KOUGA
local municipality
Good Governance through Service Excellence

ORDINARY COUNCIL MEETING

AGENDA

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

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

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

A G E N D A

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

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

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

None

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

None

11. **REPORT BACK: MUNIMEC**

None

12. **DECLARATION OF INTEREST**

13. **STATUTORY MATTERS**

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

14.1 Minutes of the Special Council Meeting held on 18 February 2019

Pages 13-17

14.2 Minutes of the Special Council Meeting held on 17 April 2019

Pages 18-28

14.3 Minutes of the Ordinary Council Meeting held on 30 April 2019

Pages 29-55

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 16 April 2019
(confirmed and accepted on 21 May 2019)

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

18/05/MM1 Council Resolutions 30 April 2019

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19/05/MM2 Comparative Call Centre Report On Service Delivery Requests July 2018 To March 2019

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19/05/MM3 Review Of The 2017/2022 Integrated Development Plan: 2019/2020 Year (2nd Review)
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19/05/MM4 2nd Draft Service Delivery And Budget Implementation Plan: 2019/20

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17. **REPORTS BY THE EXECUTIVE MAYOR**

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(To be distributed under separate cover)

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19/05/F2 Adoption of The Proposed Property Rates Tariffs For The 2019/20 Financial Year

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19/05/F3 Revision of Fees And Charges For The 2019/20 Financial Year: Sports And Recreation

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19/05/F4 Revision of Fees And Charges For 2018/19 Financial Year: National Traffic, Licensing Services And Protection Services

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19/05/F5 Revision Of Fees And Charges For The 2018/19 Financial Year: Fire Fighting Services

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19/05/F6 Revision Of Fees And Charges For The Hiring Of Municipal Facilities: 2019/20 Financial Year

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19/05/F7 Community Services Directorate: Revision Of Tariffs, Fees And Charges For The 2019/20 Financial Year

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19/05/F8 Proposed Water And Sanitation Tariff Increases For 2019/20 Financial Year

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19/05/F9 Electricity Tariff Increases: 2019/20 Financial Year
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19/05/F10 Fees And Charges For Electricity Services In Respect Of The 2019/20 Financial Year

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19/05/F11 Finance Directorate: Revision Of Fees And Charges For The 2019/20 Financial Year

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19/05/F12 Revision Of Various Tariffs: Planning, Development And Tourism For The 2019/20 Financial Year

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19/05/F16 Supply Chain Management: S36 Deviations, Monthly Tenders And 7 Day Notices For The Month Of April 2019

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18. **MATTERS FOR INFORMATION**

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19/05/F7 Revenue Management and Customer Care Report for the Month of March 2019

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19/05/F13 Progress Report: Implementation of The Municipal Standard Chart Of Accounts (MSCOA) For the Month of March 2019

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

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

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19/05/CS3 Blue Flag - Marine Water Samples Report

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18.5 **REPORTS BY THE PORTFOLIO CHAIRPERSON: PLANNING & DEVELOPMENT**

19/05/PD1 Town Planning Progress Report for March 2019

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18.6 **REPORTS BY THE PORTFOLIO CHAIRPERSON: LOCAL ECONOMIC DEVELOPMENT & TOURISM**

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19/05/LED5 Kouga Local SMMEs Support in Renewable Energy Programme Phase Five – Department of Economic Development, Environmental Affairs and Tourism, And Kouga Local Municipality Collaboration

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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 A SPECIAL COUNCIL MEETING OF THE KOUGA MUNICIPALITY HELD AT THE KOUGA COUNCIL CHAMBER (JEFFREYS BAY UNIT) ON MONDAY, 18 FEBRUARY 2019 AT 14:00

PRESENT: Councillors	H Hendricks	(Executive Mayor)
	H Bornman	(Speaker)
	B Williams	
	D Benson	
	F Baxter	
	FJ Campher	
	BF Rheeder	(Alderman)
	B Dhludhlu	
	N Botha	
	C August	
	T Jantjes	
	DM Nkomo	
	L Vorster	
	FJ Louw	
	R Jantjies	
	W Coenraad	
	W Gertenbach	
	TN Meleni	
	P Nkwalase	
	M Peters	
	C Mandeka	
	E Februarie	
	V Vumazonke	
	P Nkwalase	
	V Camealio-Benjamin	
	S Jujiwana	
Officials & Municipal Manager	C du Plessis	(Municipal Manager)
	K Moodley	(Director: Corporate Services)
	N Machelesi	(Director: Community Services)
	F Mabusela	(Director: Planning, Dev & Tourism)
	V Felton	(Director: Infrastructure & Eng.)
	L Randall	(Media Liaison Officer)
	L Makupula	(Committee Services)
	B Klopper	(Committee Services)

1. **NOTICE OF MEETING**

The Speaker read the notice convening the meeting.

2. **OPENING AND WELCOME**

The Speaker welcomed all Councillors and officials and asked Cllr Peters to open the proceedings with prayer.

3. **LEAVE OF ABSENCE**

Cllr Z Mayoni - With Leave of absence

4. **ACKNOWLEDGEMENTS, CONDOLENCES & CONGRATULATIONS**

Birthday wishes to:-

Cllr H Bornman

5. **STATEMENTS OR COMMUNICATIONS BY THE SPEAKER**

None

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

None

7. **DECLARATION OF INTEREST**

None

8. **STATUTORY MATTERS**

9. **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).

The Municipal Manager confirmed that to his knowledge that all reports tabled were true and correct.

10. **REPORTS BY THE PORTFOLIO CHAIRPERSON**

10.1 **PLANNING, DEVELOPMENT AND TOURISM**

19/02/PDT1 LOW-COST HOUSING PROJECT: LAYOUT PLAN – ERF 17, 249, 250 AND 2326: HANKEY

Concerns Raised

Cllr ER February enquired whether the Portfolio Councillor and the Executive Mayor had discussed the Development that was going to take place in Ward 9 and 13 with the Ward Councillor, furthermore, was the Community consulted or informed or of the changes that were about to take place. He then enquired on the progress the item on 2 (two) layout plans of two portions in Thornhill that was withdrawn with the item presented to Council today. He reported that he had written letters to

the Municipal Manager and forwarded to the Executive Mayor, with no feedback. He then asked what is the view of Council, regarding Development in Ward 7. Cllr S Jujiwana and VS Vumazonke concurred.

Cllr M Dayimani advised Council to consider Public Participation regarding high or medium density. Further he reminded Council of Beneficiary list, establishment of Steering Committee, Ward Councillors are to be consulted when it comes to the Development that takes place in their Wards.

Cllr ER February advised the ruling party to start acting according to their missions and values.

Cllr M Dayimani enquired on whether there was an action taken after the Council took a resolution that was now presented again to Council as a recommendation (recommendation 3.2) as it had been brought back to Council. The resolution was taken with the same content.

Response to Concerns Raised

The Speaker responded that even though Councillors raise valid points, it is advisable that they attend Portfolio Committees as these items are dealt with in depth.

The Executive Mayor stated that the background of the item did not speak to the purpose. The purpose of the item was the electrification of houses in Stofvolk as the Community members had demanded in numerous community meetings, electricity and not building houses. The only condition that Eskom had put forth was that the Municipality sub divides Stofvolk.

Cllr VA Camealio-Benjamin expressed concerns with what the Executive Mayor was stating about the background and purpose contradicting each other and what the Council was supposed to do with the item tabled.

Director F Mabusela, reported that according to the information and reports she had received there was no authorisation given to Council to continue with the discussions. The consultants that were there at the time had drafted a land availability agreement (LAA), however the process was not concluded because there was nothing that said there was approval from Council.

The Director added that the EIA was expiring in March 2019.

Resolved (18 February 2019)

1, That the proposed layout plan be adopted by Council as prepared by Metroplan.

2, That Council authorize the Municipal Manager to enter into new negotiations with the PPC board for donation of Erf 245, Hankey.

3. That subsequent to this approval, that the appointed service provider for land surveying, Maarschalk and Partners continue with the subdivision and pegging.

19/02/PDT2 CALL FOR DEVELOPMENT PROPOSALS FLISP & RENTAL HOUSING: OCEAN VIEW: PORTION OF PORTION 125 OF THE FARM ESTATE KLEIN ZEEKOEI RIVER NO 335

Resolved (18 February 2019)

1. That Council notes the previous resolution that was taken on portion 125 of the Farm Estate Klein Zeekoei River No. 335:

2. That Council grants approval to the PD&T and Finance (Asset Management) to call for FLISP / Rental Housing development proposals on the three sections that was earmarked for Middle Income and Community Residential units.

3. That the same notice calling for proposals also call for any objections from the public.

4. The tender proposals as well as the possible objections will be tabled before Council for consideration.

19/02/PDT3 CALL FOR PROPOSALS FOR THE DEVELOPMENT OF ERF 353, HUMANSDORP

Resolved (18 February 2019)

1. That, Council approve the Proposal Call for Development of ERF 353, Humansdorp and that the relevant department proceed with the process as stipulated in the Policy and Procedure for the disposal of Immovable Assets, as approved by Council for the Proposal Call for Development in respect of the said Erf 353, Humansdorp.

2. That, the process complies with the MFA to ensure compliance with the Act.

3. That SCM proses to be followed to ensure legislative compliance.

4. That the Department Planning, Development & Tourism prepare the necessary tender documentation and advertisement in accordance to MFMA and MATR processes.

5. That, the Department Planning, Development & Tourism commence with the "rezoning" of Erf 353, Humansdorp.

19/02/PDT4 **ERF 275 – OLD MARKET BUILDING, HUMANSDORP**

Resolved (18 February 2019)

1. That Council approves the sale of erf 275, Humansdorp by means of an open tender process requesting for "Expression of Interest".

2. That a tender notice be published in the newspaper requesting Expression of Interest as well as possible objections to the sale/development of the property as the public participation process required by the MFMA.

3. That the tenders as well as any objection received be tabled before Council for consideration.

4. That approval for the possible demolition or alteration of the building currently on the property be obtained from SARAH.

11. **CLOSURE**

The Executive Mayor extended an invitation to all Councillors to a Land Forum Workshop and stated their inputs were very valuable to be held on 21 February 2019.

The Speaker thanked all present for their valuable input and declared the meeting closed.

The meeting closed at 16:00

_____ _____

H BORNMAN **DATE**
SPEAKER

MINUTES OF A SPECIAL COUNCIL MEETING OF THE KOUGA MUNICIPALITY HELD AT THE KOUGA COUNCIL CHAMBER (JEFFREYS BAY UNIT) ON WEDNEDAY, 17 APRIL 2019 AT 14:00

PRESENT: Councillors	H Hendricks	(Executive Mayor)
	H Bornman	(Speaker)
	B Williams	
	D Benson	
	F Baxter	
	FJ Campher	
	BF Rheeder	(Alderman)
	B Dhludhlu	
	N Botha	
	C August	
	T Jantjes	
	DM Nkomo	
	L Vorster	
	FJ Louw	
	R Jantjies	
	W Coenraad	
	W Gertenbach	
	TN Meleni	
	P Nkwalase	
	M Peters	
	C Mandeka	
	E Februarie	
	V Vumazonke	
	P Nkwalase	
	Z Mayoni	
	S Jujiwana	
Officials & Municipal Manager	C du Plessis	(Municipal Manager)
	N Machelesi	(Director: Community Services)
	F Mabusela	(Director: Planning, Dev & Tourism)
	V Felton	(Director: Infrastructure & Eng.)
	L Randall	(Media Liaison Officer)
	L Opperman	(Manager: Legal Services)
	S Moloi	(Committee Services)
	B Klopper	(Committee Services)

1. **NOTICE OF MEETING**

The Speaker read the notice convening the meeting.

2. **OPENING AND WELCOME**

The Speaker welcomed all Councillors and officials and asked Cllr D Benson to open the proceedings with prayer.

3. **ABSENT WITH APOLOGY**

Cllr V Camealio-Benjamin	-	With Leave of absence
Cllr M Dayimani	-	With Leave of absence
Cllr C Matroos	-	With Leave of absence

4. **ABSENT WITHOUT APOLOGY**

None

5. **ACKNOWLEDGEMENTS, CONDOLENCES & CONGRATULATIONS**

Birthday wishes to:-

Cllr F Baxter
Cllr V Vumazonke
Cllr M Dayimani

6. **PRESENTATIONS**

PRESENTATION: SPCA: MR FOUCHE

Introduction

- The Committees managed by KOUGA Municipality does not currently include a committee for Animal Management.
- There is a need for the formal management of animals within the KOUGA Region. To date animals have been a frustration to many residents as far as safety and health conditions are concerned.
- Animals are described to include both formal and informal farming as well as domestic animals, with known or unknown owners.

Purpose

- The purpose of this presentation is to obtain council approval for the establishment of a KOUGA ANIMAL MANAGEMENT COMMITTEE.

Need For Animal Management

- With the vast expansion of housing and infrastructure together with the ever-growing population of KOUGA, the management of animals have been neglected.
- This situation is evident all over KOUGA, with Law Enforcement playing an ever-increasing role, much to the frustration of residents having to consider R1,000 fines for stray animals causing a nuisance.
- One of the main functions of the SPCA is to play a role in the Education of our Community.

SPCA Role

- For 64 years, the SPCA has been protecting our country's animals, preventing cruelty, promoting kindness and alleviating the suffering of animals.
- SPCA objective is to serve and protect ALL animals, to uplift their welfare and to ensure that the protection they have under South African law is upheld and respected.

The SPCA is:-

a. NOT Government funded and relies solely on the generosity of the public.
b. Governed by the SPCA Act 169 of 1993 which is administered by the NSPCA, constituting us as a statutory body.
c. Inspectors are authorised in terms of the Animals Protection Act 71 of 1962 and the Performing Animals Protection Act No. 24 of 1935

- Although KOUGA spans 2 670 square kilometres, with SPCA ASSISI having limited resources, we endeavour to play a vital role in bringing extraordinary support to all people and their animals.
- The SPCA has a role to play in the education of the community.

Animal Welfare

- SPCA (Societies for the Prevention of Cruelty to Animals) believes that an animal's welfare should be considered in terms of five freedoms which form a logical and comprehensive framework for analysis of welfare:

  5 FREEDOMS

  Freedom from thirst, hunger and malnutrition.
  Freedom to express normal behaviour.
  Freedom from discomfort.
  Freedom from fear and distress
  Freedom from pain, injury or disease.

And our wish for all Wildlife. Freedom to be free.

Animal Management Committee

It is proposed that the committee consist of:

a) Director Community Services
b) An appointed Ward committee member from each of the 15 Wards in Kouga.
c) Manager of Kouga Law Enforcement
d) Animal Management Training Coordinator
e) Inspector from SPCA ASSISI
f) Representatives from SPCA, St Francis and Jeffreys Bay Animal Sanctuary

g) Pound Manager
h) Other delegates/role players as required.

Duties and Responsibilities of Appointed Ward Committee member

a) Attend a One Day seminar in Humansdorp for orientation and training.

b) Act as the Ward Coordinator for:

i. Contact person within the ward for animal related issues.
ii. Reporting of cruelty and other serious matters.
iii. Assisting in the Coordination of the SPCA outreaches within the ward for dipping, spaying/neutering.
iv. Assisting with the distribution of educational material to residents within their ward.

c) The role of other members of the Committee will be confirmed at a later stage once approval is obtained for the concept.

d) Ward Councillors are requested to advise their Ward committee member associated with Animal Management Name and mobile contact no to the Speaker.

Discussions

- Establishment of a Animal Welfare Committee is a necessity for the welfare of all animals;
- Geographical spread/areas to be checked and educational workshops scheduled in all Wards;
- Adhoc Sub-Committee to be established within the Community Services Directorate which is to reports to Council under guidance of the relevant Regulations and Act;
- Control of breeders to be investigated and controlled;

Resolved (17 April 2019)

1. That the content of the presentation by the SPCA be noted and supported.

2. That a Kouga Animal Management Committee be established for the welfare of animals in Kouga.

3. That a report on the establishment of the Committee be submitted to the Community Services Portfolio Committee meeting for consideration.

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

None

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

None

9. **DECLARATION OF INTEREST**

None

10. **STATUTORY MATTERS**

11. **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).

The Municipal Manager confirmed that to his knowledge that all reports tabled were true and correct.

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

19/04/MM1 KOUGA MUNICIPAL SPORTS CONFEDERATION

Cllr Gertenbach questioned whether schools are included and was advised that school are organised through different structures.

Community participation is important and therefore the focus should be to encourage the involvement of communities and community organizations in the structure.

Cllr Jujiwana stated that the new Kouga Sports Council in principle consists of geographical spread and that a Sports Forum should be in Kouga.

Cllr Februarie raised concerns on what due processes were followed in establishing the Committee and whether geographical representation was part of the process followed and requested administration to lead the process and that the Municipal Manager is to drive the process in establishing a Sports Council. Cllr Februarie also stated that no minutes or supporting documents have been made available to ensure that the election of the Committee was done properly.

Cllr Meleni stated that it was unfair should the community not be well represented on Sporting Bodies and all Bodies need to engage to form part of the KMSC with representation. Cllr Meleni also stated that the recommendation cannot be endorsed without proper information being made available to KM.

The Executive Mayor advised that the Constitution was received, and Kouga Municipality does not have jurisdiction over the Sports Council as they report to DSRC. Evidence of the election of the Committee can be requested i.e. minutes, attendance registers and advised the Kouga Municipality can also include conditions in the MOA.

The Speaker proposed that the Constitution of the KM Sports Confederation be made available to all Councillors for insight of the contents and that the matter be referred back to Council for consideration.

Resolved (17 April 2019)

1. That the item be withdrawn.

2. That all relevant documentation be made available to Councillors and that the item be re-submitted with the necessary supporting documents to Council for consideration.

19/04/MM2 MAYORS JBAY BEACH CARNIVAL 2019

Resolved (17 April 2019)

1. That it be noted that the total approved budget for the Mayor's JBay Beach Carnival is R200 000 and that in terms of Section 67 of the MFMA, the amount as reflected below, be paid to the following structures, be approved:-

Sarah Baartman Netball Association	R30 000,00
Kouga Sports Developers: Reggie's Soccer Academy	R30 000,00
Gypsy Enterprises	R 6 250,00
JeVista Social Café – Official Prize Giving	R 2 000,00
	R68 250,00

2. That the Accounting Officer be authorised to enter into a Memorandum of Understanding with full details of the recipients for the funding as contemplated in (1) above, be approved.

7. REPORTS BY THE PORTFOLIO CHAIRPERSONS

7.1 INFRASTRUCTURE & ENGINEERING

19/04/I&E1 RE: REDIRECT MIG FUNDING

Cllr Februarie stated that it was a concern that allocated funds are not spent on projects which results in funds being re-directed due to delays. Cllr Februarie believed a legal opinion be obtained regarding the re-direction of MIG funding.

Cllr Meleni stated that proper planning needs to be done in terms of the projects to avoid roll-overs and re-direction of allocated funds on MIG funded projects.

Cllr Vumazonke questioned as to why upgrading of the sewerage treatment works has been done and was advised that the upgrading will take place in the new financial year.

Cllr Williams proposed that recommendation 4.2 be removed and that an additional recommendation be added in that written confirmation from COGTA be obtained by the Municipal Manager to re-allocate allocated funds between the two MIG funded projects.

Cllr Mabukane called for a caucus of 10mins which was granted by the Speaker,

The item was put to the vote by show of hands:-

Proposal 1

That concurrence from Cogta be obtained prior to the approval to implement the re-directing of any allocated funding on MIG projects whereafter a decision is to be taken by Council.

Proposed: E Februarie Seconded: Z Mayoni

In favour of proposal 1 = 9
Against proposal 1 = 17

Proposal 2

That the recommendations be accepted with amendments.

Proposed: BN Botha Seconded: W Coenraad

In favour of proposal 2 = 17
Against proposal 2 = abstained

The item was put to the vote by division of votes:-

Division of Votes

Cllr B Rheeder	In favour, with amendments
Cllr F Campher	In favour, with amendments
Cllr B Dhludhlu	In favour, with amendments
Cllr B Williams	In favour, with amendments
Cllr F Baxter	In favour, with amendments
Cllr D Benson	In favour, with amendments
Cllr L Vorster	In favour, with amendments
Cllr W Gertenbach	In favour, with amendments
Cllr F Louw	In favour, with amendments
Cllr W Coenraad	In favour, with amendments
Cllr C August	In favour, with amendments
Cllr A Nkomo	In favour, with amendments
Cllr R Jantjies	In favour, with amendments
Cllr T Jantjes	In favour, with amendments
Cllr H Bornman	In favour, with amendments
Cllr H Hendricks	In favour, with amendments
Cllr S Jujiwana	Not in favour
Cllr T Meleni	Not in favour
Cllr E Februarie	Not in favour
Cllr C Mandeka	Not in favour
Cllr V Vumazonke	Not in favour
Cllr P Nkwalasa	Not in favour
Cllr M Peters	abstained
Cllr A Mabukane	abstained
Cllr Z Mayoni	abstained

In favour of proposal 2	=	17
Against proposal 2	=	6
Abstained	=	3

That it be noted that the following Councillors were not present:-

Cllr V Camealio-Benjamin
Cllr M Dayimani
Cllr C Matroos

Resolved (17 April 2019)

1. That the Executive Mayor recommends that the Council, by resolution taken by the majority of its full number, and in terms of Section 30(2) of the Local Government: Municipal Structures Act No. 117 of 1998 (as amended), read in conjunction with Section 28 of the Local Government Municipal Finance Management Act, Act 56 of 2003, approved the following proposed amendments to the 2018/2019 Capital Adjustments Budget.

U-key: 20180725100047
Upgrading of the Sea Vista Wastewater Treatment Works budget will increase by R 2,796,014.50 from R 21,278,601.50 to an amended Budget of R 24,074,616.00

U-key: 20180725100050
Upgrading of Sport Facilities within Kouga Region will decrease by R 1 871 921.00 from R 4 444 005.00 to an amended budget of R 2,572,084.00.

U-key: 20171122982627
Outdoor Facilities (Capital) will decrease by R 924,093.50 from R1,404,093.50 to an amended Budget of R 480 000.00.

2. That written confirmation from COGTA be obtained by the Municipal Manager to re-allocate the funds between the two MIG funded projects.

7.2 PLANNING, DEVELOPMENT & TOURISM

19/04/PD1 CIRCULAR 05/19 – MUNICIPAL OUTDOOR ADVERTISING BY-LAWS

Resolved (17 April 2019)

1. That Council takes note of the request submitted by SALGA as per Circular 05/2019.

2. That it be noted that the Circular does not override the Municipal outdoor Advertising By-laws.

3. That Council considers the following relaxation of the By-laws.

   a. The limitation on the number of posters to be erected.
   b. The duration / period allowed that the posters may remain erected

4. That the fee of R800.00 be paid and proof of payment submitted before approval can be granted for the erection of election posters.

5. That the advertising of election posters for the upcoming National and Provincial Elections will only be permitted on street light poles.

19/04/PD2 **ACQUISITION OF LAND FOR HOUSING: FARM 689, PORTION 13 & 8 IN WARD 6 (KWANOMZAMO) AND PORTION 38 & 98 FARM LOERIE RIVER NO. 436 IN WARD 7**

Cllr Vumzonke questioned the purchase of land and advised that the acquisition on land can be done in communicating with Province. Cllr Vumzonke requested that a land audit in all Wards is to be done to determine the needs of the respective communities.

The Municipal Manager advised that currently a land audit in all Wards is be done to identify available land for housing projects.

Cllr Februarie required clarity on the matter as there is a backlog from Province and advised that no consultation with the community in the Wards take place as certain areas are not suitable for housing project therefore a needs analysis should be undertaken. He required information regarding the valuations of identified land.

Unanimous that land in all Wards be identified for housing projects when undertaking the land audit.

Resolved (17 April 2019)

1. That Council in principle, authorizes the Accounting Officer to make an offer to purchase Farm 689 portion 13 & 8 in ward 6 for the amount of R2 600 000.00 (Two Million Six Hundred Thousand Rand);

2. The Accounting Officer further makes an offer to purchase Loerie River Farm No. 436, portion 98 to the mount of R570 000.00 (Five Hundred and Seventy thousand Rand) as determined by Council final resolution.

3. That the final offer in respect of (a) and (b) above be referred to Council for consideration and approval of the acquisition of Farm 689 portion 13 & 8 in ward 6 and Loerie River Farm No. 436, portion 98.

4. That the approved purchase prices for the land as contemplated in (1) and (2) above be paid over both 2018/2019 & 2019/2020 Financial Years, be approved.

5. That it be noted that a land audit is currently being undertaken to identify suitable land in all Wards for housing projects and on completion of the audit, consultation with the respective communities will follow.

19/04/PD3 **RE- ALLOCATION OF FUNDS FROM KOUGA CULTURAL CENTRE REFURBISHMENT PROGRAMME TO ACQUISITION OF LAND FOR HOUSING AT KWANOMZAMO AND LOERIE**

Resolved (17 April 2019)

1. That Council redirect of funds budgeted for the repairs of the Kouga Cultural Centre project in 2018/2019 Budget to the Acquisition of Land for Housing in kwaNomzamo and Loerieheuwel subject to the conclusion of the SCM process in light of no bids being received, be approved with amendments.

2. That the funds for repairs of the Kouga Cultural Centre be included in the 2019/2020 Budget, be approved.

3. That the call of proposals for a possible PPP with regard to the utilization and management of the KCC for sustainable and viable be facilitated through Directorate PD.

19/4/PD4 **ACQUISITION OF ERF 300, PATENSIE BY DEPARTMENT PUBLIC WORKS FOR AGRICULTURAL SCHOOL**

Resolved (17 April 2019)

1. That Council authorises the disposal of erf 300, Patensie through a donation for an agricultural school, be approved.

2. That Council confirms that erf 300, Patensie is not required for provision of basic municipal services, be approved.

3. That the Department of Public Works be held responsible for any costs including the land use application for the applicable zoning as well as transfer costs derived from this transaction, be supported.

4. That the Accounting Officer ensure that the Deed of Sale or Deed of Donation be signed by all relevant parties in accordance with the Council's resolution of manner of disposal.

The meeting closed at 16:45

_____ _____

H BORNMAN **DATE**
SPEAKER

MINUTES OF AN ORDINARY COUNCIL MEETING OF THE KOUGA MUNICIPALITY HELD AT THE KOUGA COUNCIL CHAMBER (JEFFREYS BAY UNIT) ON TUESDAY, 30 APRIL 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	
	F Louw	
	W Coenraad	
	NS Botha	
	B Dhludhlu	
	WPD Gertenbach	
	C August	
	R Jantjies	
	T Jantjes	
	P Nkwalase	
	V Camealio-Benjamin	
	J Mayoni	
	M Dayimani	
	T Meleni	
	V Vumazonke	
	E Februarie	
	C Mandeka	
	M Peters	
	A Mabukane	
Officials & Municipal Manager	C du Plessis	(Municipal Manager)
	F Mabusela	(Acting Municipal Manager)
	S Thys	(CFO)
	V Felton	(Director: I&E)
	K Moodley	(Director: Corporate Services)
	N Machelesi	(Director: Community Services)
	L Opperman	(Manager: Legal Services)
	L Randall	(Media Liaison Officer)
	S Moloi	(Committee Services)
	B de Groot	(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 Cllr T Jantjes to open the proceedings with a prayer. The Speaker extended a special welcomed to the newly appointed Manager: Integrated Human Settlements, Mawethu Penxa.

A concern was raised that some of the supporting documentation submitted with items by the relevant Directorates are not clear and officials are to ensure that all annexures submitted with items are legible.

3. **LEAVE OF ABSENCE**

None

4. **ABSENT**

C Matroos

5. **PRESENTATIONS**

None

6. **ACKNOWLEDGEMENTS, CONDOLENCES & CONGRATULATIONS**

Cllr Dhludhlu advised that 4 Councillors from KM received certificates at a function held at the NMU regarding a Human Settlements Course which they attended.

The Speaker gave acknowledgement to Cllr V Camealio-Benjamin and advised that it will most probably be the last Council meeting attended as she has become a Member of Provincial Legislature (MPL).

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

The Speaker stated that the 2019 National and Provincial elections is taking place in due course and urged all Councillors to stay focussed on Council business and not to utilize Council facilities for election campaigning.

The Speaker stated that the scheduled IDP meetings have been taking place in the various Ward over the past two weeks and mentioned that it was a matter of concern that the meetings were not well attended by officials. Ward Councillors are requested to give feedback to their communities.

The Speaker mentioned that only 3-4 Wards spent 100% of the funds allocated and in some Wards no funds allocated were spent.

The Speaker thanked Cllr V Camealio-Benjamin for serving Kouga and the community for the past 13 years with commitment, dedication and valuable contributions made to Kouga. The Speaker wished Cllr V Camealio-Benjamin well in all future endeavours.

The Speaker quoted:-

"Attitude is a choice,
Happiness is a choice,
Optimism is a choice,
Kindness is a choice,
Giving is a choice."

Choices make you – so choose wisely.

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

The Executive Mayor conveyed his best wishes to Cllr V Camealio-Benjamin in serving Kouga for the past 13 years as well as SBDM. He stated that she is a very competent person who had reached great achievements and goals. The Executive Mayor wished her well and stated to continue with great service.

The Executive Mayor expressed his disappointment regarding the IDP process which was not successful as it did not serve the intended purpose. The IDP and Budget are to be aligned and acknowledges this failure. The Municipal Manager is to step in to ensure a quality process.

The Executive Mayor advised that a meeting with the contractor appointed to construct the plastic road was held and commence is envisaged during May 2019 with an official launch.

The Executive Mayor gave recognition to all officials who had worked over the Easter Holiday period in terms of service delivery and urged that officials continue with the good quality of work delivered over the holiday period.

The Executive Mayor advised that a Prayer Session will take place on 2 May 2019 in Kwanomzamo in aid of a peaceful election on 8 May 2019. The Executive Mayor wished all parties success and to have a fair election in the upcoming elections.

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**

None

13. **STATUTORY MATTERS**

14. **REPORTS BY THE EXECUTIVE MAYOR**

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

15.1 The Minutes of Council Meeting held on 29 March 2019 were confirmed and accepted with amendments.

Proposed: B Rheeder Seconded: W Gertenbach

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

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

16.1 **MINUTES OF PREVIOUS MAYORAL COMMITTEE MEETING**

The minutes of the Mayoral Committee meeting held on 20 February 2019 were noted.

17. **MATTERS FOR INFORMATION**

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

All reports submitted under matters for information were noted and accepted.

18. **MATTERS FOR DISCUSSION**

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

19/04/MM1 COUNCIL RESOLUTIONS FOR 29 MARCH 2018

Resolved (30 April 2019)

1. That the updated Actions Sheets reflecting resolutions of the Council meeting held on 29 March 2019 be noted.

2. That all resolutions be discussed at Top Management meetings whereafter outstanding reports are to be submitted to respective Portfolio Committee meetings for discussion.

3. That the Action Sheets be distributed within 10 days after Council meetings to the respective Directorates for actioning.

19/04/MM2 CALL CENTRE REPORTS ON SERVICE DELIVERY REQUESTS JANUARY – FEBRUARY 2019

Resolved (30 April 2019)

1. That the report on the Call Centre Service Delivery Requests January – February 2019 be noted with amendments.

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.

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.

4. That the Call Centre Reports on Service Delivery Requests be submitted to all Portfolio Committee meetings for discussion and noting purposes.

5. That the Call Centre Reports on Service Delivery Requests for Wards be forwarded to all Ward Committees for noting purposes.

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.

19/04/MM4 MEDIA REPORT – JULY TO DECEMBER 2018

Resolved (30 April 2019)

1. That the media report for the period July to December 2018 be noted.

2. That it be noted that a Service Provider has been appointed to monitor all media coverage and that statistics will be submitted quarterly.

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.

19/04/MM5 FEEDBACK ON ACQUISITION OF IMMOVABLE PROPERTY – WOLTEMADE BUILDING AND IN PRINCIPLE CONSIDERATION TO CONSTRUCT NEW MUNICIPAL OFFICES

The Municipal Manager confirmed that the municipality currently owns property i.e. ERF 5803 & 5804 which is ideally positioned for a new office building that will accommodate the administrative unit. Currently a needs analysis is being undertaken as well as negotiations.

Cllr Camealio-Benjamin stated that prior to the procurement process for the concept and design of the municipal building being commenced with, proper specifications based on the needs analysis is to be in place when calling for public tender.

Resolved (30 April 2019)

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 with amendments.

2. That it be noted that the lease with Bambelela Property Developments for the Woltemade Building will end on 31 January 2021.

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.

4. That it be noted, the municipality owns ERF 5803 &5804 which is deemed suitable for such new offices.

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.

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

7. That to give effect to point 5 above, that a competitive process be followed.

19/04/MM6 KOUGA MAYORS CUP TOURNAMENT 2019

Cllr V Camealio-Benjamin stated that payments to sporting bodies are to be consistent with the distribution of funds. Cllr Februarie stated that with future requests for funds by soccer and rugby sporting bodies, Council is to consider increasing fund distribution.

Resolved (30 April 2019)

1. That the proposal be approved and that the following Sport Club structures be paid, as reflected below:-

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:	R140 00

2. That the payment of the Mayors Cup Tournament be condoned by Council.

20. **REPORTS BY THE EXECUTIVE MAYOR**

20.1 **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**

Cllr Williams requested that the recommendation as contained in the agenda is to be amended by removing point 3.2 and 3.3. Cllr Camealio-Benjamin advised that it is protocol that when amendments are made to recommendations, reason to the change is to be given.

Cllr Williams responded by mentioning that the item does not reside in the Finance Portfolio and will be addressed in the LED Portfolio in the agenda.

Cllr Dayimani stated that it was a good progress report tabled but that information on the specifications on the LED Strategy Development is to be made available to enable Councillor to do an oversight in terms of achievements regarding the LED Strategy development.

Resolved (30 April 2019)

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.

Proposed: B Williams Seconded: B Rheeder

19/04/F3 **REVENUE MANAGEMENT: MONTHLY DEBTORS REPORT – JANUARY 2019**

Cllr Dayimani stated that it was a concern that external service providers need to be appointed to advise Council on debt to be written-off. Due to the financial implications associated therewith, skills transfers should be investigated to retain internal skills and to avoid appointing external service providers with costs.

Cllr Williams advised that the Bad Debts Committee reviews and makes recommendations regarding irrecoverable debt to be written-off. The Bad Debts Committee has not received any relevant information and therefore recommended to appoint an external service provider to advise Council.

Resolved (30 April 2019)

1. That the Debtors Report for the month of January 2019, be noted with amendments.

2, That the CFO be requested to advise of the next Bad Debts Committee meeting.

3. That the CFO report within 7 days on the progress of appointing an external service provider who will advise on debt which is irrecoverable and should be written-off by Council.

4. That a separate revenue report per Ward be tabled at the next Finance Portfolio Committee meeting.

Proposed: B Williams Seconded: B Rheeder

19/04/F4 REVENUE MANAGEMENT: MONTHLY DEBTORS REPORT – FEBRUARY 2019

Resolved (30 April 2019)

1. That the Debtors Report for the month of February 2019, be noted with amendments.

2. That the CFO be requested to advise of the next Bad Debts Committee meeting.

3. That the CFO report within 7 days on the progress in appointing an external service provider who will advise on debt which is irrecoverable and should be written-off by Council.

4. That a separate revenue report per Ward be tabled at the next Finance Portfolio Committee meeting.

19/04/F5 REVENUE REPORT: SUMMARY OF THE EQUITABLE SHARE ALLOCATIONS PER UNIT/SERVICE AND WARD

Resolved (30 April 2019)

1. That the summary of the Equitable Share allocations per unit/service and ward for the period ending 31 January 2019, be noted.

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. 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.

19/04/F6 REVENUE REPORT: SUMMARY OF THE EQUITABLE SHARE ALLOCATIONS PER UNIT/SERVICE AND WARD

Cllr V Camealio-Benjamin stated that previously the issue was raised about people living on plots who cannot apply in terms of the current policy. People are obtaining water from standpipes and there is electricity on the plots and cannot apply for EQS. A major concern is that people who do qualify, cannot apply.

The CFO stated that the current policy does not make provision for the occupier, only deals with registered owners of the property. The CFO also mentioned that the policy may to reviewed to provided for occupiers of properties.

Cllr Februarie requested that a visit to the respective communities should be done more often to register people who need to made application for EQS and not just on an annual visits.

Resolved (30 April 2019)

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

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.

19/04/F11 MONTHLY REPORT OF ALL COUNCIL PROPERTIES LEASES AS AT 30 JANUARY 2019 AND 28 FEBRUARY 2019

Cllr Williams expressed dissatisfaction regarding the quality of the report and that the information contained in the tables and graphs was not clear in terms of the current status.

Cllr Dayimani once again advised that he in not in agreement that external services providers are appointed to undertake an audit of council owned property and was of the opinion that Council has the capacity to do the audit internal.

An internal audit to investigate the conduct of officials in the Assets Department should be undertaken to establish as to why the situation has occurred with possible consequence management.

Resolved (30 April 2019)

1. That the Operating Lease of Council properties as at 30 January 2019 and 28 February 2019, be noted with amendments.

2. That an external Service Provider be appointed to audit all council owned property to establish whether contracts have been concluded with all parties occupying council owned property subject to normal procurement processes.

3. That the Accounting Officer be requested undertake an internal audit to investigate the conduct of officials in the Assets Department and that the scope of investigation regarding the conduct of officials in the Assets Department be reported on.

4. That an Immovable Property Workshop for all Councillors be arranged by the relevant Department.

5. That the management of assets and leases be included in the KPI's of the CFO and be included in the SDBIP.

Proposed: B Williams Seconded: E Februarie

19/04/F12 SHORT-TERM INSURANCE CLAIMS REPORT FOR THE MONTH OF JANUARY 2019

Resolved (30 April 2019)

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

2. That the Manager: Legal Services submit a report on all outstanding insurance claims as well as legal matters under dispute to the next Finance Portfolio Committee meeting.

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

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

5. That a report as contemplated in 4 above be submitted to the next Finance Portfolio Committee meeting.

19/04/F13 **SHORT-TERM INSURANCE CLAIMS REPORT FOR THE MONTH OF FEBRUARY 2019**

Resolved (30 April 2019)

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

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

19/04/F14 **EXPENDITURE REPORTS: FOR THE MONTH OF JANUARY 2019**

Resolved (30 April 2019)

1. That the Expenditure reports for the month January 2019, be noted with amendments.

2. That a root cause analysis be undertaken by internal audit as to why all creditors are not reflected on the system and that the progress report be submitted to the next Finance Portfolio Committee meeting.

19/04/F16 **ICT REPORT ON THE OPERATIONAL SOFTWARE WITH THE MUNICIPALITY**

Resolved (30 April 2019)

1. That the ICT report for the month of February 2019 be, noted.

2. That detailed information be provided on each programme and that the KPI's form part of the CFO performance targets and that it be reported in the SDBIP as such for the new Financial Year.

Proposed: B Williams Seconded: V Camealio-Benjamin

19/04/F17 **REPORT ON THE REVENUE ENHANCEMENT TASK TEAM MEETING HELD ON 20 MARCH 2019**

Resolved (30 April 2019)

1. That the report on the outcomes of the Revenue Enhancement Task Team Meeting, held on 20 March 2019, be noted with amendments.

2. That the Office of the Municipal Manager arrange an urgent meeting within the next 14 days between the Revenue Enhancement Task Team and Mayco to discuss the Revenue Enhancement Plan.

Proposed: B Williams Seconded: R Jantjies

19/04/F18 **SHORT-TERM INSURANCE: AGREEMENTS OF LOSS REPORTS FOR THE PERIOD ENDING 31 MARCH 2019**

Resolved (30 April 2019)

1. That the Short-term insurance; Agreements of Loss reports as at 31 March 2019, be noted with amendments.

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.

3. That confirmation be obtained from the leading department confirming that all assets mentioned were either replaced or repaired and that the relevant asset value is accurately reflected in the Assets Register.

Proposed: B Williams Seconded: B Rheeder

19/04/F19 **PROGRESS REPORT: IMPLEMENTATION OF THE MUNICIPAL STANDARD CHART OF ACCOUNTS (mSCOA) FOR THE MONTHS OF JANUARY 2019 AND FEBRUARY 2019**

Cllr Williams expressed his concern that financial dashboard has been made available to the Municipality as agreed to by Bytes 2017. The financial dashboard is not fully functional and cannot access any financial information without the dashboard.

Cllr Williams also reported that various meetings have been held with National Treasury to address the matter to no avail in resolving the matter.

Resolved (30 April 2019)

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

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.

3. That a report be forwarded to National Treasury stating that Kouga Municipality still does not have a financial dashboard despite the agreement by Bytes to provide in December 2017 to access financial information.

Proposed: B Williams Seconded: V Camealio-Benjamin

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)**

Cllr Williams commended the relevant officials regarding the collection rate which had increased to 97%.

Cllr Williams pointed out the following concerns:-

- Slow expenditure on Capital Expenditure – Water Service Infrastructure Grant
- Rentals – 16% of budget – should be 75%
- Licenses and permits – over budget
- Expenditure – debt impairment – very low
- Finance charges – significantly over budget
- Contracted services – over budget

The Municipal Manager advised that the Capital Budget Performance is of concern especially on the Repairs and Maintenance which indicated 52% but also bearing in mind the movements have been made on the Adjustments Budget. The financial software supporting systems for the Municipality is not in place which affects all department therefore the IT support systems needs to be upgraded.

The Municipal Manager referred to the Maintenance Budget and the figures reflected are approximately 4-6 weeks behind due to orders processed and invoices not as yet being paid. Current staff are under tremendous workload.

With reference to the Capital Budget Performance:-

Corporate Services has 3 projects in the current budget and procurement budget – expenditure will therefore take place.

Planning, Development & Tourism – Capital Projects – Informal Trading Building, consultant has been appointed. Land acquisitions for housing projects have been concluded, in the process of finalizing contracts.

Community Services – procurement for additional Vehicles will be finalized within the next 30 days. Wheelie Bins currently being distributed, invoices still need to be paid. Only some internal projects will be carried over to the new financial year.

Infrastructure & Engineering – Drought Water Projects – 50% of allocated funds will be spent by end of June 2019. It must be note that there are some large projects procured which are reflected but invoices haves not yet been paid.

Cllr Februarie raised concern that it was unacceptable that officials are not attending to the payment of invoices timeously and expenditure on projects. When the Organizational Structure was under review, staff issues were addressed to avoid such situations.

The CFO advised as follows:-

Rental facilities and Equipment – in the Adjustments Budget the revenue for Caravan Parks was moved from other revenue into the Rental Facilities and Equipment. The actuals have not yet been moved. Will be reflected in next Section 71 report.

Debt Impairment – will be addressed in meeting to be held in due course.

Finance Charges – in terms of the Metro bulk water account, interest is being raised on the outstanding amount of R46m. Therefor the amount of R2.9m is interested charged.

Contracted Services – underspending is mainly on maintenance contracted out. When spending is assessed at end of March, the 30 days delay in paying of invoices needs to be taken into account therefore assessments need to work 30 days back. Latest spending on maintenance is reflected in the report submitted at the end of March 2019 – 59,8%.

Resolved (30 April 2019)

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

2. 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.

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

20.2 **CORPORATE SERVICES**

19/04/CORP1 **COMPARATIVE MONTHLY REPORT FOR THE CORPORATE SERVICES DIRECTORATE: ADMINISTRATION SECTION**

Resolved (30 April 2019)

1. The monthly report for January and February 2019, be noted.

2. That other platforms of advertising such as online media be referred to the Management Committee for more deliberation.

3. That a comprehensive report on the fleet management in terms of vehicle expenditure be tabled to the next Corporate Services Portfolio Committee Meeting.

19/04/CORP2 **HR REPORT FOR JANUARY 2019 TO FEBRUARY 2019**

Resolved (30 April 2019)

1. That the HR Report for January 2019 To February 2019, be noted.

2. That the Committee notes the stats and monitor movement monthly.

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.

19/04/CORP3 **ANALYSIS: OVERTIME VS SHIFT WORKERS FOR THE TRAFFIC SECTION**

Resolved (30 April 2019)

1. That the Analysis: Overtime Vs Shift Workers report for the Traffic Section, be noted.

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.

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.

4. That the Work Study to be conducted also include the Law Enforcement Department, be supported.

19/04/CORP4 **REPORT ON THE PROGRESS OF THE WARD DEVELOPMENT FUND**

Resolved (30 April 2019)

1. That the report on the Progress of the Ward Development Fund be noted.

2. That the Ward Development Fund Policy be reviewed at the next Policy Workshop to be held on 17 April 2019.

3. That the reviewed Ward Development Fund Policy be submitted to Council for endorsement.

19/04/CORP5 **REPORT ON THE WARD DEVELOPMENT FUND POLICY**
Resolved (30 April 2019)

1. That the item be withdrawn.

20.3 **INFRASTRUCTURE & ENGINEERING**

19/04/I&E1 **INFRASTRUCTURE AND ENGINEERING SERVICE DELIVERY REPORT**

Resolved (30 April 2019)

1. That 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 with amendments.

2. That a separate report indicating actual daily activities done by the Infrastructure & Engineering Directorate regarding complaints received and resolved by the Call Centre be submitted to the next Portfolio Committee meeting.

Proposed: B Williams Seconded: W Gertenbach

19/04/I&E2 **RE: PROGRESS ON GRANT FUNDING (MIG, INEP, WSIG & EPWP)**

The Municipal Manger advised that the target is to spend 50 of the R151m on the water projects by end of June 2019. MIG projects – allocated funds will be spent by end of financial year. Internal expenditure which is approximately 40% - current challenges, could possibly do roll over on capital projects. IT support system not optimum to ensure work is properly done in terms of procurement therefore a root cause analysis to be done with consequence management.

Patensie water supply – professional service provider appointed for design. Expenditure incurred regarding the drafting of tender documents for the concept design. Re-advertised for procurement which is currently being done.

Resolved (30 April 2019)

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.

19/04/I&E3 **DROUGHT FUNDING: PROGRESS WITH BOREHOLE DEVELOPMENT AND WATER CONSERVATION AND DEMAND MANAGEMENT PROJECTS**

Resolved (30 April 2019)

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

19/04/I&E5 **REPORT ON STATUS OF REQIURED OPERATION AND MAINTENANCE OF SURFACE ROADS**

Resolved (30 April 2019)

1. That the Report On Status Of Required Operation And Maintenance Of Surface Roads, be approved with amendments.

2. That a needs assessment be undertaken to identify critical roads in Wards for re-surfacing in line with the available operational budget, be considered.

Proposed: B Williams Seconded: F Campher

19/04/I&E6 **DAY TO DAY OPERATIONS OF THE FLEET SECTION WHICH RESIDES UNDER INFRASTRUCTURE & ENGINEERING DURING THE PERIOD OF FEBRUARY 2019**

Resolved (30 April 2019)

1. That the report be referred to the Top Management for discussion.

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. That once all redundant equipment/assets per Directorate have been identified, that such be disposed of by public auction by end of June 2019.

20.4 **COMMUNITY SERVICES**

19/04/CS7 MIG RING FENCED FUNDING

Resolved (30 April 2019)

1. That the report MIG Ring Fenced Funding for Sport Infrastructure, be noted.

2. That the project be registered under the MIG funding, be approved.

3. That the procurement process be commenced with.

4. That the budget allocation be included in the 2019/2020 financial year, be approved.
5. That the project be allocated on the IDP, be supported.

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.

19/04/CS8 REPORT ON OYSTER BAY DUNE REHABILITATION

Resolved (30 April 2019)

1. That the work be completed and rehabilitation on the Oyster Bay dune to start immediately, be approved.

2. That it be noted that continuous maintenance of the dunes will be a required process going forward.

19/04/CS9 FIRE RISK REDUCTION PROGRESS REPORT

Resolved (30 April 2019)

1. That all stakeholders from the Municipality be actively involved and committed to make this program a success, be supported.

2. That the program be rolled out to other areas in the Kouga jurisdiction, be supported.

3. That the Fire Risk Reduction Program, be noted.

19/04/CS10 REPORT ON ENVIRONMENTAL AND AWARENESS PROGRAM

Resolved (30 April 2019)

1. That the Environmental and Awareness Programmes be implemented as it will assist greatly to reduce illegal dumping sites in our communities, be supported.

19/04/CS11 REPORT ON WHEELIE BIN MANAGEMENT POLICY

Resolved (30 April 2019)

1. That the reviewed Wheelie Bin Management Policy be approved.

2. That the approved Wheelie Bin Management Policy be placed on the Kouga Website.

19/04/CS12 REPORT ON FIRE RISK REDUCTION COMMITTEE – TERMS OF REFERENCE

Resolved (30 April 2019)

1. That the Terms of Reference for the Fire Risk Reduction Committee, be approved.

20.5 **PLANNING AND DEVELOPMENT**

19/04/PD1 TOWN PLANNING PROGRESS REPORT: JANUARY – MARCH 2019

Resolved (30 April 2019)

1. That the town planning progress report on for January to March 2019 be noted.

2. That a comprehensive report detailing specific areas where development is currently taking place be tabled on the next Portfolio Committee meeting.

3. That the number of approved building plans and monetary value generated per town also be included in the report as contemplated in (2) and be submitted to the next Portfolio Committee meeting.

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.

19/04/PD3 **PROPOSED LAND SALES**

Resolved (30 April 2019)

1. That the valuations of the erven contained in the item, which are based on the 2018 Municipal Valuation Roll, be accepted.

2. That the proposed land sales already finalised and processed be accepted.

3. That the outstanding proposed land sales be advertised by open public tender, adhering to all legislative requirements and processes to be followed, be approved.

19/04/PD4 **KOUGA LOCAL MUNICIPALITY OUTDOOR ADVERTISING CONTROL POLICY: UNAUTHORIZED SIGNAGE AND LEGAL SIGNAGE**

Resolved (30 April 2019)

1. That the report on Outdoor Advertising Control Policy on authorised signage and legal signage be noted with amendments.

2. That a report on illegal signage be submitted to the next Community Services Portfolio Committee meeting indicating control measures implemented by Law Enforcement against offenders.

3. That a notice be published in the media advising of Council's intention regarding the process to be followed to legalise illegal signage in Kouga specifying a timeframe by which to legalise i.e. by end of June 2019 failing which Council will take action against offenders not in compliance.

4. That it be noted that the Outdoor Advertising Control Policy on Authorised Signage as well as the By-Law will be reviewed at the next policy workshop to be held in May 2019.

Proposed: V Camealio-Benjamin Seconded: E Februarie

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**

Resolved (30 April 2019)

1. That Council Resolution 16/09/IPD1 - Appointment of Kouga Municipal Planning Tribunal Members, dated 9 September 2016, be rescinded.

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. 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.

4. That it be noted that MPT Meetings will be held on a bi-monthly basis.
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

6. That at least one Ad-Hoc Specialist/Technical Advisor per day at the fee applicable to ordinary members, should specific expertise be required.

7. That 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).

8. That, Mr Bruce Brooker be appointed as the Chairperson and the Director Infrastructure and Engineering be appointed as Vice Chairperson, as per Paragraph 39 of the Kouga Spatial Planning and Land Use Management By-Law.

9. 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.

10. 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

11. That the Internal and External members of the Kouga Municipal Planning Tribunal be notified accordingly.

12. 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).

13. 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.

14. 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).

19/04/PD6 **REVIEW OF THE KOUGA MUNICIPAL SPATIAL DEVELOPMENT FRAMEWORK, 2015**

Resolved (30 April 2019)

1. That Council grant approval to proceed with the review of the municipal spatial development framework;

2. That Council approve a Project Steering Committee comprising of the following officials:-

    The Municipal Manager
    Director: Planning, Development & Tourism (or representative)
    Director: Infrastructure & Engineering (or representative)
    Director: Community Services (or representative)
    Director: Corporate Services (or representative)
    Environmental Officer
    The Executive Mayor Ex-officio
    The Speaker Ex-officio
    Portfolio Councillor Ex-officio

Proposed: B Williams Seconded: C August

19/4/PD7 **EXTENSION OF TIMEFRAMES FOR THE LED STRATEGY DEVELOPMENT**

Resolved (30 April 2019)

1. That the item be dealt with under the LED Portfolio Committee agenda under item **19/04/LED7**

19/04/PD8 **REVISED TERMS OF REFERENCE FOR HOUSING COMMITTEES**

Cllr Dayimani stated that it was a concern that a municipal official chair the meeting on the Housing Committee with Councillors also serving on the Committee and was of the opinion that officials should only be responsible for secretariat functions for the Committee.

The Executive Mayor stated that the purpose of the Housing Committee was to de-politicize the Committee in terms of RDP projects and therefore it should be chaired by an official and not by a politician thereby avoiding political interference with the compilation of the beneficiary list as the aim of the administrative process is to maintain fairness and transparency.

Cllr Meleni stated that to his knowledge, no political interference has ever occurred with compilation of the beneficiary lists and disappointed in the Executive Mayor's statement.

Cllr V Camealio-Benjamin stated that it is not protocol for officials to chair a Committee with Councillors especially with Portfolio Councillors being part of the meeting. It was also stated that there seems to be a serios problem in the department Human Settlements regarding beneficiary lists as it is done very selectively.

Cllr Februarie stated that minutes of meetings need to be captured accurately in line with all discussions of such meetings for record purposes and ease of reference.

Cllr Mayoni agreed that no political interference should take place and emphasized that full understanding regarding the contents of the Terms of Reference is important as it is applicable to the Housing Committee and proposed that the TOR should be reviewed.

The Speaker advised that the TOR was workshopped 2 months ago and is tabled for approval as amended in the workshop.

The matter was put to the vote.

Proposal 1

That the revised Terms of Reference for the establishment of Housing Committees, as tabled, be approved.

In Favour	=	15
Not in Favour	=	10

Proposed: B Rheeder Seconded: R Jantjies

Proposal 2

That the revised Terms of Reference for the establishment of Housing Committees be amended regarding the composition of the Committee in that **no Councillors form part the Housing Committee.**

In Favour	=	10
Not in Favour	=	15

Proposed: E Februarie Seconded: V Vumazonke

(That it be noted that Cllr B Dhludhlu was not present at the time of voting.)

Resolved (30 April 2019)

1. That the revised Terms of reference for the establishment of Housing Committees, be approved.

20.6 **LOCAL ECONOMIC DEVELOPMENT & TOURISM**

19/04/LED4 SMME BUSSINESS MANAGEMENT TRAINING

Resolved (30 April 2019)

1. That the SMME Training conducted for Loerie and Thornhill, be approved.

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

Resolved (30 April 2019)

1. That Erf 63 be approved as the preferred site for the building of Informal Trader stalls for fresh produce and arts & crafts, with amendments.

2. That the public participation process be commenced with, within 14 days regarding Erf 63, for the Design and Construction of Kouga Mini Fresh Food and Craft Market, Jeffreys Bay.

Proposed: B Williams Seconded: C August

19/04/LED6 BUILDING INCLUSIVE GREEN MUNICIPALITIES (BIGM) 2019.

Resolved (30 April 2019)

1. That the BIGM progress report, be noted.

19/4/LED7 EXTENSION OF TIMEFRAMES FOR THE LED STRATEGY DEVELOPMENT

Resolved (30 April 2019)

1. That the report and the flow of events in the implementation of the LED Strategy, be noted

2. That the extension of timeframes for the completion of the LED Strategy to March 2020, be approved.

3. That the budgeted amount of R300 593.00 to be rolled over to the 2019/2020 Budget, be approved.

21. **CLOSURE**

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

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

_____ _____

H BORNMAN **DATE**
SPEAKER

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 TUESDAY, 16 APRIL 2019 AT 09:00

Present:		
Councillors	H Hendricks	(Executive Mayor)
	BJ Williams	
	F Baxter	
	B Dhludhlu	
	F Campher	
	B Rheeder	
Councillors as Observers	N Botha	
	W Gertenbach	
	R Jantjies	
	T Jantjes	
	H Bornman	(Speaker)
Officials	C du Plessis	(Municipal Manager)
	K Moodley	(Director: Corporate Services)
	S Thys	(CFO)
	N Machelesi	(Director: Community Services)
	E Oosthuizen	(Rep Director: Infrastructure & Eng.)
	L Opperman	(Manager: Legal Services)
	H Hammes	(Acting Manager: Admin)
	L Randal	(Media Liaison Officer)
	S Moloi	(Committee Services)
	B de Groot	(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 welcomed all Councillors present and to those Councillors in an observing capacity as well as to all officials. Cllr F Campher opened the proceedings with prayer.

The Executive Mayor expressed his concern that due to timeframes for the compilation and distribution of the agenda, not all amendments made at the Portfolio Committee meetings were included and therefore sufficient timeframes need to be re-looked at when the 6week cycle calendar for the new financial year is compiled and submitted to Council for adoption. The Executive Mayor stated that the Acting Manager: Administration was requested to prepare the new 6week cycle and must therefore take note of sufficient timeframes between scheduled meetings.

The Executive Mayor advised that a very productive meeting was held with the service provider regarding the construction of the plastic road which will be going ahead, and advised that construction of the road is envisaged to commence with be end of May 2019, if all goes well.

3. **LEAVE OF ABSENCE**

Cllr D Benson – representing the Executive Mayor at the opening of the library in Sea Vista.

4. **PRESENTATION**

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 20 February 2019 were accepted with amendments.

Proposed: B Rheeder Seconded: F Campher

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

19/04/MM1 COUNCIL RESOLUTIONS FOR 20 FEBRUARY 2018

Resolved (16 April 2019)

1. That the Actions Sheets reflecting resolutions of the Council meeting held on 20 February 2019 be referred back to the respective Directorates for updating prior to being submitted to the Mayoral Committee meeting.

2. That all resolutions be discussed at Top Management meetings whereafter outstanding reports are to be submitted to respective Portfolio Committee meetings for discussion.

3. That it be noted that the Action Sheets be distributed within 10 days after Council Committee meetings to the respective Portfolio Chairperson and Director for actioning.

4. That the Manager: Legal Services compile a comprehensive status report regarding all outstanding insurance claims and pending legal cases in dispute.

19/04/MM2 CALL CENTRE REPORTS ON SERVICE DELIVERY REQUESTS JANUARY – FEBRUARY 2019

Resolved (16 April 2019)

1. That the report on the Call Centre Service Delivery Requests January – February 2019 be noted.

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.

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.

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. That the Call Centre Reports on Service Delivery Requests for Wards be forwarded to all Ward Committees for noting purposes.

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.

19/04/MM3 CALL CENTRE REPORTS ON SERVICE DELIVERY REQUESTS JANUARY – FEBRUARY 2019

Resolved (16 April 2019)

1. That the report on the Comparative Call Centre Service Delivery Requests July 2018 – February 2019 be noted.

2. That the service delivery requests report also include plot clearing under environmental to be reflected separately in the total summary table and graph.

3. That the Call Centre Reports on Service Delivery Requests be included as a standard item on the agenda for the Top Management meetings for discussion and be forwarded to the Office of the Speaker, on a monthly basis.

4. That the Call Centre Reports on Service Delivery Requests be submitted to all Portfolio Committee meetings for discussion.

5. That the Call Centre Reports on Service Delivery Requests for Wards be forwarded to all Ward Committees for noting purposes.

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.

19/04/MM4 MEDIA REPORT – JULY TO DECEMBER 2018

Resolved (16 April 2019)

1. That the media report for the period July to December 2018 be noted.

2. That it be noted that a Service Provider has been appointed to monitor all media coverage received and that statistics will be submitted quarterly.

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.

19/04/MM5 FEEDBACK ON ACQUISITION OF IMMOVABLE PROPERTY – WOLTEMADE BUILDING AND IN PRINCIPLE CONSIDERATION TO CONSTRUCT NEW MUNICIPAL OFFICES

Resolved (16 April 2019)

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.

2. That it be noted that the lease with Bambelela Property Developments for the Woltemade Building will end on 31 January 2021.

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.

4. That it be noted, the municipality owns ERF 5803 &5804 which is deemed suitable for such new offices.

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.

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

11. REPORTS BY THE PORTFOLIO COMMITTEES CHAIRPERSONS

11.1 FINANCE

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/F2 REPORT ON PROGRESS WITH THE PROCUREMENT PROCESS FOR THE DEVELOPMENT OF A LOCAL ECONOMIC DEVELOPMENT STRATEGY FOR THE KOUGA LOCAL MUNICIPALITY

Cllr Williams expressed concern that the process for procurement for the LED Strategy had taken far too long and was of the opinion that accountability is to be taken with consequences. Reference is made to various meetings, but such meetings don't take place due to committee members not being available resulting in not finalizing items on the Bid Committee agenda.

Director: Planning & Development reported that a signed agreement was in place but due to concerns, delays were caused. There was a briefing meeting but due to the delays in the procurement process, term frames had to be revised in line with the existing term frames. The development of a local LED Strategy will therefore not be finalized in the current financial year.

The Municipal Manager advised that to speed up the process, a meeting with all stakeholders be arranged.

Resolved (16 April 2019)

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.

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. 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.

19/04/F3 REVENUE MANAGEMENT: MONTHLY DEBTORS REPORT – JANUARY 2019

Resolved (16 April 2019)

1. That the Debtors Report for the month of January 2019, be noted.

2. That the CFO be requested to advise of the next Bad Debts Committee meeting.

19/04/F4 REVENUE MANAGEMENT: MONTHLY DEBTORS REPORT – FEBRUARY 2019

Resolved (16 April 2019)

1. That the Debtors Report for the month of February 2019, be noted.

2. That the CFO be requested to advise of the next Bad Debts Committee meeting.

19/04/F5 REVENUE REPORT: SUMMARY OF THE EQUITABLE SHARE ALLOCATIONS PER UNIT/SERVICE AND WARD

Resolved (16 April 2019)

1. That the summary of the Equitable Share allocations per unit/service and ward for the period ending 31 January 2019, be noted.

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. 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.

19/04/F6 REVENUE REPORT: SUMMARY OF THE EQUITABLE SHARE ALLOCATIONS PER UNIT/SERVICE AND WARD

Resolved (16 April 2019)

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

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.

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/F11 **MONTHLY REPORT OF ALL COUNCIL PROPERTIES LEASES AS AT 30 JANUARY 2019 AND 28 FEBRUARY 2019**

Resolved (16 April 2019)

1. That the Operating Lease of Council properties as at 30 January 2019 and 28 February 2019, be noted.

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.

19/04/F12 **SHORT-TERM INSURANCE CLAIMS REPORT FOR THE MONTH OF JANUARY 2019**

Resolved (16 April 2019)

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

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. 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.

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.

5. That a report as contemplated in 4 above be submitted to the next Finance Portfolio Committee meeting.

19/04/F13 **SHORT-TERM INSURANCE CLAIMS REPORT FOR THE MONTH OF FEBRUARY 2019**

Resolved (16 April 2019)

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

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

19/04/F14 EXPENDITURE REPORTS: FOR THE MONTH OF JANUARY 2019

Resolved (16 April 2019)

1. That the Expenditure reports for the month January 2019, be noted.

2. That an internal root cause analysis be undertaken regarding as to why creditors are not reflected on the system and that such report be submitted to the next Finance Portfolio Committee meeting.

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/F16 ICT REPORT ON THE OPERATIONAL SOFTWARE WITH THE MUNICIPALITY

Resolved (16 April 2019)

1. That the ICT report for the month of February 2019 be, noted.

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.

19/04/F17 REPORT ON THE REVENUE ENHANCEMENT TASK TEAM MEETING HELD ON 20 MARCH 2019

Resolved (16 April 2019)

1. That the report on the outcomes of the Revenue Enhancement Task Team Meeting, held on 20 March 2019, be noted.

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.

19/04/F18 **SHORT-TERM INSURANCE: AGREEMENTS OF LOSS REPORTS FOR THE PERIOD ENDING 31 MARCH 2019**

Resolved (16 April 2019)

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.

19/04/F19 **PROGRESS REPORT: IMPLEMENTATION OF THE MUNICIPAL STANDARD CHART OF ACCOUNTS (mSCOA) FOR THE MONTHS OF JANUARY 2019 AND FEBRUARY 2019**

Councillor Williams expressed his concern that financial dashboard has been made available to the Municipality as agreed to by Bytes 2017 which are not fully functional.

Various meetings have been held with National Treasury to address the matter with no success in resolving the matter. The software supporting systems for the Municipality is not in place and IT needs to be requested to address the issue.

Resolved (16 April 2019)

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

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.

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.

11.2 **CORPORATE SERVICES**

19/04/CORP1 **COMPARATIVE MONTHLY REPORT FOR THE CORPORATE SERVICES DIRECTORATE: ADMINISTRATION SECTION**

Resolved (16 April 2019)

1. The monthly report for January and February 2019, be noted.

2. That a report on utilizing online platforms of advertising be investigated.

3. That a comprehensive report on the fleet management in terms of vehicle expenditure be tabled to the next Corporate Services Portfolio Committee Meeting.

19/04/CORP2 **HR REPORT FOR JANUARY 2019 TO FEBRUARY 2019**

Resolved (16 April 2019)

1. That the HR Report for January 2019 To February 2019, be noted.

2. That the stats and movement thereof, be noted.

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.

19/04/CORP3 **ANALYSIS: OVERTIME VS SHIFT WORKERS FOR THE TRAFFIC SECTION**

Resolved (16 April 2019)

1. That the Analysis: Overtime Vs Shift Workers report for the Traffic Section, be noted.

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.

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.

4. That the Work Study to be conducted also include the Law Enforcement Department, be supported.

19/04/CORP4 **REPORT ON THE PROGRESS OF THE WARD DEVELOPMENT FUND**

Resolved (16 April 2019)

1. That the report on the Progress of the Ward Development Fund be noted.

2. That the Ward Development Fund Policy be reviewed at the next Policy Workshop to be held on 17 April 2019.

3. That the reviewed Ward Development Fund Policy be submitted to Council for endorsement.

The Executive Mayor raised a concern that not all Councillors have sight of items submitted to the respective committees and stated that the full Council has the right to all items submitted to Portfolio Committee meetings, Mayoral Committee meetings whereafter submitted to Council.

Resolved (16 April 2019)

1. That future Council agendas contain all items submitted to the Mayoral Committee meetings.

2. That the Council agenda be divided into two sections which contain items for information purposes and items for discussion.

11.3 **INFRASTRUCTURE & ENGINEERING**

19/04/I&E1 **INFRASTRUCTURE AND ENGINEERING SERVICE DELIVERY REPORT**

Resolved (16 April 2019)

1. That 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.

19/04/I&E2 **RE: PROGRESS ON GRANT FUNDING (MIG, INEP, WSIG & EPWP)**

Resolved (16 April 2019)

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.

19/04/I&E3 **DROUGHT FUNDING: PROGRESS WITH BOREHOLE DEVELOPMENT AND WATER CONSERVATION AND DEMAND MANAGEMENT PROJECTS**

Resolved (16 April 2019)

1. That the report on the progress on the implementation of drought relief funds be revised and submitted to Council.

19/04/I&E4 **PROGRESS WITH DUINE ROAD EXTENSION**

Resolved (16 April 2019)

1. That the progress report be revised with updated information and be submitted to the next Portfolio Committee meeting.

19/04/I&E5 **REPORT ON STATUS OF REQIURED OPERATION AND MAINTENANCE OF SURFACE ROADS**

Resolved (16 April 2019)

1. That the Report On Status Of Required Operation And Maintenance Of Surface Roads, be approved.

19/04/I&E6 **DAY TO DAY OPERATIONS OF THE FLEET SECTION WHICH RESIDES UNDER INFRASTRUCTURE & ENGINEERING DURING THE PERIOD OF FEBRUARY 2019**

Resolved (16 April 2019)

1. That the report be referred to the Top Management for discussion.

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. That once all redundant equipment/assets per Directorate have been identified, that such be disposed of by public auction by end of June 2019.

11.4 **COMMUNITY SERVICES**

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.

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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/CS7 MIG RING FENCED FUNDING

Resolved (16 April 2019)

1. That the report MIG Ring Fenced Funding for Sport Infrastructure, be noted.

2. That the project be registered under the MIG funding, be approved.

3. That the procurement process be commenced with.

4. That the budget allocation be included in the 2019/2020 financial year, be approved.

5. That the project be allocated on the IDP, be supported.

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.

19/04/CS8 REPORT ON OYSTER BAY DUNE REHABILITATION

Resolved (16 April 2019)

1. That the work be completed and rehabilitation on the Oyster Bay dune to start immediately, be approved.

2. That it be noted that continuous maintenance of the dunes will be a required process going forward.

19/04/CS9 RISK REDUCTION PROGRESS REPORT

Resolved (16 April 2019)

1. That all stakeholders from the Municipality be actively involved and committed to make this program a success, be supported.

2. That the program be rolled out to other areas in the Kouga jurisdiction, be supported.

3. That the Risk Reduction Program, be noted.

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.

19/04/CS10 REPORT ON ENVIRONMENTAL AND AWARENESS PROGRAM
Resolved (16 April 2019)

1. That the Environmental and Awareness Programmes be implemented as it will assist greatly to reduce illegal dumping sites in our communities, be supported.

19/04/CS11 RE: STATUS QUO WESTON SPORTS FACILITY

Resolved (16 April 2019)

1. That the status quo report be noted.

11.5 **PLANNING, DEVELOPMENT & TOURISM**

19/04/PD1 TOWN PLANNING PROGRESS REPORT: JANUARY – MARCH 2019

Resolved (16 April 2019)

1. That the town planning progress report on for January to March 2019 be noted.

2. That a comprehensive report detailing specific areas where development is currently taking place be tabled on the next Portfolio Committee meeting.

3. That the number of approved building plans and monetary value generated per town also be included in the report as contemplated in (2) and be submitted to the next Portfolio Committee meeting.

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.

19/04/PD2 MONTHLY PROGRESS OF THE 10 X HUMAN SETTLEMENTS PROJECTS

Resolved (16 April 2019)

1. That the item be withdrawn.

19/04/PD3 PROPOSED LAND SALES

Resolved (16 April 2019)

1. That the valuations of the erven contained in the item, which are based on the 2018 Municipal Valuation Roll, be accepted.

2. That the proposed land sales already finalised and processed be accepted.

3. That the outstanding proposed land sales be advertised by open public tender, adhering to all legislative requirements and processes to be followed, be approved.

19/04/PD4 KOUGA LOCAL MUNICIPALITY OUTDOOR ADVERTISING CONTROL POLICY: UNAUTHORIZED SIGNAGE AND LEGAL SIGNAGE

Resolved (16 April 2019)

1. That the report on Outdoor Advertising Control Policy on authorised signage and legal signage be noted with amendments.

2. That a report on illegal signage be submitted to the next Community Services Portfolio Committee meeting indicating control measures implemented by Law Enforcement against offenders.

3. That a notice be published in the media advising of Council's intention regarding the process to be followed to legalise illegal signage in Kouga specifying a timeframe by which to legalise i.e. by end of June 2019 failing which Council will take action against offenders not in compliance.

3. That it be noted that the Outdoor Advertising Control Policy on Authorised Signage as well as the By-Law will be reviewed at the next policy workshop to be held in May 2019.

11.6 LOCAL ECONOMIC DEVELOPMENT & TOURISM

19/04/LED1 EVENTS APPLICATION FOR PERIOD FEBRUARY 2019

Resolved (16 April 2019)

1. That the item be withdrawn.

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 Mach 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.

19/04/LED4 SMME BUSSINESS MANAGEMENT TRAINING

1. That the SMME Training conducted for Loerie and Thornhill, be approved.

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

Resolved (16 April 2019)

1. That Council the 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.

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.

19/04/LED6 BUILDING INCLUSIVE GREEN MUNICIPALITIES (BIGM) 2019

Resolved (16 April 2019)

1. That the BIGM progress report, be supported.

12. **CLOSURE**

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

_____ _____

H HENDRICKS **DATE**
EXECUTIVE MAYOR

REPORTS FOR DISCUSSION

REPORTS BY THE OFFICE OF THE MUNICIPAL MANAGER

KOUGA MUNICIPALITY (EC108)

ORDINARY COUNCIL MEETING

OFFICE OF THE MUNICIPAL MANAGER

DATE: 30 MAY 2019 **ITEM NO: 19/05/MM1**

COUNCIL RESOLUTIONS FOR 30 APRIL 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 30 April 2019 be noted.

3.3 That it be noted that all resolutions are discussed at Top Management meetings whereafter outstanding reports are submitted to respective Portfolio Committee meetings.

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

ACTION SHEET FOR EXECUTION OF RESOLUTIONS

ORDINARY COUNCIL MEETING HELD ON 30 APRIL 2019

ITEM NO.	ACTION	FOR DISPOSAL BY DEPARTMENT	DUE DATE	status report by relevant director	*REPORT BACK DATE / COMPLETION DATE*
OFFICE OF THE MUNICIPAL MANAGER – 30 APRIL 2019					
19/04/MM1 **COUNCIL RESOLUTIONS FOR 29 MARCH 2018**	1. That the updated Actions Sheets reflecting resolutions of the Council meeting held on 29 March 2019 be noted. 2. That all resolutions be discussed at Top Management meetings whereafter outstanding reports are to be submitted to respective Portfolio Committee meetings for discussion. 3. That the Action Sheets be distributed within 10 days after Council meetings to the respective Directorates for actioning.			**ACTION SHEETS SERVED AT TOP MANAGEMENT ON 20 MAY 2019** **IMPLEMENTED AS PER RESOLUTION**	

ITEM NO.	ACTION	FOR DISPOSAL BY DEPARTMENT	DUE DATE	status report by relevant director	*REPORT BACK DATE / COMPLETION DATE*
19/04/MM2 **CALL CENTRE REPORTS ON SERVICE DELIVERY REQUESTS JANUARY – FEBRUARY 2019**	1. That the report on the Call Centre Service Delivery Requests January – February 2019 be noted with amendments.				
	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.			**AS PER MM NO ENHANCEMENTS/ CHANGES WILL BE AFFECTED ON THE SYSTEM**	COUNCIL RESOLUTION TO BE RESCINDED BY REMOVING POINT (2)
	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.			**REPORT INCLUDED IN TM – 20 MAY 2019**	COMPLETED
	4. That the Call Centre Reports on Service Delivery Requests be submitted to all Portfolio Committee meetings for			**THE PORFOLIO COMMITTEE OFFICER HAS BEEN REQUESTED TO**	

ITEM NO.	**ACTION**	**FOR DISPOSAL BY DEPARTMENT**	**DUE DATE**	**status report by relevant director**	***REPORT BACK DATE / COMPLETION DATE***
	discussion and noting purposes. 5. That the Call Centre Reports on Service Delivery Requests for Wards be forwarded to all Ward Committees for noting purposes. 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.			**INCLUDE FUTURE REPORTS IN THE I&E AND COMMUNITY SERVICES PORTFOLIO COMMITTEE** **CALL CENTRE SUPERVISOR HAS ACTIONED** **I&E TO ACTION**	JUNE PORTFOLIO COMMITTEE COMPLETED
19/04/MM4 **MEDIA REPORT – JULY TO DECEMBER 2018**	1. That the media report for the period July to December 2018 be noted. 2. That it be noted that a Service Provider has been appointed to monitor all media coverage and that				

ITEM NO.	**ACTION**	**FOR DISPOSAL BY DEPARTMENT**	**DUE DATE**	**status report by relevant director**	***REPORT BACK DATE / COMPLETION DATE***
	statistics will be submitted quarterly. 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.				First monthly newsletter to be included in utility bill will commence 1 July 2019 as confirmed by the Media Liaison Officer
19/04/MM5 **FEEDBACK ON ACQUISITION OF IMMOVABLE PROPERTY – WOLTEMADE BUILDING AND IN PRINCIPLE CONSIDERATION TO CONSTRUCT NEW MUNICIPAL OFFICES**	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 with amendments. 2. That it be noted that the lease with Bambelela Property Developments for the Woltemade Building will end on 31 January 2021.				

ITEM NO.	**ACTION**	**FOR DISPOSAL BY DEPARTMENT**	**DUE DATE**	**status report by relevant director**	***REPORT BACK DATE / COMPLETION DATE***
	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			Performance Targets Were Agreed On By All Directors	
	4. That it be noted, the municipality owns ERF 5803 &5804 which is deemed suitable for such new offices.				
	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.			A Request Has Been Submitted To The CFO For Inclusion In The Draft Budget	
	6. That the Municipal Manager obtain valuations for the following municipal buildings, which could be disposed of in lieu of a consolidated office building.			S Baartman To Request Valuations By Mid June 2019	

ITEM NO.	**ACTION**	**FOR DISPOSAL BY DEPARTMENT**	**DUE DATE**	**status report by relevant director**	***REPORT BACK DATE / COMPLETION DATE***
	a. Da Gama Street Office - Erf 271, 272 & 273 b. Shell Museum - Erf 6558 c. SCM Stores & Fleet - Erf 6633 7. That to give effect to point 5 above, that a competitive process be followed.				
19/04/MM6 **KOUGA MAYORS CUP TOURNAMENT 2019**	1. That the proposal be approved and that the following Sport Club structures be paid, as reflected below:-			**PAYMENTS EFFECTED**	

ITEM NO.	**ACTION**	**FOR DISPOSAL BY DEPARTMENT**	**DUE DATE**	**status report by relevant director**	***REPORT BACK DATE / COMPLETION DATE***
	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:** R140 00 2. That the payment of the Mayors Cup Tournament be condoned by Council.				

ACTION SHEET FOR EXECUTION OF RESOLUTIONS

ORDINARY COUNCIL MEETING HELD ON 30 APRIL 2019

ITEM NO.	RESOLUTION	FOR DISPOSAL	DUE DATE	STATUS	COMPLETION DATE
FINANCE – MATTERS IN ABEYANCE - 29 MARCH 2019					
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)**	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.			The matter has been referred to an external Legal Services Provider and we are awaiting the formal legal opinion.	
19/03/F2 **SUPPLY CHAIN MANAGEMENT: S36 DEVIATIONS, MONTHLY TENDERS AND 7 DAY NOTICES FOR THE MONTH OF JANUARY 2019.**	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.			The matter was considered at a MPAC meeting on 25 April 2019 MPAC referred the matter to internal audit for investigation	
19/03/F4 **DRAFT MEDIUM-TERM REVENUE AND EXPENDITURE FRAMEWORK (MTREF) –**	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			Strategy submitted to the Office of the Municipal Manager	

BUDGET FOR THE 2019/20 TO 2021/2022 FINANCIAL YEARS	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.			Strategy submitted to the Office of the Municipal Manager Strategy plan to collect outstanding fines has been discussed with the MM and a formal report will be submitted to the Office of the Municipal Manager on completion Report was submitted to Office of Municipal Manager Tender has closed and busy with evaluation of tenders – 7day notice I&E submitted to MM CS submitted to MM	

	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.			Preliminary procurement plans submitted to SCM (1st Draft). To be finalized after approval of the budget.	
FINANCE – 30 APRIL 2019					
19/04/F3 **REVENUE MANAGEMENT: MONTHLY DEBTORS REPORT – JANUARY 2019**	1. That the Debtors Report for the month of January 2019, be noted with amendments. 2, That the CFO be requested to advise of the next Bad Debts Committee meeting. 3. That the CFO report within 7 days on the progress of appointing an external service provider who will advise on debt which is irrecoverable and should be written-off by Council. 4. That an additional revenue report per Ward be tabled at the next Finance Portfolio Committee meeting.			15 May 2019 – Provisional dates for new financial year to be submitted Process started to finalize specifications Report to be tabled at next PC meeting to be held in June 2019	

19/04/F4 **REVENUE MANAGEMENT: MONTHLY DEBTORS REPORT – FEBRUARY 2019**	1. That the Debtors Report for the month of February 2019, be noted with amendments. 2. That the CFO be requested to advise of the next Bad Debts Committee meeting. 3. That the CFO report within 7 days on the progress in appointing an external service provider who will advise on debt which is irrecoverable and should be written-off by Council. 4. That an additional revenue report per Ward be tabled at the next Finance Portfolio Committee meeting.			15 May 2019 Process started to finalize specifications Report to be tabled at next PC meeting to be held in June 2019	
19/04/F5 **REVENUE REPORT: SUMMARY OF THE EQUITABLE SHARE ALLOCATIONS PER UNIT/SERVICE AND WARD**	1. That the summary of the Equitable Share allocations per unit/service and ward for the period ending 31 January 2019, be noted. 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.			report to next Mayoral Committee meeting to be held in June 2019	

	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.			Report to be submitted to next PC meeting	
19/04/F11 **MONTHLY REPORT OF ALL COUNCIL PROPERTIES LEASES AS AT 30 JANUARY 2019 AND 28 FEBRUARY 2019**	1. That the Operating Lease of Council properties as at 30 January 2019 and 28 February 2019, be noted with amendments. 2. That an external Service Provider be appointed to audit all council owned property to establish whether contracts have been concluded with all parties occupying council owned property subject to normal procurement processes. 3. That the Accounting Officer be requested undertake an internal audit to investigate the conduct of officials in the Assets Department and that the scope of investigation regarding the conduct of officials in the Assets Department be reported on.			A2A was appointed to compile a GRAP Assets Register which contains details of all municipal owned land and properties which is registered in Council name. Report will be submitted to next Finance PC meeting MM requested internal audit to investigate – awaiting report.	

	4. That an Immovable Property Workshop for all Councillors be arranged by the relevant Department. 5. That the management of assets and leases be included in the KPI's of the CFO and be included in the SDBIP.			Workshop to be held by end of June 2019 – Consult with Speaker KPI's Included in the IDP	
19/04/F12 **<u>SHORT-TERM INSURANCE CLAIMS REPORT FOR THE MONTH OF JANUARY 2019</u>**	1. That the Short-term insurance claims report as at 31 January 2019, be noted. 2. That the Manager: Legal Services submit a report on all outstanding insurance claims as well as legal matters under dispute to the next Finance Portfolio Committee meeting. 3. That it be noted that the current service provider has been appointed on a month to month basis until the procurement process has been finalised to appoint a new service provider to manage insurance claims. 4. That an audit of redundant equipment be undertaken by all			Information has been requested and report will be submitted Tender was cancelled due to a material irregularity as not all bidders were provided with the claims history Council covered on a month to month basis	

	Directorates with the intention to dispose thereof and that such equipment be removed from the assets register to avoid unnecessary insurance costs for all redundant equipment. 5. That a report as contemplated in 4 above be submitted to the next Finance Portfolio Committee meeting.			Busy compiling list of redundant equipment – to be submitted to Assets department – report to be submitted to next Finance Portfolio meeting in June 2019	
19/04/F13 **SHORT-TERM INSURANCE CLAIMS REPORT FOR THE MONTH OF FEBRUARY 2019**	1. That the Short-term insurance claims report as at 28 February 2019, be noted. 2. That an updated report on the procurement process on the Short-term Insurance tender be submitted to the next Finance Portfolio Committee meeting.			Tender was cancelled due to a material irregularity as not all bidders were provided with the claims history Council covered on a month to month basis CFO to report at next PC meeting	
19/04/F14 **EXPENDITURE REPORTS: FOR THE MONTH OF JANUARY 2019**	1. That the Expenditure reports for the month January 2019, be noted with amendments.			(Noted that Monthly procedural process circulated to all departments)	

	2. That a root cause analysis be undertaken by internal audit as to why all creditors are not reflected on the system and that the progress report be submitted to the next Finance Portfolio Committee meeting.			Creditors report - TM to discuss on receipt of monthly reports prior to it being submitted to PC meetings Internal audit to undertaken Root cause analysis report to be submitted to next PC meeting.	
19/04/F16 **ICT REPORT ON THE OPERATIONAL SOFTWARE WITH THE MUNICIPALITY**	1. That the ICT report for the month of February 2019 be, noted. 2. That detailed information be provided on each programme and that the KPI's form part of the CFO performance targets and that it be reported in the SDBIP as such for the new Financial Year.			ICT KPI's included in IDP	
19/04/F17 **REPORT ON THE REVENUE ENHANCEMENT TASK TEAM MEETING HELD ON 20 MARCH 2019**	1. That the report on the outcomes of the Revenue Enhancement Task Team Meeting, held on 20 March 2019, be noted with amendments.			Date to be confirmed with Revenue Enhancement Task Team	

	2. That the Office of the Municipal Manager arrange an urgent meeting within the next 14 days between the Revenue Enhancement Task Team and Mayco to discuss the Revenue Enhancement Plan.			Meeting to be co-ordinated with the Executive Mayor	
19/04/F18 **SHORT-TERM INSURANCE: AGREEMENTS OF LOSS REPORTS FOR THE PERIOD ENDING 31 MARCH 2019**	1. That the Short-term insurance; Agreements of Loss reports as at 31 March 2019, be noted with amendments. 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. 3. That confirmation be obtained from the leading department confirming that all assets mentioned were either replaced or repaired and that the relevant asset value is accurately reflected in the Assets Register.			KPI's included in IDP and SDBIP Detailed report to be submitted on all assets either replaced or repaired with asset value to the Portfolio Committee meeting	
19/04/F19 **PROGRESS REPORT: IMPLEMENTATION OF THE MUNICIPAL STANDARD CHART OF ACCOUNTS (mSCOA) FOR THE MONTHS OF JANUARY 2019 AND FEBRUARY 2019**	1. That the progress report on the implementation of mSCOA, be noted with amendments. 2. That all actions be reported to the Portfolio Chairperson within 10 days which is to include the			ICT Steering Committee Meeting To Be Held On 15 May 2019	

	ICT Due Diligence report and that an item be prepared for submission to the next Finance Portfolio Committee meeting. 3. That a report be forwarded to National Treasury stating that Kouga Municipality still does not have a financial dashboard despite the agreement by Bytes to provide in December 2017 to access financial information.			Report on discussions Next PC meeting Currently communicating with Provincial Treasury – no further update on the matter	

ACTION SHEET FOR EXECUTION OF RESOLUTIONS

ORDINARY COUNCIL MEETING HELD ON 30 APRIL 2019

CORPORATE SERVICES – IN ABEYANCE - 29 MARCH 2019					
ITEM NO.	**RESOLUTION**	**FOR DISPOSAL**	**DUE DATE**	**STATUS**	**COMPLETION DATE**
19/03/CORP1 **CORRECTION OF CORPORATE SERVICES PORTFOLIO COMMITTEE COMPOSITION**	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. 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.	Committee Services	20 April 2019	Corrected in the item that served on 29 March 2019 A memo was sent to Chief Whips requesting names of alternate members	Done Incomplete – Awaiting feedback from Chief Whips

CORPORATE SERVICES – 30 APRIL 2019					
ITEM NO.	**RESOLUTION**	**FOR DISPOSAL**	**DUE DATE**	**STATUS**	**COMPLETION DATE**
19/04/CORP1 **COMPARATIVE MONTHLY REPORT FOR THE CORPORATE SERVICES DIRECTORATE: ADMINISTRATION SECTION**	1. The monthly report for January and February 2019, be noted. 2. That other platforms of advertising such as online media be referred to the Management Committee for more deliberation. 3. That a comprehensive report on the fleet management in terms of vehicle expenditure be tabled to the next Corporate Services Portfolio Committee Meeting.			**The option of online advertising is being investigated.** **A report will be tabled at the June/July Portfolio Committee meeting** **The issue of the incorrect figure in the Fleet report was rectified at the Mayoral committee meeting on 16 April 2019**	
19/04/CORP2 **HR REPORT FOR JANUARY 2019 TO FEBRUARY 2019**	1. That the HR Report for January 2019 To February 2019, be noted. 2. That the Committee notes the stats and monitor movement monthly.				

	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.			**Report on the Settlement Agreement dealt with under confidential matters – item 19/04/CCORP1 30 April 2019**	
19/04/CORP3 **<u>ANALYSIS: OVERTIME VS SHIFT WORKERS FOR THE TRAFFIC SECTION</u>**	1. That the Analysis: Overtime Vs Shift Workers report for the Traffic Section, be noted. 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. 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. 4. That the Work Study to be conducted also include the Law Enforcement Department, be supported.			**Discussions have been held with labour on a work study and specifications/ way forward is being established**	

19/04/CORP4 **REPORT ON THE PROGRESS OF THE WARD DEVELOPMENT FUND**	1. That the report on the Progress of the Ward Development Fund be noted. 2. That the Ward Development Fund Policy be reviewed at the next Policy Workshop to be held on 17 April 2019. 3. That the reviewed Ward Development Fund Policy be submitted to Council for endorsement.			**The Ward Development Fund Policy was workshopped, and the amendments will serve at the Council meeting to be held in June 2019**	

ACTION SHEET FOR EXECUTION OF RESOLUTIONS

ORDINARY COUNCIL MEETING HELD ON 30 APRIL 2019

ITEM NO.	RESOLUTION	FOR DISPOSAL	DUE DATE	STATUS	COMPLETION DATE
INFRASTRUCTURE AND ENGINEERING – 30 APRIL 2019					
19/04/I&E1 **INFRASTRUCTURE AND ENGINEERING SERVICE DELIVERY REPORT**	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 with amendments. 2. That a separate report indicating actual daily activities done by the Infrastructure & Engineering Directorate regarding complaints received and resolved by the Call Centre be submitted to the next Portfolio Committee meeting.			**Report will be submitted to the PC meeting to be held on 5 June 2019**	
19/04/I&E2 **RE: PROGRESS ON GRANT FUNDING (MIG, INEP, WSIG & EPWP)**	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.			**Report will be tabled at the PC to be held on 5 June 2019**	

	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.				

19/04/I&E3 **DROUGHT FUNDING: PROGRESS WITH BOREHOLE DEVELOPMENT AND WATER CONSERVATION AND DEMAND MANAGEMENT PROJECTS**	1. That the report on the progress on the implementation of drought relief funds be noted and accepted.			**Item to be submitted to Council on 30 May 2019**	
19/04/I&E5 **REPORT ON STATUS OF REQIURED OPERATION AND MAINTENANCE OF SURFACE ROADS**	1. That the Report On Status Of Required Operation And Maintenance Of Surface Roads, be approved with amendments. 2. That a needs assessment be undertaken to identify critical roads in Wards for re-surfacing in line with the available operational budget, be considered.			**Completed – report will be submitted to the PC meeting to be held on 5 June 2019**	
19/04/I&E6 **DAY TO DAY OPERATIONS OF THE FLEET SECTION WHICH RESIDES UNDER INFRASTRUCTURE & ENGINEERING DURING THE PERIOD OF FEBRUARY 2019**	1. That the report be referred to the Top Management for discussion. 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.			Information busy being compiling and will submitted to next PC meeting	

	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.			Target set for end August 2019 for auction	

ACTION SHEET FOR EXECUTION OF RESOLUTIONS

ORDINARY COUNCIL MEETING HELD ON 30 APRIL 2019

ITEM NO.	RESOLUTION	FOR DISPOSAL	DUE DATE	STATUS	COMPLETION DATE
COMMUNITY SERVICES – 30 APRIL 2019					
19/04/CS7 **MIG RING FENCED FUNDING**	1. That the report MIG Ring Fenced Funding for Sport Infrastructure, be noted. 2. That the project be registered under the MIG funding, be approved. 3. That the procurement process be commenced with. 4. That the budget allocation be included in the 2019/2020 financial year, be approved. 5. That the project be allocated on the IDP, be supported. 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.			Next PC meeting to be held in June 2019	

ACTION SHEET FOR EXECUTION OF RESOLUTIONS

ORDINARY COUNCIL MEETING HELD ON 30 APRIL 2019

ITEM NO.	RESOLUTION	FOR DISPOSAL	DUE DATE	STATUS	COMPLETION DATE
PLANNING, DEVELOPMENT AND TOURISM – 30 APRIL 2019					
19/04/PD1 **TOWN PLANNING PROGRESS REPORT: JANUARY – MARCH 2019**	1. That the town planning progress report on for January to March 2019 be noted. 2. That a comprehensive report detailing specific areas where development is currently taking place be tabled on the next Portfolio Committee meeting. 3. That the number of approved building plans and monetary value generated per town also be included in the report as contemplated in (2) and be submitted to the next Portfolio Committee meeting. 4. That the financial implications for the possible appointment of a contractual Building Inspector/Plans Examiner for a			The revised report specifying the required information is prepared for the next portfolio meeting. OVVIO to be reprogrammed to extract information as per request OVVIO to be reprogrammed to extract information per town	

	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.			Posts advertised shortlisting and interviews in progress	
19/04/PD3 **PROPOSED LAND SALES**	1. That the valuations of the erven contained in the item, which are based on the 2018 Municipal Valuation Roll, be accepted. 2. That the proposed land sales already finalised and processed be accepted. 3. That the outstanding proposed land sales be advertised by open public tender, adhering to all legislative requirements and processes to be followed, be approved.			Advert finalised for tender process to be post in newspaper.	
19/04/PD4 **KOUGA LOCAL MUNICIPALITY OUTDOOR ADVERTISING CONTROL POLICY: UNAUTHORIZED SIGNAGE AND LEGAL SIGNAGE**	1. That the report on Outdoor Advertising Control Policy on authorised signage and legal signage be noted with amendments.				

	2. That a report on illegal signage be submitted to the next Community Services Portfolio Committee meeting indicating control measures implemented by Law Enforcement against offenders. 3. That a notice be published in the media advising of Council's intention regarding the process to be followed to legalise illegal signage in Kouga specifying a timeframe by which to legalise i.e. by end of June 2019 failing which Council will take action against offenders not in compliance. 4. That it be noted that the Outdoor Advertising Control Policy on Authorised Signage as well as the By-Law will be reviewed at the next policy workshop to be held in May 2019.			Notice to be finalised and place in news paper and state a period for advertisement signs to comply. Policy & By-Law to be aligned . If any changes to be made in By-Law council to approve action plan first.(Section 13, MSA)	

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. That Council Resolution 16/09/IPD1 - Appointment of Kouga Municipal Planning Tribunal Members, dated 9 September 2016, be rescinded. 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. 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.			Should be revised – can't be rescinded then all past MPT decisions Will be illegal	

	4. That it be noted that MPT Meetings will be held on a bi-monthly basis. 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 6. That at least one Ad-Hoc Specialist/Technical Advisor per day at the fee applicable to ordinary members, should specific expertise be required. 7. That 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). 8. That, Mr Bruce Brooker be appointed as the Chairperson and the Director Infrastructure and Engineering be appointed as Vice Chairperson, as per Paragraph				

	39 of the Kouga Spatial Planning and Land Use Management By-Law. 9. 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. 10. 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 11. That the Internal and External members of the Kouga Municipal Planning Tribunal be notified accordingly.				

	12. 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). 13. 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. 14. 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).			The revised members be gazetted in Provincial gazette. Advertisement to be published by Directorate: Planning and Development	
19/04/PD6 **REVIEW OF THE KOUGA MUNICIPAL SPATIAL DEVELOPMENT FRAMEWORK, 2015**	1. That Council grant approval to proceed with the review of the municipal spatial development framework; 2. That Council approve a Project Steering Committee			SDF , SP to be appointed. SCM processes finalised and tender to be awarded.	

		comprising of the following officials:- The Municipal Manager Director: Planning, Development & Tourism (or representative) Director: Infrastructure & Engineering (or representative) Director: Community Services (or representative) Director: Corporate Services (or representative) Environmental Officer The Executive Mayor Ex-officio The Speaker Ex-officio Portfolio Councillor Ex-officio			The Tender notice was published, the item at Bid Evaluation Stage. The appointment letters to all PSC members have been signed by MM and sent to members.	
19/4/PD7 **EXTENSION OF TIMEFRAMES FOR THE LED STRATEGY DEVELOPMENT**	1.	That the item be dealt with under the LED Portfolio Committee agenda under item **19/04/LED7**			In Progress. Council resolved to extend timeframe on projects.	
19/04/PD8 **REVISED TERMS OF REFERENCE FOR HOUSING COMMITTEES**	1.	That the revised Terms of reference for the establishment of Housing Committees, be approved.			Housing public meetings regarding the establishment of Housing committees will commence from 21/5/19 till 04/7/2019	

ACTION SHEET FOR EXECUTION OF RESOLUTIONS

ORDINARY COUNCIL MEETING HELD ON 30 APRIL 2019

LOCAL ECONOMIC DEVELOPMENT & TOURISM – 30 APRIL 2019					
ITEM NO.	**RESOLUTION**	**FOR DISPOSAL**	**DUE DATE**	**STATUS**	**COMPLETION DATE**
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. That Erf 63 be approved as the preferred site for the building of Informal Trader stalls for fresh produce and arts & crafts, with amendments. 2. That the public participation process be commenced with, within 14 days regarding Erf 63, for the Design and Construction of Kouga Mini Fresh Food and Craft Market, Jeffreys Bay.			The advert was placed on Kouga Express for public input and comments.	
19/04/LED6 **BUILDING INCLUSIVE GREEN MUNICIPALITIES (BIGM) 2019.**	1. That the BIGM progress report, be noted.			Cluster meeting will take place on the 23 -24 May 2019	
19/4/LED7 **EXTENSION OF TIMEFRAMES FOR THE LED STRATEGY DEVELOPMENT**	1. That the report and the flow of events in the implementation of the LED Strategy, be noted			The item for budget roll over is prepared.	

	2. That the extension of timeframes for the completion of the LED Strategy to March 2020, be approved. 3. That the budgeted amount of R300 593.00 to be rolled over to the 2019/2020 Budget, be approved.				

KOUGA MUNICIPALITY (EC 108)

ORDINARY COUNCIL MEETING

OFFICE OF THE MUNICIPAL MANAGER

DATE: 30 MAY 2019 **ITEM NO: 19/05/MM2**

COMPARATIVE CALL CENTRE REPORT ON SERVICE DELIVERY REQUESTS JULY 2018 TO MARCH 2019

1, Introduction

The purpose of this report is to give the Council a comparative overview of Service Delivery Requests reported from the month of July 2018 to March 2019.

2. Discussion

The tables and graphs below indicate all service delivery requests:

i) MONTHLY ACTIVITIES AT THE CALL CENTRE FROM JULY 2018 – MARCH 2019

SERVICE DELIVERY REQUESTS JULY 2018 – FEBRUARY 2019

MONTH:	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY	MARCH
Reported	1948	2335	1845	2667	4559	3774	2958	2587	2830
Actioning	97	123	168	416	368	206	247	245	265
Resolved	2421	2294	1938	2566	4191	3556	2708	2341	2565
Resubmitted	6	5	3	3	0	2	2	1	0

ii) SUMMARY OF SERVICE DELIVERY REQUESTS JULY 2018 – MARCH 2019:

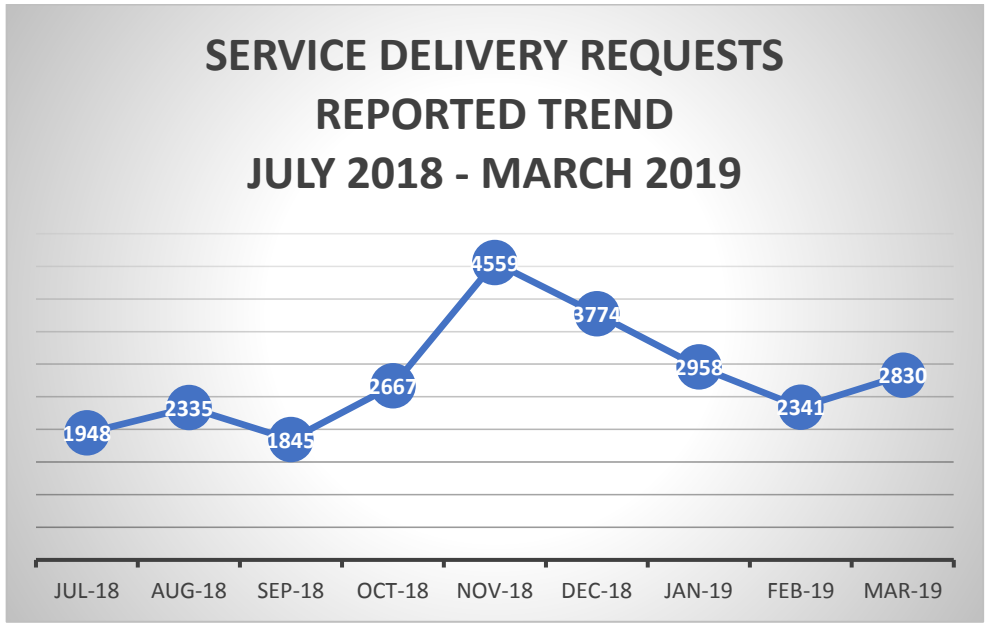
	Actual July 2018				Actual August 2018				Actual September 2018			
WATER	**Reported**	**Actioned**	**Resolved**	**Resubmitted**	**Reported**	**Actioned**	**Resolved**	**Resubmitted**	**Reported**	**Actioning**	**Resolved**	**Resubmitted**
Water: No supply	68	2	82	0	104	1	102	0	59	3	65	0
Water: Pressure	17	0	22	0	11	1	10	0	5	0	7	0
Water: Burst Pipe	193	2	198	1	197	2	212	0	154	5	168	0
Water: Quality	2	0	2	0	5	0	4	0	3	0	4	0
Water: Faulty Meter	91	5	113	0	94	1	102	0	57	0	65	0
TOTAL	**371**	**9**	**417**	**1**	**411**	**5**	**430**	**0**	**278**	**8**	**309**	**0**
SEWER	**Reported**	**Actioning**	**Resolved**	**Resubmitted**	**Reported**	**Actioning**	**Resolved**	**Resubmitted**	**Reported**	**Actioning**	**Resolved**	**Resubmitted**
Sewer: Septic Tank full	980	21	1043	0	1134	17	1083	0	899	29	1001	0
Sewer: Drain damage	8	0	10	1	4	1	5	0	3	0	4	0
Sewer: Blocked	230	1	247	0	245	3	243	0	226	6	243	0
Sewer: Manhole damaged	0	0	1	0	2	0	2	0	2	0	0	0
Sewer: Manhole cover missing	2	1	2	0	2	0	3	0	1	0	2	0
TOTAL	**1220**	**23**	**1303**	**1**	**1387**	**21**	**1336**	**0**	**1131**	**35**	**1250**	**0**
ELECTRICITY	**Reported**	**Actioning**	**Resolved**	**Resubmitted**	**Reported**	**Actioning**	**Resolved**	**Resubmitted**	**Reported**	**Actioning**	**Resolved**	**Resubmitted**
Electricity: No Supply	101	0	111	0	187	1	194	0	141	2	145	0
Electricity: Exposed Wires	17	0	17	0	13	2	11	0	5	0	7	0
Electricity: Faulty Meter	45	0	52	0	39	0	42	0	27	2	26	0
Electricity: Damaged box	8	1	11	0	15	0	16	0	13	0	14	0
TOTAL	**171**	**1**	**191**	**0**	**254**	**3**	**263**	**0**	**186**	**4**	**192**	**0**
STREET LIGHTS	**Reported**	**Actioning**	**Resolved**	**Resubmitted**	**Reported**	**Actioning**	**Resolved**	**Resubmitted**	**Reported**	**Actioning**	**Resolved**	**Resubmitted**
Street lights: not working	50	11	162	0	74	16	66	0	59	22	56	0
Street lights: Damaged	4	1	5	0	4	3	3	0	4	2	2	0
Street lights: On permanently	1	0	3	0	3	3	0	0	1	0	4	0
TOTAL	**55**	**12**	**170**	**0**	**81**	**22**	**69**	**0**	**64**	**24**	**62**	**0**
ENVIRONMENT	**Reported**	**Actioning**	**Resolved**	**Resubmitted**	**Reported**	**Actioning**	**Resolved**	**Resubmitted**	**Reported**	**Actioning**	**Resolved**	**Resubmitted**
Environment: Damaged Pavement	3	3	11	0	6	1	7	0	5	5	4	0
Environment: Dumped Rubbish	16	9	36	1	21	6	18	4	28	6	17	3
Environment: Needs Mowing	7	5	24	0	8	9	1	0	8	9	6	0
Environment: Fallen Tree	7	3	20	0	8	3	6	0	5	3	3	0
Environment: Graffiti	0	0	0	0	0	0	0	0	0	0	0	0
Environment: Animal remains	2	0	3	0	2	0	3	0	10	3	2	0
TOTAL	**35**	**20**	**94**	**1**	**45**	**19**	**35**	**4**	**56**	**26**	**32**	**3**
REFUSE	**Reported**	**Actioning**	**Resolved**	**Resubmitted**	**Reported**	**Actioning**	**Resolved**	**Resubmitted**	**Reported**	**Actioning**	**Resolved**	**Resubmitted**
Refuse: not collected	11	0	14	0	17	0	17	0	12	0	12	0
TOTAL	**11**	**0**	**14**	**0**	**17**	**0**	**17**	**0**	**12**	**0**	**12**	**0**
STREET SIGNS	**Reported**	**Actioning**	**Resolved**	**Resubmitted**	**Reported**	**Actioning**	**Resolved**	**Resubmitted**	**Reported**	**Actioning**	**Resolved**	**Resubmitted**
Street Signs: Damaged	4	5	4	0	1	0	4	0	1	1	2	0
Street Signs: Missing	0	0	1	0	0	0	1	0	0	0	0	0
TOTAL	**4**	**5**	**5**	**0**	**1**	**0**	**5**	**0**	**1**	**1**	**2**	**0**
ROADS	**Reported**	**Actioning**	**Resolved**	**Resubmitted**	**Reported**	**Actioning**	**Resolved**	**Resubmitted**	**Reported**	**Actioning**	**Resolved**	**Resubmitted**
Roads: Potholes	36	4	49	0	45	34	32	0	48	45	17	0
Roads: Lines missing	6	0	5	2	0	0	2	0	1	1	0	0
TOTAL	**42**	**4**	**54**	**2**	**45**	**34**	**34**	**0**	**49**	**46**	**17**	**0**
TRAFFIC LIGHTS	**Reported**	**Actioning**	**Resolved**	**Resubmitted**	**Reported**	**Actioning**	**Resolved**	**Resubmitted**	**Reported**	**Actioning**	**Resolved**	**Resubmitted**
Traffic lights: Damaged	0	0	0	0	0	0	0	0	0	0	0	0
Traffic lights: Lights Out	1	0	3	0	0	0	0	0	0	0	0	0
Traffic lights: Timing Out	0	0	0	0	1	1	1	0	0	0	0	0
TOTAL	**1**	**0**	**3**	**0**	**1**	**1**	**1**	**0**	**0**	**0**	**0**	**0**
OTHER:	**Reported**	**Actioning**	**Resolved**	**Resubmitted**	**Reported**	**Actioning**	**Resolved**	**Resubmitted**	**Reported**	**Actioning**	**Resolved**	**Resubmitted**
Other:	38	23	170	1	93	18	104	1	68	24	62	0
TOTAL	**38**	**23**	**170**	**1**	**93**	**18**	**104**	**1**	**68**	**24**	**62**	**0**
TOTALS	**Reported**	**Actioned**	**Resolved**	**Resubmitted**	**Reported**	**Actioned**	**Resolved**	**Resubmitted**	**Reported**	**Actioning**	**Resolved**	**Resubmitted**
	1948	**97**	**2421**	**6**	**2335**	**123**	**2294**	**5**	**1845**	**168**	**1938**	**3**
TOTAL CALLS REPORTED	**2204**				**2306**				**3954**			

	Actual October 2018				Actual November 2018				Actual December 2018			
WATER	**Reported**	**Actioning**	**Resolved**	**Resubmitted**	**Reported**	**Actioning**	**Resolved**	**Resubmitted**	**Reported**	**Actioned**	**Resolved**	**Resubmitted**
Water: No supply	79	0	80	0	85	1	84	0	96	0	96	0
Water: Pressure	10	0	11	0	21	0	21	0	18	0	18	0
Water: Burst Pipe	113	4	120	0	154	4	150	0	181	3	178	0
Water: Quality	5	1	3	0	1	0	1	0	15	0	15	0
Water: Faulty Meter	72	8	71	0	156	0	156	0	124	0	124	0
TOTAL	**279**	**13**	**285**	**0**	**417**	**5**	**412**	**0**	**434**	**3**	**431**	**0**
SEWER	**Reported**	**Actioning**	**Resolved**	**Resubmitted**	**Reported**	**Actioning**	**Resolved**	**Resubmitted**	**Reported**	**Actioning**	**Resolved**	**Resubmitted**
Sewer: Septic Tank full	1086	130	1124	1	1358	16	1342	0	1764	68	1695	1
Sewer: Drain damage	1	0	1	0	2	0	2	0	4	0	4	0
Sewer: Blocked	260	9	270	0	300	3	297	0	284	0	284	0
Sewer: Manhole damaged	2	0	2	0	4	1	3	0	4	0	4	0
Sewer: Manhole cover missing	4	0	5	0	7	1	6	0	7	0	7	0
TOTAL	**1353**	**139**	**1402**	**1**	**1671**	**21**	**1650**	**0**	**2063**	**68**	**1994**	**1**
ELECTRICITY	**Reported**	**Actioning**	**Resolved**	**Resubmitted**	**Reported**	**Actioning**	**Resolved**	**Resubmitted**	**Reported**	**Actioning**	**Resolved**	**Resubmitted**
Electricity: No Supply	191	13	195	0	245	0	245	0	144	0	144	0
Electricity: Exposed Wires	19	5	17	0	26	1	25	0	7	0	7	0
Electricity: Faulty Meter	29	1	30	0	43	0	43	0	23	0	23	0
Electricity: Damaged box	5	0	5	0	12	0	12	0	8	1	7	0
TOTAL	**244**	**19**	**247**	**0**	**326**	**1**	**325**	**0**	**182**	**1**	**181**	**0**
STREET LIGHTS	**Reported**	**Actioning**	**Resolved**	**Resubmitted**	**Reported**	**Actioning**	**Resolved**	**Resubmitted**	**Reported**	**Actioning**	**Resolved**	**Resubmitted**
Street lights: not working	68	46	39	0	137	96	41	0	46	33	13	0
Street lights: Damaged	11	7	4	0	17	11	6	0	3	2	1	0
Street lights: On permanently	0	0	0	0	5	1	4	0	2	0	2	0
TOTAL	**79**	**53**	**43**	**0**	**159**	**108**	**51**	**0**	**51**	**35**	**16**	**0**
ENVIRONMENT	**Reported**	**Actioning**	**Resolved**	**Resubmitted**	**Reported**	**Actioning**	**Resolved**	**Resubmitted**	**Reported**	**Actioning**	**Resolved**	**Resubmitted**
Environment: Damaged Pavement	23	13	16	0	20	12	8	0	11	5	6	0
Environment: Dumped Rubbish	17	10	14	0	34	6	28	0	14	5	9	0
Environment: Needs Mowing	16	14	4	0	20	17	3	0	7	5	2	0
Environment: Fallen Tree	20	6	15	0	15	8	7	0	6	1	5	0
Environment: Graffiti	1	1	0	0	0	0	0	0	0	0	0	0
Environment: Animal remains	1	0	4	0	4	0	4	0	1	0	1	0
TOTAL	**78**	**44**	**53**	**0**	**93**	**43**	**50**	**0**	**39**	**16**	**23**	**0**
REFUSE	**Reported**	**Actioning**	**Resolved**	**Resubmitted**	**Reported**	**Actioning**	**Resolved**	**Resubmitted**	**Reported**	**Actioning**	**Resolved**	**Resubmitted**
Refuse: not collected	22	2	20	0	25	0	25	0	36	1	35	0
TOTAL	**22**	**2**	**20**	**0**	**25**	**0**	**25**	**0**	**36**	**1**	**35**	**0**
STREET SIGNS	**Reported**	**Actioning**	**Resolved**	**Resubmitted**	**Reported**	**Actioning**	**Resolved**	**Resubmitted**	**Reported**	**Actioning**	**Resolved**	**Resubmitted**
Street Signs: Damaged	0	0	0	0	2	1	1	0	7	0	7	0
Street Signs: Missing	1	1	0	0	5	5	0	0	6	1	5	0
TOTAL	**1**	**1**	**0**	**0**	**7**	**6**	**1**	**0**	**13**	**1**	**12**	**0**
ROADS	**Reported**	**Actioning**	**Resolved**	**Resubmitted**	**Reported**	**Actioning**	**Resolved**	**Resubmitted**	**Reported**	**Actioning**	**Resolved**	**Resubmitted**
Roads: Potholes	546	112	449	1	1704	155	1549	0	800	38	752	0
Roads: Lines missing	4	3	1	0	3	1	2	0	5	2	3	0
TOTAL	**550**	**115**	**450**	**1**	**1707**	**156**	**1551**	**0**	**805**	**40**	**755**	**0**
TRAFFIC LIGHTS	**Reported**	**Actioning**	**Resolved**	**Resubmitted**	**Reported**	**Actioning**	**Resolved**	**Resubmitted**	**Reported**	**Actioning**	**Resolved**	**Resubmitted**
Traffic lights: Damaged	0	0	0	0	0	0	0	0	0	0	0	0
Traffic lights: Lights Out	0	0	0	0	0	0	0	0	0	0	0	0
Traffic lights: Timing Out	0	0	0	0	0	0	0	0	0	0	0	0
TOTAL	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**
OTHER:	**Reported**	**Actioning**	**Resolved**	**Resubmitted**	**Reported**	**Actioning**	**Resolved**	**Resubmitted**	**Reported**	**Actioning**	**Resolved**	**Resubmitted**
Other:	61	30	66	1	154	28	126	0	151	41	109	1
TOTAL	**61**	**30**	**66**	**1**	**154**	**28**	**126**	**0**	**151**	**41**	**109**	**1**
TOTALS	**Reported**	**Actioned**	**Resolved**	**Resubmitted**	**Reported**	**Actioned**	**Resolved**	**Resubmitted**	**Reported**	**Actioned**	**Resolved**	**Resubmitted**
	2667	**416**	**2566**	**3**	**4559**	**368**	**4191**	**0**	**3774**	**206**	**3556**	**2**
TOTAL CALLS REPORTED	**5652**				**9118**				**7538**			

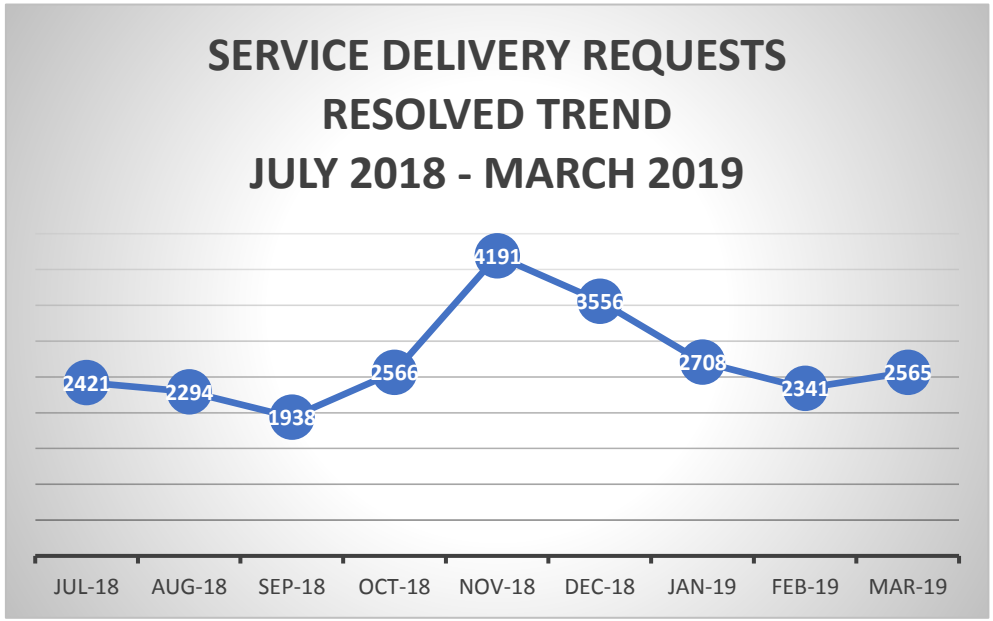
	Actual January 2019				Actual February 2019				Actual March 2019			
WATER	**Reported**	**Actioning**	**Resolved**	**Resubmitted**	**Reported**	**Actioning**	**Resolved**	**Resubmitted**	**Reported**	**Actioning**	**Resolved**	**Resubmitted**
Water: No supply	58	1	57	0	53	0	53	0	82	0	82	0
Water: Pressure	9	0	9	0	10	1	9	0	11	0	11	0
Water: Burst Pipe	185	9	175	0	142	10	132	0	143	5	138	0
Water: Quality	1	0	1	0	2	0	2	0	3	0	3	0
Water: Faulty Meter	170	2	168	0	116	10	106	0	139	10	129	0
TOTAL	**423**	**12**	**410**	**0**	**323**	**21**	**302**	**0**	**378**	**15**	**363**	**0**
SEWER	**Reported**	**Actioning**	**Resolved**	**Resubmitted**	**Reported**	**Actioning**	**Resolved**	**Resubmitted**	**Reported**	**Actioning**	**Resolved**	**Resubmitted**
Sewer: Septic Tank full	1446	107	1339	0	1016	94	922	0	1016	136	880	0
Sewer: Drain damaged	1	0	1	0	0	0	0	0	1	0	1	0
Sewer: Blocked	267	2	265	0	199	3	196	0	205	3	202	0
Sewer: Manhole damaged	7	0	7	0	3	0	3	0	4	0	4	0
Sewer: Manhole cover missing	1	0	1	0	0	0	0	0	2	0	2	0
TOTAL	**1722**	**109**	**1613**	**0**	**1218**	**97**	**1121**	**0**	**1228**	**139**	**1089**	**0**
ELECTRICITY	**Reported**	**Actioning**	**Resolved**	**Resubmitted**	**Reported**	**Actioning**	**Resolved**	**Resubmitted**	**Reported**	**Actioning**	**Resolved**	**Resubmitted**
Electricity: No Supply	142	0	142	0	139	1	138	0	156	0	156	0
Electricity: Exposed Wires	21	1	20	0	23	0	23	0	13	0	13	0
Electricity: Faulty Meter	32	0	32	0	36	0	36	0	26	0	26	0
Electricity: Damaged box	5	1	4	0	9	0	9	0	4	0	4	0
TOTAL	**200**	**2**	**198**	**0**	**207**	**1**	**206**	**0**	**199**	**0**	**199**	**0**
STREET LIGHTS	**Reported**	**Actioning**	**Resolved**	**Resubmitted**	**Reported**	**Actioning**	**Resolved**	**Resubmitted**	**Reported**	**Actioning**	**Resolved**	**Resubmitted**
Street lights: not working	75	29	46	0	58	39	19	0	80	53	27	0
Street lights: Damaged	12	3	9	0	3	2	1	0	1	1	0	0
Street lights: On permanently	0	0	0	0	0	0	0	0	0	0	0	0
TOTAL	**87**	**32**	**55**	**0**	**61**	**41**	**20**	**0**	**81**	**54**	**27**	**0**
ENVIRONMENT	**Reported**	**Actioning**	**Resolved**	**Resubmitted**	**Reported**	**Actioning**	**Resolved**	**Resubmitted**	**Reported**	**Actioning**	**Resolved**	**Resubmitted**
Environment: Damaged Pavement	36	17	19	0	18	8	10	0	13	12	1	0
Environment: Dumped Rubbish	22	5	17	0	44	12	31	1	19	3	16	0
Environment: Needs Mowing	14	11	3	0	23	17	6	0	15	13	2	0
Environment: Fallen Tree	4	0	4	0	7	3	4	0	7	5	2	0
Environment: Graffiti	0	0	0	0	0	0	0	0	1	0	1	0
Environment: Animal remains	6	0	6	0	5	0	5	0	5	0	5	0
TOTAL	**82**	**33**	**49**	**0**	**97**	**40**	**56**	**1**	**60**	**33**	**27**	**0**
REFUSE	**Reported**	**Actioning**	**Resolved**	**Resubmitted**	**Reported**	**Actioning**	**Resolved**	**Resubmitted**	**Reported**	**Actioning**	**Resolved**	**Resubmitted**
Refuse: not collected	48	4	44	0	18	2	16	0	16	0	16	0
TOTAL	**48**	**4**	**44**	**0**	**18**	**2**	**16**	**0**	**16**	**0**	**16**	**0**
STREET SIGNS	**Reported**	**Actioning**	**Resolved**	**Resubmitted**	**Reported**	**Actioning**	**Resolved**	**Resubmitted**	**Reported**	**Actioning**	**Resolved**	**Resubmitted**
Street Signs: Damaged	2	2	0	0	1	1	0	0	2	2	0	0
Street Signs: Missing	4	3	1	0	12	8	4	0	4	2	2	0
TOTAL	**6**	**5**	**1**	**0**	**13**	**9**	**4**	**0**	**6**	**4**	**2**	**0**
ROADS	**Reported**	**Actioning**	**Resolved**	**Resubmitted**	**Reported**	**Actioning**	**Resolved**	**Resubmitted**	**Reported**	**Actioning**	**Resolved**	**Resubmitted**
Roads: Potholes	305	34	270	1	576	22	554	0	801	12	789	0
Roads: Lines missing	1	1	0	0	2	1	1	0	3	0	3	0
TOTAL	**306**	**35**	**270**	**1**	**578**	**23**	**555**	**0**	**804**	**12**	**792**	**0**
TRAFFIC LIGHTS	**Reported**	**Actioning**	**Resolved**	**Resubmitted**	**Reported**	**Actioning**	**Resolved**	**Resubmitted**	**Reported**	**Actioning**	**Resolved**	**Resubmitted**
Traffic lights: Damaged	0	0	0	0	0	0	0	0	0	0	0	0
Traffic lights: Lights Out	0	0	0	0	0	0	0	0	0	0	0	0
Traffic lights: Timing Out	0	0	0	0	0	0	0	0	0	0	0	0
TOTAL	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**
OTHER:	**Reported**	**Actioning**	**Resolved**	**Resubmitted**	**Reported**	**Actioning**	**Resolved**	**Resubmitted**	**Reported**	**Actioning**	**Resolved**	**Resubmitted**
Other:	84	15	68	1	72	11	61	0	58	8	50	0
TOTAL	**84**	**15**	**68**	**1**	**72**	**11**	**61**	**0**	**58**	**8**	**50**	**0**
TOTALS	**Reported**	**Actioning**	**Resolved**	**Resubmitted**	**Reported**	**Actioning**	**Resolved**	**Resubmitted**	**Reported**	**Actioning**	**Resolved**	**Resubmitted**
	2958	**247**	**2708**	**2**	**2587**	**245**	**2341**	**1**	**2830**	**265**	**2565**	**0**

i. SERVICE DELIVERY REQUESTS TRENDS JULY 2018 – MARCH 2019:

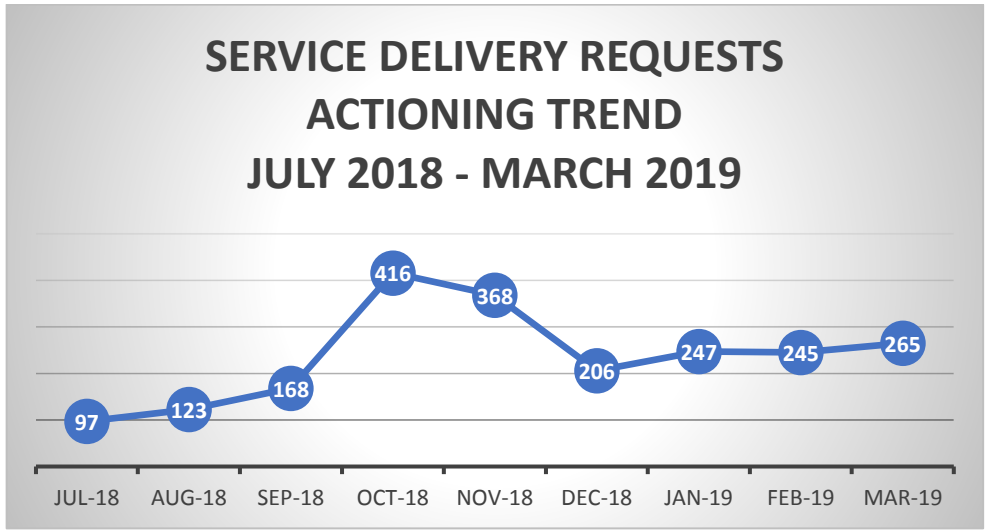
REPORTED



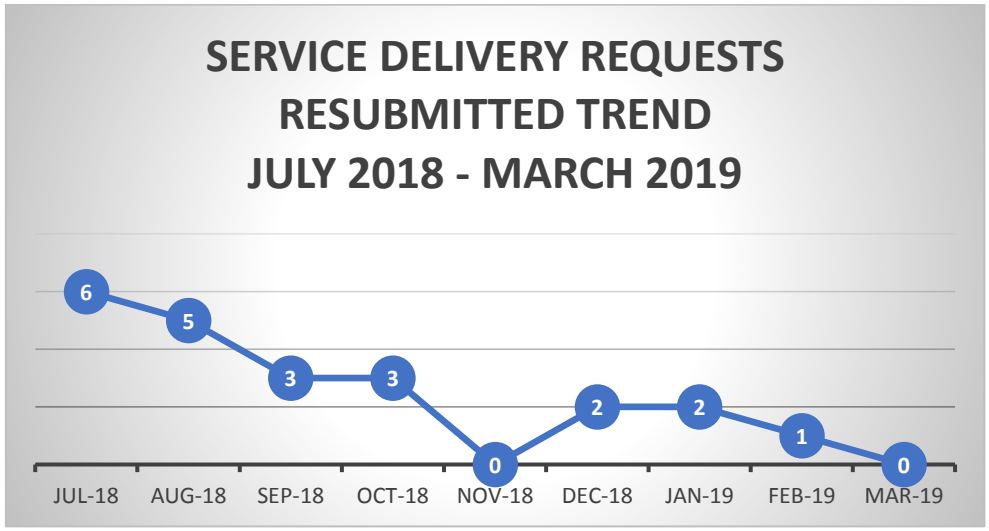
RESOLVED



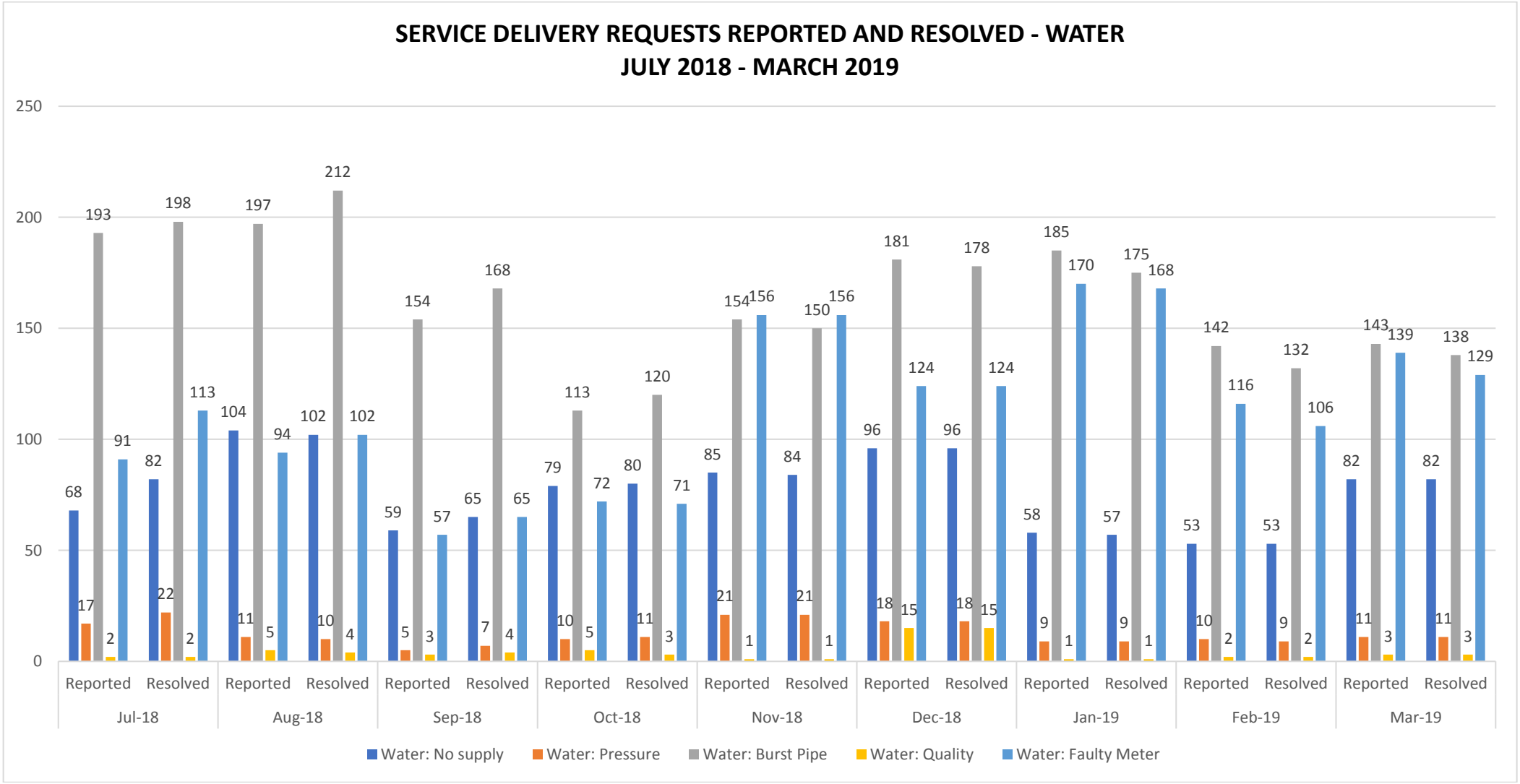
ACTIONING



RESUBMITTED

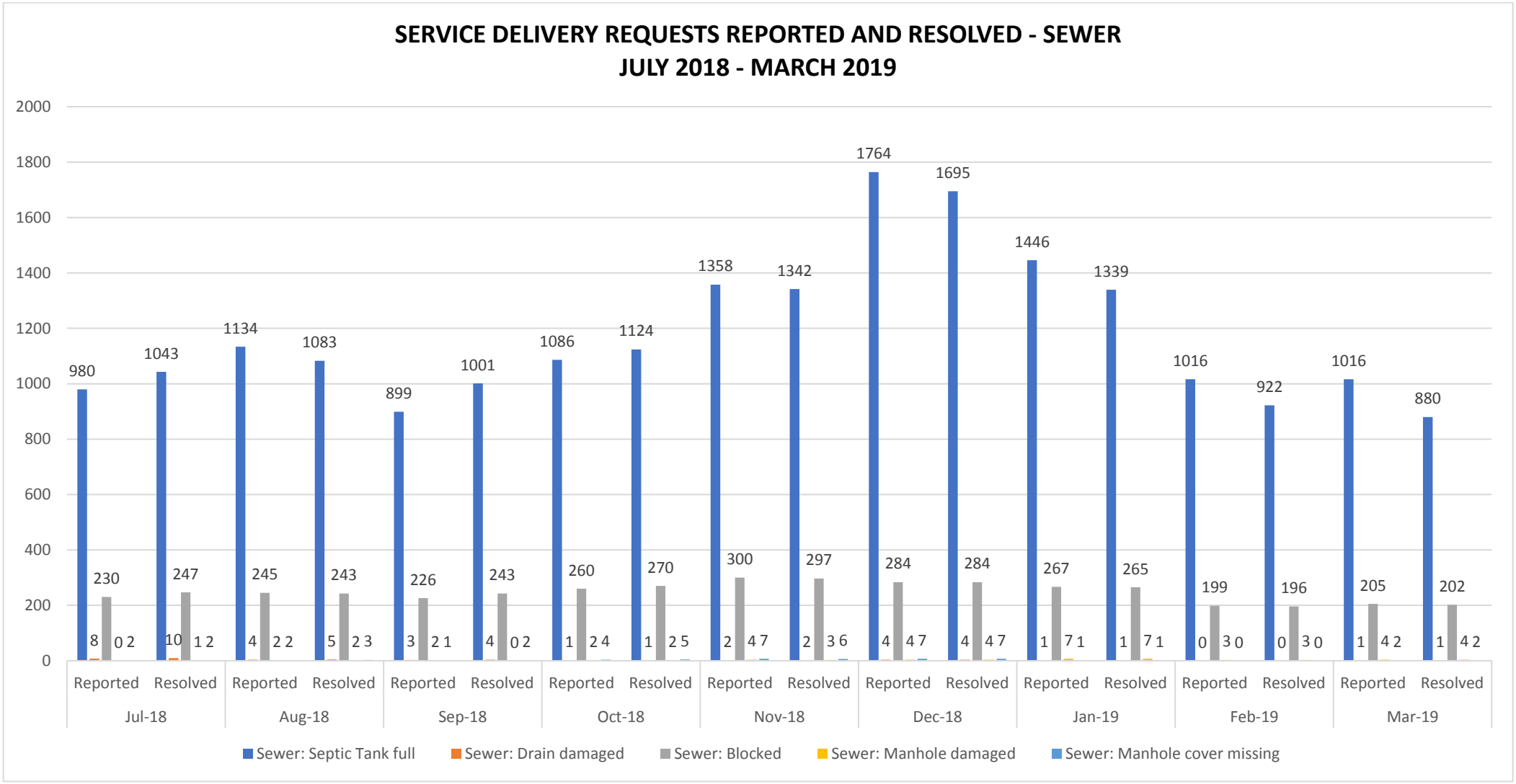


ii. WATER SERVICE DELIVERY REQUESTS REPORTED AND RESOLVED – JULY 2018 – MARCH 2019



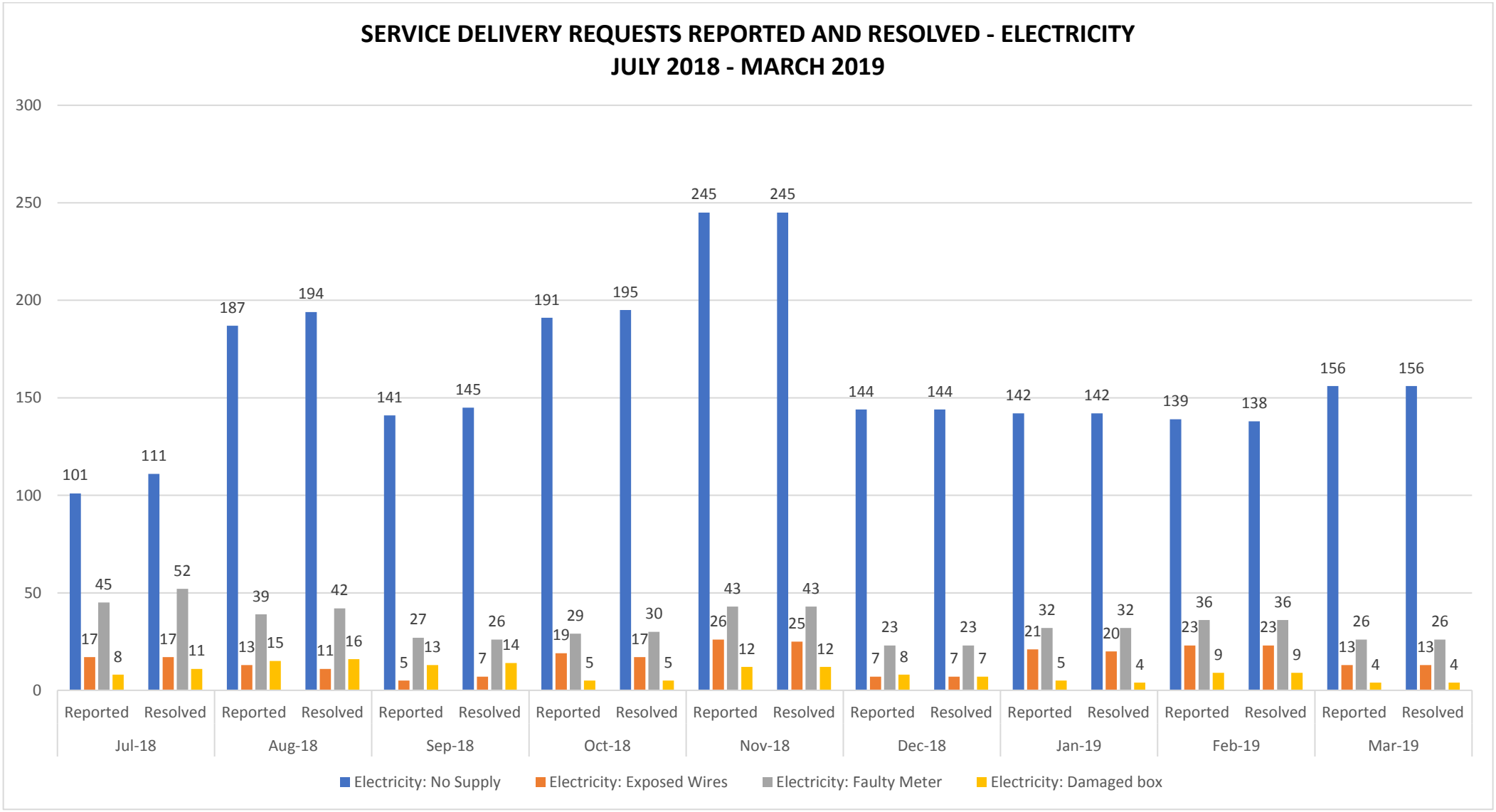
* Burst pipes and faulty water meters are the highest number of reported issues.

iii) SEWER SERVICE DELIVERY REQUESTS REPORTED AND RESOLVED – JULY 2018 – MARCH 2019



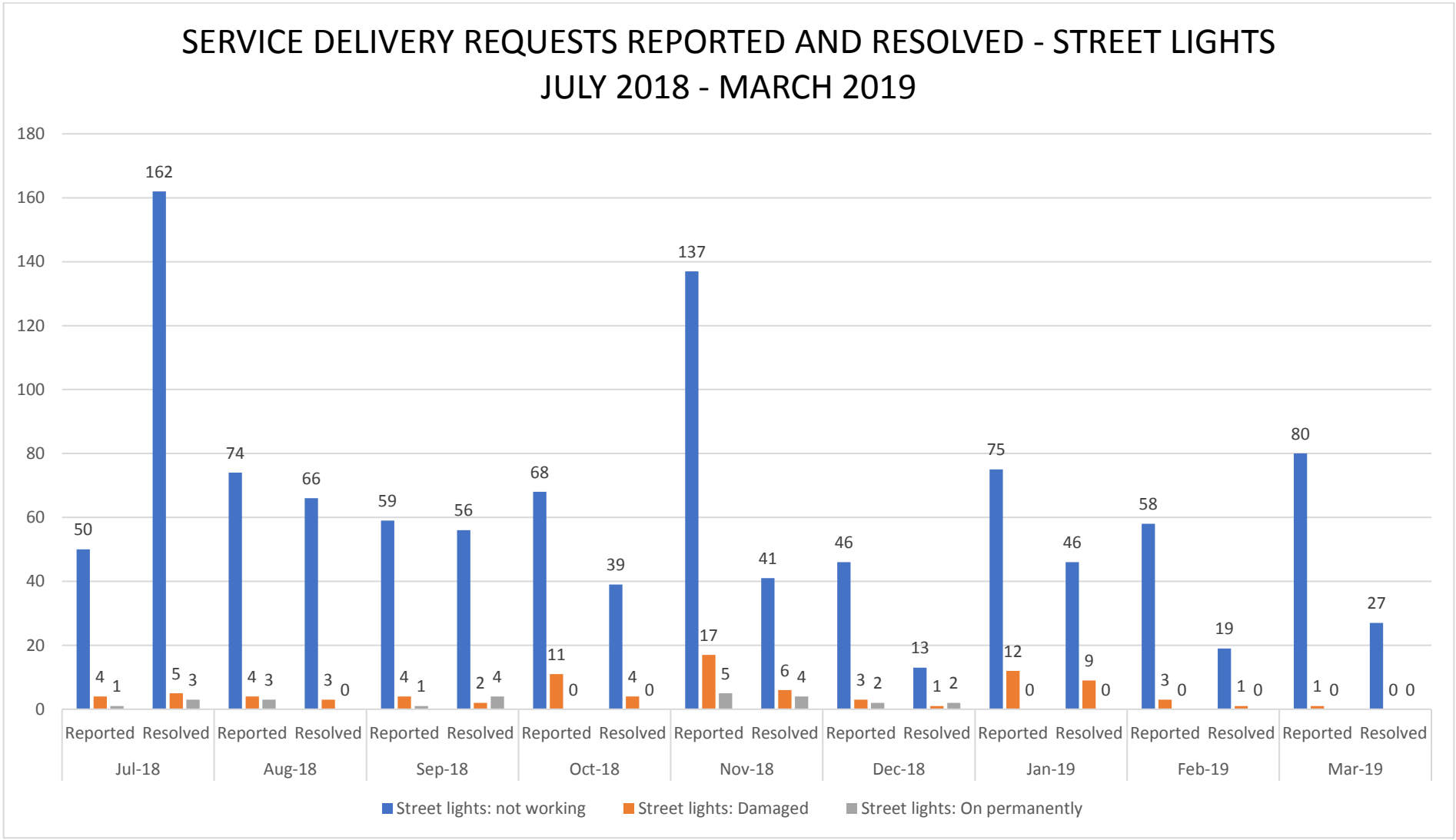
* Septic tank full and Sewer blocked are the highest number of reported issues.

iv) ELECTRICITY SERVICE DELIVERY REQUESTS REPORTED AND RESOLVED – JULY 2018 – MARCH 2019



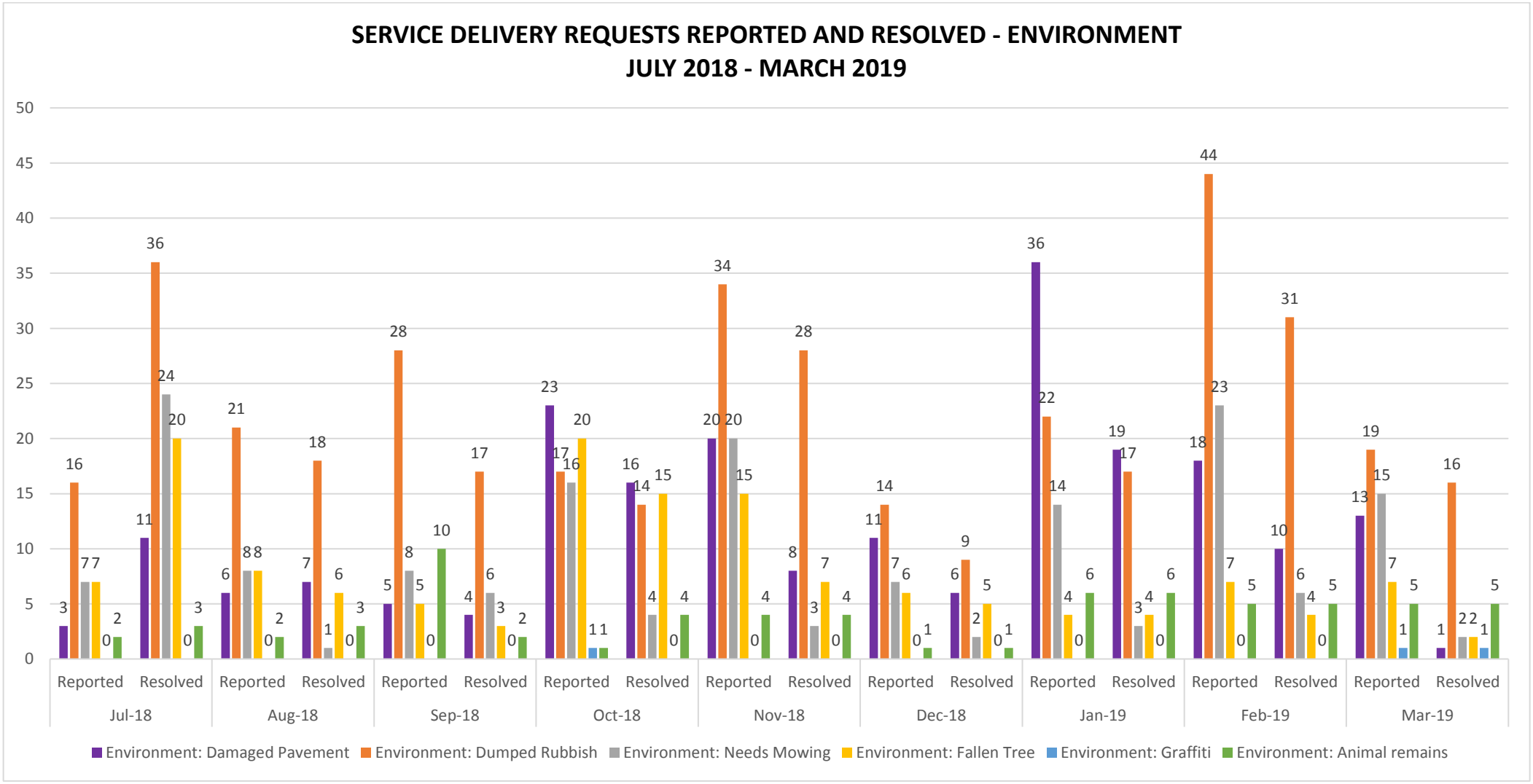
* Electricity no supply is the highest number of reported issues.

v) STREET LIGHTS SERVICE DELIVERY REQUESTS REPORTED AND RESOLVED – JULY 2018 – MARCH 2019



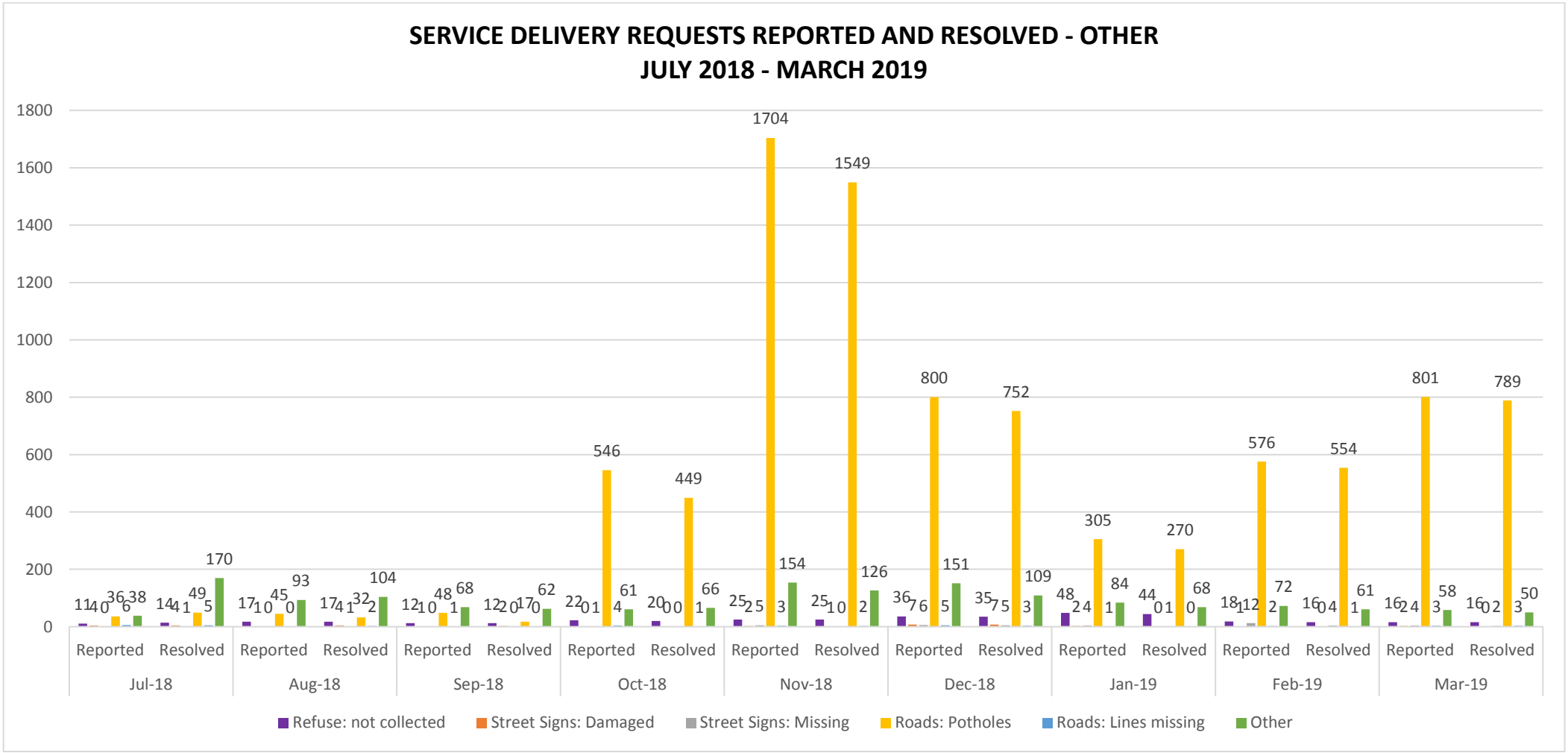
* Street lights not working are the highest number of reported issues.

vi) ENVIRONMENT SERVICE DELIVERY REQUESTS REPORTED AND RESOLVED – JULY 2018 – MARCH 2019



* Dumped rubbish are the highest number of reported issues.

