMAGED HIS MOTOR BOOT WHICH WAS ON THE BACK OF HIS TRAILER DUE TO POTHOLES	LEGAL	Case is being handled by Municipal insurers Legal department	Open	-	-	-
2017	C197681	2017/09/01	2017/09/06	ACCIDENTAL DAMAGE	PL -- THE WAS STRONG GUTTED WIND THAT RESULTED IN WIRE THAT CLASSSED CAUSING SPARK TO SET FIRE ON GRASS AND BURNED TP'S PROPERTY	Combined	Claim settled - settlement offer paid	Closed	29 890	-	29 890

2017	LAUM/PEL/P000000555/116	2017/09/11	2017/11/21	STORM (WIND	PL -- R MALAN -- OVERHEAD LINES WAS DAMAGED BY STRONG WIND	THIRD PARTY	Municipal insurers liased directly with third party	Closed	-	-	-
2017	LAUM/PEL/P000000555/132	2017/10/23	2018/01/26	LIABILITY	STONE DAMAGE TO TP VEHICLE	CLAIM SETTLED / CLOSED	Dealt with internally, payment was approved and authorised to the third party	Closed	-	-	-
2017	C199732	2017/11/20	2017/12/15	PUBLIC LIABILITY	GRASS CUTTING TEAM WERE BUSY AND OPERATIONS MACHINES PICKED UP A STONE AND HIT THE BACK WINDOW	CLAIM SETTLED / CLOSED	Dealt with internally, payment was approved and authorised to the third party	Closed	-	-	-
2017	C199734	2017/12/14	2017/12/15	PUBLIC LIABILITY	THERE WAS A POWER OUTRAGE - TV GOT DAMAGED	CLAIM SETTLED / CLOSED	REASON FOR CLOSING CLAIM: CLOSED - EXCESS GREATER THAN CLAIM VALUE	Closed	-	-	-
2017	LAUM/PEL/P000000555/134	2018/01/24	2018/01/26	LIABILITY	POWER SURGE - ELECTRICAL APPLIANCE WAS BURNT AT 2 ROBBIE DENNIS STREET	CLAIM SETTLED / CLOSED	Claim fell within the applicable excess, no further approaches received from the third party	Closed	-	-	-
2017	LAUM/PEL/P000000555/143	2018/02/19	2018/02/21	LIABILITY	DRAIN UNDERGROUND CAUSED EROSION TO PROPERTY AND DAMAGE	CLAIM SETTLED / CLOSED	Legal Matter	Closed	-	-	-
2017	LAUM/PEL/P000000555/151	2018/02/06	2018/03/15	FORCIBLE AND VIOLENT ENTRY INSIDE A VEHICLE	BREAK IN AND THEFT & VANDALISM OF THE SQUASH COUNTRY CLUB SPORTGROUNDS	CLIENT'S ADVICES AWAITED	AOL recieved, but still negotiating the settlement offer, not accepted yet	Open	20 864	-	14 342
2017	LAUM/PEL/P000000555/166	2018/05/07	2018/06/12	THEFT	BURGLARY - THEFT OF TOOLS FROM CARAVAN PARK	CLIENT'S ADVICES AWAITED	Still awaiting quotations from Line Department (Community services)	Open	8 696	-	8 696
2017	C196650	2017/11/05	2017/11/07	THEFT, COMPUTER AND DATA PROCESSING EQUIPMENT	LAPTOP AND OTHER ELECTRONICSDAMAGED BUILDING VANDALIZED OFFICES	CLAIM SETTLED / CLOSED	Building damage have been repaired and stolen laptop has been replaced	Closed	38 224	9 000	29 224
2016	C192873	2017/08/25	2017/09/19	BUILDINGS COMBINED	ROUGH SEAS WAVES CAUSED DAMAGE TO BOUNDARY WALL	CLAIM SETTLED / CLOSED	Boundary wall has been rebuild and beautified	Closed	46 318	7 500	38 818
2016	C188731	2017/07/08	2017/07/25	BUSINESS ALL RISKS	BREAK IN AND AND LAPTOP WAS TAKE DELL VOSTRO 1540 NOTEBOOK	CLAIM SETTLED / CLOSED	Claim has been paid out, but laptop was not replaced through insurance funds	Closed	8 334	1 500	6 834
2016	C188420	2017/07/01	2017/07/20	MOTOR GLASS	STONE DAMAGE	CLAIM SETTLED / CLOSED	Motorglass has been replaced	Closed	1 607	-	1 607
2016	C187923	2017/07/02	2017/07/14	MOTOR GLASS	STONE DAMAGE	CLAIM SETTLED / CLOSED	Motorglass has been replaced	Closed	-	-	-
2016	C187898	2017/07/05	2017/07/14	MOTOR GLASS	STONE DAMAGE	CLAIM SETTLED / CLOSED	Motorglass has been replaced	Closed	234	-	234
2016	C187543	2017/07/07	2017/07/11	MOTOR GLASS	GLASS BOTTLE HIT WINDOW	CLAIM SETTLED / CLOSED	Motorglass has been replaced	Closed	1 466	500	966
2016	C187901	2017/07/10	2017/07/14	MOTOR GLASS	STONE DAMAGE	CLAIM SETTLED / CLOSED	Motorglass has been replaced	Closed	4 883	3 500	1 383
2016	C188034	2017/07/10	2017/07/17	MOTOR GLASS	STONE DAMAGE	CLAIM SETTLED / CLOSED	Motorglass has been replaced	Closed	3 190	-	3 190
2016	C187932	2017/07/12	2017/07/14	MOTOR GLASS	STONE DAMAGE	CLAIM SETTLED / CLOSED	Motorglass has been replaced	Closed	234	-	234
2016	C190488	2017/07/18	2017/08/17	OWN DAMAGE - INCL THIRD PARTY	TRUCK WAS REVERSING AND HIT THE GATE	THIRD PARTY	THIRD PARTY DID NOT PURSUE CLAIM further.	Open	1 140	-	1 140
2016	C189028	2017/07/17	2017/07/28	PUBLIC LIABILITY	WATER PIPE BURST OCCURRED OUTSIDE CLAIMANTS RESIDENCE	CLAIM SETTLED / CLOSED	Dealt with internally, payment was approved and authorised to the third party	Closed	7 900	7 900	-
2016	C192745	2017/08/17	2017/09/18	PUBLIC LIABILITY	TP ANNA LOUISA KRUGE HIT POTHOLE	CLAIM SETTLED / CLOSED	Claim rejected due to the fact that the incident occurred on a Provincial Road	Closed	1 950	1 950	-
2016	C192870	2017/08/20	2017/09/19	THEFT	BREAK IN AND ARM ROBBERY	CLAIM SETTLED / CLOSED	Claim fell within the applicable excess, no further approaches received from the third party	Closed	1 838	1 838	-

2016	C192868	2017/08/21	2017/09/19	THEFT	THEFT OF COPPER PIPES	CLAIM SETTLED / CLOSED	Community Services department repaired the damages themselves, and advised the assets department to no longer pursue the claim. No quotations was submitted by the leading department	Closed	-	-	-
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ANNEXURE "C"

Kouga Municipality Claims Dashboard

All Open Claims. All Closed Claims from Insured Year 2014 until the end of January 2019



1. Overview

Number of Claims

	 Total	 Open	 Closed
Number	430	86	344
Gross	R 10,899,012	R 3,913,335	R 6,985,677
Excess	R 1,488,688	R 489,028	R 999,660
Nett	R 9,229,172	R 3,294,661	R 5,934,511

Claims Highlights

Claims Closed in
Previous Month

45

Claims Closed in
2018

31

Claims Opened in
2018

70

Claims Opened in
Previous Month

11

Claims Closed in
2017

146

Claims Opened in
2017

112

Kouga Municipality Claims Dashboard

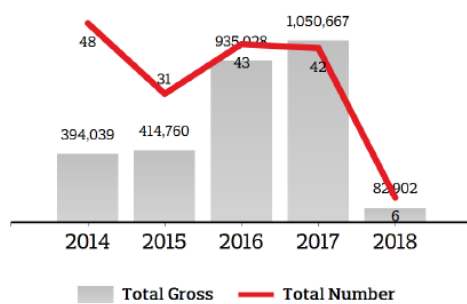
All Open Claims. All Closed Claims from Insured Year 2014 until the end of January 2019



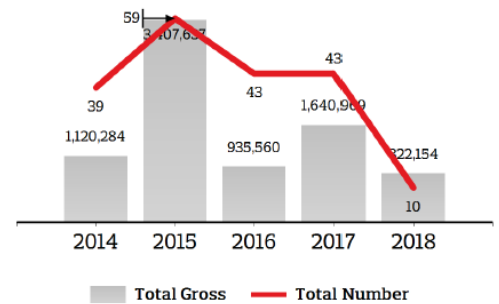
2. Claims by Class

Policy Type	Number			Gross			Nett		
	Total	Open	Closed	Total	Open	Closed	Total	Open	Closed
All Risks	1		1						
Assets	1		1	R 500		R 500	R 500		R 500
Buildings Combined	83	19.5	63.5	R 5,615,787	R 2,328,134	R 3,287,653	R 4,737,565	R 1,925,919	R 2,811,646
Business All Risks	23.5	8.5	15	R 423,864	R 130,410	R 293,454	R 399,099	R 124,320	R 274,779
Combined Claims	6		6	R 843,770		R 843,770	R 746,270		R 746,270
Electronic Equipment	25		25	R 254,307		R 254,307	R 220,714		R 220,714
Fire	1		1	R 41,575		R 41,575	R 34,075		R 34,075
Glass	2		2	R 3,740		R 3,740	R 1,240		R 1,240
Machinery Breakdown	1		1	R 14,318		R 14,318	R 12,318		R 12,318
Motor	75	5	70	R 1,762,387	R 756,974	R 1,005,413	R 1,414,400	R 589,041	R 825,359
Motor - Fleet	95	29	66	R 1,115,009	R 480,094	R 634,915	R 958,985	R 444,180	R 514,805
Office Contents	0.5		0.5						
Public Liability	81	19	62	R 106,562	R 37,138	R 69,424	R 85,012	R 37,138	R 47,874
Public Liability - Claims Made	2		2	R 80,873		R 80,873	R 70,873		R 70,873
Sasria - Multiperil	1		1						
Theft	32	5	27	R 636,321	R 180,585	R 455,736	R 548,121	R 174,063	R 374,058
Totals	430	86	344	R 10,899,012	R 3,913,335	R 6,985,677	R 9,229,172	R 3,294,661	R 5,934,511

Motor - Gross vs Number (last 5 years)

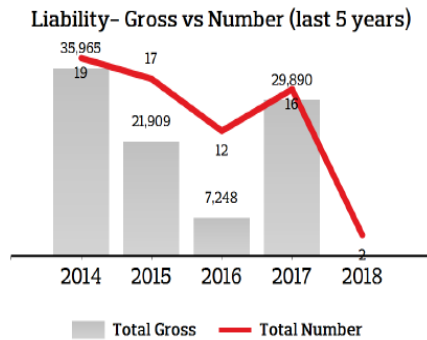


Non Motor - Gross vs Number (last 5 years)



Kouga Municipality Claims Dashboard

All Open Claims. All Closed Claims from Insured Year 2014 until the end of January 2019



Kouga Municipality Claims Dashboard

All Open Claims. All Closed Claims from Insured Year 2014 until the end of January 2019



3. Open Claims

Summary (all open)

You have **86** open claims

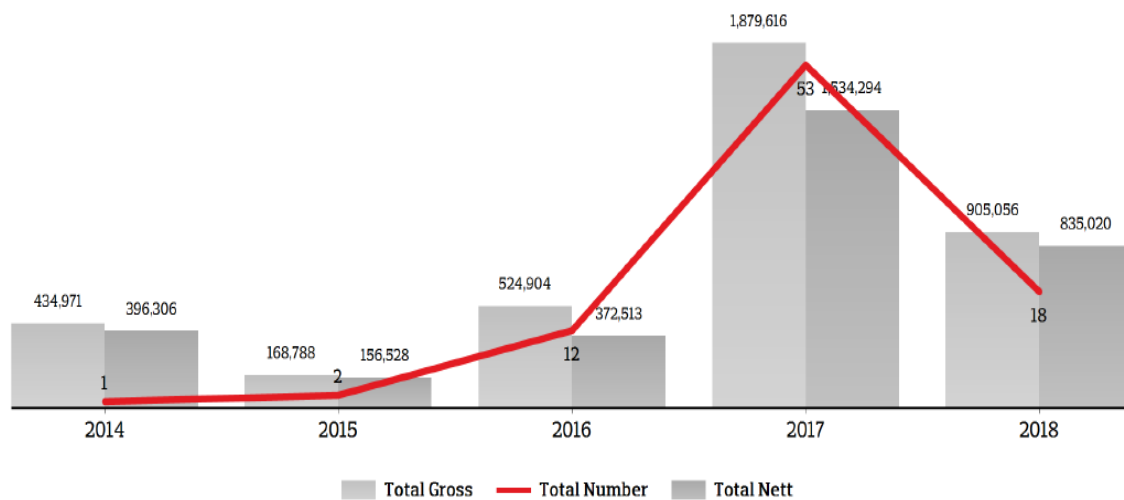
52 **Non Motor** claims



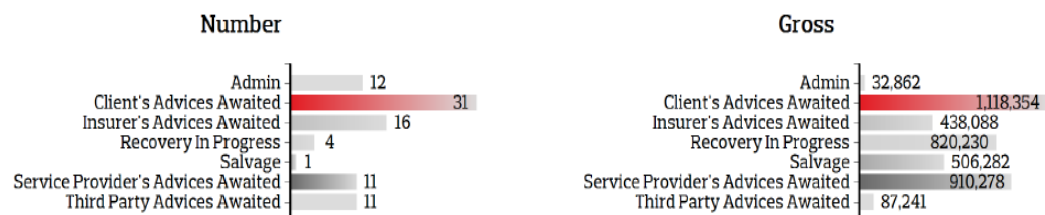
34 **Motor** claims



Open Claims - By Year (last 5 years)



Status of Open Claims



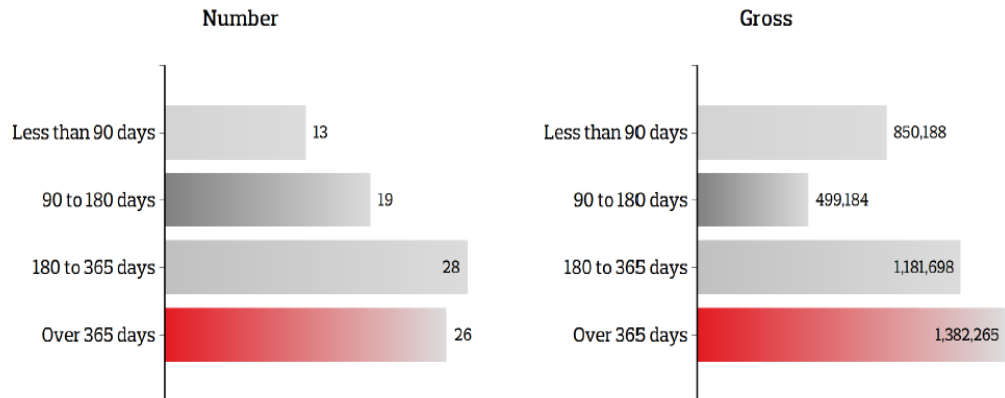
Kouga Municipality Claims Dashboard

All Open Claims. All Closed Claims from Insured Year 2014 until the end of January 2019



4. Ageing

Ageing of Open Claims



Ageing by Class – Number

Policy Type	Total	Less than 90 days	90 to 180 days	180 to 365 days	Over 365 days
Buildings Combined	20	5	5	9	1
Business All Risks	9	3	4	2	
Motor	5				5
Motor – Fleet	29	2	8	14	5
Public Liability	19	2		2	15
Theft	5	1	2	2	
All Claims Classes	86	13	19	28	26

Ageing by Class – Gross

Policy Type	Total	Less than 90 days	90 to 180 days	180 to 365 days	Over 365 days
Buildings Combined	R 2,328,134	R 723,389	R 292,709	R 877,065	R 434,971
Business All Risks	R 130,410	R 10,431	R 23,391	R 96,588	
Motor	R 756,974				R 756,974
Motor – Fleet	R 480,094	R 37,906	R 110,521	R 178,485	R 153,182
Public Liability	R 37,138				R 37,138
Theft	R 180,585	R 78,462	R 72,563	R 29,560	
All Claims Classes	R 3,913,335	R 850,188	R 499,184	R 1,181,698	R 1,382,265

Kouga Municipality Claims Dashboard

All Open Claims. All Closed Claims from Insured Year 2014 until the end of January 2019



Appendix – Claims Detail Highlights



Top Open Claims By Value

Claim No	Date of Loss	Class	Vehicle Reg	Gross	Excess	Nett	Remarks
LAUM/PEL/P00 0000555/202	04 Nov 2018	Buildings Combined		532,666	43,478	489,188	Assessor/Investigator/Loss Adjuster Appointed
C187544	20 Jun 2017	Motor	FMJ511EC	506,282	22,745	353,891	Awaiting Salvage Money
51463747	28 Sep 2014	Buildings Combined		434,971	38,665	396,306	Recovery In Progress
LAUM/PEL/P00 0000555/145	09 Feb 2018	Buildings Combined		263,512	217,391	46,121	Payment Requested
LAUM/PEL/P00 0000555/139	28 Jan 2018	Buildings Combined		228,065	21,739	206,326	Awaiting Signed Aol / Third Party Release
C169765	26 Nov 2016	Motor		216,471	10,542	205,929	Open - Corresponding With Third Party
51513683	31 Dec 2015	Motor - Fleet	FHY433EC	145,941	7,260	138,681	Recovery In Progress
LAUM/PEL/P00 0000555/138	21 Jan 2018	Buildings Combined		102,464	21,739	80,725	Awaiting Signed Aol / Third Party Release
LAUM/PEL/P00 0000555/194	30 Jul 2018	Buildings Combined		93,676		93,676	Assessor/Investigator/Loss Adjuster Appointed
LAUM/PEL/P00 0000555/204	22 Oct 2018	Buildings Combined		89,898	8,696	81,202	Awaiting Documentation/Information



Top Oldest Open Claims – By Date of Loss

Claim No	Date of Loss	Class	Vehicle Reg	Gross	Excess	Nett	Remarks
51463747	28 Sep 2014	Buildings Combined		434,971	38,665	396,306	Recovery In Progress
51513683	31 Dec 2015	Motor - Fleet	FHY433EC	145,941	7,260	138,681	Recovery In Progress
LAUM/PEL/000 033062FC	08 Feb 2016	Public Liability		7,248		7,248	Assessor/Investigator / Loss Adjuster Appointed
LAUM/PEL/000 033450FC	19 Apr 2016	Public Liability					Third Party Claim
LAUM/PEL/000 033930FC	25 May 2016	Public Liability					Awaiting Documentation/Information
LAUM/PEL/000 033986FC	26 May 2016	Public Liability					Awaiting Supplier Invoice/Bordereaux
LAUM/PEL/000 033899FC	27 May 2016	Public Liability					Third Party Claim
LAUM/PEL/000 037304FC	26 Aug 2016	Public Liability					Awaiting Documentation/Information
LAUM/PEL/000 037170FC	30 Sep 2016	Public Liability					Third Party Claim
LAUM/PEL/P00 0000555/3	16 Nov 2016	Public Liability					Payment Requested

Kouga Municipality

Claims Dashboard

All Open Claims. All Closed Claims from Insured Year 2014 until the end of January 2019



Top Claims Closed in Previous Month

Claim No	Date of Loss	Class	Vehicle Reg	Gross	Excess	Nett	Remarks
C197446	02 Nov 2017	Motor	DVS234EC	503,612	47,894	455,718	Closed - Settled



Top Claims Opened in Previous Month

Claim No	Date of Loss	Class	Vehicle Reg	Gross	Excess	Nett	Remarks
LAUM/PEL/P000 000555/214	19 Sep 2018	Buildings Combined		89,898	7,897	82,001	Assessor/Investigator/Loss Adjuster Appointed
LAUM/PEL/P000 000555/204	22 Oct 2018	Buildings Combined		89,898	8,696	81,202	Awaiting Documentation/Information
LAUM/PEL/P000 000555/207	09 Dec 2018	Theft		78,462		78,462	Awaiting Documentation/Information
LAUM/PEL/P000 000555/215	11 Dec 2018	Motor - Fleet		35,718	4,348	31,370	Awaiting Documentation/Information
LAUM/PEL/P000 000555/209	18 Dec 2018	Buildings Combined		10,927		10,927	Awaiting Documentation/Information
LAUM/PEL/P000 000555/217	25 Oct 2018	Business All Risks		3,477	870	2,607	Awaiting Signed Aol / Third Party Release
LAUM/PEL/P000 000555/206	01 Nov 2018	Business All Risks		3,477	870	2,607	Awaiting Documentation/Information
LAUM/PEL/P000 000555/213	01 Sep 2018	Business All Risks		3,477	870	2,607	Awaiting Documentation/Information
LAUM/PEL/P000 000555/208	22 Jan 2019	Motor - Fleet		2,188	652	1,536	Authorised



Top 10 Claims by Value

Claim No	Date of Loss	Class	Vehicle Reg	Gross	Excess	Nett	Status
C156997	15 Aug 2016	Combined Claims		652,251	60,000	592,251	Closed
51519666	12 Mar 2016	Buildings Combined		603,568	59,365	544,203	Closed
LAUM/PEL/P000 000555/202	04 Nov 2018	Buildings Combined		532,666	43,478	489,188	Open
C187544	20 Jun 2017	Motor	FMJ511EC	506,282	22,745	353,891	Open
C197446	02 Nov 2017	Motor	DVS234EC	503,612	47,894	455,718	Closed
51463747	28 Sep 2014	Buildings Combined		434,971	38,665	396,306	Open
51519750	05 Mar 2016	Buildings Combined		389,121	38,451	350,670	Closed
51519664	12 Mar 2016	Buildings Combined		347,224	33,809	313,415	Closed
LAUM/PEL/P000 000555/145	09 Feb 2018	Buildings Combined		263,512	217,391	46,121	Open
51524108	15 Apr 2016	Buildings Combined		250,881	11,923	238,958	Closed

Kouga Municipality Claims Dashboard

All Open Claims. All Closed Claims from Insured Year 2014 until the end of January 2019



Salvage Items for Last 12 Months

Claim No	Date of Loss	Class	Vehicle Reg	Salvage	Remarks
C170857	27 Dec 2016	Motor	DTD515EC	26,220	Closed - Settled
51456658	26 Jul 2014	Motor - Fleet	FKD141EC	25,286	Finalised

KOUGA MUNICIPALITY (EC108)**ORDINARY COUNCIL MEETING****FINANCE****DATE: 30 APRIL 2019****ITEM: 19/04/F13****SHORT-TERM INSURANCE CLAIMS REPORT FOR THE MONTH OF FEBRUARY 2019**1. Purpose

The purpose of this report is to submit the Municipality's claims report for the month of February 2019

2. Executive Summary

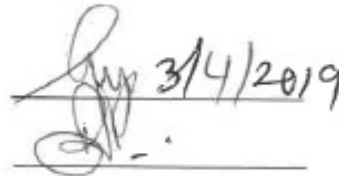
There were no new claims submitted during the month of February 2019. The status of claims is attached as Annexure "A".

An overview (Claims dash board) of the Municipality's short term Insurance since 2013 and up to the end of February 2019, is attached as Annexure "B".

3. Recommendation

3.1 That the Short-term insurance claims report as at 28 February 2019, be noted.

3.2 That an updated report on the procurement process on the Short-term Insurance tender be submitted to the next Finance Portfolio Committee meeting.

Item prepared: Manager Assets**Approved by: Chief Financial Officer****Noted by: Portfolio Councillor:**


ANNEXURE "A"

Insured Year	Claim Number	Date of Loss	Date Notified	Risk Description	Details of Incident	Report Status Description	Remarks	Open / Closed	Gross Settlement	Excess Total	Nett Settlement
2018	CLCBP-139287	2018/09/19	2019/01/24	MALICIOUS DAMAGE	DAMAGE TO TRANSFORMER AND STRUCTURE	SERVICE PROVIDER'S ADVICES AWAITED	SERVICE PROVIDER'S ADVICES AWAITED	Open	89 898	7 897	82 001
2018	CLCBP-139237	2018/12/18	2019/01/24	LIABILITY	PARTS OF ST FRANCIS BAY HAVE BEEN EVACUATED DUE TO A RUNAWAY FIRE ALONG HARBOUR ROAD.	CLIENT'S ADVICES AWAITED		Open	10 927	-	10 927
2018	CLCBP-139289	2018/09/01	2019/01/24	THEFT	INSURED CELLPHONE GOT LOST	CLIENT'S ADVICES AWAITED	Replacement quotations and Asset Register still needs to be submitted	Open	3 477	870	2 607
2018	CLCBP-139318	2018/10/25	2019/01/25	THEFT	STOLEN CELLPHONE ON CHARGER	CLIENT'S ADVICES AWAITED	Replacement quotations and Asset Register still needs to be submitted	Open	3 477	870	2 607
2018	CLCBP-139315	2018/12/11	2019/01/24	OWN DAMAGE - OTHER PARTIES INVOLVED	MOTOR -- FKM528EC -- INSURED COLLIDED WITH THIRD PARTY VEHICLE	CLIENT'S ADVICES AWAITED	Awaiting quotes to repair	Open	35 718	4 348	31 370
2018	3507492	2019/01/22	2019/01/23	REPLACE	STONE DAMAGE _ FKM535EC	ADMIN	Excess payment stil needs to be made to service provider	Open	2 188	652	1 536
2018	N/A	2018/10/10	2019/01/24	LIABILITY	STONE FROM THE GRASS CUTTER HIT A THIRD PARTY WINDSCREEN	CLAIM SETTLED / CLOSED	Claim falls within applicable policy excess. Memorandum needs to be prepared for approval of third party payment	Open	-	-	-
2018	CLCBP-138576	2018/11/13	2019/01/09	LIABILITY	PL_SIDE WINDOW OF THE THIRD PARTY VEHICLE WAS DAMAGED BY THE INSURED GRASS CUTTER AT	CLAIM SETTLED / CLOSED	Claim falls within applicable policy excess. Memorandum needs to be prepared for approval of third party payment	Open	-	-	-
2018	CLCBP- 138540	2018/10/22	2019/01/08	ACCIDENTAL DAMAGE	KITCHEN TAP WAS LEFT OPEN DURING WATER SHEDDING , ONCE WATER CAME BACK OFFICE WAS FLOODED	CLIENT'S ADVICES AWAITED	Claim is still in progress, insurers are awaiting quotations for repairs and replacements, pictures of damage as well as Asset Register extract proofing ownership of the building. Documents being compiled for submission.	Open	89 898	8 696	81 202
2018	CLCBP-136961	2018/10/30	2018/11/13	STORM (WIND ETC.)	STRONG WINDS CAUSED DAMAGE TO THE CLUBHOUSE, FASCIA BOARD WAS BLOWN OFF (WESTERN SIDE OF THE FLAT).	CLIENT'S ADVICES AWAITED		Open	-	-	-
2018	CLCBP-137027	2018/11/04	2018/11/14	STORM (WIND SNOW RAIN ETC)	TRANSFORMER GOT DAMAGED AFTER STORM	SERVICE PROVIDER'S ADVICES AWAITED		Open	367 449	43 478	323 971
2018	CLCBP-135428	2018/09/19	2018/10/01	ACCIDENTAL LOSS OF PROPERTY	INSURED CELLPHONE FELL OUT OF POCKET (LOST)	CLIENT'S ADVICES AWAITED	Municipal insurance brokers advised that Municipality must replace cellphones on their own account and then just submit the proof of payment in order for them to pay-out the replacement value less the excess. The problem is that administration department does not have budget to replace the lost & stolen cellphones.	Open	9 872	870	9 002

2018	CLCBP-138595	2018/11/01	2019/01/09	THEFT	THEFT OF CELLPHONE - LUTHULI	CLIENT'S ADVICES AWAITED	Municipal insurance brokers advised that Municipality must replace cellphones on their own account and then just submit the proof of payment in order for them to pay-out the replacement value less the excess. The problem is that administration department does not have budget to replace the lost & stolen cellphones.	Open	3 477	870	2 607
2018	2781422	2018/09/04	2018/09/18	REPLACE	STONE DAMAGE _ DTD511EC	INSURER'S ADVICES AWAITED	Motorglass has been replaced	Closed	2 187	547	1 640
2018	CLCBP-135075	2018/09/07	2018/09/21	OWN DAMAGE - OTHER PARTIES INVOLVED	DSW023ECINSURED COLLIDED LOSS DESCRIPTION INTO A THIRD PARTY VEHICLE	CLIENT'S ADVICES AWAITED	Awaiting repair quotations from Municipal Workshop as well as possible third party approach. E-mail has been sent to Fleet Superintendent	Open	39 054	-	39 054
2018	2785908	2018/09/14	2018/09/18	MOTOR GLASS	WINDSCREEN - DXM914EC	INSURER'S ADVICES AWAITED	Motorglass has been replaced	Closed	2 569	642	1 927
2018	3405265	2018/09/17	2018/09/28	REPLACE	STNE HIT CANOPY GLASS	INSURER'S ADVICES AWAITED	Motorglass has been replaced	Closed	1 186	296	890
2018	CLCBP-138576	2018/11/13	2019/01/09	LIABILITY	PL_SIDE WINDOW OF THE THIRD PARTY VEHICLE WAS DAMAGED BY THE INSURED GRASS CUTTER AT	THIRD PARTY ADVICES AWAITED	Claim has been rejected by insurers due to the claim amount falling within the applicable excess, Claim has to be resolved internally	Open	-	-	-
2018	CLCBP-138611	2018/12/09	2019/01/09	THEFT	BREAK IN AND THEFT AT PELLSRUS COMMUNITY HALL, VARIOUS ITEMS HAVE BEEN STOLEN	CLIENT'S ADVICES AWAITED	Insurers are awaiting quotations for repairs/replacements, proof of forcible entry, as well as AR extract for stolen items	Open	78 462	-	78 462
2017	C193941	2017/08/14	2017/10/05	BUILDINGS COMBINED	BREAK I THEFT OF PLUMBING EQUIPMENT AND VANDALISM	CLAIM SETTLED / CLOSED	Claim rejected due to fact the the property was unoccupied for more than 30 days, and no security measures in place. Repairs has been performed but internal funds was utilised	Closed	18 785	7 500	11 285
2017	CLCBP - 126956	2018/03/06	2018/03/12	Fire	Protest action in Kwanomsamo leading to the Kwanomsamo Community hall being burnt-down	CLIENT'S ADVICES AWAITED	Claim still in progress, property part of the unregistered Municipal properties, still in the process of proving ownership before claim can proceed. Oct 2018, Quantity surveyors have been appointed, busy preparing costing, as there is no building plans for this hall.	Open	>100 000		
2017	C193939	2017/09/20	2018/03/13	Buildings Combined	Protest action at the country club, there was damage to the building and contents were also stolen	CLIENT'S ADVICES AWAITED	AOL recieved, but still negotiating the settlement offer, not accepted yet, as there is still outstanding costs that need to be taken into account. Oct 2018 - Still awaiting costs from Leading departments - Director I&E and Director Community services have been copiede in e-mails requesting the outstanding costs. - Outstanding costs have been recieved from technical services, still awaiting on Community Services.	Open	>1000 000	-	-
2017	LAUM/PEL/P000000555/152	2018/01/16	2018/03/15	FIRE	FIRE DAMAGE TO TOILETS AT THE SPORTSGROUNDS	CLIENT'S ADVICES AWAITED	Still awaiting quotations from Line Department (Community services) - Sept 2018 Quotes received and submitted, awaiting advices from Municipal insurers	Open	82 475	-	82 475

2017	LAUM/PEL/P000000555/138	2018/01/21	2018/02/07	LIGHTNING	ARC WAS HIT BY LIGHTNING.	CLIENT'S ADVICES AWAITED	AOL recieved, but still negotiating the settlement offer, not accepted yet	Open	93 283	-	71 544
2017	LAUM/PEL/P000000555/141	2018/01/27	2018/02/14	LIGHTNING	LIGHTNING DAMAGE TO ISOLATORS AND WHINDINGS AT SANTE RENE. DAMAGE TO TRANSFORMER	CLIENT'S ADVICES AWAITED	AOL recieved, but still negotiating the settlement offer, not accepted yet	Open	72 096	-	50 357
2017	LAUM/PEL/P000000555/139	2018/01/28	2018/02/13	LIGHTNING	LIGHTNING DAMAGE TO TRANSFORMER AT KOUGA FIRE STATION	LOSS ADJUSTER'S ADVICES AWAITED	N/A	Open	224 562	-	224 562
2017	LAUM/PEL/P000000555/140	2018/02/03	2018/02/14	LIGHTNING	LIGHTNING DAMAGE TO BUSHINGS, WIRING, PC BOARDS, CABLES AT TRANSFORMER - SANTA RENE, ST FRANCIS BAY	LOSS ADJUSTER'S ADVICES AWAITED	N/A	Open	85 831	-	85 831
2017	LAUM/PEL/P000000555/145	2018/02/09	2018/03/06	LIGHTNING	66/22KV CIRCUIT BREAKER AT MAIN SUBSTATION	CLIENT'S ADVICES AWAITED	AOL recieved, but still negotiating the settlement offer, not accepted yet	Open	268 653	-	51 262
2017	LAUM/PEL/P000000555/153	2018/02/15	2018/03/15	FORCIBLE AND VIOLENT ENTRY INSIDE A BUILDING	BREAK IN AND THEFT OF VARIOUS DOORS AND A DOUBLE DOOR DEEP FREEZER	CLAIM SETTLED / CLOSED	Rejected claim due to the lack of security and building not being secured.	Closed	4 564	-	4 564
2017	LAUM/PEL/P000000555/156	2018/03/01	2018/03/28	THEFT	ASTON BAY COMMUNITY HALL WAS BROKEN INTO AND VANDALIZED, THEY HAD ALSO STOLEN A DOOR	CLIENT'S ADVICES AWAITED	AOL recieved, but still negotiating the settlement offer, not accepted yet	Open	16 522	-	10 000
2017	LAUM/PEL/P000000555/160	2018/03/25	2018/05/09	FORCIBLE AND VIOLENT ENTRY INSIDE A BUILDING	THERE WAS A BREAK-IN. A DOOR WAS BROKEN ALONG WITH A WINDOW, ELECTRIC WIRES AND A FRIDGE WAS STOLEN	CLIENT'S ADVICES AWAITED	Still awaiting quotations from Line Department (Community services)	Open	71 259	-	71 259
2017	LAUM/PEL/P000000555/159	2018/03/28	2018/05/09	3RD PARTY PROPERTY DAMAGE	THE GARAGE MOTOR WAS ACCIDENTALLY DAMAGEDLOSS	ADMIN	Insurers are negotiating directly with the third party	Open	3 043	-	1 739
2017	LAUM/PEL/P000000555/158	2018/04/04	2018/05/08	THEFT	BREAK IN TOKYO SEXWALE SPORTFIELD	CLIENT'S ADVICES AWAITED	Still awaiting quotations from Line Department (Community services)	Open	71 259	-	64 737
2017	LAUM/PEL/P000000555/161	2018/05/03	2018/05/16	ACCIDENTAL DAMAGE	TRANSFORMER IN THE MINI SUB STATION DAMAGED	CLIENT'S ADVICES AWAITED	AOL recieved, but still negotiating the settlement offer, not accepted yet	Open	55 130	-	33 391
2017	C199731	2017/11/26	2017/12/15	BUILDINGS COMBINED, FIRE, THEFT	FIRE DAMAGE AT ST CROIX STREET INCLUDING ITEMS STOLEN	CLAIM SETTLED / CLOSED	Claim settled - settlement offer paid	Closed	28 644	7 500	21 144
2017	C188727	2017/07/20	2017/07/25	BUSINESS ALL RISKS	LAPTOP HAS BEEN STOLEN FROM VEHICLE DELL LATTITUDE 3440	CLAIM SETTLED / CLOSED	REASON FOR CLOSING CLAIM: CLOSED - REPUDIATED - Could not proof forcible entry	Closed	-	-	-
2017	C195700	2017/07/28	2017/10/25	BUSINESS ALL RISKS	THEFT OF ELECTRICAL TOOL BOX	CLAIM SETTLED / CLOSED	REASON FOR CLOSING CLAIM: CLOSED - REPUDIATED - Could not proof forcible entry	Closed	-	-	-
2017	LAUM/PEL/P000000555/142	2018/01/27	2018/02/15	LIGHTNING	LIGHTNING DAMAGE_ TRANSFORMER	LOSS ADJUSTER'S ADVICES AWAITED	N/A	Open	85 831	-	85 831
2017	LAUM/PEL/P000000555/160	2018/03/25	2018/05/09	FORCIBLE AND VIOLENT ENTRY INSIDE A BUILDING	THERE WAS A BREAK-IN. A DOOR WAS BROKEN ALONG WITH A WINDOW, ELECTRIC WIRES AND A FRIDGE WAS STOLEN	CLIENT'S ADVICES AWAITED	N/A	Open	10 757	-	10 757

2017	C200245	2017/11/26	2017/12/29	ELECTRONIC EQUIPMENT	WATER PIPE BURST AND DAMAGED 2 LAPTOPS	CLAIM SETTLED / CLOSED	REASON FOR CLOSING CLAIM: CLOSED - NO RESPONSE RECEIVED FROM INSURED OVER 40 DAYS OPEN - Still awaiting quotations and damage report from line department. (IT). Did not instruct insurers to close the claim. Claim file closed provisionally	Closed	-	-	-
2017	LAUM/PEL/P000000555/165	2018/05/14	2018/06/12	THEFT	BREAK IN AND THEFT OF LAPTOP FROM VEHICLE. DELL LAPTOP.	CLIENT'S ADVICES AWAITED	Employee cannot supply proof of forcible entry - E. Madatt (Community Services)	Open	10 757	-	10 757
2017	C191811	2017/08/23	2017/09/05	FIRE	WITH THE WIND WE HAD ON THE DAY IT CUASED THE WIRES TO CLASH THE CLASING OF HIGH VOLTAGE WIRES IGNITHED SPARKS WHICH IN TURN FELL ON THE DRY GRASS CAUSING A FIRE TO THE PROPERTY OF THE OWNER.	CLAIM SETTLED / CLOSED	REASON FOR CLOSING CLAIM: CLOSED - SETTLED	Closed	41 575	7 500	34 075
2017	C198463	2017/10/28	2017/12/01	GLASS	CARETAKERS HOUSE WINDOWS WERE THROWN BY BRICKS	CLAIM SETTLED / CLOSED	REASON FOR CLOSING CLAIM: CLOSED - SETTLED	Closed	3 740	2 500	1 240
2017	C187909	2017/07/06	2017/07/14	MOTOR GLASS	STONE DAMAGE	CLAIM SETTLED / CLOSED	REASON FOR CLOSING CLAIM: CLOSED - SETTLED	Closed	1 936	-	1 936
2017	C188345	2017/07/16	2017/07/19	MOTOR GLASS	STONE DAMAGE	CLAIM SETTLED / CLOSED	REASON FOR CLOSING CLAIM: CLOSED - SETTLED	Closed	2 127	-	2 127
2017	C192744	2017/08/23	2017/09/18	OWN DAMAGE - INCL THIRD PARTY	INSURED REVERSED INTO PARKED TP VEHICLE	THIRD PARTY	AWAITING THIRD PARTY APPROACH - To date no approach has been received from the Eastern Cape Provincial Traffic services	Open	10 000	-	10 000
2017	C192547	2017/09/11	2017/09/15	MOTOR GLASS	STONE DAMAGE	CLAIM SETTLED / CLOSED	REASON FOR CLOSING CLAIM: CLOSED - SETTLED	Closed	2 666	-	2 666
2017	C197363	2017/09/12	2017/11/16	MOTOR GLASS	STONE DAMAGE	CLAIM SETTLED / CLOSED	2017-11-17 - DEAR JULIALIEZEL OF GLASFIT CONFIRMED VEHICLE IS A TRUCK AND CLAIM IS FALLING WITHIN EXCESS OF R3500 AND WILL BE CLIENT'SRESPONSIBLTY,I HAVE CLOSED MY FILE AND LIEZEL WILL LIASE WITH CLIENT DIRECT FOR PAYMENT	Closed	-	-	-
2017	C192906	2017/09/13	2017/09/19	MOTOR GLASS	FOREIGN	CLAIM SETTLED / CLOSED	REASON FOR CLOSING CLAIM: CLOSED - SETTLED	Closed	16 135	4 034	12 101
2017	C201299	2017/10/10	2018/01/18	OWN DAMAGE - INCL THIRD PARTY	TP ALLEGES THAT OUR VEHICLE FJS700EC COLLIDED WITH THEIR VEHICLE ON 10 OCTOBER 2017.	CLAIM SETTLED / CLOSED	THIRD PARTY PAYMENT REQUESTED	Closed	8 583	-	8 583
2017	C199015	2017/10/23	2017/12/08	MOTOR GLASS	WINDSCREEN DAMAGE	CLAIM SETTLED / CLOSED	REASON FOR CLOSING CLAIM: CLOSED - SETTLED	Closed	9 140	3 500	5 640
2017	C197446	2017/11/02	2017/11/17	OWN DAMAGE - SINGLE VEHICLE	INSURED WAS INVOLVED IN AN ACCIDENT	CLAIM SETTLED / CLOSED	2018-06-26 - SPOKE TO MONICA ON QUOTE 93467- RPAIRS NOT COMPLETED YET INVOICE TO FOLLOW ONCE DONE - Vehicle is still currently with Denys Edwards in PE busy with repairs. Vehicle has been repaired and is back in operation.	Closed	485 821	46 115	439 706
2017	C198316	2017/11/06	2017/11/29	MOTOR GLASS	WINDSCREEN DAMAGE	CLAIM SETTLED / CLOSED	REASON FOR CLOSING CLAIM: CLOSED - SETTLED	Closed	16 177	4 044	12 133
2017	C199358	2017/11/08	2017/12/12	MOTOR GLASS	WINDOW FELL OUT	CLAIM SETTLED / CLOSED	REASON FOR CLOSING CLAIM: CLOSED - SETTLED	Closed	8 789	3 500	5 289
2017	C198225	2017/11/10	2017/11/28	MOTOR GLASS	STONE DAMAGE	CLAIM SETTLED / CLOSED	REASON FOR CLOSING CLAIM: CLOSED - SETTLED	Closed	2 089	-	2 089
2017	C197557	2017/11/15	2017/11/20	MOTOR GLASS	STONE DAMAGE	CLAIM SETTLED / CLOSED	REASON FOR CLOSING CLAIM: CLOSED - SETTLED	Closed	1 334	-	1 334

2017	C199653	2017/11/29	2017/12/15	MOTOR GLASS	STONE DAMGED	CLAIM SETTLED / CLOSED	REASON FOR CLOSING CLAIM: CLOSED - SETTLED	Closed	1 334	-	1 334
2017	C199964	2017/12/09	2017/12/19	MOTOR GLASS	CRACKED WINDSCREEN	CLAIM SETTLED / CLOSED	REASON FOR CLOSING CLAIM: CLOSED - SETTLED	Closed	2 011	-	2 011
2017	C200064	2017/12/16	2017/12/20	MOTOR GLASS	WINDOW DAMAGE	CLAIM SETTLED / CLOSED	REASON FOR CLOSING CLAIM: CLOSED - SETTLED	Closed	1 118	500	618
2017	C200526	2017/12/27	2018/01/08	MOTOR GLASS	STONE DAMAGE	CLAIM SETTLED / CLOSED	REASON FOR CLOSING CLAIM: CLOSED - SETTLED	Closed	1 334	-	1 334
2017	LAUM/PEL/P000000555/137	2018/01/18	2018/01/29	MOTOR GLASS	STONE DAMAGE TO WINDSCREEN	CLAIM SETTLED / CLOSED	REASON FOR CLOSING CLAIM: CLOSED - SETTLED	Closed	1 170	-	1 170
2017	LAUM/PEL/P000000555/136	2018/01/18	2018/01/29	MOTOR GLASS	STONE DAMAGE	CLAIM SETTLED / CLOSED	REASON FOR CLOSING CLAIM: CLOSED - SETTLED	Closed	1 982	-	1 487
2017	LAUM/PEL/P000000555/133	2018/01/23	2018/01/26	ACCIDENTAL BREAKAGE	WINDSCREEN REPLACEMENT - FKM528EC	CLAIM SETTLED / CLOSED	REASON FOR CLOSING CLAIM: CLOSED - SETTLED	Closed	2 090	-	1 567
2017	LAUM/PEL/P000000555/135	2018/01/23	2018/01/29	MOTOR GLASS	STONE DAMAGE	CLAIM SETTLED / CLOSED	REASON FOR CLOSING CLAIM: CLOSED - SETTLED	Closed	1 999	-	1 999
2017	LAUM/PEL/P000000555/150	2018/02/05	2018/03/14	MOTOR GLASS	STONE DAMAGE	CLAIM SETTLED / CLOSED	REASON FOR CLOSING CLAIM: CLOSED - SETTLED	Closed	2 456	-	1 842
2017	LAUM/PEL/P000000555/144	2018/02/24	2018/02/26	MOTOR GLASS	WINDSCREEN - DTB664EC	CLAIM SETTLED / CLOSED	REASON FOR CLOSING CLAIM: CLOSED - SETTLED	Closed	1 351	-	1 351
2017	LAUM/PEL/P000000555/148	2018/03/04	2018/03/13	ACCIDENTAL BREAKAGE	WINDSCREEN REPLACEMENT - FKD121EC	CLAIM SETTLED / CLOSED	REASON FOR CLOSING CLAIM: CLOSED - SETTLED	Closed	1 756	-	1 318
2017	LAUM/PEL/P000000555/147	2018/03/05	2018/03/13	ACCIDENTAL BREAKAGE	WINDSCREEN REPLACEMENT - DTB653EC	CLAIM SETTLED / CLOSED	REASON FOR CLOSING CLAIM: CLOSED - SETTLED	Closed	2 068	-	1 551
2017	LAUM/PEL/P000000555/149	2018/03/08	2018/03/14	REPLACE	STONE DAMAGE _ STONE HIT THE WINDSCREEN _ FKM518EC	CLAIM SETTLED / CLOSED	REASON FOR CLOSING CLAIM: CLOSED - SETTLED	Closed	2 575	-	2 140
2017	LAUM/PEL/P000000555/146	2018/03/08	2018/03/13	ACCIDENTAL BREAKAGE	WINDSCREEN REPLACEMENT - FKM528EC	CLAIM SETTLED / CLOSED	REASON FOR CLOSING CLAIM: CLOSED - SETTLED	Closed	2 996	-	2 247
2017	LAUM/PEL/P000000555/162	2018/03/20	2018/05/18	INSURED HIT THIRD PARTY - REPAIRABLE	INSURED WAS REVERSING AND THE FLAP OF THE BAKKIE FELL OPEN AND HIT THE BACK OF THIRD PARTY STATIONARY VEHICLE _ FMK532EC	ASSESSORS REPORT AWAITED	N/A	Open	-	-	-
2017	LAUM/PEL/P000000555/157	2018/04/01	2018/05/08	OWN DAMAGE - OTHER PARTIES INVOLVED	MOTOR -- FHY439EC -- THIRD PARTY COLLIDED WITH INSURED STATIONARY VEHICLE	ASSESSORS REPORT AWAITED	AOL recieved, but still negotiating the settlement offer, not accepted yet	Open	50 232	-	45 884
2017	LAUM/PEL/P000000555/163	2018/04/26	2018/05/23	MOTOR GLASS	WINDSCREEN - DNH308EC	CLAIM SETTLED / CLOSED	REASON FOR CLOSING CLAIM: CLOSED - SETTLED	Open	1 697	-	1 262
2017	LAUM/PEL/P000000555/164	2018/05/18	2018/06/12	OWN DAMAGE - OTHER PARTIES INVOLVED	THIRD PARTY COLLIDED WITH THE INSURED FRONT BUMPER	CLIENT'S ADVICES AWAITED	N/A	Open	39 054	-	39 054
2017	LAUM/PEL/P000000555/167	2018/06/16	2018/06/20	ACCIDENTAL BREAKAGE	STONE DAMAGE - FCW797EC	CLAIM SETTLED / CLOSED	Motorglass has been replaced	Closed	2 117	-	1 588
2017	CLCBP-126947	2017/09/20	2018/03/13	Office Contents	BREAK-IN AT HUMANSDORP COUNTRY CLUB, PROPERTY DAMAGE AND FRIDGE STOLEN	CLAIM SETTLED / CLOSED	Claim repudiated due to the building not being properly secured and due to the lack of security at the premises	Closed	-	-	-
2017	C197085	2017/02/16	2017/11/13	PUBLIC LIABILITY	PL - THIRD PARTY ON A WHEELCHAIR FELL DOWN STAIRS	CLAIM SETTLED / CLOSED	2017-12-18 - LION HANDED FILE TO NMA - No further approaches received from third party	Closed	-	-	-
2017	LAUM/PEL/P000000555/94	2017/08/15	2017/08/17	LIABILITY	PL- THIRD PARTY DAMAGED HIS MOTOR BOOT WHICH WAS ON THE BACK OF HIS TRAILER DUE TO POTHOLES	LEGAL	Case is being handled by Municipal insurers Legal department	Open	-	-	-
2017	C197681	2017/09/01	2017/09/06	ACCIDENTAL DAMAGE	PL -- THE WAS STRONG GUTTED WIND THAT RESULTED IN WIRE THAT CLASSSED CAUSING SPARK TO SET FIRE ON GRASS AND BURNED TP'S PROPERTY	Combined	Claim settled - settlement offer paid	Closed	29 890	-	29 890

2017	LAUM/PEL/P000000555/116	2017/09/11	2017/11/21	STORM (WIND	PL -- R MALAN -- OVERHEAD LINES WAS DAMAGED BY STRONG WIND	THIRD PARTY	Municipal insurers liased directly with third party	Closed	-	-	-
2017	LAUM/PEL/P000000555/132	2017/10/23	2018/01/26	LIABILITY	STONE DAMAGE TO TP VEHICLE	CLAIM SETTLED / CLOSED	Dealt with internally, payment was approved and authorised to the third party	Closed	-	-	-
2017	C199732	2017/11/20	2017/12/15	PUBLIC LIABILITY	GRASS CUTTING TEAM WERE BUSY AND OPERATIONS MACHINES PICKED UP A STONE AND HIT THE BACK WINDOW	CLAIM SETTLED / CLOSED	Dealt with internally, payment was approved and authorised to the third party	Closed	-	-	-
2017	C199734	2017/12/14	2017/12/15	PUBLIC LIABILITY	THERE WAS A POWER OUTRAGE - TV GOT DAMAGED	CLAIM SETTLED / CLOSED	REASON FOR CLOSING CLAIM: CLOSED - EXCESS GREATER THAN CLAIM VALUE	Closed	-	-	-
2017	LAUM/PEL/P000000555/134	2018/01/24	2018/01/26	LIABILITY	POWER SURGE - ELECTRICAL APPLIANCE WAS BURNT AT 2 ROBBIE DENNIS STREET	CLAIM SETTLED / CLOSED	Claim fell within the applicable excess, no further approaches received from the third party	Closed	-	-	-
2017	LAUM/PEL/P000000555/143	2018/02/19	2018/02/21	LIABILITY	DRAIN UNDERGROUND CAUSED EROSION TO PROPERTY AND DAMAGE	CLAIM SETTLED / CLOSED	Legal Matter	Closed	-	-	-
2017	LAUM/PEL/P000000555/151	2018/02/06	2018/03/15	FORCIBLE AND VIOLENT ENTRY INSIDE A VEHICLE	BREAK IN AND THEFT & VANDALISM OF THE SQUASH COUNTRY CLUB SPORTGROUNDS	CLIENT'S ADVICES AWAITED	AOL recieved, but still negotiating the settlement offer, not accepted yet	Open	20 864	-	14 342
2017	LAUM/PEL/P000000555/166	2018/05/07	2018/06/12	THEFT	BURGLARY - THEFT OF TOOLS FROM CARAVAN PARK	CLIENT'S ADVICES AWAITED	Still awaiting quotations from Line Department (Community services)	Open	8 696	-	8 696
2017	C196650	2017/11/05	2017/11/07	THEFT, COMPUTER AND DATA PROCESSING EQUIPMENT	LAPTOP AND OTHER ELECTRONICSDAMAGED BUILDING VANDALIZED OFFICES	CLAIM SETTLED / CLOSED	Building damage have been repaired and stolen laptop has been replaced	Closed	38 224	9 000	29 224
2016	C192873	2017/08/25	2017/09/19	BUILDINGS COMBINED	ROUGH SEAS WAVES CAUSED DAMAGE TO BOUNDARY WALL	CLAIM SETTLED / CLOSED	Boundary wall has been rebuild and beautified	Closed	46 318	7 500	38 818
2016	C188731	2017/07/08	2017/07/25	BUSINESS ALL RISKS	BREAK IN AND AND LAPTOP WAS TAKE DELL VOSTRO 1540 NOTEBOOK	CLAIM SETTLED / CLOSED	Claim has been paid out, but laptop was not replaced through insurance funds	Closed	8 334	1 500	6 834
2016	C188420	2017/07/01	2017/07/20	MOTOR GLASS	STONE DAMAGE	CLAIM SETTLED / CLOSED	Motorglass has been replaced	Closed	1 607	-	1 607
2016	C187923	2017/07/02	2017/07/14	MOTOR GLASS	STONE DAMAGE	CLAIM SETTLED / CLOSED	Motorglass has been replaced	Closed	-	-	-
2016	C187898	2017/07/05	2017/07/14	MOTOR GLASS	STONE DAMAGE	CLAIM SETTLED / CLOSED	Motorglass has been replaced	Closed	234	-	234
2016	C187543	2017/07/07	2017/07/11	MOTOR GLASS	GLASS BOTTLE HIT WINDOW	CLAIM SETTLED / CLOSED	Motorglass has been replaced	Closed	1 466	500	966
2016	C187901	2017/07/10	2017/07/14	MOTOR GLASS	STONE DAMAGE	CLAIM SETTLED / CLOSED	Motorglass has been replaced	Closed	4 883	3 500	1 383
2016	C188034	2017/07/10	2017/07/17	MOTOR GLASS	STONE DAMAGE	CLAIM SETTLED / CLOSED	Motorglass has been replaced	Closed	3 190	-	3 190
2016	C187932	2017/07/12	2017/07/14	MOTOR GLASS	STONE DAMAGE	CLAIM SETTLED / CLOSED	Motorglass has been replaced	Closed	234	-	234
2016	C190488	2017/07/18	2017/08/17	OWN DAMAGE - INCL THIRD PARTY	TRUCK WAS REVERSING AND HIT THE GATE	THIRD PARTY	THIRD PARTY DID NOT PURSUE CLAIM further.	Open	1 140	-	1 140
2016	C189028	2017/07/17	2017/07/28	PUBLIC LIABILITY	WATER PIPE BURST OCCURRED OUTSIDE CLAIMANTS RESIDENCE	CLAIM SETTLED / CLOSED	Dealt with internally, payment was approved and authorised to the third party	Closed	7 900	7 900	-
2016	C192745	2017/08/17	2017/09/18	PUBLIC LIABILITY	TP ANNA LOUISA KRUGE HIT POTHOLE	CLAIM SETTLED / CLOSED	Claim rejected due to the fact that the incident occurred on a Provincial Road	Closed	1 950	1 950	-
2016	C192870	2017/08/20	2017/09/19	THEFT	BREAK IN AND ARM ROBBERY	CLAIM SETTLED / CLOSED	Claim fell within the applicable excess, no further approaches received from the third party	Closed	1 838	1 838	-

2016	C192868	2017/08/21	2017/09/19	THEFT	THEFT OF COPPER PIPES	CLAIM SETTLED / CLOSED	Community Services department repaired the damages themselves, and advised the assets department to no longer pursue the claim. No quotations was submitted by the leading department	Closed	-	-	-
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Kouga Municipality Large Losses Report

Date: 2019-02-14

All Open Claims over 250k - by Gross Value

Claim Number	Gross	Policy Type	Risk Description	Registered Date	Detail	Subsidiary	Activity Log	Activity Date
LACIM/POL/70000 00502/202	R 532,698	Buildings Combined	Storms (Wind/Snow/Rain/Fall)	14 Nov 2018	Transformer Get Damaged After Storm	N/A	N/A	
CJ87544	R 506,282	Motor	Vehicle / Collision	11 Jul 2017	Insured Vehicle Fell Over While Loading Chargers	Kouga Municipality	2018-01-23 - Awaiting Proof Of Salvage Money Loss	21 May 2018
B-462247	R 434,971	Buildings Combined	Impact / Vehicles	28 Sep 2014	Tp 180 Transformer	Kouga Municipality	Requested Update From Attorneys	02 Nov 2018
LACIM/POL/70000 00502/148	R 257,512	Buildings Combined	Lightning	06 Mar 2018	66/220kv Circuit Breaker At Main Substation	N/A	N/A	

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Kouga Municipality Claims Weekly Movement Report

Date: 2019-02-14

You had **8** claims **registered** in the last week.

8 **Non Motor** claims 

0 **Motor** claims 

0 claims were **closed** in the last week. ✓



Kouga Municipality

Detail of Claims

Non Motor Claims Registered in the Last 7 Days by Gross Value

Claim Number	Gross	Policy Type	Risk Description	Registered Date	Detail	Subsidiary	Status Description
LATM/POL/P0000 (00000/223)	R 10,442	Theft	Theft	07 Feb 2019	Gangrory At The Hensley Stores, Equipment Has Been Stolen	N/A	Awaiting Documentation/Information
LATM/POL/P0000 (00000/220)	R 10,442	Buildings Combined	Accidental Damages - No Other Parties Involved	07 Feb 2019	Insured's Foot Slipped Off The Chair And Accidentally Drove Into The Fire Station Building	N/A	Assessor/Investigator / Loss Adjuster Appointed
LATM/POL/P0000 (00000/227)	R 8,373	Business All Risks	Accidental Loss Of Property	11 Feb 2019	Insured Cellphone Got Lost While On Duty	N/A	Awaiting Documentation/Information
LATM/POL/P0000 (00000/226)	R 2,477	Business All Risks	Theft	07 Feb 2019	Insured's Cellphone Fell Into The Dam	N/A	Awaiting Documentation/Information
LATM/POL/P0000 (00000/225)	R 2,174	Business All Risks	Theft	07 Feb 2019	Insured Lost The Cellphone On The Beach While On Duty	N/A	Awaiting Documentation/Information
LATM/POL/P0000 (00000/224)	R 0	Public Liability	Liability	07 Feb 2019	PI_ Pave Supply Wire Burst Out Causing Damage To Third Party's Property At 48 Hough Street Humandary 6200	N/A	Claim Within Excess - Information
LATM/POL/P0000 (00000/221)	R 0	Public Liability	Liability	07 Feb 2019	PI_ Green Team Was Cutting Grass And A Stone Flew And Damaged Third Party Passenger Window At The Depot Municipal Grounds	N/A	Third Party Claims
LATM/POL/P0000 (00000/222)	R 0	Public Liability	Liability	07 Feb 2019	PI_ The Green Team Were Busy Cutting At Fountain Mall When Side Cutter Picked A Stone And The Rock Left Passenger Window Of Vehicle	N/A	Claim Within Excess - Information



Disclaimer:

This report (including all its contents) is intended as a management tool to give you a high level overview of some of the salient aspects of your portfolio, but should not be relied upon as making any recommendations or providing advice to you.

Any decisions regarding your insurance portfolio should be made in conjunction with your Aon client relationship manager.

The report contains information which has been obtained from a number of sources and contains a mix of historical, current or future assumptions. These assumptions are estimates and are subject to change.

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Aon Contacts:

0860 453 672

info@aon.co.za

www.aon.co.za

claimsdashboards@aon.co.za

ANNEXURE "B"

Kouga Municipality Claims Dashboard

All Open Claims. All Closed Claims from Insured Year 2014 until the end of February 2019

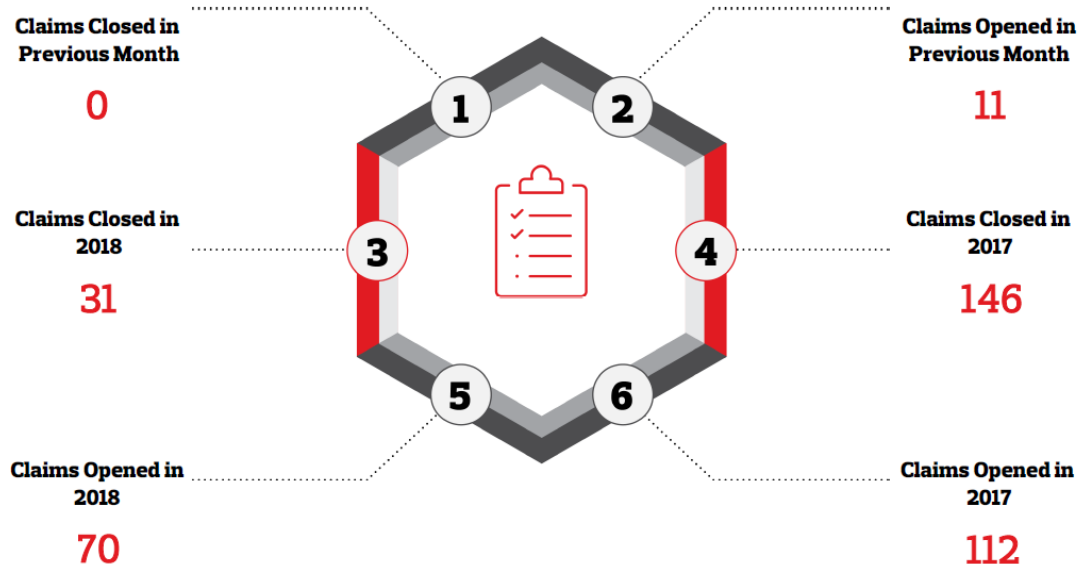


1. Overview

Number of Claims

			
	Total	Open	Closed
Number	441	97	344
Gross	R 10,874,972	R 3,889,295	R 6,985,677
Excess	R 1,485,646	R 485,986	R 999,660
Nett	R 9,208,173	R 3,273,662	R 5,934,511

Claims Highlights



Kouga Municipality Claims Dashboard

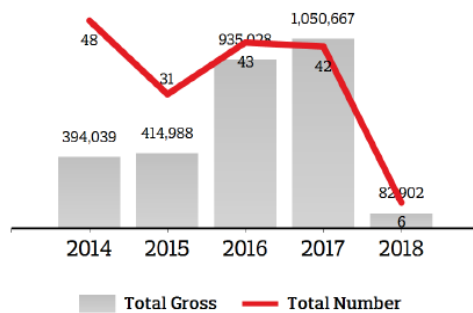
All Open Claims. All Closed Claims from Insured Year 2014 until the end of February 2019



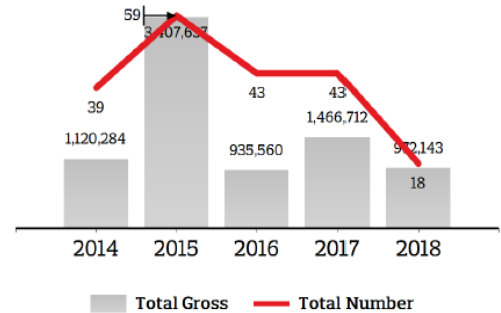
2. Claims by Class

Policy Type	Number			Gross			Nett		
	Total	Open	Closed	Total	Open	Closed	Total	Open	Closed
All Risks	1		1						
Assets	1		1	R 500		R 500	R 500		R 500
Buildings Combined	84	20.5	63.5	R 5,473,577	R 2,185,924	R 3,287,653	R 4,601,877	R 1,790,231	R 2,811,646
Business All Risks	29.5	14.5	15	R 456,364	R 162,910	R 293,454	R 428,119	R 153,340	R 274,779
Combined Claims	6		6	R 843,770		R 843,770	R 746,270		R 746,270
Electronic Equipment	25		25	R 254,307		R 254,307	R 220,714		R 220,714
Fire	1		1	R 41,575		R 41,575	R 34,075		R 34,075
Glass	2		2	R 3,740		R 3,740	R 1,240		R 1,240
Machinery Breakdown	1		1	R 14,318		R 14,318	R 12,318		R 12,318
Motor	75	5	70	R 1,762,615	R 757,202	R 1,005,413	R 1,414,627	R 589,268	R 825,359
Motor - Fleet	95	29	66	R 1,115,009	R 480,094	R 634,915	R 958,985	R 444,180	R 514,805
Office Contents	0.5		0.5						
Public Liability	84	22	62	R 106,562	R 37,138	R 69,424	R 85,012	R 37,138	R 47,874
Public Liability - Claims Made	2		2	R 80,873		R 80,873	R 70,873		R 70,873
Sasria - Multiperil	1		1						
Theft	33	6	27	R 721,763	R 266,027	R 455,736	R 633,563	R 259,505	R 374,058
Totals	441	97	344	R 10,874,972	R 3,889,295	R 6,985,677	R 9,208,173	R 3,273,662	R 5,934,511

Motor - Gross vs Number (last 5 years)



Non Motor - Gross vs Number (last 5 years)



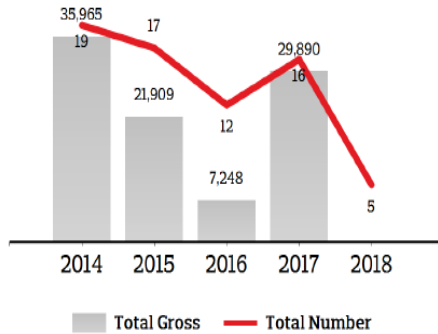
Kouga Municipality

Claims Dashboard

All Open Claims. All Closed Claims from Insured Year 2014 until the end of February 2019



Liability- Gross vs Number (last 5 years)



Kouga Municipality Claims Dashboard

All Open Claims. All Closed Claims from Insured Year 2014 until the end of February 2019



3. Open Claims

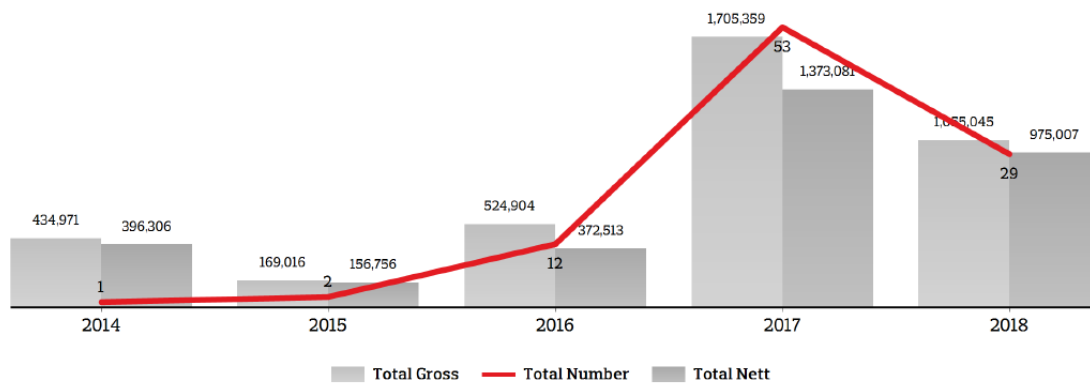
Summary (all open)

You have **96 open** claims

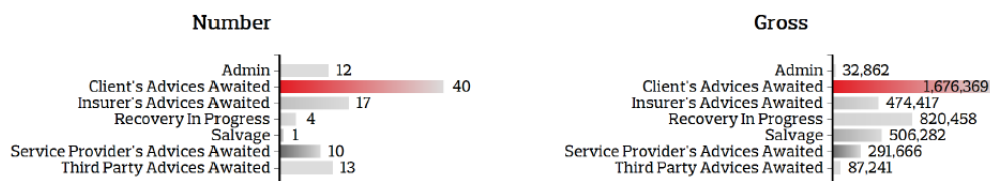
62 **Non Motor** claims 

34 **Motor** claims 

Open Claims – By Year (last 5 years)



Status of Open Claims



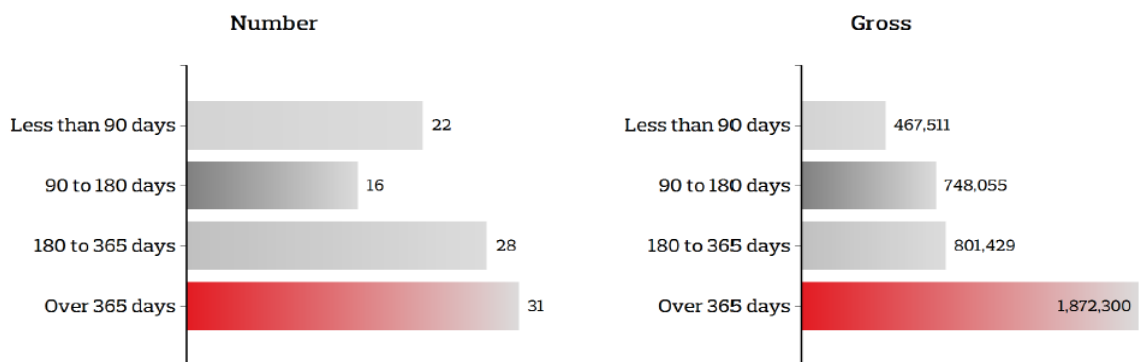
Kouga Municipality Claims Dashboard

All Open Claims. All Closed Claims from Insured Year 2014 until the end of February 2019



4. Ageing

Ageing of Open Claims



Ageing by Class – Number

Policy Type	Total	Less than 90 days	90 to 180 days	180 to 365 days	Over 365 days
Buildings Combined	21	4	3	10	4
Business All Risks	15	9	4	1	1
Motor	5				5
Motor – Fleet	29	2	7	14	6
Public Liability	22	5		2	15
Theft	6	2	2	2	
All Claims Classes	97	22	16	28	31

Ageing by Class – Gross

Policy Type	Total	Less than 90 days	90 to 180 days	180 to 365 days	Over 365 days
Buildings Combined	R 2,185,924	R 222,770	R 543,866	R 581,692	R 837,596
Business All Risks	R 162,910	R 42,931	R 23,391	R 10,757	R 85,831
Motor	R 757,202				R 757,202
Motor – Fleet	R 480,094	R 37,906	R 108,235	R 179,420	R 154,533
Public Liability	R 37,138				R 37,138
Theft	R 266,027	R 163,904	R 72,563	R 29,560	
All Claims Classes	R 3,889,295	R 467,511	R 748,055	R 801,429	R 1,872,300

Kouga Municipality Claims Dashboard

All Open Claims. All Closed Claims from Insured Year 2014 until the end of February 2019



Appendix – Claims Detail Highlights



Top Open Claims By Value

Claim No	Date of Loss	Class	Vehicle Reg	Gross	Excess	Nett	Remarks
LAUM/PEL/P00 0000555/202	04 Nov 2018	Buildings Combined		532,666	43,478	489,188	Awaiting Signed Aol / Third Party Release
C187544	20 Jun 2017	Motor	FMJ511EC	506,282	22,745	353,891	Awaiting Salvage Money
51463747	28 Sep 2014	Buildings Combined		434,971	38,665	396,306	Recovery In Progress
LAUM/PEL/P00 0000555/145	09 Feb 2018	Buildings Combined		263,512	217,391	46,121	Payment Requested
LAUM/PEL/P00 0000555/139	28 Jan 2018	Buildings Combined		228,065	21,739	206,326	Awaiting Signed Aol / Third Party Release
C169765	26 Nov 2016	Motor		216,471	10,542	205,929	Open - Corresponding With Third Party
51513683	31 Dec 2015	Motor - Fleet	FHY433EC	145,941	7,260	138,681	Recovery In Progress
LAUM/PEL/P00 0000555/138	21 Jan 2018	Buildings Combined		102,464	21,739	80,725	Awaiting Signed Aol / Third Party Release
LAUM/PEL/P00 0000555/204	22 Oct 2018	Buildings Combined		89,898	8,696	81,202	Awaiting Documentation/Information
LAUM/PEL/P00 0000555/214	19 Sep 2018	Buildings Combined		89,898	7,897	82,001	Assessor/Investigator/Loss Adjuster Appointed



Top Oldest Open Claims – By Date of Loss

Claim No	Date of Loss	Class	Vehicle Reg	Gross	Excess	Nett	Remarks
51463747	28 Sep 2014	Buildings Combined		434,971	38,665	396,306	Recovery In Progress
51513683	31 Dec 2015	Motor - Fleet	FHY433EC	145,941	7,260	138,681	Recovery In Progress
LAUM/PEL/000 033062FC	08 Feb 2016	Public Liability		7,248		7,248	Assessor/Investigator/Loss Adjuster Appointed
LAUM/PEL/000 033450FC	19 Apr 2016	Public Liability					Third Party Claim
LAUM/PEL/000 033930FC	25 May 2016	Public Liability					Awaiting Documentation/Information
LAUM/PEL/000 033986FC	26 May 2016	Public Liability					Awaiting Supplier Invoice/Bordereaux
LAUM/PEL/000 033899FC	27 May 2016	Public Liability					Third Party Claim
LAUM/PEL/000 037304FC	26 Aug 2016	Public Liability					Awaiting Documentation/Information
LAUM/PEL/000 037170FC	30 Sep 2016	Public Liability					Third Party Claim
LAUM/PEL/P00 0000555/3	16 Nov 2016	Public Liability					Payment Requested

Kouga Municipality

Claims Dashboard

All Open Claims. All Closed Claims from Insured Year 2014 until the end of February 2019



! Top Claims Opened in Previous Month

Claim No	Date of Loss	Class	Vehicle Reg	Gross	Excess	Nett	Remarks
LAUM/PEL/P000 000555/223	14 Dec 2018	Theft		85,442		85,442	Awaiting Documentation/Information
LAUM/PEL/P000 000555/220	03 Feb 2019	Buildings Combined		32,047	6,522	25,525	Awaiting Signed Aol / Third Party Release
LAUM/PEL/P000 000555/218	15 Dec 2018	Business All Risks		7,730	870	6,860	Assessor/Investigator/Loss Adjuster Appointed
LAUM/PEL/P000 000555/219	17 Nov 2018	Business All Risks		6,373	870	5,503	Awaiting Documentation/Information
LAUM/PEL/P000 000555/228	01 Feb 2019	Business All Risks		6,373	870	5,503	Awaiting Documentation/Information
LAUM/PEL/P000 000555/227	21 Jan 2019	Business All Risks		6,373	870	5,503	Awaiting Documentation/Information
LAUM/PEL/P000 000555/226	01 Feb 2019	Business All Risks		3,477		3,477	Awaiting Documentation/Information
LAUM/PEL/P000 000555/225	23 Dec 2018	Business All Risks		2,174		2,174	Awaiting Documentation/Information

↕ Top 10 Claims by Value

Claim No	Date of Loss	Class	Vehicle Reg	Gross	Excess	Nett	Status
CI56997	15 Aug 2016	Combined Claims		652,251	60,000	592,251	Closed
51519666	12 Mar 2016	Buildings Combined		603,568	59,365	544,203	Closed
LAUM/PEL/P000 000555/202	04 Nov 2018	Buildings Combined		532,666	43,478	489,188	Open
CI87544	20 Jun 2017	Motor	FMJ511EC	506,282	22,745	353,891	Open
CI97446	02 Nov 2017	Motor	DVS234EC	503,612	47,894	455,718	Closed
51463747	28 Sep 2014	Buildings Combined		434,971	38,665	396,306	Open
51519750	05 Mar 2016	Buildings Combined		389,121	38,451	350,670	Closed
51519664	12 Mar 2016	Buildings Combined		347,224	33,809	313,415	Closed
LAUM/PEL/P000 000555/145	09 Feb 2018	Buildings Combined		263,512	217,391	46,121	Open
51524108	15 Apr 2016	Buildings Combined		250,881	11,923	238,958	Closed

🔍 Salvage Items for Last 12 Months

Claim No	Date of Loss	Class	Vehicle Reg	Salvage	Remarks
CI70857	27 Dec 2016	Motor	DTD515EC	26,220	Closed - Settled
51456658	26 Jul 2014	Motor - Fleet	FKD141EC	25,286	Finalised

KOUGA MUNICIPALITY (EC108)**ORDINARY COUNCIL MEETING****FINANCE****DATE: 30 APRIL 2019****ITEM: 19/04/F14****EXPENDITURE REPORTS: FOR THE MONTH OF JANUARY 2019**1. Introduction

The following reports are submitted for the information of the Committee.

- Age Analysis of Creditors for the month of January 2019
(Attached as Annexure "A")
- Status of Creditors on the Age Analysis above 30 days – January 2019
(Attached as Annexure "B")
- Status of Creditors not on the Age Analysis (Goods procured without an order) – January 2019
(Attached as Annexure "C")
- Withdrawals from the Bank Account for the month of January 2019
(Attached as Annexure "D")
- Legal fees for the month of January 2019
(Attached as Annexure "E")

2. Background

It is standard practice to submit these monthly reports to the Finance Portfolio Committee Meeting.

3. Recommendation

- 3.1 That the Expenditure reports for the month January 2019, be noted.
- 3.2 That an internal root cause analysis be undertaken regarding as to why creditors captured are not reflected on the system and that such report be submitted to the next Finance Portfolio Committee meeting.

Item prepared by: Manager Expenditure

Approved by: Chief Financial Officer:

Noted by: Portfolio Councillor:

[Signature] 31/4/2019
[Signature]

			CREDITORS AGE ANALYSIS FOR 31 JANUARY 2019								
Name	Outstanding:										
	< 30 Days	< 60 Days	< 90 Days	< 120 Days	< 150 Days	< 180 Days	< 365 Days	> 365 Days	Total		
AGRICO PTY LTD (NAME	644.00	-	-	-	-	-	-	-	644.00		
ALGOA MIDAS	24,295.91	303.81	-	-	-	-	-	-	24,599.72		
ARTIVOLT SA (PTY) LT	-	-	-	-	-	14,453.94	-	-	14,453.94		
BARLOWORLD EQUIPMENT	193,200.00	-	-	-	-	-	-	-	193,200.00		
CIVIL CONSTRUCTION &	344,637.75	-	-	-	-	-	-	-	344,637.75		
ESKOM	18,204,390.00	54.05	54.63	54.05	65.46	54.05	(647.81)	-	18,204,024.43		
FEROBRAKE PORT ELIZA	1,805.50	-	-	-	-	-	-	-	1,805.50		
GEORGE PARIS HUMANSD	1,004.32	-	-	-	-	-	-	-	1,004.32		
KOUGA FORD & MAZDA	10,651.51	-	-	-	-	-	-	-	10,651.51		
HUMANSDORP TOYOTA	6,392.53	-	-	-	-	-	-	-	6,392.53		
MEDIA 24 BPK/ KOUGA	2,346.00	-	-	-	-	-	-	-	2,346.00		
ARB ELECTRICAL WHOLE	-	20,835.24	4,565.67	-	-	-	-	-	25,400.91		
MENTORSKRAAL FAMILY	57,960.00	-	-	-	-	-	-	-	57,960.00		
JEFFREYS BAY TRAVEL	8,941.00	-	-	-	-	-	-	-	8,941.00		
NELSON MANDELA METRO	498.70	411,126.00	409,546.56	429,236.50	851,898.47	429,296.50	2,589,780.65	53,046,902.43	58,168,285.81		
NORTHFIELD ENGINEERI	53,028.52	-	-	-	-	-	-	-	53,028.52		
DIESEL MECHANICAL SE	33,350.56	-	-	-	-	-	-	-	33,350.56		
NTOZONKE AGENCIES	53,213.72	-	-	-	-	-	-	-	53,213.72		
SERVELEC PTY LTD	63,297.51	-	-	-	-	-	-	-	63,297.51		
POSTMA & POSTMA	770.50	-	-	-	-	-	-	-	770.50		
G4S SECURE SOLUTIONS	1,883.13	-	-	-	-	-	-	-	1,883.13		
VALMAC OFFICE NATION	1,994.10	-	-	-	-	-	-	-	1,994.10		
WALTONS STATIONERY C	6,737.96	-	-	-	-	-	-	-	6,737.96		
SIZWE PAINTS	37,481.77	-	-	-	-	-	-	-	37,481.77		
METSI CHEM EASTERN C	142,343.55	-	-	-	-	-	-	-	142,343.55		
CAB HOLDINGS (PTY)	100,000.00	-	-	-	-	-	-	-	100,000.00		
MENTORSKRAAL EIENDOM	16,330.00	-	-	-	-	-	-	-	16,330.00		
SIYAYA CORPORATION	108,070.26	-	-	-	-	-	-	-	108,070.26		
SILVER ELECTRICAL DI	1,978.00	-	-	-	-	-	-	-	1,978.00		
ECHO ELEKTRIES/ JA D	24,005.10	-	-	-	-	-	-	-	24,005.10		
ACTOM	18,538.00	-	-	-	-	-	-	-	18,538.00		
PROTEA CHEMICALS CA	17,789.12	-	-	-	-	-	-	-	17,789.12		
TRINK CONSUMABLES PT	58,612.97	-	-	-	-	-	-	-	58,612.97		
ECO CAR HIRE	181,335.00	-	-	-	-	-	-	-	181,335.00		
FLASH ELECTRIC-FLAGT	7,751.92	-	-	-	-	-	-	-	7,751.92		
RENCOR ENGINEERING	26,013.00	-	-	-	-	-	-	-	26,013.00		
ODESA TRADING PTY LT	1,748.00	-	-	-	-	-	-	-	1,748.00		
IBAYI PC SALES AND R	69,945.24	-	-	2,415.00	-	-	-	-	72,360.24		
ALICENTE 101 CC (NOL	57,660.00	-	-	-	-	-	-	-	57,660.00		
CASSIM ZAHEER M t/a	49,642.85	-	-	-	-	-	-	-	49,642.85		
LUKE F t/a SUPREME E	-	-	562.00	-	-	-	-	-	562.00		
JOAT SALES AND SERVI	-	1,771.00	-	-	-	-	-	-	1,771.00		
SANDOBEL 102 CC T/A	25,254.00	-	-	-	-	-	-	-	25,254.00		
FIDELITY CASH SOLUTI	39,171.30	-	-	-	-	-	-	-	39,171.30		
PREMIER ATTRACTION	31,212.72	-	-	-	-	-	-	-	31,212.72		
SHARWOOD WILLIAM MOF	3,634.00	-	-	-	-	-	-	-	3,634.00		
PREMIER PIPE SUPPLY	115,180.19	-	-	-	-	-	-	-	115,180.19		
KAZALUSI TRADING (PT	10,000.00	-	-	-	-	-	-	-	10,000.00		
BAY ZEN TRADING (PTY	9,119.68	-	-	-	-	-	-	-	9,119.68		
KFC ENGINEERING & IN	3,862.28	-	-	-	-	-	-	-	3,862.28		
PLATINUM CROWN CONST	12,439.82	-	-	-	10,198.06	-	824.20	-	23,462.08		
BAMB I AFRIKA TRADIN	5,441.80	-	-	-	-	-	-	-	5,441.80		
WP MA SHISHINI (PTY)	46,885.50	-	-	-	-	-	-	-	46,885.50		
	20,292,489.29	434,090.10	414,728.86	431,705.55	862,161.99	443,804.49	2,589,957.04	53,046,902.43	78,515,839.75		
								TOTAL AGE ANALYSIS JANUARY 2019	78,515,839.75		
								Add: Creditors Bank			
								SARS:PAYE	3,746,610.46		
								PENSION	3,324,224.20		
								TOTAL CREDITORS	85,586,674.41		
									paid 4/02/2019		
									paid 4/02/2019		

Annexure B

STATUS OF CREDITORS ON AGE ANALYSIS ABOVE 30 DAYS (JANUARY 2019)				
CREDITOR	AMOUNT	DIRECTORATE	REASON	PAYMENT AFTER MONTH END
ALGOA MIDAS	303.81	TECHNICAL SERVICES	Goods Partially received	PAID 15/02/2019
ARTIVOLT SA (PTY)LTD	14,453.94	STORES	Waiting for correct invoices from supplier	
ARB ELECTRICAL WHOLESale	25,400.91	STORES	Goods Partially received	PAID 15/02/2019
IBAYI PC SALES	2,415.00	STORES	Goods Partially received	PAID 15/02/2019
LUKE T/A SUPREME	562.00	STORES	Goods Partially received	
JOAT SALES	1,771.00	STORES	Waiting for updated statement	PAID 11/02/2019
PLATINUM CROWN CONST	11,022.26	STORES	Supplier submitted incorrect invoices waiting for correct invoices	
	55,928.92			

Annexure C

STATUS OF CREDITORS NOT ON AGE ANALYSIS(JANUARY 2019)					
OUTSTANDING INVOICES WITH NO ORDERS					
CREDITOR	AMOUNT	INVOICE DATES	DIRECTORATE	INVOICE DESCRIPTION	PAYMENTS MADE AFTER ITEM
MESTI WATER	1,390.38	01.11.2018	TECHNICAL SERVICES	CYLINDER RENTAL 70KG	NO ORDERS
MESTI WATER	224.25	03.12.2018	TECHNICAL SERVICES	CYLINDER RENTAL 70KG	NO ORDERS
BOSCH PROJECTS	217,750.00	30.10.2018	PLANNING	CIVIL & ENGINEERING SERVICES OCEANVIEW 1500	NO ORDERS
BOSCH PROJECTS	272,187.50	29.11.2018	PLANNING	CIVIL & ENGINEERING SERVICES OCEANVIEW 1500	NO ORDERS
BOSCH PROJECTS	130,650.00	11.12.2018	PLANNING	CIVIL & ENGINEERING SERVICES OCEANVIEW 1500	NO ORDERS
LEXIS NEXIS	790.05	20.11.2018	COMMUNITY SERVICES	ROAD TRAFFIC 5 VOLS	NO ORDERS
LEXIS NEXIS	16,781.54	05.12.2018	COMMUNITY SERVICES	BLS CRIM PROC ACT	NO ORDERS
ARB ELECTRICAL	4,123.84	20.11.2018	STORES	JOINT KIT- PARTLY DELIVERED	NO ORDERS
AGRICO	1,207.50	05.12.2018	TECHNICAL SERVICES	50MM HELLIS	NO ORDERS
EASTERN CAPE AUTO TOWING	74,750.00	01.10.2018	FLEET&TECHNICAL	WALVIS PARADYSSSTRAND	NO ORDERS
EASTERN CAPE AUTO TOWING	2,875.00	07.12.2018	FLEET&TECHNICAL	FLW 544 EC RECOVERY	NO ORDERS
EASTERN CAPE AUTO TOWING	5,839.13	12.12.2018	FLEET&TECHNICAL	DBV 396 EC RECOVERY	NO ORDERS
EASTERN CAPE AUTO TOWING	747.50	04.01.2019	FLEET&TECHNICAL	DMZ 564 EC RECOVERY	NO ORDERS
MCWILLIAMS & ELLIOT	7,527.90	31.01.2019	LEGAL SERVICES	ST FRANCIS BAY(WARD12)RES ASSOC v KOUGA	NO ORDERS
C W MALAN	2,862.00	31.01.2019	LEGAL SERVICES	FEES : LOMBARDINI FARM	NO ORDERS
C W MALAN	15,298.92	31.01.2019	LEGAL SERVICES	FEES : NMBM,ERF276 WIZE UP DEALS, FENCING OF CEMENTRIES TENDER	NO ORDERS
LABUSCHAGNE VAN DER WALT	253,837.78	31.01.2019	LEGAL SERVICES	VARIOUS MATTERS JANUARY 2019 INVOICE	NO ORDERS
DRIVING LICENSE CARD	43,134.00	15.01.2019	COMMUNITY SERVICES	PRINTING LICENSE CARDS	NO ORDERS
RENT A MAID	3,900.00	21.12.2018	ADMINISTRATION	VARIOUS DAYS 21 DECEMBER 2018- 18 JANUARY 2019	NO ORDERS
	1,055,877.29				

Annexure D

WITHDRAWALS		
JANUARY 2019		
METHOD	NUMBERS	AMOUNT
CHEQUES	92672 - 92677	32,868.64
HAND CHEQUES	4940 - 4941	19,202.16
ELECTRONIC PAYMENTS	52175 - 52567	44,900,789.67
ELECTRONIC WAGES PAYMENTS	20190107	174,403.64
ELECTRONIC SALARY PAYMENTS	20190125	24,049,122.24
TOTAL		69,176,386.35

KOUGA MUNICIPALITY (EC108)**ORDINARY COUNCIL MEETING****FINANCE****DATE: 30 APRIL 2019****ITEM NO.: 19/04/F16****ICT REPORT ON THE OPERATIONAL SOFTWARE WITH THE MUNICIPALITY**1. Introduction

The purpose of the report is to submit to the Portfolio Committee the status of the operational software within the municipal ICT environment.

2. Software Platforms

The municipality utilises the following software in the ICT environment.

No	Software Name	Description	Vendor	SLA Status	Integration capabilities
1	Ovvio	Geographical Information System	Setplan	Active	Limited
2	Samras	Financial System	Bytes	Active	Limited
3	Veeam	ICT Infrastructure Backup Software	Veeam	Active	Fully functional
4	Trend Micro	Anti-virus Software	Trend	Active	Fully functional
5	User Device OS	Windows 7-10 professional (MVLA)	Microsoft	OEM	Fully functional
6	Server Device OS	Linux, Win Server R2 2008 – R2 2012	Microsoft	OEM	Fully functional
7	Hyper V	Imbedded – Microsoft Software	Microsoft	OEM	Fully functional
8	MS Office 365	Exchange Email Program	Microsoft	OEM	Fully functional
9	Leave System	Manual – Book	N/A	N/A	None
11	Contract Management	It's part of the Financial system – a module on the Web interface	Bytes		Not Functioning
12	Cemetery Management System	A system to manage graveyard plots.	None	None	None

Bytes Service level Agreement: Annexure "A")

COMMENCEMENT DATE	01/07/2018
INITIAL PERIOD	01/07/2018 – 30/06/2019
RENEWAL PERIODS	Annual

2.1 Software Platforms improvements / Customization needed.

- Automated data synchronisation between Ovvio (Geographical Information system) and Samras / (financial system e.g. Billing, Payroll, Contract Management, Assets Management).
- Electronic requisition system to track projects and procurement blockages from initiation phase to approval and implementation or delivery of service.
- Automated building control system integrated with GIS and financial system and user mobility.

3. ICT Local Forum Meeting Minutes: Annexure "B"

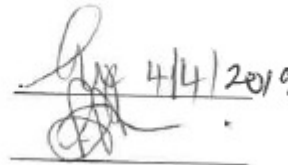
4. Recommendation

- 4.1 That the ICT report for the month of February 2019 be, noted.
- 4.2 That detailed information be provided on each programme and that the KPI's form part of the CFO and that it be reported in the SDBIP as such for the new Financial Year.

Item prepared by: Manager ICT

Item approved by: Chief Financial Officer

Noted by: Portfolio Councillor


4/4/2019



Master Services Agreement

Between

ALTROW TMT (PTY) LTD

(Registration No. 1984003805/07)

a BYTES TECHNOLOGY GROUP SOUTH AFRICA (PTY) LTD company herein represented by its division, BYTES SYSTEMS INTEGRATION, previously BYTES UNIVERSAL SYSTEMS, hereinafter referred to as "Bytes" or "the Company"

and

KOUGA LOCAL MUNICIPALITY

(herein after referred to as "Customer")

Agreement Number 2162/2018-2019

Confidential

Page 1 of 23
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Initials

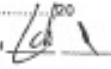


NOTES



CONTENTS

1	INTERPRETATION.....	4
2	INTRODUCTION.....	7
3	DURATION.....	7
4	PROVISION OF SERVICES.....	7
5	CONSIDERATION AND PAYMENT.....	8
6	EXCUSED PERFORMANCE.....	9
7	RISK AND OWNERSHIP.....	10
8	REPORTS.....	10
9	OBLIGATIONS OF THE CUSTOMER.....	11
10	ACCEPTANCE TESTING.....	12
11	CHANGE MANAGEMENT.....	12
12	WARRANTIES.....	13
13	LIMITATION OF LIABILITY.....	14
14	SUB-CONTRACTING.....	14
15	INTELLECTUAL PROPERTY RIGHTS.....	15
16	TRADEMARK INFRINGEMENT.....	15
17	PROTECTION OF PROPRIETARY INFORMATION.....	16
18	CONFIDENTIALITY.....	16
19	NON SOLICITATION.....	16
20	REFERRAL OF DISPUTES.....	17
21	ARBITRATION.....	17
22	BREACH.....	18
23	RIGHTS ON TERMINATION.....	18
24	FORCE MAJEURE.....	19
25	DOMICILIUM AND NOTICES.....	20
26	CESSION AND ASSIGNMENT.....	

Initial  20



27	SEVERABILITY	21
28	DATA PROTECTION	21
29	GENERAL	21
30	SIGNATURES	23

ANNEX A SCHEDULE 1 – ANNUAL RATE CARD RATES

ANNEX B SCHEDULE 2 - SOFTWARE LICENSE AND INSTALLATION

ANNEX C SCHEDULE 3 - SOFTWARE MAINTENANCE

Confidential

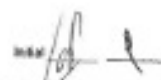





1 INTERPRETATION

In this Agreement, clause headings are for convenience and shall not be used in its interpretation and, unless the context clearly indicates a contrary intention:

- 1.1 an expression which denotes any gender includes the other gender; a natural person includes an artificial or juristic person and vice versa; the singular includes the plural and vice versa;
- 1.2 the following expressions shall bear the meanings assigned to them below and cognate expressions bear corresponding meanings:
- 1.2.1 "Affiliate" means, in relation to each Party, any holding company or subsidiary company of such Party and any other subsidiary undertaking of any such holding company and any director, officer, employee, consultant, representative, agent or advisor of such Party or of any Associate Company of such Party. For these purposes "holding company" and "subsidiary company" have the meanings given in the Companies Act (Act No. 71 of 2008) as amended
- 1.2.2 "Agreement" means this document together with all of its Schedules and Annexures, as amended from time to time
- 1.2.3 "Annual Rate Card Rates" means the rates set out in Schedule 1
- 1.2.4 "Business Day" means any day other than a Saturday, Sunday or official public holiday in the Republic of South Africa
- 1.2.5 "Business Hours" means the hours from 08:00 to 16:30 during Business Days
- 1.2.6 "Business Requirements" means a written analysis of the Customer's Business requirements, and includes both technical and non-technical items.
- 1.2.7 "Bytes" means Bytes Systems Integration a Division of Altron TMT (Pty) Ltd (Reg. No.: 1984/008805/07), having its principal place of business at 241 Third Road, Halfway Gardens, Midrand
- 1.2.8 "Bytes' Intellectual Property" means any and all intellectual property which Bytes is the proprietor of including, but not limited to, such intellectual property which Bytes may, from time to time in connection with the supply of the Services, create or acquire
- 1.2.9 "Customer" means Kouga local municipality, having its principal place of business at 33 De Gamd Drive, Jeffreys Bay
- 1.2.10 "Commencement Date" in respect of each Schedule, the commencement date set out therein, or, if there is no commencement date set out therein, the date of signature thereof by the Party which signs it last
- 1.2.11 "CPI" the most recent consumer price index (excluding mortgages) of South Africa as determined by the South African Reserve Bank as the official measure of inflation and as published by Statistics South Africa from time to time
- 1.2.12 "Customer Intellectual Property" means any and all intellectual property which the Customer is the proprietor of as at the Signature Date or the Commencement Date of a Schedule as the case may be



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| 1.2.13 "Data" | the personal information of the Customer or any partner, director or other officer of the Customer as defined in the ECT and/or RICA |
| 1.2.14 "Defect" | means i) any error or failure of the code within the Software which causes the Software to produce unintelligible or incorrect results; or ii) any failure to provide the features and functionality defined in the System Help Manual |
| 1.2.15 "Documentation" | means the documentation made available by Bytes from time to time that the Customer would reasonably require to be provided as part of the Services, that describes the function and use of the Services and matters associated therewith |
| 1.2.16 "ECA" | means Electronic Communications Act No.36 of 2006 |
| 1.2.17 "ECT" | means Electronic Communications and Transactions Act 25 of 2002 |
| 1.2.18 "Equipment" | means the equipment required to enable Bytes to provide the Services to the Customer, including hardware and software, which Equipment shall be supplied, supported and maintained by Bytes |
| 1.2.19 "Intellectual Property Rights" | means intellectual property of all kinds and descriptions, together with all rights subsisting therein, whether statutory or at common law, including, without limitation, all Proprietary Information, all trade secrets, know-how, copyrighted works, trademarks (whether registered or not), designs (whether registered or not), inventions (whether patented or not), software programs, procedures, methodologies, data and flow charts and all statutory registrations and applications therefor and all improvements, developments and customizations of the foregoing as at the Signature Date |
| 1.2.20 "Parties" | means Bytes and the Customer and "Party" shall mean either one of them as the context may indicate |
| 1.2.21 "Prime Rate" | means a rate of interest per annum which is equal to the published minimum lending rate of interest per annum, compounded monthly in arrears and calculated daily, charged by Bytes' principal bankers on the secured overdrawn current accounts of its most favoured corporate clients in the private sector from time to time, in the event of a dispute as to the rate so payable, the rate shall be certified by any manager or assistant manager of any branch of the said bank, whose authority and designation it shall not be necessary to prove and whose decision shall be final and binding on the Parties |
| 1.2.22 "Proprietary Information" | means any and all know how, trade secrets and disinformation of a proprietary and/or confidential nature, including disinformation of a Party that the other Party should reasonably have known to be proprietary or confidential |
| 1.2.23 "RICA" | means the Regulation of Interception of Communications and Provision of Communication-Related Information Act 70 of 2002 |
| 1.2.24 "Schedule" | means the schedule to be compiled by Bytes and signed by the the Customer, which contains the specific details of the relevant Service, and the additional terms and conditions applicable thereto, which, as and when they are executed, shall be attached hereto and consecutively numbered as Schedule J, 2, 3 etc. |

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- 1.2.25 "Services"** means the services to be provided by Bytes to the Customer in terms of this Agreement and as more fully described in a Schedule.
- 1.2.26 "Service Request"** means ad-hoc requests for additional services. The rates for these services will be in accordance with Schedule 1. Quotations will be provided for Service Requests, and these will be deemed to be accepted when a Purchase Order is received from the client.
- 1.2.27 "Signature Date"** means the date of signature of this Agreement by the signatory which signs it last in time.
- 1.2.28 "Site"** means the site/s at which the Services are to be performed by Bytes as provided for in a Schedule.
- 1.2.29 "SLA"** means a Service Level Agreement which shall, if applicable, be attached to the relevant Schedule and which shall contain details of the qualitative and quantitative levels of service to be provided by Bytes to the Customer in connection with the Service.
- 1.2.30 "Software"** means the Bytes software, third party software and open source software.
- 1.2.31 "Systems"** means telecommunication systems, computer programs, software, computer and communications networks, hardware, firmware, servers, devices, cabling and related equipment, databases, the tangible media on which they are recorded and their supporting documentation, including input and output format, program listings, narrative descriptions, source code, executable code, operating instructions and user manuals.
- 1.2.32 "System Help Manual"** means the documented and defined help files in the Software online help functionality.
- 1.2.33 "VAT"** means value added tax levied in terms of the Value Added Tax Act, 89 of 1991, as amended.
- 1.3** any reference to any statute, regulation or other legislation shall be a reference to that statute, regulation or other legislation as at the Signature Date, and as amended or substituted from time to time;
- 1.4** if any provision in a definition is a substantive provision conferring a right or imposing an obligation on any Party then, notwithstanding that it is only in a definition, effect shall be given to that provision as if it were a substantive provision in the body of this Agreement;
- 1.5** where any term is defined within a particular clause other than this clause 1, that term shall bear the meaning ascribed to it in that clause whenever it is used in this Agreement;
- 1.6** where any number of days is to be calculated from a particular day, such number shall be calculated as excluding such particular day and commencing on the next day and if the last day of such number so calculated falls on a day which is not a Business Day, the last day shall be deemed to be the next succeeding day which is a Business Day and any reference to days (other than a reference to Business Days), months or years shall be a reference to calendar days, months or years, as the case may be;
- 1.7** the use of the word "including" followed by a specific example/s shall not be construed as limiting the meaning of the general wording preceding it and the *disjunctum* generic rule shall not be applied in the interpretation of such general wording or such specific example/s; and

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- 1.8 The terms of this Agreement having been negotiated, the *contra proferentem* rule shall not be applied in the interpretation of this Agreement.

2 INTRODUCTION

- 2.1 Bytes designs, develops and implements specialist solutions, and provides a portfolio of services, product, software and solutions that addresses business critical problems, which the Customer requires.
- 2.2 The Customer requires Bytes to, and Bytes is willing to provide the Services to the Customer in accordance with the terms and conditions set out in this Agreement.

3 DURATION

- 3.1 This Agreement shall commence on the Signature Date and shall, unless terminated in accordance with this Agreement, continue in force until all Schedules executed hereunder have terminated.
- 3.2 Each Schedule shall commence on the Commencement Date and shall, subject to the other provisions of this Agreement, endure for the duration set out in the Schedule and, to the extent that no duration is specified in the Schedule, it shall endure for an initial period of 31/03/2018-30/06/2019 ("Initial Period"), whereafter it shall automatically renew for successive 1 (One) year periods ("Renewal Periods").
- 3.3 Subject to any provisions to the contrary which may be contained in a Schedule, notwithstanding the provisions of clause 3.2, either Party may terminate a Schedule by furnishing the other with not less than 3 (three) months prior written notice of such intention, provided that such termination shall only be effective upon expiry of the Initial Period or the then current Renewal Period.
- 3.4 Notwithstanding the above, the termination of this Agreement shall not automatically terminate any Schedule still in effect, and vice versa, and the terms of this Agreement shall still apply to such Schedule as if this Agreement has not been terminated.

4 PROVISION OF SERVICES

- 4.1 In the event that the Customer requires services which Bytes is able to provide to the Customer in terms of this Agreement ("Specialist Services"), Bytes shall compile a Schedule, and send same to the Customer for execution. Such Schedule will contain the following information:
- 4.1.1 The Business Requirements Documents;
- 4.1.2 The scope of work to be undertaken by Bytes;
- 4.1.3 The Service Fee which Bytes will charge the Customer for the Specialist Services
- 4.2 A Schedule shall remain open for acceptance by the Customer for a period of 7 (seven) Business Days from the date of receipt thereof by the Customer, whereafter it shall expire and no longer be capable of acceptance by the Customer, unless otherwise agreed in writing by Bytes.
- 4.3 A Schedule shall only become binding upon the Parties on the date of signature thereof by the Party which signs it last, whereupon it shall be deemed to form an integral part of this Agreement.
- 4.4 To the extent that a Schedule is executed:
- 4.4.1 the Service described therein shall be provided to the Customer on the terms and conditions set out in this Agreement and the relevant Schedule, and SLA (to the extent applicable);

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- 4.4.2 the Customer acknowledges and agrees that it shall at all times use the Service in accordance with, and comply with the terms and conditions set out in this Agreement and the Schedules and the Customer hereby indemnifies Bytes against all claims, losses, damages or expenses suffered or incurred by Bytes as a result of or attributable to the Customer's use of the Service and/or a breach by the Customer of the provisions of this Agreement and the Schedules; and
- 4.4.3 In addition to the terms and conditions set out in the Schedule, the Customer shall not attempt to and shall not, whether as proprietor, partner, director, shareholder, natural or juristic person, association of persons, employee, consultant, contractor, financier, agent, licensor, distributor, representative, assistant or in any other capacity whatsoever, whether directly or indirectly:
- 4.4.3.1 use the Service otherwise than as authorised in terms of this Agreement;
- 4.4.3.2 provide, disclose, divulge or in any other manner make available or permit use of the Service by any third party;

5 CONSIDERATION AND PAYMENT

- 5.1 The Customer shall pay to Bytes, in consideration for:
- 5.1.1 the provision by Bytes to the Customer of the Services, the amounts set out in the Schedules ("Service Fee"); and
- 5.1.2 any further services provided by Bytes to the Customer as provided for in clause 4, in accordance with the written agreement between the Parties in respect thereof ("Additional Fees").
- 5.2 Bytes shall be entitled, from time to time, to increase the Service Fees payable by the Customer to it after the expiry of the Initial Period, and/or the Renewal Period, in the manner and at the times set out in this Agreement, provided that it shall notify the Customer no less than 30 (thirty) days prior to such increase.
- 5.3 Increases in terms of clause 5.2 above may occur once per year on the anniversary of the Initial Period, or the Renewal Period, whichever is applicable.
- 5.4 The Parties agree that the Service Fees payable in terms of this Agreement, which extends over an anniversary of the Initial Period, or the Renewal Period, shall be reviewed and adjusted annually, on a negotiated percentage basis that is substantially equal to the greater of:
- 5.4.1 The upper quartile annual increase as is recorded in the then ruling PE Corporate Salary Survey, or similar recognised survey for the appropriate category of personnel for the respective region of the operations; and/or
- 5.4.2 The CPI indicators as at the time of the review.
- 5.5 Bytes shall, for the duration of this Agreement, furnish the Customer with a written invoice setting out:
- 5.5.1 the amount of the Service Fee due by the Customer to Bytes in terms of clause 5.1.1, which amount shall be invoiced in the manner and at the times set out in the Schedules;
- 5.5.2 the Additional Fees due by the Customer to Bytes in terms of clause 5.1.2, which amount shall be invoiced in the manner and at the times specified in the written agreement between the Parties in respect thereof;
- 5.5.3 VAT on all amounts due to Bytes; and
- 5.5.4 the net amount due and payable by the Customer to Bytes in respect of each such invoice.
- 5.6 All amounts payable under this Agreement are subject to exchange rate fluctuations, and the final amount will be determined with reference to the applicable exchange rate on the date of invoicing.

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- 5.7 The Customer shall pay the full amount set out in each invoice furnished by Bytes to it with 30 (thirty) days of receipt of such invoice by electronic transfer into Bytes' designated account, free of any deductions or set-offs.
- 5.8 Unless otherwise clearly stipulated in a Schedule, all amounts payable by the Customer to Bytes in terms of this Agreement are exclusive of VAT, which amount shall be shown separately on the invoice as stated above.
- 5.9 In addition to the Service Fees and Additional Fees, the Customer shall be liable for all taxes, duties, royalties and government surcharges imposed by any governmental authority having jurisdiction over the Services.
- 5.10 In the event of any dispute arising as to the amount or calculation of any costs to which Bytes is entitled in terms of this Agreement, the dispute shall be referred for determination to independent auditors. They shall act as experts and their decision, save for in the case of manifest error, shall be final and binding on the Parties. The cost of the determination shall be paid on demand by the Party against whom the determination is made, or as determined by the said auditors.
- 5.11 The Customer shall not under any circumstances be entitled to withhold payment of any amount due under this Agreement. In the event that the Customer fails to make due and timely payment of any amount owing to Bytes under this Agreement, the Customer agrees that in the event of any portion of an invoice being disputed, then the Customer shall be entitled to suspend the supply of the Services under this agreement, until such time as the Customer shall have paid to Bytes such fees including, but not limited to, any interest which may have accrued thereon, costs for the idle time of allocated Bytes resources and other third party costs incurred by Bytes arising from or in connection with the delay in payment. It being specifically recorded that in the event that payment of any amount is to be made in advance, Bytes shall not be obliged to commence provision of the Services until such payment has been made by the Customer in full; and
- 5.11.1 any such amount shall bear interest at the Prime Rate plus 2% (Two Percent) from the due date until date of payment thereof has been received by Bytes in full.
- 5.11.2 A certificate signed by Bytes' Financial Director or Managing Director will constitute *prima facie* proof of the amount due and payable by the Customer to Bytes.

6 EXCUSED PERFORMANCE

- 6.1 Bytes shall be relieved of the obligation to perform in accordance with the provisions of this Agreement and shall in addition not be liable for any loss (including but not limited to loss of data, profits and goodwill), liability, damages (whether direct, indirect or consequential) or expense of whatsoever nature and howsoever arising where Bytes' failure, delay or inability to perform its obligations in terms of this Agreement is due to:
- 6.1.1 the Customer's failure to perform, or delay in performing its obligations in terms of this Agreement;
- 6.1.2 circumstances beyond Bytes' reasonable control or events that constitute an event of force majeure in terms of clause 24;
- 6.1.3 all telecommunications infrastructure and communication line faults;
- 6.1.4 power failure or power interruption at the Site;
- 6.1.5 failure or unreasonable delay by the Customer to report faults/problems to Bytes;
- 6.1.6 the Customer making changes to its information technology system or environment or any portion thereof;
- 6.1.7 the failure of any hardware, software programme, applications or any other computer Systems (or any component thereof) of any third party on whom the Customer relies (whether directly or indirectly) to use the Services, and/or on which Bytes relies to provide the Services;



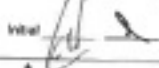
- 6.1.8 loss or damage caused directly or indirectly by the negligent and/or incorrect use of the Services by the Customer;
- 6.1.9 diagnosis and/or rectification of problems not associated with the Services; and
- 6.1.10 the suspension of the Services for maintenance, repair and improvements; provided that, where possible, Bytes shall provide the Customer with at least 7 (seven) days' notice of any such suspension.
- 6.2 If any due dates or milestones are affected by any event listed in clause 6.1 above ("Relief Event"), Bytes shall be allowed to extend the due date or milestone affected, on a reasonable basis in proportion to the prejudice caused by the Relief Event.
- 6.3 Any additional fees incurred by Bytes as a result of a Relief Event and the extension in terms of clause 6.2 above shall be borne by the Customer and paid to Bytes upon receipt of an invoice.
- 6.4 The only remedy that the Customer shall have in the event that the Customer establishes that there is a Defect in the quality of the Services is to notify Bytes of the alleged Defect and request Bytes to remedy such Defect in the quality of the Services performed.

7 RISK AND OWNERSHIP

- 7.1 The Customer acknowledges that nothing contained in this Agreement shall be construed as granting the Customer any right, title or interest in or to the Equipment, and undertakes not to perform any act or omission which would result in any damage to or loss of the Equipment.
- 7.2 In the event that it is agreed between the Parties, as provided for in a Schedule, that:
 - 7.2.1 Bytes shall deliver and install the Equipment at the Site for the purpose of providing the Services to the Customer then:
 - 7.2.1.1 all risk in and to the Equipment, including without limitation, the risk of loss, damage or destruction in and to the Equipment shall pass to the Customer as soon as the Equipment is delivered by Bytes to the Site;
 - 7.2.1.2 the Customer shall, for the duration of this Agreement, insure the Equipment for its full replacement value with an insurance company acceptable to Bytes and nominate Bytes as a beneficiary thereof against all insurable risks (including cover against riot damage and civil uprising) and in terms of any statutory requirements, at its own cost and shall, on request by Bytes, forthwith deliver proof of payment of the premiums in respect thereof; and
 - 7.2.1.3 the Customer hereby cedes to Bytes all of its rights, title and interest in and to the aforesaid insurance policy/ies as security for the performance of the Customer's obligations in terms of this Agreement.
 - 7.2.2 The Services are to be provided by Bytes to the Customer from Bytes's premises, or such other Site as may be nominated for such purpose by Bytes in its sole discretion, then all risk in and to the Equipment shall remain with Bytes and Bytes shall, for the duration of the Schedule, be responsible for insuring the Equipment for its full replacement value.

8 REPORTS

- 8.1 Bytes will, on completion of each assignment or at the end of each week worked, produce and present to the Customer a written report ("Assignment Report") that sets out the performance by Bytes under the Schedules.
- 8.2 The Customer's Service Manager will sign off on each Assignment Report submitted by Bytes, within 7 (seven) days from receipt thereof.

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- 8.3 Bytes will provide the Customer with an update on the Services provided under this Agreement as and when required, by a prior written notice, by the Customer.

9 OBLIGATIONS OF THE CUSTOMER

The Customer shall, for the duration of this Agreement:

- 9.1 be solely responsible for the protection of its confidential and Proprietary Information;
- 9.2 at reasonable times and on request provide Bytes and its employees with access to the Site as well as assistance, for the purposes of performing and/or monitoring the Services;
- 9.3 not commit nor attempt to commit any act or omission which directly or indirectly:
 - 9.3.1 compromises or damages in any way Bytes' technical infrastructure or any part thereof;
 - 9.3.2 impedes, impairs or precludes Bytes from being able to provide the Service's in a reasonable and business-like manner;
 - 9.3.3 constitutes an abuse or malicious misuse of the Services;
 - 9.3.4 is seen as modifying, de-compiling, disassembling or otherwise reverse engineering, reproducing or adapting the Software or any part thereof; or
 - 9.3.5 is calculated to have any of the abovementioned effects,

and in the event of the Customer committing any act or omission listed in 9.3, should Bytes incur expenses to remedy the situation, Bytes reserves the right to charge the Customer the amount necessary to cover Bytes' additional expenditure or to take any other appropriate action it may deem necessary to remedy the situation;
- 9.4 not sell, lease, sub-lease or otherwise deal with the Service's which are proprietary to Bytes in any manner whatsoever and without limitation to the foregoing, any consideration which the Customer may receive whilst acting in breach of this prohibition shall be forfeited to Bytes;
- 9.5 not allow any person other than its employees or other authorised parties access to the Services;
- 9.6 not withhold or defer payment or be entitled to a reduction in any charge or have any other right or remedy against Bytes, its servants, its agents or any other persons for whom it may be liable in law if Bytes interrupts the Service to Customer as it would be entitled to do if Customer is in default of any of its obligations under this Agreement to Bytes;
- 9.7 not at any time use the Service in contravention of any South African law and the Customer acknowledges that Bytes has no obligation to assist the Customer in obtaining knowledge and/or clarity in terms of the applicable South African law;
- 9.8 not make any warranty or representation in respect of the Services other than those authorised in writing by Bytes;
- 9.9 in the event that the Equipment is installed at the Site:
 - 9.9.1 keep the Equipment at the Site, and not remove it (in whole or in part) from the Site without Bytes' prior written consent;
 - 9.9.2 control the environmental conditions of the Site in accordance with any environmental operating ranges specified by Bytes from time to time;

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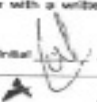
- 9.9.3 not allow anyone to have access to the Equipment and shall, at all times, ensure that appropriate security measures are in place and all necessary precautions are taken in order to safeguard the Equipment from any loss, destruction or damage;
- 9.9.4 at reasonable times and on request provide Bytes and its employees with access to the Site for the purposes of inspecting, testing, examining and/or correcting the Equipment;
- 9.9.5 at its own expense, comply with the provisions of any law which may be applicable to the possession and/or use of the Equipment and shall apply for and obtain any licenses, certificates, exemptions or the like which may be required in connection with the use or possession of the Equipment and shall at all times comply with all the requirements of law in that regard; and
- 9.9.6 immediately notify Bytes of any Defects or other faults in the Equipment and thereafter, if necessary, assist Bytes in tracing and locating such fault or Defect.

10 ACCEPTANCE TESTING

- 10.1 Except to the extent that a Schedule contains specific acceptance provisions, all Services performed by Bytes to the Customer shall be deemed to be accepted if the Customer fails to provide Bytes with written notice of its rejection thereof within 7 (seven) days after delivery of the Service. Bytes shall be entitled to rely on all decisions and approvals of the Customer in connection with the Services.
- 10.2 If the Software is subject to acceptance testing by the Customer, the Schedule and/or Service Request shall set out the acceptance testing criteria and the applicable time periods for (a) acceptance testing ("Acceptance Testing Period") and (b) error correction ("Error Correction Period"). Within 48 (forty eight) hours of the expiry of the Acceptance Testing Period, Customer will inform Bytes in writing whether the Software has been accepted, failing which the Software will be deemed to have been accepted by the Customer.
- 10.3 Acceptance will be given or refused as measured against the acceptance testing criteria only and may not be unreasonably withheld, conditioned or delayed by the Customer. Only critical and high Defects that have been reported to Bytes in writing and have not been corrected by Bytes during the Error Correction Period may constitute grounds for withholding acceptance.
- 10.4 On request of the Customer, Bytes shall inform the Customer of the cause of any Defects in the Software and details of the steps taken by the Bytes to rectify such Defects.
- 10.5 Bytes's obligations under this clause are Customer's sole remedy for any Defect in the Software, and the Customer will not be entitled to claim for any Losses arising from or in connection with a Defect.

11 CHANGE MANAGEMENT

- 11.1 Should either Party wish to propose any change or amendment to the Service, such Party shall address a written proposal to the other Party detailing the desired changes or amendments.
- 11.2 Should such proposal be made by:
- 11.2.1 The Customer, then it shall specify the reasons for that change and describe the change in sufficient detail to enable Bytes to formulate a response. Bytes shall investigate the likely impact of any proposed changes or amendments upon this Agreement and the Services and shall provide the Customer with a written report, including amended pricing, in respect thereof.

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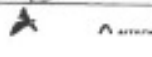


- 11.3.2 Bytes, then it shall detail the reasons for and impact of the change, the services required to implement the change, the effects of the change and the effect that the changes, if implemented, will have on the relevant dates for performance and on the costs of the Services. The Customer will be given an opportunity to respond to the proposal, and any proposal shall only be finalized, effective and binding once agreed upon in writing by the Parties.
- 11.3 Neither Bytes nor the Customer shall be entitled to proceed or request the implementation of any change to the Services pursuant to this clause until such change and all matters relating to such change (including without limitation, any additional services required to implement the change, the effects of the change and the effect the change will have on the date for performance and costs of the Services) have been agreed to in writing between the Parties. Pending sign-off as aforesaid, the Parties will continue to perform their obligations without taking account of the proposed changes. Neither Party shall be obliged to agree to any change proposed by the other Party but the Parties will not unreasonably delay or withhold their agreement to a proposed change.
- 11.4 Notwithstanding the above, the Parties acknowledge and agree that the provision of the Services in terms hereof necessarily involve a number of minor on-going operational adjustments or changes ("routine operational changes") and that the provision of Services would be unnecessarily delayed or frustrated if such operational changes are subject to the Change Control Procedure. Accordingly, and unless otherwise agreed between the Parties, operational changes will not be subjected to the Change Control Procedure, it being agreed that the Party's program managers will manage and implement routine operational changes.

12 WARRANTIES

The Customer warrants that:

- 12.1 the rendering of the Service by Bytes in terms of this Agreement shall not give rise to:
- 12.1.1 a breach of any licensing arrangement or agreement concerning the Customer's computer Systems including, but without limitation, the Customer's software; or
- 12.1.2 an infringement of any copyright or similar right held by any licensors of any of the Customer's computer Systems and, in particular, the Customer's software.
- 12.2 If, in Bytes' opinion, the provision of any of the Services will constitute a breach of any license or infringement of any copyright or similar right held by any person in respect of any of the Customer's computer Systems and/or the Customer's computer software, Bytes shall not be obliged to render any such Service.
- 12.3 Bytes warrants and represents that:
- 12.3.1 it has full capacity and authority and all the necessary licences, permits and consents to enter into and perform in terms of this Agreement and to provide the Services to the Customer;
- 12.3.2 it is the owner of or has the right to use under licence the Intellectual Property Rights employed by it during or as part of the Services;
- 12.3.3 it is not aware, as at date hereof, of any matter within its reasonable control which might or will adversely affect its ability to perform its contractual obligations under this Agreement;
- 12.3.4 the Services shall be performed in compliance with South African law;
- 12.3.5 the Services shall be provided in accordance with the provisions of this Agreement;
- 12.3.6 the Services will be performed in a professional manner and that it is and/or it shall use personnel that is appropriately experienced, suitably qualified and has sufficient knowledge, expertise and competence to perform the services, in accordance with industry standards.



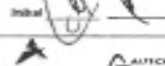
- 12.4 Save as expressly set out in this Agreement, Bytes does not make any representations nor give any warranties or guarantees of any nature whatsoever in respect of the Services and all warranties which are implied or residual at common law are hereby expressly excluded.

13 LIMITATION OF LIABILITY

- 13.1 Bytes shall not be liable for any loss (including but not limited to loss of data, profits and goodwill), liability, damages (whether direct, indirect or consequential) or expense of whatsoever nature and howsoever arising where Bytes' failure, delay or inability to perform any of the Services is due to the occurrence of any of the following events:
- 13.1.1 the Customer's failure to perform, or delay in performing its obligations in terms of this Agreement;
 - 13.1.2 circumstances that constitute an event of force majeure as contemplated in clause 24 below;
 - 13.1.3 all telecommunications infrastructure and communication line faults;
 - 13.1.4 failure or unreasonable delay by the Customer to report faults/problems to Bytes;
 - 13.1.5 misuse, abuse or unauthorised use of the Services by the Customer; and
 - 13.1.6 the failure of any hardware, software programme, applications or any other computer Systems (or any component thereof) or product or service of any third party on whom the Customer relies (whether directly or indirectly) to use the Services and/or on which Bytes relies to provide the Services.
- 13.2 Bytes shall not be responsible for any loss (including but not limited to loss of data, profits and goodwill), liability, damages (whether direct, indirect or consequential) or expense of whatsoever nature and howsoever arising if such loss is caused by any Defect or failure in the Equipment due to:
- 13.2.1 compliance by Bytes with any applicable legislation;
 - 13.2.2 any alteration to the Services by the Customer not authorised by Bytes;
 - 13.2.3 any loss or corruption of data for any reason whatsoever; and
 - 13.2.4 any Defect and/or hazard in any third party equipment required by the Customer to be used in the provision of the Services without the prior consent or knowledge of Bytes.
- 13.3 Notwithstanding what is contained in clauses 13.1 and 13.2 above, each Party's maximum total liability for loss, liability or damage in terms of or arising out of this Agreement, howsoever arising or caused, shall be limited to direct damages proven, which amount shall not exceed the aggregate of Service Fees, payable under the applicable Schedule giving rise to such liability, paid by the Customer to Bytes for the 12 (twelve) month period preceding that in which the cause of action arose.
- 13.4 In no event shall either Party be liable to the other for any incidental, consequential, or any other indirect loss or damage (including but not limited to loss of profits or revenues and loss of data), nor for exemplary or punitive damages. These limitations of liability shall apply regardless of the form of action, whether in contract, delict or otherwise and regardless of whether either Party has been advised as to the possibility of such damages and/or losses occurring.

14 SUB-CONTRACTING

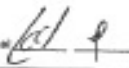
Bytes shall be entitled, at its sole discretion, to procure the provision of the Services by any contractor, subcontractor or affiliate appointed by Bytes for such purpose, provided that Bytes shall, subject to the other provisions of this Agreement, remain ultimately responsible to the Customer therefore.

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15 INTELLECTUAL PROPERTY RIGHTS

- 15.1 Neither Party shall acquire any right, title or interest (without the prior written consent of the other) entitling it to use the name, service marks, trade marks or logos of the other. The Parties undertake in favour of one another not to perform any act which would injure the reputation or goodwill attaching to their respective names and trade marks or which would prejudice their rights in and to such names and trade marks.
- 15.2 All Intellectual Property Rights vested in any information, data, books, records, and/or other documentation furnished by Bytes to the Customer or, and/or developed or created by Bytes for the Customer pursuant to and in terms of this Agreement, including specific Bytes Intellectual Property, shall be the property of and remain vested in Bytes, and the Customer shall only be entitled to utilise the Intellectual Property Rights, or any portion thereof, for the purposes of the use of the Services in terms of this Agreement, and shall not publish, circulate or copy same for use by any third party whatsoever.
- 15.3 The Customer warrants that it shall not use the Services to produce, host or present any content in contravention of any person's Intellectual Property Rights, and in particular warrants that it shall recognize, acknowledge and use any content in accordance with any third party's Intellectual Property Rights. The Customer furthermore warrants that it has received all necessary permissions to make use of any Intellectual Property Rights relating to third parties.
- 15.4 Customer hereby indemnifies and holds Bytes and any of its subsidiaries, affiliates, holding company, fellow subsidiaries, representatives, directors, officers or employees harmless against all losses, damages, liability, costs and expenses, including reasonable attorney fees, suffered or incurred by them as a result of any claim by any third party arising out of the provisions of clause 15.3.
- 15.5 The Customer will retain ownership of the Customer Intellectual Property and hereby grants Bytes a world-wide, non-transferable, royalty-free, non-exclusive license for the duration of this Agreement in respect of the Customer Intellectual Property, for the sole purpose of providing the Services.
- ## 16 TRADEMARK INFRINGEMENT
- 16.1 Subject to the provisions of clause 15, the Customer shall forthwith notify Bytes if any claim or demand is made or action brought against it for infringement or alleged infringement of any Intellectual Property Rights vested in the Services.
- 16.2 Bytes shall, at its own expense, conduct any litigation arising from any such claim, demand or action brought and all negotiations for settlement and the Customer hereby agrees to grant to Bytes the exclusive control of any such litigation or negotiations for settlement.
- 16.3 The Customer shall afford to Bytes all reasonable assistance for the purpose of contesting any claim or demand made or action brought for infringement or alleged infringement of any Intellectual Property Rights vested in and to the Equipment and by the Services.
- 16.4 If a claim, demand or action for infringement or alleged infringement of any Intellectual Property Rights is made as set out above, Bytes may at its own expense:
- 16.4.1 modify any or all of the Equipment or any aspect of the Services so as to avoid the infringement or the alleged infringement; or
- 16.4.2 take such other action as Bytes deems reasonable to avoid or settle such claim.

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17 PROTECTION OF PROPRIETARY INFORMATION

- 17.1 Each Party will keep in confidence and protect Proprietary Information from disclosure to third parties and restrict its use to that which is provided for in this Agreement. Either Party acknowledges that unauthorized disclosure or use of Proprietary Information may cause substantial economic loss. All printed materials, containing Proprietary Information will be marked with "Proprietary" or "Confidential", or in a manner which gives notice of its proprietary nature. Proprietary Information shall not be copied, in whole or in part, except when essential for correcting, generating or modifying Proprietary Information for either Party's authorized use. Each such copy, including its storage media, will be marked with all notices, which appear on the original.
- 17.2 Each Party shall ensure that its Employees comply with its obligations under this clause 17.
- 17.3 This clause 17 shall survive termination or cancellation of this Agreement.
- 17.4 This Agreement does not transfer to either Party title to any rights contained in any Proprietary Information of the other Party.

18 CONFIDENTIALITY

Notwithstanding the cancellation or termination of this Agreement for any reason whatsoever, neither Party ("Receiving Party") shall any time after the conclusion of this Agreement, and without the other Party's ("Disclosing Party") prior consent thereto, disclose to any person or use in any manner whatsoever the Disclosing Party's confidential information, provided that the Receiving Party may disclose the Disclosing Party's confidential information:

- 18.1 to the extent required by law (other than in terms of a contractual obligation of the Disclosing Party);
- 18.2 to, and permit the use thereof by its employees, representatives and professional advisers to the extent strictly necessary for the purposes of implementing or enforcing this Agreement, or obtaining professional advice or conducting its business, it being specifically agreed that any disclosure or use by any such employee, representative or adviser of such confidential information for any other purpose shall constitute a breach of this clause 18 by the Receiving Party; and
- 18.3 if the provisions of this clause 18 cease to apply to any confidential information of a Party due to the fact that such confidential information:
- 18.3.1 is or becomes generally available to the public other than as a result of a breach by the Receiving Party of its obligations in terms of this clause 18; or
- 18.3.2 is also received by the Receiving Party from a third party who did not acquire such confidential information subject to any duty of confidentiality in favour of the Disclosing Party.
- 18.4 For the purposes of this clause 18, "confidential information" shall mean any information disclosed by either Party to the Receiving Party prior to the conclusion of this Agreement, in terms of this Agreement or otherwise in connection with this Agreement and which is not available to the public or competitors of the Disclosing Party during the ordinary course of business.

19 NON SOLICITATION

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19.1 Neither Party shall, at any time during this Agreement, nor for a period of 1 (one) year after termination of this Agreement for any reason whatsoever, either for itself or as the agent of anyone else, persuade, induce, solicit, encourage or procure any employee, agent, sub-contractor or authorised representative of the other Party to:

19.1.1 become employed by or interested in any manner whatever in any business, firm, undertaking or company (all of which are hereinafter referred to as "any concern"), directly or indirectly in competition with the business carried on by Bytes; or

19.1.2 terminate his employment with Bytes.

19.2 The Parties acknowledge that solicitation of staff, as defined in this section, is a major breach of the provisions of this Agreement.

20 REFERRAL OF DISPUTES

20.1 Any dispute which arises under this Agreement in connection with the implementation of this Agreement shall, if so required by either Party by giving written notice to the other, be submitted and referred to the representatives appointed for consideration and resolution.

20.2 Should:

20.2.1 the representatives resolve the dispute within 5 (five) days after it being referred to them, such resolution shall, subject to the remaining provisions of this clause 20, be deemed to be the resolutions of the Parties in resolving that dispute; or

20.2.2 the representatives fail to resolve such dispute as envisaged in 20.2.1 or, should any Party dispute the resolution of the service dispute reached by the representatives, that dispute shall, if so required by any Party by giving written notice to the other, be submitted and referred to the managing director of Bytes and a director of the Customer for consideration and resolution.

20.3 Should any dispute be referred to the managing director of Bytes and a director of the Customer in terms of clause 20.2.2, then neither Party shall institute any formal dispute resolution proceedings, whether in terms of clause 21 or otherwise, regarding that service dispute unless and until:

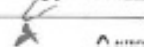
20.3.1 the managing director of Bytes and a director of the Customer as aforesaid have reached Agreement, in writing, that continued negotiations are unlikely to resolve the dispute concerned;

20.3.2 a period of 15 (fifteen) days have expired after the date on which that dispute was referred to the managing director of Bytes and a director of the Customer as aforesaid, or 15 (fifteen) days prior to the date on which the relevant claim forming the subject matter of that dispute is to prescribe.

21 ARBITRATION

21.1 After fully complying with the dispute resolution procedure set out in clause 20, in respect of any dispute (if applicable), any disputes arising from or in connection with this Agreement shall if so required by either Party by giving written notice to that effect to the other be finally resolved in accordance with the rules of the Arbitration Foundation of Southern Africa ("AFSA") by an arbitrator or arbitrators appointed by AFSA. There shall be no right of appeal as provided for in article 22 of the aforesaid rules.

21.2 Each Party to this Agreement:

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- 21.2.1 expressly consents to any arbitration in terms of the aforesaid rules being conducted as a matter of urgency; and
- 21.2.2 irrevocably authorises the other to apply, on behalf of all Parties to such dispute, in writing, to the secretariat of AFSA in terms of article 23(1) of the aforesaid rules for any such arbitration to be conducted on an urgent basis.
- 21.2.3 Meetings will be convened fairly split by both parties locations.

22 BREACH

22.1 Should either Party ("the Defaulting Party"):

- 22.1.1 commit a material breach of any provision of this Agreement which is incapable of being remedied by the payment of money; or
 - 22.1.2 commit a material breach of any provision of this Agreement which is capable of being remedied by the payment of money, and fail to remedy such breach within 7 (seven) days of receiving written notice from the other Party ("Aggrieved Party") requiring it to do so; or
 - 22.1.3 be sequestered or placed in liquidation or under judicial management, whether provisionally or finally and whether voluntarily or compulsorily; or
 - 22.1.4 commit any act of insolvency; or
 - 22.1.5 have a judgement taken against it and fail to take steps to satisfy or rescind such judgement within thirty days after the granting of such judgement; or
 - 22.1.6 compromise or attempt to compromise generally with any of its creditors; or
 - 22.1.7 become controlled by any entity which does not have such control as at the Signature Date. For the purposes of this clause, a company shall be deemed to be controlled by any entity which directly or indirectly:
 - 22.1.7.1 beneficially owns the majority or the shares in that company's issued share capital; or
 - 22.1.7.2 has the right or obligation to direct the manner in which the majority of votes attaching to any class of shares in the issued share capital of the company are exercised; or
 - 22.1.7.3 has the right or obligation to appoint or remove directors holding a majority of the voting rights at meetings of that company's board.
- then and in any of those events, the Aggrieved Party shall be entitled, without prejudice to its other rights in law, to cancel this Agreement, or the Schedule to which the breach specifically relates, or to claim immediate specific performance of all of the Defaulting Party's obligations whether or not due for performance. In either event without prejudice to the Aggrieved Party's right to claim damages, provided that in the event of a breach by the Customer, Bytes shall be entitled to the additional remedies set forth in clause 5.6.
- 22.2 For the avoidance of doubt it is recorded that a breach of an SLA shall not constitute a material breach of this Agreement as contemplated in clause 22.1.1, unless otherwise provided for in the applicable Schedule.

23 RIGHTS ON TERMINATION

- 23.1 Notwithstanding any other provision of this Agreement, on termination of this Agreement for any reason whatsoever, any amounts due to Bytes shall immediately become payable to Bytes and the Customer shall

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forthwith make payment of same to Bytes by not later than 7 (seven) days from the date of termination of this Agreement.

- 23.2 Upon termination, Bytes shall cease to provide the Service and the Customer shall cease to use the Service.
- 23.3 The Customer shall, upon termination:
 - 23.3.1 Return to Bytes any relevant documents and other materials provided by Bytes or created by Bytes, including all copies thereof;
 - 23.3.2 Return to Bytes any data provided or created by Bytes in the performance of its duties in terms of this Agreement. Such data to be returned in a format specified by Bytes in consultation with the Customer;
 - 23.3.3 Uninstall any Software provided by Bytes in consultation with the Customer; and
 - 23.3.4 Any other action reasonably required by Bytes.
- 23.4 Termination of this Agreement shall not affect the enforceability and continued operation of the provisions which by their nature are intended to operate after such expiry or termination, nor shall termination affect either Parties' accrued rights at the date of termination.
- 23.5 In the event that the Customer requires any assistance upon termination of the Agreement, Bytes shall, at its sole discretion, provide the Customer with the necessary assistance subject to time and material charges which the Customer will be liable to pay.
- 23.6 Should the Agreement or any Schedule terminate, for any reason, prior to its termination date, the Customer will be liable for specific fees, including but not limited to:
 - 23.6.1 De-allocation of resources;
 - 23.6.2 Termination fees or charges involved under a third party agreement in relation to the delivery of the Services; and
 - 23.6.3 Purchases of specific software licenses, on-going software license costs or any other expenses incurred by Bytes in rendering the Services.

24 FORCE MAJEURE

- 24.1 Should a Party ("Affected Party") be prevented from fulfilling any of its obligations in terms of this Agreement as a result of an event of force majeure, then:
 - 24.1.1 those obligations shall be deemed to have been suspended to the extent that and for so long as the Affected Party is so prevented from fulfilling them and the corresponding obligations of The other Party ("Unaffected Party") shall be suspended to the corresponding extent;
 - 24.1.2 the Affected Party shall promptly notify the Unaffected Party in writing of such event of force majeure and such notice shall include an estimation of the approximate period for which the suspension in terms of clause 24.1.1 will endure. Such estimate shall not be binding on the Affected Party; and
 - 24.1.3 the duration of this Agreement as well as each period within which and each date by which any obligation is required to be performed in terms of this Agreement shall be extended or postponed, as the case may be, by the period of suspension in terms of clause 24.1.1.
- 24.2 Should the Affected Party partially or completely cease to be prevented from fulfilling its obligations by the event of force majeure, the Affected Party shall immediately give written notice to the Unaffected Party of such cessation and the Affected Party shall, as soon as possible, fulfil its obligations which were previously

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suspended; provided that in the event and to the extent that fulfillment is no longer possible or the other Party has given written notice that it no longer requires such fulfillment, the Affected Party shall not be obliged to fulfil its suspended obligations and the Unaffected Party shall not be obliged to fulfil its corresponding obligations.

- 24.3 Should an event of force majeure continue for more than 180 (one hundred and eighty) days after the date of the notice referred to in clause 24.1.2 and notice of cessation in terms of clause 24.2 not have been given, then the Unaffected Party shall be entitled (but not obliged) to terminate this Agreement by giving not less than 30 (thirty) days' written notice to the Affected Party to that effect, provided that any such notice of termination shall be deemed not to have been given if a notice of cessation in terms of clause 24.2 is received by the Unaffected Party prior to the expiry of such 30 (thirty) day period.
- 24.4 An "event of force majeure" shall mean any event or circumstance whatsoever which is not within the reasonable control of the Affected Party including war, civil unrest, any act of God, strike, theft, fire, explosion, riot, insurrection or other civil disorder, war (whether declared or not) or military operations, international restrictions, any requirement of any international authority, any requirement of any government or other competent local authority, any court order, export control and shortage of transport facilities.

25 DOMICILIUM AND NOTICES

- 25.1 The Parties choose domicilium citandi et executandi ("domicilium") for all purposes relating to this Agreement, including the giving of any notice, the payment of any sum, the serving of any process, the addresses set out in clause 1 of this Agreement.
- 25.2 Either Party shall be entitled from time to time, by giving written notice to the other, to vary its physical domicilium to any other physical address (not being a post office box or poste restante) within the Republic of South Africa, to vary its postal domicilium to any other postal address within the Republic of South Africa and to vary its facsimile domicilium to any other facsimile number.
- 25.3 Any notice given or payment made by either Party to the other ("Addressee") which is:
- 25.3.1 delivered by hand between the hours of 09:00 and 17:00 on any Business Day to the addressee's physical domicilium for the time being shall be deemed to have been received by the addressee at the time of delivery;
- 25.3.2 posted by prepaid registered post to the addressee's postal domicilium for the time being shall be deemed (unless the contrary is proved by the addressee) to have been received by the addressee on the fourteenth day after the date of posting; and
- 25.3.3 given by either Party to the other which is successfully transmitted by facsimile or email to the Addressee's facsimile or email domicilium for the time being shall be deemed (unless the contrary is proved by the addressee) to have been received by the addressee on the day immediately succeeding the date of successful transmission thereof.
- 25.4 This clause 25 shall not operate so as to invalidate the giving or receipt of any written notice which is actually received by the addressee other than by a method referred to in this clause 25.
- 25.5 Any notice in terms of or in connection with this Agreement shall be valid and effective only if in writing and if received or deemed to be received by the addressee.

26 CESSION AND ASSIGNMENT

- 26.1 Neither Party shall be entitled to cede, assign or transfer all or any of its rights and/or obligations in terms of this Agreement, without the prior written consent of the other Party, which consent will not be unreasonably withheld.

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26.2 Notwithstanding the above, Bytes may at any time cede, transfer and/or assign this Agreement to any company within the Altron Group, as constituted by Allied Electronics Corporation Limited and its subsidiaries. Bytes will notify the Customer in writing as soon as such cession, transfer and/or assignment has taken place and all the rights and/or obligations of Bytes in terms of this Agreement, as the case may be, shall then vest with such Altron Group company whose name will be advised to the Customer as part of such written notification.

27 SEVERABILITY

If any provision hereof is held to be illegal, invalid or unenforceable for any reason, such provision shall be deemed to be pro non scripto, but without affecting, impairing or invalidating any of the remaining provisions of this Agreement which shall continue to be of full force and effect.

28 DATA PROTECTION

28.1 Bytes reserves the right to obtain, hold or otherwise process the Data for the purpose of carrying out Bytes' business and any associated activities.

28.2 The Data will be held securely and in accordance with the provisions of the ECA, the ECT and the RICA and may be shared with, disclosed to and/or processed by other companies within Bytes' group, credit reference agencies, banks, credit insurers and other organisations which Bytes nominates.

28.3 The Customer will ensure that any individuals who may be affected by the provisions of this clause 28 are informed. Unless any individual notifies Bytes that it objects to Bytes processing his or her personal Data for any purpose, it shall be deemed that the individual is aware of and has given his or her consent to the processing.

29 GENERAL

29.1 This Agreement constitutes the sole record of the agreement between the Parties in regard to the subject matter thereof, and will supersede and replace all prior agreements between the Parties.

29.2 Each Schedule shall upon execution thereof by each party be deemed to be incorporated and form part of this Agreement.

29.3 Neither Party shall be bound by any representation, express or implied term, warranty, promise or the like not recorded herein or reduced to writing and signed by the Parties or their representatives.

29.4 No addition to, variation, or agreed cancellation of this Agreement shall be of any force or effect unless in writing and signed by or on behalf of the Parties.

29.5 No indulgence which either Party may grant to the other shall constitute a waiver of any of the rights of the grantor, unless reduced to writing and signed by both Parties.

29.6 Where any contradiction appears between the provisions of this Agreement and the Schedules hereto, the provisions of the Schedule shall prevail.

29.7 The Customer hereby warrants that it has the capacity to and is authorised to conclude this Agreement, and that upon signature this Agreement will, and will continue to, bind it in all respects.

29.8 Nothing in this Agreement shall be construed as precluding or limiting in any way Bytes' right to supply goods or services, whether it is similar to the Services or not, to other customers.

[Signature]

 BYTES



- 29.9 Neither Party will make or issue any formal or informal announcement or statement to the press in connection with this Agreement or otherwise disclose the existence of this Agreement or the subject matter thereof to any other person without the prior written consent of the other, which shall not be unreasonably withheld or delayed.
- 29.10 All of the terms and provisions of this Contract shall be binding upon and inure to the benefit of the lawful successors and assignees of the Parties hereto.
- 29.11 Nothing in this Agreement shall be construed as creating a partnership or agency between the Parties and neither Party shall have any authority to incur any liability on behalf of the other or to pledge the credit of the other Party.
- 29.12 This Agreement shall be governed and construed according to the laws of the Republic of South Africa.
- 29.13 This Contract may be executed in counterparts, each of which shall be deemed to be an original and both of which, when taken together and provided both are signed, shall be deemed to constitute the same Contract.
- 29.14 Each Party will bear and pay its own costs and expenses in relation to the negotiation, drafting, preparation and implementation of this Agreement and any subsequent Schedules herein.
- 29.15 This Agreement is solely for the benefit of the Parties, and not for the benefit of any person not party to this Agreement.

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30 SIGNATURES

FOR AND ON BEHALF OF BYTES SYSTEMS INTEGRATION a Division of Alton TMT (Pty) Ltd

THUS DONE AND EXECUTED AT 6 on July 2018

Signature *[Signature]*
 Name Cherina Smith
 Being Authorised in his Capacity as General Manager - Semra

FOR AND ON BEHALF OF KOUGA LOCAL MUNICIPALITY

THUS DONE AND EXECUTED AT JOHANNESBURG on 31 August 2018

Signature *[Signature]*
 Name LEWIS DU PLESSIS
 Being Authorised in his Capacity as MUNICIPAL MANAGER

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SCHEDULE 1 – ANNUAL RATE CARD

NAME OF SERVICE	RATE (INCL. VAT)
Project Support Officer	R 1 122.40
Project Manager	R 1 091.35
Business Analyst	R 821.15
Change Management Specialist	R 1 239.70
Team Lead	R 1 091.35
Subject Matter Expert	R 1 461.65
Management Consultant	R 1 060.00
Senior Implementation Consultant	R 1 091.35
Implementation Consultant	R 805.00
Junior Implementation Consultant	R 667.00
Enterprise architect	R 1 345.50
Senior Developer	R 1 091.35
Junior Developer	R 635.85
Senior Data Migration Specialist	R 1 060.00
Junior Data Migration Specialist	R 506.30
ICT Specialist	R 995.80
Travel Time	50% of Hourly Rate
Training per day Rate (Six or more delegates)	R 2 023.00
Per Kilometre rate for Travel	R 4.29
Per Diem	R 408.26
Per Diem (No breakfast included in accommodation)	R 503.35
Expenses *	At Cost
Actual cost of Providing or replacing program storage media	At Cost

Note: Rates quoted are applicable during normal Business Hours. Work outside of normal Business Hours will be charged at time and a half after hours during the week and on Saturdays, and at double time on Sundays and Public Holidays.

* Travel and Accommodation disbursements and any other expenses reasonably incurred by Bytes in connection with the rendering of the Services, subject to pre-approval of estimated costs and issuing of a purchase order by the Customer.

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SCHEDULE 2 - SOFTWARE LICENSE AND INSTALLATION

INTERPRETATION

Unless the context clearly indicates a contrary intention, the provisions of the Master Services Agreement concluded between Bytes and the Customer, to which this Schedule is attached ("Main Agreement") shall apply to this Schedule. Words and expressions defined in the Main Agreement shall bear corresponding meanings herein; this Schedule is deemed to be incorporated into and form an integral part of the Main Agreement.

INTRODUCTION

This Schedule sets out the salient details of the Services, that Bytes will provide to the Customer in accordance with the provisions of the Main Agreement.

DURATION

The duration of this Schedule shall be as follows:

COMMENCEMENT DATE	Existing installation
INITIAL PERIOD ("License Term")	Perpetual license

SCOPE OF SERVICES

The Services to be provided by Bytes to the Customer in terms of this Schedule shall include the following:

Software Licenses

As from the Commencement Date, Bytes hereby grants to the Customer, and the Customer accepts, a non-exclusive, non-transferable license to use and operate the Software and the Documentation for the License Term and at the Site, solely for the Customer's internal business functioning purposes.

The granting of the Software license will entitle the Customer to:

Allow its authorized employees ("Users") to use the Software solely for the internal business functioning purposes of the Customer;

Make the Software available to such number of Users as agreed to between the Parties in this Schedule.

ADDITIONAL TERMS AND CONDITIONS

The following additional terms and conditions shall apply to the Services to be provided by Bytes in terms of this Schedule:

ADDITIONAL TERMS AND CONDITIONS:	
1.	The Customer will carry the risk in and to the Software upon delivery thereof to the Site.
2.	The Customer can extend the license to additional Users in terms of the Main Agreement and with the purchase of additional licenses.
3.	The Customer shall within 30 (thirty) days from the termination date of this Schedule uninstall the Software from the Customer's System, destroy the Software and provide Bytes with written confirmation that the Software has been successfully uninstalled and destroyed.
4.	The Customer shall not: i) Copy the Software and Documentation except to make archival or backup copies; ii) Modify or adapt the Software or merge it into another program; iii) Reverse engineer, disassemble, decompile or make any attempt to discover the source code of the Software; iv) Place the Software onto a server so that it is accessible via a public network such as the Internet; or v) Sublicense, rent, lease or lend any portion of the Software or Documentation.

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**GENERAL**

No addition to, variation, or agreed cancellation of this Schedule shall be of any force or effect unless in writing and signed by or on behalf of the Parties.

This Schedule shall become binding upon the Parties upon signature thereof by the last Party.

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A handwritten signature in dark ink, appearing to be 'J. L. Smith', written over a horizontal line.

Page 3 of 13

A small, stylized handwritten mark or signature, possibly a monogram, located below the signature line.

A. M. TECH



SCHEDULE 3 - SOFTWARE MAINTENANCE

INTERPRETATION

Unless the context clearly indicates a contrary intention:

the provisions of the Master Services Agreement concluded between Bytes and the Customer, to which this Schedule is attached ("Main Agreement") shall apply to this Schedule.

words and expressions defined in the Main Agreement shall bear corresponding meanings herein;

this Schedule is deemed to be incorporated into and form an integral part of the Main Agreement.

INTRODUCTION

This Schedule sets out the salient details of the Services, that Bytes will provide to the Customer in accordance with the provisions of the Main Agreement.

DEFINITIONS

"Annual Release" means any annual release of the Software, at Bytes' discretion, which may contain Regulatory Changes (limited to 200 Business Days' development), additional features or functionality, Enhancements and/or Defect corrections and Fixes, including low severity fixes.

"Data Fix" means a correction where scripts are required and where data is incorrect as a result of conversion of data or the use of non-front-end processes of the Software.

"Defect" means:

Any error or failure of the code within the Software which causes the Software to produce unintelligible or incorrect results; or
Any failure to provide the features and functionality defined in the functional specifications, or in the absence of such, it will be functionality as defined in the System Help Manual;

"Enhancements" means changes to the current functionality of the Software as agreed by both Parties in the Service Request.

"Fix" means either a Software Upgrade being released by Bytes or a Workaround being provided by Bytes or a program fix to address the defect.

"Incident" means any event in relation to any part of the Software which results in, or may result in, a deviation from the standard operation of the Software.

"Mean Time To Repair (MTTR) Target" means the time measured in Business Hours between the Customer notifying Bytes of a Defect, with the detailed information required to work on the Defect, and Bytes providing a Fix.

"Mean Time to Respond (MTR) Target" means the time between the Customer logging the call, in terms of this Schedule, and the time Bytes acknowledges receipt of the call.

"Regulatory Changes" means changes to the Software as a result of changes to the regulations and laws which affects the Customer's use of the Service in South Africa.

"Remote Access" means having remote authorized electronic access from Bytes' office to the Customer's System in order to perform diagnostic and remedial functions.

"Roll Out" means the updating of the Software with the latest Upgrades and Revisions of the Software, together with the Documentation relevant to the new Upgrades and Revisions.

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"Service Desk" means the Bytes Service Desk for the Customer to access the Software Maintenance Services.

"Service Desk Hours" means the hours between 08:00 and 16:30 on Business Days.

"Upgrades" means the change from the current Software version to a higher Software version where i) such Software version Upgrade contains Defect fixes; ii) a Defect that was previously reported to Bytes is corrected; or iii) variations are necessitated by change to the Services; and which may or may not provide additional functionalities to those set forth in a Schedule.

"Workaround" means a temporary solution to an Incident/Defect which negates the impact of an Incident/Defect on the Software such that the Software operates and is provided in accordance with the relevant Documentation notwithstanding the loss of functionality.

"System Help Manual" means the documented and defined help files in the software's online help functionality;

"1st Line Support" means the initial Defect investigation, diagnosis and isolation to the most probable hardware, operating system, interface or sub-system, and resolution thereof if possible.

DURATION

The duration of this Schedule shall be as follows:

COMMENCEMENT DATE	01/07/2018
INITIAL PERIOD	01/07/2018 – 30/09/2018
RENEWAL PERIODS	Annual

SCOPE OF SERVICES

The Services to be provided by Bytes to the Customer in terms of this Schedule shall include the following:

Software Maintenance is limited to repairing Defects in the Software listed under Schedule 2 attached to this Agreement, and is the Customer's only remedy if a Defect occurs.

Bytes will use its reasonable endeavours to Fix Defects within the MTTR Target.

The MTR and MTTR Targets for a Defect Fix in the Software listed under Schedule 2 attached to this Agreement are set out below:

Severity Levels

The following severity levels will apply to Defects on current date, within 6 months of current date.

INITIAL



Severity	Classification Criteria
Critical	Business cannot proceed. An item that the business had planned in advance in accordance with the business process and the system is preventing the meeting of the client delivery date. The following examples would be applicable: System is not available to all users Functional process across customer is not working EFT
High	The business is unable to operate with this defect, as no workaround is available. The following examples would be applicable: - Process is unable to operate - Financial impact - Severe business impact - Citizen web
Medium	The business can operate with this defect with a temporary workaround. This would be anything that cannot wait for the next release and is not included in the above definitions.
Low	The business can operate with this defect with a cautionary note, directive or warning.

These severity definitions will not be applicable in the following circumstances:

- a) Insufficient information provided;
- b) Insufficient business planning; and
- c) Non-adherence to the business process or process error.

Response Times

The times reflected below are the acceptable time periods in which Bytes must respond to or acknowledge a defect that has been reported. Once the defect has been reported and acknowledged, a time frame in which Bytes must repair the defect will be agreed.

Definition	Response Time	Mean Time To Repair (MTTR)	Technical Update Process
Critical	Monday to Friday: 08h00 to 16h30 Response time: 1 hour from 08h00 to 16h30 2 hours if after 16h30 and standby has been requested	Enhanced Services selected - 12 Hours Base maintenance support model Within 2 x 8 hour working days	After a maximum of 4 hours of working on the problem, if no workaround is found.

Initial



Definition	Response Time	Mean Time To Repair (MTTR)	Technical Update Process
High	Monday to Friday: 08h00 to 16h30 Response time: 2 hours from 08h00 to 16h30 2 hours if after 16h30 and standby has been requested	Enhanced Services selected - Within 5 x 8 hour working days Base maintenance support model Within 10 x 8 hour working days	After a maximum of 3 working days of working on the problem, if no workaround is found.
Medium	Monday to Friday 08h00 to 16h30 Response time: 4 hours from 08h00 to 16h30	Enhanced Services selected - Within 10 x 8 hour working days Base maintenance support model Within 20 x 8 hour working days	After a maximum of 5 working days of working on the problem, if no workaround is found.
Low	Monday to Friday 08h00 to 16h30 Response time: 4 hours from 08h00 to 16h30	The Next Release.	

A problem should be resolved as per agreed target date / turn around duration and Bytes will use due care and diligence to resolve queries within the timeframes.

As circumstances often change during the life cycle of a problem and as more facts become known, the Severity level or target date may be changed by agreement.

Should a temporary bypass be effected which results in the ability of the System to operate in such a way that it does not materially affect the business, this shall be deemed to be a resolution that will result in the downgrading of the severity to a low, in terms of this clause, provided that a permanent solution is effected within an agreed period but in any event no later than with the release of the next upgrade, new version or new release of the Licensed Programme.

The measurement of the MTTR starts at the point that Bytes is in receipt of all required information to start the investigation for a resolution to solve a particular problem. The measurement ends at the point at which the customer is in receipt of the fix and applied it to the production environment and confirmed that the fix is successful. The fix can be supplied by Bytes to THE CUSTOMER either on a CD, via e-mail or on the web site of Bytes.

The measurement excludes time delays by THE CUSTOMER in completing the testing or to deploy the fix to production due to the customer's internal processes.

When an issue is logged that does not contain sufficient information and the missing information is not supplied on the same day as requested or within 24 hours, then the Response Time clock will start from zero when the information is received.