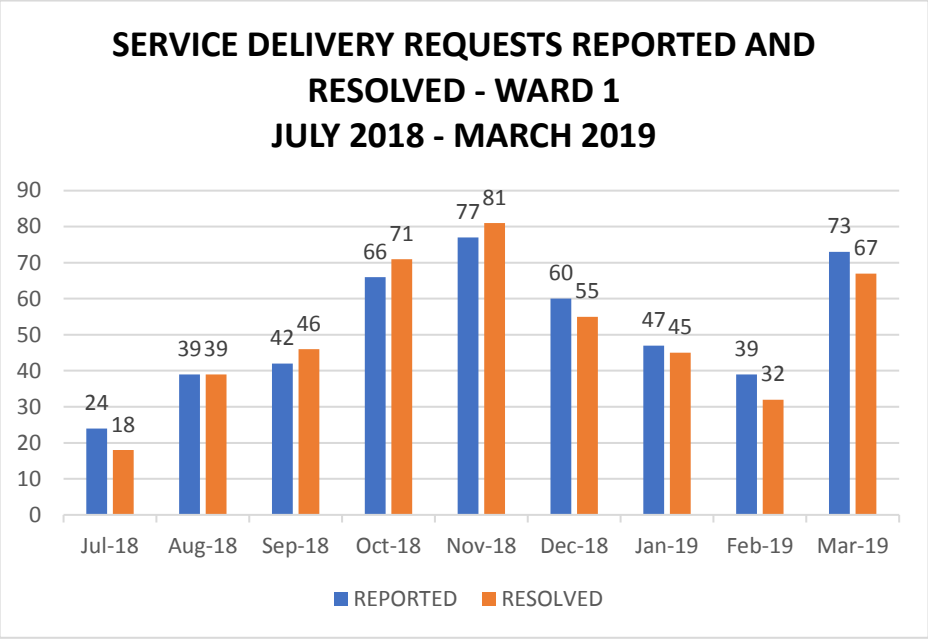
vii) OTHER SERVICE DELIVERY REQUESTS REPORTED AND RESOLVED – JULY 2018 – MARCH 2019



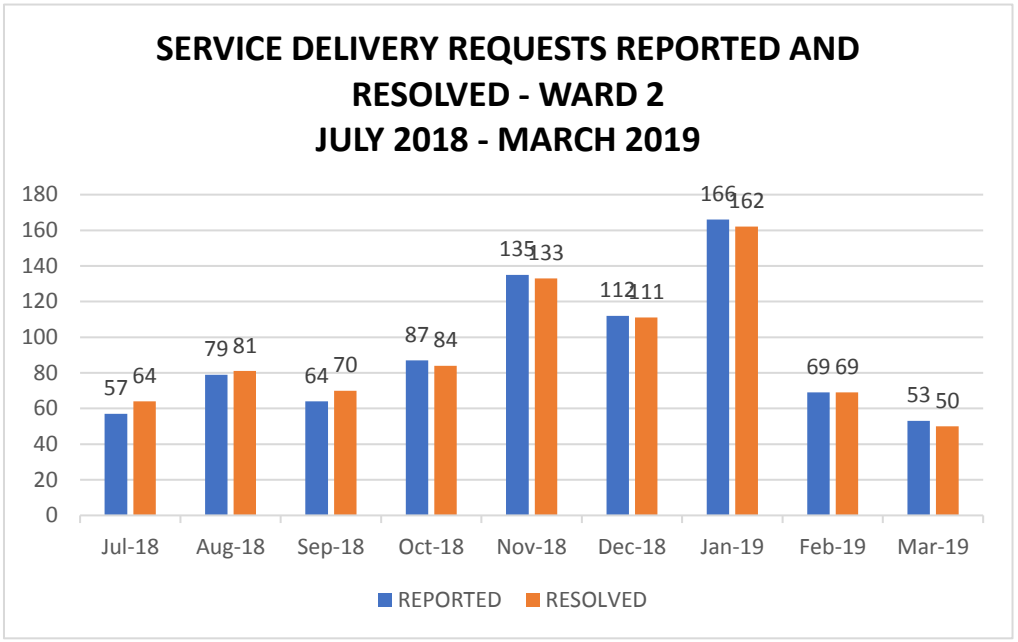
* Roads: potholes are the highest number of reported issues.

viii) SERVICE DELIVERY REQUESTS REPORTED AND RESOLVED PER WARD JULY 2018 – MARCH 2019:

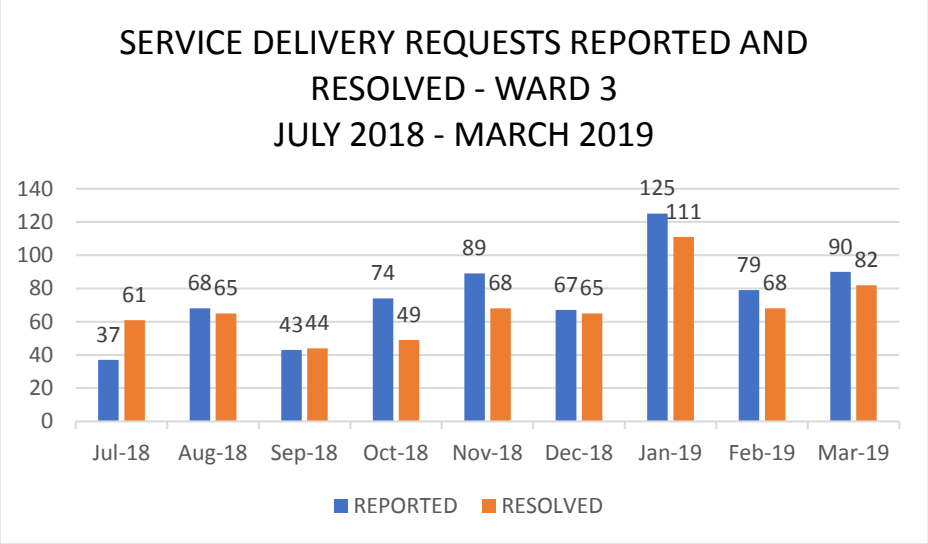
WARD 1



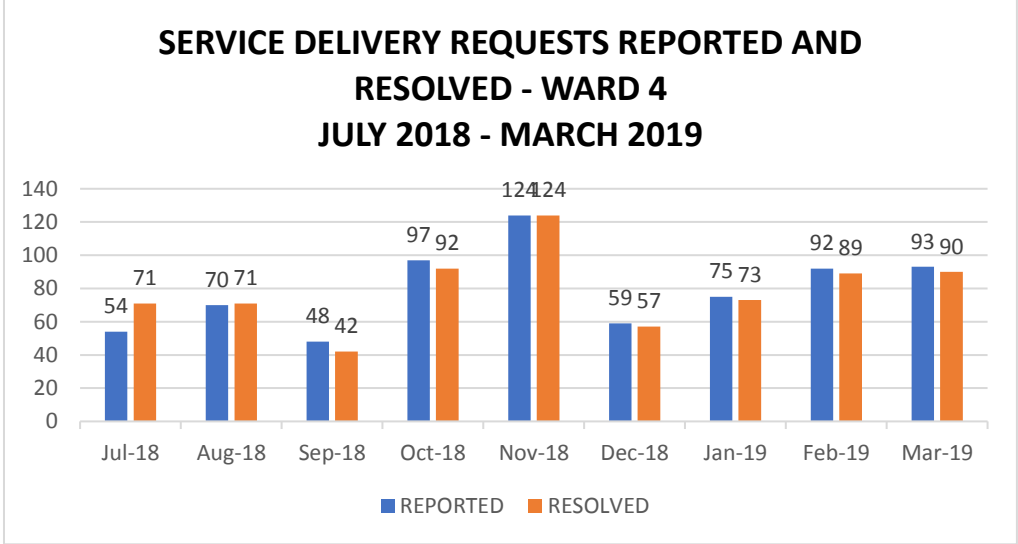
WARD 2



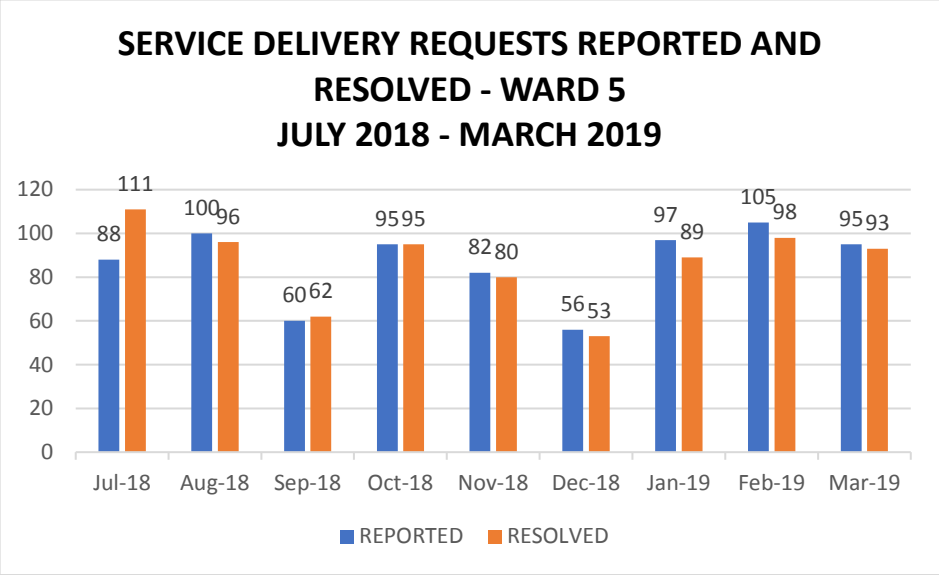
WARD 3



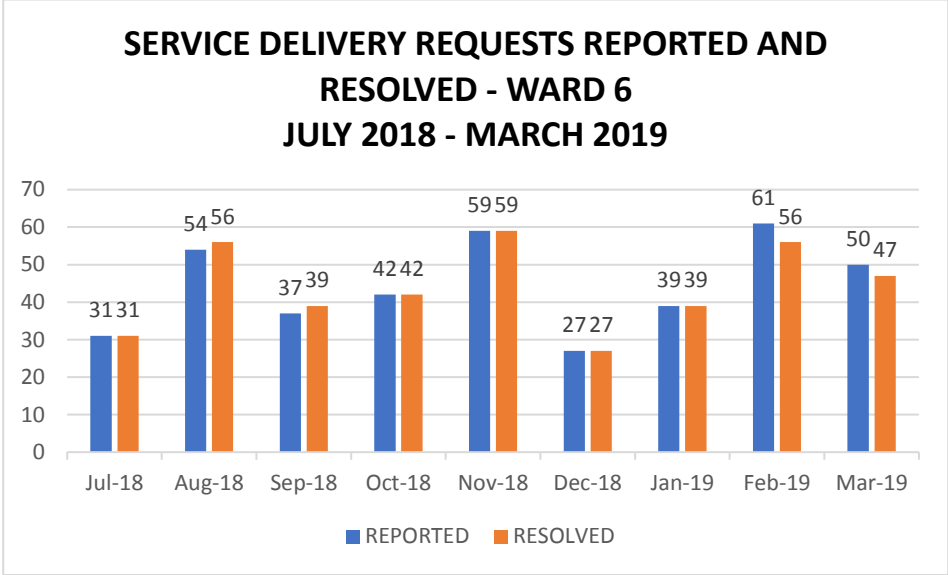
WARD 4



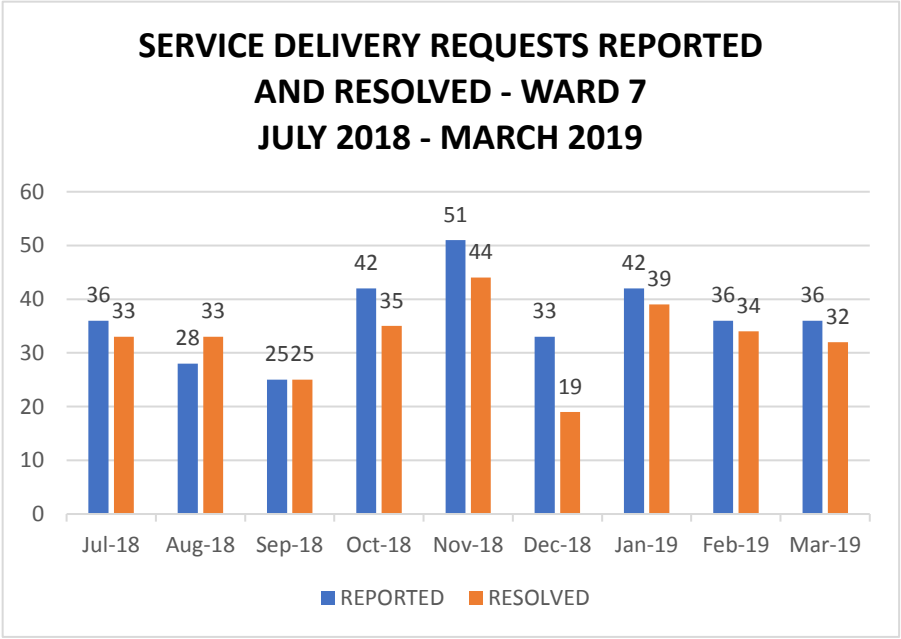
WARD 5



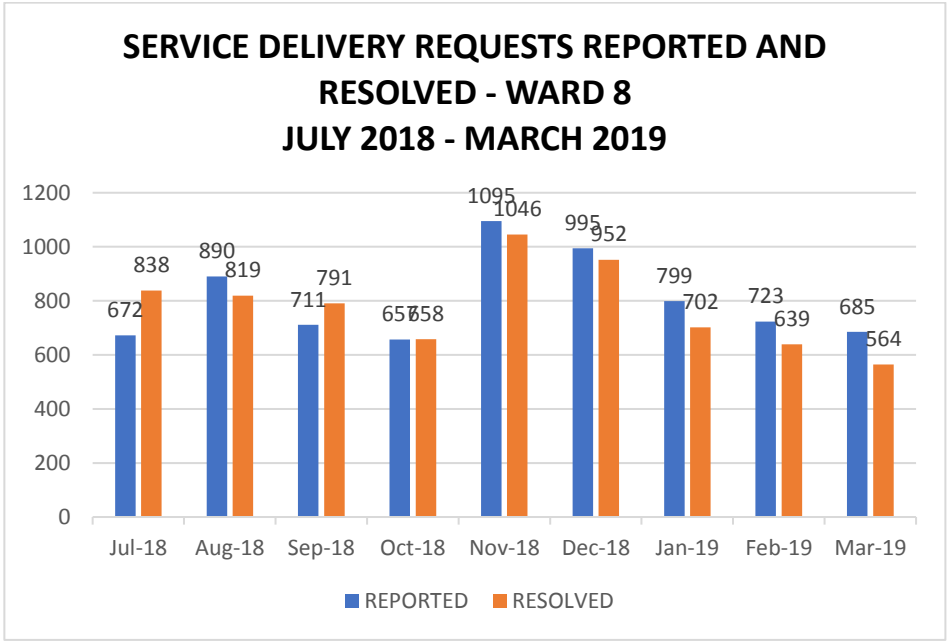
WARD 6



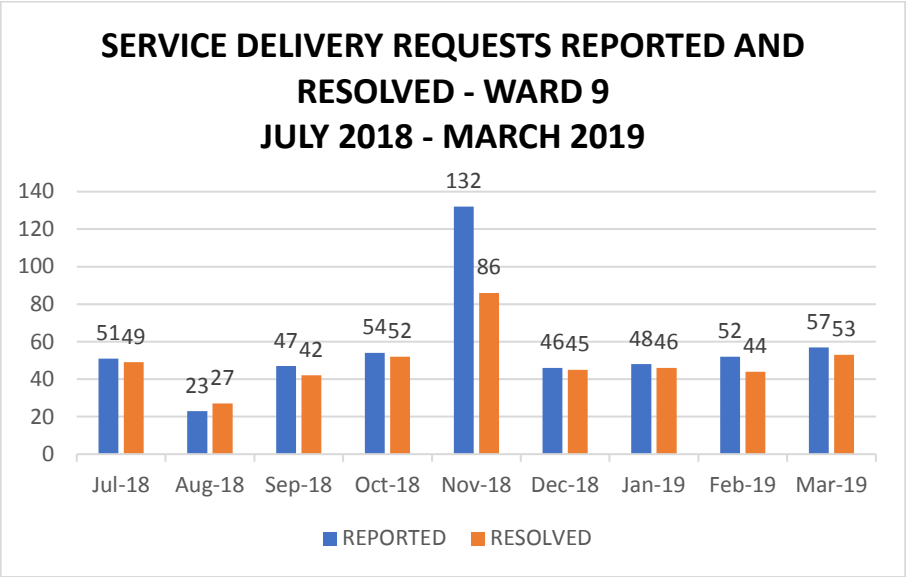
WARD 7



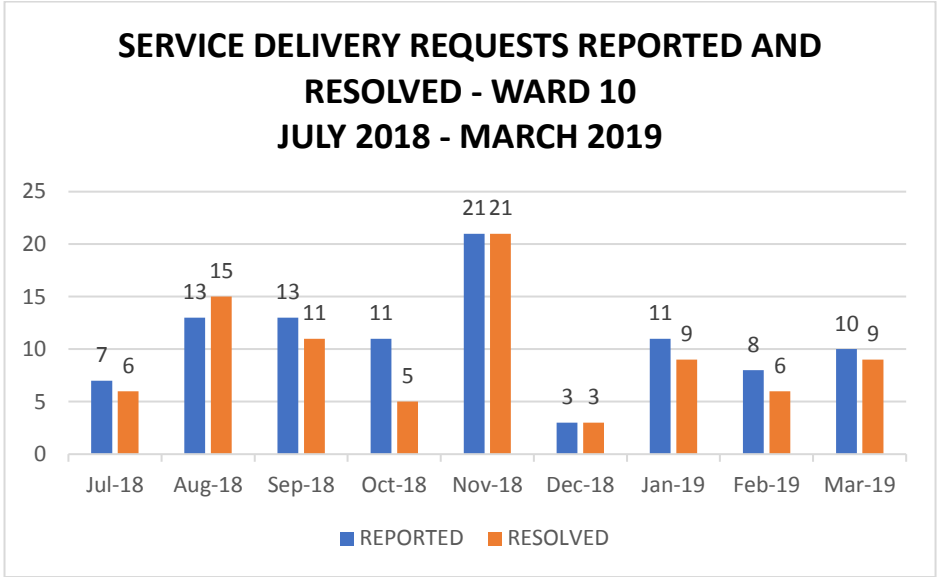
WARD 8



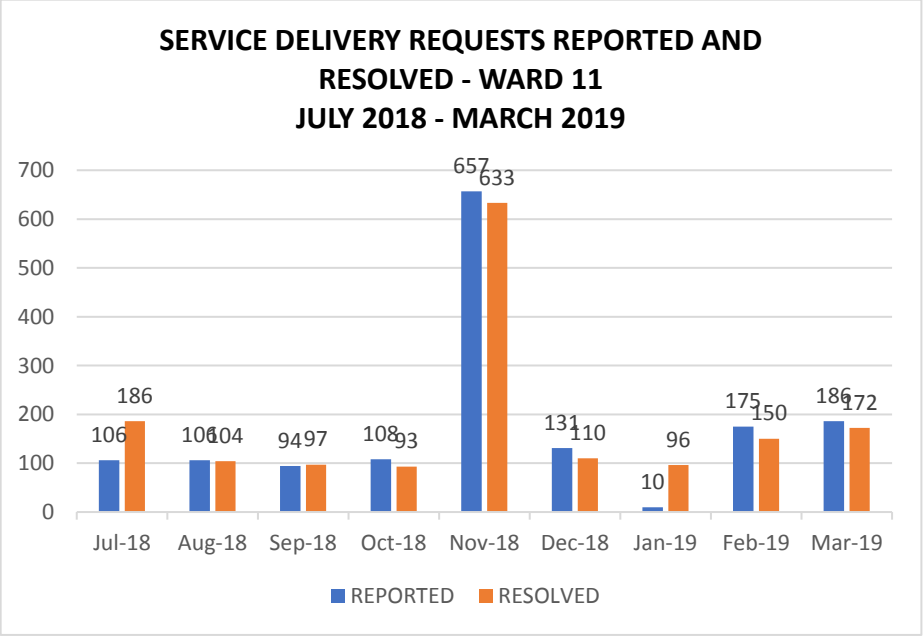
WARD 9



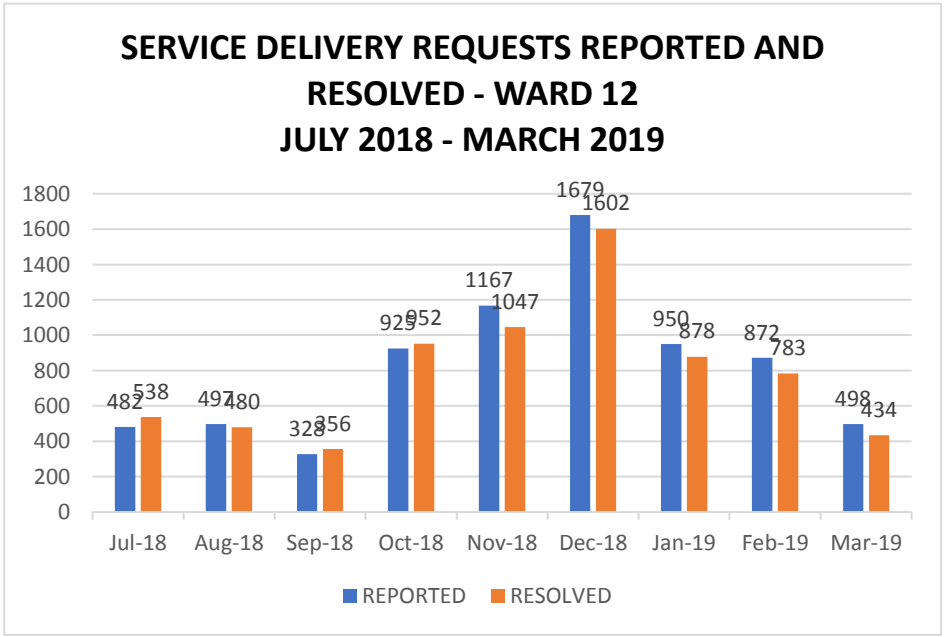
WARD 10



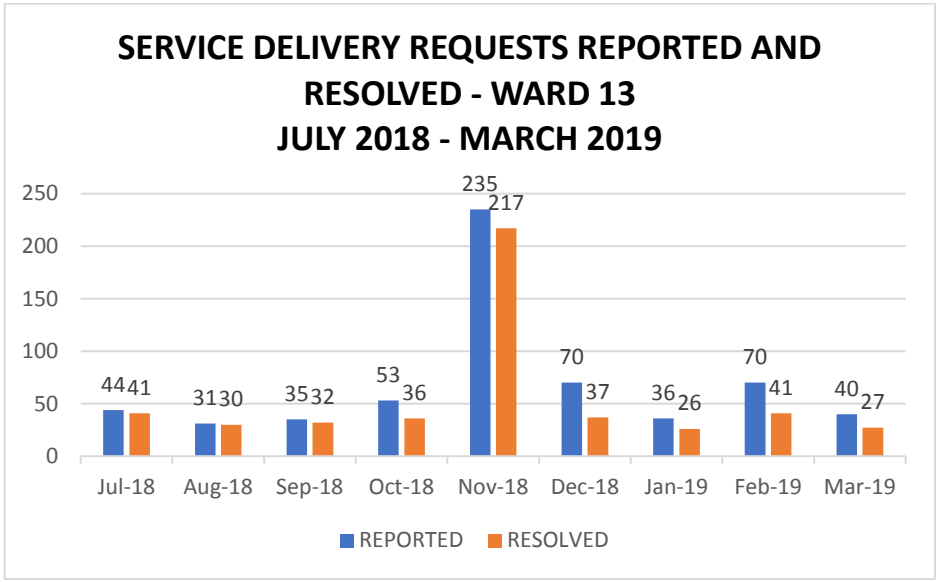
WARD 11



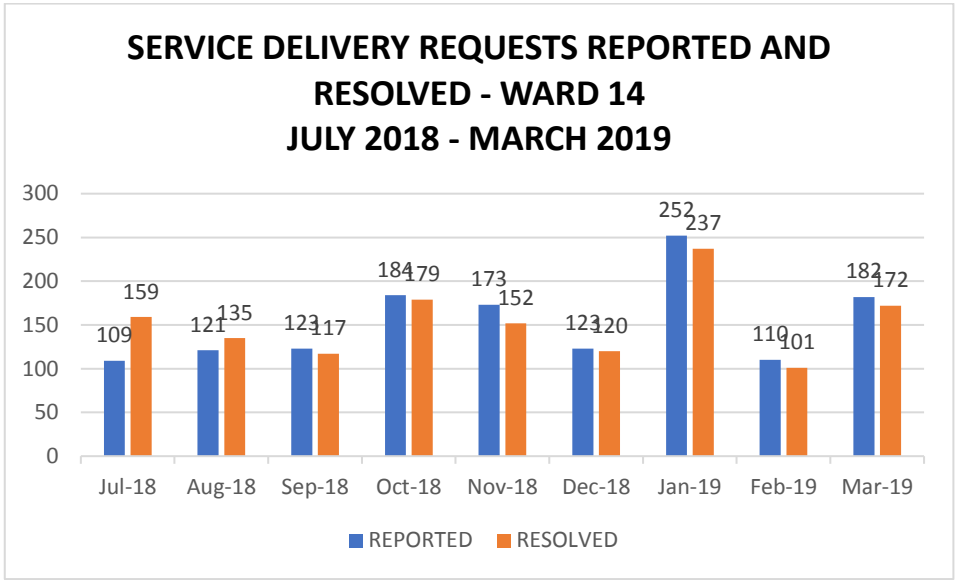
WARD 12



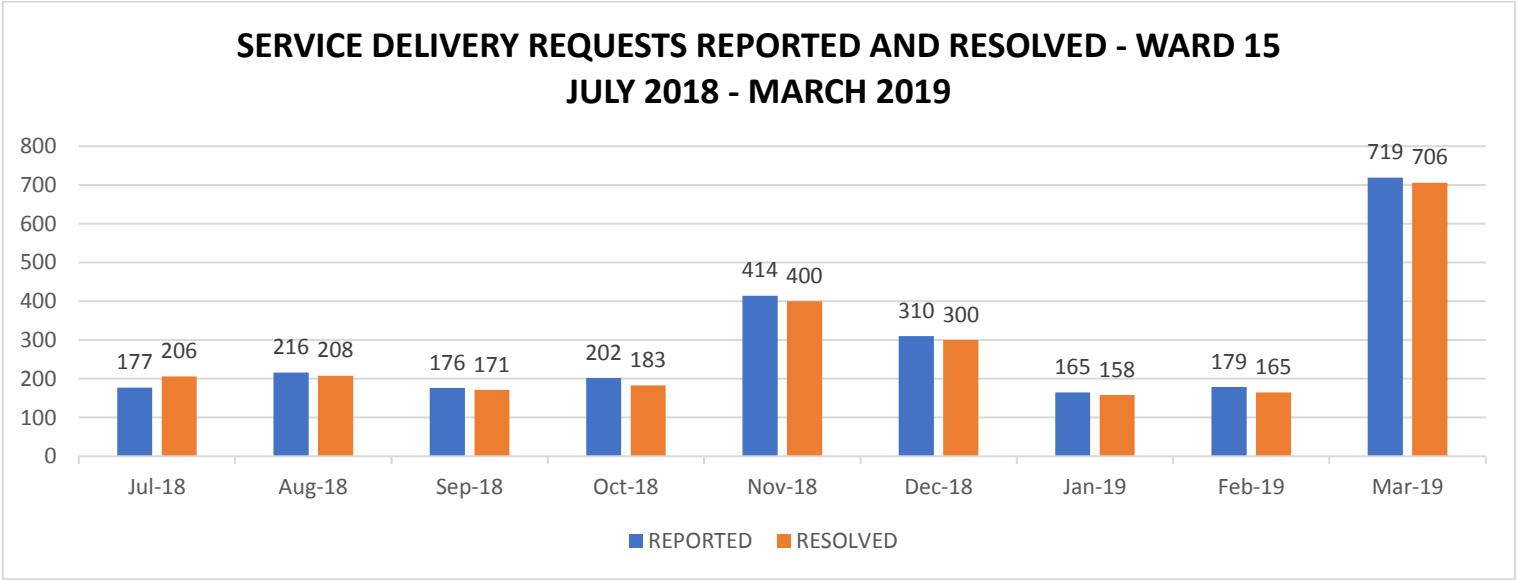
WARD 13



WARD 14

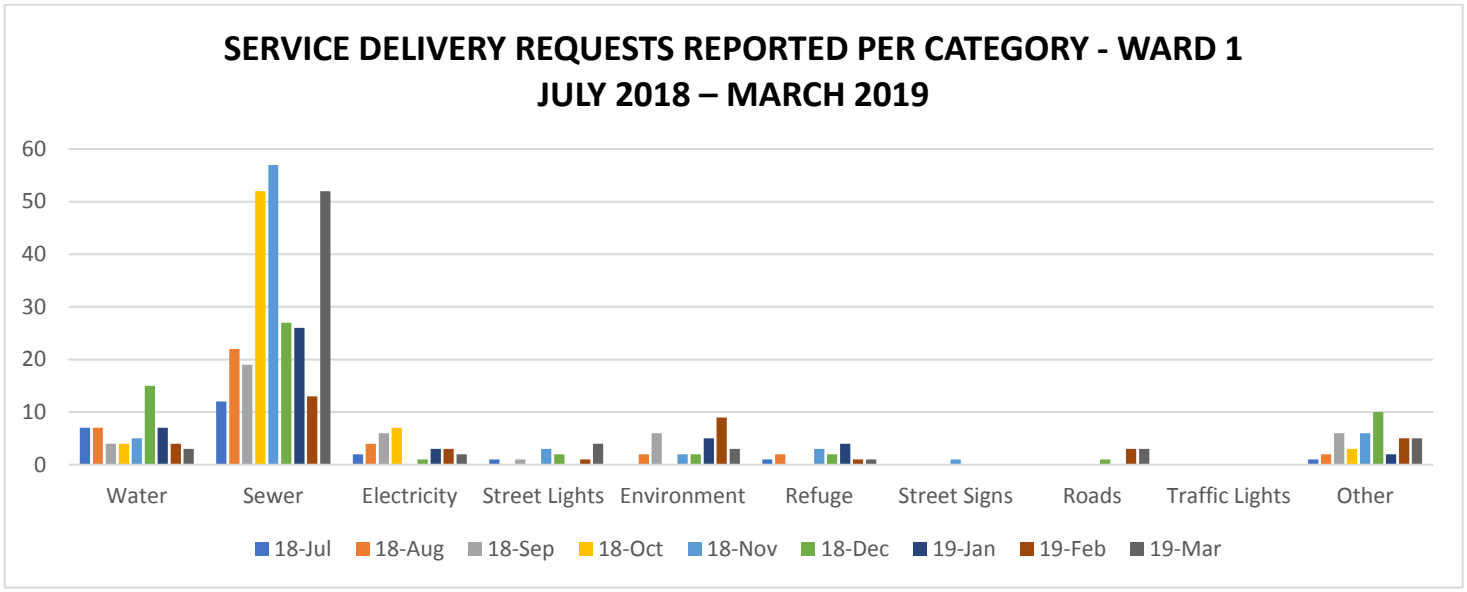


WARD 15

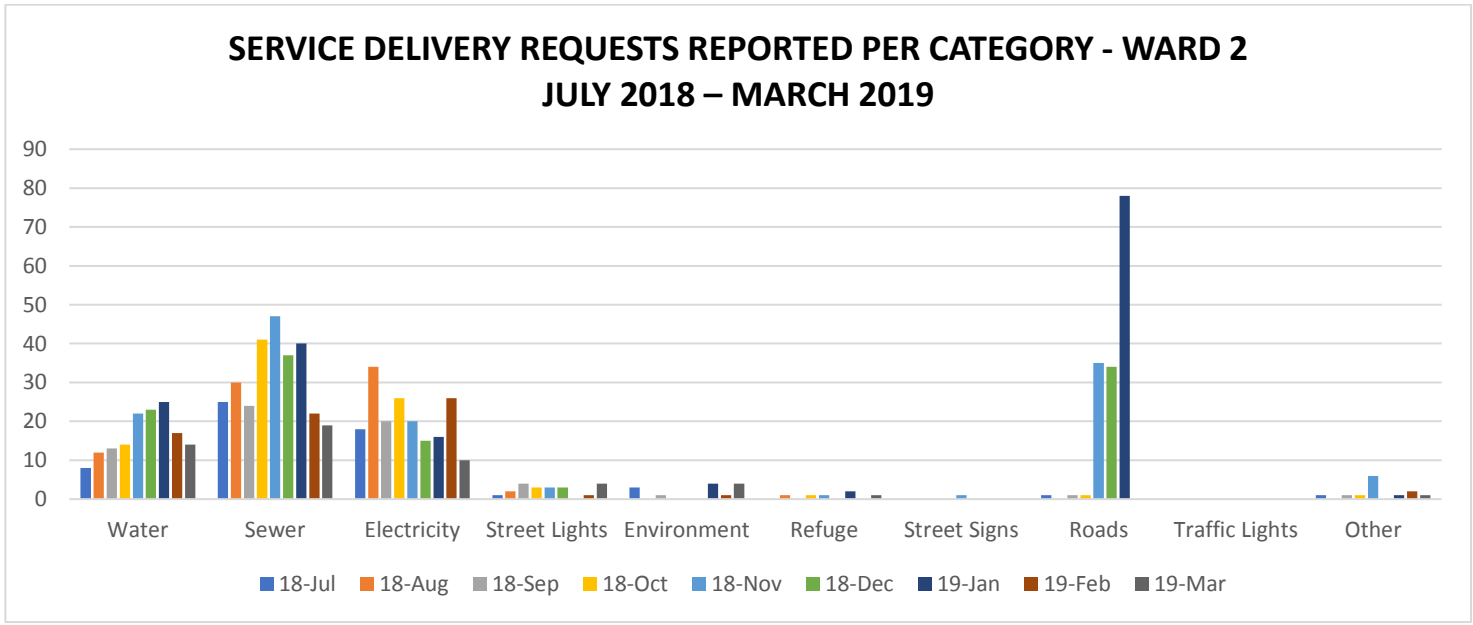


ix) SERVICE DELIVERY REQUESTS REPORTED PER CATEGORY FOR EACH WARD JULY 2018 – MARCH 2019:

WARD 1



WARD 2



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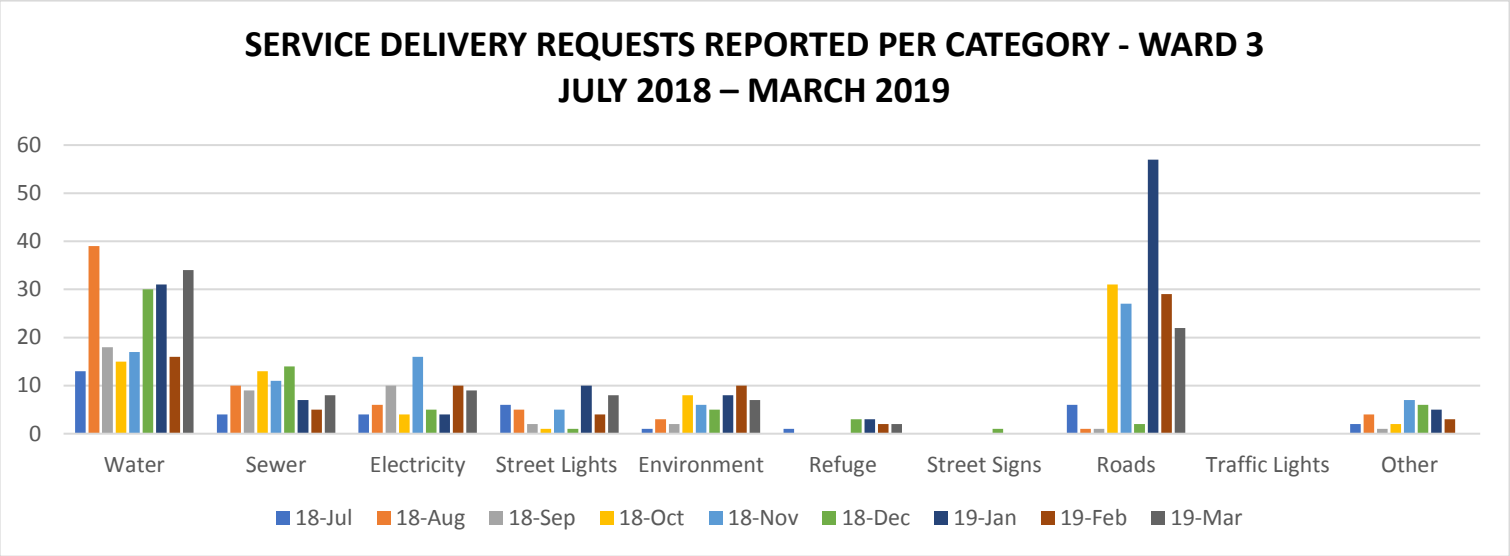
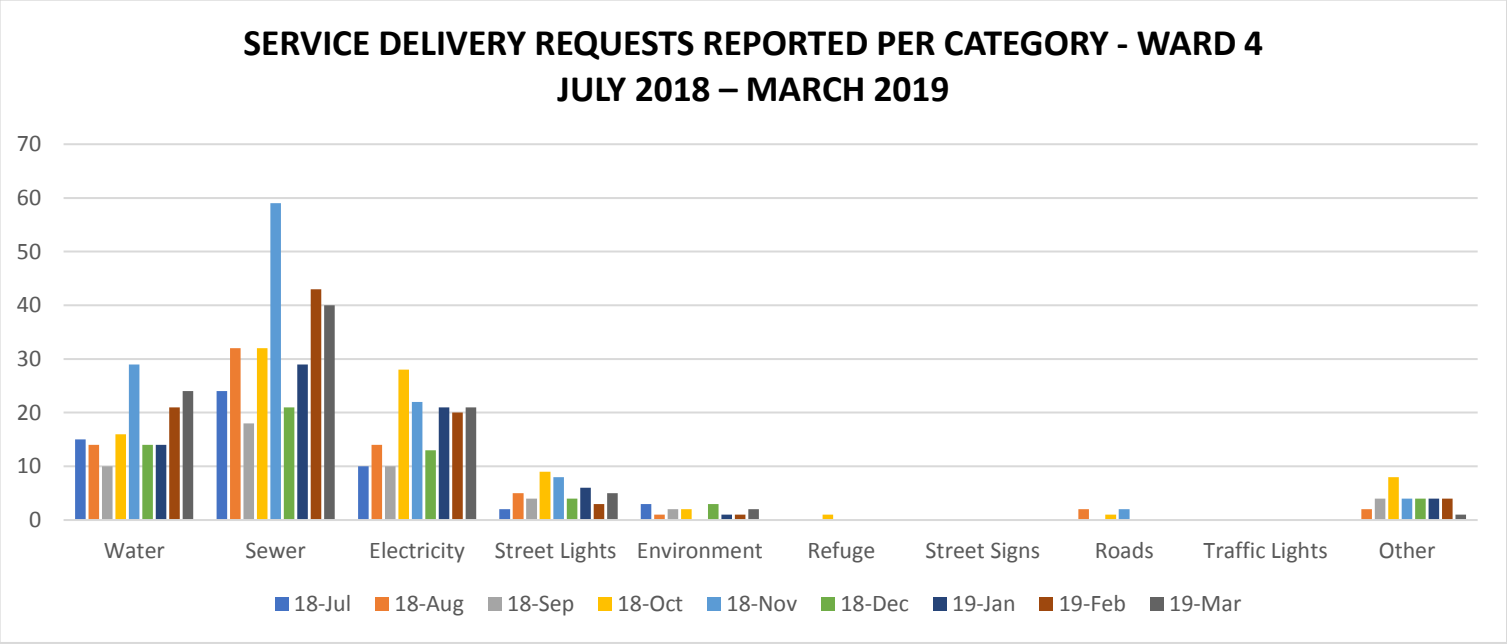
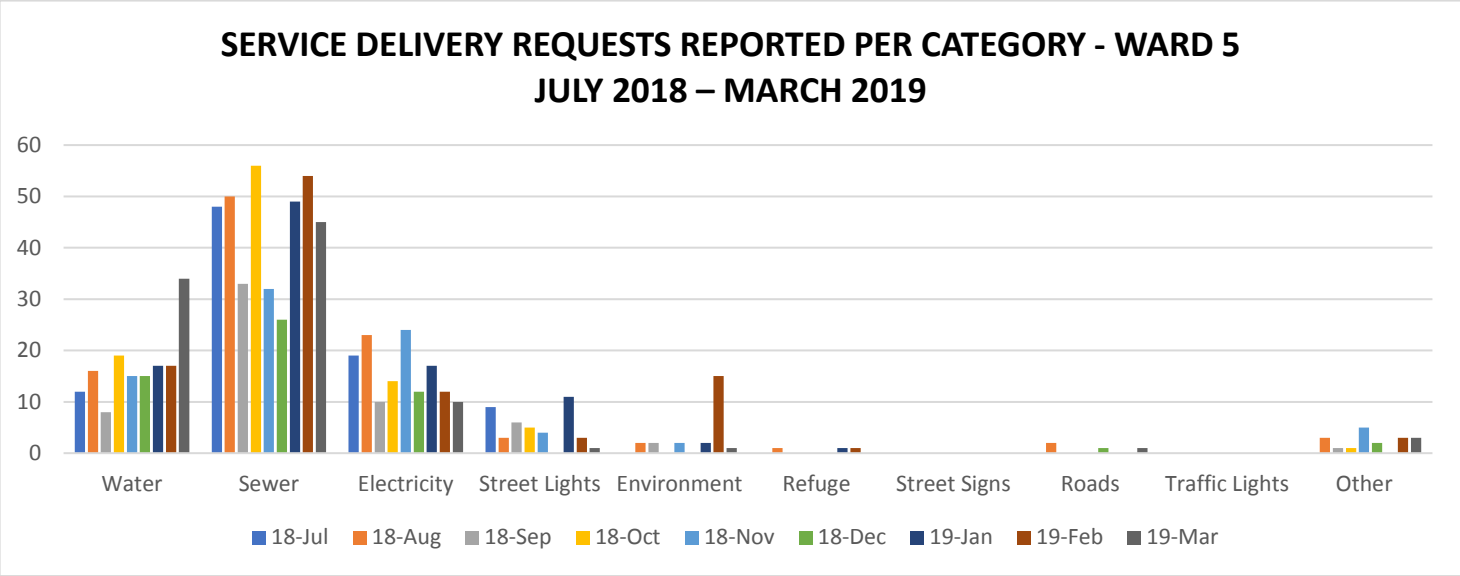

SERVICE DELIVERY REQUESTS REPORTED PER CATEGORY - WARD 3
JULY 2018 – MARCH 2019
60
50
40
30
20
10
0
Water
Sewer
Electricity
Street Lights
Environment
Refuge
Street Signs
Roads
Traffic Lights
Other
18-Jul
18-Aug
18-Sep
18-Oct
18-Nov
18-Dec
19-Jan
19-Feb
19-Mar

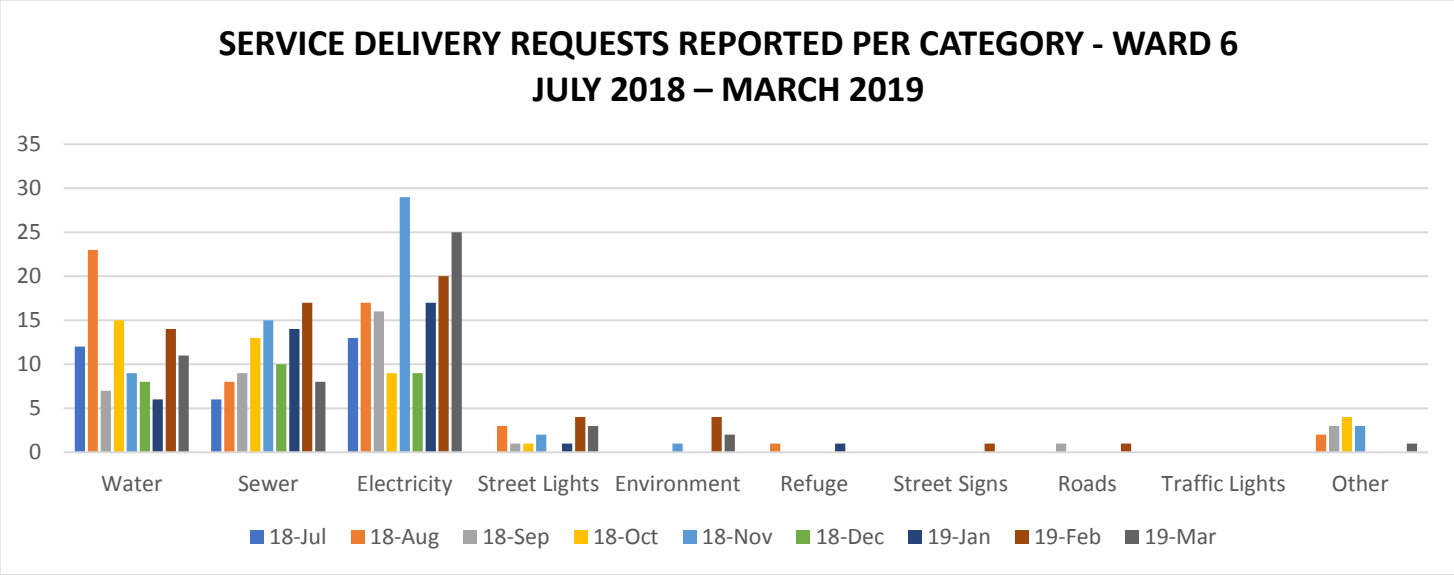
WARD 4


SERVICE DELIVERY REQUESTS REPORTED PER CATEGORY - WARD 4
JULY 2018 – MARCH 2019
70
60
50
40
30
20
10
0
Water
Sewer
Electricity
Street Lights
Environment
Refuge
Street Signs
Roads
Traffic Lights
Other
18-Jul
18-Aug
18-Sep
18-Oct
18-Nov
18-Dec
19-Jan
19-Feb
19-Mar

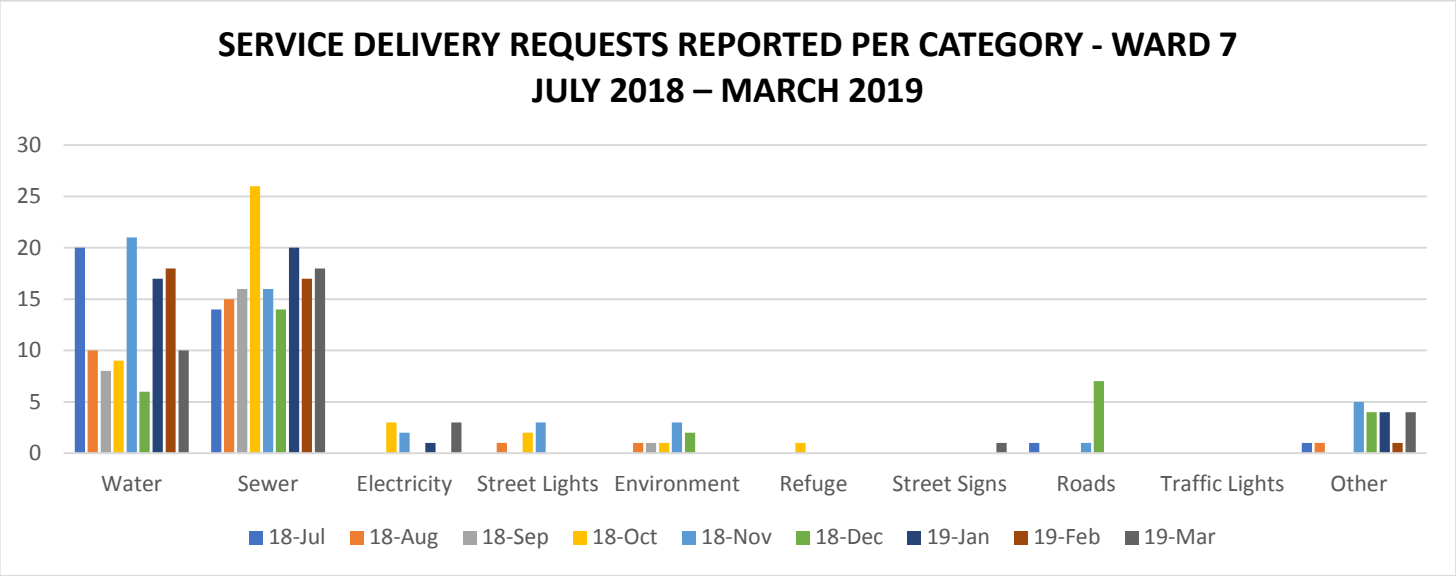
WARD 5


SERVICE DELIVERY REQUESTS REPORTED PER CATEGORY - WARD 5
JULY 2018 – MARCH 2019
60
50
40
30
20
10
0
Water
Sewer
Electricity
Street Lights
Environment
Refuge
Street Signs
Roads
Traffic Lights
Other
18-Jul
18-Aug
18-Sep
18-Oct
18-Nov
18-Dec
19-Jan
19-Feb
19-Mar

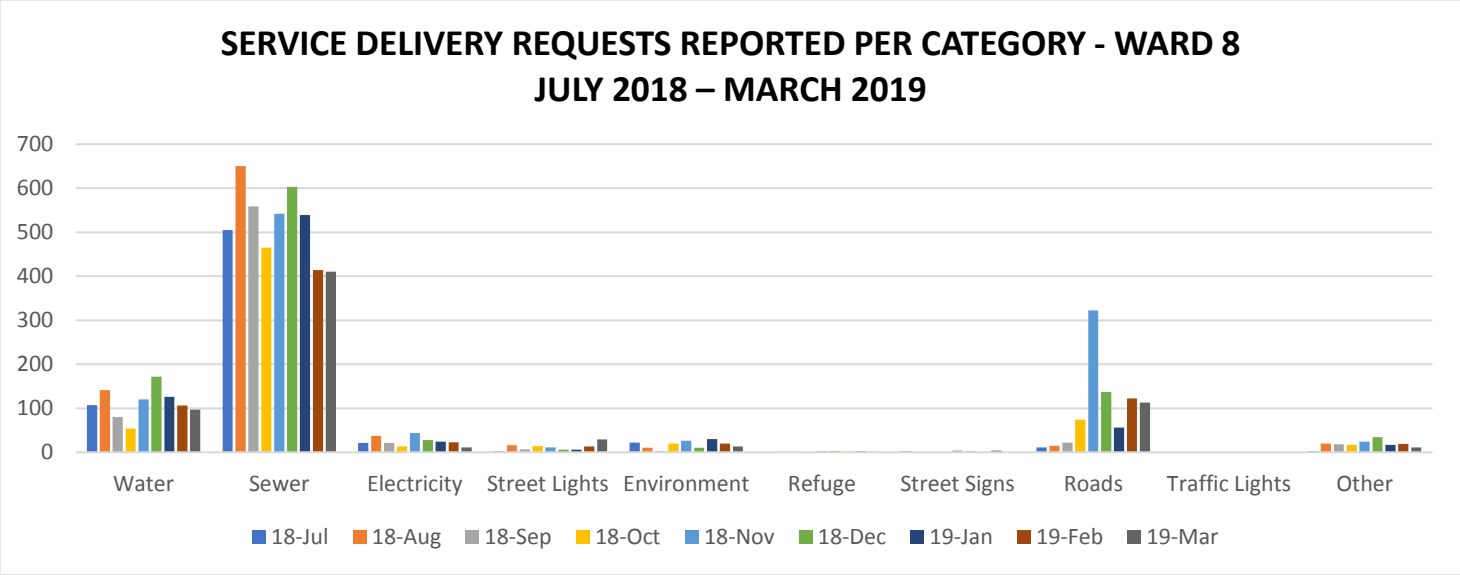
WARD 6


SERVICE DELIVERY REQUESTS REPORTED PER CATEGORY - WARD 6
JULY 2018 – MARCH 2019
35
30
25
20
15
10
5
0
Water
Sewer
Electricity
Street Lights
Environment
Refuge
Street Signs
Roads
Traffic Lights
Other
18-Jul
18-Aug
18-Sep
18-Oct
18-Nov
18-Dec
19-Jan
19-Feb
19-Mar

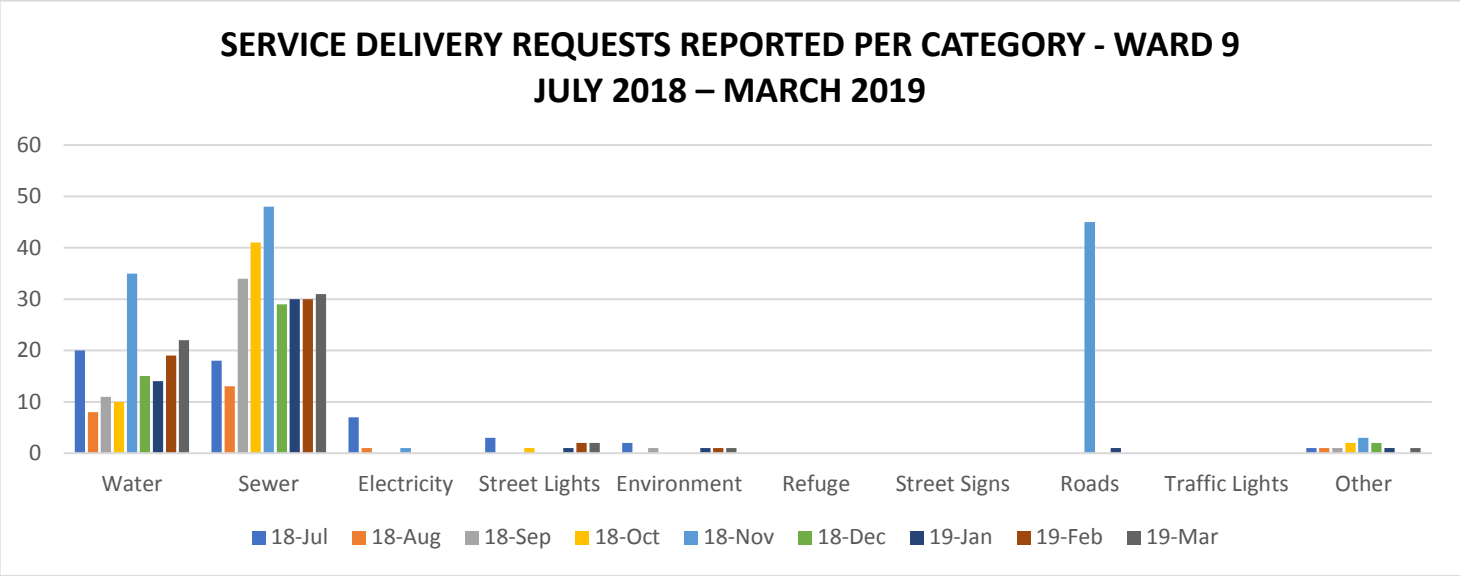
WARD 7


SERVICE DELIVERY REQUESTS REPORTED PER CATEGORY - WARD 7
JULY 2018 – MARCH 2019
30
25
20
15
10
5
0
Water
Sewer
Electricity
Street Lights
Environment
Refuge
Street Signs
Roads
Traffic Lights
Other
18-Jul
18-Aug
18-Sep
18-Oct
18-Nov
18-Dec
19-Jan
19-Feb
19-Mar

WARD 8


SERVICE DELIVERY REQUESTS REPORTED PER CATEGORY - WARD 8
JULY 2018 – MARCH 2019
700
600
500
400
300
200
100
0
Water
Sewer
Electricity
Street Lights
Environment
Refuge
Street Signs
Roads
Traffic Lights
Other
18-Jul
18-Aug
18-Sep
18-Oct
18-Nov
18-Dec
19-Jan
19-Feb
19-Mar

WARD 9



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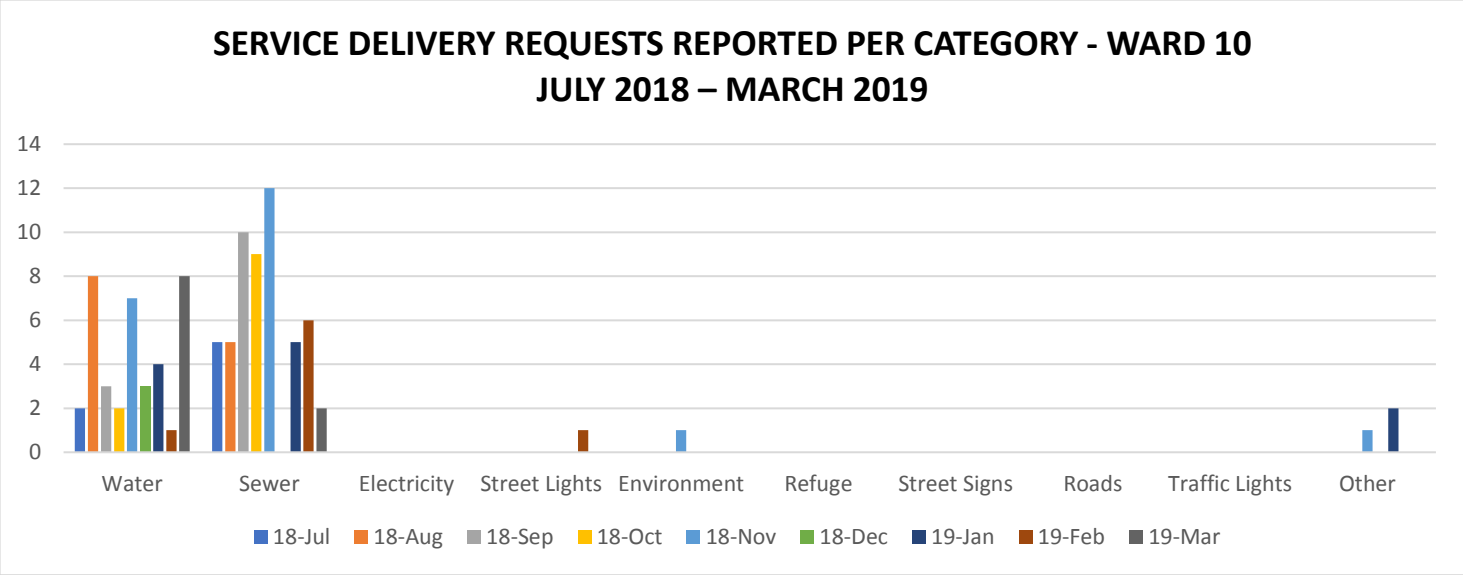

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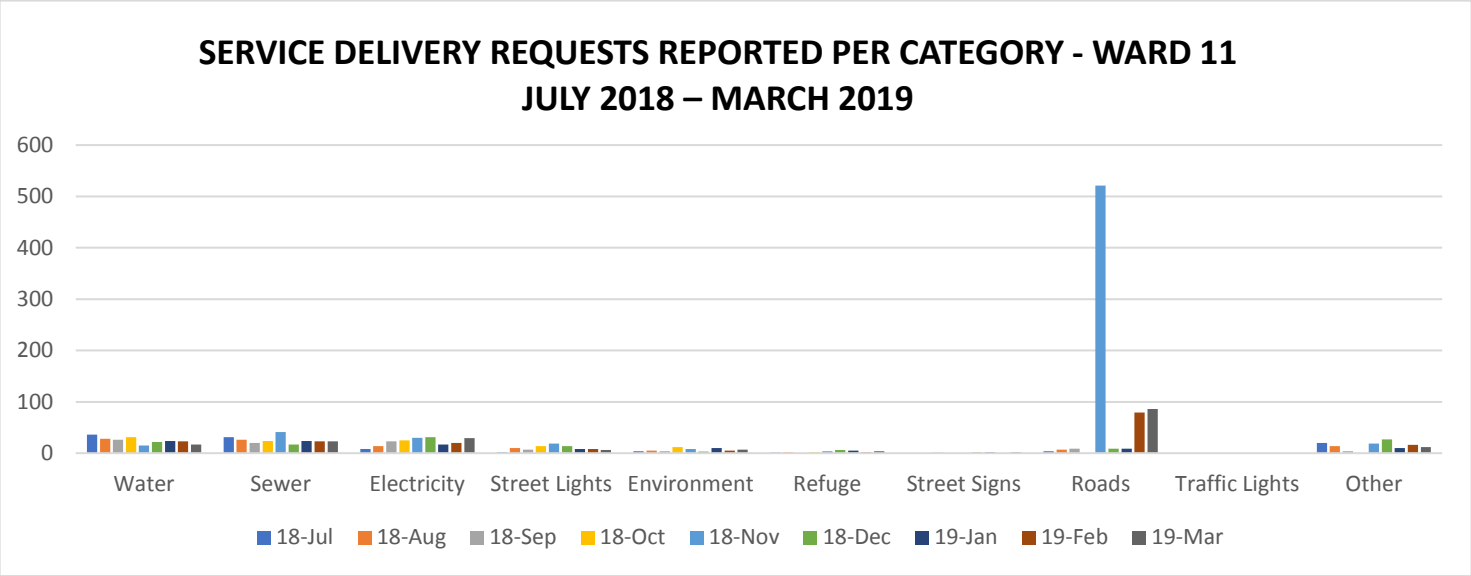

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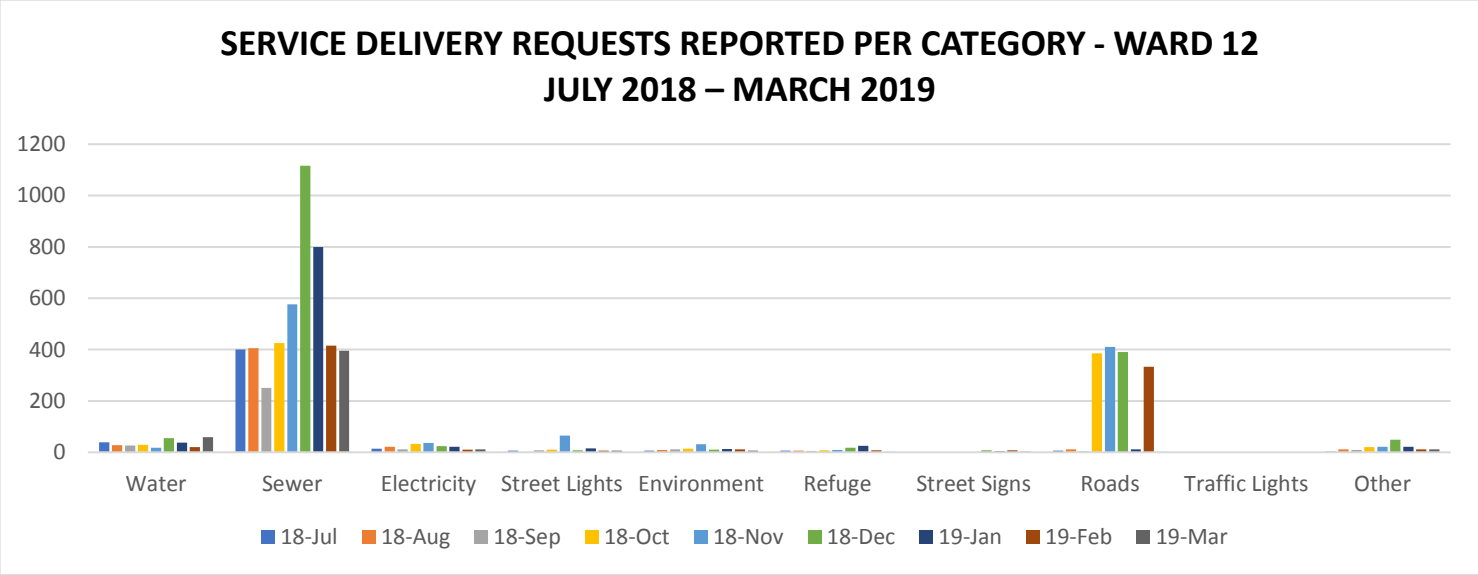

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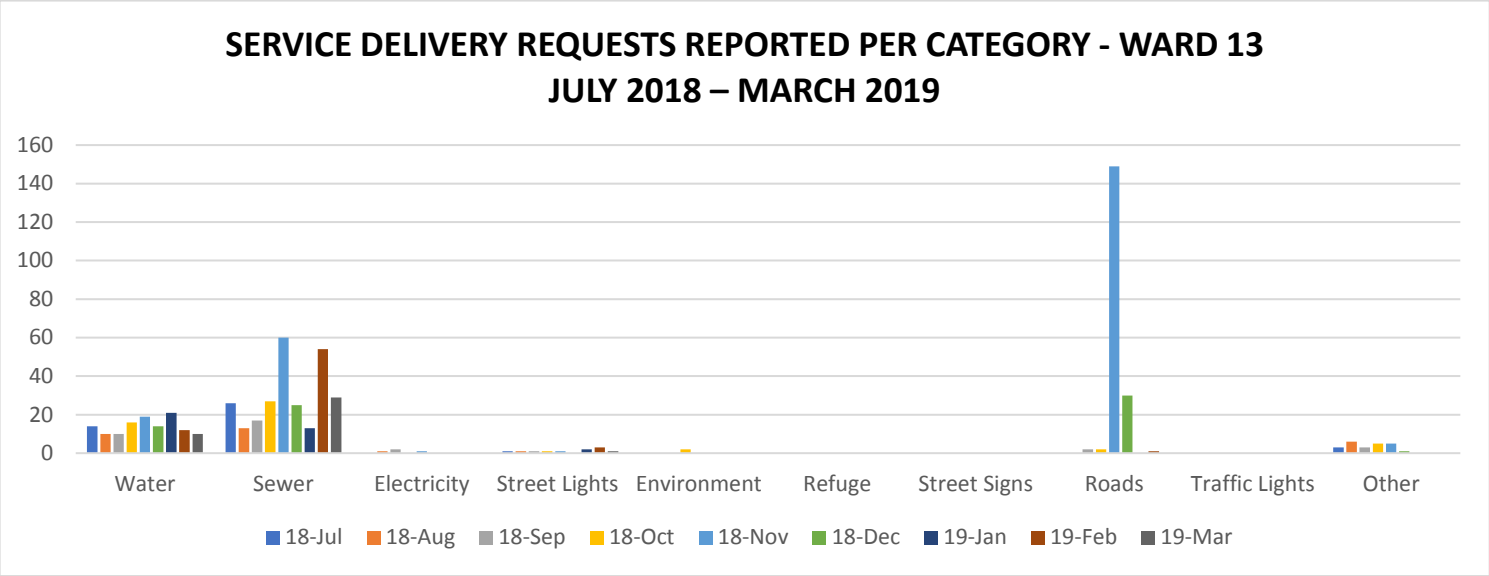

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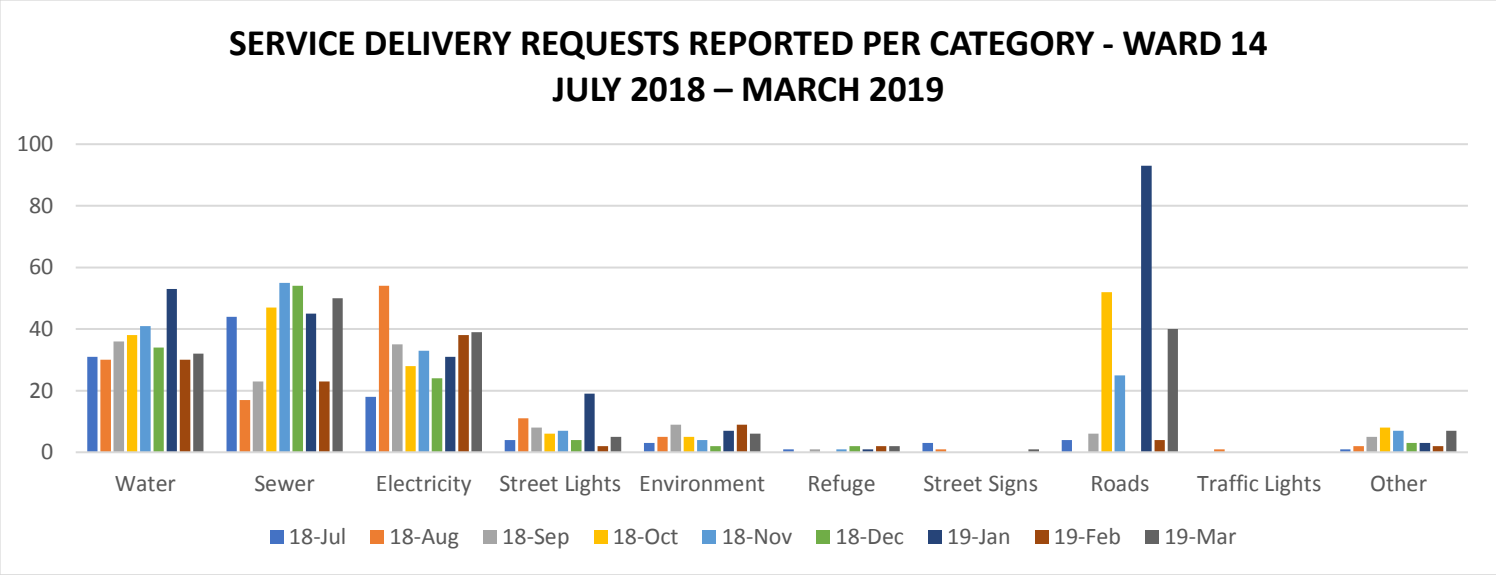
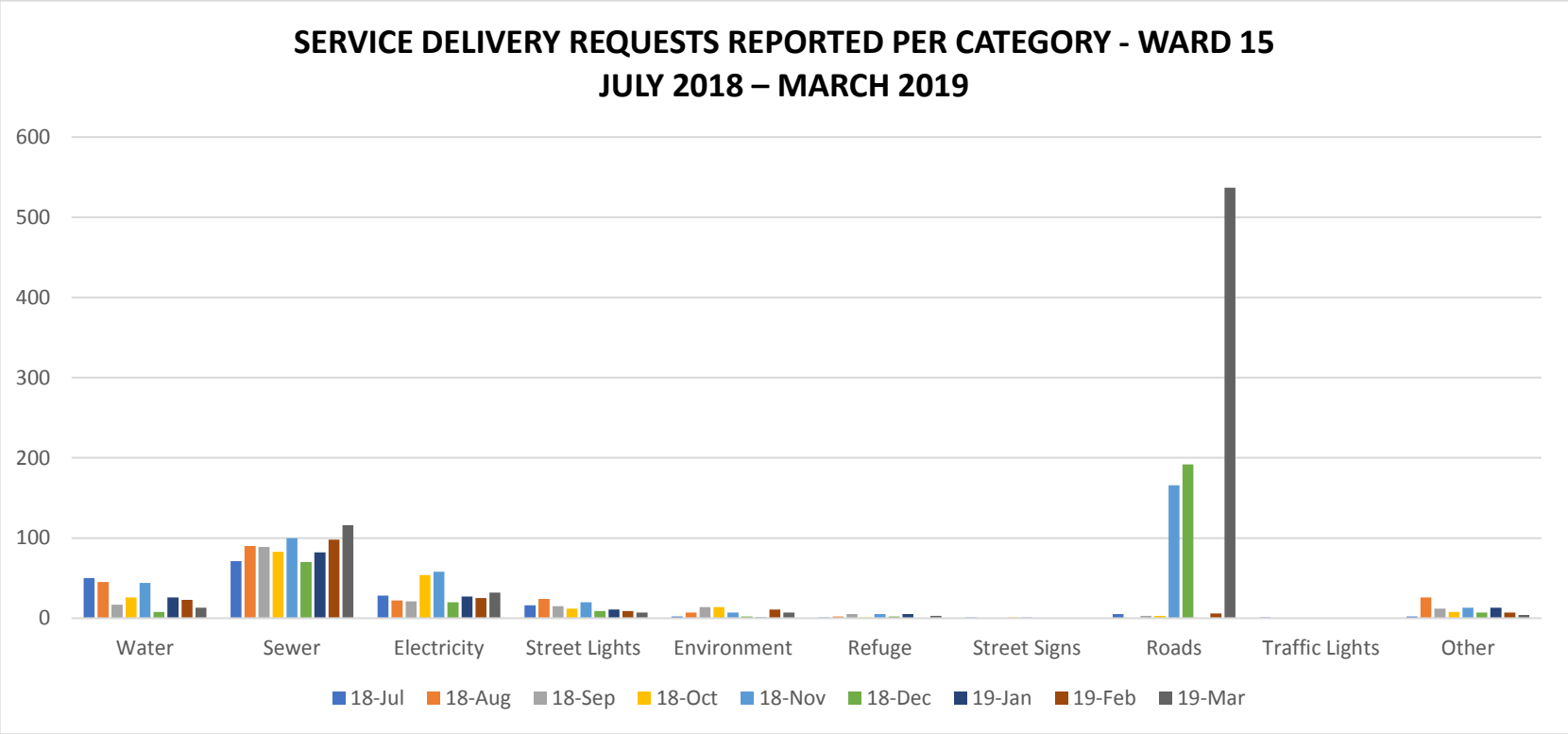


WARD 15


SERVICE DELIVERY REQUESTS REPORTED PER CATEGORY - WARD 15
JULY 2018 – MARCH 2019
600
500
400
300
200
100
0
Water
Sewer
Electricity
Street Lights
Environment
Refuge
Street Signs
Roads
Traffic Lights
Other
18-Jul
18-Aug
18-Sep
18-Oct
18-Nov
18-Dec
19-Jan
19-Feb
19-Mar

3. Comments by Directorates

3.1 Director: Corporate Services

The report is noted. For queries on specific service delivery issues, the report will also serve at I&E, Community Services and PDT portfolio committees.

4. Recommendation

4.1 That the report on the Comparative Call Centre Service Delivery Requests July 2018 – March 2019 be noted.

4.2 That an analysis report be undertaken to identify the root cause of problems experienced in all Wards as indicated in the report i.e. pipe breaks, sewerage spills, electricity issues etc., be submitted to the next Corporate Services Portfolio Committee meeting.

Item prepared by: Senior Auxiliary Officer

Item approved by: Director: Corporate Services

KOUGA MUNICIPALITY (EC 108)

ORDINARY COUNCIL MEETING

OFFICE OF THE MUNICIPAL MANAGER

DATE: 30 MAY 2019 **ITEM NO. 19/05/MM3**

REVIEW OF THE 2017/2022 INTEGRATED DEVELOPMENT PLAN: 2019/2020 YEAR (2ND REVIEW)

1. Introduction

The purpose of this report is to table the 2019/2020 review of the 2017/22 Integrated Development Plan (second edition) for consideration by Council.

The IDP document is distributed under a separate cover.

2. Legislative requirements

Section 34 of the Local Government Municipal Systems Act, 32 of 2000 prescribes that:

"Annual review and amendment of integrated development plan – *A municipal council -*

(a) must review its integrated development plan –

(i) annually in accordance with an assessment of its performance measurements in terms of section 41: and
(ii) to the extent that changing circumstances so demand; and

(b) may amend its integrated development plan in accordance with a prescribed process.

3. Background

This report is the second review of the 2017/22 Integrated Development Plan of the Kouga Municipality. The process started with the adoption of the IDP Process Plan on 26 July 2018, Council Resolution 18/07/MM3, which included all the different processes to be followed. The process plan also made provision for compliance timeframes of the financial reporting cycles as well as performance management.

4. Community Involvement

According to the Local Government Systems Act, Act 32 of 2000, Section 16, a municipality must develop a culture of municipal governance that complements formal representative government with a system of participatory governance by

encouraging, and create conditions for the local community to participate in the affairs of the municipality.

The municipality take cognizance of the importance of community participation and therefore schedule at least 2 rounds of public meetings in all wards and certain towns in the municipal area. The 1st round of meetings, according to the process plan, was held from 1 October 2018 to 7 December 2018. The 2nd round of meetings took place from 11 April 2019 to 16 May 2019.

The main purpose of the 2nd round of meetings was to demonstrate to the public how the IDP and Budget is aligned/integrated based on the available funds of the municipality to meet the objectives set in the five-year plan.

WARD	DATE	MEETINGS HELD	REMARKS
1	11 & 15 April 2019	No. Both meetings cancelled.	Meetings cancelled by ward cllr
2	11 April 2019	Yes	Meeting took place
3	15 April 2019	Yes	Meeting took place
4	11 April 2019 & 6 May 2019	No	No electricity. Meeting rescheduled for 6 May 2019
5	15 April 2019	No	Bad weather conditions
6	16 April 2019 & 13 May 2019	Yes	Meeting was re-scheduled and held on 13 May 2019
7	16 & 25 April 2019	Yes – Loerie 16 April 2019	Loerie meeting cancelled by ward cllr and on 25 April 2019 Thornhill meeting took placed
8	16 April 2019	Yes	Meeting took place
9	24 April 2019	No	Meeting cancelled by ward cllr
10	17 April 2019	No	Meeting cancelled by ward cllr
11	17 April 2019	Yes	Meeting took place
12	17 & 23 April 2019	Yes – 17 April 2019 Yes – 23 April 2019	Meetings held in St Francis Bay and Paradise Beach
13	24 April 2019	Yes	Meeting took place
14	23 & 25 April & 15 May 2019	Yes – Ocean View 23 April & 15 May 2019	Meeting of Aston Bay took place. Both meetings of Ocean View were cancelled by ward cllr.
15	23 April & 16 May 2019	Yes – Upper Golf Course	1st Meeting cancelled due to Bad-weather conditions. Meeting took placed on 15 May 2019

The scheduled public meetings were poorly attended by the community, councillors, as well as key management staff. A total of 23 meetings were held in the 2nd round. 3 incidences were reported during the 1st round of public meetings, namely Ward 5, 6 and Ward 10. Ward 5's meeting was adjourned due to disruption by members of the public. An additional meeting was held and duly advertised to accommodate the community members of Ward 5 who fell victim to the disrupted meeting. Ward 6's meeting was also adjourned as the members indicated that they are not interested in the new priorities until their previous years priorities are met.

The members of the public who attended the Ward 10 meeting requested the councillors and officials not proceed with the meeting. However, a list of inputs was received from the office of the ward councillor.

The meetings started at 18:00 at night and most of the meetings ended at 21:00. It is requested that councillors encourage the community to attend these meetings and for ward councillors to arrange for quarterly service delivery meetings. It is also requested that management be visible at public meetings to respond to operational issues which tends to creep in at IDP and Budget meetings.

5. Meetings

The following meetings were held during the 4 (four) phases of the IDP process:

2 rounds of public meetings
0 IGR Meeting
2 IDP Representative Forum Meeting
2 District Consultative Meeting
2 District Representative Forum Meetings
4 IDP and Budget Steering Committee Meetings

The IDP and Budget Integration process commenced from 11 April 2018 up to the 16 May 2018. The IDP and Budget is also aligned to MSCOA principles.

6. Inputs/Comments from the public

A Notice, No. 56 of 2019, was placed in the local newspapers, municipal website, municipal notice boards and ward councillor offices to invite inputs/comments on the Draft IDP and Budget which was adopted on 29 March 2019.

A total of 4 written inputs/comments were received from the public namely:

- Rosy Andrews **(Annexure 1)**
- Joe Meyer (OBRA) **(Annexure 2)**
- Gawie & Elizabeth van der Merwe **(Annexure 3)**
- A Slabbert (AEA Bakwerke cc.) **(Annexure 4)**
- Riaan Kolesky (Paradise Beach Neighbourhood Watch) **(Annexure 5)**

See annexures attached. ***

The abovementioned inputs are mostly of an operational nature and the relevant departments should attend to the inputs as no sufficient time was left for responses to the inputs.

7. Consideration of matters raised at public meetings

The general matters raised at the public meetings were mainly of the slow progress in basic service delivery, housing and job creation.
An effort should be made to attend to at least one priority per year which is successfully implemented and visible to the public.
It has become more evident during the public meetings that the administration should be more focused on ward-based planning, allocation of identifiable projects and alignment of IDP Projects to Budget for each ward.

8. Recommendation

8.1 That the **2019/2020 review** of the 2017/22 Integrated Development Plan be adopted in terms of the provisions of Section 25 of the Local Government Municipal Systems Act, 32 of 2000.

8.2 That the **Final approved IDP** document for 2019/20 be submitted to the MEC and relevant stakeholders within 10 days of adoption by Council.

8.3 That the Final approved IDP for 2019/2020 be placed on the municipal website, and copies of the document be placed at municipal offices and ward councillor offices, within 10 days of adoption by Council.

Item prepared by the Manager: IDP

ANNEXUR 1

Colleen Dreyer

From: Rosy Andrews <rosyandrews15@gmail.com>
Sent: 24 April 2019 09:40 PM
To: Colleen Dreyer
Subject: Re: Prioriteite rakende Wyk 8:Saliestraat 30

Me Dreyer
Graag wil ek die volgende onder u aandag bring rakende Saliestraat, Wavecrest. Was geen terugvoering of oplossing nadat ek 'n vorige keer gemeld het van donkerte van die straat30, agv flou straatligte, dat dit ook ver van mekaar is. Hier is lankal 'n lig dood.

Straat is aansluiting uit Dogwood en Seetuin, maar in 'n baie swak toestand. Vol slaggate. Benodig om professionele herstelwerk met randstene aan die kante, want straat is uitgekalk en voertuie ry dat die klippe spat wat daagliks los raak uit die swak teerwerk.

'n Nuwe Straatnaambord, Blackberry het vir 3/ 4 week langs straat gele terwyl werkers op en af daar verby gery het en dit nie opgetel het nie. Dit kan net weer ingeplant word,want dis net die pale wat afgery is, wat vervang moet word.

As Munisipale werkers meer sigbaar is, sal hulle bewus wees van oorgroeide erwe, storting van vullis, brandgevare van uitheemse bosse.

Ek meld hierdie paar dinge net aan, aangesien eienaars ongelukkig voel om in sulke omstandighede te lewe en dus maar self die gras op die sypaadjies van hul erwe moet sny.

Ek vertrou dat hierdie keer beslis aandag geskenk sal word aan my pleidooi.

Met dank
Me.R.Andrews

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ANNEXURE 2

Colleen Dreyer

From: Hattingh Bornman <hattingh@kouga.gov.za>
Sent: 17 April 2019 06:13 AM
To: Colleen Dreyer; Joezay Reed
Subject: Fwd: IDP 2019/20 Oyster Bay and Unzamowheto
Attachments: IDP 2019.docx

Hi Colleen, Joezay

Please find IDP/Budget input from Oyster Bay community below.

Kind regards

Hattingh Bornman
Speaker, Kouga Municipality
hattingh@kouga.gov.za
0842405226

Begin forwarded message:

From: "Joe Meyer" <joe.m.lephalale@gmail.com>
Date: 16 April 2019 at 08:29:04 SAST
To: "Daniel Benson" <dbenson.kouga@gmail.com>, <hattingh@kouga.gov.za>
Cc: "'Horatio Hendricks'" <horatiohendricks@gmail.com>, "Walter Kurten" <walterkurten4@gmail.com>, "otto pepler" <ottopepler@hotmail.com>, "Hettie Jooste" <hjooste@absamail.co.za>, <groenewaldsp@gmail.com>, "'Martiens'" <martiens@lantic.net>, <drpepler@gmail.com>, "'Christa Venter'" <cventer@kouga.gov.za>, <pienaarriekie@gmail.com>, "'Nomvelo Siwela'" <nsiwela@kouga.gov.za>
Subject: FW: IDP 2019/20 Oyster Bay and Unzamowheto

Dear Mr Benson and Hattingh

Attached the IDP inputs into the Kouga Budget
Thank you for the feedback last night on the IDP priorities and the items included in the budget
The process that is being used was well chosen
We do however have a problem with the priorities that was included into the budget as well as with the detail that was really catered for on the budget items.

We would like to request that the amount that was included into the budget for water reticulations in Oyster Bay be explained with more detail. Was any detail engineering work done on the items included and can this be shared with us.
The items that we would like to bring under your attention that was not covered in the budget items are the following:

- The sewerage system in Unzamowethu cannot not be ignored any longer. It has been on our list for the past 3 years. Suction tanks must be installed as a matter of urgency . If we start with 50 suction tanks and sewerage connections it could be done at approximately R6000 per tank installation = R300000
- The storm water flow in Unzamowethu in certain areas cannot be ignored any longer. Easy engineering solutions can help that water don't flow and run through some of the houses and that the town area can drain properly after a rain storm. The natural slope of the town can be used to drain the water with storm water channels. If we start with 500m at R350/m = R175000
- Some of the RDP houses are a safety risk for the occupants and need urgent upgrade. Proper estimates will have to be done, but the following will have to be done:
    - Roof replacements

- Door and window replacements
- Floor repairs with a number of floors to be raised
- Electricity replacement
- Water reticulation replacement
- Bathroom replacement with suction tank installations

- The cleaning of Brander Street and properties of wind blown sand is nearly complete. We thank the Municipality for the assistance with this. However we would need an additional R200 000 for the complete cleaning to flat surfaces for the rehabilitation to start. This can be done in a two week period and I will come back to do that at the end of June. There must also be funds, R50000 available for maintenance work on the sand areas when the wind build smaller dues again while the rehabilitation. We anticipate that it will be necessary 4 to 5 times per year. The rehabilitation and the facilities at the beachfront that we lost in the flood have been catered for in the R10mil that was made available by the Department Environmental Affairs and that will be available from April 2019 and over a five year period. We also have to discuss with the Municipal Managers the alternatives to replace the facilities lost.
- When will the new boreholes be fitted and coupled to the reservoir. It will be critical to support the rehabilitation process on the pushed down dune areas. All the previous rehabilitation were only 10% successful due to a lack of water and rain.
- Critical maintenance items on the hall:
  - 11wooden windows must be replaced as a phase one on the southern side by aluminium windows. The cost of the windows with glass from BUCO is approximately R1000 per window and it would cost approximately R200 per window to install. Total approximately R13200 and there are artisans in Unzamowethu who can install them under our supervision.
  - All the roof leaks have been repaired by OBRA. The roof however needs to be painted with a water seal paint urgently otherwise the decay on the cement fibre will be come unsafe and will have to be replaced. Again this could be done at R15/sq m by painters in Unzamowethu if the paint is available. Roof size 800 sq m. Paint 160 l for a double coat at R40/ l = R6400. Painter 800 at R15/ sq m = R12000
  - New gutters and down pipes with water tanks are necessary to protect the building from water undermining the building on all sides, especially the southern side. Gutters, pipes and Tanks are available from Willie Botha and again the work can be done by people in Unzamowethu under our supervision. Five days with two people at R200 per day = R2000
- Drop Zone completion
  All the drop zone completion items have been discussed with Mrs Christa Venter and her team and they have got it covered
- Fire Station
  The fire station needs to be completed so that our equipment could accommodated and our readiness for fire fighting to be increased.

These are some of the most critical items that needs attention. We don't think these are outages requests. Could these be considered to be included in the Kouga Budget as a phase one of the IDP items mentioned in the attached document
Could you please forward this to the Municipal Manager as well as to person who coordinates the IDP items

Kind regards

Joe Meyer (OBRA)
0832646204

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ANNEXURE 3

Aan: **Kouga Uitvoerende Burgermeester - Rld. Horatio Hendricks**

Kouga Speaker – Rld. Hatting Bornman

Wyk 13 - Rld Margret Peters

Kouga Munisipale Bestuurder - Mnr Charl du Plessis

IDP Manager - Colleen Dreyer

Konsep Kouga IDP (2017/2022) 2de hersiening 2019/2020 –

Kommentaar met betrekking Patensie dorp in Wyk 13 Kouga

Ons is besorgde inwoners van Patensie en versoek die Raad van die Kouga Plaaslike Munisipaliteit om dringend aandag te skenk aan die volgende probleme in Patensie en omgewing.:

- **Water aangeleenthede:**
  - Die water pype wat gedurig lek en bars en nie onmiddelik vervang of regemaak kan word nie, met die gepaargaande water verliese Die hoof water pyplyn vanaf die reservoirs na die dorp gee die meeste probleme probleme i.t.v lekkasies. Die hoof pyplyn gaan egter vervang word deur die Droogte Projek. Die lekkasies behoort dan wesenlik minder te wees.
  - Die monitering van die water kwaliteit moet aangespreek word. Water kwaliteit word maandeliks getoets.
  - "Droogte fondse" is aan Kouga gegee en een van die sake geidentifiseer is klaarblyklik om ou lekkende infrastruktuur aan te spreek. Waneer word die kontakteur vir die opgradering/vervanging van die Patensie water toevoer pyp aangestel? Die Kontrakteur behoort teen einde Mei 2019 aangestel te wees.
  - Water A tariff increase of 7.5% is proposed as from 1 July 2019
  - In terme van die Konsep dokument word gepraat van die "Verniet basiese dienste vir armlastge huishoudings."

    Die tabelle op bladsye 153 -155 "Table 17 (Table A10 - Basic Service Delivery Measurement)" weerspreek mekaar.

    Die een tabel verwys daarna dat begroot word vir 6 kl water per arm lastige huishouding per maand en die koste daaraan verbande. Terwyl die tweede tabel op p 155 praat van 12kl per maand as die "Highest level of free service provided per household".

    Op p 282 en 283 die "Basic social services package for indigent households" bespreek word:

The initiatives carried out by the Municipality in this regard are detailed below: Service	Social Package	Approximate Cost R '000	Est. No. of Households
Assessment Rates	All residential property owners are exempted from paying rates on the first R15 000 of their property values. An additional R85 000 credit on property rates for indigent consumers.	2,912	**5,683**
Water	The first 12kl of water per month provided free to indigent consumers	13,278	5,683
Electricity	The first 50kwh of electricity provided free to indigent consumers	5,575	**5,564**
Refuse removal	Full credit for the monthly charge.	10,636	**5,683**
Sewerage	Full credit for monthly charge of sewerage to indigent consumers (For waterborne sewerage removal the maximum credit is based on 12kl per month)	6,742	**5,683**

EMF	Full credit for the monthly charge.	3,163	5,683
Total Operating Costs		42,306	

Watter syfer word dus nou toegepas 6kl of 12kl? 12kl is van toepassing.

- In tussen word 'n "Water A tariff increase of 7.5% is proposed as from 1 July 2019" van toepassing op die betalended huishoudings!
- Terwyl die water tekorte en beurtwater as gevolg van die voortslepende droogte van toepassing is, word versoek dat die hoeveelheid gratis water aan die armlastige huishoudings beperk word to 6kl per maand. Dit sal 'n politiese besluit moet wees.

- **Begraafplase**

  - Die begraafplaas in Patensie is vol en die parkeerterrein word as "begraafplaas" aangewend.
  - Hoewel die konsep IDP noem dat *"The tender process for the Environmental Impact Assessment (EIA) for the development of new cemeteries is at advertisement stage and it is envisaged that a period of 6 to 18 months will be taken for the process to be completed / finalised"*. Moet dit duidelik gemaak word watter interim reelings getref word om die begrafnisse te hanteer met die reeds oorvol begraafplase.
  - Indien slegs begraafplase in Humansdorp en elders geoormerk word, gaan die raad kyk na insentiewe om die inwoners van Patensie en Hankey aan te moedig om in Humansdorp te begrawe eerder as in die oor vol begraafplaas in Patensie?
  - Word daar enigsins gekyk na alternatiewe hantering van die ligame bv. verassing of herhaaldelike gebruik van dieselfde graf vir lede van dieselfde familie?
  - Waneer word beplan om die begraafplaas in Patensie permanent te sluit?

- **Strate en Paaie:**
  - Die toestand van die pad oppervlakte van die strate in Patensie woongebied. KLM het tans 'n projek aan die gang wat paaie herseel. In Hankey is reeds paaie herseel, en in Patensie word paaie herstel soos volg:
    - Rooikloof Straat: Voltooi
    - Tier Straat: Besig
    - Duiker Laan: Voltooi
    - Witblok Ker Straat: Besig
  - Daar word ook voorgetel dat gekyk word na die gebruik van plaveisel om die residensiele strate wat so ver agteruit gegaan dat dit in geheel oor gedoen moet word, te doen. Daar sal gekyk word hierna. Tans is daar nie 'n begroting daarvoor nie.
  - Straatnaamborde bestaan nie. In 'n toeriste dorp is 'n groot probleem. Ons het reeds daarvan notisie geneem en die naamborde gaan gedoen word onder 'n tender wat ons tans het. Die inwoners kan voorstel watter strate hulle eerste gedoen wil he.

R331 Provinsiale pad:

- Die hantering van stormwater langs die R331 waar die pad deur die dorp gaan. Baie voetgangers loop langs die pad en waneer dit reen is dit net een modder gemors
- Spoedbeheer van die groot vragmotors deur Patensie op die R331 . Dit word voorgestel dat twee stop strate aan die Ooste kant van Patensie, moontlik in lyn met die toegangs pad na die Gamtoos besproeings raad of by die kruising met die straat na die Patensie Laerskool te maak. Aan die Weste kant - by die pad wat opgaan na die Ramaposa woonbuurt. Beide hierdie kruisings is op relatief gelyk oppervlaktes wat nie te trokke se wegtrek vermoe behoort te belemmer nie, maar wat die spoed van die verkeer deur die dorp sal verlaag.

- Volgens die draft Kouga IDP 2019/20 het *"Kouga entered into an agreement with the Department of Roads and Public Works to spend the full integrated grant funding and creating the targeted FTE's."* Dit word versoek dat die program uitgebrei word om die skoonmaak van rommel langs die paaie tussen Patensie, Hankey, Loerie en Humansdorp aan te spreek. Kouga Munisipaliteit het reeds met 'n onderneming begin om Hankey en Patensie skoon te maak.
- Onlangs is addisionele fondse beskikbaar gestel is aan die Oos Kaap Provinsie om na die herstel en bou van paaie te kyk. Dit is 'n gulde geleentheid om die toestand van die pad tussen Patensie en Hankey en van Hankey na Loerie aan te spreek, aangesien dit die hoof roete is wat gebruik word om die landbou produkte uit die Gamtoosvallei te vervoer, wat wereld wyd versprei word. Dit lewer 'n groot bydrae tot die provinsie, sowel as die land se inkomste. 'n Vergadering gaan gereel word met Provinsiale Paaie om bogenoemde probleme aan te spreek.

- **Riool**

  In terme van die IDP 2017/2022 en die 2018/19 FY Budget, Summary - Capital Budget 2018/19 – is de enigste fondse wat aan Patensie toe geken is vir infrastruktuur vir 'n "Sewerage Package Plant" met R 4 429 441 geallokeer vir 2019/20 en R2 173 913 geallokeer vir 2020/21 deurmiddel van "MIG funding".

  In die 2019/2020 kapitaal begroting is nou R 7 593 857 toegeken – waar word die "Package plant" beplan en watter area gaan dit diens?

  Die geld is beskikbaar gemaak is vir die opgradering van die Patensie WWTW wat by die Korrektiewe Dienste is.

- **Onderwys :**

  Op p 48 word genoem:

  "The Sarah Baartman Education District indicated that an agricultural school is to be built in Patensie." Is daar enige verdere inligting hieroor bekend? So 'n inisiatief sal verwelkom word in die omgewing

- **Vullis verwydering:**

  Daar word genoem dat:

  "Xtreme Recycling will also identify businesses and schools to roll out recycling programmes. Certain Schools have been provided with recycling bins. All events will be used for recycling. The municipality is also looking at diverting green waste from being disposed of at landfill sites and is currently investigating the possibility of composting."

  Dit sal goed wees as die initiatief ook uitgerol kan word in the Patensie area.

- **Algemene instandhouding van die aansig van die dorp**

  Die nodige sny van gras en bome snoei op sypaaidjies kort baie aandag.

- **Ruimtelike ontwikkelings plan (SDF):**

  Daar word genoem dat:

"The review of the Spatial Development Framework has been identified as a programme priority for 2018/19."

Waneer word die projek beoog? Die verdigtingsvoorstelle in die huidige SDF moet in heroorweging geneem word tot tyd en wyl die dienste tot so mate opgegradeer is om die verdigting te hanteer.

- **Wyksprioriteite:**

Volgens die konsep dokument is die volgende prioriteite vir Wyke 10 en 13 geidentifiseer. Daar word versoek dat die bogenoemde aangeleenthede by hierdie prioriteite gevoeg word.

Progress on Ward 10 Top Priorities for 2018/19 PRIORITIES OF 2018/19 REVIEWED	***PRIORITY RATING***	***PROGRESS***
Construction of houses – 2000 RDP Houses	*1*	
Erection of street lights in the Patensie Town area	*2*	
Erection of ablution facilities at Food Zone and town	*3*	
Demarcation of areas for small enterprises and provide applicable permits	*4*	
Install solar geysers in Ramaphosa Village	*5*	
Install high mast light in Richmond Street	*6*	
Eradication of bucket system in Duiker Laan	*7*	

Ward 10 Top Priorities for 2019/20 *DESCRIPTION OF PROJECT*	***PRIORITY***	***RESPONSIBLE AGENT***	***KPA***
Acquire land for Houses	*1*	***Dept. of Human Settlement***	*1*
Construction of 2000 houses	*2*	***Dept. Of Human Settlement***	*1*
Investigate the land at the post office Tolbos for housing need	*3*	***Kouga Municipality***	*1*
Erection of street lights and high mast lights	*4*	***Kouga Municipality***	*1*
Demarcation of areas for small enterprises and provision of permits	*5*	***Kouga Municipality***	*1*
Eradicate bucket system	*6*	***Department of Education***	*1*
Fencing of cemetery	*7*	***Kouga Municipality***	*1*
Speed humps at Tier Street and Stuurman Street	*8*	***Kouga Municipality***	*1*

Progress on Ward 13 Top Priorities for 2018/19 *DESCRIPTION OF PROJECT*	***PRIORITY***	***PROGRESS***
Bulk infrastructure – Weston and Rosedale	*1*	
Upgrade infrastructure in Patensie Town – pipes more than 40 years old	*2*	
Community Hall in Rosedale	*3*	
Land for cemeteries – Weston and Rosedale	*4*	
Construction of houses	*5*	
Development of play parks in all towns in the ward	*6*	

Ward 13 Top Priorities for 2019/20 *DESCRIPTION OF PROJECT*	***PRIORITY***	***RESPONSIBLE AGENT***	***KPA***
Installation of an internal sewerage system	*1*	***Kouga Municipality***	*1*
Formalization of Stofwolk	*2*	***Kouga Municipality***	*1*
Eradication of bucket system	*3*	***Kouga Municipality***	*1*
Construction of 196 houses	*4*	***Kouga Municipality***	*1*
Identify land for cemetery and land for future development	*5*	***Kouga Municipality***	*1*
Construction of community hall in Rosedale	*6*	***Kouga Municipality***	*1*
Tarring and paving of roads	*7*	***Kouga Municipality***	*1*
Removing old water pipes in Patensie Town	*8*	***Kouga Municipality***	*1*
Erection of play parks for children	*9*	***Kouga Municipality***	*1*
Outdoor gyn	*10*	***Kouga Municipality***	*1*

Patensie is die ingang tot die Baviaanskloof, een van die mooiste plekke in ons land. Toeriste besoek die dorp en omgewing elke dag van dwarsoor die Wereld en ons omgewing en infrastruktuur is in 'n swak toestand. Soos vandiebogenoemdeaspekte gesien kan word is een van die grootste behoeftes instandhouding van bestaande bates en infrastrukruur.

Gawie & Elsabeth van der Merwe

Email: gawiev@telkomsa.net

Cell: 082 494 4167

Cell: 082 411 4823

ANNEXURE 4

AEA Bakwerke cc

Reg.: 2005/045565/23
Vat: 4440219584

Bosbokstraat 1
Posbus 639
Humansdorp
6300
Tel: (042) 2911811
Faks: (042) 2911821
Aea1@telkomsa.net

.....

13 December 2018

To the Kouga Municipality Manager

Good morning sir.

The dirt road leading to the local tip

I would like to take the opportunity to explain my problem with the dirt road that leads to the local tip.I am situated right next to the dirt road.Woodlands Dairy is on the other side of it and all their Trucks plus the Municipality trucks on this dirt road is a problem.The dust effects my business.After each vehicle was work on I have to clean the vehicle to deliver a clean vehicle.I will just clean the vehicle and then when the customer collect his vehicle it is full off red sand specially when the wind is strong.My own vehicles looks the same.I can be losing work because off this.

Please can the Municipality tar this road ASAP.There are no other premises to rent so I cannot move.

I hope my request can be meed.

A.Slabbert

ANNEXURE 5

Colleen Dreyer

From: Charl du plessis
Sent: 17 May 2018 08:40 AM
To: Victor Felton; Nomvula Machelesi
Cc: Eddie Oosthuizen; Colleen Dreyer
Subject: FW: Paradysstrand

From: Paradise Watch [mailto:paradisebeachwatch@gmail.com]
Sent: Tuesday, 15 May 2018 10:26 AM
To: Charl du plessis <cduplessis@kouga.gov.za>
Cc: benrheeder@telkomsa.net; Lieb Swiegers <lieb@smartinvestgroup.co.za>
Subject: Paradysstrand

Goeie more menere

Hiermee amptlike skrywe in verband met besprekings by IDP vergadering van Maandag 14 Mei 2018.

Versoeke vanuit Paradys:
1. 'Welkom in Paradys'-bordjie as mens van grondpad se kant in Paradys inkom
2. Herstel en teer 1e grondstuk in Immergroen soos mens van grondpad inkom
3. Verwyder 2de grondstuk in Immergroen tussen Palmlaan en Sandpiperweg. Daar is reeds 'n sement 'culvert' onder die grondstuk wat oortollige water uit Paradys uitlei na lagoon, en dien ook as manier van spoedbeheer in Immergroen
4. Amblusieblok met ten minste 2 toilette by Bothastraat. Daar is 'n voorstel dat alle krane met drukknoppe in plaas van draaikoppe geïnstalleer word, om sodoende water te bespaar.

Ek dank u namens Paradys inwoners.
Riaan Kolesky
Voorsitter Paradys Buurtwag

KOUGA MUNICIPALITY (EC108)

COUNCIL MEETING

OFFICE OF THE MUNICIPAL MANAGER

DATE: 30 MAY 2019 **ITEM NO: 19/05/MM4**

2ND DRAFT SERVICE DELIVERY AND BUDGET IMPLEMENTATION PLAN: 2019/20

1. Introduction

It is the purpose of this report to submit the 2nd Draft 2019/20 SDBIP for to Council for information.

2. Comment

The preparation of the final SDBIP inclusive of the financial indicators in the SDBIP is subject to IDP and budget approval.

In terms of the provisions of Resolutions 19/04/F16 and 19/04/F18 shall KPI's be developed in consultation with the CFO and Municipal Manager for inclusion in the SDBIP and the Performance Plan of the CFO on Operational Software and Asset Management.

In terms of the provisions of Resolution 19/03/MM5 dated 29 March 2019 shall a workshop on the SDBIP be arranged with all Councilors after the formal adoption of the 2019/20 IDP and 2019/20 Budget.

In terms of legislative provisions must the SDBIP be submitted to the Mayor for approval/consideration within 28 days of the adoption of the Final IDP.

The attached 2nd Draft SDBIP is aligned to the draft IDP Strategic Objectives.

The SDBIP shall form the basis for the performance plans of the Municipal Manager and Directors while Departmental SDBIP's shall form the basis for Line Managers and other departmental staff.

3. Recommendation

3.1 That the 2nd Draft 2019/20 Service Delivery and Budget Implementation Plan be noted and be workshopped with Councilors prior to submission to the Executive Mayor for consideration.