INITIAL



All severities where the MTTR have not been met either due to the complexity involved in the fix or the detailed data and process investigation or several issues have been logged in the same area, then these will be referred to THE CUSTOMER's SPOC support for evaluation of the impact to the business and to determine if the item will be re-categorized.

Bytes will guarantee response times on the critical defects.

CUSTOMER RESPONSIBILITIES

The Customer will provide the following:

- Assistance to obtain access to the relevant environments or information to facilitate the Services, subject to the provisions of the Agreement.
- A stable contained environment that is proactively managed for the hardware and operating updates and the network changes. The Customer will ensure that the deployment and use of anti-virus applications and procedures are conducted in a manner that is in line with what is required of an organisation and provide an environment where the hardware is protected by the secure controls to prevent access to the application through the network.
- Proactive database management and space allocation on all servers to achieve user concurrency.
- In virtual environments, reasonably adequate machine capacity to achieve user concurrency.
- Co-ordination across all machines for operating software and the Customer internal changes to ensure the stability of the expected operating environment.
- Knowledgeable resources to support the complex environments within the Customer with an updated technical environment document.
- Assurance that the environment in which the Software is executing will be overseen by one responsible person to facilitate the coordination of all necessary activity.
- Where 3rd party vendors supply services to the Customer that may impact Services provided by Bytes, the Customer must ensure that the said 3rd party vendor's personnel are available to assist Bytes in delivering its Service.
- Remote access will be granted to Bytes through the VPN process.
- Access Requirements - Remote access to the Customer's maintenance/TEST and UAT (User Acceptance Testing) environment will be granted to Bytes on a permanent basis. Read only access to the production environment servers on a permanent basis to assist in Defect Investigation and Fixing. The user id Bytesread will have permanent Read only access to the production database. No other userids besides the Bytesread and Application user will have access to the database.
- Alignment of code and data from the production environment to the Customer's disaster recover environment.
- All the environments to be setup for protection against penetration testing attempts in terms of the server infrastructure best practice security standards including the use of https certificates for all environments and an annual infrastructure security test.
- Ensure that the Customer System is adequately backed up, and that appropriate test and disaster recovery environments as well as business continuity plans are in place to ensure a full recovery of data in the event of a disaster.
- Ensure that the Users operate the Software in accordance with the Documentation.

initial 



- The Customer will move each Software release, System Defect Fix, enhancement to the production environment within 3 months of the Bytes release date.
- The Customer will be responsible to test and signoff each Software release, System Defect Fix, enhancement in terms of the Customer's unique business processes before moving the code to production.
- Will make the application web Site available over a secure internet connection using an https certificate.
- Report any Incident, Defect, failure or malfunction of the Software to Bytes by following the Call Logging Procedure.
- Advise Bytes when equipment is moved or the Customer System is undergoing change.
- Regularly procure SAMRAS end-user training from Bytes, subject to additional charges, and ensure that all Users regularly undergo such training.
- The Customer will be responsible for 1st line support.

BYTES RESPONSIBILITIES

Bytes will:

- Advise the Customer of mandatory Software changes as and when this comes to the knowledge of Bytes.
- Undertake a Roll Out on a periodic basis or as and when required within its sole discretion.
- Report any potential problems that could cause Software Defects to the Customer.

EXCUSED PERFORMANCE

Bytes shall be relieved of the obligation to perform in accordance with the provisions of this Schedule and shall in addition not be liable for any loss (including but not limited to loss of data, profits and goodwill), liability, damages (whether direct, indirect or consequential) or expense of whatsoever nature and howsoever arising where Bytes' failure, delay or inability to perform its obligations in terms of this Schedule is due to:

- Customer's failure to comply with its responsibilities outlined above.
- Insufficient information in relation to the Defect provided by the Customer;
- Non adherence and conformity to defined system processes and procedures by the Customer;
- Data older than current period. Hence anything backdated to more than 3 months.
- Any impact caused by the Customer's environment, and responsibilities in relation to such environment shall be specifically excluded from this Schedule;
- Complex issues that require mutual agreement on definitions and resolutions; or Reprioritisation.

 [Signature]

 [Signature]



FEES AND PAYMENT FOR BASE MAINTENANCE SUPPORT

The Service Fees payable by the Customer to Bytes in consideration for the provision of the Services are as follows:

NAME OF SERVICE (e.g. Type of Support Service, Call Centre Service, etc.)	SERVICE FEE	INVOICING DETAILS e.g. Monthly/annually in advance/terminals	FIRST INVOICE DATE
SAMRAS classic 64 User	R 713 631.82	Annually in advance	July 2018
DR environment	R 55 291.92	Annually in advance	July 2018
SAMRAS in SCOA IDP/Budgeting/Schedules 2 User	R 27 177.61	Annually in advance	July 2018
SAMRAS in and SAMRAS classic 3rd Party Licences	R 62 746.93	Annually in advance	July 2018
TOTAL *Note 1	R 849 048.28		

NOTE 1: The above covers base maintenance support services. All costs exclude VAT.

PROFESSIONAL SERVICES FEES

The Charges applicable to Enhanced Services are as set out in the table below and can be selected as required by the municipality. All costs exclude VAT.

CHARGES FOR ENHANCED SERVICES	RATE *VAT 7	Service selected
The enhanced production support services cover the following: - Improved turnaround times – detailed above with client driven prioritisation through dedicated hours instead of the base maintenance support of best effort. - An additional 50 hours of dedicated support hours per month. - Dedicating Service Manager for 10 hours per month – Cecilia Medupe	R 632.50 per hour R 41 625.00 per month R 8 335.00 per month	Please sign if selected <i>[Signature]</i>
Dedicated Telephonic support – 16 hours	R 7 241.60 per month	Please sign if selected <i>[Signature]</i>
- This will cover the release and deployment of code to the extra environment as required by the auditors, limited to 20 hours - The daily alignment of the code between the production and DR environment. (The database backup and restores remain the responsibility of THE CUSTOMER, the invoking of DR is not real-time but on request)	R 650.00 per hour R 13 000.00 per month	Please sign if selected <i>[Signature]</i>

Initial *[Signature]*





CHARGES FOR ENHANCED SERVICES	RATE ^{NOTE 2}	SERVICE ^{SELECTED}
Production - Deployment of patches. Size may differ, average costed 2 hours per week @ R 1367.85	R 2 775.70 per week, after hours	Please sign if selected 
Production -Management of the successful index job completion 3 hours per week @ R 1 367.85	R 4 103.55 per week, After hours - every 2 weeks	Please sign if selected 
Backup to the Cloud	To be quoted on request	

NOTE 2 If more hours would be required for a longer period, then the hourly rate will be discounted by 10%. All charges exclude VAT.

The Charges applicable to After Hour Standby Services and After Hour Support and Maintenance Services provided by Bytes are as set out in the table below:

CHARGES FOR AFTER HOUR SERVICES	RATE	MONTHLY COST ^{NOTE 3}	SERVICE SELECTED						
After hours, standby services- averaged Covers 7 am confirmation of system being up, week and weekend Nightly batch jobs callout during week and weekend	R 1255.00 per day	R 37650.00 per month	Please sign if selected 						
After-hours support and maintenance services	Blended rate of R 1367.85 per hour only after first hour has been used up	Unknown, as required	On request, only by day, not monthly						
Calculate the above after-hours support and maintenance services hourly rate in accordance with the stated multiplier factor	<table><tr><td>Weekday / Saturday</td><td>Sunday</td><td>Public Holiday</td></tr><tr><td>x 1.50</td><td>x 2.00</td><td>x 2.00</td></tr></table>	Weekday / Saturday	Sunday	Public Holiday	x 1.50	x 2.00	x 2.00	Unknown, as required	Please sign if selected 
Weekday / Saturday	Sunday	Public Holiday							
x 1.50	x 2.00	x 2.00							

NOTE 3 All charges exclude VAT.

ADDITIONAL EXCLUDED SERVICES

Bytes shall not be obliged to provide the following excluded services, and same shall fall outside of the scope of the Services and/or Support Services to be provided by Bytes in terms of this Schedule:

DESCRIPTION OF ADDITIONAL EXCLUDED SERVICES
1. Professional and Consulting Services unless requested through a CIMS or project and quoted for with approval by the client.



2.	Support and maintenance of all hardware including, but not limited to, servers, desktops, printers and other devices.
3.	Data fixes as a result of a User error.
4.	Anything else which falls outside of the definition of a Defect.
5.	Training and support to 1 st Line support resources.
6.	Additional Regulatory Changes in excess of the 200 Business Days' development.

Notwithstanding the above, the Customer can request Bytes to assist with the abovementioned excluded services in terms of the Main Agreement.

CALL LOGGING PROCEDURE

The Customer will report all Incidents to Bytes by logging such Incidents on the internet based interactive call logging system ("CIMS") provided by Bytes at <https://imdcms.co.za>.

When logging a call, the Customer must provide the following information:

- System Module.
- Program Name.
- Error Message displayed in detail.
- Nature of Incident.
- Urgency of the call – Severity Level.
- Attach screen shots and any other supporting documentation.
- A Unique Incident reference number will be supplied by the call logging system.
- Should the internet based interactive call logging system be unavailable, the Customer can log a call by sending an email to the Service Desk at samvas.support@bytes.co.za and follow up with a telephone call on (021) 818 5411 (only available during Business Hours).
- Bytes shall provide the following to the Customer with all Fixes to Defects or data:
 - The Fix to the code or scripts to be released;
 - Technical Release notes: Documented instructions for the deployment exceptions of permanent Fixes ("PTP") to the different environments (production environments, DR and Maintenance and UAT);
 - Business Release notes or comments on CIMS on the following:
 - Areas in functionality and environment affected;
 - Retrospective Fixing caused by the relevant Defect and instructions going forward, where applicable;
 - Root cause on the logged Defect;
 - A test check list of the testing criteria
 - 'Help-Functionality' updated/ where there is a material difference in operational ability

The Customer will conduct its own Acceptance Testing of the Fixes to Defects and the functionality released in the Annual Release.

Initials: Date:



ESCALATION CONTACTS

Customer Representatives

Title	Name	Mobile Number	Email Address
CFD	Mr. Sekeyn Thys	082 668 8100	shtys@koug.gov.za
Manager	Mr. Charl Du Plessis	083 300 6126	cduplessis@koug.gov.za

Bytes Representatives

Title	Name	Mobile Number	Email Address
Customer Service Manager	Athina Mertz	082 994 4100	athina.mertz@bytes.co.za
Sector Project Manager	Cecilia Mabuya	082 891 0234	Cecilia.Mabuya@bytes.co.za
General Manager	Cherina Smith	084 600 8282	cherina.smith@bytes.co.za

ADDITIONAL TERMS AND CONDITIONS

The following additional terms and conditions shall apply to the Services to be provided by Bytes in terms of this Schedule:

ADDITIONAL TERMS AND CONDITIONS:

1. The Customer can request Maintenance Services outside of the Service Desk Hours subject to prior arrangement with Bytes and the payment of additional fees at overtime rates as advised by Bytes.
2. The Parties will convene quarterly, on dates agreed to by both Parties, to discuss performance in rendering the Services described in this Schedule.
3. The Parties can, by mutual agreement, change the Severity Level of an Incident/Defect as well as the MTTR.
4. Where multiple Defects are logged in the same area these Defects will be in a queue, which queue's MTTR will be calculated from the last reported Defect.
5. In the event of a Workaround being implemented as agreed, this may be deemed to be an acceptable temporary resolution which shall result in the amendment of the severity level of such Defect. The permanent fix to this Defect will be delivered by Bytes on an agreed amended date, on this current Defect log.
6. All severities where the SLA have not been met either due to the complexity involved in the fix or due to business reprioritization, the detailed data and process investigation or a number of issues have been logged in the same are, then these will be referred to 1st line support resource for evaluation of the impact of the business and to determine if the item will be re-categorised.

GENERAL

No addition to, variation, or agreed cancellation of this Schedule shall be of any force or effect unless in writing and signed by or on behalf of the Parties.

This Schedule shall become binding upon the Parties upon signature thereof by the last Party.

ANNEXURE “ B”**MINUTES OF THE ICT LOCAL FORUM MEETING HELD ON 8 FEBRUARY 2019 AT 10:00
IN THE COUNCIL CHAMBER, JEFFREYS BAY UNIT: KOUGA MUNICIPALITY**

Employees Present:

A Makomo

M Rossouw

H Hammes

C Sezoe

1. **OPENING & WELCOMING**

The Chairperson of the meeting welcomed everyone present and declared the meeting open. Chairperson decided that this will be an informal discussion.

2. **APOLOGIES**

Received an apology from Chief Financial Officer, Mr. S thys. Budget and Treasury department is busy with the budget.

3. **CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS**

None

4. **MATTERS FOR DISCUSSION**

4.1 **ICT Helpdesk Function**

Chairperson said the users want service delivery but they do not know how to access the services from the ICT Department. He also mentioned that the ICT Dept. is not a spare wheel. Users log calls for minor issues which they can fix themselves. By this the ICT Dept. Identify the need for users to be trained in word, excel and PowerPoint. Mr. Makomo also mentioned that the ICT Dept already started the process of procuring laptops for the training needs. Managers should identify users within their departments to attend the training. ICT Dept. want to create awareness

and go on roadshows. The purpose of this is to be a fully function business enabler and not just a spare wheel.

4.2 ***Current ICT Related Projects per Department***

Chairperson is asking if there is any current projects that ICT can assist with. Ms. Hammes mentioned that Corp Service would need assistance with the implementation of the printing caps. Where each user will have a printing cap. The printer will only be able to print up to 50 pages per user. Should a user need to print a larger document their director must give authorization and motivate why the document must be printed. Email addresses will be setup for each dept. The authorization from the Director will be sent to this Registry Dept. They will keep an electronic record of what each department printed and why they printed the specific document.

Ms Hammes also mention the problem that they might have is when the document reached its 50 page count it will stop automatically and reprint the rest of the document on a second attempt.

The document recognition software to be installed on the printers to recognize if it is the same document and not print it.

5. **CLOSURE**

Mr. Makomo thanked everybody for their valuable input and declared the meeting closed at 10:20

KOUGA MUNICIPALITY (EC108)**ORDINARY COUNCIL MEETING****FINANCE****DATE: 30 APRIL 2019****ITEM: 19/04/F17****REPORT ON THE REVENUE ENHANCEMENT TASK TEAM MEETING HELD ON 20 MARCH 2019**1. Purpose

The purpose of this report is to submit the outcomes of the Revenue Enhancement Task Team Meeting held on 20 March 2019.

2. Background

The Revenue Enhancement Task Team meeting held on 20 March 2019, was adjourned as all relevant Directorates were not present. It was decided that the Revenue Enhancement Plan be referred to the next Finance Portfolio Committee meeting. The latest updated Revenue Enhancement Plan is attached as Annexure "A".

3. Recommendation

- 3.1 That the report on the outcomes of the Revenue Enhancement Task Team Meeting, held on 20 March 2019, be noted.
- 3.2 That the Office of the Municipal Manager arrange an urgent meeting between the Revenue Enhancement Task Team and Mayco to discuss the Revenue Enhancement Plan.

Item prepared by: Chief Financial Officer:

Approved by: Portfolio Councillor:

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REVENUE ENHANCEMENT PLAN

KOUGA MUNICIPALITY REVENUE ENHANCEMENT PLAN

1. PREAMBLE

Section 96(a) of the Municipal Systems Act, Act 32 of 2000 states that "a municipality must collect all money that is due and payable to it, subject to this Act and any other applicable legislation". The collection of budgeted revenue, including the enhancement of the revenue base is critical for the continued financial sustainability of Local Government. The Kouga Municipality is currently owed several millions of Rands and the debt is increasing steadily. Major contributing factors to the escalation in outstanding debt are the following:

- The increasing number of indigent households.
- The decreasing number of paying consumers.
- Incorrect meter readings.
- Inaccurate billing; and
- Lack of revenue growth.

2. PURPOSE OF THE REVENUE ENHANCEMENT PLAN

The purpose of the Revenue Enhancement Plan is to assist the Kouga Municipality in meeting its obligations in terms of the Integrated Development Plan.

3. REVENUE MANAGEMENT CHALLENGES

Several factors influence the effectiveness of the revenue management function, which consequently impacts on the financial sustainability of municipal services. The following are some of those factors:

- a. Certain properties have no electricity and water meters.
- b. Inaccurate billing due to incorrect inputs into the Billing System
- c. Inadequate personal customer details (this often results in poor communication between the municipality and its customers).
- d. Ineffective monitoring, maintenance and accessibility of electricity and water meters.
- e. Increasing number of indigent households.
- f. Lack of an integrated approach across Directorates to implement revenue collection and revenue enhancement initiatives; and
- g. Limited economic growth opportunities.

4. IMPROVEMENTS IN REVENUE COLLECTION

Debt collection programme

Although the municipality has approved an Indigent Policy to assist poor households, the Kouga Municipality is obliged to fully implement its Credit Control Policy, as outlined in Section 96 of the Local Government: Municipal Systems Act, Act 32 of 2000.

Objective	Proposed Actions	Accountability	Progress	Timeframe
Continue with set-off percentage for pre-paid electricity.	- Improve the collection rate on arrear debts, by ensuring that all pre-paid meters are linked to the billing system - Enforce prepaid meters on defaulters	Revenue Department I&E Directorate	This process has started and many accounts have been linked The Directorate must determine the required financial implications. See Annexure "A". Revenue Department has identified the consumers that must be converted to pre-paid meters. Council need to make a decision if they will assist financially.	Ongoing Ongoing
Establish a Debt Collection Unit in the Revenue Department	3 x Electrical disconnection officers to be appointed (Additions to organogram) 3 x Credit Control Clerks to be appointed (Additions to organogram) 1 x Legal Advisor to be appointed (Additions to organogram) - Separate office space needed to accommodate the new unit - Obtain assistance from Law Enforcement to deal with instances of tampering with meters	HR department Revenue Department	Electricity Department in Jeffreys Bay provides one employee to assist. A contractual employee has been appointed as of 17 October for a period of three months. Accountant also appointed (01/06/2018) to assist with collection. Two more artisan's assistants were advertised for to assist with disconnections, interviews were done and only one person was appointed. This is not nearly enough people to do disconnections and to do follow-up on ratepayers that are disconnected, according to our records, but never visited the Municipal offices to engage into arrangements.	On Going

	• Hire 2 light delivery vehicles (single cab) • Issuing of all the relevant letters of demand to consumers.	Community Services Directorate Revenue Department Revenue Department	Limited assistance from Law Enforcement. I&E Directorate will provide vehicles temporarily. This has not been done. Revenue department went out on a 7 day-notice for one vehicle for hire and the due date is the 26th of March 2019 This is done daily.	On Going 1 April 2019
Ensure that the accounts of Kouga Municipal Employees and Councilors are not in arrears.	• Implement variable internal debit orders for Kouga Municipal Employees and Councilors. • Disconnection of services of Municipal Employees and Councilors, if in arrear with their accounts.	Human Resources Department Revenue Department	Implemented upon request. Municipal employees and Councilors have entered into arrangements.	Ongoing Ongoing
Improve collection of Business Accounts	• Expedite legal processes by handing over at summons stage • Stricter monitoring of all Business Accounts. • Take appropriate action in relation to overdue payment trends • Improve implementation of the Credit Control Policy, where customers have defaulted on their arrangements • Apply strict Credit Control procedures	Revenue Department Assistance from Legal Services Department	The revised Customer Care, Credit Control and Debt Collection By-law, as approved by Council, has been published in the provincial government gazette. Furthermore, Council on 30 October 2018, approved a revised Customer Care, Credit Control and Debt Collection Policy. This will assist in improving the revenue collection process.	Completed and Ongoing

5.Improved Monitoring of Meters

Metering the consumption of services is an integral part of the revenue management function. In instances where accurate meter details are not provided by the Service Delivery Directorates for updating the Billing System, it impacts on revenue collection.

Objective	Proposed Actions	Accountability	Progress	Timeframe
Ensure accurate meter details and consumption patterns (Water and electricity meters)	Conduct an audit of meters installed, compared to meters reflected on the Billing System.	I&E Directorate	a) An audit of all existing bulk water meters was done; installation of new bulk and zone water mains were done through the entire Kouga area. Faulty bulk meters were also replaced.	No information received
			b) an audit of all domestic and ICI water meters in Kouga were done (28 704 meters audited). Comparison list is outstanding and no feedback from service provider.	Ongoing
	The IPD Directorate to implement a dedicated meter maintenance and replacement program.	I&E Directorate	c) Revenue Department and the service provider is comparing their data with that of our billing system. On the 11th of March 2019 we again had a meeting and they issued us with maps. The areas according to their maps were no billing is done, needs assistance from I & E to investigate these properties to verify if there are meters, so that we can update our billing system.	No information received
			Currently we report on a monthly basis faulty meters, For example the Fountains Mall bulk meter is standing for 5 months	Ongoing

	• Monitor consumption patterns on pre-paid electricity meters, to mitigate tampering • Obtain monthly, a list of inactive pre- paid meters from the relevant service provider, for investigation purposes	Revenue Department/ I & E Directorate Revenue Department/ I & E Directorate	and on the 30th of January 2019 we also reported this to the Call-centre Electrical Department to replace all faulty electricity box doors. A cost calculation to be done per house, to move water meters from the back of the houses to the pavement This is done daily. This is done daily.	But no information of completed box doors No information received Ongoing Ongoing
Ensure accurate meter readings	• Improve access to properties for meter reading purposes and for accuracy of meter information on the Billing System	I&E Directorate	• Age analysis of existing domestic. Installed water meters were done. Making use of the serial number obtained for each water meter audited in (b) above, the age of each meter was verified with the assistance of the relevant agent/supplier of the water meters. Annexure C to be filtered to get full breakdown of specific reading errors. This is an ongoing struggle, we have reported this to the relevant departments on numerous occasions. In some areas we need assistance to remove the meters that we cannot access, as well as unreadable meters. Most of the electricity boxes are open and ratepayers just connect themselves.	No information received

	• Develop a plan, including the associated financial implications to improve the accuracy of meter readings. • Smart Meter Readiness	Revenue Department	Partially done, by assistance from the Service Provider appointed by I & E	No assistance Ongoing
	• Curtail water and electricity Losses • Develop a plan, including the associated financial implications to reduce water and electricity losses.	I&E Directorate	The I&E Directorate to report on its strategies to curtail water and electricity losses, including the associated financial implications.	By 30 November 2018

6.Data Integrity

Data integrity should be maintained and improved to enhance revenue collection.

Objective	Proposed Actions	Accountability	Progress	Timeframe
Ensure an accurate account holders' database	Update registered property owners' details timeously.	Revenue Department Asset Department	DDP Valuers has done the valuation and a deed dump of registered properties have been received.	Completed
	New Transit electricity information for informal settlement to be forwarded to Revenue Department.	Infrastructure and Planning Department	No progress indicated	Completed
	Commence with the registration of unregistered properties, including registration of RDP houses	Planning, Development & Tourism Directorate	No progress indicated	No information received
	- Update and maintain housing beneficiary lists and property addresses - The Directorate to develop a process plan with clear targets and timelines	Planning, Development & Tourism Directorate	No progress indicated	Ongoing
	- Account holder contact details to be verified upon each interaction with customers. - Revenue Department to initiate a process to ensure updated account holder contact details.	Revenue Department All relevant Directorates	Details updated each time contact is made with account holders, whether it be telephonically, via e-mail or by personal interaction.	On going

Improve interface with Billing System	• System to interface with the billing system to provide integrated land information. • The OVVIO system will be used as a basis for accurate land information for billing purposes, which will result in improved revenue.	Planning, Development & Tourism Directorate	The Town Planning department in the process of updating their systems, in line with the OVVIO system.	No information received by due date of end February 2019
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7. DEBT REDUCTION MANAGEMENT

Collection of arrear debts

The arrear debt in the Kouga Municipality has increased considerably. This debt can however just not be written off, without exhausting all possible debt collection procedures.

Objective	Proposed Actions	Accountability	Progress	Timeframe
Collection of arrear debts	• Appoint a service provider to collect old, inactive and arrear debts on reasonable commission basis	Revenue Department Legal Department	This must be enforced by going out on a tender, on a basis of payment only, if results are proved. Currently drafting specifications, which will be discussed with the Legal department. Due date of 31 January 2019 not met, currently busy with this process	30 April 2019

Indigent households – Assistance to the Poor

The basket of services provided to Indigent household, must take into account the limited financial resources available to the Municipality.

Objective	Proposed Actions	Accountability	• Progress	Timeframe
Prospective indigent beneficiaries will be verified in terms of the relevant policy, to determine eligibility.	The verification process will ensure that the Equitable share allocations are utilized effectively	Revenue Department	The Indigent Support Policy was adopted by Council on 29 March 2018, and a verification process for the 2017/18 financial year has been completed. Applications and verification is done on a daily basis at our offices	Completed. Ongoing
Repair of leaks (both above and under-ground) for Indigent households.	- The repair of water leaks be prioritized, in line with the highest consumption patterns identified. - The usage of water by indigent households will be regulated. - The directorate to develop an implementation plan, including the associated financial implications	I&E Directorate I&E Directorate	Retro fitting of leaking plumbing was completed in 1 005 poor households. Re-fitment of houses in Hankey, Patensie, Thornhill and Loerie are already in progress Very limited installation of water restrictors.	The number of households still to be completed must be submitted. No information received
Households that qualify in terms of the Indigent policy, will be registered on the Indigent Database.	- Regular community outreaches will be held, to ensure that poor households apply for Indigent benefits. - Various communication instruments will be utilized to inform the relevant communities of the indigent policy benefits.	Ward Councilors Revenue Department	The Revenue department updates the Indigent system daily. This is also an audit requirement. Monthly reports are circulated to Ward Councilors for their perusal and feedback.	Ongoing

Implement mechanisms to limit water usage.	• Installation of water management devices in all Indigent households • Investigate feasibility of pre-paid water meters • Some losses due to all communal taps not having meters. • The IDP Directorate to develop an implementation plan, including the associated financial implications.	I&E Directorate	Investigation with cost implication in progress. Resolve has been appointed and the Infrastructure & Engineering Directorate must provide an update, in this regard.	No information received
Convert conventional electricity meters on Indigent premises to pre-paid meters as well as enforcing it on defaulters.	• Enable Indigent consumers to access free electricity • Defaulters to purchase prepaid meters, with a backing plate, at their own expense	I&E Directorate Revenue Department I&E Directorate	Installation of conventional meters stopped – replaced with prepaid meters. See Annexure “B” of the list of Indigent households that have conventional meters and must be replaced with pre-paid meters.	Ongoing Ongoing

8. INCREASING THE REVENUE BASE

Revenue Growth and Generation

It is acknowledged that the municipality needs to generate sufficient revenue in order to be financially sustainable, and to render the required services to the various communities.

Objective	Proposed Actions	Accountability	Progress	Timeframe
Review of fees and charges	- Fees and charges will be based on the relevant cost drivers, whilst being benchmarked against other local municipalities. - The review process will ensure that the revenue derived from fees and charges are cost reflective and/or market related	All relevant Directorates	All Directorates to complete review of fees and charges, for inclusion in the 2019/20 Draft Budget. By the due date of 14 January 2019 no information was received from the relevant departments	No information received
Stimulate local economic growth	Develop and implement a local economic development strategy	Planning, Development and Tourism Directorate	The appointment of a service provider to draft the Local Economic Development Strategy is currently in the procurement process.	No information received
Implement a Traffic Fines Collection Strategy	- Generate maximum income from Traffic fines - Improve Law enforcement - Reconciling of e-Natis and SAMRAS on a daily basis - Monthly meetings with Traffic Department to monitor progress. - Ongoing monitoring of the strategy and its effectiveness	Community Services Directorate	Correct reference number of banking details on traffic fines; TMT engaged to rectify speed fine details & online banking; Regular road blocks Placement of an accountant in Community Services Directorate	No information received
Street naming and plot numbering	Ensuring all streets are named and houses / erfs numbered, thereby increasing our billing potential	Director Planning Development and Tourism		No information received
Caravan Parks	- Upgrade Caravan Parks to attract more visitors. - New and revised tariff structure to be implemented. - Department to provide feedback for the first 6 month's income as well as total number of visitors at the next meeting.	Community Services Directorate	Directorate to report on progress with upgrading Caravan Parks	No information received

9.Improved Customer Care

Customer interface plays a pivotal role in the revenue collection process.

Objective	Proposed Actions	Accountability	Progress	Timeframe
Improve management of customer queries	• Improve query response times • Classify queries according to problem areas • Establish an efficient Call Centre • Revenue to have own Call Centre operators *2	All relevant Directorates	The call center was established, and Revenue Department put in their concerns. Revenue Department has appointed 2 dedicated agents, as from 14 June 2018, on a 3-month contract basis to answer all relevant calls. Their contract has since expired and we are in the process of re-advertising.	The appointment of staff will be considered in conjunction with the 2018-19 Adjustments Budget.

10.Revenue from Municipal Assets

Objective	Proposed Actions	Accountability	Progress	Timeframe
Leasing of municipal properties	• Conduct an audit of all Leases. • Improvement of the revenue generated from the leasing of municipal properties.	Assets Department.	Assets Department to complete the audit by the end of November 2018.	No information received

Water Losses (This information to be provided by Technical Department for population)

Objective	Proposed Actions	Accountability	Progress	Timeframe

Electricity Losses

Objective	Proposed Actions	Accountability	Progress	Timeframe
To reduce electrical losses	1. Providing qualified staff to do inspections on meters and reduce tampering. By filling all vacant positions in the Electrical Department to provide this service efficiently. 2. Proposed training with the SARPA (Revenue Protection Association and to do a network study at to where losses are.	Electrical Department	Busy with inspections as and when the work load allows it with the limited staff complement	Ongoing

ANNEXURE A**COST OF CONVERSION FROM CONVENTIONAL METER TO PRE-PAID METER MUNICIPAL COST**
COST OF SINGLE PHASE PRE-PAID METER & LABOUR

Pre-Paid meter x 1	= R 1 263.00
Electrician per Hour x 1	= R 433.00
Electrician Assistant x 1	= R 111.00
LDV per km x 20km	= R 200.00

Total = **R 2007.00**

PRIVATE CONTRACTOR COST

Installation of Single Phase pre-paid meter base	= R 977.50
Certificate of Compliance (COC)	
And Labour to correct faults as to comply with the regulation 7(1) as set out in SANS of the Electrical	
Installation Regulations, 2009	= R 1380.00

Total = **R 2357.50**

Total Cost for the installation of a single phase pre-paid is:

R2007.00 + R2357.50

= R 4364.50 incl vat

ANNEXURE “B”

<u>A/C Number</u>	<u>ID</u>	<u>Erf Number</u>	-	<u>Meter No.</u>		<u>Street address</u>	<u>Number</u>	<u>Number</u>	<u>Type</u>	<u>ID</u>
1000293005	10002	293		72884		DA GAMA ROAD	50	103	E	EQS
3000005161	30003	5		90097		MAIN STREET	20	321	E	EQS
3000008102	30003	8		29909		VOORTREKKER ROAD		318	E	EQS
3000061013	30003	61		9830		DU PLESSIS STREET	39	324	E	EQS
3000062007	30003	62		373343		SAFFERY STREET	13	324	E	EQS
3000152012	30001	152		221707		LAWRENCE STREET		301	E	EQS
3000225022	30003	225		54281		KEMP STREET	21	320	E	EQS
3000259009	30003	259		263957		KEMP STREET	27	320	E	EQS
3000260009	30003	260		6375007		HEUGH STREET	30	320	E	EQS
3000327605	30003	3276		9311150		CHURCH STREET	19	322	E	EQS
3000357107	30003	357		29902		PIET UYS STREET	56	323	E	EQS

3000376001	30003	376		953907		KING STREET	62	323	E	EQS
3000427004	30003	427		750070		BUITEKANT STREET	18	322	E	EQS
3000517002	30003	517		156033		BUREAU STREET	35	320	E	EQS
3000555006	30003	555		263956		BUREAU STREET	15	320	E	EQS
3000572001	30003	572		398408		HEUGH STREET	52	323	E	EQS
3000628016	30001	628		245383		MENTOOR STREET	3	308	E	EQS
3000688003	30001	688		249004		GESWINDT STREET	19	307	E	EQS
3000759138	30001	759		8736789		CUPIDO STREET	46	307	E	EQS
3000801008	30001	801		85841		MALGAS STREET	17	307	E	EQS
3000827002	30003	827		323003		CHURCH STREET	46	320	E	EQS
<u>A/C</u> <u>Number</u>	<u>ID</u>	<u>Erf</u> <u>Number</u>	<u>-</u>	<u>Meter No.</u>		<u>Street address</u>	<u>Number</u>	<u>Number</u>	<u>Type</u>	<u>ID</u>
3000831005	30003	831		93151		MATT MELVILLE CRESCENT	27	328	E	EQS
3000842005	30003	842		93191		MATT MELVILLE CRESCENT	49	328	E	EQS
3000862010	30001	862		982127		GESWINDT STREET	40	307	E	EQS
3000865006	30003	865		93152		MATT MELVILLE CRESCENT	26	328	E	EQS
3000866007	30003	866		94287		MATT MELVILLE CRESCENT	28	328	E	EQS
3000869000	30003	869		93881		LOURENS STRYDOM STREET	11	328	E	EQS

3000922011	30003	922		122280		KERSHOUT AVENUE	4	326	E	EQS
3000959008	30003	959		955261		WITTELS ROAD	26	326	E	EQS
3001016009	30003	1016		185597		GEELHOUT AVENUE	23	326	E	EQS
3001088004	30003	1088		4641567		HEUGH STREET	27	320	E	EQS
3001217004	30003	1217		598341		PATRY'S STREET	18	327	E	EQS
3001221007	30003	1221		583752		FISANT STREET	12	327	E	EQS
3001442017	30001	1442		246050		PELIKAAN STREET	38	314	E	EQS
3001459013	30001	1459		249467		PELIKAAN STREET	67	314	E	EQS
3001462015	30001	1462		182152		PELIKAAN STREET	61	314	E	EQS
3001486017	30001	1486		373384		PELIKAAN STREET	28	314	E	EQS
3001487018	30001	1487		334596		PELIKAAN STREET	26	314	E	EQS
4000006028	40016	6		544		BLUE CRANE AVENUE	4	400	E	EQS
4000026057	40001	26		524035		GLENNY BUCHNER DRIVE	16	404	E	EQS
4000046213	40016	46	ST009	763		IMMERGROEN AVENUE	35	435	E	EQS
4000046471	40016	46	ST035	130787		IMMERGROEN AVENUE	35	435	E	EQS
4000046512	40016	46	ST038	130115		IMMERGROEN AVENUE	35	435	E	EQS
4000046622	40016	46	ST040	130310		IMMERGROEN AVENUE	35	435	E	EQS

4000049515	40001	49		E00000049		WOODPECKER CRESCENT	70	403	E	EQS
4000057024	40001	57		468567		WOODPECKER CRESCENT	56	403	E	EQS
<u>A/C</u> <u>Number</u>	<u>ID</u>	<u>Erf</u> <u>Number</u>	<u>-</u>	<u>Meter No.</u>		<u>Street address</u>	<u>Number</u>	<u>Number</u>	<u>Type</u>	<u>ID</u>
4000064006	40001	64		768386		DOLPHIN DRIVE	45	404	E	EQS
4000074074	40017	74		1611080		MOSSEL CRESCENT	7	409	E	EQS
4000076021	40001	76		PMT73066		DOLPHIN DRIVE	21	404	E	EQS
4000079017	40017	79		234379		DUINE ROAD	41	409	E	EQS
4000094010	40017	94		E00000094		DUINE ROAD	6	409	E	EQS
4000106087	40001	106		1614520		BARBET CRESCENT	53	403	E	EQS
4000182023	40001	182		912252		DOLPHIN DRIVE	16	404	E	EQS
4000205038	40016	205		982306		JOHAN MULLER BOULEVARD	12	400	E	EQS
4000213004	40002	213		1111479		ORIBI STREET	3	410	E	EQS
4000228022	40001	228		476615		FLAMINGO ROAD	14	404	E	EQS
4000263030	40016	263		980229		DIE HEIDE	9	400	E	EQS
4000304072	40016	304		1511621		JOHAN MULLER BOULEVARD	58	401	E	EQS
4000309039	40016	309		506121068		ADAM PLACE	8	401	E	EQS

4000332039	40016	332		186466		KORAAL AVENUE	7	401	E	EQS
4000333157	40016	333		327213		KORAAL AVENUE	5	401	E	EQS
4000335472	40009	335	105	29599		JOHNNY LOMBAARD STREET	11	408	E	EQS
4000348292	40002	348		9310937		DA GAMA ROAD	77	410	E	EQS
4000430034	40016	430		170244		MARINA DRIVE	41	401	E	EQS
4000440026	40016	440		192088		MERVIN PLACE	9	401	E	EQS
4000449032	40016	449		1512691		GUY AVENUE	5	401	E	EQS
4000455202	40003	455		7217		PATELLA STREET	4	406		EQS
4000458030	40016	458		192076		GUY AVENUE	21	401	E	EQS
4000475004	40003	475		65		NAUTILUS STREET	39	407	E	EQS
4000493031	40016	493		100429		KIEWIET AVENUE	42	401	E	EQS
<u>A/C</u> <u>Number</u>	<u>ID</u>	<u>Erf</u> <u>Number</u>	<u>-</u>	<u>Meter No.</u>		<u>Street address</u>	<u>Number</u>	<u>Number</u>	<u>Type</u>	<u>ID</u>
4000494018	40017	494		952895		ROB STREET	11	409	E	EQS
4000519018	40017	519		73058		MANTA STREET	5	409	E	EQS
4000522010	40017	522		118505		MANTA STREET	11	409	E	EQS
4000529000	40003	529		786568		COWRIE STREET	5	406	E	EQS

4000530031	40016	530		CCC710896		ANNE AVENUE	15	401	E	EQS
4000606006	40003	606		11179		GOEDEHOOP STREET	43	406	E	EQS
4000608008	40003	608		477218		ANCILEA STREET	14	406	E	EQS
4000656001	40001	656		229722		CORMORANT CRESCENT	6	403	E	EQS
4000661122	40001	661		952799		DOLPHIN DRIVE	54	404	E	EQS
4000709037	40016	709		0		LORSTAN AVENUE	23	402	E	EQS
4000715032	40016	715		463075		LORSTAN AVENUE	33	402	E	EQS
4000757030	40016	757		995		BARRACUDA ROAD	17	402	E	EQS
4000781031	40001	781		463080		BARBET CRESCENT	54	403	E	EQS
4000845005	40005	845		192976		PROTEA AVENUE	1	405	E	EQS
4000845043	40016	845		234268		SYMONDS PLACE	4	400	E	EQS
4000895048	40016	895		72817		KORAAL AVENUE	24	401	E	EQS
4000958152	40003	958		E00000958		KORAAL STREET	23	407	E	EQS
4001034002	40003	1034		448575		KORAAL STREET	41	407	E	EQS
4001037005	40003	1037		9442233		KORAAL STREET	47	407	E	EQS
4001060005	40020	1060		1512364		MIMOSA STREET	139	431	E	EQS
4001079003	40020	1079		229591		MIMOSA STREET	110	431	E	EQS

4001103094	40020	1103		355935		PINE STREET	1	431	E	EQS
4001408007	40020	1408		ALO49580		PRIDE OF INDIA CRESCEN	54	418	E	EQS
4001449011	40020	1449		72921		TRISTANIA AVENUE	5	418	E	EQS
4001450004	40020	1450		192656		TRISTANIA AVENUE	7	418	E	EQS
<u>A/C</u> <u>Number</u>	<u>ID</u>	<u>Erf</u> <u>Number</u>	<u>-</u>	<u>Meter No.</u>		<u>Street address</u>	<u>Number</u>	<u>Number</u>	<u>Type</u>	<u>ID</u>
4001462177	40020	1462		192652		PRIDE OF INDIA CRESCEN	47	418	E	EQS
4001491001	40020	1491		229737		SEETUIN ROAD	24	418	E	EQS
4001557510	40020	1557		192949		PRIDE OF INDIA CRESCEN	10	417	E	EQS
4001880009	40020	1880		397565		DR MIKE HERHOLDT STREE	33	415	E	EQS
4001916119	40020	1916		385172		POPLAR STREET	47	415	E	EQS
4001980006	40020	1980		753195		DR AD KEET ROAD	77	418	E	EQS
4002016009	40020	2016		474		DR AD KEET ROAD	122	418	E	EQS
4002027102	40020	2027		72987		TAMBOTIE AVENUE	11	416	E	EQS
4002078005	40020	2078		CCC705213		POPLAR STREET	22	416	E	EQS
4002100355	40020	2100	ST006	320842		CHESTNUT AVENUE	28	437	E	EQS
4002284004	40020	2284		457961		WATTLE STREET	6	420	E	EQS
4002296115	40020	2296		753629		DR AD KEET ROAD	50	418	E	EQS

4002413516	40020	2413	ST008	119265		MIMOSA STREET	18	436	E	EQS
4002835002	40020	2835		9910405		KOKO STREET	1	420	E	EQS
4002962003	40020	2962		749728		SAFFRON STREET	12	425	E	EQS
4003089039	40020	3089		207317		OLIVE STREET	9	425	E	EQS
4003180020	40020	3081		1511633		ASH CRESCENT	11	426	E	EQS
4003229008	40020	3229		323330		DOGWOOD ROAD	17	429	E	EQS
4003335024	40020	3335		137214		CORAL AVENUE	5	426	E	EQS
4003337002	40020	3337		216512		CORAL AVENUE	9	426	E	EQS
4003376052	40020	3376		357773		LEADWOOD ROAD	47	426	E	EQS
4003412006	40020	3412		444		LEADWOOD ROAD	94	426	E	EQS
4003497515	40020	3497		321351		BOTTLEBRUSH CRESCENT	66	424	E	EQS
4003574009	40020	3574		214550		BOEKENHOUT CRESCENT	2	423	E	EQS
4003580011	40020	3580		CCC710524		PARASOL STREET	10	423	E	EQS
<u>A/C</u> <u>Number</u>	<u>ID</u>	<u>Erf</u> <u>Number</u>	-	<u>Meter No.</u>		<u>Street address</u>	<u>Number</u>	<u>Number</u>	<u>Type</u>	<u>ID</u>
4003680056	40020	3680		302427		GUM AVENUE	9	424	E	EQS
4004029007	40020	4029		887		MONKEY BREAD AVENUE	26	421	E	EQS
4004185004	40020	4185		634		MAGNOLIA CIRCLE	61	421	E	EQS

4004308102	40020	4308		5		APPELBLAAR AVENUE	29	422	E	EQS
4004316006	40020	4316		SA040454		APPELBLAAR AVENUE	8	422	E	EQS
4004379003	40020	4379		792		GEELHOUT CRESCENT	6	422	E	EQS
4004400101	40020	4400		349		FLAMBOYANT CRESCENT	6	422	E	EQS
4004433008	40020	4433		806		GEELHOUT CRESCENT	34	422	E	EQS
4004471002	40020	4471		649		KAREE AVENUE	18	427	E	EQS
4004499015	40020	4499		461783		KAREE AVENUE	15	427	E	EQS
4004537016	40020	4537		145173		DORINGBOOM CRESCENT	53	427	E	EQS
4004559009	40020	4559		461837		DORINGBOOM CRESCENT	7	427	E	EQS
4004582009	40020	4582		449578		BLOMBOS ROAD	34	429	E	EQS
4004590109	40020	4590		192870		BLOMBOS ROAD	18	429	E	EQS
4004611552	40020	4611		S9920049		SILVER TREE ROAD	8	429	E	EQS
4004623027	40020	4623		192881		BLOMBOS ROAD	33	429	E	EQS
4004635011	40020	4635		939		SILVER TREE ROAD	32	429	E	EQS
4004769002	40020	4769		385452		PITTOSPORUM AVENUE	37	425	E	EQS
4004787008	40020	4787		143004		LILAC CRESCENT	18	425	E	EQS
4004803009	40020	4803		134616		MYRTLE ROAD	115	425	E	EQS

4004863010	40020	4863		461886		MAIDENHAIR CIRCLE	17	427	E	EQS
4004953001	40020	4953		174400		BEEFWOOD CIRCLE	120	428	E	EQS
4004994008	40020	4994		186259		SEETUIN ROAD	76	428	E	EQS
4005023121	40020	5023		175398		ROOIKRANS AVENUE	2	428	E	EQS
4005046005	40020	5046		385517		BEEFWOOD CIRCLE	36	428	E	EQS
<u>A/C</u> <u>Number</u>	<u>ID</u>	<u>Erf</u> <u>Number</u>	<u>-</u>	<u>Meter No.</u>		<u>Street address</u>	<u>Number</u>	<u>Number</u>	<u>Type</u>	<u>ID</u>
4005169003	40020	5169		616		BOEGOE AVENUE	2	428	E	EQS
4005206003	40020	5206		323221		WILD PLUM CRESCENT	10	427	E	EQS
4005212008	40020	5212		73018		SALIE STREET	51	427	E	EQS
4005235009	40020	5235		29586		SALIE STREET	54	427	E	EQS
4005305009	40003	5305		726219		KORAAL STREET	83	407	E	EQS
4005306000	40003	5306		444166		KORAAL STREET	85	407	E	EQS
4005318001	40003	5318		CCC718845		TAKBOK STREET	8	407	E	EQS
4005391006	40003	5391		385181		GESIGGIE STREET	9	407	E	EQS
4005409000	40003	5409		719692		GESIGGIE STREET	10	407	E	EQS
4005419016	40003	5419		458036		PERIWINKLE STREET	6	407	E	EQS
4005521014	40002	5521		677919		VERBENA CIRCLE	24A	406	E	EQS

4005552005	40020	5552		812647		MIMOSA STREET	8	436	E	EQS
4005579000	40020	5579		442269		SEETUIN ROAD	36	437	E	EQS
4005580031	40020	5580		446453		SEETUIN ROAD	36	437	E	EQS
4005898101	40002	5898		953		OOSTERLAND STREET	14	413	E	EQS
4005902431	40002	5902	ST025	223862		ST FRANCIS STREET		405	E	EQS
4005956117	40020	5956		709239		MIMOSA STREET	16B	436	E	EQS
4006202325	40006	6202		753624		MELKHOUT STREET	22	430	E	EQS
4006288017	40006	6288		960671		KABELJAUWS ROAD	78	430	E	EQS
4006427009	40003	6427		378119		PATELLA STREET		405	E	EQS
4006567002	40020	6567		96484		DR AD KEET ROAD	25G	436	E	EQS
4006573021	40020	6573		2297		DR AD KEET ROAD	25A	436	E	EQS
4008118037	40055	8118		222948		MULBERRY	13	447	E	EQS
4008420039	40055	8420		222968		BLACKBERRY	36	447	E	EQS
4090077313	40003	630	ST022	484288		NAUTILUS STREET	34B	405	E	EQS
<u>A/C</u> <u>Number</u>	<u>ID</u>	<u>Erf</u> <u>Number</u>	-	<u>Meter No.</u>		<u>Street address</u>	<u>Number</u>	<u>Number</u>	<u>Type</u>	<u>ID</u>
4105962719	40020	5962	ST024	250665		DA GAMA ROAD	124	411	E	EQS
5000024007	50001	24		47256		TORNYN STREET		500	E	EQS

7001045010	70006	1045		1314896		PALMA ROAD	13	700	E	EQS
7002298015	70006	2298		457460		ASSISSI DRIVE	31	705	E	EQS
9013214000	90001	321	40	306006		FARM - HUMANSDORP RD		430	E	EQS
175		Cost of Pre-paid meter			#		351 225,00			
175		Cost and installation of pre-paid meters			#		763 787,50			

KOUGA MUNICIPALITY (EC108)**ORDINARY COUNCIL MEETING****FINANCE****DATE: 30 APRIL 2019****ITEM: 19/04/F18****SHORT-TERM INSURANCE: AGREEMENTS OF LOSS REPORTS FOR THE PERIOD ENDING 31 MARCH 2019**1. Purpose

The purpose of this reports is to submit the Municipality's short-term insurance; agreements of loss reports for the period ending 31 March 2019.

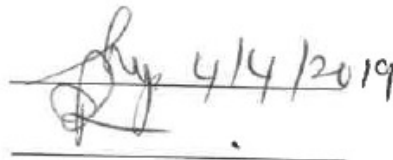
2. Background

The short-term insurance; Agreements of loss reports for the period ending 31 March 2019 is attached as Annexure "A".

3. Recommendation

3.1 That the Short-term insurance; Agreements of Loss reports as at 31 March 2019, be noted.

3.2 That Assets Management form part of the KPI's of the CFO performance management contract and that it be included in the SDBIP for the new Financial Year.

Item prepared by Manager Assets**Item approved by: Chief Financial Officer****Noted by the Portfolio Councillor**


Handwritten signature and date 4/4/2019

Settlement Date	Claim Number/Insurer Ref	AOL settlement received	Excess applied	Nett Settlement amount	245 Directorate	Department	Claim Description	Asset Replaced/Repaired
23-Apr-11	65369	29 107,36	10 000,00	19 107,36			Repairs to JCB Machine	Yes
07-May-11	COM/LAU/65781	343 434,36	17 171,72	326 262,64	Social Services	Caravan Parks	Storm Damage ablution block and guardhouse	Have to be verified with directorate
11-Nov-12	86997	33 351,00	10 000,00	23 351,00	Social Services	Fire Services	Fire fighting equipment lost when fighting a huge veldfire	Have to be verified with directorate
23-Jan-13	51396696	1 736,00	1 000,00	736,00	Council	Councillors	CELLPHONE STOLEN - ZE DAYILE	Have to be verified with directorate
24-Jan-13	51392789	9 057,49	1 000,00	8 057,49	AME	Legal services	CELLPHONE STOLEN - S FADI	Have to be verified with directorate
09-Feb-13	90391	19 630,80	7 500,00	12 130,80	IPD	Electrical	Lightning damage to Ocean View Auto-recloser	Have to be verified with directorate
09-Feb-13	92223	45 705,45	7 500,00	38 205,45	IPD	Electrical	Lightning damage to Auto-recloser in Pellsrus	Have to be verified with directorate
27-Feb-13	90386	103 500,00	7 500,00	96 000,00	IPD	Pumpstations	Damaged caused to Churchill Pumpstation due to power failure	Have to be verified with directorate
07-Mar-13	51399054	5 662,41	1 000,00	4 662,41	Council	Councillors	Clr. Mayoni	Have to be verified with directorate
18-Mar-13	51386946	4 424,20	1 221,21	3 202,99			BURST GEYSER	Have to be verified with directorate
28-Mar-13	91201	5 496,63	2 500,00	2 996,63	IPD	Technical Services	St.Francis Bay theft from workshop	Have to be verified with directorate
02-Apr-13	51403142	12 019,99	7 500,00	4 519,99	IPD	Technical- Pumpstations	DAMAGE TO PUMPSTATION	Have to be verified with directorate
09-Apr-13	81989	139 216,20	30 067,62	109 148,58	IPD	Technical - Sewerage	Mercedes Benz truck CDS742EC involved in a collision, drove into bushes	Have to be verified with directorate
16-Apr-13	51399058	1 800,00	0,00	1 800,00			VEHICLE TIPPED OVER	Have to be verified with directorate
18-Apr-13	51399632	4 920,20	1 000,00	3 920,20			Cellphone damaged beyond repair	Have to be verified with directorate
07-May-13	51407661	12 066,90	2 000,00	10 066,90	IPD	Technical Services	DAMAGE TO TELEMETRY SYSTEM	Have to be verified with directorate
10-Jun-13	51402309	17 877,14	2 000,00	15 877,14	Social Services	Cleansing & Parks	GRASS CUTTING MACHINE STOLEN	Have to be verified with directorate
19-Jun-13	51408443	4 353,39	1 000,00	3 353,39	Social Services	Directors	Theft of J. Jansen Cellphone	Have to be verified with directorate
21-Jun-13	51407948	9 525,60	2 500,00	7 025,60	Social Services	Caravan Parks	DAMAGE TO BUILDING	Have to be verified with directorate
25-Jun-13	51410199	7 822,76	2 500,00	5 322,76	Finance	BTO	Theft of laptop from office	Yes
25-Jun-13	51411884	2 999,00	1 000,00	1 999,00	Council	Councilors	CELL PHONE DRIVEN OVER	Have to be verified with directorate
12-Aug-13	51411878	5 698,00	1 000,00	4 698,00	Council	Councillors	CELL PHONE STOLEN - MR BLOUW	Have to be verified with directorate
23-Aug-13	51419992	8 320,00	2 500,00	5 820,00			LAPTOP STOLEN	Have to be verified with directorate
23-Aug-13	51419994	4 353,39	1 000,00	3 353,39	AME	Administration	Theft of PD Krugel cellphone	Have to be verified with directorate
27-Aug-13	690FC	225 070,34	0,00	225 070,34	IPD	Electrical	DAMAGE TO POWER STATIONS / LINES	Have to be verified with directorate

Settlement Date	Claim Number/Insurer Ref	AOL settlement received	Excess applied	Nett Settlement amount	Directorate	Department	Claim Description	Asset Replaced/Repaired
27-Aug-13	690FC	365 615,11	18 280,76	347 334,35	IPD	Electrical	Storm Damage	Have to be verified with directorate
29-Aug-13	51420507	6 598,00	1 000,00	5 598,00	Council	Councillors	Theft of Clr. Matlodana's cellphone	Have to be verified with directorate
31-Aug-13	0706FC	66 120,00	7 500,00	58 620,00	IPD	Electrical	Storm damage to electrical infrastructure	Have to be verified with directorate
10-Sep-13	51416736	25 194,00	2 519,40	22 674,60	IPD	Technical services	THEFT OF PUMP	Have to be verified with directorate
19-Sep-13	51423285	4 475,02	2 500,00	1 975,02			WINDOWS DAMAGED	Have to be verified with directorate
28-Nov-13	2875FC	121 664,90	14 771,76	106 893,14			Theft of various Municipal equipment and damage to Municipal buildings caused.	Have to be verified with directorate
28-Nov-13	KM0041	6 548,16	654,82	5 893,34	Social Services	Protective Services	Theft of Projector	Have to be verified with directorate
11-Dec-13	51422142	7 062,45	1 000,00	6 062,45			TOOLS STOLEN	Have to be verified with directorate
16-Dec-13	3161FC	17 500,00	8 250,00	9 250,00			Vehicle written off due to accident	Have to be verified with directorate
09-Jan-14	3174FC	45 121,20	7 500,00	37 621,20	IPD	Electrical	Lightning damage	Have to be verified with directorate
21-Jan-14	51431515	8 377,31	1 000,00	7 377,31			FORCED ENTRY INTO VEH - TOOLS STOLEN	Have to be verified with directorate
07-Feb-14	51422138	10 188,18	2 000,00	8 188,18			LAPTOP STOLEN	Have to be verified with directorate
10-Mar-14	51419995	31 118,58	1 555,93	29 562,65	Social Services	Libraries	Break-in and theft of various electronic equipment of library	Have to be verified with directorate
28-Mar-14	51421714	8 763,00	7 500,00	1 263,00			TREE HIT BUILDING / TP VEHICLES	Have to be verified with directorate
28-Mar-14	51441677	7 112,86	2 000,00	5 112,86			THEFT OF LAPTOP	Have to be verified with directorate
10-Apr-14	51443923	11 441,92	7 500,00	3 941,92	IPD	Electrical	TP had an accident driving into a wall and a Municipal Electrical Box	Have to be verified with directorate
14-Apr-14	51443922	22 554,61	7 500,00	15 054,61	IPD	Electrical	Lightning damage to electrical infrastructure	Not sure, has infrastructure be verified
16-Apr-14	51441677	10 958,85	2 500,00	8 458,85			Laptop stolen of Tabisa woni	Have to be verified with directorate
21-Apr-14	5690FC	74 152,44	5 000,00	69 152,44	IPD	Electrical	Lighting damage to transformer	Have to be verified with directorate
08-May-14	6041FC	111 150,00	25 000,00	86 150,00	IPD	Electrical	Lightning damage to transformer	Have to be verified with directorate
06-Jun-14	7080FC	330 600,00	33 060,00	297 540,00	IPD	Electrical	Lightning damage to transformer	Have to be verified with directorate
26-Jul-14	9234FC	93 650,00	4 682,50	88 967,50			Vehicle written off that was involved in an accident	Have to be verified with directorate

Settlement Date	Claim Number/Insurer Ref	AOL settlement received	Excess applied	Nett Settlement amount	Directorate	Department	Claim Description	Asset Replaced/Repaired
29-Jul-14	51455420	11 229,00	7 500,00	3 729,00			Theft of Cable	Have to be verified with directorate
29-Jul-14	51450865	11 228,93	4 349,71	6 879,22			Burst Geyser	Have to be verified with directorate
25-Aug-14	51458309	10 545,00	1 000,00	9 545,00	Social Services	Libraries	Theft of computer from Arcadia/Kruisfonten library	Have to be verified with directorate
25-Aug-14	51458311	13 566,00	1 000,00	12 566,00	IPD	Sewerage Works	Damage caused to Sewer Pumpstation	Have to be verified with directorate
02-Sep-14	51455832	10 795,00	1 000,00	9 795,00			Theft of welder	Have to be verified with directorate
16-Sep-14	51458583	22 305,89	2 500,00	19 805,89			Theft from Municipal store	Have to be verified with directorate
28-Sep-14	11301FC	386 649,24	38 664,92	347 984,32	IPD	Electrical	Lightning Damage to electrical infrastructure	Have to be verified with directorate
10-Oct-14	51467630	14 318,40	2 000,00	12 318,40	IPD	Sewerage Pumpstation	POWER SURGE - OYSTER ROW	Yes
12-Oct-14	51467627	16 359,57	2 635,96	13 723,61	Finance	ICT	THEFT OF LAPTOP - J SCHAAP	Yes
19-Oct-14	51468153	16 514,56	2 500,00	14 014,56	IPD	Technical Services	BURGLARY @ WATERWORKS JBAY	Have to be verified with directorate
22-Nov-14	16248FC	56 789,10	5 678,91	51 110,19	IPD	Sewerage Plant	POWER SURGE - SEWAGE PLANT IN J BAY	Have to be verified with directorate
28-Nov-14	51473080	12 202,54	2 500,00	9 702,54	AME	HR	Theft of Laptop of Siswe Latile	Yes
28-Nov-14	51473080	12 202,54	2 500,00	9 702,54	AME	Human Resources	Theft of the Siswe latile's laptop	Yes
19-Jan-15	51486595	12 257,88	1 500,00	10 757,88			BURGLARY - LAPTOP STOLEN	Have to be verified with directorate
13-Feb-15	18134FC	108 300,00	25 000,00	83 300,00	IPD	Electrical	Lightning damage to electrical infrastructure	Yes
26-Mar-15	19392FC	133 528,20	7 500,00	126 028,20	Social Services	Protective Services - Roadworthy test centre	Damage to Kouga test centre equipment due to a heavy storm	Yes, but not through insurance suspense account
26-Mar-15	19962FC	48 926,52	5 000,00	43 926,52	IPD	Electrical	Lightning damage to electrical infrastructure	Have to be verified with directorate
26-Mar-15	51486580	20 819,82	5 000,00	15 819,82	IPD	Electrical	Lightning damage to electrical infrastructure	Have to be verified with directorate
30-Mar-15	51487370	10 757,88	2 500,00	8 257,88			THEFT OF LAPTOP FROM OFFICE NO FORCE EN	Have to be verified with directorate
10-Apr-15	19961FC	18 451,25	1 000,00	17 451,25	IPD	Technical Services	Theft of Tools	Have to be verified with directorate
25-Apr-15	514883014	6 384,00	5 000,00	1 384,00	IPD	Sewerage Pumpstation	Faulty Panel at Sewerage Pumpstion	Yes
25-Apr-15	51488395	14 022,00	5 000,00	9 022,00	IPD	Sewerage Pumpstation	Lighting damage to Panel at Romazini Sewerage pumpstation	Yes

Settlement Date	Claim Number/Insurer Ref	AOL settlement received	Excess applied	Nett Settlement amount	Directorate	Department	Claim Description	Asset Replaced/Repaired
25-Apr-15	51490959	10 757,58	1 500,00	9 257,58	Social Services	Solid waste Management	theft of laptop Of Dadamasi from vehicle	Yes
26-Apr-15	51487512	28 804,72	7 500,00	21 304,72			BREAK IN AT HANKEY BUILDING	Have to be verified with directorate
20-May-15	51497536	3 279,00	1 000,00	2 279,00	Council	Councillors	Theft of Clr. Meleni's Cellphone	Yes
23-May-15	51490527	21 575,00	7 500,00	14 075,00	IPD	Electrical	Break-in and theft at the Saffery Street Substation	Yes
24-Jun-15	51495636	12 335,10	1 500,00	10 835,10	IPD	Human Settlements	Theft of laptop from Human Settlements offices	Yes
22-Jul-15	23767FC	52 662,30	25 000,00	27 662,30	IPD	Electrical	Lightning damage to transformer	Yes
03-Aug-15	51502100	1 888,30	1 000,00	888,30	Council	Councillors	Theft of Councillor Cellphone	Yes
02-Sep-15	51501241	24 272,88	2 427,28	21 845,60	AME	Corporate Service	Theft of Committee Clerks Laptops from office	Yes
08-Sep-15	51501983	12 136,44	1 500,00	10 636,44	IPD	PMU	Theft of laptop from home of A. Perils	Yes
18-Nov-15	51508326	3 683,67	1 000,00	2 683,67	Council	Councillors	Accidental Damage to Tablet of Councillor	Yes
25-Nov-15	17396FC	2 999,00	1 000,00	1 999,00	Council	Councillors	Theft of cellphone belonging to councillor Mayoni	Yes
26-Nov-15	51509771	15 937,20	5 000,00	10 937,20	IPD	Electrical	Damage to transformer at Ocean View Pumpstation	Yes
11-Dec-15	51512342	9 500,00	1 000,00	8 500,00	Council	Speaker	Theft of Speaker Cellphone	Yes
30-Dec-15	51515464	2 660,07	1 000,00	1 660,07	Council	Councillors	Theft of Councillor Cellphone	Yes
04-Jan-16	51514703	9 100,00	5 000,00	4 100,00	Social Services	Law Enforcement	Theft of tires and rims from Law Enforcement trailer	Yes
18-Feb-16	51518152	38 748,90	7 500,00	31 248,90	IPD	Electrical	Lightning damage to transformer	Yes
18-Feb-16	51522817	70 773,55	7 500,00	63 273,55	IPD	Electrical	Lightning damage to transformer	Yes
18-Feb-16	51522818	22 914,00	5 000,00	17 914,00	IPD	Electrical	Lightning damage to transformer	Yes
05-Mar-16	51519750	384 509,46	38 450,95	346 058,51	IPD	Electrical	Lightning damage to transformer	Yes
05-Mar-16	51519388	50 416,50	7 500,00	42 916,50	Finance	ICT	Lightning damage to Radio Link Tower	Yes
05-Mar-16	5159755	31 991,82	7 500,00	24 491,82	IPD	Waterworks	Lightning damage to telemetry system	Yes
12-Mar-16	51519664	338 093,47	33 809,35	304 284,12	IPD	Electrical	Lightning damage to transformer	Yes
12-Mar-16	31613FC	593 653,40	59 365,30	534 288,10	IPD	Electrical	Lightning damage to transformer	Yes
23-Mar-16	51521846	21 018,01	7 500,00	13 518,01	IPD	Waterworks	Break-in at Woodlands water-tower kiosk	Yes
11-Apr-16	51524980	44 262,00	4 426,20	39 835,80	LED & Tourism	LED & Tourism	Break-in and theft of various office equipment at Shell Museum	Yes
12-Apr-16	51522825	6 302,00	2 500,00	3 802,00	LED,Tourism	Cultural Centre	Break-in at Humansdorp Cultural Centre	Not Yet
02-May-16	51524112	11 202,78	7 500,00	3 702,78	Social Services	Caravan Parks	J-BAY CARAVAN PARK - WATER PIPE BURST	Have to be verified with directorate
19-May-16	51524699	13 245,66	1 500,00	11 745,66	Finance	ITC	Break-in and theft of laptop from IT offices	Yes
15-Jun-16	34626FC	42 293,00	4 229,30	38 063,70	IPD	Human Settlements	Break-in and theft of laptops from the Human Settlements offices.	Yes
28-Sep-16	C156664	81 992,51	7 500,00	74 492,51	IPD	Waterworks	Electrical box Damaged at Woodlands Water Tower	Yes

16-Nov-16	C158720	6 293,86	1 000,00	5 293,86	AME	Administration	Lightning damage to Bizhub printer's Fax Board at Hankey Councillor's office	Yes, but it was fixed by Konica Minolta as part of the contract
21-Nov-16	C169386	4 993,07	2 500,00	2 493,07	Social Services	Halls	Break-in at Humansdorp Country Club	Not Yet
03-Dec-16	51519661	72 492,60	5 000,00	67 492,60	IPD	Electrical	Lightning damage to transformer	Yes
15-Dec-16	C167444	38 500,00	7 500,00	31 000,00	Social Services	Cemetries	Boundary wall of BB keet Cemetry damaged by strong winds	Not Yet
03-Aug-17	C187423	9 110,00	1 500,00	7 610,00	Social Services	Libraries	Linda Jack Laptop theft	Not Yet
03-Oct-17	C187426	17 052,74	1 705,27	15 347,47	AME	IDP & Director office	2 Laptops Stolen - Mellisa Harmse and Asanda Tebekana	Not Yet
05-Jan-17	C166311	12 060,00	2 500,00	9 560,00	Finance	Information and Communication Technology	Laptop stolen from ICT office	Yes
10-Apr-17	34424FC	64 250,00	5 000,00	59 250,00	IPD	Sewerage	DYH587EC Accident Write off	Not Yet
11-Jul-17	C183863	28 620,00	7 500,00	21 120,00	Social Services	Cemetries	Break-in at C-Place Cemetry	Yes, but not from insurance vote
11-Jul-17	C186698	3 479,15	2 500,00	979,15	Social Services	Caravan Parks	Break-in at Pellsrus Caravan park	Not Yet
11-Jul-17	C177790	58 100,00	15 000,00	43 100,00	Social Services	Fire Services	Toyota landcruiser destroyed by veld fire	Not Yet
12-Mar-16	5159753	90 174,00	16 952,00	73 222,00	IPD	Electrical	Transformer Damaged by lightning	Yes
12-Mar-17	51522331	39 328,17	3 932,82	35 395,35	IPD	Electrical	Electrical equipment stolen from Main-substation Humansdorp	Yes
13-Apr-17	C169384	21 940,53	2 500,00	19 440,53	Social Services	Blue Flag Beaches	Break-in at the Blue Flag beach ablution block	Not Yet
13-Apr-17	C175659	42 777,89	4 277,79	38 500,10	IPD	Building & Maintenance	Equipment stolen from Carpentry Workshop at Jeffreys Bay Depot	Not Yet
13-Apr-17	C172115	3 922,71	2 500,00	1 422,71	Social Services	Sportsfields	Break-in and theft of equipment from Container at the Sea-Vista Sportsfield	Yes, though not from insurance suspense account
13-Apr-17	29685FC	145 200,00	7 260,00	137 940,00	Social Services	Protective Services	FHY433EC	Not Yet
13-Nov-17	C166586	8 290,00	2 500,00	5 790,00	Social Services	Libraries	Linda Jack Laptop theft from home	Yes
14-Mar-17	C178414	46 867,68	5 000,00	41 867,68	IPD	Electrical	Transformer Damaged by lightning	Yes
14-Mar-17	C178428	31 714,80	7 500,00	24 214,80	IPD	Electrical	Auto-recloser Damaged by lightning	Yes
14-Mar-17	C178458	57 300,96	5 000,00	52 300,96	IPD	Electrical	Transformer Damaged by lightning	Yes
15-Aug-16	36282FC	660 162,60	67 912,06	592 250,54	IPD	Electrical	Theft of electrical cables from live transformer, which caused damage to the transformer	Yes
16-May-17	C169578	77 620,32	7 500,00	70 120,32	IPD	Electrical	Transformer Damaged by lightning	Yes
16-Nov-16	C155590	9 800,00	1 000,00	8 800,00	IPD	Sewerage	Theft of Desktop CPU from St. Francis Sewerage Plant	Yes

Settlement Date	Claim Number/Insurer Ref	AOL settlement received	Excess applied	Nett Settlement amount	Directorate	Department	Claim Description	Asset Replaced/Repaired
16-Nov-16	C153678	8 889,13	2 500,00	6 389,13	Social Services	Sportsfields	Break-in at Tokyo sexwale Sportsfield in Jeffreysbay	Not Yet
16-Nov-17	C155186	13 190,94	2 500,00	10 690,94	IPD	Human Settlements	Theft of Ashley Williams laptop from IT offices	Yes
17-Nov-17	C157407	9 514,26	1 000,00	8 514,26	Finance	Revenue	Theft of Desktop CPU from Hankey Office	Yes
20-Feb-17	C154218	10 895,43	1 000,00	9 895,43	IPD	Electrical	Electrical tool stolen from Electrical stores in Humansdorp	Not Yet
20-Feb-17	C169391	5 554,00	2 500,00	3 054,00	Social Services	Caravan Parks	Break-in at Humansdorp Caravan Park	Not Yet
20-May-17	C185113	60 145,26	7 500,00	52 645,26	IPD	Waterworks	Telemetry System stolen from Patensie Reservoir	Not Yet
21-Jul-17	C185130	26 820,00	7 500,00	19 320,00	Social Services	Caravan Parks	Theft vand vandalism at Pellsrus Caravan Park Ablution block	Not Yet
21-Jul-17	C179896	24 317,13	2 431,71	21 885,42	IPD	Human Settlements	Laptops & Desktop CPU's stolen from Human Settlements offices in Jeffreys Bay	Not Yet
22-Feb-17	C167419	15 987,36	1 598,73	14 388,63	AME	Skills Development	Two Laptops stolen from the home of Nomfundo Blom	Yes
23-Jan-16	51518491	31 724,00	8 500,00	23 224,00	Social Services	Libraries	Break-in at Kwanomsamo Library	Not Yet
23-Jun-16	33522FC	88 685,43	7 500,00	81 185,43	Finance	ICT	Radio Tower damaged due to Lightning	Yes
24-Oct-16	C159298	12 292,62	2 500,00	9 792,62	Council	Mayor	Laptop stolen from Home of then Mayor Daphne Kettledas	Yes
27-Jan-17	C177793	10 730,00	7 500,00	3 230,00	Social Services	Country Club	Break-in and vandalism of Humansdorp Country club	Yes, though not from insurance suspense account
29-Sep-17	C187544	454 900,00	34 117,50	420 782,50	Social Services	Refuse	FMJ511EC Skip Truck accident write-off	Not Yet
29-Sep-17	C185122	5 820,99	2 500,00	3 320,99	Social Services	Caravan Parks	Break-in at Pellsrus Caravan park	Not Yet
29-Sep-17	C188731	8 333,74	1 500,00	6 833,74	Finance	Expenditure	Nomfundo Mate laptop stolen from home	Not Yet
29-Sep-17	C185998	27 020,96	2 702,09	24 318,87	IPD	Human Settlements	Theft of laptops from Human settlement offices in Jeffreys Bay	Not Yet
30-May-17	C170857	41 040,00	5 000,00	36 040,00	Social Services	Protective Services	DTD515EC Accident Write-off	Not Yet
06-Oct-16	C155426	19 000,00	7 500,00	11 500,00	Social Services	Sportsfields	Break-in at Pellsrus Sportsfield	Yes
22-Aug-17	C191811	36 268,02	7 500,00	28 768,02	IPD	Electrical	Strong winds caused overhead lines to clash and cause a spark, which led to a fire on the farm of Rob Malan	Yes
16-May-18	C198463	3 740,00	2 500,00	1 240,00	Social Services	Caravan Parks	Pellsrus Caravan Park Caretaker house vandalised	Yes
02-Jul-18	C199731	41 144,40	11 000,00	30 144,40	Social Services	Refuse Buildings	Office of Foreman:Refuse burnt at J'bay Depot	Not Yet

Settlement Date	Claim Number/Insurer Ref	AOL settlement received	Excess applied	Nett Settlement amount	Directorate	Department	Claim Description	Asset Replaced/Repaired
15-Nov-18	CLCBP - 134178	2 999,00	1 000,00	1 999,00	Corporate Services	Auxiliary Services	Cellphone stolen	Not yet
27-Nov-18	CLCBP -134693	2 926,00	1 000,00	1 926,00	Corporate Services	Auxiliary Services	Cellphone stolen	Not Yet
		7 886 266,59	996 163,57	6 890 103,02				

KOUGA MUNICIPALITY (EC108)**ORDINARY COUNCIL MEETING****FINANCE****DATE: 30 APRIL 2019****ITEM:19/04/F19****PROGRESS REPORT: IMPLEMENTATION OF THE MUNICIPAL STANDARD CHART OF ACCOUNTS (mSCOA) FOR THE MONTHS OF JANUARY 2019 AND FEBRUARY 2019**1. Introduction

The purpose of this report is to provide a progress update on the implementation of the Municipal Standard Chart of Accounts (mSCOA).

2. Background

In accordance with the Municipal Regulations relating to mSCOA, municipalities were required to be compliant with the mSCOA classification framework by 1 July 2017.

It is to be noted that the Municipality has been transacting on the mSCOA compliant financial system since July 2017. Certain teething problems occurred in the initial stages of going live on to the mSCOA financial system.

3. Milestones achieved to dateICT

- The HTTPS certificate was received and installed to enable secure web access as required by the Municipal Regulations relating to mSCOA.
- All the major users have been granted the necessary authority, in line with their respective functions, to access the financial system.

Revenue

- Billing parameters have been changed to accommodate version 6.3 of mSCOA which will be implemented on 1 July 2019.

Expenditure

- Parameters have been changed to accommodate version 6.3 of mSCOA.

Supply Chain Management

- The stores module relating to the issuing and receipting of stock is operational in the mSCOA financial system.

Budgeting

- The 2018/19 Adjustments Budget schedule as well as the required data strings have been successfully uploaded to the National Treasury portal.

4. Dashboard

- Dashboard to show debtors, creditors' age analysis, top 10 highest debtors owing the Municipality and top 10 Creditors – The dashboard is now installed but not showing the creditors, debtors aging, top 10 creditors and debtors as part of the request. The service provider has indicated that the dashboard is not yet fully developed, and is still work in progress.
- Currently on the Dashboard:

1. Expenditure/Revenue by Function
2. Monthly Expenditure vs Revenue
3. Expense/Revenue per Department
4. Cash Balance
5. Expense/Revenue per Department
6. Cash Balance
7. Budget vs Operational Revenue
8. Budget vs Actual Capital
9. Budget vs Operational Expenditure

5. Schedule C (Monthly budget Statements)

- The reports and status are as follows:

Monthly return	Status
1. Creditors age analysis (AC)	Directly from the system
2. Debtors age analysis (AD)	Directly from the system
3. Capital acquisitions (CAA)	Directly from the system
4. Statement of financial performance (OSA)	Directly from the system
5. Repairs and maintenance (RME)	Directly from the system
6. Cash Flow (CFA)	Done manually
7. Statement of financial position (BSAC)	Done manually
8. Schedule C (Table C1)	Summary of monthly budget statement, directly from the system
9. Schedule C (Table C2)	Financial performance (Functional Classification), mainly generated from the financial system
10. Schedule C (Table C3)	Financial performance (Revenue

	and expenditure by municipal vote), mainly generated from the financial system
11. Schedule C (Table C4)	Financial performance (Revenue and expenditure), mainly generated from the financial system
12. Schedule C (Table C5)	Capital Expenditure (Municipal vote, functional classification and funding), mainly generated from the financial system
13. Schedule C (Table C6)	Financial position, done manually
14. Schedule C (Table C7)	Cash flow, done manually

5. Risks

- the required pre-audit reports for debtors (DBPA) and creditors (CRPA) have not been developed by the service provider. These additional reports are required by National Treasury.

6. Planned activities to be undertaken

- Correct errors on projects detailed report; Bytes required to assist in this regard. The service provider (Bytes) still developing a program to correct projects detailed report.
- Align employees to correct departments (HR functionality). Finance and HR will co-ordinate and align employees to correct departments. This Exercise has started and its almost complete
- Review of system users access and align users to the correct functionality.
- Training of financial system users is ongoing:

mSCOA training for the Mayoral Committee scheduled for 26 February 2019, will have to be rescheduled. Top Management training took place on 18 February 2019.

7. Tracking of Implementation and identifying challenges of mSCOA (Reported to Provincial Treasury and National Treasury)

- **CRPA**- Creditors Pre-Audited: currently this report is not accessible
- **DBPA**- Debtors Pre-Audited: currently this report is not accessible
- **PROR**- Project details Original Budget (2018 AND 2019) both years these reports are in yellow as the system gives you all the projects without eliminating the projects that don't have financial data.
- **PRAD**- Project details Adjustment Budget (2018) previous years report is yellow as the system gives you all the projects without eliminating the projects that don't have financial data.

- **PRTA**- Project details Tabled Budget (2018 AND 2019) both years these reports are in yellow as the system gives you all the projects without eliminating the projects that don't have financial data.

9. General

- Municipalities are required to submit monthly data strings of actual transactions processed on the system (Annexures " A and 'B" represent the feedback from National Treasury).
- It should be noted that the mSCOA project manager resigned with Effect from 28 February 2019. The resignation of the project manager has put additional strain on the budget and treasury section and alternatives are being explored.

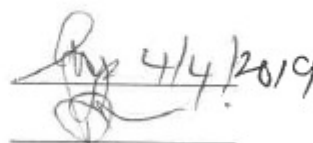
9. Recommendation

- 9.1 That the progress report on the implementation of mSCOA, be noted.
- 9.2 That all actions be reported to the Portfolio Chairperson within 10 days which is to include the ICT Due Diligence report and that an item be prepared for submission to the next Finance Portfolio Committee meeting.

Item prepared: S Abrahams

Item approved by: Chief Financial Officer

Noted by: Portfolio Councillor

 4/4/2019

"A"

Financial Data

MSCOA - Summary - Upload and Segment Validation

Green = correct (Phase 2), Yellow = Segment errors (Phase 2), Orange = Submitted with Error (Phase 1), Red = Outstanding ADUB and PRAD: Not required to submit ADUB and PRAD if no adjustments are done, if ADUB submitted but not PRAD the projected months on the budget forms are temporarily not validated on (Charges and Recoveries Balance) and (Trial Balance)

Financial Year

2019

SUBMISSION CODE

Demarcation Description	Demarc Code	CAP	ORIG	PROR	ADUB	PRAD	M01	M02	M03	M04	M05	M06	M07	I

Province : EASTERN CAPE (EC)

Kouga

EC108

M

KOUGA MUNICIPALITY (EC108)**ORDINARY COUNCIL MEETING****FINANCE****DATE: 30 APRIL 2019****ITEM: 19/04/F21****MONTHLY BUDGET STATEMENTS FOR THE PERIOD JULY 2018 TO MARCH 2019 AND FINANCIAL STATE OF AFFAIRS OF THE MUNICIPALITY AS AT 31 MARCH 2019 (2018/19 FINANCIAL YEAR)****1. Purpose**

This report is submitted in compliance with Sections 71(1) and 52(d) of the Municipal Finance Management Act (MFMA) and the Municipal Budget and Reporting Regulations (MBRR).

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 71(1) of the MFMA, the Accounting officer must by no later than 10 working days after the end of each month, submit to the mayor of the municipality and the relevant provincial treasury a statement in the prescribed format 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.

In accordance with regulation 28 of the MBRR, the monthly budget statements of a municipality must be in the format specified in Schedule C

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 March 2019, 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 630,811 million, whilst operating expenditure amounted to R 562,317 million, resulting in an operating surplus of R 68,495 million.
- Capital expenditure constituted 22,27% of the 2018/19 Capital adjustments Budget. The capital expenditure would have amounted to 39.50%, upon exclusion of the water services infrastructure grant.
- Overdue consumer debts increased by R 18,179 million (14,54%) since June 2018.
- An amount of R 79,546 million is owing to creditors, of which R 19,878 million (24,99%) represents current creditors. Currently all outstanding creditors are not reflected on the creditors age analysis.
- The municipality's investment portfolio has increased by R 211,091,065 (223,82%) since June 2018, from R 94,314,704 to R 305,405,769.

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 March 2018	Actuals as at 31 March 2019	Adjusted Budget 2018/19
Current Ratio	0.85:1	0.97:1	1.11:1	1.47:1	1.22:1	0.94:1
Liquidity Ratio	0.40:1	0.47:1	0.52:1	1.04:1	0.98:1	0.48:1
Cost Coverage (Excluding unspent conditional grants)	1.60 months	1.62 months	1.72 months	2.77 months	2.6 Months	1.4 months
Debtors Collection Rate	97.60%	95.81%	90.73%	85.45%	97,14%	94%
Capital Expenditure (Including Water Service Infrastructure Grant)	81.97%	72.92%	72.98%	33.29%	22,27%	95%
Capital Expenditure (Including Water Service Infrastructure Grant)	81.97%	72.92%	72.98%	33.29%	39,50%	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 March 2019:

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 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.
- 5.2 That the Executive Mayor's report on the implementation of the budget and the financial state of affairs of the municipality, for the quarter ended 31 March 2019, in accordance with Section 52(d) of the MFMA, be noted.
- 5.3 That the monthly budget statements be accordingly submitted to Provincial Treasury as stipulated in Section 71(1) of the MFMA.

Prepared by: Manager Budget and Treasury

Item approved by: Chief Financial Officer

Noted by: Portfolio Councillor



Annexure "A1"

OVERVIEW OF OPERATING REVENUE AND EXPENDITURE PERFORMANCE FOR THE PERIOD 1 JULY 2018 TO 31 MARCH 2019

Below is an analysis of the operating revenue and expenditure performance

Description	Budget Year 2018/19		
	Adjusted Budget	Actuals as at 31 March 2019	%
R thousands			
<u>Revenue By Source</u>			
Property rates	184 711	153 206	82,94%
Service charges - electricity revenue	245 041	185 468	75,69%
Service charges - water revenue	70 795	56 381	79,64%
Service charges - sanitation revenue	43 314	34 298	79,18%
Service charges - refuse revenue	51 176	39 438	77,06%
Rental of facilities and equipment	3 043	504	16,56%
Interest earned - external investments	8 681	7 296	84,05%
Interest earned - outstanding debtors	7 444	5 854	78,64%
Fines, penalties and forfeits	4 230	4 498	106,33%
Licences and permits	14 514	17 343	119,49%
Transfers and subsidies	121 753	119 455	98,11%
Other revenue	5 530	7 071	127,88%
Total Revenue (excluding capital transfers and contributions)	760 233	630 811	82,98%
<u>Expenditure By Type</u>			
Employee related costs	272 673	202 921	74,42%
Remuneration of councillors	12 243	9 117	74,47%
Debt impairment	36 150	3 130	8,66%
Depreciation & asset impairment	75 357	55 164	73,20%
Finance charges	3 021	5 316	175,99%
Bulk purchases	237 476	179 800	75,71%
Other materials	27 482	19 012	69,18%
Contracted services	68 721	31 004	45,12%
Other expenditure	86 638	56 853	65,62%
Total Expenditure	819 759	562 317	68,60%
Surplus/(Deficit)	(59 527)	68 495	

The statement of financial performance indicates a surplus of R 68,495 million.

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

Revenue Variations

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 – External Investments

Interest earnings are influenced by the extent of the municipality's investment portfolio.

Fines, penalties and forfeits

Fines, penalties and forfeits are largely influenced by a higher than anticipated revenue from traffic fines.

Licences and permits

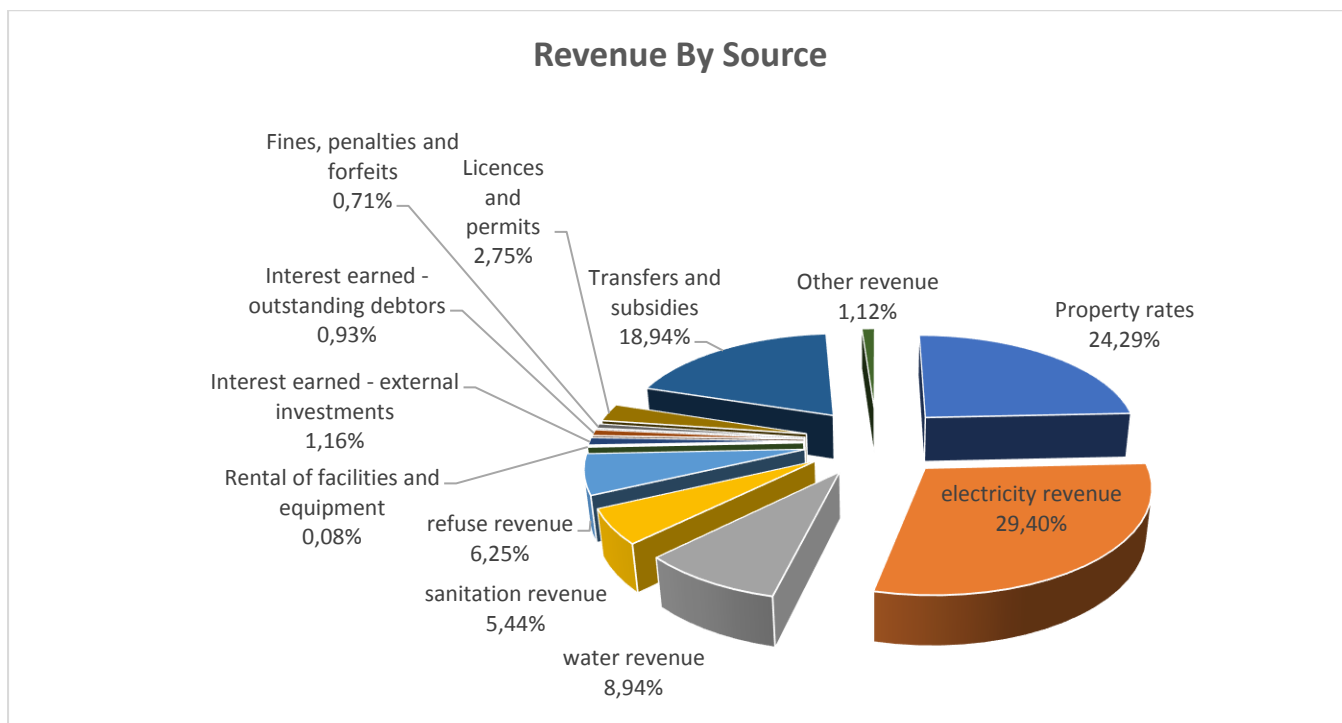
Licences and permits are largely influenced by a higher than anticipated revenue from vehicle licences.

Transfers and Subsidies

Transfers and subsidies received include an Equitable Share Allocation in the amount of R 113,151 million, MIG Admin fees amounting to R 1,097 million, Expanded Public Works grant of R 1,013 million and an Environmental Health Subsidy amounting to R 1,853 million.

Other revenue

Other revenue is largely influenced by a higher than anticipated revenue from rates clearance certificates and building related fees.



Expenditure Variations

Bad Debts

Bad debts are written off upon Council approval.

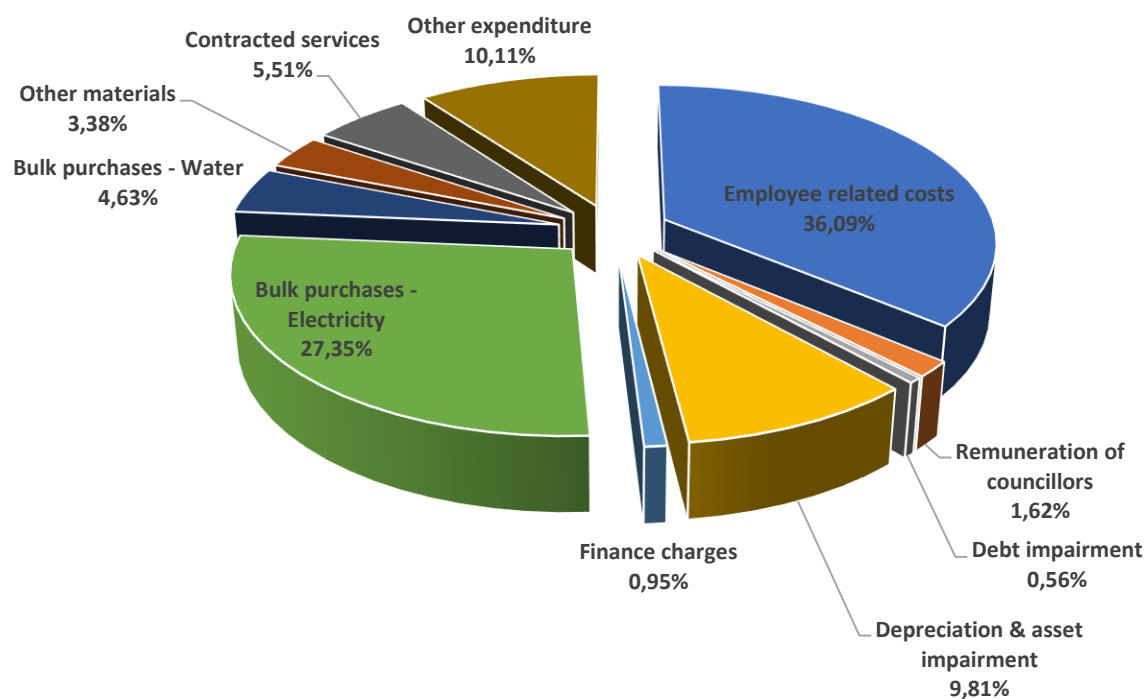
Finance Charges

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

Contracted Services

Contracted services mostly relate to outsourced work, in relation to the maintenance of municipal infrastructure assets and includes consultation fees. This is largely influenced by the low spending on the repairs and maintenance budget.

Expenditure By Type



Repairs and Maintenance

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

Item Description	Approved Budget 2018/19	Adjustments Budget 2018/19	Actuals as at 31 March 2019	% of Budget
Executive & Council				
Contracted Services:Maintenance of Buildings and Facilities	-	200 000	-	0,00%
Contracted Services:Maintenance of Vehicles	10 000	10 000	450	4,50%
	10 000	210 000	450	0,21%
Corporate Services				
Contracted Services:Maintenance of Buildings and Facilities	300 000	300 000	97 057	32%
Contracted Services:Maintenance of Vehicles	35 000	35 000	-	0,00%
	335 000	335 000	97 057	28,97%
Finance				
Contracted Services:Maintenance of Buildings and Facilities	370 000	443 700	111 191	25,06%
Expenditure:Contracted Services:Contractors:Maintenance of Vehicles	90 000	90 000	14 999	16,67%
Inventory Consumed:Materials and Supplies	165 000	165 000	2 529	1,53%
	625 000	698 700	128 719	18,42%
Community Services				
Contracted Services:Maintenance of Buildings and Facilities	870 000	2 796 750	1 956 578	69,96%
Contracted Services:Maintenance of Vehicles	3 443 000	6 443 000	3 633 844	56,40%
Contracted Services:Maintenance of Equipment	122 400	122 400	62 246	50,85%
Inventory Consumed:Materials and Supplies	1 049 625	1 064 529	874 024	82,10%
Operational Cost:Hire Charges	2 000 000	2 332 261	1 469 925	63,03%
	7 485 025	12 758 940	7 996 616	62,67%
Planning, Development & Tourism				
Inventory Consumed:Materials and Supplies	50 000	50 000	42 123	84,25%
Contracted Services:Maintenance of Vehicles	20 000	20 000	4 240	21,20%
	70 000	70 000	46 363	66,23%
Infrastructure & Engineering				
Contracted Services:Maintenance of Equipment	226 000	281 213	99 646	35,43%
Contracted Services:Maintenance of Buildings and Facilities	175 193	161 612	160 021	99,02%
Contracted Services:Maintenance of Vehicles	12 524 000	20 245 732	8 881 040	43,87%
Inventory Consumed:Materials and Supplies	12 605 000	11 288 561	7 043 561	62,40%
Operational Cost:Hire Charges	3 010 435	2 008 000	1 423 856	70,91%
	28 540 628	33 985 118	17 608 125	51,81%
Total	37 065 653	48 057 758	25 877 330	53,85%

It is to be noted that actual repairs and maintenance expenditure constituted 53,85% of the 2018/19 Adjustments Budget.

CAPITAL BUDGET PERFORMANCE

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

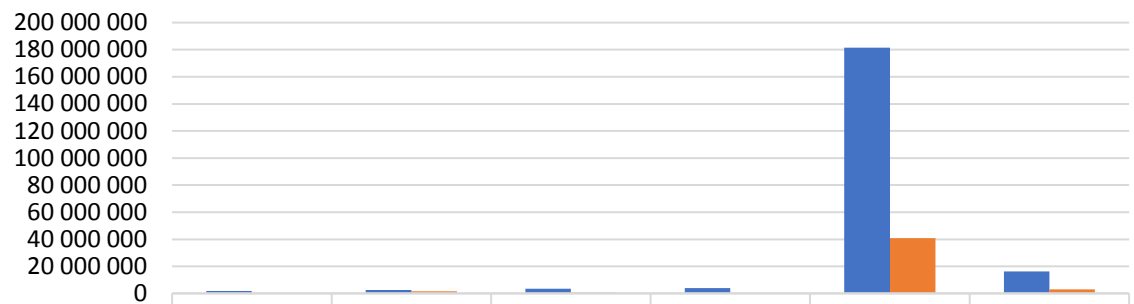
PROJECTS	Funding Source	Original Budget 2018/19	Adjustments Budget 2018/19	Actuals as at 31 March 2019	% of Budget
CORPORATE SERVICES					
Computer Equipment	Internal	157 000	247 402	117 149	47,35%
Furniture and Equipment	Internal	2 000	649 783	58 888	9,06%
Library upgrade (phase 2)	Internal	500 000	1 321 134	399 305	30,22%
EDMS	Internal	-	759 494	-	0,00%
Biometric system	Internal	-	120 000	-	0,00%
Fencing of main building	Internal	-	120 000	-	0,00%
Main Office Building Upgrade	Internal	300 000	47 254	26 765	56,64%
Computer Software and Applications	Internal	600 000	100 000	53 043	53,04%
UPGRADE COMMUNITY CENTER WARD 14	Internal	-	-	-	
PABX UPGRADE	Internal	750 000	-	-	
		2 309 000	3 365 067	655 150	19,47%
PROJECTS	Funding Source	Original Budget 2018/19	Adjustments Budget 2018/19	Actuals as at 08 April 2019	
EXECUTIVE & COUNCIL					
Computer Equipment	Internal	110 000	140 231	89 636	63,92%
Furniture and Equipment	Internal	75 000	273 105	249 350	91,30%
Wards Capital Programmes	Internal	750 000	1 437 229	154 160	10,73%
		935 000	1 850 565	493 147	26,65%
FINANCIAL SERVICES					
Furniture and Equipment	Internal	115 700	232 100	78 830	33,96%
Computer Equipment	Internal	1 391 200	590 978	831 932	140,77%
IT Server	Internal	-	626 268	-	0,00%
Office upgrade ICT	Internal	-	200 000	16 650	8,33%
Disaster Recovery Server	FMG	-	644 106	644 106	100,00%
Vehicle	Internal	-	300 000	-	0,00%
		1 506 900	2 593 452	1 571 518	60,60%
PLANNING, DEVELOPMENT & TOURISM					
Computer Software and Applications	Internal	700 000	200 000	62 217	31,11%
Computer Equipment	Internal	60 000	120 000	54 821	45,68%
Upgrading of Kouga Cultural Centre	Internal	1 000 000	1 000 000	150 000	15,00%
Furniture and equipment	Internal	200 000	200 000	22 647	11,32%
Informal Traders - Building	MIG	1 220 951	1 220 951	-	0,00%
Land acquisition housing projects	Internal	1 000 000	1 000 000	-	0,00%
Machinery and Equipment	Internal	30 000	30 000	-	0,00%
Arts and Creative Industries	DISTRICT	-	-	-	
Lowrie Flower Project	DEDEAT	-	65 000	-	0,00%
		4 210 951	3 835 951	289 685	7,55%
PROJECTS	Funding Source	Original Budget 2018/19	Adjustments Budget 2018/19		
COMMUNITY SERVICES					
Fencing of caravan parks & camping sites	Internal	500 000	500 000	80 510	16,10%
Fencing of Sport and Recreational Facilities	Internal	500 000	-	-	
Machinery and Equipment	Internal	844 010	984 010	344 554	35,02%
Computer Equipment	Internal	160 000	84 000	109 187	129,98%
Security Cameras	Internal	150 000	-	-	
Vehicle	Internal	4 000 000	5 850 000	2 251 171	38,48%
Furniture and Equipment	Internal	70 000	55 000	22 571	41,04%
Wheelie Bins	Internal	1 000 000	2 475 260	-	0,00%
Life Gaurds Beach Tower	Internal	250 000	50 000	26 400	52,80%
Upgrading of Sports Facilities	MIG	3 864 352	3 864 352	-	0,00%
Fencing of Hankey Fire Station	Internal	200 000	200 000	-	0,00%
Fencing of existing cemeteries	Internal	500 000	24 739	24 739	100,00%
Weston Library Upgrade	Internal	100 000	100 000	-	0,00%
Table and Chairs-Community Facilities	Internal	100 000	160 000	58 304	36,44%
Machinery and Equipment	DISTRICT	-	265 100	-	0,00%
Vehicle	DISTRICT	-	1 700 000	-	0,00%
		12 238 362	16 312 461	2 917 436	17,88%

PROJECTS	Funding Source	Original Budget 2018/19	Adjustments Budget 2018/19	Actuals as at 31 March 2019	% of Budget
INFRASTRUCTURE & ENGINEERING					
Furniture and Equipment	Internal	198 000	155 000	46 730	30,15%
Computer Equipment	Internal	35 000	102 000	88 418	86,68%
Computer Equipment	MIG	50 000	50 000	33 759	67,52%
Machinery and Equipment	Internal	415 000	391 000	194 802	49,82%
Fencing of Jeffreys Bay and Kruisfontein Reservoir	Internal	900 000	-	-	
upgrading of infrastructure for new township establishment	Internal	500 000	500 000	294 888	58,98%
Vehicles	Internal	2 500 000	8 610 264	3 124 795	36,29%
MV Networks Capital	INEP	8 869 565	8 869 565	400 122	4,51%
New overheadlines 66kv overheadlines(Jbay to Melkhout)	Internal	3 000 000	2 000 000	1 922 729	96,14%
Jeffreys Bay- North Bulk main outfall sewer-area north of R102	Internal	1 200 000	1 300 000	-	0,00%
WATER CONSERVATION AND DEMAND MANAGEMENT	WSIG_NT	-	13 521 739	4 900 716	36,24%
RETICULATION REPLACE PIPELINES (PATENSIE)	WSIG_NT	-	9 130 435	275 058	3,01%
RETICULATION REPLACE PIPELINES (OYSTER BAY)	WSIG_NT	-	391 304	86 223	22,03%
Upgrading of the Sea Vista Wastewater Treatment Works	MIG	18 503 132	18 503 132	15 646 003	84,56%
Humansdorp - Upgrade Kruisfontein Waste Water Treatment Works	MIG	2 173 913	2 173 913	1 057 365	48,64%
Computer Equipment	MIG	50 000	50 000	33 759	67,52%
RETICULATION REPLACE PIPELINES (HANKEY)	WSIG_NT	-	9 565 217	192 274	2,01%
Illegal electricity connections (LV Network)	Internal	1 000 000	400 000	312 794	78,20%
Fencing: New x Loerie Sewer pump station	Internal	900 000	-	-	
CAPE ST FRANCIS WATER SUPPLY	WSIG_DWS	-	5 139 130	414 811	8,07%
DEVELOP NATURAL SPRINGS AND CONVEYANCE (HUMANSDORP)	WSIG_NT	-	17 391 304	368 370	2,12%
HANKEY WATER SUPPLY	WSIG_DWS	-	28 851 304	3 906 892	13,54%
HUMANSDORP WATER SUPPLY	WSIG_DWS	-	4 719 130	2 663 757	56,45%
Water Infrastructure Boreholes	Internal	1 500 000	-	464 230	
Roads Upgrade	Internal	2 500 000	2 500 000	829 222	33,17%
REFURBISH AND UPGRADE WATER TREATMENT WORKS (JEFFR)	WSIG_NT	-	30 434 783	1 058 265	3,48%
PATENSIE WATER SUPPLY	WSIG_DWS	-	7 305 217	68 234	0,93%
JEFFREYS BAY WATER SUPPLY	WSIG_DWS	-	3 913 043	1 849 066	47,25%
OYSTER BAY WATER SUPPLY	WSIG_DWS	-	1 140 000	456 166	40,01%
Bucket Eradication Programme	Internal	2 300 000	2 300 000	45 652	1,98%
conversion from conventional meter to pre paid meter and moving of meter to boundary wall	Internal	-	200 000	-	0,00%
purchase of mini sub station 11000/400,22000/400	Internal	-	600 000	-	0,00%
High Mast Lights	Internal	-	1 000 000	-	0,00%
refurbishment of truck and rebuild into cherry picker truck	Internal	-	400 000	-	0,00%
		46 594 610	181 607 480	40 735 102	22,43%
		67 794 823	209 564 976	46 662 039	22,27%
Internally generated funds		33 112 910	40 706 251	12 640 851	31,05%
Transfers recognised - capital		34 681 913	168 858 725	34 021 188	20,15%
Total		67 794 823	209 564 976	46 662 039	22,27%

It is to be noted that capital expenditure as at 31 March 2019 amounted to 22,27%, compared to the adjusted capital adjustments budget of R 209,564,976.

The capital expenditure as at 31 March 2019 would have been amounted to 39.50%, upon exclusion of the Water Services Infrastructure Grant.

Capital Expenditure



Adjusted Budget 2018/19	1 850 565	2 593 452	3 365 067	3 835 951	181 607 480	16 312 461
Actuals as at 31 March 2019	493 147	1 571 518	655 150	289 685	40 735 102	2 917 436

Annexure "A3"**PROJECTED CASH FLOW STATEMENT FOR THE 2018/19 FINANCIAL YEAR****Projected Cash Flow Statement as at 31 March 2019**

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 – M09 March 2019

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	173 628	12 119	144 461	130 221	14 240	11%	173 628
Service charges		-	372 090	385 707	42 959	320 138	289 280	30 858	11%	385 707
Other revenue		-	30 689	27 317	(4 058)	39 148	20 488	18 661	91%	27 317
Government - operating		-	123 618	121 753	28 288	157 820	91 315	66 505	73%	121 753
Government - capital		-	39 827	193 020	123 144	155 984	144 765	11 219	8%	193 020
Interest		-	21 498	15 678	2 113	13 711	11 759	1 953	17%	15 678
Dividends		-	-	-	-	-	-	-		-
Payments										
Suppliers and employees		-	(674 270)	(705 232)	(64 464)	(520 950)	(528 924)	(7 974)	2%	(705 232)
Finance charges		-	(3 021)	(3 021)	(227)	(2 185)	(2 265)	(80)	4%	(3 021)
Transfers and Grants		-	-	-	-	-	-	-		-
NET CASH FROM/(USED) OPERATING ACTIVITIES		-	74 823	208 851	139 873	308 128	156 638	(151 490)	-97%	208 851
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)	(209 515)	(6 691)	(91 572)	(157 136)	(65 564)	42%	(209 515)
NET CASH FROM/(USED) INVESTING ACTIVITIES		-	(67 745)	(209 515)	(6 691)	(91 572)	(157 136)	(65 564)	42%	(209 515)
CASH FLOWS FROM FINANCING ACTIVITIES										
Receipts										
Short term loans		-	-	-	-	-	-	-		-
Borrowing long term/refinancing		-	-	-	-	-	-	-		-
Increase (decrease) in consumer deposits		-	-	-	-	-	-	-		-
Payments										
Repayment of borrowing		-	(13 247)	(8 944)	(623)	(5 465)	(6 708)	(1 243)	19%	(8 944)
NET CASH FROM/(USED) FINANCING ACTIVITIES		-	(13 247)	(8 944)	(623)	(5 465)	(6 708)	(1 243)	19%	(8 944)
NET INCREASE/ (DECREASE) IN CASH HELD		-	(6 169)	(9 608)	132 559	211 091	(7 206)			(9 608)
Cash/cash equivalents at beginning:		-	59 729	94 315		94 315	94 315			94 315
Cash/cash equivalents at month/year end:		-	53 561	84 707		305 406	87 109			84 707

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 March 2019 and are to be noted. Each table is accompanied by explanatory notes.

Table C1 Monthly Budget Statement Summary – M09 March 2019

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									
Financial Performance									
Property rates	–	176 766	184 711	10 451	153 206	138 533	14 672	11%	184 711
Service charges	–	400 096	410 327	30 993	315 585	307 745	7 840	3%	410 327
Investment revenue	–	7 561	8 681	1 199	7 296	6 510	785	12%	8 681
Transfers and subsidies	–	123 618	121 753	28 484	119 455	91 315	28 140	31%	121 753
Other own revenue	–	45 675	34 761	3 569	35 270	26 071	9 199	35%	34 761
Total Revenue (excluding capital transfers and contributions)	–	753 717	760 233	74 695	630 811	570 174	60 637	11%	760 233
Employee costs	–	272 802	272 673	21 098	202 921	204 504	(1 584)	-1%	272 673
Remuneration of Councillors	–	12 784	12 243	1 041	9 117	9 182	(65)	-1%	12 243
Depreciation & asset impairment	–	75 357	75 357	6 127	55 164	56 518	(1 354)	-2%	75 357
Finance charges	–	3 021	3 021	1 046	5 316	2 265	3 051	135%	3 021
Materials and bulk purchases	–	269 933	264 992	33 177	198 813	198 744	69	0%	264 992
Transfers and subsidies	–	–	–	–	–	–	–	–	–
Other expenditure	–	162 887	191 475	12 973	90 987	143 606	(52 619)	-37%	191 475
Total Expenditure	–	796 785	819 759	75 462	562 317	614 820	(52 503)	-9%	819 759
Surplus/(Deficit)	–	(43 068)	(59 527)	(767)	68 495	(44 645)	113 140	-253%	(59 527)
Transfers and subsidies - capital (monetary alloc	–	39 827	193 020	7 062	33 113	144 765	(111 652)	-77%	193 020
Contributions & Contributed assets	–	–	–	–	–	–	–	–	–
Surplus/(Deficit) after capital transfers & contributions	–	(3 241)	133 493	6 295	101 607	100 120	1 488	1%	133 493
Share of surplus/ (deficit) of associate	–	–	–	–	–	–	–	–	–
Surplus/ (Deficit) for the year	–	(3 241)	133 493	6 295	101 607	100 120	1 488	1%	133 493
Capital expenditure & funds sources									
Capital expenditure	–	67 745	209 515	5 818	46 662	157 121	(110 459)	-70%	209 495
Capital transfers recognised	–	34 682	168 859	4 595	34 021	126 644	(92 623)	-73%	168 859
Public contributions & donations	–	–	–	–	–	–	–	–	–
Borrowing	–	–	–	–	–	–	–	–	–
Internally generated funds	–	33 063	40 656	1 224	12 641	30 492	(17 851)	-59%	40 656
Total sources of capital funds	–	67 745	209 515	5 818	46 662	157 136	(110 474)	-70%	209 515
Financial position									
Total current assets	–	131 820	164 621		344 874				131 820
Total non current assets	–	2 442 954	2 474 873		2 266 533				2 442 954
Total current liabilities	–	133 877	175 201		281 721				133 877
Total non current liabilities	–	183 244	185 581		185 581				183 244
Community wealth/Equity	–	2 257 653	2 278 712		2 144 105				2 257 653
Cash flows									
Net cash from (used) operating	–	74 823	208 851	139 873	308 128	156 638	(151 490)	-97%	208 851
Net cash from (used) investing	–	(67 745)	(209 515)	(6 691)	(91 572)	(157 136)	(65 564)	42%	(209 515)
Net cash from (used) financing	–	(13 247)	(8 944)	(623)	(5 465)	(6 708)	(1 243)	19%	(8 944)
Cash/cash equivalents at the month/year end	–	53 561	84 707	–	305 406	87 109	(218 297)	-251%	84 707
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	27 873	6 603	4 759	4 186	3 839	4 121	28 174	91 562	171 116
Creditors Age Analysis									
Total Creditors	19 878	598	487	554	682	429	3 012	53 906	79 546

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) – M09 March 2019

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									
<u>Revenue - Functional</u>										
<i>Governance and administration</i>		–	511 046	312 182	39 365	281 325	234 137	47 189	20%	511 046
Executive and council		–	26	26	2	8	19	(11)	-59%	26
Finance and administration		–	511 020	312 157	39 363	281 317	234 117	47 200	20%	511 020
Internal audit		–	–	–	–	–	–	–		–
<i>Community and public safety</i>		–	15 404	13 357	233	9 458	10 018	(559)	-6%	15 404
Community and social services		–	2 458	2 458	24	2 023	1 843	180	10%	2 458
Sport and recreation		–	9 151	7 003	194	4 569	5 252	(683)	-13%	9 151
Public safety		–	1 869	1 969	2	863	1 477	(613)	-42%	1 869
Housing		–	–	–	–	–	–	–		–
Health		–	1 927	1 927	13	2 003	1 445	558	39%	1 927
<i>Economic and environmental services</i>		–	30 942	16 141	1 988	19 450	12 106	7 344	61%	30 942
Planning and development		–	6 312	5 087	433	3 880	3 815	65	2%	6 312
Road transport		–	10 005	10 005	1 554	14 676	7 503	7 173	96%	10 005
Environmental protection		–	14 625	1 050	1	893	788	106	13%	14 625
<i>Trading services</i>		–	235 706	611 127	40 169	353 684	458 345	(104 661)	-23%	235 706
Energy sources		–	61 809	260 285	17 866	186 924	195 214	(8 290)	-4%	61 809
Water management		–	70 200	223 782	5 827	66 906	167 836	(100 930)	-60%	70 200
Waste water management		–	72 249	74 017	12 179	58 770	55 513	3 257	6%	72 249
Waste management		–	31 448	53 043	4 297	41 084	39 782	1 301	3%	31 448
<i>Other</i>	4	–	445	445	–	7	334	(327)	-98%	445
Total Revenue - Functional	2	–	793 544	953 252	81 755	663 924	714 939	(51 015)	-7%	793 544
<u>Expenditure - Functional</u>										
<i>Governance and administration</i>		–	189 348	190 276	11 503	121 006	142 707	(21 701)	-15%	189 348
Executive and council		–	52 250	38 161	2 272	26 684	28 620	(1 936)	-7%	52 250
Finance and administration		–	137 097	152 115	9 231	94 322	114 086	(19 765)	-17%	137 097
Internal audit		–	–	–	–	–	–	–		–
<i>Community and public safety</i>		–	86 568	77 431	5 474	57 968	58 073	(105)	0%	86 568
Community and social services		–	9 513	10 055	695	6 749	7 541	(792)	-11%	9 513
Sport and recreation		–	46 668	40 230	2 556	30 844	30 172	672	2%	46 668
Public safety		–	21 090	20 527	1 613	15 207	15 395	(188)	-1%	21 090
Housing		–	3 531	1 875	204	1 941	1 406	535	38%	3 531
Health		–	5 767	4 746	406	3 227	3 560	(333)	-9%	5 767
<i>Economic and environmental services</i>		–	110 969	114 388	8 244	71 278	85 791	(14 513)	-17%	110 969
Planning and development		–	33 954	33 520	2 171	21 335	25 140	(3 805)	-15%	33 954
Road transport		–	67 770	77 414	5 967	49 222	58 060	(8 838)	-15%	67 770
Environmental protection		–	9 245	3 454	106	721	2 591	(1 869)	-72%	9 245
<i>Trading services</i>		–	405 898	434 239	46 796	311 039	325 679	(14 640)	-4%	405 898
Energy sources		–	248 404	254 148	30 886	181 163	190 611	(9 448)	-5%	248 404
Water management		–	80 154	78 117	6 169	57 901	58 588	(687)	-1%	80 154
Waste water management		–	41 745	48 988	3 843	37 261	36 741	520	1%	41 745
Waste management		–	35 595	52 986	5 897	34 714	39 739	(5 025)	-13%	35 595
<i>Other</i>		–	4 032	3 426	315	1 026	2 569	(1 543)	-60%	4 032
Total Expenditure - Functional	3	–	796 815	819 759	72 332	562 317	614 820	(52 503)	-9%	796 815
Surplus/ (Deficit) for the year		–	(3 271)	133 493	9 423	101 607	100 120	1 488	1%	(3 271)

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 – M09 March 2019

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	-	-	-	-	-	-		663 924
Vote 2 - FINANCIAL SERVICES	310 697	307 483	40 292	327 205	207 132	120 073	58,0%	310 697
Vote 3 - CORPORATE SERVICES	26	26	2	19	17	1	8,7%	26
Vote 4 - PLANNING, DEVELOPMENT & TOURISM	3 316	3 316	286	2 319	2 210	109	4,9%	3 316
Vote 5 - INFRASTRUCTURE AND ENGINEERING	405 491	562 442	34 746	282 168	270 327	11 840	4,4%	405 491
Vote 6 - COMMUNITY SERVICES	17 634	17 734	1 713	13 909	11 756	2 153	18,3%	17 634
Vote 7 - COMMUNITY SERVICES (CONTINUED)	56 380	62 252	4 717	38 305	37 587	718	1,9%	56 380
Total Revenue by Vote	793 544	953 252	81 755	663 924	529 029	134 895	25,5%	1 457 468
Expenditure by Vote								
Vote 1 - EXECUTIVE COUNCIL	36 603	31 989	2 123	22 701	24 402	(1 701)	-7,0%	36 603
Vote 2 - FINANCIAL SERVICES	79 397	79 573	4 921	45 454	52 932	(7 478)	-14,1%	79 397
Vote 3 - CORPORATE SERVICES	49 336	48 915	3 608	30 777	32 891	(2 114)	-6,4%	49 336
Vote 4 - PLANNING, DEVELOPMENT & TOURISM	21 159	19 984	1 413	12 122	14 106	(1 985)	-14,1%	21 159
Vote 5 - INFRASTRUCTURE AND ENGINEERING	455 521	476 197	48 466	336 560	303 680	32 880	10,8%	455 521
Vote 6 - COMMUNITY SERVICES	51 470	47 739	3 810	36 385	34 313	2 072	6,0%	51 470
Vote 7 - COMMUNITY SERVICES (CONTINUED)	103 328	115 363	7 991	78 318	68 886	9 432	13,7%	103 328
Total Expenditure by Vote	796 815	819 759	72 332	562 317	531 210	31 107	5,9%	796 815
Surplus/ (Deficit) for the year	(3 271)	133 493	9 423	101 607	(2 181)	103 788	-4759,3%	660 653

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) – M09 March 2019

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										
Revenue By Source										
Property rates		–	176 766	184 711	10 451	153 206	138 533	14 672	11%	184 711
Service charges - electricity revenue		–	247 165	245 041	17 796	185 468	183 781	1 688	1%	245 041
Service charges - water revenue		–	67 702	70 795	5 550	56 381	53 097	3 284	6%	70 795
Service charges - sanitation revenue		–	41 658	43 314	3 583	34 298	32 486	1 813	6%	43 314
Service charges - refuse revenue		–	43 571	51 176	4 065	39 438	38 382	1 055	3%	51 176
Service charges - other		–	–	–	–	–	–	–	–	–
Rental of facilities and equipment		–	1 881	3 043	158	504	2 283	(1 779)	-78%	3 043
Interest earned - external investments		–	7 561	8 681	1 199	7 296	6 510	785	12%	8 681
Interest earned - outstanding debtors		–	14 986	7 444	812	5 854	5 583	271	5%	7 444
Dividends received		–	–	–	–	–	–	–	–	–
Fines, penalties and forfeits		–	4 230	4 230	388	4 498	3 172	1 325	42%	4 230
Licences and permits		–	16 661	14 514	1 620	17 343	10 885	6 458	59%	14 514
Agency services		–	–	–	–	–	–	–	–	–
Transfers and subsidies		–	123 618	121 753	28 484	119 455	91 315	28 140	31%	121 753
Other revenue		–	7 917	5 530	591	7 071	4 147	2 924	71%	5 530
Gains on disposal of PPE		–	–	–	–	–	–	–	–	–
Total Revenue (excluding capital transfers and contributions)		–	753 717	760 233	74 695	630 811	570 174	60 637	11%	760 233
Expenditure By Type										
Employee related costs		–	272 802	272 673	21 098	202 921	204 504	(1 584)	-1%	272 673
Remuneration of councillors		–	12 784	12 243	1 041	9 117	9 182	(65)	-1%	12 243
Debt impairment		–	41 429	36 150	3 130	3 130	27 112	(23 982)	-88%	36 150
Depreciation & asset impairment		–	75 357	75 357	6 127	55 164	56 518	(1 354)	-2%	75 357
Finance charges		–	3 021	3 021	1 046	5 316	2 265	3 051	135%	3 021
Bulk purchases		–	241 476	237 476	31 232	179 800	178 107	1 694	1%	237 476
Other materials		–	28 458	27 516	1 945	19 012	20 637	(1 625)	-8%	27 516
Contracted services		–	45 111	68 096	4 599	31 004	51 072	(20 068)	-39%	68 096
Transfers and subsidies		–	–	–	–	–	–	–	–	–
Other expenditure		–	76 346	87 229	5 244	56 853	65 422	(8 569)	-13%	87 229
Loss on disposal of PPE		–	–	–	–	–	–	–	–	–
Total Expenditure		–	796 785	819 759	75 462	562 317	614 820	(52 503)	-9%	819 759
Surplus/(Deficit)										
Transfers and subsidies - capital (monetary allocations) (National / Provincial and District)		–	(43 068)	(59 527)	(767)	68 495	(44 645)	113 140	(0)	(59 527)
(National / Provincial Departmental Agencies, Households, Non-profit Institutions, Private Enterprises, Public Corporations, Higher Educational Institutions)		–	39 827	193 020	10 190	33 113	144 765	(111 652)	(0)	193 020
Transfers and subsidies - capital (in-kind - all)		–	–	–	–	–	–	–	–	–
Surplus/(Deficit) after capital transfers & contributions		–	(3 241)	133 493	9 423	101 607	100 120			133 493
Taxation		–	–	–	–	–	–	–	–	–
Surplus/(Deficit) after taxation		–	(3 241)	133 493	9 423	101 607	100 120			133 493
Attributable to minorities		–	–	–	–	–	–			–
Surplus/(Deficit) attributable to municipality		–	(3 241)	133 493	9 423	101 607	100 120			133 493
Share of surplus/ (deficit) of associate		–	–	–	–	–	–			–
Surplus/ (Deficit) for the year		–	(3 241)	133 493	9 423	101 607	100 120			133 493

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) – M09 March 2019

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							%	
<u>Single Year expenditure appropriation</u>								
Vote 1 - EXECUTIVE COUNCIL	860	1 776	13	425	1 317	(891)	-68%	1 756
Vote 2 - FINANCIAL SERVICES	1 507	2 593	17	1 572	1 945	(374)	-19%	2 593
Vote 3 - CORPORATE SERVICES	2 309	3 365	209	655	2 524	(1 869)	-74%	3 365
Vote 4 - PLANNING, DEVELOPMENT & TOURISM	4 211	3 836	13	290	2 877	(2 587)	-90%	3 836
Vote 5 - INFRASTRUCTURE AND ENGINEERING	46 545	181 557	5 341	40 735	136 168	(95 433)	-70%	181 557
Vote 6 - COMMUNITY SERVICES	1 644	4 959	30	1 815	3 719	(1 904)	-51%	4 959
Vote 7 - COMMUNITY SERVICES (CONTINUED)	10 669	11 429	195	1 170	8 571	(7 402)	-86%	11 429
Total Capital single-year expenditure	67 745	209 515	5 818	46 662	157 121	(110 459)	-70%	209 495
Total Capital Expenditure	67 745	209 515	5 818	46 662	157 121	(110 459)	-70%	209 495
<u>Capital Expenditure - Functional Classification</u>								
<i>Governance and administration</i>	5 346	10 184	344	2 770	7 638	(4 868)	-64%	10 184
Executive and council	985	2 590	59	474	1 943	(1 469)	-76%	2 590
Finance and administration	4 361	7 594	285	2 296	5 696	(3 399)	-60%	7 594
Internal audit	–	–	–	–	–	–		–
<i>Community and public safety</i>	7 368	10 203	389	3 111	7 652	(4 542)	-59%	10 203
Community and social services	679	199	34	272	149	123	82%	199
Sport and recreation	5 489	4 789	7	59	3 592	(3 533)	-98%	4 789
Public safety	200	4 215	348	2 780	3 161	(381)	-12%	4 215
Housing	1 000	1 000	–	–	750	(750)	-100%	1 000
Health	–	–	–	–	–	–		–
<i>Economic and environmental services</i>	6 159	5 739	106	837	4 304	(3 468)	-81%	5 739
Planning and development	3 509	3 113	47	370	2 335	(1 964)	-84%	3 113
Road transport	2 650	2 626	59	466	1 970	(1 503)	-76%	2 626
Environmental protection	–	–	–	–	–	–		–
<i>Trading services</i>	48 872	183 324	4 975	39 914	137 493	(97 579)	-71%	183 324
Energy sources	12 905	13 885	393	3 152	10 413	(7 262)	-70%	13 885
Water management	1 715	135 628	2 170	17 409	101 721	(84 312)	-83%	135 628
Waste water management	28 977	29 077	2 412	19 354	21 808	(2 454)	-11%	29 077
Waste management	5 275	4 734	–	–	3 551	(3 551)	-100%	4 734
<i>Other</i>	–	65	4	30	49	(19)	-38%	65
Total Capital Expenditure - Functional Classification	67 745	209 515	5 818	46 662	157 136	(110 474)	-70%	209 515

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 – M09 March 2019

Description	Ref	2017/18	Budget Year 2018/19			
		Audited Outcome	Original Budget	Adjusted Budget	YearTD actual	Full Year Forecast
R thousands	1					
<u>ASSETS</u>						
Current assets						
Cash		–	5 356	8 471	53 331	5 356
Call investment deposits		–	48 205	76 236	223 368	48 205
Consumer debtors		–	42 559	42 382	49 217	42 559
Other debtors		–	31 184	30 863	12 288	31 184
Current portion of long-term receivables		–	3	3	3	3
Inventory		–	4 513	6 666	6 666	4 513
Total current assets		–	131 820	164 621	344 874	131 820
Non current assets						
Long-term receivables		–	65	16		65
Investments		–		–		–
Investment property		–	285 199	284 612	283 612	285 199
Investments in Associate		–		–		–
Property, plant and equipment		–	2 157 628	2 189 943	1 982 603	2 157 628
Agricultural		–		–		–
Biological assets		–		–		–
Intangible assets		–	62	302	302	62
Other non-current assets		–		–	16	–
Total non current assets		–	2 442 954	2 474 873	2 266 533	2 442 954
TOTAL ASSETS		–	2 574 775	2 639 494	2 611 407	2 574 775
<u>LIABILITIES</u>						
Current liabilities						
Bank overdraft		–		–	–	–
Borrowing		–	13 247	8 944	8 944	13 247
Consumer deposits		–	10 479	15 241	15 241	10 479
Trade and other payables		–	87 054	126 511	233 032	87 054
Provisions		–	23 097	24 505	24 505	23 097
Total current liabilities		–	133 877	175 201	281 721	133 877
Non current liabilities						
Borrowing		–	23 112	23 600	23 600	23 112
Provisions		–	160 132	161 981	161 981	160 132
Total non current liabilities		–	183 244	185 581	185 581	183 244
TOTAL LIABILITIES		–	317 122	360 782	467 303	317 122
NET ASSETS	2	–	2 257 653	2 278 712	2 144 105	2 257 653
<u>COMMUNITY WEALTH/EQUITY</u>						
Accumulated Surplus/(Deficit)		–	2 257 653	2 278 712	2 144 105	2 257 653
Reserves		–	–	–	–	–
TOTAL COMMUNITY WEALTH/EQUITY	2	–	2 257 653	2 278 712	2 144 105	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 – M09 March 2019

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	173 628	12 119	144 461	130 221	14 240	11%	173 628
Service charges		–	372 090	385 707	42 959	320 138	289 280	30 858	11%	385 707
Other revenue		–	30 689	27 317	(4 058)	39 148	20 488	18 661	91%	27 317
Government - operating		–	123 618	121 753	28 288	157 820	91 315	66 505	73%	121 753
Government - capital		–	39 827	193 020	123 144	155 984	144 765	11 219	8%	193 020
Interest		–	21 498	15 678	2 113	13 711	11 759	1 953	17%	15 678
Dividends		–	–	–	–	–	–	–		–
Payments										
Suppliers and employees		–	(674 270)	(705 232)	(64 464)	(520 950)	(528 924)	(7 974)	2%	(705 232)
Finance charges		–	(3 021)	(3 021)	(227)	(2 185)	(2 265)	(80)	4%	(3 021)
Transfers and Grants		–	–	–	–	–	–	–		–
NET CASH FROM/(USED) OPERATING ACTIVITIES		–	74 823	208 851	139 873	308 128	156 638	(151 490)	-97%	208 851
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)	(209 515)	(6 691)	(91 572)	(157 136)	(65 564)	42%	(209 515)
NET CASH FROM/(USED) INVESTING ACTIVITIES		–	(67 745)	(209 515)	(6 691)	(91 572)	(157 136)	(65 564)	42%	(209 515)
CASH FLOWS FROM FINANCING ACTIVITIES										
Receipts										
Short term loans		–	–	–	–	–	–	–		–
Borrowing long term/refinancing		–	–	–	–	–	–	–		–
Increase (decrease) in consumer deposits		–	–	–	–	–	–	–		–
Payments										
Repayment of borrowing		–	(13 247)	(8 944)	(623)	(5 465)	(6 708)	(1 243)	19%	(8 944)
NET CASH FROM/(USED) FINANCING ACTIVITIES		–	(13 247)	(8 944)	(623)	(5 465)	(6 708)	(1 243)	19%	(8 944)
NET INCREASE/ (DECREASE) IN CASH HELD		–	(6 169)	(9 608)	132 559	211 091	(7 206)			(9 608)
Cash/cash equivalents at beginning:		–	59 729	94 315		94 315	94 315			94 315
Cash/cash equivalents at month/year end:		–	53 561	84 707		305 406	87 109			84 707

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 March 2019.

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 March 2019

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	9 176	2 126	1 532	1 357	1 357	1 527	7 062	20 752	44 889
Trade and Other Receivables from Exchange Transactions - Electricity	15 857	1 102	600	409	293	254	2 066	5 626	26 208
Receivables from Non-exchange Transactions - Property Rates	8 003	664	462	395	314	291	7 629	17 672	35 429
Receivables from Exchange Transactions - Waste Water Management	4 785	997	697	659	597	621	3 060	8 893	20 309
Receivables from Exchange Transactions - Waste Management	4 152	1 028	940	893	845	839	4 041	12 274	25 011
Receivables from Exchange Transactions - Property Rental Debtors	–	–	–	–	–	–	–	1	1
Interest on Arrear Debtor Accounts	78	88	101	122	146	178	1 464	18 327	20 503
Recoverable unauthorised, irregular, fruitless and wasteful expenditure	–	–	–	–	–	–	–	–	–
Other	(14 178)	599	428	351	286	410	2 853	8 017	(1 234)
Total By Income Source	27 873	6 603	4 759	4 186	3 839	4 121	28 174	91 562	171 116
Debtors Age Analysis By Customer Group									
Organs of State	688	282	191	118	30	21	1 874	1 904	5 108
Commercial	2 652	312	130	106	93	88	552	2 575	6 509
Households	24 532	6 009	4 437	3 961	3 716	4 012	25 749	87 084	159 499
Other	–	–	–	–	–	–	–	–	–
Total By Customer Group	27 873	6 603	4 759	4 186	3 839	4 121	28 174	91 562	171 116

The aforementioned analysis indicates that from 30 June 2018 to 31 March 2019, the overdue debts have increased from R 125,064 million to R 143,243 million, as follows:

R thousands	OVERDUE AMOUNTS AS AT		
	30-Jun-18	31-Mar-19	Difference
Debtors Age Analysis By Income Source			
Trade and Other Receivables from Exchange Transactions - Water	29 432	35 714	6 282
Trade and Other Receivables from Exchange Transactions - Electricity	10 819	10 350	(468)
Receivables from Non-exchange Transactions - Property Rates	25 500	27 426	1 926
Receivables from Exchange Transactions - Waste Water Management	13 015	15 524	2 509
Receivables from Exchange Transactions - Waste Management	16 704	20 859	4 155
Receivables from Exchange Transactions - Property Rental Debtors	1	1	–
Interest on Arrear Debtor Accounts	18 860	20 425	1 566
Recoverable unauthorised, irregular, fruitless and wasteful expenditure	–	–	–
Other	10 736	12 944	2 208
Total By Income Source	125 064	143 243	18 179
Debtors Age Analysis By Customer Group			
Organs of State	3 128	4 420	1 292
Commercial	5 137	3 857	(1 281)
Households	116 799	134 967	18 168
Other	–	–	–
Total By Customer Group	125 064	143 243	18 179

2. Overview of Creditors position

Below is an analysis of the status of the major creditors

Description	Budget Year 2018/19								
	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
R thousands									
Creditors Age Analysis By Customer Type									
Bulk Electricity	15 414	(0)	–	–	–	–	–	–	15 414
Bulk Water	1 222	410	409	411	410	429	3 012	53 906	60 209
PAYE deductions									–
VAT (output less input)									–
Pensions / Retirement deductions									–
Loan repayments									–
Trade Creditors	3 242	188	78	143	272	–	–	–	3 923
Auditor General									–
Other									–
Total By Customer Type	19 878	598	487	554	682	429	3 012	53 906	79 546

The above amounts represent invoices still to be paid. The major creditors as at 31 March 2019 are as follows:

Eskom	R 15,414 million
NMBM (Bulk water)	R 60,209 million
Other Creditors	<u>R 3,923 million</u>
TOTAL	<u>R 79,546 million</u>

It is to be noted that the Eskom amount of R 15,414 million, represents the current account for March 2019, which will be fully paid on 23 April 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.

2. Investment Portfolio

Below is an analysis of the Investment Portfolio as at 31 March 2019.

	Balance as at 30 June 2018	Invested	Interest	Withdrawals	Adjustments	Balance as at 31 March 2018
Standard Bank	18 653 721	-	918 023	-	-	19 571 744
ABSA	25 806 825	-	1 268 889	-	288	27 075 427
Nedbank	19 520 160	-	968 452	-	-	20 488 612
RMB	5 885 309	147 903 427	1 392 466	20 154 789	-	135 026 413
INVESTEC	20 188 841	-	1 017 454	-	-	21 206 295
Total	90 054 856	147 903 427	5 565 285	(20 154 789)	(288)	223 368 491
	Balance as at 30 June 2018	Invested	Interest	Withdrawals	Adjustments	Balance as at 31 March 2018
General Account	85 725 571	24 958 943	4 750 709	-	288	115 434 935
Conditional Grants	1 359 363	122 944 483	729 997	17 107 344	-	107 926 499
Housing Funds	2 969 923	-	84 579	3 047 445	-	7 057
Total	90 054 856	147 903 427	5 565 285	(20 154 789)	(288)	223 368 491
Bank	4 259 848	77 777 430				82 037 278
Total	94 314 704	225 680 856	5 565 285	(20 154 789)	(288)	305 405 769

The increase in the investment portfolio since 30 June 2018 amounts to R 211,091,065. The following analysis indicates the extent to which the investments are committed:

Cash backed Reserves

Bank Balances and Cash	R 82,037,278
Short-term Investment Deposits	R 223,368,491
	<u>R 305,405,769</u>

Application of Cash

Unspent Conditional Grants	153,486,088
Internally Generated Funds	28,065,400
Outstanding Creditors Liability	<u>79 545 767</u>
	<u>261,097,255</u>

Reserves in excess of Commitments

R 44,308,514

The cash backed reserves exceed the commitments at this stage by an amount of R 44,308,514. It should be noted that the excess of reserves over commitments as at 31 March 2019, is mainly due to an amount of R 28,288 million in respect of the Equitable share allocation received on 18 March 2019, but not yet fully spent.

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

Supporting Table SC6 Monthly Budget Statement – transfers and grant receipts – M09 March 2019

Description	Budget Year 2018/19							
	Original Budget	Adjusted 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	115 934	28 734	117 493	86 951	30 543	35,1%	115 934
Local Government Equitable Share	113 151	113 151	28 288	113 151	84 863	28 288	33,3%	113 151
Finance Management	1 770	1 770	–	1 770	1 328	443		1 770
MIG - Administration Fees	1 559	–	446	1 559	–	1 559		–
EPWP Incentive	1 013	1 013	–	1 013	760	253	33,3%	1 013
Provincial Government:	2 050	2 050	650	4 342	1 538	2 805	182,4%	2 050
Housing	–	–	650	2 292	–	2 292	#DIV/0!	–
Sport and Recreation	2 050	2 050	–	2 050	1 538	513	33,3%	2 050
District Municipality:	2 210	3 769	–	1 853	2 827	(974)	-34,4%	3 769
Local Economic Development	445	–	–	–	–	–		–
Environmental Health Subsidy	1 765	3 769	–	1 853	2 827	(974)	-34,4%	3 769
Other grant providers:	1 865	–	–	983	–	983	#DIV/0!	–
Fire Subsidy	1 865	–	–	983	–	983		–
Total Operating Transfers and Grants	123 618	121 753	29 383	124 672	91 315	33 357	36,5%	121 753
Capital Transfers and Grants								
National Government:	132 327	29 627	122 698	191 055	22 220	168 835	759,8%	29 627
Municipal Infrastructure Grant (MIG)	29 627	29 627	8 470	29 627	22 220	7 407	33,3%	29 627
Water Infrastructure Grant	92 500	–	114 228	151 228	–	151 228		–
Integrated National Electrification Programme	10 200	–	–	10 200	–	10 200	#DIV/0!	–
District Municipality:	–	157 702	–	–	118 276	(118 276)	-100,0%	157 702
[insert description]	–	157 702	–	–	118 276	(118 276)	-100,0%	157 702
Total Capital Transfers and Grants	132 327	187 329	122 698	191 055	140 496	50 558	36,0%	187 329
TOTAL RECEIPTS OF TRANSFERS & GRANTS	255 945	309 082	152 082	315 726	231 811	83 915	36,2%	309 082

Below is an analysis of the spending associated with the grants as at 31 March 2019:

Supporting Table SC7 Monthly Budget Statement – transfers and grants expenditure – M09 March 2019

Description	Budget Year 2018/19							
	Original Budget	Adjusted 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	–	78	3 328	78 329	(75 000)	-95,8%	117 493
Local Government Equitable Share	113 151	–	–	–	75 434	(75 434)	-100,0%	113 151
Finance Management	1 770	–	72	1 292	1 180	112	9,5%	1 770
MIG - Administration Fees	1 559	–	6	1 024	1 040	(16)	-1,5%	1 559
EPWP Incentive	1 013	–	–	1 013	675	338	50,0%	1 013
Provincial Government:	2 050	–	–	–	1 367	(1 367)	-100,0%	2 050
Sport and Recreation	2 050	–	–	–	1 367	(1 367)	-100,0%	2 050
District Municipality:	2 210	–	–	–	1 473	(1 473)	-100,0%	2 210
Local Economic Development	445	–	–	–	297	(297)	-100,0%	445
Environmental Health Subsidy	1 765	–	–	–	1 177	(1 177)	-100,0%	1 765
Other grant providers:	1 865	–	–	–	1 243	(1 243)	-100,0%	1 865
Fire Subsidy	1 865	–	–	–	1 243	(1 243)		1 865
Total operating expenditure of Transfers and Grants:	123 618	–	78	3 328	82 412	(79 084)	-96,0%	123 618
Capital expenditure of Transfers and Grants								
National Government:	39 827	–	5 403	38 583	26 551	12 031	45,3%	39 827
Municipal Infrastructure Grant (MIG)	29 627	–	120	19 447	19 751	(305)	-1,5%	29 627
Water Infrastructure Grant	–	–	5 284	18 676	–	18 676		–
Integrated National Electrification Programme	10 200	–	–	460	6 800	(6 340)	-93,2%	10 200
Total capital expenditure of Transfers and Grants	39 827	–	5 403	38 583	26 551	12 031	45,3%	39 827
TOTAL EXPENDITURE OF TRANSFERS AND GRANTS	163 445	–	5 481	41 911	108 963	(67 052)	-61,5%	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 1,291,894
Unspent as at 31 March 2019:	R 478,106

The spending of the grant amounted to 72,99% as at 31 March 2019, 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 1,013,000
Expenditure to date:	R 1,013,000
Overspent as at 31 March 2019:	R 0

The spending of the grant amounted to 100% as at 31 March 2019, 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 31,186,000
Expenditure to date:	R 20,470,072
Unspent as at 31 March 2019:	R 10,715,928

The spending of the grant amounted to 65,64% as at 31 March 2019, 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 10,200,000
Expenditure to date:	R 460,140
Unspent as at 31 March 2019:	R 9,739,860

The spending of the grant amounted to 4,51% as at 31 March 2019, 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 151,228,000
Amount of Grant Received:	R 151,228,000
Expenditure to date:	R 18,675,809
Unspent as at 31 March 2019:	R 132,552,191

The spending of the grant amounted to 12,35% as at 31 March 2019, compared to the amount of the grant received.

4. Councillor and employee benefits

Below is an analysis of Councillor and employee benefits:

Table SC8 Monthly Budget Statement – Councillor and staff benefits – M09 March 2019

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							%	
<u>Councillors (Political Office Bearers plus Other)</u>								
Basic Salaries and Wages	9 232	8 247	682	5 414	6 924	(1 510)	-22%	8 247
Motor Vehicle Allowance	2 747	2 708	227	1 805	2 060	(256)	-12%	2 708
Cellphone Allowance	805	1 288	108	857	604	254	42%	1 288
Sub Total - Councillors	12 784	12 243	1 018	8 076	9 588	(1 512)	-16%	12 243
<u>Senior Managers of the Municipality</u>								
Basic Salaries and Wages	4 434	6 975	458	3 502	3 325	177	5%	6 975
Pension and UIF Contributions		9	1	6	–	6	#DIV/0!	9
Performance Bonus		158	–	–	–	–		158
Motor Vehicle Allowance		757	58	438	–	438	#DIV/0!	757
Cellphone Allowance		7	1	5	–	5	#DIV/0!	7
Other benefits and allowances	2 956	39	3	28	2 217	(2 189)	-99%	39
Payments in lieu of leave		3	0	1	–	1	#DIV/0!	3
Sub Total - Senior Managers of Municipality	7 389	7 948	521	3 979	5 542	(1 564)	-28%	7 948
<u>Other Municipal Staff</u>								
Basic Salaries and Wages	161 389	161 691	13 007	105 887	121 042	(15 155)	-13%	161 691
Pension and UIF Contributions	27 035	28 152	2 272	18 310	20 276	(1 967)	-10%	28 152
Medical Aid Contributions	16 559	14 279	1 258	9 532	12 419	(2 887)	-23%	14 279
Overtime	11 345	27 829	2 726	19 174	8 509	10 665	125%	27 829
Performance Bonus	16 117	–	–	–	12 088	(12 088)	-100%	–
Motor Vehicle Allowance	8 701	8 085	571	4 826	6 525	(1 699)	-26%	8 085
Cellphone Allowance		1	–	1	–	1	#DIV/0!	1
Housing Allowances	2 516	930	55	707	1 887	(1 179)	-63%	930
Other benefits and allowances	20 864	20 704	681	17 743	15 648	2 095	13%	20 704
Payments in lieu of leave		1 481	291	1 003	–	1 003	#DIV/0!	1 481
Long service awards	888	1 571	46	661	666	(5)	-1%	1 571
Sub Total - Other Municipal Staff	265 413	264 725	20 906	177 844	199 060	(21 215)	-11%	264 725
Total Parent Municipality	285 586	284 915	22 445	189 899	214 190	(24 291)	-11%	284 915
TOTAL SALARY, ALLOWANCES & BENEFITS	285 586	284 915	22 445	189 899	214 190	(24 291)	-11%	284 915
TOTAL MANAGERS AND STAFF	272 802	272 673	21 427	181 823	204 602	(22 779)	-11%	272 673

6. Key performance indicators

The table below reflects the key performance indicators as per the 2018/19 Adjustments 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	Adjustments Budget 2018/19	Actuals as at 31 March 2019
Capital Charges to Operating Expenditure	Interest & principal paid/Total Operating Expenditure	4.50%	3.67%	2.51%	1.77%	1%	1%
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	0.05	0.06
Liquidity							
Current Ratio	Current assets / current liabilities	0.72	0.85	0.97	1.11	0.94	1,22
Liquidity Ratio	Monetary assets / current liabilities	0.22	0.40	0.47	0.52	0.48	0,98
Revenue Management							
Annual Debtors Collection Rate	Billed Revenue / Receipted Revenue	98.91%	97.60%	95.81%	90.73%	94%	97,14%

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	Adjustments Budget 2018/19	Actuals as at 31 March 2019
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	1.4	2.6
Employee Costs	Employee Costs / Total Operating Expenditure	35.70%	35.62%	33.39%	32.99%	33.26%	36,09%
Capital Expenditure	Capital Expenditure / Capital Budget	241.30%	81.97%	72.92%	72.98%	95%	22,27%
Repairs and Maintenance as % of Total Operating Expenditure	Repairs and Maintenance / Total Operating Expenditure	4.46%	4.61%	4.94%	3.79%	4.65%	4,60%
Repairs and Maintenance as % of PPE (Book Value)	Repairs and Maintenance / Net PPE	1.06%	1.17%	1.65%	1.42%	1.72%	1,31%
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%	83.98%	81,06%

The above table is discussed in details below.

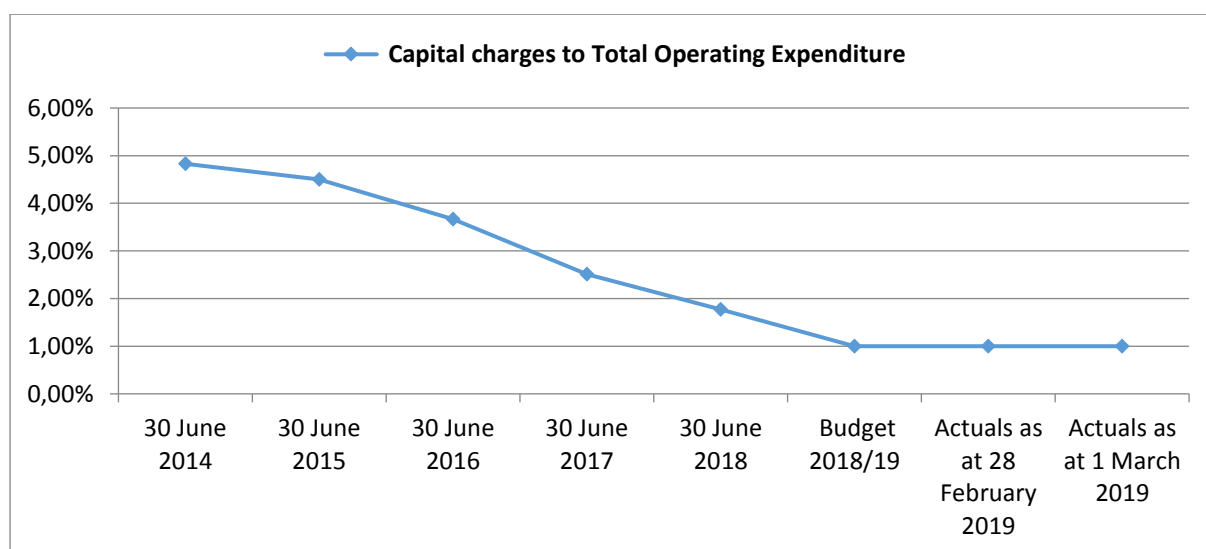
4.1. Borrowing Management

4.1.1. 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% of the Total Operating Expenditure was utilised for capital charges as at 31 March 2019, compared to the budgeted ratio of 1%.



4.1.2. 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.

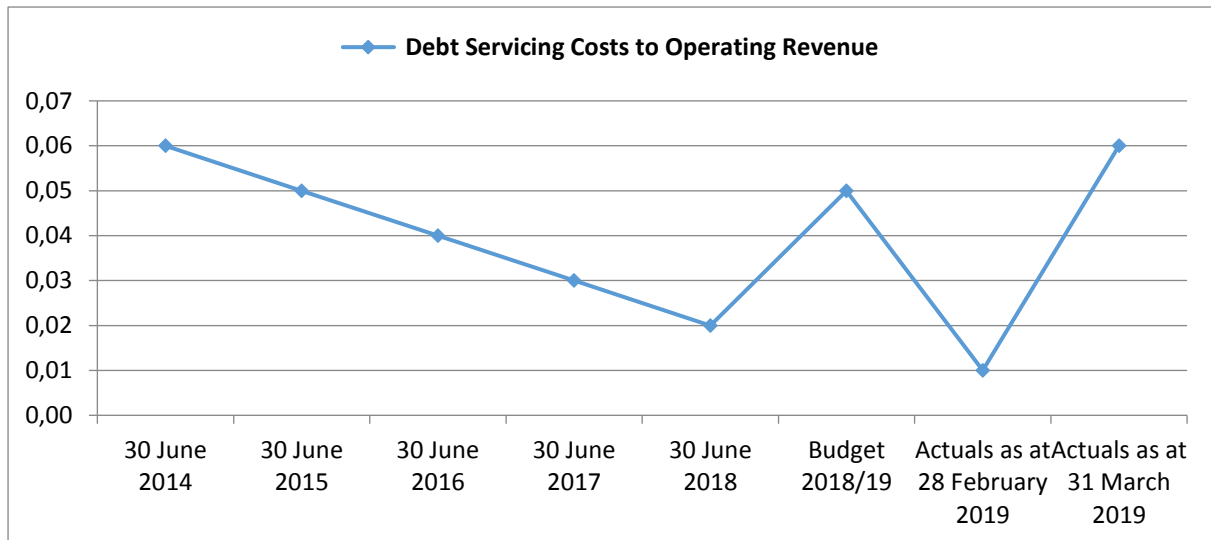
4.1.3. Debt Servicing Costs to Operating Revenue Ratio

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 March 2019, the ratio was 0.06:1, compared to the budgeted ratio of 0.05:1.



4.2. Liquidity

4.2.1. 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:

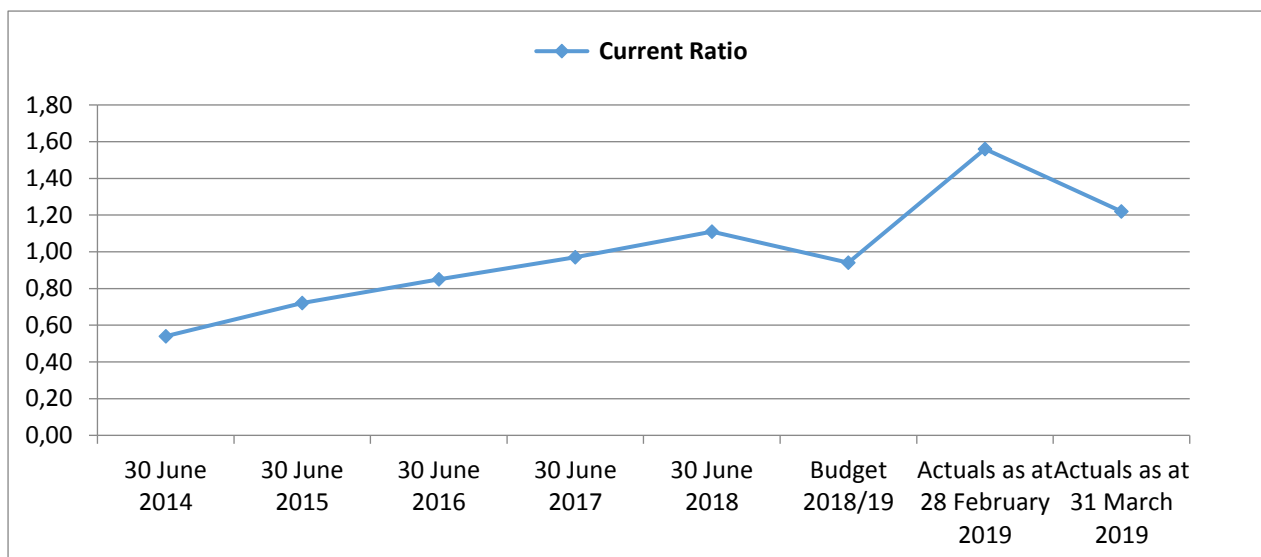
Current assets/Current liabilities

The ratio as at 31 March 2019 was 1.22:1, compared to the budgeted ratio of 0.94:1.

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.



4.2.2. Liquidity Ratio

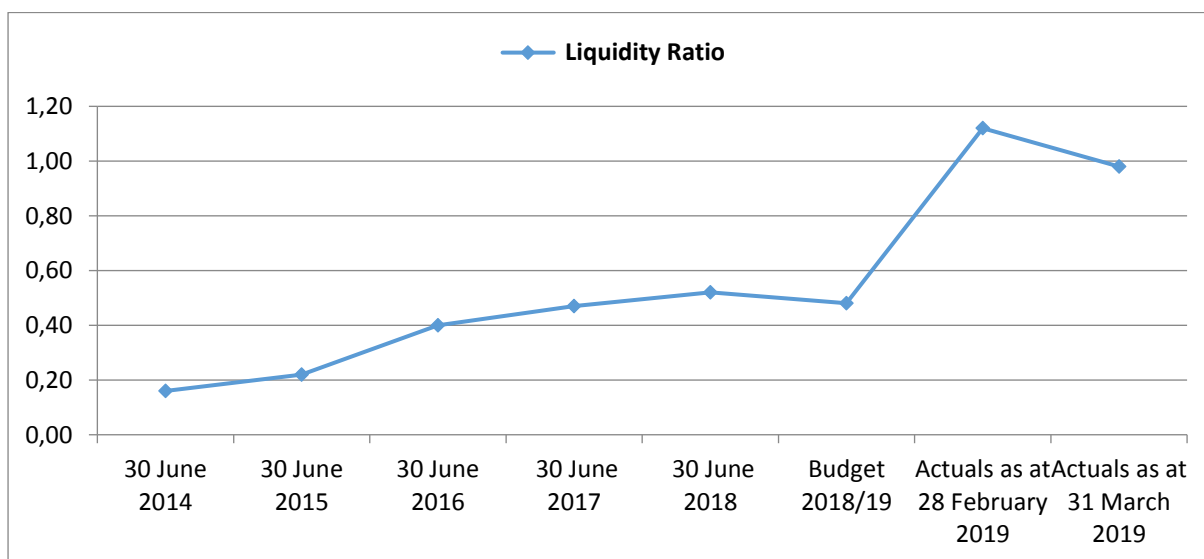
The liquidity ratio assesses a Municipality's ability to meet its short-term commitments from Monetary Assets.

The ratio is determined as follows:

$$\text{Monetary assets/Current liabilities}$$

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 March 2019 was 0.98:1, compared to the budgeted ratio of 0.48:1.

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



4.3. Revenue Management

4.3.1. Annual Debtors Collection Rate

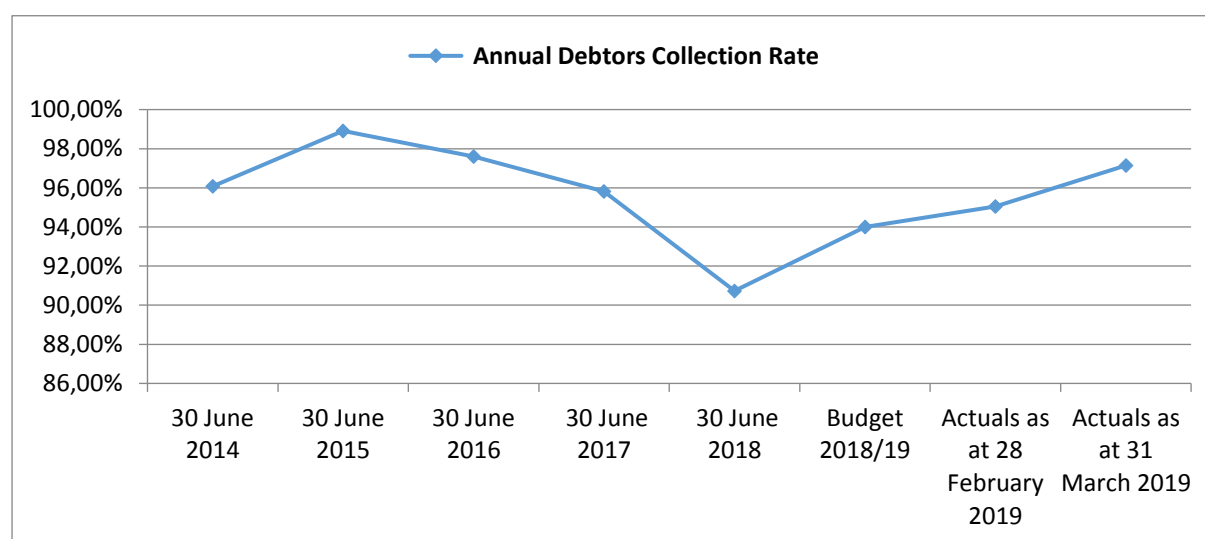
This ratio assesses the actual cash collected, compared to the monetary value of the municipal accounts rendered for municipal rates and services.