KOUGA
local municipality
Good Governance through Service Excellence

Service Delivery & Budget Implementation Plan

Year: 2019/2020

DIRECTORATE			OFFICE OF THE MUNICIPAL MANAGER															
Department/ Directorate	Program Driver	Key Performance Area	IDP Objective	Key Performance Indicator	Project Number	Budget	2019/2020 Targets										Baseline	
							Annual Target	Revised Target	30/9/19		31/12/19		31/3/20		30/6/20		30 June 2018	30 June 2019
									Target	Actual	Target	Actual	Target	Actual	Target	Actual		
Municipal Manager	Municipal Manager	Good Governance and Public Participation	SOD 1.4 To develop, maintain and monitor the institutional performance management system/SDBIP in the municipality	Number of Senior Management Performance Agreements Concluded before 31 July 2019			6		6		-		-		-		6	6
Municipal Manager	Municipal Manager	Good Governance and Public Participation	SOD: 1 To provide Office Management Services to the Municipal Manager	Number of Institutional Performance Reports submitted To Council			4		1		1		1		1		4	4
Municipal Manager	Municipal Manager	Good Governance and Public Participation	SD: 1 Ensure Institutional Performance supports the	Number of Senior Managers subjected to Quarterly			6		6		6		6		6		6	6

DIRECTORATE			OFFICE OF THE MUNICIPAL MANAGER															
Department/ Directorate	Program Driver	Key Performance Area	IDP Objective	Key Performance Indicator	Project Number	Budget	2019/2020 Targets								Baseline	
							Annual Target	Revised Target	30/9/19		31/12/19		31/3/20		30/6/20		30 June 2018	30 June 2019
									Target	Actual	Target	Actual	Target	Actual	Target	Actual		
			achievement of IDP objectives	Performance review														
Municipal Manager	Municipal Manager	Good Governance and Public Participation	SOD: 1 To provide Office Management Services to the Municipal Manager	Number of Audit Committee Meetings			4		1		1		1		1		4	4
Municipal Manager	Municipal Manager	Good Governance and Public Participation	SD1.2 To ensure that risks are identified, classified and managed	Number of Risk Management Meetings held			4		1		1		1		1		4	4
Municipal Manager	Municipal Manager	Good Governance and Public Participation	SD 1.3 To develop and coordinate a credible Integrated Development Plan that will address the developmental needs of the community	Develop a process plan for the IDP by 31 August			31/8/19		31/8/19		-		-		-		31/7/17	31/8/18

DIRECTORATE			OFFICE OF THE MUNICIPAL MANAGER															
Department/ Directorate	Program Driver	Key Performance Area	IDP Objective	Key Performance Indicator	Project Number	Budget	2019/2020 Targets								Baseline	
							Annual Target	Revised Target	30/9/19		31/12/19		31/3/20		30/6/20		30 June 2018	30 June 2019
									Target	Actual	Target	Actual	Target	Actual	Target	Actual		
Municipal Manager	Municipal Manager	Good Governance and Public Participation	SD 1.3 To develop and coordinate a credible Integrated Development Plan that will address the developmental needs of the community	Table a draft IDP to Council by 31 March									31/3/20				31/3/7	31/3/18
Municipal Manager	Municipal Manager	Good Governance and Public Participation	SD 1.3 To develop and coordinate a credible Integrated Development Plan that will address the developmental needs of the community	Number of final IDP's submitted to Council by 31 May 2020			1		-		-		-		1		1	1
Municipal Manager	Municipal Manager	Good Governance and Public Participation	SD 1.3 To develop and coordinate a credible Integrated Development Plan that will address the developmental	Number of IDP Public meetings to determine ward priorities			15		-		-		-		15		15	15

DIRECTORATE			OFFICE OF THE MUNICIPAL MANAGER															
Department/ Directorate	Program Driver	Key Performance Area	IDP Objective	Key Performance Indicator	Project Number	Budget	2019/2020 Targets								Baseline	
							Annual Target	Revised Target	30/9/19		31/12/19		31/3/20		30/6/20		30 June 2018	30 June 2019
									Target	Actual	Target	Actual	Target	Actual	Target	Actual		
			needs of the community															
Municipal Manager	Municipal Manager	Good Governance and Public Participation	SD 1.3 To develop and coordinate a credible Integrated Development Plan that will address the developmental needs of the community	Number of IDP Rep Forum Meetings			3		-		1		1		1		3	3
Municipal Manager	Municipal Manager	Good Governance and Public Participation	SD 1.3 To develop and coordinate a credible Integrated Development Plan that will address the developmental needs of the community	Number of ward based IDP planning sessions with ward committees			1		-		-		1		-		1	1
Municipal Manager	Municipal Manager	Good Governance	SD 1.3 To develop and coordinate a credible Integrated Development Plan that will address	Number of strategic planning sessions for the			1		-		1		-		-		1	1

DIRECTORATE			OFFICE OF THE MUNICIPAL MANAGER															
Department/ Directorate	Program Driver	Key Performance Area	IDP Objective	Key Performance Indicator	Project Number	Budget	2019/2020 Targets								Baseline	
							Annual Target	Revised Target	30/9/19		31/12/19		31/3/20		30/6/20		30 June 2018	30 June 2019
									Target	Actual	Target	Actual	Target	Actual	Target	Actual		
		and Public Participation	the developmental needs of the community	review of the IDP														
Municipal Manager	Municipal Manager	Good Governance and Public Participation	SD 1.3 To develop and coordinate a credible Integrated Development Plan that will address the developmental needs of the community	Number of IDP's uploaded to web site by 15 June			1		-		-		-		1		1	1
Municipal Manager	Municipal Manager	Good Governance and Public Participation	SOD 1.4 To develop, maintain and monitor the institutional performance management system/SDBIP in the municipality	Number of SDBIP's submitted to the Mayor within 14 days of adoption of budget			1		-		-		-		1		1	1
Municipal Manager	Municipal Manager	Good Governance	SOD 1.4 To develop, maintain and monitor the institutional	Number of SDBIP's tabled			1		1		-		-		-		1	1

DIRECTORATE			OFFICE OF THE MUNICIPAL MANAGER															
Department/ Directorate	Program Driver	Key Performance Area	IDP Objective	Key Performance Indicator	Project Number	Budget	2019/2020 Targets								Baseline	
							Annual Target	Revised Target	30/9/19		31/12/19		31/3/20		30/6/20		30 June 2018	30 June 2019
									Target	Actual	Target	Actual	Target	Actual	Target	Actual		
		and Public Participation	performance management system/SDBIP in the municipality	to Council by 31 July														
Municipal Manager	Municipal Manager	Good Governance and Public Participation	SOD 1.4 To develop, maintain and monitor the institutional performance management system/SDBIP in the municipality	Number of SDBIP's uploaded to web site by 5 August 2019			1		1	-		-		-		-	1	1
Municipal Manager	Municipal Manager	Good Governance and Public Participation	SOD 1.4 To develop, maintain and monitor the institutional performance management system/SDBIP in the municipality	Number of SDBIP implementation reports submitted to Council			4		1		1		1		1		4	4
Municipal	Municipal	Good Governance	SOD 1.4 To develop, maintain and monitor the	Number of performance agreements			6		6		-		-		-		6	6

DIRECTORATE			OFFICE OF THE MUNICIPAL MANAGER															
Department/ Directorate	Program Driver	Key Performance Area	IDP Objective	Key Performance Indicator	Project Number	Budget	2019/2020 Targets										Baseline	
							Annual Target	Revised Target	30/9/19		31/12/19		31/3/20		30/6/20		30 June 2018	30 June 2019
									Target	Actual	Target	Actual	Target	Actual	Target	Actual		
Manager	Manager	and Public Participation	institutional performance management system/SDBIP in the municipality	submitted to Council by 31 August 2019														
Municipal Manager	Municipal Manager	Good Governance and Public Participation	SOD 1.4 To develop, maintain and monitor the institutional performance management system/SDBIP in the municipality	Number of performance agreements uploaded to web site within 5 days of approval			6		6		-		-		-		6	6
Corporate Services	Municipal Manager	Institutional Development and Transformation	SD5.1 Ensure HR services supports the achievement of IDP objectives	Number of approved Budgeted Senior Management Positions filled			6		6		6		6		6		6	6
Municipal Manager	Municipal Manager	Good Governance and Public Participation	SOD 1.5 To provide comprehensive communication and	Number of Kouga News publications			1		-		1		-		-		1	1

DIRECTORATE			OFFICE OF THE MUNICIPAL MANAGER															
Department/ Directorate	Program Driver	Key Performance Area	IDP Objective	Key Performance Indicator	Project Number	Budget	2019/2020 Targets								Baseline	
							Annual Target	Revised Target	30/9/19		31/12/19		31/3/20		30/6/20		30 June 2018	30 June 2019
									Target	Actual	Target	Actual	Target	Actual	Target	Actual		
			intergovernmental relations services	prepared and circulated														
Municipal Manager	Municipal Manager	Good Governance and Public Participation	SOD 1.4 To develop, maintain and monitor the institutional performance management system/SDBIP in the municipality	Phase 1 of overhauling the functionality of the web site to include payment portals for various functions like traffic fines completed by 30 June 2020			1		-		-		-		1		-	-

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

DIREFCTORATE			INFRASTRUCTURE AND ENGINEERING															
Department/ Directorate	Program Driver	Key Performance Area	IDP Objective	Key Performance Indicator	Project Number	Budget	2019/2020 Targets										Baseline	
							Annual Target	Revised Target	30/9/19		31/12/19		31/3/20		30/6/20		30 June 2018	30 June 2019
									Target	Actual	Target	Actual	Target	Actual	Target	Actual		
		Service Delivery	water services and to provide bulk and potable water and sanitation services to the community	have access to water														
Infrastructure & Engineering	Director I&E	Infrastructure and Basic Service Delivery	SOD2.1 To manage the rendering of water services and to provide bulk and potable water and sanitation services to the community	% of Schools within the Urban edge with access to water			100%		100%		100%		100%		100%		100%	100%
Infrastructure & Engineering	Director I&E	Infrastructure and Basic Service Delivery	SOD2.1 To manage the rendering of water services and to provide bulk and potable	Number of Water demand/ conservation management loss reduction			1		1		-		-		-		-	-

DIREFCTORATE			INFRASTRUCTURE AND ENGINEERING															
Department/ Directorate	Program Driver	Key Performance Area	IDP Objective	Key Performance Indicator	Project Number	Budget	2019/2020 Targets										Baseline	
							Annual Target	Revised Target	30/9/19		31/12/19		31/3/20		30/6/20		30 June 2018	30 June 2019
									Target	Actual	Target	Actual	Target	Actual	Target	Actual		
			water and sanitation services to the community	programs completed by 31 October 2019														
Infrastructure & Engineering	Director I&E	Infrastructure and Basic Service Delivery	SOD2.1 To manage the rendering of water services and to provide bulk and potable water and sanitation services to the community	% water losses			35%		36%		36%		36%		35%		35%	32%

DIREFCTORATE			INFRASTRUCTURE AND ENGINEERING															
Department/ Directorate	Program Driver	Key Performance Area	IDP Objective	Key Performance Indicator	Project Number	Budget	2019/2020 Targets										Baseline	
							Annual Target	Revised Target	30/9/19		31/12/19		31/3/20		30/6/20		30 June 2018	30 June 2019
									Target	Actual	Target	Actual	Target	Actual	Target	Actual		
Infrastructure & Engineering	Director I&E	Infrastructure and Basic Service Delivery	SOD2.1 To manage the rendering of water services and to provide bulk and potable water and sanitation services to the community	% capital Expenditure on Water Infrastructure Projects			100%		5%		45%		30%		20%		95%	100%
Infrastructure & Engineering	Director I&E	Infrastructure and Basic Service Delivery	SOD2.1 To manage the rendering of water services and to provide bulk and potable water and sanitation services to the community	% Expenditure of water supply infrastructure repairs and maintenance budget			100%		5%		45%		30%		20%			
Infrastructure	Director	Infrastructure and Basic	SOD2.1 To manage the	Number of			1500		-		250		1000		250		0	1500

DIREFCTORATE			INFRASTRUCTURE AND ENGINEERING															
Department/ Directorate	Program Driver	Key Performance Area	IDP Objective	Key Performance Indicator	Project Number	Budget	2019/2020 Targets										Baseline	
							Annual Target	Revised Target	30/9/19		31/12/19		31/3/20		30/6/20		30 June 2018	30 June 2019
									Target	Actual	Target	Actual	Target	Actual	Target	Actual		
& Engineering	I&E	Service Delivery	rendering of water services and to provide bulk and potable water and sanitation services to the community	Buckets sanitation converted from Bucket sanitation to a more acceptable level of sanitation (Stofwolk, Thornhill, Sea Vista, Ocean View, Kwanomzamo														
Infrastructure & Engineering	Director I&E	Infrastructure and Basic Service Delivery	SOD2.1 To manage the rendering of water services and to provide bulk and potable water and sanitation	% of households in formal residential areas with access to Sanitation Services			100%		100%		100%		100%		100%		100%	100%

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

DIREFCTORATE			INFRASTRUCTURE AND ENGINEERING															
Department/ Directorate	Program Driver	Key Performance Area	IDP Objective	Key Performance Indicator	Project Number	Budget	2019/2020 Targets										Baseline	
							Annual Target	Revised Target	30/9/19		31/12/19		31/3/20		30/6/20		30 June 2018	30 June 2019
									Target	Actual	Target	Actual	Target	Actual	Target	Actual		
			services to the community															
Infrastructure & Engineering	Director I&E	Infrastructure and Basic Service Delivery	SOD2.1 To manage the rendering of water services and to provide bulk and potable water and sanitation services to the community	% capital Budget Expenditure on Internally funded Sanitation capital Projects			100%		-		45%		45%		10%		-	100%
Infrastructure & Engineering	Director I&E	Infrastructure and Basic Service Delivery	SOD2.1 To manage the rendering of water services and to provide bulk and potable water and sanitation services to the community	% expenditure of sanitation infrastructure repairs and maintenance budget		R3 706 000												

DIREFCTORATE			INFRASTRUCTURE AND ENGINEERING															
Department/ Directorate	Program Driver	Key Performance Area	IDP Objective	Key Performance Indicator	Project Number	Budget	2019/2020 Targets										Baseline	
							Annual Target	Revised Target	30/9/19		31/12/19		31/3/20		30/6/20		30 June 2018	30 June 2019
									Target	Actual	Target	Actual	Target	Actual	Target	Actual		
Infrastructure & Engineering	Director I&E	Infrastructure and Basic Service Delivery	SD 2.2 To manage the provisioning of electrical services	% electricity losses			12%		18%		17%		16%		12%		18%	12%
Infrastructure & Engineering	Director I&E	Infrastructure and Basic Service Delivery	SD 2.2 To manage the provisioning of electrical services	% formal Residential Households Serviced by Kouga have access to Electrical services			100%		100%		100%		100%		100%		100%	100%
Infrastructure & Engineering	Director I&E	Infrastructure and Basic Service Delivery	SD 2.2 To manage the provisioning of electrical services	% of clinics within the urban edge have access to electricity			100%		100%		100%		100%		100%		100%	100%
Infrastructure	Director	Infrastructure and Basic	SD 2.2 To manage the	% of schools within the			100%		100%		100%		100%		100%		100%	100%

DIREFCTORATE			INFRASTRUCTURE AND ENGINEERING															
Department/ Directorate	Program Driver	Key Performance Area	IDP Objective	Key Performance Indicator	Project Number	Budget	2019/2020 Targets										Baseline	
							Annual Target	Revised Target	30/9/19		31/12/19		31/3/20		30/6/20		30 June 2018	30 June 2019
									Target	Actual	Target	Actual	Target	Actual	Target	Actual		
& Engineering	I&E	Service Delivery	provisioning of electrical services	urban edge have access to electricity														
Infrastructure & Engineering	Director I&E	Infrastructure and Basic Service Delivery	SD 2.2 To manage the provisioning of electrical services	% Capital Budget Expenditure on Internally funded Electrical Infrastructure projects			100%		0%		30%		40%		30%		95%	95%
Infrastructure & Engineering	Director I&E	Infrastructure and Basic Service Delivery	SD 2.2 To manage the provisioning of electrical services	% expenditure on DOE grant			100%		0%		45%		50%		5%		95%	95%
Infrastructure & Engineering	Director I&E	Infrastructure and Basic Service Delivery	SD 2.2 To manage the provisioning of electrical services	% expenditure of electrical infrastructure repairs and		RR6 239 000												

DIREFCTORATE			INFRASTRUCTURE AND ENGINEERING															
Department/ Directorate	Program Driver	Key Performance Area	IDP Objective	Key Performance Indicator	Project Number	Budget	2019/2020 Targets										Baseline	
							Annual Target	Revised Target	30/9/19		31/12/19		31/3/20		30/6/20		30 June 2018	30 June 2019
									Target	Actual	Target	Actual	Target	Actual	Target	Actual		
				maintenance budget														
Infrastructure & Engineering	Director I&E	Infrastructure and Basic Service Delivery	SOD 2.3 To Manage the construction, repair and maintenance of roads and storm water systems	Number of roads master plans developed by 30 June 2020			1		-		-		-		1		-	-
Infrastructure & Engineering	Director I&E	Infrastructure and Basic Service Delivery	SOD 2.3 To Manage the construction, repair and maintenance of roads and storm water systems	% Capital budget expenditure for the construction of roads			100%		25%		40%		25%		5%		-	100%
Infrastructure & Engineering	Director I&E	Infrastructure and Basic Service Delivery	SOD 2.3 To Manage the construction, repair and maintenance of	% Planned road construction completed			100%		-		5%		60%		35%		-	100%

DIREFCTORATE			INFRASTRUCTURE AND ENGINEERING															
Department/ Directorate	Program Driver	Key Performance Area	IDP Objective	Key Performance Indicator	Project Number	Budget	2019/2020 Targets										Baseline	
							Annual Target	Revised Target	30/9/19		31/12/19		31/3/20		30/6/20		30 June 2018	30 June 2019
									Target	Actual	Target	Actual	Target	Actual	Target	Actual		
			roads and storm water systems															
Infrastructure & Engineering	Director I&E	Infrastructure and Basic Service Delivery	SOD 2.3 To Manage the construction, repair and maintenance of roads and storm water systems	% of households within the urban Edge with access to gravel or graded roads			100%		100%		100%		100%		100%		New	100%
Infrastructure & Engineering	Director I&E	Infrastructure and Basic Service Delivery	SOD 2.3 To Manage the construction, repair and maintenance of roads and storm water systems	% reduction in Road Infrastructure requiring upgrade			1%		-		-		-		1%		New	1%
Infrastructure & Engineering	Director I&E	Infrastructure and Basic Service Delivery	SOD 2.3 To Manage the construction, repair and maintenance of	% expenditure of roads infrastructure repairs and maintenance budget														

DIREFCTORATE			INFRASTRUCTURE AND ENGINEERING															
Department/ Directorate	Program Driver	Key Performance Area	IDP Objective	Key Performance Indicator	Project Number	Budget	2019/2020 Targets										Baseline	
							Annual Target	Revised Target	30/9/19		31/12/19		31/3/20		30/6/20		30 June 2018	30 June 2019
									Target	Actual	Target	Actual	Target	Actual	Target	Actual		
			roads and storm water systems															
Infrastructure & Engineering	Director I&E	Infrastructure and Basic Service Delivery	SOD 2.3 To Manage the construction, repair and maintenance of roads and storm water systems	% expenditure of storm water infrastructure repairs and maintenance budget		R908 000												
Infrastructure & Engineering	Director I&E	Infrastructure and Basic Service Delivery	SOD 2.4 To manage the coordination and implementation of project management processes with regard to engineering projects (MIG)	% MIG expenditure			100%		15%		45%		30%		10%		100%	100%

DIRECTORATE				PLANNING, DEVELOPMENT AND TOURISM														
Department/ Directorate	Program Driver	Key Performance Area	IDP Objective	Key Performance Indicator	Project Number	Budget	2019/2020 Targets										Baseline	
							Annual Target	Revised Target	30/9/19		31/12/19		31/3/20		30/6/20		30 June 2018	30 June 2019
									Target	Actual	Target	Actual	Target	Actual	Target	Actual		
Planning and Development	Director P,D&T	Infrastructure And Basic Service Delivery	SOD 3.1 To manage the rendering of spatial and land use planning, surveying, valuations and building control services	% of building plans finalized within 30 days of submission of a compliant plan			100%		100%		100%		100%		100%		100%	100%
Planning and Development	Director P,D&T	Infrastructure And Basic Service Delivery	SOD 3.1 To manage the rendering of spatial and land use planning, surveying, valuations and building control services	% of land use applications finalized within 60 days of a compliant submission			100%		100%		100%		100%		100%		100%	100%

DIRECTORATE				PLANNING, DEVELOPMENT AND TOURISM													
Department/ Directorate	Program Driver	Key Performance Area	IDP Objective	Key Performance Indicator	Project Number	Budget	2019/2020 Targets								Baseline	
							Annual Target	Revised Target	30/9/19		31/12/19		31/3/20		30/6/20		30 June 2018	30 June 2019
									Target	Actual	Target	Actual	Target	Actual	Target	Actual		
Planning and Development	Director P,D&T	Infrastructure And Basic Service Delivery	SOD 3.1 To manage the rendering of spatial and land use planning, surveying, valuations and building control services	% Informal Settlements Formalized by 30 June 2020			1%		-		-		-		1%		New	1%
Planning and Development	Director P,D&T	Infrastructure And Basic Service Delivery	SOD 3.2 To manage the funding, administration of housing projects and administration of housing processes of housing applications provisioning to ensure proper service delivery	Number of housing audits completed by 30 June 2020			1		-		-		-		1		-	1

DIRECTORATE				PLANNING, DEVELOPMENT AND TOURISM													
Department/ Directorate	Program Driver	Key Performance Area	IDP Objective	Key Performance Indicator	Project Number	Budget	2019/2020 Targets										Baseline	
							Annual Target	Revised Target	30/9/19		31/12/19		31/3/20		30/6/20		30 June 2018	30 June 2019
									Target	Actual	Target	Actual	Target	Actual	Target	Actual		
			to the community															
Planning and Development	Director P,D&T	Infrastructure And Basic Service Delivery	SOD 3.2 To manage the funding, administration of housing projects and administration of housing processes of housing applications provisioning to ensure proper service delivery to the community	Number of service providers appointed by 30 June 2020 for the review of the Human Settlement Plan			1		-		-		-		1		-	-
Planning and Development	Director P,D&T	Local Economic Development	SOD 3.3 To plan and develop a coherent and integrated	Number of LED Strategies reviewed by 30 June 2020			1		-		-		-		1		0	1

DIRECTORATE				PLANNING, DEVELOPMENT AND TOURISM													
Department/ Directorate	Program Driver	Key Performance Area	IDP Objective	Key Performance Indicator	Project Number	Budget	2019/2020 Targets										Baseline	
							Annual Target	Revised Target	30/9/19		31/12/19		31/3/20		30/6/20		30 June 2018	30 June 2019
									Target	Actual	Target	Actual	Target	Actual	Target	Actual		
			framework for local economic development and tourism															
Planning and Development	Director P,D&T	Local Economic Development	SOD 3.3 To plan and develop a coherent and integrated framework for local economic development and tourism	Number of LED Forum meetings			4		1		1		1		1		4	4
Planning and Development	Director P,D&T	Local Economic Development	SOD 3.3 To plan and develop a coherent and integrated framework for local economic development and tourism	& expenditure of Budget for LED Programs and Projects			100%		15%		50%		25%		10%			100%

DIRECTORATE				PLANNING, DEVELOPMENT AND TOURISM													
Department/ Directorate	Program Driver	Key Performance Area	IDP Objective	Key Performance Indicator	Project Number	Budget	2019/2020 Targets								Baseline	
							Annual Target	Revised Target	30/9/19		31/12/19		31/3/20		30/6/20		30 June 2018	30 June 2019
									Target	Actual	Target	Actual	Target	Actual	Target	Actual		
Planning and Development	Director P,D&T	Local Economic Development	SOD 3.3 To plan and develop a coherent and integrated framework for local economic development and tourism	Number of jobs created through capital projects and LED initiatives			550		50		400		50		50		736	
Planning and Development	Director P,D&T	Local Economic Development	SOD 3.3 To plan and develop a coherent and integrated framework for local economic development and tourism	Number of jobs Created through PPP			20		-		5		10		1		New	20
Planning and Development	Director P,D&T	Local Economic Development	SOD 3.3 To plan and develop a coherent and integrated	Number of SMME training programs provided			4		1		1		1		1		4	4

DIRECTORATE				PLANNING, DEVELOPMENT AND TOURISM													
Department/ Directorate	Program Driver	Key Performance Area	IDP Objective	Key Performance Indicator	Project Number	Budget	2019/2020 Targets										Baseline	
							Annual Target	Revised Target	30/9/19		31/12/19		31/3/20		30/6/20		30 June 2018	30 June 2019
									Target	Actual	Target	Actual	Target	Actual	Target	Actual		
			framework for local economic development and tourism															

DIRECTORATE				COMMUNITY SERVICES														
Department/ Directorate	Program Driver	Key Performance Area	IDP Objective	Key Performance Indicator	Project Number	Budget	2019/2020 Targets										Baseline	
							Annual Target	Revised Target	30/9/19		31/12/19		31/3/20		30/6/20		30 June 2018	30 June 2019
									Target	Actual	Target	Actual	Target	Actual	Target	Actual		
Community Services	Dir Com Serv	Infrastructure and Basic Service Delivery	SOD1.7 To coordinate and manage all special programs to address special needs in society	Number of meetings of the Kouga Women's Forum			4		1		1		1		1		-	-
Community Services	Dir Com Serv	Infrastructure and Basic Service Delivery	SOD1.7 To coordinate and manage all special programs to address special needs in society	Number of Youth Forum Meetings			4		1		1		1		1		-	-
Community Services	Dir Com Serv	Infrastructure and Basic Service Delivery	SOD1.7 To coordinate and manage all special programs to address special needs in society	Number of Kouga Vulnerable Groups Forum Meetings			4		1		1		1		1		-	-

DIRECTORATE				COMMUNITY SERVICES														
Department/ Directorate	Program Driver	Key Performance Area	IDP Objective	Key Performance Indicator	Project Number	Budget	2019/2020 Targets										Baseline	
							Annual Target	Revised Target	30/9/19		31/12/19		31/3/20		30/6/20		30 June 2018	30 June 2019
									Target	Actual	Target	Actual	Target	Actual	Target	Actual		
Community Services	Dir Com Serv	Infrastructure And Basic Service Delivery	SOD 4.3 To manage the provisioning and maintenance of caravan parks/ resorts, play parks, sports fields, community halls, beaches, public ablution facilities and cemeteries to the community	Number of cemetery design and layout completed by 30 June 2020			2		-		-		-		2		-	-
Community Services	Dir Com Serv	Infrastructure And Basic Service Delivery	SOD 4.3 To manage the provisioning and maintenance of caravan parks/ resorts, play parks, sports fields,	Number of cemetery EIA's implemented by 30 June 2020			1		-		-		-		1		-	1

DIRECTORATE				COMMUNITY SERVICES														
Department/ Directorate	Program Driver	Key Performance Area	IDP Objective	Key Performance Indicator	Project Number	Budget	2019/2020 Targets										Baseline	
							Annual Target	Revised Target	30/9/19		31/12/19		31/3/20		30/6/20		30 June 2018	30 June 2019
									Target	Actual	Target	Actual	Target	Actual	Target	Actual		
			community halls, beaches, public ablution facilities and cemeteries to the community															
Community Services	Dir Com Serv	Infrastructure And Basic Service Delivery	SOD 4.3 To manage the provisioning and maintenance of caravan parks/ resorts, play parks, sports fields, community halls, beaches, public ablution facilities and cemeteries to the community	Number of public ablution facilities upgraded (Pellsrus, Kabeljouws, Cape St Francis)			3		-		3		-		-		-	2
Community Services	Dir Com Serv	Infrastructure And Basic	SOD 4.3 To manage the provisioning and	Number of caravan parks upgraded			2		-		2		-		-		-	2

DIRECTORATE				COMMUNITY SERVICES													
Department/ Directorate	Program Driver	Key Performance Area	IDP Objective	Key Performance Indicator	Project Number	Budget	2019/2020 Targets										Baseline	
							Annual Target	Revised Target	30/9/19		31/12/19		31/3/20		30/6/20		30 June 2018	30 June 2019
									Target	Actual	Target	Actual	Target	Actual	Target	Actual		
		Service Delivery	maintenance of caravan parks/ resorts, play parks, sports fields, community halls, beaches, public ablution facilities and cemeteries to the community	(Yellow woods, Jeffreys Bay)														
Community Services	Dir Com Serv	Infrastructure And Basic Service Delivery	SOD 4.3 To manage the provisioning and maintenance of caravan parks/ resorts, play parks, sports fields, community halls, beaches, public ablution facilities and	Number of community halls upgraded (Kruisfontein Civic, Newton Hall)			2		-		1		1		-		-	1

DIRECTORATE				COMMUNITY SERVICES														
Department/ Directorate	Program Driver	Key Performance Area	IDP Objective	Key Performance Indicator	Project Number	Budget	2019/2020 Targets										Baseline	
							Annual Target	Revised Target	30/9/19		31/12/19		31/3/20		30/6/20		30 June 2018	30 June 2019
									Target	Actual	Target	Actual	Target	Actual	Target	Actual		
			cemeteries to the community															
Community Services	Dir Com Serv	Infrastructure And Basic Service Delivery	SOD 4.3 To manage the provisioning and maintenance of caravan parks/ resorts, play parks, sports fields, community halls, beaches, public ablution facilities and cemeteries to the community	Number of sports fields upgraded (Loerie and Thornhill Club Houses)			2		-		1		1		-		-	-
Community Services	Dir Com Serv	Infrastructure And Basic Service Delivery	SOD 4.3 To manage the provisioning and maintenance of caravan parks/ resorts, play parks, sports	Number of sports fields upgraded (Pellsrus, Sea Vista, Kwanomzamo)			3		-		1		1		1		-	1

DIRECTORATE				COMMUNITY SERVICES														
Department/ Directorate	Program Driver	Key Performance Area	IDP Objective	Key Performance Indicator	Project Number	Budget	2019/2020 Targets										Baseline	
							Annual Target	Revised Target	30/9/19		31/12/19		31/3/20		30/6/20		30 June 2018	30 June 2019
									Target	Actual	Target	Actual	Target	Actual	Target	Actual		
			fields, community halls, beaches, public ablution facilities and cemeteries to the community															
Community Services	Dir Com Serv	Infrastructure And Basic Service Delivery	SOD 4.3 To manage the provisioning and maintenance of caravan parks/ resorts, play parks, sports fields, community halls, beaches, public ablution facilities and cemeteries to the community	Number of Play Parks upgraded (Gill Marcus, Arcadia, Kwanomzamo, Kablejouws)			4		1		1		1		1		-	-
Community	Dir Com	Infrastructure	SOD 4.3 To manage the	% budget expenditure on			100%		-		25%		50%		25%		-	-

DIRECTORATE				COMMUNITY SERVICES														
Department/ Directorate	Program Driver	Key Performance Area	IDP Objective	Key Performance Indicator	Project Number	Budget	2019/2020 Targets										Baseline	
							Annual Target	Revised Target	30/9/19		31/12/19		31/3/20		30/6/20		30 June 2018	30 June 2019
									Target	Actual	Target	Actual	Target	Actual	Target	Actual		
Services	Serv	And Basic Service Delivery	provisioning and maintenance of caravan parks/ resorts, play parks, sports fields, community halls, beaches, public ablution facilities and cemeteries to the community	grass cutting and bush clearing equipment														
Community Services	Dir Com Serv	Infrastructure And Basic Service Delivery	SOD 4.4 To provide effective and efficient fire and disaster management services	Number of disaster management plans reviewed by 30 June 2020			1		-		-		-		1		-	-
Community Services	Dir Com Serv	Infrastructure And Basic Service	SOD 4.4 To provide effective and efficient fire and disaster	Number of meetings of the Disaster Risk Management Forum			4		1		1		1		1		-	-

DIRECTORATE				COMMUNITY SERVICES														
Department/ Directorate	Program Driver	Key Performance Area	IDP Objective	Key Performance Indicator	Project Number	Budget	2019/2020 Targets										Baseline	
							Annual Target	Revised Target	30/9/19		31/12/19		31/3/20		30/6/20		30 June 2018	30 June 2019
									Target	Actual	Target	Actual	Target	Actual	Target	Actual		
		Delivery	management services															
Community Services	Dir Com Serv	Infrastructure And Basic Service Delivery	SOD 4.4 To provide effective and efficient fire and disaster management services	Number of vehicles and equipment procured for lifesaving and fire and disaster (3 vehicles 2 rescue equipment)			5		-		3		2		-		1	3
Community Services	Dir Com Serv	Infrastructure And Basic Service Delivery	SOD 4.4 To provide effective and efficient fire and disaster management services	Number of lifeguards trained			15		-		15		-		-		-	-
Community Services	Dir Com Serv	Infrastructure And Basic Service	SOD 4.5 To provide effective and efficient	Number of vehicles procured			3		-		3		-		-		-	2

DIRECTORATE				COMMUNITY SERVICES														
Department/ Directorate	Program Driver	Key Performance Area	IDP Objective	Key Performance Indicator	Project Number	Budget	2019/2020 Targets										Baseline	
							Annual Target	Revised Target	30/9/19		31/12/19		31/3/20		30/6/20		30 June 2018	30 June 2019
									Target	Actual	Target	Actual	Target	Actual	Target	Actual		
		Delivery	safety and security services															
Community Services	Dir Com Serv	Infrastructure And Basic Service Delivery	SOD 4.5 To provide effective and efficient safety and security services	Number of stray animals impounded			120		5		80		15		20		-	-
Community Services	Dir Com Serv	Infrastructure And Basic Service Delivery	SOD 4.5 To provide effective and efficient safety and security services	% expenditure of budget on procurement of safety equipment			100%		-		50%		50%		-		-	-
Community Services	Dir Com Serv	Infrastructure And Basic Service Delivery	SOD 4.6 To ensure clean and safe environment that is well maintained and managed	% completion of coastal management plan			50%		-		-		-		50%		-	-
Community	Dir Com	Infrastructure	SOD 4.6 To ensure clean and	% completion in the			25%		-		-		5%		25%		-	-

DIRECTORATE				COMMUNITY SERVICES														
Department/ Directorate	Program Driver	Key Performance Area	IDP Objective	Key Performance Indicator	Project Number	Budget	2019/2020 Targets										Baseline	
							Annual Target	Revised Target	30/9/19		31/12/19		31/3/20		30/6/20		30 June 2018	30 June 2019
									Target	Actual	Target	Actual	Target	Actual	Target	Actual		
Services	Serv	And Basic Service Delivery	safe environment that is well maintained and managed	development of a climate change strategy														
Community Services	Dir Com Serv	Infrastructure And Basic Service Delivery	SOD 4.6 To ensure clean and safe environment that is well maintained and managed	Number of climate change projects implemented in collaboration with German Partners			1		-		-		-		1		-	-
Community Services	Dir Com Serv	Infrastructure And Basic Service Delivery	SOD 4.6 To ensure clean and safe environment that is well maintained and managed	Number of environmental awareness campaigns conducted			4		1		1		1		1		-	-
Community	Dir Com	Infrastructure	SOD 4.6 To ensure clean and safe	Number of progress reports			4		1		1		1		1		-	-

DIRECTORATE				COMMUNITY SERVICES														
Department/ Directorate	Program Driver	Key Performance Area	IDP Objective	Key Performance Indicator	Project Number	Budget	2019/2020 Targets										Baseline	
							Annual Target	Revised Target	30/9/19		31/12/19		31/3/20		30/6/20		30 June 2018	30 June 2019
									Target	Actual	Target	Actual	Target	Actual	Target	Actual		
Services	Serv	And Basic Service Delivery	environment that is well maintained and managed	submitted to Portfolio Committee on rehabilitation of St Francis Spit and Oyster Bay dunes														
Community Services	Dir Com Serv	Infrastructure And Basic Service Delivery	SOD 4.6 To ensure clean and safe environment that is well maintained and managed	Number of trees planted			200		-		50		50		100		-	-
Community Services	Dir Com Serv	Infrastructure And Basic Service Delivery	SOD 4.6 To ensure clean and safe environment that is well maintained and managed	Number of meetings of the Environmental Management Forum			4		1		1		1		1		-	-

DIRECTORATE				COMMUNITY SERVICES														
Department/ Directorate	Program Driver	Key Performance Area	IDP Objective	Key Performance Indicator	Project Number	Budget	2019/2020 Targets										Baseline	
							Annual Target	Revised Target	30/9/19		31/12/19		31/3/20		30/6/20		30 June 2018	30 June 2019
									Target	Actual	Target	Actual	Target	Actual	Target	Actual		
Community Services	Dir Com Serv	Infrastructure And Basic Service Delivery	SOD 4.1 To coordinate all functions/ powers regarding sold waste management assigned to the municipality	Number of Waste Management Strategies reviewed by 30 June 2020			1		-		-		-		1		0	1
Community Services	Dir Com Serv	Infrastructure And Basic Service Delivery	SOD 4.1 To coordinate all functions/ powers regarding sold waste management assigned to the municipality	% capital budget expenditure on Waste Management projects			100%		5%		45%		30%		20%			100%

DIRECTORATE				COMMUNITY SERVICES														
Department/ Directorate	Program Driver	Key Performance Area	IDP Objective	Key Performance Indicator	Project Number	Budget	2019/2020 Targets										Baseline	
							Annual Target	Revised Target	30/9/19		31/12/19		31/3/20		30/6/20		30 June 2018	30 June 2019
									Target	Actual	Target	Actual	Target	Actual	Target	Actual		
Community Services	Dir Com Serv	Infrastructure And Basic Service Delivery	SOD 4.1 To coordinate all functions/ powers regarding sold waste management assigned to the municipality	% expenditure of solid waste infrastructure repairs and maintenance budget		R200 000	100%		25%		25%		25%		25%			100%
Community Services	Dir Com Serv	Infrastructure And Basic Service Delivery	SOD 4.1 To coordinate all functions/ powers regarding sold waste management assigned to the municipality	% of formal households within the urban edge provided with refuse removal services once a week			100%		100%		100%		100%		100%		100%	100%
Community Services	Dir Com Serv	Infrastructure And Basic Service	SOD 4.1 To coordinate all functions/ powers regarding sold	% increase in refuse removal coverage of informal areas			10%		-		5%		5%		-		0	0

DIRECTORATE				COMMUNITY SERVICES														
Department/ Directorate	Program Driver	Key Performance Area	IDP Objective	Key Performance Indicator	Project Number	Budget	2019/2020 Targets										Baseline	
							Annual Target	Revised Target	30/9/19		31/12/19		31/3/20		30/6/20		30 June 2018	30 June 2019
									Target	Actual	Target	Actual	Target	Actual	Target	Actual		
		Delivery	waste management assigned to the municipality															
Community Services	Dir Com Serv	Infrastructure And Basic Service Delivery	SOD 4.1 To coordinate all functions/ powers regarding sold waste management assigned to the municipality	% of commercial Enterprises within the urban Edge provided with refuse removal services 3 times per week			100%		100%		100%		100%		100%		100%	100%
Community Services	Dir Com Serv	Infrastructure And Basic Service Delivery	SOD 4.1 To coordinate all functions/ powers regarding sold waste management	Number of wheelie bins provided to residents			4 240		-		2 000		2 000		-		-	5 947

DIRECTORATE				COMMUNITY SERVICES													
Department/ Directorate	Program Driver	Key Performance Area	IDP Objective	Key Performance Indicator	Project Number	Budget	2019/2020 Targets								Baseline	
							Annual Target	Revised Target	30/9/19		31/12/19		31/3/20		30/6/20		30 June 2018	30 June 2019
									Target	Actual	Target	Actual	Target	Actual	Target	Actual		
			assigned to the municipality															
Community Services	Dir Com Serv	Infrastructure And Basic Service Delivery	SOD 4.1 To coordinate all functions/ powers regarding sold waste management assigned to the municipality	% of Clinics within the Urban edge provided with refuse removal services			100%		100%		100%		100%		100%		100%	100%
Community Services	Dir Com Serv	Infrastructure And Basic Service Delivery	SOD 4.1 To coordinate all functions/ powers regarding sold waste	% of schools within the Urban edge provided with			100%		100%		100%		100%		100%		100%	100%

DIRECTORATE				COMMUNITY SERVICES													
Department/ Directorate	Program Driver	Key Performance Area	IDP Objective	Key Performance Indicator	Project Number	Budget	2019/2020 Targets								Baseline	
							Annual Target	Revised Target	30/9/19		31/12/19		31/3/20		30/6/20		30 June 2018	30 June 2019
									Target	Actual	Target	Actual	Target	Actual	Target	Actual		
			management assigned to the municipality	refuse removal services														
Community Services	Dir Com Serv	Infrastructure And Basic Service Delivery	SOD 4.2 To ensure that visitors and residents have a safe and healthy environment	Number of waters samples submitted for bacteriological and chemical analysis			420 B 140 C		105B 35C		105B 35C		105B 35C		105B 35C		420B 140C	420B 140C
Community Services	Dir Com Serv	Infrastructure And Basic Service Delivery	SOD 4.2 To ensure that visitors and residents have a safe and healthy environment	Number of premises subjected to environmental health inspections			740		185		185		185		185		740	740

DIRECTORATE				CORPORATE SERVICES														
Department/ Directorate	Program Driver	Key Performance Area	IDP Objective	Key Performance Indicator	Project Number	Budget	2019/2020 Targets										Baseline	
							Annual Target	Revised Target	30/9/19		31/12/19		31/3/20		30/6/20		30 June 2018	30 June 2019
									Target	Actual	Target	Actual	Target	Actual	Target	Actual		
Corporate Services	Dir Corp	Institutional Development and Transformation	SOD 5/1 To render human resources management and support services to the municipality that will sustain the optimum utilization of the municipality's human capital	Number of Organogram reviews by 30 June 2020			1		-		-		-		1			
Corporate Services	Dir Corp	Institutional Development and Transformation	SOD 5/1 To render human resources management and support	Vacancy rate for approved Budgeted posts			2.7%		2.7%		2.7%		2.7%		2.7%			

DIRECTORATE				CORPORATE SERVICES													
Department/ Directorate	Program Driver	Key Performance Area	IDP Objective	Key Performance Indicator	Project Number	Budget	2019/2020 Targets								Baseline	
							Annual Target	Revised Target	30/9/19		31/12/19		31/3/20		30/6/20		30 June 2018	30 June 2019
									Target	Actual	Target	Actual	Target	Actual	Target	Actual		
			services to the municipality that will sustain the optimum utilization of the municipality's human capital															
Corporate Services	Dir Corp	Institutional Development and Transformation	SOD 5/1 To render human resources management and support services to the municipality that will sustain the optimum utilization of the municipality's human capital	Number of new appointments as per Equity plan Employed in 3 highest categories of employment			AF 2 AM 2		-		-		-		AF 2 AM 2		-	-

DIRECTORATE				CORPORATE SERVICES														
Department/ Directorate	Program Driver	Key Performance Area	IDP Objective	Key Performance Indicator	Project Number	Budget	2019/2020 Targets										Baseline	
							Annual Target	Revised Target	30/9/19		31/12/19		31/3/20		30/6/20		30 June 2018	30 June 2019
									Target	Actual	Target	Actual	Target	Actual	Target	Actual		
Corporate Services	Dir Corp	Institutional Development and Transformation	SOD 5/1 To render human resources management and support services to the municipality that will sustain the optimum utilization of the municipality's human capital	Number of Employment Equity reports submitted to the Dept Labour by 15 February 2020			1		-		-		1		-		1	1
Corporate Services	Dir Corp	Institutional Development and Transformation	SOD 5/1 To render human resources management and support services to the municipality that will sustain the optimum	% expenditure of Skills Dev Budget			100%		5%		40%		50%		5%			

DIRECTORATE				CORPORATE SERVICES														
Department/ Directorate	Program Driver	Key Performance Area	IDP Objective	Key Performance Indicator	Project Number	Budget	2019/2020 Targets										Baseline	
							Annual Target	Revised Target	30/9/19		31/12/19		31/3/20		30/6/20		30 June 2018	30 June 2019
									Target	Actual	Target	Actual	Target	Actual	Target	Actual		
			utilization of the municipality's human capital															
Corporate Services	Dir Corp	Institutional Development and Transformation	SOD 5/1 To render human resources management and support services to the municipality that will sustain the optimum utilization of the municipality's human capital	Number of Work Place Skills Plans submitted to LGSETA by 30 April 2020			1		-		-		1		-		1	1
Corporate Services	Dir Corp	Institutional Development and Transformation	SOD 5/1 To render human resources management and support	Number of OHS Forum meetings held			4		1		1		1		1		4	4

DIRECTORATE				CORPORATE SERVICES													
Department/ Directorate	Program Driver	Key Performance Area	IDP Objective	Key Performance Indicator	Project Number	Budget	2019/2020 Targets								Baseline	
							Annual Target	Revised Target	30/9/19		31/12/19		31/3/20		30/6/20		30 June 2018	30 June 2019
									Target	Actual	Target	Actual	Target	Actual	Target	Actual		
			services to the municipality that will sustain the optimum utilization of the municipality's human capital															
Corporate Services	Dir Corp	Institutional Development and Transformation	SOD 5/1 To render human resources management and support services to the municipality that will sustain the optimum utilization of the municipality's human capital	Number of OHS Risk Assessments completed by 30 June 2020			1		-		-		-		1		-	-

DIRECTORATE				CORPORATE SERVICES														
Department/ Directorate	Program Driver	Key Performance Area	IDP Objective	Key Performance Indicator	Project Number	Budget	2019/2020 Targets										Baseline	
							Annual Target	Revised Target	30/9/19		31/12/19		31/3/20		30/6/20		30 June 2018	30 June 2019
									Target	Actual	Target	Actual	Target	Actual	Target	Actual		
Corporate Services	Dir Corp	Good Governance and public Participation	SOD 5.2 To provide professional, effective and efficient administrative support to Council and Administration	% reduction in printing cost of agendas against budgeted amount			10%		2%		2%		2%		4%		-	-
Corporate Services	Dir Corp	Good Governance and public Participation	SOD 5.2 To provide professional, effective and efficient administrative support to Council and Administration	Number of documents imaged and stored off-site			250 000		-		-		100 000		150 000		-	-
Corporate Services	Dir Corp	Good Governance	SOD 5.2 To provide professional,	% completion of library conversion			100%		100%		-		-		-		-	-

DIRECTORATE				CORPORATE SERVICES													
Department/ Directorate	Program Driver	Key Performance Area	IDP Objective	Key Performance Indicator	Project Number	Budget	2019/2020 Targets								Baseline	
							Annual Target	Revised Target	30/9/19		31/12/19		31/3/20		30/6/20		30 June 2018	30 June 2019
									Target	Actual	Target	Actual	Target	Actual	Target	Actual		
		and public Participation	effective and efficient administrative support to Council and Administratio n															
Corporate Services	Dir Corp	Good Governance and public Participation	SOD 5.2 To provide professional, effective and efficient administrative support to Council and Administratio n	Amount reduction in Telkom Bill against budgeted amount			R60 000		R5 000		R10 000		R15 000		R30 000		-	-
Corporate Services	Dir Corp	Good Governance and Public Participation	SOD 1.6 To provide professional, effective and efficient legal support to	Number of reports on legal risks submitted to Council			4		1		1		1		1		-	2

DIRECTORATE				CORPORATE SERVICES														
Department/ Directorate	Program Driver	Key Performance Area	IDP Objective	Key Performance Indicator	Project Number	Budget	2019/2020 Targets										Baseline	
							Annual Target	Revised Target	30/9/19		31/12/19		31/3/20		30/6/20		30 June 2018	30 June 2019
									Target	Actual	Target	Actual	Target	Actual	Target	Actual		
			Council and Administration, to protect the municipality's interests and legal risks and ensure legal compliance															
Corporate Services	Dir Corp	Good Governance and Public Participation	SOD 1.6 To provide professional, effective and efficient legal support to Council and Administration, to protect the municipality's interests and legal risks and	Number of Delegation Registers reviewed by 30 June 2020			1		-		-		-		1		1	1

DIRECTORATE				CORPORATE SERVICES														
Department/ Directorate	Program Driver	Key Performance Area	IDP Objective	Key Performance Indicator	Project Number	Budget	2019/2020 Targets										Baseline	
							Annual Target	Revised Target	30/9/19		31/12/19		31/3/20		30/6/20		30 June 2018	30 June 2019
									Target	Actual	Target	Actual	Target	Actual	Target	Actual		
			ensure legal compliance															
Corporate Services	Dir Corp	Good Governance and Public Participation	SOD 1.6 To provide professional, effective and efficient legal support to Council and Administration, to protect the municipality's interests and legal risks and ensure legal compliance	Audit and review By-Laws by 30 June 2020			30/3/20		-		-		-		30/3/20		-	-
Finance	Dir Corp	Financial Viability and Management	SOD 6.1 To manage and control the implementation of budget policies,	% Staff cost compared to Operational Budget			35%		35%		35%		35%		35%		35%	35%

DIRECTORATE				CORPORATE SERVICES														
Department/ Directorate	Program Driver	Key Performance Area	IDP Objective	Key Performance Indicator	Project Number	Budget	2019/2020 Targets										Baseline	
							Annual Target	Revised Target	30/9/19		31/12/19		31/3/20		30/6/20		30 June 2018	30 June 2019
									Target	Actual	Target	Actual	Target	Actual	Target	Actual		
			systems and procedures, statements and reporting processes to ensure legislative compliance															

DIRECTORATE				FINANCE														
Department/ Directorate	Program Driver	Key Performance Area	IDP Objective	Key Performance Indicator	Project Number	Budget	2019/2020 Targets										Baseline	
							Annual Target	Revised Target	30/9/19		31/12/19		31/3/20		30/6/20		30 Jun 201	30 June 2019
									Target	Actual	Target	Actual	Target	Actual	Target	Actual		
Finance	CFO	Financial Viability and Management	SOD 6.1 To manage and control the implementation of budget policies,	% compliance with National Treasury			100%		100%		100%		100%		100%		100%	100%

DIRECTORATE				FINANCE														
Department/ Directorate	Program Driver	Key Performance Area	IDP Objective	Key Performance Indicator	Project Number	Budget	2019/2020 Targets										Baseline	
							Annual Target	Revised Target	30/9/19		31/12/19		31/3/20		30/6/20		30 Jun 201	30 June 2019
									Target	Actual	Target	Actual	Target	Actual	Target	Actual		
			systems and procedures, statements and reporting processes to ensure legislative compliance	reporting calendar														
Finance	CFO	Financial Viability and Management	SOD 6.1 To manage and control the implementation of budget policies, systems and procedures, statements and reporting processes to ensure legislative compliance	Number of Annual Financial Statements submitted to the AG by 30 August 2020			1		1		-		-		-		1	1
Finance	CFO	Financial Viability and Management	SOD 6.1 To manage and control the implementation of	Number of draft budgets submitted by			1		-		-		-		1		1	1

DIRECTORATE				FINANCE														
Department/ Directorate	Program Driver	Key Performance Area	IDP Objective	Key Performance Indicator	Project Number	Budget	2019/2020 Targets										Baseline	
							Annual Target	Revised Target	30/9/19		31/12/19		31/3/20		30/6/20		30 Jun 201	30 June 2019
									Target	Actual	Target	Actual	Target	Actual	Target	Actual		
			budget policies, systems and procedures, statements and reporting processes to ensure legislative compliance	31 March 2020														
Finance	CFO	Financial Viability and Management	SOD 6.1 To manage and control the implementation of budget policies, systems and procedures, statements and reporting processes to ensure legislative compliance	Number of final budgets submitted to Council for approval by 31 May 2020			1		-		-		-		1		1	1
Finance	CFO	Financial Viability and	SOD 6.1 To manage and control the	Number of draft adjustment			1		-		1		-		-		-	-

DIRECTORATE				FINANCE														
Department/ Directorate	Program Driver	Key Performance Area	IDP Objective	Key Performance Indicator	Project Number	Budget	2019/2020 Targets										Baseline	
							Annual Target	Revised Target	30/9/19		31/12/19		31/3/20		30/6/20		30 Jun 201	30 June 2019
									Target	Actual	Target	Actual	Target	Actual	Target	Actual		
		Management	implementation of budget policies, systems and procedures, statements and reporting processes to ensure legislative compliance	budgets submitted to the MM and Portfolio Councilor by 15 December 2019														
Finance	CFO	Financial Viability and Management	SOD 6.1 To manage and control the implementation of budget policies, systems and procedures, statements and reporting processes to ensure legislative compliance	Number of Budget Monitoring Committee Meetings			10		2		3		3		2		-	-
Finance	CFO	Financial	SOD 6.1 To manage and	Liquidity Ratio			1:1		1:1		1:1		1:1		1:1		-	1:1

DIRECTORATE				FINANCE														
Department/ Directorate	Program Driver	Key Performance Area	IDP Objective	Key Performance Indicator	Project Number	Budget	2019/2020 Targets										Baseline	
							Annual Target	Revised Target	30/9/19		31/12/19		31/3/20		30/6/20		30 Jun 201	30 June 2019
									Target	Actual	Target	Actual	Target	Actual	Target	Actual		
		Viability and Management	control the implementation of budget policies, systems and procedures, statements and reporting processes to ensure legislative compliance															
Finance	CFO	Financial Viability and Management	SD6.1 Ensure compliant Budgeting and reporting	Number of un-qualified audit opinions by the AG			1		-		1		-		-		Un-Qua	Un-Qualified
Finance	CFO	Financial Viability and Management	SOD 6.2 To administer the recording, authorization, executing and reporting of expenditure transactions	% of creditors paid within 30 Days of receipt of Invoice			100%		100%		100%		100%		100%			

DIRECTORATE				FINANCE														
Department/ Directorate	Program Driver	Key Performance Area	IDP Objective	Key Performance Indicator	Project Number	Budget	2019/2020 Targets										Baseline	
							Annual Target	Revised Target	30/9/19		31/12/19		31/3/20		30/6/20		30 Jun 201	30 June 2019
									Target	Actual	Target	Actual	Target	Actual	Target	Actual		
Finance	CFO	Financial Viability and Management	SOD 6.3 To implement and maintain revenue policies and credit control procedures to ensure sound revenue management practices and compliance	% revenue collection rate between revenue raised and revenue collected			96%		96%		96%		96%		96%		94%	94%
Finance	CFO	Financial Viability and Management	SOD 6.3 To implement and maintain revenue policies and credit control procedures to ensure sound revenue management practices and compliance	Number of VAT Recovery service providers appointed by 30 September 2019			1		1		-		-		-		-	-

DIRECTORATE				FINANCE														
Department/ Directorate	Program Driver	Key Performance Area	IDP Objective	Key Performance Indicator	Project Number	Budget	2019/2020 Targets										Baseline	
							Annual Target	Revised Target	30/9/19		31/12/19		31/3/20		30/6/20		30 Jun 201	30 June 2019
									Target	Actual	Target	Actual	Target	Actual	Target	Actual		
Finance	CFO	Financial Viability and Management	SOD 6.3 To implement and maintain revenue policies and credit control procedures to ensure sound revenue management practices and compliance	Number of Debt Collection Service Providers appointed by 30 October 2019			1		-		1		-		-		-	-
Finance	CFO	Financial Viability and Management	SOD 6.3 To implement and maintain revenue policies and credit control procedures to ensure sound revenue management practices and compliance	Number of handovers to Debt Collector of debt exceeding 90 days			6		1		2		2		1		-	-

DIRECTORATE				FINANCE														
Department/ Directorate	Program Driver	Key Performance Area	IDP Objective	Key Performance Indicator	Project Number	Budget	2019/2020 Targets										Baseline	
							Annual Target	Revised Target	30/9/19		31/12/19		31/3/20		30/6/20		30 Jun 201	30 June 2019
									Target	Actual	Target	Actual	Target	Actual	Target	Actual		
Finance	CFO	Financial Viability and Management	SOD 6.3 To implement and maintain revenue policies and credit control procedures to ensure sound revenue management practices and compliance	Number of Debt Collection Meetings			4		1		1		1		1		-	-
Finance	CFO	Financial Viability and Management	SOD 6.3 To implement and maintain revenue policies and credit control procedures to ensure sound revenue management practices and compliance	Number of Revenue Enhancement Strategy Meetings			6		1		2		2		1		-	-

DIRECTORATE				FINANCE														
Department/ Directorate	Program Driver	Key Performance Area	IDP Objective	Key Performance Indicator	Project Number	Budget	2019/2020 Targets										Baseline	
							Annual Target	Revised Target	30/9/19		31/12/19		31/3/20		30/6/20		30 Jun 201	30 June 2019
									Target	Actual	Target	Actual	Target	Actual	Target	Actual		
Finance	CFO	Financial Viability and Management	SOD 6.3 To implement and maintain revenue policies and credit control procedures to ensure sound revenue management practices and compliance	Number of Revenue Collection Monitoring Meetings			8		2		2		2		2		-	-
Finance	CFO	Financial Viability and Management	SOD 6.3 To implement and maintain revenue policies and credit control procedures to ensure sound revenue management practices and compliance	% of indigent residents as per Indigent register with access to free basic services			100%		100%		100%		100%		100%		100%	100%

DIRECTORATE				FINANCE														
Department/ Directorate	Program Driver	Key Performance Area	IDP Objective	Key Performance Indicator	Project Number	Budget	2019/2020 Targets										Baseline	
							Annual Target	Revised Target	30/9/19		31/12/19		31/3/20		30/6/20		30 Jun 201	30 June 2019
									Target	Actual	Target	Actual	Target	Actual	Target	Actual		
Finance	CFO	Financial Viability and Management	SOD 6.3 To implement and maintain revenue policies and credit control procedures to ensure sound revenue management practices and compliance	Number of Indigent Registration Drives			1		-		-		1		-		-	-
Finance	CFO	Financial Viability and Management	SOD 6.3 To implement and maintain revenue policies and credit control procedures to ensure sound revenue management practices and compliance	Number of Indigent Steering Committee Meetings			4		1		1		1		1		-	-

DIRECTORATE				FINANCE														
Department/ Directorate	Program Driver	Key Performance Area	IDP Objective	Key Performance Indicator	Project Number	Budget	2019/2020 Targets										Baseline	
							Annual Target	Revised Target	30/9/19		31/12/19		31/3/20		30/6/20		30 Jun 201	30 June 2019
									Target	Actual	Target	Actual	Target	Actual	Target	Actual		
Finance	CFO	Financial Viability and Management	SOD 6.4 To plan, coordinate and render ICT services to the municipality to ensure efficient operations and support services in terms of the ICT Strategy and Policy	1st Phase implementation of ERP Solution project by 30 June 2020			1		-		-		-		1		-	-
Finance	CFO	Financial Viability and Management	SOD 6.4 To plan, coordinate and render ICT services to the municipality to ensure efficient operations and support services in terms of the ICT Strategy and Policy	Number of ERP Project Managers appointed by 30 September 2019			1		-		1		-		-		-	-

DIRECTORATE				FINANCE														
Department/ Directorate	Program Driver	Key Performance Area	IDP Objective	Key Performance Indicator	Project Number	Budget	2019/2020 Targets										Baseline	
							Annual Target	Revised Target	30/9/19		31/12/19		31/3/20		30/6/20		30 Jun 201	30 June 2019
									Target	Actual	Target	Actual	Target	Actual	Target	Actual		
Finance	CFO	Financial Viability and Management	SOD 6.4 To plan, coordinate and render ICT services to the municipality to ensure efficient operations and support services in terms of the ICT Strategy and Policy	% Up-Time of the ICT System			98%		98%		98%		98%		98%		-	-
Finance	CFO	Financial Viability and Management	SOD 6.4 To plan, coordinate and render ICT services to the municipality to ensure efficient operations and support services in terms of the ICT Strategy and Policy	Number of ICT Steering Committee Meetings			6		1		2		2		1		2	4

DIRECTORATE				FINANCE														
Department/ Directorate	Program Driver	Key Performance Area	IDP Objective	Key Performance Indicator	Project Number	Budget	2019/2020 Targets										Baseline	
							Annual Target	Revised Target	30/9/19		31/12/19		31/3/20		30/6/20		30 Jun 201	30 June 2019
									Target	Actual	Target	Actual	Target	Actual	Target	Actual		
Finance	CFO	Financial Viability and Management	SOD 6.4 To plan, coordinate and render ICT services to the municipality to ensure efficient operations and support services in terms of the ICT Strategy and Policy	% of ICT Policies reviewed by 30 November 2019			100%		-		100%		-		-		-	100%
Finance	CFO	Financial Viability and Management	SOD 6.4 To plan, coordinate and render ICT services to the municipality to ensure efficient operations and support services in terms of the ICT Strategy and Policy	Number of ICT reports submitted to Finance Portfolio Committee			6		1		2		2		1		6	6

DIRECTORATE				FINANCE														
Department/ Directorate	Program Driver	Key Performance Area	IDP Objective	Key Performance Indicator	Project Number	Budget	2019/2020 Targets										Baseline	
							Annual Target	Revised Target	30/9/19		31/12/19		31/3/20		30/6/20		30 Jun 201	30 June 2019
									Target	Actual	Target	Actual	Target	Actual	Target	Actual		
Finance	CFO	Financial Viability and Management	SOD 6.4 To plan, coordinate and render ICT services to the municipality to ensure efficient operations and support services in terms of the ICT Strategy and Policy	Number of ICT Software application and cost reports submitted to the Finance Portfolio Committee			6		1		2		2		1		-	-
Finance	CFO	Financial Viability and Management	SOD 6.5 To manage supply chain management services to ensure proper systems, policies and procedures and control for demand, acquisition, logistics and	% compliance with Procurement Plan			90%		90%		90%		90%		90%			90%

DIRECTORATE				FINANCE														
Department/ Directorate	Program Driver	Key Performance Area	IDP Objective	Key Performance Indicator	Project Number	Budget	2019/2020 Targets										Baseline	
							Annual Target	Revised Target	30/9/19		31/12/19		31/3/20		30/6/20		30 Jun 201	30 June 2019
									Target	Actual	Target	Actual	Target	Actual	Target	Actual		
			disposal management															
Finance	All Directors	Financial Viability and Management	SOD 6.5 To manage supply chain management services to ensure proper systems, policies and procedures and control for demand, acquisition, logistics and disposal management	% Capital Budget Expenditure			95%%		10%		45%		30%		10%		73%	90%
Finance	CFO	Financial Viability and Management	SOD 6.5 To manage supply chain management services to ensure proper systems, policies and	Number of days for the processing of requisitions			5		5		5		5		5		-	-

DIRECTORATE				FINANCE														
Department/ Directorate	Program Driver	Key Performance Area	IDP Objective	Key Performance Indicator	Project Number	Budget	2019/2020 Targets										Baseline	
							Annual Target	Revised Target	30/9/19		31/12/19		31/3/20		30/6/20		30 Jun 201	30 June 2019
									Target	Actual	Target	Actual	Target	Actual	Target	Actual		
			procedures and control for demand, acquisition, logistics and disposal management															
Finance	CFO	Financial Viability and Management	SOD 6.5 To manage supply chain management services to ensure proper systems, policies and procedures and control for demand, acquisition, logistics and disposal management	Number of working days for the evaluation of 7 day notices			7		7		7		7		7		-	-
Finance	All	Financial	SOD 6.5 To manage supply	Number of days for the			30		30		30		30		30		-	-

DIRECTORATE				FINANCE														
Department/ Directorate	Program Driver	Key Performance Area	IDP Objective	Key Performance Indicator	Project Number	Budget	2019/2020 Targets										Baseline	
							Annual Target	Revised Target	30/9/19		31/12/19		31/3/20		30/6/20		30 Jun 201	30 June 2019
									Target	Actual	Target	Actual	Target	Actual	Target	Actual		
	Directors	Viability and Management	chain management services to ensure proper systems, policies and procedures and control for demand, acquisition, logistics and disposal management	preparation of tender reports by leading departments from closing date of tender														
Finance	All Directors	Financial Viability and Management	SOD 6.5 To manage supply chain management services to ensure proper systems, policies and procedures and control for demand, acquisition, logistics and	Number of days for the adjudication of tender from closing date			100		100		100		100		100		-	-

DIRECTORATE				FINANCE														
Department/ Directorate	Program Driver	Key Performance Area	IDP Objective	Key Performance Indicator	Project Number	Budget	2019/2020 Targets										Baseline	
							Annual Target	Revised Target	30/9/19		31/12/19		31/3/20		30/6/20		30 Jun 201	30 June 2019
									Target	Actual	Target	Actual	Target	Actual	Target	Actual		
			disposal management															
Finance	All Directors	Financial Viability and Management	SOD 6.5 To manage supply chain management services to ensure proper systems, policies and procedures and control for demand, acquisition, logistics and disposal management	Number of meetings on the implementation of the procurement plan			6		1		2		2		1		-	-
Finance	CFO	Financial Viability and Management	SOD 6.6 To manage supply chain management services to ensure proper systems, policies and	Number of reports submitted on dysfunctional and redundant movable assets to be disposed			1		1		-		-		-		1	-

DIRECTORATE				FINANCE														
Department/ Directorate	Program Driver	Key Performance Area	IDP Objective	Key Performance Indicator	Project Number	Budget	2019/2020 Targets										Baseline	
							Annual Target	Revised Target	30/9/19		31/12/19		31/3/20		30/6/20		30 Jun 201	30 June 2019
									Target	Actual	Target	Actual	Target	Actual	Target	Actual		
			procedures and control for demand, acquisition, assets and disposal management	of , submitted to Council by 31 August 2019														
Finance	CFO	Financial Viability and Management	SOD 6.7 To administer assets management and lease registers	Number of Municipal land audits conducted by 31 December 2019			1		-		1		-		-		-	-
Finance	CFO	Financial Viability and Management	SOD 6.7 To administer assets management and lease registers	Number of municipal land registers completed by 31 December 2019			1		-		1		-		-		-	-
Finance	CFO	Financial Viability and Management	SOD 6.7 To administer assets management and lease registers	Number of meetings of the Land			6		2		1		2		1		-	-

DIRECTORATE				FINANCE														
Department/ Directorate	Program Driver	Key Performance Area	IDP Objective	Key Performance Indicator	Project Number	Budget	2019/2020 Targets										Baseline	
							Annual Target	Revised Target	30/9/19		31/12/19		31/3/20		30/6/20		30 Jun 201	30 June 2019
									Target	Actual	Target	Actual	Target	Actual	Target	Actual		
				Advisory Committee														
Finance	CFO	Financial Viability and Management	SOD 6.7 To administer assets management and lease registers	Number of service providers appointed for the insurance of municipal assets by 30 October 2019			1		-		1		-		-		-	-
Finance	CFO	Financial Viability and Management	SOD 6.7 To administer assets management and lease registers	Number of reports on insurance claims submitted to Finance Portfolio			6		1		2		2		1		-	-

DIRECTORATE				FINANCE														
Department/ Directorate	Program Driver	Key Performance Area	IDP Objective	Key Performance Indicator	Project Number	Budget	2019/2020 Targets										Baseline	
							Annual Target	Revised Target	30/9/19		31/12/19		31/3/20		30/6/20		30 Jun 201	30 June 2019
									Target	Actual	Target	Actual	Target	Actual	Target	Actual		
				Committee (Bi-Monthly reports)														
Finance	CFO	Financial Viability and Management	SOD 6.7 To administer assets management and lease registers	% of insurance claims finalized within 90 days of incident			100%		100%		100%		100%		100%		-	-
Finance	CFO	Financial Viability and Management	SOD 6.7 To administer assets management and lease registers	Update and validate all municipal lease agreements by 31 December 2019			1		-		1		-		-		-	-

KOUGA MUNICIPALITY (EC 108)

ORDINARY COUNCIL MEETING

OFFICE OF THE MUNICIPAL MANAGER

DATE: 30 MAY 2019 **ITEM NO: 19/05/MM5**

QUARTER 3 INSTITUTIONAL PERFORMANCE REPORT: 2018/19 FINANCIAL YEAR: PERIOD 1 JULY 2018 TO 31 MARCH 2019

1. Introduction

It is the purpose of this report to submit to the Council the Institutional Service Delivery and Budget Implementation Performance Report for the period 1 July 2018 to 31 March 2019.

2. Institutional Performance Report

The Institutional Performance Report reflects progress made with the implementation of the 2018/19 Institutional Service Delivery and Budget Implementation Plan over the first two quarter of the 2018/19 year from 1 July 2018 to 31 March 2019. The report is attached hereto.

3. Comment

The following targets have not been achieved:

IDP 11: Maintenance and repairs to caravan parks in the Kouga Area: Target: 50% completion of fencing of caravan parks scheduled for fencing: Fencing tender was cancelled due to no responsive bid received; procurement has now commenced.

IDP 11: Maintenance and repairs to caravan parks in the Kouga Area: Target: Surveillance cameras installed by 30 November 2018L; quotations sourced from service providers, installation to commence shortly.

IDP 12: Maintenance and repairs to community halls: Target 50% completion of fencing of community halls; Fencing tender was cancelled due to no responsive bid received, referred to BSC for review of tender specifications, suggested that consideration be given to move funding to wheelie bins.

IDP 15: Procure new vehicles for Traffic Department: Target 90% expenditure of budget for new traffic vehicles; New vehicles delivered, 45% expenditure of the budget, tender specifications did not allow for purchase of more vehicles, new tender in adjudication process.

IDP 16: Install CCTV cameras at key municipal offices, depot and open spaces: Target Cameras installed by 30 November 2018; quotations sourced from service providers, installation to commence shortly.

IDP 20: Develop in-house lifesaving capacity: Target: Facilitate 1 meeting of the volunteer lifesaving association; Working in close liaison with NSRI on lifesaving related matters and safety at beaches. Training of local community for future lifeguards emanating from Kouga area, that will be compliant to conduct lifesaving service in Q2 of the 2019/20 financial year.

IDP 19: Investigate the construction of a new municipal building: Target: Report investigations into alternative office accommodation and recommendations by 31 January 2019; Preliminary internal assessment done, professional assessment pending.

Operational Objective: Target: 250 000/1 000 000 documents, sorted imaged and stored in off-site warehouse; Tender re-advertised.

Operational Objective: Target: 50% of training budget spent on skills development; Tender adjudication in process, training target not met yet with expenditure expected to increase in final quarter due to various programmes in progress.

4. Recommendation

4.1 That the content of the Quarter 3 Institutional Performance Report on the implementation of the Service Delivery and Budget Implementation Plan for the period 1 July 2018 to 31 March 2019 be noted.

Item prepared by: The Manager: Performance Management Systems

IMPLEMENTATION REPORT: 2018/19 YEAR

IDP PRIORITY		IDP 07			Acquire land and develop 2 cemeteries in the Kouga Area		
OBJECTIVE			To provide residents of Kouga with adequate burial facilities				
TARGET FOR THE YEAR	**PERFORMANCE INDICATOR**	**COUNCIL APPROVED BUDGET**	**TARGETS**			**REPORTED PERFORMANCE**	**MEANS OF VERIFICATION**	**RESPONSIBLE AGENT**
			30 September 2018	**31 December 2018**	**31 March 2019**			
Conclude the EIA for additional cemeteries (1 additional cemetery)	Due date compliance with concluding the EIA processes for cemeteries	R600 000 (Roll over)	Tender advertised (Tender closed 3 September 2018)	Tender awarded	Service provider commenced (with cemetery EIA processes)	Q1&2: Tender awarded EIA processes commenced. Q3: Tender awarded, EIA processes ongoing. Meeting with SRK Consulting to discuss progress held on 25 March 2019	Minutes of the meeting of Council where the EIA was submitted	Dir.Com
Develop a cemetery master plan for Kouga Community	Due date compliance with the development of a cemetery master plan	R150 000	Tender advertised (Tender not advertised in Q1)	Tender awarded	Service provider commenced (with cemetery master plan for Kouga)	Q1&2: Master Plan due for completion 30 June 2019 as per target set. Q3: Master Plan due for completion 30 June 2019 as per target set.	Minutes of the meeting of Council where the Cemetery Master Plan was submitted	Dir. Com
IDP PRIORITY		IDP 10	Upgrade and maintain public ablution facilities to an acceptable standard					
OBJECTIVE			To provide clean and safe public ablution facilities to residents and visitors					
TARGET FOR THE YEAR	**PERFORMANCE INDICATOR**	**COUNCIL APPROVED BUDGET**	**TARGETS**			**REPORTED PERFORMANCE**	**MEANS OF VERIFICATION**	**RESPONSIBLE AGENT**
			30 September 2018	**31 December 2018**	**31 March 2019**			
100% expenditure of the budget provided for the upgrading/ maintenance of public ablution facilities	% expenditure of the budget provided for the upgrading/ maintenance of public ablution facilities	R 125 000	10% expenditure of the budget provided for the upgrading and maintenance of public ablution facilities	50% expenditure of the budget provided for the upgrading and maintenance of public ablution facilities	75% expenditure of the budget provided for the upgrading and maintenance of public ablution facilities	Q1&2: 100% expenditure. All public facilities in Jeffreys Bay and St Francis Bay were repaired/upgraded. Q3: Budget had been fully utilized in Q2. A budget virement has not been completed for Q3.	% expenditure of the budget provided for the upgrading and maintenance of public ablution facilities	Dir. Com

IDP PRIORITY		IDP 11			Maintenance and repairs to caravan parks in the Kouga Area			
OBJECTIVE					To provide high quality recreational facilities to residents and visitors to Kouga			
TARGET FOR THE YEAR	**PERFORMANCE INDICATOR**	**COUNCIL APPROVED BUDGET**	**TARGETS**			**REPORTED PERFORMANCE**	**MEANS OF VERIFICATION**	**RESPONSIBLE AGENT**
			30 September 2018	**31 December 2018**	**31 March 2019**			
Fencing of facilities (Caravan Parks)	% completion of fencing of caravan parks scheduled for fencing	R500 000	Tender advertised	Tender awarded by 31 October 2018	50% completion of fencing of caravan parks scheduled for fencing	Q1&2: Performance was subject to the award for the fencing tender which was cancelled for reason that no-responsive tender was received. Tender document resubmitted to Bid Specification for review of tender specifications. It suggested that funding be re-allocated towards wheelie-bins. Q3: Specifications have been drawn up. Site meetings for fencing of caravan parks with service providers. Sourcing of quotes. Procurement process commences. Ongoing progress with regards to installation of caravan parks fencing.	Payment certificates for fencing installed	Dir. Com
Install surveillance cameras (Caravan Parks)	Due date compliance with the installation of surveillance cameras	R150 000	Quotations for surveillance cameras awarded	Cameras installed by 30 November 2018	Cameras installed by 30 November 2018	Q1&2: Surveillance cameras installed at Jeffreys Bay Caravan Park. Funding for surveillance cameras had to be split between the various areas requiring cameras and not all caravan parks could be equipped with surveillance cameras. Q3: Quotations sourced from service providers. Procurement process commenced. Service provider completed installation of surveillance cameras in the Jeffreys Bay Caravan Park. Pellsrus Caravan Park camera installations due post	Payment certificates for installation of surveillance cameras	Dir. Com

						receiving service providers quotes.		
TARGET FOR THE YEAR	**PERFORMANCE INDICATOR**	**COUNCIL APPROVED BUDGET**	**TARGET**			**REPORTED PERFORMANCE**	**MEANS OF VERIFICATION**	**RESPONSIBLE AGENT**
			30 September 2018	**31 December 2018**	**31 March 2019**			
Painting and repairs of Caravan Parks	% completion of painting and repairs for caravan parks scheduled for upgrade	Operational	50% completion of painting and repairs for caravan parks scheduled for upgrade	100% completion of painting and repairs for caravan parks scheduled for upgrade by 30m November 2018	100% completion of painting and repairs for caravan parks scheduled for upgrade by 30m November 2018	Q1&2: Repairs and maintenance were done on Jeffreys Bay and Pellsrus caravan parks, 100% expenditure Q3: Budget had been fully utilized in Q2. A budget virement has not been completed for Q3.	Before and after photos	Dir. Com
IDP PRIORITY		IDP 12	Maintenance and repairs to community halls					
OBJECTIVE			To ensure that residents and visitors have decent facilities for functions					
TARGET FOR THE YEAR	**PERFORMANCE INDICATOR**	**COUNCIL APPROVED BUDGET**	**TARGETS**			**REPORTED PERFORMANCE**	**MEANS OF VERIFICATION**	**RESPONSIBLE AGENT**
			30 September 2018	**31 December 2018**	**3 1 March 2019**			
Fencing of facilities (Community Halls)	% completion of fencing of community halls scheduled for fencing	R(R500 000 for sport and rec facilities must be spilt)	Tender advertised	Tender awarded by 31 October 2018	50% completion of fencing of community halls	F Q1&2: Fencing of facilities was subject to the award of the fencing tender. Fencing tender was cancelled for reason that no responsive bids were received. The matter has been referred to BSC for review of tender specifications. It is suggested that consideration be given to move funding to wheely-bins. Q3: Fencing of facilities was subject to the award of the fencing tender. Fencing tender was cancelled for reason that no responsive bids were received. The matter has been referred to BSC for review of tender specifications. It is suggested that consideration be given to move funding to wheely-bins. Therefore not applicable for Q3.	Payment certificates for fencing installed	Dir. Com

Painting and repair of facilities (Community Halls)	% completion of painting and repairs for community halls scheduled for upgrade	R (R500 000 for sport and rec facilities must be spilt)	25% completion of painting and repairs for community halls	50% completion of painting and repairs for community halls	75% completion of painting and repairs for community halls scheduled for upgrade	Q1&2: 100% expenditure of funding. Newton Hall, Aston bay Hall and Shell Museum painted. New cupboards installed at Vusumzi Landu Hall. Q3: Budget had been fully utilized in Q2. A budget virement has not been completed for Q3.	Before and after photos	Dir. Com
IDP PRIORITY		IDP 13	Initiate and develop climate change projects					
OBJECTIVE			To ensure that residents and visitors have a clean and safe environment					
TARGET FOR THE YEAR	**PERFORMANCE INDICATOR**	**COUNCIL APPROVED BUDGET**	**TARGETS**			**REPORTED PERFORMANCE**	**MEANS OF VERIFICATION**	**RESPONSIBLE AGENT**
			30 September 2018	**31 December 2018**	**31 March 2019**			
Initiate climate change projects in collaboration with German partners	Number of reports (4 reports at 1 report per quarter) submitted on the implementation of climate change projects in collaboration with the German partners	Operational	Report 1/4 submitted on progress with the implementation of climate change projects	Report 2/4 submitted on progress with the implementation of climate change projects	Report 3/4 submitted on progress with the implementation of climate change projects in collaboration with the German partners	Q1&2: Progress report submitted to the portfolio committee and to Council Q3: Progress report submitted to the portfolio committee and to Council. Project proposal was sent to German partners. Waiting for outcome of applications made.	Minutes of the meeting of Council where the implementation reports were submitted (1 report per quarter)	Dir. Com
IDP PRIORITY		IDP 15	Procure new vehicles for the Traffic Department					
OBJECTIVE			To ensure that road and traffic services are rendered in the Kouga Municipal area					
TARGET FOR THE YEAR	**PERFORMANCE INDICATOR**	**COUNCIL APPROVED BUDGET**	**TARGETS**			**REPORTED PERFORMANCE**	**MEANS OF VERIFICATION**	**RESPONSIBLE AGENT**
			30 September 2018	**31 December 2018**	**31 March 2019**			
Comply with expenditure targets	% expenditure on the acquisition of new vehicles for Traffic	R4 000 000	Tender advertised by 31 July 2018	Tender awarded by 15 October 2018	90% expenditure of budget for new traffic vehicles	Q1&2: Tender awarded. Q3: 3 New vehicles have been delivered. 45% expenditure on the budget. New Tender advertised for additional procurement of vehicles, closed & being evaluated by Supply Chain Management.	Expenditure report on the acquisition of traffic vehicles Appointment of service provider for supply and delivery of new vehicles. Photographic evidence of new vehicles.	Dir. Com

IDP PRIORITY		IDP 16			Install CCTV cameras at key municipal offices, depo and open spaces			
OBJECTIVE			To provide residents with a safe secure environment					
TARGET FOR THE YEAR	**PERFORMANCE INDICATOR**	**COUNCIL APPROVED BUDGET**	**TARGETS**			**REPORTED PERFORMANCE**	**MEANS OF VERIFICATION**	**RESPONSIBLE AGENT**
			30 September 2018	**31 December 2018**	**31 March 2019**			
Install surveillance cameras (At municipal offices, depots and areas)	Due date compliance with the installation of surveillance cameras	R (R150 000 for cameras must be spilt)	Quotations for surveillance cameras awarded	Cameras installed by 30 November 2018	Cameras installed by 30 November 2018	Q1&2: Only R150 000 was provided on the budget for surveillance cameras at the various areas. Cameras installed at Jeffreys Bay Caravan Park and Dolphin Beach. Surveillance Cameras shall be installed at the Traffic Department during Quarter 3. Q3: Additional surveillance cameras to be installed at the Traffic Department. 3 Quotations sourced from service providers awaiting processing with Supply Chain Management for installation at the Main Office in Jeffreys Bay.	Payment certificates for installation of surveillance cameras	Dir.Com
IDP PRIORITY		IDP 20			Develop in-house lifesaving capacity			
OBJECTIVE			To ensure that lifesaving services be rendered to residents and visitors to the Kouga					
TARGET FOR THE YEAR	**PERFORMANCE INDICATOR**	**COUNCIL APPROVED BUDGET**	**TARGETS**			**REPORTED PERFORMANCE**	**MEANS OF VERIFICATION**	**RESPONSIBLE AGENT**
			30 September 2018	**31 December 2018**	**31 March 2019**			
Appoint additional lifesavers	Number of life savers appointed	Salary budget	Advert for life savers published by 31 August 2018	30 Lifesavers appointed by 1 November 2018	30 Lifesavers appointed by 1 November 2018	Q1&2: Seasonal Life Savers were appointed as from 1 November 2018. Q3: Seasonal Life Savers were appointed as from 18 March 2019 for School Holidays & Easter Season. Contractual lifeguard appointments will occur on a yearly basis as wand when required.	Records of appointment	Dir. Com

Procure lifesaving equipment by 15 November 2018	Due date compliance with procuring lifesaving equipment	R250 000	Tender advertised; Tender awarded	Lifesaving equipment received by 15 November 2018	Lifesaving equipment received by 15 November 2018	Q1&2: All lifesaving equipment procured in time for the peak holiday period. Q3: All lifesaving equipment procured in time for the peak holiday period. Procurement of Lifeguard Surveillance chairs has been adjudicated and will be delivered in Q4.	Proof of payment Specifications Advertisement Proof of Appointment	Dir. Com
Initiate volunteer lifesaving association	Establishment of Volunteer Lifesaving Association	Operational Budget	Call Public and stakeholder Meetings	Volunteer Lifesaving Association established by 15 November 2018	Facilitate 1 meeting of the volunteer lifesaving association	Q1&2: Kouga Municipality is working in close liaison with the NSRI on lifesaving related matters and safety at public beaches. Q3: Kouga Municipality is working in close liaison with the NSRI on lifesaving related matters and safety at public beaches. Training of local community for future lifeguards emanating from Kouga area, that will be compliant to conduct lifesaving service in Q2 of 2019/20 financial year.	Minutes of meetings of volunteer lifesaving association Lifesaving Award Certificates	Dir. Com
IDP PRIORITY		IDP 21			Eradicate livestock kraals and piggeries from residential areas			
OBJECTIVE			To ensure that no stray animals roam the streets of Kouga					
TARGET FOR THE YEAR	**PERFORMANCE INDICATOR**	**COUNCIL APPROVED BUDGET**	**TARGETS**			**REPORTED PERFORMANCE**	**MEANS OF VERIFICATION**	**RESPONSIBLE AGENT**
			30 September 2018	**31 December 2018**	**31 March 2019**			
Ensure sufficient law enforcement is affected to combat stray animals and illegal kraals and piggeries	Number of reports submitted on the combatting of stray animals and illegal kraals and piggeries	R (No funding)	1/4 Reports submitted on the combatting of stray animals and illegal kraals and piggeries	2/4 Reports submitted on the combatting of stray animals and illegal kraals and piggeries	3/4 Reports submitted on the combatting of stray animals and illegal kraals and piggeries	Q1&2: 2 Reports submitted to Portfolio Committee meeting Q3: 2 Reports submitted to Portfolio Committee meeting. 50 notices have been issued for Q3 with only 11 animals pounded due to the challenge with the Loerie pound being closed upon investigation by SAPS. Approval has been granted to Mr. Preller to facilitate a new pound in Humansdorp.	Minutes of meetings where reports was submitted	Dir. Com
IDP PRIORITY		IDP 23			Contribution towards Animal Welfare Society in Kouga			

OBJECTIVE			To ensure that animal welfare associations render much need care to lost animals					
TARGET FOR THE YEAR	**PERFORMANCE INDICATOR**	**COUNCIL APPROVED BUDGET**	**TARGETS**			**REPORTED PERFORMANCE**	**MEANS OF VERIFICATION**	**RESPONSIBLE AGENT**
			30 September 2018	**31 December 2018**	**31 March 2019**			
Conclude a service level agreement with animal welfare society by 15 November 2018	Due date compliance with the conclusion of a service level agreement with the animal welfare society	Operational R240 000	N/a	Conclude as service level agreement with the animal welfare society by 15 November 2018	Conclude as service level agreement with the animal welfare society by 15 November 2018	Q1&2: Service Level Agreement Concluded. Q3:	Service Level Agreement	Dir. Com
TARGET FOR THE YEAR	**PERFORMANCE INDICATOR**	**COUNCIL APPROVED BUDGET**	**TARGETS**			**REPORTED PERFORMANCE**	**MEANS OF VERIFICATION**	**RESPONSIBLE AGENT**
			30 September 2018	**31 December 2018**	**31 March 2019**			
95% expenditure of the Capital Budget	% Capital budget expenditure	R67 744 823	N/a	Tenders advertised 30 November 2018	50% Capital budget expenditure	Q1&2: Tenders advertised Q3:	Capital budget expenditure reports	All Directors
Prepare and submit funding applications for the review of the waste management strategy for Kouga by 30 November 2018	Due date compliance with the submission of the funding application	Operational	N/a	Funding application for the review of the waste management strategy submitted by 30 November 2018	Funding application for the review of the waste management strategy submitted by 30 November 2018	Q1&2: Funding application was submitted to the Department of Economic Development, Environmental Affairs and Tourism. Q3: Funding application was submitted to the Department of Economic Development, Environmental Affairs and Tourism. Waiting for response from DEDEA	Proof of submission of funding application	Dir. Com
TARGET FOR THE YEAR	**PERFORMANCE INDICATOR**	**COUNCIL APPROVED BUDGET**	**TARGET**			**REPORTED PERFORMANCE**		
			30 September 2018	**31 December 2018**	**31 March 2019**			
100% of formal households provided with a weekly refuse removal service	% of formal households provided with a weekly refuse removal service	Operational	100% of formal households provided with a weekly refuse removal service	100% of formal households provided with a weekly refuse removal service	100% of formal households provided with a weekly refuse removal service	Q1&2: Refuse programme being done as per the weekly programme schedule in all the formal households and businesses, illegal dumps are also cleaned Q3: All formal households are provided with a weekly refuse removal service	Collection reports	Dir. Com

Increase coverage of recognized informal residential areas serviced with refuse removal services once per week by 5%	% increase in coverage of recognized informal residential areas serviced with refuse removal services once per week	Operational	Report on plans and progress with the increase in coverage of refuse removal services to recognized informal areas	Report on plans and progress with the increase in coverage of refuse removal services to recognized informal areas	Report on and progress with the increase in coverage of refuse removal services to recognized informal areas	Q1&2: Part of the refuse collection weekly programme schedules, skip bins are used in most informal areas, new informal areas are also included on the collection programme like the transfer sites in areas where there is housing developments. Q3: All recognized informal residential areas receive weekly programme schedules, skip bins are used in most informal areas, new informal areas are included on the collection programme like the transfer sites in areas where there are housing developments.	Collection reports	Dir. Com
ARGET FOR THE YEAR	**PERFORMANCE INDICATOR**	**COUNCIL APPROVED BUDGET**	**TARGETS** **30 September 2018**	**REPORTED PERFORMANCE** **31 December 2018**	**MEANS OF VERIFICATION** **31 March 2019**	**RESPONSIBLE AGENT**	MEANS OF VERIFICATION	RESPONSIBLE AGENT
420 Water samples submitted for bacteriological analysis and 140 water samples submitted for chemical analysis	Number of water samples submitted for analysis	Operational	105/420 water samples Bacteriological analysis; 35/140 water samples chemical analysis	210/420 water samples Bacteriological analysis; 70/140 water samples chemical analysis	215/420 waters samples Bacteriological analysis; 105/140 water samples chemical analysis	Q1&2: 212/420 water samples collected and submitted for bacteriological analysis and 70/140 waters samples collected and submitted for chemical analysis. Q3: 220/420 water samples collected and submitted for bacteriological analysis and 105/140 waters samples collected and submitted for chemical analysis.	Water sampling reports	Dir. Com
1 920 premises subjected to environmental health inspections	Number of premises subjected to environmental health inspections	Operational	480/1920 premises subjected to environmental health inspections	960/1920 premises subjected to environmental health inspections	1440/1920 premises subjected to environmental health inspections	Q1&2: 972/1920 environmental health inspections conducted at premises in Kouga (492 for Q 2) Q3: 1440/1920 environmental health inspections conducted at premises in Kouga	Environmental health inspection reports	Dir. Com

Develop a Coastal Management Plan for Kouga (SBDM in process of developing a district Coastal Management Plan)	Number of reports submitted on the development of a Coastal Management Plan	No budget funding	Report 1/4 on progress with the development of a coastal management plan	Report 2/4 on progress with the development of a coastal management plan	Report 3/4 on progress with the development of a coastal management plan	Q1&2: Progress reports submitted to Portfolio Committee Q3: SBDM in process of developing a district Coastal Management Plan. KM dependant on finalisation of SBDM plan. Report submitted on delay	Reports submitted on progress with the development of a coastal management plan	Dir. Com
TARGET FOR THE YEAR	**PERFORMANCE INDICATOR**	**COUNCIL APPROVED BUDGET**	**TARGETS**	**REPORTED PERFORMANCE**	**MEANS OF VERIFICATION**	**RESPONSIBLE AGENT**		
			30 September 2018	**31 December 2018**	**31 March 2019**			
Conduct 2 environmental awareness campaigns	Number of environmental awareness campaigns conducted	Operational	N/a	Conduct 1/2 Environmental Awareness Campaigns	N/a	Q1&2: 1 Environmental Awareness Campaign conducted. Q3: 1 Environmental Awareness Campaign conducted.	Reports on environmental awareness campaigns conducted	Dir. Com

KEY PERFORMANCE AREA			GOOD GOVERNANCE AND PUBLIC PARTICIPATION					
IDP PRIORITY		IDP 19		Investigate the construction of a new municipal building				
OBJECTIVE				To provide suitable accommodation to staff of the municipality to facilitate improved service delivery				
TARGET FOR THE YEAR	**PERFORMANCE INDICATOR**	**COUNCIL APPROVED BUDGET**	**TARGETS**			**REPORTED PERFORMANCE**	**MEANS OF VERIFICATION**	**RESPONSIBLE AGENT**
			30 September 2018	**31 December 2018**	**31 March 2019**			
Conclude investigations into the various options available for alternative office accommodation and report on the findings and recommendations by 31 January 2019	Due date compliance with reporting on alternative office accommodation	No funding for new building, R 300 000 and R500 000 for upgrade of main building/ old library	N/a	N/a	Report investigations into alternative office accommodation and recommendations by 31 January 2019	Q1&2: No target set for Quarter 1 & 2 Report on alternative office accommodation due on 31 January 2019 Q3: Preliminary internal assessment done, professional assessment pending	Report submitted to Top Management	Dir. Corp
4 Meetings of the Occupational Health and Safety Forum	Number of meetings of the Occupational Health and Safety Forum	Operational	1/4 Meetings of the Occupational Health and Safety Forum	2/4 Meetings of the Occupational Health and Safety Forum	3/4 Meetings of the Occupational Health and Safety Forum	Q1&2: 2/4 Meetings of the Occupational Health and Safety Forum was held. Q3: 3/4 Meetings held	Minutes of meetings of the Occupational Health and Safety Forum	Dir. Corp

TARGET FOR THE YEAR	**PERFORMANCE INDICATOR**	**COUNCIL APPROVED BUDGET**	**TARGET**	**REPORTED PERFORMANCE**	**MEANS OF VERIFICATION**	**RESPONSIBLE AGENT**		
			30 September 2018	**31 December 2018**	**31 March 2019**			
Compile a Municipal Code by 30 June 2019	Due date compliance with the compilation of a Municipal Code	Operational	N/a	N/a	N/a	Due date for completion of municipal code only set at 30 June 2019	Sign off on Municipal code	Dir. Corp
Audit and review Municipal Policies and by-Laws by 30 June 2019	Due date compliance with review of Municipal policies and By-Laws	Operational	N/a	N/a	N/a	Due date for review only set at 30 June 2019	Council resolution for the adoption of Policy and By-Law reviews	Dir. Corp
Reduce printing costs by 40%	% reduction in printing costs	Operational	Printing costs reduced by 5%	Printing costs reduced by 10%	Printing costs reduced by 25%	Q1&2: Tender was awarded and machines installed during January 2019. New rental tariff shall only become applicable as from January 2019. Remain on track to meet 40% reduction target by 30 June 2019. Printing costs as at 31 December 2019 represented 21.28% of the 2018/19 printing budget, thus 28% lower than budgeted for the first six months. Q3: Saving on printing cost at 31 March 2019 for the year to date is R 211749.68 (44.18%)	Budget expenditure on printing costs against budget provisions	Dir. Corp
TARGET FOR THE YEAR	**PERFORMANCE INDICATOR**	**COUNCIL APPROVED BUDGET**	**TARGET**	**REPORTED PERFRORMANCE**	**MEANS OF VERIFICATION**	**RESPONSIBLE AGENT**		
			30 September 2018	**31 December 2018**	**31 March 2019**			
Electronically sort, image and store 1 million documents	Number of images sorted, imaged and stored in an office site warehouse	R 2 000 000 operational	Tender advertised	Service provider appointed and commenced with	250 000/1 000 000 documents, sorted, imaged and off-site warehouse	Q1&2: Tender was advertised but cancelled due to a technicality in the specifications, new tender	Records of off-site warehouse storage	Dir. Corp

in an off-site warehouse				electronic sorting and imaging		specifications prepared and re-advertised. The tender was split to allow for the electronic document management system as a separate part as insufficient funds were available to acquire both the system and do the document capturing and storing. Q3: Tender re-advertised		
TARGET FOR THE YEAR	**PERFORMANCE INDICATOR**	**COUNCIL APPROVED BUDGET**	**TARGET**			**REPORTED PERFRORMANCE**	**MEANS OF VERIFICATION**	**RESPONSIBLE AGENT**
			30 September 2018	**31 December 2018**	**31 March 2019**			
50% Completion of the conversion of the Old Library into Office space by 30 June 2019	Percentage completion of conversion of old Library into Office Space by 30 June 2019	R500 000 (Phase 2)	N/a	Tender advertised	Tender awarded contractor on site	Q1&2: Contractor was appointed for the conversion and is set to commence construction during January 2019 for completion during April 2019 Q3: In progress due for completion end April 2019	Technical Completion report	Dir. Corp
Reduce the Telkom account by R40 000	Rand's reduction in the average Telkom account for the year	Operational	N/a	Telkom account reduced by R5 000 for the year to date	Telkom account reduced by R10 000 for the year to date	Q1&2: The Telkom account has reduced from R220 000 per month to R4 402 for the previous account. It is anticipated that the average Telkom monthly account shall be approximately R6 000 per month. Q3: Last Telkom bill was R40 000 against usual bill of R200 000 target substantially exceeded.	Telkom account payment schedules	Dir. Corp
KEY PERFORMANCE AREA			ORGANIZATIONAL TRANSFORMATION AND DEVELOPMENT					
	OPERATIONAL PRIORITIES							
TARGET FOR THE YEAR	**PERFORMANCE INDICATOR**	**COUNCIL APPROVED BUDGET**	**TARGETS**			**REPORTED PERFORMANCE**	**MEANS OF VERIFICATION**	**RESPONSIBLE AGENT**
			30 September 2018	**31 December 2018**	**31 March 2019**			
Review the Organogram by 30 June 2019	Due date compliance with the review of the Organogram	Operational	N/a	N/a	Conduct consultative meetings with role players	Q1&2: Organogram review due at year end, but Organogram was reviewed on 31 August 2018 Q3: Preliminary consultations commenced in conjunction	Resolution adopting the review of the Organogram	Dir. Corp

						with job description writing process.		
Employee 3 African Females and 2 African Males in the 2 highest levels of employment as per the Employment Equity Plan	Number of people from disadvantaged groups employed in the 3 highest levels of employment as per Employment Equity Plan targets	Operational subject to salary budget	N/a	Report progress by 31 December 2018	Report progress by 31 March 2019	Q1&2: As at 31 December 2018 Snr Management 2 WM; 2 AF; 1 IF Middle Management 3 AM; 6 CM; 11 WM; 2 AF; 2 CF; 2 WF Employment Equity Targets is addressed with appointments. Q3: Monthly reports submitted to Portfolio Committee	Records of employment of employees in the 3 highest categories of employment	Dir. Corp
TARGET FOR THE YEAR	**PERFORMANCE INDICATOR**	**COUNCIL APPROVED BUDGET**	**TARGET**			**REPORTED PERFORMANCE**	**MEANS OF VERIFICATION**	**RESPONSIBLE AGENT**
			30 September 2018	**31 December 2018**	**31 March 2019**			
Submit the Employment Equity Plan to the Department of Labour by 15 January 2019	Due date compliance with the submission deadline for the Employment Equity Plan	Operational	N/a	Report on consultative processes in the review of the Employment Equity Plan	Employment Equity Plan submitted to the Department of Labour by 15 January 2019	Q1&2: Monthly HR reports is submitted to the Portfolio Committee inclusive of progress made with Equity and consultative processes on Employment Equity. Q3: Employment Equity Report submitted before 15 January 2019	Acknowledgment of receipt from the Department of Labour	Dir. Corp
100% of training budget spent on skills development	% of training budget spent on skills development	R1 100 000	10% of training budget spent on skills development	50% of training budget spent on skills development.	75% of training budget spent on skills development	Q1&2: Budget allocation = R1 141 779, spent to 31 December 2018 inclusive of commitments = R252 245 or 22.09% of total budget allocation. Q3: Tender in adjudication process, training expenditure target not yet met with expenditure expected to increase in final quarter due to various programmes in progress.	Training reports	Dir. Corp
TARGET FOR THE YEAR	**PERFORMANCE INDICATOR**	**COUNCIL APPROVED BUDGET**	**TARGET**			**REPORTED PERFORMANCE**	**MEANS OF VERIFICATION**	**RESPONSIBLE AGENT**
			30 September 2018	**31 December 2018**	**31 March 2019**			

Submit Work Place Skills Plan to LGSETA by 30 April 2019	Due date compliance with the submission of the Work Place Skills Plan to LGSETA	Operational	N/a	N/a	Report on progress with the development of and consultations of the Work Place Skills Plan	Q1&2: WSP must only be submitted 30 April 2019 Q3: Preliminary work for input in WSP has been done	Acknowledgement of receipt of Work Place Skills Plan by LGSETA	Dir. Corp
Review Delegation Framework by 30 June 2019	Due date compliance with the review of the Delegation Framework	Operational	N/a	N/a	N/a	Q1&2: Due date for review of the delegation framework was set at 30 June 2019. Delegation framework was reviewed and adopted October 2018. Q3: No target for Q3	Minutes of the meeting of Council where the Delegation Framework review was considered	Dir. Corp

	OPERATIONAL PRIORITIES							
TARGET FOR THE YEAR	**PERFORMANCE INDICATOR**	**COUNCIL APPROVED BUDGET**	**TARGETS**			**REPORTED PERFORMANCE**	**MEANS OF VERIFICATION**	**RESPONSIBLE AGENT**
			30 September 2018	**31 December 2018**	**31 March 2019**			
Submit 4 Institutional Performance Reports to Council at 1 report per quarter	Number of institutional performance reports submitted to Council	Operational	1/4 Institutional Performance Report submitted to Council	2/4 Institutional Performance Report submitted to Council	¾ Institutional Performance Reports submitted to Council	Q1&2: Annual Performance Report submitted to Council August 2018; 2018/19 Q1 Performance Report submitted to Council December 2018 Q3: Mid-year performance report submitted to Council 31 January 2019	Reports submitted to Council	Manager PMS

TARGET FOR THE YEAR	**PERFORMANCE INDICATOR**	**COUNCIL APPROVED BUDGET**	**TARGETS**			**REPORTED PERFORMANCE**	**MEANS OF VERIFICATION**	**RESPONSIBLE AGENT**
			30 September 2018	**31 December 2018**	**31 March 2019**			
Develop 2019/20 IDP process plan by 31 August 2018	Due date compliance	Operational	Process Plan for the review of the 2019/20 IDP developed by 31 August 2018	Process Plan for the review of the 2019/20 IDP developed by 31 August 2018	Process Plan for the review of the 2019/20 IDP developed by 31 August 2018	IDP Process plan adopted by Council: 30 August 2018	Minutes of the meeting of Council where the IDP process plan was adopted	Manager IDP
Review and table a draft copy of the IDP to Council by 31 March 2019	Due date compliance	Operational	N/a	N/a	Review and table a draft copy of the IDP to Council by 31 March 2019	Draft IDP to be submitted to Council by 31 March 2019 Q3: IDP submitted to Council 28 March 2019	Minutes of the meeting of Council where the draft IDP was considered	Manager IDP

Submit the final review copy of the IDP to Council by 31 May 2019	Due date compliance with the submission of the IDP to Council	Operational	N/a	N/a	N/a	Final copy of the IDP to be submitted to Council by 31 May 2019	Draft copy of the IDP review submitted to Council by 31 March 2019	Draft IDP submitted to Council by 31 March 2019
Arrange and facilitate 15 IDP public meetings to determine ward priorities	Number of IDP public meetings held	Operational	N/a	15 IDP public meetings held to determine ward priorities	15 IDP public meetings held to determine ward priorities	All 15 Wards reached with public participation meetings for IDP priorities	Ward priority registers	Manager IDP
TARGET FOR THE YEAR	**PERFORMANCE INDICATOR**	**COUNCIL APPROVED BUDGET**	**TARGETS**			**REPORTED PERFORMANCE**	**MEANS OF VERIFICATION**	**RESPONSIBLE AGENT**
			30 September 2018	**31 December 2018**	**31 March 2019**			
Arrange and facilitate 1 ward based planning session with ward Committees	Number of ward based planning sessions held	Operational	N/a	1 Ward Based Planning session with Ward Committees	N/a	All Wards have been reached for ward based planning sessions.	Attendance registers	Manager IDP
Arrange 1 Strategic Planning Session to review IDP objectives	Number of Strategic Planning Session to review IDP objectives	Operational	N/a	1 Strategic Planning Session to review IDP objectives by 30 November 2018	N/a	Strategic Planning Session conducted with Roy Steele Consultant and other internal strategic planning sessions held	Minutes of strategic planning session	Manager IDP
Upload approved IDP on the municipal web site by 15 June 2019	Due date compliance with the uploading of the approved IDP on the municipal web site	Operational	N/a	N/a	N/a	2019/20 IDP to be uploaded on web site by 15 June 2019	Municipal Web Site	Manager IDP
TARGET FOR THE YEAR	**PERFORMANCE INDICATOR**	**COUNCIL APPROVED BUDGET**	**TARGETS**			**REPORTED PERFORMANCE**	**MEANS OF VERIFICATION**	**RESPONSIBLE AGENT**
			30 September 2018	**31 December 2018**	**31 March 2019**			
Submit draft SDBIP by 31 March 2019	Due date compliance with the submission of the draft SDBIP	Operational	N/a	N/a	Draft SDBIP submitted to Council 28 March 2019	Submission only due March 2019 in respect of the 2019/20 SDBIP	Minutes of Council Meeting where draft SDBIP was considered	Manager PMS

Submit the SDBIP to the Executive Mayor for approval within 14 days of the adoption of the budget	Due date compliance with the submission of the SDBIP to the Executive Mayor	Operational	N/a	N/a	N/a	Submission only due within 14 days after approval of the 2019/20 budget	Date of approval by the Executive Mayor	Manager PMS
Table the approved SDBIP to Council by 31 July 2018	Due date compliance with the submission of the SDBIP to Council	Operational	Table approved SDBIP to Council by 31 July 2018	Table approved SDBIP to Council by 31 July 2018	N/a	Target not achieved. SDBIP submitted to Council 30 August 2018	Minutes of the meeting of Council where the SDBIP was considered	Manager PMS
Upload the approved SDBIP on the municipal web site by 5 August 2018	Due date compliance with the uploading of the SDBIP on the municipal web site	Operational	SDBIP uploaded on municipal web site by 5 August 2018	SDBIP uploaded on municipal web site by 5 August 2018	N/a	SDBIP uploaded to web site on 20 August 2018, target not achieved.	Municipal Web Site	Manager PMS
TARGET FOR THE YEAR	**PERFORMANCE INDICATOR**	**COUNCIL APPROVED BUDGET**	**TARGET**			**REPORTED PERFORMANCE**	**MEANS OF VERIFICATION**	**RESPONSIBLE AGENT**
			30 September 2018	**31 December 2018**	**31 March 2019**			
Ensure that all Section 56 and 57 performance contracts are signed by 31 July 2018	Due date compliance with the conclusion of performance agreements in respect of Section 56/57 employees	Operational	All Section 56 and 57 Performance Agreements are signed by 31 July 2018	All Section 56 and 57 Performance Agreements were signed by 31 July 2018	All Section 56 and 57 Performance Agreements were signed by 31 July 2018	Draft performance agreements submitted to MM and Directors June 2018. All agreements signed by 31 July 2018	Signed performance agreements	Manager PMS
Submit signed performance agreements to Council by 31 August 2018	Due date compliance with the submission of performance agreements by Council	Operational	Signed Section 56 and 57 Performance Agreements submitted to Council by 31 August 2018	Signed Section 56 and 57 Performance Agreements submitted to Council by 31 August 2018	Signed Section 56 and 57 Performance Agreements submitted to Council by 31 August 2018	Performance agreements submitted to Council on 30 August 2018	Minutes of the meeting of Council where the performance agreements were submitted	Manager PMS
Upload performance agreements on municipal web site within 5 days of approval by Council	Due date compliance with uploading of performance agreements on municipal web site	Operational	Performance agreements uploaded on municipal web site within 5 days of approval by Council	Performance agreements uploaded on municipal web site within 5 days of approval by Council	Performance agreements uploaded on municipal web site within 5 days of approval by Council	Performance Agreements uploaded to Municipal Web Site on 22 August 2018	Municipal Web Site	Manager PMS

TARGET FOR THE YEAR	PERFORMANCE INDICATOR	COUNCIL APPROVED BUDGET	TARGET			REPORTED PERFORMANCE	MEANS OF VERIFICATION	RESPONSIBLE AGENT
			30 September 2018	31 December 2018	31 March 2019			
Publish 1 Kouga News by 30 November 2018	Due date compliance with the publication and distribution of Kouga News	Operational	N/a	1 Kouga News published and distributed by 30 November 2018	N/a	Kouga News published and distributed on 18 October 2018	Kouga News publication	Municipal Manager
4 Reports submitted to Council on legal risks	Number of reports submitted to Council on legal risks	Operational	Identify legal risks and submit report 1/4 on legal risks to Council	submit report 2/4 on legal risks to Council	Submit 3/4 reports on legal risks to Council	Legal Risk reporting submitted as part of the Monthly reporting process.	Minutes of meetings of Council where legal risk reports was considered	MM and CFO

TARGET FOR THE YEAR	PERFORMANCE INDICATOR	COUNCIL APPROVED BUDGET	TARGET			REPORTED PERFRORMANCE	MEANS OF VERIFICATION	RESPONSIBLE AGENT
			30 September 2018	31 December 2018	31 March 2019			
Review the layout and functionality of the Kouga Municipal Web Site by 30 June 2019	Due date compliance with the review of the layout and functionality of the Kouga Municipal Web Site	Operational	N/a	N/a	N/a	Target for the review of the layout of the Municipal web site is set for 30 June 2019	New Web Site layout	Media Liaison Officer

IDP PRIORITY		IDP 25			Investigate roll-out of broadband connectivity (Fibre optic) to the entire Kouga Municipal area			
OBJECTIVE					To improve communications in the Kouga area			
TARGET FOR THE YEAR	PERFORMANCE INDICATOR	COUNCIL APPROVED BUDGET	TARGETS			REPORTED PERFORMANCE	MEANS OF VERIFICATION	RESPONSIBLE AGENT
			30 September 2018	31 December 2018	31 March 2019			
Investigate the roll-out of broadband connectivity to the entire Kouga area (Feasibility study investigation)	Number of reports on the feasibility of the roll out of broadband fibre connectivity to the entire Kouga Area	Operational	1/4 Reports on the feasibility of the roll out of broadband fibre connectivity to the entire Kouga Area	2/4 Reports on the feasibility of the roll out of broadband fibre connectivity to the entire Kouga Area	3/4 Reports on the feasibility of the roll out of broadband fibre connectivity to the entire Kouga Area	Q1,2&3: Roll out of fibre for Kouga is in the investigation process.	Minutes of meetings where reports were submitted	CFO
TARGET FOR THE YEAR	PERFORMANCE INDICATOR	COUNCIL APPROVED BUDGET	TARGETS			REPORTED PERFORMANCE	MEANS OF VERIFICATION	RESPONSIBLE AGENT
			30 September 2018	31 December 2018	31 March 2019			
95% expenditure of the Capital Budget	% Capital budget expenditure	R67 744 823	N/a	Tenders advertised 30 November 2018	50% Capital budget expenditure	Q1&2: Tenders advertised Q3: 60.60 % capital budget Expenditure as at 31 March 2019	Capital budget expenditure reports	All Directors
IDP PRIORITY		IDP 25		Introduction of ERP solution and associated IT architecture				
OBJECTIVE								
TARGET FOR THE YEAR	PERFORMANCE INDICATOR	COUNCIL APPROVED BUDGET	TARGETS			REPORTED PERFORMANCE	MEANS OF VERIFICATION	RESPONSIBLE AGENT
			30 September 2018	31 December 2018	31 March 2019			
Report on investigations into new ERP solution	Number of reports submitted on investigations of the introduction of ERP solutions and associated IT architecture	No funding	1/4 Reports on investigations of the introduction of ERP solutions and associated IT architecture	2/4 Reports on investigations of the introduction of ERP solutions and associated IT architecture	3/4 Reports on investigations of the introduction of ERP solutions and associated IT architecture	Q1&2: ICT related matters discussed at IT Steering Committee level. Investigations towards possible the acquisition of a SAPS System in progress. Q3: Due delicence assessment was done by Zimihle company.	Minutes of the meeting where IRP investigation reports was submitted Due diligence assessment report	Dir. Fin
4 Risk Management Meetings per year with 1 Risk Management Meeting per quarter	Number of Risk Management Meetings held	Operational	1/4 Risk Management Meeting	2/4 Risk Management Meeting	3/4 Risk Management Meeting	Q1,2&3: Risk Management Meeting held monthly at Top Management level.	Minutes of Risk Management Meetings	CFO

4 Reports submitted to Council on legal risks	Number of reports submitted to Council on legal risks	Operational	Identify legal risks and submit report 1/4 on legal risks to Council	Submit report 2/4 on legal risks to Council	Submit report 3/4 on legal risks to Council	Q1,2&3: Legal Risk reporting submitted as part of the Monthly reporting process.	Minutes of meetings of Council where legal risk reports was considered	MM and CFO

KEY PERFORMANCE AREA				FINANCIAL VIABILITY AND MANAGEMENT				
IDP PRIORITY		IDP 22		Improve revenue generation and collection to facilitate increased funding for service delivery				
OBJECTIVE			To ensure optimal levels of revenue collection					
TARGET FOR THE YEAR	**PERFORMANCE INDICATOR**	**COUNCIL APPROVED BUDGET**	**TARGETS**			**REPORTED PERFORMANCE**	**MEANS OF VERIFICATION**	**RESPONSIBLE AGENT**
			30 September 2018	**31 December 2018**	**31 March 2019**			
Revenue collection rate of 94% between revenue raised and revenue collected	% revenue collected between revenue raised and revenue collected	Operational	94% revenue collected against revenue raised (30 September 2018, 86.61%.)	94% revenue collected against revenue raised	94% revenue collected against revenue raised	Q1: 89.07% Q2:93.24% Q3: 97.14%	Revenue collected expressed as a percentage of revenue raised	CFO
TARGET FOR THE YEAR	**PERFORMANCE INDICATOR**	**COUNCIL APPROVED BUDGET**	**TARGET**			**REPORTED PERFORMANCE**	**MEANS OF VERIFICATION**	**RESPONSIBLE AGENT**
			30 September 2018	**31 December 2018**	**31 March 2019**			
	OPERATIONAL INDICATOR							
100% Compliance with the reporting requirements as per National Treasury reporting calendar	% Compliance with the reporting requirements as per National Treasury reporting calendar	Operational	100% Compliance with the reporting requirements as per National Treasury reporting calendar	100% Compliance with the reporting requirements as per National Treasury	100% Compliance with the reporting requirements as per National Treasury reporting calendar	Q1,2&3: National Treasury reporting requirements complied with in full. 100% achievement.	Reports submitted against National Treasury reporting calendar	CFO

				reporting calendar				
100% of creditors paid within 30 days of receipt of invoice certified for payment	% of creditors paid within 30 days of receipt of an invoice certified for payment	Operational	100% of creditors paid within 30 days of receipt of invoice certified for payment	100% of creditors paid within 30 days of receipt of invoice certified for payment	100% of creditors paid within 30 days of receipt of invoice certified for payment	Q1: 38.75% of creditors are paid within 30 days. The Municipality received R 46 million bulk water account in May 2016. According to the Nelson Mandela Bay Municipality, the Kouga Municipality was incorrectly billed from December 2012 to April 2016. This has a direct influence on the calculation of this ratio. If the bulk water account of R 46 million is excluded, the ratio would have been 78 days creditors payment period. The CFO was appointed on the 1 December 2015 and had no control of this new bulk water account of R 46 million. Q2: 104,09% of creditors are paid within 30 days. The Municipality received R 46 million bulk water account in May 2016. According to the Nelson Mandela Bay Municipality, the Kouga Municipality was incorrectly billed from December 2012 to April 2016. This has a direct influence on the calculation of this ratio. If the bulk water account of R 46 million is excluded, the ratio would have been 29 days creditors payment period. The CFO was appointed on the 1 December 2015 and had no control of this new bulk water account of R 46 million.	Records of reports submitted as required in terms of the National Treasury reporting calendar	CFO

						Q3: 149,25% of creditors are paid within 20 days. The Municipality received R 46 million bulk water account in May 2016. According to the Nelson Mandela Bay Municipality, the Kouga Municipality was incorrectly billed from December 2012 to April 2016. This has a direct influence on the calculation of this ratio. If the bulk water account of R 46 million is excluded, the ratio would have been 20 days creditors payment period. The CFO was appointed on the 1 December 2015 and had no control of this new bulk water account of R 46 million.		
TARGET FOR THE YEAR	**PERFORMANCE INDICATOR**	**COUNCIL APPROVED BUDGET**	**TARGET**			**REPORTED PERFORMANCE**	**MEANS OF VERIFICATION**	**RESPONSIBLE AGENT**
			30 September 2018	**31 December 2018**				
100% of indigent residents registered on the Indigent Register have access to free basic services	% of indigent residents registered on the Indigent Register have access to free basic services	Operational	100% of indigent residents registered on the Indigent Register have access to free basic services	100% of indigent residents registered on the Indigent Register have access to free basic services	100% of indigent residents registered on the Indigent Register have access to free basic services	Q1,2&3: 100% of residents registered on the Indigent Register have access to free basic services	Indigent register and records of free basic services provided	CFO
100% up-time of the ICT System	% up time of the ICT system	Operational	100% up-time of the ICT System	100% up-time of the ICT System	100% up-time of the ICT System	Q1,2&3: 95%	Records of down time of the ICT system	

Develop/ review ICT policies by 30 November 2018	Due date compliance with the development/ review of ICT policies	Operational	N/a	Develop/review ICT Policies by 30 November 2018	Develop/review ICT Policies by 30 November 2018	Q1&2: ICT Policies reviewed. Q3: ICT policies were submitted for review, but the review has not been done yet.	Record of resolution adopting reviewed/ developed ICT policies	CFO
TARGET FOR THE YEAR	**PERFORMANCE INDICATOR**	**COUNCIL APPROVED BUDGET**	**TARGET**			**REPORTED PERFORMANCE**	**MEANS OF VERIFICATION**	**RESPONSIBLE AGENT**
			30 September 2018	**31 December 2018**				
90% compliance with the Procurement Plan	% Compliance with the Procurement Plan	Operational	Monthly report to Top Management on implementation of Procurement Plan	Monthly report to Top Management on implementation of Procurement Plan	Monthly report to Top Management on implementation of Procurement Plan	Q1,2&3: Monthly reports submitted to Top Management with progress made with regards to Procurement Plan	Reports on implementation of Procurement Plan	All Directors
95% Capital Budget expenditure	% Capital Budget expenditure	R209 564 976	Tenders advertised	Tenderers appointed, 50% Capital Budget Expenditure	85% Capital Budget Expenditure	Q1: 15.45% Q2: 35.20% Q3: 22.27%	Capital Budget expenditure reports	All Directors
Conduct a land audit by 31 December 2018	Due date compliance with conducting a land audit	Operational	N/a	Land Audit conducted by 31 December 2018	Land Audit conducted by 31 December 2018	Q1,2&3 : Land Audit conducted as part of the Audit process.	Date of submission of land audit to Council	CFO

REPORTS BY THE PORTFOLIO CHAIRPERSON: FINANCE

KOUGA MUNICIPALITY (EC108)

ORDINARY COUNCIL MEETING

FINANCE

DATE: 30 MAY 2019 **ITEM: 19/05/F1**

MEDIUM TERM REVENUE AND EXPENDITURE FRAMEWORK (MTREF) – BUDGET FOR THE 2019/20 TO 2021/22 FINANCIAL YEARS

1. Introduction

The purpose of the report is to table the Medium Term Revenue and Expenditure Framework (MTREF) Budget for the 2019/20 – 2021/22 financial years to the Council.

The Annual Budget of the Kouga Local Municipality will be circulated under separate cover. ***

2. Recommendation

2.1 The Executive Mayor recommends that the Council, **by resolution taken by the majority of its full number**, and in terms of Section 30(2) of the Local Government: Municipal Structures Act, Act No. 117 of 1998 (as amended), read in conjunction with Section 24 of the Local Government: Municipal Finance Management Act, Act 56 of 2003, approves the Annual Budget for the 2019/20 financial year and the indicative allocations for the projected outer years 2020/21 and 2021/22; and the multi-year and single year capital appropriations, as set out in the following tables, including the associated recommendations.

1. Budget Summary; [Table A1]

2. Budgeted Financial Performance (revenue and expenditure by standard classification); [Table A2]

3. Budgeted Financial Performance (revenue and expenditure by municipal vote); [Table A3]

4. Budgeted Financial Performance (revenue by source and expenditure by type); [Table A4]

5. Multi-year and single year capital appropriations by municipal vote and standard classification and associated funding by source. [Table A5]

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

6. Budgeted Financial Position; [Table A6]

7. Budgeted Cash Flows; [Table A7]

8. Cash backed reserves and accumulated surplus reconciliation [Table A8]

9. Asset management; [Table A9]

10. Basic service delivery measurement. [Table A10]

2.3 That the tariffs be increased as follows with effect from 1 July 2019:

Property rates	-	6.5%
Water	-	7.5 %
Sanitation	-	7%
Refuse	-	7%
Electricity (average increase in electricity income)	-	13.07%
Environmental Management Fee	-	0%

2.4 That the indicative tariffs for 2020/21 and 2021/22 be increased as follows:

	2020/21	**2021/2022**
Property rates	7.5%	7.5%
Water	7.5%	7.5%
Sanitation	8 %	8%
Refuse	8%	8%
Electricity (average increase in electricity income)	13.07%	13.07%
Environmental Management Fee	0%	0%

2.5 The Executive Mayor recommends that the Council, in terms of Section 30 (2) and 93 (4) of the Local Government: Municipal Structures Act, Act No: 117 of 1998 (as amended), read with Chapter 4 of the Local Government: Municipal Finance Management Act, Act 56 of 2003, and **by resolution taken by majority of its full number**, approves the tariffs, fees and charges as reflected elsewhere in the Agenda for implementation, with effect from 1 July 2019.

Item prepared by: Manager Revenue

Item approved by: Chief Financial Officer 22/5/2019

Item endorsed by: Municipal Manager

Noted by: Portfolio Councillor:

KOUGA MUNICIPALITY (EC108)

ORDINARY COUNCIL MEETING

FINANCE

DATE: 30 MAY 2019 **ITEM: 19/05/F2**

ADOPTION OF THE PROPOSED PROPERTY RATES TARIFFS FOR THE 2019/20 FINANCIAL YEAR

1. Purpose

The purpose of this report is for Council to consider and approve the proposed property rates tariffs for the 2019/20 financial year.

2. Background

The property rates tariffs have been increased by 6,5%.

In view of the above and to ensure that all property owners are paying rates on an equitable basis, the following tariffs (rounded to the nearest two decimals) and rebates are proposed in line with the Municipal Property Rates Act (MPRA), the Municipality's Rates Policy and By-Laws:

CATEGORY	**Ratios**	**Cent/Rand**	
		Proposed Tariffs for 2019/20	**Current Tariffs 2018/19**
Residential	1:1	0.8307	0.78
Industrial/ Mining	1:1.04	0.8639	0.81
Business / Commercial	1:1.04	0.8639	0.81
Farms-Agricultural	1:0.25	0.2077	0.20
Farms-Other Business/Wind Farms and Other Industrial Purposes	1:1.04	0.8639	0.81
Farms-Residential	1:1	0.8307	0.78
Farms-Private Towns	1:1	0.8307	0.78
Smallholding-Agricultural	1:0.25	0.2077	0.20
State Owned	1:1	0.8307	0.78
Private Towns	1:1	0.8307	0.78
Informal and Formal Settlements	1:1	0.8307	0.78
Multiple Purposes	1:1	0.8307	0.78
Municipal Property/Land	1:1	0.8307	0.78
Special Rating Area	1:0:25	0:2077	0:20
Private Towns (Exempt)	1:1	0.8307	0.78

Communal Land	1:1	0.8307	0.78
State Trust Land	1:1	0.8307	0.78
Restitution and Redistribution Properties	1:1	0.8307	0.78
Protected Areas	1:1	0.8307	0.78
National Monuments/ Heritage Sites	1:1	0.8307	0.78
Public Benefit Organisations	1:1	0.8307	0.78

3. Recommendation

3.1 That the Council, in terms of Section 30(2) of the Local Government: Municipal Structures Act, Act 117 of 1998 (as amended) and the Local Government: Municipal Property Rates Act, Act 6 of 2004, read in conjunction with the Local Government: Municipal Systems Act, Act 32 of 2000, the Municipality's Rating Policy and with Chapter 4 of the Local Government:

Municipal Finance Management Act, Act 56 of 2003, and **by resolution taken by majority of its full number**, levies the following rates in the Rand for the period 1 July 2019 to 30 June 2020, in respect of the various categories of properties as set out below:

CATEGORY	**Proposed Tariffs for 2019/20-Cent/Rand**
Residential	0.8307
Industrial / Mining	0.8639
Business / Commercial	0.8639
Farms-Agricultural	0.2077
Farms-Other Business/Wind Farms and Other Industrial Purposes	0.8639
Farms-Residential	0.8307
Farms-Private Towns	0.8307
Smallholding-Agricultural	0.2077
State Owned	0.8307
Private Towns	0.8307
Informal and Formal Settlements	0.8307
Multiple Purposes	0.8307

Municipal Property / Land	0.8307
Special Rating Area	0.2077
Private Towns (Exempt)	0.8307
Communal Land	0.8307
State Trust Land	0.8307
Restitution and Redistribution Properties	0.8307
Protected Areas	0.8307
National Monuments/ Heritage Sites	0.8307
Public Benefit Organisation	0.8307

3.2 That the Council, in terms of Section 30(2) of the Local Government: Municipal Structures Act, Act 117 of 1998 (as amended) and the Local Government: Municipal Property Rates Act, Act 6 of 2004, read in conjunction with the Local Government: Municipal Systems Act, Act 32 of 2000, the Municipality's Rating Policy and with Chapter 4 of the Local Government: Municipal Finance Management Act, Act 56 of 2003, and **by resolution taken by majority of its full number**, grants the following rebates for the period 1 July 2019 to 30 June 2020, in respect of the following categories and owners of properties as set out below:

Exemptions	**Rebates for 2019/20**
R15 000 on Residential Properties	R15 000
National Monuments/Heritage Sites	-100%
Provisions of Land Act	- 100%
Communal Property Association	-100%
Protected Areas	-100%
Welfare/Churches/Public Benefit Organisations	-100%
Municipal Properties	-100%
Rebates:	
Private Towns:	-20%
- Kromme River (Suburb 70010)	
- Air Park (Suburb 10001)	
- Gamtoos Mouth (Suburb 90003)	
- Edenglen (Suburb 40004)	

- St Francis Bay Links (Suburb 70009)	
- Marina Martinique (Suburb 40013)	
- Lifestyle Estate (Suburb 40054)	
- Sea View Resort (Suburb 40011)	
R 85 000 on Informal and Formal Settlements	R85 000
R 85 000 for Owners who qualify for Equitable Share	R85 000

Item prepared by: Manager Revenue

Item approved by: Chief Financial Officer 22/5/2019

Item endorsed by the Municipal Manager

Noted by the Portfolio Councillor:

KOUGA MUNICIPALITY (EC108)

ORDINARY COUNCIL MEETING

FINANCE

DATE: 30 MAY 2019 **ITEM: 19/05/F3**

REVISION OF FEES AND CHARGES FOR THE 2019/20 FINANCIAL YEAR: SPORTS AND RECREATION

1. Purpose

The purpose of this report is to request the approval of the proposed fees and charges for sports and recreational facilities, for the 2018/19 financial year.

2. Background

Directorates, in consultation with the Chief Financial Officer are required to review the fees and charges, at least once a year.

The fees and charges have not been increased as reflected in Annexure 'A'

3. Recommendation

3.1 That the Council, by resolution taken by majority of its full number, and in terms of Sections 30(2) and 93(4) of the Local Government: Municipal Structures Act, Act 117 of 1998 (as amended), read in conjunction with Chapter 4 of the Local Government: Municipal Finance Management Act, Act 56 of 2003, approves the fees and charges for Sports and Recreation, as reflected in **Annexure 'A'**, with effect from 1 July 2019.

Item prepared by: Manager Revenue

Item approved by: Chief Financial Officer 22/5/2019

Item endorsed by the Municipal Manager

Noted by the Portfolio Councillor:

"A"

ANNEXURE A					
SERVICE DESCRIPTION		2019/20 VAT Inclusive R	2019/20 15% Exclusive R	2018/19 15% Exclusive R	% Increase
SPORTS AND RECREATION					
Sportsfield Rental per day : Music Concerts, Festivals, Sport Tournaments					
Profitable Functions		4 705,00	4 091,23	4 091,23	-
Non-Profitable Functions : NGO's, Churches, PO's		1 711,00	1 487,72	1 487,72	-
Sports Affiliation per year		428,00	371,93	371,93	-
Country Club Tariffs					
Hall only		811,00	704,80	704,80	-
Side Hall		475,00	412,84	412,84	-
Hall & Side Hall		962,00	836,84	836,84	-
Braai Area		163,00	141,33	141,33	-
Complex		2 423,00	2 106,98	2 106,98	-
Welfare organisations per year		608,00	529,07	529,07	-
					-
Deposit					
Damages			1 000,00	1 000,00	-

KOUGA MUNICIPALITY (EC108)

ORDINARY COUNCIL MEETING

FINANCE

DATE: 30 MAY 2019 **ITEM: 19/05/F4**

REVISION OF FEES AND CHARGES FOR 2018/19 FINANCIAL YEAR: NATIONAL TRAFFIC, LICENSING SERVICES AND PROTECTION SERVICES

1. Purpose

The purpose of this report is to request the approval of the proposed fees and charges for National Traffic, Licensing Services and Protection Services for the 2018/19 Financial year.

2. Background

Directorates, in consultation with the Chief Financial Officer are required to review the fees and charges at least once a year. The Traffic and Licensing Services Fees, are gazetted in the Provincial Gazette by the Department of Transport. The fees and charges for Protection Services have been increased on average, by 6%. The proposed fees and charges are reflected in Annexure 'B'.

3. Recommendation

3.1 That the Council, by resolution taken by majority of its full number, and in terms of Sections 30(2) and 93(4) of the Local Government: Municipal Structures Act, Act 117 of 1998 (as amended), read in conjunction with Chapter 4 of the Local Government: Municipal Finance Management Act, Act 56 of 2003 approves the fees and charges as reflected in **Annexure 'B'**, with effect from 1 July 2019.

Item prepared by: Manager Revenue

Item approved by: Chief Financial Officer 22/5/2019

Item endorsed by the Municipal Manager

Noted by the Portfolio Councillor:

"B"

ANNEXURE B

SERVICE DESCRIPTION	2019/20 VAT Inclusive R	2019/20 15% Exclusive R	2018/19 15% Exclusive R	% Increase
NATIONAL TRAFFIC (NATIS)				
Drivers Licence : Application : Light Vehicle	No VAT	294,00	294,00	
Drivers Licence : Application : Heavy Vehicle	No VAT	345,00	345,00	
Drivers Licence : Temporary	No VAT	96,00	96,00	
Drivers Licence: Issue renewal	No VAT	216,00	216,00	
Duplicate : Learners Licence	No VAT	180,00	180,00	
Duplicate : Registration Certificate	No VAT	642,00	642,00	
Learners Licence : Application	No VAT	213,00	213,00	
Learners Licence : Certificate	No VAT	69,00	69,00	
Instructor Certificate : Application	No VAT	345,00	345,00	
Public Driving Permit : Application	No VAT	108,00	108,00	
Roadworthy Certificate	No VAT	69,00	69,00	
Roadworthy Certificate : Application : Motor Cycles	No VAT	105,00	105,00	
Roadworthy Certificate : Application : Other Vehicle	No VAT	183,00	183,00	
Roadworthy Certificate : Application : Goods Vehicle	No VAT	213,00	213,00	
Roadworthy Certificate : Application : Busses	No VAT	225,00	225,00	
Vehicle Licences (81%)	No VAT	Sundry Amounts	Sundry Amounts	
Vehicle Licences (19%)	No VAT	Sundry Amounts	Sundry Amounts	
Vehicle Registration	No VAT	132,00	132,00	
Vehicle Registration Penalties	No VAT	Sundry Amounts	Sundry Amounts	
Vehicle De-Registration	No VAT	Sundry Amounts	Sundry Amounts	
Temporary Permit	No VAT	105,00	105,00	
Disabled Parking Disc	No VAT	111,00	111,00	
RTMC (Transaction Fees)	No VAT	72,00	72,00	
IMPOUNDMENT OF VEHICLES				
First time offenders	2 673,00	2 324,56	2 324,56	-
Second time offenders	4 277,00	3 719,31	3 719,31	-
Third time offenders	8 554,00	7 438,60	7 438,60	-
PROTECTION SERVICES				
Vehicle Licences (17.5%)	No VAT	Sundry Amounts	Sundry Amounts	
Towage fees	Plus VAT	COST +20%	COST +20%	
Storage fees per day (Sold after 3 months)	43,00	37,45	35,33	6,00
Storage fees per day - exceeding 30 days	100,00	86,96		NEW
Enquiries vehicle accident	159,00	137,99	130,18	6,00
Selling of Vehicles on a site approved by Council (Per Day)	85,00	73,92	69,74	6,00
Traffic Assistance				
Events (Per Hour)	339,00	294,70	278,02	6,00
Funerals (Flat Rate)	594,00	516,46	487,23	6,00
Fines : Traffic	Plus VAT	Sundry Amounts	Sundry Amounts	
Fines : Video Camera	Plus VAT	Sundry Amounts	Sundry Amounts	

ORDINARY COUNCIL MEETING

FINANCE

DATE: 30 MAY 2019 **ITEM: 19/05/F5**

REVISION OF FEES AND CHARGES FOR THE 2018/19 FINANCIAL YEAR: FIRE FIGHTING SERVICES

1. Purpose

The purpose of this report is to request the approval of the proposed fees and charges for firefighting services, for the 2018/19 financial year.

2. Background

Directorates, in consultation with the Chief Financial Officer are required to review fees and charges, at least once a year. The fees and charges have been increased on average, by 6%. The proposed fees and charges are reflected in Annexure 'C'.

3. Recommendation

3.1 That the Council, by resolution taken by majority of its full number, and in terms of Sections 30(2) and 93(4) of the Local Government : Municipal Structures Act, Act 117 of 1998 (as amended), read in conjunction with Chapter 4 of the Local Government: Municipal Finance Management Act, Act 56 of 2003, approves the fees and charges for Fire Fighting Services as reflected in **Annexure 'C'**, with effect from 1 July 2019.