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 March 2019 was 97,14%, compared to the budgeted collection rate of 94%. The collection rates have been calculated, based on the revenue receipted, compared to the revenue billed on a month – to – month basis.



4.4. Other indicators

4.4.1. 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.

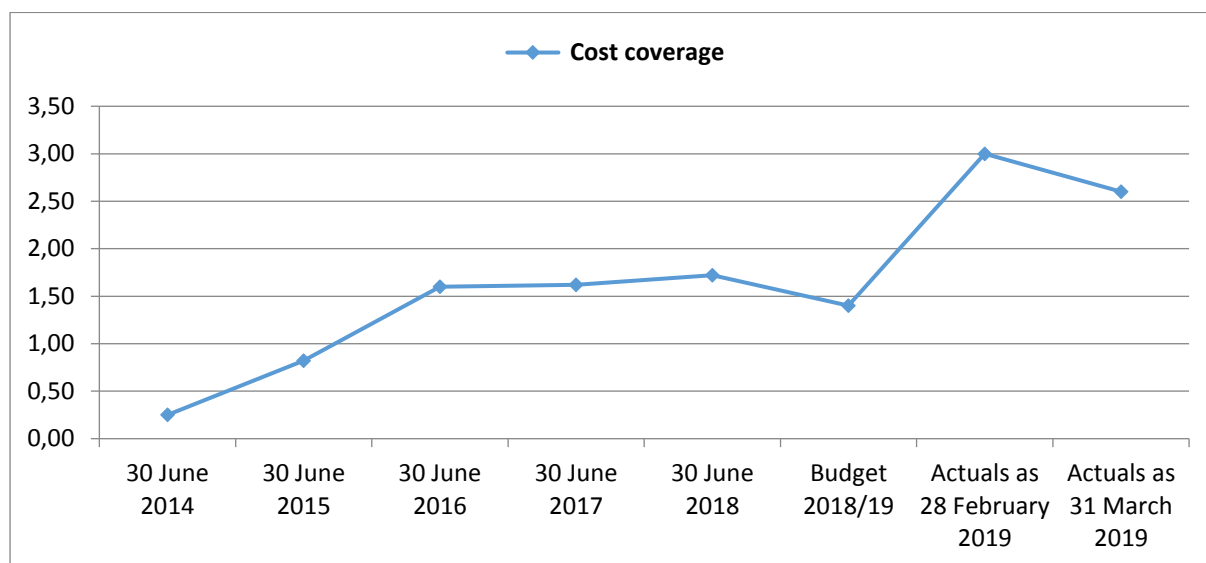
The Ratio is adjusted for Unspent Conditional Grants as the cash is not available for normal day-to-day operational expenditure, but rather reserved for Grant related expenditure.

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 March 2019, the Ratio was 2.6 months, compared to the budgeted ratio of 1.4 months.

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



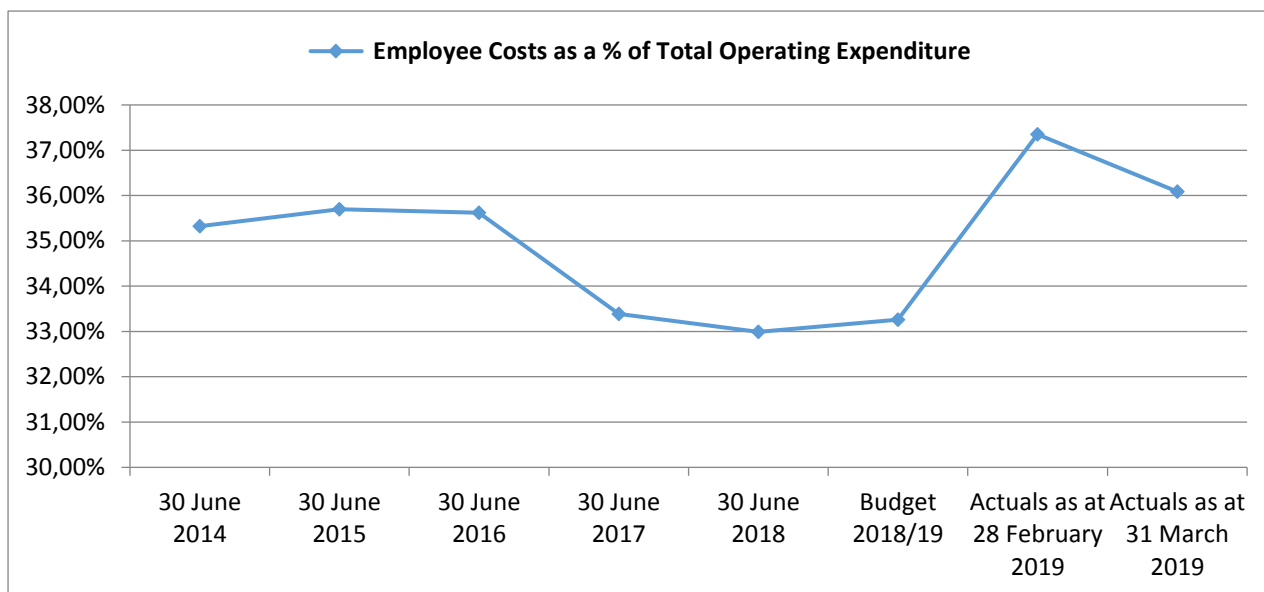
4.4.2. Employee costs as a % of Total Operating Expenditure

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 March 2019, Employee Related Costs constituted 36.09% of the Total Operating Expenditure, compared to the budgeted ratio of 33.26%.



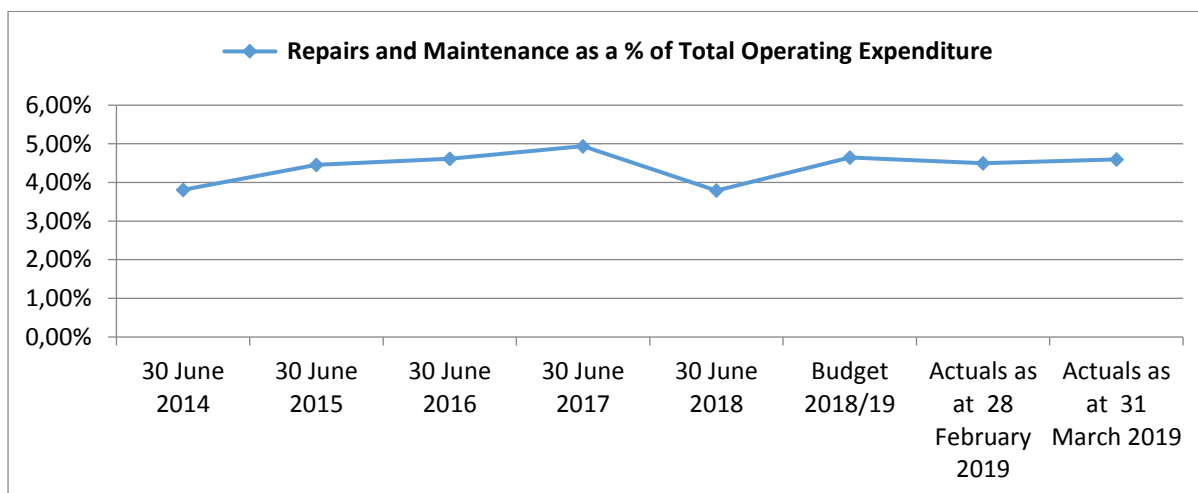
4.4.3. Repairs and Maintenance as a % of Total Operating Expenditure

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 March 2019, the ratio was 4,60%, compared to the budgeted ratio of 4.65%.



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

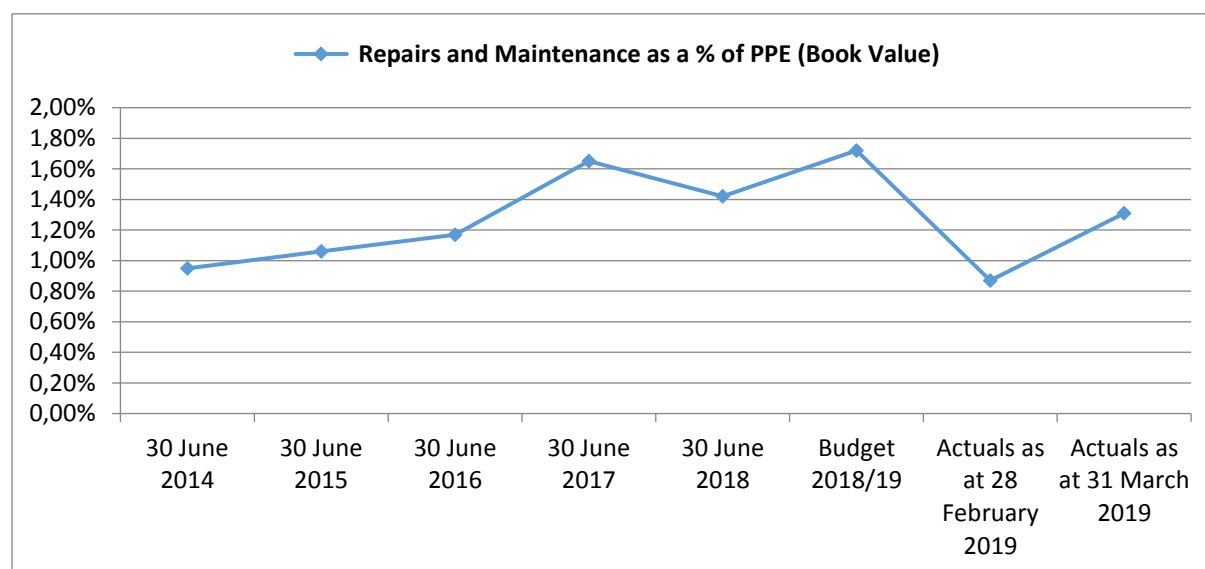
The Ratio measures the level of repairs and maintenance to ensure adequate maintenance to minimise breakdowns and interruptions in service delivery.

The ratio is determined as follows:

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

As at 31 March 2019, repairs and maintenance expenditure constituted 1,31% 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%.



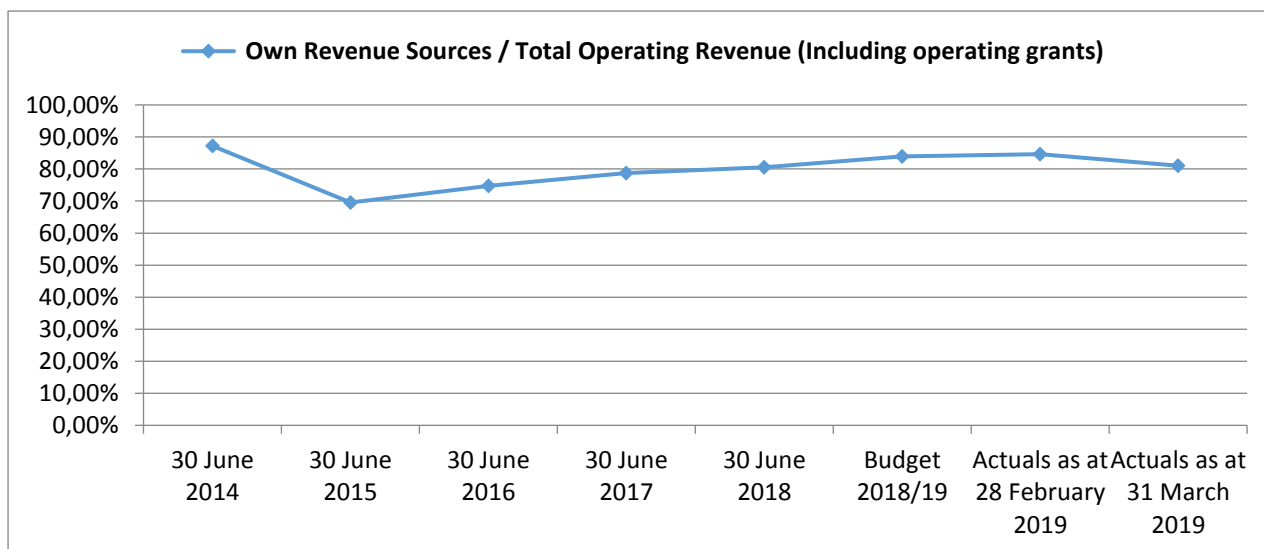
4.4.5. Own Revenue Generation

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 March 2019, the Municipality's own revenue sources constituted 81.06% of its total Operating Income, compared to the budgeted ratio of 83.98%.



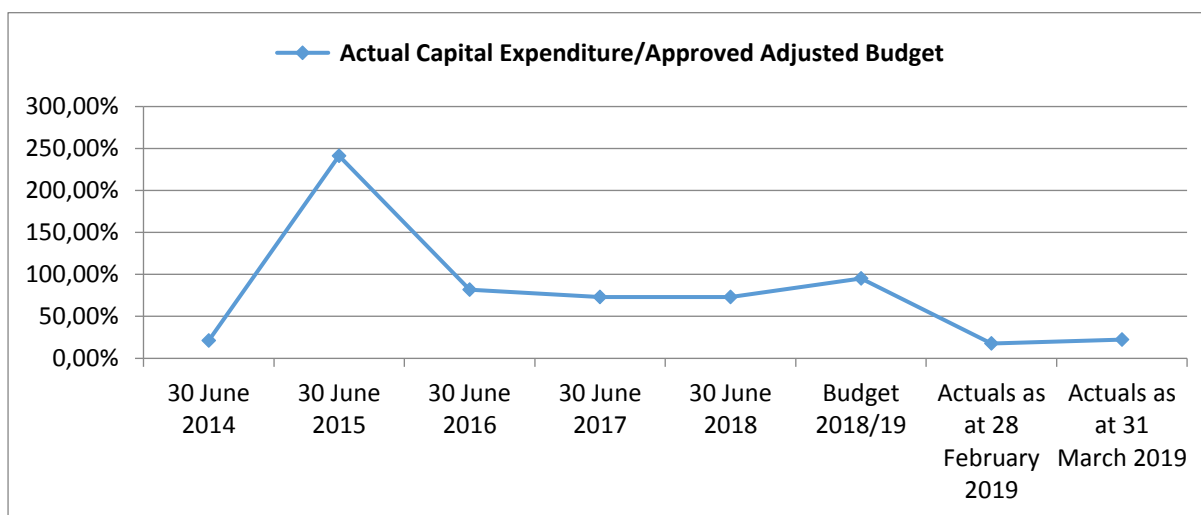
4.4.6. Capital Budget Spending

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 March 2019 amounted to 22.27% compared to the budgeted ratio of 95%.



REPORTS BY
THE
PORTFOLIO
CHAIRPERSON:
CORPORATE
SERVICES

KOUGA MUNICIPALITY (EC108)**ORDINARY COUNCIL MEETING****CORPORATE SERVICES****DATE: 30 APRIL 2019****ITEM NO: 19/04/CORP1****COMPARATIVE MONTHLY REPORT FOR THE CORPORATE SERVICES DIRECTORATE:
ADMINISTRATION SECTION**1. Introduction

To report on the functional activities of each of the sections within Administration as at end of December 2018.

2. Background

The Directorate submits monthly reports to inform the committee of the activities performed during the previous months.

3. Discussion

The report below outlines the individual activities of the administration section:

1.	Council Support	
		As many of the goods and services for the Ward projects must be procured through a Tender process, movement on the procuring process is painstakingly slow. Several Tenders are in process and quotes are being obtained. There are also several I&E related projects which Corporate Services don't have the expertise for. The respective department has been requested to assist. The expenditure to date is R420 000.
2.	Registry	The revamping of the Registry section is close to completion and the delivery of the remainder of the new furniture is awaited and expected to arrive at the end of March 2019. The wooden shelves in the strong room will be replaced by galvanized shelving. The larger Tender box as requested at the Supply Chain offices is still to be finalized by SCM and the opening of Tenders still needs to be moved to the Supply Chain offices. Registry has lost a staff member who resigned. The appointment of a replacement is a priority as registry is short-staffed and the vacancy will be advertised before the end of March.

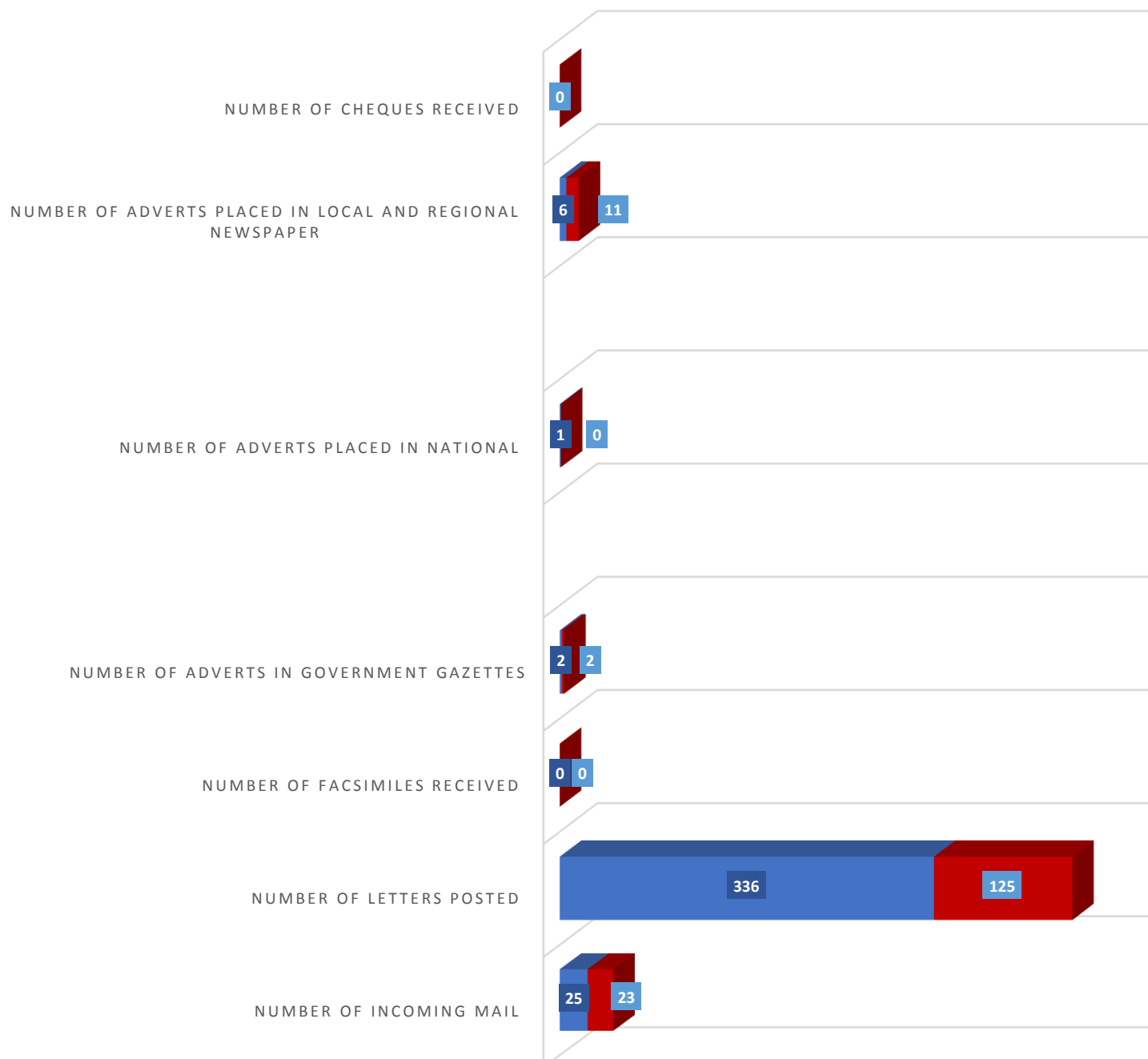
3.	Communication	
		i) PABX System The Emergency Telkom lines were ported from Telkom to Upstream and now functions on the Municipal radio network. A failsafe number is active on a server in Cape Town. The generic emergency number is in the process of being created and will be advertised in Newspapers and Social media before it is activated. The target for activation is May 2019. ii) Landlines and Internet installation for all Ward offices, Libraries, community halls, and satellite fire stations have been completed. A problem with the Internet at Ward 1 was reported to the service provider and was resolved. iii) The non-answering of telephonic inquiries in the Revenue section and the Traffic department. At a meeting with the Revenue department the following resolutions were formulated: • Call Centre Operators will assist with taking calls on account balances. The Ovvio system will be set-up on the Call Centre computers. • The above arrangement will be on a trial basis to establish if the level of unanswered calls reduces. • A messaging system will be implemented on 2 phones in the Revenue Department • The IVR will be further segregated into 1. Account Balances and 2. Account Queries • Two Staff members will be appointed in the Revenue section who will attend to account queries • An SMS system, informing consumers of their balances will be explored • Revenue will explore placing a Kiosk in the Revenue hall for members of the public to view their account balances
	Public Participation in the Speakers Office	
		❖ Joint Public meetings were held for Ward 2 and ward 1 31 January 2019 at Tokyo Sexwale sports field. ❖ Kouga stakeholders planning meeting, 1 February 2019 at Sarah Baartman District Municipality. ❖ Welcoming ceremony of initiates on 13 February 2019 at

		the Humansdorp Methodist Church. ❖ Moral Regeneration Movement on 5 February 2019 ❖ District Initiation meeting, 6 February 2019 ❖ Public hearing with demarcation board and stakeholders Meeting on 5 February 2019 in the Newton Hall and Tokyo Sexwale ❖ ECPL Voter Education Program at Pellsrus and Weston H on 27 February
5	Other	
		i) Construction work for the new HR offices in the old Library will be completed by mid April 2019. ii) The installation of the new Copiers/Printers has not been completed yet due to various problems with the SLA and rental agreement which have now been resolved and signed by both parties. The Installation will commence soon. iii) Document imaging and off-site storage Tender must be re-advertised due to a technical problem with the Tender document. The Tender was referred back to BSC to correct the error and will thereafter be re-advertised. iv) Advertising Outsourcing Tender closed on 11 January 2019 and was referred back the Bid evaluation Committee to correct omissions in the report. The corrections were done, and the tender will serve at the next meeting of the Bid Evaluation Committee. v) Cell Phone Covers and Screen Protectors Tender was awarded, and the order numbers were issued. The used department is awaiting the delivery of the goods.

3.2 Activities in the Registry Department

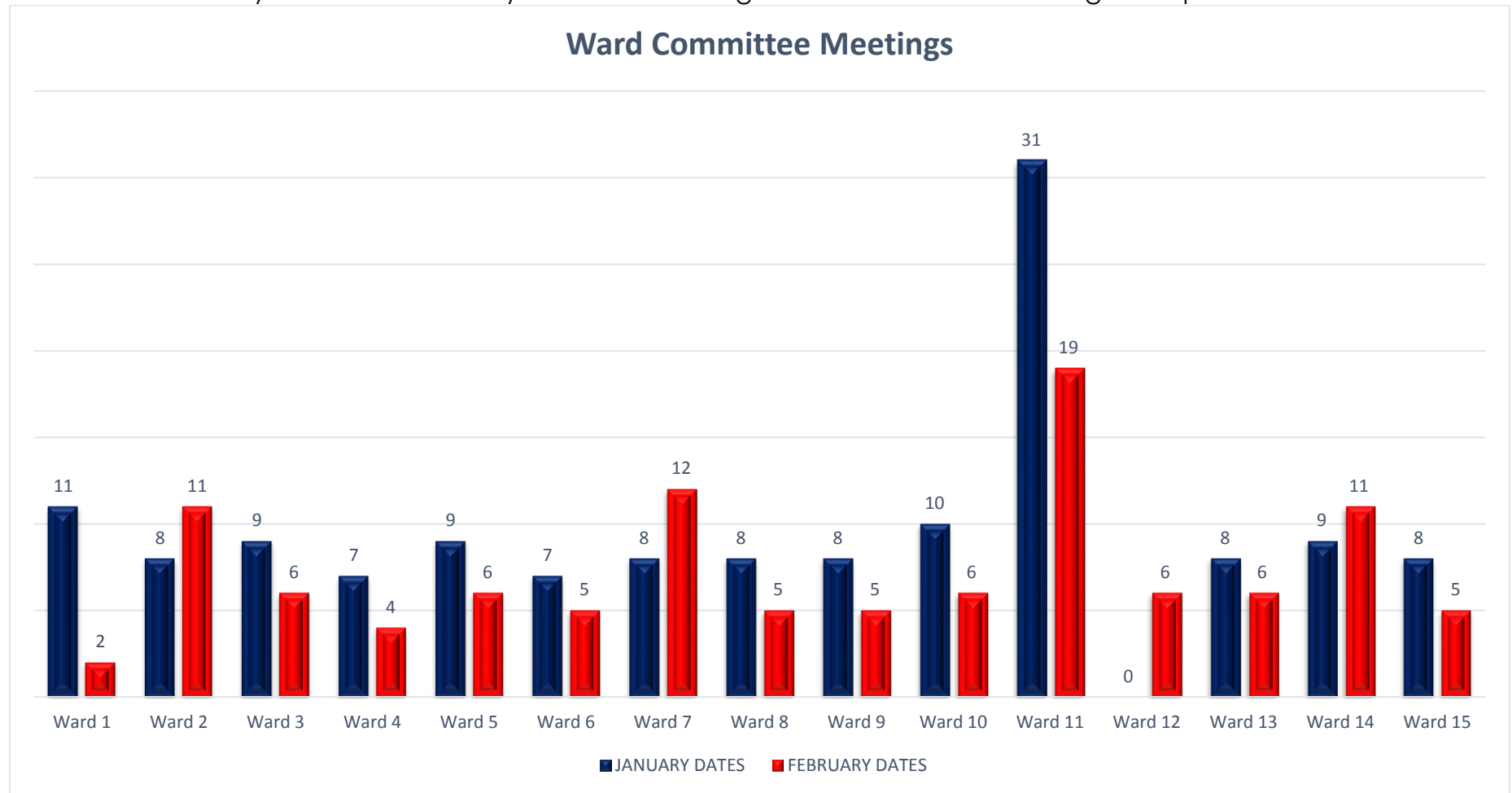
REGISTRY RACTIVITIES

■ JANUARY 2019 ■ FEBRUARY 2019



3.3 Ward Committees

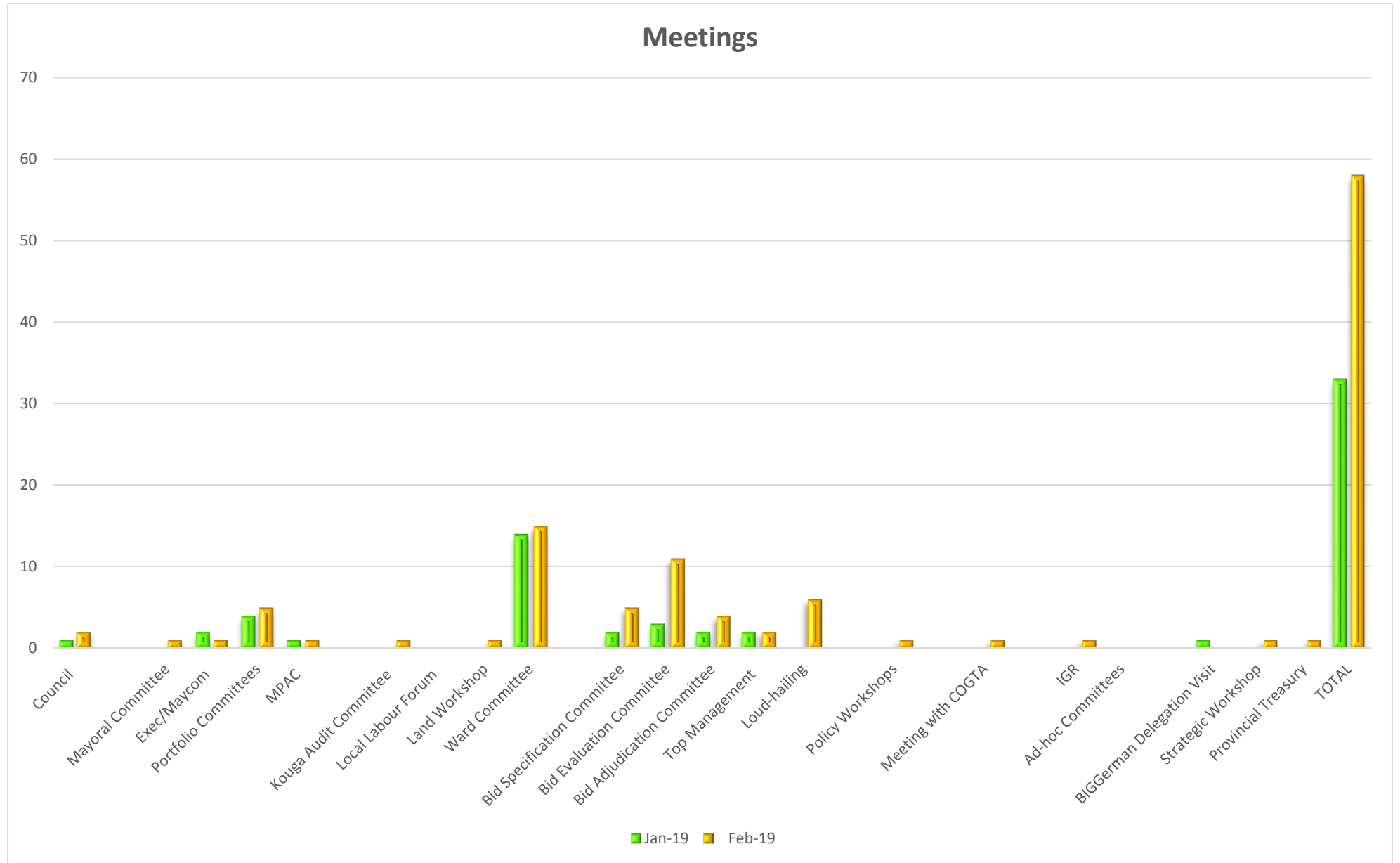
Between 15 January 2019 to 15 February 2019 the following Ward Committees meetings took place:



Ward 11 meetings are held after the cut-off date of the 10th of each month. Ward 11 non-aherence with cut off dates must be addressed by the Speaker

3.4. Secretariat Activity

MEETING	JAN 2019	FEB 2019
Council	1	2
Mayoral Committee	0	1
Exec/Maycom	2	1
Portfolio Committees	4	5
MPAC	1	1
Kouga Audit Committee	0	1
Local Labour Forum	0	0
Land Workshop	0	1
Ward Committee	14	15
Bid Specification Committee	2	5
Bid Evaluation Committee	3	11
Bid Adjudication Committee	2	4
Top Management	2	2
Loud-hailing	0	6
Policy Workshops	0	1
Meeting with COGTA	1	1
IGR	0	0
Ad-hoc Committees	0	0
German Delegation visit	1	0
Strategic Workshop	0	1
Provincial Treasury	0	1
TOTAL	33	58



3.5 Vehicle Expenditure

Trans Date	Reg Num	Purchase Description	Odo Reading	No. of Litres	Transaction Amount	Tank Capacity	Make	Model
5/102/2019	JFK384EC	FUEL	6090	66.18	958.06	75	NISSAN	HARDBODY NP300 2.5TD
13/02/2019	JFK384EC	FUEL	6728	64.33	923.9	75	NISSAN	HARDBODY NP300 2.5TD
21/02/2019	JFK384EC	FUEL	6753	61.64	975.88	75	NISSAN	HARDBODY NP300 2.5TD
TOTAL KM and Fuel			758	192.78	2767.22		NISSAN	HARDBODY NP300 2.5TD

Administration needs to establish the correctness of the above figures with the Fleet section

4 Financial implications

4.1. There are no financial implications that were not budgeted for.

5. Comment of the Director of Corporate Services

The report is noted.

6. Recommendation

6.1 The monthly report for January and February 2019, be noted.

6.2 That a report on outlining other platforms to reach communities, such as online advertising be investigated, be tabled to the Portfolio Committee next meeting.

6.3 That a comprehensive report on the fleet management in terms of vehicle expenditure be tabled to the next Corporate Services Portfolio Committee Meeting.

Item prepared by: The Acting Manager: Administration

KOUGA MUNICIPALITY (EC 108)**ORDINARY COUNCIL MEETING****CORPORATE SERVICES****DATE: 30 APRIL 2019****ITEM NO: 19/04/CORP2****HR REPORT FOR JANUARY 2019 TO FEBRUARY 2019****1. Introduction**

The intention of this item is to present a comprehensive overview to the committee on the status of various components within HR. This report presents data from July 2018 and will continue up until the end of June 2019.

The reporting period contained herein is for January 2019 to February 2019. The report will present a month to month comparative assessment.

2. Discussion

Below is a high-level overview of activity in the HR department. The detail of each functional area within HR appears in the tables and graphs below. With information of this nature, the committee can track month to month progress on HR activity and exercise oversight.

HR REPORT JULY 2018 TO FEBRUARY 2019

	Actual July 2018	Actual Aug 2018	Actual Sept 2018	Actual Oct 2018	Actual Nov 2018	Actual Dec 2018	Actual Jan 2019	Actual Feb 2019
HEADCOUNT								
MM	6	6	11	11	11	11	11	10
Infrastructure & Engineering	246	246	247	262	263	261	261	259
Corporate Services	84	83	80	73	75	74	74	74
Community Services	417	418	426	414	452	450	448	446
Planning, Dev, & Tourism	27	30	30	30	30	28	28	28
Finance	93	95	96	94	94	94	94	99
TOTAL	873	878	890	884	925	918	916	916
% Permanent Staff growth	0,00%	0,57%	1,37%	-0,67%	4,64%	-0,76%	-0,22%	0,00%
% Total Staff Growth	0%	0,11%	0,22%	-0,67%	8,63%	9,39%	-0,19%	-13,33%
EQUITY REPORTING -	Jul-18	Aug-18	Sep-18	Oct-18	Nov-18	Dec-18	Jan-19	Feb-19
African Male	289	292	294	294	303	302	301	305
African Male (Temporary)	6	5	3	3	32	68	68	1
%	32,96%	33,15%	33,07%	33,30%	34,57%	34,91%	34,88%	33,37%
African Female	139	140	146	146	163	162	161	161
African Female (Temporary)	7	5	0	0	3	39	39	0
%	16,31%	16,18%	16,26%	16,37%	16,82%	15,28%	18,90%	17,56%
Coloured Male	273	273	275	271	281	278	279	276
Coloured Male (Temporary)	4	4	3	3	5	20	20	0
%	30,95%	30,92%	30,96%	30,38%	29,00%	26,23%	28,26%	30,10%
Coloured Female	113	114	114	114	116	114	114	114
Coloured Female (Temporary)	3	3	2	2	2	14	14	0
%	12,96%	13,06%	12,92%	12,78%	11,97%	10,75%	12,10%	12,43%
Indian male	0	0	0	0	0	0	0	0
%	0,00%	0,00%	0,00%	0,00%	0,00%	0,00%	0,00%	0,00%
Indian Female	1	1	1	1	1	1	1	1
%	0,11%	0,11%	0,11%	0,11%	0,10%	0,09%	0,09%	0,11%
White Male	35	35	37	35	36	36	36	35
White Male (Temporary)	1	0	0	0	0	0	0	0
%	4,02%	3,91%	4,12%	3,92%	3,72%	3,40%	3,40%	3,82%
White Female	23	23	23	23	25	25	24	24
White Female (Temporary)	1	1	0	0	2	1	1	0
%	2,68%	2,68%	2,56%	2,58%	2,58%	2,36%	2,36%	2,62%
Number of Permanent Employees	873	878	890	884	925	918	916	916
Number of Temporary Employees	22	18	8	8	44	142	142	1
TOTAL PERMANENT, CONTRACT & TEMPORARY	895	896	898	892	969	1060	1058	917
RECRUITMENT	Jul-18	Aug-18	Sep-18	Oct-18	Nov-18	Dec-18	Jan-19	Feb-19

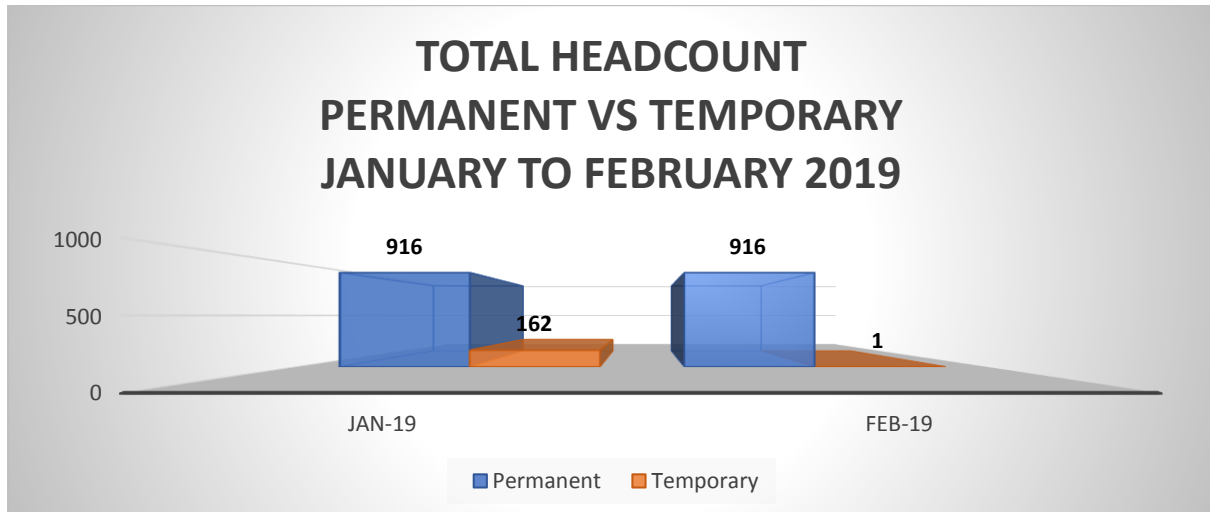
Number of Discharges	5	1	1	5	9	7	6	9
% Staff Turnover	1%	0%	0%	1%	1%	1%	1%	1%
Number of Promotions	1	5	3	4	1	5	2	5
Number of new employees	5	6	3	2	39	2	2	4
WAGE BILL	Jul-18	Aug-18	Sep-18	Oct-18	Nov-18	Dec-18	Jan-19	Feb-19
Gross Wage Bill	R 16 451 395,06	R 18 847 718,77	R 17 898 707,16	R 18 291 392,12	R 30 356 420,38	R 18 964 737,28	R 20 550 988,77	R18 875 321,37
% Increase - Gross Wage Bill	0%	15%	-5%	2%	66%	-38%	8%	-8%
Net Wage Bill	R 9 236 825,70	R 10 898 422,65	R 10 176 273,17	R 10 416 085,01	R 22 110 151,66	R 10 903 476,48	R12 027 325,41	R11 251 993,64
% Increase - Net Wage Bill	0%	18%	-7%	2%	112%	-51%	10%	-6%
TRAINING COSTS	Jul-18	Aug-18	Sep-18	Oct-18	Nov-18	Dec-18	Jan-19	Feb-19
Training Cost	R 9 660,00	R 0,00	R26 587,00	R 85 575,00	R 72 381,00	R 58 926,00	0	0
Associated costs	R 0,00	R 2 000,00	R0,00	R 0,00	R 0,00	R 0,00	0	0
Categories of Beneficiaries								
Legislators	10	0	0	0	1	0	0	0
Managers	34	0	5	0	24	0	0	0
Professionals	35	4	10	28	82	0	0	0
Technicians and Associate Professionals	25	3	6	5	18	0	0	0
Clerical Support Workers	20	14	1	6	23	8	0	0
Service & Sales Workers	0	0	11	0	16	0	0	0
Skilled Agricultural, Fishery and Related Trade Workers	0	0	0	0	0	0	0	0
Plant & Machine Operators and Assemblers	12	0	0	6	26	4	0	0
Elementary Occupations	199	52	23	12	66	8	0	0
Total Number of beneficiaries	335	73	56	57	256	20	0	0
LEAVE DAYS TAKEN	Jul-18	Aug-18	Sep-18	Oct-18	Nov-18	Dec-18	Jan-19	Feb-19
Annual Leave	531	406	389	453	420	274	436	419
Sick Leave	226	195	175	224	165	156	122	158
DISCIPLINARY MATTERS	Jul-18	Aug-18	Sep-18	Oct-18	Nov-18	Dec-18	Jan-19	Feb-19
Number of disciplinary matters	3	4	4	5	9	2	5	5
Number of Matters at arbitration	3	1	4	3	2	4	3	2
Number of Matter in the Labour Court	0	0	0	0	0	0	0	0
Number of Matters Finalise	1	2	1	2	3	4	5	2
Number of Grievances	1	1	2	1	0	1	2	3
Number of Grievances finalised	1	0	0	1	0	0	2	0
TOTAL	9	8	11	12	14	11	17	12
OVERTIME PER DEPARTMENT	Jul-18	Aug-18	Sep-18	Oct-18	Nov-18	Dec-18	Jan-19	Feb-19

COMMUNITY SERVICES	R673 450,57	R900 586,31	R834 888,06	R1 008 146,89	R759 430,67	R1 016 926,55	R2 486 496,04	R1 200 722,79
CORPORATE SERVICES	R41 812,33	R30 574,54	R37 933,64	R41 907,82	R33 266,31	R23 973,97	R37 058,75	R25 621,89
INFRASTRUCTURE AND ENGINEERING	R675 777,79	R713 284,70	R717 658,99	R784 309,23	R763 271,14	R741 703,67	R1 061 767,37	R767 149,00
FINANCE	R25 685,18	R3 189,79	R15 751,28	R581,66	R9 859,87	R969,30	R7 444	R8 642,95
PLANNING, DEVELOPMENT AND TOURISM	R0,00	R0,00	R0,00	R0,00	R0,00	R0,00	-	-
TOTAL	R1 416 725,87	R1 647 635,34	R1 606 231,97	R1 834 945,60	R1 565 827,99	R1 783 573,49	R3 592 766,16	R2 002 136,63
S & T PER DEPARTMENT	Jul-18	Aug-18	Sep-18	Oct-18	Nov-18	Dec-18	Jan-19	Feb-19
COMMUNITY SERVICES	R6 785,37	R23 917,96	R40 164,53	R98 611,21	R30 442,37	R18 614,24	R39 666,01	R5 538,35
CORPORATE SERVICES	R33 723,10	R13 640,90	R40 065,50	R47 744,67	R62 098,22	R13 529,99	R2 934,10	R24 686,11
INFRASTRUCTURE AND ENGINEERING	R16 688,40	R13 030,72	R28 545,86	R34 661,35	9 831,32	R7 329,41	R8 349,56	R10 251,69
FINANCE	R14 288,65	R9 904,19	R2 588,37	R1 664,21	R6 003,43	R10 354,66	R956,65	R728,67
PLANNING, DEVELOPMENT AND TOURISM	R35 630,62	R14 957,49	R36 478,74	R23 834,36	R112 051,21	194,64	12 956,29	R4 227,82
MUNICIPAL MANAGER	R5 432,74	R2 992,36	R351,19	R22 122,80	R22 604	R654,78	R5 200,45	R1 462,23
TOTAL	R112 548,88	R78 443,62	R148 194,19	R228 638,60	R243 030,55	R50 677,72	R70 063,06	R46 894,87
OCCUPATIONAL HEALTH AND SAFETY	Jul-18	Aug-18	Sep-18	Oct-18	Nov-18	Dec-18	Jan-19	Feb-19
Number of Injuries on duty reported	6	5	8	8	11	14	5	1
Number of Medical Surveillance	0	25	45	173	214	4	0	90
Number of monthly safety representative meetings	3	3	1	3	4	3	1	2
Number of Employee Assistance interventions	0	2	1	1	11	2	0	2
TOTAL	9	35	55	185	240	23	6	95

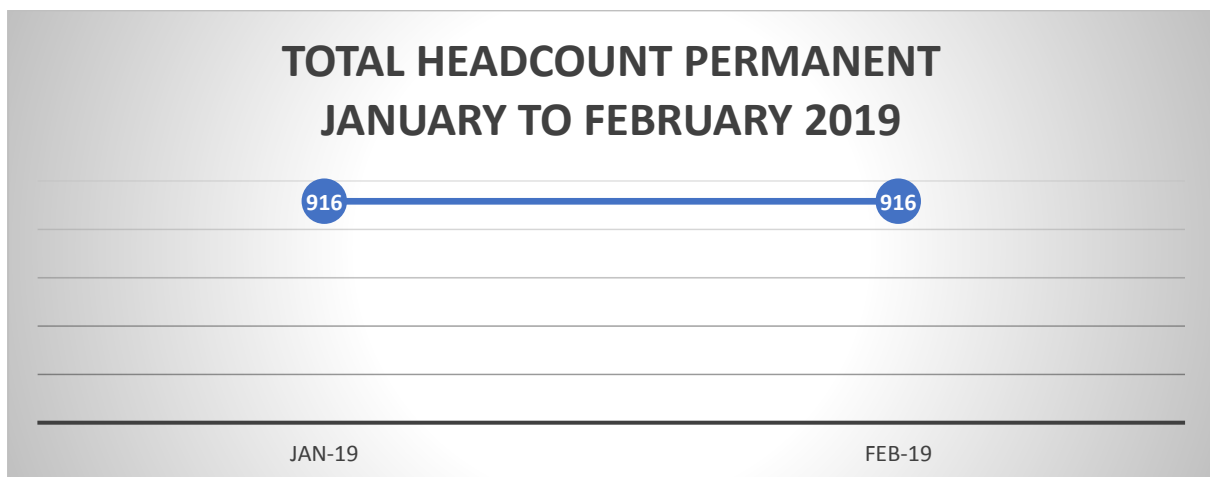
2.1 Headcount

The headcount decreased from January to February due to the seasonal employees' contracts coming to an end. The permanent employees stabilized at 916 due to the same amount of discharges and appointments.

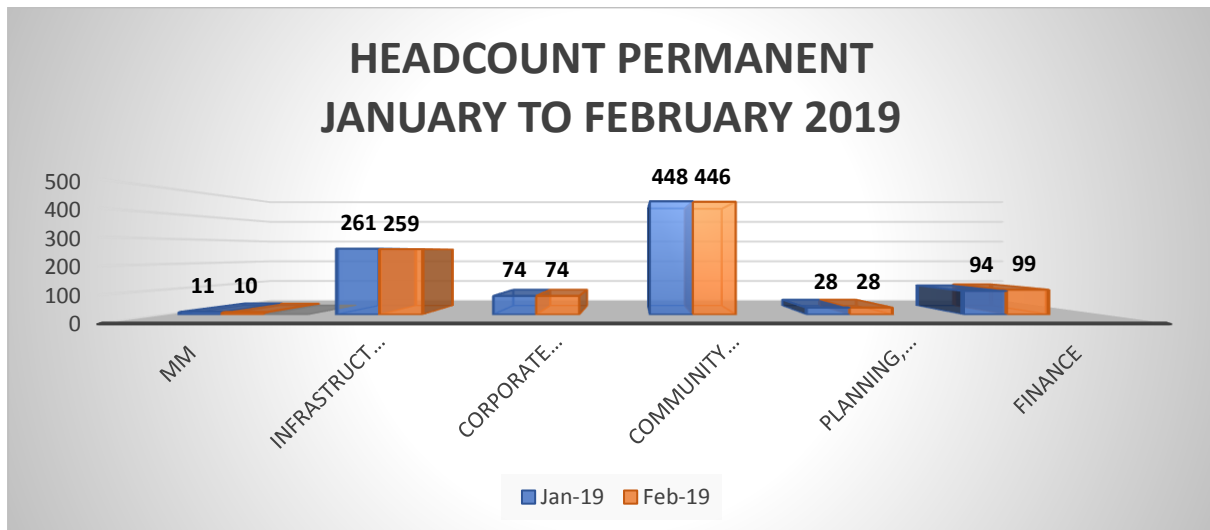
Temporary employees decreased to only one in February 2019.



Graph 1



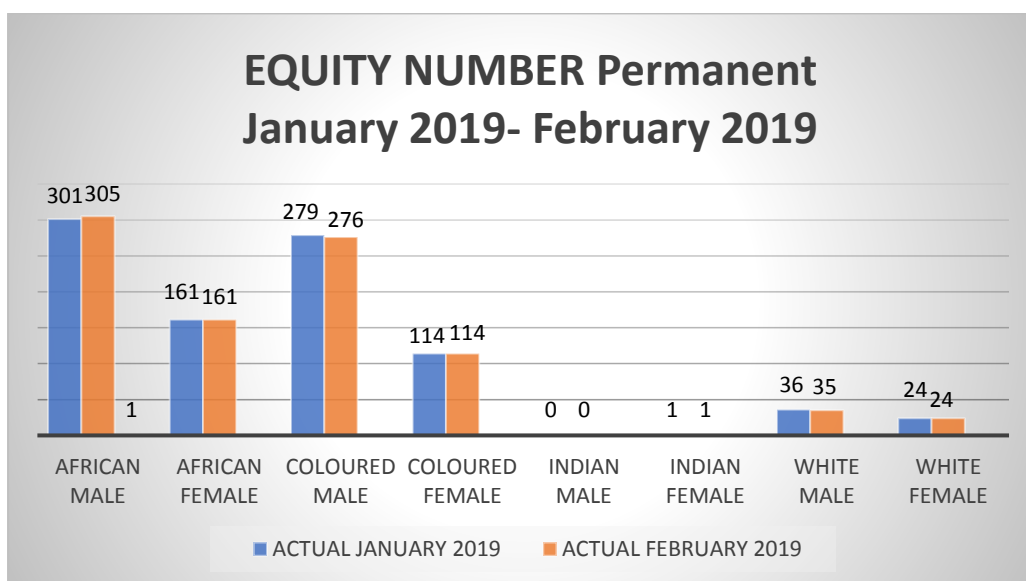
Graph 2



Graph 3

2.2 Employment Equity

The graph below reflects the current workforce numbers per race, per gender for permanent staff.



Graph 4

The graph and table below shows our current demographics against the Provincial EAP demographics. The percentage below is for both permanent and temporary staff.

It is important to note the underrepresentation of African males & females. Much attention must be given to increase the number of African males & females. It is however, pleasing to note the steady increase in the number of African Males & Females. There is a considerable overrepresentation of Coloured males & females and slight underrepresentation of Indian males & females and white females.

	ACTUAL JANUARY 2019	ACTUAL FEBRUARY 2019	REQUIRED PROVINCIAL EAP %
African Male %	34,88%	33,37%	42,30%
African Female %	18,90%	17,56%	39,50%
Coloured Male %	28,26%	30,10%	5,60%
Coloured Female %	12,10%	12,43%	5,00%
Indian Male %	0,00%	0,00%	0,40%
Indian Female %	0,10%	0,09%	0,20%
White Male %	3,40%	3,82%	3,80%
White Female %	2,36%	2,62%	3,10%

Table 1

On the 15th of January 2019 the Municipality submitted its yearly Employment Equity report to the Department of Labour. This was done after extensive consultation with organized Labour and employees.

Table 2 underneath indicates the progress that the Municipality has made in terms of its Employment Equity plan and Numerical targets

The table depicts the status of the workforce profile at end of March 2018, the numerical targets that was set out in the Employment Equity plan, and the current profile as per February 2019. As per the table underneath, it clear that significant strides have been made to appoint African Females, African Males, and females in totality

[illegible]

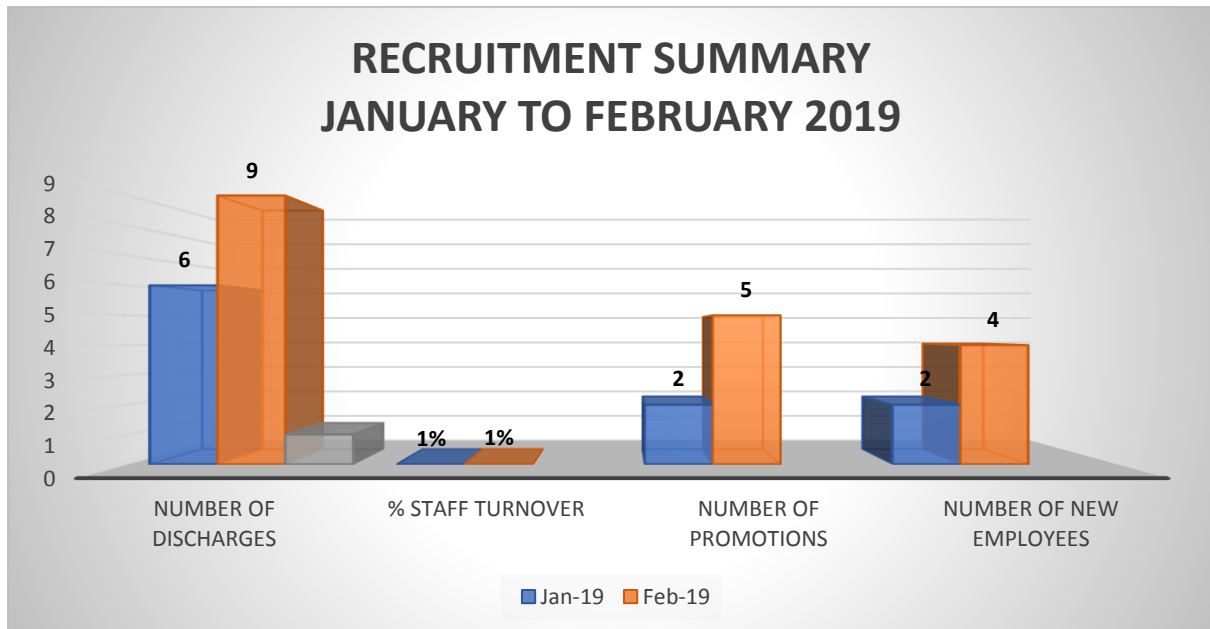
MARCH 2018		101	83	0	0	61	47	0	1	0	0	293
SEPTEMBER 2019 Target		99	75	0	4	61	40	0	3	0	0	282
FEBRUARY 2019		108	70	0	0	61	44	0	1	0	0	284

Table 2

2.3 Recruitment Summary

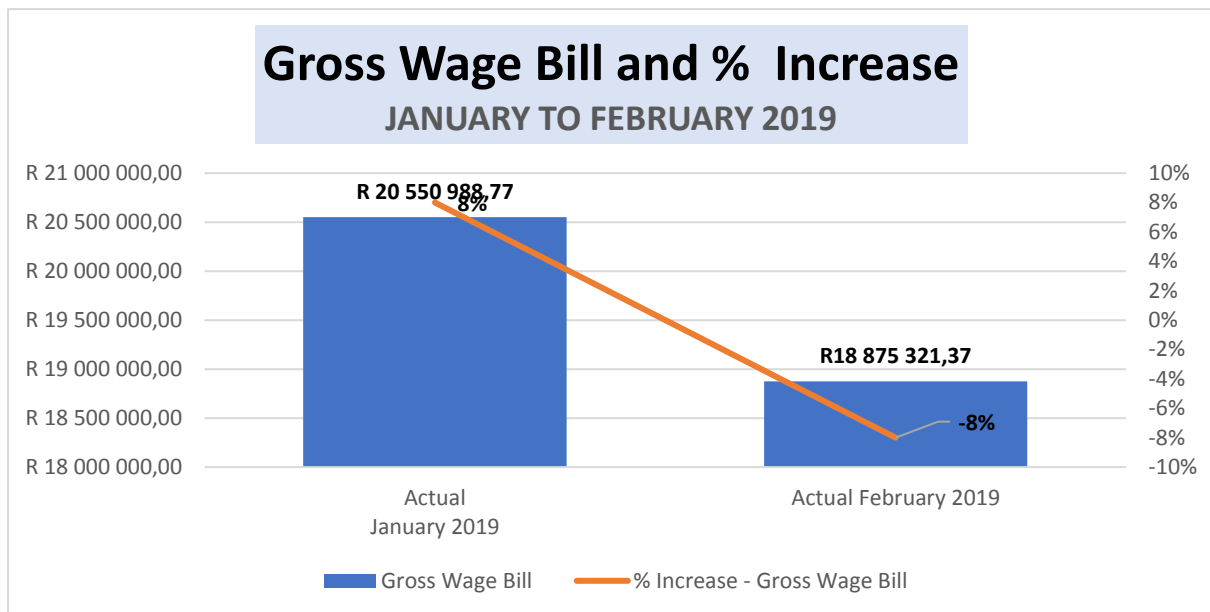
The total number of discharges (resignations, boarding, retirement, death & dismissal) for the reporting period is 15, with staff turnover standing at 1%.

7 promotions took place for the reporting period, and the Municipality employed 6 new employees in the reporting period.

**Graph 5**

2.4 Wage Bill

There was a decrease of 8% in the wage bill from January 2019 to February 2019, due to the fact that festive season came to an end and most of the seasonal employees' contracts terminated.

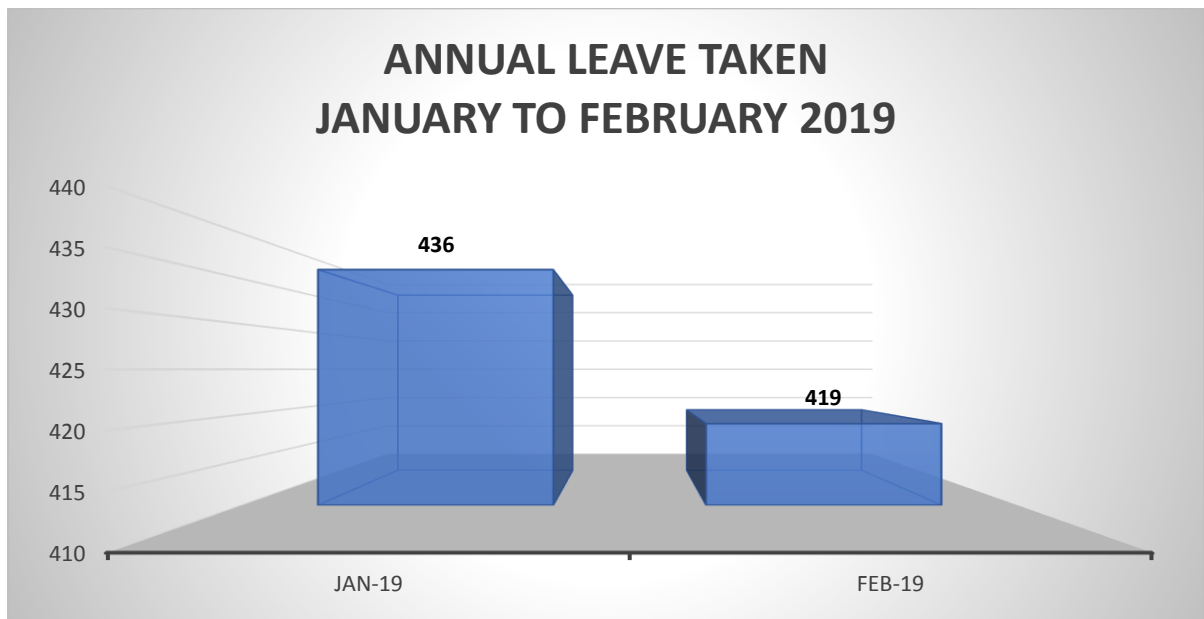


Graph 6

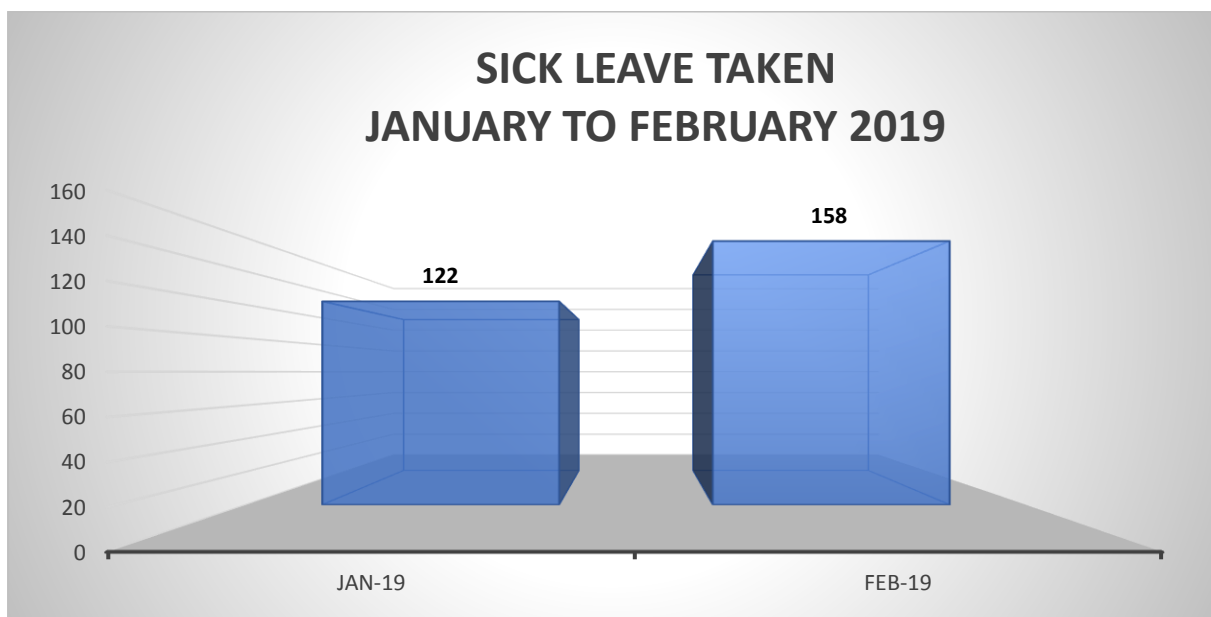
2.5 Training

There was no training expenditure for the reporting period due to the fact that the Senior SDF left the employment of Kouga, however, this has been remedied and expenditure will drastically increase in the coming months due to several training providers appointed and training programmes arranged.

2.6 Leave Taken



Graph 7



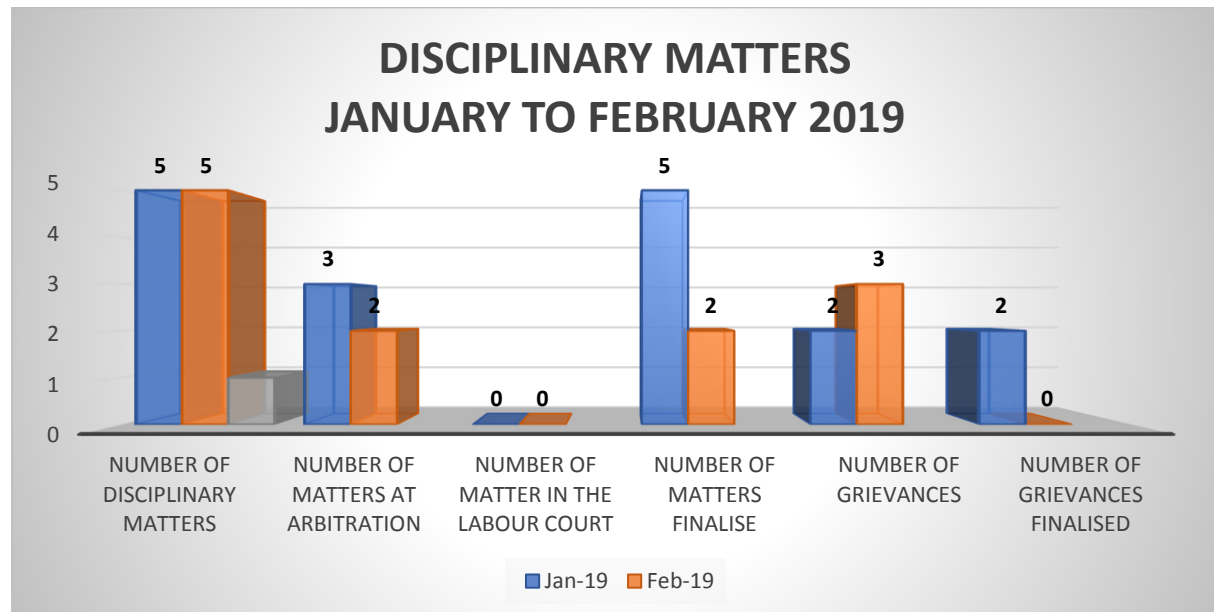
Graph 8

Sick leave and annual leave remained stable for the reporting period.

The Human Resource section have introduced a new triplicate leave book system. These books were implemented effective from the 1st of October 2018 by all departments within the Kouga Municipality. This new system will ensure that leave is more effectively controlled and managed.

2.7 Disciplinary Matters

For the reporting period there have been a total of 29 disciplinary matters. Matters for arbitration and the Labour Court have decreased significantly due to older outstanding matters being swiftly dealt with. Grievances have also decreased significantly with only 2 grievances submitted during the reporting period.



Graph 9

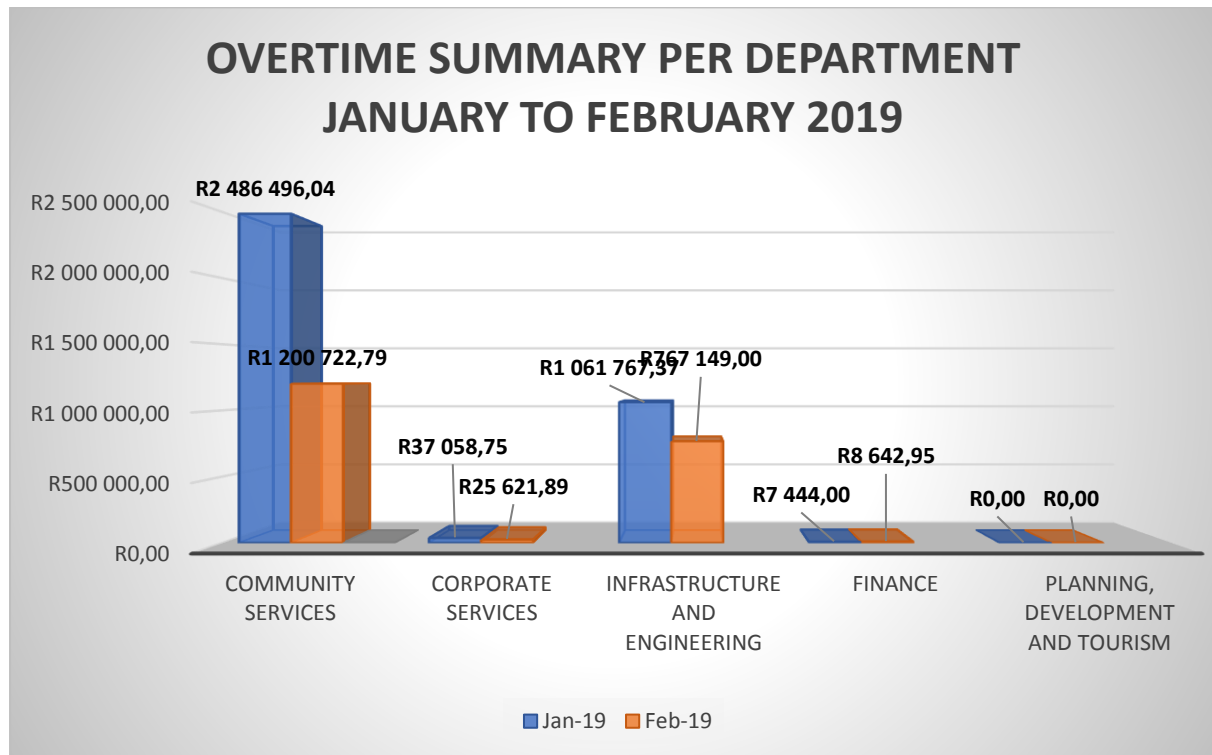
3. Overtime

Overtime decreased significantly in the reporting period. This was due to the fact the that season ended in January 2019, and operations normalized for February 2019.

The Community Services department overtime decreased from R 2 486 496,04 in January 2019 to R 1 200 722,79 in February 2019.

The Infrastructure and Engineering department overtime also decreased from R 1 061 767,37 in January 2019 to R 767 149,00 in February 2019.

The overtime per department is depicted is follows:

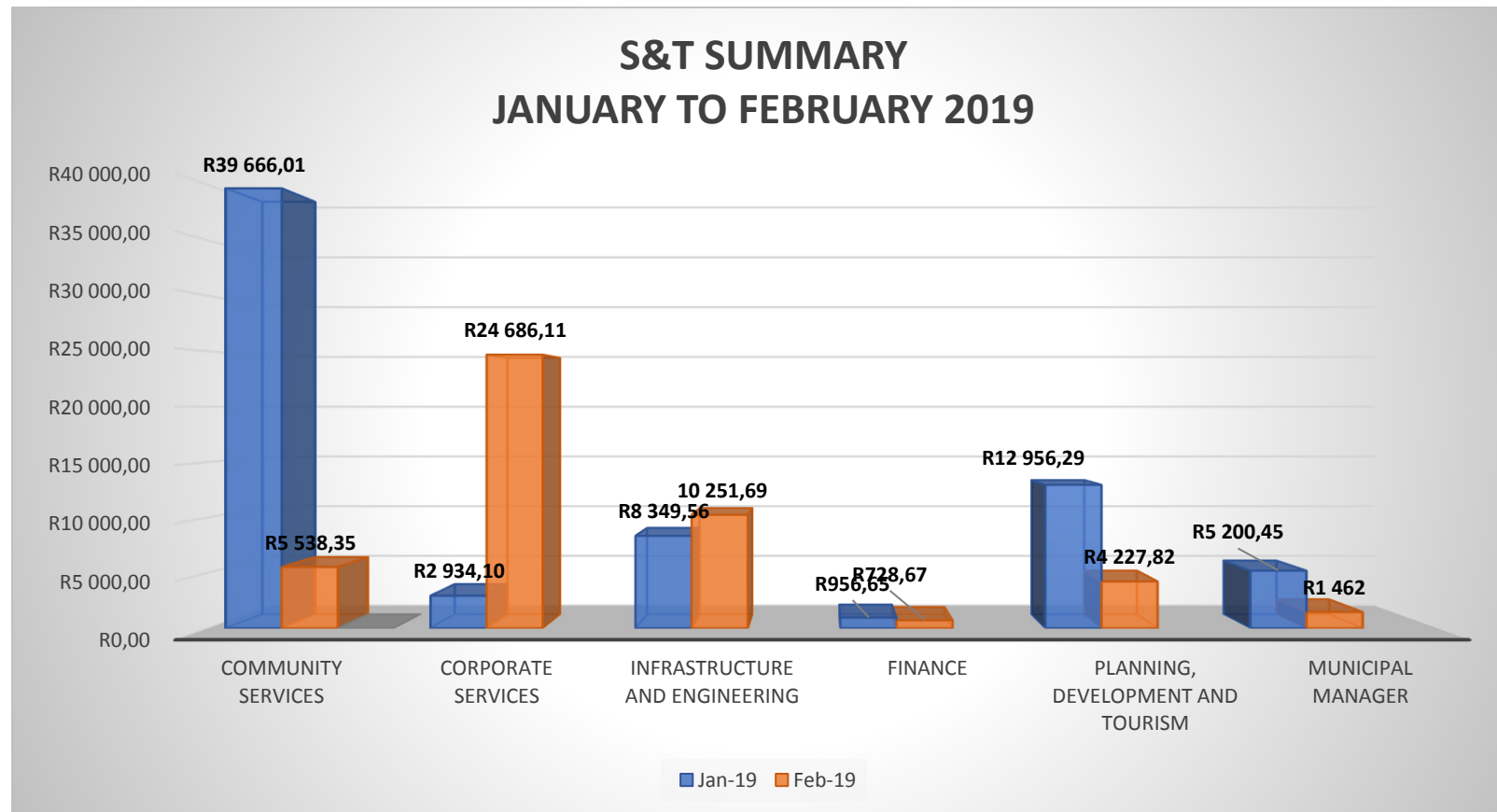


Graph 10

4. Subsistence and Travel

The Community Services subsistence and travel expenditure was the highest for January 2019 at R 39 666,01, and the Corporate services department subsistence and travel expenditure was the highest for February 2019 at R 24 686,11.

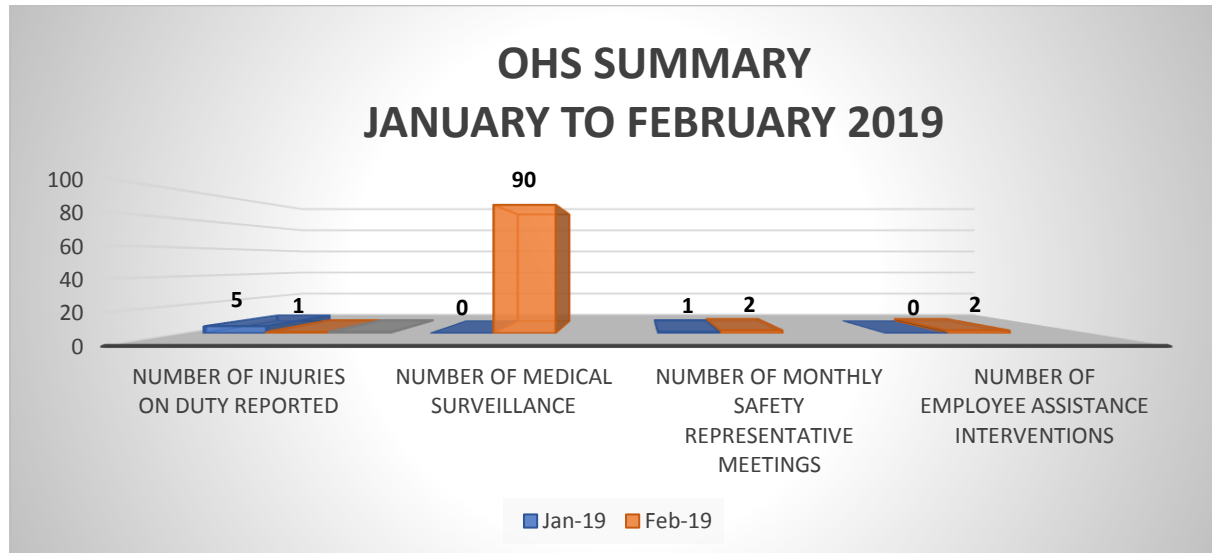
The Subsistence and Travel expenditure per department is depicted as follows:



5. Occupational Health and Safety

For the reporting period, the OHS section held 3 monthly Health and Safety Rep meetings, 6 cases of injury on duty were reported, 90 employees were sent for Medical surveillance, and the section also facilitated 2 Employee Assistance Interventions.

There were no serious findings from the Medical surveillance.

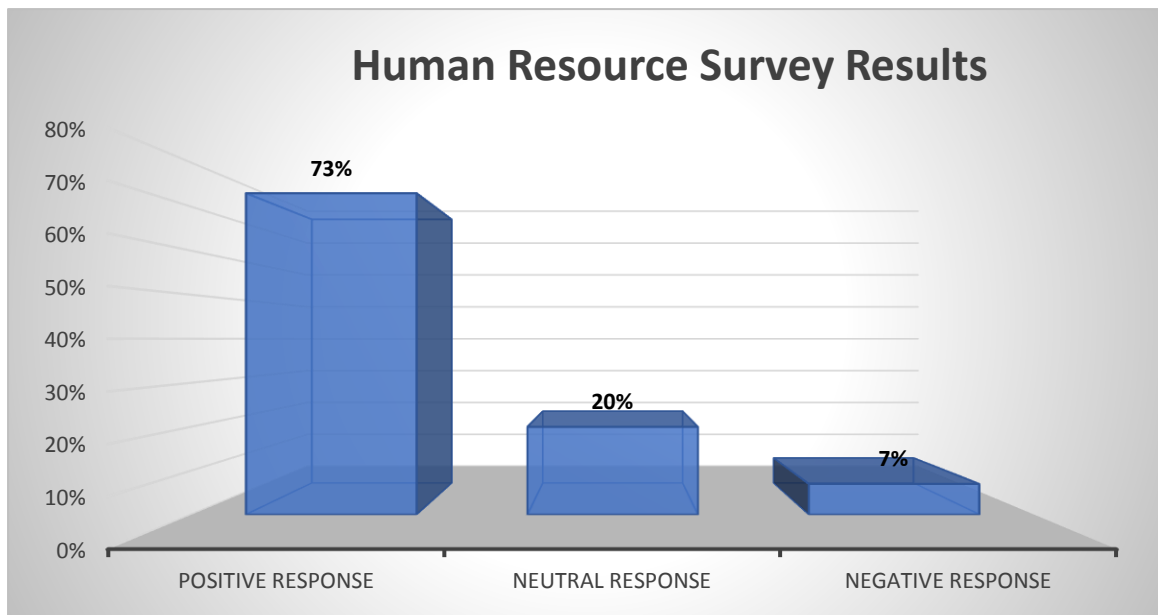


Graph 12

7. Human Resource Survey

The Human Resource section conducted an online Human Resource survey for all employees to get a sense of the improvements that is needed in the Human Resource section. Underneath is the results of the survey.

The Human Resource section appreciated the very positive feedback and will strive to better its results and service officering.



Graph 13

8. Comments by Directorates

8.1 Director: Corporate Services

That report is noted. The outcome of the HR survey is very pleasing as it shows a step in the right direction in terms of HR service delivery. Well done to the HR team

9. Recommendation

9.1 That the HR Report for January 2019 To February 2019, be noted.

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

9.3. That it be noted that a report on the 75 workers will be tabled at the next Corporate Services Portfolio Committee meeting whereafter the report will be tabled to Council.

Item prepared by: The Manager: Human Resources

KOUGA MUNICIPALITY (EC108)**ORDINARY COUNCIL MEETING****CORPORATE SERVICES****DATE: 30 APRIL 2019****ITEM NO: 19/04/CORP3****ANALYSIS: OVERTIME VS SHIFT WORKERS FOR THE TRAFFIC SECTION****1. Introduction**

The Human Resource section, in collaboration with the Safety and Security section conducted an analysis to test whether implementing a shift system in the traffic section is feasible.

2. Background

Council has raised the issue of the implementation of a shift system in the traffic section on several occasions, and before any such system can be implemented the financial implications must be considered.

3. Discussion

Kouga currently has 8 full time Traffic Officers on active duty, and 3 Senior Traffic officers.

When a shift system is implemented, it will work on a 4-day cycle of 12 hours per day for 4 days, and then 4 days off. Thus, one can break it down as follows:

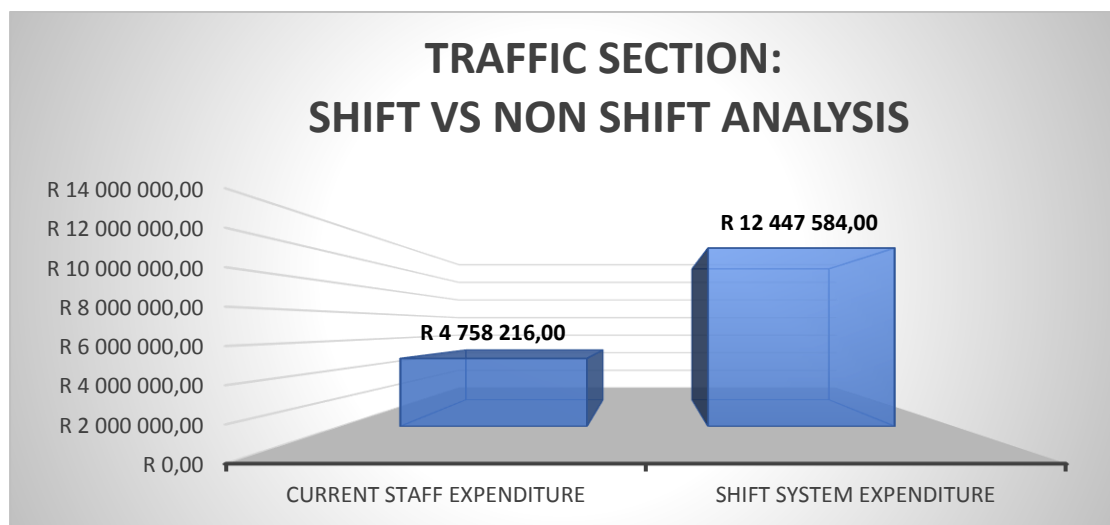
Shift 1	Shift 2	Shift 3	Shift 4
1 Senior and 8 Traffic officers	1 Senior and 8 Traffic officers	1 Senior and 8 Traffic officers	1 Senior and 8 Traffic officers

Thus, to implement the shift system successfully one needs 4 Senior Traffic officers, and 32 Traffic officers.

As per the SALGBC Divisional Collective agreement, all shift workers must be paid a shift allowance, and night shift allowance.

Thus, based on the above, the following calculations must be considered:

Salary packages of current staff including overtime	Proposed salary packages with shift system
(Salary packages x11 officials) R 3 511 896 per annum	(Salary packages x 36) R 12 447 584 per annum
(Overtime per month) R 103 860 x12= R 1 246 320 per annum	
Total: R 4 758 216	R12 447 584
Difference: R 7 689 368 per annum	



Graph 1

Thus, based on the above calculation the Municipality will have to increase its salary budget by **R 7 689 368 per annum** to accommodate the shift system for the Traffic section.

4. Financial Implications

Implementation of the shift system in the Traffic section will cost the Municipality and additional R 7 689 368 per annum.

5. Comments by Directorates

5.1 Director: Corporate Services

The cost of introducing a shift system is noted. The committee must express itself on the introduction of such a system, taking into consideration the cost implications.

6. Recommendation

- 6.1 That the Analysis: Overtime Vs Shift Workers report for the Traffic Section, be noted.
- 6.2 That the overtime cost analysis undertaken to justify the implementation of a shift system on rotation for the Traffic Section in terms of financial implications, be noted.
- 6.3 That a Work Study on the overtime vs shift workers for the Traffic Section be conducted to justify the financial implications for the actual need in Kouga, be supported.
- 6.4 That the Work Study to be conducted also include the Law Enforcement Department, be supported.

Item prepared by: The Manager: Human Resources

KOUGA MUNICIPALITY (EC 108)**ORDINARY COUNCIL MEETING****CORPORATE SERVICES****DATE: 30 APRIL 2019****ITEM NO: 19/04/CORP4****REPORT ON THE PROGRESS OF THE WARD DEVELOPMENT FUND**1. Introduction

The purpose of the report is to inform the Committee of the priorities identified by Ward Councillors and the status of the Ward Development Fund.

2. Background

An amount of R100 000 was allocated to each Ward Councillor for Ward Development. Ward Councillors were advised to establish priorities for their wards in terms of the Ward Development Policy.

3. Discussion

- 3.1 The table below indicates the approved priorities which have been chosen by each Ward Councillor.

NO	WARD	COUNCILLOR	PRIORITIES LISTED:
1	Ward 1	Cllr Mayoni	1. Oyster Bay: X2 Flood lights for sports field 2. Oyster Bay: Levelling of netball field 3. Oyster Bay: Soup kitchen group requires Container (3X6) and cooking utensils 4. Sea Vista: Renovate Wendy house (Sea Vista Soup Kitchen) next to the taxi rank for training purposes - fencing of the yard, electricity for building required, tiles(plastic), replacement of window frames, replacing the doors, install security gate. 5. Sea Vista - Soup Kitchen (Sea Vista Soup Kitchen) – Requires cooking utensils.
2	Ward 2	Cllr Meleni	1. Sizanani Support Group requires soup kitchen utensils. 2. Sewing machines for Sunshine Project (X2 overlock machines and 2 swinger machines)

			3. Various sport kits required for groups (soccer, rugby and netball)
3	Ward 3	Cllr Gertenbach	1. Upgrading of street names and roads signs within Ward 3. 2. Curbing along the streets
4	Ward 4	Cllr Campher	1. Fencing of the Playpark in Gill Marcus Village. 2. Fencing of the reservoir in Jeugkamp Township. 3. Outdoor Gym on the playpark in Gill Marcus. 4. Playpark for the kids in Jeugkamp.
5	Ward 5	Cllr Coenraad	1. Vaaldam New Play park (Vaaldam nuwe speelparkie) - Need erf no 2. High mast Lights (flood lights, including pole from Municipality - Creche Vaaldam, Rugby Field Vaaldam, Bo Blok, Johnny Jacobs se hoek, X4, including two poles. 3. Sport Equipment for Civic Centre (Gemeenskap Saal) – indoor 4. Upgrading (repairs, painting, swings included) and Fencing of Play Park in Jeggels Street Arcadia Humansdorp 6300 Kouga. 5. Fencing of upgraded Play Park at the back of Protea Old Age Club & Kate van der Merwe Creche in Arcadia 6. Cricket Bats for Humansdorp Cricket Club
6	Ward 6	Cllr Vumazonke	1. Paving of cemetery - from the old to the new cemetery (driveway) - 500m 2. Siyabonelela Group - Require soup kitchen utensils and equipment 3. Upgrading of street names and roads signs within Ward.

			4. Jongilanga NGO requires container - which will be kept at the yard of the community hall - Kwa-Nomzamo. 5. Widening of entrance of Kwanomzamo
7	Ward 7	Cllr Februarie	1. Building of play park, THORNHILL, Erf 891, Will require fencing and equipment. 2. Building of play park, LOERIE, Erf 25, Will require fencing and equipment.
8	Ward 8	Cllr Vorster	1. X2 speedbumps at Noorsekloof (Req created), possible a 3rd speed bump required at same street required 2. Water leak detector (R100000), Will be municipal property - to be controlled by D. Titus 3. 2X benches at play park, Deodor/Dogwood,
9	Ward 9	Cllr Jujwana	1. Jojo Tanks for 9 churches - X9 required 3000lt Jojo Tanks 2. 4x Sewing machines for group. 3. Various sport kits required for groups (soccer) 4. Taxi rank upgrade(repairs and maintenance) in Hankey.
10	Ward 10	Cllr Mabukane	1. Indoor gym within library premises (plot 943) 2. Masisebenze Primary School requires sport kits for school (soccer, rugby, netball) 3. Quagga Primary School requires athletic clothes for children -White and Navy 4. Fencing of the Park in town (at Entrance of Town) 5. Upgrading of braai area in town, including toilets - only braai area has been done, toilets being done by Municipality 6. X1 desktop for Masisebenze Primary School
11	Ward 11	Cllr Bornman	1. Street names (signage) 2. Road Work at Koraal Street.

12	Ward 12	Cllr Rheeder	1. Container for an office for lower Kwanomzamo - 6m long - office and multipurpose centre 2. Rock Revetment" for St Francis Bay 3. Camera Backbone System "for Paradise beach.
13	Ward 13	Cllr Peters	1. 200m Paving of Tshume St Rosedale 2. Weston creche (Hoza Street), requires fencing, repairs of toilet facilities (including wash basin) and painting of creche inside and outside 3. Rosedale creche, requires fencing, repairs of toilet facilities and painting of creche 4. Paving of Citwa Str (400m) and Daku Str (600m)
14	Ward 14	Cllr Mandeka	1. CPF Group (neighborhood watch- Require Freezer Jacket, torch, pepper spray, Sjambok 2. Flying Stars Club and Silvermoon netball club requires netball kits. 3. Super Sport football club requires Soccer kit. 4. Cultural dance group Masiphathisane requires uniform and music system. 5. Sewing Project – Container required for Mandela Bay.
15	Ward 15	Cllr Hendriks	1. Container for soup kitchen and utensils, located at the Kwanomzamo Golf Course 2. Assistance for Humansdorp Cricket Club - Kits 3. Assistance for Future Stars Soccer Club 4. Donation of school shoes - St Patricks Primary 5. Flood lights for Graslaagte and Arcadia Areas x4 6. Curbs at the entrance of golf course (Repairing/installation)

Ward	Councillor	Priority	Description	Requisition	Ops Allowance 2018/2019	Caps Allowance 2018/2019	Capital Rolled over 2017/2018	New Capital Allowance	Total Allowance 2018/2019	Amount Capital Spent 2018/2019	Amount Operational Spent 2018/2019	Available Ops 2018/2019	Available Caps 2018/2019	Total Amount Spent 2018/2019	
1	Cllr Mayoni	1	Oyster Bay: X2 Flood lights for sports field	91137						R3 582,90					
		2	Oyster Bay: Levelling of netball field - Need to level, install concrete, paint new lines, require poles and nets	91145							R29 850,00				
		3	Oyster Bay: Oyster Soup kitchen group requires. Container (3x6) - for Soup Kitchen required-Container to have electricity, and must have windows and doors, require cooking equipments (X2 Spitate gas stoves, including gas can,X4 big pots,X4 wooden long spoons, 100 plastic cups with handle ,X4 set of cutting knives and 30lt Um)												
		4	Sea Vista: Renovate Wendy house (Sea Vista Soup Kitchen) next to the taxi rank for training purposes - fencing of the yard, electricity for building required, tiles(plastic), replacement of window frames, replacing the doors, install security gate.												
		5	Sea Vista - Soup Kitchen (Sea Vista Soup Kitchen) - Kitchen utensils (X2 Spitate gas stoves, including gas can,X4 big pots,X4 wooden long spoons, 100 plastic cups with handle ,X4 set of cutting knives, Dish washing container X2 and 30lt Um)												
		6	Sea Vista: (Sibanyse Sewing Group and African Queen Sewing Group) Sewing machine (X2 over locker machines and X2 normal machines. In total 8 machines required												
		7	Sea Vista: (Sibanyse Group) African Beads, Kit required. Equipment and material required (all colours, sizes 8, 6, and 11, require 5kg each)												
2	Cllr Meleni	1	Oyster Bay: Body Builder Club - Gym Equipment required - X1 Multi Purpose machine for arms, legs, chest, etc												
		2	Soup Kitchen - Sizanani Support Group require cooking equipments (X2 Spitate gas stoves, including gas can,X4 big pots,X4 wooden long spoons, 100 plastic cups with handle ,X4 set of cutting knives and 30lt Um)												
		3	Sewing machines for Sunshine Project X2 overlock machines and 2 swinger machines. -Changed to only 3 machines (as per Cllr only 3 required)	91173							R25 890,00				
		4	Kits required: Under 11 - Team 1 - Red and white Under 11 - Team 2 - Blue and white Under 11 - Team 3 - White and black Under 13 - Team 1 - Maroon and white Under 13 - Team 2 - Gold and Black Under 13 - Team 3 - Black and White												
		5	X20 soccer practice balls (5m in size)??? - Mitre Brand												
		6	Under 11 Netball - Black and White, X1 ball												
		7	Under 13 Netball - Black and White, X1 Ball												
3	Cllr Gertenbach	1	Senior - Team 1 - Black and White - Jeffreys Bay Masters, sizes 5 L, 5M SS												
		2	Rugby Uniform Under 13 - Blue and White	91197/99403											
		3	Filming Equipment for Film Group	100128							R26 850,00				
		4	Upgrading of street names and roads signs within Ward 3	99835											
		5	Curbing along the streets												
		6	Bush Clearing east of Krustfontein Primary School. (To prevent crime)												
		7	Bush Clearing west of Jeugkamp Township. (To prevent crime)												
4	Cllr Campher	1	Fencing of the Playpark in Gill Marcus Village.												
		2	Fencing of the reservoir in Jeugkamp Township.												
		3	Outdoor Gym on the playpark in Gill Marcus.												
		4	Playpark for the kids in Jeugkamp.												
		5	Vaaldam New Play park (Vaaldam nuwe speelparke) - Need erf no												
		6	Highest Lights (flood lights, including pole from Municipality - Creche Vaaldam, Rugby Field Vaaldam, Bo Blok, Johnny Jacobs se hoek, X4, INCLUDING TWO POLES.	91137							R7 165,80				
		7	Sportsclub Equipment sponsorship	100159											
5	Cllr Coenraad	1	Sport Equipment for Civic Centre (Gemeenskap Saal) - indoor												
		2	Upgrading (repairs, painting, swings included) and Fencing of Play Park in Jeggels Street Arcadia Humansdorp 6300 Kouga.												
		3	Fencing of upgraded Play Park at the back of Protea Old Age Club & Kate van der Merwe Creche in Arcadia												
		4	Crick Bat for Humansdorp Cricket Club	100101							R7 152,16				
		5	Street Soccer initiative												
		6	Mini Sports facilities (Netball Pale)												
		7	Cricket Pitch												
6	Cllr Vumazonke	1	Cricket Club Equipment sponsorship	100181						R8 284,00					
		2	Soup kitchen Equipment (Sopkombuis gereedskap)												
		3	Paving of cemetery - from the old to the new cemetery (driveway) - 500m												
		4	Siyabonela Group - Require soup kitchen utensils and equipment												
		5	Upgrading of street names and roads signs within Ward 6												
		6	Building of toilets at the cemetery - Male and Female and Install gate at main entrance of cemetery												
		7	Jonglagers NGO requires container - which will be kept at the yard of the community hall - Kwa-Nomzamo												
7	Cllr Februarie	1	Building of Remembrance stone, (Entrance of Kwanomzamo)												
		2	Widening of entrance of Kwanomzamo-Changed to first priority												
		3	Building of play park, THORNHILL, Erf 891, Will require fencing and equipment.												
		4	Building of play park, LOERIE, Erf 25, Will require fencing and equipment.												
		5	X2 speedbumps at Noorskloof (Req created), possible a 3rd speed bump required at same street required	93778											
		6	Water leak detector (R100000). Will be municipal property - to be controlled by D.Titus								R24 700,00				
		7	2X benches at play park, Deodor/Dogwood.	91253											
8	Cllr Vorster	1	Refurbishment of X8 sqm Streets in ward 8, Street signs, etc												
		2	Joja Tanks for 9 churches - X9 required 3000lt Jojo Tanks												
		3	4x Sewing machines												
		4	Soccer under 13 - 14 kits and 1 goal keeper kit - Black and White												
		5	Ball X2												
		6	Set of soccer nets												
		7	Soccer under 13 - 14 kits and 1 goal keeper kit - Black and Orange												
9	Cllr Juwana	1	Ball X2												
		2	Set of soccer nets												
		3	Soccer under 13 - 14 kits and 1 goal keeper kit - Powder Blue and Navy												
		4	Ball X2												
		5	Set of soccer nets												
		6	Soccer under 13 - 14 kits and 1 goal keeper kit - Light Blue and White - 8 medium and 7 large	91199											
		7	Ball X2												
10	Cllr Mabukane	1	Set of soccer nets												
		2	Senior Soccer kit - 14 kits and 1 goal keeper kit - Yellow and Black												
		3	Ball X2												
		4	Set of soccer nets												
		5	Senior Soccer kit - 14 kits and 1 goal keeper kit - Red and Black - 5 XL, 4 M, and 6 L												
		6	Ball X2												
		7	Soccer under 13 - 14 kits and 1 goal keeper kit - Maroon and White												
11	Cllr Borman	1	Ball X2												
		2	Set of soccer nets												
		3	Senior Soccer kit - 14 kits and 1 goal keeper kit - Red and Black - 5 XL, 4 M, and 6 L												
		4	Ball X2												
		5	Soccer under 13 - 14 kits and 1 goal keeper kit - Maroon and White												
		6	Ball X2												
		7	Set of soccer nets												
12	Cllr Rheeeder	1	Weed Cutters - X3												
		2	X4 Chain saws												
		3	Taxi Rank upgrade	100116											
		4	Indoor gym within library premises(plot 943) - Equipment required: X2 Trojan power 1.0 home gym, ever last iron man combo, veri mark shape 240 exercise cycle, X4 ever last large gym mat, outdoor parallel bars, lap set outdoor leg press, resistance bands pull rope, fitness treadmill, ever last power.												
		5	Golf shirts required for De Mistkraal School for children												
		6	Masisebenze Primary School requires kits for school												
		7	Rugby Kit 1 - 9 - 10 years old (Gold and Green) X23 kits												
13	Cllr Peters	1	Rugby Kit 1 - 11 - 12 years old (Gold and Green) X23 kits												
		2	Soccer Kit 1 - 9 - 10 years old (Gold and Green) X14 kits, including goal keeper kit X1												
		3	Soccer Kit 1 - 11 - 12 (Gold and Green) X14 kits, including goal keeper kit X1	91200											
		4	Netball kit 9 - 10 years old (Gold and Green) X15 skorts, X15 skirts and X14 Bibs												
		5	Netball kit 11 - 12 years old (Green and Gold) X15 skorts, X15 skirts and X14 Bibs												
		6	X2 rugby balls - size 4, X2 netball balls size 5												
		7	Water bottles X15												
14	Cllr Mandeka	1	Whistles - X2metallic whistles												
		2	Quagga Primary School requires athletic clothes for children -White and Navy	91148											
		3	Fencing of the Park in town (at Entrance of Town)												
		4	Upgrading of braai area in town, including toilets - only braai area has been done, toilets being done by Municipality	91147											
		5	X2 laptops for Masisebenze Primary School- X1 computer - this has been changed	94635											
		6	Piggery project												
		7	Sewing project												
15	Mayor Hendricks	1	Tarting or Paving along the old cemetery												
		2	X4 plate stove and 2 big pots for soup kitck - Holding hands group												
		3	Street names (signage)												
		4	?												
		5	Road Work at Koraal Street.	91163											
		6	Container for an office for lower Kwanomzamo - 6m long - multipurpose centre												
		7	Rock Revetment for St Francis Bay	91265											
16	Cllr Rheeeder	1	Camera Backbone System for Paradise beach.	91287											
		2	A tractor driven chipper for Paradise beach												
		3	200m Paving of Tshume St Rosedale												
		4	Weston creche (Hoza Street), requires fencing, repairs of toilet facilities (including wash basin) and painting of creche inside and outside												
		5	Rosedale creche, requires fencing, repairs of toilet facilities and painting of creche												
		6	X5 Speed bumps at Weston												
		7	Paving of Olwa Str (400m) and Daku Str (600m)	100138											
17	Cllr Peters	1	CPF Group (neighbourhood watch- Require Freezer Jacket, torch, pepper spray, Sjambok	100150											
		2	Flying Stars Club requires- under 16 Netball kit (colour: blue and white, size 2 S, SM, 3L) and Silver moon netball club requires X2 netball kits (Under 16 - Colour: Maroon and white size 6S, 4, M and 1 ball) (Under 21 - Colour: blue and white size 3S, 7M) and X4 balls size 5												
		3	Installation of door and windows to current soup kitchen container	99401											
		4	Karate kits required for 17 kids, aged 9, 12 and 15	100120											
		5	Super Sport football club requires Soccer kit x1 black and gold, m and I mixed sizes												
		6	Cultural dance group Masiphathisane - Aged 10 - 15, X15 uniforms required - Shirt Colour Maroon X15, traditional trousers X5, X15 traditional skirts, x6 black lights - Also require music system - Speakers, mics, mixer, X1 each												
		7	Sewing Project Container-Requires container - Mandela Bay												
18	Cllr Mandeka	1	Siyazama Brick Centre Group (X2 put out block machines, X2 single mould brick machines, X1 mixer machines, X2 wheel barrows - Require land as well - to be indentified by Town planning												
		2	Frame Tent for the community, as the hall is too small. Will be used for public events, funerals, etc? Will be controlled by the Council office?												
		3	X2 lawn mowers and X2 weed cutters for Simanye General Services												
		4	Ukhutho Car Wash - X2 car shares, X2 industrial vacuum cleaners, X2 100m leads - Building next to Council Office will be used												
		5	New beginning welding group, required welding equipment: Inverter Welder X1, angle grinder small X1, angle grinder large X1, welding helmet X2, hand drill big X1, drill												

5. Comments by Directorates

5.1 Director: Corporate Services

The report is noted. The expenditure on capital projects requires assistance from I&E as the Auxiliary Unit does not have the expertise for the formulation of technical specifications.

6. Recommendation

- 6.1 That the report on the Progress of the Ward Development Fund be noted.
- 6.2 That the Ward Development Fund Policy be reviewed at the next Policy Workshop to be held on 17 April 2019.
- 6.3 That the reviewed Ward Development Fund Policy be submitted to Council for endorsement.

Item prepared by: The Senior Auxiliary Officer

KOUGA MUNICIPALITY (EC 108)**COUNCIL COMMITTEE MEETING****CORPORATE SERVICES****DATE: 30 APRIL 2019****ITEM NO: 19/04/CORP5****REPORT ON THE WARD DEVELOPMENT FUND POLICY****1. Introduction**

The purpose of this report is to request council to approve the Ward Development fund Policy.

2. Background

The Ward Development Fund Policy was workshopped 17 April 2019 and was sent back to the line department for amendments. The amendments have been addressed and the policy is therefore submitted for adoption by Council. Amendments are outlined in red for ease of reference.

4. Recommendation

- 4.1 That the Ward Development Fund Policy reviewed on 17 April 2019 be approved.

Item prepared by: The Director: Corporate Services.

REPORTS BY
THE
PORTFOLIO
CHAIRPERSON:
INFRASTRUCTURE &
ENGINEERING

KOUGA MUNICIPALITY (EC108)**ORDINARY COUNCIL MEETING****INFRASTRUCTURE & ENGINEERING****DATE: 30 APRIL 2019****ITEM NO.: 19/04/I&E1****INFRASTRUCTURE AND ENGINEERING SERVICE DELIVERY REPORT****1. Purpose**

The purpose of this report is to inform Council of the progress on service delivery complaints regarding pertaining to the infrastructure & engineering directorate.

2. Background

The Call Centre was put into operation to create a platform whereby the public can log their complaints telephonically using the Call Centre App without being referred to various departments. These complaints can then be logged and passed on to the relevant departments and officials to expedite the required action needed. However, many residents are still not making use of the Call Centre App, and still come to the office of the Director: I & E to lodge their complaints which then have to be communicated to the Call Centre via email.

3. Comment

Set out below is a monthly summary for January 2019 to February 2019 indicating the number of complaints submitted to the Call Centre as well as a summary of calls logged per Ward.

Not all complaints are resolved in the current month under observation and are pushed into outer months which sometimes indicates more complaints resolved than submitted in a month. Complaints that are re-submitted indicates that either the job was not completed, or the complainant was not aware that the job was completed, or that the complaint was not relevant to the municipality.

➤ **Monthly activities at the Call Centre for Infrastructure & Engineering Directorate from January 2019 to February 2019**

Ward 1

	Actual January 2019				Actual February 2019			
WATER	WATER	Reported	Actioning	Resolved	Re submitted	Reported	Actioning	Resolved
WATER	Reported	Actioning	Resolved	Resubmitted	Reported	Actioning	Resolved	Resubmitted
Water: No supply	2	0	2	0	0	0	0	0
Water: Pressure	1	0	1	0	2	0	2	0
Water: Burst Pipe	4	0	4	0	2	0	2	0
Water: Quality	0	0	0	0	0	0	0	0
Water: Faulty Meter	0	0	0	0	0	0	0	0
TOTAL	7	0	7	0	4	0	4	0
SEWER	Reported	Actioning	Resolved	Resubmitted	Reported	Actioning	Resolved	Resubmitted
Sewer: Septic Tank full	26	1	25	0	11	4	7	0
Sewer: Drain damaged	0	0	0	0	0	0	0	0
Sewer: Blocked	0	0	0	0	2	0	2	0
Sewer: Manhole damaged	0	0	0	0	0	0	0	0
Sewer: Manhole cover missing	0	0	0	0	0	0	0	0
TOTAL	26	1	25	0	13	4	9	0
ELECTRICITY	Reported	Actioning	Resolved	Resubmitted	Reported	Actioning	Resolved	Resubmitted
Electricity: No Supply	3	0	3	0	1	0	1	0
Electricity: Exposed Wires	0	0	0	0	0	0	0	0
Electricity: Faulty Meter	0	0	0	0	2	0	2	0
Electricity: Damaged box	0	0	0	0	0	0	0	0
TOTAL	3	0	3	0	3	0	3	0
STREET LIGHTS	Reported	Actioning	Resolved	Resubmitted	Reported	Actioning	Resolved	Resubmitted
Street lights: not working	0	0	0	0	1	0	1	0
Street lights: Damaged	0	0	0	0	0	0	0	0
Street lights: On permanently	0	0	0	0	0	0	0	0
TOTAL	0	0	0	0	1	0	1	0
ROADS	Reported	Actioning	Resolved	Resubmitted	Reported	Actioning	Resolved	Resubmitted
Roads: Potholes	0	0	0	0	3	1	2	0
Roads: Lines missing	0	0	0	0	0	0	0	0
TOTAL	0	0	0	0	3	1	2	0
GRAND TOTAL	36	1	35	0	21	4	17	0

Ward 2

	Actual January 2019				Actual February 2019			
WATER	WATER	Reported	Actioning	Resolved	Re submitted	Reported	Actioning	Resolved
WATER	Reported	Actioning	Resolved	Resubmitted	Reported	Actioning	Resolved	Resubmitted
Water: No supply	4	0	4	0	2	0	2	0
Water: Pressure	0	0	0	0	0	0	0	0
Water: Burst Pipe	12	0	12	0	6	0	6	0
Water: Quality	0	0	0	0	0	0	0	0
Water: Faulty Meter	9	0	9	0	9	0	9	0
TOTAL	25	0	25	0	17	0	17	0
SEWER	Reported	Actioning	Resolved	Resubmitted	Reported	Actioning	Resolved	Resubmitted
Sewer: Septic Tank full	3	0	3	0	2	0	2	0
Sewer: Drain damaged	0	0	0	0	0	0	0	0
Sewer: Blocked	36	0	36	0	20	0	20	0
Sewer: Manhole damaged	0	0	0	0	0	0	0	0
Sewer: Manhole cover missing	1	0	1	0	0	0	0	0
TOTAL	40	0	40	0	22	0	22	0

	Reported	Actioning	Resolved	Resubmitt ed	Reported	Actioning	Resolved	Resubmitt ed
ELECTRICITY								
Electricity: No Supply	12	0	12	0	17	0	17	0
Electricity: Exposed Wires	0	0	0	0	4	0	4	0
Electricity: Faulty Meter	4	0	4	0	5	0	5	0
Electricity: Damaged box	0	0	0	0	0	0	0	0
TOTAL	16	0	16	0	26	0	26	0
STREET LIGHTS	Reported	Actioning	Resolved	Resubmitt ed	Reported	Actioning	Resolved	Resubmitt ed
Street lights: not working	0	0	0	0	1	0	1	0
Street lights: Damaged	0	0	0	0	0	0	0	0
Street lights: On permanently	0	0	0	0	0	0	0	0
TOTAL	0	0	0	0	1	0	1	0
ROADS	Reported	Actioning	Resolved	Resubmitt ed	Reported	Actioning	Resolved	Resubmitt ed
Roads: Potholes	78	3	75	0	0	0	0	0
Roads: Lines missing	0	0	0	0	0	0	0	0
TOTAL	78	3	75	0	0	0	0	0
GRAND TOTAL	159	3	156	0	66	0	66	0

Ward 3

	Actual January 2019				Actual February 2019			
WATER	WATER	Reported	Actioning	Resolved	Re submitted	Reported	Actioning	Resolved
WATER	Reported	Actioning	Resolved	Resubmitted	Reported	Actioning	Resolved	Resubmitted
Water: No supply	2	0	2	0	2	0	2	0
Water: Pressure	1	0	1	0	1	0	1	0
Water: Burst Pipe	13	1	12	0	9	0	9	0
Water: Quality	0	0	0	0	0	0	0	0
Water: Faulty Meter	15	0	15	0	4	0	4	0
TOTAL	31	1	30	0	16	0	16	0
SEWER	Reported	Actioning	Resolved	Resubmitted	Reported	Actioning	Resolved	Resubmitted
Sewer: Septic Tank full	3	1	2	0	4	1	3	0
Sewer: Drain damaged	0	0	0	0	0	0	0	0
Sewer: Blocked	4	0	4	0	1	0	1	0
Sewer: Manhole damaged	0	0	0	0	0	0	0	0
Sewer: Manhole cover missing	0	0	0	0	0	0	0	0
TOTAL	7	1	6	0	5	1	4	0
ELECTRICITY	Reported	Actioning	Resolved	Resubmitted	Reported	Actioning	Resolved	Resubmitted
Electricity: No Supply	3	0	3	0	6	0	6	0
Electricity: Exposed Wires	0	0	0	0	0	0	0	0
Electricity: Faulty Meter	0	0	0	0	2	0	2	0
Electricity: Damaged box	1	1	0	0	2	0	2	0
TOTAL	4	1	3	0	10	0	10	0
STREET LIGHTS	Reported	Actioning	Resolved	Resubmitted	Reported	Actioning	Resolved	Resubmitted
Street lights: not working	8	1	7	0	4	2	2	0
Street lights: Damaged	2	0	2	0	0	0	0	0
Street lights: On permanently	0	0	0	0	0	0	0	0
TOTAL	10	1	9	0	4	2	2	0
ROADS	Reported	Actioning	Resolved	Resubmitted	Reported	Actioning	Resolved	Resubmitted
Roads: Potholes	57	1	56	0	29	1	28	0
Roads: Lines missing	0	0	0	0	0	0	0	0
TOTAL	57	1	56	0	29	1	28	0
GRAND TOTAL	109	5	104	0	64	4	60	0

Ward 4

	Actual January 2019				Actual February 2019			
WATER	WATER	Reported	Actioning	Resolved	Re submitted	Reported	Actioning	Resolved
WATER	Reported	Actioning	Resolved	Resubmitted	Reported	Actioning	Resolved	Resubmitted
Water: No supply	8	0	8	0	11	0	11	0
Water: Pressure	1	0	1	0	0	0	0	0
Water: Burst Pipe	4	0	4	0	7	0	7	0
Water: Quality	0	0	0	0	0	0	0	0
Water: Faulty Meter	1	0	1	0	3	0	3	0
TOTAL	14	0	14	0	21	0	21	0
SEWER	Reported	Actioning	Resolved	Resubmitted	Reported	Actioning	Resolved	Resubmitted
Sewer: Septic Tank full	12	0	12	0	31	0	31	0
Sewer: Drain damaged	0	0	0	0	0	0	0	0
Sewer: Blocked	16	0	16	0	12	0	12	0
Sewer: Manhole damaged	1	0	1	0	0	0	0	0
Sewer: Manhole cover missing	0	0	0	0	0	0	0	0
TOTAL	29	0	29	0	43	0	43	0
ELECTRICITY	Reported	Actioning	Resolved	Resubmitted	Reported	Actioning	Resolved	Resubmitted
Electricity: No Supply	16	0	16	0	10	0	10	0
Electricity: Exposed Wires	0	0	0	0	3	0	3	0
Electricity: Faulty Meter	5	0	5	0	7	0	7	0
Electricity: Damaged box	0	0	0	0	0	0	0	0
TOTAL	21	0	21	0	20	0	20	0
STREET LIGHTS	Reported	Actioning	Resolved	Resubmitted	Reported	Actioning	Resolved	Resubmitted
Street lights: not working	5	0	5	0	3	2	1	0
Street lights: Damaged	0	0	0	0	0	0	0	0
Street lights: On permanently	1	1	0	0	0	0	0	0
TOTAL	6	1	5	0	3	2	1	0
ROADS	Reported	Actioning	Resolved	Resubmitted	Reported	Actioning	Resolved	Resubmitted
Roads: Potholes	0	0	0	0	0	0	0	0
Roads: Lines missing	0	0	0	0	0	0	0	0
TOTAL	0	0	0	0	0	0	0	0
GRAND TOTAL	70	1	69	0	87	2	85	0

Ward 5

	Actual January 2019				Actual February 2019			
WATER	WATER	Reported	Actioning	Resolved	Re submitted	Reported	Actioning	Resolved
WATER	Reported	Actioning	Resolved	Resubmitted	Reported	Actioning	Resolved	Resubmitted
Water: No supply	0	0	0	0	3	0	3	0
Water: Pressure	0	0	0	0	0	0	0	0
Water: Burst Pipe	13	0	13	0	8	0	8	0
Water: Quality	0	0	0	0	0	0	0	0
Water: Faulty Meter	4	0	4	0	6	1	5	0
TOTAL	17	0	17	0	17	1	16	0
SEWER	Reported	Actioning	Resolved	Resubmitted	Reported	Actioning	Resolved	Resubmitted
Sewer: Septic Tank full	16	1	15	0	28	0	28	0
Sewer: Drain damaged	0	0	0	0	0	0	0	0
Sewer: Blocked	33	0	33	0	26	1	25	0
Sewer: Manhole damaged	0	0	0	0	0	0	0	0
Sewer: Manhole cover missing	0	0	0	0	0	0	0	0

TOTAL	49	1	48	0	54	1	53	0
ELECTRICITY	Reported	Actioning	Resolved	Resubmitted	Reported	Actioning	Resolved	Resubmitted
Electricity: No Supply	9	0	9	0	9	1	8	0
Electricity: Exposed Wires	1	0	1	0	1	0	1	0
Electricity: Faulty Meter	7	0	7	0	2	0	2	0
Electricity: Damaged box	0	0	0	0	0	0	0	0
TOTAL	17	0	17	0	12	1	11	0
STREET LIGHTS	Reported	Actioning	Resolved	Resubmitted	Reported	Actioning	Resolved	Resubmitted
Street lights: not working	11	7	4	0	3	2	1	0
Street lights: Damaged	0	0	0	0	0	0	0	0
Street lights: On permanently	0	0	0	0	0	0	0	0
TOTAL	11	7	4	0	3	2	1	0
ROADS	Reported	Actioning	Resolved	Resubmitted	Reported	Actioning	Resolved	Resubmitted
Roads: Potholes	0	0	0	0	0	0	0	0
Roads: Lines missing	0	0	0	0	0	0	0	0
TOTAL	0	0	0	0	0	0	0	0
GRAND TOTAL	94	8	86	0	86	5	81	0

Ward 6

	Actual January 2019				Actual February 2019			
WATER	WATER	Reported	Actioning	Resolved	Re submitted	Reported	Actioning	Resolved
WATER	Reported	Actioning	Resolved	Resubmitted	Reported	Actioning	Resolved	Resubmitted
Water: No supply	0	0	0	0	2	0	2	0
Water: Pressure	0	0	0	0	0	0	0	0
Water: Burst Pipe	3	0	3	0	5	0	5	0
Water: Quality	0	0	0	0	0	0	0	0
Water: Faulty Meter	3	0	3	0	7	0	7	0
TOTAL	6	0	6	0	14	0	14	0
SEWER	Reported	Actioning	Resolved	Resubmitted	Reported	Actioning	Resolved	Resubmitted
Sewer: Septic Tank full	0	0	0	0	0	0	0	0
Sewer: Drain damaged	0	0	0	0	0	0	0	0
Sewer: Blocked	14	0	14	0	16	1	15	0
Sewer: Manhole damaged	0	0	0	0	1	0	1	0
Sewer: Manhole cover missing	0	0	0	0	0	0	0	0
TOTAL	14	0	14	0	17	1	16	0
ELECTRICITY	Reported	Actioning	Resolved	Resubmitted	Reported	Actioning	Resolved	Resubmitted
Electricity: No Supply	6	0	6	0	11	0	11	0
Electricity: Exposed Wires	1	0	1	0	2	0	2	0
Electricity: Faulty Meter	8	0	8	0	6	0	6	0
Electricity: Damaged box	2	0	2	0	1	0	1	0
TOTAL	17	0	17	0	20	0	20	0
STREET LIGHTS	Reported	Actioning	Resolved	Resubmitted	Reported	Actioning	Resolved	Resubmitted
Street lights: not working	1	0	1	0	4	2	2	0
Street lights: Damaged	0	0	0	0	0	0	0	0
Street lights: On permanently	0	0	0	0	0	0	0	0
TOTAL	1	0	1	0	4	2	2	0
ROADS	Reported	Actioning	Resolved	Resubmitted	Reported	Actioning	Resolved	Resubmitted
Roads: Potholes	0	0	0	0	1	0	1	0
Roads: Lines missing	0	0	0	0	0	0	0	0
TOTAL	0	0	0	0	1	0	1	0
GRAND TOTAL	38	0	38	0	56	3	53	0

Ward 7

	Actual January 2019				Actual February 2019			
WATER	WATER	Reported	Actioning	Resolved	Re submitted	Reported	Actioning	Resolved
WATER	Reported	Actioning	Resolved	Resubmitted	Reported	Actioning	Resolved	Resubmitted
Water: No supply	5	1	4	0	2	0	2	0
Water: Pressure	0	0	0	0	0	0	0	0
Water: Burst Pipe	6	0	6	0	6	0	6	0
Water: Quality	0	0	0	0	0	0	0	0
Water: Faulty Meter	6	0	6	0	10	0	10	0
TOTAL	17	1	16	0	18	0	18	0
SEWER	Reported	Actioning	Resolved	Resubmitted	Reported	Actioning	Resolved	Resubmitted
Sewer: Septic Tank full	16	2	14	0	6	1	5	0
Sewer: Drain damaged	0	0	0	0	0	0	0	0
Sewer: Blocked	4	0	4	0	11	0	11	0
Sewer: Manhole damaged	0	0	0	0	0	0	0	0
Sewer: Manhole cover missing	0	0	0	0	0	0	0	0
TOTAL	20	2	18	0	17	1	16	0
ELECTRICITY	Reported	Actioning	Resolved	Resubmitted	Reported	Actioning	Resolved	Resubmitted
Electricity: No Supply	1	0	1	0	0	0	0	0
Electricity: Exposed Wires	0	0	0	0	0	0	0	0
Electricity: Faulty Meter	0	0	0	0	0	0	0	0
Electricity: Damaged box	0	0	0	0	0	0	0	0
TOTAL	1	0	1	0	0	0	0	0
STREET LIGHTS	Reported	Actioning	Resolved	Resubmitted	Reported	Actioning	Resolved	Resubmitted
Street lights: not working	0	0	0	0	0	0	0	0
Street lights: Damaged	0	0	0	0	0	0	0	0
Street lights: On permanently	0	0	0	0	0	0	0	0
TOTAL	0	0	0	0	0	0	0	0
ROADS	Reported	Actioning	Resolved	Resubmitted	Reported	Actioning	Resolved	Resubmitted
Roads: Potholes	0	0	0	0	0	0	0	0
Roads: Lines missing	0	0	0	0	0	0	0	0
TOTAL	0	0	0	0	0	0	0	0
GRAND TOTAL	38	3	35	0	35	1	34	0

Ward 8

	Actual January 2019				Actual February 2019			
WATER	WATER	Reported	Actioning	Resolved	Re submitted	Reported	Actioning	Resolved
WATER	Reported	Actioning	Resolved	Resubmitted	Reported	Actioning	Resolved	Resubmitted
Water: No supply	10	0	10	0	14	0	14	0
Water: Pressure	1	0	1	0	2	0	2	0
Water: Burst Pipe	41	6	34	0	45	8	37	0
Water: Quality	1	0	1	0	1	0	1	0
Water: Faulty Meter	73	0	73	0	44	0	44	0
TOTAL	126	6	119	0	106	8	98	0
SEWER	Reported	Actioning	Resolved	Resubmitted	Reported	Actioning	Resolved	Resubmitted
Sewer: Septic Tank full	510	57	453	0	399	47	352	0
Sewer: Drain damaged	0	0	0	0	0	0	0	0
Sewer: Blocked	26	1	25	0	13	1	12	0
Sewer: Manhole damaged	3	0	3	0	2	0	2	0

Sewer: Manhole cover missing	0	0	0	0	0	0	0	0
TOTAL	539	58	481	0	414	48	366	0
ELECTRICITY	Reported	Actioning	Resolved	Resubmitted	Reported	Actioning	Resolved	Resubmitted
Electricity: No Supply	13	0	13	0	17	0	17	0
Electricity: Exposed Wires	9	1	8	0	3	0	3	0
Electricity: Faulty Meter	2	0	2	0	1	0	1	0
Electricity: Damaged box	0	0	0	0	2	0	2	0
TOTAL	24	1	23	0	23	0	23	0
STREET LIGHTS	Reported	Actioning	Resolved	Resubmitted	Reported	Actioning	Resolved	Resubmitted
Street lights: not working	6	3	3	0	10	7	3	0
Street lights: Damaged	0	0	0	0	3	2	1	0
Street lights: On permanently	0	0	0	0	0	0	0	0
TOTAL	6	3	3	0	13	9	4	0
ROADS	Reported	Actioning	Resolved	Resubmitted	Reported	Actioning	Resolved	Resubmitted
Roads: Potholes	55	12	43	0	122	7	115	0
Roads: Lines missing	1	1	0	0	0	0	0	0
TOTAL	56	13	43	0	122	7	115	0
GRAND TOTAL	751	81	669	0	678	72	606	0

Ward 9

	Actual January 2019				Actual February 2019			
WATER	WATER	Reported	Actioning	Resolved	Re submitted	Reported	Actioning	Resolved
WATER	Reported	Actioning	Resolved	Resubmitted	Reported	Actioning	Resolved	Resubmitted
Water: No supply	2	0	2	0	3	0	3	0
Water: Pressure	0	0	0	0	0	0	0	0
Water: Burst Pipe	7	0	7	0	8	0	8	0
Water: Quality	0	0	0	0	0	0	0	0
Water: Faulty Meter	5	0	5	0	8	3	5	0
TOTAL	14	0	14	0	19	3	16	0
SEWER	Reported	Actioning	Resolved	Resubmitted	Reported	Actioning	Resolved	Resubmitted
Sewer: Septic Tank full	21	0	21	0	22	3	19	0
Sewer: Drain damaged	0	0	0	0	0	0	0	0
Sewer: Blocked	9	0	9	0	8	0	8	0
Sewer: Manhole damaged	0	0	0	0	0	0	0	0
Sewer: Manhole cover missing	0	0	0	0	0	0	0	0
TOTAL	30	0	30	0	30	3	27	0
ELECTRICITY	Reported	Actioning	Resolved	Resubmitted	Reported	Actioning	Resolved	Resubmitted
Electricity: No Supply	0	0	0	0	0	0	0	0
Electricity: Exposed Wires	0	0	0	0	0	0	0	0
Electricity: Faulty Meter	0	0	0	0	0	0	0	0
Electricity: Damaged box	0	0	0	0	0	0	0	0
TOTAL	0	0	0	0	0	0	0	0
STREET LIGHTS	Reported	Actioning	Resolved	Resubmitted	Reported	Actioning	Resolved	Resubmitted
Street lights: not working	1	1	0	0	2	2	0	0
Street lights: Damaged	0	0	0	0	0	0	0	0
Street lights: On permanently	0	0	0	0	0	0	0	0
TOTAL	1	1	0	0	2	2	0	0
ROADS	Reported	Actioning	Resolved	Resubmitted	Reported	Actioning	Resolved	Resubmitted
Roads: Potholes	1	1	0	0	0	0	0	0
Roads: Lines missing	0	0	0	0	0	0	0	0

TOTAL	1	1	0	0	0	0	0	0
GRAND TOTAL	46	2	44	0	51	8	43	0

Ward 10

	Actual January 2019				Actual February 2019			
WATER	WATER	Reported	Actioning	Resolved	Re submitted	Reported	Actioning	Resolved
WATER	Reported	Actioning	Resolved	Resubmitted	Reported	Actioning	Resolved	Resubmitted
Water: No supply	0	0	0	0	0	0	0	0
Water: Pressure	0	0	0	0	0	0	0	0
Water: Burst Pipe	3	0	3	0	0	0	0	0
Water: Quality	0	0	0	0	0	0	0	0
Water: Faulty Meter	1	0	1	0	1	0	1	0
TOTAL	4	0	4	0	1	0	1	0
SEWER	Reported	Actioning	Resolved	Resubmitted	Reported	Actioning	Resolved	Resubmitted
Sewer: Septic Tank full	4	1	3	0	1	1	0	0
Sewer: Drain damaged	0	0	0	0	0	0	0	0
Sewer: Blocked	1	0	1	0	5	0	5	0
Sewer: Manhole damaged	0	0	0	0	0	0	0	0
Sewer: Manhole cover missing	0	0	0	0	0	0	0	0
TOTAL	5	1	4	0	6	1	5	0
ELECTRICITY	Reported	Actioning	Resolved	Resubmitted	Reported	Actioning	Resolved	Resubmitted
Electricity: No Supply	0	0	0	0	0	0	0	0
Electricity: Exposed Wires	0	0	0	0	0	0	0	0
Electricity: Faulty Meter	0	0	0	0	0	0	0	0
Electricity: Damaged box	0	0	0	0	0	0	0	0
TOTAL	0	0	0	0	0	0	0	0
STREET LIGHTS	Reported	Actioning	Resolved	Resubmitted	Reported	Actioning	Resolved	Resubmitted
Street lights: not working	0	0	0	0	1	1	0	0
Street lights: Damaged	0	0	0	0	0	0	0	0
Street lights: On permanently	0	0	0	0	0	0	0	0
TOTAL	0	0	0	0	1	1	0	0
ROADS	Reported	Actioning	Resolved	Resubmitted	Reported	Actioning	Resolved	Resubmitted
Roads: Potholes	0	0	0	0	0	0	0	0
Roads: Lines missing	0	0	0	0	0	0	0	0
TOTAL	0	0	0	0	0	0	0	0
GRAND TOTAL	9	1	8	0	8	2	6	0

Ward 11

	Actual January 2019				Actual February 2019			
WATER	WATER	Reported	Actioning	Resolved	Re submitted	Reported	Actioning	Resolved
WATER	Reported	Actioning	Resolved	Resubmitted	Reported	Actioning	Resolved	Resubmitted
Water: No supply	1	0	1	0	4	0	4	0
Water: Pressure	0	0	0	0	1	1	0	0
Water: Burst Pipe	13	0	13	0	11	0	11	0

Water: Quality	0	0	0	0	0	0	0	0
Water: Faulty Meter	10	0	10	0	7	0	7	0
TOTAL	24	0	24	0	23	1	22	0
SEWER	Reported	Actioning	Resolved	Resubmitted	Reported	Actioning	Resolved	Resubmitted
Sewer: Septic Tank full	6	0	6	0	9	5	4	0
Sewer: Drain damaged	1	0	1	0	0	0	0	0
Sewer: Blocked	17	0	17	0	14	0	14	0
Sewer: Manhole damaged	0	0	0	0	0	0	0	0
Sewer: Manhole cover missing	0	0	0	0	0	0	0	0
TOTAL	24	0	24	0	23	5	18	0
ELECTRICITY	Reported	Actioning	Resolved	Resubmitted	Reported	Actioning	Resolved	Resubmitted
Electricity: No Supply	15	0	15	0	12	0	12	0
Electricity: Exposed Wires	1	0	1	0	6	0	6	0
Electricity: Faulty Meter	1	0	1	0	2	0	2	0
Electricity: Damaged box	0	0	0	0	0	0	0	0
TOTAL	17	0	17	0	20	0	20	0
STREET LIGHTS	Reported	Actioning	Resolved	Resubmitted	Reported	Actioning	Resolved	Resubmitted
Street lights: not working	6	2	4	0	8	7	1	0
Street lights: Damaged	2	1	1	0	0	0	0	0
Street lights: On permanently	0	0	0	0	0	0	0	0
TOTAL	8	3	5	0	8	7	1	0
ROADS	Reported	Actioning	Resolved	Resubmitted	Reported	Actioning	Resolved	Resubmitted
Roads: Potholes	9	3	6	0	79	6	73	0
Roads: Lines missing	0	0	0	0	0	0	0	0
TOTAL	9	3	6	0	79	6	73	0
GRAND TOTAL	82	6	76	0	153	19	134	0

Ward 12

	Actual January 2019				Actual February 2019			
WATER	WATER	Reported	Actioning	Resolved	Re submitted	Reported	Actioning	Resolved
WATER	Reported	Actioning	Resolved	Resubmitted	Reported	Actioning	Resolved	Resubmitted
Water: No supply	9	0	9	0	5	0	5	0
Water: Pressure	2	0	2	0	2	0	2	0
Water: Burst Pipe	16	0	16	0	8	1	7	0
Water: Quality	0	0	0	0	1	0	1	0
Water: Faulty Meter	11	1	10	0	4	0	4	0
TOTAL	38	1	37	0	20	1	19	0
SEWER	Reported	Actioning	Resolved	Resubmitted	Reported	Actioning	Resolved	Resubmitted
Sewer: Septic Tank full	783	37	746	0	414	13	401	0
Sewer: Drain damaged	0	0	0	0	0	0	0	0
Sewer: Blocked	13	0	13	0	2	0	2	0
Sewer: Manhole damaged	3	0	3	0	0	0	0	0
Sewer: Manhole cover missing	0	0	0	0	0	0	0	0
TOTAL	799	37	762	0	416	13	403	0
ELECTRICITY	Reported	Actioning	Resolved	Resubmitted	Reported	Actioning	Resolved	Resubmitted
Electricity: No Supply	20	0	20	0	9	0	9	0
Electricity: Exposed Wires	2	0	2	0	0	0	0	0
Electricity: Faulty Meter	0	0	0	0	1	0	1	0
Electricity: Damaged box	0	0	0	0	0	0	0	0
TOTAL	22	0	22	0	10	0	10	0
STREET LIGHTS	Reported	Actioning	Resolved	Resubmitted	Reported	Actioning	Resolved	Resubmitted
Street lights: not working	9	1	8	0	7	5	2	0
Street lights: Damaged	6	2	4	0	0	0	0	0

Street lights: On permanently	0	0	0	0	0	0	0	0
TOTAL	15	3	12	0	7	5	2	0
ROADS	Reported	Actioning	Resolved	Resubmitted	Reported	Actioning	Resolved	Resubmitted
Roads: Potholes	12	11	0	1	331	3	328	0
Roads: Lines missing	0	0	0	0	2	1	1	0
TOTAL	12	11	0	1	333	4	329	0
GRAND TOTAL	886	52	833	1	786	23	763	0

Ward 13

	Actual January 2019				Actual February 2019			
WATER	WATER	Reported	Actioning	Resolved	Re submitted	Reported	Actioning	Resolved
WATER	Reported	Actioning	Resolved	Resubmitted	Reported	Actioning	Resolved	Resubmitted
Water: No supply	8	0	8	0	0	0	0	0
Water: Pressure	0	0	0	0	0	0	0	0
Water: Burst Pipe	11	1	10	0	5	1	4	0
Water: Quality	0	0	0	0	0	0	0	0
Water: Faulty Meter	2	0	2	0	7	6	1	0
TOTAL	21	1	20	0	12	7	5	0
SEWER	Reported	Actioning	Resolved	Resubmitted	Reported	Actioning	Resolved	Resubmitted
Sewer: Septic Tank full	11	7	4	0	46	19	27	0
Sewer: Drain damaged	0	0	0	0	0	0	0	0
Sewer: Blocked	2	1	1	0	8	0	8	0
Sewer: Manhole damaged	0	0	0	0	0	0	0	0
Sewer: Manhole cover missing	0	0	0	0	0	0	0	0
TOTAL	13	8	5	0	54	19	35	0
ELECTRICITY	Reported	Actioning	Resolved	Resubmitted	Reported	Actioning	Resolved	Resubmitted
Electricity: No Supply	0	0	0	0	0	0	0	0
Electricity: Exposed Wires	0	0	0	0	0	0	0	0
Electricity: Faulty Meter	0	0	0	0	0	0	0	0
Electricity: Damaged box	0	0	0	0	0	0	0	0
TOTAL	0	0	0	0	0	0	0	0
STREET LIGHTS	Reported	Actioning	Resolved	Resubmitted	Reported	Actioning	Resolved	Resubmitted
Street lights: not working	2	1	1	0	3	2	1	0
Street lights: Damaged	0	0	0	0	0	0	0	0
Street lights: On permanently	0	0	0	0	0	0	0	0
TOTAL	2	1	1	0	3	2	1	0
ROADS	Reported	Actioning	Resolved	Resubmitted	Reported	Actioning	Resolved	Resubmitted
Roads: Potholes	0	0	0	0	1	1	0	0
Roads: Lines missing	0	0	0	0	0	0	0	0
TOTAL	0	0	0	0	1	1	0	0
GRAND TOTAL	36	10	26	0	70	29	41	0

Ward 14

	Actual January 2019				Actual February 2019			
WATER	WATER	Reported	Actioning	Resolved	Re submitted	Reported	Actioning	Resolved
WATER	Reported	Actioning	Resolved	Resubmitted	Reported	Actioning	Resolved	Resubmitted
Water: No supply	5	0	5	0	4	0	4	0
Water: Pressure	3	0	3	0	2	0	2	0
Water: Burst Pipe	21	1	20	0	13	0	13	0
Water: Quality	0	0	0	0	0	0	0	0

Water: Faulty Meter	24	1	23	0	11	0	11	0
TOTAL	53	2	51	0	30	0	30	0
SEWER	Reported	Actioning	Resolved	Resubmitted	Reported	Actioning	Resolved	Resubmitted
Sewer: Septic Tank full	5	0	5	0	5	1	4	0
Sewer: Drain damaged	0	0	0	0	0	0	0	0
Sewer: Blocked	40	0	40	0	18	0	18	0
Sewer: Manhole damaged	0	0	0	0	0	0	0	0
Sewer: Manhole cover missing	0	0	0	0	0	0	0	0
TOTAL	45	0	45	0	23	1	22	0
ELECTRICITY	Reported	Actioning	Resolved	Resubmitted	Reported	Actioning	Resolved	Resubmitted
Electricity: No Supply	26	0	26	0	28	0	28	0
Electricity: Exposed Wires	1	0	1	0	1	0	1	0
Electricity: Faulty Meter	3	0	3	0	6	0	6	0
Electricity: Damaged box	1	0	1	0	3	0	3	0
TOTAL	31	0	31	0	38	0	38	0
STREET LIGHTS	Reported	Actioning	Resolved	Resubmitted	Reported	Actioning	Resolved	Resubmitted
Street lights: not working	16	7	9	0	2	1	1	0
Street lights: Damaged	1	0	1	0	0	0	0	0
Street lights: On permanently	2	0	2	0	0	0	0	0
TOTAL	19	7	12	0	2	1	1	0
ROADS	Reported	Actioning	Resolved	Resubmitted	Reported	Actioning	Resolved	Resubmitted
Roads: Potholes	93	3	90	0	4	3	1	0
Roads: Lines missing	0	0	0	0	0	0	0	0
TOTAL	93	3	90	0	4	3	1	0
GRAND TOTAL	241	12	229	0	97	5	92	0

Ward 15

	Actual January 2019				Actual February 2019			
WATER	WATER	Reported	Actioning	Resolved	Re submitted	Reported	Actioning	Resolved
WATER	Reported	Actioning	Resolved	Resubmitted	Reported	Actioning	Resolved	Resubmitted
Water: No supply	2	0	2	0	3	0	3	0
Water: Pressure	0	0	0	0	0	0	0	0
Water: Burst Pipe	18	0	18	0	15	0	15	0
Water: Quality	0	0	0	0	0	0	0	0
Water: Faulty Meter	6	0	6	0	5	0	5	0
TOTAL	26	0	26	0	23	0	23	0
SEWER	Reported	Actioning	Resolved	Resubmitted	Reported	Actioning	Resolved	Resubmitted
Sewer: Septic Tank full	30	0	30	0	44	0	44	0
Sewer: Drain damaged	0	0	0	0	0	0	0	0
Sewer: Blocked	52	0	52	0	54	0	54	0
Sewer: Manhole damaged	0	0	0	0	0	0	0	0
Sewer: Manhole cover missing	0	0	0	0	0	0	0	0
TOTAL	82	0	82	0	98	0	98	0
ELECTRICITY	Reported	Actioning	Resolved	Resubmitted	Reported	Actioning	Resolved	Resubmitted
Electricity: No Supply	18	0	18	0	19	0	19	0
Electricity: Exposed Wires	6	0	6	0	3	0	3	0
Electricity: Faulty Meter	2	0	2	0	2	0	2	0

Electricity: Damaged box	1	0	1	0	1	0	1	0
TOTAL	27	0	27	0	25	0	25	0
STREET LIGHTS	Reported	Actioning	Resolved	Resubmitted	Reported	Actioning	Resolved	Resubmitted
Street lights: not working	10	6	4	0	9	6	3	0
Street lights: Damaged	1	0	1	0	0	0	0	0
Street lights: On permanently	0	0	0	0	0	0	0	0
TOTAL	11	6	5	0	9	6	3	0
ROADS	Reported	Actioning	Resolved	Resubmitted	Reported	Actioning	Resolved	Resubmitted
Roads: Potholes	0	0	0	0	6	0	6	0
Roads: Lines missing	0	0	0	0	0	0	0	0
TOTAL	0	0	0	0	6	0	6	0
GRAND TOTAL	146	6	140	0	161	6	155	0

4. Recommendation

- 4.1 That the the progress on service delivery of complaints in the Infrastructure & Engineering directorate (i.e. water, sewer, roads, electricity, etc.) for period January – February 2019 be noted.

Item prepared by: The Director: Infrastructure & Engineering

Item noted by Portfolio Chairperson

KOUGA MUNICIPALITY (EC 108)**ORDINARY COUNCIL MEETING****INFRASTRUCTURE & ENGINEERING****DATE: 30 APRIL 2019****ITEM NO: 19/04/I&E2****RE: PROGRESS ON GRANT FUNDING (MIG, INEP, WSIG & EPWP)**1. Introduction

The purpose of this report is to inform the Council on the progress on Grant Funding Programmes that was approved by Council during the 2018/2019 budget.

2. Background

As per the Division of Revenue Act of 2018 (DoRA) the following amounts were allocated to our municipality for the current financial year 2018/2019.

Department of Water and Sanitation through their assistance in the implementation of drought relief interventions confirmed that the municipality were allocated an amount of R 151 228 939 to implement projects

Grant	Amount
Municipal Infrastructure Grant (MIG)	R 31,186,000.00
Integrated National Electrical Programme (INEP)	R 10,200,000.00
Expanded Public Works Programme (EPWP)	R 1,013,000.00
Drought Relief Funding (WSIG)	R 151 228 939.00

In addition to the above Council approved own funding for other capital expenditure relating to infrastructure service delivery.

3. Comments by the relevant Director

Below table depicts the progress to date.

Municipal Infrastructure Grant (MIG)

Project Name	Approved Budget (2018/2019)	Actual Expenditure as at end February	Comments
Upgrading of Kruisfontein WWTW Phase 2 & Outfall Sewer	R 2,500,000.00	R 1,318,909.40	Contractor complete. Direct cost and retention money
Upgrading/Improvement of Sport Facilities in Kouga – Pellsrus	R 4,444,005.00	R 0.00	Contractor appointed. Construction commence once all contractual documents are submitted & approved.

Mini Fresh Food and Craft Markets in Jeffrey's Bay & Hankey	R 1,404,093.50	R 0.00	Architect appointed.
Upgrading of the St Francis Bay Wastewater Treatment Works	R 21,278,601.50	R 17,734,858.69	Contractor on site. 60% Complete
PMU Admin	R 1,559,300.00	R 1,094,831.27	
TOTAL	R 31,186,000.00	R 20,148,599.36 (64,61%)	

Integrated National Electrical Programme (INEP)

Project Name	Approved Budget (2018/2019)	Actual Expenditure as at end February 2019	Comments
Bulk infrastructure work and Electrification of 237 Kruisfontein Houses	R 10,200,000.00	R 2 892 320.00	Contractor on site. 30% Complete

Expanded Public Works Programme (EPWP)

Project Name	Approved Budget (2018/2019)	Actual Expenditure as at end February 2019	Comments
EPWP Grant	R 1,013,000.00	R 1,013,000.00	None

Water Services Infrastructure Grant (WSIG)

Project Name	Approved Budget (2018/2019)	Actual Expenditure as at end February 2019	Comments
Patensie Water Supply	R 8,401,216	R 56,970.52	Contractor to be appointed
Hankey Water Supply	R 33,256,716	R 2,479,079.01	Contractor to be appointed
Jeffreys Bay Water Supply	R 4,500,000	R 2,117,684.89	Contractor to be appointed
Humansdorp Water Supply	R 5,427,708	R 3,014,842.74	Contractor to be appointed
Cape St Francis Water Supply	R 5,910,000	R 451,638.74	Contractor to be appointed
Oyster Bay Water Supply	R 1,311,015	R 474,799.41	Contractor to be appointed
Water Conservation and Demand Management	R 15,550,000	R 5,635,823.77	None
Upgrade Jeffreys Bay Water Treatment Works	R 35,000,000	R 1,021,034.36	Tender cancelled. Tender to be re-advertised
Augmentation of Water Supply – Kruisfontein	R 20,000,000	R 619,595.92	Tender cancelled. Tender to be re-advertised
Replacement of Water Reticulation – Oyster Bay	R 450,000	R 99,526.31	Contractor appointed
Replacement of Water Reticulation – Patensie	R 10,500,000	R 316,317.16	Tender cancelled. Tender to be re-advertised
Replacement of Water Reticulation – Hankey	R 11,000,000	R 335,377.73	Contractor appointed

4. Comment: Chief Financial Officer

None

5. Comment: Municipal Manager

None

6. Financial Implications

None

7. Legal implications

None

8. Recommendation

8.1 That a comprehensive report on the following concerns be submitted to the next Portfolio Committee meeting:-

- a) Clarity on projects running into multiyear projects.
- b) Clarity on projects being rolled over due to delayed movements within the allocated time frames.
- c) Clarity on the capacity of spending the funds on other projects if the money is not spent on the allocated project.
- d) Clarity on when the contractors will be on site as they were had already been appointed.
- e) Clarity on the reasons why the approved budget was spent on the actual expenditure yet, the contractors still needed to be appointed.
- f) Planned action to prevent the delays in the project that may cause the Municipality to lose funding.
- g) Clarity on the tenders that were cancelled and needed to be re-advertised.
- h) Clarity on the projects where contractors had not yet been appointed.

Drafted by A. Perils: PMU Manager

Approved by V.W Felton: Director I&E

Endorsed by C. du Plessis: Municipal Manager

KOUGA MUNICIPALITY (EC 108)**ORDINARY COUNCIL MEETING****INFRASTRUCTURE AND ENGINEERING****DATE: 30 APRIL 2019****ITEM NO: 19/04/I&E3****DROUGHT FUNDING: PROGRESS WITH BOREHOLE DEVELOPMENT AND WATER CONSERVATION AND DEMAND MANAGEMENT PROJECTS**1. Introduction

The purpose of the item is to inform Council with regard to the progress of the grant funded drought relief projects up to 15 March 2019.

2. Background

The Kouga Council declared a local state of disaster in the Kouga Municipal area due to the prevailing drought conditions on 31 May 2017 under item 17/5/IPD4.

A local state of disaster was declared in terms of Section 55(1) of the Disaster Management Act No 57 of 2002.

The Eastern Cape specifically declared a provincial state of disaster due to the magnitude of the drought and water situation that exceeded the province's capacity to cope therewith. The declaration of a local state of disaster was published in the extraordinary Provincial Gazette No 3876, dated 12 June 2017.

The Minister of Cooperative Governance and Traditional Affairs declared a National State of Disaster in light of the magnitude and severity of the prevailing drought conditions across the country, which was published in Government Gazette no.41493 on 13 March 2018.

3. Comments by Director: Infrastructure and Engineering

3.1 Two business plans were prepared during mid-2018 with the objective to obtain financial assistance from a National Disaster Grant allocation to:

(a) Implement and provide emergency drought relief measures in the form of groundwater exploration, followed by the development and equipping of boreholes within the affected towns in the Kouga Jurisdictional Area and

(b) To implement Water Conservation and Demand Management Initiatives (WCDM)

Drought relief funds were allocated to Kouga Municipality in the amount of R 151m which was Gazetted on 4 October 2018 in Government Gazette No 41958. Funds were allocated as follows;

- I. R 58,728m in terms of Schedule 6B of the Division of revenue Act, 2018 (Act 1 of 2018) under the Provincial Disaster Relief Grant for disaster response, namely groundwater development.

Project Name	Description summary	Amount
Patensie water supply	Groundwater development/Boreholes	R 8,401,216.00
Hankey water supply	Groundwater development/Boreholes	R 33,179,000.00
Jeffreys Bay water supply	Groundwater development/Boreholes	R 4,500,000.00
Humansdorp water supply	Groundwater development/Boreholes	R 5,427,708.00
Cape St Francis water supply	Groundwater development/Natural springs	R 5,910,000.00
Oyster Bay water supply	Groundwater development/Boreholes	R 1,311,015.00
Total project amount		R 58,728,939.00

- II. R 92,5m in terms of Schedule 5B of the Division of Revenue Act, 2018(Act 1 of 2018) under the Water Services Infrastructure Grant (WSIG) for the implementation of Drought intervention/Water Conservation and Demand Management (WCDM) projects.

Project Name	Description summary	Amount
Kouga area	Meter and internal leak audit, Repairs to internal leaks (Assistance to the poor ATP) and water meters. Reservoir level control. Meter replacement	R 15,550,000.00
Patensie	Reticulation pipeline replacement; Main line reservoirs to Ramaphosa Village and internal leak repairs	R 10,500,000.00
Hankey	Reticulation pipeline replacement Replace old AC pipes.	R 11,000,000.00
Oyster Bay	Reticulation pipeline replacement Replace old AC pipes.	R 450,000.00
Jeffreys Bay	Refurbish/Upgrade water treatment works	R 35,000,000.00
Humansdorp	Augmentation of Kruisfontein water supply	R 20,000,000.00
Total project amount		R 92,500,000.00

As per the allocation letter issued by the Department of Water and Sanitation dated 16 October 2018, the funds were allocated for the 2018/2019 financial year ending 31st March 2019.

Acting in terms of Section 55(1) of the Disaster Management Act, 57 of 2002, the Sarah Baartman District Municipality re-declared (renewed) a Local State of Disaster for the drought and water shortages in the Sarah Baartman District Municipality on 31 January 2019. This declaration was published in the Provincial Gazette No 4194 dated 25 February 2019.

3.2 Progress to date Groundwater development/Boreholes

3.2.1 Jeffrey's Bay

Drilling started on 21 October 2018, firstly focusing on the north-western outskirts of Jeffrey's Bay near the WTW. The tightly folded Skurweberg Formation was targeted. Three boreholes, JB3, JB4 and JB5, have been completed.

Exceptional yields were obtained to date with relatively good water quality. In terms of conductivity it adheres to the South African National Standards (SANS) for drinking water.

Details of boreholes drilled near the Jeffrey's Bay WTW is provided in the table below.

Borehole number	Start date	End date	Depth (m)	Blow yield (l/s)	Sustainable yield (l/s)	EC (mS/m)
GWA/JB3/2018	21/10/2018	25/10/2018	181	47	Pump testing completed. Waiting for results of pump testing	126
GWA/JB4/2018	22/10/2018	29/10/2018	231	24		126
GWA/JB5/2018	26/10/2018	13/11/2018	255	35		175
	30/01/2019	20/02/19	331	55+		532

The shaft of Borehole JB5 has been deepened from a depth of 255 m to 331 m - in an attempt to improve the yield. The blow yield increased, however the final pump testing results must still be analysed to determine sustainable yield and water quality test results

The design of the reticulation infrastructure to convey water from the above production boreholes to the nearby Jeffrey's Bay WTW is in progress. The pipe layout drawing has been completed and the pumping main (approximately 1.2 km in length) will be sized once the borehole yields are known. A draft tender document has been compiled but requires some refinement before it can be submitted for municipal approval.

3.2.2 Hankey

At Hankey two exploration boreholes were drilled, HAN3D and HAN3E. The purpose of these boreholes was to determine the lateral extent of the Baviaanskloof Formation which is to be targeted. It was concluded that the Baviaanskloof Formation can only be targeted within a square area of about 35 m² in the western corner of the municipal-owned property.

A production borehole, HAN4, has been drilled to a depth of 331 m and water strikes were recorded at depths 128 m, 133 m, 159 m, 172 m, 224 m and 275 m. The final blow yield was 13 l/s. An additional two exploration boreholes were drilled at Hankey (HAN5A and HAN5B) to test the underlying formations in search of sandstone. Drilling was stopped when only shale was found.

Details of boreholes drilled on municipal land located to the south of Hankey is provided in the table below.

Borehole number	Start date	End date	Depth (m)	Blow yield (l/s)	Sustainable yield (l/s)	EC (mS/m)
GWA/HAN3D/2018	30/10/2018	30/10/2018	61	Pilot hole	n/a	n/a
GWA/HAN3E/2018	30/10/2018	30/10/2018	31	Pilot hole	n/a	n/a
GWA/HAN4/2018	31/10/2018	15/11/2018	331	13	Pump tested awaiting data analysis	369
GWA/HAN5A/2019	09/01/2019	10/01/2019	133	Pilot hole	n/a	n/a
GWA/HAN5B/2019	10/01/2019	11/01/2019	61	Pilot hole	n/a	n/a

Our focus is currently in Hankey as this is where the most urgent need to augment water supply has been identified. The following is relevant: The town of Hankey in the Gamtoos Valley area is totally depended on the water quota received from and controlled by the Gamtoos Irrigation Board (GIB). Further hereto the reduction in the water quota has been implemented which has aggravated the situation. It is imperative that an alternative water supply/source is identified and developed as soon as possible. In view of the aforementioned we have via geological investigations identified potential groundwater sources on private land adjacent municipal property, in consequence of which we have approached these private land owners to obtain permission to undertake exploration work with the intent to develop boreholes for domestic use in Hankey.

Permission has been obtained from private landowners to drill exploration boreholes on the neighbouring property (Portion 8 of the farm Zuurbron no191), which belongs to Endulini Zuurbron (Pty) Ltd. Groenewalds Attorneys has been appointed to draft an agreement between Kouga Municipality and Endulini Zuurbron for drilling of boreholes for municipal use and to formalise servitude rights.

Details of boreholes drilled to date are provided in the table below.

Borehole number	Start date	End date	Depth (m)	Blow yield (l/s)	Sustainable yield (l/s)	EC (mS/m)
GWA/HAN6A/2019	20/02/2019	24/02/2019	190	19	n/a	243
GWA/HAN7/2019	24/02/2019	26/02/2019	199	10	n/a	265
GWA/HAN8/2019	26/02/2019	27/02/2019	67	n/a	n/a	n/a
GWA/HAN9/2019	27/02/2019	05/03/2019	247	6.7	n/a	307
GWA/HAN10/2019	05/03/2019	06/03/2019	109	0.6	n/a	447
GWA/HAN11/2019	05/03/2019	07/03/2019	205	10	n/a	361
GWA/HAN12/2019	06/03/2019	08/03/2019	175	7	n/a	432
GWA/HAN13/2019	07/03/2019	12/03/2019	199	4.6	n/a	n/a
GWA/HAN14/2019	08/03/2019	11/03/2019	133	2.5	n/a	1431
GWA/HAN15/2019	11/03/2019	14/03/2019	214	7	n/a	280
GWA/HAN16/2019	12/03/2019	13/03/2019	157	1.4	n/a	749
GWA/HAN17/2019	13/03/2019	16/03/2019	257	3	n/a	180
GWA/HAN18/2019	14/03/2019	16/03/2019	199	2.5	n/a	771
GWA/HAN19/2019	16/03/2019	WIP				
GWA/HAN20/2019	16/03/2019	WIP				

3.2.3 Humansdorp

Details of boreholes drilled near Humansdorp (north of the N2) is provided in the table below.

Borehole number	Start date	End date	Depth (m)	Blow yield (l/s)	Sustainable yield (l/s)	EC (mS/m)
GWA/HD3/2018	15/11/2018	23/11/2018	218	46	Pump tested awaiting data analysis	123
GWA/HD4/2018	16/11/2018	13/12/2018	301	47	Pump tested awaiting data analysis	61

Details of boreholes drilled near Kruisfontein (south of the N2) is provided in the table below.

Borehole number	Start date	End date	Depth (m)	Blow yield (l/s)	Sustainable yield (l/s)	EC (mS/m)
GWA/HD5A/2019	10/01/2019	14/01/2019	103	Pilot hole	n/a	n/a
GWA/HD5B/2019	14/01/2019	17/01/2019	199	Pilot hole	n/a	n/a
GWA/HD6A/2019	11/01/2019	14/01/2019	115	Pilot hole	n/a	30
GWA/HD6B/2019	14/01/2019	16/01/2019	128	11	Pump tested awaiting data analysis	26
GWA/HD6C/2019	16/01/2019	In progress	178	16	Pump tested awaiting data analysis	18
GWA/HD7/2019	18/01/2019	28/01/2019	91	5.6	Pump tested awaiting data analysis	87
GWA/HD8A/2019	06/02/2019	08/02/2019	115	14	Pump tested awaiting data analysis	30
GWA/HD8B/2019	08/02/2019		259	19	Pump tested awaiting data analysis	28

An assessment of the condition of the existing reservoirs is required. The immediate priority is to draft a tender document and specifications to fence and refurbish the Jeugkamp Reservoir as well as connecting the nearby newly drilled borehole (GWA/HD8B) into the reservoir for reticulation.

3.2.4. Oyster Bay

The total yield from the old existing sources (360 kl/day), and the two boreholes (OB2 & OB 3) drilled during 2017 (170 kl/day), together with two boreholes (OB4 & OB5) drilled during 2018 (230 kl/day) is adequate to meet the current demand as well as the peak demand over holiday periods. The measured water requirement over the 2017/8 summer holiday period for Oyster Bay was 530 m3/day

With the additional drilled boreholes, the total potential yield for Oyster Bay is:

- Old sources (Bhs & springs): 360 m³/day
 - 2017 Drilled new boreholes (OB2 & 3): 170 m³/day
 - 2018 Drilled new boreholes (OB4 & 5): 230 m³/day
- (Total new boreholes: 400 m³/day)

Total potential water yield for Oyster Bay = 760 m³/day

It is however imperative that Water Conservation and Demand Management initiatives be implemented and continued with to ensure the efficient use and management of current water sources.