Item prepared by: Manager Revenue

Item approved by: Chief Financial Officer 22/5/2019

Item endorsed by the Municipal Manager

Noted by the Portfolio Councillor:

ANNEXURE C				
SERVICE DESCRIPTION	2019/20 VAT Inclusive	2019/20 15% Exclusive	2018/19 15% Exclusive	% Increase
	R	R	R	
FIRE FIGHTING SERVICES				
Fires				
Major Spillages road or rail				
Vegetation fires				
Tariffs per hour or part thereof				
Major appliance (inclusive of manpower)				
Rescue pumps/Aerial appliance	1 875,00	1 630,21	1 537,93	6,00
Auxiliary appliance (inclusive of manpower)				
Off-Road, light/heavy rescue, hazmat units	850,00	739,21	697,36	6,00
Service vehicles (inclusive of manpower)				
LDV's and transporters	491,00	426,77	402,61	6,00
Trailers & units (inclusive of manpower)				
Fuel/hydrant trailer, BA trailer and commang	248,00	215,85	203,64	6,00
Personnel charges (cost if additional personnel required)				
Senior Officer	491,00	426,77	402,61	6,00
Officers	248,00	215,85	203,64	6,00
Fire Fighters	127,00	110,39	104,15	6,00
Humanitarian calls				
Motor vehicle accidents	No charge	No charge	No charge	
Rescues	No charge	No charge	No charge	
Service rendered outside area of jurisdiction				
Tariffs per hour or part thereof				
Major appliance (inclusive of manpower)				
Rescue pumps/Aerial appliance	3 750,00	3 260,42	3 075,87	6,00
Auxiliary appliance (inclusive of manpower)				
Off-Road, light/heavy rescue, hazmat units	1 700,00	1 478,41	1 394,73	6,00
Service vehicles (inclusive of manpower)				
LDV's and transporters	982,00	853,53	805,22	6,00
Trailers & units (inclusive of manpower)				
Fuel/hydrant trailer, BA trailer and command unit	496,00	431,71	407,27	6,00
Personnel charges (cost if additional personnel required)				
Senior Officer	982,00	853,53	805,22	6,00
Officers	496,00	431,71	407,27	6,00
Fire Fighters	254,00	220,79	208,29	6,00
Standby duties				
Water jets (65mm hose)	394,00	342,99	323,58	6,00
Monitoring of incidents				
Tariffs per hour or part thereof				
Major appliance (inclusive of manpower)				
Rescue pumps/Aerial appliance	937,50	815,10	768,97	6,00
Auxiliary appliance (inclusive of manpower)				
Off-Road, light/heavy rescue, hazmat units	425,00	369,60	348,68	6,00
Service vehicles (inclusive of manpower)				
LDV's and transporters	245,50	213,38	201,30	6,00
Trailers & units (inclusive of manpower)				
Fuel/hydrant trailer, BA trailer and command unit	124,00	107,93	101,82	6,00
Personnel charges (cost if additional personnel required)				
Senior Officer	245,50	213,38	201,30	6,00
Officers	124,00	107,93	101,82	6,00
Fire Fighters	63,50	55,20	52,07	6,00

SERVICE DESCRIPTION	2019/20 VAT Inclusive R	2019/20 15% Exclusive R	2018/19 15% Exclusive R	% Increase
Service rendered outside area of jurisdiction				
Tariffs per hour or part thereof				
Major appliance (inclusive of manpower)				
Rescue pumps/Aerial appliance	1 875,00	1 630,21	1 537,93	6,00
Auxiliary appliance (Inclusive of manpower)				
Off-Road, light/heavy rescue, hazmat units	850,00	739,21	697,36	6,00
Service vehicles (Inclusive of manpower)				
LDV's and transporters	491,00	426,77	402,61	6,00
Trailers & units (inclusive of manpower)				
Fuel/hydrant trailer, BA trailer and command unit	248,00	215,85	203,64	6,00
Personnel charges (cost if additional personnel required)				
Senior Officer	491,00	426,77	402,61	6,00
Officers	248,00	215,85	203,64	6,00
Fire Fighters	127,00	110,39	104,15	6,00
Other				
Certified copy of incident report	150,00	130,10	122,74	6,00
Population certificate	248,00	228,59	215,65	6,00
Training				
Attendance of training courses held under the auspices of the Fire and Emergency Services				
Per person per day	477,00	414,95	391,46	6,00
Per person per half day or part thereof	248,00	215,85	203,64	6,00
Re-issue Certificates	127,00	110,39	104,15	6,00
Fire prevention tariff per hour or part thereof				
Renewal of licence to store petroleum/liquified petroleum gas	322,00	279,91	264,07	6,00
Approval of LPG installation plans	322,00	279,91	264,07	6,00
Approval of petroleum storage plans	322,00	279,91	264,07	6,00
Approval of bulk storage hazardous installation	917,00	797,36	752,23	6,00
Inspections	917,00	797,36	752,23	6,00
Survey	917,00	797,36	752,23	6,00
Certification of premises	322,00	279,91	264,07	6,00
Issuing of control burning permits	322,00	279,91	264,07	6,00
Investigation	917,00	797,36	752,23	6,00
Lectures/evacuation drills	917,00	797,36	752,23	6,00
Issuing of certificate of competency	917,00	797,36	752,23	6,00
Public education	No charge	No charge	No charge	
Approval of rational designs	322,00	279,91	264,07	6,00
Approval of major hazardous installation reports	322,00	279,91	264,07	6,00

ANNEXURE D					
SERVICE DESCRIPTION		2019/20 VAT Inclusive	2019/20 15% Exclusive	2018/19 15% Exclusive	% Increase
		R	R	R	
BUILDINGS & PROPERTIES					
Rental : Halls & Facilities					
LARGE HALLS					
Hankey Vusumsi Landu Hall					
Humansdorp Country Club Hall					
Kruisfontein Civic Centre					
Jeffreys Bay Newton Hall					
Patensie Community Hall					
Thornhill Katrien Felix Hall					
Deposit					
Damages			1 000,00	1 000,00	0,00
Church Gathering (per 2 hr)		197,00	171,08	171,08	0,00
Concert (Non-Drinking Function)		612,00	531,86	531,86	0,00
Concert Practice		129,00	112,51	112,51	0,00
Conferences (per day)		770,00	669,47	669,47	0,00
Dance and Disco (Drinking Functions)		1 291,00	1 122,30	1 122,30	0,00
Fetes / Bazaars		333,00	289,18	289,18	0,00
Funeral (per 2 hr)		197,00	171,08	171,08	0,00
Kitchen Rental		444,00	385,88	385,88	0,00
Meetings (Non-Political)		444,00	385,88	385,88	0,00
Meetings (Political)		863,00	750,36	750,36	0,00
School Functions		333,00	289,18	289,18	0,00
Service Organisations : Social Clubs / Presentations		150,00	130,18	130,18	0,00
Special Events (Decorations)		331,00	288,25	288,25	0,00
Special Events : Anniversaries / Birthdays / Gala Evenings / Kitchen Parties/Weddings		788,00	685,28	685,28	0,00
Sport and Recreation (per day)		544,00	473,04		**NEW**
Welfare organisation per year		608,00	528,70		**NEW**

SERVICE DESCRIPTION		2019/20 VAT Inclusive R	2019/20 15% Exclusive R	2018/19 15% Exclusive R	% Increase
MEDIUM HALLS					
Andrieskraal Hall					
Weston Hall					
Kwanomzamo Hall					
Aston Bay Hall					
Pellsrus Hall					
Loerie Hall					
Sea Vista Hall					
Deposit					
Damages			1 000,00	1 000,00	0,00
Church Gathering (per 2 hr)		137,00	119,02	119,02	0,00
Concert (Non-Drinking Function)		381,00	331,02	331,02	0,00
Concert Practice		87,00	75,31	75,31	0,00
Conferences (per day)		515,00	447,25	447,25	0,00
Dance and Disco (Drinking Functions)		783,00	680,64	680,64	0,00
Fetes / Bazaars		219,00	189,69	189,69	0,00
Funeral (per 2 hr)		137,00	119,02	119,02	0,00
Kitchen Rental		395,00	343,10	343,10	0,00
Meetings (Non-Political)		292,00	253,84	253,84	0,00
Meetings (Political)		444,00	385,88	385,88	0,00
School Functions		137,00	119,02	119,02	0,00
Service Organisations : Social Clubs / Presentations		82,00	70,67	70,67	0,00
Special Events (Decorations)		219,00	189,69	189,69	0,00
Special Events : Anniversaries / Birthdays / Gala Evenings / Kitchen Parties/Weddings		395,00	343,10	343,10	0,00
Welfare organisation per year		304,00	264,35		**NEW**
Sport and Recreation (per day)		272,00	236,52		**NEW**
SMALL HALLS					
Tokyo Sexwale Sportsfield Hall					
Pellsrus Caravan Park Hall					
Patensie Sportsfield Hall					
Thornhill Clubhouse					
Deposit					
Damages			204,00	204,00	0,00
Church Gathering (per 2 hr)		65,00	56,72	56,72	0,00
Concert (Non-Drinking Function)		164,00	142,26	142,26	0,00
Concert Practice		44,00	38,12	38,12	0,00
Conferences (per day)		258,00	224,08	224,08	0,00

SERVICE DESCRIPTION		2019/20 VAT Inclusive	2019/20 15% Exclusive	2018/19 15% Exclusive	% Increase
		R	R	R	
Dance and Disco (Drinking Functions)		544,00	473,28	473,28	0,00
Fetes / Bazaars		164,00	142,26	142,26	0,00
Funeral (per 2 hr)		65,00	56,72	56,72	0,00
Kitchen Rental		145,00	126,46	126,46	0,00
Meetings (Non-Political)		124,00	107,86	107,86	0,00
Meetings (Political)		185,00	160,86	160,86	0,00
School Functions		87,00	75,31	75,31	0,00
Service Organisations : Social Clubs / Presentations		46,00	39,98	39,98	0,00
Special Events (Decorations)		137,00	119,02	119,02	0,00
Special Events : Anniversaries / Birthdays / Gala Evenings / Kitchen Parties		271,00	235,25	235,25	0,00
Sport and Recreation (per day)		136,00	118,26	112,51	**NEW**
Welfare organisation per year		152,00	132,17		**NEW**
Other					
Encroachment Fees		Plus VAT	Sundry Amounts	Sundry Amounts	
Rental : Commonage		Plus VAT	Sundry Amounts	Sundry Amounts	
Rental : Municipal Houses		Plus VAT	Sundry Amounts	Sundry Amounts	
Rental : Quarry		Plus VAT	Sundry Amounts	Sundry Amounts	
Rental : Sundry		Plus VAT	Sundry Amounts	Sundry Amounts	
CARAVAN PARKS & CAMPING SITES					
This tariff is applicable for all Caravan Parks/Camping Sites within the Kouga Jurisdictional Area					
IN SEASON					
In Season Includes December/January and March/April School Holidays.					
All Tariffs are per day and include 4 persons per site, and 1 Vehicle.					
Additional Costs are payable per person for more than 4 persons, and per vehicle for more than 1 vehicle					
CARAVAN PARKS					
Stand with Electricity		505,00	439,35	418,42	5,00
Stand without Electricity		365,00	317,31	302,20	5,00
Fee per Additional Vehicle		71,00	61,50	58,58	5,00
Fee per Additional Person		71,00	61,50	58,58	5,00

SERVICE DESCRIPTION		2019/20 VAT Inclusive R	2019/20 15% Exclusive R	2018/19 15% Exclusive R	% Increase
Caravan Clubs (10% Discount on Normal Tariffs)					
More than 10 Caravans, Maximum of 40					
More than 40 Caravans only May - November					
Stand with Electricity		454,50	395,22	376,43	5,00
Stand without Electricity		328,50	285,65	272,35	5,00
Fee per Additional Car		63,90	55,57	52,43	5,00
Fee per Additional Person		63,90	55,57	52,43	5,00
RONDAWELS / CHALETS					
Damage					**NEW**
Deposit		800,00	800,00		**NEW**
Rondawels					
2 Bed		365,00	317,31	302,20	5,00
4 Bed		505,00	439,35	418,42	5,00
Chalets					
1 Bedroom		505,00	439,35	418,42	5,00
2 Bedroom		786,00	683,43	650,88	5,00
CAMPING					
Stand with Electricity		505,00	439,13	418,26	5,00
Stand without Electricity		365,00	317,39	302,61	5,00
Fee per Additional Vehicle		71,00	61,74	58,26	5,00
Fee per Additional Person		71,00	61,74	58,26	5,00
OTHER					
Day Visitors Entrance Fee					
Per Vehicle (for 2 persons) per day		71,00	61,74	58,26	5,00
Per Person more than 2 per day		71,00	61,74	58,26	5,00
Beach Service Team					
Per Vehicle (for 2 persons) per day		56,80	49,39	46,61	5,00
Per Person more than 2 per day		56,80	49,39	46,61	5,00
OUT OF SEASON (50% of In-Season Tariffs)					
All Tariffs are per day and include 2 persons per site, and 1 Vehicle.					
Additional Costs are payable per person for more than 2 persons, and per vehicle for more than 1 vehicle					
Discount of 30% will be allowed to pensioners out of season.					
CARAVAN PARKS					
Stand with Electricity		252,50	219,57	209,13	5,00
Stand without Electricity		182,50	158,70	151,30	5,00
Fee per Additional Vehicle		35,50	30,87	29,13	5,00

SERVICE DESCRIPTION		2019/20 VAT Inclusive R	2019/20 15% Exclusive R	2018/19 15% Exclusive R	% Increase
Fee per Additional Person		35,50	30,87	29,13	5,00
Caravan Clubs (30% Discount on Normal Tariffs)					
More than 10 Caravans, Maximum of 40					
More than 40 Caravans only May - November					
Stand with Electricity		227,25	197,61	188,22	5,00
Stand without Electricity		164,25	142,83	136,17	5,00
Fee per Additional Vehicle		31,95	27,78	26,22	5,00
Fee per Additional Person		31,95	27,78	26,22	5,00
RONDAWELS / CHALETS					
Damage					
Deposit		800,00	800,00		**NEW**
Rondawels					
2 Bed		182,50	158,70	151,30	5,00
4 Bed		252,50	219,57	209,13	5,00
Chalets					
1 Bedroom		252,50	219,57	209,13	5,00
2 Bedroom		393,00	341,74	325,65	5,00
Monthly Tariff					
Not Applicable In Season (Normal Tariffs Apply)					**NEW**
Additional Persons pay full tariff per day					
Additional Vehicles pay full tariff per day					
Up to 31 Days and not more than 90 days					
Chalets					
1 Bedroom only 3 people per chalet and 1 vehicle		3 000,00	2 608,70		**NEW**
2 Bedroom only 5 people per chalet and 1 vehicle		3 500,00	3 043,48		**NEW**
CAMPING					
Stand with Electricity		252,50	219,57	209,13	5,00
Stand without Electricity		182,50	158,70	151,30	5,00
Fee per Additional Vehicle		35,50	30,87	29,13	5,00
Fee per Additional Person		35,50	30,87	29,13	5,00
OTHER					
Day Visitors Entrance Fee					
Per Vehicle		35,50	30,87	29,13	5,00
Per Person		35,50	30,87	29,13	5,00
Beach Service Team					
Per Vehicle		28,40	24,70	23,30	5,00
Per Person		28,40	24,70	23,30	5,00
Monthly Tariff					

SERVICE DESCRIPTION		2019/20 VAT Inclusive R	2019/20 15% Exclusive R	2018/19 15% Exclusive R	% Increase
Not Applicable In Season (Normal Tariffs Apply)					
Tariff includes 4 persons per site, and 1 Vehicle.					
Additional Persons pay full tariff per day					
Additional Vehicles pay full tariff per day					
Up to 30 Days		3 083,00	2 680,96	2 553,30	5,00
Longer than 30 Days		2 000,00	1 738,77	2 320,84	-25,08
NATURE CONSERVATION					
GAMTOOS RIVER MOUTH NATURE RESERVE					
Camping/Caravan Sites					
Max 6 persons p/day		110,00	95,67	91,12	5,00
Extra per Person per day		29,00	25,39	24,18	5,00
Once off entrance fee		68,00	59,56	56,72	5,00
Entrance Fees					
Entrance fee		68,00	59,56	56,72	5,00
Gamtoos Mouth Home-Owners Annual Entrance Fee		299,00	259,70	247,33	5,00
Pedestrians per person or more than 6 persons per vehicle (per person)		29,00	25,39	24,18	5,00
LOERIEDAM NATURE RESERVE					
Day Visitors		29,00	25,39	24,18	5,00
Rentals					
Field study centre : per person per night		134,00	116,23	116,23	0,00
Robinson's camp : per person per day		37,00	32,54	32,54	0,00
Robinson's camp : per person per night		86,00	74,39	74,39	0,00
Education courses					
per person per course (exclude first two teachers)		65,00	56,72	56,72	0,00
per pupil per weekend		86,00	74,39	74,39	0,00
BOAT REGISTRATION FEES (River Licenses)					
Pleasure boats					
Per annum					
Multi River (Kromme, Gamtoos)		542,00	471,59	440,74	7,00
Single river		328,00	285,53	266,86	7,00
Renewable on 1 January each year					
Multi River (Kromme, Gamtoos)		380,00	330,31	308,70	7,00
Single river		246,00	213,91	199,92	7,00
Launch site Boat Permit Fee					
Per annum		1 089,00	947,16	885,20	7,00
Per day		76,00	65,22		NEW
Per 7 days		161,00	140,14	130,97	7,00

SERVICE DESCRIPTION		2019/20 VAT Inclusive R	2019/20 15% Exclusive R	2018/19 15% Exclusive R	% Increase
River Permits (Kromme Joint River Committee)					
The sliding scale is to encourage smaller boats and engines, and to discourage bigger vessels					
If there are multiple engines on a boat, the fee will be based on the total engine capacity					
Recreational Vessels (per annum)					
Up to 15hp		89	77,60	72,53	7,00
16 - 120hp		315	273,60	255,70	7,00
Greater than 120hp		613	533,28	498,39	7,00
Commercial Vessels (per annum)					
Up to 15hp		178	155,20	145,05	7,00
16 - 120hp		630	547,21	511,41	7,00
Greater than 120hp		1226	1 066,56	996,78	7,00

KOUGA MUNICIPALITY (EC108)

ORDINARY COUNCIL MEETING

FINANCE

DATE: 30 MAY 2019 **ITEM: 19/05/F6**

REVISION OF FEES AND CHARGES FOR THE HIRING OF MUNICIPAL FACILITIES: 2019/20 FINANCIAL YEAR

1. Purpose

The purpose of this report is to request the approval of the proposed fees and charges for the hiring of municipal facilities for the 2019/20 financial year.

2. Background

Directorates, in consultation with the Chief Financial Officer, are required to review fees and charges, at least once a year.

The fees and charges for the hiring of Municipal Facilities have not been increased, in view of the condition of the facilities. The fees and charges for Caravan Parks, have, however been increased by 5% on average, with boat registration fees being increased by 7% on average, as reflected in Annexure 'D'.

3. Recommendation

3.1 That the Council, by resolution taken by majority of its full number and in terms of Section 30(2) and 93(4) of the Local Government: Municipal Structures Act, Act 117 of 1998 (as amended), read in conjunction with Chapter 4 of the Local Government: Municipal Financial Management Act, Act 56 of 2003 approves the fees and charges for the hiring of Municipal Facilities, as reflected in **Annexure 'D'**, with effect from 1 July 2019.

Item prepared by: Manager Revenue

Item approved by: Chief Financial Officer 22/5/2019

Item endorsed by the Municipal Manager

Noted by the Portfolio Councillor:

ANNEXURE D					
SERVICE DESCRIPTION		2019/20 VAT Inclusive	2019/20 15% Exclusive	2018/19 15% Exclusive	% Increase
		R	R	R	
BUILDINGS & PROPERTIES					
Rental : Halls & Facilities					
LARGE HALLS					
Hankey Vusumsi Landu Hall					
Humansdorp Country Club Hall					
Kruisfontein Civic Centre					
Jeffreys Bay Newton Hall					
Patensie Community Hall					
Thornhill Katrien Felix Hall					
Deposit					
Damages			1 000,00	1 000,00	0,00
Church Gathering (per 2 hr)		197,00	171,08	171,08	0,00
Concert (Non-Drinking Function)		612,00	531,86	531,86	0,00
Concert Practice		129,00	112,51	112,51	0,00
Conferences (per day)		770,00	669,47	669,47	0,00
Dance and Disco (Drinking Functions)		1 291,00	1 122,30	1 122,30	0,00
Fetes / Bazaars		333,00	289,18	289,18	0,00
Funeral (per 2 hr)		197,00	171,08	171,08	0,00
Kitchen Rental		444,00	385,88	385,88	0,00
Meetings (Non-Political)		444,00	385,88	385,88	0,00
Meetings (Political)		863,00	750,36	750,36	0,00
School Functions		333,00	289,18	289,18	0,00
Service Organisations : Social Clubs / Presentations		150,00	130,18	130,18	0,00
Special Events (Decorations)		331,00	288,25	288,25	0,00
Special Events : Anniversaries / Birthdays / Gala Evenings / Kitchen Parties/Weddings		788,00	685,28	685,28	0,00
Sport and Recreation (per day)		544,00	473,04		NEW
Welfare organisation per year		608,00	528,70		NEW

SERVICE DESCRIPTION		2019/20 VAT Inclusive R	2019/20 15% Exclusive R	2018/19 15% Exclusive R	% Increase
MEDIUM HALLS					
Andrieskraal Hall					
Weston Hall					
Kwanomzamo Hall					
Aston Bay Hall					
Pellsrus Hall					
Loerie Hall					
Sea Vista Hall					
Deposit					
Damages			1 000,00	1 000,00	0,00
Church Gathering (per 2 hr)		137,00	119,02	119,02	0,00
Concert (Non-Drinking Function)		381,00	331,02	331,02	0,00
Concert Practice		87,00	75,31	75,31	0,00
Conferences (per day)		515,00	447,25	447,25	0,00
Dance and Disco (Drinking Functions)		783,00	680,64	680,64	0,00
Fetes / Bazaars		219,00	189,69	189,69	0,00
Funeral (per 2 hr)		137,00	119,02	119,02	0,00
Kitchen Rental		395,00	343,10	343,10	0,00
Meetings (Non-Political)		292,00	253,84	253,84	0,00
Meetings (Political)		444,00	385,88	385,88	0,00
School Functions		137,00	119,02	119,02	0,00
Service Organisations : Social Clubs / Presentations		82,00	70,67	70,67	0,00
Special Events (Decorations)		219,00	189,69	189,69	0,00
Special Events : Anniversaries / Birthdays / Gala Evenings / Kitchen Parties/Weddings		395,00	343,10	343,10	0,00
Welfare organisation per year		304,00	264,35		**NEW**
Sport and Recreation (per day)		272,00	236,52		**NEW**
SMALL HALLS					
Tokyo Sexwale Sportsfield Hall					
Pellsrus Caravan Park Hall					
Patensie Sportsfield Hall					
Thornhill Clubhouse					
Deposit					
Damages			204,00	204,00	0,00
Church Gathering (per 2 hr)		65,00	56,72	56,72	0,00
Concert (Non-Drinking Function)		164,00	142,26	142,26	0,00
Concert Practice		44,00	38,12	38,12	0,00
Conferences (per day)		258,00	224,08	224,08	0,00

SERVICE DESCRIPTION		2019/20 VAT Inclusive	2019/20 15% Exclusive	2018/19 15% Exclusive	% Increase
		R	R	R	
Dance and Disco (Drinking Functions)		544,00	473,28	473,28	0,00
Fetes / Bazaars		164,00	142,26	142,26	0,00
Funeral (per 2 hr)		65,00	56,72	56,72	0,00
Kitchen Rental		145,00	126,46	126,46	0,00
Meetings (Non-Political)		124,00	107,86	107,86	0,00
Meetings (Political)		185,00	160,86	160,86	0,00
School Functions		87,00	75,31	75,31	0,00
Service Organisations : Social Clubs / Presentations		46,00	39,98	39,98	0,00
Special Events (Decorations)		137,00	119,02	119,02	0,00
Special Events : Anniversaries / Birthdays / Gala Evenings / Kitchen Parties		271,00	235,25	235,25	0,00
Sport and Recreation (per day)		136,00	118,26	112,51	NEW
Welfare organisation per year		152,00	132,17		NEW
Other					
Encroachment Fees		Plus VAT	Sundry Amounts	Sundry Amounts	
Rental : Commonage		Plus VAT	Sundry Amounts	Sundry Amounts	
Rental : Municipal Houses		Plus VAT	Sundry Amounts	Sundry Amounts	
Rental : Quarry		Plus VAT	Sundry Amounts	Sundry Amounts	
Rental : Sundry		Plus VAT	Sundry Amounts	Sundry Amounts	
CARAVAN PARKS & CAMPING SITES					
This tariff is applicable for all Caravan Parks/Camping Sites within the Kouga Jurisdictional Area					
IN SEASON					
In Season Includes December/January and March/April School Holidays.					
All Tariffs are per day and include 4 persons per site, and 1 Vehicle.					
Additional Costs are payable per person for more than 4 persons, and per vehicle for more than 1 vehicle					
CARAVAN PARKS					
Stand with Electricity		505,00	439,35	418,42	5,00
Stand without Electricity		365,00	317,31	302,20	5,00
Fee per Additional Vehicle		71,00	61,50	58,58	5,00
Fee per Additional Person		71,00	61,50	58,58	5,00

SERVICE DESCRIPTION		2019/20 VAT Inclusive R	2019/20 15% Exclusive R	2018/19 15% Exclusive R	% Increase
Caravan Clubs (10% Discount on Normal Tariffs)					
More than 10 Caravans, Maximum of 40					
More than 40 Caravans only May - November					
Stand with Electricity		454,50	395,22	376,43	5,00
Stand without Electricity		328,50	285,65	272,35	5,00
Fee per Additional Car		63,90	55,57	52,43	5,00
Fee per Additional Person		63,90	55,57	52,43	5,00
RONDAWELS / CHALETS					
Damage					NEW
Deposit		800,00	800,00		NEW
Rondawels					
2 Bed		365,00	317,31	302,20	5,00
4 Bed		505,00	439,35	418,42	5,00
Chalets					
1 Bedroom		505,00	439,35	418,42	5,00
2 Bedroom		786,00	683,43	650,88	5,00
CAMPING					
Stand with Electricity		505,00	439,13	418,26	5,00
Stand without Electricity		365,00	317,39	302,61	5,00
Fee per Additional Vehicle		71,00	61,74	58,26	5,00
Fee per Additional Person		71,00	61,74	58,26	5,00
OTHER					
Day Visitors Entrance Fee					
Per Vehicle (for 2 persons) per day		71,00	61,74	58,26	5,00
Per Person more than 2 per day		71,00	61,74	58,26	5,00
Beach Service Team					
Per Vehicle (for 2 persons) per day		56,80	49,39	46,61	5,00
Per Person more than 2 per day		56,80	49,39	46,61	5,00
OUT OF SEASON (50% of In-Season Tariffs)					
All Tariffs are per day and include 2 persons per site, and 1 Vehicle.					
Additional Costs are payable per person for more than 2 persons, and per vehicle for more than 1 vehicle					
Discount of 30% will be allowed to pensioners out of season.					
CARAVAN PARKS					
Stand with Electricity		252,50	219,57	209,13	5,00
Stand without Electricity		182,50	158,70	151,30	5,00
Fee per Additional Vehicle		35,50	30,87	29,13	5,00

SERVICE DESCRIPTION		2019/20 VAT Inclusive R	2019/20 15% Exclusive R	2018/19 15% Exclusive R	% Increase
Fee per Additional Person		35,50	30,87	29,13	5,00
Caravan Clubs (30% Discount on Normal Tariffs)					
More than 10 Caravans, Maximum of 40					
More than 40 Caravans only May - November					
Stand with Electricity		227,25	197,61	188,22	5,00
Stand without Electricity		164,25	142,83	136,17	5,00
Fee per Additional Vehicle		31,95	27,78	26,22	5,00
Fee per Additional Person		31,95	27,78	26,22	5,00
RONDAWELS / CHALETS					
Damage					
Deposit		800,00	800,00		**NEW**
Rondawels					
2 Bed		182,50	158,70	151,30	5,00
4 Bed		252,50	219,57	209,13	5,00
Chalets					
1 Bedroom		252,50	219,57	209,13	5,00
2 Bedroom		393,00	341,74	325,65	5,00
Monthly Tariff					
Not Applicable In Season (Normal Tariffs Apply)					**NEW**
Additional Persons pay full tariff per day					
Additional Vehicles pay full tariff per day					
Up to 31 Days and not more than 90 days					
Chalets					
1 Bedroom only 3 people per chalet and 1 vehicle		3 000,00	2 608,70		**NEW**
2 Bedroom only 5 people per chalet and 1 vehicle		3 500,00	3 043,48		**NEW**
CAMPING					
Stand with Electricity		252,50	219,57	209,13	5,00
Stand without Electricity		182,50	158,70	151,30	5,00
Fee per Additional Vehicle		35,50	30,87	29,13	5,00
Fee per Additional Person		35,50	30,87	29,13	5,00
OTHER					
Day Visitors Entrance Fee					
Per Vehicle		35,50	30,87	29,13	5,00
Per Person		35,50	30,87	29,13	5,00
Beach Service Team					
Per Vehicle		28,40	24,70	23,30	5,00
Per Person		28,40	24,70	23,30	5,00
Monthly Tariff					

SERVICE DESCRIPTION		2019/20 VAT Inclusive R	2019/20 15% Exclusive R	2018/19 15% Exclusive R	% Increase
Not Applicable In Season (Normal Tariffs Apply)					
Tariff includes 4 persons per site, and 1 Vehicle.					
Additional Persons pay full tariff per day					
Additional Vehicles pay full tariff per day					
Up to 30 Days		3 083,00	2 680,96	2 553,30	5,00
Longer than 30 Days		2 000,00	1 738,77	2 320,84	-25,08
NATURE CONSERVATION					
GAMTOOS RIVER MOUTH NATURE RESERVE					
Camping/Caravan Sites					
Max 6 persons p/day		110,00	95,67	91,12	5,00
Extra per person per day		29,00	25,39	24,18	5,00
Once off entrance fee		68,00	59,56	56,72	5,00
Entrance Fees					
Entrance fee		68,00	59,56	56,72	5,00
Gamtoos Mouth Home-Owners Annual Entrance Fee		299,00	259,70	247,33	5,00
Pedestrians per person or more than 6 persons per vehicle (per person)		29,00	25,39	24,18	5,00
LOERIEDAM NATURE RESERVE					
Day Visitors		29,00	25,39	24,18	5,00
Rentals					
Field study centre : per person per night		134,00	116,23	116,23	0,00
Robinson's camp : per person per day		37,00	32,54	32,54	0,00
Robinson's camp : per person per night		86,00	74,39	74,39	0,00
Education courses					
per person per course (exclude first two teachers)		65,00	56,72	56,72	0,00
per pupil per weekend		86,00	74,39	74,39	0,00
BOAT REGISTRATION FEES (River Licenses)					
Pleasure boats					
Per annum					
Multi River (Kromme, Gamtoos)		542,00	471,59	440,74	7,00
Single river		328,00	285,53	266,86	7,00
Renewable on 1 January each year					
Multi River (Kromme, Gamtoos)		380,00	330,31	308,70	7,00
Single river		246,00	213,91	199,92	7,00
Launch site Boat Permit Fee					
Per annum		1 089,00	947,16	885,20	7,00
Per day		76,00	65,22		**NEW**
Per 7 days		161,00	140,14	130,97	7,00

SERVICE DESCRIPTION	2019/20 VAT Inclusive	2019/20 15% Exclusive	2018/19 15% Exclusive	% Increase
	R	R	R	
River Permits (Kromme Joint River Committee)				
The sliding scale is to encourage smaller boats and engines, and to discourage bigger vessels				
If there are multiple engines on a boat, the fee will be based on the total engine capacity				
Recreational Vessels (per annum)				
Up to 15hp	89	77.60	72.53	7.00
16 - 120hp	315	273.60	255.70	7.00
Greater than 120hp	613	533.28	498.39	7.00
Commercial Vessels (per annum)				
Up to 15hp	178	155.20	145.05	7.00
16 - 120hp	630	547.21	511.41	7.00
Greater than 120hp	1226	1 066.56	996.78	7.00

ORDINARY COUNCIL MEETING

FINANCE

DATE: 30 MAY 2019 **ITEM: 19/05/F7**

COMMUNITY SERVICES DIRECTORATE: REVISION OF TARIFFS, FEES AND CHARGES FOR THE 2019/20 FINANCIAL YEAR

1. Purpose

The purpose of this report is to request approval of the proposed tariffs, fees and charges for the 2018/19 financial year.

2. Background

Directorates, in consultation with the Chief Financial Officer are required to review fees and charges, at least once a year.

The tariffs, fees and charges have been reviewed as reflected in Annexure 'E'.

3. Recommendation

3.1 That the Council, by resolution taken by majority of its full number, and in terms of Sections 30(2) and 93(4) of the Local Government: Municipal Structures Act, Act 117 of 1998 (as amended), read in conjunction with Chapter 4 of the Local Government: Municipal Finance Management Act, Act 56 of 2003, adopts the proposed tariffs, fees and charges for the Community Services Directorate, reflected as reflected in **Annexure 'E',** with effect from 1 July 2019.

Item prepared by: Manager Revenue

Item approved by: Chief Financial Officer 22/5/2019

Item endorsed by the Municipal Manager

Noted by the Portfolio Councillor:

"E"

ANNEXURE E

SERVICE DESCRIPTION		2019/20 VAT Inclusive R	2019/20 15% Exclusive R	2018/19 15% Exclusive R	% Increase
CEMETERIES					
This tariff is applicable for all Cemeteries within the Kouga Jurisdictional Area					
Adult graves					
Grave Plot		524,00	455,72	434,02	5,00
Dig & Fill Grave		1 142,00	992,92	945,64	5,00
Dig Grave		955,00	830,84	791,28	5,00
Fill Grave		322,00	280,20	266,86	5,00
Reinter & Fill Grave		903,00	784,95	747,58	5,00
Extra Depth		208,00	180,62	172,02	5,00
Children graves					
Grave Plot		524,00	455,72	434,02	5,00
Dig & Fill Grave		758,00	659,02	627,64	5,00
Dig Grave		634,00	551,61	525,35	5,00
Fill Grave		213,00	185,50	176,67	5,00
Reinter & Fill Grave		597,00	519,40	494,67	5,00
Other					
Niche		134,00	116,19	110,65	5,00
Tombstone Application		260,00	226,51	215,72	5,00
Wall of Remembrance		312,00	271,42	258,49	5,00
Kerbing					
Barrier Stones per metre		342,00	297,54	297,54	0,00
Roll Over Stones per metre		252,00	219,44	219,44	0,00
ENVIRONMENTAL HEALTH					
APPLICATION FEES					
Business Licence		81,00	69,79	65,84	6,00
Traditional Slaughtering		135,00	117,29	110,65	6,00
Exhumations		2 103,00	1 828,31	1 724,82	6,00
CERTIFICATES					
Certificate of Acceptability/Competence		171,00	147,84	139,47	6,00
Condemnation Certificate		171,00	147,84	139,47	6,00
Health Certificate		171,00	147,84	139,47	6,00
HAWKERS STANDS PER MONTH					
Arts & Crafts		103,00	88,71	83,69	6,00
Fruit & Vegetables		154,00	133,06	125,53	6,00
Clothing Jewellery, etc		348,00	302,59	285,46	6,00
2nd Hand goods		154,00	133,06	125,53	6,00
SEASONAL HAWKERS STAND PER DAY					
Arts & Crafts		87,00	74,91	-	6,00
Fruit & Vegetables		146,00	126,16	119,02	6,00
Clothing Jewellery, etc		87,00	74,91	70,67	6,00
2nd Hand goods		87,00	74,91	70,67	6,00
Food stalls		255,00	221,61	209,07	6,00
ENVIRONMENTAL MANAGEMENT FEE					
Undeveloped erven		576,00	500,23	476,41	5,00

SERVICE DESCRIPTION		2019/20 VAT Inclusive R	2019/20 15% Exclusive R	2018/19 15% Exclusive R	% Increase
Domestic					
Households		46,00	39,71	39,71	0,00
Free Basic Services to Registered Indigent Consum		-46,00	-39,71	-39,71	0,00
Multi Dwelling Units (per Unit)		46,00	39,70	39,70	0,00
Skips		220,00	191,19	191,19	0,00
Commercial					
Small		403,00	349,99	349,99	0,00
Medium		532,00	461,78	461,78	0,00
Medium (3 Removals)		677,00	588,19	588,19	0,00
Large		861,00	748,04	748,04	0,00
Skips		861,00	748,04	748,04	0,00
LIBRARY					
This tariff is applicable for all Libraries within the Kouga Jurisdictional Area					
Lost					
Books					
Note that this amount is determined by the value of the actual item		Plus VAT	Sundry Amounts	Sundry Amounts	
Fines					
Books					
Per day		0,35	0,30		**NEW**
3 Months or Longer		138,00	119,98	169,229	-29,10
Photo copies					
Black					
A3		1,50	1,30	7,44	-82,00
A4		1,00	0,87	2,24	-61,00
Colour					
A3		3,00	14,65	13,95	5,00
A4		1,50	4,89	4,65	5,00
Other					
Visitors Administration Fee		21,00	18,55	17,67	5,00
Duplicate Membership Cards		21,00	18,55	17,67	5,00
Third replacement of cards		40,00	34,78		**NEW**
More than 3 replacement of Cards		60,00	52,17		**NEW**
Deposit					
Per Book (Visitors)			99,00	94,00	5,00
PARKS AND OPEN SPACES					
Cleaning of plots : Grass only (per m²)		4,00	3,71	1,86	100,00
: Lightly overgrown (per m²)		9,00	7,44	3,72	100,00
: Medium overgrown (per m²)		15,00	13,02	6,51	100,00
: Heavily overgrown (per m²)		26,00	22,32	11,16	100,00
Removal of branches & rubble per load not greater than 9 cubic metre		2 230,00	1 938,97	1 846,64	5,00
POUND					
Sustenance Fees -per day					
Horses, Cattle & Pigs		164,00	142,54	135,75	5,00
Sheep & Goats		78,00	67,88	135,75	-50,00
Delivery Fee/km		35,00	30,79	39,98	-23,00
Trespass - per day					
Horses, cattle, pigs (minimum)		335,00	290,94	277,08	5,00
Sheep, goats (minimum)		335,00	290,94	277,08	5,00
Pound fees per day					
Horses, cattle, ostriches & pigs per head		100,00	86,89	82,75	5,00
Goats and sheep per head		28,00	24,41	23,25	5,00

SERVICE DESCRIPTION		2019/20 VAT Inclusive R	2019/20 15% Exclusive R	2018/19 15% Exclusive R	% Increase
REFUSE					
REMOVAL					
Domestic					
Households		197,00	171,02	159,83	7,00
Free Basic Services to Registered Indigent Consumers		-184,00	-171,02	-159,83	7,00
Multi Dwelling Units (per Unit)		148,00	128,87	120,44	7,00
Skips		2 721,00	2 366,09	2 211,53	7,00
Skips at Old Age Homes (per removal)		1819	1 581,74	1 478,26	7,00
Commercial					
Small		197,00	171,02	159,83	7,00
Medium		392,00	340,83	318,54	7,00
Medium (3 Removals)		981,00	852,69	796,90	7,00
Large		1 960,00	1 704,17	1 592,68	7,00
Skips		1 819,00	1 581,74	1 478,26	7,00
WASTE DISPOSAL - WEIGHBRIDGE					
Domestic and General Waste					
Domestic and General Waste above 800kg					
Business Waste					
Industrial Waste					
Clean Compost					
Clean Compost above 100kg					
Mixed General and Garden Waste					
Rubble/Rock/Concrete per ton					
Clean Rubble and Soil					
Material suitable for use as Cover and Sorted Recyclables					
SUNDRY CHARGES / REMOVALS					
240 Litre Wheely-bin		500,00	434,79		NEW
Condemnation - removal and disposal of food, animals, etc		1 762,00	1 531,94	1 431,72	7,00
Augmentation Fees					
Refuse		3 650,00	3 173,81	2 966,18	7,00
WATERWAYS					
Licence Fees per Annum					
Non Riparian Levy Owners		1 666,00	1 448,60	1 259,65	15,00
(Riparian Levy Owners first boat free)					
Riparian Levy Owners (for boats in addition to first free boat)		1 564,00	1 360,42	1 259,65	8,00
Commercial Operators		3 329,00	2 895,17	2 517,54	15,00
Riparian Commercial Operators		3 127,00	2 719,13		NEW
Moorings					
Permanent Moorings					
Annually		7 177,00	6 241,05	5 673,68	10,00
Bi-Annually		4 786,00	4 161,66	3 783,33	10,00
Non Permanent Moorings					
Monthly		2 501,00	2 174,91	1 891,23	15,00
Riparian Levy					
Per Annum		3 376,00	2 935,52	2 552,63	15,00
(Riparian Levy Owners first boat licence free)		-1 666,00	-1 448,60	-1 259,65	-8,00
Sundry Income		Plus VAT	Sundry Amounts	Sundry Amounts	
Temporary Permits					
One Day		174,00	151,32	131,58	15,00
Two to Seven Days		1 130,00	982,55	854,39	15,00

KOUGA MUNICIPALITY (EC108)

ORDINARY COUNCIL MEETING

FINANCE

DATE: 30 MAY 2019 **ITEM: 19/05/F8**

PROPOSED WATER AND SANITATION TARIFF INCREASES FOR 2019/20 FINANCIAL YEAR

1. Purpose

The purpose of this report is to request approval for the proposed tariff increases for the Water and Sanitation Services for the 2019/20 financial year.

A. Water Tariff, Fees and Charges

2. Background

Factors that were taken into account in determining the required increases for 2019/20, were the following:

- Tariff increases should be sufficient to support the budget.
- Fees and charges should be cost reflective.
- The tariff increase imposed by the Nelson Mandela Bay Metropolitan Municipality, as the municipality purchases water from the Metro.

It is thus recommended that the proposed water tariffs, fees and charges for 2019/20 be increased by 7.5 %.

It is to be noted that the bulk water tariff charged by the Nelson Mandela Bay Metro to the Kouga Municipality, has increased from R6.80 in the 2018/19 financial year to R7.31 (excluding VAT) per kilolitre.

B. Sewerage Tariffs, Fees and Charges

3. Background

Factors that were taken into account in determining the required tariff increases for 2019/20 were the following:

- Tariff increases should be sufficient to support the budget.

- Fees and charges should be cost reflective.

It is thus recommended that the proposed sewerage tariffs, fees and charges be increased by 7%.

4. Recommendation

4.1 That the Council, by resolution taken by majority of its full number, and in terms of Sections 30(2) and 93(4) of the Local Government: Municipal Structures Act, Act 117 of 1998 (as amended), read in conjunction with Chapter 4 of the Local Government: Municipal Finance Management Act, Act 56 of 2003 approves

the tariffs, fees and charges in respect of Water and Sanitation Services under the control of the Municipality's Infrastructure & Engineering Directorate as reflected in **Annexure 'F'**, with effect from 1 July 2019.

Item prepared by: Manager Revenue

Item approved by: Chief Financial Officer 22/5/2019

Item endorsed by the Municipal Manager

Noted by the Portfolio Councillor:

"F"

ANNEXURE F

SERVICE DESCRIPTION		2019/20 VAT Inclusive	2019/20 15% Exclusive	2018/19 15% Exclusive	% Increase
		R	R	R	
PUBLIC WORKS					
Augmentation Fees					
Roads and Storm Water		6 071,00	5 278,94	5 027,56	5,00
SANITATION					
CHARGE (MONTHLY)					
Buckets		155,00	134,95	126,12	7,00
Free Basic Services to Registered Indigent Consumers		-155,00	-134,95	-126,12	-7,00
SEWERAGE					
The sewerage charges are calculated on two main components per erf.					
The first portion is based on a fixed cost for each erf and the second portion is based on actual measured water consumption (hydraulic portion) for an erf.					
Fixed Charge					
The Fixed Charge provides for costs on the sewerage operating budget such as charges for capital loan and interest payments and provision for a capital reserve fund. This cost is indicative of the installation /construction, rehabilitation and eventual replacement cost of the infrastructure. The cost is fixed for every property which has access to the municipal sewerage system irrespective of the property being vacant (no buildings) or, if the property uses the existing system, including the suction tanker service.					
The fixed cost component is therefore payable irrespective of the service being used by the consumer or not, therefore this charge will effectively replace the current "Availability Fee".					
The fixed charged per erf is based on the sewage conveyance and treatment cost for an average monthly water consumption per erf which is exceeded by 80% of consumers in the particular category.					
Hydraulic Charge					
The proposed tariff will also obviate anomalies which exist currently whereby owners of properties in some consumer categories are heavily subsidising users in other categories. With the present tariff in certain instances domestic consumers are also subsidising commercial consumers.					
The tariff will uniformly apply to all categories of consumers (Sewerage Service) throughout the municipality. Sewage discharge will be calculated on actual metered water consumption that will be reduced by a "discharge factor" i.e. the ratio of kilolitres sewage discharged by each category of consumer, to be determined by the Director: Technical Services. Whilst a standard tariff per kl of sewage will be levied, the discharge factor applicable to the different categories may differ.					
The formula used to arrive at the new hydraulic tariff, is as follows: P = KVC where, P = sewerage charge in Rand K = effluent discharge factor V = volume (kl) of potable water consumed					
Rebate of 10% for – Bulk Consumers/ Private Developments >2Ha, restricting admission, which pay bulk and "on-sell" to patrons within the development and which develop and maintain their own infrastructures.					
See table detailing categories and discharge factors below.					
The hydraulic portion of the sewerage charge consists of two components:					
Minimum Consumption Charge					
This is the portion of the sewerage charge to provide for firm operating costs such as salaries, plant and equipment, etc and certain general expenses. The charge is the average cost per erf for a particular category and is based on the firm/fixed cost incurred by the Sewerage Service to operate the sewerage system irrespective of what volume of sewage is conveyed and treated.					
The minimum consumption charge is therefore also necessary irrespective of the service being used by the consumer continuously or infrequently.					
The first part of the hydraulic charge is calculated on a percentage of the minimum water consumption specified per erf for each category					
As from the 2013/2014 Financial Year, this cost has been included in the Fixed Charge Component					
Variable Consumption Charge					
This is the portion of the sewerage charge to provide for the operating costs that vary depending on the amount/extent of consumption. Electricity consumption, pump maintenance and repairs, etc are typical costs that increase when the sewage flow increases.					

SERVICE DESCRIPTION		2019/20 VAT Inclusive	2019/20 15% Exclusive	2018/19 15% Exclusive	% Increase
		R	R	R	
Nevertheless, during prolonged periods of low flow e.g. during a drought when water restrictions apply, the operating cost can actually increase although less sewage is discharged. Due to low flow the frequency of sewer blockages increases which requires more frequent sewer cleaning with high pressure jetting equipment as a preventative measure.					
The second part of the hydraulic portion is calculated on the water consumption in excess of the specified minimum volume up					
Sewerage Tariff Categories and Discharge Factors					
	Discharge Factor (K) [104]	Minimum Volume (kl/month) [105]	Maximum Volume (kl/month) [106]	Maximum Volume (kl/month) [106]	
Offices [Com1]	0,98	10,00	No Max.	No Max.	
Offices					
Restricted Business A [Com2]	0,98	15,00	No Max.	No Max.	
Funeral Parlours					
Licensed Bottle Stores / Pubs / Taverns					
Offices					
Supermarkets					
Shops					
Restricted Business B [Com3]	0,95	15,00	No Max.	No Max.	
Day-Care Centres					
Medical Uses					
Places of Entertainment					
Service Stations					
Motor Showrooms					
Places of Instruction					
Special Businesses [Com4]	0,95	15,00	No Max.	No Max.	
Licensed Hotels					
Licensed Restaurants					
Special Businesses					
Warehouses					
Workshops					
Resorts [Com5]	0,80	15,00	No Max.	No Max.	
Caravan Parks					
Camping Sites					
Holiday Housing					
Holiday Accommodation					
Tourist Facilities					
Nurseries					
General Industria [Ind1]	0,95	15,00	No Max.	No Max.	
General Dry Industries					
Public Garages					
Service Stations					
Warehouses					
Noxious Industria [Ind2]	0,98	15,00	No Max.	No Max.	
Noxious Use Industries					
Special Businesses					
Noxious Industria [Ind2]	0,80	15,00	No Max.	No Max.	
Agreement - Woodlands Dairy					
Educational [Inst]	0,95	15,00	-	-	
Places of Instruction					
Institutional [Ins2]	0,98	15,00	No Max.	No Max.	
Clinics					
Institutions for medical care or treatment					
Hospitals					
Institutions					
Public and Government Facilities					
Sanatoriums					
Single Residential B [Res1]	0,70	10,00	50,00	50,00	
Dwelling Houses					
Day-Care Centres					
Crèches					
Guest Houses					
Home Enterprises					
Places of Worship					
Single Residential A [Res2]	0,80	12,00	50,00	50,00	
Informal Shelters					
Permanent Low Cost Dwellings					
Group Housing [Res3]	0,80	10,00	50,00	50,00	
Retirement Villages					
Town Housing					
General Residential [Res4]	0,95	6,00	50,00	50,00	
Flats					
General [Gen1]	0,95	10,00	No Max.	No Max.	
Undetermined					
Bulk / Private Developments [Bulk]	0,70	No Min.	No Max.	No Max.	
Unmetered Portable Water Supply [Unmetered]	0,80		Unmetered	Unmetered	
On all property, pending valuation, upon which a structure as defined herunder has been erected, a fixed monthly charge shall be paid by the registered owner of the property, or if there is no registered owner (informal area), then by the occupier of the property					
Formal Structure with Waterborne Sewerage					
Informal Structure with Waterborne Sewerage					
AVAILABILITY CHARGE (PER ANNUM)					
Charges applicable to erven that are not connected to the sewerage network, but which could reasonably be connected to the network:					
Residential (per annum)		1 527,83	1 328,55	1 241,64	7,00
Commercial (per annum)		2 771,91	2 410,36	2 252,67	7,00

SERVICE DESCRIPTION	2019/20 VAT Inclusive	2019/20 15% Exclusive	2018/19 15% Exclusive	% Increase
	R	R	R	
FIXED CHARGE (MONTHLY)				
COMMERCIAL				
Commercial 1 - Offices	396,99	345,20	322,62	7,00
Commercial 2 - Restricted Business A	471,07	409,63	382,83	7,00
Commercial 3 - Restricted Business B	464,08	403,55	377,15	7,00
Commercial 4 - Special Business	464,08	403,55	377,15	7,00
Commercial 5 - Resorts	383,01	333,05	311,26	7,00
INDUSTRIAL				
Industrial 1 - General Industrial	464,08	403,55	377,15	7,00
Industrial 2 - Noxious Industrial	471,07	409,63	382,83	7,00
Industrial 2 - Noxious Industrial - Agreement - Woodlands Dairy (45% Discount)	256,83	225,29	210,55	7,00
INSTITUTIONAL				
Institutional 1 - Educational (Schools)	707,31	615,05	574,81	7,00
Institutional 1 - Educational (Hostels)	707,31	615,05	574,81	7,00
Institutional 2 - Institutions	471,07	409,63	382,83	7,00
DOMESTIC/RESIDENTIAL				
Residential 1 - Freehold Title	243,22	211,50	197,66	7,00
Free Basic Services to Registered Indigent Consumers	-243,22	-211,50	-197,66	-7,00
St Francis Bay (Previously Annual Payers of SEWER LEVY) - No Variable Charge	243,22	211,50	197,66	7,00
Free Basic Services to Registered Indigent Consumers	-243,22	-211,50	-197,66	-7,00
Residential 2 - Low Cost Housing	163,55	142,21	132,91	7,00
Free Basic Services to Registered Indigent Consumers	-163,55	-142,21	-132,91	-7,00
MULTIPLE DWELLINGS (Multiply Charge by number of Units)				
Residential 3 - Group Housing	258,60	224,87	210,16	7,00
Residential 4 - General Residential	225,05	195,70	182,89	7,00
GENERAL				
Undetermined	318,71	277,14	259,01	7,00
BULK				
NO Fixed Charge is levied. 10% Rebate on Hydraulic Charge				
Private Developments	Plus VAT	-10%	-10%	
UNMETERED				
Potable Water Supply	135,59	117,90	110,19	7,00
Free Basic Services to Registered Indigent Consumers	-135,59	-117,90	-110,19	-7,00
VARIABLE CHARGE (HYDRAULIC CHARGE)				
All Users	15,47	13,45	12,57	7,00

TRADE EFFLUENT SURCHARGE

The Trade Effluent Surcharge shall be paid in addition to the normal hydraulic and fixed charges which apply for each property.

(a) The monthly charge payable by the owner or occupier of any trade premises in respect of any trade effluent discharged into the Council's sewers shall be assessed by the Council on a monthly basis and shall be notified to such owner or occupier at the end of each month and shall be charged in accordance with the formula in paragraph (c) below.

The Council shall base its monthly charge on the highest COD of one or more samples collected from the trade effluent samples point.

(b) In case of trade premises from which effluent is discharged into the Council's sewer for the first time a charge shall be payable in respect of the interim period between the date of the first discharge and the last day of the month. Such charge shall be assessed in accordance with the formula prescribed in paragraph(c) below.

(c) The charge payable in terms of paragraph (a) and (b) above shall be assessed according to the formula : R=Vx[(A + B) + C X S X 10--3]

where :

R = The treatment cost.

V = The volume of industrial effluent discharged from the premises during the cycle concerned in cubic metres

A&B = The capital cost (interest and redemption) plus maintenance cost for the cycle concerned on the pipe system as used by the concerned consumer divided by the total flow for the cycle. The value of A being 74.43(excl VAT) cents per cubic meter. The value of B being 64.32(excl VAT) cents per cubic meter.

C = The cost of treating one cubic meter of waste water. The value of C being 40.95(excl VAT) cents per cubic meter.

SERVICE DESCRIPTION		2019/20 VAT Inclusive R	2019/20 15% Exclusive R	2018/19 15% Exclusive R	% Increase
S = The average chemical oxygen demand in mg/l measured on the industrial effluent during the cycle					
(d) In the absence of any direct measurements, the volume quantity of trade effluent discharged into the sewer each month from any trade premises shall be estimated and determined by Council from the monthly quantity of water consumed on the premises concerned, whether obtained from the Council or from other sources, due allowance being made for water used for domestic purposes, water lost by reaction and water present in the final products manufactured.					
SUCTION TANKER SERVICE					
Domestic (per load)					
Cape St Francis/Oyster Bay/St Francis Bay		965,90	839,92	784,97	7,00
Hankey/Patensie		322,90	280,78	262,41	7,00
Humansdorp		412,36	358,58	335,12	7,00
Jeffreys Bay		322,90	280,78	262,41	7,00
Commercial (per load)					
Cape St Francis/Oyster Bay/St Francis Bay		965,90	839,92	784,97	7,00
Hankey/Patensie		345,27	300,23	280,59	7,00
Humansdorp					
Other		412,36	358,58	335,12	7,00
School, TB Hospital		705,91	613,83	573,68	7,00
Jeffreys Bay		322,90	280,78	262,41	7,00
Rural Areas					
Per Load		965,90	839,92	784,97	7,00
Plus per km		47,53	41,33	38,62	7,00
DISPOSAL VIA ROAD HAULAGE (R per KL)					
Tanker Disposal of Sewerage (NOT Exceeding Domestic Strength)		384,73	334,55	312,66	7,00
Tanker Disposal of Sewerage (Exceeding Domestic Strength)		Plus VAT	Cost	Cost	
Tanker Disposal of Potable Toilet Sewerage (NOT Exceeding Domestic Strength)		83,36	72,49	67,75	7,00
Tanker Disposal of Potable Toilet Sewerage (Exceeding Domestic Strength)		Plus VAT	Cost	Cost	
Application for Disposal Permit (Per Year)		641,21	557,58	521,10	7,00
SUNDRIES					
Connection fees					
Econ Short		1 986,33	1 727,24	1 614,24	7,00
Econ Long		3 290,51	2 861,31	2 674,12	7,00
Households		3 290,51	2 861,31	2 674,12	7,00
Blockage fees					
During Office Hours		585,69	509,30	475,98	7,00
After Hours & Weekends		951,93	827,76	773,61	7,00
Augmentation Fees					
Sewerage		29 656,00	25 787,72	24 100,67	7,00
WATER					
AVAILABILITY CHARGE (PER ANNUM)					
Undeveloped erven		2 225,00	1 935,17	1 800,16	7,50
CONNECTION FEES					
15 mm		8 090,00	7 034,82	6 544,01	7,50
20 mm		8 090,00	7 034,82	6 544,01	7,50
32 mm		8 324,00	7 238,45	6 733,44	7,50
50 mm		20 940,00	18 208,57	16 938,20	7,50
75 mm		37 901,00	32 957,82	30 658,44	7,50
100 mm		42 542,00	36 993,06	34 412,15	7,50
Others		Plus VAT	COST +20%	COST +20%	
Pre-paid (25mm)		Plus VAT	COST +20%	COST +20%	
Augmentation Fees					
Water		28 478,00	24 763,40	23 584,19	5,00
CONSUMER DEPOSITS					
Domestic					
Owners			357,00	332,00	7,50
Tenants & High Density Housing			713,00	663,00	7,50
Sub-Economic			243,00	226,00	7,50
Commercial			2 381,00	2 214,00	7,50
or equal to one month's account as rendered or as determined by the CFO calculated on the average of the account.					
BASIC/MINIMUM MONTHLY CHARGE					
Domestic					
Kouga		129,30	112,44	104,59	7,50
Free Basic Services to Registered Indigent Consumers		-129,30	-112,44	-104,59	-7,50

SERVICE DESCRIPTION		2019/20 VAT Inclusive	2019/20 15% Exclusive	2018/19 15% Exclusive	% Increase
		R	R	R	
Free Basic Services to Registered Indigent Consumers		-129,30	-112,44	-104,59	-7,50
Free Basic Services to Registered Indigent Consumers		-225,56	-196,14	-182,46	-7,50
Sectional Title Developments comprising of ONLY domestic units					
Kouga		129,30	112,44	104,59	7,50
Commercial					
Kouga		129,30	112,44	104,59	7,50
Kouga > 25 mm Connection		225,55	196,13	182,45	7,50
Old Age Homes					
Ons Tuiste (Humansdorp) (Includes 1st 400Kl)		129,30	112,44	104,59	7,50
Commercial (High Density)					
Sectional Title Developments comprising of ONLY commercial units					
Kouga		129,30	112,44	104,59	7,50
Sectional Title Developments comprising of BOTH commercial and domestic units					
Kouga		129,30	112,44	104,59	7,50
Treated Sewerage Water					
Kouga		198,26	172,40	160,38	7,50
Industrial					
Kouga		225,56	196,14	182,46	7,50
Rural (Farm Worker's Houses)					
(Tariff for rural consumers includes a surcharge of 25%).					
Kouga					
1 house		152,29	132,43	123,19	7,50
2 - 5 houses		372,10	323,57	300,99	7,50
6 - 10 houses		989,88	860,77	800,72	7,50
11 - 25 houses		2 170,85	1 887,69	1 755,99	7,50
Rural (NMBM/M Tariff)					
Kouga		152,29	132,43	123,19	7,50
Schools					
Kouga		129,30	112,44	104,59	7,50
Sportsfields					
Kouga		129,30	112,44	104,59	7,50
CONSUMPTION (Units/kl)					
Free Units per month					
For indigent consumers officially registered at the Kouga Municipality the first 12kl of water consumption per 30 day period will be afforded free of charge					
Allocated to all EQS Recipients as Rebate			12,00	12,00	
PART A - Applicable during times of Normal Water Availability					
SCALE A - Domestic					
Single Dwelling Houses - Metered seperately					
0 - 12		12,17	10,58	9,84	7,50
13 - 25		12,78	11,11	10,34	7,50
26 - 45		15,47	13,45	12,51	7,50
46 - 65		25,17	21,88	20,36	7,50
66 - 85		34,70	30,17	28,07	7,50
86+		42,63	37,07	34,48	7,50
SCALE B - High Density Consumers					
Flats, Town Houses and other Sectional Title Developments on stands with more than two dwellings, not metered separately					
(kl per unit multiply number of units per 30 days' period)					
0 - 12		12,17	10,58	9,84	7,50
13 - 25		12,78	11,11	10,34	7,50
26 - 45		15,47	13,45	12,51	7,50
46 - 65		25,17	21,88	20,36	7,50
66 - 85		34,70	30,17	28,07	7,50
86+		42,63	37,07	34,48	7,50
SCALE C - Bulk Consumers, Closed Developments, Agricultural Holdings and Farm Portions used for Residential Purposes (Excluding Customers under Scale B)					
Making use of Municipal Infrastructure					
Bulk Consumer : A consumer who on average over a 30 day period, consumes no less than 2500 kl of water. A Minimum amount of 1250 kl is reserved and will be levied as a monthly usage.					
(A quantity charge for water consumed since the previous meter reading as follows) :					
0 - 1250		12,17	10,58	9,84	7,50
1251 - 5000		12,17	10,58	9,84	7,50
5001 - 7500		15,19	13,21	12,29	7,50
7501+		31,40	27,30	25,40	7,50

SERVICE DESCRIPTION	2019/20 VAT Inclusive	2019/20 15% Exclusive	2018/19 15% Exclusive	% Increase
	R	R	R	
SCALE D - Bulk Consumers, Developments used for Residential Purposes within the Kouga Municipal Area of Jurisdiction, who provide and maintain their own Bulk and Internal Infrastructure and obtain treated water from the Metro Supply Pipeline				
(Part of Allocated Quota to Kouga Municipality from NMBMM)				
Metro Bulk Tariff per kilolitre Plus 15% Surcharge (T11)	8,41	7,31	6,80	7,50
SCALE E - All consumers who do not fall under Scale A,B,C and D				
Industrial	18,25	15,87	14,76	7,50
Commercial	12,17	10,58	9,84	7,50
Treated Sewerage water	7,02	6,10	5,68	7,50
Rural (Farm Worker's Houses)	15,22	13,23	12,31	7,50
Rural (NMBMM Tariff)	8,41	7,31	6,80	7,50
Schools	12,17	10,58	9,84	7,50
Sportsfields	12,17	10,58	9,84	7,50
PART B - Applicable during times of water shortage when the situation is critical but not an emergency				
SCALE A - Domestic				
Single Dwelling Houses - Metered seperately				
0 - 12	12,17	10,58	9,84	7,50
13 - 18	17,63	15,33	14,26	7,50
19 - 30	28,05	24,39	22,69	7,50
31+	34,82	30,28	28,17	7,50
SCALE B - High Density Consumers				
Flats, Town Houses and other Sectional Title Developments on stands with more than two dwellings, not metered separately				
(kl per unit multiply number of units per 30 days' period)				
0 - 12	12,17	10,58	9,84	7,50
13 - 18	17,63	15,33	14,26	7,50
19 - 30	28,05	24,39	22,69	7,50
31+	34,82	30,28	28,17	7,50
SCALE C - Bulk Consumers, Closed Developments, Agricultural Holdings and Farm Portions used for Residential Purposes (Excluding Customers under Scale B)				
Making use of Municipal Infrastructure				
Bulk Consumer : A consumer who on average over a 30 day period, consumes no less than 2500 kl of water. A Minimum amount of 1250 kl is reserved and will be levied as a monthly usage.				
(A quantity charge for water consumed since the previous meter reading as follows) :				
0 - 1250	17,04	14,82	13,78	7,50
1251 - 5000	17,04	14,82	13,78	7,50
5001 - 7500	23,84	20,73	19,28	7,50
7501+	34,57	30,06	27,97	7,50
SCALE D - Bulk Consumers, Developments used for Residential Purposes within the Kouga Municipal Area of Jurisdiction, who provide and maintain their own Bulk and Internal Infrastructure and obtain treated water from the Metro Supply Pipeline				
(Part of Allocated Quota to Kouga Municipality from NMBM)				
Metro Bulk Tariff per kilolitre Plus 15% Surcharge (T11)	8,41	7,31	6,80	7,50
SCALE E - All consumers who do not fall under Scale A,B,C and D				
Industrial	24,42	21,23	19,75	7,50
Commercial	16,38	14,24	13,25	7,50
Treated Sewerage water	8,41	7,31	6,80	7,50
Rural (Farm Worker's Houses)	20,00	17,39	16,17	7,50
Rural (NMBMM Tariff)	8,41	7,31	6,80	7,50
Schools	15,81	13,75	12,79	7,50
Sportsfields	15,81	13,75	12,79	7,50
PART C - Applicable during times of water shortage emergency				
SCALE A - Domestic				
Single Dwelling Houses - Metered seperately				
0 - 12	15,96	13,88	12,91	7,50
13+	40,26	35,01	32,57	7,50
SCALE B - High Density Consumers				
Flats, Town Houses and other Sectional Title Developments on stands with more than two dwellings, not metered separately				
(kl per unit multiply number of units per 30 days period)				
0 - 12	15,96	13,88	12,91	7,50
13+	40,26	35,01	32,57	7,50
SCALE C - Bulk Consumers, Closed Developments, Agricultural Holdings and Farm Portions used for Residential Purposes (Excluding Customers under Scale B)				
Making use of Municipal Infrastructure				
Bulk Consumer : A consumer who on average over a 30 day period, consumes no less than 2500 kl of water. A Minimum amount of 1250 kl is reserved and will be levied as a monthly usage.				
(A quantity charge for water consumed since the previous meter reading as follows) :				
0 - 1250	25,59	22,25	20,70	7,50
1251 - 5000	25,59	22,25	20,70	7,50
5001 - 7500	31,94	27,77	25,84	7,50
7501+	43,81	38,09	35,44	7,50

SERVICE DESCRIPTION		2019/20 VAT Inclusive R	2019/20 15% Exclusive R	2018/19 15% Exclusive R	% Increase
SCALE D - Bulk Consumers, Developments used for Residential Purposes within the Kouga Municipal Area of Jurisdiction, who provide and maintain their own Bulk and Internal Infrastructure and obtain treated water from the Metro Supply Pipeline					
(Part of Allocated Quota to Kouga Municipality from NMBM)					
Metro Bulk Tariff per kilolitre Plus 25% Surcharge (T11)		10,45	9,09	8,45	7,50
SCALE E - All consumers who do not fall under Scale A,B,C and D					
Industrial		24,63	21,42	19,93	7,50
Commercial		16,66	14,49	13,48	7,50
Treated Sewerage water		8,44	7,32	6,82	7,50
Rural (Farm Worker's Houses)		20,00	17,39	16,17	7,50
Rural (NMBMM Tariff)		10,45	9,09	8,45	7,50
Schools		15,81	13,75	12,79	7,50
Sportsfields		15,81	13,75	12,79	7,50
MISCELLANEOUS FEES AND CHARGES					
Water Loss owing to damage to the Municipal Water-Pipe System and/or installations					
Pipes with a diameter of 50mm or less		1 791,56	1 557,88	1 449,19	7,50
Pipes with a diameter larger than 50mm up to and including 100mm		4 065,85	3 535,52	3 288,86	7,50
Pipes with a diameter larger than 100mm up to and including 250mm		18 283,40	15 898,61	14 789,40	7,50
Pipes with a diameter larger than 250mm up to and including 400mm		44 682,70	38 854,52	36 143,74	7,50
Pipes with a diameter larger than 400mm		75 961,02	66 053,06	61 444,71	7,50
Repair Charges of damage to the Municipal Water-Pipe System and/or installation by other people					
Pipes with a diameter of 50mm or less		3 741,16	3 253,18	3 026,21	7,50
Pipes with a diameter larger than 50mm up to and including 100mm		5 340,20	4 643,65	4 319,68	7,50
Pipes with a diameter larger than 100mm up to and including 250mm		8 074,23	7 021,07	6 531,23	7,50
Pipes with a diameter larger than 250mm up to and including 400mm		15 155,71	13 178,88	12 259,42	7,50
Pipes with a diameter larger than 400mm		18 876,76	16 414,57	15 269,37	7,50
Water used for Fire-Fighting					
Quantity charge per kilolitre		28,73	24,99	23,24	7,50
Reconnection fee		679,56	590,92	549,69	7,50
Special meter readings		449,69	391,03	363,75	7,50
Service Calls					
During office hours		501,41	436,01	405,59	7,50
After office hours		999,94	869,51	808,85	7,50
Testing of meters (deposit 3% error on either side)		1 374,92	1 195,58	1 112,17	7,50
To relocate or lower a connection with a maximun nominal diameter of 25 mm					
Maximum distance of 5 m		1 520,02	1 321,76	1 229,54	7,50
Further than 5 m		2 330,32	2 026,37	1 884,99	7,50
To relocate or lower a connection with a nominal diameter larger than 25 mm					
Deposit			6 139,00	5 710,00	7,50
Cost		Plus VAT	Cost	Cost	
To relocate a fire hydrant in the road reserve					
Less than 2 m from original position		4 739,66	4 121,45	3 833,90	7,50
2 m or more from original position		11 051,07	9 609,63	8 939,19	7,50
To install a new fire hydrant in the road reserve					
Deposit			13 363,00	12 430,00	7,50
Cost		Plus VAT	Cost	Cost	
Discontinuation or restriction of the Water Services owing to the Failure of Payment					
Disconnection/restriction to a dwelling-house		1 284,15	1 116,65	1 043,60	7,00
Disconnection/restriction for other water connections , excluding dwelling		4 389,11	3 816,62	3 550,34	7,50
Service Cost					
Supervision Labour Cost per hour		527,27	458,49	426,51	7,50
Assistant per hour		265,79	231,12	215,00	7,50
TLB per hour (including travel time)		877,82	763,32	710,07	7,50
LDV per kilometre		34,48	29,98	27,89	7,50
Truck per kilometre		48,85	42,48	39,51	7,50
"Unauthorised water consumption" means water that is not registered by the Kouga Municipality's water meter for any reason whatsoever (Water used for fire-fighting and/or unmetered water used from the Kouga Municipality's system with the written consent of the Technical Services Directorate, is deemed to be authorised water use)					

KOUGA MUNICIPALITY (EC108)

ORDINARY COUNCIL MEETING

FINANCE

DATE: 30 MAY 2019 **ITEM: 19/05/F9**

ELECTRICITY TARIFF INCREASES: 2019/20 FINANCIAL YEAR

This item will be distributed under separate cover as NERSA must still publish the final tariff guidelines.

Item prepared by: Manager Revenue

Item approved by: Chief Financial Officer 22/5/2019

Item endorsed by the Municipal Manager

Noted by the Portfolio Councillor:

KOUGA MUNICIPALITY (EC108)

ORDINARY COUNCIL MEETING

FINANCE

DATE: 30 MAY 2019 **ITEM: 19/05/F10**

FEES AND CHARGES FOR ELECTRICITY SERVICES IN RESPECT OF THE 2019/20 FINANCIAL YEAR

1. Purpose

The purpose of this report is to request the approval of the proposed fees and charges for electricity services, for the 2019/20 financial year.

2. Background

Directorates in consultation with the Chief Financial Officer are required to review fees and charges, at least once a year.

The fees and charges for Electricity Services have been reviewed.

3. Discussion

The proposed fees and charges in respect of electricity services for the 2019/20 financial year are based on:

- Labour rates, contract prices for the supply and delivery of materials and Equipment, applicable to the 2019/20 financial year;
- Metering specifications as required in terms of Quality of Supply Regulations:
- National Regulatory Standards for the supply of electricity; and
- The affordability of the services to the residents.

4. Recommendation

4.1 That the Council, by resolution taken by majority of its full number, and in terms of Sections 30(2) and 93(4) of the Local Government: Municipal Structures Act, Act 117 of 1998 (as amended), read in conjunction with Chapter 4 of the Local Government: Municipal Finance Management Act, Act 56 of 2003, approves the fees and charges in respect of electrical services, as reflected in **Annexure 'H'**, with effect from 1 July 2019.

Item prepared by: Manager Revenue

Item approved by: Chief Financial Officer 22/5/2019

Item endorsed by the Municipal Manager

Noted by the Portfolio Councillor:

"H"

ANNEXURE H

SERVICE DESCRIPTION	2019/20 VAT Inclusive R	2019/20 15% Exclusive R	2018/19 15% Exclusive R	% Increase
ELECTRICITY				
SUNDRY CHARGES				
DECREASING OF CIRCUIT BREAKER A change of tariff will apply for a minimum period of 12 months, with 3 months mutual notice thereafter.				
Single phase	Plus VAT	Cost +20%	Cost +20%	
Three phase	Plus VAT	Cost +20%	Cost +20%	
INSPECTION FEES	541,00	469,88	445,38	5,50
FESTIVE USE				
Single phase				
15 Amp **Per Day**	209,00	181,18	171,74	5,50
Three phase				
15 Amp **Per Day**	590,00	512,67	485,95	5,50
Above 15 Amp **Per Day**	996,00	866,08	820,93	5,50
RELOCATION (MOVING) OF INSTALLATIONS				
Streetlight pole	Plus VAT	Cost +20%	Cost +20%	
Electrical box/kiosk	Plus VAT	Cost +20%	Cost +20%	
RECONNECTION FEES				
Due to non-payment	725,00	630,14	597,29	5,50
On request of consumer	924,00	803,36	761,48	5,50
SERVICE CALLS				
During office hours	485,00	421,09	399,14	5,50
After office hours	959,00	833,23	789,79	5,50
SERVICE COST				
Electrician per Hour	496,00	431,04	408,57	5,50
Electrician Assistant per Hour	128,00	110,50	104,74	5,50
LDV per kilometre	23,00	19,91	18,87	5,50
Truck per kilometre	44,00	37,83	35,85	5,50
TAMPERING, ILLEGAL USE AND DISTRIBUTION				
Residential				
1st Tampering fee	No VAT	1 894,67	1 795,89	5,50
2nd Tampering fee	No VAT	2 841,99	2 693,83	5,50
3rd Tampering fee		**Permanent Disconnection**	**Permanent Disconnection**	
3 Phase 60A/100A				
1st Tampering fee	No VAT	4 838,10	4 585,88	5,50
2nd Tampering fee	No VAT	6 450,80	6 114,50	5,50
3rd Tampering fee		**Permanent Disconnection**	**Permanent Disconnection**	
3 Phase 100A/Bulk				
1st Tampering fee	No VAT	10 751,33	10 190,84	5,50
2nd Tampering fee	No VAT	12 901,62	12 229,02	5,50
3rd Tampering fee		**Permanent Disconnection**	**Permanent Disconnection**	
TESTING OF METERS				
Single Phase	1 342,00	1 166,72	1 105,89	5,50
Three Phase	1 342,00	1 166,72	1 105,89	5,50

SERVICE DESCRIPTION	2019/20 VAT Inclusive R	2019/20 15% Exclusive R	2018/19 15% Exclusive R	% Increase
OTHER TARIFFS				
These tariffs are for consumption that is not covered by the above Domestic, Commercial or Bulk Consumer tariffs and special tariffs agreed with the Municipality.				
Claude Neon (Advertisement Boards)				
Monthly Basic Charge	187,45	163,00	144,22	13,19
Telephone Booths				
Monthly Basic Charge	117,00	101,00	89,64	13,48
Streetlights				
Energy Charge per kWh				
Kouga	2,00	1,60	1,40	14,29
Hankey Water Works				
Service	23,00	19,91	18,87	5,50
Network	27,00	22,90	21,71	5,50
Energy	2,00	1,9860	1,8825	5,50
Temporary/Builder's Supply (As per Commercial Conventional Meters)		See Commercial Conventional Meter Tariff	See Commercial Conventional Meter Tariff	
Municipal Departments				
The respective Commercial Consumer Tariffs and Bulk Supply Tariffs as per above shall be applicable to all municipal buildings, pumpstations, waste water works, water treatment works, etc.				
Special Agreements				
If agreed upon by the Municipality, a consumer can enter into a special supply agreement with the Municipality, which contains a tariff of charges different from the above charges. This will only be considered when special circumstances prevail.				

KOUGA MUNICIPALITY (EC108)

ORDINARY COUNCIL MEETING

FINANCE

DATE: 30 MAY 2019 **ITEM: 19/05/F11**

FINANCE DIRECTORATE: REVISION OF FEES AND CHARGES FOR THE 2019/20 FINANCIAL YEAR

1. Purpose

The purpose of this report is to request the approval of the proposed fees and charges of the Finance Directorate, for the 2019/20 financial year.

2. Background

Directorates are required to review fees and charges at least once a year.

The fees and charges have been increased on average between 5.5 % and 7.5%

3. Recommendation

3.1 That the Council, **by resolution taken by majority of its full number**, and in terms of Sections 30(2) and 93(4) of the Local Government: Municipal Structures Act, Act 117 of 1998 (as amended), read in conjunction with Chapter 4 of the Local Government: Municipal Finance Management Act, Act 56 of 2003, adopts the proposed fees and charges for the Finance Directorate as reflected in **Annexure 'I'**, with effect from 1 July 2019.

Item prepared by: Manager Revenue

Item approved by: Chief Financial Officer 22/5/2019

Item endorsed by the Municipal Manager

Noted by the Portfolio Councillor:

ANNEXURE I

SERVICE DESCRIPTION	2019/20 VAT Inclusive R	2019/20 15% Exclusive R	2018/19 15% Exclusive R	% Increase
FINANCE : REVENUE SECTION				
Cheques refer to drawer	256,00	222,68	211,07	5,50
Foreign Exchange Charges	Plus VAT	Sundry Amounts	Sundry Amounts	
Photo copies				
Black				
A3	17,00	14,65	13,95	5,00
A4	6,00	4,89	4,65	5,00
Colour				
A3	34,00	29,57	27,83	5,00
A4	12,00	10,43	8,70	5,00
Property lists				
Per Page	3,00	2,16	2,05	5,50
Supplementary list (Per page)	3,00	2,16	2,05	5,50
Address Labels (Per page)	6,00	4,32	4,09	5,50
Property lists				
Electronic cd	337,00	293,31	278,02	5,50
Search fees				
Search for info not on register	118,00	103,01	97,64	5,50
Search for info on register	108,00	94,17	89,26	5,50
Search for info on deeds & documents	127,00	110,85	105,07	5,50
Search for info on outstanding acc.	118,00	103,01	97,64	5,50
Search for info not covered above	168,00	146,16	138,54	5,50
Administration Fee - Clearance certificate	109,00	94,49	89,57	5,50
Penalty charge for recurring request for Clearance Certificate	333,00	289,56		**NEW**
Valuation certificates	111,00	96,52	89,57	7,50
Reasons for Valuation	144,00	125,22	116,52	7,50

KOUGA MUNICIPALITY (EC108)

ORDINARY COUNCIL MEETING

FINANCE

DATE: 30 MAY 2019 **ITEM: 19/05/F12**

REVISION OF VARIOUS TARIFFS: PLANNING, DEVELOPMENT AND TOURISM FOR THE 2019/20 FINANCIAL YEAR

1. Purpose

The purpose of this report is to request the approval of the proposed fees and charges for Planning and Development, for the 2019/20 financial year.

2. Background

Directorates, in consultation with the Chief Financial Officer are required to review fees and charges, at least once a year.

The fees and charges have been increased on average between 5%, and 15% as reflected in Annexure 'J'.

3. Recommendation

3.1 That the Council**, by resolution taken by majority of its full number**, and in terms of Sections 30(2) and 93(4) of the Local Government: Municipal Structures Act, Act 117 of 1998 (as amended), read in conjunction with Chapter 4 of the Local Government: Municipal Finance Management Act, Act 56 of 2003, approves the fees and charges in respect of Planning and Development, as reflected in **Annexure 'J',** with effect from 1 July 2019.

Item prepared by: Manager Revenue

Item approved by: Chief Financial Officer 22/5/2019

Item endorsed by the Municipal Manager

Noted by the Portfolio Councillor:

"J"

ANNEXURE J

SERVICE DESCRIPTION	2019/20 VAT Inclusive	2019/20 15% Exclusive	2018/19 15% Exclusive	% Increase
	R	R	R	
PLANNING AND DEVELOPMENT 700				
Hoarding fees	639,00	555,52	529,07	5,00
Penalty fee	1 500,00	1 304,35		NEW
Building plan fees				
Minor building applications (< 10m²)	653,00	568,22	541,16	5,00
Garden Walls and Fixed Fences	506,00	440,31	419,35	5,00
Swimming Pools	653,00	568,22	541,16	5,00
RDP Housing /Sub-economic area				
Garden Walls and Fixed Fences	253,00	220,16		NEW
0 - 50 m²	506,00	440,31	419,35	5,00
51 - 100 m²	624,00	542,83	516,98	5,00
101 - 150 m²	840,00	730,28	695,51	5,00
151 - 200 m²	964,00	838,66	798,72	5,00
Other				
11 - 20 m²	1 083,00	942,14	897,28	5,00
for each additional 10 m² or part thereof up to 3000 m²	179,00	155,23	147,84	5,00
greater than 3001 m² per 500 m² or part thereof	538,00	467,66	445,39	5,00
Fees are applicable to a once-off submission and no phase or separate submissions will be considered.				
Wind Turbines				
Per Turbine	9 284,00	8 073,01	7 339,10	10,00
Any structure additional to turbine				
11 - 20 m²	1 191,30	1 035,91	897,28	15,00
for each additional 10 m² or part thereof up to 3000 m²	196,90	171,22	147,84	15,00
greater than 3001 m² per 500 m² or part thereof	591,80	514,61	445,39	15,00
Industrial rural (Agricultural)				
11 - 20 m²	1 191,30	1 035,91		NEW
for each additional 10 m² or part thereof up to 3000 m²	196,90	171,22		NEW
greater than 3001 m² per 500 m² or part thereof	591,80	514,61		NEW
Churches				
0 - 1000 m²	1 485,00	1 291,67	1 230,16	5,00
greater than 1000 m²	254,00	220,65	210,15	5,00
Revised plan				
RDP Housing/Sub-economic	506,00	440,31	419,35	5,00
Other	890,00	774,21	737,35	5,00
Re-inspection Fees				
RDP Housing/Sub-economic	387,00	336,83	320,79	5,00
Other	387,00	336,83	320,79	5,00
Penalty inspection fees	840,00	730,28	695,51	5,00
Search fees per hour or any part thereof	150,00	130,82	124,59	5,00
Deed Search and Copy of Title Deed	198,00	171,84	163,65	5,00
Erf dimensions or zoning information per A4	43,00	37,10	35,33	5,00
Photo copies				
Black				
A0	55,00	47,84	45,56	5,00
A1	28,00	24,41	23,25	5,00
A2	15,00	12,69	12,08	5,00
A3	17,00	14,65	13,95	5,00
A4	6,00	4,89	4,65	5,00
Colour				
A0	110,00	95,65	90,43	5,00
A1	56,00	48,70	46,96	5,00
A2	30,00	26,09	24,35	5,00
A3	34,00	29,57	27,83	5,00
A4	12,00	10,43	8,70	5,00
Maps				
Town map B&W	254,00	220,65	210,15	5,00
Zoning map Colour	565,00	491,09	467,70	5,00
Building Deposits				
Where possible, building deposits are placed on on a debtor's account relevant to the				
Single res. building smaller than 50 m²		696,00	662,00	5,00
Single res. building above 50 m²		2 613,00	2 488,00	5,00
RDP Housing and informal housing smaller than 50 m²		279,00	265,00	5,00
RDP Housing and informalhousing above 50 m²		696,00	662,00	5,00
Other zonings (Excl. Single res. And RDP Housing and Informal Housing)		6 946,00	6 615,00	5,00
Paradise Beach sub-economic area		696,00	662,00	5,00
Churches		348,00	331,00	5,00

SERVICE DESCRIPTION	2019/20 VAT Inclusive	2019/20 15% Exclusive	2018/19 15% Exclusive	% Increase
Penalties				
Building without approval Whenever a building or structure is erected without the prescribed building plans a penalty of 4 times the building plan fees will be payable.	Plus VAT	Sundry Amounts	Sundry Amounts	NEW
Inspection Fees				
No inspection called for - all zonings (per inspection)	840,00	730,28	695,51	5,00
Town planning & Erf information				
Zoning Certificates	126,00	109,35	104,15	5,00
Extension of Validity Period of Approval	175,00	152,30	145,05	5,00
Reason for Decision of Municipal Tribunal, Land Development Officer or Appeal Authority	175,00	152,30	145,05	5,00
Scheme regulations document : Kouga Municipality	518,00	450,09	428,65	5,00
SDF Colour Maps - Document	792,00	688,30	655,53	5,00
SDF Colour Maps - CD	365,00	317,31	302,20	5,00
Land use application				
Rezoning application : Other	6 359,00	5 529,85	5 266,53	5,00
Rezoning application : RDP Housing/erven smaller than 250m²	3 001,00	2 609,70	2 485,42	5,00
Departure application : Other	6 359,00	5 529,85	5 266,53	5,00
Departure application : RDP Housing/erven smaller than 250m²	3 001,00	2 609,70	2 485,42	5,00
Sub-division application : Other (Into 2 Erven)	6 359,00	5 529,85	5 266,53	5,00
Sub-division application : Other (Into 3 - 250 Erven)	12 718,00	11 059,70	10 533,05	5,00
Sub-division application : Other (Into 251 - 1000 Erven)	19 077,00	16 589,55	15 799,58	5,00
Sub-division application : Other (Into > 1000 Erven)	31 795,00	27 649,26	26 332,63	5,00
Sub-division application : RDP Housing/erven smaller than 250m²	3 001,00	2 609,70	2 485,42	5,00
Combined Application : Rezoning, Sub-Division, Departure (Into 2 Erven)	7 860,00	6 835,19	6 509,70	5,00
Combined Application : Rezoning, Sub-Division, Departure (Into 3 - 250 Erven)	12 719,00	11 059,70	10 533,05	5,00
Combined Application : Rezoning, Sub-Division, Departure (Into 251 - 1000 Erven)	19 078,00	16 589,55	15 799,58	5,00
Combined Application : Rezoning, Sub-Division, Departure (Into > 1000 Erven)	31 797,00	27 649,27	26 332,64	5,00
All State/Municipal Projects/Applications are exempt from application fees	**No charge**	**No charge**	**No charge**	
Removal of restrictive title deed conditions	7 005,00	6 091,24	5 801,18	5,00
Removal of restrictive title deed conditions and Departure	8 005,00	6 960,87		NEW
Consent use application : Other	6 359,00	5 529,85	5 266,53	5,00
Consent use application : RDP Housing/erven smaller than 250m²	3 001,00	2 609,70	2 266,53	5,00
Site Development Plan Submission	1 575,00	1 369,57	1 304,35	5,00
Application for exemption from Municipal Approval (Sec 66 SPLUM by-law)	1 401,00	1 218,45	1 160,42	5,00
Occupational Practice - Other Rights	330,00	287,03	273,36	5,00
Application for Appeal	1 401,00	1 218,00		NEW
Amendment, deletion or addition of conditions (i.e. existing approval	1 575,00	1 369,20		NEW
Approval/ amendment of constitution of an 'owners' association	1 401,00	1 218,00		NEW
Determination of Zoning - Sec 181 of Splum by-law	6 360,00	5 530,30		NEW
Amendment of Subdivision Plan - Sec 57 Splum by-law	1 575,00	1 369,57		NEW
Consolidation	4 850,00	4 217,68	4 016,84	5,00
Augmentation Contributions Council will consider entering into a service agreement for developments bigger than 1 Ha or where it is the best option. This will be negotiated at the discretion of the Council.				
Augmentation Fees				
Electricity	16 182,00	14 070,95	13 337,39	5,50
Roads and Storm Water	6 071,00	5 278,94	5 027,56	5,00
Refuse	3 650,00	3 173,81	2 966,18	5,50
Sewerage	29 656,00	25 787,72	24 100,67	5,50
Water	28 478,00	24 763,40	23 584,19	5,00
Subdivisions/Rezonings/Departures				
Kouga Area				
Any Subdivision / Departure	Plus VAT	Per services agr	Per services agreement	
Any Rezoning	Plus VAT	Per services agr	Per services agreement	
Additional Dwelling Unit per newly created unit	75 672,00	65 801,73	62 668,31	5,00
Guest Houses (Accom. Establishment) per m² of total erf	49,00	42,96	40,92	5,00
Any other tariff as determined by Council	Plus VAT	Sundry Amounts	Sundry Amounts	
Advertising Tariffs				
Annual rent tourism boards	327,00	284,10	270,58	5,00
Tourism boards : Application	840,00	730,28	695,51	5,00
Advertising boards confiscated per board <1m²	200,00	173,96	49,28	253,00
Advertising boards confiscated per board >1m²	506,00	440,31	419,35	5,00
Business advertising application < 1m²	208,00	180,62	172,02	5,00
Business advertising application between 1m² and 5 m²	387,00	336,83	320,79	5,00
Business advertising application > 5m²	1 266,00	1 101,28	1 048,84	5,00
Municipal roads reserve advertising costs per month > 1m²	263,00	228,26	217,39	5,00
Business advertising cost between 1m² and 5 m² - monthly	525,00	456,52	434,78	5,00
Election Posters (Per Party / Per Candidate / Per Ward)	840,00	730,28	695,51	5,00
Advertising Trailers (Per Month or part thereof)	372,00	323,16	307,77	5,00
Illuminated street signs	4 572,00	3 975,56	3 786,25	5,00
Poster advertising (Max 100 posters)	1 016,00	883,57	841,49	5,00

KOUGA MUNICIPALITY (EC108)

ORDINARY COUNCIL MEETING

FINANCE

DATE: 30 MAY 2019 **ITEM: 19/05/F13**

ASSESSMENT OF THE 2019/20 DRAFT MEDIUM TERM REVENUE AND EXPENDITURE FRAMEWORK (MTREF) BUDGET

This item will be distributed under separate cover, as the final Provincial Treasury assessment of the Municipality's 2019/20 Draft MTREF budget, is being awaited.

Item prepared by: Manager Revenue

Item approved by: Chief Financial Officer 22/5/2019

Item endorsed by the Municipal Manager

Noted by the Portfolio Councillor:

KOUGA MUNICIPALITY (EC108)

ORDINARY COUNCIL MEETING

FINANCE

DATE: 30 MAY 2019 **ITEM 19/05/F14**

MONTHLY BUDGET STATEMENTS FOR THE PERIOD JULY 2018 TO APRIL 2019 AND FINANCIAL STATE OF AFFAIRS OF THE MUNICIPALITY AS AT 30 APRIL 2019 (2018/19 FINANCIAL YEAR)

1. Purpose

This report is submitted in compliance with Section 71(1) 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 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 April 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 682,023 million, whilst operating expenditure amounted to R 624,469 million, resulting in an operating surplus of R 57,554 million.

- Capital expenditure constituted 27,08% of the 2018/19 Capital Adjustments Budget. The capital expenditure would have amounted to 48,56%, upon exclusion of the water services infrastructure grant.

- Overdue consumer debts increased by R 19,704 million (15,76%) since June 2018.
- An amount of R 86,719 million is owing to creditors, of which R 27,199 million (31,36%) represents current creditors. Currently all outstanding creditors are not reflected on the creditors age analysis.
- The municipality's investment portfolio has increased by R 196,952,487 (208,82%) since June 2018, from R 94,314,704 to R 291,267,191.

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 30 April 2018	Actuals as at 30 April 2019	Adjusted Budget 2018/19
Current Ratio	0.85:1	0.97:1	1.11:1	1.39:1	1.30:1	0.94:1
Liquidity Ratio	0.40:1	0.47:1	0.52:1	0.96:1	1.07:1	0.48:1
Cost Coverage (Excluding unspent conditional grants)	1.60 months	1.62 months	1.72 months	2.68 months	2,60 Month	1.4 months
Debtors Collection Rate	97.60%	95.81%	90.73%	85.59%	97,13%	94%
Capital Expenditure (Including Water Service Infrastructure Grant)	81.97%	72.92%	72.98%	48.16%	27,08%	95%
Capital Expenditure (Excluding Water Service Infrastructure Grant)	81.97%	72.92%	72.98%	48.16%	48,56%	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 30 April 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 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 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 22/7/2019

Noted by: Portfolio Councillor

Annexure "A1"

OVERVIEW OF OPERATING REVENUE AND EXPENDITURE PERFORMANCE FOR THE PERIOD 1 JULY 2018 TO 30 APRIL 2019

Below is an analysis of the operating revenue and expenditure performance

Description	Budget Year 2018/19		
	Adjusted Budget	Actuals as at 30 April 2019	%
R thousands			
Revenue By Source			
Property rates	184 711	163 939	88,75%
Service charges - electricity revenue	245 041	207 432	84,65%
Service charges - water revenue	70 795	61 909	87,45%
Service charges - sanitation revenue	43 314	37 922	87,55%
Service charges - refuse revenue	51 176	43 459	84,92%
Rental of facilities and equipment	3 043	2 425	79,68%
Interest earned - external investments	8 681	8 895	102,47%
Interest earned - outstanding debtors	7 444	6 636	89,14%
Fines, penalties and forfeits	4 230	4 645	109,82%
Licences and permits	14 514	18 938	130,48%
Transfers and subsidies	121 753	119 651	98,27%
Other revenue	5 530	6 173	111,64%
Total Revenue (excluding capital transfers and contributions)	**760 233**	**682 023**	**89,71%**
Expenditure By Type			
Employee related costs	272 673	225 459	82,69%
Remuneration of councillors	12 243	10 158	82,97%
Debt impairment	36 150	3 130	8,66%
Depreciation & asset impairment	75 357	61 291	81,33%
Finance charges	3 021	5 561	184,09%
Bulk purchases	237 476	196 135	82,59%
Other materials	27 516	20 946	76,12%
Contracted services	68 096	38 691	56,82%
Other expenditure	87 229	63 099	72,34%
Total Expenditure	**819 759**	**624 469**	**76,18%**
Surplus/(Deficit)	**(59 527)**	**57 554**	

The statement of financial performance indicates a surplus of R 57,554 million.

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

Revenue Variations

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

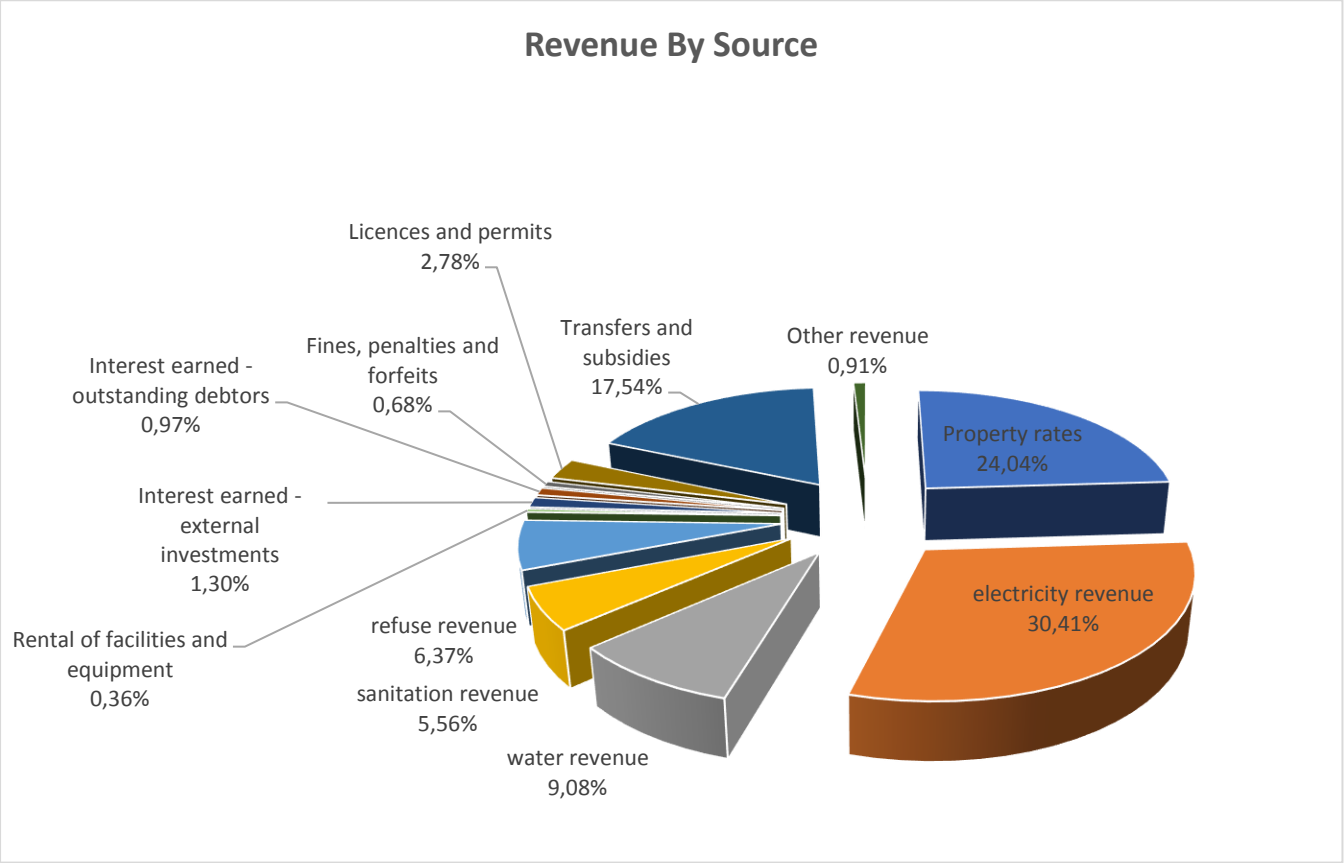
Licences and permits are largely influenced by a higher than anticipated revenue from vehicle licences.

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.

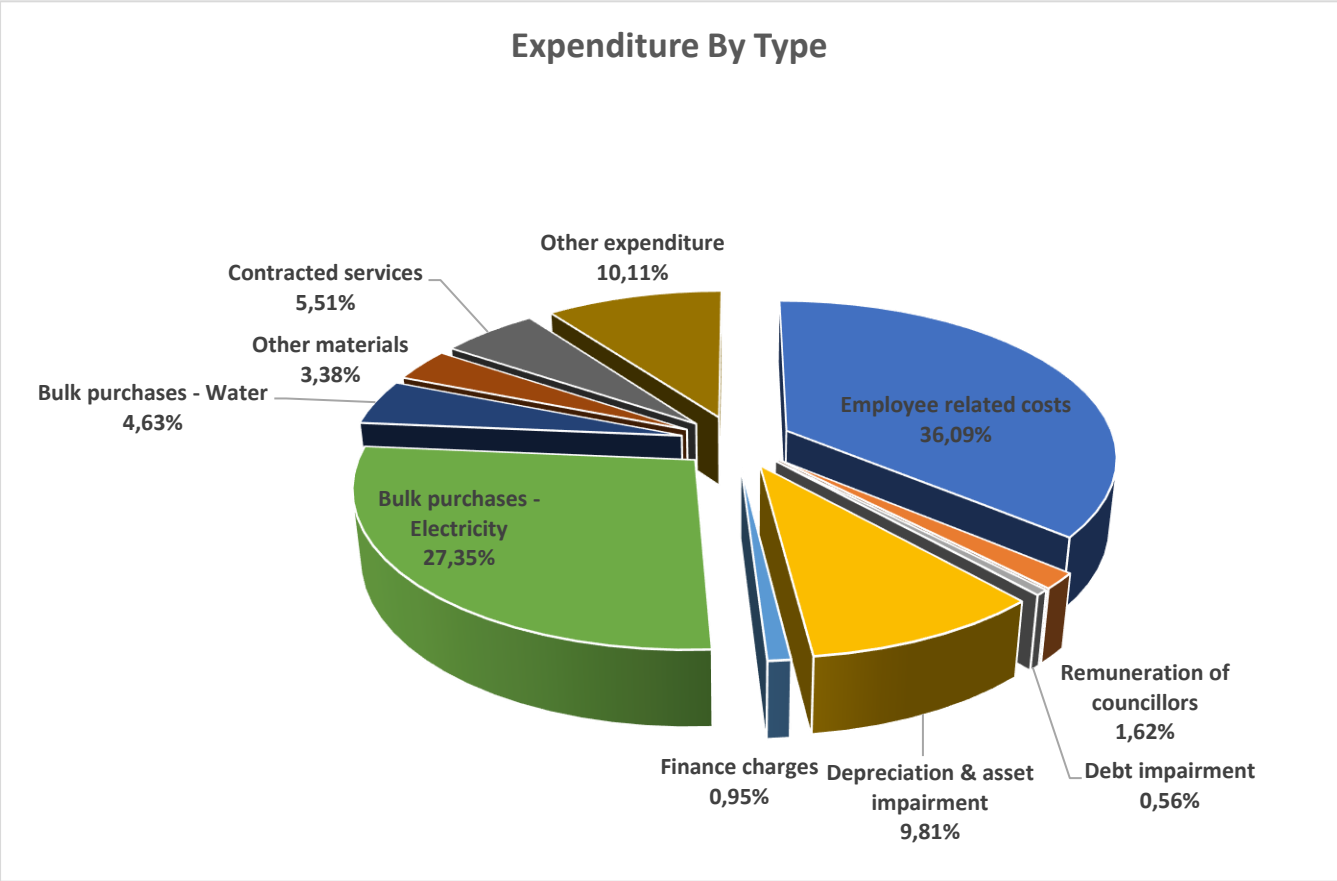
Contracted Services

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.

Other Expenditure

Other expenditure relates to various general expenses, relating to the running costs of the municipality, such as printing and stationery, telephone accounts, etc.

This is also influenced by the relatively low spending on the hiring of vehicles, machinery and equipment.



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 30 April 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	110 557	37%
Contracted Services:Maintenance of Vehicles	35 000	35 000	-	0,00%
	335 000	**335 000**	**110 557**	33,00%
Finance				
Contracted Services:Maintenance of Buildings and Facilities	370 000	443 700	200 646	45,22%
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**	**218 174**	**31,23%**
Community Services				
Contracted Services:Maintenance of Buildings and Facilities	870 000	2 796 750	2 207 006	78,91%
Contracted Services:Maintenance of Vehicles	3 443 000	6 458 000	4 778 145	73,99%
Contracted Services:Maintenance of Equipment	122 400	122 400	64 691	52,85%
Inventory Consumed:Materials and Supplies	1 049 625	1 064 529	939 476	88,25%
Operational Cost:Hire Charges	2 000 000	2 332 261	1 637 925	70,23%
	7 485 025	**12 773 940**	**9 627 243**	**75,37%**
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	123 937	44,07%
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	10 486 557	51,80%
Inventory Consumed:Materials and Supplies	12 605 000	11 288 561	7 746 011	68,62%
Operational Cost:Hire Charges	3 010 435	2 008 000	1 564 769	77,93%
	28 540 628	**33 985 118**	**20 081 296**	**59,09%**
Total	**37 065 653**	**48 072 758**	**30 084 082**	**62,58%**

It is to be noted that actual repairs and maintenance expenditure constituted 62,58% of the 2018/19 Adjustments Budget.

Annexure "A2"

CAPITAL BUDGET PERFORMANCE

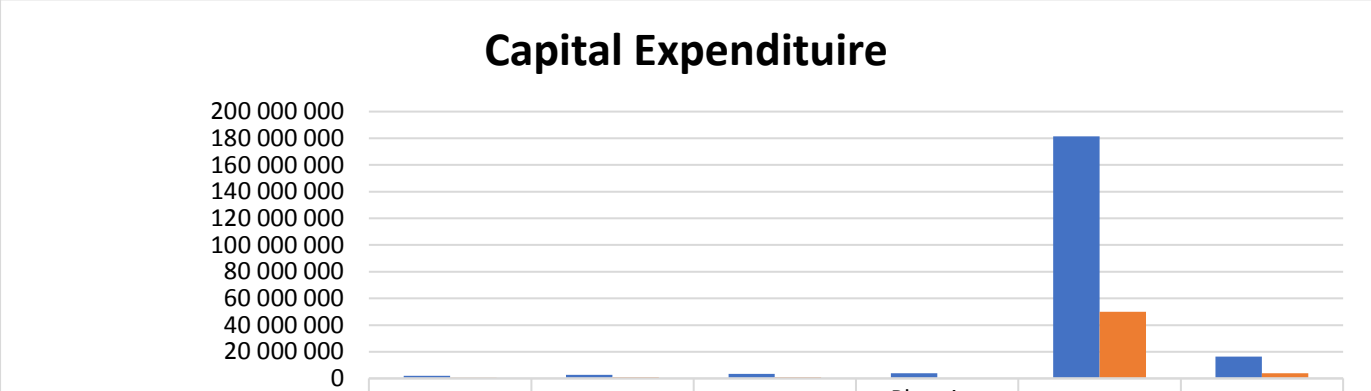
Below is an analysis of the capital expenditure compared to the 2018/19 Adjusted Capital adjustment Budget.

PROJECTS	Funding Source	Original Budget 2018/19	Adjustments Budget 2018/19	Actuals as at 30 April 2019	% of Budget
CORPORATE SERVICES					
Computer Equipment	Internal	157 000	247 402	117 149	47,35%
Furniture and Equipment	Internal	2 000	649 783	162 929	25,07%
Library upgrade (phase 2)	Internal	500 000	1 321 134	569 546	43,11%
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**	**929 432**	**27,62%**
PROJECTS	**Funding Source**	**Original Budget 2018/19**	**Adjustments Budget 2018/19**	**Actuals as at 12 February 2019**	
EXECUTIVE & COUNCIL					
Computer Equipment	Internal	110 000	140 231	88 238	62,92%
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**	**491 749**	**26,57%**
FINANCE					
Furniture and Equipment	Internal	115 700	232 100	135 346	58,31%
Computer Equipment	Internal	1 391 200	590 978	187 826	31,78%
IT Server	Internal	-	626 268	-	0,00%
Office upgrade ICT	Internal	-	200 000	30 800	15,40%
Disaster Recovery Server	FMG	-	644 106	644 106	100,00%
Vehicle	Internal	-	300 000	-	0,00%
		1 506 900	**2 593 452**	**998 078**	**38,48%**
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	995 000	150 000	15,08%
Furniture and equipment	Internal	200 000	205 000	22 647	11,05%
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	164 151	32,83%
Fencing of Sport and Recreational Facilities	Internal	500 000	-	-	
Machinery and Equipment	Internal	844 010	984 010	443 371	45,06%
Computer Equipment	Internal	160 000	84 000	69 535	82,78%
Security Cameras	Internal	150 000	-	-	
Vehicle	Internal	4 000 000	5 850 000	2 290 823	39,16%
Furniture and Equipment	Internal	70 000	55 000	22 571	41,04%
Wheelie Bins	Internal	1 000 000	2 475 260	869 200	35,12%
Life Gaurds Beach Tower	Internal	250 000	150 000	26 400	17,60%
Upgrading of Sports Facilities	MIG	3 864 352	3 864 352	-	0,00%
Fencing of Hankey Fire Station	Internal	200 000	100 000	-	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**	**3 969 093**	**24,33%**

PROJECTS	Funding Source	Original Budget 2018/19	Adjustments Budget 2018/19	Actuals as at 30 April 2019	% of Budget
INFRASTRUCTURE & ENGINEERING					
Furniture and Equipment	Internal	198 000	155 000	76 348	49,26%
Computer Equipment	Internal	35 000	122 000	88 418	72,47%
Machinery and Equipment	Internal	415 000	391 000	212 977	54,47%
Fencing of Jeffreys Bay and Kruisfontein Reservoir	Internal	900 000	-	-	
upgrading of infrastructure for new township establishment	Internal	500 000	500 000	328 647	65,73%
Vehicles	Internal	2 500 000	8 610 264	3 124 795	36,29%
MV Networks Capital	INEP	8 869 565	8 869 565	4 055 858	45,73%
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	195 547	15,04%
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	221 087	56,50%
Upgrading of the Sea Vista Wastewater Treatment Works	MIG	18 503 132	18 503 132	17 644 991	95,36%
Humansdorp - Upgrade Kruisfontein Waste Water Treatment Works	MIG	2 173 913	2 173 913	1 411 993	64,95%
Computer Equipment	MIG	50 000	50 000	33 759	67,52%
RETICULATION REPLACE PIPELINES (HANKEY)	WSIG_NT	-	9 565 217	1 346 206	14,07%
Illegal electricity connections (LV Network)	Internal	1 000 000	380 000	312 794	82,31%
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	413 275	2,38%
HANKEY WATER SUPPLY	WSIG_DWS	-	28 851 304	4 967 711	17,22%
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	1 287 453	51,50%
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	1 966 455	50,25%
OYSTER BAY WATER SUPPLY	WSIG_DWS	-	1 140 000	560 477	49,16%
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%
		46 544 610	**181 557 480**	**50 062 246**	**27,57%**
		67 744 823	**209 514 976**	**56 740 282**	**27,08%**
Internally generated funds		36 927 262	40 029 983	14 093 522	35,21%
Transfers recognised - capital		30 817 561	169 484 993	42 646 760	25,16%
Total		**67 744 823**	**209 514 976**	**56 740 282**	**27,08%**

It is to be noted that capital expenditure as at 30 April 2019 amounted to 27,08%, compared to the adjusted capital adjustments budget of R 209,514,976.

The capital expenditure as at 30 April 2019 would have been amounted to 48,56%, upon exclusion of the Water Services Infrastructure Grant.



	Executive & Council	Finance	Corporate Services	Planning, Development and Tourism	Infrastructure and Engineering	Community Services
Adjusted Budget 2018/19	1 850 565	2 593 452	3 365 067	3 835 951	181 557 480	16 312 461
Actuals as at 30 April 2019	491 749	998 078	929 432	289 685	50 062 246	3 969 093

Annexure "A3"

PROJECTED CASH FLOW STATEMENT FOR THE 2018/19 FINANCIAL YEAR

Projected Cash Flow Statement as at 30 April 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 – M10 April 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	10 629	155 090	144 690	10 400	7%	173 628
Service charges		–	372 090	385 707	27 251	347 389	321 423	25 967	8%	385 707
Other revenue		–	30 689	27 317	10 246	49 394	22 764	26 630	117%	27 317
Government - operating		–	123 618	121 753	–	157 820	101 461	56 359	56%	121 753
Government - capital		–	39 827	193 020	–	155 984	160 850	(4 866)	-3%	193 020
Interest		–	21 498	15 678	2 420	16 134	13 065	3 069	23%	15 678
Dividends		–	–	–	–	–	–	–		–
Payments										
Suppliers and employees		–	(674 270)	(705 232)	(52 248)	(573 198)	(587 693)	(14 495)	2%	(705 232)
Finance charges		–	(3 021)	(3 021)	(245)	(2 430)	(2 517)	(87)	3%	(3 021)
Transfers and Grants		–	–	–	–	–	–	–		–
NET CASH FROM/(USED) OPERATING ACTIVITIES		**–**	**74 823**	**208 851**	**(1 947)**	**306 185**	**174 042**	**(132 142)**	**-76%**	**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)	(11 590)	(103 162)	(174 596)	(71 434)	41%	(209 515)
NET CASH FROM/(USED) INVESTING ACTIVITIES		**–**	**(67 745)**	**(209 515)**	**(11 590)**	**(103 162)**	**(174 596)**	**(71 434)**	**41%**	**(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)	(605)	(6 070)	(7 453)	(1 383)	19%	(8 944)
NET CASH FROM/(USED) FINANCING ACTIVITIES		**–**	**(13 247)**	**(8 944)**	**(605)**	**(6 070)**	**(7 453)**	**(1 383)**	**19%**	**(8 944)**
NET INCREASE/ (DECREASE) IN CASH HELD		**–**	**(6 169)**	**(9 608)**	**(14 142)**	**196 952**	**(8 007)**			**(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		291 267	86 308			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 April 2019 and are to be noted. Each table is accompanied by explanatory notes.

Table C1 Monthly Budget Statement Summary – M10 April 2019

Description	2017/18	Budget Year 2018/19							
R thousands	Audited Outcome	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance %	Full Year Forecast
Financial Performance									
Property rates	–	176 766	184 711	10 734	163 939	153 926	10 013	7%	184 711
Service charges	–	400 096	410 327	35 136	350 721	341 939	8 782	3%	410 327
Investment revenue	–	7 561	8 681	1 599	8 895	7 234	1 661	23%	8 681
Transfers and subsidies	–	123 618	121 753	197	119 651	101 461	18 190	18%	121 753
Other own revenue	–	45 675	34 761	3 530	38 817	28 968	9 849	34%	34 761
Total Revenue (excluding capital transfers and contributions)	**–**	**753 717**	**760 233**	**51 195**	**682 023**	**633 527**	**48 496**	**8%**	**760 233**
Employee costs	–	272 802	272 673	22 539	225 459	227 227	(1 768)	-1%	272 673
Remuneration of Councillors	–	12 784	12 243	1 041	10 158	10 202	(45)	-0%	12 243
Depreciation & asset impairment	–	75 357	75 357	6 127	61 291	62 798	(1 507)	-2%	75 357
Finance charges	–	3 021	3 021	245	5 561	2 517	3 044	121%	3 021
Materials and bulk purchases	–	269 933	264 992	18 268	217 080	220 826	(3 746)	-2%	264 992
Transfers and subsidies	–	–	–	–	–	–	–		–
Other expenditure	–	162 887	191 475	13 933	104 920	159 562	(54 642)	-34%	191 475
Total Expenditure	**–**	**796 785**	**819 759**	**62 153**	**624 469**	**683 133**	**(58 664)**	**-9%**	**819 759**
Surplus/(Deficit)	**–**	**(43 068)**	**(59 527)**	**(10 958)**	**57 554**	**(49 606)**	**107 160**	**-216%**	**(59 527)**
Transfers and subsidies - capital (monetary alloc	–	39 827	193 020	8 184	41 297	160 850	(119 553)	-74%	193 020
Contributions & Contributed assets	–	–	–	–	–	–	–		–
Surplus/(Deficit) after capital transfers & contributions	**–**	**(3 241)**	**133 493**	**(2 774)**	**98 851**	**111 244**	**(12 393)**	**-11%**	**133 493**
Share of surplus/ (deficit) of associate	–	–	–	–	–	–	–		–
Surplus/ (Deficit) for the year	**–**	**(3 241)**	**133 493**	**(2 774)**	**98 851**	**111 244**	**(12 393)**	**-11%**	**133 493**
Capital expenditure & funds sources									
Capital expenditure	**–**	**67 745**	**209 515**	**10 078**	**56 740**	**174 596**	**(117 856)**	**-68%**	**209 515**
Capital transfers recognised	–	34 682	169 485	8 626	42 647	141 237	(98 591)	-70%	169 485
Public contributions & donations	–	–	–	–	–	–	–		–
Borrowing	–	–	–	–	–	–	–		–
Internally generated funds	**–**	**33 063**	**40 030**	**1 453**	**14 094**	**33 358**	**(19 265)**	**-58%**	**40 030**
Total sources of capital funds	**–**	**67 745**	**209 515**	**10 078**	**56 740**	**174 596**	**(117 856)**	**-68%**	**209 515**
Financial position									
Total current assets	–	131 820	164 621		355 914				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		273 240				133 877
Total non current liabilities	–	183 244	185 581		185 581				183 244
Community wealth/Equity	**–**	**2 257 653**	**2 278 712**		**2 163 625**				**2 257 653**
Cash flows									
Net cash from (used) operating	–	74 823	208 851	(1 947)	306 185	174 042	(132 142)	-76%	208 851
Net cash from (used) investing	–	(67 745)	(209 515)	(11 590)	(103 162)	(174 596)	(71 434)	41%	(209 515)
Net cash from (used) financing	–	(13 247)	(8 944)	(605)	(6 070)	(7 453)	(1 383)	19%	(8 944)
Cash/cash equivalents at the month/year end	**–**	**53 561**	**84 707**	**–**	**291 267**	**86 308**	**(204 959)**	**-237%**	**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	30 920	6 440	5 011	4 246	3 903	3 654	29 057	92 459	175 689
Creditors Age Analysis									
Total Creditors	27 199	515	411	424	411	411	3 006	54 341	86 719

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) – M10 April 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									
Revenue - Functional										
Governance and administration		–	**511 046**	**312 182**	**13 192**	**295 792**	**260 152**	35 640	14%	**312 182**
Executive and council		–	26	26	2	9	21	(12)	-56%	26
Finance and administration		–	511 020	312 157	13 191	295 782	260 130	35 652	14%	312 157
Internal audit		–	–	–	–	–	–	–		–
Community and public safety		–	**15 404**	**13 357**	**269**	**9 734**	**11 131**	(1 397)	-13%	**13 357**
Community and social services		–	2 458	2 458	20	2 042	2 048	(6)	0%	2 458
Sport and recreation		–	9 151	7 003	237	4 812	5 836	(1 024)	-18%	7 003
Public safety		–	1 869	1 969	5	870	1 641	(771)	-47%	1 969
Housing		–	–	–	–	–	–	–		–
Health		–	1 927	1 927	7	2 010	1 606	404	25%	1 927
Economic and environmental services		–	**30 942**	**16 141**	**1 922**	**21 518**	**13 451**	8 067	60%	**16 141**
Planning and development		–	6 312	5 087	440	4 467	4 239	228	5%	5 087
Road transport		–	10 005	10 005	1 462	16 138	8 337	7 801	94%	10 005
Environmental protection		–	14 625	1 050	20	913	875	38	4%	1 050
Trading services		–	**235 706**	**611 127**	**43 995**	**396 269**	**509 273**	(113 003)	-22%	**611 127**
Energy sources		–	61 809	260 285	26 037	215 493	216 904	(1 412)	-1%	260 285
Water management		–	70 200	223 782	7 243	78 677	186 485	(107 808)	-58%	223 782
Waste water management		–	72 249	74 017	6 456	56 756	61 681	(4 924)	-8%	74 017
Waste management		–	31 448	53 043	4 260	45 343	44 202	1 141	3%	53 043
Other	4	–	**445**	**445**	**–**	**7**	**371**	**(364)**	**-98%**	**445**
Total Revenue - Functional	2	–	**793 544**	**953 252**	**59 378**	**723 320**	**794 377**	**(71 057)**	**-9%**	**953 252**
Expenditure - Functional										
Governance and administration		–	**189 348**	**190 276**	**16 487**	**138 955**	**158 563**	(19 608)	-12%	**190 276**
Executive and council		–	52 250	38 161	3 256	30 097	31 801	(1 703)	-5%	38 161
Finance and administration		–	137 097	152 115	13 231	108 857	126 763	(17 905)	-14%	152 115
Internal audit		–	–	–	–	–	–	–		–
Community and public safety		–	**86 568**	**77 431**	**6 536**	**64 825**	**64 526**	299	0%	**77 431**
Community and social services		–	9 513	10 055	653	7 433	8 379	(946)	-11%	10 055
Sport and recreation		–	46 668	40 230	3 643	34 720	33 525	1 195	4%	40 230
Public safety		–	21 090	20 527	1 754	17 001	17 106	(105)	-1%	20 527
Housing		–	3 531	1 875	195	2 141	1 562	579	37%	1 875
Health		–	5 767	4 746	291	3 530	3 955	(425)	-11%	4 746
Economic and environmental services		–	**110 969**	**114 388**	**8 432**	**80 322**	**95 323**	(15 001)	-16%	**114 388**
Planning and development		–	33 954	33 520	2 183	23 580	27 933	(4 353)	-16%	33 520
Road transport		–	67 770	77 414	6 164	55 937	64 512	(8 575)	-13%	77 414
Environmental protection		–	9 245	3 454	84	805	2 878	(2 073)	-72%	3 454
Trading services		–	**405 868**	**434 239**	**30 554**	**339 198**	**361 866**	(22 668)	-6%	**434 239**
Energy sources		–	248 404	254 148	17 271	198 446	211 790	(13 344)	-6%	254 148
Water management		–	80 154	78 117	5 189	63 098	65 097	(1 999)	-3%	78 117
Waste water management		–	41 745	48 988	4 323	41 586	40 824	762	2%	48 988
Waste management		–	35 565	52 986	3 771	36 068	44 155	(8 087)	-18%	52 986
Other		–	**4 032**	**3 426**	**143**	**1 169**	**2 855**	**(1 686)**	**-59%**	**3 426**
Total Expenditure - Functional	3	–	**796 785**	**819 759**	**62 153**	**624 469**	**683 133**	**(58 664)**	**-9%**	**819 759**
Surplus/ (Deficit) for the year		–	**(3 241)**	**133 493**	**(2 774)**	**98 851**	**111 244**	**(12 393)**	**-11%**	**133 493**

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 – M10 April 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	13 062	290 189	256 236	33 953	13,3%	310 697
Vote 3 - CORPORATE SERVICES	26	26	2	1 013	21	992	4628,7%	26
Vote 4 - PLANNING, DEVELOPMENT & TOURISM	3 316	3 316	270	2 703	2 763	(60)	-2,2%	3 316
Vote 5 - INFRASTRUCTURE AND ENGINEERING	405 491	562 442	39 905	354 060	468 702	(114 642)	-24,5%	405 491
Vote 6 - COMMUNITY SERVICES	17 634	17 734	1 617	21 923	14 778	7 145	48,3%	17 634
Vote 7 - COMMUNITY SERVICES (CONTINUED)	56 380	62 252	4 522	53 433	51 877	1 556	3,0%	56 380
Total Revenue by Vote	**793 544**	**953 252**	**59 378**	**723 320**	**794 377**	**(71 057)**	**-8,9%**	**1 457 468**
Expenditure by Vote								
Vote 1 - EXECUTIVE COUNCIL	36 603	31 989	2 473	25 174	26 657	(1 483)	-5,6%	36 603
Vote 2 - FINANCIAL SERVICES	79 397	79 573	5 019	50 473	66 311	(15 838)	-23,9%	79 397
Vote 3 - CORPORATE SERVICES	49 336	48 915	6 200	36 977	40 762	(3 785)	-9,3%	49 336
Vote 4 - PLANNING, DEVELOPMENT & TOURISM	21 159	19 984	1 184	13 305	16 653	(3 348)	-20,1%	21 159
Vote 5 - INFRASTRUCTURE AND ENGINEERING	455 521	476 197	34 385	370 945	396 831	(25 886)	-6,5%	455 521
Vote 6 - COMMUNITY SERVICES	51 470	47 739	4 102	40 487	39 783	704	1,8%	51 470
Vote 7 - COMMUNITY SERVICES (CONTINUED)	103 298	115 363	8 790	87 108	96 136	(9 028)	-9,4%	103 298
Total Expenditure by Vote	**796 785**	**819 759**	**62 153**	**624 469**	**683 133**	**(58 664)**	**-8,6%**	**796 785**
Surplus/ (Deficit) for the year	**(3 241)**	**133 493**	**(2 774)**	**98 851**	**111 244**	**(12 393)**	**-11,1%**	**660 683**

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) – M10 April 2019

Description	Ref	2017/18	Budget Year 2018/19							
R thousands		Audited Outcome	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance %	Full Year Forecast
Revenue By Source										
Property rates		–	176 766	184 711	10 734	163 939	153 926	10 013	7%	184 711
Service charges - electricity revenue		–	247 165	245 041	21 963	207 432	204 201	3 231	2%	245 041
Service charges - water revenue		–	67 702	70 795	5 528	61 909	58 996	2 912	5%	70 795
Service charges - sanitation revenue		–	41 658	43 314	3 623	37 922	36 095	1 826	5%	43 314
Service charges - refuse revenue		–	43 571	51 176	4 022	43 459	42 647	812	2%	51 176
Service charges - other		–	–	–	–	–	–	–		–
Rental of facilities and equipment		–	1 881	3 043	1 921	2 425	2 536	(111)	-4%	3 043
Interest earned - external investments		–	7 561	8 681	1 599	8 895	7 234	1 661	23%	8 681
Interest earned - outstanding debtors		–	14 986	7 444	782	6 636	6 204	432	7%	7 444
Dividends received		–	–	–	–	–	–	–		–
Fines, penalties and forfeits		–	4 230	4 230	148	4 645	3 525	1 120	32%	4 230
Licences and permits		–	16 661	14 514	1 595	18 938	12 095	6 843	57%	14 514
Agency services		–	–	–	–	–	–	–		–
Transfers and subsidies		–	123 618	121 753	197	119 651	101 461	18 190	18%	121 753
Other revenue		–	7 917	5 530	(916)	6 173	4 608	1 565	34%	5 530
Gains on disposal of PPE		–	–	–	–	–	–	–		–
Total Revenue (excluding capital transfers and contributions)		–	**753 717**	**760 233**	**51 195**	**682 023**	**633 527**	**48 496**	**8%**	**760 233**
Expenditure By Type										
Employee related costs		–	272 802	272 673	22 539	225 459	227 227	(1 768)	-1%	272 673
Remuneration of councillors		–	12 784	12 243	1 041	10 158	10 202	(45)	0%	12 243
Debt impairment		–	41 429	36 150	–	3 130	30 125	(26 995)	-90%	36 150
Depreciation & asset impairment		–	75 357	75 357	6 127	61 291	62 798	(1 507)	-2%	75 357
Finance charges		–	3 021	3 021	245	5 561	2 517	3 044	121%	3 021
Bulk purchases		–	241 476	237 476	16 334	196 135	197 896	(1 762)	-1%	237 476
Other materials		–	28 458	27 516	1 934	20 946	22 930	(1 984)	-9%	27 516
Contracted services		–	45 111	68 096	7 687	38 691	56 746	(18 055)	-32%	68 096
Transfers and subsidies		–	–	–	–	–	–	–		–
Other expenditure		–	76 346	87 229	6 246	63 099	72 691	(9 592)	-13%	87 229
Loss on disposal of PPE		–	–	–	–	–	–	–		–
Total Expenditure		–	**796 785**	**819 759**	**62 153**	**624 469**	**683 133**	**(58 664)**	**-9%**	**819 759**
Surplus/(Deficit)		–	**(43 068)**	**(59 527)**	**(10 958)**	**57 554**	**(49 606)**	**107 160**	**(0)**	**(59 527)**
Transfers and subsidies - capital (monetary allocations) (National / Provincial and District)			39 827	193 020	8 184	41 297	160 850	(119 553)	**(0)**	193 020
(National / Provincial Departmental Agencies, Households, Non-profit Institutions, Private Enterprises, Public Corporatons, Higher Educational Institutions)		–	–	–		–	–	–		–
Transfers and subsidies - capital (in-kind - all)		–	–	–	–	–	–	–		–
Surplus/(Deficit) after capital transfers & contributions		–	**(3 241)**	**133 493**	**(2 774)**	**98 851**	**111 244**			**133 493**
Taxation		–	–	–	–	–	–	–		–
Surplus/(Deficit) after taxation		–	**(3 241)**	**133 493**	**(2 774)**	**98 851**	**111 244**			**133 493**
Attributable to minorities		–	–	–	–	–	–			–
Surplus/(Deficit) attributable to municipality		–	**(3 241)**	**133 493**	**(2 774)**	**98 851**	**111 244**			**133 493**
Share of surplus/ (deficit) of associate		–	–	–	–	–	–			–

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) – M10 April 2019

Vote Description	Budget Year 2018/19								
	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance	Full Year Forecast	C5
R thousands							%		
Single Year expenditure appropriation									
Vote 1 - EXECUTIVE COUNCIL	860	1 776	(1)	424	1 480	(1 056)	-71%	1 776	
Vote 2 - FINANCIAL SERVICES	1 507	2 593	(573)	998	2 161	(1 163)	-54%	2 593	
Vote 3 - CORPORATE SERVICES	2 309	3 365	274	929	2 804	(1 875)	-67%	3 365	
Vote 4 - PLANNING, DEVELOPMENT & TOURISM	4 211	3 836	–	290	3 197	(2 907)	-91%	3 836	
Vote 5 - INFRASTRUCTURE AND ENGINEERING	46 545	181 557	9 327	50 062	151 298	(101 236)	-67%	181 557	
Vote 6 - COMMUNITY SERVICES	1 644	4 959	84	1 899	4 132	(2 233)	-54%	4 959	
Vote 7 - COMMUNITY SERVICES (CONTINUED)	10 669	11 429	968	2 138	9 524	(7 386)	-78%	11 429	
Total Capital single-year expenditure	67 745	209 515	10 078	56 740	174 596	**(117 856)**	**-68%**	209 515	
Total Capital Expenditure	**67 745**	**209 515**	**10 078**	**56 740**	**174 596**	**(117 856)**	**-68%**	**209 515**	
Capital Expenditure - Functional Classification									
Governance and administration	**5 346**	**10 184**	**(301)**	**2 352**	**8 487**	(6 135)	-72%	**10 184**	**1000**
Executive and council	985	2 590	–	–	2 158	(2 158)	-100%	2 590	1100
Finance and administration	4 361	7 594	(301)	2 352	6 328	(3 977)	-63%	7 594	1200
Internal audit	–	–	–	–	–	–		–	1300
Community and public safety	**7 368**	**10 203**	**182**	**3 170**	**8 503**	(5 333)	-63%	**10 203**	**2000**
Community and social services	679	199	154	2 093	166	1 927	1164%	199	2100
Sport and recreation	5 489	4 789	–	58	3 991	(3 933)	-99%	4 789	2200
Public safety	200	4 215	28	1 019	3 513	(2 494)	-71%	4 215	2300
Housing	1 000	1 000	–	–	833	(833)	-100%	1 000	2400
Health	–	–	–	–	–	–		–	2500
Economic and environmental services	**6 159**	**5 739**	**1 327**	**2 262**	**4 782**	(2 520)	-53%	**5 739**	**3000**
Planning and development	3 509	3 113	–	85	2 594	(2 509)	-97%	3 113	3100
Road transport	2 650	2 626	458	1 308	2 188	(880)	-40%	2 626	3200
Environmental protection	–	–	869	869	–	869	#DIV/0!	–	3300
Trading services	**48 872**	**183 324**	**8 863**	**48 704**	**152 770**	(104 066)	-68%	**183 324**	**4000**
Energy sources	12 905	13 885	3 685	6 456	11 570	(5 114)	-44%	13 885	4100
Water management	1 715	135 628	2 629	22 621	113 023	(90 402)	-80%	135 628	4200
Waste water management	28 977	29 077	2 549	19 627	24 231	(4 604)	-19%	29 077	4300
Waste management	5 275	4 734	–	–	3 945	(3 945)	-100%	4 734	4400
Other	–	65	5	253	54	198	366%	65	5000
Total Capital Expenditure - Functional Classification	**67 745**	**209 515**	**10 078**	**56 740**	**174 596**	**(117 856)**	**-68%**	**209 515**	
Funded by:									2000
National Government	34 682	169 485	8 626	42 647	139 024	(96 377)	-69%	166 829	2010
Provincial Government	–				54	(54)	-100%	65	2020
District Municipality	–				1 638	(1 638)	-100%	1 965	2030
Other transfers and grants	–				–	–		–	2040
Transfers recognised - capital	**34 682**	**168 859**	**8 626**	**42 647**	**140 716**	**(98 069)**	**-70%**	**168 859**	**2050**
Public contributions & donations	–	–			–	–		–	2060
Borrowing	–	–			–	–		–	2070
Internally generated funds	33 063	40 030	1 453	14 094	33 880	(19 787)	-58%	40 656	2080
Total Capital Funding	**67 745**	**209 515**	**10 078**	**56 740**	**174 596**	**(117 856)**	**-68%**	**209 515**	**2090**

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 – M10 April 2019

Description	Ref	2017/18	Budget Year 2018/19			
		Audited Outcome	Original Budget	Adjusted Budget	YearTD actual	Full Year Forecast
R thousands	1					
ASSETS						
Current assets						
Cash		–	5 356	8 471	5 716	5 356
Call investment deposits		–	48 205	76 236	285 551	48 205
Consumer debtors		–	42 559	42 382	46 656	42 559
Other debtors		–	31 184	30 863	11 322	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**	**355 914**	**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**	**2 622 447**	**2 574 775**
LIABILITIES						
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	224 551	87 054
Provisions		–	23 097	24 505	24 505	23 097
Total current liabilities		**–**	**133 877**	**175 201**	**273 240**	**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**	**458 821**	**317 122**
NET ASSETS	2	**–**	**2 257 653**	**2 278 712**	**2 163 625**	**2 257 653**
COMMUNITY WEALTH/EQUITY						
Accumulated Surplus/(Deficit)		–	2 257 653	2 278 712	2 163 625	2 257 653
Reserves		–	–	–	–	–
TOTAL COMMUNITY WEALTH/EQUITY	2	**–**	**2 257 653**	**2 278 712**	**2 163 625**	**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 – M10 April 2019

Description	Ref	2017/18	Budget Year 2018/19							
R thousands	1	Audited Outcome	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance %	Full Year Forecast
CASH FLOW FROM OPERATING ACTIVITIES										
Receipts										
Property rates		–	164 393	173 628	10 629	155 090	144 690	10 400	7%	173 628
Service charges		–	372 090	385 707	27 251	347 389	321 423	25 967	8%	385 707
Other revenue		–	30 689	27 317	10 246	49 394	22 764	26 630	117%	27 317
Government - operating		–	123 618	121 753	–	157 820	101 461	56 359	56%	121 753
Government - capital		–	39 827	193 020	–	155 984	160 850	(4 866)	-3%	193 020
Interest		–	21 498	15 678	2 420	16 134	13 065	3 069	23%	15 678
Dividends		–	–	–	–	–	–	–		–
Payments										
Suppliers and employees		–	(674 270)	(705 232)	(52 248)	(573 198)	(587 693)	(14 495)	2%	(705 232)
Finance charges		–	(3 021)	(3 021)	(245)	(2 430)	(2 517)	(87)	3%	(3 021)
Transfers and Grants		–	–	–	–	–	–	–		–
NET CASH FROM/(USED) OPERATING ACTIVITIES		**–**	**74 823**	**208 851**	**(1 947)**	**306 185**	**174 042**	**(132 142)**	**-76%**	**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)	(11 590)	(103 162)	(174 596)	(71 434)	41%	(209 515)
NET CASH FROM/(USED) INVESTING ACTIVITIES		**–**	**(67 745)**	**(209 515)**	**(11 590)**	**(103 162)**	**(174 596)**	**(71 434)**	**41%**	**(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)	(605)	(6 070)	(7 453)	(1 383)	19%	(8 944)
NET CASH FROM/(USED) FINANCING ACTIVITIES		**–**	**(13 247)**	**(8 944)**	**(605)**	**(6 070)**	**(7 453)**	**(1 383)**	**19%**	**(8 944)**
NET INCREASE/ (DECREASE) IN CASH HELD		**–**	**(6 169)**	**(9 608)**	**(14 142)**	**196 952**	**(8 007)**			**(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		291 267	86 308			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 30 April 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 30 April 2019

Description	Budget Year 2018/19								
R thousands	0-30 Days	31-60 Days	61-90 Days	91-120 Days	121-150 Dys	151-180 Dys	181 Dys-1 Yr	Over 1Yr	Total
Debtors Age Analysis By Income Source									
Trade and Other Receivables from Exchange Transactions - Water	8 862	2 046	1 674	1 400	1 275	1 305	7 605	21 271	45 438
Trade and Other Receivables from Exchange Transactions - Electricity	16 305	1 230	631	465	338	240	2 059	5 582	26 851
Receivables from Non-exchange Transactions - Property Rates	7 965	629	452	370	346	279	7 257	17 009	34 308
Receivables from Exchange Transactions - Waste Water Management	4 850	949	737	641	623	574	3 269	9 118	20 762
Receivables from Exchange Transactions - Waste Management	4 200	1 034	925	885	855	819	4 270	12 690	25 678
Receivables from Exchange Transactions - Property Rental Debtors	–	–	–	–	–	–	–	1	1
Interest on Arrear Debtor Accounts	107	89	106	120	141	165	1 605	18 696	21 030
Recoverable unauthorised, irregular, fruitless and wasteful expenditure	–	–	–	–	–	–	–	–	–
Other	(11 370)	462	485	364	324	270	2 992	8 092	1 621
Total By Income Source	**30 920**	**6 440**	**5 011**	**4 246**	**3 903**	**3 654**	**29 057**	**92 459**	**175 689**
Debtors Age Analysis By Customer Group									
Organs of State	845	244	265	179	109	28	1 884	1 908	5 462
Commercial	6 331	285	189	103	93	85	577	2 551	10 214
Households	23 743	5 910	4 557	3 964	3 702	3 541	26 596	87 999	160 013
Other	–	–	–	–	–	–	–	–	–
Total By Customer Group	**30 920**	**6 440**	**5 011**	**4 246**	**3 903**	**3 654**	**29 057**	**92 459**	**175 689**

The aforementioned analysis indicates that from 30 June 2018 to 30 April 2019, the overdue debts have increased from R 125,064 million to R 144,769 million, as follows:

R thousands	OVERDUE AMOUNTS AS AT		
Debtors Age Analysis By Income Source	30-Jun-18	30-Apr-19	Difference
Trade and Other Receivables from Exchange Transactions - Water	29 432	36 576	7 145
Trade and Other Receivables from Exchange Transactions - Electricity	10 819	10 545	(273)
Receivables from Non-exchange Transactions - Property Rates	25 500	26 343	844
Receivables from Exchange Transactions - Waste Water Management	13 015	15 912	2 897
Receivables from Exchange Transactions - Waste Management	16 704	21 478	4 775
Receivables from Exchange Transactions - Property Rental Debtors	1	1	–
Interest on Arrear Debtor Accounts	18 860	20 923	2 063
Recoverable unauthorised, irregular, fruitless and wasteful expenditure	–	–	–
Other	10 736	12 990	2 255
Total By Income Source	**125 064**	**144 769**	**19 704**
	–	–	–
Debtors Age Analysis By Customer Group	–	–	–
Organs of State	3 128	4 617	1 489
Commercial	5 137	3 883	(1 255)
Households	116 799	136 269	19 470
Other	–	–	–
Total By Customer Group	**125 064**	**144 769**	**19 704**

2. Overview of Creditors position

Below is an analysis of the status of the major creditors

Description	Budget Year 2018/19								
R thousands	0 - 30 Days	31 - 60 Days	61 - 90 Days	91 - 120 Days	121 - 150 Days	151 - 180 Days	181 Days - 1 Year	Over 1 Year	Total
Creditors Age Analysis By Customer Type									
Bulk Electricity	16 690								**16 690**
Bulk Water	2	421	410	409	411	410	3 006	54 341	**59 410**
PAYE deductions	3 335								**3 335**
VAT (output less input)									**-**
Pensions / Retirement deductions	3 362								**3 362**
Loan repayments									**-**
Trade Creditors	3 810	93	1	15	–	2	–	–	**3 922**
Auditor General									**-**
Other									**-**
Total By Customer Type	**27 199**	**515**	**411**	**424**	**411**	**411**	**3 006**	**54 341**	**86 719**

The above amounts represent invoices still to be paid. The major creditors as at 30 April 2019 are as follows:

Eskom	R 16,690 million
NMBM (Bulk water)	R 59,410 million
Other Creditors	R 10,619 million
TOTAL	**R 86,719 million**

It is to be noted that the Eskom amount of R 16,690 million, represents the current account for April 2019, which will be fully paid on 20 May 2019.

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

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

3. Investment Portfolio

Below is an analysis of the Investment Portfolio as at 30 April 2019.

	Balance as at 30 June 2018	Invested	Interest	Withdrawals	Adjustments	Balance as at 30 April 2019
Standard Bank	18 653 721	-	1 023 388	-	-	19 677 108
ABSA	25 806 825	-	1 414 513	-	288	27 221 050
Nedbank	19 520 160	-	1 079 596	-	-	20 599 756
RMB	5 885 309	215 840 535	2 452 431	27 447 897	-	196 730 378
INVESTEC	20 188 841	-	1 134 234	-	-	21 323 075
Total	**90 054 856**	**215 840 535**	**7 104 161**	**(27 447 897)**	**(288)**	**285 551 367**
	Balance as at 30 June 2018	**Invested**	**Interest**	**Withdrawals**	**Adjustments**	**Balance as at 30 April 2019**
General Account	85 725 571	25 252 052	5 367 541	7 000 000	288	109 344 876
Conditional Grants	1 359 363	190 588 483	1 652 004	17 400 452	-	176 199 398
Housing Funds	2 969 923	-	84 616	3 047 445	-	7 094
Total	**90 054 856**	**215 840 535**	**7 104 161**	**(27 447 897)**	**(288)**	**285 551 367**
Bank	4 259 847	1 455 976				5 715 823
Total	**94 314 704**	**217 296 511**	**7 104 161**	**(27 447 897)**	**(288)**	**291 267 191**

The increase in the investment portfolio since 30 June 2018 amounts to R 196,952,487. The following analysis indicates the extent to which the investments are committed:

Cash backed Reserves

Bank Balances and Cash	R 5,715,823
Short-term Investment Deposits	R 285,551,367
	R 291,267,190

Application of Cash

Unspent Conditional Grants	147,571,959
Internally Generated Funds	25,936,461
Outstanding Creditors Liability	86,718,548
	260,226,968

Reserves in excess of Commitments **R 31,040,222**

The cash backed reserves exceed the commitments at this stage by an amount of R 31,040,222. It should be noted that the excess of reserves over commitments as at 30 April 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.