The next step is to equip the two new boreholes and connect them to an existing bulk water main which discharges to a sump from where water is pumped to the WTW. The possibility of constructing a new sump next to the existing and upgrading the pump station at the sump needs to be considered. Details of boreholes drilled at Oyster Bay is provided in the table below

Borehole number	Start date	End date	Depth (m)	Blow yield (l/s)	Sustainable yield (l/s)	EC (mS/m)
GWA/OB4/2018	19/11/2018	28/11/2018	271	9	2,0	107
GWA/OB5/2018	29/11/2018	12/12/2018	290	10	0,7	103

3.3 Progress with Drought Intervention / Water Conservation and Demand Management project

- 3.3.1 A formal procurement process was initiated and tenders were advertised under Notice Number 225/2018. Tenders were advertised by the Kouga Local Municipality on 30 November 2018 in the Municipal Website, CIDB i-tenders, Herald newspaper and e-Portal. Bid documents were obtainable from the Kouga Local Municipality at 33 Da Gama Road, Jeffreys Bay. The tender was advertised for a shortened period of 14 days which is in line with the Supply Chain Management Policy of Kouga Local Municipality. A compulsory site inspection was conducted on Monday, 10 December 2018. Tenders closed on Friday, 14 December 2018 at 12:00

Tender number:

Tender Number	Tender Description	Status of Tender
I&E 7/2018	Upgrading of the Jeffreys Bay Water treatment works	Bid Adjudication Committee recommended that the tender be cancelled. Tender to be re-advertised
I&E 8/2018	Augmentation of water supply to Kruisfontein	Bid Adjudication Committee recommended that the tender be cancelled. Tender to be re-advertised
I&E 9/2018	Replacement of water reticulation in Oyster Bay	Contract No: I&E 9/2018

		Tender recommended for award by Bid Adjudication committee on 4 January 2019. Appointed contractor: Wavelengths Construction. Appointment letter issued dated 17/01/2019 Contract commencement date 06/02/2019. Due date for completion date 10/05/2019 Expected completion date 10/05/2019. Tender Award amount :R 350,243.13 VAT inclusive
I&E 10/2018	Replacement of water reticulation in Patensie	Contract No: I&E 11/2018 Tender recommended for award by Bid Adjudication committee on 4 January 2019. Appointment letter issued dated 17/01/2019. Appointed contractor withdrew on 30/01/2019. Tender to be re advertised.
I&E 11/2018	Replacement of water reticulation in Hankey	Contract No: I&E 11/2018 Tender recommended for award by Bid Adjudication committee on 4 January 2019. Appointed contractor: Wavelengths Construction. Appointment letter issued to contractor dated 17/01/2019. Contract commencement date 06/02/2019. Due date for completion date 10/05/2019 Expected completion date 10/05/2019. Tender Award amount :R 6,150,000.00 VAT inclusive

3.3.2 Water Conservation and Demand Management project.

The following activities were undertaken and completed as at 1 March 2019.

- I. A total of 10 423 domestic consumer water meter audits have been completed
- II. 169 ICI (Institution/Commercial/Industry) audits completed
- III. 17 622 2nd meter water meter readings taken to date
- IV. All reservoirs have been assessed and designs are being prepared for the installation of:

Level control valves

Level monitoring loggers

Additional water meters on inlet and outlet pipework.

- V. A total of 848 properties have been retrofitted (Assistance to the poor repair of internal leaks.)

Hankey = 317

Patensie = 162

Loerieheuvel = 48

Thornhill = 49

Oyster Bay = 70

Jeffreys Bay Pellsrus = 202

- VI. A total of 622 domestic water meters have been replaced,

Hankey = 260

Patensie = 138

Loerieheuvel = 8

Thornhill = 6

Oyster Bay = 70

Jeffreys Bay Pellsrus = 140

- VII. A total of 110 bulk water meter loggers are installed in the following towns:

Hankey

Patensie

Loerie

Thornhill

Cape St Francis/St Francis Bay

Oyster Bay

Humansdorp

Jeffreys Bay

These loggers are installed at schools, as well as on bulk water meters and are being used to monitor flows and consumption.

- VIII. Twenty (20) new bulk water meters are currently in construction phase
- IX. A special domestic auditing Investigation is taking place where meters that cannot be read are being investigated. To date 772 properties have been visited

4. Financial implications

a) Groundwater development/Borehole project

The total grant allocation was only received on 29/03/2019.

Summary	Amount
Total Allocation	R 58,728,939.00
Value Created as at 09/04/2019	R 12,238,039.40
Balance	R 46,490,899.60
Percentage of Total allocation	20.84 %

Expenditure per project: Borehole projects as at 09/04/2019

Project	Boreholes: Patensie water supply
Vote No	201 901 030 228 20
Budget	R 8,401,216.00
Expenditure	R 78,469.02
Available	R 8,322,746.98
%spent	0.93 %
Appointed Consultant: Aurecon Consulting Engineers	
Drilling contractor: Steyns Drilling	
Civil contractor: Still to be appointed	

Project	Boreholes: Hankey water supply
Vote No	201 901 030 228 23
Budget	R 32,256,716.00
Expenditure	R 5,712,868.02
Available	R 27,543,847.98
%spent	26,88 %
Appointed Consultant: Aurecon Consulting Engineers	
Drilling contractor: Steyns Drilling	
Civil contractor: Still to be appointed	

Project	Boreholes: Jeffreys Bay water supply
Vote No	201 901 030 228 14
Budget	R 4,500,000.00
Expenditure	R 2,261,423.73
Available	R 2,238,576.27
% spent	50,25 %
Appointed Consultant: Aurecon Consulting Engineers	
Drilling contractor: Steyns Drilling	

Civil contractor: Still to be appointed	
Project	Boreholes: Humansdorp water supply
Vote No	201 901 030 228 17
Budget	R 5,427,708.00
Expenditure	R 3,063,320.93
Available	R 2,364,387.07
% spent	56,44% %
Appointed Consultant: Aurecon Consulting Engineers	
Drilling contractor: Steyns Drilling	
Civil contractor: Still to be appointed	

Project	Cape St Francis Groundwater
Vote No	201 901 030 228 11
Budget	R 5,910,000.00
Expenditure	R 477,033.11
Available	R 5,432,966.89
% spent	8,07% %
Appointed Consultant: Aurecon Consulting Engineers	
Civil contractor: Still to be appointed	

Project	Boreholes: Oyster Bay water supply
Vote No	201 901 030 228 08
Budget	R 1,311,015.00
Expenditure	R 644,924.59
Available	R 666,090.41
% spent	49.19 %
Appointed Consultant: Aurecon Consulting Engineers	
Drilling contractor: Steyns Drilling	
Civil contractor: Still to be appointed	

b) Pipeline replacement, Infrastructure upgrading and Water Conservation and Demand Management projects.

A 1st Tranche payment of R 37,000,000.00 was received on 19/12/2018.
2nd Tranche payment of R 55,500,000.00 was received on 04/03/2019.

Summary	Amount
1 st Tranche received 19/12/2018	R 37,000,000.00
2 nd Tranche received 04/03/2019	R 55,500,000.00
Total Allocation	R 92,500,000.00
Value Created as at 09/04/2019	R 11,234,221.14
Balance of Total Amount	R 81,265,778.76
Percentage of Spent Total allocation	12.15 %

Expenditure per project: Borehole projects as at 09/04/2019.

Project	Water Conservation and Demand Management
Vote No	201 901 030 228 26
Budget	R 15,550,000.00
Expenditure	R 6,931,482.00
Available	R 8,618,518.00
% spent	44.58 %
Appointed Service provider : Re-Solve/EAS Joint venture	

Project	Upgrade Jeffreys Bay water treatments works
Vote No	201 901 030 228 41
Budget	R 35,000,000.00
Expenditure	R 1,084,344.51
Available	R 33,915,655.49
% spent	3,10 %
Appointed Consultant: MJM Consulting Engineers	
Appointed Civil Contractor: Outstanding	
Appointed Electrical Contractor : Outstanding	

Project	Augmentation water supply Kruisfontein
Vote No	201 901 030 228 38
Budget	R 20,000,000.00
Expenditure	R 719,220.44
Available	R 19,280,779.56
% spent	3,60 %
Appointed Consultant: MJM Consulting Engineers	
Appointed Contractor: Outstanding	
Appointed Electrical Contractor : Outstanding	

Project	Oyster Bay pipeline replacement
Vote No	201 901 030 228 35
Budget	R 450,000.00
Expenditure	R 301,723.47
Available	R 148,276.53
% spent	67.05 %
Appointed Consultant: MJM Consulting Engineers	
Appointed Contractor : Wavelengths Construction	

Project	Patensie pipeline replacement
Vote No	201 901 030 228 29
Budget	R 10,500,000.00
Expenditure	R 477,665.01
Available	R 10,052,334.99
% spent	4,26 %
Appointed Consultant: MJM Consulting Engineers	
Appointed Contractor: Outstanding	

Project	Hankey pipeline replacement
Vote No	201 901 030 228 32
Budget	R 11,000,000.00
Expenditure	R 1,749,785.81
Available	R 9,250,214.19
% spent	15,91 %
Appointed Consultant: MJM Consulting Engineers	
Appointed Contractor : Wavelengths Construction	

5. Legal implications

Agreement for drilling on private property with land owners of Portion 8 of the farm Zuurbron no191 is currently in draft form and needs to be concluded.

6. Other implications

Delay in reimbursement of invoices submitted to the DWS will delay and even possibly halt implementation of the groundwater and borehole development project. It is also unclear whether a roll-over of funds will be entertained. Our concerns have been raised in writing with the Department of Water and Sanitation.

7. Recommendation

- 7.1 That the report on the progress on the implementation of drought relief funds be noted and accepted.

Item prepared by: The Director: Infrastructure & Engineering

KOUGA MUNICIPALITY (EC 108)

ORDINARY COUNCIL MEETING

INFRASTRUCTRE AND ENGINEERING

DATE: 30 APRIL 2019

ITEM NO: 19/04/I&E5

REPORT ON STATUS OF REQUIRED OPERATION AND MAINTENANCE OF SURFACE ROADS

1. Introduction

The purpose of this report is to update Council with information regarding the operation and maintenance (resealing of roads) surface roads in the Kouga Municipal area.

2. Background

The National Department of Transport provided grant funding for the implementation of Road Asset Management System (RAMS). A professional service provider was appointed to develop a road asset management system in order to assess and evaluate roads in the Kouga area.

The project involved the following:

- Determination of road hierarchy within the Kouga region using the Road Infrastructure Strategic Framework for South Africa (RISFSA) classification. Determination of ownership of the roads (eg. National, provincial, Municipal and private)
- Conditional assessment of all roads.
- Estimated costing of maintenance eg. Rehabilitation, Special Maintenance and Periodic Maintenance.

From the assessment undertaken the backlog in road maintenance and repair is divided into categories namely;

- Rehabilitation - involves reconstruction of failed road layers (sub base, base and wearing course)
- Special maintenance - mainly pothole and base failure repairs and resurfacing.
- Periodic maintenance - consisting of different types of bitumen slurry seal/resurfacing.

The estimated total cost attributed to address and eradicate the existing backlog in surfaced roads in the Kouga Municipal area as assessed is:

- Rehabilitation = R 379,702,270.00
- Special maintenance = R 43,773,367.00
- Periodic maintenance= R 114,204,091.00

3. Comments: Director: Infrastructure and Engineering

Tender No. I&E 3/2018 for the resealing of roads was advertised under Notice number 100/2018. The Bid Adjudication Committee resolved on the 24 October 2018 that the recommended services provider be appointed and a letter of appointment was issued 1 November 2018. The appointment of the services provider is for a period of 12 months.

The following roads for resealing have been identified as phase 1 and 2 for the implementation of this project.

Area	Street Name	Potholes Repaired m2	Coarse slurry applied m2	Status
Jeffreys Bay	Seetuin Road	730	17 248	Completed
	Seetuin Dip/Blombos (Premix)	10	840	
Jeffreys Bay	Public Parking area	449	2247	Completed
	Patella	188	840	
	Dogwood Cul de Sac	20	690	
	Dogwood Dip (Premix)	100	609	
	Salie (Premix)	476	6182	
	Section Johan Muller	385	3220	
St Francis	George road	350	1962	
Hankey	Skool/Jacaranda/Sipres/Daffidel	120	8223	Completed
Hankey	Walking/Mimosa/Mackensie/Douglas	435	3130	Completed
	Section Main str/Phillip/Hurst	290	8899	Completed
Hankey Weston	Citwe/Hoza/Chris Hani/Daku/	2700	13 152	In progress
Hankey Centerton	Chris Hani/Vuyo Katoo	1 240	6 421	In progress
Patensie Ramaphosa	Duiker/Rooikloof/Bosbok/Noorsekloof/Tier/Prins	1 795	12 903	
	Kloof/Du Plessis/Kerk/Alexander	1 983	10 932	

Further to the above surfaced roads within all towns in Kouga will be evaluated and prioritised.

Normal operational repairs of surfaced roads e.g. pothole repair is on-going.

4. Comment: Chief Financial Officer

None

5. Comment: Municipal Manager

None

6. Financial implications

Provision has been made on the 2018/2019 Operational Budget and at present the status quo is as follows;

Total Budget Available (Amended)	R 7,404,000.00
Committed	R 5,371,901.85
Available Budget	R 2,032,098.15

7. Legal implications

None

8. Other implications

None at this stage

9. Recommendation

- 9.1 That the Report On Status Of Required Operation And Maintenance Of Surface Roads, be approved.

Drafted by: The Manager Civil Services

Item noted by the Portfolio Chairperson

KOUGA MUNICIPALITY (EC108)**ORDINARY COUNCIL MEETING****INFRASTRUCTURE & ENGINEERING****DATE: 30 APRIL 2019****ITEM NO: 19/04/I&E6****DAY TO DAY OPERATIONS OF THE FLEET SECTION WHICH RESIDES UNDER
INFRASTRUCTURE & ENGINEERING DURING THE PERIOD OF FEBRUARY 2019****1. Introduction**

The purpose of this report is to inform Council of what achievements, goals and operations had successfully been achieved during the period for February at the Kouga Municipal Fleet & Mechanical section.

2. New vehicles purchased

- Nissan MP 200 light delivery vehicle for the Law enforcement section.

Vehicles refurbished and repainted.**Vehicle for Community Services refurbished**



Vehicle for Infrastructure & Engineering services refurbished



Vehicle for Fire Department refurbished



Isuzu L.D.V refurbished for Community Services



Sewerage tanker refurbished for Infrastructure & Engineering

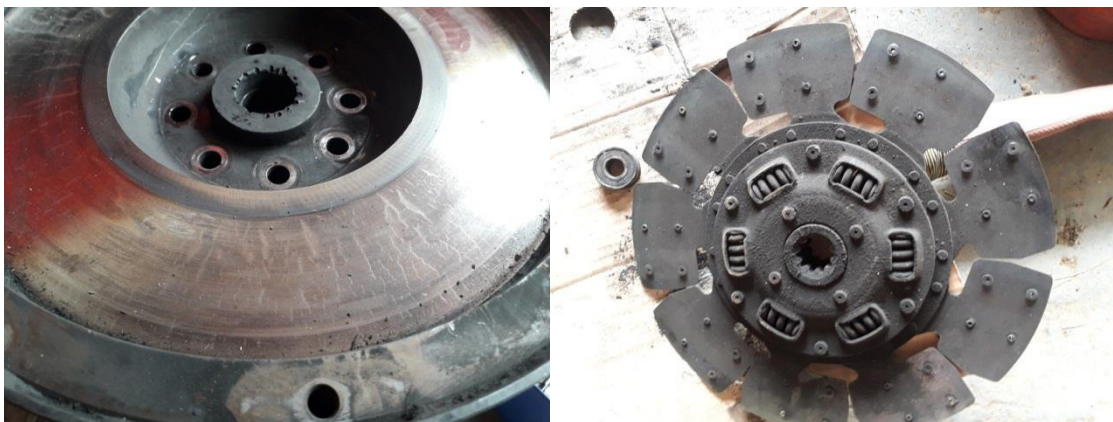
Servicing of vehicles

During February this service attend to a total of 103 incidents (which includes servicing of vehicles, repairing trucks, L.D.V's, COF faults and doing preventative maintenance on some vehicles.

Below are some pictures of evidence just to indicate what type of work are done by the workshop.



Installing shackle pins and hangers.



Removal of worn pressure and clutch plate of a Fire truck.

The table below is a true reflection on repairs that were done during February 2019 in the workshop.

- Total job cards opened: 103
- Total jobs closed: 84
- Total jobs in operation, but waiting for parts: 19

Type of vehicle	Quantity of Job cards opened
Sedans	9
L.D.V's	45
T.L.B's	3
Trucks	43
Trailers	1
Cherry Pickers	1
Tractors	1
Total	103

Work that was sent out to service providers that could not been done by the workshop due to special skills or specialized equipment needed is as follows:

- **Total job cards opened: 38**

SERVICE PROVIDER	TOTAL JOBS CARDS OPENED
George Auto electrical services	5
Pro Alloy (Engineering Works)	5
Diesel Mechanical Services (Diesel engine repairs)	5
Auto towing (Breakdown Services)	2
Magnus Ventus [Auto electrician work]	12
Truck & Trailer [Wheel alignment on trucks]	7
PG Glass [Fitment of canopy glass]	1
Rencor [Repair cherry picker]	1
TOTAL JOBS SENT OUT	38

Fuel usage for February 2019

The table below is a reflection on fuel that had been used for February 2019; this table does not include the repairs that had been paid with Wesbank vouchers.

DEPARTMENT	NO OF TRANSACTIONS	VALUE OF TRANSACTIONS
070 Building maintenance	8	R6,118.59
114 Beaches	6	R5,281.59
120 Corporate Services	3	R2,767.20
140 Disaster management	3	R2,080.11
190 Electrical	36	R31,745.33
210 Environmental health	17	R10,362.88
223 Finance	23	R13,853.00
230 Fire fight & rescue	30	R17,373.10
530 Office of the Major	3	R8,619.85
531 Housing	1	R550.00
680 Cleansing & Parks	69	R54,665.14
710 Protective Services	95	R51,834.95
720 Public works	58	R58,749.20
730 Refuse	74	R161,905.25
731 Waste	28	R43,456.85

750 Sanitation	8	R17,293.79
780 Sewerage	65	R80,394.93
980 Water	61	R44,793.28
990 Waterways	1	R563,64
TOTAL	589	R612,408.68

Repairs paid with Wesbank vouchers for February 2019

WORK DONE	QUANTITY	AMOUNT
Rotate 4 wheels, balance & set wheel alignment	1	R510.00
Balance 2 front wheels & set wheel alignment	1	R300.00
Fitted new pipe	1	R783.70
Supply battery	1	R1,522.60
TOTAL:		R3,116.30

Vehicles licensed for February 2019

DEPARTMENT	SECTION	AMOUNT
Community Services	Fire Department	R132.00
Community Services	Parks & Open spaces	R996.00
Community Services	Health	R666.00
Community Services	Traffic	R3,540.00
Community Services	Refuse	R10,428.00
Community Services	Beaches	R258.00
I.D. P	Housing	R450.00
I.D. P	Electrical	R3,732.00
I. D. P	Public works	R372.00
I D. P	Sewerage	R666.00
I. D. P	Water	R666.00
TOTAL:		R21,906.30

Hired vehicles

Some departments are still short of vehicles due to repairs or vehicles that were written off due to age or uneconomical to repair. The table below indicated the vehicles that are on a hiring contract.

DIRECTORATE	DEPARTMENT	TYPE OF VEHICLE	DRIVER
Revenue	Finance	1X LDV	T. Yame
Community services	Parks & Open spaces	1X LDV	Z. Antoni
Community Services	Building & Maintenance	1X LDV	G. Harmse
Community Services	Traffic	1X SEDAN	J. Petersen

Community Services	By-Law Enforcement	1X LDV	M. Jonkers
Infrastructure & Engineering	Workshop	1X LDV	A. Felix
Infrastructure & Engineering	Sewerage	1X LDV	B. Grootboom
Infrastructure & Engineering and Community services	Sewerage, Water , Refuse and Technical	6 x TLB.s	

- There is a tender out to purchase some TLB's tender closes on 19 March 2019.

Tires replaced for February 2019

TYPE OF VEHICLE	QUANTITY	REASON FOR REPLACEMENT
Truck	51	Normal wear & Tear
L.D.V.	32	Normal wear & Tear
Sedan	7	Normal wear & Tear
TLB	5	Badly cut
Trailer	4	Normal wear & Tear
Condor	2	Normal wear & Tear
Total	101	

- Currently the TLB'S are using a lot of front tyres due to the fact that the machines must work on the refuse sites and are not properly equipped with the correct type of tyres for those type of applications.

Tires repaired for February 2019

TYPE OF REPAIR	QUANTITY	REASON FOR REPLACEMENT
Punctures	26	Normal wear & Tear
Total	26	

Damages to vehicles and accident related damages.



Stones and sand that was found in a refuse compactor hydraulic reservoir tank.

- This could only be sabotage, it had to be put in by hand.



Vehicle of Community Services involved in an accident.

- Driving school vehicle drove into the vehicle of Community Services section on the Fire Department's parking area.



Vehicle of Infrastructure & Engineering from GV area damaged.

- Driver of the vehicle lost control when he swerved out for a cow.

Theft

- Four 681 truck batteries were stolen from two trucks parked at the back of Humansdorp Fire station.
- There is a huge improvement regarding theft of fuel from municipal vehicles due to installation of anti-theft devices on the trucks.

Corrective Plans.

- Transport areas need to be established throughout the Kouga Municipal area to curb or prevent theft of batteries, fuel, spare wheels and even vehicles.
- The newly established premises must have adequate security in terms of CCTV cameras and twenty for seven security officers which must enforce the use of a key register.
- The above mentioned still needs to be finalized.

Misuse of council vehicles.

- The standard of driving and completion of checklists from the drivers are increasing for the better due to regular inspections done by fleet department and the enforcing of the fleet policy.
- The testing of all municipal drivers for municipal driving license had begun, we started to test drivers from the GV area.

Vehicles send for COF.

- Annual inspections are done by sending vehicles for Certificate of Fitness (COF) as well as ensuring the vehicles are serviced on regular intervals; **According to SANS 10090: 2003**
- Six trucks had been repaired and send for C.O.F testing.

Current status of Kouga Fleet

COST NAME	REG NO	MAKE	MODEL	STATUS
041 BEACHES	HSB953EC	JET SKI		GOOD
041 BEACHES	FKM532EC	ISUZU	KB250D LWB	GOOD
070 BUILDING MAINTENANCE	BZJ791EC	ISUZU	KB250 D SWB	FAIR
070 BUILDING MAINTENANCE	DYH604EC	NISSAN	HARD BODY 2.7D LWB	FAIR/GOING TO SERVICE PROVIDER FOR RE-SPRAY
070 BUILDING MAINTENANCE	FKD174EC	NISSAN	HARDBODY NP300 2.5TD	GOOD
230 FIRE FIGHT & RESCUE	BLH195EC	NISSAN	UG 780 WATER TANKER	FAIR
230 FIRE FIGHT & RESCUE	BLH197EC	TOYOTA	DA13135 WATER TANKER	FAIR
230 FIRE FIGHT & RESCUE	BPH856EC	FORD	COURIER 2500 D LWB	AUCTION
230 FIRE FIGHT & RESCUE	CFL662EC	GMC	C7 HO42 FIRE ENGINE	FAIR
230 FIRE FIGHT & RESCUE	CLP384EC	DENNIS	FIRE ENGINE	BAD
230 FIRE FIGHT & RESCUE	DVD611EC	FORD	RANGER 2.5TD	GOOD
230 FIRE FIGHT & RESCUE	DVS234EC	DENNIS	FIRE ENGINE	FAIR
230 FIRE FIGHT & RESCUE	DVS430EC	TOYOTA	HINO	GOOD
230 FIRE FIGHT & RESCUE	FHY408EC	TOYOTA	LANDCRUISER 4.5	GOOD
230 FIRE FIGHT & RESCUE	FHY414EC	TOYOTA	LANDCRUISER 4.5	GOOD

230 FIRE FIGHT & RESCUE	FKV814EC	TRAILER		GOOD
230 FIRE FIGHT & RESCUE	HSJ807EC	NISSAN	PATROL PICK - UP	FAIR
230 FIRE FIGHT & RESCUE	HTD760EC	TRAILER		GOOD/NEW
230 FIRE FIGHT & RESCUE	JDW919EC	TRAILER		GOOD
230 FIRE FIGHT & RESCUE	JGR875EC	IVECO	DAILY	GOOD/NEW
120 CORPORATE SERVICES	DTD514EC	TOYOTA	COROLLA 140I	BAD/BODY
120 CORPORATE SERVICES	JFK384EC	NISSAN	HARDBODY NP300 2.5TD	GOOD/NEW
190 ELECTRICAL	CMD378EC	HOME-BUILT TRAILER	UNKNOWN	FAIR
190 ELECTRICAL	DTB657EC	FORD	RANGER 2.5D XL LWB	BAD/BODY/ENGINE
190 ELECTRICAL	DTB659EC	FORD	RANGER 2.5D	BAD/BODY/ENGINE
190 ELECTRICAL	DXC542EC	KOMATSU	WB93R LOADER	AUCTION
190 ELECTRICAL	DYH582EC	NISSAN	HARDBODY 2.4 4X4	BAD/BODY
190 ELECTRICAL	DYH588EC	NISSAN	HARDBODY 2.4 4X4	BAD/BODY
190 ELECTRICAL	DYR508EC	FORD	RANGER 2.5TD	FAIR
190 ELECTRICAL	FJP574EC	NISSAN	CABSTAR 40	MECHANICAL
190 ELECTRICAL	FKD117EC	NISSAN	HARDBODY NP300 2.5TD	GOOD
190 ELECTRICAL	FKD176EC	NISSAN	HARDBODY NP300 2.5TD	GOOD
190 ELECTRICAL	FKW891EC	ISUZU	KB250 F/SIDE 4X2 LWB	GOOD
191 ELECTRICAL	HMT797EC	TRAILER		GOOD
190 ELECTRICAL	HRL372EC	TRAILER		GOOD
190 ELECTRICAL	JDW953EC	TRAILER		GOOD
190 ELECTRICAL	HRL383EC	TRAILER		GOOD
190 ELECTRICAL	JFK369EC	NISSAN	HARDBODY NP300 2.5TD	GOOD
190 ELECTRICAL	JFK372EC	NISSAN	HARDBODY NP300 2.5TD	GOOD
223 FINANCE	DSV890EC	FORD	BANTAM 1300 LDV	BAD/BODY
223 FINANCE	DSW023EC	FORD	BANTAM 1.3I	VERY BAD/BODY
223 FINANCE	FKC847EC	FORD	BANTAM 1.3I	FAIR
223 FINANCE	FKC852EC	FORD	BANTAM 1.3I	FAIR
224 FINANCE	HZG736EC	NISSAN	HARDBODY NP300 2.5TD	GOOD

210 ENVIRONMENTAL HEALTH	DNT818EC	NISSAN	ALMERA 1.6	FAIR
210 ENVIRONMENTAL HEALTH	DPH042EC	NISSAN	ALMERA 1.6	FAIR
210 ENVIRONMENTAL HEALTH	DTB668EC	FORD	RANGER 2.5TD	BAD/BODY
210 ENVIRONMENTAL HEALTH	FCW797EC	TOYOTA	HILUX 2.7 4X4 S/CAB	AT SERVICE PROVIDER TO RE-FURBISH
210 ENVIRONMENTAL HEALTH	HMZ557EC	TRAILER		FAIR
680 CLEANSING & PARKS	BHD154EC	ISUZU	2.6 3TON TRUCK	GOOD
680 CLEANSING & PARKS	BHD163EC	MASSEY FERGUSON	TRACTOR	GOOD
680 CLEANSING & PARKS	CXP548EC	NISSAN	HARDBODY 2.7 LWB	BAD/BODY
680 CLEANSING & PARKS	DNZ484EC	NISSAN	HARDBODY 2.7 LWB	BAD/BODY/M ECHANICAL
680 CLEANSING & PARKS	FKM518EC	ISUZU	KB250D LWB	BAD/BODY/M ECHANICAL
680 CLEANSING & PARKS	FKM524EC	ISUZU	KB250D LWB	FAIR
680 CLEANSING & PARKS	FKM528EC	ISUZU	KB250 F/SIDE 4X2 LWB	WRITTEN OFF
680 CLEANSING & PARKS	FKM533EC	ISUZU	KB250D LWB	FAIR
680 CLEANSING & PARKS	FKM543EC	ISUZU	KB250 F/SIDE 4X2 LWB	BAD/BODY/M ECHANICAL
680 CLEANSING & PARKS	FKM547EC	ISUZU	KB250D LWB	REFURBISH
680 CLEANSING & PARKS	FKM549EC	ISUZU	KB250D LWB	GOOD
680 CLEANSING & PARKS	FKM553EC	ISUZU	KB250D LWB	BAD/BODY
680 CLEANSING & PARKS	FKM571EC	ISUZU	KB250D LWB	GOOD
680 CLEANSING & PARKS	FLW544EC	NISSAN	UD80	BAD/BODY
680 CLEANSING & PARKS	FKW895EC	ISUZU	KB250D-TEQ	FAIR
680 CLEANSING & PARKS	FYG866EC	TRAILER	REAMOR TRADING 240	BAD
680 CLEANSING & PARKS	FYG868EC	TRAILER	REAMOR TRADING 240	BAD

680 CLEANSING & PARKS	FYG873EC	TRAILER	REAMOR TRADING 240	BAD
710 PROTECTIVE SERVICES	DTB653EC	FORD	BANTAM	BAD/BODY
710 PROTECTIVE SERVICES	DTD511EC	TOYOTA	COROLLA 160I GLE	GOOD
710 PROTECTIVE SERVICES	DTD512EC	TOYOTA	COROLLA 160I GLE	BAD/BODY
710 PROTECTIVE SERVICES	DTD513EC	TOYOTA	COROLLA 140I	BAD/BODY
710 PROTECTIVE SERVICES	DRY769EC	CHEVROLET	AVEO	BAD/BODY
710 PROTECTIVE SERVICES	FHY436EC	ISUZU	KB250 F/SIDE 4X2 LWB	BAD/BODY
710 PROTECTIVE SERVICES	FHY439EC	ISUZU	KB250 F/SIDE 4X2 LWB	BAD/BODY
710 PROTECTIVE SERVICES	FHY441EC	ISUZU	KB250 F/SIDE 4X2 LWB	BAD/BODY
710 PROTECTIVE SERVICES	FJC354EC	OPEL	CORSA UTIL.1.7 DTI	MECHANICAL
710 PROTECTIVE SERVICES	FJZ694EC	TOYOTA	STALLION 1800 P/VAN	REFURBISH
710 PROTECTIVE SERVICES	FKB676EC	CHEVROLET	CRUZE 1.8LS	MECHANICAL
710 PROTECTIVE SERVICES	FKB681EC	CHEVROLET	CRUZE 1.8LS	FAIR
710 PROTECTIVE SERVICES	FKB689EC	CHEVROLET	CRUZE 1.8LS	FAIR
710 PROTECTIVE SERVICES	HJC157EC	TRAILER		BAD
710 PROTECTIVE SERVICES	JHD256EC	TOYOTA	HILUX	GOOD/NEW
710 PROTECTIVE SERVICES	JHD259EC	TOYOTA	COROLLA	GOOD/NEW
710 PROTECTIVE SERVICES	JHV596EC	NISSAN	NP200	GOOD/NEW
720 PUBLIC WORKS	BJX931EC	MAZDA	B2500_D	BAD/BODY/M ECHANICAL
720 PUBLIC WORKS	BXY383EC	ISUZU	KB250 D SWB	BAD/BODY/M ECHANICAL
720 PUBLIC WORKS	BZR308EC	ISUZU	KB250D SWB	BAD/BODY/M ECHANICAL
720 PUBLIC WORKS	CXR878EC	FORD	RANGER 2.5TD	BAD/BODY/M ECHANICAL
720 PUBLIC WORKS	DVP732EC	NISSAN	UD90	FAIR
720 PUBLIC WORKS	DVS003EC	NISSAN	UD60 A520	FAIR
720 PUBLIC WORKS	DWB185EC	NISSAN	UD80	FAIR

720 PUBLIC WORKS	DXC541EC	KOMATSU	WB93R LOADER	BAD/BODY/M ECHANICAL
720 PUBLIC WORKS	DYH583EC	NISSAN	HARD BODY 2.7D LWB	FAIR
721 PUBLIC WORKS	DYH591EC	NISSAN	HARD BODY 2.7D LWB	GOOD
720 PUBLIC WORKS	DYH603EC	NISSAN	HARD BODY 2.7D LWB	BAD/BODY/M ECHANICAL
720 PUBLIC WORKS	DZS144EC	NISSAN	CABSTAR 40	BAD/BODY
720 PUBLIC WORKS	FHY497EC	LANDINI	SOLIS 90 4X4	GOOD
720 PUBLIC WORKS	FHX905EC	TRAILER		FAIR
720 PUBLIC WORKS	FKD121EC	NISSAN	HARDBODY NP300 2.5TD	BAD/BODY
720 PUBLIC WORKS	FKD148EC	NISSAN	HARDBODY NP300 2.5TD	BAD/BODY/M ECHANICAL
720 PUBLIC WORKS	FKD164EC	NISSAN	HARDBODY NP300 2.5TD	GOOD
720 PUBLIC WORKS	FYG859EC	TRAILER	REAMOR TRADING 240	BAD/BODY
720 PUBLIC WORKS	FYG876EC	TRAILER	REAMOR TRADING 241	BAD/BODY
720 PUBLIC WORKS	FYG881EC	TRAILER	REAMOR TRADING 242	BAD/BODY
720 PUBLIC WORKS	FYG884EC	TRAILER	REAMOR TRADING 243	BAD/BODY
720 PUBLIC WORKS	CFP613EC	JOHN DEERE	TRACTOR	BAD/BODY
730 REFUSE	BCX587EC	MERCEDES BENZ	C200 MANUAL	BAD/BODY/ MECHANICAL
730 REFUSE	CMX729EC	ISUZU	F6500FN	BAD/BODY/M ECHANICAL
730 REFUSE	CTW361EC	TOYOTA	HINO 33-350	BAD/BODY/M ECHANICAL
730 REFUSE	DWN714EC	NISSAN	UD290WF AUTO G B OPT	GOOD
730 REFUSE	DWV246EC	NISSAN	UD290WF AUTO G B OPT	GOOD
730 REFUSE	DXC534EC	KOMATSU	WB93R LOADER	BODY/ MECH ANICA L
730 REFUSE	DXM914EC	NISSAN	UD60 A520	BAD/BODY/M ECHANICAL
730 REFUSE	FKM556EC	ISUZU	KB250D LWB	GOOD
730 REFUSE	FKW884EC	ISUZU	KB250D-TEQ	GOOD
730 REFUSE	FLF749EC	NISSAN	UD80	FAIR
730 REFUSE	FLF753EC	NISSAN	UD40 UNB	BAD/BODY

730 REFUSE	FLW538EC	NISSAN	UD80	GOOD
730 REFUSE	FMJ516EC	NISSAN	UD330	GOOD
730 REFUSE	FMX511EC	NISSAN	UD330	GOOD
730 REFUSE	FNG215EC	NISSAN	UD85	FAIR
730 REFUSE	JBD519EC	NISSAN	UD TRUKS	GOOD/NEW
730 REFUSE	JBG856EC	NISSAN	UD TRUKS	GOOD/NEW
730 REFUSE	JBG860EC	NISSAN	UD TRUKS	GOOD/NEW
730 REFUSE	JBG916EC	NISSAN	UD TRUKS	GOOD/NEW
980 WATER	CGT410EC	TOYOTA	HILUX 2.4 DIES LWB	WRITTEN OFF
980 WATER	CYK569EC	FORD	RANGER 2.5TD	BAD/BODY/M ECHANICAL
980 WATER	DCT009EC	FORD	BANTAM 1.3I	GOOD
980 WATER	DTB656EC	FORD	RANGER 2.5TD	REFURBISH
980 WATER	DYH590EC	NISSAN	HARD BODY 2.7D LWB	FAIR
980 WATER	DYH597EC	NISSAN	HARD BODY 2.7D LWB	GOOD
980 WATER	DYH599EC	NISSAN	HARD BODY 2.7D LWB	FAIR
980 WATER	DYH607EC	NISSAN	HARD BODY 2.7D LWB	FAIR
980 WATER	FKD124EC	NISSAN	HARDBODY NP300 2.5TD	GOOD
980 WATER	FKD126EC	NISSAN	HARDBODY NP300 2.5TD	GOOD
980 WATER	FKD156EC	NISSAN	HARDBODY NP300 2.5TD	GOOD
980 WATER	FKD173EC	NISSAN	HARDBODY NP300 2.5TD	GOOD
980 WATER	JFK366EC	NISSAN	HARDBODY NP300 2.5TD	GOOD/NEW
980 WATER	JFK376EC	NISSAN	HARDBODY NP300 2.5TD	GOOD/NEW
980 WATER	JFK388EC	NISSAN	HARDBODY NP300 2.5TD	GOOD/NEW
980 WATER	JFK391EC	NISSAN	HARDBODY NP300 2.5TD	GOOD/NEW
980 WATER	JFK396EC	NISSAN	HARDBODY NP300 2.5TD	GOOD/NEW
980 WATER	JFK399EC	NISSAN	HARDBODY NP300 2.5TD	GOOD/NEW
731 WASTE	FKM535EC	ISUZU	KB250D LWB	BAD/BODY
731 WASTE	FKM545EC	ISUZU	KB250D LWB	GOOD
731 WASTE	FMS633EC	MAN	26-280	BAD/BODY
731 WASTE	FMS634EC	MAN	26-280	BAD/BODY
750 SANITATION	DNH308EC	ISUZU	FTR 800	BAD/BODY
780 SEWERAGE	DTB664EC	FORD	RANGER 2.5TD	WRITTEN OFF

780 SEWERAGE	CKG231EC	ISUZU	FSR 700	REFURBISH
780 SEWERAGE	CMD328EC	ISUZU	F8000D FN TANKER	BAD/BODY
780 SEWERAGE	DBS236EC	NISSAN	UD60 A520	GOOD
780 SEWERAGE	DBS643EC	NISSAN	UD60 A520	GOOD
780 SEWERAGE	DBV396EC	NISSAN	UD60 A520	BAD/BODY/M ECHANICAL
780 SEWERAGE	DTB662EC	FORD	RANGER 2.5TD	BAD/BODY/M ECHANICAL
780 SEWERAGE	DVR990EC	NISSAN	UD80	FAIR
780 SEWERAGE	DVR994EC	NISSAN	UD60 A520	GOOD
780 SEWERAGE	DXM912EC	NISSAN	UD60 A520	REFURBISH
780 SEWERAGE	DYH595EC	NISSAN	HARD BODY 2.7D LWB	BAD/BODY
780 SEWERAGE	FKD104EC	NISSAN	HARDBODY NP300 2.5TD	BAD/BODY
780 SEWERAGE	FKD135EC	NISSAN	HARDBODY NP300 2.5TD	REFURBISH
780 SEWERAGE	FKD179EC	NISSAN	HARDBODY NP300 2.5TD	BAD/BODY
780 SEWERAGE	JGL065EC	TOYOTA	HI LUX 2.0LWB	MECHANICAL
780 SEWERAGE	FJK374EC	NISSAN	HARDBODY NP300 2.5TD	GOOD/NEW
780 SEWERAGE	JFK381EC	NISSAN	HARDBODY NP300 2.5TD	GOOD/NEW
140 DISASTER MANAGEMENT	FHY438EC	ISUZU	KB250 F/SIDE 4X2 LWB	FAIR
140 DISASTER MANAGEMENT	HJC165EC	TRAILER		GOOD
990 WATERWAYS	DYV597EC	NISSAN	HARDBODY 20I SWB	BAD/BODY/M ECHANICAL
531 HOUSING	CBY566EC	FORD	LASER TRACER 1.3 S/D	BAD/BODY/M ECHANICAL
223 FINANCE ASSET & FLEET	BWJ558EC	NISSAN	SENTRA 200 GSI	WRITTEN OFF
223 FINANCE ASSET & FLEET	CTC613EC	OPEL	OMEGA 2.2	BAD/BODY/M ECHANICAL

- Jet ski – 1
- Trailer – 18
- Komatsu – 3
- Tractor – 3
- Vehicles – 146

 TOTAL 171

Vehicles and redundant equipment to be auctioned off.

QUANTITY	DESCRIPTION	BAR CODE
1	LG Gold aircon	02478
1	cupboard	12985
1	Mobi jack	05038
1	Mobi jack	07162
1	cabinet	01301
250	Various second hand casings	n/a
1	Roller tire [new]	n/a
7	Front tractor tires [new]	n/a
5	Rear TLB tires [new]	n/a
2	Rear tractor tires	n/a
4	Old skip bins	n/a
1	Toyota truck bonnet – brand new	n/a
1	Toyota Reg: CGT 410 EC	n/a
1	Nissan Sentra Reg: BWJ 558 EC	n/a
1	Ford Reg: BPH 856 EC	n/a
1	Kamatsu Reg: DXC 542 EC	n/a
1	Mazda Reg: BJX 931 EC	n/a
1	Ford Reg: DTB 664 EC	n/a

Staff

- One member (Mr. S. Mashicila) who was a general worker at the workshop had been murdered at his private residence.
- Four contract workers had been appointed for a one year term.
- One funded general worker position vacant – HR busy with the process to fill it.

Key challenges.

- To fill vacant position (general worker) in the mechanical workshop as indicated on the Organogram.
- By upgrading the workshop to a higher level of proficiency.
- Erecting of proper vehicle storage facilities in each of the towns of the Kouga municipality.

Special projects attempted and completed.

- The workshop floor had been painted.
- New air conditioner had been installed into the fleet controller office.
- A new electric motor had been installed at the main gate of the Jeffery's Bay municipal yard to make sure that proper control is maintained.
- An access control register is in place to minimise unauthorized entry at the main gate.

3. Recommendation

- 3.1 That the report be referred to the Top Management for discussion.
- 3.2 That all Directorates be required to submit an audit report of all redundant equipment/assets to the Office of the Municipal Manager by no later than end April 2019 after which a report of redundant equipment/assets write-offs be tabled at the respective Portfolio Committee meetings for consideration.
- 3.3 That once all redundant equipment/assets per Directorate have been identified, that such be disposed of by public auction by end of June 2019.

Item prepared by: The Director: Infrastructure & Engineering

Item noted by the Portfolio Chairperson

REPORTS BY
THE PORTFOLIO
CHAIRPERSON:
COMMUNITY
SERVICES

KOUGA MUNICIPALITY (EC 108)**ORDINARY COUNCIL MEETING****COMMUNITY SERVICES****DATE: 30 APRIL 2019****ITEM NO: 19/04/CS7****MIG RING FENCED FUNDING**1. Introduction

The purpose of this item is to report to the Committee about the MIG Ring Fenced Funding for Sport Infrastructure.

2. Background

The Municipality submitted business plans to the Department of Sport and Recreation in June 2017 for the upgrading of all sport fields in Kouga (Annexure A)

In March 2019, the Department of Sport and Recreation confirmed a budget allocation of R6 225 000.00 for the Kwanomzamo Sport field (Annexure B)

3. Comments by Director: Community Services

Will comment in the meeting if needed.

4. Financial implications

None to Council

5. Legal implications

None.

6. Other implications

None.

7. Recommendation

7.1 That the report MIG Ring Fenced Funding for Sport Infrastructure, be noted.

7.2 That the project be registered under the MIG funding, be approved.

7.3 That the procurement process be commenced with.

7.4 That the budget allocation be included in the 2019/2020 financial year, be approved.

- 7.5 That the project be allocated on the IDP, be supported.
- 7.6 That it be noted that the Manager: Legal Services be requested to obtain confirmation on the % of MIG Funding allocation towards Sports Council Development and submit a report to the next Community Services Portfolio Committee meeting.

Item prepared by: Acting Manager: Parks & Community Amenities



sport & recreation

Department:
Sport and Recreation South Africa
REPUBLIC OF SOUTH AFRICA

Private Bag X896, PRETORIA, 0001. Regent Place, 66 Queen Street, PRETORIA
Tel.: (012) 304 5000 Fax: (012) 323 3535

The Municipal Manager
Kouga Local Municipality
P O Box21
Jeffreys Bay, 6330

Dear Mr C. Du Plessis

RE: ALLOCATION FOR DEVELOPMENT OF A SPORT FACILITY

The above matter refers.

The Department of Sports and Recreation South Africa ["department"] is hereby pleased to inform you that funding application lodged by Kouga Local Municipality for the Upgrading of Sportfield in KwaNomzamo was approved. The project is allocated **R 6 225 000.00 [SIX MILLION TWO HUNDRED AND TWENTY-FIVE THOUSAND RANDS]** for 2019/20 municipal financial year. Kindly note that this allocation forms an integral part of your total Municipal Infrastructure Grant (MIG) allocation gazetted in the 2019 Division of Revenue Act, and its ringfencing dictates that it cannot be used for any other purpose but development of sport and recreation facilities as indicated in your business plan.

The description of the project or proposed scope of work as per your application include the following activities:

- Construction of soccer/rugby cum with irrigation system
- Construction of grandstand
- Construction of the concrete palisade fencing
- Construction of Ablution and change room facility
- Upgrading of Floodlights
- Upgrading of the tennis/netball courts
- Construction of the security/ticket booth

The department took note that funds allocated may not be sufficient for the entire scope of work, and therefore advise for a review of scope in line with the amount allocated, and without compromising provision of core facilities.

You are therefore kindly requested to ensure that this project is registered with MIG MIS at least by or before the 30th of April 2019.

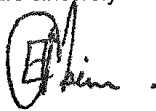
If the municipality wishes to appoint the consultant for a contractor from their own SCM processes they are requested to send the request for deviation to SRSA before 30 April 2019.

In terms of the MIG conditions, the municipality will also be required to sign the MOU with SRSA, failure to do so or comply with MIG conditions and SRSA norms and standards will result in funding being withdrawn or transferred to another municipality.

In light of the above, you are hereby requested to kindly acknowledge receipt of this letter and confirm your understanding that this allocation will be additional to, and integral part of, your normal MIG allocation, and will therefore be used accordingly.

For more information you may contact Mr. Songezo Petela at (012) 304 5254 or songezo@srsa.gov.za.

Yours sincerely



**DIRECTOR-GENERAL
SPORT AND RECREATION**

DATE: 11 / 03 / 19

KOUGA MUNICIPALITY (EC 108)**ORDINARY COUNCIL MEETING****COMMUNITY SERVICES****DATE: 30 APRIL 2019****ITEM NO:19/04/CS8****REPORT ON OYSTER BAY DUNE REHABILITATION**1. Introduction

The purpose of this report is to inform the Committee on the work taking place in Oyster Bay under the Environmental Authorisation dated 2016. The report will give a brief background and details on the current project and role players.

Attached are the pictures showing how the area looked before Community Services started on 19 February 2019 to date.

2. Background

In 2016 the Department Economic Development, Environmental Affairs and Tourism (DEDEAT) authorized the rehabilitation on the coastal dunes in Oyster Bay. The municipality commenced with the activities in 2017 but due to non-availability of funds the project stopped, and the work was not completed.

The sand dunes in Oyster Bay were overrunning the road and bordering onto properties along Brander street. The dune elevation levels had built up to approximately 15mamsl (fifteen meters above mean sea level). Therefore, the coastal dunes needed urgent and serious attention. Kouga Municipality had to commence with removal and stabilization of the dunes as soon as possible. The residents have threatened the Municipality with law suits.

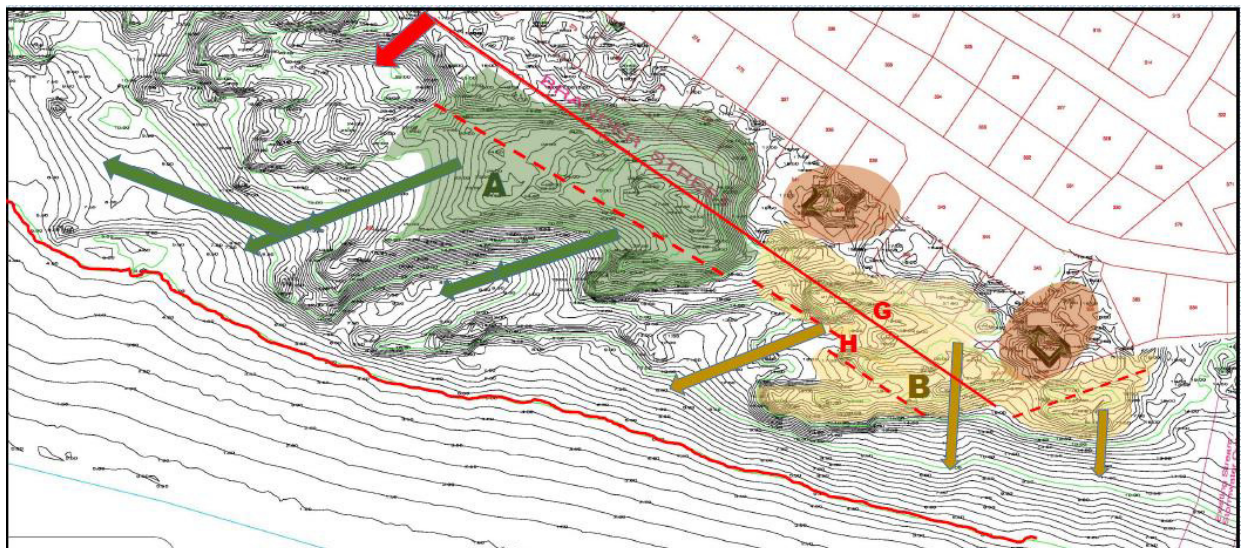
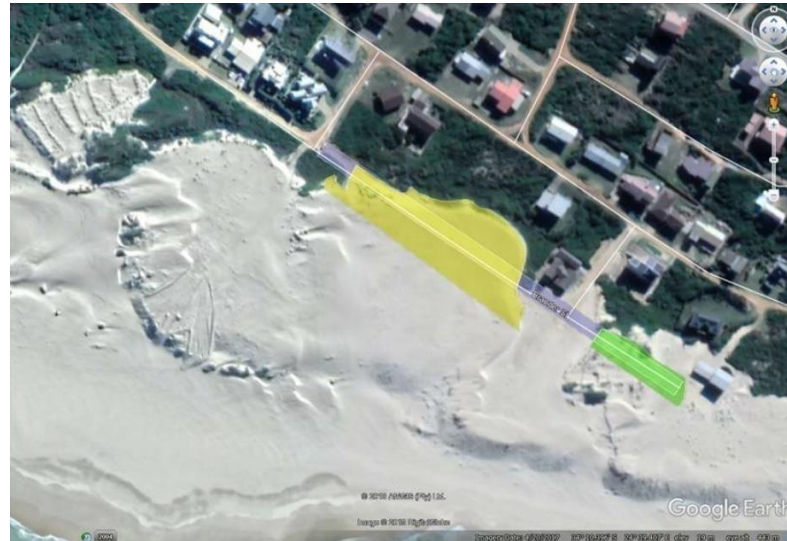
The coastal dunes posed a threat to the residents and properties of Oyster Bay. The access through Brander street has been closed off by the spill over of the sand.

3. Comments

On 5 February 2019 service providers were invited to a site meeting to quote for plant hire required to commence with the required works in terms of the Environmental Authorisation. Service providers that were present were Nolans Plant Hire, Bloekomlaan, Kouga Plant & Civil and JBAY Plant Hire. The cheapest bidder was appointed namely JBAY Plant Hire and were required to start working on 19 February 2019.

A retired civil & mine engineer Mr Johann Albert Meyer (Joe Meyer) has volunteered his skills to assist with the supervision of the contractors onsite. Joe Meyer holds a BSc in Engineering from the University of Pretoria and is registered as a Professional Civil & Mine engineer, he resides at 26 Brander Street, Oyster Bay.

To date a volume of 53 000m³ has been moved from the two high risk areas shown in green and yellow. The green area has been completed and approximately 38 000m³ of sand need to be moved in the yellow section.



4. Financial Implications

UKEY:	20180704062939
Vote Description:	Environmental Protection
Budget:	R 1 650 000.00
Spend Budget:	R 1 119 352.50

5. Legal Implications

Most affected properties have already taken legal actions against the municipality and the courts have declared their ervens neutral ground and exempted them from paying municipal rates. Should this not be resolved it might have further implications.

6. Other Implications

Due to the risk posed by the dunes to residents in Oyster Bay we were unable to wait on Tender Notice 153/2018 plant hire, as the process is still not concluded. To start with the work, we have to apply for a deviation from supply chain processes.

7. Recommendation

- 7.1 That the work be completed and rehabilitation on the Oyster Bay dune to start immediately, be approved.
- 7.2 That it be noted that continuous maintenance of the dunes will be a required process going forward.

Item prepared by the Environmental Specialist

Before 19 February 2019



Figure 1: Dune encroachment on Brander Street Oyster Bay



Figure 2: Brander Street Dune from



Figure 3: Height of dune compared to adjacent properties



Figure 4: Dune on Grey House

Current



Figure 5: Area in front of grey house cleared



Figure 6: Brown house visible from the sea



Figure 7: Currently working in front of Brown house



Figure 8: view to the west along Oyster Bay foredunes with the sea to left and note that the edge of the reshaped dune is outside the swash zone. These areas are to be stabilized so as not to move to the west towards the village



Figure 9: The panorama is taken with a view to the west along Brander St. the position is at the far eastern end of Brander St with ERF387 to the right

KOUGA MUNICIPALITY (EC 108)**ORDINARY COUNCIL MEETING****COMMUNITY SERVICES****DATE: 30 APRIL 2019****ITEM NO: 19/04/CS9****RISK REDUCTION PROGRESS REPORT****1. Purpose**

The purpose of this item is to report on the progress that the Risk Reduction Committee that was established in the St Francis Bay area in January 2019 has completed.

2. Background

The committee was established to share knowledge about the prevention of unwanted fires and demonstrate to communities within this vulnerable area how to identify risks and reduce risks, thereby minimising the possibility of fire from harming themselves, their families and destroying their property. On Saturday, March 2, 2019, an alien vegetation bush clearing initiative commenced at St Francis Bay on the corner of Homestead and R330.

The staff compliment on the day of the clearing consisted of the following departments:

- Fire & Disaster
- Parks & Amenities
- Environmental Management
- Electrical

The Links has assisted with a team for the alien vegetation bush clearing.

The 1st meeting was held on 22nd January 2019 and the committee decided that a task team be established to identify the high-risk areas within St Francis, Cape St Francis and Sea Vista.

The task team met on 23rd January 2019 to identify the high-risk areas as indicted on the chart below. The task team consist of the following members:

- Kouga Fire and Disaster
- Friends of St Francis Nature Areas (FOSTER)
- Kouga Environmental Health
- Working for Water
- ESKOM
- Kouga Parks and Community Amenities

3. Financial Implications:

To acquire resources to assist with the risk reduction program.

4. Legal Implications:

To minimize litigation against the municipality.

5. Recommendation

5.1. That all stakeholders from the Municipality be actively involved and committed to make this program a success, be supported.

5.2. That the program be rolled out to other areas in the Kouga jurisdiction, be supported.

5.3. That the Risk Reduction Program, be noted.

5.4. That it be noted that the Terms of Reference will be workshopped at the next Policy Workshop to be held on 17 April 2019.

Item prepared by: The Chief Fire Officer

Item noted by: The Portfolio Councillor





KOUGA MUNICIPALITY (EC 108)

ORDINARY COUNCIL MEETING

COMMUNITY SERVICES

DATE: 30 APRIL 2019

ITEM NO:19/04/CS10

REPORT ON ENVIRONMENTAL AND AWARENESS PROGRAM

1. Introduction

The purpose of this report is to inform Council on the planned Environmental and Awareness 2019 Program that will be held from the 4th April 2019 in Sea Vista, hosted by the Community Services: Environmental Management.

Attached hereto is the program.

2. Background

The Constitution of the Republic of South Africa states that everyone has a right to an environment that is not harmful to their health and well-being. The municipality has the duty to ensure that the environment is not harmful to the health and well-being of its residents. In doing so we also need to educate and engage the residents on environmental issues affecting them in their communities.

3. Comments

The Environmental management's main aim was to conduct education and awareness campaigns in communities and at schools. The programs will be geared in teaching the communities (door to door) about their direct environment, the advantage with educating at schools is that children grow with the knowledge. Proposed programmes:

- ❖ Waste Management: Waste Handling and Hazardous Waste in the Household
- ❖ Waste Minimisation: Reduce, ReUse, Recycle, Recover,
- ❖ Separating at source
- ❖ Drop-off sites in Kouga

A total of fifteen schools will be visited (three primary schools from each unit will be identified), and from these schools a total of 800 hundred (800) pupils will be reached, where there is a need for environmental education and awareness on the topics as mentioned above.

3. Financial Implications

UKEY: 20180704062933

Vote Description: Education; Awareness & Workshops

Budget: R200, 000.00

Spend Budget: R 30, 000.00

4. Legal Implications

None

5. Other Implications

None

6. Recommendation

- 6.1 That the Environmental and Awareness Programmes be implemented as it will assist greatly to reduce illegal dumping sites in our communities, be supported.

Item prepared by the Environmental Specialist

Item noted by: Portfolio Councillor



PUBLIC EDUCATION AND AWARENESS PROGRAMME

THE PROPOSED PLAN

March 2019

NAME OF PROJECT: Clean Kouga Environmental Education Programme. *“Good governance through service excellence”*

Location: The programme shall take place within the Kouga Municipality targeting all residents within the municipality.

Duration: 24 months

Estimated Budget:

Number of direct beneficiaries:

Estimated number of households to be reached:

Theme: “Keeping Kouga Clean through excellent service delivery”.

1. INTRODUCTION:

Poor urban environments have resulted into a health risk to people within the communities of Kouga. Lack of knowledge by residents on the impact of poor waste management practices on the health of human beings residing in the area.

Polluted air, water and land give birth to flies and rats that are responsible for the spreading of different diseases. These diseases include diarrhoea, cholera, kidney failure, meningitis, skin and burning eyes and there is no place in South Africa that is an exception to this.

Poor handling of waste increase levels of air pollution and this is a huge health risk. Communities such as townships and informal settlements continue to burn waste, while industries also continue to practice anti-cleaner development mechanisms that results into an unclean, unsafe, unhealthy, unacceptable and unmanaged environmental conditions that become an eye sore as well as health risk.

As a municipality we are currently spending millions and millions of rand’s on refuse collection from residential areas, streets pavements and neglected open spaces. The rate at which waste has been illegally dumped in Kouga has increased, even though municipal services have increased in most communities.

Although the government is trying hard to address the above through the National Waste management Strategy, it is hereby pointed out that the problems mentioned above are here to remain if there is no stable and economic growth to generate employment opportunities for communities.

Environmental education awareness must be taken seriously than before. This environmental education awareness aims at changing people’s minds and attitudes about the way they have been

managing their waste or environment. The Environmental Education awareness must not be separated from law enforcement.

Huge volume disposed at landfill sites as well as illegally in communities are of value and are recyclable. Opportunities for individuals to participate in the green economy spectrum exist. The programme will also assist to alleviate poverty by enable this opportunities.

2. OBJECTIVES OF THE ENVIRONMENTAL EDUCATION AND AWARENESS PROGRAMME

- To design, develop and facilitate a capacity building program for Clean Kouga communities that will enable them to take action and ownership in response to waste management challenges in different communities and across the municipality.
- To provide a quality educational and awareness training through formal and informal education and educational tours i.e. waste generation (infested with waste, landfill, recycling, complimented with a supervision, mentoring and coaching process for best practice projects.
- To provide a structured framework that will enable to keep Kouga clean and enhance skills of the environmental ambassadors and the communities and the knowledge of the broader community to support, initiate and improve their own environments within their unique context; building their own local culture and resilience to waste.
- Conduct, facilitate and coordinate a broad-based integrated education and awareness programme that will have its focus on the following environmental elements; integrated waste management, environmental rights, by-laws enforcement and responsibilities, complimented by basic concepts on community development.
- The programme is also meant to enhance the importance of waste as a resource for economic viability and job creation amongst community groups – “Your Waste: My Resource”.

Programme Drives:

- Public education and stakeholder engagement
- Promotion of: Wheelie bin system

Recycling

Eradication of illegal Dumping Sites

3. STAKEHOLDER ANALYSIS:

Name	Area of Interest	Contact Person
Kouga Local Municipality	Maintain a Clean and environmentally sound approach to waste management	Nomvelo Siwela
Local Councillor	Political direction and support	Each Ward
Parks	Conservation and greening of open spaces that are kept clear of waste	Frank Tamboer
Environment & Health officer	Maintain a clean Ward with structured waste management activities	Nomfundo Blom Jeane Madatt
Community Waste Management Entities	Ensure Separation at Source participation at household level.	

	Uplift the economic status within communities through sales of recyclables and generate income to the jobless	
Department of Environmental Affairs	Assistance with planning and implementation of Environmental Awareness and marketing materials (SALP & Greeco)	Environmental Ambassadors
DEDEAT	Provincial Support for implementation	
COGTA	SAYM	CWP Workers

4. BROAD BASED MESSAGES OF THE PROGRAMME:

Keep Kouga Clean
 # Cleanest Ward of the Month
 # Cleanest beach in Kouga
 # Proper utilisation of Waste bins
 # Littering is not cool; dumping is bad news,
 # Recycling- Our local culture,
 # Illegal dump eradication,
 # Clean, resilient, liveable and sustainable communities,
 # Greening Kouga (1000 Trees)
 #Creating healthy communities,
 #We all play a role.

5. DEVELOPMENT OF A PROMOTION AND MEDIA STRATEGY AND PLAN:

Brainstorm ideas:

- Print and electronic media,
- Social networks i.e. facebook, municipal website etc,
- Local Community Newsletters and public electronic screens,
- Talk shows question and answers (local Radio (Oasis) Stations)
- Branded t/shirts, caps, pins, rulers, water bottles,
- Participating schools & competitions.
- Monthly Cleanest Ward Competition.

6. OVERVIEW OF THE PROGRAMME CONTENT:

Note: this is a 12 months Keep Kouga Clean Education & Awareness Programme and will be implemented in the following phases:

Phase One: Capacity Building, Mobilization, Engagements, Education, Awareness and Inspiration.

1. Pre Implementation.

(a) Mobilization, engagements joint planning- Establishment of a Programme Steering Committee.

(b) Research, Design and Development of programme materials and adoption.

2. Regional Stakeholder Engagement and information sharing Seminars/ Forums and identification of priority areas.
3. Ward based Public Awareness and Education Programme roll- out. [door to door].
4. Conducting an evaluation and reflection on the first phase of the programme and plan.

Phase Two: Ward based Planning, Greening and Sustainability and Illegal Dump Eradication Programme [roll- out].

1. Ward based planning and Illegal dump eradication programme roll- out.
2. Implementation and roll-out of campaign
3. Evaluation working strategy.
4. Replication.

The execution plan is outlined in the tabular plan detailed below:

PHASE ONE		Capacity Building, Mobilization, Engagements, Education, Awareness and Inspiration.		
Activity	Content	Key Target/Stakeholders/Beneficiaries	Days	Outcomes
1. Pre Implementation. (a) Mobilization of entities, engagements joint planning- Establishment of a Programme Steering Committee.	-Mobilization, -Engagement and solicitation of stakeholder buy- in. -Presentations, -Meetings, - Signing of a joint “Pledge” and guarantors towards participation in the programme and support.	- Kouga Municipality - Department of Environmental Affairs (SALP), =local businesses, -Schools , -Non Profit Organisations, -DEDEAT, -Oasis FM, -Recycling businesses, -COGTA (SAYM)	(5)	-Stakeholders will be able to have an overall understanding of the programme. –They will also buy– in and sign the joint pledge and guarantor for participation and full support. –Established Programme Steering Coalition.
(b) Research, Design and Development of programme materials.	- Draft education and awareness materials. - Feedback and inputs on the training content and milestones.	-All key stakeholders Environmental Education Officers of: -Kouga Municipality - DEA -DEDEAT, -Salga,	(5)	–The Programme Steering Coalition will make inputs to the draft education materials at the same time commit themselves in taking a stand towards conserving the environment, by signing a pledge and guarantee joint support for the programme.

2. Regional Stakeholder Engagement, Education and Information Sharing Seminars at malls, taxi ranks and train stations, public parks, open spaces etc.	-Presentations by different key stakeholders, -Engagements, dialogue. -Questions and answers. -Stakeholder's Exhibitions [information sharing]	-Kouga Municipality, -SAPS -Recycling Companies, -Broader Community, -Ward environment and health officers. -Local Business, Malls, Spazas, Shops, Bottle stores, Informal Motor and Electronics Mechanics Street vendors, formal and Informal recyclers, -Local Cooperatives both brown and green, -NGOs -Schools.	(?)	-Broader understanding of the municipalities minimization plans, -Shared clarity on the Wheelie bin issue and all other issues of concern. -Emerging responses to waste management issues. -Information Exhibition stalls and mascots.
4. Ward based Public Awareness and Education training, "Door to Door" roll-out.	- Door to Door training, -Public places: Malls, Taxi Ranks, Busy streets and parks, -Illegal dumping spots identification and audits, -Data consolidation, -Supervision, mentoring and coaching,	- Kouga Municipality - Environmental Ambassadors, -Ward environment and health officers. -Environmental Education DEDEAT. -NGO, -CWP, -EPWP, -SAPS, -Recycling Companies.	(?)	-information on emerging waste management crises and risks. -Ward based illegal dump audits, -Ward based audits on waste management initiatives. -Public awareness and education roll out at malls parks, streets and taxi ranks.

PHASE TWO.	Regional Strategic Planning, Ward based Greening and Sustainability and Illegal Dump Eradication Programme [roll- out]			
1. Ward based – Awareness Education and Illegal dump rehabilitation programme roll-out.	-Ward based operational planning, -Greening and illegal dump eradication, -Ward based “Hands on waste” -Involvement of schools and formation of eco clubs. -Show casing best practice projects -Mentoring and coaching. – Identification of green local initiatives or cooperatives.	- Kouga Municipality -Broader Community, -Environmental Ambassadors, -Environmental Education. -Schools, - Environmental Health, -NGO’s, -Thuma mina, -Major Recycling Companies,	Continuous	-Each Entity will produce practical projects which will be showcased as qualitative evidence. –Formation of eco clubs, -Rehabilitated illegal dumps, - Conducive environment with a socio-economic component.
3. Ward based Stakeholder Engagement, Education and Information Sharing Seminars.	-Presentations by different key stakeholders, -Engagements, dialogue. -Questions and answers. -Stakeholder’s Exhibitions [information sharing]	-Kouga Municipality -SAPS -Recycling Companies, -Broader Community, -Ward environment and health officers. -Local Business, Malls, Spazas, Shops, Bottle stores, Informal Motor and Electronics Mechanics Street vendors, formal and Informal recyclers, -Local Cooperatives both brown and green,	(?)	-Broader understanding of the municipality’s entities their developmental roles and responsibilities, -Shared clarity on the bylaws and enforcement, -Shared clarity on the dustbin issue and all other issues of concern. - Emerging responses to waste management issues.

		-NGOs		
4. Conduct Ward based “Clean Kouga/Local Councillor’s Waste Management Information Sharing Seminars” across the participating regions.	- Roll- out Ward based Waste Management Seminars across all participating wards. - Formation of Ward based Waste Management Forums. - Ward based Entities join forces with the Ward Councillor and Committee in collaboration with all key stakeholders.	-Kouga Community, - Kouga Municipality -Environmental Ambassadors, -Schools, -Recycling Companies,	(?)	All participating wards has an Waste Management Forum mandated to establish coalitions for all the waste management elements i.e. Recycling, Eradication of Dumping Sites –Formation of Eco Clubs and Block waste management Sector Coalitions.
5. Conduct a “Mid of Term” Regional Feedback Seminar on progress of the programme, establish and launch Regional Waste Management Forums.	- Conduct a Clean KougaEntity’s “Mid of Term” Regional Feedback Seminar on progress of the programme. - Formation and launch of Clean KougaRegional Waste Management Forums.	-Kouga Community, - Kouga Municipality -Environmental Ambassadors, -Schools, -Recycling Companies,		-Each entity will deliver a 10 minutes presentation on its journey as a Clean Kougapioneer and how this programme has impacted their daily work. - Establish and launch Regional Waste Management Forums.
6. Conducting an “End of Term” evaluation for participating Regions and reflection their journey pioneers.	- Commissioning a regional evaluation site visit/oversight with the Programme Steering Coalition, Section 79 Committee, Clean Kougaentities, Ward	-Kouga Community, - Kouga Municipality -Environmental Ambassadors, -Schools,		-Evaluation document (report) Identifying progress, shortfalls and areas that needs improvement.

	Councillors and Ward Committee Members, NGOs and CBOs.	-Recycling Companies,		- Award winning entities will be presented with Clean Kouga Ambassador Award
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5. IMPLEMENTATION PLAN

Activity description	Subtasks	Timeframe	Measurable outputs
1. Incorporating environmental education/ departments environmental weekly plans.	-Strategic planning meetings with the Programme Steering committee. -Stimulating working relationships. –Agreements on roles and responsibilities within the partnership. –Develop a clear work plan with specific dates and venues for the programme.		-Established clear work plan with specific dates and venues for the programme. –Clearly defined roles and responsibilities for each stakeholder. –Establishment of a Programme Steering Committee/Coalition.
2.Capacity building Workshop for best practice projects.	- Conducting capacity building workshops in all for environmental ambassadors. - Capacitating EPWP, Thuma Mina and CWP workers		-Capacitated Clean Kouga and community members with hands on experience to initiate environmental friendly projects in their own communities.
4. Household, local business, clinics, private doctors, schools education and awareness programme.	- Conducting door to door education and awareness to households, local business, street vendors, private doctors. - Conduct blitz to clinics and presentations to schools.		-Numbers of households, local business, street vendors, schools and clinics reached.
5. Conduct a Regional Programme Strategic Planning Seminar.	- Regional Programme Strategic Planning Seminar.		-Established regional work plan with specific dates and venues for the programme. –Clearly defined roles and responsibilities for each stakeholder.

6.Information sharing seminars and Exhibitions.	- Conducting information sharing seminars in the selected regions targeting public spaces i.e. community halls, malls, taxi ranks, parks/open spaces, street corners etc.		-Numbers reached through personal contact and engagements. –Empowered public on environmental issues.
7. Greening sustainability practical projects in wards.	- Mentoring and coaching participants on best practice projects. -Illegal dump rehabilitation, promotion of waste handling, separation and recycling. -Tree planting and distribution.		- Well functional communities with green and sustainable projects. – Rehabilitated illegal dumps. –Numbers of planted and distributed trees.
6.Entities jointly with the Ward Councillor and Committee Conduct and roll- out Ward based Environmental Seminars.	- Roll- out Ward based Environmental Seminars across all participating wards. - Formation of Ward based Environmental Forums.		-All participating wards has an Environmental Forum mandated to establish coalitions for all the environmental elements i.e. waste, water, energy, greening and food security.
7. Conducting an evaluation and reflection of the first phase of the programme.	- Commissioning regional evaluation seminar's with the Programme Steering committee, Clean Kouga entities, Ward Councillors and Ward Committee Members and NGOs.		-Evaluation document (report) Identifying progress, shortfalls and areas that needs improvement.
8.Continued: Information sharing seminars and Exhibitions.	- Conducting information sharing seminars in the selected regions targeting public spaces i.e. community halls, malls, taxi ranks, parks/open spaces, street corners etc.		-Numbers reached through personal contact and engagements. –Empowered public on environmental issues.

9. Continued: Greening sustainability practical projects in wards.	- Mentoring and coaching participants on best practice projects. -Illegal dump rehabilitation, promotion of waste handling, separation and recycling. -Tree planting and distribution.		- Well functional communities with green and sustainable projects. - Rehabilitated illegal dumps. –Numbers of planted and distributed trees.
10. Conducting an “End of Term” evaluation for Region D and reflection their journey as pioneers.	- Commissioning a regional evaluation site visit/oversight with the Programme Steering Coalition, Section 79 Committee, Clean Kouga entities, Ward Councillors and Ward Committee Members, NGOs and CBOs.		-Each entity will deliver a 10 minutes presentation on its journey as a Clean Kouga pioneer. –The Clean Kouga Programme Steering committee will assess the presentations and decide on the trying and best entities.
11. Final report writing and financial audit report to all key partners.	- Collating observations, lessons learnt and recommendations in to the final report		-A detailed report with qualitative and quantitative evidence of the Programme objective and milestones.

KOUGA MUNICIPALITY (EC 108)**ORDINARY COUNCIL MEETING****COMMUNITY SERVICES****DATE: 30 APRIL 2019****ITEM NO:19/04/CS11****REPORT ON WHEELIE BIN MANAGEMENT POLICY****1. Introduction**

The purpose of this report is to request council to approve the Wheelie Bin Management Policy.

2. Background

The wheelie Bin Management Policy was workshopped 27 February 2019 and was sent back to the line department for amendments. The amendments have been addressed and the policy is therefore submitted for adoption by Council.

The aim of the policy is to ensure proper management of the 240ℓ wheelie bins throughout Kouga Municipality. The 240ℓ wheelie bin will enhance service delivery though out Kouga Municipality.

3. Comments

The wheelie bin will be accompanied with Environmental with Environmental Education and Awareness to educate the community.

The following amendments were requested and have been addressed:

- Policy must be changed into a bylaw – Section 6
- Specify bin useful life – Section 12; paragraph 12.2
- Incorrect reference to paragraph 15 – Section 12.2
- Rephrasing of paragraph 15.4

Additional Sections included:

- Cost of bin - Section 9
- Ownership of the wheelie bin – Section 15

4. Recommendation

- 4.1 That the reviewed Wheelie Bin Management Policy be approved.

Item prepared by the Environmental Specialist

WHEELIE BIN MANAGEMENT POLICY

Document Control

Policy Title:	Wheelie Bin Management Draft Policy
Reference Number:	
Previously Approved:	
Directorate Responsible:	Community Services
Version:	Two
Status of the Document:	FINAL
Review Date:	27 February 2019

Contents

1. DEFINITIONS / CONCEPTS	3
2. PREAMBLE	4
3. RELATED LEGISLATION AND DOCUMENTATION	4
4. POLICY CUSTODIAN	5
5. POLICY PRINCIPLES	5
6. APPLICATION AND SCOPE	6
7. BIN ORDERING PROCESS	6
10. RESPONSIBILITY TO KEEP ADEQUATE BINS STOCK LEVELS	7
11. ACCOUNTING OF BINS	8
12. QUANTITY OF BIN ISSUED TO CUSTOMERS	8
13. RECONCILIATION AND REPORTING	8
14. DAMAGED, STOLEN AND ADDITIONAL BIN APPLICATIONS	9
15. OWNERSHIP OF THE BIN	9
16. BIN DISPOSALS	10
18. ACCOUNTABLE DEPARTMENT	10
19. RESPONSIBILITY FOR POLICY IMPLEMENTATION	10
20. POLICY EFFECTIVE IMPLEMENTATION DATE	10
21. VALIDITY OF THE POLICY DOCUMENT	10

WHEELIE BIN MANAGEMENT DRAFT POLICY

The policy on Wheelie Bin Management will be a guide to Council, Officials, Individuals and Community on the handling of the above.

1. INTERPRETATION/ DEFINITIONS

In this policy, unless the context otherwise indicates –

" Bin"	means approved receptacle with or without wheels, designated solely for the purpose of temporary storage of waste at generation points. The receptacle storage capacity may be of varying sizes such as 85 litre, 120 litre, or 240 litre or any other container prescribed by Kouga Local Municipality;
" Damaged Bin"	means any bin with missing and/ or malfunction parts rendering it difficult to empty quickly with a waste removal truck;
"container"	means large receptacle utilized at Kouga local municipality to store and transport waste;
"RCR"	means round collected waste application to both domestic and business categories;
"CSD"	means Community Services Department;
"Tariff"	means a tariff of charges as determined by the Council as per approved budget;

2. PREAMBLE

The primary responsibility of a Municipality is to deliver services in line with the prescribed legislation and statutory requirements that governs its operations. To achieve this, Kouga Local Municipality (Kouga) has adopted the relevant applicable legal and statutory framework that guides the conduct of its business, including the bylaws stipulated by Kouga to ensure the provision of the municipal services in a manner and form consistent with the constitutional and legislative imperatives imposed on Kouga.

Waste collections and disposal are some of the core services rendered by Kouga to the greater Kouga communities and these services are vital to the health and wellbeing of all people and the conservation of the environment. While waste management services provided are generally of a high standard, there is always a need to strive for continual improvement to ensure that world class service is rendered and maintained through implementation of internal policies and procedures.

Bins as a receptacle used for refuse storage and collection, need to be properly managed to ensure continual uninterrupted world class service delivery to our residents. This policy is meant to address all activities related to bin management processes including its custodian.

3. RELATED LEGISLATION AND DOCUMENTATION

The policy is linked to and derives from:

- National Environmental Management Act (Act no.107 of 1998).
- Environmental Conservation Act (Act no. 73 of 1989).
- National Environmental Management: Waste Act (Act no.59 of 2008).
- Municipal Finance Management Act (MFMA) (Act no.56 of 2003).
- Municipal Systems Act (MSA) (Act No.32 of 2000).