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

Supporting Table SC6 Monthly Budget Statement – transfers and grant receipts – M10 April 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**	**117 493**	**–**	**117 493**	**97 911**	**19 582**	**20,0%**	**117 493**
Local Government Equitable Share	113 151	113 151	–	113 151	94 293	18 859	20,0%	113 151
Finance Management	1 770	1 770	–	1 770	1 475	295		1 770
MIG - Administration Fees	1 559	1 559	–	1 559	1 299	260		1 559
EPWP Incentive	1 013	1 013	–	1 013	844	169	20,0%	1 013
Provincial Government:	**2 050**	**2 050**	**–**	**3 693**	**1 708**	**1 984**	**116,2%**	**2 050**
Housing	–	–	–	1 643	–	1 643	#DIV/0!	–
Sport and Recreation	2 050	2 050	–	2 050	1 708	342	20,0%	2 050
District Municipality:	**2 210**	**2 298**	**–**	**1 853**	**1 915**	(62)	-3,2%	**2 298**
Local Economic Development	**445**	**445**	**–**		**371**	(371)	-100,0%	**445**
Environmental Health Subsidy	1 765	**1 853**	–	1 853	1 544	309	20,0%	1 853
Other grant providers:	**1 865**	**1 865**	**–**	**983**	**1 554**	(571)	-36,8%	**1 865**
Fire Subsidy	**1 865**	**1 865**	**–**	**983**	**1 554**	(571)		**1 865**
Total Operating Transfers and Grants	**123 618**	**123 707**	**–**	**124 022**	**103 089**	**20 933**	**20,3%**	**123 707**
Capital Transfers and Grants								
National Government:	**39 827**	**191 055**	**–**	**191 055**	**159 212**	**31 842**	**20,0%**	**191 055**
Municipal Infrastructure Grant (MIG)	29 627	29 627	–	29 627	24 689	4 938	20,0%	29 627
Water Infrastructure Grant		151 228	–	151 228	126 023	25 205		151 228
Intergrated National Electrification Programme	10 200	10 200	–	10 200	8 500	1 700	20,0%	10 200
Total Capital Transfers and Grants	**39 827**	**191 055**	**–**	**191 055**	**159 212**	**31 842**	**20,0%**	**191 055**
TOTAL RECEIPTS OF TRANSFERS & GRANTS	163 445	314 761	–	315 077	262 301	52 776	20,1%	314 761

Below is an analysis of the spending associated with the grants as at 30 April 2019:

Supporting Table SC7 Monthly Budget Statement – transfers and grants expenditure – M10 April 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**	**117 493**	**5 168**	**64 551**	**97 911**	**(33 360)**	**-34,1%**	**117 493**
Local Government Equitable Share	113 151	113 151	4 955	45 363	94 293	(48 929)	-51,9%	113 151
Finance Management	1 770	1 770	72	17 009	1 475	15 534	1053,1%	1 770
MIG - Administration Fees	1 559	1 559	142	1 165	1 299	(134)	-10,3%	1 559
EPWP Incentive	1 013	1 013		1 013	844	169	20,0%	1 013
Provincial Government:	**2 050**	**2 050**	**–**	**–**	**1 708**	**(1 708)**	**-100,0%**	**2 050**
Sport and Recreation	2 050	2 050	–	–	1 708	(1 708)	-100,0%	2 050
District Municipality:	**2 210**	**2 298**	**–**	**–**	**1 915**	(1 915)	-100,0%	**2 298**
Local Economic Development	445	445	–	–	371	(371)	-100,0%	445
Environmental Health Subsidy	1 765	1 853			1 544	(1 544)	-100,0%	1 853
Other grant providers:	**1 865**	**1 865**	**–**	**–**	**1 554**	(1 554)	-100,0%	**1 865**
Fire Subsidy	1 865	1 865			1 554	(1 554)		1 865
Total operating expenditure of Transfers and Gr	**123 618**	**123 707**	**5 168**	**64 551**	**103 089**	**(38 538)**	**-37,4%**	**123 707**
Capital expenditure of Transfers and Grants								
National Government:	**39 827**	**191 055**	**5 701**	**44 283**	**159 212**	**(114 929)**	**-72,2%**	**191 055**
Municipal Infrastructure Grant (MIG)	29 627	29 627	2 692	22 139	24 689	(2 550)	-10,3%	29 627
Water Infrastructure Grant		151 228	3 009	21 684	126 023	(104 339)		151 228
Intergrated National Electrification Programme	10 200	10 200	–	460	8 500	(8 040)	-94,6%	10 200
Total capital expenditure of Transfers and Grant	**39 827**	**191 055**	**5 701**	**44 283**	**159 212**	**(114 929)**	**-72,2%**	**191 055**
TOTAL EXPENDITURE OF TRANSFERS AND GR	**163 445**	**314 761**	**10 869**	**108 834**	**262 301**	**(153 467)**	**-58,5%**	**314 761**

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 1,363,499
Unspent as at 30 April 2019:	R 406,501

The spending of the grant amounted to 77,03% as at 30 April 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 30 April 2019:	R 0

The spending of the grant amounted to 100% as at 30 April 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 23,303,940
Unspent as at 30 April 2019:	R 7,882,060

The spending of the grant amounted to 74,73% as at 30 April 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 30 April 2019:	R 9,739,860

The spending of the grant amounted to 4,51% as at 30 April 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 21,684,462
Unspent as at 30 April 2019:	R 129,543,538

The spending of the grant amounted to 14,34% as at 30 April 2019, compared to the amount of the grant received

5. Councillor and employee benefits

Below is an analysis of Councillor and employee benefits:

Table SC8 Monthly Budget Statement – Councillor and staff benefits – M10 April 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							%	
	B	C						D
Councillors (Political Office Bearers plus Other)								
Basic Salaries and Wages	9 232	8 247	700	6 814	6 873	(58)	-1%	8 247
Motor Vehicle Allowance	2 747	2 708	233	2 271	2 256	15	1%	2 708
Cellphone Allowance	805	1 288	107	1 072	1 073	(1)	0%	1 288
Sub Total - Councillors	**12 784**	**12 243**	**1 041**	**10 158**	**10 202**	**(45)**	**0%**	**12 243**
Senior Managers of the Municipality								
Basic Salaries and Wages	4 434	6 975	458	4 417	5 812	(1 395)	-24%	6 975
Pension and UIF Contributions		9	1	7	8	(0)	-6%	9
Performance Bonus		158	–	–	132	(132)	-100%	158
Motor Vehicle Allowance		757	55	548	631	(83)	-13%	757
Cellphone Allowance		7	1	6	6	0	3%	7
Other benefits and allowances	2 956	39	6	39	32	7	20%	39
Payments in lieu of leave		3	–	1	3	(2)	-78%	3
Sub Total - Senior Managers of Municipality	**7 389**	**7 948**	**520**	**5 018**	**6 623**	**(1 605)**	**-24%**	**7 948**
Other Municipal Staff								
Basic Salaries and Wages	161 389	161 691	14 284	133 309	134 743	(1 434)	-1%	161 691
Pension and UIF Contributions	27 035	28 152	2 285	22 887	23 460	(573)	-2%	28 152
Medical Aid Contributions	16 559	14 279	1 226	11 985	11 900	85	1%	14 279
Overtime	11 345	27 829	2 831	24 186	23 191	995	4%	27 829
Performance Bonus	16 117	–	–	–	–	–		–
Motor Vehicle Allowance	8 701	8 085	633	6 075	6 738	(663)	-10%	8 085
Cellphone Allowance		1	–	1	0	0	20%	1
Housing Allowances	2 516	930	57	819	775	44	6%	930
Other benefits and allowances	20 864	20 704	675	19 149	17 254	1 895	11%	20 704
Payments in lieu of leave		1 481	–	1 257	1 234	23	2%	1 481
Long service awards	888	1 571	27	775	1 309	(535)	-41%	1 571
Sub Total - Other Municipal Staff	**265 413**	**264 725**	**22 019**	**220 441**	**220 604**	**(162)**	**0%**	**264 725**
Total Parent Municipality	**285 586**	**284 915**	**23 580**	**235 617**	**237 429**	**(1 812)**	**-1%**	**284 915**
TOTAL SALARY, ALLOWANCES & BENEFITS	**285 586**	**284 915**	**23 580**	**235 617**	**237 429**	**(1 812)**	**-1%**	**284 915**
TOTAL MANAGERS AND STAFF	**272 802**	**272 673**	**22 539**	**225 459**	**227 227**	**(1 768)**	**-1%**	**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 30 April 2019**
Capital Charges to Operating Expenditure	Interest & principal paid/Total Operating Expenditure	4.50%	3.67%	2.51%	1.77%	1.46%	1,37%
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	0.06	0.05
Liquidity							
Current Ratio	Current assets / current liabilities	0.72	0.85	0.97	1.11	0.94	1.30
Liquidity Ratio	Monetary assets / current liabilities	0.22	0.40	0.47	0.52	0.48	1.07
Revenue Management							
Annual Debtors Collection Rate	Billed Revenue / Receipted Revenue	98.91%	97.60%	95.81%	90.73%	94%	97,13%

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 30 April 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	1.44	2.60
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%	27,08%
Repairs and Maintenance as % of Total Operating Expenditure	Repairs and Maintenance / Total Operating Expenditure	4.46%	4.61%	4.94%	3.79%	5.86%	6,77%
Repairs and Maintenance as % of PPE (Book Value)	Repairs and Maintenance / Net PPE	1.06%	1.17%	1.65%	1.42%	1.72%	0,21%
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%	82,46%

The above table is discussed in details below.

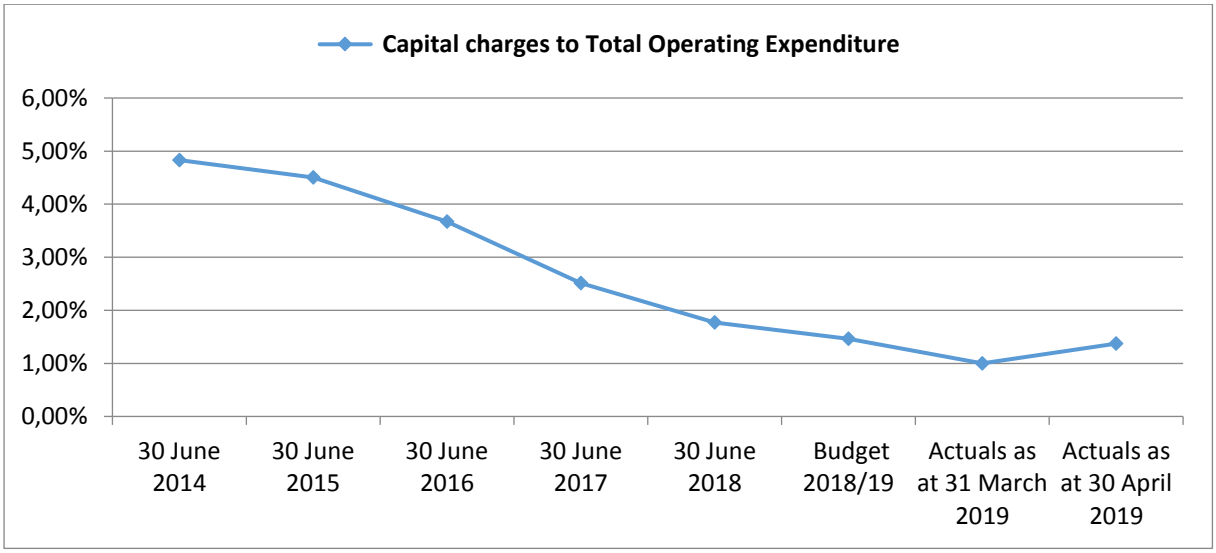
5.1. Borrowing Management

5.1.1. Capital charges to Operating Expenditure

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

Capital charges/Total Operating Expenditure to date

The ratio indicates that 1.37% of the Total Operating Expenditure was utilised for capital charges as at 30 April 2019, compared to the budgeted ratio of 1.46%.



5.1.2. Borrowed funding of capital expenditure

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

The ratio is determined as follows:

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

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

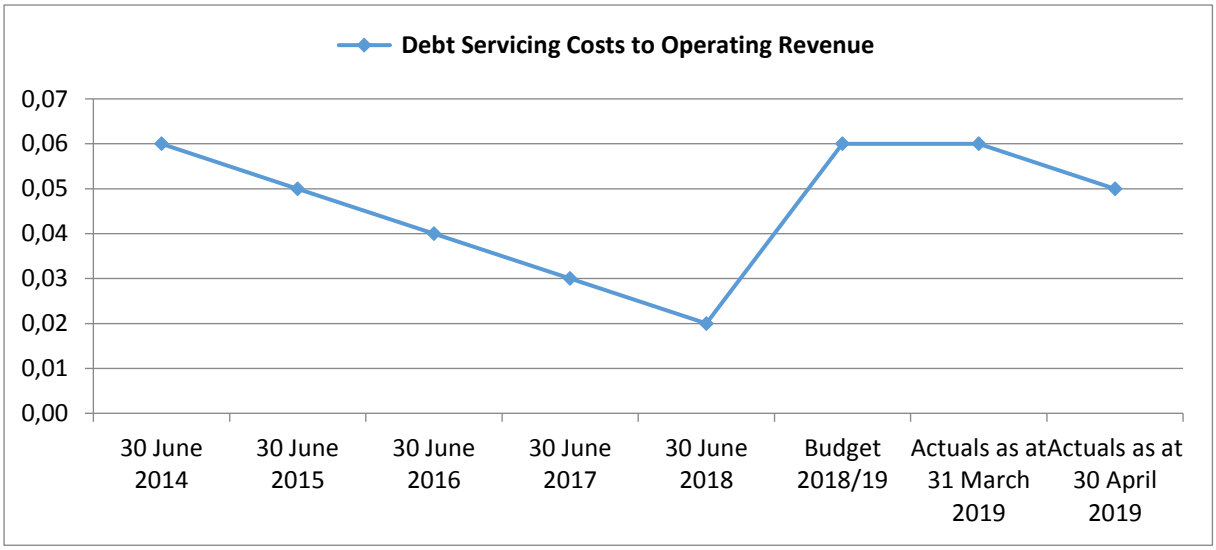
5.1.3. Debt Servicing Costs to Operating Revenue Ratio

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

The ratio is determined as follows:

Debt Servicing Costs/Operating Revenue

As at 30 April 2019, the ratio was 0.05:1, compared to the budgeted ratio of 0.06:1.



5.2. Liquidity

5.2.1. Current ratio

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

The ratio is determined as follows:

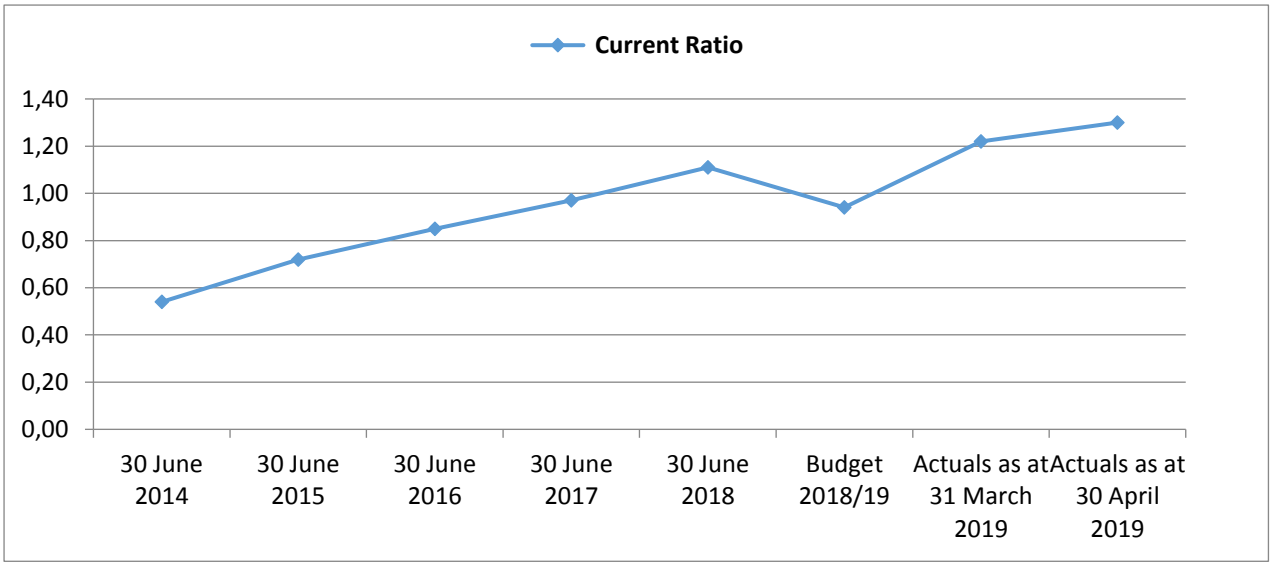
Current assets/Current liabilities

The ratio as at 30 April 2019 was 1.30:1, 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.



5.2.2. Liquidity Ratio

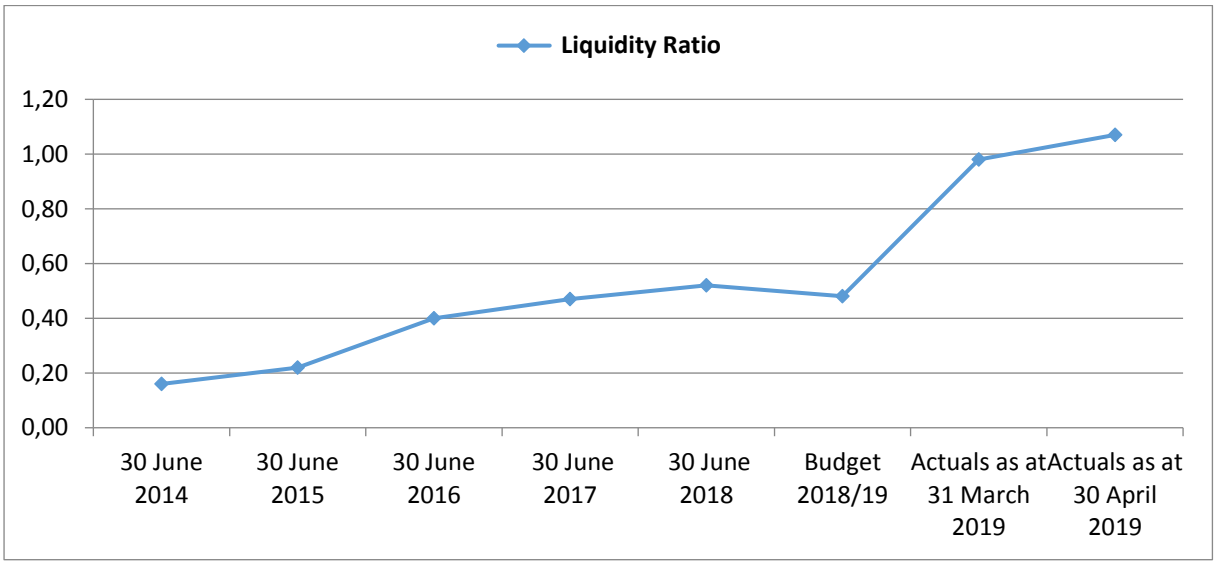
The liquidity ratio assesses a Municipality's ability to meet its short-term commitments from Monetary Assets.

The ratio is determined as follows:

Monetary assets/Current liabilities

A favourable ratio would ensure that the Municipality is able to settle its short-term commitments from monetary assets. The liquidity ratio as at 30 April 2019 was 1.07:1, 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.



5.3. Revenue Management

5.3.1. Annual Debtors Collection Rate

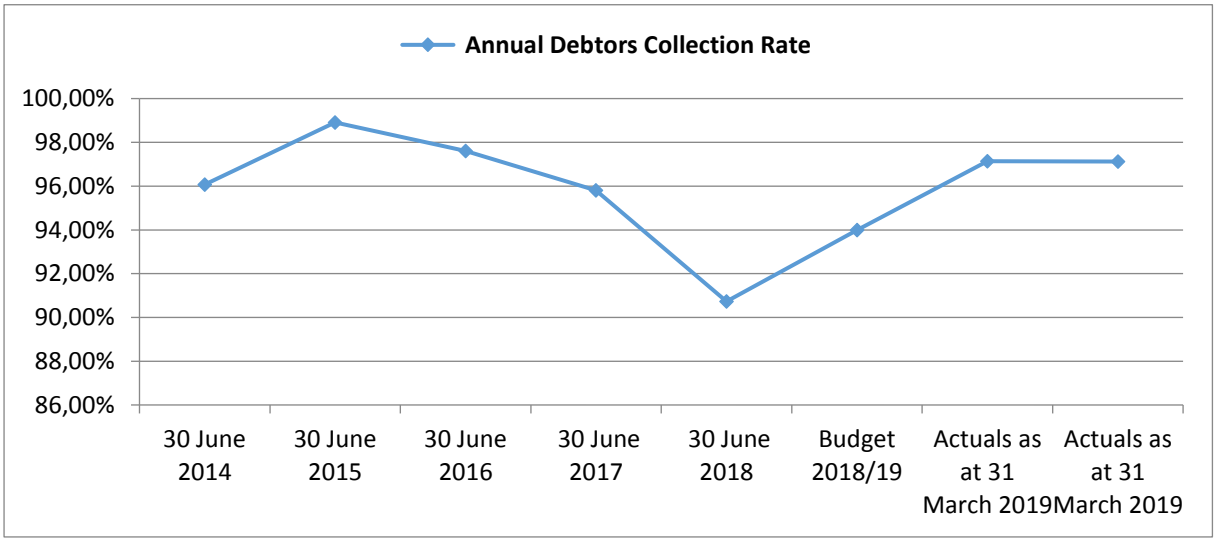
This ratio assesses the actual cash collected, compared to the monetary value of the municipal accounts rendered for municipal rates and services.

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

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

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

The average collection rate as at 30 April 2019 was 97,13%, 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.



5.4. Other indicators

5.4.1. Cost coverage

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

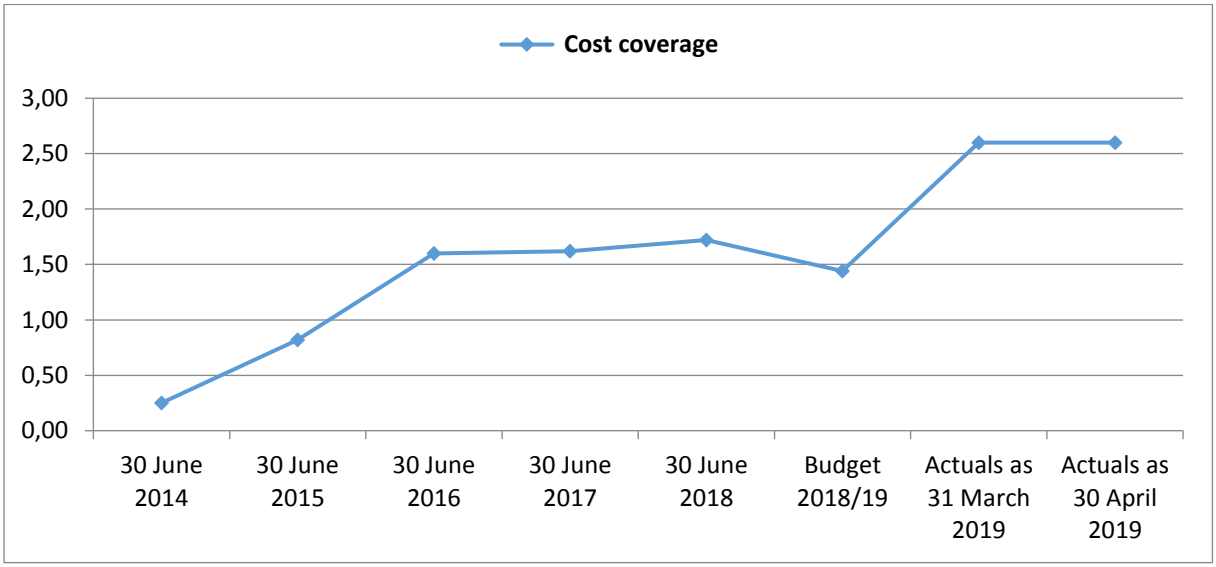
The Ratio is adjusted for Unspent Conditional Grants as the cash is not available for normal day-to-day operational expenditure, but rather reserved for Grant related expenditure.

The ratio is determined as follows:

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

As at 30 April 2019, the Ratio was 2.60 months, compared to the budgeted ratio of 1.44 months.

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



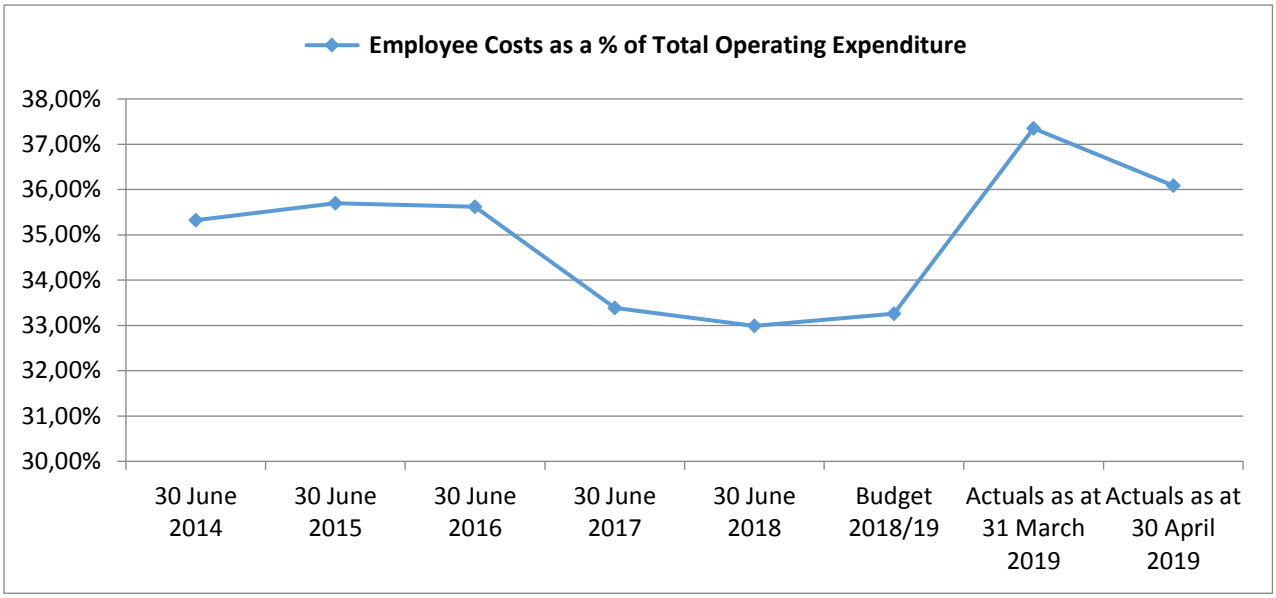
5.4.2. Employee costs as a % of Total Operating Expenditure

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

The ratio is determined as follows:

Employee Costs to date/Total Operating Expenditure to Date

As at 30 April 2019, Employee Related Costs constituted 36.09% of the Total Operating Expenditure, compared to the budgeted ratio of 33.26%.



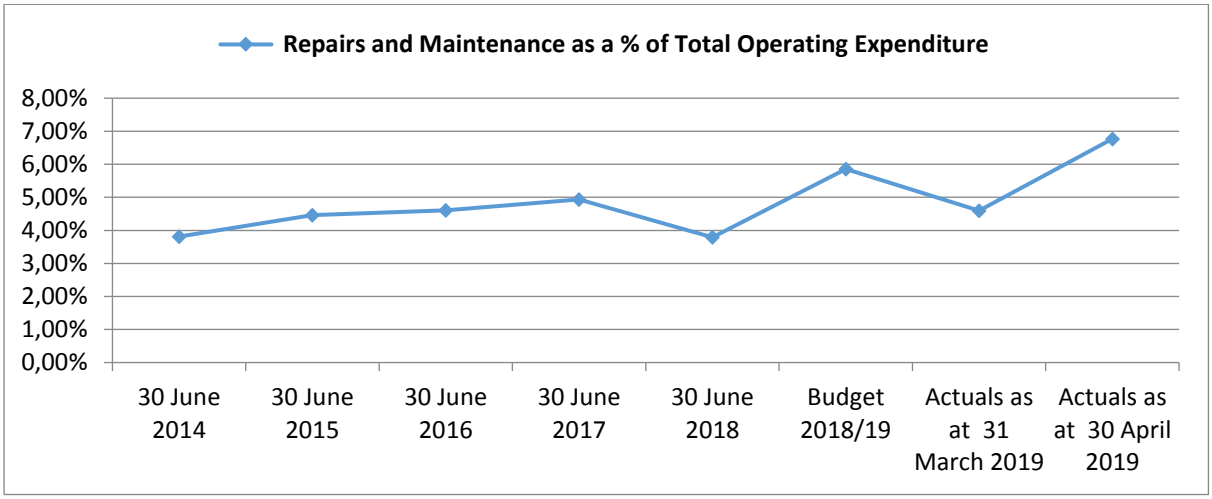
5.4.3. Repairs and Maintenance as a % of Total Operating Expenditure

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

The ratio is determined as follows:

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

As at 30 April 2019, the ratio was 6,77%, compared to the budgeted ratio of 5.86%.



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

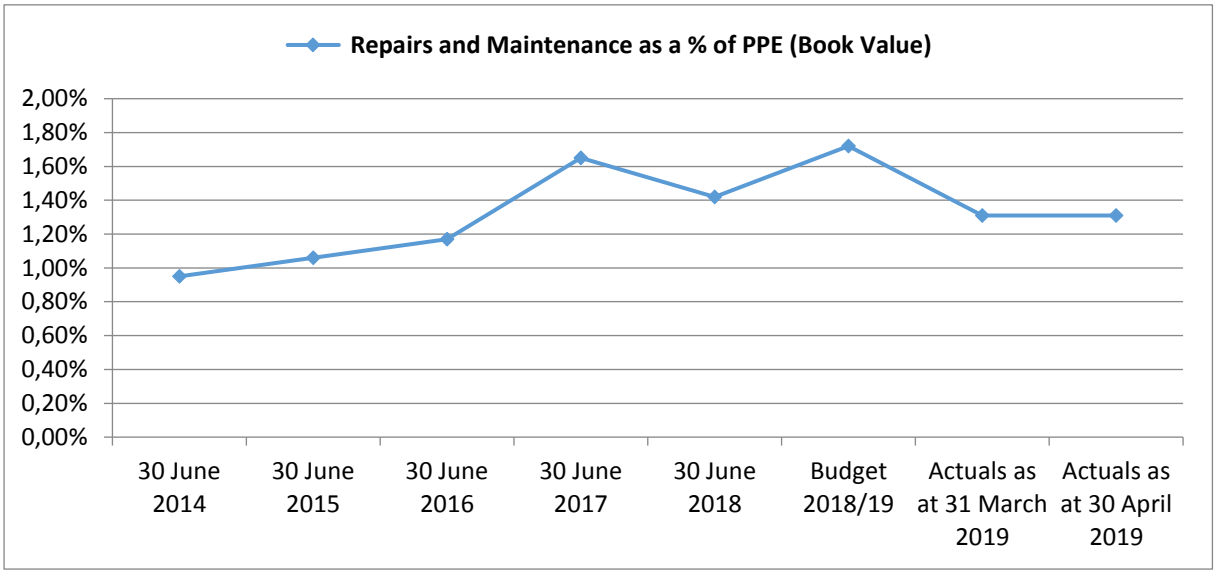
The Ratio measures the level of repairs and maintenance to ensure adequate maintenance to minimise breakdowns and interruptions in service delivery.

The ratio is determined as follows:

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

As at 30 April 2019, repairs and maintenance expenditure constituted 0.21% of the book value of PPE, compared to the budgeted ratio of 1.72%.

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



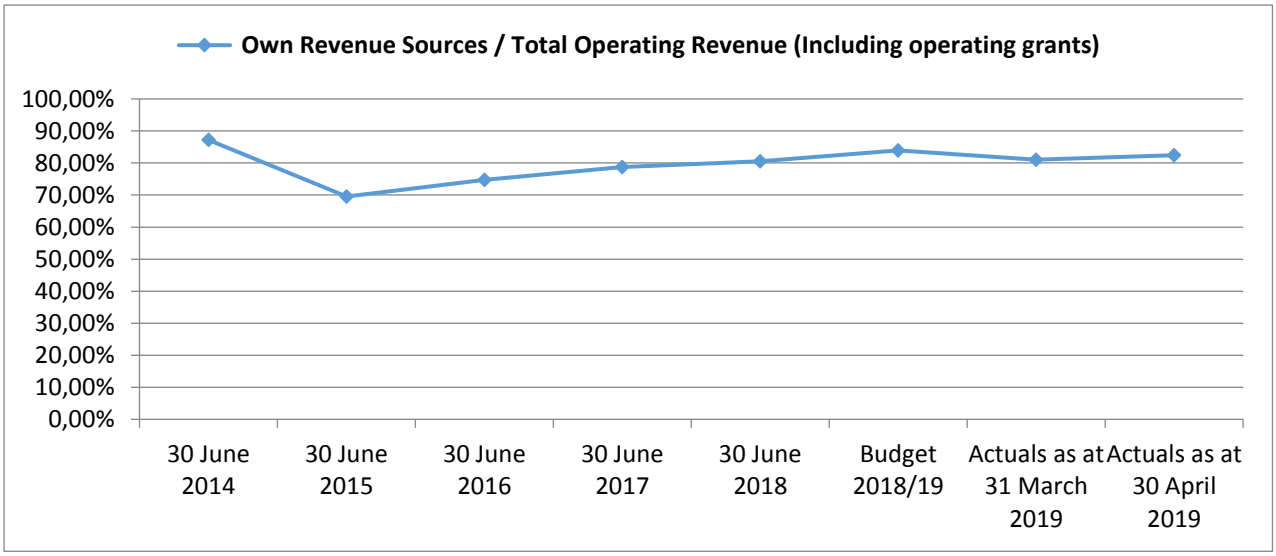
5.4.5. Own Revenue Generation

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

The ratio is determined as follows:

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

As at 30 April 2019, the Municipality's own revenue sources constituted 82.46% of its total Operating Income, compared to the budgeted ratio of 83.98%.



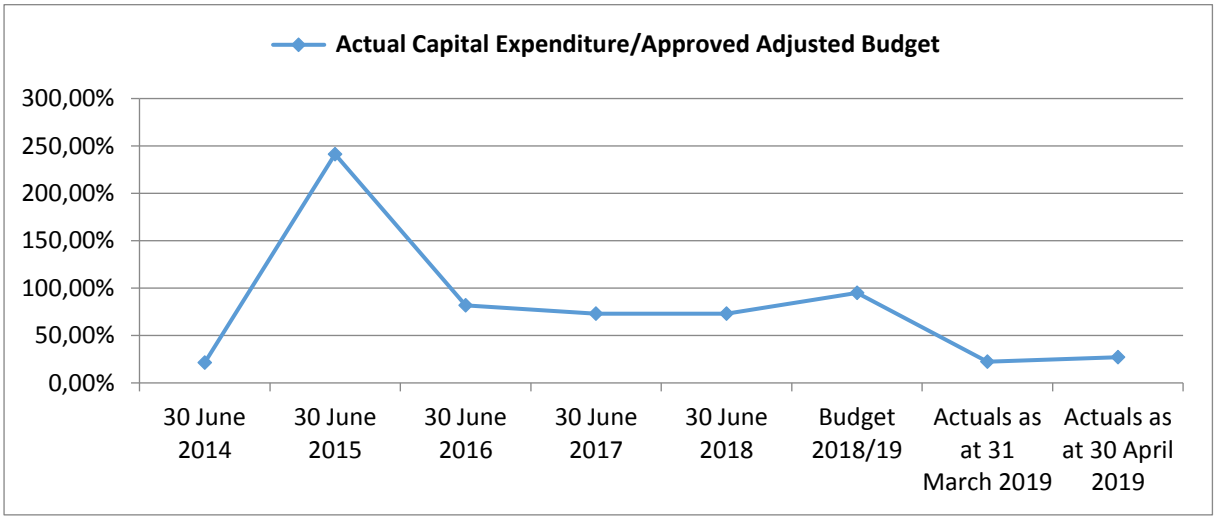
5.4.6. Capital Budget Spending

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

The ratio is determined as follows:

Actual Capital spending / Approved Capital Budget

The actual spending as at the end of April 2019 amounted to 27.08% compared to the budgeted ratio of 95%.



KOUGA MUNICIPALITY (EC108)

ORDINARY COUNCIL MEETING

FINANCE

DATE: 30 MAY 2019 **ITEM: 19/05/F15**

SUPPLY CHAIN MANAGEMENT: S36 DEVIATIONS, MONTHLY TENDERS AND 7 DAY NOTICES FOR THE MONTH OF MARCH 2019

1. Introduction

The purpose of this item is to inform Council of the Section 36 Deviations, monthly tenders and 7 day notices for the month of March 2019.

Attached hereto are the following Annexures for the month of March 2019.

Annexure A: Section 36 Deviations

Annexure B: Monthly Tenders

Annexure C: 7 Day Notices

2. Background

Council plays an oversight role with regards to the implementation of the Supply Chain Management Policy as set out in section 6 of the Policy.

In relation to deviations, Section 36 of the Municipality's Supply Chain Management Policy stipulates the following:

(1) The accounting officer may -

(a) dispense with the official procurement processes established by this policy and procure any required goods or services through any convenient process, which may include direct negotiations, but only –

(i) in an emergency;

(ii) if such goods or services are produced or available from a single or sole provider only in circumstances where such supplier:

(a) manufactures or provides goods and services which satisfies the unique requirements of a procurement;

(b) the goods and services required are already in the municipality's value chain or employ and are only supplied by an Original Equipment Manufacturer (OEM) or by a licensed agent thereof provided further that a licensed agent must produce a certificate from the OEM concerned certifying that he is licensed agent;

(c) there is a requirement for compatibility, continuity and alignment;

(iii) for the acquisition of special works of art or historical objects where specifications are difficult to compile;

(iv) acquisition of animals for zoos and/or nature and game reserves; or

(v) in any other exceptional case where it is impractical or impossible to follow the official procurement processes;

3. Comments by the relevant Director

None.

4. Financial implications

Yes, indicated in reports.

5. Legal implications

Currently none.

6. Other implications

Audit queries may arise from Deviations.

7. Recommendation

7.1 That the report on the Section 36 Deviations, monthly tenders and 7 Day Notices for the month of March 2019, be noted.

7.2 That the report be submitted to Council for approval as per the reporting requirements.

Item prepared Manager Supply Chain

Approved by Chief Financial Officer: 22/5/2019

Noted by Portfolio Councillor:

ANNEXURE A
S36 DEVIATIONS- MARCH 2019

REQUISITION DATE	DESCRIPTION	DEPARTMENTAL OFFICIAL	SERVICE PROVIDER	AMOUNT	NOTES	REASON FOR DEVIATION
04-Mar-19	Emergency renting of 6 x TLB Machines (Back Hoe Loaders). Rental agreement for a Period of 6 months entered into.	N. Gouws	Barloworld Equipment a division of Barloworld South Africa Pty Ltd	R 193 200,00	**Sec 36 (a) (1) (a),(ii) (b) (c):** Req No:**96772**	Barloworld is the OEM supplier for all CAT Machines and parts and is accredited to rent out original CAT TLB machines
05-Mar -19	Emergency renting of 6x TLB Machines (Back Hoe Loaders). Extended Rental for the Hiring of TLB Machines from 1 March to 31 May 2019	N. Gouws	Barloworld Equipment a division of Barloworld South Africa Pty Ltd	R 579 600,00	**Sec 36 (a) (1) (a),(ii) (b) (c):** Req No: 96773	Barloworld is the OEM supplier for all CAT Machines and parts and is accredited to rent out original CAT TLB machines
05-Mar-19	Hiring Trekker and Bossiekapper per hour (160 hours)	F. Tamboer	JBAY Plant Hire	R 73 600,00	**Sec 36 (1)(a) (v):** Req No: 99115	Three (3) quotations were obtained. The department does not have sufficient equipment available to clean all the areas and to fulfil our duties of cleaning the illegal dumping in Townships. It was thus impractical to follow the formal Supply Chain Processes. In terms of our Constitutional Obligation the municipality must provide the community with a clean, safe and healthy environment.

05-Mar-19	Hiring of 6m Skip truck per hour wet rate for cleaning illegal dumpsites in Kouga Area	F. Tamboer	Alicente 101 CC T/A Nolans Plant Hire	R	191 360,00	**Sec 36 (1)(a) (v) :** Req No:99209	Three (3) quotations were obtained. The department does not have sufficient equipment available to clean all the areas and to fulfil our duties of cleaning the illegal dumping in Townships. It was thus impractical to follow the formal Supply Chain Processes. In terms of our Constitutional Obligation the municipality must provide the community with a clean, safe and healthy environment.
18-Mar-19	Plant hire for 37000m³ Coastal Sand Removal on Brander Street: Excavator 22 ton -153 hours Dump Truck 30 Ton- 153 hours Dozer -153 hours	F. Tamboer	JBAY Plant Hire Pty Ltd	R	453 071,25	**Sec 36 (1)(a) (i):** Req No: 99220	Three (3) quotations were obtained. The department does not have sufficient equipment available and the sand dunes in Oyster Bay are overrunning the road and bordering onto properties along Brander Street. The Evaluation process of the Plant hire tender have not been concluded.
18-Mar-19	Plant hire for 480 hours for Clean-up Campaign: TLB x3 10m³ Tipper Truck x3	F. Tamboer	JBAY Plant Hire Pty Ltd	R	1 092 960,00	**Sec 36 (1)(a) (v):** Req No: 99219	Three (3) quotations were obtained. The department does not have sufficient equipment available to deal with the backlog of illegal dumping. The

							Evaluation process had not been concluded for the plant hire tender.
08-Mar-19	Professional Fees: Drought Intervention Project: Invoice 0001055 Replace Waterline in Patensie	E. Oosthuizen	MJM Consulting Engineers	R	106 542,77	**Sec 36 (1) (a) (i)** Req No: 99756	Council does not have an approved panel of Consultants. Due to the short timeframe involved in executing the drought intervention project, the consultant was requested to assist with the implementation thereof.
08-Mar-19	Professional Fees: Drought Intervention Project: Invoice 0001053 - Kruisfontein Water Supply	E. Oosthuizen	MJM Consulting Engineers	R	195 970,12	**Sec 36 (1) (a) (i)** Req No: 99754	Council does not have an approved panel of Consultants. Due to the short timeframe involved in executing the drought intervention project, the consultant was requested to assist with the implementation thereof.
08-Mar-19	Professional Fees: Drought Intervention Project: Invoice 0001052 Jeffreys Bay Water Works Upgrade	E. Oosthuizen	MJM Consulting Engineers	R	370 376,82	**Sec 36 (1) (a) (i)** Req No: 99753	Council does not have an approved panel of Consultants . Due to the short timeframe involved in executing the drought intervention project, the consultant was requested to assist with the implementation thereof.

08-Mar-19	Professional Fees: Drought Intervention Project- invoice 0001056: Replace Water Pipeline in Hankey	E. Oosthuizen	MJM Consulting Engineers	R	114 262,49	**Sec 36 (1) (a) (i)** Req No: 99751	Council does not have an approved panel of Consultants. Due to the short timeframe involved in executing the drought intervention project, the consultant was requested to assist with the implementation thereof.
12-Mar-19	Professional Fees: Drought Intervention Project- Invoice 0001054: Replace Water Pipeline in Oyster Bay	E. Oosthuizen	MJM Consulting Engineers	R	7 447,40	**Sec 36 (1) (a) (i)** Req No: 99755	Council does not have an approved panel of Consultants. Due to the short timeframe involved in executing the drought intervention project, the consultant was requested to assist with the implementation thereof.
12-Mar-19	Emergency Drought Intervention: Water Conservation and Demand Management: Payment Cert No: Invoice 18005	E. Oosthuizen	Re- Solve Engineering Advice & Services Joint Venture	R	1 935 837,54	**Sec 36 (1) (a) (i) & (v):** Req No: 99789	The main water supply line from the Kouga Dam to Hankey and Patensie is critically low therefore urgent water conservation initiatives need to be implemented and have a potential health risk to residents and environmental pollution.
03-Mar-19	Legal Fees: Miramare Freight Pty Ltd (MAT51409/BEZR)	L. Opperman	Van Breda & Herbst Inc	R	43 274,98	**Sec 36 (1) (a): (v)** Req No: 88256	Council does not have an approved panel of attorneys

15-Mar-19	Legal Fees: KOU064- SAMWU OBO 75 KOU091- C Booysen KOU090- V Batyi KOU092- K Damons KOU023- Dadamasi KOU001- Various Matters KOU073 -GE Olivier KOU073- Adv L Cheroux KOU001 Adv Grobler Disbursements	L. Opperman	Labuschagne van der Walt Inc	R	69 734,45	**Sec 36 (1) (a): (v)** Req No: 88257	Council does not have an approved panel of attorneys
28-Mar-19	Legal Fees: K161 previously K 232 - Eviction Application on erf 7592 Ocean View	L. Opperman	SC Heystek & Associates	R	6 900,00	**Sec 36 (1) (a): (v)** Req No: 88258	Council does not have an approved panel of attorneys
13-Mar-19	Legal Fees: K2646 NMBM/ KOUGA Water Acc/ Disbursement Adv: Nepgen	L. Opperman	CW Malan	R	10 925,00	**Sec 36 (1) (a): (v)** Req No: 88259	Council does not have an approved panel of attorneys
13-Mar-19	Legal Fees: K2473- EA Plaatjies K264 - KPMG K2646- NMBM Water Account K2649- Erf 276 Jbay/ Wize Up Deals 137 cc K2618- St Francis Bay Sand Spit	L. Opperman	CW Malan	R	14 829,23	**Sec 36 (1) (a): (v)** Req No: 88260	Council does not have an approved panel of attorneys

27-Mar-19	Legal Fees: K2597- Fencing of Cemeteries	L. Opperman	CW Malan	R	36 800,00	**Sec 36 (1) (a): (v)** Req No: 88262	Council does not have an approved panel of attorneys
28-Mar-19	Legal Fees: K00052 Rental Company Trust / KLM	L. Opperman	Spangenberg Attorneys	R	13 799,53	**Sec 36 (1) (a): (v)** Req No: 88261	Council does not have an approved panel of attorneys
14-Mar-19	Professional Fees: Drought Boreholes-Emergency investigation of additional potential groundwater sources within the municipal boundaries. Invoice: 166780	E. Oosthuizen	Aurecon	R	1 457 974,18	**Sec 36 (1) (a) (i) & (v):** Req No: 99805	Due to the urgency to get additional water sources to augment the water supply, current supply need to be investigated and developed. The main water supply dams within the Algoa System are critically low and the existing boreholes are also under severe strain.
19-Mar-19	Comprehensive Investigation and Assessment of the St Francis Fires of 18 Dec 2018	D. Barnard	Wilbran CC t./a Phoenix Fire	R	43 125,00	**Sec 36 (1) (a) (i)& (v)** Req No: 97235	A Comprehensive investigation and Report on the St Francis Bay Fires of the 18 December 2018 had to be done.

19-Mar-19	Emergency Replacement of Transformer in Tana Street in Kwanomzamo	K. Du Preez	WP MA Shashini	R	173 262,45	**Sec 36 (1) (a) (i) (v):** Req No: 63091	The electrical supply was interrupted and upon investigation it was found that the 11000/400 volt pole mounted transformer had been damaged and had blown its HT volt pole mounted transformer had been damaged and blown Three suppliers were contacted and WP Mashashini supplied the transformer the same evening to ensure electrical supply to all the area.
TOTAL MARCH 2019				**R 7 184 853,21**			

ANNEXURE B

TENDERS - MARCH 2019

CONTRACT NAME	CLOSING DATE	DEPARTMENT OFFICIAL	SERVICE PROVIDER	BEC	BAC	MINUTES SIGNED	AMOUNT	Notes
Notice 152/2018 Contract S4 Supply and Delivery of Stationary for a period ending 30 June 2021	19-Oct-19	**Finance** E. Felix	1. Cassim's 2. Avbro Pty Ltd 3. Play and Learn Pty Ltd 4. Hulee Enterprises Pty Ltd 5. NTL Copies Pty Ltd 6. Kaziscan Pty Ltd 7. LCZ Holdings 8. Sound Circuits 9. Sibuluntu Trading & Projects 10. Times Fomo Ads Pty Ltd	20-Feb-19	08-Mar-19	14-Mar-19	Various rates	Prices inclusive of VAT.
Notice 177/2018 Contract S4 Supply and Delivery of Paper for period ending 30 June 2021	23-Nov-19	**Finance** E. Felix	1. Bambi Iafrica Trading CC 2. Bidvest office t/a Waltons 3. Premier Attractions t/a ZJS Distributors 4.Women of Strength 5. Omni Technologies 6. Sibuluntu Trading & Projects	19-Feb-19	08-Mar-19	14-Mar-19	Various rates	Prices inclusive of VAT.
MFMA Section 32 Award Appointment using the Sarah Baartman District Municipality Contract 16 of 2018- Municipal Finance Management Training Programme	n/a	**Corporate Services** D. DeJager	Fachs Business Consulting& Training	n/a	n/a	n/a	R 1 176,05	Price VAT inclusive. Payment done as training progresses: Per unit standard per person

							R 977,50	per unit standard per person for RPL

ANNEXURE C

INFORMALTENDERS-7DAY NOTICES - MARCH 2019

CONTRACT NAME	CLOSING DATE	DEPARTMENT OFFICIAL	SERVICE PROVIDER	EVALUATION DATE	APPROVAL DATE	ORDER DATE	AMOUNT	NOTES
Notice No: 2/2019		**Corporate Services**						
Supply and Delivery of Sports Uniforms & Equipment	30-Jan-19	M. Rossouw	JK Tech Promo Pty Ltd	26-Feb-19	15-Mar-19	19-Mar-19	R 6 992,98	Price inclusive of VAT. Order No: 105732
						19-Mar-19	R 7 208,66	Ordre No:105733
						19-Mar-19	R 6 538,90	Order No: 105734
						19-Mar-19	R 17 182,61	Order No: 105735
						29-Mar-19	R 23 659,41	Order No: 105980
						29-Mar-19	R 22 169,70	Order No: 105981
							R 83 752,26	Total

KOUGA MUNICIPALITY (EC108)

ORDINARY COUNCIL MEETING

FINANCE

DATE: 30 MAY 2019 **ITEM: 19/05/F16**

SUPPLY CHAIN MANAGEMENT: S36 DEVIATIONS, MONTHLY TENDERS AND 7 DAY NOTICES FOR THE MONTH OF APRIL 2019

1. Introduction

The purpose of this item is to inform Council of the Section 36 Deviations, monthly tenders and 7 day notices for the month of April 2019.

Attached hereto are the following Annexures for the month of April 2019.

Annexure A: Section 36 Deviations

Annexure B: Monthly Tenders

Annexure C: 7 Day Notices

2. Background

Council plays an oversight role with regards to the implementation of the Supply Chain Management Policy as set out in section 6 of the Policy.

In relation to deviations, Section 36 of the Municipality's Supply Chain Management Policy stipulates the following:

(1) The accounting officer may -

(a) dispense with the official procurement processes established by this policy and procure any required goods or services through any convenient process, which may include direct negotiations, but only –

(i) in an emergency;

(ii) if such goods or services are produced or available from a single or sole provider only in circumstances where such supplier:

(a) manufactures or provides goods and services which satisfies the unique requirements of a procurement;

(b) the goods and services required are already in the municipality's value chain or employ and are only supplied by an Original Equipment Manufacturer (OEM) or by a licensed agent thereof provided further that a licensed agent must produce a certificate from the OEM concerned certifying that he is licensed agent;

(c) there is a requirement for compatibility, continuity and alignment;

(iii) for the acquisition of special works of art or historical objects where specifications are difficult to compile;

(iv) acquisition of animals for zoos and/or nature and game reserves; or

(v) in any other exceptional case where it is impractical or impossible to follow the official procurement processes;

3. Comments by the relevant Director

None.

4. Financial implications

Yes, indicated in reports.

5. Legal implications

Currently none.

6. Other implications

Audit queries may arise from Deviations.

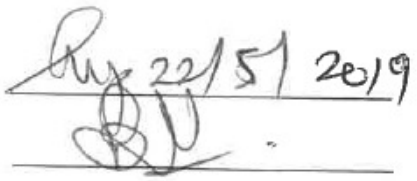
7. Recommendation

7.1 That the report on the Section 36 Deviations, monthly tenders and 7 Day Notices for the month of April 2019, be noted.

7.2 That the report be submitted to Council for approval as per the reporting requirements.

Item prepared: Manager Supply Chain

Approved by: Chief Financial Officer:



Noted by: Portfolio Councillor

ANNEXURE A
SECTION 36 DEVIATIONS - APRIL 2019

REQUISITION DATE	DESCRIPTION	DEPARTMENTAL OFFICIAL	SERVICE PROVIDER	AMOUNT	NOTES	REASON FOR DEVIATION
01-Apr-19	Emergency renting of 6x TLB Machines (Back Hoe Loaders). Extended Rental for the Hiring of TLB Machines from 1 March to 31 May 2019	N. Gouws	Barloworld Equipment a division of Barloworld South Africa Pty Ltd	R 579 600,00	**Sec 36 (1)(a)(ii) (a), (b) (c):** Req No: 96782	Barloworld is the OEM supplier for all CAT Machines and parts and is accredited to rent out original CAT TLB machines
01-Apr-19	Twinrix Vaccine x242 for Workers working with Sewer and Sanitation Trucks Workshop and Refuse Removal	A. Kepe	Policlinic Pharmacy	R 75 428,40	**Sec 36 (1)(a) (i):** Req No: 99205	In terms of the OHS Act 85 of 1993, Section 8(1) Every employer shall provide and maintain as far as reasonably practicable a working environment that is safe and without risk to the health of its employees by taking the steps to eliminate and mitigate any hazard or potential hazard to the safety or health of employees.
01-Apr-19	Legal Fees: K161-Invoice SC286/568 Eviction Application T Thube	L. Opperman	SC Heystek & Associates	R 13 909,25	**Sec 36 (1) (a): (v)** Req No: 88263	Council does not have an approved panel of attorneys
04-Apr-19	Legal Fees: St Francis Bay Concerned Residents Association / KLM SRA Litigation Matter	L. Opperman	Mc Williams & Elliot	R 2 032,63	**Sec 36 (1) (a): (v)** Req No: 88265	Council does not have an approved panel of attorneys

04-Apr-19	Legal Fees: K2646- Water Account NMBM	L. Opperman	CW Malan	R 2 185,00	**Sec 36 (1) (a): (v)** Req No: 88264	Council does not have an approved panel of attorneys
12-Apr-19	Legal Fees: K2649 Wise Up Deals 127 CC & JJ Ungerer t/a Smurfs Kids Academy- Disbursement for Schoeman Oosthuizen Inc	L. Opperman	CW Malan	R 16 173,03	**Sec 36 (1) (a): (v)** Req No: 88267	Council does not have an approved panel of attorneys
26-Apr-19	Legal Fees: K2649 Wise Up Deals 127 CC & JJ Ungerer t/a Smurfs Kids Academy- Disbursement foR Adv Nepgen K2597 Fencing of Cemeteries: Cochrane Projects Pty Ltd- Adv Buchanan SC Disbursement K2646 Nelson Mandela Bay Municipality- Disbursement for Adv Gajjar K2618 St Francis Bay: Sand Spit- Disbursement for Adv Swanepoel	L. Opperman	CW Malan	R 89 010,00	**Sec 36 (1) (a): (v)** Req No: 88268	Council does not have an approved panel of attorneys
15-Mar-19	Legal Fees: K2473 EA Plaatjies K2644 KPMG K2646 NMBM Water Account K2649 Erf 276 Jbay, Wize UP Deals137 K2618 St Francis Bay Sand Pit	L. Opperman	CW Malan	R 14 829,23	**Sec 36 (1) (a): (v)** Req No: 88260	Council does not have an approved panel of attorneys

15-Mar-19	Legal Fees: K2646- Water Account NMBM- Disbursements Adv Napgen	L. Opperman	CW Malan	R 10 925,00	**Sec 36 (1) (a): (v)** Req No: 88259	Council does not have an approved panel of attorneys
27-Mar-19	Legal Fees: K2597 Fencing of Cemeteries- Adv Buchanan Disbursement	L. Opperman	CW Malan	R 36 800,00	**Sec 36 (1) (a): (v)** Req No: 88262	Council does not have an approved panel of attorneys
15-Apr-19	Legal Fees: K00052- Rental Company Trust/ Peter Hancke	L. Opperman	Spangenberg Attorneys	R 1 718,72	**Sec 36 (1) (a): (v)** Req No: 88266	Council does not have an approved panel of attorneys
04-Apr-19	Repairs to Humansdorp Sewerage Plant to get the plant operational as raw untreated sewerage flows through the plant without being treated.	W. Botha	Flash Electrical	R 76 153,00	**Sec 36 (1) (a) (i) & (v):** Req No: 97444	Sewer Plant in Kwanomzamo has been vandalized and the pump, aerator and clarifier were not working because the electrical supply and control panels had been vandalised and cables were cut off. Repair work includes a steel door to ensure that no one can enter the panel room. Repairs had to be done to avoid action from the Department of Water and Sanitation.
04-Apr-19	Accommodation Booking 15 Employees attending the water Reticulation training program in Knysna for 5 days	J. Reed	JBAY Travel	R 39 681,00	**Sec 36 (1)(a) (v):** Req No: 95069	Kouga Municipality was approved for a Water Learnership for 15 employees. A Service Level Agreement was signed with the Water Academy for a Water and Waste Reticulation Training programme that was awarded by LGSETA. Kouga Municipality is responsible for their travel and accommodation. Due to the timeframe involved for the 1st session it was impractical to follow an official procurement process as Tender Notice 38 of 2019 for these services only closed on the 25 April 2019 and have not been concluded.

09-Apr-19	Professional Fees: Drought Intervention Project: Invoice 0001063 Replace Waterline in Patensie	E. Oosthuizen	MJM Consulting Engineers	R 131 347,84	**Sec 36 (1) (a) (i)** Req No: 99898	Council does not have an approved panel of Consultants. Due to the short timeframe involved in executing the drought intervention project, the consultant was requested to assist with the implementation thereof.
09-Apr-19	Professional Fees: Drought Intervention Project: Invoice 0001061 -Kruisfontein Water Supply	E. Oosthuizen	MJM Consulting Engineers	R 47 979,17	**Sec 36 (1) (a) (i)** Req No: 99896	Council does not have an approved panel of Consultants. Due to the short timeframe involved in executing the drought intervention project, the consultant was requested to assist with the implementation thereof.
09-Apr-19	Professional Fees: Drought Intervention Project- invoice 0001064: Replace Water Pipeline in Hankey	E. Oosthuizen	MJM Consulting Engineers	R 201 649,72	**Sec 36 (1) (a) (i)** Req No: 99895	Council does not have an approved panel of Consultants. Due to the short timeframe involved in executing the drought intervention project, the consultant was requested to assist with the implementation thereof.
09-Apr-19	Professional Fees: Drought Intervention Project- Invoice 0001062: Replace Water Pipeline in Oyster Bay	E. Oosthuizen	MJM Consulting Engineers	R 47 473,15	**Sec 36 (1) (a) (i)** Req No: 99897	Council does not have an approved panel of Consultants. Due to the short timeframe involved in executing the drought intervention project, the consultant was requested to assist with the implementation thereof.
11-Apr-19	Professional Fees: Drought Intervention Project: Invoice 0001060 Jeffreys Bay Water Works Upgrade	E. Oosthuizen	MJM Consulting Engineers	R 63 310,15	**Sec 36 (1) (a) (i)** Req No: 99899	Council does not have an approved panel of Consultants. Due to the short timeframe involved in executing the drought intervention project, the consultant was requested to assist with the implementation thereof.

11-Apr-19	Emergency Drought Intervention: Water Conservation and Demand Management: Payment Cert No: Invoice 18006	E. Oosthuizen	Re- Solve Engineering Advice & Services Joint Venture	R 1 295 658,23	**Sec 36 (1) (a) (i) & (v):** Req No: 88539	The main water supply line from the Kouga Dam to Hankey and Patensie is critically low therefore urgent water conservation initiatives need to be implemented and have a potential health risk to residents and environmental pollution.
24-Apr-19	Streaming of OVVIO Workflow, Data Cleansing and Intergration	J. Marais	Setplan Pty Ltd	R 147 545,00	**Sec 36 (1) (a) (ii) & (c):** Req No: 95429	The Kouga Municipality has appointed the Service Provider: Setplan for the implementation of the OVVIO System which include correct functioning of the OVVIO Software, the operational support does not include the additional services to be rendered. There Service Provider satisfies the unique requirement in line with compatibility, continuity and alignment of service.
26-Apr-19	Professional Fees: Drought Boreholes- Emergency investigation of additional potential groundwater sources within the municipal boundaries. Invoice: 167346	E. Oosthuizen	Aurecon	R 1 585 789,96	**Sec 36 (1) (a) (i) & (v):** Req No: 91686	Due to the urgency to get additional water sources to augment the water supply, current supply needs to be investigated and developed. The main water supply dams within the Algoa System are critically low and the existing boreholes are also under severe strain.
TOTAL 2018/19				**R 4 479 198,48**		

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Fax: 042 200 8606
Email: registry@kouga.gov.za
Website: www.kouga.gov.za

INTERNAL MEMORANDUM

ENQUIRIES: N. GOUWS **Tel: 042 200 2177**

TO: **MR. C. DU PLESSIS - MUNICIPAL MANAGER**
MR.S. THYS - CHIEF FINANCIAL OFFICER
FROM: **MR. V. FELTON: DIRECTOR – INFRASTRUCTURE & ENGINEERING**

DATE: **27 FEBRUARY 2019**

RE: SECTION 36 MUNICIPAL SUPPLY CHAIN MANAGEMENT POLICY (HIRING OF BACK HOE MACHINES FOR A PERIOD OF THREE (3) MONTHS)

Deviation from, and ratification of minor breaches of, procurement processes

(1) The accounting officer may -

(a) dispense with the official procurement processes established by this policy and procure any required goods or services through any convenient process, which may include direct negotiations, but only -

(v) in any other exceptional case where it is impractical or impossible to follow the official procurement processes; and

Background to the situation and reasons for deviation from normal procurement procedures are Barlow Equipment, a Division of Barloworld South Africa (Pty) Ltd Rental Equipment has the services and goods that are already in the Municipal value chain and that is a registered supplier on the Municipality's database. Quotations were sourced from three different service providers whom are registered on our supply database, and Barloworld Equipment was then highest scorer on points.

That request was triggered by a dire need from the KLM rent six (6) back hoe machines for a period of six (6) months. The Accounting Officer gave instruction to send back all the rented machines which were rented from **The Rental Company Trust** which had been faulty and not functioning properly, and due to none functioning of those machines, the municipality had no option by to deviate for the purpose of delivering services to the communities. **See to Annexure A.**

The CFO gave instruction to rent six (6) back hoe machines for a period of six (6) months to assist with service delivery. A contract was then signed which expires on the 28 February 2019 and the monthly rental for the six machines is **R 193 200.00 Incl. Vat.** During this six (6) month period the Kouga Municipality must put measures in place to procure/rent machines. That instruction was implemented, and a tender was advertised on the 4 September 2018 and closed on the 5 October 2018 with **Notice**

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Number 153/2018. The were number of complications that were experienced during the evaluation processes which triggered some clarifications, the tender in question will be adjudicated by BAC on the 1 March 2019.

Therefore, the purpose of this Memo is to request the Accounting Officer to extend the contract that was entered with Barloworld Equipment (Pty) Ltd for three (3) months while the procurement processes are being concluded by structures internally. Therefore, a total of R 579 600.00 for a period of three (3) months would be paid to Barloworld Equipment (Pty)Ltd. That period would be from the 1 March to 31st May 2019.

The department thus seeks approval for requisition **no.96773** to the value of **R 579 600.00 Incl. Vat** part payments of **R 193 200.00 Incl. Vat** per month will be released from the original order for three (3) months.

The leading department must sign a service level agreement with Barloworld Equipment (Pty)Ltd and such document must be signed by the Accounting officer before any payment is made.

We hereby request your approval to invoke section 36(1)(a) (v), which states as follows ***"in any other exceptional case where it is impractical or impossible to follow the official procurement processes; and"***. In this instance it would be impractical to embark on a new procurement process, the best option is to extend the current contract with Barloworld Equipment (Pty) Ltd and wait for the outcome of Notice 153/2018.

Hope our request will meet your favorable consideration as not to hamper service delivery.

MR. N.GOUWS
FLEET SUPERINTENDENT

MR. V. FELTON
DIRECTOR: INFRASTRUCTURE & ENGINEERING

MR.S. THYS
CHIEF FINANCIAL OFFICER

MR. C. DU PLESSIS
MUNICIPAL MANAGER

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INTERNAL MEMORANDUM

ENQUIRIES: N. GOUWS **Tel: 042 200 2177**

TO: **MR. C. DU PLESSIS - MUNICIPAL MANAGER**
MR.S. THYS - CHIEF FINANCIAL OFFICER
FROM: **MR. V. FELTON: DIRECTOR – INFRASTRUCTURE & ENGINEERING**

DATE: **27 FEBRUARY 2019**

RE: OPERATIONAL DEVIATION FROM SUPPLY CHAINS MANAGEMENT POLICY: IMPLEMENTED DUE TO ONLY ONE QUOTATION FROM AGENT/SERVICE PROVIDER FOR AMOUNT OVER R 2000.

SECTION 36 Municipal Supply Chain Management Policy.

Deviation from, and ratification of minor breaches of, procurement processes

(1) The accounting officer may -

(a) dispense with the official procurement processes established by this policy and procure any required goods or services through any convenient process, which may include direct negotiations, but only -

(i) in an emergency;

~~(ii)~~ ii) if such goods or services are produced or available from a single or sole provider only in circumstances where such supplier:

(a) manufactures or provides goods and services which satisfies the unique requirements of a procurement;

(b) the goods and services required are already in the municipality's value chain or employ and are only supplied by an Original Equipment Manufacturer (OEM) or by a licensed agent thereof provider further that a licensed agent must produce a certificate from the OEM concerned certifying that he is a licensed agent;

(c) there is a requirement for compatibility, continuity and alignment;

Background to the situation and reasons for deviation from normal procurement procedures are: Barlow Equipment, a Division of Barloworld South Africa (Pty) Ltd Rental Equipment has the services and goods that are already in the Municipal value chain and that is a registered supplier on the Municipality's database. Barlow Equipment is also the OEM supplier for all CAT machines and parts and is accredited to rent out original CAT TLB machines. They are also authorized to sell new CAT Back Hoe's as well as parts/accessories and are accredited to provide full servicing for all

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types of CAT Back Hoe's, thus they are the only Service Provider on the Municipality's database who possess over original CAT TLB machines for renting purposes and that have stock available to rent out machines for a six (6) month period.

Reason for deviation: The Kouga Municipality is in a dire need to rent six (6) back hoe machines for a period of six (6) months. The Municipal manager gave instruction to send back all the rented machines which were rented from **The Rental Company Trust** which had been done. **See to Annexure A.**

The CFO gave instruction to rent six (6) back hoe machines for a period of six (6) months to assist with service delivery. During this six (6) month period the Kouga Municipality must put measures in place to procure their own machines. A contract had been signed between Barlow Equipment a Division of Barloworld South Africa (Pty) Ltd Rental Equipment and Kouga Municipality. **See to Annexure B.**

Six (6) TLB's had been delivered and is currently working in the Infrastructure & Engineering and Community Services in different sections. **See to Annexure C.**

A payment is now due for January 2019 for the renting of the six (6) machines, tax invoice no. 1072, 1073, 1074, 1075, 1076 and 1077 to be paid to Barlow Equipment a Division of Barloworld South Africa (Pty) Ltd Rental Equipment. **See to Annexure B, C, D, E, F, and G**

The department thus seeks approval for requisition no. **96772** to the value **of R 193 200.00** to pay renting fees as per contract. **See to Annexure B, C, D, E, F, and G.**

We hereby request your approval to invoke section 36 (a) (b) (c).

Hope our application will meet your favorable consideration as not to hamper service delivery.

Yours faithfully.

Discussion Held with MM & CFO 28/1/19

MR. N.GOUWS
FLEET SUPERINTENDENT

MR. V. PELTON
DIRECTOR: INFRASTRUCTURE & ENGINEERING

MR.S. THYS
CHIEF FINANCIAL OFFICER

MR. C. DU PLESSIS
MUNICIPAL MANAGER

Hire of Plant tender has not been finalized - extention required until award is complete.

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INTERNAL MEMORANDUM

TO:	**The Chief Financial Officer The Municipal Manager**
FROM:	**The Manager: Human Resources**
SUBJECT:	**Section 36 – Approval required to deviate from procurement processes.**
DATE:	**20/03/2019**
FILE REFERENCE:	**20.03.2019**

REQUEST: SECTION 36: DEVIATION FROM, AND RATIFICATION OF MINOR BREACHES OF, PROCUREMENT PROCESSES.

1. Introduction

The Accounting Officer may in terms of Section 36 (1) (a) (i) of the Supply Chain Management Policy of Council dispense with the official procurement processes as established by the policy and to procure any required goods or services through any convenient process, which may include direct negotiations, *but only* – ***in an emergency.***

Furthermore Section 36 (2) states that the Accounting Officer must record the reasons for any deviations in terms of sub paragraphs (1) (a) and (b) of the policy and report them to the next meeting of the Council and include it as a note to the annual financial statements.

Background

In 2016 we went into a Service Level Agreement with Policlinic to do our Medical Surveillance. This included giving vaccinations for Hepatitis A and -B. In 2017 the first round of TWINRIX was administered. The normal cycle for this injection is that an employee gets one injection; than after 6 weeks has to go back for another one and after 6 months again to complete the cycle. The problem was that the TWINRIX became unavailable after the first injection.(LETTER INCLUDED). This left our employees exposed to getting Hepatitis A and -B. We were notified that the injection will be available again in middle February 2019. The fact that employees didn't finish the initial cycle; they are required to start over.

In terms of the OHS ACT 85 of 1993, Section 8(1); Every employer shall provide and maintain, as far as is reasonably practicable, a working environment that is safe and without risk to the health of his employees. (2) Without derogating from

the generality of an employer's duties under subsection (1), the matters to which those duties refer include in particular – (b) taking such steps as may be reasonably practicable to eliminate or mitigate any hazard or potential hazard to the safety or health of employees; before resorting to personal protective equipment.

2. Financial implications

NO	DESCRIPTION	AMOUNT	STATUS
1	Pharmacy	242 injections	To be paid
2	TOTAL	242 injections	To be paid

R75, 428,40 based on the quote from POLIPHARM

3. Attachments

Attached please find the following supporting documentation in relation to this request:

i) Copy of Quote
ii) Copy of available budget
iii) Letter from Policlinic

4. *REQUEST:* ***to seek authorisation from the Accounting Officer in terms of Section 36 (1) (a) (i) to deviate from the normal procurement process of the Municipal Supply Chain Management Policy to approve and pay the pharmacy for 242 TWINRIX injections*****. So that we buy all 3 injections per employee once- off to ensure that we don't have the same situation as before.**

Yours truly

D. DE JAGER
MANAGER HUMAN RESOURCES

K. MOODLEY
DIRECTOR: CORPORATE SERVICES

RECOMMENDED/NOT RECOMMENDED

28/3/2019

S. THYS
CHIEF FINANCIAL OFFICER

~~RECOMMENDED/NOT RECOMMENDED~~

C. DU PLESSIS
MUNICIPAL MANAGER

APPROVED/NOT APPROVED

Clicks Retailers (Pty) Ltd
Reg No: 2000/013054/07 VAT Reg No: 4520189236
Trading in the name of CLICKS

25 March 2019

Final Quotation for Kouga Local Municipality:

Nappi code: 706829001 – Twinrix vaccine single

R341.34 X 242 = R82604.28

VACCINATION WILL BE DONE FOR FREE BY OUR CLICS NURSING PRACTITIONER.

Kind regards,
Lésa Seeney
Pharmacy Manager
Clicks Fountains Mall
0422934846
0826777178

CLICKS PHARMACY FOUNTAINS MALL
1556
SHOP G8, GROUND LEVEL
FOUNTAINS MALL
JEFFREY'S BAY

Dis-Chem PHARMACIES
Pharmacists who care

V.A.T. Reg. No. 4950190142
RAMS: 0018023
Practice number: 0467847
G59 Fountains Mall
c/o St. Francis Road & R102
Jeffrey's Bay
6330
Tel (042) 293 4832

KOUGA MUNISIPALITEIT
33 DA GAMA ROAD
JEFFREYS BAY
6330

Date: **19-03-2019**

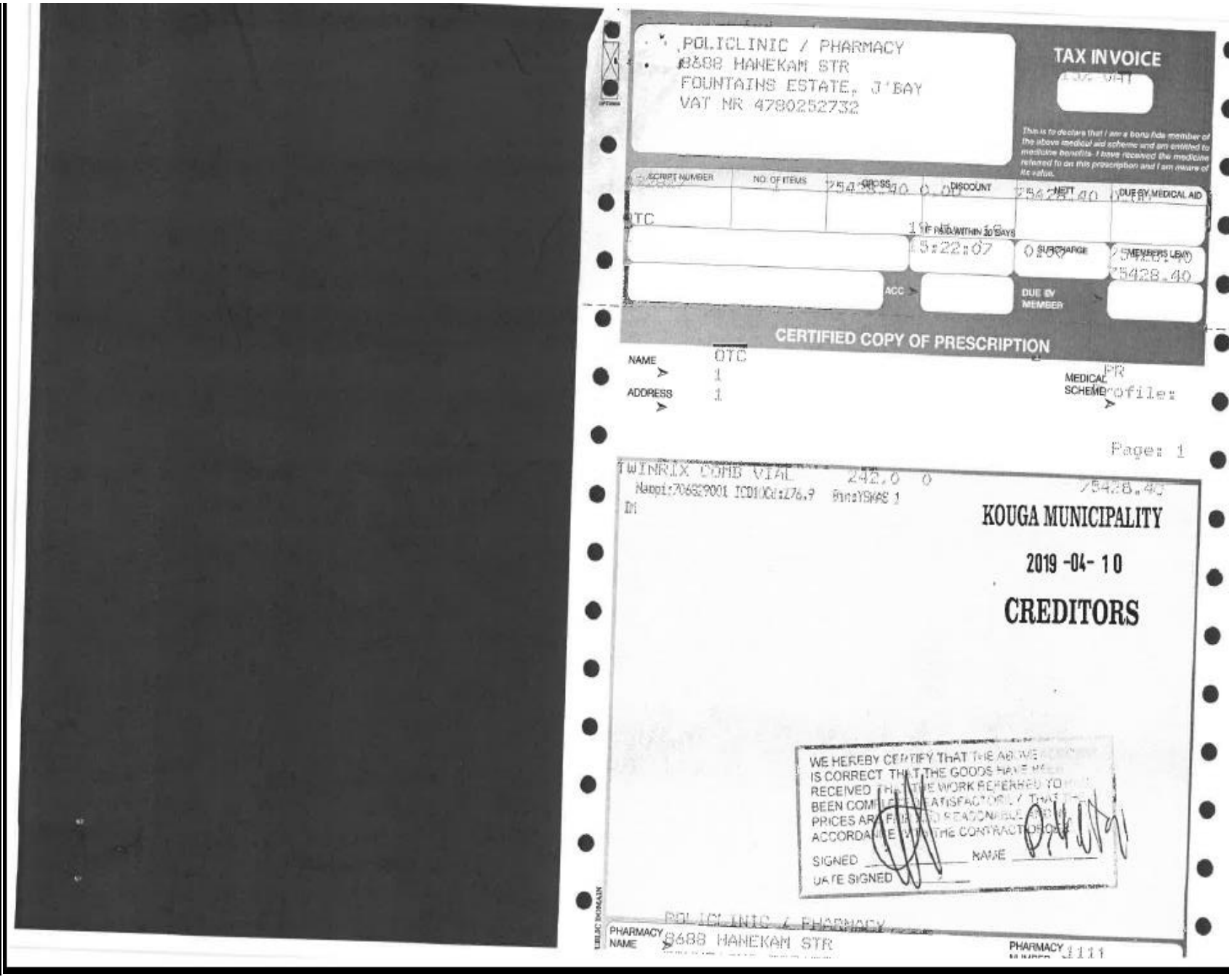
Dear Sir/Madam

Due to the recent price increases of 2019 the quotation is as follows:

Description	Article Number	Quantity	Price EA
Twinrix single vaccine	706829001	1	R 341,35
Total		242	**R 82 606,70**

Price quoted includes vat and is correct as at today's date.
For further enquiries, please do not hesitate to contact me.

Kind Regards
Bonita Schoeman
Store Admin Manager



POLICLINIC / PHARMACY
8688 HANEKAM STR
FOUNTAINS ESTATE, J'BAY
VAT NR 4780252732

TAX INVOICE

This is to declare that I am a bona fide member of the above medical aid scheme and am entitled to medicine benefits. I have received the medicine referred to on this prescription and I am aware of its value.

SCRIPT NUMBER	NO. OF ITEMS	GROSS	DISCOUNT	NETT	DUE BY MEDICAL AID
OTC		75428.40	0.00	75428.40	0.00

IF PAID WITHIN 30 DAYS 15:22:07

SURCHARGE	MEMBERS LEVY
0.00	75428.40

ACC

DUE BY MEMBER

CERTIFIED COPY OF PRESCRIPTION

NAME OTC
1
ADDRESS 1

MEDICAL SCHEME PR
Profile:

Page: 1

TWINRIX COMB VIAL 242.0 0 75428.40
Nappi:706829001 ICD10Cd:176.9 Bin:YSKAS 1
IM

KOUGA MUNICIPALITY

2019 -04- 10

CREDITORS

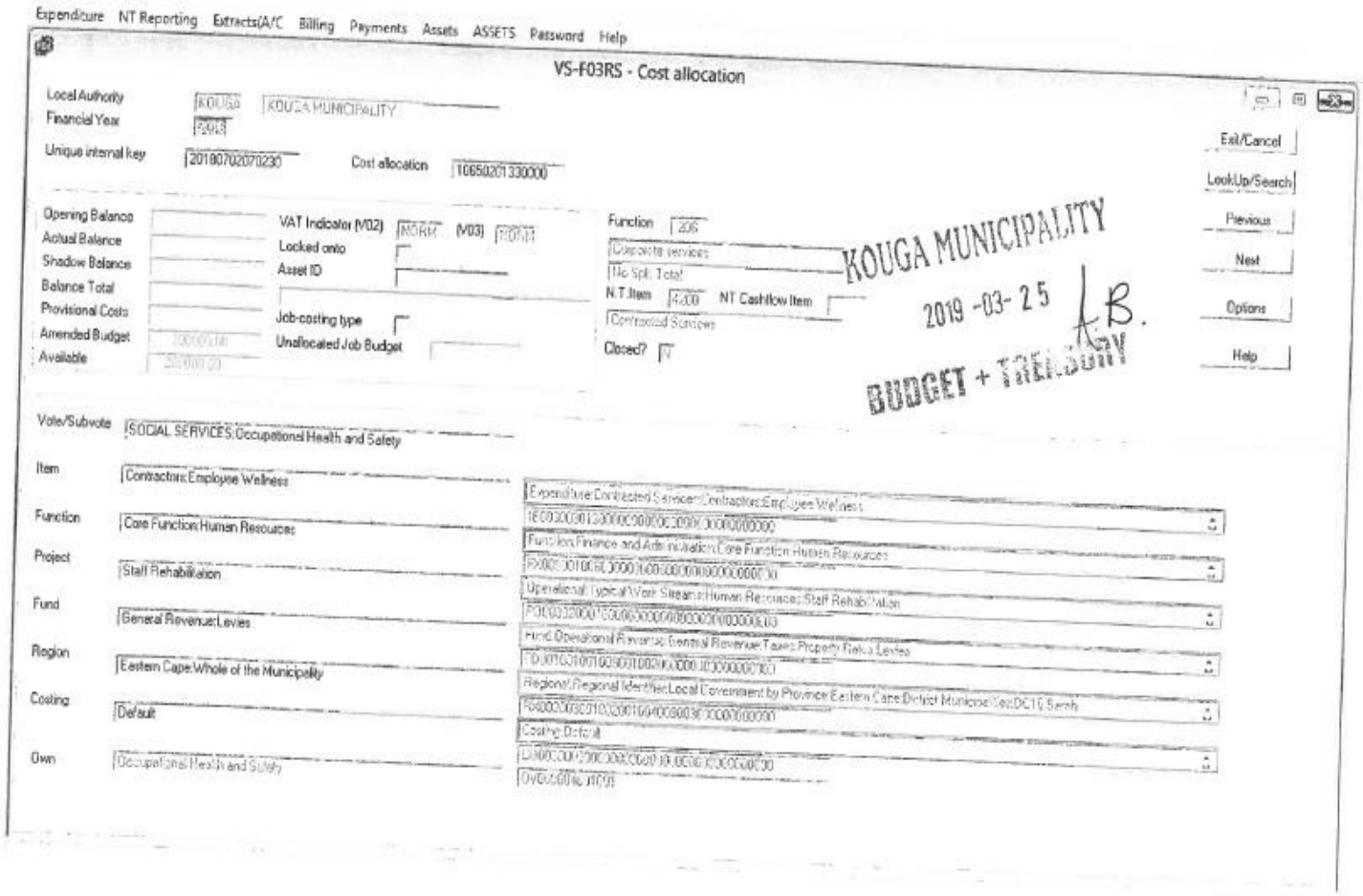
WE HEREBY CERTIFY THAT THE ABOVE [illegible] IS CORRECT THAT THE GOODS HAVE BEEN RECEIVED THAT THE WORK REFERRED TO HAS BEEN COMPLETED SATISFACTORILY THAT THE PRICES ARE FAIR AND REASONABLE AND IN ACCORDANCE WITH THE CONTRACT ORDER

SIGNED _____ NAME _____

DATE SIGNED _____

POLICLINIC / PHARMACY
PHARMACY NAME 8688 HANEKAM STR

PHARMACY NUMBER 1111


Expenditure NT Reporting Extracts(A/C Billing Payments Assets ASSETS Password Help
VS-F03RS - Cost allocation
Local Authority KOUGA KOUGA MUNICIPALITY
Financial Year 2018
Unique internal key 20180702070230
Cost allocation 10650201330000
Exit/Cancel
LookUp/Search
Previous
Next
Options
Help
Opening Balance
Actual Balance
Shadow Balance
Balance Total
Provisional Costs
Amended Budget
Available
VAT Indicator (V02) NORM (V03)
Locked onto
Asset ID
Job-costing type
Unallocated Job Budget
Function 206
Corporate Services
No Split Total
N.T.Item 4.00 NT Cashflow Item
Contracted Services
Closed?
KOUGA MUNICIPALITY
2019 -03- 25
BUDGET + TREASURY
Vote/Subvote SOCIAL SERVICES:Occupational Health and Safety
Item Contractors:Employee Wellness
Function Core Function:Human Resources
Project Staff Rehabilitation
Fund General Revenue:Levies
Region Eastern Cape:Whole of the Municipality
Costing Default
Own Occupational Health and Safety

POLICLINIC JEFFREYS BAY PTY LTD
(Reg. No. 2006 / 035729 / 07)

15 Hanekam Street
Fountains Estate
Jeffreys Bay, 6330

P O Box 2101
Noorsekloof, 6331

Tel: 042 293 2000
Fax: 042 293 2001

Email:
ceo@policlinicjbay.co.za

22-09-2017

Me. Nomvula Machelesi

KOUGA MUNICIPALITY

JEFFREYS BAY

PRICING OF HEPATITIS VACCINATION:

Dear Madam,

When the tender for Medical Surveillance was submitted, our understanding was that only a certain number of individuals were to receive the vaccinations (Twinrix x 3 during the first year) thereby giving immunity from Hepatitis A and –B for a period of up to 10 years.

At the time we could get the vaccinations freely for around R855-00, I think. However, the Twinrix has become unavailable, and several pharmacists and providers were contacted, without success. We are informed that the suppliers cannot give or predict a date for when Twinrix will again be available. Furthermore, the price has also gone up to R1200-00 for 3 injections.

There is an alternative, though. Hepatitis A vaccine (Avaxim 80) and Hepatitis B vaccine (Engerix B) are available at a total cost of R750-00 and R540-00. These are separate injections, and the total cost for full vaccination will amount to R1290-00.

The options are:

1- Wait until Twinrix is again available. I suggest this is risky, and there is no guarantee on the cost or the production date.

Directors: Dr B Dietrich (Chairman) R Vorster, AEG Kane-Smith. Dr J Nagtegaal (CEO)
Member of the Casualty Clinique Holdings Pty Ltd Group

2- Vaccinate with the two alternative products mentioned above at the cost mentioned.

Please advise what you want us to do, and we can make arrangements accordingly.

Dr. Jan Nagtegaal
M.B., Ch.B (UOFS), B.Sc, MBL

Dr. W.A. Coetzer
M.B., Ch.B. (Stell) D.B.G. (Stell)

Dr. W.A. Coetzer M.B., Ch.B. (Stell) D.B.G. (Stell)
PR 1580787 MP 0166367
Algemene Praktisyn/ Occupational Medicine Practitioner
S.A.M.S.A. Accredited MP 0123/18

Cell/Selfoonnr.: 083 776 7121
Tel 042 007 0347
Posbus/P.O. Box 1941
NOORSEKLOOF
6331
e-mail: riancoetzer.7@gmail.comm/coetzerpraktyk@gmail.com

17-01-2019

Dear Sirs,

This letter serves to inform you that the local pharmacist, through whom Policlinic has regularly, but regrettably not always, ordered the Twinrix vaccinations has just been to consult with me (Mr. Louis van Dyk).

He avers that Twinrix is once again available. As you are aware the vaccination period stretches over 6 months, and the intermittent availability of the injections necessitate a once off order.

I am not privy to the number of currently exposed workers, but I can tell you that ALL the previously exposed workers, should they still be working in similar conditions, will have to be vaccinated again (all 3 injections). Furthermore, best practice necessitates all of them to undergo the necessary tests.

I have requested a meeting on a number of occasions, but so far nothing has expired. There are outstanding issues to be discussed.

Kind regards,

Dr. W.A. Coetzer

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INTERNAL MEMORANDUM

TO:	**The Chief Financial Officer The Municipal Manager**
FROM:	**The Manager: Human Resources**
SUBJECT:	**Section 36 – Approval required to deviate from procurement processes.**
DATE:	**20/03/2019**
FILE REFERENCE:	**20.03.2019**

REQUEST: SECTION 36: DEVIATION FROM, AND RATIFICATION OF MINOR BREACHES OF, PROCUREMENT PROCESSES.

1. Introduction

The Accounting Officer may in terms of Section 36 (1) (a) (i) of the Supply Chain Management Policy of Council dispense with the official procurement processes as established by the policy and to procure any required goods or services through any convenient process, which may include direct negotiations, *but only* ***– in an emergency.***

Furthermore Section 36 (2) states that the Accounting Officer must record the reasons for any deviations in terms of sub paragraphs (1) (a) and (b) of the policy and report them to the next meeting of the Council and include it as a note to the annual financial statements.

Background

In 2016 we went into a Service Level Agreement with Policlinic to do our Medical Surveillance. This included giving vaccinations for Hepatitis A and -B. In 2017 the first round of TWINRIX was administered. The normal cycle for this injection is that an employee gets one injection; than after 6 weeks has to go back for another one and after 6 months again to complete the cycle. The problem was that the TWINRIX became unavailable after the first injection.(LETTER INCLUDED). This left our employees exposed to getting Hepatitis A and -B. We were notified that the injection will be available again in middle February 2019. The fact that employees didn't finish the initial cycle; they are required to start over.

In terms of the OHS ACT 85 of 1993, Section 8(1); Every employer shall provide and maintain, as far as is reasonably practicable, a working environment that is safe and without risk to the health of his employees. (2) Without derogating from

K. MOODLEY
DIRECTOR: CORPORATE SERVICES

RECOMMENDED/NOT RECOMMENDED

28/3/2019

S. THYS
CHIEF FINANCIAL OFFICER

~~RECOMMENDED/NOT RECOMMENDED~~

C. DU PLESSIS
MUNICIPAL MANAGER

APPROVED/NOT APPROVED

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Website:www.kouga.gov.za

INTERNAL MEMORANDUM

TO:	The Municipal Manager Chief Financial Officer
FROM:	Manager Legal Services
SUBJECT:	Request for Legal Services Rendered by SC Heystek & Associates Inc.
DATE:	28 March 2019

In re: Request for approval to pay SC Heystek & Associates Inc. for legal services rendered

1. Introduction

The Accounting Officer may in terms of Section 36 (1) (a) (v) of the Supply Chain Management Policy of Council dispense with the official procurement processes as established to procure any required goods or services through any convenient process, which may include direct negotiations, but only in other exceptional case where it is impractical or impossible to follow official procurement processes.

Furthermore Section 36 (2) states that the Accounting Officer must record the reasons for any deviations in terms of sub paragraphs (1) (a) of the policy and report them to the next meeting of the Council and include it as a note to the Annual Financial Statements.

Authorisation is required to pay SC Heystek & Associates Inc. for legal services rendered.

2. Financial implications

NO	MATTER DESCRIPTION	SERVICE PROVIDER REFERENCE	INCURRED COST
1	Eviction application erf 7592 Ocean View	K161 (SC/286/568)	12 095,00
2	VAT		1 814,25
		TOTAL	R13 909,25

3. Attachments

Attached please find the following supporting documentation in relation to this request:

i) Statement of Account & Tax invoices
ii) Budget Cost Allocation (approved by Budget and Treasury)

4. REQUEST: to seek authorisation from the Accounting Officer in terms of Section 36 (1) (a) (v) to deviate from the normal procurement process of the Kougo Municipal Supply Chain Management Policy to appoint and to settle the costs incurred for legal services and representation of Labuschagne Van der Watt Inc. for an amount of R6 900.50.

Yours truly

L. OPPERMAN
MANAGER LEGAL SERVICES

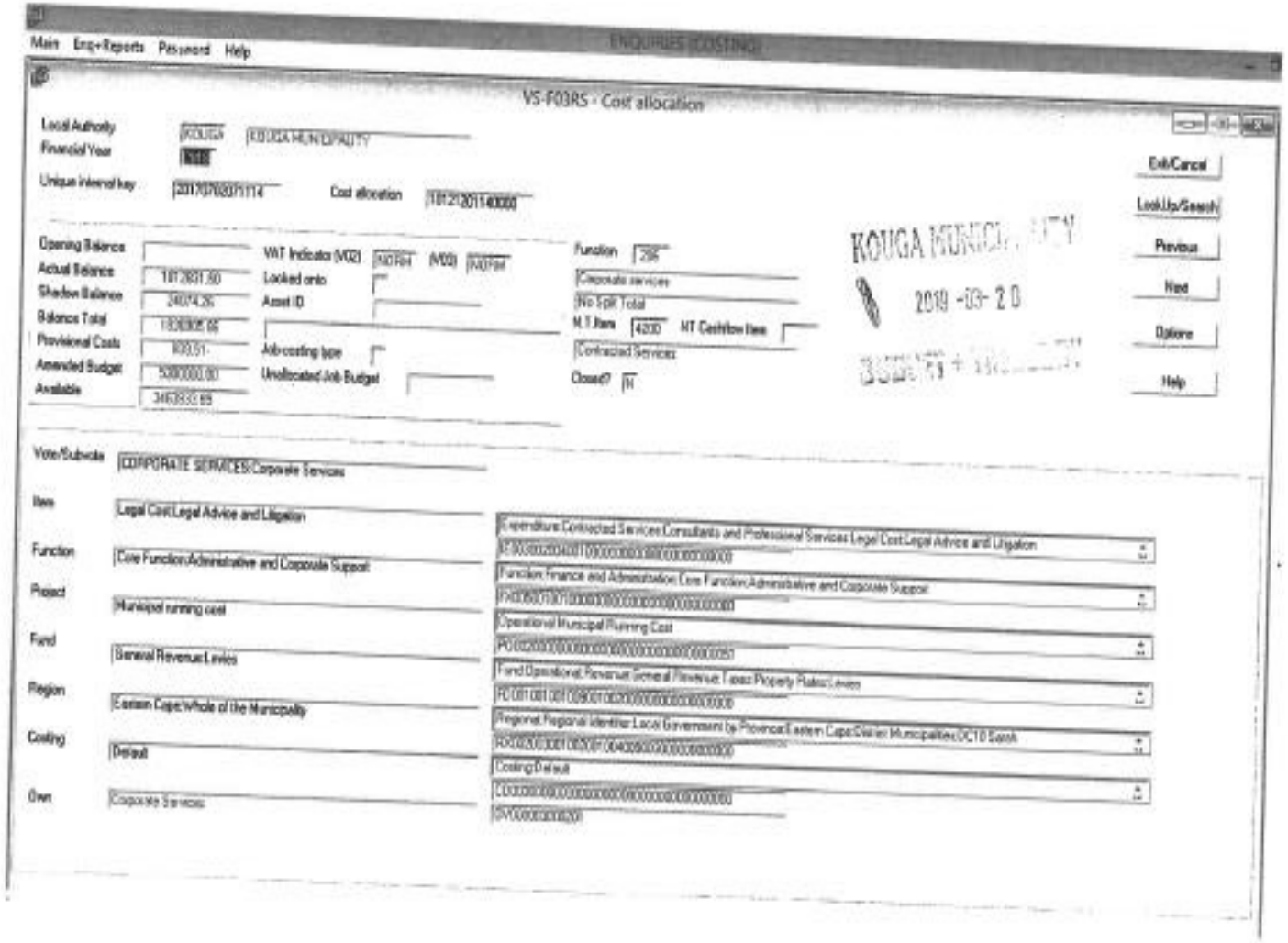
S. Thys 28/3/2019
CHIEF FINANCIAL OFFICER

COMMENT: The expenditure incurred is deemed to be irregular expenditure as no competitive bidding process has been followed to appoint a panel of attorneys to render legal services to the municipality.

C. du Plessis
MUNICIPAL MANAGER

COMMENT

Approved/ Not approved


Main Enq+Reports Password Help
ENQUIRIES (COSTING)
VS-F03RS - Cost allocation
Local Authority
KOUGA
KOUGA MUNICIPALITY
Financial Year
Unique internal key
Cost allocation
Opening Balance
Actual Balance
Shadow Balance
Balance Total
Provisional Costs
Amended Budget
Available
VAT Indicator (V02)
Locked onto
Asset ID
Job costing type
Unallocated Job Budget
Function
Corporate services
No Split Total
N.T.Item
4200
NT Cashflow Item
Contracted Services
Closed?
N
Exit/Cancel
Look Up/Search
Previous
Next
Options
Help
KOUGA MUNICIPALITY
2019 -03- 20
Vote/Subvote
CORPORATE SERVICES:Corporate Services
Item
Legal Cost:Legal Advice and Litigation
Function
Core Function:Administrative and Corporate Support
Project
Municipal running cost
Fund
General Revenue:Levies
Region
Eastern Cape:Whole of the Municipality
Costing
Default
Own
Corporate Services
Expenditure:Contracted Services:Consultants and Professional Services:Legal Cost:Legal Advice and Litigation
Function:Finance and Administration:Core Function:Administrative and Corporate Support
Operational:Municipal Running Cost
Fund:Operational Revenue:General Revenue:Taxes:Property Rates:Levies
Regional:Regional Identifier:Local Government by Province:Eastern Cape:District Municipalities:DC10 Sarah
Costing:Default

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INTERNAL MEMORANDUM

TO:	The Municipal Manager Chief Financial Officer
FROM:	Manager Legal Services
SUBJECT:	Request for Legal Services Rendered by McWilliams & Elliot Inc.
DATE:	3 April 2019

In re: Request for approval to pay McWilliams & Elliot Inc. for legal services rendered

1. Introduction

The Accounting Officer may in terms of Section 36 (1) (a) (v) of the Supply Chain Management Policy of Council dispense with the official procurement processes as established to procure any required goods or services through any convenient process, which may include direct negotiations, but only in other exceptional case where it is impractical or impossible to follow official procurement processes.

Furthermore Section 36 (2) states that the Accounting Officer must record the reasons for any deviations in terms of sub paragraphs (1) (a) of the policy and report them to the next meeting of the Council and include it as a note to the Annual Financial Statements.

Authorisation is required to pay **McWilliams & Elliot Inc.** for legal services rendered.

2. Financial implications

NO	MATTER DESCRIPTION	SERVICE PROVIDER REFERENCE	INCURRED COST
1	St Francis Bay Concerned Residents Association / KLM SRA Litigation matter	W80385	1 767,50
2	VAT		265,13
		TOTAL	**R2 032,63**

3. Attachments

Attached please find the following supporting documentation in relation to this request:

i) Statement of Account & Tax invoices
ii) Budget Cost Allocation (approved by Budget and Treasury)

4. REQUEST: to seek authorisation from the Accounting Officer in terms of Section 36 (1) (a) (v) to deviate from the normal procurement process of the Kouga Municipal Supply Chain Management Policy to appoint and to settle the costs incurred for legal services and representation of **McWilliams & Elliot Inc.** for an amount of R2 032,63.

Yours truly

L.OPPERMAN
MANAGER LEGAL SERVICES

3/4/2019
S. Thys
CHIEF FINANCIAL OFFICER

COMMENT: *The expenditure incurred is deemed to be irregular expenditure as no competitive bidding process has been followed to appoint a panel of attorneys to render legal services to the municipality.*

C Du Plessis
MUNICIPAL MANAGER

COMMENT_____

_____

Approved/ Not approved

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INTERNAL MEMORANDUM

TO:	The Municipal Manager Chief Financial Officer
FROM:	Manager Legal Services
SUBJECT:	Request for Legal Services Rendered by CW Malan Jeffreys Bay Inc.
DATE:	2 April 2019

In re: Request for approval to pay C W Malan Jeffreys Bay Inc. for legal services rendered

1. Introduction

The Accounting Officer may in terms of Section 36 (1) (a) (v) of the Supply Chain Management Policy of Council dispense with the official procurement processes as established to procure any required goods or services through any convenient process, which may include direct negotiations, but only in other exceptional case where it is impractical or impossible to follow official procurement processes.

Furthermore Section 36 (2) states that the Accounting Officer must record the reasons for any deviations in terms of sub paragraphs (1) (a) of the policy and report them to the next meeting of the Council and include it as a note to the Annual Financial Statements.

Authorisation is required to pay **C W Malan Jeffreys Bay Inc**. for legal services rendered.

2. Financial implications

NO	MATTER DESCRIPTION	SERVICE PROVIDER REFERENCE	INCURRED COST
1	Nelson Mandela Bay Municipality / Kouga Municipality	K2646	1900
2	VAT		285
		TOTAL	**R2 185,00**

3. Attachments

Attached please find the following supporting documentation in relation to this request:

i) Statement of Account & Tax invoices
ii) Budget Cost Allocation (approved by Budget and Treasury)

4. REQUEST: to seek authorisation from the Accounting Officer in terms of Section 36 (1) (a) (v) to deviate from the normal procurement process of the Kouga Municipal Supply Chain Management Policy to appoint and to settle the costs incurred for legal services and representation of **C W Malan Jeffreys Bay Inc.** for an amount of R2 185,00.

Yours truly

L.OPPERMAN
MANAGER LEGAL SERVICES

2/4/2019

S. Thys
CHIEF FINANCIAL OFFICER

COMMENT: *The expenditure incurred is deemed to be irregular expenditure as no competitive bidding process has been followed to appoint a panel of attorneys to render legal services to the municipality.*

C du Plessis
MUNICIPAL MANAGER

COMMENT_____

_____

Approved/ Not approved

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INTERNAL MEMORANDUM

TO:	The Municipal Manager Chief Financial Officer
FROM:	Manager Legal Services
SUBJECT:	Request for Legal Services Rendered by CW Malan Jeffreys Bay Inc.
DATE:	10 April 2019

In re: Request for approval to pay C W Malan Jeffreys Bay Inc. for legal services rendered

1. Introduction

The Accounting Officer may in terms of Section 36 (1) (a) (v) of the Supply Chain Management Policy of Council dispense with the official procurement processes as established to procure any required goods or services through any convenient process, which may include direct negotiations, but only in other exceptional case where it is impractical or impossible to follow official procurement processes.

Furthermore Section 36 (2) states that the Accounting Officer must record the reasons for any deviations in terms of sub paragraphs (1) (a) of the policy and report them to the next meeting of the Council and include it as a note to the Annual Financial Statements.

Authorisation is required to pay **C W Malan Jeffreys Bay Inc.** for legal services rendered.

2. Financial implications

NO	MATTER DESCRIPTION	SERVICE PROVIDER REFERENCE	INCURRED COST
1	Wize-Up Deals 127 CC & JJ Ungerer t/a Smurfs Kids Academy – Disbursement for Schoeman Oosthuizen Inc.	K2649	16 173,03
		TOTAL	**R16 173,03**

3. Attachments

Attached please find the following supporting documentation in relation to this request:

i) Statement of Account & Tax invoices
ii) Budget Cost Allocation (approved by Budget and Treasury)

4. REQUEST: to seek authorisation from the Accounting Officer in terms of Section 36 (1) (a) (v) to deviate from the normal procurement process of the Kouga Municipal Supply Chain Management Policy to appoint and to settle the costs incurred for legal services and representation of **C W Malan Jeffreys Bay Inc.** for an amount of **R16 173,03**

Yours truly

LOPPERMAN
MANAGER LEGAL SERVICES

11/4/2019

S. THYS
CHIEF FINANCIAL OFFICER

COMMENT: *The expenditure incurred is deemed to be irregular expenditure as no competitive bidding process has been followed to appoint a panel of attorneys to render legal services to the municipality.*

C DU PLESSIS
MUNICIPAL MANAGER

COMMENT_____

_____

Approved/ Not approved

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INTERNAL MEMORANDUM

TO:	The Municipal Manager Chief Financial Officer
FROM:	Manager Legal Services
SUBJECT:	Request for Legal Services Rendered by CW Malan Jeffreys Bay Inc.
DATE:	23 April 2019

In re: Request for approval to pay C W Malan Jeffreys Bay Inc. for legal services rendered

1. Introduction

The Accounting Officer may in terms of Section 36 (1) (a) (v) of the Supply Chain Management Policy of Council dispense with the official procurement processes as established to procure any required goods or services through any convenient process, which may include direct negotiations, but only in other exceptional case where it is impractical or impossible to follow official procurement processes.

Furthermore Section 36 (2) states that the Accounting Officer must record the reasons for any deviations in terms of sub paragraphs (1) (a) of the policy and report them to the next meeting of the Council and include it as a note to the Annual Financial Statements.

Authorisation is required to pay **C W Malan Jeffreys Bay Inc.** for legal services rendered.

2. Financial implications

NO	MATTER DESCRIPTION	SERVICE PROVIDER REFERENCE	INCURRED COST
1	Wize-Up Deals 127 CC & JJ Ungerer t/a Smurfs Kids Academy – Disbursement for Adv. Nepgen	K2649	5 000
2	Fencing of Cemeteries: Cochrane Projects (Pty) Ltd Adv. Buchanan SC Disbursement	K2597	65 500
3	Nelson Mandela Bay Municipality – disbursement for Adv Gajjar	K2646	1 900
4	St Francis Bay: Sand Spit – disbursement for Adv. Swanepoel	K2618	5 000
	VAT @ 15%		11 610
		TOTAL	**R89 010**

3. Attachments

Attached please find the following supporting documentation in relation to this request:

i) Statement of Account & Tax invoices
ii) Budget Cost Allocation (approved by Budget and Treasury)

4. REQUEST: to seek authorisation from the Accounting Officer in terms of Section 36 (1) (a) (v) to deviate from the normal procurement process of the Kouga Municipal Supply Chain Management Policy to appoint and to settle the costs incurred for legal services and representation of **C W Malan Jeffreys Bay Inc.** for an amount of **R89 010,00.**

Yours truly

L.OPPERMAN
MANAGER LEGAL SERVICES

25/4/2019

S. Thys
CHIEF FINANCIAL OFFICER

COMMENT: *The expenditure incurred is deemed to be irregular expenditure as no competitive bidding process has been followed to appoint a panel of attorneys to render legal services to the municipality.*

C Du Plessis
MUNICIPAL MANAGER

COMMENT_____

_____

Approved/ Not approved

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INTERNAL MEMORANDUM

TO:	The Municipal Manager Chief Financial Officer
FROM:	Manager Legal Services
SUBJECT:	Request for Legal Services Rendered by C W Malan Jeffreys Bay Inc.
DATE:	11 March 2019

In re: Request for approval to pay C W Malan Jeffreys Bay Inc. for legal services rendered

1. Introduction

The Accounting Officer may in terms of Section 36 (1) (a) (v) of the Supply Chain Management Policy of Council dispense with the official procurement processes as established to procure any required goods or services through any convenient process, which may include direct negotiations, but only in other exceptional case where it is impractical or impossible to follow official procurement processes.

Furthermore Section 36 (2) states that the Accounting Officer must record the reasons for any deviations in terms of sub paragraphs (1) (a) of the policy and report them to the next meeting of the Council and include it as a note to the Annual Financial Statements.

Authorisation is required to pay C W Malan Jeffreys Bay Inc. for legal services rendered.

2. Financial implications

NO	REFERENCE	DESCRIPTION	STATUS
1	K2473	EA PLAATJIES	2 471,84
2	K 2644	KPMG	1 788,40
3	K2646	NMBM WATER ACCOUNT	6 465,01
4	K2649	ERF 276 JBAY, WIZE UP DEALS 137 CC	839,51
5	K2618	ST FRANCIS BAY SAND SPIT	1 584,50
6		VAT	1 679,97
		TOTAL	**14 829,23**

3. Attachments

Attached please find the following supporting documentation in relation to this request:

i) Statement of Account & Tax invoices
ii) Budget Cost Allocation (approved by Budget and Treasury)

4. REQUEST: to seek authorisation from the Accounting Officer in terms of Section 36 (1) (a) (v) to deviate from the normal procurement process of the Kouga Municipal Supply Chain Management Policy to appoint and to settle the costs incurred for legal services and representation of C W Malan Jeffreys Bay Inc. for an amount of **R14 829,23**.

Yours truly

L.OPPERMAN
MANAGER LEGAL SERVICES

S Thys
CHIEF FINANCIAL OFFICER

COMMENT: The expenditure incurred is deemed to be irregular expenditure as no competitive bidding process has been followed to appoint a panel of attorneys to render legal services to the municipality.

C. Du Plessis
MUNICIPAL MANAGER

COMMENT_____

APPROVED / NOT APPROVED

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INTERNAL MEMORANDUM

TO:	The Municipal Manager Chief Financial Officer
FROM:	Manager Legal Services
SUBJECT:	Request for Legal Services Rendered by C W Malan Jeffreys Bay Inc.
DATE:	11 March 2019

In re: Request for approval to pay C W Malan Jeffreys Bay Inc. for legal services rendered

1. Introduction

The Accounting Officer may in terms of Section 36 (1) (a) (v) of the Supply Chain Management Policy of Council dispense with the official procurement processes as established to procure any required goods or services through any convenient process, which may include direct negotiations, but only in other exceptional case where it is impractical or impossible to follow official procurement processes.

Furthermore Section 36 (2) states that the Accounting Officer must record the reasons for any deviations in terms of sub-paragraphs (1) (a) of the policy and report them to the next meeting of the Council and include it as a note to the Annual Financial Statements.

Authorisation is required to pay C W Malan Jeffreys Bay Inc. for legal services rendered.

2. Financial implications

NO	REFERENCE	DESCRIPTION	STATUS
1	K2646	Nelson Mandela Bay Municipality /KLM – Disbursement Adv. Nepgen	10 925,00
		TOTAL	**10 925,00**

3. Attachments

Attached please find the following supporting documentation in relation to this request:

i) Statement of Account & Tax invoices
ii) Budget Cost Allocation (approved by Budget and Treasury)

4. REQUEST: to seek authorisation from the Accounting Officer in terms of Section 36 (1) (a) (v) to deviate from the normal procurement process of the Kouga Municipal Supply Chain Management Policy to appoint and to settle the costs incurred for legal services and representation of C W Malan Jeffreys Bay Inc. for an amount of **R10 925,00**.

Yours truly

L.OPPERMAN
MANAGER LEGAL SERVICES

pp
S Thys
CHIEF FINANCIAL OFFICER

COMMENT: The expenditure incurred is deemed to be irregular expenditure as no competitive bidding process has been followed to appoint a panel of attorneys to render legal services to the municipality.

C. Du Plessis
MUNICIPAL MANAGER

COMMENT_____

APPROVED / NOT APPROVED

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INTERNAL MEMORANDUM

TO:	The Municipal Manager Chief Financial Officer
FROM:	Manager Legal Services
SUBJECT:	Request for Legal Services Rendered by C W Malan Jeffreys Bay Inc.
DATE:	25 March 2019

In re: Request for approval to pay C W Malan Jeffreys Bay Inc. for legal services rendered

1. Introduction

The Accounting Officer may in terms of Section 36 (1) (a) (v) of the Supply Chain Management Policy of Council dispense with the official procurement processes as established to procure any required goods or services through any convenient process, which may include direct negotiations, but only in other exceptional case where it is impractical or impossible to follow official procurement processes.

Furthermore Section 36 (2) states that the Accounting Officer must record the reasons for any deviations in terms of sub paragraphs (1) (a) of the policy and report them to the next meeting of the Council and include it as a note to the Annual Financial Statements.

Authorisation is required to pay C W Malan Jeffreys Bay Inc. for legal services rendered.

2. Financial implications

NO	REFERENCE	DESCRIPTION	STATUS
1	K2646	Fencing of Cemeteries – Adv Buchanan Disbursement	36 800
		TOTAL	**36 800**

3. Attachments

Attached please find the following supporting documentation in relation to this request:

i) Statement of Account & Tax invoices
ii) Budget Cost Allocation (approved by Budget and Treasury)

4. REQUEST: to seek authorisation from the Accounting Officer in terms of Section 36 (1) (a) (v) to deviate from the normal procurement process of the Kouga Municipal Supply Chain Management Policy to appoint and to settle the costs incurred for legal services and representation of C W Malan Jeffreys Bay Inc. for an amount of **R36 800,00.**

Yours truly

L.OPPERMAN
MANAGER LEGAL SERVICES

26/3/2019
S Thys
CHIEF FINANCIAL OFFICER

COMMENT: The expenditure incurred is deemed to be irregular expenditure as no competitive bidding process has been followed to appoint a panel of attorneys to render legal services to the municipality.

pp
C. du Plessis
MUNICIPAL MANAGER

COMMENT_____

APPROVED / NOT APPROVED

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INTERNAL MEMORANDUM

TO:	The Municipal Manager Chief Financial Officer
FROM:	Manager Legal Services
SUBJECT:	Request for Legal Services Rendered by CW Malan Jeffreys Bay Inc.
DATE:	10 April 2019

In re: Request for approval to pay Spangenberg Attorneys for legal services rendered

1. Introduction

The Accounting Officer may in terms of Section 36 (1) (a) (v) of the Supply Chain Management Policy of Council dispense with the official procurement processes as established to procure any required goods or services through any convenient process, which may include direct negotiations, but only in other exceptional case where it is impractical or impossible to follow official procurement processes.

Furthermore Section 36 (2) states that the Accounting Officer must record the reasons for any deviations in terms of sub paragraphs (1) (a) of the policy and report them to the next meeting of the Council and include it as a note to the Annual Financial Statements.

Authorisation is required to pay **Spangenberg Attorneys** for legal services rendered.

2. Financial implications

NO	MATTER DESCRIPTION	SERVICE PROVIDER REFERENCE	INCURRED COST
1	The Rental Company Trust (Peter John France)	K2646	1 494,54
2	VAT		224,18
		TOTAL	**R1 718,72**

3. Attachments

Attached please find the following supporting documentation in relation to this request:

i) Statement of Account & Tax invoices
ii) Budget Cost Allocation (approved by Budget and Treasury)

4. REQUEST: to seek authorisation from the Accounting Officer in terms of Section 36 (1) (a) (v) to deviate from the normal procurement process of the Kouga Municipal Supply Chain Management Policy to appoint and to settle the costs incurred for legal services and representation of **Spangenberg Attorneys** for an amount of R1 718,72.

Yours truly

L.OPPERMAN
MANAGER LEGAL SERVICES

11/4/2019
S. Thys
CHIEF FINANCIAL OFFICER

COMMENT: *The expenditure incurred is deemed to be irregular expenditure as no competitive bidding process has been followed to appoint a panel of attorneys to render legal services to the municipality.*

C DU Plessis
MUNICIPAL MANAGER

COMMENT _____

Approved/ Not approved

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INTERNAL MEMORANDUM

ENQUIRIES: W. BOTHA **Tel: 042 200 2148**

TO: **MR. C. DU PLESSIS - MUNICIPAL MANAGER**

MR.S. THYS - CHIEF FINANCIAL OFFICER

FROM: MR. V. FELTON: DIRECTOR – INFRASTRUCTURE & ENGINEERING

DATE: 29 JANUARY 2019

RE: OPERATIONAL DEVIATION FROM SUPPLY CHAINS MANAGEMENT POLICY: IMPLEMENTED DUE TO ONLY QUOTATIONS FROM AGENT/SERVICE PROVIDER FOR AMOUNT OVER R 2000.

SECTION 36 Municipal Supply Chain Management Policy.

Deviation from, and ratification of minor breaches of, procurement processes

(1) The accounting officer may -

(a) dispense with the official procurement processes established by this policy and procure any required goods or services through any convenient process, which may include direct negotiations, but only –

(i) In an emergency;

(v) In any other exceptional case where it is impractical or impossible to follow the official procurement processes;

(2) The accounting officer must record the reasons for any deviations in terms of Sub-paragraphs 1a of this policy and report them to the next meeting of the council and also include such reasons as a note to the annual financial statements of the municipality.

Background to the situation and reasons for deviation from normal procurement procedures are: The sewer plant at KwaNomzamo has been vandalized to a state where everything has come to a standstill. Not one pump, aerator or clarifier are working because the electrical supply and control panels that has been vandalized and cables were cut off to such an extent that there is no electrical supply available.

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This vandalism happened couple of times and we reported each case to the police but they keep on coming back as soon as we have done repair work. No operator or workers could operate on the plant because they were threatened by gangsters on site and fear for their lives.
At this stage raw untreated sewer flows through the plant without any treatment at all.

To get the plant temporary working again we asked three (3) service providers to give us quotations. The quotations include a steel door so that nobody can enter the panel room. Due to an emergency and critical situation we had to get the plant temporary on line again. I believe that this is essential to get the plant operational again to avoid action from Department of Water and Sanitation. Attached are photos of the plant.

I have received three quotations from different service providers to get the plant temporary running again.

Supplier	Amount	Total Amount Inc. VAT
Flash Electrical	R66 220.00	R76 153.00 **Incl. VAT**
GGS Engineering (Pty)LTD	R74 577.70	R85 764.36. **Incl. VAT**
MA Shishini	R79 690.00	R91 643.50 **Incl. VAT**

Reason for deviation: Due to the fact that raw untreated sewer flow through the plant without any treatment at all, should be rectify as a matter of great urgency to avoid action from the Department of Water and Sanitation against us. The department thus seeks approval for requisition no. 97444 (Flash Electrical) to the value of R76 153.00 Incl. Vat for getting the sewer plant temporary online again.

We hereby request your approval to invoke section 36(a) (i) and (a) (v)

MR. W. BOTHA
AREA ENGINEER
HUMANSDORP

MR. V. FELTON
DIRECTOR: I& E

30/1/2019
MR. S. THYS
CHIEF FINANCIAL OFFICER

MR. C. DU PLESSIS
MUNICIPAL MANAGER

KOUGA
local municipality
Good Governance through Service Excellence

OFFICE OF THE MUNICIPAL MANAGER

P O Box 21
JEFFREYS BAY
6330
Fax Nr: 086 5231279

33 Da Gama Street
JEFFREYS BAY
6330
TEL Nr: 042-2002 103

INTERNAL MEMO:

TO: CFO – MR. S. THYS
CC: L LANDU - Supply Chain Manager
DATE: 02 APRIL 2019

SUBJECT: SERVICE PROVIDER : JBAY TRAVEL

Kouga has been approved for a Water Learnership for 15 employees. An SLA was signed with The Water Academy for a Water and Wastewater Reticulation NQF Level 2 Training Programme that was awarded by LGSETA. It is stated on the signed SLA that Kouga Municipality is awarded for 15 Employees on the Programme and the Employees must attend the training in Bitou Municipality in Knysna. The Water Academy is funding the training, however Kouga Municipality is responsible for their travel and accommodation.

In terms of Section 36(1)(a)(ii)(a) of the Supply Chain Management Policy, the Accounting Officer may dispense with the official procurement processes established by the said policy and procure any required goods or services through any convenient process, which may include direct negotiations, but **only in any other exceptional case where it is impractical or impossible to follow official procurement processes.**

Furthermore, Section 36 (2) states that the accounting officer must record the reasons for any deviations in terms of subparagraphs (1) (a) of the policy and report them to the next meeting of the council and include it as a note to the annual financial statements.

The purpose of this request is to deviate from the normal procurement process in terms of **Section 36(1)(a)(ii)(a)** of the Kouga Municipal Supply Chain Management Policy to appoint and to settle the costs incurred for bookings by **Jeffreys Bay Travel** for the 15 Employees.

Request: for approval of order for the appointment and payment of REQUISITION NO 95069- DATED 02 APRIL 2019 FOR AN AMOUNT OF R39 681.00

Yours faithfully,

E. DU PLESSIS
MUNICIPAL MANAGER

<zgxuluwe@kouga.gov.za>; Zukile Thube <zthube@kouga.gov.za>; Bryan Dhludhlu <bdhludhlu@kouga.gov.za>; Freddy Campher <fcampher@kouga.gov.za>; Charl du plessis <cduplessis@kouga.gov.za>
Subject: Proof of payment for Water Reticulation Training Programs

Hi Victor

We are pleased to advise that Kouga has been approved for a Water Learnership for 15 Employees which starts on 1 April. These employees will be required to go to Knysna every month for a week for the next 12 months.

See below list of employees from your dept – for approval.

Name	Surname	Section	ID Number	Municipality	Administrative Unit
Melton	Desha	Water	6707235399080	Kouga	Hankey
Bongani	Grootboom	Water	7207265658082	Kouga	Hankey
Mbulelo	Grootboom	Public works	7403285730080	Kouga	Jeffreys Bay
Sandile	Grootboom	Sewerage	6804145314083	Kouga	Hankey
Fergus	Harmse	Public Works	8106065178086	Kouga	Jeffreys Bay
Loyiso	Jack	Sewerage	7511125977081	Kouga	Jeffreys Bay
Monwabisi	Katoo	Sewerage	6206285770084	Kouga	Hankey
Luyolo	Matodlana	Water	7111165679083	Kouga	Humansdorp
Alfred	Mgqandu	Sewerage	6512125782084	Kouga	Jeffreys Bay
Khwezilomso	Ngcayisa	Water	8110106932089	Kouga	Hankey
Curzon	Petersen	Water	8202035229081	Kouga	Humansdorp
Mbuyiselo	Tshina	Water	6103125755088	Kouga	Hankey
Patrick	Thokoane	Water	7610055332083	Kouga	Patensie
Patric	Koliti	Sewerage	7708215714081	Kouga	Thornhill
Nomaladγ	Jela	Sewerage	7302060585083	Kouga	Humansdorp
Julian	Zietsman	Water	7910035253080	Kouga	Humansdorp

The above mentioned names of Employees will be attending Water & Wastewater Reticulation Training in Knysna (NQF LEVEL 2) they are all Employed learners (18.1). The Training will be starting 1st April 2019 at 08h00.

Regards
Krishen

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SERVICE LEVEL AGREEMENT

NG: Wastewater and Water Reticulation services NQF Level 2,124 Credits SAQA Qualification ID 60169

Between

KOUGA
local municipality
Prosperity through vision

KOUGA MUNICIPALITY

And

THE WATER ACADEMY (PTY) LTD

THE WATER ACADEMY
Clean water for all

Training Provider to LGSETA & EWSETA
Tel: (27) 44 382 6476

Date: 18 October 2017

Directors: K Treffry-Goatley, Jane Treffry-Goatley, Marietjie Prinsloo
Registration Number 2016/360979/07

- "NLRD" means National Learner Registration Database of the Department of Labour
- "PoE" means Portfolio of Evidence

2.3 Obligations of the employer (Municipalities)

- The Employer is obliged to:
- Must release all the registered learners to attend classes and workplace practicals as per learnership requirements.
- Ensure that all the registered learners attend the training as set out in training plan
- Learners to be granted leave of absence from his or her workplace.
- Comply with the terms and conditions of the Learnership Programmes Agreement.
- Provide the classroom for theory training.
- Provide transport for learners to class
- Provide learner catering salaries or stipends as applicable.
- Provide accommodation for learners as required.
- Provide suitable coaching site as per the requirements of the learning programme and transport the learners to the coaching site.
- Provide necessary workplace coaching tools and equipment as per unit standard requirements.
- Provide practical training as per the requirements of the learning programme
- Provide safe storage of the learner PoE's until verified by SETA

2.4 Obligations of the Training Provider

- The Training Provider is obliged to:
- Serve as the contracted training provider in terms of the SETA Standard Learnership Programmes Agreement;
- Provide theory education and training in terms of the Training Programmes Agreement;
- Record, monitor and retain details of theory training provided to the learner;
- Conduct off-the-job assessment and provide reports to the employer on the learner's performance as agreed upon;
- Form part of the panel to compile and conduct final summative assessment;
- Provide on- the- job assessment
- Inform the Employer of any non-attendance of the learner of any of the classes in accordance with training plan
- The training provider will act as the Lead Provider and will be responsible for the management of the Skills Programmes, including the following aspects:
  - Continuous contact with the SETA
  - Telephonic contact with learners, the employer and SETA
  - Record keeping including the following:
    - Completing of logbook and attendance Registers for each Unit Standard

5. CONTACT DETAILS

Employer

Kouga Municipality
33 DA GAMA ROAD,
JEFFREYS BAY, 6330
Contact Person
Zukile Thube
042 200-2200
zthube@kouga.gov.za

Training Provider

The Water Academy
P O Box 355
Knysna 6570
South Africa
Contact person
Lynne Stepney
Phone: 083 393 7706
E-mail :admin@thewateracademy.co.za
Or
Marius Pretorius
Phone 044 382 6476 or 073 675 7610
E-mail : marius@thewateracademy.co.za

6. SIGNATURES

For and on behalf of Kouga Municipality

Name and Duly Authorised:

CHARL DU PLESSIS

Signature: .....

Signed and dated at JEFFREYS BAY on this the 23 day of OCTOBER 2017

As Witnesses

1. _____ 2. _____

For and on behalf of The Water Academy:
Name and Duly Authorised:

M. Pretorius

Signature: .....

Signed and dated at Knysna on this the 24th day of October 2017

As Witnesses

1. _____ 2. _____

Joezay Reed

From: Zandile Gxuluwe
Sent: 14 March 2019 08:47 AM
To: Joezay Reed
Cc: Krishen Moodley; David de Jager
Subject: RE: Proof of payment for Water Reticulation Training Programs

Good Morning Joezay,

Please find the below information as requested.

Name	Surname	Section	ID Number	Municipality	Administrative Unit
Melton	Desha	Water	6707235399080	Kouga	Hankey
Bongani	Grootboom	Water	7207265658082	Kouga	Hankey
Mbulelo	Grootboom	Public works	7403285730080	Kouga	Jeffreys Bay
Sandile	Grootboom	Sewerage	6804145314083	Kouga	Hankey
Fergus	Harmse	Public Works	8106065178086	Kouga	Jeffreys Bay
Loyiso	Jack	Sewerage	7511125977081	Kouga	Jeffreys Bay
Monwabisi	Katoo	Sewerage	6206285770084	Kouga	Hankey
Luyolo	Matodlana	Water	7111165679083	Kouga	Humansdorp
Alfred	Mgqandu	Sewerage	6512125782084	Kouga	Jeffreys Bay
Khwezilomso	Ngcayisa	Water	8110106932089	Kouga	Hankey
Curzon	Petersen	Water	8202035229081	Kouga	Humansdorp
Mbuyiselo	Tshina	Water	6103125755088	Kouga	Hankey
Patrick	Thokoane	Water	7610055332083	Kouga	Patensie
Patric	Koliti	Sewerage	7708215714081	Kouga	Thornhill
Nomalady	Jela	Sewerage	7302060585083	Kouga	Humansdorp
Julian	Zietsman	Water	7910035253080	Kouga	Humansdorp

The above mentioned names of Employees will be attending Water & Wastewater Reticulation Training in Knysna (NQF LEVEL 2) they are all Employed learners (18.1). The Training will be starting 1st April 2019 at 08h00.

Regards
Zandi

From: Joezay Reed <jreed@kouga.gov.za>
Sent: Thursday, March 14, 2019 8:28 AM
To: Krishen Moodley <kmoodley@kouga.gov.za>
Cc: Zandile Gxuluwe <zgxuluwe@kouga.gov.za>
Subject: RE: Proof of payment for Water Reticulation Training Programs

Hi Director / Zandile

Please provide me with the dates when they must leave and return as well as the names of the people attending this training.

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Humansdorp
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Loerie
Oyster Bay
Patensie
St Francis Bay
Thornhill

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Tel: 042 200 2200 / 042 200 8300
Fax: 042 200 8606
Email: registry@kouga.gov.za
Website: www.kouga.gov.za

MEMORANDUM

To: Municipal Manager

Cc: Chief Financial Officer

From: Director: Infrastructure, Planning and Development

Date: 25 August 2017

Emergency drought intervention: Development of additional ground water sources.

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.

The Kouga Municipality declared a local state of disaster in terms of Section 55(1) of the Disaster Management Act No 57 of 2002.

The declaration of a local state of disaster was published in the extraordinary Provincial Gazette No 3876, dated 12 June 2017.

The Disaster Management Act 57 of 2002 defines a "disaster" as a progressive or sudden, widespread or localized, natural or human-caused occurrence which-

(a) *Causes or threatens to cause:*
- (i) *Death, injury or diseases*
- (ii) *Damage to property, infrastructure or the environment: or*
- (iii) *Disruption of the life of a community; and*

(b) *Is of a magnitude that exceeds the ability of those affected by the disaster to cope with its effects using own resources."*

Contents.

Kouga Municipality declared a local state of disaster in terms of the Disaster Management Act(Act 57 of 2002) in order to enable the following;

- The release of the available resources of the Municipality, including stores, equipment, vehicles.
- The release of personnel of the Municipality for the assistance and rendering of mitigating actions,
- Relaxation of procurement processes,

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and for application to be made to the provincial and national governments to contribute financially in order to mitigate and recover from the disaster.

If the current drought conditions persist it will have severe adverse consequences and far reaching negative implications for the Kouga region as a whole. Especially as the region is a holiday destination and we are nearing the hot summer festive period with the influx of holiday makers.

There are already indications that groundwater/boreholes in Oyster Bay and Kruisfontein are under severe stress.

In view of the potentially disastrous consequences if the drought persists, the following actions was adopted into an Emergency Action Plan and need to be implemented, namely the investigation, identification and development of additional groundwater sources.

Financial Implications

There is no provision made on the current 2017/2018 budget for the implementation of drought relief measures.

An operational vote number for drought interventions needs to be created whereafter funds identified on the approved operational budget will be transferred.

The estimated cost to implement Phase 1 is R 1,444,826.88 VAT included.

Phase 1 is to be implemented as part of the operational cost.
The following operational funds transfer is proposed;

From Vote:

Vote	Description	Budget Amount	Budget virement	Amount Available
20170702071239	Repair and Maintenance Roads	R 4,700,000	R 600,000	R 4,100,000
20170702072390	Repair and Maintenance Roads Materials	R 2,525,000	R 700,000	R 1,825,000

To Vote:

Vote	Description	Amount	Budget virement	Amount Available
20170702071097	Water Distribution Engineering	R 200,000	R 1,300,000	R 1,500,000

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Implementation of Phase 2 and 3 is deemed to be part of capital expenditure and must therefore be funded from the capital expenditure budget. The 2017/2018 approved institutional capital budget needs to be re-prioritized to fund the implementation of Phases 2 and 3.

Recommendations.

Permission is therefore requested to invoke the following clauses of Section 39 of the Supply Chain Policy for the appointment of a professional service provider to do emergency investigation of additional potential groundwater sources within the municipal boundary.

S39(1)(a)(i) *"in an emergency "* – As the main water supply dams within the Algoa System(Churchill, Mpofu, Kouga and Loerie), from which Kouga Municipality obtain potable water are critical low. The existing municipal boreholes are also under severe strain.

and

S39(1) (a) (v)" in any other exceptional case where it is impractical or impossible to follow the official procurement processes ". Urgent additional water sources to augment current supply need to be investigated and developed. It is impractical to follow the official procurement process will be a long timeous process.

Action required include, undertaking of a Hydro census, Geological mapping, Geophysics and borehole sitting.

An estimated cost for the above is R 1,267,392.00 plus Vat.

The actual drilling and equipping of the new boreholes as well connecting the boreholes to municipal infrastructure will be additional to the above cost.

It is therefore recommended that the professional service provider, **Aurecon** be appointment to all required investigations, drilling supervision, pump testing, contract management pertaining to the entire project namely for Phases 1,2 and 3.

Aurecon is an experienced professional service provider who has in the past successfully executed and completed projects on behalf of Kouga Municipality, as well as the Nelson Mandela Metro and has the necessary capacity and resources to execute this mandate.

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Website: www.kouga.gov.za

V.W.FELTON
DIRECTOR: INFRASTRUCTURE, PLANNING AND DEVELOPMENT
REQUESTED

It is confirmed that the necessary provision exists on the 2017/18 Operating Budget. 11/9/2017

S.THYS
CHIEF FINANCIAL OFFICER
~~RECOMMENDED/NOT RECOMMENDED~~

C DU PLESSIS
~~ACCOUNTING~~ OFFICER
APPROVED/NOT APPROVED

...oath,
...ers Office Park
...ner Heugh Road and 3rd Avenue
...Walmer
Port Elizabeth 6070
PO Box 5328
Walmer 6065
Port Elizabeth
South Africa

T +27 41 503 3900
F +27 86 600 4037
E portelizabeth@aurecongroup.com
W aurecongroup.com

aurecon

7 August 2017

Mr Eddie Oosthuizen
Manager Technical Services
Kouga Municipality
PO Box 21
Jeffreys Bay
5330

Dear Mr Oosthuizen

KOUGA MUNICIPALITY: INVESTIGATION INTO GROUND WATER POTENTIAL: COST PROPOSAL

I refer to our discussion on Tuesday 1 August 2017.

Thank you for the opportunity to submit to you a proposal to assist in alleviating the effect of the current drought as well as recurring future droughts.

Attached find a provisional cost proposal to investigate groundwater potential in six (6) areas within the Kouga municipal area. (Please refer to the attached costing spreadsheet for details.)

The cost proposal consists of 3 Phases:

- Phase 1: This Phase consists of all the actions required to site the boreholes and includes a Hydrocensus of the areas, establishing municipal boundaries, Geological mapping, Geophysics and Borehole siting.
  The deliverable for this phase will be a borehole siting report.

- Phase 2: During this phase actual drilling and test pumping of the holes will be done. Water quality samples will be analysed to determine the suitability of the water in relation to SANS standard for drinking water quality. Please note that the cost estimate is limited to the amount of boreholes indicated in the costing spreadsheet and does not include for the application of a Water Use Licence.
  The deliverable for this phase will be a report summarising all the findings, including recommended pumping rates from each borehole.

Aurecon South Africa (Pty) Ltd
Board of Directors
...

aurecon

- Phase 3: This phase deals with the design of the borehole pumps, conveyance infrastructure and treatment (if required). No cost for this phase has been included as the above two phases need to be completed before a meaningful (realistic) cost estimate can be provided.

Please note that where identified drilling sites are located on land which does not belong to the Municipality, it will be the Municipality's responsibility to arrange for access and obtain permission from the landowner(s).

As you are aware, the DWS has recently concluded a term tender with drillers. We suggest that the Municipality start the process of appointing the same drillers through a Section 32 or Section 39 process. This will ensure that drilling can start as soon as boreholes have been sited.

We wish to assure you of our dedication and commitment to successfully conclude this task, should we be appointed.

We trust you will find this in order, but should you require further clarity, please do not hesitate to contact me.

Yours faithfully

Marius van Jaarsveld
Technical Director

Enc: Cost proposal

Copies: Johan van der Mescht – Aurecon
Dr. Ricky Murray – Ground Water Africa

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MEMORANDUM

To: Municipal Manager

Cc: Chief Financial Officer

From: Director: Infrastructure and Engineering

Date: 13 July 2018

Emergency drought intervention: Water Conservation and Demand Management.

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.

The Kouga Council re-declared a local state of disaster at the Council Meeting held on 29 June 2018 under item 18/06/I&E1

The Disaster Management Act 57 of 2002 defines a "disaster" as a progressive or sudden, widespread or localized, natural or human-caused occurrence which-

(a) Causes or threatens to cause:
- *(i) Death, injury or diseases*
- *(ii) Damage to property, infrastructure or the environment: or*
- *(iii) Disruption of the life of a community; and*

(b) Is of a magnitude that exceeds the ability of those affected by the disaster to cope with its effects using own resources."

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Contents.

Kouga Municipality declared a local state of disaster in terms of the Disaster Management Act(Act 57 of 2002) in order to enable the following;

- The release of the available resources of the Municipality, including stores, equipment, vehicles.
- The release of personnel of the Municipality for the assistance and rendering of mitigating actions,
- Relaxation of procurement processes,

and for application to be made to the provincial and national governments to contribute financially in order to mitigate and recover from the disaster.

Kouga Local Municipality, as a local authority, strives to conduct business as governed by the Constitution of the Republic of South Africa No 108 of 1996.

The main principles from the constitution can be defined as follows:

- Ensure sustainable provision of services to communities
- Promote safe and healthy environment

Hence the Constitution ensures the right of each citizen in the country to a basic form of potable water supply.

The Towns of Hankey and Patensie are allocated an annual quota of raw water from the Kouga Dam via the canal system which is operated by the Gamtoos Irrigation Board on behalf of the Department of Water and Sanitation. Raw water is treated at the Patensie and Hankey water treatment works to potable standard before distribution. Due to the ongoing drought, severe restrictions were imposed by the Department for Water and Sanitation from the Kouga Dam on quotas both for domestic (75% of full quota) and irrigation (40% of full quota) for use during the 2017/2018 water year. Further, more stringent restrictions were imposed for the 2018/2019 water year, commencing on 1 July 2018, namely only 20% of full allocation for irrigation and 70% of full allocation for domestic use.

As at beginning of 11 July 2018 the level of the Kouga dam was at 7, 4%, which is the lowest level since construction. Unfortunately domestic use in both Patensie and Hankey has exceeded the annual water allocation and urgent and drastic measures are required to curtail over abstraction and high usages.

If the current drought conditions persist it will have severe adverse consequences and far reaching negative implications for the Gamtoos Valley and the Kouga region as a whole.

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It is therefore of paramount importance to implement urgent Water Conservation and Water Demand Management/Water loss reduction initiatives without any delay, to ensure the optimal and efficient use of the limited remaining water resources available.

In view of the potentially disastrous consequences should the drought persists, the following actions were adopted in an Emergency Action Plan and need to be implemented, as a matter of extreme urgency, namely;

1. Reduce Water loss/Non-Revenue Water Interventions
   - Audit all domestic, Institutional, Commercial and Industrial water meters and connections
   - Audit internal plumbing of poor households for leaks
   - Assistance to the Poor- internal repairs to leaking taps and toilet cisterns.
   - Audit ablution facilities of schools for water wastage.
   - Investigate high water users/consumers installation

2. Water meter replacement
   - Attend to water meters not registering/leaking meters
   - Replace water meters older than 10 years –possible under registering usage

Financial Implications

A Scope of Works together with a Bill of Quantities was sent to service providers for quotations. The following has been obtained from service providers as indicated below.

	Re-Solve/EAS JV	Water & Pumping Solutions	IX Engineers
Total VAT included	R 4,000,572.62	R 5,658,560.05	R 5,987,460.05

Above quotations were based on a Bill of Quantities (BoQ) prepared by the Technical Services Department. The BoQ was drafted using quantities for various services to be rendered focusing on Water Conservation and Demand Management initiatives in the towns of Hankey and Patensie.

Provision made has been made on the 2018/2019 operating budget for the implementation of drought relief measures, which includes contracted services to implement Water Conservation and Demand Management (WCDM) initiatives.

Funds are available under the following votes.

201 707 020 71097 Contracted services: Planning (civil) = R 1,050,000.00

201 807 020 70213 Water Saving Initiatives = R 1,000,000.00

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Website: www.kouga.gov.za

Permission is therefore requested to invoke the following clauses of Section 36 of the Kouga Supply Chain Policy for the appointment of a professional service provider/team to implement the required Water Conservation and Demand Management initiatives within the Kouga municipal boundary focusing of the towns of Patensie and Hankey.

S36(1)(a)(i) *"in an emergency "* – As the main water supply dams within the Algoa System(Churchill, Mpofu, Kouga and Loerie), from which Kouga Municipality obtain potable water are critically low and therefore urgent Water Conservation and Demand Management initiatives need to be implemented and a concerted effort made to reduce water use to ensure optimal and efficient use of available water. Should water not be available for domestic use, it will result in potential health risk to residents (spread of dread diseases) and environmental pollution.

Recommendation

It is therefore recommended that

i. the professional service provider, Re-Solve/Engineering Advice & Services Joint Venture(Re-Solve/EAS JV) be appointed to implement Water Conservation and Demand Management / Water loss prevention and detection initiatives.
ii. Appointment of Re-Solve/Engineering Advice & Services Joint Venture (Re-Solve/EAS JV) be based on the unit rates supplied (i.e. as reflected in the Bill of Quantities), within the available budget.

It must be noted that Re-Solve/Engineering Advice & Services Joint Venture(Re-Solve/EAS JV) is a specialised and experienced professional service provider who has successfully executed and completed projects on behalf of Kouga Municipality in the past and has the necessary capacity and resources to execute this mandate.

V.W.FELTON
DIRECTOR: INFRASTRUCTURE and ENIGEERING
REQUESTED

18/7/2018

S.THYS
CHIEF FINANCIAL OFFICER

C DU PLESSIS 19/7/2018
ACCOUNTING OFFICER
APPROVED/NOT APPROVED

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MEMORANDUM

To: Municipal Manager

Cc: Chief Financial Officer

From: Director: Infrastructure and Engineering

Date: 29 October 2018

Emergency drought intervention: Appointment of Professional Service Provider.

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.

The Kouga Council re-declared a local state of disaster at the Council Meeting held on 29 June 2018 under item 18/06/I&E1

The Disaster Management Act 57 of 2002 defines a "disaster" as a progressive or sudden, widespread or localized, natural or human-caused occurrence which-

(a) Causes or threatens to cause:
- *(i) Death, injury or diseases*
- *(ii) Damage to property, infrastructure or the environment: or*
- *(iii) Disruption of the life of a community; and*

(b) is of a magnitude that exceeds the ability of those affected by the disaster to cope with its effects using own resources."

Contents.

Kouga Municipality declared a local state of disaster in terms of the Disaster Management Act(Act 57 of 2002) in order to enable the following:

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Re- Solve/EAS JV
73 Heugh Road
Walmer
Port Elizabeth
6065

20 July 2018

Mr. Pieter Joubert (pieterj@easpe.co.za)

Emergency drought intervention: Water Conservation and Demand Management.

Your cost proposal dated 4 July 2018 bears reference.

We are pleased to inform you that Re-Solve/Engineering Advice and Services Joint Venture has been appointed for the implementation of the abovementioned project.

Kindly be advised that the Kouga Municipality accepts your cost proposal and your appointment is based on unit rates supplied as reflected in the Bill of Quantities (BoQ).

Your appointment will be in accordance with *"CIDB Standard Professional Services Contract- Edition 3 of CIDB document 1014"*.

Please take note of the following:

i. Proof of applicable Professional Indemnity to be submitted.
ii. Detailed program including cash flow for planned activities be submitted for approval
iii. Payment will be done on milestones achieved as per approved program

Please take cognisance of the fact that this is a priority project for Kouga Municipality and the urgent implementation is of utmost importance.

Kindly direct enquiries in this regard to the Manager: Technical Services Mr.E.Oosthuizen .

C DU PLESSIS
MUNICIPAL MANAGER

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Contents.

Kouga Municipality declared a local state of disaster in terms of the Disaster Management Act(Act 57 of 2002) in order to enable the following;

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(b) is of a magnitude that exceeds the ability of those affected by the disaster to cope with its effects using own resources."

Contents.

Kouga Municipality declared a local state of disaster in terms of the Disaster Management Act(Act 57 of 2002) in order to enable the following:

- The release of the available resources of the Municipality, including stores, equipment, vehicles.
- The release of personnel of the Municipality for the assistance and rendering of mitigating actions,
- Relaxation of procurement processes,

and for application to be made to the provincial and national governments to contribute financially in order to mitigate and recover from the disaster.

Kouga Local Municipality, as a local authority, strives to conduct business as governed by the Constitution of the Republic of South Africa No 108 of 1996.

The main principles from the constitution can be defined as follows:

- Ensure sustainable provision of services to communities
- Promote safe and healthy environment

Hence the Constitution ensures the right of each citizen in the country to a basic form of potable water supply.

Financial Implications

Drought relief funds were allocated to Kouga Municipality to the tune of R 151m and were Gazetted on 4 October 2018 in Government Gazette No 41958.

As per the allocation letter issued by the Department of Water and Sanitation dated 16 October 2018, the funds need to the spend before 31 March 2019.

The renumeration of the PSP will be on an Times based fees in terms of Section 4.2 of the *"Guideline for Services and Process for Estimating Fees for Persons Registered in terms of the Engineering Profession"* Act, 2000(Act No 46 of 2000).

The Scope of work for the appointment of the PSP will be the following:

- Define scope of works for projects
- Contract documentation
- Project Management
- Quality and cost control

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- Certification of works.

Permission is therefore requested to invoke the following clauses of Section 36 of the Kouga Supply Chain Policy for the appointment of a professional service provider/team to assist with the implementation of drought relief projects.

S36(1)(a)(i) *"in an emergency "* – As the main water supply dams within the Algoa System(Churchill, Mpofu, Kouga and Loerie), from which Kouga Municipality obtain potable water are critically low and therefore urgent drought intervention projects need to be implemented and a concerted effort made to reduce water use to ensure optimal and efficient use of available water. Should water not be available for domestic use, it will result in potential health risk to residents (spread of dread diseases) and environmental pollution.

Recommendation

It is therefore recommended that

i. the professional service provider, MJM Consulting Engineers be appointed to assist with the implementation of Drought related projects.
ii. Appointment of MJM Consulting Engineers on an times based fees in terms of Section 4.2 of the *"Guideline for Services and Process for Estimating Fees for Persons Registered in terms of the Engineering Profession"* Act, 2000(Act No 46 of 2000).

It must be noted that MJM Consulting Engineers is an experienced professional service provider and has the necessary capacity and resources to execute this mandate.

29/10/18

V.W.FELTON
DIRECTOR: INFRASTRUCTURE and ENIGEERING
REQUESTED

5/11/2018

S.THYS
CHIEF FINANCIAL OFFICER

5/11/2018

C DU PLESSIS
ACCOUNTING OFFICER
APPROVED/NOT APPROVED

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MJM Consulting Engineers
P.O Box 210902
The Fig Tree
Port Elizabeth
6033

6 November 2018

Attention: Mr. M. Meiring

RE: Emergency drought intervention: Appointment of Professional Service Provider

Dear Sir,

Kouga Local Municipality hereby advised you that appointment will be based on a time cost basis (Guideline Scope of Services and Tariff of Fees for Persons Registered in terms of the Engineering Profession Act, 2000) as per your proposal dated 22 October 2018.

Please be advised that your appointment is subject to the following conditions:

- The award be accepted in writing.
- Proof of applicable insurances be submitted within 14 days from commencement date.
- Detailed programme for planned activities be submitted which is subject to approval by Kouga Local Municipality.
- Detailed cashflow for planned activities be submitted which is subject to approval by Kouga Local Municipality.
- The implementation of the project will be limited to the amounts approved in the business plans for the respective projects.
- All correspondence pertaining to the project is to be forwarded to the municipality marked for attention: Mr. E.Oosthuizen.
- Kindly provide name/s of senior persons within your firm who will be authorized representatives.
- That all contractual documentation be kept updated for the contract period.
- Signing of the CIDB standard professional services contract.

This is a priority project for our Council and your urgency in implementation thereof is of utmost importance.

Yours truly,

MR. C. du PLESSIS
MUNICIPAL MANAGER

MJM
CONSULTING ENGINEERS

MJM Consulting Engineers (Pty) Ltd
12 Yorkshire Road, Springfield, Port Elizabeth 6070
PO Box 210902, The Fig Tree, Port Elizabeth 6033
Cell : 082 898 3935
Fax : 041 367 1041
Email : info@mjmconsult.co.za

22 October 2018
2018-020

Kouga Municipality
PO Box 21
Jeffreys Bay
6330

Attention: Mr Victor Felton

Dear Sir

Drought Relief Intervention – Water Conservation and Demand Management
Professional Services Fee Proposal

1. Introduction

Mr Victor Felton of Kouga Municipality (Kouga) requested MJM Consulting Engineers (Pty) Ltd (MJM) to submit a proposal for the provision of professional engineering services to Kouga for six of the Drought Relief Intervention projects.

2. Scope of Work

We understand the Scope of Works to include the following:

- .Define scope of works for contractors
- Contract documentation
- Project management
- Quality and cost control
- Certification of Works

3. Professional Fees and Disbursements

As discussed, we proposed the following w.r.t. professional fees and disbursements:

- Renumeration will be on a time and cost bases. A record will be kept of the time spent and costs incurred, and these supporting documents will be submitted with our monthly fee invoice to the Client,
- Time based fees shall be calculated in terms of Section 4.2 Time Based Fees of the "Guideline for Services and Processes for Estimating Fees for Persons Registered in terms of the Engineering Profession Act, 2000 (Act No. 46 of 2000).
  - In terms of Section 4.2 of the guideline, Mr Meiring will fall in Category B and based on the calculation his rate should be R 2 200/hour excl VAT.

- However, based on the nature of works, we proposed that Mr Meiring's rate be based on Category C which is **R 1 750/h excl VAT.** This rate is also in line with the hourly fee rates for consultants (July 2018) published by the Department of Public Service and Administration.
- The rate for Mr Setzkorn (if and when his services is required) is based on Category D and is calculated to be **R 1 320/h excl VAT.**

- Disbursements such as printing, documentation and traveling will be claimed at the latest reimbursable rates as published by the National Department of Public Works.

Table 4-1 : Professional Fees and Disbursements (excl VAT)

Activity	Rate
Professional Fees	
Principal Technologist / Director : Mr MJ Meiring	R 1 750.00/h
Senior Technologist : Mr Fritz Setzkorn	R 1 320.00/h
Disbursements	Department of Public Works

Our proposal is subject to MJM's Commercial Terms and Conditions, enclosed.

3.1 Payment Terms

The proposal submitted MJM is subject to the following payment terms:

- Monthly invoices shall be submitted to the client during the 1st week of the month for work done the previous month.
- Payment is due 30 days from date of invoice.
- Interest will be charged on overdue accounts.

4. Concluding Remarks

We would like to take this opportunity to thank you for inviting MJM Consulting Engineers to submit this proposal. We trust that this proposal meets with your requirements and should you have any queries, please do not hesitate to contact the undersigned.

Yours faithfully,
MJM Consulting Engineers (Pty) Ltd

Marinus Meiring Pr Tech Eng
Managing Director

COMMERCIAL TERMS AND CONDITIONS

MJM Consulting Engineers will perform the work in accordance with the PROCSA Professional Services Agreement with the following clarifications.

Effective Date

With reference to cl 4.0, this agreement will be effective from the date of signing of the acceptance of offer and for a maximum of 1 year from the effective date or on completion of the project (i.e. issuing of the Certificate of Completion), whichever comes first.

Standard of Care

MJM Consulting Engineers will perform the Services with due care, skill and diligence in accordance with the standard of care normally exercised by professionals providing similar services under similar circumstances.

Limitation of Liability

With reference to cl 7.2, the limit of liability per claim and in the aggregate will be twice the professional services fees.

With reference to cl 8.0, the limit of professional indemnity insurance per claim and in the aggregate will be twice the professional services fees.

Duration of liability

Any claim, action or proceeding against **MJM Consulting Engineers** in connection with this Agreement, including any warranty claims must be made within 12 months of the earlier of completion of the Services and termination of this Agreement.

Consequential Liability

MJM Consulting Engineers has no liability to the Client for any losses, damages or costs that can be construed as an indirect, special, punitive or consequential losses, damages or costs.

Acceptance of Proposal

Drought Relief Intervention – Water Conservation and Demand Management: Professional Engineering Services

Kouga Municipality
(hereinafter referred to as "Client")

and

MJM Consulting Engineers (Pty) Limited ("MJM")

The Client agrees to the proposal pricing and payment contractual terms, estimated time of delivery of deliverables to be provided by MJM as described in the scope of work. The client agrees to provide the necessary documents, drawings and other information as requested by MJM.

Thus done and signed at JEFFREYS BAY on this 8 day of NOVEMBER 2018

For on on behalf of the Client

Signature : _____

Name : CHARL DU PLESSIS

Title / Capacity : MUNICIPAL MANAGER

Witness

Signature : _____

Name : ELSA GOMEZ

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INTERNAL MEMORANDUM

TO : Chief Financial Officer
Director: Planning, Development & Tourism
CC : Municipal Manager

FROM: Manager: Planning and Development

DATE : 12 April 2019

SUBJECT: **RE: DEVIATION OF SUPPLY CHAIN PROCESS TO APPOINT SERVICE PROVIDER IN TERMS OF SECTION 36("WHERE THERE IS A REQUIREMENT FOR COMPATIBILITY, CONTINUITY AND ALIGNMENT")**

INTRODUCTION

The Town Planning Section has started with a process to review and streamline certain work flows within Ovvio and provide end user training on the new changes. Ovvio is the Electronic Land Use Management System that is currently being utilized by the Municipality.

BACKGROUND

The Municipality has appointed the Service Provider, Setplan through its Supply Chain Management Process for the implementation of the OVVIO Software System. ***(See attached Service Level Agreement)***

In terms of the Agreement the Service Provider must provide operational support which includes the correct functioning of the Ovvio software as well as the day-to-day use of the functions of the software by end users.

However, operational support does not include the following service support items, which are typically data analysis, data manipulation, data cleansing and integration services, data verification, map production, business process analysis and **work flow compilation**, data correction additional software development and **end user training**.

We therefore request to do a deviation in terms of Section 36(a)(ii) (c) of the Supply Chain Management Policy, simple because *'There is a requirement for*

compatibility, continuity and alignment". **Therefore, bringing a new service provider at this stage would yield value for money for the municipality.**

This legislation authorizes the Accounting Officer to dispense of the official procurement processes established by said policy and procure any required goods or services through deviation and in exceptional cases where it is impractical or impossible to follow official procurement processes.

Furthermore, Section 32 (2) states that the accounting officer must record the reasons for any deviations in terms of Sub-Paragraph (1) (a) and (b) of the policy and report them to the next Council Meeting and include it as a note to the annual financial statements.

MOTIVATION

The purpose of this request is to seek authorization from the Accounting Officer in terms of Section 36(1)(a)(ii) (c) to deviate from normal procurement processes of the Kouga Municipal Supply Chain Policy to settle the costs incurred for utilizing the services of Setplan, who provided work flow compilation and end user training on the Ovvio Software System.

The reason for the deviation resulted from the fact that Setplan got an existing service level agreement with Kouga Municipality to implement Ovvio; hence it would not be practical to procure the services from another service provider but rather to expand the current service level agreement to include the items namely work flow compilations and end user training.

FINANCIAL IMPLICATIONS

Requisition –

That the following vote number be used: 20180702070132
Budget Amount: R200 000.00
Available Amount: R137 782.61

It must also be noted that during consultation with the Budget and Treasury Section it was confirmed that the funds currently available in the Computer Software u-key (R137 782.61)will be sufficient to cover this invoice (5045) as the amount excluding VAT (R128 300.00) is less than the available funds.

RECOMMENDATIONS

That the following requisition number be approved for the payment of the Service Provider (Requisition 95429, amount R147 545.00).

MR. J.M. MARAIS
MANAGER: PLANNING & DEVELOPMENT

MS. F. MABUSELA
DIRECTOR: PDT

..... APPROVED/NOT APPROVED

MR. S. THYS
CFO

26/4/2019
..... APPROVED/NOT APPROVED

Mr. C. DU PLESSIS
MUNICIPAL MANAGER

..... APPROVED/NOT APPROVED

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DIRECTOR: PDT

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APPROVED/NOT APPROVED

MR. S. THYS
CFO

26/7/2019
.....
APPROVED/NOT APPROVED

Mr. C. DU PLESSIS
MUNICIPAL MANAGER

.....
APPROVED/NOT APPROVED

SERVICE LEVEL AGREEMENT

Entered into by and between

Kouga Municipality

(Hereafter referred to as the "Client")

Herein represented by

Charl du Plessis (Full Name)

671015 5014 085 (ID Nr)

In his capacity as

Municipal Manager

AND

SETPLAN (PTY) LTD
2004/004700/07

(Hereafter referred to as the "Service Provider")

Herein represented by

Carel Christiaan Olivier (Full Name)

731129 5003 085 (ID Nr)

In his capacity as

Director

4: DURATION OF AGREEMENT

4.1 Notwithstanding the date of signature hereof this Agreement shall be deemed to have commenced on 1 September 2017 and shall proceed for a period of **60 months** unless extended in terms of clause 4.3.

4.2 Subject to the terms of clauses 17 and 18 relating to breach and termination respectively, the terms of the Agreement will be from the date stipulated in clause 4.1 supra, unless extended in terms of clause 4.3.

4.3 The terms of Agreement may be extended as a result of bona fide negotiations between the parties. No extension of term shall be valid unless reduced to writing, signed by all parties and attached as **Schedule B** to this agreement.

5. RESPONSIBILITIES OF THE SERVICE PROVIDER

5.1 The Service Provider has implemented the software on the servers and IT network of the client and will provide a license for the software as outlined in Schedule A.

5.2 The Service Provider will provide Support for the Software as follow:

5.2.1 Operational Support

a) 'Operational Support' for users of the Client organisation in the use and operation of the Software.

b) 'Operational Support' includes support for the correct functioning of the OVVIO Software as well as the day to day use of the functions of the Software by end users but does not include data analysis, data manipulation, data cleansing and integration services, data verification, map production, business process analysis and work flow compilation, data correction, additional software development, End User Training, IT hardware, networking and general IT software support as well as on-site support, travel and accommodation, backups, re-installation and restoring of the clients' instance of the OVVIO© Software and data.

c) Operation Support will be provided through a Telephonic and Email based helpdesk facility which will be available during office hours (8:00-17:00 weekdays).

d) Software updates released during the period for which the Software has been licensed.

e) Bi-annual cadastral information updates as sourced from the Surveyor General's Offices.

f) Automated Deeds Data updates (frequency based on the Clients requirements and the provision of the Client's WinDeed credentials).

g) All Operational Support services will be conducted remotely by the Service Provider.

5.2.2 Services Support

a) 'Services Support' includes all support not included under 'Operational Support' as defined in Section 5.2.1. and typically includes: data analysis, data manipulation, data cleansing and integration services, data verification, map production, business process analysis and work flow compilation, data correction, additional software development, End User Training, IT hardware, networking and general IT software support as well as on-site support, travel and accommodation, backups, re-installation and restoring of the clients' instance of the OVVIO© Software and data.

b) Services Support not specified in **Schedule A**, attached, will be billed monthly based on the Service Providers Standard Tariff of Fees.

6. RESPONSIBILITIES OF THE CLIENT.

6.1 To ensure the successful implementation and operation of the Software the responsibilities of the Client are as follows:

a) Payment of the Service Provider for Software Implementation, Software License Fees and Services Support as and when provided.

b) Designate an officer (Designated Official) to co-ordinate the activities of the project;

c) Ensure that relevant information and documents are made available to the Service Provider whenever they are requested;

d) Ensure that the Service Provider is paid for the services rendered within thirty (30) days on receipt of a correct invoice from the Service Provider;

e) Provide suitable IT infrastructure / services for the successful installation and continuous operation of the Software

f) Enable remote access to the designated server on which the software is installed

g) Backup of the Software and the data contained therein

a) Not use or divulge, directly or indirectly; or disclose to others, except to the extent necessary to conduct the BUSINESS any of the CONFIDENTIAL INFORMATION;

b) And against the termination of this Agreement surrender, on demand, any notice, instructions, memoranda or records relating to the CONFIDENTIAL INFORMATION and in the possession or under the control of THE CLIENT, whether contained in written documents, computer disks, tapes or any other electronic storage device;

c) Not retain any copies of or extracts from such documentation or records.

9.3.2 THE SERVICE PROVIDER undertakes that it will, with effect from the EFFECTIVE DATE, keep strictly confidential, all confidential information and intellectual property of THE CLIENT that is disclosed to THE SERVICE PROVIDER as a result of this agreement.

10. INTELLECTUAL PROPERTY RIGHTS

10.1 Acknowledgment and Undertaking

a) THE CLIENT acknowledges and recognizes:

i. The validity of THE SERVICE PROVIDERS' title and rights to the SOFTWARE; and

ii. The importance of the SOFTWARE to the BUSINESS and the goodwill of THE SERVICE PROVIDER.

b) THE CLIENT shall not:

i. Dispute the validity of the SOFTWARE or THE SERVICE PROVIDERS' rights thereto;

ii. Take any action that may impair THE SERVICE PROVIDERS' rights to the SOFTWARE;

iii. Directly or indirectly, seek to register any imitations or foreign translation of the SOFTWARE;

iv. Proceed to register any name which is similar to or an imitation or foreign translation of the SOFTWARE as a domain name or any other device or name which is used as part of or in connection with any website, e-mail address or in any way associated with the internet or electronic communication;

v. Link or frame, either by way of a hypertext reference link or any other electronic means, any website on the internet owned or controlled by the parties with that owned or controlled by THE CLIENT;

vi. Incorporate, copy or reproduce any of the contents of an Internet Website owned by THE SERVICE PROVIDER or any of the SOFTWARE in any Internet Website owned or controlled by THE CLIENT by way of Meta Tagging or in any other way whatsoever;

vii. Modify, add to or omit any part or component of the SOFTWARE;

viii. Claim copyright or ownership in relation to any goods, services or material developed by THE CLIENT whilst providing the SERVICES;

ix. Use any of THE CLIENT' trademarks or trade names in conjunction with the SOFTWARE, other than in accordance with the provisions of this agreement.

10.2 If THE CLIENT becomes aware of any action or potential trade practice which constitutes a threat to the INTELLECTUAL PROPERTY, then it shall:

a) Immediately notify THE SERVICE PROVIDER in writing by providing full details of such threat;

b) Provide such assistance in confronting the threat as THE SERVICE PROVIDER may reasonably require, provided THE CLIENT shall not be obliged to disburse any funds in assisting THE SERVICE PROVIDER.

10.3 If reasonable grounds exist to believe that a breach of the provisions of this paragraph has occurred, or it is necessary to preserve the integrity of the SOFTWARE, THE SERVICE PROVIDER shall be entitled to:

a) Request THE CLIENT to return all SOFTWARE in his or its possession or under the control of THE CLIENT to THE SERVICE PROVIDER;

b) Obtain such free and unrestricted access to THE CLIENT' personal and private assets, (including places of business and computer devices), as may reasonably be required for purposes of verifying that the provisions of this paragraph have not been violated;

c) For purposes of achieving the aforegoing, THE CLIENT authorizes THE SERVICE PROVIDER to:

i. Enter upon or gain access to any premises occupied or controlled by THE CLIENT to search for and inspect any electronic device, storage mechanism or means of recording information or data which could contain the SOFTWARE;

ii. Copy, download or destroy any SOFTWARE found in the possession of THE CLIENT in conflict with the terms of this agreement;

iii. To the extent necessary approach and obtain any Order of Court authorizing the innocent party to enforce any of the rights granted to the parties to secure or protect the SOFTWARE.

16.2 The innocent party's remedies in terms of this clause are without prejudice to any other remedies to which the innocent party may be entitled in law.

16.3 Notwithstanding the provisions of 16.1 above, no party shall be entitled to cancel this Agreement on the grounds of a breach by another party unless the breach is a breach of a term which goes to the root of the contract.

17. TERMINATION OF AGREEMENT

17.1 The Client shall have the right to terminate the Agreement without prejudice to any of its other rights upon the occurrence of any of the following cases:

17.1.1 On commencement of any action for dissolution and/or liquidation of the Service Provider except for the purpose of the amalgamation or restructuring approved in advance by the Client;

17.1.2 If the Service Provider receives a court order to be placed under judicial management or commence liquidation procedures that are not withdrawn within ten (10) days;

17.2 Both Parties have the right to postpone or terminate the whole or any part of the Agreement at any time, provided that in such an event a period of thirty (30) day's written notice, with reasons therefore, is given to the other Party.

17.3 The Service Provider shall receive remuneration for work completed (Services) and Software Implementation Fees and Software License Fees due for the Implementation and License period(s) of the Products implemented at the client as outlined in Schedule A

17.4 Termination of the Agreement will relieve the Client and the Service Provider of their respective obligations in terms of the Agreement.

18. DISPUTE RESOLUTION

18.1 Any dispute arising between the parties to this agreement relating to this agreement or its implementation shall be determined in terms of the provisions of this paragraph unless the parties to the dispute agree otherwise in writing.

18.2 If a dispute arises between the parties, any of the parties shall be entitled to require by written notice to the others, that the dispute be submitted to determination in terms of this paragraph.

18.3 The expert shall be a practicing attorney or advocate not less than ten years standing, appointed by the President for the time being of the South-Eastern Cape Attorneys Association, or its successors (the "EXPERT").

18.4 The EXPERT shall act as an expert and not as an arbitrator.

18.5 The person or entity responsible for appointing the EXPERT shall endeavour to do so within 14 (FOURTEEN) days of receipt of a written request thereto from any of the parties to the dispute.

18.6 The EXPERT shall be entitled:

18.6.1 To specify the procedures that shall apply;

18.6.2 To investigate or cause to be investigated any matter, fact or thing which he considers necessary or desirable in connection with the dispute and for that purpose shall have the widest powers of investigating all books and records of the parties;

18.6.3 To interview and question under oath any of the parties at the instance of any of the parties to the dispute;

18.6.4 To decide the dispute according to legal principles;

18.6.5 To make such award, including an award for specific performance, issue an interdict, award damages or impose a penalty or otherwise as he in his discretion may deem fit and appropriate;

18.6.6 To determine which party shall be liable for his charges;

18.6.7 To require security for his charges prior to proceeding with the determination of the dispute, and to determine the manner in which and the party by whom such security shall be posted, after considering written representations from all parties to the dispute.

18.7 The determination shall be held as soon as possible after it is demanded with a view to it being completed within 30 (THIRTY) days after such demand.

18.8 Any determination made by the EXPERT:

18.8.1 Shall be final and binding;

18.8.2 Will be carried into effect; and

18.8.3 May be made an Order of any Court to whose jurisdiction the parties are subject.

22. SIGNATURES

FOR THE SERVICE PROVIDER

THUS DONE AND SIGNED AT Port Elizabeth ON THIS

24th DAY OF August 2017

Carel Olivier
Full Name (Director)

Signature (Director)

Witness 1

Witness 2

FOR THE CLIENT

THUS DONE AND SIGNED AT _____ ON THIS

_____ DAY OF _____ 20__

Charl du Plessis
Full Name (Municipal Manager)

Signature (Municipal Manager)

Witness 1

Witness 2

ANNEXURE "B"

CONTRACT NAME	CLOSING DATE	DEPARTMENT OFFICIAL	SERVICE PROVIDER	BEC	BAC	MINUTES SIGNED	AMOUNT	Notes
Notice 152/2018 Contract S1 Supply and Delivery of STS Electrical Prepaid Meters for a period ending 30 June 2021	12-Oct-18	**Finance** E. Felix	1. Landys and GYR Pty Ltd 2. Actom Electrical Products a division of Actom	20-Feb-19	11-Apr-19	17-Apr-19	Various rates	Prices inclusive of VAT.
Notice 208/2018 Appointment of a service Provider to facilitate the publication of official notices in the printed media for a 3 year period	11-Jan-19	**Corporate Services** J. Hammes	Sondlo & Knopp Pty Ltd	11-Mar-19	11-Apr-19	17-Apr-19	Various rates	Prices inclusive of VAT.
Notice 169/2018 Supply and Delivery of LDV's to Kouga Municipality	23-Nov-19	**Infrastructure & Engineering** E. Felix	Cancelled	26-Mar-19	11-Apr-19	11-Apr-19	n/a	Tender Cancelled: No responsive bids received.

ANNEXURE C

INFORMALTENDERS-7DAY NOTICES - APRIL 2019

CONTRACT NAME	CLOSING DATE	DEPARTMENT OFFICIAL	SERVICE PROVIDER	EVALUATION DATE	APPROVAL DATE	ORDER DATE	AMOUNT	NOTES
Notice No: 201 /2018 Oil Testing of Transformers	22-Nov-18	**Infrastructure & Engineering** K. du Preez	Silver Solutions 435 CC	19-Feb-19	26-Mar-19	16-Apr-19	R 18 739,30	Price inclusive of VAT. Order No: 106301. Various orders to be issued later- amount reflecting 1st order
Notice No: 16 /2019 Rehabilitation and waterproofing of the roof slab and ancillary works at the ICT Building.	19-Feb-19	**Finance** A. Makomo	Makwande Ukhanyiselo Construction	04-Apr-19	17-Apr-19	17-Apr-19	R 148 583,38	Price inclusive of VAT. Order No: 106337
Notice No: 17 /2019 Lifeguard Surveillance Chair	14-Mar-19	**Community Services** J. Mzwanga	Triochron Trading	04-Apr-19	17-Apr-19	30-Apr-19	R 110 643,80	Price inclusive of VAT. Order No: 106576

Notice No: 20 /2019 Re-advertisement: Supply and Delivery and Installation of Office Furniture	14-Mar-19	**Infrastructure & Engineering** G. Swanepoel	Bidvest Waltons	04-Apr-19	30-Apr-19	30-Apr-19	R 35 199,88	Price inclusive of VAT. Order No: 106574
Notice No: 21 /2019 Re-advertisement: Supply and Delivery and Installation of Office Furniture	14-Mar-19	**Planning, Development & Tourism** C. Camons	Chairleaders Pty Ltd t/a Reliance Furniture Contracts	04-Apr-19	16-Apr-19	18-Apr-19	R 181 832,25	Price inclusive of VAT. Order No: 106362
Notice No: 41 /2019 Conduct a Risk Assessment for all High risk Departments of Kouga Municipality	25-Mar-19	**Corporate Services** D. van Vuuren	Aurec Dealers CC t/a Falcon Fire Arm Academy	02-Apr-19	05-Apr-19	n/a	R 178 624,90	Price inclusive of VAT. Progress payment will be made. No official order only appointment letter issued
Notice No: 43 /2019 Supply and Delivery and Installation of Office Furniture	25-Mar-19	**Corporate Services** M. Rossouw	Workstation Pty Ltd	28-Mar-19	01-Apr-19	05-Apr-19	R 72 422,90	Price inclusive of VAT. Order No: 106097

KOUGA MUNICIPALITY (EC108)

ORDINARY COUNCIL MEETING

FINANCE

DATE: 30 MAY 2019 **ITEM: 19/05/F17**

LEASING OF ERVEN 437 AND ERF 440, VOORTREKKER STREET, HUMANSDORP

1. Introduction

The purpose of this item is to submit a report to Council on the leasing of erven 437 and 440, Voortrekker Street in Humansdorp.

2. Background

As the properties were standing empty and with vandalism already taking place, it was considered imperative to get tenants to occupy the properties, in addition to the properties becoming an insurance risk for Council.

On 7 June 2018, notice number 67/2018 was placed inviting interested individuals to apply for the lease/rental of the two properties, with a closing date for applications of 22 June 2018.

The following applications were received:

ERF 440, 46 Voortrekker Road: 6 applications received-

● Riaan Meintjies	Employee	KLM
● Henryco Erasmus	Employee	KLM
● Lusanda Makupula	Employee	KLM
● Sibongile & Unathi Tshali	Employee	KLM
● Amanda Sobuwa	Employee	KLM
● Frank Tamboer	Employee	KLM

ERF 437, 44 Voortrekker Road: 8 applications received

● Lusanda Makupula	Employee	KLM
● Luyolo Gulwa	Employee	KLM
● Raain Meintjies	Employee	KLM
● Natali Glad	Employee	KLM
● Frank Tamboer	Employee	KLM
● Sibongile & Unathi Tshali	Employee	KLM
● Lesley Van Staden	Employee	KLM
● Lionel Vaaltyn	Employee	KLM

Applications were assessed, based on the following criteria: -

- Affordability – Salary Advices had to be submitted
- Need for accommodation – Staying with family
- Dependents
- Destitute
- Preference given to KLM employees

It is to be noted that no applications were received from the general public.

An evaluation report with recommendation was compiled and forwarded to the Municipal Manager for approval.

The relevant documentation pertaining to this matter, are enclosed as follows:

- Annexure "A": Notice Number 67/2018
- Annexure "B": Evaluation Report
- Annexure "C": Lease Agreement Erf 440, 46 Voortrekker Street
- Annexure "D" Lease Agreement Erf 437, 44 Voortrekker Street

3. Recommendation

3.1 That the report on the leasing of erven 437 and 440, Voortrekker Street, Humansdorp be noted.

3.2 That new leases of all Council owned property be reported to the Finance Portfolio Committee, as a separate item.

Item prepared by Manager: Assets

Item approved by Chief Financial Officer 22/5/2019

Noted by Finance Portfolio Councillor

Item endorsed by Municipal Manager

KOUGA LOCAL MUNICIPALITY

DIRECTORATE FINANCE

NOTICE: 67 /2018

LEASE OF MUNICIPAL PROPERTIES (HOUSES)

The Kouga Local Municipality hereby invites interested individuals to apply for the lease/rental of the following municipal owned properties:

1. House No. Erf 13 Church Street, Patensie
2. House No. Erf437, 44 Voortrekkers Street, Humansdorp
3. House No. Erf 440, 46 Voortrekkers Street, Humansdorp
4. House No. Erf 1053, Majorca Street, St Francis Bay
5. House No. Erf 1324, Natho Street, Humansdorp
6. House No Erf 5830, 16 Kwagga Street. C-Place, Jeffreys Bay

Sealed submission / applications clearly marked **"Lease of Municipal Houses"** must be deposited into a tender box at the Municipal Offices, 33 Da Gama Road, Jeffreys Bay during office hours not later than.

Please note:

- Failure to complete all supplementary / requested information will result in the application being deemed null and avoid.
- Telegraphic, telephonic, telex facsimile email or late tenders will not be accepted.
- This contract will be a period of 12months.
- Applicants must submit certified copy of their ID, monthly income and letter of proof of employment.
- Preference will be given to Municipal employees.
- The Council reserves the right to accept any application and, or part thereof, and does not bind itself to accept or any application.
- The validity period for submission is 7days.
- **Closing date for application is 22 June 2018**
- **It is the Applicant's responsibility to ensure that their application is deposited in the correct tender box. No application documents delivered at any other venue or tender box than the mentioned one will not be considered.**

Any information regarding this notice can be obtained from Mr. V. Dala at 042 200 2067 or vdala@kouga.gov.za.

Ghani Du Plessis

MUNICIPAL MANAGER

P.O. BOX 21
JEFFREYS BAY
6330

KOUGA MUNICIPALITY (EC 108)

EVALUATION REPORT – TENDER NOTICE NO. 67/2017

LEASE MUNICIPAL PROPRETIES AS ADVERTISED ON NOTICE 67/2018

1. **Introduction**

1.1. The purpose of the report is to present to the Management information in order to make recommendation to the Management with regard to leasing out of municipal property.

2. **Conditions of the Tender**

The conditions of Tender are attached in the Tender Document

3. **Comment**

3.1. Attached as annexure A is the tender advert.

3.2. Tenders closed on 22 June 2018.

3.3. Present at the opening was SV Baartman, R Kurat, A Nicholls and V Yake (Intern).

3.4. The Municipality placed an advert for the lease/rental of Six Municipal houses that are vacant and 25 Applications were received attached as Annexure B

3.5 Criteria applied in evaluation for recommendation for appointment.
3.6.1 Affordability – Salary Advice attached
3.6.2 Need for accommodation –staying with family
3.6.3 Dependence -none
3.6.4 Destitute – No place of residence
3.5.5 Preference will be given to Municipal Officials

Applications received per Erven:

Erf 440, 46 Voortrekker Road , Humansdorp.

- RIAAN MEINTJIES- Submitted all supporting documentation (Proof of income/ payslip, application letter, id copy) and is an employee of Kouga Municipality but there was a person who was more destitute for this property hence he was not considered. Applcant employed by Oos Kaap Melkmasjien CC in not consider as per the notice that preffrence has to be given to KLM employee's first.

- HENRYCO ERASMUS Submitted all supporting documentation (Proof of income/ payslip, application letter, id copy) and is an employee of Kouga Municipality but there was a person who was more destitute for this property hence he was not considered. Applicant is a fire fighter stationed in St francis bay, but has not indicated if married nor, if he has and dependents

- TAMBOER FRANK - Submitted all supporting documentation (Proof of income/ payslip, application letter, id copy) and is an employee of Kouga Municipality but there was a person who was more destitute for this property hence he was not considered. Applicant are single, no dependents mentionen, stay in Humansdorp has not indicated if he owns or renting accomadation.

- MAKUPULA LUSANDA - Submitted all supporting documentation (Proof of income/ payslip, application letter, id copy) and is an employee of Kouga Municipality but there was a person who was more destitute for this property hence he was not considered. Applicant are married and renting accomadation I Jeffreys bay , no inducation of dependents.

- TSHALI SIBONGILE & UNATHI - Submitted all supporting documentation (Proof of income/ payslip, application letter, id copy) and is an employee of Kouga Municipality but there was a person who was more destitute for this property hence he was not nceconsidered.Applicant both work for the municipality but have not indicate there marriage stutus and if they have any dependence. Partner is a fire fighter in Humansdorp no indication of were they stay was provided.

- Sobuwa Amanda - Submitted all supporting documentation (Proof of married and is renting income/ payslip, application letter, id copy) and is an employee of Kouga Municipality in terms the condition of lease preference will be given to Municipal employees which make her to be nominate as a candidate to be afforded the one year lease on said property because of the fact that, she is from PE and doesn't not have relative on this side and she will be closer to work. Applicant are a single person have not indicate any dependens on her application or marriage status. Renting in back yard in Humansdorp.

Erf 1053,Majorca Street, St. Francis Bay.

- RIAAN MEINTJIES - Submitted all supporting documentation (Proof of income/ payslip, application letter, id copy) and is not an employee of Kouga Municipality therefore not firther considered his application. Applcant is

employed by Oos Kaap Melkmasjien CC, as per the notice published is that preffrence has to be given to KLM employee's first.

- DAYIMANI MALIBONGWE - Submitted all supporting documentation (Proof of income/ payslip, application letter, id copy) and is an Councillor at Kouga Municipality in terms the condition of lease preference will be given to Municipal employees which make him not to be considered as a candidate to be afforded the one year lease on said property. Affordability: DDP rental amount R12 000 per month = 75% on income none responsive. Applicant is single. Not indicated dependents, currently renting Council property in Hankey request transfer to other property.
- Donavan Wentzel - Submitted all supporting documentation (Proof of income/ payslip, application letter, id copy). and is an official working at Kouga Municipality in terms the condition of lease preference will be given to Municipal employees which make him to be nominate as a candidate to be afforded the one year lease on said property. He is married and have dependents. His application was for both voortrekker and Majorca Street, but was unsucessesful on Voortrekker Road and more suitable to be allocated Majorca street house. He is married and has dependents.

- Erf 5830 , 16 Kwagga Street, C – PLACE, Jeffreys Bay withdrawn from leasing

  - HENRYCO ERASMUS - Submitted all supporting documentation (Proof of income/ payslip, application letter, id copy) and is not an employee of Kouga Municipality but there was a person who was more destitute for this property hence he was not considered. Applcant employed by Oos Kaap Melkmasjien CC in not consider as per the notice that preffrence has to be given to KLM employee's first.
  - DAYIMANI MALIBONGWE - Submitted all supporting documentation (Proof of income/ payslip, application letter, id copy) and is an Councillor of Kouga Municipality but there was a person who was more destitute for this property hence he was not considered. Not indicated dependents, currently renting Council property in Hankey request transfer to other property. No favouraley considered.
  - ZODE NOLUSINDISO - Submitted all supporting documentation (Proof of income/ payslip, application letter, id copy) and is an employee of Kouga Municipality in terms the condition of lease preference will be given to Municipal employees. Applicant has not submiited any supporting information for consideration hence could not be consider and was not favourable consider.
  - SEPTEMBER LESLEY – ANNE - Submitted all supporting documentation (Proof of income/ payslip, application letter, id copy) and is an employee of Kouga

Municipality and whts to relocate to Kouga to be near her palce of work hence she was not considered and be afforded a one year lease contract.Officail is married stays in Uitenhage and comutes daily to work. She has dependents(2 Children)

- BESTER MICHELLE - Submitted all supporting documentation (Proof of income/ payslip, application letter, id copy) and is an employee of Kouga Municipality but there was a person who was more destitute for this property hence she was not considered.Limited supporting documentation for consideration.
- PRINSLOO ROSEMARY - Submitted all supporting documentation (proof of income/ payslip, application letter, id copy, however based on the conditions of the advert it was specified that Municipal employees will get preference and he is not employed with the Kouga Municipality.

Erf 1324 , Nanto Street, Kwa-Nomzamo, Humansdorp

- Gulwa Luyolo - Submitted all supporting documentation (Proof of income/ payslip, application letter, id copy) and is an employee of Kouga Municipality but there was a person who was more destitute for this property hence he was not considered. Single person not married
- Sobuwa Amanda - Submitted all supporting documentation (Proof of income/ payslip, application letter, id copy) and is an employee of Kouga Municipality but there was a person who was more destitute for this property hence he was not considered.Single person not married.
- Swepu, Feziwe -Submitted all supporting documentation (Proof of income/ payslip, application letter, id copy) and is an employee of Kouga Municipality in terms the condition of lease preference will be given to Municipal employees which make her to be nominate as a candidate to be afforded the one year lease on said property.She has one minor child is a single mother works in Humansdorp andhas to travel every day from Patensie to Humansdorp

- **Erf 13 , Church Street, Patensie**

Two applications was receice for the lease of ERF 13 Pantensie.

- Bassil Jafta - Submitted all supporting documentation (Proof of income/ payslip, application letter, id copy) and is an employee of Kouga Municipality in terms the condition of lease preference will be given to Municipal employees which make him to be nominate as a candidate to be afforded the one year lease on said property. He is married and have children
- DU Preez Georg - Submitted all supporting documentation (proof of income/ payslip, application letter, id copy, however based on the conditions of the advert it was specified that Municipal employees will get preference and he is not employed with the Kouga Municipality.

Erf 437, 44 Voortrekker Road , Humansdorp.

Eight applications were received to lease ERF 437 Voortrekker Road

- Makupula Lusanda - Submitted all supporting documentation (Proof of income/ payslip, application letter, id copy) and is an employee of Kouga Municipality in terms the condition of lease preference will be given to Municipal employees which make her to be nominate as a candidate to be afforded the one year lease on said property. The applicant mentioned in her application that her current environment is unsafe and has been a victim of robbery and the property will be a much more safer place.
- Gulwa Luyolo - Submitted all supporting documentation (Proof of income/ payslip, application letter, id copy) and is an employee of Kouga Municipality but there was a person who was more destitute for this property hence he was not considered.
- Riaan Meintjies - Submitted all supporting documentation (Proof of income/ payslip, application letter, id copy) and is an employee of Kouga Municipality but there was a person who was more destitute for this property hence he was not considered.
- Glad Natali - Submitted all supporting documentation (Proof of income/ payslip, application letter, id copy) and is an employee of Kouga Municipality but there was a person who was more destitute for this property hence he was not considered.
- Tamboer Frank - Submitted all supporting documentation (Proof of income/ payslip, application letter, id copy) and is an employee of Kouga Municipality but there was a person who was more destitute for this property hence he was not considered.
- Tshali Sibongile & Unathi - Submitted all supporting documentation (Proof of income/ payslip, application letter, id copy) and is an employee of Kouga Municipality but there was a person who was more destitute for this property hence he was not considered.
- Van Staden Lesley - Submitted all supporting documentation (Proof of income/ payslip, application letter, id copy) and is an employee of Kouga Municipality but there was a person who was more destitute for this property hence he was not considered.
- Vaaltyn Lionel - Submitted all supporting documentation (Proof of income/ payslip, application letter, id copy) and is an employee of Kouga Municipality and is the most destitute for this property hence he was considered in terms

the condition of lease preference will be given to Municipal employees which make him to be nominate as a candidate to be afforded the one year lease on said property because of the fact that, he is married and have children

3.5. The Rental amount per month is calculate at 6% of the basic salary of Council Employees.

4. Recommendations

4.1 That the rental contract be considered and awarding of lease of said property be made to the following applicants as from 1 August 2018:

- ERF 437 Voortrekker Road - Lionel Vaaltyn **(EMP NO 2277)**
- ERF 13 Patensie – Bassil Jafta **(EMP. NO 2674)**
- ERF 1053 Majorca – Donovn Wentzel **(EMP. NO 15030)**
- ERF 440 Voortrekker Road - Sibongile & Unathi Tshali **(EMP No 7077)**
- ERF 5830 KWAGGA STREET **BE WITH DRAW** from leasing and remain ward councilliors office
- ERF 1324 Nantho Street Swepu Feziwe **(EMP. NO 54172)**

4.2 That a lease period of contarct be set a one year lease rental with option to renew after a year

4.3 That Council employees lease rental amount be as per Council rental allowance 6% of their basic salary per month

31/8/2018

SV BAARTMAN **DATE**

MANAGER ASSET & PROPERTY MANAGEMENT

APPROVED/NOT APPROVED: _____

_____

_____

31/05/2018

C. DU PLESSIS

MUNICIPAL MANAGER

DATE

KOUGA

HUUROOREENKOMS

Aangegaan deur en tussen:-

Die **KOUGA MUNISIPALITEIT** te Da Gama Weg 33, Jeffreysbaai

(hierin verteenwoordig deur Mnr. Charl Du Plessis in sy hoedanigheid as Munisipale Bestuurder behoorlik daartoe gemagtig)

(hierna genoem die **VERHUURDER**)

en **Mnr. SIBONGILE TSHALI (ID NR. 780724 5712 089)**

(hierna genoem die **HUURDER**)

KOUGA MUNICIPALITY
MUNISIPALITEIT
DEPARTMENT OF HUMAN RESOURCES
2018 -09- 10
SIGNATURE: .....
VERIFIED / APPROVED

V.S

M.N.
S.C.T

NADEMAAL die HUURDER 'n amptenaar in diens van die VERHUURDER is in die eiendom hierna genoem wens te huur op 'n maandelikse basis.

NOU DERHALWE GETUIG HIERDIE AKTE

Die VERHUURDER verhuur hiermee aan die HUURDER wie in huur aanneem sekere **ERF Nr. 440, 46 Voortrekker Straat, Humansdorp** tesame met alle geboue en verbeterings daarop en wel op die volgende terme en voorwaardes: -

1.

Die huurtermyn sal strek van maand tot maand en sal 'n aanvang neem op 1 September 2018. **Die ooreenkoms en inbegrepe huurverhouding kan deur enige een van die kontrakterende partye met een kalendermaand skriftelike kennisgewing tot die effek beëindig word**.

2.

Die huurprys bedrag 6% van sy inkomste maadlike bruto salaris en is maandeliks vooruit betaalbaar voor of op die 7de dag van elk en iedere maand en wel te kantore van die VERHUURDER, Da Gamaweg, Jeffreysbaai. Die VERHHURDER sal geregtig wees om die huurprys met een kalendermaand kennisgewing tot die effek, aan te pas.

3.

Die HUURDER sal verplig wees om alle belastings, insluitende diensheffings en die normale tariewe vir water en elektrisiteitsgebruik asook riool en saniteitsdienste te betaal.

4.

Die perseel sal uitsluitlik vir residensiële doeleindes gebruik word en mag vir hoegenaamd geen ander doel gebruik word nie. Die perseel moet gebruik en persoonlik bewoon word deur die HUURDER en sy gesin en dit is 'n voorwaarde van hierdie ooreenkoms dat dit deur geen ander persone bewoon sal word

V.S MN S.C.T

gedurende die duur van hierdie huurkontrak nie, bona fide kuiergaste uitgesonderd.

5.

Die HUURDER mag hierdie ooreenkoms nie in sy geheel of gedeeltelik sedeer of oordra nie; ook mag die HUURDER nie die perseel of enige gedeelte daarvan onderverhuur nie; en die HUURDER mag geen verlof aan 'n persoon of persone toelaat om die perseel te okkupeer of daarin te woon of besit daarvan te neem nie.

6.

Indien die HUURDER , nadat hy besit van die genoemde perseel geneem het, ontdek dat die perseel of enige toebehore of die inhoud daarvan insluitende store, sluitels, slotte, vensters, rioolpype en -panne, elektriese of gastoestelle en –toebehore, waterkrane, kooktoestelle, stowe of vuurherde en meubels nie in goeie toestand is nie, moet by binne 3 (drie) dae vanaf die datum van besitneming besonderhede oor sodanige tekortkominge aan die VERHUURDER of sy agente verstrek en indien die HUURDER versuim om dit te doen, sal dit beskou word as erkenning deur die HUURDER dat alles goed en behoorlik herstel en in 'n goeie toestand is en die HUURDER beloof en onderneem hiermee om alles te versorg, op te pas en in 'n dergelike toestand en kondisie te hou tydens die huur van hierdie ooreenkoms en om alles, na beëindiging van hierdie ooreenkoms, in 'n dergelike goeie toestand en kondisie aan die VERHUURDER terug te besorg en te oorhandig, redelike slytasie uitgesluit en om enige skade en enigiets wat gebreek is, te vergoed en te herstel op die HUURDER se eie onkoste en rekening of, as alternatief, om die VERHUURDER te vergoed vir die koste verbonde aan sodanige vervanging, herstel of reparasie. Die HUURDER onderneem hiermee om alle rioopype,waterpype, geute en afvoerslote vry van obstruksies en/of versperrings te hou.

7.

Die HUURDER mag geen struktuur en ander veranderings of byvoegings aan of tot die perseel of enige installasies daarvan aanbring nie.

8.

Die HUURDER onderneem om die terrein van die perseel op eie onkoste in 'n netjiese toestand en vry van alle onkruid te hou en om die huidige tuine en grasperk(e), indien enige, in 'n goeie toestand te hou en dit behoorlik water te gee.

V.S MN S.C.T

9.

Die VERHUURDER se werkers of agente het te alle redelike tye die reg om die genoemde perseel binne te gaan en om enige werk wat op die genoemde perseel verrig moet word en enige veranderings of verbeterings wat nodig mag wees, te doen en aan te bring, sonder enige verhindering of inmenging deur die HUURDER en HUURDER nie geregtig is om enige vermindering van huurgeld ten opsigte van bogenoemde veranderings en/of verbeterings te eis nie.

10.

Die VERHUURDER sal alle hoofmure en dakke in orde hou, maar is nie verantwoordelik vir enige skade veroorsaak deur lekplekke, reën, hael, sneeu of brand of hoegenaamd enige ander oorsaak nie en die VERHHURDER is ook nie aanspreeklik vir enige verlies of skade wat die HUURDER mag ly ten gevolge van enige daad of versuim aan die kant van die VERHUURDER glad nie aanspreeklik vir enige verlies of skade wat die HUURDER mag ly as die perseel wat hiermee verhuur word, op enige stadium in 'n vervalle toestand raak, of as enige herstelwerk wat deur die VERHUURDER gedaag moet word, nie betyds, of glad nie, gedoen word nie en die HUURDER is nie geregtig om op grond van enigeen van bogenoemde redes , of om enige ander rede enige gelde wat kragtens hierdie ooreenkoms betaalbaar is terug te hou nie.

11.

In geval daar 'n brand op die perseel uitbreek, het die VERHUURDER die reg om hierdie huureenkoms te beëindig maar in so 'n geval moet hy enige vooruitbetaalde huurgeld vir enige tydperk na die datum van beëindiging van hierdie huurooreenkoms aan die HUURDER terugbetaal en die HUURDER kan geen eis om skadevergoeding teen die VERHUURDER instel op grond van sodanige beëindiging of op grond van brandskade aan meubels of enige persoonlike besittings nie. Die HUURDER onderneem om geen toestel op die perseel te gebruik, geen handel te dryf, geen prosesse aan te wend en geen ontvlambare of gevaarlike goedere aan te hou wat die VERHUURDER se brandversekerings-polis ongeldig mag maak en/of sy brandversekeringspremie mag verhoog nie.

12.

Indien die HUURDER versuim om besit van die perseel te neem binne 'n tydperk van sewe (7) dae gereken vanaf datum waarvoor daar in hierdie kontrak ooreengekom is, of vanaf die datum waarop die perseel beskikbaar word, het die VERHUURDER in enige sodanige geval die reg en opsie om hierdie ooreenkoms onmiddellik en sonder kennisgewing te kanselleer en daarna sal

MN
V.S

die ooreenkoms verval en van geen bindende waarde wees nie. Indien die ooreenkoms om bogenoemde redes gekanseleer word, sal die VERHUURDER in so 'n geval hoegenaamd geen verdere reg hê nie, nieteenstaande enige teenstrydige bepalings hierin bevat.

13.

Hierdie ooreenkoms is onderworpe aan bekragtiging deur die VERHUURDER binne (7) sewe dae nadat dit deur die HUURDER onderteken is en die VERHUURDER is geregtig om sonadige bekragtiging om enige rede te weerhou, sonder om verduideliking daarvoor te verskaf. Die VERHUURDER se bekragtiging van hierdie ooreenkoms deur hom binne die vasgestelde tyd en by ondertekening hiervan sal die HUURDER nie die reg hê om aanspraak te maak op die bestaan van 'n ooreenkoms, mondeling of andersins nie met die VERHUURDER nie op grond van die feit dat die ooreenkoms deur die HUURDER onderteken is.

14.

Indien die voornoemde huurgeld of enige ander bedrag of bedrae wat kragtens hierdie ooreenkoms deur die HUURDER betaalbaar, is nie stiptelik op die vervaldatum betaal word nie of indien die HUURDER in enige opsig hoegenaamd een of meer van die bepalings en voorwaardes van hierdie ooreenkoms verbreek of sonadige verbreking toelaat, of indien die HUURDER versuim om een of meer van die bepalings van hierdie ooreenkoms na te kom, het die VERHUURDER nieteenstaande enige vorige afstanddoening aan sy kant van enigeen van sy regte kragtens hierdie ooreenkoms die reg om hierdie ooreenkoms onmiddelik en sonder kennisgewing te kanselleer en om besit van die verhuurde perseel te verkry en om enige nodige stappe te doen vir die onmiddellike uitsetting van die HUURDER uit die perseel sonder banadeling van die VERHUURDER se reg om 'n eis in te stel vir enige huurgeld wat reeds verskuldig mag wees en vir enige verdere stappe wat die VERHUURDER mag ly as gevolg van kontrakverbreking of versuim deur die HUURDER, insluitende regsonkoste van enige aard.

15.

Enige kennisgewing wat aan die HUURDER gegee moet word, sal beskou word as op hom gedien as dit aan hom geadresseer word by die verhuurde perseel wat die HUURDER hiermee vir die doeleindes as sy plek van dagvaarding en eksekusie kies.

16.

MN

V.S

S.C.T

Die VERHUURDER en/of sy agente is nie aannspreeklik teenoor die HUURDER vir enige besering of verlies of skade van enige aard wat die HUURDER of enige lid van die HUURDER se familie, of enige werknemer of bediende of enige familiebetrekking, vriend, kennis, besoeker, uitgenooide of gas van die HUURDER, regstreeks of onregstreeks op of in die verhuurde perseel mag opdoen of ly nie. Die HUURDER aanvaar hiermee verantwoordelikheid vir, en stel die VERHUURDER of sy werknemers, bediendes of agente skadeloos ten opsigte van enige besering, skade of verlies opgedoen of eis deur enige sodanige persoon.

17.

Daar word verder onderneem dat hierdie ooreenkoms al die voorwaardes en bepalings wat aangegaan is deur die VERHUURDER en die HUURDER bevat en die HUURDER erken en stem hiermee toe dat geen vertoë, ondernemings of beloftes van hoegenaamd enige aard wat verstrek is deur die VERHUURDER behalwe die wat in hierdie ooreenkomsbevat is, bindend of van krag op die VERHUURDER sal wees nie en dat die bepalings van hierdie ooreenkoms nie gewysig kan word tensy dit skrftelik geskied en deur albei partye onderteken word nie.

GETEKEN te JEFFREYSBAAI op hierdie 31 dag van Augustus 2018.

AS GETUIES:

1.....

2.....

.....
HUURDER

GETEKEN te JEFFREYSBAAI op hierdie 31 dag van Augustus 2018.

AS GETUIES:

1.....

2.....

.....
VERHUURDER

VS MN S.C.T

KOUGA

HUUROOREENKOMS

Aangegaan deur en tussen:-

Die **KOUGA MUNISIPALITEIT** te Da Gama Weg 33, Jeffreysbaai

(hierin verteenwoordig deur Mnr. Charl Du Plessis in sy hoedanigheid as Munisipale Bestuurder behoorlik daartoe gemagtig)

(hierna genoem die **VERHUURDER**)

en **Mnr. LIONEL VAALTYN (ID NR. 711019 5271 085)**

(hierna genoem die **HUURDER**)

KOUGA MUNICIPALITY
MUNISIPALITEIT
DEPARTMENT OF HUMAN RESOURCES
2018 -09- 10
SIGNATURE: .....
VERIFIED / APPROVED

VS L.V.

NADEMAAL die HUURDER 'n amptenaar in diens van die VERHUURDER is in die eiendom hierna genoem wens te huur op 'n maandelikse basis.

NOU DERHALWE GETUIG HIERDIE AKTE

Die VERHUURDER verhuur hiermee aan die HUURDER wie in huur aanneem sekere **ERF Nr. 437, 44 Voortrekker Straat, Humansdorp** tesame met alle geboue en verbeterings daarop en wel op die volgende terme en voorwaardes: -

1.

Die huurtermyn sal strek van maand tot maand en sal 'n aanvang neem op 1 September 2018. **Die ooreenkoms en inbegrepe huurverhouding kan deur enige een van die kontrakterende partye met een kalendermaand skriftelike kennisgewing tot die effek beëindig word.**

2.

Die huurprys bedrag 6% van sy inkomste maadlike bruto salaris en is maandeliks vooruit betaalbaar voor of op die 7de dag van elk en iedere maand en wel te kantore van die VERHUURDER, Da Gamaweg, Jeffreysbaai. Die VERHHURDER sal geregtig wees om die huurprys met een kalendermaand kennisgewing tot die effek, aan te pas.

3.

Die HUURDER sal verplig wees om alle belastings, insluitende diensheffings en die normale tariewe vir water en elektrisiteitsgebruik asook riool en saniteitsdienste te betaal.

4.

Die perseel sal uitsluitlik vir residensiële doeleindes gebruik word en mag vir hoegenaamd geen ander doel gebruik word nie. Die perseel moet gebruik en persoonlik bewoon word deur die HUURDER en sy gesin en dit is 'n voorwaarde van hierdie ooreenkoms dat dit deur geen ander persone bewoon sal word

V.S

gedurende die duur van hierdie huurkontrak nie, bona fide kuiergaste uitgesonderd.

5.

Die HUURDER mag hierdie ooreenkoms nie in sy geheel of gedeeltelik sedeer of oordra nie; ook mag die HUURDER nie die perseel of enige gedeelte daarvan onderverhuur nie; en die HUURDER mag geen verlof aan 'n persoon of persone toelaat om die perseel te okkupeer of daarin te woon of besit daarvan te neem nie.

6.

Indien die HUURDER , nadat hy besit van die genoemde perseel geneem het, ontdek dat die perseel of enige toebehore of die inhoud daarvan insluitende store, sluitels, slotte, vensters, rioolpype en -panne, elektriese of gastoestelle en –toebehore, waterkrane, kooktoestelle, stowe of vuurherde en meubels nie in goeie toestand is nie, moet by binne 3 (drie) dae vanaf die datum van besitneming besonderhede oor sodanige tekortkominge aan die VERHUURDER of sy agente verstrek en indien die HUURDER versuim om dit te doen, sal dit beskou word as erkenning deur die HUURDER dat alles goed en behoorlik herstel en in 'n goeie toestand is en die HUURDER beloof en onderneem hiermee om alles te versorg, op te pas en in 'n dergelike toestand en kondisie te hou tydens die huur van hierdie ooreenkoms en om alles, na beëindiging van hierdie ooreenkoms, in 'n dergelike goeie toestand en kondisie aan die VERHUURDER terug te besorg en te oorhandig, redelike slytasie uitgesluit en om enige skade en enigiets wat gebreek is, te vergoed en te herstel op die HUURDER se eie onkoste en rekening of, as alternatief, om die VERHUURDER te vergoed vir die koste verbonde aan sodanige vervanging, herstel of reparasie. Die HUURDER onderneem hiermee om alle rioopype,waterpype, geute en afvoerslote vry van obstruksies en/of versperrings te hou.

7.

Die HUURDER mag geen struktuur en ander veranderings of byvoegings aan of tot die perseel of enige installasies daarvan aanbring nie.

8.

Die HUURDER onderneem om die terrein van die perseel op eie onkoste in 'n netjiese toestand en vry van alle onkruid te hou en om die huidige tuine en grasperk(e), indien enige, in 'n goeie toestand te hou en dit behoorlik water te gee.

V.S

9.

Die VERHUURDER se werkers of agente het te alle redelike tye die reg om die genoemde perseel binne te gaan en om enige werk wat op die genoemde perseel verrig moet word en enige veranderings of verbeterings wat nodig mag wees, te doen en aan te bring, sonder enige verhindering of inmenging deur die HUURDER en HUURDER nie geregtig is om enige vermindering van huurgeld ten opsigte van bogenoemde veranderings en/of verbeterings te eis nie.

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Die VERHUURDER sal alle hoofmure en dakke in orde hou, maar is nie verantwoordelik vir enige skade veroorsaak deur lekplekke, reën, hael, sneeu of brand of hoegenaamd enige ander oorsaak nie en die VERHHURDER is ook nie aanspreeklik vir enige verlies of skade wat die HUURDER mag ly ten gevolge van enige daad of versuim aan die kant van die VERHUURDER glad nie aanspreeklik vir enige verlies of skade wat die HUURDER mag ly as die perseel wat hiermee verhuur word, op enige stadium in 'n vervalle toestand raak, of as enige herstelwerk wat deur die VERHUURDER gedaag moet word, nie betyds, of glad nie, gedoen word nie en die HUURDER is nie geregtig om op grond van enigeen van bogenoemde redes , of om enige ander rede enige gelde wat kragtens hierdie ooreenkoms betaalbaar is terug te hou nie.

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In geval daar 'n brand op die perseel uitbreek, het die VERHUURDER die reg om hierdie huureenkoms te beëindig maar in so 'n geval moet hy enige vooruitbetaalde huurgeld vir enige tydperk na die datum van beëindiging van hierdie huurooreenkoms aan die HUURDER terugbetaal en die HUURDER kan geen eis om skadevergoeding teen die VERHUURDER instel op grond van sodanige beëindiging of op grond van brandskade aan meubels of enige persoonlike besittings nie. Die HUURDER onderneem om geen toestel op die perseel te gebruik, geen handel te dryf, geen prosesse aan te wend en geen ontvlambare of gevaarlike goedere aan te hou wat die VERHUURDER se brandversekerings-polis ongeldig mag maak en/of sy brandversekeringspremie mag verhoog nie.

12.

Indien die HUURDER versuim om besit van die perseel te neem binne 'n tydperk van sewe (7) dae gereken vanaf datum waarvoor daar in hierdie kontrak ooreengekom is, of vanaf die datum waarop die perseel beskikbaar word, het die VERHUURDER in enige sodanige geval die reg en opsie om hierdie ooreenkoms onmiddellik en sonder kennisgewing te kanselleer en daarna sal

VS L.V.

die ooreenkoms verval en van geen bindende waarde wees nie. Indien die ooreenkoms om bogenoemde redes gekanseleer word, sal die VERHUURDER in so 'n geval hoegenaamd geen verdere reg hê nie, nieteenstaande enige teenstrydige bepalings hierin bevat.

13.

Hierdie ooreenkoms is onderworpe aan bekragtiging deur die VERHUURDER binne (7) sewe dae nadat dit deur die HUURDER onderteken is en die VERHUURDER is geregtig om sonadige bekragtiging om enige rede te weerhou, sonder om verduideliking daarvoor te verskaf. Die VERHUURDER se bekragtiging van hierdie ooreenkoms deur hom binne die vasgestelde tyd en by ondertekening hiervan sal die HUURDER nie die reg hê om aanspraak te maak op die bestaan van 'n ooreenkoms, mondeling of andersins nie met die VERHUURDER nie op grond van die feit dat die ooreenkoms deur die HUURDER onderteken is.

14.

Indien die voornoemde huurgeld of enige ander bedrag of bedrae wat kragtens hierdie ooreenkoms deur die HUURDER betaalbaar, is nie stiptelik op die vervaldatum betaal word nie of indien die HUURDER in enige opsig hoegenaamd een of meer van die bepalings en voorwaardes van hierdie ooreenkoms verbreek of sonadige verbreking toelaat, of indien die HUURDER versuim om een of meer van die bepalings van hierdie ooreenkoms na te kom, het die VERHUURDER nieteenstaande enige vorige afstanddoening aan sy kant van enigeen van sy regte kragtens hierdie ooreenkoms die reg om hierdie ooreenkoms onmiddelik en sonder kennisgewing te kanselleer en om besit van die verhuurde perseel te verkry en om enige nodige stappe te doen vir die onmiddellike uitsetting van die HUURDER uit die perseel sonder banadeling van die VERHUURDER se reg om 'n eis in te stel vir enige huurgeld wat reeds verskuldig mag wees en vir enige verdere stappe wat die VERHUURDER mag ly as gevolg van kontrakverbreking of versuim deur die HUURDER, insluitende regsonkoste van enige aard.

15.

Enige kennisgewing wat aan die HUURDER gegee moet word, sal beskou word as op hom gedien as dit aan hom geadresseer word by die verhuurde perseel wat die HUURDER hiermee vir die doeleindes as sy plek van dagvaarding en eksekusie kies.

16.

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L.U.

KOUGA MUNICIPALITY (EC108)

ORDINARY COUNCIL MEETING

FINANCE

DATE: 30 MAY 2019 **ITEM: 19/05/F18**

WRITE-OFF IN RESPECT OF IRRECOVERABLE ARREAR DEBTS – EQUITABLE SHARE

1. Introduction

The purpose of this report is to inform the Committee of the Equitable share write-offs for the period, January 2019 to March 2019.

2. Background:

The Council's Indigent Policy makes provision for writing off debts of residents that qualify for indigent subsidies. The outstanding debts must be written off against the Provision for Doubtful Debts.

For the period, January 2019 to March 2019, an amount of R3 957 884.64 must be written off against the Provision for Doubtful Debts, in accordance with the Council's Indigent Policy.

Details of the individual names are available, in the office of the Senior EQS clerk, for perusal.

EQS WRITE-OFFS
Financial Year 2018/2019

March 2019

UNIT	Electricity	EMF	Sundries	Rates	Refuse	Sewerage	Water	Total
Cape St Francis								
Hankey		36,992.22	4,502.57	7,828.92	139,138.04	128,017.25	284,630.99	601,109.99
Humansdorp	43,084.52	90,475.11	25,004.65	6,367.67	398,415.93	252,366.22	478,274.94	1,293,989.04
Jeffreys Bay	52,940.24	93,399.91	2,564.96	4,737.26	406,021.19	418,667.22	776,511.21	1,754,841.99
Loerie		700.81	70.26	1,540.36	2,794.95	12,542.39	24,283.64	41,932.41
Oyster Bay		3,555.37			13,954.73		24,183.39	41,693.49
Patensie		1,033.03	0.34	489.23		3,092.46	4,765.43	9,380.49
St Francis Bay	1,629.40	2,198.55		1,357.31	8,654.75	9,185.13	14,977.94	38,003.08
Thornhill		11,462.18	23.09	98.40	41,138.55	37,578.25	47,504.44	137,804.91
Rural	1,612.50	4,639.47			16,852.33	165.52	15,859.42	39,129.24
TOTAL	**99,266.66**	**244,456.65**	**32,165.87**	**22,419.15**	**1,026,970.47**	**861,614.44**	**1,670,991.40**	**3,957,884.64**

Included in the above Amounts :	
Services	3,140,107.59
Penalties	363,391.01
VAT	454,386.04
Total	**3,957,884.64**

3. Recommendation

3.1 That the Equitable Share write-offs for the period January 2019 to March 2019, amounting R3 957 884.64, be approved.

Item prepared: Manager Revenue

Item approved by: Chief Financial Officer 25/4/2019

Noted by: Portfolio Councillor:

KOUGA MUNICIPALITY (EC108)

ORDINARY COUNCIL MEETING

FINANCE

DATE: 30 MAY 2019 **ITEM:19/05/F19**

DISPOSAL OF CAPITAL ASSETS IN ACCORDANCE WITH SECTION 14 OF MFMA

1. Purpose

The purpose of this item is to seek approval to write off redundant/ obsolete capital assets and to dispose thereof by public auction.

2. Background

The relevant capital assets are obsolete and redundant and it is considered that these assets are not required to provide the minimum level of basic municipal services.

The attached list of movable assets (refer Annexure "A") have been identified by the relevant Directorates to be disposed of. A list of Vehicles as reflected in Annexure''B'', are considered redundant due to high maintenance costs and kilometres travelled. Furthermore, a list of loose items and plant has been identified that needs to be disposed of (Annexure "C").
The disposal of capital assets must be fair, equitable, transparent, competitive and consistent with the Municipality's supply chain management policy.

Disposal of Assets Policy

Assets can be disposed as follows, after a reserve price has been established for each asset.

- By way of public auction, which notice has been advertised for at least seven days.
- Through the invitation of tenders, with a lead time of at least two weeks.
- Sold to the public at a price fixed by law or by resolution of the Municipality.

The Kouga Municipality can at any time refuse the disposal of an asset if the reserve price is not met, or if it is apparent that it will not benefit the Municipality to sell the asset.

3. Recommendation

3.1. That lists of redundant / obsolete capital assets that must be removed from the Asset Register as reflected in Annexures 'A 'and 'B' be approved.

3.2. That the disposal of capital assets via public auction be approved.

3.3. That an Auctioneer be appointed via the normal supply chain management processes, to deal with the disposal of the redundant/obsolete capital assets, be approved.

Item prepared by S. Baartman:

Approved by the CFO: 26/4/2019

Noted by the Portfolio Councillor:

ANNEXURE A

MOVABLE ASSETS FOR AUCTION

Asset No / Barcode	Description	Purch/Comm Date	Cost	Carrying Value (18/19)
'06979	WATER DISPENCER	9-Feb-10	3,104.39	228.62
'07823	CHAIR	21-May-10	559.00	48.22
'07829	CHAIR	21-May-10	559.00	48.22
'07833	CHAIR	21-May-10	1,599.00	114.98
'07835	CHAIR	21-May-10	799.00	43.08
'09488	CHAIR	30-Jun-10	1,013.04	(0.00)
'07180	CHAIR - HIGH BACK BLACK LEATHER	3-Aug-10	1,200.00	(0.00)
'07423	CHAIR	3-Aug-10	1,200.00	74.78
'07815	CHAIR	3-Aug-10	1,400.00	87.22
'06618	HIGH BACK CHAIR	5-Jul-10	996.00	57.23
'06619	HIGH BACK CHAIR	5-Jul-10	996.00	57.23
'06847	SINGLE BED	11-Dec-09	1,534.21	63.42
'01014	CHAIR SWIVEL HIGH BACK	1-Jul-01	890.00	(0.00)
'01044	CHAIR TYPIST	1-Jul-01	780.00	(0.00)
'12513	TABLE/DESK OFFICE	1-Jul-01	3,200.00	131.66
'01073	CHAIR SWIVEL HIGH BACK	1-Jul-01	890.00	16.95
'01120	TABLE/DESK OFFICE	1-Jul-01	995.52	(0.00)
'01483	CHAIR - HIGH BACK BLACK LEATHER	1-Jul-01	700.00	18.00
'01686	CHAIR TYPIST	1-Jul-01	780.00	(0.00)
'01808	CHAIR SWIVEL HIGH BACK	1-Jul-01	2,955.81	121.60
'01816	CABINET- 4 DRAWER	1-Jul-01	1,670.00	42.96
'01833	CHAIR VISITORS	1-Jul-01	800.00	20.56
'01892	CHAIR SWIVEL HIGH BACK	1-Jul-01	890.00	36.62
'01937	CHAIR VISITORS	1-Jul-01	800.00	20.56
'01946	CHAIR TYPIST	1-Jul-01	890.00	(0.00)
'01995	CHAIR SWIVEL HIGH BACK	1-Jul-01	890.00	(0.00)
'02119	CHAIR VISITORS	1-Jul-01	800.00	0.00
'02123	CHAIR VISITORS	1-Jul-01	800.00	0.00
'02145	CHAIR VISITORS	1-Jul-01	800.00	0.00
'02215	CHAIR TYPIST	1-Jul-01	780.00	(0.00)
'02241	TABLE - OTHER	1-Jul-01	1,700.00	69.94
'02270	CHAIR TYPIST	1-Jul-01	780.00	(0.00)
'02339	CHAIR SWIVEL HIGH BACK	1-Jul-01	890.00	22.88
'03066	COUCH	1-Jul-01	3,700.00	70.48
'03077	COUCH	1-Jul-01	3,700.00	70.48
'03078	COUCH	1-Jul-01	3,700.00	70.48
'03196	CHAIR VISITORS	1-Jul-01	800.00	0.00
'03273	CHAIR SWIVEL HIGH BACK	1-Jul-01	900.00	17.14
'03511	WATER DISPENSER	1-Jul-01	700.00	18.00
'03529	TABLE/DESK OFFICE	1-Jul-01	2,469.00	63.50
'03614	TABLE/DESK OFFICE	1-Jul-01	1,600.00	30.48
'03628	CHAIR VISITORS	1-Jul-01	800.00	0.00
'03685	TABLE/DESK OFFICE	1-Jul-01	1,600.00	30.48
'03726	STONE BENCH	1-Jul-01	700.00	-
'03823	BOOK SHELF	1-Jul-01	2,200.00	0.00
'03925	CHAIR TYPIST	1-Jul-01	780.00	20.04
'04317	CHAIR STACKABLE	1-Jul-01	120.00	0.00
'04372	CHAIR VISITORS	1-Jul-01	800.00	20.56
'05012	CHAIR VISITORS	1-Jul-01	800.00	0.00

Asset No / Barcode	Description	Purch/Comm Date	Cost	Carrying Value (18/19)
'05127	SHELVES	1-Jul-01	1,300.00	(0.00)
'01200	CHAIR VISITORS	1-Jul-01	220.92	(0.00)
'01717	CHAIR SWIVEL HIGH BACK	30-Jun-07	1,350.00	0.00
'01720	CHAIR SWIVEL HIGH BACK	30-Jun-07	1,350.00	120.34
'01763	CHAIR VISITORS	1-Jul-01	1,118.52	(0.00)
'01768	CHAIR VISITORS	1-Jul-01	1,118.52	46.02
'05777	CHAIR SWIVEL HIGH BACK	1-Jul-09	890.00	36.62
'05780	CHAIR VISITORS	1-Jul-09	900.00	37.04
'06279	CHAIR SWIVEL HIGH BACK	1-Jul-09	890.00	30.51
'06368	CHAIR VISITORS	1-Jul-09	800.00	0.00
'06432	CHAIR TYPIST	28-May-09	1,488.00	(0.00)
'06606	CHAIR HIGH BACK	19-Feb-09	121.62	3.13
'06654	TABLE BOARD ROOM	19-Feb-09	121.62	-
'06762	CHAIR SWIVEL HIGH BACK	1-Jul-09	890.00	(0.00)
'07252	CHAIR VISITORS	1-Jul-09	800.00	15.23
'07322	CHAIR VISITORS	1-Jul-09	800.00	0.00
'07390	CHAIR SWIVEL HIGH BACK	1-Jul-09	890.00	(0.00)
'07418	CHAIR TYPIST	1-Jul-09	780.00	20.04
'07464	CHAIR TYPIST	1-Jul-09	780.00	14.86
'07512	CHAIR SWIVEL HIGH BACK	1-Jul-09	890.00	36.62
'07535	DISPENSER WATER	1-Jul-09	1,600.00	0.00
'07538	CHAIR SWIVEL HIGH BACK	1-Jul-09	890.00	(0.00)
'07594	CHAIR TYPIST	1-Jul-09	780.00	-
'07680	CHAIR TYPIST	1-Jul-09	780.00	57.93
'07691	CHAIR SWIVEL HIGH BACK	1-Jul-09	890.00	(0.00)
'07697	CHAIR SWIVEL HIGH BACK	1-Jul-09	890.00	(0.00)
'07742	SHREDDER	1-Jul-09	800.00	0.00
'07891	DISPENSER WATER	1-Jul-09	1,600.00	41.16
'08205	DISPENSER WATER	1-Jul-09	700.00	18.00
'08332	CHAIR VISITORS	1-Jul-09	800.00	0.00
'08408	CHAIR TYPIST	1-Jul-09	780.00	(0.00)
'08587	CHAIR SWIVEL HIGH BACK	1-Jul-09	890.00	22.88
'08659	DISPLAY BOARD	1-Jul-09	570.00	19.53
'09065	CHAIR STACKABLE	1-Jul-09	120.00	0.00
'09075	TABLE BOARD ROOM	1-Jul-09	4,000.00	(0.00)
'09112	KITCHEN CUPBOARD	1-Jul-09	1,200.00	22.86
'09907	MICROWAVE DEFY 20L (DM0348AE12112692)	13-Jun-12	429.82	-
'10601	MANHATTAN MESH MID BACK CHAIR	30-Aug-12	400.10	74.32
'10602	MANHATTAN MESH MID BACK CHAIR	30-Aug-12	499.99	92.86
'10603	MANHATTAN MESH MID BACK CHAIR	30-Aug-12	499.99	92.86
'10604	MANHATTAN MESH MID BACK CHAIR	30-Aug-12	499.99	92.86
'10605	MANHATTAN MESH MID BACK CHAIR	30-Aug-12	499.99	92.86
'10606	MANHATTAN MESH MID BACK CHAIR	30-Aug-12	499.99	92.86
'10607	MANHATTAN MESH MID BACK CHAIR	30-Aug-12	499.99	92.86
'10608	MANHATTAN MESH MID BACK CHAIR	30-Aug-12	499.99	92.86
'10609	MANHATTAN MESH MID BACK CHAIR	30-Aug-12	499.99	92.86
'10611	MANHATTAN TYPIST CHAIR	30-Aug-12	399.99	0.00
'10612	MANHATTAN MESH MID BACK CHAIR	30-Aug-12	399.99	74.30
'10795	CUPBOARDS FOR DIRECTOR'S OFFICE (FELTON)	31-May-13	8,070.17	0.00
'11436	TYPIST CHAIR- HIGHBACK	7-Jan-13	1,564.50	223.50
'11698	CHAIR HIGHBACK LEATHER	1-Feb-15	1,487.03	550.59
'11311	TYPIST CHAIR	1-Jul-14	1,763.51	403.09

Asset No / Barcode	Description	Purch/Comm Date	Cost	Carrying Value (18/19)
'02138	VISITORS CHAIR	1-Jul-14	1,808.72	413.42
'12287	CHAIR VISITORS	1-Jul-14	1,808.72	258.38
'11890	STACKABLE CHAIRS	1-Jul-14	271.31	0.00
'06608	CHAIR SWIVEL HIGH BACK BLACK LEATHER	1-Jul-14	876.32	125.18
'06586	PEDESTAL	1-Jul-14	1,356.54	-
'12668	TABLE/DESK OFFICE	1-Jul-14	7,234.89	1,033.54
'10692	TABLE/DESK OFFICE	1-Jul-14	7,234.89	1,033.54
'T00055	ELECTROLUX 1850W VACUUM CLEANER	9-Apr-16	876.32	472.63
'12093	S759 MAXI DRAUGHTSMAN SWIVEL CHAIR	14-Aug-15	1,220.00	543.85
'08210	LAPTOP	4-Nov-10	13,250.00	0.00
'08180	TELBOS	10-May-11	4,934.00	-
'08345	TELEPHONE	10-May-11	4,934.00	-
'08330	TELEPHONE	10-May-11	1,500.00	0.00
'08325	TELEPHONE	10-May-11	1,500.00	0.00
'09815	TELEPHONE	10-May-11	1,500.00	159.22
'06167	MONITOR COMPUTER	4-Jun-09	1,130.00	27.12
'06249	MONITOR COMPUTER	4-Jun-09	1,130.00	15.06
'05964	COMPUTER CPU	1-Jul-09	4,500.00	108.00
'06168	COMPUTER CPU	1-Jul-09	4,500.00	108.00
'08404	COMPUTER CPU	1-Jul-09	4,500.00	108.00
'08405	CALCULATOR	1-Jul-09	600.00	0.00
'08414	CALCULATOR	1-Jul-09	600.00	33.44
'08415	PRINTER COMPUTER	1-Jul-09	800.00	8.00
'01854	SHREDDER PAPER	1-Jul-01	5,356.67	0.00
'07609	AIR CONDITIONER	1-Jul-09	4,500.00	120.00
'06898	PRINTER	21-Dec-09	2,175.00	49.48
'06193	PRINTER	10-Jun-10	1,295.00	32.54
'03257	CALCULATOR	1-Jul-01	600.00	(0.00)
'09235	PRINTER COMPUTER	1-Jul-09	600.00	-
'08132	LAPTOP	26-Jul-10	13,865.00	37.97
'06690	COMPUTER CPU	4-Mar-10	3,629.00	117.40
'06689	MONITOR	4-Mar-10	999.00	32.33
'07669	MONITOR	6-Jul-10	940.00	0.82
'02323	PRINTER COMPUTER	1-Jul-01	37,984.00	1,012.90
'09598	MICROWAVE	9-Feb-10	788.60	36.31
'06803	PRINTER - CANON	12-Oct-09	1,051.75	14.25
'06544	PRINTER VENDOR	20-Jan-09	3,850.00	-
'01250	AIR CONDITIONER	1-Jul-01	4,500.00	-
'01236	AIR CONDITIONER	1-Jul-01	4,500.00	60.00
'07216	AIR CONDITIONER	1-Jul-09	4,500.00	-
'01049	AIR CONDITIONER	1-Jul-01	4,500.00	-
'01403	MONITOR COMPUTER	1-Jul-01	1,200.00	-
'01066	MONITOR COMPUTER	1-Jul-01	600.00	14.40
'01067	COMPUTER CPU	1-Jul-01	4,500.00	108.00
'01071	SCANNER COMPUTER	1-Jul-01	700.00	-
'06408	COMPUTER CPU	4-Jun-09	4,999.00	119.98
'05957	PRINTER COMPUTER	1-Jul-09	1,200.00	-
'06409	MONITOR COMPUTER	1-Jul-09	600.00	72.00
'07393	COMPUTER UPS	1-Jul-09	900.00	-
'08359	TYPING MACHINE	1-Jul-09	2,000.00	(0.00)
'08556	PRINT SERVER	1-Jul-09	1,200.00	-
'08599	TELEPHONE	1-Jul-09	200.00	(0.00)

Asset No / Barcode	Description	Purch/Comm Date	Cost	Carrying Value (18/19)
'08600	HEATER	1-Jul-09	700.00	-
'06239	MONITOR COMPUTER	1-Jul-09	700.00	7.00
'01460	AIR CONDITIONER	1-Jul-01	4,500.00	-
'01489	AIR CONDITIONER	1-Jul-01	4,500.00	-
'01689	PRINTER COMPUTER	1-Jul-01	3,000.00	-
'01698	HEATER	1-Jul-01	700.00	-
'01604	AIR CONDITIONER	1-Jul-01	6,817.08	0.00
'06105	COMPUTER CPU	1-Jul-08	7,346.57	176.32
'00889	MONITOR COMPUTER	1-Jul-09	1,200.00	28.80
'01936	COMPUTER CPU	1-Jul-01	4,500.00	108.00
'01978	STOVE ELECTRIC	1-Jul-01	690.00	0.00
'01985	SHREDDER PAPER	1-Jul-01	400.00	0.00
'01988	PRINTER FAX COMBO	1-Jul-01	800.00	19.20
'01991	COMPUTER CPU	19-Dec-07	9,166.66	220.00
'01628	MONITOR COMPUTER	1-Jul-01	600.00	72.00
'02023	COMPUTER CPU	1-Jul-01	4,500.00	108.00
'07840	PRINTER	6-Jul-10	605.00	40.88
'02245	TELEVISION	1-Jul-01	600.00	-
'02271	COMPUTER CPU	29-Jun-07	9,110.33	218.66
'06271	DVD WRITER	1-Jul-09	3,000.00	-
'02297	MONITOR COMPUTER	1-Jul-01	600.00	14.40
'06792	MONITOR COMPUTER	1-Jul-09	600.00	90.00
'02458	AIR CONDITIONER	1-Jul-01	4,500.00	-
'02478	AIR CONDITIONER	1-Jul-01	4,500.00	120.00
'02610	AIR CONDITIONER	1-Jul-01	4,500.00	-
'02625	AIR CONDITIONER	1-Jul-01	4,500.00	108.00
'02637	AIR CONDITIONER	3-Apr-07	12,761.55	(0.00)
'02679	AIR CONDITIONER	1-Jul-01	4,500.00	-
'13857	PRINTER COMPUTER	1-Jul-01	800.00	-
'02703	AIR CONDITIONER	1-Jul-01	4,500.00	-
'03100	WASHING MACHINE	1-Jul-01	1,800.00	43.20
'03493	PRINTER COMPUTER	1-Jul-01	1,200.00	-
'04080	AIR CONDITIONER	1-Jul-01	3,500.00	93.34
'04095	PRINTER COMPUTER	1-Jul-01	1,200.00	28.80
'04101	COMPUTER CPU	1-Jul-01	4,500.00	108.00
'04181	MONITOR COMPUTER	1-Jul-01	600.00	-
'04197	MONITOR COMPUTER	1-Jul-01	600.00	-
'04212	AIR CONDITIONER	1-Jul-01	4,500.00	120.00
'04382	SHREDER	1-Jul-01	400.00	5.34
'04434	TELEPHONE	1-Jul-01	600.00	15.44
'04704	STOVE ELECTRIC	1-Jul-01	2,200.00	-
'04706	REFRIGIRATOR	1-Jul-01	800.00	-
'06934	CALCULATOR	30-Mar-10	1,035.29	82.60
'01606	AIR CONDITIONER	1-Jul-01	4,500.00	-
'08622	TELEPHONE	1-Jul-09	200.00	(0.00)
'06901	MONITOR COMPUTER	1-Jul-09	700.00	84.00
'07451	SWITCH	1-Jul-09	1,200.00	-
'08505	LAPTOP	1-Jul-09	5,000.00	-
'01831	PRINTER COMPUTER	1-Jul-01	3,000.00	-
'01964	PRINTER COMPUTER	1-Jul-01	3,000.00	80.00
'06612	COMPUTER	10-Nov-09	6,923.69	120.18
'01496	CALCULATOR	1-Jul-01	600.00	(0.00)

Asset No / Barcode	Description	Purch/Comm Date	Cost	Carrying Value (18/19)
'01897	HEATER	1-Jul-01	700.00	-
'02072	MONITOR COMPUTER	1-Jul-01	600.00	-
'05016	AIR CONDITIONER	1-Jul-01	4,500.00	-
'05085	MONITOR COMPUTER	1-Jul-01	700.00	-
'06101	COMPUTER CPU	1-Jul-08	7,346.57	176.32
'05327	AIR CONDITIONER	1-Jul-01	4,500.00	-
'05359	TELEVISION - DVD COMBO	1-Jul-01	200.00	-
'05584	TELEPHONE	1-Jul-01	200.00	(0.00)
'05846	STANDING FAN	1-Jul-08	319.00	7.66
'05852	FAN - SALTON	1-Jul-08	319.01	(0.00)
'05970	COMPUTER CPU	25-Jun-07	11,910.00	285.84
'06031	AIR CONDITIONER	1-Jul-09	4,500.00	-
'07014	PROJECTOR	30-Mar-10	13,501.14	(0.00)
'06060	PRINTER COMPUTER	26-Jun-08	1,569.29	(0.00)
'03355	SHREDDER PAPER	1-Jul-01	1,600.00	65.84
'06090	COMPUTER CPU	1-Jul-08	8,047.34	193.12
'06091	COMPUTER CPU	1-Jul-08	8,047.33	193.14
'06094	COMPUTER CPU	1-Jul-08	7,346.58	176.32
'01681	AIR CONDITIONER	1-Jul-01	4,500.00	-
'01682	AIR CONDITIONER	1-Jul-01	3,600.00	96.00
'08481	TELEPHONE	1-Jul-09	200.00	-
'01277	AIR CONDITIONER	1-Jul-01	4,500.00	108.00
'06452	COMPUTER CPU	13-Jan-09	5,072.00	121.72
'06087	LAPTOP	1-Jul-08	4,561.40	109.47
'06471	PRINTER COMPUTER	20-Jan-09	3,850.00	-
'00775	MONITOR COMPUTER	1-Jul-09	600.00	14.40
'02293	COMPUTER CPU	1-Jul-01	4,500.00	108.00
'00957	MONITOR COMPUTER	1-Jul-09	700.00	16.80
'00962	MONITOR COMPUTER	1-Jul-09	600.00	14.40
'00963	HEATER	1-Jul-09	700.00	-
'05324	CALCULATOR	1-Jul-09	600.00	(0.00)
'05735	STOVE ELECTRIC	1-Jul-09	2,200.00	-
'05740	BAY MIRY	1-Jul-09	12,500.00	-
'05741	STOVE ELECTRIC	1-Jul-09	2,200.00	-
'01313	MONITOR COMPUTER	1-Jul-01	700.00	16.80
'05809	PRINTER COMPUTER	1-Jul-09	3,000.00	72.00
'05837	MONITOR COMPUTER	1-Jul-09	700.00	-
'05734	AIR CONDITIONER	1-Jul-01	4,500.00	108.00
'07588	CALCULATOR	1-Jul-09	600.00	-
'06172	COMPUTER CPU	1-Jul-09	4,500.00	108.00
'06188	MONITOR COMPUTER	1-Jul-09	700.00	16.80
'06189	COMPUTER CPU	19-Feb-08	12,276.32	294.63
'01492	MONITOR COMPUTER	1-Jul-01	600.00	-
'00867	MONITOR COMPUTER	1-Jul-09	1,200.00	28.80
'06251	LAPTOP	1-Jul-09	5,000.00	-
'06255	LAPTOP	1-Jul-09	5,000.00	-
'06256	COMPUTER CPU	1-Jul-09	4,500.00	108.00
'06247	MONITOR COMPUTER	1-Jul-09	700.00	7.00
'06868	COMPUTER CPU	1-Jul-09	4,500.00	-
'06389	MONITOR COMPUTER	1-Jul-09	600.00	14.40
'01814	AIR CONDITIONER	1-Jul-01	4,500.00	-
'01242	PRINTER COMPUTER	1-Jul-01	3,000.00	-

Asset No / Barcode	Description	Purch/Comm Date	Cost	Carrying Value (18/19)
'06700	MONITOR COMPUTER	1-Jul-09	600.00	8.00
'06731	COMPUTER CPU	1-Jul-09	4,500.00	108.00
'06745	PRINTER COMPUTER	1-Jul-09	600.00	-
'01654	AIR CONDITIONER	1-Jul-01	4,500.00	-
'01857	CALCULATOR	1-Jul-01	600.00	(0.00)
'04749	CALCULATOR	1-Jul-01	623.18	(0.00)
'01527	AIR CONDITIONER	1-Jul-01	4,500.00	120.00
'01660	MONITOR COMPUTER	1-Jul-01	600.00	-
'07254	SHREDDER PAPER	1-Jul-09	400.00	10.28
'07285	AIR CONDITIONER	1-Jul-09	4,600.00	61.34
'07316	AIR CONDITIONER	1-Jul-09	4,000.00	106.66
'02344	COMPUTER SERVER	1-Jul-01	65,000.00	1,560.00
'05761	TELEPHONE	1-Jul-09	600.00	(0.00)
'07376	MONITOR COMPUTER	1-Jul-09	1,200.00	28.80
'08294	SERVER	1-Jul-09	20,000.00	320.00
'07034	COMPUTER CPU	1-Jul-09	4,500.00	540.00
'07844	COMPUTER MONITOR	6-Jul-10	2,236.40	1.21
'07702	PRINTER COMPUTER	1-Jul-09	800.00	19.20
'07709	OVEN MICROWAVE	1-Jul-09	700.00	16.80
'01375	AIR CONDITIONER	1-Jul-03	4,959.00	(0.00)
'01670	AIR CONDITIONER	1-Jul-01	4,500.00	-
'06072	MONITOR COMPUTER	26-Jun-08	1,881.58	(0.00)
'07877	VACUUM CLEANER	1-Jul-09	500.00	-
'08461	TELEPHONE	1-Jul-09	200.00	-
'07942	MONITOR COMPUTER	1-Jul-09	1,200.00	16.00
'08485	AIR CONDITIONER	1-Jul-09	4,500.00	120.00
'08177	TELEPHONE	1-Jul-09	200.00	5.16
'08182	TELEPHONE	1-Jul-09	200.00	-
'08194	TELEPHONE	1-Jul-09	200.00	11.16
'08196	TELEPHONE	1-Jul-09	200.00	-
'08206	HEATER	1-Jul-09	500.00	-
'03251	AIR CONDITIONER	1-Jul-01	4,000.00	-
'09528	COMPUTER UPS	1-Jul-09	900.00	-
'03415	COMPUTER CPU	1-Jul-04	8,857.80	212.58
'06169	MONITOR COMPUTER	4-Jun-09	1,130.00	27.12
'07358	PRINTER COMPUTER	1-Jul-09	800.00	96.00
'07237	PRINTER	10-Jun-10	1,245.00	56.32
'04891	SHREDDER PAPER	1-Jul-01	3,500.00	-
'04892	PRINTER LARGE - PLANS	1-Jul-01	12,000.00	-
'04895	VACUUM CLEANER	1-Jul-01	500.00	-
'01493	TELEPHONE	1-Jul-01	600.00	(0.00)
'01542	AIR CONDITIONER	1-Jul-01	4,500.00	-
'01548	COMPUTER UPS	1-Jul-01	900.00	-
'03935	LAPTOP	1-Jul-01	16,000.00	-
'05929	LAPTOP	19-Feb-08	12,276.32	0.00
'06041	LAPTOP	25-Jun-08	11,635.00	(0.00)
'05940	LAPTOP	1-Jul-09	5,000.00	-
'07826	COMPUTER CPU	1-Jul-09	4,500.00	108.00
'08242	COMPUTER CPU	1-Jul-09	5,500.00	146.66
'08502	PUBLIC ADDRESS SYSTEM	1-Jul-09	2,800.00	-
'08511	TELEPHONE	1-Jul-09	200.00	-
'08520	TELEPHONE	1-Jul-09	200.00	-

Asset No / Barcode	Description	Purch/Comm Date	Cost	Carrying Value (18/19)
'03623	AMPLIFIER AUDIO	27-Feb-08	1,844.00	92.20
'03647	AMPLIFIER AUDIO	27-Feb-08	1,844.00	92.20
'01629	CALCULATOR	1-Jul-01	600.00	(0.00)
'07625	COMPUTER CPU	1-Jul-09	4,500.00	-
'01385	AIR CONDITIONER	1-Jul-03	4,959.00	(0.00)
'01832	HEATER	1-Jul-01	700.00	-
'01910	AIR CONDITIONER	1-Jul-01	4,500.00	-
'01922	AIR CONDITIONER	1-Jul-01	4,500.00	-
'08732	LAPTOP	1-Jul-08	13,975.26	0.00
'02681	COMPUTER UPS	1-Jul-01	900.00	-
'02702	HEAVY DUTY PUNCHER	1-Jul-01	180.00	0.00
'06262	COMPUTER CPU	1-Jul-09	4,500.00	108.00
'08805	VACUUM CLEANER	1-Jul-09	500.00	13.34
'08843	TELEPHONE	1-Jul-09	200.00	(0.00)
'08884	TELEPHONE	1-Jul-09	200.00	(0.00)
'07542	CALCULATOR	1-Jul-09	600.00	15.44
'09038	COMPUTER CPU	1-Jul-09	4,500.00	108.00
'09060	MONITOR COMPUTER	1-Jul-09	700.00	16.80
'09072	TELEPHONE	1-Jul-09	200.00	-
'08554	TELEPHONE	1-Jul-09	200.00	5.16
'08563	TELEPHONE	1-Jul-09	200.00	32.57
'08588	TELEPHONE	1-Jul-09	200.00	5.16
'01615	AIR CONDITIONER	1-Jul-01	4,500.00	-
'06225	AIR CONDITIONER	1-Jul-09	3,500.00	-
'01306	COMPUTER CPU	1-Jul-04	8,064.65	193.55
'09172	AIR CONDITIONER	1-Jul-09	4,500.00	120.00
'05770	MONITOR COMPUTER	1-Jul-09	600.00	14.40
'09293	AIR CONDITIONER	1-Jul-09	4,600.00	110.40
'09295	PRINTER COMPUTER	1-Jul-09	600.00	14.40
'09661	TELEPHONE	1-Jul-09	600.00	(0.00)
'09663	PRINTER COMPUTER	1-Jul-09	800.00	-
'07497	PRINTER	10-Jun-10	1,325.00	0.00
'06844	PUNCH	20-Jan-10	1,293.83	(0.00)
'10106	REFRIGIRATOR	1-Jul-09	1,300.00	-
'10162	STOVE ELECTRIC	1-Jul-09	2,200.00	-
'T02024	COMPUTER MONITOR	20-Mar-12	701.00	97.72
'09993	DVD PLAYER	10-May-12	438.56	199.07
'10570	LAPTOP	28-Feb-13	5,976.00	(0.00)
'10556	COMPUTER CPU	28-Feb-13	4,105.00	547.02
'10543	COMPUTER MONITOR	28-Feb-13	725.00	96.60
'10554	COMPUTER CPU	31-Jan-13	6,668.00	847.66
'10540	LAPTOP	27-Feb-13	5,991.41	0.00
'10559	LAPTOP	31-Jan-13	5,976.00	759.70
'10984	COMPUTER LAPTOP	17-Feb-14	12,363.75	(0.00)
'11316	VOICE RECORDER	18-Feb-14	740.00	-
'10953	COMPUTER MONITOR	15-Apr-14	995.00	213.94
'10909	VACUUM CLEANER	7-Oct-13	946.32	-
'10902	VACUUM CLEANER	7-Oct-13	946.32	-
'10926	COMPUTER CPU	8-Jan-14	6,015.00	1,101.49
'10916	COMPUTER CPU	11-Nov-13	6,015.00	986.79
'11993	TELEPHONE ETEL	7-Jan-13	993.61	-
'11703	COMPUTER MONITOR DELL	27-Jan-15	1,107.50	279.64

Asset No / Barcode	Description	Purch/Comm Date	Cost	Carrying Value (18/19)
'11553	COMPUTER CPU DELL VOSTRO 3900MT	27-Oct-14	5,530.00	360.59
'11653	DELL LATITUDE 3440	27-May-15	9,568.00	2,919.16
'07689	TELEPHONE	1-Jul-14	200.00	-
'11030	TELEPHONE - ETEL	1-Jul-14	200.00	-
'11379	TELEPHONE	1-Jul-14	200.00	-
'11297	TELEPHONE	1-Jul-14	200.00	45.72
'12596	TELEPHONE	1-Jul-14	200.00	28.58
'02021	TELEPHONE	1-Jul-14	200.00	28.58
'12639	TELEPHONE	1-Jul-14	200.00	28.58
'12967	TELEPHONE	1-Jul-14	200.00	-
'12279	TELEPHONE	1-Jul-14	200.00	28.58
'11862	TELEPHONE	1-Jul-14	200.00	28.58
'01639	AIR CONDITIONER	1-Jul-14	2,425.20	(0.00)
'01269	AIR CONDITIONER	1-Jul-14	2,425.20	(0.00)
'01813	AIR CONDITIONER	1-Jul-14	2,425.20	161.68
'07941	COMPUTER CPU ; PROLINE	1-Jul-14	8,002.35	0.00
'07943	COMPUTER MONITOR ; LG	1-Jul-14	969.27	-
'10510	COMPUTER CPU - PROLINE	1-Jul-14	8,002.35	960.29
'10726	COMPUTER MONITOR	1-Jul-14	914.70	109.76
'10577	COMPUTER MONITOR	1-Jul-14	914.70	109.76
'06150	COMPUTER CPU	1-Jul-14	7,673.74	1,227.79
'07439	COMPUTER CPU	1-Jul-14	7,673.74	-
'12294	GBC BINDING MACHINE OFFICE MASTER	9-May-16	3,999.00	-
'12054	PHILIPS MONITOR 18.5	22-Jun-16	1,110.00	439.13
'12008	INSPIRON 3543 LAPTOP	24-Jul-15	10,783.00	2,292.50
'03195	BATTERY CHARGER	1-Jul-01	1,648.25	0.00
'06850	AIRCON	10-Dec-09	7,942.20	(0.00)
'02501	GRINDER BENCH	1-Jul-01	560.00	13.44
'03127	CHAINSAW	1-Jul-01	3,000.00	-
'05067	LAWN MOWER	1-Jul-01	6,190.88	0.00
'05114	LAWN MOWER	1-Jul-01	2,054.00	0.00
'05412	WATER PUMP	1-Jul-01	4,500.00	-
'05858	EXCAVATOR	21-Dec-07	457,000.00	(0.00)
'04980	GRINDER BENCH	1-Jul-09	500.00	12.00
'06680	WEED EATER	1-Jul-09	3,400.00	-
'07121	LOADER FKR689EC	1-Jul-09	420,000.00	-
'08620	TWO WAY RADIO AND CHARGER	1-Jul-09	6,000.00	144.00
'08649	TWO WAY RADIO	1-Jul-09	3,500.00	-
'05038	JACK TROLLEY	1-Jul-01	650.00	70.58
'07162	JACK TROLLEY	1-Jul-09	650.00	58.80
'09329	JACK TROLLEY	1-Jul-09	535.00	(0.00)
'09107	GRINDER	1-Jul-09	3,500.00	-
'09578	MACHINE DRILL	1-Jul-09	1,000.00	-
'09700	COMPRESSOR	1-Jul-09	1,400.00	-
'09730	LAWN MOWER	1-Jul-09	1,800.00	-
'10149	COMPACTOR	1-Jul-09	21,000.00	-
'04978	POWER SAW & BLADES	1-Jul-01	1,948.42	46.76
'10669	WATER & SEWER PUMP	12-Dec-12	14,990.00	1,741.31
'10638	DRILL	11-Jun-13	1,565.00	178.03
'11579	GENERATOR RYOBI	18-Aug-14	6,578.07	(0.00)
'12094	150 WATT GLUEGUN WITH 10 GLUESTICKS	17-Aug-15	259.00	(0.00)
'06260	MICROWAVE	1-Jul-09	700.00	56.00

Asset No / Barcode	Description	Purch/Comm Date	Cost	Carrying Value (18/19)
'11288	LAPTOP	1-Jul-09	12,363.75	549.50
'T00011	MECER ETHERNET SWITCH	1-Jul-09	1,200.00	96.00
'01847	STAPLER	1-Jul-09	350.00	28.00
'12619	SCREEN MAT	1-Jul-09	600.00	48.00
'01839	PAPER PUNCH	1-Jul-09	180.00	14.40
'12277	CHAIR SWIVEL HIGH BACK	7-Sep-16	1,451.33	-
'12645	PAPER PUNCHER	1-Jul-09	180.00	14.40
'T02037	BARREL PUMP	1-Jul-09	795.00	63.60
'T02038	BARREL PUMP	1-Jul-09	795.00	63.60
'12985	TABLE	1-Jul-09	3,200.00	121.91
'T00049	FRIDGE	1-Jul-09	3,181.57	141.40
'10528	LAWNMOWER	1-Jul-09	14,396.01	548.42
'T04027	TWO WAY RADIO AND CHARGER	1-Jul-09	1,202.70	57.73
'T00066	VISITORS CHAIR - BROWN FABRIC STEEL FRAME	1-Jul-09	513.00	35.18
'13018	LAPTOP	30-Sep-17	12,327.00	5,144.69
18ADD0073/13033	LAPTOP	30-Sep-17	12,327.00	5,144.69
18ADD0074/13034	LAPTOP	30-Sep-17	12,327.00	5,144.69
18ADD0075/13024	LAPTOP	30-Sep-17	12,327.00	5,144.69
18ADD0080/13019	LAPTOP	30-Sep-17	12,327.00	5,144.69
'06406	COMPUTER CPU	1-Jul-09	4,500.00	-
'06092	COMPUTER CPU	1-Jul-08	8,047.33	-
'10614	CHAIRS AND COUCHES	30-Aug-12	399.99	-
'07713	MONITOR	1-Jul-09	700.00	-
'07584	COMPUTER CPU	1-Jul-09	4,500.00	-
'07516	MONITOR	1-Jul-09	700.00	-
'01923	MONITOR	1-Jul-01	600.00	-
'01820	COMPUTER HARDWARE	1-Jul-09	2,189.00	-
'11224	COMPUTER CPU	1-Jul-09	6,000.00	-
'06872	COMPUTER CPU	1-Jul-09	4,500.00	-
'07190	COMPUTER CPU	1-Jul-09	4,500.00	-
'07681	MONITOR	1-Jul-09	700.00	-
'06733	MONITOR	1-Jul-09	700.00	-
'04124	MONITOR	1-Jul-01	600.00	-
'00769	MONITOR	1-Jul-09	600.00	-
'06177	MONITOR	1-Jul-09	700.00	-
'00776	COMPUTER CPU	1-Jul-09	4,500.00	-
'05942	COMPUTER CPU	1-Jul-09	4,500.00	-
'11321	MONITOR	1-Jul-14	914.70	-
'06263	COMPUTER CPU	1-Jul-09	4,500.00	-
'01926	COMPUTER CPU	1-Jul-01	4,500.00	-
'01349	COMPUTER CPU	1-Jul-01	4,500.00	-
'02678	MONITOR	1-Jul-01	700.00	-
'06936	COMPUTER CPU	1-Jul-09	4,500.00	-
'01301	CABINETS/CUPBOARDS	1-Jul-01	1,800.00	-
'12009	LAPTOP	24-Jul-15	10,783.00	-
			2,247,933.22	63,563.53

ANNEXURE B

REDUNDANT VEHICLES FOR AUCTION								
Asset No / Barcode	Description	Purch/Comm Date	Registration No.	Vin No.	Fleet No.	Engine No.	Cost	Carrying Value (18/19)
'08010	MAZDA DRIFTER	24-May-09	BJX931EC	TR133663	-	612964	15,800.00	1,286.58
'05687	NISSAN SENTRA	1-Jul-04	BWJ 558 EC	N/A	-		27,400.00	2,740.00
'05419	LDV TOYOTA CGT410EC 566546KM	24-May-09	CGT410EC	AHT31LNE508000578	-	2L4619017	82,000.00	6,677.16
'05729	FORD RANGER 2.5D X LN DBSA WAT	1-Jul-04	DTB664EC	AFADXXMJ2D6A05786	-	WLAT743089	136,192.84	5,836.83
							261,392.84	16,540.57

Annexure C

Loose Items - Not on Financial Asset Register		
Barcode	**Description**	**Reg/Serial no.**
09035	Komatsu Frontloader	DXC542EC
n/a	Toyota Truck Bonnet	n/a
n/a	4 x Skip bins	n/a
n/a	Drawing board	n/a
n/a	Plan Printer	n/a
n/a	250 x Second hand casings	n/a
n/a	1 x roller tyre - new	n/a
n/a	7 x Front Tractor tyres - new	n/a
n/a	5 x Rear TLB tyres - new	n/a
n/a	2 x Rear Tractor tyres	n/a

REPORTS BY THE PORTFOLIO CHAIRPERSON: CORPORATE SERVICES

KOUGA MUNICIPALITY (EC 108)

ORDINARY COUNCIL MEETING

CORPORATE SERVICES

DATE: 30 MAY 2019 **ITEM NO: 19/05/CORP2**

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 plus 2017/2018 roll over 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)

The attached table shows the progress with expenditure of the funds:

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 3plate gas stoves, inlcuding gas can,X4 big pots,X4 wooden long spoons, 100 plastic cups with handle ,X4 set of cutting knifes'and 30lt Urn)											
		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.											
			Sea Vista - Soup Kitchen (Sea Vista Soup Kitchen) - Kitchen utensils (X2 3plate gas stoves, including gas can,X4 big pots,X4 wooden long spoons, 100 plastic cups with handle ,X4 set of cutting knifes, Dish washing container X2 and 30lt Urn)											
		5	Sea Vista: (Sibanye Sewing Group and African Queen Sewing Group) Sewing machine (X2 over locker machines and X2 normal machines. In total 8 machines required											
		6	Sea Vista: (Sibanye Group) African Beads, Kit required. Equipment and material required (all colours, sizes 8, 6, and 11, require 5kg each)											
		7	Oyster Bay: Body Builder Club - Gym Equipment required - X1 Mutli Purpose machine for arms, legs, chest, etc											
					R50 000,00	R50 000,00	R25 520,61	R75 520,61	R125 520,61	R3 582,90	R29 850,00	R20 150,00	R71 937,71	R33 432,90
2	Cllr Meleni	1	Soup Kitchen - Sizanani Support Group require cooking equipments (X2 3plate gas stoves, inlcuding gas can,X4 big pots,X4 wooden long spoons, 100 plastic cups with handle ,X4 set of cutting knifes'and 30lt Urn)								R24 200,00			
		2	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				
		3	Kits required:								R24 964,00			
			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											
			X20 soccer practice balls (5m in size)??? - Mitre Brand											
			Under 11 Netball - Black and White, X1 ball											
			Under 13 Netball - Black and White , X1 Ball											
			Senior - Team 1 - Black and White - Jeffreys Bay Masters, sizes 5 L, 5M 5S											
			Rugby Uniform Under 13 - Blue and White	91197/99403										
		4	Filming Equipment for Film Group	100128						R26 850,00				
					R50 000,00	R50 000,00	R7 482,93	R57 482,93	R107 482,93	R52 740,00	R49 164,00	R836,00	R4 742,93	R101 904,00
3	Cllr Gertenbach	1	Upgrading of street names and roads signs within Ward 3	99835							R22 653,00			
		2	Curbing along the streets											
					R50 000,00	R50 000,00	R6 000,00	R56 000,00	R106 000,00	R0,00	R22 653,00	R27 347,00	R56 000,00	R22 653,00
4	Cllr Campher	1	Bush Clearing east of Kruisfontein Primary School. (To prevent crime)											
		2	Bush Clearing west of Jeugkamp Township. (To prevent crime)											
		3	Fencing of the Playpark in Gill Marcus Village.											
		4	Fencing of the reservoir in Jeugkamp Township.											
		5	Outdoor Gym on the playpark in Gill Marcus.											
		6	Playpark for the kids in Jeugkamp.											
					R50 000,00	R50 000,00	R78 862,44	R128 862,44	R178 862,44	R0,00	R0,00	R50 000,00	R128 862,44	R0,00
5	Cllr Coenraad	1	Vaaldam New Play park (Vaaldam nuwe speelparkie) - Need erf no											
		2	Highmast 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				
		3	Sportsclub Equipment sponsorship	100159							R13 470,00			
		4	Sport Equipment for Civic Centre (Gemeenskap Saal) - indoor											
		5	Upgrading (repairs, painting, swings included) and Fencing of Play Park in Jeggels Street Arcadia Humansdorp 6300 Kouga.											
		6	Fencing of upgraded Play Park at the back of Protea Old Age Club & Kate van der Merwe Creche in Arcadia											
		7	Cricket Bats for Humansdorp Cricket Club	100101						R7 152,16				
		7	Street Soccer initiative											
		8	Mini Sports facilities (Netbal Pale)											
		9	Cricket Pitch											
		10	Cricket Club Equipment sponsorship											
		11	Soup kitchen Equipment (Sopkombuis gereedskap)	100181							R8 284,00			
					R50 000,00	R50 000,00	R54 681,62	R104 681,62	R154 681,62	R14 317,96	R21 754,00	R28 246,00	R90 363,66	R36 071,96

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 6									
		4	Building of toilets at the cemetery - Male and Female and Install gate at main entrance of cemetry									
		5	Jongilanga NGO requires container - which will be kept at the yard of the community hall - Kwa-Nomzamo									
		6	Building of Remembrance stone, (Entrance of Kwanomzamo)									
		7	Widening of entrance of Kwanomzamo-Changed to first priority									
					R50 000,00	**R50 000,00**	**R47 870,20**	**R97 870,20**	**R147 870,20**	**R0,00**	**R0,00**	**R50 000,00**	**R97 870,20**	**R0,00**
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.											
					R50 000,00	**R50 000,00**	**R88 000,00**	**R138 000,00**	**R188 000,00**	**R0,00**	**R0,00**	**R50 000,00**	**R138 000,00**	**R0,00**
8	Cllr Vorster	1	X2 speedbumps at Noorsekloof (Req created), possible a 3rd speed bump required at same street required	**93778**						**R24 700,00**				
		2	Water leak detector (R100000), Will be municipal property - to be controlled by D.Titus											
		3	2X benches at play park, Deodor/Dogwood,	**91253**							**R7 100,00**			
		4	Refurbishment of X8 sqm Streets in ward 8, Street signs, etc											
					R50 000,00	**R50 000,00**	**R71 913,04**	**R121 913,04**	**R171 913,04**	**R24 700,00**	**R7 100,00**	**R42 900,00**	**R97 213,04**	**R31 800,00**
9	Cllr Jujwana	1	Joja Tanks for 9 churches - X9 required 3000lt Jojo Tanks											
		2	4x Sewing machines											
		3	Soccer under 13 - 14 kits and 1 goal keeper kit - Black and White								**R20 573,00**			
			Ball X2											
			Set of soccer nets											
			Soccer under 13 - 14 kits and 1 goal keeper kit - Black and Orange											
			Ball X2											
			Set of soccer nets											
			Soccer under 13 - 14 kits and 1 goal keeper kit - Powder Blue and Navy											
			Ball X2											
			Set of soccer nets											
			Senior Soccer kit - 14 kits and 1 goal keeper kit - Light Blue and White - 8 medium and 7 large	**91199**										
			Ball X2											
			Set of soccer nets											
			Soccer under 13 - 14 kits and 1 goal keeper kit - Yellow and Black											
			Ball X2											
			Set of soccer nets											
			Senior Soccer kit - 14 kits and 1 goal keeper kit - Red and Black - 5 XL, 4 M, and 6 L											
			Ball X2											
			Soccer under 13 - 14 kits and 1 goal keeper kit - Maroon and White											
			Ball X2											
			Set of soccer nets											
		4	Weed Cutters - X3											
		5	X4 Chain saws											
		6	Taxi Rank upgrade	**100116**							**R24 639,90**			
					R50 000,00	**R50 000,00**	**R37 718,27**	**R87 718,27**	**R137 718,27**	**R0,00**	**R45 212,90**	**R4 787,10**	**R87 718,27**	**R45 212,90**
10	Cllr Mabukane	1	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.											
		2	Golf tshirts required for De Mistkraal School for children								**R14 941,40**			
		3	Masisebenze Primary School requires kits for school											
			Rugby Kit 1 - 9 - 10 years old (Gold and Green) X23 kits											
			Rugby Kit 1 - 11 - 12 years old (Gold and Green) X23 kits											
			Soccer Kit 1 - 9 - 10 years old (Gold and Green) X14 kits, including goal keeper kit X1											
			Soccer Kit 1 - 11 - 12 (Gold and Green) X14 kits, including goal keeper kit X1	**91200**										
			Netball kit 9 - 10 years old (Green and Gold) X15 skorts, X15 skirts and X14 Bibs											
			Netball kit 11 - 12 years old (Green and Gold) X15 skorts, X15 skirts and X14 Bibs											
			X2 rugby balls - size 4, X2 netball balls size 5											
			Water bottles X15											
			Whistles - X 2metallic whistles											
		4	Quagga Primary School requires athletic clothes for children -White and Navy	**91148**							**R18 000,00**			
		5	Fencing of the Park in town (at Entrance of Town)											
		6	Upgrading of braai area in town, including toilets - only braai area has been done, toilets being done by Municipality	**91147**							**R18 296,00**			
		7	X2 laptops for Masisebenze Primary School- X1 computer - this has been changed	**94635**						**R13 217,39**				
		8	Piggery project											
		9	Sewing project											
		10	Tarring or Paving along the old cemetery											
		11	X4 plate stove and 2 big pots for soup kitch - Holding hands group		**R50 000,00**	**R50 000,00**	**R88 000,00**	**R138 000,00**	**R188 000,00**	**R13 217,39**	**R51 237,40**	**-R1 237,40**	**R124 782,61**	**R64 454,79**

11	Cllr Bornman	1	Street names (signage)									
		2	?									
		3	Road Work at Koraal Street.	91163						R50 000,00		
					R50 000,00	R50 000,00	R0,00	R50 000,00	R100 000,00	R0,00	R50 000,00	R0,00	R50 000,00	R50 000,00
12	Cllr Rheeder	1	Container for an office for lower Kwanomzamo - 6m long - multipurpose centre									
		2	Rock Revetment" for St Francis Bay	91265							R21 739,13			
		3	Camera Backbone System " for Paradise beach.	91287						R20 850,00				
		4	A tractor driven chipper for Paradise beach											
					R50 000,00	R50 000,00	R62 135,00	R112 135,00	R162 135,00	R20 850,00	R21 739,13	R28 260,87	R91 285,00	R42 589,13
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	100138							R21 963,00			
		4	X 5 Speed bumps at Weston											
		5	Paving of Citwa Str (400m) and Daku Str (600m)											
					R50 000,00	R50 000,00	R20 988,02	R70 988,02	R120 988,02	R0,00	R21 963,00	R28 037,00	R70 988,02	R21 963,00
14	Cllr Mandeka	1	CPF Group (neighbourhood watch- Require Freezer Jacket, torch, pepper spray, Sjambok	100150							R18 305,89			
		2	Flying Stars Club requires- under 16 Netball kit (colour: blue and white , size 2 S, 5M, 3L) and Silver moon netball club requires X2 netball kits (Under 16 - Colour: Maroon and white4 size 6S, 4, M and 1 ball) (Under 21 - Colour: blue and white size 3S, 7M) and X4 balls size 5	99401							R6 080,85			
		3	Installation of door and windows to current soup kitchen container	100120							R20 500,00			
		?	Karate kits required for 17 kids, aged 9, 12 and 15											
		4	Super Sport football club requires Soccer kit x1 black and gold, m and l mixed sizes											
		5	Cultural dance group Masiphathisane - Aged 10 - 15, X15 uninforms required - Shirt Colour Maroon X15, traditional trousers X5, X15 traditional skirts, x6 black tights - Also require music system - Speakers, mics, mixer. X1 each											
		6	Sewing Project Container -Require container - Mandela Bay											
		3	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											
			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?											
		7	X2 lawn mowers and X2 weed cutters for Simanye General Services											
		8	Ulutho Car Wash - X2 car shares, X2 industrial vacuum cleaners, X2 100m leads - Building next to Councill Office will be used											
		10	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, Hammer X1, Steel cut off machine X1											
		11	Siyazamela Laundry Group - X2 industrial washing machines, X2 industrial tumble dryers											
		12	Flood lights for Aston Bay as per Speaker?											
		NB	***COUNCILLOR NEEDS TO SUBMIT CAPITAL PRIORITIES, ABOVE IS ONLY OPERATIONAL***											
					R50 000,00	R50 000,00	R1 977,31	R51 977,31	R101 977,31	R0,00	R44 886,74	R5 113,26	R51 977,31	R44 886,74
15	Mayor Hendricks	1	Container for soup kitchen and utensils, located at the Kwanomzamo Golf Course	100164							R8 780,00			
		2	Assistance for Humansdorp Cricket Club - Kits	91142							R8 059,30			
		3	Assistance for Future Stars Soccer Club	99402							R6 268,40			
		4	Donation of school shoes - St Patricks Primary	91129							R16 409,00			
		5	Flood lights for Graslaagte and Arcadia Areas x4	91137						R7 165,80				
		6	Curbs at the entrance of golf course (Repairing/installation)								R4 500,00			
		7	Netball kit	100159	R50 000,00	R50 000,00	R69 011,62	R119 011,62	R169 011,62	R7 165,80	R44 016,70	R5 983,30	R111 845,82	R51 182,50
					Total Ops Allowance 2018/2019	**Total Caps Allowance 2018/2019**	**Capital Rolled over 2017/2018**	**New Capital Allowance 2018/2019**	**Total Allocated 2018/2019**	**Total Capital Spent 2018/2019**	**Total Ops Spent 2018/2019**	**Total Available Ops 2018/2019**	**Total Available Caps 2018/2019**	**Total Amount Spent 2018/2019**
					R750 000,00	R750 000,00	R660 161,06	R1 410 161,06	R2 160 161,06	R136 574,05	R409 576,87	R340 423,13	R1 273 587,01	R546 150,92

5. Comments by Directorates:

5.1 Director: Corporate Services

The report is noted. The committee must take cognizance that R1 273 587.01 of the capital allocation is unspent and would need to be rolled over.

6. Recommendation

6.1 That the report on the Progress of the Ward Development Fund be noted.

6.2 That Wards who have not spent 50% of the allocated funds by end of June 2019 submit a full motivation of unspent funds.

6.3 That the roll over amount be utilised at the discretion of the Speaker in consultation with the Executive Mayor.

6.4 That allocated Ward Development Funds be spent in line with the Ward Development Fund Policy and that such funds may not be ustilised for political gain.

Item prepared by: The Senior Auxiliary Officer

Item approved by: The Director: Corporate Services

KOUGA MUNICIPALITY (EC 108)

ORDINARY COUNCIL MEETING

CORPORATE SERVICES

DATE: 30 MAY 2019 **ITEM NO: 19/05/CORP3**

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: Director: Corporate Services

Item noted by the Portfolio Chairperson

WARD DEVELOPMENT FUND POLICY

Document Control

Policy Title:	Ward Development Fund Policy
Reference Number:	17/05/AME&SP5
Previously Approved:	Yes (31 May 2017)
Directorate Responsible:	Corporate Services
Version:	Two
Status of the Document:	Final
Review Date:	16 May 2018
Approved	31 May 2018
Council Resolution	18/05/CORP3

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WARD DEVELOPMENT FUND POLICY

1. DEFINITIONS

In this policy, not unless otherwise the meaning of terms will be referred as follows:

"Accounting Officer" is the Municipal Manager in terms of the Municipal Systems Act.

"Budget year" means the financial year for which an annual budget is to be approved in terms of section 16 (1) of the MFMA.

"**Budget Task Team**" means members of the Ward Committee that will be responsible for the Ward Development Funds.

"Community" in the context of this policy means community residing in a demarcated ward in Kouga area.

"Council" means the Council of the municipality referred to in section 18 of the Municipal Structures Act.

"Financial year" means the financial year applicable to municipalities commencing from 1 July to 30 June of each year.

"Ward Councillor" a municipal councillor elected in terms of Section 22 (1)(b) of the Municipal Structures Act, to represent a demarcated Council Ward.

"Capital Budget" for the purposes of this Policy shall mean the provisions made on the Approved Budget of the Kouga Municipality, for capital projects to be implemented in respect of a financial year.

"Operating Budget" for the purposes of this Policy shall mean the provisions made on the Approved Budget of the Kouga Municipality, for operational projects to be implemented in respect of a financial year.

"Ward Assistant" for the purposes of this Policy, shall mean the assistant appointed by the Kouga Municipality, to assist the Ward Councillor administratively in the performance of his/her duties in respect of the Ward for which the Councillor has been elected.

2. PREAMBLE

This budget allocation is made available in an accountable, open and transparent manner, including how such funds will be utilised as it is done in all budget allocations. Any transaction will form part of the normal audit of the municipality. Moreover, any activity should be operated in a transparent manner within a policy directive as set out by the Council and the administrative directive of the Accounting Officer. As such the Council, must set Supply Chain Management Policies for the purpose and use of such public resources and the Accounting Officer must ensure compliance with this policy when authorising expenditure.

3. PURPOSE

The purpose of this policy is to:

3.1. Determine the placement of the Ward Development Fund within the municipality.
3.2. Establish parameters for an annual allocation to the Ward Development Fund.
3.3. Establish clear application and approval procedures for the utilisation of the Fund.
3.4. Identify the key responsibilities of authorisation and accountability for the utilisation and reporting on the use of the Fund
3.5. Establish an internal certification process to ensure transparency in the expenditure of the Ward Development Fund.

4. OBJECTIVES

The objective of the policy is to:

4.1. Ensure that proper control, monitoring, authorisation, accountability and reporting.
4.2. Ensure that transparent processes exist for expenditure of the Ward Development Fund.
4.3. Ensure uniformity and consistency on the way the fund is utilised. and
4.4. Ensure that the Ward Councillor and Ward Committee can attend to urgent ward programmes, projects and or any other needs that may arise in line with the approval by the Speaker.