4. POLICY CUSTODIAN

- 4.1 Community Services Department (CSD) should be the custodian of this policy and the Department would ensure that bins are appropriately managed and distributed to residents/customers timeously. CSD will keep records of stock in hand, manage bins re-order level, distribute bins to customers/residents and ensure that bins are timeously ordered from the service provider and delivered to store for distribution. They will also ensure that all necessary documents related to bin management are completed and filed accordingly. CSD, together with Finance will be responsible for managing the stock level on hand (re-order level) and ensure that enough bins are always available in store for routine bin related activities.
- 4.2 CSD together with Finance department will monitor the movement and condition of the bins over a period of time, in which the future economic benefits or future service potential embodied in them is expected. They will play a stewardship role in ensuring that they take care of the bins and manage them accordingly. All information pertaining to the bins which have consequent impact on other department should timeously relayed to the affected department.

5. POLICY PRINCIPLES

- 5.1 This policy embodies the principles enshrined in the MFMA and other relevant legislation which underpins the financial governance of municipalities and all other regulations as outlined above which seeks to achieve a common goal of promoting basic universal access to essential services that are affordable to all. This policy also aims to enable Kouga to move progressively towards the social and economic upliftment of the community.
- 5.2 The principles that have been adopted are to recognise effective management of bins as the key instrument to meet its strategic objectives and community expectations.

6. POLICY OBJECTIVES

- 6.1 This policy sets out statements that will enhance operational and financial efficiencies in the process of employing the resources allocated to acquire, distribute, record and manage the bins. The benefits of such efforts are not limited to ensuring that Kouga is financially viable and that municipal services are provided sustainably, economically and equitably to all communities within its area and in line with MFMA.
 - i. To incorporate the policy into the municipal bylaw;
 - ii. Providing guidelines that employees must follow in the management and control of bins, including safeguarding and disposal thereof, and
 - iii. Implementation of internal controls to standardize methods of accounting for bins throughout the Municipality to minimize inconsistencies that have a direct and indirect impact on Kouga's ability to carry out its mandate.

7. APPLICATION AND SCOPE

- 7.1 This policy deals with internal bin management processes to be followed to ensure that enough bins are always in stock to be able to meet residents/customer's demand.
- 7.2 The waste collection process including the guidelines of the collection days, time and frequency of collection should be addressed in the Waste Management Operation manual kept by the CSD.
- 7.3 This policy is applicable to all employees who are directly or indirectly responsible in the bin management process and it should be applied to all customers request.
- 7.4 The principles detailed in this policy also applies to the management of skips.

8. BIN ORDERING PROCESS

- 8.1 CSD shall compile the annual roll-out plans for bin acquisitions to be used as input to inform bin quantity requirements annually. The Waste Management section shall provide CSD with their annual bin plan at the beginning of each financial year. CSD will then ensure that enough bins are ordered for this purpose taking into account the size of the storage facilities. Any additional roll out request should be made at least 90 days before the roll out plan to allow CSD enough time to process the order.
- 8.2 Bin roll-out would only be done once the bins ordered specific for roll-out purpose has been received from the supplier.
- 8.3 CSD shall evaluate and compile the monthly report of the number of bins required for normal routine requests from the customers (queries)

and for commercial service requests. This report will also provide guidance in setting out the bin re-order level. There should always be stock on hand enough to meet a three month customer request at all times.

- 8.4 CSD shall be responsible for ensuring that there are always enough bins in stock for all planned and unplanned customers' requests and responsible for skip (bulk) management. All bins provided and serviced by Kouga Local Municipality shall be appropriately marked. Finance department should also keep informed of all bin related activities.
- 8.5 Stores department shall maintain a system that will ensure that they reconcile bins issued per depot against the bins on hand for reporting purposes

9. COST OF BINS

- 9.1 Municipal tariffs are reviewed annually, and the cost of the bin will be determined by the changes in the tariffs. A customer who wishes to purchase a bin would have to contact CSD for the cost of the bin.

10. RESPONSIBILITY TO KEEP ADEQUATE BINS STOCK LEVELS

- 10.1 It is the responsibility of CSD to ensure that there is adequate supply of bins for service delivery. The Waste Management Section should ensure that roll-out plans are revised regularly to cater for changes that will affect the quantities of bins required. The revised roll-out plans should be provided to CSD 90 days before the date of the actual roll-out.
- 10.2 Stores are responsible for ensuring that all orders from CSD are attended to on time.
- 10.3 Minimum and maximum levels of bins stock shall be monitored by CSD to ensure that bin Stock levels are kept at a satisfactory level and bin replenishments are done regularly and timely (with due consideration to order and delivery time).
- 10.4 Safety stock levels on hand shall be equivalent to three months quantities of required bin supply required, to ensure that there are no service disruptions over a considerable period should there be stock delay or any challenges based on unforeseen circumstances.
- 10.5 CSD shall initiate the order with the service provider immediately once the levels of bins on hand reaches re-order levels established.

11. ACCOUNTING OF BINS

- 11.1 The bins should be accounted for in line with the applicable accounting standard of GRAP (Generally Recognised Accounting Practice).

12. QUANTITY OF BIN ISSUED TO CUSTOMERS

- 12.1 In line with tariff policy of Kouga, only one bin would be issued to a customer at each given period. This requirement does not apply to commercial services. Paragraph 15 below deals with the replacement process to be followed once the bin delivered is damaged.
- 12.2 For customers who might require additional bins, CSD might provide for such additional bin at a cost to the customer. A bin can only be provided for free to a customer once during a bin useful life (8 years), except in cases as noted in paragraph 15 below. The current useful life of a bin is 8 years.

13. RECONCILIATION AND REPORTING

- 13.1 CSD official shall compile bin reconciliation reports to indicate the number of bins issued to customers and the balance on hand. Reconciliations should be reviewed and used for future planning. Regular stock taking should be performed for bin quantity on hand and reconciled against the records.
- 13.2 Information relating to lost or replaced bins shall be forwarded to the risk management department.

14. BIN MANAGEMENT BUSINESS RULES

- 14.1 Residential property owners will be issued with one bin per household for waste disposal. Sectional title properties will be provided bins equal to the lower of the number of units in the complex or the space available to store those bins in the area.
- 14.2 Only the property owner or the managing agent may apply for a bin. Tenants require a letter of authority from the owner or managing agent when applying for a bin.
- 14.3 Bin should not leave the boundary of the property and must only be taken out on days of refuse collection.
- 14.4 Kouga Local Municipality reserves the right to determine the type of service, the minimum number of bins and the frequency of services.
- 14.5 Only Kouga may service or remove bins/containers owned by the municipality.

- 14.6 Only containers provided by the municipality and marked as such shall be serviced by the municipality.

15. DAMAGED, STOLEN AND ADDITIONAL BIN APPLICATION

- 15.1 Businesses and residential households with a high occupancy level that require extra capacity for waste storage shall apply for additional bins at an additional cost. The additional cost for domestic customers would be the cost of the bin and for business customers, the cost will be determined in line with the principles of commercial services.
- 15.2 Inspection would be performed for all lost bins by CSD official. Replaced and damaged bins should be returned to the store and details of such bin should be documented on the form. The replaced or damaged bin must be scrapped from the system.
- 15.3 Stolen bins must be reported to the nearest police station and a case number supplied to the Call Centre when reporting a stolen bin and requesting a replacement. The customer will be charged for replacement of the stolen bin unless it can be proved that it was not the doing of the customer.
- 15.4 Damaged bins will be replaced at cost to customer, provided the customer can prove that it was damaged by CSD and lost or stolen bins will only be replaced for free once a bin's useful life span (8 years) as per paragraph 8 above.

16. OWNERSHIP OF THE BIN

- 16.1 The bin will always be an asset of Kouga municipality, this will be managed in terms of the municipal asset policy and register. When a customer sells or move out of the property the bins must remain with the address it was allocated to.

17. BIN DISPOSALS

- 17.1 All damaged bins shall be recorded in the stores register of damaged bins and must be stored separately from normal bins stock and be identified as such.
- 17.2 Stores Policy shall be applied in ensuring that damaged bins booked in and returned to its facility are disposed of and accounted for accordingly.
- 17.3 All files and documents relating to bin disposals and acquisition must be filed and maintained by Stores to ensure transparency and efficient management on the overall management of information to aide decision making processes.

18. MONITORING AND EVALUATION

- 18.1 Monitoring and evaluation of this policy shall be performed throughout the period and shall entail assessment of the extent to which objectives of the policy was achieved, compared to the state of affairs before the policy was implemented. This policy shall be reviewed annually
- 18.2 Any limitations and hindrances to implementing the policy shall be identified and solutions shall be solicited to address those challenges. Any new changes shall be incorporated into the policy and the amended policy shall be appropriately approved and implemented.

19. ACCOUNTABLE DEPARTMENT

- 19.1 CSD is responsible for the contents, update and amendment to this policy. The Municipal Manager is accountable for overall policy implementation and reserves the right to intervene and take necessary steps when the policy is not adhered to. The accountability may be delegated to CSD.

20. RESPONSIBILITY FOR POLICY IMPLEMENTATION

- 20.1 All departments in the bin value chain are responsible for effective implementation of this policy.
- 20.2 It is the responsibility of CSD to ensure that:
 - Orientation and training to departments (managers on all levels) on the bin policy; and
 - Monitoring and managing the Bin Policy implementation plan of Kouga.

21. POLICY EFFECTIVE IMPLEMENTATION DATE

- 21.1 Unless specifically expressed in the document, all policies shall be deemed to take effect on the day of the Council approval.

22. VALIDITY OF THE POLICY DOCUMENT

- 22.1 In an event of any doubt about the authenticity of a policy document, the document signed by the Mayor shall be considered as the only document with validity, authority and a force of law.

KOUGA MUNICIPALITY (EC 108)**ORDINARY COUNCIL MEETING****COMMUNITY SERVICES****DATE: 30 APRIL 2019****ITEM NO:19/04/CS12****REPORT ON FIRE RISK REDUCTION COMMITTEE – TERMS OF REFERENCE****1. Introduction**

The purpose of this report is to request council to approve the Terms of Reference for the Fire Risk Reduction Committee.

2. Background

The Terms of Reference was workshopped on 17 April 2019. The amendments have been addressed and the policy is therefore submitted for adoption by Council.

4. Recommendation

- 4.1 That the Terms of Reference for the Fire Risk Reduction Committee, be approved.

Item prepared by: The Chief of Fire Services

TERMS OF REFERENCE

FIRE RISK REDUCTION COMMITTEE OF KOUGA MUNICIPALITY

1. Background

Fire risk issues in Local Government are best handled with cognizance of the relevant legislation and the participation of all concerned residents. Each individual should have appropriate access to information concerning the effects of **fire** risk reduction on the environment that is held in trust by public authorities, including information on hazardous material and activities in their communities and the opportunity to participate in decision-making processes.

Organs of States should facilitate and encourage public awareness and participation by making information widely available. This is the reason why Kouga Local Authority have established **an adhoc Fire Risk Reduction Committee** (hereafter referred to as The Committee).

2. Purpose of the Terms of Reference

To serve as a tool for the establishment and management of **fire** risk issues in the Kouga Municipality and to clarify/establish the powers associated with the Committee and any other matter related thereto.

3. Application of the Terms of Reference

The TOR applies to the members of the Committee and all issues related to the committee and any other sub-committees of the **Fire Risk Reduction Committee** that could be established.

4. Purpose for establishing a Fire Risk Reduction Committee

The purpose of the **Fire Risk Reduction Committee** is:

- 4.1 To identify, anticipate, investigate, mitigate and oversee all fire risk issues that could influence the environment of the Kouga Municipality.
- 4.2 To ensure that all relevant communities, stakeholders, experts and beneficiaries actively participate in advising the Committee.
- 4.3 To ensure that communities, stakeholders, experts and beneficiaries are informed and constantly updated about fire risk issues.
- 4.4 To assist with the identification of suitable members from the communities to fill temporary and permanent seats in the Committee and in the sub-committees as and when required. The selection of such members should be transparent and inclusive to the benefits of the whole Kouga and its people.
- 4.5 To make recommendation to Council regarding management of the fire risks within the Kouga jurisdiction.

5. Composition and membership

- 5.1 The **Fire Risk Reduction Committee** is appointed by **Portfolio Committee**, but with the option to co-opt members as and when required.

The current Committee comprises of the following stakeholders:

Names to be deleted, positions should remain

Chief Fire Officer:	(Chairperson)
Station Commanders:	(Deputy Chairpersons)
Platoon Officer:	
Environmental Specialist:	
Environmental Health:	
Parks & Amenities:	
Disaster Practitioner:	
Sarah Baartman West FPA:	
Sarah Baartman Disaster Management Centre:	
Ward Councillor	
Portfolio chairperson	

- 5.2 The Committee has the power to co-opt **any specialist** that can add value to advising on environmental or fire risk matters as and when required.
- 5.3 The Committee may invite any person deemed appropriate to assist in the consideration of any fire risk matter.
- 5.4 The Committee can appoint sub-committees with a Committee member as chairperson to take responsibility for a specific project. Such Chairperson can appoint members on his sub-committee as long as the sub-committee does not exceed 6 members.
The Working Groups can have as many members as required by the task at hand.
- 5.5 The Chairman plus any five (5) **permanent** Committee members shall represent a quorum at meetings.
- 5.6 Secretarial assistance will be provided by the Fire Department.

6. Roles and Responsibilities

- 6.1 The chairperson will chair the meetings, but in his absence the Deputy Chairperson will chair the meeting. Sub-committees: In the absence of the Chairperson, an Acting Chairperson can be nominated from the members present.
- 6.2 Members must attend the **fire** risk reduction committee meetings or provide the chairperson with valid reasons for not attending at least 24 hours in advance.
- 6.3 Minutes must be taken at each meeting and reports should be submitted to the relevant Portfolio Committee, Mayoral and Council meetings for discussion, decision and implementation by the Chairperson.
- 6.4 For each sub-committee a timeframe for reporting will be provided by the Committee.
- 6.5 The areas of responsibility of the Committee will include but not be limited to:
 - Fire** Risk Identification
 - Fire** Risk Categorization
 - Fire** Risk Mitigation
 - Fire** Risk Reduction Planning
 - Minimization of Structural Damage

7. Accountability and Reporting

- 7.1 The Fire Risk Reduction Committee will report to the Portfolio Committee meetings.
- 7.2 The sub- committees will report to the Fire Risk Reduction Committee.
- 7.3 The Committee must be exempt from legal implications.

8. Meetings

- 8.1 The Committee shall meet on a regular basis as needed, but not less than bi-monthly.
- 8.2 Notice of meetings shall be distributed at least three (3) days prior to the meeting.
- 8.3 Minutes of all meetings shall be promptly circulated to all committee members within seven (7) working days.

9. Duration of the Adhoc Committee

- 9.1 The term of office of the Committee is at the behest of Portfolio Committee.

10. Remuneration

- 10.1 No remuneration or payment of any kind will be provided to members of the Committee. Membership and participation in these structures shall be on a voluntary basis.

11. Terms of Reference

- 11.1 The Terms of Reference of the Fire Risk Reduction Committee must be reviewed annually.

That the Terms of Reference be in compliance with the following regulations:

- 1. Fire Brigade Services Act 99 of 1987 (FBA)
- 2. National Veld and Forest Fire Act, 101 of 1998

REPORTS BY
THE PORTFOLIO
CHAIRPERSON:
PLANNING,
DEVELOPMENT
&
TOURISM

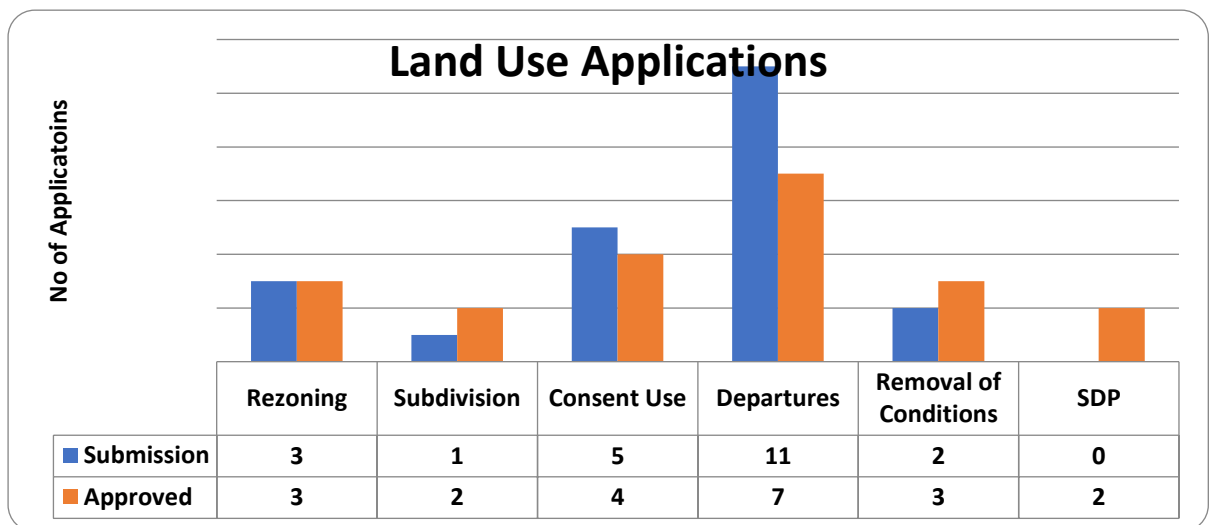
KOUGA MUNICIPALITY (EC 108)**ORDINARY COUNCIL MEETING****PLANNING AND DEVELOPMENT****DATE: 30 APRIL 2019****ITEM NO. 19/04/PD1****TOWN PLANNING PROGRESS REPORT: JANUARY – MARCH 2019****1. Introduction**

The purpose of the item is to present Council with a progress report of activities undertaken within the Town Planning Section.

The following activities was undertaken for the period 1 January 2019 to 15 March 2019

2. Land Use Management

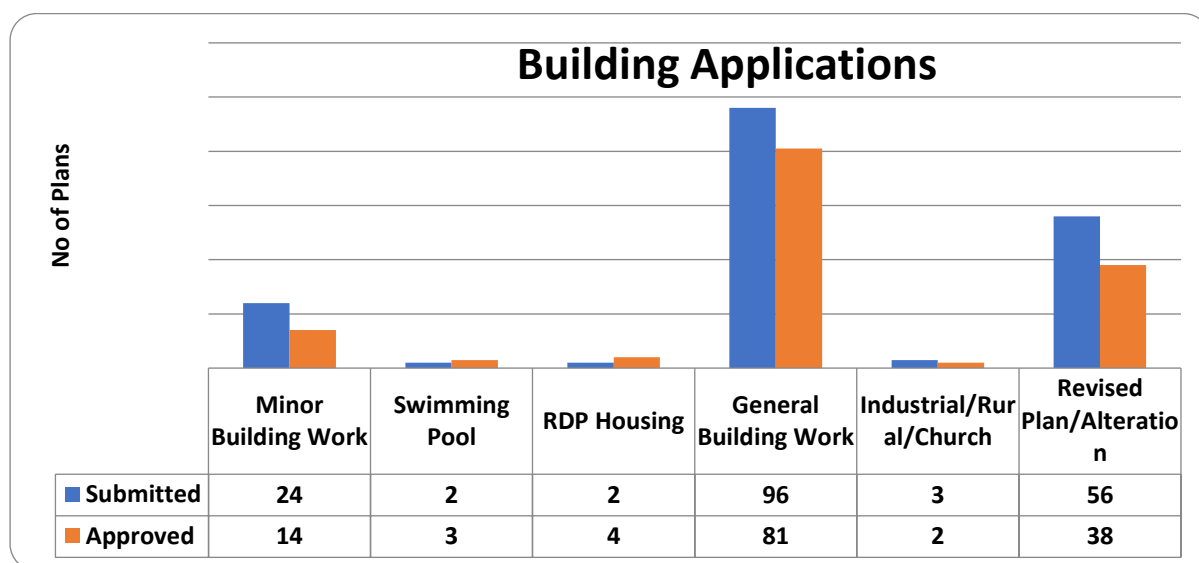
The following land use applications and approvals were recorded over the period January 2019 to 28 February 2019. **A**



A Municipal Planning Tribunal Meeting (MPT) was held on 8 February 2019 where land development applications were considered.

3. Building Control

The following building plan submissions and approvals were recorded over the period January and March 2019. ****B****



The estimated monetary value for plan approvals for this particular period amounted to R106,608,990.00.

229 site inspections were also carried out between 1 January 2019 and 19 March 2019.

5. Recommendation

- 5.1 That the town planning progress report on for January to March 2019 be noted.
- 5.2 That a comprehensive report detailing specific areas where development is currently taking place be tabled on the next Portfolio Committee meeting.
- 5.3 That the number of approved building plans and monetary value generated per town also be included in the report as contemplated in (5.2) and be submitted to the next Portfolio Committee meeting.
- 5.4 That the financial implications for the possible appoint of a contractual Building Inspector/Plans Examiner for a period of 6 months to assist with the current backlog in the Town Planning Department be investigated and that a report be submitted to the next Portfolio Committee meeting, be supported.

Item prepared by The GIS Administrator: Town planning

Item noted by the Portfolio Chairperson

KOUGA MUNICIPALITY (EC 108)**ORDINARY COUNCIL MEETING****PLANNING AND DEVELOPMENT****DATE: 30 APRIL 2019****ITEM NO: 19/04/PD3****PROPOSED LAND SALES****1. Introduction**

Several erven have been identified through applications to be sold to members of the public.

Attached is the item which includes all the relevant information in compliance with the legislation:

- Erf number
- Extent
- Zoning
- Application
- Section 14 validation
- Previous Council resolutions of those erven previously tabled before Council
- Notices of those erven previously advertised. The erven not yet advertised will be advertised after Council.
- Maps and OVVO verifications.

Council needs to approve the valuations of the erven in order for the tender notices to be placed – **refer to annexures contained in the Portfolio Committee meeting dated 2 April 2019 and Mayoral Committee meeting dated 16 April 2019.**

2. Recommendation

- 2.1 That the valuations of the erven contained in the item, which are based on the 2018 Municipal Valuation Roll, be approved.
- 2.2 That the proposed land sales already finalised and processed be accepted.
- 2.3 That the outstanding proposed land sales be advertised adhering to all legislative requirements and processes to be followed.

Item prepared by The Land Administrator**Item noted by the Portfolio Chairperson**

KOUGA MUNICIPALITY (EC 108)**ORDINARY COUNCIL MEETING****PLANNING AND DEVELOPMENT****DATE: 30 APRIL 2019****ITEM NO: 19/04/PD4****KOUGA LOCAL MUNICIPALITY OUTDOOR ADVERTISING CONTROL POLICY:
UNAUTHORIZED SIGNAGE AND LEGAL SIGNAGE****1. Introduction**

The Kouga Local Municipality Outdoor Advertising and Signage By-law has been proclaimed in the Provincial Gazette No 1643 dated 27 December 2006.

2. Background

The By-law made provision for the following categories of signage:

1. Bill Boards;
2. Freestanding and composite boards;
3. Signs attached to walls of buildings (Flat or Projection signs);
4. Sky signs;
5. Roof signs;
6. Signs on a verandah, balcony, canopy supporting columns, pillars and posts;
7. Signs on boundary walls, fences and construction sites;
8. Newspaper Headlines Posters;
9. Banners, flags and balloons;
10. Posters;
11. Estate Agent signs;
12. Loose portable signs;
13. Aerial signs;
14. Transit advertising;
15. Signs on Municipal land / buildings;
16. Signs by/for Non-profit Bodies

Schedule 1 of the By-law indicates the areas of control in which certain sign types may be permitted, subject always to approval in terms of this By-law and furthermore subject to additional requirements pertaining to a specific sign type as per "Schedule 1 – 17" of the By-law.

Chapter 2 of the By-law refers to the conditions of approval, requirement and Approval.

Chapter 3 refers to signs which do not require the Municipality's approval and is as follows:

1. Development Boards;
2. To let / For Sale signs (60 days after sale);
3. On premises Business signs;
4. Window signs;
5. Signs incorporated in the face of a building;
6. Signs on sport fields;
7. Security signs;
8. Sponsored, commercial sponsored and Non-profit Body signs, less than 4.5m²;
9. Advertising on flags;
10. Advertising on vehicles.

Areas of control are defined as Maximum, Partial and Minimum as per "Annexure 1" of the By-law

Areas of Maximum control include "Urban Area" with reference to:

1. Residential zones and adjacent road and rail reserves;
2. Conservation areas, Heritage sites, graded buildings and places;
3. Mobility routes, pedestrian malls and square;
4. School sites and institutional zones;
5. Public Open Spaces, Private Open Spaces;
6. Urban small holdings;
7. Community facilities, Special Business zones, Residential components of mixed use buildings;
8. Specific areas or sites designated as maximum urban by the way of a map prepared by the Municipality (Control areas).

Tourism type signs have been delegated to the KLTO for control and approval. Tourism signage is regulated by the KLTO at the moment.

The Kouga Local Municipality had previously entered into advertising contracts for:

1. Pole Advertising Signs – Adreach (Pty) Ltd – Agreement entered into dated 8 March 2011 (Street light poles);
2. Primedia Ad Lites (division of Primedia Outdoor Pty Ltd) for the installation of illuminated street directional signs on the intersections of streets. Contract has been signed for the period 5 June 2009 to 4 June 2014.

3. List of Approved Signage

JEFFREYS BAY

Directional Signage: S.A Police Service Jeffreys Bay

4 Signs Approved within the Jeffreys Bay Area

Directional Sign: Dio Dell A'More Guesthouse

*R102 Humansdorp/Jeffreys Bay Intersection

*1 on property at entrance of Dio Dell A'More Guesthouse

Illuminated Directional Sign: Grant Carelse Optometrist

*c/o Jeffreys & Oosterland Street

Directional Sign: Audre's Guest House

*De Reyger & Da Gama Street

Directional Sign: Tickle me Pink Techniques

*on Erf 1389 Jeffreys Bay

Directional Sign: Bohemian Scrapsody

*cnr Seetuin Road & Jarakanda Street intersection

Directional Sign: Talisman Plant & Tool Hire (Loodspark Industrial Area

*cnr of Woltemade Street & Prospect Street

Directional Sign: Dirkies Dream Accommodation

*cnr Da Gama & Flame crescent intersection

Directional Sign: Grace Church Jeffreys Bay

*Road Reserve at entrance of Erf 6350, Jeffreys Bay (Jeffreys Bay Retirement Village)

NOTICE BOARD: Paradise Beach Community

Single Notice Board on Southern Road Reserve of Immergroen Avenue & near Johan Muller Boulevard intersection.

Directional Signs:

*Carpe Diem Guesthouse – c/o Da Gama & Rotterdam Street

*Remax Properties – c/o Da Gama & Heide Street intersection

*Talisman Plant & Tool Hie – c/o St Francis & Koraal Street

Information Signs: Rotary Club

c/o St Francis Street and Da Gama Road in Kabeljauws

Information Signs: S.A.P.S Sector Policing Wavecrest Neighbourhood Watch

*Entrance to Kabeljauws Area approximately 100m before residential section in da Gama

*c/o Jakaranda Street and Seetuin intersection

*c/o St Francis Street & Dogwood intersection

*Kabeljauws Beach

*Kabeljauws Caravan Park

*Public Parking Area, Erf 792 Opposite Checkers Supermarket

Information Sign: S.A.P.S – Prohibiting Fireworks in Aston Bay

*Entrance to Aston Bay from Jeffreys Bay – Dolphin Drive Access

*Public Place – Erf 18, Aston Bay – Dolphin & Swan Drive intersection

*c/o Dolphin Drive & Meeuw Avenue intersection

Directional Sign: Sea Whisper B & B: Erf 645 Jeffreys Bay

*c/o Petunia & Da Gama Road intersection

Directional Sign: Altech Autopage Cellular

*Erf 7879, Neptunes Terrace, Jeffreys Bay

Directional Sign: Stix Restaurant & Sports Bar

*St Francis Drive & Da Gama intersection

Directional Sign: Fruit & Veg City

Cnr of Da Gama & Kabeljauws intersection

Cnr of St Francis & Nautilus Street intersection

Cnr of Jeffreys & de Reyger Street

Directional Sign: Oribi Veterinary Clinic

Cnr of Da Gama & Sable Street intersection

Cnr of Oribi & Sable Street intersection

Illuminated Sign: Quick Silver

Cnr of St Croix & Jeffreys Street (north western corner)

Accommodation Sign

Intersection of Da Gama & Northern side of De Reyger Street

Directional Sign: NG Church, East Congregation: Humansdorp

*South eastern road reserve @ intersection of Siebert & Voortrekker Road

*South eastern road reserve @ intersection of Saffery & du Plessis Street

Directional Sign: Jeffreys Bay Baptist Church

*Dolly Varden intersection with Nautilus Street

Directional Sign: Polly Clinic

Hanekom & St Francis Street intersection

Directional Sign: Jehovahs Witness Church

*Intersection of Dolly Varden & Nautilus Streets

*Intersection of Koraal Street & St Francis Streets

Directional Sign: Island Vibe Backpackers

*Da Gama intersection with Duine Road, Pellsrus

*Dageraad Street intersection with Duine Road, Pellsrus

Information Sign: Lions Club

*Approximately 15m to 20m from the lamppost situated in St Francis Road. South East of Disa Avenue

*Da Gama Road situated near Neighbourhood watch sign

Directional Sign: Savoy Hotel

*One double sided Sign at the Da Gama and Divisional Road 1778 (R102) intersection

*One on the eastern side of Da Gama Road between the Dutch Reformed Church entrance and the Robot intersection

*One on the eastern side of St Francis Road at the De Reyger Street intersection.

*One on the eastern side of St Francis Road at the Drommedaris street intersection

Directional Sign: New Apostolic Church

*At the Woltemade and St Francis Street intersection

Directional Sign: Hardrock Backpackers

*At the Impala Street intersection with Da Gama Road, in front of Erf 193, Jeffreys Bay.

*At the Oribi Street intersection with Impala Street in front of Erf 244, Jeffreys Bay.

*At the Oribi Street intersection with Koedoe Avenue in front of Erf 5617, Jeffreys Bay

Directional Sign: Directorate of Fountains Mall

*Da Gama and De Reyger Street intersection

*St Francis Road and De Reyger intersection

Directional Sign: Costa Cara – Erf 1290, Jeffreys Bay

*At the Impala and Waterkant Street intersection

Advertising Sign:

4. Comments: Planning and Development:

Since the retirement of Mr. A. Goosen, who was responsible for the control and enforcement of the Outdoor Advertising Policy, the administration of the work was done by the Administrative personnel of the Town Planning Section. They assist with the applications for the erection of posters, estate agent signs, portable signs, etc.

Control over other types of signage in the municipal area has stopped due to the vacant post of Mr. A. Goosen. This post was never filled.

Another problem was that no administrative record was kept of advertising signage of individual applications.

The Town Planning Department currently working on a workflow program to capture all building plan submissions and town planning applications. In due course the procedures for advertising signage will also be done. This will enable the Town Planning Department to establish a database for all signage applications in the municipal area and will also be linked to the financial system.

4. Recommendation

- 4.1 That the report on Outdoor Advertising Control Policy on authorised signage and legal signage be noted.
- 4.2 That a list of signage approved by Council be forwarded to the Directorate: Community Services for enforcement in Kouga.
- 4.3 That the Outdoor Advertising Control Policy on Authorised Signage as well as the By-Law be reviewed at the next policy workshop to be held in April 2019.

Item prepared by The Manager: Town planning

Item noted by the Portfolio Chairperson

KOUGA MUNICIPALITY (EC 108)**ORDINARY COUNCIL MEETING****PLANNING AND DEVELOPMENT****DATE: 30 APRIL 2019****ITEM NO. 19/04/PD5****RESCINDMENT OF COUNCIL RESOLUTION: 16/09/IPD1 DATED 9 SEPTEMBER 2016 -
APPOINTMENT OF KOUGA MUNICIPAL PLANNING TRIBUNAL MEMBERS, AND
APPOINTMENT OF NEW MPT COMMITTEE MEMBERS****1. Introduction**

The purpose of this item is to rescind Paragraphs Council Resolution 16/09/IPD1 dated 9 September 2016, which reads as follows:

"16/09/IPD1 APPOINTMENT OF KOUGA MUNICIPAL PLANNING TRIBUNAL MEMBERS***Resolved: (9 September 2016)***

- i) *That in terms of the provisions of Section 39 (1) of the Kouga Spatial Planning and Land Use Management By-Law as promulgated under Provincial Notice No. 3609 dated 4 March 2016 the following persons be appointment as external members of the Kouga Municipal Planning Tribunal:*

N. H .Janse van Rensburg (Civil Engineering)

B. Brooker (Town Planning)

J. du Toit Bester (Land Surveying)

- ii) *That the appointment of the Kouga Municipal Planning Tribunal Members be for a period of 5 years as from 1 October 2016 to 31 September 2021.*

- iii) *That it be noted that MPT Meetings will be held on a bi-monthly basis.*

- iv) *That it be noted that the following remuneration packages have been approved by the Council on 18 December 2015:*

Chairperson R3584 per day

Members R2176 per day

At least one Ad-Hoc Specialist/Technical Advisor per day at the fee applicable to ordinary members, should specific expertise be required.

*S & T allowances will also be payable for each seating, as determined by the National Treasury Regulations or the Department of Transport.
(In accordance to the approved Standard Conditions of Service).*

- v) *That, after appointment of the members to the Municipal Planning Tribunal, the Council must designate a Chairperson and a Deputy Chairperson from the members so appointed. (Refer Paragraph 39 of the Kouga Spatial Planning & Land Use Management Bylaw).*
- vi) *That, in terms of the provisions of Section 39 (4) of the Spatial and Land Use Planning and Land Use Management By-Laws as promulgated under Provincial Notice No. 3609 dated 4 March 2016 the commencement date of the Kouga Municipal Planning Tribunal which is 1 October 2016, be published.*
- vii) *That the following officials be appointed as Internal Members of the Kouga Municipal Planning Tribunal:*
 - Director: Infrastructure Planning & Development*
 - Chief Financial Officer*
 - Director: Social Services*
 - Director: Administration, Monitoring, Evaluation & Special Projects*
- viii) *That the Internal and External members of the Kouga Municipal Planning Tribunal be notified accordingly.*
- ix) *That an advertisement (taking equity in consideration), for an additional member (from the Kouga municipal area) to be appointed to serve as Municipal Planning Tribunal Members, be placed in the local newspapers)."*

2. Background

On 18 December 2015, Council resolved that the Director Infrastructure, Planning and Development be appointed as the Authorised Official to make decisions on Category 2 Development Applications submitted in terms of SPLUMA. (Council Resolution 15/12/IPD7 refers)

In January 2018, the Kouga Municipality restructured the internal departments. As a result, the names of the directorates appointed on the Kouga Municipal Planning Tribunal have changed.

To ensure that the Kouga Municipal Planning Tribunal is in compliance with Section 39(1) of the Spatial Planning & Land Use Management By-law: Kouga Municipality, 2016, the previous internal appointment must be rescinded and new recommendations made.

The restructured internal departments are as follows:

Director: Planning, Development & Tourism
Director: Infrastructure & Engineering

Chief Financial Officer
 Director: Community Services
 Director: Corporate Services

3. Recommendations

- 3.1 That Council Resolution 16/09/IPD1 - Appointment of Kouga Municipal Planning Tribunal Members, dated 9 September 2016, be rescinded.
- 3.2 That in terms of the provisions of Section 39 (1) of the Kouga Spatial Planning and Land Use Management By-Law as promulgated under Provincial Notice No. 3609 dated 4 March 2016 the following persons be appointment as external members of the Kouga Municipal Planning Tribunal:

N. H .Janse van Rensburg (Civil Engineering)

B. Brooker (Town Planning)

J. du Toit Bester (Land Surveying)

- 3.3 That the appointment of the Kouga Municipal Planning Tribunal Members be for a period of 5 years as from 1 October 2016 to 31 September 2021.
- 3.4 That it be noted that MPT Meetings will be held on a bi-monthly basis.
- 3.5 That it be noted that the following remuneration packages have been approved by the Council on 18 December 2015:

Chairperson R3584 per day

Members R2176 per day

At least one Ad-Hoc Specialist/Technical Advisor per day at the fee applicable to ordinary members, should specific expertise be required.

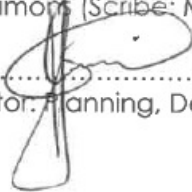
S & T allowances will also be payable for each seating, as determined by the National Treasury Regulations or the Department of Transport.
 (In accordance to the approved Standard Conditions of Service).

- 3.6 That, Mr Bruce Brooker be appointed as the Chairperson and the Director Infrastructure and Engineering be appointed as Acting Chairperson, as per Paragraph 39 of the Kouga Spatial Planning and Land Use Management By-Law.
- 3.7 That, in terms of the provisions of Section 39 (4) of the Spatial and Land Use Planning and Land Use Management By-Laws as promulgated under Provincial Notice No. 3609 dated 4 March 2016 the commencement date of the Kouga Municipal Planning Tribunal which is 1 October 2016, be published.
- 3.8 That the following officials be appointed as Internal Members of the Kouga Municipal Planning Tribunal:

Director: Planning, Development & Tourism
 Director: Infrastructure & Engineering
 Chief Financial Officer
 Director: Community Services
 Manager: Legal Services

- 3.9 That the Internal and External members of the Kouga Municipal Planning Tribunal be notified accordingly.
- 3.10 That an advertisement (taking equity in consideration), for an additional member (from the Kouga municipal area) to be appointed to serve as Municipal Planning Tribunal Members, be placed in the local newspapers).
- 3.11 That the Director of Planning, Development & Tourism be appointed as the Authorised Official to make decisions on Category 2 Development Applications submitted in terms of SPLUMA.
- 3.12 That the resolutions contemplated above be advertised in the Provincial Gazette in compliance with the provisions of the Spatial Planning & Land Use Management Act (Act No. 16 of 2913).

Prepared By: C. Camon (Scribe: MPT Committee)

Approved by: 
 Director: Planning, Development & Tourism

Endorsed by: Municipal Manager

Noted by : Portfolio Councillor: LED & Tourism

KOUGA MUNICIPALITY (EC 108)

COUNCIL MEETING

PLANNING, DEVELOPMENT AND TOURISM

DATE: 30 April 2019

ITEM NO. 19/04/PD6

REVIEW OF THE KOUGA MUNICIPAL SPATIAL DEVELOPMENT FRAMEWORK, 2015

1. Introduction

The purpose of this item is to obtain permission from the Council to review the Kouga Spatial Development Framework (SDF), 2015. The report further seeks to make recommendation on the members of the project steering committee.

2. Background

A Spatial Development Framework (SDF) is a five-year development strategy required in terms of the Municipal Systems Act, Act 32 of 2000. It forms part of the Integrated Development Plan (IDP) and therefore, it should be reviewed annually in line with the IDP processes. The main aim of the SDF is to clearly outline the status quo of the municipality, identify the opportunities and threats and then set out the local authority's goal, strategies and supporting policies in achieving medium- and long-term growth. It must give spatial expression on the municipality's service delivery and development agenda.

The Kouga Spatial Development Framework was approved and published in 2015. Since its approval in 2015, the SDF has not been reviewed. It is now the intention of the Planning, Development and Tourism Department to review the approved SDF in order to comply with the provisions of section 20 and 21 of the Spatial Planning and Land Use Management Act, Act 16 of 2013.

3. Comment

It is required that a project steering committee be established in terms of section 6 of the Spatial Planning and Land Use Management By-law: Kouga Municipality, 2016. In terms of Section 7(4) of the said by-law, the project steering committee must consist of:

- The Municipal Manager
- Municipal employees in the full-time service of the municipality designated by the municipality

The review process will require multisectoral expertise. The department intends to appoint a service provider to assist with the review of the SDF. A budget has been set aside for the review of the SDF.

4. Recommendation

- 4.1 That Council grant approval to proceed with the review of the municipal spatial development framework;
- 4.2 That Council approve a project steering committee comprising of the following officials to be established:
- i. The Municipal Manager
 - ii. Director: Planning, Development & Tourism (or representative)
 - iii. Director: Infrastructure & Engineering (or representative)
 - iv. Director: Community Services (or representative)
 - v. Director: Cooperate Services (or representative)
 - vi. Environmental Officer
 - vii. Other members to be co-opted as needed by the committee.

Approved by:



.....
Director: Planning, Development & Tourism

Endorsed by:

.....
Municipal Manager

Noted by :

.....
Portfolio Councillor: Planning and Development

KOUGA MUNICIPALITY (EC108)**ORDINARY COUNCIL MEETING****PLANNING AND DEVELOPMENT****DATE: 30 APRIL 2019****ITEM NO: 19/4/PD7****EXTENSION OF TIMEFRAMES FOR THE LED STRATEGY DEVELOPMENT**1. Purpose

The item is submitted to get Council approval for the extension of timeframes for the completion of the project: Development of LED Strategy to March 2020.

2. Background

The development of Local Development Strategy is reflected in the IDP review 2019/2020 as a deliverable by end June 2019. The 18/19 Budget made provision in the operational budget for this project. The Procurement process commences in July 2018 in pursuit of a section 32 process for the appointment of the Service Provider. Following the inability to meet all requirements of s32 open bidding process followed, with the tender notice being published on 24 August 2018, the tender closed on the 10 September 2018.

The Service Provider was appointed on 28 December 2018 and the first introductory meeting was convened on the 07 February 2019.

The extended steering committee was then held on the 15 March 2019. At this meeting a number of issues were raised by the Kouga Business forum indicating their lack of confidence in the service provider and the methodology that was proposed in the development of the LED strategy. The following were raised as key issues by the KBF.

1. The Project Team qualifications were questioned as KBF felt that they were not relevant to the project.
2. The awarded Rand amount was questioned as to the possibility of buying a good quality programme.
3. The reference check made by KBF from the Municipalities where the SP had undertaken an LED Strategy programme came back negative. For this reason KBF has no confidence in the Service Provider.
4. The Methodology proposed by the Service Provider is not accepted as it does not allow for extensive stakeholder engagement. The timeframes are too restrictive.

The Municipality has had number of Bilateral meetings with the SP and KBF to try to reach amicable solutions and ensure full stakeholder buy in. The matter remains unresolved at the time of drafting this item.

Challenges facing this project are listed as follows:

1. The project delayed at SCM process as the tender closed on 10 August 2018 and was only awarded in January 2019
2. The Stakeholder buy-in has been a challenge due to KBF objection to the SP appointed and the methodology proposed by SP. This caused a month's delay.
3. The timeframes that have been lost in the processes and events above have placed the project in the red zone as it cannot be completed in this financial year.

In view of challenges above, it is requested that Council approves the extension of timeframes for this project.

3. Legal Implications
None

4. Financial Implications

The budget committed for this project in the 2018/19 budget to be rolled over to the next financial year 2019/2020.

5. Recommendation

- 5.1 Council takes notes the report and the flow of events in the implementation of the LED Strategy.
- 5.2 In view of the above, the Council approves the extension of timeframes for the completion of the LED Strategy to March 2020.
- 5.3 The budget amount of R300 593.00 to be rolled over to the 2019/2020 Budget.

Item by: Dir: Planning, Development & Planning

Supported by: Municipal Manager

Submitted to Council & Supported by: Portfolio Head: LED & Tourism



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

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

21 December 2018

Swanepoel H t/a HS Business Solutions

Attention: Mrs. H. Swanepoel

Tel No: 028 316 2603

Cell No: 082 879 5591

Email: haidee@hsbusiness.co.za

Madam / Sir

THE FORMULATION OF KOUGA LOCAL MUNICIPALITY ECONOMIC DEVELOPMENT STRATEGY

You are advised that at a Bid Adjudication Committee Meeting held 21 December 2018 the Committee resolved as follows:

That Tender 144/2018 for The Formulation of Kouga Local Municipality Economic Development Strategy to Kouga Municipality be awarded to **Swanepoel H t/a HS Business Solutions** in the amount of R 322 00.00 (Non-Vat Vendor).

Please be advised that the appointment is subject to the following conditions:

- a) That a cooling period of 14 days from the date of decision for the bidders to lodge objections.
- b) All the contractual obligations as stipulated in the tender contract must be adhered to.
- c) That the award of Contract be accepted in writing.
- d) That all contractual documentation including tax compliance be kept updated for the contract period
- e) That a formal contract be entered into.
- f) The completion date for project will be the 30 March 2019.

Kindly direct enquiries in this regard to Mrs. F. Mabusela at telephone no. 042-2002200 or email: fmabusela@kouga.gov.za

Yours faithfully

Mr. C Du PLESSIS
MUNICIPAL MANAGER

❖ **PROJECT IMPLEMENTATION PLAN**

8 Kilbride Road
Onrusriver
7201
Tel: 028 316 2603
Mobile: 082 879 5591
E-mail: haidee@hsbusiness.co.za

HS Business Solutions

Project plan for the formulation of the Kouga Local Municipality Local Economic Development Strategy

Week no	Activity	Date
1	- Inception meeting - Finalise project planning in terms of timeline - Peruse relevant documents (desktop research)	7-13 Feb 2019
2	Desktop analysis of strengths weaknesses, opportunities, threats and constraints.	14-20 Feb 2019
3	Desktop analysis of strengths weaknesses, opportunities, threats and constraints.	21-27 Feb 2019
4	- Policy, legislation, planning imperatives and broader economic growth strategy will be evaluated and considered. - Clear Strategic Direction considerate of green economy	28 Feb -6 March
5	- Consultation process & stakeholder engagements - Expand upon and clarify the outcomes that the municipality wishes to achieve as related to the challenges identified.	7 – 13 March
6	- Consultation process & stakeholder engagements - Clear Vision, Goals & Strategic Pillars	14 – 20 March
7	- Incorporate data from consultation process - Prioritization of objectives and associated critical paths.	21 – 27 March
8	Identify the broad strategies that will enable the municipality to achieve those outcomes	28 March– 3 April

1 | KLM LED Strategy process timeline

8 Kilbride Road
Onrusriver
7201
Tel: 028 316 2603
Mobile: 082 879 5591
E-mail: haidee@hsbusiness.co.za

HS Business Solutions

First draft to council		End of March
9	Identify lucrative programmes (in terms of return on investment).	4 - 10 April
10	Recommend action items necessary to achieve the goals of the Plan and Council's high-level Development goals as outlined in the 5year IDP.	11- 17 April
11	Incorporation of short and medium- term completion timeframes and phased approaches for larger-scope initiatives	18- 24 April
12	Identify ways to measure progress – working with the Planning, Development & Tourism staff to incorporate a logic model for economic development performance measurement that is specific to the desired outcomes and identified action items	25 April – 1 May
13	Finalise second draft	2 – 8 May
14	Editing of final document	9 – 15 May
Final submission		17 May 2019

You are most welcome to contact us if you have any queries.



H. Swanepoel

Pp. HS Business Solutions

❖ **PRESENTATION TO PROJECT STEERING COMMITTEE**



THE FORMULATION OF KOUGA LOCAL
MUNICIPALITY ECONOMIC DEVELOPMENT
STRATEGY

HS Business Solutions has been appointed to
a Local Economic Development Strategy
for Kouga Local Municipality.

The project details are as follows:



Project outcomes/deliverables

- A comprehensive analysis of the KLM'S current and predicted economic strengths, weaknesses, opportunities, threats and constraints;
- Clear Vision, Goals, Strategic Pillars and lucrative Programmes;
- Clear Strategic Direction considerate of green economy
- Expand upon and clarify the outcomes that the municipality wishes to achieve as related to the challenges identified;
- Prioritization of objectives and associated critical paths.
- Identify the broad strategies that will enable the municipality to achieve those outcomes;



...Project outcomes/**deliverables** (cont.)

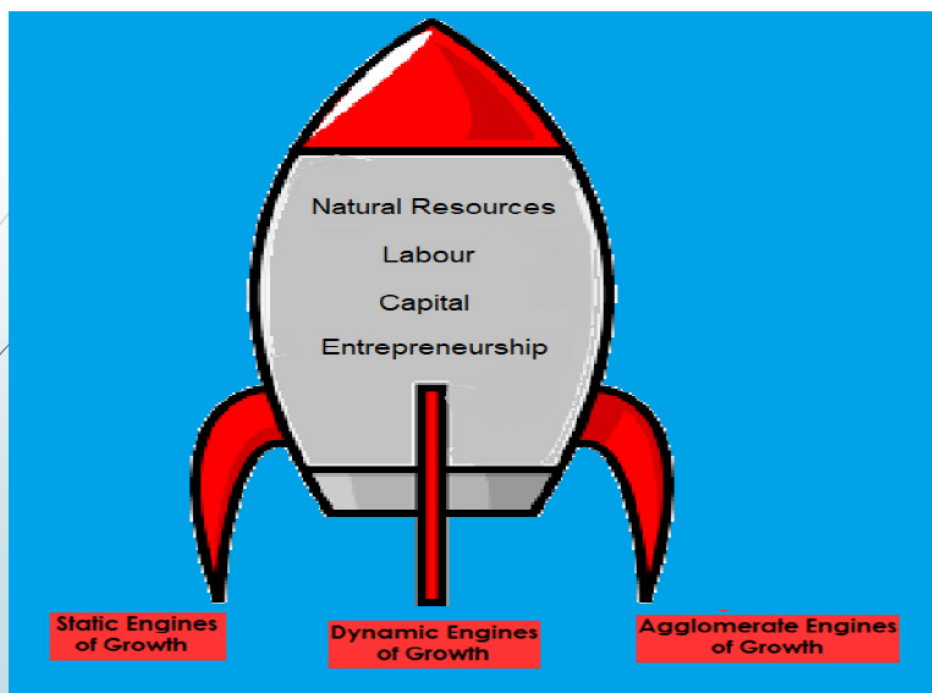
- Recommend action items necessary to achieve the goals of the Plan and Council's high-level Development goals as outlined in the 5year IDP. Recommended actions should include:
- Incorporation of short and medium- term completion timeframes and phased approaches for larger-scope initiatives;
- Identify ways to measure progress – working with the Planning, Development & Tourism staff to incorporate a logic model for economic development performance measurement that is specific to the desired outcomes and identified action items.
- Clear, comprehensive and implementable Kouga Economic Development Strategy for sustainable economic development, community development and social cohesion.

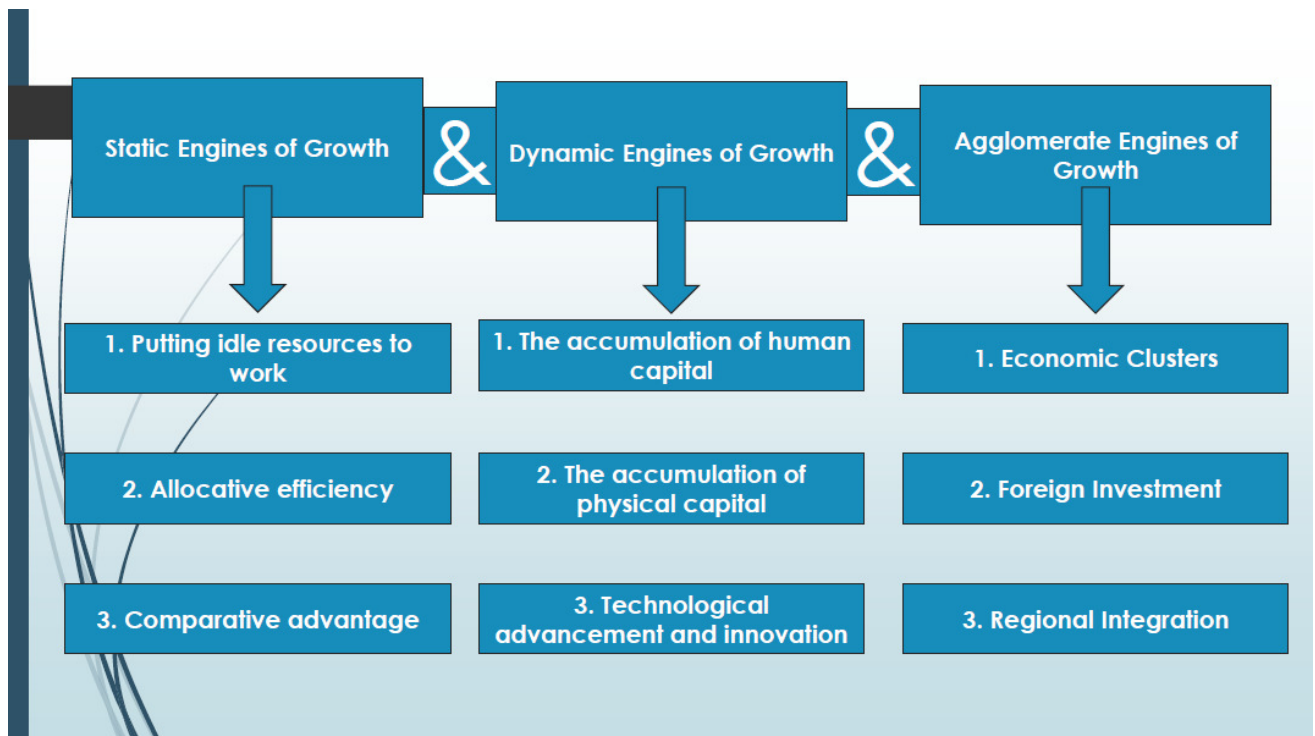


Economic Growth

Fostering Economic Growth

- Economic growth means an increase in income per person.
- The more vibrant and strong an economy, the more job opportunities it can sustain.
- Fostering an enabling climate for local businesses to prosper and grow, stimulates economic growth.
- Prosperous and growing businesses, means more job opportunities for local residents.
- Attracting and stimulating local investment is important for economic growth.
- Therefore, an investment strategy will be developed for KLM with the view of attracting lucrative and sustainable investment into the KLM region.





What is Economic Development?

Economic Development:

- *Economic growth* occurs by an increase in GDP or GNP. Therefore, economic growth means an increase in real per capita income.
- GDP per person is associated with the levels of poverty, and an increase in per capita income translates to lower levels of poverty.
- *Economic Development*, however, includes more than the limited objective of increased average income to include higher employment rates, improving the business climate, social development and infrastructure development.

Economic Development

- *Economic Development* can be defined as economic growth plus improvement in human welfare as well as social and structural transformation.
- Improvement in quality of life includes economic growth and improvement in human welfare.
- Economic growth can occur without economic development, but development without growth is unlikely.
- It is argued that to attain economic development, there must not only be growth in aggregate output, but also equitable distribution thereof (Nnadozie, 2003: 66). Through creating employment and a nurturing economic climate, job creation and inequality can be addressed.



Economic Development:

- The definition of development in Africa according to Nnadozie (2003: p30): A multidimensional process involving:
 - an increase in income
 - improvement in the quality of life of Africans and
 - transformation in the structure of African economics, social structures and popular attitudes.



Local Economic Development (LED)

- The World Bank asserts that “LED is about local people working together to achieve sustainable economic growth that brings economic benefits and quality of life to all in the community”.
- The core concepts of LED therefore include partnership, economic sustainability, job creation and improvement of well-being, taking place at local- or community level.
- LED initiatives can be constrained by a lack of available resources and a lack of private sector participation.
- The literature notes the importance of partnerships and participation and it is for this reason that stakeholder engagement and support is critical to the development of a LED.



Local Economic Development (LED)

- 
- LED has a dual nature in that both pro-growth and pro-poor interventions should occur in harmony to achieve inclusive economic development.
 - LED is therefore characterised by both growth-orientation and welfarist orientation, also known as pro-poor, interventions (Rogerson, 2003).
 - The World Bank (2001) defines LED as the process by which public-, business- and non-governmental sector partners work collectively to create better conditions for economic growth and employment generation. The aim is to improve the quality of life for all.

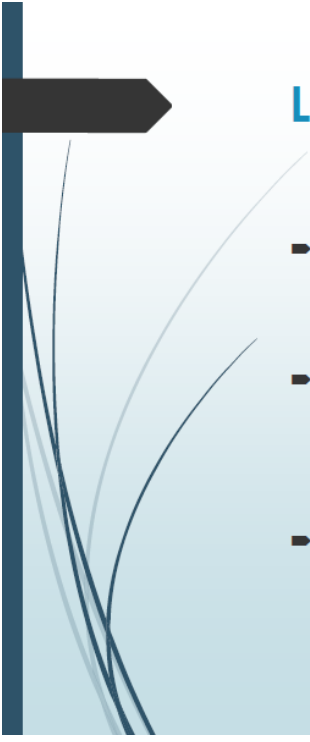


Objectives of LED



According to VNG International (2007), targets of an LED include, but are not limited to:

- Attracting new investment
- Retaining existing jobs
- Tax base enhancement
- Improving the quality of life



Local Economic Development

- A local economic strategy should therefore serve as a guideline to facilitate, through appropriate policies and programmes, job creation, an economic climate that supports growth, improvement of quality of life and tax base enhancement.
- Improving the economic climate should enable sustainable growth and job creation which will increase per capita income and improve an acceptable distribution in income that would, in turn, support improvements in quality of life and broadening the tax base.
- Each community differs in terms of strengths and capabilities and each also face unique challenges. An appropriate local economic strategy should therefore find the optimal balance to capitalise on strengths and address development needs.



Fundamental Elements of a LED

LED strategies broadly contain the following fundamental elements:

- Feasibility
- Resource Availability
- Capacity
- Transparency
- Cultural Influences



Legal Mandate of KLM



Mandate

- The South African Government functions in three spheres that are distinctive, interrelated and interdependent of each other. The three spheres are: National Government, Provincial Government and Local Government (Municipalities).
- Each of these spheres contains various important legislation and policy that forms the basis of LED in South Africa. This legislation and policy shape, guide and forms a framework in which the Local Government must operate to implement and prioritise LED. If they adhere to the guidelines in this legislation and policies, they would adhere to the responsibilities and duties placed on them.
- Let us look at what these policies and legislation tells us:

Mandate

What the Constitution states

- The Constitution places a responsibility on and legally compels local government regarding its local economic development mandate. It states that one of the objects of local government is "to promote social and economic development". Section 152 furthermore states that "A municipality must strive, within its financial and administrative capacity, to achieve the objects" set out in Section 152.
- A municipality must structure and manage its administration and budgeting and planning processes to give priority to the basic needs of the community, and to promote the social and economic development of the community; and participate in national and provincial development programmes.

What the White Paper On Local Government states:

- "Local government is not directly responsible for creating jobs. Rather, it is responsible for taking active steps to ensure that the overall economic and social conditions of the locality are conducive to the creation of employment opportunities".

Mandate

What the National Framework of Local Economic Development states:

- "Creating an environment in which the overall economic and social conditions of the locality are conducive to the creation of employment opportunities is the responsibility of Local Government"
- "municipalities have a key role in creating a conducive environment for investment through provision of infrastructure and quality services, rather than by developing programmes and attempting to create jobs directly"

It is clear from the policies and legislation that a municipality must create a conducive environment to promote local economic development.



Methodology



Methodology

1. Thorough assessment and analysis of data:
 - Collect all available documents (secondary data), including previous research reports, all applicable policies and legislation as well as published reports and records.
 - The secondary data will then be reviewed and analysed to form a clear assessment of the economic and socio-economic landscape of the region.
 - Primary data through engagements with role-players and stakeholders will be gathered to gain insight in the unique challenges facing the area.

... Methodology (cont.)

2. Goals and objectives will then be developed:
 - Development needs will be identified from the analysis and assessment in step 1 above.
 - Expand upon and clarify the outcomes that the municipality wishes to achieve as related to the challenges identified;
 - Clear Vision, Goals, Strategic Pillars and Lucrative Programmes;
 - Clear Strategic Direction considerate of green economy
 - Policy, legislation, planning imperatives and broader economic growth strategy will be evaluated and considered.

... Methodology (cont.)

3. Development of the strategy:
 - Prioritization of objectives and associated critical paths.
 - Identify the broad strategies that will enable the municipality to achieve those outcomes;
 - Recommend action items necessary to achieve the goals of the Plan and Council's high-level Development goals as outlined in the 5year IDP. Recommended actions should include:
 - Incorporation of short and medium- term completion timeframes and phased approaches for larger-scope initiatives;
 - Identify ways to measure progress – working with the Planning, Development & Tourism staff to incorporate a logic model for economic development performance measurement that is specific to the desired outcomes and identified action items.



... Methodology (cont.)

- Strategy Development is about creating the optimal synergy between the strengths and weaknesses of KLM and the external or macro-economic environment. This is called achieving Strategic Fit and is achieved by careful analysis of the local economy and the macro-economic environment with the view of capitalising on strengths and opportunities and developing weaker areas.
- In developing an economic strategy for Kouga Local Municipality, we will follow such a process.



... Methodology (cont.)

- A simple approach to understanding the complexity of strategic thinking is the proposition that strategy involves finding the answers to three questions:
 - Where are we now?
 - Where do we want to go?
 - How do we get there?
- Developing a strategy involves an in-depth analysis of the current situation, a clear vision of the desired outcomes and then developing a roadmap to move from the status quo to the desired future state, considering macro-economic factors and unique internal strengths and weaknesses.



Timeline

REPORTS BY
THE PORTFOLIO
CHAIRPERSON:
LOCAL ECONOMIC
DEVELOPMENT

KOUGA MUNICIPALITY (EC 108)**ORDINARY COUNCIL MEETING****LOCAL ECONOMIC DEVELOPMENT AND TOURISM****DATE: 30 APRIL 2019****ITEM NO: 19/04/LED4****SMME BUSSINESS MANAGEMENT TRAINING****1. Purpose**

The purpose of this item is to report to Council regarding the SMME business management training that took place on the 29-31 January 2019 in Thornhill Community Hall **(see annexure 'A' attendance registers)**

2. Background

One of the objectives of the LED/Tourism department is to support Small Medium and Micro Enterprises and one of the key areas is through capacity building and Trainings. During the IDP road show, one of the crucial issues that was raised pertaining LED was the SMME trainings and this was in Loerie. The municipality made a commitment that it will assist in bringing capacity building programmes to areas concerned. Through the office of the ward councillor, it was indicated that SMME's need to acquire skills in business management that will empower them in running, sustain and growing their businesses. The list of participants was also forwarded to the LED/Tourism office.

2.1 Programme Outline

The training was facilitated by S. Martins Agencies it covered the following aspects of Business Management:

<i>Day 1</i>	<i>Activities</i>
29 January 2019	Introduction to Business Management Entrepreneurship SWOT Analysis Marketing Skills Basic Selling
<i>Day 2</i>	<i>Activities</i>
30 January 2019	Financial Management Accounting and Bookkeeping Skills Gross vs Net Cash Book Taxation
<i>Day 3</i>	<i>Activities</i>

31 January 2019	Active and Passive Selling 4P's of Marketing Business Planning Human Resource Basic Conditions of Employment Labour Relations Act
-----------------	--

2.2 Impact

There was a positive response from the participants, and they appreciated the municipality's efforts in capacitating them with these trainings. They also indicated that the information which they received will assist them in running and growing their small businesses.

Kouga Local Municipality will organize an official ceremony to handover certificates to participants. **(See below images of the Training)**

4. Financial Implications

The Municipality paid for the Facilitation Fee, Catering and Transport.

Ukey No: 20170702071092

Budget Allocated: R 60 000.00

Budget Expenditure: R 24 480.00

Budget Available: R 35 520.00

5. Legal Implications

None

6. Recommendation

6.1 That the SMME Training conducted for Loerie and Thornhill, be approved.

Item prepared by: by The Manager: LED & Tourism Manager

Item noted by: The Portfolio Chairperson



KOUGA MUNICIPALITY (EC108)

KOUGA MUNICIPALITY (EC 108)**ORDINARY COUNCIL MEETING****LOCAL ECONOMIC DEVELOPMENT AND TOURISM****DATE: 30 APRIL 2019****ITEM NO: 19/04/LED5****DESIGN AND CONSTRUCTION OF KOUGA MINI FRESH FOOD AND CRAFT MARKET
CHANGE OF SITE FROM ERF 6614 TO ERF 63 JEFFREYS BAY****1. Purpose**

The purpose of the Item is to request that the committee recommend to Municipal Council to rescind a council resolution that was taken by the previous council identifying Erf 6614 Woltemade Street as a site for the construction of a Mini Fresh Produce and craft Market and to approve Erf 63 of Jeffreys Bay Goedehoop Street as a preferred site.

2. Background

Kouga Municipality applied and received funding from the Municipal Infrastructure Grant (MIG) to construct a Mini Fresh Produce and Craft Market in Hankey and Jeffreys Bay respectively. The procurement process for the appointment of a professional service provider (Raj Maharaj Architects) for the design of the fresh produce and craft market has been concluded and site and tender awarded.

The project inception meeting with the steering committee took place on the 08/03/2019 in Woltemade building. As part of the inception meeting the approved project sites were confirmed as erf 3010 Hankey and erf 6641 Jeffreys Bay. The PSC with the service Provider visited the sites and based on the assessment in Jeffery's Bay it was concluded that Erf 63 is a more suitable site for informal traders and will bring far more Economic benefits for local fresh produce entrepreneurs compared to Erf 6641. Erf 63 is close to shopping amenities as well as taxi commuters which form part of the key target market. In their assessment, the committee members made reference to the following

ANNEXURES:

1. **Annexure 'A'** talks to the Business proposal submitted to MIG for funding.
2. **Annexure 'B'** Land Parcel providing details such as proof of ownership, extent of ERF (2933sqm) etc.
3. **Annexure 'C'** Land Parcel detailing ownership, extent of ERF (3000sqm) etc.
4. **Annexure 'D'** minutes of the steering committee meeting with the appointed Architects.
5. **Annexure 'E'** attendance register of the meeting of the steering committee with the appointed Architect.

3. Comments Director Planning, Development and Tourism

The recommendation of the PSC is supported in view of the suitability, accessibility and functionality of erf 63. The site belongs to Municipal land and is centrally located with public transport activities in close proximity.

4. Financial Implications

Ukey: 201711229802627

Budget Available: R 1 220 951.00

5. Recommendation

- 5.1 That Council resolution be rescinded approving Erf 6614 as the preferred site for the building of Informal Trader stalls for fresh produce and arts & crafts, be supported.
- 5.2 That the public participation process be commended with, within 14 days regarding Erf 63 as a replacement of erf 6641 for the Design and Construction of Kouga Mini Fresh Food and Craft Market, Jeffreys Bay, be supported.

Drafted by Manager: Local Economic Development and Tourism.

Item noted by the Portfolio Chairperson

(g) *Additional dwelling units in the agricultural zone*

Additional dwelling units may be erected with a density of one unit per 10 ha up to a maximum of five additional units per land unit, provided that one additional unit will be allowed in all cases.

4.3 AGRICULTURAL INDUSTRY

4.3.1 Definition

"agricultural industry" (*landbouwywerheid*) means an enterprise or concern for the processing of agricultural products on a farming unit owing to the nature, perishableness and fragility of such agricultural products and includes farm pack stores.

4.3.2 Land use restrictions

- (a) With the use of the land or a building for an agricultural industry, the Council may prescribe any special conditions in respect of permissible uses, parking and loading requirements, access, fencing and aesthetic treatment so that the development will have the minimum impact on the environment.
- (b) *Parking* : at least one parking bay per 200 m² of the total floor space.
- (c) For the purpose of loading and unloading vehicles, at least two loading bays shall be provided for every 300 m² or part thereof of the area used for the industry.

4.4 AGRICULTURE

4.4.1 Definition

"agriculture" (*landbou*) means the cultivation of land for crops and plants or the breeding of animals, or the operation of a game farm on an extensive basis on the natural veld or land, and includes only such activities and buildings as are reasonably connected with the main farming activities of the farm, but does not include the consent uses applicable to agriculture zoning.

4.4.2 Land use restrictions

- (a) *Building lines* : 30m from all boundaries
- (b) *Parking* : as required by Council

4.5 AUTHORITY USAGE

4.5.1 Definition

"authority usage" (*owerheidsgebruik*) means a use which is practised by a public authority and of which the locality factors are such that it cannot be classified or defined under other uses specified in these regulations, and includes uses practised by:

- (a) the National or Provincial Government, such as military training centres and installations, telecommunication facilities, police stations and jails; and
- (b) a local authority, such as fire services, sewage farms, dumping grounds, reservoirs, composting installations and water purification works and include public tourist facilities and public parking where designated.

4.5.2 Land use restrictions

To be determined through negotiations with the Council.

4.6 BOTTLE STORE

4.6.1 Definition

"bottle-store" (drankwinkel) means a shop in which mainly alcoholic beverages are sold in the retail trade and includes an off-sales facility which is under the same management as a licensed hotel.

4.6.2 Land use restrictions

The land use restrictions applicable to a shop (refer to regulation 4.42) will apply if a bottle store is allowed in the restricted business zone and the land use restrictions applicable to special business (refer to regulation 4.43) will apply if allowed in the special business zone.

4.7 CRÈCHE

4.7.1 Definition

"crèche" (bewaarskool) means any building or site which is maintained or is used, whether for profit or otherwise, for the reception, protection and temporary care of children away from their parents, but does not include a hostel, institution or any place of instruction.

KOUGA MUNICIPALITY (EC108)**MAYORAL COMMITTEE MEETING****LOCAL ECONOMIC DEVELOPMENT AND TOURISM****DATE: 16 APRIL 2019****ITEM NO: 19/04/LED6****BUILDING GREEN INCLUSIVE MUNICIPALITIES (BIGM) 2019.**1. Purpose

The purpose of the item is to report to the Committee, on Kouga Municipality continued participation in the Building Inclusive Green Municipalities (BIGM) as well as to highlight the progress made on identified strategic projects and programs, status quo and challenges experienced on key strategic projects and programmes. The Formulation of the BIGM Strategy was a key project identified for Kouga Municipality in the BIGM Programme and is set to be implemented in 2019, furthermore the Business Retention and Expansion Study was secondary ancillary project for 2019. Kouga Municipality also concluded Budget and Annual Work Plan for 2019 (BIGM Programme).

2. Background**Project One: Developing of BIGM Strategy**

The Formulation of BIGM Strategy is the key project for Kouga Municipality. Kouga Municipality concluded the procurement process for the appointment of professional service provider and inception meeting was held to discuss Project Execution Plan and to appoint a Project Steering Committee on 07 February 2019 (See Attached Annexure A – Attendance Register).

To date the following highlights can be listed in the formulation OF BIGM Development Strategy:

- The Tender for the appointment of a Service Provider for the Formulation of BIGM Strategy is awarded.
- The Inception meeting was held on the 07 February 2019 with the service provider and the Project Steering Committee to discuss Project Execution Plan.
- The Project Steering Committee for Formulation of BIGM Strategy is established.
- A revised Project Implementation Plan has been developed and discussed with the Service Provider with revised timeframes.

- The Introductory Skype Meeting between the Service Provider and our Canadian Counterparts Prince Edward County was held on the 05 March 2019.

Challenges Facing the Project:

- In terms of the Project Execution Plan the Service provider and Project steering committee were supposed to meet with various stakeholders around Kouga from 18 March to 26 March. Due to dissatisfaction from members of Kouga Business Forum regarding the appointed the service provider resulted in the cancellation of all stakeholder engagement meeting that were scheduled for Formulating BIGM Strategy. This places the entire project under a serious threat in terms of achieving the desired objectives.

Project Two: Business Retention and Expansion Study In Kouga

The Kouga Local Municipalities (KLM) as part of its ongoing participation in the Building Green Inclusive Municipality (BIGM) program, has been trained on how to conduct Business Retention & Expansion (BR&E) study by the Prince Edward County (PEC) during the mission to Canada in November to December 2018. The BR&E program was identified as a secondary project to be implemented in KLM in 2019. BR&E will help Kouga Municipality to identify local business issues, concerns and potential opportunities that local government, agencies and other stakeholders can address proactively. The tourism sector was identified as the sector in which the BR& E would focus on in 2019.

The following milestone has been achieved:

- Uploading of Survey (Interview Questionnaire) into Survey Monkey system. Survey Monkey is an online system used by Kouga to store and analyse BR&E data for reporting.
- Press release inviting all interested businesses in the tourism sector to register for interviews.
- 60 Businesses identified in the Tourism sector across the KLM area and set interview dates for the BR&E with the owners of the businesses.
- letters requesting interviews and the responses have been impressive Local Businesses have shown interest in becoming part of the study were sent out.
- The List of the Identified businesses range from Accommodation, Restaurants, Craft Brewery, Resorts, Museum, Golf Courses, Conference Venues, Wedding Venues, Game Lodge.

The planning phase of the project (BR&E Study) has been completed (see annexure B) to this report (Schedule of BR&E interviews) and the Interviews will commence on 11 March 2019 and end on 19 April 2019.

Challenges Facing the Project:

The LED team had to cancel all BR&E appointments from 18 – 26 March because they run concurrently with the stakeholder engagement dates for the formulation of LED Strategy. The LED Officials will need a municipal vehicle (Bakkie) for transport to conduct BR&E interviews in areas such as Oyster Bay, Patensie and Hankey because of the unbearable road conditions for light motor vehicle.

Project Three: Building Green Inclusive Municipalities Enterprise and Investment Seminar and Planning and Learning Week Port Elizabeth 11 – 15 February 2019.

Kouga Municipality attended a two-day (11-12 February 2019) Enterprise and Investment Seminar hosted by SALGA and FCM and a three day Planning and Learning session (13-15 February 2019) (see Annexure C).

The theme for the seminar was ***Localising the Local Economy through innovation and optimisation of local assets***, and the strategic focus was on providing an opportunity for Municipalities and the Business sector to engage on how best each Municipality can improve Business Investment Climate and Soft Infrastructure Investment in their respective areas.

Kouga Municipality played an instrumental role in the two day seminar because of our BIGM status and participants of the LED component of the project we were part of the panel in explaining Business Retention and Expansion and other Local Economic Development Projects we have implemented since our inception into the BIGM programme, being placed under the 1000 component made us the perfect case study for all other non participating municipality in the province as we had to share our experiences on the programme for the Enterprise and Investment seminar.

The BIGM Planning and Learning workshop highlighted important aspects for Kouga Municipality regarding:

- Reporting – Submission of Monthly Reports and importance in complying with SALGA and FCM reporting requirements i.e. mission plans and post mission reports.
- Ensuring promotion of BIGM to external organisations and broader society and acknowledgement of the Funding government in all communication for the Project.

- Importance of the 12-week planning mission planning taking in to consideration of Visa Approval, Biometrics, and protocols that must be observed for international missions.
- Compiling Annual Work Plan and also Budget for activities listed in the Annual Work Plan.

Project Deliverables and Status

Red	Urgent – project is in jeopardy and escalation is required
Yellow	Warning – some issues have been encountered; however, are being managed
Amber	Progress is made – some issues are raised, and management is responding to
Green	Stay the course - no corrective action required

Milestone	Approved Schedule	Current Prediction	Actual	Status
Appointment of service provider for Development Local Economic Strategy	January 2019	Achieved	Service Provider has been appointed	
Inception Meeting with Service Provider	February 2019	Achieved	Inception meeting with service provider took place on 7 February 2019	
Establishment of Project Steering Committee for LED Strategy	February 2019	Achieved	Project Steering Committee was Established on 7 February 2019	
Project Implementation Plan for Development of LED strategy	February 2019	Achieved	Project Implementation has been discussed with service provider and revised.	
Introductory Skype Meeting	March 2019	Achieved	Introductory Skype meeting between the service provider and PEC took	

			place on 05 March 2019	
Stakeholder Engagement Meeting for Formulation of LED Strategy	March 2019	Postponed	All Stakeholder engagement meeting have been placed on hold due to dissatisfaction of Kouga Business Forum with the service provider	
Developing up BR&E Survey for KLM	January 2019	Achieved	BR&E Survey has been developed for KLM Tourism Sector.	
Subscription to Survey Monkey System for Critical Analysis of BR&E Results	January 2019	Achieved	Subscribed to Survey Monkey and all questions are Loaded on the system.	
Business Visitation Schedule 60 Businesses Identified across Kouga	January 2019	Achieved	Businesses are Identified and Appointments for interviews have been sent and accepted by Local Businesses	
Press Release for BR&E study in Local News Papers, Municipal Website and Notice Boards	17 January 2019	Achieved	Press Release was published in Local News Paper.	
Annual Work Plan for 2019 /2020	08 March 2019	Achieved	Annual Work Plan has been developed and discussed with PEC inputs. The submission date of 08 March 2019 will be achieved.	
Budget for Annual Work Plan Activities	08 March 2019	Achieved	Budget and Annual Work Plan Submitted to SALGA on 08 March 2019	

3. Financial Implications

R 350 000.00 – BIGM strategy development.

4. Recommendation

4.1 That the BIGM progress report, be supported.

Item prepared by The Second Coordinator: Building Green Inclusive Municipalities

Item noted by the Portfolio Chairperson