5. SCOPE

The policy provides details of application, approval and authorization requirements under which the Ward Development Fund may be utilised and is applicable to all wards of Kouga Local Municipality.

6. LEGAL FRAMEWORK

Section 56 of the Municipal Finance Management Act, No. 56 of 2003 requires sound and sustainable management of the financial affairs of municipalities and specifically requires that the Accounting Officer of a municipality should take reasonable steps to ensure that the municipality has and maintains an effective system of expenditure control, including procedures for the approval, authorization, withdrawal and payments of funds.

This policy comes into operation immediately upon its approval by Council or at a date to be determined by a Council resolution. The policy will thereafter be reviewed on a twelve month cycle or earlier, as and when the need to do so arises.

7 PRINCIPLES UNDERPINNING THE POLICY

This policy is underlined by the following principles:

7.1 Transparency
7.2. Openness

7.3. Accountability

7.4. Responsiveness, and

7.5. Communication

8. PLACEMENT OF THE FUND

8.1 The Ward Development Fund (WDF) is placed in the Office of Speaker/Mayor
8.2 Administratively it falls under the control of the Manager in the Office of Mayor, supported by the Public Participation Offices and respective officials for Infrastructure and Engineering for procurement of Infrastructure related goods & services.

9. POLICY DIRECTIVES AND PROCEDURES

9.1. GUIDELINES FOR THE UTILISATION OF THE FUND

9.1.1 The Ward Development Fund may be utilised for projects of operational and/or Capital Nature, based on the need identified by the respective ward.
9.1.2 Facilitate broadly the promotion of community relationships, where movable and immovable assets are procured, the municipality must enter into an SLA with the respective community/organisation handing the asset over to such community/organisation. The municipality will not be responsible on-going maintenance of any asset procured through the WDF, that is no longer under the ownership of the municipality;

9.2 The following considerations will apply, to the implementation of the WDF, subjected to paragraph 9.1.1 above:
9.2.1 Provide support to ward based institutions, organizations.
9.2.2 Facilitate broadly, the promotion of community relationships.
9.2.3 Assist with the promotion of economic or community development initiatives within the ward.
9.2.4 Enhance the potential in the establishment or conducting of initiatives that will provide benefit to ward /community
9.2.5 The fund must only be used for annual programs and not for multi – year programs
9.2.6 It is of utmost importance that the selected programs must benefit the ward through:
9.2.6.1 Enhancing community capacity building and awareness;
9.2.6.2 Promoting skills development and job creation;
9.2.6.3 Promoting community public participation;
9.2.6.4 Benefiting the vulnerable groups including women, youth, aged, disabled and children;

9.2.6.5 Enhancing service delivery in the wards where there is a shortfall of funds within the capital budget of the municipality; and

9.2.6.6 Improving the welfare of the communities within the ward.

9.2.7 Ward Councillors must motivate their requests and/or submissions made to use the WDF, and which submissions must be made to the office of the Speaker, who will be responsible , in consultation with the Accounting Officer and CFO, for the approval or non- approval of the request to avoid any non- compliance or abuse of public funds.

9.3 Any request for Roll-overs in respect of budgeted funds must be considered the framework of National Treasury and recommended by the Speaker to Council for final approval who will make the decision in consultation with the Accounting Officer and CFO.

9.4 Priorities for the WDF must be submitted by Ward Councillors, to the Speaker by 25 May each year, to be considered for allocation on the budget.

9.5. The Speaker will advise B&T of the percentage split in the operational and capital budget for the WDF.

10. OPERATIONAL PROVISIONS

10.1. An annual budget allocation shall be made for purposes of a Ward Development Fund.

10.2 The Ward Development Fund may be used only for the purpose for which it is approved **as guided by the provisions of clause 9.1.**

10.2.1 All requests for expenditure under the Ward Development Fund are to be presented to the Office of the Speaker for his approval or non- approval.

10.2.2 Once approval has been received from the Speakers' Office, the respective Public Participation Officer is to raise a written request for the financial processing of the transactions based on what is required on a case by case basis (e.g. direct payment of a service provider/procurement processes etc.) and forwarded to the Finance Department for processing together with all the necessary supporting documents.

10.2.3 Upon the conclusion of the financial transaction, the applicant and other stakeholders (e.g. Ward Councillor) will be informed by the Speaker's Office with documentary evidence to this effect.

10.2.4 The relevant Budget and Treasury Accountant and the Public Participation Officer must monitor expenditure to ensure that expenditure remains within the approved budget/allocation per ward.

10.2.5 The Speaker and the Public Participation Officer must be provided with the expenditure reports per ward on a monthly basis, and during the last quarter of the financial year (i.e. April – June), the Speaker must instruct Ward Councillors who are recording 0% spending in respect of his/her ward, to indicate to his office whether such allocations are still to be spent. In the event of no response, the Speaker is authorised to make decisions on re-allocating the funding to

needy wards or areas. This is intended to curb under-expenditure of fund, and due to the fact that certain wards are more needy than others, although funding is split in the same proportion.

10.2.6 Should a request for roll-over be denied by the Speaker, the Ward Councillor may appeal to Council, where after the decision of Council is final.

10.2.7 During April/May of each year, the ward Councillor must meet with the ward Committee and hold a public consultation meeting in order to receive proposals from the public on possible projects and proposals and how to spend the funds.

10.2.8 Such community engagements must be held in an open and transparent manner and the community and community organizations must be informed of the agenda for the meeting.

11. WARD COUNCILLOR'S ROLE

11.1 Each Ward Councillor shall establish a Budget Task Team comprising of Ward Committee Members, chaired by the Ward Councillor

11.1.1 The purpose of the task team would be to consider all requests submitted for funding.

11.1.2 The budget task team of the ward shall receive written requests for assistance from the organizations within the ward.

11.1.3 With the assistance of the ward committee, the Ward Councillor will determine whether the request meets the criteria set out in the Ward Development Fund Policy guidelines.

11.1.4 The Ward Councillor will establish whether the applicant is not in receipt of funding for the same purpose from the municipality.

11.1.5 The Ward Councillor will verify the existence of the project/ beneficiary or the need of the funding.

11.1.6 If the applicant meets the criteria as well as the verification, the Ward Councillor should apply to the Office of the Speaker by 25 May of each year.

11.1.7 In respect of a project, the Ward Councillor must outline the financial, human resources and business plans required on how the project will benefit the community.

12 THE ROLE OF THE SPEAKER'S OFFICE

12.1 Upon receipt of the application from the Ward Councillor, the Speakers Office shall:

12.1.1 Verify if the application meets all the criteria as set out in the framework of the Ward Development Fund Policy.

12.1.2 Verify if the applicant has not been funded from the Ward Development Fund, or/and other municipal fund for the same purpose.

12.1.3 Confirms from Budget and Treasury if there is suitable budget for the project applied for by the Ward Councillor.

12.1.4 Recommend in writing to the Finance directorate for approval when the application meets all the requirements and where there are funds available in the ward budget.

12.1.5 Respond in writing to the Ward Councillor whether his/her application has been approved.

12.1.6 The Speaker's Office has the prerogative to refuse funding if it falls outside the scope of the policy.

12.1.7 The Finance Directorate, with the approval of the Speaker may, depending on the circumstances approve use of the Ward Development Fund to fund causes falling outside of the set criteria but within the mandate of the municipality.

13 EXCLUSIONS

13.1 The following are excluded from the utilization of the Ward Development Fund:-

13.1.1 Parties or celebrations for individuals
13.1.2 Purchasing of refreshments and other office essentials
13.1.3 Burial of deceased persons in the ward
13.1.4 Any other matter that may be detrimental to the communities
13.1.5 Cash funding

14 MONITORING

14.1 The Ward Councillor shall:

14.1.1 Through the verification process as set out above, take all the necessary steps possible to act in a manner that will mitigate against abuse/misuse of the Ward Development Fund.

14.1.2 Be held personally accountable for all funds used from his/her Ward Development Fund, if it is established that there has been breach of the guidelines, legislation and the verification process.

14.1.3 Keep records of all transactions made through the Ward Development Fund and provide proof of expenditure for all projects undertaken to the Ward Assistants and the Public Participation Office.

14.1.4 The Speakers' Office shall:

14.1.4.1 Continuously monitor and evaluate the usage and progress of projects funded from the Ward Development Fund.
14.1.4.2 Provide support and advice to Ward Councillors where necessary
14.1.4.3 Keep records of all proposals/ requests processed for funding and report to the Speaker and the Public Participation Officer to report to the Council on a quarterly basis
14.1.4.4 Not to consider any application that is in breach of the criteria as set out in the policy framework
14.1.4.5 The application form attached to the policy as Annexure "A" is properly completed in order to consider the request for assistance from the Ward Development Fund.

15. DEFINING RESPONSIBILITIES BETWEEN THE TWO OFFICES

15,1 Finance Directorate.
15.2 Confirm the correct job number for the ward.
15.3 Confirm budget availability in the respective ward.
15.4 Re-confirm compliance with the Council approved policy.
15.5 Liaise with the originating office for any enquiries relating to the transaction, including but not limited to non-compliance, budget availability.
15.6 Sign-off the document to confirm that the transaction is fully compliant in all respects, etc.
15.7 Speakers' Office.
15.8 Scrutinize the documents in order to confirm compliance.
15.9 Communicate directly with the originating office in any case of non-compliance.
15.10 Sign- off the documents to confirm that it is complete and compliant in all respects, and
15.11 Preparing the quarterly reports on spending of the funds for the structures of Council and for the Speaker to report to Council.

16 REVIEW OF POLICY

That the policy for Ward Development Fund must be reviewed annually.

C DU PLESSIS **DATE**
MUNICIPAL MANAGER

WARD DEVELOPMENT FUND POLICY APPLICATION FORM

To be completed by the Ward Councillor

Ward Number:	
Ward Councillor:	
Project to be funded.	
Commencing date of the project:	
---------- ***WARD COUNCILLOR 'S SIGNATURE*** ***DATE……..***	

To be completed by the "delegated/authorised" official at the office of the Finance Directorate

1. BUDGET AND TREASURY OFFICE   **BUDGET CONFIRMATION**   **----------**   **ACCOUNTANT**   **----------**   **DATE**

REPORTS BY THE PORTFOLIO CHAIRPERSON: INFRASTRUCTRE & ENGINEERING

KOUGA MUNICIPALITY (EC 108)

ORDINARY COUNCIL MEETING

INFRASTRUCTURE & ENGINEERING

DATE: 30 MAY 2019 **ITEM NO: 19/05/I&E3**

RE: PROGRESS ON GRANT FUNDING (MIG & EPWP)

1. Purpose

The purpose of this report is to inform the members of the Committee 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.

Grant	**Amount**	**Expenditure as at 30 March 2019**
Municipal Infrastructure Grant (MIG)	R 31,186,000.00	R 22,981,088.18
Expanded Public Works Programme (EPWP)	R 1,013,000.00	R 1,013,000.00

3. Comments by the relevant Director

Below table depicts the progress on projects to date.

MIG Projects

Local Area	Humansdorp
Ward	4, 5
Project Description	Upgrading of Kruisfontein WWTW Phase 2 & Outfall Sewer
Original Budget ('000)	2,500
Adjust Budget	2,500
YTD Expenditure	1,727
Project Status	Complete. 50% retention has been released to bidder.
Project Stage	Close Out
Challenges	None

Measure to remedy Challenges	None
Local Area	Jeffrey's Bay
Ward	2
Project Description	Upgrading/Improvement of Sport Facilities in Kouga – Pellsrus
Original Budget ('000)	4,444
Adjust Budget	4,444
YTD Expenditure	0
Project Status	Contractor appointed. 10% of overall work completed. Site establishment, demolishing of existing structures and earthworks commenced.
Project Stage	Construction
Challenges	Late procurement of contractor.
Measure to remedy Challenges	Redirecting of MIG funds to ensure funding are spent – Sea Vista Water Waste Treatment Works
Local Area	Jeffrey's Bay & Hankey
Ward	2
Project Description	Mini Fresh Food and Craft Markets in Jeffrey's Bay & Hankey
Original Budget ('000)	1,404
Adjust Budget	1,404
YTD Expenditure	0.00
Project Status	Consultant appointed. Social Facilitation completed. Prelim designs completed.
Project Stage	Pre-Planning – Designs
Challenges	Late procurement of professional service provider.
Measure to remedy Challenges	Redirecting funding to ensure funds are spent – Sea Vista Water Waste Treatment Works
Local Area	St Francis Bay
Ward	1 & 12
Project Description	Upgrading of the St Francis Bay Wastewater Treatment Works

Original Budget ('000)	21,279
Adjust Budget ('000)	21,279
YTD Expenditure ('000)	20,034
Project Status	65% of overall work completed. Contractor on programme
Project Stage	Construction
Challenges	None
Measure to remedy Challenges	None

4. Comment: Chief Financial Officer

Supported

5. Comment: Municipal Manager

Supported

6. Financial Implications

None

7. Legal implications

None

8. Recommendation

8.1 That the progress report be noted.

Drafted by A. Perils : PMU Manager

Approved by V.W Felton : Director Infrastructure and engineering

Endorsed by C. du Plessis : Municipal Manager

Item noted by Portfolio Chairperson

KOUGA MUNICIPALITY (EC 108)

ORDINARY COUNCIL MEETING

INFRASTRUCTURE AND ENGINEERING

DATE: 30 MAY 2019 **ITEM NO: 19/05/I&E4**

DROUGHT FUNDING: PROGRESS WITH BOREHOLE DEVELOPMENT AND WATER CONSERVATION AND DEMAND MANAGEMENT PROJECTS

1. Introduction

The purpose of the item is to inform the Committee with regard to the progress of the grant funded drought relief projects up to 15 May 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 of Water Conservation and Demand Management Initiatives (WCDM), which include the replacement of old pipelines.

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 ATTP) 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.

Detail 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 competed. 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	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 completed. The pipe layout drawing has also been completed and the pipe material for the pumping main (approximately 1.2 km in length) has been delivered.

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 m^2 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.

Detail 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 are 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.

Detail 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	Pump tested awaiting data analysis	243
GWA/HAN7/2019	24/02/2019	26/02/2019	199	10	Pump tested awaiting data analysis	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	Pump tested awaiting data analysis	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	Pump tested awaiting data analysis	361
GWA/HAN12/2019	06/03/2019	08/03/2019	175	7	Pump tested awaiting data analysis	432
GWA/HAN13/2019	07/03/2019	12/03/2019	199	4.6	Pump tested awaiting data analysis	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	Pump tested awaiting data analysis	280

Borehole number	Start date	End date	Depth (m)	Blow yield (l/s)	Sustainable yield (l/s)	EC (mS/m)
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	Pump tested awaiting data analysis	180
GWA/HAN18/2019	14/03/2019	16/03/2019	199	2.5	n/a	771
GWA/HAN19/2019	16/03/2019	21/03/2019	185	9	Blocked	84
GWA/HAN20/2019	16/03/2019	21/03/2019	195	12	Pump tested awaiting data analysis	401
GWA/HAN6P/2019 (Production hole)	21/03/2019	27/03/2019	199	21	Pump tested awaiting data analysis	212
GWA/HAN9P/2019 (Production hole)	17/03/2019	27/03/2019	212	16	Pump tested awaiting data analysis	294
GWA/HAN13P/2019 (Production hole)	27/03/2019	03/04/2019	199	14	Pump tested awaiting data analysis	235
GWA/HAN19P/2019 (Production hole)	28/03/2019	10/04/2019	295	3.9	Pump tested awaiting data analysis	93
GWA/HAN20P/2019 (Production hole)	04/04/2019	10/04/2019	197	21	Pump tested awaiting data analysis	395
GWA/HAN21/2019	10/04/2019	11/04/2019	97	3.4	n/a	121
GWA/HAN22/2019	11/04/2019	12/04/2019	121	3.4	n/a	133

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

Detail 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 recommended 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	175	5.6	1,8	38
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

3.2.5 Patensie

Two boreholes were drilled in Patensie town and one hole at the water treatment works. Salinity of the last hole is extremely high and this hole will not be used.

Borehole number	Start date	End date	Depth (m)	Blow yield (l/s)	Sustainable yield (l/s)	EC (mS/m)
GWA/PAT1/2019	12/04/2019	24/04/2019	205	20	Pump tested awaiting data analysis	183
GWA/PAT2/2019	24/04/2019	05/05/2019	223	40	Pump tested awaiting data analysis	215
GWA/PAT3/2019	05/05/2019	13/05/2019	139	5.6	n/a	1454

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 1st round 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 dated 17/01/2019 issued to appointed contractor. Appointed contractor withdrew on 30/01/2019 .Indicated that on review of his tendered rates he cannot do the work due to due to his rates being too low. Tender validity expired 12 April 2019 and request for extension to prospective bidders were sent out. Tender at bid committees for re-evaluation.
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

At the Top Management and Maycom Meeting held on 9 April 2019 it was resolved that:

- *A detailed expenditure per project must be forwarded to Finance portfolio chair and the Mayor*
- *A timeline is needed from the Municipal Manager for cancelled tenders that were referred to MPAC*
- *A project to project analysis of expenditure must be submitted to Finanace portfolio chair and the Mayor*

- *Firm cashflow projections are needed ,tied to procurement timeline projections to establish whether the 50 percent will be spent by end June 2019*

On Wednesday 10 April 2019 at 14:00 a meeting was held in the Mayor's Office where the Mayor, the Speaker, PC Finance, the CFO, the Manager Technical (Civil Services) and the Manager Electrical were present. At this meeting the Manager Technical (Civil Services) presented a cashflow spreadsheet based on formal procurement processes which indicated that the envisaged appointment of contractors will only be able to be done by the mid to end June 2019, which would result in the possible loss of the drought relief grant funding, should a roll over criteria not be met. In order to qualify for a roll – over of these funds a minimum of 50% of the total allocated grant must have been spent and commitments be in place (contractual appointments, procurement of materials etc.) before the end of June 2019.
In view of the aforementioned it was requested by the political leadership that alternative procurement strategies be investigated as a matter of extreme urgency in order to achieve the required minimum of 50% expenditure threshold to qualify for a roll – over of the grant funding received.

On Thursday 11 April 2019 a follow up meeting was held in the Office of the Mayor where the Mayoral Committee, the Municipal Manger, the CFO, the Director I&E, the Manager Technical (Civil Services) and the Manager PMU were present to discuss the way forward. At this meeting political leadership requested that the accounting officer follow the deviation route as opposed to the formal procurement process in order to fast track the implementation of the drought projects.

On the morning of Friday 12 April 2019 the Manager Civil Services together with the Manager PMU and Electrical convened a meeting with the appointed professional service providers. During this meeting consensus was reached with regard to the proposed shortened deviation timeframes to be followed for implementation. Subsequent to this meeting the Manager Technical (Civil Services) prepared a procurement proposal to meet the 50% expenditure requirement. Part of this proposal was that the service providers/bidders who participated in the initial call for tenders in respect of tenders (I&E 7and 8/2018), be invited to submit bids for the Jeffreys Bay and Kruisfontein tenders, and a 1st round of clarification meetings was scheduled for 17 April 2019.

This proposal was presented at a Top Management meeting held in the office of the Municipal Manager on Monday 15 April 2019 at 8:30. The accounting officer indicated that a deviation process be followed, however there was no unanimity with the implementation of his proposal.

Hereafter a discussion was held by writer with the Manager Supply Chain who proposed that consideration be given to reinstate the cancelled tenders (I&E 7/2018 and I&E 7/2018) through a deviation process since these tenders have already been through a formal bid procurement process but were cancelled during the evaluation stage. Writer also considered the possibility of implementing a possible section 32 process, but the timeframe for this process is unrealistic at this point in time.

On the afternoon of Monday 15 April 2019 at 14:30 the latter proposal was presented to the Accounting officer and the CFO by the Manager Civil Services, PMU Manager and Supply Chain Manager, as a possible option to minimize potential risk. The CFO stated that this is not possible as this process has already been concluded. The manager SCM raised his concern at the meeting in that no formal written instruction has been received to proceed with a deviation process.

Writer wishes to emphasize that even though the deviation process is going to be followed, it cannot be guaranteed that the desired outcome will be achieved. Our team is however fully committed to achieve the desired outcome, which writer firmly believes will only be possible if all role players give their full cooperation and participate constructively in the proposed process.

3.3.2 Water Conservation and Demand Management project.

The objectives of the Water Conservation and Demand Management initiatives have been determined to be as follows:

1. Ensure sustainable provision of domestic water supply to communities.
2. Ensure and promote safe and healthy environment for the communities
3. Improve water use efficiency of remaining existing water resources.
4. Improve the efficiency and functionality of existing infrastructure.
5. Improve the sustainability of existing water supply schemes.

The full scope of Water Conservation and Demand Management intervention work involves the following to reduce Non Revenue Water:

- Audit all domestic, Institutional, Commercial and Industrial water meters and connections
- Audit internal plumbing of poor households for leaks.
- Assistance-to-the-poor (ATTP) repairs to internal leaking taps and toilet cisterns.
- Audit ablution facilities of schools for water wastage.
- Investigate high water users/consumers installation
- Emergency leak repairs,
- Replacement of pipe sections which can no longer be repaired,
- Installation and replacement of water meters,
- Reduction of pressure in areas where high pressure exists,
- Installation of flow control devices at schools and high consumers, water awareness campaigns.

The following activities have been undertaken and completed as at 15 May 2019.

I. A total of 15 017 domestic consumer water meter audits have been completed
II. 186 ICI (Institution/Commercial/Industry) audits completed
III. 27 378 follow up 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 954 properties have been retrofitted (Assistance to the poor repair of internal leaks.)

Hankey = 317
Patensie = 162
Loerieheuwel = 51
Thornhill = 49
Oyster Bay = 70
Jeffreys Bay Pellsrus = 224
Jeffreys Bay Oceanview = 57
Jeffreys Bay town = 4
Humansdorp Kwanomzamo = 20

VI. A total of 726 domestic water meters have been replaced,

Hankey = 260
Patensie = 140
Loerieheuwel = 9
Thornhill = 6
Oyster Bay = 70
Jeffreys Bay Pellsrus = 143
Jeffreys Bay Oceanview = 51
Humansdorp Kwanomzamo = 47

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

X. Zoning Activities have been completed in the following Demarcation areas (DMA's):

- Thornhill
- Loerie
- Oyster Bay
- Jeffreys Bay – Oceanview
- Jeffreys Bay - Pellsrus
- Jeffreys Bay – Aston Bay
- Jeffreys Bay – Paradise Beach
- St Francis Bay –Sea Vista
- St Francis Bay – Industrial area
- Cape St Francis

Teams are in the process of finalizing DMA reports and recommended interventions for the above-mentioned areas.

4. Financial implications

a) Groundwater development/Borehole project

The full grant allocation of R 58,7m was only received and paid into municipal bank account on 29/03/2019.

Summary as at 17 May 2019	Amount
Total Allocation	R 58,728,939.00
Value Created as at 09/04/2019	R 19,828,400.64
Balance	R 38,900,538.36
Expenditure to date	33.76 %

Expenditure per project: Borehole projects as at 17/05/2019

Project	**Boreholes: Patensie water supply**
Vote No	201 901 030 228 20
Budget	R 8,401,216.00
Expenditure	R 825,670.60
Available	R 7,575,545.40
%spent	9.83 %
Appointed Consultant: Aurecon Consulting Engineers	
Drilling contractor: Steyns Drilling	

Civil contractor: Still to be appointed, drilling was only completed on 13 May 2019.
Drilling of 3 boreholes in Patensie town completed.
Outstanding tasks under drilling project.

- Complete test pumping of 2 holes after which pump testing data to be analyse to determine sustainable yields to design conveyance infrastructure.
- Case and gravel pack of 1 x hole

Project	**Boreholes: Hankey water supply**
Vote No	201 901 030 228 23
Budget	R 32,256,716.00
Expenditure	R 10,971,560.03
Available	R 21,285,155.97
%spent	34.0 %
Appointed Consultant: Aurecon Consulting Engineers	
Drilling contractor: Steyns Drilling	
Civil contractor: Still to be appointed	

- Expenditure includes pipes ordered for project.

Tender no1

- Prospective bidders invited on 24/04/219
- Site clarification meeting scheduled 25/04/2019
- Tender close 09/05/2019
- Envisaged appointment week of 20/05/2019

Tender no2

- Prospective bidders invited on 07/05/219
- Site clarification meeting scheduled 14/05/2019
- Tender close 24/05/2019
- Envisaged appointment week of 31/05/2019

Project	**Boreholes: Jeffreys Bay water supply**
Vote No	201 901 030 228 14
Budget	R 4,500,000.00
Expenditure	R 2,536,863.63
Available	R 1,963,136.37
% spent	56.37 %
Appointed Consultant: Aurecon Consulting Engineers	
Drilling contractor: Steyns Drilling (Work completed)	
Civil contractor: Still to be appointed	

- Expenditure includes pipes order for project.
- Prospective bidders invited on 18/04/2019
- Site clarification meeting scheduled 23/04/2019
- Tender close 03/05/2019
- No of Bids received = 4
- Envisaged appointment week of 20/05/2019

Project	**Boreholes: Humansdorp water supply**

Vote No	201 901 030 228 17
Budget	R 5,427,708.00
Expenditure	R 3,218,256.98
Available	R 2,209,451.02
% spent	59,29 %
Appointed Consultant: Aurecon Consulting Engineers	
Drilling contractor: Steyns Drilling (Work completed)	
Civil contractor: Still to be appointed	
Tender documentation is completed. Bid process to be implemented	

Project	**Cape St Francis Groundwater**
Vote No	201 901 030 228 11
Budget	R 5,910,000.00
Expenditure	R 1,587,225.40
Available	R 4,322,774.60
% spent	26,86 %
Appointed Consultant: Aurecon Consulting Engineers	
Civil contractor: Still to be appointed	
• Expenditure includes pipes order for project. • Prospective bidders invited on 18/04/2019 • Site clarification meeting scheduled 23/04/2019 • Tender close 03/05/2019 • No of Bids received = 4 • Envisaged appointment week of 20/05/2019	

Project	**Boreholes: Oyster Bay water supply**
Vote No	201 901 030 228 08
Budget	R 1,311,015.00
Expenditure	R 688,823.14
Available	R 622,191.86
% spent	52.54 %
Appointed Consultant: Aurecon Consulting Engineers	
Drilling contractor: Steyns Drilling (Work completed)	
Civil contractor: Still to be appointed	
Process to obtain quotes for pipework installation and borehole pumps in progress.	

b) <u>Pipeline replacement, Infrastructure upgrading and Water Conservation and Demand Management projects.</u>

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 as at 17 May 2019	Amount
1st Tranche received 19/12/2018	R 37,000,000.00
2nd 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 17,920,409.59
Balance of Total Amount	R 74,579,590.41
% Spent	19.37 %

<u>Expenditure per project: Borehole projects as at 17/05/2019.</u>

Project	**Water Conservation and Demand Management**
Vote No	201 901 030 228 26
Budget	R 15,550,000.00
Expenditure	R 8,821,771.83
Available	R 6,728,228.17
% spent	56,7 %
Appointed Service provider : Re-Solve/EAS Joint venture	
Project implementation on schedule.	

Project	**Upgrade Jeffreys Bay water treatments works**
Vote No	201 901 030 228 41
Budget	R 35,000,000.00
Expenditure	R 1,374,172.00
Available	R 33,625,828.00
% spent	3,93 %
Appointed Consultant: MJM Consulting Engineers	
Appointed Civil Contractor: Ikhono Projects	
Appointed Electrical Contractor : VE Reticulation PTY Ltd	

<u>1 x Civil works tender (Contract I&E 1/2019)</u>

- Site clarification meeting held 17/04/2019 DONE
- Tender close 02/05/2019 at 15:00 DONE
  No of Bids received = 7
- Appointment letter dated 11 May 2019
- Appointed value = R 17,991,770.79 VAT included
- Contract commencement date: 30 May 2019
- Expected completion date: mid Dec 2019

<u>1 x Electrical tender</u> <u>(Contract I&E 2/2019)</u>

- Site clarification meeting held 17/04/2019 DONE
- Tender close 02/05/2019 at 15:00 DONE
- No of Bids received = 3
- Appointment letter dated 11 May 2019
- Appointed value = R 11,961,102.85 VAT included

- Contract commencement date: 30 May 2019
- Expected completion date: mid Dec 2019

Project	**Augmentation water supply Kruisfontein**
Vote No	201 901 030 228 38
Budget	R 20,000,000.00
Expenditure	R 1,564,984.01
Available	R 18,435,015.99
% spent	7,82 %
Appointed Consultant: MJM Consulting Engineers	
Appointed Civil Contractor: SP Excel Holdings	
Appointed Electrical Contractor : VE Reticulation Pty Ltd	

- Expenditure includes pipes order.

1 x Civil works tender (Contract I&E 3/2019)

- Site clarification meeting held 17/04/2019 DONE
- Tender close 02/05/2019 at 15:00 DONE
- No of Bids received = 8
- Appointment letter dated 11 May 2019
- Appointed value = R 12,504,839.01 VAT included
- Contract commencement date: 30 May 2019
- Expected completion date: mid Dec 2019

1 x Electrical tender (Contract I&E 4/2019)

- Site clarification meeting held 17/04/2019 DONE
- Tender close 02/05/2019 at 15:00 DONE
- No of Bids received = 3
- Appointment letter dated 11 May 2019
- Appointed value = R 3,491,234.40 VAT included
- Contract commencement date: 30 May 2019
- Expected completion date: mid Dec 2019

Project	**Oyster Bay pipeline replacement**
Vote No	201 901 030 228 35
Budget	R 450,000.00
Expenditure	R 434,035.46
Available	R 15,964.54
% spent	96.45 %
Appointed Consultant: MJM Consulting Engineers	
Appointed Contractor : Wavelengths Construction	
Notice no. 225/2018	
Tender no: I&E 9/2018	
Commencement date: 6 February 2019	
Completion date: 10 May 2019	
Expected completion date: 10 May 2019 Practical completion certificate issued.	

Project	**Patensie pipeline replacement**
Vote No	201 901 030 228 29
Budget	R 10,500,000.00
Expenditure	R 1,506,930.37
Available	R 8,993,069.63
% spent	14.35 %
Appointed Consultant: MJM Consulting Engineers	
Appointed Contractor: Outstanding Tender advertised under notice no 225/2018 on 30 November 2018.Tender closed Friday 14 December 2018. Bid Adjudication committee on 4 January 2019. Appointment letter dated 17/01/2019 issued to appointed contractor. Appointed contractor withdrew on 30/01/2019 Indicated that on review of his tendered rates he cannot do the work due to due to his rates being too low. Tender validity expired 12 April 2019 and request for extension to prospective bidders were sent out. Tender at bid committees for re-evaluation. Decision was taken to procure pipes for project trough approved municipal stores tender to expedite expenditure.	

Project	**Hankey pipeline replacement**
Vote No	201 901 030 228 32
Budget	R 11,000,000.00
Expenditure	R 4,218,516.91
Available	R 6,781,483.09
% spent	38.35 %
Appointed Consultant: MJM Consulting Engineers	
Appointed Contractor : Wavelengths Construction	
Notice no. 225/2018	
Tender no: I&E 11/2018	
Commencement date: 6 February 2019	
Completion date: 10 May 2019	
Expected completion date: 28 June 2019	

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

Application for funds roll over will need to be prepared and submitted to National Treasury during Aug 2019.

It must be noted that with current commitments and expenditure projections, the table below indicates the envisaged roll over amount. Estimated completion date for all projects is December 2019.

Total Allocation	R 151,228,939.00
Expected expenditure up to 30 June 2019	R 74,394,727.23
Envisaged roll-over after 30 June 2019	R 76,834,211.77

It must be stated that the projected expenditure and timeframes are very ambitious, however, everybody involved is committed to meet the target set.

On 14 May 2019, the Provincial Disaster Management Centre (PDMC), through the Department of Water and Sanitation, requested Municipalities to advise them of challenges on drought implementation and expenditure up to financial year end and envisaged drought roll over by Friday 17 May 2019, to enable PDMC to sensitize National Disaster Management Centre (NDMC) at a scheduled meeting on Monday 20 May 2019. It was requested that above information must be signed by the Municipal Manager and be regarded as formal correspondence from Municipalities.

(Attached copy of said letter***)

The content of letter was discussed with DWS project manager, who are in agreement and in support of contents of said letter.

7. Recommendation

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

Drafted by A. Perils : **PMU Manager**

Approved by V.W Felton : **Director I&E**

Endorsed by C. du Plessis : **Municipal Manager**

Item noted by Portfolio Chairperson : **Cllr F Campher**

KOUGA
local municipality
Good Governance through Service Excellence

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

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

Department of Water Affairs
Private Bag X7485
King Williams Town
5600

15 May 2019

Attention: Mrs Portia Makhanya
Email: MakhanyaP@dws.gov.za

WATER SERVICES INFRASTRUCTURE GRANT: DROUGHT RELIEF FUNDING.

Drought relief funds allocated to Kouga Municipality to the amount of R 151m which was Gazetted on 4 October 2018 in Government Gazette No 41958 and your allocation letter dated 16 October 2018, refers.

Although these drought relief funds have already been allocated in 16 October 2018, transfer thereof to the Kouga Municipality only took place on the dated as indicated below. The late transfer of funds hampered the implementation of drought relief projects which directly affected the expenditure as reflected to date.

1. Water Conservation and Demand Management Project.

   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.**
   This allocation was from the onset a Schedule 5B

Total Allocation	R 92,500,000.00
Expenditure to date (15 May 2019)	R 17,788,098.59
Funds available	R 74,711,901.41
% Spent	19.2 %

2. Groundwater development

   The total grant allocation of R 58,7m was only received and paid into municipal bank account on **29/03/2019.** Originally Schedule 6B but changed to Schedule 5B.

Total Allocation	R 58,728,939.00
Expenditure to date (15 May 2019)	R 19,828,400.64
Funds available	R 38,900,538.36
% Spent	33.8 %

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Email: registry@kouga.gov.za
Website: www.kouga.gov.za

All professional services providers and contractors have been appointed in terms of procurement processes and various tenders have been awarded and projects are in the process of being implemented.

We wish to highlight the fact that all drought relief funds have been fully committed. However due to circumstances beyond our control, inter alia the late transfer of funds and the time related factors regarding the implementation of these projects, a roll-over of funds is envisaged.

It must be noted that with current commitments the estimated completion date for all projects is December 2019.

Total Allocation	R 151,228,939.00
Expected expenditure up to 30 June 2019	R 74,394,727.23
Envisaged roll-over after 30 June 2019	R 76,834,211.77

Due to the late transfer of funds and procurement processes that was required to be followed, we wish to solicit your support in an application for a roll-over of funds.

Yours faithfully

CHARL DU PLESSIS
MUNICIPAL MANAGER

Cc: Lungiswa Radebe email : RadebeL2@dws.gov.za

KOUGA MUNICIPALITY (EC 108)

ORDINARY COUNCIL MEETING

INFRASTRUCTURE & ENGINEERING

DATE: 30 MAY 2019 **ITEM NO: 19/05/I&E7**

REPORT: 391 ELECTRICIFACTION PROJECT: REPORT ON SPENDING UP TO CURRENT DATE ON THE PROJECT

1. Purpose

The purpose of this item is to report on the spending on the Kruisfontein 391 electrification project, the remaining of 237 household electrical installations and bulk.

2. Background

The electrification tender was awarded to Motheo electrical to electrify the remaining 237 houses from the 391. The budget was allocated to strengthen the bulk supply and electrify the rest of the remaining houses from the previous financial year.

A substation is being built which is about 50% complete, the MV cable network was extended from Comments substation to the newly built Kruisfontein substation. The cable is 90% installed. Substation structure construction is in progress.

The LV bundle line is being extended to all households and construction thereof only commenced on the 8th March 2019 due to a waiting period for material delivery. The contractor will be ready to hand over 54 houses by the end of April 2019 as the one phase will be completed at the said date.

The procurement of transformers has a 3 months delivery period and therefore they can only be delivered in the first week of May 2019. This will enable the contractor to complete the rest of the connections before the end of the financial year.

3. Comment: Relevant Directorate

None

4. Comment: Chief Financial Officer

None

5. Comment: Municipal Manager

None

6. Financial Implications

Spending on the 391electrification project thus far excluding VAT:

Local Area: Humansdorp- Kruisfontein		
Ward: 5		
Project description: 391 Electrification		
DESCRIPTION:	**R VALUE FINANCIALS:**	**% FINANCIALS**
Original Budged:	R 8 977 342.27	100 %
Adjusted budget:	None	
YTD Expenditure:	R 4 916 300.93	54.76%
Outstanding:	R 4 061 041.34	45.24%

Spending on the project is dictated by transformer delivery time frames of the outstanding equipment & material which will be delivered in the coming weeks. 100% spending will be achieved by the end of the 2019 financial year.

7. Legal implications

None

8. Other implications

None

9. Recommendation

9.1 That the report on the Kruisfontein 391 electrification project be noted.

Item prepared by T Madatt : Manager Electrical

Item Approved by V. Felton :Director Infrastructure and Engineering

Item Endorsed by Mr. C. Du Plessis : The Municipal Manager

Item noted by Port Folio Chairperson : Cllr F Campher

KOUGA MUNICIPALITY (EC 108)

ORDINARY COUNCIL MEETING

INFRASTRUCTURE AND ENGINEERING

DATE: 30 MAY 2019 **ITEM NO: 19/05/I&E9**

ANNUAL DRY PERIOD HANKEY AND PATENSIE FOR 2019

1. Purpose

The purpose of this report is to inform the Council of the annual dry period in Hankey and Patensie.

2. Background

The towns of Hankey and Patensie obtain water for domestic use out of the Gamtoos irrigation scheme. The Gamtoos Irrigation Board annually closes off the irrigation canals for maintenance purposes.

3. Comment by Director: I&E

The scheduled period for maintenance of the main canal is Saturday 15 June 2019 until Sunday 30 June 2019. This is an estimate period of 16 days.

The available water storage is only sufficient for a period of 48 hours, which is the design norm and not sufficient to cater for this prolonged period.

Although water shedding is currently being implemented due to the prolonged drought, it is however recommended that more stringent water restrictions be implemented for the period. It is essential that visible law enforcement be implemented and enforced. During the previous dry period, residents still ignored the request to conserve water.

From 00:00 (Mid night) Thursday 13 June 2019 until 00:00 (Mid night) Monday 01 July 2019.

Under normal rainfall conditions water is normally is abstracted from the Klein Rivier, via the pump houses situated at the golf course and pumped to the water treatment works. Due to the prolonged drought the water quality of this source is of extremely poor quality which is exacerbated by the pollution from informal animal pens located next to the banks of the Kleinrivier below Phillipsville. Furthermore, due to the abnormally low rainfall, the flow in the river is low and the water quality is extremely poor. It is therefore not advisable to make use of this water for domestic use (drinking purposes).

Water for domestic use will be distributed to communities using water tankers during this period.

It is essential that the communities be informed of the planned water interruption and be requested to conserve and reduce water consumption to the absolute minimum requirement during this dry period.

4. Comment: Chief Financial Officer

None.

5. Comment: Municipal Manager

This report is supported.

6. Financial Implications

The delivery of water during weekends and after hours will result in additional overtime. The cost involved cannot be determined at this stage as the actual requirement for overtime will depend on the demand and the situation at the time eg weather conditions etc.

Additional water trucks need to be hired to transport water from Humansdorp and deliver potable water to the residents during this period. It is estimated that the cost will be R 120,000.00.

Provision is made on the operating budget for the hire of water tankers.

7. Recommendation

7.1 That the annual dry period due to maintenance on the canal system, be noted.

7.2 That stringent water restrictions be implemented as from 00:00 (Mid night) Thursday 13 June 2019 until 00:00 (Mid night) Monday 01 July 2019, be supported.

7.3 That the enforcement of stringent water restriction be enforced by officials for the Kouga Law Enforcement section during the dry period, be supported.

7.4 That the annual dry period and additional water restriction be advertised on all notice boards, local newspaper and social media, be supported.

Drafted by E. Oosthuizen : Manager – Civils Services

Item Approved by V. Felton : Director Infrastructure and engineering

Item Endorsed by Mr. C. Du Plessis : The Municipal Manager

Item noted by Port Folio Chairperson : Cllr F Campher

REPORTS BY THE PORFOLIO CHAIRPERSON: COMMUNITY SERVICES

KOUGA MUNICIPALITY (EC 108)

MAYORAL COMMITTEE MEETING

COMMUNITY SERVICES

DATE: 21 MAY 2019 **ITEM NO:19/05/CS6**

REPORT ON ST FRANCIS SPIT REVETMENT (PHASE 1)

1. Introduction

The purpose of this report is to inform the Committee on the progress with the St Francis Spit revetment.

2. Background

In June 2016 the Department of Economic Development Environmental affairs and Tourism approved the Environmental Authorisation to conduct repairs on the St Francis Spit. Kouga Municipality signed a MOA (Memorandum of Agreement) which allowed the St Francis Property Owners (SPO) to manage the repair and maintenance on behalf of the Municipality. The work commenced under the management of St Francis Property Owners (SPO); due to non-availability of funds no maintenance was done on the rock revetments.

Kouga Municipality plans to start with maintenance on the existing rock revetment based on the Environmental Authorisation and the Engineering report by PRDW. The maintenance will be carried out on the failing rock revetment and service providers will be appointed to implement the work.

3. Comments

A site meeting was undertaken on 13 March 2019 by Kouga Municipality Environmental Specialist and Environmental Control Officer (Frank Silberbauer) monitoring compliance with the issued Environmental Authorisation. The intention of the site meeting was to identify failed revetments which required maintenance. Another site meeting was held on 11 April 2019 with the service providers to request for quotations for implementing maintenance on the rocks.

The aim of the site meeting was:

- To identify the risk and liability to Kouga Municipality,
- To protect the municipal infrastructure and surrounding properties,
- To reduce erosion on St Francis beach,

The department is currently in the the procurement stage to appoint a suitable service provider to commence with the required works.

4. Financial Implications

UKEY:	20180704062939
Vote Description:	Maintenance of Unspecified Assets
Budget:	R1 650 000.00
Un-spend Budget:	R1 200 000.00

5. Recommendation

5.1 That the progress report on the St. Francis Spit Revetment be supported.

Item prepared by : Environmental Specialist

Item approved by : Director Community Services

Item noted by : Portfolio Chairperson







KOUGA MUNICIPALITY (EC 108)

ORDINARY COUNCIL MEETING

COMMUNITY SERVICES

DATE: 30 MAY 2019 **ITEM NO: 19/05/CS10**

PROGRESS REPORT ON GERMAN MISSION: KOUGA VS ILSFELD MUNICIPALITIES

1. Purpose

The purpose of this report is to inform the Committee on the January German Delegation with regards the Climate Change Partnership Project as well as the recent development around the project.

2. Background

The Climate Change Partnership Project aims to strengthen partnership between the German, African and Latin American Municipalities so that they can jointly address issues of Climate change, Climate Adaptation, thereby integrating these issues into the workplace of these municipalities.

Kouga Municipality has embarked out on its first mission with Ilsfeld Municipality from 13 – 17 October 2017 which was followed by the second mission where Ilsfeld visited Kouga Municipality from 03 – 10 October 2017.

Kouga Municipality also embarked on a mission to visit Ilfeld Germany in 2018. Municipality draft programme of South African visit to German, Kouga vs Ilsfeld Municipalities.

3. Comments

In addition to the incredible opportunities the partnership gives Kouga to combat climate change and its impact on communities, it has also laid the foundation for the municipalities to work together on other projects.

Adaptation to climate change means acting to protect our natural, built and social environments from the impacts of climate change. There were also networking meeting, workshop and site visits for the Municipal Climate Partnership which took place in various areas of Kouga.

A networking session focused on renewable energy and waste management were Ilsfeld councillor Werner Kuehner, St Francis Property Owners chairman Wayne Furphy, Kouga Portfolio Councillors Bryan Dhludhlu and Freddy Campher, Kouga Environmental and Waste Management Manager Christa Venter and Kouga Municipal Manager Charl du Plessis.

- Energy/ Water/ Recycling: St Francis Links
- Tourism Group: Port Elizabeth (Nelson Mandela University)
- Education Group: Schools & Creche visit
- NGO visits: Baby and Mum Clinic and Jbay Trauma Centre

Climate Change Workshop 24 January 2019

A workshop on Climate Change for Stakeholders and Delegation was held at Mentorskraal, Jeffreys Bay. Stakeholder presented on various topics that impact on climate change.

Hugh van Niekerk of the South African Weather Services gave delegates at the Climate Change Workshop an overview of the cause and impact of changing weather patterns on South Africa.

Environment and Climate Change specialist Telly Chauke, of the South African Local Government Association (SALGA), gave a compelling overview of how climate change impacts on municipalities and communities.

Darby Gounden, General Manager for International Relations at Buffalo City Metro, was among the speakers at the workshop. Buffalo City has been in a climate change partnership with the German municipality Oldenburg since 2011 and has reaped great benefit

As part of the partnership against climate change. Kouga Municipality will be hosting the international closing Workshop 6th Project Phase, municipal Climate Partnership from 9-11 October 2019 at Mentorskraal, Jeffreys Bay.

Deutsche Gesellschaft für Internationale Zusammenarbeit GmbH (GIZ) will be responsible for organising the whole event on behalf of Engagement Global. This will also be a great opportunity to present our municipality to the broader project network of different stakeholders from different countries.

4. Recommendation

4.1 That the progress report and recent developments with regards to the Climate Change Partnership between Kouga Municipality and Ilsfeld Municipalities be noted.

4.2 That the Council identify projects for twining agreement between Kouga Municipality and Ilfeld Municipality, be supported.

4.3 That the International Closing Workshop 6th Project Phase, Municipal Climate partnership to be hosted in Kouga Municipality from 9- 11 October 2019 be noted.

Item prepared by : Environmental Specialist

Item approved by : Director Community Serices

Item noted by : Portfolio Head

ANNEXURE "A"

NETWORKING MEETINGS & SITE VISITS

Figure 1: Networking session focused on renewable energy and waste management

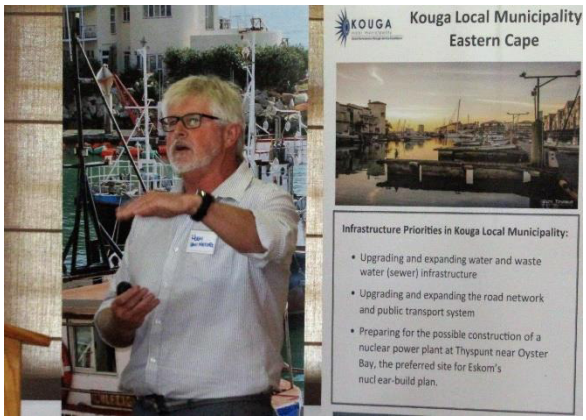




Figure 2: Kouga Mayor Horatio Hendricks welcomed the Ilsfeld delegation to the Jeffreys Bay Trauma Centre.



CLIMATE CHANGE WORKSHOP:









VISIT ILSFELD TO KOUGA MUNICIPALITY

21 – 25 January 2019

Program

Sunday: 20/01	**Monday: 21/01**	**Tuesday: 22/01**	**Wednesday: 23/01**	**Thursday: 24/01**	**Friday: 25/01**
Morning Tsitsikamma Ilsfeld group	09h00 – 12h00: Welcoming session Overview for the week Progress on achievements Outcomes of visit Project Visits: 14h00: Mom & Baby Clinic	Core Group: Kouga/Ilsfeld Education Group: Schools & Creches Tourism Group: PE - NMU Energy/Water/Recycling group: St Frances Links	Baviaanskloof and Gamtoos Valley visit: Kouga and Ilsfeld	Workshop: Climate Change for Stakeholders, and Delegation. Mentorskraal <u>Presentations:</u> -Telly Chauke: SALGA -Hugh van Niekerk: Weather SA -Alfred Nzo Municipality -Buffalo City: Darby Gounden -Ilsfeld Municipality	09h00 – 13h00 Outlook and review of the week. Action Plan/Way Forward
Afternoon Tsitsikamma	Kouga Municipality Site visits	Core Group: Municipal visits	Baviaanskloof and Gamtoos Valley visit: Kouga and Ilsfeld	Workshop: Climate Change for Stakeholders and Delegation continue	18h00: Farewell Dinner

Annexure 2

Time	Program
08h00 – 09h00	Registration
09h00 – 09h15	Opening and Welcome: *Welcome Address by Kouga Speaker: Cllr Hatting Bornman*
09h15 – 09h30	Introductions
09h30 – 10h00	Presentation: Background and Climate Change program: *Ms Telly Chauke: SALGA* *Specialist: Environment & Climate Change* Questions & Answers
10h00 – 10h30	Coffee/Tea
10h30 – 11h30	Presentation: Mr H van Niekerk: *Regional Manager: South African Weather Service* *Weather-ready, Climate-smart* Questions & Answers
11h30 – 12h30	Presentation: German Delegation and Partners *Mayor: Thomas Knödler: Ilsfeld Municipality* Questions and Answers
12h30 – 13h30	Lunch
13h30 – 14h30	Presentation: Darby Gounden *Experiences from a municipal climate partnership.* *General manager for international relations, Buffalo City Metro, Municipal Climate Partnership Buffalo City Metro (South Africa) – Oldenburg (Germany)* Questions & Answers
14h30 – 15h00	Way Forward: Mr Charl du Plessis *Municipal Manager: Kouga Municipality*
15h00	Closure: Chief Whip: Cllr Daniel Benson *Kouga Municipality*

Annexure 3

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Good Governance through Service Excellence

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Climate Change Delegation

INTRODUCTION

The purpose of this report is to give feedback on the January German delegation on Climate Change which was hosted by Kouga Municipality. A delegation from Ilsfeld, led by Mayor Thomas Knodler, returned to South Africa in 21 to 25 January 2019 to meet with their Kouga counterparts and local stakeholders.

The aim is to identify and implement projects with the potential to mitigate the impact of climate change. The initiative, called "Municipal Climate Partnerships", is being implemented and funded by the development agencies Engagement Global and Service Agency Communities in One World (Skew) on behalf of the German government.

During the delegation several stakeholder engagement sessions also took place. These included a networking day at the St Francis Links, as well as visits to local schools and crèches, Nelson Mandela University, the Healthy Mom and Baby Clinic and Jeffreys Bay Trauma Centre. A site visit to the landfill site was also conducted by potential investors

BACKGROUND

The partnership between Kouga and Ilsfeld was initiated in October 2017 and forms part of a German initiative to link municipalities from that country with municipalities in Africa and South America.

Kouga Municipality and German partner Ilsfeld are stepping up their joint fight against climate change. Kouga Mayor Horatio Hendricks supported the focus of the partnership on embarking on climate change initiatives such as renewable energy, waste management and water security.

The magnitude of the effect a municipality has on putting a human face onto climate change is understated. With the current change in climate, municipalities need to plan for the next 50 – 100 years to ensure sustainability of the planet in all the different areas. With increases in CO2 emissions, pollution, deforestation, adaptation strategies for climate change are imperative not only in the world, but also locally. We all should ask ourselves, 'How am I affected by climate change? How am I contributing to global warming through my waste? What can I do to limit my carbon footprint?' Such statements assist individual self-reflection and have to be so widely marketed that it becomes second nature.

On a broader scale, municipalities must assess areas that could pose vulnerability risks to any climate change exposure or if a natural disaster would occur, e.g. municipal asset bases such as the current condition of infrastructure. The changing landscape begs that the language and ideology of South Africans change and adapt. Municipalities do well to ask the following questions:

What are the implications of climate change on growth and developmental prospects?

- Urbanization
- Unemployment & Poverty
- Service Demands
- What are the economic impacts of climate change?
- How do we meet development goals in the context of climate change?

The willingness of local stakeholders, assistance from international partners, and the municipality's drive to create change and a better future could form the pillars of a sustainable future and a cleaner environment.

PROPOSED PROJECTS:

The following projects were proposed for funding:

Project Name	**Discussion**
Solar Powered LED Street Lights	Supply lighting in all informal areas in the Kouga area. Reduce coal generated electricity usage from the grid. Harnessing the natural solar power for sustainability. Minimal operational costs. Wireless, posing no threat e.g. electrocution, strangulation or overheating. Almost zero maintenance. Illuminate throughout the night irrespective of power cuts or grid failures. Significant lowering of carbon footprint.
Solar Powered Off Grid Pumps	Water accessibility at water wells. Harnessing the natural solar power for sustainability. Off Grid pumping systems without the presence of coal generated electricity. Solar panels are reliable in regional or remote areas. Minimal operational costs. Easier to transport and relocate. Generally low-maintenance.

	Productivity increases in times of need.
Tree Planting Initiative & Alien Plant Removal with Educational Awareness	Reduce air pollution by absorbing carbon dioxide and other gases. Replenish the air with oxygen. Keep cities and towns cool by providing shade. Natural water filters reducing chemicals that are transported into streams. Slow the movement of storm water, which reduces soil erosion and prevents flooding. Allows storm water to soak into the ground, increasing ground water recharge. Provide habitat and food for wildlife.
Rain Water Harvesting – Hankey	Great educational tool to measure water usage. Easy water conservation method. Reduces the need to import water into communities. Lessens the water supply pressure from the municipality. Reduces peak water demands during summer months. Great back-up water supply for emergency situations. Reduction of storm water runoff from properties. Reduction of storm water peak flow volume, reducing streambank erosion. Effective method to meet municipal storm water management program. Reduce energy use within a community. Reduce the amount of water that has to be treated and pumped. Can help meet energy & water efficiency ratings.

Leak Detection Vehicle	To reduce the waste of water that occurs though leaks within the municipality. To assist with the upgrading of municipal infrastructure to prevent water leaks. To lease the vehicle to other municipalities to cover maintenance costs.

Additional Projects
Pallets created from Waste
Tourism Collaboration between Universities and Tourism Sectors

CONCLUSION

The German delegation was a great success and a total of seven project were submitted for the proposal. Potential spin-offs outside the scope of the climate change partnership included support from Llsfeld for early childhood development, education and training initiatives, as well as growing the local tourism industry. Two other projects were supported outside the Municipal Climate Partnership such as the Biomass to palate waste project and the tourism collaboration between universities and tourism sectors.

The delegation also includes potential investors who had interest in investing in sectors such as waste management initiatives. There several stakeholder engagement sessions also took place. These included a networking day at the St Francis Links, as well as visits to local schools and crèches, Nelson Mandela University, the Healthy Mom and Baby Clinic and Jeffreys Bay Trauma Centre.

KOUGA MUNICIPALITY (EC 108)

ORDINARY COUNCIL MEETING

COMMUNITY SERVICES

DATE: 30 MAY 2019 **ITEM NO: 19/05/CS11**

REPORT ON FIRE IN THORNHILL – 07 JUNE 2017 TO 23 JUNE 2017

1. Purpose

The purpose of this item is to submit a report to Council regarding the fire in Thornhill during 7 – 23 June 2017.

2. Background

The devastating fires that occurred in the Kouga region during June 2017 affected many families, businesses as well as communities. At such a crucial time, professional firefighters, as well as volunteers, availed themselves to assist with fighting the fire. The fire ravaged houses as well as the Zebra Lodge resulting in residences being evacuated at Longmore, Egg farm and farms on the R102.

For further information regarding the rescue efforts conducted during the fire, please refer to the attached detailed report of the fire. (Annexure A)

3. Recommendation

3.1 That Council note the report on the fire in Thornhill – 07 June 2017 to 23 June 2017.

Item prepared by: The Chief Fire Officer

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Loerie
Thornhill
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Fax: 042 293 1114

Humansdorp
PO Box 26
Humansdorp
6300
Tel: 042 200 8300
Fax: 042 291 0567

St Francis Bay
Cape St Francis
Oyster Bay
PO Box 137
St Francis Bay
6312
Tel: 042 200 2250
Fax: 042 294 0108

Hankey
PO Box 3
Hankey
6350
Tel: 042 284 0302
Fax: 042 284 0259

Patensie
PO Box 129
Patensie
6335
Tel: 042 283 0257
Fax: 042 283 0563

TO : MUNICIPAL MANAGER : MR. C. DU PLESSIS

FROM : CHIEF FIRE OFFICER : MR. D. BARNARD

DATE : 04 JULY 2017

RE: REPORT ON FIRE IN THORNHILL – 07 JUNE 2017 TO 23 JUNE 2017

Introduction

In June 2017 a fire unlike any seen in many years, ravaged the Thornhill, Longmore area, burning thousands of hectares of vegetation, unfortunately two (2) lives were taken during the fire. Numerous houses were destroyed as well as the Zebra Lodge resulting in residences being evacuated at Longmore, Egg farm and farms on the R102.

The fire we experienced in January 2016, was an enormous learning curve for everyone involved. Those lessons we learned were put into practical use to inform the community to prevent fires in the area. When the warning came through, we activated our disaster plan and urged people not to make fires, and to report any smoke immediately. This Department started with the awareness in St Francis Bay.

The fire in Longmore plantation and Thornhill surroundings, in particular, with its large stretches of arid vegetation, plantation area, vicious winds and rain-free summers, is a tinderbox during the hot, windy months.

This fire had the communities of Kouga and the country on the edges of their seats. Much of the attention was on the men and women battling the blaze – 165 in total. Some were professional fire fighters, others were volunteers.

Putting out the information is as important as putting out the fire. In large fires in Kouga area we now know we cannot put them all out, so we have an equal responsibility to put out information, so the public can remain informed and make their own decisions with the best possible information.

The complexity of the Longmore, Thornhill fire which was influenced by climatic conditions, terrain, and accessibility of vehicles, played a big part in how long it took to bring the fire to heel.

Fighting fires in off road conditions steep cliffs and dense alien vegetation have all of these challenges, which every fire fighter has to face before being able to effectively bring the fire under control.

Conditions beyond the control of fire officials are mainly responsible for runaway fires of the type that we saw during June 2017. We can however lessen the amount of damages to fixed property and some cases the environment by ensuring that proper

fire brakes are maintained especially on the urban fringe and in-between great expansion of alien vegetation.

Some of the biggest dangers fire fighters face when working on a fire of this magnitude includes entrapment and burn over. In these situations, having the right protective equipment, vehicle protection measures and training to survive these challenges.

The Longmore, Thornhill fire was not prescribed fires, however it was started accidentally and remained outside of the fire fighters' control for more than two (2) weeks. Prescribed burns are conducted to reduce the fuel loads and reduce the risk.

Fighting bush fires is never simple, especially during the areas long dry summers where temperatures average in the high 20s and rainfall is at its lowest and gale-force winds from East and West.

At time defensive firefighting methods must be utilised; to determine what the fire behaviour will possibly be and take up defensive positions to save property and limited damage to the environment and properties.

The biggest concern was to keep fire fighters safe and focusing on community safety is the most important line function. We may be seen as heroes by someone, but not at the expense of personal injury or worse. Our saying; stay safe and shape operational decisions around everyone going home at the end of the shift.

If fires of the same scale happen again in future, fire fighters should practice what they have been extensively trained to do during all firefighting incidents. The scale of the fires that we encounter can be of a high magnitude, but our safety concerns remain around the proper planning of specific tasks that have to be accomplished on a smaller manageable scale.

Background

Kouga Municipality was struck by a massive storm on 7 June 2017 and caused widespread damage in and around the Kouga Municipal area resulted in evacuations, road closures, and residential homes being gutted. Fifteen fires were reported at;

- Orange Grove – the fire was fuelled by a strong N/W wind which causes fire to burn over numerous farms on both sides of the R 102. The fire was contained and extinguished on Thursday, 08 June 2017. Four (4) dwellings, fencing and grazing were destroyed.
- Kouga Dam – a veld fire was extinguished, and several houses and other buildings were protected, with no damages reported.
- Boskloof- a bush fire was reported and extinguished with no damages.
- Waste site in Humansdorp – a bush fire was extinguished with no damages.
- St Francis Golf Course – veld fire was reported and extinguished by the residence and caretaker.
- Weston in Hankey – a bush fire was reported and extinguished with no damages.

- Rooidraai in Hankey - a bush fire was reported and extinguished with no damages.
- De Mist Kraal in Patensie – an incident was reported no fire was found and the crew was redirected to Orange Grove.
- Longmore moving to Thornhill – Fire breaks were made with the assistance of farmers to prevent the fire from spreading to adjacent farms, informal area and Thornhill.
- Vlakte Plaas- bush fire was reported but no fire was found.
- Tulip street in Jeffrey's Bay – a veld fire was extinguished, no damaged were reported.
- Nanto Street in Kwanomzamo – an informal structure fire was extinguished with no injuries. Only damages to the structure. No other structures were damaged.
- Nissan in Humansdorp – a bush fire was reported with no damages.
- Koraal Street in Jeffrey's Bay – a bush fire was reported and extinguished with no damages.

All available vehicles responded to Longmore where formal structures were in danger. Later that evening it was confirmed that the residences of Longmore plantation needs to be evacuated as raging fire have set the area ablaze near their houses.

Two Hundred and fifty (250) residences have been evacuated and relocated to the Thornhill Hall (Katrin Felix) where they were provided with mattresses, blankets and food.

The strong winds were fuelling veld fires throughout the entire Kouga area resulting in fires spreading at an enormous rate.

Fire Fighters were struggling to contain the mountain fire at Longmore and the bush fire at Orange Grove that was being fuelled by the strong winds as a result of the monstrous storm gripping the area.

On 8 June 2017, the fire was extinguished at Orange Grove and all vehicles attend to the fire at Thornhill, Longmore area.

Latter the fire was pinned in on the in the Kouga jurisdiction, with the fire still raging on the Northern side of the mountain range towards Metro area and the gorge.

On 9 June 2017, the fire was contained, and fire breaks were established to prevent the fire from spreading to Thornhill and the informal area adjacent to the N2. Mopping up continue throughout the day and Longmore residential area was declared safe. Numerous of flared ups were also attended to and extinguished.

On 10 June 2017, the residence of Longmore was moved back to their houses. Mopping up continues and fire fighters maintain all fire breaks. Some problems were reported and were sorted out.

- ✓ No water – woodlands assist with water
- ✓ No electricity – Kouga supply generators
- ✓ No toilets – Kouga supply chemical toilets

At approximately 13:15 a strong wind gusted up to 110km/h flared up numerous fires which burn out of control. Firefighting staff was deployed to evacuate people in line with the fire spread. The N2, R 102 and R 330 were closed for traffic and traffic was shut down for a couple of hours.

The strong wind fanned the fire jumping the R 330, N2 and R 102 causing damage to numerous of farms along these roads. Mr. and Mrs Van Der Riet were surrounded by the fire on their farm, with both succumbing to fire related injuries. Numerous of people were rescued and brought to safety by fire fighting staff.



N2 – Van Stadens



Fire Jumped the N2 to R102

Residence (150) from the Egg Farm was evacuated to the Katrin Felix hall in Thornhill where they were provided with mattresses, blankets and food. They return to their homes the next day when all was declared safe.

All damages in Thornhill area occurred on 10 June 2017 and will be reflect later under financial implications in this report. Plus minus 60% of Woodridge School was destroyed, which is outside our jurisdiction.

- Farms that were destroyed –
  - ✓ Farm Kingsview – Mr. C. Ingram – 1 store room and 1 employee's house was destroyed.
  - ✓ MTO Longmore – sawmill and machinery destroyed
  - ✓ Farm Clifton Meadows – Mr. A. Kietzmann – farm implements, and tractors was destroyed.
  - ✓ Farm Mountain Rose Sunnyside – Mr. Francis Nienhuis – Homestead partially destroyed.
  - ✓ Farm Mount Vista – Mr. W. Van Der Riet – House destroyed.
  - ✓ Farm Langlaagte – Mr and Mrs. Van der Riet – House and vehicles and implements destroyed and 2 fatalities.
  - ✓ Mr. Lawrence Bernards property House, 3 trucks, 1 bakkie and store room destroyed
  - ✓ Farm Bergrivier – Out building and part of the house destroyed – Mr. Williams
  - ✓ Property of Mr. Cucker – House destroyed.
  - ✓ Farm Owls Nest – Mr. Geldenhuis – out building and two wooden chalets.
  - ✓ Nulaid Poultry Farm – one employee residence partially burnt.
  - ✓ Zebra Lodge – Mr. D. Duke – All thatch roof chalets destroyed.
  - ✓ African Dawn was also evacuated with no damages to structures and out buildings – fencing, poles and grazing were in desperate need



Zebra Lodge that was destroyed

On 11 June 2017, a JOC was established and all role players were invited. It was reported that the fire was still raging in Longmore plantation, but it contained but not under control.

Fire fighters were busy with mopping up from Loerie to the Van Stadens gorge. An appeal went out to motorist only to use the R 102 and N2 if absolutely necessary and to keep an eye out for wildlife on the roads as lots of fencing had been burnt down.

Zebra Lodge has experience extensive damage to six (6) houses that completely burnt down.

On Monday 12 June, Kouga Municipality held a special council meeting to declare a Local State of Disaster.

An integrated joint operational command headed by Major-General Fourie was established and all roll players was invited to attend. Despite Government Departments being invited, their attendance turned out to be sporadic and from 16 June non-existent.

On Tuesday 13 June, it was reported that Longmore was still not under control but being contained. Hundred and twenty fire fighters were on the ground to deal with flare-ups and to do mop-up work, which include fifty fire fighters from across Sarah Baartman District.

Danger areas in Kouga were identified at the Gorge and the area between the N 2 and R 102. A request had been submitted by the integrated JOC TO THE South African Defence Force (SANDF) for air support in the form of helicopters to bomb water on the flare-up areas.

The Longmore and Loerie area were still without electricity and water after an 11kv electrical line that supplies power to the area burnt out. The line also supplies power to the Loerie Dam and related water infrastructure causes interruption in the water supply as well.

On Wednesday 14 June, the Fire Department staff was placed on high alert as strong winds being predicted for the following day. Two helicopters from SA National Defence Force were utilised to bomb water on risk areas that might flare-up in the strong winds. Fire Department mopping up teams work with the helicopters to properly extinguish the fire.

Fire fighters were deployed from Loerie to the Van Stadens Bridge to damp and extinguish smouldering risk areas.

Humanitarian crisis developed at Longmore village where residents had been without water and electricity since the weekend. Kouga Municipality requested Woodland

Dairy to provide drinking water to the affected community. The Municipality also install generators to supply power to the community as well as twenty-five (25) mobile toilets. Ready- made meals for 204 people were delivered to Longmore village.

On Thursday 15 June, the fire services from Kouga and Nelson Mandela again made use of the choppers to bomb water were there was a high risk of fires flaring up again. The choppers dumped about 120 000L of water.



SAND chopper in action

Fire fighters and farmers were also requested to patrol the area to check for any flare-ups through the night so that these could be extinguished before the strong winds started.

The SAPS has increased their patrols in the affected areas to check for flare-ups and prevent looting. The SAPS did not report any case of looting. The Department of Social Development was busy assessing the damages to farms and the needs of those affected.

On Friday 16 June, all fires in Kouga area were under control and fire fighters were ready for the gusting winds that were predicted.

Fire fighters were still concentrating on extinguished all smouldering areas and to do a proper 360 mop-ups.

There were flare-ups at Longmore and Crossways over the weekend of 17 and 18 June, fire fighters were able to contain and extinguish the fires before any further damage was caused. The SANDF chopper assist and bomb water on the hot spots that were smouldering. The choppers bomb the fire with approximately 120 000L of water.

Fire fighters were still busy extinguishing hot spot and mopping up. Due to the vastness of the burnt area it was difficult to do proper mopping up, the importance of the helicopters was eminent in preventing the fire from spreading.

Kouga Fire Department assists Metro to extinguish the fire at the back of Woodridge and also preventing the fire to spread back into Kouga area.

Nelson Mandela Bay and Eskom were still unable to restore the electricity supply to Thornhill and Longmore Village.

On Tuesday 20 June, it was reported in the integrated JOC that 18000ha of veld and plantation and farm land in Kouga area has been ravage by the fire and did not include the Metro area.

SANRAL started to remove all damage road signs and replace it with new signs along the N2.

Some flare-ups were reported at Van Stadens Gorge and with the assistance of the helicopters it was extinguished. Fire fighters were still busy with proper mopping up and to extinguish the smouldering areas.

Kouga fire fighters continued to assist Metro with the fire at Yellowwoods and Woodridge area.

On Wednesday 21 June, a concern was raised about the fire still raging behind Woodridge, with strong winds once again predicted, renewing fears that there could be flare-ups in Longmore and Van Stadens Gorge.

Kouga fire fighters and farmers did preventative mop-ups in preparation of the strong winds. A team form Kouga was also send to Woodridge to help Metro with mop-up in order to protect the spread of the fire into Kouga area.

It was reported that ESKOM had completed repairs to major power lines that were damaged by the fires and estimated that it would take another two (2) weeks to complete repairs to minor lines in the area.

On Thursday 22 June, it was decided to disestablish the Kouga JOC as the fires had been contained.

Fire fighting staff were still busy with mopping –up throughout the affected areas. Fire fighters were scaled down and monitor teams were deployed to monitor and extinguish all smoke and flare-up areas.

A meeting was held in the Kouga Council Chambers with National and Provincial Disaster Management Units, where it was clearly noted that both National and Province did not play their part in helping control the situation on ground.

On Friday 23 June, the following assessments were made by the integrated JOC:

- Kouga and Elands River was declared safe at that stage
- No immediate danger from the fire behind Woodridge
- MTO would remain on standby to monitor the fire in the plantation.
- Twenty-three (23) buildings had been destroyed at Woodridge School
- Sixteen (16) houses destroyed/partially destroyed in the Van Stadens area
- Zebra Lodge was 85% destroyed

The Integrated JOC was disestablish and proposal from Kouga Municipality that the structure remains intact for future disasters.

Damage Report provided by different sector departments and NGO`S

1. MISA

They have not carried out a final assessment of the fire damage that affected the Nelson Mandela Bay Municipality on 10/11 June 2017. At this stage they have numerous Medium Voltage lines down due to poles being burnt off and one 66kV overhead line where conductors were burnt off and are lying on the ground. Obviously at this stage they do not have an estimate of the value of the damage, but it is guessed that it could be as much as **R1.5 to R2** million in damages.

They will however attempt to keep all cost associated with these repairs. The supply to the Gamtoos Booster Pumps as well as the Loerie Filtration plant is affect as a result of the outage of the 66kV overhead line and repairs have commenced.

2. Thornhill Agricultural Association

Form No	**1**
Surname	**Botes**
Initials	**MC**
Farm Name/Small Holding	**Part of Florence**
DISTRICT	
Tel No	
Cell No	0820900738
Email address	boteshoney@gmail.com
Grazing - Type/Description/Size	10 Hectare
Grazing - Insurance (Y/N)	No
Grazing - Quantity	10 Hectare
Grazing - Estimated Value	R2,000.00
Natural Veld - Type/Description/Size	2 Hectare
Natural Veld - Insurance (Y/N)	No

Natural Veld - Unit (Rand, ha, ton, etc)	
Natural Veld - Quantity	2 Hectare
Natural Veld - Estimated Value	R1,600.00
Game Fencing - Type/Description/Size	Missing
Game Fencing - Insurance (Y/N)	No
Roads Department Fencing - Type/Description/Size	R102 Section - missing distance
Roads Department Fencing - Insurance (Y/N)	No
Electric Fencing - Type/Description/Size	Internal fencing & front of house
Electric Fencing - Insurance (Y/N)	No
Electric Fencing - Estimated Value	R30,000.00
Conventional Fencing - Type/Description/Size	Internal camp fences
Conventional Fencing - Insurance (Y/N)	No
Conventional Fencing - Estimated Value	R20,000.00
Water Tanks 1 - Type/Description/Size	4 tanks (1 x 5000lt & 3 x 2500lt)
Water Tanks 1 - Insurance (Y/N)	No
Water Tanks 1 - Estimated Value	R15,000.00
Piping - Type/Description/Size	Water pipes to front house
Piping - Insurance (Y/N)	No
Piping - Quantity	500m
Piping - Estimated Value	R6,000.00
Trailers - Type/Description/Size	1/2 ton Venter Trailer - Flat bed
Trailers - Insurance (Y/N)	No
Trailers - Quantity	R1.00
Trailers - Estimated Value	R12,000.00
Implements 1 - Type/Description/Size	3 Wheel Grass Cutter
Implements 1 - Insurance (Y/N)	No
Implements 1 - Quantity	R1.00
Implements 1 - Estimated Value	R15,000.00
Implements 2 - Type/Description/Size	Industrial Weed Eaters
Implements 2 - Insurance (Y/N)	Yes
Implements 2 - Quantity	R2.00
Implements 2 - Estimated Value	R13,000.00
Other Equipment 1 - Type/Description/Size	Triumph 800xcc Motorcycle
Other Equipment 1 - Insurance (Y/N)	Yes
Other Equipment 1 - Estimated Value	R140,000.00
Houses/Homes - Type/Description/Size	1 x 2 bedroom house
Houses/Homes - Insurance (Y/N)	No
Houses/Homes - Estimated Value	Missing
Cold Rooms - Type/Description/Size	Heat/Cold Room
Cold Rooms - Insurance (Y/N)	No
Cold Rooms - Quantity	R1.00
Cold Rooms - Estimated Value	R60,000.00
Outhouses - Type/Description/Size	Used for storage
Outhouses - Insurance (Y/N)	No
Outhouses - Quantity	R3.00
Outhouses - Estimated Value	R100,000.00
Garages - Type/Description/Size	1 Double Garage
Garages - Insurance (Y/N)	No
Garages - Quantity	R1.00

Garages - Estimated Value	R120,000.00
Workshops - Type/Description/Size	1 x wood workshop & extracting room
Workshops - Insurance (Y/N)	No
Workshops - Quantity	R2.00
Workshops - Estimated Value	R300,000.00
Sheds - Type/Description/Size	Storage shed
Sheds - Insurance (Y/N)	No
Sheds - Quantity	R1.00
Sheds - Estimated Value	R150,000.00
Bees - Type/Description/Size	217 Hives with swarms
Bees - Insurance (Y/N)	No
Bees - Quantity	R217.00
Bees - Estimated Value	R300,000.00
Bee Keeping - Type/Description/Size	Catch hives
Bee Keeping - Insurance (Y/N)	No
Bee Keeping - Unit (Rand, ha, ton, etc)	
Bee Keeping - Quantity	R27.00
Bee Keeping - Estimated Value	R29,700.00
Bee Keeping Equipment - Type/Description/Size	All tools & extracting & bottling equipment
Bee Keeping Equipment - Insurance (Y/N)	No
Bee Keeping Equipment - Estimated Value	R150,000.00
Notes	Insurance includes - Motorcycle and R200 000 contents. No building insurance. Big shed destroyed by wind, not fire
TOTAL VALUE	**R1,464,556.00**
Insured Value	R153,000.00

Form No	**2**
Surname	**Duc**
Initials	**D**
Farm Name/Small Holding	**Geelwal/Zebra Lodge**
DISTRICT	
Tel No	0837789487
Cell No	
Email address	info@jbayzebralodge.co.za
Grazing - Type/Description/Size	10 Hectare
Grazing - Insurance (Y/N)	
Grazing - Unit (Rand, ha, ton, etc)	
Grazing - Quantity	10 Hectare
Grazing - Estimated Value	R100,000.00
Game Fencing - Type/Description/Size	Game Fencing - electrified
Game Fencing - Insurance (Y/N)	Yes
Game Fencing - Unit (Rand, ha, ton, etc)	
Game Fencing - Quantity	R700.00
Game Fencing - Estimated Value	R90,000.00
Water Tanks 1 - Type/Description/Size	5000lt x 5
Water Tanks 1 - Insurance (Y/N)	Yes
Water Tanks 1 - Estimated Value	R20,000.00

Other - Type/Description/Size	Water pump
Other - Insurance (Y/N)	Yes
Other - Unit (Rand, ha, ton, etc)	1,2kw
Other - Quantity	R5.00
Other - Estimated Value	R17,500.00
Houses/Homes - Type/Description/Size	Guest Lodge and 7 dwellings including contents, water tanks & pumps
Houses/Homes - Insurance (Y/N)	?
Houses/Homes - Estimated Value	R7,000,000.00
Garages - Type/Description/Size	Garages x 100 square metre
Garages - Insurance (Y/N)	Yes
Garages - Unit (Rand, ha, ton, etc)	
Garages - Quantity	R1.00
Garages - Estimated Value	R250,000.00
Sheds - Estimated Value	
Cattle 1 - Type/Description/Size	Bull
Cattle 1 - Insurance (Y/N)	No
Cattle 1 - Unit (Rand, ha, ton, etc)	R3000 each? - Jackie
Cattle 1 - Quantity	R1.00
Cattle 1 - Estimated Value	R3,000.00
TOTAL VALUE	**R7,481,207.00**
Insured Value	R7,481,207.00

Form No	**3**
Surname	**McQueen**
Initials	**A**
Farm Name/Small Holding	**Mama Africa Farm**
Tel No	0824972574
Cell No	0733792094
Email address	survivalkid@gmail.com
Grazing - Type/Description/Size	18 Hectare
Grazing - Insurance (Y/N)	No
Grazing - Quantity	18 Hectare
Grazing - Estimated Value	R3,600.00
Conventional Fencing - Type/Description/Size	Dropper fencing & Fencing & droppers
Conventional Fencing - Insurance (Y/N)	No
Conventional Fencing - Estimated Value	R20,000.00
Bees - Type/Description/Size	4 Hives
Bees - Insurance (Y/N)	No
Bees - Estimated Value	R4,000.00
Bee Keeping Equipment - Type/Description/Size	4 Boxes
Bee Keeping Equipment - Insurance (Y/N)	No
Bee Keeping Equipment - Quantity	R4.00
Bee Keeping Equipment - Estimated Value	R4,400.00
TOTAL VALUE	**R8,404.00**

Form No	**4**
Surname	**Jones**

Initials	**CL**
Farm Name/Small Holding	**Balmoral Farm**
DISTRICT	
Tel No	
Cell No	0834412637
Email address	ceciljones01@gmail.com
Crops - Type/Description/Size	Citrus Trees - Orange & Pears
Crops - Insurance (Y/N)	No
Crops - Unit (Rand, ha, ton, etc)	R40.00
Crops - Quantity	R156.00
Crops - Estimated Value	R6,240.00
Grazing - Type/Description/Size	
Grazing - Insurance (Y/N)	
Electric Fencing - Type/Description/Size	14 Strand Electric fence
Electric Fencing - Insurance (Y/N)	No
Electric Fencing - Estimated Value	R37,500.00
Electrical Cabling - Type/Description/Size	Borehole cable
Electrical Cabling - Insurance (Y/N)	No
Electrical Cabling - Estimated Value	R200.00
Notes	
TOTAL VALUE	R68,266.00
Insured Value	R0.00

Form No	**5**
Surname	**Flemming**
Initials	**GS**
Farm Name/Small Holding	**Farm Klaarefontein**
Tel No	0422860833
Cell No	0727310511
Email address	deonflemming@gmail.com
Grazing - Type/Description/Size	5 Hectare
Grazing - Insurance (Y/N)	No
Grazing - Quantity	5 Hectare
Grazing - Estimated Value	R1,000.00
Conventional Fencing - Type/Description/Size	Fencing
Conventional Fencing - Insurance (Y/N)	No
Conventional Fencing - Quantity	4km
Conventional Fencing - Estimated Value	R25,000.00
TOTAL VALUE	**R25,000.00**

Form No	**6**
Surname	**Bernard**
Initials	**LJ**
Farm Name/Small Holding	**Roodefontein**

Tel No	0836538006
Cell No	0826549535
Email address	ljbernard@telkomsa.net
Natural Veld - Type/Description/Size	6 Hectare
Natural Veld - Insurance (Y/N)	No
Natural Veld - Quantity	6 Hectare
Natural Veld - Estimated Value	R4,800.00
Game Fencing - Type/Description/Size	Game Fencing
Game Fencing - Insurance (Y/N)	No
Game Fencing - Unit (Rand, ha, ton, etc)	R80.00
Game Fencing - Quantity	1,5km
Game Fencing - Estimated Value	R120,000.00
Water Tanks 1 - Type/Description/Size	2 x 5000 lt
Water Tanks 1 - Insurance (Y/N)	No
Water Tanks 1 - Estimated Value	R10,000.00
Water Tanks 2 - Type/Description/Size	1 x 90 000lt dam lining
Water Tanks 2 - Insurance (Y/N)	No
Water Tanks 2 - Estimated Value	R21,000.00
Electrical Cabling - Type/Description/Size	Solar system 10kw
Electrical Cabling - Insurance (Y/N)	No
Electrical Cabling - Estimated Value	R300,000.00
Dripper Lines - Type/Description/Size	Lawn Sprinkler System
Dripper Lines - Insurance (Y/N)	No
Dripper Lines - Estimated Value	R8,000.00
Piping - Type/Description/Size	2 x Honda water pumps & 2 electrical pumps
Piping - Insurance (Y/N)	No
Piping - Estimated Value	R15,000.00
Pipes Class 6/32mm - Type/Description/Size	Piping
Pipes Class 6/32mm - Insurance (Y/N)	No
Pipes Class 6/32mm - Unit (Rand, ha, ton, etc)	1016/100m
Pipes Class 6/32mm - Quantity	200m
Pipes Class 6/32mm - Estimated Value	R2,320.00
Bakkies - Type/Description/Size	1998 Toyota Bakkie
Bakkies - Insurance (Y/N)	No
Bakkies - Estimated Value	R50,000.00
Cars - Type/Description/Size	Yamaha Motorbike
Cars - Insurance (Y/N)	No
Cars - Estimated Value	R20,000.00
Trailers - Type/Description/Size	Venter/1 ton trailer/450lt diesel bowser
Trailers - Insurance (Y/N)	No
Trailers - Estimated Value	R40,000.00
Implements 1 - Type/Description/Size	2 x electric saws
Implements 1 - Insurance (Y/N)	no
Implements 1 - Estimated Value	R16,000.00
Implements 2 - Type/Description/Size	2 Brushcutter
Implements 2 - Insurance (Y/N)	No
Implements 2 - Estimated Value	R14,000.00
Implements 3 - Type/Description/Size	2 Lawnmowers
Implements 3 - Insurance (Y/N)	No
Implements 3 - Estimated Value	R15,000.00
Other Equipment 1 - Type/Description/Size	1 Toyota Dyna 3 ton truck

Other Equipment 1 - Insurance (Y/N)	Yes
Other Equipment 1 - Estimated Value	R92,000.00
Other Equipment 2 - Type/Description/Size	2 x 3ton trucks
Other Equipment 2 - Insurance (Y/N)	No
Other Equipment 2 - Estimated Value	R160,000.00
Other Equipment 3 - Type/Description/Size	Tools
Other Equipment 3 - Insurance (Y/N)	Yes
Other Equipment 3 - Unit (Rand, ha, ton, etc)	Jackie - estimate??
Other Equipment 3 - Estimated Value	R50,000.00
Houses/Homes - Type/Description/Size	House
Houses/Homes - Insurance (Y/N)	Yes
Houses/Homes - Unit (Rand, ha, ton, etc)	150 square meter (R9500m2)
Houses/Homes - Quantity	R1.00
Houses/Homes - Estimated Value	R1,425,000.00
Stores - Type/Description/Size	Store
Stores - Insurance (Y/N)	Yes
Stores - Unit (Rand, ha, ton, etc)	340 square meter (R3500m2)
Stores - Quantity	R1.00
Stores - Estimated Value	R1,190,000.00
Bees - Type/Description/Size	4 Hives
Bees - Insurance (Y/N)	No
Bees - Quantity	4
Bees - Estimated Value	R4,400.00
Other 1 - Type/Description/Size	5 Njalas
Other 1 - Insurance (Y/N)	No
Other 1 - Estimated Value	R10,000.00
Other 2 - Type/Description/Size	Contents of office
Other 2 - Insurance (Y/N)	Yes
Other 2 - Unit (Rand, ha, ton, etc)	Jackie estimate
Other 2 - Estimated Value	R50,000.00
Other 3 - Type/Description/Size	Household contents
Other 3 - Insurance (Y/N)	Yes
Other 3 - Unit (Rand, ha, ton, etc)	Jackie Estimate
Other 3 - Estimated Value	R500,000.00
Other 4 - Type/Description/Size	Klerasie/kos
Other 4 - Insurance (Y/N)	Yes
Other 4 - Unit (Rand, ha, ton, etc)	Jackie Estimate
Other 4 - Estimated Value	R250,000.00
Other 5 - Type/Description/Size	Herlaai toerusting
Other 5 - Insurance (Y/N)	No
Other 5 - Estimated Value	R20,000.00
Other 6 - Type/Description/Size	2 gun safes
Other 6 - Insurance (Y/N)	No
Other 6 - Estimated Value	R10,000.00
Other 7 - Type/Description/Size	Kapmesse 100 x R295
Other 7 - Insurance (Y/N)	No
Other 7 - Estimated Value	R29,500.00
Other 8 - Type/Description/Size	Pikke - 50 x R308
Other 8 - Insurance (Y/N)	No
Other 8 - Estimated Value	R15,400.00
Other 9 - Type/Description/Size	Skoffelpikke - 70 x R217

Other 9 - Insurance (Y/N)	No
Other 9 - Estimated Value	R15,190.00
TOTAL VALUE	**R2,094,494.00**
Insured Value	R814,100.00

Form No	**7**
Surname	**Botes**
Initials	**GW**
Farm Name/Small Holding	**Erf 29, Witteklip**
Tel No	0824282800
Email address	triopent@gmail.com
Natural Veld - Type/Description/Size	200 Hectare
Natural Veld - Quantity	200 Hectare
Natural Veld - Estimated Value	R160,000.00
Roads Department Fencing - Type/Description/Size	N2 & R102
Roads Department Fencing - Quantity	R1,200.00
Roads Department Fencing - Estimated Value	R50,000.00
Water Tanks 1 - Type/Description/Size	3 x 5000lt
Water Tanks 1 - Quantity	R3.00
Water Tanks 1 - Estimated Value	R12,000.00
Water Tanks 2 - Type/Description/Size	Corrugated tanks - 3000lt
Water Tanks 2 - Quantity	R2.00
Water Tanks 2 - Estimated Value	R4,000.00
Water Tanks 3 - Type/Description/Size	Plastic 1000lt
Water Tanks 3 - Quantity	R2.00
Water Tanks 3 - Estimated Value	R2,000.00
Electrical Switchgear - Type/Description/Size	DB Board
Electrical Switchgear - Estimated Value	R5,000.00
Electrical Cabling - Type/Description/Size	200amp cable
Electrical Cabling - Estimated Value	R1,500.00
Pipes Class 6/25mm - Type/Description/Size	120m
Pipes Class 6/25mm - Unit (Rand, ha, ton, etc)	120m
Pipes Class 6/25mm - Quantity	R120.00
Pipes Class 6/25mm - Estimated Value	R830.00
Trailers - Type/Description/Size	1ton galv flat bed trailer
Trailers - Estimated Value	R16,000.00
Tractors - Type/Description/Size	Kabuta
Tractors - Estimated Value	R420,000.00
Implements 1 - Type/Description/Size	1 x chainsaw
Implements 1 - Quantity	R1.00
Implements 1 - Estimated Value	R6,000.00
Implements 2 - Type/Description/Size	6m Container
Implements 2 - Unit (Rand, ha, ton, etc)	6meters
Implements 2 - Quantity	R1.00
Implements 2 - Estimated Value	R8,000.00
Other Equipment 1 - Type/Description/Size	Woodwork saw, tools, nails
Other Equipment 1 - Estimated Value	R20,000.00
Other Equipment 2 - Type/Description/Size	Wheelburrows
Other Equipment 2 - Estimated Value	R30,000.00
Houses/Homes - Type/Description/Size	1 Bedroom with cooking facilites

Houses/Homes - Estimated Value	R35,000.00
Stores - Type/Description/Size	Wood store with wood
Stores - Estimated Value	R250,000.00
Bee Keeping - Type/Description/Size	Hives
Bee Keeping - Quantity	R180.00
Bee Keeping - Estimated Value	R198,000.00
Bee Keeping Equipment - Type/Description/Size	Strapping tool, pliers, strappings
Bee Keeping Equipment - Estimated Value	R15,000.00
Other 1 - Type/Description/Size	Hive supers
Other 1 - Quantity	R450.00
Other 1 - Estimated Value	R115,000.00
Other 2 - Type/Description/Size	Wire bee hives
Other 2 - Estimated Value	R5,000.00
Other 3 - Type/Description/Size	Hive parts, nails, bottom boards etc
Other 3 - Estimated Value	R50,000.00
Other 4 - Type/Description/Size	Waxol
Other 4 - Estimated Value	R3,500.00
Notes	No insurance. Staff houses were lost and they are being housed at woodridge with interim work, but will reimploy when up and running
TOTAL VALUE	**R1,156,132.00**

Form No	**8**
Surname	**Bezuidenhout**
Initials	**DB**
Farm Name/Small Holding	**Bergsignoord**
Tel No	0824403679
Cell No	0836547373
Email address	bergsignoord@telkomsa.net
Grazing - Type/Description/Size	50 Hectare
Grazing - Insurance (Y/N)	No
Grazing - Quantity	50 Hectare
Grazing - Estimated Value	R10,000.00
Conventional Fencing - Type/Description/Size	7 strand
Conventional Fencing - Insurance (Y/N)	No
Conventional Fencing - Quantity	2km
Conventional Fencing - Estimated Value	R2,000.00
Piping - Type/Description/Size	25mm Class 10
Piping - Insurance (Y/N)	No
Piping - Unit (Rand, ha, ton, etc)	Class 6 = R691/100m
Piping - Quantity	2km
Piping - Estimated Value	R6,910.00
Outhouses - Type/Description/Size	Roofs blown off (insured)
Outhouses - Insurance (Y/N)	Yes
Outhouses - Estimated Value	R50,000.00
TOTAL VALUE	**R56,910.00**
Insured Value	R50,000.00

Form No	**9**
Surname	**Bezuidenhout**
Initials	**DB**
Farm Name/Small Holding	**Raakvat**
Tel No	0824403679
Cell No	0836547373
Email address	bergsignoord@telkomsa.net
Grazing - Type/Description/Size	50 Hectare - Kikoejoe
Grazing - Insurance (Y/N)	No
Grazing - Quantity	50 Hectare - Kikoejoe
Grazing - Estimated Value	R10,000.00
Natural Veld - Type/Description/Size	20 Hectare
Natural Veld - Insurance (Y/N)	No
Natural Veld - Quantity	20 Hectare
Natural Veld - Estimated Value	R16,000.00
Game Fencing - Type/Description/Size	17 Strand Game Fencing
Game Fencing - Insurance (Y/N)	No
Game Fencing - Unit (Rand, ha, ton, etc)	R190.00
Game Fencing - Quantity	2km
Game Fencing - Estimated Value	R380.00
Water Tanks 1 - Type/Description/Size	5000lt
Water Tanks 1 - Quantity	R2.00
Water Tanks 1 - Estimated Value	R8,600.00
Piping - Type/Description/Size	25mm Class 10
Piping - Insurance (Y/N)	No
Piping - Unit (Rand, ha, ton, etc)	Class 6 = R691/100m
Piping - Quantity	7km
Piping - Estimated Value	R24,185.00
Outhouses - Type/Description/Size	Roofs blown off (insured)
Outhouses - Insurance (Y/N)	Yes
Outhouses - Estimated Value	R25,000.00
TOTAL VALUE	**R57,787.00**
Insured Value	R25,000.00

Form No	**10**
Surname	**Bezuidenhout**
Initials	**DB**
Farm Name/Small Holding	**Diepkloof**
Tel No	0824403679
Cell No	0836547373
Email address	bergsignoord@telkomsa.net
Grazing - Type/Description/Size	20 Hectare - Kikoejoe
Grazing - Insurance (Y/N)	No
Grazing - Quantity	20 Hectare - Kikoejoe
Grazing - Estimated Value	R10,000.00
Natural Veld - Type/Description/Size	80 Hectare - fynbos
Natural Veld - Insurance (Y/N)	No
Natural Veld - Quantity	80 Hectare - fynbos
Natural Veld - Estimated Value	R64,000.00
Conventional Fencing - Type/Description/Size	7 strand

Conventional Fencing - Insurance (Y/N)	No
Conventional Fencing - Unit (Rand, ha, ton, etc)	R1000/km?
Conventional Fencing - Quantity	3km
Conventional Fencing - Estimated Value	R30,000.00
Piping - Type/Description/Size	25mm Class 10
Piping - Insurance (Y/N)	No
Piping - Unit (Rand, ha, ton, etc)	Class 6 = R691/100m
Piping - Quantity	0,5km
Piping - Estimated Value	R3,455.00
Sheep 1 - Type/Description/Size	15 Ewes
Sheep 1 - Insurance (Y/N)	No
Sheep 1 - Unit (Rand, ha, ton, etc)	R800 each? - Jackie
Sheep 1 - Quantity	15
Sheep 1 - Estimated Value	R12,000.00
Sheep 2 - Type/Description/Size	10 Lambs
Sheep 2 - Insurance (Y/N)	No
Sheep 2 - Unit (Rand, ha, ton, etc)	R800 each? - Jackie
Sheep 2 - Quantity	10
Sheep 2 - Estimated Value	R8,000.00
Sheep 3 - Type/Description/Size	4 Nethers
Sheep 3 - Insurance (Y/N)	No
Sheep 3 - Unit (Rand, ha, ton, etc)	R800 each? - Jackie
Sheep 3 - Quantity	4
Sheep 3 - Estimated Value	R3,200.00
TOTAL VALUE	**R23,214.00**

Form No	**11**
Surname	**Williams**
Initials	**W**
Farm Name/Small Holding	**Brakfontein Gedeelte**
Tel No	0827755158
Cell No	0827755158
Email address	william@gamtoos.co.za
Natural Veld - Type/Description/Size	50 Hectare
Natural Veld - Insurance (Y/N)	No
Natural Veld - Quantity	50 Hectare* (800/ha)
Natural Veld - Estimated Value	R40,000.00
Conventional Fencing - Type/Description/Size	Fencing
Conventional Fencing - Insurance (Y/N)	No
Conventional Fencing - Quantity	7.8km
Conventional Fencing - Estimated Value	R78,000.00
Houses/Homes - Type/Description/Size	Roof burnt
Houses/Homes - Insurance (Y/N)	No
Houses/Homes - Quantity	R1.00
Houses/Homes - Estimated Value	R50,000.00
Garages - Type/Description/Size	1 Double Garage
Garages - Insurance (Y/N)	No
Garages - Quantity	R2.00
Garages - Estimated Value	R10,000.00
TOTAL VALUE	**R60,003.00**

Form No	**12**
Surname	**Kietzmann**
Initials	**Alan**
Farm Name/Small Holding	**Clifton Meadows**
Tel No	0834457699
Cell No	0828531009
Email address	cliftonmeadows@igen.co.za
Grazing - Type/Description/Size	Rye Grass
Grazing - Insurance (Y/N)	No
Grazing - Quantity	200 Hectare
Grazing - Estimated Value	R700,000.00
Conventional Fencing - Type/Description/Size	Fencing
Conventional Fencing - Insurance (Y/N)	No
Conventional Fencing - Quantity	24km
Conventional Fencing - Estimated Value	R60,000.00
Electrical Cabling - Type/Description/Size	2 x 50mm 4 core & 25mm 4 core (200m each)
Electrical Cabling - Insurance (Y/N)	No
Electrical Cabling - Estimated Value	R124,000.00
Piping - Type/Description/Size	Main waterline (250ml & 160ml = 200m each)
Piping - Insurance (Y/N)	No
Piping - Estimated Value	R500,000.00
Pipes Class 6/32mm - Type/Description/Size	Piping
Pipes Class 6/32mm - Insurance (Y/N)	No
Pipes Class 6/32mm - Unit (Rand, ha, ton, etc)	R1016/100
Pipes Class 6/32mm - Quantity	3km
Pipes Class 6/32mm - Estimated Value	R30,000.00
Tractors - Type/Description/Size	Tractor Insured
Tractors - Insurance (Y/N)	Yes
Tractors - Estimated Value	R250,000.00
Other Equipment 1 - Type/Description/Size	Centre Pivot
Other Equipment 1 - Insurance (Y/N)	Yes
Other Equipment 1 - Estimated Value	R30,000.00
TOTAL VALUE	**R310,000.00**
Insured Value	R280,000.00

Form No	**13**
Surname	**Kietzmann**
Initials	**Ross**
Farm Name/Small Holding	**Jagterfontein**
Tel No	0834457699
Email address	cliftonmeadows@igen.co.za
Conventional Fencing - Type/Description/Size	Fencing
Conventional Fencing - Insurance (Y/N)	No
Conventional Fencing - Quantity	10km
Conventional Fencing - Estimated Value	R250,000.00
TOTAL VALUE	**R250,000.00**

Form No	**14**
Surname	**Cheze**

Initials	**S**
Farm Name/Small Holding	**Bushbuck Spring**
Tel No	0422860689
Cell No	0833524460
Email address	sallycz@vodamil.co.za
Water Tanks 1 - Type/Description/Size	5000lt
Water Tanks 1 - Insurance (Y/N)	No
Water Tanks 1 - Quantity	R1.00
Water Tanks 1 - Estimated Value	R4,800.00
Pipes Class 6/25mm - Type/Description/Size	Piping
Pipes Class 6/25mm - Insurance (Y/N)	No
Pipes Class 6/25mm - Unit (Rand, ha, ton, etc)	30 rolls (3km)
Pipes Class 6/25mm - Quantity	R30.00
Pipes Class 6/25mm - Estimated Value	R20,730.00
TOTAL VALUE	**R20,760.00**

Form No	**15**
Surname	**Van Der Riet**
Initials	**GW**
Farm Name/Small Holding	**Langlaagte Farm**
Tel No	0413606196
Cell No	0726694299
Email address	garthvdr@gmail.com
Grazing - Type/Description/Size	20 Hectare
Grazing - Quantity	20 Hectare
Grazing - Estimated Value	R4,000.00
Natural Veld - Type/Description/Size	7 Hectare
Natural Veld - Quantity	7 Hectare
Natural Veld - Estimated Value	R5,600.00
Roads Department Fencing - Type/Description/Size	Fencing (5400m + 1500m)
Roads Department Fencing - Quantity	R8,400.00
Roads Department Fencing - Estimated Value	R403,200.00
Conventional Fencing - Type/Description/Size	Internal fencing
Conventional Fencing - Quantity	3,9km
Conventional Fencing - Estimated Value	R30,000.00
Water Tanks 1 - Type/Description/Size	2500lt
Water Tanks 1 - Quantity	R2.00
Water Tanks 1 - Estimated Value	R5,000.00
Electrical Switchgear - Type/Description/Size	3 Phase
Electrical Switchgear - Estimated Value	R100,000.00
Electrical Cabling - Type/Description/Size	Complete re-wire and installation required
Electrical Cabling - Estimated Value	R100,000.00
Pipes Class 6/25mm - Type/Description/Size	Piping
Pipes Class 6/25mm - Unit (Rand, ha, ton, etc)	R691/100
Pipes Class 6/25mm - Quantity	R1,000.00
Pipes Class 6/25mm - Estimated Value	R6,910.00
Bakkies - Type/Description/Size	Toyota Hilux 4x4 & Bedford Truck
Bakkies - Unit (Rand, ha, ton, etc)	R2.00
Bakkies - Estimated Value	R60,000.00

Cars - Type/Description/Size	Mercedes WB124
Cars - Quantity	R1.00
Cars - Estimated Value	R30,000.00
Trailers - Type/Description/Size	Trailers
Trailers - Quantity	R4.00
Trailers - Estimated Value	R20,000.00
Tractors - Type/Description/Size	JD 3020, JD2030, JD1130
Tractors - Quantity	R3.00
Tractors - Estimated Value	R400,000.00
Implements 1 - Type/Description/Size	1 JD 224T Baler
Implements 1 - Quantity	R1.00
Implements 1 - Estimated Value	R50,000.00
Implements 2 - Type/Description/Size	1 x Catepillar & 1 x Front End loader
Implements 2 - Quantity	R1.00
Implements 2 - Estimated Value	R100,000.00
Other Equipment 1 - Type/Description/Size	3 Phase welder
Other Equipment 1 - Estimated Value	R20,000.00
Other Equipment 2 - Type/Description/Size	Hobart TIG welder
Other Equipment 2 - Quantity	R1.00
Other Equipment 2 - Estimated Value	R15,000.00
Houses/Homes - Type/Description/Size	3 Bedroom, 2 Lounge, 2 Bathroom, Kitchen & Pantry
Houses/Homes - Unit (Rand, ha, ton, etc)	R1.00
Houses/Homes - Estimated Value	R1,500,000.00
Outhouses - Type/Description/Size	Outbuilding
Outhouses - Quantity	R2.00
Outhouses - Estimated Value	R200,000.00
Workshops - Type/Description/Size	Workshop
Workshops - Quantity	R1.00
Workshops - Estimated Value	R400,000.00
Sheds - Type/Description/Size	Shed
Sheds - Quantity	R1.00
Sheds - Estimated Value	R10,000.00
Cattle 1 - Type/Description/Size	Cattle
Cattle 1 - Quantity	8
Cattle 1 - Estimated Value	R24,000.00
Other 1 - Type/Description/Size	3 x drill presses
Other 1 - Quantity	R3.00
Other 1 - Estimated Value	R10,000.00
Other 2 - Type/Description/Size	Grinders, Cutting saws
Other 2 - Estimated Value	R5,000.00
Other 3 - Type/Description/Size	Airtools
Other 3 - Quantity	R5.00
Other 3 - Estimated Value	R5,000.00
Other 4 - Type/Description/Size	3 Phase Compressor
Other 4 - Quantity	R1.00
Other 4 - Estimated Value	R10,000.00
Other 5 - Type/Description/Size	Industrial TIG Welder
Other 5 - Quantity	R1.00
Other 5 - Estimated Value	R15,000.00

Other 6 - Type/Description/Size	Caravan
Other 6 - Quantity	R1.00
Other 6 - Estimated Value	R30,000.00
Other 7 - Type/Description/Size	Electric Fence Shocker
Other 7 - Quantity	R1.00
Other 7 - Estimated Value	R7,000.00
Other 8 - Type/Description/Size	Engine Jack
Other 8 - Quantity	R1.00
Other 8 - Estimated Value	R3,000.00
Other 9 - Type/Description/Size	Gearbox Jack
Other 9 - Quantity	R1.00
Other 9 - Estimated Value	R3,000.00
Other 10 - Type/Description/Size	Hydraulic Jacks x 2
Other 10 - Quantity	R2.00
Other 10 - Estimated Value	R4,000.00
Other 11 - Type/Description/Size	Spanners/Tools
Other 11 - Estimated Value	R50,000.00
Other 12 - Type/Description/Size	Lighting Plant 3 Phase
Other 12 - Quantity	R1.00
Other 12 - Estimated Value	R235,000.00
Other 13 - Type/Description/Size	Perkins 234 Engine
Other 13 - Quantity	R1.00
Other 13 - Estimated Value	R35,000.00
Other 14 - Type/Description/Size	Stihl Chainsaw
Other 14 - Quantity	R2.00
Other 14 - Estimated Value	R10,000.00
Other 15 - Type/Description/Size	Stihl Weedeater
Other 15 - Quantity	R1.00
Other 14 - Estimated Value	R5,000.00
Other 16 - Type/Description/Size	Stihl Auger
Other 16 - Quantity	R1.00
Other 16 - Estimated Value	R15,000.00
Other 17 - Type/Description/Size	Makita angle Grinder Large
Other 17 - Quantity	R1.00
Other 17 - Estimated Value	R2,500.00
TOTAL VALUE	**R369,512.00**

Form No	**16**
Surname	**Blignault**
Initials	**M**
Farm Name/Small Holding	**Florence Private Nature Reserve**
Tel No	0422860601
Cell No	0781995018
Email address	mariusblignault@vodamail.co.za
Grazing - Type/Description/Size	20 Hectare - Rooigrass
Grazing - Insurance (Y/N)	No
Grazing - Quantity	20 Hectare* (R200/ha)
Grazing - Estimated Value	R4,000.00
Natural Veld - Type/Description/Size	20 Hectare
Natural Veld - Insurance (Y/N)	No

Natural Veld - Quantity	20 Hectare
Natural Veld - Estimated Value	R4,000.00
Game Fencing - Type/Description/Size	Standard 9 String
Game Fencing - Insurance (Y/N)	No
Game Fencing - Unit (Rand, ha, ton, etc)	R130.00
Game Fencing - Quantity	R2,000.00
Game Fencing - Estimated Value	R260,000.00
Electrical Cabling - Type/Description/Size	16mm
Electrical Cabling - Insurance (Y/N)	Yes
Electrical Cabling - Unit (Rand, ha, ton, etc)	R120.00
Electrical Cabling - Quantity	R400.00
Electrical Cabling - Estimated Value	R48,000.00
Pipes Class 6/40mm - Type/Description/Size	Piping
Pipes Class 6/40mm - Insurance (Y/N)	Yes
Pipes Class 6/40mm - Unit (Rand, ha, ton, etc)	R1650/100
Pipes Class 6/40mm - Quantity	R400.00
Pipes Class 6/40mm - Estimated Value	R6,600.00
Other 1 - Type/Description/Size	Bushbuck
Other 1 - Insurance (Y/N)	No
Other 1 - Unit (Rand, ha, ton, etc)	R4,000.00
Other 1 - Quantity	R2.00
Other 1 - Estimated Value	R8,000.00
Other 2 - Type/Description/Size	Blesbuck
Other 2 - Insurance (Y/N)	No
Other 2 - Quantity	R3.00
Other 2 - Estimated Value	R3,000.00
Other 3 - Type/Description/Size	Impala
Other 3 - Insurance (Y/N)	No
Other 3 - Quantity	R1.00
Other 3 - Estimated Value	R3,000.00
Other 4 - Type/Description/Size	Grey Rheebuck
Other 4 - Insurance (Y/N)	No
Other 4 - Quantity	R4.00
Other 4 - Estimated Value	R12,000.00
TOTAL VALUE	**R37,010.00**
Insured Value	?

Form No	**17**
Surname	**Van Der Riet**
Initials	**GA**
Farm Name/Small Holding	**Mount Vista Erf 444**
Tel No	+12423766337
Email address	vdrgreg@yahoo.com
Grazing - Type/Description/Size	Grass
Grazing - Insurance (Y/N)	No
Grazing - Quantity	10 Hectare
Grazing - Estimated Value	R2,000.00
Natural Veld - Type/Description/Size	20 Hectare
Natural Veld - Insurance (Y/N)	No
Natural Veld - Quantity	20 Hectare

Natural Veld - Estimated Value	R16,000.00
Roads Department Fencing - Type/Description/Size	N2 & R303
Roads Department Fencing - Insurance (Y/N)	No
Roads Department Fencing - Quantity	R4,300.00
Roads Department Fencing - Estimated Value	R206,400.00
Conventional Fencing - Type/Description/Size	Fencing
Conventional Fencing - Insurance (Y/N)	No
Conventional Fencing - Quantity	3,5km
Pipes Class 6/40mm - Type/Description/Size	Piping
Pipes Class 6/40mm - Insurance (Y/N)	No
Pipes Class 6/40mm - Unit (Rand, ha, ton, etc)	R1650/100
Pipes Class 6/40mm - Quantity	R1,200.00
Pipes Class 6/40mm - Estimated Value	R19,800.00
TOTAL VALUE	**R21,000.00**

Form No	**18**
Surname	**Ingram**
Initials	**C**
Farm Name/Small Holding	**Cypher Fontein 379**
DISTRICT	
Tel No	0822909180
Cell No	
Email address	ingram@igen.co.za
Flowers/Proteas - Type/Description/Size	Proteas & Honey bush tea & cultivated proteas
Flowers/Proteas - Estimated Value	R2,300,000.00
Fodder - Type/Description/Size	Hay bales
Fodder - Insurance (Y/N)	No
Fodder - Estimated Value	R104,000.00
Grazing - Type/Description/Size	600 Hectare
Grazing - Insurance (Y/N)	No
Electric Fencing - Type/Description/Size	Electric fencing unit
Electric Fencing - Insurance (Y/N)	No
Electric Fencing - Estimated Value	R8,500.00
Conventional Fencing - Type/Description/Size	Fencing
Conventional Fencing - Insurance (Y/N)	No
Conventional Fencing - Estimated Value	R150,000.00
Water Tanks 1 - Type/Description/Size	2 x Jojo tanks
Water Tanks 1 - Insurance (Y/N)	No
Water Tanks 1 - Quantity	R2.00
Water Tanks 1 - Estimated Value	R10,000.00
Electrical Cabling - Type/Description/Size	Cable to pump shed
Electrical Cabling - Insurance (Y/N)	No
Electrical Cabling - Estimated Value	R45,000.00

Dripper Lines - Type/Description/Size	Dripper piping (16ha) and weed mat (8ha) and stock water diping
Dripper Lines - Insurance (Y/N)	No
Dripper Lines - Estimated Value	R472,000.00
Piping - Type/Description/Size	Irrigation pump & dam outlet
Piping - Insurance (Y/N)	No
Piping - Estimated Value	R40,000.00
Other Equipment 1 - Type/Description/Size	Hammermill
Other Equipment 1 - Estimated Value	R30,000.00
Other Equipment 2 - Type/Description/Size	Sprayers (PTO) x 2
Other Equipment 2 - Estimated Value	R80,000.00
Other Equipment 3 - Type/Description/Size	Cement mixer
Other Equipment 3 - Estimated Value	R6,000.00
Houses/Homes - Type/Description/Size	Staff house
Houses/Homes - Insurance (Y/N)	No
Houses/Homes - Unit (Rand, ha, ton, etc)	
Houses/Homes - Quantity	R1.00
Houses/Homes - Estimated Value	R70,000.00
Cold Rooms - Type/Description/Size	Cold room
Cold Rooms - Insurance (Y/N)	No
Cold Rooms - Estimated Value	R80,000.00
Outhouses - Type/Description/Size	Nursery
Outhouses - Insurance (Y/N)	No
Outhouses - Estimated Value	R30,000.00
Sheds - Type/Description/Size	Shed
Sheds - Insurance (Y/N)	No
Sheds - Estimated Value	R200,000.00
Other 1 - Type/Description/Size	Scale
Other 1 - Estimated Value	R3,000.00
Other 2 - Type/Description/Size	Deep Freezers x 2
Other 2 - Estimated Value	R6,000.00
Other 3 - Type/Description/Size	Wool Press
Other 3 - Estimated Value	R10,000.00
Other 4 - Type/Description/Size	Fert Spreaders x 2
Other 4 - Estimated Value	R20,000.00
Other 5 - Type/Description/Size	Plough - repair
Other 5 - Estimated Value	R10,000.00
Other 6 - Type/Description/Size	Rotovator - Repair
Other 6 - Estimated Value	R10,000.00
Other 7 - Type/Description/Size	Trailer - Repairs x 3
Other 7 - Estimated Value	R25,000.00
Other 8 - Type/Description/Size	Cement Mixer
Other 8 - Estimated Value	R5,000.00

Other 9 - Type/Description/Size	Hoist
Other 9 - Estimated Value	R3,000.00
Other 10 - Type/Description/Size	Ladder
Other 10 - Estimated Value	R2,000.00
Other 11 - Type/Description/Size	Planter (fine seed)
Other 11 - Estimated Value	R40,000.00
Other 12 - Type/Description/Size	Outboard motor
Other 12 - Estimated Value	R15,000.00
Other 13 - Type/Description/Size	Fire Extinguishers x 4
Other 13 - Estimated Value	R24,000.00
Other 14 - Type/Description/Size	Battery Charger
Other 14 - Estimated Value	R1,500.00
Other 15 - Type/Description/Size	Bench Grinder
Other 14 - Estimated Value	R1,000.00
Other 16 - Type/Description/Size	Fencing Wire
Other 16 - Estimated Value	R4,500.00
Other 17 - Type/Description/Size	Fencing poles
Other 17 - Estimated Value	R6,000.00
Other 18 - Type/Description/Size	Fertilizer & Poisons
Other 18 - Estimated Value	R55,000.00
Notes	
TOTAL VALUE	R3,866,503.00
Insured Value	R0.00

Form No	**19**
Surname	**Hickman**
Initials	**PA**
Farm Name/Small Holding	**African Dawn**
DISTRICT	
Tel No	0422860710
Cell No	0832703397
Email address	africandawn@lantic.net
Grazing - Type/Description/Size	100 Hectare
Game Fencing - Type/Description/Size	Game fencing (2,4m high)
Game Fencing - Estimated Value	R135,000.00
Water Tanks 1 - Type/Description/Size	Pressure tank - Jojo
Water Tanks 1 - Insurance (Y/N)	No
Water Tanks 1 - Estimated Value	R11,000.00
Piping - Type/Description/Size	Water supply line & fitings
Piping - Quantity	3km
Piping - Estimated Value	R25,000.00
Sheds - Type/Description/Size	Enclosures & infrustruture (estimate)
Sheds - Estimated Value	R100,000.00
TOTAL VALUE	**R271,000.00**
Insured Value	

Form No	**20**
Surname	**Taylor**
Initials	**PS**
Farm Name/Small Holding	**Plot 180 - Brakkefontein**
Tel No	0833847533
Email address	phil@eggplant.co.za
Houses/Homes - Type/Description/Size	House & contents
Houses/Homes - Estimated Value	R3,500,000.00
TOTAL VALUE	**R3,500,000.00**

Form No	**21**
Surname	**Williams**
Initials	**W**
Farm Name/Small Holding	**Jagersfontein**
Tel No	0827755158
Email address	william@gamtoos.co.za
Natural Veld - Type/Description/Size	50 Hectare
Natural Veld - Quantity	50 Hectare
Natural Veld - Estimated Value	R40,000.00
Conventional Fencing - Type/Description/Size	6 wire dropper poles
Conventional Fencing - Quantity	7,8km* (R1000/km)
Conventional Fencing - Estimated Value	R78,000.00
Houses/Homes - Type/Description/Size	Farm house
Houses/Homes - Estimated Value	R500,000.00
Sheds - Type/Description/Size	Shed/garages/roofs
Sheds - Estimated Value	R500,000.00
TOTAL VALUE	**R1,078,000.00**

Form No	**22**
Surname	**Van Niekerk**
Initials	**F**
Farm Name/Small Holding	**Tecoma - Uitenhage Road**
Tel No	0823200364
Cell No	0829021276
Houses/Homes - Type/Description/Size	House & contents
Houses/Homes - Estimated Value	R300,000.00
TOTAL VALUE	**R300,000.00**

Form No	**23**
Surname	**Williams**
Initials	**JLH**
Farm Name/Small Holding	**Bergrivier**
DISTRICT	
Tel No	0822003350
Cell No	

Email address	
Grazing - Type/Description/Size	100 Hectare (mixed)
Grazing - Quantity	100 Hectare
Grazing - Estimated Value	R20,000.00
Game Fencing - Type/Description/Size	Fencing
Game Fencing - Estimated Value	R1,000,000.00
Conventional Fencing - Type/Description/Size	Fencing
Conventional Fencing - Insurance (Y/N)	No
Conventional Fencing - Unit (Rand, ha, ton, etc)	10km
Conventional Fencing - Quantity	10km
Conventional Fencing - Estimated Value	R550,000.00
Cattle 1 - Type/Description/Size	Cows
Cattle 1 - Quantity	3
Cattle 1 - Estimated Value	R9,000.00
Cattle 2 - Type/Description/Size	2Heifers
Cattle 2 - Insurance (Y/N)	
Cattle 2 - Quantity	2
Cattle 2 - Estimated Value	R6,000.00
Cattle 3 - Type/Description/Size	1 Calves
Cattle 3 - Quantity	1
Cattle 3 - Estimated Value	R1,000.00
TOTAL VALUE	**R1,586,006.00**
Insured Value	

Form No	**24**
Surname	**Bisping**
Initials	**EH**
Farm Name/Small Holding	**Barbarossa Farm**
Tel No	0827423195
Cell No	0827423195
Conventional Fencing - Type/Description/Size	Fencing
Conventional Fencing - Quantity	Estimate
Conventional Fencing - Estimated Value	R150,000.00
Bakkies - Type/Description/Size	Ford Bantum
Bakkies - Estimated Value	R40,000.00
Sheds - Type/Description/Size	Roof sheets
Sheds - Estimated Value	R10,000.00
TOTAL VALUE	**R200,000.00**
Insured Value	R100,000.00

Form No	**25**
Surname	**Puttergill**
Initials	**DB**
Farm Name/Small Holding	**Farfield Farm**
Tel No	0845007372
Email address	farfield@igen.co.za
Conventional Fencing - Type/Description/Size	Fencing poles, wire and droppers
Conventional Fencing - Quantity	1200m
Conventional Fencing - Estimated Value	R36,000.00
TOTAL VALUE	**R36,000.00**

Form No	**26**
Surname	**Perfect**
Initials	**NW**
Farm Name/Small Holding	**Farm Mount Vista**
Tel No	0720740552
Cell No	0646842690
Email address	nickperfect@hotmail.com
Grazing - Type/Description/Size	2 Hectare
Grazing - Quantity	2 Hectare
Grazing - Estimated Value	R2,000,000.00
Natural Veld - Type/Description/Size	3,75 Hectare
Natural Veld - Quantity	3,75 Hectare
Natural Veld - Estimated Value	R500,000.00
Roads Department Fencing - Type/Description/Size	Boarder fencing
Roads Department Fencing - Quantity	700m
Roads Department Fencing - Estimated Value	R15,400.00
Conventional Fencing - Type/Description/Size	Boundary fencing
Conventional Fencing - Quantity	1200m
Conventional Fencing - Estimated Value	R30,000.00
Electrical Switchgear - Type/Description/Size	Switches
Electrical Switchgear - Insurance (Y/N)	No
Electrical Switchgear - Estimated Value	R50,000.00
Electrical Cabling - Type/Description/Size	House cabling
Electrical Cabling - Insurance (Y/N)	No
Electrical Cabling - Estimated Value	R100,000.00
Cars - Type/Description/Size	Ford Focus
Cars - Insurance (Y/N)	No
Cars - Estimated Value	R60,000.00
Other Equipment 1 - Type/Description/Size	Generator
Other Equipment 1 - Estimated Value	R10,000.00
Houses/Homes - Type/Description/Size	Home
Houses/Homes - Estimated Value	R3,750,000.00
Outhouses - Type/Description/Size	Office
Outhouses - Insurance (Y/N)	No
Outhouses - Quantity	R1.00
Outhouses - Estimated Value	R104,000.00
Sheds - Type/Description/Size	Storage shed
Sheds - Insurance (Y/N)	No
Sheds - Estimated Value	R30,000.00
Other 1 - Type/Description/Size	Household furniture
Other 1 - Estimated Value	R2,000,000.00
Other 2 - Type/Description/Size	Scuba diving eqiupment
Other 2 - Estimated Value	R300,000.00
Other 3 - Type/Description/Size	Jewellery
Other 3 - Estimated Value	R350,000.00
Other 4 - Type/Description/Size	Kitchen equipment
Other 4 - Estimated Value	R300,000.00
Other 5 - Type/Description/Size	Laundry Equipment
Other 5 - Insurance (Y/N)	No

Other 5 - Estimated Value	R150,000.00
Other 6 - Type/Description/Size	Clothing
Other 6 - Estimated Value	R400,000.00
Other 7 - Type/Description/Size	Sound system
Other 7 - Estimated Value	R150,000.00
TOTAL VALUE	**R3,784,000.00**
Form No	**27**
Surname	**Liddell**
Initials	**JTL**
Farm Name/Small Holding	**Traverliers Rest**
Tel No	0735044282
Grazing - Type/Description/Size	1540 Hectare
Grazing - Quantity	1540 Hectare
Grazing - Estimated Value	R308,000.00
Conventional Fencing - Type/Description/Size	Fences & poles
Conventional Fencing - Estimated Value	R500,000.00
Piping - Type/Description/Size	Water pipes
Piping - Unit (Rand, ha, ton, etc)	Class 6 = R691/100m
Piping - Quantity	500m
Piping - Estimated Value	R3,455.00
TOTAL VALUE	**R3,455.00**

Form No	**28**
Surname	**Roelofsen**
Initials	**TJ**
Farm Name/Small Holding	**Brakfontein 440**
Tel No	0824368552
Conventional Fencing - Type/Description/Size	Fenses burnt
Conventional Fencing - Insurance (Y/N)	N
Conventional Fencing - Estimated Value	R220,000.00
TOTAL VALUE	**R220,000.00**

Form No	**29**
Surname	**Botes**
Initials	**GW**
Farm Name/Small Holding	**Owlswood Farm**
Tel No	0824282800
Bee Keeping - Type/Description/Size	251 Hives - on various other farms incl Loerie area
Bee Keeping - Insurance (Y/N)	No
Bee Keeping - Quantity	R251.00
Bee Keeping - Estimated Value	R276,100.00
TOTAL VALUE	**R276,351.00**

Form No	**30**
Surname	**Weldrick**
Initials	**BJ**
Farm Name/Small Holding	**Volhou Farm**
Tel No	0848000333
Email address	karlao@live.co.za

Grazing - Type/Description/Size	90 Hectare
Grazing - Quantity	90 Hectare
Grazing - Estimated Value	R18,000.00
Conventional Fencing - Type/Description/Size	Fencing
Conventional Fencing - Quantity	10km
Conventional Fencing - Estimated Value	R10,000.00
TOTAL VALUE	**R10,000.00**

Form No	**31**
Surname	**Byrne**
Initials	**BG**
Farm Name/Small Holding	**Portion 11 of Strandfontein No 442 - Santuary Rd, Thornhill**
Tel No	0823315185
Email address	bbyrne@mweb.co.za
Grazing - Type/Description/Size	2 Hectare
Grazing - Insurance (Y/N)	No
Grazing - Quantity	2 Hectare
Grazing - Estimated Value	R10,000.00
Natural Veld - Type/Description/Size	East Cape thornbush & riverine bush (incl yellowwood trees)
Natural Veld - Insurance (Y/N)	No
Natural Veld - Quantity	? Hectares
Natural Veld - Estimated Value	R60,000.00
Game Fencing - Type/Description/Size	Bonnox 1.8m high with poles & droppers
Game Fencing - Insurance (Y/N)	No
Game Fencing - Quantity	1.5km
Game Fencing - Estimated Value	R150,000.00
Water Tanks 1 - Type/Description/Size	Jojo Tank - 5000lt
Water Tanks 1 - Quantity	R1.00
Water Tanks 1 - Estimated Value	R5,000.00
Water Tanks 2 - Type/Description/Size	Jojo Tank - 1000lt
Water Tanks 2 - Quantity	R1.00
Water Tanks 2 - Estimated Value	R2,000.00
Pipes Class 6/40mm - Type/Description/Size	Water pipes from central stoarge to farmhouse
Pipes Class 6/40mm - Insurance (Y/N)	No
Pipes Class 6/40mm - Quantity	3km
Pipes Class 6/40mm - Estimated Value	R49,500.00
Trailers - Type/Description/Size	Farm trailer
Trailers - Insurance (Y/N)	No
Trailers - Unit (Rand, ha, ton, etc)	Home made
Trailers - Quantity	R1.00
Trailers - Estimated Value	R5,000.00
Tractors - Type/Description/Size	Massey Ferguson
Tractors - Insurance (Y/N)	No
Tractors - Quantity	R240.00
Tractors - Estimated Value	R60,000.00
Implements 1 - Type/Description/Size	Generator on trailer
Implements 1 - Insurance (Y/N)	No

Implements 1 - Unit (Rand, ha, ton, etc)	Lister
Implements 1 - Quantity	R1.00
Implements 1 - Estimated Value	R30,000.00
Sheds - Type/Description/Size	Shed housing tractor, bulldozer & generator
Sheds - Insurance (Y/N)	No
Sheds - Estimated Value	R20,000.00
Other 1 - Type/Description/Size	Impala
Other 1 - Insurance (Y/N)	No
Other 1 - Quantity	R7.00
Other 1 - Estimated Value	R20,000.00
TOTAL VALUE	**R135,249.00**

Form No	**32**
Surname	**Crossways**
Farm Name/Small Holding	**Crossways Farm Village**
Tel No	0422860939
Email address	hoa@crosswaysfarmvillage.co.za
Grazing - Type/Description/Size	Grazing - loss to tenant
Grazing - Quantity	Grazing - loss to tenant
Grazing - Estimated Value	R150,000.00
Electric Fencing - Type/Description/Size	3km @R12 perm
Electric Fencing - Quantity	3km @R12 perm
Electric Fencing - Estimated Value	R36,000.00
Conventional Fencing - Type/Description/Size	Fencing
Conventional Fencing - Quantity	2km @ R55/m
Conventional Fencing - Estimated Value	R110,000.00
Other - Type/Description/Size	Pump, pipes and water
Other - Estimated Value	R41,500.00
Other 1 - Type/Description/Size	Firefighters - Overtime
Other 1 - Estimated Value	R8,500.00
Other 2 - Type/Description/Size	Fire boss - Overtime
Other 2 - Estimated Value	R13,000.00
Other 3 - Type/Description/Size	Telephone costs
Other 3 - Estimated Value	R3,000.00
TOTAL VALUE	**R66,000.00**

Form No	**33**
Surname	**Niehuis**
Initials	**F**
Farm Name/Small Holding	**Mountain Rose**
Tel No	0827716543
Flowers/Proteas - Estimated Value	R3500000
Grazing - Type/Description/Size	100 Hectare natural veld
Grazing - Quantity	100 Hectare
Grazing - Estimated Value	R40000
Conventional Fencing - Estimated Value 6km	R330000
Other - Type/Description/Size	Personal Effects

Other - Estimated Value	R90000
Dripper Lines - Estimated Value	R130000
Pipes Class 6/40mm - Estimated Value	R8768
Other Equipment 1 - Estimated Value -Tools	R70000
Stores - Type/Description/Size	Storeroom - 70m2
Stores - Estimated Value (Insured)	R210000
TOTAL	R4378768
Insured Value	R210000

Form No	**34**
Surname	**Puttergilll**
Initials	**CS**
Farm Name/Small Holding	**Thatcholme Farm**
Tel No	0420070092
Cell No	0836518775
Email address	info@puttergillfarming.com
Natural Veld - Type/Description/Size	140 Hectare (rented landed - monthly loss) incl 3 x R20000
Natural Veld - Quantity	140 Hectare (rented landed - monthly loss) incl 3 x R20000
Natural Veld - Estimated Value	R60,000.00
TOTAL VALUE	**R60,000.00**

Form No	**35**
Surname	**Puttergill**
Initials	**CS**
Farm Name/Small Holding	**Sunnyvale**
Tel No	0420070092
Cell No	0836518775
Email address	info@puttergillfarming.com
Grazing - Type/Description/Size	16 Hectare pasture
Grazing - Quantity	16 Hectare pasture
Grazing - Estimated Value	R200,000.00
Other - Type/Description/Size	Pump
Other - Insurance (Y/N)	No
Other - Quantity	R1.00
Other - Estimated Value	R10,000.00
TOTAL VALUE	**R10,001.00**

Form No	**36**
Surname	**Puttergilll**
Initials	**CS**
Farm Name/Small Holding	**Bellavista**
Tel No	0420070092
Cell No	0836518775
Email address	info@puttergillfarming.com
Grazing - Type/Description/Size	40 Hectare - pasture
Grazing - Quantity	40 Hectare - pasture
Grazing - Estimated Value	R520,000.00

TOTAL VALUE	**R520,000.00**

Form No	**37**
Surname	**Puttergilll**
Initials	**CS**
Farm Name/Small Holding	**Bluegums Farm**
DISTRICT	
Tel No	0420070092
Cell No	0836518775
Email address	info@puttergillfarming.com
Grazing - Type/Description/Size	100 Hectare - pasture
Grazing - Quantity	100 Hectare - pasture
Grazing - Estimated Value	R1,600,000.00
Conventional Fencing - Type/Description/Size	Cattle fencing
Conventional Fencing - Quantity	5km
Conventional Fencing - Estimated Value	R275,000.00
Other - Type/Description/Size	Drinking trough
Other - Insurance (Y/N)	No
Other - Unit (Rand, ha, ton, etc)	
Other - Quantity	R1.00
Other - Estimated Value	R5,000.00
TOTAL VALUE	**R1,880,001.00**
Insured Value	

Form No	**38**
Surname	**Lavendar Moon Trading**
Farm Name/Small Holding	**Mountview Farm**
Cell No	0826592717
Conventional Fencing - Type/Description/Size	Fencing
Conventional Fencing - Insurance (Y/N)	No
Conventional Fencing - Estimated Value	R13,000.00
Sheds - Type/Description/Size	Building
Sheds - Insurance (Y/N)	No
Sheds - Estimated Value	R33,000.00
TOTAL VALUE	**R33,000.00**

Form No	**39**
Surname	**Abbot**
Initials	**J**
Farm Name/Small Holding	**Ashtonville**
Grazing - Type/Description/Size	Grazing
Grazing - Quantity	300 Hectare
Grazing - Estimated Value	R60,000.00
Game Fencing - Type/Description/Size	Fencing
Game Fencing - Estimated Value	R1,000,000.00
TOTAL VALUE	**R1,060,000.00**
Insured Value	R1,060,000.00

Form No	**40**
Surname	**Roelofsen**
Initials	**T**
Farm Name/Small Holding	**Intel Lodge**
Game Fencing - Type/Description/Size	Game fencing
Game Fencing - Quantity	113m
Game Fencing - Estimated Value	R16,900.00
Conventional Fencing - Type/Description/Size	Fencing
Conventional Fencing - Unit (Rand, ha, ton, etc)	55/m
Conventional Fencing - Quantity	10,5km
Conventional Fencing - Estimated Value	R577,500.00
Houses/Homes - Type/Description/Size	Damage to house
Houses/Homes - Estimated Value	R100,000.00
TOTAL VALUE	**R677,500.00**
Insured Value	?

Form No	**41**
Surname	**Horak**
Initials	**CH**
Farm Name/Small Holding	**Tecoma - Thornhill**
Cell No	0820817829
Email address	oubiethornhill@gmail.com
Grazing - Type/Description/Size	13 Hectare
Grazing - Quantity	13 Hectare (* R200/ha)
Grazing - Estimated Value	R2,600.00
Roads Department Fencing - Quantity	R500.00
Roads Department Fencing - Estimated Value	R25,000.00
Electric Fencing - Type/Description/Size	14 Strand Electric fence
Electric Fencing - Insurance (Y/N)	No
Electric Fencing - Unit (Rand, ha, ton, etc)	R75.00
Electric Fencing - Quantity	R500.00
Electric Fencing - Estimated Value	R62,500.00
Conventional Fencing - Type/Description/Size	Fencing
Conventional Fencing - Insurance (Y/N)	No
Conventional Fencing - Quantity	3km
Conventional Fencing - Estimated Value	R165,000.00
Bakkies - Type/Description/Size	Ford Bantum 1.3lt 2006
Bakkies - Estimated Value	R45,000.00
Implements 3 - Type/Description/Size	Enigizer
Implements 3 - Estimated Value	R35,000.00
TOTAL VALUE	**R308,000.00**

Total damages = R 54 384 866.00
Possible insurance = R 11 233 367.00
= **R 43 151 499.00**

3. Rural Development and Agrarian Reform

Thornhill is a small area lying along the South Eastern Cape coast between Port Elizabeth and Jeffrey's Bay. This year, under severe drought conditions, we watched our normally lush vegetation wither and our farmers battle to feed their livestock; our flower, fruit and vegetable farmers eke out the water in their boreholes; our bee keepers search for alternative areas for their hives; our poultry farms battle extreme heat, and dams drop to dangerously low levels. Game Lodges and Private Nature Reserves stayed open despite severe water restrictions.

Then in June nature added unseasonably high temperatures and gale force winds, setting the stage for the worst fires in living memory, culminating in a firestorm which claimed two lives. The fire and wind damage is as yet incalculable but includes the destruction of dwellings, storage facilities, fencing, implements, irrigation equipment, vehicles, communication, electrical and water connections.
Burn scar 17 000 ha

NEGATIVE RESULTS OF FIRE DISASTER

- ✓ Loss of farming production
- ✓ Loss of jobs for farm and allied workers.
- ✓ Loss of Indigenous and domestic animal, bird, insect and plant life
- ✓ Loss of ground cover which will lead to soil erosion
- ✓ Regrowth of Black Wattle
- ✓ Displaced wild and domestic animals wandering along roads

There are however those who have not had the necessary time to evaluate the damage as they are trying to catch up with work lost and return all activity to normal. Most farmers were not insured, and others had some insurance, but are waiting to hear back from the insurance company as to what they will cover or not.

REQUESTS TO NDMC

- ✓ Rehabilitation of fencing materials on farms damaged by fires
- ✓ Supply of livestock fodder
- ✓ Repair of farm machinery and vehicles
- ✓ Restoration of dwelling places and farm houses

Total damages = R 54 384 866.00
Possible insurance = R 11 233 367.00
= **R 43 151 499.00**

They submitted the same figures as Thornhill Agricultural Association

4. Longmore MTO

They did not link monetary value to their damages, but they provide a list of damaged.

- Storerooms

- Plantation
- Houses
- Equipment
- JoJo tanks
- Chalets
- Cottages
- Fencing
- new motorbike destroyed
- Workshops and 10 employees at Cyber Farm will lose their jobs.

5. Damage at Crossways listed as Follows

Irrigation pump and electrical panels and cabling, feeding water to the Houses for use in their gardens, was burnt along with 100m class 6 pipe 110mm diameter.

Disconnect and remove:

- Municipal electrical metering kiosk. (No municipal fees included)
- 1 x Distribution board.
- 3 x Burnt cables
- 1 x Control panel and related wiring.

Note: The municipal cable to be rectified by others.

Install, wire and connect:

- 1 x New 3phase metering box (meters excluded)
- 1 x New weather-proof distribution board including new circuit breakers.
- 1 x New cable to supply the water-pump control panel.
- 1 x 10m Cable and resin joint to supply 2nd water pump panel
- 1 x New control panel to suite existing pump motor with required switchge
- 1 x New galvanized stand to mount panels and distribution boards
- 1 x Weather proof switched socket outlet for maintenance.

Restore power and test

VALUE	R 32 880 - 17
VAT	R 4 603 - 22
TOTAL	R 37 483 - 39

6. SASSA

On the 07 June 2017, a disaster happened in Kouga Municipality started at Longmore. On the disaster was declared by the JOC of Kouga Municipality

204 people were reported as the people affected by the fire from Longmore. People were evacuated from Longmore were placed Thornhill community hall. Requisition for 204 mattresses, 204 blankets, 204 vanity cases, and food hot meals were arranged for lunch by SASSA for all 204 people who were accommodated in the hall on the 08 June 2017 .The blankets arrived late around 19H00, cause the suppliers were from Port Elizabeth .The other people went back to their houses in Longmore to stay with their families, as a result 163 blankets, 132 mattresses were issued on that night.

No monetary value included by SASSA.

7. Metro Electrical Department

Our staff met with members from your office yesterday in the village of Thornhill outside of Port Elizabeth where most of the fire damage had occurred. Unfortunately, I could not be present but my understanding from my colleagues and in consultation with Oswald Long, we would need to formulate a comprehensive report of the damage that had taken place together with a listing of all the overhead electricity lines that were damaged inclusive of materials and costing thereof. Unfortunately, this report is not finalized as we are in the process of collating all the info and once done, will forward to your office at our earliest convenience.

No monetary value included by Metro Electrical Department.

8. Kouga Municipal Fire Services

Damage to vehicles	= R 436 321.00
Damage to equipment	= R 6 850.00
Hiring of water tankers/tanks	= R 45 000.00
Fuel for diesel generators	= R 35 600.00
Hiring of chemical Toilets	= R 19 500.00
	= **R 543 271.00**

9. Department of Public Works (Department of Roads)

Request the consultant (MSBA) to undertake an assessment of all fire damaged fencing, guardrails, road signs etc. along: -

1. MR434 at St Albans to Gamtoos Mouth
2. MR400 from N2 to Hankey
3. All other roads damaged by recent fires.

If no fences can be located, then it must be assumed that the fences were destroyed in the latest fires. Each road must be photographed together with an estimate (use latest IRM rates) and submitted before Friday the 7th July 2017.

Initial rough estimates are:

Kouga East & NMBM			
a.	26km fencing destroyed	=	R 1.690m
b.	2.36km Guardrails destroyed	=	R 0.880m
c.	73 Road signs	=	R 0.237m
			R 2. 807m
Kouga West			
a.	44km fencing destroyed	=	R 2.860m
b.	0.8km Guardrails destroyed	=	R 0.298m

c.	23 Road Signs	=	R 0.075m
			R 3.230m

Conclusion

It was a great effort by a lot of organisations and volunteers assisting to get this fire under control. The MTO teams protected their area and assisted in other areas as well. The Crossways with their teams help and assist where they can.

The Kouga Fire Services work non-stop fighting fires and monitoring the situation and were supported by other fire services from all over the country.

Teams from Working on Fire also play their part and their ground crews at vital stages securing the fire. The choppers, pilots, spotter choppers were just as vital and played a critical role in the combined effort that brought the community and neighbours together.

This report is just an overview of what happened during the time when the rage through the areas Thornhill and adjacent farms and properties, but surely there are a lot of other experiences by others that will hopefully also be shared.

A special word of thanks needs to go out to all the farmers in the area hat assisted with the fire and to Major-General that pull the situation together in establishing an integrated JOC to co-ordinate the disastrous situation.

REPORTS BY THE PORTFOLIO CHAIRPERSON: PLANNING, DEVELOPMENT & TOURISM

KOUGA MUNICIPALITY (EC 108)

ORDINARY COUNCIL MEETING

PLANNING & DEVELOPMENT

DATE: 30 MAY 2019 **ITEM NO: 19/05/PD2**

MONTHLY PROGRESS REPORT ON HUMAN SETTLEMENTS GRANT FUNDED PIPELINE PROJECTS

1. Introduction

The South African Constitution, 1996 enshrines the right of everyone to have access to adequate housing and makes it incumbent upon the State to take reasonable legislative and other measures within its available resources to achieve the progressive realization of this right.

The Provincial Department of Human Settlements has allocated funding for all approved pipeline projects over the MTREF

The Municipality must coordinate the planning and delivery of housing projects in line with the National and Provincial Policy.

2. Purpose

This report is to appraise the Portfolio Committee of progress and status of the approved housing projects in Kouga Municipality. Additionally, the report seeks to receive Portfolio support for the review of the current Human Settlements Plan and pipeline projects.

3. Background

During the last PD&T Portfolio Committee meeting, the Human Settlements section submitted a progress report on the current and planned housing projects.

There are currently 12 housing related projects in the Kouga Municipality. The progress in these projects is monitored technically through the Human Settlements Co-ordinating Forum encompassing Kouga and ECDHS officials on a monthly basis. The Project Steering/ site meetings are also established.

4. Comments by the relevant Director

Item is supported

5. Financial implications

The projects are funded by the Eastern Cape Department of Human Settlements. Funding of R340 000 had to be provided for the variation of scope in the Ocean view due to informal settlement.

6. Legal implications

None

7. Other implications

None

8. Recommendation

8.1 That the report on the human settlements grant funded projects be noted.

8.2 That the 2011- 2016 Human Settlements Plan and listed Pipeline projects be reviewed and revised in accordance with the current implementation strategy and provincial funding commitments, be supported.

Item prepared by **: Manager: Integrated Human Settlements**

Item approved by **: Director PD&T:**

Item noted by Portfolio Chairperson **: Planning & Development:**

PORTFOLIO: **PLANNING AND DEVELOPMENT**

DIRECTORATE: **PLANNING, DEVELOPMENT& TOURISM**

DEPARTMENT: **INTEGRATED HUMAN SETTLEMENTS**

REPORT: **MONTHLY REPORT: MAY 2019**

DEPARTMENTAL OBJECTIVES					
✓ **To prioritise the housing needs in the municipality** ✓ **To co – ordinate the implementation of different housing options in line with the National and Provincial Policy**					
IMPLEMENTATION OF INTEGRATED HUMAN SETTLEMENT GRANT FUNDED PIPELINE PROJECTS					
PROJECT NAME	**DELIVERABLES**	**TIMEFRAME**	**BUDGETED AMOUNT**	**DELIVERED TO-DATE**	**PROGRESS/STATUS**
TOP STRUCTURES					
1. Kruisfontein 391 (Ward 4)	391 Units	30/09/2019	R 43 500 000	• Slabs: 387 • Wall Plates: 387 • Roof: 387 • 100% completed: 376	• *Construction of 4 Top structures for disabled beneficiaries is underway*

2. Pellsrus 220 (Ward 2)	220	31/11/2019	R 27 4226 678.31	None	• Construction of Top structures to commence after NHBRC enrolment has been approved. • 218 beneficiaries approved **Number of slabs**
3. Oceanview 1500 (Ward 14)	1500 Units			None	• 1426 beneficiaries approved • 74 beneficiary applications are in process of being approved • Top structures funding application is being finalised for submission to province • First phase of top structures will be 668
4. Kouga Destitute (Wards 1 - 15)	25 Units			None	• Awaiting awarding of tender • Province was requested to extend scope of project to 75 opportunities (5 houses per ward)
SERVICES					
1. Oceanview 1500 (Ward 14)	1500 Sites (services)	20/3/2020	R 46 904 141 .03	Earth works: 100%	

				Water: 100% Sewer: 100 % Roads: 85 % Stormwater: 90 %	• Phase 1 (413) will be completed on 31/5/2019 • Phase 2 (632) will be completed on 31/9/2019 • Phase 4a (88) will be completed on 20/3/2020 • Challenges with the relocation of 41 families from the triangle and 420 from the middle area • Meeting was held on 12/4/19 with Ward Councillor and Ward committee members to resolve relocation issues/challenges • Meeting with the project beneficiaries will be held after the National elections
2. Pellsrus 220 (Ward 2)	220 Sites (services)	31/11/2019	R 9 597 720.00	Earth works: 100% Water: 100% Sewer: 100%	• 220 services is complete

				Roads: 100% Stormwater: 100%	
3. Kruisfontein 2500 (Ward 4)	407 Sites (services)	30/9/2019	R 22 500 000	Earth works: 100% Water: 100% Sewer: 100% Roads: 100% Stormwater: 90% Overall progress: 85%	• 391 services is complete • Rectification work on curbing, redoing of roads and paving is in progress
PLANNED PROJECTS					
1. Arcadia 139 (Ward 5)	Pipeline Project Plan			Planning of BNG housing, provision of basic services to 139 families	• Project approved for planning • Application for 139 top structures was submitted in July 2017 • Land Surveyor appointed in February 2019 • General Plan is still outstanding
2. Weston 196 (Ward 13)	Pipeline Project Plan			Planning of BNG housing, provision of	• Project approved for planning

				basic services to 196 families	• Application for 196 top structures was submitted in July 2017 • Land Surveyor is on site • General Plan is still outstanding
3. Hankey 990	Pipeline Project Plan			Planning of BNG housing, provision of basic services to 990 families	• Land Surveyor appointed in March 2019 • Approval of subsidy applications is still outstanding • Verification of potential beneficiaries in Stofwolk is complete • Pegging and relocation of beneficiaries will commence soon
4. Patensie 278	Pipeline Project Plan			Planning of BNG housing, provision of basic services to 278 families	• Beneficiary list submitted for pre – screening • Public participation process will commence in June 2019 • Request for extension of ROD was submitted

5. Kruisfontein 800 (phase 2)	Pipeline Project Plan			Planning of BNG housing, provision of basic services to 800 families	• Provision of 800 serviced sites • Initiation of EIA process • Preliminary Engineering designs are completed • Approved General plan • Finalisation of beneficiary list
BLOCKED PROJECTS					
1.Sea Vista 2000	Pipeline Project Plan			Planning of BNG housing, provision of basic services to 400 families	• Report on the development of Sea Vista was commissioned by Aurecon • Report recommends provision of 400 housing opportunities instead of the initial 2000 • Upgrading of WWTW is estimated to be completed in December 2019 • Land belongs to NDPW

2. Kwanomzamo 400	Pipeline Project Plan			Planning of BNG housing, provision of basic services to 400 families	• Funding of the WWTW is approved for the 2019/2020 financial year
3. Thornhill 390	Pipeline Project Plan			Planning of BNG housing, provision of basic services to 390 families	• WWTW to be upgraded • Bulk water connection from NMBM to be finalised and associated infrastructure .

KOUGA MUNICIPALITY (EC 108)

ORDINARY COUNCIL MEETING

PLANING AND DEVELOPMENT

DATE: 30 MAY 2019 **ITEM NO: 19/05/PD3**

MONTHLY PROGRESS REPORT ON AUDIT, CATEGORIZATION, AND UPGRADING OF INFORMAL SETTLEMENTS

1. Introduction

The Informal Settlements in the Sarah Baartman District were assessed by MDP in 2015.

The assessment included the modelling of 21 Informal Settlements from the National Upgrading of Informal Settlements Support Programme (NUSP)

Upgrading relates to the prioritization of Category A, B1 and B2 settlements for in-situ upgrading in relation to the impact, risk and readiness criteria.

2. Purpose

This report is to appraise and communicate the findings of the Informal Settlement Implementation Plan which has been developed using the Eastern Cape Informal Settlement Prioritization Model of the Informal Settlement Support Plan.

3. Background

During the last PD&T Portfolio Committee meeting, the Human Settlements section submitted a progress report on the number of informal settlements, was referred back due to insufficient information. There are currently 21 informal settlements in the Kouga Municipality and these are monitored by the Human Settlements department.

4. Comments by the relevant Director

Item is Supported

5. Financial implications

No comment

6. Legal implications

None

7. Other implications

None

8. Recommendation

8.1 That the report on the assessment, categorization, and upgrading of informal settlements be noted.

8.2 That an Access to Basic Services project application be packaged and submitted to ECDHS for informal settlements that will not be formally developed due to various developmental constraints/challenges, be supported.

Item prepared by : Manager: Integrated Human Settlements

Item approved by : Director Planning & Development

Item noted by Portfolio Chairperson : Planning & Development:

INFORMAL SETTLEMENTS AUDIT IN KOUGA LM.

TOWN	INFORMAL SETTLEMENT	NO. INFORMAL STRUCTURES	LAND	ASSESSMENT	CATEGORY	UPGRADING PLANS	LEVEL OF SERVICE	PROJECT INTERVENTIONS	COMMENT/CHALLENGES
JEFFREYS BAY	OCEAN VIEW	1500	KLM	Complete	A	YES	ABS	PDOHS	Contractor on-site and busy with installation of services
	PELLSRUS (NO. R10)	58	KLM	Complete	A	YES		PDOHS	Most families are part of the Oceanview and Pellrus projects
	CHRIS HANI	51	KLM	Complete	A	YES	ABS	PDOHS	KLM finalising submission of funding application for top-structures. Verification of beneficiaries completed
	NEW REST	63	KLM	NEWLY ESTABLISH		NO	Only standpipes, no electricity	KLM	Beneficiaries to be relocated to Ocean View once contractor completes the construction of top-structures
	OCEAN VIEW (TRA)	226	KLM	NEWLY ESTABLISH	A	YES	ABS	KLM	Beneficiaries to be relocated to Ocean View once contractor completes the construction of top-structures
HUMANSDORP (KRUISFONTEIN)	DONKERHOEK	363	KLM	Complete	A	YES	ABS	KLM	The Donkerhoek informal settlements forms part of the greater 2500 housing project. The EIA process is currently in process. Construction of access roads is complete and 363 informal structures are electrified.
	VAALDAM	134	KLM	Complete	A	NO	Only standpipes, no electricity	KLM	134 beneficiaries to be relocacted to the Donkerhoek informal settlement. Valdam Settlement not suitable for future upgrading
HUMANSDORP (KWANOMZAMO)	SHUKUSHUKUMA	93	KLM	Complete	A	YES	ABS	N/A	Bulk infrastructure limitations

	POLAR PARK	278	KLM	Complete	A	YES	ABS	N/A	Bulk infrastructure limitations
	BUNGALOWS/Erf 2599	103	KLM	Complete	A	YES	ABS	N/A	Bulk infrastructure limitations
	GOLF COURSE	400	KLM	Complete	A	YES	ABS	PDOHS	Bulk infrastructure limitations
	OLD GOLF COURSE	153	KLM	Complete	A	YES	ABS	N/A	Bulk infrastructure limitations
OYSTER BAY	UMZAMOWETHU	34	KLM	Complete	A	NO	ABS	N/A	Bulk Infrastructure limitations
SEA VISTA	ZWELITSHA	514	DPW	Complete	A	NO	Only standpipes, no electricity	N/A	Transfer of State-Land. Profiling of Beneficiaries. Bulk infrastructure limitations and conclusion of EIA processes
	COSOVO	361	DPW	Complete	A	NO	Only standpipes, no electricity	N/A	Profiling of Beneficiaries. Bulk infrastructure limitations, and conclusion of EIA processes
	NEW REST	49	DPW	Complete	A	NO	Only standpipes, no electricity	N/A	Profiling of Beneficiaries. Bulk infrastructure limitations, and conclusion of EIA processes
PATENSIE	CYRIL RAMAPHOSA VILLAGE	278	KLM	Complete	A	YES	ABS	PDOHS	Application for top-structures submitted July 2017. Pre-planning activities approved and EIA processes completed. Municipality submit an application for extension of ROD
HANKEY	STOFWOLK	340	KLM	Complete	A	YES	Only standpipes, no electricity	PDOHS	Application for top-structures submitted July 2017. Pre-planning activities approved and EIA processes completed. Municipality submit an application for extension of ROD. Profiling of beneficiaries completed. Land surveyor appointed for the pegging of sites.

	WESTON	249	KLM	Complete	A	YES	ABS	PDOHS	Application for top-structures submitted July 2017. Pre-planning activities approved and EIA processes completed. Municipality submitted an application for extension of ROD. Profiling of beneficiaries underway. Land surveyor appointed for the pegging of sites.
LOERIEHEUWEL	LOERIEHEWEUWEL	154	PRIVATE	Complete	B1	YES	Only standpipes, no electricity	KLM	Shortage of land. Council is in the process of purchasing land for housing in Loerieheuwel in 2018/19 . Bulk infrastructure limitations.
THORNHILL	THORNHILL	245	KLM	Complete	B1	YES	Only standpipes, no electricity	PDOHS	Bulk Infrastructure limitations

KOUGA MUNICIPALITY (EC 108)

ORDINARY COUNCIL MEETING

PLANNING AND DEVELOPMENT

DATE: 30 MAY 2019 **ITEM NO. 19/05/PD4**

APPROVAL OF APPLICATION FORMS AND DOCUMENTS IN TERMS OF THE SPATIAL PLANNING AND LAND USE MANAGEMENT BY-LAW (2017)

1. Introduction

In 2017, Kouga Municipality promulgated its Spatial Land Use Management By-laws in terms of SPLUMA (2003). The SPLUMA Regulations (2015) indicate that the Municipality and the By-Law state that the Municipality must determine the procedure of the AA.

Reg (21) states that, the appeal procedures determined by the municipality in terms of regulation 20, must include the following:

(b) duty of members of an appeal authority to disclose interest;
(c) management of the administrative affairs of the appeal authority;
(d) record keeping;
(e) manner of submission and notice of appeal;
(f) manner of submission and notice to oppose an appeal; (g) granting intervener status as contemplated in Chapter 5 of these Regulations;
(h) fees payable on submission of notice of appeal or notice to oppose an appeal or a petition to be granted intervener status;
(i) manner of obtaining all the necessary information from the Municipal Planning Tribunal or authorised official that made the decision which forms the subject matter of the appeal;

Additionally, to the Reg. (21) above, Kouga SPLUM Bylaw states that the Notice of Appeal received by the appeal authority must be in a Council approved form. In respect of specified forms that should

2. Background

In terms of the Spatial Planning and Land Use Management Act,2016 and the Kouga Spatial Planning and Land Use Management By-Law, it is required that Council must approved the forms and documents as attached per "ANNEXURE A". as per example:

Sec: *85 (1) Any application required in terms of this By-Law must be duly completed on* ***a form approved by the Council****, signed by the applicant and submitted to the Municipality."*

"Sec.136 ; An appellant must commence an appeal by delivering a Notice of Appeal ***on a form approved by the Council*** *to the municipal manager and the*

parties to the original application within 21 days as contemplated in section 51 of the Act."

3. Purpose

The purpose of the item is to present the Portfolio Committee an Item for consideration and for Council to approve the following forms and templates for Appeal Authority Procedures:

- **Form A:** Disclosure of Interest Form
- **Form B**: Petition to Intervene Application
- **Form C**: Petition to Intervene Feedback
- **Template D**: Notice of Appeal
- **Form E**: Appeal Submission Form
- **Template F**: Acknowledgement of Appeal
- **Template G**: Appeal Submitted by Objectors
- **Template H**: Appeal Assessment Form

4. Comments by the relevant Director

The report is supported and is in line with the discussions of the recently held Appeals Authority training.

5. Financial implications

None

6. Legal implications

In Term of the Spatial Planning and Land Use Management Act and the By-Law it is required that these application forms and documents must be approved by Council.

7. Other implications

None.

8. Recommendation

8.1 That Council **Approves** the forms and templates for Appeal Authority procedures as contemplated in the Municipality's SPLUM By-Laws and SPLUMA Regulations as follows:

- **Form A:** Disclosure of Interest Form
- **Form B**: Petition to Intervene Application
- **Form C**: Petition to Intervene Feedback
- **Template D**: Notice of Appeal
- **Form E**: Appeal Submission Form
- **Template F**: Acknowledgement of Appeal
- **Template G**: Appeal Submitted by Objectors
- **Template H**: Appeal Assessment Form

Item Prepared By: **Manager: Planning & Development**

Item Approved By: **Director: Planning, Development & Tourism**

Item Noted By: **Portfolio Councillor: Planning, Development & Tourism**

ANNEXURES: FORMS & TEMPLATES

KOUGA local municipality
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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

Form A: Form for Declaration of Interests

(tick in the applicable box below)

I, _____ being a member of the Mayoral Committee of Kouga Municipality and a member of the Appeal Authority hereby declare that:

□ **I <u>do not have</u>** pecuniary or other personal interest, direct or indirect, in any matter that raises or may raise a conflict with my duties as a member of the Kouga Municipality Appeal Authority.

□ **<u>I have</u>** pecuniary or other personal interest, direct or indirect, in certain matter that raises or may raise a conflict with my duties as a member of the Kouga Municipality Appeal Authority. The particulars of such matter (s) are stated below:

I also acknowledge that I shall make another declaration to state any change in any matter contained in this declaration within one month after the change occurs and shall provide further information on the particulars contained in this declaration if so required by the Kouga Municipality Appeal Authority.

Signature: ……

Name: ……..

Date: ……..

FORM B: PETITION TO INTERVENE APPLICATION

APPLICATION FORM – PETITION TO INTERVENE

Application to Petition to Intervene in terms of Section …….. of the Municipal Planning By-law read in conjunction with Section 45(2) & Chapter 5 of the Regulations to the Act.		
(Official use)		
Date of Petition:		Date received by Municipality:
Reference:		
PART A: APPLICATION DETAILS		
Application Type:		
Provide a brief description of the nature of the application		
Property description		
Date on which you became aware of the proceedings		Supported by an Affidavit:
PART B: DECISION MAKING AUTHORITY TO INTERVENE		
In which decision making process do you wish to petition to intervene?		
A	An application in process to be considered by the Authorized Official	
B	An application in process to be considered by the Municipal Planning Tribunal	
C	An appeal that was lodged against a decision of an MPT or AO	
D	An appeal that was lodged opposing an appeal	
PART C: PETITIONER DETAILS:		
First Name:		

Surname:					
Company / Legal Entity Name:					
Postal Address:					
			Postal Code		
E-mail address:					
Tel:		Fax:		Cell:	
PART D: PETITIONER PROPERTY DESCRIPTION					
Erf/ Erven/ Portion/ Holding number					
Township / Farm / Holding					
Physical Address:					
GPS COORDINATES	E: S:	Town / City			

PART E: MOTIVATION & RATIONALE OF THE PETITION TO INTERVENE & TO BECOME AN INTERESTED PERSON **(To be in line with S45, Chapter 5 of Regulations & Municipal Planning By-law)**
Rights being affected: **Extent to which the rights might be affected:** **Representation to have a direct concern:** **Ability to protect his / her interest:**

Different perspective on the issues already presented in the Application / Comments/ Objections / Appeals
PART F: ADDITIONAL SUPPORTING DOCUMENTS ATTACHED:
PART G: PAYMENT OF FEES:

Petition to Intervene Fees	**R**
Receipt number	

Petition to Intervene Fees are paid to the Municipality & are non-refundable & proof of payment of the application must accompany the application
PART H: DECLARATION
I hereby wish to confirm the following: **That the information provided & contained in this Petition & accompanying documentation is complete & correct.** **I am aware that it is an offence in terms of Section ……. of the By-law to supply particulars, information or answers knowing the particulars, information or answers to be false, incorrect or misleading or not believing them to be correct.** **Petitioner Signature: ……** **Date: ……..** **Full Names: ……..**

PART I: AFFIDAVIT

I, the undersigned, …… of (address)
……..

herewith confirm I am petitioning to intervene in (describe the land development application)
…….. & declare herewith:

That I became aware of the land development application outlined above on (date)
……..

That I do not collude with any applicant, objector or applicant of the said land development application in any manner whatsoever.

That I will abide by the decision of the Authorized Official / Municipal Planning Tribunal & Appeal Authority as he/ she might direct me to participate as directed or granted.

I acknowledge that the burden of proof rests with myself to establishing my status as an interested person.

I acknowledge that the decision is final.

Declared & signed at …….. on this …… day of
…….. before the undersigned Commissioner of Oaths.

……..

Petitioner

COMMISSIONER OF OATHS

I certify that the deponent acknowledged that he / she knew & understood the contents hereof & that I duly administered the oath as prescribed in Regulation No. R1258 of 21 July 1972, & that the deponent in my presence signed this affidavit at …….. on this
…….. day of ……

COMMISSIONER OF OATHS STAMP

FORM C: APPLICATION FOR PETITION TO INTERVENE FEEDBACK

Our Reference:
Your reference:
Enquiries:
Date:

REGISTERED MAIL / OR PREFERRED MANNER OF COMMUNICATION

Petitioner name:
Postal address:
E-mail address:

PETITION TO INTERVENE IN APPLICATION	
Petitioner name:	
PETITION : LAND DEVELOPMENT APPLICATION PROPERTY DESCRIPTION	
1.	Your Petition to Intervene dated ……. was received by this Municipality on ……..
2.	Your Petition to Intervene was considered on …… & wish to inform you as follows:
3.	Your Petition to Intervene in the above mentioned application was not successful
OR	
4.	Your Petition to Intervene in the above mentioned application was successful & you are granted the status as an interested person.
OR	
5.	Your Petition to Intervene in the above mentioned application was successful & you are granted the status as an interested person but your participation in the Land Development application is limited to the following aspects of the proceeds: a. ……. b. ……. c. …….
6.	You are requested to make arrangements with the relevant Authorized Official / Municipal Planning Tribunal / Appeal Authority to source relevant information to the application / appeal within a period of …….. days.

Regards,

AO / MPT / AA

KOUGA local municipality
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FORM D: NOTICE OF APPEAL TEMPLATE

Appellant details:

Address:

The Municipal Manager

Kouga Municipality

P.O. Box 21

JEFFREYS BAY

6330

NOTICE OF APPEAL IN TERMS OF SECTION…… OF THE MUNICIPAL PLANNING BY-LAWS

Property description: ……

1. Herewith our Notice of Appeal in terms of Section ……. of the Municipal Planning By-law.

2. The Appeal relate to the following:

   a) (Outline the nature of the Appeal in conjunction with the Appeal Form A2)

3. In support of our Appeal attached the completed Appeal for with the relevant attachments

   & supportive documents.

4. Attached proof of payment of the required fee to the amount of R…….

Regards,

Appellant

FORM E: APPEAL SUBMISSION FORM

APPEAL SUBMISSION FORM				
This Appeal Submission form is submitted to the Municipal Manager of ……. Municipality in terms of Section …… of the …….. By-law				
PART A: GROUNDS OF APPEAL				
	YES	NO		
Appeal the decision by Authorized Official / Municipal Planning Tribunal				
Appeal against the condition(s) of approval imposed by the authorized official or Municipal Planning Tribunal				
Appeal based on & primarily concerned with the process followed prior to the authorized official or Municipal Planning Tribunal decision				If marked "YES" in any of these instances, please provide details in Part F
Appeal the merits of the land development or land use application on which it is believed that the authorized official or Municipal Planning Tribunal erred in coming to the conclusion				
Appeal submitted to Oppose				
Other				Provide details in Part E
PART B: DECISION MAKING TIMELINES:				
Date of decision	DD/MM/YYYY	Date received notice of decision	DD/MM/YYYY	
Who took the original decision		Authorized Official	Tribunal	
PART C: APPELLANT'S DETAILS				
Full name(s):				
Surname:				

Company or legal person's name (if applicable):			
Postal address			
		Postal Code	
E-mail:			
Tel:			
Fax:			
Cell:			
PART D: APPELLANT'S PROPERTY DESCRIPTION (Property that is affected by the proposed land development application)			
Number(s) of Erf / Erven / Portion(s) or Farm(s)			
Physical Address:			
GPS Coordinates		Town / City	
PART E: PROPERTY DESCRIPTION OF PROPOSED LAND DEVELOPMENT APPLICATION			
Number(s) of Erf / Erven / Portion(s) or Farm(s)			
Physical Address:			
GPS Coordinates		Town / City	

PART F: APPEAL MOTIVATION & REASONS *	
***** Appeal motivation, information & reasons may be attached.	
PART G: APPEAL FEE (FOR COMPLETION & USE BY OFFICIAL)	
Appeal	**R**
TOTAL APPEAL FEES*	**R**
* Appeal fees that are paid to the Municipality are non-refundable & proof of payment of the application fees must accompany the application.	
MUNICIPAL BANKING DETAILS FOR APPEAL PAYMENTS	
Name: Bank:	

Branch No:

Account No:

Payment reference: ……

(if applicable)

PART H: ATTACHMENTS & SUPPORTING INFORMATION & DOCUMENTATION

	Proof of payment of appeal fees (applicant)		Proof of serving notice of appeal (applicant)
	Proof of serving notice to other parties		Copy of decision & notification
	Copy of conditions of approval		Copy of the reasons provided
	Grounds of Appeal / Motivation & reasons for appeal		Other (specify)

PART I: DECLARATION

I hereby wish to confirm the following:

1. That the information contained in this appeal form & accompanying documentation is complete & correct.

2. I'm aware that it is an offence in terms of Section …… (By-law) of the said legislation to supply particulars, information or answers knowing the particulars, information or answers to be false, incorrect or misleading or not believing them to be correct.

Appellant's signature: …….. Date: ……

Full Name: ……..

FOR OFFICE USE ONLY

Date received:	**Received by:**
……..	**……..**
MUNICIPAL STAMP	

KOUGA
local municipality
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FORM F: ACKNOWLEDGEMENT OF APPEAL BY MUNICIPALITY

Our Reference Number:

Your Reference Number:

Enquiries:

Date:

REGISTERED MAIL / OR DESIGNATED MANNER OF CORRESPONDENCE

Appellant's name and address:

APPEAL ACKNOWLEDGEMENT LETTER (applicant / objector)

Appellant's Title

APPEAL: APPLICATION TYPE: PROPERTY DESCRIPTION

Your appeal letter dated …… was received by this Municipality on ……

(Delete paragraph below if application is refused)

Kindly note that in terms of Section …….. of the By-law on Municipal Land Use Planning, the approval is suspended until such time as, the period for lodging appeals have lapsed, any appeal has been finalized & you have been advised accordingly.

Your proof that notices were served on any person who commented on the application are noted.

Your appeal will now be further processed.

(Delete paragraph below is not applicable)

Your letter of appeal is invalid since:

Your appeal was not lodged within the prescribed period

You did not set out the grounds to prove the decision-maker erred in coming to the conclusion it did, or state that the decision-maker failed to make a decision.

You did not simultaneously serve notice of the appeal on any person who commented on the application concerned.

You failed to submit proof of payment of appeal fees.

The matter is now finalized.

Should you have any enquiries, please contact the Municipality.

Regards,

MUNICIPAL MANAGER

KOUGA local municipality
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FORM G: APPEAL SUBMITTED BY OBJECTORS / COMMENTING PARTIES

Our Reference Number: Your Reference Number: Enquiries: Date:	
REGISTERED MAIL / OR DESIGNATED MANNER OF CORRESPONDENCE	
Applicant's name and postal address:	
APPLICANT TO COMMENT ON APPEAL(S)	
Applicant's Title	
APPEAL(S): APPLICATION TYPE: PROPERTY DESCRIPTION	
1.	This Municipality's decision letter dated ……., refers.
2.	An / Appeal(s) has /have been received from the persons who commented on the application and / or affected persons: • …… • …… • …… • ……..
3.	A copy / copies of the appeals(s) is / are attached for your information.

4.	You are hereby afforded the opportunity to comment on the appeal(s) within 21 days of being notified. Your response should reach this office by no later than ……..
5.	Kindly note that in terms of Section …….. By-law on Municipal Land Use Planning, the Municipality's decision is suspended until the appeal(s) has / have been finalized & you have been advised accordingly.

Kind regards,

MUNICIPAL MANAGER

KOUGA local municipality
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FORM H: REPORT ASSESSING THE APPEAL BY MM / AUTHORIZED EMPLOYEE

APPEAL REPORT
PROPERTY DESCRIPTION:
PART P: SUMMARY OF EVALUATION
Provide a brief summary of the key finding of the assessment.
PART Q: RECOMMENDATION
Provide a recommendation to the decision-maker, taking into account the planning assessment
PART R: REASONS FOR RECOMMENDATION
Provide reasons for the recommendation
PART S: ANNEXURES
Annexure A: Conditions of approval Annexure B: Locality plan / Public participation map Annexure C: Copy of Title Deed Annexure D: Proposed Subdivision plan Annexure E: Proposed Site Development
PART T: SIGNATURES
Author name: ……..   Author signature: …….

Date: ……..					
APPEAL REPORT					
APPLICATION TYPE: **PROPERTY DESCRIPTION:**					
Appeal Reference Number		Appeal Report Date			
Application Reference Number		Application submission date		Application decision date	
Was the original application processed correctly (if NO, elaborate below)			**YES**	**NO**	
PART A: AUTHOR DETAILS					
First name(s)					
Surname					
Job title					
SACPLAN registration number / other registration body					
Directorate / Department					
Contact details					

REPORTS BY THE PORTFOLIO CHAIRPERSON: LOCAL ECONOMIC DEVELOPMENT & TOURISM

KOUGA MUNICIPALITY (EC108)

ORDINARY COUNCIL MEETING

LOCAL ECONOMIC DEVELOPMENT AND TOURISM

DATE: 30 MAY 2019 **ITEM NO: 19/05/LED4**

REPORT ON THE EVENTS APPLICATION FOR PERIOD APRIL 2019

1. Purpose

The purpose of the item is to report on applications received and discussed by the Events Committee on 12 April 2019.

2. Background

In terms of the Kouga Municipal events policy, Kouga Municipality is responsible to ensure that all events hosted in the Kouga Municipal area are done so legally and as well as to ensure that the prevention of injury, suffering or death that may occur because of poor planning or preventable misadventure at public events is avoided. The Kouga Municipality is responsible for guiding those that run events can run safe and thereby creating a conducive environment for Kouga to be promoted as a prime destination for tourism and events.

3. Items Discussed

The table below is a summary of events presented, discussed, Approved and not Approved by the Kouga Municipal Events Planning Committee meeting held on 12 April 2019.

a. Events Presented to Committee:

No.	Description	Location	Date	Approval Status	Comments and Conditions of Approval
1.	PAM Golding Properties King of the Kromme	Kromme River	20 April 2019	Not Approved	No Risk Application to SAPS. No Water Safety Plan submitted detailing the name and contacts of the Safety Officer (Life Jackets, Water Patrol)
2.	CANSA Relay for Life – Walk with Survivors	Jeffreys Bay Beachfront (Main Beach)	20 April 2019	Approved	Approved on Condition that the event organiser submit a safety plan; Apply for Road Closure with the Kouga Traffic Department; Submit a safety Plan, Request Electricity Supply from Electrical Department, Waste Removal Plan.

6.	South African Longboard Surfing Championships 2019	Seal Point Cape St Francis	26 April 2019 1 May 2019	Approved	Request of Life-Guard to be on duty. Compulsory wearing Life jacket for all rescuers.
7.	Easter Sunrise Services	Granny's Pool	21 April 2019	Approved	Must Apply for Electricity from Mr. B Bosch. To submit a safety plan detailing risk mitigation measure.
8.	Wedding	Decoma	21 MAY 2019	Approved Family Events	Family Function with only 10 Guests.
9.	DRASA Jeffreys Bay Ride	Soul Valley Equestrian Farm	8 May 2019	Approved on Conditions	They must apply for use of Public Road with Traffic Department (R102). They must submit a safety plan, detailing mitigation measure in the event someone fall from a Horse. They must interact and notify the ambulance services.
10.	Elections 8 May 2019	Tacoma Market area Jeffreys Bay	8 May 2019	Approved	In need of electricity, they must get in contact with the electricity officer. Only Gas Braai or Webber will be used and no open fire.
11.	Keith's Picnic	Supper Tubes Park Jeffrey Bay	11 May 2019	Approved	Event must contact the Electrical Department. Event Organiser to Contact Community Services for Waste Removal. They will make use of the braai stands at Da Gama Beach. They must apply for Public Road use with Kouga Traffic Department at the Entrance of Super tubes Park.
12.	ECCU Marathon Championship 2019	St Francis Bay Canal	1 – 2 June 2019	Not approved	Clear specific number of Spectators and Participants must be submitted. No Water Safety Plan Detailing Safety mitigation plan and Life Jackets are Compulsory

					Need to submit name and contact detail of Event Safety Officer. Must Apply for SAPS Risk Categorization for the Event. Safety plan must be in place.
13.	Tiletoria Trans Elands MTB Marathon 2019	The Ferry Hotel	8 June 2019	Approved	They notify the Traffic Department, Route maps attached to application for R102 and Loerie Intersection. They must submit a Safety Plan for the Race – Safety Marshalls, Police etc.
14.	Endurade JBay X Trail Run 2019	Kabeljous	6 – 7 July 2019	Approved	Awaiting Risk Categorization from SAPS
15.	PAM Golding Properties Winter Challenge	St Francis Bay	21 July 2019	Not Approved	Must Apply for Risk Categorisation with SAPS. Detailed Water Safety Plan. Contacts of Safety Officer. Total Number of Spectators and Participants will have to be specified.
16.	Gamtoos Ferry Canoe Marathon	Gamtoos Ferry Hotel	29 September 2019	Not approved	Must Apply for Risk Categorisation with SAPS. Detailed Water Safety Plan. Contacts of Safety Officer. Total Number of Spectators and Participants will have to be specified.
17.	Surf Lodge SA Surf Lessons	Main Beach Jeffreys Bay	1 November 2019	Not approved/pending	All application for Surf School will be considered on events committee end August 2019. To give an opportunity for all Surf Schools to present together.
18.	Carey Olsen Shark Point Rae	Cape St Francis	21 December 2019	Not approved	Must Apply for Risk Categorisation with SAPS. Detailed Water Safety Plan. Contacts of Safety Officer. Total Number of Spectators and Participants will have to be specified.

19.	PW Harvey Story Anderson Memorial Service	Cape St Francis	28 December 2019	Not approved	Must Apply for Risk Categorisation with SAPS. Detailed Water Safety Plan. Contacts of Safety Officer. Total Number of Spectators and Participants will have to be specified.
20.	PW Harvey Canal	Cape St Francis	1 January 2020	Not approved	Must Apply for Risk Categorisation with SAPS. Detailed Water Safety Plan. Contacts of Safety Officer. Total Number of Spectators and Participants will have to be specified.

b. Additional Comments

The Kouga Events Committee recommended that there be a new section on the application form Titled Social Benefit be included. All the event's Organisers will have to indicate the following:

- Number of Jobs Created.
- Number of Local Businesses Supported.
- Social Investment Initiatives.

4. Comments Director Planning, Development and Tourism

The Events Policy and By Law does not require applications for events less than 50.

5. Financial Implications

None.

6. Recommendation

6.1 That the events approved by the Events Planning Committee on 12 April 2019, be supported.

6.2 That the requirement that all events organisers submit a report detailing number of jobs created per event, number of Local Businesses Supported and Social Investment or benefit, be supported.

Drafted by Manager : **Local Economic Development and Tourism.**

Approved by the Director : **Planning, Development and Tourism**

Noted by the : **Portfolio Chairperson**

KOUGA MUNICIPALITY (EC 108)

ORDINARY COUNCIL MEETING

LOCAL ECONOMIC DEVELOPMENT & TOURISM

DATE: 30 MAY 2019 **ITEM NO: 19/05/LED6**

REPORT ON THE REVISED EVENTS POLICY

1. Purpose

The purpose of this item is to seek approval of the revised Events Policy.

2. Background

The first Events Policy workshop was held in the Council Chamber (Jeffreys Bay Unit) on Wednesday, 27 February 2019 at 9:00 wherein Inputs were received from Councilors and the relevant officials on the Policy.

The second Events Policy Workshop was held on the 07 March 2019, the purpose of the workshop was to afford an opportunity to the members of the Events Committee to submit their input on the draft policy (see annexure 'A' revised policy).

In the Events policy workshop held with Councilors, it was resolved that the policy be referred back to the leading Department for revision and submitted to Council for Approval. (see annexure'B' minutes of events policy workshop).

3. Comments by the Director

Item supported.

4. Financial implications

None

5. Legal Implications

None

6. Recommendation

6.1 That the Revised Events Policy, be approved.

Item prepared by : Manager – LED & Tourism

Item approved by : Director – Planning, Development & Tourism

Item noted by : Portfolio Councilor – LED & Tourism

EVENTS COMMITTEE POLICY WORKSHOP

7 March 2019

EVENTS/ENTERTAINMENT POLICY

DEFINITIONS AND ABBREVIATIONS

For the purpose of this Policy, except where clearly indicated otherwise, the words and expressions set out below have the following meaning:

Approved Budget	An annual budget which is approved by a municipal council and includes such an annual budget as revised by an adjustment budget.
Council	The Kouga Municipal Council.
Delegation	In relation to a duty. Includes an instruction to perform the duty. Delegate has a corresponding meaning.
Demonstration	Any demonstration by one or more persons, but not more than 15 persons, for or against any person, cause, action or failure to take action.
Director	A person appointed by the Kouga Municipal Council to head a Directorate of Council and shall include any person acting in that position or to whom authority is delegated.
Environmentally sustainable	The provision of a service or the hosting of an event in a manner aimed at ensuring that risk of harm to the environment and to human health and safety is minimized. Potential benefit to the environment and human health is maximized to the extent that it is reasonably possible and that legislation intended to protect the environment, human health and safety is complied with.
Event	Sporting, entertainment, recreational, religious, cultural, exhibition, organizational or similar activities, hosted at the stadium, venue or along a route or within their respective precincts.
Event Planning Committee (EPC)	A committee approved by Council to facilitate the selection and approval of events that the Council wishes to support.
Event Organizer	Any person who plans, is in charge of, manages, supervises or holds events or sponsorship rights to an event or in any manner controls or has material interest in the hosting of an event.
Event Services	Goods and services required at events including but not limited to temporary fencing,

	temporary toilets, temporary structures, security services, etc.
Functions	Parties or community activities that do not impact on Kouga Services or any applicable laws. These could be private functions, such as birthday parties or weddings, or community functions such as sports or social cub get-togethers.
Executive Mayor	The person elected in terms of Section 55 of the Municipal Structures Act to be the Executive Mayor of the Kouga Council and shall include any person acting in that position or to whom authority is delegated.
Fundraising events	Where the sole or main purpose is a fundraising initiative for charity.
Gathering	Any assembly, concourse or procession of more than 15 persons in or on any public road as defined in the Road Traffic Act, 1989 (Act 29 of 1989), or any other public place or premises wholly or partly open to the air.
Guest management	The process of managing guests – from invitations to arrival and servicing guests at events.
Local economic development events	Events where the sole purpose is to provide opportunities to trade to SMME's, e.g. night markets.
Mayoral committee	The committee appointed by the Executive Mayor to assist the Executive Mayor in terms of Section 60 of the Municipal Structures Act.
Mayoral events	Events supported and/or funded by the Executive Mayor's office.
National days of significance	Events held to commemorate national days. For example, World Aids Day on 1 December, International Women's Day on 9 August and Mandela Day on 18 July.
Purpose built venue	Permanently constructed venues designed specifically to host events, such as stadiums, convention centres, banqueting facilities and sporting facilities.
Rate card	A departmental tariff schedule which indicates charges for services rendered and equipment rentals. Rate cards are updated annually.
Revenue generation at events	A series of activities where income is generated to off-set costs.
Religious events	Events organized by religious organizations, which attract large numbers of participants, who require the e3vent to be hosted in a stadium or similar large capacity facility. These

	events may have high profile speakers but attract mainly community participants.
PDT	Planning, Development &Tourism
Tourist	A person who spends more than 24 hours in an area outside their normal place of work or residence.
Venue owner	Any person or legal entity now or who, in the future, will directly or indirectly own, lease, rent or who now or in the future, acquire and/or exercise the powers of an owner or occupier of a venue used for events.
Venue	Any area or place, where an event is hosted, that has seated or standing spectator capacity within a permanent or temporary structure. This area or place may be erected or demarcated by an enclosed or semi-enclosed temporary or permanent structure.
Visitors	A person who visits and attraction or destination for a day (less than 24 hours).
CBO	Community Based Organization
PBO	Public Benefit Organization
IDP	Integrated Development Plan
KM	Kouga Municipality
NGO	Non-Governmental Organization
SMME	Small, Medium, Micro Enterprises
SCM	Supply Chain Management

PURPOSE

The Events/Entertainment Policy is primarily aimed at ensuring that events that are hosted in the Kouga Municipal area are done so legally as well as ensuring the prevention of injury, suffering or death that may occur as a result of poor planning or preventable misadventure at public events.

This Policy is a guideline to help those who arrange events so that the event can be run safely – and, thereby, creating an environment conducive for promoting Kouga as a prime destination for tourism and events.

Key events such as concerts, raves, corporate events, sport events, promotions, exhibitions, shows, madrigals and fetes fall within the policy's area of concern.

The Events Policy aims to create mutually beneficial outcomes for the Kouga residents, businesses and visitors by using the platforms created by events to contribute to Kouga's growth, development and inclusivity.

The Policy will assist and guide the KM in managing event-related activities in an efficient and effective manner thereby providing clarity to all role-players and

stakeholders. The policy aims to create an enabling mechanism for new approaches to event initiatives.

SCOPE OF APPLICATION

This Policy is applicable to:

- Events within the KM's jurisdictional area, which may in any way require the services of the Council, have implications for public safety, the environment and local communities and which occur in a public and/or private place as contemplated in the Safety at Sports and Recreational Events Act, 2010.

- Organizations and/or any of the spheres of government and across the event spectrum (cultural, business, sport, etc.) and in private sector venues which impact on the public resources and have implications for community public safety and the environment.

The Policy does not apply to public gatherings and demonstrations as defined in the Regulation of Gatherings Act, 1993 (Act 205 of 1993, as amended).

The Policy does not apply to workshops and meetings organized by the KM.

The Policy does not apply to private or community functions which do not require the services of the KM, have implications for public safety, the environment and local communities and comply with all applicable legislation.

REGULATORY CONTEXT

The Policy is developed and guided by the following legislation and regulations:

- The Constitution of the Republic of South Africa: Act 108, 1995, section 156(1)(a), read with Part B of Schedule 4;
- Safety at Sports and Recreation Events Act, Act 2 of 2010
- The Disaster Management Act, Act 57 of 2002;
- The National Environmental Management Act, Act 107 of 1998;
- Municipal Finance Management Act, Act 56 of 2003;
- Occupational Health and Safety Act, Act 85 of 1993;
- Private Security Industry Regulating Authority;
- National Health Act, Act 61 of 2003;
- Fire Brigade Services Act, Act 99 of 1987 (as amended Act 14 of 2000);
- Road Traffic Act, 1996
- Regulation of Gatherings Act, Act 205 of 1993, as amended;
- Integrated Development Plan;
- SABS Codes;
- National Building Regulations;

- Civil Aviation Authority Act, Act 13 of 2009, as amended
- Criminal Procedure Act, Act 51 of 1977;
- Dangerous Weapons Act, Act 15 of 2013;
- Explosives Act, Act 15 of 2003;
- Firearms Control Act, Act 60 of 2000;
- Engineering Profession of SA Act, Act 46 of 2000;
- Copyright Act, Act 98 of 1978;
- Control of Access to Public Premises and Vehicles Act, Act 53 of 1985, as amended;
- Liquor Act, Act 59 of 2003;
- Tear-gas Act, Act 16 of 1964;
- Telecommunications Act, Act 103 of 1996, as amended;
- By-law for the Prevention and Suppression of Nuisances;
- Any applicable By-laws;
- Regulations pertaining to Fireworks

POLICY DIRECTIVE DETAILS

In order to promote effective management of events in the KM area, the following policy directive details will apply:

CLASSIFICATIONN OF EVENTS

A. International events International sporting, business or cultural events that are hosted in the KM area.
These events may range from large scale, with global media coverage, to small scale events.

B. Kouga Iconic events Annual events on the KM events calendar.
These events attract measurable visitors and tourists to Kouga.

C. Incubator events Annual events on the KM calendar. These events attract mainly Kouga communities but show potential to attract visitors and tourists to Kouga.

D. Kouga community events Events that take place in a community, for community purposes and are attended mainly by the community.
They may be Mayoral events, service delivery events, fundraising events, local economic development, emerging sport and cultural events, religious events and events celebrating national days of significance.

The above classification is not a reference to the scale or size of events but rather to the core market of participants and spectators that the event attracts, ranging from a high proportion of visitors (e.g. international events and Kouga iconic events) to mainly Kouga residents (e.g. community events).

Events are also classified according to their security risk as defined in Section 2 of the Safety at Sports and Recreational Events Act, 2010. These classifications are applied in the events permitting process.
It must be noted that not all events need to come via Events committee, for such Events permission may be granted to the chairperson/or the Director: Planning, Development Tourism.

LICENSED AND NON-LICENSED EVENTS

Licensed events shall mean and include all events which a regular occurrence are not but special events, for which application for approval will be required from Council before such event can take place in the area of the jurisdiction of Council.

Non-licensed events shall mean all sporting activities which are regular and under the recognized sporting codes in Kouga, shall be exempted from the operations of this Policy.

This exemption will not apply to any other sporting activities of the Associations if such activities are not considered regular and normal in the life of such Associations.

In the case of a dispute as to whether an event/s constitutes a licensed or non-licensed event, the decision of the Events Committee or its delegated official, shall be final.

PUBLIC SAFETY

Public safety should also be a major consideration in non-licensed events in order to:

- Regulate the hours during which events may be open to the public;
- Secure safe and adequate means of ingress to and egress from events;
- Prevent and suppress nuisances; and
- Preserve sanitary conditions, cleanliness, order and public safety at events.

PROCEDURE FOR GRANTING PERMISSION FOR OUTDOOR EVENTS

All applications must be addressed to the Director: Planning, Development &Tourism who shall refer the request to the Events Planning Committee (EPC).

The EPC shall have its meetings once per month to consider the applications, Seasonally twice a month.
Event Organizers will be invited to make presentations to the EPC where necessary.

The Kouga Municipality shall inform the applicant of the approval/non-approval of the application within of an event10 days after the events committee meeting took place. risk categorization must be submitted from the SAPS.

The Kouga Municipality reserves the right to refuse an application if there is insufficient time to give proper and due consideration to the details submitted for the event.

DEVIATIONS FROM THE POLICY

The Ward Councillor, for the area where the event will take place, must be informed when and consulted with for major events. Councilors must also be informed for public events
The Director Planning, Development and Tourism must be informed where deviations from the policy may occur.

In the event of certain activities being held on a private property, the owners of such a private property will have to comply with certain aspects of this Policy; ***save in so far as it will infringe upon the rights of the owner of the private property***.

TYPES OF VENUES TO BE USED

❖ Indoor sports stadiums ❖ Outdoor sports stadiums ❖ Exhibition halls/stalls ❖ Conference centres ❖ Shopping centres ❖ Schools	❖ Corporate venues/ ❖ Theatres ❖ Indoor venues / warehouses / basements/parking garages ❖ Outdoor venues ❖ Street/Beach events

PRE-PLANNING PHASE

Effective planning is concerned with prevention through identifying, eliminating and controlling hazards and risks.

The South African Police Services must be contacted by the event organizer for the classification of the event in keeping with the Safety at Sports and Recreational Events Act of 2010. The organizer will then produce this certificate at the EPC in their application. The events will be classified as one of the following***:***

High Risk

Medium Risk

Low Risk

PLAN SUBMISSION PHASE

The Manager: Protection Services/Disaster Management will request a copy of a disaster management plan, from the Event Organizers, 90 days prior to approval by Council.

If such a plan does not exist, or is deficient, the Manager: Protection Services/Disaster Management:-

Must first take such steps as may be necessary to secure compliance by the said organizer; and

May, thereafter, cancel the special event in question if the steps referred to are unsuccessful to secure compliance by the organizer.

Any organizer of a special event must have a Disaster Management Plan ('Disaster Map') for the special event, which plan must, at least, provide for the following, ***where applicable***:

Nature of Event:- (Event Plan)

Summary of event including expected occupancy, age, performance profile, standing/seated audience and ticketing arrangements.

Site Plan:- (Detailed Drawings)

Identifying site layout including all structures and roads, fencing, lighting, generators, toilets, first aid pots, disabled persons facilities, car parking, Joint Operations Centre;

Lost children's point;

Floor area;

Emergency Escape routes;

Detail all fire safety measures including means of escape routes and exit widths, and details of access for emergency vehicles.

Site location / stand number / street address;

Emergency vehicle access (minimum 4 meters wide and 4.2 meters high);

J.O.C. location (Joint Operations Centre);

Stage location.

Sufficient personnel to give effect to the execution of such a disaster management plan

Collapsible fencing and barriers

First Aid, Ambulance and Welfare provisions:-

Detail of the first aid organization appointed and agreed numbers, ambulance service appointed and level of agreed provision, welfare provisions.

Evacuation procedures including Emergency fire drills

Firefighting equipment

Crowd control measures

SAFETY CO-ORDINATORS

Identify appointed person and provide copy of roles/duties/job descriptions. This person must be 21 years old or older.

PROVISIONS FOR DISABLED PERSONS

Detail access, viewing areas, wheel-chair provision, concessions and egress provisions for disabled persons.

CAR/COACH PARKING AND TRAFFIC MANAGEMENT

Detail realistic numbers of cars or coaches expected at the event and the proposed private/public traffic management plan for pre and post event.

COMMUNICATIONS AND NOISE CONTROL

Detail the methods of communication to be used between personnel on-site and the provisions to assess and maintain minimum noise levels.

LIGHTING AND POWER SUPPLY

Provide full details of all lighting including emergency lighting to the entire event area (including car parks) to current regulations.

STEWARDING/SECURITY:- SECURITY MEASURES

Detail the stewarding/security firm appointed and proposed numbers and relevant experience.

TOILETS, CATERING AND DRINK WATER

Detail the number and location of all these facilities with names of suppliers.

ENVIRONMENTAL ISSUES

Detail proposals for litter collection pre-/during-/post event. Environmental management, Public amenities to be part of events committee

TV/MEDIA PROVISIONS

Detail all locations to be occupied by TV/Radio/Photographic crews, and access requirements to all required locations including Kouga Municipality's Internal events.

CONSTRUCTION/DECONSTRUCTION PLAN

Detail the manner by which the site and all areas of public roads will be set-up to provide the licensed area and returned to their original condition as soon as possible following the event.

All works must be planned to enable all areas to be used in a safe and satisfactory manner to the complete satisfaction of the Local Authority and other agencies as necessary.

NB: Detailed Event Plan to be drawn up and submitted for approval three (3) months prior to the event.

SAFETY REQUIREMENTS FOR ALL EVENTS

Egress and Ingress

Adequate means of escape to evacuate premises to a safe area for people present.

Escape doors must be clearly indicated with photo luminescent signage and doors to have approved locking devices (as approved by the Local Authority).

Escape routes to be unobstructed at all times. People should be able to walk safely along clearly recognizable routes by their own unaided effort. Doors to open in direction of travel and maintained in satisfactory condition.

For temporary structures such as marquees, refer to Annexure "A" – Marquees.

Shows and exhibitions: Aisle width to be at least 3m and no trading to take place in aisle space.

EMERGENCY LIGHTING

Emergency lighting: In addition to the normal lighting arrangements, emergency lighting should be provided as determined by the fire safety representative.
The emergency lighting supply should come from a source of electricity independent of normal lighting to provide lighting to Exit signs located around the venue for directional purposes and located above the final exit doors.

Emergency lighting to give sufficient light for at least 60 minutes.

All parts of the venue to which people have access should be provided with normal and emergency lighting capable of giving sufficient light for people to leave safely as determined by the risk assessment.

ELECTRICAL

Electrical certificates of all electrical work done to be handed to Fire Safety Official.

Electrical cabling to be covered with an approved ducting method or below ground level.

Overhead cabling to be at least 2.1m high.

Event organizers must comply with the fees for connection and hourly tariffs where stipulated.

TEMPORARY STRUCTURES

Structural engineer to certify all structures including marquees, stages, stands, grandstands, screens, and suspended lights or sound equipment.

FIRE PRECAUTIONS: - FIRE SAFETY

Fire equipment to be clearly indicated, mounted and serviced annually.

A 1m² clearance to be kept around fire equipment and to be accessible at all times.

All fire equipment to conform to SABS standards.
Sprinkler Systems: The performance of sprinkler systems may not be impeded in anyway.

Open Flames: Written permission must be obtained from Fire Safety.

Braai Areas: These should be demarcated and so positioned to limit smoke travel and fire risk.

Liquid Petroleum Gas: Indoors, a maximum of 1 x 19kg cylinder or 2 x 9kg cylinders may be used.

Special effects and Pyrotechnics: Written application with a site plan to be submitted to Fire Safety. Applicant is responsible for SAPS clearance and permits.

DÉCOR

All combustible wood and additional material to be used for décor such as draping, curtains, partitions, and floor, wall or roof coverings where required, to be treated with a flame retardant.

A certificate of proof to be presented to the Fire Safety Official.

Curtains across exit doors should be arranged so as not to trail on the floor; they should be open from the centre and will only be permitted where stewards are present at all times.

Fire Safety may limit the amount of coverings used for décor and prohibit the use in certain locations or insist on additional fire protection measures.

Vehicles: A maximum of 10 litres of fuel is allowed in the fuel tank of a vehicle, in a display area. The battery of such vehicle must be disconnected.

EMERGENCY VEHICLES

Adequate entrances and exits for emergency vehicles and staging area.

PUBLIC PARKING

Parking areas for private vehicles. This must be addressed to minimize risk of fire spread, e.g. (dry vegetation).

BARRIERS

If barriers or collapsible fencing are used, the Disaster Management and Fire Safety Officials should be consulted with so as to comply the regulations and requirements.

JOINT OPERATIONS CENTRE

All relevant stakeholders to be notified of JOC meetings (Disaster Management to co-ordinate).

INSPECTIONS

Disaster Management and Fire Safety and environmental management, traffic services, law enforcement will conduct inspections prior to and during the event. Environment

SAFETY CERTIFICATE

Event Organizers must obtain a Safety Certificate from the chief fire officer or preventions officer Services/Disaster and submit it, unless this requirement has been waived by the Events Committee.

MULTI AGENCY MEETING

A minimum of 14 days after receipt of an application, the Chief: Protection Services/Head: Disaster Management will call a multi-agency meeting.

Municipal Services, emergency services, relevant other role-players and the applicant will be invited to attend this meeting.

It will be of assistance if the Event Safety Co-Ordinator and a representative/s of the security firm/s and/or any other organizations involved with the event also attend.

The purpose of the multi-agency meeting is to discuss the proposals and the event as a whole.

SITE INSPECTIONS PRIOR TO EVENT COMMENCEMENT

The relevant officers of the local authority and/or, members of the multi-agency team will carry out various site inspections prior to the day of the event.

The applicant will be invited to attend these inspections.

Twenty four (24) hours prior to the event, a site inspection will be carried out by the above, with any minor items outstanding being re-inspected as necessary prior to a final site inspection.

A lighting and sound check may be requested prior to the event at an agreed time.

The final site handover will be held a day prior to the event.

SITE INSPECTIONS DURING THE EVENT

The local authority reserves the right to inspect the site and its infrastructure during the event to ensure that the License Holder is complying with the terms and conditions of the Agreement.

Meetings will be arranged as and when necessary with all relevant agencies to discuss any issues that require attention.

In the case of an event held on consecutive days, multi-agency de-brief meetings may be held on the morning of each show day with a view to rectifying any issues arising from the previous day.

SECURITY/COSTS

All security/costs must be paid 21 days prior to the event.

Deposits for ***closed events are refundable***.

Deposits for ***open events are refundable after the post-event inspection of the site.***

Churches, charity organizations, NGO's etc. must pay the applicable daily tariff for services, i.e. refuse removal, electricity point, etc.

PUBLIC LIABILITY INSURANCE

Proof of public liability insurance must be submitted by the event organizers, written 21 days after the approval by the Events Committee.

INDEMNITY

All applicants must indemnify the Council against claims of whatsoever nature or injuries to persons which may arise from hosting the event.

LIQUOR LICENCE

Proof of a Special Events Liquor License must be submitted by the event organizers within 21 days after the approval by the EPC.

SOCIAL DEVELOPMENT FUND

Event Organizers/Companies may contribute a donation either in cash or kind to the Social Development Fund.

The Fund will be used for all matters associated with corporate social responsibility projects in Local Economic Development and Tourism.

Events organizers must also report to Kouga Local municipality about the number of jobs created by the Event.

APPLICATION GUIDELINES FOR HOSTING EVENTS

The following guidelines should constitute the requirements for hosting events within the area of jurisdiction of the Kouga Local Municipality:

EVENTS PLANNING COMMITTEE (EPC)

This committee is required as per the Act to meet to discuss all applications received.
Co-chaired by kouga Municipality and SAPS
The Events Planning Committee should be chaired by SAPS and co-chaired by the Director for Department Planning Development and Tourism Kouga Municipality.in the absence of SAPS it will be chaired by the Director or Proxy.

It is comprised of all relevant role players such as the following:

- Traffic Department – Local and Provincial
- Fire Department – Local and Regional
- Disaster Management – Local and Regional
- Environmental management
-Environmental health
- Public Amenities
- Provincial EMS
- Security service provider
- Medical service provider
- Enviromental Manager when neccessary
- LED&Tourism Manager
- Media and Communications Officer
- Ward Councillors **(when necessary)**
-NSR**I**

AGENDA FOR EVENTS PLANNING COMMITTEE (EPC)

Event Organisers will be expected to attend and present the following items at the EPC:

- Submission of event application and risk assessment to National Commissioner
- Event details, name, programme when and where
- Public Liability Insurance
- Medical plan
- Safety plan – security provider on board with safety officer
- Crowd control
- Emergency evacuation plan
- Vehicle parking arrangements
- Emergency medical measures
- Fire measures
- Traffic Services
- Catering, Vendors/ Food stalls
- Certificate of Acceptability
- Liquor control if applicable
- Liquor Licence
- Temporary Structures such as tents or stages and engineers certificates
- Layout of the event
- Waste management plan
- Population certificate
- Communication and marketing plan
- Air pollution/noise control
- Power supply
- Cash management(Ticket sales)

- Ablution facilities

Submission of event application and risk assessment to National Commissioner

- Fax or email or hand deliver the application form – sample supplied
- No presentation can be made to EPC without application for risk completed
- Return letter from SAPS with categorisation awarded to the event
- New application for each event

Event details, name, programme when and where

- All relevant details of the event

Public Liability Insurance

- Proof of this insurance must be shown at the EPC presentation
- Valid for the period of event set up and break down too
- Minimum of R1 million

Medical plan for Kouga

- On letterhead of the medical service provider
- Full plan of deployment during the event
- Must notify all hospitals in the vicinity or which will be utilised in case of emergency during the event

Safety plan – security provider on board with safety officer

- on letterhead of the security service provider
- PSIRA compliant and registered – Special event accredited security officers
- Full plan of staff compliment as well as roll out plan
- Stipulate actions to be taken in all scenarios

Crowd control

- Measures in place to manage crowds such as crowd barriers, fencing
- PA system or loudhailer available
- Sufficient manpower in case of stampede with the necessary expertise to handle such situations

Emergency evacuation plan

- What to do in emergency – steps to follow in writing and all crew briefed
- Who will take the lead and make the necessary calls – need to Safety Officer
- Mass casualty area
- Time frame attached to this plan

Vehicle parking arrangements

- clear indication with permissions for designated parking areas
- Fees to be charged?
- Car attendants or volunteers to assist
- Signage
- Limit liability in terms of parking signage
- Get input from Traffic Department

Fire measures

- Fire extinguishers in place and checked for servicing
- Evacuation routes
- Indoor draping not over fire equipment/sprinkler systems
- Flammable materials
- Open fires
- Consider wind
- Work in conjunction with Fire Department
- Fire certification up to date

Traffic Services

- Road closures, Events organiser must provide the signage, advertise in the local newspaper.
- Routes for events such as road races, cycling races, rally
- Assistance with VIP escorting
- Traffic calming measures
- Barricading
- Notices and signage required
- Additional fees for Traffic staff

Catering, Vendors/ Food stalls

- Certification up to date – work with Health inspectors
- Ensure that stalls are safe for cooking purposes – inspection with Fire Department at the event
- Ensure required equipment like fire extinguishers are in place
- Display certificates in stall during event

Liquor control if applicable

- Ensure application is made well in advance
- Work in conjunction with local SAPS
- Display copy of certificate at the event
- Notices must be displayed for no underage drinking
- Spot checks during the event
- Demarcated liquor sales area

Temporary Structures such as tents or stages

- All structures must be signed off my structural engineer
- Work in conjunction with local Fire Safety officials
- Check on the weather – wind predications
- Ensure that signage is in place for evacuation – exit signs, no smoking
- Other structures also need to be checked – e.g. school pavilions
- Copy of certificate from engineer to be in file

Layout of the event

- Schematic layout of the event indicating all the structures, exit and entry points etc
- Layout must be made available for all relevant role players
- Layout must be available in VOC

Waste plan

- Have enough infrastructure
- Work in conjunction with private service providers and local role players such as Waste Department
- Recycling – Go Green!

Population certificate

- Population certificate – inside in the tent or hall or open field
- Issued by Fire Department
- Must be on display at the event or in the building

Communication and marketing plan

- Using all available platforms to inform the neighbours and local inhabitants of the event
- Check the local events calendar for clashes

Air pollution/noise control

- Issued by Environmental Services for any outdoor event with music or sound systems
- Provides the limits of decibels for the sound
- Spot checks in the case of complaints

Power supply

- COC to be issued by certified Electrician
- Work in conjunction with local Fire Safety officials
- Ensure proper planning with enough supply such as 3 phase
- Emergency back-up – e.g. Generator, lights
- Check extension cords being used as well as extension plugs – fire hazard
- Pay connection fees and hourly rates

Cash management (Ticket sale)

- Security at till points
- Cash in transit arrangement
- No ticket sales at venue
- No pattern to cash drops

Ablution facilities

- Ensure the necessary ablutions available – hire in additional mobile facilities
- Cater for disabled persons
- Ensure janitor services available
- Supply hand washing facilities
- Work in conjunction with local Environmental services

Role of various stakeholders & practical implications:

- All relevant role-players to be present at each EPC meeting to provide input in terms of presentations by Events Organisers
- All event organisers to supply a file with copies of all plans and certificates to the following:
  - One file for SAPS – relevant station
  - One file for Disaster Management
  - One complete file on site
  - One file for EPC Chairperson
- A suggested document to be created with each applicant/event and feedback in terms of the actual event
- Visit the event as a team – consisting of a representative from each department to check on compliance as well as issues as per the file provided by the Event's Organiser
- Communicate in writing with Events Organiser in order to have a paper trail
- Establish an events calendar
- Ensure that event organisers deliver as per their presentations through doing spot checks
- Try and attend the set up / build-up of events for safety issues

MANAGEMENT OF THE KOUGA EVENTS CALENDAR

In order to improve planning for events, an official Kouga Events Calendar will be published on the KM website and updated monthly.

The management of the calendar will be the responsibility of the Planning, Development and Tourism Department. Kouga Municipality will not consider any Events for Festive Seasons after October annually. Media notice will be published annually on Municipal Website and Local News Papers for cut of date on all Applications.

All hosting departments are required to submit their event dates to the Planning, Development & Tourism Department for inclusion in the Events Calendar. Hosting Departments will be advised of successful inclusion or if an event presents a significant clash, in which case a mutually agreed upon solution will be found.

Time Frames for Consideration of Events by Kouga Municipality

Subject to applicable criteria, the following timeframes below will apply:

Size	**Crowd Size/No Of PARTICIPANTS**	**Minimum Time For Submission of An Application To The Kouga by The Event Organiser Before The Date Of An Event [All Required Information Relating To The Application Must Be Submitted**	**Minimum Time For Kouga Municipality To Respond To An Application For Staging An Event**	**Appeals To Be Lodged By Applicant With Kouga Within**	**Appeal To Be Decided By Kouga Within**
Small	50 to 2000	15 working days (3 weeks)	10 working days (2 weeks)	24 hours of receipt of written notice from the Kouga indicating failure to resolve conflict	24 hours of receipt of written notice of appeal
Medium	2001–5000	20 working days (4 weeks)	15 working days (3 weeks)	48 hours of receipt of written notice from theKouga indicating failure to resolve conflict	Within 48 hours of receipt of written notice
Large	5001–10 000	25 working days (5 weeks)	20 working days (4 weeks)	48 hours of receipt of written notice from the Kouga indicating failure to resolve conflict	Within 3 working days
Very Large	10 001–above	60 working days 3 months (minimum, 6 months ideal)	40 working days (2 months)	48 hours of receipt of written notice from the Kouga indicating failure to resolve conflict	Within 5 working days

Festive appli

NOTE:

1. The timeframes do not include events applications where a land use planning approval is required i.e. where an event is to be held on land which is not appropriately zoned. In such instances, the time frames for a very large event will apply.

2. If a small event includes food vendors, a minimum of 15 days will be required if food vendors need to apply for licences and certificates of acceptability.

3. Any event which involves an application for a temporary land use departure and where the departure has not been granted must follow the appeal process as outlined in the Land Use Planning Ordinance, 1985 (Ordinance No. 15 of 1985)

EVENTS SUPPORT

Partnership with events organizers

Below is a list of guidelines indicating the types of events the KM may wish to partner:

- Events that attract a high proportion of visitors to Kouga e.g. festivals, sporting competitions etc;
- A media attraction, particularly international and national media;
- Events that provide the Kouga with marketing opportunities;
- Demonstrates a positive economic, social and environmental impact;
- Supports the Kouga facilities and Strategic Assets;
- Events that address seasonality in the Kouga Events Calendar;
- Applies responsible tourism and sustainable living principles;
- Events that apply event greening principles;
- Information on trading opportunities for local traders;
- Job creation opportunities as a result of the event;
- Information on local suppliers;
- Lasting legacies from the hosting of the event.

Event Support Requirements

A hosting department can only contemplate supporting an event if the hosting department has the required funds in the approved budget.

Types of partnerships

The KM may choose the level of partnership it wishes to enter into with an event organizer. The resulting partnership may be defined in the following categories:

A. Sponsor	The KM may choose to partner with an event organizer by purchasing a rights package in return for a financial transfer.
B. Commercial partnership agreement	The KM may choose to partner with an event organizer by absorbing some of the upfront costs of staging the event and sharing in the revenue.
C. Event Organizer	The KM may choose to create events to achieve strategic objectives.
D. Enabler	The KM creates an event-friendly environment, enabling event organizers to obtain the necessary guidance and approvals for their events. This includes facilitating the promotion of low-carbon event delivery in keeping with the KM's support for developing a green economy and ensuring a positive legacy from the event.
E. Coordinator of KM services	The KM creates an enabling environment for events by creating a co-ordination function which enables event organizers to interact with all required KM services.

Financial and legal mechanisms to facilitate partnerships with financial implications

Partnerships with events organizers can be facilitated through the following financial and legal mechanisms:

A. Cash transfer	Facilitated through a commercial sponsorship agreement or a MOA with a municipal strategic partner
B. Inter-departmental transfer	Facilitate the provision of KM services at events.
C. SCM Processes	Must be adhered to at all times.
D. Revenue sharing model	Facilitates the KM's participation in revenue generation income streams to offset costs.

Application process for event support

Event organizers are required to submit an application for event support to the KM.

The application should be aligned to the guidelines as outlined below.

Applications for event support must be made as far in advance as possible in order to facilitate the decision-making processes.

Event funding applications received less than 90 days before the anticipated event day will not be considered.
In anticipation that application submission will be facilitated by an electronic application system through an events portal in the future.

Event Application form attached as Annexure "A"

Decision-making process for event support with a financial transfer

Type of Event	Mechanism
Annual Events	The KM will develop a list of events that it wishes to support annually. These events will form part of the budget process.
Event support applications	All event support requests received through the event support application system will be considered by the Events Planning Committee.

Decision-making process for event support without a financial transfer

The KM regularly receives requests for support that do not have financial implications, for example:

Type of Event	Mechanism
Letters of support for booklets and publications	Requests for letters of support for publications must be sent to the Office of the Municipal Manager. Only letters signed by the Municipal Manager will be considered official.
Appearances or representation at events	Requests for appearances or representation at events should be sent to the Office of the Executive Mayor and / or Director PD&T
Event permit process	An application for an events permit, must be submitted to the PD&T Department.
Event logistics assistance	Event organizers, e.g. National Departments can request the KM to assist them with local logistics and planning for events.

Reporting

The Planning, Development & Tourism Department will regularly provide reports to the Portfolio Committee for Planning, Development & Tourism for supported events.

Guidelines for event support applications

In addition to the guidelines outlined in this document, the provision of the following pertinent information will be required in order to assess the

reputational and legal risk the KM may expose itself to by partnering with an event:

1) Company board members and the management teams experience in organizing previous events;
2) Event track record (if the event was previously organized);
3) Any research information, including economic and environmental impact studies;
4) Carbon footprint of the event, or an indication of measures to reduce energy demands/waste and to limit the impact on sensitive environments;
5) Other event partners, particularly sponsors and media partners;
6) The financial model of the event;
7) Information on the beneficiaries of the proceeds from the event including whether the fundraising purpose of the event is for profit or non-profit.

EVENT PERMITS

Event permits are required for hosting events in the Kouga area.

Event organizers are required by law to apply for an event grading from the South African Police Service.

Event organizers are required to comply with all applicable laws.

PENALTIES FOR CONTRAVENING MUNICIPAL EVENTS POLICY

(Notwithstanding any other fines which may be imposed in terms of any other law, these fines may be imposed for contraventions of the Events Policy and may be additional to such fines)

SECTION	OFFENCE	FINE	FINES FOR REPEAT OFFENDERS [SECTION 8(5)]
4(1)	Holding an event without a permit	Small event – R1 000 Medium event – R5 000 Large event – R10 000 Very large event – R15 000	R10 000 R50 000 R100 000 R150 000
7(a)	Holding an event in contravention of the Events By-law or any other law	Small event – R1 000 Medium event – R5 000 Large event – R10 000 Very large event – R15 000	R10 000 R50 000 R100 000 R150 000
7(b)	Failure to ensure that the conduct of persons attending an event and the activities undertaken or carried out do not disturb the neighbouring community and residents	Small event – R1 000 Medium event – R5 000 Large event – R10 000 Very large event – R15 000	R20 000 R80 000 R200 000 R300 000
7(c)	Failure to ensure that a compliance notice issued by the Events Permit Officer is complied with	Small event – R1 000 Medium event – R5 000 Large event – R10 000 Very large event – R15 000	R20 000 R80 000 R200 000 R300 000
8(1)	Failure to comply with a compliance notice issued by the Events Permit Officer or Law Enforcement Officer	Small event – R1 000 Medium event – R5 000 Large event – R10 000 Very large event – R15 000	R50 000 R100 000 R400 000 R600 000

INTER-GOVERNMENTAL CO-ORDINATION

Inter-governmental participation is required as events organizers often approach more than one sphere of government for support and participation in an event.

In addition, some provincial and national departments such as the Department of Cultural Affairs and Sport, Department of the Premier, Department of Economic Development, Department of Environmental Affairs, Department of Arts and many others, may provide event organizers with grants towards hosting events in Kouga.

The KM's PD&T Department will be responsible for the set-up of an information sharing forum where inter-governmental co-ordination is established for discussing strategies, objectives and co-operation at events.

This forum will meet regularly as required.

HOSPITALITY AT EVENTS

The KM may, from time to time, wish to host media launches and/or hospitality at events at, for example, events taking place at strategic assets, or as part of the rights package. The purpose of hosting guests may be part of a strategy to promote the KM's strategic assets, Council facilities or as part of a marketing activation activity.

The service may include the provision of the following: Hospitality area/venue rental, catering, beverages (including alcohol), hiring of entertainment, décor rental, furniture rentals.

The relevant KM Director approves the provision of hospitality events.

EVENT MARKETING

Marketing activities for events include the placement and production of posters, pamphlets, advertisements in the press, publications, outdoor billboards, flag poles, mobile advertising platforms and digital marketing platforms.

Event hosting departments may activate these activities at events provided there is sufficient budget and the necessary supply chain management processes are followed.

Event hosting departments must inform the PD&T Department of planned activities in order to ensure co-ordination with other Kouga event activities. Events Organizers must apply to PD&T Department(town planning section) for the necessary permission to erect posters and banners.

EVENT SERVICES

KM hosting departments may need to procure event services in support of events.

Event services include, but are not limited to: Fencing, private security, toilets, stage, sound and technical, electrical generators, professional event organizers, safety officers, temporary infrastructure, cleansing and waste management, volunteers, promotional clothing, staff catering, public transport provision, dedicated transport (busses), corporate gifts, venue hire, road closure adverts, road/traffic signage, professional speakers/programme directors, entertainment and consultants for monitoring and evaluation.

Event hosting departments may procure KM services including, but limited to: Law enforcement, traffic services, disaster management, fire services, water, health, cleansing, electricity, poster stickers and lamp pole hiring for event flags.

Event hosting departments may procure event services, provided there is sufficient budget and that it is in alignment with the supply chain management process.

THE ROLE OF KM STRUCTURES AND DEPARTMENTS

Role of KM hosting departments

KM hosting Departments may initiate events and initiate bids to host events.

Hosting Departments can organize and project manage events relevant to their functional area, if the events are relevant to their business plans.

If an event is project managed by the PD&T due to its significance to the KM, the relevant functional department will be a co-hosting department and responsible for providing developmental content.

Role of KM service departments

To ensure that events comply with the applicable legislation.

To ensure that events are safe.

To ensure that access to event services is aligned with the KM's strategic objective through accessibility to services.

Roles of the sub-councils in event support

Sub-councils participate in events, through their delegations and budgets, as events organizers providing event support and approving the use of local facilities.

Events hosted in sub-councils must comply with the Safety at Sports and Recreation Events Act, 2010.

IMPLEMENTATION, EVALUATION AND REVIEW

This Policy framework is important for the management of events in the Kouga area. It provides an administrative procedure for the management of events.

The Events and Entertainment Policy will be implemented once approved by Council.

Monitoring and evaluation will be performed by the Planning, Development and Tourism. Directorates are to advise the Planning, Development and Tourism Department of any blockages within the policy implementation framework.

Changes in legislation must be taken into account for future amendments to this policy.

Any amendments to this policy must be re-submitted to Council for review and approval.

ANNEXURE "A"

CHECK-LIST

A. **Have you:** **(Tick box(es) applicable)**

1. **Read and understood Annexure B to this form?** ☐
2. **Applied for and received confirmation of SAPS Risk Assessment for the event?** ☐
3. **Compiled a Safety Plan for event?** ☐
4. **Liaised with Traffic Department regarding traffic control (if necessary)?** ☐
5. **Applied for Certificate of Acceptability (for food stalls / catering)?** ☐
6. **Applied for a Liquor License (where applicable)?** ☐
7. **Informed the Ward Councillor in whose Ward the Event will take place?** ☐

B. **Please ensure that you have completed and attached the following documents before submitting your application:**

1. **Application: Annexure A** ☐
2. **Addendum to Annexure A (if applicable)** ☐
3. **Indemnity Form** ☐
4. **SAPS Risk Categorization *** ☐
4. **Safety Plan** ☐
5. **Route Map (if applicable)** ☐

***** **SAPS RISK CATEGORIZATION – forms to be completed and sent to the address / e-mail address / fax number stated on the form – NOT TO THE KOUGA MUNICIPALITY. (SEE ANNEXURE C).**

ANNEXURE A

Kouga Planning, Development and Tourism Department
16 Woltemade Building
P O Box 21
Jeffreys Bay
6330

Tel: 042 200 2229

Email: vyake@kouga.gov.za

APPLICATION FOR AN EVENT IN KOUGA AREA

NAME OF EVENT: _____

LOCATION OF EVENT: _____

DATE/S OF PROPOSED EVENT: _____

START TIME OF EVENT (FOR EACH DAY): _____**DURATION:** _____

NUMBER OF ATTENDEES EXPECTED: _____
(NB: Specify estimates for each day)

EVENT ORGANISER / PERSON MAKING APPLICATION
_____

COMPANY NAME: _____

DESIGNATION: _____

TEL/CELL: _____

FAX: _____ **EMAIL:** _____

ADDRESS: _____

BRIEF DESCRIPTION OF EVENT:

_____

_____

_____

_____

_____

---

1. TRAFFIC CONTROL REQUIRED? : YES/ NO

If **Yes** Please Provide Details:
_____

- **SECTION OF ROAD(S):** _____
- **TIME:** _____

2. MARQUEES / TENTS: YES/ NO _____

If **Yes** Please Provide Details:

_____

___

3. MUSIC/PUBLIC ADDRESS/ PA SYSTEM, ETC. TO BE USED: YES/ NO

If **Yes** Please Provide Details:

_____

- **MUSIC / OTHER (PLEASE GIVE DETAILS):**
  _____

4. CATERING / FOOD STALLS:

• NUMBER PLANNED: _____

• NUMBER WITH CERTIFICATES OF ACCEPTIBILITY: _____

5. OTHER SERVICES

• ELECTRICITY YES / NO _____

DETAILS:_____

___

• WATER YES / NO _____

DETAILS:_____

___

• WASTE REMOVAL YES / NO _____

DETAILS:

_____

ANY OTHER SPECIAL REQUIREMENTS:

_____

__

_____

__

SIGNATURE: _____ APPLICATION DATE: _____

PLEASE NOTE: This application does not mean the Kouga has approved your planned event. Please ensure you liaise with the Tourism and Creative Industries regarding the approval process and any additional information required. Your Event can only proceed once the Kouga formally gives approval and a permit is issued.

ADDENDUM: ANNEXURE A

To be completed if event includes a parade/ procession/ closing of roads/ making use of public roads in any way

Date: _____

Assembly Point: _____

Starting Location / Road(s): _____

Starting Time: _____

End Location / Road(s): _____

End Time: _____

ROUTE:

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

PLANNING, DEVELOPMENT AND TOURISM DEPARTMENT
KOUGA MUNICIPALITY

INDEMNITY FORM

I, *(full name*) …..……..……,
(Print)
ID No. ……..……

In my capacity as …… **of**

…….. ***(Full name of institution)*** **being**

duly authorized hereto on behalf of institution with regard to

.....…….……..……..……

…… ***(state purpose / event)***

With full knowledge of such declaration, declare as follows:

I hereby indemnify the Kouga Municipality against and hold it harmless from or any loss or damage, or all actions, proceedings or claims arising from the permission granted for the holding of the abovementioned event and/or arising from the negligence or gross negligence or any other cause whatsoever in connection herewith.

Signed on this ……..…… day of ……..…… 20...., at

……..……

SIGNATURE ……

DATE ……..

ANNEXURE B

KOUGA MUNICIPALITY
OPERATIONAL REQUIREMENTS {updated to be inline with the policy}

A. The Kouga Municipality has requirements for applications, timeframes as well as the Events Plan which must be submitted.

The Kouga Municipal Planning, Development and Tourism Department must be contacted to submit an application and confirm the application details and requirements, Tel: 042 2002 229 Email: vyake@kouga.gov.za

B. **Application Time Frames**:

- A formal application to stage an event must be made to the Kouga Municipality as per application form in **Annexure A.**
- Applications to stage an event will **only** be considered if sufficient information is submitted.
- The application should be made to the Kouga Municipal LED& Tourism Department and include the name and contact numbers of the organizer, the event Venue Owner and the Manager and provide as much information as possible about the planned event.
- A KM zoning extract/certificate for the planned event venue or location must be obtained by an applicant or via the KM Town Planning Department prior to the submission of the detailed events application (Refer **Annexure A**).
- For applications for sporting events, the respective sports governing body endorsement (Kouga Sports Council) must be obtained and submitted to the Kouga Municipality before an application maybe considered.

* **South African Police Services Risk Assessment Application:** (Refer **Annexure C**)

Note: Section 6 of the Safety at Sports & Recreational Events Act, Act 2 of 2010 applies and will not be deviated from.

Depending on the size, type, location, date/time, length, event location/s size of venue/s, impact or risk of the event and drawing on any assessment information as required, the following timeframes below will apply:

SIZE	**CROWD SIZE / NO. OF PARTICIPANTS**	**MINIMUM TIME BEFORE ADVERTISING or PUBLICISING AN EVENT TO SUBMIT AN APPLICATION TO THE MUNIPALITY ****
Small	50* to 2000	40 working days (2 month) ***
Medium	2001 – 5000	80 working days (4 months)
Large	5001 – 10 000	90 working days (5 months)
Very Large	10 001 – above	8 months
Any Event which involves an application for a Liquor License.		40 working days
Any Event which involves and application for Temporary Land Use Departure		At least 3 months ahead of the planned event date.

* Events of fewer than 50 persons where there is no amplified sound or no temporary structures to be used need not submit an application however all water based even events must submit an application.
The Kouga Municipality may determine whether the impact and risk attached to an event of fewer than 50 persons would require the submission of an application.

** **Note:** This excludes any specific or special application directives which the municipality may issue from time to time, which may vary by event type, risk, size, the time of the year, duration, venue or location (for example over the festive season or public holiday or related to a type of event or specific venue/location) or impact on the transport network or any other Municipal activity.

*** **Note**: If a small event includes food vendors, a minimum of 40 days will be required if food vendors need to apply for licenses and Certificates of Acceptability.

C. **<u>Event Plan</u>**

- An Event Plan must be submitted by the Event Organizer to the Kouga Municipal LED&I Tourism Department.
- A summary the Kouga Municipal Events application requirements is presented below, which the Event's Organizer must comply with, including but not limited to:

a. An Events Application Form must be filled in.
Description of Event: including type, date, venue, locality and participants.
b. Event Programme: full details and times, plus contact details for person responsible for each aspect of event.
c. Layout of event: including stages, marquees, catering, Venue Operation Centre etc.
d. Land-Use Planning Departure application and approval, where necessary.
e. Transport Management Plan (TMP), which may include where applicable, proposed road closures, route plan, parking, optimal public transport utilization, emergency access routes. The format of the TMP will be as prescribed by the municipality.
f. Crowd Management Plan.
g. Emergency and Contingency Plans: including medical, security, emergency, facility, evacuation.
h. Event Communication Plan: including ticket selling strategy, accreditation
i. Community Participation Plan: including but not limited to contact with Councillor/s; Community/ Residents/ Organizations/ Associations and Business Associations.
j. Environmental Management Plan.
k. Integrated Waste Management Plan.
l. Vendors / Caterers: list of details and use of Liquid petroleum gas. Kouga Municipal Informal Trading and Municipal Health By-Law requirements and related legislative requirements.
m. Health requirements including: Certificates of Acceptability, vendor licenses, ablution facilities and/or mobile toilets.
n Completed Application for: Noise Exemption (incl. public participation); erection of Stages/Marquees. Proof of submission of Liquor License/s, Fireworks application; Civil Aviation Application as appropriate to the event.

o. KM Services requirements: including Electricity, Water, Waste Management Plan (during and after the event), transport, roads and storm water.
p. Indemnity forms and Public Liability insurance confirmation letter
q. Written approval from Venue Owner/Venue Manager to the applicant authorizing the use of the facility/venue to host the event.
r. Proof of deposit paid to the KM for the event and/or services as indicated by the KM.

An Event Plan approved by the Municipality is a binding contract between the Municipality and the Event Organizer and/or event venue, and must be complied with at all times and at all stages of the event.

SUID-AFRIKAANSE POLISIEDIENS SOUTH AFRICAN POLICE SERVICE

SAFETY AT SPORTS AND RECREATIONAL EVENTS ACT 2/2010

SECTION 6 (3) APPLICATION

The National Commissioner
SOUTH AFRICAN POLICE SERVICES

c/o Colonel A Siva
Division: OPERATIONAL RESPONSE SERVICES
Section Commander: MAJOR EVENTS
SOUTH AFRICAN POLICE SERVICE
Pretoria

Per e-mail: disaster-manage@saps.gov.za
Facsimile: 040-6087250

Dear Sir

APPLICATION FOR EVENT RISK CATEGORIZATION I.T.O SECTION 6 (3) OF THE SAFETY AT SPORTS & RECREATIONAL EVENTS ACT, 2010 (ACT NO. 2 OF 2010) – (Name; nature; venue & date of event)

Please find set out below an application i.t.o. Section 6 (3) of the Safety at Sports & Recreational Events Act (hereinafter referred to as *"the Act"*) for risk categorization in respect of the following event:

SECTION 1 - EVENT DETAILS

1.1 Name of Event:

1.2 Nature/ Type of Event:

1.3 Event Venue/ Stadium/Route:

1.4 Local Authority certified safe spectator capacity of the Venue/ Stadium:

1.5 Physical Address of Event Venue/ Stadium:

1.6 GPS Co-ordinates of Event Venue/ Stadium:

1.7 Day & Date of Event:

1.8 Scheduled Commencement Time of Event:

1.9 Anticipated Duration of Event (spectator access time to closure of venue):

1.10 Popularity/ reputation of the event:

1.11 Expected spectators / participants attendance:

1.12 Any VIP's/ VVIP's/Ministers attending/ participating in the event:

1.13 Suitability of the Stadium/Venue/ Route:

1.14 Historic record of safety, security and medical incidents at similar events:

1.15 Any relevant crime statistics and crime trends:

1.16 Any threat analysis information regarding the event:

1.17 Any information with reference to the sale and consumption of liquor at the event:

1.18 Relevance of the outcome of a competitive event:

1.19 Level of rivalry between competing sports teams or sports persons participating and /or any tension/ rivalry which may exist between the supporters:

1.20 Positions of the teams on the league or rankings of the persons participating:

1.21 Any international, national, local social, economic, political, or security related factors which may have an impact on the event from a safety and security perspective:

1.22 Availability of police officials, emergency and essential services to assist at the event:

1.23 Weather or other natural conditions which are anticipated before or on the day of the event:

1.24 The nature of pre-event spectator entertainment and marketing promotions contemplated in Section 4(1):

1.25 Any other factor that the National Commissioner must take into consideration:

1.26 Nearest SAPS Police Station:

SECTION 2 - RESPONSIBLE PERSONS (Section 4(1) of the Act)

2.1 Event Organizer:

2.1.1 **Contact Details**:

- Contact Person:
- E-mail address:
- Mobile No.:
- Telephone No:
- Postal Address:
- Physical Address:

2.2 Stadium/Venue Owner:

2.2.1 Contact Details:

- Contact Person:
- E-mail address:
- Mobile No.:
- Telephone No:
- Postal Address:
- Physical Address:

2.3 Controlling Body:

2.3.1 Contact Details:

- Contact Person:
- E-mail address:
- Mobile No:
- Telephone No:
- Postal Address :
- Physical Address :

SECTION 3 - CONFIRMATIONS

I/We confirm that:

3.1 I/We have/have not previously submitted an annual schedule of events as contemplated in Section 6 (1) of the Act. (Delete where not applicable);

3.2 I/We have/have not previously received a risk categorization in respect of our submitted annual schedule of events from the National Commissioner of the South African Police Service as contemplated in Section 6 (5) of the Act. (Delete where not applicable);

3.3 There is/is not a valid and current existing stadium or venue safety and grading certificate in place for the stadium/venue, as contemplated in Section 8 of the Act, which will still be valid on the day of the event. (Delete where not applicable);

IF NO CERTIFICATES REFERRED TO IN PARAGRAPH 3.3 ARE IN PLACE - WRITTEN REASONS MUST BE SET OUT BELOW AS TO WHY SUCH CERTIFICATES ARE NOT IN PLACE:
……
……
……
……
……
……
……

3.4 I/We have just initiated plans for the event;

3.5 This application satisfies the short notice requirements of Section 6 (3) of the Act:

3.5.1 Furnish written reasons here as to why requirements i.t.o. Section 6(1) of the Act i.e. submission of an annual schedule of events could not be complied with in respect of this event:

……
……
……
……
……
……
……

SECTION 4 - ADDITIONAL FACTORS FOR CONSIDERATION BY THE NATIONAL COMMISSIONER TO DETERMINE THE RISK CATEGORIZATION OF THE EVENT

We respectfully submit that the following factors should also be considered by the National Commissioner in determining the risk categorization in respect of this event:

4.1 I/We have/do not have historical experience in the holding of similar events of a similar size (delete where not applicable);

4.2 I/We have appointed/ensured the appointment of an Event Safety Officer to oversee the safety & security planning requirements of Section 4 (9) & 23 of the Act are in place:

Name of Event Safety Officer:

Contact Details:

- E-mail address:
- Contact No:

4.3 There will/will not (Delete where not applicable) be controlled liquor sales to the general public at the venue/ stadium i.t.o. existing protocols with the local SAPS;

4.4 SIRA registered and Private Security Industry Regulation Act compliant security providers who have worked at the stadium/ venue previously will provide access control & general in-stadium/ venue security and safety stewarding services on the day;

4.5 Both provincial & private sector medical emergency services will be deployed at the event for the safety of event participants and the general public;

4.6 There are no material historical medical incident trends at similar events hosted previously at the venue which could have an impact on the safety of spectators at the event;

4.7 We have notified, in writing, the nearest police station - (name of nearest SAPS Station) of the details of the event.

SECTION 5 - EVENT RISK CATEGORIZATION RECOMMENDATION

We respectfully submit, with reference to all of the information set-out above, that the event should be categorized as **LOW RISK/ MEDIUM RISK/HIGH RISK** (Delete where applicable)

I/We await your event risk categorization of this event.

An event briefing meeting has been scheduled at the event venue at on

……..... (date and time)

Kind regards

For and on behalf & duly authorized by …….
(Full legal name of Event Organizer)

APPROVED ON: **29 MAY 2015**

COUNCIL RESOLUTION NO: **15/05/AME13**

KOUGA MUNICIPALITY (EC 108)

ORDINARY COUNCIL MEETING

LOCAL ECONOMIC DEVELOPMENT & TOURSIM

DATE: 30 MAY 2019 **ITEM NO: 19/05/LED7**

APPLICATION FOR SPONSORSHIP BY THE KOUGA LENTEFEES

1. Introduction

The purpose of this item is to refer the application for sponsorship received by the Kouga Lentefees Committee to Council. The event herein was recommended for approval by the Events Committee and which recommendation was resolved at a Special Mayoral Committee meeting held on 7 December 2018 under **(resolution reference 18/12/PDT1**).

2. Background

Council is advised that the Kouga Lentefees Committee intends hosting the Kouga Lentefees from 30 – 31 August 2019 on the premises of High School Nico Malan, Humansdorp.

In August 2018, the Lentefees received a sponsor of R50 000 from the Kouga Local Municipality. Request for sponsorship was again received from the Nico Malan High School (events organisers) as per attached letter.

The purpose of this event utilising sports tourism to boost local economics in respect of the Kouga area and to afford entrepreneurs in the area an opportunity to showcase their business and talents. In addition to this the event also aims to attract people from outside the municipal boundaries to this area.

3. Comment: Municipal Manager

The Municipal Manager is in support of this application herein.

4. Financial implications

The proposed sponsorship is in the amount of R100 000 (Hundred Thousand rand).

7. Recommendation

7.1 That the application for sponsorship in the amount of R100 000 (Hundred Thousand Rand) only, be approved.

7.2 That in terms of section 67 of the MFMA the Municipal Manager be authorised to enter into a written Memorandum of Agreement in respect of the sponsorship, be approved.

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

Item noted by the Portfolio Chairperson

Annexure 1: Events Application

CHECK-LIST

A. Have you: (Tick box(es) applicable)

1. Read and understood Annexure B to this form? ☐
2. Applied for and received confirmation of SAPS Risk Assessment for the event? ☐
3. Compiled a Safety Plan for event? ☐
4. Liaised with Traffic Department regarding traffic control (if necessary)? ☐
5. Applied for Certificate of Acceptability (for food stalls / catering)? ☐
6. Applied for a Liquor License (where applicable)? ☐
7. Informed the Ward Councillor in whose Ward the Event will take place? ☐

B. Please ensure that you have completed and attached the following documents before submitting your application:

1. Application: Annexure A ☐
2. Addendum to Annexure A (if applicable) ☐
3. Indemnity Form ☐
4. SAPS Risk Categorization * ☐
4. Safety Plan ☐
5. Route Map (if applicable) ☐

* SAPS RISK CATEGORIZATION – forms to be completed and sent to the address / e-mail address / fax number stated on the form – NOT TO THE KOUGA MUNICIPALITY.
SEE ANNEXURE C.

ANNEXURE A

Kouga LED, Tourism and Creative Industries Department
1st Floor, Shell Museum Complex
P O Box 21
Jeffreys Bay
6330

Tel: 042 2002218/9
Fax: 0865225117
Email: ccamons@kouga.gov.za

APPLICATION FOR AN EVENT IN KOUGA AREA

NAME OF EVENT: Kouga Humansdorp Lentefees

LOCATION OF EVENT: Nico Malan High School

DATE/S OF PROPOSED EVENT: 30 - 31 August 2019

START TIME OF EVENT (FOR EACH DAY): 12h00 (day 1) 08h00 (day 2) DURATION: 22h00 - day 1 15h00 - day 2

NUMBER OF ATTENDEES EXPECTED: ~~RP Olivier~~ 5000
(NB: Specify estimates for each day)

EVENT ORGANISER / PERSON MAKING APPLICATION RP Olivier

COMPANY NAME: Nico Malan

DESIGNATION: Deputy principal

TEL/CELL: 071 682 3203

FAX: 042 2444 EMAIL: niccomalan@gmail.com

ADDRESS: 42 du Plessis Street, Humansdorp

BRIEF DESCRIPTION OF EVENT:
Attract community as a whole (cultural, sporting & entrepreneural app) will be entertained by primary & high school 1's. Some of SA's top high schools will be partaking. Food, market & agricultural stalls as well as entertainment for all ages. First Kouga Humansdorp Lentefees was a massive success

1. TRAFFIC CONTROL REQUIRED? : YES/NO

If Yes Please Provide Details: POS

- SECTION OF ROAD(S): will confirm
- TIME: _____

2. **MARQUEES / TENTS:** YES/ NO Yes.

If **Yes** Please Provide Details:
Stage area

3. **MUSIC/PUBLIC ADDRESS/ PA SYSTEM, ETC. TO BE USED:** YES/ NO

If **Yes** Please Provide Details: Using Linnaut Production - For artist.

- **MUSIC / OTHER (PLEASE GIVE DETAILS):**
  Live performances

4. **CATERING / FOOD STALLS:**

- **NUMBER PLANNED:** 30
- **NUMBER WITH CERTIFICATES OF ACCEPTIBILITY:**

5. **OTHER SERVICES**

- **ELECTRICITY** YES / NO

DETAILS: Need municipal assistance to ensure enough supply for the duration of the festival

- **WATER** YES / NO

DETAILS: Depending on the water crises at the time of the event

- **WASTE REMOVAL** YES / NO

DETAILS: Daily

ANY OTHER SPECIAL REQUIREMENTS:
Municipal help with: Garbage bins Daily sucking of septic tank. Temporary toilets

SIGNATURE: **APPLICATION DATE:** 26/11/2018

PLEASE NOTE: This application does not mean the Kouga has approved your planned event. Please ensure you liaise with the Tourism and Creative Industries regarding the approval process and any additional information required. Your Event can only proceed once the Kouga formally gives approval and a permit is issued.

ADDENDUM: ANNEXURE A

To be completed if event includes a parade/ procession/ closing of roads/ making use of public roads in any way

Date: 31 Sep August 2019

Assembly Point: Nile Malan High School

Starting Location / Road(s): _____

Starting Time: _____

End Location / Road(s): _____

End Time: _____

ROUTE:

* Need to wait on route approval from organizing party

LED, TOURISM AND CREATIVE INDUSTRIES DEPARTMENT
KOUGA MUNICIPALITY

INDEMNITY FORM

I, *(full name)* Riaan Phillip Olivier
(Print)
ID No. 650809 5056 087

In my capacity as Organizer & co-ordinator **of**
Kouga Humansdorp Lemoenfees **(Full name of institution) being duly authorized**

hereto on behalf of institution with regard to
Festival (Kouga Humansdorp Lemoenfees) in the Kouga community
with 7's Rugby (schools) as the main attraction **(state purpose / event)**

With full knowledge of such declaration, declare as follows:

I hereby indemnify the Kouga Municipality against and hold it harmless from or any loss or damage, or all actions, proceedings or claims arising from the permission granted for the holding of the abovementioned event and/or arising from the negligence or gross negligence or any other cause whatsoever in connection herewith.

Signed on this 24 day of November 20 18 at
Humansdorp

SIGNATURE .....

DATE 26/11/2018

ANNEXURE I

KOUGA MUNICIPALITY
OPERATIONAL REQUIREMENTS

A. The Kouga Municipality has requirements for applications, timeframes as well as the Events Plan which must be submitted.

The Kouga Municipal LED, Tourism and Creative Industries Department must be contacted to submit an application and confirm the application details and requirements. Tel: 042 2002 2219
Email: ccamors@kouga.gov.za

B. **Application Time Frames:**

- A formal application to stage an event must be made to the Kouga Municipality as per application form in **Annexure A.**
- Applications to stage an event will **only** be considered if sufficient information is submitted.
- The application should be made to the Kouga Municipal LED, Tourism and Creative Industries Department and include the name and contact numbers of the organizer, the event Venue Owner and the Manager and provide as much information as possible about the planned event.
- A KM zoning extract/certificate for the planned event venue or location must be obtained by an applicant or via the KM Town Planning Department prior to the submission of the detailed events application (Refer **Annexure A**).
- For applications for sporting events, the respective sports governing body endorsement (Kouga Sports Council) must be obtained and submitted to the Kouga Municipality before an application maybe considered.

- **South African Police Services Risk Assessment Application:** (Refer **Annexure C**)

Note: Section 6 of the Safety at Sports & Recreational Events Act, Act 2 of 2010 applies and will not be deviated from.

Depending on the size, type, location, date/time, length, event location/s size of venue/s, impact or risk of the event and drawing on any assessment information as required, the following timeframes below will apply:

SIZE	CROWD SIZE / NO. OF PARTICIPANTS	MINIMUM TIME BEFORE ADVERTISING or PUBLICISING AN EVENT TO SUBMIT AN APPLICATION TO THE MUNIPALITY **
Small	50* to 2000	40 working days (2 month) ***
Medium	2001 – 5000	80 working days (4 months)
Large	5001 – 10 000	90 working days (5 months)
Very Large	10 001 – above	8 months
Any Event which involves an application for a Liquor License.		40 working days
Any Event which involves and application for Temporary Land Use Departure		At least 3 months ahead of the planned event date.

- Events of fewer than 50 persons where there is no amplified sound or no temporary structures to be used need not submit an application.
However, the Kouga Municipality may determine whether the impact and risk attached to an event of fewer than 50 persons would require the submission of an application.

** **Note:** This excludes any specific or special application directives which the municipality may issue from time to time, which may vary by event type, risk, size, the time of the year, duration, venue or location (for example over the festive season or public holiday or related to a type of event or specific venue/location) or impact on the transport network or any other Municipal activity.

*** **Note:** If a small event includes food vendors, a minimum of 40 days will be required if food vendors need to apply for licenses and Certificates of Acceptability.

C. Event Plan

- An Event Plan must be submitted by the Event Organizer to the Kouga Municipal LED, Tourism and Creative Industries Department.
- A summary the Kouga Municipal Events application requirements is presented below, which the Event's Organizer must comply with, including but not limited to:

a. An Events Application Form must be filled in.
Description of Event: including type, date, venue, locality and participants.
b. Event Programme: full details and times, plus contact details for person responsible for each aspect of event.
c. Layout of event: including stages, marquees, catering, Venue Operation Centre etc.
d. Land-Use Planning Departure application and approval, where necessary.
e. Transport Management Plan (TMP), which may include where applicable, proposed road closures, route plan, parking, optimal public transport utilization, emergency access routes. The format of the TMP will be as prescribed by the municipality.
f. Crowd Management Plan.
g. Emergency and Contingency Plans: including medical, security, emergency, facility, evacuation.
h. Event Communication Plan: including ticket selling strategy, accreditation
i. Community Participation Plan: including but not limited to contact with Councillor/s: Community/ Residents/ Organizations/ Associations and Business Associations.
j. Environmental Management Plan.
k. Integrated Waste Management Plan.
l. Vendors / Caterers: list of details and use of Liquid petroleum gas, Kouga Municipal Informal Trading and Municipal Health By-Law requirements and related legislative requirements.
m. Health requirements including: Certificates of Acceptability, vendor licenses, ablution facilities and/or mobile toilets.
n Completed Application for: Noise Exemption (incl. public participation); erection of Stages/Marquees. Proof of submission of Liquor License/s. Fireworks application; Civil Aviation Application as appropriate to the event.
o. KM Services requirements: including Electricity, Water, Waste Management Plan (during and after the event), transport, roads and storm water.
p. Indemnity forms and Public Liability insurance confirmation letter
q. Written approval from Venue Owner/Venue Manager to the applicant authorizing the use of the facility/venue to host the event.
r. Proof of deposit paid to the KM for the event and/or services as indicated by the KM.

Event Plan approved by the Municipality is a binding contract between the Municipality and the Event ganizer and/or event venue, and must be complied with at all times and at all stages of the event.

Annexure B:

KOUGA
local municipality
Good Governance through Service Excellence

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

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

DATE : **12 DECEMBER 2018**
TO : **DIRECTOR: PLANNING, DEVELOPMENT & TOURISM**
FROM : **ACTING DIRECTOR: CORPORATE SERVICES**
cc **MANAGER: LEGAL SERVICES**
DIRECTORS
MUNICIPAL MANAGER
MANAGER: V BLOUW
MANAGER: SPECIAL PROGRAMMES
COUNCILLOR B DHLUDHLU

SPECIAL MAYORAL COMMITTEE MEETING HELD ON 7 DECEMBER 2018: RESOLUTIONS

18/12/PDT1 EVENTS APPLICATION FOR PERIOD DECEMEBER 2018 – JANUARY 2019

Resolved (7 December 2018)

1. That the events as reflected below for the period December 2018 as approved by the Events Planning Committee, approved.

No	Description	Location	Date	Approval Status	Comments and Conditions of Approval
1	Billy's Event	St. Francis	December 2018/ Jan 2019	Approved	1. The applicant be invited to the meeting to discuss concerns raised with previous event. 2. Proper arrangements for parking. 3. Home owner's association approved event.
2	USN JBay Beach Touchies	Dolphin Beach Jeffreys bay	26 December 2018	Approved	Awaiting Risk Categorization form
3	JBay Summer	Diaz Road Jeffreys bay	16-19 December 2018	Approved	Awaiting Risk Categorization and the Dates on the application form and the marketing plan

					differ so the event organiser must clarify on what is the correct date. Application has been submitted to Bisho
4	Helicopter Rides	Jeffreys bay	16 December 2018 - 5 January 2019	Approved	Awaiting Risk Categorizing form Compliance with Aviation Act and By-Law Submission of Flight Plan to be made available to public and Council
5	DJ Champ Christmas Picnic	Yellow Wood Park Hankey	25 December 2018	Approved	Awaiting Risk Categorizing form
6	Share a Coke Activation	Jeffreys Bay Beach	19-22 December 2018	Declined	Application is a promotion event
7	Surf Lodge SA surf lessons	Main Beach Jeffreys Bay	17 December 2018 – 14 January 2019	Declined	4 surf schools already approved
8	Beach horse ride	Paradise beach, Zena avenue to Kromme river mouth and back	8,15,29 December 2018	Approved	Area to be cleaned up after tours Group size- 15 horses Copy of safety plan, indemnity Written confirmation- Approval from DEA
9	Nico Malan	Kouga Humansdorp Lentefees	30-31 August 2019	Approved	Kouga-co donor Good reviews Necessary layout plan to be submitted by Mr. Baartman
10	First Choice Run	Christian Victory School, Wavecrest, Jbay	5 January 2019	Approved	Safety Plan attached Vendor certificates for vendors Public Liability attached

					Traffic routes arranged with KLM and other officials SAPS Risk categorization attached
11	Drommedaris Holiday run	Jeffreys Bay	15 December 2018	Approved	Safety Plan attached SAPS Risk categorization attached Wheelie bins to be arranged and made available
12	Secret Sunrise	Kromme river mouth and cape St Francis	29 December 2018-2 January 2019	Approved	Yoga Classes/Sessions
13	Jbay Sandboard Brothers	Aston bay beach	9 December 2018-20 January 2019	Approved "In Principle"	Conditional - Approval letter from DEA to be submitted to Council in terms of dune protection
14	Oasis FM	Dolphin Beachfront	15 December 2018-5 January 2019	Approved	Space for container 6am-6pm - Next to Amphitheatre Close to electrical connections Broadcasting of any emergency
15	Mclaren circus	Open ground, corner St Francis & nautilus street, Jeffreys Bay	14-16 January 2019	Approved	Licence expires end December 2018 Applicant in process of renewal of licence Petition submitted with no signatories – therefore not compliant in terms of Legislation Council's By-Law and National legislation compliant Full Public Participation

					Process to be followed with future applications received by Council
16	Mayoral Save Water Campaign and Summer opening	Main beach, Jeffreys Bay	15 December 2018	Approved	Sports on main beach in the morning Local artists 5 min. fireworks Mayor

KOUGA **HUMANSDORP**
Lentefees

Dear Mr. Hendricks

In reflection of the successes of the **2018 Kouga Humansdorp Lentefees**, we are looking forward to 2019 as another year of growth. The festival is a two-day, sporting, cultural, agricultural and foodie-festival that benefits the greater Kouga Community. There will be something for every family member at this year's festival, taking place from **30th – 31st of August 2019.**

Our festival committee is diligently planning; A total of 16 high schools, across South African provinces, will be battling it out for the title during the **First Choice 7's Elite Rugby tournament**. During the day a variety of local artists will showcase their talents on our beautiful Lentefees, whilst the evenings will be rocked by Refentse, Leah (presenter of Boer soek 'n Vrou) and "Die Kontrak" runner up – Ivan Roux.

We are also very excited to announce that as part of our festival expansion; we will be adding two new events to our Kouga Humansdorp Lentefees. A Lentefees Farm Run (trail run consisting of a 5 – and 10 km route) and an exciting event for the girls; with August being Women's month, we would like to host a ***"Women's Fit Fest"*** on the **Kouga Humansdorp Lentefees** stage. The aim is to create a platform to celebrate all things women; to inspire, connect and learn about women's health and fitness services available within the Kouga community.

We have partnered with local biokineticist, Anzerie Harper and Powerade Zero, to create an exciting spring sweat session for Kouga's ladies. Taking place after our Lentefees 5km and 10km Farm Run, our ***"Women's Fit Fest"*** activities include; an exciting 1½ hour fitness event led by local businesses; keynote speakers addressing themed topics, hydration stations powered by Powerade Zero, Bellabacci cupping stations by Aqua Spa and goody-bags for the first 100 women.

Thank you for your support with the first ever Kouga Humansdorp Lentefees – we would like to partner with you again this year.

As per our meeting we would like the assistance from Kouga Municipality in the following areas (not limited too):

1. **Clean- up of Town:**
- On and around the festival premises i.e. cutting of grass, clearing graveyard fence from litter etc.

First Choice 7's RUGBY
ELITE TOURNAMENT

KOUGA HUMANSDORP
Lentefees

2. **Parking area's:**
- Possible taring of parking lot in front of graveyard (du Plessis Street) and marking of parking spaces, graveyard and in front of school building.
- Possible plastic taring project in front of clubhouse.

3. **Electricity and lighting (on and off premises):**
- Du Plessis Street – insufficient lighting. Lots of robberies in this street, as a result of learners walking from school to hostel after activities.

4. **Waste management:**
- Removal of waste during festival i.e. wheelie bins and sewerage removal.

5. **Traffic control:**
- During festival (all areas around festival terrain)

6. **Festival boards:**
- All town entrances, digital board
- Banners in every Kouga Town
- Municipality can advertise on Nico Malan High School events notice board.

7. **Marketing:**
- Assistance with marketing of festival across all areas of digital advertising
- Oasis FM
- Assistance with Pole advertising – Town Planning.

8. **Women's Fit Fest:**
- Contribution – women's month, awareness.

9. **Involvement of other companies:**
- Igen

10. **Financial contribution:**
- R100 000 (same as 2018)

Multiple levels of sponsorships are available, and each opportunity includes customization to meet your business' diverse marketing needs. Please see enclosed information for details.

Thank you in advance for your interest and support of this community event for Kouga!

Regards

The Lentefees committee

7's RUGBY
ELITE TOURNAMENT

KOUGA **HUMANSDORP**
Lentefees

All sponsors will receive:

- ✓ Recognition on the Kouga Humansdorp Lentefees website (company logo + website link)
- ✓ Personalized sponsorship acknowledgement suitable for display at your company + thank you letter
- ✓ The satisfaction knowing that your contribution is helping uplift our local Kouga community.

Sponsorship Levels:

1. ***Peony* (Platinum) Sponsor:**

Festival sponsors at official level enjoy a number of exclusive benefits that are not available in other sponsorship packages

Official (product/service) of the Lentefees

Sponsor has the exclusive right to be an official product/ service sponsor of the Kouga Humansdorp Lentefees

Business Category Exclusivity:

Only official sponsors lock in exclusivity within their particular business category

Sponsorship includes:

- ✓ Unlimited Instagram Posts: During Festival Weekend, the Festival posts a custom photo and message on Instagram promoting a sponsor activity or promotion. Sponsors can submit own copy and art.
- ✓ Unlimited Facebook Post: Welcome a sponsor to the festival or highlight a sponsor activity or promotion.
- ✓ Company logo placement on all printed materials related to the Kouga Humansdorp Lentefees (if requested)
- ✓ Logo on Festival program cover
- ✓ Prominent advertisment in Festival program
- ✓ Logo placement on banners
- ✓ Prominent Sponsor name recognition in all press releases related to the event
- ✓ Mention on AlgoaFM hitmobile advertisment + live mentions throughout the festival
- ✓ Invite for 2 people to the official Launch
- ✓ Display of marketing materials during Launch
- ✓ Stall space
- ✓ Visible branding on festival premesis -unlimited
- ✓ Stage branding (at own cost)
- ✓ VIP Lounge and parking access for 6
- ✓ Admission tickets for 4 people

KOUGA **HUMANSDORP**
Lentefees

2. ***Daisy* (Official) Sponsor – R50 000 (+)**

- ✓ 1x Instagram Post: During Festival Weekend, the Festival posts a custom photo and message on Instagram promoting a sponsor activity or promotion. Sponsors can submit own copy and art.
- ✓ 1 x Facebook Post: Welcome a sponsor to the festival or highlight a sponsor activity or promotion.
- ✓ Company logo placement on all printed materials related to the Kouga Humansdorp Lentefees (if requested)
- ✓ Logo on Festival program cover
- ✓ ½ page advertisement in Festival program
- ✓ Logo placement on banners
- ✓ Name recognition in all press releases related to the event
- ✓ Invite for 2 people to the official Launch
- ✓ Display of marketing materials during Launch
- ✓ Stall space
- ✓ Visible branding on festival premises
- ✓ Stage branding (at own cost)
- ✓ VIP Lounge and parking access for 4 (2 vehicles)

3. ***Lily* (Silver) Sponsor – R 15 000 – R20 000**

- ✓ *Choice of 1 of the following:*
  Instagram post - During Festival Weekend, the Festival posts a custom photo and message on Instagram promoting a sponsor activity or promotion. Sponsors can submit own copy and art or Facebook post: Welcome a sponsor to the festival or highlight a sponsor activity or promotion.
- ✓ Company logo + website link added to official Lentefees website
- ✓ Logo feature in festival program booklet
- ✓ Live mention on AlgoaFM hitmobile throughout the festival
- ✓ Invite for 2 people to the official Launch
- ✓ Stall space
- ✓ Limited branding on premesis during the festival
- ✓ Access and Parking for 2 (1 vehicle)

4. ***Tulip* (Bronze) Sponsor R 10 000 – R14 000**

- ✓ Company logo + website link added to official Lentefees website
- ✓ Business listing in festival booklet
- ✓ Invite for 2 people to the official Launch
- ✓ Limited branding on premises during the festival
- ✓ Access and Parking for 2 (1 vehicle)

KOUGA **HUMANSDORP**
Lentefees

5. **Rose (Blue) Sponsor R6000 –R 9000**
- ✓ Company logo + website link added to official Lentefees website
- ✓ Business listing in festival booklet
- ✓ Invite for 2 people to the official Launch
- ✓ Limited branding on premises during the festival
- ✓ Access and Parking - Access and Parking for 2 (1 vehicle)

6. **Protea (Contributor) - R 5 000**
- ✓ Business listing in festival booklet
- ✓ Access and Parking for 2 (1 vehicle)

7. **Accommodation sponsor:**
- ✓ Company logo + website link added to official Lentefees website
- ✓ Business listing in festival booklet
- ✓ Access and Parking for 2 (1 vehicle)

8. **Product sponsor:**
- ✓ Business listing in festival booklet
- ✓ Access and Parking for 2 (1 vehicle)

9. **Business Category Exclusivity:**

Only official sponsors lock in exclusivity within their particular business category
Open for discussion with festival committee

10. **Accommodation listing – R500**
- ✓ Listing on accommodation recommendation on website

KOUGA HUMANSDORP

Lentefees

	Peony (Platinum)	Daisy (Official)	Lily (Silver)	Tulip (Bronze)	Rose (Blue)	Protea (contributor)	Accommodation sponsor	Product sponsor	Business Catagory Exclusivity	Accommodation listing (website)
Lentefees website (Logo & link)	x	x	x	x	x	x	x	x		x
Sponsorship acknowledgement	x	x	x	x	x	x	x	x		
Official product or service	x								x	
Instagram	unlimited	1	1 of the following				1			
Facebook	unlimited	1								
Logo on printed marketing materials	x	x								
Logo on festival program	x	x	in festival booklet							
Business Listing in festival booklet				x	x	x	x	x		
Advertisment in festival program	Full page	½ page								
Banners: logo present	x	x								
Name recognition in press release	x	x								
Name recognition on Algoa FM Hitmobile	x									
Live mentions on AlgoaFM during event	x	x	x				x			
Official Launch invite	2 people	2 people	2 people	2 people	2 people					
Launch: Display of marketing materials	x	x								
Stall space	x	x	x							
Visible branding during festival	unlimited	x	limited	limited	limited					
Stage branding (own cost)	x	x								
VIP Lounge	6 people	4 people								
Parking access	3 permits	2 permits	1 permit	1 permit	1 permit	1 permit	1 permit	1 permit		
Admission tickets	4 tickets	2 tickets	2 tickets	2 tickets	2 tickets	2 tickets	2 tickets	2 tickets		

First Choice 7's RUGBY
ELITE TOURNAMENT

REPORTS FOR INFORMATION

18. **MATTERS FOR INFORMATION**
(refer to complete items with annexures of the Mayoral Committee agenda of 21 May 2019)

18.1 **REPORTS BY THE PORTFOLIO CHAIRPERSON: FINANCE**

19/05/F1 SUPPLY CHAIN MANAGEMENT: QUARTERLY REPORT FOR THE PERIOD ENDING 31 MARCH 2019

Resolved (21 May 2019)

1. That the Supply Chain Management Quarterly Report for the Period ending 31 March 2019 be noted.

19/05/F3 REPORT NO BID COMMITTEE SITTINGS FOR THE MONTH OF MARCH 2019

Resolved (21 May 2019)

1. That the summary of the resolutions of the Bid Committees, for the month of March 2019, be noted.

19/05/F4 REVENUE MANAGEMENT: MONTHLY DEBTORS REPORT – MARCH 2019

Resolved (21 May 2019)

1, That the Debtors Report for the month of March 2019, be noted.

2. That the CFO advise of the Bad Debt review meeting.

3. That the percentage of debt be compared to the income per Ward.

19/05/F5 REVENUE REPORT: SUMMARY OF THE EQUITABLE SHARE ALLOCATIONS PER UNIT/SERVICE AND WARD

Resolved (21 May 2019)

1. That the summary of the Equitable Share allocations per unit/service and ward for the period ending 31 March 2019, be noted.

19/05/F7 REVENUE MANAGEMENT AND CUSTOMER CARE REPORT FOR THE MONTH OF MARCH 2019

Resolved (21 May 2019)

1. That the Revenue Management and Customer Care Report for the month of March 2019, be noted.

19/05/F8 ICT REPORT FOR THE MONTH OF MARCH 2019

Resolved (21 May 2019)

1. That the ICT report for the month of March 2019 be, noted.

2. That the ICT downtime of the network which occurred in March 2019 be reported on and submitted to the next Finance Portfolio Committee meeting.

3. That the report be referred to the next ICT Steering Committee meeting.

4. That it be noted that a contractor to repair roof structure at the IT department has been appointed and will be on-site during June 2019.

5. That it be noted that a risk assessment is currently been undertaken on the municipal building and a report on the outcome will be submitted to the Corporate Services Portfolio Committee meeting on receipt thereof.

19/05/F9 MONTHLY REPORT OF ALL COUNCIL PROPERTIES LEASES AS AT 31 MARCH 2019

Resolved (21 May 2019)

1. That the report on Operating Leases of Council properties as at 31 March 2019, be withdrawn.

2. That it be noted that the matter has been referred to the internal audit and on receipt of such report, it be referred to the Finance Portfolio Committee meeting.

19/05/F10 SHORT-TERM INSURANCE CLAIMS REPORT FOR THE MONTH OF MARCH 2019

Resolved (21 May 2019)

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

2. That it be noted that the Manager: Legal Services is currently compiling a report regarding insurance claims and matters in dispute and currently communicating with respective companies and such report will be submitted on completion.

3. That on receipt of the report as contemplated in (2) above, the Accounting Officer, Portfolio Chairperson, Executive Mayor and Speaker facilitate a meeting to discuss outstanding claims.

19/05/F11 EXPENDITURE REPORTS: FOR THE MONTH OF MARCH 2019

Resolved (21 May 2019)

1. That the Expenditure reports for the month March 2019, be noted.

19/05/F13 PROGRESS REPORT: IMPLEMENTATION OF THE MUNICIPAL STANDARD CHART OF ACCOUNTS (MSCOA) FOR THE MONTH OF MARCH 2019

Resolved (21 May 2019)

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

19/05/F14 LAND ADVISORY COMMITTEE MINUTES – 2 NOVEMBER 2018

Resolved (21 May 2019)

1. That the report on the Land Advisory Committee minutes dated 2 November 2018 be withdrawn.

19/05/F15 SHORT-TERM INSURANCE: OPEN CLAIMS REPORT AS AT MARCH 2019

Resolved (21 May 2019)

1. That the Short-term insurance: open claims report as at March 2019, be noted.

2. That a report on actions taken on all outstanding short-term insurance claims be submitted to the next Finance Portfolio Committee meeting in June 2019.

19/05/F16 ACTION SHEETS OF THE FINANCE PORTFOLIO COMMITTEE MEETINGS

Resolved (21 May 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.

19/05/F17 **REPORT BACK ON TENDER: NOTICE No. 226/2018: APPOINTMENT OF SERVICE PROVIDER FOR THE MANAGEMENT OF SHORT-TERM INSURANCE TENDER SHORT TERM**

Resolved (21 May 2019)

1. That the progress on the short – term insurance tender be noted.

2. That a progress report on the short-term insurance tender be submitted to the next Finance Portfolio Committee meeting to be held in June 2019.

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

19/05/CORP1 **MONTHLY REPORT FOR THE CORPORATE SERVICES DIRECTORATE: ADMINISTRATION SECTION**

Resolved (21 May 2019)

1. That the monthly report for March 2019, be noted.

2. That a full breakdown expenditure report on the upgrading of the HR Offices be submitted to the next Corporate Services Portfolio Committee meeting to be held in June 2019.

3. That the Acting Manager: Administration investigate the distribution and installation of photocopiers in Ward Offices and such report be submitted to the next Corporate Services Portfolio Committee meeting to be held in June 2019.

19/05/CORP3 **HR REPORT FOR MARCH 2019**

Resolved (21 May 2019)

1. That the monthly HR report, be noted.

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

3. That the roof of the IT office immediately be repaired, be supported.

4. That employees at the IT office be moved to a more conducive environment with immediate effect, be supported.

5. That the stairs leading to the roof area of the IT section be closed off after hours and at night to restrict access, be supported.

6. That a fence be erected to keep illegal and criminal activities away from Municipal buildings, be supported.

7. That the fencing and security be upgraded at Community Halls and all other Municipal buildings including Process Plants, be supported.

8. That user departments take cognizance of these recommendations and
utilize the 2019/20 budget to attend to the above, be supported.

9. That all Directorates identify Council owned properties and buildings which require fencing off for security and safety purposes, with complete specifications of required fencing, to the Office of the Executive Mayor for scrutinization and consideration, which is to be in line with the approved budget.

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

19/05/I&E 1 INFRASTRUCTURE AND ENGINEERING SERVICE DELIVERY REPORT

Resolved (21 May 2019)

1. That the progress on service delivery of complaints in the Infrastructure & Engineering directorate (i.e. water, sewer, roads, electricity, etc.) for period March 2019 be noted.

2. That the report on maintenance in the technical section be noted

19/05/I&E 2 DAY TO DAY OPERATIONS OF THE FLEET SECTION WHICH RESIDES UNDER INFRASTRUCTURE & ENGINEERING DURING THE PERIOD MARCH 2019

Resolved (21 May 2019)

1. That the report be noted and accepted.

2. That a report/breakdown on vehicle repairs and maintenance in terms of movement at the municipal workshops be included on future reports.

3. That a secure parking holding depot for municipal vehicles be identified to prevent theft from vehicles and that security cameras be installed in line with the approved budget allocation.

19/05/I&E 5 PROGRESS WITH DUINE ROAD EXTENSION

Resolved (21 May 2019)

1. That the progress report be noted.

19/05/I&E 6 ELECTRICAL MAINTENANCE REPORT

Resolved (21 May 2019)

1. That the report electrical maintenance be noted.

19/05/I&E 8 REPORT ON VOLUNTARY ASSISTANCE REQUIRED ON HOT WATER RIPPLE CONTROL SYSTEMS

Resolved (21 May 2019)

1. That the report for extending the load shifting evening time be accepted on condition that the geysers be switched off on a rotational basis as determined by the Department.

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

19/05/CS1 MONTHLY REPORT COMMUNITY SERVICES: MARCH 2019

Resolved (21 May 2019)

1. That the monthly report of Community Services Directorate for March 2019 be discussed.

19/05/CS2 DRINKING WATER QUALITY REPORT FOR MARCH 2019

Resolved (21 May 2019)

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

2. That a more comprehensive drinking water quality report on water samples be submitted.

19/05/CS3 BLUE FLAG - MARINE WATER SAMPLES REPORT

Resolved (21 May 2019)

1. That the report on Marine Water Quality Pre-Testing for March 2019 be noted and supported.

19/05/CS4 REPORT ON KEEP KOUGA CLEAN CAMPAIGN

Resolved (21 May 2019)

1. That the report on Keep Kouga Clean Campaign be noted.

2. That the Keep Kouga Clean campaign be rolled out to other areas in Kouga region, be supported.

3. That a Keep Kouga Clean Plan be compiled and submitted to the Community Services Portfolio Committee meeting.

19/05/CS5 PROGRESS REPORT ON POPLAR DAM

Resolved (21 May 2019)

1. That the progress report on the Poplar dam be noted.

19/05/CS7 REPORT ON OUTSTANDING MATTERS: SAFETY & SECURITY SECTION

Resolved (21 May 2019)

1. That the report on outstanding matters: Safety & Security Section, be noted.

19/05/CS8 REPORT ON TAXI OPERATIONS

Resolved (21 May 2019)

1. That the report on taxi operations, be noted.

19/05/CS9 CAPITAL PROJECTS

Resolved (21 May 2019)

1. That the status quo of Community Services Directorate capital projects for March 2019 be noted.

18.5 **REPORTS BY THE PORTFOLIO CHAIRPERSON: PLANNING & DEVELOPMENT**

19/05/PD1 TOWN PLANNING PROGRESS REPORT FOR MARCH 2019

Resolved (21 May 2019)

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

18.6 **REPORTS BY THE PORTFOLIO CHAIRPERSON: LOCAL ECONOMIC DEVELOPMENT & TOURISM**

19/05/LED1 REPORT ON THE QUARTERLY LOCAL ECONOMIC DEVELOPMENT FORUM MEETING

Resolved (21 May 2019)

1. That the report regarding the LED Forum meeting, be noted.

2. That the final LED terms of reference, be supported.

19/05/LED2 KOUGA TOURISM BUDDIES PROGRAMME FOR TOURISM SAFETY DURING HIGH SEASON

Resolved (21 May 2019)

1. That the Kouga Tourism Buddies Programme, be supported.

2. That a Scope of Work be formulated by the Directorate for the Kouga Tourism Buddies Programme appointed by Province.

19/05/LED3 REPORT ON THE MEETING WITH THE DEPARTMENT OF RURAL DEVELOPMENT AND AGRARIAN REFORM ON EMERGING FARMER SUPPORT

Resolved (21 May 2019)

1. That the Kouga Municipality establishes a structure for local emerging farmers, be supported.

2. That the Assets Management department finalize the signing of outstanding lease agreements with emerging farmers as requested by DRDAR, be supported.

19/05/LED5 KOUGA LOCAL SMME'S SUPPORT IN RENEWABLE ENERGY PROGRAMME PHASE FIVE – DEPARTMENT OF ECONOMIC DEVELOPMENT, ENVIRONMENTAL AFFAIRS AND TOURISM, AND KOUGA LOCAL MUNICIPALITY COLLABORATION

Resolved (21 May 2019)

1. That the collaboration between DEDEAT and Kouga Municipality for REIPPPP and all projects and initiatives of the Programme, be supported.

2. That the Supplier Day Workshop in June 2019, be attended and supported.